

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

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

SCOTT HAGGERTY – CHAIR	KARLA BROWN
DAVID HAUBERT – VICE CHAIR	STEVEN SPEDOWFSKI

DATE: Monday, January 23, 2017

PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore

TIME: 4:00p.m.

AGENDA

1. Call to Order and Pledge of Allegiance

2. Roll Call of Members

3. Meeting Open to Public

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

4. Minutes of the November 28, 2016 Meeting of the P&S Committee.

Recommendation: Approval

5. Dial-A-Ride Passenger Survey 2016

Recommendation: None – Information only.

6. Summer 2017 Service Changes

Recommendation: Staff is asking the Projects & Services Committee to consider the potential Wheels service changes as outlined above, and forward a recommendation to the Board of Directors. Specifically, Staff:

- Recommends accommodation of the summer programs at Dublin High School by operating routes 501 and 502 five days a week during the 2016 summer session;
- Asks the Committee to consider whether supplemental service accommodation is warranted for the PUSD summer program at its location at Foothill High School and, if so, recommends operating routes 602 and 604 four days per week during the 2016 summer session; and
- Recommends modifying Route 1 service to directly connect to the ECHOJ and operate every 30-minutes all day on weekdays.

7. Wheels Service to the 2017 Alameda County Fair

Recommendation: Staff asks the Projects & Service Committee to endorse operating a dedicated, hourly shuttle service between the East Dublin/Pleasanton BART station and the Fairgrounds during the 2017 Alameda County Fair, as outlined above, and to forward a recommendation of approval to the Board of Directors.

8. Shared Autonomous Vehicles Update

Recommendation: None – Information Only

9. Management Action Plan

Recommendation: None – information only

10. Preview of Upcoming P&S Committee Agenda Items

11. Matters Initiated by Committee Members

12. Next Meeting Date is Scheduled for: February 27, 2017

13. Adjourn

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.

/s/ Jennifer Suda

1/18/17

LAVTA Administrative Services Department

Date

On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:

*Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Fax: 925.443.1375
Email : frontdesk@lavta.org*

AGENDA

ITEM 4

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

**PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE**

COMMITTEE MEMBERS

SCOTT HAGGERTY – CHAIR	KARLA BROWN
DAVID HAUBERT – VICE CHAIR	STEVEN SPEDOWFSKI

DATE: Monday, November 28, 2016

PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore

TIME: 4:00p.m.

MINUTES

1. Call to Order and Pledge of Allegiance

Committee Chair Scott Haggerty called the meeting to order at 4:05 pm.

2. Roll Call of Members

Members Present

Scott Haggerty, Supervisor, Alameda County
Karla Brown, Councilmember, City of Pleasanton
Steven Spedowski, Councilmember, City of Livermore
Don Biddle, Councilmember, City of Dublin

Members Absent

David Haubert, Mayor, City of Dublin

3. Meeting Open to Public

No comments.

4. Minutes of the October 24, 2016 Meeting of the P&S Committee.

Approved: Spedowski/Biddle
Aye: Brown, Haggerty, Biddle, Spedowski
No: None
Abstain: None
Absent: Haubert

5. Contract Award for Tri-Valley Comprehensive Paratransit Assessment

Staff provided the Project and Services Committee information regarding the contract award for Tri-Valley Comprehensive Paratransit Assessment. LAVTA has seen a 20% growth every year for Paratransit service. In order to manage the demand, to put in place measures to prepare for future growth, to better streamline services for all Tri-Valley consumers, and to identify gaps in service, LAVTA and the City of Pleasanton desire to conduct a comprehensive study of Paratransit throughout the Tri-Valley. The City of Pleasanton took the lead on the procurement and received four proposals. Interviews were conducted with the top two firms in October and after deliberations would like to award the contract to Nelson Nygaard.

The Project and Services Committee forward a recommendation to the LAVTA Board of Directors to approve Resolution 40-2016 to authorize the Executive Director to enter into the Memorandum of Understanding (MOU) with the City of Pleasanton for the Comprehensive Tri-Valley Paratransit Assessment.

Approved: Brown/Biddle

Aye: Brown, Haggerty, Biddle, Spedowski

No: None

Abstain: None

Absent: Haubert

6. FY 2017 1st Quarter Report – Operations

Staff provided information on the 1st Quarter FY2017 (July – September) Operation statistics. Discussed was the fixed route, paratransit, and operational performance metrics. LAVTA had a 6.3% decrease of ridership in the first quarter. Ridership trends at the individual route level were mixed, but also mostly followed the overall downward trend of the quarter: Post-COA implementation, the main exception was the realigned Route 30/R. On-time performance decreased slightly to 78.9%. Paratransit decreased by 12% for passengers and decreased 9% for number of trips, but On-Time Performance increased to 96%. LAVTA's fixed route contractor recorded twelve accidents in the 1st quarter, seven were determined preventable, and five deemed non-preventable. No accidents resulted in major damage, twelve with minor or no damage, and one resulted in bodily injury. Complaints were increased in the 1st quarter and is related to the COA service changes an operational issues. Paratransit valid complaints remained the same from last quarter.

This was informational only.

7. Winter 2017 Service Changes

Staff provided information on Winter 2017 service changes. The Winter 2017 service changes are focused on schedule adjustments to Routes 3, 8, 11, and 53 to address early departures, and a full overhaul of the weekday Route 10R schedule to address late trips. ACE rail staff received approval for Bay Area Quality Management District to streamline the routing of Route 54 in Hacienda and would like to implement the change in January 2017. The Winter 2017 service change

adjustments will be implemented on January 14, 2017.

This was informational only

8. Management Action Plan

Executive Director Michael Tree included a Management Action Plan for the Project and Services Committee to review. Executive Director Michael Tree noted that Frank Wilson has agreed to be the Executive Consultant for the Altamont Regional Rail Working Group and signed the professional services agreement. Executive Director Michael Tree stated that the Las Positas Easy Pass is also doing well and is hoping to get the 10% ridership increase. Executive Director Michael Tree mentioned that Gillig will have their specifications ready for electric buses. It is likely that another agency will do a Request for Proposal (RFP) for electric buses and there may be an opportunity to purchase fifteen hybrid electric and five electric buses. Executive Director Michael Tree noted that the Historic Train Depot project is moving along and that the City Council of Livermore in January will vote on a contract. LAVTA's fixed route now has Wi-Fi on all the rapid/express buses. Executive Director Michael Tree announced that at the next Project and Services Committee a staff report update regarding Wheels on Demand will be provided.

Supervisor Scott Haggerty asked how often our glass bus shelter are being shattered or destroyed. Executive Director Michael Tree said that LAVTA recently had five shelters shattered along Dublin Boulevard and that the police are investigating surveillance footage. He also stated that this was rare. Supervisor Scott Haggerty requested that LAVTA look into a different product like fiberglass and that he would not support glass.

Councilmember Karla Brown requested that solar light kits be placed in shelters for better visibility as long as grants are available for funding the project.

This was informational only

9. Preview of Upcoming P&S Committee Agenda Items

10. Matters Initiated by Committee Members

None.

