



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

Chair

*Bobby Lee, At-Large
Residential Member*

Treasurer

*Geoffrey Sears
Wareham
Development*

Secretary

*Andrew Allen
At-Large Business
Member*

Vice Chair:

*Peter Schreiber
Pixar*

Directors

*Colin Osborne
At-Large Business
Member*

*Andrea Kirkpatrick
Oxford Properties*

*Ally Fitzmaurice
Bay Center Investors, LLC*

*Laurie Berberich
SPU 2100 Powell LP.*

*Calvin Jordan,
At-Large Residential
Member*

*David Palomo,
Bay Street/CenterCal*

AGENDA

Board of Directors Meeting

December 17, 2024 @ 11:00 AM

1333 Park Avenue, Council Chambers, Emeryville, CA 94608

Hybrid Zoom [Link](#): Meeting ID: 847 9813 7450 - Passcode: 862653

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the November 19, 2024 Board of Directors Meeting (Page 2)
4. Executive Directors Report
 - A. Operations Report (Page 4)
 - B. Updated Shuttle Operations and Maintenance RFP Timeline (Page 16)
5. Business Items
 - A. Review and Consider Approval of Amendment 2 to extend the fueling agreement with AC Transit through December 31, 2025 (Page 17)
 - B. Review and Consider Approval of Amendment 8 to extend the Shuttle Operations Agreement with MV Transportation, Inc. through December 31, 2025 (Page 19)
 - C. Review and Consider Approval of Amendment 4 to the Transportation Agreement with Quarterra to extend the term of service for the Emery Express shuttle through December 31, 2025 (Page 30)
 - D. Review and Consider Approval of Amendment 1 to the Transportation Agreement with West Berkeley Shuttle LLC to extend the term of service for the West Berkeley Shuttle through December 31, 2025 (Page 33)
 - E. Update on the 2025-2035 Strategic Plan and Autonomous Vehicle Discussion with Mayor Mourra
6. Confirm date of Next Meeting – January 21, 2025
7. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

November 19, 2024

LOCATION: 1333 PARK AVENUE, GARDEN ROOM

EMERYVILLE, CA 94608

Hybrid Zoom Link: Meeting ID: 847 9813 7450

Passcode: 862653

Directors Present: *Bobby Lee, Chair*
 Peter Schreiber, Vice Chair
 Geoffrey Sears, Treasurer
 Colin Osborne, Director
 Andrea Kirkpatrick, Director
 Laurie Berberich, Director
 David Palomo, Director
 Ally Fitzmaurice, Director

Others Present: *Pedro Jimenez, Assistant City Manager*
 Daniel Oliver, ALTRANS
 Andrew Ridley, ALTRANS
 Janet Shipp, ALTRANS

1. Call to Order
 Bobby Lee called the Board of Director's meeting to order at 11:05am

2. Public Comment
 No comments

3. Approval of the Minutes of the October 15, 2024 Board of Directors Meeting
 Bobby Lee motioned for approval of the Minutes of the October 15, 2024 Board of Directors Meeting.

This item was approved by a unanimous vote.

Yes: 8

No: 0

Abstain: 0

4. Executive Directors Report
 - A. Operations Report
 Daniel reviewed the Operations report. Daniel highlighted the on-time performance. On October 5 there was a fairly significant drop in on-time performance. Daniel looked at the data and didn't see any anomalies. There was most likely an increase in traffic that day.

 - B. 2025 Calendar of Actions Overview

Daniel highlighted the Shuttle Operations and Maintenance RFP timeline. The recommendation is to request RFP's in 2025, specifically for 2026 service. The RFP plan development would start in February and in April we would appoint a subcommittee from the Board who would be responsible for reviewing the applications from vendors and amending the RFP as per discussion. The subcommittee would interview the vendors and make their recommendation to the Board. The recommendation would go to the Board on August 19th for actual approval.

Geoff felt there would need to be more time given in the calendar for discussion before a decision could be made. Daniel moved everything back in the calendar a month to allow more time for review and discussion. The RFP will be issued in May. Daniel will revise the calendar for the next Board meeting.

Daniel mentioned that at the last Board meeting it had been approved to cancel the contract with Comcast and move our phone system over to Ring Central. It was found that Ring Central cannot actually receive the phone number. We are going to look for other vendors such as Phone.com.

5. Business Items

A. 3rd Quarter Financial Report

Daniel highlighted the miscellaneous revenue interest in investments on the financial report. At the moment, the approved interest to date only shows \$6,888.00 from the reports from John Tounger. This is based on the maturities of the CD's and we have had 2 additional CD maturities, so this number should be \$50,000 more. With to Board approval, we did invest these funds into other CD's. The other highlight Daniel reviewed was the EGR Communications that was for the 208% of the quarterly budget approved. This is due largely to the APC implementation pilot.

B. Review and Consider Approval to reinvest matured CD Funds

Daniel reviewed the CD Funds. It was recommended to reinvest in a 10-month CD. Bobby asked Daniel to see if he could look further to find a higher rate. Bobby motioned for conditional approval to reinvest matured CD Funds in a 10-month CD, unless a higher interest rate is found. Daniel will look for potentially higher interest rates and if Daniel finds one, he will bring it to the Board for approval. David Palomo seconded the motion.

Yes: 8

No: 0

Abstain: 0

C. Review of the Draft 2025-2035 Strategic Plan

Andrew Ridley reviewed the Draft 2025-2035 Strategic Plan with the Board.

