

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, April 23, 2018

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 February 26, 2018 Meeting of the P&S Committee.

Recommendation: Approval

5. Las Positas College Memorandum of Understanding

Recommendation: Forward a recommendation to the Board of Directors to approve a Memorandum of Understanding with Las Positas College for the Las Positas College Student Mobility Initiative.

6. Dublin Student Transit Service Study – Update

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: May 28, 2018

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.

<u>/s/ Jennifer Suda</u>	<u>4/19/18</u>
<u>LAVTA Administrative Services Department</u>	<u>Date</u>

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 FEBRUARY 26, 2018
LAVTA PROJECTS AND SERVICES COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee member Karla Brown called the meeting to order at 4:00pm.

Councilmember Karla Brown announced that the Projects and Services Committee have two out of the four members present, so they are going to first cover the informational items only and then take a vote when the third member arrives.

Councilmember Karla Brown requested a moment of silence for Vice Mayor Don Biddle.

2. Roll Call of Members

Members Present

Scott Haggerty, Supervisor, Alameda County
Karla Brown, Councilmember, City of Pleasanton
David Haubert, Mayor, City of Dublin

Members Absent

Steven Spedowfski, Vice Mayor, City of Livermore

3. Meeting Open to Public

Robert S. Allen addressed the Projects and Services Committee and requested LAVTA to please arrange for passenger pick-up at BART's Dublin/Pleasanton station for bus routes departing via Owens Drive. Make it where buses must stop at the stop sign immediately in front of the fare gates. This would include Routes 3, 8, 10R, 20X, and 580X. Possibly also Route 14 and 54.

After the Meeting Open to Public, Agenda Items 5 was moved up on the agenda for the convenience of the group in managing the balance of the meeting.

5. FY 2018 2nd Quarter Report – Operations

Staff provided information on the 2nd Quarter FY2018 (October-December 2017) Operation statistics. Discussed was the fixed route, paratransit, and operational performance metrics. This is the first full Fiscal Year of operations after the system wide COA changes implemented last fall. LAVTA had a 7% increase of ridership compared to FY 2017. LAVTA's weekday ridership increased 5.9%, but weekend ridership has decreased 3.1%. On-time performance (OTP) increased to 84.1%. Paratransit decreased by 9.31% for one-way trips and decreased 8.4% for passengers. Paratransit On-Time Performance decreased to 90% and is below the standard, due to driver shortages. LAVTA's fixed route contractor recorded five accidents/incidents in the 2nd quarter, four was determined to be preventable and one deemed non-preventable. No accidents resulted in major damage, and all resulted in minor or no damage to the vehicles. None of the fixed route accidents resulted in bodily injury. In the 2nd quarter there were zero paratransit

accident/incidents. Fixed Route complaints increased in the 2nd quarter. The top valid complaints for fixed route are in the areas of “bypass” (19 complaints), “late” (14 complaints), and “safety” (6 complaints). Paratransit valid complaints increased in the 2nd quarter. The top valid complaints for paratransit are in the areas of “late” (9 complaints) and “driver/dispatcher training” (9 complaints).

This was informational only.

After the FY 2018 2nd Quarter Report, Agenda Items 7, 8, 9, 10 and 11 were moved up on the agenda for the convenience of the group in managing the balance of the meeting.

7. Dublin Student Transit Service Study

David Haubert, Mayor from City of Dublin, arrived during the Dublin Student Transit Service Study report.

Staff provided information on the Dublin Student Transit Service Study. There has been an increase in ridership on the Wheels supplemental (school-focused) routes. In the last year Dublin tripper boarding increased 50%. In one year from today, the Dublin School district is expected to increase by an additional 39%.

Nelson\Nygaard & Associates were selected to conduct a small-scale study about existing conditions and near-future challenges/opportunities that LAVTA should be aware of in its service planning in Dublin. The allocated amount for the Dublin service study is \$50,000, and comes from the existing budgeted amount for Planning studies in the current FY2018 budget. Currently Nelson\Nygaard & Associates are collecting data and conducting outreach; a stakeholder meeting with the school district and city staff was held on February 21, 2018, and a public open house is scheduled for March 8, 2018. The final study recommendations will be presented at the May Board of Directors meeting. The goal is to have a short-range component that can be implemented this fall and medium-range components that can be deployed beyond 2018.

