

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
DAVID HAUBERT – CHAIR

KARLA BROWN
STEVEN SPEDOWFSKI – VICE CHAIR

DATE: Monday, August 28, 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 June 26, 2017 Meeting of the P&S Committee.

Recommendation: Approval

5. FY 2017 4th Quarter Report – Operations

Recommendation: None – information only.

6. Memorandum of Understanding with the City of Dublin for the Transit Signal Priority Upgrade Project (Express Bus Phase 2 Project)

Recommendation: Staff recommends the Committee approve the MOU with the City of Dublin and forward to Board for approval.

7. Management Action Plan

Recommendation: None – information only

8. Preview of Upcoming P&S Committee Agenda Items

9. Matters Initiated by Committee Members

10. Next Meeting Date is Scheduled for: September 25, 2017

11. 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

8/23/17

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

MINUTES OF THE JUNE 26, 2017
LAVTA PROJECT AND SERVICES COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Boardmember Karla Brown called the meeting to order at 4:01pm.

2. Roll Call of Members

Members Present

Karla Brown, Councilmember, City of Pleasanton
Steven Spedowski, Vice Mayor, City of Livermore
Don Biddle, Vice Mayor, City of Dublin

Members Absent

Scott Haggerty, Supervisor, Alameda County
David Haubert, Mayor, City of Dublin

3. Meeting Open to Public

Robert S. Allen

Robert Allen addressed the Project & Services Committee regarding item 8 on the agenda. Mr. Allen stated that he is very pleased with the Park and Ride Study now that the errors he found were corrected. Mr. Allen did not like that the public had no input on this study and felt that the public should have had an opportunity for public input. A cogent argument was made regarding the Airway Park and Ride crossing of 4 lanes of traffic and then back and Mr. Allen would have liked this to be reviewed. Mr. Allen hopes this will be implemented quickly.

4. Minutes of the May 22, 2017 Meeting of the P&S Committee.

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

5. Complaint about Regional Paratransit Service

Staff provided a follow-up report on the complaint about regional paratransit service. LAVTA learned that the Regional Center is a non-profit and has a contract with the State Department of Developmental Services. Earlier in the year the Regional Center contracted with A-Paratransit and in spring 2017 the contract changed to De Soto Access. Complaints about De Soto Access include crowded vehicles, poor customer service, and on-time performance issues. Staff explained the cost estimates that were included in the staff report. The Committee asked whether additional requests have been received for service outside the current Paratransit service area, to which staff responded that requests have been received

for service to San Ramon Kaiser. Staff explained that an extension to San Ramon Kaiser is being studied in the Paratransit Study that is currently underway. Vice Mayor Steven Spedowski stated that it doesn't make sense to expand paratransit service at this point, due to increased cost and the effects on fixed route service. In order to absorb the potential increased cost of going to Castro Valley, it could mean an entire bus route was eliminated. Councilmember Karla Brown agreed that currently it does not make sense to expand our paratransit service outside our area if LAVTA will lose 500 hours of service on our fixed route.

This was informational only.

6. FY 2018 Marketing Plan

Staff provided the FY 2018 Marketing Plan to the Project and Services Committee. LAVTA's number one goal in the marketing plan is to increase ridership. Staff stated that the second goal is to get a positive vote on a Las Positas College student referendum in Spring 2018 to institute a student fee that will be an ongoing funding source for their student pass program. LAVTA also has a goal to increase visits to Wheelsbus.com by promoting the site and introducing new features. Staff explained that the rest of the Marketing Plan is broken up into initiatives with messaging themes and tactics and went over each item in depth. Staff recommends giving personalized instructional information on how to use LAVTA's bus system to assist the public understand the basics of how to ride.

The Project and Services Committee recommended approval of the FY 2018 Wheels Marketing Plan.

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

7. Fixed Route Passenger Satisfaction Survey 2017

Staff provided data on the latest Fixed Route survey results that were focused on trunk routes #10 and #30, but also included the shorter local routes. The survey was conducted during the month of May 2017 and LAVTA received 433 responses to the survey. LAVTA's average scoring across all quality-of-service was 4.3; the same as last year. The area that was rated the highest (4.6) was regarding feeling safe when riding the bus, while the lowest (4.0) was in the area of whether services operate on time. The area of customer service helpfulness/friendliness saw an uptick scoring from 4.3 to 4.5. LAVTA received 21% of the comments related to Schedule Adherence/On-Time Performance and 15% related to service schedule change suggestions.

Councilmember Karla Brown asked to give a summarized report to the board as an informational item.

This was informational only.

8. Tri-Valley Park and Ride Study

Staff provided a summary of the Tri-Valley Park and Ride Study to the Project and Services Committee. The Tri-Valley Park and Ride Study was completed in April 2017 by the Alameda County Transportation Commission (ACTC), but was a joint effort with the Tri-Valley cities, BART and ACE. The Tri-Valley Park and Ride Study include four elements: 1) An assessment of current conditions; 2) A travel behavior and market analysis of current/future demand; 3) Development/evaluation of potential alternatives; and 4) Implementation strategy. Staff stated that the study includes several recommendations for short-term measures that can be implemented in advance of a BART to Livermore extension. The measures include:

- 1) Initiative a high-frequency shuttle (15-minutes) during peak times between the Airway Park and Ride Lot and the Dublin/Pleasanton BART Station as a pilot test service concept.
- 2) Construct a new park and ride lot at Bernal Ave/I-680 in Pleasanton.
- 3) Construct a new parking garage at the Dublin/Pleasanton BART Station.
- 4) Construct facility enhancements at all park and rides in the study area.
- 5) Deploy Intelligent Transportation System (ITS) enhancements to better integrate transit and park-and-ride facilities.

Staff also provided information on long term measures:

- 1) To expand the Airway Park and Ride lot to 500 spaces.
- 2) Add high frequency peak shuttle between the Bernal lot and West Dublin BART Station.
- 3) Construct a new Park and Ride lot at Greenville.
- 4) Extend the ITS improvements to all of the Park and Rides, as appropriate.

Councilmember Karla Brown asked staff how LAVTA would pay for these measures. Staff responded that BART was considering the Airway Shuttle as an alternative to increased parking at Dublin/Pleasanton; however, the recommendation to the BART Board was to explore different approaches. The BART Board may take action on the recommendation later this summer after additional outreach has been conducted. In order to implement the Airway Shuttle, service would need to be reduced somewhere or new funding opportunities would need to be identified.

This was informational only.

9. Management Action Plan

Executive Director Michael Tree provided the Management Action Plan (MAP) to the Project and Services Committee. Executive Director Michael Tree stated that an item on the MAP is the Long Range Transit Plan and LAVTA plans to look at the Park and Rides and the long term view is for the agency. As the shared ride concept becomes more common in technology as things evolve, Executive Director Michael Tree, believes it plays a large role in transit. Executive Director Michael tree informed that there are three Memorandum of Understandings w/ AQMD,

Contra Costa Transit Authority, and County Connection being developed for the Shared Autonomous Vehicle (SAV) project. Assembly Bill (AB) 1444 is going in front of the Assembly Transportation Committee and there should be enough votes for approval on June 27th. AB 1444 will then move onto the Senate floor. The Senate Transportation Committee to hear the Assembly Bill 758 on July 11th. Executive Director Michael Tree discussed the various shelter improvements and relocations that will take place. Christy Wegener is working on three projects (q-jumps, transit signal priority project, and depot project) that will make a huge impact on the agency. Go Dublin has some challenges, but Executive Director Michael Tree stated that those rides are a tenth of the cost than utilizing the Fixed Route system. Staff commented that Mobility Forward (Paratransit Study) will have two public meetings on June 27th and one on Saturday July 1st.

