

**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 JANUARY 17, 2024

MEMBERS PRESENT: D. Albohm, A. Brandt, A. Lohe (arrived at 5:46 pm), S. Seebart, J. Torres, B. Shaw (Chair), M. Pagee (Alternate – arrived at 5:47 pm)

MEMBERS VIA TELECONFERENCE: R. Kutler (arrived at 5:43 pm)

MEMBERS ABSENT: L. Klein, R. Jaques (Alternate)

STAFF PRESENT: N. Fogarty, J. Hogan, M. Johnson - TASI (TransAmerica Services, Inc), M. Louie, M. McCole - TASI, M. Meader, N. Steward-Crooks, M. Tseng

Chair Brian Shaw called the meeting to order at 5:41 pm and led the Pledge of Allegiance.

APPROVAL OF MEETING MINUTES OF December 20, 2023

Motion/Second: Torres/Brandt
Ayes: Albohm, Brandt, Seebart, Torres, Shaw
Noes: None
Abstain: Leung
Absent: Kutler, Lohe

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Doug DeLong commented on upcoming Electrification Project update to include updates on real estate parcel, acquisition, and generators.

Jeff Carter commented on the status of preventing bonding theft and the CAC report was not included in the January JPB Board Meeting Agenda package.

Chair Shaw commented that approved minutes from the CAC meeting may be included in the JPB Board Meeting packet.

CHAIRPERSON'S REPORT

Chair Shaw reported that the Measure RR item is scheduled for March. Go Pass Pricing, Communication Strategy, and Risk Management Strategy are on the agenda list for the future.

SAFETY QUARTERLY UPDATE

Chair Shaw requested that presentations be provided to the Committee in advance for review.

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

- Core value is safety first and always; safety at the heart of every decision
- Increase in reported injuries in the Fall; focus on training with more measurable safety program with data driven safety performance and a new safety reporting tool
- Four crossings with vehicle incursions and use technology to gather data on vehicle incursions, customer injuries; high frequency incursions to be in the next report
- Conduct full risk assessment of corridor; will prioritize projects with the highest risks
- Working with cities and California Public Utilities Commission (CPUC) on enhancements, Closed Circuit Television (CCTV) looking for funding
- Light Detection and Ranging (LIDAR) and CCTV-based pilot-testing at high-risk crossings will provide understanding of forensic behavior; potential future integration with other systems
- Partner and outreach with local jurisdictions, suicide prevention organizations, and law enforcement regarding rail safety
- Initial conversations with Global Positioning System (GPS) app companies about voice directions at grade crossings
- March meetings scheduled with CPUC, Federal Railroad Administration (FRA), Federal Highway Administration (FHWA) to discuss the potential for legislation that impact grade crossing markings; engagement with APTA (American Public Transportation Association) Commuter Rail Safety Committees
- Trespasser calls are the highest number of Transit police calls for service
- Focus on public awareness of Peninsula Corridor Electrification Project (PCEP) and new trains as revenue service gets closer

The Committee had a robust discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- Request that future presentations with graphs be displayed a larger font
- Reportable injuries, vehicle incursions, and trespasser strikes
- Efforts to track customer injuries and station signage indicating 2-1-1 as a resource
- Partnering with local jurisdictions on lighting and safety plan enhancements at crossings
- Utilize international signage and GPS rail crossing notifications
- Risk management strategy for funds recovery due to vehicle incursions
- Suicide prevention rates and measures

Public Comment

Doug Delong commented that there is no crossing at 6th Avenue; Watkins and Ravenswood crossings were not on the graph. He suggested removal of the traffic signal at Carolyn Street and the installation of reflective 'turtles' and spikes on high-traffic crossings

Jeff Carter commented that the quarterly Safety and Security Report should be included monthly with the Board report and whether there was a final report for the incident that occurred in March of 2022.

PUBLIC COMMENT PROCESS

Michelle Louie, Title VI and Social Equity Administrator, introduced Wendy Lau, Deputy Director of the Office of Civil Rights and provided the presentation which included the following:

- Public comment process updates and feedback regarding fare and service changes
- Proposed overhaul will streamline process and to increase public engagement; utilize meetings like the CAC to make it easier for public comments
- Proposed process will shift the minimum requirement of major service changes to two public meetings to satisfy the requirement of gathering of public comments and agency websites, press releases, or social media posts will satisfy public noticing requirements
- Fare changes continue to require public hearings due to Federal Law

The Committee had a robust discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- Identify alternative methods for gathering public comments that satisfy requirements
- Prioritize meeting notice distribution; publicize meetings on trains, station signage, quick response (QR) codes, partnering with community-based groups
- Alternative methods of public notices and lowering barriers for public comment

Public Comment

Doug Delong commented about the effectiveness of station workshops presents a low barrier to public participation.

