

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

**BOARD OF DIRECTORS MEETING**

**DATE:** July 6, 2015  
**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore CA  
**TIME:** 4:00pm

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**AGENDA**

**1. Call to Order and Pledge of Allegiance**

**2. Roll Call of Members**

**3. Meeting Open to Public**

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

**4. Consent Agenda**

**Recommend approval of all items on Consent Agenda as follows:**

- A. **Minutes of the June 1, 2015 Board of Directors meeting.**
- B. **Treasurer's Reports for the month of May 2015**

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

- C. **Resolutions Authorizing the Filing of Applications for Federal Funds for Fiscal Year 2016, 2017, and 2018 to the Metropolitan Transportation Commission**

**Recommendation:** The Finance and Administration Committee recommends the Board approve "a resolution authorizing the filing of an application for FTA Formula Program and Surface transportation programs funding by the Livermore Amador Valley Transit

Authority (LAVTA) for Capital and Operating funds for fiscal years 2016, 2017, and 2018 and committing the necessary local match for the projects and stating the assurance of LAVTA to complete the project.” Resolution 25-2015.

**D. Declaration of Surplus Property in Compliance with LAVTA Policy for Disposition of Surplus Property**

**Recommendation:** Staff recommends the Board of Directors declare as surplus two (2), 2008 El Dorado cut-away buses, and authorize their disposal through a method consistent with LAVTA’s Policy for Disposition of Surplus Property.

**E. LAVTA Procedures/Policies for USDOT Reasonable Modification Rule**

**Recommendation:** The Projects and Services Committee recommend the Board approve the proposed LAVTA Reasonable Modification Procedures and ADA Policy Modification.

**5. 2015 FTA Triennial Review**

**Recommendation:** Review the 2015 FTA Triennial report.

**6. Clipper® Fares**

**Recommendation:** The Finance and Administration Committee recommends the Board direct Staff to proceed with the Title VI Impact Analysis for adding a fare media of the Day Pass Accumulator with the implementation of the Clipper Card.

**7. Establishing Standing Committees and Memberships**

**Recommendation:** Chair Biddle recommends that the Board approve Resolution 26-2015, establishing new standing committees, memberships, and officers.

**8. Cancel Regularly Scheduled Board of Directors Meeting for August 2015**

**Recommendation:** Based on the Board’s usual and customary summer hiatus, I am recommending that the Board of Directors cancel the August 2015 Board meeting as well as both standing committees usually scheduled in the fourth week of July. If any urgent items come to my attention between now and the meeting I will contact the Chair of the Board of Directors and request either that the meeting is reinstated, or that a special meeting be called.

**9. Executive Director’s Report**

**10. Matters Initiated by the Board of Directors**

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

**11. Closed Session pursuant to Government Code §54957  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Executive Director**

**12. Reconvene to OPEN SESSION**

**13. Next Meeting Date is Scheduled for: August 4, 2015 (See agenda item #9, if approved, the next meeting is scheduled for September 7, 2015)**

**14. 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*

*6/30/15*

*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](mailto:frontdesk@lavta.org)*

**AGENDA**

**ITEM 4 A**



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

**BOARD OF DIRECTORS MEETING**

**DATE:** June 1, 2015  
**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore CA  
**TIME:** 4:00 pm

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**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  
Don Biddle – Councilmember, City of Dublin  
David Haubert – Mayor, City of Dublin  
Karla Brown – Vice Mayor, City of Pleasanton  
Jerry Pentin – Councilmember, City of Pleasanton  
Steven Spedowski – Councilmember, City of Livermore

**Members Absent**

Laureen Turner – Vice Mayor, City of Livermore

**3. Meeting Open to Public**

Meredith Johnson – VFR Unlimited

Meredith addressed the board regarding a new Livermore business called Vocational Flight Resources Unlimited. The VFR program is located at the Livermore Airport, provides vocational training to developmentally disabled adults, and is currently serving forty clients. Twelve of these clients utilize public transportation to and from the VFR facility. Currently, there is no bus stop at the Livermore Airport. The closest bus stops are on the 12 and 12X route. The 12X runs seven times per day and the drop off is on the opposite side of Airway Blvd, where there is no crosswalk. The number 12 stop is at the East Airway Park-n-Ride, which is more than a mile from the VFR facility. Ms. Johnson also pointed out that there is a service need for the Livermore Airport, itself. A packet outlining the VFR Unlimited proposal was provided to the Board. This request has been turned over to the Executive Director for follow up.

Robert S. Allen

Mr. Allen requested that BART widen the roadway in front of the fare gates north of the freeway, and provide bus berths from the Dublin side, under the freeway at the exit on Owens Drive, which will not require crossing the street. He is requesting a coordinated service with

three buses running all day between the Airway Blvd. Park-n-Ride. He requests further exploration as to the possibility of funding this request. This request has been turned over to the Executive Director for follow up.

**4. May Wheels Accessible Advisory Committee Minutes Report**

No comments.

**5. Consent Agenda**

**Recommend approval of all items on Consent Agenda as follows:**

**A. Minutes of the May 4, 2015 Board of Directors meeting.**

**B. Treasurer's Reports for the month of April 2015**

**C. Resolution Authorizing Investment of Livermore Amador Valley Transit Authority (LAVTA) Monies in the State of California Local Agency Investment Fund (LAIF)**

The Board adopted Resolution 23-2015 reauthorizing investment of LAVTA monies in LAIF.

**D. Fiscal Year 2016 Wheels Marketing Plan**

**E. WAAC Appointments for FY16**

The Board of Directors considered Resolution 24-2015, ratifying the appointments to the Wheels Accessible Advisory Committee as follows:

- Shawn Costello – City of Dublin, Member
- Nancy Barr – City of Livermore, Member
- Mary Anna Ramos – City of Livermore, Alternate
- Carmen Rivera Hendrickson – City of Pleasanton, Member
- Shirley Maltby – City of Pleasanton, Member
- Glenn Hage – City of Pleasanton, Alternate
- Sue Tuite – Alameda County, Alternate

Approved: Spedowfski/Haubert

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

No: None

Absent: Turner

**6. LAVTA's Operating & Capital Budget for FY 2016**

The Board approved the final Operating and Capital Budget for FY 2016. Resolution 22-2015.

Approved: Pentin/Haubert

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

No: None

Absent: Turner

## **7. Election of LAVTA Chair and Vice Chair**

The Board nominated and elected a LAVTA Board Chair and Vice Chair for FY16 in accordance with the agency's bylaws.

A motion was made by Chairman Scott Haggerty to select the following as the LAVTA Board Chair and Vice Chair for FY 2016:

Chair – Don Biddle

Vice Chair – Steven Spedowski

Approved: Haggerty/Haubert

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

No: None

Absent: Turner

## **8. Executive Director's Report**

Executive Director Michael Tree noted that ridership increased in the fixed route service, as well as the paratransit service in the first three months of 2015 over the previous year. This is the result of the improving economy, staff, the drivers and good customer service. Staff is watching paratransit ridership increases closely, with March ridership up 24% over the same period last year.

COA – Comprehensive Operational Analysis – This week, the website will be up to assist with the planning effort. Topics scheduled to be addressed will be to learn about the short and long range planning process, view the schedules, the meeting dates, and provide comments. A news release will also be out to the public this week, pointing to the website for information.

The Clipper Project – The four East Bay Operators have tentatively agreed upon the business rules of Clipper. Next month, staff will review these rules with the Board. In brief, staff explained that the Clipper Card would introduce a new Day Pass Accumulator, but would also limit the number of transfers a customer can make at no cost within a two hour window.

Livermore Train Depot – Two issues discussed were the city's desire to hold title on the transfer center property and the need to purchase FTA interest in the building (Customer Service Center and attached bathrooms) and shade canopy on the passenger island. The FTA interest is approximately 30%.

The Executive Director's Report contains a Management Action Plan.

The Google Report – Staff has met with Google regarding the lease of the Atlantis property. LAVTA is looking for opportunity to add value on both sides of the agreement. Alameda County Fairgrounds representatives have been involved in the discussions. Google is working with their Marketing department to determine what extra value may be added to the partnership.

Karla Brown indicated that the P&S Committee discussed the 70X's poor on time performance. The performance is bringing down the on time performance of the rest of the fixed route. She asked if there is a plan to improve the performance.

There is a task force in place to bring a detailed report to the committee in June.

**9. Matters Initiated by the Board of Directors**

Karla Brown indicated that on the City of Pleasanton priority list is an analysis of Pleasanton Paratransit. She asked if this could be brought before the committee. Staff will follow up.

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

**11. Adjournment**

Meeting adjourned at 4:20 pm.



**AGENDA**

**ITEM 4 B**



**S T A F F   R E P O R T**

SUBJECT: Treasurer's Report for May 2015  
 FROM: Tamara Edwards, Finance and Grants Manager  
 DATE: July 6, 2015

**Action Requested**

Review and approve the LAVTA Treasurer's Report for May 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 May 1, 2015	\$8,346,434.56
Payments made	\$1,332,307.51
Deposits made	\$ 445,637.25
Ending balance May 31, 2015	\$7,459,764.30

***Farebox account activity (106):***

Beginning balance May 1, 2015	\$7,5870.20
Deposits made	\$71,102.87
Ending balance May 31, 2015	\$146,973.07

***LAIF investment account activity (135):***

Beginning balance May 1, 2015	\$2,137,436.70
Ending balance May 31, 2015	\$2,138,807.97

***Operating Expenditures Summary:***

As this is the eleventh 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 91.66%. The agency is at 81.33% overall.

***Operating Revenues Summary:***

While expenses are at 81.33%, revenues are at 97.2%, providing for a healthy cash flow for the agency.

**Recommendation**

The Finance and Administration Committee recommends approval of the May 2015 Treasurer's Report.

Attachments:

1. May 2015 Treasurer's Report

*Approved:* \_\_\_\_\_

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

**ASSETS:**

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	7,459,674
106 CASH - FIXED ROUTE ACCOUNT	146,973
120 ACCOUNTS RECEIVABLE	79,130
135 INVESTMENTS - LAIF	2,140,182
150 PREPAID EXPENSES	50,113
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

**TOTAL ASSETS** **58,402,327**

**LIABILITIES:**

205 ACCOUNTS PAYABLE	368,794
211 PRE-PAID REVENUE	1,257,089
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(0)
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	78
22090 WORKERS' COMPENSATION PAYABLE	17,420
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	112,362
23102 UNEMPLOYMENT RESERVE	20,000

**TOTAL LIABILITIES** **1,775,733**

**FUND BALANCE:**

301 FUND RESERVE	6,061,017
304 GRANTS, DONATIONS, PAID-IN CAPITAL	48,078,345
30401 SALE OF BUSES & EQUIPMENT	56,215
FUND BALANCE	2,431,017

**TOTAL FUND BALANCE** **56,626,594**

**TOTAL LIABILITIES & FUND BALANCE** **58,402,327**

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
4010100	Fixed Route Passenger Fares	1,603,894	150,139	1,471,006	132,888	91.7%
4020000	Business Park Revenues	141,504	14,448	136,969	4,535	96.8%
4020500	Special Contract Fares	273,775	70,775	192,666	81,109	70.4%
4020500	Special Contract Fares - Paratransit	33,600	2,400	20,895	12,705	62.2%
4010200	Paratransit Passenger Fares	155,050	5,058	163,985	(8,935)	105.8%
4060100	Concessions	38,500	4,804	36,414	2,086	94.6%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	4,042	(2,042)	202.1%
4070300	Non transportation revenue	0	0	30,002	(30,002)	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	81,876	(81,876)	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	4,966	76,785	5,855	92.9%
4099200	TDA Article 4.5 - Paratransit	123,138	7,662	100,366	22,772	81.5%
4099600	Bridge Toll- RM2	580,836	145,209	435,627	145,209	75.0%
4110100	STA Funds-Paratransit	74,130	0	32,443	41,687	43.8%
4110500	STA Funds- Fixed Route BART	516,756	0	501,421	15,335	97.0%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	0	414,113	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	497,523	(300,539)	252.6%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	308,756	(1,808)	100.6%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	2,435	85,796	(75,796)	858.0%
4130000	FTA 5311	-	71	71	(71)	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	(24,423)	690,710	309,290	69.1%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	(4,083)	639,852	146,539	81.4%
4640100	Measure B Paratransit Funds-Paratransit	145,934	(905)	118,740	27,194	81.4%
<b>TOTAL REVENUE</b>		<b>16,177,636</b>	<b>378,557</b>	<b>15,731,503</b>	<b>446,133</b>	<b>97.2%</b>

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

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$119,360	\$975,258	\$223,690	81.34%
502 00 Personnel Benefits	\$729,014	\$46,894	\$618,055	\$110,959	84.78%
503 00 Professional Services	\$528,933	\$64,087	\$218,641	\$310,292	41.34%
503 05 Non-Vehicle Maintenance	\$541,489	\$53,546	\$414,006	\$127,483	76.46%
503 99 Communications	\$5,000	\$31	\$2,969	\$2,031	59.37%
504 01 Fuel and Lubricants	\$1,669,380	\$85,572	\$921,848	\$747,532	55.22%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$12,387	(\$9,887)	495.49%
504 99 Office/Operating Supplies	\$17,000	\$2,092	\$29,163	(\$12,163)	171.55%
504 99 Printing	\$78,000	\$0	\$52,478	\$25,522	67.28%
505 00 Utilities	\$278,300	\$15,268	\$203,692	\$74,608	73.19%
506 00 Insurance	\$559,591	\$9,924	\$398,447	\$161,144	71.20%
507 99 Taxes and Fees	\$152,000	\$10,727	\$106,743	\$45,257	70.23%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$704,237	\$7,725,901	\$920,379	89.56%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$139,525	\$1,355,010	\$176,830	88.46%
509 00 Miscellaneous	\$60,362	\$637	\$48,475	\$11,887	80.31%
509 02 Professional Development	\$49,200	\$1,306	\$27,247	\$21,953	55.38%
509 08 Advertising	\$145,000	\$5,297	\$43,111	\$101,889	29.73%
<b>TOTAL</b>	<b>\$16,172,836</b>	<b>\$1,258,503</b>	<b>\$13,153,432</b>	<b>\$3,039,404</b>	<b>81.33%</b>

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

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<b>REVENUE DETAILS</b>						
4090594	TDA (office and facility equip)	50,000	0	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	0	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	0	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	0	40,949	47,051	46.53%
4130400	FTA BRT	17,850	37,900	37,900	(20,050)	212.32%
4130200	FTA 5309 (Facility)	192,381	0	1,025	191,356	0.53%
	<b>TOTAL REVENUE</b>	<b>5,280,462</b>	<b>37,900</b>	<b>274,814</b>	<b>5,005,648</b>	<b>5.20%</b>

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

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>EXPENDITURE DETAILS</b>						
<b>CAPITAL PROGRAM - COST CENTER 07</b>						
5550107	Shop Repairs and replacement	8,500	0	0	8,500	0.00%
5550207	New MOA Facility (Satelite Facility)	192,381	0	1,025	191,356	0.53%
5550407	BRT	20,000	2,732	42,632	(22,632)	213.16%
5550607	511 Integration	30,000	0	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	0	160,317	(110,317)	320.63%
5550907	IT Upgrades and replacement	9,000	37,851	64,610	(55,610)	717.89%
555?707	Transit Capital	100,000	0	0	100,000	0.00%
5552407	Security upgrades	73,472	0	38,135	35,337	51.90%
5551707	Bus Shelters and Stops	328,000	0	119,372	208,628	36.39%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5,251,353</b>	<b>40,583</b>	<b>434,216</b>	<b>4,817,137</b>	<b>8.27%</b>
	<b>FUND BALANCE (CAPITAL)</b>	<b>29109.00</b>	<b>(2,683)</b>	<b>(159,403)</b>		
	<b>FUND BALANCE (CAPTIAL &amp; OPERATING)</b>	<b>29,109.00</b>	<b>(881,838)</b>	<b>2,431,018</b>		



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)  
June 01, 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

May 2015 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,139,599.51
Total Withdrawal:	0.00	Ending Balance:	2,139,599.51

REPORT.: Jun 01 15 Monday  
 RUN...: Jun 01 15 Time: 08:19  
 Run By.: Linda White

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 05-15 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
H5293	05/18/15	EMP01	EMPLOYMENT DEVEL DEPT	-9.20	.00	-9.20	QTR1 2015u	Ck#	H5293 Reversed
H5294	05/18/15	EFT01	ELECTRONIC FUND TRANSFERS	-34.35	.00	-34.35	QTR1 2015u	Ck#	H5294 Reversed
H5308	05/01/15	PER04	CALPERS RETIREMENT SYSTEM	307.69	.00	307.69	20150501H		20150501 CALPERS 457 CONT
H5309	05/01/15	PER01	PERS	5436.23	.00	5436.23	20150501CH		20150501C CALPERS RETIRE
H5310	05/01/15	PER01	PERS	1174.68	.00	1174.68	20150501NH		20150501N CALPERS RETIRE
H5311	05/01/15	EFT01	ELECTRONIC FUND TRANSFERS	5695.81	.00	5695.81	20150501H		20150501 FIT,MEDIC, SOCSE
H5312	05/01/15	EMP01	EMPLOYMENT DEVEL DEPT	1783.80	.00	1783.80	20150501H		20150501 SIT, SDI PAYPER
H5313	05/01/15	DIR02	DIRECT DEPOSIT OF PAYROLL	29320.41	.00	29320.41	20150501H		20150501 DIRDEP PAYPER 4/
H5314	05/08/15	MER01	MERCHANT SERVICES	124.07	.00	124.07	MOAAPR201H		MOAAPR2015,BANKCARD SVC C
H5315	05/08/15	MER01	MERCHANT SERVICES	197.67	.00	197.67	TCAPR2015H		TCAPR2015,BANKCARD SVC CH
H5316	05/08/15	PAC02	PACIFIC GAS AND ELECTRIC	108.92	.00	108.92	764041415H		764041415,#76496468687 DO
H5317	05/04/15	PAC02	PACIFIC GAS AND ELECTRIC	474.08	.00	474.08	980041615H		980041615 #9800031052-8 T
H5318	05/08/15	PAC02	PACIFIC GAS AND ELECTRIC	1070.34	.00	1070.34	900041515H		900041515,#90072021174,MO
H5319	05/08/15	PAC02	PACIFIC GAS AND ELECTRIC	1251.22	.00	1251.22	606050115H		606050115,#60622563686 AT
H5320	05/08/15	PAC02	PACIFIC GAS AND ELECTRIC	433.84	.00	433.84	726042315H		726042315,#72648403565 BU
H5321	05/05/15	CAL04	CALIFORNIA WATER SERVICE	305.80	.00	305.80	019042015H		019042015,#198655555,RUTA
H5322	05/08/15	CAL04	CALIFORNIA WATER SERVICE	314.24	.00	314.24	909042015H		909042015,#9098655555,MOA
H5323	05/08/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475043015H		475043015,#4755555555,MOA
H5324	05/08/15	MAS01	ANTHONY D. MASSA	224.00	.00	224.00	PERD5/10/H		PERDIEM 5/10/15 ORLANDO F
H5325	05/08/15	MOC01	DENNIS MOCHON	77.05	.00	77.05	APR2015H		APRIL 2015 TRAVEL REIMBUR
H5327	05/08/15	MVT01	MV TRANSPORTATION, INC.	75594.15	.00	75594.15	59926H		59926, APRIL 2015 SERVICE
H5329	05/08/15	PAC02	PACIFIC GAS AND ELECTRIC	5821.05	.00	5821.05	580050415H		580050415,#5809326332-3,M
H5330	05/14/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257043015H		257043015 TC FIRE SVC 5/1
H5331	05/14/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575043015H		575043015,#5755555555, RU
H5333	05/15/15	CAL04	CALIFORNIA WATER SERVICE	39.19	.00	39.19	361050115H		361050115,#3616555555 TC
H5334	05/15/15	CAL04	CALIFORNIA WATER SERVICE	65.34	.00	65.34	461050115H		461050115, #4616555555 TC
H5335	05/08/15	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430042115H		430042115,ATL INDOOR 3/17
H5336	05/08/15	CIT07	CITY OF LIVERMORE - WATER	41.34	.00	41.34	431042115H		431042115 ATL IRRIGATION
H5337	05/08/15	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432042115H		432042115 ATLANTIS FIRE,
H5338	05/08/15	CIT07	CITY OF LIVERMORE - WATER	120.00	.00	120.00	361042115H		361042115, ATL RECL'D SEW
H5339	05/08/15	CIT07	CITY OF LIVERMORE - WATER	122.79	.00	122.79	388042115H		388042115, ATL BUS WASH/T
H5340	05/08/15	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	139399H		139399,#139399 ATL SEWER
H5341	05/05/15	PER03	CAL PUB EMP RETIRE SYSTM	26867.49	.00	26867.49	MAY-15H		MAY-15, HEALTH BENEFITS
H5342	05/08/15	BAN03	BANKCARD CENTER	179.00	.00	179.00	APR2015H		APRIL 2015 MASTERCARD CHA
H5343	05/07/15	SWR01	SWRCB/SW FEES	1632.00	.00	1632.00	SW0099414H		SW0099414, ANNUAL PERMIT
H5344	05/08/15	DEL05	ALLIED ADMIN/DELTA DENTAL	1848.25	.00	1848.25	JUN-15H		JUN-15 DENTAL BENEFITS
H5345	05/08/15	VSP01	VSP	424.44	.00	424.44	MAY-15H		MAY-15, VISION BENEFIT MAY
H5346	05/08/15	AME06	AMERICAN FIDELITY ASSURAN	453.61	.00	453.61	SUPL05201H		SUPL05-2015, SUPPLEMENTA
H5347	05/08/15	AME06	AMERICAN FIDELITY ASSURAN	1061.66	.00	1061.66	FSA05-201H		FSA05-2015, FLEX SPENDING
H5348	05/08/15	VER01	VERIZON WIRELESS	188.84	.00	188.84	974444776H		974444776,AGENCY CELL PHO

