

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

BOARD OF DIRECTORS MEETING

DATE: March 2, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

AGENDA

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 Board of Directors on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Unless members of the audience submit speaker forms before the start of the meeting requesting to address the board on specific items on the agenda, all comments must be made during this item of business. Speaker cards are available at the entrance to the meeting room and should be submitted to the Board secretary.
- Public comments should not exceed three (3) minutes.
- Items are placed on the Agenda by the Chairman of the Board of Directors, the Executive Director, or by any three members of the Board of Directors. Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.
- For the sake of brevity, all questions from the public, Board and Staff will be directed through the Chair.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. **Minutes of the February 2, 2015 Board of Directors meeting.**
- B. **Treasurer's Reports for the month of January 2015**

Recommendation: The Finance and Administration Committee recommends approval of the January 2015 Treasurer's Report.

- C. **FY 2015 Prop 1B California Transit Security Grant Program (TSGP) Resolution**

Recommendation: The Finance and Administration Committee recommends the Board

approve the attached Resolution 09-2015 for the FY15 Prop 1B California Transit Security Grant Program.

D. Low Carbon Transit Operations Program Resolution

Recommendation: Staff recommends that the LAVTA Board of Directors approve Resolution 11-2015 authorizing the Executive Director to execute all required documents for the LCTOP funding application.

5. Comprehensive Operational Analysis Award

Recommendation: The Projects and Services Committee recommends that the LAVTA Board of Directors enter into an agreement with Nelson\Nygaard for the completion of the COA; authorize the Executive Director to execute the agreement and issue a Notice to Proceed; and approve a 10% project contingency of \$37,100 to be used at the discretion of the Executive Director for a total project cost not to exceed \$408,098. Resolution 10-2015.

6. Executive Director’s Report

7. Matters Initiated by the Board of Directors

- Items may be placed on the agenda at the request of three members of the Board.

8. Next Meeting Date is Scheduled for: April 6, 2015

9. Adjournment

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.

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

/s/ Diane Stout

2/25/15

LAVTA, Administrative Assistant

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*

AGENDA

ITEM 4 A



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

BOARD OF DIRECTORS MEETING

DATE: February 2, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Scott Haggerty at 4:01 pm.

2. Roll Call of Members

Members Present

Scott Haggerty – Supervisor, County of Alameda
Karla Brown – Vice Mayor, City of Pleasanton
Bob Woerner – Councilmember, City of Livermore (Alternate Board Member)
Don Biddle – Councilmember, City of Dublin
Jerry Pentin – Councilmember, City of Pleasanton
David Haubert – Mayor, City of Dublin

Members Absent

Laureen Turner – Vice Mayor, City of Livermore
Steven Spedowski – Councilmember, City of Livermore

3. Meeting Open to Public

No comments.

4. Recognizing Volunteers for the Stuff A Bus Holiday Event

Chair Haggerty recognized members of the Livermore Chapter of the 4H Club and MV drivers for their volunteer work at the December 2014 Holiday Stuff A Bus event. Jennifer Cider and Jake Cider, 4H Club members, were present to receive the Club's certificates of appreciation. Gregg Eisenberg was present on behalf of the MV drivers to receive their certificates.

5. Wheels January Accessible Advisory Committee Minutes Report

Herb Hastings, Vice Chair of the Wheels Accessible Advisory Committee (WAAC), gave a report on the January 14, 2015 WAAC meeting. At this meeting the committee discussed the first quarter of FY2015 performance analysis for MTM, the on-time performance is at 95.3% for Dial A Ride (DAR). They discussed the follow up survey to the DAR Customer Satisfaction Survey, and the current DAR policy brochure. The next WAAC meeting is scheduled for March 4, 2015.

6. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. **Minutes of the December 1, 2014 Board of Directors meeting.**
- B. **Treasurer's Reports for the months of November 2014 and December 2014**
- C. **Approve First Amendment to Employment Agreement with Michael Tree**

The Board approved the revised form of contract with Michael Tree.

- D. **Resolution of the Board of Directors of the Livermore Amador Valley Transit Authority Appointing Director and Alternate to the California Transit Insurance Pool (CalTIP)**

The Board approved Resolution 03-2015 revising the positions appointed to CalTIP Director and Alternate.

- E. **Rules of Conduct for LAVTA Vehicles, Facilities and Properties**

The Board of Directors approved Resolution 08-2015, updating the Rules of Conduct for LAVTA Vehicles, Facilities and Properties.

- F. **Consolidation of Existing Fare Resolutions**

The Board of Directors consolidated LAVTA's existing fare resolutions and transfer agreements by approving Resolution 02-2015.

Approved: Pentin/Biddle

Aye: Haggerty, Biddle, Pentin, Haubert, Brown, Woerner

No: None

Absent: Turner, Spedowski

- 7. **Resolution of the Board of Directors Appreciating the Services of Mayor Tim Sbranti, Councilmember Bob Woerner, and Mayor Jerry Thorne**

The Board of Directors adopted Resolutions 04-2015, 05-2015, and 06-2015 appreciating the services of former Mayor Tim Sbranti, Councilmember Bob Woerner, and Mayor Jerry Thorne for serving on LAVTA's Board of Directors. Chair Haggerty presented Resolutions to each of these former Board members and extended kind words of appreciation to each of them.

Approved: Biddle/Brown

Aye: Haggerty, Biddle, Pentin, Haubert, Brown, Woerner

No: None

Absent: Turner, Spedowski

- 8. **Queue Jump Repair - Update**

Christy Wegener, LAVTA's Planning & Communications Director, provided an update on the repairs of the two queue jump intersections on LAVTA's Rapid route. The emitter detection card on the signal at the Dublin location was faulty. It has been repaired and is now working.

The Livermore signal has a problem with the firmware and is still not functioning. LAVTA's contractor, Western Pacific Signal, is working with the City of Livermore to remedy this. Once these signals are operational, drivers will be retrained to utilize these signals upon approach. Staff will continually monitor these signals, once fully operational, to make sure they are operating properly.

9. Clipper Implementation

Christy Wegener provided an update on the Clipper Implementation. LAVTA has been working with the East Bay Operators group in the third phase of the Clipper implementation, which is scheduled to go live in October 2015. Details and decision points for business rules have been finalized. These include; the transfer time window, minimum eCash balance, passback time, age categories, number of free intra-agency transfers, and the ePass product. East Bay Operators' transfer policies varied. The final compromise reached among them was to allow for a single transfer within a two-hour period. MTC is looking at implementing a day pass accumulator on Clipper, which may require a fare equity analysis per Title VI regulations for some operators. LAVTA Marketing staff will be working with the other East Bay Operators and MTC to begin the development of the public outreach plan.

10. Bus Stop Management

Christy Wegener provided an update on bus stop management and improvement efforts pointing out challenges and the next steps for consideration. One major challenge is keeping the bus stops and shelters in a state of good repair despite a lack of resources. The ongoing cost of maintenance is a major obstacle. Bus stops are a target of graffiti and vandalism. LAVTA's bus stop janitorial contractor handles the cleanup of the graffiti but repairs are done by an MV staff member when time allows. If so directed, LAVTA staff will look into different ways to offset maintenance cost by searching out advertising agencies that can provide maintenance services along with shelter advertising services. Board member Brown asked staff to look into whether gravel trucks along Stanley Blvd could be the cause of panels being broken at shelters on this road. She also suggested contacting businesses located near shelters to see if they would be interested helping with maintenance cost for the shelter in exchange for advertising at the shelter for their business.

11. Establishing Standing Committees and Memberships

The Board approved Resolution 07-2015, establishing new standing committees, memberships, and officers.

Approved: Haubert/Pentin

Aye: Haggerty, Biddle, Pentin, Haubert, Brown, Woerner

No: None

Absent: Turner, Spedowski

12. Atlantis O&M Facility

Michael Tree, LAVTA's Executive Director, provided photo handouts of the Atlantis Facility. He also provided a brief overview and history of the Atlantis Facility project. In 2010 the Board voted to put this project in abeyance. Since then, Gannett Fleming has reviewed and made major adjustments to the space requirements of the project to satisfy current projected requirements, in

turn lowering the projected estimated cost for build out. The Board has directed staff to take the Atlantis Facility project out of abeyance so that funding can be pursued for Phases III through VI. Additionally, the board directed staff to search for leasing opportunities to offset the costs of the Atlantis site until such time as the facility is fully constructed and utilized. Chair Haggerty left during this agenda item at 5:00pm. Vice Chair Don Biddle chaired the remainder of the meeting.

Approved: Brown/Woerner

Aye: Haggerty, Biddle, Pentin, Haubert, Brown, Woerner

No: None

Absent: Turner, Spedowski

13. 2015 Legislative Program

Michael Tree provided a brief summary of the proposed 2015 Legislative Program. He noted to be watchful and to support efforts to resolve the bus axle weight issues. Attachment 2 to the Resolution outlines the principles and values important to LAVTA in helping to advance public transportation. The Board approved Resolution 01-2015, adopting the 2015 Legislative Program.

Approved: Brown/Haubert

Aye: Haggerty, Biddle, Pentin, Haubert, Brown, Woerner

No: None

Absent: Turner, Spedowski

14. Executive Director's Report

Michael Tree presented the new Bus Book to the Board and commented that staff is currently working on redesigning the Wheels website to make it more user friendly. He informed the Board of the upcoming FTA Triennial Audit and said it will be different than it has been in the past with new auditing practices in place. Michael Tree provided an estimated timeline for receiving the Comprehensive Operational Analysis (COA) results. Boardmember Woerner asked again for staff to contact city staff to gain their input from a specific set of questions regarding needs they feel are important to be included in the COA. He also suggested that staff attend city council meetings as a means to gain community participation and input. Boardmember Haubert is new to the Board, he asked for the past year's Board statistics be made available to him so he can see the numbers during the past year.

15. Matters Initiated by the Board of Directors

None.

16. Next Meeting Date is Scheduled for: March 2, 2015

17. Adjournment

Meeting adjourned at 5:31pm.

AGENDA

ITEM 4 B



STAFF REPORT

SUBJECT: Treasurer's Report for January 2015

FROM: Tamara Edwards, Finance and Grants Manager

DATE: March 2, 2015

Action Requested

Review and approve the LAVTA Treasurer's Report for January 2015.

Discussion***Cash accounts:***

Our petty cash account (101) continues to carry a balance of \$500, and our ticket sales change account (102) continues with a balance of \$240 (these two accounts should not change).

General checking account activity (105):

Beginning balance January 1, 2015	\$6,897,759.52
Payments made	\$1,110,071.52
Deposits made	\$2,194,833.22
Transfer from Farebox Account	\$250,000.00
Ending balance January 31, 2015	\$8,232,521.22

Farebox account activity (106):

Beginning balance January 1, 2015	\$225,289.28
Deposits made	\$76,353.42
Transfer to General Checking	\$250,000.00
Ending balance January 31, 2015	\$51,642.70

LAIF investment account activity (135):

Beginning balance January 1, 2015	\$2,136,067.50
Quarter 2 Fy 15 Interest	\$1,369.20
Ending balance January 31, 2015	\$2,137,436.70

Operating Expenditures Summary:

As this is the seventh month of the fiscal year, in order to stay on target for the budget this year expenses (at least the ones that occur on a monthly basis) should not be higher than 58%. The agency is at 52.17% overall.

Operating Revenues Summary:

While expenses are at 52.17%, revenues are at 79.4%, providing for a healthy cash flow for the agency.

Recommendation

The Finance and Administration Committee recommends the Board approve the attached January 2015 Treasurer's Report.

Attachments:

1. January 2015 Treasurer's Report

Approved: _____

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
January 31, 2015**

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	8,232,525
106 CASH - FIXED ROUTE ACCOUNT	51,643
120 ACCOUNTS RECEIVABLE	304,661
135 INVESTMENTS - LAIF	2,138,810
150 PREPAID EXPENSES	18,526
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

TOTAL ASSETS **59,272,421**

LIABILITIES:

205 ACCOUNTS PAYABLE	324,266
211 PRE-PAID REVENUE	322,797
22000 FEDERAL INCOME TAXES PAYABLE	320
22010 STATE INCOME TAX	90
22020 FICA MEDICARE	163
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	284
22030 SDI TAXES PAYABLE	28
22070 AMERICAN FIDELITY INSURANCE PAYABLE	114
22090 WORKERS' COMPENSATION PAYABLE	16,126
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	118,283
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES **802,473**

FUND BALANCE:

301 FUND RESERVE	6,061,017
304 GRANTS, DONATIONS, PAID-IN CAPITAL	48,078,345
30401 SALE OF BUSES & EQUIPMENT	89,590
FUND BALANCE	4,240,996

TOTAL FUND BALANCE **58,469,948**

TOTAL LIABILITIES & FUND BALANCE **59,272,421**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
January 31, 2015**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	116,815	891,063	712,831	55.6%
4020000	Business Park Revenues	141,504	13,196	79,176	62,328	56.0%
4020500	Special Contract Fares	273,775	529	49,999	223,776	18.3%
4020500	Special Contract Fares - Paratransit	33,600	6,814	11,864	21,737	35.3%
4010200	Paratransit Passenger Fares	155,050	13,461	106,238	48,812	68.5%
4060100	Concessions	38,500	6,265	24,690	13,810	64.1%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	1,369	2,670	(670)	133.5%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	9,520	(9,520)	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	2,008,156	8,689,230	-	100.0%
4099500	TDA Article 4.0-BART	82,640	19,830	51,866	30,774	62.8%
4099200	TDA Article 4.5 - Paratransit	123,138	12,501	61,924	61,214	50.3%
4099600	Bridge Toll- RM2	580,836	0	145,209	435,627	25.0%
4110100	STA Funds-Paratransit	74,130	0	16,257	57,873	21.9%
4110500	STA Funds- Fixed Route BART	516,756	0	366,000	150,756	70.8%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	0	414,113	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	0	196,984	0.0%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	0	306,948	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	0	46,198	(36,198)	462.0%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	0	368,210	631,790	36.8%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	60,769	435,529	350,862	55.4%
4640100	Measure B Paratransit Funds-Paratransit	145,934	11,277	80,970	64,964	55.5%
TOTAL REVENUE		16,177,636	2,270,983	12,852,938	3,324,698	79.4%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
January 31, 2015**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$96,818	\$597,751	\$601,196	49.86%
502 00 Personnel Benefits	\$729,014	\$47,204	\$279,333	\$449,681	38.32%
503 00 Professional Services	\$528,933	\$7,657	\$119,488	\$409,445	22.59%
503 05 Non-Vehicle Maintenance	\$541,489	\$21,677	\$294,855	\$246,634	54.45%
503 99 Communications	\$5,000	\$186	\$1,772	\$3,228	35.44%
504 01 Fuel and Lubricants	\$1,669,380	\$81,832	\$670,096	\$999,284	40.14%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$11,542	(\$9,042)	461.69%
504 99 Office/Operating Supplies	\$17,000	\$4,039	\$19,502	(\$2,502)	114.72%
504 99 Printing	\$78,000	\$0	\$22,685	\$55,315	29.08%
505 00 Utilities	\$278,300	\$15,606	\$142,746	\$135,554	51.29%
506 00 Insurance	\$559,591	\$107	\$387,111	\$172,480	69.18%
507 99 Taxes and Fees	\$152,000	\$13,631	\$71,245	\$80,755	46.87%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$701,016	\$4,921,940	\$3,724,340	57.06%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$124,195	\$810,243	\$721,597	52.89%
509 00 Miscellaneous	\$60,362	\$856	\$35,597	\$24,765	58.97%
509 02 Professional Development	\$49,200	\$883	\$26,905	\$22,295	54.69%
509 08 Advertising	\$145,000	\$5,066	\$25,010	\$119,990	17.25%
TOTAL	\$16,172,836	\$1,120,772	\$8,437,823	\$7,755,013	52.17%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
January 31, 2015**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	0	146,902	(96,902)	293.80%
4090194	TDA Shop repairs and replacement	8,500	0	0	8,500	0.00%
4091794	Bus stop improvements	4,500	0	4,379	121	97.31%
	TDA 511 Integration	30,000	0	0	30,000	0.00%
	TDA Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TDA IT Upgrades and Replacements	9,000	0	0	9,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	440,000	0	0	440,000	0.00%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472	0			
4131700	FTA NF Stops and Shelter	88,000	0	0	88,000	0.00%
4130200	FTA 5309 (Facility)	192,381	0	0	192,381	0.00%
	TOTAL REVENUE	5,235,853	-	151,281	5,011,100	2.89%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
 CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
 FOR THE PERIOD ENDING:
 January 31, 2015

