

**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**

DRAFT MINUTES OF FEBRUARY 15, 2023

MEMBERS PRESENT: A. Brandt, R. Jaques (Alternate), L. Klein, R. Kutler, P. Leung, M. Pagee (Alternate), B. Shaw (Chair), JP. Torres, D. Tuzman (Vice Chair), S. Seebart

MEMBERS ABSENT: P. Joshi (Alternate)

STAFF PRESENT: M. Boomsma, K. Kelly, L. Low, J. Navarrete, D. Santoro, S. Sargent, K. Scribner, J. Ye

Due to COVID-19, this meeting was conducted as a Zoom and in person meeting.

Chair Brian Shaw called the meeting to order at 5:40 p.m. and led the Pledge of Allegiance.

APPROVAL OF MINUTES OF JANUARY 18, 2023

Motion/Second: Klein/Seebart

Ayes: Brandt, Kutler, Leung, Shaw, Tuzman

Abstain: Torres

Absent: None

PUBLIC COMMENT

None

CHAIRPERSON'S REPORT

Chair Brian Shaw reported the February CAC meeting would be the last meeting to be held in hybrid format unless the board decides to extend it at the next board meeting in early March. Chair Shaw also mentioned that the ridership report is included in the packet this month. Chair Shaw also stated that staff is working on presenting proposed agenda topics provided at last month's meeting. Lastly, Chair Shaw shared that staff will be providing a safety briefing every quarter this year.

COMMITTEE COMMENTS

Member Steven Seebart shared a personal experience with a Google search regarding the weekend shutdown. He suggested having information about the current weekend shutdown as the top search result.

Member Rosalind Kutler shared her experience during the weekend shutdown and stated that although it was a long commute, staff did a great job with the signage. She then mentioned that the Millbrae station could use better directional signage to the buses.

Member Adrian Brandt shared that Caltrain received state and federal funding. He then thanked staff for the ridership report in the packet, however noticed a drop in ridership and shared his concerns. He recommends staff figure out a new approach to attract ridership with the fare structure; distance-based fares and equitable fares.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, stated that he would like the CAC meetings to continue with the hybrid format, especially for the public. He then shared his concern with the lack of weekend shut down directional signage at Millbrae station and hopes this can be resolved by the next impacted weekend.

CAC ROLE IN MEASURE RR OVERSIGHT UPDATE / CAC'S ROLES AND RESPONSIBILITIES IN MEASURE RR AUDIT

Kathleen Kelly, Interim Chief Financial Officer presented the CAC's Roles and Responsibilities in Measure RR Audit presentation. The full presentation can be found on caltrain.com.

Committee Comments:

Member Larry Klein asked for clarification with the committee's acceptance of the report and Ms. Kelly responded to several concerns. Member Klein recommended capturing this process for future committee bodies. He also asked for the latest audit report for comparison. Ms. Kelly suggested sending the oversight committee's report for Measure W. They agreed and Ms. Kelly stated that it would be available in March.

Vice Chair David Tuzman asked whether the committee may receive the audit report sooner and Ms. Kelly confirmed.

Member Seebart asked about the timeline for the report and Ms. Kelly responded that the audit happens at the end of the fiscal year. Member Seebart asked whether there is oversight throughout the year and Ms. Kelly confirmed that there are internal controls in place to make sure that the money is spent in the right place.

Member Kutler stated that with the controls in place, it is important to wait the appropriate time for committee audit.

Chair Shaw suggested that the process and the CAC's oversight role be posted on the Caltrain website under CAC page. Ms. Kelly stated that this item will be a public hearing at the next month's meeting.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, shared his concerns with the possible extended duration of future CAC meetings now that the Measure RR oversight being folded into the CAC meetings.

GUADALUPE RIVER BRIDGE REPLACEMENT PROJECT

Lori Low, Government Affairs Officer, and Mike Boomsma, Senior Project Engineer, Senior Project Engineer, presented the Guadalupe River Bridge Replacement Project Update. The full presentation can be found on caltrain.com.

Committee Comments:

Vice Chair Tuzman asked what impacts the construction schedule has on the train schedule. Mr. Boomsma responded that there will be no impacts to the train schedule.

Member Seebart asked what percentage of the time Union Pacific is using Caltrain tracks. Mr. Boomsma stated that he would follow-up with those figures.

Alternate Member Rob Jaques requested the budget and funding plan for this project. He also requested that future capital project presentations include this information. Mr. Boomsma stated that this information has been shared with the board and the and the finance committee and would be glad to share it with this committee.

Member Brandt asked about precast. Mr. Boomsma stated that the superstructure will be precast and that some of it will be cast onsite.

