

## MINUTES OF THE MARCH 5, 2018 LAVTA BOARD MEETING

### **1. Call to Order and Pledge of Allegiance**

Meeting was called to order by Board Chair Karla Brown at 4:02pm

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

### **2. Roll Call of Members**

#### **Members Present**

David Haubert – Mayor, City of Dublin

Jerry Pentin – Councilmember, City of Pleasanton

Karla Brown – Councilmember, City of Pleasanton

Steven Spedowfski – Councilmember, City of Livermore

#### **Members Absent**

Bob Coomber – Councilmember, City of Livermore

Scott Haggerty – Supervisor, County of Alameda

### **3. Meeting Open to Public**

Robert S. Allen

Robert Allen stated that the BART Board is reviewing the BART to Livermore project on Thursday, March 8, 2018. Robert Allen noted that there are many defects in their 28 page document and he sent in comments. One request is regarding the first phase for BART to expand the Airway Park-and-Ride and to start iiBART. Robert Allen's iiBART is a shuttle bus from Airway Park-and-Ride, Livermore Airport, and to the BART Dublin/Pleasanton station. Robert Allen will be taking this request to BART on Thursday and he stated it would be less expensive. Robert Allen does not look at the bus as an alternative to BART, but rather a preliminary option.

### **4. Consent Agenda**

**Recommend approval of all items on Consent Agenda as follows:**

**A. Minutes of the February 5, 2018 Board of Directors meeting.**

**B. Treasurer's Report for the month of January 2018**

The Board of Directors approved the January 2018 Treasurer's Report.

**C. Summer 2018 Summer School Service Accommodation**

The Board of Directors approved Resolution 05-2018 Summer 2018 Summer School Service Accommodation to:

- 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.

**D. Contract Award for Individualized Marketing Services**

The Board of Directors approved the award of a 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. Resolution 07-2018

**E. Resolution in Support of Application for FY 17-18 funding through the State Low Carbon Transit Operations Program (LCTOP)**

The Board of Directors approved Resolution 09-2018 in support of an allocation request to Caltrans for the Low Carbon Transit Operations Program (LCTOP) toward the future purchase of four zero-emission battery-electric replacement buses in FY 2022. This resolution is required to request allocations for this funding from Caltrans.

Approved: Spedowfski/Pentin

Aye: Haubert, Pentin, Brown, Spedowfski

No: None

Absent: Haggerty, Coomber

**5. Fixed-Route Operations and Maintenance Contract**

Staff provided a PowerPoint 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. The Collective bargaining agreement (CBA) with Teamsters Local 70 is enforce through June 30, 2020 and was amended in November 2017 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. LAVTA's obligation is for the initial 3 year term that totals \$31 million to MV transportation. Staff summarized the feedback provided by the Projects and Services and Finance and Administration Committees. Under the new contract, LAVTA staff will review its contract management to align better with the agency's strategic goals. Staff will return with an interim review of the contractor's performance after the first two years of the contract.

Councilmember Karla Brown asked if the proposers provided referrals from other transit organizations or customer service rankings from past contracts for staff to review. Staff responded that due to the scores being close the second ranked firm (Ride Right) did not have any fixed route contracts of LAVTA's size and complexity, so staff did reach out to the references (particularly one nearby agency) that were provided in the proposal. However, LAVTA did not receive a response back from the reference they provided. Staff informed that in regards to the customer service rankings the three proposer included information on employee retention/incentive programs to promote positive employee morale. Councilmember Karla Brown requested that Executive Director Michael Tree in the future include referrals of other

transit organizations and customer service rankings into the proposal process for making a decision on a contract. Councilmember Karla Brown also noted that these documents should be public record and they should not be difficult for proposers to share the information with LAVTA. Staff responded that LAVTA conducted due diligence in background research about the firms proposing and regarding what their customer service impressions are in other locations, including the management teams.

The Board of Directors approved to award the Operations and Maintenance (O&M) Contract for fixed-route bus service to MV Transportation for a period of three base years commencing on July 1, 2018, with LAVTA holding four additional one-year options. Resolution 06-2018.

