

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

TRI-VALLEY ACCESSIBLE ADVISORY COMMITTEE

AGENDA

ZOOM TELECONFERENCE

JULY 1, 2020 – 3:30 PM

Agenda Questions: Please call the Director of Operations & Innovation at (925) 455-7562 or send an email to frontdesk@lavta.org

Documents received after publication of the Agenda and considered by the TAAC 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 Director of Operations & Innovation during normal business hours if you require access to any such documents.

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

On June 5, 2020 (updated June 18, 2020), the Health Officer of Alameda County issued an Order that will continue to be in effect until it is rescinded, superseded, or amended in writing by the Health Officer. The Order 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. TAAC members 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 TAAC 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 Wednesday, July 1, 2020 to frontdesk@lavta.org. Please include "Public Comment 7/1/2020" and the agenda

item 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 TAAC 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.

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 TAAC Committee 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/83286531797>
Password: TAAC1362
- To supplement a PC, Mac, tablet or device without audio, please also join by phone:
Dial: 1 (669) 900-6833
Webinar ID: 832 8653 1797
Password: 876503

To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the Agenda item. 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: 832 8653 1797
Password: 876503

*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 frontdesk@lavta.org

If you are submitting public comment via email, please do so by 1:00 p.m. on Wednesday, July 1, 2020 to frontdesk@lavta.org. Please include “Public Comment 7/1/2020” 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.

| | Action Recommended by Staff | |
|--|--|-------------|
| 1. Call to Order | | 3:30 |
| 2. Roll Call | | |
| 3. Approval of Agenda and Modifications if necessary | Action | |
| 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) | Information | 3:35 |
| 5. Election of Chair and Vice Chair for FY20/21 | Action | 3:40 |
| 6. Minutes of the March 4, 2020 meeting (please review prior to meeting) | Action | 3:55 |
| 7. Welcome New Members and Review of Bylaws | Information | 4:00 |
| 8. Dates and Times for FY20/21 TAAC Meetings | Action | 4:15 |
| 9. LAVTA’s COVID-19 Response & Action Plan | Information | 4:20 |
| 10. Shared Automotous Vehicle (SAV) Update | Information | 4:30 |

| | | |
|---|--------------------|-------------|
| 11. PAPCO Report | Information | 4:40 |
| 12. Service Updates & Concerns | Discussion | 4:45 |
| 13. Adjournment | | 5:00 |

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

| | |
|---|------------------|
| <i>Jennifer Suda</i> | <i>6/25/2020</i> |
| <i>LAVTA Administrative Services Department</i> | <i>Date</i> |

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 5



STAFF REPORT

SUBJECT: Election of Wheels Accessible Advisory Committee Chair and Vice Chair for FY20/21

FROM: Kadri Klm, Paratransit Planner

DATE: July 1, 2020

Action Required

Hold Election for the positions of the Tri-Valley Accessible Advisory Committee Chair and Vice Chair.

Background

The TAAC needs to elect a new Chair and Vice Chair from amongst its members. Section 3.5 of the Committee Bylaws states the following:

- (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.

Chair and Vice Chair will work with staff to create the Committee agendas.

Election Process

Please note that due to this meeting being a Zoom meeting the process has been adjusted to accommodate virtual meeting. The elections for Chair and Vice Chair will be held separately using the following steps:

1. TAAC members will nominate other TAAC members or they may nominate themselves for the vacant position. All nominations must be seconded.
2. Nominees will be given up to two minutes to state their qualifications to the members. This is not required.
3. Each TAAC member will cast their vote via one of the following ways:
 - a. Email it to kkulm@lavta.org
 - b. Text message to 925-605-8166
 - c. Call the number 925-605-8166

When submitting your vote please include the name of your choice and also your own name.

Members must be present to vote.

4. Staff will count the votes and announce the results. The nominee with the most votes wins the election for the position.

Recommendation

Nominate and elect the Chair and Vice Chair in accordance with the TAAC bylaws for fiscal year 2020/2021.

AGENDA

ITEM 6



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

Tri-Valley Accessible Advisory Committee

DATE: Wednesday, March 4th, 2020

PLACE: **Pleasanton Senior Center**
5353 Sunol Blvd., Pleasanton, CA 94566

TIME: 3:30 p.m.

DRAFT MINUTES

1. Call to Order

The TAAC Chair Herb Hastings called the meeting to order at 3:37 pm.

