

**BICYCLE ADVISORY COMMITTEE (BAC)
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING
Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos CA 94070**

MINUTES OF JANUARY 21, 2016

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

MEMBERS ABSENT: E. Barton

STAFF PRESENT: C. David, S. Petty, B. Tietjen

Chair Wes Brinsfield called the meeting to order at 5:46 p.m. and led the Pledge of Allegiance.

Vice Chair Catherine Young arrived at 5:48 p.m.

ELECTION OF OFFICERS

John Brazil nominated Mr. Brinsfield as chair.

Motion/Second: Brazil/Vanderlip

Ayes: Banerjee, Brazil, Brinsfield, Provence, Saum, Turner, Young, Vanderlip

Absent: Barton

Chair Brinsfield nominated Dan Provence as vice chair.

Motion/Second: Brinsfield/Brazil

Ayes: Banerjee, Brazil, Brinsfield, Provence, Saum, Turner, Vanderlip, Young

Absent: Barton

APPROVAL OF MINUTES OF DECEMBER 15, 2015

Vice Chair Young said she was listed as both present and absent in the minutes.

Motion/Second: Brazil/Turner

Ayes: Banerjee, Brazil, Brinsfield, Provence, Turner, Vanderlip

Absent: Barton

Abstain: Saum, Young

PUBLIC COMMENT

None

PRESENTATION OF SAN FRANCISCO AND SILICON VALLEY BICYCLE COALITION SURVEY RESULTS

Emma Shlaes, Policy Manager, Silicon Valley Bicycle Coalition, presented:

- Overview

- Survey ran from August to October 2015
- Survey sent to membership of Silicon Valley Bicycle Coalition and San Francisco Bicycle Coalition, posted on social media and included in newsletters
- Purpose of Survey
 - Understand how our members use Caltrain
 - Give us a data-driven approach to our future Caltrain advocacy work
 - Inform our outreach and communications to members regarding Caltrain
 - Help make recommendations to Caltrain staff regarding bike capacity on trains and bike access to stations
 - Help make recommendations to other public agencies regarding the importance of first- and last-mile connections to Caltrain
- Profile of Respondents
 - 300 participants
 - Majority were members (62% reported as either member of one or both of our organizations)
 - Mostly long-time riders (50% have been riding 5+ years)
 - Majority are weekly passengers riding to commute to/from work
 - Almost all bike to the station and from the station to their final destination
- What Would Improve your Bike and Caltrain Commute
 - Bike space in every Caltrain car
 - Better method of stacking bikes onboard
 - Priority boarding for people with bikes
 - Better training for bike car conductors
- Which bike improvement at stations would you consider using the most?
 - Staffed or valet bike parking stations
 - Free bike lockers or BikeLink e-lockers
 - Monitored bike cages
 - Bike share
 - Bike rooms
 - Bike corrals (overwhelmingly negative response)
- Conclusion
 - People need their bikes and most people see this as the best option currently
 - People want to be near their bikes but think that bike cars could be organized better, both in terms of stacking and boarding
 - People taking this survey are considering the options available today, not necessarily future possibilities
 - Many of the comments showed that people need their bike on both ends and right now other options such as transit, shuttles, or bike share aren't available or don't make sense
 - If bike valet was open later it would work for some people.
 - Partnering with other transit agencies, bike share, and employers could help to provide alternatives

Amitabha Banerjee asked if the origin and destination would be the same since most of the respondents were weekly commuters and are making round-trips. Ms. Shlaes said origin was considered where you start your trip from, e.g. your home.

Steve Vanderlip asked how the conclusion was made that bike parking has the most room for improvement. Ms. Shlaes said based on the question of what would you do if you couldn't bring your bike on the train, 30% said they would park their bike at the station.

Mr. Banerjee asked what a bike corral is. Ms. Shlaes said bike corrals were multiple bike racks in one location, such as in a parking space.