11. Next Meeting Date is Scheduled for: December 26, 2016

The Project and Services meeting on December 26, 2016 will be canceled, so the next meeting is on January 23, 2017.

12. Adjourn

Meeting adjourned at 4:47pm.

AGENDA

ITEM 5

STAFF REPORT

SUBJECT: Dial-A-Ride Passenger Survey 2016

FROM: Kadri Klm, Paratransit Planner

DATE: January 23, 2017

Action Requested

None – Information only.

Background

LAVTA performs annual Dial-A-Ride passenger surveys to assess passenger satisfaction in order to continually improve service.

Methodology

The 2016 annual Dial-A-Ride customer satisfaction survey was conducted between November 7 and December 4, 2016 via telephone by randomly calling currently active Dial-A-Ride passengers. Active riders are those who have used Dial-A-Ride at least once since July 1, 2015. The survey was administered by a third party surveyor, and a total of 150 Dial-A-Ride surveys were completed. The results are statistically reliable at 95% confidence interval ± 7.8 point margin of error.

The surveyors asked the passengers to rate Dial-A-Ride service on a 1-to-5 scale (5 being highest and 1 being lowest) on a variety of topics, including the reservation process, pick-up experience, ride experience, drop-off experience, and their overall satisfaction with the service.

Discussion

Overall satisfaction was very high across all stages of the rider experience. The average score for the reservation process was 4.2, pick-up experience 4.36, ride experience 4.37, drop-off experience 4.42, and the overall satisfaction score was 4.4 on the scale of 1 to 5.

Areas where scores were exceptionally high included:

- Person on the phone was courteous 4.4
- Driver was dressed appropriately and clean 4.5
- Driver operated vehicle safely and followed all traffic laws 4.5
- Driver was courteous and helpful 4.6

Areas where scores were lower than average:

- Prefer use of new smaller vehicles 3.6

- Hold times while arranging transportation 3.9
- Driver was on time for pickup 4.0
- Phone menu 4.1
- Phone rep knowledge 4.1

The key areas where riders consistently expressed the importance to them were timeliness, scheduling ease and accuracy and phone representative's knowledge.

The following table compares the average customer satisfaction ratings of the surveys conducted in November 2016 and October 2015:

Service Aspect	Oct 2015 (n=100)		Nov 2016 (n=150)	
	Mean	Median	Mean	Median
Reservation	4.45	5	4.22	4.5
Pickup	4.45	5	4.36	5
Ride	4.38	5	4.37	5
Dropoff	4.37	4	4.42	5
Overall rating	4.61	5	4.43	5

The most recent survey surveyed 150 respondents up from 100 respondents a year ago. This was done in order to increase the statistical significance level and was a recommendation from the Wheels Accessible Advisory Committee. The surveyor noted that this time they had a more difficult time reaching the desired number of respondents requiring them to do more attempts to reach the respondents and more people were not interested in taking the survey.

While the overall satisfaction scores in 2016 were still very good, there was some satisfaction erosion in specific stages of the ridership experience. Particularly the experience around arranging transportation on the phone saw some decreases in ratings with hold times, phone menu, representative's knowledge and representative's ability to arrange transportation. The service aspect where riders in 2016 were slightly more satisfied than in 2015 was the drop-off experience.

Per the Wheels Accessible Advisory Committee recommendation, in cases where the respondents expressed dissatisfaction or gave negative feedback about the service, the surveyors were instructed to ask if the respondent would like a call back from LAVTA staff to follow-up on their concern(s). Out of the 150 respondents 18 asked for a follow-up phone call and LAVTA staff is currently following up with these riders. So far the staff has been able to talk to half of them, left messages for 7, 1 person hung up, and 1 had a disconnected phone number. Out of the 9 people staff was able to talk to two people mentioned that transfers to another service provider (East Bay Paratransit or County Connection LINK) were too complicated and took too long, one person said that some the drivers talk on the phone while driving, one person said he doesn't always get a call back about the resolution of his complaints, one person said the driver was late, one said the driver arrived too early and she was too early for her appointment, one said he was once taken to a wrong address, and one

person was unhappy about the shared rides as they take too long. LAVTA staff is following up with MTM on the complaints.

Summary

While the average satisfaction scores in 2016 were very good, the surveyors picked up a few trends toward dissatisfaction. LAVTA will work with the contractor on improving the reservations process and will follow up on the concerns communicated to LAVTA staff during the follow-up phone calls.

Action Requested

None – Information only.

AGENDA

ITEM 6

STAFF REPORT

SUBJECT: Summer 2017 Service Changes

FROM: Christy Wegener, Director of Planning and Communications
Cyrus Sheik, Senior Transit Planner

DATE: January 23, 2017

Action Requested

Consider Wheels service changes to be implemented in summer 2017, including accommodation for summer school classes in Dublin and Pleasanton, as well as a modification of Route 1, and forward a recommendation to the Board of Directors.

Background

In addition to their regular curriculum during the main academic year, the Tri-Valley school districts, including the Dublin Unified School District (DUSD) and Pleasanton Unified School District (PUSD), operate a school program during the summer. Both school districts have requested that Wheels accommodate their summer school programs in 2017.

The new Alameda County Hall of Justice is under construction and is expected to open in early summer 2017. Alameda County has requested a modification of Route 1 routing and frequency for improved service to this new regional destination.

Discussion

Summer School: The school districts in the LAVTA service area do not operate yellow school buses for their general student population. Instead, students in the middle- and high school grades are expected to make use of existing public transportation (Wheels mainline routes). In cases where either (or both) the school and the neighborhood(s) from which its students need to travel is not located on a mainline, and where there is sufficient demand, LAVTA in some areas of Dublin and Pleasanton supplements its mainline routes with limited “school tripper” service operating during school days, during the academic year. In some cases, this supplemental service also serves as overflow capacity to an existing mainline route.

Prior to 2014, the supplemental (school tripper) routes were not operated during the summer due to the smaller student population enrolled in summer programs and the large number of neighborhoods that would need to be served relative to the summer sessions’ smaller student population base. Based on requests from the districts, however, LAVTA commenced summer pilot service for Dublin and Pleasanton in 2015 and 2014, respectively, and these were continued in 2016.

Last year, LAVTA accommodated the summer school programs in both Dublin and Pleasanton by providing service on one school tripper line each. Route 605 operated summer service to Amador Valley High School, while Route 501 provided service to Dublin High School. (Pleasanton, however, will be reverting to holding its program at Foothill High School, more on this below).

Indicators from prior summer service: The Dublin service in 2016 operated across 28 days, and carried a total of 2,247 boardings through the program – or an average of 80 one-way boardings per day operated. Relative to the vehicle hours operated, this equated to approximately 77.9 unlinked passenger boardings per vehicle revenue hour.

The Pleasanton service in 2015 (year illustrated to provide a usable comparison with the move back to Foothill), operated across 24 days, and carried a total of 1,021 boardings through the program – or about 43 one-way boardings per day operated. This equated to approximately 19.2 boardings per revenue hour.

The table below summarizes these indicators.

