

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, October 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 September 25, 2017 Meeting of the P&S Committee.

Recommendation: Approval

5. Post-COA Analysis

Recommendation: None – Information only

6. Dublin School Tripper – Follow-up

Recommendation: None – Information only

7. Executive Director’s Report

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: November 27, 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.

<i>/s/ Jennifer Suda</i>	<i>10/19/17</i>
<i>LAVTA Administrative Services Department</i>	<i>Date</i>

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 SEPTEMBER 25, 2017
LAVTA PROJECT AND SERVICES COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Chair David Haubert called the meeting to order at 4:00pm.

2. Roll Call of Members

Members Present

Scott Haggerty, Supervisor, Alameda County
Kathy Narum, Councilmember, City of Pleasanton
Steven Spedowfski, Vice Mayor, City of Livermore
David Haubert, Mayor, City of Dublin

Members Absent

Karla Brown, Councilmember, City of Pleasanton

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 BART has run for over 20 years with a two-track turn back beyond the Dublin-Pleasanton station. None of the other alternatives show a shop or additional car storage. They just are not needed. Four trains per hour turn back now at Dublin-Pleasanton. A like number of turn backs would take place beyond Isabel. Turn back tail tracks in a widened I-580 median could serve as the main line for a future extension along I-580 to Vasco, Greenville, and ACE.

4. Minutes of the August 28, 2017 Meeting of the P&S Committee.

Approved: Haggerty/Spedowfski

Aye: Haubert, Spedowfski, Narum, Haggerty

No: None

Abstain: None

Absent: Brown

5. Try Transit to School Results

Staff provided the Try Transit to School results to the Project and Services Committee. The Try Transit to School promotion ran for two weeks and approximately 19,640 student trips were recorded system-wide, an increase of approximately 35 percent compared to last year. Staff informed that the students do have interest in riding Wheels and many use the Farebuster tickets. The ridership seems to be about the same for school trippers after the promotion finished.

This was informational only.

6. Dublin School Tripper Service

Staff provided the Dublin school tripper service report to the Project and Services Committee. The Dublin school tripper routes experienced major increases of 40% in ridership, due to growth in student enrollment at Dublin High School (DHS). Additionally, the Dublin Unified School District (DUSD) has diverted students from Fallon Middle School to Wells Middle School due to overcrowding. Staff has taken steps to address the issues by providing overflow buses on certain school tripper routes with a sweeper bus. One solution being implemented later in October is a pilot service that would be an early/late bird trips and LAVTA can operate this, due to it not being at the peak hours of service. Additionally starting on October 21st is permanently scheduling the overflow buses. LAVTA is meeting with Dublin Unified School District (DUSD) on September 27th to discuss a proposal and put together an action plan.

Regarding the Fallon-Wells diversion of students LAVTA looked into providing a bus route connecting East Dublin that would be timed with Fallon bell scheduled, but at this time LAVTA is unable to provide this. LAVTA informed DUSD staff of a few options (30R & Route 502) to consider. LAVTA is proposing to conduct mini-service plan for DUSD which would include community input and the development of recommendations to be implemented in the 2018/19 school year. The study proposed to DUSD staff would be a joint-funding opportunity. LAVTA would like to release an RFP/Q for the study by the end of October, so recommendations can be finalized in spring 2018.

Supervisor Scott Haggerty asked if LAVTA looked into utilizing an articulated bus on these routes. Executive Director Michael Tree stated that LAVTA has not spoken to another transit agency regarding an articulated bus, but looked at dimensions and the high school does not have a lot of space. Supervisor Scott Haggerty requested that LAVTA speak to AC Transit to borrow an articulated bus.

Mayor David Haubert asked LAVTA to look into a later route regardless of it impacting a few riders getting to work 15 minutes late, if that means 30 students are on time.

Vice Mayor Steven Spedowski suggested the City of Dublin look into utilizing a subscription service like San Ramon and Danville's called TRAFFIX.

This was informational only.

7. Transit Signal Priority Upgrade Project Scope of Work for Design and Project Management

Staff provided the Transit Signal Priority (TSP) upgrade project Scope of Work for design and project management report to the Project and Services Committee. The Rapid TSP upgrade and expansion project will update the onboard and on-street TSP equipment throughout the Tri-Valley to GPS-based technology, and will expand the TSP network to new Rapid corridors in Pleasanton and Livermore. Tri-Valley Transportation Council (TVTC) is funding \$1.14m for this project.

Councilmember Kathy Narum questioned why LAVTA did not put TSP on Owens going to BART. Staff responded stating we needed proof of concept first with Pleasanton to show the technology is beneficial. Councilmember Kathy Narum stated that a way to handle this is a pilot and to have an agreement regarding the TSP project once it is proven to be effective.

The Project and Services Committee forward a recommendation to the Board of Directors to approve Resolution 32-2017 awarding the TSP Upgrade Project task order contract to LAVTA's on-call contractor Kimley Horn for a not-to-exceed amount of \$256,285.18 with a contingency amount of \$25,628.51 (10%).

