

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

BOARD OF DIRECTORS MEETING

DATE: July 7, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

AGENDA

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

4. Wheels Accessible Advisory Committee Report

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows :

- A. Minutes of the June 2, 2014 Board of Directors meeting.**
- B. Treasurer's Report for the month of May 2014**

Recommendation: The Finance and Administration Committee recommends approval of the May 2014 Treasurer's Report.

C. 5311 Authorizing Resolution

Recommendation: The Finance and Administration Committee recommend the Board of Directors approve the attached Resolution authorizing Staff to submit requests for FTA (Federal Transit Administration) Section 5311 Funding to the California Department of Transportation/CalTrans. Resolution 17-2014.

D. PTMISEA Authorizing Resolution

Recommendation: The Finance and Administration Committee recommend the Board of Directors approve the attached Resolution authorizing application for PTMISEA funds. Resolution 18-2014.

E. Cancel Regularly Scheduled Board of Directors Meeting for August 2014

Recommendation: Cancel the August 2014 meeting of the Board of Directors and the associated Committee meetings in late July 2014.

F. Establishing Standing Committees and Memberships

Recommendation: Chair Haggerty recommends that the Board approve Resolution 20-2014, establishing new standing committees, memberships, and officers.

6. Follow-up on Ross Stores Request for Service

Recommendation: None – information only.

7. Intelligent Transportation Systems Update

Recommendation: None – information only.

8. MTM update

Recommendation: None – information only.

9. Rapid Ridership Plan

Recommendation: None – information only.

10. Approve Change in the Professional Services Agreement with Kathleen Kelly Consulting

Recommendation: Staff recommends that the Board approve the contract with Kathleen Kelly Consulting for a sum not to exceed \$60,000. Resolution 21-2014.

11. LAVTA Annual Organizational Review

Recommendation: The Finance and Administration Committee recommends the Board of Directors approve the attached organization chart and the resolution changing the rates of salary bands for LAVTA employees. Resolution 19-2014.

12. Matters Initiated by the Board of Directors

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

13. Executive Directors Report

14. Next Meeting Date is Scheduled for: August 4, 2014

15. 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

7/2/14

LAVTA, Administrative Assistant

Date

On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:

*Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Fax: 925.443.1375
Email: frontdesk@lavta.org*

AGENDA

ITEM 5 A



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

BOARD OF DIRECTORS MEETING

DATE: June 2, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00 pm

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Jerry Thorne at 4:00 pm.

2. Roll Call of Members

Members present

Karla Brown – Councilmember, City of Pleasanton
Bob Woerner – Vice Mayor, City of Livermore
Dawn Argula – Chief of Staff, County of Alameda
Don Biddle – Vice Mayor, City of Dublin
Jerry Thorne – Mayor, City of Pleasanton

Members absent

Laureen Turner – Councilmember, City of Livermore
Tim Sbranti – Mayor, City of Dublin
Scott Haggerty – Supervisor, County of Alameda

3. Meeting Open to Public

Herb Hastings said some new fixed route drivers are not accepting bus transfers when the transfers are within the valid two hour time frame. He said he has entered the complaint on LAVTA's website. Staff will look into this matter to see if additional training for the drivers is needed.

Scott Baines, Senior IT Manager for the Ross Stores corporate office in Dublin, came to ask the Board for help with providing more public transportation options to the Ross employees. There are 25 employees that have come to him asking for his help with getting better service to this location. Their employees had plenty of public transportation options in Pleasanton before relocating their campus to Dublin. Many of their employees come in on the Route 1 via 70X. He said the morning Route 1 works but in the afternoon the employees are struggling to find something that works. He also said the employees sometimes walk along a road that he was told isn't safe, as it is along an open field. He said he has worked through all of the proper channels and is asking the Board for help. The Board will revisit this under Matters Initiated later in the meeting.

4. Wheels Accessible Advisory Committee Report

Carmen Rivera-Hendrickson gave her report on the May 7, 2014 Wheels Accessible Advisory Committee (WAAC) Special meeting. Discussed at this meeting were operation issues with the new Dial A Ride (DAR) contractor, the new scheduling software for DAR, the status of updates on the ADA bus stops in Pleasanton and Dublin, issues of transfers not being accepted on fixed route, and consumers of DAR feeling unwanted on fixed route buses.

Staff will follow up on the issue of transfers not being accepted and drivers not wanting DAR passengers on fixed route buses at a scheduled June 6, 2014 Fixed Route Task Force meeting.

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows :

A. Minutes of the May 5, 2014 Board of Directors meeting.

B. Treasurer's Report for the month of April 2014

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

The Board of Directors adopted Resolution 13-2014 reauthorizing investment of LAVTA monies in LAIF.

D. Ratify X-IO SAN Storage Solution Purchase

The LAVTA Board of Directors ratified the purchase of the X-IO SAN solution for \$103,830.09. Resolution 15-2014.

E. TVTC SEP Update Request

The Board of Directors approved the letter to the City of Dublin and the project description.

Approved: Biddle/Brown

Aye votes: Don Biddle, Bob Woerner, Karla Brown, Dawn Argula, Jerry Thorne

Not Present for vote: Tim Sbranti, Laureen Turner, Scott Haggerty

6. WAAC Appointments for FY15

The Board of Directors considered Resolution 16-2014, ratifying the appointments to the Wheels Accessible Advisory Committee as follows:

Connie Mack – City of Dublin, Member

Claire Iglesias – City of Pleasanton, Alternate Member

Russ Riley – City of Livermore, Member

Nancy Barr – City of Livermore, Alternate Member

Herb Hastings – County, Member

Pam Deaton – Social Services Representative, Member

Jennifer Cullen – Social Services Representative, Member

Amy Mauldin – Social Services Representative, Member

Approved: Brown/Biddle

Aye votes: Don Biddle, Bob Woerner, Karla Brown, Dawn Argula, Jerry Thorne

Not Present for vote: Tim Sbranti, Laureen Turner, Scott Haggerty

7. Fiscal Year 2015 Wheels Marketing Work Plan

The Board asked staff to carry out a more direct approach with outreach to corporations and to make the importance of bringing up ridership on the Rapid a priority. Bob Woerner asked if there was a way of measuring the effectiveness of the marketing efforts to know which are most successful. The Board approved the FY 2015 Wheels Marketing Work Plan.

Approved: Biddle/Woerner

Aye votes: Don Biddle, Bob Woerner, Karla Brown, Dawn Argula, Jerry Thorne

Not Present for vote: Tim Sbranti, Laureen Turner, Scott Haggerty

8. 10 Year Operating Revenue Review

In response to a request from Bob Woerner for information showing the revenue trends of the past 10 years, staff compiled information showing has fluctuated over the past 10 years. The graph shows funds LAVTA received for Competitive Grants (grants requiring special conditions be met), Operating Revenues (fares, special contract revenue, advertising, interest, and bus lease revenues), and Formula funds (programmed funds on an annual basis). Also shown in the graph is the Capital and Operating Reserves. Bob Woerner asked for a multiyear projection and to keep correcting with each budget cycle. This item was for information only.

9. LAVTA's Capital and Operating Budget for FY 2015

The Board approved the Operating and Capital Budget for FY 2015. Resolution 14-2014.

Approved: Biddle/Woerner

Aye votes: Don Biddle, Bob Woerner, Karla Brown, Dawn Argula, Jerry Thorne

Not Present for vote: Tim Sbranti, Laureen Turner, Scott Haggerty

10. Election of LAVTA Chair and Vice Chair

The Board nominated and elected Chair and Vice Chair for FY15 in accordance with the agency's bylaws.

Jerry Thorne moved to elect Scott Haggerty Chair of LAVTA Board for FY15 and Don Biddle seconded the motion.

Jerry Thorne moved to elect Don Biddle Vice Chair of LAVTA Board for FY15 and Bob Woerner seconded the motion.

Staff will work with Chair Haggerty to develop a resolution for the July meeting reflecting assignments and officers for the committees.

Chair

Approved: Thorne/Biddle

Aye votes: Don Biddle, Bob Woerner, Karla Brown, Dawn Argula, Jerry Thorne
Not Present for vote: Tim Sbranti, Laureen Turner, Scott Haggerty

Vice Chair

Approved: Thorne/Woerner

Aye votes: Don Biddle, Bob Woerner, Karla Brown, Dawn Argula, Jerry Thorne

Not Present for vote: Tim Sbranti, Laureen Turner, Scott Haggerty

11. Matters Initiated by the Board of Directors

The Board asked staff to work with Scott Baines of Ross Stores to help with their service needs. Staff has been communicating with Scott Baines on this matter. Any service changes would take effect with the winter service changes scheduled for February 2015. Bob Woerner requested staff to creatively look at what can be done prior to the winter service change. Staff noted that a portion of the Comprehensive Operational Analysis (COA) will reach out to employers as a part of the study to identify where service to businesses is lacking. Don Biddle will follow up with the City of Dublin on the safety concern mentioned during Public Comment.

