

**CITIZENS ADVISORY COMMITTEE (CAC)**  
**SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)**  
1250 San Carlos Avenue, San Carlos CA 94070  
Bacciocco Auditorium, 2<sup>nd</sup> Floor

**MINUTES OF JANUARY 4, 2011**

**MEMBERS PRESENT:** B. Arietta, J. Bigelow, P. Dixon (Chair), J. Fox, R. Hedges, R. Hees, E. Lasensky, A. Mader-Clark, D. Maez, D. Mensing, L. Shaine, A. Vargas, J. Whittemore, P. Young

**MEMBERS ABSENT:** G. Zimmerman

**STAFF PRESENT:** M. Espinosa, J. Hurley, R. Lake, T. McIntyre, S. Murphy

Chair Pat Dixon called the meeting to order at 4:36 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Doris Maez said, on page 7 of 12, the word, "know," should be replaced with the word, "known," and on page 11 of 12, the word, "automobiles," should be, "automobile."

John Fox and Elizabeth Lasensky arrived at 4:41 p.m.

**Approval of Minutes of December 2, 2010 – TA Item 3a**

Barbara Arietta asked about a date in the minutes. Director of TA Program Joe Hurley said any corrections of these minutes will be done by the TA Board.

Jim Whittemore asked if the Statement of Revenues and Expenditures for the period ending June 30, 2010 was available. Assistant District Secretary, Rosemary Lake will follow up.

Mr. Whittemore asked if the property at 85 Natoma was purchased for the downtown extension project. Mr. Hurley said two units of the ten-unit property have been acquired.

A motion (Hees/Arietta) to approve the minutes of November 30, 2010 with corrections was passed.

**Acceptance of Statement of Revenues and Expenditures for November 2010 – TA Item 3b**

Ms. Arietta asked why *Grant Proceeds* of \$351,309 or 63.7 percent were worse than staff projections. Ms. Lake will follow up with finance staff and report to the CAC.

Ms. Arietta asked about *Other Admin Expenses* that were 23.8 percent better than staff projections. She asked if staff positions were not being filled and if trips were cancelled. Mr. Hurley will follow up.

Ms. Arietta asked why the TA Administrative Expenses graph is included in the financial statement because most of the time expenses are well under staff projections. Mr. Hurley said the graph reflects when bills get paid and is used for tracking and trending expenses and is a legal requirement.

## **PUBLIC COMMENT**

None

### **Authorize Allocation of \$80,000 of Measure A Funds to the San Mateo County Transit District for the Regional Bicycle Sharing Demonstration Program – TA Item 10a**

Mr. Hurley said, at its November 30, 2010 meeting, the CAC supported the authorization to allocate \$80,000 of Measure A funds for the Regional Bicycle Sharing Demonstration Program. This item has been carried over to the January 6, 2011 TA Board agenda for approval.

## **PRESENTATION – REGIONAL BIKE SHARE PROGRAM LOCAL MATCH ALLOCATION REQUEST**

Manager, Planning and Research Marisa Espinosa provided additional details requested by TA Board members at its December 2 Board meeting.