Mr. Brazil asked what outreach was done for the survey. Ms. Shlaes said the outreach was entirely online and was primarily through the membership of both coalitions.

Mr. Brazil asked if the sample is representative of the cyclists who ride Caltrain as a whole. Ms. Shlaes said that it was a self-selecting survey and it is not known if the survey is representative of Caltrain riders as a whole.

Mr. Brazil asked what some of the priorities would be for Ms. Shlaes. Ms. Shlaes said bike valet has opportunity at the high use stations like Palo Alto. Based on the survey comments, bike valet was an attractive option for riders. Ms. Shlaes also said she would like to see bike share more integrated into the Peninsula to help with connections.

Mr. Banerjee said for future studies a question about the Caltrain bike bump form and Twitter account should be considered to test the effectiveness of the account.

Edward Saum asked if there were any results that were surprising. Ms. Shlaes said in the ranking of alternatives, bike share was not ranked very high. Ms. Shlaes said that may be because people are considering what is available to them today.

Mr. Provence said instead of asking if riders need their bike on each end of the trip, it might be better to ask if riders need a bike on each end of the trip. Mr. Provence said that would include bike share as an option. Ms. Shlaes said there was an idea of peer-to-peer bike sharing that could be an option in the future.

Mr. Provence said there is a fiscal incentive to take a bike on the train as compared to parking your bike at a locker. Mr. Provence asked what discussions have taken place around making lockers free at the stations. Ms. Shlaes said that could be explored as part of the Bike Parking Management Plan.

Vice Chair Young asked if more secure bike parking throughout cities tends to increase bicycle trips. Ms. Shlaes said some survey responses stated that a lack of secure bike parking is a barrier to riding their bike.

Mr. Vanderlip asked if this data would be useful to Caltrain. Sebastian Petty, Principal Planner, said the data would be useful in the Bike Parking Management Plan.

Mr. Vanderlip asked if there was another survey planned to find out why bike share is not popular. Ms. Shlaes said that was a good idea to keep in mind when considering the future of bike share.

Chair Brinsfield said many respondents said they needed a bike on both ends so secure parking may not help them. Chair Brinsfield said eliminating the problem of needing a bike on both ends should be considered as well.

Chair Brinsfield said a charge for bikes on board could be considered as an incentive to park their bike at the station if other last mile options are more readily available.

Chair Brinsfield said the first and last mile problem is one that still needs to be solved.

Chair Brinsfield said capacity on board is not the only solution, wayside facilities and last mile options should also be a key focus.

Ms. Shlaes said a focus group could be done with a select group of the respondents.

Public Comment

Roland Lebrun, San Jose, said the design of the Electric Multiple Units had an original baseline of 950 seats and had a baseline of 80 bikes, 40 at the front of the train and 40 at the back. The original ratio of seats to bikes was 12:1 and the Board said they want to get to an 8:1 ratio between bikes and seats. Mr. Lebrun said the cars were reconfigured and ended up with 893 seats and a total of 120 bikes at a ratio of just below 8:1. Some of the toilets and some of the ADA disappeared. Mr. Lebrun asked if the committee would be interested in this information and asked how he should communicate it to you. Chair Brinsfield said that he could leave his information with staff.

SUPER BOWL 50 TRANSPORTATION PRESENTATION

Catherine David, Senior Planner, presented:

- Overview
 - Pre-Super Bowl events throughout the Bay Area
 - Special service Jan. 30 – Feb. 7
 - Enhanced safety protocols
 - Event preparation:
 - Station brightening
 - Equipment availability
 - Crew availability
 - Communication and ambassador plans
 - Fares and Parking
 - Bus Contingency Plans
 - Budget
- Event Service
- Enhanced Safety Measures
 - Increased patrols throughout the system Regular sweeps of high visibility locations
 - Communication of NFL bag policy to customers
 - Pre-inspection of every train departing SF on Super Bowl Sunday
 - Participating in multi-jurisdictional law enforcement planning task force
 - Increased use of K-9 dogs for system-wide inspections
- Event Preparation