PRIOR SUMMERTIME SUPPLEMENTAL SERVICE RIDERSHIP				
<i>City</i>	<i>Days operated</i>	<i>Daily boardings</i>	<i>Total ridership</i>	<i>Pax/h</i>
Dublin (2016)	28	80	2 247	77.9
Pleasanton (2015)	24	43	1 021	19.2

When comparing the boardings-per-revenue-hour indicator with how the Wheels school tripper routes typically perform during the main academic year (60 pax/h but with a wide spread), the Dublin service has done well while the Pleasanton service hasn't been quite as successful. For perspective, however, it could be noted that even the 19.2 pax/h that the Pleasanton service carried is higher than the typical mainline Wheels route.

Service Options for Summer 2017

Dublin: Summer programs are expected to be offered similarly to last year in terms of duration and bell times, and to run for six weeks starting in mid-June, Monday thru Friday. Staff is still gathering the exact bell time information for the DUSD program, but last year, classes began at 8:00a and ended at 1:00p (12:30p on Fridays), and both programs are again expected to be held at Dublin High School. These times coincided closely enough to be able to serve students of both programs by a single daily arrival and departure to/from the school.

As the high school grades are in the same, single location during the main academic year as well, all four Wheels supplemental routes that serve Dublin High (501, 502, and 504 from East Dublin, and 503 from Shannon Park), would technically be suitable for the summer program as well. Given, however, the typically lower enrollment compared to the main academic year and the ridership seen last year, it would likely be more appropriate to run two of the four routes – one more than last year. During the main school year, routes 501 and 504 see the most demand; however, with only two routes warranted from a demand perspective, operating the 501 and 502 would provide the best combined neighborhood coverage (Route

503 provides unique coverage to the Shannon Park area but would not be expected to carry a sufficient number of students to warrant summer service). The following table lists the primary areas served by these two routes.

ROUTES 501 AND 502 POTENTIAL SUMMER SERVICE 2017	
Neighborhoods served	
<i>Area</i>	<i>Route</i>
Positano Hills	501
Signal Hill*	501
Silvera Ranch*	501
Dublin Ranch*	501
Emerald Glen North	501
Bray Commons	502
Emerald Glen South	502
Wildwood Road	502

* Via perimeter arterial

The table below shows the estimated cost factors for running the 501 and 502 for this year's summer session. The revenue estimate is conservatively based on last year's ridership, but may be higher given the growth trend in the Dublin student population. The estimated net cost of operating this service, after anticipated fare revenue, would be approximately \$3,200.

ROUTES 501 AND 502 POTENTIAL SUMMER SERVICE 2017	
Cost estimate	
Daily revenue hours	1.95
Number of days operated	28
Total revenue hours	54.60
Total fully allocated cost	\$5 892
Daily ridership	80
Total program ridership	2 240
Estimated fare revenue	\$2 733
Total net cost (est'd)	\$3 160

Based on the apparent success of the Dublin school tripper service last summer, and on the continued growth in the city's student population, Staff anticipates service to be productive and recommends that the Committee endorse accommodating the Dublin summer program as shown above.

Pleasanton: When LAVTA provided its pilot summer service program in Pleasanton in 2014 and 2015, the program location was at Foothill High School. As this location isn't served by any mainline Wheels route, the two school tripper routes (602 and 604) that serve it during the main academic year were the routes that were called upon to provide the summer service as well.

While PUSD ran its summer program at Amador Valley High School last year (2016) - served by routes 8 and 10 but also supplemented during the summer by route 605 -, the program will be reverting back to Foothill this year. With that, the best option for accommodation, if any, would again be by way of routes 602 and 604, which provide broad neighborhood coverage in both north and south Pleasanton. The following table lists the primary areas served by these two routes.

ROUTES 602 AND 604 POTENTIAL SUMMER SERVICE 2017	
Neighborhoods served	
<i>Area</i>	<i>Route</i>
Case Avenue	602
Del Prado Park	602
Parkside	602
Valley Trails	602
Val Vista*	602
Fairlands	604
Hacienda	604
Stoneridge	604
Muirwood Park	604
Oak Hill*	604

* Via perimeter arterial

Left among major neighborhoods that are served during the main academic year but wouldn't be served during the summer would be Ruby Hill, Vintage Hills, and Amaral Park.

The next table summarizes the net cost of operating the 602 and 604 during summer session, based on the assumption that their productivity would be similar to that of the summer service that was operated in Pleasanton in 2015. Anticipated to operate 22 school days, the net cost after fare revenue is estimated at approximately \$4,200.

ROUTES 602 AND 604 POTENTIAL SUMMER SERVICE 2017	
Cost estimate	
Daily revenue hours	2.27
Number of days operated	22
Total revenue hours	49.94
Total fully allocated cost	\$5 390
Daily ridership	43
Total program ridership	946
Estimated fare revenue	\$1 154
Total net cost (est'd)	\$4 235

Due to the mixed productivity picture of the Pleasanton school trippers in recent past summers, this option is provided by Staff without a recommendation. However, should the

Committee be in favor of accommodating the PUSD summer program, then the above would be the recommended setup.

Livermore: Last year, the LAVTA Board of Directors took action to discontinue supplemental service in Livermore due its sustained low productivity and the general availability of Wheels mainline service to many neighborhoods. As such, there is no existing supplemental route network in Livermore, and no special summer program accommodations are recommended for 2017 at this point.

Route 1 Modifications: Route 1 is a local route providing service between the E. Dublin BART Station and the Santa Rita Jail via Hacienda Drive. It operates every 30-minutes during peak times and 60-minutes off peak and weekends.

The new East County Hall of Justice (ECHOJ) is being constructed across the street (to the south) of the Santa Rita Jail (Attachment 4). The main entrance will be off Gleason Drive. Original plans for bus service included a Route 1 bus stop on Gleason Drive; however, in late 2016, Alameda County requested that the future bus stop be constructed near the front doors of the ECHOJ for easier access to the location, and that the route be detoured off Gleason Drive. Additionally, Alameda County requested that Route 1 operate at 30-minute headways all day to provide those coming to the ECHOJ a connection to every-other BART train on weekdays.

In considering the request, staff looked at the existing setup of Route 1. Route 1 is currently interlined with Route 14, a set up that is causing spillover on-time performance challenges with both routes. Staff has been intending to “break” the 1/14 route interline at the first available opportunity, which is provided with the opening of the ECHOJ. The ECHOJ will require an additional 3-5 minutes of run time, will no longer be able to be operated within the cycle time of the 1/14 interline and will require its own bus. Additionally, providing 30-minute all day service to this destination allows for an efficient use of a dedicated Route 1 bus, which is a challenge at its current alignment.

Budget

The service outlined above would add 4.22 daily hours of service for summer school, and about 3.2 daily revenue hours to Route 1. There will be a fiscal impact to Route 14 as well, which will be determined when the revised summer schedule is drafted. Both services can be accommodated within the FY2017 revenue hour budget.

Recommendation

Staff is asking the Projects & Services Committee to consider the potential Wheels service changes as outlined above, and forward a recommendation to the Board of Directors. Specifically, Staff:

- Recommends accommodation of the summer programs at Dublin High School by operating routes 501 and 502 five days a week during the 2016 summer session;
- Asks the Committee to consider whether supplemental service accommodation is warranted for the PUSD summer program at its location at Foothill High School and,

- if so, recommends operating routes 602 and 604 four days per week during the 2016 summer session; and
- Recommends modifying Route 1 service to directly connect to the ECHOJ and operate every 30-minutes all day on weekdays.

