

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

MINUTES OF THE MAY 7, 2018 LAVTA BOARD MEETING

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Karla Brown at 4:00pm

2. Roll Call of Members

Members Present

David Haubert – Mayor, City of Dublin

Janine Thalblum – Councilmember, City of Dublin

Jerry Pentin – Councilmember, City of Pleasanton

Karla Brown – Councilmember, City of Pleasanton

Steven Spedowski – Councilmember, City of Livermore

Bob Coomber – Councilmember, City of Livermore

Scott Haggerty – Supervisor, County of Alameda

3. Meeting Open to Public

Carmen Rivera-Hendrickson

Ms. Rivera-Hendrickson is a Pleasanton representative for the Wheels Accessible Advisory Committee (WAAC). Ms. Rivera-Hendrickson is concerned that the new Fixed Route Q'Pod restraint system does not have a manual quick release button for when the restraint is stuck. Ms. Rivera-Hendrickson encountered the restraint system not releasing twice when the wheel chair was hooked in the wrong place; which, required LAVTA to cut the belt and this caused the bus to be down for an hour. When the strap is cut the bus goes out of service, since they are unable to have another wheel chair parked on the bus until the Q-Pod strap is repaired. Ms. Rivera-Hendrickson is requesting that all Q-Pod restraints have a manual button release, since currently they are computerized and do not always work properly. Ms. Rivera-Hendrickson observed that the Q-Pod restraint system takes longer to hook her wheel chair up and stated that she has seen it work better with the four point hook up. Ms. Rivera-Hendrickson mentioned that twice a driver did not place hooks on the front of her wheel chair and it should have been a four point hook up. Ms. Rivera-Hendrickson believes the drivers are scared to put restraints on the front of her chair.

Vice Chair Scott Haggerty asked if this issue was brought to staffs attention. Executive Director Michael Tree responded that nine months ago there was a restraint issue and it happened again three weeks ago. Executive Director Michael Tree stated that it appears the driver did everything correct and there was a problem with the computerized program locking up the restraint. Executive Director Michael Tree informed that there is a glitch in the Q'Pod restraint system and he spoke to GILLIG regarding this issue. LAVTA had the Q'Pod manufacture come out nine months ago and made adjustments and accommodations that were reasonable to have the restraint system work better. In the next week or so, LAVTA will find out why the restraint system locked up. In the meantime, all buses have been supplied with belt cutters. Executive Director Michael Tree informed that when a strap is cut the bus is taken out of service and another bus is then placed in service.

Robert S. Allen

Mr. Allen requested LAVTA to please arrange for southbound Wheels buses at BART's Dublin/Pleasanton station to pick up passengers at the stop sign by the fare gates. This would make a lot of difference in making the bus or not making it.

Board Chair Karla Brown informed Mr. Allen that there have been discussion with staff regarding his request and it is being worked on.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

A. Minutes of the April 2, 2018 Board of Directors meeting.

B. Treasurer's Report for the month of March 2018

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

C. Approval of Resolutions Authorizing Staff to Apply for TDA, STA, and RM2 funds for Fiscal Year 2018-2019.

The Board of Directors approved the attached resolutions authorizing the filing of a claim with MTC for Allocation of TDA Article 4.0, 4.5, STA, and RM2 Funds for Fiscal Year 2018-2019. Resolutions 12-2018 and 13-2018.

D. 2018 Legislative Update

The Board of Directors accepted this report and approved two legislative positions:

- AB 3201 (Daly) – California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program – **SUPPORT**
- SB 1434 (Leyva) Transportation Electrification: Electricity Rate Design – **SUPPORT**

E. Las Positas College Memorandum of Understanding

The Board of Directors approved 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.

Approved: Haubert/Pentin

Aye: Haubert, Pentin, Brown, Coomber, Haggerty, Spedowfski

No: None

Abstain: Thalblum

Absent: None

5. Appoint of a New Board Member and Adoption of Revised Committee Assignments

The Board of Directors adopted Resolution 14-2018 appointing Janine Thalblum, Dublin City Council Member to Finance and Administration Committee.

