

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

MINUTES OF OCTOBER 21, 2020

MEMBERS PRESENT: A. Brandt (Vice Chair), A. Dagum, P. Flautt, L. Klein, R. Kutler, P. Leung, N. Mathur (Alternate), M. Romo, D. Tuzman, B. Shaw (Chair)

MEMBERS ABSENT: K. Maxwell (Alternate)

STAFF PRESENT: C. Groves, L. Guan, J. Lipps, L. Low, J. Navarrete, J. Navarro

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 SEPTEMBER 16, 2020

Motion/Second: Klein / Brandt

Ayes: Dagum, Flautt, Kutler, Leung, Romo, Tuzman, Shaw

Absent: None

A Dagum arrived at 5:42 p.m.

PUBLIC COMMENT

Roland Lebrun, San Jose, via Zoom Q&A, stated that there has been \$7.1B secured for Diridon and south of Diridon, the extension to Gilroy including the stations and the grade separations. He asked the Committee to start thinking about who should oversee the project between San Jose and Gilroy. He suggested to review the High-Speed Rail Board Meeting held in September to learn more.

CHAIRPERSON'S REPORT

Chair Brian Shaw reminded the Committee about Measure RR on the November ballot. The remainder of the Chairperson's report is inaudible.

COMMITTEE COMMENTS

Member David Tuzman mentioned that he hopes that Measure RR passes to provide the reliable funding to keep improving and providing Caltrain service. He plans to volunteer to get the word out to voters. Additionally, he stated that a member of the community reached out to him for information on how to obtain a discount card through RTC. Member Tuzman stated that the Caltrain website leads to a broken Clipper link. He stated that he would bring up this concern later in the meeting, during the website replacement presentation.

Member Rosalind Kutler responded to Member Tuzman's concern regarding RTC discount card. She advised to call the RTC office directly to obtain a discount card.

Member Anna Dagum requested staff to provide a presentation regarding the Caltrain Rail Corridor use Policy, as well as the Transit-Oriented Development Policy. She would even be interested in seeing Caltrain or the San Mateo County Transit Authority Department get more involved in looking at their land and seeing how certain land use policies can be innovated to join the fight for affordable housing on the peninsula.

Member Patricia Leung also requested staff to provide a presentation regarding the Transit-Oriented Development Policy. She stated that there is a proposed project in the Santa Clara parking lot and that it would be interesting to learn that the City of Santa Clara has 100 percent control on the number of parking spaces it will allow Caltrain to keep. She stated that affordable housing on the corridor is important.

Member Kutler stated that keeping with equity statements, she said that affordable housing is important because a lot of times, if the cities have control of the stations when dealing with climate change issues there will be no equity. She stated that there needs to be a policy.

Member Leung stated that it is important to be aware what entity has jurisdiction in order to follow-up with the proper authorities.

Vice Chair Adrian Brandt clarified that the Mayor of San Jose, Sam Liccardo was able to get a commitment from MTC for \$7.1B that would include Caltrain Electrification south of Diridon down to Gilroy and potentially the building of new tracks. He stated that it is part of what is known as the plan Bay Area 2050. He stated that it is money that is anticipated to come through MTC which is the Metropolitan Planning Organization for the entire nine County area. Vice Chair Brandt then urged Caltrain staff to work expeditiously to make sure that onboard staff, those that would be responsible for calling people out for not wearing masks, to have a decent supply of inexpensive masks to hand out. He stated that the CDC has finally come around and several additional sources regarding the importance of wearing masks, especially on transit. Lastly, Vice Chair Brandt requested staff to tighten the schedule as soon as possible because currently the padding is so great that the conductors are standing around for one or two minutes doing absolutely nothing. He stated that Caltrain needs all the riders to come back as the roads are getting more congested and the schedule needs to be competitive because people really do care about travel time.