- All time-off cancelled
- Additional TASI staff brought in to support operations and maintenance activities
- Stand by maintenance teams to address equipment malfunctions
- Preventative pre-event maintenance
- Station brightening
 - Cleaning
 - Minor repairs and improvements at SF, Millbrae, RWC, PA, MV, SC and San Jose

Brent Tietjen, Acting Community Relations Officer, presented:

- Communication
 - General Messaging and Communications
 - Participating in region-wide Super Bowl informational planning effort
 - Using hashtag campaigns across Twitter, Facebook and Instagram #SB50
 - Staffing Joint Information Center in Santa Clara
 - Targeted digital and print advertising efforts
 - Paid social media campaign
 - Outreach to local tourism organizations and area hotels
- Customer Communication
 - Onboard take ones and brochures
 - Conductor announcements
 - Website information
 - Platform announcements
 - Use of visual messaging system on platforms
 - Expanded hours for Customer Service Representatives and Social Media Officer
 - News releases
 - Social Media
- Ambassadors
 - Customer Information Ambassadors at SF beginning Jan. 30 and at Millbrae throughout the week prior to Super Bowl 50
 - More than 122 shifts scheduled throughout the week beginning Jan. 30
 - Targeted locations include: SF, MB, RWC, PA, MV, SC and San Jose
 - Created a “train the trainer” program to roll out conductor information
- Fares and Parking
 - Customers may use all forms of regular fare media throughout Super Bowl 50 week
 - No Joint Caltrain/VTA Levi's Stadium Tickets sold at TVMs
 - For Super Bowl Sunday, only customers holding a special VTA light rail ticket will be allowed to board Levi's Stadium bound trains
 - Joint \$40 Caltrain/VTA Super Bowl ticket
 - Purchased using VTA mobile app only
 - Total VTA light rail tickets to Levi's Stadium capped
 - Due to anticipated demand, parking at all lots increased to \$20 for Feb. 7 only

- Bus Contingency Plans
 - SamTrans bus service into SF during Super Bowl 50 week not directly impacted street closures, SB50 events
 - SamTrans Staff will be monitoring loads and adding bus tripper service if additional demand requires
 - Traffic conditions/delays of bus service will be monitored daily by SamTrans Bus Operations Control Center
- Super Bowl Sunday
 - At Mountain View and in Santa Clara County, VTA will be staging contingency bus fleets to address any light rail service interruptions
 - In San Mateo County, SamTrans will have a fleet of articulated buses, drivers, and field supervisors staged in SSF and San Carlos to respond to any Caltrain service interruptions
- Budget
 - Super Bowl Host Committee/NFL not reimbursing local transit agencies for Super Bowl 50 related expenses
 - Staff establishing budgets for TASI, Transit Police, Ambassadors, communications, and all other related expenses
 - Final accounting of all Super Bowl 50 expenses will be prepared
 - JPB and SamTrans budgets have operating budget capacity to fund the Super Bowl 50 plan as designed

Ms. David presented:

- Bicycle Impacts
 - Heavier crowds on all Bay Area Public Transit Jan 30 - Feb 8
 - Most Super Bowl 50 attendees anticipated to be out of town guests
 - Extra Caltrain capacity (6 cars) provided on weekends Jan 30-31 & Feb 6-7
 - Caltrain Bicycle Policies apply
 - VTA Bicycle Policies apply (to be confirmed)
 - SFMTA bus & roadway re-routes, street closures
 - SF Bike Share relocations

Mr. Vanderlip asked how much the Super Bowl service costs the agency. Mr. Tietjen said he would follow-up on the costs of the service.

Garrett Turner asked if the only the Bombardier train sets would be six cars on the two weekends or if the six cars will also be for the Gallery sets. Ms. David said both the Gallery and Bombardier sets would be six cars for the two weekends for Super Bowl. Ms. David said the Bombardier sets are six car sets all the time.