6. Confirm Date of Next Meeting

The meeting date was confirmed for December 17, 2024 @ 11am

7. Adjournment

The meeting adjourned at approx. 12:30pm



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION



Emery Go-Round

Monthly Operations Report
November 2024

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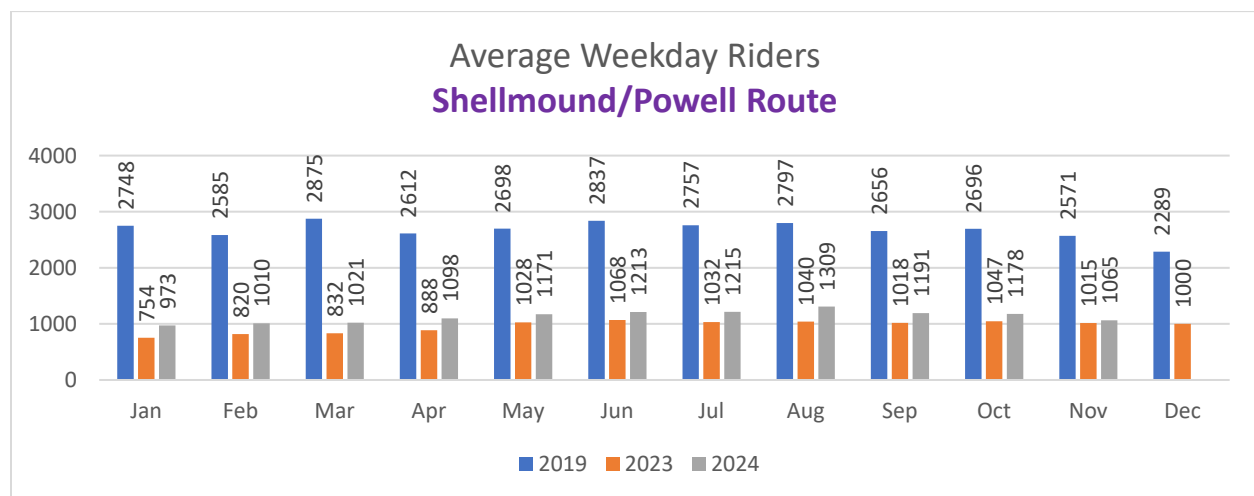
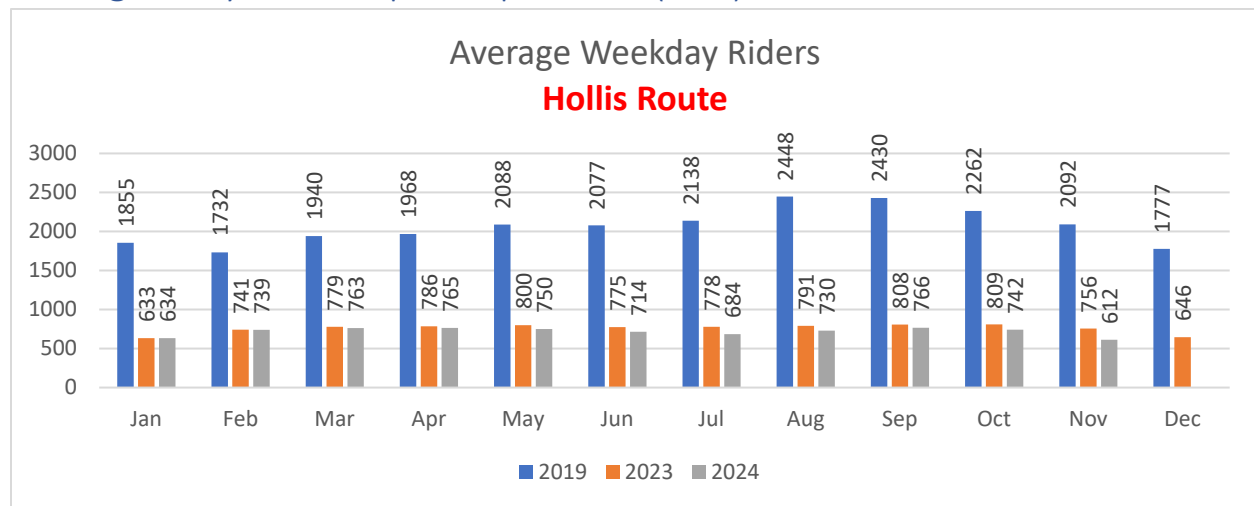
WEEKDAY RIDERSHIP													
2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Weekday Ridership	35,354	34,974	37,472	40,965	42,266	38,524	41,770	44,851	39,133	44,148	33,552		433,009
# of Operating Days	22	20	21	22	22	20	22	22	20	23	20		234
Average Daily Ridership	1607	1749	1784	1862	1921	1926	1899	2039	1957	1919	1678		1,850
% Increase/Decrease from Prior Month	-2%	9%	2%	4%	3%	0%	-1%	7%	-4%	-2%	-13%		
% Increase/Decrease from Prior Year	16%	12%	11%	11%	5%	5%	2%	9%	7%	3%	-5%		
% of Pre COVID Baseline	35%	41%	37%	41%	40%	39%	39%	39%	38%	39%	36%		
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	101,269	82,033	101,123	100,741	105,288	98,279	107,689	115,375	101,706	114,041	93,248	85,381	1,206,173
# of Operating Days	22	19	21	22	22	20	22	22	20	23	20	21	254
Average Daily Ridership	4603	4318	4815	4579	4786	4914	4895	5244	5085	4958	4662	4066	4,749
WEEKEND RIDERSHIP													
2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Weekend Ridership	5032	5568	6728	5780	5862	7206	5991	7765	7236	6265	6619		70,052
# of Operating Days	8	8	9	8	8	10	8	9	9	8	9		94
Average Daily Ridership	629	696	748	723	733	721	749	863	804	783	735		745
% Increase/Decrease from Prior Month	-15%	11%	7%	-3%	1%	-2%	4%	15%	-7%	-3%	-6%		
% Increase/Decrease from Prior Year	20%	28%	23%	7%	7%	7%	6%	18%	12%	4%	0%		
% of Pre COVID Baseline	89%	69%	82%	82%	81%	69%	71%	69%	54%	68%	68%		
COMBINED RIDERSHIP													
2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Ridership	40,386	40,542	44,200	46,745	48,128	45,730	47,761	52,616	46,369	50,413	40,171	-	503,061
# of Operating Days	30	28	30	30	30	30	30	31	29	31	29	-	328
Total Service Hours	2,781	2,556	2,713	2,781	2,781	2,634	2,781	2,826	2,589	2,893	2,601		29,935
Average Daily Ridership (Weighted)	1,516	1,642	1,673	1,756	1,811	1,777	1,792	1,917	1,827	1,818	1,572		1,534
Passengers Per Service Hour (Pax/SH)	15	16	16	17	17	17	17	19	18	17	15		17
Operations Cost	\$ 232,512.72	\$ 216,620.43	\$ 226,964.35	\$ 231,942.63	\$ 232,403.25	\$ 221,572.59	\$ 231,900.33	\$ 235,684.09	\$ 219,918.03	\$ 239,917.63	\$ 221,512.32		\$ 2,510,948.37
Cost Per Passenger Trip	\$ 5.76	\$ 5.34	\$ 5.13	\$ 4.96	\$ 4.83	\$ 4.85	\$ 4.86	\$ 4.48	\$ 4.74	\$ 4.76	\$ 5.51		\$ 4.99
% Increase/Decrease from Prior Month	5%	8%	2%	5%	3%	-2%	1%	7%	-5%	-0.5%	-14%		
% Increase/Decrease from Prior Year	16%	13%	10%	13%	5%	2%	5%	9%	7%	4%	-6%		
% of Pre COVID Baseline (Total Ridership)	43%	49%	47%	49%	48%	49%	46%	47%	45%	46%	44%		47%
% of Pre COVID Baseline (Pax/SH)	57%	64%	60%	65%	64%	62%	62%	62%	61%	61%	58%		61%
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	106,950	90,145	110,233	107,796	112,518	108,672	116,091	126,606	113,669	123,194	103,022	93,578	1,312,474
# of Operating Days	30	27	31	30	30	30	30	31	28	31	29	30	357
Total Service Hours	4169	3642	4071	4136	4169	3895	4164	4211	3850	4342	3856	3864	48369
Average Daily Ridership	3,565	3,339	3,556	3,593	3,751	3,622	3,870	4,084	4,060	3,974	3,552	3,119	3,676
Passengers Per Service Hour (Pax/SH)	26	25	27	26	27	28	28	30	30	28	27	24	27
Cost Per Passenger Trip	\$ 1.79	\$ 1.91	\$ 1.69	\$ 1.71	\$ 1.69	\$ 1.66	\$ 1.65	\$ 1.54	\$ 1.59	\$ 1.62	\$ 1.72	\$ 1.87	\$ 1.70

Ridership Summary

In November 2024, the Emery Go-Round ridership decreased 14% from the previous month and decreased 6% from the previous year. Total Monthly Ridership is 44% of the 2019 pre-pandemic total ridership baseline and 58% of the 2019 pre-pandemic passenger per service hour baseline.

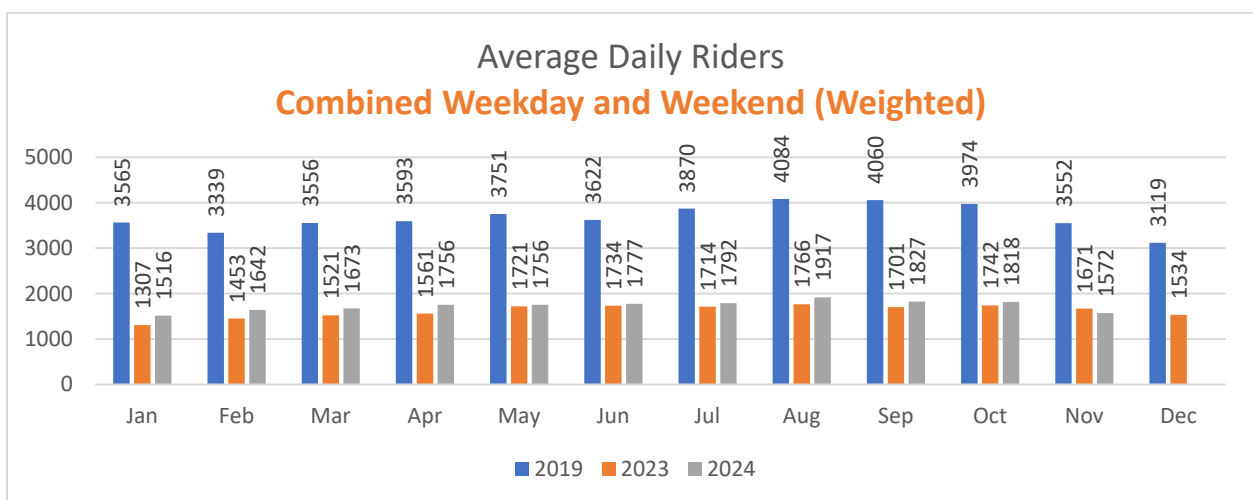
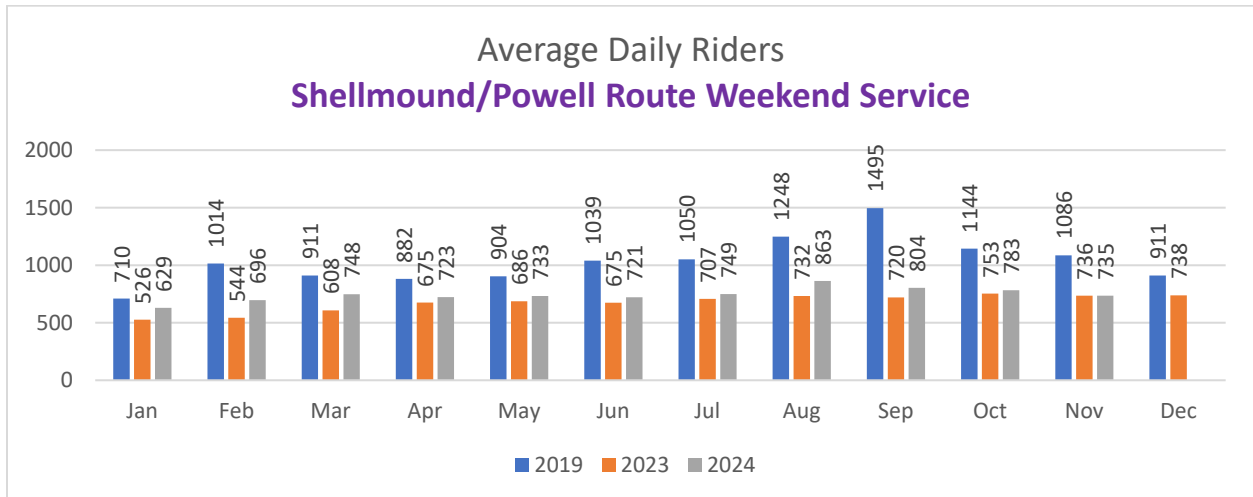
Weekday ridership in November 2024 peaked at 5:00 PM. Saturday ridership peaked at 3:30 PM and Sunday ridership peaked at 2:30 PM

