



AGENDA

July 17, 2014 - Thursday

5:45 p.m.

STAFF LIAISON: Community Relations Officer Tasha Bartholomew

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes of May 15, 2014 Meeting
4. Public Comment
Public testimony by each individual speaker shall be limited to three minutes
5. Regional Bike Share Program Update (Doug Kim)
6. Caltrain Strategic Plan Update (Casey Fromson)
7. Ad Hoc Committee Reports
 - a. Bike Bump Reporting (Dan Provence)
 Committee Members: Amitabha Banerjee, Wes Brinsfield, Dan Provence
 - b. Bike Capacity (Steve Vanderlip)
 Committee Members: Jesse Quirion, Edward Saum, Steve Vanderlip
8. Chairperson's Report (Garrett Turner)
 - a. 2014 Work Plan Update
9. Staff Report (Tasha Bartholomew)
 - a. Staff Update and Follow-up Report
 - b. Schedule & Process for New Timetables (Mike O'Donnell)
 - c. Bikes to Levi's Stadium for 49ers Games (Mike O'Donnell)
10. Written Correspondence
11. Committee Requests
Committee members may make brief statements regarding BAC-related areas of concern, ideas for improvement, or other items that will benefit or impact Caltrain service or the BAC
12. Date and Time of Next Meeting: Thursday, Sept. 18, 2014; 5:45 p.m.
13. Adjournment

All Items on this agenda are subject to action

BAC MEMBERS

County
San Francisco
San Mateo
Santa Clara

Public Agency
 Dan Provence
 Jesse Quirion
 John Brazil

Bike Organization
 Vacant
 Steve Vanderlip
 Edward Saum

General Public
 Garrett Turner
 Amitabha Banerjee
 Wesley Brinsfield

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223 or bacsecretary@caltrain.com. Meeting dates, minutes, and agendas are available on the Caltrain Web site at <http://www.caltrain.com>.

Location, Date and Time of Regular Meetings

Regular meetings are held at the San Mateo County Transit District Administrative Building located at 1250 San Carlos Ave., San Carlos, CA, which is located one block west of the San Carlos Caltrain Station on El Camino Real. The office is also accessible by SamTrans bus routes FLX, 295, 260, ECR, and 398. Additional transit information can be obtained by calling 1.800.660.4287 (TTY 650.508.6448) or 511.

The Bicycle Advisory Committee meets regularly on the third Thursday of the month at 6:45 p.m. at the same location. Date, time and place may change as necessary.

Public Comment

If you wish to address the Committee, please fill out a speaker's card located on the agenda table and hand it to the Assistant District Secretary. If you have anything that you wish distributed to the Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, the JBP will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Assistant District Secretary at Peninsula Corridor Joint Powers Board, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to bacsecretary@caltrain.com; or by phone at 650.508.6223, or TTY 650.508.6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that public records are distributed or made available to the legislative body.

**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 MAY 15, 2014

MEMBERS PRESENT: A. Banerjee, D. Provence, J. Quirion, E. Saum, G. Turner, S. Vanderlip

MEMBERS ABSENT: J. Brazil, W. Brinsfield

STAFF PRESENT: J. Averill, T. Bartholomew, A. Maguigad, S. Petty

Chair Garrett Turner called the meeting to order at 5:45 p.m. and led the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion (Saum/Vanderlip) to approve the minutes of March 20, 2014 was approved unanimously.

PUBLIC COMMENT

Shirley Johnson, San Francisco Bicycle Coalition (SFBC), said the top three priority projects for the BAC should be increasing onboard bike capacity, priority boarding for bicyclists at bike cars, and a campaign that bike cars are for bikers. She said those should be important because 1 percent of Caltrain passengers park their bikes at the station and 11 percent bring a bike onboard. She said bike parking is undersubscribed and onboard bike space is oversubscribed.

