

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, November 27, 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 October 23, 2017 Meeting of the P&S Committee.

Recommendation: Approval

5. FY 2018 1st Quarter Report – Operations

Recommendation: None – information only.

6. Approval of Bus Advertising Service Contract with the Bay Area Air Quality Management District

Recommendation: Receive staff report and forward to Board for approval.

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: December 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.

<i>/s/ Jennifer Suda</i>	<i>11/22/17</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 OCTOBER 23, 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
Karla Brown, Councilmember, City of Pleasanton
Steven Spedowski, Vice Mayor, City of Livermore
David Haubert, Mayor, City of Dublin

3. Meeting Open to Public

Robert S. Allen

Robert Allen addressed the Project & Services Committee regarding iiBART (Interim Isabel BART). Mr. Allen has made a perennial plea for an express bus between the Airway Park-n-Ride with a stop at the Livermore Airport and the BART station. Mr. Allen stated that the ride would take about fifteen minutes and the route would require three buses. The Alameda County Transportation Commission (ACTC) came up with an integrated Park-n-Ride and they proposed increasing the parking lot to hold 500 or 1000 cars. Mr. Allen wants this done now in time to get the buses to Park-n-Ride. Mr. Allen urges this to be done quickly and would like to see BART, ACTC, and LAVTA get together and increase Park-n-Ride's parking lot. Mr. Allen agrees with Supervisor Scott Haggerty that we need a connection between BART and ACE. The ideal connection is to run ACE an extension of the former Southern Pacific Right-of-Way for about three miles and restoring some grade crossings. This would allow a good connection between the Central Valley and BART without the cost of running it down the freeway. BART built the Dublin/Pleasanton station in the one place there was a railroad crossing, allowing a good intermodal connection.

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

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

5. Post-COA Analysis

Staff provided the Post-Comprehensive Operational Analysis (COA) to the Project and Services Committee. It has been a full 12 months since the COA changes were implemented on August 13, 2016 and staff can now report a summary of the route analysis on strengths and weakness in the redesign. The COA projected to bring 5-

10% ridership growth in 12-18 months, as well as an improvement in On-Time Performance (OTP). OTP has improved system-wide by 3-5% from pre-COA levels. Route 30R needs to achieve a 20% farebox recovery ratio (approximately 2,100 trips per weekday) and LAVTA is getting closer each month, but have not met the target yet. LAVTA is almost at 2,000 trips per weekday on 30R and key to this ridership has been the Las Positas College Transit Pass. Overall ridership was close to or above 2015 levels, and exceeded 2016 ridership.

Vice Mayor Steven Spedowski requested that the chart colors on page 6 be changed, so they are not all blue.

Councilmember Karla Brown expressed she was excited and thankful that LAVTA went through the difficult challenges with the COA and route change with a lot of outreach by Wheels personnel and public meetings since the numbers are starting to reflect themselves.

Supervisor Scott Haggerty asked if Go Dublin is more successful than LAVTA thought. Staff responded that LAVTA is pleased with Go Dublin and it is carrying more people in Dublin than Route 3 did. Supervisor Scott Haggerty also wanted to know how the finances are for the Go Dublin project. Staff stated that we are on average spending three dollars a person when we were spending 15 dollars on the former fixed route service.

This was informational only.

6. Dublin School Tripper – Follow-up

Staff provided the Dublin School Tripper – Follow-up to the Project and Services Committee. At the October 2, 2017 Board meeting, Mayor Haubert directed staff to return with an analysis of resources required to allow every bus-riding Dublin High School (DHS) student to receive a seat on a bus. For every student to have a seat it would take an additional two vehicles in the morning and five in the afternoon for the DHS routes.

On October 21, 2017 a service change was implemented to pilot early/late bird trips on route 501. LAVTA also modified the trip times for the remaining two trips to allow for longer running time. LAVTA is happy to announce that there were no issues today. In the interest to make sure the service operates as safely as possible LAVTA will reroute 501 routes 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. LAVTA staff is moving forward with a plan to hire a consultant this year to develop a Dublin transit plan for the 2018-19 year (and beyond).

Staff noted that at this point there are no additional resources (articulated buses) available with other agencies. In order to accommodate an articulated bus LAVTA would need to purchase a couple more lifts and provide training.

Supervisor Scott Haggerty asked if MV has marketed to hire part-time bus drivers. Executive Director Michael Tree knows that MV is talking to anyone interested in

driving buses, but is not sure if they have marketed for part-time bus drivers. Supervisor Scott Haggerty stated that he feels that the school tripper routes are for LAVTA to solve and not the city, so if that means acquiring part-time employees MV should consider that as an option.

Mayor David Haubert requested that tomorrow LAVTA reroute buses off the fixed route service to accommodate the school tripper routes in Dublin. Staff responded that fixed route patrons are sensitive to frequency changes and does not recommend rerouting fixed route service to Dublin for school trippers. Staff asked Mayor David Haubert if the issue is the standing students on the buses. Mayor David Haubert stated that standing students are an issue, since it can become a potential safety problem. If you have one or two students standing it is not a big issue, but when you have 50 students standing a day it is. Staff indicated that typically, you see 40 students seated and 20 students standing on the buses. Mayor Haubert said he was fine with monitoring the situation after the Oct 21st schedule change.

Councilmember Karla Brown stated that everyone was a little surprised by the 40% increase. Councilmember Karla Brown was happy that LAVTA is eliminating school tripper routes on the freeway. Councilmember Karla Brown informed that Pleasanton does not have complaints regarding school trippers standing on bus routes.

Supervisor Scott Haggerty informed the Committee that he is okay with school trippers standing, as long as LAVTA can provide them a ride. Supervisor Scott Haggerty agreed that having students on the freeway is not safe and requested MV to look into hiring part-time drivers for peak hours.

This was informational only.

7. Executive Director's Report

Executive Director Michael Tree provided the Executive Director's Report to the project and Services Committee. Executive Director Michael Tree informed the Committee that Safeway will postpone LAVTA's November 4th annual Stuff-A-Bus event, due to charity efforts for the nearby fires. Councilmember Karla Brown asked if LAVTA has considered utilizing Costco for our Stuff-A-Bus event. Supervisor Scott Haggerty requested that staff look into utilizing Lucky Supermarkets for next year's Stuff-A-Bus event and Costco for future events. Staff stated that they will look into this for future events. The Stuff-A-Bus event will not happen prior to Thanksgiving and most likely not before Christmas. Supervisor Scott Haggerty directed staff to look into Cornerstone Fellowship for the Stuff-A-Bus event this year, since we are having difficulties with scheduling the event with Safeway. Staff will pursue something for this year for the event to be conducted on November 18, 2017. Executive Director Michael Tree noted that the Las Positas College ridership is averaging over 600 rides a day. LAVTA will be monitoring the student vote on November 13, 2017 for a student fee to retain the Transit Pass long term. It was also stated that the Student Pass (Measure BB) has over 200 rides a day and that the key is to sustain the ridership increases with marketing.