Approved: Haubert/Pentin

Aye: Haubert, Pentin, Brown, Coomber, Haggerty, Spedowfski, Thalblum

No: None

Abstain: None

Absent: None

6. Dublin Student Transit Service Study

Staff provided the Board of Directors the Dublin Student Transit Service Study. Staff informed that LAVTA provided school-focused supplemental routes for middle and high schools in Dublin and Pleasanton. Given the substantial growth that LAVTA has seen in Eastern Dublin we have also seen demand for the supplemental routes increase rapidly. LAVTA has continued to supply overflow capacity to meet this demand. LAVTA asked Nelson\Nygaard Consulting Associates to assist with data gathering and to contact the City and school district to get development plans and enrollment projections. An online survey was also conducted with students and parents. Nelson\Nygaard has helped LAVTA with a fiscally constrained near term service plan that address capacity and coverage needs. Staff introduced Project Manager Samantha Erickson of Nelson\Nygaard Consulting Associates and she provided the Board of Directors a PowerPoint presentation regarding the Dublin Transit Service Plan. The presentation provided information on how LAVTA can meet the changing transit needs of the Dublin student population. Community outreach was conducted for feedback and six hundred responses were received from an online survey, one stakeholder meeting, and one community meeting. LAVTA has operational challenges regarding driver and vehicle availability during peak hours, vehicle capacity constraints, and interlining school trippers with mainline routes, due to Wednesday bell scheduled. Board Member David Haubert proposed that LAVTA ask students on the bus if keeping the same schedule every day versus having a different Wednesday schedule would work for them. The proposed changes for Fall 2018 include: 1) no changes to the mainline routes 1 and 2; 2) new service for Routes serving Dublin High from Jordan Ranch/Cottonwood Creek areas (pilot express service); 3) eliminate second afternoon trip for routes serving Wells Middle School; and 4) no changes to routes serving Fallon Middle School. The proposed changes for Fall 2019 include: 1) Consider realignment and possible interlining on Routes 1 and 2; 2) Expand routes as needed serving Dublin High School; 3) Expand vehicle capacity as needed for routes serving Wells Middle School; and 4) New route to serve Fallon Middle School to accompany Route 2 realignment. Samantha Erickson informed that the neighborhood near Palisades will need an area for a bus turnaround, if they require school tripper service and that LAVTA can work with the city. Samantha Erickson also noted that articulating buses have a better turning radius than standard buses. LAVTA's peak vehicles will increase from 47 to 49 and the revenue hours are neutral in the morning, but will increase 0.25 hours in the afternoon. Board Member Steven Spedowski mentioned that the distribution of transit service through the Joint Powers Authority (JPA) was tight and wanted to know if the increased revenue hours will effect this. Samantha Erickson responded that this fall LAVTA is okay, but moving forward LAVTA will most likely require adding resources. This is why LAVTA may want to cost out if it makes sense to go to articulating buses.

This was informational only.

7. Review of Go Dublin Program

Executive Director Michael Tree provided the Board of Directors a review of Go Dublin. Executive Director Michael Tree noted that the budget will be brought to the Board and would like to know how to move forward with Go Dublin in the next fiscal year. There is a Geofence around the city limits of Dublin that allows patrons to utilize the promo code GODUBLIN with either a phone application for Uber and Lyft or phone call to DeSoto Cab. When the discount code is used, Wheels will pay half the customer fare, up to five dollars, for ridesharing trips that

start and end in Dublin. LAVTA's goal with Go Dublin was to induce ridesharing, reduce parking demand at BART stations and measure the impact on the Rapid. A PowerPoint presentation gave an initial preview of the results thus far on the Go Dublin pilot discount program. Executive Director Michael Tree pointed out that while this program has been in place LAVTA ridership in Dublin increased by about 14,800 rides and he believes this excludes the school tripper routes. Executive Director Michael Tree highlighted the budget expenditures to date a total of \$60,117.00. Fehrs and Peers will provide a more comprehensive review at the June Board meeting.

The Board approved an extension of the Go Dublin demonstration project to provide the agency an opportunity to review the Fehr & Peers study and to compare the Go Dublin pilot program with other transportation options, including micro transit and fixed route service.

Approved: Pentin/Spedowski

Aye: Haubert, Pentin, Brown, Coomber, Haggerty, Spedowski, Thalblum

No: None

Abstain: None

Absent: None

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 interviews for the Director of Planning and Operations will be conducted the week of May 14th.

LAVTA is hopeful to take delivery of the SAV vehicle soon, since it has arrived in US customs. LAVTA has 10-15 vehicle designs for the SAV project. The SAV media kick-off is scheduled for June 22nd at 10am.

LAVTA is working with Pleasanton city staff regarding the Paratransit Study and hopeful to bring something to the Board in the near future.

Executive Director Michael Tree gave a brief overview of Individualized Marketing that is starting in May and will focus on Dublin Boulevard and Las Positas College neighborhood. There will be travel ambassadors going door to door meeting with residents to talk about transportation options.

Executive Director Michael Tree highlighted that Las Positas College approved the Memorandum of Understanding on April 17th and that LAVTA received \$435,000 grant to improve Livermore Transit Center. Board Member Steven Spedowski would like the transit center design to be integrated with the Historic Train Depot. Board Chair Karla Brown requested better signage at the Transit Center, since it is difficult to find the location and some plants have overgrown the signage. Board Member Steven Spedowski responded that eventually first street will be reconfigured, so that the Transit Center is more present. Board Member Steven Spedowski also stated that the city can look into the right of way to place better Transit Center and Historic Train Depot signage.

9. Matters Initiated by the Board of Directors

None.

10. Next Meeting Date is Scheduled for: June 4, 2018

11. Adjournment

Meeting adjourned at 5:20pm