

**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 FEBRUARY 16, 2022**

**MEMBERS PRESENT:** A. Brandt, P. Flautt (Vice Chair), L. Klein, R. Kutler, P. Leung, M. Pagee (Alternate) (arrived 5:54pm), JP. Torres, D. Tuzman, E. Shapiro, B. Shaw (Chair)

**MEMBERS ABSENT:** R. Jaques (Alternate)

**STAFF PRESENT:** T. Burgwn, J. Navarrete, J. Navarro, A. Piano, B. Tietjen,

Due to COVID-19, this meeting was conducted as a teleconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20, which suspends certain requirements of the Ralph M. Brown Act.

Chair Brian Shaw called the meeting to order at 5:40 p.m. and led the Pledge of Allegiance.

**APPROVAL O F MINUTES OF JANUARY 29, 2022**

Member Jean-Paul Torres mentioned that the February agenda reflects the incorrect date on agenda item number three as 2021. Member Klein confirmed that the January Meeting Minutes reflect the correct date. Chair Shaw noted that the date on the February Agenda, item #3 will need to be changed.

Motion/Second: Klein / Flautt

Ayes: Brandt, Kutler, Leung, Shapiro, Shaw, Torres, Tuzman

Abstain: None

Absent: None

**PUBLIC COMMENT**

None

**CHAIRPERSON'S REPORT**

Chair Brian Shaw shared that he observed more passengers on his recent train ride and mentioned that the "back to work- two days a week" mandate may have contributed to the observed increase. Chair Shaw also reported that he was unable to give the Chairperson's report to the Board due to the Governance discussions.

**COMMITTEE COMMENTS**

Vice Chair Patrick Flautt reminded the committee that staff is looking for their ideas for the March 16<sup>th</sup> meeting where applications for conductor's iPhones will be reviewed. He suggested committee members read reviews of applications and think about what

the committee can recommend that would make the conductor's job easier and improve the experience of passengers.

Member Torres asked if the Chairperson's report could not be given at the Board meeting, how do they stay apprised of what is being discussed during the Citizen's Advisory Committee (CAC). Chair Shaw explained that the Board receives a copy of the CAC's meeting minutes for their review in their packet.

Member Tuzman shared that State Senator Josh Becker introduced Senate Bill 917, which is moving ahead with the recommendations from the MTC's fare coordination and integration study that the Citizen's Advisory Committee endorsed a few meetings ago.

Member Emilia Shapiro asked whether the Citizen's Advisory Committee will continue to meet virtually, or meet in person, or will there be a hybrid approach for future meetings. Chair Shaw stated that a resolution is passed monthly to continue to meet virtually and does not know whether the meetings will be held in person and will continue to keep the CAC informed.

Member Adrian Brandt requested an update on the vaccine mandate for customer facing employees. He then stated that with ridership not recovering to pre-COVID numbers, and more employers allowing employees to work from home, he recommended that staff think about the fare structure and who Caltrain is tailoring service for and to evolve. Lastly, he mentioned that it is important for the Board to hear the Chairperson's CAC report.

### **PUBLIC COMMENT**

Jeff Carter, Millbrae, via Zoom Q&A, stated that he is dissatisfied with the Governance issues taking up so much time of the Board meetings and is a disservice when there is no time for the Chairperson's report. Jeff then agreed that future CAC meetings should be held virtually, or a hybrid version should be available. Lastly, he suggested staff to look at their base riders and provide a service and fare structure that is beneficial to those currently riding, for example fare by station and a more creative fare structure for the monthly pass.

Roland Lebrun, San Jose, via Zoom Q&A, shared a summary of a presentation found on SMCTA website, where he explained the impacts of Omicron, the COVID variant, on MUNI and its workers. He then shared BART's ridership report and suggested Caltrain report similarly and drill down to the station level. He informed the committee that SPUR will hold a meeting titled, Keep Transit Running in an Uncertain Future.

### **INDEPENDENT OVERSIGHT COMMITTEE FOR MEASURE RR FUNDING**

Anna Myles-Primakoff, Olson Remcho, LLP, presented the Citizens Advisory Committee Role in Measure RR Oversight presentation. The full presentation can be found on [caltrain.com](http://caltrain.com).