This was informational only.

10. Preview of Upcoming P&S Committee Agenda Items

11. Matters Initiated by Committee Members

None.

12. Next Meeting Date is Scheduled for: July 24, 2017

13. Adjourn

Meeting adjourned at 5:15pm.

AGENDA

ITEM 5

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: FY 2017 4th Quarter Report – Operations

FROM: Christy Wegener, Director of Planning & Operations

DATE: August 28, 2017

Action Requested

This is an informational item.

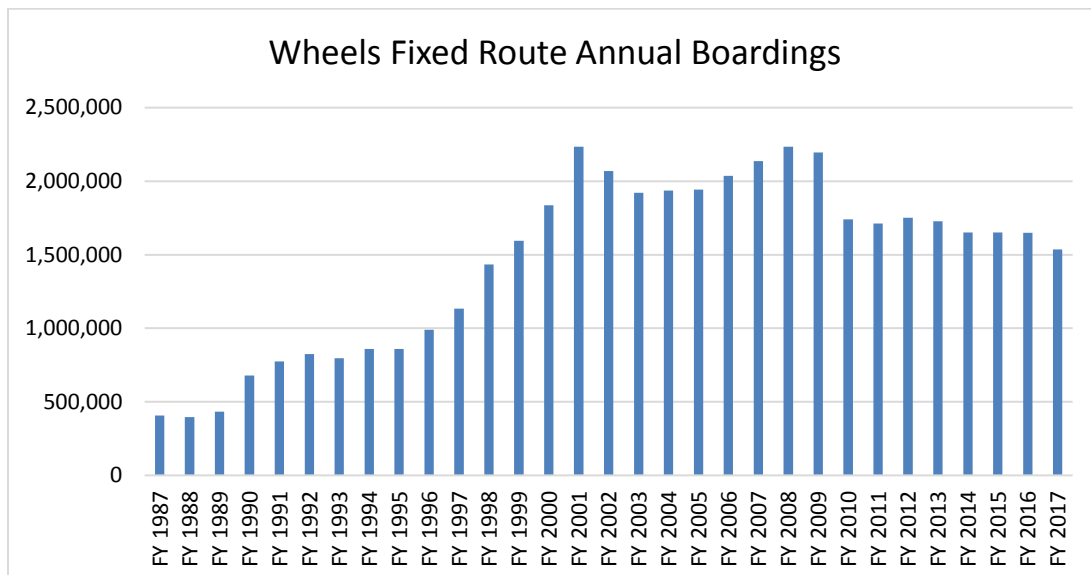
Background

This report is intended to provide the Committee with a summary and analysis of operations for the fourth quarter of FY2017 (April - June 2017), including fixed route, paratransit, and operational performance metrics.

Discussion

Fixed Route

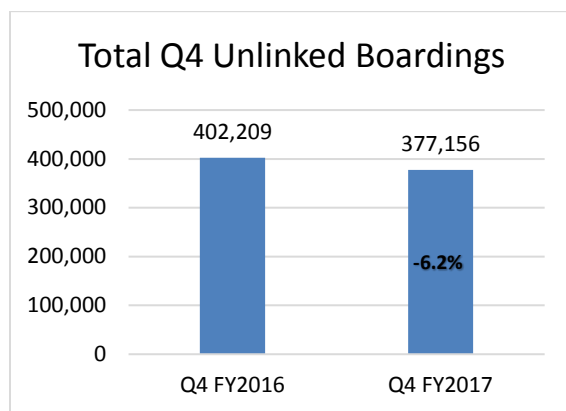
The graph below shows the long-term ridership trend for the Wheels service from the agency's inception through the fiscal year that just ended on July 30, 2017.



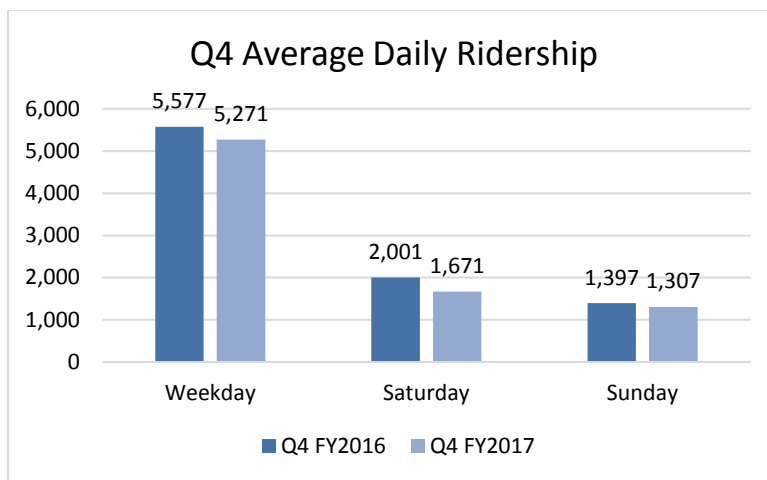
This systemwide indicator shows that the Wheels ridership saw an anticipated drop in FY 2017, which is the first full year of operations following the Wheels bus system redesign. Staff had anticipated a drop in ridership between 5% to 10%. The actual drop in ridership was 6.8%.

As outlined in the previous two quarterly reports, the initial trend from the first two full post-COA quarters was a ridership decrease of 6.6 and 8.2 percent, respectively, compared with the corresponding quarters of the prior year. For Q4 2017, this trend is improving slightly as the system saw a year-on-year ridership loss in the order of 6.2 percent for this quarter.

The chart below displays this trend and shows the total amount of boardings for Q4 of this year, compared with the same quarter of last year. A total of 377,156 Q4 boardings were seen this year, compared with 402,209 boardings from Q4 of last year.

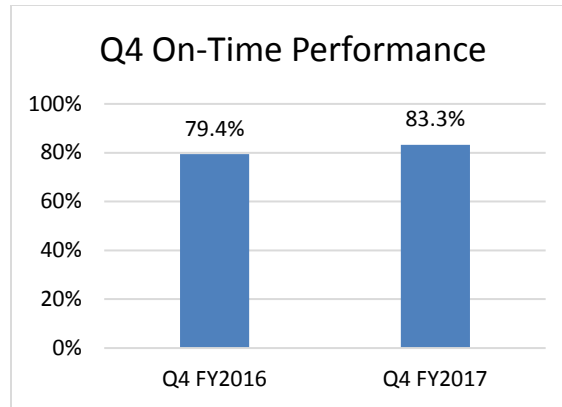


The next chart shows the ridership broken down by average boardings per service day during the quarter. This mirrored the trend of the quarter overall, with average weekday ridership decreasing from 5,577 to 5,271, or about 6%, compared to a year earlier. The same trend is also reflected in the weekend ridership.



During the month of May 2017, five of the non-school tripper routes saw weekday productivity increases, while eight routes lost in productivity compared with May 2016.

