

**BICYCLE ADVISORY COMMITTEE (BAC)
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING
2nd Floor Auditorium
1250 San Carlos Avenue, San Carlos CA 94070**

MINUTES OF JANUARY 19, 2017

MEMBERS PRESENT: C. Bargar, J. Brazil, D. Provence, D. Thoe, S. Vanderlip

MEMBERS ABSENT: W. Brinsfield, G. Buckley, M. Guevara

STAFF PRESENT: C. David, N. Debessay, M. Jones, J. Navarro, S. Petty, B. Tietjen

Vice Chair Dan Provence called the meeting to order at 6:18 p.m. and led the Pledge of Allegiance.

INTRODUCTION OF NEW MEMBERS

The members of the committee introduced themselves.

PUBLIC COMMENT

None

BIKE PARKING MANAGEMENT PLAN

Melissa Jones, Senior Planner, presented:

- Context for Project
 - Capacity and Access Issues
 - Forthcoming Caltrain Electrification Project
 - Growing Bike-Based Trips
- Key Questions
 - What is the market for bike parking at Caltrain?
 - How can Caltrain deliver high-quality bike parking?
- Overview of Summer/Fall Activities
 - Outreach
 - Website with comment form
 - BAC Subcommittee for surveys
 - Data Collection
 - Analysis of data from various surveys
 - Bike rack occupancy survey
 - Keyed locker utilization survey
 - Customer Outreach
 - On-board intercept survey
 - Online survey
 - Focus groups
- Caltrain On-Board Intercept Survey
 - An on-board intercept survey in the bike cars
 - Conducted in July 2016 during morning peak commute hours

- 328 participants
- Fairly representative of typical commute trips:
 - 97% started their trip from home
 - 90% destined for work/school
 - 59% used Caltrain five days/week
 - 79% were making a round trip
- Top reasons for bringing bike on board (respondents could choose 1+ options):
 - Need bike at other end of the trip – 88% of respondents
 - Didn't feel bike would be secure if parked at the station (worried about theft) – 20% of respondents
 - Need bike to run errands during the day – 14% of respondents
 - Am used to bringing bike on board and hadn't thought about parking it at the station – 14% of respondents
- Caltrain Online Survey
 - Top reasons for bringing bike on board:
 - Need bike at other end of the trip (use a bike to get to and from Caltrain) – 85% of bikes-on-board respondents
 - Didn't feel bike would be secure if parked at the station (worried about theft) – 51% of bikes-on-board respondents
 - Need bike to run errands during the day – 24% of bikes-on-board respondents
 - Bike parking facilities at the station require advanced sign up, cost money, or rules/regulations are too much of a hassle – 16% of bikes-on-board respondents
 - Top reasons for *not* bringing bike on board:
 - Crowded bike cars – 59% of bike parkers
 - Stress of being bumped or denied boarding if the bike car is full – 50% of bike parkers
 - Bike loading process is complicated – 34% of bike parkers
 - Don't like carrying bike up the steps – 30% of bike parkers
 - Discrepancy between bike parking facilities used and types of bike parking facilities supplied by Caltrain
 - What bike parking facilities would you prioritize for investment? Rank 1 (first choice) – 6 (last choice)
 - On-demand bike lockers
 - On-demand enclosed parking facilities
 - Valet bike parking facilities
 - Reserved bike lockers
 - Bike racks
 - Bike share program
- Caltrain Focus Groups
 - Purpose was to determine the motivations of customers when making choices about what to do with their bike when riding the train
 - Participants recruited from intercept and online surveys
 - Participants selected based on what they did with their bike when they arrived at the station
 - Summary of Key Findings:

- General agreement that parking bike at a station is preferable to bringing bike on board
- Strong interest in and support for more secure wayside parking facilities (staffed or unstaffed bike rooms most popular)
- Location of bike parking is important (near platform, well-lit, safe)
- Better communication about and service of Caltrain's bike parking options desired
- What's Next:
 - Phase 1 Report is being prepared and will be finalized in coming weeks
 - Tasks for winter/spring 2017:
 - Develop performance goals, measures, and targets and evaluate existing parking system
 - Evaluate management and administration alternatives and make recommendations
 - Determine implementation steps

Vice Chair Provence asked how Uber and Lyft are categorized in the first and last mile connections. Sebastian Petty, Senior Policy Advisor, said that the survey data is from Metropolitan Transportation Commission and was before they started specifically calling that information out. Mr. Petty said most of that data is under 'taxi' or 'picked up or dropped off' depending on the individual taking the survey.

Cliff Bargar asked if the bike occupancy number noted abandoned or vandalized bikes. Ms. Jones said yes, those were noted.

Mr. Bargar asked why the numbers for the 'biking' and 'driving alone' categories don't add up when looking at to/from work and to/from home trips. Mr. Petty said that could be due to the survey method and those numbers could be from slightly different samples. Mr. Petty said the respondents were asked about the trip they were on, not their full travel each day.