Mr. Saum said that the security around the stadium and at parking lot at Great America will be strict. Mr. Saum said nothing except a clear bag will be allowed past the security perimeter.

Mr. Banerjee asked if there if any specific impacts to cyclists are expected due to the enhanced security efforts. Ms. David said there was no special screenings or enhanced safety measures that are specific to cyclists.

Mr. Brazil asked what TASI stands for. Ms. David said TASI stands for Transit Services America, Inc. which is the rail operator for Caltrain.

Chair Brinsfield asked about the expected increase in ridership and the impact of non-cyclists riding in the bike cars. Ms. David said there is a "train the trainer" program and will include information about that concern in the training.

Mr. Turner asked if there would be an increase in conductors during the special event services. Ms. David said there will be two conductors on each train and extra post-event field call trains require the agency to reserve staffing levels for those trains.

Public Comment

Mr. Lebrun, San Jose, said the VTA light rail ticket has been capped at 12,000. Mr. Lebrun asked if there is a cap of the joint Caltrain/VTA tickets.

Ms. David said there are five additional trains that will be staged at San Francisco or Bayshore to accommodate the additional crowds.

Mr. Vanderlip asked about the capacity of the six car Bombardier and Gallery sets. Ms. David said for six car sets there is capacity of about 1,000 passengers depending on the car configuration.

METROLINK CAR UPDATE

Ms. David presented:

- Service Fleet Configuration
 - 16 Bombardier Cars (from Metrolink)
 - Phase 1
 - 5 Cars Rehabbed and in Service
 - Current Caltrain Fleet Configuration
 - Five 6-Car Bombardier Sets (2 bike cars / train)
 - Fifteen 5-Car Gallery Sets (2 bike cars / train)
 - Phase 2
 - 5 Cars being rehabbed as bike cars
 - Scheduled Service date March 2016
 - Replace a trailer car from each Bombardier Trains
 - Future Caltrain Fleet Configuration
 - Five 6-Car Bombardier Sets (3 bike cars / train)
 - Fifteen 5-Car Gallery Sets (2 bike cars / train)
 - Phase 2 Continues
 - Scope of Work for the rehab work
 - Train compatibility with current fleet
 - Lighting and Communication System update
 - Water System, signage and windows replacement
 - PNA ramp modification
 - Floor replacement
 - Bike Rack Purchase and Application
 - Phase 2 – Final

- Cars will be ready and in service by March 2016
- Service Fleet Configuration Logic
 - Keep current car configuration (Last car & 4th from end: bike cars)
 - ADA cars need to align with current mini-high platform locations
 - All trains will be staffed with two conductors
 - Two bike cars needed to be next to each other for conductors to manage bikes car capacity

Mr. Brazil asked what a PNA ramp is. Ms. David said it is a ramp for passengers needing assistance.

Mr. Banerjee asked if there is a set date in March. Ms. David said there is not a set date yet for the addition of the third bike cars.

Mr. Saum asked if there is the shelf above the seating on the new cars. Ms. David said she would follow-up with more information.

Mr. Provence asked if there would be any outreach to cyclists in terms of distribution of riders on the additional cars. Ms. David said there would be outreach before the new cars are put in service.

Mr. Saum asked if the new cars would be left in the Metrolink colors with the Caltrain logo on the side. Ms. David said yes.

Vice Chair Young asked if there is an event planned for the addition of the new bike cars. Mr. Tietjen said currently there is not an event planned. Vice Chair Young said the San Francisco Bicycle Coalition would be happy to assist with an event if there is one planned. Mr. Tietjen said he would follow up with the coalition if an event is scheduled.

Mr. Turner asked if the four seats in the middle of the new cars will be removed. Ms. David said she would follow-up with more information.

