

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

**PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE**  
**WHOLE AGENDA**

**April 27, 2020**

**COMMITTEE MEMBERS**

**SCOTT HAGGERTY – CHAIR**  
**DAVID HAUBERT**

**KARLA BROWN – VICE CHAIR**  
**BOB WOERNER**

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*Agenda Questions: Please call the Executive Director at (925) 455-7564 or send an email to [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*

*Documents received after publication of the Agenda and considered by the P&S Committee in its deliberation will be available for inspection only via electronic document transfer, due to the COVID-19 outbreak. See the COVID-19 provisions outlined below. Please call or email the Executive Director during normal business hours if you require access to any such documents.*

**TELECONFERENCE**

**APRIL 27, 2020 – 4:00 PM**

**CORONAVIRUS DISEASE (COVID-19) ADVISORY  
AND MEETING PROCEDURE**

On March 16, 2020, the Health Officer of Alameda County issued an Order that has been continued through May 3, 2020, that directed that all individuals living in the county to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services.

Under the Governor's Executive Order N-29-20, this meeting may utilize teleconferencing. As a precaution to protect the health and safety of staff, officials, and the general public. Councilmembers will not be physically in attendance, but will be available via video conference.

The administrative office of Livermore Amador Valley Transit Authority (LAVTA) is currently closed to the public and will remain closed for the duration of the Project & Services (P&S) Committee meeting. Consequently, there will be no physical location for members of the public to participate in the meeting. We encourage members of the public to shelter in place and access the meeting online using the web-video communication

application, Zoom. Zoom participants will have the opportunity to speak during Public Comment.

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, April 27, 2020 to [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment 4/27/2020” and the agenda item to which your comment applies in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

This P&S Committee meeting will be conducted on the web-video communication platform, Zoom. In order to view and/or participate in this meeting, members of the public will need to download Zoom from its website, [www.zoom.us](http://www.zoom.us).

It is recommended that anyone wishing to participate in the meeting complete the download process before the start of the meeting.

There will be zero tolerance for any person addressing the Board making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting.

**How to listen and view meeting video:**

- From a PC, Mac, iPad, iPhone or Android device click the link below:  
<https://zoom.us/j/93014161258>  
Password: ps1362apr
- To supplement a PC, Mac, tablet or device without audio, please also join by phone:  
Dial: 1 (669) 900-6833  
Webinar ID: 930 1416 1258  
Password: 666160

*To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

**How to listen only to the meeting:**

- For audio access to the meeting by telephone, use the dial-in information below:  
Dial: 1 (669) 900-6833  
Webinar ID: 930 1416 1258  
Password: 666160

*Please note to submit public comment via telephone dial \*9 on your dial pad. The meeting’s host will be informed that you would like to speak. If you are chosen, you will be notified that your request has been approved and you will be allowed to speak. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

**To submit written comments:**

- Provide public written comments prior to the meeting by email, to [mtree@lavta.org](mailto:mtree@lavta.org)

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, April 27, 2020 to mtree@lavta.org. Please include “Public Comment 4/27/2020” and the agenda item to which your comment applies in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

**1. Call to Order and Pledge of Allegiance**

**2. Roll Call of Members**

**3. Meeting Open to Public**

- a. Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- b. Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- c. Public comments should not exceed three (3) minutes.
- d. Agendas are published 72 hours prior to the meeting.
- e. No action may be taken on matters raised that are not on the Agenda.

**4. Minutes of the February 24, 2020 Meeting of the P&S Committee.**

**Recommendation:** Approval

**5. Update on LAVTA Response to COVID-19**

**Recommendation:** Informational

**6. Contract Amendment with MV, Inc.**

**Recommendation:** Informational

**7. Contract Amendment with MTM**

**Recommendation:** Informational

**8. Executive Directors Report**

**Recommendation:** Informational

**9. Matters Initiated by Committee Members**

**10. Next Meeting Date is Scheduled for: May 25, 2020**

**11. Adjourn**

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.*

<u>/s/ Jennifer Suda</u>	<u>4/24/20</u>
<u>LAVTA Administrative Services Department</u>	<u>Date</u>

*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 two (2) 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 4**



**MINUTES OF THE FEBRUARY 24, 2020**  
**LAVTA PROJECTS AND SERVICES COMMITTEE MEETING**

**1. Call to Order and Pledge of Allegiance**

Committee Chair Scott Haggerty called the meeting to order at 4:00pm.

