

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

KARLA BROWN – VICE CHAIR
STEVEN SPEDOWFSKI – CHAIR

DATE: Monday, November 26, 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 August 27, 2018 Meeting of the P&S Committee.

Recommendation: Approval

5. TAAC Appointment for the Pleasanton Alternate Member Position

Recommendation: It is requested that the Projects and Services committee forward their recommendation appointing Jeffrey Jacobsen to the TAAC as the Pleasanton Alternate member to the LAVTA's Board of Directors.

6. Shared Autonomous Vehicle Pilot Project 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: December 24, 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.

/s/ Jennifer Suda

11/21/18

LAVTA Administrative Services Department

Date

On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:

*Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Fax: 925.443.1375
Email : frontdesk@lavta.org*

AGENDA

ITEM 4

MINUTES OF THE AUGUST 27, 2018
LAVTA PROJECTS AND SERVICES COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Chair Steven Spedowski called the meeting to order at 4:00pm.

2. Roll Call of Members

Members Present

Scott Haggerty, Supervisor, Alameda County
Jerry Pentin, Councilmember, City of Pleasanton
Steven Spedowski, Councilmember, City of Livermore

Members Absent

David Haubert, Mayor, City of Dublin
Karla Brown, Councilmember, City of Pleasanton

3. Meeting Open to Public

Robert S. Allen

Robert Allen requested for south bound buses to stop and pick-up passengers at the stop sign by the fare gates at BART.

4. Minutes of the June 25, 2018 Meeting of the P&S Committee.

Approved: Haggerty/Pentin

Aye: Pentin, Haggerty, Spedowski

No: None

Abstain: None

Absent: Haubert, Brown

5. Contract Award for On-Call Creative, Design and Media Strategy Services

Staff provided the Projects and Services Committee the contract award for on-call creative, design and media strategy services. The Projects and Services Committee requested staff to bring the recommendation back to this committee meeting and include score sheets from the evaluation team and examples of creative and design work included in the proposals of the two highest ranked proposers. LAVTA issued a request for proposals (RFP) in April and received three responses. The proposals came from MHD Group, Inc., O'Rorke Inc., and Celtis Ventures, Inc. LAVTA evaluated the proposals and is requesting the contract to be awarded to Celtis Ventures, Inc.

The item was discussed by the Projects and Services Committee.

The Projects and Services Committee forwarded without a recommendation to the LAVTA Board the award of contract for On-Call Creative, Design and Media

Strategy Services to Celtis Ventures, Inc. for an initial two year term with three one-year options.

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

6. Fixed Route Passenger Satisfaction Survey 2018

Staff provided data on the latest Fixed Route survey results that were focused on trunk routes #10 and #30, but also included the shorter local routes. The survey was conducted during the month of May and June 2018 and LAVTA received 400 responses to the survey. LAVTA's average scoring across all quality-of-service was 4.35; the same as last year. The area that was rated the highest (4.6) was regarding feeling safe when riding the bus, while the lowest (4.0) was in the area of whether services operate on time. LAVTA received 259 open-ended comments from respondents covering a large variety of topics. Some commenters focused on the perceived lack of timely service, drivers being discourteous or rude, frustration with weekend service, and issues about system/network connectivity and frequency. Staff informed that the results of the survey will be used to assess areas together with LAVTA's contractor, so that we can improve and it will go into the overall calculation of penalties and incentives of the operations contract.

The item was discussed by the Projects and Services Committee. Committee Members Jerry Pentin and Scott Haggerty are concerned about rude drivers and requested LAVTA to work with MV to resolve this immediately. Committee Member Jerry Pentin would like LAVTA to have a phone app for people over 25 and to ask in the survey what they do. Committee Member Scott Haggerty also requested a sub-analysis of the late complaints.

This was informational only.

7. Memorandum of Understanding between the City of Dublin and the Livermore Amador Valley Transit Authority for the Shared Autonomous Vehicle Testing Project.

The Projects and Services Committee recommend the approval of the memorandum of understanding between LAVTA and the City of Dublin to the Board of Directors.