12. Executive Directors Report

Interim Executive Director Kathleen Kelly highlighted upcoming major items that will be brought to Committees and Board in the months of June and August. She also provided an update on the MTC Transit Performance Initiative Joint Grant Application – Dublin Blvd. Staff provided an update on the Paratransit contract transition, with staff noting that the transition has not gone as smoothly as expected. The On-Time performance with the new contractor has suffered. Bob Woerner asked that the staff compare the previous model and the current pick up window times to see which is acceptable. Karla Brown asked staff to check the meeting minutes of when the change to the on time pick up window was adjusted and bring it back to the Projects and Services committee for discussion. Medical Transportation Management told staff they will hire two dispatchers that will work out of the Livermore office. Staff recommends that future procurements require that service providers for Paratransit service have a local presence for their dispatch. The additional cost of MTM's staffing change is included in the current contract. Staff is finalizing details of changes for the August service change and it is on schedule to take effect August 23, 2014.

The Rideo will be parked at the Fair for the duration of the Fair. The Fair has generously offered to provide free advertising encouraging the public to take Route 8 to the Fair. There will be a two for one promotion for the Fair, providing a voucher that will give riders two entries to the Fair for the price of one.

13. Next Meeting Date is Scheduled for: July 7, 2014

14. Adjournment

Meeting adjourned at 4:50 pm.

AGENDA

ITEM 7 B



S T A F F R E P O R T

SUBJECT: Treasurer's Report for May 2014
 FROM: Tamara Edwards, Finance and Grants Manager
 DATE: July 7, 2014

Action Requested

Review the LAVTA Treasurer's Report for May 2014

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 May1, 2014	\$4,161,146.87
Payments made	\$1,580,031.01
Deposits made	\$812,415.12
Ending balance May 31, 2014	\$3,393,530.98

Farebox account activity (106):

Beginning balance May1, 2014	\$40,453.54
Deposits made	\$79,162.07
Ending balance May 31, 2014	\$119,615.61

LAIF investment account activity (135):

Beginning balance May1, 2014	\$2,132,376.54
Ending balance May 31, 2014	\$2,133,589.07

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 83.90% overall.

Operating Revenues Summary:

While expenses are at 83.90%, revenues are at 101%, this provides for a healthy cash flow for the agency.

Recommendation

The F&A committee recommends approval of the attached May 2014 Treasurer's Report.

Attachments:

1. May 2014 Treasurer's Report

Approved: _____

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
May 31, 2014**

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	3,393,531
106 CASH - FIXED ROUTE ACCOUNT	119,616
120 ACCOUNTS RECEIVABLE	7,082
135 INVESTMENTS - LAIF	2,133,589
150 PREPAID EXPENSES	201,299
160 OPEB ASSET	132,620
170 INVESTMENTS HELD AT CALTIP	238,337
111 NET PROPERTY COSTS	46,939,880

TOTAL ASSETS **53,166,694**

LIABILITIES:

205 ACCOUNTS PAYABLE	290,959
211 PRE-PAID REVENUE	822,648
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(702)
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	58
22090 WORKERS' COMPENSATION PAYABLE	16,598
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	57,706
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES **1,207,257**

FUND BALANCE:

301 FUND RESERVE	3,229,101
304 GRANTS, DONATIONS, PAID-IN CAPITAL	47,039,483
30401 SALE OF BUSES & EQUIPMENT	0
FUND BALANCE	1,690,852

TOTAL FUND BALANCE **51,959,436**

TOTAL LIABILITIES & FUND BALANCE **53,166,694**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
May 31, 2014**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	138,386	1,389,363	214,531	86.6%
4020000	Business Park Revenues	141,504	13,196	133,544	7,960	94.4%
4020500	Special Contract Fares	200,145	69,279	214,773	(14,628)	107.3%
4020500	Special Contract Fares - Paratransit	28,000	17,876	41,326	(13,326)	147.6%
4010200	Paratransit Passenger Fares	162,225	(16,454)	135,706	26,519	83.7%
4060100	Concessions	38,500	5,520	33,335	5,165	86.6%
4060300	Advertising Revenue	125,000	0	125,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	2,591	(591)	129.5%
4070300	Non transportation revenue	0	0	982	(982)	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	18,111	(18,111)	100.0%
4099100	TDA Article 4.0 - Fixed Route	6,599,084	0	7,501,084	(902,000)	113.7%
4099500	TDA Article 4.0-BART	72,200	0	69,713	2,487	96.6%
4099200	TDA Article 4.5 - Paratransit	110,519	0	91,576	18,943	82.9%
4099600	Bridge Toll- RM2	580,836	145,209	435,627	145,209	75.0%
4110100	STA Funds-Paratransit	72,846	18,211	54,633	18,213	75.0%
4110500	STA Funds- Fixed Route BART	475,777	118,945	475,777	-	100.0%
4110100	STA Funds-pop	910,658	0	8,658	902,000	1.0%
4110100	STA Funds- rev	265,862	0	265,862	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	2,791,602	0	2,791,623	(21)	100.0%
4130000	FTA Section 5307 ADA Paratransit	302,767	0	304,818	(2,051)	100.7%
4130000	FTA 5304	-	0	2,053	(2,053)	#DIV/0!
4130000	FTA JARC and NF	188,000	1,069	85,789	102,211	45.6%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	-	189,262	867,641	(867,641)	#DIV/0!
4640100	Measure B Paratransit Funds-Fixed Route	786,786	68,313	604,662	182,124	76.9%
4640100	Measure B Paratransit Funds-Paratransit	147,543	12,810	113,390	34,153	76.9%
TOTAL REVENUE		15,605,748	781,623	15,767,637	(161,889)	101.0%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
May 31, 2014**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,191,610	\$177,574	\$1,074,064	\$117,546	90.14%
502 00 Personnel Benefits	\$698,899	\$46,167	\$632,860	\$66,039	90.55%
503 00 Professional Services	\$442,954	\$23,293	\$225,076	\$217,878	50.81%
503 05 Non-Vehicle Maintenance	\$479,295	\$31,558	\$392,432	\$86,863	81.88%
503 99 Communications	\$5,000	\$1,094	\$4,088	\$912	81.76%
504 01 Fuel and Lubricants	\$1,669,380	\$118,270	\$1,240,833	\$428,547	74.33%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$118	\$2,382	4.71%
504 99 Office/Operating Supplies	\$37,000	\$2,305	\$14,486	\$22,514	39.15%
504 99 Printing	\$77,500	\$104	\$37,520	\$39,980	48.41%
505 00 Utilities	\$258,550	\$13,281	\$208,878	\$49,672	80.79%
506 00 Insurance	\$542,971	\$6,779	\$326,344	\$216,627	60.10%
507 99 Taxes and Fees	\$152,000	\$10,750	\$126,558	\$25,442	83.26%
508 01 Purchased Transportation Fixed Route	\$8,448,007	\$699,753	\$7,573,666	\$894,341	89.65%
2-508 01 Purchased Transportation Paratransit	\$1,336,100	\$115,524	\$1,106,149	\$229,951	82.79%
509 00 Miscellaneous	\$56,682	\$1,358	\$35,911	\$20,771	63.36%
509 02 Professional Development	\$40,800	\$2,352	\$16,321	\$24,480	40.00%
509 08 Advertising	\$145,000	\$5,110	\$59,820	\$85,180	41.26%
TOTAL	\$15,584,248	\$1,255,272	\$13,075,123	\$2,529,125	83.90%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
May 31, 2014**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090394	TDA (Shop truck)	25,000	0	0	25,000	0.00%
4090594	TDA (office and facility equip)	55,000	0	18,773	36,227	34.13%
4090194	TDA Shop repairs and replacement	40,500	0	0	40,500	0.00%
4091194	TDA Signage	6,250	0	18,742	(12,492)	299.87%
4091494	TDA Rideo Bus	18,000	0	0	18,000	0.00%
	TDA IT Upgrades and Replacements	66,500	0	0	66,500	0.00%
4091794	TDA (Bus shelters and stops)	368,000	0	0	368,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	1,100,000	0	0	1,100,000	0.00%
4112000	PTMISEA Engine replacement	744,000	0	0	744,000	0.00%
4131700	FTA NF Stops and Shelter	50,000	95,422	143,629	(93,629)	287.26%
4130200	FTA 5309 (Facility)	367,000	0	37,601	329,399	10.25%
4130400	FTA (BRT)	5,201	0	46,470	(41,269)	893.48%
4130900	FTA 5307 (Radios)	3,090	0	3,090	0	100.00%
4131400	FHWA (RIDEO)	120,000	0	56,785	63,215	47.32%
4131100	FTA 5307 (Signage)	25,000	0	0	25,000	0.00%
	TOTAL REVENUE	3,093,541	95,422	325,090	2,768,451	10.51%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
 CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
 FOR THE PERIOD ENDING:
 May 31, 2014

