

## EXECUTIVE DIRECTOR'S REPORT

March 2016

### 1. **Statistics: Ridership Increases and Complaints/Preventable Accidents**

The month of January 2016 included a 4.6% ridership decrease on the fixed route system over January of the previous year. YTD this fiscal year, ridership is up 1.1% over last fiscal year. Additionally, ridership on the Paratransit system was up .6% in January over the previous year. Staff is working diligently with the paratransit contractor to improve efficiencies and put into place controls to ensure the public that only those appropriately qualified are using the paratransit system.

With complaints on the fixed route system, the industry standard is 1 per 10,000 boardings. The month of January the Wheels fixed route system incurred 1 complaint per 18,301 boardings and YTD Wheels is 1 per 12,536 boardings. In regard to preventable accidents, the industry standard is 1 per 100,000 miles. In the month of January the Wheels fixed route system had 1 preventable accident per 162,733 miles and YTD Wheels is at 1 preventable accident per 120,863.

### 2. **Altamont Regional Rail Working Group**

The Altamont Regional Rail Working Group met for their inaugural meeting on February 10<sup>th</sup>. The group selected Supervisor Scott Haggerty as Chair and Supervisor Moses Zapien from San Joaquin County as Vice-Chair. The Working Group received a report on the history of rail in the Tri-Valley and then discussed the importance of the Altamont Pass in the mega-region, as well as the importance of expediting the BART to ACE connection. The group will meet again in April.

### 3. **Comprehensive Operational Analysis**

Included in your LAVTA Board Packet for March is the latest draft of the Preferred Alternative for changes to the Wheels bus system. The Preferred Alternative has been updated to reflect comments made by the Board at the February meeting. Staff is asking the Board to review the Preferred Alternative, set the public hearing date and open the public comment period.

### 4. **Wheels Rebranding Study**

The Wheels Request for Proposals for rebranding have been received, with interviews of the most qualified firms taking place on March 9<sup>th</sup>. Staff will be reviewing and evaluating proposals and awarding the contract in mid-to-late March.

### 5. **2015 MTC TDA Triennial Performance Audit**

As the administrator of TDA funds in the San Francisco Bay Area, MTC is obligated by law to hire an independent auditor to conduct a performance audit of transit operators that are allocated these funds. The preliminary report was delivered to staff and discussed at a meeting with MTC's Audit contractor on March 2, 2016. Once the Audit is completed, the report will be brought to the Board for review.

#### Attachments

1. Management Action Plan w/updates
2. Board Statistics November FY16
3. 2<sup>nd</sup> Quarter FY2016 Operations Report
4. 2<sup>nd</sup> Quarter FY2016 Marketing Report
5. Midyear Budget Report
6. 2<sup>nd</sup> Quarter Grants Report
7. State Legislative Report
8. FY16 Upcoming Committee Items

# FY2016 Goals, Strategies and Projects

Last Updated– March 1, 2016

## MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development						
Strategies (those highlighted in bold indicate highest Board priority)						
<ol style="list-style-type: none"> <li>1. <b>Provide routes and services to meet current and future demand for timely/reliable transit service</b></li> <li>2. Increase accessibility to community, services, senior centers, medical facilities and jobs</li> <li>3. <b>Optimize existing routes/services to increase productivity and response to MTC projects and studies</b></li> <li>4. <b>Improve connectivity with regional transit systems and participate in BART to Livermore project</b></li> <li>5. Explore innovative fare policies and pricing options</li> <li>6. Provide routes and services to promote mode shift from personal car to public transit</li> </ol>						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Comprehensive Operational Analysis (COA)	<ul style="list-style-type: none"> <li>• Development of RFP/Selection of Contractor</li> <li>• Completion of scope of work</li> <li>• Approval of route improvements</li> </ul>	DP	Projects/ Services	Mar 2015 Feb 2016 Apr 2016	→ Project awarded to Nelson/Nygaard. → Service Design Guidelines approved by Board. First and second round of public workshops completed. Comments on 3 service alternatives received. <u>Draft preferred alternative created. P&amp;S Committee has provided comment. Board to review for 2<sup>nd</sup> time in March. Draft timeline is to open public comment in March and conduct Public Hearing April 4<sup>th</sup>.</u>	X
Short Range Transit Plan (SRTP is a 10-year plan)	<ul style="list-style-type: none"> <li>• Create preferred alternative</li> <li>• Create 10-year SRTP based on direction of planning efforts.</li> </ul>	DP	Projects/ Services	May 2016	→ Preferred alternative in draft form → Kickoff meeting held with consultant team on August. Consultant will rewrite COA to meet MTC SRTP specs. SRTP nearing completion in draft form. <u>Project schedule to be reviewed by P&amp;S Committee in March of 2016 and by Board in May of 2016.</u>	
Long Range Transit Plan (LRTP is a 30 year plan)	<ul style="list-style-type: none"> <li>• COA planning firm will conduct the LRTP</li> </ul>	DP	Projects/ Services	Sept 2016	→ LRTP to be completed after approval of preferred alternative of COA. Fall of 2016.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Schedule Development	<ul style="list-style-type: none"> <li>Develop timetables for each route, with time points, running times and schedules.</li> </ul>	DP	Projects/ Services	Apr 2016	→ This project will begin after preferred alternative is identified in COA.	
Fare Analysis	<ul style="list-style-type: none"> <li>Evaluate fare analysis proposal of firm with best COA submittal</li> <li>Fare analysis conducted with COA/SRTP/LRTP project.</li> <li>Implement fare changes</li> </ul>	DP	Projects/ Services	Feb 2015 Apr 2016 Sept 2016	→ Fare analysis awarded to Nelson/Nygaard.  → Draft fare analysis received by staff for comment. This project will coincide with the development of the Long Range Transit Plan in fall of 2016.	X
BART to Livermore	<ul style="list-style-type: none"> <li>Provide guidance on bus routes in four alternatives being considered as part of the environmental study. Coordinate with LAVTA COA/Short &amp; Long Range Planning. Establish Advisory Group to provide input on rail planning in region.</li> </ul>	DP	Projects/ Services	Jun 2016	→ Staff and Nelson/Nygaard providing ongoing feedback on bus routes within four alternatives. Feedback provided on street design in specific plan for development adjacent to BART station on Isabel.  → Inaugural meeting of Altamont Regional Rail Working Group held. Legislation introduced in Sacramento for new authority plan and construct the project. Next working group meeting on April 13 <sup>th</sup> .	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
MTC Plan Bay Area Update	<ul style="list-style-type: none"> <li>• Provide technical expertise</li> <li>• Participate in public workshops to ensure Priority Development Areas and public transit in Tri-Valley area is adequately planned.</li> </ul>	DP	Projects/ Services	May 2015  Apr 2016	<p>→ MTC convened meeting with staff</p> <p>→ Project/budget spreadsheets submitted for business as usual model to 2040. Capital asset inventory and maintenance plan submitted. MTC working on performance standards for major projects.</p>	X
ACTC County Transit Study	<ul style="list-style-type: none"> <li>• Serve on TAC and participate in public workshops.</li> </ul>	DP	Projects/ Services	Feb 2015	<p>→ Staff has attended TAC meetings and provided input on key activity centers in Tri-Valley and performance standards. Key activity center incorporated into LAVTA preferred alternative. <u>Working on draft performance measures.</u></p>	
ACTC Tri-Valley Integrated Park & Ride Study	<ul style="list-style-type: none"> <li>• Serve on TAC.</li> </ul>	DP	Projects/ Services	Apr 2016	<p>→ Kickoff meeting with DKS and project TAC held. DKS working on potential park &amp; ride locations/modeling.</p>	
CCTA: I-680 Express Bus Study/I- 680 Transit Investment & Transit Relief Study	<ul style="list-style-type: none"> <li>• Serve on TAC and participate in public workshops.</li> </ul>	DP	Projects/ Services	Apr 2015	<p>→ Projects are ongoing. Geographic focus on Walnut Creek to Dublin. Existing conditions report completed. Main options being explored at this point include bus rapid transit in combination with ITS options. Bus on shoulder option being explored in combination with the abovementioned.</p>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Clipper Project	<ul style="list-style-type: none"> <li>• Policy development</li> <li>• Site work</li> <li>• Installation</li> <li>• Implementation</li> </ul>	DP	Projects/ Services	Jul 2015	→ Day Pass Accumulator Approved. Amended MOU approved.	X
				Jul 2015	→ Site work has been finished. Equipment install completed on buses. Testing in progress. Employers in Tri-Valley being notified of Clipper progress.	X
				Sept 2015	Training of on-board and ticket-office terminal equipment done. Customer service and operator training done.	X
				Nov 2015	→Customer service training occurred in early October. Operator training done. Go-live successful on Nov 1, 2015.	X
Dublin Signalization improvements, queue jumps on Dublin Blvd	<ul style="list-style-type: none"> <li>• Feasibility study for queue jumps on lanes</li> <li>• Secure final FTA approvals and transfer the FHWA funds to FTA to admin</li> <li>• Engineering of signalization improvements and queue jumps</li> </ul>	DP	Projects/ Services	Jan 2016	→ <u>Scope of Work completed. Feasibility study by Kimley Horn completed. 3 intersections identified for queue jumps.</u>	
				Mar 2016	→FTA moving to TRAMs from TEAM program. Launch delays slowing the application processing. Expect done in April.	
				Jun 2017	→Once FTA finished, staff will select consultants to design and build project.	
<p><b>Goal:</b> Marketing and Public Awareness</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <ol style="list-style-type: none"> <li><b>1. Continue to build the Wheels brand image, identity and value for customers</b></li> <li>2. Improve the public image and awareness of Wheels</li> <li>3. Increase two-way communication between Wheels and its customers</li> <li><b>4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system</b></li> <li>5. Promote Wheels to New Businesses and residents</li> </ol>						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Website Redesign	<ul style="list-style-type: none"> <li>Develop/Advertise RFP/Evaluate proposals/execute contract</li> <li>New website goes live</li> </ul>	DP	Projects/ Services	Mar 2015	→RFP advertised. Planeteria awarded contract	X
				Dec 2015	→ <u>Draft final version of website reviewed by staff. Final graphics and design work being performed.</u> New website is live.	X
Social Media Engagement	<ul style="list-style-type: none"> <li>Development of LAVTA goals with Facebook/Twitter</li> </ul>	DP	Projects/ Services	Jun 2016	→Regular sweepstakes initiated to engage Facebook/Twitter followers. Goal is 1,500 "likes" from customers and residents in service area (currently nearing 600). <u>Intern to assist with social media to improve starting in April.</u>	
Phone App w/Real Time Info	<ul style="list-style-type: none"> <li>MTC reviewing funding availability on secured grant.</li> <li>Create scope of work/RFP</li> <li>Phone app live</li> </ul>	DP	Projects/ Services	Mar 2015 Mar 2016 Aug 2016	→ Funding has been allocated and staff is awaiting MTC clearance to begin project. Some issues with contract language. Expect release in April. Scope of work being created. Presentations made to staff from RideRite, Transloc, and Double Map. Goal is to have phone app in place for bus system changes.	
Google Transit Trip Planner	<ul style="list-style-type: none"> <li>Submit data for review/approval to Google</li> <li>Go live with planner on new website</li> </ul>	DP	Projects/ Services	Sept 2015	→ Most trip planning in US is done through Google Trip Planner. Google Trip Planner available online. Will be on homepage of new website, which is scheduled to go live in December.	X
				Oct 2015		