Public Comments:

None

TAMC-JPB MEMORANDUM OF UNDERSTANDING REGARDING EXTENSION OF CALTRAIN SERVICE FROM GILROY TO SALINAS / TAMC JPB MEMORANDUM OF UNDERSTANDING (MOU) FOR SALINAS EXTENSION

Sam Sargent, Director, Strategy and Policy, presented the TAMC JPB Memorandum of Understanding (MOU) for Salinas Extension presentation. The full presentation can be found on caltrain.com.

Committee Comments:

Member Seebart asked for clarification regarding no changes to train mainline service. Mr. Sargent responded that Caltrain's main line schedule would not be adjusted to accommodate the additional Salinas service and would be an extension of already scheduled trains to Gilroy. Member Seebart asked about the fleet type and Mr. Sargent referred to the feasibility study.

Vice Chair Tuzman asked why the extension to Salinas is a priority and asked about the route on the dotted line. Mr. Sargent explained the importance and the reason for the route is because it is Union Pacific's existing tracks.

Member Brandt requested ridership data to Gilroy. He also asked about the cost of the extension to Salinas. Mr. Sargent stated that he will look into the ridership data to Gilroy and follow-up. He also stated that there was a cost memorandum that was submitted to the state with that information and would provide a copy to the committee.

Chair Shaw asked Mr. Sargent to clarify whether this extension can be done with existing resources and Mr. Sargent confirmed and shared additional details. Chair Shae then asked whether passengers traveling from Salinas to Gilroy would be able to use their Clipper card and Mr. Sargent responded that it is yet to be determined. Chair Shaw requested that the fare structure technology be a priority.

Public Comments:

Christina Watson, TAMC Director of Planning, provided history and current state of progress at Salinas and Gilroy stations to make this service possible. She provided her contact information for anyone that may have additional questions.

Jeff Carter, Millbrae, via Zoom Q&A, asked for the running time between Gilroy and Salinas. He also mentioned that there was a time when service was extended past Gilroy.

Doug DeLong, Mt. View, commented on the past trackage rights agreement between Caltrain and Union Pacific and indicated that a similar agreement will need to be negotiated to deal with service south of Salinas.

STAFF REPORT UPDATE

David Santoro, Acting Chief Operating Officer reported (The full report can be found on caltrain.com):

On-time Performance (OTP) –

- **January:** The January 2023 OTP was 83% compared to 94.4% for January 2022.
 - **Vehicle on Tracks** – There were three days with a vehicle on the tracks, which caused train delays. The train delays were on January 17 (16th Street.), January 26 (Churchill Ave., Palo Alto), and January 29 (near CP Palm in San Mateo).
 - **Mechanical Delays** – In January 2023 there were 1941 minutes of delay due to mechanical issues compared to 1411 minutes in January 2022.
 - **Trespasser Strike** – There was one trespasser strike on January 18 (SF, near Bayshore & 22nd St.), resulting in a fatality. There were 8 trains delayed, 2 trains terminated, 1 train annulled and 1 train partially annulled.
- **December:** The December 2022 OTP was 80.6 % compared to 91.1% for December 2021.

- **Vehicle Strike** – There was one vehicle strike on December 1 at Broadway Station, resulting in a fatality. There were 2 trains terminated, 6 trains partially annulled, 4 trains annulled, and 13 trains delayed.
- **Trespasser Strike** – There was one trespasser strike on December 20 near the Sunnyvale station, resulting in a fatality. There were 4 trains delayed.

Mr. Santoro reminded the committee and the public about the remaining weekend service changes between Millbrae and San Francisco stations. He then mentioned that the fare enforcement data did not make it into this month's packet and would include it in next month's packet; he provided a verbal report. Lastly, he reviewed the details of the Go Pass Donation Program.

Committee Comments:

Member Kutler thanked staff for informing passengers of the weekend shutdown schedule. She requested that the conductor announcements include the location of the buses.

Vice Chair Tuzman asked to confirm the location of the shutdown is between San Francisco and Millbrae and Mr. Santoro confirmed.

Member Seebart asked whether there were ambassadors during the shutdown and Mr. Santoro confirmed and asked for details. Member Kutler advised that there were no ambassadors at the Millbrae station in the evening.

Member Brandt asked for clarification regarding the fare evasion statistic. He then expressed his appreciation with reporting vehicle on tracks that do not cause delay minutes. He shared that better lighting may decrease vehicles on the tracks. Mr. Santoro clarified the fare evasion data and stated that the number of citations given is not the number of passengers found with no proof of payment and that 852 passengers were alighted and not given an administrative citation. Member Brandt stated that the policy of allowing passengers to alight instead of receiving a citation is not part of best practices around the world and asked staff to rethink the policy of allowing passengers to alight the train and not receive a citation.