**2. Roll Call of Members**

**Members Present**

Karla Brown, City of Pleasanton

Bob Woerner, City of Livermore (arrived at 4:22pm)

Scott Haggerty, Alameda County

David Haubert, City of Dublin

**3. Meeting Open to Public**

No comments.

**4. Minutes of the January 27, 2020 Meeting of the P&S Committee.**

Approved: Haubert/Woerner

Aye: Brown, Haggerty, Haubert, Woerner

No: None

Abstain: None

Absent: None

**5. Pleasanton BRT 10R Corridor Enhancement Project Equipment Purchase**

Staff informed the Projects and Services that LAVTA is in the process of acquiring all the equipment needed for the Pleasanton Rapid Project for the 10R along Santa Rita and Owens Drive. Last month LAVTA received approval for purchasing the shelters and custom bus stop signs. Staff is now requesting to purchase nineteen real-time passenger information signs through Trapeze Software Group utilizing a sole-source procurement method. The total project budget is \$187,788.44 consisting of the contract award amount totaling \$170,716.76 and a 10% contingency of \$17,071.68. The majority of the money is coming from Measure B funding (~87%) and the rest is coming from LAVTA's TDA funds as local match (~13%).

The Projects & Services Committee forwarded a recommendation to the Board of Directors to authorize the Executive Director to execute an Agreement between LAVTA and Trapeze Software Group to purchase 19 real-time passenger information signs for the Pleasanton BRT Corridor Enhancements Project to be deployed along the 10R corridor in Pleasanton. Resolution 07-2020

Approved: Brown/Woerner

Aye: Brown, Haggerty, Haubert, Woerner

No: None

Abstain: None

Absent: None

## **6. Fare Free Transit Programs**

Staff requested a discussion with the Projects and Services Committee regarding the Fare Free Transit Programs. Staff met with Nelson Nygaard in the early stages of the Short Range Transit Plan (SRTP) and spoke to them about what LAVTA should look at to increase ridership. Nelson Nygaard has an expertise in fare free programs and assisted in implementing a program in Olympia, Washington. Staff summarized the benefits of going fare free and informed that the whole concept has been implemented at various agencies nationwide. Staff noted that typically ridership goes up 30-40% after fares are eliminated. LAVTA has a LCTOP funding source with an allocation of funds that were earmarked for electric buses, but funds will expire prior to being ready for a procurement to purchase electric buses. LAVTA needs to find another source to use those funds and the LCTOP funds can be used for fare subsidies, including free fares. LAVTA would like to be fare free in the Summer 2020 (June, July, and August) to see the real impact on ridership, since we have the capacity at that time. The fare free would be for Fixed Route and Dial-A-Ride customers.

The item was discussed by the Committee Members and staff. Committee Member David Haubert mentioned a concern regarding peak hours and commuters with standing room only on buses. Staff informed that with extra busses that are not being used for school tripper routes during the Summer it enables LAVTA to place those extra buses on routes. Committee Member Bob Woerner asked what happens after the trial and had concerns about when this could be implemented post the trial period. Committee Member Bob Woerner also requested staff to figure things out further prior to bring fare free to the Board of Directors. Staff informed that the fare free data will become part of the SRTP and will be evaluated/analyzed. Vice Chair Karla Brown brought up concerns regarding Hacienda Business Parks Eco Pass Program and Las Positas College summer students. Staff provided the committee information on how LAVTA would handle Las Positas College Transit Pass and Hacienda Business Park Eco Pass, if we went fare free during the summer. Chair Scott Haggerty asked if LAVTA can get anything from the State of California. Staff believes there might be potential to get funds from the state. Overall the Committee supported going fare free during the summer and requested staff to advertise this accordingly.