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	8,500	(125)	900	7,600	10.59%
5550207	New MOA Facility (Satelite Facility)	192,381	0	1,025	191,356	0.53%
5550407	BRT	20,000	17,850	17,850	2,150	89.25%
5550607	511 Integration	30,000	0	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	4,566	159,417	(109,417)	318.83%
5550907	IT Upgrades and replacement	9,000	0	26,759	(17,759)	297.33%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
	Security upgrades	73,472	0	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	12,201	118,502	209,498	36.13%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TOTAL CAPITAL EXPENDITURES	5,251,353	34,492	332,579	4,918,774	6.33%
	FUND BALANCE (CAPITAL)	-15500.00	(34,492)	(181,298)		
	FUND BALANCE (CAPTIAL & OPERATING)	-15,500.00	1,117,597	4,240,997		

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
February 02, 2015

LIVERMORE/AMADOR VALLEY TRANSIT
AUTHORITY
GENERAL MANAGER
1362 RUTAN COURT, SUITE 100
LIVERMORE, CA 94550

PMIA Average Monthly Yields

Account Number:
80-01-002

Tran Type Definitions

January 2015 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/15/2015	1/14/2015	QRD	1455580	SYSTEM	1,369.20

Account Summary

Total Deposit:	1,369.20	Beginning Balance:	2,136,859.04
Total Withdrawal:	0.00	Ending Balance:	2,138,228.24

REPORT.: Feb 02 15 Monday
 RUN...: Feb 02 15 Time: 13:52
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 01-15 Bank Account.: 105

PAGE: 001
 ID #: PY-DP
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information	Description
H5015	01/02/15	VSP01	VSP	442.20	.00	442.20	JAN 2015H	JAN 2015	VISION BENEFITS
H5016	01/02/15	DEL05	ALLIED ADMIN/DELTA DENTAL	1844.22	.00	1844.22	FEB 2015H	FEB 2015	DENTAL BENEFITS
H5017	01/02/15	PER03	CAL PUB EMP RETIRE SYSTM	28973.85	.00	28973.85	JAN 2015H	JAN 2015	HEALTH BENEFITS
H5018	01/02/15	VER01	VERIZON WIRELESS	184.77	.00	184.77	973766963H	9737669637	AGENCY CELL PH
H5019	01/06/15	OAK01	OAKS BUSINESS PK OWNERS	2978.00	.00	2978.00	QTR1 2015H	QTR1 2015	BUSINESS PARK D
H5020	01/06/15	ADA01	BEVERLY ADAMO	68.35	.00	68.35	DEC 2014H	DEC 2014	EXPE REIMBURSEME
H5021	01/06/15	MOC01	DENNIS MOCHON	136.90	.00	136.90	DEC 2014H	DEC. 2014	TRAVEL EXPS
H5022	01/15/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575123114H	575123114	#5755555555 CON
H5023	01/15/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475123114H	475123114	#4755555555 MOA
H5024	01/15/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257123114H	257123114	#2575555555 TC
H5025	01/01/15	CAL04	CALIFORNIA WATER SERVICE	318.94	.00	318.94	909121814H	909121814	#9098655555 MOA
H5026	01/01/15	CAL04	CALIFORNIA WATER SERVICE	113.63	.00	113.63	019121814H	019121814	#0198655555 RUT
H5027	01/06/15	TAX91	VIVIAN MARIE MILLER	102.00	.00	102.00	12/10-12/H	12/10-12/22/2014	PARA-TAX
H5029	01/06/15	TAX23	CHIAN LING SAW	200.00	.00	200.00	12/16-12/H	12/16-12/23/2014	PARA-TAX
H5030	01/06/15	MVT01	MV TRANSPORTATION, INC.	20544.24	.00	20544.24	57510REVVH	57510REVISED	12/19/14 NOV
H5031	01/20/15	PAC02	PACIFIC GAS AND ELECTRIC	5021.68	.00	5021.68	580010215H	580010215	#5809326332-3 M
H5032	01/20/15	PAC02	PACIFIC GAS AND ELECTRIC	1328.66	.00	1328.66	606123114H	606123114	#6062256368-6 A
H5033	01/08/15	PAC02	PACIFIC GAS AND ELECTRIC	514.14	.00	514.14	726122214H	726122214	#7264840356-5 B
H5034	01/02/15	PAC02	PACIFIC GAS AND ELECTRIC	568.21	.00	568.21	980121514H	980121514	#9800031052-8 T
H5035	01/16/15	CAL04	CALIFORNIA WATER SERVICE	63.46	.00	63.46	461010215H	461010215	#4616555555 TC I
H5036	01/16/15	CAL04	CALIFORNIA WATER SERVICE	43.98	.00	43.98	361010215H	361010215	#3616555555 TC
H5038	01/13/15	PER01	PERS	720.00	.00	720.00	FY15C1959H	FY15 1959	SURVIVOR'S BENE
H5039	01/13/15	PER01	PERS	120.00	.00	120.00	FY15N1959H	FY15 1959	SURVIVOR BENEFI
H5040	01/13/15	PER01	PERS	5441.15	.00	5441.15	20150109CH	20150109C	CALPERS RETIRE
H5041	01/13/15	PER01	PERS	2033.80	.00	2033.80	20150109NH	20150109N	CALPERS RETIRE
H5042	01/13/15	PER04	CALPERS RETIREMENT SYSTEM	524.89	.00	524.89	20150109H	20150109	CALPER 457 CONT.
H5044	01/12/15	EFT01	ELECTRONIC FUND TRNFERS	6905.52	.00	6905.52	20150109H	20150109	FIT, MEDICARE, F
H5045	01/09/15	DIR02	DIRECT DEPOSIT OF PAYROLL	33700.40	.00	33700.40	20150109H	20150109	DIRECT DEP P/R 1
H5046	01/16/15	STA05	STATE BOARD OF EQUAL	1165.45	.00	1165.45	QTR4 2014H	QTR4 2014	EXEMPT BUS OPER
H5047	01/16/15	STA04	STATE BOARD OF	1616.12	.00	1616.12	QTR4 2014H	QTR 4 2014	UNDERGROUND ST
H5048	01/06/15	USB01	U S BANK	5255.60	.00	5255.60	DEC 2014H	DEC 014	US BANK VISA CHAR
H5049	01/02/15	MER01	MERCHANT SERVICES	190.61	.00	190.61	TC123114H	TC123114	DEC 2014 BANK CA
H5050	01/02/15	MER01	MERCHANT SERVICES	123.66	.00	123.66	MOA123114H	MOA123114	MOA BANK CARD S
H5051	01/14/15	DOT02	DOTTO GLASS INC	17850.00	.00	17850.00	4933R-DEPH	4933-R DEP,	1/2 DOWN ON P
H5052	01/15/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	57948H	57948	INSTALLMENT #1 JANU
H5053	01/16/15	KUL01	KADRI KULM	22.00	.00	22.00	11/14-1/1H	11/14/14-1/13/15	EXPENSE
H5054	01/16/15	TAX91	VIVIAN MARIE MILLER	45.48	.00	45.48	12/26-12/H	12/26-12/30/2014	PARA-TAX
H5055	01/16/15	TAX72	JUSTIN HART	140.88	.00	140.88	12/5-12/3H	12/5-12/31/2014	PARA-TAXI
H5057	01/16/15	TAX98	ROHAN NG	200.00	.00	200.00	12/1-12/1H	12/1-12/19/2014	PARA-TAXI
H5058	01/16/15	TAX23	CHIAN LING SAW	150.00	.00	150.00	1/2-1/7H	1/2-1/7/2015	PARA-TAXI RE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
H5059	01/16/15	TAX07	ASMA SYEDA	20.00	.00	20.00	1/5/15H	1/5/2015 PARA-TAXI REIMBU
H5060	01/16/15	AME06	AMERICAN FIDELITY ASSURAN	1173.66	.00	1173.66	FSA012015H	FSA01-2015 FLEXIBLE SPEND
H5061	01/09/15	EMP01	EMPLOYMENT DEVEL DEPT	2221.52	.00	2221.52	20150109H	20150109 SIT, SDI 12/19/1
H5062	01/23/15	DIR02	DIRECT DEPOSIT OF PAYROLL	33880.06	.00	33880.06	20150123H	20150123 P/R DIR DEP 1/2-
H5063	01/23/15	EFT01	ELECTRONIC FUND TRANSFERS	6989.86	.00	6989.86	20150123H	20150123 FIT, FICA-M, FICA
H5064	01/23/15	EMP01	EMPLOYMENT DEVEL DEPT	2253.07	.00	2253.07	20150123H	20150123 SIT, SDI PAY PER
H5065	01/23/15	PER01	PERS	5436.20	.00	5436.20	20150123CH	20150123C CALPERS RETIRE
H5066	01/23/15	PER01	PERS	2033.80	.00	2033.80	20150123NH	20150123N CALPERS RETIRE
H5067	01/23/15	PER04	CALPERS RETIREMENT SYSTEM	525.42	.00	525.42	20150123H	20150123 CALPERS 457 CONT
H5068	01/28/15	STA13	STAPLES CREDIT PLAN	307.78	.00	307.78	DEC 2014H	DEC 2014 SUPPLIES
H5069	01/28/15	SHE05	SHELL	63.90	.00	63.90	DEC 2014H	DEC 2014 FUEL FOR AGENCY
H5070	01/20/15	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	FEB 2015H	FEB 2015 WKRS COMP PREM
H5071	01/20/15	AME06	AMERICAN FIDELITY ASSURAN	417.47	.00	417.47	SUPPL0115H	SUPPL012015 SUPPLEMENTAL
H5072	01/30/15	OAK01	OAKS BUSINESS PK OWNERS	628.00	.00	628.00	QTR1A2015H	QTR1A2015 ADD'L DUES QTR
H5073	01/30/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	57949H	57949 INSTALLMENT #2 JAN
H5074	01/23/15	WHI06	LINDA WHITE	97.93	.00	97.93	JAN15COSTH	JAN 2015 COSTCO SUPPLIES
H5075	01/30/15	TRE01	MICHAEL TREE	7.00	.00	7.00	11/14/14EH	11/14/2014 EXPENSE REIMBU
H5076	01/30/15	PAC02	PACIFIC GAS AND ELECTRIC	127.00	.00	127.00	764011315H	764011315 #7649646868-7 D
H5077	01/30/15	BID01	DON BIDDLE	100.00	.00	100.00	JAN 2015H	JAN 2015 BOD STIPEND
H5078	01/30/15	BRO03	KARLA SUE BROWN	200.00	.00	200.00	JAN 2015H	JAN 2015 BOD STIPEND
H5080	01/30/15	TUR01	LAUREEN TURNER	100.00	.00	100.00	JAN 2015H	JAN 2015 BOD STIPEND
H5081	01/30/15	TAX53	ROBERTA ISHMAEL	144.15	.00	144.15	8/28-1/14H	8/28/2014-1/14/2015 PARA-
H5082	01/30/15	TAX07	ASMA SYEDA	25.08	.00	25.08	1/9-1/14H	1/9-1/14/2015 PARA-TAXI R
018250	01/06/15	ART02	ARTS & SECURITY LOCKSMITH	3.27 6.54	.00 .00	3.27 6.54	72525 72526	72525 PO4929 NEW KEY BACK 72526 PO4930 (2) DAR OFFI
			Check Total.....:	9.81	.00	9.81		
018251	01/06/15	ATT02	AT&T	801.50 261.84	.00 .00	801.50 261.84	6043240 6043241	6043240 #C6022234577777 6043241 #925.294.8198 PRI
			Check Total.....:	1063.34	.00	1063.34		
018252	01/06/15	ATT03	AT&T	886.24	.00	886.24	369907620	3699076200 #171.795.7615.
018253	01/06/15	CAL02	CALACT	580.00	.00	580.00	2015-0224	2015-0224 ANNUAL MEMBERSH
018254	01/06/15	CIT03	CITY OF DUBLIN	25.00	.00	25.00	2015ST.PA	2015 ST. PATRICK'S DAY FE
018255	01/06/15	CIT06	CITY OF LIVERMORE SEWER	176.78 39.70 125.49	.00 .00 .00	176.78 39.70 125.49	BW121614 TC120914 MOA121614	BW121614 #138143-00 RUTAN TC120914 #133389-00 TC 10 MOA121614 #133294-00 MOA
			Check Total.....:	341.97	.00	341.97		
018256	01/06/15	CLA02	CLARK PEST CONTROL	92.00 90.00	.00 .00	92.00 90.00	16426579 16453628	16426579 PEST CONTROL MOA 16453628 PO4647 PEST CONT
			Check Total.....:	182.00	.00	182.00		
018257	01/06/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B412151	B412151 PO4675 MOM S/W MA
018258	01/06/15	FED01	FedEx	82.70	.00	82.70	288154812	2-881-54812 SHIPPING 11/2
018259	01/06/15	GAN01	GANNETT FLEMING COMPANIES	112.84	.00	112.84	56.4*N147	55156.4*N147 PO4554 DUB-P

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
018259	01/06/15	GAN01	GANNETT FLEMING COMPANIES	2069.57	.00	2069.57	56.5*N148	55156.5*N148 PO4770 DUB/P
			Check Total.....:	2182.41	.00	2182.41		
018260	01/06/15	HAN01	HANSON BRIDGETT MARCUS	2914.50	.00	2914.50	1132799	1132799 LEGAL - ADMIN OCT
018261	01/06/15	ING01	INGERSOLL RAND COMPANY	405.00	.00	405.00	30425440	30425440 PO4932R SERV AIR
				889.75	.00	889.75	30425663	30425663 PO4932R SERV TO
				889.75	.00	889.75	30425664	30425664 PO4932R SERV TO
			Check Total.....:	2184.50	.00	2184.50		
018262	01/06/15	KKI01	COAST RADIO COMPANY INC	4300.00	.00	4300.00	IN1141273	IN-1141273385 PO4696 RADI
018263	01/06/15	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	559853	559853 MOA DUMPSTERS DEC.
018264	01/06/15	MRM06	MR ROOTER PLUMBING	380.03	.00	380.03	30116	30116 PO4951 REPAIR BUS W
018265	01/06/15	PAC01	AT&T	67.36	.00	67.36	ATA121314	ATA121314 #925.243.9029 A
				284.95	.00	284.95	ATT-11211	ATT-1121114 #436.951.0106
			Check Total.....:	352.31	.00	352.31		
018266	01/06/15	PRO01	V.F. MANAGEMENT LTD	1120.00	.00	1120.00	25840	25840 PO4814 VIDEO CAMERA
018267	01/06/15	RCO01	R COMPUTERS	2175.52	.00	2175.52	502498	502498 PO4930 ETHERNET SW
018268	01/06/15	RHT01	R.H. TINNEY, INC.	1938.00	.00	1938.00	1455S-IN	1455S-IN PO4940 REP ROOF
018269	01/06/15	SCF01	SC FUELS	16921.00	.00	16921.00	2649140	2649140 PO4838/4925 DIESE
				14266.94	.00	14266.94	2653343	2653343 PO4925 DIESEL DEL
				15560.86	.00	15560.86	2660583	2660583 PO4925 DIESEL DEL
			Check Total.....:	46748.80	.00	46748.80		
018270	01/06/15	SPO02	SPOSETO ENGINEERING INC	5524.25	.00	5524.25	617-2REV	617-2REV DUBLIN-PLEASANTO
018271	01/06/15	STA12	THE STANDARD	1354.86	.00	1354.86	JAN 2015	JAN 2015 POL #00 125705 0
018272	01/06/15	STE01	DITKOF ENTERPRISES INC	1875.95	.00	1875.95	33404	33404 PO4922 REPL PELTS O
018273	01/06/15	TX110	YONG LI	73.58	.00	73.58	6/30-12/1	6/30-12/12/2014 PARA-TAXI
018274	01/06/15	VER03	VERIZON WIRELESS	775.44	.00	775.44	7849408	INV7849408 PO4903 (3) I P
				507.98	.00	507.98	INV784940	INV7849409 PO4903 (2) SAM
			Check Total.....:	1283.42	.00	1283.42		
018275	01/16/15	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	470631	470631 PO4731 CAN SERVICE
018276	01/16/15	BAY03	BAY AREA NEWS GROUP	51.33	.00	51.33	838005	838005 PO4909 DBE LEGAL A
018277	01/16/15	BAY07	BAY AREA NEWS GROUP/DIGIT	125.00	.00	125.00	826446	826446 PO4904 STUFF THE B
				125.00	.00	125.00	835183	835183 PO4904 STUFF THE B
			Check Total.....:	250.00	.00	250.00		
018278	01/16/15	CAL13	CALIFORNIA TRANSIT	570.63	.00	570.63	062014DEC	06-2014-DEC CLAIMS EXPENS
				15003.54	.00	15003.54	062014NOV	06-2014-NOV CLAIMS EXPENS
			Check Total.....:	15574.17	.00	15574.17		
018279	01/16/15	CAL15	CALTRONICS BUSINESS SYS	394.32	.00	394.32	1694819	1694819 PO4880 BIZHUB650
018280	01/16/15	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	255904	255904 PO4718 LANDSCAPE M
018281	01/16/15	GSG01	GSGC INC	1328.92	.00	1328.92	6065-15	6065-15 PO4918 JANITORIAL
				624.88	.00	624.88	6066-15	6066-15 PO4919 JANITORIAL
			Check Total.....:	1953.80	.00	1953.80		
018282	01/16/15	LIV09	LIVERMORE UNIFIED SCHOOL	300.00	.00	300.00	FY15MURAL	FY15MURAL, SUPPLIES FOR A
018283	01/16/15	OFF01	OFFICE DEPOT	73.12	.00	73.12	748680469	748680469001 SUPPLIES DEL
				100.05	.00	100.05	748682812	468682812001 SUPPLIES DEL
			Check Total.....:	173.17	.00	173.17		
018284	01/16/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005720	2005720 PO4779 TANK INSPE