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Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Wayfinding at BART Stations	<ul style="list-style-type: none"> <li>Plan new wayfinding signage</li> <li>Seek funding and install signage</li> </ul>	DP	Projects/ Services	Feb 2015  Jun 2016	<p>→ Staff has taken pictures and provided conceptual of wayfinding signage to BART.</p> <p>→ <u>Signage being budgeted in FY2017 budget for signage.</u></p>	X
High School Ambassador Project	<ul style="list-style-type: none"> <li>Finalize program</li> <li>Appoint ambassadors and train</li> <li>Implementation of program</li> </ul>	DP	Projects/ Services	April 2015 Aug/Sept 2015 Oct 2015	<p>→ Applications for Ambassadors being developed for all high schools. No students signed up for program. Regrouping for sign-ups in September.</p> <p>→ Five applicants selected. Training of ambassadors performed in December. <u>8 students mentored on how to ride the bus thus far.</u></p>	X
LAVTA Rebranding Project	<ul style="list-style-type: none"> <li>Create RFP</li> <li>Award consultant</li> <li>Finish project</li> </ul>	DP	Projects/ Services	Jan 2016 Mar 2016 Jun 2016	<p>→ Project to look at agency logo, naming and logos of services, and bus paint/graphics design. <u>RFP on street. Expect to hire consulting firm in Mar. Expect project completion in summer of 2016.</u></p>	X
Comprehensive Dial-A-Ride Rider Publication	<ul style="list-style-type: none"> <li>Review dial-a-ride policies</li> <li>Publisher to design and create publication.</li> </ul>	DP	Projects/ Services	May 2016 Jun 2016	<p>→ Staff currently reviewing policies. Looking to insert policy regarding reasonable modification rules into document.</p>	

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<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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Dial-A-Ride Customer Service Survey	<ul style="list-style-type: none"> <li>Hire consultant/Develop Survey/Conduct Survey</li> <li>Report to Board survey results</li> </ul>	DP	Projects/ Services	<p>Oct 2015</p> <p>Nov 2015</p>	→ Scope of work finalized. RFQ will be issued the week of 9/21. Awarded to Invictus. Survey completed and being presented in Nov committee meeting.	<p>X</p> <p>X</p>
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**Goal: Community and Economic Development**

**Strategies (those highlighted in bold indicate highest Board priority)**

1. Integrate transit into local economic development plans
2. Advocate for increased TOD from member agencies and MTC
- 3. Partner with employers in the use of transit to meet TDM goals & requirements**

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> <li>Attend ACTC meetings on student pass program development.</li> <li>Assist in the development of a timeline for policy and project implementation</li> </ul>	DP	Projects/ Services	<p>Jun 2016</p> <p>Sept 2016</p>	→ Staff assisted ACTC in interviewing/scoring the potential consultants. Contract awarded to Nelson/Nygaard. <u>Determining framework for site selection and evaluating program options. Looks for program to begin in fall of 2016.</u>	
Explore TOD Partnerships	<ul style="list-style-type: none"> <li>Explore TOD partnership near Livermore TC</li> </ul>	Ex Dir/ GPM	Finance/ Admin	Jul 2016	→ Discussed Livermore TC TOD project with city staff. Mtgs held with TOD experts at BART. Grant submitted to Caltrans 12/31 to fund feasibility study for TOD project. <u>Grant did not succeed.</u>	



<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
City of Livermore Isabel Neighborhood Plan	<ul style="list-style-type: none"> <li>• Provide technical assistance and attend public meetings</li> </ul>	DP	Projects/ Services	Jun 2016	→ Providing ongoing input to City staff. Staff attended public workshop in November. <u>Attended February Planning Commission and City Council meetings.</u>	
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> <li>• Discuss financing of pass program, including student fee and potential demonstration project</li> <li>• Implementation of pass demonstration project to coincide with implementation of COA improvements.</li> </ul>	Exec Dir	Projects/ Services	Nov 2015  Dec 2015  Apr 2016	→ Researching appropriate cost of pass for pilot program with 8,000/year purchased. Chabot college vote failed. Made presentation to Student Senate in Sept and received positive feedback on developing college ridership/student pass. Met with administration in Dec to discuss Easy Pass 1-year pilot program that could coincide with implementation of improvements. Attempting to assemble \$100k for project through college/foundation/ACTC, etc. <u>Working to bring ACE into demonstration project Easy Pass.</u>	
<p><i>Goal: Regional Leadership</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> <li><b>1. Advocate for local, regional, state, and federal policies that support mission of Wheels</b></li> <li>2. Support staff involvement in leadership roles representing regional, state, and federal forums</li> <li>3. Promote transit priority initiatives with member agencies</li> <li>4. Support regional initiatives that support mobility convenience</li> </ol>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Altamont Pass Regional Rail Working Group	<ul style="list-style-type: none"> <li>• Creation of Advocacy Group</li> <li>• Establish goals and regular meeting schedule</li> </ul>	Exec Dir	Projects/ Services	Oct 2015  Jan 2016	→ Board approved the Working Group in October. Inaugural meeting held. Legislation introduced to create authority.	X

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<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
2016 Legislative Plan	<ul style="list-style-type: none"> <li>• Research on common issues within regional planning agencies and transit agencies</li> </ul>	Exec Dir	Finance/ Admin	Dec 2015	→ Research being done on emerging priorities at state and federal level. 2016 Legislative Plan approved by Board in January. Staff monitoring new legislative cycle.	X
	<ul style="list-style-type: none"> <li>• Creation of 2016 Legislative Plan and review/approval by the Board</li> </ul>			Jan 2016		X

**Goal:** Organizational Effectiveness

**Strategies** (those highlighted in bold indicate highest Board priority)

1. Promote system wide continuous quality improvement initiatives
2. Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service
- 3. Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity**
4. HR development with focus on employee quality of life and strengthening of technical resources
5. Enhance and improve organizational structures, processes and procedures to increase system effectiveness
6. Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Trapeze Viewpoint Software	<ul style="list-style-type: none"> <li>• Work through custom software issues</li> </ul>	DP	Projects/ Services	Dec 2015	→ Software installed at LAVTA. Custom reports being created with assistance of Trapeze. Bugs identified and fixed. Staff actively using software to monitor OTP and for planning activities.	X
Performance Metrics Improvement	<ul style="list-style-type: none"> <li>• Staff setting up aggressive monitoring of key performance metrics. <i>Focus on actions to improve on time performance (OTP).</i></li> </ul>	DP	Projects/ Services	July 2016	→ Changes made to routes 70X, 15, 53, 54, 3. Incentive program established with drivers. Tracking of OTP and operators leaving yard on-time happening on a daily basis.	X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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**Goal: Financial Management**

**Strategies (those highlighted in bold indicate highest Board priority)**

- 1. Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions**
2. Explore and develop revenue generating opportunities
3. Maintain fiscally responsible long range capital and operating plans

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Leasing Opportunities at Atlantis	<ul style="list-style-type: none"> <li>• Conduct outreach to private and non-profit organizations.</li> <li>• Work with agency attorney to bring good offers to the Board for consideration.</li> </ul>	Exec Dir	Finance/ Admin	Nov 2015	→ LAVTA and Google staff working on final version of lease agreement. Attorneys have approved agreement. Agreement signed in December. Google has begun to use the facility.	X
FY15 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> <li>• Complete financial audit and all required reporting to Board, local, regional and state agencies.</li> </ul>	DA	Finance/ Admin	Dec 2015	→ Audit completed Oct 2015. Final presentations to Board Dec 7, 2015.	X

**Other:**

Bus Shelter Rehab/Replacement Project	<ul style="list-style-type: none"> <li>• Refinish Rapid bus shelter benches</li> <li>• Dozens of bus shelters throughout the system have reached their life expectancy and are in need of rehabilitation or replacement.</li> </ul>	DA	Projects/ Services	<p>Oct 2016</p> <p>Dec 2016</p>	<p>→ Glass/stripping repair of Rapid shelters completed. 43 benches to be rehabbed in Spring, Summer, Fall of 2016.</p> <p>→ Bus stop inventory of current conditions completed. Planning underway to phase rehabilitation of shelters. <u>Shelter maintenance specialist out on surgery. Project 2 months behind.</u></p>	
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Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Bus Shelters for Routes 501, 502, and 503 in City of Dublin	<ul style="list-style-type: none"> <li>Plan financing mechanism for purchase and installation of bus shelters in residential areas, to include ADA upgrades.</li> <li>Construct improvement and install shelters.</li> </ul>	Exec Dir	Projects/ Services	Jun 2016  TBD	→ <u>Renewed discussions held with Dublin School District and City Manager. Awaiting bus system changes to confirm site locations.</u>	
Security Lighting at Transit Facilities (Bus Shelters)	<ul style="list-style-type: none"> <li>Purchase security lighting in/at bus shelters in high priority areas</li> <li>Install lighting. Focusing on key corridors with a high level of evening service.</li> </ul>	DA	Projects/ Services	Mar 2016  Aug 2016	→ Funded through FY14 & FY15 CalOES Security Program ,(Total \$73,392). Funds released Jan '16.  <u>Installation will focus on key corridors identified and programmed for night service in COA.</u>	
Replace Info Stations on Kiosks at Livermore Transit Center	<ul style="list-style-type: none"> <li>Get quotes for repairs and complete project</li> <li>Replace Info Stations at Kiosks</li> </ul>	DA	Projects/ Services	Dec 2015	→ Info kiosks at Livermore Transit Center have been vandalized over several years. Staff replacing 12 custom info stations on kiosks. Info stations arrived and were installed in October.	X X
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> <li>Negotiate acceptable terms for rehab of Depot to be used for customer service.</li> <li>Create agreement</li> </ul>	Exec Dir / GPM	Projects/ Services	Sept 2015  Nov 2015	→LAVTA has been meeting regularly with City staff. Environmental work nearing completion. Final location set for passenger island. <u>Agreement signed in November. Working with A/E team on electrical, security, interior and circulation design issues.</u>	X X
Audio/Video Project in LAVTA Board room	<ul style="list-style-type: none"> <li>Plan out project</li> <li>Contractor Award</li> </ul>	DA	Projects/ Services	July 2016  Aug 2016	→ This project is not funded in FY16 budget. Project to be funded in FY17.	

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Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> <li>Board approval of purchase. Purchase order and notice to proceed to Gillig.</li> <li>Final details for buses performed with Gillig.</li> </ul>	DA	Projects/ Services	Aug 2015  Aug 2016	→ Approval granted in mid-2014. Purchase order and notice to proceed provided to Gillig.  → LAVTA met with Gillig in Dec to finalize details on buses. Buses scheduled for deliver in July/August of 2016.	X  X
2017 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> <li>LAVTA releases RFP for minimum of 20 hybrid replacement buses</li> <li>Agreement and notice to proceed to manufacturer</li> </ul>	DA	Projects/ Services	Jun 2016  Nov 2017	→ <u>RFP has been advertised. Electric bus option within the RFP. RFP due in May of 2016.</u>	
Atlantis Phases I, II Fare Vault Project	<ul style="list-style-type: none"> <li>Phases I and II completed with exception of \$134,000 in miscellaneous projects (funded).</li> <li>Select vendor for Fare Vault.</li> <li>Select engineer for design</li> <li>Bid and perform construction. Close grant.</li> </ul>	DA	Projects/ Services	Feb 2015  Oct 2015  Oct 2015  Mar 2016	→ \$134,000 left for future improvements. Fare vault is selected as project.  → Genfare GFI selected vendor. Working on contract.  → OLMM selected engineer. Working on a contract.  → Awaiting planning.	X

