PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE WHOLE

COMMITTEE MEMBERS

SCOTT HAGGERTY  KARLA BROWN – VICE CHAIR
DAVID HAUBERT  VACANT

DATE: Monday, January 28, 2019

PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore

TIME: 4:00 p.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 November 26, 2018 Meeting of the P&S Committee.
   Recommendation: Approval

5. Executive Director’s Report
   Recommendation: None – information only.

6. Preview of Upcoming P&S Committee Agenda Items

7. Matters Initiated by Committee Members

8. Next Meeting Date is Scheduled for: February 25, 2019
9. 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 1/24/19
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
AGENDA

ITEM 4
1. Call to Order and Pledge of Allegiance

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

2. Roll Call of Members

Members Present
David Haubert, Mayor, City of Dublin
Karla Brown, Councilmember, City of Pleasanton
Steven Spedowfski, Councilmember, City of Livermore

Members Absent
Scott Haggerty, Supervisor, Alameda County

3. Meeting Open to Public

No comments.

4. Minutes of the August 27, 2018 Meeting of the P&S Committee.

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

5. TAAC Appointment for the Pleasanton Alternate Member Position

The Projects and Services committee forwarded their recommendation appointing Jeffrey Jacobsen to the TAAC as the Pleasanton Alternate member to the LAVTA’s Board of Directors.

Approved: Haubert/Brown
Aye: Brown, Haubert, Spedowfski
No: None
Abstain: None

6. Shared Autonomous Vehicle Pilot Project Update

Staff provided the Projects and Services Committee a brief Shared Autonomous Vehicle (SAV) Pilot Project update. Staff informed that on-site testing of the SAV is not likely for November although AAA is still working towards that goal. A new challenge for this project is signage installation and digital mapping. LAVTA is also talking to other interested parties that operate autonomous vehicles to see if there is a better partner to assist with this project. TransDev approached LAVTA regarding our SAV project, since they are doing mobility labs, mass services, and
autonomous vehicles.

The item was discussed by the Projects and Services Committee.

The Projects and Services Committee recommend that staff work on terminating LAVTA’s contract with AAA and provide the Board of Directors partnership options and how to move forward.

This was informational only.

7. Executive Director’s Report

Board Chair Steven Spedowsfski asked for public comment on this agenda item.

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. Robert Allen also would like LAVTA to consider enlarging Park-n-Ride to 500 spaces and have a freeway express shuttle bus from here connecting with every train.

Executive Director Michael Tree provided the Projects and Services Committee the Executive Director’s Report. Executive Director Michael Tree announced that ridership numbers in October increased. It was noted that November may be a difficult month for ridership, due to air quality issues and rain. Executive Director Michael Tree thanked Tony McCaulay and Jonathan Steketee for collecting donations at the Food Drive. Executive Director Michael Tree also informed the committee on the SAV project and the Regional Rail Authority. Two consultants for the Rail Authority will work at LAVTA. MTC provided enough funding to assist with getting consultants situated in our Administrative Office. The proposal is to convert the Board Room into temporary offices for one year.

Board Chair Steven Spedowfski stated that LAVTA could rotate Board of Director and Committee meetings between the cities, if needed. Executive Director Michael Tree informed that there may be enough room to have Committee meetings at LAVTA, but Board of Director meetings may require relocation off-site.

This was informational only.

8. Preview of Upcoming P&S Committee Agenda Items

9. Matters Initiated by Committee Members

None.

10. Next Meeting Date is Scheduled for: December 24, 2018

The Projects and Services meeting on December 24, 2018 will be canceled, so the next meeting is on January 28, 2018.

11. Adjourn
Meeting adjourned at 4:30pm.
AGENDA

ITEM 5
January 2019

Fixed Route Performance
December 2018 the average weekday ridership was 5,939, up 9% over December of 2017.

Annual CHP Inspection
The third week of January the CHP inspected the Wheels bus fleet, maintenance and operator records. The result was a rating of Satisfactory, which is their highest rating available.