Attachments:

1. Draft Summer Service Resolution 07-2017
2. Draft Route 1 Resolution 08-2017
3. ECHOJ/Route 1 map

Draft RESOLUTION 07-2017

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AUTHORIZING SUMMER SERVICE FOR ROUTES 501, 502, 602, AND 604**

WHEREAS, LAVTA currently operates supplemental fixed route service to Dublin High School and Foothill High School on Wheels Routes 501, 502, 503, 504, 602, and 604 from multiple residential areas of Dublin and Pleasanton during the academic year; and

WHEREAS, LAVTA has operated a selection of its supplemental routes on a pilot program basis to accommodate the summer school programs each year since 2014, and

WHEREAS, the Dublin Unified School District and the Pleasanton Unified School District have expressed interest in, and support for, continuing to provide service during summer session, in order to serve the transportation needs for their summer middle- and high school program; and

WHEREAS, LAVTA wishes to be responsive and supportive of reasonable requests by our partnership with the Dublin and Pleasanton Unified School Districts; and

WHEREAS, Wheels routes 501, 502, 602, and 604 would provide the best neighborhood coverage for the Dublin and Pleasanton summer school programs relative to the limited resources that are available to LAVTA; and

WHEREAS, the cost of the service is relatively small and may be partially offset by passenger fares that the Authority believes can be reasonably expected.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves providing summer service on Wheels routes 501, 502, 602, and 604 during school days in June and July 2017.

PASSED AND ADOPTED this 6th day of February, 2017.

Steven Spedowski, Chair

Attest:

Michael Tree, Executive Director

Draft RESOLUTION 08-2017

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AUTHORIZING A CHANGE TO THE FREQUENCY AND ALIGNMENT OF WHEELS
ROUTE 1**

WHEREAS, LAVTA currently operates service between the East Dublin/Pleasanton BART station and the Santa Rita Jail facility in Dublin via its Route 1; and

WHEREAS, A new courthouse complex, the East County Hall of Justice (ECHOJ), is nearing completion, and

WHEREAS, Alameda County has requested public transit service to serve a bus stop inside the complex perimeter; and

WHEREAS, LAVTA has the funds to break out its existing Wheels Route 1 from interlining with another route in order to make way for the additional trip time required to extend the route; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves extending Wheels Route 1 inside the new ECHOJ perimeter in order to serve a new bus stop directly at the complex entrance, effective with the Wheels summer signup in June 2017.

PASSED AND ADOPTED this 6th day of February, 2017.

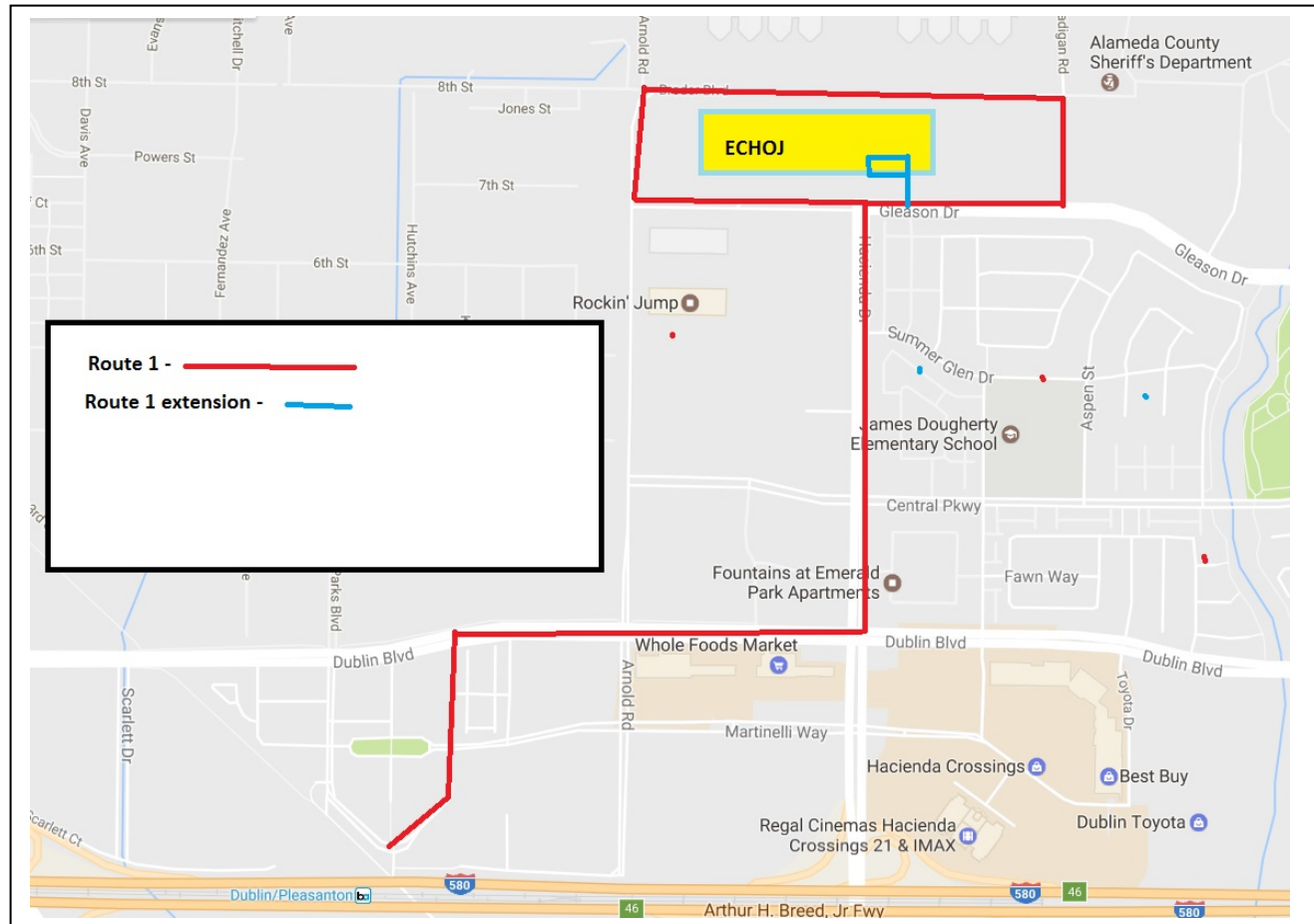
Steven Spedowski, Chair

Attest:

Michael Tree, Executive Director

Route 1 – Proposed June 2017 Changes

Attachment 3



AGENDA

ITEM 7

STAFF REPORT

SUBJECT: Wheels Service to the 2017 Alameda County Fair

FROM: Christy Wegener, Director of Planning and Communications
Cyrus Sheik, Senior Transit Planner

DATE: January 23, 2017

Action Requested

Forward a recommendation to the Board of Directors to operate a dedicated shuttle during the 2017 Alameda County Fair.