Jeff Carter commented on the importance of public comment for major and non-major service and fare changes. He supported the update to the public comment process.

Caltrain Transit-Oriented Development (TOD) Update and Overview

Nadine Fogarty, Director of Real Estate and TOD provided the presentation which included the following:

- Hope to break ground soon on Hayward Park, the first TOD project; does not meet thirty percent affordable housing requirement, but was approved prior to the TOD policy
- Lawrence Station developer to ensure direct pedestrian access to Caltrain platform
- Work with local jurisdictions as well as MTC's (Metropolitan Transportation Commission) on its Transit-Oriented Communities Policy
- Limited number of Caltrain properties can be considered for TOD projects
- Rail Corridor Use Policy (RCUP) intended for decision-making and reserving the property needed for future capital projects
- Diridon Station properties and San Francisco Railyard designated 'special study' areas for potential TOD

- Easement exchange with local developers for parking lot and access improvements
- Diridon Plaza TOD Project goal to secure project entitlement from the city in early 2024 prior to securing development partner; project could be impacted by slow office market

The Committee had a robust discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- Consider Diridon Station being completely residential given the vacancy rates of office space
- Development opportunities for unique parcels and parking lots
- Challenges of potential relocation of Redwood City station
- Incentives for Hayward Park developers to include mixed-use projects; affordability rates
- Ground Lease Revenue Model; maximize revenue stream for Diridon Station
- Potential Sequoia Station right-of-way widening for four-track train station and Pennsylvania Avenue for midline passing four-track station

Public Comment

Jeff Carter expressed concerns with TOD impacting Caltrain's ability to expand to four tracks and grade separation throughout the corridor and hope to correct the ninety-degree turn at the San Francisco railyard.

STAFF REPORT - Delay Notification

- a) Customer Experience Task Force Update
- b) JPB CAC Work Plan Update

John Hogan, Chief Operating Officer, introduced Maureen McCole, TASI GM (General Manager), and Mike Johnson, TASI Deputy GM, Train Operations and Planning. Mr. Hogan provided the report which included the following:

- Six vehicles on the tracks and one vehicle strike in November; seven vehicles on the tracks; three trespasser strikes in December
- Moving forward with visual messaging signs (VMS) for twenty-one stations
- Standard operating procedures in development to ensure messages sent out correctly
- Staff trained to sweep train and guide riders to bus bridges during service interruptions; dispatch managers and crews to stations to assist riders with bussing situations
- Correcting issue of limited characters on VMS signs and working on developing QR codes with direct links to the website and complaints/feedback form

Mike Johnson and Maureen McCole of TASI provided the report which included the following:

- CCTVs would allow for a proactive response to platform issues; focus on customer communications, updating signs, and work on how to optimize use of the obsolete system
- Consider suspending signage that scrolls all day to real-time information and identify areas to prioritize communications around service interruptions and single tracking

- Increased audio announcements utilizing the public address system (PA)
- Actively communicate with JPB Public Information Officer on any service interruptions or if VMS messages do not appear on service alert website

The Committee had a robust discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- Focus on prioritizing communication in incident situations
- Have staff onsite and trained to assist customers with bus bridges during service interruptions
- Determining the best platform for real-time system updates/alerts; station signage for latest service updates
- Posters and signage on trains with QR links to Caltrain alerts
- Codified and standardized incident process for documentation and an incident commander to provide system updates across communication platforms
- Need for more frequent announcements on the PA system

Public Comment

Chris Forkowski commented on the need to consolidate construction with service alerts and suggested leveraging Caltrain mobile.

Jeff Carter commented on the need for better maps or information for people to get to buses during service interruptions.

DATE, TIME, AND LOCATION OF NEXT REGULAR MEETING

February 21, 2024 at 5:40 pm, via Zoom teleconference or at the Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

ADJOURNMENT

Meeting adjourned at 8:54 pm