

**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 15, 2020**

**MEMBERS PRESENT:** A. Brandt, A. Dagum, L. Klein, M. Romo, P. Leung, P. Flautt, R. Kutler, R. Valenciana (Vice Chair), B. Shaw (Chair)

**MEMBERS ABSENT:** None

**STAFF PRESENT:** C. Kwok, R. Bolon, J. Navarrete, J. Navarro

Chair Brian Shaw called the meeting to order at 5:47 p.m. and led the Pledge of Allegiance.

**REPORT OF NOMINATING COMMITTEE  
ELECTION OF CHAIR AND VICE CHAIR OFFICERS**

Vice Chair R. Valenciana reported that the nominating committee nominated Chair B. Shaw and Member A. Brandt for Chair and Vice Chair, respectively. Both accepted the nominations.

Motion/Second: Valenciana / Klein  
Ayes: Dagum, Romo, Leung, Flautt, Kutler  
Absent: None

Chair B. Shaw was re-elected Chair  
Member A. Brandt was elected Vice Chair

**APPROVAL OF MINUTES OF DECEMBER 18, 2019**

Motion/Second: Flautt / Klein  
Ayes: Brandt, Dagum, Leung, Kutler, Romo, Valenciana, Shaw  
Absent: None

**PUBLIC COMMENT**

Jeff Carter, Millbrae, stated that Millbrae City Council passed an ordinance, endorsing seamless Bay Area. This is about coordinating transit schedules and fares in the Bay Area. It is especially needed in Millbrae where there is Bart, Caltrain and Samtrans. He stated that connecting between Caltrain and Bart is difficult as the first train pulls in at 05:36 in the morning and Bart leaves at 05:34. He stated that the connection needs to be looked at to have better transit coordination. Jeff then stated that he supports

Caltrain looking into closing Atherton station. Lastly, he stated that residents oppose the set-out track because the perception is that it will be a maintenance yard however, the set-out track will be used to park maintenance equipment on occasion, or a broken down locomotive but will not occur 24/7, and will not destroy the neighborhood.

### **CHAIRPERSON'S REPORT**

Chair Brian Shaw reported that the audio recordings from the CAC meetings are now available on the Caltrain website.

### **COMMITTEE COMMENTS**

Member Rosalind Kutler requested staff to update the accessibility page on the website. She stated that there is an opportunity to showcase what staff is doing for people with disabilities with the new trains and platforms and highlight improvements as opposed to having it a static page. She also stated that people with disabilities include those with emotional and mental health issues and hopes that these considerations are part of the future planning with things like safety. In addition, she requested staff to ensure conductors have the training they need to interact with all persons with disabilities.

Member Larry Klein was happy to see some decisions being made as far as looking at adding housing at the different Caltrain stations and some of the decisions being made at the Board. He stated that adding housing at the stations makes a lot of sense as far as density and walkability from the location standpoint. He then stated that he was disappointed about Sunnyvale not being one of the possible cities included although Sunnyvale has been adding a lot of density of housing and office space downtown. The main reason because of the electrification equipment put in the middle of the Sunnyvale parking lot and has kept Sunnyvale from having housing at that location. Member Klein asked for staff to look at other issues, going forward, from a much longer vision, not what's most expedient from electrification with the use of parking lots and land that's owned by Caltrain.

Member Adrian Brandt stated that he had the opportunity to listen to the recording of last month's meeting and suggested the recordings be housed under the CAC section. He stated that he understands that there is an RFP out for website redesign, so that might be something that could be addressed once that successfully goes through the process. He then stated that he was also pleased to see that the Board Members suggested staff to look at air rights and building over the tracks and stations such as it is done in other places in the world. He then stated that in regards to last month's meeting, regarding the right of way cleanup topic, he has noticed a lot of old wires and old utility poles and suggested staff to look at that as part of the Right of Way clean up, over time. Member Brandt then commented on a recent press article about the Dumbarton Rail Corridor that reported a disappointingly low ranking from MTC. He stated that it appears that some of the Board Members remarked that there was not enough emphasis on the regional connections. He stated that the Dumbarton Corridor be rebuilt compatible with standard trains to allow trains coming in from the Central Valley, in the future, interline, where trains from outside the system slide into the system

at Redwood City and take a train slot and provide direct service, one seat service, to places like Palo Alto or other major employment centers without having to transfer multiple times to go across the Dumbarton Corridor.