This was informational only.

## **7. Executive Directors Report**

Executive Director Michael Tree provided the Executive Directors Report for February 2020 to the Projects and Services Committee. Executive Director Michael Tree provided a brief overview of the SAV project and informed that BART has the signage up, gave all authorizations needed, and are working on the charging station. LAVTA has a portable charger that will be used in the meantime, but BART General Manager Bob Powers is assisting with the SAV storage facility infrastructure and that will take a couple of months to complete. There will be an

event on March 6<sup>th</sup>, but Executive Director Michael Tree notified that DMV registration has expired and that is creating a small issue that is in the process of being resolved. Director of Planning and Marketing announced that Las Positas College Board of Trustees approved the Memorandum of Understanding (MOU) last week to continue the Transit Pass Program for at least the next two academic years. Executive Director Michael Tree also highlighted the Dublin Parking Garage Project and informed that he spoke to CalSTA and they didn't like the two options LAVTA provided. CalSTA provided LAVTA suggestions on an option three for a convertible structure.

The item was discussed by the Committee Members and staff. Chair Scott Haggerty requested Executive Director Michael Tree to write a letter for him to send to the Governor. Executive Director Michael Tree sent Marianne Payne a Valley Link letter. Chair Scott Haggerty did not receive the Valley Link letter and will see the Governor on Thursday. Executive Director Michael Tree will make sure Chair Scott Haggerty receives the letter in the evening of February 24, 2020.

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: March 23, 2020**

**11. Adjourn**

Meeting adjourned at 4:27pm.



**AGENDA**

**ITEM 5**



STAFF REPORT

SUBJECT: COVID-19 Service Impacts

FROM: Tony McCaulay, Director of Planning and Marketing

DATE: April 27, 2020

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**Action Required**

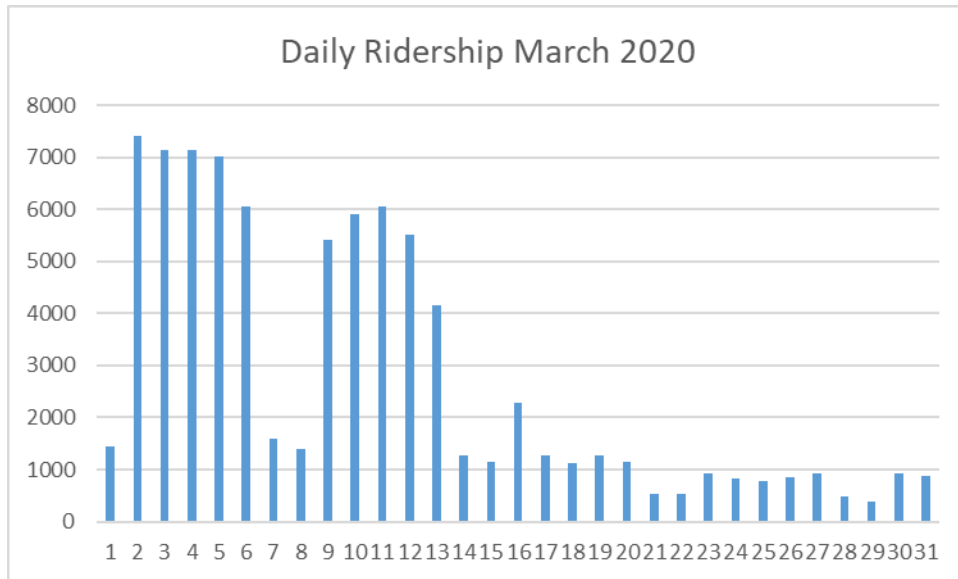
None – information only.

**Background**

A great deal has transpired since the last Projects and Services Committee meeting on February 24. The purpose of this report is to provide you with some chronological perspective and some of the major service, ridership and operational impacts that have resulted from the COVID-19 pandemic since the start of March.

