

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**Tri-Valley Accessible Advisory Committee**  
**Meeting**

**DATE:**      **Wednesday, May 1, 2019**

**PLACE:**    **Robert Livermore Community Center, Larkspur South**  
                 **4444 East Avenue, Livermore 94550**

**TIME:**      **3:30 p.m.**

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**AGENDA**

- |  | <b>Action<br/>Recommended<br/>by Staff</b> |             |
|--|--|-------------|
| <b>1. Call to Order</b>  |  | <b>3:30</b> |
| <b>2. Roll Call</b>  |  |             |
| <b>3. Approval of Agenda and Modifications if necessary</b>  | <b>Action</b>                              |             |
| <b>4. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)</b> | <b>Information</b>                         | <b>3:35</b> |
| <b>5. Minutes of the March 6, 2019 meeting (please review prior to meeting)</b>  | <b>Action</b>                              | <b>3:40</b> |

<b>6. TAAC Member Recruitment for Terms Starting FY19/20</b>	<b>Information</b>	<b>3:45</b>
<b>7. Mobility Forward: Tri-Valley Paratransit Study Update</b>	<b>Information</b>	<b>3:50</b>
<b>8. TAAC Bylaws Update</b>	<b>Action</b>	<b>4:00</b>
<b>9. LAVTA's Annual ADA Paratransit Plan Submission to Alameda CTC for FY19/20</b>	<b>Information</b>	<b>4:20</b>
<b>10. PAPCO Report</b>	<b>Information</b>	<b>4:25</b>
<b>11. Service Updates &amp; Concerns</b>	<b>Discussion</b>	<b>4:30</b>
<b>12. Chair's Report</b>	<b>Information</b>	<b>4:45</b>
<b>13. Adjournment</b>		<b>5:00</b>

*I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.*

Jennifer Suda

4/26/19

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](mailto:frontdesk@lavta.org)*

## **AGENDA**

### **ITEM 5**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**Tri-Valley Accessible Advisory Committee**

**DATE:** Wednesday, March 6, 2019

**PLACE:** **Robert Livermore Community Center, Larkspur South Room**  
4444 East Avenue, Livermore 94550

**TIME:** 3:30 p.m.

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**DRAFT MINUTES**

**1. Call to Order**

The TAAC Chair Herb Hastings called the meeting to order at 3:35 pm.

**Members Present:**

Judith LaMarre	City of Livermore
Bob Chulata	City of Livermore – Alternate
Shawn Costello	City of Dublin
Connie Mack	City of Dublin
Sue Tuite	City of Pleasanton
Carmen Rivera-Hendrickson	City of Pleasanton
Jeffrey Jacobsen	City of Pleasanton - Alternate
Herb Hastings	County of Alameda
David Weir	County of Alameda – Alternate
Amy Mauldin	Social Services Member

**Staff Present:**

Jonathan Steketee	LAVTA
Kadri Kulm	LAVTA
Cliff Crabtree	MTM
Lindsey Bookhammer	MTM
Christian Pereira	MV Transit

Richard Weiner	Nelson\Nygaard
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2. **Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**  
None
3. **Minutes of the November 14, 2018 meetings of the Committee**  
Approved.  
Mauldin/Tuite  
Rivera-Hendrickson and Costello abstained.
4. **Mobility Forward: Tri-Valley Paratransit Study**  
Richard Weiner from Nelson\Nygaard presented the final study outcomes and recommendations. The main recommendations of the study include transferring the ADA service from the City of Pleasanton to LAVTA, implementing policy and service changes for Wheels Dial-A-Ride, and implementing Tri-Valley coordinated transit strategy for older adults and people with disabilities. LAVTA staff is reviewing the recommendations made in the study and will bring back to the committee and LAVTA board as action items to implement based on the recommendations in the assessment.
5. **Dial-A-Ride Customer Satisfaction Survey**  
Staff presented the latest Dial-A-Ride Customer Satisfaction Survey results to the committee.
6. **LAVTA's Annual ADA Paratransit Plan Submission to Alameda CTC for FY19/20**  
Staff presented LAVTA's FY19/20 Paratransit Plan submission for ACTC's Measure B and BB funds to the committee.
7. **TAAC Member Recruitment for Terms Starting FY19/20**  
LAVTA is recruiting members for the terms starting in July, 2019. The deadline for submitting applications is April 19, 2019.
8. **PAPCO Report**  
Carmen Rivera-Hendrickson reported that PAPCO reviewed the three applications LAVTA submitted for the ACTC discretionary grant program at their last meeting. She did not support the funding.
9. **Service Updates & Concerns**  
Staff distributed new TAAC binders and identification cards to the committee members. Staff updated the committee on the MTM subcontractors, LAVTA's