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
H5350	05/08/15	TAX91	VIVIAN MARIE MILLER	59.93	.00	59.93	4/6-4/30/H	4/6-4/30/15 PARA TAXI REI
H5351	05/08/15	TAX99	SAEED TIRMIZI	47.24	.00	47.24	12/26/14-H	12/26/2014,3/6-4/7/2015 P
H5352	05/08/15	TAX96	THOMAS R. LEONARD	155.60	.00	155.60	4/2-4/23/H	4/2-4/23/15 PARA TAXI REI
H5353	05/08/15	TAX23	CHIAN LING SAW	200.00	.00	200.00	4/2-4/15/H	4/2-4/15/15 PARA TAXI REI
H5354	05/15/15	PER01	PERS	1174.68	.00	1174.68	20150515NH	20150515N, PERS Retirement
H5355	05/15/15	DIR02	DIRECT DEPOSIT OF PAYROLL	30102.16	.00	30102.16	20150515H	20150515,DIRECT DEPOSIT 4
H5356	05/15/15	PER04	CALPERS RETIREMENT SYSTEM	307.69	.00	307.69	20150515H	20150515,PERS - 457 CONTR
H5357	05/15/15	PER01	PERS	5436.23	.00	5436.23	20150515CH	20150515C,PERS Retire CL
H5358	05/15/15	EFT01	ELECTRONIC FUND TRANSFERS	5944.69	.00	5944.69	20150515H	20150515, FIT,SOC SEC, ME
H5359	05/15/15	EMP01	EMPLOYMENT DEVEL DEPT	1861.96	.00	1861.96	20150515H	20150515, SIT, SDI 4/24-5
H5360	05/22/15	USB01	U S BANK	4117.83	.00	4117.83	APR2015H	APR2015,APR 2015 BANK CAR
H5361	05/20/15	ADA01	BEVERLY ADAMO	130.71	.00	130.71	APR2015H	APR2015 TRAVEL REIMBURSEM
H5362	05/15/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	60483H	60483 INSTALL #1, MAY 201
H5363	05/20/15	MTM01	MEDICAL TRANSPORTATION MA	9831.50	.00	9831.50	112018H	112018, APR 2015 DAR TICK
H5364	05/22/15	STA13	STAPLES CREDIT PLAN	414.30	.00	414.30	SUPPLIES H	SUPPLIES APR 2015,OFFICE
H5365	05/22/15	SHE05	SHELL	94.65	.00	94.65	641505H	641505,APR 2015 FUEL FOR
H5368	05/22/15	MAS01	ANTHONY D. MASSA	156.46	.00	156.46	MAY2015H	MAY2015 TRAVEL REIMBURSEM
H5369	05/22/15	KUL01	KADRI KULM	284.36	.00	284.36	MAY2015H	MAY 2015, TRAVEL REIMBURS
H5370	05/22/15	TAX99	SAEED TIRMIZI	161.50	.00	161.50	417-51515H	4/17 - 5/15/15, PARATAXI
H5371	05/22/15	TAX72	JUSTIN HART	171.28	.00	171.28	43-42915H	4/3-4/29/15, PARATAXI REI
H5372	05/20/15	TAX67	CHRISTEL RAGER	198.90	.00	198.90	41-42915H	4/1-4/29/15, PARATAXI REI
H5373	05/20/15	TAX98	ROHAN NG	200.00	.00	200.00	46-42215H	4/6-4/22/15, PARATAXI REI
H5374	05/22/15	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	JUNE2015H	JUNE 2015 WC POLICY
H5375	05/29/15	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	60484H	60484 INSTALL #2 MAY 2015
H5376	05/29/15	BID01	DON BIDDLE	200.00	.00	200.00	MAY2015H	BOD STIPENDS MAY 2015
H5377	05/29/15	BRO03	KARLA SUE BROWN	200.00	.00	200.00	MAY2015H	BOD STIPENDS MAY 2015
H5378	05/29/15	HAG01	SCOTT HAGGERTY	200.00	.00	200.00	MAY2015H	BOD STIPENDS MAY 2015
H5379	05/29/15	HAU01	DAVID HAUBERT	100.00	.00	100.00	MAY2015H	BOD STIPENDS MAY 2015
H5380	05/29/15	PEN01	JERRY PENTIN	200.00	.00	200.00	MAY2015H	BOD STIPENDS MAY 2015
H5381	05/29/15	SPE04	STEVEN G. SPEDOWFSKI	200.00	.00	200.00	MAY2015H	BOD STIPENDS MAY 2015
H5382	05/29/15	WHI06	LINDA WHITE	37.37	.00	37.37	MAY2015H	MAY 2015 EXPENSE REIMBURS
H5383	05/29/15	DIR02	DIRECT DEPOSIT OF PAYROLL	29127.59	.00	29127.59	20150529H	20150529, DIR DEP PAY PER
H5384	05/29/15	EMP01	EMPLOYMENT DEVEL DEPT	1811.47	.00	1811.47	20150529H	20150529 SIT, SDI PAY PER
H5385	05/29/15	EFT01	ELECTRONIC FUND TRANSFERS	5685.04	.00	5685.04	20150529H	20150529, FIT, MEDICARE,
H5386	05/28/15	PER04	CALPERS RETIREMENT SYSTEM	307.69	.00	307.69	20150529H	20150529, PERS - 457 PAY
H5387	05/29/15	PER01	PERS	1174.68	.00	1174.68	20150529NH	20150529N PERS Retirement
H5388	05/29/15	PER01	PERS	5436.23	.00	5436.23	20150529CH	20150529C, PERS Retirement
018459	05/08/15	4IM01	4IMPRINT INC	3074.94	.00	3074.94	3905968	3905968, PO 5103 FOLD UP
018460	05/08/15	ATT03	AT&T	889.73	.00	889.73	733867204	773867204,#171-795-7615,P
018461	05/08/15	CIT06	CITY OF LIVERMORE SEWER	176.78	.00	176.78	BW042115	BW042115,#138143,RUTAN BU

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information- Description
018461	05/08/15	CIT06	CITY OF LIVERMORE SEWER	88.11	.00	88.11	MOA042115	MOA042115, #133294, MOA WAT
			Check Total.....:	264.89	.00	264.89		
018462	05/08/15	CIT12	CITY WIDE PROPERTY SERVIC	150.00 225.00 125.00	.00 .00 .00	150.00 225.00 125.00	64259 64260 64269	64259, POWER SWEEP ATLANT 64260, POWER SWEEP RUTAN 64269, POWER SWEEP TC 4/20
			Check Total.....:	500.00	.00	500.00		
018463	05/08/15	CLA02	CLARK PEST CONTROL	90.00	.00	90.00	16909599	16909599 PEST CONTROL ATL
018464	05/08/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B504151	B504151, MOM/SW/MAY 2015
018465	05/08/15	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	259328	259328, GEN LANDSCAPE MAI
018466	05/08/15	GET01	GETTLER-RYAN INC.	232.50	.00	232.50	53695	58695, INSPECT FUEL SYS AT
018467	05/08/15	GSG01	GSGC INC	1328.92 712.41	.00 .00	1328.92 712.41	06169-15 06170-15	06169-15 JANITORIAL SERVI 06170-15, JANITORIAL SUPP
			Check Total.....:	2041.33	.00	2041.33		
018468	05/08/15	HAN01	HANSON BRIDGETT MARCUS	4373.50 103.50 1257.00	.00 .00 .00	4373.50 103.50 1257.00	1140291 1140292 1140293	1140291, LEGAL- CONTRACTS 1140292, LEGAL-LABOR & PE 1140293, LEGAL - ADMIN FEB
			Check Total.....:	5734.00	.00	5734.00		
018469	05/08/15	ING01	INGERSOLL RAND COMPANY	1303.10 260.00	.00 .00	1303.10 260.00	30449818 30449869	30449818, SERVICE AIR COMP 30449869, SERVICE AIR COM
			Check Total.....:	1563.10	.00	1563.10		
018470	05/08/15	INT01	INTERSTATE PLASTICS	1085.48	.00	1085.48	724249	724249, ACRYLIC HOLDERS F
018471	05/08/15	JTH01	J. THAYER COMPANY	86.11	.00	86.11	944104-0	944104-0, OFFICE SUPPLIES
018472	05/08/15	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	601138	601138, GARBAGE RUTAN
018473	05/08/15	MRM06	MR ROOTER PLUMBING	140.00	.00	140.00	30630	30630, TC TOILET P05127
018474	05/08/15	OFF01	OFFICE DEPOT	78.24	.00	78.24	768563289	768563289001, OFFICE SUPP
018475	05/08/15	PRO02	PROFESSIONAL ELECTRIC	1297.00 979.00	.00 .00	1297.00 979.00	1423 1418A	1423, CIRCUIT FOR SEFAC L 1418A, INSTALL BALLAST AT
			Check Total.....:	2276.00	.00	2276.00		
018476	05/08/15	RHT01	R.H. TINNEY, INC.	98.00 574.00 243.00 1055.00 128.00 128.00	.00 .00 .00 .00 .00 .00	98.00 574.00 243.00 1055.00 128.00 128.00	2015S-IN 2016S-IN 2017S-IN 2057S-IN 2058S-IN 2059S-IN	2015S-IN PREV MAINT TC HV 2016S-IN, PREV MAINT RUTA 2017S-IN PREVENTIVE MAINT 2057S-IN, COIL CLEAN RUTA 2058S-IN, COIL CLEAN TC P 2059S-IN, COIL CLEAN ATLA
			Check Total.....:	2226.00	.00	2226.00		
018477	05/08/15	STA12	THE STANDARD	1271.39	.00	1271.39	MAY 2015	MAY 2015 ADD, LTD, LIFE I
018478	05/08/15	TAX60	ANNA FONG	56.95	.00	56.95	3/23-4/13	3/23-4/13/15 PARA TAXI RE
018479	05/08/15	TRA12	TRAPEZE SOFTWARE GROUP	37850.64	.00	37850.64	TSH150001	TSG-15000172, TRAPEZE VIE
018480	05/08/15	TRI05	TRI-VALLEY TIMES	38.00	.00	38.00	INST1FY15	INST1FY15, 28571493 TRI V
018481	05/08/15	TX115	LARRY MENDEZ	157.25	.00	157.25	4/1-4/16/	4/1-4/16/15 PARA TAXI REI
018482	05/08/15	TX117	CAROL ROSE	45.50	.00	45.50	8/18/14-4	8/18/14-4/6/15 PARA TAXI
018483	05/27/15	ACT01	AC TRANSIT DISTRICT	1172.17	.00	1172.17	LOC365	LOC365, FY15 4TH QTR RTC D
018484	05/27/15	AIM01	AIM TO PLEASE JANITORIAL	10889.14 10889.14 1561.25	.00 .00 .00	10889.14 10889.14 1561.25	73066 73067 73068	73066 FEB 2015 BUS STOP J 73067 MARCH 2015 BUS STOP 73068 RAPID BUS SHELTER R
			Check Total.....:	23339.53	.00	23339.53		
018485	05/27/15	ATT02	AT&T	812.59	.00	812.59	6585174	6585174, SUMMARY PHONE LI

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
018485	05/27/15	ATT02	AT&T	265.89	.00	265.89	6585175	6585175, PRI LINE 4/13-5/
			Check Total.....:	1078.48	.00	1078.48		
018486	05/27/15	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	497956	497956,APR 2015 DUBLIN BU
018487	05/27/15	BAR02	SF BAY AREA RAPID TRA DIS	2673.00	.00	2673.00	20150521	20150521, BART TICKET REP
018488	05/27/15	CAL05	CALTEST LABS	739.10	.00	739.10	540229	540229, 2015 ANNUAL COMPL
018489	05/27/15	CAL13	CALIFORNIA TRANSIT	12173.48	.00	12173.48	06-2015-A	06-2015-APR INSURANCE DED
018490	05/27/15	CAL15	CALTRONICS BUSINESS SYS	394.79	.00	394.79	1774733	1774733, PO4880 BIZHUB 65
018491	05/27/15	CIT06	CITY OF LIVERMORE SEWER	39.70	.00	39.70	TC051215	TC051215,WATER & SEWER TC
018492	05/27/15	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	16992827	16992827, PEST CONTROL RU
018493	05/27/15	DIR01	DIRECT TV	13.00	.00	13.00	257875746	25787574678, SAPELITE TV
018494	05/27/15	EME01	EMERALD LANDSCAPE CO INC	480.00	.00	480.00	259604	259604,BACKFLOW TESTING P
018495	05/27/15	FAS01	FASTSIGNS	2732.37	.00	2732.37	DUB84339	DUB84339 TRI VALLEY RAPID
018496	05/27/15	FED01	FedEx	79.79	.00	79.79	5-033-472	5-033-47298, SHIPPING 4/2
018497	05/27/15	GAN01	GANNETT FLEMING COMPANIES	2718.01	.00	2718.01	055156.07	055156.07*31514 DUBLIN RA
018498	05/27/15	GRE06	TOM GREENE	250.00	.00	250.00	055454	055454, ATLANTIS WEED ABA
018499	05/27/15	KKI01	ALPHA MEDIA II LLC	1325.00	.00	1325.00	115047516	IN-1150475166,RADIO ADVER
018500	05/27/15	LIV10	LIVERMORE SANITATION INC	114.48	.00	114.48	601792	601792,ATLANTIS DEBRIS BO
018501	05/27/15	LIV13	LIVERMORE-PLEASANTON	1816.00 2891.50	.00 .00	1816.00 2891.50	12030917- 223-715-2	1203-917-2015,ANNUAL OVER 223-715-2015,ANNUAL OVERS
			Check Total.....:	4707.50	.00	4707.50		
018502	05/27/15	MAZ01	MAZE & ASSOCIATES	11140.00	.00	11140.00	13939	13939,APRIL AUDIT WORK PE
018503	05/27/15	MRM06	MR ROOTER PLUMBING	140.00	.00	140.00	30789	30789,PLUMBING REPAIR RUT
018504	05/27/15	NEL01	NELSON\NYGAARD CONSULTING	29210.09	.00	29210.09	63939	63939, PROF SERVICES PROJ
018505	05/27/15	OFF01	OFFICE DEPOT	170.64 23.94	.00 .00	170.64 23.94	770518380 770519053	77051838001,OFFICE SUPPLI 770519053001,OFFICE SUPPL
			Check Total.....:	194.58	.00	194.58		
018506	05/27/15	OFF02	OFFICETEAM	1847.20	.00	1847.20	43001441	43001441 TEMP STAFFING AD
018507	05/27/15	PAC01	AT&T	68.45 289.70 32.29	.00 .00 .00	68.45 289.70 32.29	ATA051315 ATT010511 CFA050715	ATA051315, ATLANTIS ALARM ATT-1051115, ATLANTIS T-1 CFA050715, CONTRACTOR FIRE
			Check Total.....:	390.44	.00	390.44		
018508	05/27/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00 120.00	.00 .00	120.00 120.00	2005820 2005821	2005820,APR 2015 UNGRND T 2005821,APR 2015 UNDRD T
			Check Total.....:	240.00	.00	240.00		
018509	05/27/15	SCF01	SC FUELS	20417.84 19813.59	.00 .00	20417.84 19813.59	2759801 2762102	2759801, FUELS & LUBES OP 2762102 DIESEL FUEL DELIV
			Check Total.....:	40231.43	.00	40231.43		
018510	05/27/15	TMA10	T MARSHAL ASSOCIATES LTD	300.00	.00	300.00	W035411	W035411, 600W INVERTER
018511	05/27/15	TRA12	TRAPEZE SOFTWARE GROUP	17220.00 9529.00	.00 .00	17220.00 9529.00	15-105087 15-105088	15-1050879, TRAPEZE FX LI 15-1050880, TRAPEZE FX MO
			Check Total.....:	26749.00	.00	26749.00		
018512	05/27/15	TUR02	RON TURLEY ASSOCIATES, INC	1054.50	.00	1054.50	43980	43980, ANNUAL MAINTENACE
018513	05/27/15	UST01	UST COMPLIANCE TESTING IN	785.00	.00	785.00	3344	3344, RPLC SENSOR TANK 1

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 RUN....: Jun 01 15 Time: 08:19  
 Run By.: Linda White

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
018514	05/27/15	YES01	YESCO DBA YOUNG ELECTRIC	6222.50	.00	6222.50	566339DP	566339DP,RAPID BUS SHELTE
H5326A	05/08/15	MTM01	MEDICAL TRANSPORTATION MA	120271.73	.00	120271.73	MAR2015H	MARCH 2015 SERVICE
H5326B	05/03/15	MTM01	MEDICAL TRANSPORTATION MA	10664.50	.00	10664.50	MTM112017H	MTM112017 MARCH 2015 DAR
H5349A	05/08/15	INT05	INTERSTATE OIL COMPANY	17382.98	.00	17382.98	D28425A-IH	D28425A-IN, PO 4766 DIESE
H5349B	05/08/15	INT05	INTERSTATE OIL COMPANY	18224.56	.00	18224.56	D28754A-IH	D28754A-IN PO 4766 DIESEL
H5349C	05/08/15	INT05	INTERSTATE OIL COMPANY	18992.56	.00	18992.56	D29037A-IH	D29037A-IN PO4766 DIESEL
Cash Account Total.....:				1332307.51	.00	1332307.51		
Total Disbursements.....:				1332307.51	.00	1332307.51		

**AGENDA**

**ITEM 4 C**



STAFF REPORT

SUBJECT: Resolutions Authorizing the Filing of Applications for Federal Funds for Fiscal Year 2016, 2017, and 2018 to the Metropolitan Transportation Commission

FROM: Tamara Edwards, Finance and Grants Manager

DATE: July 6, 2015

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**Action Requested**

It is requested that the LAVTA Board of Directors approve “a resolution authorizing the filing of an application for FTA Formula Program and Surface transportation programs funding by the Livermore Amador Valley Transit Authority (LAVTA) for Capital and Operating funds for fiscal years 2016, 2017 and 2018 and committing the necessary local match for the projects and stating the assurance of LAVTA to complete the project.”

