



**Bicycle Advisory Committee
1250 San Carlos Avenue, San Carlos, CA 94070
Bacciocco Auditorium, 2nd Floor**

AGENDA

May 21, 2015 - Thursday 5:45 p.m.

- 1. Pledge of Allegiance
- 2. Call to Order/Roll Call
- 3. Approval of Minutes of March 19, 2015 Meeting
- 4. Public Comment
Public testimony by each individual speaker, for items not on the agenda, shall be limited to three minutes
- 5. Townsend Street Bicycle Issues – (TBD, SFMTA)
- 6. CalMod Update – (Casey Fromson)
- 7. Presentation on Annual Passenger Count Data - (April Maguigad)
- 8. Ad Hoc Committee Reports
 - a. Bike Bump Report (Dan Provence)
Committee Members: Amitabha Banerjee, Wes Brinsfield, Dan Provence, Catherine Young
 - b. Bike Capacity (Steve Vanderlip)
Committee Members: Edward Saum, Steve Vanderlip
- 8. Chairperson's Report
 - a. 2015 Work Plan
- 9. Staff Report (Seamus Murphy)
 - a. Staff Update and Follow-up Report
- 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, July 16, 2015; 5:45 p.m.
- 13. Adjournment

All Items on this agenda are subject to action

BAC MEMBERS

<u>County</u>	<u>Public Agency</u>	<u>Bike Organization</u>	<u>General Public</u>
San Francisco	Dan Provence	Catherine Young (Vice chair)	Garrett Turner
San Mateo	Vacant	Steve Vanderlip	Amitabha Banerjee
Santa Clara	John Brazil	Edward Saum	Wesley Brinsfield (Chair)

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 5:45 p.m. at the same location. Date, time and place may change as necessary. Please note bicycles are not allowed in the building. There is a bike rack in front of the building.

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

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1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to bacsecretary@caltrain.com; or by phone at 650.508.6279, 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 MARCH 19, 2015

MEMBERS PRESENT: A. Banerjee, J. Brazil, W. Brinsfield, E. Saum, G. Turner, S. Vanderlip, C. Young

MEMBERS ABSENT: D. Provence

STAFF PRESENT: T. Bartholomew, D. Couch, B. Fitzpatrick, A. Maguigad, N. McKenna, S. Petty

Chair Wes Brinsfield called the meeting to order at 5:50 p.m. and led the Pledge of Allegiance.

PUBLIC COMMENT

Shirley Johnson, San Francisco Bicycle Coalition (SFBC), said the SFBC has assembled a team of software engineers who are working on bump data visualization. The objective is for every customer to have the best possible experience on Caltrain. Ms. Johnson said the data visualization will help Caltrain on future planning. A lot of bumps don't get reported and the data is inconsistent. SFBC reports all bumps and Caltrain tweets don't. A passenger can mouse over the train they are interested in and a pop-up window will appear that will give a list of the most recent reported bumps for that train. She said the SFBC would like to collaborate with Caltrain on the bump reporting system to make the data the most accurate for everyone. Ms. Johnson said the team has also looked at enhancements and once data is more complete a passenger can drill down in more detail.

FOURTH AND KING STREETS BIKE FACILITY UPDATE

Sebastian Petty, Senior Planner, said the bike facility is a valet parking facility with a capacity of 135 bikes. It was opened in 2007 and is consistently exceeding capacity. He said rather than turning bikes away the operator has turned some of their retail space into parking. Mr. Petty said in addition to the bike parking there is also a caged bike locker for 180 bikes. In 2013 the contract for the operations was awarded to Alameda Bike/Bike Hub. Staff received \$160,000 from the city of San Francisco for tenant improvements at the facility. Mr. Petty said at that time the idea was the tenant improvements would expand capacity at the facility and also provide some additional flexibility to users. The construction had to be bid out through the contracts and procurement (C&P) process. While staff was waiting for the improvements there continued to be a demand for bike parking from 150 bikes to 200 bikes per day and Bike Hub has been sacrificing retail space to accommodate the bike parking. The bid package was released and there was only one bidder, and their bid was two times the engineers estimate.

Mr. Petty said staff started to rethink the project and how to address the capacity issue. Staff worked with Bike Hub, staff from engineering and real state for a two phase solution. The Board will take formal action to reject the bid and staff will use the funding to do a series of tenant improvements including new racks inside and outside the facility in the secured fence area along with security cameras. This will increase capacity to 230 bikes, but doesn't meet the after hours parking.