Members Present:

| | |
|---------------------------|--------------------------------|
| Judith LaMarre | City of Livermore |
| Bob Chulata | City of Livermore – Alternate |
| Shawn Costello | City of Dublin |
| Carmen Rivera-Hendrickson | City of Pleasanton |
| Sue Tuite | 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 |
| Esther Waltz | PAPCO Representative |

Staff Present:

| | |
|-------------------|------------|
| Jonathan Steketee | LAVTA |
| Kadri Kulm | LAVTA |
| Christian Pereira | MV Transit |
| Clifton Crabtree | MTM |

Public:

2. Roll Call

3. Approval of Agenda and Modifications in necessary

Costello/Waltz

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)

None.

5. Minutes of the January 8, 2020 meetings of the Committee

Approved with an adjustment in attendance section, added Shawn Costello.
Waltz/Costello

6. GoDublin Program

Staff updated the committee on the GoDublin program and talked about the potential expansion of the program to rest of the Tri-Valley. Members were in favor of the expansion. The program is meant to be 'first mile, last mile' solution and people need to use the shared ride option.

7. TAAC Recruitment

Members reviewed the two applications received for the Dublin Alternate and Livermore Alternate positions. Recruitment has also started for 2-year terms starting on July 1, 2020. The applications are due on April 13, 2020.

8. LAVTA's Annual Paratransit Plan Submission to ACTC for Measure B and BB Funding

The committee reviewed the application LAVTA recently submitted to ACTC for the Measure B and BB funds for FY20/21, which is projected to be \$579,215.

9. Updated Para-Taxi Brochure

Staff presented the committee with the new Para-Taxi brochure, which has updated information as well as design.

10. Free Fares Transit Programs

Staff briefed the committee on the movement towards free fares transit and a few opportunities to better understand the benefits and disadvantages of a fare free environment on the Wheels system. The committee authorized the Chair to submit a letter of support to the Board of Directors.

11. PAPCO Report

Esther Waltz updated the committee on the recent PAPCO/ParaTAC joint meeting, which was a mini conference featuring expert panel presentations on TNC partnership experiences, including LAVTA’s GoDublin program.

12. Fixed Route, Dial-A-Ride, & Agency Updates

Staff updated the committee on various LAVTA projects, including the Las Positas College Student Transit Pass program, Tri-Valley Hub Network Integration study, Short Range Transit Plan, Shared Autonomous Vehicle project, and others.

13. Adjournment

Meeting adjourned at 5:00 pm

AGENDA

ITEM 7



Tri-Valley Accessible Advisory Committee (TAAC)
 Membership Directory for FY 2021 (July 2020 to June 2021)
As of June 8, 2020

Dublin Representation

| <i>Committee Seat</i> | <i>Term</i> | <i>Term Beginning</i> | <i>Term Conclusion</i> |
|--------------------------|-------------|-----------------------|------------------------|
| Shawn Costello | 2 years | July 2019 | June 2021 |
| Connie Mack | 2 years | July 2020 | June 2022 |
| Donna Singer (Alternate) | 2 years | July 2020 | June 2022 |

Livermore Representation

| <i>Committee Seat</i> | <i>Term</i> | <i>Term Beginning</i> | <i>Term Conclusion</i> |
|-------------------------------|-------------|-----------------------|------------------------|
| Judith LaMarre | 2 years | July 2020 | June 2022 |
| David Weir | 2 years | July 2020 | June 2022 |
| Michael Balero (Alternate) | 2 years | July 2020 | June 2022 |

Pleasanton Representation

| <i>Committee Seat</i> | <i>Term</i> | <i>Term Beginning</i> | <i>Term Conclusion</i> |
|------------------------------|-------------|-----------------------|------------------------|
| Carmen Rivera-Hendrickson | 2 years | July 2019 | June 2021 |
| Sue Tuite | 2 years | July 2019 | June 2021 |
| Jeffrey Jacobsen (Alternate) | 2 years | July 2020 | June 2022 |

Alameda County Representation

| <i>Committee Seat</i> | <i>Term</i> | <i>Term Beginning</i> | <i>Term Conclusion</i> |
|---------------------------|-------------|-----------------------|------------------------|
| Herb Hastings | 2 years | July 2020 | June 2022 |
| Kulwant Singh (Alternate) | 2 years | July 2020 | June 2022 |

Social Services Representation

| <i>Committee Seat</i> | <i>Term</i> | <i>Term Beginning</i> | <i>Term Conclusion</i> |
|---------------------------|-------------|-----------------------|------------------------|
| Diana Houghtaling | 2 years | July 2020 | June 2022 |
| Rachel Prater | 2 years | July 2020 | June 2022 |
| Amy Mauldin | 2 years | July 2020 | June 2022 |
| Shay Roberson (Alternate) | 2 years | July 2020 | June 2022 |

PAPCO Representative

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

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

ARTICLE 1

NAME

The name of this committee shall be the “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.