**Background**

The MTC and Federal Transit Administration require submission of capital programs spanning a 10 year horizon. LAVTA develops our Short Range Transportation Plan (SRTP) and updates it every four years. It is from this information that MTC develops the region-wide capital program. A requirement of the funding application is the adoption of a resolution by the agency governing body supporting the capital and operating program on an annual basis.

**Discussion**

An analysis of our capital and operating plan and the SRTP identified LAVTA’s capital and operating needs in FY 2016, 2017, and 2018 which would require federal funds. Fiscal year 2016 funds will be used for bus replacements, farebox replacements, a Trapeze upgrade, replacement of non-revenue vehicles and capitalized preventative maintenance.

ADA operating funds are also being requested by LAVTA based on the 10% formula, which provides LAVTA with 10% of the federal 5307 funds for their service area in the form of ADA operating revenues.

**Budget Considerations:**

The operations subsidy funds shown below (ADA Operating Subsidy, and Preventative Maintenance) are revenue positive to the agency as they underwrite existing services.



**Funding Source:** FTA

**Budgeted:** Yes

**Amount:** Tables Shown Below

<b>FY</b>	<b>Project Name</b>	<b>Federal Amount</b>	<b>Local Match</b>	<b>Project Total</b>
2016	Bus purchase 10 40' Hybrids	\$6,322,200	\$1,387,800	\$7,710,000
2016	Bus purchase 10 30' Hybrids	\$5,953,200	\$1,306,800	\$7,260,000
2016	Service Vehicles (2 Trucks)	\$81,600	\$20,400	\$102,000
2016	Service Vehicles (3 RS Vehicles)	\$122,400	\$30,600	\$153,000
2016	Service Vehicles (4 shift change)	\$163,200	\$40,800	\$204,000
2016	Trapeze Upgrade	\$130,000	\$32,500	\$162,500
2016	Capitalized Preventative Maintenance	\$1,427,400	\$356,850	\$1,784,250
2016	ADA Operating	\$340,629	\$340,629	\$681,258
2017	ADA Operating	\$346,761	\$346,761	\$693,522
2018	ADA Operating	\$353,696	\$353,696	\$707,392
	Totals	\$15,639,358	\$4,316,416	\$19,955,774

**Recommendation**

The Finance and Administration Committee recommends the Board approve “a resolution authorizing the filing of an application for FTA Formula Program and Surface transportation programs funding by the Livermore Amador Valley Transit Authority (LAVTA) for Capital and Operating funds for fiscal years 2016, 2017, and 2018 and committing the necessary local match for the projects and stating the assurance of LAVTA to complete the project.”

Attachments:

1. A resolution authorizing the filing of an application for FTA Formula Program and Surface transportation programs funding by the Livermore Amador Valley Transit Authority (LAVTA) for Capital and Operating funds for fiscal years 2016, 2017 and 2018 and committing the necessary local match for the projects and stating the assurance of LAVTA to complete the project. Resolution 25-2015.

Approved: \_\_\_\_\_

**RESOLUTION NO. 25-2015**

**A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR FTA FORMULA PROGRAM AND SURFACE TRANSPORTATION PROGRAMS FUNDING BY THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA) FOR CAPITAL AND OPERATING FUNDS FOR FISCAL YEARS 2016, 2017, AND 2018 AND COMMITTING THE NECESSARY LOCAL MATCH FOR THE PROJECT(S) AND STATING THE ASSURANCE OF LAVTA TO COMPLETE THE PROJECT**

**WHEREAS**, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21, Public Law 112-141) continues and establishes new Federal Transit Administration Formula Programs (23 U.S.C. § 53) and continues the Surface Transportation Program (23 U.S.C. § 133) and;

**WHEREAS**, pursuant to MAP-21, and the regulations promulgated there under, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5307 and Section 5309 Fixed Guideway (FG) Formula, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or Surface Transportation Program (STP) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion of the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay Region; and

**WHEREAS**, LAVTA is an eligible project sponsor for FTA Formula Program or STP funds, for the following projects; and

**WHEREAS**, LAVTA wishes to submit a grant application to MTC for funds from the FY2015-2016, FY2016-2017 and FY2017-2018 FTA Formula Programs, or STP Program funds for the following projects:

<b>FY</b>	<b>Project Name</b>	<b>Federal Amount</b>	<b>Local Match</b>	<b>Project Total</b>
2016	Bus purchase 10 40' Hybrids	\$6,322,200	\$1,387,800	\$7,710,000
2016	Bus purchase 10 30' Hybrids	\$5,953,200	\$1,306,800	\$7,260,000
2016	Service Vehicles (2 Trucks)	\$81,600	\$20,400	\$102,000
2016	Service Vehicles (3 RS Vehicles)	\$122,400	\$30,600	\$153,000
2016	Service Vehicles (4 shift change)	\$163,200	\$40,800	\$204,000
2016	Trapeze Upgrade	\$130,000	\$32,500	\$162,500
2016	Capitalized Preventative Maintenance	\$1,427,400	\$356,850	\$1,784,250

2016	ADA Operating	\$340,629	\$340,629	\$681,258
2017	ADA Operating	\$346,761	\$346,761	\$693,522
2018	ADA Operating	\$353,696	\$353,696	\$707,392
	Totals	\$15,639,358	\$4,316,416	\$19,955,774

**WHEREAS**, MTC requires, as part of the application, a resolution stating the following:

- 1) the commitment of necessary local matching funds of at least 20% for FTA Formula Program funds, and 11.47% for Surface Transportation Program funds; and
- 2) that the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded FTA Formula Program or STP funds; and
- 3) the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and
- 4) that the sponsor understands that FTA funds must be obligated within three years of programming and STP must be obligated by September 30 of the year that the project is programmed for in the TIP, or the project may be removed from the program.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Livermore Amador Valley Transit Authority that LAVTA is authorized to execute and file an application for funding under the FTA Formula Program and/or Surface Transportation Program in the amount of \$15,639,358 for LAVTA Federal Funds Capital and Operating Program; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Livermore Amador Valley Transit Authority, by adopting this resolution, does hereby state that:

- 1) LAVTA will provide \$4,316,416 in local matching funds; and
- 2) LAVTA understands that the FTA Formula Program and STP funding for the projects is fixed at \$15,639,358 and that any cost increases must be funded by LAVTA from local matching funds, and that LAVTA does not expect any cost increases to be funded with FTA Formula Program and Surface Transportation Program funds; and
- 3) LAVTA Federal Funds Capital and Operating Program will be built as described in this resolution and, if approved for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the timeframe established below; and
- 4) The program funds are expected to be obligated by September 30 of the year the project is programmed for in the TIP; and

**BE IT FURTHER RESOLVED** that LAVTA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program or Surface Transportation Program funded project in the Transportation Improvement Program (TIP); and

**BE IT FURTHER RESOLVED** that LAVTA is an eligible sponsor of projects in the FTA Formula Program and STP Programs; and

**BE IT FURTHER RESOLVED** that LAVTA is authorized to submit an application for FTA Formula Program and STP funds for LAVTA Federal Funds Capital and Operating Program; and

**BE IT FURTHER RESOLVED** that there is no legal impediment to LAVTA making applications for FTA Formula Program and STP funds; and

**BE IT FURTHER RESOLVED** that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of LAVTA to deliver such project; and

**BE IT FURTHER RESOLVED** that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP.

Adopted on this 6th day of July 2015 by the LAVTA Board of Directors.

APPROVED:

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Don Biddle, Chair

ATTEST:

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Michael Tree, Executive Director

**AGENDA**

**ITEM 4D**



STAFF REPORT

SUBJECT: Declaration of Surplus Property in Compliance with LAVTA Policy for Disposition of Surplus Property

FROM: Beverly Adamo, Director of Administrative Services

DATE: July 6, 2015

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**Action Requested**

Declare the attached list of vehicles as surplus property, and authorize the Executive Director to determine the best method of disposition.

**Background**

LAVTA has two (2) 2008 El Dorado cut-away buses that are fully depreciated as of May 2015. These are no longer needed for provision of fixed route or paratransit service. The disposal of these vehicles will assist LAVTA in the adherence to the spare ratio percentage required by the Federal Transit Administration (FTA).

**Discussion**

LAVTA's "Policy for Disposition of Surplus Property" requires that the Board of Directors declare any property with an original acquisition cost of \$25,000 and any rolling stock, regardless of acquisition cost, as surplus and specify the method of disposition.

The Policy for Disposition of Surplus Property identifies five methods for disposing of property:

1. Sealed Bid
2. Negotiated Sales
3. Trade-In
4. Donation
5. Scrap

Many years ago, LAVTA did not experience any success in utilizing a sealed bid or negotiated sales method for disposing of fully depreciated vehicles with respect to receiving fair market value for the vehicles. Because of this, the last time cutaways had reached their end-of-useful-life, staff had recommended the possibility of donating the vehicles. At that time however, the Board asked staff to explore the option of listing the vehicles for sale online with a public surplus action site. That proved to be quite successful in terms of selling the vehicles at fair market pricing. Because of this, staff recommends selling the vehicles

through the auction site that has proven successful in the past, and if no sales result, to look into the option of scrapping the vehicles.

**Next Steps**

After the vehicles have been declared surplus, staff will begin the process for disposal of the vehicles.

**Recommendation**

Staff recommends the Board of Directors declare as surplus two (2), 2008 El Dorado cut-away buses, and authorize their disposal through a method consistent with LAVTA's Policy for Disposition of Surplus Property.

Attachments:

1. Surplus Vehicles July 2015

*Approved:* \_\_\_\_\_

Livermore Amador Valley Transit Authority  
July 2015 Surplus Property Disposition List

Vehicle ID	Type of Vehicle	Year of Vehicle
2210	El Dorado Cut-away bus	2008
2211	El Dorado Cut-away bus	2008



**AGENDA**

**ITEM 4E**



STAFF REPORT

SUBJECT: LAVTA Procedures/Policies for USDOT Reasonable Modification Rule

FROM: Kadri Klm, Paratransit Planner

DATE: July 6, 2015

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**Action Requested**

Review and approve the proposed LAVTA Reasonable Modification Procedures and ADA Policy Modification.

**Background**

On March 13, 2015 the US Department of Transportation issued the “Reasonable Modification” rule, which goes into effect on July 13, 2015. This new ruling is intended to clarify that the public transportation providers must make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability unless the transit agencies can demonstrate that making the accommodations would fundamentally alter the nature of the service, program, or activity or result in an undue financial and administrative burden. This requirement applies for both fixed route and ADA paratransit services.

**Discussion**

In order to comply with the new ruling LAVTA staff has developed procedures for processing the requests for reasonable modifications, which are attached to the staff report. LAVTA will post information regarding its process for requesting reasonable modifications on its website and printed materials, and has designated an employee to coordinate reasonable modification requests and complaint procedures. A person may submit a request for a modification online, by mail or email, or by calling the Customer Service phone line.

The staff also modified the Dial-A-Ride operating policy document to include the following language:

**9. REASONABLE MODIFICATIONS**

*9.1 LAVTA considers all requests for reasonable modifications of its policies, practices, or procedures, including those set forth herein, when necessary to avoid discrimination on the basis of disability. LAVTA is not required to grant requests for reasonable modifications that would fundamentally alter the nature of Dial-A-Ride services, programs or activities; are not needed for access to LAVTA services,*

*programs or activities; or present a direct threat of injury to other persons or property.*

*9.2 Any person seeking a reasonable modification of LAVTA or Dial-A-Ride policies, practices or procedures, desiring to appeal a reasonable modification determination, or who believes they have been discriminated against by LAVTA on the basis of a disability may submit a modification request, appeal, or complaint for handling in accordance with related LAVTA policies.*

*9.3 The designated responsible employee for the reasonable modification requests is LAVTA's Paratransit Planner.*

Since the ruling mainly affects transit agencies that provide curb-to-curb service as opposed to door-to-door service as LAVTA and most other Bay Area operators provide, LAVTA does not anticipate a major impact of the ruling as the ruling in most cases simply formalizes what the agency currently is already doing.

**Recommendation**

The Projects and Services Committee recommend the Board approve the proposed LAVTA Reasonable Modification Procedures and ADA Policy Modification.

Attachments:

1. Proposed ADA Policy Modification
2. LAVTA Reasonable Modification Procedures

Approved: \_\_\_\_\_

## LIVERMORE AMADOR VALLEY TRPANSIT AUTHORITY

### WHEELS DIAL-A-RIDE OPERATING POLICY

**Policy Adoption Date – 4-6-2015**

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. A response by the Executive Director 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.

#### 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. REASONABLE MODIFICATIONS ACCOMMODATIONS MODIFICATIONS**

~~9.1 Wheels~~ LAVTA considers all requests for reasonable modifications of its policies, practices, or procedures, including those set forth herein, when necessary to avoid discrimination on the basis of disability. LAVTA is not required to grant requests for reasonable modifications that would fundamentally alter the nature of Dial-A-Ride services, programs or activities; are not needed for access to LAVTA services, programs or activities; or present a direct threat of injury to other persons or property. ~~is committed to making reasonable modifications accommodations to its policies, practices and procedures when necessary to ensure that Wheels' services are accessible to everyone unless making such modifications accommodations would fundamentally alter the nature of the service or result in an undue financial or administrative burden.~~

9.2 Any person seeking a reasonable modification of LAVTA or Dial-A-Ride policies, practices or procedures, desiring to appeal a reasonable modification determination, or who believes they have been discriminated against by LAVTA on the basis of a disability may submit a modification request, appeal, or complaint for handling in accordance with related LAVTA policies.

9.3 ~~To make a request for a reasonable modification the passengers should contact The designated responsible employee for the reasonable modification accommodation~~ modification requests is LAVTA's Paratransit Planner.

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**9.10. SANCTIONS**

**9.10.1 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.

**9.2.10.2 Sanctionable Offenses**

**9.2.1.10.2.1. 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 1<sup>st</sup> to the last day), AND at least three (3) No-Shows and Late Cancellations during that month.

**9.2.2.10.2.2. 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 1<sup>st</sup> to the last day) or four (4) or more times within a six (6) month period.

### **9.3.10.3 Progressive Sanction Penalties**

**9.3.1.10.3.1. 1<sup>st</sup> 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.

**9.3.2.10.3.2. 2<sup>nd</sup> 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.

**9.3.3.10.3.3. 3<sup>rd</sup> 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.

**9.3.4.10.3.4. 4<sup>th</sup> 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.

**9.3.5.10.3.5. 5<sup>th</sup> 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.

9.3.6.10.3.6. 6<sup>th</sup> 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.

**10.11. APPEALS PROCESS FOR SANCTIONS**

**10.111.1 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.

**10.211.2 No Action Before Resolution**

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

**10.311.3 How to Start the Appeals Process**

10.3.1.11.3.1. 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.

10.3.2.11.3.2. 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.

**12. APPEALS PROCESS FOR REASONABLE MODIFICATION REQUEST DENIALS**

**12.1 Right to Appeal**

The passenger has a right to appeal a decision to deny a reasonable modification request. Passenger may start the appeal process by contacting LAVTA Customer Service phone line at 925-455-7500, or fill out the online Customer Service Form on LAVTA's website.

**12.2 No Further Action Before Resolution**

If LAVTA has denied a passenger's request for a reasonable modification, this decision will remain effective until the final outcome of the appeals process is completed.

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**12.3 How to Start the Appeals Process**

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**12.3.1. Receive Appeal from Customer (Clock Starts)**

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**12.3.2. Notify [needs to be a different individual than the person who reviews the original request], who will open investigation**

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**12.3.2.1** Review all relevant documents, practices and procedures as well as discussions of the complaint with all affected parties to determine the nature of the problem.

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**12.3.2.2** Begin investigation process within 10 business days.

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**12.3.3. Additional Information Needed**

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**12.3.3.1** If more information is needed to resolve the case, [redacted] will contact the complainant. The complainant must provide additional requested information within ten (10) business days of the date of the request.

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**12.3.4. Closing the Case**

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**12.3.4.1** If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days of LAVTA's request, LAVTA can close the case administratively.

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**12.3.4.2** A case also may be closed administratively if the complainant no longer wishes to pursue their case.

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**12.3.5. LAVTA will issue a closure letter or a letter of finding (LOF).**

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**12.3.5.1** A closure letter summarizes the complaint/appeal of a reasonable modification decision and states that the request was properly denied and that the appeal will be closed.

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**12.3.5.2** A LOF summarizes the complaint/appeal of a reasonable modification decision and information obtained through the investigation, and whether action is taken.

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**12.3.6. Notify LAVTA's Paratransit Planner for record keeping purposes**

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**14-13. 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.

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**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
DOT ADA REGULATIONS (80 FR 13253)  
PROCEDURES FOR PROCESSING REQUESTS FOR  
REASONABLE MODIFICATIONS**

On March 13, 2015, the U.S. Department of Transportation issued revised regulations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 as amended, specifically to require public transportation providers to make reasonable modifications to their policies, practices and procedures to avoid discrimination and ensure that programs are accessible to individuals with disabilities. The revised DOT regulations, effective July 13, 2015, are briefly summarized as follows:

1. Public transportation providers must ***make reasonable modifications*** in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability in the provision of public transportation unless it can be demonstrated that making a modification would fundamentally alter the nature of the service, program, or activity; is not needed for access to services; or presents a direct threat of injury to other persons or property. This requirement applies to both fixed-route and paratransit services.
2. Whenever considering its facilities or transportation services, including in response to requested modifications, public transportation entities must consider the most integrated setting appropriate for providing service to individuals with disabilities.
  - a. However, entities can refuse to provide service to an individual that engages in violent, seriously disruptive, or illegal conduct, or that presents a direct threat to the health or safety of others.
  - b. It is not permissible to refuse to provide service to an individual with disabilities solely because the individual's disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience employees or other persons.
3. Public transportation entities must provide "Origin-to-destination service" for paratransit. *Origin-to-destination service* means providing service from a passenger's origin to the passenger's destination. Under this new definition, ***a paratransit provider may provide ADA complementary paratransit in a curb-to-curb or door-to-door mode.*** For ***curb-to-curb*** service, a paratransit provider must provide assistance to those passengers who need assistance beyond the curb in order to use the service unless such assistance would result in a fundamental alteration of the service, or present a direct threat to the driver, other riders/individuals, or the paratransit vehicle. When considering changes to facilities or transportation services, entities must consider the most integrated setting appropriate for individuals with disabilities.

**PROCEDURES FOR PROCESSING REQUESTS FOR REASONABLE MODIFICATION**

In order to implement the revised ADA regulations, the following procedures apply to requests for reasonable modification of LAVTA's services.