RFP for Strategic Planning Services, SAV project, and grant applications for Para-Taxi service and GoDublin expansion.

Judy LaMarre reported that the Civic Center bus stop in Livermore had problems in the evening of February 12 as the bus had already gone by. She called, but the first call went straight to the voicemail and when she called back the person hung up. Staff took notes for the follow-up.

Herb Hastings said that due to construction there is a temporary bus stop in Dublin Court near the Dublin Civic Center.

Couple of the committee members said that their Dial-A-Ride vehicles were missing a topper.

Herb Hastings recommended there should be a member of the TAAC at the rail committee.

## **10. Adjournment**

Meeting adjourned at 5:05pm

## **AGENDA**

### **ITEM 6**

## STAFF REPORT

SUBJECT: Announcement of TAAC Recruitment for Terms Starting FY 2019/2020

FROM: Kadri Klm, Paratransit Planner

DATE: May 1, 2019

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### Action Requested

Information only.

### Background

On June 30<sup>th</sup> 2019, terms will expire for three TAAC members:

- Shawn Costello – Dublin Alternate
- Carmen Rivera-Hendrickson – Pleasanton Representative
- Sue Tuite – Pleasanton Representative

### Discussion

LAVTA received three applications for FY 2019/2020 open positions:

Dublin (1 member needed)

Shawn Costello – current Dublin member

Pleasanton (2 members needed)

- Carmen Rivera-Hendrickson – current Pleasanton member
- Sue Tuite – current Pleasanton member

### Next Steps

Per TAAC bylaws, LAVTA’s Board of Directors will review the applications and select TAAC members. New appointees will be ratified at the Board’s June meeting and start serving in the committee as of July 1, 2019.

Attachments:

1. TAAC Term Expirations



## 2. TAAC Applications

Tri-Valley Accessible Advisory Committee (TAAC)  
 Membership Directory for FY 2019 (July 2018 to June 2019)  
*As of January 11, 2019*

Dublin Representation

<b><i>Committee Seat</i></b>	<b><i>Term</i></b>	<b><i>Term Beginning</i></b>	<b><i>Term Conclusion</i></b>
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

<b><i>Committee Seat</i></b>	<b><i>Term</i></b>	<b><i>Term Beginning</i></b>	<b><i>Term Conclusion</i></b>
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

<b><i>Committee Seat</i></b>	<b><i>Term</i></b>	<b><i>Term Beginning</i></b>	<b><i>Term Conclusion</i></b>
Carmen Rivera-Hendrickson	2 years	July 2017	June 2019
Sue Tuite	1 year	July 2017	June 2019
Jeffrey Jacobsen (Alternate)	2 years	December 2018	June 2020

Alameda County Representation

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

Social Services Representation

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

PAPCO Representative

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

**APPLICATION FOR TAAC MEMBERSHIP****GENERAL INFORMATION**

Name \_\_\_\_\_ Shawn Costello \_\_\_\_\_

Agency (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ 5450 Demarcus Blvd., Apt. 210

City \_\_\_\_\_ Dublin \_\_\_\_\_ Zip \_\_\_\_\_ 94568 \_\_\_\_\_

Home # \_\_\_\_\_ 925-551-8082 \_\_\_\_\_ Work # \_\_\_\_\_ Mobile # \_\_\_\_\_

Email address: \_\_\_\_\_ sshawnbishop@yahoo.com \_\_\_\_\_

**Which of the following open positions are you applying for?**  
(May check more than one, if applicable.)City of Dublin \_\_\_\_\_ X \_\_\_\_\_

City of Pleasanton \_\_\_\_\_

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 \_\_\_\_\_ X \_\_\_\_\_

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?