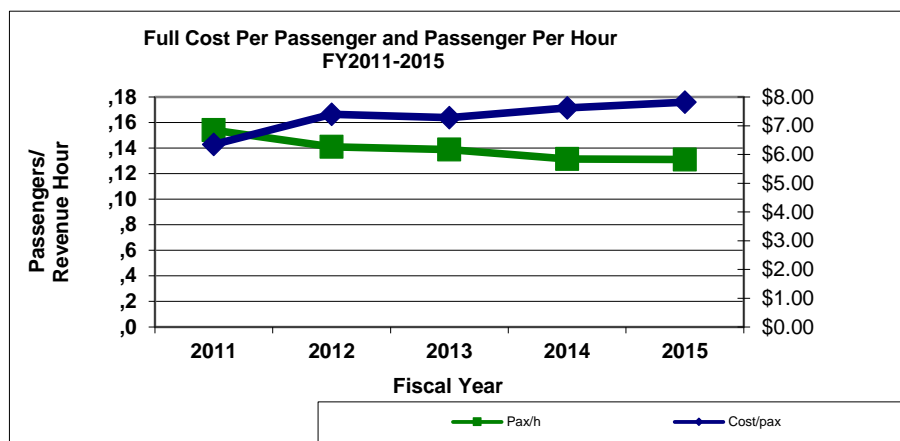
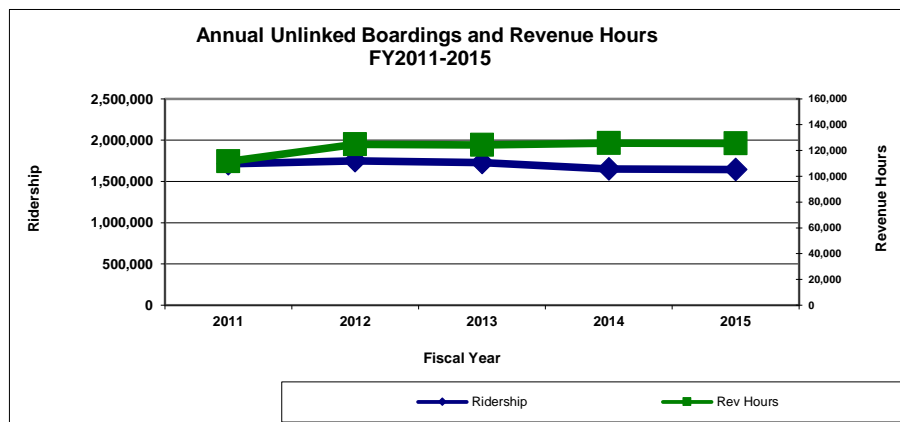
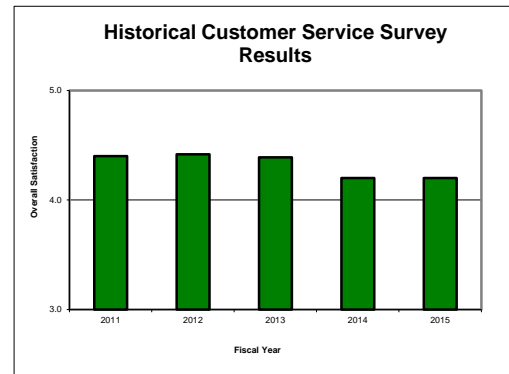
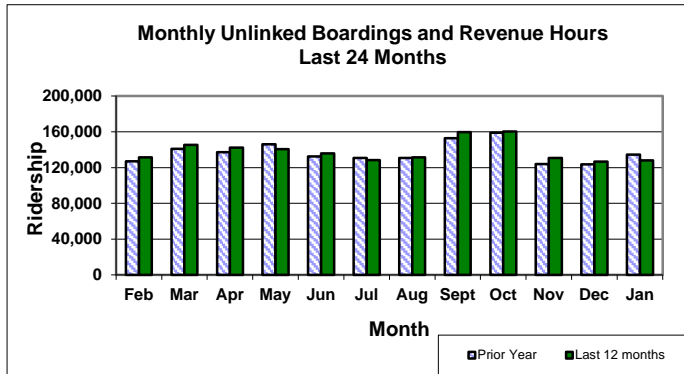
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Atlantis Security Video Equipment Project	<ul style="list-style-type: none"> <li>Identify and spec the type of security system desired at Atlantis. To include license plate camera.</li> </ul>	DA	Projects/ Services	Dec 2015 Jan 2016 Mar 2016	→ Cal OES transit security grant, funding by Prop 1B. - \$36,696. Project completed in first week of March.	X
Rutan Rehabilitation Projects (Shop Floor and Parking Lot Rehab/ADA Improvements).	<ul style="list-style-type: none"> <li>\$537,000 grant awarded for shop floor replacement and for parking lot improvements.</li> <li>Initiate and execute procurement for Shop Floor Replacement.</li> <li>Initiate and execute procurement for parking lot slurry sealing and ADA upgrades</li> </ul>	DA DA	Projects/ Services	Dec 2015 May 2016 May 2016	<p>→ Grant funds available</p> <p>→ IFB issued and bids rejected due to non responsiveness. Reissuing the IFB.</p> <p>→Kimley Horn preparing scope of work and spec'ing the ADA upgrade requirements. <u>Shop floor project under contract. To be completed within the next 130 days.</u></p>	X
Rapid Projects	<ul style="list-style-type: none"> <li>Identify remaining projects to fix productivity issues on Rapid. Also complete Rapid shelters.</li> </ul>	Exec Dir	Projects/ Services	Jun 2016	→ Approximately \$300,000 in federal funding remaining for Rapid project. Staff working with FTA to keep in abeyance until planning completed to fix the Rapid productivity. Conference calls with FTA in September and October included draft Rapid improvement plans and discussion on handling movement of bus stops. Shelter inventory provided list of incomplete Rapid shelters.	

## Monthly Summary Statistics for Wheels

*January 2016*

### FIXED ROUTE

	January 2016			% change from one year ago		
Total Ridership FY 2015 To Date	965,273			1.1%		
Total Ridership For Month	128,108			-4.6%		
Fully Allocated Cost per Passenger	\$8.09			4.8%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,741	1,935	1,235	-0.1%	-9.8%	-5.4%
Passengers Per Hour	13.2	10.3	10.8	0.7%	-9.8%	-5.4%
	January 2016			% change from last month		
On Time Performance	82.4%			2.5%		



# Monthly Summary Statistics for Wheels

January 2016

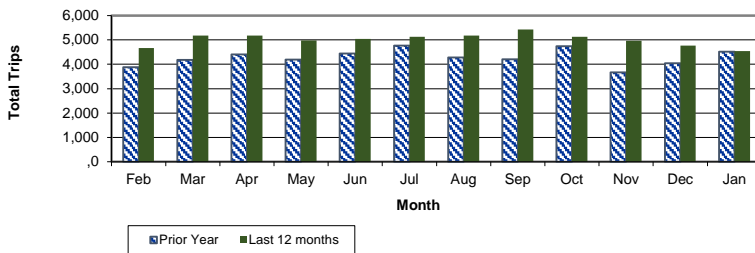
## PARATRANSIT

General Statistics	January 2016	% Change from last year	Year to Date
Total Monthly Passengers	4,542	0.6%	34,755
Average Passengers Per Hour	1.60	-50.0%	
On Time Performance	97.8%	-1.5%	
Cost per Trip	\$32.51	2.0%	
Number of Paratransit Applications	29	16.0%	284
Calls Answered in <1 Minute	95.40%	1.7%	

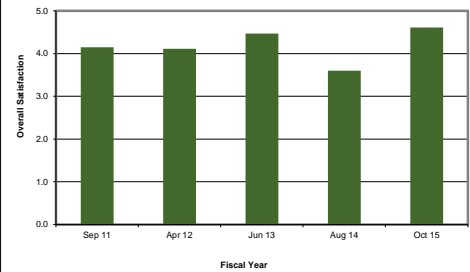
\*37 applications out of 57 were from Pleasanton Nursing & Rehab

Missed Services Summary	January 2016	Year to Date
1st Sanction - Phone Call	7	31
2nd Sanction - Written Letter	8	8
3rd Sanction - 15 Day Suspension	0	0
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0

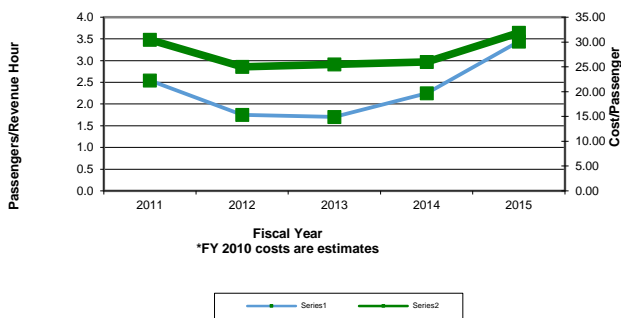
Paratransit Monthly Unlinked Boardings, Last 24 Months



Historical Customer Service Survey Results



Paratransit Full Cost Per Passenger and Average Passengers Per Hour FY2011-2015





**Monthly Summary Statistics for Wheels**  
**January 2016**

SAFETY							
ACCIDENT DATA	January 2016				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route		Paratransit
Total	0		0		27		1
Preventable	1		0		10		0
Non-Preventable	2		1		20		2
Physical Damage							
Major	0		0		1		0
Minor	3		0		27		0
Bodily Injury							
Yes	1		0		9		1
No	2		0		21		0

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$0.00
To Date This Fiscal Year	\$71,820.34
Budget	\$100,000.00
% Expended	72%

Due to CalTIP internal issues, billing amount not available at this time.

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	January 2016	Year To Date
Praise	0	0
Bus Stop	3	19
Incident	1	1
Trip Planning	0	3
Fares/Tickets/Passes	1	12
Route/Schedule Planning	8	47
Marketing/Website	4	15
ADA	0	6
<b>TOTAL</b>	17	103

CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	2	0	0	8	1	0	0	2
Safety	1	9	0	8	1	0	1	1
Driver/Dispatch Courtesy	1	1	0	6	0	0	0	2
Early	1	1	0	3	0	0	0	0
Late	3	2	1	24	0	0	0	2
No Show	0	1	0	17	0	0	1	1
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	1	0	0	11	0	4	0	3
Maintenance	0	0	0	1	0	0	0	0
Bypass	0	2	0	7	0	0	0	0
<b>TOTAL</b>	7	16	1	77	1	4	2	9
Valid Complaints								
Per 10,000 riders	0.55				0.22			
Per 1,000 riders								

## LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## STAFF REPORT

SUBJECT: FY 2016 2nd Quarter Report – Operations

FROM: Christy Wegener, Director of Planning & Communications

DATE: February 22, 2016

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### Action Requested

This is an informational item.

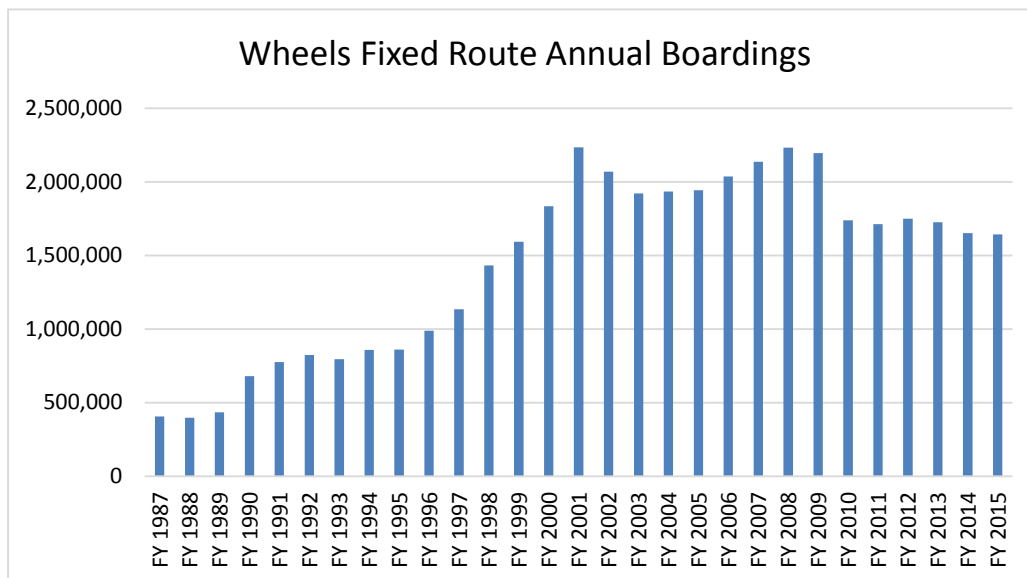
### Background

This report is intended to provide the Committee with a summary and analysis of operations for the second quarter of FY2016 (October - December 2015), including fixed route, paratransit, and operational performance metrics.