1. **PUBLIC INFORMATION:** LAVTA post information regarding its process for requesting reasonable modifications on its website at [www.wheelsbus.com](http://www.wheelsbus.com), in its printed materials, and in various postings at the transit facilities. The information will be provided by means that are accessible to and usable by individuals with disabilities.
2. **DESIGNATED RESPONSIBLE EMPLOYEE:** LAVTA's designated responsible employee to coordinate reasonable modification requests and complaint procedures: the

Paratransit Planner, currently reporting to the Director of Planning and Communications. The Director of Administrative Services, as the responsible employee for the entire Customer Service Request Program will also review the requests for overall quality control.

3. **SUBMITTING A REQUEST:** A person may submit a request for a modification (for fixed route or paratransit) via LAVTA's Customer Service Request Program, <http://user.govoutreach.com/wheels/support.php> (note that anyone can enter a request through the website at [www.wheelsbus.com](http://www.wheelsbus.com)). Requests may also be made via email to [info@lavta.org](mailto:info@lavta.org); or in writing to: LAVTA, Attn: ADA Request, 1362 Rutan Drive, Suite 100, Livermore, CA 94551; or by calling the Customer Service line at 925-455-7500. LAVTA employees receiving these requests via email, in writing, or via the phone will enter the request in the Customer Service Request Program for processing.
4. **CONTENT OF REQUEST:** The request for modifications should describe what is needed in order to use the transit service. It is not necessary to use the term "reasonable modification" when making a request. The designated responsible employee for these requests will make the determination that the request falls into the subtype of request, "reasonable modification," in order to ensure that the request is properly handled.
5. **PARATRANSIT ELIGIBILITY PROCESS:** Some requests for reasonable modifications may be submitted during the paratransit eligibility process or through other customer service inquiries. Operating personnel are trained and are empowered to determine whether the request should be granted at the time of the request or whether the request needs to be escalated to operations/agency management before making a determination to grant or deny the request. With respect to requests that are granted for passengers using the paratransit system, the Regional Eligibility Database will be updated with any modifications specific to a passenger.
6. **TIMING FOR SUBMISSION:** Generally, requests for modification should be submitted in advance of the requested service. Where this is impractical, LAVTA operating personnel and paratransit contractor staff, are empowered to determine whether the request may be granted at the time of the request or whether the request needs to be referred to operations/agency management to grant or deny the request.
7. **DISPOSITION OF REQUEST:** All requests entered into the Customer Service Request Program will be acknowledged within 3 business days of receipt. The resolution and response to the person who submitted a request or complaint will be made timely, within 10 days, and the response must explain the reasons for the resolution. The response must be documented in the Customer Service Request Program. If staff needs more than 10 days to respond to the request or complaint, staff will notify the requestor how much additional time is needed and explain why additional time is needed. Any requests or complaints requiring more than 10 days to resolve must be reviewed by the Director of Planning and Communications and documented as to why the resolution requires additional time for full resolution.
8. **TRAINING:** Training regarding these procedures shall be provided to LAVTA and contractor staff who interact with the public; specifically, vehicle operators, management staff, customer service staff, etc.

### **STANDARDS FOR REVIEWING REQUESTS FOR MODIFICATION**

1. **GROUND FOR DENIAL:** Requests for modification of LAVTA's policies and practices may be denied **only** on one or more of the following grounds:
  - a. Granting the request would fundamentally alter the nature of LAVTA's services, programs, or activities;

- a. Granting the request would create a direct threat to the health or safety of others (including drivers and other passengers, but **not including** the requesting party); or
  - b. Without the requested modification, the individual with a disability is able to fully use LAVTA's services, programs, or activities for their intended purpose.
2. **OTHER ACTIONS TO ENABLE SERVICE:** If LAVTA denies a request for a reasonable modification, LAVTA shall take, to the maximum extent possible, any other actions (that would not result in a direct threat or fundamental alteration) to ensure that the individual with a disability receives the services or benefit provided by LAVTA.
3. **EXAMPLES:** The DOT has provided a helpful summary of examples of reasonable modification requests and which requests may/may not be denied because they would result in a fundamental alteration of service or direct threat. For more details regarding examples summarized below, please refer to Appendix E to Part 37.

<b>AM I REQUIRED TO GRANT THIS REQUEST?</b>	
<b>YES, UNLESS</b> <i>Granting the request (a) poses a direct threat (including resulting in a vehicle being left unattended or out of visual observation for a lengthy period of time), or (b) is a fundamental alteration of service</i>	<b>NO, YOU HAVE THE OPTION TO DENY</b>
<b><i>Getting On and Off the Vehicle &amp; to the Door: Paratransit</i></b>	
Request to be picked up at the front door of their home.	
Request for the driver to open an exterior entry door to a building to provide boarding and/or alighting assistance.	Request for “door-through-door” service ( <i>i.e.</i> , assisting the passenger past the door to the building).
Request for a driver to help navigate an incline ( <i>e.g.</i> , a driveway or sidewalk) with the passenger’s wheeled mobility device.	
Assistance in traversing a difficult sidewalk ( <i>e.g.</i> , one where tree roots have made the sidewalk impassible for a wheelchair).	
Assistance around obstacles ( <i>e.g.</i> , construction areas) between the vehicle and the door of a passenger’s origin or destination.	
Request to be assisted between an origin/destination and vehicle during extreme weather conditions.	
A passenger’s request for assistance means that the driver will need to leave passengers aboard a vehicle unattended (other than for an extended period of time or resulting in loss of the driver's visual contact with the vehicle).	
<b><i>Getting On and Off the Vehicle &amp; to the Door: Paratransit &amp; Fixed Route</i></b>	
Wheelchair user requests to board a vehicle	

separately from his or her device when the occupied weight of the device exceeds the design load of the vehicle lift.	
	Request for a driver to assist with luggage or packages may be denied in those instances where it is not the normal policy or practice of the transportation agency to assist with luggage or packages.
	Except in emergency situations, a passenger's request for a driver to lift the passenger out of his or her mobility device should generally be denied.
<b><i>Positioning the Vehicle: Fixed Route</i></b>	
Position the vehicle to avoid obstructions to the passenger's ability to enter or leave the vehicle at a designated stop location, such as parked cars, snow banks, and construction.	Establish flag stop or route-deviation policies to avoid obstructions.
<b><i>Positioning the Vehicle: Paratransit</i></b>	
Pick up and drop off at the entrance requested by the passenger, rather than at a location that has been predetermined by the transportation agency.	
Pick up on private property with a security barrier. Yes, and operator should work with passenger to get permission of the property owner to access the private property.	Violate the law or lawful access restrictions to meet the passenger's requests to pick them up on private property with a security barrier.
Request that a paratransit vehicle navigate to a pick-up point to which it is difficult to maneuver a vehicle, but not impossible or impracticable to access (e.g., it is unsafe for the vehicle and its occupants to get to the pick-up point without getting stuck or running off the road).	Request exposes the vehicle and its occupants to hazards, such as running off the road, getting stuck, striking overhead objects, or reversing the vehicle down a narrow alley.
<b><i>Fares: Paratransit and Fixed Route</i></b>	
Handle fare media when the passenger with a disability cannot pay the fare by the generally established means (e.g., in a situation where a bus passenger cannot reach or insert a fare into the farebox).	Reach into pockets or backpacks in order to extract the fare media.
	Pay the fare for the passenger when the passenger cannot or refuses to pay the fare.
<b><i>Food, Medicine &amp; Special Requests: Paratransit and Fixed Route</i></b>	
A passenger with diabetes or another medical condition requests to eat or drink aboard a vehicle or in a transit facility in order to avoid adverse health consequences.	

Allow individuals to take medicine including administering insulin injections and conducting finger stick blood glucose testing.	Provide medical assistance.
	Request for service outside the service area or operating hours.
Request for Personal Care Attendant to travel with a passenger.	Request that a transportation agency provide a Personal Care Attendant.
	Care for a service animal.
	Request for a specific driver.
Provide otherwise-allowed assistance for a return trip regardless of whether the passenger needed it on the initial trip (e.g., reasonable modifications for a dialysis patient who just received treatment).	
Passenger requests a telephone call 5 minutes (or another reasonable interval) in advance or at time of vehicle arrival.	
	Request for special equipment (e.g., the installation of specific hand rails or a front seat in a vehicle for the passenger to avoid nausea or back pain) can be denied so long as the requested equipment is not required by the ADA or DOT rules
	Request for a dedicated vehicle (e.g., to avoid residual chemical odors) or a specific type or appearance of vehicle (e.g., a sedan rather than a van, in order to provide more comfortable service).
	Request for an exclusive paratransit trip.
	Request for a driver to make an intermediate stop that would disrupt schedules and inconvenience other passengers.

### **REASONABLE MODIFICATION APPEALS PROCESS**

- 1. Receive Appeal from Customer (Clock Starts)**
- 2. Notify LAVTA Director of Administrative Services, who will open investigation**
  - a. Review all relevant documents, practices and procedures as well as discussions of the complaint with all affected parties to determine the nature of the problem.
  - b. Begin investigation process within 10 business days.
- 3. Additional Information Needed**
  - a. If more information is needed to resolve the case, LAVTA Paratransit Planner will contact the complainant. The complainant must provide additional requested information within ten (10) business days of the date of the request.
- 4. Closing the Case**
  - a. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days of LAVTA's request, LAVTA can close the case administratively.



**AGENDA**

**ITEM 5**



STAFF REPORT

SUBJECT: 2015 FTA Triennial Review

FROM: Beverly Adamo, Director of Administrative Services

DATE: July 6, 2015

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**Action Requested**

Review the 2015 FTA Triennial report.

**Background**

As required by federal statutes, every three years transit agencies who are recipients of federal financial assistance are reviewed with respect to their compliance with federal rules and regulations. LAVTA's Triennial review was recently completed and a final report was issued on March 26, 2015. The review covers the period 2012, 2013, and 2014.

**Discussion**

FTA's final report is attached to this staff paper, and fully describes the 17 areas of interest to the federal government, and their report of LAVTA's compliance in each area. Of the 17 areas, LAVTA was found to have no deficiencies in 10. FTA found deficiencies in seven areas. The deficient areas included Technical Capacity, Maintenance, ADA, Procurement, DBE, Planning/Program of Projects and Charter Bus.

For each finding, FTA has specified the date by which the deficiency must be remediated. It should be noted that the deficiency in Planning/Program of Projects was due to an issue with MTC's Public Participation Plan, and was a finding for any Bay Area Agency utilizing MTC's Plan. MTC was made aware of the issue, and this was resolved.

All of the other requirements for resolution have been submitted to the FTA with one exception. The FTA will be reviewing the next LAVTA procurement that utilizes Federal funds to ensure that the forms and procedures that were updated are in fact followed.

**Attachment 1 provides the summarized findings and LAVTA's actions taken.**

Federal regulations continually change in the transit industry and the Triennial is a good mechanism to ensure that LAVTA is aware of all the changes. In this year's review, the items that were brought to our attention were in areas where regulations had changed but our practices had not kept pace. The FTA and its reviewers were overall very pleased with LAVTA and the results of the Review.



**Budget**

NA

**Next Steps**

LAVTA will work with the FTA on its next procurement that utilizes Federal funds.

**Recommendation**

Review the 2015 FTA Triennial report.

Attachments:

1. Triennial Summarized Response Chart
2. 2015 FTA Triennial Review – final report

*Approved:* \_\_\_\_\_

## V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Action Taken	Date Closed
1. Financial Management and Capacity	ND				N/A	N/A
2. Technical Capacity	D.79	Inactive grants/untimely closeouts	The grantee must submit to the FTA regional office procedures for spending older funds first, tracking projects, identifying project balances, reprogramming the unused project funds to other projects, or closing out the projects.	5/18/15	Grants CA-90-y994-00 and CA-90Z213-00 closed 4/3/15. Procedures on grant close out submitted for review 5/11/15.	
3. Maintenance	D.117	Facility/equipment maintenance program	The grantee must submit to the FTA regional office a revised facility/equipment maintenance program.	6/17/15	The LAVTA facility/equipment maintenance program submitted for review 6/17/15. Resubmitted on 6/18/15.	
4. ADA	D. 666	Insufficient oversight of ADA service provisions	The grantee must submit to the Regional Civil Right Officer procedures for monitoring its operations for compliance with required service provisions.	5/18/15	LAVTA has written and provided Contractor/Subrecipient Oversight Procedures and submitted to CRO for review 4/15/15. In addition, fixed route contractor training and inspection forms have been updated to include appropriate ADA compliance and were also submitted for review 4/15/15.	
	D.50	Appeals process not properly implemented	The grantee must submit to the Regional Civil Rights Officer procedures for its eligibility appeals process to meet the regulatory requirements.	5/18/15	LAVTA Board approved the modification to the Paratransit Policy. The Staff Report, Redlined Policy and Resolution has been submitted to the CRO for review 4/15/15. A clean copy of the Policy and resolution are available upon request.	
5. Title VI	ND				N/A	N/A
6. Procurement	D.340	Lacking independent cost estimate	The grantee must provide the FTA regional office documentation that it has updated its procurement process to include development of independent cost estimates prior to receipt of bids or proposals. For the next procurement, the grantee must submit to the FTA regional office documentation that the required process was implemented.	7/16/15	Documentation submitted for review on 6/24/15.  Will continue to work with FTA once a procurement has actually been conducted.	

	D.183	No verification that excluded parties are not participating	The grantee must submit to the FTA regional office procedures to search the System of Award Management (SAM) website before entering into applicable transactions. For the next procurement, the grantee must submit to that same office documentation that the required process was implemented.	7/16/15	Documentation submitted for review on 6/24/15.  Will continue to work with FTA once a procurement has actually been conducted.	
7. DBE	D.327	DBE uniform reports not submitted semi- annually	The grantee must submit the Uniform Report of DBE Awards or Commitments and Payments semiannually (due June 1 and December 1) in TEAM-Web, along with an implemented procedure to ensure that future reports are submitted on time.	5/18/15	Missing DBE report submitted in TEAM on 4/13/15. Procedure submitted to CRO for review 4/15/15.	
	D.308	DBE goal achievement analysis and corrective action plan not completed or not submitted	The grantee must provide documentation to the Regional Civil Rights Officer to demonstrate that it has implemented a corrective action plan establishing specific steps and milestones to correct the problems identified in the analysis.	5/18/15	Documentation submitted to CRO for review 4/15/15.	
8. Legal	ND				N/A	N/A
9. Satisfactory Continuing Control	ND				N/A	N/A
10. Planning/ POP	D.55	Elements missing in POP public participation procedures	The grantee must work with the MPO to submit to the FTA regional office a revised public participation plan for the TIP and/or to include the required language in the TIP notice.	5/18/15	See pages 30-31 for language requested by FTA relating to the Program of Projects and a listing of designated recipient transit operators.	3/20/15
11. Public Comment on Fare Increase and Major Service Reductions	ND				N/A	N/A

12. Half Fare	ND				N/A	N/A
13. Charter Bus	D.53	Charter reporting issues	The grantee must submit the missing quarterly reports in TEAM- Web and must submit to the FTA regional office procedures for completing the required reports for all applicable exceptions on time.	5/18/15	Missing report submitted in TEAM 3/11/15. Procedures submitted for review 5/11/15.	
14. School Bus	ND				N/A	N/A
15. Security	ND				N/A	N/A
16. Drug-Free Workplace/ Drug and Alcohol Program	ND				N/A	
17. EEO	ND				N/A	N/A



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION IX  
Arizona, California, Hawaii,  
Nevada, and the territories of  
Guam, American Samoa and the  
Northern Mariana Islands

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Mr. Michael Tree  
Executive Director  
Livermore-Amador Valley Transit Authority  
1362 Rutan Court, Suite 100  
Livermore, CA 94551-7318

MAR 26 2015

Re: FY2015 Triennial Review-Final Report


Dear Mr. <sup>Michael</sup> Tree:

The enclosed final report documents the Federal Transit Administration's (FTA) FY 2015 Triennial Review of the Livermore-Amador Valley Transit Authority. This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of the Livermore-Amador Valley Transit Authority's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended to, nor does it constitute and comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on the Livermore-Amador Valley Transit Authority's compliance in 17 areas. Ten (10) deficiencies were found in seven (7) areas. Deficiencies were found in Technical Capacity, Maintenance, ADA, Procurement, DBE, Planning/Program of Projects and Charter Bus. None of the deficiencies are repeat findings from the 2013 Triennial Review. In your staff's response to the draft report, dated March 13, 2015, you indicated that Livermore-Amador Valley Transit Authority concurred with the findings and corrective actions as outlined in the report.

We appreciate your continued commitment to making public transportation America's mode of choice. Thank you for your personal contribution, cooperation, and assistance during this Triennial Review since we realize that the review has involved effort, time and planning. If you need any technical assistance or have any questions, please do not hesitate to contact Roxana Hernandez at (415)744-2658 or by email at [roxana.hernandez@dot.gov](mailto:roxana.hernandez@dot.gov).

Sincerely,

  
Leslie T. Rogers.  
Regional Administrator

**FINAL REPORT**

**FY 2015 TRIENNIAL REVIEW**

of the

**Livermore-Amador Valley Transit Authority  
(LAVTA)  
Livermore, CA  
Recipient ID: 5296**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IX**

*Prepared by:*

**Calyptus Consulting Group, Inc.**

**Scoping Meeting Date: January 13, 2015**

**Site Visit Dates: February 10-11, 2015**

**Draft Report Date: March 9, 2015**

**Final Report Date: March 26, 2015**

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## I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Livermore-Amador Valley Transit Authority. The review was performed by Calyptus Consulting Group. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. Livermore-Amador Valley Transit Authority’s transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on Livermore-Amador Valley Transit Authority’s compliance in 17 areas. Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Technical Capacity	D.79	Inactive grants/untimely closeouts
Maintenance	D.117	Facility/equipment maintenance program lacking or inadequate
ADA	D.666	Insufficient oversight of ADA service provisions
	D.50	Appeals process not properly implemented
Procurement	D.340	Lacking independent cost estimate
	D.183	No verification that excluded parties are not participating
DBE	D.327	DBE uniform reports not submitted semi-annually
	D.308	DBE goal achievement analysis and corrective action plan not completed or not submitted
Planning/Program of Projects	D.55	Elements missing in POP public participation procedures
Charter Bus	D.53	Charter reporting issues

As part of this year’s Triennial Review of the Livermore-Amador Valley Transit Authority, FTA incorporated an Enhanced Review Module (ERM) in the Technical Capacity and DBE areas. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the ERM are presented in the Technical Capacity and DBE sections of the report that follows.



## **II. Review Background and Process**

### **1. Background**

The United States Code, Chapter 53 of Title 49, requires the FTA of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(f)(2). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.

The Triennial Review includes a review of the grantee's compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the Livermore-Amador Valley Transit Authority. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed are referenced in this report and are available at FTA's regional office or at the grantee's office.

### **2. Process**

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The review scoping meeting was conducted with the Region 9 Office on January 13, 2015. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to Livermore-Amador Valley Transit Authority advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to Livermore-Amador Valley Transit Authority occurred on February 10-11, 2015.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. A tour of Livermore-Amador Valley Transit Authority's transit facilities was conducted to provide an overview of activities related to FTA-funded projects. Reviewers visited the administrative and maintenance facilities. A sample of maintenance records for FTA-funded vehicles and equipment was also examined during the site visit. Upon completion of the review, a summary of preliminary findings was provided to Livermore-Amador Valley Transit Authority at an exit conference. The individuals participating in the review are listed in Section VI of this report.

