

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

**WHEELS Accessible Advisory Committee**

**Meeting**

**DATE:**      **Wednesday, July 6, 2016**

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

**TIME:**      **3:30 p.m.**

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**AGENDA**

	<b>Action Recommended by Staff</b>	
<b>1. Call to Order</b>		<b>3:30</b>
<b>A. Approval of Agenda and Modifications if     necessary</b>		
<b>2. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)</b>		<b>3:35</b>
<b>3. The Committee Composition and the Review of By-Laws/Committee Members' Responsibilities</b>	<b>Information</b>	<b>3:40</b>
<b>4. Electing the Chair and Vice Chair</b>	<b>Action</b>	<b>3:50</b>

<b>5. Minutes of May 11, 2016 Meeting of the Committee (please review prior to meeting)</b>	<b>Action</b>	<b>4:05</b>
<b>6. Establishing Meeting Times for FY17</b>	<b>Action</b>	<b>4:10</b>
<b>7. Paratransit Operating Times</b>	<b>Information</b>	<b>4:15</b>
<b>8. COA Update</b>	<b>Information</b>	<b>4:25</b>
<b>9. PAPCO Report</b>	<b>Discussion</b>	<b>4:35</b>
<b>10. Dial-A-Ride Operational Issues – Suggestions for Changes</b>	<b>Discussion</b>	<b>4:40</b>
<b>11. Fixed Route Operational Issues – Suggestions for Changes</b>	<b>Discussion</b>	<b>4:50</b>
<b>12. Adjournment</b>		<b>5:00</b>

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

*Jennifer Suda*

*LAVTA Administrative Services Department*

*7/1/16*

*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](mailto:frontdesk@lavta.org)*

**AGENDA**

**ITEM 3**



WHEELS Accessible Advisory Committee (WAAC)  
 Membership Directory for FY 2017 (July 2016 to June 2017)  
 As of July 6, 2016

Dublin Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Shawn Costello	2 years	July 2015	June 2017
Connie Mack	2 years	July 2016	June 2018
Alternate (VACANT)			

Livermore Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Russ Riley	2 years	July 2016	June 2018
Nancy Barr	2 years	July 2015	June 2017
Mary Anna Ramos (Alternate)	2 years	July 2015	June 2017

Pleasanton Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Carmen Rivera-Hendrickson	2 years	July 2015	June 2017
Glenn Hage	2 years	July 2015	June 2017
Regina Linse (Alternate)	2 years	July 2016	June 2018

Alameda County Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Herb Hastings	2 years	July 2016	June 2018
Alternate (VACANT)			

Social Services Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Jennifer Cullen	2 years	July 2016	June 2018
Pam Deaton	2 years	July 2016	June 2018
Amy Mauldin	2 years	July 2016	June 2018
Alternate (VACANT)			

PAPCO Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Esther Waltz			

**BYLAWS  
OF THE  
WHEELS ACCESSIBLE ADVISORY COMMITTEE**

**ARTICLE 1**

**NAME**

The name of this committee shall be the “WHEELS ACCESSIBLE ADVISORY COMMITTEE.”

**ARTICLE 2**

**DEFINITIONS**

The terms defined in this Article shall have the following meaning:

**SECTION 2.1.** “LAVTA” refers to the Livermore/Amador Valley Transit Authority, created pursuant to Government Code 6500 et. seq., which provides public transportation services within the cities of Dublin, Livermore and Pleasanton, and portions of unincorporated areas in Eastern Alameda County.

**SECTION 2.2.** “BOARD OF DIRECTORS” or Board, means the governing Board of LAVTA.

**SECTION 2.3.** “PARATRANSIT” refers to any form of transportation for persons unable to use fixed route public transit.

**SECTION 2.4.** “PERSON WITH DISABILITIES” refers to any person whose disability prevents him/her from accessing public transportation pursuant to 49 CFR 37.

**SECTION 2.5.** “ELDERLY” is defined as any person who is sixty-five (65) years of age or older.

**SECTION 2.6.** “COMPLEMENTARY PARATRANSIT SERVICE” refers to comparable paratransit service to fixed route transit service as mandated by the Americans with Disabilities Act (49 CFR 37.125).

SECTION 2.7. “LOCAL PARATRANSIT SERVICE” refers to paratransit services that are not mandated by the Americans with Disabilities Act, and that are defined by individual transit operators.

SECTION 2.8. “TRANSPORTATION DEVELOPMENT ACT-ARTICLE 4.5” refers to State funding for paratransit service generated from the ¼ cent sales tax.