This was informational only.

8. Preview of Upcoming P&S Committee Agenda Items

9. Matters Initiated by Committee Members

None.

10. Next Meeting Date is Scheduled for: November 27, 2017

11. Adjourn

Meeting adjourned at 4:55pm.

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: FY 2018 1st Quarter Report – Operations

FROM: Christy Wegener, Director of Planning & Operations

DATE: November 27, 2017

Action Requested

This is an informational item.

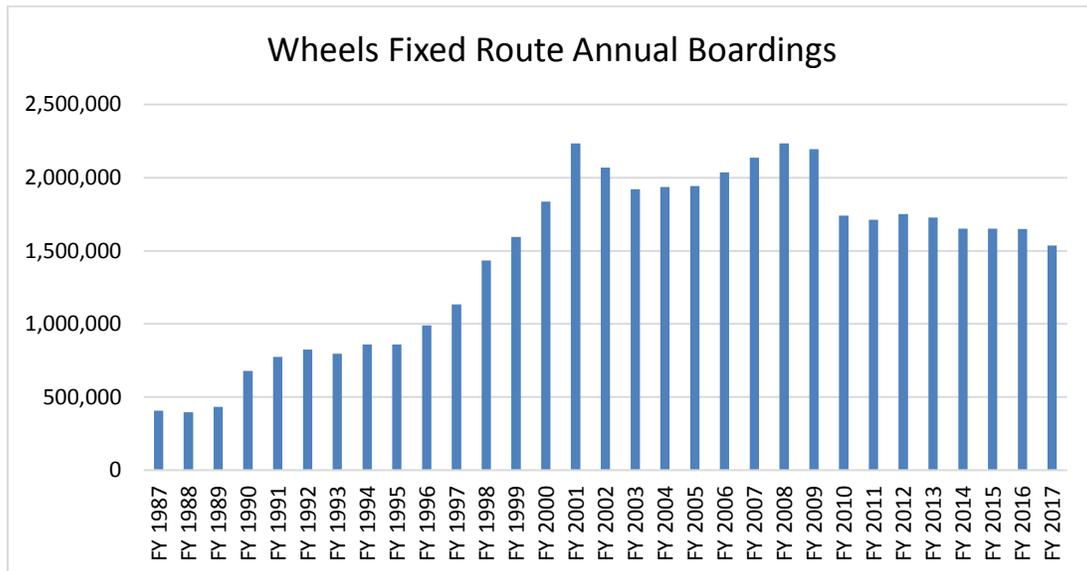
Background

This report is intended to provide the Committee with a summary and analysis of operations for the first quarter of FY2018 (July – September 2017), including fixed route, paratransit, and operational performance metrics.

Discussion

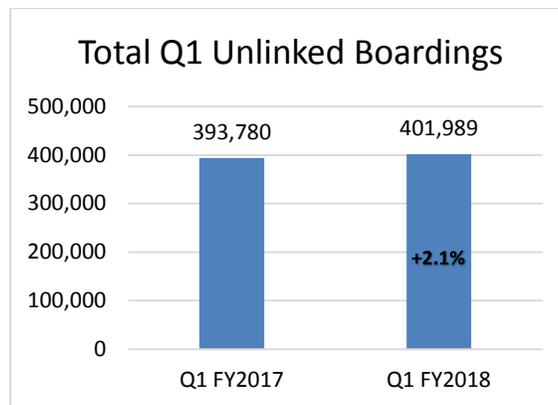
Fixed Route

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

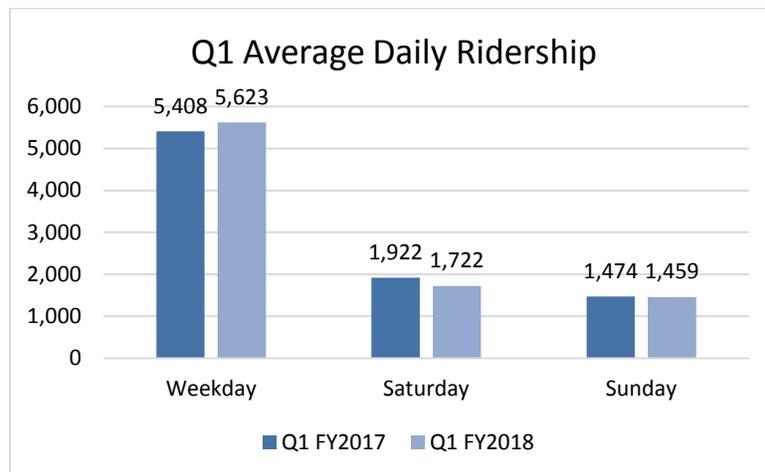


Turning to the quarterly year-on-year comparisons, it should be noted that it has now been more than a year since the significant COA-related changes were implemented last fall. As such, regular year-on-year trend comparisons will effectively shift from showing pre- versus post-COA trends, to instead showing how the system is currently faring versus the timeframe shortly after COA implementation (or in the case of this particular quarter, half/half, as the changes were implemented mid-quarter of last year). With this in mind, the discussion about the fixed-route numbers may occasionally reference the corresponding pre-COA quarter from two years ago in order to illustrate the bigger-picture trend with regard to Wheels ridership following the service changes.

The chart below shows the total amount of boardings for Q1 of this year, compared with the same quarter of last year. A total of 401,989 Q1 boardings were seen this year, up from 393,780 boardings from Q1 of last year - or about 2 percent.



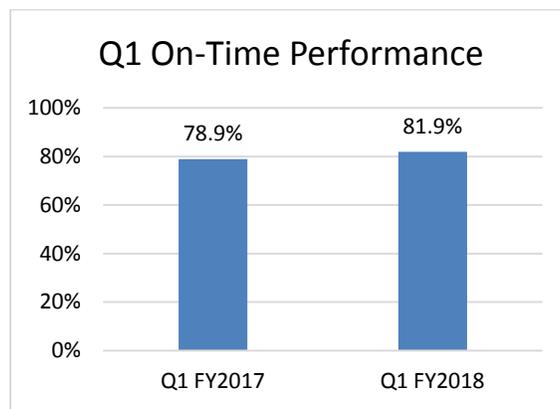
The next chart shows the ridership broken down by average daily boardings by service day during the quarter.



The weekday ridership mirrored the positive year-on-year trend of the quarter overall, with average daily ridership increasing from 5,408 to 5,623, or about +4%. At the same time, the weekend ridership has continued struggle.