### 3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

### **III. Grantee Description**

#### **Organization**

The Livermore-Amador Valley Transit Authority (LAVTA) is a joint powers authority established in 1985. It provides transit service to the Tri-Valley area 39 miles east of San Francisco and 28 miles north of Silicon Valley, serving the cities of Livermore, Pleasanton, and Dublin and unincorporated areas of eastern Alameda County. LAVTA contracts with MV Transportation, Inc. for its Wheels fixed route service and with Medical Transportation Management (MTM) for complementary paratransit service. The population of LAVTA's service area is approximately 199,000. LAVTA operates a network of 31 fixed routes. Service is provided seven days per week from 3:40 a.m. to 1:45 a.m. Monday-Friday, and from approximately 5:00 a.m. to 1:15 a.m. Saturday and Sunday. The grantee's complementary paratransit service, known as Dial-a-Ride, operates during the same days and hours of service as the fixed routes.

The basic adult fare for bus service is \$2.00. A reduced fare of \$1.00 is offered to seniors, persons with disabilities, and Medicare cardholders during all hours. The fare for Dial-A-Ride paratransit service is \$3.50. LAVTA offers monthly passes and discounted multi-ride ticket options.

LAVTA operates a fleet of 72 buses for fixed-route service. Its bus fleet consists of 66 standard and low floor 29- and 40-foot transit coaches and 6 cutaway vans (formerly used in paratransit but now part of the fixed route fleet). Sixty-eight buses are FTA funded and four are locally funded. The current peak requirement is for 49 vehicles. The spare ratio decreased during the review period due to the agency following an FTA-approved fleet management plan to reduce its excessive fleet. In May of 2014, six former paratransit buses reached their useful life and were disposed of. This resulted in a reduction of the spare ratio from 60% to 52%. As of January 2015, that ratio is down even further to 46% with the disposal of seven fixed route buses in January 2015. The agency anticipates being in full compliance with the FTA mandated spare ratio by the end of calendar year 2017. The greatest cause of the agency's excessive spare ratio remains the switch to a new paratransit contractor that brokers service with privately owned vehicles, eliminating the use of LAVTA's cutaway fleet and the 25% service reductions instituted in 2011.

LAVTA operates from a single maintenance and administration facility at 1362 Rutan Court in Livermore. It also maintains a bus storage, washing and fueling facility at 875 Atlantis Court. Service is oriented around a transit center at 2500 Railroad Avenue in downtown Livermore. All three facilities have FTA interest.

#### **Services**

Livermore-Amador Valley Transit Authority's National Transit Database Report for FY2013 provided the following financial and operating statistics for its fixed-route and paratransit service:

	<b>Fixed-Route Service</b>	<b>Paratransit Service</b>
Unlinked Passengers	1,751,211	44,596
Revenue Hours	125,119	25,459
Operating Expenses	\$12,603,331	\$1,173,171

### Grant Activity

Below is a list of Livermore-Amador Valley Transit Authority's open grants at the time of the review.

<b>Grant Number</b>	<b>Grant Amount</b>	<b>Year Executed</b>	<b>Description</b>
CA-03-0801-01	\$79,900.00	2012	Bus Rapid Transit
CA-04-0017-02	\$507,870.00	2011	LAVTA Facility FY 08
CA-57-X080-00	\$104,400.00	2012	New Freedom ParaTaxi and Bus Stop
CA-57-X112-00	\$16,500.00	2014	LAVTA Parataxi Project 2014
CA-90-Y994-00	\$1,052,627.00	2012	Capital and Operating FY 2012
CA-90-Z213-00	\$503,932.00	2014	FY 2014 ADA Operating and PM

### Completed Projects

In January 2011 LAVTA launched the Rapid service. The Rapid uses bus signal priority technology and makes limited stops to reduce travel times along the corridor serving the Dublin/Pleasanton BART station, shopping destinations, and the Lawrence Livermore National Laboratory. LAVTA's draft before and after analysis of the Rapid's operations indicates that it meets or exceeds the goals established during the planning stages for reduced travel time, improved on-time performance, increased service frequency (10 minute peak headways), and improved customer satisfaction, but ridership still has not reached forecast levels. The ridership projections were planned prior to the economic downturn, which substantially reduced employment levels in the Tri-Valley area. LAVTA received approval from the FTA to reduce headways on the Rapid Line to 15-minutes in 2012.

### Projects Underway

Ongoing Projects for LAVTA are as follows:

- Bus Rapid Transit project (construction/shelters)
- The design and construction of a bus fuel and wash facility at the Atlantis Court location is underway.
- Bus purchases

### Future Projects

Over the next 12 months LAVTA will be conducting a comprehensive operational analysis along with creating a short and long range plan to provide the agency a multi-phase blue print for the future of LAVTA services through 2040. It is anticipated that these planning efforts will significantly improve the performance of the system, including ridership.

Additionally, LAVTA is working on funding to construct the remaining phases of its planned Administrative, operating and maintenance facility at the nearby Oaks Professional Business Park. This new facility will nearly double the capacity of the agency, which will be critical to improve services in the Tri-Valley area.

## **IV. Results of the Review**

### **1. Financial Management and Capacity**

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

### **2. Technical Capacity**

Basic Requirement: The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Enhanced Review Module Conducted on Technical Capacity:

Areas Covered:

- Governance, Leadership, and Management
- Grant Management Practices
- Milestone Progress and Federal Financial Reports
- Project Management Practices
- Oversight of Subrecipients, Transit Management and Service Contractors, and Lessees

Process:

The review consisted of an analysis of grant applications, milestone progress reports, financial status reports, and extensive interviews with the Livermore-Amador Valley Transit Authority's Director of Administrative Services and Finance and Grants Manager. The interviews were performed using the FTA Technical Capacity ERM described in the FY2015 Triennial Review Package. In this section, only those areas in which the Livermore-Amador Valley Transit Authority was deficient are covered.

Results:

#### *Grant Management Practices*

The Finance and Grants Manager is responsible for overseeing all grant management activities

for the Livermore-Amador Valley Transit Authority, including developing the quarterly MPR and FFR submissions to FTA. There is a procedure in place that provides guidance on how these reports are developed and validated.

A review of recent MPR and FFR submissions indicated that one grant from 2008 has funds remaining on it but no recent drawdown activity has occurred. During the site visit, staff indicated this grant funded a project that was originally planned in multiple phases; phases one and two have been completed and additional funding sources are needed to proceed with phase three. The grantee indicated that the 2008 grant funds have been pending while they identify additional sources of funding for phase three. The grant application and subsequent amendments for the 2008 grant state the funding is for phases one and two of the project making the remaining funds ineligible for use towards phase three. The grantee has indicated there may be work under the phase two scope that can be completed.

Based on the available information, the grantee must either expend the funds on work under the scope of phase one or phase two, or de-obligate the remaining balance of funds and close the grant. One finding was made in this area as noted in the findings section below.

During this Triennial Review of Livermore-Amador Valley Transit Authority, one (1) deficiency was found with the FTA requirements for Technical Capacity.

Finding 79: The grantee has several grants that have been ready for close out for over ninety days. The grantee has not closed these grants within the required time frame. Additionally, the grant for the Atlantis facility was originally requested for the scope of projects described in Phase 1 and Phase 2 of the project and those phases have been completed as noted above. The grantee does not have a plan to spend down the remaining funds and close out the grant at this time (DEFICIENCY CODE 79: Inactive grants/untimely closeouts).

Corrective Action and Schedule: The grantee must submit to the FTA regional office procedures for spending older funds first, tracking projects, identifying project balances, reprogramming the unused project funds to other projects, or closing out the projects within thirty (30) days from the date of the final report.

### **3. Maintenance**

Basic Requirement: Grantees and subrecipients must keep federally funded vehicles, equipment and facilities in good operating condition. Grantees and subrecipients must keep ADA accessibility features on all vehicles, equipment and facilities in good operating order.

During this Triennial Review of Livermore-Amador Valley Transit Authority, one (1) deficiency was found with the FTA requirements for Maintenance.

Finding 117: The grantee does not have a facility and equipment maintenance program that addresses its current mix of FTA funded assets independent from the maintenance plans of its contractor. The grantee needs to have a facility and equipment maintenance plan that includes a listing of all facilities and equipment with a schedule for preventive maintenance. The plan must

also include preventive maintenance activities for facility ADA accessibility features (DEFICIENCY CODE 117: Facility/equipment maintenance program lacking or inadequate).

Corrective Action and Schedule: The grantee must submit to the FTA regional office a revised facility/equipment maintenance program within sixty (60) days from the date of the final report.

#### 4. Americans with Disabilities Act

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

During this Triennial Review of Livermore-Amador Valley Transit Authority, two (2) deficiencies were found with the USDOT requirements for ADA.

Finding 666: The grantee has the required ADA service provision policies in place for fixed route but does not monitor its contractor's compliance with these policies. The grantee's monitoring checklists do not contain information on required fixed route ADA service provisions (DEFICIENCY CODE 666: Insufficient oversight of ADA service provisions).

Corrective Action and Schedule: The grantee must submit to the Regional Civil Rights Officer procedures for monitoring its operations for compliance with required service provisions within thirty (30) days from the date of the final report.

Finding 50: The grantee does not have a formal appeal procedure for ADA eligibility determinations. The grantee's eligibility denial letter does not contain information to inform applicants of the appeals process or a provision for providing service when the appeal decision takes longer than 30 days (DEFICIENCY CODE 50: Appeals process not properly implemented).

Corrective Action and Schedule: The grantee must submit to the Regional Civil Rights Officer procedures for its eligibility appeals process to meet the regulatory requirements within thirty (30) days from the date of the final report.

#### 5. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance without regard to whether specific projects or services are federally funded. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

*Note:* The 2015 triennial review covers a three-year period in which the FTA issued a revised circular for Title VI, which provided more information on how to comply and changed requirements for some grantees with populations over 200,000. FTA Circular 4702.1B became

effective October 1, 2012. Title VI programs submitted to FTA after this date must comply with the requirements of this circular. The triennial review will look at compliance with the requirement of FTA Circular 4702.1A for the period prior to October 1, 2012, and compliance with the revised circular for activities after this date.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for Title VI.

## 6. Procurement

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

During this Triennial Review of Livermore-Amador Valley Transit Authority, two (2) deficiencies were found with the FTA requirements for Procurement.

Finding 340: The grantee does not have documentation in its procurement files that it conducted independent cost estimates as required by 4220.1F (DEFICIENCY CODE 340: Lacking independent cost estimate).

Corrective Action and Schedule: The grantee must provide the FTA regional office documentation that it has updated its procurement process to include development of independent cost estimates prior to receipt of bids or proposals within ninety (90) days from the date of the final report. For its next procurement, the grantee must submit to the FTA regional office documentation that the required process was implemented.

Finding 183: The grantee does not have documentation in its procurement files that it reviewed the System of Award Management (SAM) prior to applicable awards or actions as required by 4220.1F (DEFICIENCY CODE 183: No verification that excluded parties are not participating).

Corrective Action and Schedule: The grantee must submit to the FTA regional office procedures to search the System of Award Management (SAM) website before entering into applicable transactions within ninety (90) days from the date of the final report. For its next procurement, the grantee must submit to the FTA regional office documentation that the required process was implemented.

## 7. Disadvantaged Business Enterprise

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Enhanced Review Module Conducted on DBE:



#### Areas Covered:

- Management of the DBE Program
- DBE Reporting
- Certification
- Overconcentration
- Business Development and Fostering Small Business
- Goal Setting and Reporting
- Good Faith Efforts
- Required Contract Provisions
- Record Keeping and Enforcement

#### Process:

The review consisted of an analysis of documentation and reports and extensive interviews with the Livermore-Amador Valley Transit Authority DBE Officer and Director of Administrative Services. The interviews were performed using the FTA DBE ERM described in the FY2015 Triennial Review Package. In this section, only those areas in which Livermore-Amador Valley Transit Authority was deficient are covered.

#### Results:

##### *DBE Uniform Reports*

A review of the grantee's semi-annual report submission showed that the grantee did not submit its December 1, 2012 report. Additionally, the grantee submitted its December 1, 2014 report two months late. The grantee did not have a written procedure for collecting, analyzing, and reporting DBE contracting information in a timely manner.

One finding was made in this area as noted in the findings section below.

##### *Shortfall Analysis*

In the past three FFYs, the grantee was unable to meet its submitted DBE goals. The grantee recorded shortfall analyses for each of the years required but the analyses lacked the required information on reasons for not reaching its goals and corrective actions to meet DBE goals in the future. The grantee was also reporting DBE shortfall activity on a grant/project basis instead of aggregate activity for each FFY.

One finding was made in this area as noted in the findings section below.

During this Triennial Review of Livermore-Amador Valley Transit Authority, two (2) deficiencies were found with the USDOT requirements for DBE.

Finding 327: The grantee did not submit its December 1, 2012 semi-annual report and submitted its December 1, 2014 report two months late (DEFICIENCY CODE 327: DBE uniform reports not submitted semi-annually).

Corrective Action and Schedule: The grantee must submit the Uniform Report of DBE Awards or Commitments and Payments semiannually (due June 1 and December 1) in TEAM-Web, along with an implemented procedure to ensure that future reports are submitted on time within thirty (30) days from the date of the final report.

Finding 308: The grantee's DBE achievements were less than its overall goal in the past three FFYs. The grantee's shortfall analysis did not analyze the reasons for not achieving its goals and did not contain a corrective action plan (DEFICIENCY CODE 308: DBE goal achievement analysis and corrective action plan not completed or not submitted).

Corrective Action and Schedule: The grantee must provide documentation to the Regional Civil Rights Officer to demonstrate that it has implemented a corrective action plan establishing specific steps and milestones to correct the problems identified in the analysis within thirty (30) days from the date of the final report.

## **8. Legal**

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed. Grantees must comply with Restrictions on Lobbying requirements.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for Legal.

## **9. Satisfactory Continuing Control**

Basic Requirement: The grantee must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

## **10. Planning/Program of Projects**

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, MAP-21, and the metropolitan and statewide planning regulations. Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

During this Triennial Review of Livermore-Amador Valley Transit Authority, one (1) deficiency was found with the FTA requirements for Planning/POP.

Finding 55: The grantee relies on the MPO's public involvement process for the TIP to meet public involvement requirements for the POP. While the MPO's public participation plan states that it meets the general requirements for the POP, it does not explicitly state that the MPO's public participation process is used to satisfy the grantee's public participation process for the POP (DEFICIENCY CODE 55: Elements missing in POP public participation procedures).

Corrective Action and Schedule: The grantee must work with the MPO to submit to the FTA regional office a revised public participation plan for the TIP within thirty (30) days from the date of the final report. A revised public participation plan was submitted after the site visit was conducted. No further action is required.

## **11. Public Comment on Fare Increases and Major Service Reductions**

Basic Requirement: Section 5307 grantees are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

## **12. Half Fare**

Basic Requirement: For fixed route service supported with Section 5307 assistance, fares charged elderly persons, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for Half Fare.

## **13. Charter Bus**

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

During this Triennial Review of Livermore-Amador Valley Transit Authority, one (1) deficiency was found with the FTA requirements for Charter Bus.

Finding 53: The grantee provided charter service within the allowable provisions in 2013. The grantee did not submit the required Charter Report in TEAM for all applicable exceptions on time. (DEFICIENCY CODE 53: Charter reporting issues).

Corrective Action and Schedule: The grantee must submit the missing quarterly reports in TEAM-Web and must submit to the FTA regional office procedures for completing the required reports for all applicable exceptions on time within thirty (30) days from the date of the final report.

## 14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for School Bus.

## 15. Security

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for Security.

## 16. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug-free workplace for all transit-related employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies were found with the FTA requirements for Drug-Free Workplace and Drug and Alcohol Program.

## 17. Equal Employment Opportunity

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of Livermore-Amador Valley Transit Authority, no deficiencies found with the FTA requirements for Equal Employment Opportunity (EEO).

## V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Capacity	ND				
2. Technical Capacity	D.79	Inactive grants/untimely closeouts	The grantee must submit to the FTA regional office procedures for spending older funds first, tracking projects, identifying project balances, reprogramming the unused project funds to other projects, or closing out the projects.	5/18/15	
3. Maintenance	D.117	Facility/equipment maintenance program lacking or inadequate	The grantee must submit to the FTA regional office a revised facility/equipment maintenance program.	6/17/15	
4. ADA	D. 666	Insufficient oversight of ADA service provisions	The grantee must submit to the Regional Civil Right Officer procedures for monitoring its operations for compliance with required service provisions.	5/18/15	
	D.50	Appeals process not properly implemented	The grantee must submit to the Regional Civil Rights Officer procedures for its eligibility appeals process to meet the regulatory requirements.	5/18/15	
5. Title VI	ND				
6. Procurement	D.340	Lacking independent cost estimate	The grantee must provide the FTA regional office documentation that it has updated its procurement process to include development of independent cost estimates prior to receipt of bids or proposals. For the next procurement, the grantee must submit to the FTA regional office documentation that the required process was implemented.	7/16/15	
	D.183	No verification that excluded parties are not participating	The grantee must submit to the FTA regional office procedures to search the System of Award Management (SAM) website before entering into applicable transactions. For the next procurement, the grantee must submit to that same office documentation that the required process was implemented.	7/16/15	
7. DBE	D.327	DBE uniform reports not submitted semi-annually	The grantee must submit the Uniform Report of DBE Awards or Commitments and Payments semiannually (due June 1 and December 1) in TEAM-Web, along with an implemented procedure to ensure that future reports are submitted on time.	5/18/15	

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
	D.308	DBE goal achievement analysis and corrective action plan not completed or not submitted	The grantee must provide documentation to the Regional Civil Rights Officer to demonstrate that it has implemented a corrective action plan establishing specific steps and milestones to correct the problems identified in the analysis.	5/18/15	
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/ POP	D.55	Elements missing in POP public participation procedures	The grantee must work with the MPO to submit to the FTA regional office a revised public participation plan for the TIP and/or to include the required language in the TIP notice.	5/18/15	3/20/15
11. Public Comment on Fare Increase and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	D.53	Charter reporting issues	The grantee must submit the missing quarterly reports in TEAM-Web and must submit to the FTA regional office procedures for completing the required reports for all applicable exceptions on time.	5/18/15	
14. School Bus	ND				
15. Security	ND				
16. Drug-Free Workplace/ Drug and Alcohol Program	ND				
17. EEO	ND				

## VI. Attendees

Name	Title	Phone Number	E-mail Address
<b><i>Livermore-Amador Valley Transit Authority</i></b>			
Bev Adamo	Director of Administrative Services	(925)455-7563	badamo@lavta.org
Michael Tree	Executive Director	(925)206-2317	mtree@lavta.org
Christy Wegener	Director of Planning	(925)455-7560	cwegener@lavta.org
Dennis Mochon	Senior Marketing and Communications Coordinator	(925)455-7558	dmochon@lavta.org
Jan Cornish	Community Outreach Coordinator/Travel Trainer	(925)455-7556	jcornish@lavta.org
Kadri Kulm	Paratransit Planner	(925)455-7575	kkulm@lavta.org
Cyrus Sheik	Senior Transit Planner	(925)455-7555	csheik@lavta.org
Tamara Edwards	Finance and Grants Manager	(925)455-7566	tedwards@lavta.org
<b><i>Contractor: MV</i></b>			
Colleen Veneck	Safety Supervisor	(925)455-7514	colleen.veneck@mvtransit.com
Denise Pinuelas	Safety and Training Manager	(925)455-7517	denise.pinuelas@mvtransit.com
Gregg Eisenberg	General Manager	(925)455-7518	gregg.eisenberg@mvtransit.com
Antonio Berastain	Maintenance Manager	(925)455-7521	aberastain@mvtransit.com
Connie Dumas	Operations Manager	(925)455-7516	cdumas@mvtransit.com
<b><i>Contractor: MTM</i></b>			
Joey Hogan	Vice President	(510)557-4581	jhogan@ride-right.net
Juana Lopez	D.A.R. Manager	(925)455-7530	jalopez@mtm-net.inc
<b><i>Caltrans</i></b>			
Catharine Crayne	Transportation Planner	(510)286-0585	catharine.crayne@dot.ca.gov
James Ogbonna	Senior Transportation Planner	(916)651-6116	james.ogbonna@dot.ca.gov
Kathy Pongratz	Associate Transportation Planner	(916)654-9955	katherine.pongratz@dot.ca.gov
<b><i>FTA</i></b>			
Bernardo Bustamante	Director, Office of Program Management and Oversight	(415)744-3113	bernardo.bustamante@dot.gov



Roxana Hernandez	Transportation Program Specialist	(415)744-2658	roxana.hernandez@dot.gov
<b><i>Reviewer Firm: Calyptus Consulting Group, Inc.</i></b>			
George Harris	Reviewer	(617)577-0041	gharris@calyptusgroup.com
Jameson Beekman	Reviewer	(617)577-0041	jbeekman@calyptusgroup.com
Rachel Saint-Firmin	Reviewer	(617)577-0041	rachelsf@calyptusgroup.com
Philippa Drew	Reviewer	(617)577-0041	pdrew@calyptusgroup.com

## **VII. Appendices**

No appendices included in this report.

