

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

BOARD OF DIRECTORS MEETING

DATE: April 6, 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. March Wheels Accessible Advisory Committee Minutes Report

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

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

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

C. Dial-A-Ride Operations Policy Modifications

Recommendation: The Projects and Services Committee recommend modifying the language under 3.5, Eligibility Denials and Appeals, removing the references that appeals may be made to the Board of Directors. The Committee asked that the final appeals decision be made by the Executive Director. The Projects & Services Committee recommends forwarding to the full Board to approve the proposed changes to the Dial-A-Ride Operations Policy, Resolution 14-2015.

D. Para-Taxi Program Update

Recommendation: The Projects & Services Committee recommends that the Board approve the proposed changes to the Para-Taxi program. Resolution 15-2015.

E. Amendment 1 to the Encroachment Agreement With City of Pleasanton

Recommendation: The Projects and Services Committee recommends the Board approve the First Amendment to Bus Shelter Encroachment and Maintenance Agreement.

F. Extra Service during the Alameda County Fair and the Livermore Fourth of July Fireworks Show

Recommendation: At its March 23, 2015 meeting, the Projects & Services Committee endorsed the proposed service enhancements during the 2015 Alameda County Fair and Livermore Fireworks events. It is recommended that the Board of Directors approve the plan as outlined. Resolution 12-2015 (Route 8) and Resolution 13-2015 (Route 15).

G. Cycle 4 Lifeline Transportation Program Resolution of Local Support

Recommendation: Staff recommends the Board of Directors approve the Cycle 4 Lifeline Transportation Program Resolution of Local Support. Resolution 18-2015.

6. LAVTA Annual Organizational Review

Recommendation: The Finance and Administration Committee recommend the Board of Directors approve the attached organization chart and Resolution 16-2015 changing the rates of salary bands for LAVTA employees.

7. Accommodation for the 2015 Pleasanton Summer School Program

Recommendation: At its March 23, 2015 meeting, the Projects & Services Committee endorsed the proposed service accommodating the Pleasanton summer school program by operating Wheels supplemental routes 601/602 and 604 for the duration of the program. It is recommended that the Board of Directors approve the service as outlined. Resolution 17-2015.

8. Executive Director's Report

9. Matters Initiated by the Board of Directors

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

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

11. 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

4/1/15

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



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

WHEELS Accessible Advisory Committee

DATE: Wednesday, March 4, 2015

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

TIME: 3:30 p.m.

Draft MINUTES

1. Call to Order

The Chair Pro-Tem Shawn Costello called the meeting to order at 3:30 pm.

Members Present:

Connie Mack	City of Dublin
Shawn Costello	City of Dublin
Esther Waltz	City of Livermore
Nancy Barr	City of Livermore – Alternate
Carmen Rivera-Hendrickson	City of Pleasanton – called in via telephone
Shirley Maltby	City of Pleasanton
Pam Deaton	Social Services Member
Amy Mauldin	Social Services Member

Staff Present:

Christy Wegener	LAVTA
Kadri Kulm	LAVTA
Bertha (Ally) Macias	MTM
Gregg Eisenberg	MV Transit

Members of the Public:

Mary McNamara	SSPTV
Mary Anna Ramos	Wheels rider
Richard Waltz	Wheels rider

2. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)

Richard Waltz asked for the restoration of the morning and afternoon commute of the Route 18. He said he realizes that the middle and high school students need transportation going to and from school in the afternoon; however, this without the morning and afternoon commute makes it very difficult for the rest of the passengers that need to go to the Granada Shopping Center, for example, almost impossible.

4. Minutes of the January 14, 2015 Meeting of the Committee

Approved.

Waltz/Mack

Costello and Rivera-Hendrickson abstained.

5. Fixed Route Operational Issues – Suggestions for Changes

Shawn Costello said that if there was a Rapid stop by the Jack London Square it would be easier to come to LAVTA meetings. Staff informed the committee of a big study of the entire Wheels bus system, which may recommend adding a bus stop.

7. Dial-A-Ride Operations 2nd Quarter Update

Staff gave a report on MTM's performance analysis for the FY 2015 second quarter that covers the months of October, November and December, 2014. The second quarter on-time performance in the current fiscal year was 97.9% compared to 95.5% for the same quarter during the previous fiscal year.

8. Dial-A-Ride Operational Issues – Suggestions for Changes

Shawn Costello reported that he called the Dial-A-Ride reservations line after 5pm the day prior and after being on hold for a long time he was told he cannot make a reservation after 5pm for the following day.

Nancy Barr complimented Dial-A-Ride reservationists Donna and Roxanne.

9. PAPCO Report

Esther Waltz reported on PAPCO/Para-TAC joint meeting on 2/23/15. The Committees approved the final version of the Implementation Guidelines and there was a discussion on Countywide Transit Plan.

10. Dial-A-Ride Policy Modification

Staff proposed adding more detail to the Dial A Ride Operational Policies on how the eligibility denials appeals process works. The proposed language states

that if the decision is not made by the 31st day after receiving an appeal, appellant may request use of paratransit services until a decision is made.

Approved.
Costello/Waltz
Rivera-Hendrickson abstained

11. Dial-A-Ride Policy Brochure Update

The committee members reviewed the updated brochure and offered their feedback and recommendations.

Approved with changes knowing that this is a fluid document.

Waltz/Mack
Rivera-Hendrickson abstained

12. Para-Taxi Program Update

Staff proposed two administrative changes to the Para-Taxi program: change the reimbursement period from ‘unlimited’ to receipts must be submitted within 60-days of the trip taken and modify the reimbursement program so that if LAVTA is not notified within 90-days that a reimbursement check is lost, the reimbursement check will not be re-issued. Lost checks will be reissued once. The committee recommended approval of the changes to the program, with a minor adjustment to item #1. Originally staff proposed a 60-day reimbursement window, and the WAAC recommended a 90-day window.

Approved with changes.
Deaton/Waltz
Rivera-Hendrickson abstained

13. WAAC Recruitment

Staff announced openings for the WAAC membership for FY16. The applications are due April 17, 2015.

14. Clipper Implementation Oral Update

The staff updated the committee that LAVTA is scheduled to become part of the Clipper system as of Fall, 2015.

15. Adjourn

The meeting was adjourned at 5:00 pm.

AGENDA

ITEM 5 A



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: 4:00 pm

MINUTES

1. Call to Order and Pledge of Allegiance

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

2. Roll Call of Members

Members Present

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
Steven Spedowfski – Councilmember, City of Livermore

Members Absent

Laureen Turner – Vice Mayor, City of Livermore

3. Meeting Open to Public

No comments.

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

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

D. Low Carbon Transit Operations Program Resolution

The Board approved Resolution 11-2015 authorizing the Executive Director to execute all required documents for the LCTOP funding application.

Approved: Biddle/Pentin

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

No: None

Absent: Turner

5. Comprehensive Operational Analysis Award

After briefing the Board with an update on the timeline for the COA project, staff asked for the Board's input on two additional items. One is the direction they foresee the Project Scope will follow. The Board would support a system-wide redesign, depending on the cost. They expect the COA to be thorough and to incorporate all of the Board's suggestions thus far. The Board suggested staff have an informational item placed on the City Council's agendas for meetings in Livermore, Dublin, and Pleasanton as a means to get the word out regarding the study and to gather more input. The consultants will routinely be providing updates to the Projects and Services Committee about the status of the project. The second item requiring the Board's input was on the topic of Project Administration. Staff asked for the Board's thoughts on forming a Stakeholders advisory group to provide feedback. The Board thought this was a good idea as long as the group was well balanced, diversified, and not too large. The group will be comprised of board appointed presidents, executives, community leaders, and economic development leaders.

The LAVTA Board of Directors approved entering into an agreement with Nelson\Nygaard for the completion of the COA; authorizing 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: Brown/Spedwowski

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

No: None

Absent: Turner

6. Executive Director's Report

Referring to the Management Action Plan (MAP), Bob Woerner asked if the MAP included a reasonable amount of goals. Listed under the 6 goals there are 27 strategies, and 44 projects. After the COA, this may change but for now it is a reasonable amount. Bob Woerner also asked staff for their thoughts on the Regional and County cooperative funding agreements. With funding opportunities increasingly being released with cooperative requirements, staff feels this is a good opportunity to involve other agencies on projects that will enhance ridership. This will open to more funding opportunities also. Karla Brown complimented Michael Tree on the MAP. Scott Haggerty thanked Christy Wegener for the level of cooperation in getting the Queue Jumps back in working order.

7. Matters Initiated by the Board of Directors

None.

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

9. Adjournment

Meeting adjourned at 4:30 pm.

AGENDA

ITEM 5 B



STAFF REPORT

SUBJECT: Treasurer's Report for February 2015

FROM: Tamara Edwards, Finance and Grants Manager

DATE: April 6, 2015

Action Requested

Review and approve the LAVTA Treasurer's Report for February 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 February 1, 2015	\$8,232,524.70
Payments made	\$1,307,783.76
Deposits made	\$1,560,413.85
Ending balance February 28, 2015	\$8,485,154.79

Farebox account activity (106):

Beginning balance February 1, 2015	\$51,642.70
Deposits made	\$71,609.06
Ending balance February 28, 2015	\$123,251.76

LAIF investment account activity (135):

Beginning balance February 1, 2015	\$2,137,436.70
Ending balance February 28, 2015	\$2,137,436.70

Operating Expenditures Summary:

As this is the eighth 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 66%. The agency is at 60.03% overall.

Operating Revenues Summary:

While expenses are at 60.03%, revenues are at 89%, providing for a healthy cash flow for the agency.

Recommendation

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

Attachments:

1. February 2015 Treasurer's Report

Approved: _____

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
February 28, 2015**

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	8,485,155
106 CASH - FIXED ROUTE ACCOUNT	123,252
120 ACCOUNTS RECEIVABLE	304,661
135 INVESTMENTS - LAIF	2,138,810
150 PREPAID EXPENSES	19,269
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

TOTAL ASSETS**59,597,403****LIABILITIES:**

205 ACCOUNTS PAYABLE	194,341
211 PRE-PAID REVENUE	322,797
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(1)
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	234
22090 WORKERS' COMPENSATION PAYABLE	16,046
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	117,153
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES**670,561****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	4,697,890

TOTAL FUND BALANCE**58,926,842****TOTAL LIABILITIES & FUND BALANCE****59,597,403**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
February 28, 2015**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	136,465	1,027,527	576,367	64.1%
4020000	Business Park Revenues	141,504	14,448	93,624	47,880	66.2%
4020500	Special Contract Fares	273,775	70,341	120,339	153,436	44.0%
4020500	Special Contract Fares - Paratransit	33,600	2,207	14,070	19,530	41.9%
4010200	Paratransit Passenger Fares	155,050	1,834	108,072	46,978	69.7%
4060100	Concessions	38,500	2,042	26,733	11,767	69.4%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	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	0	8,689,230	-	100.0%
4099500	TDA Article 4.0-BART	82,640	5,732	57,598	25,042	69.7%
4099200	TDA Article 4.5 - Paratransit	123,138	8,842	70,766	52,372	57.5%
4099600	Bridge Toll- RM2	580,836	145,209	290,418	290,418	50.0%
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	497,523	497,523	(300,539)	252.6%
4130000	FTA Section 5307 ADA Paratransit	306,948	308,756	308,756	(1,808)	100.6%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	37,164	83,361	(73,361)	833.6%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	209,093	577,302	422,698	57.7%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	81,025	516,554	269,837	65.7%
4640100	Measure B Paratransit Funds-Paratransit	145,934	15,036	96,006	49,928	65.8%
TOTAL REVENUE		16,177,636	1,535,716	14,388,655	1,788,981	88.9%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
February 28, 2015**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$87,970	\$685,721	\$513,226	57.19%
502 00 Personnel Benefits	\$729,014	\$212,756	\$492,089	\$236,925	67.50%
503 00 Professional Services	\$528,933	\$6,242	\$137,289	\$391,644	25.96%
503 05 Non-Vehicle Maintenance	\$541,489	\$36,248	\$331,103	\$210,386	61.15%
503 99 Communications	\$5,000	\$370	\$2,142	\$2,858	42.84%
504 01 Fuel and Lubricants	\$1,669,380	\$62,620	\$732,716	\$936,664	43.89%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$11,542	(\$9,042)	461.69%
504 99 Office/Operating Supplies	\$17,000	\$3,147	\$22,649	(\$5,649)	133.23%
504 99 Printing	\$78,000	\$25,205	\$47,890	\$30,110	61.40%
505 00 Utilities	\$278,300	\$15,831	\$158,577	\$119,723	56.98%
506 00 Insurance	\$559,591	\$485	\$387,597	\$171,994	69.26%
507 99 Taxes and Fees	\$152,000	\$6,864	\$78,109	\$73,891	51.39%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$668,930	\$5,590,870	\$3,055,410	64.81%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$1,118	\$811,361	\$720,479	52.97%
509 00 Miscellaneous	\$60,362	\$10,100	\$45,697	\$14,665	75.71%
509 02 Professional Development	\$49,200	\$7,661	\$23,008	\$26,192	46.76%
509 08 Advertising	\$145,000	\$1,180	\$26,190	\$118,810	18.06%
TOTAL	\$16,172,836	\$1,146,726	\$9,584,549	\$6,608,287	59.26%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
February 28, 2015**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	8,775	155,677	(105,677)	311.35%
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%
4090994	Radio upgrades	26,759	26,759	26,759	0	100.00%
	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	8,125	8,125	431,875	1.85%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472	0		73,472	0.00%
4131700	FTA NF Stops and Shelter	88,000	40,949	40,949	47,051	46.53%
4130400	FTA BRT	17,850	0	0	17,850	0.00%
4130200	FTA 5309 (Facility)	192,381	1,025	1,025	191,356	0.53%
	TOTAL REVENUE	5,280,462	85,633	236,914	5,043,548	4.49%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
 CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
 FOR THE PERIOD ENDING:
 February 28, 2015

ACCOUNT	DESCRIPTION	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	0	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	35,700	(15,700)	178.50%
5550607	511 Integration	30,000	0	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	0	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%
5552407	Security upgrades	73,472	0	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	740	119,242	208,758	36.35%
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	18,590	351,169	4,900,185	6.69%
	FUND BALANCE (CAPITAL)	29109.00	67,043	(114,255)		
	FUND BALANCE (CAPTIAL & OPERATING)	29,109.00	456,894	4,697,891		

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

[www.treasurer.ca.gov/pmia-
laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)
March 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

February 2015 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,138,228.24
Total Withdrawal:	0.00	Ending Balance:	2,138,228.24