Background

This year's Alameda County Fair will be held between Friday, June 16 and Sunday July 9, 2017 at the Fairgrounds in Pleasanton. During this time, the event will be open daily except June 19, 20, 26, and 27, and operate between the hours of 11AM and 11PM. The Fair is a major event that draws visitors from across the Tri-Valley as well as other parts of Alameda County and the Bay Area.

Most fairgoers from outside the Tri-Valley that are taking public transportation to the event travel on BART and then transfer to a Wheels route to complete their trip to the Alameda County Fairgrounds, which are not within walking distance from a BART station.

Discussion

The accommodation of fairgoers on the Wheels service has varied over the years. Through 2004, a dedicated BART shuttle was provided, whereas in most subsequent years the agency has accommodated these trips by applying detours of one or more existing routes. Last year, for example, Wheels regular Route 8 was detoured to Pleasanton Avenue (the location of the main Fairgrounds gate), and extra trips were added to its schedule during late evenings and weekends.

The major service changeover that was implemented in the fall of 2016 included a notable change in the alignment of Route 8. While the route has retained its principal Hopyard Road corridor and still travels between the East Dublin/Pleasanton BART station and downtown Pleasanton, its new routing is further away from Pleasanton Avenue than previously. As such, Route 8 would have to be detoured substantially in order to use the route for the purpose of bringing fairgoers directly to the Fair. Aside from being more disruptive to existing riders,

a detour of the new #8 alignment could also be expected to have considerable operational challenges, including unrecoverable delays relative to the regular schedule.

Proposed Wheels County Fair service. With these issues in mind, Staff is proposing a return to a *dedicated shuttle* service between BART and the Fairgrounds for the 2017 County Fair. The shuttle would be provided during all 20 days that the Fair will be open, and run between the hours of approximately 10:30a and 11:30p (final schedule would be developed following approval). Using one bus, the service would operate hourly between the East Dublin/Pleasanton BART station and the Pleasanton ACE bus stop on Pleasanton Avenue, which is located just across from the Fairgrounds main entrance. The shuttle would use Hopyard Road between BART and the Fair, and pick up at local bus stops in order to serve local fairgoers wishing to use the service as well. All regular Wheels rules and fares would apply to this service, and its schedule would be published through the same channels as that of regular Wheels routes as well as additional dissemination through the Fair Association's information channels.

The following table summarizes the parameters for the proposed BART-Fair shuttle.

PROPOSED COUNTY FAIR SHUTTLE 2017	
General service parameters	
<i>Days operated</i>	June 16 thru July 9, excl June 19, 20, 26, 27
<i>Hours of operation</i>	10:30a--11:30p
<i>Frequency</i>	60 min
<i># Buses</i>	1
<i>Termini</i>	E Dublin BART / Ala Co Fairgrounds main entrance
<i>via</i>	Owens - Hopyard - Fair - Rose - Pleasanton v.v.
<i>Fare</i>	\$2.00 cash fare; regular Wheels discounts as appl.
<i>Local pickups allowed</i>	Yes

Estimated costs and contingencies. If approved, a dedicated shuttle service as outlined above would incur approximately 13 vehicle hours of service per day operated, for a total of 260 revenue hours. An additional 4 vehicle hours is also proposed to be budgeted as a contingency for July 4 as follows:

- Supplemental BART shuttle capacity for the Fair's July 4 Fireworks Spectacular event
- One-time extension of the local Livermore route #15 evening service to accommodate Springtown attendees returning home after the July 4 Livermore Fireworks event

The following table summarizes the gross and net cost estimates for the proposed service.

PROPOSED COUNTY FAIR SERVICE 2017	
Cost estimate	
<i>Dedicated hourly shuttle Bart-Fairgrounds</i>	
Daily revenue hours	13.00
Number of days operated	20
<i>Service extension and capacity suppl. July 4</i>	
Extra hours operated	4.00
Total extra revenue hours	264.00
Total fully allocated cost	\$26 184
Total est'd additional ridership	3 095
Estimated add'l fare revenue	\$3 776
Total net cost (est'd)	\$22 408

The fully allocated cost to operate the proposed shuttle and July 4 contingencies is estimated at approximately \$26,200. Based on last year's ridership, the service would be expected to see in the order of 3,100 one-way passenger boardings, resulting in an estimated total net cost of \$22,400 after fare revenues.

Other Wheels service available to the Fair. Wheels Route 10 operates locally between the East Dublin/Pleasanton BART station and the Transit Center in Livermore, via downtown Pleasanton, from early morning to late evening, every day of the week. Serving a pair of bus stops on Peters Avenue, it is well suited for local Tri-Valley resident fairgoers who are familiar with navigating the short walk from Peters Avenue to the main Fairgrounds gate on Pleasanton Avenue. It would also be able to function as a "frequency filler" for the dedicated BART shuttle for out-of-area passengers who have a similar knowledge of the local downtown street network. Based on last year's ridership analysis, the #10 would be estimated to carry an additional 1,500 one-way passenger boardings during the Fair.

Budget

The service outlined above would add close to 265 revenue hours to an annual total of approximately 125,000. This service can be accommodated within the FY2017 revenue hour budget.

Recommendation

Staff asks the Projects & Service Committee to endorse operating a dedicated, hourly shuttle service between the East Dublin/Pleasanton BART station and the Fairgrounds during the 2017 Alameda County Fair, as outlined above, and to forward a recommendation of approval to the Board of Directors.

Attachments:

1. Draft Resolution 09-2017

Draft RESOLUTION 09-2017

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AUTHORIZING ADDITIONAL SERVICE DURING THE ALAMEDA COUNTY FAIR**

WHEREAS, LAVTA currently operates routes serving a corridor between the Dublin/Pleasanton BART station and downtown Pleasanton; and

WHEREAS, the Alameda County Fair is an annual regional attraction, but is not held within walking distance of BART; and

WHEREAS, regular daylong Wheels routes do not operate directly to the Fairgrounds, and it would be more disruptive to detour those than in prior years; and

WHEREAS, on Independence Day, major fireworks celebrations are scheduled to take place at the Fairgrounds in Pleasanton as well as in downtown Livermore;

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves providing a dedicated Wheels shuttle bus during the 2017 Alameda County Fair, and providing additional service on the Fourth of July.

PASSED AND ADOPTED this 6th day of February, 2017.

Steven Spedowski, Chair

Attest:

Michael Tree, Executive Director

AGENDA

ITEM 8

STAFF REPORT

SUBJECT: Shared Autonomous Vehicles Update

FROM: Christy Wegener, Director of Planning and Communications

DATE: January 23, 2017

Action Requested

None – Information Only

Background

This is an update of the status of the shared autonomous vehicle project currently underway at LAVTA.

Discussion

At the June 2016 Board meeting, the Board affirmed their commitment to explore autonomous vehicle technology in Dublin as a partner in the Contra Costa Transportation Authority's (CCTA) Shared Autonomous Vehicle (SAV) project currently underway. LAVTA's SAV pilot will be funded with \$1 million from the Air Quality Management District (AQMD) for *Spare the Air* bus advertising on seven Wheels buses (for up to three years). The funds will be used to join the GoMentum partnership with CCTA, purchase two SAVs, and fund the operation and testing during the pilot.