Transportation Research Board
Jonathan Steketee, our contract manager for Authority, presented the Go Dublin project to a packed session at the TRB Conference in Washington DC on January 13th. Interestingly, the bulk of the questions during the session were in regard to implementation and performance of the project.

Implementation of Fare Study
As planned, fare changes were implemented on January 1, 2019. Since the implementation staff has seen a sharp rise in the number of students and seniors obtaining a Clipper Card as Fare Buster coupons are no long available for sale. This is a positive change and will increase boarding times and decrease fraud on the system.

Four APTA AdWheel Awards for LAVTA
Staff received notification this week from APTA that the Authority won advertising awards

- Better Way to BART Radio ads – Electronic Media
- Art Shelter Program - 2018 edition "California Dreamin" – Educational Partnership
- Autonomous Vehicle Kickoff Event – Special Event
- Las Positas College Student Pass Program – Funding Needs Partnership

The first place awards will be handed out in New Orleans in February. This also means we are in the running for the three Grand Prizes that will be awarded in New York in October.

Additional Updates
At the January 2019 Project and Services Committee meeting staff will also provide verbal updates regarding the shared autonomous vehicle project, the Dublin Parking Garage and Network Integration Study, the Valley Link Project, and an upcoming amendment to the MTM Paratransit contract.

Attachments
1. Management Action Plan w/Updates
## 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

### Projects

<table>
<thead>
<tr>
<th>Projects</th>
<th>Action Required</th>
<th>Staff</th>
<th>Board Committee</th>
<th>Target Date</th>
<th>Status</th>
<th>Task Done</th>
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<tbody>
<tr>
<td>Strategic Short Range/Long Range Transit Plan</td>
<td>• RFP</td>
<td>DP</td>
<td>Projects/Services</td>
<td>Feb 2019</td>
<td>→ New project 2019.</td>
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<tr>
<td></td>
<td>• Award of Contract</td>
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<td></td>
<td>May 2019</td>
<td></td>
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<tr>
<td></td>
<td>• Consideration of Changes</td>
<td></td>
<td></td>
<td>Jan 2020</td>
<td></td>
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<tr>
<td></td>
<td>• Public Outreach</td>
<td></td>
<td></td>
<td>Jun/Nov 2017</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Approval of Recommendations</td>
<td></td>
<td></td>
<td>Mar 2019</td>
<td></td>
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<tr>
<td>Fare Study</td>
<td>• Draft Fare Study</td>
<td>PD</td>
<td>Projects/Services</td>
<td>May 2017</td>
<td>→ Draft Fare Study for fixed route complete. F&amp;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. Implemented in January.</td>
<td>X</td>
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<tr>
<td></td>
<td>• Public Hearings</td>
<td></td>
<td></td>
<td>Sept 2018</td>
<td></td>
<td>X</td>
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<tr>
<td></td>
<td>• Board Approval</td>
<td></td>
<td></td>
<td>Oct 2018</td>
<td></td>
<td>X</td>
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<td>Projects</td>
<td>Action Required</td>
<td>Staff</td>
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| Hacienda Pass | • Review Pass Program  
• Work with Hacienda on Improving the Program | ED | Finance/Admin | Oct 2019  
Jun 2019 | → Initial correspondence and meeting with Hacienda held. Upcoming meeting in February. | |
| Transit Signal Priority Upgrade Project in Rapid Corridors | • Engineering Work  
• Finish Project | DP | Projects/Services | Oct 2017  
| Go Dublin Discount Program | • 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 implemented Uber WAV in Dublin in December (MV provides wheelchair accessible rides through Uber). Go Go Grandparent arrangement in place for concierge service if customer doesn’t have a smart phone. Looking at VISA debit card with no loading fees through Walmart as option for those without a credit card. | X |
| Dublin Service Plan | • Explore use of articulated buses | DP | Projects/Services | Mar 2019 | → Nelson/Nygaard looking at merits of LAVTA operating articulated buses. Report received. Anticipate discussion with committees in February and consideration by Board in March. | |
### Projects