ANNUAL PASSENGER COUNT DATA – April Maguigad

April Maguigad, Manager, Rail Operations, presented:

- The purpose of annual ridership counts is to provide a measurement relative to previous years.
- Counts were done on every weekday train and were averaged over five weekdays; one weekend train was counted.
- Average Weekday Ridership was 52,611, an 11.8 percent over 2013.
- Traditional peak in morning and southbound in afternoon increased 14.1 percent.
- Midday ridership increased 8.5 percent.
- Twenty-eight of the 29 stations had increased weekday ridership over 2013.
- All counties saw significant increase in ridership.
- Gilroy extension ridership increased 9.7 percent over 2013.
- Baby Bullet trains continue to be very popular, but ridership on limited trains increased the most.
- Top northbound trains are 319, 323, 329, 375, 217, 225, 233, and 313. Top southbound trains are 376, 370, 366, 268, 278, 324, and 322.

- The last service change was in October 2012. At that time four shoulder peak trains were added and ridership increased 22 percent. A fifth train was added in the afternoon peak and had a 33 percent increase. Six stops were added to traditional commute limited-stop trains at Sunnyvale and a 16 percent increase resulted at those stops; six stops were added at Palo Alto to reverse Baby Bullet trains and a 10 percent increase resulted.
- Average weekday bike ridership is 5,874, an increase of 19.6 percent.
- Top five bicycle boarding stations are San Francisco, Palo Alto, Mountain View, San Jose Diridon, and Redwood City.
- Overall, 50 bikes were denied boarding during the survey out of 29,370 bikes carried.
- Bike denials were on Trains 324, 366, 215, 323, 225, 375, and 277.
- Weekend service increased 1 percent.
- Weekend bullet service is still a success.
- Next steps include:
 - Investigate opportunities in the shoulder peak to increase service.
 - Fiscal Year (FY) 2015 Operating and Capital budgets must support the required resources to meet demand.
 - Increasing capacity between FY2015 and FY2020 is essential to continue ridership and revenue growth.
 - Future service planning requires use of ridership data to develop potential scenarios to improve capacity pre/post electrification.

Chair Turner asked what the maximum number of trains is per hour. Ms. Maguigad said five per hour per direction. Sebastian Petty, Senior Planner, said after electrification it will be six.

Public Comment

Shirley Johnson, SFBC, said bicycle boardings are increasing over walk-on boardings. She said in 2011, there was an 11 percent increase in walk-on boardings and a 38 percent increase in bike boardings. In 2012, there was a 1 percent increase in walk-on boardings and a 16 percent increase in bike boardings. In 2013, there was an 11 percent increase in walk-on boardings and a 16 percent increase in bike boardings, and this year an 11 percent increase in walk-on boardings and a 20 percent increase in bike boardings. She said Caltrain has to take the trend into account. She said the bump count does not count every train; it is a random selection of trains. She said there are at least 10 times more actual bumps than reported bumps.

Steve Vanderlip asked if staff ever looks at the data and considers options for more onboard bike capacity. He said most companies would see this as an opportunity and seek ways to capitalize on it. Ms. Maguigad said staff looks at how the service fits in with all other demands taking into account other service offerings. She said staff looks at it systematically and holistically, and makes the best decisions for everyone. She said this is not a for-profit company.

Chair Turner said because ridership increased by 54 percent, the revenue increased by 54 percent, and since the staffing profile hasn't changed he asked if it is possible to pay for a third conductor so another bike car could be added. Mr. Petty said one bike rider

takes two seats. Ms. Maguigad said fares only cover a certain percentage of the expenses, and when there is an increase in fuel and labor and other costs, the increase in ridership might only be enough to cover those other cost increases. She said some of the operating funds are subsidized from the counties served.

Jesse Quirion asked if there has been thought to changing the pricing structure for riders with bicycles. He said it is not meant to discourage bicycling but if it costs more to provide service for bicyclists, this would provide flexibility to add another car or conductor. Mr. Petty said it has been discussed and didn't move forward due to logistical and equity concerns.