Approved: Spedowfski/Narum
Aye: Haubert, Spedowfski, Narum, Haggerty
No: None
Abstain: None
Absent: Brown

8. Final Draft BART to Livermore DEIR Comments

Staff provided a Final Draft BART to Livermore DEIR comments update to the Project and Services Committee. The City of Dublin provided comments, but LAVTA is still waiting on comments from the City of Livermore and Pleasanton. Staff plans to continue collecting and reviewing comments and updating the comments included in LAVTA's letter to BART. This can be brought back to the Board of Directors for approval at the October 2, 2017 meeting. Comments are due to BART by October 16, 2017.

Supervisor Scott Haggerty stated that the project is only paying for a quarter of the shop, but the infrastructure to get a shop is full price and we shouldn't pay for anything beyond the middle of the freeway. Supervisor Scott Haggerty would like the DEIR comments to reflect that.

Councilmember Kathy Narum was struck that they would not put the track straight down the freeway towards Greenville where ultimately we want it to be. Councilmember Kathy Narum asked did BART evaluate other locations along I-580 to put a shop, if it is needed. Councilmember Kathy Narum would like BART to evaluate options headed towards Greenville, as opposed to north of I-580.

Vice Mayor Steven Spedowfski requested the yard size being the same size as Santa Clara's extension to Silicon Valley be added to the comments, since this puts some perspective on it. Vice Mayor Steven Spedowfski noted that reading through AB 758 there is a section that states that if BART does not adopt a preferred alternative through the EIR by June then that section is gone. He asked what happens if BART does adopt a formal option by June? Executive Director Michael Tree stated that it is not clear what would happen and that it was put in at the last second.

This was informational only.

9. Management Action Plan

Executive Director Michael Tree provided the Management Action Plan (MAP) to the Projects and Services Committee. Executive Director Michael Tree stated that AB 1444 was approved by legislature and sent to the Governor for signature. Stantec is our partner and in March or April SAV will be tested in Dublin. AB 758 was approved by legislature and was sent to the Governor for signature. January 2018 the Authority will be created. Go Dublin mailers will be sent to Dublin residents. Fehr and Peers will evaluate the Go Dublin Project and that will finish up in December. An update on the Historic Depot was provided regarding the architectural drawings. The Historic Depot should be completed in February 2018. Executive Director Michael Tree pointed out that one key issue is the shortage of MV Transportation Drivers and he is concerned about poor service.

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: October 23, 2017

13. Adjourn

Meeting adjourned at 4:45pm.

AGENDA

ITEM 5



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Post-COA Analysis

FROM: Christy Wegener, Director of Planning and Operations

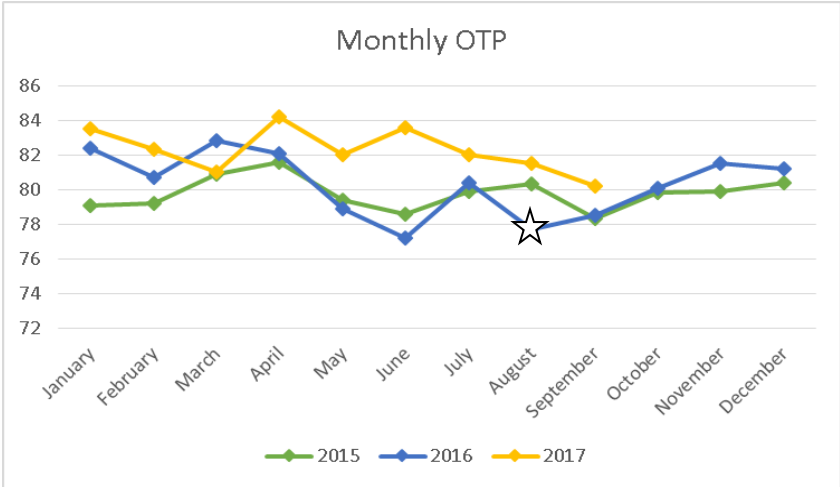
DATE: October 23, 2017

Action Requested
None- Information only

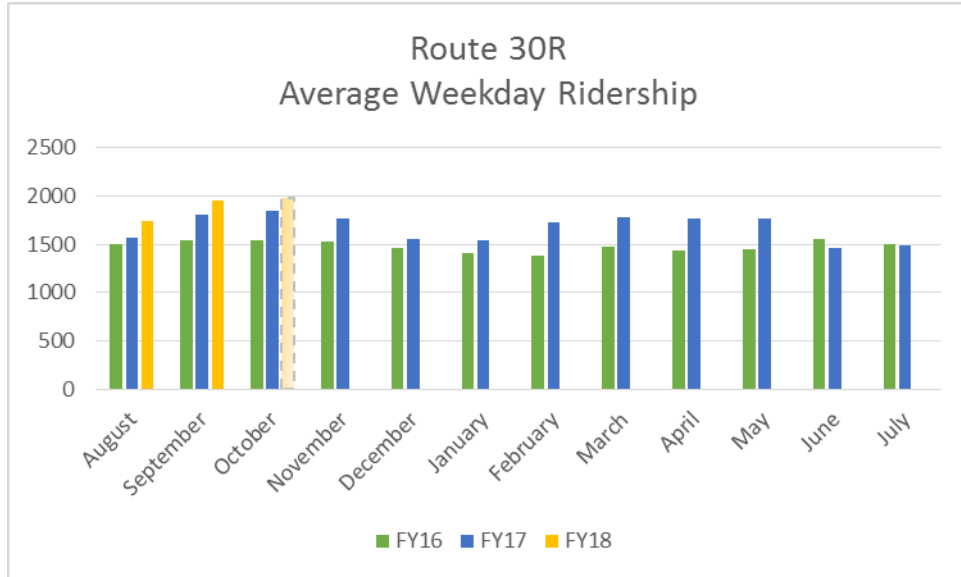
Background
It has been a full 12 months since the Comprehensive Operational Analysis (COA) changes were implemented last year (August 13, 2016). Staff now has the ability for an apples-to-apples route comparison with the post-COA changes using the full month of September. The following staff report is a summary of the route analysis.