Average Daily Ridership Comparisons (YTD)

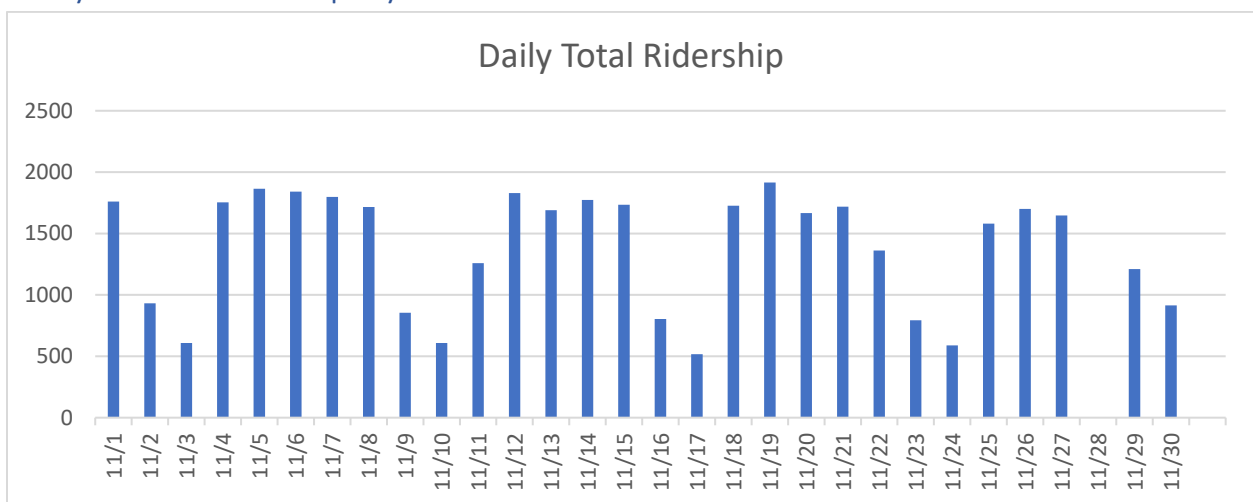


2019 Average Weekday Riders includes Standard and Commute services. Watergate Express is included in 2019 Shellmound/Powell.

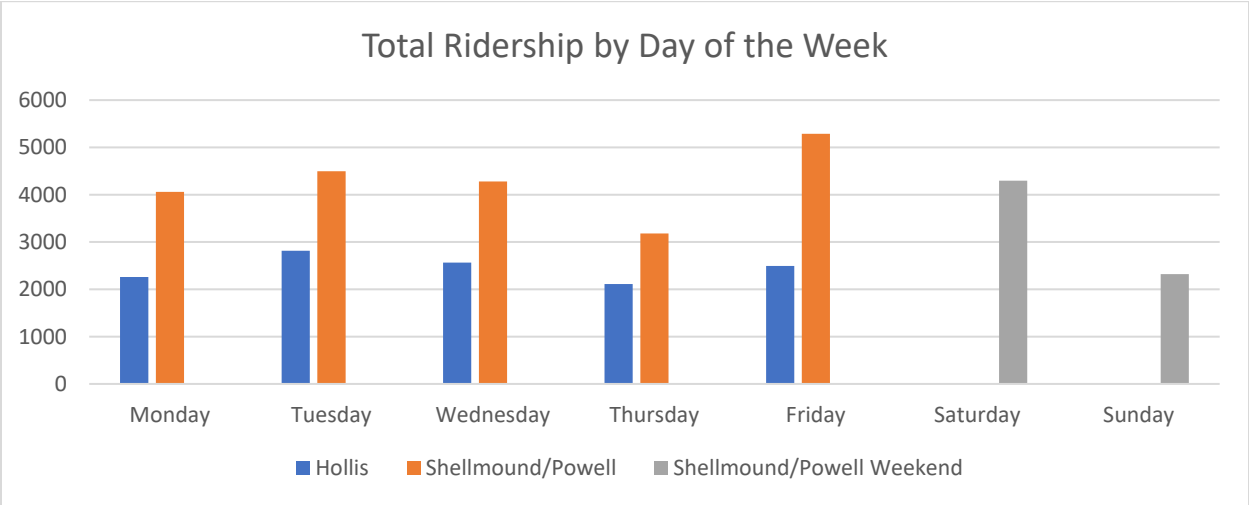
Average Daily Ridership Comparisons (YTD) (cont'd)



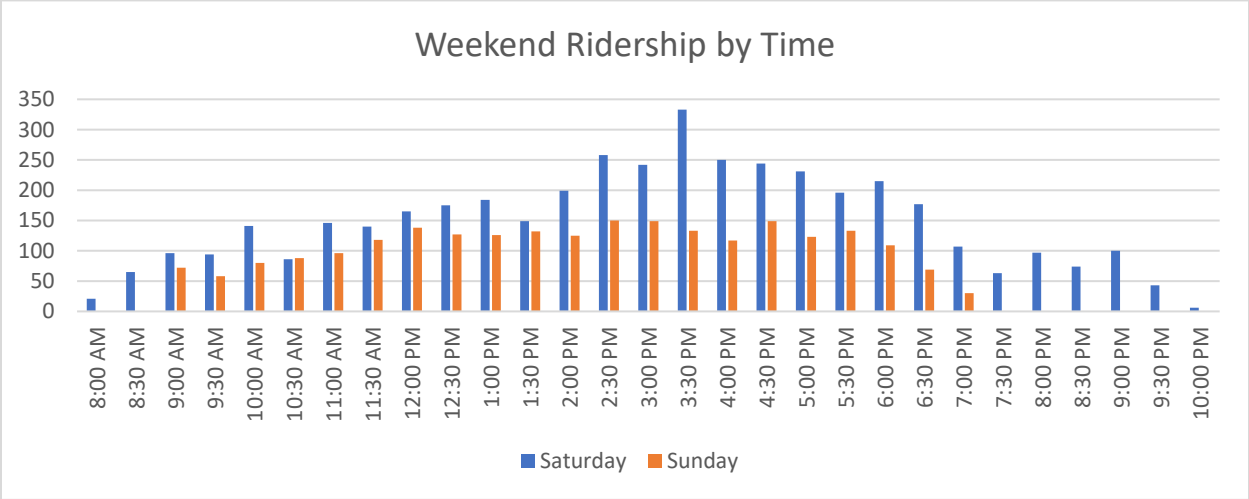
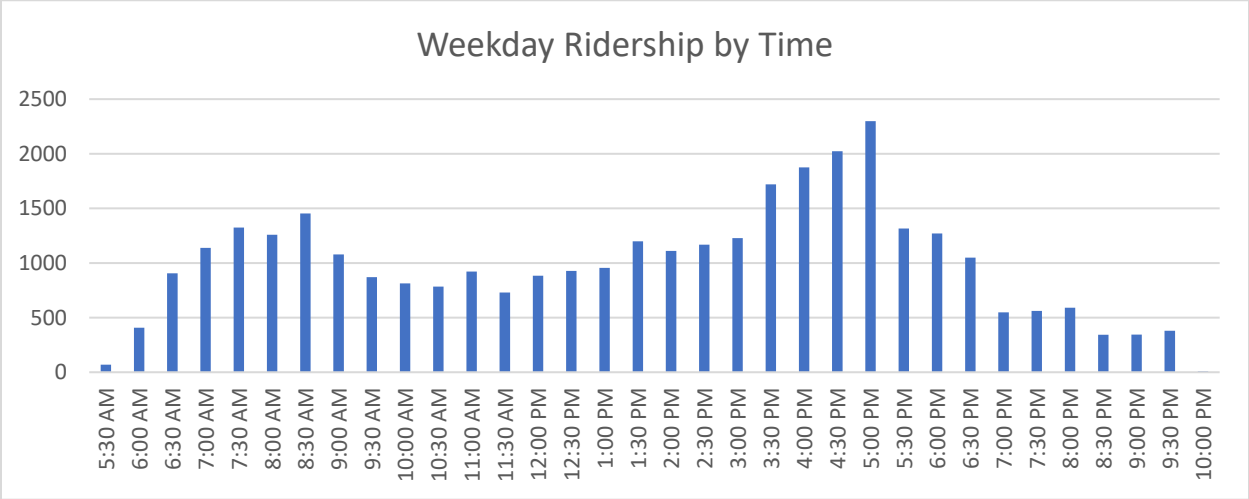
Daily Total Ridership by Date



