

**Peninsula Corridor Joint Powers Board
Technology, Operations, Planning, and Safety (TOPS) Committee
1250 San Carlos Avenue, San Carlos CA 94070**

Minutes of July 26, 2023

MEMBERS PRESENT: Rico E. Medina (Chair), Pat Burt, Shamann Walton
MEMBERS ABSENT: None
STAFF PRESENT: M. Bouchard, C. Fromson, James Harrison, J. Jest, M. Jones,
M. Meader, D. Provence, N. Soultanov, D. Seamans, M. Tseng

1. Call to Order/Pledge of Allegiance

Chair Rico Medina called the meeting to order at 1:36 pm and led the Pledge of Allegiance.

2. Roll Call

District Secretary Dora Seamans called the roll and confirmed a Board quorum was present.

3. Public Comment for Items Not on the Agenda

There were no public comments.

4. Meeting Minutes of April 26, 2023

Motion/Second: Medina/Walton

Ayes: Burt, Walton, Medina

Noes: None

Absent: None

5. Quarterly Update on Caltrain Safety Performance

Mike Meader, Chief Safety Officer, provided the presentation, which included the following:

- Defined what types of accidents and incidences are reportable, such as those that meet the minimum threshold of \$11,500 are recorded, but not reportable, and anything that occurs on a highway grade crossing is typically reportable
- Key performance indicators (KPI) are tracked per the FRA (Federal Rail Administration)

The Board had a discussion and staff provided further clarification in response to the Board members' comments and questions on the following:

- Next report to provide more details on service calls related to the numbers that were attributed to trespassers on the right-of-way, actual strikes, and response times
- Study how impactful the recent increase in pedestrian fatalities towards rider experiences and the long-term impact to staff and passengers

6. Award of Contract for the Bike Parking Station Program*

Michelle Bouchard, Executive Director, introduced Dan Provence, noting his focus on active transportation, bike facilities, and the development of the bike program.

Dan Provence, Principal Planner, provided the presentation, which included the following information:

- 20 percent of riders, or one out of five, use bikes as part of their Caltrain trip
- Secured Bike parking rooms available along the corridor
- Unstaffed bike facilities need to be finished and opened by August 31, 2025

The Board had a discussion and staff provided further clarification in response to the Board members comments and questions regarding the following:

- Unstaffed bike facilities based on need and associated costs
- Data derived from pre-Covid counts, bike lockers, and customer satisfaction survey
- Engage with cities on their bike plans and safe routes to transit

Motion/Second: Walton/Burt

Ayes: Burt, Walton, Medina

Noes: None

Absent: None

7. Authorize the Execution of the Necessary Agreements and Amendments to Receive Funds to Support the Completion of Preliminary Design and CEQA/NEPA Environmental Clearance for the Bernardo Avenue Undercrossing Project*

Nicole Soultanov, Deputy Director, Capital Program Planning, provided the presentation, which included the following:

- Proposed bicycle undercrossing located on the border of the City of Sunnyvale and Mountain View and the two cities are project sponsors along with the VTA (Santa Clara Valley Transportation Authority) as a funding partner
- Pedestrian and bicycle routes are 1.5 to 1.6 miles long

Director Burt commented receiving a detailed presentation at VTA Grade Separation Ad-Hoc Committee and the City of Palo Alto is also looking at two bike-pedestrian crossings. He stated it would be helpful as part of the corridor-wide plan for cities to have a better understanding of the range of costs.

James Harrison, General Counsel, noted for record that the item involves an agreement in which VTA has an interest and Director Burt serves on the VTA board, so it is considered to be a non-interest for purposes of Government Code section 1090.

Motion/Second: Walton/Burt

Ayes: Burt, Walton, Medina

Noes: None

Absent: None

8. Capital Improvement Plan Development Project Update

Nicole Soultanov, Deputy Director, Capital Program Planning, provided the presentation, which included the following:

- 10-year CIP will deliver stability for financial future and bring ownership on culture and priorities for capital investments
- Identified 11 overarching values and goals to build transparent prioritization and goals
- Deliver four-year rolling program embedded into two-year budget process
- Potential projects within the CIP timeframe: a blended service with high-speed rail, grade separation projects, and terminals at Salesforce Transit Center and Diridon Station

Director Walton left at 2:21 pm

9. Update on Ridership Growth Action Plan and Near-Term Marketing Strategy

Casey Fromson, Chief Communications Officer, provided the presentation, which included the following:

- Increase in transit-dependent riders and the need to push out to get a broader group of people riding
- Mobile app and ticket vending machine to offer different passes: Family Day Pass, Group Day Pass, and 3-day Pass as most effective for hybrid workers, and \$1 youth passes show value for service

Director Burt referenced State Department of Finance demographic projections with a lower projected population growth to 40 million in 2050 and the impact on transit development and demand statewide. He spoke about fundamental changes in the work and models and the need to integrate and recognize these fundamental shifts. Melissa Jones, Deputy Director of Policy Development, noted undergoing market analysis as part of the electrified service of Fall 2024.

Public comment

Adina Levin, Friends of Caltrain and Seamless Bay Area, expressed gratitude for ridership regrowth work and noted that the Go Pass donation program shows different kinds of jobs, such as cook, medical assistant, youth leader, janitor, and helping people afford Caltrain.

Director Burt commented on some companies having their own transportation program while low-income workers have the highest automobile use and the most need for the use of the Go Pass Donation Program. He talked about receiving feedback that service companies struggle to recruit and retain employees, but this program has had a marked improvement in employee retention as per the Transportation Management Association

10. Committee Member Requests - There were none.

11. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, August 30, 2023 at 1:30 pm.

12. Adjourn - The meeting adjourned at 3:01 pm.