Since the June 2016 Board meeting, the following developments have occurred:

- 1) The AQMD Board approved the advertising contract with LAVTA;
- 2) Staff worked with AQMD on the design of the *Spare the Air* bus wraps (Attachment 1);
- 3) Staff attended the monthly SAV project meetings with CCTA and Stantec staff;
- 4) Staff had one preliminary meeting with the City of Dublin and will be scheduling the next meeting in February to discuss next steps;
- 5) Staff met with Assemblymember Baker to discuss the pathway to legislation;
- 6) Staff worked with CCTA's lobbyist on draft legislation.

A full presentation on the status of CCTA's project in Bishop Ranch, and next steps for the Dublin SAV pilot, will be delivered at the February 6, 2017 Board meeting.

Recommendation

None – Information only.

Attachments

1. AQMD *Spare the Air* bus wrap design

TriValley_30' LF Gillig Hybrid '11 | Wednesday, June 15 2016 20:35:55
CS Full Side



TriValley_30' LF Gillig Hybrid '11 | Wednesday, June 15 2016 20:37:25
SS Full Side



TriValley_30' LF Gillig Hybrid '11 | Wednesday, June 15 2016 20:35:37
BK Full Back



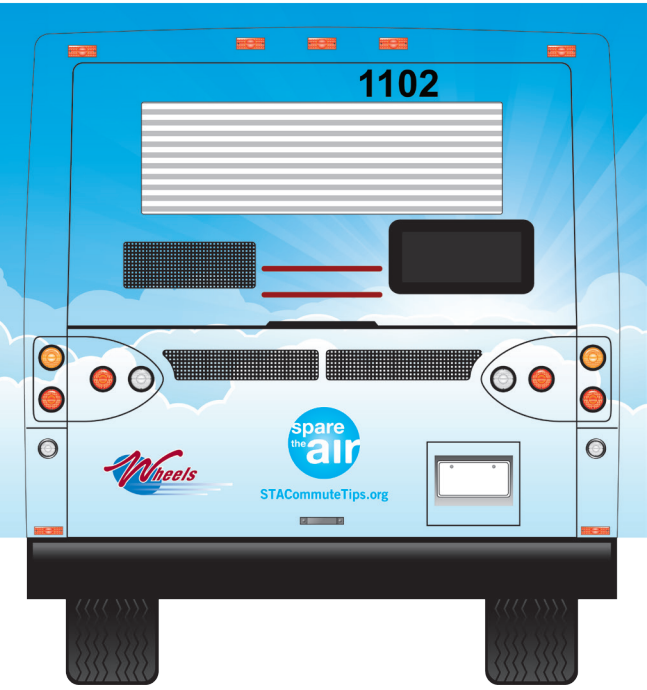
TriValley_30' LF Gillig Hybrid '11 | Wednesday, June 15 2016 20:35:55
CS Full Side



TriValley_30' LF Gillig Hybrid '11 | Wednesday, June 15 2016 20:37:25
SS Full Side



TriValley_30' LF Gillig Hybrid '11 | Wednesday, June 15 2016 20:35:37
BK Full Back



AGENDA

ITEM 9

FY2017 Goals, Strategies and Projects

Last Updated – January 18, 2017

MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development

Strategies (those highlighted in bold indicate highest Board priority)

1. **Provide routes and services to meet current and future demand for timely/reliable transit service**
2. Increase accessibility to community, services, senior centers, medical facilities and jobs
3. **Optimize existing routes/services to increase productivity and response to MTC projects and studies**
4. **Improve connectivity with regional transit systems and participate in BART to Livermore project**
5. Explore innovative fare policies and pricing options
6. Provide routes and services to promote mode shift from personal car to public transit

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Long Range Transit Plan (Agency's 30 Year Plan)	<ul style="list-style-type: none"> Receive draft Long Range Plan from Nelson/Nygaard Present final draft to Board Approval 	DP	Projects/ Services	Sept 2017 Oct 2017 Nov 2017	→ ACTC Park & Ride study delayed until April. Need the study to move forward with LAVTA Long Range Plan. Also, creating scope of work for planning of SAVs into Wheels system, which will be an important component of the Long Range Plan	
Shared Autonomous Vehicle Study to Determine Where and How to Utilize SAVs in Wheels system.	<ul style="list-style-type: none"> Develop Scope of Work for study Advertise RFP Award contract for study 	DP	Projects/ Services	Jan 2017 Mar 2017 May 2017	→Doing initial research on elements of scope of work. Looks like we are first in nation to do this type of study.	

<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>
Follow-up Changes to COA Implementation	<ul style="list-style-type: none"> Review ridership, passenger comments and on-time performance on a daily/weekly basis to determine issues that need to be resolved. 	DP	Projects/ Services	Jun 2017	→ Straightened out Route 14 in downtown Livermore, rescheduled 502 for improved OTP, added a run into the Livermore Labs on 30R to get workers into lab before 7am. <u>Changed 10R schedule Jan 14th, and 1 and 14 schedules in May to significantly improve OTP.</u>	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> Award of Contract Public Outreach #1 Public Outreach #2 Approval of Recommendations 	DP	Projects/ Services	Nov 2016 Apr 2017 Sept 2017 Jan 2018	→ RFP advertised. Interviews held in October. <u>MOU on partnership ratified by the Board in January. City awarded contract.</u>	X
Fare Study	<ul style="list-style-type: none"> Draft Fare Study Public Hearing Board Approval 	DP		Mar 2017 Apr	→ Draft Fare Study complete. Expect F&A to review in March.	

Underlined text indicates changes since last report.

<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>
	<ul style="list-style-type: none"> Implementation of Fare Changes 		Projects/ Services	2017 May 2017 July 2017		
Signalization Improvements And Three Queue Jumps On Dublin Blvd	<ul style="list-style-type: none"> Award contract for signal control Award contract for queue jump Finish project 	DP	Projects/ Services	Jul 2016 Mar 2017 Jun 2017	→ MTC providing planning on project. LAVTA Board awarded contract for signal control to WPS in July. Three queue jumps out to bid.	X
Go Dublin Discount Program	<ul style="list-style-type: none"> Get clearance from FTA Sign Agreements with providers Implement 	ED	Projects/ Services	Nov 2016 Dec 2016 Dec 2016	→ <u>Participation Agreements signed. Uber, Lyft and DeSoto have activated the promo code. Project area is the city limits of Dublin and two BART stations. Fare is LAVTA will cover 50% of cost of ride, up to \$5. Webpage is completed and soft start initiated. Hard start</u>	X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
----------	-----------------	-------	-----------------	-------------	--------	-----------

Goal: Marketing and Public Awareness

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Continue to build the Wheels brand image, identity and value for customers**
2. Improve the public image and awareness of Wheels
3. Increase two-way communication between Wheels and its customers
- 4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system**
5. Promote Wheels to New Businesses and residents

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Website V2.0 Upgrades	<ul style="list-style-type: none"> Speed up website Develop video library Revise homepage for quicker access to commuter info 	MKT MGR	Projects/ Services	<u>Jan 2017</u> Apr 2017 Apr 2017	→ Planeteria continuing to work on website to get page loading down to 2 seconds. Currently at 4 seconds. Commuter page being developed by SDG. Video library awaiting direction from new Marketing Manager.	
V2.0 of Timetables and Schedules With Route Changes	<ul style="list-style-type: none"> Create second version of timetables and route changes to implement new rebranding and fix route issues from COA implementation 	MKT MGR	Projects/ Services	Jan 2017 Jun 2017	→ This project broken into two phases. Phase I changes to timetables with January service changes and Phase II upon rebranding completion. Phase I completed. Brochures/street inserts out for print.	X
Phone App	<ul style="list-style-type: none"> Advertise RFP/Contract Award Introduce Phone App to public 	DP	Projects/ Services	<u>Jun 2017</u> <u>Dec 2017</u>	→ Scope of Work being revised to take into account Park & Ride Study, SAV project and Go Dublin.	

