



**Bicycle Advisory Committee**  
1250 San Carlos Avenue, San Carlos, CA 94070  
Bacciocco Auditorium, 2nd Floor

**May 20, 2021 - Thursday 5:45 p.m.**

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the provisions of the [Governor's Executive Orders N-25-20](#) and [N-29-20](#). Committee members, staff, and the public may participate remotely\* via the Zoom website at <https://samtrans.zoom.us/j/92398040299> for audio/visual capability, or by calling 669-900-9128 for audio only. Webinar ID: 923 9804 0299.

**Public Comments:** Members of the public are encouraged to participate remotely. Public comments may be submitted to [bac@caltrain.com](mailto:bac@caltrain.com) prior to the meeting's call to order so that they can be sent to the Committee Chair as soon as possible, while those received during or after an agenda item is heard will be included into the correspondence and posted online. Oral public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM and each commenter will be automatically notified when they are unmuted to speak for three minutes or less. The Committee Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

**AGENDA**

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comment  
*Public testimony by each individual speaker, for items not on the agenda, shall be limited to three minutes*
4. Approval of Minutes of March 18, 2021 Meeting
5. Bicycle eLocker Update
6. Bike Bump Presentation for 2020
7. Letter Regarding San Jose Downtown West and Diridon Station Area Plan
8. Subcommittee on the Inclusion of Active Transportation in the BAC's Charter Update
9. Chairperson's Report
  - a. 2021 Work Plan
10. Staff Report
  - a. New Hillsdale Station Open
11. Written Correspondence
12. Committee Requests

Committee members may make brief statements regarding BAC-related areas of concern, ideas for improvement, or other items that will benefit or impact Caltrain service or the BAC.

13. Date and Time of Next Meeting: July 15, 2021 at 5:45 p.m.

14. Adjournment

*All Items on this agenda are subject to action*

### **BAC MEMBERS**

County

San Francisco  
San Mateo  
Santa Clara

Public Agency

Monica Munowitch  
Julia Malmo-Laylock  
John Brazil

Bike Organization

Cliff Bargar (Chair)  
Nadia Woodmansee  
Diego Ortiz

General Public

John Bolka  
Jessica Alba  
Nicole Rodia

### **INFORMATION TO THE PUBLIC**

If you have questions on the agenda, please contact the staff at 650.508.6495 or [bacs@caltrain.com](mailto:bacs@caltrain.com). Meeting dates, minutes, and agendas are available on the Caltrain Web site at <http://www.caltrain.com>.

#### Date and Time of Regular Meetings

The JPB Bicycle Advisory Committee) meets regularly on the third Thursday of the month at 5:45 p.m.

#### Location of Meeting

Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person.

#### Public Comment

Public Comment on Items Not on the Agenda (limit one per person) must be submitted via email prior to the meeting's call to order to [bac@caltrain.com](mailto:bac@caltrain.com).

Public comments on individual agenda items (limit one per person PER AGENDA ITEM) must be submitted (a) via email prior to the meeting's call to order to [bac@caltrain.com](mailto:bac@caltrain.com) or (b) via Zoom Q&A before each agenda item is presented. Please indicate in your email or Q&A the agenda item to which your comment applies. Although public comments are generally limited to three minutes per person, the BAC Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

#### Accessible Public Meetings/Translation

Written materials in appropriate alternative formats, disability-related modification/accommodation, as well as sign language and foreign language interpreters are available upon request; all requests must be made at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email [titlevi@samtrans.com](mailto:titlevi@samtrans.com); or request by phone at 650-622-7864 or TTY 650-508-6448

#### Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that public records are distributed or made available to the legislative body.

**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 MARCH 18, 2021**

**MEMBERS PRESENT:** J. Alba, C. Bargar, J. Bolka, J. Malmo-Laycock, M. Munowitch, D. Ortiz, N. Rodia, N. Woodmansee

**STAFF PRESENT:** L. Low, J. Navarro, D. Provence

Chair Bargar called the meeting to order at 5:48 p.m. and led the Pledge of Allegiance.

**PUBLIC COMMENT**

Mr. Drew asked that the meeting ID and passcode be included in case the link does not work.

**APPROVAL OF MINUTES OF JANUARY 21, 2020**

Motion/Second: C. Bargar, J. Alba

Ayes: J. Alba, C. Bargar, J. Bolka, J. Malmo-Laycock, D. Ortiz, N. Rodia, N. Woodmansee

**WEBSITE DEVELOPMENT UPDATE**

Jeremy Lipps, Manager Digital Communications, introduced Inke Noel, Principal, Inke Design and Jens-Peter Jungclaussen of FivePaths, who presented:

- Update on Research
- Mobile Wireframe
- Next Steps

Public Comment

Mr. Drew said he appreciated the Twitter alerts section, but would like the social media boxes to be collapsed as it takes up valuable real estate. He noted he would like to see possible connections at any given station.