REPORT.: Mar 02 15 Monday
 RUN...: Mar 02 15 Time: 08:34
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 02-15 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
H5079	02/11/15	HAU01	DAVID HAUBERT	100.00	.00	100.00	JAN 2015H	JAN 2015	BOD STIPEND
H5085	02/06/15	EMP01	EMPLOYMENT DEVEL DEPT	2227.76	.00	2227.76	20150206H	20150206	SIT, SDI 1/16-1/
H5086	02/06/15	PER01	PERS	2002.36	.00	2002.36	20150206NH	20150206N	CALPERS RETIRE
H5087	02/06/15	PER01	PERS	5505.61	.00	5505.61	20150206CH	20150206C	CALPERS RETIRE
H5088	02/06/15	PER04	CALPERS RETIREMENT SYSTEM	524.89	.00	524.89	20150206H	20150206	CALPERS 457 CONT
H5089	02/06/15	EFT01	ELECTRONIC FUND TRANSFERS	6942.60	.00	6942.60	20150206H	20150206	FIT, FICA-SS, FIC
H5090	02/06/15	DIR02	DIRECT DEPOSIT OF PAYROLL	32110.52	.00	32110.52	20150206H	20150206	DIRECT DEP PAY P
H5091	02/11/15	MVT01	MV TRANSPORTATION, INC.	60625.64	.00	60625.64	58147H	58147	DEC. 2014 SERVICE
H5093	02/13/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	58442H	58442	INSTALLMENT #1 FEB.
H5094	02/13/15	SHE05	SHELL	13.88	.00	13.88	JAN 2015H	JAN 2015	FUEL FOR AGENCY
H5096	02/13/15	USB01	U S BANK	5783.37	.00	5783.37	JAN 2015H	JAN 2015	VISA CHARGES
H5097	02/13/15	INT05	INTERSTATE OIL COMPANY	17415.11	.00	17415.11	D13459H-IH	D13459H-IN	DIESEL DEL 2/4
H5098	02/13/15	MOC01	DENNIS MOCHON	92.40	.00	92.40	JAN2015H	JAN2015	EXPENSE REIMBURSE
H5099	02/13/15	WEG01	CHRISTY WEGENER	27.92	.00	27.92	DEC-JAN15H	DEC2014-JAN2015	EXPENSE R
H5100	02/06/15	VSP01	VSP	442.20	.00	442.20	FEB 2015H	FEB 2015	VISION BENEFIT
H5101	02/02/15	DEL05	ALLIED ADMIN/DELTA DENTAL	1844.22	.00	1844.22	MAR2015H	MAR2015	DENTAL BENEFITS M
H5102	02/04/15	AME06	AMERICAN FIDELITY ASSURAN	1061.66	.00	1061.66	FSA022015H	FSA02-2015	FLEX SPENDING
H5103	02/04/15	AME06	AMERICAN FIDELITY ASSURAN	333.81	.00	333.81	SUPPL0220H	SUPPL02-2015	SUPPLEMENTAL
H5104	02/02/15	VER01	VERIZON WIRELESS	186.01	.00	186.01	973937379H	9739373796	AGENCY CELL PH
H5105	02/02/15	MER01	MERCHANT SERVICES	183.14	.00	183.14	TC-JAN201H	TC-JAN2015	BK CARD S/C
H5106	02/02/15	MER01	MERCHANT SERVICES	197.13	.00	197.13	MOAJAN15H	MOAJAN2015	MOA BK CARD S/
H5108	02/03/15	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432012015H	432012015	#138432-00 ATL
H5109	02/03/15	CIT07	CITY OF LIVERMORE - WATER	127.53	.00	127.53	388012015H	388012015	#139388-00 ATL
H5110	02/03/15	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430012015H	430012015	#138430-01 ATL
H5111	02/03/15	CIT07	CITY OF LIVERMORE - WATER	60.00	.00	60.00	361012015H	361012015	#139361-00 ATL
H5112	02/03/15	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399012015H	399012015	#139399-00 ATL
H5113	02/09/15	PAC02	PACIFIC GAS AND ELECTRIC	501.39	.00	501.39	726012215H	726012215	#7264840356-5 B
H5114	02/02/15	PAC02	PACIFIC GAS AND ELECTRIC	560.13	.00	560.13	980011415H	980011415	#9800031052-8 T
H5115	02/02/15	PAC02	PACIFIC GAS AND ELECTRIC	2626.05	.00	2626.05	900011415H	900011415	#9007202117-4 M
H5116	02/17/15	PAC02	PACIFIC GAS AND ELECTRIC	1406.75	.00	1406.75	606013015H	606013015	#6062256368-6 A
H5117	02/19/15	PAC02	PACIFIC GAS AND ELECTRIC	5205.46	.00	5205.46	580020215H	580020215	#5809326332-3 M
H5118	02/13/15	BAN03	BANKCARD CENTER	966.71	.00	966.71	JAN2015MCH	JAN2015	MASTERCARD CHGS
H5119	02/05/15	CAL04	CALIFORNIA WATER SERVICE	70.79	.00	70.79	019012115H	019012115	#0198655555 MOA
H5120	02/05/15	CAL04	CALIFORNIA WATER SERVICE	307.63	.00	307.63	909012115H	909012115	#9098655555MOA
H5121	02/13/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575013015H	575013015	#5755555555 CON
H5122	02/13/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257013015H	257013015	#2575555555 TC
H5123	02/13/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475013015H	475013015	#4755555555 MOA
H5124	02/18/15	CAL04	CALIFORNIA WATER SERVICE	59.65	.00	59.65	461020215H	461020215	#4616555555 TC I
H5125	02/18/15	CAL04	CALIFORNIA WATER SERVICE	45.61	.00	45.61	361020215H	361020215	#3616555555 TC
H5126	02/12/15	WHI06	LINDA WHITE	72.64	.00	72.64	FEB15COSTH	FEB2015	COSTCO & TICKET DE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H5127	02/13/15	TAX72	JUSTIN HART	105.00	.00	105.00	1/10-1/31H	1/10-1/31/2015 PARA-TAXI
H5128	02/13/15	TAX98	ROHAN NG	200.00	.00	200.00	1/5-1/23H	1/5-1/23/2015 PARA-TAXI R
H5129	02/13/15	TAX23	CHIAN LING SAW	60.00	.00	60.00	2/3/15H	2/3/2015 PARA-TAXI REIMBU
H5131	02/13/15	TAX91	VIVIAN MARIE MILLER	79.04	.00	79.04	1/5-1/31H	1/5-1/31/2015 PARA-TAXI R
H5133	02/20/15	EFT01	ELECTRONIC FUND TRASFERS	8069.27	.00	8069.27	20150220H	20150220 FIT, MEDICARE, F
H5134	02/20/15	DIR02	DIRECT DEPOSIT OF PAYROLL	32082.44	.00	32082.44	20150220H	20150220 DIR DEP PAYPER 1
H5135	02/20/15	PER04	CALPERS RETIREMENT SYSTEM	525.42	.00	525.42	20150220H	20150220 CALPERS 457 CONT
H5136	02/20/15	PER01	PERS	1718.61	.00	1718.61	20150220NH	20150220N CALPERS RET NEW
H5137	02/20/15	PER01	PERS	5436.23	.00	5436.23	20150220CH	20150220C CALPERS RET CLA
H5138	02/20/15	EMP01	EMPLOYMENT DEVEL DEPT	2530.99	.00	2530.99	20150220H	20150220 SIT, SDI PAYPER
H5139	02/24/15	WHI06	LINDA WHITE	43.43	.00	43.43	FEB2015-1H	FEB2015-1 COSTCO & MILAGE
H5140	02/27/15	INT05	INTERSTATE OIL COMPANY	19475.80	.00	19475.80	D25552A-IH	D25552A-IN DIESEL DEL 2/1
H5141	02/27/15	STA13	STAPLES CREDIT PLAN	317.42	.00	317.42	JAN 2015H	JAN 2015 SUPPLIES DELIVER
H5142	02/27/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	58443H	58443 INSTALLMENT #2 FEB.
H5143	02/20/15	COR03	JAN CORNISH BARCUS	284.00	.00	284.00	PERDFEB15H	PERDFEB2015 PERDIEM 2/22-
H5144	02/20/15	MOC01	DENNIS MOCHON	284.00	.00	284.00	PERD02-15H	PERD02-2015 PERDIEM FEB.
H5145	02/23/15	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	MARCH2015H	MARCH2015 WORKERS COMP PR
H5146	02/27/15	BID01	DON BIDDLE	200.00	.00	200.00	FEB 2015H	FEB 2015 BOD STIPEND
H5147	02/27/15	BRO03	KARLA SUE BROWN	200.00	.00	200.00	FEB 2015H	FEB 2015 BOD STIPEND
H5148	02/27/15	HAG01	SCOTT HAGGERTY	100.00	.00	100.00	FEB 2015H	FEB 2015 BOD STIPEND
H5149	02/27/15	HAU01	DAVID HAUBERT	200.00	.00	200.00	FEB 2015H	FEB 2015 BOD STIPEND
H5150	02/27/15	PEN01	JERRY PENTIN	200.00	.00	200.00	FEB 2015H	FEB 2015 BOD STIPEND
H5151	02/27/15	TUR01	LAUREEN TURNER	100.00	.00	100.00	FEB 2015H	FEB 2015 BOD STIPEND
H5152	02/27/15	WOE01	ROBERT L. WOERNER	100.00	.00	100.00	FEB 2015H	FEB 2015 BOD STIPEND
H5153	02/27/15	TAX96	THOMAS R. LEONARD	174.75	.00	174.75	12/18/14-H	12/18/14-2/5/15 PARA-TAXI
H5154	02/27/15	TAX91	VIVIAN MARIE MILLER	91.79	.00	91.79	2/3-2/19/H	2/3-2/19/2015 PARA-TAXI R
H5155	02/27/15	TAX23	CHIAN LING SAW	20.00	.00	20.00	2/13/15H	2/13/2015 PARA-TAXI REIMB
H5156	02/27/15	DOT02	DOTTO GLASS INC	17850.00	.00	17850.00	222364H	222364 P04933R RAPID SHEL
H5707	02/03/15	CIT07	CITY OF LIVERMORE - WATER	34.22	.00	34.22	431012015H	431012015 #138431-00 ATLA
H5905	02/04/15	TRE01	MICHAEL TREE	4446.31	.00	4446.31	MOVE EXPH	MOVING EXPENSE NOV. 2014
018317	02/13/15	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	481604	481604 P04731 DUBLIN CAN
018318	02/13/15	CAL13	CALIFORNIA TRANSIT	1615.48	.00	1615.48	06-2015-J	06*2015-JAN CLAIMS EXPENS
018319	02/13/15	CLA02	CLARK PEST CONTROL	90.00	.00	90.00	16573928	16573928 P04647 PEST CONT
018320	02/13/15	EMS01	EMERALD LANDSCAPE CO INC	1155.00 650.00	.00 .00	1155.00 650.00	256758 256976	256758 P04718 FEB. 2015 L 256976 P04967 CAPPED (13)
Check Total.....:				1805.00	.00	1805.00		
018321	02/13/15	FER02	FERRIS HOIST & REPAIR INC	778.46	.00	778.46	10653	10653 P04989 REPAIRS TO L
018322	02/13/15	JTH01	J. THAYER COMPANY	85.72	.00	85.72	924469-0	924469-0 SUPPLIES DELIVER
018323	02/13/15	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	569733	569733 MOA DUMPSTERS JAN.
018324	02/13/15	OFF01	OFFICE DEPOT	55.83	.00	55.83	753021420	753021420001 SUPPLIES DEL

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 02-15 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018324	02/13/15	OFF01	OFFICE DEPOT	12.99	.00	12.99	753021591	753021591001 SUPPLIES DEL
			Check Total.....:	68.82	.00	68.82		
018325	02/13/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00 120.00	.00 .00	120.00 120.00	2005744 2005745	2005744 PO4779 TANK INSPE 2005745 PO4779 TANK INSPE
			Check Total.....:	240.00	.00	240.00		
018326	02/13/15	PER02	CALPERS RETIREMENT SYSTEM	170295.00	.00	170295.00	FY150PEB	FY150PEB PREFUND CONTRIBU
018327	02/13/15	RHT01	R.H. TINNEY, INC.	574.00	.00	574.00	1553S-IN	1553S-IN PO4739 HVAC QTLY
018328	02/13/15	SAF01	SAFETY-KLEEN SYSTEMS INC	257.38	.00	257.38	65436893	65436893 PO4542 PARTS WAS
018329	02/13/15	SCF01	SC FUELS	14211.52	.00	14211.52	2678852	2648852 PO4925 DIESEL DEL
018330	02/13/15	SHA02	SHAMROCK OFFICE SOLUTIONS	48.33	.00	48.33	202613	202613 PO4735 RECEIPT COPI
018331	02/13/15	TAX60	ANNA FONG	68.00	.00	68.00	12/8/14-1	12/8/14-1/5/15 PARA-TAXI
018332	02/13/15	TMA10	T MARSHAL ASSOCIATES LTD	250.25	.00	250.25	W034947	W034947 PO4992 LIGHTING R
018333	02/27/15	AIM01	AIM TO PLEASE JANITORIAL	10889.14 10889.14 10889.14	.00 .00 .00	10889.14 10889.14 10889.14	73063 73064 73065	73063 NOV. 2014 BUS STOP 73064 DEC. 2014 BUS STOP 73065 JAN. 2015 BUS STOP
			Check Total.....:	32667.42	.00	32667.42		
018334	02/27/15	ATT02	AT&T	811.99 265.45	.00 .00	811.99 265.45	6250172 6250173	6250172 #C602223457777 SU 6250173 #925.294.8198 PRI
			Check Total.....:	1077.44	.00	1077.44		
018335	02/27/15	BAR02	SF BAY AREA RAPID TRA DIS	2227.50	.00	2227.50	20150227	20150227 (150)BART GREEN,
018336	02/27/15	CAL15	CALTRONICS BUSINESS SYS	536.38	.00	536.38	1715446	1715446 PO4880 BIZHUB MAI
018337	02/27/15	CIT01	CITY OF LIVERMORE	711.37	.00	711.37	1386(15-1)	1386(15-16) PO5030 ATL WA
018338	02/27/15	CIT06	CITY OF LIVERMORE SEWER	39.70 93.45 176.78	.00 .00 .00	39.70 93.45 176.78	TC021015 MOA021715 RB-W02171	TC021015 #133389-00 TC SE MOA021715 #133294-00 MOA RB-W 021715 #138143-00 RU
			Check Total.....:	309.93	.00	309.93		
018339	02/27/15	CIT12	CITY WIDE PROPERTY SERVIC	125.00 225.00 150.00	.00 .00 .00	125.00 225.00 150.00	61021 61022 61023	61021 PO4938 TC PKG LOT S 61022 PO4938 RUTAN PKG LO 61023 PO4939 ATLANTS PKG
			Check Total.....:	500.00	.00	500.00		
018340	02/27/15	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	16666064	16666064 PO4953 PEST CONT
018341	02/27/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B502151	B502151 PO4675 MOM S/W MA
018342	02/27/15	DIA07	DIABLO PUBLICATIONS	1180.00	.00	1180.00	34298	34298 PO4845 AD 2015 TRIV
018343	02/27/15	DIL01	DILLINGHAM TICKET CO.	8609.40	.00	8609.40	47689	47689 PO4963 TRANSFERS
018344	02/27/15	DIR01	DIRECT TV	900.88	.00	900.88	251205001	25120500148 PO5021 BUS EN
018345	02/27/15	ECA01	ECAM SECURE INC	250.00	.00	250.00	533735	533735 PO4999 RECON CAMER
018346	02/27/15	EME01	EMERALD LANDSCAPE CO INC	90.00	.00	90.00	257003R	257003R PO4985 FLOWER POT
018347	02/27/15	FED01	FedEx	40.11	.00	40.11	294526797	2-945-26797 SHIPPING 1/14
018348	02/27/15	GAN01	GANNETT FLEMING COMPANIES	739.69	.00	739.69	156.5*D14	55156.5*D1412 PO4770 DUB/
018349	02/27/15	GEN02	GENERAL WHOLESALE ELECTRI	1168.04	.00	1168.04	S3848807-	S3848807-001 PO5008 SPEC
018350	02/27/15	GSG01	GSGC INC	1328.92	.00	1328.92	06093-15	06093-15 PO4918 JANITORIA
018351	02/27/15	HAN01	HANSON BRIDGETT MARCUS	3846.00	.00	3846.00	1136723	1136723 LEGAL - ADMIN DEC
018352	02/27/15	JTH01	J. THAYER COMPANY	100.76	.00	100.76	927715-0	927715-0 SUPPLIES DELIVER
018353	02/27/15	MAC01	MACKE WATER SYSTEMS INC	179.40	.00	179.40	999023	999023 PO5032 RUTAN WATER