- March 2 – Ridership is 7,404, which was 15% higher than the first Monday in March 2019.
- March 11 – Began daily disinfecting of buses and distribution of hand sanitizer and gloves to all employees. Also posted prevention guidance from CDC on all buses and in facilities. Ridership is 6,042, 11% lower than the equivalent date a year before.
- March 16 – First day of no operation of school services to Dublin, Pleasanton and Livermore schools. Ridership is 2,292, 63% lower than the equivalent date a year before.
- March 17 – First day of Shelter in Place order. Ridership is 1,271, 44.5% lower than the previous day and 81% lower than the equivalent date a year before.
- March 19 – Fare collection is suspended and all boarding and alighting is by rear doors, except for passengers in mobility devices. Tape barrier put in place near rear doors to separate bus operator from passenger area. Ridership remains 81% lower than the previous year.
- March 23 – Staff posts five-level service reduction schedule (attached) to website and notifies public that the first round of service reductions will take effect on Thursday March 26 due to decreased ridership. Ridership is 934, 85% lower than the equivalent date a year before.
- March 26 – Service Level 2 implemented, which reduced service frequencies on the Rapid Routes from 15 minutes to 30 minutes. Service on Routes 2, 20X and 580X was discontinued due to low ridership and availability of alternative service. Ridership is 846, 86% lower than the equivalent date a year before.
- March 30 – Staff notifies passengers that effective April 6, service will be further reduced to Service Level 3, due to reduced ridership levels. The chart below shows

daily ridership numbers for March. Ridership in April has followed the same pattern as the last 10 days of March.



- April 6 – Service Level 3 implemented, with Routes 1, 3, 8, 14 and 15 operating on weekend schedules, all service after 11pm discontinued and service on Routes 11 and 70X discontinued due to low ridership. Ridership is 714, 89% lower than the equivalent date a year before.
- April 8 – We began requiring all drivers and road supervisors to wear masks or face coverings while on duty, following issuance of CDC recommendation on April 3.
- April 17 – Alameda County Public Health Department issues face covering order requiring all passengers and bus drivers to cover nose and mouth with some sort of cloth covering. Signs about the order were posted on buses that night, and other passenger outreach including signs at shelters and interior scrolling signs put in place the week of April 20.
- April 21 – Average weekday ridership for the week of April 21 is 708, 89% lower than the same week a year ago.

**Next Steps**

We will continue to monitor ridership levels and operator availability to determine whether or not further service reductions are warranted. At the present time, ridership on the two Rapid routes remains at a level that warrants continuing the current 30-minute frequencies to allow for adequate social distancing.

Staff plans on implementing the expansion of the Go Dublin program to include all of Livermore and Pleasanton on Friday May 1. This service, to be called Go Tri-Valley, will provide a safety net transportation option for those whose bus routes have or may be suspended.

**Recommendation**

None – information only.

**Attachments:**

1. Five Level Service Reduction Schedule

## **Five Level Service Reduction Schedule**

### **Service Level 1: Regular service, no disruptions, schools closed**

- All Wheels and Rapid buses operating on regular schedules
- Dial-a-Ride Paratransit, Para-taxi and GoDublin still available
- Supplemental school routes discontinued until school resumes

### **Service Level 2: Frequency reductions on Rapid Routes, other reductions**

- Rapid Routes 10R and 30R will operate on a 30-minute frequency during hours when 15-minute frequency is currently offered
- Routes 20X and 580X will not operate due to extremely low ridership; alternate service available using Route 30R
- Route 2 will not operate due to extremely low ridership; alternate service available using LAVTA's GoDublin program
- Routes 53 and 54 continue to operate subject to continuation of ACE service
- Dial-a-Ride Paratransit, Para-taxi and GoDublin still available

### **Service Level 3: Weekend service schedules except for Rapid routes**

- Rapid Routes 10R and 30R will continue to operate at the Service Level 2 frequencies, on a 30-minute frequency during hours when 15-minute frequency was previously offered
- Routes 1, 3, 8, 14 and 15 will operate on weekend schedules
- Route 2, 11, 20X, 70X and 580X will not operate
- All service after 11pm discontinued
- Routes 53 and 54 continue to operate subject to continuation of ACE service
- Dial-a-Ride Paratransit, Para-taxi and GoDublin still available