- The Metropolitan Transportation Commission (MTC) Climate Initiative Project context is responding to policy mandates such as AB 32, which required reduction of Greenhouse Gas Emissions (GHG) to 1990 levels by 2020. SB 375 mandates aggressive response by MTC and the Association of Bay Area Governments to achieve those GHG reduction targets.
- The purpose of the Climate Initiative Program is to provide an opportunity for short-term investments to reduce transportation-related emissions and Vehicle Miles Traveled (VMT) as well as to evaluate and test those investments. In order to do this, the MTC has invested \$80 million in Federal funds for the program. They solicited project ideas in spring 2010 and requested a regional strategy to test bike sharing. The MTC decided to focus this strategy along the Caltrain corridor and the San Mateo County Transit District (District) was selected to advance under the Innovative Grants Category.
- Bike sharing works by renting, riding and returning a bike and offers the opportunity to use smart-card technology to check out a bike. There would be a hub station at the Redwood City Caltrain Station and pods located at various activity centers throughout Redwood City.
- Bike sharing provides options to supplement transit services, provides a needed first- and last-mile connection to transit, expands areas served by bus and train to reduce VMT, is identified as an innovative wayside enhancement in Caltrain's adopted Bicycle Access and Parking Plan, and makes commuting more flexible.
- Local sites with regional impact will include San Francisco with 500 bikes, San Mateo County with 100 bikes and Santa Clara County with 400 bikes.
- Major project elements to consider include facilities and maintenance, administration and operations, marketing and outreach, legal and risk management issues and evaluation. Regarding risk management, the TA would be appropriately protected by a number of memoranda with the different project partners and funding agencies in order to ensure that risk is mitigated for the District.
- The MTC is providing 62 percent or \$4.2 million funding and Bay Area Air Quality Management District is providing 20 percent or \$1,400,000. The TA's allocation would be about 1 percent of the project budget for local match.
- Direct project costs over three years include program development and implementation, and indirect costs include staffing, auditing, integration with MTC's 511 system, evaluation and contingency.
- The project costs' program categories come to an overhead amount of about 13.7 percent or less than the total amount of match of all the local partners. It is a good opportunity to leverage funds from other sources for this specific purpose. The program components are mostly focused

on direct costs such as purchasing of bicycles and facilities and the technology to run, operate and maintain the program for a cost-effective and successful demonstration project.

Ms. Maez said this isn't a very good bang for the buck. She said project costs of about \$3.8 million out of \$4.2 million for project development are the biggest piece of the project. She asked if the demonstration project could be transferred to a more permanent project. Ms. Maez said the program staff report indicates this is a three-year project, which commences in February 2011 and finishes February 2013.

Ms. Espinosa said program development project costs include the purchase of bicycles, infrastructure, facilities, maintenance and operations in Redwood City and is not focused on preplanning work, but rather on direct project costs. She said if the TA Board approves the allocation for the program at its January Board meeting, the project would be developed over a period of two years and the third year would include project evaluation.

Ms. Maez asked if the project would be functioning before evaluation begins. Ms. Espinosa replied yes and said the evaluation period would examine how the project is succeeding and how to improve the project.

Larry Shaine asked if bikes could be rented on weekends for personal reasons. Ms. Espinosa said bikes can be rented on all weekdays and on weekends. She said the purpose of the program is for short-term discretionary use for a couple of hours but could be priced for longer periods, which will be worked out in program development.

Mr. Shaine asked what groups will be targeted for use. Ms. Espinosa said the program is targeting commuters for the first and last mile connection to transit and to reduce the number of discretionary vehicle trips that could be done by bicycle.

Mr. Shaine asked if a bike could be rented for seven days and kept in his garage. Ms. Espinosa said potentially, but the idea is to return the bike to either a hub or pod station and that would initiate the closure of the rental time.

Ms. Arietta asked about questions and concerns TA Board members expressed about the program at their December 2 Board meeting including security concerns. Ms. Espinosa said security is part of program development. The type of bike to be purchased is built to resist vandalism and theft. Bikes will have a Global Positioning System and a radio frequency chip embedded to assist with location and retrieval if stolen.

Ms. Arietta asked if staff had talked with Genentech about their bike rental program. Ms. Espinosa said this will be part of program marketing and outreach and said Genentech's program is very limited in scale. The project program is very large and will involve San Mateo, San Francisco and Santa Clara counties. She said the Santa Clara County Valley Transportation Authority (VTA) has been exploring this idea for about a year and there are a number of business partners including members of the Silicon Valley Leadership Group who have been great conduits connecting the District to different business partners who might be interested in having a similar program.

Ms. Espinosa spoke to concerns a public member voiced at the November 30 TA CAC meeting about good infrastructure where pods are placed. Ms. Espinosa said Redwood City is a prime location for this because it has a good amount of existing bike lanes and other facilities to support this type of use. A second concern related to monies for other traditional bike programs. Ms. Espinosa said this funding is coming from an Innovative Grants Category from MTC, which wouldn't be used for another purpose.

Ms. Arietta asked about safety and maintenance concerns with European programs. Ms. Espinosa said they are first-generation programs and this is a third-generation bike share program, which will provide opportunities to review best practices and lessons learned.