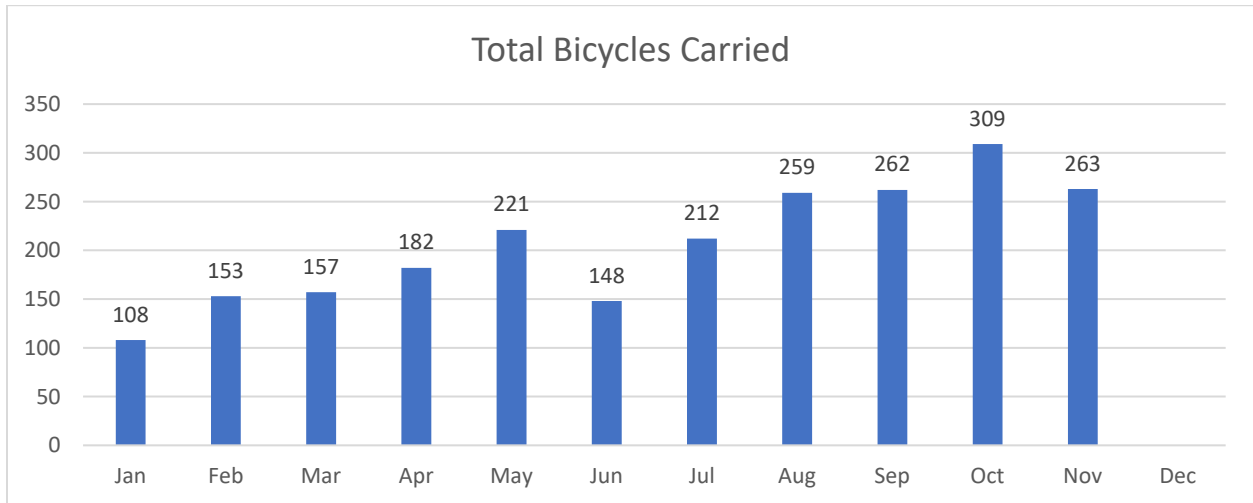
Monthly Total Ridership by Day of the Week



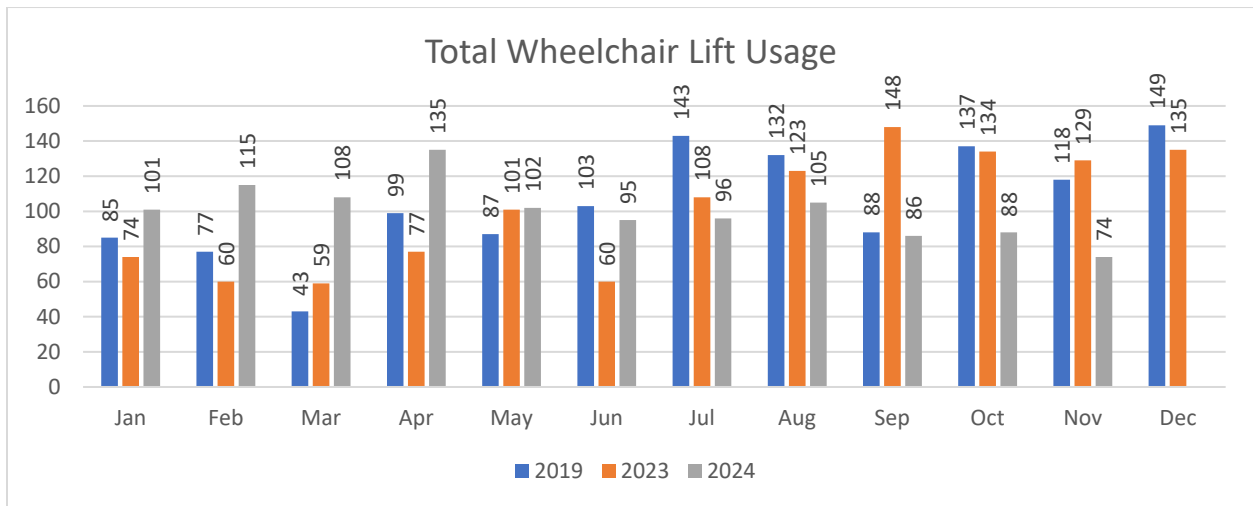
Monthly Total Ridership by Time



Additional Ridership Data



Additional Ridership Data (cont'd)



Monthly Total Use (Boarding & Alighting) by Stop

Hollis Weekday Service

Hollis	Boarding	Alighting	Total Use	% of Total Use
MacArthur BART Station	5077	5027	10104	41.4%
Berkeley Bowl SB	1123	1075	2198	9.0%
Hollis @ 59th NB	1547	133	1680	6.9%
Horton @ 59th (Amtrak) NB	226	1345	1571	6.4%
Park Ave @ San Pablo (IHOP) WB	602	793	1395	5.7%
Hollis @ 65th SB	882	214	1096	4.5%
Hollis @ 65th NB	101	659	760	3.1%
Hollis @ 63rd SB	678	50	728	3.0%
Hollis @ 53rd SB	616	103	719	2.9%
Emery St @ 40th EB	236	392	628	2.6%
Park Ave @ Pixar EB	413	175	588	2.4%
Hollis @ 59th SB	129	445	574	2.4%
Hollis @ 53rd NB	159	405	564	2.3%
Stanford Ave @ Horton WB	20	446	466	1.9%
Park Ave @ Pixar WB	109	335	444	1.8%
Hollis @ 64th NB	15	331	346	1.4%
Hollis @ 45th SB	193	114	307	1.3%
Hollis @ 45th NB	121	123	244	1.0%
Total	12247	12165	24412	100.0%

Monthly Total Use (Boarding & Alighting) by Stop (cont'd)

Shellmound/Powell Weekday Service

Shellmound/Powell Weekday	Boarding	Alighting	Total Use	% of Total Use
MacArthur BART Station	6460	8608	15068	35.5%
Christie @ Trader Joe's SB	2100	564	2664	6.3%
40th @ San Pablo WB	1521	980	2501	5.9%
40th @ San Pablo EB	1364	802	2166	5.1%
Shellmound @ Bay St (IKEA) NB	230	1720	1950	4.6%
Shellmound @ Marriott SB	1765	173	1938	4.6%
Shellmound @ Christie NB	444	1368	1812	4.3%
Powell @ Police/Fire Station EB	1416	328	1744	4.1%
40th @ Horton EB	1028	520	1548	3.6%
40th @ Horton WB	588	948	1536	3.6%
40th @ Hollis WB	654	411	1065	2.5%
Shellmound @ Public Market NB	372	668	1040	2.4%
Powell @ Watergate Market WB	221	759	980	2.3%
40th @ Emery WB	571	347	918	2.2%
40th @ Emery EB	313	584	897	2.1%
The Towers	387	351	738	1.7%
Christie @ 64th SB	240	474	714	1.7%
65th @ Shellmound	227	484	711	1.7%
40th @ Hollis EB	458	222	680	1.6%
Christie @ Public Market SB	383	275	658	1.5%
Powell @ The Marina	293	226	519	1.2%
Powell @ Hilton Garden Inn WB	115	129	244	0.6%
Christie @ FedEx SB	90	145	235	0.6%
Christie @ 65th SB	65	64	129	0.3%
Total	21305	21150	42455	100.0%

Monthly Total Use (Boarding & Alighting) by Stop (cont'd)