### **Service Level 4: Additional service frequency reductions**

- No changes to service frequencies on Rapid Routes 10R and 30R
- Weekend service level continues on Routes 1 and 15
- Routes 3, 8 and 14 will not operate, in addition to Routes 2, 11, 20X, 70X and 580X previously suspended
- Go Dublin program is expanded to Livermore and Pleasanton, renamed Go Tri-Valley
- No service after 11pm continues
- Routes 53 and 54 continue to operate subject to continuation of ACE service
- Dial-a-Ride Paratransit and Para-taxi still available

### **Service Level 5: No service**

- All service discontinued due to public health mandates or other circumstances beyond our control

**AGENDA**

**ITEM 6**



STAFF REPORT

SUBJECT: MV Transportation, Inc. (MV) Payment Agreement

FROM: Toan Tran, Director of Operations and Innovation

DATE: April 27, 2020

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**Action Requested**

Informational item only

**Background**

In 2018, the Board of Directors awarded the fixed-route operations and maintenance contract to MV Transportation, Inc. The contract includes a three-year base term and four additional one-year terms. The pricing structure is based on a 2-tier formula. Tier 1 consists of the variable cost, which will fluctuate commensurate to the service level. Variable cost includes wages and benefits for operators and maintenance parts. Tier 2 consists of the monthly fixed cost, which mainly comprises of: wages and benefits for mechanics, utility workers, facility services maintenance workers, and administrative staff, insurance expenses, uniform expenses, and training expenses.

**Discussion**

Similar to most public transit systems across the country, LAVTA has experienced a drastic decline in ridership due to the COVID-19 pandemic. Fixed-route service level has been reduced by approximately 60 percent as a result. In an effort to retain readiness for operations and maintenance activities, LAVTA and MV reached a short-term agreement to allow operators that are available but not driving to receive financial assistance during the pandemic. LAVTA will cover the salaries of these operators while MV will assist with the benefits. Please note all operators work their normal bid schedule, pre-COVID. Operators without driving assignments are attending the multiple training sessions being offered on site. These session focus on customer service, wheelchair securements, and electronic components (i.e. mobile data terminal (MDT), farebox, etc.). In addition to training, these operators are inspecting and cleaning bus shelters, stocking face coverings for drivers and riders, and starting/stopping buses to keep the fleet in readiness position. The current agreement is from March 16, 2020 to May 3, 2020.

Although the Bay Area shelter in place order has not been extended beyond May 3, it does not appear we are nearing the road to recovery. In order to keep operators employed and available on a continuing basis, staff will work with MV to extend the agreement to June 30, 2020. The cumulative financial impact is projected to be under \$100,000, which is within the Executive Director's authority. In the event there is a need to extend the agreement past June 30, staff will bring the item back for approval.

**Recommendation**

Informational item only

**AGENDA**

**ITEM 7**





**STAFF REPORT**

**SUBJECT:** Medical Transportation Management (MTM) Payment Agreement

**FROM:** Toan Tran, Director of Operations and Innovation

**DATE:** April 27, 2020

**Action Requested**

Information only – No action required at this time.

**Background**

In 2014, the Board of Directors awarded a contract to Medical Transportation Management (MTM) to provide paratransit service for LAVTA. The agreement includes a three-year base term and four additional one-year terms. The pricing structure for the agreement is as follows:

<b>Tier</b>	<b>Number of Trips per Month</b>	<b>Price per Trip</b>
1	Up to 4,199	\$36.22
2	4,200-4,699	\$35.34
3	4,700+	\$34.17

The price per trip cost includes both fixed and variable expenses.

**Discussion**

MTM continues to provide daily, pre-scheduled, door-to-door transportation service in the Tri-Valley area for people with disabilities. Because of the COVID-19 pandemic, the demand for the dial-a-ride service has decreased significantly, going from 150 to 30 trips per weekday. MTM is experiencing financial hardship as a result.