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

8. BART Early-Morning Service Plan and Bus Bridge

Staff provided the BART Early-Morning Service Plan and Bus Bridge to the Projects and Services Committee. Staff informed that BART would require two LAVTA buses that would provide two roundtrips for 3 ½ years to assist BART with their multi-year program to rehabilitate aging infrastructure. BART will fully compensate LAVTA for the service. To keep things simple LAVTA would be able to apply its own local fare, the revenues from which would be credited back to BART.

The item was discussed by the Projects and Services Committee. The Projects and Services Committee requested that a clause be added that states “LAVTA will make observations to make sure no one is being left behind and if so we have the ability to expand the service. BART would reimburse LAVTA for doing observations and administrative time tracking this service”.

The Projects and Services Committee approved in concept the request by the BART District for LAVTA to operate an early-morning bus bridge route on weekdays between the East Dublin / Pleasanton and Bay Fair stations, and direct staff to negotiate a draft agreement with BART District that fully compensates LAVTA for the additional services rendered. It is anticipated that the draft agreement would be considered by the LAVTA Board at a future meeting.

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

9. Renaming of the Wheels Accessible Advisory Committee (WAAC)

The Projects and Services approved renaming the Wheels Accessible Advisory Committee (WAAC) to Tri-Valley Accessible Advisory Committee (TAAC), and forward this recommendation to the LAVTA Board of Directors.

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

10. Management Action Plan (MAP)

Executive Director Michael Tree provided the Projects and Services Committee the Management Action Plan (MAP). Executive Director Michael Tree briefly noted some website upgrades for choice riders, application development, and rebranding bus stop signs. Executive Director Michael Tree will provide a future update on school tripper route improvements.

This was informational only.

11. Preview of Upcoming P&S Committee Agenda Items

12. Matters Initiated by Committee Members

None.

13. Next Meeting Date is Scheduled for: September 24, 2018

14. Adjourn

Meeting adjourned at 4:55pm.

AGENDA

ITEM 5

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: TAAC Appointment for the Pleasanton Alternate Member Position

FROM: Kadri Kulm, Paratransit Planner

DATE: November 26, 2018

Action Requested

It is requested that the Projects and Services committee recommend appointing Jeffrey Jacobsen for the Tri-Valley Accessible Advisory Committee (TAAC) Pleasanton Alternate member position.

Background

The TAAC is composed of ten (10) members. Each city in the LAVTA jurisdiction has two (2) members and one (1) alternate member, and the County of Alameda one (1) member and one (1) alternate member, who are residents in the LAVTA service area. Three members should be representatives of social service agencies, which are located in and represent people who use or could use transit services in Livermore, Pleasanton and Dublin.

Discussion

The TAAC currently has the following vacancies:

- One (1) Pleasanton alternate member, and
- One (1) Social Services alternate member

Staff received an application from Jeffery Jacobsen for the Pleasanton Alternate Member position. The TAAC members reviewed Mr. Jacobsen's application at their September, 2018 meeting and recommend that the LAVTA board appoint him to the committee's Pleasanton Alternate member position.

Recommendation

It is requested that the Projects and Services committee forward their recommendation appointing Jeffrey Jacobsen to the TAAC as the Pleasanton Alternate member to the LAVTA's Board of Directors.

Attachments:

1. Received TAAC application for the Pleasanton Alternate position
2. Current TAAC Membership Roster



**Livermore Amador Valley Transit Authority
Wheels Accessible Advisory Committee (WAAC)**

RECEIVED
JUL 30 2018
Livermore Amador Valley
Transit Authority

APPLICATION INSTRUCTIONS

ELIGIBILITY REQUIREMENTS

Residents of Pleasanton, Dublin or Livermore who are elderly, disabled or care for someone who is disabled may apply to be the representative for their city or county. Persons employed in the social services field in the Tri-Valley area may apply for the Social services position only.

RESPONSIBILITIES

Members are expected to represent the viewpoint of the elderly and disabled community of the Tri Valley and provide input on the Wheels services. Members also act as liaisons for Wheels by informing the general public about Wheels services and policies. Meetings are held every other month and are scheduled for ninety (90) minutes. For disabled members, transportation is provided on the Wheels Dial-A-Ride service for free both to and from the meeting. All members receive a pass which provides them with complimentary service on all Wheels fixed route buses while serving on the WAAC. Appointments to the WAAC are made by the elected officials who make up the Wheels Board of Directors.