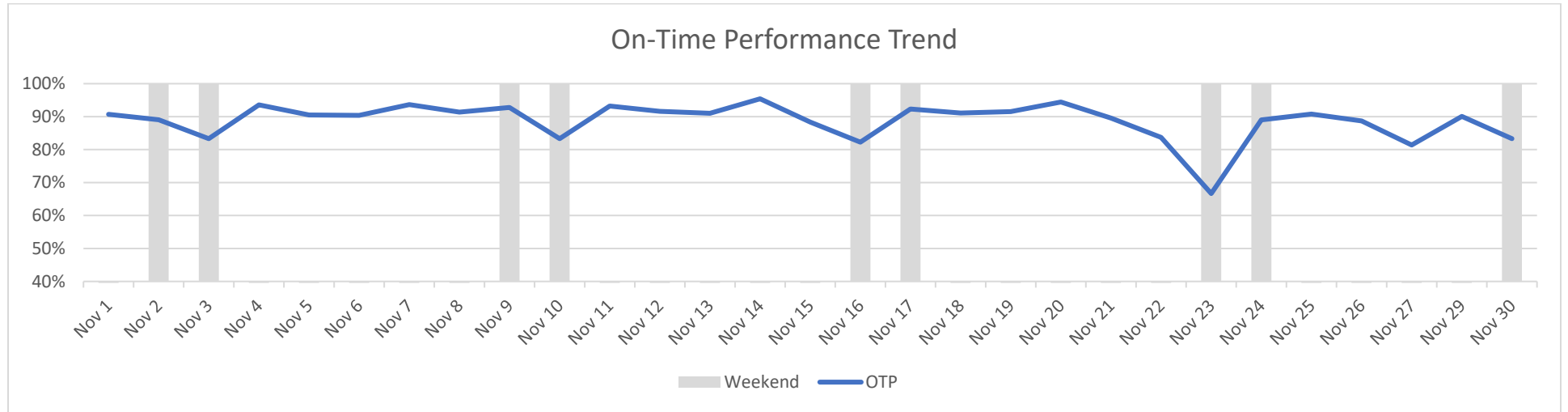
Shellmound/Powell Weekend Service

Shellmound/Powell Weekend	Boarding	Alighting	Total Use	% of Total Use
MacArthur BART Station	1922	2066	3988	30.2%
Christie @ Trader Joe's SB	740	204	944	7.1%
Shellmound @ Bay St (IKEA) NB	61	786	847	6.4%
40th @ San Pablo WB	470	348	818	6.2%
Shellmound @ Marriott SB	710	86	796	6.0%
Shellmound @ Christie NB	209	551	760	5.8%
40th @ San Pablo EB	329	365	694	5.3%
40th @ Horton WB	311	296	607	4.6%
40th @ Horton EB	305	274	579	4.4%
Powell @ Police/Fire Station EB	336	127	463	3.5%
40th @ Hollis WB	216	146	362	2.7%
65th @ Shellmound	121	226	347	2.6%
40th @ Emery EB	76	254	330	2.5%
40th @ Emery WB	191	81	272	2.1%
Powell @ Watergate Market WB	57	208	265	2.0%
Shellmound @ Public Market NB	50	170	220	1.7%
40th @ Hollis EB	125	77	202	1.5%
Powell @ The Marina	106	94	200	1.5%
Christie @ 64th SB	98	81	179	1.4%
Christie @ Public Market SB	77	47	124	0.9%
Powell @ Hilton Garden Inn WB	32	32	64	0.5%
Christie @ FedEx SB	31	27	58	0.4%
The Towers	23	31	54	0.4%
Christie @ 65th SB	23	12	35	0.3%
Total	6619	6589	13208	100.0%

On-Time Performance

On-Time Performance data is gathered from the TripShot app, which provides accurate GPS data for the shuttles and records the arrival and departure times for each of the timepoints along each route.

A shuttle is considered On-Time if it arrives up to 5 minutes after the scheduled time or departs no earlier than 1 minute before the scheduled time.



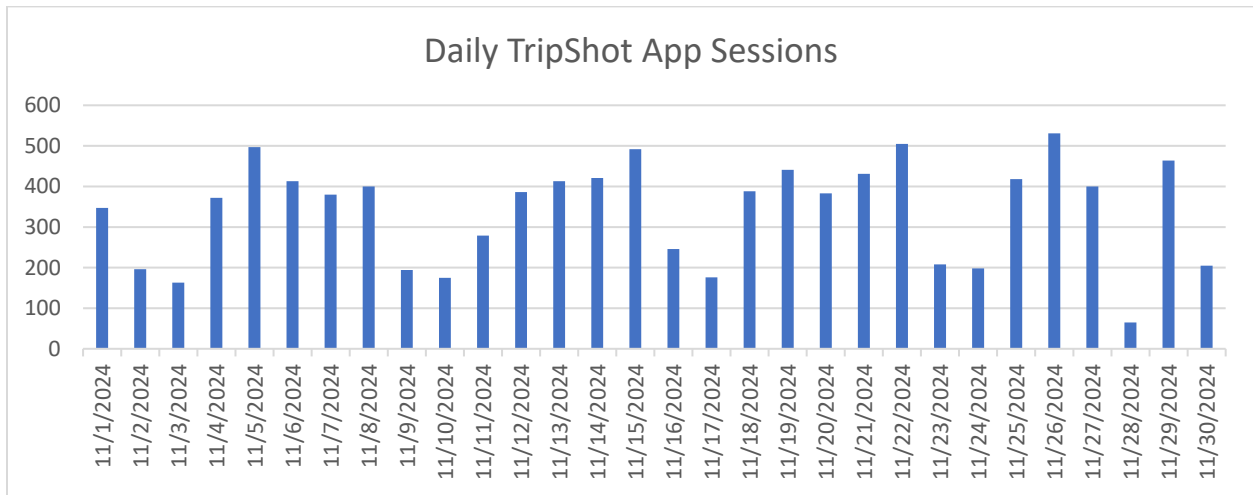
Route	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	29	30	Grand Total
Hollis	95%			94%	91%	91%	94%	93%			95%	91%	95%	97%	94%			92%	94%	95%	93%	87%			92%	92%	87%	98%		93%
Shellmound/Powell	86%			93%	90%	90%	93%	90%			92%	92%	87%	94%	82%			91%	89%	94%	86%	80%			89%	86%	76%	82%		88%
Shellmound/Powell Weekend		89%	83%						93%	83%						82%	92%						67%	89%					83%	85%
Grand Total	91%	89%	83%	94%	91%	90%	94%	91%	93%	83%	93%	92%	91%	95%	88%	82%	92%	91%	92%	94%	90%	84%	67%	89%	91%	89%	81%	90%	83%	89%

TripShot

Utilization

The TripShot app does not require users to create accounts and the only data that is gathered is the IP address of the device, which changes based on the networks or cell towers that the device connects to. Because of this, it is not possible to track the number of TripShot app users, however, it is possible to track the number of app “sessions.” While this does not allow us to know how many people are using the app, it does tell us how often it is used.

Total Monthly App Sessions: 10,187



Ridership

As the drivers continue to learn this new TripShot system, they are tracking ridership both in TripShot as well as through manual tallies. The data derived from TripShot will serve as the primary source of information with the manual tallies serving as a backup/validation.

For the month of November 2024, the total TripShot-reported ridership was 40,171 and the total driver-reported ridership was 39,086, a 2.78% variance.

While this dual-tracking practice continues, the two datasets will regularly be compared to identify areas of improvement as well as drivers who may require additional training.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: December 17, 2024
SUBJECT: Shuttle Operations and Maintenance RFP Timeline – Rev. 12/2024

Shuttle Operations and Maintenance RFP Timeline

Item	Estimated Date
Begin Development of RFP	January 2025
Appoint Shuttle Operations and Maintenance RFP Committee	Tuesday, January 21, 2025
Sub-Committee: Development, Review, and Revision of RFP	January 21, 2025 - March 14, 2025
Board: Update and Discussion on RFP	Tuesday, February 18, 2025
Board: Update and Discussion on RFP	Tuesday, March 18, 2025
Sub-Committee: Final Review of RFP	April 7 - 11, 2025
Board: Review and Consider Approval to issue RFP for Shuttle Operations and Maintenance	Tuesday, April 15, 2025
Issue RFP	Monday, May 5, 2025
Deadline for Questions/Clarifications	Friday, June 6, 2025
Proposal Submission Deadline	Friday, June 27, 2025
Sub-Committee: Proposal Review, Interviews and Recommendation Selection	July 1, 2025 - August 8, 2025
Board: Review of Proposals and Contractor Selection	Tuesday, August 19, 2025
Appeals Process Deadline	Tuesday, September 2, 2025
Board: Review and Consider Approval to enter into agreement with Contractor Selection	Monday, September 8, 2025
Service Start Date	Thursday, January 1, 2026

AMENDMENT NO. 2 TO THE CONTRACT

This Amendment No. 2 to the Contract (“Amendment”) is made and entered into as of December 2024 (“Effective Date”) by and between **ALAMEDA-CONTRA COSTA TRANSIT DISTRICT**, a rapid transit district established pursuant to California Public Utilities Code, Section 24501 et seq., having its principal place of business at 1600 Franklin Street, Oakland, California 94612 (hereinafter, “AC Transit” or the “District”) and **EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION**, having its principal place of business at 3640 Mandela Pkwy, Oakland, CA 94608 (hereinafter, the “Contractor”) to amend the terms of the Contract dated *01 January 2021* (the “Contract”) as specified below.

WHEREAS Contractor and the District entered the Contract for Contractor to provide the District with shuttle services; and

WHEREAS, the Parties have previously modified the Contract to exercise the First Option and extend the Contract Term to *31 December 2024*; and

WHEREAS the Term of the Contract is scheduled to expire on *31 December 2024*, and the Parties desire to extend the agreement until *31 December 2025*,

NOW THEREFORE, in consideration of the faithful performance of the terms, conditions, promises and covenants contained in this Amendment No. 2 to the Contract, and the continuing provisions of the Contract, the parties agree as follows:

1. **Definitions.** Capitalized terms used but not defined herein shall have the meanings ascribed to those terms in the Contract.
 2. **Section 2. Term of Contract.** The Term of this Contract, as amended, shall be extended for an additional period of one (1) year from *01 January 2025* to *31 December 2025*.
 3. **Section 3. Contract.** Except as set forth herein, all other terms of the Contract shall remain in full force and effect, unaltered and unchanged by this Amendment.
 4. **No Oral Modification.** This Amendment may not be changed orally, but only by an agreement in writing executed by the parties hereto.
 5. **Governing Law.** This Amendment shall be governed by, and construed in accordance with, the laws of the State of California.
 6. **Counterparts.** This Amendment may be executed in any number of counterparts, each of which shall be deemed to be one and the same instrument.
-

IN WITNESS WHEREOF, the parties have duly executed this Amendment No. 2 as of the Effective Date.