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018284	01/16/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005721	2005721 PO4779 TANK INSPE
			Check Total.....:	240.00	.00	240.00		
018285	01/16/15	PRE03	PREMIER SECURITY SOLNS CO	190.00	.00	190.00	1412-219	1412-219 PO4964 FIRE ALAR
018286	01/16/15	SCF01	SC FUELS	16273.37	.00	16273.37	2664393	2664393 PO4925 DIESEL DEL
018287	01/16/15	SPO02	SPOSETO ENGINEERING INC	4494.37	.00	4494.37	617-RET	617-RET DUBLIN-PLEASANTON
018288	01/16/15	TAX67	CHRISTEL RAGER	200.00	.00	200.00	12/1-29/	12/1-12/29/2014 PARA-TAXI
018289	01/16/15	TMA10	T MARSHAL ASSOCIATES LTD	835.48	.00	835.48	WO34777	WO34777 PO4961 LIGHTING R
018290	01/16/15	TX111	KAREN MCWOOD	22.97	.00	22.97	11/24/14	11/24/2014 PARA-TAXI REIM
018291	01/16/15	TX112	DARRELL DION	35.70	.00	35.70	11/19-25	11/19-11/25/2014 PARA-TAX
018292	01/16/15	TX113	RODGER RAGER	13.16	.00	13.16	12/29-30	12/29-12/30/2014 PARA-TAX
018293	01/30/15	ACT01	AC TRANSIT DISTRICT	1172.17	.00	1172.17	LOC345	LOC345 RTC PROG JAN - MAR
018294	01/30/15	ANT01	ANTAI SOLUTIONS, LLC	600.00	.00	600.00	1362	1362 PO4969 REPL FAILED S
018295	01/30/15	ATT02	AT&T	810.18 264.90	.00 .00	810.18 264.90	6141486 6141487	6141486 #C602223457777 S 6141487 #925.294.8198 PR
			Check Total.....:	1075.08	.00	1075.08		
018296	01/30/15	ATT03	AT&T	888.55	.00	888.55	363152720	3631527203 #171.795.7615
018297	01/30/15	BAR02	SF BAY AREA RAPID TRA DIS	2673.00	.00	2673.00	20150130	20150130 (150) EA BART RE
018298	01/30/15	CAL05	CALTEST LABS	739.10	.00	739.10	536997	536997 PO4980 ATL ANNUAL
018299	01/30/15	CIT06	CITY OF LIVERMORE SEWER	39.70 101.46 176.78	.00 .00 .00	39.70 101.46 176.78	TC11315 MOA012015 RBW012015	TC11315 TC SEWER 10/26-12 MOA012015 #133294-00 MOA RBW012015 #138143-00 RUTA
			Check Total.....:	317.94	.00	317.94		
018300	01/30/15	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	16546397	16546397 PO4953 RUTAN PES
018301	01/30/15	COL02	COLLICUTT ENERGY SERVICES	150.00	.00	150.00	37222	37222 PO4886 REPLACE BATT
018302	01/30/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B501151	B501151 PO4675 MOM S/W MA
018303	01/30/15	DIR01	DIRECT TV	12.00	.00	12.00	248984490	24898449098 PO4534 (2) AD
018304	01/30/15	FED01	FedEx	141.93	.00	141.93	290893718	290893718 SHIPPING 12/17/
018305	01/30/15	GEN05	GENFARE	3157.18	.00	3157.18	90084940	90084940 PO4959 DATA PROB
018306	01/30/15	HAN01	HANSON BRIDGETT MARCUS	3363.50	.00	3363.50	1135016	1135016 LEGAL - ADMIN NOV
018307	01/30/15	JTH01	J. THAYER COMPANY	74.82	.00	74.82	920153-0	920153-0 SUPPLIES DEL 1/2
018308	01/30/15	OFF01	OFFICE DEPOT	173.87 12.99 13.99 12.99	.00 .00 .00 .00	173.87 12.99 13.99 12.99	748803430 748804131 748804132 748804133	74880343001 SUPPLIES DEL 748804131001 SUPPLIES DEL 748804132001 SUPPLIES DEL 748804133001 SUPPLIES DEL
			Check Total.....:	213.84	.00	213.84		
018309	01/30/15	PAC01	AT&T	68.23 288.87 32.20	.00 .00 .00	68.23 288.87 32.20	ATAL01131 ATT101111 CFA010715	ATAL011315 #925.243.9029/ ATT-101112015 #436.951.01 CFA010715 #232.351.6260 C
			Check Total.....:	389.30	.00	389.30		
018310	01/30/15	RHT01	R.H. TINNEY, INC.	98.00 243.00	.00 .00	98.00 243.00	1552S-IN 1554S-IN	1552S-IN PO4738 HVAC MAIN 1554S-IN PO4740 HVAC MAIN
			Check Total.....:	341.00	.00	341.00		
018311	01/30/15	ROB05	ROBERT H. WAGER CO, INC	411.18	.00	411.18	66404	66404 PO4977 SMOKE TEST S
018312	01/30/15	RSE01	R & S ERECTION	230.00	.00	230.00	91924COMR	91924COMR PO4976 REPAIRS

REPORT.: Feb 02 15 Monday
 RUN....: Feb 02 15 Time: 13:52
 Run By.: Linda White

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 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018313	01/30/15	SCF01	SC FUELS	14660.55	.00	14660.55	2668725	2668725 PO4925 DIESEL DEL
				13737.52	.00	13737.52	2673970	2673970 PO4925 DIESEL DEL.
Check Total.....:				28398.07	.00	28398.07		
018314	01/30/15	SHA02	SHAMROCK OFFICE SOLUTIONS	23.90	.00	23.90	199865	199865 MOS RECEIPT FAX/COP
018315	01/30/15	STA12	THE STANDARD	1354.86	.00	1354.86	FEB 2015	FEB 2015 LIFE, AD&D, LTD
018316	01/30/15	TX106	SAROJA IYER	71.40	.00	71.40	12/5-12/3	12/5-12/31/2014 PARA-TAXI
H5028A	01/06/15	TAX58	LARRY JENKINS	321.30	.00	321.30	9/14-12/1H	9/14-12/14/2014 PARA-TAXI
H5028B	01/06/15	TAX58	LARRY JENKINS	62.43	.00	62.43	12/14-12/H	12/14-12/16/2014 PARA-TAX
H5037A	01/06/15	MTM01	MEDICAL TRANSPORTATION MA	89591.75	.00	89591.75	NOV2014H	NOV2014 PARA-TRANSIT SERV
H5037B	01/06/15	MTM01	MEDICAL TRANSPORTATION MA	9590.00	.00	9590.00	MTM112014H	MTM112014 DAR TICKET REDE
H5083A	01/30/15	TAX23	CHIAN LING SAW	38.10	.00	38.10	1/12-1/14H	1/12-1/14/2015 PARA-TAXI
H5083B	01/30/15	TAX23	CHIAN LING SAW	11.90	.00	11.90	1/18/15H	1/18/2015 PARA-TAXI REIMB
Cash Account Total.....:				1106600.87	.00	1106600.87		
Total Disbursements.....:				1106600.87	.00	1106600.87		

AGENDA

ITEM 4 C



S T A F F R E P O R T

SUBJECT: FY 2015 Prop 1B California Transit Security Grant Program (TSGP)
Resolution

FROM: Tamara Edwards, Finance and Grants Manager

DATE: March 2, 2015

Action Requested

Adopt Resolution 09-2015 for the FY15 Prop 1B California Transit Security Grant Program.

Background

The Transit Security Grant Program (TSGP) is one of five grant programs that constitute the Department of Homeland Security (DHS) Fiscal Year (FY) 2015 focus on transportation infrastructure security activities. The TSGP is an important component of the Department's effort to enhance the security of the Nation's critical infrastructure. The program provides funds to owners and operators of transit systems to protect critical surface transportation infrastructure and the traveling public from acts of terrorism, major disasters, and other emergencies.

Discussion

As a condition of the receipt of TSGP funds, the Board of Directors must authorize the Executive Director to execute for and on behalf of LAVTA, any actions necessary for the purpose of obtaining TSGP funds provided by the California Office of Emergency Services (CalOES). Staff is requesting for Board approval in order to comply with Prop 1B TSGP requirements.

Budget Considerations:

The estimated amount allocated for LAVTA in FY 2015 is a total of \$36,696 in TSGP funds. LAVTA plans to use the funds for transit security related enhancements.

Recommendation

The Finance and Administration Committee recommends the Board approve the attached Resolution 09-2015 for the FY15 Prop 1B California Transit Security Grant Program.

Attachments:

1. Resolution 09-2015 FY 2015 Prop 1B California Transit Security Grant Program (CTSGP)

Approved: _____

RESOLUTION 09-2015

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR AND/OR HIS/HER
DESIGNEE TO EXECUTE FOR AND ON BEHALF OF THE LIVERMORE AMADOR
VALLEY TRANSIT AUTHORITY (LAVTA), ANY ACTIONS NECESSARY FOR THE
PURPOSE OF OBTAINING FINANCIAL ASSISTANCE PROVIDED BY THE CALIFORNIA
TRANSIT SECURITY GRANT PROGRAM FOR FISCAL YEAR 2014-2015**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGBP); and

WHEREAS, the Livermore Amador Valley Transit Authority is eligible to receive CTSGBP funds; and

WHEREAS, the Livermore Amador Valley Transit Authority will apply for 2014-2015 CTSGBP funds in an amount up to \$36,696 for Security Lighting Upgrades; and

WHEREAS, Livermore Amador Valley Transit Authority recognizes that it is responsible for compliance with all Cal EMA CTSGBP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Livermore Amador Valley Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Livermore Amador Valley Transit Authority to execute actions necessary to obtain CTSGBP funds from Cal EMA and ensure continued compliance with Cal EMA CTSGBP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the Executive Director, and/or his/her designee, is hereby authorized to execute for and on behalf of Livermore Amador Valley Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Office of Emergency Services under the CTSGBP.

PASSED AND ADOPTED by the Livermore Amador Valley Transit Authority Board of Directors this 2nd day of March, 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

Certification

I, Scott Haggerty, duly appointed and Chair of the Board of Directors of the Livermore Amador Valley Transit Authority do hereby certify that the above is true and correct copy of a resolution passed and approved by the Board of Directors of the Livermore Amador Valley Transit Authority on the 2nd day of March 2015.

Chair

(Official Position)

(Signature)

3/2/2015

(Date)

AGENDA

ITEM 4D



STAFF REPORT

SUBJECT: Low Carbon Transit Operations Program Resolution
FROM: Tamara Edwards, Finance and Grants Manager
DATE: March 2, 2015

Action Requested

Approve the Resolution 11-2015 authorizing the Executive Director or his or her designee to execute the certifications and assurances and all required documents for the Low Carbon Transit Operation Program (LCTOP).

Background

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

Discussion

LAVTA has programmed to it \$107,192 in LCTOP funds for fiscal year 14/15. As this is the first year the funds are available they are not eligible to roll over for request in future years. The constraints of this funding does not provide for many options for LAVTA to use the funds. Thus, staff intends to request the full funding for use toward the upcoming diesel/electric Hybrid bus purchase.

Budget

By using these funds for a portion of the upcoming bus purchase, as part of the “local” match the Transit Development Act (TDA) funds already programmed would be available for other projects with less constraints.

Next Steps

Submission of a grant application to MTC for approval, and then submission to CalTrans.

Recommendation

Staff recommends that the LAVTA Board of Directors approve Resolution 11-2015 authorizing the Executive Director to execute all required documents for the LCTOP funding application.

Attachments:

1. Resolution 11-2015

Approved: _____

RESOLUTION 11-2015

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND ALL REQUIRED DOCUMENTS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

WHEREAS, the Livermore Amador Valley Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Livermore Amador Valley Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director or his or her designee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority *that* the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director or his or her designee be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED this 2nd day of March 2015.

Scott Haggerty, Chair

Attest:

Michael Tree, Executive Director

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: Comprehensive Operational Analysis Award
FROM: Christy Wegener, Director of Planning and Communications
DATE: March 2, 2015

Action Requested

Approve the award of an Agreement between the Livermore Amador Valley Transit Authority (LAVTA) and Nelson\Nygaard for completion of the Comprehensive Operational Analysis (COA) and authorize the LAVTA Executive Director to finalize all details and execute said Agreement between LAVTA and Nelson\Nygaard.

Background

LAVTA's Procurement Policy mandates the Authority follow a competitive procurement process for award of major contracts. On October 10, 2014, LAVTA released a Request for Proposals (RFP) for a Comprehensive Operational Analysis #2014-17, for a qualified firm to conduct a comprehensive operational analysis of the Wheels bus system. An optional pre-proposal conference was held at the Authority's Administrative Offices on October 24, 2014 at 2:00 p.m. Written Questions or Requests were received in three parts: the first set of questions were due on October 31, 2014 at 4:00 p.m. and the responses to those questions were issued with the First Addendum on November 7, 2014; the second set of written questions or requests were due on November 14, 2014 at 4:00 p.m. and the responses to those questions were issued with the Second Addendum on November 26, 2014, which revised the scope of work and modified the due date for written questions; the third and final set of written questions or requests were due on December 12, 2014 at 4:00 p.m. and the responses to those questions were issued with the Third Addendum on December 16, 2014; and finally, a Fourth Addendum was issued on December 23, 2014.

The responses to the RFP were originally due on December 5, 2014 at 2:00 p.m., however, Addendum Two extended the deadline for responses to the RFP to January 9, 2015 at 2:00 p.m.

Discussion

Six proposals were received in accordance with the requirements established in the RFP. The responding firms were:

Firm	Location	Rating in Competitive Range
Nelson\Nygaard	San Francisco, California	1
Jarrett Walker and Associates	Portland, Oregon	2
Transit Management & Design (TMD)	Carlsbad, California	3
Steer Davies Gleave	Los Angeles, California	N/A
ARUP	San Francisco, California	N/A
Dan Boyle & Associates	San Diego, California	N/A

All of the proposals were reviewed and evaluated using a formal scoring process based on the established and published criteria listed in the RFP, by three members of the COA Selection Committee: one LAVTA staff member, one AC Transit staff member, and one City of Livermore staff member. Additionally, proposals were reviewed by two additional LAVTA staff members who served as technical advisors in the evaluation process.