### Committee Comments:

Vice Chair Flautt asked whether formatting of the annual report would be at the CAC 's discretion or would staff drive this. Ms. Myles-Primakoff stated that it would be at the CAC's discretion.

Member Larry Klein requested a financial auditor present to the CAC and then asked whether the timing would be per fiscal year or calendar year. Ms. Myles-Primakoff said that her team would have a financial advisor present to the CAC and confirmed the timing would be per fiscal year. Member Klein shared that this would be a lengthy effort and is interested in learning how staff will support the CAC. Joe Navarro, Deputy Chief, Rail Operations stated that once his team receives more information, this topic would be agendized and will explain how staff will support the CAC. Member Klein recommended to include the funding received starting in January 2021.

Member Rosalind Kutler requested staff support in terms of technical and legal expertise in order to execute the task assigned to the CAC.

Member Torres agreed with previous comments and requested staff support.

Member Brandt asked whether the public hearing would be added to the CAC agenda to allow for public comment. Mr. Navarro thanked Member Brandt for the suggestion.

Chair Shaw said that him and Vice Chair Flautt will talk to staff at their planning meeting to discuss how this new responsibility would work and provide the committee with a process. He stated that there will need to be training provided for this new responsibility.

#### Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, noted that the CAC's role will be much bigger than he envisioned. He then stated that the politics needs to rethink how public transit is funded and should be funded to the same extent as other forms of travel are funded.

Roland Lebrun, San Jose, via Zoom Q&A, mentioned that the new responsibility is daunting for the CAC. He then stated that other CAC's have been assigned similar responsibilities in the past and suggested the committee and staff to look at how Measure A and Measure B were handled. He recommended looking at the bylaws and the constitution of the specific Measure B oversight committee for roles and responsibilities. Roland then mentioned that Caltrain started collecting tax in July 2021. Lastly, he recommended a monthly or quarterly report.

#### **PROPERTY THAT CALTRAIN OWNS**

Brian Fitzpatrick Director, Real Estate and Property Development presented the Property That Caltrain Owns presentation. The full presentation can be found on [caltrain.com](http://caltrain.com).

#### Committee Comments:

Vice Chair Flautt thanked Mr. Fitzpatrick for the presentation and asked whether there were any options that expired that Caltrain could no longer acquire. Mr. Fitzpatrick

responded that there were some options that were not executed, but he could not provide the totality of them as it happened before he started at Caltrain.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, stated that it is important that Caltrain has land to expand to four tracks and that there should be land for grade separations.

Roland Lebrun, San Jose, via Zoom Q&A, stated that there have been issues with Measure A in South County. He stated that there was a missed opportunity to have more service to Gilroy without having to purchase the entire right of way. He then stated that the parking lots in that area are being sold to developments one by one. Lastly, he asked for the location of the recent parcel purchase near the Dumbarton Junction as he is concerned with the impacts on the four-track station.

**CONSTRUCTION TEMPORARY SCHEDULE CHANGE / CALTRAIN ELECTRIFICATION PROJECT UPDATE**

Ted Burgwyn, Director, Rail Network and Operations, Caltrain Planning, and Brent Tietjen, Government and Community Relations Officer, presented the Caltrain Electrification Update - Temporary Service Schedule presentation. The full presentation can be found on [caltrain.com](http://caltrain.com).

Committee Comments:

Member Torres asked what passengers will see at the station during the impacted timeframes, to help indicate the correct platform. Ted Burgwyn responded that there will be messages on the VMS and that there will be station announcements to indicate the correct platform. Mr. Navarro stated that there will be extra signage on the platforms.

Member Brandt asked "signal incompatibility" to be clarified. Mr. Navarro responded that it means signal cutover where things are not compatible with the grounds coming back from the rail. He then stated that there is a lot of work being done in the signal hut, not just for grade crossings. Lastly, Member Brandt asked how the temporary schedule change will be publicized. Mr. Tietjen responded with the communication plan and stated that it would mirror what was done in August.

Member Kutler asked for the temporary schedule to be clear for riders on the mobile application and at stations. Mr. Burgwyn explained the plan for both at stations and online. Mr. Tietjen explained that the temporary schedule will be very clear to passengers. Mr. Navarro also explained that the dates will be clear to passengers.