Mr. Petty said Phase Two would look at doing improvements at the fenced-off area where the bike lockers currently are to have higher capacity, add additional lighting, possibly single or multiple canopies, remove lockers and repurpose space with secure rack parking, and convert some lockers to on-demand. The entire facility will be access controlled by Bike Hub.

John Brazil asked if there had been any discussions with Bike Hub and their thoughts on these changes. Mr. Petty said yes and staff has worked with them to make sure it is feasible within their model.

Amitab Banerjee arrived at 6:10 p.m.

Mr. Brazil said the facility wants to be revenue neutral and longer term it needs sustained funding. It would be good to have real-time information available at the facility.

Garrett Turner arrived at 6:12 p.m.

Ed Saum asked if Bike Hub would purchase the bike racks or be part of the C&P process. Mr. Petty said they would purchase.

Chair Brinsfield asked if Phase One was implemented prior to a full understanding of the impact of Phase Two, and if there would be any negative impact. Mr. Petty said no because Phase One is installing bike racks.

Chair Brinsfield asked if there is any evidence or percent of people that come late and are unable to pick up their bikes. Mr. Petty said he doesn't have that information.

Chair Brinsfield asked if Phase Two would allow for late pickups. Mr. Petty said it would have to be discussed with the vendor, but it was to provide 24-hour bike access.

Mr. Brazil said he supports moving ahead with Phase One and asked for staff to survey users for Phase Two to help inform decision making.

Chair Brinsfield said he supports Phase One, but details need to be worked out for Phase Two.

Brian Fitzpatrick, Manager, Real Estate and Property Development, said staff has worked with the vendor and they are guiding staff on decisions being made. The vendor is very interested in solving the capacity issue now.

APPROVAL OF MINUTES OF JANUARY 15, 2015

Motion/Second: Turner/Saum

Ayes: Banerjee, Brinsfield, Saum, Turner, Vanderlip, Young

Absent: Provence

Abstain: Brazil

CALTRAIN MODERNIZATION UPDATE PRESENTATION

Casey Fromson, Government Relations Officer, said Communications-based Overlay Signal System/Positive Train Control (CBOSS/PTC) is moving forward and is up to San Francisco and starting the testing phase. Testing is occurring at night at different crossings.

Chair Brinsfield asked if this will be used on current fleet prior to electrification.

Ms. Fromson said yes it is being installed in the diesel fleet.

Ms. Fromson said there was an Electric Multiple Unit (EMU) survey and staff is interested in coming back to the BAC to discuss the results. There may be a potential for a special meeting of the BAC in April. It will be a discussion on the bike element and how capacity may be managed on bike cars.

Mr. Turner asked if this meeting will be before the Request for Proposal (RFP) is issued to vendors. Mr. Petty said it is to receive input from BAC before staff goes to the Board with a recommendation.

Dave Couch, Project Delivery Director, provided the Peninsula Corridor Electrification Project Delivery Quarterly Update:

- Design/Build Electrification Project RFP
 - Staff has been going through a review process with the six prequalified firms and the funding partners. Comments are being incorporated into the Design/Build contract.
 - The RFP was issued February 27, 2015.
 - Staff expects to issue several amendments, including a Project Labor Agreement, which is currently in discussion and negotiation.
 - The selection process should be completed late this summer and staff will return to the Board for approval in the fall with a recommendation for a contractor.
- EMU RFP
 - Staff has completed a technical analysis with the California High-speed Rail Authority looking at compatibility of boarding heights.
 - Monthly updates of progress are provided to funding partners.
 - Technical feasibility discussions are underway with vehicle manufacturers.
 - The RFP is scheduled to be released in July.
 - The contract is anticipated to be awarded in the winter.
- Vehicle Compatibility Analysis
 - No fatal flaws have been determined in providing a combination of low- and high-level boarding.
 - A tradeoff analysis is being conducted.
 - The Board will be asked to make policy decisions summer 2015.