**AGENDA**

**ITEM 6**



STAFF REPORT

SUBJECT: Clipper® Fares  
FROM: Beverly Adamo, Director of Administrative Services  
DATE: July 6, 2015

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**Action Requested**

Review and direct Staff to proceed with the Title VI Impact Analysis for adding a fare media of the Day Pass Accumulator with the implementation of the Clipper Card.

**Background**

MTC, and its “Clipper card program contractors and consultants, are actively engaged in final preparations for installing the hardware and software necessary to implement Clipper on the East Bay Group which includes Wheels, County Connection, Tri Delta, and WestCAT. Network infrastructure has been installed at the three LAVTA facilities (Rutan, Atlantis and Transit Center) and prototype vehicle installs are complete. The fleet installation is scheduled to begin in July and completed in August. Cubic, the Clipper contractor, is aiming to have the system “revenue ready” by the 1st of October. The East Bay Group can launch any time after Cubic is revenue ready. MTC will be providing marketing services but suggests that a soft launch be done prior to January 1st with the hard launch (larger expenditure of marketing funds) after the holidays.

**Discussion**

Fare Changes:

The East Bay Operator group has been meeting with MTC and CH2MHill (their consultant in charge of the project) to finalize business rules and fare instruments that will be programmed into the Clipper system. From the earliest stages of these discussions, it has been clear that some aspects of the transit agencies’ existing fare structures would have to be simplified and standardized to work within the constraints of the Clipper technology.

- Cash Fares: Each agency is able to set their own cash fare for basic and express routes for adult, student, and senior. **No change for LAVTA and therefore no negative impact to passengers.**
- Transfers: Transfers under Clipper will be good for one bus ride within 120 minutes of the transfer issue time. Currently paper transfers are good for

multiple rides within 120 minutes of transfer issue. **We will be keeping paper transfers for riders who wish to continue their use and the rules for paper transfers will not change at this time. For this reason no one should be negatively affected.**

- Monthly Passes: All operators agreed to offer a 31 day rolling pass (basic and express) that is good on all East Bay group buses at a cost of \$60.00. The East Bay Value pass is currently offered as a paper product for \$60.00, but it is only good for the calendar month for which it was purchased, not a 31 day rolling period. The current Wheels Senior/Disabled Pass will continue to be offered as a paper product for \$18.00 and will continue to be good for the calendar month for which it is purchased. The Clipper card Senior/Disabled Pass will be offered as a 31 day rolling pass at a cost of \$18.00. **We plan on continuing to sell the paper products but expect riders will transfer to the 31 day rolling product available on the Clipper card. In the future we may propose to eliminate the paper version of the passes and would do a Title VI analysis at that time.**
- Day Pass Accumulator: Two of the East Bay operators (WestCat and Tri Delta) issue day passes. Their “smart” GFI fareboxes print the day pass which enables passengers to ride all day. They price the day pass very reasonably; \$3.35 Tri Delta and \$3.50 WestCat. An advantage of the day pass is that it reduces paper transfers. There was a desire by these two operators to create a day pass equivalent on Clipper for the East Bay group. MTC and Cubic have agreed to give us the Day Pass Accumulator which uses cash value stored on the card to pay for local bus fares up to a maximum amount – determined to be \$3.75 in a day in our case. For example; if you board the bus to go to work Clipper will deduct the \$2.00 fare, when you board the bus to come home Clipper will only deduct \$1.75 instead of \$2.00 because you’ve reached the maximum amount of \$3.75.

**LAVTA does not have a day pass now and our current fareboxes do not have the ability to print them. The day pass accumulator is a new fare media that will only be available on our system at this time through use of the Clipper card. We will have to do a Title VI analysis and get Board approval for this fare change.**

#### Single Point Log In:

Drivers currently log in to devices when they start their run so that headsign changes, passenger counting, and fare payment information linked to the route and bus stop can be effected and collected. The Clipper system will add another computer system on the bus that will not be connected to the current system at this time. The Clipper on board equipment includes the card reader and a driver console that will require the driver to log in with their route. The East Bay Operators have asked for single point login but this will require Cubic to develop an applications interface and our other software providers to write software that exports the route information. MTC has directed Cubic to provide a quote for the work with implementation being one year away.

Financial Reconciliation:

The East Bay Operator group will be considered one operator by Cubic when it comes to distribution of fare revenues. The group has delegated Wheels (LAVTA to be the receiver and distribution manager of the funds. Fare revenues will be distributed by LAVTA based on Cubic reports of ridership by route. Details such as how often reconciliation will be done are still being worked out by the group.

Cost

There is an annual operating cost allocated to each operator in the Clipper system based upon the number of transactions (tags on the bus). Staff is working on projecting the annual fee from MTC to pay for Cubic’s ongoing support.

**Budget Considerations**

Based on ridership data from April 2014 – March 2015, and assuming all ridership and fare types remain the same over the course of 1 year, other than the change(s) noted, here are the “worst case” and the “best case” with respect to financial impact:

Best case scenario – if all of the Farebuster Ticket users switched to Clipper, AND two of the trips are on the same day, that would mean instead of the \$413,236 in Ticket revenue LAVTA would receive \$484,260; an increase of \$71,025.

Worst case scenario – if all of the regular/senior/disabled fare cash paying customers switched to Clipper AND two trips are on the same day, instead of \$859,602 LAVTA would receive \$804,785; a decrease of \$54,817.

Based on the experience of the other agencies, staff does not expect a significant negative impact to either farebox recovery or ridership, as most of the business rules are “business as usual” for LAVTA. However, Staff does expect an increase in ease of use and enhanced customer experienced with the implementation of the Clipper Card.

**Recommendation**

The Finance and Administration Committee recommends the Board direct Staff to proceed with the Title VI Impact Analysis for adding a fare media of the Day Pass Accumulator with the implementation of the Clipper Card.

*Approved:* \_\_\_\_\_

**AGENDA**

**ITEM 7**



STAFF REPORT

SUBJECT: Establishing Standing Committees and Memberships

FROM: Michael Tree, Executive Director

DATE: July 6, 2015

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**Action Requested**

Chair Don Biddle recommends that the Board adopt new standing committees, memberships, and officers to conduct LAVTA's official business.

**Background**

Each new fiscal year the Board elects a new Chair and Vice Chair, per its By-Laws, and then proceeds to adopting Committee assignments, including selecting the Committees' Chairs and Vice Chairs. At its June Board meeting, the LAVTA Board elected its officers for FY16, so it is now time to adopt Committee membership and leadership assignments.

**Discussion**

Boardmembers have expressed their preferences for committee memberships and have indicated their willingness to serve as committee chair or vice-chair. Chair Biddle's recommendations are shown on the attached Resolution.

In making these recommendations, Chair Biddle is following the Board's policy with respect to the appointment of Committee Chairs. The adopted policy is that the chairs of the two standing committees be filled by the two jurisdictions who are not serving as Chair and Vice Chair of the Board. In this case, since he and Boardmember Spedowski are the new Chair and Vice Chair, then the two committee chairs should be filled by the County and Pleasanton.

**Next Steps**

Upon Board approval, the new committee assignments will commence immediately.

**Recommendation**

Chair Biddle recommends that the Board approve Resolution 26-2015, establishing new standing committees, memberships, and officers.

Attachments:

1. Resolution 26-2015

Submitted: \_\_\_\_\_



**RESOLUTION NO. 26-2015**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE  
AMADOR VALLEY TRANSIT AUTHORITY ADOPTING COMMITTEE  
ASSIGNMENTS FOR FY16**

**WHEREAS**, the Board of Directors of the Livermore Amador Valley Transit Authority (LAVTA) has adopted By-Laws which specify how the Board will conduct its business; and

**WHEREAS**, the By-Laws state that the Board shall establish standing and special ad hoc committees as it deems necessary; and

**WHEREAS**, the By-Laws further state that the Chair shall appoint the members and the Chairs of committees subject to Board approval; and

**WHEREAS**, the Board has selected Don Biddle (Dublin) to be Chair and Steven Spedowski (Livermore) to be Vice Chair for FY16; and

**WHEREAS**, the Board approved a two-committee structure at its July 2010 Board meeting, and the Chair has considered the committee assignments of the members of the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY:**

1. The standing committees of the Board shall be:
  - a. Finance and Administration Committee
  - b. Projects and Services Committee
2. The chairs of the two standing committees should be filled by the jurisdictions who are not serving as Chair and Vice Chair of the Board.
3. The Finance and Administration Committee shall be comprised of:
  - a. Jerry Pentin (Pleasanton), Chair
  - b. Lauren Turner (Livermore), Vice Chair
  - c. Don Biddle (Dublin)
4. The Projects and Services Committee shall be comprised of:
  - a. Karla Brown (Pleasanton), Chair
  - b. David Haubert (Dublin), Vice Chair
  - c. Steve Spedowski (Livermore)
  - d. Scott Haggerty (Alameda County)
5. The Finance and Administration Committee shall meet on the fourth Tuesday of each month at 4:00 pm.
6. The Projects and Services Committee shall meet on the fourth Monday of each month at 4:00 pm.

**ATTACHMENT 1**

7. To allow full participation by Board Members on the two standing committees, one or both Committees may have four members, which constitute a quorum of the Board. As a result, a Committee which has four members shall also be noticed as a "Committee of the Whole." In the event that a quorum of Board members is present, the Committees will automatically convert into a Committee of the Whole. Likewise, if there is no longer a quorum of the Committee of the Whole, then the Committee of the Whole will automatically convert back into the regular committee. The Chair of the Committee will also serve as Chair of the Committee of the Whole.

The agendas for each meeting of the Committee of four shall include the following footnote:

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

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

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Don Biddle, Chair

ATTEST:

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Michael Tree, Executive Director

**AGENDA**

**ITEM 8**



STAFF REPORT

SUBJECT: Cancel Regularly Scheduled Board of Directors Meeting for August 2015

FROM: Michael Tree, Executive Director

DATE: July 6, 2015

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**Action Requested**

Cancel the August 2015 meeting of the Board of Directors and the associated Committee meetings in late July 2015.

**Recommendation**

Based on the Board's usual and customary summer hiatus, I am recommending that the Board of Directors cancel the August 2015 Board meeting as well as both standing committees usually scheduled in the fourth week of July. If any urgent items come to my attention between now and the meeting I will contact the Chair of the Board of Directors and request either that the meeting is reinstated, or that a special meeting be called.

*Submitted:* \_\_\_\_\_

**AGENDA**

**ITEM 9**



**EXECUTIVE DIRECTOR'S REPORT**

July 2015

**1. Fixed Route and Paratransit Ridership**

After several months of ridership increases, the latest ridership reports (see attached) show a 3.8% decrease in fixed route ridership as compared to May of 2014. Paratransit ridership continues to increase at a high rate (18% for month of May).

**2. Comprehensive Operational Analysis (COA) and Short/Long Range Planning**

The COA and Short/Long Range Planning efforts are on schedule. Staff is in the public outreach phase for the first round of public workshops. In addition to working with public information officers at the cities/county and other agencies such as Las Positas College and the School Districts, staff is reaching out with an employer kit to the largest companies in the Tri-Valley to assist them in getting information to their employees about the planning efforts. The following are the meeting dates, times and locations for the public workshops:

City of Livermore Public Workshop	July 28 <sup>th</sup> from 6pm to 8pm (Community Ctr)
City of Dublin Public Workshop	July 29 <sup>th</sup> from 6pm to 8pm (Library)
City of Pleasanton Public Workshop	July 30 <sup>th</sup> from 6pm to 8pm (Senior Ctr)

Other meetings taking place the last week of July include the Stakeholder Group and the Technical Advisory Committee.

A reminder that July 15<sup>th</sup> from 3pm to 7pm will be the Board workshop. At this workshop the Board will review its strategic planning, receive a “state of the system” report, and discuss trade offs and other important material that will provide guidance to the consultant.

After the meetings in July the consulting team will utilize the months of August and September to formulate service alternatives that can then be discussed in the second round of meetings in the fall.

**3. Clipper Project**

The Clipper Project is currently on schedule for implementation in October. In April the site work was completed in the Tri-Valley area. The bulk of the Clipper hardware installation on LAVTA buses will occur in July.

**4. The New LAVTA Website**

The new website is currently being built behind the scenes. The website will feature a robust homepage, with Google Trip Planner, a rider alert section, agency news, and a section highlighting LAVTA activity on social media. A video library is also in the near future plans. The website will go live in September. Shortly thereafter staff will begin work on the new LAVTA phone app and the agency rebranding.

**5. Grant and Project Management Specialist**

Angela Swanson was hired in June to fill the much needed position that specializes in grants and project management. Angela has experience in working with local governments and funding. She will begin on July 1, 2015.

**6. Bus Shelters for Routes with High Student Ridership**

Staff met with the Dublin School District in June to plan for future bus shelters along the residential sections of routes 501, 502, and 503. Various funding mechanisms were discussed, including a potential school bond campaign. A meeting is being scheduled for July with the City of Dublin and the Dublin School District to discuss further.

**7. Dedication of Art Mural in Livermore**

On Thursday, June 4<sup>th</sup> the newest art mural was dedicated in the City of Livermore on Vasco Road, adjacent to the west gate of Sandia/Lawrence Livermore Labs. The artwork was entitled “Art is Science on Wheels” and was designed and produced by Granada High School students. Attendees included Mayor John Marchand and Councilman/LAVTA Board member Steven Spedowski.

**Attachments**

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

# FY2015 Goals, Strategies and Projects

Last Updated– June 30, 2015

## MANAGEMENT ACTION PLAN (MAP)

<i>Goal: Service Development</i>						
<i>Strategies (those highlighted in bold indicate highest Board priority)</i>						
<ol style="list-style-type: none"> <li><b>1. Provide routes and services to meet current and future demand for timely/reliable transit service</b></li> <li>2. Increase accessibility to community, services, senior centers, medical facilities and jobs</li> <li><b>3. Optimize existing routes/services to increase productivity and response to MTC projects and studies</b></li> <li><b>4. Improve connectivity with regional transit systems and participate in BART to Livermore project</b></li> <li>5. Explore innovative fare policies and pricing options</li> <li>6. Provide routes and services to promote mode shift from personal car to public transit</li> </ol>						
<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"> <li>• Development of RFP</li> <li>• Selection of contractor</li> <li>• Completion of scope of work</li> <li>• Implementation of improvements</li> </ul>	DP/ Exec Dir	Projects/ Services	Nov 2014  Mar 2015  Feb 2016  Jul 2016	→ Project awarded to Nelson/Nygaard. Currently in review of studies and data phase. <u>Project webpage now live. News release sent. Contractor finalizing state of the system report and preparing for July 15<sup>th</sup> Board workshop and first round of public meetings. Project on schedule.</u>	X  X
Short Range Transit Plan (SRTP is a 10-year plan)	<ul style="list-style-type: none"> <li>• COA will provide info for the SRTP</li> <li>• COA planning firm scheduled to conduct the SRTP</li> </ul>	DP/ Exec Dir	Projects/ Services	Feb 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"> <li>• COA planning firm will conduct the LRTP</li> </ul>	DP/ Exec Dir	Projects/ Services	Feb 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"> <li>Develop timetables for each route, with time points, running times and schedules.</li> </ul>	DP/ Exec Dir	Projects/ Services	Feb 2016	→ This project will begin after service alternative is identified in COA.	
Fare Analysis	<ul style="list-style-type: none"> <li>Evaluate fare analysis proposal of firm with best COA submittal</li> <li>Board consideration of fare analysis with COA award</li> <li>Fare analysis conducted at same time as COA/SRTP/LRTP</li> <li>Implement fare changes</li> </ul>	DP	Projects/ Services	Feb 2015 Mar 2015 Feb 2016 Jul 2016	→ This project will begin after service alternative is identified in COA.	X  X
BART to Livermore	<ul style="list-style-type: none"> <li>Provide guidance on bus routes in four alternatives being considered as part of the environmental study. Coordinate with LAVTA COA/Short &amp; Long Range Planning.</li> </ul>	DP/ Exec Dir	Projects/ Services	Jun 2016	→ Staff and Nelson/Nygaard providing ongoing feedback on bus routes within four alternatives. Study to finish in mid-2016.	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
MTC Plan Bay Area Update	<ul style="list-style-type: none"> <li>• Provide technical expertise</li> <li>• Ensure that LAVTA Short/Long Range Plans are incorporated into County Long Range Transportation Plan and then the MTC Plan Bay Area Update.</li> <li>• Participate in public workshops to ensure Priority Development Areas and public transit in Tri-Valley area is adequately planned.</li> </ul>	DP/ Exec Dir	Projects/ Services	May 2015  Sept 2015  Apr 2016	<p>→ MTC to convene meeting with staff in near future after first round of public workshops.</p> <p>→ COA/Short &amp; Long Range Plan underway.</p> <p>→ <u>Project/budget spreadsheets submitted for business as usual model to 2040. Capital asset inventory and maintenance plan submitted. Projections for operations improvements through 2040 to be submitted by August 1, 2015.</u></p>	
ACTC County Transit Study	<ul style="list-style-type: none"> <li>• Serve on TAC and participate in public workshops.</li> <li>• Ensure that LAVTA Short/Long Range Plans are incorporated into Study</li> </ul>	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. Currently working on performance measures.</p> <p>→ Nelson/Nygaard has begun LAVTA planning work and has contacted ACTC Transit Study consultant to coordinate work.</p>	
ACTC Park & Ride Study	<ul style="list-style-type: none"> <li>• Serve on TAC and participate in public workshops.</li> <li>• Ensure that LAVTA Short/Long Range Plans are incorporated into study.</li> </ul>	DP/ Exec Dir	Projects/ Services	May 2015  Dec 2015	<p>→ Staff on TAC. Assisting with scoring of three proposals. <u>Scope of work and meeting schedule finalized with DKS. DKS awaiting start of study.</u></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.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
ACTC Goods Movement Study and Arterials Study	<ul style="list-style-type: none"> <li>• Serve on TAC and participate in public workshops.</li> <li>• Ensure that LAVTA Short/Long Range Plans are incorporated into study.</li> </ul>	DP/ Exec Dir	Projects/ Services	Dec 2015  Dec 2015	<p>→ Staff working on TAC. Staff provided comment on methodology to rank arterials and priority for improvements and performance measures. <u>Awaiting next steps for participation/input.</u></p> <p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p>	
CCTA: I-680 Express Bus Study	<ul style="list-style-type: none"> <li>• Serve on TAC and participate in public workshops.</li> <li>• Ensure that LAVTA Short/Long Range Plans are incorporated into study.</li> </ul>	DP/ Exec Dir	Projects/ Services	Dec 2015  Dec 2015	<p>→ Project is ongoing. CCTA has noted staff interest in being involved in study and will seek staff input as study moves forward.</p> <p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p>	
<u>CCTA: I-680 Transit Investment &amp; Transit Relief Study</u>	<ul style="list-style-type: none"> <li>• Serve on TAC and participate in public workshops</li> <li>• Ensure that LAVTA Short/Long Range Plans are incorporated into study.</li> </ul>	DP/ Exec Dir	Projects/ Services	Dec 2015  Dec 2015	<p>→ Geographic focus on Walnut Creek to Dublin. Study will review traffic patterns, technological advancements since last study in 2003 and transit service levels. <u>Existing conditions report completed. CCTA Board to review and discuss range of options for study in near future workshop.</u></p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Clipper Project	<ul style="list-style-type: none"> <li>• Policy development</li> </ul>	DP/ Exec Dir	Projects/ Services	Jul 2015	→ Draft business rules identified, including day pass accumulator. Impact being analyzed. <u>Staff report to Board in July to consider approval.</u>	
	<ul style="list-style-type: none"> <li>• Site work</li> </ul>			Jul 2015	→ Site work has been finished. Project on schedule.	
	<ul style="list-style-type: none"> <li>• Installation</li> </ul>			Sept 2015	→ Bulk of bus equipment installation to occur in July.	
	<ul style="list-style-type: none"> <li>• Implementation</li> </ul>			Oct 2015	→ <u>Working on planning of implementation at three outlet locations and on bus fleet. Brochure developed and approved.</u>	