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 02-15 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018353	02/27/15	MAC01	MACKE WATER SYSTEMS INC	179.40	.00	179.40	999028	999028 PO5032 TC WATER CO
			Check Total.....:	358.80	.00	358.80		
018354	02/27/15	MRM06	MR ROOTER PLUMBING	351.04	.00	351.04	30491	30491 PO5004 DRAIN CLEANI
018355	02/27/15	OFF01	OFFICE DEPOT	63.53	.00	63.53	754591848	754591848001 SUPPLIES DEL
				14.80	.00	14.80	754592126	754592126001 SUPPLIES DEL
				11.13	.00	11.13	754592127	754592127001 SUPPLIES DEL
				11.35	.00	11.35	754592128	754592128001 SUPPLIES DEL
			Check Total.....:	100.81	.00	100.81		
018356	02/27/15	PAC01	AT&T	68.35	.00	68.35	ATA021315	ATA021315 #925.243.9029 A
				289.70	.00	289.70	ATT021115	ATT021115 #436.951.0106 A
				32.29	.00	32.29	CFA020715	CFA020715 #232.351.6260 C
			Check Total.....:	390.34	.00	390.34		
018357	02/27/15	PRO02	PROFESSIONAL ELECTRIC	361.50	.00	361.50	1386	1386 PO4995 RUTAN PKG LOT
018358	02/27/15	SEF01	SEFAC INC	1415.05	.00	1415.05	91622	91622 PO4988 ANNUAL INSPE
018359	02/27/15	SPA01	SPARTAN TANK LINES INC	17466.85	.00	17466.85	117696	117696 PO5031 DIESEL DEL
018360	02/27/15	STA12	THE STANDARD	1187.92	.00	1187.92	MAR 2015	MAR 2015 LIFE, AD&D LTD I
018361	02/27/15	TMA10	T MARSHAL ASSOCIATES LTD	850.76	.00	850.76	WO34806	WO34806 PO5024 RUTAN LIGH
				550.00	.00	550.00	WO35016	WO35016 PO5007 RUTAN EXTE
			Check Total.....:	1400.76	.00	1400.76		
018362	02/27/15	TRA10	TRANSIT INFORMATION PROD.	11424.60	.00	11424.60	10883	10883 PO5025 BUS BOOK PRO
				2055.83	.00	2055.83	10886	10886 PO5025 PRODUCTION O
				3932.36	.00	3932.36	10921	10921 PO5025 ARTWORK, ON-
			Check Total.....:	17412.79	.00	17412.79		
018363	02/27/15	TX106	SAROJA IYER	88.00	.00	88.00	1/13-2/6	1/13-2/6/2015 PARA-TAXI R
018364	02/27/15	TX114	DAVID OLIVA	8.71	.00	8.71	2/12/15	2/12/2015 PARA-TAXI REIMB
018365	02/27/15	WES01	WEST-LITE SUPPLY	214.95	.00	214.95	52080H	52080H PO4986 REPLENISH F
H5084A	02/04/15	PER03	CAL PUB EMP RETIRE SYSTM	21831.06	.00	21831.06	FEB2015-AH	FEB2015-A MED BENEFITS FE
H5084B	02/06/15	PER03	CAL PUB EMP RETIRE SYSTM	.90	.00	.90	FEB2015-BH	FEB2015-B HEALTH BENEFIT
H5092A	02/11/15	MTM01	MEDICAL TRANSPORTATION MA	96772.32	.00	96772.32	DEC2014H	DEC2014 PARA-TRANSIT SERV
H5092B	02/11/15	MTM01	MEDICAL TRANSPORTATION MA	8368.50	.00	8368.50	MTM-11201H	MTM-112015 DAR TICKET RED
H5130A	02/13/15	TAX67	CHRISTEL RAGER	182.35	.00	182.35	JAN2015H	JAN2015 PARA-TAXI REIMBUR
H5130B	02/13/15	TX113	RODGER RAGER	40.00	.00	40.00	1/31/2015H	1/31/2015 PARA-TAXI REIMB
			Cash Account Total.....:	1304115.54	.00	1304115.54		
			Total Disbursements.....:	1304115.54	.00	1304115.54		

AGENDA

ITEM 5 C



STAFF REPORT

SUBJECT: Dial-A-Ride Operations Policy Modification

FROM: Kadri Klm, Paratransit Planner

DATE: April 6, 2015

Action Requested

Approve the proposed changes to the Dial-A-Ride Operations Policy.

Background

At LAVTA’s Federal Transit Administration’s Triennial review, which occurred the week of February 9th, 2015, reviewers noted that LAVTA’s current Dial-A-Ride policy didn’t include enough detail about how the appeals process worked when a potential member’s application was denied. Reviewers asked that LAVTA better clarify how the appeals process works; specifically, how many days it will take to receive a response from LAVTA for an appeal.

Discussion

To address the FTA’s finding, staff is recommending adding the following language under section 3.5 Eligibility Denials and Appeals of the Dial-A-Ride Operations Policy:

“The request for an appeal must be forwarded to LAVTA’s Executive Director. The decision of the Executive Director may be appealed to the LAVTA Board of Directors. At each stage, a response by the Executive Director or the Board of Directors will be completed within thirty (30) days of the receipt of communication of the request. The response will be provided in a written or accessible format. If the decision is not made by the 31st day, appellant may request use of paratransit services until a decision is made.”

Impact

The proposed changes will likely not have an impact on the usage of the service and will better clarify the process next steps for paratransit application denials.

WAAC Recommendation

This staff report was presented and accepted by the Wheels Accessibility Advisory Committee on March 4, 2015.

Next Steps

If approved by the Board, staff will be updating program materials.

Recommendation

The Projects and Services Committee recommend modifying the language under 3.5, Eligibility Denials and Appeals, removing the references that appeals may be made to the Board of Directors. The Committee asked that the final appeals decision be made by the Executive Director. The Projects & Services Committee recommends forwarding to the full Board to approve the proposed changes to the Dial-A-Ride Operations Policy, Resolution 14-2015.

Attachments:

1. Proposed Dial A Ride Operations Policy
2. Resolution 14-2015

Approved: _____

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

WHEELS DIAL-A-RIDE OPERATING POLICY

Policy Adoption Date – ~~09-09-2013~~ 6-2015

This Wheels Dial-a-Ride Operating Policy (“Policy”) consolidates and clarifies LAVTA policies and regulations related to the Wheels Dial-A-Ride service. This Policy has been developed to meet or exceed all applicable state and federal laws and regulations.

1. SERVICE CHARACTERISTICS

1.1 ADA Paratransit

Public transportation systems that provide fixed route transit service are required by law to provide a complementary paratransit service. Pursuant to this mandate, LAVTA provides the Wheels Dial-A-Ride paratransit service.

1.2 Demand Response

Dial-A-Ride is a demand-responsive transportation service.

1.3 Shared Ride

Dial-A-Ride is a public shared ride transportation service.

1.4 On-Board Travel Times

A trip on a Dial-A-Ride paratransit vehicle takes approximately the same amount of time as a similar trip on a Wheels fixed route bus, including travel time to and from a bus stop, and any transfer time.

1.5 Trip Priorities

Dial-A-Ride does not assign priorities by trip purpose.

1.6 Door-to-Door Service

Dial-A-Ride is a door-to-door, origin-to-destination service subject to the limits described in Section 2 of this Policy.

1.7 Passenger Assistance

Subject to the limits described in Section 2 of this Policy, drivers will provide assistance in boarding and deboarding the vehicle, upon request. Assistance may include helping a passenger to or from the door of their origin or destination (no further than public lobbies), guiding a passenger to or from the vehicle, lending a steady arm for balance, finding a seat, or securing a mobility aid.

Drivers will not provide assistance that involves lifting or carrying a passenger. Passengers in need of extensive assistance should arrange to travel with a Personal Care Attendant (PCA).

Driver assistance with grocery and shopping bags of reasonable weight or luggage is limited to two (2) trips (four bags total) from origin to vehicle, and from vehicle to destination. Driver may set bags outside a front door, but will not enter a private residence.

1.8 Service Area

Dial-A-Ride service area is complementary to the LAVTA fixed route service area and generally consists of the cities of Livermore, Dublin, and Pleasanton. See *Attachment A* for the Dial-A-Ride service area map

1.8.1. Livermore Veterans Affairs Medical Center Service Area Extension

The Livermore Veterans Affairs Medical Center is located in unincorporated Alameda County, south of the City of Livermore. Direct service between the Dial-A-Ride service area and this medical facility is provided as an extension of the regular service area.

1.8.2. Southern portion of San Ramon Service Area Extension

LAVTA and the Central Contra Costa Transit Authority have a reciprocal agreement that allows each operator to provide direct service from one system to the other, allowing a passenger to avoid the transfer at the Dublin/Pleasanton BART station if the transfer would have an undue negative effect on the passenger.

As a general rule, given the very close proximity and boundaries of the two service areas, the reciprocal agreement provides for direct service between the Dial-A-Ride service area and the southern portion of San Ramon, bordered by the I-680 to the West, Norris Canyon Road to the North, Alcosta Boulevard to the East, and the City of Dublin city limits to the South.

1.9 Service Hours

Dial-A-Ride service operates during the same days and hours as Wheels fixed-route service.

2. DRIVER AND RIDER CODE OF CONDUCT

2.1 Drivers are not Permitted to:

- a. Escort a passenger beyond the ground floor lobby of a public building, beyond the lobby of a multi-unit residential building, or beyond the front door of a private residence.
- b. Perform any personal care assistance for any passenger. Examples include assisting with dressing, grooming, or administering medicine.
- c. Accept tips or gratuities.
- d. Wait for a passenger to make a stop to conduct business, such as at an ATM/Cash machine or pharmacy.
- e. Smoke, eat, or drink (except for water) in the vehicle while servicing a trip.

- f. Use a cell phone for personal calls, play loud music, or wear headphones.
- g. Neglect acceptable standards of personal hygiene.
- h. Dress in an unprofessional manner.
- i. Forget to wear their badge.
- j. Be rude or harassing to the passengers.
- k. Commit violent or illegal acts.

2.2 Riders are not Permitted to:

- a. Eat or drink (except for water) on vehicles, unless doing so is medically necessary.
- b. Play radios or music at a volume loud enough to be heard by the driver or other passengers.
- c. Litter on the vehicles.
- d. Neglect acceptable standards of personal hygiene.
- e. Distract the driver or interfere with the operations of the vehicle or equipment.
- f. Block the aisle with their mobility aids.
- g. Carry fireworks, flammable liquids, or weapons aboard the vehicle.
- h. Use abusive, threatening, or obscene language to other riders or any LAVTA/Dial-A-Ride staff.
- i. Commit seriously disruptive (including violent) or illegal acts.

3. **ELIGIBILITY**

3.1 Eligibility Definitions

- 3.1.1. Individuals who, because of physical or developmental impairment, cannot utilize fixed route transit, no matter how accessible, are eligible for Dial-A-Ride service. This eligibility requirement is generally synonymous with inability to “navigate the system.”
- 3.1.2. Those individuals who can use fixed route transit, but who, because of physical or developmental impairment, cannot access their desired route, or cannot access their final destination after leaving a fixed-route vehicle, are also eligible for Dial-A-Ride service.

3.2 Eligibility Determination

- 3.2.1. The Dial-A-Ride eligibility determination process includes submittal and review of a paper application and the applicant’s Medical Care Professional’s verification.
- 3.2.2. LAVTA will process ADA Paratransit applications for the residents of Livermore, Dublin, Pleasanton, and Sunol.
- 3.2.3. LAVTA will process all applications within twenty-one (21) days of receipt.

3.3 Children's Eligibility

- 3.3.1. To be determined eligible for Dial-A-Ride service, a child with a disability who is not able to use fixed-route bus service independently must show that his or her disability -- rather than age -- causes the child's inability to use fixed-route bus service independently
- 3.3.2. For children younger than five (5) years of age, LAVTA evaluates the functional ability of the *child with an adult*, as opposed to the child alone. LAVTA certifies a child with an adult as paratransit-eligible if the child's disability prevents him or her from using fixed-route bus service when accompanied by an adult.
- 3.3.3. In the event a child younger than five years of age with a disability is able to use fixed-route bus service when accompanied by an adult, the child would generally not be eligible for paratransit.

3.4 Visitor Eligibility

- 3.4.1. The right to paratransit services as mandated by ADA cannot be restricted based on where the individual lives. An individual seeking to use Dial-A-Ride services does not have to reside in LAVTA service area and does not have to be ADA paratransit certified by LAVTA. LAVTA will honor individuals' ADA paratransit certification by other United States public transit agencies.
- 3.4.2. If the individual is not able to produce documentation of ADA certification by another transit system, but claims to be eligible for service, service will be provided. However, LAVTA may request proof that the individual is not a resident, and in some cases (for hidden impairment conditions), medical documentation may be required.
- 3.4.3. Under no circumstances is a visitor to the system entitled to service beyond twenty-one (21) days, in any combination, during any 365-day period, beginning with the visitor's first use of the service. Visitors intending to use Dial-A-Ride services for more than this limit should apply for Dial-a-Ride eligibility through LAVTA directly.

3.5 Eligibility Denials and Appeals

If an applicant does not agree with the eligibility decision made by LAVTA in response to his/her application, he/she must request an appeals hearing in writing within sixty (60) days of the date of the eligibility determination notification letter. The applicant may bring an advocate or personal representative to the appeals hearing. Complimentary Dial-A-Ride service will be provided both to and from the appeals hearing.

- 3.5.1. The request for an appeal must be forwarded to LAVTA's Executive Director. The decision of the Executive Director may be appealed to the LAVTA Board of Directors. At each stage, a response by the Executive Director or the Board of

Formatted

Directors will be completed within thirty (30) days of the receipt of communication of the request. The response will be provided in a written or accessible format. If the decision is not made by the 31st day, appellant may request use of paratransit services until a decision is made.

Formatted: Indent: Left: 1"

4. MOBILITY AIDS

Passengers using mobility aids will be accommodated whenever safely possible. A passenger who uses a mobility aid may be required to attend an in-person assessment at the LAVTA offices (at no cost to the passenger).

4.1 Mobility Aids Characteristics

4.1.1. Weight

A mobility aid, when occupied by a user that exceeds the specified maximum weight capacity of the lift/ramp on a Dial-A-Ride vehicle may not be accommodated. Occupied mobility aids exceeding the weight capacity of the ramp/lift will be evaluated on a case-by-case basis.

4.1.2. Dimensions

Mobility aids will be accommodated on paratransit vehicles as long as the mobility aid and user do not exceed the size of the mobility aid securement area on the vehicle. As a safety requirement, mobility aids cannot block the aisle and cannot present a physical threat to other passengers.

4.2 Mobility Aid Securements and Passenger Restraints

Wheelchairs and other mobility aids must be secured to the Dial-A-Ride vehicles, ideally via a four-point tie-down system, and passengers must use the appropriate personal restraints. Passengers refusing the securements and/or restraints will be asked to deboard the vehicle.

4.3 Segway Use

Segways (or similar personal assistive mobility devices) are only permitted on-board when used as a mobility aid. Segways used for leisure will not be allowed on Dial-A-Ride vehicles. Segways must be secured on Dial-A-Ride vehicles.

5. RESERVATIONS

5.1 Scheduling Reservations

Reservations can be made one (1) to seven (7) days in advance. Reservations can be made by phone by calling (925) 455-7510 from 8:30 a.m. to 5:00 p.m. any day of the week, or by using the Book-A-Trip feature on LAVTA's website.

5.2 Standing Orders/Subscription Rides

For their repeated trips, passengers may set up a Standing Order/Subscription Ride. A Standing Order is an ongoing reservation for a trip (“subscription trip”) that has the same starting and ending location and the same pick-up day and time.

Standing Order requests cannot always be fulfilled. To allow for equal access to service for all passengers, federal paratransit regulations provide that subscription trips may not absorb more than 50% of total system capacity at any time.

5.2.1. Standing Orders During Holidays

Except for trips to and from dialysis, Standing Orders will not be served on the following holidays: New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day. Individual reservations on these holidays can still be made per the regular scheduling process.

5.3 **Reservation Request**

Passengers have the option of requesting a reservation based on EITHER the desired pick-up time OR the desired drop-off time.

5.4 **Negotiating Pick-Up Time**

If the desired pick-up time cannot be accommodated, the reservationist may offer alternative pick-up times ranging from one (1) hour before to one (1) hour after the requested pick-up time.

5.5 **Changing a Reservation**

To make changes to existing reservations, passengers must notify Dial-A-Ride at least one (1) day before the scheduled trip.

5.6 **Canceling a Trip**

Passengers must cancel the trips they do not plan to take as soon as possible and at least one (1) hour before the scheduled pick-up window to avoid penalties.

6. **SERVICE DELIVERY**

6.1 **Fares**

Fares must be paid at the beginning of the ride. Passengers may pay with pre-purchased Dial-A-Ride tickets or cash (exact change).

6.2 **Pick-Up Window**

The pick-up window is defined as the thirty (30) minute time period starting from the scheduled pick-up time. The pick-up is considered to be on time if the vehicle arrives anytime within the 30 minute pick-up window. For example, if the pick-up is scheduled for 2:30 p.m., the vehicle may arrive anytime between 2:30 p.m. and 3:00 p.m. and be considered on time.

6.3 Five (5) Minute Rule

After the vehicle arrives within the thirty (30) minute pick-up window, the passenger must be ready within five (5) minutes of notice of the vehicle's arrival. If the passenger does not meet the vehicle when it arrives, the driver will attempt to find the passenger and dispatch will attempt to telephone the passenger. If the passenger can not be located or chooses not to start boarding within five (5) minutes, the driver may leave.

6.4 Early Pick-Ups

If the vehicle arrives before the thirty (30) minute pick-up window, the passenger may choose to take the trip early or have the driver wait until the start of the confirmed pick-up window.