LAVTA interviewed the top three firms on February 2 and 3, 2015 that were scored the highest by the Committee. After interviews and internal discussion of each of the firms' strengths and weaknesses, staff identified the top two firms as Nelson\Nygaard and Jarrett Walker and Associates. Best and Final offers were requested of the top two firms and were received on February 13, 2015. The apparent best value for LAVTA is Nelson\Nygaard, located in San Francisco, CA. The intent to award was issued on February 18, 2015.

Budget

Before releasing the RFP, LAVTA staff prepared an independent cost estimate for completion of the COA. Nelson\Nygaard's cost proposal is within the range of the cost estimate. Estimated costs of the project are consistent with the FY2015 budget presented to the Board.

Next Steps

Once this contract is awarded, LAVTA Executive Director will finalize all details and execute the contract. The following dates are immediate next steps in the COA process:

- Second week in March: Kickoff meeting between the project manager and LAVTA
- March: Finalize timeline, schedule, Board outreach plan (first Board workshop tentatively scheduled for week of July 13th) and public outreach plan; launch project website
- First week of April: Input from LAVTA front line staff
- Second week of April: First meeting of the technical and stakeholder advisory committees
- April – June: Data collection and analysis/review of existing conditions, on-board rider survey; market analysis and resident survey

Recommendation

The Projects and Services Committee recommends that the LAVTA Board of Directors enter into an agreement with Nelson\Nygaard for the completion of the COA; authorize the Executive Director to execute the agreement and issue a Notice to Proceed; and approve a 10% project contingency of \$37,100 to be used at the discretion of the Executive Director for a total project cost not to exceed \$408,098.

Attachments:

1. Resolution 10-2015

Approved: _____

RESOLUTION 10-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING COMPREHENSIVE OPERATIONAL ANALYSIS #2014-17 CONTRACT
TO NELSON\NYGAARD CONSULTING ASSOCIATES, INC. FOR A
TOTAL CONTRACT PRICE OF \$370,998 AND
A TEN PERCENT PROJECT CONTINGENCY OF \$37,100**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) desires to hire a firm to conduct a Comprehensive Operational Analysis (COA) of its bus network;

WHEREAS, LAVTA conducted a competitive procurement soliciting proposals from qualified firms to conduct the study and received six proposals;

WHEREAS, through a formal scoring process, the selection committee determined that the proposal submitted by Nelson\Nygaard Consulting Associates, Inc. ("Nelson") is responsive to the solicitation documents and is the best value for LAVTA; and

WHEREAS, the Executive Director recommends that LAVTA award a contract for COA to Nelson for a total contract price of \$370,998 and a ten percent (10%) project contingency of \$37,100 to be used at the discretion of the Executive Director for a total project cost not to exceed \$408,098 and authorize the Executive Director to take all necessary steps to execute the agreement.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves entering into a contract with Nelson for the completion of the COA for the amount of \$370,998; authorizes the Executive Director to take all necessary steps to execute the agreement; and approves a 10% project contingency of \$37,100 to be used at the discretion of the Executive Director for a total project cost not to exceed \$408,098.

PASSED AND ADOPTED this 2nd day of March 2015.

Scott Haggerty, Chair

Attest:

Michael Tree, Executive Director

AGENDA

ITEM 6



EXECUTIVE DIRECTOR'S REPORT

March 2015

I recently completed my first 90 days at the agency and have a feel for the good, the bad and the ugly. At the board meeting I'll provide an oral report for the board regarding these observations and the management plans moving forward to create a best of class transit agency. Although there are lots of challenges, many of which will be the responsibility of the board of directors to overcome, I'm optimistic.

For your convenience, attached are various regularly delivered reports. They provide good information on operations, marketing and outreach, budget and grant information, current projects that support the strategic plans of the agency, board statistics and upcoming committee work. I will touch on many of these in my oral report and staff will be available to respond to questions.

Attachments

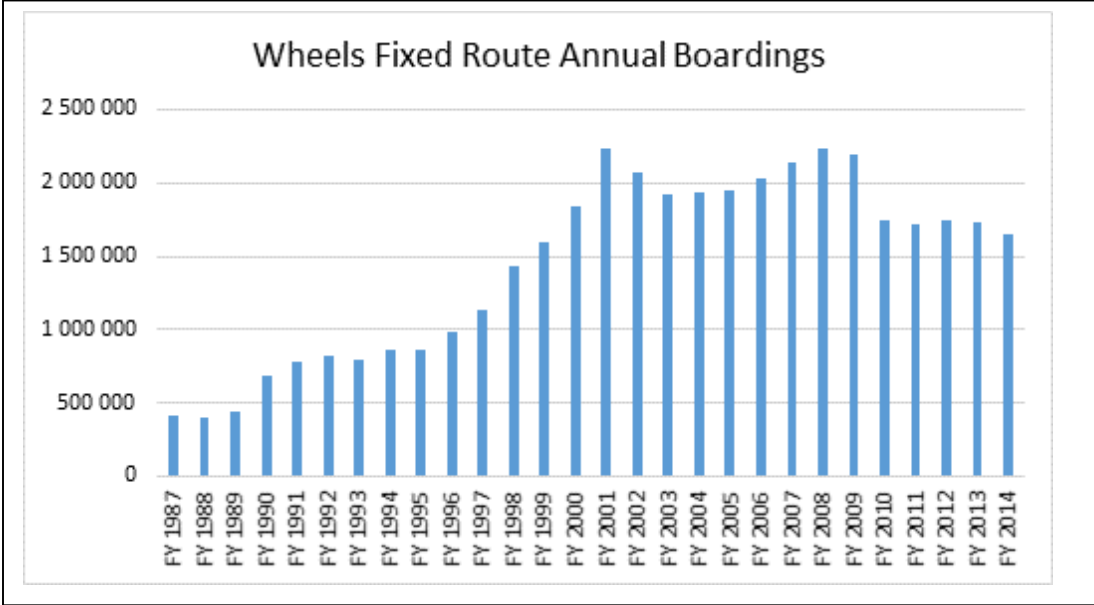
1. Quarterly Operations Report – Second Quarter FY2015
2. Quarterly Marketing and Outreach Report – Second Quarter FY2015
3. Quarterly Budget and Grants Update – Second Quarter FY2015
4. Management Action Plan
5. Board Statistics
6. FY15 Upcoming Committee Items

Quarterly Operations Report – Second Quarter FY2015

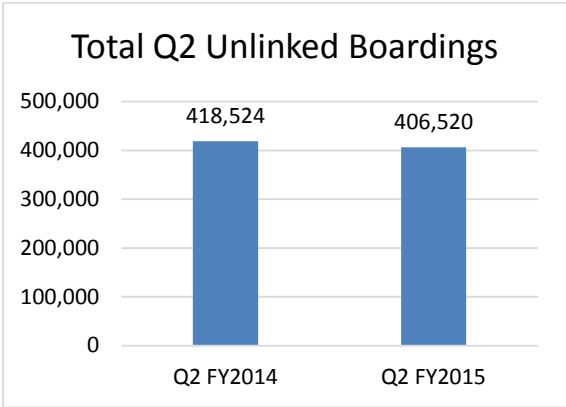
This report is intended to provide a summary and analysis of operations for the second quarter of FY2015 (October-December 2014), including fixed route and operational performance metrics.

Fixed Route

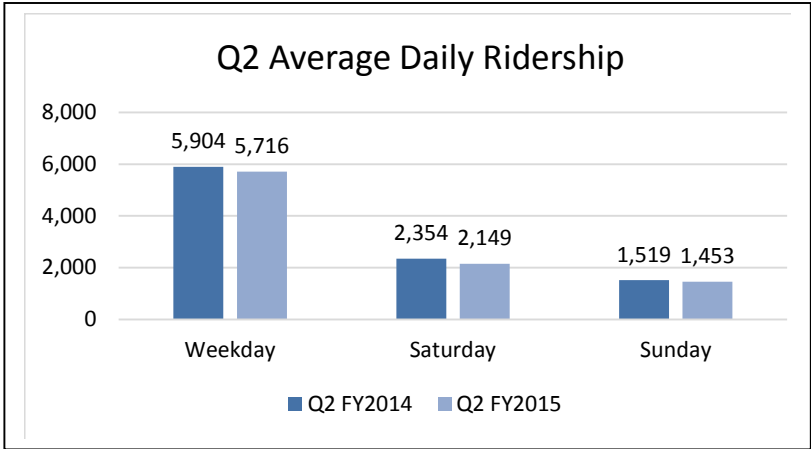
As the Board of Directors has seen in year-end statistics from the conclusion of fiscal year 2014, the Wheels fixed-route service saw a system wide decline in ridership in the order of approximately 4 percent between the fiscal year ending in June 2013 and the fiscal year ending in June 2014.



As reported in November 2014, the first quarter of the 2015 fiscal year showed a slight increase from the first quarter of FY2014 (+0.5%). Looking at the second quarter of FY 2015, a decrease can be seen compared to the same period of last year – at about 2.9%.



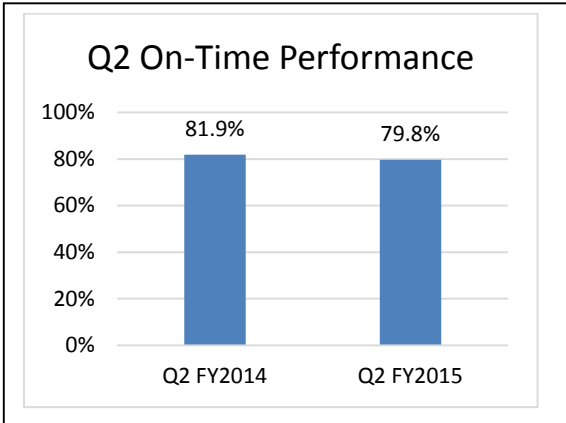
Consistent with the total ridership trend, the average daily boarding indicators also trended down, something that was seen for weekday as well as weekend service.



It is difficult to draw short-term conclusions from these trend variations in ridership, but it should be noted that this fiscal Q2 was rainier than that of last year, and December 2014 was the wettest start to December in Bay Area history. Typical of public transportation, the Wheels system typically sees significant impacts on ridership during days with inclement weather.

Trends at the individual route level were mixed; Routes 8 and 14 both saw sustained productivity increases, but important trunk lines such as the 10 and 12 both trended down in the quarter compared to the same time frame of the previous year. On weekends, individual routes generally followed the downward trend; one exception was the Route 3 Saturday service, which was substantially up - albeit from a very low number last year.

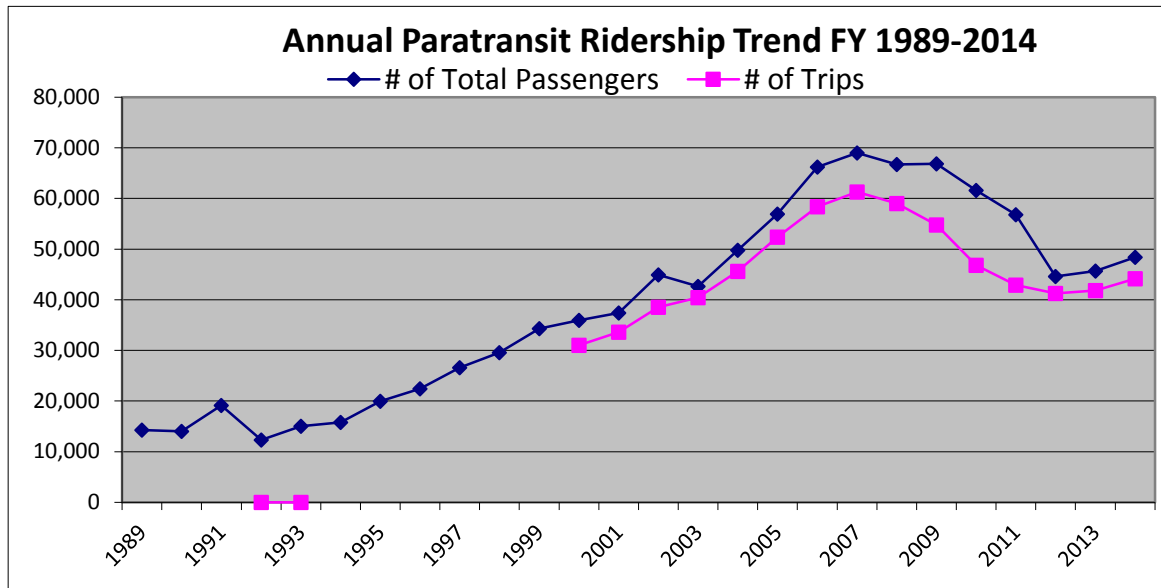
On-time performance decreased compared with same quarter of the previous year, from approximately 82% to 80%. It is likely that this year’s number may have been impacted both by the weather – which can affect traffic and the buses’ own running time – as well as multiple high-impact traffic incidents on I-580 that affected arterial operations in multiple parts of the LAVTA service area.



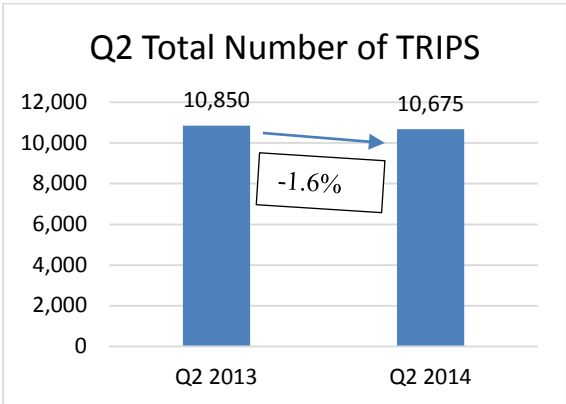
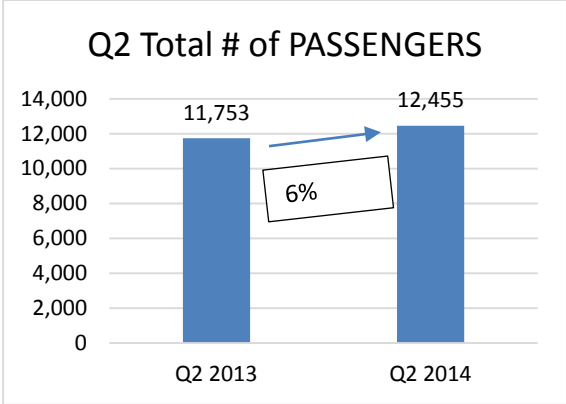
Routes experiencing the most variability in running times, in the 50s and 60s percent ranges, included the I-680 route 70X and the busiest of the school-oriented routes, while shorter routes operating mostly local streets, such as the 1 and 2, ran the most predictably with percentages at or above 90%. The large trunk lines such as Routes 10 and 30 (Rapid) performed in the mid-range at around 82%, slightly above the system average.

Paratransit

LAVTA’s ADA paratransit demand tends to fluctuate from year to year and have “waves” as it is illustrated on the chart below:

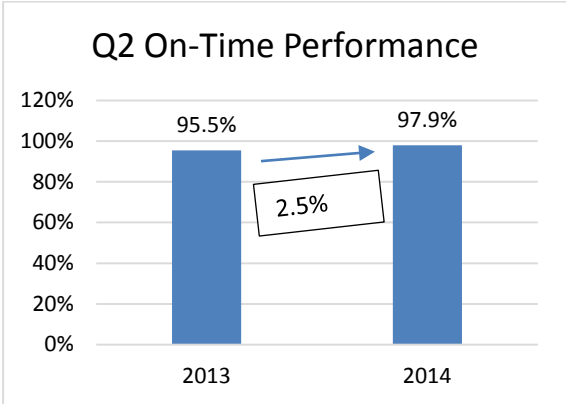


As the chart above notes, the demand for paratransit service peaked in FY 2007, while 2011 showed the lowest ridership in the last ten years. Since 2011, ridership has slowly been growing again. In FY2015 we are noticing an interesting trend – even though the FY2015 Q2 total number of passengers served on paratransit, which includes personal care attendants (PCAs) and companions, has increased by 6% when compared to the same three months the year prior, the number of trips during the same time period has decreased by 1.6% as the following two charts illustrate.

