

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

BOARD OF DIRECTORS MEETING

DATE: October 6, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Scott Haggerty at 4:00 pm.

2. Roll Call of Members

Members present

Scott Haggerty – Supervisor, County of Alameda
Karla Brown – Councilmember, City of Pleasanton
Bob Woerner – Vice Mayor, City of Livermore
Don Biddle – Vice Mayor, City of Dublin
Jerry Thorne – Mayor, City of Pleasanton
Laureen Turner – Councilmember, City of Livermore
Tim Sbranti – Mayor, City of Dublin (arrived at 4:20pm)

3. Meeting Open to Public

No Comments.

4. Wheels September Accessible Advisory Committee Minutes Report

Herb Hastings, Vice Chair of the Wheels Accessible Advisory Committee (WAAC) reported on the minutes of the September 3, 2014 WAAC meeting. Discussed at this meeting were fixed route operational issues, meeting protocols and procedures for meetings. Mr. Hastings brought up a concern with a bus arrival sign in Pleasanton that has not been working for some time and asked staff to look into this. Christy Wegener responded to four questions submitted by Board member Karla Brown.

1. Mary Jane Johnston attended the September 3, 2014 WAAC meeting and provided a public comment. She said that most people won't come forward with complaints for fear of their service being suspended. This is an isolated comment, one that LAVTA has not received before. Staff will be conducting a follow up survey in October to the same respondents as were surveyed a few months ago, and will listen for any similar comments, and, if necessary, investigate further and report back to the Board.
2. Clara Griffith provided a public comment on long wait times on the phone when scheduling rides. Staff is working with the contractor to correct this.
3. Shawn Costello commented that the drivers are not using his yellow straps to secure his

wheelchair on the buses. Staff spoke with MV General Manager, Gregg Eisenberg, and asked him to remind their drivers to always use the straps when they are available.

4. In response to Herb Hastings complaint about the bus arrival sign in Pleasanton, Christy Wegener has contacted the Stoneridge Mall to ask whether they would permit LAVTA to hard wire the sign. The current sign is solar and it works sporadically. Staff is installing a transit tube with a schedule at this stop.

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

A. Minutes of the September 8, 2014 Board of Directors meeting and September 15, 2014 Board of Directors Special meeting.

Board member Karla Brown requested a sentence in the minutes of the September 15, 2014 meeting be amended to ...Staff made note of a comment made at the Projects and Services Committee to conduct the survey when school is in session to capture input from these riders "in the future."

B. Treasurer's Report for the month of August 2014

C. Contract with Gillig

Board adopted Resolution 28-2014 and authorized staff to proceed with the purchase of the buses.

Approved: Woerner/Turner (with above modification to the September 8, 2014 minutes)

Aye votes: Biddle, Haggerty, Woerner, Thorne, Brown, Turner

No votes: None

Absent: Sbranti

6. Human Resources Policy and Organization Chart Update

The Board approved Resolution 26-2014, the Proposed LAVTA Human Resources Policy and the Proposed Organization Chart. Updates to the HR Policy included taking out the auto allowance for the LAVTA Directors, updating the FLMA military leave provision, deleting the reference to PEPRA, and minor typo corrections. Changes to the LAVTA Organizational Chart include the title change for the Marketing position to Senior Marketing and Communications Coordinator and adding "Senior" to the Transit Planner position.

Board member Woerner reminded staff that two distinct topics need to be brought to the Board separately and should not be grouped on the same agenda item.

Approved: Turner/Thorne

Aye votes: Biddle, Haggerty, Woerner, Thorne, Brown, Turner

No votes: None

Absent: Sbranti

7. Adoption of Updated Conflict of Interest Code

The Board of Directors adopted the updated Conflict of Interest Code, including updates to the

Appendix of Designated Officials and Employees. Resolution 27-2014. The updated Conflict of Interest will be forwarded to the Alameda County Board of Supervisors for approval.

Approved: Turner/Woerner

Aye votes: Biddle, Haggerty, Woerner, Thorne, Brown, Turner

No votes: None

Absent: Sbranti

8. Service Changes Update: Outreach Report for August Changes and Preliminary Activities for February 2015

Christy Wegener provided a quick summary of actions and outreach taken by staff in informing the public for the recent August 2014 service changes.

9. Paratransit Service – Update

Christy Wegener provided the monthly update for the Paratransit service contract. The on-time performance is trending in the right direction with last week's on-time performance reaching 97.5%. At the September P&S Committee meeting Dawn Argula asked where the very late pick-ups are occurring, at the origin or destination pick up. Staff found that 80% of the late pick-ups are occurring at the origin pick-up. With the on-time performance under control, staff will focus their attention on the reservation process, quality of reservations, and hold time. Staff will also shift from monthly to quarterly reporting to the Board.

10. Approve Change in the Professional Services Agreement with Kathleen Kelly Consulting

The Board approved the contract amendment with Kathleen Kelly Consulting for a sum not to exceed \$81,500. The 5th Whereas on Resolution 29-2014 is amended to \$81,500 where it shows \$79,000.

Approved: Brown/Biddle

Aye votes: Biddle, Haggerty, Woerner, Thorne, Brown, Turner, Sbranti

No votes: None

Absent: None

11. Executive Director's Report

Interim Executive Director Kathleen Kelly introduced LAVTA's new Senior Marketing & Communications Coordinator, Dennis Mochon, to the Board. Ms. Kelly asked for direction whether to keep the November Projects & Services and Finance & Administration Committee meetings as scheduled. After a short discussion, the board members decided that the November Committees will be held as scheduled on November 24th (P&S) & 25th (F&A). Ms. Kelly also reported that the Fixed Route Statistics will be coming to the Board quarterly rather than monthly. This will coincide with when the quarterly Grants report is brought to the Board.

12. Matters Initiated by the Board of Directors

Laureen Turner said she would really like to attend the Stuff the Bus event but they're always on

the one Saturday that she has school. She asked that next year when scheduling the Stuff the Bus event we contact her to coordinate with her schedule.

13. Adjourn to CLOSED SESSION

Meeting adjourned to closed session at 4:30 pm.

14. CLOSED SESSION

- A. PUBLIC EMPLOYEE APPOINTMENT
Government Code Section 54957
Title: Executive Director

15. Report From Closed Session

Meeting reconvened at 4:49pm

Board Chair Scott Haggerty reported that the Board met in closed session and was pleased to announce Michael Tree has been appointed as the new Executive Director for LAVTA.

16. Action Item Following Closed Session

- A. Consider adoption of Resolution 31-2014 Appointing the Executive Director and Authorizing the Chair of the Board to Execute an Employment Agreement (Resolution to be provided at Board Meeting)

The Board approved Resolution 31-2014 appointing Michael Tree as Executive Director. Before approving the contract the Board amended the contract to raise the monthly auto allowance from \$350 per month to \$500 per month. The contract was amended and approved.

Approved: Biddle/Thorne

Aye votes: Biddle, Haggerty, Woerner, Thorne, Brown, Turner, Sbranti

No votes: None

Absent: None

Each Board member took the opportunity to voice their welcoming remarks towards Michael Tree.

Michael Tree responded by saying he is excited to be here, and that public transit is his passion.

17. Next Meeting Date is Scheduled for: November 3, 2014

18. Adjournment

Meeting adjourned at 4:55 pm.