6.5 Late Pick-Ups

If the vehicle is expected to be more than thirty-five (35) minutes late, the dispatcher should call the passenger as a courtesy. If the ride arrives after the 30-minute pick-up window, the passenger may decline to take the trip without penalty.

6.6 Same Day Trip Changes

If an appointment (e.g., medical or dental) takes longer than expected, the passenger or office personnel should call (925) 455-7510 as soon as possible to give a new pick-up time. Due to the nature of Dial-A-Ride's prescheduled operation, the new desired pick-up time can not be guaranteed in this situation.

6.7 Passenger No-Show and Late Cancellation**6.7.1. Definitions****6.7.1.1 "No Show"**

A trip for which a passenger is not present at the prearranged time and prearranged location, and has not notified Dial-A-Ride about a schedule change, constitutes a "No Show." If a schedule change or cancellation is required, passengers are expected to inform Dial-A-Ride no less than one (1) hour prior to the beginning of the prearranged pick-up window.

6.7.2.1 "Late Cancellation"

If a passenger informs Dial-A-Ride of a schedule change or cancellation less than one (1) hour prior to the beginning of a prearranged pick-up window, the patron will receive a "Late Cancellation."

6.7.2. Infractions

Both "No-Shows" and "Late Cancellations" are considered equal infractions.

6.7.3 Excused No-Shows and Late Cancellations

The following are circumstances in which the No-Show or Late Cancellation is excused:

- a. Late arrival by a Dial-A-Ride vehicle (outside the prearranged window);
- b. The Dial-A-Ride vehicle is dispatched to a wrong address or entrance of a building;
- c. A verified worsening of a passenger with a variable condition (medical or otherwise) which prevented the patron from calling at least one (1) hour in advance;
- d. A verified family emergency which prevented the passenger from calling at least one (1) hour in advance;
- e. Other verified circumstances that make it impracticable for the passenger to travel at the scheduled time and also for the passenger to notify dispatch before one (1) hour of the beginning of the pick-up window to cancel the trip.

6.8 Do Not Leave Alone Policy

LAVTA strongly recommends that passengers who cannot wait alone to be met at, or let into, their destinations be accompanied by a Personal Care Attendant (PCA). PCAs travel for free with a paying ADA paratransit passengers. The Do Not Leave Alone Policy is provided for those times when a PCA is not available and the passenger is not able to wait alone.

6.8.1. When The Driver Will Wait

For passengers travelling alone who cannot wait alone at their destinations, the driver will wait with the passenger until the connecting transit agency arrives or a person at the destination receives the passenger if both of the following conditions have been met.

6.8.1.1 The passenger has a Do Not Leave Alone note in his/her Dial-A-Ride file.

6.8.1.2 As part of the trip reservation, LAVTA was informed of the need for an attended transfer or drop-off.

6.8.2. Receiver Not Present Infraction

If the person responsible to receive the Do Not Leave Alone rider is not present within five (5) minutes of the arrival of the vehicle, the trip will be recorded as a Receiver Not Present infraction. Passengers will be notified when a trip is recorded as a Receiver Not Present infraction. Passengers will be given an opportunity to discuss their trip records with, and present information on the circumstances concerning the trip to LAVTA staff.

6.8.3. Excused Receiver Not Present Infraction

The passenger will not receive an infraction if the receiver is a connecting paratransit operator.

7. ACCOMPANIED PASSENGERS

7.1 Personal Care Attendants (PCAs) and Companions

Dial-A-Ride passengers may be accompanied by a PCA at no charge to the passenger or PCA. Dial-A-Ride passengers may also be accompanied by one or more companions. Companions must pay full Dial-A-Ride fares.

Reservations for PCAs and/or companions must be made when scheduling the Dial-A-Ride-eligible passenger's trip. Additional companions beyond the first companion are accommodated on a space-available basis. Companions and PCAs must ride to and from the same locations and at the same times as the Dial-A-Ride-eligible passenger.

7.2 Children

All children who are under eight (8) years old, unless they are at least 4-foot, 9-inches tall, must travel in a child safety seat in order to comply with California State Law. Parents or guardians must provide their own child safety seat and take it with them when they exit the vehicle. Dial-A-Ride does not provide or install child safety seats.

7.3 Service Animals

The passenger may bring a service animal that has been individually trained to work or perform tasks for the passenger with a disability. The service animal must be under its owner's control at all times and may not display aggressive or other seriously disruptive behavior, or behavior that poses a direct threat to the health or safety of others. Passengers must specify during the reservation process if they will be accompanied by a service animal.

8. NEIGHBORING PARATRANSIT OPERATORS

8.1 Pleasanton Paratransit Service

According to an agreement with the City of Pleasanton, the Pleasanton Paratransit Service also provides demand-responsive service within the LAVTA service area, but only within the City of Pleasanton. The Pleasanton Paratransit service is operated by the City of Pleasanton and is a separate entity from Dial-A-Ride.

8.2 County Connection LINK and East Bay Paratransit

LAVTA's ADA paratransit passengers may use ADA paratransit services anywhere in the nine (9) San Francisco Bay Area counties where such services are available. Passengers may schedule trips that take them into the service area of other Bay Area ADA paratransit providers. Dial-A-Ride has agreements with neighboring paratransit operators to facilitate transfers between service areas.

8.2.1. LAVTA coordinates transfer trips with East Bay Paratransit and County Connection LINK.

8.2.2. The designated transfer point between Dial-A-Ride and the neighboring East Bay Paratransit and County Connection LINK operators is at the East Dublin/Pleasanton BART Station.

- 8.2.3. The drivers for East Bay Paratransit and County Connection LINK do not have policies under which they will wait with a passenger after de-boarding.
- 8.2.4. When Dial-A-Ride receives a passenger from East Bay Paratransit or County Connection LINK at the Dublin/Pleasanton BART station, fare is NOT collected for the second part of the trip.

9. **SANCTIONS**

9.1 **Progressive basis**

LAVTA will sanction Dial-A-Ride passengers progressively based on the cumulative infractions described above, and as further set forth below, over a rolling twenty-four (24) month period.

9.2 **Sanctionable Offenses**

- 9.2.1. Excessive Late Cancellations and No-Show Infractions
Passengers are subject to sanctions if they have 20% or more No-Shows and/or Late Cancellations (calculated by dividing validated No-Shows and Late Cancellations by actual “taken trips”) within any given month (from the 1st to the last day), AND at least three (3) No-Shows and Late Cancellations during that month.
- 9.2.2. Excessive Receiver Not Present Infractions
Passengers are subject to sanctions if they have received Receiver Not Present infractions two (2) or more times within any given month (from the 1st to the last day) or four (4) or more times within a six (6) month period.

9.3 **Progressive Sanction Penalties**

- 9.3.1. 1st Sanction – Passenger will receive a phone call from the LAVTA staff. Staff will detail the specific dates and times of No-Shows/Late Cancellations or Receiver Not Present Violations, will discuss the impact to the system caused by ineffective use, and will describe the progressive sanctions if the pattern of these violations continues.
- 9.3.2. 2nd Sanction – Passenger will receive a formal written correspondence from LAVTA detailing the specific dates and times of the No-Shows/Late Cancellations or Receiver Not Present Violations. This correspondence will warn the passenger that another month of excessive violations will result in a 15-day suspension of service.
- 9.3.3. 3rd Sanction – Passenger will receive formal notification from LAVTA of a fifteen (15) day suspension of service. This correspondence will detail the specific dates and times of the No-Shows/Late Cancellations or Receiver Not Present Violations

as well as the proposed suspension dates. The proposed suspension dates will be no sooner than twenty (20) days after sending the written correspondence to provide time for an appeal by the passenger. The notification shall warn the patron that another month of excessive violations will result in a 30-day suspension of service.

9.3.4. 4th Sanction – Passenger will receive formal notification from LAVTA of a thirty (30) day suspension of service. This correspondence will detail the specific dates and times of the No-Shows/Late Cancellations or Receiver Not Present Violations as well as the proposed suspension dates. The proposed suspension dates will be no sooner than twenty (20) days after sending the written correspondence to provide time for an appeal by the passenger. This notification will warn the passenger that another month of excessive violations will result in a 60-day suspension of service.

9.3.5. 5th Sanction – Passenger will receive formal notification from LAVTA of a sixty (60) day suspension of service. This correspondence will detail the specific dates and times of the No-Shows/Late Cancellations or Receiver Not Present Violations as well as the proposed suspension dates. The proposed suspension dates will be no sooner than twenty (20) days after sending the written correspondence to provide time for an appeal by the passenger. This notification will warn the passenger that another month of excessive violations will result in a 90-day suspension of service.

9.3.6. 6th Sanction - Passenger will receive formal notification from LAVTA of a ninety (90) day suspension of service. This correspondence will detail the specific dates and times of the No-Shows/Late Cancellations or Receiver Not Present Violations as well as the proposed suspension dates. The proposed suspension dates will be no sooner than twenty (20) days after sending the written correspondence to provide time for an appeal by the passenger. This notification will warn the passenger that another month of excessive violations will result in another 90-day suspension of service.

10. APPEALS PROCESS

10.1 **Right to Appeal**

The passenger has the right to appeal a suspension of service or sanction. Passengers may bring an advocate or personal representative to the appeals hearing(s). Complimentary transportation will be provided both to and from appeals hearings.

10.2 **No Action Before Resolution**

In no event will the sanction go forward until the final outcome of the appeals process is completed.

10.3 **How to Start the Appeals Process**

10.3.1. Step #1. The passenger has fourteen (14) calendar days after the date of the suspension or sanction notification to appeal the suspension/sanction in writing. Review of the appeal will consist of an interview with the passenger.

10.3.2. Step #2. If the passenger disagrees with the decision made in Step #1, he/she may appeal that decision. To make an appeal, the passenger must send a written request to LAVTA. The passenger's written appeal must be received by LAVTA within fourteen (14) calendar days after the date of the written decision in Step #1.

11. CUSTOMER COMPLAINTS AND COMMENTS

To initiate LAVTA's customer complaint or comment process passengers should call the LAVTA Customer Service phone line at 925-455-7500, or fill out the online Customer Service Form on LAVTA's website.

RESOLUTION NO. 14-2015

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY AMENDING WHEELS DIAL-A-RIDE OPERATING POLICY SUPERSEDING EARLIER BOARD OF DIRECTORS OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY RESOLUTION NO. 24-2013

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 04-92 approving and adopting a Paratransit Plan in accordance with the provisions of the Americans with Disabilities Act (ADA) of 1990, and

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 33-92 approving and adopting the revised policy to implement certain provisions of the Americans with Disabilities Act (ADA), and in accordance with LAVTA's adopted ADA Complementary Paratransit Service Plan, and

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 23-2006 amending Dial-A-Ride Operating Policy to reduce the advanced scheduling window from fourteen days to seven days, and

WHEREAS, the Board of Directors adopted Resolution No. 30-2008 instituting additional sanctions for customers showing a pattern of late cancellations and/or no shows for Dial-A-Ride , and

WHEREAS, the Board of Directors adopted Resolution No. 12-2010 adding additional sanctions for repeat late cancellation and/or no show policy offenders, and

WHEREAS, the Board of Directors adopted Resolution No. 15-2010 establishing ridership policies for children under five years of age, and

WHEREAS, the Board of Directors adopted Resolution No. 01-2013 that consolidated all policies and superseded the above Resolutions; and

WHEREAS, the Board of Directors adopted Resolution No. 24-2013 establishing the pick-up window for paratransit service that superseded Resolution 01-2013; and

WHEREAS, it is desirable for LAVTA to include explanatory language about the appeals process for paratransit service denials and to update the policies to comply with current FTA regulations; and

WHEREAS, on March 4, 2015, the Wheels Accessibility Advisory Committee reviewed the proposed changes and recommended that the changes be made.

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Directors of the Livermore Amador Valley Transit Authority hereby adopts the WHEELS Dial-A-Ride Operating Policy of the Livermore Amador Valley Transit Authority, attached as Attachment 1, which supersedes Resolution No. 24-2013.

PASSED AND ADOPTED by the governing body of the Livermore Amador Valley Transit Authority (LAVTA) this 6th day of April, 2015.

BY _____
Scott Haggerty, Chair

ATTEST _____
Michael Tree, Executive Director

AGENDA

ITEM 5 D



STAFF REPORT

SUBJECT: Para-Taxi Program Update
FROM: Kadri Klm, Paratransit Planner
DATE: April 6, 2015

Action Requested

Approve the proposed changes to the Para-Taxi program.

Background

LAVTA's Para-Taxi program was launched in early 2008 as an ACTIA funded program and now as a New Freedom funded program- reimbursed at 50%.

Para-Taxi is a reimbursement-based program in which users pay the full taxi fare up front to the taxi driver and submit a Reimbursement Request Form along with their taxi receipts to LAVTA for reimbursement. LAVTA currently reimburses 85% of the taxi fare up to \$20 maximum reimbursement per trip. The maximum reimbursement amount per person per month is currently \$200.

Discussion

To improve the administration of the program, staff will be implementing the following changes:

1. Change the reimbursement period from 'unlimited' to receipts must be submitted within 90-days of the trip taken. Currently, receiving timely receipts is an obstacle, which makes it difficult for on-time reporting to funding agencies.
2. Modify the reimbursement program so that if LAVTA is not notified within 90-days that a reimbursement check is lost, the reimbursement check will not be re-issued. Lost checks will only be reissued once.

Additionally, staff will be procuring database-development services to better manage the administration of the Para-Taxi program.

Next Steps

If approved by the Board, staff will be updating program materials and sending out updated information to passengers.

WAAC Recommendation

Staff presented the proposed changes to the Wheels Accessible Advisory Committee (WAAC) at their March 4, 2015 meeting and the WAAC recommended approval of the changes to the program, with a minor adjustment to item #1. Originally staff proposed a 60-day reimbursement window, and the WAAC recommended a 90-day window.

Recommendation

The Projects & Services Committee recommends that the Board approve the proposed changes to the Para-Taxi program.

Attachments:

1. Resolution 15-2015

Approved: _____

RESOLUTION 15-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY AUTHORIZING UPDATES TO
THE PARA-TAXI PROGRAM**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) operates a para-taxi program to provide additional mobility options to paratransit eligible passengers above and beyond the Americans with Disabilities Act (ADA) minimum requirements; and

WHEREAS, Dial-A-Ride is expensive to operate on a per passenger basis and the para-taxi program presents savings to LAVTA when used by Dial-A-Ride eligible passengers in lieu of Dial-A-Ride; and

WHEREAS, the current para-taxi program language does not include a time period for submission of receipts; and

WHEREAS, the current para-taxi program language does not include a time period for notifying LAVTA of lost or misplaced reimbursement checks; and

WHEREAS, the current para-taxi program language does not limit the number of times a reimbursement check will be re-issued; and

WHEREAS, staff proposes making the changes listed below included in the staff report presented to the Board:

- Change the reimbursement period from 'unlimited' to receipts must be submitted within 90-days of the trip taken.
- Change the reimbursement program so that if LAVTA is not notified within 90-days that a reimbursement check is lost, the reimbursement check will not be re-issued, and that lost checks will only be reissued once; and

WHEREAS, on March 3, 2015, the Wheels Accessibility Advisory Committee reviewed the proposed changes and recommended that the changes be made.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that staff will update the para-taxi program parameters as detailed in this resolution and implement the changes as soon as possible.

APPROVED AND PASSED this 6th day of April, 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

AGENDA

ITEM 5 E



STAFF REPORT

SUBJECT: Amendment 1 to the Encroachment Agreement With City of Pleasanton
FROM: Beverly Adamo, Director of Administrative Services
DATE: April 6, 2015

Action Requested

Review and approve Amendment 1 to the agreement with the City of Pleasanton regarding the installation and maintenance of bus stops/shelters within the City on City-owned property.

Background

On September 21, 2009, an agreement that specifies the roles and responsibilities of LAVTA and the City of Pleasanton in the installation and maintenance of bus shelters and street furniture that are part of the transit system was effected. In February 2015, LAVTA was contacted by CalTIP, legal name the California Transit Systems Joint Powers Authority. LAVTA is a member agency of CalTIP through which insurance is provided.

Discussion

Because of CalTIP's more strictly enforced adherence with respect to providing certificates of insurance as required by agreements between LAVTA and other entities, LAVTA requested the City of Pleasanton work with us to amend the agreement to provide for the following:

Section 7 of the Agreement, "Insurance" is amended to add a new subsection e. as follows:

7. e. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII. The City may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

In addition, City and LAVTA staff are in process of reviewing and updating Exhibit A of the agreement, denoting the bus shelters in the City. Both LAVTA and City staff recommend that changes to this agreement be made as needed, and as an administrative change, not requiring Board action. Language to effect that recommendation is in the Amendment.