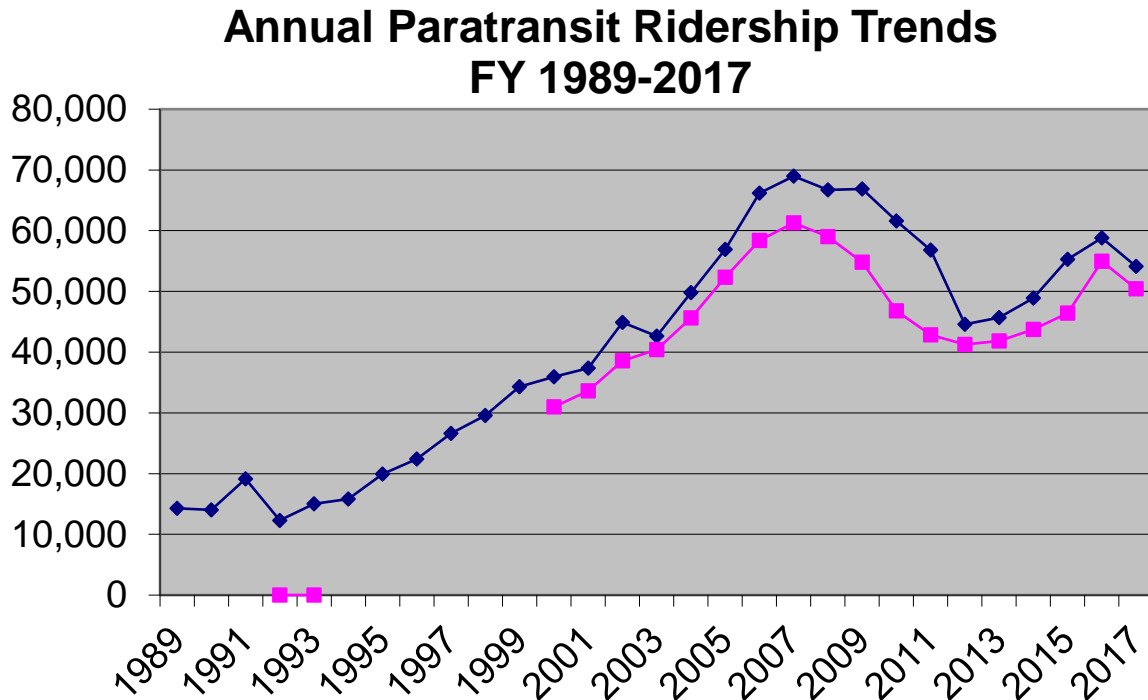
On the operational side, on-time performance (OTP) increased notably compared with same quarter of the previous year, ending at 83.3%. Within the quarter, the highest OTP monthly percentage was observed in April, with a reading of 84.2%.



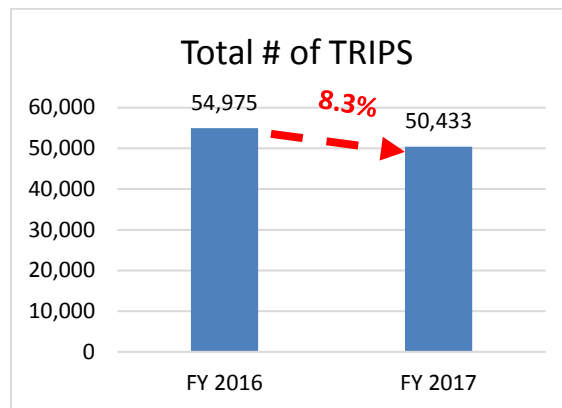
Among the large trunk routes – which contribute the most to systemwide OTP because they have the most total timepoint crossings – Route 10 ran the quarter at 79.1% on time, while Route 30 finished at 88.5% on time. Among the local routes, Route 3 operated the least on time at 82.3%, while Route 11 was the most on time at 91.8%.

Paratransit

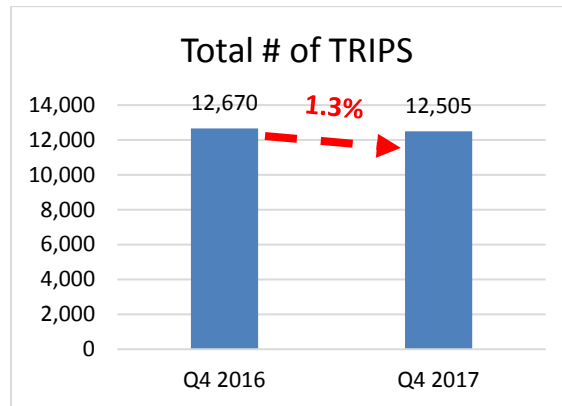
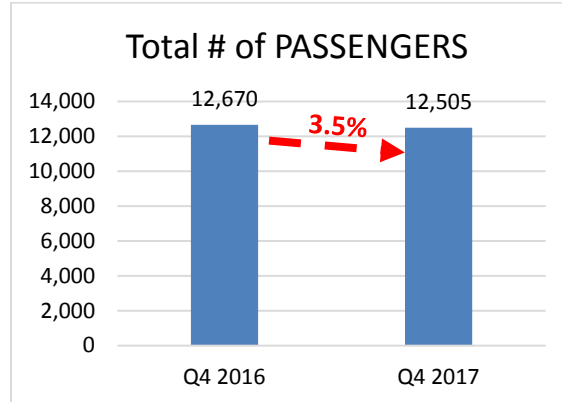
The graph below provides an overview of the historic paratransit ridership trend from the agency's inception thru the fiscal year FY2017:



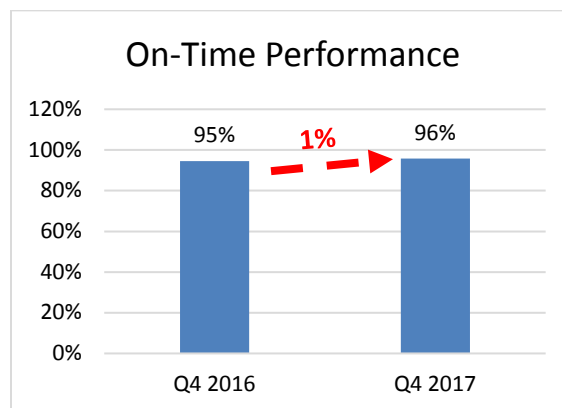
Between the FY2016 and FY2017 the agency experienced an 8.3% decrease in the percentage of trips from 54,975 trips provided in FY2016 to 50,433 trips in FY2017 as the chart below illustrates:



The trend of decreasing ridership continues in the fourth quarter of the current fiscal year. The FY2017 Q4 the total number of passengers served on paratransit, which includes personal care attendants (PCAs) and companions, decreased by 3.5% from 13,810 to down to 13,327 when compared to the same three months the year prior. The number of trips during the same time period decreased by 1.3% from 12,670 to 12,505, as the two charts below illustrate. LAVTA pays the contractor on the per trip bases.



On-time performance (OTP) has increased by 1% from 95% in Q4, FY16 to 96% in Q4, FY17. The OTP performance standard is 95%.

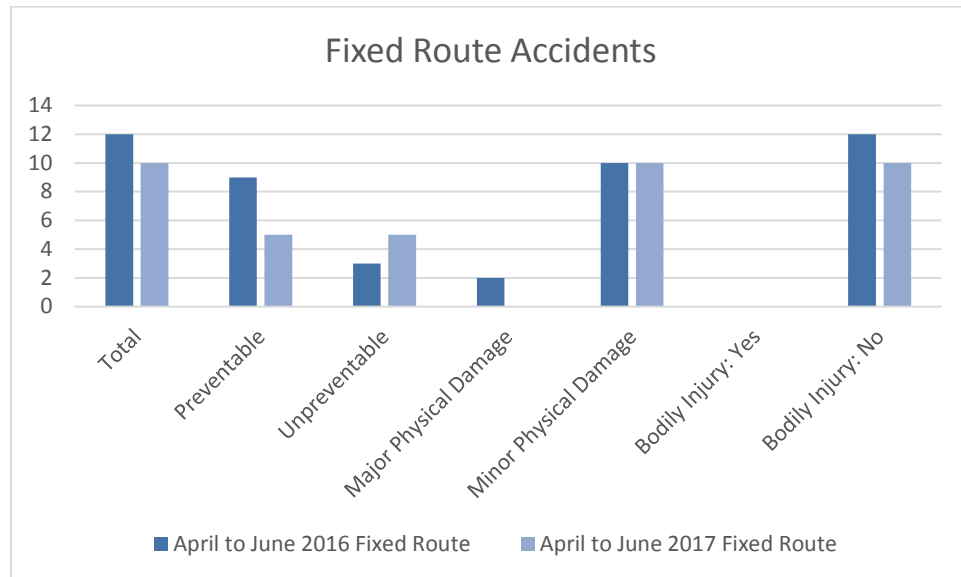


Accidents/Incidents

Fixed Route

Noted in the figure below for Fixed Route Accidents, in the fourth quarter, there have been ten (10) reportable accidents/incidents on the fixed route system, five (5) of which was determined