SECTION 2.9. “ALAMEDA COUNTY MEASURE B” refers to local funding for paratransit service generated by the one-half percent (0.5%) transportation sales tax in Alameda County.

SECTION 2.10. “AMERICANS WITH DISABILITIES ACT” (ADA) refers to the Federal law which provides equal access to buildings, services and public transportation to persons with disabilities (Public Law 101-336). Among its provision, the ADA mandates that public transit operators provide complementary paratransit service to persons whose impairment(s) prevent(s) them from using regular fixed route transit service.

SECTION 2.11. “COMMITTEE” refers to “WHEELS Accessible Advisory Committee.”

SECTION 2.12. “MEMBER” is defined as a Member of the Committee, who resides in the LAVTA member jurisdictions and represents the interests, concerns and suggestions of the elderly and disabled persons. This person may or may not have disabilities, or who may or may not be sixty-five years of age or more.

SECTION 2.13. “FISCAL YEAR” means the period from July 1 to and including the following June 30.

SECTION 2.14. “FIXED ROUTE SERVICE” refers to service that operates along prescribed routes according to fixed schedules.

### ARTICLE 3

#### GENERAL PROVISIONS

##### SECTION 3.1. RESPONSIBILITIES

The Committee shall have the following responsibilities:

- (a) Provide a forum to discuss matters relating to LAVTA's fixed route and paratransit system accessibility as they pertain to the elderly and persons with disabilities; and
- (b) Advise the Board of Directors on matters relating to LAVTA's fixed route and paratransit system accessibility as they pertain to the elderly and persons with disabilities.
- (c) To represent the interests of elderly and persons with disabilities who depend upon accessible public transit service(s).

### SECTION 3.2. COMMITTEE

- (a) Composition. The Committee shall be composed of ten (10) members. Each city in the LAVTA jurisdiction shall have two members, and the County of Alameda one member, who is a resident in the LAVTA service area. Three members shall be representatives of social service agencies, which are located in and represent people who use or could use transit services in Livermore, Pleasanton and Dublin, and ex-officio members from the connecting transit service providers.
- (b) Alternate. Each City, the County, and social service agency, may have one (1) alternate member.
- (c) Qualifications of Members and Alternates. The members and alternates must be able to demonstrate:
  - (i) That they reside in the City they represent and in the case of the County, they reside in the LAVTA service area. Social services agencies must be located in and serve the residents of LAVTA service area.
  - (ii) Meet regularly during business hours.
  - (iii) Analyze complex issues, reports, etc., and make objective conclusions relating to the issues and reports.



(d) Appointment Process

- (i) LAVTA shall advertise for any vacancy or vacancies on the Committee on LAVTA's website, post notices to the existing riders, and contact relevant social service agencies regarding serving on the committee. LAVTA's Board of Directors selects and approves committee members.
  - (ii) Every interested person shall complete a LAVTA application form.
  - (iii) The process of making appointments of alternate members shall be the same as for regular members.
- (e) Vacancies on the Committee. When there is a vacancy on the Committee, the alternate member shall fill in as an interim member, and, if desired, shall become a full voting permanent member.

SECTION 3.3 TERM OF APPOINTMENT OF COMMITTEE MEMBERS

The term of appointment of each committee member and alternate shall generally be for a period of two (2) fiscal years, unless a one (1) year term is necessary to ensure continuity of membership and avoid all appointments expiring at the same time. Each member shall serve for a maximum of four (4) consecutive terms (i.e. eight (8) consecutive fiscal years). A member may continue to serve for additional consecutive terms beyond the maximum of four (4) consecutive terms (i.e. eight (8) consecutive fiscal years) if no other qualified applicants apply for the open position and the member is willing to serve. The member will be appointed as an Alternate unless there is an opening for a full voting member in their jurisdiction on the committee. The term shall be for one year. When a vacancy occurs, the vacancy will be filled using the procedure described above.

#### SECTION 3.4. REMOVAL AND RESIGNATION OF MEMBERS

- (a) Appointed members and alternates may be removed automatically from the Committee by the Board of Directors if:
  - (i) The member or alternate is absent for three (3) consecutive regular and/or special meetings;
  - (ii) A member may resign from the Committee by a letter of resignation to the Board of Directors.