Budget Impact

N/A

Next Steps

Following LAVTA Board approval, the agreement will be executed by the Pleasanton City Manager.

Recommendation

The Projects and Services Committee recommends the Board approve the First Amendment to Bus Shelter Encroachment and Maintenance Agreement.

Attachments:

1. First Amendment to the Bus Shelter Encroachment and Maintenance Agreement

Approved: _____

**FIRST AMENDMENT TO BUS SHELTER ENCROACHMENT
AND MAINTENANCE AGREEMENT**

This First Amendment to Bus Shelter Encroachment and Maintenance Agreement ("First Amendment") is entered into this ____ day of _____ 2015 by the City of Pleasanton ("City") and Livermore Amador Valley Transit Authority ("LAVTA").

Whereas, on September 21, 2009, the City and LAVTA entered into a Bus Shelter Encroachment and Maintenance Agreement ("Agreement") to allow LAVTA to place bus shelters and other Project Facilities in the City's Right of Way; and

Whereas, the parties desire to amend the Agreement to allow LAVTA to meet the Agreement's insurance requirements through self-insurance; and

Whereas, the parties also desire to allow future administrative modifications to the Agreement's Exhibit A to reflect changes to bus stop locations as bus routes may be modified due to alterations in ridership patterns.

Now, therefore, in exchange for valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. Section 7 of the Agreement, "Insurance" is amended to add a new subsection e. as follows:
 7. e. Acceptability of Insurers
Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII. The City may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.
2. Section 1 of the Agreement, "Encroachment", subsection a. is amended to add that the City and LAVTA may administratively modify Exhibit A to change the locations of the Project Facilities upon written consent of the LAVTA Executive Director and the City's Traffic Engineer.
3. All other terms and conditions of the Agreement shall remain in full force and effect.

In witness whereof, authorized representatives of the parties have executed this First Amendment as of the date and year first above written.

CITY OF PLEASANTON

LAVTA

Nelson Fialho, City Manager

Scott Haggerty, Chair
Board of Directors

Attest:

Karen Diaz, City Clerk

Approved as to Form:

Jonathan P. Lowell, City Attorney

Attest:

Michael Tree, Executive Director

Approved as to Form:

Michael Conneran, Legal Counsel

AGENDA

ITEM 5 F

STAFF REPORT

SUBJECT: Extra Service during the Alameda County Fair and the Livermore Fourth of July Fireworks Show

FROM: Christy Wegener, Director of Planning and Communications
Cyrus Sheik, Transit Planner

DATE: April 6, 2015

Action Requested

Consider additional service on Route 8 during the period of the Alameda County Fair and on Route 15 for the Livermore Fourth of July Fireworks show.

Background

Last year, the Board approved extra service on Route 8 to the Alameda County Fair, which was well received by Fair patrons and was reflected in the ridership gains during Fair time. Staff noted an additional 4,000 passenger trips taken on Routes 8 and 10 during the three weeks of the Fair, compared to approximately 2,400 additional passenger trips in 2013. Staff is recommending that the same hours of additional Route 8 service be run again in 2015.

In early July 2014, Livermore Downtown requested two additional trips on Route 15 for the Livermore Fireworks show, which staff accommodated. This year, Livermore Downtown has requested additional service for the Fourth of July Fireworks show and staff is recommending that the same hours of additional Route 15 service be run again in 2015.

Discussion

Alameda County Fair

During the period of the County Fair (late June/early July), Wheels re-routes Route 8 (8A and 8B) from serving downtown Pleasanton to more directly serving the main gates of the Alameda County Fairgrounds on Pleasanton Avenue. Currently, the last evening run of Route 8 passes by the Fairgrounds at around 8:00 pm. Fair-goers leaving the grounds after that time do not have access to any more Route 8s, so if they traveled to the Fair by bus, they must walk a longer distance to catch Route 10, or arrange for other means to return home.

Staff is proposing to run an additional two Route 8 trips on weekdays when the Fair is open (11 days total), two extra trips on Saturdays (3 days total) and four extra trips on Sundays (3 days total). This includes additional service to be operated on the Fourth of July for the fireworks show, which falls on a Saturday.

For this extra service, staff has developed the following information regarding revenue hours and costs.

ROUTE 8 POTENTIAL FAIR HOURS EXTENSION	
Cost estimate	
2 extra daily trips June 17 thru July 5	
Daily revenue hours	1.62
Number of days operated	17
Additional trip on Fair Sundays and July 4	
Extra hours operated	2.47
Total extra revenue hours	29.95
Total fully allocated cost	\$2 970
Total est'd additional rt 8 ridership	1 662
Estimated add'l fare revenue	\$2 277
Total net cost (est'd)	\$694

The fully allocated cost is estimated to be approximately \$3,000, based on the additional evening trips applying the line 8 Sunday routing. Based on the total additional ridership that was seen last year on this route, the incremental revenue is anticipated to offset the total cost by about \$2,300, for a total net cost of approximately \$700.

This year, due to the simplified weekday routing of routes 8A and 8B, there will be more direct service (trips) to and from the Fair. All public information materials will highlight that the fastest connection to the Fair from BART is 8A, while the fastest connection to return back to BART is 8B.

In addition, LAVTA's fixed-route contractor, MV Transportation, has agreed to provide an additional standby bus at no extra charge to LAVTA during the busiest times, which will be deployed to support the regular Route 8 buses in catching up from any major delays in conjunction with the Fair events.

Livermore Fireworks Show

Per the request of Livermore Downtown, staff is recommending two additional trips be operated on Route 15 on the Fourth of July for the fireworks show.

ROUTE 15 POTENTIAL JULY 4 EXTENSION	
Cost estimate	
Additional two evening trips on July 4	
Total extra revenue hours	1.77
Total fully allocated cost	\$175
Total est'd additional ridership	28
Estimated add'l fare revenue	\$39
Total net cost (est'd)	\$136

The fully allocated cost of the additional Route 15 trips is anticipated to be \$175. Using the average ridership per trip on Route 15, the incremental revenue is expected to offset the total cost by approximately \$39, for a net cost of approximately \$136.

Budget

See tables above for total additional costs. Because the Fair straddles the end of this fiscal year and the beginning of the next year, the costs will be divided between the two years, with approximately 2/3 of the costs this fiscal year and about 1/3 in next fiscal year. The cost of the extra Route 15 service will be included in the FY16 budget.

Next Steps

Upon approval by the Board, staff will immediately begin work with our fixed route contractor to be able to implement these changes. LAVTA’s marketing team will also begin to create public information materials highlighting both the route options and the additional service to the Fair and will reach out to BART for permission to post supplementary signage at the East Dublin/Pleasanton BART Station. Staff will work with Livermore Downtown on promotional materials for the Livermore Fourth of July Fireworks show.

Recommendation

At its March 23, 2015 meeting, the Projects & Services Committee endorsed the proposed service enhancements during the 2015 Alameda County Fair and Livermore Fireworks events. It is recommended that the Board of Directors approve the plan as outlined above.

Attachments:

1. Resolution 12-2015 Route 8
2. Resolution 13-2015 Route 15

Approved: _____

RESOLUTION 12-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AUTHORIZING ADDITIONAL SERVICE FOR ROUTE 8 DURING THE ALAMEDA
COUNTY FAIR**

WHEREAS, LAVTA currently operates Route 8 serving a corridor between the Dublin/Pleasanton BART station and downtown Pleasanton; and

WHEREAS, each year during the Alameda County Fair, LAVTA deviates Route 8 from downtown Pleasanton to instead directly serve the main gates of the Fairgrounds; and

WHEREAS, the last evening run of Route 8 passes by the Fair's gates at approximately 8:00 pm, but the activities at the Fair go beyond that time; and

WHEREAS, members of the Wheels Accessible Advisory Committee have requested that LAVTA add a 9:00 and 10:00 pm trip during the duration of the Fair to accommodate the full nightly program of the Fair; and

WHEREAS, members of the Wheels Accessible Advisory Committee have requested that LAVTA add service for the Fourth of July to accommodate the fireworks display.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves providing two additional evening trips serving the Fair on Route 8 on Weekdays, and additional service on the Fourth of July.

PASSED AND ADOPTED this 6th day of April, 2015.

Scott Haggerty, Chair

Attest:

Michael Tree, Executive Director

RESOLUTION 13-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AUTHORIZING ADDITIONAL SERVICE FOR ROUTE 15 DURING THE
LIVERMORE FOURTH OF JULY FIREWORKS SHOW**

WHEREAS, LAVTA currently operates Route 15 serving the Springtown Area and downtown Livermore; and

WHEREAS, this year the Livermore Fireworks Show will be held in downtown Livermore; and

WHEREAS, the last evening run of Route 15 provides service between downtown Livermore and Springtown at 9:00 pm, but the fireworks show extends beyond that time; and

WHEREAS, Livermore Downtown staff have requested that LAVTA add a 10:00 and 11:00 pm trip on the Fourth of July to accommodate the Fireworks show.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves providing two additional evening trips on Route 15 on the Fourth of July.

PASSED AND ADOPTED this 6th day of April, 2015.

Scott Haggerty, Chair

Attest:

Michael Tree, Executive Director

AGENDA

ITEM 5 G



STAFF REPORT

SUBJECT: Cycle 4 Lifeline Transportation Program Resolution of Local Support

FROM: Tamara Edwards, Finance and Grants Manager

DATE: April 6, 2015

Action Requested

Approve Cycle 4 Lifeline Transportation Program Resolution 18-2015 of Local Support.

Background

The Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program, assembled from a variety of funding sources, to assist in funding projects that are; 1) intended to result in improved mobility for low-income residents, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers. Alameda County Transportation Commission (ACTC) has been designated by MTC to assist with the Lifeline Transportation Program in Alameda County on behalf of MTC.

Discussion

LAVTA has applied for Lifeline funding for Route 14. ACTC Staff has recommended the application for funding and is requesting a resolution of local support.

Budget Considerations:

ACTC Staff is recommending that MTC approve \$517,500 of Lifeline STA and 5307/JARC funding. LAVTA will apply funds to two years of operations for Route 14 from FY16 to FY17.

Recommendation

Staff recommends the Board of Directors approve the Cycle 4 Lifeline Transportation Program Resolution of Local Support. Resolution 18-2015.

Attachments:

1. Resolution 18-2015

Approved: _____

RESOLUTION 18-2015

AUTHORIZATION FOR THE FILING OF AN APPLICATION FOR FUNDING THROUGH MTC'S LIFELINE TRANSPORTATION PROGRAM AND COMMITMENT OF NON-FEDERAL MATCH AND STATEMENT OF ASSURANCE TO COMPLETE THE PROJECT

WHEREAS, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

WHEREAS, MTC has adopted principles, pursuant to MTC Resolution No. 4159, to guide implementation of the Lifeline Transportation Program for the three year period from Fiscal Year 2013-14 through Fiscal Year 2015-16, and has designated the County Congestion Management Agency (or another countywide entity) in each of the nine bay area counties to help with recommending project selections and project administration; and

WHEREAS, the Alameda County Transportation Commission has been designated by MTC to assist with the Lifeline Transportation Program in Alameda County on behalf of MTC; and

WHEREAS, the Alameda County Transportation Commission conducted a competitive call for projects for the Lifeline Transportation Program in (County) county; and

WHEREAS, LAVTA submitted a project in response to the competitive call for projects; and

WHEREAS, the Alameda County Transportation Commission has confirmed that LAVTA's proposed project, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, is consistent with the Lifeline Transportation Program goals as set out in MTC Resolution No. 4159; and

WHEREAS, the Alameda County Transportation Commission, after review, recommends LAVTA's proposed project, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, be funded in part under the Lifeline Transportation Program; and

WHEREAS, LAVTA agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4159; and

WHEREAS, LAVTA certifies that the project and purpose for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

WHEREAS, there is no legal impediment to LAVTA making the funding request; and

WHEREAS, there is no pending or threatened litigation which might in any way adversely affect the ability of LAVTA to deliver the proposed project for which funds are being requested, now therefore be it

RESOLVED, that LAVTA requests that MTC program funds available under its Lifeline Transportation Program, in the amounts requested for which LAVTA is eligible, for the project described in Attachment A of this Resolution; and be it further

RESOLVED, that staff of LAVTA shall forward a copy of this Resolution, and such other information as may be required, to MTC, the Alameda County Transportation Commission, and such other agencies as may be appropriate.

PASSED AND ADOPTED by the Livermore Amador Valley Transit Authority Board of Directors this 6th day of April, 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

SAMPLE ATTACHMENT A
Lifeline Transportation Program Cycle 4 Projects

Project Name	Project Description	Lifeline Transportation Program Funding Amounts				Local Match Amount	Total Project Cost
		Prop 1B	STA	5307/JARC	Total Lifeline Funding		
WHEELS Route 14 Operating Assistance	The WHEELS Route 14 provides essential transportation service to residents and employees of the Central District of Livermore by connecting low-income communities to employment opportunities and regional transportation services via the Livermore Transit Center.	\$	\$388467	\$129033	\$517500	\$517500	\$1,035,000
Total		\$	\$388,467	\$129,033	\$517,500	\$517,500	\$1,035,000

AGENDA

ITEM 6



S T A F F R E P O R T

SUBJECT: LAVTA Annual Organizational Review
FROM: Beverly Adamo, Director of Administrative Services
DATE: April 6, 2015

Action Requested

Review the proposed organization chart and Resolution 16-2015 resulting from the annual review of the LAVTA organization and salary bands as required by LAVTA Human Resources Policy.

Background

LAVTA’s Human Resources Policy states that “As part of the annual budget approval process, salary ranges will be established in accordance with procedures in the Human Resources Manual, which includes adherence to the Executive Director Compensation Policy and an annual salary survey for all established positions within the Authority.” LAVTA also reviews the organization for any changes that have occurred over the last fiscal year or that are recommended to the Board for the next fiscal year. Last year, LAVTA’s Board approved an adjustment to the salary bands for FY2014 based on the recommendations of a study conducted by a third party contractor.

Discussion

Organization Chart

The proposed FY2016 budget that will be presented to the Board in May, includes the positions as reflected in the attached organization chart, with the staff recommended changes as follows:

- Senior Grants & Project Management Specialist – change in title from Grants & Finance Analyst, to reflect increased and expanded scope of duties; change in position from “professional” to “senior professional” salary band based on increased and expanded duties; change in reporting structure from Director of Administrative Services to Executive Director.
- Senior Marketing & Communications Specialist – change in title from Senior Marketing & Communications Coordinator.
- Senior Fleet & Technology Management Specialist – change in title from AVL, Scheduling, and & Transit ITS Applications Analyst.

Salary Bands

Based on the compensation study conducted by the third part contractor completed in 2014, the comparator agencies from that study were contacted and asked for information on any adjustments in salary since the study in April 2014. Here is a summary of the adjustments at the comparator agencies:

- Eight (8) agencies implemented adjustments on or around 7/1/14.
 - Six (6) agencies implemented adjustments ranging from 1.39% to 2.4%
 - One (1) agency implemented a set \$ amount rather than a % adjustment for all classifications
 - One (1) agency implemented varying adjustments based on classification
- Two (2) agencies did not implement any adjustments since the last study
- One (1) agency was non-responsive however in the last study had reported that only the Executive Director was going to receive an adjustment in 2014
- Four (4) agencies have increases scheduled on or around 7/1/15 with two (2) agencies giving a 2% adjustment, one (1) agency giving a 3-4% adjustment, and one (1) agency to be determined.
 - All of the other agencies have not yet determined the adjustments for the upcoming fiscal year.
- One agency was not responsive to the request to verify the information collected last year.

There is no indication that salaries in the labor market have fluctuated enough to warrant more than a CPI based increase in the salary bands (Table 10. Consumer Price Index for All Urban Consumers; Selected areas all items index for the San Francisco-Oakland-San Jose, CA). Therefore, staff recommends 2.7% increase in the salary bands in order to ensure that the bands stay competitive in the labor market. The changes are summarized below.

Please note: Changes to the Salary Bands do not affect individual salaries which are increased based solely on performance and in accordance with the adopted budget.