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<tr>
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<tbody>
<tr>
<td>SAV Project</td>
<td>• Complete storage facility/electrical</td>
<td>CM</td>
<td>Projects/Services</td>
<td>Mar 2019</td>
<td>→ BART working on storage and electrical. Negotiations being held with GoMentum to determine path to testing/program success. Considering RFP for future program management.</td>
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<tr>
<td></td>
<td>• Work through first set of tests</td>
<td></td>
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<td>Jun 2019</td>
<td></td>
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<tr>
<td></td>
<td>• Seek long-term funding for project</td>
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<td>Jun 2019</td>
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<tr>
<td>Advanced Intelligent Intersection Project</td>
<td>• Install equipment on buses</td>
<td>CM</td>
<td>Projects/Services</td>
<td>Jun 2019</td>
<td>→ City of Dublin funded. Working with City and MTC on scope of work and procurement of equipment. MOU approved by LAVTA and City. Equipment on order.</td>
</tr>
<tr>
<td></td>
<td>• Evaluate performance of project</td>
<td></td>
<td></td>
<td>Jun 2019</td>
<td></td>
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<tr>
<td>Install and Upgrade Video System on Vehicles</td>
<td>• Install video cameras on paratransit vehicles</td>
<td>ED</td>
<td>Projects/Services</td>
<td>Mar 2019</td>
<td>→ Staff evaluating cameras/video systems for paratransit vehicles. Cameras/video systems ordered/delivered. Install in March</td>
</tr>
<tr>
<td></td>
<td>• Upgrade 20 video systems on Wheels buses</td>
<td></td>
<td></td>
<td>Jun 2019</td>
<td>→ 20 buses upgraded with new video systems</td>
</tr>
<tr>
<td>Amendment with MTM for Paratransit Services</td>
<td>• Amend MTM contract to formally include on-site dispatchers (on-site dispatchers have been provided under a verbal agreement.</td>
<td>ED</td>
<td>Finance &amp; Admin</td>
<td>March</td>
<td>→ Staff has meet with MTM and agreed upon a contract amendment.</td>
</tr>
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</table>

### 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

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*Underlined text indicates changes since last report.*
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<tr>
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</thead>
<tbody>
<tr>
<td>Website Upgrades</td>
<td>• More fully develop Better Way to BART section of website</td>
<td>PD</td>
<td>Projects/Services</td>
<td>Jun 2019</td>
<td>→ Project under development.</td>
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<td></td>
<td>• Improve integration on CityMapper</td>
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<tr>
<td></td>
<td>• Mobile Ticketing in Transit and CityMapper</td>
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<tr>
<td>LAVTA Rebranding Project</td>
<td>• Bus stop sign replacement with new branding.</td>
<td>PD</td>
<td>Projects/Services</td>
<td>Jun 2019</td>
<td>→ Replace bus stop signs throughout service area with newly branded bus stop signs. Replace stencil stops with bus stop signs. Spring/early summer project.</td>
<td></td>
</tr>
<tr>
<td>Individualized Marketing</td>
<td>• Award Contract</td>
<td>PD</td>
<td>Projects/Services</td>
<td>Mar 2019</td>
<td>→ Targeting Pleasanton’s high density housing areas along Rapid near BART. RFP to be advertised in Jan/Feb. Board to consider award in March.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Marketing</td>
<td></td>
<td></td>
<td>May 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review of Results</td>
<td></td>
<td></td>
<td>Jun 2019</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Improvements to site</td>
<td></td>
<td></td>
<td>Jun 2018</td>
<td>X</td>
<td></td>
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<tr>
<td></td>
<td>• Relocation of shelters</td>
<td></td>
<td></td>
<td>Aug 2018</td>
<td>X</td>
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Underlined text indicates changes since last report.
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<tr>
<th>Projects</th>
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<th>Target Date</th>
<th>Status</th>
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</thead>
</table>
| Pleasanton SmartTrips Corridor Rapid Bus Stop Project | • 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. City approval and final plans being completed. |
| Replace Shelters Past Useful Life That Are On Livermore Routes | • Identify shelters  
• Install | FD | Projects/Services | Nov 2016  
Apr 2018 | → Shelters identified. 10 shelters delivered. MV scheduling the installation of shelters and the demo and relocation of other shelters not currently on a route. X |