Jim Bigelow said an original Measure A program purchased 400 bright blue metallic bikes for a program that lasted for a number of years. It required the rider sign a contract to use the bike at least three days a week to commute to work, go out to lunch, etc. He asked what would happen if bikers in San Francisco left their bikes in San Francisco and arrived on the Peninsula to find a lack of bikes for rental and asked if staff had talked with the San Francisco Bike Coalition (SFBC). Ms. Espinosa said staff has heard from the SFBC but their emphasis has been on increasing Caltrain's onboard bike program. The Silicon Valley Bike Coalition has been supportive of testing other types of improvements including bike sharing programs. She said the program is offering options and choices to people so they don't have to bring their bike onboard and to non-traditional cyclists. Pods located near worksites will provide a great incentive to use a bike sharing program instead of getting into a car.

John Fox asked about how many pods are anticipated in pilot development and if pod locations were selected. Ms. Espinosa said the number of pods will be determined in program development and pod locations already selected include Kaiser Permanente Hospital, Redwood City has offered the city hall and the County of San Mateo is offering space and targeted marketing to their work force for their alternative commute program to utilize this project.

Mr. Fox said the choice of pod location will be critical for a demonstration project. He said if commuters are traveling to Redwood City and planning to do the last mile or run errands by bike, they will want to know that a bike will be available with a pre-reserve or pre-pay process. He said he cycles to CAC meetings and the needs for bike parking at Caltrain stations are not well served. He said even lower tech means of providing bike parking at Caltrain stations and in Palo Alto should not be neglected for going for more expensive programs that can attract innovative funding.

Elizabeth Lasensky said there needs to be bike racks to secure bikes at pods and at other destinations besides Caltrain stations because there are not enough. Ms. Espinosa said this would be part of the selection of pod locations to make sure there is supportive infrastructure.

Randy Hees asked if San Mateo, Santa Clara and San Francisco counties would individually run the projects in their counties or would it be run as a single program by one agency. Ms. Espinosa said the idea is for a seamless regional program with the same vendor structure for all three counties but within the local areas, it would be run by local agencies. In San Mateo County, it would be a partnership of SamTrans, the County of San Mateo and the City of Redwood City, which would coordinate with Caltrain and other partners and businesses. The VTA would be the lead in Santa Clara County and the San Francisco Municipal Transportation Authority in San Francisco.

Austin Mader-Clark said people need to know if a bike is available through something like a mobile application or use of their Clipper card for information. Ms. Espinosa said integrating Clipper will be reviewed.

Ms. Maez asked if someone could keep a bike overnight if they rented a bike in the morning to ride to a Caltrain station, rode from Caltrain to work and rode home after work. Ms. Espinosa said they could potentially keep a bike overnight but they would be charged for the entire time and it may not be cost effective.

Ms. Maez asked, after approval of the allocation, how soon bikes would be available for rental at stations because no infrastructure exists now. Ms. Espinosa said the target date is about 12-18 months after allocation of funds.

Ms. Maez asked if this means there would be six months of operation before any evaluation. Ms. Espinosa said six months to a year but the evaluation component would be concurrent. The evaluation is not necessarily to test success or failure but how well it is working, what are lessons learned, and how it can be scalable to determine how effective the strategy has been based on the parameters of the grant.

Paul Young asked if staff talked with Oracle and if a pod will be located near the company. Ms. Espinosa said Oracle is a little bit outside of the area typically being looked at but potentially could be a partner.

Mr. Young said Barcelona, Spain has a good bike share system, the climate is very warm, the city has a dense population and has wide streets and sidewalks, which probably defines the success of their program. He feels the program may not be as successful here. He asked about cost per bike. Ms. Espinosa said it doesn't make sense to break it down in a per bike cost because it is a brand new project with a need to purchase and develop new infrastructure and develop an operation startup. Redwood City was selected because it has some of the more medium density and dispersed land uses.

Dan Mensing asked if every Caltrain station will be a hub station. Ms. Espinosa said stations slated for hubs are Redwood City, Mountain View, Palo Alto, San Jose Diridon, and San Francisco Fourth and King. Pods will be located within the cities at various activity centers for rental or return.