Discussion
The COA projected to bring 5-10% ridership growth on the Wheels bus system within 12-18 months of implementation, as well as an improvement in On-Time Performance (OTP). The immediate expectation was that the routes would lose ridership (10-15%) for up to twelve months, and then ridership would start to rebound as the routes settled in and as new marketing campaigns took effect. So far, the route network has done what was expected: The baseline average daily ridership for FY2017 was 5.5% lower than before the COA changes; however, now that the system has passed the 12-month mark, ridership is beginning to grow and pass 2015/2016 levels. The COA changes have resulted in several key accomplishments, notably:

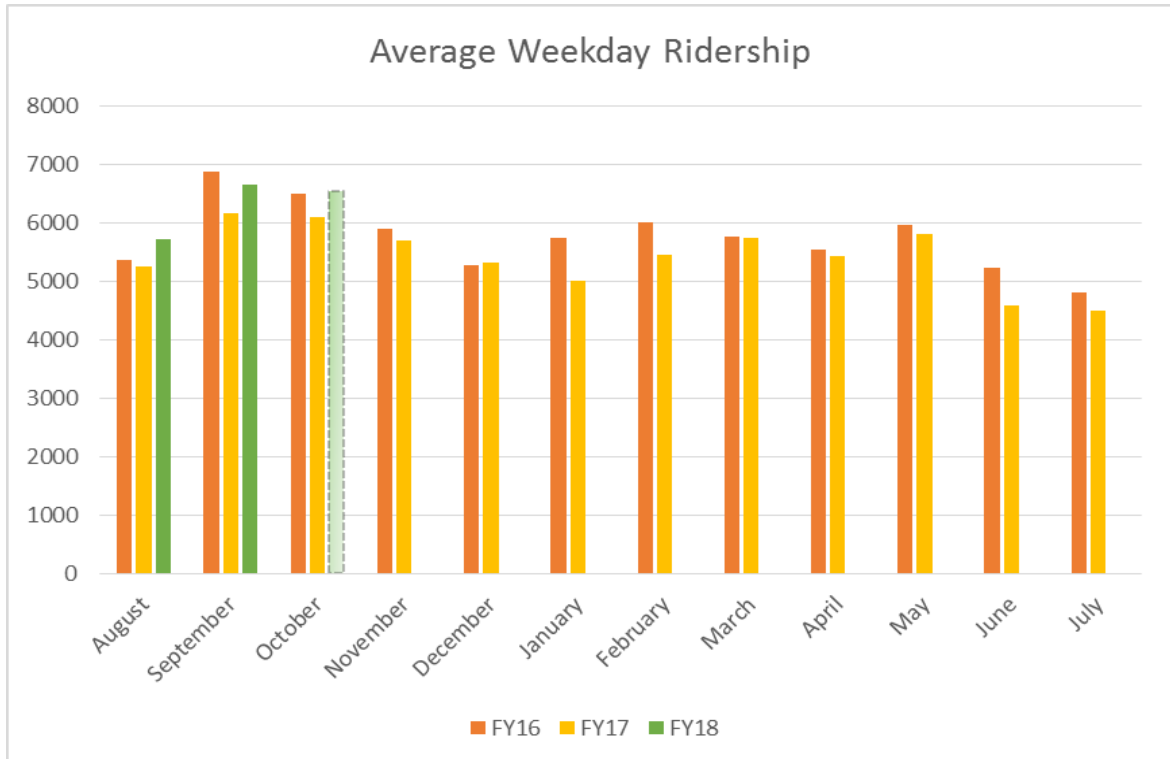
- 1) OTP has improved system-wide by nearly 2% from September of last year from 78.5% to 80.2%; overall OTP has steadily ticked up 3-5% from pre-COA levels.