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	40,500	8,542	22,459	18,041	55.45%
5550207	New MOA Facility (Satelite Facility)	367,000	52,062	90,178	276,822	24.57%
5550307	Shop Truck	25,000	3,035	3,035	21,965	12.14%
5550407	BRT	-	0	46,470	(46,470)	#DIV/0!
5550507	Office and Facility Equipment	55,000	35,024	55,373	(373)	100.68%
5550907	IT Upgrades and replacement	66,500	0	3,863	62,637	5.81%
555?707	Transit Capital	100,000	0	0	100,000	0.00%
5551107	Bus shelter signs	31,250	0	18,742	12,508	59.98%
5551707	Bus Shelters and Stops	368,000	28	190,959	177,041	51.89%
5552007	Major component rehab	1,844,000	(1,809)	845,552	998,448	45.85%
5551407	Rideo Bus	18,000	453	67,032	(49,032)	372.40%
TOTAL CAPITAL EXPENDITURES		2,915,250	97,335	1,343,663	1,571,587	46.09%
FUND BALANCE (CAPITAL)		178291.00	(1,913)	(1,018,573)		
FUND BALANCE (CAPTIAL & OPERATING)		178,291.00	(474,228)	1,690,855		

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

www.treasurer.ca.gov/pmia-laif
June 06, 2014

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 2014 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,134,380.61
Total Withdrawal:	0.00	Ending Balance:	2,134,380.61

REPORT.: Jun 03 14 Tuesday
 RUN...: Jun 03 14 Time: 08:00
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 05-14 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
H4421	05/05/14	WHI06	LINDA WHITE	163.49	.00	163.49	MAY2014TCH	MAY 2014 TC COFFEE BREWER
H4422	05/06/14	VER01	VERIZON WIRELESS	190.33	.00	190.33	972400868H	9724008682 AGENCY CELL PH
H4423	05/09/14	CAL04	CALIFORNIA WATER SERVICE	198.23	.00	198.23	909042214H	909042214 #90986555555 MO
H4424	05/09/14	CAL04	CALIFORNIA WATER SERVICE	57.56	.00	57.56	575050114H	575050114 #57555555555 CON
H4425	05/09/14	CAL04	CALIFORNIA WATER SERVICE	256.73	.00	256.73	461050214H	461050214 #46165555555 TC I
H4426	05/09/14	CAL04	CALIFORNIA WATER SERVICE	34.52	.00	34.52	361050214H	361050214 #36165555555 TC
H4427	05/09/14	CAL04	CALIFORNIA WATER SERVICE	43.17	.00	43.17	257050114H	257050114 #25755555555 TC
H4428	05/09/14	CAL04	CALIFORNIA WATER SERVICE	57.56	.00	57.56	475050114H	475050114 #47555555555 MOA
H4429	05/19/14	PAC02	PACIFIC GAS AND ELECTRIC	1065.06	.00	1065.06	606050114H	606050114 #6062256368-6 A
H4430	05/19/14	PAC02	PACIFIC GAS AND ELECTRIC	4985.87	.00	4985.87	580050214H	580050214 #5809326332-3 M
H4431	05/02/14	PAC02	PACIFIC GAS AND ELECTRIC	1331.27	.00	1331.27	900041514H	900041514 #9007202117-4 M
H4432	05/02/14	PAC02	PACIFIC GAS AND ELECTRIC	449.06	.00	449.06	980041514H	980041514 #9800031052-8 T
H4433	05/01/14	PAC02	PACIFIC GAS AND ELECTRIC	135.95	.00	135.95	764041414H	764041414 #7649646868-7 D
H4434	05/09/14	DEL05	ALLIED ADMIN/DELTA DENTAL	2070.78	.00	2070.78	JUNE 2014H	JUNE 2014 DENTAL BENEFITS
H4435	05/02/14	VSP01	VSP	445.70	.00	445.70	MAY 2014H	MAY 2014 VISION INSURANCE
H4436	05/05/14	AME06	AMERICAN FIDELITY ASSURAN	833.35	.00	833.35	FSA052014H	FSA052014 FLEX SPENDING M
H4437	05/05/14	AME06	AMERICAN FIDELITY ASSURAN	323.75	.00	323.75	SUPPL0514H	SUPPL0514 SUPPLEMENTAL IN
H4438	05/07/14	BAN03	BANKCARD CENTER	531.87	.00	531.87	APR 2014H	APR 2014 MASTERCARD CHARG
H4439	05/07/14	USB01	U S BANK	8822.08	.00	8822.08	APR2014H	APRIL 2014 USB VISA CHARG
H4440	05/05/14	PER04	CALPERS RETIREMENT SYSTEM	130.26	.00	130.26	20140501PH	20140501PM - CALPERS 457
H4441	05/02/14	PER01	PERS	6040.27	.00	6040.27	20140502CH	20140502C CALPERS RETIRE
H4442	05/05/14	PER03	CAL PUB EMP RETIRE SYSTM	25363.15	.00	25363.15	MAY 2014H	MAY 2014 HEALTH INSURANCE
H4443	05/02/14	PER04	CALPERS RETIREMENT SYSTEM	939.62	.00	939.62	20140502H	20140502 CALPERS 457 CONT
H4444	05/02/14	PER01	PERS	1122.97	.00	1122.97	20140502NH	20140502N CALPERS RETIRE
H4445	05/02/14	EMP01	EMPLOYMENT DEVEL DEPT	1960.66	.00	1960.66	20140502H	20140502 SIT, SDI 4/11-4/
H4446	05/02/14	DIR02	DIRECT DEPOSIT OF PAYROLL	31969.32	.00	31969.32	20140502H	20140502 P/R DIRECT DEPOS
H4447	05/02/14	EFT01	ELECTRONIC FUND TRANSFERS	6167.87	.00	6167.87	20140502H	20140502 FIT, MEDIC, FICA
H4450	05/02/14	MER01	MERCHANT SERVICES	183.86	.00	183.86	TC0414H	TC0414 BANK CD S/C
H4451	05/02/14	MER01	MERCHANT SERVICES	303.25	.00	303.25	MOA0414H	MOA0414 BANKCD S/C APRIL
H4452	05/09/14	TAX72	JUSTIN HART	200.00	.00	200.00	APR 2014H	APR 2014 PARA-TAXI REIMBU
H4453	05/09/14	TAX86	DEBBIE LOPES	10.20	.00	10.20	4/23/14H	4/23/2014 PARA-TAXI REIMB
H4454	05/09/14	TAX29	TEH YANG	10.20	.00	10.20	4/25/14H	4/25/14 PARA-TAXI REIMBUR
H4455	05/09/14	TAX76	MARY ANN HANDZUS	141.55	.00	141.55	1/1-3/29H	1/1-3/29/2014 PARA-TAXI R
H4457	05/09/14	MVT01	MV TRANSPORTATION, INC.	70514.11	.00	70514.11	52960H	52960 MARCH 2014 FIXED RO
H4458	05/16/14	PER01	PERS	5311.60	.00	5311.60	20140516CH	20140516C CALPERS RETIRE
H4459	05/16/14	PER01	PERS	1122.97	.00	1122.97	20140516NH	20140516N CALPERS RETIRE
H4460	05/16/14	PER04	CALPERS RETIREMENT SYSTEM	55.00	.00	55.00	20140516H	20140516 CALPERS 457 CONT
H4461	05/16/14	DIR02	DIRECT DEPOSIT OF PAYROLL	27688.89	.00	27688.89	20140516H	20140516 DIRECT DEP PAYPE
H4462	05/16/14	EMP01	EMPLOYMENT DEVEL DEPT	6983.95	.00	6983.95	20140516H	20140516 SIT, SDI PAYPER
H4463	05/16/14	EFT01	ELECTRONIC FUND TRANSFERS	23911.27	.00	23911.27	20140516H	20140516 FIT, FICA-MED, F