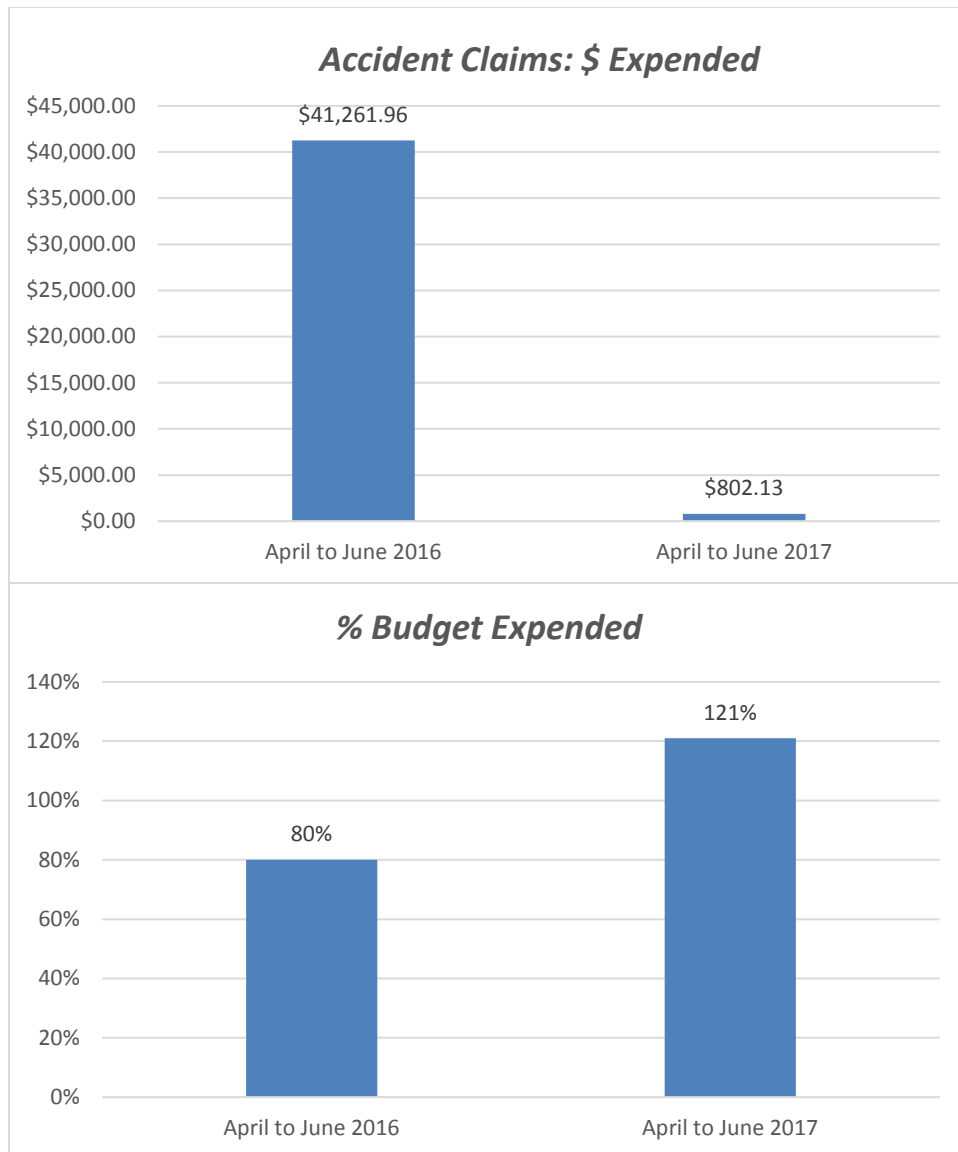
to be preventable, and five (5) deemed non-preventable. None of the accidents resulted in major damage, and all resulted in minor or no damage to the vehicles (only fixed route are LAVTA owned vehicles). None of the fixed route accidents resulted in bodily injury. Staff continues to work with the operations contractor to identify trends in preventable accidents.



Many contractor-operated transportation companies use 1 preventable accident per 100,000 total miles in fixed route service as a goal. Looking at preventable accidents per 100,000 total miles, MV comes in at .69 for a 12-month rolling period from July 1, 2016 – June 30, 2017. (This is a metric that was not included in this report prior to Q2 FY16)

Claims Activity

With respect to the monthly accident claim activity, the charts below highlight claims **for fixed route only**. It should be noted that some of the FY17 expenditures are for the prior fiscal year, as adjudication of claims can take some time after the actual accident/incident.