- EMU Outreach Phase 1
 - Public input on capacity
 - The focus was on seats and standees, bathrooms, and bikes onboard.
 - Received 4,196 survey responses and more than 1,200 comments.
- Survey Methodology
 - This was an opt-in survey and is not statistically valid, but highlights interests.
 - Available in Spanish, Vietnamese, Chinese and English.
 - Outreach included in-person surveys at stations, onboard announcements, social media, news releases, and meetings.
- Survey: Participant Overview
 - Forty-five percent have been riding Caltrain more than four years
 - Trip Purpose
 - Trip type
 - Access to car
 - Gender
 - Age
 - income
- Survey: Seats/Standee Related
 - Average trip onboard Caltrain – 28 percent from 31 to 45 minutes, 26 percent from 46 to 60 minutes.
 - Seat availability (destination trip) – 64 percent always, 17 percent standing up to 10 minutes, 7 percent standing more than 20 minutes.
 - Seat availability (return trip) – 57 percent always, 19 percent standing up to 10 minutes, 8 percent standing more than 20 minutes.
- Survey: Bike Related
 - Brought bike onboard – 44 percent.
 - Bumped in the last year – 46 percent never, 13 percent once, 30 percent two to 12 times.
 - Staffed bike facility an alternative – 52 percent yes.
 - Bike lockers an option – 49 percent yes.
 - Bike sharing as alternative – 39 percent yes.
 - Shuttles as alternative – 47 yes.
 - Limit the number of bikes brought onboard as a consideration.
- Survey: Bathroom Related
 - Use of bathroom – 53 percent yes.
 - How often utilized – 2 percent never, 23 percent once a year, 60 percent two to 12 times, 13 percent multiple times per month, 3 percent multiple times per week.
- Level of Importance
 - Increase seating capacity – 56 percent very important, 2 percent unimportant.
 - Increase onboard bike capacity – 38 percent very important 10 percent unimportant.
 - Increase standing capacity – 22 percent very important, 5 percent unimportant.

- Increase bike storage at stations – 22 percent very important, 13 percent unimportant.
- Summary Results
 - Weighted average of what the highest desire is on a scale of 1 to 5
 - Seating – 4.5
 - Standing room/leaning area – 3.26
 - Bike storage – 3.11
 - Bathroom – 2.18
 - Luggage storage – 1.95
- Technical/Operational Considerations
 - Seats/Standees
 - Current provision
 - Bi-level
 - 620 to 670 seats
 - Standee space limited
 - Circulation space for conductor
 - Americans with Disabilities Act (ADA) compliance for space and accessibility
 - Leg space between rows
 - Aisle widths
 - Bikes onboard
 - Current provision
 - 48 to 80 bikes per train (five trains per peak hour)
 - One bike and customer take up two seats
 - Two bike cars per train
 - Bike bumps occurring
 - Wayside bike parking facilities improvement opportunities
 - Dedicated bike cars more efficient and safer than bikes onboard throughout train
 - Additional bike cars may require crew changes, which could drive up operational costs
 - Bathrooms
 - Current provision
 - Portion of fleet has two to five bathrooms per train
 - Not all ADA compliant
 - Two terminal stations have bathrooms
 - Multiple configurations available
 - One ADA compliant bathroom equals eight seats
 - Additional utility during delays
 - Implications of two versus six bathrooms
- Next Steps:
 - Outreach Phase I
 - Public discussion – February and March
 - Staff recommendation on seats, bikes and bathrooms spring 2015
 - Expect to issue vehicle RFP – July
 - Outreach Phase II – after vehicle contract award
 - Interior configuration seating, standee, bikes (design)
 - Interior style and colors

- Exterior appearance

Mr. Banerjee said staff will be discussing the number of seats, bikes and recommendations. Mr. Couch said yes during April and May and will be bringing recommendations to the Board in June. He said staff will be working with the vendors on different configuration possibilities for the trains.

Mr. Brazil said origin and destination information is very important, but in the next survey staff should ask about access to a bike at both ends of the trip.

Catherine Young asked if staff was surprised on the bike numbers. Mr. Couch said he thought it was low because of the number of bike bumps. He said not everyone filled out the complete survey.

Ms. Young asked if there are any strategies to inform people to adjust their work schedules to less crowded trains. Mr. Couch said staff is discussing this issue.

Mr. Turner said the design-build RFP was based on the certified Environmental Impact Report (EIR) and if the EIR decided to stay on the same corridor or look at a new corridor. Mr. Couch said it is the corridor as it is now with no changes to the track alignment.