I use it about every other week.

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

I use it often, about every other day.

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

Because I love working with everybody in the office and I enjoy being in the committee. I am proud to be a TAAC member. This is my favorite committee.

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

I bring the knowledge of what it is like to be in a wheelchair and knowledge that I can help with everybody to be treated on the buses fairly and respectfully.

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

I am there whenever we have the meeting. The only time I am not there is when there is a strong reason such as wheelchair breaking down or bus not coming.

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

I am one of the most dedicated person in the committee, and even though I get outspoken sometimes, I am always honest to the committee.

## APPLICATION FOR TAAC MEMBERSHIP

### GENERAL INFORMATION

Name Guillermo Rivera-Hendrickson

Agency (if applicable) \_\_\_\_\_

Address 5921 W. Las Positas Blvd #100

City Pleasanton Zip 94588

Home # 925-339-0894 Work # \_\_\_\_\_ Mobile # same

Email address: \_\_\_\_\_

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

City of Dublin	_____
City of Pleasanton	<u>✓</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>✓</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?

When I can

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

Yes, sometimes it hard when you are  
in a large wheelchair

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

I wish to provide my views being in a large  
Wheelchair and How hard it is for you to  
find transportation.

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

I have work with State and Federal  
Stakeholders California Transportation

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

Yes, all.

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

Work hard, I believe that  
everyone has to have a voice to care  
for those that can do for them self.



## APPLICATION FOR TAAC MEMBERSHIP

### GENERAL INFORMATION

Name Sue Tuite

Agency (if applicable) \_\_\_\_\_

Address 5334 Case Ave. Apt. #511

City Pleasanton Ca. Zip 94566

Home # No Work # NO Mobile # 925-895-6536

Email address: TuiteSue@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 ✓

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 ✓

A Caretaker for a Disabled person \_\_\_\_\_

**Or**

Employed in Social Services in the Tri Valley NO

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

yes I use it a lot to go to appointments and grocery shopping

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

Once in a blue moon if I have to

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

yes I love working with people

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

I do a lot of work going around on the buses looking at stops & see what needs updating

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

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

I am a very good advocate for others.



## **AGENDA**

### **ITEM 8**

## STAFF REPORT

SUBJECT: Tri-Valley Accessible Advisory Committee (TAAC) Bylaws Update

FROM: Kadri Klm, Paratransit Planner

DATE: May 1, 2019

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### Action Requested

Forward the recommendation to update the Tri-Valley Accessible Advisory Committee (TAAC) bylaws to LAVTA's Board of Directors.

### Background

In light of the recent advisory committee name change that was approved by LAVTA's Board of Directors there is a need to update the committee bylaws so that the document reflects the committee's current official name. The TAAC discussed the bylaws at their January, 2019, meeting and asked for a more detailed description for Section 3.7 f. Quorum.

There are also several other minor recommended updates to the bylaws as marked in the attached draft updated document.

### Discussion

In addition to the name change below are the updates TAAC members and staff have previously discussed:

- **SECTION 3.7. COMMITTEE MEETINGS**  
**f. Quorum.** A quorum must be present to take action on agenda items. Quorum is considered met with a combination of six (6) TAAC representatives and/or alternates. In the absence of a regular representative the alternate for the representative will be a voting member for the meeting. In the occasion where two (2) representatives from a member city are absent, the alternate for that city will have two (2) votes. In the occasion with two (2) representatives absent from a member city, the alternate will count as two representatives towards quorum. If two (2) or more representatives from member Social Service Agencies are

absent, the alternate for Social Services will count as two representatives towards quorum and will be allowed to exercise two (2) votes. On this occasion the alternate for Social Services Agencies will count as two (2) towards quorum. In the occasion where one (1) representative from a member city is absent and the alternate is absent, the present city representative will have two (2) votes for the meeting and count as two (2) representatives towards quorum. In the occasion where one (1) Social Services representative is present and two (2) members and alternate representative are absent then the present Social Services representative will have two (2) votes and will count as two (2) representatives towards quorum. In the occasion where two (2) Social Services representatives are absent and one (1) social service representative and one (1) social services alternate is present, each will get one (1) vote and count as one (1) each towards quorum. If the PAPCO representative is absent, there is not an alternate for that representative.