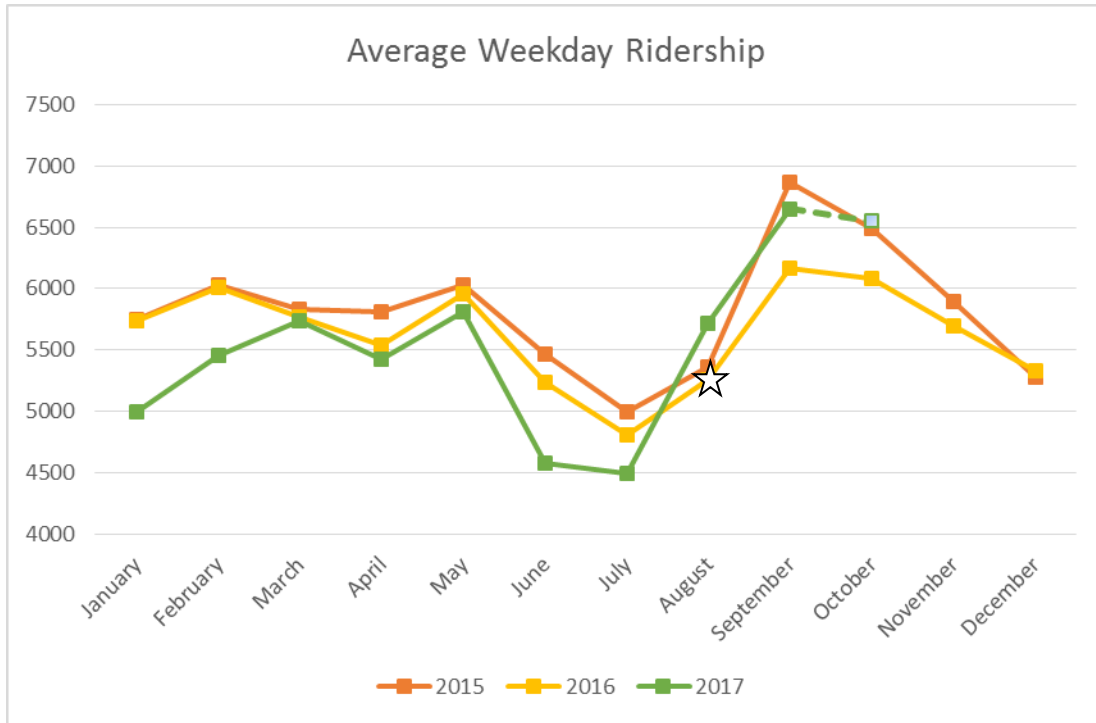
- 2) Route 30R needs to achieve a 20% farebox recovery ratio (approximately 2,100 trips per weekday) in order to continue to receive \$600k in annual Regional Measure 2 (RM2) funds from the Metropolitan Transportation Commission (MTC). While we have not yet met that target, we are getting closer each month. Key to this ridership increase has been the Las Positas College Transit Pass.



- 3) Overall Ridership: Average weekday ridership in August and September 2017 was close to or above that of 2015 levels, and exceeded 2016 ridership figures.



The chart below shows ridership by calendar year for the past 2.5 years (January 2015 through September 2017). The chart reveals that 2016 ridership was lower than 2015 even before the COA changes were implemented in August 2016; after implementation, the COA changes continued the system’s negative ridership trend through the end of the 2016 year. Ridership began to rebound to near pre-COA levels in spring, dipped in the summer, and is now on pace to exceed 2015 levels.



4) Route by Route Analysis: The following table is a summary of the route changes that were made as a part of the COA changes.

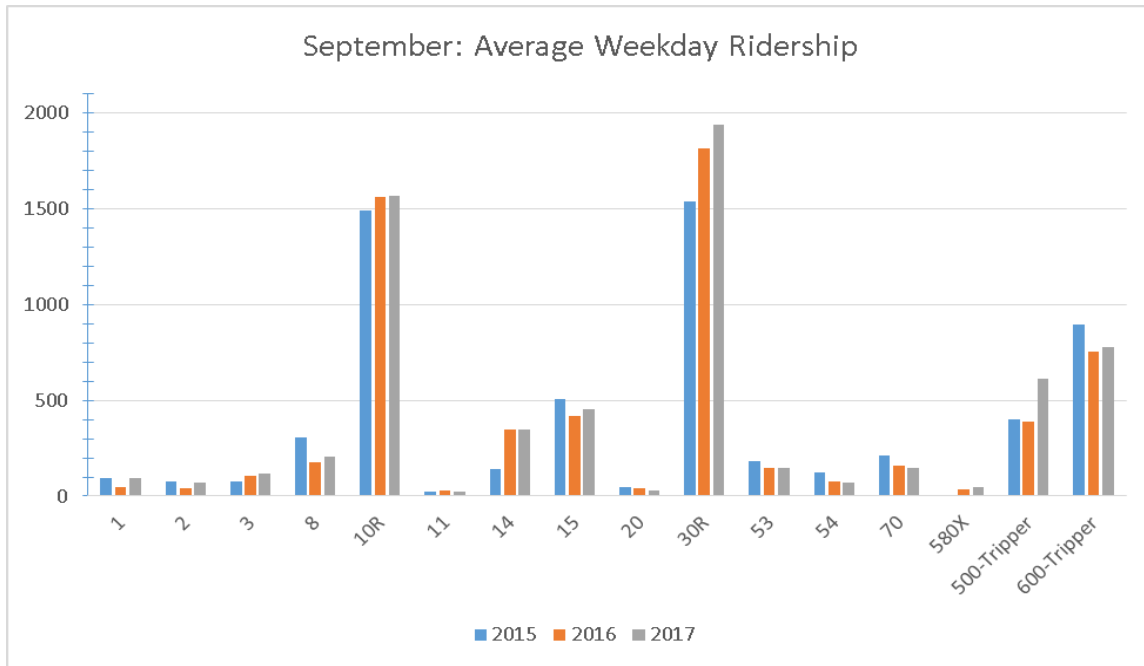
Route	COA Change
1	Removed Rosewood Drive; realigned to serve Hacienda/Gleason to BART; continues to serve Santa Rita Jail, East County Hall of Justice.
2	No changes to routing.
3	Route eliminated in West Dublin; service eliminated on Johnson Drive; route realigned to connect D/P BART to Stoneridge Mall via Hacienda and Stoneridge.
8	Realigned route off of Santa Rita; no longer serves Case Ave. Continues to serve Downtown Pleasanton, Kottinger Park, Pleasanton Senior Center
9	Route eliminated (Hacienda Business Park); service now provided by Route 3, 10R, 14
10R	Route no longer serves East Ave or extends on Dublin Blvd to the Stoneridge Mall; service frequency doubled to 15-minutes all day (Rapid service)
11	Route extended to connect to Vasco Road ACE.
12	Route eliminated. Service provided by Route 30R and 14 along