SECTION 2.11. “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 2.12. “COMMITTEE” refers to “Tri-Valley Accessible Advisory Committee.”

SECTION 2.13. “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 2.14. “FISCAL YEAR” means the period from July 1 to and including the following June 30.

SECTION 2.15. “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;
- (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. 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.
 - (g) Quorum. A quorum must be present to take action on agenda items. A quorum consists of a combination of six (6) TAAC representatives and/or alternates. In the absence of a regular representative, the alternate for that representative will be a voting member for the meeting. On the occasion where two (2) representatives from a member city are absent, the alternate for that city will have two (2) votes and 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 (2) representatives towards quorum and will be allowed to exercise two (2) votes. On 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. On 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.

- (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 TAAC Meetings. Minutes of the 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 Executive 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 8



STAFF REPORT

SUBJECT: Establish TAAC Meeting Times and Location for FY 2020/21

FROM: Kadri Klm, Paratransit Planner

DATE: July 1, 2020

Action Required

Establish the TAAC meeting dates and times for FY20/21.

Background

The TAAC Bylaws SECTION 3.7(a) states: “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.”

According to the committee bylaws SECTION 3.7. COMMITTEE 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”.

In the past, the TAAC Committee established a quarterly schedule for regular meetings. Starting in 2010, the frequency of meetings was increased to every other month. Last FY, meetings were scheduled for the first Wednesday of every other month from 3:30 pm to 5:00 pm.

Due to the changes to the Wheels bus routes in the Fall of 2016, which were based on the Comprehensive Operational Analysis (COA), the closest bus stop to LAVTA’s administrative office, where the TAAC meetings traditionally were held, is a longer distance away (0.5 mile) than the closest bus stop prior to the COA changes.

In response to the feedback on the distance to the Route 14 bus stop the TAAC decided to hold the meetings at alternate fixed route accessible locations, rotating annually at each Tri-Valley City (Livermore, Dublin, and Pleasanton).

The meetings in FY16/17 were held at the Pleasanton Senior Center, FY 17/18 in Dublin Civic Center/Library, FY 18/19 in Livermore Community Center, and FY 20/21 again at the Pleasanton Senior Center.

Discussion

Staff’s recommendation is to continue to have TAAC meetings on the first Wednesday of every other month from 3:30 pm to 5 pm.

Meeting dates would be:

- July 1, 2020,
- September 2, 2020,
- November 4, 2020,
- January 6, 2021,
- March 3, 2021, and
- May 5, 2021.

Because of the Covid-19 and social distancing requirements the meetings will be conducted via Zoom for the time being.

Recommendation

Establish the TAAC meeting dates and times for fiscal year 2021.

AGENDA

ITEM 9





LAVTA's COVID-19 Response & Action Plan

July 1, 2020

Livermore Amador Valley Transit Authority (LAVTA)



LAVTA's COVID-19 Response & Action Plan

- Daily cleaning and disinfecting regime
 - Hospital grade disinfectant at the transit center and vehicles.
- Bus Operator protection
 - Rear boarding for riders on fixed route
 - No fares on Dial-A-Ride or fixed route since March 20th, 2020





LAVTA's COVID-19 Response & Action Plan, Cont.

- Drivers are using protective masks, face shields, gloves and have hand sanitizer.
- Passengers are required to use face coverings or masks since April 18, 2020 per Alameda County Health Department's order. Drivers carry disposable masks in vehicles for passengers who do not have face coverings.



LAVTA's COVID-19 Response & Action Plan, Cont.

- Maintaining CDC guidance of 6-feet
 - Signage on vehicles promotes social distancing
- Wheels Dial-A-Ride is limiting one passenger (and PCA) per vehicle for social distancing.
- LAVTA has temporarily suspended all in-person ADA paratransit eligibility assessments and everyone who submits a complete application with the doctor's verification receives a temporary presumptive eligibility.



LAVTA's COVID-19 Response & Action Plan, Cont.

- Education and outreach
 - CDC guidance and tips posted on vehicles/facilities
- Closely monitoring of demand
- Improving passenger technology
 - Bus loads available for riders in real time
- Alternative service delivery options
 - Go Tri-Valley implemented on May 1st
 - Para-Taxi for ADA paratransit eligible riders





Due to significantly lower Dial-A-Ride ridership because of the Covid-19 some of the 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.