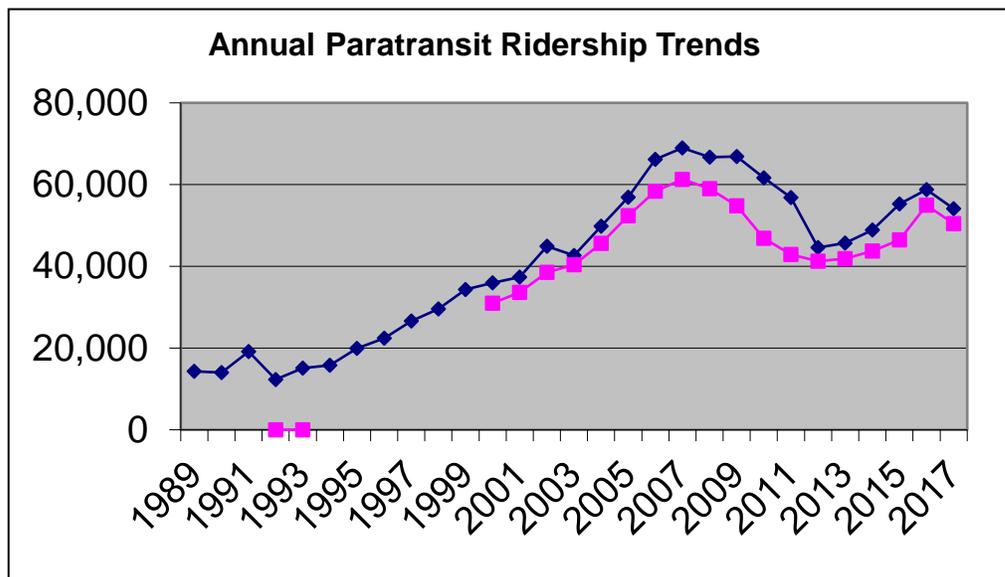
The system is receiving ridership gains from a few major items: 1) the free passes for students at the Las Positas College; the 2) the surge in demand for student transportation from rapidly growing eastern Dublin residential areas; 3) the free passes at four Livermore schools through Alameda County’s Affordable Student Transit Pass Pilot. During the month of September 2017 – the first full calendar month where post/post COA comparisons can be made – the routes (or group of routes) that serve those locations indeed showed a positive trend: Route 30, which serves the College, increased by 2.4% year-on-year - while the 500-series routes, which serve Dublin schools, increased by a spectacular 48% compared to September of 2016.

On the operational side, on-time performance (OTP) continued to increase notably compared with same quarter of the previous year, ending at 81.9%. Within the quarter, the highest OTP monthly percentage was observed in July, with a reading of 83.9%.

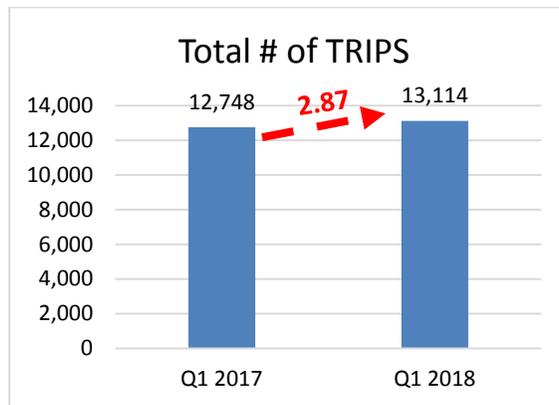
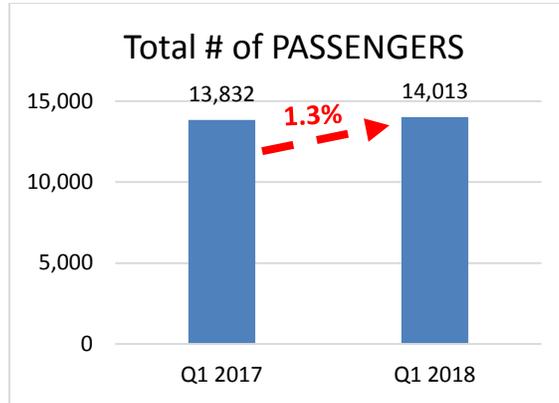


Paratransit

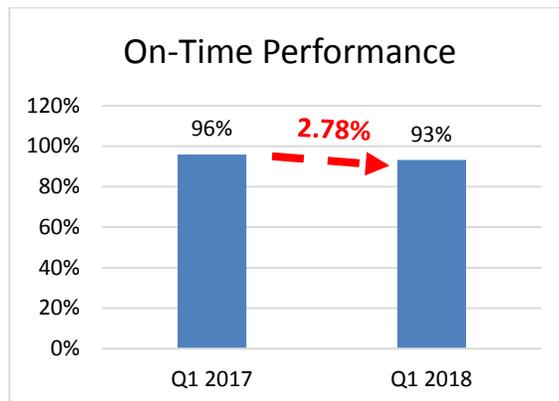
The graph below provides an overview of the historic paratransit ridership trend from the agency’s inception thru the fiscal year FY2017:



The paratransit ridership has increased slightly during the first quarter in FY18 when comparing it to the first quarter ridership in FY17. There has been a small increase in the total number of one-way trips (2.87% increase) as well as the number of total passengers (1.3% increase), which the two graphs below illustrate.



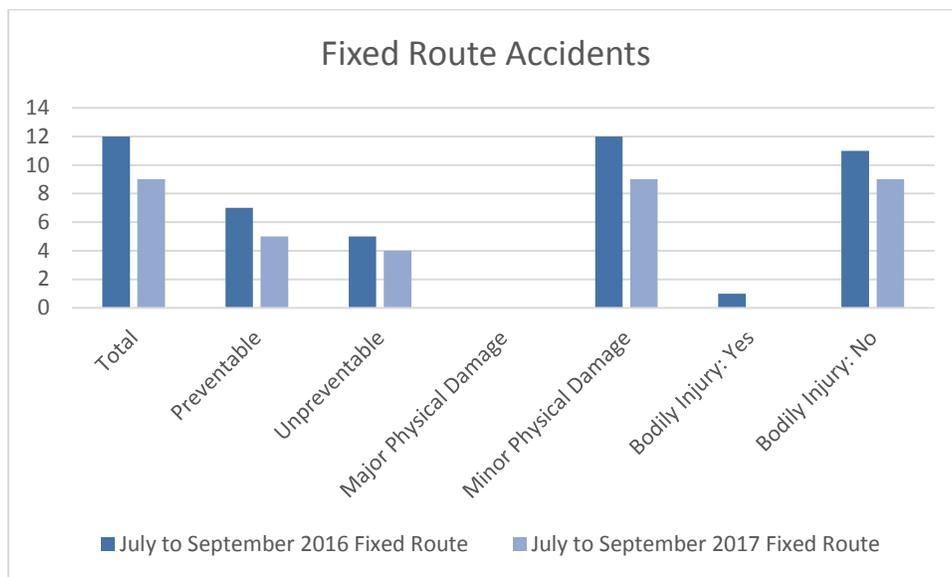
On-time performance (OTP) has decreased by 2.97% from 96% in Q1, FY17 to 93% in Q1, FY18. As the OTP performance standard is 95% the performance in Q1 FY18 is below the standard. The OTP has suffered partly due to the driver shortage in the beginning of the current FY.