	Dublin Blvd, Murrieta, and in Central Livermore
14	Route realigned to connect to Pleasanton and D/P BART via Jack London; serves the Outlets. No longer operates on Pine Street.
15	No changes to routing.
20X	Slight reroute off Greenville to Vasco; service frequency reduced.
30R	Route realigned off Stanley, Jack London to N. Livermore Ave, Portola Ave; now provides service to Las Positas College; no longer provides service to the Outlets, or west of Golden Gate Drive to the Stoneridge Mall.
53	No changes to routing or schedule.
54	Minor changes to routing in Hacienda.
70X	No changes to routing or schedule.
400s	The Livermore School Trippers were eliminated
580X	New Route – Downtown Livermore to BART express

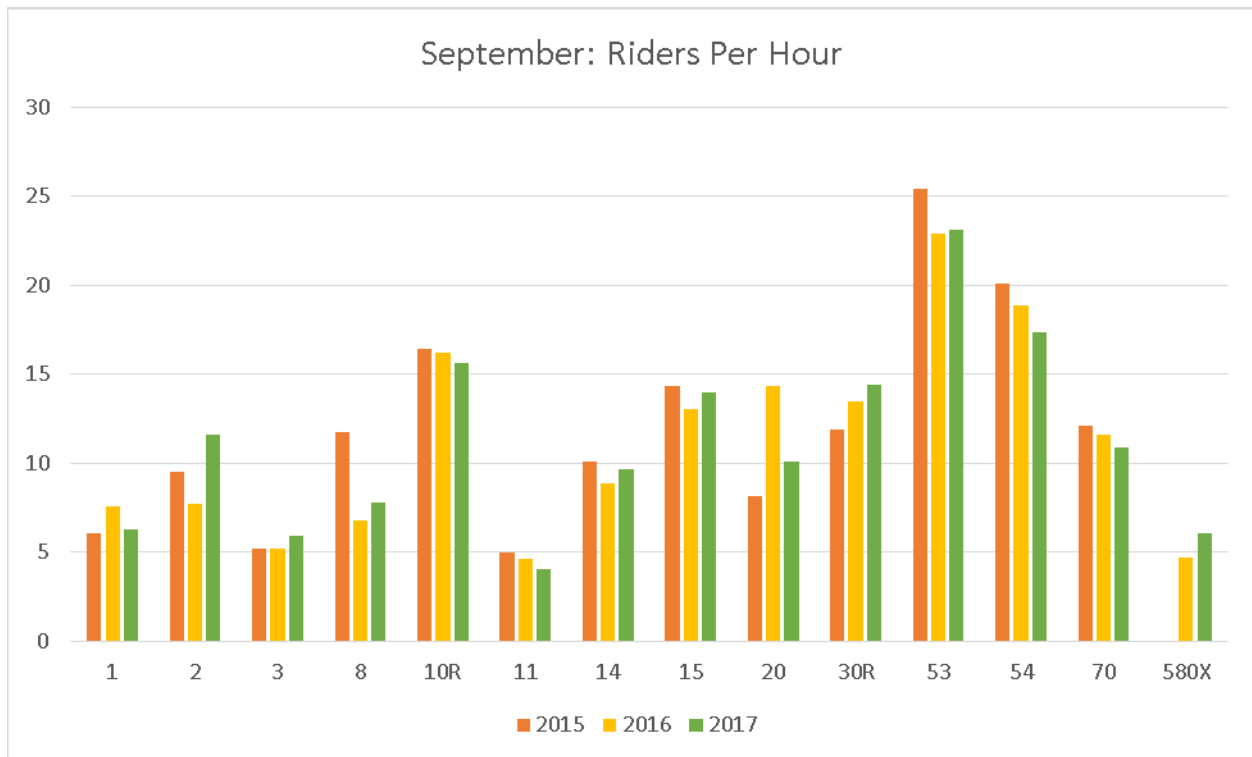
Total ridership on nearly all routes is higher in 2017 than it was in 2016. When comparing current ridership trends to previous years, because of the realignment of route segments it is difficult to draw firm conclusions about comparative performance. During the first six months of 2017, LAVTA focused marketing efforts on the Rapid lines (10R, 30R) at Las Positas College and with an individualized marketing effort along the Santa Rita corridor. Thanks to pilot transit pass programs at Las Positas College and at select Livermore schools, ridership at key generators along Route 30R is up. The Santa Rita corridor has also produced additional ridership. The next round of individualized marketing will be rolled out along the Dublin Blvd corridor in 2018.