Steve Vanderlip asked why there was a large difference between rack occupancy at some of the stations. Ms. Jones said that is a good question and that the answer is not yet known.

Mr. Vanderlip asked if the rack location and security were considered in looking at usage. Ms. Jones said they found that the higher occupancy racks are in high visibility and well lit areas.

John Brazil asked if the numbers for the bike rack occupancy rate include racks in closed, secure areas. Ms. Jones said the number shown just includes racks outside those secure areas.

Danielle Thoe asked if first and last mile connections were broken out by station. Mr. Petty said that there are some breakouts in the report. Mr. Petty said once you start breaking down by station and trip purpose, the sample size can get to a point where the data becomes less meaningful. Mr. Petty said it could be useful for some of the larger stations.

Mr. Vanderlip asked if staff has thought about rating the facility based on security and comparing that number to occupancy rates. Ms. Jones said both surveys asked if riders were worried about theft and at which of the stations do people feel least secure about leaving their bikes.

Mr. Brazil said the keyed locker utilization rate in the study underscores the need for more electronic lockers.

Ms. Thoe asked about the process for renting a bike locker. Ms. Jones said the lockers are rented on a semi-annual basis and the cost is \$33 per six-month period. Ms. Jones said there is a one-time \$25 key deposit. Ms. Jones said a rider has to go online to see if there are vacant spots and send in a paper application with a check.

Ms. Thoe asked if there is a process for automatically charging users each period. Ms. Jones said no, the user has to send in a physical check each period.

Vice Chair Provence asked if there is information on rental numbers for each station. Ms. Jones said that information would be in the report and that the stations that were chosen for the survey were some of the top rented stations.

Mr. Bargar asked if the numbers shown were for all lockers or just rented lockers. Ms. Jones said the utilization rate was based on lockers rented, not total lockers.

Vice Chair Provence asked if Caltrain decides to focus more on electronic lockers, would Caltrain install and manage them. Ms. Jones said that management and installation of the lockers is to be determined.

Vice Chair Provence asked how the Mountain View facility functions. Ms. Jones said the facility is run by the city and that the user has to apply with the city to get an access key. Ms. Jones said the key allows access to the shared bike parking facility.

Mr. Vanderlip asked what a shared bike parking facility means. Ms. Jones said the shared bike parking facility is similar to a bike cage but has a controlled access point.

Ms. Thoe asked if staff knows of any reports of thefts or vandalism at the shared bike parking facilities. Ms. Jones said staff has not heard of reports of theft at shared bike parking facilities.

Mr. Bargar asked if there are reports of theft from the other bike parking modes. Ms. Jones said yes, the racks in particular and a few bike lockers. Mr. Bargar asked if those are insured. Ms. Jones said no, people are responsible for their own bike.

Mr. Vanderlip asked if there was consideration of cost between the bike parking modes. Ms. Jones said that is being considered as part of the study.

Mr. Brazil said when you look at bigger picture of costs for bike parking he encourages Caltrain to think about using surface parking lots for more than just car parking.

Mr. Bargar asked if staff knows which stations people were parking their bikes as part of the survey. Ms. Jones said yes, that is buried in the data. Mr. Bargar said it would be interesting to see where people are comfortable locking their bikes.

Mr. Vanderlip said it would be interesting to compare the priorities of riders versus the cost of providing each option.

Ms. Thoe said she noticed a discrepancy between the online and intercept surveys. Ms. Thoe said she noticed that for the online survey, 51 percent of people who brought their bike on board were worried about theft whereas for the intercept survey, only 21 percent said they were worried about theft. Ms. Jones said the questions were identical. Mr. Brazil said it could be the type of person who is willing to say yes to an intercept survey versus an online survey.

Mr. Vanderlip said he has doubts about the assertion that there is general agreement that parking bike at a station is preferable to bringing a bike on board. Ms. Jones said she agrees that it is an interesting finding and that this may have come out of the focus group because it was more of a conversation. Ms. Jones said that people were talking about this in the context of having the ideal bike parking system.

Ms. Thoe asked if the people selected for the focus group was an accurate representation of the number of people who parked at a station versus brought their bike on board. Ms. Jones said it was not representative of how people are parking their bikes today. Ms. Thoe said this was important to note.

Mr. Brazil said he would encourage staff to survey potential users. Mr. Brazil asked if consultants were being used for the study. Ms. Jones said yes, Stantec and Toole Design Group are working on the study.

Mr. Brazil said it is important to think about bike share even though expansion is really only going to happen in San Francisco and San Jose. Mr. Brazil said bike share is in San Mateo and is coming to Palo Alto.

Mr. Brazil said it would be helpful to identify funding needs. Mr. Brazil said that could include both an unconstrained and constrained needs assessment. Mr. Brazil said it would be good to include potential funding mechanisms as well.