Public Comments:

Roland Lebrun, San Jose, via Zoom Q&A, stated Roland stated that in order to view who owns what property to Google Caltrain ROW Maps. Samtrans has control of the Samtrans properties and the Joint Powers Board has the control of the Caltrain properties. He then stated that regarding wearing masks on public transportation, the CDC advocated for that in April or May.

APPROVAL OF THE 2021 JPB CAC MEETING CALENDAR

Motion/Second: Brandt / Klein

Ayes: Dagum, Flautt, Kutler, Leung, Romo, Tuzman, Shaw

Absent: None

BROWN ACT TRAINING

Catherine Groves, Legal Counsel, presented the Brown Act Training presentation.

The full Power Point presentation can be found on caltrain.com

Committee Comments:

Member Kutler asked to clarify that if she wanted to talk to the Chair about a project that is not directly related to committee business but may be about transit. Ms. Groves responded that the rule is the Members cannot talk about committee business outside of a publicly noticed meeting with more than a quorum.

Alternate Member Neeraj Mathur asked a two-part question, he asked that if he missed a CAC meeting for an emergency, whether he would not have access to the materials discussed in that meeting. Part two is if he wanted to learn about what transpired in that meeting, given the mail thread daisy chain, he should not be reaching out to other members to ask anything about that meeting. Ms. Groves responded that the CAC Meeting Minutes are available and is the best way to figure out what happened at a previous board meeting.

Member Kutler asked to confirm that when a Member is absent from a CAC meeting, that the Member should abstain from a vote as they were not present at the previous meeting. Ms. Groves confirmed that Members can only vote if they are present.

Chair Brian Shaw then asked to clarify that since the Committee has Alternate Members now, if the Alternate was at the meeting and not sitting on the committee, in an official capacity, but at the next meeting they needed to do so in order to form a quorum, could they then vote on the minutes because they were present at the last meeting. Ms. Groves stated that she would check the Committee's Bylaws to provide an accurate answer to Secretary Jennifer for a response.

Member Leung pointed out that regarding communication, Members cannot comment or like other people's social media posts. Ms. Groves thanked Member Leung for highlighting that point.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, appreciated that CAC Alternate Members have been added to the Bylaws to ensure a quorum. Mr. Carter stated that in the past, staff has used the Brown Act as a way to not discuss items that, in his view, staff did not want to discuss, like for instance, a few number years ago, there was discussion on clipper 2.0 and could mean a lot of things. The question came up about fare integration and immediately staff stated that they could not talk about it because it was a Brown Act violation, however, fare integration is well within the purview of clipper 2.0.

Roland Lebrun, San Jose, via Zoom Q&A, stated that this was the very best presentation he has ever seen. He then requested that the CAC Meetings be available via Live Stream on YouTube.

PENINSULA CORRIDOR ELECTRIFICATION PROJECT (PCEP) - UPDATE

Lin Guan, Deputy Director, Project Delivery presented the Peninsula Corridor Electrification Project (PCEP) Update.

The full Power Point presentation can be found on caltrain.com

Committee Comments:

Vice Chair Brandt asked what reasons Balfour are citing for why productivity was very low and what are some of the problems they are claiming are responsible for their less than on schedule production rate. Mr. Guan responded that there are different site conditions along the corridor with a lot of utilities and not a lot of space. He stated that it is Balfour's responsibility to do the utility exploration to account for existing and knowing utilities as part of the design. He stated that throughout that process, it is an iterative process locating the utilities and then adjusting from a design perspective. That is what Balfour claims has attributed to the delays. Lastly, Vice Chair Brandt referred to the slide that talking about signal work changes and percentages and asked whether that also reflect the change to the grade crossing warning systems. Mr. Guan responded that it is inclusive of all the signal work that needs to be completed as part of project and includes the work at the grade crossings.

Public Comments:

Roland Lebrun, San Jose, via Zoom Q&A, stated that he noticed missing poles at every single overpass and asked whether electrification will go to Tamien and if so, what is the solution as he does not see how that will work.