**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**

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<tr>
<th>Projects</th>
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<tbody>
<tr>
<td>TOD Development</td>
<td>• Assist City in creating a master plan for the area around transit center in City of Livermore</td>
<td>PD</td>
<td>Project/Services</td>
<td>Jun 2019</td>
<td>→ After finishing Historic Depot project staff will schedule a meeting to continue discussions with City staff on this future project. <strong>Meeting set for February.</strong></td>
</tr>
</tbody>
</table>
**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

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<tr>
<th>Projects</th>
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<th>Target Date</th>
<th>Status</th>
<th>Task Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley Link</td>
<td>• Provide staff support</td>
<td>ED</td>
<td>Projects/Services</td>
<td>Jun 2019</td>
<td>→ 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 undway. Contracts for Phase II of Feasibility Report and Sr Project Mgr/Sr Project Engineer signed. Discussion with Committees on rail stipends in Feb.</td>
<td></td>
</tr>
</tbody>
</table>
| Dublin Parking Garage | • Complete grant paperwork  
• Procure consultant for inter-regional express bus service planning as per Caltrans grant requirement. | ED | Projects/Services | Jun 2019 | → Staff meeting with County and Caltrans and CalSTA to support the project. Ground breaking held. Grant work on track. County finishing EIR work. Scope of work approved by CalSTA/Caltrans for megaregion express bus study. | X |
| Calendar Year Legislative Plan | • 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 2019 | |
## 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

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<tr>
<th>Projects</th>
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<th>Target Date</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>ViewPoint Software</td>
<td>• Staff to complete development of software ViewPoint w/Trapeze.</td>
<td>ED</td>
<td>Projects/ Services</td>
<td>Mar 2019</td>
<td>→ Met with Trapeze. Trapeze trained on new software and making final adjustments to templates required by contract.</td>
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<tr>
<td>Explore Quality of Life Opportunities for Workforce</td>
<td>• Explore opportunities to enhance quality of life to retain workforce</td>
<td>FD</td>
<td>Finance/ Admin</td>
<td>Feb 2019</td>
<td>→ New project. Report to be made to the Board in February for implementation.</td>
</tr>
<tr>
<td>Continue Planning of Atlantis Operating &amp; Maintenance Facility</td>
<td>• Review previous conceptual planning and recommendations.</td>
<td>FD</td>
<td>Finance/ Admin</td>
<td>Apr 2019</td>
<td>→ 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.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Projects</th>
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<tbody>
<tr>
<td>FY18 Comprehensive Annual Financial Report</td>
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<th>Action Required</th>
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<tr>
<td>• Complete financial audit and all required reporting to Board, local, regional and state agencies.</td>
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<th>Board Committee</th>
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<td>Finance/Admin</td>
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<th>Target Date</th>
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<tr>
<td>Nov 2018</td>
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<th>Status</th>
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<tr>
<td>→ Audit performed. No findings. Board reviewed in November.</td>
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Attachments
AGENDA

ITEM 6
LAVTA COMMITTEE ITEMS - January 2019 - May 2019

Projects & Services Committee

January

Action Info
Minutes (November) X

February

Action Info
Minutes X

March

Action Info
Minutes X
Quarterly Operations X
Mobility Forward Draft Recommendation X
SAV Update X

April

Action Info
Minutes X
Draft Fall Service Changes X
DAR Customer Satisfaction Survey X
Mobility Forward Final Recommendation X

May

Action Info
Minutes X
Fall Service Changes (effective August) X
Quarterly Operations X