Please send the filled out application to:

**Attn: Kadri Kulm
LAVTA/Wheels
1362 Rutan Court, Suite 100
Livermore, CA 94551**

APPLICATION FOR WAAC MEMBERSHIP

GENERAL INFORMATION

Name Jeffery Jacobsen

Agency (if applicable) _____

Address 5380 Case Ave, #1612

City Pleasanton Zip 94566

Home # _____ Work # _____ Mobile # 510-305-1124

Email address: navjeff@yahoo.com

Which of the following open positions are you applying for?
(May check more than one, if applicable.)

City of Dublin	_____
City of Pleasanton	<u>X</u>
City of Livermore	_____
Alameda County	_____
Social Services Agency	_____

You are eligible for your position because you are

A resident of the City or County and are

Elderly	_____
Disabled	<u>X</u>
A Caretaker for a Disabled person	_____

Or

Employed in Social Services in the Tri Valley _____

1. Do you or your clients use Dial-A-Ride? If yes, how often?

yes, a couple times a month.

2. Do you or your clients use Fixed Route service? If yes, how often?

NO

3. In a single statement, why do you want to be on this committee?

I find it useful and I can help other people
with your experience using the service.

4. What skills and knowledge do you feel you bring to this committee?

I can voice my opinions on certain issues.

5. Will you be able to attend meetings during regular business hours? How flexible is your schedule?

yes, I am flexible

6. Please include any additional information that may assist the decision making process.

WHEELS Accessible Advisory Committee (WAAC)
Membership Directory for FY 2019 (July 2018 to June 2019)
As of November 26 2018

Dublin Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Shawn Costello	2 years	July 2017	June 2019
Connie Mack	2 years	July 2018	June 2020
Helen Buckholz (Alternate)	2 years	July 2018	June 2020

Livermore Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Russ Riley	2 years	July 2018	June 2020
Judith LaMarre	2 years	July 2018	June 2020
Bob Chulata (Alternate)	2 years	July 2018	June 2020

Pleasanton Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Carmen Rivera-Hendrickson	2 years	July 2017	June 2019
Sue Tuite	1 year	July 2016	June 2020
Alternate (VACANT)			

Alameda County Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Herb Hastings	2 years	July 2018	June 2020
David Weir (Alternate)	2 years	July 2018	June 2020

Social Services Representation

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Melanie Henry	2 years	July 2018	June 2020
Julie Parkinson	2 years	July 2018	June 2020
Amy Mauldin	2 years	July 2018	June 2020
Alternate (VACANT)			

PAPCO Representative

<i>Committee Seat</i>	<i>Term</i>	<i>Term Beginning</i>	<i>Term Conclusion</i>
Esther Waltz	N/A	2014	Same as PAPCO Term

AGENDA

ITEM 6

STAFF REPORT

SUBJECT: Shared Autonomous Vehicle Pilot Project Update

FROM: Jonathan Steketee, Customer Service and Contract Compliance Manager

DATE: November 26, 2018

Action Requested

None – information only.

Background

LAVTA initiated a pilot Shared Autonomous Vehicle (SAV) project in 2017. The goal of the pilot is to test and deploy a SAV in a real world application, to include mixed use traffic on public roadways. The area around the Dublin BART station was identified as an appropriate testing ground for the SAV and LAVTA subsequently contracted with GoMentum to acquire an SAV on behalf of LAVTA for testing.

Discussion

The SAV project has been a challenge for LAVTA and its partners. The following is a brief summary of actions taken since the update to the Board of Directors on November 5th, 2019:

Testing Site

AAA is in the process of mobilizing with EZ10 SAV manufacturer EasyMile to digitally map the test area for the SAV unit. Additionally, AAA is mobilizing to gain permits to install signage at the testing site as required by law.

Storage Location

AAA is waiting on quote from BART to improve the area for the storage facility and utilities. In the meantime, a plan to transport LAVTA's SAV to and from the testing site to a temporary storage facility with utilities is in the works so testing can begin.

Testing Timeline

On-site testing of the SAV is not likely for November although AAA is still working towards that goal. Staff has requested an updated timeline from AAA/GoMentum and has been actively engaged in working toward a solution to move the project into testing at the project site, including the possibility of having an alternative firm take over the project.

Recommendation

None – information only.