#### SECTION 3.5. COMMITTEE OFFICERS AND THEIR DUTIES

- (a) The Committee shall elect a Chair and Vice Chair from among its members. The Committee Chair and Vice Chair shall not represent the same city.
- (b) The Chair and Vice Chair shall be elected at the last meeting of each fiscal year and assume office at the first meeting of the new fiscal year.
- (c) The Chair shall preside at all meetings of the Committee, call special meetings, and act as spokesperson of the Committee with the authorization of the Committee pursuant to Section 4.1 of these Bylaws.
- (d) The Vice Chair shall assume all duties of the Chair in the absence of, or upon request of, the Chair.
- (e) The Chair or his/her designee shall make an oral report at the meeting of the Board of Directors following the Committee's meeting. The designee shall be the Vice Chair of the Committee or a Committee member.
- (f) In the absence of the Chair and Vice Chair, the Committee shall appoint a Chair Pro-Tem to fill the duties of the Chair.

#### SECTION 3.6. COMMITTEE SECRETARY

A LAVTA staff person shall serve as Secretary and shall have no vote on matters before the Committee. The Secretary shall keep minutes of all regular and special meetings, and submit them to the Committee for approval, maintain a record of attendance, record all roll call votes, and assist with clerical and administrative tasks pertaining to the Committee.

### SECTION 3.7. COMMITTEE MEETINGS

- (a) Regular Meeting Site, Schedule and Time. The Committee shall meet quarterly as needed. The Committee shall establish the meeting schedule, meeting time, meeting sites for the regular meetings at the first regular meeting of the fiscal year.
- (b) Regular Meetings. All regular meetings shall have a published agenda. Only items on the agenda shall be addressed at the meeting. Items for a regular meeting agenda may be submitted by any member of the Committee at least two (2) weeks prior to the meeting. The Committee Secretary may submit items for the agenda. Any supportive material for an agenda item shall be submitted at the same time. The Chair and the Committee Secretary shall agree on the final agenda.
- (c) Agendas. The agenda shall contain at least the following: call to order; approval of minutes; old business; new business; public comment and adjournment. Copies of the agenda, with supporting material and past meeting minutes, shall be mailed or delivered to the Committee members.
- (d) Notice. Notice of regular and special meetings shall comply with the Ralph M. Brown Act, Government Code Section 54950, et seq. Notices shall be mailed or delivered to the appropriate locations in the LAVTA jurisdiction. Notices may be mailed to the public upon request. All requests for additional information for regular and special meetings shall comply with LAVTA's Access to Public Records Information Policy. All notices of regular and special meetings shall be posted 72 hours prior to the meeting.
- (e) Special Meetings. Special Meetings may be called by the Committee Chair. Special meetings may include regular business in nature and/or

- time-urgent items. Special meetings shall comply with the same requirements of regular meetings.
- (f) Accessibility. All meetings shall be conducted in the LAVTA jurisdiction and shall be in a location accessible by public transportation and accessible to persons with disabilities.
  - (g) Quorum. A quorum must be present to conduct a meeting and shall consist of six members. In the absence of a regular or alternate representative, the other representative from the City may exercise two votes for that jurisdiction and this would constitute a quorum.
  - (h) Affirmative Vote. An affirmative vote by the majority of the filled positions of the Committee is required for an action to be approved, and a quorum must be present in the room in order for a vote to be taken. If a quorum is not present, the Chair would adjourn the meeting.
  - (i) Compensation. Committee members shall not receive compensation for attending regular and special meetings. Please refer to section 4.2.
  - (j) Parliamentary Procedure. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised, The Classic Edition, General Henry M. Robert, III.
  - (k) Minutes of WAAC Meetings. Minutes of the WAAC meetings shall be included in the Board of Directors Agenda Package.
  - (l) A member unable to attend a Committee meeting shall notify the member's alternate to attend the meeting.

## ARTICLE 4

### MISCELLANEOUS

#### SECTION 4.1. PUBLIC STATEMENTS.

The Chair of the Committee shall be the spokesperson. In the absence of the Chair, the Vice Chair shall act as the spokesperson. In the absence of the Committee's Chair and Vice Chair, a spokesperson shall be appointed by the Committee Chair. Furthermore, no member of the Committee shall speak as

a spokesperson for LAVTA without authorization by majority vote of the Board of Directors of LAVTA.

SECTION 4.2. EXPENSES. The Committee is strictly on a volunteer basis; therefore, members shall not be reimbursed for any expenses relative to the Committee's activities and functions. However, LAVTA will provide paratransit service to/from regular and special meetings for Committee members upon request. LAVTA will also provide transit passes at no charge for rides on fixed route services. Members of the public must provide their own transportation.