Public Comment

Shirley Johnson, SFBC, said it is State law that if Caltrain allows luggage on for free it must allow bikes on for free. She said Caltrain considered charging for bikes, but the infrastructure and logistics would be too difficult and expensive.

BICYCLE ACCESS AND PARKING PLAN (BAPP): REFINED FUNDING STRATEGY – Sebastian Petty

Mr. Petty presented:

- Input from subcommittee regarding prioritization of Caltrain-led bike projects:
 - Prioritization approach should be useful beyond this specific project list
 - Explicitly incorporate customer feedback/complaints/incident reports
 - Consider project readiness
 - Is project a convenience or necessity
 - Think about weighting criteria
- Proposed prioritization criteria:
 - One set of criteria for all projects
 - Twelve possible points grouped into four broad categories
 - Project support
 - Project funding
 - Project readiness
 - Project need and effectiveness
 - Projects subject to individual grant eligibility
 - Prioritized list becomes BAC recommendation informing agency Capital Improvement Program
- Staff recommendations regarding the feasibility studies from the 2008 plan:
 - Discounted locker rentals – examine the issue
 - Bike share study – postpone action until current program contract is taken over by Metropolitan Transportation Commission
 - Folding bike promotion – do not pursue
 - Bike car capacity information – refine and expand scope

Dan Provence said if there is a way to make the amenities free for people who use a bike system on both ends of their trip, it would create incentive for some people to not bring their bikes onboard, which will open up onboard capacity to people who need it. He said an example is people who have bike share memberships could get a locker for free on one end, or if someone leaves their bike in a locker, the first 10 or 12 hours could be free, that way it will incentivize people to leave bikes at the station if they can.

Chair Turner said the prioritization staff is proposing seems reasonable, but he would like to see if a discussion about bike car capacity could be worked into the feasibility study instead of just having an information system. He said he would like to increase capacity and it would be nice to know in advance if a train has no capacity. Mr. Petty said this is not prioritization, it is the different pathways that makes sense to follow.

Mr. Petty continued:

- Funding need to complete the BAPP
 - Funding need estimate for 10 stations included in the 2008 plan
 - Includes only costs for projects specifically recommended in the 2008 plan
 - Does not include operating and maintenance costs
 - Excluded the 22nd Street Station because after a number of improvements it would require a major overhaul and would not be specifically a bike project
 - About \$3.5 million needed overall
- Funding challenge and strategy
 - Funding limited
 - Staff/administrative capacity limited
 - Implementation driven by grant availability
 - Utilize local funds to leverage grants
 - Grant constraints
 - Match grant sources and eligible projects to maximize overall project delivery
- Funding scenarios
 - Only pursue grants with high probability of success, focus on only highest scoring projects, assume modest level of help and participation from partners
 - Pursue grants broadly and work to make projects competitive, try to complete a larger spectrum of projects, assume significant level of help and participation from partners and cities
- Next Steps
 - Take strategy to Citizen Advisory Committee and Board as informational item
 - Develop implementation process
 - Return to BAC with draft plan
 - Ongoing discussion with funding partners and county congestion management agencies

Chair Turner said Wes Brinsfield asked him to say thanks for letting the BAC be a part of this process and they appreciate the time Mr. Petty and staff has put in to accommodate the subcommittee. He said the subcommittee thinks prioritization is a workable solution. He said it is a transparent process and the BAC can see what the rankings are and how they got there.

Amitabha Banerjee asked if consideration is given to areas where there is construction, such as the Hillsdale area where Bay Meadows will have a lot of people moving in and there might be a need for more bike lockers. He asked if Caltrain makes revenues from

the existing bike lockers and if there is a way to leverage that in funding the projects. Mr. Petty said the subcommittee discussed future demand at stations but it gets very subjective. He said bike lockers bring in money, but running the system and maintenance costs more than what is brought in.

Public Comment

Shirley Johnson, SFBC, thanked Mr. Petty and the ad hoc committee for working on this document.