In late 2016 and early 2017, staff attempted a variety of marketing techniques to highlight new Route 580X (door hangers, radio ads, mailer, targeted digital advertising); unfortunately, that route's productivity remains low with no notable increase in ridership from a year ago.

The large increase in Dublin tripper ridership (500-series routes) is due to increases in Dublin High School (DHS) enrollment and new housing developments in east Dublin. Minor changes in tripper routing have occurred over the past few years, especially for the Dublin routes in order to respond to new housing developments. The Pleasanton tripper routes (600-series routes) have been relatively stable over the past few years.

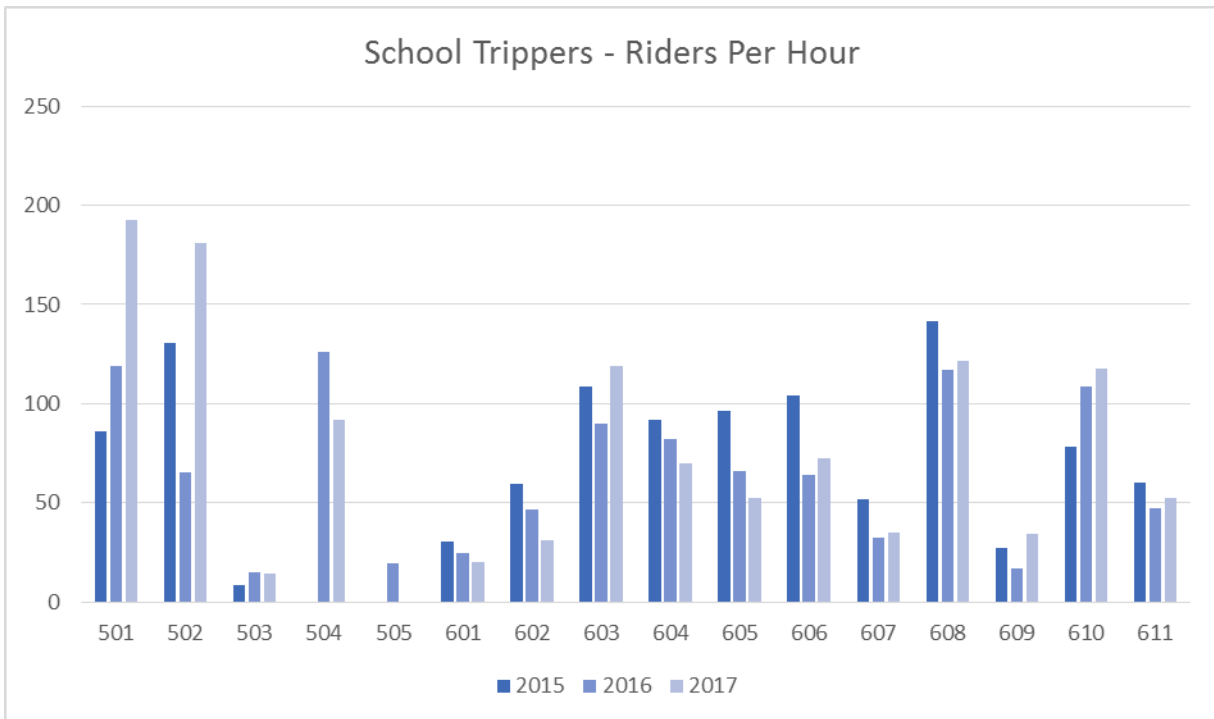


In considering route productivity, the following chart presents a before-and-after look at the passengers per revenue hour metric. Only three non-school tripper routes have achieved the goal of 15-passengers per hour. Route 30R is heading in the right direction. From a route productivity standpoint, the school trippers are the highest-performing routes in the system.



School tripper ridership is an area that has seen significant increases in 2017. While tripper routes were not considered or analyzed during the COA, a change was made to peel a trip off of Route 5_SR_COA Route Analysis

2 and operate it as a tripper (new Route 505). During the first 6-8 months of operation, staff observed the ridership patterns on both Route 2 and Route 505; it was determined that students still migrated to Route 2 for at least one trip. For the 2017 school year, staff temporarily suspended Route 505 and will consider the permanent plan for allocation of resources during the student transit plan development. Currently, Route 505 resources (approximately one hour of service per day) are temporarily being allocated in Dublin to overflow service.



Go Dublin

The Go Dublin discount pilot was made available throughout the City of Dublin in January 2017. As a reminder, the discount pays for 1/2 the trip on Lyft, Uber, or De Soto cab for rideshare trips taken within the City. On average, the Go Dublin promotion carries 1,500 passenger trips per month. A study with more information on Go Dublin performance is currently underway; more information will be presented to the Board in early 2018.