Table of Proposed Monthly Salary Range Changes

Band	Current FY2015 Monthly Salary Range		Proposed FY2016 Monthly Salary Range	
1	\$3,152	\$4,413	\$3,327	\$4,532
2	\$3,940	\$5,516	\$4,046	\$5,665
3	\$4,728	\$6,620	\$4,856	\$6,799
4	\$5,674	\$7,943	\$5,827	\$8,157
5	\$6,808	\$9,532	\$6,992	\$9,789
6	\$8,170	\$11,438	\$8,391	\$11,747

Proposed Salary Band Ranges

Monthly Salary Ranges

Band 1 \$3,327 - \$4,532

Customer Service Representative

Band 2 \$4,046 - \$5,665

Accounting Assistant
Community Outreach Coordinator
Administrative Assistant
Customer Service Supervisor

Band 3 \$4,856 - \$6,799

Paratransit Planning Specialist

Band 4 \$5,827 - \$8,157

Senior Transit Planner
AVL, Scheduling, & Transit ITS Applications Analyst
Senior Marketing and Communications Specialist
Senior Grants and Programs Specialist

Band 5 \$6,992 - \$9,789

Finance and Grants Manager

Band 6 \$8,391 - \$11,747

Director of Administrative Services
Director of Planning and Communications

Budget Impact

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2016 operating budget.

Recommendation

The Finance and Administration Committee recommends the Board of Directors approve the attached organization chart and Resolution 16-2015 changing the rates of salary bands for LAVTA employees.

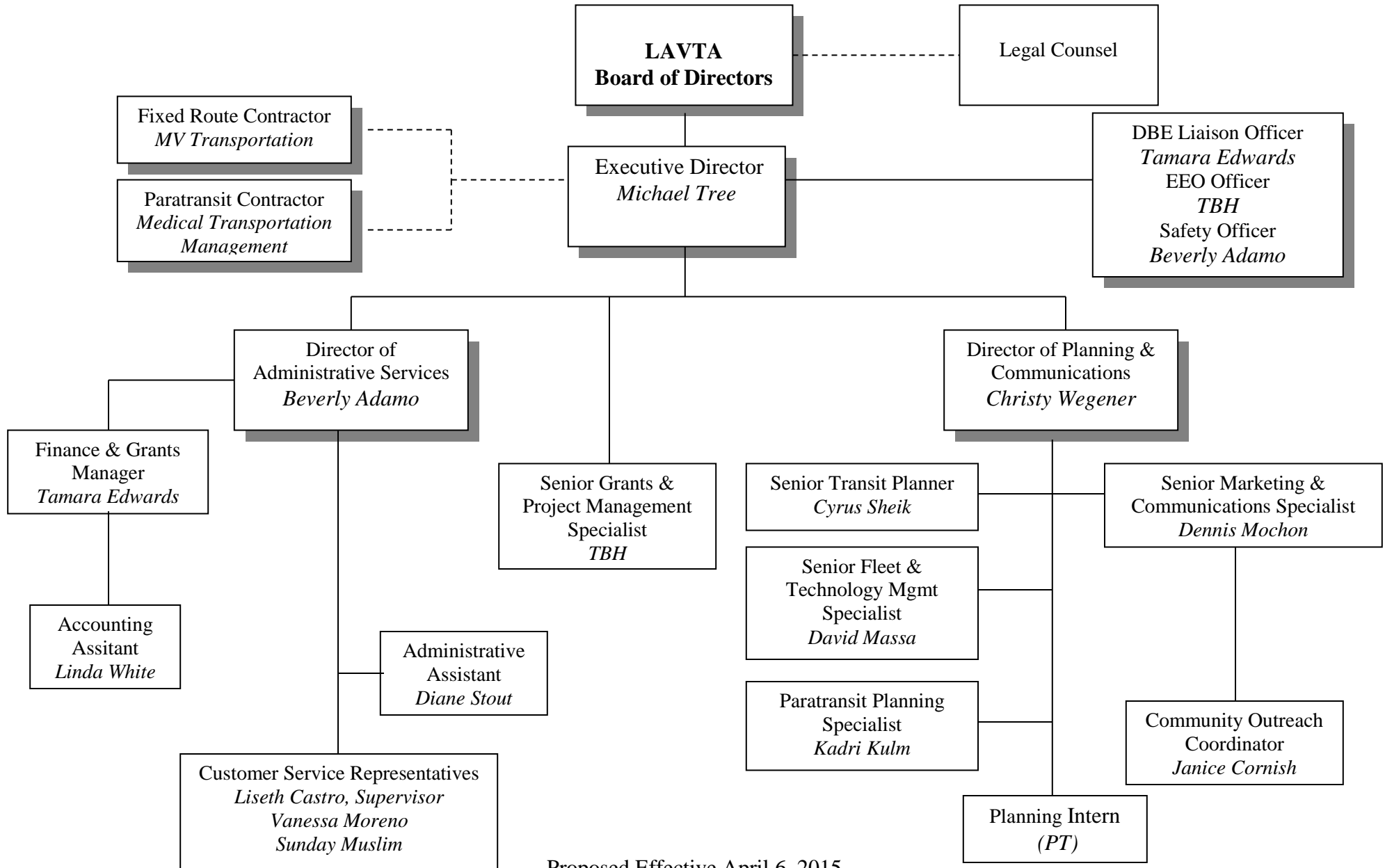
Attachments:

1. LAVTA Proposed Organization Chart
2. Resolution 16-2015 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2016 Salary Bands

Approved: _____

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



Proposed Effective April 6, 2015

RESOLUTION NO. 16-2015**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ESTABLISHING FY2016 SALARY BANDS**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 26-2014, which established the current Human Resources Policy; and

WHEREAS, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

WHEREAS, it is desirable and necessary to revise the Salary Bands.

NOW, THEREFORE, BE IT RESOLVED that the Salary Bands for FY2015 are revised as follows:

Salary Bands

The following salary bands represent the categories of employment within the agency. Bands will be adjusted annually as part of the budget process. Periodically the Board of Directors may make additional one time adjustments to the bands based on market conditions, or other relevant factors indicating that the bands have become non-competitive. The Executive Director will have the authority to set salaries for positions within each band based on adopted budget constraints.

Monthly salary ranges as of July 1, 2015.

Monthly Salary Ranges

<u>Band 1</u>	<u>\$3,237 - \$4,532</u>
Customer Service Representative	
<u>Band 2</u>	<u>\$4,046 - \$5,665</u>
Accounting Assistant	
Community Outreach Coordinator	
Administrative Assistant	
Customer Service Supervisor	
<u>Band 3</u>	<u>\$4,856 - \$6,799</u>
Paratransit Planning Specialist	

Band 4 \$5,827 - \$8,157

Senior Transit Planner
Senior Fleet & Technology Management Specialist
Senior Marketing & Communications Specialist
Senior Grants & Project Management Specialist

Band 5 \$6,992 - \$9,789

Finance and Grants Manager

Band 6 \$8,391 - \$11,747

Director of Administrative Services
Director of Planning and Communications

PASSED AND ADOPTED this 6th day of July, 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

Approved as to form:

Michael Conneran, Legal Counsel

AGENDA

ITEM 7



STAFF REPORT

SUBJECT: Accommodation for the 2015 Pleasanton Summer School Program

FROM: Christy Wegener, Director of Planning and Communications
Cyrus Sheik, Transit Planner

DATE: April 6, 2015

Action Requested

Approve accommodation of summer school classes in 2015 for Pleasanton middle- and high school grade students at the Foothill High School location.

Background

In addition to its regular curriculum during the main academic year, the Pleasanton Unified School District (PUSD) operates a school program during the summer. The purpose of the program is to offer students an opportunity make up or earn additional credit to advance a grade, raise a grade necessary for college, or earn credit for graduation. A limited curriculum is available, mostly in academic areas. The program is offered both at the middle- and high school levels.

Last year, LAVTA ran a pilot program accommodating the summer school program in Pleasanton, providing service on routes 601, 602, and 604. As that was the first time of providing supplemental route (school tripper) service in Pleasanton during the summer, the program was operated as a pilot in order to gage ridership results and re-evaluate for potential continuation the following summer.

The PUSD has requested that LAVTA consider continuing service for this year's summer school program. The District has shared the following specifics about the program, which are the same as last year:

- Classes will run 8:30a to 1:45p, Monday through Thursday (4 days per week)
- Classes will be held from June 22 through July 30 (middle school ends July 23)
- Approximately 1,000 students are anticipated to attend - of which about 120 students will be enrolled in middle school grades, and the remainder in high school grades

Discussion

The school districts in the LAVTA service area do not operate yellow school buses for their general student population. Instead, students in the middle- and high school grades are expected to make use of existing public transportation (Wheels mainline routes). In cases

where either (or both) the school and the neighborhood(s) from which its students need to travel is not located on a mainline, and where there is sufficient demand, LAVTA in some areas supplements its mainline routes with limited school tripper service operating during school days, during the academic year.

Typically in the past, the school tripper routes have not been operated during the summer due to the smaller student population enrolled in summer programs and the large number of neighborhoods that would need to be served relative to the summer sessions' smaller student population base. Upon reviewing the request from the school district last year, Staff found that the parameters of the program – including a relatively large enrollment in a centralized location that could be served with a subset of LAVTA's existing school tripper route structure – lent itself well to a pilot program that could then be used to determine how to respond to similar situations in the future.

Based on the anticipated enrollment of approximately 1,000 students in last year's program, the pilot service was expected to carry at least the same share of riders as a percentage of students as that typically seen at Foothill High during the main academic year – or about 5 percent. This would have equated to 100 one-way boardings per school day, for a total of 2,400 for the duration of the program. The actual total ridership result for last year's program, however, turned out to be closer to 1,400 – or only about 60% of the targeted ridership.

Although the ridership for last year's pilot program fell short of the target (i.e. captured a lesser share of students taking transit than that seen during the academic year), Staff believes that there could be opportunities to more aggressively market the service and achieve better ridership results this year. If the program this year does not show a ridership improvement over last year, however, a repeat would not be recommended again for the summer of 2016 unless the parameters of the summer school program were to substantially change in ways more favorable to ridership potential.

Service Setup

The service setup operated last year, which would be repeated for this year's program – consisted of a linked route 601/602 and the route 604. Together, these are able to serve over a dozen neighborhoods with travel times comparable to those offered during the main academic year. The adjacent table shows the neighborhoods that would be directly served, and the approximate one-way travel time between those and Foothill High School.

PROPOSED SUMMER SCHOOL TRIPPER SERVICE 2015	
Neighborhoods served and approx travel times to FHS	
<i>Area</i>	<i>Travel Time</i>
Ruby Hill	54 min
Vintage Hills	37 min
Case Avenue	30 min
Fairlands	29 min
Del Prado Park	19 min
Hacienda	17 min
Valley Trails	11 min
Muirwood Park	11 min

Similar to last year, in the morning, route 601 would depart Ruby Hill, traveling via Vintage Hills to Case Avenue. At Case Avenue, the same bus would become route 602 and serve Del Prado Park and Valley Trails Park before arriving at Foothill High School. In the afternoon, a mirror service would be provided for the return. The second service would be route 604, operating its regular route from Fairlands, Hacienda, and Muirwood Park to Foothill High School in the morning, and returning in the reverse order in the afternoon. Both services would operate on a special summer schedule coordinated to the program’s AM and PM bell times, respectively.

The estimated revenue hours that would be required to operate this service setup is shown in the next table, assuming a total of 24 days of service. The total gross cost at the fully allocated rate would be approximately \$8,000. If ridership of 100 roundtrips per day were to materialize, fare revenues in the order of approximately \$3,300 would be expected to offset the operating cost, for a total net cost of \$4,800.

ROUTES 601/602 AND 604 SUMMER SERVICE 2015	
Cost estimate	
<i>Rt 601/602</i>	
Daily revenue hours	2.33
Number of days operated	24
Total revenue hours	56.00
Total fully allocated cost	\$5 554
<i>Rt 604</i>	
Daily revenue hours	1.07
Number of days operated	24
Total revenue hours	25.60
Total fully allocated cost	\$2 539
Total gross cost	\$8 093
Daily ridership @ 5% assumption	100
Total program ridership	2 400
Estimated fare revenue	\$3 288
Total net cost (est'd)	\$4 805

Even though the ridership last summer did not reach the 2,400 number, that target is repeated in the assumption for this year's program in order to illustrate an expectation of exceeding last year's ridership and progress toward the 2,400 target.

Dublin and Livermore

Last year, the Board of Directors approved operating Wheels school tripper route 403 in Livermore to accommodate the excursion travel needs of the Livermore Area and Recreation and Parks District's (LARPD) Extended Student Services (ESS) program during summer on a continual basis, and this service will be operated again this coming summer accordingly.

Staff recently met with the superintendents for all three school districts to discuss their transportation needs and priorities, and this formed the basis of the current recommendations for summer service on select supplemental routes. At its March 23, 2015 meeting, the Projects & Services Committee asked Staff to reach out to Dublin and Livermore once more to ensure that their student transportation needs would be met during the summer.

Preliminarily, Dublin has indicated that their highest priority at this time is to get a later (second) PM departure from Dublin High School during the regular academic year, while Livermore has stated that the relatively robust mainline service via Routes R and 10 near Livermore High School (the location of Livermore's summer program) would suffice during the summer. However, LAVTA staff is still in ongoing discussions with the districts' representatives at this time as the production deadline for the summer signup is approaching.

Budget

The limited service that would be provided for Pleasanton’s summer school program adds about 80 revenue hours to a total of approximately 126,000, and can be accommodated from the portion of budgeted service hours that is normally budgeted beyond scheduled hours to accommodate special events, bus bridges, school early-outs, and similar contingencies.

Recommendation

At its March 23, 2015 meeting, the Projects & Services Committee endorsed the proposed service accommodating the Pleasanton summer school program by operating Wheels supplemental routes 601/602 and 604 for the duration of the program. It is recommended that the Board of Directors approve the service as outlined above.

Attachments:

- 1. Resolution 17-2015

Approved: _____

RESOLUTION 17-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AUTHORIZING SUMMER SERVICE HOURS FOR ROUTES 601/602 AND 604**

WHEREAS, LAVTA currently operates school tripper service on Routes 601, 602, and 604 in the areas of Ruby Hill, Vintage Hills, Case Avenue, Fairlands, Del Prado Park, Hacienda, Valley Trails, Muirwood Park, and Foothill High School during the academic year; and

WHEREAS, LAVTA operated said routes on a pilot program basis to accommodate the summer school program in 2015, and

WHEREAS, the Pleasanton Unified School District has expressed interest and support of continuing to provide service during summer session, four days per week, in order to serve the transportation needs for their summer middle- and high school program; and

WHEREAS, LAVTA wishes to be responsive and supportive of reasonable requests by our partnership with the Pleasanton Unified School District; and

WHEREAS, the cost of the new service is relatively small and may be offset by passenger fares that the Authority believes can be reasonably expected.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves providing summer service on Wheels Routes 601, 602, and 604 for four days per week in June and July 2015.

PASSED AND ADOPTED this 6th day of April, 2015.

Scott Haggerty, Chair

Attest:

Michael Tree, Executive Director

AGENDA

ITEM 8



EXECUTIVE DIRECTOR'S REPORT

April 2015

1. Regional Measure 2 Funds and The Rapid

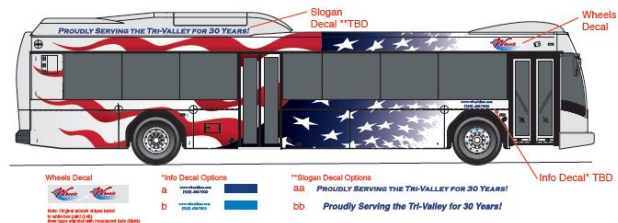
Nelson/Nygaard has begun planning work for the LAVTA fixed route system, including the Rapid service. Staff is confident that the Rapid service will be restructured to achieve a 20% farebox ratio, which will allow LAVTA to access approximately \$580,000/year in RM2 funding that is currently being held in reserve at MTC until the service is reaching its farebox goal.

2. Stand Up 4 Transportation Event on Thursday, April 9th

This media event will feature public and private sectors of the transportation industry in keeping a steady drumbeat of activities intended to emphasize the need for Congress to pass a long-term surface transportation bill that provides a predictable, dedicated funding mechanism for our nation's transportation infrastructure before the MAP 21 extension expires. The event will take place at the Transbay Terminal in San Francisco. For more information on this event please contact Dennis Mochan, Senior Marketing and Communications Coordinator for LAVTA at 925-455-7558 or dmochon@lavta.org.