- Adding Measure BB information to the definitions:
  - SECTION 2.9. “ALAMEDA COUNTY MEASURE B” refers to local funding for paratransit service generated by the one-half percent (0.5%) transportation sales tax in Alameda County. Collections for the sales tax authorized by Measure B will be in effect for 20 years, beginning on April 1, 2002 and extending through March 31, 2022.
  - SECTION 2.10. “ALAMEDA COUNTY MEASURE BB” augments the half-cent Measure B sales tax by a half-cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.
- Add the word “or” to the section 3.2.a to reflect that the social services representative can either work for an agency physically located in the Tri-Valley or represent people of the Tri-Valley (not necessarily both):
  - Three members shall be representatives of social service agencies, which are located in and/or represent people who use or could use transit services in Livermore, Pleasanton and Dublin, and ex-officio members from the connecting transit service providers.

### **Recommendation**

Forward the recommendation to update the TAAC bylaws to LAVTA’s Board of Directors.

Attachment:

1. Draft Bylaws

**BYLAWS  
OF THE  
~~WHEELS TRI-VALLEY~~ ACCESSIBLE ADVISORY COMMITTEE**

**ARTICLE 1**

**NAME**

The name of this committee shall be the “~~WHEELS TRI VALLEY~~ ACCESSIBLE ADVISORY COMMITTEE.”

**ARTICLE 2**

**DEFINITIONS**

The terms defined in this Article shall have the following meaning:

**SECTION 2.1.** “LAVTA” refers to the Livermore/Amador Valley Transit Authority, created pursuant to Government Code 6500 et. seq., which provides public transportation services within the cities of Dublin, Livermore and Pleasanton, and portions of unincorporated areas in Eastern Alameda County.

**SECTION 2.2.** “BOARD OF DIRECTORS” or Board, means the governing Board of LAVTA.

**SECTION 2.3.** “PARATRANSIT” refers to any form of transportation for persons unable to use fixed route public transit.

**SECTION 2.4.** “PERSON WITH DISABILITIES” refers to any person whose disability prevents him/her from accessing public transportation pursuant to 49 CFR 37.

**SECTION 2.5.** “ELDERLY” is defined as any person who is sixty-five (65) years of age or older.

**SECTION 2.6.** “COMPLEMENTARY PARATRANSIT SERVICE” refers to comparable paratransit service to fixed route transit service as mandated by the Americans with Disabilities Act (49 CFR 37.125).

SECTION 2.7. “LOCAL PARATRANSIT SERVICE” refers to paratransit services that are not mandated by the Americans with Disabilities Act, and that are defined by individual transit operators.

SECTION 2.8. “TRANSPORTATION DEVELOPMENT ACT-ARTICLE 4.5” refers to State funding for paratransit service generated from the ¼ cent sales tax.

SECTION 2.9. “ALAMEDA COUNTY MEASURE B” refers to local funding for paratransit service generated by the one-half percent (0.5%) transportation sales tax in Alameda County. Collections for the sales tax authorized by Measure B will be in effect for 20 years, beginning on April 1, 2002 and extending through March 31, 2022.

SECTION 2.10. “ALAMEDA COUNTY MEASURE BB” augments the half-cent Measure B sales tax by a half-cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

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SECTION 2.4011. “AMERICANS WITH DISABILITIES ACT” (ADA) refers to the Federal law which provides equal access to buildings, services and public transportation to persons with disabilities (Public Law 101-336). Among its provision, the ADA mandates that public transit operators provide complementary paratransit service to persons whose impairment(s) prevent(s) them from using regular fixed route transit service.