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H4464	05/23/14	STA13	STAPLES CREDIT PLAN	1581.22	.00	1581.22	APR2014H	APR 2014 OFFICE SUPPLIES
H4466	05/27/14	WEG01	CHRISTY WEGENER	61.00	.00	61.00	PD5/27/14H	PER DIEM 5/27/14 SACTO.,
H4467	05/19/14	KUL01	KADRI KULM	284.00	.00	284.00	PERD5/19H	PER DIEM 5/19/14 SAN DIEG
H4468	05/15/14	MVT01	MV TRANSPORTATION, INC.	313050.00	.00	313050.00	53386H	53386 INSTALL #1 MAY 2014
H4469	05/23/14	SHE05	SHELL	97.75	.00	97.75	APR-MAY14H	APR-MAY 2014 FUEL FOR AGE
H4470	05/23/14	TAX66	HERBERT KUCHINSKY	40.80	.00	40.80	4/12-4/24H	4/12-4/24/2014 PARA-TAXI
H4472	05/23/14	TAX42	ROBERT C MILLER	57.00	.00	57.00	4/7-5/5H	4/7-5/5/2014 PARA-TAXI RE
H4474	05/23/14	TAX53	ROBERTA ISHMAEL	50.58	.00	50.58	3/20-4/6H	3/20-4/6/2014 PARA-TAXI R
H4475	05/23/14	TAX07	ASMA SYEDA	20.00	.00	20.00	5/14/14H	5/14/14 PARA-TAXI REIMBUR
H4476	05/23/14	TAX98	ROHAN NG	200.00	.00	200.00	4/8-4/30H	4/8-4/30/2014 PARA-TAXI R
H4478	05/23/14	TAX96	THOMAS R. LEONARD	156.85	.00	156.85	4/17-5/15H	4/17-5/15/2014 PARA-TAXI
H4480	05/12/14	PAC02	PACIFIC GAS AND ELECTRIC	447.50	.00	447.50	726042314H	726042314 #7264840356-5 B
H4481	05/23/14	WHI06	LINDA WHITE	87.09	.00	87.09	MAY 2014H	MAY 2014 EXPENSE REIMBURS
H4482	05/30/14	MVT01	MV TRANSPORTATION, INC.	313050.00	.00	313050.00	53387H	53387 INSTALL #2 MAY, 201
H4483	05/28/14	CAL04	CALIFORNIA WATER SERVICE	207.65	.00	207.65	909052014H	909052014 #9098655555MOA
H4484	05/28/14	CAL04	CALIFORNIA WATER SERVICE	71.18	.00	71.18	019052014H	019052014 #01986555555 RU
H4485	05/28/14	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399052014H	399052014 #139399-00 ATL
H4486	05/28/14	CIT07	CITY OF LIVERMORE - WATER	72.00	.00	72.00	361052014H	361052014 #139361-00 ATL
H4487	05/28/14	CIT07	CITY OF LIVERMORE - WATER	135.98	.00	135.98	388052014H	388052014 #139388-00 ATLA
H4488	05/28/14	CIT07	CITY OF LIVERMORE - WATER	228.73	.00	228.73	431052014H	431052014 #138431-00 ATLA
H4489	05/28/14	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430052014H	430052014 #138430-01 ATLA
H4490	05/28/14	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432052014H	432052014 #138432-00 ATLA
H4491	05/30/14	BID01	DON BIDDLE	400.00	.00	400.00	MAY 2014H	MAY 2014 BOD STIPEND
H4492	05/30/14	BRO03	KARLA SUE BROWN	200.00	.00	200.00	MAY 2014H	MAY 2014 BOD STIPEND
H4493	05/30/14	HAG01	SCOTT HAGGERTY	300.00	.00	300.00	MAY 2014H	MAY 2014 BOD STIPEND
H4494	05/30/14	THO01	JERRY THORNE	300.00	.00	300.00	MAY 2014H	MAY 2014 BOD STIPEND
H4495	05/30/14	WOE01	ROBERT L. WOERNER	200.00	.00	200.00	MAY 2014H	MAY 2014 BOD STIPEND
H4496	05/30/14	DIR02	DIRECT DEPOSIT OF PAYROLL	27609.54	.00	27609.54	20140530H	20140530 PAYPER 5/9-5/23/
H4497	05/30/14	EFT01	ELECTRONIC FUND TRANSFERS	5032.17	.00	5032.17	20140530H	20140530 FIT, FICA-MEDIC;
H4498	05/30/14	EMP01	EMPLOYMENT DEVEL DEPT	1546.85	.00	1546.85	20140530H	20140530 SIT, SDI PAYPER
H4499	05/30/14	PER01	PERS	4824.29	.00	4824.29	20140530CH	20140530C CALPERS RETIR C
H4500	05/30/14	PER01	PERS	1122.97	.00	1122.97	20140530NH	20140530N CALEPRS RETIRE
H4501	05/29/14	USB01	U S BANK	24339.10	.00	24339.10	MAY2014H	MAY 2014 VISA CHARGES
017724	05/09/14	ATT03	AT&T	889.83	.00	889.83	120796320	1207963207 #171.795.7615.
017725	05/09/14	BAR02	SF BAY AREA RAPID TRA DIS	2227.50	.00	2227.50	20140509	20140509 BART REPLENISH (
017726	05/09/14	CIT06	CITY OF LIVERMORE SEWER	43.64 109.47	.00 .00	43.64 109.47	B-W042214 MOA042214	B-W042214 #138143-00 RUTA MOA042214 #133294-00 MOA
			Check Total.....:	153.11	.00	153.11		
017727	05/09/14	FER02	FERRIS HOIST & REPAIR INC	2107.30	.00	2107.30	8681	8681 P04600 REP WASH BAY
017728	05/09/14	HAN01	HANSON BRIDGETT MARCUS	1378.00	.00	1378.00	1118066	1118066 CONTRACTS LEGAL F