Chair Brinsfield asked how easy it is for the cyclists to get from one car to the next. Ms. David said there were stairs and doors that prohibit the movement of passengers with bicycles from one car to the next. Passengers will be able to move between cars without their bicycles.

Chair Brinsfield said the bike bump form may need to be updated to include information on which bike car a cyclists was bumped from.

Mr. Banerjee asked if there is training for the conductors who will be managing two bike cars. Ms. David said there would be training for the conductors with regards to the two bike cars.

Vice Chair Young asked about the configuration of the new cars and if there is a reason that the configuration is different. Ms. David said she would follow-up with more information.

Public Comment

Mr. Lebrun, San Jose, said Caltrain bought 16 Metrolink cars and five sets were extended with five of the 16 new cars and the other 11 have been sitting in San Francisco. Mr. Lebrun said the original expectation was that additional Bombardier sets would be added. Mr. Lebrun said the Board approved \$11M in farebox revenue bonds that was intended to be used for the refurbishment of the new cars. Mr. Lebrun asked when two additional Bombardier train sets would be added to the system.

Ms. David said the operations team is working on Phase 3 which will consider how to best implement the remaining cars and staff will share information as soon as it is available.

BIKE BUMP 2015 REPORT PRESENTATION

Mr. Tietjen presented:

- Bike Bump Report Overview
 - Online March 2015
 - www.caltrain.com/bikebump
 - 575 bumps reported for CY 2015
 - Live Twitter Feed @BikesOnCaltrain
 - 482 Followers
- Highest reported bumps by station and trains
- August 2015 had highest number of bumps reported for CY 2015 at a total of 93

Mr. Turner asked if any comparison was done between Caltrain reported bumps and the bump report from San Francisco Bicycle Coalition. Mr. Tietjen said generally the bumps reported to Caltrain were less.

Mr. Turner said the bikes reported bump for trains #375 and #385 was a surprisingly low number and he would expect that many bumps are happening each day, not each year. Mr. Tietjen said the annual count would start this week and a more realistic number would be reported in that count.

Mr. Provence asked if the number of reports that were received previous to the new form has been compared to the number of reports received via the new form. Mr. Tietjen said that has not been compared but that he would look into it.

Ms. Young asked who has received this presentation and if it has been useful to our agency. Mr. Tietjen said the bike bump reports are not currently reported to the Board but staff is considering the best place to have that information included in the Board reports.

Mr. Provence asked if most of the bike bumps reported were from Gallery or Bombardier trains. Mr. Tietjen said that was not analyzed but would look into it.

Mr. Brazil asked if there was missing information from the Excel data since the information started in March 2015. Mr. Tietjen said the form went live in March 2015 so that is all the data we have.

Mr. Vanderlip said that looking at the data, the bumps reported were between three and six times lower than previously reported.

Mr. Brazil said that the self-reporting process is fundamentally an underrepresentation of actual bumps. Mr. Brazil recommended Caltrain consider other options to accurately count bumps in a cost-effective way. Mr. Brazil suggested having surveyors on the platform to count bumps at the top stations.

Mr. Brazil asked how often Caltrain updates the schedule. Ms. David said the next schedule updates is expected for the spring.

Mr. Brazil asked if current analysis of the need for schedule changes include the evaluation of bike bumps.

Mr. Tietjen said that bike bumps are recorded during the annual count that Caltrain conducts each year. Ms. David said that surveyors are onboard and record bumps as part of their count.

Chair Brinsfield said the committee has in the past had a schedule subcommittee and it might be worth revisiting to reestablish that subcommittee.

Chair Brinsfield asked if there is a way to add information on the Twitter feed about additional bike bumps as part of a report.

Mr. Brazil said that Caltrain needs to consider other options to accurately report bike bumps.

Mr. Banerjee said when people fill out the form they can add comments about how many other people were bumped with them.

Chair Brinsfield asked about if the San Francisco Bicycle Coalition bike bump form was still in use. Mr. Tietjen said the San Francisco Bicycle Coalition's form is still on the website but he does not think it is being heavily promoted.