3. Bus Wrap for Ace Commuters on Route 54

Currently Route 54 serves customers exiting the ACE train in Pleasanton and traveling immediately to the Pleasanton/Dublin BART Station. The route is growing in popularity and staff notes the need to transition from a 30' hybrid bus to a 40' hybrid bus (hybrid is necessary due to funding requirements of the route). LAVTA currently has an excess inventory of 40' hybrid Rapid buses and in order to protect the Rapid brand will rewrap a bus to serve on Route 54. Pictured is the wrap that will be placed on the 40' hybrid bus that will be unveiled in a near future media event.



4. St Patrick's Day Parade and Celebrations a Success

The Dublin St Patrick's Day Parade featured the Rideo bus and a Rapid bus, contrasting how far public transportation has come throughout the last several decades. At the festival LAVTA had a booth and its paper fans and reusable totes were a huge hit for visitors.

5. Finance Award for LAVTA

For the 19th year running LAVTA has received the Excellence in Financial Reporting Award from the Government Finance Officers Association. It is presented to agencies whose comprehensive annual financial reports achieve the highest standards in governmental accounting and financial reporting.

6. Planning Director Out of Office on Leave

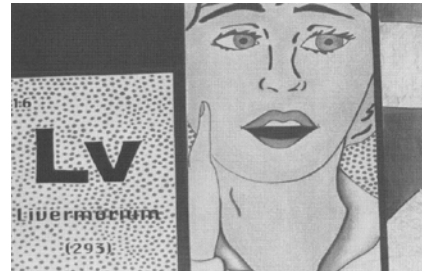
LAVTA Planning Director Christy Wegener delivered her new baby, Anna Drake Sikkelee and both are doing well. Christy expects to return from leave at the end of August.

7. Union Approves Two-year Contract

The week ending March 22nd the Teamsters Union approved a two year contract with MV Transportation. The new contract fits within the financial constraints of the LAVTA/MV contract.

8. Art Mural Shelter Dedication in Livermore on Thursday, June 4th

On Thursday, June 4th a new shelter mural will be dedicated near the West Gate on Vasco Road off East Avenue. The newest mural will be created by Granada High School students under the supervision of Ms. Laura Thournir. The mural will highlight the finding of LV – Livermorium and is designed following the pattern of comic artist Roy Lichtenstein. Here's a black and white sneak peak of a portion of the mural.



Attachments

1. Management Action Plan w/Latest Updates
2. Board Statistics
3. FY15 Upcoming Committee Items

FY2015 Goals, Strategies and Projects

Last Updated– March 30, 2015

MANAGEMENT ACTION PLAN (MAP)

<p><i>Goal: Service Development</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <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 						
<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>
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/ Exec Dir	Projects/ Services	Nov 2014 Mar 2015 <u>Feb</u> 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 X
Short Range Transit Plan (SRTTP is a 10-year plan)	<ul style="list-style-type: none"> • COA will provide info for the SRTTP • COA planning firm scheduled to conduct the SRTTP 	DP/ Exec Dir	Projects/ Services	<u>Feb</u> 2016	→ This project will begin after service alternative is identified in COA. 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/ Exec Dir	Projects/ Services	<u>Feb</u> 2016	→ This project will begin after service alternative is identified in COA. 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>
Schedule Development	<ul style="list-style-type: none"> Develop timetables for each route, with time points, running times and schedules. 	DP/ Exec Dir	Projects/ Services	<u>Feb 2016</u>	→ This project will begin after service alternative is identified in COA.	
Fare Analysis	<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 Aug 2016	→ This project will begin after service alternative is identified in COA.	X X
BART to Livermore	<ul style="list-style-type: none"> Provide guidance on bus routes in four alternatives being considered as part of the environmental study. Coordinate with LAVTA COA/Short & Long Range Planning. 	DP/ Exec Dir	Projects/ Services	<u>Jun 2016</u>	→ <u>Staff and Nelson/Nygaard provided feedback on bus routes within four alternatives. Awaiting modifications.</u> Atlantis and additional buses factored into study. Study to finish in mid-2016.	

<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>
<u>MTC</u> <u>Plan Bay Area Update</u>	<ul style="list-style-type: none"> • Provide technical expertise • Ensure that LAVTA Short/Long Range Plans are incorporated into County Long Range Transportation Plan and then the MTC Plan Bay Area Update. • Participate in public workshops to ensure Priority Development Areas and public transit in Tri-Valley area is adequately planned. 	DP/ Exec Dir	Projects/ Services	May 2015 Sept 2015 Apr 2016	<p>→ MTC to convene meeting with staff in near future</p> <p>→ COA/Short & Long Range Plan underway.</p> <p>→ First set of workshops/open houses to begin in late April 2015.</p>	
<u>ACTC</u> <u>County Transit Study</u>	<ul style="list-style-type: none"> • Serve on TAC and participate in public workshops. • Ensure that LAVTA Short/Long Range Plans are incorporated into Study 	DP/ Exec Dir	Projects/ Services	Feb 2015 Dec 2015	<p>→ Staff attended and co-sponsored the opening public workshop in Dublin. Staff has attended all TAC meetings and has provided input to consultant.</p> <p>→ Nelson/Nygaard has begun LAVTA planning work and has contacted ACTC Transit Study consultant to coordinate work.</p>	
<u>ACTC</u> <u>Park & Ride Study</u>	<ul style="list-style-type: none"> • Serve on TAC and participate in public workshops. • Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP/ Exec Dir	Projects/ Services	May 2015 Dec 2015	<p>→ Staff on TAC. Assisting with scoring of three proposals.</p> <p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</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>
<u>ACTC Goods Movement Study and Arterials Study</u>	<ul style="list-style-type: none"> • Serve on TAC and participate in public workshops. • Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP/Exec Dir	Projects/Services	Feb 2015 Dec 2015	<p>→ Staff on TAC. Assisting with scoring of three proposals.</p> <p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p>	
<u>CCTA: I-680 Express Bus Study</u>	<ul style="list-style-type: none"> • Serve on TAC and participate in public workshops. • Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP/Exec Dir	Projects/Services	May 2015 Dec 2015	<p>→ Project in planning stages. RFP for consultant to be released. Staff attending meetings to help develop scope of work.</p> <p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p>	
<u>Clipper Project</u>	<ul style="list-style-type: none"> • Policy development • Site work • Installation • Implementation 	DP/Exec Dir	Projects/Services	Jun 2015 Jul 2015 Sept 2015 Oct 2015	<p>→ Working on accumulator day pass and transfer policy</p> <p>→ Site work to finish second week of April.</p> <p>→ To begin in May and end in September.</p> <p>→ Working on planning of implementation at two locations and on bus fleet.</p>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
----------	-----------------	-------	-----------------	-------------	--------	-----------

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

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Website Redesign	<ul style="list-style-type: none"> • Develop/Advertise RFP • Evaluate proposals/execute contract • New website goes live 	Exec Dir	Projects/ Services	Mar 2015 May 2015 Sept 2015	→ Scope of work completed. RFP to be reviewed by legal. <u>10 proposals received. Currently under evaluation.</u>	
Social Media Engagement	<ul style="list-style-type: none"> • Development of strategic communications plan • Development of LAVTA goals with Facebook/Twitter 	Exec Dir	Projects/ Services	Apr 2015 Mar 2015	→Scheduling date for strategic communications plan discussion and development. Looking for a forum to share and engage residents.	
Phone App w/Real Time Info	<ul style="list-style-type: none"> • MTC reviewing funding availability on secured grant. • Create scope of work/RFP • Phone app live 	Exec Dir	Projects/ Services	Jun 2015 Sept 2015 TBD	→ Funding has been awarded and staff is awaiting MTC clearance to begin project. Scope of work being created.	

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Real Time w/511.org	<ul style="list-style-type: none"> Project near completion 	Exec Dir	Projects/ Services	Mar 2015	→ This project will add real time info into the 511.org trip planning on LAVTA website. <u>Required data submitted to MTC. Awaiting date of activation.</u>	
Google Transit Trip Planner	<ul style="list-style-type: none"> Project near completion 	Exec Dir	Projects/ Services	<u>Sept</u> 2015	→ Most trip planning in US is done through Google Transit, which is a very robust program 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. <u>Expect to submit required data to Google in May. Google Trip Planner to be introduced with new LAVTA website.</u>	
Wayfinding at BART Stations	<ul style="list-style-type: none"> Contact BART about improved wayfinding signage for LAVTA services at West Dublin Station. Plan new wayfinding signage Seek funding and install signage 	Exec Dir	Projects/ Services	Feb 2015 Apr 2015 TBD	→ BART staff has reviewed the request and is receptive. LAVTA staff identifying locations/types of wayfinding signage for BART consideration.	
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	→ Each bus has an onboard info station to communicate with passengers. 20 buses need a modification to their info station. <u>3 quotes received on materials for project. Project award to happen in April for April/May implementation.</u>	

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>
<u>High School Ambassador Project</u>	<ul style="list-style-type: none"> Finalize program Appoint ambassadors and train Implementation of program 	Exec Dir	Projects/ Services	<p>April 2015</p> <p>May 2015</p> <p>Sept 2015</p>	→ Program in final stages of development. Pilot program for Foothill HS. Applications for Ambassadors being developed.	
<u>LAVTA Rebranding Project</u>	<ul style="list-style-type: none"> Create RFP Award consultant Finish project 	Exec Dir	Projects/ Services	<p>April 2015</p> <p>Jun 2015</p> <p>Dec 2015</p>	→ Project to look at agency logo, naming and logos of services, and bus paint/graphics design.	
<u>Policy for FTA Reasonable Modification Rule</u>	<ul style="list-style-type: none"> Craft policy with attorney assistance 	Exec Dir	Finance/ Admin	Jun 2015	→ FTA has recently published final rules for reasonable modifications to fixed route and paratransit services. Staff coordinating with attorney for guidance on LAVTA policy development.	
<u>Comprehensive Dial-A-Ride Rider Publication</u>	<ul style="list-style-type: none"> Review dial-a-ride policies Publisher to design and create publication. 	Exec Dir	Projects/ Services	<p>Jun 2015</p> <p>Oct 2015</p>	→ Staff currently reviewing policies. Looking to insert policy regarding reasonable modification rules into document.	

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>
<u>Dial-A-Ride Customer Service Survey</u>	<ul style="list-style-type: none"> • Hire consultant/Develop Survey • Conduct Survey • Report to Board survey results 	Exec Dir	Projects/ Services	Aug 2015 Sept 2015 Oct 2015	→ Staff currently developing scope of work for statistically valid survey of paratransit customers.	
<u>Bike-To-Work Day 2015</u>	<ul style="list-style-type: none"> • 21st Anniversary of event on May 21st. 	Exec Dir	Projects/ Services	May 2015	→ Staff currently planning for participation in event and swag give away.	
<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	→ <u>Staff is currently finalizing on the ECO pass plan. To be presented to committee in April.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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	Jun 2015 TBD	→ <u>Scope of work for consultant being finalized by ACTC for this project. 4 project areas to be pilot program.</u>	
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 	Exec Dir	Projects/ Services	Feb 2015 Mar 2015 Jun 2015	→ Looking at potential project sites and partners. <u>BART contacted for bike stations in West Dublin and Dublin/Pleasanton stations. Pricing being requested for grant applications.</u>	
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	Aug 2015 Oct 2015 Dec 2015	→ Looking for funding to procure and engage a consultant/economist into the valuation. Economist contacted staff to discuss project. <u>Independent cost estimated being calculated.</u>	

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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 <u>Explore TOD partnership near Livermore TC</u> 	Exec Dir	Finance/ Admin	<p>Jul 2015</p> <p>Nov 2015</p> <p>Nov 2016</p>	<p>→ Stakeholder, board, planning commission and city council presentations being planned during COA project.</p> <p>→ Beginning communication with major property owners around Isabel interchange, in addition to FTA, Dept of Housing, and Economic Development. <u>Contacted Sutter Healthcare about 40 acre parcel adjacent to planned BART station.</u></p> <p>→ Discussed TC TOD project with city staff. <u>Contacted local developer to evaluate project. Working with TOD expert at BART on process.</u></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.	
City of Livermore Ridership Development Plans	<ul style="list-style-type: none"> Provide technical assistance and attend public meetings 	Exec Dir	Projects/ Services	Dec 2015	→ Corresponding with city staff	

<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>
-----------------	------------------------	--------------	------------------------	--------------------	---------------	------------------

<u>Las Positas College Student, Faculty, Staff Pass Program</u>	<ul style="list-style-type: none"> • Develop guidelines for pass • Discuss financing of pass program, including student fee and potential ACTC demonstration project • Implementation of pass program 	Exec Dir	Projects/ Services	<p>Apr 2015</p> <p>Apr 2015</p> <p>Jan 2016</p>	<p>→ Pass to be loaded on Clipper Card w/ picture of customer on front. Electronically tracked w/ability to deactivate.</p> <p>→ Researching appropriate cost of pass with 8,000/year purchased.</p> <p>→ To coincide with new semester if pilot program or student fee successful.</p>	
---	--	----------	--------------------	---	---	--

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	→ Working with APTA to educate and provide commitment from law makers.	
---	--	----------	----------------	---------	--	--

<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>
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 . <u>Visited Assemblymember Baker in March and educated on bill.</u>	
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	→ <u>Visiting with CTA officials the key members of state legislature, Governor's staff on May 20th.</u>	
<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 <u>MTC in San Francisco at Transbay Terminal.</u>	

<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>
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 Jun 2015	→ Both queue jumps repaired → 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.	X
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	→ Project has funding, but is currently \$2 million short. LAVTA has submitted a project for RM2 discretionary program to fully fund project. Awaiting decision on grant.	

<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>
-----------------	------------------------	--------------	------------------------	--------------------	---------------	------------------

Goal: Organizational Effectiveness

Strategies (those highlighted in bold indicate highest Board priority)

- Promote system wide continuous quality improvement initiatives
- Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service
- Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity**
- HR development with focus on employee quality of life and strengthening of technical resources
- Enhance and improve organizational structures, processes and procedures to increase system effectiveness
- 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	<u>Summary of Findings:</u> <ul style="list-style-type: none"> Submit plan for closing out inactive grants. Submit revised facility/equipment maintenance program. Submit procedures for monitoring ADA equipment. Submit procedures for eligibility appeals process Updated procurement process to include independent cost estimates. Submit procedures to ensure search of System of award Management. Submit DBE action plan for 2013. Work with MTC to submit a revised public participation plan. Submit procedures for completing required reports regarding charter reporting issues. 	DA	Finance/ Admin	May 2015	→ Triennial review performed. Staff working to fix minor findings. Final document in May for Board review.	

