

**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 SEPTEMBER 20, 2018

MEMBERS PRESENT: J. Alba, C. Bargar, M. Guevara, A. Olson, N. Rodia, M. Velasco

STAFF PRESENT: C. David, L. Low, D. Provence

Chair Olson called the meeting to order at 5:46 p.m. and led the Pledge of Allegiance.

PUBLIC COMMENT

Ms. Johnson thanked the BAC for their work and welcomed the new principal planner of station access. She discussed the 2018 Annual Passenger Count and bikes onboard, and encouraged eight car EMUs with 96 bike spaces per train.

APPROVAL OF MINUTES OF JULY 19, 2018

Motion/Second: Rodia/Guevara

Ayes: Alba, Bargar, Guevara, Olson, Rodia

Abstain: Velasco

Absent: J. Brazil, G. Buckley, D. Thoe

INTRODUCTION OF NEW MEMBER

The members welcomed Manito Velasco, the San Francisco County Public Agency representative.

ELECTION OF VICE CHAIR

Mr. Bargar nominated himself for vice chair.

Motion/Second: Bargar/Guevara

Ayes: Alba, Bargar, Guevara, Olson, Rodia, Velasco

Absent: Brazil, Buckley, Thoe

CALTRAIN MODERNIZATION UPDATE

Lori Low, Government and Community Affairs Officer, gave an update on Caltrain Modernization including construction work, the upcoming tunnel closure, electric train manufacturing, and encouraged members to stay apprised of the project through the CalMod e-newsletter.

Mr. Bargar suggested bike share be implemented at Bayshore Station to assist with the weekend tunnel closures.

Mr. Velasco asked if buses serving Bayshore and San Francisco during the tunnel closures are equipped with bike racks.

Ms. Low responded yes, the Samtrans buses typically have three bike racks. She encouraged riders to consider transferring at Millbrae Station

Public Comment

Ms. Johnson asked for documentation of FRA approval of the EMU bike car design.

Ms. Low explained the FRA inspects the trains after manufacturing, but throughout the project the agency and the FRA meet. Ms. Low said the current design meets FRA regulations.

INTRODUCTION OF PRINCIPAL PLANNER

Dan Provence, Principal Planner of Station Access, introduced himself. He thanked Mr. Velasco for taking on the SF public agency position, and Chair Olson for taking on the chair position. He noted his focus will be on implementation of the Bike Parking Management Plan, and development of a bike share policy.

Public Comment

Drew encouraged the BAC to consider expanding their role to encompass other emerging issues such as scooters.

CALTRAIN INFRASTRUCTURE & DESIGN AS RELATED TO BIKES

Dan Provence, Principal Planner of Station Access, presented:

- Overview
- Grade Separation Toolkit
- Station Management Toolbox
- Design Review

Ms. Rodia asked for clarification on who the intended users and audience are for these tools.

Mr. Provence responded the Grade Separation Toolkit is an external-facing document which helps build collaboration between the cities and Caltrain; whereas, the Station Management Toolbox is an internal tool.

Ms. Rodia asked when the Grade Separation Toolkit would be available and if it's only for city planners.

Mr. Provence said he would look into that.

Mr. Bargar noted that BART is considering a bike share plan that includes dockless bikes and dockless scooters.

Mr. Provence said the BART lead and he previously worked together at SFMTA. He said the two would work closely together, as the agencies share Millbrae Station and have some of the same customers/

Mr. Bargar requested an update on the policy as it evolves, and wanted to know how the BAC could encourage people to responsibly use dockless bikes and scooters.

Mr. Bargar asked about the redesign of the South San Francisco Station, noting a rider's concern from the correspondence packet, regarding good bike access.

Mr. Provence said he's looking into it and will get back to them.

Mr. Bargar asked if there are opportunities for public input on the station management toolbox regarding density of projects and inclusionary percentages.

Ms. Alba asked if the station management toolbox can still be refined.

Mr. Provence said it's being refined.

Ms. Alba said it would be to have in the model input and output on bike share, bike parking available, bike parking needed, bike access onto trains, and assumptions that go into the ridership.

Mr. Provence said they've been talking about those items.

Ms. Alba asked how they could discuss potentially expanding the Committee's role to include other modes of active transportation.

Ms. Low said there are a variety of ways for the Committee to discuss this, including a subcommittee.

Ms. Alba asked about the timing on the TOD policy.

Mr. Provence said potential adoption could be summer 2019.

Public Comment

Ms. Johnson noted BART's efforts to move away from auto-dependency toward bicycle and pedestrian friendly stations, and encouraged Caltrain to have a similar aspirational scenario to work towards.

Mr. Drew said the new parking lot and bus drop-offs at San Carlos Station are not a desirable design and that he appreciates Belmont Station since pedestrians can use the platform to cross Ralston. He said stations should include vehicle parking, and that a balanced approach is needed. Mr. Drew noted that areas for passing tracks near stations are needed and high-density housing shouldn't be built right next to the tracks, so growing and future ridership capacity needs can be met.