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
017728	05/09/14	HAN01	HANSON BRIDGETT MARCUS	703.50	.00	703.50	1118067	1118067 LABOR & PERSONNEL
				3450.50	.00	3450.50	1118068	1118068 LEGAL - ADMIN FEB
			Check Total.....:	5532.00	.00	5532.00		
017729	05/09/14	HOL02	HOLT OF CALIFORNIA	24081.38	.00	24081.38	W4070501	W4070501 PO4538 CUSHION T
017730	05/09/14	JTH01	J. THAYER COMPANY	124.93	.00	124.93	860579-0	860579-0 SUPPLIES DEL 4/2
017731	05/09/14	KOF01	KOFF & ASSOCIATES	4636.00	.00	4636.00	2092	2092 PO4532 HR CONSULTING
017732	05/09/14	L&D01	L&D PRINTING INC	244.05	.00	244.05	42520	42520 PO4596 HOLOGRAPHIC
017733	05/09/14	LAR02	LARSON ELECTRONICS LLC	7462.52	.00	7462.52	53219	53219 PO4590 LIGHTS & FIX
017734	05/09/14	LIV10	LIVERMORE SANITATION INC	2210.62	.00	2210.62	475368	475368 MOA DUMPSTERS 4/1-
017735	05/09/14	MON02	MONTGOMERY & ASSOCIATES I	850.00	.00	850.00	582875040	5828750401 PO4313 SWPPP M
017736	05/09/14	NOR03	KYLE UMIDON DBA: NO. CALI	1225.68	.00	1225.68	LAVTA	LAVTA PO4567 TRAFFIC ARRO
017737	05/09/14	OFF01	OFFICE DEPOT	102.67	.00	102.67	710311952	710311950001 SUPPLIES DEL
				12.28	.00	12.28	710319572	710319572001 SUPPLIES DEL
				3116.46	.00	3116.46	711208266	711208266001 PO4605 TC OF
				697.58	.00	697.58	711208392	711208392001 PO4605 TC CR
			Check Total.....:	3928.99	.00	3928.99		
017738	05/09/14	PRO03	PROFESSIONAL PLASTICS INC	700.31	.00	700.31	B45229	B45229 PO4593 ACRYLIC SHE
				515.88	.00	515.88	B45511	B4511 PO4607 POLYARB SHEE
			Check Total.....:	1216.19	.00	1216.19		
017739	05/09/14	QUI01	QUILL CORPORATION	100.43	.00	100.43	2460259	2460259 SUPPLIES DEL 04/2
017740	05/09/14	RHT01	R.H. TINNEY, INC.	98.00	.00	98.00	9119S-IN	9119S-IN HVAC MAINT TRANS
				574.00	.00	574.00	9120S-IN	9120S-IN PO4330 HVAC MAIN
				243.00	.00	243.00	9121S-IN	9121S-IN PO4493 HVAC MAIN
			Check Total.....:	915.00	.00	915.00		
017741	05/09/14	RYA01	SCOTT W. COCHRAN	27552.00	.00	27552.00	2141B	2141B PROTECTIVE COATING
017742	05/09/14	SBR01	TIM SBRANTI	100.00	.00	100.00	APR 2014	APR 2014 BOD STIPEND
017743	05/09/14	SHA02	SHAMROCK OFFICE SOLUTIONS	10.85	.00	10.85	174067	174067 PO4298 SHIPPING ON
017744	05/09/14	STA12	THE STANDARD	1487.37	.00	1487.37	MAY 2014	MAY 2014 LIFE, LTD, AD&D
017745	05/09/14	TAX23	CHIAN LING SAW	80.00	.00	80.00	4/7-4/9	4/7-4/9/2014 PARA-TAXI RE
017746	05/09/14	TAX35	ANDREA CHRISTENSEN	30.60	.00	30.60	12/11-13-	12/11/13-4/5/14 PARA-TAXI
017747	05/09/14	TAX60	ANNA FONG	37.40	.00	37.40	2/5-4/14	2/5-4/14/2014 PARA-TAXI R
				46.75	.00	46.75	4/16-4/22	4/16-4/22/2014 PARA-TAXI
			Check Total.....:	84.15	.00	84.15		
017748	05/09/14	TX104	CLAIRE PETOLETTI	77.38	.00	77.38	4/4-4/15	4/4-4/15/2014 PARA-TAXI R
017749	05/12/14	ALA10	ALAMEDA COUNTY CLERK	28.00	.00	28.00	NOC-LIVST	NOC - LIVERMORE ACCESS &
017750	05/23/14	AIM01	CHRISTOPHER WASHINGTON	10832.48	.00	10832.48	73055	73055 BUS STOP MAINTENANC
				10832.48	.00	10832.48	73056	73056 BUS STOP MAINTENANC
			Check Total.....:	21664.96	.00	21664.96		
017751	05/23/14	AVI01	AMADOR VALLEY INDUSTRIES	299.52	.00	299.52	440402	440402 PO4290 DUBLIN CAN
017752	05/23/14	BAY03	BAY AREA NEWS GROUP	428.50	.00	428.50	5136613	55136613 PO4563 LEGAL AD
				504.60	.00	504.60	5160100	5160100 PO4586 LEGAL AD D
				504.60	.00	504.60	5160115	5160115 PO4587 LEGAL AD P
				504.60	.00	504.60	5160123	5160123 PO4588 LEGAL AD -
			Check Total.....:	1942.30	.00	1942.30		
017753	05/23/14	CAL13	CALIFORNIA TRANSIT	8476.12	.00	8476.12	06-2014-A	06-2014-APR INS CLAIMS EX
017754	05/23/14	CAL15	CALTRONICS BUSINESS SYS	375.97	.00	375.97	1541116	1541116 PO4231 BIZHUB650

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 05-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
017755	05/23/14	CAS01	LAVTA	237.01	.00	237.01	MAY 2014	MAY 2014 PETTY CASH REPLE
017756	05/23/14	CHR02	RONDAL MEUSER	103.55	.00	103.55	9048	9048 PO4617 MOUNTED PRINT
017757	05/23/14	CIT06	CITY OF LIVERMORE SEWER	39.70	.00	39.70	TC051314	TC051314 TC SEWER 3/6-4/3
017758	05/23/14	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	15541938	15541938 PO4482 PEST CONT
017759	05/23/14	COM02	COMCAST SPOTLIGHT	4468.60	.00	4468.60	438363	INV-438363 PO4325 ADVERTI
017760	05/23/14	DIR01	DIRECT TV	12.00	.00	12.00	231188882	23118888278 PO4534 (2) AD
017761	05/23/14	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	248749	248749 PO4003 LANDSCAPE M
017762	05/23/14	FED01	FedEx	20.36	.00	20.36	265587171	2-655-87171 SHIPPING 5/1/
017763	05/23/14	GSG01	GSGC INC	406.71 1242.00	.00 .00	406.71 1242.00	5844-14 5845-14	5844-14 PO4484 JANITORIAL 5845-14 PO4447 JANITORIAL
			Check Total.....:	1648.71	.00	1648.71		
017764	05/23/14	JTH01	J. THAYER COMPANY	147.34	.00	147.34	864526-0	864526-0 SUPPLIES DEL 5/8
017765	05/23/14	MAZ01	MAZE & ASSOCIATES	10535.00	.00	10535.00	9813	9813 FY14 PREL AUDIT
017766	05/23/14	OFF01	OFFICE DEPOT	346.07 326.99 392.39	.00 .00 .00	346.07 326.99 392.39	708489672 708507483 708585670	708489672001 OFFICE FURNI 708507483001 OFFICE FURNI 708585670001 OFFICE FURNI
			Check Total.....:	1065.45	.00	1065.45		
017767	05/23/14	PAC01	AT&T	31.65 66.45 284.01	.00 .00 .00	31.65 66.45 284.01	FA050714 ATLA05131 ATLT10511	FA050714 #232.351.6260 CO ATLA051314 #925.243.9029 ATLT-1051113 #435.951.010
			Check Total.....:	382.11	.00	382.11		
017768	05/23/14	PAC11	PACIFIC ENVIROMENTAL SERV	120.00 120.00	.00 .00	120.00 120.00	2005557 2005558	2005557 PO4268 TANK INSPE 2005558 PO4268 TANK INSPE
			Check Total.....:	240.00	.00	240.00		
017769	05/23/14	PLE09	PLEASANTON DOWNTOWN ASSOC	100.00	.00	100.00	2014Q3FMK	2014 QTR 3 FARMERS MARKET
017770	05/23/14	SCF01	SC FUELS	25568.25	.00	25568.25	2481343	2481343 PO4548 DIESEL DEL
017771	05/23/14	SHA02	SHAMROCK OFFICE SOLUTIONS	51.44	.00	51.44	177375	177375 PO4298 FAX/COPY/PR
017772	05/23/14	STE01	DITKOF ENTERPRISES INC	3211.66	.00	3211.66	31251	31251 PO4619 REPAIR RUTAN
017773	05/23/14	TRA12	TRAPEZE SOFTWARE GROUP	93757.00 9075.00 16400.00	.00 .00 .00	93757.00 9075.00 16400.00	MA0236 1050923 14-105092	MA0236 PO4642 TRANSIT MAS 14-1050923 PO4643 FX-MON 14-1050922 PO4644 FX-LITE
			Check Total.....:	119232.00	.00	119232.00		
H4448A	05/09/14	AME04	AMERICAN LOGISTICS CO	87091.74	.00	87091.74	2420034H	2420034 PARA-TRANSIT SERV
H4448B	05/09/14	AME04	AMERICAN LOGISTICS CO	13685.00	.00	13685.00	2422034H	2422034 DAR TICKED REIMBU
H4449A	05/09/14	INT05	INTERSTATE OIL COMPANY	26295.49	.00	26295.49	D12154A-IH	D12154A-IN PO4277/4601 DI
H4449B	05/09/14	INT05	INTERSTATE OIL COMPANY	25440.79	.00	25440.79	D12383A-IH	D12383A-IN PO4601 DIESEL
H4456A	05/09/14	TAX91	VIVIAN MARIE MILLER	16.15	.00	16.15	5/2/14H	5/2/2014 PARA-TAXI REIMBU
H4456B	05/09/14	TAX91	VIVIAN MARIE MILLER	46.33	.00	46.33	4/19-4/30H	4/16-4/30/2014 PARA-TAXI
H4465A	05/20/14	QUI01	QUILL CORPORATION	1689.47	.00	1689.47	2577779H	2577779 OFFICE FURNITURE
H4465B	05/20/14	QUI01	QUILL CORPORATION	412.00	.00	412.00	2805338H	2805338 OFFICE FURNITURE
H4465C	05/20/14	QUI01	QUILL CORPORATION	206.00	.00	206.00	2848025H	2848025 OFFICE FURNITURE
H4471A	05/23/14	TAX91	VIVIAN MARIE MILLER	45.05	.00	45.05	5/2-5/9H	5/2-5/9/2014 PARA-TAXI RE
H4471B	05/23/14	TAX91	VIVIAN MARIE MILLER	67.36	.00	67.36	5/10-5/17H	5/10-5/17/2014 PARA-TAXI
H4473A	05/23/14	AME04	AMERICAN LOGISTICS CO	24945.61	.00	24945.61	2420044AH	2420044A PARA-TRANSIT SER