AGENDA

ITEM 7

EXECUTIVE DIRECTOR'S REPORT

November 2018

Wheels Ridership Trends

Ridership on the Wheels bus system was 171,068 passengers, up 7.7% from October of 2017.

Food Drive

At the LAVTA Stuff-A-Bus 1,500 pounds of food and \$600 in gift cards was collected for Open Heart Kitchen and Tri-Valley Haven. Many thanks to co-sponsors KKIQ 101.7 and Lucky Supermarkets.



LAVTA SAV Project

LAVTA continues to work with GoMentum and AAA to advance the Authority's SAV project. While testing of the SAV on public roads in Dublin was anticipated in November, several factors including the need to install signage and delays with digital mapping have led to continuing delays. Staff will have a report at the Project & Services Committee meeting.



Regional Rail Authority

The Regional Rail Authority has signed an \$8.5 million contract with AECOM for the environmental work and 30% design of Valley Link. Additionally, staff is in final negotiations with JCOMM to produce a promotional video of Valley Link. Finally, staff is in final negotiations for consulting services that will provide a Senior Project Manager and a Senior Engineer Lead in the near future. This consulting work will be full-time and the consultants will work from the LAVTA offices. A plan for their office space will be provided at the Project & Services Committee meeting.



Go Dublin

In December Uber and MV will team up to provide accessible vehicles in Dublin. The partnership will provide riders using the Go Dublin discount with accessibility throughout Dublin.

**New Video Systems on Buses**

20 Wheels buses with video systems that are past their useful life (they had been transferred to the buses from retired buses years ago) received new video systems that are high definition and feature easy to use wi-fi downloading were installed over the past 30 days.

Parking Garage

The Master Agreement for the Dublin Parking Garage TIRCP grant with the State of California is on the F&A Committee agenda for consideration in November, and is expected to be considered by the Board in December.

Financial Audit for FY2018

The FY2018 Financial Audit report is on the F&A Committee agenda in November. There are no findings in the audit.

Attachments

1. Management Action Plan w/Updates

FY2019 Goals, Strategies and Projects

Last Updated – November 20, 2018

MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Provide routes and services to meet current and future demand for timely/reliable transit service**
2. Increase accessibility to community, services, senior centers, medical facilities and jobs
- 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies**
- 4. Improve connectivity with regional transit systems and participate in Valley Link Project**
5. Explore innovative fare policies and pricing options
6. Provide routes and services to promote mode shift from personal car to public transit

<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>
Strategic Plan/Long Range Transit Plan (Agency's 30 Year Plan)	<ul style="list-style-type: none"> • RFP • Award of Contract • Consideration of Changes 	DP	Projects/ Services	Nov 2018 Feb 2019 May 2019	→ New project for Spring 2019.	
Review of Fixed Routes	<ul style="list-style-type: none"> • RFP • Award of Contract • Consideration of Changes 	DP	Projects/ Services	Nov 2018 Feb 2019 May 2019	→ It's been 24 months since the Wheels fixed route system redesign. This project will review the performance of the system since the redesign and recommend changes. New project for Spring 2019.	

<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>
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> Award of Contract Public Outreach Approval of Recommendations 	ED	Projects/ Services	Nov 2016 Jun/Nov 2017 Feb 2019	→ Nelson/Nygaard awarded contract. Public meetings held in June. LAVTA Board presentation made in September. Second round of workshops completed in November. City of Pleasanton analyzing data with near future meeting set on May 11th. City cancelled meeting. Awaiting new date to meet from City.	X X
Fare Study	<ul style="list-style-type: none"> Draft Fare Study Public Hearings Board Approval 	PD	Projects/ Services	May 2017 Sept 2018 Oct 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. Public Hearings held in September. Board approved in October. Implementation in January.	X X X
Hacienda Pass	<ul style="list-style-type: none"> Review Pass Program Work with Hacienda on Improving the Program 	ED	Finance/ Admin	Oct 2018 Jun 2019	→ Initial correspondence with Hacienda provided. Upcoming meeting in November.	
Transit Signal Priority Upgrade Project in Rapid Corridors	<ul style="list-style-type: none"> Engineering Work Finish Project 	DP	Projects/ Services	Oct 2017 Jun 2019	→ Grant by TVTAC approved. Board approved MOU with Pleasanton. Board approved engineering contract with Kimley Horn. Design completed and submitted to Cities for review. <u>Equipment purchase in Jan/Feb and install in summer of 2019.</u>	