**Goal:** Marketing and Public Awareness

**Strategies (those highlighted in bold indicate highest Board priority)**

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Redesign	<ul style="list-style-type: none"> <li>• Develop/Advertise RFP</li> </ul>	Exec Dir	Projects/ Services	Mar 2015	→RFP advertised.	X
	<ul style="list-style-type: none"> <li>• Evaluate proposals/execute contract</li> </ul>			May 2015	→Planeteria awarded contract	X
	<ul style="list-style-type: none"> <li>• New website goes live</li> </ul>			Sept 2015	→ <u>Planeteria has completed the wire frames for the project and is working on content. Project on schedule.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Social Media Engagement	<ul style="list-style-type: none"> <li>Development of strategic communications plan</li> <li>Development of LAVTA goals with Facebook/Twitter</li> </ul>	Exec Dir	Projects/ Services	Apr 2015	→ <u>30<sup>th</sup> Anniversary Sweepstakes initiated to engage Facebook/Twitter followers. Goal is 2,500 “likes” from customers and residents in service area. Currently at over 500 from 150. Bicycle Sweepstakes to end in July.</u>	X
				Mar 2015		X
Phone App w/Real Time Info	<ul style="list-style-type: none"> <li>MTC reviewing funding availability on secured grant.</li> <li>Create scope of work/RFP</li> <li>Phone app live</li> </ul>	Exec Dir	Projects/ Services	Jun 2015 Sept 2015 TBD	→ Funding has been allocated and staff is awaiting MTC clearance in September or October to begin project. Scope of work being created. Presentations made to staff from RideRight, Transloc, and Double Map.	
Real Time w/511.org	<ul style="list-style-type: none"> <li>Project near completion</li> </ul>	Exec Dir	Projects/ Services	Aug 2015	→ This project will add real time info into the 511.org trip planning on LAVTA website. Data submitted. <u>Testing in process.</u> Project on schedule for August implementation.	
Google Transit Trip Planner	<ul style="list-style-type: none"> <li>Project near completion</li> </ul>	Exec Dir	Projects/ Services	Aug 2015	→ Most trip planning in US is done through Google Trip Planner. Staff is working with Google on this data intense project to get LAVTA on Google Trip Planner, which will be a strong feature on redesigned LAVTA website homepage. <u>Required GTFS feed purchased.</u> Info submitted to Google. <u>Google Trip Planner to be introduced with new LAVTA website.</u> Project on Schedule.	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Wayfinding at BART Stations	<ul style="list-style-type: none"> <li>Contact BART about improved wayfinding signage for LAVTA services at stations in Dublin and Pleasanton.</li> <li>Plan new wayfinding signage</li> <li>Seek funding and install signage</li> </ul>	Exec Dir	Projects/ Services	Feb 2015 Jun 2015 TBD	<p>→ Staff working with BART. <u>BART issued an RFP to make wayfinding improvements to Dublin/Pleasanton station. Staff has submitted recommendations.</u></p> <p>→ <u>Staff has taken pictures and provided conceptual of wayfinding signage. Currently in RFP that is being advertised.</u></p> <p>→ <u>\$900,000 allocated to various improvements at Dublin/Pleasanton station. Wayfinding is part of that improvement.</u></p>	
Onboard Info Stations Project	<ul style="list-style-type: none"> <li>Get quotes for info stations</li> <li>Purchase and install</li> </ul>	DA	Projects/ Services	Apr 2015 May 2015	<p>→ Each bus has an onboard info station to communicate with passengers. 20 buses need a modification to their info station. 3 quotes received on materials for project.</p> <p>→ Project award to happen in April for April/May implementation. Project completed.</p>	X X
High School Ambassador Project	<ul style="list-style-type: none"> <li>Finalize program</li> <li>Appoint ambassadors and train</li> <li>Implementation of program</li> </ul>	Exec Dir	Projects/ Services	April 2015 Aug/Sept 2015 Sept 2015	<p>→ Applications for Ambassadors being developed for all high schools.</p> <p>→ Information ready for students when they return.</p> <p>→ Project on schedule.</p>	X

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
LAVTA Rebranding Project	<ul style="list-style-type: none"> <li>• Create RFP</li> <li>• Award consultant</li> <li>• Finish project</li> </ul>	Exec Dir	Projects/ Services	April 2015 Jun 2015 Sept 2015	→ Project to look at agency logo, naming and logos of services, and bus paint/graphics design. RFP advertised. 5 Proposals received. <u>Proposers recommend re-advertising RFP when service alternatives are identified.</u>	X
Policy for FTA Reasonable Modification Rule	<ul style="list-style-type: none"> <li>• Craft policy with attorney assistance</li> </ul>	Exec Dir	Finance/ Admin	Jul 2015	→ FTA has recently published final rules for reasonable modifications to fixed route and paratransit services. <u>Staff coordinated with legal for policy. Policy approved by P&amp;S Committee. To be considered by Board July 6, 2015. Project on Schedule.</u>	
Comprehensive Dial-A-Ride Rider Publication	<ul style="list-style-type: none"> <li>• Review dial-a-ride policies</li> <li>• Publisher to design and create publication.</li> </ul>	Exec Dir	Projects/ Services	Jul 2015 Oct 2015	→ Staff currently reviewing policies. Looking to insert policy regarding reasonable modification rules into document.	
Dial-A-Ride Customer Service Survey	<ul style="list-style-type: none"> <li>• Hire consultant/Develop Survey</li> <li>• Conduct Survey</li> <li>• Report to Board survey results</li> </ul>	Exec Dir	Projects/ Services	Aug 2015 Sept 2015 Oct 2015	→ Staff currently developing scope of work for statistically valid survey of paratransit customers.	

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>
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**Goal:** Community and Economic Development

**Strategies (those highlighted in bold indicate highest Board priority)**

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"> <li>• Conduct research and planning for pass</li> <li>• Draft ECO pass program review by committee</li> <li>• ECO pass to Board for consideration</li> </ul>	DP	Projects/ Services	Oct 2015 Nov 2015 Dec 2015	→ Initial market research provided to P&S Committee. Addition market research and impact analysis to be conducted. Project is behind schedule and new target date identified to coincide with fare analysis that is being done with COA planning efforts.	
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> <li>• Attend ACTC meetings on student pass program development.</li> <li>• Assist in the development of a timeline for policy and project implementation</li> </ul>	DP	Projects/ Services	Jun 2015 TBD	→ RFP being advertised for ACTC consultant to facilitate project. 4 project areas to be pilot program. Presentation provided to ACTC TAC on school tripper service and student/youth ridership. Awaiting further opportunity to participate.	
MTC: Active Transportation Program	<ul style="list-style-type: none"> <li>• Contact bicycle leaders in communities of Tri-Valley Area, including city staff</li> <li>• Develop plan for bike stations at key transfer site and bus stop locations.</li> </ul>	Exec Dir	Projects/ Services	Feb 2015 Jan 2016	→ Looking at potential project sites and partners. BART amenable to joint bike station at Dublin stations. <u>Awaiting Grant/Project Manager to be hired to work further on grant funding for this project.</u> <u>Project is delayed.</u>	



Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Economic Value of LAVTA to Tri-Valley and Region	<ul style="list-style-type: none"> <li>• Conduct a study to determine the economic value of LAVTA infrastructure and services to the area.</li> <li>• Present findings to the Tri-Valley Chambers of Commerce, Cities, County, and ACTC/MTC.</li> <li>• Put information on LAVTA services and value into the Economic Development plans of these agencies.</li> </ul>	Exec Dir	Finance/ Admin	<p>Aug 2015</p> <p>Oct 2015</p> <p>Dec 2015</p>	<p>→ Looking for funding to procure and engage a consultant/economist into the valuation. Economist contacted staff to discuss project. Independent cost estimated being calculated.</p>	
Explore TOD Partnerships	<ul style="list-style-type: none"> <li>• Continuing education with Chambers, Planning Commissions, and City Councils on benefits and opportunities of TOD development</li> <li>• Explore TOD partnerships near BART to Livermore Isabel station</li> <li>• Explore TOD partnership near Livermore TC</li> </ul>	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>→ Working with city of Livermore to have Sutter Health Care allocate portion of their property to TOD.</p> <p>→ Discussed TC TOD project with city staff. Mtgs held with TOD experts at BART. <u>Exploring interest with developers. Meeting held with Community Development Director and staff to work in partnership with developers and get onto city's radar.</u></p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
TDM Goals	<ul style="list-style-type: none"> <li>Work with regional partners and Tri-Valley cities to establish clear TDM goals and implementation plans.</li> </ul>	DP	Projects/ Services	Nov 2015	→ No clear goals in city/region. Will work with professional staff of member agencies to try and get policy makers to identify a goal and agency with primary responsibility.	
City of Livermore Ridership Development Study	<ul style="list-style-type: none"> <li>Provide technical assistance and attend public meetings</li> </ul>	Exec Dir	Projects/ Services	Dec 2015	→ Specific Plan being drafted for 1,000+ acres adjacent to BART/Isabel station. First TAC meeting held. Provided input on SWAT analysis from a transit perspective. In partnership with city, an intercept survey being developed.	
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> <li>Develop guidelines for pass</li> <li>Discuss financing of pass program, including student fee and potential ACTC demonstration project</li> <li>Implementation of pass program</li> </ul>	Exec Dir	Projects/ Services	Aug 2015 Aug 2015 TBD	<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. Chabot college vote failed. Strategizing with College Administration and Student Body on how to proceed. Met with Clipper to discuss using card to load Easy Pass.</p> <p>→ Working with college and student government to gain interest.</p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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**Goal:** 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"> <li>• Working with APTA and CTA, contact Senators and key FTA persons to educate for better bus &amp; bus facility program improvements.</li> </ul>	Exec Dir	Finance/ Admin	Ongoing	→ Working with APTA to educate and provide commitment from law makers. President has released Grow America bill. House set release their version. Congress extended the current transportation bill through July 2015.	
Axle Weights Legislation	<ul style="list-style-type: none"> <li>• Working with CTA, contact state legislature and Caltrans officials to educate about axle weight on transit buses.</li> </ul>	Exec Dir	Finance/ Admin	May 2015	→ CTA staff and agency GMs visited with key members of state legislature, Governor's staff and Caltrans administration in May.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Cap n' Trade	<ul style="list-style-type: none"> <li>Working with CTA, contact legislature and Caltrans officials to educate about Cap n' Trade and the importance of funding transit through this evolving program.</li> <li>Participate via CTA in helping to shape implementing legislation for the discretionary portion of program.</li> </ul>	Exec Dir	Finance/ Admin		<p>Ongoing → CTA staff and agency GMs visited with key members of state legislature and Governor's staff in May.</p> <p>Ongoing → Request made to CTA to be a part of committee involved with Cap n' Trade policy creation.</p>	
<i>Stand Up 4 Transportation Event on April 9th</i>	<ul style="list-style-type: none"> <li>Work with MPO, regional transit agencies and member agencies to identify a media event for Stand 4 Transportation Day.</li> </ul>	DP	Finance/ Admin	Apr 2015	→ Event held. Was a success with media attention.	X
Queue Jump Repair and Expansion	<ul style="list-style-type: none"> <li>Repair Dublin and Livermore queue jumps</li> <li>Monitor effectiveness and plan with member agencies for expansion of queue jumps.</li> </ul>	Exec Dir	Projects/ Services	<p>Mar 2015</p> <p>Jun 2015</p>	<p>→ Both queue jumps repaired</p> <p>→ Staff 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.</p>	X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Adaptive Signalization Project on Dublin Blvd	<ul style="list-style-type: none"> <li>Seek RM2 resources to fully fund project</li> <li>Work closely with Dublin staff to design project that benefits both auto and LAVTA customers.</li> </ul>	PD	Projects/ Services	Jun 2015 Dec 2015	→ Project has funding, but is currently \$2 million short for full stretch of 27 intersections. LAVTA is searching for additional funding and for queue jumps to be constructed with project. MTC looking at RM2 funds for this project.	

**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

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
FTA Triennial Review	<u>Summary of Findings:</u> <ul style="list-style-type: none"> <li>Submit plan for closing out inactive grants.</li> <li>Submit revised facility/equipment maintenance program.</li> <li>Submit procedures for monitoring ADA equipment.</li> <li>Submit procedures for eligibility appeals process</li> <li>Updated procurement process to include independent cost estimates.</li> <li>Submit procedures to ensure search of System of award Management.</li> <li>Submit DBE action plan for 2013.</li> <li>Work with MTC to submit a revised public participation plan.</li> <li>Submit procedures for completing required reports regarding charter reporting issues.</li> </ul>	DA	Finance/ Admin	Jul 2015	→ Triennial review performed. Staff working to fix minor findings. <u>8 of the 9 completed. Awaiting the next procurement process to complete the 9<sup>th</sup>. Expect board to review and discuss in July.</u>	X X X X X X X X X

<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"> <li>Negotiate price of software with Trapeze.</li> <li>Install software and train personnel</li> </ul>	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. Negotiations completed and software installed.	X X
Performance Metrics Improvement	<ul style="list-style-type: none"> <li>Staff setting up aggressive monitoring of key performance metrics. Focus on actions to improve on time performance (OTP).</li> <li>Work with MTC and ACTC to set up appropriate performance metrics for evaluation of public transit in region.</li> </ul>	DA	Projects/ Services	Jun 2016  Dec 2015	→ Task force set up and meeting weekly. <u>Working with Trapeze on Viewpoint software. Changes made to 4 routes to improve OTP.</u>  → Staff participating in studies with ACTC/ MTC to ensure appropriate metrics are used to evaluate public transit.	
<p><b>Goal: Financial Management</b></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> <li><b>1. Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions</b></li> <li>2. Explore and develop revenue generating opportunities</li> <li>3. Maintain fiscally responsible long range capital and operating plans</li> </ol>						
<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"> <li>Establish position from current grant/finance specialist position.</li> </ul>	Exec Dir	Finance/ Admin	Apr 2015	→ Board approved changes. Angela Swanson hired. Start date July 1 <sup>st</sup> .	

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Leasing Opportunities at Atlantis	<ul style="list-style-type: none"> <li>Conduct outreach to private and non-profit organizations.</li> <li>Work with agency attorney to bring good offers to the Board for consideration.</li> </ul>	Exec Dir	Finance/ Admin	Aug 2015	→ LAVTA and Google staff working on final pricing and lease agreement.	
Update the 10-year Operating & Capital Plans	<ul style="list-style-type: none"> <li>Update for FY2016 budget and for COA/STRP/LRTP process.</li> </ul>	DA	Finance/ Admin	May 2015	→ Provided to committees and board in April/May. 10-year plan to next be updated with Business as Usual scenario in Short Range Plan in 2016.	X
<i>Other:</i>						
Security Camera Project at Rutan Facility and Livermore Transit Center	<ul style="list-style-type: none"> <li>Received grant to install security cameras. Evaluate locations and systems for priority of installation.</li> </ul>	DA	Projects/ Services	May 2015	→ Camera installation completed. Cameras installed at new locations at Rutan/TC. Also, older cameras replaced with hi-def cameras.	X
Bus Shelter Rehab Project	<ul style="list-style-type: none"> <li>Dozens of Rapid bus shelters are in need of glass replacement due to years of use and vandalism.</li> <li>Dozens of bus shelters throughout the system have reached their life expectancy and are in need of rehabilitation, including power coat paint jobs.</li> </ul>	DA	Projects/ Services	Apr 2015  Mar 2016	<p>→ More than 50 panels of glass on order for repairs. Project completed. <u>New project with bench rehab and several additional glass panels and decals identified. Glass and striping to be completed by July 30<sup>th</sup>. 43 benches to be rehabbed by end of 2015.</u></p> <p>→Focusing on Livermore first. Funding identified to rehab half the Livermore shelters.</p>	X

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
<u>Bus Shelters for Routes 501, 502, and 503 in City of Dublin</u>	<ul style="list-style-type: none"> <li>• <u>Plan financing mechanism for purchase and installation of bus shelters in residential areas, to include ADA upgrades.</u></li> <li>• <u>Construct improvement and install shelters.</u></li> </ul>	Exec Dir	Projects/ Services	Dec 2015  Jun 2016	→ Meeting held with Dublin School District to look at how many bus shelters might be needed and to discuss potential funding sources. Meeting being scheduled with City of Dublin to discuss.	
Bus Stop Master Plan	<ul style="list-style-type: none"> <li>• Develop scope of work, to include optimal spacing of bus stops, appropriate tier of amenities, and needed infrastructure (curb, gutter, sidewalk, curb ramp, etc.)</li> <li>• Secure funding, bid project(s) and monitor through permitting and completion</li> </ul>	DA	Projects/ Services	Feb 2016  Ongoing	→ Future project. To be planned and implemented when COA/Short/Long Range Planning efforts are completed.	
Kiosk Rehab Project at Livermore Transit Center	<ul style="list-style-type: none"> <li>• Design repairs</li> <li>• Get quotes for repairs and complete project</li> </ul>	DA	Projects/ Services	TBD	→ 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. Project being suspended briefly pending location for Historic Train Depot.	

