

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

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE WHOLE

COMMITTEE MEMBERS

DAVID HAUBERT – CHAIR
KARLA BROWN

JEAN JOSEY – VICE CHAIR
EVAN BRANNING

DATE: Monday, September 23, 2024

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

TIME: 4:00p.m.

TELECONFERENCE LOCATIONS

Scott Haggerty Heritage House
4501 Pleasanton Avenue
Pleasanton CA. 94566

Agenda Questions: Please call the Front Desk at (925) 455-7555 or send an email to frontdesk@lavta.org

Documents received after publication of the Agenda and considered by the Projects and Services 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.

MEETING PROCEDURE

This Projects and Service Committee meeting will be conducted in person and on the web-video communication platform, Zoom. In order to view and/or participate in this meeting remotely, members of the public will need to download Zoom from its website, www.zoom.us.

We encourage members of the public to access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment. It is recommended that anyone wishing to participate in the meeting remotely complete the download process before the start of the meeting.

Public comments will also be accepted via email until 1:00 p.m. on Monday, September 23, 2024 at frontdesk@lavta.org. Please include “Public Comment – 9/23/2024” 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.

There will be zero tolerance for any person addressing the 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/85868238171>

Passcode: PS1362Mtg

- To supplement a PC, Mac, tablet or device without audio, please also join by phone:

Dial: 1 (669) 900-6833

Webinar ID: 858 6823 8171

Passcode: 622062

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.

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- For audio access to the meeting by telephone, use the dial-in information below:

Dial: 1 (669) 900-6833

Webinar ID: 858 6823 8171

Passcode: 622062

*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 dial *6 to unmute 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 Monday, September 23, 2024 to frontdesk@lavta.org. Please include “Public Comment – 9/23/2024” 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

- 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 August 26, 2024 Meeting of the P&S Committee.

Recommendation: Approval

5. Strategic Plan Update

Recommendation: None – information only

6. Capital Projects Update

Recommendation: None – information only

7. Preview of Upcoming P&S Committee Agenda Items

8. Matters Initiated by Committee Members

9. Next Meeting Date is Scheduled for: October 28, 2024

10. 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 Forsyth

9/18/2024

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

MINUTES OF THE AUGUST 26, 2024
LAVTA PROJECTS AND SERVICES COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Chair David Haubert called the meeting to order at 4:00pm

2. Roll Call of Members

Members Present

Jean Josey, City of Dublin
Evan Branning, City of Livermore
David Haubert, Alameda County
Karla Brown, City of Pleasanton

3. Meeting Open to Public

No comments received.

4. Minutes of the June 24, 2024 Meeting of the P&S Committee.

Motion: Josey/Branning
Aye: Josey, Branning, Haubert
No: None
Abstain: Brown
Absent: None

5. Cloud-Based Transit Signal Priority Project Award of On-Call Task Order # 3 for Project Design and Engineering

Staff provided an overview of the Transit Signal Priority (TSP) Upgrade and Expansion Project. The Committee is requested to approve Task Order #3 to Kimley Horn and Associates for design services for LAVTA's TSP Upgrade and Expansion project. Staff provided background information to the Committee, including the definition of TSP as well as information on the current TSP system. The budget for Task Order #3 is \$352,640 with a standard 10% contingency for a total budget of \$387,904. The budget for the design services is 100% funded by RM2 funds which was approved by MTC in July.

The item was discussed by the Projects and Services Committee and staff.

Director Josey asked staff to confirm whether these RM2 funds are being repurposed from the Shared Autonomous Vehicle (SAV) program. Staff confirmed that the TSP Upgrade and Expansion Project is funded through funds formerly supporting the SAV program.

Director Branning thanked staff for their expediency in getting approval to redirect the funds towards TSP.

The Projects and Services Committee forwarded a recommendation to the Board of Directors to approve Resolution 24-2024, authorizing the Executive Director to execute Task Order #3 with Kimley Horn and Associates for design, engineering, project management and coordination services for the Cloud-Based Transit Signal Priority Upgrade Project, for a not-to-exceed amount of \$352,640, with a contingency amount of \$35,264 (10%) to be utilized at the discretion of the Executive Director.

Motion: Brown/Branning

Aye: Josey, Branning, Haubert, Brown

No: None

Abstain: None

Absent: None

6. August 2024 Service Change Update

Staff provided an update of the August service change to the Committee. This included a summary of schedule changes on local, express and Rapid (mainline) routes to align with the new BART schedule that took effect on August 10, 2024. Staff reported on Route 201 that began servicing the newly opened Emerald High School in Dublin and school tripper ridership levels the first few weeks of school. Staff reported that overflow buses were used for routes with heavy passenger loads. Staff anticipates that demand will normalize after the Try Transit campaign ends in early September.