Mr. Bargar asked if staff thinks that more people will be riding their bikes to Caltrain after electrification simply because general ridership is expected to increase. Ms. Jones said yes that electrification is expected to bring more of all types of riders.

Ms. Thoe asked if staff has reached out to Lyft and Uber to get data about first and last mile connections. Mr. Petty said that staff has talked to them about data sharing through other parts of the organization.

Vice Chair Provence said it is free to bring your bike on board but it costs to use a locker. Vice Chair Provence asked if there is a way to make the BikeLink lockers work

where the first couple hours are free so the financial aspects are not encouraging people to bring their bikes on board.

Vice Chair Provence asked how much staff is looking at partnerships like the one at the San Francisco station. Ms. Jones said that will be studied in the next phase of the plan. Mr. Petty said many of the questions about cost and available space for the facilities will come out during the next phase. Mr. Petty said part of that is to look at partnering with businesses or other government agencies who could potentially defray some of the costs.

Vice Chair Provence said he encourages staff to be ambitious when thinking about targets.

ELECTION OF OFFICERS

Mr. Brazil nominated Vice Chair Provence as chair.

Motion/Second: Brazil/Thoe

Ayes: Bargar, Brazil, Provence, Thoe, Vanderlip

Absent: Brinsfield, Buckley, Guevara

APPROVAL OF MINUTES OF SEPTEMBER 15, 2016

Motion/Second: Brazil/Provence

Ayes: Bargar, Brazil, Provence, Thoe, Vanderlip

Absent: Brinsfield, Buckley, Guevara

CHAIRPERSON'S REPORT

Brent Tietjen read a report from Chair Wes Brinsfield in his absence.

STAFF REPORT – Brent Tietjen

Mr. Tietjen reported:

- The 2017 Work Plan and the 2017 Meeting Calendar have been provided
- The BAC Recruitment period ended on December 2, 2016 and the San Mateo County General Public representative is still vacant
- An update on ENVISION Santa Clara
 - Measure B passed with nearly 72 percent of the vote
 - Funding Categories
 - Bicycle/Pedestrian - \$250 million
 - Caltrain Corridor Capacity - \$314 million
 - Caltrain Grade Separations - \$700 million
 - Next Steps
 - Program Guidelines development – Feb- April 2017
 - Approval of Final Program – June 2017
 - Draft Measure B FY18/FY19 Allocation – June 2017
- In 2016, there were 133 bikes reported bumped and 588 additional bikes reported bumped for a total of 721
- Contracts for the Caltrain Electrification Project were awarded in September 2016

WRITTEN CORRESPONDENCE

Vice Chair Provence asked for an update about the locker situation at the San Carlos Station. Mr. Tietjen said SamTrans initially took out 24 of the 36 lockers at the station in order to construct the San Carlos Mutli-Modal Transit Center. Mr. Tietjen said the Transit Center being developed by a separate agency will be installing electronic bike lockers at the station. Mr. Tietjen said there may be a gap between when the current lockers are removed and the new lockers are installed but the agencies will coordinate to minimize or eliminate the gap between availability. Vice Chair Provence said he would hope there would be continuous availability of lockers at the station.

Ms. Thoe asked if there is an official policy on what and how often conducts make certain announcements. Ms. Thoe said there was a correspondence asking for the conductors to make an announcement encouraging non-bicyclists to not sit in the bike car. Mr. Tietjen said he would check to see if there an official policy. Mr. Tietjen said that legally, Caltrain cannot bar people from sitting in the bike car.

COMMITTEE REQUESTS

Mr. Vanderlip asked if the committee could work on their ideas for the electric multiple units. Mr. Vanderlip suggested the possibility of adding cameras on the cars to watch your bike and having specific entrances and exits for the bike cars. Mr. Tietjen said Casey Fromson will be presenting in March where those detailed discussions can take place.

Mr. Brazil said one idea is to have the committee have a workshop where committee members could talk about the various options. Mr. Brazil said depending on the resources that could include physical mock-ups.

Vice Chair Provence said there is an ongoing effort to improve Townsend Street in San Francisco.

Mr. Brazil asked if there was a ribbon cutting date for the Santa Clara Station Pedestrian Undercrossing Project. Mr. Tietjen said he believes that is a Santa Clara Valley Transportation Authority project.

Mr. Brazil said that BayArea Bike Share has received a sponsorship from Ford. Mr. Brazil said the cities have signed an agreement to an exclusive right to operate that type of system. Mr. Brazil said a Chinese competitor called Blue Gogo has said they are coming to the Bay Area. Mr. Brazil said Blue Gogo is not asking for permits so those bikes may start appearing in the Bay Area.

DATE, TIME AND LOCATION OF NEXT MEETING:

March 16, 2017 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 7:46 p.m.