SECTION 2.4112. “COMMITTEE” refers to “WHEELS-Tri-Valley Accessible Advisory Committee.”

SECTION 2.4213. “MEMBER” is defined as a Member of the Committee, who resides and/or works in the LAVTA member jurisdictions and represents the interests, concerns and suggestions of the elderly and disabled persons. This person may or may not have disabilities, or who may or may not be sixty-five years of age or more.

SECTION 2.4314. “FISCAL YEAR” means the period from July 1 to and including the following June 30.

SECTION 2.1415. “FIXED ROUTE SERVICE” refers to service that operates along prescribed routes according to fixed schedules.

### ARTICLE 3

#### GENERAL PROVISIONS

##### SECTION 3.1. RESPONSIBILITIES

The Committee shall have the following responsibilities:

- (a) Provide a forum to discuss matters relating to LAVTA’s fixed route and paratransit system accessibility as they pertain to the elderly and persons with disabilities; ~~and~~
- (b) Advise the Board of Directors on matters relating to LAVTA's fixed route and paratransit system accessibility as they pertain to the elderly and persons with disabilities; ~~and-~~
- (c) To represent the interests of elderly and persons with disabilities who depend upon accessible public transit service(s).

##### SECTION 3.2. COMMITTEE

- (a) Composition. The Committee shall be composed of eleven (11) members. Each city in the LAVTA jurisdiction shall have two members, and the County of Alameda one member, who is a resident in the LAVTA service area. Three members shall be representatives of social service agencies, which are located in and/or represent people who use or could use transit services in Livermore, Pleasanton and Dublin, ~~and ex-officio members from the connecting transit service providers.~~ One member shall be LAVTA’s representative to the Paratransit Advisory and Planning Committee (PAPCO) of the Alameda County Transportation Commission (ACTC).
- (b) Alternate. Each City, the County, and social service agency, may have one (1) alternate member.
- (c) Qualifications of Members and Alternates. The members and alternates must be able to demonstrate:

- (i) That they reside in the City they represent and in the case of the County, they reside in the LAVTA service area. Social services agencies must be located in and or serve the residents of LAVTA service area.
  - (ii) Meet regularly during business hours.
  - (iii) Analyze complex issues, reports, etc., and make objective conclusions relating to the issues and reports.
- (d) Appointment Process
- (i) LAVTA shall advertise for any vacancy or vacancies on the Committee on LAVTA's website, post notices to the existing riders, and contact relevant social service agencies regarding serving on the committee. LAVTA's Board of Directors selects and approves committee members.
  - (ii) Every interested person shall complete a LAVTA application form.
  - (iii) The process of making appointments of alternate members shall be the same as for regular members.
- (e) Vacancies on the Committee. When there is a vacancy on the Committee, the alternate member shall fill in as an interim member, and, if desired, shall become a full voting permanent member.

### SECTION 3.3 TERM OF APPOINTMENT OF COMMITTEE MEMBERS

The term of appointment of each committee member and alternate shall generally be for a period of two (2) fiscal years, unless a one (1) year term is necessary to ensure continuity of membership and avoid all appointments expiring at the same time. The term of appointment of the LAVTA's PAPCO representative shall match the PAPCO's membership term. Each member shall serve for a maximum of four (4) consecutive terms (i.e. eight



(8) consecutive fiscal years). A member may continue to serve for additional consecutive terms beyond the maximum of four (4) consecutive terms (i.e. eight (8) consecutive fiscal years) if no other qualified applicants apply for the open position and the member is willing to serve. The member will be appointed as an Alternate unless there is an opening for a full voting member in their jurisdiction on the committee. The term shall be for one year. When a vacancy occurs, the vacancy will be filled using the procedure described above.

#### SECTION 3.4. REMOVAL AND RESIGNATION OF MEMBERS

- (a) Appointed members and alternates may be removed automatically from the Committee by the Board of Directors if:
  - (i) The member or alternate is absent for three (3) consecutive regular and/or special meetings;
  - (ii) A member may resign from the Committee by a letter of resignation to the Board of Directors.