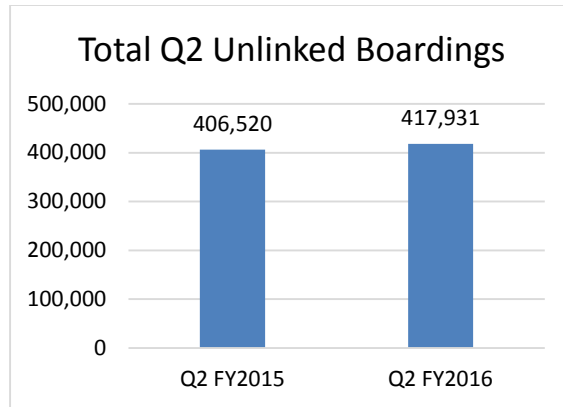
### Discussion

#### Fixed Route

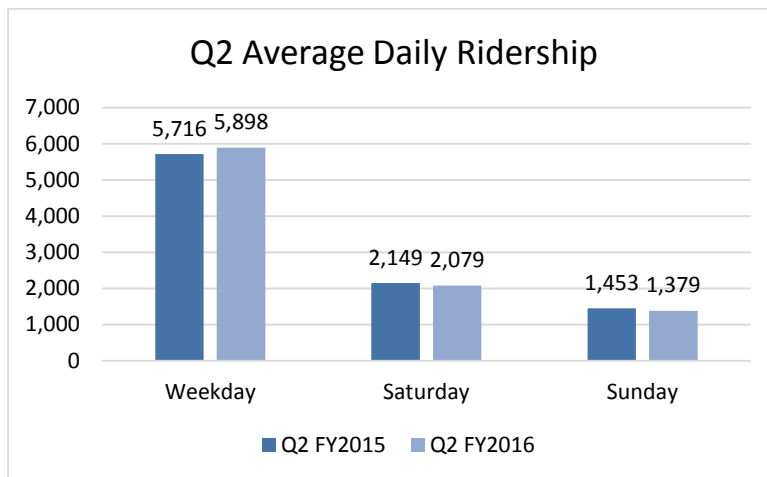
The graph below shows the long-term ridership trend for the Wheels service from the agency's inception thru FY2015.



Turning to the second quarter of FY2016, ridership was up compared to the same quarter of the previous year. The increase of 2.8% is a continuation of the trend from the three prior quarters, during each of which approximately a one-percent year-on-year increase was observed.

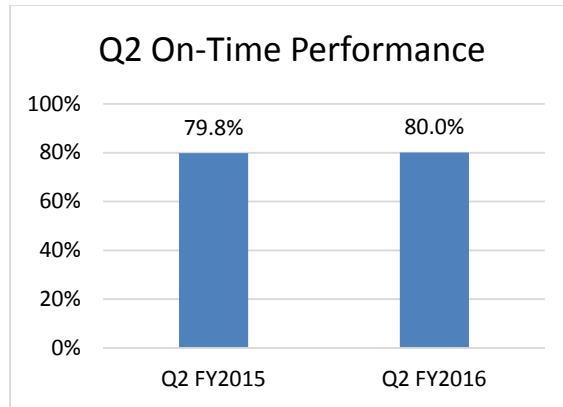


The next chart shows the ridership breakdown by average boardings per day during the quarter. It shows that the ridership gain was attributable to the weekday service, as both Saturday and Sunday ridership was down slightly compared to Q2 of FY15. This trend was also observed in the previous two quarters.



Ridership trends at the individual route level were also mainly positive, in particular on some of the local lines: Route 2 saw the largest increase in percentage terms (albeit from a low level), while routes 3 and 12 both saw smaller but still notable year-on-year percentage increases. Only one mainline route, 20X, showed a substantial negative trend. Similar to what was observed during the prior quarter, the important trunk lines 10 and 30 (*Rapid*) remained stable as they both trended within a  $\pm 2\%$  range. For Saturdays and Sundays, Route 12 – which serves the S.F. Outlets on weekends – showed notable ridership gains, while other routes were mainly trending down.

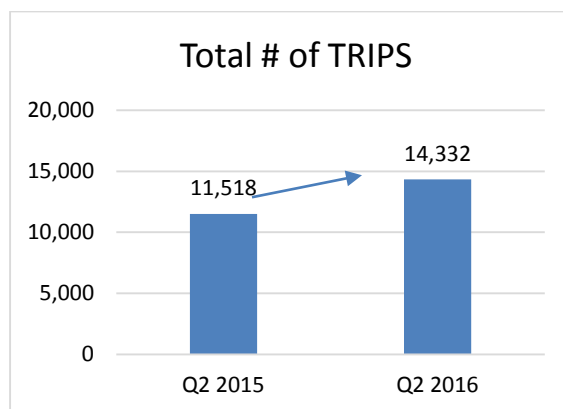
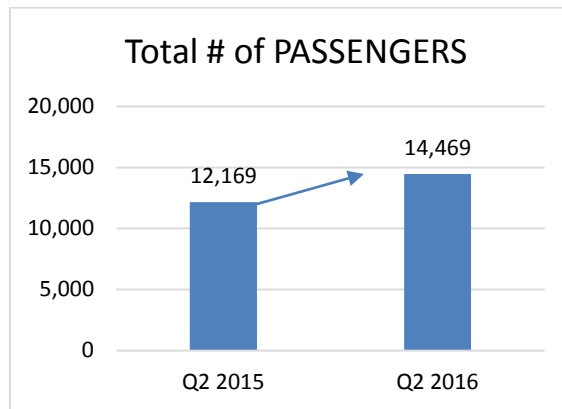
On-time performance (OTP) went up slightly compared with same quarter of the previous year, ending up at 80% even. Within the quarter, the highest OTP percentage was observed in December, with a reading of 80.4%.



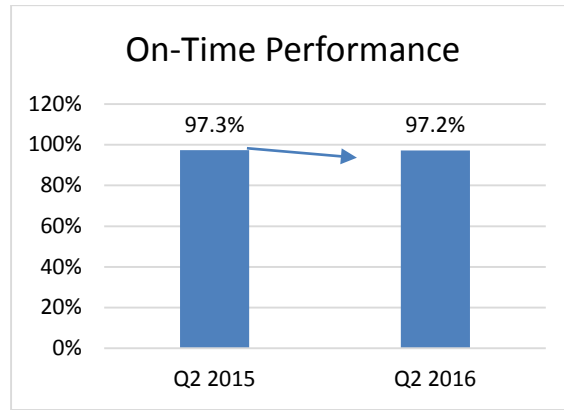
At the route-level, OTP showed a similar distribution from previous quarters, where several of the local neighborhood routes had percentages in the low 90s, the express routes 70X and 70XV had percentages in the mid-60s, and the local trunk routes had percentages close to system average at the 80s threshold.

#### Paratransit

The FY2016 Q2 total number of passengers served on paratransit, which includes personal care attendants (PCAs) and companions, has increased by 18.9% when compared to the same three months the year prior, and the number of trips during the same time period has increased by 24.4%, as the following two charts illustrate.

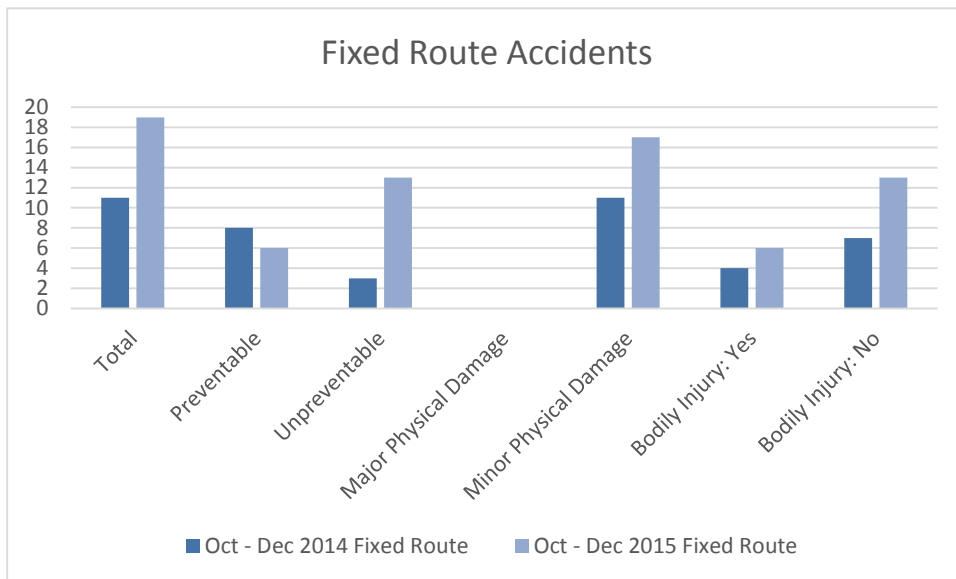


The on-time performance (OTP) for the FY 2016 Q2 is 97.2% compared to 97.3% for the same quarter during the previous fiscal year (-0.1% decrease) as shown in the chart below. The performance standard for OTP is 95%.