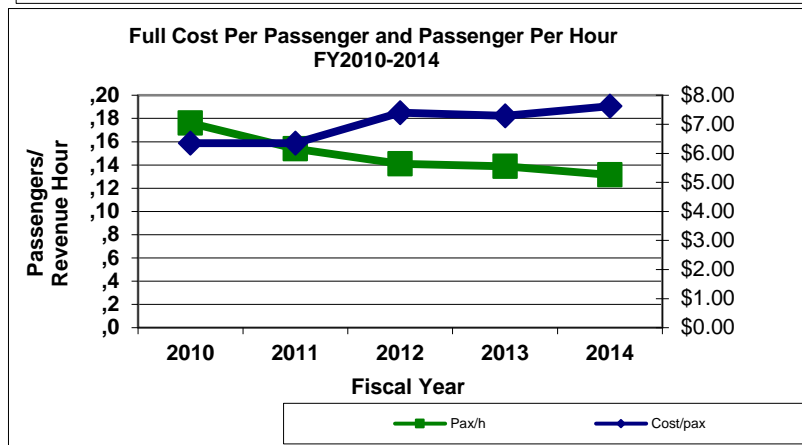
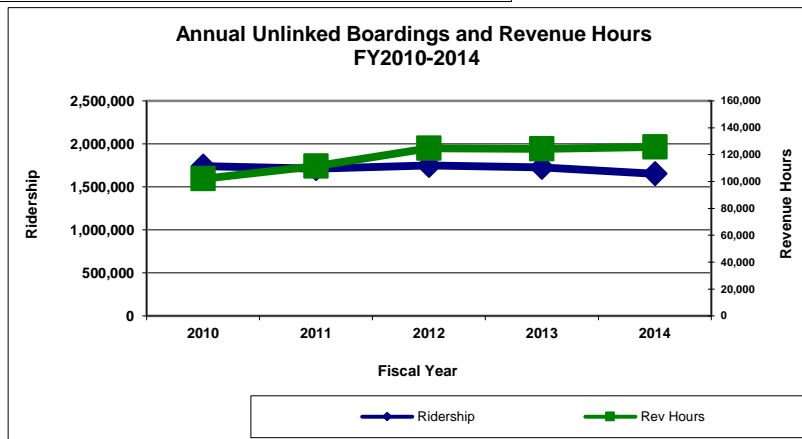
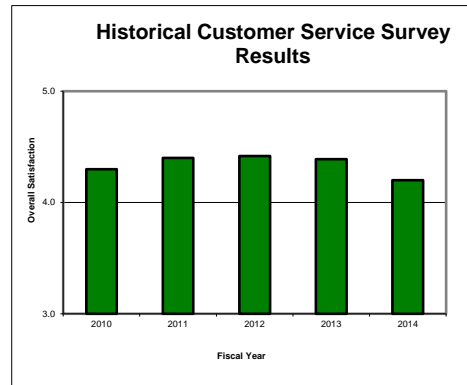
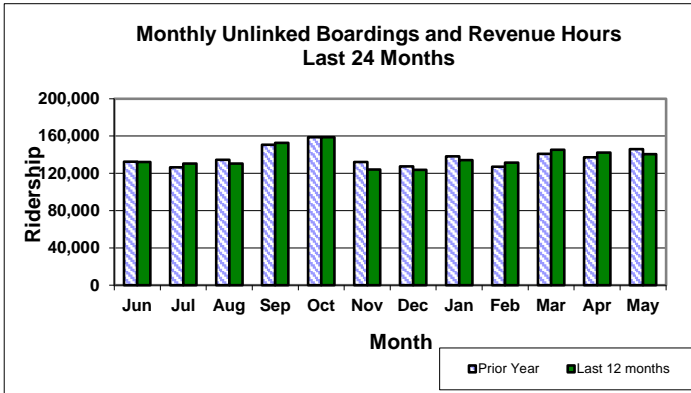


Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> <li>Meet with City staff to review the project</li> <li>Coordinate and ensure that needed utilities for future electric buses, etc. are part of project if possible.</li> </ul>	DA	Projects/ Services	Dec 2015	→LAVTA has been meeting regularly with City staff. Environmental work nearing completion. Final location for facility being discussed. <u>Evaluating pros and cons of placing building on passenger island. Key issues are transfer of federal interest in current buildings that would be demolished and title of property and future maintenance costs.</u>	
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> <li>Board to approve “piggy back” of 20 Gillig replacement buses.</li> <li>Purchase order and notice to proceed to Gillig</li> <li>Buses scheduled for delivery</li> </ul>	DA	Projects/ Services	Aug 2014 Nov 2014 Jun 2016	→ Approval granted in mid-2014. → Purchase order and notice to proceed provided to Gillig. →LAVTA awaiting conference scheduled for July 2015 to finalize options and build specifications. Buses scheduled for delivery in June 2016.	
Atlantis Phases I, II	<ul style="list-style-type: none"> <li>Phases I and II completed with exception of \$125,000 in miscellaneous projects (funded). Evaluate project list.</li> <li>Select vendors and perform construction. Close grant</li> </ul>	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. Vault for offloading and storage of fares identified and quotes being secured.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Atlantis Phases III, IV, V, VI	<ul style="list-style-type: none"> <li>• Conduct review of current Atlantis project and cost estimates. Confirm space requirements and location with COA/SRTP/LRTP planning efforts</li> <li>• Work with local, regional, state and federal entities to procure funding for Atlantis.</li> </ul>	Exec Dir	Projects/ Services	<p>Jun 2016</p> <p>Ongoing</p>	<p>→ Staff review finds latest space requirements correct for Atlantis. Will confirm the spacing requirements, etc. through near future planning process.</p> <p>→ ACTC and MTC have both had briefings on Atlantis and the need for a larger facility if future includes growth of agency. Phase III submitted as RM2 call for projects. Project is high priority for ACTC. Staff awaiting response from MTC.</p>	
Rapid Projects	<ul style="list-style-type: none"> <li>• Identify remaining projects to fix productivity issues on Rapid.</li> </ul>	Exec Dir	Projects/ Services	Feb 2016	<p>→ 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.</p>	

## Monthly Summary Statistics for Wheels May 2015

FIXED ROUTE						
	May 2015			% change from one year ago		
Total Ridership FY 2015 To Date	1,514,443			-0.4%		
Total Ridership For Month	140,579			-3.8%		
Fully Allocated Cost per Passenger	\$7.28			-0.2%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	6,032	2,225	1,471	-0.1%	-2.4%	-6.2%
Passengers Per Hour	13.6	11.9	12.9	-1.4%	-2.5%	-5.0%
	May 2015			% change from last month		
On Time Performance	79.4%			-2.7%		



# Monthly Summary Statistics for Wheels

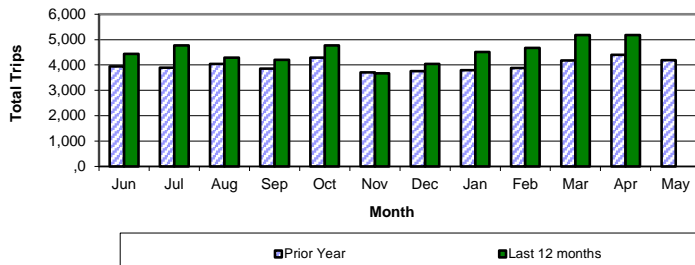
May 2015

## PARATRANSIT

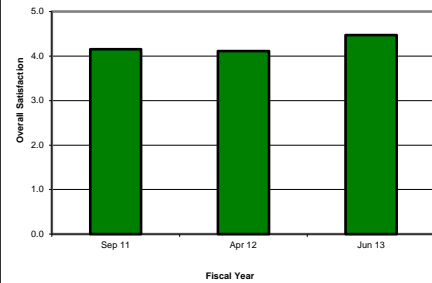
General Statistics	May 2015	% Change from last year	Year to Date
Total Monthly Passengers	4,978	18.7%	49,912
Average Passengers Per Hour	3.30	13.4%	
On Time Performance	97.8%	14.3%	
Fully Allocated Cost per Trip	\$31.87	0.0%	
Number of Paratransit Applications	29	-6.5%	289
Calls Answered in <1 Minute	80.80%	16.1%	

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

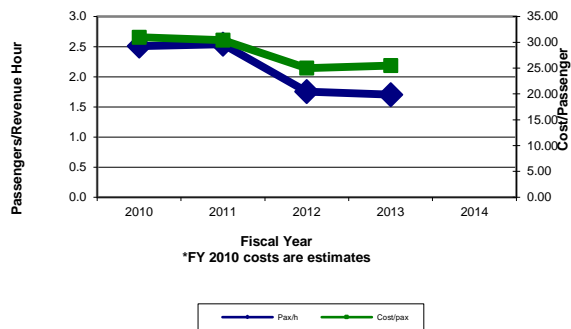
Paratransit Monthly Unlinked Boardings, Last 24 Months



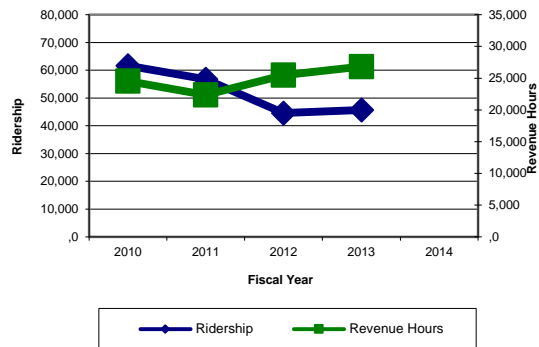
Historical Customer Service Survey Results



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



Paratransit Annual Unlinked Boardings and Revenue Hours FY2010-2014



**Monthly Summary Statistics for Wheels**  
**May 2015**

SAFETY							
ACCIDENT DATA	May 2015				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route		Paratransit
<b>Total</b>	<b>2</b>		<b>1</b>		<b>27</b>		<b>5</b>
<b>Preventable</b>	<b>2</b>		<b>0</b>		<b>20</b>		<b>3</b>
<b>Non-Preventable</b>	<b>0</b>		<b>1</b>		<b>7</b>		<b>2</b>
<b>Physical Damage</b>							
<b>Major</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Minor</b>	<b>2</b>		<b>1</b>		<b>27</b>		<b>5</b>
<b>Bodily Injury</b>							
<b>Yes</b>	<b>1</b>		<b>1</b>		<b>7</b>		<b>2</b>
<b>No</b>	<b>1</b>		<b>0</b>		<b>20</b>		<b>3</b>

MONTHLY CLAIMS ACTIVITY	Totals
<b>Amount Paid</b>	
<b>This Month</b>	<b>\$2,502.28</b>
<b>To Date This Fiscal Year</b>	<b>\$55,524.80</b>
<b>Budget</b>	<b>\$100,000.00</b>
<b>% Expended</b>	<b>56%</b>

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	May 2015	Year To Date
Praise	0	4
Bus Stop	3	57
Incident	0	7
Trip Planning	3	14
Fares/Tickets/Passes	3	14
Route/Schedule Planning	3	78
Marketing/Website	3	19
ADA	0	4
<b>TOTAL</b>	<b>15</b>	<b>197</b>

CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	0	0	0	22	0	0	0	4
Safety	0	4	2	14	0	1	0	0
Driver/Dispatch Courtesy	2	6	1	16	0	0	0	0
Early	0	0	0	5	0	0	0	0
Late	2	1	1	41	0	0	0	9
No Show	1	0	0	8	0	0	0	1
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	0	0	0	4	0	0	0	6
Maintenance	0	0	2	0	0	0	0	0
Bypass	0	2	0	9	0	0	0	0
<b>TOTAL</b>	<b>5</b>	<b>13</b>	<b>6</b>	<b>97</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>16</b>
<b>Valid Complaints</b>								
Per 10,000 riders	<b>0.36</b>				<b>0.00</b>			
Per 1,000 riders								

**LAVTA COMMITTEE ITEMS - JUNE - SEPTEMBER 2015**

**Finance & Administration Committee**

<b>June</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - 5307 and 5309	X	
Clipper Fare Approval	X	
FTA Triennial Review		X

<b>July</b>	Action	Info
Minutes	X	
Treasurer's Report	X	
*Typically July committee meetings are cancelled		

<b>August</b>	Action	Info
Minutes	X	
Treasurer's Report	X	
Quarterly Budget & Grants Update		X
5304, 5310, 5316, & Sec 5317 Agreements	X	
10 Year Projections		X

<b>September</b>	Action	Info
Minutes	X	
Treasurer's Report	X	

# LAVTA COMMITTEE ITEMS - JUNE - SEPTEMBER 2015

## Projects & Services Committee

<b>June</b>	Action	Info
Minutes	X	
DAR Policy Modification	X	
DAR Ridership Increase Analysis		X
Interim Schedule Adjustments to Improve OTP		X
COA Update		X

<b>July</b>	Action	Info
Minutes	X	
*Typically July committee meetings are cancelled		

<b>August</b>	Action	Info
Minutes	X	
Fixed Route Passenger Survey		X
Dial A Ride Passenger Survey		X

<b>September</b>	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, June 23, 2015  
**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore  
**TIME:** 4:00 p.m.

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**MINUTES**

**1. Call to Order**

Committee Vice Chair Jerry Pentin called the meeting to order at 4:02pm.

**Members Present**

Don Biddle, Councilmember, City of Dublin  
Jerry Pentin, Councilmember, City of Pleasanton  
Lauren Turner – Vice Mayor, City of Livermore (arrived at 4:30pm)

**2. Meeting Open to Public**

No comments.

**3. Minutes of the May 26, 2015 Meeting of the F&A Committee**

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

**4. Treasurer's reports for May 2015**

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

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

**5. Resolutions Authorizing the Filing of Applications for Federal Funds for Fiscal Year 2016, 2017, and 2018 to the Metropolitan Transportation Commission**

The Finance & Administration Committee recommend forwarding to the Board for approval “a resolution authorizing the filing of an application for FTA Formula Program and Surface transportation programs funding by the Livermore Amador Valley Transit Authority (LAVTA) for Capital and Operating funds for fiscal years 2016, 2017, and 2018 and committing the necessary local match for the projects and stating the assurance of LAVTA to complete the project”. Resolution 25-2015.

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

**6. 2015 FTA Triennial Review**

The Finance & Administration Committee recommend submitting the attached 2015 FTA Triennial report to the Board for review. Staff will bring to the Board the final response from the FTA. This item will be added to the next Board of Directors Regular Agenda.

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

**7. Clipper® Fares**

The Finance & Administration Committee recommend submitting the attached Title VI Impact Analysis for adding a fare media of a Day Pass Accumulator with the implementation of the Clipper Card to the Board. This item will be added to the next Board of Directors Regular Agenda.

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

**8. Preview of Upcoming F&A Committee Agenda Items**

**9. Matters Initiated by Committee Members**

A motion was made to cancel the committee meeting on July 28, 2015.

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

**10. Next Meeting Date is Scheduled for: August 25, 2015**

**11. Adjourn**

Meeting adjourned at 4:34pm.

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**

**SCOTT HAGGERTY**

**DAVID HAUBERT - VICE CHAIR**

**STEVEN SPEDOWFSKI**

**DATE:** Monday, June 22, 2015

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

**TIME:** 4:00p.m.

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**MINUTES**

**1. Call to Order**

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

**Members Present**

Karla Brown, Vice Mayor, City of Pleasanton

Don Biddle, Councilmember, City of Dublin

Scott Haggerty, Supervisor, Alameda County

Steven Spedowski, Councilmember, City of Livermore

**Members Absent**

David Haubert, Mayor, City of Dublin

**2. Meeting Open to Public**

No comments.

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

Approved: Haggerty/Biddle

Aye: Biddle, Brown, Haggerty, Spedowski

No: None

Abstain: None

**4. LAVTA Procedures/Policies for USDOT Reasonable Modifications Rule**

Staff provided information on the LAVTA Procedures/Policies for USDOT Reasonable Modifications Rule. Discussed was the USDOT ruling. On March 13, 2015, the U.S. Department of Transportation issued a ruling that goes into effect on July, 13, 2015. The ruling is intended to clarify that public transit providers, such as LAVTA must make reasonable modifications in their policies, practices and procedures when necessary, to avoid discrimination on the basis of disability. Unless the transit agency can demonstrate that making the recommended alteration would fundamentally alter the nature of our service, program or activity, or result in an administrative burden. This ruling will apply to both the fixed route service and Dial-a-Ride. A procedure has been developed for how we deal with such requests. Review the staff report for further information.

A motion was made to endorse and forward to the Board of Directors for approval.

Approved: Biddle, Spedowski

Aye: Biddle, Brown, Haggerty, Spedowski

No: None

Abstain: None

#### **5. ADA Paratransit Ridership Increase Analysis**

Staff provided an update on the ADA Paratransit ridership increase. According to recent ridership reports, it was noted that paratransit had gone up 24% as compared to the previous year for the same time period. It was determined that the ridership increase is mainly due to the Livermore Go Group program, as well as the Futures Explored, Inc., also in Livermore. This has shown a 140% increase in rides within a five month period over the previous year. Clients of Futures Explored, Inc. are developmentally disabled and qualify for the ADA Paratransit service. The possibility of creating a fixed paratransit route was discussed. This ridership increase calculates out to about \$80K per year in public subsidies, which is an increase that was not anticipated, and is not in the FY2016 budget. It was noted that a facility in Pleasanton for developmentally handicapped adults was approved. This facility indicated that they have their own means of transportation.

This item was informational only.

#### **6. Interim Schedule Adjustments to Improve OTP**

Staff provided an update on the plan to improve OTP. An Ad-Hoc Task Force has been created and has met with operations to discuss the routes with the biggest OTP problems. The second initiative of the Task Force is to determine the causes for poor OTP. It is expected that issues such as variability of traffic is a large factor, however there may also be operational problems, such as additional training for operators. The Task Force will investigate and determine the best solution to improve OTP. In some cases, the solution will be schedule adjustments. For instance, changes on a trip by trip basis or by time of day, which has been done for the larger routes in the past.

The team has looked at routes 3, 12, 15 & 54. The team has already made route

adjustments on Route 3, improving OTP.

With Route 70, the issue is multi-layered. Adjusting the schedule may be part of the solution, “loosening the belt”. With the COA coming up, a circulation change will be made in the early Fall at the Contra Costa end, and then review will be done to determine next steps.

Mr. Haggerty voiced his concern about running LAVTA busses all the way up Interstate 680 to Pleasant Hill. This concern will be discussed by the Board in the upcoming workshop associated with the Comprehensive Operational Analysis.

This item was informational only.

## **7. Update on Comprehensive Operational Analysis and Short/Long Range Planning Efforts**

Staff highlighted recent activity with the agency’s Comprehensive Operational Analysis. LAVTA was on the front page of the Independent newspaper regarding the Operational Study. The Wheels Forward website is now live, and is available directly, or through the Wheels Bus website. Two new committees will begin meeting next month. The Stakeholder Committee, comprised of opinion leaders, business leaders, and others in the community, including school districts. The Technical Advisory Committee, comprised of the City’s Planning Agencies, the County Connection, BART and ACE. This committee will consult in areas of land use, process and connection with multi-modal transportation.

It was suggested the Livermore Outlet’s be added to the Outreach List.

This item was informational only.

## **8. Preview of Upcoming P&S Committee Agenda Items**

### **9. Matters Initiated by Committee Members**

Scott Haggerty requested an update on Google potentially utilizing the LAVTA Atlantis facility for parking.

Karla Brown – Ron McNichol, a reporter at the Independent newspaper has re-awakened the idea of a Park ‘n Ride with BART and Wheels. The parking lot at the BART station is so full, parking is overflowing into the Stoneridge Shopping Center, at the West Las Positas shopping area. Fewer people are riding BART due to parking issues. Is there a Park ‘n Ride that Wheels can pick up and shuttle riders to the BART station?

### **10. Next Meeting Scheduled for July 27, 2015 - CANCELLED**

### **11. Adjourn**

Meeting adjourned 4:50pm.