Vice Chair Alba asked how they will capture what is available around a Caltrain Station.

Mr. Jungclaussen said they are still determining the local map, as Google has started to charge more for public agencies to use their maps. They are looking into OpenStreets which has a different model and is free.

Vice Chair Alba said she appreciated Mr. Drew's comment regarding social media, and asked if that information needed to be so elevated in the homepage structure. She also thanked the team for all the work that went into capturing the internal and external feedback, as the site is well structured and thought through.

Mr. Jungclaussen said they are looking into a model where Caltrain writes the content, it's posted on the website and also posted through a service to social media but it's owned by Caltrain.

Ms. Malmo-Laycock said she appreciates all the use cases and integration.

Chair Bargar thanked the team for their work and said he appreciates that they tried to identify problems that people put forth and come up with solutions. He suggested the transit connections be more prominent and that they include the arrival departure/times for them, as well as where the connection is located. Chair Bargar said he appreciated the maps, amenities, and the Caltrain arrival/departure times.

Mr. Jungclaussen said FivePaths is now pulling live data from the buses and trains, which autocreates the live schedules which will be overlaid on the map.

Mr. Ortiz asked to what extent the portal/app will be translated into other languages.

Mr. Lipps said due to manpower the wider content may have to rely on an auto translator. He recognized that's not the most desirable and said they are looking at having the critical pages be translated into the essential languages.

Mr. Lipps said they are being attentive to accessibility as well, such as PDF compatibility, and website display through screen readers.

Mr. Jungclaussen said they have extensive experience in this area.

Ms. Alba asked what the timeline was for next steps and completion.

Mr. Lipps said the effort is tied to a SamTrans rebranding project that FivePaths is working on, and said they are looking at a November timeframe.

### **BIKE SECURITY ANNUAL UPDATE**

Jenny Le, Management Analyst and Sergeant Andrew Ward, Transit Police presented:

- COVID Impact
- Current Environment
- Registered Bikes
- Operation Bike Recovery
- Project 529 Tools
- Transit Police Strategic Plan

### Public Comment

None.

Ms. Malmo-Laycock asked if they could share any information about the bait bike operation.

Sgt. Ward said the bicycle is secured so it's apparent it's not free for public domain and that in order to take it, the person would have to actively cut a lock and the intent is clearly to steal the bicycle.

Chair Bargar thanked the Transit Police for reuniting bikes with their owners. He asked for clarification on the number of bikes returned to their owners.

Ms. Le confirmed that 27 Caltrain riders got their bikes back.

Chair Bargar asked if the Transit Police tracks statistics for SamTrans riders.

Ms. Le said they have not tracked it for SamTrans but there is very few reported bike thefts on SamTrans.

### **BIKE E-LOCKERS UPDATE**

Dan Provence, Principal Planner, Station Access, presented:

- Bay Area AQMD Grant
- Stations with New E-Lockers
- Next Steps

### Public Comment

None.

Chair Bargar said he was glad to see the e-lockers being installed up and down the corridor and is looking forward to seeing them in person at Lawrence Station.

Chair Bargar asked if they've found items inside the keyed lockers and if those items go to lost and found.

Mr. Provence said thus far there have been no remaining bikes in the keyed lockers and they have been clear at the time of removal.

Chair Bargar asked if they had usage statistics.

Mr. Provence said 34 different people have used the lockers, and every station except Lawrence Station has seen a rental.

Chair Bargar noted it may be in correlation to ridership.

### **SUBCOMMITTEE ON THE INCLUSION OF ACTIVE TRANSPORTATION IN THE BAC'S CHARTER UPDATE**

Jessica Alba, BAC Vice Chair, presented background information on the formation of the Subcommittee and reported on the Subcommittee's work.

Motion: Alba/Bargar

### Public Comment

Drew thanked the committee for progress on this topic. He said that the language "active transportation" may be unfamiliar to people, although noted he did not have an alternative to suggest. Mr. Drew asked that the CAC and BAC not overlap presentation/agenda items.

Chair Bargar said they were cognizant of potential overlap with the CAC which is why they suggested the term active transportation instead instead of limiting it to bicycles and pedestrians. He also appreciated Mr. Drew's comment on the term "active transportation."

Vice Chair Alba said MTC is working on an active transportation plan and she feels comfortable with the term. She asked if there was a clear definition of the term in the suggested charter language.