Member Anna Dagum stated that she is excited to see future housing and rail development near the Redwood City station as there has been a need for a long time.

Member Patrick Flautt asked for the agenda process and how the items to be scheduled are prioritized. Chair Shaw responded that there is a meeting every month with the chair, vice chair and staff to agendaize two or three items to be presented at the following CAC meeting. He stated that some of them items are based upon approval processes that go to the Board, the budget and outreach items from the Government Affairs department. Other items are scheduled updates based upon information availability and rely on staff to report. Topics are put on the list of Items to be Agendaized and staff determines whether there is sufficient information to present to the CAC. Member Flautt requested four previously mentioned proposed agenda items to be added to the list. He stated that the first item is the request for business cards for all CAC members, the second, official email addresses for all CAC members and hosted on a separate server, the third item, to obtain paid access to Caltrain for all CAC members. He stated that the advisory body of the citizens should be incentivized to ride the line. Lastly, he requested social media interlink to interface with the social media team at Caltrain to have visibility on the CAC decisions in a short video format. He requested a presentation from that body on what the possibilities are. He then requested an additional two items for considerations for future agenda items. Member Flautt requested, to, at least within a year's time, a full audit of ridership engagement on social media and the processes and procedures on how staff harvests that data and who is taking in what and where it is going. He suggested a suggestion box to collect data and have a pulse on people who ride our line. Lastly, he asked the committee whether they were interested in having a quarterly presentation from an outside party with interest in Caltrans ridership or policies, once a quarter and slot twenty to thirty minutes for someone to present to the CAC, in addition to his previous suggestion made at the December meeting of having the Caltrain Bicycle Advisory Committee report to the CAC. Chair Shaw stated that there could be a list in parallel to the items to be agendaized list. Member Flautt then stated that South County and the City of Gilroy support the Rail Corridor Use Plan and suggested a discussion on the usage of this land even if it is in another jurisdiction. More affordable housing is needed.

### **CALTRAIN MOBILE UPDATE**

Christiane Kwok, Manager, Fare Program Operations, presented the Caltrain Mobile Update.

The full Power Point presentation can be found on [caltrain.com](http://caltrain.com)

### **Committee Comments:**

Member Flautt asked for the parking enforcement process. Ms. Kwok responded that the data from the TVM has been merged with the data from the Mobile App and is

provided to Turbo Data, Caltrain's citation equipment vendor. The parking enforcement officer drives around and checks whether parking spaces are paid for through the Turbo Data device, the same citation machine that is used for fare evasion citations on the trains. The data is real time information and refreshes every five minutes.

Member Adrian Brandt asked what the codes KX represents and Ms. Kwok responded that those are security features.

Chair Shaw asked what is the proof of parking purchase beyond the data, do they receive an email? Ms. Kwok confirmed that the customer receives an email as proof of purchase.

Member Anna Dagum asked whether the customer can purchase a parking for a future date. Ms. Kwok responded that the customer may not, and the only exception is for Bay to Breakers.

Member Adrian Brandt asked to confirm that when a customer purchases a parking pass on the app, that it is good for 24 hours or just for that day. Ms. Kwok confirmed that the mobile parking tickets are good for 24 hours from the moment of purchase. Member Brandt then asked whether there is a way, on the app, to get your history of purchases. Ms. Kwok responded that there is a limit of how long the history is available, but yes the customer can pull from the app to view history. She will follow-up with the committee on the parameters at a later date. Member Brandt suggested staff to consider pay by license plate. Mr. Joe Navarro, Deputy Chief, Rail Operations, responded that staff will be considering that option.

#### Public Comments:

Jeff Carter, Millbrae, asked staff whether it would be possible, in the future, to have the monthly pass included in the mobile app. He then asked whether the raw numbers are available for the statistical graphs reflected in the Power Point.

### **25TH AVENUE GRADE SEPARATION / (HILLSDALE) UPDATE**

Rafael Bolon, Project Manager, presented the 25<sup>th</sup> Avenue Grade Separation update presentation.