#### SECTION 3.5. COMMITTEE OFFICERS AND THEIR DUTIES

- (a) The Committee shall elect a Chair and Vice Chair from among its members. The Committee Chair and Vice Chair shall not represent the same city.
- (b) The Chair and Vice Chair shall be elected at the last meeting of each fiscal year and assume office at the first meeting of the new fiscal year.
- (c) The Chair shall preside at all meetings of the Committee, call special meetings, and act as spokesperson of the Committee with the authorization of the Committee pursuant to Section 4.1 of these Bylaws.
- (d) The Vice Chair shall assume all duties of the Chair in the absence of, or upon request of, the Chair.

- (e) The Chair or his/her designee shall make an oral report at the meeting of the Board of Directors following the Committee's meeting. The designee shall be the Vice Chair of the Committee or a Committee member.
- (f) In the absence of the Chair and Vice Chair, the Committee shall appoint a Chair Pro-Tem to fill the duties of the Chair.

### SECTION 3.6. COMMITTEE SECRETARY

A LAVTA staff person shall serve as Secretary and shall have no vote on matters before the Committee. The Secretary shall keep minutes of all regular and special meetings, and submit them to the Committee for approval, maintain a record of attendance, record all roll call votes, and assist with clerical and administrative tasks pertaining to the Committee.

### SECTION 3.7. COMMITTEE MEETINGS

- (a) Regular Meeting Site, Schedule and Time. The Committee shall meet quarterly as needed. The Committee shall establish the meeting schedule, meeting time, meeting sites for the regular meetings at the first regular meeting of the fiscal year.
- (b) Regular Meetings. All regular meetings shall have a published agenda. Only items on the agenda shall be addressed at the meeting. Items for a regular meeting agenda may be submitted by any member of the Committee at least two (2) weeks prior to the meeting. The Committee Secretary may submit items for the agenda. Any supportive material for an agenda item shall be submitted at the same time. The Chair and the Committee Secretary shall agree on the final agenda.
- (c) Agendas. The agenda shall contain at least the following: call to order; approval of minutes; old business; new business; public comment and adjournment. Copies of the agenda, with supporting material and past meeting minutes, shall be mailed or delivered to the Committee members.

- (d) Notice. Notice of regular and special meetings shall comply with the Ralph M. Brown Act, Government Code Section 54950, et seq. Notices shall be mailed or delivered to the appropriate locations in the LAVTA jurisdiction. Notices may be mailed to the public upon request. All requests for additional information for regular and special meetings shall comply with LAVTA's Access to Public Records Information Policy. All notices of regular and special meetings shall be posted 72 hours prior to the meeting.
- (e) Special Meetings. Special Meetings may be called by the Committee Chair. Special meetings may include regular business in nature and/or time-urgent items. Special meetings shall comply with the same requirements of regular meetings.
- (f) Accessibility. All meetings shall be conducted in the LAVTA jurisdiction and shall be in a location accessible by public transportation and accessible to persons with disabilities.

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~~Quorum~~. A quorum must be present to take action on agenda items, conduct a meeting. Quorum is considered met with a combination of six (6) TAAC representatives and/or alternates, and shall consist of six members. In the absence of a regular representative the alternate for the representative will be a voting member for the meeting. In the occasion where two (2) representatives from a member city are absent, the alternate for that city will have two (2) votes. In the occasion with two (2) representatives absent from a member city, the alternate will count as two representatives towards quorum ~~or alternate representative.~~ If two (2) or more representatives from member Social Service Agencies are absent, the alternate for Social Services will count as two representatives towards quorum and will be allowed to exercise two (2) votes. On this occasion the alternate for Social Services Agencies will count as two (2) towards quorum. In the occasion where one (1) representative from a member city is absent and the alternate is absent, the present city representative will have two (2) votes for the meeting and count as two (2) representatives towards quorum. In the occasion where one (1) Social Services representative is present and two (2) members and alternate representative are absent then the present Social Services representative will have two (2) votes and will count as two (2) representatives towards quorum. In the occasion where two (2) Social

Services representatives are absent and one (1) social service representative and one (1) social services alternate is present, each will get one (1) vote and count as one (1) each towards quorum. If the PAPCO representative is absent, there is not an alternate for that representative.