<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>
Go Dublin Discount Program	<ul style="list-style-type: none"> • Explore use of Uber WAV • Secure additional funding • Develop long-term strategy 	ED	Projects/ Services	Nov 2018 Jun 2019 Jun 2019	→ Program continuing into FY2019. Uber & MV to implement Uber WAV in Dublin in December (MV provides wheelchair accessible rides through Uber). Negotiations ongoing for wheelchair accessible vehicles w/GoDublin program through MTM.	X
Dublin Service Plan	<ul style="list-style-type: none"> • Explore use of articulated buses 	DP	Projects/ Services	Dec 2019	→ Nelson/Nygaard looking at merits of LAVTA operating articulated buses. <u>Expect report in late November. Discussion with committees in December or January.</u>	
SAV Project	<ul style="list-style-type: none"> • Complete storage facility/electrical • Work through first set of tests • Seek long-term funding for project 	CM	Projects/ Services	Nov 2018 Jun 2019 Jun 2019	→ BART working on storage and electrical. Regular meetings being held. <u>Update to be provided to P&S Committee in November.</u>	
Advanced Intelligent Intersection Project	<ul style="list-style-type: none"> • Install equipment on buses • Evaluate performance of project 	CM	Projects/ Services	Jun 2019 Jun 2020	→ City of Dublin funded. Working with City and MTC on scope of work and procurement of equipment. MOU approved by LAVTA and City. <u>Equipment on order.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Install and Upgrade Video System on Vehicles	<ul style="list-style-type: none"> • Install video cameras on paratransit vehicles • Upgrade 20 video systems on Wheels buses 	ED	Projects/ Services	Mar 2019 Jun 2019	→ Staff evaluating cameras/video systems for paratransit vehicles. → <u>20 buses upgraded with new video systems</u>	X
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						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Website Upgrades	<ul style="list-style-type: none"> • More fully develop Better Way to BART section of website 	PD	Projects/ Services	Mar 2019	→ Project under development.	
App Development	<ul style="list-style-type: none"> • Mobile Ticketing App • Improve integration on CityMapper • Mobile Ticketing in Transit and CityMapper 	PD	Projects/ Services	Feb 2019	→ Working with City Mapper and Transit apps on requirements for integration of mobile ticketing. Creating RFP for mobile ticketing. <u>In final evaluation period. Report to Board in December or January on mobile ticketing app strategy.</u>	
LAVTA Rebranding Project	<ul style="list-style-type: none"> • Bus stop sign replacement with new branding. 	PD	Projects/ Services	Jun 2019	→ Replace bus stop signs throughout service area with newly branded bus stop signs. Replace stencil stops with bus stop signs. <u>Spring/early summer project.</u>	

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>
Individualized Marketing	<ul style="list-style-type: none"> • Award Contract • Marketing • Review of Results 	PD	Projects/ Services	Jan 2019 May 2019 Jun 2019	→ Targeting Pleasanton's high density housing areas along Rapid near BART. <u>RFP to be advertised in December. Board to consider award in January.</u>	
N Canyons Parkway Rapid Bus Stop Project	<ul style="list-style-type: none"> • Begin planning/engineering work • Improvements to site • Relocation of shelters 	FD	Projects/ Services	May 2017 Jun 2018 Aug 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. Construction completed.	X X X
Pleasanton SmartTrips Corridor Rapid Bus Stop Project	<ul style="list-style-type: none"> • Engineering work • Award of construction contract • Finish project 	FD	Projects/ Services	Nov 2017 Apr 2018 Jun 2019	→ 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. 35% design completed. 65% design completed. <u>City approved plans. Final design in progress.</u>	
Replace Shelters Past Useful Life That Are On Livermore Routes	<ul style="list-style-type: none"> • Identify shelters • Install 	FD	Projects/ Services	Nov 2016 Apr 2018	→ Shelters identified. 10 shelters delivered. No bids for install received. Rebid. Board approved contract with Hammercraft Construction in March. Evaluating cost for MV to provide work vs Hammercraft.	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: Community and Economic Development

Strategies (those highlighted in bold indicate highest Board priority)