REPORT.: Jun 03 14 Tuesday
 RUN...: Jun 03 14 Time: 08:00
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 05-14 Bank Account.: 105

PAGE: 005
 ID #: PY-DP
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
H4473B	05/23/14	AME04	AMERICAN LOGISTICS CO	85468.00	.00	85468.00	2420044BH	2420044B PARA-TRANSIT SER
H4473C	05/23/14	AME04	AMERICAN LOGISTICS CO	10857.00	.00	10857.00	2422044H	2422044 DAR TICKET REDEMP
H4479A	05/23/14	INT05	INTERSTATE OIL COMPANY	24931.11	.00	24931.11	D96450H-IH	D96450H-IN PO4601 DIESEL
H4479B	05/23/14	INT05	INTERSTATE OIL COMPANY	25119.96	.00	25119.96	D13010A-IH	D13010A-IN PO4601 DIESEL
Cash Account Total.....:				1542768.94	.00	1542768.94		
Total Disbursements.....:				1542768.94	.00	1542768.94		

AGENDA

ITEM 7 C



STAFF REPORT

SUBJECT: 5311 Authorizing Resolution

FROM: Angie Perkins Haslam, Grants & Finance Analyst

DATE: July 7, 2014

Action Requested

Forward a recommendation to the Board of Directors to approve the attached Resolution authorizing Staff to submit requests for FTA (Federal Transit Administration) Section 5311 Funding to the California Department of Transportation/CalTrans.

Background

FTA Section 5311 funds are primarily used to fund operational and accessibility projects at transit agencies. LAVTA uses these funds on a regular basis for a variety of needs, and is required to submit a new authorizing resolution on an ongoing basis.

Discussion

This Resolution is very similar to one authorized by the Board of Directors three years ago, and is a standard Authorizing Resolution, with no special terms. The Resolution will be effective for three years from the date of signature.

Budget

N/A

Next Steps

N/A

Recommendation

The Finance and Administration Committee recommend the Board of Directors approve the attached Resolution authorizing Staff to submit requests for FTA (Federal Transit Administration) Section 5311 Funding to the California Department of Transportation/CalTrans.

Attachments:

1. Resolution 17-2014; 5311 Authorizing Resolution

Approved: _____

RESOLUTION # 17-2014

**RESOLUTION AUTHORIZING THE FEDERAL FUNDING
UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH
CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital and operating assistance projects for nonurbanized public transportation systems under Section 5311 of the Federal Transit Act; and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for public transportation projects; and

WHEREAS *LAVTA* desires to apply for said financial assistance to permit operation of rural transit service in *Alameda County*; and

WHEREAS, *LAVTA* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED that *LAVTA* does hereby authorize the *Executive Director or His or Her Authorized Designee* to file and execute applications on behalf of *LAVTA* with the Department to aid in the financing of operating or capital assistance projects pursuant to Section 5311 of the Federal Transit Act of 1964, as amended. That the *Executive Director or His or Her Authorized Designee* is authorized to execute and file all assurances or any other document required by the Department. That the *Executive Director or His or Her Authorized Designee* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects. That the *Executive Director or His or Her Authorized Designee* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project.

APPROVED AND PASSED this 7th day of July, 2014.

Scott Haggerty, Chair

ATTEST:

Kathleen Kelly, Interim Executive Director

AGENDA

ITEM 7'D



STAFF REPORT

SUBJECT: PTMISEA Authorizing Resolution

FROM: Angie Perkins Haslam, Grants & Finance Analyst

DATE: July 7, 2014

Action Requested

Forward a recommendation to the Board of Directors to approve the attached Resolution authorizing application for PTMISEA funds.

Background

The following is a brief description of the PTMISEA program:

“The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement. Funds in this account are appropriated annually by the Legislature to the State Controllers Office (SCO) for allocation in accordance with Public Utilities Code formula distributions: 50% allocated to Local Operators based on fare-box revenue (CalTrans’ Proposition 1B Webpage, <http://www.dot.ca.gov/hq/MassTrans/Proposition-1B.html>).”

LAVTA has previously used allocated PTMISEA funds for such items as bus stop renovations to improve accessibility and matching funds for vehicle purchases. Programmed projects must be flexible enough to be accomplished when and as the funds are disbursed, as this fund source is dependent upon bond sales and the receipt of funds varies greatly. For example, the Agency requested Fiscal Year 2010/11 funds for bus stop upgrades, and only received the funds last year.

Discussion

LAVTA has been given its estimated Fiscal Year 2014/15 PTMISEA apportionment based upon Agency farebox revenues. This amount could be increased if MTC (Metropolitan Transportation Commission) determines that additional Regional PTMISEA funds are due to the Agency.

At present, LAVTA is proposing to use these funds for some much needed facilities work, which is not generally eligible for grant funding. The primary proposed projects are: a replacement floor for the maintenance shop (20 year useful life, 22 years old), ceiling work in the maintenance shop (15 year useful life, 22 years old), and possible renovation and pavement work at the Livermore Transit Center (as needed long-term maintenance). Due to the unpredictable timing of this funding source, LAVTA will reassess eligible projects once funds are disbursed, and work with CalTrans to develop a finalized list of projects.

Budget

At present, the estimated Fiscal Year 2014/15 allocation is \$357,069. Staff plans to request this entire amount, and has begun the process of completing the request and the required MTC concurrence documentation. There is currently no Local Match funding planned for this project. The estimated time of disbursement for the current allocation request is between one month and four years.

Next Steps

Next steps would include Board Approval of the attached Authorizing Resolution, and continued work with CalTrans and MTC to complete the Fiscal Year 2014/15 PTMISEA Allocation Request.

Recommendation

The Finance and Administration Committee recommend the Board of Directors approve the attached Resolution authorizing application for PTMISEA funds.

Attachments:

1. Resolution 18-2014; Authorizing Resolution for PTMISEA

Approved: _____

RESOLUTION # 18-2014

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND
SERVICE ENHANCEMENT ACCOUNT BOND PROGRAM**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future, for transit projects, which may include facilities upgrades, flooring and ceiling replacements, and bus stop improvements; and

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

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

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

WHEREAS, the LAVTA wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director or His or Her Authorized Designee; and

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

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director or His or Her Authorized Designee be authorized to execute all required documents of the PTMISEA program and any Amendments thereto with the California Department of Transportation.

APPROVED AND PASSED this 7th day of July, 2014.

Scott Haggerty, Chair

ATTEST:

Kathleen Kelly, Interim Executive Director

AGENDA

ITEM 7'E



STAFF REPORT

SUBJECT: Cancel Regularly Scheduled Board of Directors Meeting for August 2014

FROM: Kathleen Kelly, Interim Executive Director

DATE: July 7, 2014

Action Requested

Cancel the August 2014 meeting of the Board of Directors and the associated Committee meetings in late July 2014.

Recommendation

Based on the Board's usual and customary summer hiatus, I am recommending that the Board of Directors cancel the August 2014 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 7'F



STAFF REPORT

SUBJECT: Establishing Standing Committees and Memberships

FROM: Kathleen Kelly, Interim Executive Director

DATE: July 7, 2014

Action Requested

Chair Scott Haggerty 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 FY15, 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 Haggerty's recommendations are shown on the attached Resolution.

In making these recommendations, Chair Haggerty 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 Biddle are the new Chair and Vice Chair, then the two committee chairs should be filled by Pleasanton and Livermore.

Budget

NA

Next Steps

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

Recommendation

Chair Haggerty recommends that the Board approve Resolution 20-2014, establishing new standing committees, memberships, and officers.

Attachments:

1. Resolution 20-2014

Submitted: _____

RESOLUTION NO. 20-2014

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY ADOPTING COMMITTEE
ASSIGNMENTS FOR FY15**

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 Scott Haggerty (Alameda County) to be Chair and Don Biddle (Dublin) to be Vice Chair for FY15; 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. Lauren Turner (Livermore), Chair
 - b. Jerry Thorne (Pleasanton), Vice Chair
 - c. Don Biddle (Dublin)
4. The Projects and Services Committee shall be comprised of:
 - a. Karla Brown (Pleasanton), Chair
 - b. Tim Sbranti (Dublin), Vice Chair
 - c. Bob Woerner (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 7th day of July, 2014.