This was informational only.

8. Fixed-Route Operations and Maintenance Contract

Staff provided a presentation regarding the recommendation to award the Fixed-Route Operations and Maintenance Contract to MV Transportation. The current Operations and Maintenance contract with MV Transportation expires on June 30, 2018 and has been in place since 2011. The Collective bargaining agreement (CBA) with Teamsters Local 70 is enforce through June 30, 2020 and was amended last November to raise wages for entry-level drivers. The new Operations and Maintenance Contract will be a three year based term with LAVTA holding four additional one-year options commencing on July 1, 2018. LAVTA issued an RFP on October 20, 2017. A pre-proposal meeting was held on November 6, 2017 and five firms participated. Proposals were due on January 5, 2018 and LAVTA received three proposals. An evaluation panel that had direct experience with all three proposers reviewed and ranked the written proposals and interviews were then conducted in late January 2018 and proposals were re-ranked based on the

interview.

Mayor David Haubert asked about the significant start-up costs. Staff responded that First and Ride Right would have fairly significant start-up costs associated with assuming the contract.

Supervisor Scott Haggerty asked if it is odd to have three out of the five evaluation panel members from LAVTA. Christy Wegener responded stating that at Fairfax they only had internal committee members on an evaluation panel and she thought that LAVTA had a good composition.

The Projects and Services Committee forwarded a recommendation to the Board of Directors that the fixed-route Operations and maintenance contract be awarded to MV Transportation. MV's proposal was ranked highest, its cost was the lowest proposed with the lowest escalators, and the management team has direct experience successfully delivering LAVTA's services. Resolution 06-2018.

Supervisor Scott Haggerty did not vote.

Approved: Brown/Haubert

Aye: Haubert, Brown

No: None

Abstain: None

Absent: Spedowfski

9. Contract Award for Individualized Marketing Services

Staff provided the contract award for individualized marketing services with Steer Davies Gleave. The Individualized Marketing Services for FY 2018 would cover Route 30R along Dublin Boulevard from Fallon to Hacienda and Central to Dublin Boulevard. There will also be outreach to a segment of the Route 30R in Livermore along Portola Avenue rear Las Positas College.

The Project & Services Committee forwarded a recommendation to the Board of Directors to award of contract for purchase of individualized marketing services to Steer Davies Gleave in the amount of \$129,950 for the option year of the contract. Additionally staff requests a 10% contingency for the project and authorization for the Executive Director to execute the contract.

Supervisor Scott Haggerty did not vote.

Approved: Brown/Haubert

Aye: Haubert, Brown

No: None

Abstain: None

Absent: Spedowfski

10. Management Action Plan

Executive Director Michael Tree provided the Projects and Services the

Management Action Plan and gave a brief overview.

This was informational only.

11. Preview of Upcoming P&S Committee Agenda Items

12. Matters Initiated by Committee Members

Councilmember Karla Brown requested that staff reach out to Robert Allen's request to have a stop in the tunnel near BART. Christy Wegener responded that she will contact Robert Allen regarding his request and inform him that BART and the City of Dublin are looking at transforming the southbound lane into a cycle track as an extension of the Iron Horse Trail. Buses would be shifted to bi-directional travel on the current northbound lane.

After the Matters Initiated by Committee Members, Agenda Items 4 and 6 were moved up on the agenda for voting now that the Committee has a quorum present.

4. Minutes of the October 23, 2017 and January 22, 2018 Meeting of the P&S Committee.

Supervisor Scott Haggerty did not vote.

Approved: Brown/Haubert

Aye: Haubert, Brown

No: None

Abstain: None

Absent: Spedowfski

6. Summer 2018 Summer School Service Accommodation

LAVTA staff provided the Project & Services a report and recommendation on summer 2018 summer school service accommodation. This year the Dublin school district will again run the summer program at Dublin High School (DHS), while Pleasanton program will return to Amador Valley High School (AVHS). During this report it was noted that the net cost for Dublin summer school service is estimated to be \$2,510.00.

The Projects & Services Committee endorse and forward to the Board of Directors to consider the potential Wheels service outlined below. Resolution 05-2018:

- Operate Wheels routes #501 and #502 during the DUSD 2018 summer school program, and
- Direct students to the regular Wheels route 10R for the PUSD 2018 summer school program.