In an effort to maintain operational stability, MTM continues to employ key personnel, which includes the General Manager, dispatchers, and reservationists. Although wages and benefits for these positions are accounted for in the price per trip rate, the current trip volume is not adequate to support the ongoing fixed cost. In order to prevent potential layoffs, MTM has requested a supplemental payment to cover the monthly fixed cost during the pandemic. The monthly fixed cost consists of wages and benefits for the positions mentioned above as well as expenses related to software and utilities. LAVTA has agreed to provide MTM a monthly supplemental payment of \$26,500, which is based actual expenditures over a six-month period prior to COVID-19. The agreement is from March 16, 2020 to June 30, 2020. The cumulative financial impact is projected to be under \$100,000, which is within the Executive Director's authority. In the event there is a need to extend the agreement past June 30, staff will bring the item back for approval.

**Recommendation**

No action required at this time.

**AGENDA**

**ITEM 8**



**EXECUTIVE DIRECTOR'S REPORT**

April 2020

***Meals on Wheels***

With COVID-19 and the Shelter in Place Order, the Authority has been experiencing significantly up to 90% ridership reductions on both fixed route and Dial-a-Ride paratransit services. Three Wheels Dial-A-Ride drivers have begun using this slow period to deliver hot meals, snacks, and beverages to seniors as part of the Meals on Wheels program. Each of the drivers are making deliveries for about four hours twice each week. Attached is a picture of Daniel Buffington delivering meals to Arbor Vista Senior Community in Livermore.



***Transit Signal Priority Upgrade and Expansion Project***

This project will upgrade 67 intersections on the 10R and 30R Rapid routes and 24 Rapid buses with an improved and more reliable GPS-based signal-priority system. Installation of intersection equipment is complete in Livermore and Dublin, and the equipment is scheduled to be programmed by the vendor in May. Eight intersections in Pleasanton along the 10R route are awaiting new controller hardware compatible with the new TSP system, which should arrive in late May. On-board installations of bus equipment were initially completed in early March, with some minor adjustments to be made by vendor once the Shelter in Place (SIP) Order is lifted. Once all equipment is installed and configured, the system will be ready for final testing and acceptance, possibly in summer depending on the status of current or future SIP Orders.

***Pleasanton BRT Corridor Enhancement Project (Rapid Bus Stops on Santa Rita)***

Staff has been procuring needed equipment based on the final plans and specifications delivered by Kimley-Horn in November, including shelters, Rapid signage, and real-time passenger information signs. Once construction activities are again permitted locally, LAVTA will issue the Notice to Proceed to the construction contractor.

***Wheels Bus Stop Sign Project***

The Wheels rebranding project continues over the next few months with purchase and installation of new bus stop signage. The new bus stop signs are highly reflective and feature complementary colors to the new Wheels logo and bus schemes. The signs will be installed on all bus stops not on the Rapid routes.



***Dublin Parking Garage Project***

County staff have kicked off schematic design work with a county-funded consultant to begin preparing the bridging documents for the design-build RFP, expected to be released this summer. LAVTA is waiting to receive the final Program Supplement and required Scope of Work from Caltrans, including what design features will be required of LAVTA and the County as a condition of receiving state funding. Once clarification of project requirements is received from the state, LAVTA can proceed with finalizing the TIRCP pass-through funding agreement with Alameda County, as soon as June.

### ***Shared Autonomous Vehicle Project***

Signage for the site has been installed. Vehicle registration has been renewed. Staff is currently working with Transdev and EasyMile to prepare for testing. However, due to Transdev's travel restrictions, digital mapping of the route is currently on hold, possibly until mid-May. In the meantime, staff is working with the City of Dublin on the vehicle to infrastructure (V2I) communication.

### ***Tri-Valley Hub Network Integration Study***

This study involves the development of the Dublin/Pleasanton BART station as the Tri-Valley Hub for public transportation, in addition to the study of future express bus service on the I-680. Stakeholder engagement is in process. Two technical advisory committee meetings have been held and 20 stakeholder agencies and organizations are involved to provide input on project goals, objectives, and existing conditions and service needs.

### ***Short- and Long-Range Plans***

The agency Short- and Long-Range planning efforts are on hold until the fall due to COVID-19.