Mr. Mensing asked about the feasibility of having bike lockers at every Caltrain station. Ms. Espinosa said there are bike lockers at all selected hub stations.

Mr. Whittemore said the TA is being asked to put up about 1 percent of total project costs for a two-to three-year trial. He asked if all funding partners are coughing up their money at the same time. Ms. Espinosa replied yes.

Mr. Whittemore asked about expected rental recovery. Ms. Espinosa said since this is a grant program, the focus is not necessarily on cost recovery and this will be examined during the trial period.

Mr. Whittemore asked if any consideration has been given to not charging for bikes. Ms. Espinosa

said this could be explored as part of a program that uses advertising to support the sustainability of a project.

Mr. Whittemore said the program could be up and running faster without building any infrastructure or use of money or Clipper cards. He asked what the real point of the program is and asked about the number of bikes in the pilot. Ms. Espinosa said there will be 100 bikes in Redwood City.

Mr. Whittemore asked about estimated greenhouse gas reduction if bikes were used two-thirds of the time. Ms. Espinosa said she would follow up with this information.

Mr. Whittemore commented on the cost of the program and greenhouse gas reduction and asked about just dumping thousands of bikes for free use at a fraction of the cost.

Chair Dixon asked if questionnaires have been sent for feedback on use of the program. Ms. Espinosa said research studies and direct surveys have been completed with business partners in Santa Clara County.

Ms. Mader-Clark said it sounds great to just dump bikes for use but said it is human nature to devalue the bikes and they would not be returned and end up in landfill.

A motion (Arietta/Whittemore) to approve the allocation for the bicycle sharing program was passed, which confirms approval of the same motion at the November 30, 2010 meeting.

#### **ITEMS FOR REVIEW – JANUARY 6, 2011 TA BOARD AGENDA**

There was no discussion on the following item:

1. SamTrans Liaison Report – December 8, 2010 – TA Item 7

#### **Adoption of the 2011 State and Federal Legislative Program – TA Item 11a**

Government Affairs Manager Seamus Murphy said the TA annually adopts a legislative program that allows staff the flexibility to respond swiftly and effectively to issues staff anticipates may come up over the calendar year at the State and Federal level.

The State Legislative Program is organized around four primary issues:

1. State Budget and Transportation Funding
2. Transportation Program Structure and Project Delivery
3. Climate Change and Air Quality Regulation
4. Peninsula Rail Program

The Federal Legislative Program is organized around five primary issues:

1. Surface Transportation Authorization
2. Fiscal Year 2012 Appropriations
3. Climate Change
4. High-speed Intercity Passenger Rail
5. Transit Safety and Security

Mr. Hees said he didn't see any reference to transit-oriented development (TOD). Mr. Murphy said this is in SB 375 implementations under the climate change and air quality regulations. At the

Federal level, climate change regulations have included a significant amount of investment from cap and trade revenues into smart growth and in coordination between transportation and land use planning that would benefit efforts to add more TOD.

Mr. Hees asked if the Joint Powers Board (JPB) and the District have similar programs.

Mr. Murphy said it is intentionally one program to make sure everyone is acting on behalf of all of the agencies in a consistent manner. If there are specific issues with a specific agency, the issue would be addressed with that Board.

Mr. Shaine asked for clarification on Propositions 22 and 26. Mr. Murphy said Proposition 22 guarantees that whatever exists in terms of sales tax on diesel fuel or gasoline will be divided in certain ways and used for certain programs at the State level. Proposition 26 with its requirement for 2/3 approval asks the question whether those revenues even exist at all.

A motion (Hees/Arietta) to support approval of the State and Federal legislative programs with compliments for the excellent write-up was passed.

### **Update on State and Federal Legislative Program – TA Item 11b**

Mr. Murphy reported:

#### State

- The governor's budget will be announced on January 10 and staff will be looking to see how the administration proposes to allocate the diesel fuel sales tax revenues from the gas tax swap.
- AB 32 – California Air Resources Board-approved proposed cap and trade regulation is a big portion of AB 32 going forward. Ten percent of the revenues will go towards funding emission-reducing projects including transportation and land use projects consistent with SB 375 emissions reduction targets, which is good news for the Grand Boulevard Initiative efforts.