ALAMEDA-CONTRA COSTA TRANSIT

**EMERYVILLE TRANSPORTATION DISTRICT
MANAGEMENT ASSOCIATION**

Signature

Signature

Date

Date

Michael A. Hursh
General Manager

Title

Approved as to Form and Content:

Signature

Date

Aimee Steele
General Counsel

**AMENDMENT TO SHUTTLE OPERATIONS AND MAINTENANCE AGREEMENT BETWEEN
EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION AND
MV TRANSPORTATION, INC.**

THIS AMENDMENT NO. 8 (“Amendment”) is to the Shuttle Operations and Maintenance Agreement dated February 12th, 2018 between the Emeryville Transportation Management Association, a California non-profit corporation, (“ETMA”), and MV Transportation, Inc. (“Contractor”)

RECITALS

WHEREAS, ETMA retained Contractor for shuttle operation and vehicle maintenance services through December 31st, 2020; and

WHEREAS, ETMA approved Amendment 1 to extend the term of the agreement one (1) month, to January 31st, 2021, while services and pricing for services through December 31st, 2022 were negotiated by both parties; and

WHEREAS, ETMA approved Amendment 2 for a short term extension to the Agreement to June 30th, 2021, while Contractors proposed pricing was further evaluated, and modified the compensation limits per Contractors proposed pricing pages for calendar year 2021 services; and

WHEREAS, ETMA approved Amendment 3 to extend the term of the Agreement to December 31st, 2022 and to modify the compensation limits; and

WHEREAS, ETMA approved Amendment 4 to modify Section 6.ii of the Agreement to increase the Workers Compensation Insurance minimum liability limit to two million dollars (\$2,000,000); and

WHEREAS, ETMA approved Amendment 5 to expand the scope of services for a new shuttle service to West Oakland BART and to establish pricing for the new service funded by Quarterra (formerly Lennar Multi-Family Communities); and

WHEREAS, ETMA approved Amendment 6 to extend the term of the Agreement to December 31st, 2023 and to modify the compensation limits; and

WHEREAS, ETMA approved Amendment 7 to extend the term of the Agreement to December 31st, 2024 and to modify the compensation limits; and

WHEREAS, ETMA wishes to extend the term of the agreement one (1) year through December 31, 2025 and to adopt new pricing for all shuttle services, which is attached as Exhibit A and included herein.

NOW, THEREFORE, BE IT MUTUALLY AGREED that

1. Section 2 of the agreement be modified to extend the term of the agreement through December 31st, 2025; and
2. Exhibit B of the Agreement be replaced in its entirety by Exhibit A to this Amendment No. 8 to reflect 2025 pricing.

**AMENDMENT TO SHUTTLE OPERATIONS AND MAINTENANCE AGREEMENT BETWEEN
EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION AND
MV TRANSPORTATION, INC.**

IN WITNESS WHEREOF, the ETMA approved Amendment No. 8 to the Shuttle Operations and Maintenance Agreement on _____.

EMERYVILLE TRANSPORTATION MANAGEMENT
ASSOCIATION

MV TRANSPORTATION, INC.

BY: _____

BY: _____

NAME: Bobby Lee

NAME: Erin Niewinsky

TITLE: Chair

TITLE: Chief Financial Officer

DATE: _____

DATE: _____

COST FORMS

Form 1.1 - Emery Go-Round Operations Fixed Cost Worksheet

FIXED COSTS - OPERATIONS			
	2023	2024	2025
PERSONNEL			
Annual Wages (itemize by position below)			
Project Manager	\$ 64,279.00	\$ 72,519.93	\$ 74,931.68
Dispatcher	\$ 74,047.49	\$ -	\$ -
IT Support	\$ -	\$ -	\$ -
Safety & Road Supervisors	\$ 53,447.10	\$ 102,707.92	\$ 105,608.43
Other Support Staff (A Mechanic x 1.5)	\$ -	\$ 117,719.81	\$ 117,465.38
Payroll Taxes	\$ 16,772.10	\$ 25,776.77	\$ 27,736.20
Fringe Benefits	\$ 17,537.58	\$ 27,009.04	\$ 45,564.33
Description of Other Support Staff:			
BUS STORAGE AND ADMINISTRATION FACILITY			
Office Equipment	\$ 3,620.29	\$ 3,728.90	\$ 4,662.21
Office Supplies	\$ 2,216.80	\$ 2,283.30	\$ 2,658.58
Printing/Copying/Postage	\$ 98.39	\$ 101.34	\$ 109.09
VEHICLE			
Vehicle Cleaning and Maintenance - excludes vehicle disinfecting	\$ 38,414.36	\$ 39,566.79	\$ 59,315.77
Spare Vehicle (including maintenance)	\$ -	\$ -	\$ -
INSURANCE & LICENSING			
Business Liability	\$ 3,318.14	\$ 3,417.68	\$ 4,015.54
Auto Liability	\$ 109,133.75	\$ 112,407.76	\$ 115,862.08
Workers Compensation	\$ 1,516.04	\$ 1,561.52	\$ 1,652.40
Other Insurance or Licensing (please describe below)	\$ 2,597.98	\$ 2,675.92	\$ 2,968.13
Description of Other Insurance & Licensing: Business License			
OTHER OVERHEAD			
Recruitment, License Testing, Drug Testing, etc.	\$ 8,570.10	\$ 8,827.20	\$ 17,902.63
Uniforms/Uniform Laundering	\$ 1,930.72	\$ 1,988.64	\$ 2,308.44
Rent	\$ -	\$ 64,092.95	\$ 70,971.61
Personal Protection Equipment & Supplies	\$ -	\$ -	\$ -
Communication Expenses	\$ -	\$ -	\$ -
DriveCam Expenses	\$ 6,160.04	\$ 6,344.84	\$ 6,344.84
Corporate Support	\$ 23,319.41	\$ 24,018.99	\$ 24,018.99
Interest Expense	\$ 13,194.69	\$ 13,590.53	\$ 14,512.24
PROFIT			
PROFIT	\$ 26,401.49	\$ 43,413.75	\$ 46,473.39
TOTAL FIXED COSTS - OPERATIONS			
Total Annual Costs	\$ 466,575.47	\$ 673,753.61	\$ 745,081.96
No. Months per Year	12	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months			
	\$ 38,881.29	\$ 56,146.13	\$ 62,090.16

Form 1.2 - Emery Go-Round Operations Fixed Cost Worksheet

VARIABLE COSTS - OPERATIONS			
	2023	2024	2025
PERSONNEL - show detail in FORM 1.3			
Drivers:			
Annual Wages (During Service Hours)	\$ 1,250,353.28	\$ 1,302,868.12	\$ 1,453,892.43
Annual Wages (During Training & Other Non-	\$ 42,219.18	\$ 43,992.39	\$ 46,666.60
Payroll Taxes	\$ 113,146.51	\$ 117,898.66	\$ 119,251.81
Fringe Benefits @ 2965681%	\$ 336,889.54	\$ 351,038.90	\$ 358,684.65
OTHER OPERATIONS COSTS			
Other Costs, if Any (please itemize below)			
Corporate Support	\$ 97,565.85	\$ 107,815.91	\$ 111,248.77
PROFIT			
Profit @ 6%	\$ 110,358.03	\$ 128,451.72	\$ 133,387.93
TOTAL VARIABLE COSTS - OPERATIONS			
Total Annual Costs	\$ 1,950,532.39	\$ 2,052,065.70	\$ 2,223,132.19
Annual Service Hours ¹	32,500	32,500	32,500
COST PER SERVICE HOUR = Total Annual Cost ÷ Annual Service Hours	\$ 60.02	\$ 63.14	\$ 68.40