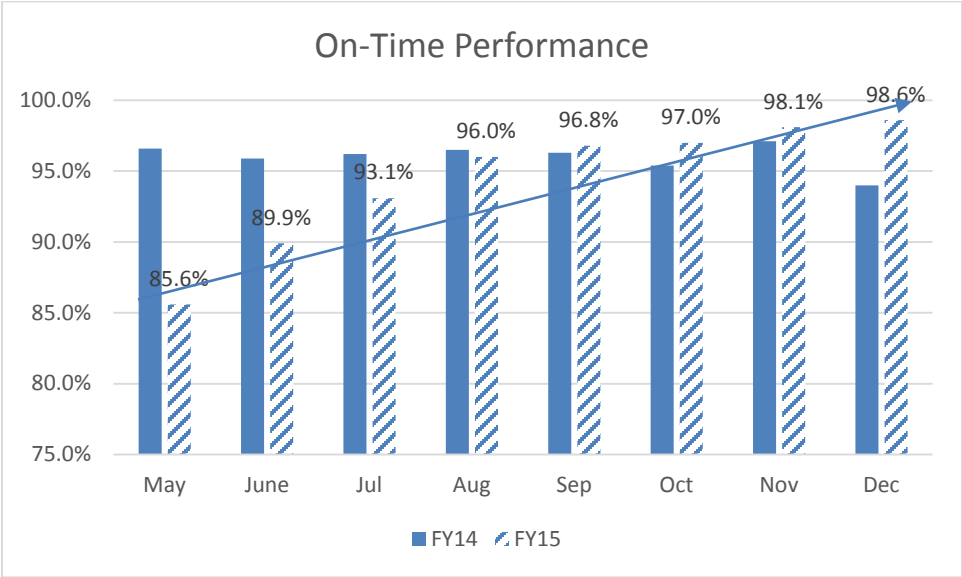


The increase in the total number of passengers is cost neutral to the agency as LAVTA pays the contractor per trip and not per passenger. The increase in the number of passengers and decrease in the number of trips may be due to Dial-A-Ride clientele becoming more fragile requiring PCAs.

The on-time performance (OTP) for the FY 2015 Q2 is 97.9% compared to 95.5% for the same quarter during the previous fiscal year (2.5% increase) as shown in the chart below.

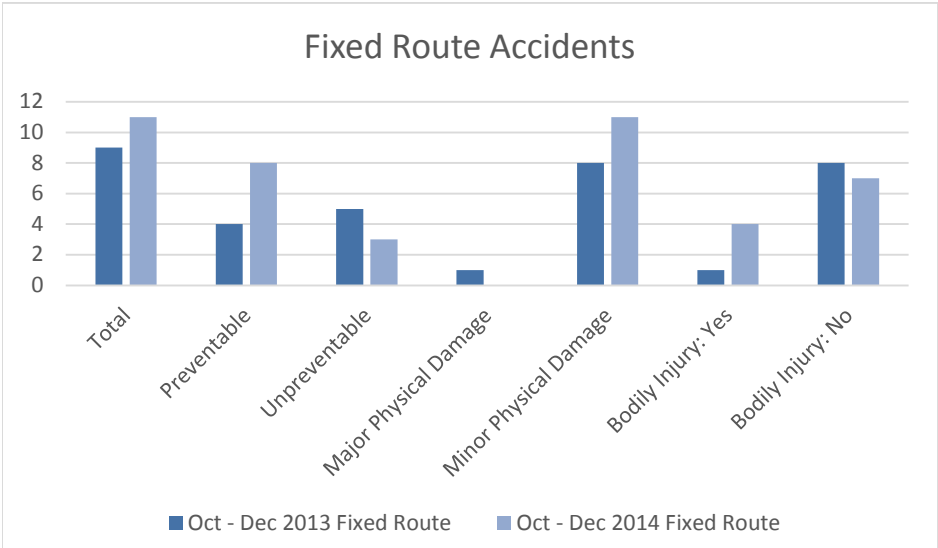


The paratransit operations contractor MTM has improved the OTP steadily every month since they started to provide service as the chart below illustrates.

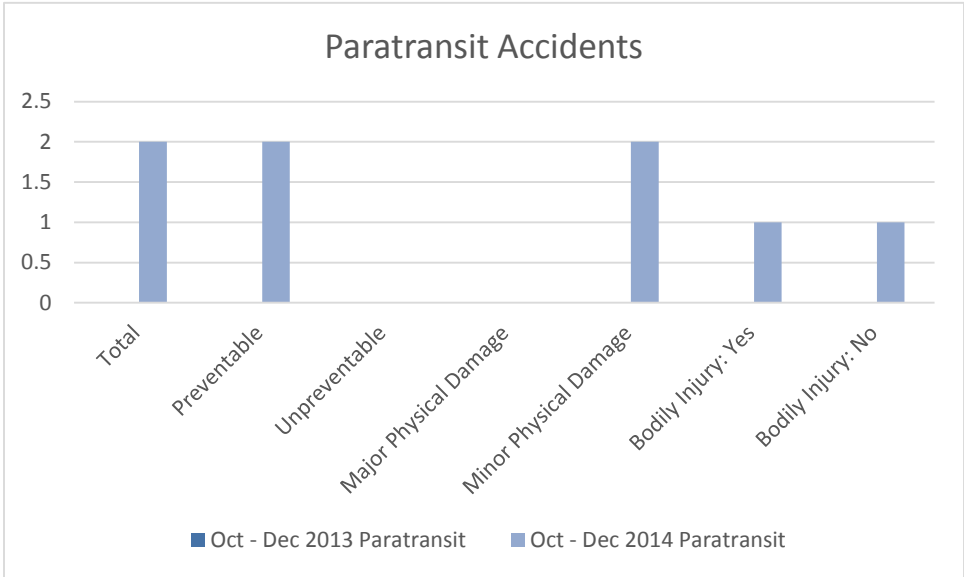


Accidents

In the second quarter, there have been eleven (11) accidents for fixed route, eight (8) of which were determined to be preventable, and three (3) deemed non-preventable. All of the accidents resulted in minor or no damage to the vehicles (only fixed route are LAVTA owned vehicles). Four (4) of the fixed route accidents resulted in bodily injury, but there were no medical transports from the scene. The total number of accidents have not significantly increased from last year (up by two); however, the number of preventable accidents are significantly higher. Staff is working with the operations contractor to identify trends in preventable accidents.

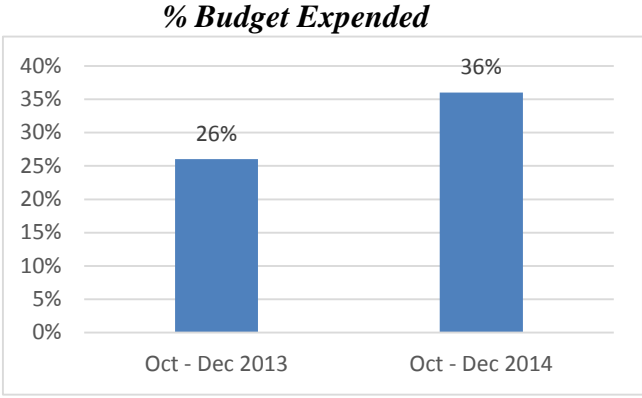
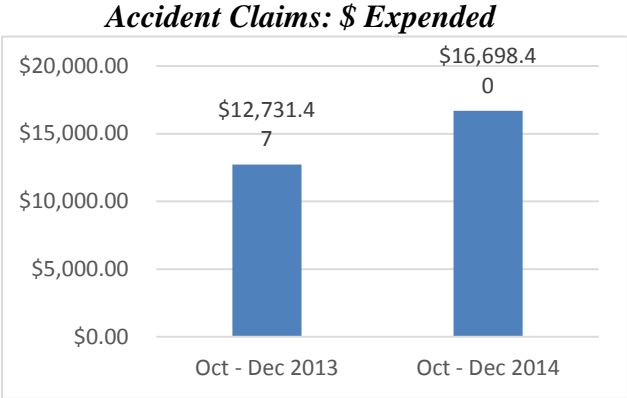


In the second quarter there were two (2) paratransit accidents and they were both determined to be preventable. There was only minor damage to the vehicles (not LAVTA owned) and one personal injury with no medical transport. Last year, there were no accidents during Q3; however, it was a different contractor performing the service.



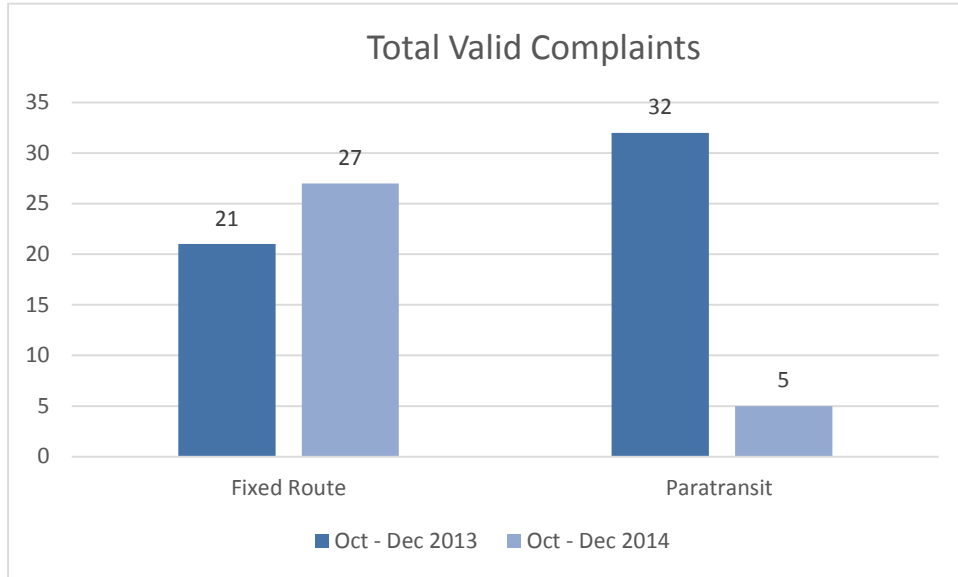
Claims Activity

With respect to the monthly accident claim activity, the below charts highlight claims for fixed route only. Both the dollar amount expended and percent of budget expended are higher than last year; albeit below the allowable 50%. It should be noted that some of the FY15 expenditures are for the prior fiscal year, as adjudication of claims can take some time after the actual accident/incident. Even so, there is an increased focus on Safety with LAVTA’s fixed route contractor in light of the increased preventable accidents and increased claims.



Customer Service

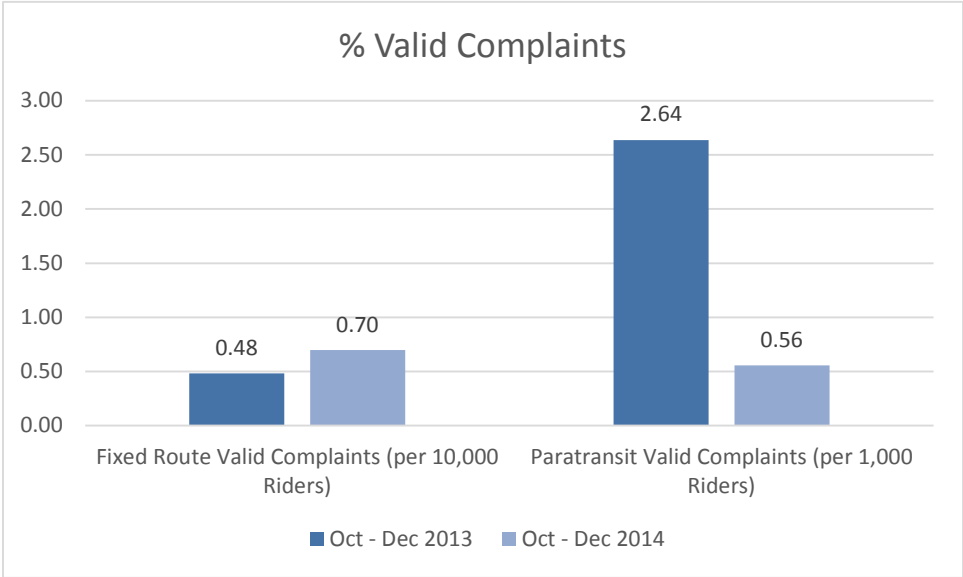
Customer Service staff processed a total of 172 customer requests for Q2 FY14 and a total of 109 for Q2 FY15. LAVTA’s Service Quality Standards Index, a measurement of performance for contractors, tracks the number of valid complaints for both fixed route and paratransit service.



Comparing the total valid complaints from FY14 and FY15, the number for fixed route has increased and staff continues to work with the fixed route contractor in the Fixed Route Task Force meetings held every other week, which allow for timely recognition of trends, and increased attention to the Customer Oversight Program which provides for assigning points to operators for valid complaints.

Paratransit contractor was different in FY14, and staff is continuing to monitor the issues for the new contractor and very pleased to note the significant decrease in the number of complaints. During November 2014 there was only one (1) complaint total and in December, there were no complaints made regarding the paratransit service.

The following chart looks at the percentage of valid complaints, per 10,000 riders for fixed route and 1,000 riders for paratransit.



Quarterly Marketing and Outreach Report – Second Quarter FY2015

This report is intended to provide the Board with a summary of the marketing and outreach activities for the second quarter of FY2015.

Stuff a Bus

On December 6th from 10 a.m. to 2 p.m., the agency partnered with Safeway to hold Stuff-a-Bus events at three Safeway stores in the Tri-Valley. The locations were: 1) 4400 Tassajara Road in Dublin; 2) 4995 First Street in Livermore; and 3) 6790 Bernal Avenue in Pleasanton. The event benefited two local food banks, Open Heart and Tri-Valley Haven and resulted in a record donation of 4,260 lbs of food.

To promote the events, the agency ran advertising on KKIQ and hosted a live radio remote broadcast at the Livermore Safeway from 10 a.m. to Noon. The station also had a prize wheel for the public to spin and win prizes for providing a food donation. As part of the partnership with LAVTA, Safeway provided twenty \$25 gift cards as prizes as well as a food donation of 100 turkeys.

Livermore and Pleasanton Holiday Parades

On December 6th, Wheels participated in two Holiday parades in Livermore and Pleasanton. The Livermore parade showcased the restored Rideo Bus. The Pleasanton parade showcased a Rapid Bus, decorated with a wreath.

Wheels in the News

Wheels produced three press releases during the 2nd quarter. These included the announcement of Michael Tree as Executive Director, the Stuff a Bus Event announcement & promotion, and the Stuff a Bus food donation results. Wheels received major local and national industry articles in the Tri-Valley Times, Pleasanton Weekly, The Independent, The Patch, Mass Transit, Bus Ride and a photo/caption for the Stuff a Bus event in Passenger Transport.

Facebook

Likes on Wheels Bus Facebook page have dramatically risen over the quarter to a total of 148. Posts were for the events highlighted in the News section above which helped to increase the number of likes. There were approximately 100 likes prior to the 2nd quarter.

Outreach

Wheels participated in 18 outreach activities targeting schools, seniors, employers and other community organizations in the second quarter.

Upcoming Marketing and Outreach Activities

The following activities are currently planned for remainder of the fiscal year:

February 21, 2015 Service Change

The agency promoted the February 21, 2015 service change through radio spots on KKIQ-FM, updated web page, car cards, new bus book, outreach at key locations, press release, Facebook/Twitter, on-hold messages and bus stop schedule inserts.

St. Patrick's Day Parade

The agency will be showcasing both Rapid and Rideo buses for Dublin St. Patrick's Day parade on Saturday, March 14th donned in St. Patrick's decorations to celebrate the festivities. Wheels will also participate in the community festival to promote our services and inform the public about alternative transportation options on both Saturday and Sunday, March 14th and 15th.

Livermore Wine Festival May 2 and 3rd

Wheels will have an information booth for both Saturday and Sunday, May 2nd and May 3rd at the Livermore Wine Festival, where we will have a full realm of resource information to distribute to the public.