The item was discussed by the Projects and Services Committee and staff.

The Committee provided feedback on the 10R detour around the Meadowlark Dairy in Pleasanton.

This was informational only on the August Service Change.

7. Preview of Upcoming P&S Committee Agenda Items

8. Matters Initiated by Committee Members

Chair Evan Branning requested an update on the Wheels in Motion network redesign. Staff responded that a six-month report will come to the Projects and Services Committee at their November meeting.

9. Next Meeting Date is Scheduled for: September 23, 2024

10. Adjourn

Meeting adjourned at 4:39pm

STAFF REPORT

SUBJECT: Strategic Plan Update
FROM: Christy Wegener, Executive Director
DATE: September 23, 2024

Action Requested

This is an informational update, and no action is requested at this time.

Background

LAVTA’s last Strategic Plan was completed in 2006 and updated again in 2011. Given that so much has changed, it is important that a new Strategic Plan (Plan) be developed that updates the Agency’s mission and vision, and prioritizes recommendations to address the agency’s goals and objectives, services, operations, technology, capital improvements, funding strategies, organizational structure, and related policy issues. The strategic plan development process allows an opportunity to work closely with agency leadership and the Board of Directors, while also engaging the staff and stakeholders to gain input and commitment to the agency’s future and build excitement about next steps. It will serve as the north star to clarify projects and priorities, as well as ensure the Authority remains in a healthy place both fiscally and organizationally.

This informational update will include more information about strategic plan process, as well as the project scope of work and timeline.

Discussion

In August, after issuing a mini-RFP in June, staff executed a contract with CHS Consulting Group for the LAVTA Strategic Plan update. CHS Consulting group partnered with three former transit/transportation executives on the proposal (Kathleen Kelly, Carmen Clark, and William Lieberman). This same group recently completed an update to the AC Transit Strategic Plan.

The Plan will incorporate a process that includes an equity, diversity, and inclusion lens; thoughtfully engages stakeholders so that the resulting Plan has the buy-in of staff, the Board, and our partners; carefully considers the Tri-Valley community needs; recognizes the ever-changing mobility landscape; addresses funding, organizational and capacity constraints, risks and needs that are important to address in order to accomplish goals.

The Strategic Plan will address internal and external factors influencing the use, effectiveness and cost of public transit, including impacts from the Covid-19 pandemic, return to office/commuting patterns, land-uses and development patterns, transition to zero-emissions

technology, workforce recruitment and retention, worsening travel speeds, funding uncertainties, and connected/autonomous technology. The Plan shall be informed by relevant adopted plans including the 2024 Long Range Transit Plan, 2022 Short Range Transit Plan, 2021 Innovative Clean Transit/Zero Emission Bus Conversion Plan, and the 2021 Tri-Valley Hub Network Integration Study.

The Plan will focus on development of short-range strategies and actions (within a 3-year window) with consideration for longer-term objectives (5-10 years).

The Scope of Work specifics a number of tasks including:

- **Development and Execution of a Stakeholder Engagement Plan.** This task encompasses interviews and workshops with key stakeholders including the LAVTA Board and executive team. Additional external stakeholders interviews and a workshop may also be included. **Timing:** interviews to occur in October followed by a workshop in November. Additional external stakeholder interviews, if moving forward, will occur in January followed by a workshop in February.
- **Organizational Assessment:** This task includes a comprehensive assessment of LAVTA’s organizational structure, policies and operational frameworks. In light of the updated goals and priorities, is the org chart structured appropriately. A SWOT (strengths, weaknesses, opportunities, threats) analysis will be conducted to identify issues. **Timing:** Review of policies, procedures will begin in October. The draft Organizational Assessment will be developed in January.
- **Development of the Strategic Plan:** Leveraging information from the two previous tasks, the CHS team will develop a strategic plan document that updates the agency’s mission, vision, goal, objectives and priority statements. **Timing:** This work will begin in February; the final strategic plan will be delivered to LAVTA by the end of April.
- **Development of an Implementation Plan:** The implementation plan will guide the execution of the Strategic Plan and will include timelines and priorities for implementation, as well as define KPIs for success. This will also identify the responsible executive/party for the priorities/projects, as well as outline any next steps or area of further study. **Timing:** The implementation plan will begin in early April and will be completed mid-May.