Chair Shaw shared his positive experience with contracting qualified enforcement vendors. He then shared his observation, that within the last three months, alighting from the train instead of receiving a citation was an unwritten policy, however now it is being verbally stated by the conductors on the train during proof of payment enforcement; "if you don't have proof of payment, you are welcome to leave the train". He recommended that passengers without fare, be given a citation. Chair Shaw then requested that the vehicle on tracks data also include the time of day to help generate a treatment around those crossings that are problematic.

Member Kutler reiterated the need for fare enforcement. She stated that it is a customer service issue and an opportunity for training to politely enforcing fare, treat all passengers equally and to cite passengers when needed.

Member Seebart shared his observation that when conductors find a passenger without fare, it tends to be an argument and suggested sensitivity around the conductor's time and on time performance of the train. He shared mentioned that in other regions, the fare enforcers are not the employees running the trains, but a separate enforcement arm to help not disrupt service.

Public Comments:

Jeff Carter, Millbrae, via Zoom Q&A, requested more detailed ridership and fare media data available on the website. Additionally, he requested origin and destination information with the Clipper data. Lastly, he asked about zone upgrade and how that would work on the train.

JPB CAC Work Plan

March 15, 2023

- Measure RR audit report
- Corridor Crossing Strategy
- Go Pass Donation Program

April 19, 2023

- Safety Quarterly Update
-

May 17, 2023

- FY2024 Preliminary Operating & Capital Budgets
-

June 21, 2023

- Corridor Crossing Strategy (tentative)
-

July 19, 2023

- Safety Quarterly Update
-

August 16, 2023

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-

September 20, 2023

- Rail Safety Education & Suicide Prevention Update
- Corridor Crossing Strategy (tentative)

October 18, 2023

- Safety Quarterly Update
-

November 15, 2023

- Corridor Crossing Strategy (tentative)
-

December 20, 2023

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Suggested Items:

- Go Pass cost per ride factors – requested by Chair, Brian Shaw on 6/19/19.
- 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.
- Operating Costs – requested by Member Adrian Brandt on 2/13/20.
- Clipper Data Availability.
- Construction Obstacles.
- Redwood City Station Development - requested by Member Adrian Brandt on 12/8/21.
- Dual speed check installation/Constant Warning, Downtown Extension, elevated four track station, and the Google campus being planned at the Diridon station - requested by Member Adrian Brandt on 12/15/21.
- Transit Oriented Development & preservation outreach - requested by Member Patricia Leung on 12/15/21.
- Go Pass qualification requirements - requested by Member Rosalind Kutler on 12/15/21.
- Staffing structure, Governance Update, Visual Messaging Display rollout plan - requested by Member David Tuzman on 12/15/21.
- Conductor's communication tools and how they may interface with the public. Regional trip planning and availability for riders that do not have access to mobile devices - requested by Alternate Member Melody Pagee on 12/15/21.
- Distance-based fares on Caltrain. Deep dive on it from a practical standpoint - requested by Chair, Brian Shaw on 12/15/21.

- Engineering Standards.
- Clipper Next Gen Validator Project Update.
- Grade Crossing Presentation and an update on dual speed check and the wireless system – requested by Member Adrian Brandt on 9/21/22 & 1/18/23.
- Look into allowing non-service animals on Caltrain with a travel carrier - requested by Vice-Chair David Tuzman on 9/21/22.
- Locomotive car regulation - requested by Chair, Brian Shaw on 12/21/22.
- EMU presentation.
- Report on Caltrain infrastructure during drought and flood and staff recommendations for repairs and/or needed plans for public safety – requested by Member Rosalind Kutler on 1/18/23.
- Exploration on the five stations south of San Jose and what it would take to get more service and ridership there and explore electrifying the blended corridor from San Jose south - requested by Member Steven Seebart on 1/18/23.
- Conductor communication during major incidents – requested by Alternate Member Melody Pagee on 1/18/23.
- Presentation on whether it is possible to conduct a pilot program for gates that block the entrance to the track from the crossing - requested by Member Adrian Brandt on 1/18/23.
- What Caltrain can do to avoid flooding - requested by Member Adrian Brandt on 1/18/23.
- Staff to revisit the tree survey report - requested by Member Adrian Brandt on 1/18/23.
- TOD Internal - would like to see a presentation on what properties Caltrain owns and opportunities for Transit Oriented Development housing - requested by Member Patricia Leung on 1/1/23.
- TOD External – external - would like to see the work being done with different cities and counties to figure out their plans for adjacent properties - requested by Member Patricia Leung on 1/1/23.
- Marketing campaign for neighboring properties and nearby transit connections to help increase.
- Suicide Prevention Initiatives

DATE, TIME, AND LOCATION OF NEXT REGULAR MEETING:

The next meeting will be March 15, 2023, at 5:40 pm, via Zoom and in person meeting at the San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Adjourned at 7:46 pm.