Scott Haggerty, Chair

ATTEST:

Kathleen Kelly, Interim Executive Director

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: Follow-up on Ross Stores Request for Service
FROM: Christy Wegener, Director of Planning and Communications
DATE: July 7, 2014

Action Requested
Information only.

Background

At the June 2, 2014 Board of Directors meeting, Mr. Scott Baines, a representative from Ross Store headquarters in Dublin, requested that LAVTA provide additional service to their new location, so that employees can better connect with PM 70X trips.

Discussion

Staff have looked into Mr. Baines' request. In examining the service levels, it appears that in the morning, Ross store employees have a seamless connection from the 70X to Route 1; however, in the afternoon, the Route 1 takes longer to return to BART but does connect with the 70X service. In looking at all the options to better connect to the 70X in the afternoon, staff has discovered an immediate, cost neutral solution that will assist with the request. A letter of correspondence with Mr. Baines is included as Attachment 1.

Beginning Monday, August 25, we are changing the way Wheels Route 2 enters the East Dublin/Pleasanton BART station in such a way that it will be able to serve the bus stop pair that is located in front of the Ross Store headquarters on Central Parkway, both on the outbound and the inbound directions. Although Route 2 will be on a limited frequency (hourly), it will present a faster travel option for Ross Store employees returning to the BART station for the afternoon commute. In addition, its new schedule will be well coordinated with departures of BART trains and of other Wheels routes, including Route 70X to the Walnut Creek area, connecting with the 4:00p 5:00p and 6:00p trips. However, because it is only hourly service, Route 2 only connects to every-other 70X trip. When this was communicated to Mr. Baines, he expressed concern that we were not offering Route 2 every 30-minutes in order to connect to every 70X trip (see Attachment 2). Staff estimates that it would cost approximately \$75,000-\$100,000 annually to provide the requested 30-minute service. Since the budget does not include those funds, the service would have to be reduced from other lines.

Route 1 will continue to be available in the same way as it is currently, offering a very quick ride to Ross Store headquarters in the morning but taking a little longer if used to return to the BART

station in the afternoon. As currently, its schedule will continue to be coordinated with train and bus departures at the BART station hub.

Next Steps

If directed by the Board, staff can evaluate further options to provide service to Ross Stores for inclusion in the winter 2014 service change package, or earlier. The Board can also direct staff to complete the analysis as a part of the Comprehensive Operational Analysis (COA).

Recommendation

None – information only.

Attachments:

1. Response letter to Ross Stores request
2. 7/1/2014 email correspondence with Mr. Baines

Approved: _____



Livermore Amador Valley Transit Authority

June 19, 2014

Mr. Scott Baines
5130 Hacienda Drive
Dublin, CA 94568

RE: Bus Service to Ross Stores Headquarters

Dear Mr. Baines:

Thank you for bringing your companies transportation needs to the attention of the staff and the Board of Directors for the Livermore Amador Valley Transit Authority (LAVTA) at the June 2, 2014 Board meeting.

We share your interest in retaining and expanding the Wheels public transit ridership from the Ross Stores employees following the move of headquarters from Pleasanton to Dublin. I wanted to take a few moments to communicate what additional options for Wheels bus service will become available to you in August, and what possibilities may lie ahead in the near future beyond that.

Beginning Monday, August 25, we are changing the way our Route 2 enters the East Dublin/Pleasanton BART station in such a way that it will be able to serve the bus stops that are located in front of your offices on Central Parkway, both in the outbound and the inbound directions. Although Route 2 will be on a limited frequency (hourly), it will present a faster travel option for you and your colleagues when returning to the BART station for the afternoon commute. In addition, its new schedule will be well coordinated with departures of BART trains and of other Wheels routes, including route 70X to the Walnut Creek area. Route 1 will continue to be available in the same way as it is currently, offering a very quick ride to your facility in the morning but taking a little longer if used to return to the BART station in the afternoon. As currently, its schedule will continue to be coordinated with train and bus departures at the BART station hub. The new fall schedules will be available in early August in print and via our website www.wheelsbus.com

Beyond the August service modifications, the agency will also be undertaking a system wide comprehensive operational analysis, starting this fall, and we expect more potential service modifications as a result of its findings - most likely to be implemented during our 2016 Fiscal Year (July 2015 thru June 2016).

Additionally, I would like to offer to have our Public Outreach Coordinator come out and speak with you about options for an employer-sponsored transit pass or program. Her name is Jan Cornish and



Livermore Amador Valley Transit Authority

she can be reached at: (925) 455-7526 or jcornish@lavta.org. Jan and I have discussed your service request and she is prepared to discuss options with you. Please contact Jan at your convenience.

Your input is very valuable to us as we plan for near- and long-term service improvements for our existing and new customers. Thank you again for taking the time to provide comments, and we look forward to continue serving your transportation needs - now and in the near future.

Sincerely,

A handwritten signature in red ink, appearing to read 'CW'.

Christy Wegener
Director of Planning and Communications

Christy Wegener

From: Scott Baines (IT) [Scott.Baines@ros.com]
Sent: Tuesday, July 01, 2014 11:35 AM
To: Christy Wegener
Cc: Cyrus Sheik
Subject: Re: Got your Letter

Thanks appreciate it

From: Christy Wegener [mailto:cwegener@lavta.org]
Sent: Tuesday, July 01, 2014 11:12 AM
To: Scott Baines (IT)
Cc: Cyrus Sheik <csheik@lavta.org>
Subject: RE: Got your Letter

Hi Scott

I am happy to relay our correspondence and your feedback to the Board, not a problem.

Thanks,
 Christy

From: Scott Baines (IT) [mailto:Scott.Baines@ros.com]
Sent: Tuesday, July 01, 2014 11:10 AM
To: Christy Wegener
Cc: Cyrus Sheik
Subject: Re: Got your Letter

Well I am out of town and can't attend the board meeting. If I could be there I would say I appreciate the action taken but this doesn't solve the whole problem. We would like something that also helps with the buses on the half hours. We already said the route 1 bus does not work. Can you pass that info along to them?

From: Christy Wegener [mailto:cwegener@lavta.org]
Sent: Tuesday, July 01, 2014 11:03 AM
To: Scott Baines (IT)
Cc: Cyrus Sheik <csheik@lavta.org>
Subject: RE: Got your Letter

Hi Scott

At this point, that's what we have to offer you without any increase or adjustment to service. You have connections to all 70X trips via the Route 1 (recognizing that it's a longer ride in the PM), and half the PM 70X trips via Route 2 (effective August 25). We are going back to the Board on Monday 7/7 with the follow-up. The Board may direct us to consider to explore more options, and I will be happy to let you know what their feedback is if you'd like. Of course, you are more than welcome to attend the meeting! ☺

We certainly will include your company's service needs in our Comprehensive Operational Analysis study later this fiscal year. Hopefully will develop a solution that works for your company, as well as meets the needs of our existing route 1 and 2 riders.

Please let me know if I can be of further assistance. Otherwise I'll get back to you with more information after the Board meeting on Monday.

Thanks
Christy

From: Scott Baines (IT) [<mailto:Scott.Baines@ros.com>]
Sent: Tuesday, July 01, 2014 10:56 AM
To: Christy Wegener
Subject: Re: Got your Letter

Thaanks for the info. So if I understand this there won't be any convenient connects for the 70x that leaves on the half hour. This will make it tough for people that need to connect at those times

From: Christy Wegener [<mailto:cwegener@lavta.org>]
Sent: Tuesday, July 01, 2014 09:24 AM
To: Scott Baines (IT)
Subject: RE: Got your Letter

Hello
Thanks for your email. Here is some additional information for you:

The Route 2 PM pickup location will be at the bus turnout area located on the north (westbound) side of Central Parkway on the block between Hacienda Drive and Sybase Drive. The morning drop-off location for the same route will continue to be across the street on the south side Central Parkway, east of Sybase Drive. Route 1 service will continue to be accessed via bus stops on Hacienda Drive.

The PM Route 2 trips will be scheduled to depart Central/Tassajara, the nearest upstream timepoint, at 3:43p, 4:43p, 5:43p, and 6:43p, and scheduled to arrive at the Bart station 7 minutes later. Connecting Route 70X departures from Bart for those trips will be 4:00p, 5:00p, and 6:00p.

Does this help? Do you need more information?