Edward Saum said the subcommittee decided the system is not perfect, but it is a good tool to begin the prioritization. He said the physical realities of the funding will break ties and make some priorities more obvious than others.

STAFF REPORT – Tasha Bartholomew

Tasha Bartholomew, Community Relations Officer, reported:

- The vacancy on the BAC remains awaiting direction from the San Francisco Staff Coordinating Council representative.
- On April 1 staff conducted a Reddit Ask Me Anything virtual town hall on rail safety. About 111 questions came in regarding safety, Clipper, onboard capacity, and other topics. The information can be found on the Peninsula Moves Blog at <http://peninsulamoves.wordpress.com>.
- Bike to Work Day was on May 8 and two staff members raced to work, one taking a bike on Caltrain and the other driving. The bicyclist won.

CHAIRPERSON'S REPORT – Garrett Turner 2014 Work Plan Update

Chair Turner said the Levi's Stadium report was delayed because it hasn't gone to the Board yet. Ms. Maguigad said staff is still working with Santa Clara Valley Transportation Authority on a draft plan. She said Levi's Stadium will be providing bike parking.

Ms. Bartholomew said staff will be discussing the Electric Multiple Units (EMU) with the BAC in September.

Formation of Ad Hoc Committee – Bike Bump Reporting

Ms. Bartholomew said she and Mark Simon, Executive Officer, Public Affairs, would be working with the subcommittee.

Chair Turner appointed Mr. Banerjee, Mr. Brinsfield, and Mr. Provence to the Bike Bump Reporting ad hoc committee. Mr. Provence will be the chair.

Formation of Ad Hoc Committee – Bike Capacity

Ms. Maguigad said she would like to wait until July to begin this committee because of an upcoming schedule change that staff needs to work on and the possible railcar purchase that would have a bearing on this committee. She said her boss left the agency, so she has more responsibilities and needs more time to adjust to the increase.

Mr. Quirion asked if staff has a work plan in place for looking at adding onboard bike capacity. Ms. Maguigad said no.

Chair Turner appointed Mr. Quirion, Mr. Saum, and Mr. Vanderlip to the Bike Capacity ad hoc committee. Mr. Vanderlip will be the chair.

WRITTEN CORRESPONDENCE

Mr. Saum said one of the responses from staff was there are no plans to expand onboard bike capacity. He said the customer might interpret that as staff does not intend to do anything about bike bumps and it would probably make them more irritated. He said by talking about the EMUs and the other discussions, the BAC is trying to figure out how to solve this issue.

Public Comment

Shirley Johnson, SFBC, said at least two people who wrote in asked for priority boarding for bikes at the bike car, and she hopes the ad hoc committee could look at the broader issue of access for bikes onboard.

Chair Turner said he has noticed an increase that conductors recommend to walkups not to enter the bike car and he thanked Caltrain for paying attention to that.

COMMITTEE REQUESTS

Mr. Banerjee said he noticed at the Palo Alto Station on the 6:06 p.m. northbound train a bicyclist was trying to get a bike on the train when the doors closed and the bike tire got stuck. He asked what the official protocol is for closing doors. Ms. Maguigad said on gallery cars it is more preventable because the conductor is supposed isolate the door and get off the train to look where the problem is. She said she will send out a reminder to conductors.

Mr. Quirion asked if there is a way to consider one-directional loading and one-directional exiting for bicyclists so bicyclists are not trying to get in and out at the same door. Chair Turner said it is a reasonable discussion point for the subcommittee.

Mr. Quirion asked if it would be worth considering increasing the cost to bring a bike onboard. Mr. Saum said the State law would not allow it unless Caltrain starts charging for luggage. Ms. Maguigad said it probably wouldn't be part of the capacity discussion due to feasibility issues and social justice.

Chair Turner said he would like the ad hoc committee to discuss recommendations from the correspondence.

DATE, TIME AND LOCATION OF NEXT MEETING:

July 17, 2014 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 7:31 p.m.