Ms. Young said the survey isn't statistically accurate and how it is taken for decision making. Mr. Couch said there are certain things that can be done onboard and certain things that cannot be done such as the data on bathrooms and how many people use them and how often.

Chair Brinsfield said the survey is better than anecdotal, but not statistically accurate.

Public Comment

Shirley Johnson, SFBC, asked why bikes are not being considered allowed on every car. She said the Bay Area Rapid Transit (BART) has very short dwell time because bikes are allowed on every car. Chair Brinsfield asked this concern be put on the follow-up list for staff to respond.

AD HOC COMMITTEE REPORTS

Bike Bump Reporting – Dan Provence

Chair Brinsfield reported on behalf of the subcommittee. He said the bike bump form was launched on March 5 on the Caltrain website. As of this morning, there were 184 followers and 81 tweets. An example of a tweet was "Tina was bumped at Mountain View on northbound Train 323 at 7:57 a.m." Next steps include working with the San Francisco Bikes Onboard group on the data aspect including a discussion among the subcommittee about using a Caltrain schedule that shows information on the reported bumps. He said the subcommittee is happy with launch of the form so passengers can make more informed decisions on what trains to take.

Steve Vanderlip said he supports the collaboration.

Ms. Young said there is still a need to do the data analysis and maybe the BAC can be part of this analysis. She asked what is going to be done with the analysis.

Chair Brinsfield said the form is outside of the committee and Caltrain owns the form.

April Maguigad, Manager, Rail Operations, said the JPB Citizens Advisory Committee met last night and they are very pleased with the work the BAC did on the form.

Mr. Banerjee thanked staff for their work on the form and monitoring it.

Public Comment

Shirley Johnson, SFBC, said the SFBC is happy with the format and the tweets. The tweets do not include the date of the bump and people don't always report bumps on the day they occur so people may be getting wrong information. She said the form does not report total bumps. The SFBC did a comparison of Caltrain bumps versus reported bumps on the same trains and a very large percentage of bumps do not get reported. Ms. Johnson said those who report bumps need to be respected and the data needs to be more accurate.

Bike Capacity – Steve Vanderlip

Mr. Vanderlip said the subcommittee discussed changing the bike rack capacity with a maximum set by the aisle way markings. He said this is still an issue under consideration, but staff is still waiting on a response from the Federal Railroad Administration (FRA). Mr. Vanderlip said it was discussed the BAC would develop a proposal for bike capacity on the EMU cars. One possible proposal was all cars would be bike cars to allow 20 percent of passengers to bring a bike onboard and all cars would have equal bike capacity. He said the subcommittee also discussed how the BAC can assist with the implementation of the third bike cars.

Mr. Turner said the BAC has been hearing over the last several subcommittee reports that staff is waiting on FRA approval. He said at some point can the BAC or staff take action or is the FRA approval a requirement. Ms. Maguigad said she has been told she needs to wait for the approval. There are not many FRA personnel in the area.

CHAIRPERSON'S REPORT – Wes Brinsfield

2015 Work Plan

Chair Brinsfield said if anyone has any requests let him or Tasha Bartholomew, Community Relations Officer, know to see if it can be worked into the schedule.

STAFF REPORT – Tasha Bartholomew

Ms. Bartholomew reported:

- Search continues for the San Mateo Public Agency member. There is some interest from the Transportation Manager of Menlo Park, but the only issue is she sits on other committees that conflict with the BAC meeting dates.
- The second bike video will focus on bike parking options including bike racks, lockers, and shared storage. The marketing department is working on the script and hope to launch the end of April or early May.

Follow-up report:

- Metrolink cars – To date the cars remain in Metrolink's yard in Los Angeles. No time line of when they will be in San Jose.

Mr. Turner asked once the cars arrive how long until they are in the fleet. Ms. Maguigad said that will be determined once they arrive and what condition they are in. Chair Brinsfield asked for this to stay on follow-up list.

Ms. Bartholomew said a presentation will be made in July to discuss the Metrolink cars.

- Electronic lockers – Mr. Petty said they are at the San Mateo, Sunnyvale and Millbrae stations and are similar to what BART and Santa Clara Valley Transportation Authority (VTA) has.

Mr. Turner asked if there is a way to find out if lockers are full. Mr. Petty said there is no real time data capability.