Alameda County Fair

For the 2015 Alameda County Fair, Wheels staff is currently negotiating with the Fair for a collaboration on a 2-for-1 ticket similar to last year's campaign. Route 8 will be modified again to serve the fair on both the A & B as well as the weekend 8. Any additional service requested by the Fair will be brought back to the Board for approval. There will be staffing during Senior Days to inform the public about all of the senior and disabled services for the Tri-Valley. Staff are also looking at having the Rideo bus on display for the duration of the Fair.

Website Redesign

Wheels will be releasing an RFP to obtain professional services to perform a website redesign and handle hosting and ongoing maintenance, training and future development of the www.wheelsbus.com website. The scope of work is focused on an agency to develop a user-centric, redesigned and re-architected public website with an eye towards responsive and adaptive design and features to ensure compatibility with all desktops, mobile, and tablet devices. Bids will be due in March with a new website going live in early FY 2016.

Employer Pass Research and Development

Wheels is researching options to develop and launch a new annual Employer/Eco Pass that would be available to Tri-Valley businesses and their respective employees. The pass would be provided for all employees for an annual term at a discounted rate such as the current Hacienda Business Eco Pass. The current model for the Hacienda Business Park pass is also being examined and may require updating.

Spring Foothill High School Free Ride Campaign

This is a campaign the agency is working in collaboration with Safe Routes to School, Environmental Teachers and the City of Pleasanton to help with Foothill High School's traffic mitigation. Phase one is a curriculum designed project to interest students in alternative

transportation while at the same time, seeking transportation ambassadors to help promote Wheels services and to assist with surveys to seek student feedback. Recognition and awards will be given to students who log in alternative travel during and after the free ride campaign. Ambassadors will continue to work with our agency throughout the year and will be rewarded with a yearly pass. Each middle school and high school will have an Ambassador that will be selected through an essay contest. Staff is meeting with the three school districts on February 18th and will discuss expanding this program to other schools next year.

Wheels Timetables/School Route Information

The agency has begun to research steps to transition from the current bus book to producing individual route schedules. The target date of the switch is the August 2015 service change. In addition to individual route timetables, the agency is looking to create school-district specific literature, as well as booklets/pamphlets including a fare/policies brochure, and summary-level of detail about the routes available in each of the jurisdictions.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Quarterly Budget and Grants Update

FROM: Tamara Edwards, Finance & Grants Manager

DATE: March 2, 2015

Action Requested

Review the FY15 Second Quarter Budget and Grants Update. This is an information item.

Discussion

The Board of Directors requested a quarterly update of the budget and grants, based on any significant changes for both revenues and expenses. This report will encompass any changes between the time the budget was approved and December 2014 with an analysis of the net effects to the projected reserve balance. Details regarding grants status are included in a separate section of this report.

Budget

	Amount from analysis in FY 15 budget	Updated numbers (sources for updates are from the FY 14 CAFR and MTC revenue forecast updates, and additional grant revenues approved)	Difference
a Projected Reserves at June 30, 2014	\$6,888,984	\$7,204,185	\$315,201
b FY 15 apportionment	\$7,989,391	\$8,542,974	\$553,583
c TDA funds available for allocation (a+b)	\$14,878,375	\$15,747,159	\$868,784
d FY 15 operating request	\$8,689,230	\$8,689,230	\$0
e FY 15 capital request	\$4,000,000	\$4,000,000	\$0
f TDA Request for allocation (d+e)	\$12,689,230	\$12,689,230	\$0

Projection for Reserve at June 30, 2015			
TDA Reserves			
Reserves at June 30, 2014			
g	(c-f)	\$2,189,145	\$3,057,929 \$868,784
h	Expiring Capital Allocations	\$980,000	\$1,137,702 \$157,702
i	FY 15 Due to LTF*	\$0	\$126,250 \$126,250
j	FY 14 Due to LTF	\$1,233,657	2,737,445 \$1,503,788
k	FY 13 Due to LTF	\$3,323,571	\$3,323,571 \$0
Total TDA Reserves			
l	(g+h+i+j+k)	\$7,726,373	\$10,382,897 \$2,656,524
STA Reserves			
Population based STA			
m	reserves at June 30,2014	\$887,213	\$920,897 \$33,684
n	FY 15 apportionment	\$1,735,374	\$850,536 -\$884,838
o	Request for allocation	\$887,213	\$887,213 \$0
Reserves at June 30, 2014			
p	(m+n-o)	\$1,735,374	\$884,220 -\$851,154
Revenue based STA			
q	reserves at June 30, 2014	\$414,113	\$355,458 -\$58,655
r	FY 15 apportionment	\$287,296	\$258,232 -\$29,064
s	Request for allocation	\$414,113	\$414,113 \$0
Reserves at June 30, 2015			
t	(q+r-s)	\$287,296	\$199,577 -\$87,719
u			
v	Total STA reserves (p+t)	\$2,022,670	\$1,083,797 -\$938,873
Total Reserves at June			
w	30,2015 (k+t)	\$9,749,043	\$11,466,694 \$1,717,651

i*	* FY 15 Due to LTF		
	Additional funding (revenue) approved after the FY 15 budget cycle		
	TFCA Rte 8	0	\$27,500 \$27,500
	TFCA Rte 12	0	\$50,750 \$50,750
	TFCA Rte 15	0	\$48,000 \$48,000
	Total Revenue Increase (i)		\$126,250 \$126,250

The change in the anticipated reserve balance from the original number reported with the budget can be primarily attributed to three areas; the increase in the amount due to the Local Transportation Fund (LTF) (over the original projections), a larger than projected return of TDA from capital projects (that were paid for through other grant funds instead) and an increase in anticipated revenues from operating grants that have been approved after the FY 15 budget cycle- this amount has been included in the TDA reserve analysis as an anticipated due to LTF for FY 15. The increase in the amount due to LTF is made up of the difference between budgeted expenses and actual expenses (actuals were lower than budget for FY14),

and the difference between expected revenues and actual revenues (which were higher in FY14 due to additional grants received during the year).

Grants

Grants Update December 2014

In keeping with our previously introduced system of grant classification for Board Reports, the following report details activity through December 31, 2014.

The charts below reflect active (green), inactive/at risk (yellow) grants, and pending grants (blue). Grants that have been closed, or were not awarded/denied are not shown here.

Inactive/At Risk

Project Name	Funding Type	Funding Source	Grant Award	Summary of Issue
Atlantis Security	Prop 1B Security Funds	CalEMA	\$36,696	An extension is being requested and the funds are being moved to another project.

Active/Not at Risk

Project Name	Funding Type	Funding Source	Grant Award
Trapeze upgrade (viewpoint)	RM2	MTC	\$74,535
Bus Stop Repair/Replacement	Proposition 1B PTMISEA (Public Transportation Modernization, Improvement, and Service Enhancement Account)	MTC (Metropolitan Transportation Commission), and CalOES	\$240,910
Parataxi and Bus Stops	New Freedom	FTA (Federal Transit Administration)	\$104,400, \$88,000 for Pleasanton & Dublin bus shelters and stops
LAVTA Facility Upgrade and Improvements	PTMISEA	Caltrans	\$357,966
LAVTA Facility F.Y.		FTA	\$326,878.73

2008			Remaining- \$134,000
Rapid Operation	RM2 (Regional Measure 2)	MTC	\$580,836 current F.Y. 20% Farebox Recovery threshold
BRT/Rapid Operation (July 1, 2013-June 30, 2015)	Regional TFCA (Transportation Fund for Clean Air)	BAAQMD (Bay Area Air Quality Management District)	\$109,970
BRT	Small Starts	FTA	\$559,355 in construction funds remaining.
LAVTA Route 10 & Rapid Measure B Express Bus Project	Measure B Express Bus	ACTC (Alameda County Transportation Commission)	\$1,000,000
LAVTA Measure B Countywide Express Bus Service (12v, 20x, 70x; Alameda County portions only)	Measure B Express Bus	ACTC	\$1,000,000
Route 14 Operations	Lifeline/ JARC	CalTrans, MTC	\$150,000
Route 53 ACE Shuttle Service	Local TFCA	ACTC	\$120,000
Route 54 ACE Shuttle Service	Local TFCA	ACTC	\$47,000
Parataxi, Dublin/Pleasanton	New Freedom	MTC/CalTrans	\$10,000
Surveillance Equipment	1B Security	CalOES	\$36,696
Fleet DVR's	1B Security	CalOES	\$36,600
The Tri-Valley Multi-Modal Access and PDA Connectivity Study	Sustainable Communities Technical Assistance Program/SC-TAP	ACTC (Alameda County Transportation Commission)	\$1,385,000
Parataxi	New Freedom (Concord UA)	FTA	\$33,000

Pending/Not yet Awarded

Project Name	Funding Type	Funding Source	Amount Requested	Expected Notification
Local TFCA; Routes 8, 12, 15 (2 Year Cycle)	Local TFCA	ACTC	\$278,000	Waiting on funding agreements
TPI Dublin Boulevard Proejct (LAVTA Sponsor, City of Dublin and MTC Co-Sponsors)	TPI via FHWA	MTC	\$1,570,000	Expected in FY 17.
Facility Lighting/ Security Upgrades	Prop 1B Security	CalOES	\$36,696	Waiting on funds
Transit Center upgrades and improvements	PTMISEA/Lifeline	MTC	\$125,625	Pending approval

Future Outlook:

- Future Regional and Local TFCA (Transportation Fund for Clean Air) eligibility may be at risk, due to changing requirements at BAAQMD (Air District) level; especially to the Shuttles Program.
- Small Urbanized Area funding will not have any new calls for projects until CalTrans finishes its re-organization.
- Regional and County funding opportunities are increasingly being released with cooperative requirements, between multiple modes of travel and local jurisdictions. We can expect to see more PDA (Priority Development Area) focused, OBAG (One Bay Area Grant Program) type of funding in the future.
- Future funding eligibility, in general, may be negatively impacted, due to Performance Measures requirements that are becoming more common, such as farebox recovery rate and passengers per hour.

Recommendation

NA – information only.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

S T A F F R E P O R T

SUBJECT: Management Action Plan
FROM: Michael Tree, Executive Director
DATE: February 18, 2015

Action Requested

Review and provide direction to staff.

Background

The following is the current strategic planning framework for the agency (last modified in December of 2012):

MISSION

The mission of the Livermore Amador Valley Transit Authority (Wheels) is to provide equal access to a variety of safe, customer oriented, reliable, and affordable public transportation choices, increasing the mobility and improving the quality of life of those who live or work in and visit the Tri-Valley area.

VISION

An essential link in the regional transportation system, Wheels strives to be a well-recognized highly respected, integrated public agency utilizing appropriate tools and technologies to provide cost-effective, exceptional transit service in response to the needs and priorities of those who live or work in or visit the Tri-Valley area.

VALUES

We Value...

- **Integrity** *We act ethically and with integrity in all we do.*
- **Accountability** *We are accountable and responsible for our actions.*
- **Service Quality** *We do high quality work and maintain high standards in order to exceed customer expectations by providing friendly, personable and equal opportunity service.*
- **Community** *We are a viable part of the community we serve and seek community involvement in developing and fostering transit service as an essential aspect of community quality of life.*
- **Cooperation** *We partner with other regional and local agencies to ensure full access to a comprehensive range of community mobility options.*
- **Environment** *We view public transit as a means of improving air quality and conserving our natural resources.*
- **Respect** *We treat all persons with dignity, respecting life, property, and the environment; capitalizing on the wealth of viewpoints that reside in our multi-faceted community; all contributions are valued.*
- **Stewardship** *We are prudent and resourceful stewards of the public dollars with which we have been entrusted.*

GOALS	STRATEGIES	
A. Service Development	A1	Provide routes and services to meet current and future demand for timely and reliable transit service subject to fiscal restraints
	A2	Increase accessibility to community, services, senior centers, medical facilities, and jobs
	A3	Optimize existing routes and services to increase productivity and respond to MTC's Transit Sustainability Project and MTC's Tri-City/Tri Valley Transit Study
	A4	Improve connectivity with regional transit systems and participate in the activities of projects like BART to Livermore and Altamont Commuter Express to ensure future connectivity
	A5	Explore innovative fare policies and pricing options
	A6	Provide routes and services to promote mode shift from personal car to public transit

B. Marketing and Public Awareness	B1	Continue to build the Wheels brand image, identity and value for customers
	B2	Improve the public image and awareness of Wheels
	B3	Increase two-way communication between Wheels and its customers
	B4	Increase ridership, particularly on the Rapid, to fully attain community benefits achieved through optimum utilization of our transit system
	B5	Promote Wheels to new businesses and residents
C. Community and Economic Development	C1	Integrate transit into local economic development plans
	C2	Advocate for increased transit friendly and transit oriented developments in the Cities' planning departments and in the site development processes, MTC's Regional Transportation Plan and Sustainable Communities Strategy, and ACTC's Countywide Transportation Plan, all of which respond to the climate change issue of SB375
	C3	Partner with employers in the use of transit to meet transportation demand management goals or requirements
D. Regional Leadership	D1	Advocate for local, regional, state, and federal policies that support Wheels' goals
	D2	Support Staff involvement in leadership roles representing the agency at regional, state, and federal forums
	D3	Promote transit priority and improvements initiatives with city and county governments
	D4	Develop regional initiatives, for example the Clipper Card, that support riders mobility through more seamless passenger use, in coordination with MTC and nearby CATS operators, in response to what has emerged as regional policy in the Transit Sustainability Project
E. Organizational Effectiveness	E1	Promote system wide continuous quality improvement initiatives
	E2	Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service
	E3	Establish performance based metrics with action plans for improvement; monitor, improve, and periodically report on on-time

		performance and productivity
	E4	Strengthen human resources through staff development and a focus on employee quality of life and strengthen technical resources throughout the organization
	E5	Enhance and improve organizational structures, processes and procedures to increase system effectiveness
	E6	Develop policies that hold Board and Staff accountable, providing clear direction through sound policy making decisions
F. Financial Management	F1	Develop budget in accordance with the Strategic Plan, integrating fiscal review processes into all decisions
	F2	Explore and develop revenue generating opportunities
	F3	Maintain fiscally responsible long range capital and operating plans

NOTE: Strategies highlighted in **bold** indicate the LAVTA Board of Directors' highest priorities.

Discussion

Attached is the FY2015 Management Action Plan (MAP) that lists the current goals, prioritized strategies, and supportive projects of the agency. The goal of the MAP is assist the Board of Directors and Management in tracking the projects that realize the strategic vision of the agency.

The MAP does not include tasks that would be considered routine or ongoing, such as budget creation and financial audits that all occur on an annual, regular cycle. The MAP is updated on a monthly basis for easy tracking, with changes being underlined for easy navigation.

Recommendation

Review and provide direction to staff.