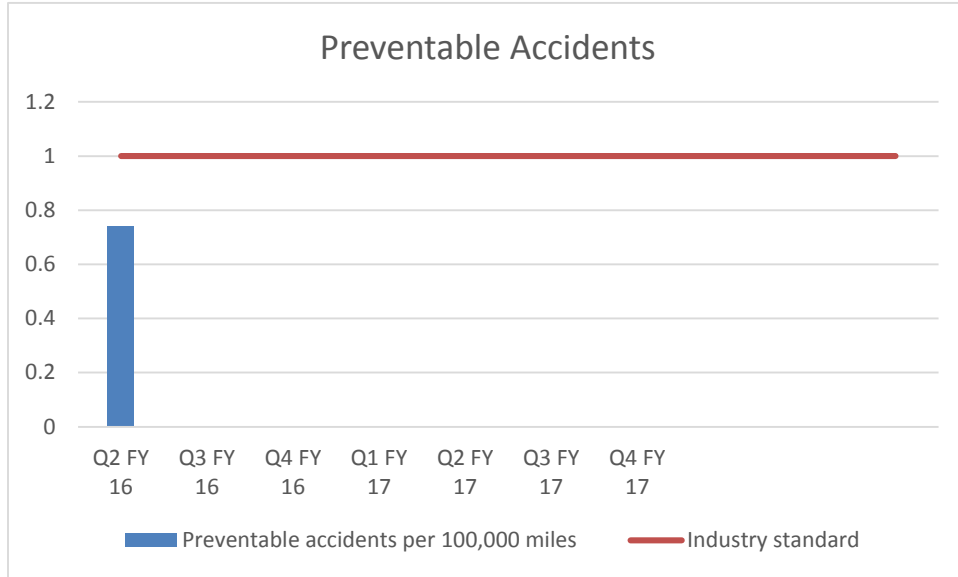


Accidents/Incidents

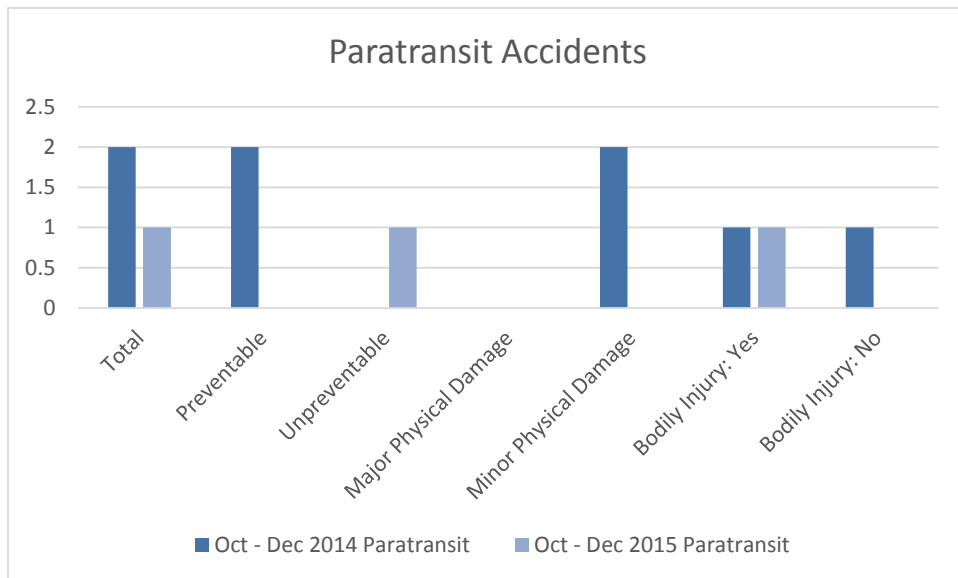
Noted in the figure below for Fixed Route Accidents, in the second quarter, there have been nineteen (19) reportable accidents/incidents on the fixed route system, six (6) of which were determined to be preventable, and thirteen (13) deemed non-preventable. None of the accidents resulted in major damage, and seventeen (17) resulted in minor and two (2) in no damage to the vehicles (only fixed route are LAVTA owned vehicles). Six (6) of the fixed route accidents resulted in bodily injury. The total number of accidents for the quarter has increased from this time last year; and the number of preventable accidents for the last quarter decreased slightly from this time last year. Staff continues to work with the operations contractor to identify trends in preventable accidents, and continues to work with CalTIP to ensure appropriate oversight and resources are available in this area.



Many contractor-operated transportation companies use 1 preventable accident per 100,000 total miles as a goal. Looking at preventable accidents per 100,000 total miles, MV comes in at 0.74 for a 12-month rolling period from January 1, 2015 – December 31, 2015. (This is a metric that was not previously included in this report and will be going forward.)



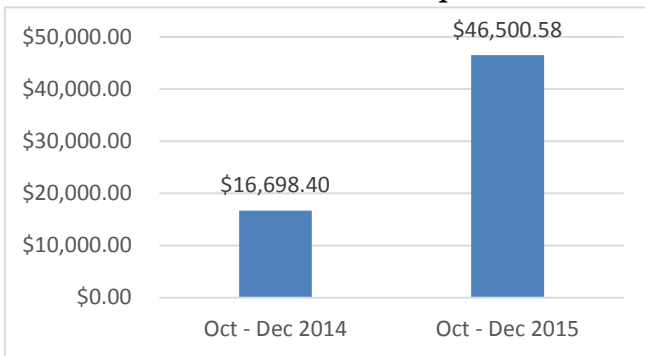
In the second quarter there was one (1) non-preventable paratransit accidents/incidents compared to two (2) preventable accidents/incidents last year. While the passenger requested the driver complete an injury report at the time, the passenger stated medical attention was not needed at that time and during a follow up call, the passenger stated all was well.



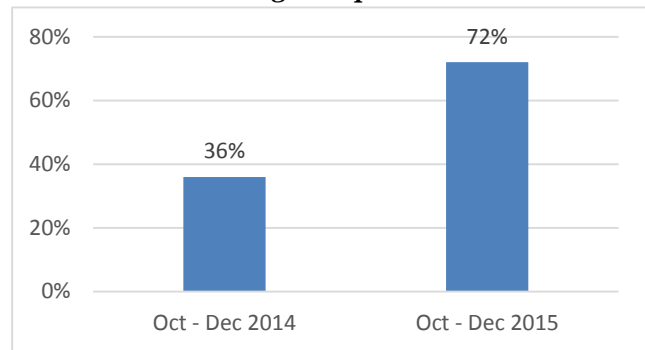
### Claims Activity

With respect to the monthly accident claim activity, the charts below highlight claims **for fixed route only**. The dollar amount expended during Q2 was higher this year than last, and the percent of budget expended over the course of the year was higher, and higher than the 50% allowable at the half year mark. It should be noted that some of the FY16 expenditures are for the prior fiscal year, as adjudication of claims can take some time after the actual accident/incident. Even so, there is an increased focus on Safety with LAVTA's fixed route contractor in light of the preventable accidents/incidents and higher dollars being expended on claims.

***Accident Claims: \$ Expended***

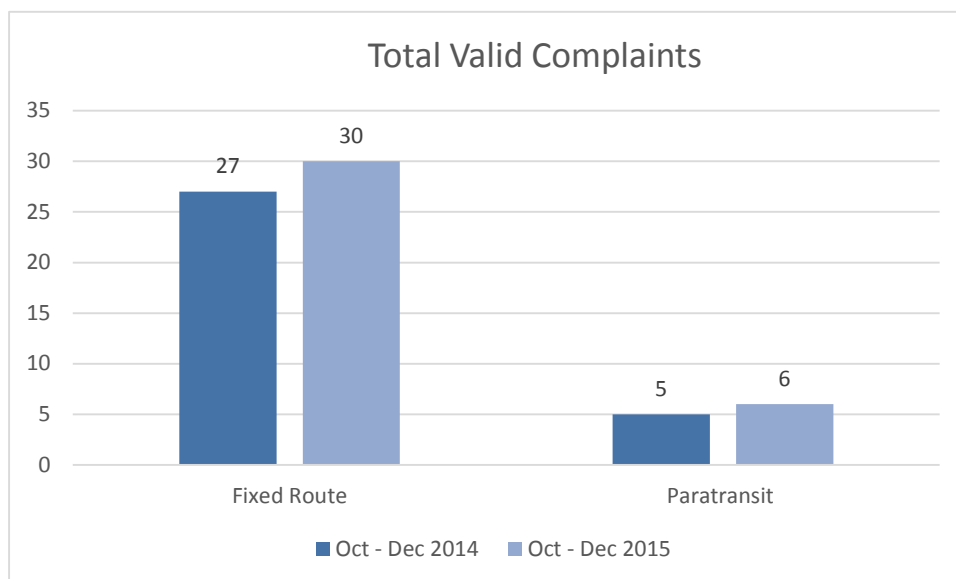


***% Budget Expended***

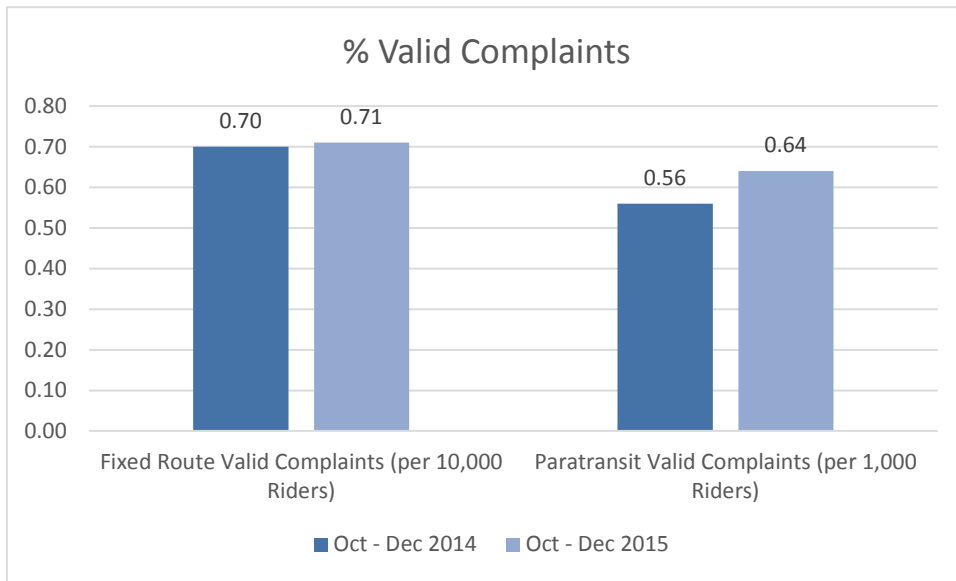


### Customer Service

Customer Service staff processed a total of 109 customer requests for Q2 FY15 and a total of 165 for Q2 FY16; the increase however has more to do with the requests LAVTA staff deals with, i.e., route planning requests, rather than complaints regarding service being delivered. LAVTA's Service Quality Standards Index, a measurement of performance for fixed route and paratransit service providers, tracks the number of **valid** complaints for both fixed route and paratransit service, as noted for the quarter in the chart below.



The SQSI’s established a standard of excellence for complaints of less than 1 per 10,000 rides for fixed route and 1 per 1,000 rides for paratransit.



Comparing the total valid complaints from FY15 and FY16, the number for fixed route has increased slightly and staff continues to work with the fixed route contractor in the Fixed Route Task Force meetings held every other week, which allow for timely recognition of trends, and increased attention to the Customer Oversight Program which provides for assigning points to operators for valid complaints. The top valid complaints for fixed route for this quarter are in the areas of “late” (9 complaints), “no show” (6 complaints), and “driver training” (6 complaints).

The paratransit valid complaints increased by one complaint as compared to the quarter last year. Staff and the contractor continue to work together in the Paratransit Task Force meetings to ensure that the complaints are dealt with timely, with six (6) valid complaints (one in the area of “driver/dispatcher courtesy, one “late,” one “no show” and three in “driver/dispatch training”).

**Next Steps**

None

**Recommendation**

None – information only.



## LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## STAFF REPORT

SUBJECT: Second Quarter 2016 Marketing and Outreach Activities

FROM: Dennis Mochon, Senior Marketing and Communications Specialist

DATE: February 22, 2016

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**Action Requested**

Informational item only. No action required.

**Background**

This report is intended to provide the Committee with a summary of the marketing and outreach activities for the second quarter of FY 2016.

**Discussion**

Activities completed in the second quarter:

Wheels Forward Public Meetings

LAVTA promoted customer input for Wheels Forward proposed alternatives and the second round of meetings (held in October) through extensive outreach, communications and marketing.

High School Ambassador Program

In October, Wheels solicited for applicants for the new High School Ambassador program. Five high school students were trained as Wheels Ambassadors helping other students learn to ride the bus and navigate the Wheels bus system. They are now continually training their peers and reporting driver and bus conditions back to LAVTA staff.

Clipper Card Introduction

Wheels worked with the other East Bay small operators, MTC and Cubic to successfully launch Clipper Card on each system. The system went live November 1 and is being promoted by Wheels through a news release, bus cards, flyers, posters and social media. More major marketing by MTC including radio, bus exteriors, BART station ads and numerous outreach events began in January and will run through March 2016.

Livermore and Pleasanton Holiday Parades

On December 5<sup>th</sup>, Wheels participated in two Holiday parades in Livermore and Pleasanton. The Livermore parade showcased the restored Rideo Bus. The Pleasanton parade showcased a Rapid Bus.

### Stuff a Bus

On December 6<sup>th</sup> from 12pm to 4pm, the agency partnered with Safeway again to hold three Stuff-a-Bus events at Safeway stores in Dublin, Livermore, and Pleasanton. The event benefited two local food banks, Open Heart Kitchen and the Tri-Valley Haven. Safeway customers were extremely generous in donating 5,701 lbs of food. This year's collection was record-setting, with a 34% increase from last year's donations.