The full PowerPoint presentation can be found on [caltrain.com](http://caltrain.com)

Mr. Joe Navarro, Deputy Chief, Rail Operations, asked Mr. Bolon to update the Committee on the recent meetings held with the City of San Mateo and the local residents about the parking/set-out track. Mr. Bolon advised that a lot of things had to be relocated to facilitate this project. The purpose and need for this project are safety improvements, east-west connectivity, enhanced pedestrian and bicycle pathways and a new station number. But as part of that, there were things that had to be moved, some utilities had to be relocated and there was an existing parking / set out track which was located at Bay Meadows, roughly where Anna Furniture is located off El

Camino, there was a set out track located to the West of our existing mainline tracks. It was a pretty well used track because it had very good a rubber tire access. Unfortunately, if you look where the grade separation is now, the track moved all the way to the West and buried the site that was that track and a new one needed to be built. The project was designed before the location of the parking/set-out track was decided. The place that met all of Caltrain's operational needs, in the very urbanized corridor was between 10th and 14th at the West side of the existing tracks. A committee was organized made up of the City of San Mateo, JPB Engineering and Operations and Caltrain began a study to look at all alternative locations. There were a total of 29. Some of those locations were physically impossible to build and there were many others that while possible, the city ruled non-financially viable, they were just way too expensive. So it really narrowed it down to essentially two options. One was 9th - 14th on the West side where originally proposed, the other one was laying it further South, towards Hayward Park. That site has subsequently been reexamined because it cuts through some important businesses along the, the Caltrain right away, including a preschool. Based on that, the city is no longer recommending that option and recommending the original option with mitigation. There will be a City Council meeting on Tuesday, a study session at 5:30 pm, with the city of San Mateo to discuss the option of recommending its original location. Mr. Navarro added that there was public misconception that the parking/set out tracks would be a maintenance facility. Staff has since clarified of the operational use and the need of the set out track. It will be the only siding located at mid-point that will be electrified in case an emergency relief tow is needed for a crippled EMU. It will be placed there for a couple of hours to be towed or operate on its own at a restricted speed. The parking/set out tracks will not be used as maintenance facility or for storing equipment.

#### Committee Comments:

Vice Chair Ricardo Valenciana asked how close the set-out tracks are to residential housing are. Mr. Bolon responded that in general approximately in the range of 60 feet on average, behind fencing.

Member Rosalind Kutler expressed appreciation for the communication with the community.

Member Larry Klein stated that a lot of cities along the peninsula are looking at different Grade Separation options and asked whether there are any lessons learned that can be passed to Palo Alto, Mountain View, Sunnyvale, and other cities that are looking at the same issues. Mr. Bolon responded that the biggest issues in building had to do with utilities. This project was accelerated to work with the electrification timeline. The project moved forward with the utilities not fully relocated and has been a lesson learned. Another big takeaway is that there is a huge advantage in doing more than one grade separation at a time. Member Klein asked staff to formalize what those recommendations are and pass them to each of the cities that are looking at grade separation.

Member Adrian Brandt asked when looking to the future with the business plan, how is quad tracking being accommodated or thought about. Mr. Bolon responded that it

was actually looked at from the start and did not get the funding, however the project was designed to accommodate four tracks.

Public Comments:

Jeff Carter, Millbrae, appreciated the comment response to Adrian about expanding to four tracks because it is important to allow Caltrain to be able to expand to four tracks in the future to run a good combination of express and local trains to increase ridership and serve the public. Jeff also stated that it is great combining grade separations to save cost and to speed up the process. Palo Alto, Menlo park, Sunnyvale, Mountain View, Redwood city, and Burlingame are looking at this and will improve safety with Caltrain versus vehicles or pedestrians. Jeff also thanked staff for the clarification on the set-out tracks and explained for what it really is, not a maintenance area. There was a lot of misinformation out there.