Ms. Low read the suggested charter language that defined active transportation.

Chair Bargar asked about the eligibility for who would fill the committee seats.

Ms. Low read the suggested charter language clarifying that for each county there would be a bike organization representative, a public agency representative who works on active transportation, and a member of the general public who uses active transportation to access Caltrain.

Mr. Ortiz said he agreed with Mr. Drew that "active transportation" could be seen as wonky, but he also did not have another suggestion. He asked if there was another word to describe non-pedestrian riders of Caltrain.

Chair Bargar said they were trying to capture the people who get to the station without a car or other modes of public transportation.

Ms. Low noted there is a separate Caltrain Accessibility Advisory Committee.

#### Public Comment

Mr. Drew said the CAC revised their charter to include alternates and asked if the BAC was considering alternates. He also suggested that skateboards be included as part of the active transportation description.

Chair Bargar noted the BAC has not had any issues meeting a quorum which seems like the main reason to have alternates. He said he was also open to adding a reference to skateboards in the suggested charter language.

Ms. Low confirmed that obtaining a quorum had not been an issue.

Chair Bargar made a language suggestion to include skateboards.

Mr. Provence suggested adding the phrase "personal and shared" in front of micromobility.

Chair Bargar agreed.

Vice Chair Alba agreed that alternates were not needed, and she supported the amendments to the draft language.

Ms. Malmo-Laycock said she understood Mr. Ortiz's desire for a different term than active transportation for the Committee's title, but acknowledged that it was difficult to come up with another phrase that captures the modes they were referring to.

Mr. Ortiz noted that the term may be hard to explain, in particular to a native Spanish speaker; whereas the Bicycle Advisory Committee is easy to understand.

Chair Bargar acknowledged the difficulty in finding another phrase that's easily understandable.

Mr. Navarro said the Bicycle Advisory Committee is a strong name as the bicycle community is very passionate and the name draws people to the committee.

Chair Bargar noted they are seeing more people at stations with different devices and they want to expand to include them.

Vice Chair Alba said she felt strongly about the need to be inclusive beyond bikes.

Chair Bargar suggested Bicycle and Active Transportation Committee

Mr. Ortiz said combining the name makes it still accessible to those who aren't familiar with the jargon.

Vice Chair Alba said active Transportation is consistently used across the country. We would be the only BATAAC.

Mr. Ortiz asked if there's been a movement to change Bicycle Committees to Active Transportation Committees.

Vice Chair Alba said she wasn't sure if she could support the combined name, as it would be the only committee in the country as such. She noted MTC's plan is being drafted as the Active Transportation Plan and across the country the committees are BAC, BPAC or Active Transportation, and it's important to be inclusive to micromobility.

Vice Chair Alba asked if this should be tabled until the next meeting.

Chair Bargar said at a minimum perhaps they want to adopt the changes to the language, whether or not they change the name.

Chair Bargar suggested this be revisited at the next meeting and in the meantime members could ask friends for their thoughts. He noted Mr. Drew's desire to give more public comment and suggested Mr. Drew email his thoughts to Ms. Low who could send it to him.



### **SUNNYVALE LETTER REGARDING LAWRENCE STATION AREA PLAN**

Cliff Bargar, Chair of the Bicycle Advisory Committee, introduced the letter.

Motion: Bargar/Bolka

#### Public Comment

None.

Ms. Rodia thanked the Chair for putting the letter together. She stated it's important to have Caltrain stations accessible by different modes.

Ms. Malmo-Laycock noted she was abstaining as the letter was going to another agency.

Motion: Bargar/Bolka

Ayes: J. Alba, C. Bargar, J. Bolka, D. Ortiz, N. Rodia, N. Woodmansee

Abstain: Julia and Monica

### **CHAIRPERSON'S REPORT**

- 2021 Work Plan

Chair Bargar noted that the name change should be added to the work plan for the next meeting.

### **STAFF REPORT**

Lori Low, Government & Community Affairs Officer, presented:

- a. Bike Bump Report YTD 2021

Chair Bargar thanked staff for the update on the Bombardiers and bike cars and said he was supportive of this change to save money at this time.

#### Public Comment

Drew was appreciative of the sharing of information on the trainsets.

### **WRITTEN CORRESPONDENCE**

Chair Bargar summarized the correspondence packet.

Ms. Alba appreciated Caltrain staff's response.

### **COMMITTEE REQUESTS**

None.

### **DATE, TIME AND LOCATION OF NEXT MEETING**

The next BAC meeting is on May 20, 2021.

Meeting adjourned at 7:49 p.m.