



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

November 19, 2020 - Thursday 5:45 p.m.

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the provisions of the [Governor's Executive Orders N-25-20](#) and [N-29-20](#). Committee members, staff, and the public may participate remotely* via the Zoom website at <https://samtrans.zoom.us/j/92398040299> for audio/visual capability, or by calling 1 669 900 9128 for audio only. Webinar ID: 923 9804 0299.

Public Comments: Members of the public are encouraged to participate remotely. Public comments may be submitted to bac@caltrain.com prior to the meeting's call to order so that they can be sent to the Committee Chair as soon as possible, while those received during or after an agenda item is heard will be included into the correspondence and posted online. Oral public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM and each commenter will be automatically notified when they are unmuted to speak for three minutes or less. The Committee Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

AGENDA

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comment
Public testimony by each individual speaker, for items not on the agenda, shall be limited to three minutes
4. Approval of Minutes of September 17, 2020 Meeting
5. Planned Service Changes
6. Bike Parking & Micromobility Study Update
7. Chairperson's Report
 - a. 2020 Work Plan
 - b. 2021 Work Plan
 - c. 2021 Proposed Calendar
8. Staff Report
 - a. Bike Bump Report YTD 2020
 - b. San Carlos Station Temporary Skate/Bike Park
 - c. Electric Train Virtual Reality Experience
 - d. E-Lockers Update
9. Written Correspondence

10. 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.

11. Date and Time of Next Meeting: January 21, 2021 at 5:45 p.m.

12. Adjournment

All Items on this agenda are subject to action

BAC MEMBERS

County

San Francisco
San Mateo
Santa Clara

Public Agency

Monica Munowitch
Julia Malmo-Laylock
John Brazil

Bike Organization

Cliff Bargar (Chair)
Susan Johnson
Miguel Guevara

General Public

Octavi Escala Semonin
Jessica Alba
Nicole Rodia

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the staff at 650.508.6495 or bacs@caltrain.com. Meeting dates, minutes, and agendas are available on the Caltrain Web site at <http://www.caltrain.com>.

Date and Time of Regular Meetings

The JPB Bicycle Advisory Committee) meets regularly on the third Thursday of the month at 5:45 p.m.

Location of Meeting

Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person.

Public Comment

Public Comment on Items Not on the Agenda (limit one per person) must be submitted via email prior to the meeting's call to order to bac@caltrain.com.

Public comments on individual agenda items (limit one per person PER AGENDA ITEM) must be submitted (a) via email prior to the meeting's call to order to bac@caltrain.com or (b) via Zoom Q&A before each agenda item is presented. Please indicate in your email or Q&A the agenda item to which your comment applies. Although public comments are generally limited to three minutes per person, the BAC Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Accessible Public Meetings/Translation

Written materials in appropriate alternative formats, disability-related modification/accommodation, as well as sign language and foreign language interpreters are available upon request; all requests must be made at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email titlevi@samtrans.com; or request by phone at 650-622-7864 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.

**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 SEPTEMBER 17, 2020

MEMBERS PRESENT: J. Alba, C. Bargar, J. Brazil, O. Semonin, M. Guevara, J. Malmo-Laycock, M. Munowitch, N. Rodia

STAFF PRESENT: J. Lipps, L. Low, J. Navarro, D. Provence

Chair Bargar called the meeting to order at 5:50 p.m. and led the Pledge of Allegiance.

PUBLIC COMMENT

Sonia Elkes of San Carlos Bikes spoke regarding a desire to utilize the San Carlos Station parking lot for a temporary skate and bike park. She asked that the request be agendized at the next BAC meeting.

Chair Bargar said making use of the empty parking lot could be a positive outcome for San Carlos residents but noted there might be liability issues.

Ms. Low said staff reviewed the request and found that a temporary skate/bike park could bring substantial challenges and risks; in addition, public transit has been hard hit by the pandemic and is focused on providing service to frontline workers and those dependent on transit and no additional funds are available at this time.

Vice Chair Alba asked if the Committee would consider agendizing the item for the November meeting.

Chair Bargar noted that San Carlos must have a parks and recreation department.