Attachments:

1. FY2015 Management Action Plan

FY2015 Goals, Strategies and Projects

Last Updated– February 25, 2015

MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development						
Strategies (those highlighted in bold indicate highest Board priority)						
<ol style="list-style-type: none"> 1. Provide routes and services to meet current and future demand for timely/reliable transit service 2. Increase accessibility to community, services, senior centers, medical facilities and jobs 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies 4. Improve connectivity with regional transit systems and participate in BART to Livermore project 5. Explore innovative fare policies and pricing options 6. Provide routes and services to promote mode shift from personal car to public transit 						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Comprehensive Operational Analysis (COA)	<ul style="list-style-type: none"> • Development of RFP • Selection of contractor • Completion of scope of work • Implementation of improvements 	DP	Projects/ Services	Nov 2014 Mar 2015 Mar 2016 Aug 2016	→ RFP advertised. Several proposals received. Interviews performed. Best and final requested. P&S Committee to review recommendation in Feb for Board consideration in March.	X
Short Range Transit Plan (SRTP is a 10-year plan)	<ul style="list-style-type: none"> • COA will provide info for the SRTP • COA planning firm scheduled to conduct the SRTP 	DP	Projects/ Services	Jun 2016	→ See COA status. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning.	
Long Range Transit Plan (LRTP is a 30 year plan)	<ul style="list-style-type: none"> • COA planning firm will conduct the LRTP 	DP	Projects/ Services	Jun 2016	→ See COA status. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
BART to Livermore	<ul style="list-style-type: none"> • COA/SRTP/LRTP to have bus service that provides quality transit to BART stations, including the proposed Isabel station. • Participate in BART to Livermore Alternative Study 	DP	Projects/ Services	Feb 2016 Jun 2016	<p>→ See COA status.</p> <p>→ Staff actively involved. Making sure Atlantis and additional buses factored into the BART to Livermore alternatives being studied. Study to finish in mid-2016.</p>	
Fare Analysis (an optional item to the COA/SRTP/LRTP project)	<ul style="list-style-type: none"> • Evaluate fare analysis proposal of firm with best COA submittal • Board consideration of fare analysis with COA award • Fare analysis conducted at same time as COA/SRTP/LRTP • Implement fare changes 	DP	Projects/ Services	Feb 2015 Mar 2015 Feb 2016 Jun 2016	<p>→ See COA status.</p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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Goal: Marketing and Public Awareness

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Continue to build the Wheels brand image, identity and value for customers**
2. Improve the public image and awareness of Wheels
3. Increase two-way communication between Wheels and its customers
- 4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system**
5. Promote Wheels to New Businesses and residents

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Redesign	<ul style="list-style-type: none"> • Develop/Advertise RFP • Evaluate proposals/execute contract • New website goes live 	DP	Projects/ Services	Mar 2015 May 2015 Aug 2015	→ Scope of work completed. RFP to be reviewed by legal.	
Social Media Engagement	<ul style="list-style-type: none"> • Development of strategic communications plan • Development of LAVTA goals with Facebook/Twitter 	DP	Projects/ Services	Mar 2015 Mar 2015	→Scheduling date for strategic communications plan discussion and development. Looking for a forum to share and engage residents.	
Attitude and Awareness Surveys	<ul style="list-style-type: none"> • Conduct study during COA 	DP	Projects/ Services	May 2015	→ Excellent opportunity to engage with both customers and non-customers to receive comments on service.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Phone App w/Real Time Info	<ul style="list-style-type: none"> • MTC reviewing funding availability on secured grant. • Create scope of work • Request for proposals advertised/project awarded. • Phone app live 	DP	Projects/ Services	<p>Jun 2015</p> <p>Sept 2015</p> <p>TBD</p> <p>TBD</p>	→ Funding has been awarded and staff is awaiting MTC clearance to begin project. No mention from MTC on when clearance will be given. Scope of work being created.	
Real Time w/511.org	<ul style="list-style-type: none"> • Project near completion 	DP	Projects/ Services	Mar 2015	→Currently, customers' use 511.org on our website to plan trips. This project will add real time info into the 511.org trip planning. Staff about 3 weeks from implementation.	
Google Transit Trip Planner	<ul style="list-style-type: none"> • Project near completion 	DP	Projects/ Services	Mar 2015	→ Most trip planning in US is done through Google Transit, which is a very robust system and easy to use. Staff is working with Google on this data intense project to get LAVTA on Google Transit, which will be a strong feature on redesigned LAVTA website homepage.	
Wayfinding at BART Stations	<ul style="list-style-type: none"> • Contact BART about improved wayfinding signage for LAVTA services. • Plan new wayfinding signage with BART • Seek funding and install signage 	DP	Projects/ Services	<p>Feb 2015</p> <p>Apr 2015</p> <p>TBD</p>	→ BART staff has reviewed the request and is receptive. LAVTA staff identifying locations/types of wayfinding signage for BART consideration.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Onboard Info Stations Project	<ul style="list-style-type: none"> • Get quotes for info stations • Purchase and install 	DA	Projects/ Services	Apr 2015 May 2015	→ New project for Apr of 2015.	
<p><i>Goal: Community and Economic Development</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 1. Integrate transit into local economic development plans 2. Advocate for increased TOD from member agencies and MTC 3. Partner with employers in the use of transit to meet TDM goals & requirements 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Employer ECO Pass	<ul style="list-style-type: none"> • Conduct research and planning for pass • Draft ECO pass program review by committee • ECO pass to Board for consideration 	DP	Projects/ Services	Apr 2015 May 2015 Jun 2015	→ Staff has done research and is currently working on the ECO pass plan.	
Student Pass Program	<ul style="list-style-type: none"> • Attend ACTC meetings on student pass program development. • Assist in the development of a timeline for policy and project implementation 	DP	Projects/ Services	Feb 2015 TBD	→ Staff attended the first meeting on student pass. Timeline development under consideration.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
MTC Active Transportation Program	<ul style="list-style-type: none"> • Contact bicycle leaders in communities of Tri-Valley Area, including city staff • Develop plan for bike stations at key transfer site and bus stop locations throughout system. • Submit grant proposal for bike station plan 	DP	Projects/ Services	<p>Feb 2015</p> <p>Mar 2015</p> <p>Jun 2015</p>	<p>→ Setting appointments with key contacts. Loss of LAVTA grant/finance specialist a problem to meet current deadlines of MTC grant process.</p>	
Economic Value of LAVTA to Tri-Valley and Region	<ul style="list-style-type: none"> • Conduct a study to determine the economic value of LAVTA infrastructure and services to the area. • Present findings to the Tri-Valley Chambers of Commerce, Cities, County, and ACTC/MTC. • Put information on LAVTA services and value into the Economic Development plans of these agencies. 	Exec Dir	Finance/ Admin	<p>Aug 2015</p> <p>Oct 2015</p> <p>Dec 2015</p>	<p>→ Looking for funding to procure and engage a consultant/economist into the valuation.</p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Explore TOD Partnerships	<ul style="list-style-type: none"> Continuing education with Chambers, Planning Commissions, and City Councils on benefits and opportunities of TOD development Explore TOD partnerships near BART to Livermore Isabel station Conduct study on development potential in key transit corridors of cities in Tri-Valley. Partner on this study and use study as tool with developers and other stakeholder groups. 	Exec Dir	Finance/ Admin	<p>Jul 2015</p> <p>Nov 2015</p> <p>Nov 2016</p>	<p>→ Make stakeholder, board, planning commission and city council presentations during COA project.</p> <p>→ Beginning communication with major property owners around Isabel interchange, in addition to FTA, Dept of Housing, and Economic Development</p> <p>→ Looking for funding for this study.</p>	
TDM Goals	<ul style="list-style-type: none"> Work with regional partners and Tri-Valley cities to establish clear TDM goals and implementation plans. 	DP	Projects/ Services	Nov 2015	→ Researching goals in each community/region.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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Goal: Regional Leadership

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Advocate for local, regional, state, and federal policies that support mission of Wheels**
2. Support staff involvement in leadership roles representing regional, state, and federal forums
3. Promote transit priority initiatives with member agencies
4. Support regional initiatives that support mobility convenience

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
New Federal Transportation Bill w/ Bus & Bus Facility Program Improvements.	<ul style="list-style-type: none"> • Working with APTA and CTA, contact Senators and key FTA persons to educate for better bus & bus facility program improvements. 	Exec Dir	Finance/ Admin	Ongoing	→ Visiting key members of congress, Hill staff, Administration Officials and other opinion leaders with APTA on March 8-10.	
Axle Weights Legislation	<ul style="list-style-type: none"> • Working with CTA, contact state legislature and Caltrans officials to educate about axle weight on transit buses. 	Exec Dir	Finance/ Admin	May 2015	→ Visiting with CTA officials the key members of state legislature, Governor's staff and Caltrans administration on May 20 th .	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Cap n' Trade	<ul style="list-style-type: none"> Working with CTA, contact legislature and Caltrans officials to educate about Cap n' Trade and the importance of funding transit through this evolving program. Participate via CTA in helping to shape implementing legislation for the discretionary portion of program. 	Exec Dir	Finance/ Admin	Ongoing	→ Visiting with CTA officials the key members of state legislature, Governor's staff on May 20 th .	
				Ongoing	→ Request made to CTA to be a part of committee involved with Cap n' Trade policy creation.	
<i>Stand Up 4 Transportation Event on April 9th</i>	<ul style="list-style-type: none"> Work with MPO, regional transit agencies and member agencies to identify a media event for Stand 4 Transportation Day. 	DP	Finance/ Admin	Apr 2015	→ Event is April 9, 2015. Event will be at MTC in Oakland and involve transit and policy makers.	
Transit Signal Priority (TSP) Expansion	<ul style="list-style-type: none"> Monitor TSP closely for performance. Approach member agencies for expansion of TSP 	DP	Projects/ Services	Jun 2015	→ Setting up procedure to monitor TSP. Will approach member agencies with data and a request to plan for expansion of TSP.	
Queue Jump Repair and Expansion	<ul style="list-style-type: none"> Repair Dublin and Livermore queue jumps Monitor effectiveness and plan with member agencies for expansion of queue jumps. 	DP	Projects/ Services	Mar 2015	→ Both queue jumps repaired	X
				Jun 2015	→ Setting up procedure for monitoring queue jumps. Will approach member agencies with data and a request to plan for expansion of queue jumps. Dublin Blvd and active signalization project good opportunity.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Active Signalization Project on Dublin Blvd	<ul style="list-style-type: none"> • Seek RM2 resources to fully fund project • Work closely with Dublin staff to design project that benefits both auto and LAVTA customers. 	PD	Projects/ Services	Jun 2015 Dec 2015	→ LAVTA has submitted a project for RM2 discretionary program to fully fund project.	

Goal: Organizational Effectiveness

Strategies (those highlighted in bold indicate highest Board priority)

1. Promote system wide continuous quality improvement initiatives
2. Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service
- 3. Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity**
4. HR development with focus on employee quality of life and strengthening of technical resources
5. Enhance and improve organizational structures, processes and procedures to increase system effectiveness
6. Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
FTA Triennial Review	<ul style="list-style-type: none"> • Submit requested documents to triennial review team 	DA	Finance/ Admin	Feb 2015	→ Triennial review performed. Staff working to fix findings, which were minor. Final document in May for Board review.	
Schedule Optimization Study	<ul style="list-style-type: none"> • This is part of work of consultant doing COA/SRTP/LRTP project 	DP	Projects/ Services	Feb 2016	→ See COA status	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Trapeze Viewpoint Software	<ul style="list-style-type: none"> Negotiate price of software with Trapeze. Install software and train personnel 	DP	Projects/ Services	May 2015	→ Software allows staff to monitor on-time performance and a host of other performance metrics so that staff can measure improvements. Staff negotiated that Trapeze will provide software at no cost, not including annual maintenance/licensing fee. Final negotiations over annual fee taking place. Software on schedule to be install in March 2015.	
Performance Metrics Improvement	<ul style="list-style-type: none"> Staff setting up aggressive monitoring of key performance metrics. Focus on actions to improve on time performance. Work with MTC and ACTC to set up appropriate performance metrics for evaluation of public transit in region. 	DA	Projects/ Services	Ongoing	<p>→ Staff will present plans to improve on-time performance in March to improve current OTP from 78% to industry standard 85% before implementation of COA suggestions.</p> <p>→Staff participating in ACTC Transportation study and with MTC efforts to ensure appropriate metrics are used to evaluate public transit.</p>	
<p>Goal: Financial Management</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions Explore and develop revenue generating opportunities Maintain fiscally responsible long range capital and operating plans 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Evaluate Potential for School District Funding	<ul style="list-style-type: none"> Meet with School District Superintendents to discuss school routes and the need to find additional funding for improvements 	Exec Dir	Finance/ Admin	May 2015	→ Meeting with School Districts set for Feb 18 th . Will discuss performance of routes, expansion requests, and potential for partnership to increase transit funding.	

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Grant Management/Project Management Specialist	<ul style="list-style-type: none"> Discuss with the Board the need to have a strong grant manager/project manager who can be aggressive with grants and see projects through to completion. 	Exec Dir	Finance & Admin	Apr 2015	→ Currently reviewing carefully the agency organizational chart for opportunities to align personnel for a more dynamic performance.	
Leasing Opportunities at Atlantis	<ul style="list-style-type: none"> Conduct outreach to private and non-profit organizations. Work with agency attorney to bring good offers to the Board for consideration. 	Exec Dir	Finance/ Admin	Jun 2015	→ Met with Google transit manager. Google operates over 200 buses in Bay Area. Google expressed interest in storing buses at Atlantis and will provide a proposal in February. Exploring other opportunities.	
Update the 10-year Operating & Capital Plans	<ul style="list-style-type: none"> Update for FY2016 budget and for COA/STRP/LRTP process. Will create both a worst case scenario and a business as usual scenario. 	DA	Finance/ Admin	May 2015	→ Project will begin in March.	
<i>Other:</i>						
Security Camera Project at Atlantis, Livermore TC, & Rutan Ct.	<ul style="list-style-type: none"> Received \$35,000 grant to install security cameras. Evaluate locations and systems for priority of installation. 	DA	Projects/ Services	Jun 2015	→ Currently evaluating the three locations for security needs and project budgets.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Bus Shelter Rehab Project	<ul style="list-style-type: none"> • Dozens of Rapid bus shelters are in need of glass replacement due to years of use and vandalism. • Dozens of bus shelters throughout the system have reached their life expectancy and are in need of rehabilitation, including power coat paint jobs. 	DA	Projects/ Services	Apr 2015 Dec 2015	<p>→ More than 50 panels of glass on order for repairs, which are scheduled to be installed by end of Apr 2015.</p> <p>→Analysis taking place as to procedures for rehabilitation of shelters. Looking for a community partners to assist with funding project.</p>	
Bus Stop Master Plan	<ul style="list-style-type: none"> • Develop scope of work, to include optimal spacing of bus stops, appropriate tier of amenities, and needed infrastructure (curb, gutter, sidewalk, curb ramp, etc.) • Secure funding, bid project(s) and monitor through permitting and completion 	DA	Projects/ Services	Feb 2016 Ongoing	<p>→ Future project.</p>	
Kiosk Rehab Project at Livermore Transit Center	<ul style="list-style-type: none"> • Design repairs • Get quotes for repairs and complete project 	DA	Projects/ Services	May 2015	<p>→ Info kiosks at Livermore Transit Center have been vandalized over several years. Staff has determined the scope of work on repairs and is in process of gathering quotes.</p>	
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> • Meet with City staff to review the project • Coordinate and ensure that needed utilities for future electric buses, etc. are part of project if possible. 	DA	Projects/ Services	Dec 2015	<p>→Staff asking for a date to review project, budget, and timeline with City.</p>	