1. Integrate transit into local economic development plans
2. Advocate for increased TOD from member agencies and MTC
- 3. 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>
TMA Development in Dublin	<ul style="list-style-type: none"> Develop guidelines in partnership with City of Dublin 	PD	Finance Admin	Jun 2019	→ <u>TMA in Mountain View provided sample for City of Dublin to consider.</u>	
TOD Development	<ul style="list-style-type: none"> Assist City in creating a master plan for the area around transit center in City of Livermore 	PD	Project/ Services	Jun 2019	→ After finishing Historic Depot project staff will schedule a meeting to continue discussions with City staff on this future project. <u>Meeting set for December.</u>	

Goal: Regional Leadership

Strategies (those highlighted in bold indicate highest Board priority)

- 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>
Valley Link	<ul style="list-style-type: none"> Provide staff support 	ED	Projects/ Services	Jun 2019	→ Staff continuing to provide support. Agency working on Phase II of Feasibility Report and environmental work/30% design of Valley Link. MTC approved \$10.1M request in September. EIR underway. <u>Proposals for Phase II of Feasibility Report received. Proposals for Sr Project Mgr and Sr Engineer received.</u>	

<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>
Dublin Parking Garage	<ul style="list-style-type: none"> • Provide staff support in administering the grant • Provide support for evaluation of bus circulation near project for inter-regional connections 	ED	Projects/ Services	Jun 2019	→ Staff meeting with County and Caltrans and CalSTA to support the project. Ground breaking held. <u>F&A reviewing TIRCP report on project in November.</u>	
Calendar Year Legislative Plan	<ul style="list-style-type: none"> • Creation of Legislative Plan and review/approval by the Board and provide support for key legislation. 	ED	Finance/ Admin	Feb 2019	→ F&A committee looked at draft legislative plan in January 2018. Board approved 2018 Legislative Plan in February. <u>Prop 6 failed. Staff to bring next version of Legislative Plan to Committee in January.</u>	

Goal: Organizational Effectiveness

Strategies (those highlighted in bold indicate highest Board priority)

1. Promote system wide continuous quality improvement initiatives
2. Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service
- 3. Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity**
4. HR development with focus on employee quality of life and strengthening of technical resources
5. Enhance and improve organizational structures, processes and procedures to increase system effectiveness
6. 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>
ViewPoint Software	<ul style="list-style-type: none"> • Staff to complete development of software ViewPoint w/Trapeze. 	ED	Projects/ Services	Mar 2019	→ Met with Trapeze. <u>Trapeze to present and train on new dashboard in December.</u>	

<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>
Contract Management	<ul style="list-style-type: none"> Implement quarterly and annual contractor audits Develop staff field observation reports and process Implement regular reviews of system performance 	ED	Projects/ Services	Sept 2018 Oct 2018 Jan 2019	→ New project for Contract Compliance Manager. Audits and reports and review procedures under development. Quarterly random audits being performed.	X
Explore Quality of Life Opportunities for Workforce	<ul style="list-style-type: none"> Explore opportunities to enhance quality of life to retain workforce 	FD	Finance/ Admin	Feb 2019	→ New project. Report to be made to the Board in February for implementation.	
Continue Planning of Atlantis Operating & Maintenance Facility	<ul style="list-style-type: none"> Review previous conceptual planning and recommendations. 	FD	Finance/ Admin	Apr 2019	→ Currently LAVTA is out of office space/bus parking space. Review of plans to take place in late fall early spring for recommendations to the Board in April.	
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>
FY18 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 2018	→ Audit performed. <u>Review of audit at F&A in November.</u>	

Attachments

AGENDA

ITEM 8

LAVTA COMMITTEE ITEMS - November 2018 - March 2019

Projects & Services Committee

November

	Action	Info
Minutes	X	
SAV		X
TAAC Appointment	X	

December

	Action	Info
Minutes	X	
Mobility Forward Draft Recommendation	X	
Quarterly Operations		X
*Typically December committee meetings are cancelled		

January

	Action	Info
Minutes (November)	X	
DAR Customer Satisfaction Survey		X
Mobility Forward Final Recommendation	X	

February

	Action	Info
Minutes	X	
Quarterly Operations		X

March

	Action	Info
Minutes	X	