<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. <u>Software installed and staff trained.</u>	X X
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	Jun 2016 Dec 2015	→ <u>Staff created on-time performance action plan during COA planning efforts. Committee reviewed plan in April.</u> → Staff participating in County Transit study and with MTC efforts to ensure appropriate metrics are used to evaluate public transit.	
<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	→ <u>Meeting with School Districts held in February. Discussed performance of routes, service requests, and potential for partnership to increase transit funding.</u>	

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/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	→ <u>Committee has recommended title change for position, salary band adjustment, and that position report directly to Executive Director. Position adjustments to be considered by Board in April.</u>	
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	→ <u>Google providing proposal in April to store buses at Atlantis and lease space for park & ride. Exploring other opportunities.</u>	
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 underway as portion of budget review and approval process.	
<i>Other:</i>						
Security Camera Project at Rutan Facility and Livermore Transit Center	<ul style="list-style-type: none"> Received grant to install security cameras. Evaluate locations and systems for priority of installation. 	DA	Projects/ Services	May 2015	→ <u>Cameras being installed currently at Rutan facility and Livermore Transit Center.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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	<p>Apr 2015</p> <p>Dec 2015</p>	<p>→ More than 50 panels of glass on order for repairs, which are scheduled to be installed by end of Apr 2015. <u>Project about ½ completed.</u></p> <p>→ Analysis taking place as to procedures for rehabilitation of shelters. <u>Grant money located to rehab shelters. Priority list being created.</u></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	<p>Feb 2016</p> <p>Ongoing</p>	<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	<p>May 2015</p>	<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. <u>Project being suspended briefly pending location for Historic Train Depot.</u></p>	

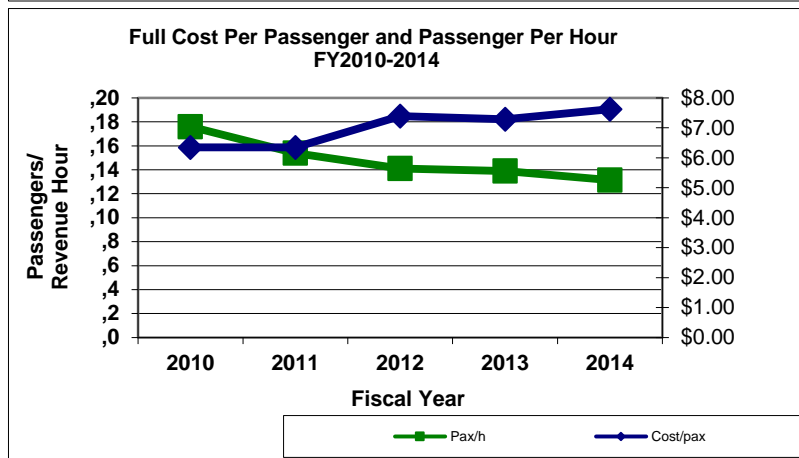
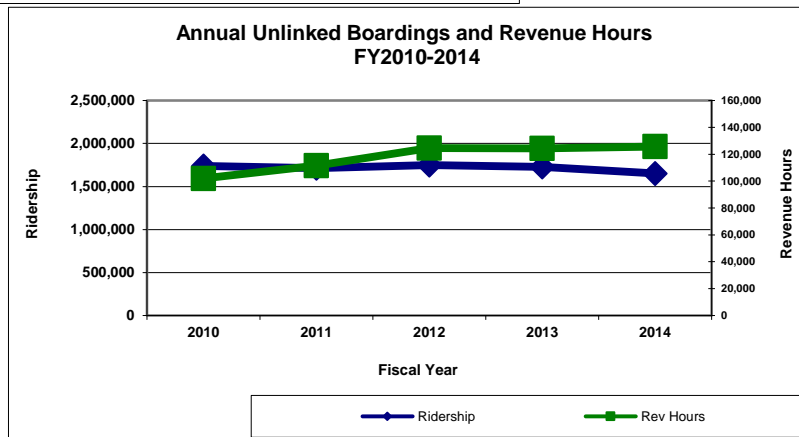
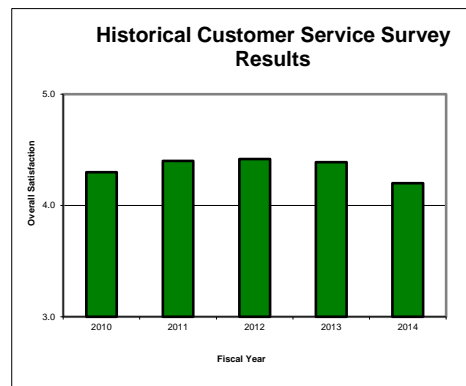
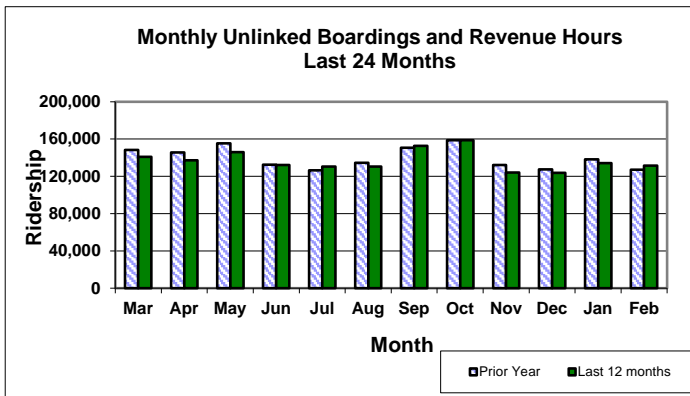
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> Meet with City staff to review the project Coordinate and ensure that needed utilities for future electric buses, etc. are part of project if possible. 	DA	Projects/ Services	Dec 2015	→Staff has been meeting regularly with City staff. <u>Environmental work nearing completion. Final location for facility being discussed.</u>	
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	Jun 2015 Ongoing Ongoing	→ 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.	
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	Aug 2014 Nov 2014 Jun 2016	→ Approval granted in mid 2014. → Purchase order and notice to proceed provided to Gillig. <u>LAVTA awaiting conference scheduled for June 2015 to finalize options and build specifications. Buses scheduled for delivery in June 2016.</u>	

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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	Feb 2015 Jun 2015	→ 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. <u>Vault for offloading and storage of fares identified and quotes being secured.</u>	
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	Jun 2016 Ongoing	→ Staff review finds latest space requirements correct for Atlantis. Will confirm the spacing requirements, etc. through near future planning process. → ACTC and MTC have both had briefings on Atlantis and the need for a larger facility if future includes growth of agency. <u>Phase III submitted as RM2 call for projects. Project is high priority for ACTC. Staff awaiting response from MTC.</u>	
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 February 2015

FIXED ROUTE						
	February 2015			% change from one year ago		
Total Ridership FY 2015 To Date	1,086,391			-0.9%		
Total Ridership For Month	131,509			3.4%		
Fully Allocated Cost per Passenger	\$7.32			-3.1%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	6,108	2,239	1,430	4.9%	0.5%	6.8%
Passengers Per Hour	14.0	11.9	12.6	4.6%	0.4%	8.2%
	February 2015			% change from last month		
On Time Performance	79.2%			0.1%		



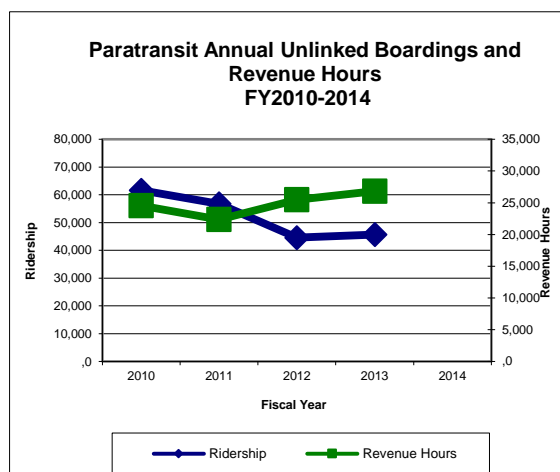
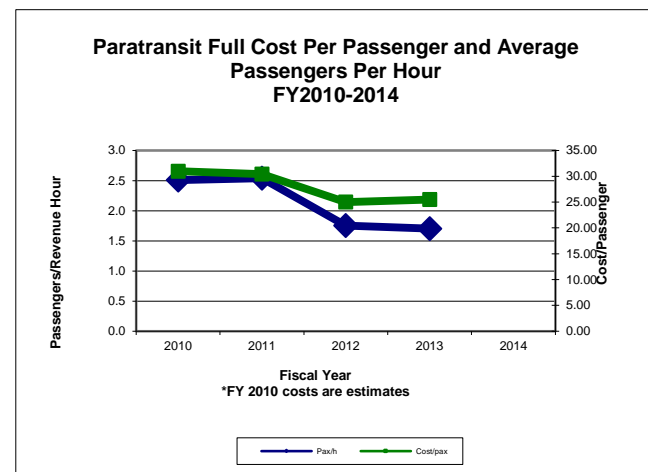
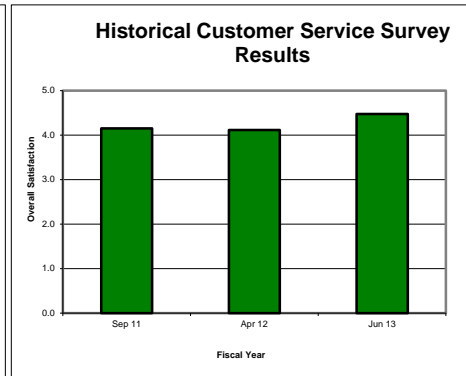
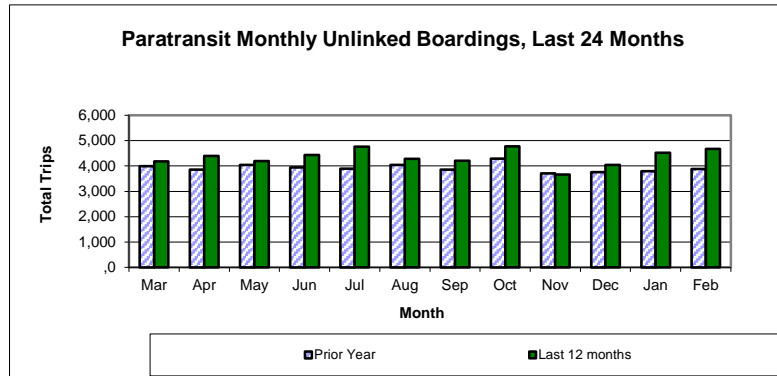
Monthly Summary Statistics for Wheels

February 2015

PARATRANSIT

General Statistics	February 2015	% Change from last year	Year to Date
Total Monthly Passengers	4,674	20.3%	34,576
Average Passengers Per Hour	3.60	71.4%	
On Time Performance	98.1%	3.4%	
Fully Allocated Cost per Trip	\$31.87	22.5%	
Number of Paratransit Applications	26	13.0%	218
Calls Answered in <1 Minute	94.70%	-2.4%	

Missed Services Summary	February 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



Monthly Summary Statistics for Wheels
February 2015

SAFETY							
ACCIDENT DATA	February 2015				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route		Paratransit
Total	1		0		20		3
Preventable	0		0		14		3
Non-Preventable	1		0		6		0
Physical Damage							
Major	0		0		0		0
Minor	1		0		20		3
Bodily Injury							
Yes	0		0		5		1
No	1		0		15		2

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$610.00
To Date This Fiscal Year	\$37,741.25
Budget	\$100,000.00
% Expended	38%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	February 2015	Year To Date
Praise	0	2
Bus Stop	3	48
Incident	0	6
Trip Planning	0	6
Fares/Tickets/Passes	0	9
Route/Schedule Planning	3	38
Marketing/Website	1	14
ADA	0	3
TOTAL	7	126

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	3	0	0	18	0	0	0	3
Safety	2	2	4	12	0	0	1	0
Driver/Dispatch Courtesy	2	4	1	11	0	0	0	0
Early	1	0	1	2	0	0	0	0
Late	9	0	1	33	0	0	0	8
No Show	0	0	0	7	0	0	0	1
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	0	3	0	3	0	0	1	6
Maintenance	0	0	0	0	0	0	0	0
Bypass	0	2	0	6	0	0	0	0
TOTAL	14	11	7	74	0	0	2	15
Valid Complaints								
Per 10,000 riders	1.06				0.00			
Per 1,000 riders					0.00			

LAVTA COMMITTEE ITEMS - MARCH - JUNE 2015

Finance & Administration Committee

March	Action	Info
Minutes	X	
Treasurers Report	X	
Annual Org Review	X	
April	Action	Info
Minutes	X	
Treasurers Report	X	
Preliminary Budget	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
Surplus Property Disposal	X	
May	Action	Info
Minutes	X	
Treasurers Report	X	
LAIF	X	
FTA Triennial Review	X	
Final Budget	X	
Quarterly Budget & Grants Report		X
Clipper Fare Approval	X	
June	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	

LAVTA COMMITTEE ITEMS - MARCH - JUNE 2015

Projects & Services Committee

March	Action	Info
Minutes	X	
On Time Performance Action Plan		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	
Pleasanton Agreement Update	X	
Current Studies		X
April	Action	Info
Minutes	X	
Fall Services Changes	X	
Draft Employer Pass Program		X
May	Action	Info
Minutes	X	
WAAC Appointments	X	
Marketing Work Plan	X	
Quarterly Performance Report on Operations and Marketing		X
Final Employer Pass Program	X	
June	Action	Info
Minutes	X	

**COMMITTEE
MINUTES**



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, March 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 Laureen Turner called the meeting to order at 4:02pm.

Members Present

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

2. Meeting Open to Public

None.

3. Minutes of the February 24, 2015 Meeting of the F&A Committee

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

4. Treasurer's reports for February 2015

The Finance & Administration Committee recommend submitting the attached February 2015 Treasurer's Report to the Board for approval.

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

5. LAVTA Annual Organizational Review

The Finance & Administration Committee recommend forwarding the proposed organizational chart and Resolution 16-2015 changing the rates of salary bands for LAVTA employees to the Board of Directors for approval.

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

6. Preview of Upcoming F&A Committee Agenda Items

7. Matters Initiated by Committee Members

None.

8. Next Meeting Date is Scheduled for: April 27, 2015

9. Adjourn

Meeting adjourned at 4:16pm.

DRAFT

DRAFT

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
DAVID HAUBERT - VICE CHAIR

SCOTT HAGGERTY
STEVEN SPEDOWFSKI

DATE: Monday, March 23, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore
TIME: 4:00p.m.

MINUTES

1. Call to Order

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

Members Present

Jerry Pentin, Councilmember, City of Pleasanton
David Haubert, Mayor, City of Dublin
Steven Spedowfski, Councilmember, City of Livermore
Scott Haggerty, Supervisor, Alameda County

Members Absent

Karla Brown, Vice Mayor, City of Pleasanton

2. Meeting Open to Public

None.

3. Minutes of the February 23, 2015 Meeting of the P&S Committee.

Approved: Spedowfski/Haubert
Aye: Haubert, Spedowfski, Haggerty
No: None
Abstain: Pentin

4. Dial-A-Ride Operations Policy Modification

The Projects & Services Committee recommend modifying the language under 3.5, Eligibility Denials and Appeals, removing the references that appeals may be made to the Board of Directors. The Committee asked that the final appeals decision be made by the Executive Director. The Projects & Services Committee recommends forwarding to the full Board to approve the proposed changes to the Dial-A-Ride Operations Policy, Resolution 14-2015.

Approved: Haggerty/Pentin
Aye: Haubert, Spedowski, Pentin, Haggerty
No: None

5. Para-Taxi Program Update

The Projects & Services Committee recommend forwarding to the full Board for approval the proposed changes to the Para-Taxi program. Changes include limiting the reimbursement period for submitting receipts to within 90 days of trip and the period for requesting the reissuance of a lost reimbursement check to 90 days. Resolution 15-2015.

Approved: Haggerty/Pentin
Aye: Haubert, Spedowski, Pentin, Haggerty
No: None

6. Amendment 1 to the Encroachment Agreement With City of Pleasanton

The Projects and Services Committee forward a recommendation to the full Board to approve the First Amendment to Bus Shelter Encroachment and Maintenance Agreement. This item will be listed on the consent agenda for Board's approval.

Approved: Pentin/Haggerty
Aye: Haubert, Spedowski, Pentin, Haggerty
No: None

7. Current Studies in the Tri-Valley

This item was for information only. LAVTA Planning staff will continue to have an advisory role in these studies and will keep the Board informed as needed. Scott Haggerty asked that the Goods Movement Study be included on this list and be followed as well.

8. Accommodation for the 2015 Pleasanton Summer School Program

The Projects & Services Committee endorse and forward a recommendation to the full Board for a repeat of last year's accommodation for the PUSD summer school in 2015, operating routes 601/602 and 604 as outlined. The Committee asked for staff to hold discussions with the Livermore and Dublin High Schools about summer school services for their programs. Resolution 17-2015.

Approved: Haggerty/Pentin

Aye: Haubert, Spedowski, Pentin, Haggerty
No: None

9. Extra Service during the Alameda County Fair and the Livermore Fourth of July Fireworks Show

The Projects & Services Committee forward a recommendation to the full Board to approve extra service during the Alameda County Fair and the Livermore Fourth of July fireworks show. Resolution 12-2015 and Resolution 13-2015.

Approved: Haggerty/Pentin
Aye: Haubert, Spedowski, Pentin, Haggerty
No: None

10. On-Time Performance Improvement Action Plan

This item was informational in response to a request by the P&S Committee. Staff outlined three steps that will be taken to help improve the On-Time Performance (OTP) of the bus system. 1) Complete installation and fine tune critical software that is needed to monitor time points. 2) Work with operators and fine tune time points within the schedule for routes 10 and Rapid. 3) Identify top two worst performing routes (routes 3 and 54) and make adjustments to schedules to improve OTP by 10%. Unless otherwise directed by the Board, staff will implement the OTP Action Plan.

11. Preview of Upcoming P&S Committee Agenda Items

12. Matters Initiated by Committee Members

Committee Vice Chair David Haubert requested an update on the status of where staff is at with implementing a student bus pass.

13. Next Meeting Date is Scheduled for: April 27, 2015

14. Adjourn

Meeting adjourned at 4:52pm.