Accidents/Incidents

Fixed Route

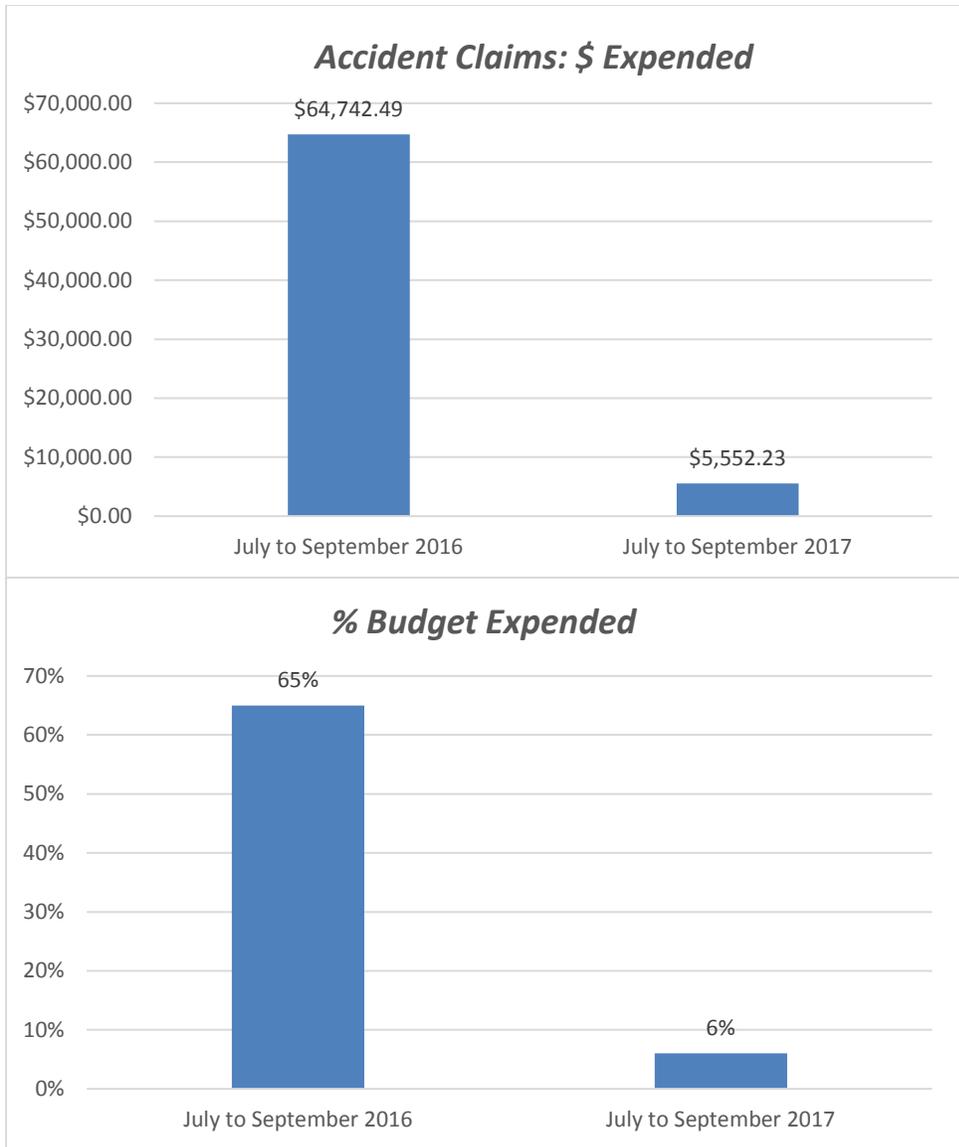
Noted in the figure below for Fixed Route Accidents, in the first quarter, there have been twelve (12) reportable accidents/incidents on the fixed route system, seven (7) of which were determined to be preventable, and five (5) deemed non-preventable. None of the accidents resulted in major damage, and 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 .64 for a 12-month rolling period from October 1, 2016 – September 30, 2017.

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 expenditures are for the prior fiscal year, as adjudication of claims can take some time after the actual accident/incident.



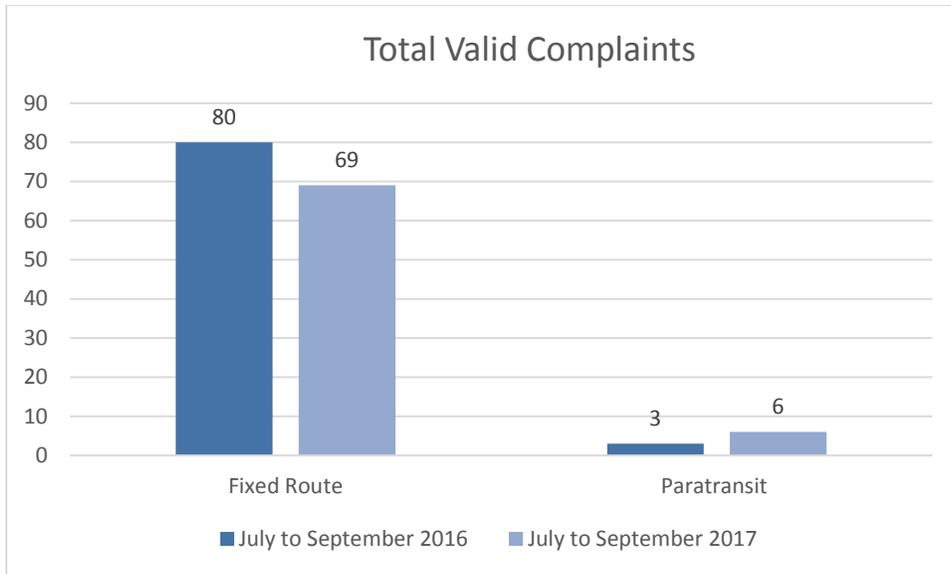
Accidents/Incidents

Paratransit

In the first quarter there were two (2) paratransit accident/incidents compared to zero (0) paratransit accidents/incidents from first quarter last fiscal year. One was non-preventable and one was preventable. Both were minor in nature and neither had any bodily injury.