Next Steps

At this point, staff is not recommending any changes to the route network. Staff will continue to focus marketing efforts on routes where there is additional capacity. Staff will continue to monitor route productivity and will return to the Committee with an 18-month route evaluation in March/April 2018.

Recommendation

None – Information only

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: Dublin School Tripper – Follow-up

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

DATE: October 23, 2017

Action Requested

None- Information only

Background

At the October 2, 2017 LAVTA Board Meeting, Mayor David Haubert directed staff to return with an analysis of resources required to allow every bus-riding Dublin High School student to get a seat on a bus. The following staff report includes the analysis and resources requirements to distribute the current Dublin High School tripper ridership to seated loads.

Discussion

On average, there are approximately 40 seats on a 40' fixed route bus. Current Board-approved policy permits loads up to 1.5x seated capacity, so approximately 60 persons per bus. To allocate the loads to approximately 40 per bus would take an additional two vehicles in the morning and five in the afternoon for the DHS routes.

To complete the analysis of potential options, staff first identified which resources (fixed route) are currently deployed during the times needed for additional Dublin High School (DHS) service. Staff then identified specific trips and compiled the relevant ridership information, shown below.

Bus	Route	Trip(s) Time	Ridership
AM #1	Route 8	7:02A	6
AM #2	580X	7:02A, 7:28A	6 (1, 5)
PM #1	Route 3, 8	2:47p, 3:32p	19 (5, 14)
PM #2	Route 1	3:32p, 4:02p	6 (3, 3)
PM #3	Route 14	3:07p, 4:02p	28 (21, 7)
PM #4	Route 10R	2:36p, 3:32p, 4:24p*	52 (12, 30, 10)
PM #5	Route 10R	3:02p, 3:54p	32 (21, 11)

*Trip can be picked up mid-route

October 21st Changes

On October 21st, a service change will be implemented that will accomplish the following:

- 1) Permanently schedule the overflow buses.
- 2) Adjust the morning 501, 502 and 504 trips 5-10 minutes earlier to account for increased traffic around DHS.
- 3) Implement pilot early/late bird trips on route 501 that would arrive at school by 7am and depart campus at 4pm, respectively.

The October 21st schedule changes are expected to improve schedule reliability, better distribute student loads, and improve customer service for all student riders and their families. Staff presented these changes to the Dublin Unified School Board on October 10th and the changes were well received.

Staff will be rerouting the 501 so that it no longer operates on the freeway during the winter schedule change, or earlier if routing and bus staging issues are resolved with the school district and the City. Staff is moving forward with a plan on onboard a consultant this year to develop a Dublin transit plan for the 2018/19 year (and beyond).

Recommendation

None – Information Only

AGENDA

ITEM 7



EXECUTIVE DIRECTOR'S REPORT

October 2017

Stuff-A-Bus Event

Safeway will once again partner with Wheels on Saturday, November 4th for the annual Stuff-A-Bus event to provide food to the needy. The event is scheduled to take place at the Livermore Safeway on First Street (near Las Positas Rd). Staff is monitoring Safeway's charity efforts with the nearby fires and how that may affect the Wheels Stuff-A-Bus event.

Operator Shortage

For several months MV (fixed route contractor) has been short operators due to additional service being put onto the street to cover Dublin school tripper routes, and due to stiff competition for professional operators in the Bay Area. The end result has been the need for MV management to operate buses when operators call in sick or take time off. Recently, MV hired several operators, while at the same time better optimizing the operator schedules to add capacity. Staff anticipates that at the end of October MV will once again have back-up operators.

Dublin Student Ridership

In addition to the information contained in agenda item #6 regarding Dublin School Trippers, staff has been working with transit agencies in the Bay Area to locate articulated buses that might be used by LAVTA to increase capacity on the school trippers. To date no articulated buses are available for usage at AC Transit, Muni, SamTrans or VTA. Additionally, staff is researching what LAVTA would need to properly maintain articulated buses, which would include another set of movable lifts, some specialized tools and inventory of common parts.

Las Positas College Ridership

The students at Las Positas College continue to increase their usage with the available Transit Pass. In September of 2016 there was an average of 447 rides a day provided with the Transit Pass. A year later in September of 2017 the average was 631 rides a day. This represents a 41% increase. Students will vote on November 13, 2017 for a student fee to retain the Transit Pass long term.

Individualized Marketing in the SmartTrips Pleasanton Corridor

Steer Davies Gleave (SDG) recently finished the SmartTrips Pleasanton program. 2,012 households were spoken with during an in-person visit from trained travel advisors about the new Rapid route on Santa Rita that directly and frequently serves BART. Although the program was uniquely challenging, those that chose to participate increase their usage of the bus system. In the end, the average number of bus trips increased from 0.29 trips per person in the week prior to contact being made with them, to 1.5 trips per person in the week prior to the follow-up survey. SDG will provide a presentation on the SmartTrips Pleasanton program to the LAVTA Board in December.