Member David Tuzman agreed with Member Kutler and advocated for the temporary schedule be very clear to passengers. He then stated that he is excited to see the fifty percent discount come back to attract ridership beyond the promotion. He then asked what schedule will be posted at the stations. Mr. Burgwyn and Mr. Navarro explained that the temporary schedule will temporarily replace the current schedule and will be taken down once the schedule goes back into effect on April 4<sup>th</sup>, 2022.

Chair Shaw asked about the construction schedule and whether the dates are locked in and whether there might be another schedule change if the work is not completed during the timeframe indicated. Mr. Navarro stated that the contingency plan has been worked into the dates and the project is on target to complete the necessary work during that time. He then stated that if the work is completed early, the temporary schedule will remain as indicated, however the trains may not be single tracking.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, reiterated members' comments about ensuring that passengers are aware of what is going on during the temporary schedule change.

Drew, via Zoom Q&A, asked staff to address the schedule changes mentioned last year that would have happened in January. He then requested data around two trains in the evening, one being a local and the other a semi-express train to provide a faster evening service.

**MOUNTAIN VIEW TRANSIT CENTER GRADE SEPARATION AND ACCESS PROJECT**

Alvin Piano, Project Manager, Capital Project Delivery, and guest speaker, Jim Lightbody, presented the Mountain View Transit Center Grade Separation and Access Project presentation. The full presentation can be found on [caltrain.com](http://caltrain.com).

Committee Comments:

Member Tuzman asked whether Mountain View is planning to make part of Castro Street a permanent pedestrian Plaza and if so, how does that impact that flow of traffic getting to Shoreline. Mr. Lightbody responded that the city approved converting it to a pedestrian area starting at Evelyn and with the project, there would still be a through traffic movement along Evelyn. Member Tuzman then asked whether there are potential big changes compared to the conceptual design to the temper expectations. Mr. Piano responded that the main, basic elements would not change and plans to achieve in the final design.

Member Brandt asked about the design that showed a tunnel underneath the train tracks. Mr. Lightbody explained that it might not move forward and explained that there is a lot of further planning still needed for the rest of the Transit Center Redevelopment Project. Lastly, member Brandt requested more safety measures for pedestrians and bikes at pedestrian crossings. Mr. Lightbody responded that they are working through those concerns.

Member Flautt was impressed with the design and suggested Caltrain use that approach for future Caltrain stations. Mr. Lightbody mentioned that there will be a short video that will include flythroughs next month on the project website. Member Flautt recommended they work with the Social Media department to educate the public. Mr. Navarro agreed to connect Mr. Lightbody with the Social Media department through the CAC Secretary.

Chair Shaw agreed that the Mountain View Transit Center Grade Separation is a model for other Caltrain stations.

Member Kutler is pleased with the station design not dividing the station into two sides and looks forward to future stations adopting this model.

Member Brandt asked about funding for this project. Mr. Lightbody shared the funds that have already been allocated and explained that there are still decisions to be made about the priorities for funding.

Member Tuzman asked about the experience with working with the city of Mountain View. Mr. Lightbody explained that from his experience, although there was turnover in the Council, they had good political leadership to support some of the issues.

#### Public Comments:

Roland Lebrun, San Jose, via Zoom Q&A, stated that the expectation with reducing train noise will not happen if trains travel on the track that is immediately adjacent to the platform and said that the solution is a four-track station. He then talked about Measure A and Measure B funding.

Jeff Carter, Millbrae, via Zoom Q&A, expressed his satisfaction with the presentation and requested for further details to be shared. He then suggested Palo Alto mirror what is being done in Mountain View with the grade separation project. He then asked whether this would allow Caltrain to expand to four tracks.

Drew, via Zoom Q&A, appreciated the great job with the presentation.

#### **STAFF REPORT UPDATE**

Joe Navarro, Deputy Chief, Rail Operations reported (The full report can be found on [caltrain.com](http://caltrain.com)):

#### **On-time Performance (OTP) –**

- **January:** The January 2022 OTP was 94.4% compared to 86.9% for January 2021.
  - **Trespasser Strike** – There was one trespasser strike on January 25.
  - **Vehicles on Tracks** – There was one day, January 15 with a vehicle on the tracks that caused train delays.
  - **Mechanical Delays** – In January 2022 there were 1411 minutes of delay due to mechanical issues compared to 144 minutes in January 2021.
- **December:** The December 2021 OTP was 91.1% compared to 95.3% for December 2020.
  - **Vehicle Strikes** – There were three vehicle strikes on December 1, 2 and 29.
  - **Trespasser Strike** – There was one trespasser strike on December 2.