Customer Service

Customer Service staff processed a total of 214 customer requests for Q1 FY17 and a total of 281 for Q1 FY18. 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 FY17 and FY18, the number for fixed route has decreased 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” (20 complaints), “bypass” (20 complaints), “driver/dispatcher courtesy” (9 complaints), and “safety” (9 complaints).

The paratransit valid complaints increased overall but decreased 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 a goal of zero (0) valid complaints.

Next Steps

None

Recommendation

None – information only.

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: Approval of Bus Advertising Service Contract with the Bay Area Air Quality Management District

FROM: Christy Wegener, Director of Planning and Operations

DATE: November 27, 2017

Action Requested

Receive staff report and forward to Board for approval.

Background

LAVTA staff have worked with the Bay Area Air Quality Management District (Air District) staff to finalize a bus advertising service contract for Spare the Air advertising on seven of LAVTA's buses to support the Agency's Shared Autonomous Vehicle (SAV) project. The funding contract is provided as Attachment 1.

Discussion

In October 2016, the Air District Board approved a project to wrap seven of LAVTA's buses in Spare-the-Air advertising. The funds for the bus advertising (\$46,000 per bus, per year) would be used to fund LAVTA's Shared Autonomous Vehicle (SAV) project to test first/last mile connectivity to BART in the City of Dublin. The advertising contract is a one-year contract with two, one-year extensions that are executable at the Air District's discretion.

Staff have finalized the contract and have provided it as Attachment 1. Once executed, staff will work with the Air District's contractor to wrap the seven buses.

Fiscal Impact

The bus advertising will result in \$80,500 per quarter, or \$322,000 per year, for a total of \$966,000 over three years.

Recommendation

Receive staff report and forward to Board for approval.

Attachments:

1. Draft Air District Bus Advertising Services Contract
2. Resolution 36-2017

BAY AREA AIR QUALITY MANAGEMENT DISTRICT**GRANT PROJECT AND SPONSORSHIP CONTRACT****CONTRACT NO. 2017.013**

1. **PARTIES** - The parties to this Contract ("Contract") are the Bay Area Air Quality Management District ("DISTRICT"), whose address is 375 Beale Street, Suite 600, San Francisco, CA 94105, and the Livermore Amador Valley Transit Authority, (LAVTA), whose address is 1362 Rutan Drive, Suite 100, Livermore, CA 94551.

2. **RECITALS**
 - A. DISTRICT is the regional agency with primary responsibility for regulating stationary source air pollution in the San Francisco Bay Area in the State of California. DISTRICT is authorized to enter into this Contract under California Health and Safety Code Section 40701.
 - B. LAVTA operates Wheels buses that have a high profile along the I-580 and I-680 corridors and throughout the Tri-Valley and therefore provide a unique platform for messaging for the DISTRICT's Spare the Air Program.
 - C. LAVTA seeks DISTRICT sponsorship of its participation in an electric Shared Autonomous Vehicle (SAV) pilot project, EasyMile, which is currently being tested at the GoMentum Station in Concord, CA (GoMentum).
 - D. DISTRICT seeks to support projects that reduce mobile source emissions and to enhance awareness of options the public can take to achieve clean air to protect the public's health and the environment.
 - E. On October 19, 2016, the DISTRICT's Board of Directors approved the award of DISTRICT's Transportation Fund for Clean Air (TFCA) Regional Funds to LAVTA to support LAVTA's participation in the EasyMile project including testing of two SAVs in Dublin, CA by 2019 and deployment of two SAVs for passenger service by 2020, and promotion of the District's Spare the Air message on seven (7) Wheels buses.
 - F. As such, DISTRICT desires to acquire from LAVTA certain advertising and promotional benefits as described herein, and LAVTA desires to provide such benefits to DISTRICT in exchange for DISTRICT sponsorship of the EasyMile project in accordance with the terms and provisions of this Contract.

3. **TERM** - The term of this Contract shall be upon Contract execution to December 31, 2020 (Term), unless terminated earlier as provided herewith.

4. **TERMINATION** –
 - A. Either party may terminate this Contract at any time, at will, and without specifying any reason, by notifying the other party in writing. The notice of termination shall specify the effective date of termination, which shall be no less than thirty (30) calendar days from the date of delivery of the notice of termination, and shall be delivered in accordance with the provisions of section 12, "Notices," below. In the event of such termination, DISTRICT will stop all future payments with regard to costs and contractual

obligations that are entered into subsequent to the date of delivery of the notice of termination. However, DISTRICT, will still be obligated to pay LAVTA payment related to contractual obligations entered into prior to the date of termination. In such case, LAVTA shall be responsible for any costs related to the removal of 'Spare the Air' printed advertisement. If the DISTRICT has paid LAVTA more than the amount of funds to which LAVTA is eligible, LAVTA shall return the difference between the funds paid and the funds eligible to the DISTRICT within sixty (60) calendar days of the effective date of termination.

- B. Either party may terminate this Contract for breach by the other party.
- i) Failure to perform any agreement or obligation contained in this Contract or failure to perform the services in a satisfactory manner shall constitute a breach of the Contract.
 - ii) The non-breaching party may terminate the Contract by delivery of a written notice of breach. In the alternative, at its sole discretion, the non-breaching party may require the breaching party to cure the breach. The notice of breach shall specify the nature of the breach and the date by which such breach must be cured.
 - iii) The notice of breach shall be provided in accordance with the notice requirements set forth in section 12.
 - iv) The non-breaching party reserves all rights under law and equity to enforce this Contract and recover any damages.
5. ADVERTISING AND PROMOTION - LAVTA will provide to DISTRICT the advertising benefit relating to the Wheels buses as described in Attachment A attached hereto.
6. FEES AND PAYMENT SCHEDULE - In consideration for LAVTA participating in the SAV project and for providing to DISTRICT the advertising benefit as described in Attachment A, DISTRICT shall pay LAVTA the amounts described in Attachment B hereto according to the payment schedule described in Attachment B hereto.
7. NON-EXCLUSIVITY - DISTRICT expressly acknowledges that LAVTA may have other sponsors whose advertising or brands are displayed in connection with LAVTA. DISTRICT expressly agrees that it is not granted any exclusive rights that would in any manner limit the rights of LAVTA to seek other sponsors and to display advertising or brands of those sponsors, except as may be expressly set forth in Attachment A hereto. To the extent that any right of exclusivity has been granted, the express terms of that right are described in Attachment A hereto.
8. DELIVERY OF PROMOTIONAL MATERIALS - DISTRICT shall be responsible for delivering its advertising materials to LAVTA.
9. PARTIES' TRADEMARKS - Each party shall be entitled, from time to time, to make reasonable use of the other party's name, trade name, trademarks and logos in connection with advertising or promotional materials; provided, however, that a party shall do so only with the prior written approval of the other party, which approval shall not be unreasonably withheld.