Supervisor Scott Haggerty did not vote.

Approved: Brown/Haubert

Aye: Haubert, Brown
No: None
Abstain: None
Absent: Spedowski

13. Next Meeting Date is Scheduled for: March 26, 2018

14. Adjourn

Meeting adjourned at 4:47pm.

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: Las Positas College Memorandum of Understanding

FROM: Tony McCaulay, Marketing Manager

DATE: April 23, 2018

Action Requested

Forward a recommendation to the Board of Directors to approve a Memorandum of Understanding (MOU) between LAVTA and Chabot-Las Positas Community College District, Las Positas College, for the Las Positas College Student Mobility Initiative.

Background

For the past two academic years, LAVTA has permitted Las Positas College students to board all Wheels and Rapid buses upon presentation of a valid student identification card. The ultimate goal on the part of LAVTA and Las Positas College was to build support for a financially sustainable student transit pass program. Ridership over the first nine months of the current fiscal year is nearly 43 percent higher than the previous year, regularly topping 600 rides per day on the prime Monday through Thursday school days.

The Associated Students of Las Positas, the student government for the campus, supported a Student Mobility Initiative, which gave students the opportunity to vote on a transportation fee in November 2017. The measure passed with a 90% yes vote. The Student Mobility Initiative also required approval by the Board of Trustees of the Chabot-Las Positas Community College District. On April 17, 2018, the District Board unanimously approved the Student Mobility Initiative.

Discussion

The Las Positas College Student Transit Pass program has been highly successful in attracting riders to Wheels and Rapid routes. The MOU that has been developed by LAVTA and Las Positas staff provides the framework for the funding agreement for an initial two year period beginning with the Fall 2018 semester and establishes the responsibilities of both parties.

Fiscal Impact

The Student Mobility Initiative will establish a new fee for students at Las Positas College. Full time students will pay \$9.00 per semester and part time students will pay \$8.00 per semester, beginning with the Fall 2018 semester. It is anticipated that the fee will generate

approximately \$150,000 per year. Las Positas College will make payments to LAVTA twice each year, in January and June, in accordance with the payment schedule and payment calculation contained in the MOU.

Recommendation

Forward a recommendation to the Board of Directors to approve a Memorandum of Understanding with Las Positas College for the Las Positas College Student Mobility Initiative.

Attachments:

1. Draft Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

Livermore Amador Valley Transit Authority and Chabot-Las Positas Community College District, Las Positas College

This Memorandum of Understanding (MOU) for the Las Positas College Student Mobility Initiative is entered on August 20, 2018 between Livermore Amador Valley Transit Authority (LAVTA), a joint powers authority, and the Chabot-Las Positas Community College District, herein "Las Positas College".

RECITALS

LAVTA provides public transit service within the cities of Dublin, Livermore, Pleasanton, and the immediately adjacent unincorporated areas of Alameda County within its jurisdiction, by offering local, intercity, and interregional express bus services, including service to Las Positas College with connections to the Bay Area Rapid Transit (BART) and Altamont Corridor Express (ACE) trains.

Las Positas College serves approximately 9,200 students providing educational opportunities and support for completing of students' transfer, associate degree, basic skills, career technical education, and retraining goals. Las Positas College recognizes the value of public transportation in meeting sustainability goals and facilitating travel to and from the college.

LAVTA and Las Positas College desire to enter into this MOU to coordinate the Las Positas College Student Mobility Initiative, which will allow all Las Positas College students the privilege of boarding the Wheels and Rapid fixed route system by presenting approved identification after paying the transportation fee each primary term upon enrollment. The goal of the MOU is to support Las Positas College's commitment to open access and sustainability as affirmed by the college's mission and values statement. Furthermore, an additional purpose of the MOU is to support LAVTA in providing public transportation to the Tri-Valley communities of Dublin, Livermore, and Pleasanton and the adjacent unincorporated areas of Alameda County.