SECTION 4.3. AMENDMENTS. Proposed amendments to these Bylaws shall be submitted to the LAVTA Board of Directors by the General Manager with an explanation of the proposed changes. Amendments shall be incorporated into these Bylaws upon a majority vote of the LAVTA Board of Directors

**AGENDA**

**ITEM 4**



**Wheels Accessible Advisory Committee**

**WAAC**

SUBJECT: Election of Wheels Accessible Advisory Committee Chair and Vice Chair

FROM: Kadri Klm, Paratransit Planner

DATE: July 1, 2015

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**Action Required**

Hold Election for the positions of the Wheels Accessible Advisory Committee Chair and Vice Chair

**Background**

The WAAC needs to elect a new Chair and Vice Chair from amongst its members. Section 3.5 of the Committee Bylaws states the following:

- (a) The Committee shall elect a Chair and Vice Chair from among its members. The Committee Chair and Vice Chair shall not represent the same city.
- (b) The Chair and Vice Chair shall be elected at the last meeting of each fiscal year and assume office at the first meeting of the new fiscal year.
- (c) The Chair shall preside at all meetings of the Committee, call special meetings, and act as spokesperson of the Committee with the authorization of the Committee pursuant to Section 4.1 of these Bylaws.
- (d) The Vice Chair shall assume all duties of the Chair in the absence of, or upon request of, the Chair.
- (e) The Chair or his/her designee shall make an oral report at the meeting of the Board of Directors following the Committee's meeting. The designee shall be the Vice Chair of the Committee or a Committee member.

- (f) In the absence of the Chair and Vice Chair, the Committee shall appoint a Chair Pro-Tem to fill the duties of the Chair.

Chair and Vice Chair will work with staff to create the Committee agendas.

### **Election Process**

The WAAC bylaws do not outline a specific nomination and election process for the Committee Chair and Vice Chair. As a result, the process that the LAVTA Board of Directors uses will be followed. The elections for Chair and Vice Chair will be held separately using the following steps:

1. WAAC members will nominate other WAAC members or they may nominate themselves for the vacant position. All nominations must be seconded.
2. Nominees will be given up to two minutes to state their qualifications to the members. This is not required.
3. Each WAAC member will write the name of the candidate of their choice on a piece of paper (staff assistance is available, if needed). Members must be present to vote.
4. Staff will count the votes and announce the results. The nominee with the most votes wins the election for the position.

### **Recommendation**

Nominate and elect the Chair and Vice Chair in accordance with the WAAC bylaws for fiscal year 2016.



**AGENDA**

**ITEM 5**



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

**WHEELS Accessible Advisory Committee**

**DATE:** Wednesday, May 11, 2016

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

**TIME:** 3:30 p.m.

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**DRAFT MINUTES**

**1. Call to Order**

WAAC member Shawn Costello called the meeting to order at 3:32 pm.

Members Present:

Connie Mack	City of Dublin
Shawn Costello	City of Dublin
Nancy Barr	City of Livermore
Mary Anna Ramos	City of Livermore – Alternate
Jennifer Cullen	Social Services Member
Pam Deaton	Social Services Member
Amy Mauldin	Social Services Member
Esther Waltz	PAPCO Representative

Staff Present:

Christy Wegener	LAVTA
Kadri Kulm	LAVTA
Nikki Diaz	LAVTA
Karen Huynh	LAVTA
Juana Lopez	MTM
Joey Hogan	MTN

Members of the Public:

Robert Allen	Livermore resident and Wheels rider
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**2. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**

Robert Allen told the committee he is interested in having Wheels provide an express bus service between the Airway Park and Ride in Livermore and the Dublin/Pleasanton BART station. He said it would take 3 buses to meet every train in every 15 minutes.

**3. Minutes of the April 6, 2016 Meeting of the Committee**

Approved.

Waltz/Mack

**4. WAAC Recruitment for FY 2017**

WAAC reviewed the seven applications that were received for the FY2017 committee positions.

**5. Comprehensive Dial-A-Ride Riders Guide**

In January 2016 WAAC commented on the Comprehensive Dial-A-Ride Riders Guide Table of Contents and were also encouraged to provide feedback on the Guide based on the Dial-A-Ride Operational Policies that were distributed at the meeting. LAVTA staff received comments from three members and shared these comments with the rest of the committee.