Mr. Brazil said it might be helpful to look into how other public agencies have implemented something similar.

APPROVAL OF MINUTES OF SEPTEMBER 17, 2020

Motion/Second: C. Bargar / J. Abla

Ayes: J. Alba, C. Bargar, J. Brazil, O. Semonin, M. Guevara, J. Malmo-Laycock, M. Munowitch, N. Rodia

Absent: S. Johnson

NEW CALTRAIN WEBSITE DEVELOPMENT

Jeremy Lipps, Digital Communications Manager, presented:

- Website Replacement Overview
- Timeline & Current Activities

Public Comment

Mr. Drew said he appreciated individuals could sign up for email alerts regarding board and committee updates but asked that notifications be sent in a more timely manner. He also asked that the branding and differences regarding the transit district versus SamTrans, and the shuttle service across agencies, be clearer. Mr. Drew also asked for real time information.

Jeff Carter said he appreciates the meeting minutes archive and that it's important to keep the reports, studies, and capital projects on the website even after they're done. He noted he'd also like more details included in the monthly board reports.

Sonia Elkes said she would like to see a train and bus tracker which could help riders make better decisions regarding which stop to go to and how best to get there. She also asked that the website be mobile friendly.

Mr. Guevara asked if there was a list of features that could be shared and if they could possibly get an advance preview of the new site to offer feedback before it goes public.

Mr. Lipps said they would make an effort to offer a preview and possibly a test of the website.

Vice Chair Alba said she would also like the schedule to be as user friendly as possible and that having access to archives is important. She noted she would look forward to receiving early insight into some options and ideas.

Ms. Malmo-Laycock noted that beta testing with the group at a public meeting could be challenging. She also suggested including a youth cohort in the list of interviewees.

Mr. Lipps said he'd be happy to speak with any youth that ride the train if she had any referrals.

Ms. Malmo-Laycock suggested the Youth Leadership Institute.

Mr. Lipps thanked her for the suggestion and said he'd follow up with YLI.

Vice Chair Alba suggested having senior representation, and regarding youth representation she noted there are a number of schools along the corridor whose students take the train that it might be worthwhile to reach out to.

Vice Chair Alba also asked about language accessibility.

Mr. Lipps said accessibility is extremely important and part of the web developer's expertise. He noted they're looking into creating duplicate pages for key content in other languages.

Ms. Rodia suggested better integration of shuttle schedules, even if they're different organizations.

Mr. Lipps acknowledged that shuttles have been difficult due to the various management structures, but they will make it more of a priority.

Chair Bargar noted that if Ms. Elkes had further comments she could email Mr. Lipps directly.

Chair Bargar appreciated the public commenters and reiterated the importance of archived minutes and real-time updates.

Mr. Lipps said Caltrain is working on real-time data and he would like it to be a function on the website; however, obtaining the data is outside this project's scope. He agreed the archive and transparency are important.

ELECTRONIC BICYCLE LOCKERS

Dan Provence, Principal Planner of Station Access, presented:

- Overview
- Contract Details
- Funding
- Initial E-Locker Placements
- Schedule

Public Comment

Mr. Drew noted the importance of usage data. He asked if it were possible to have some keyed lockers still in use.

Ms. Alba asked if approximately a third of the 600 e-lockers will be installed before 2023.

Mr. Provence said the first round of installation would be about a third of the total and he's looking to get lockers up and down the corridor with the second round of funding. Mr. Provence noted they can amend the contract to place e-lockers where they're most needed and in the draft plan they're at every station.

Ms. Alba asked about the ability of the e-lockers to accommodate different bike sizes.

Mr. Provence said they'll install some G6 models which are longer and that he's also looking into bike rooms that would be able to accommodate different bike sizes.

Mr. Brazil asked about the funding sources.

Mr. Provence said TFCA was \$3.5M and that TIRCP was for bike improvements at stations, which could go to lockers or used for rooms.

Mr. Guevara asked what platform will be used to let people know how many lockers are available and will it be in real time.

Mr. Provence said the vendor doesn't have that ability yet, but it would be a good thing to have. He noted they are considering how to make sure there are extra lockers available so there is reliability.