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

Las Positas College

1. Las Positas College will provide photo identification cards free of charge to all students upon submission of an admission application and issuance of a student identification number. Lost or stolen identification cards will be reissued free of charge.
2. Las Positas College will provide and affix term-specific stickers on the photo identification cards.
3. Las Positas College students enrolled in six or more units per semester will pay a transportation fee of \$9.00 per semester. Students enrolled in less than six units per semester will pay an \$8.00 fee per semester. No fees to be collected during summer term.
4. Las Positas College will implement the transportation fee effective fall semester 2018.
5. Las Positas College anticipates collecting approximately \$150,000 in transportation fees annually. The dollar amount is subject to change based on total student enrollment and course registration.
6. Las Positas College will begin to make payments to LAVTA in January 2019 in accordance with the Payment Schedule and Payment Calculation described in Attachment A.
7. Las Positas College will make payment to LAVTA no later than January 31st each year following the conclusion of the fall semester. Las Positas College will make payment to LAVTA no later than June 30th each year following the conclusion of the spring semester.
8. Las Positas College will include public transportation information in the college catalog, class schedule, college orientation, and in a prominent location on the college website.

9. Las Positas College agrees to post, affix, or hang information regarding the transportation fee on bulletin boards, display cabinets, and other pertinent locations on college property.
10. Las Positas College agrees to allow LAVTA to periodically set-up an informational table at the college to inform students of the advantages of paying the transportation fee and provide general information about public transportation.

LAVTA

1. LAVTA will provide access to transportation on all regularly scheduled Wheels and Rapid fixed route buses to students with a valid Las Positas College photo identification card bearing the term-specific sticker.
2. LAVTA bus operators will honor the presentation of a valid Las Positas College photo identification card with term-specific sticker as valid fare payment aboard all Wheels and Rapid fixed routes.
3. LAVTA will afford students the opportunity to present enrollment verification in lieu of a photo identification card to bus operators during the first two weeks of each term while they learn of and obtain a photo identification card with the current sticker.
4. LAVTA agrees to electronically display “Las Positas College” on the marquee or electronic signage on the Wheels and Rapid fixed route buses will that travel via Las Positas College.
5. LAVTA agrees to provide access to Wheels and Rapid fixed route bus service during summer term with a valid photo identification card bearing a sticker from the immediate preceding spring semester or immediate subsequent fall semester.
6. LAVTA agrees to provide access to Wheels and Rapid fixed route bus service during winter recess with a valid photo identification card with a term-specific sticker from the immediate preceding fall semester or immediate subsequent spring semester.

7. LAVTA agrees to provide access to Wheels and Rapid fixed route bus service during college holidays including, but not limited to, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, and Thanksgiving Recess.
8. LAVTA agrees to provide Wheels and Rapid fixed route bus service to and from Las Positas College to the Bay Area Rapid Transit (BART) and to the Livermore Transit Center connecting to the Altamont Corridor Express (ACE) train.
9. In recognition of the in-kind value of Las Positas College's commitment to promoting student use of Wheels and Rapid bus services as demonstrated in subparts 8, 9 and 10 of the Las Positas College section of this MOU, LAVTA agrees to also permit Las Positas College faculty and staff access to Wheels and Rapid fixed route bus service upon presentation of a valid college-issued employee photo identification card during the term of this MOU.
10. LAVTA agrees to provide Wheels and Rapid fixed route bus service to and from Las Positas College every fifteen minutes during peak hours on business days, subject to availability of funding.
11. LAVTA agrees to provide Las Positas College with quarterly ridership metrics and use the payment calculation outlined in Attachment A to determine biannual payment. In the event ridership figures or fare prices project a shortfall in the funding required to meet the obligations outlined in Attachment A by exceeding the \$75,000 per semester, the parties agree to meet to discuss possible remedies.

THIS AGREEMENT is executed on the date and year as noted. This agreement shall be effective from August 1, 2018 through June 30, 2020. The first period of performance will be from August 1, 2018 through May 25, 2019. The second period of performance shall be from May 26, 2019 through May 22, 2020, with payment due by June 30, 2020. Should either party wish to revisit any of the Terms and Conditions of this MOU for the second period of performance, notification should be provided no later than February 15, 2019.