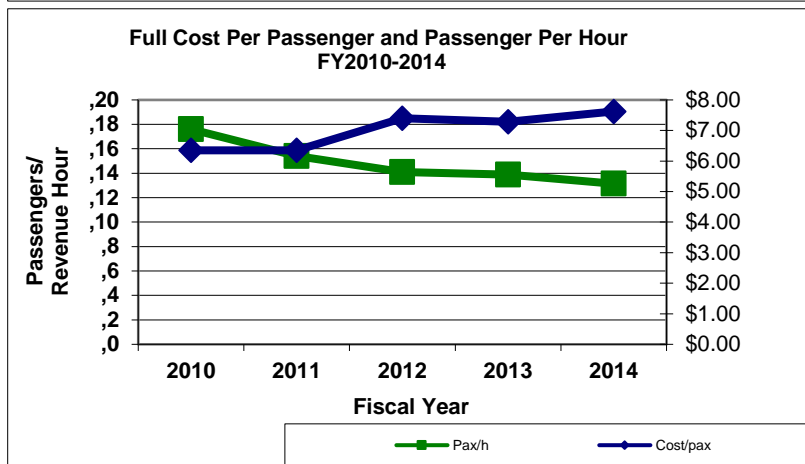
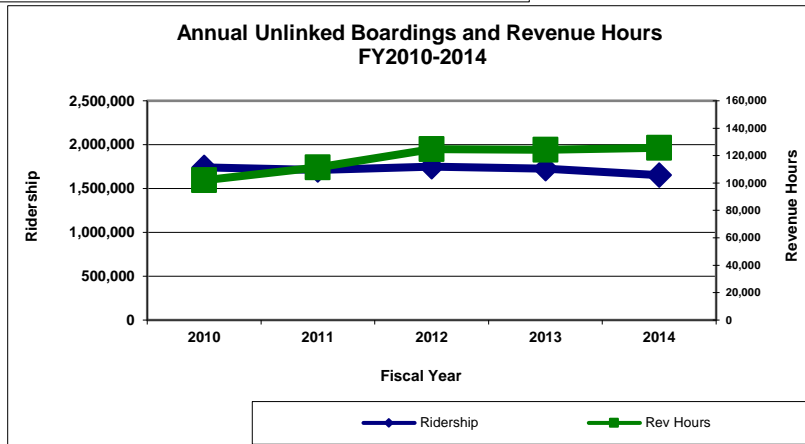
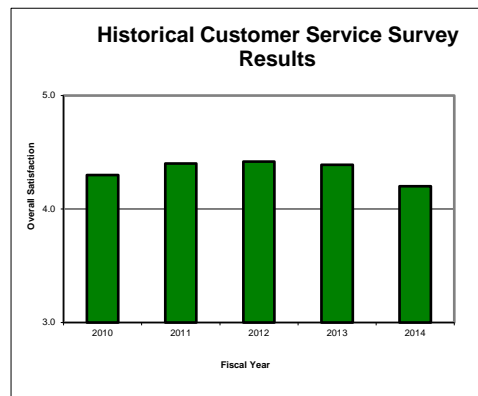
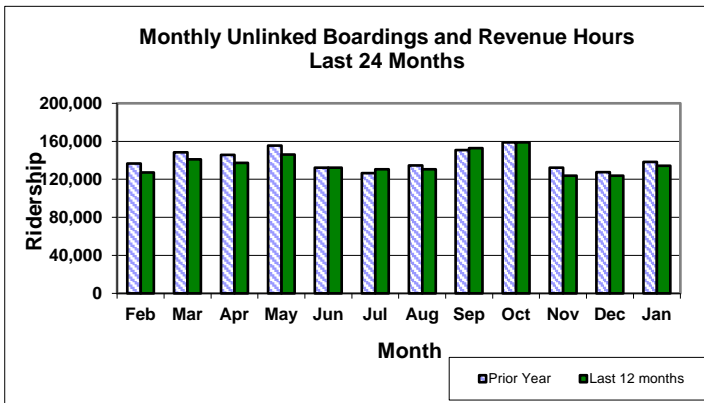
Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Planning for Electric Buses	<ul style="list-style-type: none"> Review technologies and business plans for procuring and operating electric buses Monitor federal funding for electric buses and bus/bus facility funds to construct infrastructure for electric bus operations. Work with local bus manufacturer to implement electric bus program 	Exec Dir	Projects/ Services	<p>Jun 2015</p> <p>Ongoing</p> <p>Ongoing</p>	<p>→ Staff evaluating business model for procuring and operating electric buses. 6 out of 10 recent grant winners (5312 program) were for electric buses/infrastructure. Initial discussion with local bus manufacturer Gillig indicated their interest in electric buses was in distant future.</p>	
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> Board to approve “piggy back” of 20 Gillig replacement buses. Purchase order and notice to proceed to Gillig Buses scheduled for delivery 	DA	Projects/ Services	<p>Aug 2014</p> <p>Nov 2014</p> <p>Jun 2016</p>	<p>→ Approval granted.</p> <p>→ Purchase order and notice to proceed provided to Gillig. LAVTA awaiting conference to finalize components of purchase.</p>	
Atlantis Phases I, II	<ul style="list-style-type: none"> Phases I and II completed with exception of \$125,000 in miscellaneous projects (funded). Evaluate project list. Select vendors and perform construction. Close grant 	Exec Dir	Projects/ Services	<p>Feb 2015</p> <p>Jun 2015</p>	<p>→ There is approximately \$125,000 in funding left from Phases I & II for future projects within the scope of Phases I & II. Staff is evaluating what projects might remain for Phase II for implementation.</p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Atlantis Phases III, IV, V, VI	<ul style="list-style-type: none"> • Conduct review of current Atlantis project and cost estimates. Confirm space requirements and location with COA/SRTP/LRTP planning efforts • Work with local, regional, state and federal entities to procure funding for Atlantis. 	Exec Dir	Projects/ Services	<p>Jun 2016</p> <p>Ongoing</p>	<p>→ Staff review finds latest space requirements correct for Atlantis. Will confirm the spacing requirements, etc. through near future planning process.</p> <p>→ ACTC and MTC have both had briefings on Atlantis and the need for a larger facility if future includes growth of agency.</p>	
Rapid Projects	<ul style="list-style-type: none"> • Identify remaining projects to fix productivity issues on Rapid. 	Exec Dir	Projects/ Services	Feb 2016	→ Rapid near completion with approximately \$300,000 in federal funding remaining. Staff working with FTA to keep in abeyance until planning completed to fix the Rapid productivity.	

Monthly Summary Statistics for Wheels January 2015

FIXED ROUTE						
	January 2015			% change from one year ago		
Total Ridership FY 2015 To Date	954,882			-1.4%		
Total Ridership For Month	134,335			-2.8%		
Fully Allocated Cost per Passenger	\$7.72			0.5%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,747	2,146	1,305	1.1%	-8.0%	-9.0%
Passengers Per Hour	12.9	11.4	11.5	-1.9%	-8.3%	-7.6%
	January 2015			% change from last month		
On Time Performance	79.1%			0.5%		



Monthly Summary Statistics for Wheels

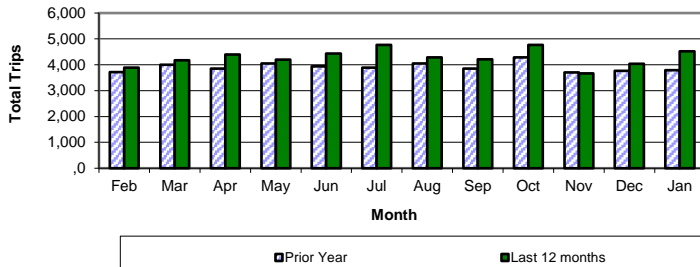
January 2015

PARATRANSIT

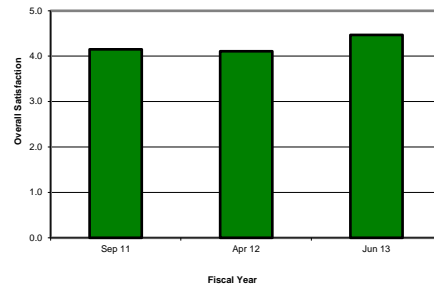
General Statistics	January 2015	% Change from last year	Year to Date
Total Monthly Passengers	4,517	19.2%	29,902
Average Passengers Per Hour	3.20	52.4%	
On Time Performance	99.3%	2.6%	
Fully Allocated Cost per Trip	\$31.87	22.5%	
Number of Paratransit Applications	25	-13.8%	192
Calls Answered in <1 Minute	93.80%	-4.4%	

Missed Services Summary	January 2015	Year to Date
1st Sanction - Phone Call	0	0
2nd Sanction - Written Letter	0	0
3rd Sanction - 15 Day Suspension	0	0
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0

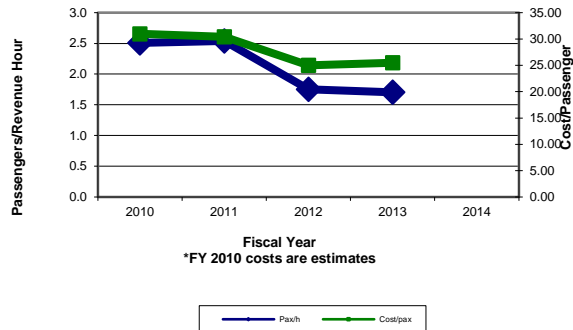
Paratransit Monthly Unlinked Boardings, Last 24 Months



Historical Customer Service Survey Results



Paratransit Full Cost Per Passenger and Average Passengers Per Hour FY2010-2014



Monthly Summary Statistics for Wheels
January 2015

SAFETY							
ACCIDENT DATA	January 2015				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route		Paratransit
Total	2		0		17		2
Preventable	1		0		12		2
Non-Preventable	1		0		5		0
Physical Damage							
Major	0		0		0		0
Minor	2		0		17		2
Bodily Injury							
Yes	0		0		5		0
No	2		0		12		2

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$1,615.48
To Date This Fiscal Year	\$36,560.62
Budget	\$100,000.00
% Expended	37%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	January 2015	Year To Date
Praise	0	2
Bus Stop	2	42
Incident	0	4
Trip Planning	0	6
Fares/Tickets/Passes	0	9
Route/Schedule Planning	3	30
Marketing/Website	0	13
ADA	1	3
TOTAL	6	109

CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	0	0	0	11	1	0	0	3
Safety	0	3	1	9	0	0	0	0
Driver/Dispatch Courtesy	2	6	0	9	0	0	0	0
Early	0	1	2	1	0	0	0	0
Late	3	0	2	20	0	0	0	8
No Show	0	0	0	3	0	0	0	1
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	0	0	0	3	0	0	0	6
Maintenance	0	0	1	0	0	0	0	0
Bypass	2	1	1	6	0	0	0	0
TOTAL	7	11	7	51	0	0	0	15
Valid Complaints								
Per 10,000 riders	0.52							
Per 1,000 riders					0.00			

LAVTA COMMITTEE ITEMS - FEBRUARY - JUNE 2015

Finance & Administration Committee

February	Action	Info
Minutes	X	
Treasurers Report	X	
Quarterly Budget & Grants Report		X
Funding Resolutions - Prop 1B, TSGP	X	
Management Action Plan	X	
March	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
Annual Org Review	X	
April	Action	Info
Minutes	X	
Treasurers Report	X	
Preliminary Budget	X	
May	Action	Info
Minutes	X	
Treasurers Report	X	
LAIF	X	
FTA Triennial Review	X	
Final Budget	X	
Quarterly Budget & Grants Report		X
June	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	

Projects & Services Committee

February

	Action	Info
Minutes	X	
Award of COA Contract	X	
Quarterly Performance Report on Operations and Marketing		X
Park & Ride Study		X
Management Action Plan	X	

March

	Action	Info
Minutes	X	
On Time Performance Action Plan		X
Draft Employer Pass Program		X
Dial-A-Ride Operation Policy Modification	X	
Parataxi Program Modification	X	
Alameda County Fair and Fourth of July Service	X	
Pleasanton Summer School Service	X	

April

	Action	Info
Minutes	X	
Fall Services Changes	X	
Final Employer Pass Program		

May

	Action	Info
Minutes	X	
WAAC Appointments	X	
Marketing Work Plan	X	
Quarterly Performance Report on Operations and Marketing		

June

	Action	Info
Minutes	X	

**COMMITTEE
MINUTES**



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

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

KARLA BROWN – CHAIR	SCOTT HAGGERTY
DAVID HAUBERT - VICE CHAIR	STEVEN SPEDOWFSKI

DATE: Monday, February 23, 2015

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

TIME: 4:00p.m.

MINUTES

1. Call to Order

Committee Chair Karla Brown called the meeting to order at 4:03pm.

Members Present

Karla Brown, Councilmember, City of Pleasanton
Dawn Argula, Chief of Staff, Alameda County
David Haubert, Mayor, City of Dublin
Steven Spedowski, Councilmember, City of Livermore

Members Absent

Scott Haggerty, Supervisor, Alameda County

2. Meeting Open to Public

None.

3. Minutes of the January 26, 2015 Meeting of the P&S Committee.

Approved: Haubert/Argula
Aye: Haubert, Argula, Brown
No: None
Abstain: Spedowski

4. FY 2015 2nd Quarter Report – Operations

Staff provided a brief summary and analysis of the Fixed Route and Paratransit Operations for the 2nd quarter of FY15. The fixed route total boardings show a slight decrease when compared to the same quarter as last year. On-time performance has dropped from 82% to 80% compared to the same quarter last year. Staff explained that both the ridership and on-time performance decrease is most likely due to the unusually rainy weather in the quarter. Paratransit shows total passengers is up and total number of trips are down. The Paratransit On-Time performance is just under 98%, a 2.5% increase over last year's performance. Complaints for fixed route are up with a majority of these due to lateness and safety. Paratransit complaints are down considerably from last year. Last year at this time a different contractor provided the Paratransit services. This item was for information only.

5. Second Quarter 2015 Marketing and Outreach Activities

Staff briefed the Committee on Marketing and Outreach activities performed during the second quarter, October through December, of FY15. The Stuff-A-Bus event was very successful and staff is looking forward to working with Safeway again later this year for another Stuff A Bus event. Social media engagements have increased. A detailed list of all outreach performed during the second quarter was provided as an attachment to the staff report. Staff also highlighted upcoming events and activities for the remainder of FY15. Of the upcoming events, the Committee asked for staff to check with LAVTA's insurance provider as to whether local groups would be able to ride on the buses in the St. Patrick's Day Parade in Dublin. Committee members also discussed outreach to schools, including distributing bus information during mid-year school registration.

6. Comprehensive Operational Analysis Award

The Projects and Services Committee forwards a recommendation to the LAVTA Board of Directors to enter into an agreement with Nelson Nygaard for the completion of the COA; authorize the Executive Director to execute the agreement and issue a Notice to Proceed; and approve a 10% project contingency of \$37,100 to be used at the discretion of the Executive Director for a total project cost not to exceed \$408,098. Resolution 10-2015.

Approved: Argula/Spedowski
Aye: Haubert, Argula, Brown, Spedowski
No: None

The Committee asked that students be incorporated into the outreach for the COA, and that staff work with student leadership groups.

7. Park and Ride Study – Scope

Staff provided a follow up to the interest expressed at the January Projects and Services Committee for staff to study existing and potential service between park-and-ride lots, BART, and ACE stations. Staff found that the Alameda County Transportation Commission (ACTC) has an existing study going on now that may

address the interests of the Committee. It's called the Tri-Valley Integrated Park-and-Ride Study. Released as an RFP on February 11, 2014, the study will take approximately 18 months to complete once it begins. Staff will participate as a technical advisor once the project begins. Dawn Argula asked for staff to report back to the Committee with a list of all the studies presently going on with ACTC, MTC, and LAVTA.

8. Management Action Plan

Michael Tree presented to the Committee the FY2015 Management Action Plan (MAP) stemming from the strategic plan of LAVTA. The goal of the MAP is to assist the Board of Directors and Management in tracking projects. The Committee agreed that it will be a very helpful tool in gauging where projects stand.

9. Preview of Upcoming P&S Committee Agenda Items

Dawn Argula asked that the font be made larger on this document.

10. Next Meeting Date is Scheduled for: March 23, 2015

11. Adjourn

Meeting adjourned at 5:19pm.

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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

LAUREEN TURNER - CHAIR
JERRY PENTIN - VICE CHAIR

DON BIDDLE

DATE: Tuesday, February 24, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Chair Lauren Turner called the meeting to order at 4:03pm.

Members Present

Don Biddle, Councilmember, City of Dublin
Lauren Turner – Vice Mayor, City of Livermore
Jerry Pentin, Councilmember, City of Pleasanton

2. Meeting Open to Public

None

3. Minutes of the January 27, 2015 Meeting of the F&A Committee

Approved: Pentin/Biddle
Aye: Pentin, Turner, Biddle
No: None

4. Treasurer's reports for January 2015

The Finance and Administration Committee recommends submitting the attached January 2015 Treasurer's Report to the Board for approval.

Approved: Pentin/Biddle
Aye: Pentin, Turner, Biddle
No: None

5. Quarterly Budget and Grants Update

The Finance and Administration Committee forwarded the Quarterly Budget and Grants Update to the Board for review.

Approved: Biddle/Pentin
Aye: Pentin, Turner, Biddle
No: None

6. FY 2015 Prop 1B California Transit Security Grant Program (TSGP) Resolution

The Finance and Administration Committee recommends forwarding the attached Resolution 09-2015 to the Board of Directors for approval. (To be placed on consent agenda)

Approved: Biddle/Pentin
Aye: Pentin, Turner, Biddle
No: None

7. Management Action Plan

Michael Tree introduced the Management Action Plan (MAP) to the Committee, which provides information on the current projects that support the strategic plan of the agency. Laureen Turner appreciates the guidance and support the MAP provides. The MAP will be updated and brought monthly to the Board as part of the Executive Director's Report.

8. Preview of Upcoming F&A Committee Agenda Items

The Finance and Administration Committee requested the Annual Organizational Review item be moved from the April committee meeting to the March committee meeting.

9. Matters Initiated by Committee Members

None

10. Next Meeting Date is Scheduled for: March 24, 2015

11. Adjourn

Meeting adjourned at 4:24pm.