#### Federal

- The president signed a bill that included both the full pre-tax transit commuter benefits and the alternative fuel tax credits.
- The SAFETEA-LU and 2010 Appropriations were both extended through March 4. Staff doesn't expect any discretionary grant programs to proceed until Congress authorizes and appropriates funding for the remainder of Fiscal Year 2011.
- The Republican majority is proposing new rules. Currently all funds collected through the gas tax and deposited in the Highway Trust Fund (HTF) are required to be spent on transportation projects. Prior to the establishment of this rule, it was common practice for Congress to reduce HTF spending in order to increase spending on other government programs. The result was an accumulation of unallocated gas tax funds in the HTF that were never spent on transportation programs. By not allocating the full level of gas tax collected from consumers, Republicans would, in effect, be cutting transportation spending and give the appearance of a budget deficit reduction.

### **REPORT OF THE CHAIR – PAT DIXON**

A nominating committee of Chair Dixon, Mr. Bigelow and Mr. Hees received two requests for nominations: Ms. Arietta for chair and April Vargas for vice chair. Nominations were requested from the floor.

A motion (Shaine/Hedges) to close nominations was approved.

A motion (Hedges/Maez) to elect Ms. Arietta for chair and Ms. Vargas for vice chair was approved.

A motion (Hees/Bigelow) to thank Chair Dixon for her three years of service as chair was approved.

Ms. Dixon thanked everyone.

#### **REPORT FROM STAFF – JOE HURLEY**

- Extended his appreciation to Chair Dixon on her amazing ability to be in multiple places at one time and said she is a pleasure to work with. He looks forward to working with Ms. Arietta and Ms. Vargas.
- The governor has suspended all funding for Caltrans oversight work associated with project initiation documents. Project initiation documents are the first documents completed and require Caltrans approval. There are a number of TA projects that will be affected by this action. The TA is working with staff to minimize any impacts and navigate around the situation. There is a \$2.5 million pilot program for reimbursement, which means if the TA wanted Caltrans to provide oversight, the TA would pay Caltrans to do that. It is currently considered Caltrans' contribution to the project.
- Proposition 1B was approved several years ago and the TA has used this funding to leverage some highway projects. The balance of the bonds has been sold and projects are being prioritized to see which projects receive bond funding. Early indications are that the TA is positioned well to secure money for the Marsh Road to Embarcadero Road Auxiliary Lane Project. This will be determined at the January 18 and 19 California Transportation Commission (CTC) meeting. If the CTC allocates money for the project, the project would be advertised in February, have bid openings in mid-March, award of contract mid-April and begin construction in mid-May.

Mr. Shaine asked if this bond sale was involved with the San Bruno Grade Separation Project. Mr. Hurley said bonds for that project have been sold and the revenue allocated. The funding for the 101 Auxiliary Lane Project comes out of the Congestion Management Infrastructure Account Proposition 1B bond sales.

Mr. Mensing asked which governor organized the new rules for Caltrans. Mr. Hurley said Governor Schwarzenegger.

#### **COMMITTEE COMMENTS**

Mr. Whittemore said he is seeing more bicyclists riding bikes on Caltrain's platforms.

Chair Dixon suggested Mr. Whittemore report this at the January 6 JPB meeting.

Manager, Community Relations Todd McIntyre said he is the staff liaison to the Caltrain Bicycle Advisory Committee (BAC) and said bike comments can be submitted to bac@caltrain.com. He said Mr. Whittemore could share his comment at the January 20 BAC meeting.

Mr. Whittemore asked how on-time statistics are calculated. Mr. McIntyre said a train is on time if



it is no more than one minute early or five minutes late. Mr. Whittemore asked if this is for each station in the run. Mr. McIntyre will follow up.

Mr. Whittemore said the old train schedule is still posted at the Redwood City Station. He said the mobile application is also out-of-date. Mr. Hurley will follow up.

**Date and Time of Next Meeting**

The next regular meeting of the TA CAC will be held on Tuesday, February 1, 2011 at 4:30 p.m. at 1250 San Carlos Avenue, Bacciocco Auditorium, 2<sup>nd</sup> Floor, San Carlos, CA 94070.

**Adjournment** – 6:08 p.m.