Chabot-Las Positas Community College District, Las Positas College

Lorenzo Legaspi
Vice Chancellor, Business Services

Date

Livermore Amador Valley Transit Authority

Michael S. Tree
Executive Director

Date

Attachment A
Las Positas College Student Pass Program
Payment Schedule and Calculation

Payment Schedule

Period 1 – August 1, 2018 – December 21, 2018

- Invoice sent by – January 4, 2019
- Payment due by – January 31, 2019

Period 2 – December 22, 2018 – May 25, 2019

- Invoice sent by – June 5, 2019
- Payment due by – June 30, 2019

Period 3 – May 26, 2019 – December 20, 2019

- Invoice sent by – January 3, 2020
- Payment due by – January 31, 2020

Period 4 – December 21, 2019 – May 22, 2020

- Invoice sent by – June 3, 2020
- Payment due by – June 30, 2020

Payment Calculation

Invoices will be based on adjusted ridership counts for each period and a discounted fare per ride, as defined below.

Adjusted ridership counts – The total ridership counts will be reduced by 20 percent to account for transfers to other Wheels and Rapid bus services.

Discounted fare per ride – Because of the bulk purchase nature of this MOU, a per ride discount of 22.5 percent off the prevailing adult cash fare will be used.

Example

Total rides taken during period – 50,000
Adjusted ridership count – 40,000 (50,000 x .80)
Current prevailing adult cash fare - \$2.00
Discounted fare per ride - \$1.55 (\$2.00 x .775)
Invoice amount - \$62,000 (40,000 x \$1.55)

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: Dublin Student Transit Service Study – Update

FROM: Michael Tree, Executive Director
Cyrus Sheik, Senior Transit Planner

DATE: April 23, 2018

Action Requested

This is an informational item.

Background

At its February meeting, the Projects & Services Committee received an update about the current small-scale LAVTA study – conducted by Nelson\Nygaard & Associates – on the existing and near-future provision of Wheels fixed-route services in Dublin as it relates to middle- and high school student transportation.

As a supplement to its Wheels mainline service in Dublin, LAVTA currently provides four school-focused Wheels routes geared toward students attending area middle- and high schools. As residential developments in eastern Dublin continue to be completed at a fast pace, demand and ridership on the Wheels supplemental (school-focused) routes have continued to increase, and LAVTA has gradually deployed additional capacity in order to address this – mostly in the form of overflow buses operating on the same schedule as the principal buses.

In order to be able to continue to do capacity planning proactively, Staff asked the Consultant to conduct outreach and to gather information on the distribution and projected growth in school enrollment, and to develop a service plan that could be implemented in a first phase this coming fall 2018, and in a second phase beyond that time.

The data collection and outreach components of the study have been completed; a stakeholder meeting with staff from the City and the School District was held on 02/21, and a public open house was held on 03/08 - both at Dublin High School. An online survey was conducted shortly after that, and closed at the end of March after receiving 628 responses.

Discussion

The Consultant will be presenting the complete study findings and recommendations at the Board of Directors meeting on May 7, 2018. The following represents a summary of the existing service and a preview of the conceptual service plan at this time.

Existing service. The following table summarizes the existing supplemental Wheels routes in Dublin. All serve Dublin High School; Route 503 also serves Wells Middle School. Beyond these, the schedule and routing of Wheels *Route 2* are designed with Fallon Middle School students in mind.

WHEELS SUPPLEMENTAL ROUTES IN DUBLIN		
Route	Neighborhood(s) served	Number of buses (am/pm)
501	Positano Hill, Signal Hill, Silvera Ranch, Wallis Ranch, Emerald Glen	3* / 3**
502	Bray Park, Emerald Glen, Wildwood Road	1 / 2
503	Shannon Park	1 / 1
504	Dublin Ranch	1 / 2
Sweeper	Dynamic route	1 / 0

As noted in the table, a sweeper bus is currently deployed in the AM, acting as capacity support between boarding hotspots in eastern Dublin and the high school. In addition, Route 501 has an “early-bird” trip scheduled in the AM, and a “late-bird” trip scheduled in the PM – trips which effectively contribute only marginally to capacity due to their 20-30 minute offset from bell-timed departures.

The required number of buses to operate the supplemental services above amounts to 7 in the morning, and 8 in the afternoon, not including the early-bird / late-bird trips on the #501 which do not add to the peak vehicle requirement total due to their timing.