Fiscal Impact

There is no fiscal impact associated with this item.

Recommendation

None- Information only

STAFF REPORT

SUBJECT: Capital Projects Update
FROM: David Massa, Capital Projects Manager
DATE: September 23, 2024

Action Requested

This is an informational update, and no action is requested at this time.

Background

LAVTA staff are working on a variety of capital projects and would like to provide a status update to the Projects and Services Committee.

Discussion

Atlantis Hydrogen Fueling Station: At the July Board meeting, staff were authorized to execute Task Order #4 with CTE for project management and technical consulting services for the Atlantis Hydrogen Fueling Station Construction and Hydrogen Fuel Cell Bus Deployment project. Since then, on July 9, a kickoff meeting was held on August 15, followed by a project status meeting on September 12. In these meetings, staff were introduced to our project team, discussed future meeting logistics, and outlined the next steps for the project. The first step is a site visit, followed closely by surveys of the longest routes and those with the steepest grades to better calculate hydrogen requirements/demand. Staff are currently awaiting a project schedule from CTE, which is expected to be delivered within the next two weeks.

Rutan Facility Maintenance Bay Hydrogen Retrofit: This project will retrofit two bays at the Rutan facility maintenance shop for use with the hydrogen fuel cell electric buses. The upgrades include hydrogen detection and alarms, and enhanced ventilation. In June an IFB for the retrofit project was issued which closed on 9/6. Three bids were received; the Board will consider contract award at their October meeting.

Tri-Valley Passenger Facilities Enhancement Project: At the July Board meeting, staff were authorized to execute Task Order #2 with Kimley-Horn for project design and engineering services for the Tri-Valley Passenger Facilities Enhancement Project. Staff have affectionately named this project “The Three” because it involves passenger facing improvements for the East Dublin BART station, Las Positas College, and the LLNL transit stops. Upgrades to enhance the transit experience will include updated shelters/canopies, enhanced lighting, modern real-time wayfinding signs, benches, trash cans, and bicycle racks. Next steps include site surveying and 30% design.

Livermore Transit Center Improvements: The scope of the improvements at the Livermore Transit Center project are subdivided into three smaller projects.

- The first project includes fully repainting the passenger canopy at the Transit Center and Signature bus stop on Railroad Ave. The Invitation for Bids (IFB) for this project will be issued on September 23 and is expected to close on October 25. Assuming no complications, the Notice to Proceed (NTP) should be issued on November 1, 2024, with an anticipated project completion within 60 days. Pictures of the canopy and Signature Stop are below.



- The second project improves the lighting in Railroad Court between the Livermore Transit Center and the Signature stop. This pedestrian path is used by passengers transferring from any route that terminates at the Transit Center to route 30R bus stops which are located on Railroad Ave. Currently, the entire area is lit by a single streetlight, making it extremely dark at night. LAVTA staff are collaborating with city staff and their contractors to develop an acceptable lighting plan for the area. Once the plan is finalized, the agency will initiate an IFB for construction and establishing an MOU with the city for project management, leveraging their expertise in handling large municipal projects.

- The third project includes upgrades to two monument signs at the Transit Center. Task order #4 was issued to Kimley-Horn on September 4 for professional services related to the design and engineering of the removal of existing signs, design, production and installation of the new signs. On September 16, the kickoff meeting was held, where staff were introduced to the project team, the project vision was discussed, and initial tasks were established. The team will review our as-built plans, consult with the city, and develop preliminary designs.



Cloud Based TSP Upgrade: At the September Board Meeting, staff were authorized to execute Task Order #3 with Kimley-Horn for design, engineering, project management, and coordination services for the Cloud-Based Transit Signal Priority (TSP) Project. This project aims to implement modern, cloud-based TSP for LAVTA and expand the necessary hardware implementation to the entire LAVTA bus fleet in anticipation of future needs. Staff have scheduled a kickoff meeting for the last week in September.

Fiscal Impact

There is no fiscal impact associated with this item.

Recommendation

None – Information Only

LAVTA COMMITTEE ITEMS - October 2024 - February 2025

Projects & Services Committee

	Action	Info
October		
Minutes	X	
Service to DHS and EHS - Final Recommendation		X
November		
Minutes	X	
Fixed Route Ridership Report		X
FY25 Bus Purchase		X
2025 Marketing Plan		X
December		
Minutes	X	
*Typically December committee meetings are cancelled		
January		
Minutes	X	
February		
Minutes	X	
Quarterly Fixed Route Ridership Report		X
Draft Title VI Plan		X