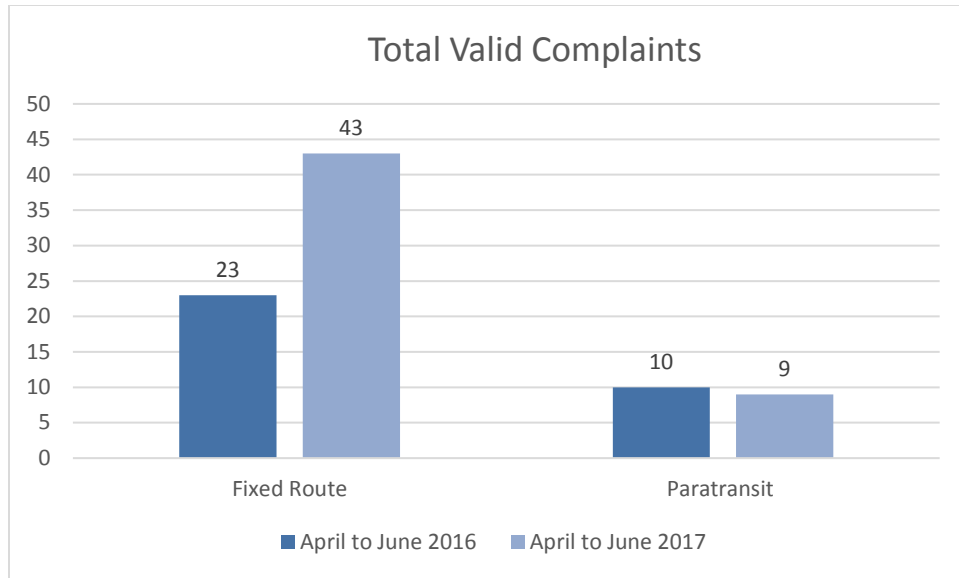
Accidents/Incidents

Paratransit

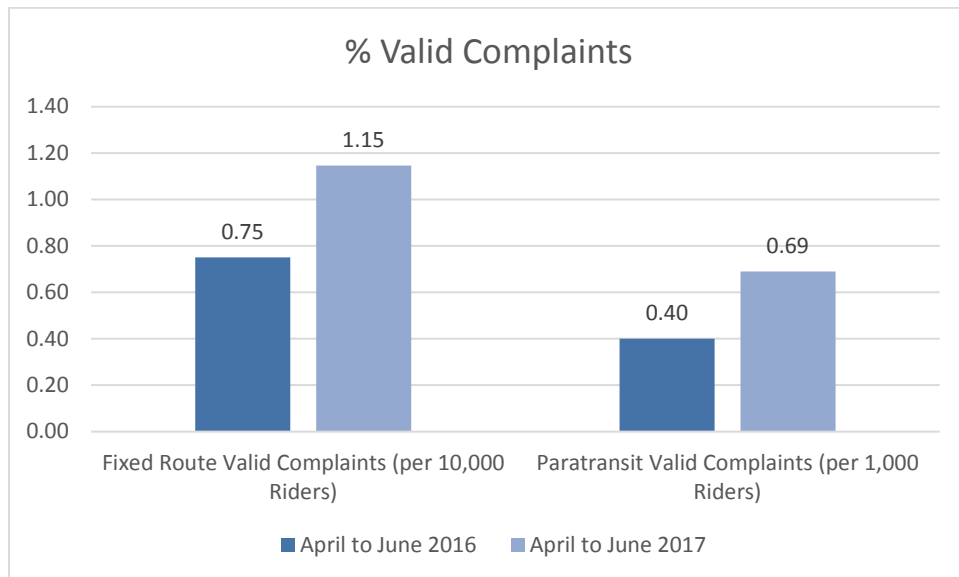
In the third quarter there was zero (0) paratransit accident/incidents compared to zero (0) paratransit accidents/incidents last year.

Customer Service

Customer Service staff processed a total of 121 customer requests for Q4 FY16 and a total of 176 for Q4 FY17. 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 FY16 and FY17, the number for fixed route has increased 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” (7 complaints), “early” (11 complaints), and “driver/dispatcher courtesy” (9 complaints).

The paratransit valid complaints decreased overall but increased per 1,000 riders from 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 zero (0) valid complaints.

Next Steps

None

Recommendation

None – information only.

AGENDA

ITEM 6

STAFF REPORT

SUBJECT: Memorandum of Understanding with the City of Dublin for the Transit Signal Priority Upgrade Project (Express Bus Phase 2 Project)

FROM: Christy Wegener, Director of Planning and Operations

DATE: August 28, 2017

Action Requested

Approve an MOU with the City of Dublin for use of Tri-Valley Transportation Council funds for the Transit Signal Priority upgrade and expansion project and forward to Board for approval.

Background

In March, staff briefed the Projects and Services Committee on the Transit Signal Priority (TSP) upgrade and expansion project (Attachment 1). The project, which will upgrade the TSP network to GPS-based technology and expand to new locations in Pleasanton and Livermore, is a critical element in ensuring that the Rapid bus routes operate quickly through the Tri-Valley and remain travel-time competitive with the single-occupant vehicle. On July 17, 2017, staff requested an appropriation of \$1.14M in Tri-Valley Transportation Council (TVTC) funds for this project, which was approved contingent on the City of Dublin and LAVTA signing an MOU detailing how the funds will be managed. The TVTC Resolution approving the project (TVTC Resolution #2017-07) is included as Attachment 2.

Discussion

The City of Dublin is a signatory agency to TVTC and is the project sponsor for the TSP upgrade project/Express Bus Phase 2. Accordingly, an MOU detailing how the TVTC funds will be requested and passed through to LAVTA in order to execute this project has been developed (Attachment 3). The MOU is scheduled to be presented to the Dublin City Council for approval on September 11th. After execution of the MOU by both parties, staff will move forward with finalizing the details of a contract for project management services, and will return to the Committee and Board for approval of that contract in September/October.

Recommendation

Staff recommends the Committee approve the MOU with the City of Dublin and forward to Board for approval.

Attachments

1 – March 2017 TSP Staff Report

- 2 – TVTC Resolution #2017-07
- 3 – MOU with the City of Dublin
- 4 – Resolution # 29-2017

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**S T A F F R E P O R T**

SUBJECT: Traffic Signal Priority Upgrade

FROM: Christy Wegener, Director of Planning and Operations

DATE: March 27, 2017

Action Requested

None – Information Only

Background

This is a briefing of a project to upgrade the Transit Signal Priority to GPS-enabled technology.

Discussion

As a part of the 2011 Rapid plan and deployment, Transit Signal Priority (TSP) was introduced into the Wheels bus network along the Rapid corridor in Livermore, Pleasanton, and Dublin. The TSP technology implemented as a part of the Rapid deployment utilized infrared (IR) optical technology from Global Traffic Technology (GTT) Opticom, which interfaced with the Emergency Vehicle Priority (EVP) sensors/emitters utilized by the Tri-Valley cities for emergency vehicles. TSP software was also installed by the Tri-Valley city traffic engineers.

The TSP implemented for the Rapid deployment allowed buses to extend green lights or shorten red lights when approaching the signals. A buffer of 8-10 minutes was put in place to prevent bus-bunching. Because of the near-side placement of certain bus stops, a provision was implemented to cancel the TSP “call” to the signal when the bus door is open, preventing unnecessary signal timing changes when passengers are boarding or alighting the vehicle. Included in the TSP plan were two queue jump lanes for the Rapid line, one located at westbound Stanley and Murrieta, and one located at westbound Dublin and Dougherty. Queue jump signals allow the bus to receive a special bus-only signal and travel through the intersection ahead of the queue of cars.

Reports from the TSP software indicate that the system appears to be working as calls are made and granted; however, no reports are available to indicate whether the bus actually makes it through the intersection when extended greens or shortened reds are granted. Accordingly, it is hard to determine what impact TSP has on the overall travel time of the buses.

Since the Rapid project was implemented in 2011, the TSP technology commercially available has improved both with accuracy of bus-to-intersection controller signals, but also reports. The newest TSP products are embedded with GPS-technology that offers improved functionality; additionally, the newest models have improved software that only turns the GPS “on” when the buses run late, but keep the TSP “off” when the buses are on-time or bunching. The new technology is installed in parallel to the optical IR technology utilized for EVP. The newest technology removes the need for buffer in-between TSP calls, can more accurately measure the travel time improvement of the buses, and provides more accurate queue jump signals. Transit properties that have implemented the GPS-based technology typically see an improvement in operations immediately. Both San Francisco Muni and AC Transit have recently upgraded their TSP systems.

When the Rapid line (Route 30R) was realigned in August 2016, and when the old Route 10 became “Rapidized,” an opportunity arose to revisit the TSP plan. The new 10R has TSP throughout Livermore, but there is no TSP along Santa Rita Road, which is a key corridor that has been identified for increased ridership. Staff has reached out to the City of Pleasanton staff to discuss implementing TSP on Santa Rita Road, and staff was amenable to piloting the technology at three intersections on Santa Rita Road (Mohr, Valley, and Stoneridge).

Staff is proposing to upgrade the entire TSP network in the Tri-Valley to a GPS-based system, and staff has identified a local funding source that would fund the system-wide upgrade.

Budget Considerations

The Strategic Expenditure Plan (SEP) for the Tri-Valley Transportation Council (TVTC) includes a project (Project A-11, Attachment 1) to implement, enhance, and expand “Rapid” BRT service throughout the Tri-Valley. Project A-11 describes enhancements such as upgraded bus shelters, turn-outs/bulb-outs, off-vehicle fare collection, as well as enhanced TSP as elements eligible for funding. Total available funding is \$1.1 million. Funding a TSP upgrade would be well within the scope of the project.

Next Steps

Staff has reached out to Kimley-Horn, LAVTA’s on-call engineering firm, to discuss the project. Staff expects to request funding from TVTC in early FY2018 to fund the upgrade. Staff will return to the Committee in early 2018 with a recommendation for a contract award.