(g) the other representative from the City, County, or Social Services Agency may exercise two votes for that jurisdiction and this would constitute a quorum.

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- (h) Affirmative Vote. An affirmative vote by the majority of the filled positions of the Committee is required for an action to be approved, and a quorum must be present in the room in order for a vote to be taken. If a quorum is not present, the Chair would adjourn the meeting.
- (i) Compensation. Committee members shall not receive compensation for attending regular and special meetings. Please refer to section 4.2.
- (j) Parliamentary Procedure. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised, The Classic Edition, General Henry M. Robert, III.
- (k) Minutes of ~~WAAC-TAAC~~ Meetings. Minutes of the ~~WAAC-TAAC~~ meetings shall be included in the Board of Directors Agenda Package.
- (l) A member unable to attend a Committee meeting shall notify the member's alternate to attend the meeting.

## ARTICLE 4

### MISCELLANEOUS

#### SECTION 4.1. PUBLIC STATEMENTS.

The Chair of the Committee shall be the spokesperson. In the absence of the Chair, the Vice Chair shall act as the spokesperson. In the absence of the Committee's Chair and Vice Chair, a spokesperson shall be appointed by the Committee Chair. Furthermore, no member of the Committee shall speak as a spokesperson for LAVTA without authorization by majority vote of the Board of Directors of LAVTA.

SECTION 4.2. EXPENSES. The Committee is strictly on a volunteer basis; therefore, members shall not be reimbursed for any expenses relative to the Committee's activities and functions. However, LAVTA will provide paratransit service to/from regular and special meetings for Committee members upon request. LAVTA will also provide transit passes at no charge for rides on fixed route services. Members of the public must provide their own transportation.

SECTION 4.3. AMENDMENTS. Proposed amendments to these Bylaws shall be submitted to the LAVTA Board of Directors by the ~~General Manager~~~~Executive -with~~Director with an explanation of the proposed changes. Amendments shall be incorporated into these Bylaws upon a majority vote of the LAVTA Board of Directors

## **AGENDA**

### **ITEM 9**

## STAFF REPORT

SUBJECT: Annual Program Submittal for ACTC Measure B and BB Funding

FROM: Kadri Külüm, Paratransit Planner

DATE: May 1, 2019

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### **Action Requested**

This is an informational item.

### **Background**

Each year, Alameda CTC Measure B and BB recipients are required to submit an annual program plan describing paratransit services to be delivered and a budget for these services. The annual submittal also contains the total estimated Measure B and BB revenues available to programs to provide these services. The program managers are required to present their annual program submittals to PAPCO's sub-committee, who forwards their recommendations to the full PAPCO.

### **Discussion**

LAVTA's portion of the projected Measures B and BB combined revenues for paratransit for the next fiscal year (2019/2020) is \$526,810. The committee members reviewed LAVTA's plan at their March meeting

LAVTA staff will be presenting the plan to the PAPCO sub-committee on April 22<sup>nd</sup> for their recommendation.

### **Recommendation**

Information only.

## **AGENDA**

### **ITEM 11**



## STAFF REPORT

SUBJECT: Fixed Route, Dial-A-Ride, & Agency Updates

FROM: Jonathan Steketee, Customer Service & Contract  
Compliance Manager

DATE: May 1, 2019

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### **Action Requested** Informational Only

### **Update**

#### *LAVTA Named Agency of the Year by CalACT*

LAVTA was named agency of the year for 2019 by the California Association of Community Transportation (CalACT).

#### *TNC Partnership Expansion*

LAVTA is staff recommended for a grant from the Bay Area Air Quality Management District to expand the TNC partnership to both Pleasanton and Livermore.

#### *Shared Autonomous Vehicle Project*

Staff continues to work with BART on the storage and charging infrastructure for the shared autonomous vehicle project. Staff held interviews for proposals received from the RFP released to operate the SAV project. Transdev is staffs' recommendation to operate the SAV project. This will be brought to the board at the May meeting.