Approved: Spedowfski/Haubert  
Aye: Haubert, Pentin, Brown, Spedowfski  
No: None  
Absent: Haggerty, Coomber

## **6. Contract Award for LAVTA On-Call Bus Shelter Installation, Removal, and Related Services**

Staff provided the contract award for LAVTA On-Call Bus Shelter Installation, Removal, and Related Service to the Projects and Services Committee. Staff explained that post the Comprehensive Operations Analysis (COA) route realignment meant there were shelters remaining at stops that were no longer being served with fixed-route. The scope of work was determined beyond LAVTA's operations and maintenance routine maintenance contract. There is not a specific amount budgeted to this contract, as the work is task order-based. This contract would be good for one year with two one-year optional extensions. The approved FY 17-18 Agency Budget provides for up to \$163,658 for this type of work. LAVTA decided to release a Request for Proposal (RFP) for on-call bus shelter installation, removal, and related services. LAVTA received one proposal from Hammercraft Construction and Development Inc.

The Board of Directors authorized the Executive Director to execute a one-year contract with two one-year options with Hammercraft Construction and Development for on-call bus shelter installation, removal, and related services. Resolution 08-2018.

Approved: Haubert/Pentin  
Aye: Haubert, Pentin, Brown, Spedowfski  
No: None  
Absent: Haggerty, Coomber

## **7. Farebox Upgrade**

Staff provided the farebox upgrade report to the Board of Directors. Staff informed that 20 of LAVTA's buses currently have a Sealed Power Corporation (SPX) cash fare collection system (Cents-A-Bill) that are now obsolete and the manufacturer is no longer supporting them. When LAVTA procured the 40 new buses in 2016 and 2017 they came retrofitted with SPX FastFare units and now LAVTA would like to upgrade the 20 remaining buses with these units. Additional benefits of replacing the obsolete fareboxes with FastFare units include: Integration with the AVL system, bill validators, transfers issued directly from the farebox, the capability to read contactless cards and dispense day passes. In May 2017 the Project and Services Committee received an informational staff report regarding Fare Policy items for discussion.

The FastFare units have more capabilities that will enable the agency to fully implement any Fare Policies that were previously discussed. This project was included in the FY 2018 budget funded by 80% FTA funds and 20% local TDA funds. The total budget is \$399,051.35 and consists of the contract award amount of \$365,487.35 for all materials necessary, labor to install, shipping and tax and a 10% project contingency of \$ 33,564.00.

The Board of Directors authorized the Executive Director to execute an Agreement between LAVTA and Sealed Power Corporation to replace obsolete fareboxes on 20 LAVTA-owned buses.

Approved: Spedowfski/Haubert  
Aye: Haubert, Pentin, Brown, Spedowfski  
No: None  
Absent: Haggerty, Coomber

## **8. Executive Director's Report**

Executive Director Michael Tree provided the Board of Directors the Executive Director's Report. Executive Director Michael Tree noted that fixed route ridership is up 6.2% from one year ago and 17.8% for the month of January. Paratransit ridership in January is down 4.8%, due to many factors, including applicant screening, ride negotiations, and driver shortages. On-time performance was 80.4% in January. Executive Director Michael Tree and Interim General Manager Jonathan Steketee are having ongoing management discussions regarding driver shortages. There is progress being made with adding additional drivers and increasing on-time performance back up into the 90% range.

Executive Director Michael Tree pointed out that there are several ongoing studies: Comprehensive Paratransit Assessment, Dublin Student Transit Service Study, and Go Dublin. The Board of Directors will receive a recommendation at the May meeting regarding the Dublin Student Transit Service Study and implementation in August 2018. The Go Dublin Study results will be provided to the Board in April, possibly May, to discuss whether or not the Board would like to continue Go Dublin into the new fiscal year. The Go Dublin Project has been carrying between 1,500-1,800 rides a month and the subsidy is about \$2.80 versus fixed-route subsidy around \$ 15.00 per ride. The Fare Study will be brought to the Board in April for discussion and action in May, so that it could be implemented in the new fiscal year.

Executive Director Michael Tree informed the Board of Directors that the rebranded buses are being introduced into service. LAVTA is working on a story with the East Bay Times and local newspapers to introduce the new Wheels look and innovation at the agency. LAVTA is also planning to have the new wheels bus at upcoming community events.

Executive Director Michael Tree is still recruiting for a successful Director of Planning and Operations.

Legal Counsel Michael Conneran added that he attended the APTA Legal Affairs Conference with other transit lawyers and FTA staff that discussed transit problems regarding driver shortages. Legal Counsel Michael Conneran informed that the Ventura transit system attorney explained that when they advertise for drivers they advertise for customer service representatives from the retail profession.

**9. Matters Initiated by the Board of Directors**

None.

**10. Next Meeting Date is Scheduled for: April 2, 2018**

**11. Adjournment**

Meeting adjourned at 4:38pm