To promote the events, the agency ran advertising on KKIQ and had the station host a live radio remote broadcast at the Livermore Safeway from noon to 2pm. As part of the partnership with LAVTA, Safeway provided 20-\$25 gift cards as prizes as well as a food donation of 100 turkeys.

### New Wheels Website

Wheels new website was launched in December 2015. It offers a variety of user-friendly services including real time bus arrival information, rider service alerts, Google trip planner and enhanced social media feeds.

### Wheels in the News

Wheels produced five press releases during the second quarter. These included: Wheels Establishes Tri-Valley Regional Rail Advisory Group, Wheels Announces Second Round of Wheels Forward Meetings, Clipper Expands to Wheels, Wheels Announces 2015 Stuff a Bus Event and Wheels Receives Record Food Donations. Wheels received major local and national industry articles in The Independent, Pleasanton Weekly, The Patch and Mass Transit.

### Outreach

Wheels participated in 20 outreach activities targeting schools, seniors and other community organizations as highlighted in Attachment 1.

*The following activities are currently planned for the Third Quarter of FY 2016.*

### Wheels Forward Public Hearing and Comment Period

LAVTA will promote customer input on the preferred Wheels Forward service plan and the Public Hearing through extensive outreach, communications and marketing.

### Wheelsbus.com Mobile Website

Wheels web design contractor, Planeteria, is developing a mobile website for Smartphones.

### Wheels Timetables and Customer Information Brochures

The agency is developing an RFP which will be released in February to transition from the current bus book to producing individual route schedules and customer information brochures. The target date of the launch is August 2016 with school tripper service timetables.

### Wheels Rebranding

Wheels has an RFP soliciting for a vendor to develop new naming concepts, a new logo, and establishment of branding strategies for the transit services that LAVTA provides. It is anticipated that the rollout of deliverables will coincide with implementation of the new service plan as part of the Wheels Forward initiative.

### St. Patrick's Day Parade and Festival

The agency will be showcasing a Rapid bus for the parade on Saturday, March 12<sup>th</sup> adorned in St. Patrick's decorations to celebrate the festivities. Wheels will also participate in the community festival having a booth to promote our services and inform the public about Wheels services on Saturday and Sunday, March 12<sup>th</sup> and 13<sup>th</sup>.

### Livermore Wine Festival April 30<sup>th</sup> and May 1st

Wheels be sharing an information booth with the City of Livermore on Saturday and Sunday, April 30<sup>th</sup> and May 1st at the Wine Festival.

### **Budget**

No budgetary impact.

### **Recommendation**

None – information only.

### **Attachments:**

1. 2<sup>nd</sup> Quarter FY 2016 Outreach Activities

## 2nd Quarter FY 2016 Wheels Outreach Activities

<b>Organization/Location</b>	<b>Date</b>	<b>Purpose</b>
Dublin Senior Center	10/1/2015	Presentation
Dublin Senior Center	10/3/2015	Outreach
Spare the Air Resource Team	10/6/2015	Networking/Planning
Pleasanton Senior Center	10/7/2015	Radd Transition Fair
Hispanic Business Council	10/8/2015	Networking
Dublin School District	10/18/2015	Outreach
Various Tri-Valley Locations	10/19/2015	Distribute Take Ones for COA
Las Positas College	10/27/2015	Table for COA
Amador High School	10/27/2015	COA Workshop
Livermore Transit Center	10/28/2015	Table for COA
Las Positas College	10/28/2015	COA Workshop
Dublin Civic Center	10/29/2015	COA Workshop
Livermore Needs Committee	11/3/2015	Networking
Pleasanton Chamber Tradeshow	11/4/2015	Outreach
Foothill High School	11/10/2015	Meet w/Safe Routes-Programs
Livermore Community Center	11/12/2015	EDD Job Fair
Dublin Senior Center	11/17/2015	Consultations for Seniors
LAVTA Administration Office	11/18/2015	Training of Ambassadors
LAVTA HS Ambassadors	11/25/2015	On Board Training of Ambassadors
LAVTA Stuff A Bus Holiday Food Drive	12/6/2015	Food Drive

## LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## STAFF REPORT

SUBJECT: Mid-Year Budget Update

FROM: Tamara Edwards, Finance & Grants Manager

DATE: February 23, 2016

### Action Requested

Review and forward to the Board of Directors, the FY16 Mid-Year Budget Update.

### Discussion

The Board of Directors requested mid-year update of the budget, based on any significant changes for both revenues and expenses. This report will encompass any changes between the time the budget was approved and December 2015 with an analysis of the net effects to the projected reserve balance. Details regarding grants status are included in a separate section of this report.

### Budget

	Amount from analysis in FY 16 budget	Updated numbers (sources for updates are from the FY 15 CAFR and MTC revenue forecast updates, and additional grant revenues approved)	Difference	
a	Projected Reserves at June 30, 2015	\$4,213,482	\$4,204,667	-\$8,815
b	FY 16 apportionment	\$8,899,101	\$9,028,814	\$129,713
c	TDA funds available for allocation (a+b)	\$13,112,583	\$13,233,481	\$120,898
d	FY 16 operating request	\$9,476,888	\$9,476,888	\$0
e	FY 16 capital request	\$0	\$0	\$0
f	TDA Request for allocation (d+e)	\$9,476,888	\$9,476,888	\$0

<b>Projection for Reserve at June 30, 2016</b>			
<b>TDA Reserves</b>			
g	Reserves at June 30, 2015 (c-f)	\$3,635,695	\$3,756,593 \$120,898
h	Expiring Capital Allocations	\$980,000	\$1,516,502 \$536,502
i	FY 16 Due to LTF*	\$0	\$165,500 \$165,500
j	FY 15 Due to LTF*	\$500,000	\$3,917,566 \$3,417,566
k	FY 14 Due to LTF	\$2,737,445	0 \$2,737,445
l	<b>Total TDA Reserves (g+h+i+j)</b>	<b>\$7,853,140</b>	<b>\$9,356,161 \$1,503,021</b>
<b>STA Reserves</b>			
m	Population based STA reserves at June 30,2015	\$884,220	\$910,297 \$26,077
n	FY 16 apportionment	\$876,211	\$674,709 -\$201,502
o	Request for allocation	\$884,220	\$884,220 \$0
p	<b>Reserves at June 30, 2015 (m+n-o)</b>	<b>\$876,211</b>	<b>\$700,786 -\$175,425</b>
q	Revenue based STA reserves at June 30, 2015	\$199,577	\$199,577 \$0
r	FY 16 apportionment	\$267,047	\$0 -\$267,047
s	Request for allocation	\$199,577	\$199,577 \$0
t	<b>Reserves at June 30, 2016 (q+r-s)</b>	<b>\$267,047</b>	<b>\$0 -\$267,047</b>
u			
v	<b>Total STA reserves (p+t)</b>	<b>\$1,143,258</b>	<b>\$700,786 -\$442,472</b>
w	<b>Total Reserves at June 30,2016 (k+t)</b>	<b>\$8,996,398</b>	<b>\$10,056,947 \$1,060,549</b>

i*	<b>* FY 16 Due to LTF</b>		
	Additional funding (revenue) approved after the FY 16 budget cycle		
	TFCA BRT	0	\$137,500 \$137,500
	FTA 5304 Intern Grant	0	\$25,000 \$25,000
	FTA 5310 Parataxi	0	\$3,000 \$3,000
	<b>Total Revenue Increase (i)</b>		<b>\$165,500 \$165,500</b>

The change in the anticipated reserve balance from the original number reported with the budget can be primarily attributed to three areas; the increase in the amount due to the Local Transportation Fund (LTF) (over the original projections), a larger than projected return of TDA from capital projects (that were paid for through other grant funds instead) and an increase in anticipated revenues from operating grants that have been approved after the FY 16 budget cycle- this amount has been included in the TDA reserve analysis as an anticipated due to LTF for FY 16. The increase in the amount due to LTF is made up of the difference between budgeted expenses and actual expenses (actuals were lower than budget for FY15),

and the difference between expected revenues and actual revenues (which were higher in FY15 due to additional grants received during the year). The decrease in the anticipated STA funds is due to the decrease in diesel fuel prices. STA revenues are based on sales tax and as the price of diesel fuel drops so does the STA revenues, however, with the price of diesel fuel decreasing staff expects the fuel expenses for FY 16 to come in well under budget. The decrease, or zeroing out of STA revenue based funds is due to a current issue with the Board of Equalization that MTC is working fervently at rectifying. Funds are anticipated to materialize, however with the current situation MTC is unable to project when that will be or what the amounts will be.

**Recommendation**

Information only.

## LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## STAFF REPORT

SUBJECT: Quarterly Grants Update

FROM: Angela Swanson, Senior Grants & Project Management Specialist

DATE: February 23, 2016

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**Action Requested**

Accept the FY 2015-16 Second Quarter Grants Update.

**Discussion**

The Board of Directors receives a quarterly update of the budget and grants summarizing all new funding activity. The attached report details activity for the second quarter, September – December 2015. Approved and pending grants are included; no applications were denied or ‘not awarded.’

**Future Outlook:**

Sources of grant funding are evolving with some programs drawing to a close and others expanding. Meanwhile fundamental financial shifts such as gas tax and federal funding make the forecast very dynamic.

- Cap & Trade. Two years into operation, the Cap&Trade program is proving a lucrative source of funding for California’s infrastructure. Staff is pursuing funding in the LCTOP and TIRCP programs.
- FAST ACT. The FAST ACT transportation bill was passed however, few details are known as of yet. Staff will update the committee as information becomes available.
- Prop 1B. Wrapping up. Will mean end of the PTMISEA and Security Grants.
- Measure BB promises new funding opportunities.
- Regional and County funding opportunities are increasingly being released with cooperative requirements, between multiple modes of travel and local jurisdictions. We can expect to see more PDA (Priority Development Area) focused, OBAG (One Bay Area Grant Program) type of funding in the future.



**Future funding eligibility, in general, may be negatively impacted, due to Performance Measures requirements that are becoming more commonly tied to Greenhouse Gas emissions measures and cars taken off roadways.**

The FTA is expected to issue several funding calls in 2016, a situation improved with the recent adoption of the FAST Act which funds federal transportation programs for FY16 and the next two years.

**Recommendation**

NA – information only.