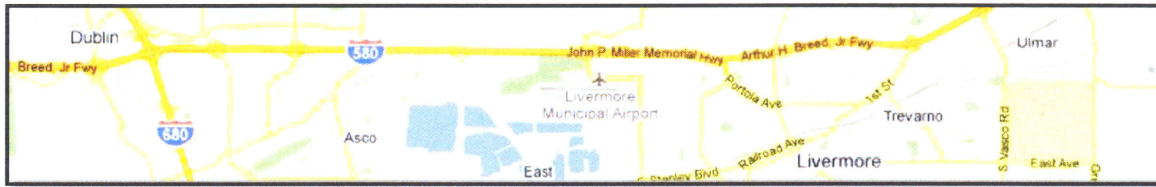
Recommendation

None – Information only

Attachments

1 – TVTC SEP Project A-11

A-11. EXPRESS BUS/BUS RAPID TRANSIT (BRT) – PHASE 2



TVTC PROJECT SPONSOR

City of Dublin

LEAD AGENCY

Livermore Amador Valley Transit Authority (LAVTA)

OTHER INVOLVED PARTIES

City of Livermore, City of Pleasanton

PROJECT DESCRIPTION *(UPDATED FALL 2015)*

Project A-11 is Phase 2 of the Express Bus/BRT, which consists of two phases. The express bus route associated with Phase 1 of the project has been operating since January 2011.

Phase 2 includes upgrades to and expansion of the initial Rapid Project, as well as some project refinements, updates, and maintenance/replacement of original project elements and equipment based on evaluation of the existing components and conditions at the time of funding. The transit system priorities include the following elements:

- A technologically advanced transit system
- A multi-modal transportation system that supports the local economy
- Prioritized regional transfers and connections
- Reliability and efficiency that maximizes value to taxpayers and the community

Phase 2 will consist of five key potential elements (based upon conditions at time of funding):

1. **Advanced Technology** – Design and installation of advanced technologies and road features allowing rapid transit to operate quickly and efficiently, and help to mitigate delay in dwell times, boardings, and travel times. Some of the advanced technologies and road features that LAVTA is considering for Phase 2 are: transit signal priority, enhanced stations, queue jumps, environmentally friendly coaches and advanced onboard technology, advanced fare collection systems, level boarding, dedicated travel lanes, and better integrated park and ride facilities and transit centers. Element 1 is currently budgeted at \$2 Million.
2. **North/South Express Bus/Rapid Service** – In keeping with the Alameda Countywide Transit Plan, and in order to provide a strong foundation for LAVTA's System, I-680 service expansion, North/South Express Bus/BRT service, and other Express/Rapid service options, will be explored and considered. Element 2 is currently budgeted at \$6.5 Million.
3. **Dublin Extension** – Continued study and planning will be done on how best to integrate the planned extension of Dublin Boulevard and the planned Livermore BART Extension into LAVTA's Express Bus/BRT service. Element 3 is currently budgeted at \$6.5 Million.

4. **Pleasanton Alignment** – Complete “Rapidization,” of the Livermore to Pleasanton alignment will be evaluated, with advanced technology and improved service elements planned for the south side of I-580, and possible connection to the existing Rapid service. Element 4 is currently budgeted at \$1.5 Million.
5. **Park and Ride Lots** – In working with local cities and Alameda County, LAVTA will consider improved park and ride elements to support bus, biking, and walking access in the Tri-Valley, and to improve the accessibility of transportation alternatives that would ease congestion on I-580. These options might include: construction of new lots, smart signage, improved bicycle storage, increased pedestrian accessibility and safety, enhanced multi-modal elements on coaches, and increased or revised bus service to rail stations and regional transit connections. Element 5 is currently budgeted at \$2 Million.

STATUS

Phase 1 is fully completed and operational, as of January 2011.

Phase 2 is in the research, design, and planning stage. In August 2016, LAVTA realigned the Express Bus/BRT Route (Route 30R) to serve Las Positas College, and transformed existing Route 10 into an Express Bus/BRT (Route 10R) operating through Pleasanton to BART. The transformation of Route 10 into Route 10R was the first step in implementation of the Phase 2 Pleasanton Alignment. LAVTA intends to implement additional items from Phase 2 (Advanced Technology) to both Routes 10R and 30R in 2017, which includes upgrading the traffic signal priority onboard the buses and at key intersections along both Rapid routes.

PHASING AND SCHEDULE

Costs for Phase 2 have been updated to reflect current pricing for the project elements listed above. Phase 2 Scope of work, schedule, and full funding parameters are not known at this time.

COST ESTIMATE AND FUNDING SOURCES

Phase 2:	
Cost (Millions, 2015)	\$18.50
Funding (Millions, 2015)	
TVTDF	\$1.14
Total Funding (Millions, 2015)	\$1.14
Total Funding Shortfall (Millions, 2015)	\$17.36

**TRI-VALLEY TRANSPORTATION COUNCIL
RESOLUTION NO. 2017-07**

**A RESOLUTION OF THE TRI-VALLEY TRANSPORTATION COUNCIL
APPROPRIATING \$1,140,000 IN TRI-VALLEY TRANSPORTATION
DEVELOPMENT FEE (TVTDF) FUNDS FOR THE PURPOSES OF FUNDING
ADVANCED TECHNOLOGY EXPRESS BUS/BRT PHASE 2**

WHEREAS, in 1995, the Tri-Valley Transportation Council (TVTC) adopted the "Tri-Valley Transportation Plan/Action Plan (TVTP/AP) for Routes of Regional Significance; and

WHEREAS, the TVTP/AP identified 11 specific transportation improvements to be given high priority for funding; and

WHEREAS, in 1998, the TVTC, and entered into a Joint Exercise Powers of Agreement (JEPA) to provide authority to collect a Tri-Valley Transportation Development Fee (TVTDF) to collect impact fees for the traffic mitigation to be applied to the 11 high priority projects; and

WHEREAS, in 1999, the TVTC prepared and approved a Strategic Expenditure Plan (SEP), which guides the expenditure of revenue collected from TVTDF; and

WHEREAS, the SEP identifies priorities, project sponsors, and funding for TVTDF projects; and

WHEREAS, in 2004, the TVTC adopted an update to the SEP that reflected an update to the regional and sub-regional transportation outlook for the Tri-Valley; and

WHEREAS, in 2011, the TVTC prepared and approved the 2011 TVTDF Funding Plan that provides guidance for expenditure of the TVTDF on 22 projects (List A and List B) including Express Bus/BRT Phase 2 (Project A-11); and

WHEREAS, in 2017, the TVTC prepared and approved an update of the 2011 SEP, and provided a funding plan for the remaining projects; and

WHEREAS, the 2017 update of the SEP programmed \$1.00 million in fiscal year 17/18 and \$0.140 million in fiscal year 16/17 for a total of \$1.140 million to Express Bus/BRT Phase 2 (Project A-11); and

WHEREAS, the City of Dublin ("Dublin") a signatory agency to the 1991 Joint Powers Agreement governing the TVTC and is the TVTC-member sponsor Agency for the purposes of administering the appropriation of TVTD Fees to the Express Bus/BRT Phase 2 Project; and

WHEREAS, the Livermore Amador Valley Transit Authority ("LAVTA") is the Lead Agency for the implementation of Express Bus/BRT Phase 2 Project; and

WHEREAS, Dublin and LAVTA will enter into a Memorandum of Understanding (2017 MOU), which outlines how the funds will flow from TVTC through the City of Dublin to LAVTA, who will be managing the Express Bus/BRT Phase 2 Project; and

WHEREAS, sufficient revenue in the Joint TVTDF Fee Account is available for the FY 17/18 drawdown of \$1,140,000 for the Express Bus/BRT Phase 2 Project.