Preliminary recommendations being developed for Fall 2018 (near-term). The priority for the shortest-term recommendations has been to develop a plan that can be deployed as early as with school-starts in August of this year. As such, the focus is primarily on logistics: to advance-plan for sufficient coverage and capacity relative to the anticipated student enrollment in the fall. The following modifications are planned for recommendation:

- Adding capacity on Route 501, AM and PM
- Extension of Route 502 to the Jordan Ranch area
- Adding capacity on Route 504 in the PM
- Incorporating the current AM sweeper bus into the fixed alignment of Route 501

The following table summarizes these items and illustrates the associated changes in bus vehicle requirements, if any:

FALL 2018 CONCEPTUAL SERVICE PLAN		
Route	Description of change	Change in # of buses (am/pm)
501	Deploy one (1) additional overflow bus in the AM and PM, respectively	+1 / +1
502	Extend route to Jordan Ranch	0 / 0
503	No change	0 / 0
504	Deploy one (1) additional overflow bus in the PM	0 / +1
Sweeper	Incorporate with the #501 static route	-1 / 0

The net effect on vehicle requirements from the above plan would be neutral for the AM pull, but would add two buses to the PM pull.

Conceptual plan beyond Fall 2018 (medium-term). Although also a relatively short-range component, this would be a second phase of modifications that is anticipated to be necessary in the next 1-3 years, as more residential developments are completed and student enrollment continues to expand. For this timeframe, the following modifications are planned for recommendation:

- Extending Route 501 to the new subdivision off Palisades Drive in northeastern Dublin
- Adding capacity on Route 502, AM and PM, as the Jordan Ranch / Cottonwood Creek development reaches build-out
- New standalone supplemental route for Fallon Middle School

The following table summarizes these items and illustrates the associated changes in bus vehicle requirements, if any:

MEDIUM-TERM CONCEPTUAL SERVICE PLAN		
Route	Description of change	Change in # of buses (am/pm)
501	Extend route to new Palisades subdivision	0 / 0
502	Deploy one (1) additional overflow bus in the AM and PM, respectively	+1 / +1
NEW	Create new standalone supplemental route for Fallon Middle School	+1 / +1

In addition, the final recommendations are expected to include supporting services or programs (existing or potential) that could be implemented by the City or the District and that may help extend the effective radius of existing or proposed transit routes - such as improved walking paths and shared bicycle facilities/parking.

Budget

The main resources needed to implement the plan relate to peak vehicle and manpower requirements. Staff will be reviewing scheduling and other logistical savings to offset the small increase in vehicle hours required to support the first phase of the plan. For the medium-term plan, however, other types of offsets or service trade-offs may be required.

Next Steps

The Consultant will present the study findings and recommendations at the May meeting of the Board of Directors. Following this, Staff will return to the Board at the June meeting for final recommendations and approval.

Recommendation

None – information only.

AGENDA

ITEM 7



EXECUTIVE DIRECTOR'S REPORT

April 2018

Recruitment of Director of Planning and Operations

Next deadline for applications is May 4, 2018. Several applications have been received and staff is anticipating interviews in mid-May.

FY2019 Budget

Staff will preview the budget with the Finance & Administrative Committee in May with Board consideration in June. Getting the budget to balance has been a challenge with the new Operations and Maintenance contract and other budget increases.

Shared Autonomous Vehicle (SAV) Project

The SAV media kick-off is being scheduled for June of 2018. The SAV deliver has been delayed a few weeks.



Paratransit Study

City of Pleasanton staff is currently analyzing data on paratransit trips/costs. Next meeting scheduled for May 11, 2018. Staff is attempting to finish the study by the end of the fiscal year, but recognizes some of the complex analysis and policy level decisions that will be considered.

Go Dublin Study

The consulting firm of Fehrs & Peers has been working with transportation network companies to obtain additional data for the study. Staff anticipates that the agency will have a preview of the study results in May P&S Committee, with final work being presented in June to the Board.



Individualized Marketing Starting in May

The 2018 SmartTrips Tri-Valley project will begin in May, with the focus being on Dublin Boulevard and the Montage and Sage developments near Las Positas College. The SmartTrips program involves meeting with residents to talk about transportation options, including biking, walking and the Wheels system.

Chabot-Las Positas College District Approves Student Fee

On April 17th the college district approved the student fee for the long term funding of the student transit pass. This vote was taken after the student vote approved the fee in the fall of 2017. Approximately 600 rides are currently provided to students with the promotional transit pass.



