

MINUTES OF THE JANUARY 6, 2020 LAVTA BOARD MEETING AGENDA

DATE: January 6, 2020
PLACE: LAVTA Offices, Room 110
1362 Rutan Court, Suite 100, Livermore
TIME: 4:00pm

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Vice Chair Bob Woerner at 4:01pm

2. Roll Call of Members

Members Present

Scott Haggerty – County of Alameda (arrived at 4:03pm)
Jean Josey – City of Dublin
Jerry Pentin – City of Pleasanton
Karla Brown – City of Pleasanton
Bob Woerner – City of Livermore
Bob Coomber – City of Livermore

Members Absent

David Haubert – City of Dublin
Melissa Hernandez – City of Dublin

3. Meeting Open to Public

No comments.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. Minutes of the December 2, 2019 Board of Directors meeting.**
- B. Treasurer’s Report for November 2019**

The Board of Directors approved the November 2019 Treasurer’s Report.

Approved: Pentin/Brown
Aye: Pentin, Woerner, Brown, Josey, Haggerty, Coomber
No: None
Abstain: None
Absent: Haubert, Hernandez

5. Contract Award for Transit Signal Priority Upgrade and Expansion Project #2019-04

[Scott Haggerty, from County of Alameda, arrived during Contract Award for Transit Signal Priority Upgrade and Expansion Project #2019-04.]

Staff provided the Board of Directors the background and informed this is one of two contracts LAVTA is awarding to complete installations regarding the TSP Project. This procurement is to only award for the field installations of TSP equipment. LAVTA undertook a competitive procurement process and released an Invitation for Bids (IFB) on October 24, 2019. LAVTA received seven bids prior to the deadline of December 6, 2019 at 2:00 pm. The low bid from Econolite Systems, Inc., was deemed to be non-responsive by LAVTA's Legal Counsel, so LAVTA went to the next lower bidder DC Electric Group, Inc. for their low responsive bid of \$455,760.00. This project is due to be completed within 120 calendar days from LAVTA's issuance of the Notice to Proceed.

The item was discussed by the Board of Directors and staff.

The Board of Directors approved Resolution 01-2020: (1) awarding a contract to DC Electric Group, Inc., the lowest responsive and responsible bidder for the LAVTA Transit Signal Priority Upgrade and Expansion Project #2019-04, for a total contract award of \$455,760.00; (2) authorizing the Executive Director to sign the contract and issue an NTP to DC Electric Group, Inc.; and (3) approved a 10% project contingency of \$45,576.00 to be used at the discretion of the Executive Director.

Approved: Brown/Coomber

Aye: Pentin, Woerner, Brown, Josey, Haggerty, Coomber

No: None

Abstain: None

Absent: Haubert, Hernandez

6. Update to LAVTA's Harassment and Human Resource Policies

Staff informed the Board of Directors that LAVTA's Harassment Policy was not updated since 2009 and the Human Resource Policy was last updated in 2014. LAVTA is making policies current based on employment laws.

The item was discussed by the Board of Directors and staff. Director Jean Josey requested a correction to the Harassment Policy on the following section: "VI. Complaint Process, B. Investigation of Complaint, 8. Take reasonable steps to protect the victim from any retaliation as a result of filing of the complaint." That section should have the word "protect" corrected to "protest." Staff will make this correction. Director Jerry Pentin requested further information on why 2.9.3 in the Human Resources Policy was being struck from the document. Staff was willing to ask the Attorney for further information, but the Board of Directors was okay with this being statutory changes. The Board of Directors requested that in the future the Attorney provide a reason for each change in a document.

The Board of Directors approved Resolution 02-2020 the Harassment, Discrimination, and Retaliation Policy and Complaint Procedure, and Resolution 03-2020 the Human Resources Policy with the correction to the word "protest" being changed to "protect" in the Harassment Policy in section: "VI. Complaint Process, B. Investigation of Complaint, 8. Take reasonable steps to protest the victim from any retaliation as a result of filing of the complaint."

Approved: Pentin/Josey

Aye: Pentin, Woerner, Brown, Josey, Haggerty, Coomber

No: None
Abstain: None
Absent: Haubert, Hernandez

7. Executive Director's Report

Executive Director Michael Tree provided a brief overview of the Executive Directors Report to the Board of Directors. Executive Director Michael Tree highlighted the ridership increase, Schaefer Ranch/Dublin School Tripper, KKIQ Wayne Coy's Toy Drive, and Schedule Changes for BART. Executive Director Michael Tree announced that LAVTA has a new Marketing Communications Specialist Jas Barring and welcomed her to our team. Executive Director Michael Tree noted that LAVTA received our letter from National Highway Traffic Safety Administration (NHTSA) for the Shared Autonomous Vehicle (SAV) Project and final preparations are being made to begin testing in February. Executive Director Michael Tree informed that the City of Livermore is being honored with the 2019 Governor's Historic Preservation Award for the Livermore Railroad Depot. Executive Director Michael Tree informed the Board of Directors that LAVTA has been working with MTC to get bay area statistics for the last couple of years with transit systems (particularly the last 6 months), so the Board can compare LAVTA's ridership with other bay area transit systems and will provide this information in the near future.

The item was discussed by the Board of Directors and staff.

This was informational only.

8. Matters Initiated by the Board of Directors

None.

9. Next Meeting Date is Scheduled for: February 3, 2020

10. Adjournment

Meeting adjourned at 4:28pm.