Vice Chair Young recommended adding train times on future presentations.

Mr. Vanderlip stated he was worried that Caltrain bike bump reporting method gives a false impression that cyclists are not getting bumped as often as they actually are.

Public Comment

Mr. Lebrun, San Jose, suggested that the train time and direction be included in the presentation. Mr. Lebrun said at the Palo Alto station there is roughly the same number of passengers getting off as there are getting on. Mr. Lebrun said he found it interesting that there is only one bike bump reported at 22nd Street and that if that is true the bike parking facility at San Francisco must be working well and he said that is not true. Mr. Lebrun said Caltrain does not have any plans to change the schedule for the next five or six years until the Electric Multiple Units show up other than stretching the schedule because the Gallery cars can no longer load and unload in a timely fashion.

Mr. Lebrun said Caltrain is basically adding ten minutes to the schedule and will affect every other connection with every mode of transit in the Bay Area like VTA. Mr. Lebrun said he put forth a proposal to add 20 trains a day which would have been cost neutral to Caltrain. Mr. Lebrun said there is \$10M unaccounted for which we could use to provide service of 20 additional trains per day.

CHAIRPERSON'S REPORT

2016 Work Plan

Chair Brinsfield said he would like to see a Super Bowl follow-up in March. Chair Brinsfield also said he would like to see an update in July or September on the new bike car implementation. He also would like a follow-up in March with more details about the configuration of the new bike cars.

Mr. Vanderlip asked if the committee could get more involved in the EMU car design, including information about the number of bikes per rack. Mr. Petty said a car builder is not currently onboard but once there is, the committee would be engaged in those discussions.

Mr. Brazil asked if there could be a prototype of the EMU cars for the committee members to see and discuss. Mr. Petty said that prototyping would happen once a car builder is selected.

Vice Chair Young requested face time with the car manufacturers once they have been selected.

STAFF REPORT – Brent Tietjen

Mr. Tietjen reported:

- Ellen Barton, Active Transportation Coordinator for San Mateo County, has been appointed to the Committee representing a San Mateo County Public Agency
- Congratulated Chair Brinsfield, Mr. Vanderlip and Mr. Provence on their reappointment to the committee
- In January, two new Board members were sworn in for Caltrain
 - Joél Ramos, appointed by the Municipal Transportation Agency
 - Raul Peralez, appointed by VTA
- Annual counts started this week and will go through Mid-March
 - Bicycles will be included in that count
- The follow-up report was distributed

Mr. Petty gave an update on the Bike Parking Management Plan. Mr. Petty said there was a work directive issued to the consultant and a more detailed update would be provided in July.

Chair Brinsfield asked if there any activities in the station brightening that could be rolled into the Bike Parking Management Plan activities. Mr. Petty said he is engaged with the Station Management team to identify appropriate opportunities.

WRITTEN CORRESPONDENCE

The written correspondence packet was distributed.

Mr. Brinsfield asked if there is any additional response to the complaint of a stolen bike at Menlo Park Station. Mr. Tietjen said that according to our security team, Caltrain does not have any evidence of more bikes being stolen at the Menlo Park Station.

Mr. Saum asked if during the brightening of stations could include items like the one in the report where a bolt on the bike rack was reported missing.

COMMITTEE REQUESTS

Mr. Saum asked if there was a way via email to clarify the configuration of new cars before they are implemented. Mr. Tietjen said that

Mr. Saum asked if weather or other extraordinary events are noted in the annual counts. Ms. David said yes, weather is noted on a daily basis for the counts.

Mr. Turner requested a second passenger count in the summer when it is not raining.

Vice Chair Young said she would like to reiterate the request for an event celebrating the addition of the bike cars and requested the committee be invited to the event.

DATE, TIME AND LOCATION OF NEXT MEETING:

May 19, 2016 at 5:45 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 7:43 p.m.