LAVTA Receives \$435,000 Grant to Improve Livermore Transit Center

The FTA awarded LAVTA a \$435,000 grant to modernize the Livermore Transit Center. The grant will provide additional enhancements to the 20-year old facility beyond the work

associated with the relocation of the Historic Depot, including upgraded real-time signage, new landscaping, upgraded passenger amenities, and enhanced security and lighting features. LAVTA was just one of three Bay Area transit agencies to be awarded these highly competitive federal funds.

Attachments

1. Management Action Plan w/Updates

FY2018 Goals, Strategies and Projects

Last Updated – January April 19, 2018

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 later 2018 after new Director of Planning is hired.	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> • Award of Contract • Public Outreach • Approval of Recommendations 	DP	Projects/ Services	Nov 2016 Jun 2017 Jun 2018	→ Nelson/Nygaard awarded contract. Public meetings held in June. LAVTA Board presentation made in September. Currently developing alternatives. Second round of workshops completed in November. <u>City of Pleasanton analyzing data with near future meeting set in May.</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 Jun 2018	→ Draft Fare Study for fixed route complete. F&A reviewed in May. Decision made to hold study results to see ridership trends on fixed route and paratransit study fare recommendations. <u>Nelson/Nygaard updating Fare Study w/more conservative</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>
	<ul style="list-style-type: none"> • Board Approval 			Jul 2018	<u>model and awaiting meetings with Pleasanton.</u>	
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 Dec 2018	→ Grant by TVTAC approved. Board approved MOU with Pleasanton. Board approved engineering contract with Kimley Horn. <u>Project currently in design phase. Equipment to be ordered in summer for fall/winter install.</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 May 2018	→ Program providing approximately 1,000 rides/month. Two mailings to residents accomplished. Study of program behind schedule due to data sharing delays. Fehr & Peers to present final findings in June.	X X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
O&M Contract Request for Proposals	<ul style="list-style-type: none"> • Develop RFP • Award Contract 	DP	Project/ Services	Oct 2017	→ Three proposals received. Interviews conducted on 25 th . Best and final proposals submitted. <u>Board awarded in March. Legal reviewing contract.</u>	X
				Mar 2018		X
Dublin Service Plan	<ul style="list-style-type: none"> • RFP advertised • Contractor Award • Recommendations 	DP	Projects/ Services	Nov 2017	→ Several proposals received. Nelson/Nygaard awarded contract. Data collection being performed. <u>Project workshop held in March. Over 600 surveys completed. Initial findings for P&S Committee in May and final findings in June.</u>	X
				Jan 2018		X
				June 2018		
<p><i>Goal:</i> Marketing and Public Awareness</p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 1. Continue to build the Wheels brand image, identity and value for customers 2. Improve the public image and awareness of Wheels 3. Increase two-way communication between Wheels and its customers 4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system 5. Promote Wheels to New Businesses and residents 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Upgrades	<ul style="list-style-type: none"> • Place easy to access Commuter Info on homepage 	MKT MGR	Projects/ Services	Nov 2017	→ Better way to BART info landing page and button to be installed on website in November. Working on informative maps and info for this section.	X
				Jun 2016		
	<ul style="list-style-type: none"> • Selection by LAVTA Board 	MKT MGR		Jun 2016		

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
LAVTA Rebranding Project	<ul style="list-style-type: none"> of name/rebranding Event to unveil rebranding. 		Projects/ Services	Feb 2018	→ New design for buses approved. New logo approved. Buses being wrapped and logos applied. Several stories from media printed.	X X
Individualized Marketing	<ul style="list-style-type: none"> Award Contract Review of results 	MKT MGR	Projects/ Services	Mar 2018 Jun 2018	→ SDG awarded contract. Collateral developed and distributed. Program completed. Post program surveys completed. Project report to LAVTA Board made in December. SmartTrips In Dublin and parts of Livermore approved by Board in March. <u>Project to begin in May.</u>	X 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 Jun 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. Board awarded project in November. <u>Waiting on permits from City.</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. Board awarded engineering to Kimley Horn in November. Bus shelter type is next step. Project award in April. <u>Bus stops currently in design. City reviewing Rapid bus shelters.</u>	
Dublin School Tripper Bus	<ul style="list-style-type: none"> Identify new locations for shelters Install new shelters 	ED	Projects/	Sept 2016 Dec	→ Five locations with high ridership identified. Kimley Horn performing engineering. First shelter installed in December. Other four shelters will require	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>
Shelter Project			Services	2017	significant site work. Budgeting for next FY.	
Replace Shelters Past Useful Life That Are On Livermore Routes	<ul style="list-style-type: none"> Identify shelters Install 	ED	Projects/ Services	Nov 2016 Apr 2018	→ Shelters identified. 10 shelters delivered. No bids for install received. <u>Rebid. Board approved contract with Hammercraft Construction in March. Final contract under legal review.</u>	X