<b>Active/Not at Risk</b>				
<b>Project Name</b>	<b>Funding Type</b>	<b>Funding Source</b>	<b>Grant Award</b>	<b>Notes</b>
Parataxi Voucher – Livermore UZ	5310	FTA	\$80,000	2 year grant providing reimbursement to riders
BRT Route	TFCA	ACTC	\$278,000	2 year operating grant
Security Lighting for Bus Shelters	Prop 1B Security	CalOES	\$36,696	FY 15. Funds released in January
Security Lighting for Transit Locations	Prop 1B Security	Cal OES	\$36,696	FY14. Funds released in January
Trapeze upgrade (viewpoint)	RM2	MTC	\$74,535	
Bus Stop Repair/Replacement	Prop 1B PTMISEA	MTC / Caltrans	\$240,910	Phase I is complete. Phase II commences upon adoption of final COA
LAVTA Facility Upgrade and Improvements	Prop 1B / PTMISEA	Caltrans	\$357,966	Funding received in April 2015. Using for Rutan facility incl. shop floors, parking lot ADA upgrades and repaving parking lots.
LAVTA Facility FY'08		FTA	\$326,879	Remaining \$134,000 will be used for vault
Rapid Operation	RM2	MTC	\$580,836	Funds reserved pending 20% Farebox Recovery threshold. Reapply 2016
BRT	Small Starts	FTA	\$559,35	Construction funds remaining. Used for installing vault at Atlantis facility
Parataxi, Dublin/Pleasanton	New Freedom	MTC/CalTrans	\$10,000	Parataxi rider reimbursement
Fleet DVR's	1B Security	CalOES	\$36,696	FY11. Security DVRs for buses arriving in 2016
Introduction to Transit Experience	5304	FTA/Caltrans	\$56,600	Eight months into a two year program. Two interns working 16-20 hrs weekly support planning and grant departments
The Tri-Valley Multi-Modal Access and PDA Connectivity Study	SC-TAP	ACTC	\$1,385,000	ACTC leads the project which is progressing to schedule
Local TFCA; Routes 8, 12, 15	Local TFCA	ACTC	\$278,000	Entering second and final year
Rural Route Operating Assistance	FTA 5311	Caltrans	\$43,683	Operating support supplementing lines 8, 12, 20
Bus Purchase (2016)	Prop 1B / PTMISEA	Caltrans	\$572,778	Funding offsets local match for four Gillig buses set for delivery in 2016
Electric/Diesel Hybrid Bus (2016)	LCTOP	Caltrans	\$107,192	Funds to be paid upon receipt of the buses

<b>Inactive or At Risk</b>				
<b>Project Name</b>	<b>Funding Type</b>	<b>Funding Source</b>	<b>Amount Requested</b>	<b>Expected Notification</b>
N/A	N/A			
<b>Pending/Not yet Awarded</b>				
<b>Project Name</b>	<b>Funding Type</b>	<b>Funding Source</b>	<b>Amount Requested</b>	<b>Expected Notification</b>
<b>NEW!!</b> 2 Replacement Buses FY16	LCTOP/ Cap & Trade	Caltrans	\$253,350	May 2016.
<b>NEW!</b> 5311 Rural Routes FY16/FY7	5311	FTA	\$31,444	April 2016
<b>NEW!!!</b> WiFi Security Networks on Buses	Prop 1B Security Grants	CalOES	\$36,696	April 2016
<b>NEW!!</b> AQIP Grant for All Electric Bus Route Project	Air Quality Investment Program (AQIP)	CARB	\$4,577,048	March 2016
LoNo All-Electric Bus Route Project	FTA LoNo Program	FTA	\$2,297,400	June 2016
Transit Center TOD Feasibility Study	Sustainable Communities	Caltrans	\$148,000	May 2016
Tri-Valley Paratransit Assessment	Sustainable Communities	Caltrans	\$200,000	May 2016
TPI Dublin Boulevard Project (LAVTA Sponsor, Dublin and MTC Co-Sponsors)	TPI via FHWA	MTC	\$1,570,000	CalTrans has moved to federal FY16. Must submit updated application in February 2016..
Transit Center upgrades and improvements	PTMISEA/Lifeline	MTC	\$125,625	Pending approval

Agency Acronyms:

ACE: Altamont Corridor Express  
 ACTC: Alameda County Transportation Commission  
 BAAQMD: Bay Area Air Quality Management District  
**CalTrans**: California Department of Transportation  
**CalOES**: California Office of Emergency Services  
**FHWA**: Federal Highway Administration  
**FTA**: Federal Transportation Agency  
**MTC**: Metropolitan Transportation Commission

Program Acronyms

1B: *California State Proposition 1B, bond act passed by voters in 2006*  
 Measure B: *½ cent sales tax for transportation passed 2000 in Alameda County*  
 JARC: *Job Access Reverse Commute, a federal fund to improve mobility for low-income*  
**Lifeline**: *Transportation Program funds projects that result in improved mobility for low-income residents*  
**Measure BB**: *½ cent sales tax for transportation passed 2014 in Alameda County*  
**PTMISEA**: *Public Transportation Modernization, Improvement, & Service Enhancement Account. Part of Prop 1B bond act of 2006*  
**RM2**: *Regional Measure 2, passed in 2004 by Bay Area voters, increases bridge tolls for infrastructure \$\$*  
**SC-TAP**: *Sustainable Communities Technical Assistance Program*  
**TFCA**: *Transportation Fund for Clean Air*

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## STAFF REPORT

SUBJECT: State Legislative Update  
FROM: Michael Tree, Executive Director  
DATE: February 23, 2016

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### **Action Requested**

Review and forward to the LAVTA Board of Directors.

### **Background**

LAVTA staff tracks legislative activities each session that may impact the transit agency. This report identifies pending bills of particular interest that the agency may choose to take a position on during the course of the session.

### **Discussion**

The Legislature opened the second year of the 2015-16 session on January 4<sup>th</sup> and moved quickly to work on legislation lingering from the odd year of the session that had to move to second house by February 1 or die. The next major deadline, the introduction of bills, occurred on February 20<sup>th</sup> creating the usual flurry of last minute activity with hundreds of bills coming forward in those final days and hours. Bills of interest to LAVTA are listed in Attachment 1.

### **Special Session on Transportation.**

The Extraordinary Special Session on Transportation remains in session and many new bills have been introduced. However, little action has been forthcoming. There are no changes on the key measures introduced by the Governor and his proxies last summer. Despite intense deal-brokering behind the scenes, no major financing or programmatic changes were realized although the introduced legislation remains actionable.

The four key bills introduced by Democrats focusing on distribution of Cap & Trade funding and Fuel taxes remain active. With essentially no headway, the future is highly uncertain for these bills. The LAVTA Board of Directors has taken a support position for these bills. These measures are:

#### ABX1 7, SBX1 8 (Cap and Trade) – Nazarian, Hill

The ultimate goal of the Cap and Trade Program is to reduce greenhouse gas emissions through mechanisms that allow for clean technology investments. Within its allocation

plan, the program currently appropriates 10% of funding proceeds to the transit and Intercity Rail Capital Program and 5% to the Low Carbon Transit Operations Program. Instead, this bill would increase funding allocations from 10% to 20% in the Transit and Intercity Rail Capital Program. Similarly, it would increase funding allocations from 5% to 10% in the Low Carbon Transit Operation Program.

An identical bill, SBX1 8, has been introduced and provides for the same increases in annual proceeds through the Cap and Trade Program. Both bills would benefit LAVTA by doubling the level of operating assistance received through the Cal and Trade Program. Additionally, it would provide an increase in the opportunities available which LAVTA can compete for through capital programs.

ABX1 8, SBX1 7 (Sales and Use Tax) – Chiu & Bloom, Allen

Current law, which has established general sales and use tax, also enforces an additional tax on diesel fuel. The existing rate of additional diesel sales and use tax is 1.75%, which becomes available through formula allocation for public transportation use. ABX1 8 proposes to increase the diesel sales and use tax from 1.75% to 5.25%, effective July 1, 2016. An identical bill, SBX1 7, was introduced by Senator Allen in support of the increase.

**2016 Regular Session.**

Relatively few new bills are on the radar. We highlight here two bills of significant interest to LAVTA.

**SB 824 (Beall)** Would amend the Low Carbon Transit Operations Program (LCTOP) to essentially allow an operator to bank or loan its share of these funds. Specifically, SB 824 would allow a recipient that does not submit a project for funding to do the following:

- Accumulate and utilize its funding share at a later date.
- Loan or transfer its funding share to another operator.
- Pool its funding share with other operators for an identified project.
- Reassign any savings allocated to an operator from one project to another eligible project
- The bill would also require an operator for capital projects to specify the phases of work for which the funds will be used for, identify the sources and timing if all moneys required to complete the phase, and describe the intended sources and timing of funds to complete any subsequent phase of the project.

In addition, SB 824 would allow an operator to apply to Caltrans for a “letter of no prejudice” that would allow an operator to proceed with an eligible project using its own funds and then use LCTOP funds to reimburse the operator.

**Suggested LAVTA Position: Watch.**

Staff recommends watching this bill closely. The agency received \$107k from the program in FY 14-15 and is slated to receive \$253K in FY 15-16. MTC estimates LAVTA will

receive \$3 million over the next 25 years. The program modifications supported in this bill present interesting options for bundling those funds to accomplish strategic goals.

**AB 1591 (Frazier).** The Assembly Transportation Committee Chair has authored a major transportation funding package that would raise over \$7 Billion in annual state transportation funding, more than doubling current state revenue dedicated to transportation infrastructure. AB 1591 is the most aggressive proposal to date addressing the need for making a meaningful inroads on the \$137 Billion of need to improve road conditions. The proposal emphasizes “Fix It First” priorities, dedicating the vast majority of the funds to roadway repairs. It also creates a new ongoing funding streams for: goods movement (\$1.2 billion) and public transit (\$200 million). Also proposed is a state-local partnership program (\$228 million) designed to incentivize more counties to adopt a sales taxes for transportation.

**Suggested LAVTA Position: Watch.**

Fellow agencies such as MTC are taking Support with Amendment positions on AB 1591. LAVTA proposes waiting to see how the transit specific components develop before adopting a position.

**Policy Issues**

***Transit Capital Program:*** CalSTA has completed its workshops on the guidelines for the next round of funding for the Transit & Intercity Rail Capital Program. As part of the changes implemented in SB 9, CalSTA will be holding individual pre-application meetings with prospective applicants across the state. LAVTA is evaluating opportunities to seek funding for electric buses through this funding source.

The next round of funding will be programmed over 2 years, covering the 2016-17 & 2017-18 fiscal years. The funding available ranges from a minimum of \$440 million up to \$1.3 billion. The actual amount will depend on if the Legislature adopts the Governor’s transportation funding proposal, which appropriates an additional \$400 million annually in cap & trade funds to the transit capital program. The first 5 year programming cycle will cover fiscal years 2018-19 through 2022-23. The call for projects for this cycle will be released in late summer or early fall of 2017

***Gas Tax:*** While the governor’s transportation proposal would end the BOE’s annual requirement to “true-up” the revenue neutrality of the price-based excise tax, that requirement is still on the books. The BOE is required to adopt, by March 1<sup>st</sup>, a new rate for the price-based excise tax that will take effect on July 1<sup>st</sup>. With gas prices being lower than forecast, the BOE is expected to reduce the price-based excise tax again this year. The BOE’s estimates have not been released, but the governor’s budget assumes the price-based excise tax will need to be reduced by 2.2 cents, pushing the price-based excise tax down to 9.8 cents per gallon. This will reduce gas tax revenue by \$300 million. The BOE’s proposed adjustment could be larger than the 2.2 cent adjustment estimated by the Department of Finance. The BOE’s estimates should be release sometime in early February.

***CTC’s Reaction:*** The California Transportation Commission (CTC) is in the throes of calculating an updated fund estimate for the 2016 STIP. With the inevitability of the price

based excise tax being further reduced, the CTC's earlier revenue forecasts no longer hold true. The CTC was put in the painful position of adopting a new fund estimate that reduced available funding by \$754 million by the Commission voting to adopt the staff's recommendation that relies on the price based excise tax being reduced to 10 cents next year and then increasing by 2 cents each year.

### **State Budget**

Governor Jerry Brown unveiled his proposed spending plan for 2016-17. The budget proposal outlines a \$122 billion General Fund spending plan, along with \$48 billion in special funds, to total \$170 billion. The Governor forecasts the 2015-16 fiscal year ending with a \$5.2 billion surplus – about \$1.6 billion of the surplus is placed in the Rainy Day Fund. While capital gains revenue is coming in at an all-time high, the governor points out that we are 7 years into an economic expansion – two years longer than average. He warns that a recession is imminent and we must prepare now for those leaner times. He underscores that an “average” recession would reduce revenues by \$55 billion over three years. Accordingly, Governor Brown's budget limits spending for on-going programs and focuses on using extra funds for onetime investments while beefing up the Rainy Day Fund.