Underlined text indicates changes since last report.

<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>
Wi-Fi Project	<ul style="list-style-type: none"> • Install Wi-Fi on Rapid and Express buses • Introduce Wi-Fi to the public through media 	DP	Projects/ Services	Oct 2016 Feb 2017	→ Wi-Fi installed and working on all Rapid and Express buses. <u>Awaiting a sponsor to introduce formally to the public.</u>	X
Wayfinding at BART Stations	<ul style="list-style-type: none"> • Plan new wayfinding signage • Install signage 	MKT MGR	Projects/ Services	Nov 2016 Jan 2017	→ New wayfinding signs installed by BART in December. BART picked up cost of signs.	X X
LAVTA Rebranding Project	<ul style="list-style-type: none"> • Surveying and Focus Groups • Draft naming of services to Board • Approval final naming and rebranding 	MKT MGR	Projects/ Services	Jun 2016 Aug 2016 Mar 2017	→ Community survey done. Focus groups done. Additional community survey on narrow list of names done. P&S Committee and Board discussed. Revised names/logos before P&S in Nov. <u>Regrouping on his project to find greater creativity.</u>	X X
Individualized Marketing	<ul style="list-style-type: none"> • Award Contract • Development of collateral • Public Outreach Campaign • Review of results 	MKT MGR	Projects/ Services	Oct 2016 Mar 2017 Aug 2017	→ SDG awarded contract. Kick-off meeting held to discuss project and partners. Meetings held with partners in Pleasanton. Final game plan set within project areas. Collateral being developed.	X

Underlined text indicates changes since last report.

<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>
				Oct 2017		
580X	<ul style="list-style-type: none"> • Direct Mailing #1 • Door Hangers • Banner 	MKT MGR	Projects/ Services	Sept 2016 Jan 2017 Jan 2017	→ Website slider and page created. Commuter coaches delivered. The first direct mailing was done. Goal is 15 rides per hour. Currently at 5. <u>Jan promotions started. Door hangers. Fare free for promotion. Banner at overpass last week of Jan. Nextdoor a focus of 580X.</u>	X
Relocated Rapid Shelters No Longer Served By Rapid	<ul style="list-style-type: none"> • Engineering work • Award contract • Improvements to site • Relocation of shelters 	AS	Projects/ Services	Jan 2017 Apr 2017 May 2017 Jun 2017	→ Final relocation plan developed. Work to be performed with FTA grant. Awaiting final approval of plan by FTA before performing engineering work, construction/relocation of Rapid shelters.	
Dispose of Shelters Past Useful Life No Longer Served By Route	<ul style="list-style-type: none"> • Identify shelters • Award Contract • Dispose of shelters 	AS	Projects/ Services	Dec 2016 Apr 2017 Jun 2017	→ Staff has identified shelters past useful life that need to be disposed. IFB being developed to remove shelters.	X
Remove Bus Stop Signage No Longer Served By Routes	<ul style="list-style-type: none"> • Removal of bus stop signs by MV 	AS	Projects/ Services	Oct 2016	→ Currently 72 stops have temporary no service signs affixed too bus signs/pole. All signage has been removed.	X

Underlined text indicates changes since last report.

<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>
Relocate Shelters Not Past Useful Life That Are On Routes No Longer Served	<ul style="list-style-type: none"> Identify shelters Identify new locations for shelters Make site improvements Relocate shelters 	AS	Projects/ Services	Sept 2016 Oct 2016 Apr 2017 Apr 2017	→ Shelters identified and relocation plan created. Currently, shelters have signage on them indicating that they are no longer served.	X X
Replace Shelters Past Useful Life That Are On Current Routes	<ul style="list-style-type: none"> Identify shelters Award contract Install 	AS	Projects/ Services	Nov 2016 Apr 2017 Jun 2017	→ Shelters being identified. Current plan in Livermore, where most shelters past useful life are located, is to replace them with metro style shelters to accommodate artwork.	X
Rehabilitate Rapid Benches (wood)	<ul style="list-style-type: none"> Award contract Finish project 	AS	Projects/ Services	Apr 2017 Jun 2017	→There are more than 50 wood benches that need to be stained and clear coat applied. Working on bid specifications.	
Rehabilitate Rapid Shelters And Signage With Rust	<ul style="list-style-type: none"> Award contract Finish Contract 	AS	Projects/ Services	<u>Apr 2017</u> <u>Jun 2017</u>	→Correct rust issues on Rapid shelters and monument signage. This project moved into bid for other bus stop improvements.	

Underlined text indicates changes since last report.

<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>
Purchase and Install Light Kits	<ul style="list-style-type: none"> Identify shelters in need of light kits Delivery of light kits Complete Installation of light kits 	AS	Projects/ Services	Nov 2016 Feb 2017 Apr 2017	→ <u>Procurement done. February delivery for a Feb and Mar install.</u>	X

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"> Assist ACTC in promoting the student passes Monitor effectiveness of the program and capacity issues 	DP	Projects/ Services	Ongoing Ongoing	→ Approximately 100 passes sold. Staff to promote and bike on bus event at Livermore Middle School in late January.	
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> Relocate Rapid shelters Implement Pass Marketing campaign on campus Review analytics and create long-term purchase plan from college 	MKT MGR	Projects/ Services	Aug 2016 Aug 2016 Ongoing Jan 2017	→ Installed shelters and implemented Easy Pass. Goal is to increase ridership 100% or get to 500 rides a day and seek long-term funding for the pass. Currently at 85% achievement of goal. Marketing to date includes e-blasts, web slider/page, LPC web link, yard signs, ambassadors on campus weekly. <u>Staff to meet with LPC President Feb 1st to discuss long term strategy.</u>	X X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Charter School Easy Pass Program	<ul style="list-style-type: none"> High School Relocation Implementation of Pass Promotion by HS Review analytics and create long term funding plan 	MKT MGR	Projects/ Services	Sept 2016 Oct 2016 Ongoing Mar 2017	→ High School recently moved to new location on 30R. Easy Pass implemented. Monitoring usage and the potential of school to continue the pass on a long term basis. <u>Staff has a meeting with school in 4th week of January to talk about pass usage and schools plans moving forward.</u>	X X
Plan For TOD Project at Livermore Transit Center	<ul style="list-style-type: none"> Tour of TC area by Projects and Services Committee Apply for planning grant jointly with City 	PM	Projects/ Services		→Project on hold due to work loads.	
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> City Award of Project Demo of TC Customers Service Buildings Finish Relocation/Renovation 	PM	Projects/ Services	Jan 2017 <u>Apr 2017</u> Feb 2018	→ FTA clearance given to demo current building. Amendment #1 to be considered by the Board in January. <u>Bids received by City. City Council to consider award of contract on 1/23.</u>	
Rehab of Shade Structure and Replacement of Furniture at Livermore Transit Center. Rehab of Custom Shelter adjacent to Livermore TC next to Parking Garage.	<ul style="list-style-type: none"> Obtain a cost estimate for painting the shade structure and customer shelter Obtain cost estimate for replacement of furniture Bid Project Project Completion 	PM	Projects/ Services	<u>Feb 2017</u> <u>Feb 2017</u> Sept 2017 Jan 2018	→In project planning stages.	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
----------	-----------------	-------	-----------------	-------------	--------	-----------