Goal: Community and Economic Development

Strategies (those highlighted in bold indicate highest Board priority)

- Integrate transit into local economic development plans
- Advocate for increased TOD from member agencies and MTC
- Partner with employers in the use of transit to meet TDM goals & requirements**

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> Assist ACTC in promoting the student passes Monitor effectiveness of the program and capacity issues 	DP	Projects/ Services	Ongoing Ongoing	→ Four schools in Livermore to have free pass via Clipper for Wheels access. Planning/Marketing Departments working with ACTC and school district to market Clipper Cards/bus system. <u>Approximately 200 trips per day. ACTC allocated STA for the project, which will impact funding for Route 14.</u>	X
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> Marketing campaign on campus Student Vote to retain Transit Pass on campus 	MKT MGR	Projects/ Services	Ongoing Nov 2017	→ Transit pass/marketing efforts ongoing. Students have voted. 90% "yes". <u>Board of Trustees approved 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 • Demo of TC Customers Service Buildings • Finish Relocation/Renovation 	DP	Projects/ Services	Jan 2017 Jul 2017 <u>Jun 2018</u>	→ 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 extend into April 2018. <u>Board received update in February. Project likely to be completed in June.</u>	X X
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 Jun 2018	→Bid spec being developed for painting and purchase of furniture. Exterior furniture on order. <u>Current plan is to install furniture for Historic Depot ribbon cutting and paint during transit center remodel with FTA funds.</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>

<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 became effective January 2018.	X
2018 Legislative Plan	<ul style="list-style-type: none"> Creation of 2018 Legislative Plan and review/approval by the Board and provide support for key legislation. 	ED	Finance/ Admin	Feb 2018	→ F&A committee looked at draft legislative plan in January 2018. Board approved 2018 Legislative Plan in February.	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 became effective January 2018.	X
<p>Goal: Organizational Effectiveness</p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> Promote system wide continuous quality improvement initiatives Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity HR development with focus on employee quality of life and strengthening of technical resources Enhance and improve organizational structures, processes and procedures to increase system effectiveness Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Performance Metrics Improvement	<ul style="list-style-type: none"> Staff setting up aggressive monitoring of key performance metrics: on-time performance, accidents and customer service. 	DP	Projects/ Services	Ongoing	→ Daily and weekly meeting to discuss key metrics at staff level. Presentation on performance of routes provided to the P&S Committee in October.	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	Jun 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. Project will be final phase of Depot project in June.	
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. MOU with County Connection approved in November. MOU with GoMentum approved by Board in February. Site preparation in process. Kick-off w/media being scheduled for June.	X X X

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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 - April 2018 - August 2018

Projects & Services Committee

	Action	Info
April		
Minutes	X	
Dublin Student Transit Service Study (DRAFT)		X
Las Positas College MOU	X	
May	Action	Info
Minutes	X	
Quarterly Operations		X
Fare Policy Draft Recommendation	X	
Go Dublin Evaluation (DRAFT)		X
Dublin Student Transit Service Study (FINAL)	X	
Draft Fall Service Changes	X	
June	Action	Info
Minutes	X	
Fall Service Changes (effective August)	X	
WAAC Appointments	X	
Fare Policy Final Recommendation	X	
Go Dublin Evaluation (FINAL)	X	
Mobility Forward Draft Recommendation	X	
Marketing Work Plan	X	
July	Action	Info
Minutes	X	
*Typically July committee meetings are cancelled		
August	Action	Info
Minutes	X	
Quarterly Operations Report		X
DAR Customer Satisfaction Survey		X