The End

Livermore Amador Valley
TRANSIT AUTHORITY



LAVTA's COVID-19 Response and Action Plan

Last Updated - June 2020

If the past three months have taught us anything, it is that the only thing we can count on is uncertainty. What we have found thus far is that planning ahead is helpful, but the ability to remain nimble and fluid allows us to respond quickly as the environment in which we operate sometimes changes over the course of a single day.

As we move forward, and as more and more of our key constituents move back into their pre-COVID activities, we see three key areas that must remain at the forefront of our focus to operate in a safe environment for our passengers and our employees.

1. Health & Safety

- a. *Implement an extensive cleaning and disinfecting regime.* Since early March, we have been disinfecting all buses once each day – including driver compartments, fareboxes, Clipper card readers, handrails, stanchions, seats, and other onboard hard surfaces. Our plans moving forward are to also implement additional disinfecting of high touch surfaces on our vehicles at layover points along our routes.
- b. *Provide Personal Protective Equipment (PPE) and supplies.* Since early March, we have been offering our employees individual hand sanitizer dispensers and gloves. Our plans moving forward are to install hand sanitizer stations onboard all of our buses. Since April 18, face coverings or masks have been required for all transit passengers and drivers. All of our employees have been provided with various face covering options. Each driver also carries a supply of disposable masks for distribution to passengers attempting to board the bus without one.
- c. *Conduct education and outreach efforts.* Since early March, we have posted on buses and at our facilities CDC guidance regarding the symptoms of COVID-19 as well as tips on preventing the spread of the disease. This activity is expected to continue as new information is released. We have reached out to all three area school districts and Las Positas College to discuss the challenges that could be present as schools reopen for in classroom education. We also plan to reach out to major employers to encourage staggered shifts to help spread out the commute and avoid crowding during peak travel times as employees begin to return to work.

- d. *Provide a protective barrier for bus operators.* On March 18, we instituted rear door boarding except for passengers with mobility devices. Blocking off the front section of the bus helped create a safer environment for our operators. Moving forward, we plan to install barriers adjacent to the driver compartment to offer a level of separation from passengers as front door boarding and fare collection resumes. We anticipate a short-term solution in the next month followed by a more permanent installation by this fall.

2. Physical Distancing

- a. *Maintain CDC guidance of 6 feet.* In mid-March, we implemented rear door boarding and went to fare-free operation in order maintain the CDC recommended distance between our passengers and our drivers. Signage on vehicles promoted social distancing guidelines. We continue to monitor passenger loads on a daily basis and have rarely reached peak loads where social distancing would be difficult to achieve. Moving forward, we will continue to monitor peak loads and will implement actions as necessary to maintain appropriate load levels. By July 1, we plan to add visual distancing cues on board buses and at key transfer location. We also plan to stage standby buses at the East Dublin BART Station and the Livermore Transit Center to handle capacity issues in a timely manner.

3. Efficiency in Delivering Public Transit

- a. *Closely monitor demand.* Our average weekday ridership during the week of March 2 was approximately 7,000. After the Shelter in Place Orders took effect on March 17, our ridership hit its lowest point during the week of April 6 when the weekday average ridership was 660. A slight rebound has happened, with average weekday ridership hitting 935 the week of May 11. Moving forward, as ridership continues to climb, service can be restored incrementally as needed to maintain safe operating capacities.
- b. *Improve passenger information technology.* We currently monitor passenger loads by having drivers report to Dispatch when certain load limits are reached. Moving forward, our goal is to automate this information by July 1 so that it will be available in real time to both LAVTA staff and our passengers.
- c. *Offer alternative service delivery options.* The first COVID-19 related service reductions made on March 26 and the second round on April 6 included several routes with extremely low productivity. On May 1, LAVTA expanded the Go Dublin program to also include the cities of Livermore and Pleasanton and rebranded the program Go Tri-Valley. Go Tri-Valley provides a safety net level of mobility to all persons throughout our service area by subsidizing half the cost of Uber and Lyft rides up to a maximum of \$5.00.

Our entire business model is completely changed from where we were just 3 months ago, when we were riding the wave of six consecutive months of double-digit ridership growth. The new reality is that with physical distancing likely to be in place for a long period of time, even the most successful transit agencies will act more like social services than businesses. Until a vaccine is widely available and effective and public anxiety is calmed, the new role for transit will likely be providing a way for essential workers to get to jobs and helping those with reduced financial means during the pandemic and the related economic downturn.