Chair Bargar thanked Mr. Provence for the presentation and noted he was glad they are keeping some funding for bike rooms and other purposes. He asked if wifi and Clipper integration would be standard at the lockers.

Mr. Provence confirmed the Caltrain installed e-lockers would be Clipper compatible. He noted some stations have e-lockers other entities have installed and operate, which may not have that same compatibility.

Chair Bargar asked about the keyed lockers.

Mr. Provence said the keyed lockers are only at 16% use and nearing their end of useful life, in addition it's difficult to meet keyed locker management requirements.

Chair Bargar was sympathetic to the individual who wrote into the correspondence packet about a preference for keyed lockers, but understood the desire to optimize the system for as many riders as possible.

NEW HILLSDALE STATION & BIKES

Dan Provence, Principal Planner of Station Access, presented:

- 25th Avenue Grade Separation Project Benefits
- Construction
- San Mateo Bike Plan Overview
- New Hillsdale Bike Parking Overview
- Current Status and Next Steps

Public Comment

Mr. Drew said there are concerns for those who live southwest of the new station who need to cross more intersections. He asked that when discussing the new station location, communication include language that it's between 28th and 31st Avenues. Mr. Drew voiced disappointed that the station area bike map doesn't show an access point at 31st Avenue. Mr. Drew suggested more bike parking closer to the 31st Avenue access point.

Mr. Brazil noted that underutilized car parking is often not discussed and should be and that it's important to check biases and consider that as well. He voiced appreciation that future space is being considered.

Mr. Provence said part of the e-locker phasing is because of operations and maintenance fees per space, which are charged even if a space is not used.

Ms. Alba asked about the timing, and if some of the City's proposed improvements are years out.

Mr. Provence said he believes the city is trying to do early implementation but doesn't have the full breakdown on their schedule.

Ms. Malmo Laycock asked if this was part of the City of San Mateo's adopted bike plan.

Mr. Provence said the map shown in the slide deck was from the City's bike plan.

Ms. Malmo Laycock said she's excited to see the improvements come to fruition.

Chair Bargar noted Mr. Drew's comments regarding access for those coming from the southwest.

Mr. Provence said that as one goes farther south the grade separations get deeper.

Chair Bargar thanked Mr. Provence for the presentation.

CHAIRPERSON'S REPORT

- 2020 Work Plan

Vice Chair Alba asked if the San Carlos temporary bike/skate park could be added to the November meeting and if website redesign could return at some point.

STAFF REPORT

Lori Low, Government & Community Affairs Officer, presented:

- a. Bike Bump Report YTD 2020
- b. Bike Parking & Micromobility Study
- c. SB 797

Mr. Jeff Carter said it's important to dispel the notion that Caltrain is only for rich riders. He noted fares are high because there is no dedicated funding and that passage of the measure will allow Caltrain to be more economical, run more trains, and attract more low-income riders. Mr. Carter also noted Caltrain is now part of the Clipper Start program.

Mr. Drew noted his desire for the new Hillsdale Station to show access from the southwest and emphasized the importance of thinking about station access from all directions.

Chair Bargar said there is a formal campaign for the measure and members could contact him if they'd like more information.

WRITTEN CORRESPONDENCE

Chair Bargar summarized the correspondence packet and asked for more information on the Millbrae letter.

Mr. Provence said that it's part of a larger planning issue and that staff will be responding.

Chair Bargar said he'd like an update.

COMMITTEE REQUESTS

Mr. Brazil said he had an unexpected medical issue and was out for the past two-and-a-half months but he's back at work and if anyone has questions, he'd be happy to discuss offline.

Ms. Malmo-Laycock asked about the San Jose Better Bike Plan going to Council in October. She noted the draft Unincorporated San Mateo County Bike Plan will be published in early October.

Mr. Brazil said the San Jose Better Bike Plan has been a two years effort that included more than 40 public meetings.

Public Comment

Mr. Drew said CCAG is in the process of doing a master plan for the entire county.

DATE, TIME AND LOCATION OF NEXT MEETING

The next BAC meeting is on November 19, 2020. .

Meeting adjourned at 7:38 p.m.