10. INDEMNIFICATION

- A. LAVTA shall indemnify and hold harmless DISTRICT, and DISTRICT's officers, employees and agents, from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages, arising out of the performance of this Contract; but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of LAVTA or its officers, agents, or employees.
- B. DISTRICT shall indemnify and hold harmless LAVTA, and LAVTA's officers, employees and agents, from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages, arising out of the performance of this Contract; but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DISTRICT or its officers, agents, or employees.

11. INSURANCE

- A. LAVTA shall maintain the following Wheels buses Insurance:
 - i) Workers' compensation and employers' liability insurance as required by California law or other applicable statutory requirements for any persons employed by LAVTA for the Event.
 - ii) Occurrence-based commercial general liability insurance or equivalent form with a limit of not less than five million dollars (\$5,000,000) each occurrence with a general aggregate liability of not less than ten million dollars (\$10,000,000). Such insurance shall include DISTRICT and its officers, agents, and employees as additional insureds and shall be primary with respect to any insurance maintained by DISTRICT.
 - iii) Business automobile liability insurance or equivalent form with a limit of not less than five million dollars (\$5,000,000) each occurrence, with a general aggregate liability of not less than ten million dollars (\$10,000,000) if policy includes an aggregate, covering each vehicle used by LAVTA in connection with the Event. Such insurance shall include coverage for owned, hired, and non-owned vehicles. Such insurance shall include DISTRICT and its officers, agents, and employees as additional insureds and shall be primary with respect to any insurance maintained by DISTRICT.
 - iv) DISTRICT shall be named as additional insured under the business automobile liability. LAVTA shall furnish properly-executed certificates of insurance for all required insurance. LAVTA shall notify DISTRICT in writing fifteen (15) days prior to cancellation or modification of any required insurance policy. Any such modifications are subject to pre-approval by DISTRICT.

12. NOTICES - All notices that are required under this Contract shall be provided in the manner set forth herein, unless specified otherwise. Notice to a party shall be delivered to the attention of the person listed below, or to such other person or persons as may hereafter be designated by that party in writing. Notice shall be in writing sent by e-mail, facsimile, or regular first class mail. In the case of e-mail and facsimile communications, valid notice shall be deemed to have been delivered upon sending, provided the sender obtained an electronic confirmation of delivery. E-mail and facsimile communications shall be deemed

to have been received on the date of such transmission, provided such date was a business day and delivered prior to 4:00 p.m. Pacific Time. Otherwise, receipt of e-mail and facsimile communications shall be deemed to have occurred on the following business day. In the case of regular mail notice, notice shall be deemed to have been delivered on the mailing date and received five (5) business days after the date of mailing.

DISTRICT: Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105
Attn: Chengfeng Wang

LAVTA: LAVTA
1362 Rutan Drive, Suite 100
Livermore, CA 94551
Attn: Christy Wegener

13. ADDITIONAL PROVISIONS - All attachment(s) to this Contract are expressly incorporated herein by this reference and made a part hereof as though fully set forth.
14. RELATIONSHIP OF THE PARTIES - Nothing contained herein shall imply any partnership, joint venture or agency relationship between the parties and neither party shall have the power to obligate or bind the other in any manner whatsoever, except to the extent herein provided.
15. ASSIGNMENT - No party shall assign, sell, license, or otherwise transfer any rights or obligations under this Contract to a third party without the prior written consent of the other party, and any attempt to do so shall be void upon inception.
16. WAIVER - No waiver of a breach, of failure of any condition, or of any right or remedy contained in or granted by the provisions of this Contract shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies. Further, the failure of a party to enforce performance by the other party of any term, covenant, or condition of this Contract, and the failure of a party to exercise any rights or remedies hereunder, shall not be deemed a waiver or relinquishment by that party to enforce future performance of any such terms, covenants, or conditions, or to exercise any future rights or remedies.
17. FORCE MAJEURE - Neither DISTRICT nor LAVTA shall be liable for or deemed to be in default for any delay or failure in performance under this Contract or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire or other casualty, judicial orders, governmental controls, regulations or restrictions, inability to obtain labor or materials or reasonable substitutes for labor or materials necessary for performance of the services, or other causes, except financial, that are beyond the reasonable control of DISTRICT or LAVTA, for a period of time equal to the period of such force majeure event, provided that the party

failing to perform notifies the other party within fifteen calendar days of discovery of the force majeure event, and provided further that that party takes all reasonable action to mitigate the damages resulting from the failure to perform. Notwithstanding the above, if the cause of the force majeure event is due to party's own action or inaction, then such cause shall not excuse that party from performance under this Contract.

18. SEVERABILITY - If a court of competent jurisdiction holds any provision of this Contract to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them will not be affected.
19. HEADINGS - Headings on the sections and paragraphs of this Contract are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of, the provisions of this Contract.
20. DUPLICATE EXECUTION - This Contract may be executed in separate, duplicate counterparts. Each signed counterpart shall have the force and effect of an original, and all such counterparts together shall constitute one and the same instrument.
21. GOVERNING LAW - Any dispute that arises under or relates to this Contract shall be governed by California law, excluding any laws that direct the application to another jurisdiction's laws. Venue for resolution of any dispute that arises under or relates to this Contract, including mediation, shall be San Francisco, California.
22. ENTIRE AGREEMENT AND MODIFICATION - This Contract represents the final, complete, and exclusive statement of the agreement between the parties, and it supersedes all prior and contemporaneous understandings and agreements of the parties. No party has been induced to enter into this Contract by, nor is any party relying upon, any representation or warranty outside those expressly set forth herein. This Contract may be amended only by mutual agreement of the parties in writing and signed by both parties.

IN WITNESS WHEREOF, the parties to this Contract have caused this Contract to be duly executed on their behalf by their authorized representatives.

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

LIVERMORE AMADOR VALLEY
TRANSIT AUTHORITY

By: _____
Jack P. Broadbent
Executive Officer/APCO

By: _____
Michael S. Tree
Executive Director

Date: _____

Date: _____

Approved as to form:

Approved as to form and legality:

By: _____
Brian C. Bunger
District Counsel

By: _____
Michael Conneran
General Counsel

ATTACHMENT A

SCOPE OF WORK

LAVTA shall use the TFCA revenues received to support its participation in the EasyMile project including testing of one or more SAVs in Dublin, CA by the end of 2019 and deployment of two SAVs for passenger service by January 31, 2020. In exchange for DISTRICT'S funding, LAVTA shall allow DISTRICT to "wrap" the seven Wheels buses approved by DISTRICT for full 'Spare the Air' printed advertisements and to maintain the wrapping for a minimum of 36 months.