Mr. Navarro reported that TASI has been doing a great job with the schedule changes going from 42 trains to 70 trains to 104 trains through staffing issues and have not had to cancel trains or service due to COVID. He then reported that trainset number three will be delivered to San Jose.

Committee Comments:

Member Tuzman asked about the increase with mechanical delays and Joe responded that with the new trains on their way, there are less investments being made to the Gallery cars.

Member Brandt asked for the status of the vaccine with TASI and then asked about ridership. Mr. Navarro shared the ridership slides. Member Brandt recommended staff to focus on the last slide. Regarding the vaccine rollout, Mr. Navarro stated that staff is working on a plan and will share further details once it is solidified.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, applauded Mr. Navarro, and his staff for all their hard work with keeping service going during the COVID crisis.

Roland Lebrun, San Jose, via Zoom Q&A, agreed that running 104 trains is wonderful, however stated that low ridership is very concerning and is not sustainable moving forward. He then stated that regarding maintenance of the Gallery trains, they should have been removed from service a while ago. He then asked what will happen with the Gallery sets, once the EMUs arrive. Lastly, he agreed with Member Brandt that the last slide on the ridership presentation is what staff should be focusing on and should be part of the monthly staff report.

**JPB CAC Work Plan**

March 16, 2022

- Caltrain Marketing Campaign
- Applications for Conductor iPhones
- Flow of Customer Information / Website Design

April 20, 2022

- Constant Warning
- Code of Conduct
- 

May 18, 2022

- 
- 

June 15, 2022

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Suggested Items:

- Go Pass cost per ride factors – requested by Chair, Brian Shaw on 6/19/19
- San Mateo County Climate Action Plan – requested by Member Rosalind Kutler on 10/16/19
- MTC Means-Based Discount Fare program update
- Caltrain connections with other agencies – requested by Member Rosalind Kutler on 12/18/19
- Update on grade crossing pilot six months after installation – requested by Member, Patrick Flautt on 12/18/19
- Operating Costs – requested by Member Adrian Brandt on 2/13/20
- Rail Corridor Use Policy – requested by Member Anna Dagum on 10/21/20
- Industry Safe Functionality
- Blue Ribbon Task Force
- Clipper Data Availability
- Construction Obstacles
- Wireless Solution Technology – requested by Member Adrian Brandt on 12/8/21
- Redwood City Station Development - requested by Member Adrian Brandt on 12/8/21
- Dual speed check installation/Constant Warning, Downtown Extension, elevated four track station, future Dumbarton Rail extension and the Google campus being planned at the Diridon station, PCEP project wireless overlay system and level boarding and the status of fully vaccinated staff - requested by Member Adrian Brandt on 12/15/21
- Transit Oriented Development & historic station preservation outreach - requested by Member Patricia Leung on 12/15/21
- Equity evaluation on the most recent schedule change and Go Pass qualification requirements - requested by Member Rosalind Kutler on 12/15/21
- Staffing structure, Governance Update, Visual Messaging Display rollout plan, Equity Plan implementation/update and periodic updates from Government Affairs regarding funding sources and how infrastructure bills may impact Caltrain - requested by Member David Tuzman on 12/15/21
- Caltrain Wayfinding improved, specifically with single tracking - requested by Member Jean-Paul Torres on 12/15/21
- Conductor's communication tools and how they may interface with the public. Regional trip planning and availability for riders that do not have access to mobile devices - requested by Alternate Member Melody Pagee on 12/15/21
- Regional connections between transit agencies - requested by Alternate Member Rob Jaques on 12/15/21
- Distance-based fares on Caltrain. Deep dive on it from a practical standpoint - requested by Chair, Brian Shaw on 12/15/21

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

The next meeting will be March 16, 2022, at 5:40 pm, San Mateo County Transit District Administrative Building, 2<sup>nd</sup> Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Adjourned at 8:11 pm.