- Study on first and last mile connections - Mr. Petty said staff is hoping to do a bike parking business plan and a station management plan. He is waiting on the status of a planning grant from the Federal Transit Administration sometime this spring.

Mr. Petty said another point for safety was added on the project sheet and he will get the updated sheet posted to the website. He said he will be coming back to the BAC to revisit the project list to see if there are any new ideas, changes or consolidations.

WRITTEN CORRESPONDENCE

Chair Brinsfield asked if there was any comment on the e-mail on bike storage at the Millbrae Station. Mr. Petty said it is something that will be looked at in the future. Bike parking at that station is managed by BART, but there are lockers and racks.

Mr. Vanderlip said the response back was that it was a BART responsibility and thought it would be closer to the Caltrain station. Mr. Petty said the station is very jurisdictional with what is BART's, the city's and Caltrain's.

Ms. Young said the bike parking isn't safe and the customer is asking for a safer location.

COMMITTEE REQUESTS

Mr. Banerjee said after a long period of not being bumped he has now been bumped four times mostly due to signal issues or fatalities. He said whenever trains don't arrive for a long period of time there is a large number of bikes and it seems like a safety issue. At Palo Alto when the trains do start arriving bicyclists start queuing up and train doors open up at different points. He asked if Caltrain can do anything about having the bike car doors open in the same location on the platform.

Mr. Saum would like to receive an update on the Phase One of Bike Hub or the actual progress that has been done.

Chair Brinsfield asked when SamTrans and VTA do a bus bridge how many bikes are allowed.

Mr. Turner asked if there is some way for the Visual Messaging System to display what type of train will be arriving at a station after a delay. Ms. Maguigad said no.

DATE, TIME AND LOCATION OF NEXT MEETING:

May 21, 2015 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 8:05 p.m.

Caltrain Bicycle Advisory Committee

2015 Work Plan

Purpose

The purpose of the Committee is to facilitate dialogue between Caltrain and its current and future customers who use bicycles as their primary mode of access to the Caltrain rail line. This Committee will provide a formal venue for the interests and perspectives of bicyclists to be fully integrated into Caltrain decision-making processes, particularly with respect to:

- New ideas related to the needs of bicyclists on Caltrain
- Proposed investments and pilot programs
- Operating procedures
- Caltrain communications

The Committee shall be advisory in nature, and actions taken shall be brought to the Peninsula Corridor Joint Powers Board by Caltrain staff, when appropriate. Although the Committee was not created by a legislative body, it has been created as a venue that is open to the public and shall follow the Ralph M. Brown Act to ensure transparency and consistency with the Joint Powers Board and other Caltrain committees.

Function

The function of the Committee is to promote and advance overall communication between Caltrain and members of the bicycling community, and to explore the realm of needs bicycle riders have with respect to utilizing current and future Caltrain services, while taking into account the needs of all Caltrain customers.

- Helps to educate the community-at-large, as well as other bicyclists, and serve as a communication conduit to ensure broad feedback on Caltrain initiatives related to bicycles.
- Provides a connection to regional and local bicycle related planning processes between bicycle community stakeholders, the public and public agencies.

List of Agenda Topics/Presentations for 2015:

Meetings

- Jan. 15 –
 - Approval of Charter Changes
 - Election of Officers
 - Bicycle Access & Parking Recommendations – Draft FY2016 Capital Budget Submittal List
 - Bikes ONBOARD Presentation

Updated – 5/1/15

Caltrain Bicycle Advisory Committee

2015 Work Plan

- March 19 –
 - CalMod Update
 - Fourth and King Streets Bike Facility Update
 - Procurement of MetroLink Cars

- May 21 –
 - Presentation on Annual Passenger Count Data
 - CalMod Update
 - Townsend Street Bicycle Issues

- July 16 –
 - Update on MetroLink Cars
 - Brown Act Training (moved from March meeting)
 - Bicycle Access & Parking Recommendations

- Sept. 17 –
 - Bike Parking Business Plan
 - Caltrain Bike Bump Report Update from staff

- Nov. 19 –
 - 2016 Meeting Calendar
 - Update on BikeHub
 - Station Management Plan (study on study on first and last mile connections)

Staff Suggestions:

Committee Suggestions:

- Pilot Program on Queuing
- Track Safety for Bicyclists