BIKE SECURITY OUTREACH EFFORT

Lori Low, Government & Community Affairs Officer, presented:

- Interdepartmental Effort
- Data Gathering & Improvements

Ms. Alba asked if the name of 529Garage could be changed.

Ms. Low responded that 529Garage is the name of the company.

Ms. Rodia asked if the bike theft reports are available to the public.

Sgt. Zaidi responded that the reports are available.

Mr. Velasco noted that when there's an issue at Millbrae Station it's often difficult to get an appropriate response since different agencies are located there. He requested that Mr. Provenca and his counterpart at BART work together to reconcile issues.

Mr. Provenca said he would.

Mr. Bargar asked about Caltrain's monthly safety and security reports.

Ms. Low said they're available on the Caltrain website.

Mr. Bargar noted there were 29 onboard thefts in 2019. He asked the Transit Police if they prefer people report by phone or via the online form.

Sgt. Zaidi said the Transit Police encourage use of the website as they've found people prefer it to talking directly to a cop. He noted that whether people use the phone or the online form, the information goes to the same place. Sgt. Zaidi noted the information is valuable as he uses the date to help assign deputies.

Ms. Low said she'd include a link from the Caltrain website.

Mr. Bargar requested the standardized Caltrain social media response also be updated to include the online reporting form link.

Mr. Bargar thanked staff for their work on the bike security effort and noted support for in-person public outreach events. He encouraged improvements be made regarding deterring theft, noting security cameras have not been effective in preventing bike theft in the Bay Area, and stated support for bikes in view of seats on the EMUs.

Ms. Rodia noted deterring theft is more effective than trying to recover bikes after a theft.

Chair Olson supported the idea of live stream cameras in the upper levels of the EMU bike cars.

Public Comment

Ms. Johnson thanked the BAC and staff for their work thus far on bike security and noted 529Garage is a powerful tool. She stated cameras are not a deterrent, and encouraged more seats in the EMU bike cars for bike security and to assist in the reshuffling of bikes to prevent delays.

CALTRAIN BIKE WEBPAGES UPDATE

Lori Low, Government & Community Affairs Officer, presented:

- Bike Webpages Prior to Update
- Updated Bike Webpages Draft
 - Landing Page
 - Bike Parking
 - Bike Share
 - Security
 - Community

Mr. Olson requested a link be included on the security page to the online Transit Police bike theft reporting form.

Mr. Bargar requested members be able to review the content in draft form digitally.

Ms. Low said she would send the members screen shots of the mock-ups.

Mr. Bargar asked if information on how to lock a bike properly could be posted at stations or be included in a take one on the trains.

Ms. Low said she would look into this possibility.

Ms. Rodia asked if there would be bike page links across all the bike pages for ease of navigating the bike section.

Ms. Low said yes.

Ms. Alba requested there be a link on the bike landing page to the latest news. She also asked if station by station bike share information could be included.

Ms. Low said yes, there would be a matrix with all the stations and bike share options listed.

Public Comment

None.

CHAIRPERSON'S REPORT – Andrew Olson

- 2018 Work Plan

Mr. Low noted that the Caltrain Business Plan would give an update in November. She said an update on Measure B would need to wait as it is under litigation; but that she would add a Didiron Station update onto the Work Plan.

Public Comment

Mr. Drew suggested folding bikes be added to the Work Plan. He noted that the website's Lost and Found section should include information regarding the recovery process.

STAFF REPORT – Lori Low

- Bike Bump Report

- Caltrain Business Plan

Ms. Rodia asked if raw data from previous years' passenger counts would be available online.

Ms. Low said she would look into that.

WRITTEN CORRESPONDENCE

Mr. Bargar noted the petition encouraging seats within view of bikes on the EMUs had approximately 500-600 signatures.

Ms. Low asked if members would be willing to receive the correspondence packet digitally prior to the meeting in the interest of conserving resources.

Mr. Bargar agreed but requested a few copies be available to share if needed.

Mr. Guevara supported that idea.

Ms. Alba requested an index-like page that lists the title of the correspondence and person's name to go in the beginning of the packet.

Public Comment

Ms. Johnson said there were over 600 signatures on the petition asking for seats within view of bikes and more capacity on the EMUs. She requested that the full comments of all signees be included in the correspondence packet.

Ms. Alba asked if more signatures have occurred since August 27.

Ms. Johnson said yes and she would send an update.

COMMITTEE REQUESTS

Mr. Bargar asked Mr. Provence to consider if there should be a design update on South San Francisco Station regarding bike access. He also suggested the possibility of better bike share access at Bayshore Station.

Mr. Bargar asked for more information on how the Board receives the BAC's letters.

DATE, TIME AND LOCATION OF NEXT MEETING

November 15, 2018 at the Central Auditorium in San Carlos.

Meeting adjourned at 7:15 p.m.