

**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 JANUARY 19, 2022**

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

**MEMBERS ABSENT:** None

**STAFF PRESENT:** R. Bartholomew, H. Chan, H. Flores, C. Harvey, C. Kwok, J. Navarrete, J. Navarro, R. Scarpino

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 OF MINUTES OF DECEMBER 15, 2021**

Member Rosalind Kutler questioned her conflicting attendance as present and absent in December's meeting minutes. December's meeting minutes will reflect Rosalind's time of arrival.

Motion/Second: Klein / Leung

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

Abstain: None

Absent: None

Amended meeting minutes were approved.

**CHAIRPERSON'S REPORT**

Chair Brian Shaw reported that Stanford's staff is back to working from home and may have affected Caltrain's ridership. He also noted that he was unable to provide last month's Citizen's Advisory Committee report to the Board due to the length of the meeting.

**COMMITTEE COMMENTS**

Member Kutler advised that essential workers, including herself, continue to ride Caltrain and noticed a split pattern; essential worker ridership is trending up, and students riding are down. She also stated that the conductors are working hard in terms of social distancing and doing a good job. Lastly, she mentioned that more riders are wearing masks.

Member Adrian Brandt commented on the ridership chart included in the CAC packet and mentioned potential reasons for the drop in ridership for December and January. He then requested the vaccination status of customer facing staff and urged staff to make this a priority. He then voiced his concern regarding dual speed check crossing gate solution, however then mentioned that there is a filing with the FRA for a wireless overlay that will keep the gates from going down when trains are stopped at a station. Member Brandt requested staff to share these types of topics at an earlier point going forward, as this information is public knowledge.

### **PUBLIC COMMENT**

Jeff Carter, Millbrae, via Zoom Q&A, requested staff to host an open house to display the EMUs. In addition to the website, he also suggested creating brochures and take-ones with the benefits the EMUs will bring to get the public excited about electrification. He then suggested adding the weekend ridership to the ridership chart as those numbers may reflect a higher ridership than weekdays. He then asked what other railroads are electrified with Constant Time Warning. Lastly, he mentioned his disappointment with the potential change in the governance structure.

Aleta Dupree, via Zoom Q&A, requested the committee to emphasize the importance to the board, the need for the committee reports be explained publicly during the board meetings. She then asked whether the final foundation has been installed and suggested it be a newsworthy event. She then stated that regarding governance Samtrans does a good job as the administrator of this railroad. Lastly, she encouraged staff to continue the work with Clipper START.

Roland Lebrun, San Jose, via Zoom Q&A, shared his disappointment with the construction of the Overhead Contact System (OCS). Lastly, he made a personal comment.

### **RAIL OPERATIONS OVERVIEW / MAINTAINING THE RAILROAD**

Joe Navarro, Deputy Chief, Rail Operations, and his staff, Rob Scarpino, Director, Railroad Infrastructure Maintenance, Christiane Kwok, Manager, Rail Operations, Henry Flores, Deputy Director, Rail Vehicle Maintenance, Chris Harvey, Manager, Rail Operations, Rick Bartholomew, Manager, Engineering Signals and Grade Crossing and Hubert Chan, Manager, Stations and Communications Maintenance, presented Maintaining the Railroad presentation. The full presentation can be found on [caltrain.com](http://caltrain.com).

#### Committee Comments:

##### Track and Right of Way:

Member Brandt asked whether the freight speed limit is 50mph because the timetable and speed limit indicate as such; Mr. Scarpino responded that it is 60mph. Member Brandt then noted that the class that Caltrain is maintaining allows 90mph, however currently limited to 79mph because of a federal rule. Mr. Scarpino responded that there are several reasons. Member Brandt then asked what Caltrain's grinding schedule is. Mr. Scarpino responded that Caltrain is not currently grinding. Lastly,

Member Brandt asked about pumps at grade crossings and Mr. Scarpino reviewed the various responsibility for pumping.

Member Kutler asked whether the work completed during the winter is within scope. Mr. Scarpino responded that Caltrain is hit hard with weather and completes seasonal work to ensure the railroad is maintained.