DISTRICT staff shall work with LAVTA to develop wrap designs that emphasize the Spare the Air message and that are agreed upon by both parties. DISTRICT or its designees will be responsible for cost, design, printing and installation of the 'Spare the Air' printed wrapping, as well as the removal of these wraps on the sponsored buses after the sponsorship has concluded, unless the Contract is terminated in accordance to the provisions set forth in section 4, 'Termination'. LAVTA remains the owner and operator of the buses and is responsible for them. LAVTA shall allow, and cooperate with the DISTRICT to help facilitate, these processes.

LAVTA shall keep wrapped buses with the Spare the Air printed advertisements in service whenever possible and maintenance should be coordinated to keep wrapped buses operating as often as possible. DISTRICT acknowledges that occasionally wrapped buses may be temporarily replaced by a regular unwrapped bus due to an accident, maintenance, repair, or other such circumstances. LAVTA shall not use non-wrapped replacement buses more than 5% of scheduled service hours per quarter in aggregate. If this maximum limit is exceeded in any quarter, LAVTA shall notify DISTRICT and DISTRICT may choose to reduce, or prorate, future payments proportionally based on the number of days/service hours wrapped buses were removed from service. If the number of wrapped buses is permanently reduced during the term, the DISTRICT will proportionally reduce its quarterly payment to LAVTA. If any new or replacement vehicles are placed on the route during the term of this Contract, LAVTA is responsible for all costs associated with providing an equivalent wrap on any replacement vehicle(s).

LAVTA shall implement the SAV project, complete all the milestones, and meet the project schedule specified below:

<u>Milestone</u>	<u>Due Date</u>
Complete acquisition (purchase or lease) of one or more SAVs	By January 31, 2018
Complete pre-testing of SAVs at GoMentum and complete testing site preparation in Dublin, CA	By February 28, 2018
Complete testing in Dublin, CA	By December 31, 2019
Deploy two SAVs for passenger service in Dublin, CA and provide service for a minimum of 12 months	By January 31, 2020

If for any reason, LAVTA elects to end its testing or deployment of SAVs prior to the end of the project term, LAVTA agrees to immediately notify District and further agrees that all remaining funding not paid to LAVTA per this Contract will cease.

LAVTA shall use year 1 revenue to help support LAVTA's participation in the EasyMile partnership that is being led by Contra Costa Transportation Authority and would allow LAVTA to share in the existing SAV testing that is currently underway.

In year 2, LAVTA shall use the revenue to continue the testing of SAVs.

In year 3 LAVTA shall use the revenue to finalize the testing of SAVs and to deploy two SAVs for passenger service in Dublin, CA.

LAVTA shall submit a SAV Project Progress Report to the DISTRICT on a DISTRICT approved form along with invoices on a quarterly basis.

LAVTA agrees to provide at least 12 months of operational data regarding the SAVs deployed in passenger service, which may be collected within one year after the term of this Contract.

LAVTA shall acknowledge the DISTRICT as a funding source and will use or display the DISTRICT-approved logo as follows:

1. On any SAVs, or on any other vehicles or equipment purchased or leased with TFCA funds.
2. On any printed or electronic material associated with the SAV project that is distributed to the public. Printed materials include brochures, handbooks, or promotional material. Electronic materials include related web sites, electric signs, or e-mail broadcasts.
3. In any related media events, articles, news releases or other publicity materials.

ATTACHMENT B

PAYMENT SCHEDULE

The DISTRICT shall pay LAVTA a maximum of \$966,000, which shall be paid in increments of \$80,500 on a quarterly basis. LAVTA may submit to the DISTRICT a request for reimbursement for \$80,500 each quarter, in accordance with the payment schedule shown below. Within 30 days following the DISTRICT's approval of LAVTA's submitted invoices and SAV Project Progress Reports, which are specified in Attachment A, the DISTRICT shall make its payment to LAVTA.

First date a quarterly invoice may be submitted:

For period covering:

Upon Execution of the Contract	Contract execution – March 31, 2018
July 1, 2018	April 1 - June 30, 2018
October 1, 2018	July 1 - September 30, 2018
January 1, 2019	October 1 - December 31, 2018
April 1, 2019	January 1 - March 31, 2019
July 1, 2019	April 1 - June 30, 2019
October 1, 2019	July 1 - September 30, 2019
January 1, 2020	October 1 - December 31, 2019
April 1, 2020	January 1 - March 31, 2020
July 1, 2020	April 1 - June 30, 2020
October 1, 2020	July 1 - September 30, 2020
January 1, 2021	October 1 - December 31, 2020

RESOLUTION NO. 36-2017

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
EXECUTING A FUNDING AGREEMENT WITH THE BAY AREA AIR
QUALITY MANAGEMENT DISTRICT FOR SPARE THE AIR BUS
ADVERTISING IN SUPPORT OF LAVTA'S SHARED AUTOMOUS VEHICLE
PILOT**

WHEREAS, the Livermore Amador Valley Transit Authority has identified a need for testing innovative first/last mile solutions for connectivity to BART that will reduce greenhouse gas (GHG) emissions; and

WHEREAS, current testing of Shared Autonomous Vehicles (SAV) is underway in San Ramon within the Bishop Ranch Business Park through the GoMentum Station partnership; and

WHEREAS, LAVTA seeks to build upon the testing currently underway at Bishop Ranch with an SAV pilot in the City of Dublin; and

WHEREAS, LAVTA worked with the Bay Area Air Quality Management District (BAAQMD) on a funding plan for "Spare the Air" bus advertising on seven of LAVTA's fixed route buses; and

WHEREAS, the BAAQMD Board of Directors approved securing a bus advertising service contract with LAVTA at their October 19, 2016 meeting; and

WHEREAS, staff at LAVTA and the BAAQMD have finalized the bus advertising service contract that outlines the bus advertising project and how the funds will be utilized to advance the SAV pilot in Dublin.

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 funding contract with the BAAQMD for the wrapping of seven of LAVTA's buses in Spare the Air advertising for a period of up to three years in exchange for \$322,000 in revenue per year to support LAVTA's SAV project.

PASSED AND ADOPTED this 4th day of December 2017

Karla Brown, Chair

ATTEST:

Michael Tree, Executive Director

APPROVED AS TO FORM:

Michael Conneran, Legal Counsel

AGENDA

ITEM 7



EXECUTIVE DIRECTOR'S REPORT

November 2017

Stuff-A-Bus Event

The event at Lucky Supermarket on Saturday, November 18th was a huge success. 2,400 pounds of food collected and \$455 in gift cards provided. Open Heart Kitchen and Tri-Valley Haven were on-site and very grateful.