COST FORMS

Form 2.1 - West Berkeley Shuttle Operations Fixed Cost Worksheet

FIXED COSTS - OPERATIONS			
	2023	2024	2025
PERSONNEL			
Annual Wages (itemize by position below)			
Project Manager	\$ 4,430.00	\$ 4,997.95	\$ 5,416.35
Dispatcher	\$ 3,695.57	\$ -	\$ -
IT Support	\$ -	\$ -	\$ -
Safety & Road Supervisors	\$ 2,667.44	\$ 5,125.95	\$ 8,924.08
Other Support Staff (A Mechanic x 1.5)	\$ -	\$ 8,113.05	\$ 9,926.01
Payroll Taxes	\$ 944.41	\$ 1,451.45	\$ 2,243.75
Fringe Benefits	\$ 986.54	\$ 1,519.34	\$ 4,272.77
Description of Other Support Staff:			
BUS STORAGE AND ADMINISTRATION FACILITY			
Office Equipment	\$ 277.23	\$ 285.55	\$ 485.51
Office Supplies	\$ 152.78	\$ 157.36	\$ 266.20
Printing/Copying/Postage	\$ 6.78	\$ 6.98	\$ 8.61
VEHICLE			
Vehicle Costs including maintenance and fuel - excludes vehicle disinfecting	\$ 50,970.36	\$ 52,499.47	\$ 50,998.51
Spare Vehicle (including maintenance)			
INSURANCE & LICENSING			
Business Liability	\$ 228.69	\$ 235.55	\$ 339.32
Auto Liability	\$ 7,521.49	\$ 7,747.13	\$ 9,602.51
Workers Compensation	\$ 53.97	\$ 55.59	\$ 139.63
Other Insurance or Licensing (please describe below)	\$ 179.05	\$ 184.42	\$ 257.15
Description of Other Insurance & Licensing: Business License			
OTHER OVERHEAD			
Recruitment, License Testing, Drug Testing, etc.	\$ 590.65	\$ 608.37	\$ 1,512.80
Uniforms/Uniform Laundering	\$ 133.07	\$ 137.06	\$ 195.07
Rent	\$ -	\$ 4,417.18	\$ 4,891.25
Personal Protection Equipment & Supplies	\$ -	\$ -	\$ -
Communication Expenses	\$ -	\$ -	\$ -
DriveCam Expenses	\$ 424.55	\$ 437.29	\$ 437.29
Corporate Support	\$ 4,151.36	\$ 4,275.90	\$ 4,275.90
Interest Expense	\$ 909.38	\$ 936.66	\$ 1,000.18
PROFIT			
PROFIT	\$ 4,701.13	\$ 7,547.52	\$ 11,010.13
TOTAL FIXED COSTS - OPERATIONS			
Total Annual Costs	\$ 83,024.45	\$ 100,739.78	\$ 116,203.03
No. Months per Year	12	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months			
	\$ 6,918.70	\$ 8,394.98	\$ 9,683.59

Form 2.2 - West Berkeley Shuttle Operations Fixed Cost Worksheet

VARIABLE COSTS - OPERATIONS			
	202	2024	2025
PERSONNEL - show detail in FORM 1.3			
Drivers:			
Annual Wages (During Service Hours)	\$ 105,715.37	\$ 110,155.41	\$ 123,476.20
Annual Wages (During Training & Other Non-	\$ 3,509.10	\$ 3,656.48	\$ 3,943.40
Payroll Taxes	\$ 9,559.43	\$ 9,960.93	\$ 10,076.97
Fringe Benefits @ 2965681%	\$ 28,461.43	\$ 29,656.81	\$ 30,309.43
OTHER OPERATIONS COSTS			
Other Costs, if Any (please itemize below)			
Corporate Support	\$ 8,239.73	\$ 9,105.38	\$ 9,810.84
PROFIT			
Profit @ 6%	\$ 9,333.14	\$ 10,861.93	\$ 11,337.25
TOTAL VARIABLE COSTS - OPERATIONS			
Total Annual Costs	\$ 164,818.20	\$ 173,396.94	\$ 188,954.09
Annual Service Hours ¹	2,500	2,500	2,500
COST PER SERVICE HOUR = Total Annual Cost ÷ Annual Service Hours	\$ 65.93	\$ 69.36	\$ 75.58

COST FORMS

Form 3.1 - 8 to Go Paratransit Operations Fixed Cost Worksheet

FIXED COSTS - OPERATIONS				
	#	2023	2024	2025
PERSONNEL				
Annual Wages (itemize by position below)				
Project Manager		\$ 3,500.00	\$ 4,648.00	\$ 5,350.21
Dispatcher		\$ 2,738.92	\$ -	\$ -
IT Support		\$ -	\$ -	\$ -
Safety & Road Supervisors		\$ 2,858.55	\$ 6,627.18	\$ 5,494.09
Other Support Staff (A Mechanic x 1.5)		\$ -	\$ 7,911.16	\$ 6,110.92
Payroll Taxes		\$ 796.38	\$ 1,679.54	\$ 1,342.93
Fringe Benefits		\$ 375.22	\$ 791.33	\$ 2,630.52
Description of Other Support Staff:				
BUS STORAGE AND ADMINISTRATION FACILITY				
Office Equipment		\$ 219.04	\$ 225.61	\$ 332.13
Office Supplies		\$ 120.71	\$ 124.33	\$ 164.22
Printing/Copying/Postage		\$ 5.36	\$ 5.52	\$ 5.30
VEHICLE				
Vehicle Costs including maintenance - excludes vehicle disinfecting		\$ 491.99	\$ 506.75	\$ 3,332.69
Vehicle (including maintenance)		\$ -	\$ -	\$ -
INSURANCE & LICENSING				
Business Liability		\$ 180.68	\$ 186.10	\$ 208.90
Auto Liability		\$ 5,942.57	\$ 6,120.85	\$ 6,799.19
Workers Compensation		\$ 82.55	\$ 85.03	\$ 85.96
Other Insurance or Licensing (please describe below)		\$ 141.47	\$ 145.71	\$ 158.31
Description of Other Insurance & Licensing: Business License				
OTHER OVERHEAD				
Recruitment, License Testing, Drug Testing, etc.		\$ 466.66	\$ 480.66	\$ 931.35
Uniforms/Uniform Laundering		\$ 105.13	\$ 108.28	\$ 120.09
Rent	0	\$ -	\$ 4,754.78	\$ 5,265.08
Personal Protection Equipment & Supplies		\$ -	\$ -	\$ -
Communication Expenses		\$ -	\$ -	\$ -
DriveCam Expenses		\$ 335.43	\$ 345.49	\$ 345.86
Corporate Support		\$ 1,067.60	\$ 1,099.63	\$ 1,099.63
Interest Expense		\$ 718.48	\$ 740.03	\$ 790.22
PROFIT				
PROFIT		\$ 1,208.71	\$ 2,195.16	\$ 2,865.62
TOTAL FIXED COSTS - OPERATIONS				
Total Annual Costs		\$ 21,355.45	\$ 38,781.15	\$ 43,433.22
No. Months per Year	#	12	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months		\$ 1,779.62	\$ 3,231.76	\$ 3,619.44

Form 3.1 - 8 to Go Paratransit Operations Fixed Cost Worksheet

VARIABLE COSTS - OPERATIONS				
	#	202	2024	2025
PERSONNEL - show detail in FORM 1.3				
Drivers:				
Annual Wages (During Service Hours)		\$ 56,236.59	\$ 66,634.81	\$ 75,055.20
Other Non-		\$ 1,921.98	\$ 3,433.38	\$ 2,427.75
Payroll Taxes		\$ 5,090.71	\$ 6,133.67	\$ 6,203.86
Fringe Benefits @		\$ 15,154.19	\$ 17,794.38	\$ 18,659.92
OTHER OPERATIONS COSTS				
Other Costs, if Any (please itemize below)				
Corporate Support		\$ 4,388.27	\$ 5,261.00	\$ 5,913.71
PROFIT				
Profit @ 6.0%		\$ 4,967.28	\$ 5,955.17	\$ 6,910.24
TOTAL VARIABLE COSTS - OPERATIONS				
Total Annual Costs		\$ 87,759.02	\$ 105,212.41	\$ 115,170.68
Annual Service Hours ¹	#	1,700	1,700	1,700
COST PER SERVICE HOUR = Total		\$ 51.62	\$ 61.89	\$ 67.75

COST FORMS
FORM 4.1 - THE EMERY EXPRESS

FIXED COSTS - OPERATIONS			
	2023	2024	2025
PERSONNEL			
Annual Wages (itemize by position below)			
Project Manager	\$ 5,937	\$ 5,801.76	\$ 5,974.76
Dispatcher	\$ 6,717.41	\$ -	\$ -
Driver(s)	\$ 172,851.12	\$ 95,336.37	\$ 103,384.42
Safety & Road Supervisors	\$ 4,848.59	\$ 8,272.28	\$ 7,475.40
Other Support Staff (A Mechanic x 1.5)		\$ 9,874.98	\$ 8,314.69
Payroll Taxes	\$ 16,648.29	\$ 10,442.08	\$ 10,604.42
Fringe Benefits	\$ 49,608.52	\$ 31,106.05	\$ 33,968.34
Description of Other Support Staff:			
VEHICLE			
Vehicle Costs including maintenance - excludes vehicle disinfecting	\$ 38,520.44	\$ 14,646.65	\$ 16,691.03
INSURANCE & LICENSING			
Business Liability	\$ 306.46	\$ 315.65	\$ 284.24
Auto Liability	\$ 10,079.63	\$ 6,576.31	\$ 7,210.22
Workers Compensation	\$ 140.02	\$ 91.35	\$ 116.96
Other Insurance or Licensing (please describe below)	\$ 239.95	\$ 247.15	\$ 290.41
Description of Other Insurance & Licensing: Business License			
OTHER OVERHEAD			
Recruitment, License Testing, Drug Testing, etc.	\$ 791.54	\$ 815.29	\$ 1,267.22
Uniforms/Uniform Laundering	\$ 178.32	\$ 183.67	\$ 163.40
Rent	0	\$ 5,935.09	\$ 6,572.06
DriveCam Expenses	\$ 568.94	\$ 586.01	\$ 586.01
Corporate Support	\$ 17,273.59	\$ 10,716.34	\$ 11,458.16
Interest Expense	\$ 1,218.67	\$ 1,255.23	\$ 1,340.36
PROFIT			
Profit @ __6%__	\$ 19,551.00	\$ 12,129.21	\$ 13,768.22
TOTAL FIXED COSTS - OPERATIONS			
Total Annual Costs	\$ 345,479.49	\$ 214,331.48	\$ 229,470.32
Annual Service Hours ¹	3,350	2,122	2,122
COST PER SERVICE	\$ 103.13	\$ 101.00	\$ 108.14

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.
2. Fuel should be billed at cost.