***Transportation Budget:*** The governor's budget reiterates the transportation funding proposal he released last August. However, the spending plan in the Budget assumes it will be adopted. To recap, the governor's transportation funding plan would generate \$3.6 billion annually through the following:

- Road Improvement Charge — \$2 billion from a new \$65 fee on all vehicles, including hybrids and electrics.
- Stabilize Gasoline Excise Tax — \$500 million by setting the price based gasoline excise tax beginning in 2017-18 at the historical average of 18 cents and eliminating the current annual BOE adjustments. The base excise tax and the price-based excise tax would then be adjusted annually for inflation to maintain purchasing power.
- Diesel Excise Tax — \$500 million from an 11-cent increase in the diesel excise tax beginning in 2017-18. The entire diesel excise tax would also be adjusted annually for inflation to maintain purchasing power.
- Cap and Trade — \$500 million in additional Cap and Trade proceeds dedicated to transit capital projects and complete streets projects.
- Caltrans Efficiencies — \$100 million in cost-saving reforms.
- State and Local Partnership — \$250 million annually to provide matching grants for locally imposed transportation tax revenue.
- Loan Repayment — In addition, the budget proposes to accelerate the repayment of \$879 million in outstanding loans made from transportation accounts over the next four fiscal years.

This funding proposal would generate \$36 billion for transportation projects over the next ten years. Assuming the reality of a 2/3 vote is achieved; the budget proposal would allocate \$1.7 billion in new funds in 2016-17 as follows:

- \$342 million for local streets and roads that would be allocated to cities and counties for local road maintenance according to existing statutory formulas.

- \$148 million from loan repayments to reimburse cities and counties for funds already spent on Traffic Congestion Relief Program projects.
- \$100 million in Cap and Trade funds for the Low Carbon Road Program
- \$409 million in Cap and Trade funds for the Transit and Intercity Rail Capital Program (TIRCP) with at least 50% of the funds directed to benefit disadvantaged communities.
- \$200 million in continuously appropriated Cap and Trade funds allocated to TIRCP. Total funding for the Transit and Intercity Rail Program would be \$600 million annually.
- \$515 million (\$5 million from loan repayments) for Caltrans to fund repairs and maintenance on the state highway system.
- \$211 million for the Trade Corridor Improvement Fund for improvement projects along the State's major trade corridors.

***State Transit Assistance:*** The budget estimates that State Transit Assistance (STA) revenue will climb a little to \$315 million for 2016-17. This is about \$15 million higher than the current year amount of \$299 million. The 2015-16 fiscal year estimate for STA was \$351 million, but low fuel prices have resulted in the Department of Finance adjusting this amount downward by \$52 million. This is a funding area that staff will monitor closely while the oil market remains volatile.

**Recommendation**  
Information only.



**LAVTA Legislative Update**  
**February 2016**

Bill	Author	Title	Legislative Principle	Suggested Position	Status
<b>Special Session On Transportation 2015</b>					
ABX1 1	Alejo	Transportation funding.	1		From printer.
<b>ABX1 7</b>	<b>Nazarian</b>	<b>Public transit: funding.</b>	<b>2</b>	<b>Support</b>	<b>From printer.</b>
<b>ABX1 8</b>	<b>Chiu</b>	<b>Diesel sales and use tax.</b>	<b>2</b>	<b>Support</b>	<b>From printer.</b>
ABX1 10	Levine	Public works: contracts: extra compensation.	3		From printer.
ABX1 13	Grove	Greenhouse Gas Reduction Fund: streets and highways.	4		From printer.
ABX1 14	Waldron	State Highway Operation and Protection Program: local streets and roads:	2		From printer.
ABX1 15	Patterson	State Highway Operation and Protection Program: local streets and roads: appropriation.	2		From printer.
ABX1 17	Achadjian	Greenhouse Gas Reduction Fund: state highway operation and protection program.	4		From printer.
ABX1 18	Linder	Vehicle weight fees: transportation bond debt service.	1		From printer.
ABX1 19	Linder	California Transportation Commission.	5		From printer.
ABX1 23	Garcia, Eduard	Transportation.	1		From printer.
ABX1 25	Allen, Travis	Shuttle services: loading and unloading of passengers.	3		From printer.
SBX1 1	Beall	Greenhouse Gas Reduction Fund.	1		From committee with author's amendments. Read second time and amended. Re-referred to Com. On APPR.
SBX1 2	Huff	Greenhouse Gas Reduction Fund.	1		September 1 set for first hearing. Failed passage in committee. (Ayes 3. Noes 9. Page 56.) Reconsideration granted.

**Principles:**

1. Protection of Existing Transportation Funding Sources
2. Enhancement of Future Transportation Funding Investments
3. Operating Conditions Advocacy

**LAVTA Legislative Update  
February 2016**

SBX1 3	Vidak	Transportation bonds: highway, street, and road projects.	1		Returned to Secretary of Senate pursuant to Joint Rule 62(a).
SBX1 4	Beall	Transportation funding.	1		Senators Beall (Co-Chair), Allen, Leyva, Cannella and Gaines appointed to Conference Committee.
SBX1 6	Runner	Greenhouse Gas Reduction Fund (GGRF) and Cap & Trade	2		Returned to Secretary of Senate pursuant to Joint Rule 62(a).
<b>SBX1 7</b>	<b>Allen</b>	<b>Diesel sales and use tax.</b>	<b>2</b>	<b>Support</b>	<b>Read second time and amended. Re-referred to Com. on APPR.</b>
<b>SBX1 8</b>	<b>Hill</b>	<b>Public transit: funding.</b>	<b>2</b>	<b>Support</b>	<b>From committee: Do pass and re-refer to Com. on APPR. (Ayes 8. Noes 0. Page 57) (September 1). Re-referred to Com. on APPR.</b>
SBX1 10	Bates	Regional transportation capital improvement funds	2		September 8 hearing: Testimony taken. Hearing postponed by committee.
SBX1 11	Berryhill	Environmental quality: transportation infrastructure.	3		From committee with author's amendments. Read second time and amended. Re-referred to Com. on T. & I.D.
SBX1 12	Runner	California Transportation Commission. Outside oversight of CalSTA	3		Read second time and amended. Re-referred to Com. on APPR.
SBX1 13	Vidak	Office of the Transportation Inspector General.	3		From committee: Do pass and re-refer to Com. on APPR. (Ayes 12. Noes 0.) (August 19). Re-referred to Com. on APPR.
SCAX1 1	Huff	Motor vehicle fees and taxes: restriction on expenditures.	1		From committee: Be adopted and re-refer to Com. on APPR. (Ayes 13. Noes 0.) (September 8). Re-referred to Com. on APPR.

**Legislative Session, 2015-2016**

AB 397	Mathis	Bonds: transportation: water projects	1	Support	From committee: Without further action pursuant to Joint Rule 62(a)
AB 779	Garcia, C	Transportation: Congestion Management Program	3	Watch	In committee: Set, first hearing. Hearing canceled at the request of author
AB 1550	Gomez	Greenhouse Gases: investment plan: disadvantaged communities	4		Referred to Com. on NAT. RES.

**Principles:**

1. Protection of Existing Transportation Funding Sources
2. Enhancement of Future Transportation Funding Investments
3. Operating Conditions Advocacy

**LAVTA Legislative Update  
February 2016**

AB 1552	Allen, Travis	Public contracts: state and local agencies: businesses engaged in boycott.	1		From printer. May be heard in committee February 4
AB 1555	Gomez	Greenhouse Gas Reduction Fund.	4		From printer. May be heard in committee February 4
AB 1569	Steinorth	California Environmental Quality Act: exemption: existing transportation infrastructure.	4		Referred to Coms. on NAT. RES. and TRANS.
AB 1572	Campos	School transportation.	3		Referred to Com. on ED.
AB 1591	Frazier	Transportation funding.	2	Watch	Referred to Coms, on TRANS. And REV. and TAX.
AB 1595	Campos	Employment: human trafficking training: mass transportation employers.	3		Referred to Com. on L. & E.
AB 1641	Allen, Travis	Shuttle services: loading and unloading of passengers.	3		Referred to Com. on TRANS.
AB 1665	Bonilla	Transactions and use taxes: County of Alameda, County of Contra Costa, and Contra Costa Transportation Authority.	2		Introduced measure version corrected.
AB 1717	Hadley	California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007.	1		From printer. May be heard in committee February 27.
AB 1746	Stone, Mark	Transit buses.	3		From printer. May be heard in committee March 4.
AB 1833	Linder	Transportation projects: environmental mitigation.	4		From printer. May be heard in committee March 11.
AB 1840	Gipson	California Transportation Financing Authority.	5		From printer. May be heard in committee March 11.
AB 1851	Gray	Air Quality Improvement Program.	4		From printer. May be heard in committee March 12.
AB 1886	McCarty	California Environmental Quality Act: transit priority projects.	4		From printer. May be heard in committee March 13.
AB 2030	Mullin	Transportation districts: contracts.	1		Read first time. To print.

**Principles:**

1. *Protection of Existing Transportation Funding Sources*
2. *Enhancement of Future Transportation Funding Investments*
3. *Operating Conditions Advocacy*

**LAVTA Legislative Update  
February 2016**

ACA 4	Frazier	Local government transportation projects: special taxes: voter approval.	2	Support	In committee: Hearing postponed by committee.
SB 91	Committee on E	Greenhouse Gas Reduction Fund: investment plan.	4		Read third time and amended. Ordered to third reading. Re-referred to Com. on BUDGET pursuant to Assembly Rule 77.2.
SB 824	Beall	Low Carbon Transit Operations Program.	1	Watch	Referred to Com. on T. & H.
SB 882	Hertzberg	Crimes: public transportation: minors.	3		Referred to Coms. on PUB. S. and APPR.
SB 998	Wieckowski	Vehicles: mass transit guideways.	3		From printer. May be acted upon on or after March 12.
SB 1043	Allen	Renewable gas: biogas and biomethane.	4		From printer. May be acted upon on or after March 17.
<b>Total Measures: 64</b>					

**Principles:**

1. *Protection of Existing Transportation Funding Sources*
2. *Enhancement of Future Transportation Funding Investments*
3. *Operating Conditions Advocacy*

## LAVTA COMMITTEE ITEMS - MARCH 2016 - JULY 2016

### Finance & Administration Committee

<b>March</b>	Action	Info
Minutes	X	
Treasurers Report	X	
<b>April</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
Preliminary Budget	X	
10 Year Projections		X
Annual Org Review	X	
<b>May</b>	Action	Info
Minutes	X	
Treasurers Report	X	
LAIF	X	
Final Budget	X	X
Quarterly Budget & Grants Report		
<b>June</b>	Action	Info
Minutes	X	
Treasurers Report	X	
<b>July</b>	Action	Info
Minutes	X	
Treasurers Report	X	
*Typically July committee meetings are cancelled		

# LAVTA COMMITTEE ITEMS - MARCH 2016 - JULY 2016

## Projects & Services Committee

### March

	Action	Info
Minutes	X	
Draft Short Range Transit Plan		X
Alameda County Fair and Fourth of July Service	X	
Summer School Service	X	

### April

	Action	Info
Minutes	X	
Final COA Recommendations	X	
Relocation of Livermore Historic Train Depot		X
Fare Study Recommendations	X	
Final Short Range Transit Plan	X	

### May

	Action	Info
Minutes	X	
WAAC Appointments	X	
FY2017 Marketing Work Plan	X	
Quarterly Operations Report		X
Quarterly Marketing Report		X

### June

	Action	Info
Minutes	X	
DAR Policy Modification	X	
DAR Ridership Increase Analysis		X
Interim Schedule Adjustments to Improve OTP		X
COA Update		X

### July

	Action	Info
Minutes	X	

\*Typically July committee meetings are cancelled