**6. COA Update**

Staff provided an update on the Wheels fixed route Comprehensive Operational Analysis/Service Changes. Staff said that the LAVTA board had approved about 90% of the changes at the May 2<sup>nd</sup> public hearing/board meeting, which about 60-70 people attended to provide their feedback on COA service changes. The board directed staff to do more work on how to provide express service to the Lawrence Livermore Lab. The proposed service changes are needed for the Wheels service to be more productive. LAVTA is working on getting the COA implemented by August 15, 2016.

**7. 2<sup>nd</sup> Quarter Dial-A-Ride Operational Analysis**

Staff updated the committee that the ridership continued to increase during the months of October to December 2015 compared to the year before. The OTP was above 97% and the number of complaints remained under one valid complaint per 1,000 passengers during both years. Staff told the committee that the agency will start conducting in-person eligibility assessments in a few weeks.

**8. PAPCO Report**

Esther Waltz reported on the latest PAPCO meeting, which was a strategic planning meeting about taxi service.

**9. Dial-A-Ride Operational Issues – Suggestions for Changes**

None

**10. Fixed Route Operational Issues – Suggestions for Changes**

Esther Waltz said that when coming to the WAAC meeting she had to leave her house 1.5 hours earlier. The committee members asked about access to the LAVTA office after the COA changes. Staff said the closest bus stop will be on Jack London Blvd.

**11. Adjourn**

The meeting was adjourned at 4:22 pm.

**AGENDA**

**ITEM 6**



**Wheels Accessible Advisory Committee**

**WAAC**

SUBJECT: Establish WAAC Meeting Schedule/Times FY 2017

FROM: Kadri Klm, Paratransit Planner

DATE: July 6, 2016

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**Action Required**

Establish the WAAC meeting dates and times for fiscal year 2017. Fiscal year 2017 is defined as the period from July 1, 2016 through June 30, 2017.

**Background**

As stated in the WAAC Bylaws SECTION 3.7(a) "The Committee shall meet quarterly as needed. The Committee shall establish the meeting schedule, meeting time, meeting sites for the regular meetings at the first regular meeting of the fiscal year."

**Discussion**

In the past, WAAC Committees established a quarterly schedule for regular meetings. Starting in 2010, the frequency of meetings was increased to every other month. Last year, meetings were scheduled for the first Wednesday of every other month from 3:30 pm to 5:00 pm.

**Recommendation**

Staff's recommendation is to continue to have WAAC meetings on the first Wednesday of every other month from 3:30 pm to 5 pm.

Meeting dates would be: July 6, 2016  
September 7, 2016  
November 2, 2016  
January 4, 2017  
March 1, 2017  
May 3, 2017

**AGENDA**

**ITEM 7**



STAFF REPORT

SUBJECT: Paratransit/Dial-A-Ride Operating Hours

FROM: Christy Wegener, Director of Planning and Communications

DATE: July 6, 2016

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**Action Requested**

Information only.

**Background**

At the May WAAC meeting, a WAAC member requested more information on how paratransit/Dial-A-Ride operating times correspond with fixed route service hours.

**Discussion**

The current LAVTA paratransit policy states that Dial-A-Ride service operates during the same days and hours as Wheels fixed-route service.

The language in the Federal Transit Administration (FTA) language about complementary paratransit service states:

*Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.131(e), complementary paratransit service must be available during the same days and hours that fixed route service operates. Thus, if an individual can travel from a given origin to a given destination on a particular fixed route at a certain time of day, a paratransit eligible person must also be able to travel from the same origin to that same destination on paratransit at that time of day. Because paratransit service is required to be available during the same hours and days as the fixed route system, and because not all fixed routes will necessarily be operating at a given time on a given day, the shape of the paratransit service area can be expected to change accordingly. For example, it is common for certain routes to not run late at night. Those routes, and their associated paratransit corridors, do not need to be served with paratransit when the fixed route system is not running on them.*



Accordingly, paratransit service should be available when fixed route buses operate in revenue service – not when deadheading to or from the garage. Currently, LAVTA’s paratransit service hours are offered whenever Route 10 operates in revenue service. Route 10’s first timepoint is at 4:12am and its last timepoint is at 1:44am during weekdays, 4:57am to 1:14am during Saturdays, and 5:17am to 1:14am on Sundays. After the COA changes are implemented, paratransit service will be offered corresponding with the new Route 10R schedule – from 4:37am until 1:36am, and from 5:34a until 1:36a on Saturdays and Sundays