Las Positas College Transit Pass Election Results

The week of November 13th students at Las Positas College had the opportunity to vote on a student fee of \$9 per semester for full-time students and \$8 per semester for part-time students to continue the Transit Pass. The election results show 90% approved the student fee. The Board of Trustees at Chabot-Las Positas Community College District will next consider the fee.

Go Dublin Update

In September, LAVTA hired Fehr and Peers to evaluate the Go Dublin pilot. The goal of the evaluation is to better understand how the Go Dublin pilot has influenced travel behavior in the City of Dublin and provide information to evaluate the potential continuation of the pilot.

Approximately 1,500 rides per month are being provided with the Go Dublin Discount. Staff is currently working with the consultants to expand the data evaluation to provide more useful information on the pilot. A formal presentation will be made to the LAVTA Board in March 2018.



Rail Working Group

Currently, member agencies are selecting their representatives for the first meeting of the new rail authority anticipated to take place in January. Other work underway includes obtaining funding for the Authority, the draft bylaws, a scope of work for the feasibility study and potential grant applications.

Shared Autonomous Vehicle (SAV) Project

Included in the Projects & Services Packet is an MOU with Bay Area AQMD for the initial funding of the agency’s SAV project. Staff is working with GoMentum, Inc. on a Professional Services Agreement with a Scope of Work to begin testing in April of 2018, and continue testing of LAVTA SAVs through 2019.



Rebranding Event for Wheels Logo/Buses

Staff is working to procure a contractor to wrap Wheels buses with the new brand and logo. Early planning has the new brand and logo being unveiled on Wheels buses at the Historic Depot ribbon cutting in February of 2018.

Attachments

1. Management Action Plan w/Updates

FY2018 Goals, Strategies and Projects

Last Updated – November 20, 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 completed 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 for fixed route complete. F&A reviewed in May. Decision made to hold study results a few months to see ridership trends on fixed route and paratransit study fare recommendations.	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. Queue jumps are operational.	X X
Transit Signal Priority Project in Rapid 10R Corridor	<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. Board approved engineering contract with Kimley Horn. <u>Discussions with Pleasanton staff taking place to expand project to additional intersections in SmartTrips Pleasanton 10R corridor.</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 Mar 2018	→ Program providing approximately <u>1,500 rides/month</u> . Mailing to residents occurring in September. <u>Project study expanded to include additional data analysis. Fehr & Peers present final findings in March.</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	→ RFP released. Bids due in December. Board to award in March.	X
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Dublin Service Plan	<ul style="list-style-type: none"> • RFP advertised • Contractor Award • Recommendations 	DP	Projects/ Services	Nov 2017 Dec 2017 June 2017	→ RFP on the street.	
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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"> • Place easy to access Commuter Info on homepage 	MKT MGR	Projects/ Services	Nov 2017	→ Commuter info landing page and button to be installed on website in November.	
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		MKT			→ New design for buses approved. New	
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Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
LAVTA Rebranding Project	<ul style="list-style-type: none"> • Selection by LAVTA Board of name/rebranding scheme. • Public event to unveil rebranding. 	MGR	Projects/ Services	Jun 2016 Feb 2018	logo approved. <u>Unveiling event being scheduled for February 2017. Likely in conjunction with the Depot ribbon cutting event.</u>	X
Individualized Marketing	<ul style="list-style-type: none"> • Award Contract • Review of results 	MKT MGR	Projects/ Services	Oct 2016 Dec 2017	→ SDG awarded contract. Collateral developed and distributed. Program completed. Post program surveys completed. <u>Project report to LAVTA Board 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>Board awarded project in November. Project to be completed in Jan of 2018.</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>Board awarded engineering to Kimley Horn 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 Dec 2017	→ Five locations with high ridership identified. <u>Kimley Horn performing engineering. Shelter installation to begin in December.</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>
Replace Shelters Past Useful Life That Are On Livermore Routes	<ul style="list-style-type: none"> Identify shelters Install 	ED	Projects/ Services	Nov 2016 Dec 2017	→ Shelters identified. 10 shelters delivered. IFB being advertised currently to begin install in Dec.	X
<p>Goal: Community and Economic Development</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <p>1. Integrate transit into local economic development plans</p> <p>2. Advocate for increased TOD from member agencies and MTC</p> <p>3. Partner with employers in the use of transit to meet TDM goals & requirements</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>
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. Preliminary ridership continues at approximately 200 trips per day.	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. <u>Students have voted. 90% "yes". 10% "no". Board of Trustees to consider the vote and student fee.</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>
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> • City Award of Project 	DP	Projects/ Services	Jan 2017	→ FTA clearance given to demo current building. City Council awarded contract. Temporary facility installed. Demo of LAVTA buildings done. Depot moved onto cement foundation. Project might extend into March or April 2018.	X
	<ul style="list-style-type: none"> • Demo of TC Customers Service Buildings 			Jul 2017		X
	<ul style="list-style-type: none"> • Finish Relocation/Renovation 			Feb 2018		
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	→ <u>Bid spec being developed for painting and purchase of furniture. Waiting on architect of Depot Project to provide input on colors.</u>	
<p><i>Goal: Regional Leadership</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 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	→ Approved. Legislation becomes effective January 2018.	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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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	→ Approved. Legislation becomes effective January 2018.	X

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
- 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. <u>Presentation on performance of routes provided to the P&S Committee in October.</u>	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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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. No findings.	X

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 MOUs for testing. 	ED	Projects/ Services	Oct 2016 Dec 2017 Feb 2018	→ AQMD awarded LAVTA approx. \$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. AB 1444 approved and effective January 2018. <u>MOU with County Connection approved in November. MOU with Bay Area AQMD to be considered by Board in December. MOU with GoMentum to be considered in December or January.</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>
Triennial Audit	<ul style="list-style-type: none"> • Preparation for audit • Audit and report to board 	DF	Finance/ Adm	Ongoing Jul 2018	→Comprehensive audit on LAVTA from FTA to be conducted in July 2018.	

AGENDA

ITEM 8



LAVTA COMMITTEE ITEMS - November 2017 - March 2018

Projects & Services Committee

November

	Action	Info
Minutes	X	
Quarterly Operations		X
BAAQMD Agreement SAV	X	

December

	Action	Info
Minutes	X	
*Typically December committee meetings are cancelled		

January

	Action	Info
Minutes (November)	X	
Draft Long Range Transit Plan		X
DAR Passenger Surveys Results	X	
Mobility Forward Draft Recommendation	X	
Winter Service Changes	X	

February

	Action	Info
Minutes	X	
Quarterly Operations		X
Operations and Maintenance Contract Award	X	
Wheels on Demand Evaluation		X

March

	Action	Info
Minutes	X	
Draft August 2017 Service Changes	X	