November 25, 2024

Daniel Oliver
Executive Director
ALTRANS TMA, Inc.

Re: Emeryville Vehicle Cleaning Plan

MV Transportation and Premier Fleet Cleaning Service met to discuss the cleaning performed on the Emeryville fleet. We agreed that the quality and thoroughness of the weekly cleaning process of your vehicles needed to be reviewed and modified. As a result of our discussion, we created a breakdown of the cleaning requirements.

Services Cleaning of each bus 24 ft-40ft includes:

INTERIOR CLEANING

- Full sweep, and mopping of the floors
- Wipe down of driver's area (includes dashboard/ cup holders)
- Remove trash from driver's door pockets
- Wipe down high touch points areas such as bars and railing inside each bus
- Removal of trash in trash cans
- Graffiti removal
- Wipe down vinyl seats

EXTERIOR CLEANING

- Soap foam/brush/pressure rinse bus (air dry)
- Scrub mirrors
- Remove brake dust
- Day of cleaning we will address graffiti that we may see or find

DISINFECTING

- Daily with Vital Oxide

QUALITY ASSURANCE

- Weekly vehicle log will be completed weekly
- MV management will review log and determine if cleaning meets standards.
- QA log will be completed daily for Disinfecting of vehicle
- QA log will be available and shared with client.

Additional cleaning (*extra charges apply)

Feces/urine

Vomit

We value your concerns and are dedicated to resolving this issue. With the above-detailed requirements, we should eliminate vehicle cleanliness complaints.

It will be the driver's responsibility to ensure the vehicle is free of debris and such, during both their layovers and Post Trip. Road Supervisor or manager will verify, both AM and PM shifts, that the vehicles are clean and free of clutter.

After Sunday's cleaning, management will inspect all vehicles Sunday night/ Monday morning. If there is an issue, we will contact Premier, and they will have someone fix it immediately.

When the cleaning does not meet our expectations, we will identify the issue and get it resolved quickly. If the concerns continue, Premier can and will be removed from service and another vendor will be provided to perform the task.

Regards,



Jennifer Singer
General Manager
ETMA
MV Transportation

**AMENDMENT TO TRANSPORTATION AGREEMENT BETWEEN
LMV II EMERYVILLE HOLDINGS, L.P. AND EMERYVILLE TRANSPORTATION
MANAGEMENT ASSOCIATION FOR SHUTTLE OPERATION SERVICES**

THIS AMENDMENT NO. 4 to Transportation Agreement executed on July 14, 2022 between the LMV II Emeryville Holdings, L.P. a Delaware limited partnership, herein called “LENNAR”, and the Emeryville Transportation Management Association, a California non-profit corporation, herein called the “ETMA”

RECITALS

WHEREAS, LENNAR entered into a Transportation Agreement with ETMA to perform shuttle operation services for The Emery Express Shuttle in Emeryville and West Oakland, California through December 31st, 2022; and

WHEREAS, LENNAR authorized Amendment 1 to extend the term of the Agreement one (1) year through December 31st, 2023; and

WHEREAS, ETMA authorized Amendment 2 to the agreement, dated April 20, 2023, to modify Section 2 of the Agreement to allow for the removal of mid-day service hours and reduce the daily operating hours to 8 hours per weekday, effective May 1, 2023; and

WHEREAS, both parties agreed to Amendment 3 to extend the term of the Agreement one (1) year through December 31, 2024; and

WHEREAS, both parties now desire to extend the term of the Agreement by one (1) year to a new termination date of December 31, 2025; and

WHEREAS, ETMA has prepared a cost estimate for services, which is attached hereto and included herein as Exhibit A.

NOW, THEREFORE BE IT MUTUALLY AGREED, that

1. Section 1 of the Agreement, is amended to extend the term of services through December 31, 2025; and
2. Exhibit A of the Agreement is replaced in its entirety with Exhibit A to Amendment No. 4 to reflect the 2025 cost estimate.

IN WITNESS WHEREOF, LENNAR and ETMA have approved Amendment No. 4 to this Agreement on _____.

LMV II EMERYVILLE HOLDINGS, L.P

EMERYVILLE TRANSPORTATION
MANAGEMENT ASSOCIATION

BY: _____

BY: _____

NAME: Nathan Tuttle

NAME: Bobby Lee

TITLE: Vice President

TITLE: Chair

DATE: _____

**TRANSPORTATION AGREEMENT
EXHIBIT A**

The Emery Express Estimated Costs		
DIRECT COSTS	JAN-DEC 2024	JAN-DEC 2025
Shuttle Operations	\$220,000	\$229,470
Fuel	\$20,000	\$15,250
Communications	\$1,000	\$839
Operations Oversight	\$15,840	\$12,000
Subtotal Direct Costs	\$256,840	\$257,559
INDIRECT COSTS (20%)	\$51,368	\$51,512
TOTAL	\$308,208	\$309,071

1. Direct cost will be billed to partner at cost.
2. Operations Oversight set a fixed cost of \$1,000 per month, a reduction based on the time spent in 2024.
3. Indirect costs (rent, utilities, insurance, site security, accounting services, other general overhead) will be billed at 20% of direct costs.

**AMENDMENT TO TRANSPORTATION AGREEMENT BETWEEN
WEST BERKELEY SHUTTLE, LLC. AND EMERYVILLE TRANSPORTATION MANAGEMENT
ASSOCIATION FOR SHUTTLE OPERATION SERVICES**

THIS AMENDMENT NO. 1 to Transportation Agreement executed on January 22, 2024 between the West Berkeley Shuttle LLC, a California limited liability company, (“**WBS**”), and the Emeryville Transportation Management Association, a California non-profit corporation, (“**ETMA**”)

RECITALS

WHEREAS, WBS entered into a Transportation Agreement with ETMA to perform shuttle operation services for West Berkeley Shuttle in Berkeley, California through December 31st, 2024; and

WHEREAS, both parties now desire to extend the term of the Agreement by one (1) year, to a new termination date of December 31st, 2025 ; and

WHEREAS, ETMA has prepared a cost estimate for services, which is attached hereto and included herein as Exhibit A to this Amendment No. 1.

NOW, THEREFORE BE IT MUTUALLY AGREED, that

1. Section 1 of the Agreement, is amended to extend the term of services through December 31, 2025; and
2. Exhibit B of the Agreement is replaced in its entirety with Exhibit A to Amendment No. 1, to reflect the 2025 cost estimate.

IN WITNESS WHEREOF, WBS and ETMA have approved Amendment No. 1 to this Agreement on _____.

WEST BERKELEY SHUTTLE, LLC

EMERYVILLE TRANSPORTATION
MANAGEMENT ASSOCIATION

BY: _____

BY: _____

NAME: Christopher D. Barlow

NAME: Bobby Lee

TITLE: President

TITLE: Chair

DATE: _____

DATE: _____

**TRANSPORTATION AGREEMENT
EXHIBIT A**

2025 West Berkeley Shuttle Estimated Costs		
DIRECT COSTS¹	JAN-DEC 2024	JAN-DEC 2025
Shuttle Operations	\$274,137	\$305,157
Operations Oversight ²	\$15,000	\$14,400
Communications	\$839	\$839
Website Management	\$60	\$130
Real-Time Tracking	\$5,324	\$3,780
Subtotal Direct Costs	\$295,360	324,306
INDIRECT COSTS (15%) ³	\$44,304	\$48,646
TOTAL	\$339,664	\$372,952

1. Direct cost will be billed to partner at cost.
2. Operations Oversight set a fixed cost of \$1,200 per month, a reduction based on the time spent in 2024
3. Indirect costs (rent, utilities, insurance, site security, accounting services, other general overhead) will be billed at 15% of direct costs.