Drew responded to the lessons learned piece and said that the Hillsdale station is near Hillsdale and that the whole station moved up, a third of a mile and that five hundred residences and a hundred apartment buildings were impacted by that move North. He said that the whole access to the South was not incorporated well and moved closer to Hayward Park and further away from Belmont. For riders that reside South, it is less safe because riders have cross more roads than before to get to the new station and all aspects of safety should be considered for future projects. Drew also commented on the set-out tracks, and stated that the track will need to be ripped out and done again in twenty years because of grade separation over 9th and it will be in the way. He stated that it is a solution for now, but if it had been studied at a higher level earlier, it could have been part of the funding for this project. He said that it is a money issue, in part, as there are other places the set-out track could be built but the land needs to be purchased.

**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) –**

- **December:** The December 2019 OTP was 92.5% compared to 92.2% for December 2018.
  - **Vehicle on Tracks** – There were seven days, December 4, 5, 18, 20, 21, 23, 31, with a vehicle on the tracks that caused train delays.
  - **Mechanical Delays** – In December 2019 there were 860 minutes of delay due to mechanical issues compared to 343 minutes in December 2018.
  - **Trespasser Strikes** – There were two trespasser strikes on December 2 and 11, one resulting in a fatality.

- **November:** The November 2019 OTP was 93.3% compared to 93.9% for November 2018.

Mr. Navarro demonstrated the “turtles” the size of a cellular phone with a solid laser light that will be installed at grade crossings to help prevent vehicles from turning down the tracks. Chair Shaw asked where else are these “turtles” being used and Mr. Navarro stated that Caltrain is the first to pilot them.

Mr. Navarro reported that the wireless communication devices piloted onboard with the conductors went well. Staff will work on distributing these devices to all personnel onboard the trains. These devices will give the opportunity for the conductors to report real time information to passengers. For example when bicycle cars are full or when trains are standing room only or any issues on the train. This will also eliminate a lot of the paperwork that is generated on a daily basis. The crew usually carries a paper packet that includes Rules and General Orders. Staff will be working on consolidating all of that information and making it available through a storage folder on the wireless communication device. Mr. Navarro stated that this processes is being developed.

**SF Weekend Caltrain Closure:**

- Weekends between February 22, 2020 and March 29, 2020, trains will not serve the San Francisco or 22nd Street stations. Crews will be installing the Overhead Contact System (drop tubes and wires) as part of the Caltrain Electrification Project. Trains will terminate at Bayshore Station. Free bus service will be available for Caltrain riders from Bayshore Station to 22nd Street and San Francisco stations during regular weekend Caltrain service.

Buses are ADA accessible and will have limited capacity for luggage and bikes onboard. In addition to the free bus service provided, there are other transit alternatives to get to SF that may work better for some passengers.

**Committee comment:**

Chair Shaw asked whether there will need to be future tunnel shut downs. Mr. Navarro responded that there may be some future shutdowns, one weekend or two, for Marin and Napoleon Bridge Rehabilitation Project.

Member Brandt requested an update on the yellow fluorescent highlight strips on the schedule board. Mr. Navarro stated that staff continues to work with the graphic design team and currently a green highlight over the station name is being considered. He stated that with the upcoming schedule changes, staff will be looking at incorporating the highlight in late May.

**Public comment:**

None

## **JPB CAC Work Plan**

### February 19, 2020

- Customer Satisfaction Survey
- CalMod/Electrification Update
- Transit Oriented Development

### March 18, 2020

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### Items to be scheduled

- Schedule Audit – requested by Member Lauren Fernandez on 3/6/18
- Go Pass cost per ride factors – requested by Chair, Brian Shaw on 6/19/19
- Distance based fares – requested by Chair, Brian Shaw on 6/19/19
- San Mateo County Climate Action Plan – requested by Member Rosalind Kutler on 10/16/19
- JPB Operating & Capital Budgets FY2021 – to be scheduled for May 2020
- MTC Means-Based Discount Fare program update
- Transit Oriented Development – requested by Martin Romo on 12/18/19
- Caltrain connections with other agencies – requested by Member Rosalind Kutler on 12/18/19
- Prioritize customer complaints (contractor) – requested by Member Patrick Flautt 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
- Grade Crossing Improvements to be scheduled for a future meeting

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

February 19, 2020 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2<sup>nd</sup> Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Adjourned at 7:30 pm