Jeff Carter, Millbrae, via Zoom Q&A, mentioned that he would like the trains to be expanded to longer trains, given funding because more capacity is needed. He stated that increasing frequency is one way and making the trains longer, up to 10 cars or longer is another way. He then stated that having one bathroom is a mistake, especially after events at the ballpark or Chase Center. Mr. Carter stated that eventually Caltrain have level boarding and should be at the 25 inches and not the upper doors. He stated that was High Speed Rail dictating to Caltrain and Metrolink.

Caltrain should be dictating High Speed Rail and level boarding should be at the lower the lower doors. Lastly, Jeff shared that hopefully there will be a solution that will work like the current constant warning time because with dual speed some gates might be down for a long time and will create impatient motorists that might want to drive around gates.

Aleta Dupree, via Zoom Q&A, stated that the foundations are the most important and concerning part of this program. She noticed the report was dated as of the end of September and requested an update that is in real time. She requested that everyone be forceful advocates for getting the basics of this electrification done and that it is a work in progress, starting with seven car trains and longer trains are not uncommon. She then stated that she would like to see more than one bathroom on a train.

CALTRAIN WEBSITE REPLACEMENT PROJECT

Jeremy Lipps, Social Media Officer, presented the Caltrain Website Replacement Project.

The full Power Point presentation can be found on caltrain.com

Committee Comments:

Member Patrick Flautt shared that he designs websites and he would like to see more personalization that allows the rider plan trips. Joe Navarro, Deputy Chief, Rail Operations said that he would have the CAC Secretary, Patrice help exchange emails for further input.

Member Kutler stated that she finds those pages helpful and that there is a need for mobile as the riders are mobile.

Vice Chair Brandt would like to see performance measures to help guide the whole process like minimum number of clicks or maximum number of clicks to reach anyone part of the site, to have measurable performance targets. He then stated that the with mobile should access information quickly, cleanly and logically without too much difficulty. Lastly, he hopes that there will be usability tests to figure out pain points prior to launch.

Member David Tuzman stated that first time riders that Google Caltrain have a hard time finding the webpage because of the construction alerts. He shared his concern about possibly not receiving user input early or testing at a very early proof of concept level because then staff will build a website and it will look nice to some people, and then Caltrain will be stuck with it again for 10 years. Lastly, he circled back on his earlier comment regarding someone from the community who is looking for the disability discount for instance, it seems it should put up front. He stated that he hopes staff aims to make the information, clear and easy to find.

Alternate Member Mathur asked whether staff has identified the primary user workflows, user paths, key things that people are trying to do on the Caltrain website or is staff still

in the discovery phase. Secondly, he asked on the side of security regarding confidentiality, integrity and availability, what kind of security measures are going to be put in place. Lastly, he asked what the confidence level is of being able to keep that June 2021 date. Mr. Navarro stated that the Social Media team will visit the committee with updates throughout the project.

Chair Shaw asked whether staff is considering having a link to the Twitter feed or having a window feed of that on the on the new website. Mr. Lipps responded that he would like to. Jeremy Lipps stated that the team has been impressed with the social media presence Caltrain has and are very eager to incorporate all those elements.

Member Flautt suggested duplicating Twitter notifications using push notifications to Caltrain's existing mobile framework on the Caltrain app and have more information for that broadcast on the main redesigned website.

Chair Shaw stated that the more we can get that information out to people in real time and in ways that will be more available to them, is critical nowadays.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, stated that the Caltrain website is one of the better websites as far as transit agencies. He appreciates the archives for past Board Meetings. He stated that he would like to see is more detailed ridership and fare information and an expansion of the monthly Key Performance statistics.