Goal: Regional Leadership

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Advocate for local, regional, state, and federal policies that support mission of Wheels**
2. Support staff involvement in leadership roles representing regional, state, and federal forums
3. Promote transit priority initiatives with member agencies
4. Support regional initiatives that support mobility convenience

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Altamont Regional Rail Working Group	<ul style="list-style-type: none"> Hire Executive Consultant Strategic planning by Working Group 	ED	Projects/ Services	Dec 2016 <u>Feb 2017</u>	→ <u>Executive on board.</u> <u>Strategic planning initiated at Jan 11th meeting. To continue in February meeting</u>	X
2017 Legislative Plan	<ul style="list-style-type: none"> Research on common issues within regional planning agencies and transit agencies Creation of 2017 Legislative Plan and review/approval by the Board and provide support for key legislation. 	Exec Dir	Finance/ Admin	<u>Feb 2017</u> Feb 2017	→ Research being done on emerging priorities at local, state and federal level. <u>2017 Legislative Plan to be considered by Board in February.</u>	
State Legislation to Approve SAV Project in Dublin	<ul style="list-style-type: none"> Staff working with CCTA lobbyist to determine timing of legislation to allow SAV demonstration project in Dublin. Also, who will introduce legislation being discussed. 	Exec Dir	Finance/ Admin	<u>Feb 2017</u>	→ Entering into discussions with CCTA lobbyist. Legislation to allow testing of SAVs supported by MTC. <u>LAVTA to introduce legislation allowing testing in Dublin in Jan 2017. F&A to review legislation in Jan.</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>
State Legislation to Approve Bus On Shoulder	<ul style="list-style-type: none"> Staff working CTA and transit agencies in area on this legislation. 	Exec Dir	Finance/ Admin	<u>Feb 2017</u>	→Discussions with MTC, CTA and others ongoing.	
<p>Goal: Organizational Effectiveness</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> Promote system wide continuous quality improvement initiatives Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity HR development with focus on employee quality of life and strengthening of technical resources Enhance and improve organizational structures, processes and procedures to increase system effectiveness 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>
Performance Metrics Improvement	<ul style="list-style-type: none"> Staff setting up aggressive monitoring of key performance metrics: on-time performance, accidents and customer service. 	DP	Projects/ Services	Ongoing	→ Daily and weekly meeting to discuss key metrics at staff level.	
MTM Contract Oversight	<ul style="list-style-type: none"> Staff reviewing monthly statistics to ensure accuracy Staff working with contractor on seven focus areas to ensure only those using service are those eligible 	PD	Projects/ Services	Ongoing Ongoing	→Contractor has recently purchased Trapeze software. Statistics appear to be accurate. Staff monitoring. Eligibility interviews being conducted. Paratransit assessment being procured.	
MV Contract Oversight	<ul style="list-style-type: none"> Create and Implement Monitoring Plan of Contract Provide updates to Board on key trends 	AS	Projects/ Services	Oct 2016 Ongoing	→ Staff has begun meeting with MV weekly to monitor multiple elements of the contract.	X

<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>
-----------------	------------------------	--------------	------------------------	--------------------	---------------	------------------

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

<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>
FY16 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> Complete financial audit and all required reporting to Board, local, regional and state agencies. 	DA	Finance/ Admin	Dec 2016	→ Audit completed in Sept 2016. Final presentations to Board in Nov 2016.	X

Other:

Transit Center Concrete Project In Bus Driving Isle	<ul style="list-style-type: none"> Perform demo of asphalt and construction of concrete in driving isle. 	PM	Projects/ Services	Apr 2017	→ Utilizing City concrete contract. Asphalt to be removed and construction completed in April of 2017. This project to tie in closely with Historic Depot Relocation project. Awaiting contract award by City to determine timing.	
Administrative Offices Asphalt and ADA Project	<ul style="list-style-type: none"> Award Contract Finish Improvements 	PM	Projects/ Services	Jan 2017 Apr 2017	→New contractor selected by LAVTA Board in November. Spring completion of improvements.	X

<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>
SAV Project	<ul style="list-style-type: none"> Acquire funding to begin project Acquire legislation to test SAVs. Purchase SAVs for testing. 	PD	Projects/ Services	Oct 2016 Dec 2017 Feb 2018	→ AQMD awarded LAVTA \$1 million over 3 years in funding in exchange for advertising. Governor signed legislation that will allow Bishop Ranch testing of SAVs. Staff is meeting with Dublin City staff and attending regular consortium meetings, and is working on next steps. <u>LAVTA Board to receive a presentation on this project and next steps at Feb meeting.</u>	X
Replace Steam Bay Lift	<ul style="list-style-type: none"> Quotes/Award of Project Complete install 	DA	Projects/ Services	Nov 2016 Feb 2017	→ The bus lift in the steam room used to clean engines and undercarriage of buses recently failed. It is past its useful life and staff is evaluating budget to replace. Board awarded purchase of lift in January. <u>Install scheduled for March</u>	X
2017 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> Award contract for bus purchase Delivery of buses 	DA	Projects/ Services	Sept 2016 May 2017	→ Board approved contract with Gillig for future bus purchases. Delivery date in May & August from new Gillig factory.	X

AGENDA

ITEM 10

LAVTA COMMITTEE ITEMS - JANUARY 2017 - MAY 2017

Projects & Services Committee

January

	Action	Info
Minutes (November)	X	
Alameda County Fair Service	X	
Paratransit Customer Satisfaction		X
Shared Autonomous Vehicle Update		X
Summer 2017 Service Changes	X	

February

	Action	Info
Minutes	X	
Draft Fare Study Recommendations		X
Quarterly Operations		X
Quarterly Marketing		X

March

	Action	Info
Minutes	X	
Draft Fall 2017 Service Changes		X
Award of Phone App.	X	

April

	Action	Info
Minutes	X	
Draft Long Range Transit Plan		X
Final Fare Study Recommendations	X	
Final Fall 2017 Service Changes	X	
Tri-Valley Park-and-Ride Study		X

May

	Action	Info
Minutes	X	
Fall Service Changes	X	
Final Long Range Transit Plan	X	