NOW THEREFORE BE IT RESOLVED THAT the Tri-Valley Transportation Council adopts:

1. The Tri-Valley Transportation Council authorizes an appropriation from the Tri-Valley Transportation Development Fee Account for the Express Bus/BRT Phase 2 TSP Upgrade (Project No. A-11) of \$1,140,000, as programmed in the Strategic Expenditure Plan for fiscal years 2017/18 and 16/17, subject to Dublin and LAVTA's approval and execution of the 2017 MOU. Funds are to be dispersed in accordance with the TVTC Strategic Expenditure Plan.
2. Upon confirmation of Dublin and LAVTA's approval and execution of the 2017 MOU, the Tri-Valley Transportation Council authorizes the TVTC Treasurer to transmit \$1,140,000 in funds in the Tri-Valley Transportation Development Fee Account to the City of Dublin, which will, in turn, pass the funds through to the Livermore Amador Valley Transit Authority, the party responsible for the management and construction of the Express Bus/BRT Phase 2 Project.
3. The Tri-Valley Transportation Council authorizes any related action to further the intent of this Resolution.

PASSED, APPROVED, AND ADOPTED at the meeting of July 17, 2017 by the following votes:

AYES: 6 (Spedowfski, Perkins, Biddle, Stepper, Haggerty, Anderson)

NOES: 0

ABSENT: 1 (Olson)

ABSTAIN: 0



Steven Spedowski, Chair
Tri-Valley Transportation Council

ATTEST:



Debbie Bell, TVTC Administrative Staff

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF DUBLIN
AND THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY FOR THE
IMPLEMENTATION OF EXPRESS BUS/RAPID BUS TRANSIT PHASE 2 PROJECT**

This Memorandum of Understanding (MOU) is entered into as of September _____, 2017 between the City of Dublin, a municipal corporation (DUBLIN) and the Livermore Amador Valley Transit Authority, a joint powers authority (LAVTA).

RECITALS

- A. WHEREAS, DUBLIN, as one of the members of the Tri-Valley Transportation Council (“TVTC”) is a signatory to the Joint Exercise of Powers Agreement pertaining to the Tri-Valley Transportation Development Fee (TVTDF) for Traffic Mitigation; and
- B. WHEREAS, DUBLIN has cooperatively participated in the development and adoption of the TVTC Strategic Expenditure Plan (SEP) and the TVTDF Funding Plan, which provide guidance for expenditure of the TVTDF on 22 projects (List A and List B); and
- C. WHEREAS, the Express Bus/BRT Phase 2 Project (“PROJECT”) is one of the “List A” projects in the SEP (project A-11); and
- D. WHEREAS, DUBLIN serves as the TVTC Project Sponsor of the PROJECT identified in the TVTC SEP 2017 Update; and
- E. WHEREAS, LAVTA is the lead agency responsible for management and implementation of the PROJECT; and
- F. WHEREAS, the PROJECT is listed in the TVTC SEP 2017 update with \$1.14 million from TVTDF in fiscal years 2016/17 and 2017/18; and
- G. WHEREAS, using TVTDF funds, LAVTA wishes to fund part of the PROJECT construction in accordance with the terms and conditions set forth herein; and
- H. WHEREAS, as a member of the TVTC, DUBLIN intends to ensure that funds set aside for PROJECT in the TVTDF Funding Plan are appropriated as expeditiously as feasible for the PROJECT;

- I. NOW, THEREFORE, in consideration of the promises herein, the parties agree as follows:

SECTION I

DUBLIN AGREES:

- A. To initiate a request from the TVTC for the disbursement of TVTDF funds in the amount of \$1.14 million in accordance with the TVTDF funding plan.
- B. To, upon receipt of the funds from the TVTC, pass the funds through to LAVTA, the party responsible for the management and construction of the PROJECT.

SECTION II

LAVTA AGREES:

- A. To receive TVTC pass-through funds from DUBLIN in the amount of \$1.14 million.
- B. To oversee the construction of the PROJECT, in accordance with LAVTA policy.

SECTION III

IT IS MUTUALLY AGREED:

- A. This MOU constitutes the entire agreement between the parties regarding the subject matter hereof and any oral discussions or written or oral agreements with respect thereto preceding the effective date of this MOU are superseded hereby. No amendment, alteration, or variation of the terms of the MOU shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
- B. DUBLIN and LAVTA each render their services under this MOU as independent agencies. None of the agents or employees of either shall be deemed agents or employees of the other.
- C. Any notice given under this MOU shall be in writing and shall be deemed given if delivered personally or mailed by registered or certified mail or commercial overnight courier, return receipt or confirmation of delivery requested, or by facsimile transmission with voice confirmation of receipt, the parties at the following addresses (or at such other address for a party as shall be specified by like notice):

If to DUBLIN:

Obaid Khan, P.E.

Public Works
100 Civic Plaza, Dublin ca 94568
Obaid.khan@dublin.ca.gov
Fax: 925-829-9248

If to LAVTA:

Christy Wegener
1362 Rutan Court, Suite 100
Livermore, CA 94551
cwegener@lavta.org
Fax: 925-443-1375

THIS AGREEMENT executed the date and year first above written.

LIVERMORE AMADOR VALLEY
TRANSPORTATION AUTHORITY

CITY OF DUBLIN

Michael Tree, Executive Director

Christopher L. Foss, City Manager

ATTEST:

Caroline Soto, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Michael Conneran
Legal Counsel to LAVTA

John Bakker, City Attorney

RESOLUTION NO. 29-2017

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF
DUBLIN FOR THE IMPLEMENTATION OF EXPRESS BUS/RAPID BUS
TRANSIT PHASE 2 PROJECT**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) is the Lead Agency for the implementation of Express Bus/BRT Phase 2 Project identified in the Tri-Valley Transportation Council (TVTC) Strategic Expenditure Plan (SEP); and

WHEREAS, the City of Dublin (Dublin) a signatory agency to the 1991 Joint Powers Agreement governing the TVTC and is the TVTC-member sponsor Agency for the purposes of administering the appropriation of Tri-Valley Transportation Developer Fees (TVTD) funds to the Express Bus/BRT Phase 2 Project; and

WHEREAS, at their July 17, 2017 meeting, the TVTC authorized an appropriation of TVTD funds for the Express Bus/Rapid Bus Transit Phase 2 Project, contingent on LAVTA and the City of Dublin signing a Memorandum of Understanding (MOU) that details how the TVTD funds will be requested and passed through for the project; and

WHEREAS, LAVTA and Dublin staff have cooperatively finalized the MOU for the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore/Amador Valley Transit Authority that the Executive Director may enter into a MOU with the City of Dublin for this project.

PASSED AND ADOPTED this 11th day of September 2017

Karla Brown, Chair

ATTEST:

Michael Tree, Executive Director

APPROVED AS TO FORM:

