

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

BOARD OF DIRECTORS MEETING

DATE: July 7, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00 pm

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Scott Haggerty at 4:00 pm.

2. Roll Call of Members

Members present

Laureen Turner – Councilmember, City of Livermore
Tim Sbranti – Mayor, City of Dublin
Scott Haggerty – Supervisor, County of Alameda
Karla Brown – Councilmember, City of Pleasanton
Bob Woerner – Vice Mayor, City of Livermore
Don Biddle – Vice Mayor, City of Dublin
Jerry Thorne – Mayor, City of Pleasanton

3. Meeting Open to Public

No Comments.

4. Wheels Accessible Advisory Committee Report

Carmen Rivera-Hendrickson gave a report on the June 7, 2014 Wheels Accessible Advisory Committee (WAAC) Special meeting. At this meeting the committee was provided a web casting by Medical Transportation Management (MTM), showing the scheduling program used for Dial A Ride. She also reported on the July 2, 2014 meeting. At this meeting the committee elected Carmen Rivera-Hendrickson as Chair and Herb Hastings as Vice Chair. Discussions included the committee's desire to hold their meetings monthly rather than every other month; the fact that some complaints are submitted from constituents to Carmen, who then forwards them through the formal system; the WAAC recruitment results; a request to allow Mary Anna Ramos to become a WAAC member; and the 30 minute pick up window. Supervisor Haggerty said that he would talk with his staff about the request for Ms. Ramos to join the committee. The Board members did not comment on the desire to hold meetings monthly.

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows :

A. Minutes of the June 2, 2014 Board of Directors meeting.

B. Treasurer's Report for the month of May 2014

C. 5311 Authorizing Resolution

The Board of Directors adopted Resolution 17-2014 authorizing Staff to submit requests for FTA (Federal Transit Administration) Section 5311 Funding to the California Department of Transportation/CalTrans.

D. PTMISEA Authorizing Resolution

The Board of Directors adopted Resolution 18-2014 authorizing an application for PTMISEA funds.

E. Cancel Regularly Scheduled Board of Directors Meeting for August 2014

The August 2014 meeting of the Board of Directors and the associated Committee meetings in late July 2014 have been canceled. If any urgent items come to the Interim Executive Director's attention between now and the meeting she will contact the Chair of the Board of Directors and request either that the meeting be reinstated, or that a special meeting be called.

F. Establishing Standing Committees and Memberships

The Board approved Resolution 20-2014, establishing new standing committees, memberships, and officers.

Approved: Biddle/Turner

Aye votes: Biddle, Turner, Haggerty, Woerner, Thorne, Sbranti, Brown

No votes: None

6. Follow-up on Ross Stores Request for Service

Staff provided a follow up report to the request received at the June 2nd Board meeting from Scott Baines of Ross Stores corporate office in Dublin. Staff looked into this request and will make changes scheduled to take effect August 25, 2014. Changes being made to route 2 will reroute how it enters the Dublin/Pleasanton BART station. This will allow the bus stop pair located in front of the Ross Store headquarters to be serviced and to better serve their employees. Although route 2 has an hourly frequency it will provide for a faster and more direct travel option for those returning to BART.

7. Intelligent Transportation Systems Update

Staff provided updates on three Intelligent Transportation System (ITS) projects that staff is currently working on. The upgrade of the Transit Master system on all fixed route Wheels buses will be complete by the end of July 2014. The Trapeze Viewpoint reporting module will be

procured and installed by the Fall of 2014. The 511 Real Time integration project is moving forward with a plan agreed upon between MTC and LAVTA. LAVTA has requested quotes from consulting firms for a study that will determine what it will cost to make LAVTA's real-time information available on the 511 system in the format requested by MTC.