#### Mechanical:

Member Brandt asked who is responsible for putting the locomotives on hotel power at the terminals during overnight layovers. Mr. Flores responded that the mechanical department is responsible for that. Member Brandt shared a complaint regarding idling trains overnight. Mr. Flores responded that the matter has since been resolved.

Member Kutler asked about the MERV filters. Mr. Flores explained the MERV rating and how they are used at Caltrain; Member Brandt further explained the grade of MERV filters.

#### Crossings and Signals:

Member Brandt asked, with electrification and rolling blackouts, what is the plan to keep the railroad running. Mr. Bartholomew responded that Caltrain will still be able to run trains unless there is a total shutdown. Mr. Navarro stated that Caltrain is in negotiations with PG&E.

#### Communications:

Member Brandt asked what type of repairs are being done with PTC. Mr. Chan stated that although Caltrain fields the calls, the repairs are being completed by the contractor. Mr. Navarro stated that the repairs are usually having to do with the wireless communication, however there are both hardware and software adjustments. Member Brandt asked when the system will be turned over to Caltrain. Mr. Chan responded that it would happen once there is a final acceptance of the project. Mr. Navarro stated that TASI is currently being trained on repairing PTC issues.

#### Stations:

Member Brandt asked whether all the bike lockers have been outsourced to BikeLink. Mr. Chan stated that completion of the transition is currently in progress.

#### Operations:

Member Kutler shared that she among many others in her district heavily rely on Caltrain for transportations needs. She also mentioned other countries require proof of vaccination to board public transportation.

Member Tuzman confirmed that the staff referred to on the slides are contracted TASI staff, and Mr. Harvey confirmed. Member Tuzman then requested that the presentation be uploaded to the website.

Member Brandt also asked for the presentation to be uploaded to the website. He then asked questions about staffing and extra board. Mr. Harvey explained and provided details. Mr. Navarro also provided additional details.

**Special Service:**

Member Brandt asked how Caltrain handles Clipper card fares at the Stanford station. Ms. Kwok responded that the conductors use handheld devices to tag passengers on and off at that station.

**Fare Enforcement:**

Member Brandt asked whether the train stops when conductors are handling difficult situations with passengers. Mr. Navarro responded that the train is stopped when the conductor feels unsafe.

Public Comments:

Aleta Dupree, via Zoom Q&A, requested the presentation be uploaded to the website, requested all future presentations be uploaded before the meeting, and requested a similar presentation from the electrification.

Jeff Carter, Millbrae, via Zoom Q&A, requested the presentation be uploaded to the website prior to the CAC meetings. He then stated that it is essential to run the railroad during a power outage. Jeff asked whether single tracking is still possible during maintenance or would both tracks need to be closed. He suggested single tracking around the maintenance work so that service is not interrupted.

**STAFF REPORT UPDATE**

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

**On-time Performance (OTP) –**

- **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.
  - **Vehicles on Tracks** – There were two days, December 6 and 23, with a vehicle on the tracks that caused train delays.
  - **Mechanical Delays** – In December 2021 there were 1225 minutes of delay due to mechanical issues compared to 308 minutes in December 2020.
- **November:** The November 2021 OTP was 96.4% compared to 96% for November 2020.
  - **Vehicle Strikes** – There was one vehicle strike on November 11.

Committee Comments:

Member Brandt asked for the status of the Hayward Park set out tracks. Mr. Navarro responded that the matter had been resolved. Member Brandt then asked for vaccination or status with customer facing employees. Mr. Navarro stated that he is waiting for decisions to be made next week and will provide a status once rolled out. Chair Shaw shared what is being done at Stanford and asked staff to consider an onsite vaccination center to lessen the barriers of getting vaccinated.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, requested the following topics for future agendas; Go Pass cost per rider factor, Clipper data availability and additional ridership data.

**JPB CAC Work Plan**

February 16, 2022

- Mt View Castro Grade Sep & Access Project
- Flow of Customer Information / Website Design
- Property that Caltrain owns

March 16, 2022

- Constant Warning
- Caltrain Marketing Campaign
- Applications for Conductor iPhones

April 20, 2022

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May 18, 2022

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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
- Code of Conduct
- 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 February 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 7:59 pm.