Michael Conneran, Legal Counsel

AGENDA

ITEM 7

FY2018 Goals, Strategies and Projects

Last Updated – August 20, 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	Apr 2018 May 2018 Jun 2018	→ Staff studying park and ride report, shared mobility and shared autonomous vehicle strategy.	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> Award of Contract Public Outreach Approval of Recommendations 	DP	Projects/ Services	Nov 2016 Jun 2017 Feb 2018	→ Nelson/Nygaard awarded contract. Kick-off meeting held in February. <u>Public meetings held in June. LAVTA Board presentation in September.</u>	X X
Fare Study	<ul style="list-style-type: none"> Draft Fare Study Public Hearing (proposed changes on fixed route) Board Approval 	DP	Projects/ Services	May 2017 <u>Sept 2017</u> <u>Sept</u>	→ Draft Fare Study complete. F&A reviewed in May. Decision made to hold study results a few months to see ridership trends on fixed route. Paratransit fare changes to be considered with paratransit study.	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>
				2017		
Three Queue Jumps On Dublin Blvd	<ul style="list-style-type: none"> Award contract for queue jump Finish project 	DP	Projects/ Services	Jul 2016 Oct 2017	→ Board awarded contract queue jump project in March. Some delays in project. Currently 75% completed. Expect to be operational in October.	X X
Transit Signal Priority Project in Rapid Corridors	<ul style="list-style-type: none"> Engineering Work Finish Project 	DP	Projects/ Services	Oct 2017 Jun 2018	→ Grant by TVTAC.	
Go Dublin Discount Program	<ul style="list-style-type: none"> Get clearance from FTA Implement Results of Program 	DP	Projects/ Services	Nov 2016 Dec 2016 Nov 2017	→ <u>Program providing approximately 1,200 rides/month. Agreements signed to run program through December 2017. Consulting firm to be hired to evaluate program and present results in November.</u>	X 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>
O&M Contract Request for Proposals	<ul style="list-style-type: none"> Develop RFP Award Contract 	DP	Project/ Services	Oct 2017 Mar 2018	→ RFP under development.	
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						
<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>
Website Upgrades	<ul style="list-style-type: none"> Update w/Rebranding Revise homepage for quicker access to commuter info 	MKT MGR	Projects/ Services	Oct 2017 Oct 2017	→ Rebranding and Commuter Box for homepage of website underway. To be completed in October 2017.	
LAVTA Rebranding Project	<ul style="list-style-type: none"> Selection by LAVTA Board of name/rebranding scheme. Public event to unveil rebranding 	MKT MGR	Projects/ Services	Jun 2016 Oct 2017	→ New design for buses approved. New logo approved. Unveiling event being scheduled for October 2017.	X
					→ SDG awarded contract. Collateral	

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Individualized Marketing	<ul style="list-style-type: none"> Award Contract Review of results 	MKT MGR	Projects/ Services	Oct 2016 Oct 2017	developed and distributed. <u>Program completed. Surveys being completed. Project report to Board in October.</u>	X
N Canyons Parkway Rapid Bus Stop Project	<ul style="list-style-type: none"> Engineering work Improvements to site Relocation of shelters 	DP	Projects/ Services	May 2017 Aug 2017 Sept 2017	→ FTA grant to upgrade stops in this corridor to Rapid style. Engineering work done. LAVTA Board to consider contract award in September.	X
Pleasanton SmartTrips Corridor Rapid Bus Stop Project	<ul style="list-style-type: none"> Engineering work Award of construction contract Finish project 	DP	Projects/ Services	Oct 2017 Dec 2017 Jun 2018	→ ACTC grant to upgrade stops in this corridor to Rapid style.	
Dublin School Tripper Bus Shelter Project	<ul style="list-style-type: none"> Identify new locations for shelters Install new shelters 	ED	Projects/ Services	Sept 2016 Dec 2017	→ Five locations with high ridership identified. <u>IFB being developed to release in Sept to install shelters in Nov/Dec.</u>	X
Replace Shelters Past Useful Life That Are On Current Routes	<ul style="list-style-type: none"> Identify shelters Award contract Install 	ED	Projects/ Services	Nov 2016 Apr 2017 Sept	→ Shelters identified. Current plan in Livermore, where most shelters past useful life are located, is to replace them with metro style shelters to accommodate artwork. Brasco awarded contract to build 10 shelters that will accommodate art work.	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>
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				2017	<u>IFB for installation to take place in Sept for a Oct.</u>	
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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"> Assist ACTC in promoting the student passes Monitor effectiveness of the program and capacity issues 	DP	Projects/ Services	Ongoing Ongoing	→ Four schools in Livermore to have free pass via Clipper for Wheels access. <u>Marketing Department working with ACTC and school district to distribute and market Clipper Cards/bus system.</u>	X
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> Marketing campaign on campus Student Vote to retain Transit Pass on campus 	MKT MGR	Projects/ Services	Ongoing Nov 2017	→ Transit pass/marketing efforts ongoing. Students to vote on student fee to continue pass in November.	X
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 	DP	Projects/ Services	Jan 2017 Jul 2017 Feb 2018	→ FTA clearance given to demo current building. City Council awarded contract. Temporary facility installed. <u>Demo of LAVTA buildings done. Depot moved. Development of foundation in progress.</u>	X 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>
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"> • Bid Project • Project Completion 	DP	Projects/ Services	Nov 2017 Jan 2018	→In project planning stages.	
<p>Goal: Regional Leadership</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> 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 						
<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>
Alameda – San Joaquin Regional Rail Working Group	<ul style="list-style-type: none"> • AB 758 • Planning for connection of BART/ACE in Tri-Valley 	ED	Projects/ Services	Oct 2017 Ongoing	→ <u>AB 758 being considered in Senate Transportation Committee. Reviewing ACE Forward and Draft BART EIR.</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>
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2017 Legislative Plan	<ul style="list-style-type: none"> Creation of 2017 Legislative Plan and review/approval by the Board and provide support for key legislation. 	ED	Finance/ Admin	Feb 2017	→ Staff monitoring legislation to choose optimal time for correspondence of support. <u>F&A to discuss SB 595 in Aug.</u>	
State Legislation to Approve SAV Project in Dublin	<ul style="list-style-type: none"> Introduce SAV legislation 	ED	Finance/ Admin	Feb 2017	→ <u>AB1444 on Senate Floor for consideration in Aug/Sept. MOUs being crafted with AQMD, CCCTA, CCTA.</u>	

Goal: Organizational Effectiveness

Strategies (those highlighted in bold indicate highest Board priority)

- 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
- 3. 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. Baseline for key areas of routes established. OTP increasing into low 80%. Ridership increasing over last year.	

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**
- Explore and develop revenue generating opportunities
- 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>
<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>
FY17 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> Complete financial audit and all required reporting to Board, local, regional and state agencies. 	DF	Finance/ Admin	Sept 2017	→ Audit to be performed in November.	
<i>Other:</i>						
Transit Center Bus Driving Isle Improvement Project	<ul style="list-style-type: none"> Perform demo of asphalt and construction new base and asphalt in driving isle. 	PD	Projects/ Services	Feb 2018	→ Utilizing City pavement contract. Asphalt to be removed and construction completed after the Transit Center cement work is completed. This project to tie in closely with Historic Depot Relocation project. Will be final phase of Depot project.	
SAV Project	<ul style="list-style-type: none"> Acquire funding to begin project Approve legislation to test SAVs. Enter into MOU for testing. 	ED	Projects/ Services	Oct 2016 Dec 2017 Feb 2018	→ AQMD awarded LAVTA \$1 million over 3 years in funding in exchange for advertising. LAVTA Board received a presentation on this project and next steps at Feb meeting. <u>AB1444 on Senate Floor for vote. Staff working with AQMD, CCCTA, CCTA on MOUs.</u>	X X
Triennial Audit	<ul style="list-style-type: none"> Preparation for audit Audit and report to board 	DF	Finance/ Adm	Ongoing May 2018	→ Comprehensive audit on LAVTA from FTA	

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>
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AGENDA

ITEM 8

LAVTA COMMITTEE ITEMS - August 2017 - December 2017

Projects & Services Committee

August

	Action	Info
Minutes	X	
Quarterly Operations Report		X
MOU for Transit Signal Priority Upgrade Project	X	

September

	Action	Info
Minutes	X	
Passenger Surveys	X	
TSP Project Management Contract Award	X	

October

	Action	Info
Minutes	X	
Winter Service Changes (effective February)	X	
Route Analysis		X

November

	Action	Info
Minutes	X	
Quarterly Operations		X
Draft Long Range Transit Plan		X

December

	Action	Info
Minutes	X	

*Typically December committee meetings are cancelled