Roland Lebrun, San Jose, via Zoom Q&A, stated that he was disappointed with the presentation. He suggested presenting an overview of the proposal process, a kind of as a pyramid of what will be in there and how it will be integrated, and the various elements will be linked together. He then suggested a monthly update to the Committee. Roland stated that he would like to see a picture of the network and the locations of the trains. Lastly, he stated that he would also like to see bike counters to know occupancy of the train as it is very critical during the pandemic.

VIRTUAL REALITY CAMPAIGN

Lori Low, Public Affairs Officer, provided a Virtual Reality Tour of the Electric Trains.

The full Power Point presentation can be found on caltrain.com

Committee Comments:

Member Flautt commented that it is nice to see VR being used to show immersion and to show people what an experience can be like. He stated that he is glad that the public has an option to see this ahead of its release. He thanked staff for the good work as he considers it a well affected marketing campaign.

Vice Chair Brandt asked Ms. Low to confirm that backward facing seats to do not have power outlets and that every seat should be able to have a power outlet since it is

underneath the seat instead of in front. Ms. Low said yes and that the ones that have tables, the seats that face each other, those ones will have outlets. Vice Chair Brandt then asked whether the video surveillance recorded, would be archived to help identify thieves. Ms. Low stated that more seating was placed in the bike car after working with both the CAC and the BAC. Mr. Navarro stated that there are cameras throughout the train with minimal blind spots and that the recordings will be on a server and will have the ability to pull the information as needed during an investigation or for any other reason.

Public Comments:

Roland Lebrun, San Jose, via Zoom Q&A, asked whether there is there any way that trains could have more restrooms of the non-Ada type something one third of the size, to take up less space, at the other end of the train.

Jeff Carter, Millbrae, via Zoom Q&A, Jeff Carter reiterated the importance of having more seats in the bike car to help prevent theft. He also stated that having secure bike storage is important to the bicycle community.

STAFF REPORT UPDATE

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

On-time Performance (OTP) –

- **September:** The September 2020 OTP was 97.5% compared to 93% for September 2019.
 - **Vehicle on Tracks –** There were three days, September 7, 8 and 27, with a vehicle on the tracks that caused train delays.
 - **Mechanical Delays –** In September 2020 there were 479 minutes of delay due to mechanical issues compared to 620 minutes in September 2019.
- **August:** The August 2020 OTP was 95.7% compared to 93.9% for August 2019.
 - **Trespasser Strikes –** There was one trespasser strike on August 4, resulting in a fatality.

(The full report can be found on caltrain.com)

Committee Comments:

Vice Chair Brandt asked what the ridership percentage / trend is. Mr. Navarro responded that ridership is roughly between 3,500 to 4,000 a day and that with San Francisco reopening, is anticipating ridership to go up.

Chair Shaw asked what date the winter schedule would go into effect. Mr. Navarro stated that staff is close with finalizing and would bring it to the committee in November.

Public comments:

Roland Lebrun, San Jose, via Zoom Q&A, asked why there is a delay with the social distancing kit and what is the cost of this kit and asked what does social distancing look like in a Gallery car. He then asked whether the schedule change will bring back the bullet train, if not, why not. Lastly, he asked whether CEMOF would be electrified and that it just needs a single track and that would be the same solution is what would make it possible to take the train all the way to Tamien and Gilroy even if the line was not electrified.

JPB CAC Work Plan

November 18, 2020

- Grade Crossing Improvements
- Industry Safe Functionality
- South San Francisco
- Hillsdale
- Train Schedule

December 16, 2020

- Government Affairs update
- San Francisco Downtown Extension update

Items to be scheduled

- 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
- Summary video of the CAC meetings by the Social Media Officer – requested by Chair, Brian Shaw on 12/18/19
- Operating Costs – requested by Member Adrian Brandt on 2/13/20
- Sales Tax Measure – requested by Member Adrian Brandt on 7/8/20

DATE, TIME AND LOCATION OF NEXT REGULAR MEETING:

November 18, 2020 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Adjourned at 8:14 pm