Attachments

1. Management Action Plan w/Updates

FY2018 Goals, Strategies and Projects

Last Updated – October 16, 2017

MANAGEMENT ACTION PLAN (MAP)

<p><i>Goal: Service Development</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <p>1. Provide routes and services to meet current and future demand for timely/reliable transit service</p> <p>2. Increase accessibility to community, services, senior centers, medical facilities and jobs</p> <p>3. Optimize existing routes/services to increase productivity and response to MTC projects and studies</p> <p>4. Improve connectivity with regional transit systems and participate in BART to Livermore project</p> <p>5. Explore innovative fare policies and pricing options</p> <p>6. Provide routes and services to promote mode shift from personal car to public transit</p>						
<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>
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. Strategic Planning Workshop for Board being planned for spring of 2018.	
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. Public meetings held in June. LAVTA Board presentation made in September. Currently developing alternatives. <u>Second round of workshops in November. Board presentation in January.</u>	X X
Fare Study	<ul style="list-style-type: none"> • Draft Fare Study • Public Hearing (proposed changes on fixed route) 	DP	Projects/ Services	May 2017 Jan 2018	→ 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>
	<ul style="list-style-type: none"> • Board Approval 			Feb 2018		
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. <u>Queue jumps are operational.</u>	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 approved. Board approved MOU with Dublin. <u>Board approved engineering contract with Kimley Horn in October.</u>	
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 Dec 2017	→ Program providing approximately <u>1,500</u> rides/month. Mailing to residents occurring in September. <u>Fehr & Peers to present draft findings in December.</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>
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O&M Contract Request for Proposals	<ul style="list-style-type: none"> Develop RFP Award Contract 	DP	Project/ Services	Oct 2017 Mar 2018	→ <u>RFP released.</u> Bids due in December. Board to award in March.	X
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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>
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Website Upgrades	<ul style="list-style-type: none"> Update w/Rebranding Revise homepage for quicker access to commuter info 	MKT MGR	Projects/ Services	Nov 2017 Oct 2017	→ Button has been created for commuter area, landing page under construction. Rebranding of website with new Wheels logo to take place in November with Wheels bus design unveiling.	
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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 Nov 2017	→ New design for buses approved. New logo approved. Unveiling event being scheduled for November 2017.	X
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					→ SDG awarded contract. Collateral	
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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. Program completed. Post program surveys completed. <u>Project report to P&S Committee in November with Board report in December.</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 Jan 2018	→ FTA grant to upgrade stops in this corridor to Rapid style. Engineering work done. Bids came in high. Board rejected all bids. Bid re-advertised. <u>P&S Committee to review bids in October. Board to consider award in November.</u>	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	Nov 2017 Apr 2018 Jun 2018	→ ACTC grant received to upgrade stops in this corridor to Rapid style. <u>Scope of Work for project to be reviewed by P&S in October. Board review to take place in November.</u> Bus shelter type is next step. Project award in April.	
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 Nov 2017	→ Five locations with high ridership identified. 5 art shelters delivered for mural projects. IFB being developed to release in Oct to install shelters in Nov.	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 Dec	→ Shelters identified. Current plan in Livermore, where most shelters past useful life are located, is to replace them with flat roof art style shelters to accommodate murals. 5 shelters delivered. IFB being developed to release in Oct to install in Nov.	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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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>
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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. Planning/Marketing Departments working with ACTC and school district to distribute and market Clipper Cards/bus system. <u>Preliminary ridership is approximately 200 trips per day.</u>	X
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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. <u>Students to vote on student fee to continue pass on November 13th. Strong marketing presence continuing on campus.</u>	X
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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. Demo of LAVTA buildings done. <u>Depot moved onto cement foundation. Project might extend into March or April 2018.</u>	X X
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<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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><i>Goal: Regional Leadership</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 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 	ED	Projects/ Services	Oct 2017	→ <u>Approved. Legislation becomes effective January 2018.</u>	X
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. SB 595 approved in legislature and sent to governor for signature. Report to LAVTA Board on our legislative plan and how bills fared overall to be presented in November.	X
State Legislation to Approve SAV Project in Dublin	<ul style="list-style-type: none"> • Introduce SAV legislation 	ED	Finance/ Admin	Feb 2017	→ <u>Approved. Legislation becomes effective January 2018.</u>	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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Goal: Organizational Effectiveness

Strategies (those highlighted in bold indicate highest Board priority)

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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. <u>Presentation on performance of routes to be provided to the P&S Committee in October.</u>	

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>
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	Nov 2017	→ Audit ongoing in September. Review of audit at F&A in October. Presentation to LAVTA Board in November.	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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Other:

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>AB 1444 approved and effective January 2018. MOU with County Connection to be reviewed by F&A in October. Board consideration in November. Agreement with AQMD in final review at AQMD staff level.</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	→Comp/rehensive audit on LAVTA from FTA	

AGENDA

ITEM 8



LAVTA COMMITTEE ITEMS - October 2017 - February 2018

Projects & Services Committee

	Action	Info
October		
Minutes	X	
Route Analysis		X
Dublin Tripper Options		X
November		
Minutes	X	
Quarterly Operations		X
Wheels on Demand Evaluation		X
Winter Service Changes	X	
December		
Minutes	X	
*Typically December committee meetings are cancelled		
January		
Minutes (November)	X	
Draft Long Range Transit Plan		X
DAR Passenger Surveys Results	X	
February		
Minutes	X	
Quarterly Operations		X
Operations and Maintenance Contract Award	X	