8. MTM update

Staff provided information as a follow up to a request from the June 2014 Board meeting asking for historic on-time performance of the current and prior contractors. The information showed the contractor's on-time performance between July 2011 and May 2014 when MTM started providing services for LAVTA. The prior contractor's performance fluctuated between 90 – 95%, but performance decreased with the new contractor, dropping to 85% in May 2014. The Board asked staff at the June 2014 meeting to check the prior minutes to see what was discussed regarding the 30 minute pick-up window prior to awarding the contract. The minutes show that the Board approved a revised 30 minute pick-up window policy at the September 9, 2013 meeting. Chair Haggerty ask for staff to provide a month's history of what happened in the window of the 30 minutes including when in that 30 minutes the ride actually showed up. Board member Brown is pleased to see the increase in on-time performance. She also stated "we have to never have someone waiting ½ hour beyond their ½ hour window". Board member Woerner would like to see the data visually depicting how many trips are late, rather than a percentage. He asked what additional mitigation is in place for late pickups. Juana Lopez of MTM responded by saying that they have a supervisor vehicle on site that they can use to go pick the client up quickly. She also said there two on call drivers available that can also provide pickups. A driver from MTM spoke of his experiences driving for the company. He attributes the problems he's experiencing to overbooking the rides. The Board asked that MTM address the problems with communications and scheduling and that staff provide a plan showing how the contractor will rectify problems by the next meeting.

9. Rapid Ridership Plan

The Rapid is in danger of losing Regional Measure 2 (RM2) funding if productivity targets are not met. Staff provided a 3- step plan to increase the productivity of the Rapid. Staff is interested in analyzing the impacts of short turning the Rapid mid-day between the Livermore Transit Center and the Lawrence Livermore Lab. Service in this area would continue to be provided by Route 10 at half hour frequency. Staff has contacted the Federal Transit Administration (FTA) for clarification as to whether this creates a programmatic change. Depending on FTA feedback and the results of the analysis of short turning, staff may bring back a proposal to the Board for approval for the winter service changes. Staff expects to improve ridership with targeted campaigns and employer outreach along the Rapid route with specific marketing materials highlighting the Rapid as an alternative to driving. For the August 2014 service, changes to the Rapid schedule have been adjusted to better connect with eastbound BART trains. Board discussion included requests that staff: 1) analyze the stops on the Rapid line with an eye toward reducing the number of bus stops, 2) provide information on SB1339 legislation regarding transit benefits to employers that might be confused by the Bill, and 3) consider how the Rapid can serve more park and ride lots. Supervisor Haggerty also noted that the current alignment of the Rapid was not what was originally planned, and that is likely contributing to the productivity problems. Staff will analyze the stops and bring findings to the next Board meeting.

10. Approve Change in the Professional Services Agreement with Kathleen Kelly Consulting

The Board approved increasing the contract with Kathleen Kelly Consulting for a sum not to exceed \$60,000. Resolution 21-2014.

Approved: Sbranti/Thorne

Aye votes: Biddle, Turner, Haggerty, Woerner, Thorne, Sbranti, Brown

No votes: None

11. LAVTA Annual Organizational Review

The Board of Directors approved the organization chart and Resolution 19-2014 changing the rates of salary bands for LAVTA employees.

Approved: Biddle/Sbranti

Aye votes: Biddle, Turner, Haggerty, Woerner, Thorne, Sbranti, Brown

No votes: None

12. Matters Initiated by the Board of Directors

None.

13. Executive Directors Report

Kathleen Kelly, Interim Executive Director, referred to the Clipper Implementation topic on her report, stating that Clipper will begin installing hardware on our buses in August 2014, and the projected go-live date for Clipper is September 30, 2015. LAVTA is one of four operators that will be grouped and treated as one operator. These four agencies will need to reach an agreement on business rules for Clipper by early fall 2014. She gave an update on the Executive Director recruitment efforts saying the brochure will be going out this week. Interviews can begin in early August. The Board and staff discussed the timing of the interview process.

Ms. Kelly also noted that a report on LAVTA's 10 year financial projections will be coming to the Board in the fall. Finally, she informed the Board that LAVTA provided additional service to downtown Livermore for the 4th of July fireworks display. Board member Brown appreciates the follow up that staff is providing on complaints. She also said that she attended LAVTA's barbeque and had the opportunity to meet the new General Manager for MV Transportation, Gregg Eisenberg. Chair Haggerty asked Kathleen to provide an organizational assessment to the Board during her term.

14. Next Meeting Date is Scheduled for: August 4, 2014

The August 2014 meeting of the Board of Directors has been canceled per agenda item 5E above. The next Board of Directors meeting is scheduled for September 8, 2014.

15. Adjournment

Meeting adjourned at 5:31pm.