Christy

From: Scott Baines (IT) [<mailto:Scott.Baines@ros.com>]
Sent: Wednesday, June 25, 2014 3:05 PM
To: Christy Wegener
Subject: Got your Letter

Christy, I got your letter and appreciate the response. Is there any way of getting some more detail on the changes you are making for the Route 2 bus? It's difficult to know:

1. Where will the bus pick up ross folks, at the current location (Hacienda blvd and central expressway on the east side of Hacienda) or a new location (on the Southside of the Ross complex on Central Expressway)?
2. You say it will be hourly, since the 70x bus runs every half hour starting at 4:00 pm at the Dublin bart station til the last one at 6:30 (total 6 buses), when will the route 2 bus pick up and coordinate with the 70x bus there will probably be at the most 3 times this will work. We have employees that work at specific times and would need to know which bus they would take.

3. Not sure what people would do that can't meet the schedule they would be back to walking or trying to figure out alternative bus schedules.

I'd be glad to discuss with you on the phone at your convenience.

Scott M. Baines

Ross Stores, Inc.

Sr. IT Manager – Engineering and Infrastructure Delivery

5130 Hacienda Dr, Dublin, Ca. 94568

(925) 965-4814 (925) 518-2596 (C)

scott.baines@ros.com

AGENDA

ITEM 7



STAFF REPORT

SUBJECT: Intelligent Transportation Systems Update
FROM: Christy Wegener, Director of Planning and Communications
DATE: July 7, 2014

Action Requested

Information only.

Background

This staff report is to provide the Board with a status update of the current and upcoming Intelligent Transportation Systems (ITS) projects for the Wheels bus system. This includes a briefing on the 511.org Real Time integration.

Discussion

There are three efforts currently underway and/or planned over FY2015 at Wheels related to ITS systems: an upgrade of the onboard CAD/AVL systems, installation of a new Trapeze ® reporting module, and potential regional integration for 511 Real Time.

- 1) Upgrade the onboard TransitMaster systems on all fixed-route Wheels buses to version 13.1. This effort is well underway and is estimated for completion by the end of July 2014. This is a software upgrade to the AVL system software as well as the onboard software systems on the fleet of Wheels fixed route buses. The upgrade will bring the onboard systems up-to-date, and will more importantly allow for an interface with a new reporting module, which is described in #2 below.
- 2) Install Trapeze ® Viewpoint reporting module: FY2014 budget includes funds for procurement of a customized reporting module as an interface to the onboard systems that track passenger activity (Automated Passenger Counters) and on-time performance (Automatic Vehicle Locators). After the upgrade of the TransitMaster system detailed in item #1, the installation of Viewpoint can begin. Having easier access to the onboard data will improve the efficiency of service planning by allowing for more pro-active adjustments of service. In addition, this will provide a standard format for on-time performance and ridership information requests, reducing the amount of staff time spent on generating responses to these requests. The estimated time for installation is fall 2014.
- 3) 511 Real Time Integration: The MTC has expressed an interest in obtaining LAVTA's real time data feed for incorporation into their 511.org Real Time Transit

Information System, and LAVTA is interested in providing this data to MTC. Currently nine Bay Area transit agencies provide their real time feed to 511; LAVTA provides the static/scheduled information to 511. It should be noted that none of the agencies providing the real time feed to 511 have the same ITS/AVL system that is deployed at Wheels.

Providing the feed to MTC for the 511.org real time system will require a personal configuration of Wheels Automatic Vehicle Locator (AVL) data, a cost of which has yet to be determined. MTC allocated a portion of RM2 funds to support agencies in their effort to reconfigure data streams to the custom 511.org specification. LAVTA and MTC staff have recently agreed on a plan going forward, in which LAVTA will use \$30,000 that was included in the FY 2015 budget for a third party consultant to determine what it will take to implement MTC's recommendations and provide the real-time data on the 511 website. When the study is completed (estimated at no more than 90 days) LAVTA staff will consult with MTC staff, and, if additional funding is needed to implement the study's findings, MTC will consider a request to use up to \$94,000 of RM2 funds that are available to be used for this purpose. The scope of work to obtain the third party consultant has been drafted and will be ready for release early in July.

Next Steps

After completion of the 511 real time specification analysis, staff will return to the Board with the findings in early fall.

Recommendation

None – information only.

Approved: _____

AGENDA

ITEM 8



S T A F F R E P O R T

SUBJECT: MTM update

FROM: Christy Wegener, Director of Planning and Communications

DATE: July 7, 2014

Action Requested

Information only.

Background

At the June 2nd Board meeting, the Board directed staff to report back on several outstanding items related to the new paratransit contractor's, Medical Transportation Management (MTM), performance.

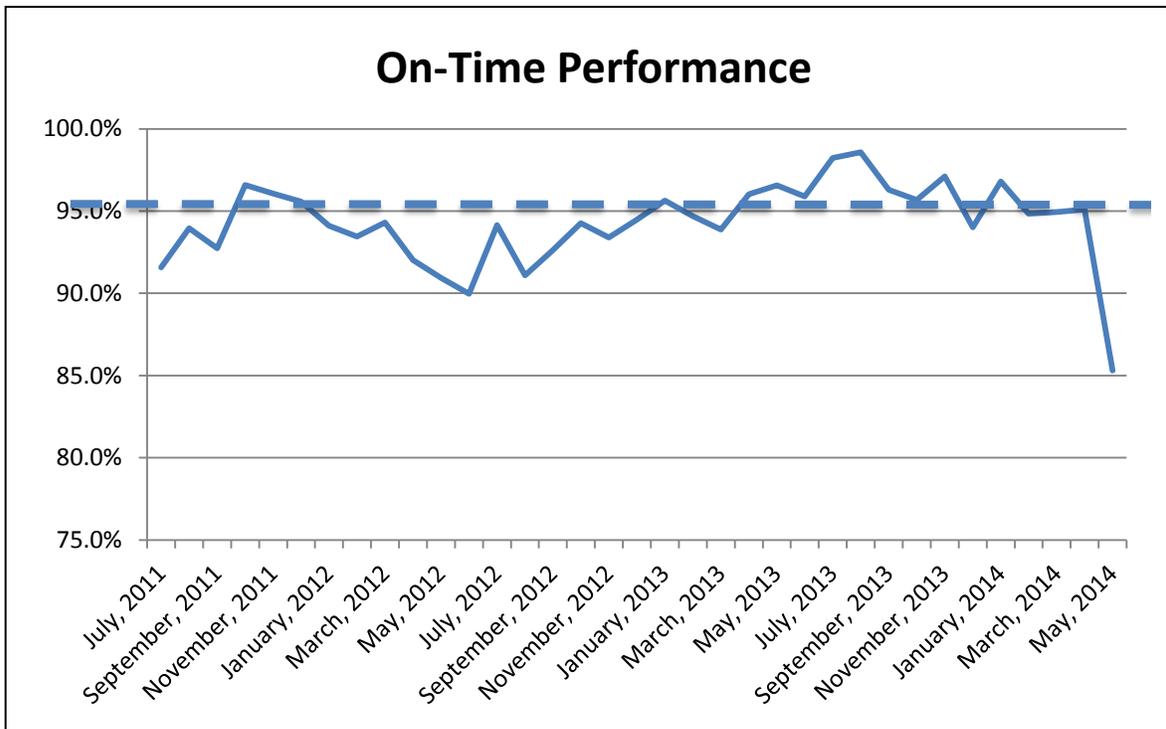
Discussion

At the June 2nd Board meeting LAVTA staff updated the Board on the transition of the paratransit operations contractor and noted that the transition has not gone as smoothly as expected, with the main concern being low on-time performance (OTP). The contract requires OTP of 95%, and while the service provider has been unable to reach that goal, they have improved service delivery over the first 60 days. Since the June Board meeting, LAVTA has received an additional three weeks of data from MTM. The most current weekly statistics show a positive trend with OTP, as well as a positive trend with reducing seriously late trips. The following table summarizes the first eight weeks of MTM's service:

On-Time Performance since May 1, 2014

Week	Total Trips	Late pickups (in minutes)					OTP
		0-15	16-30	31-45	46-60	61+	
1	991	70 (7.1%)	25 (2.5%)	33 (3.3%)	6 (0.6%)	46 (4.6%)	81.8%
2	1003	59 (5.9%)	23 (2.3%)	10 (1%)	12 (1.2%)	42 (4.2%)	85.4%
3	899	52 (5.8%)	24 (2.7%)	12 (1.3%)	8 (0.9%)	21 (2.3%)	87.0%
4	987	54 (5.5%)	26 (2.6%)	19 (1.9%)	5 (0.5%)	22 (2.2%)	87.2%
5	949	60 (6.3%)	28 (2.9%)	16 (1.6%)	12 (1.2%)	23 (2.4%)	85.4%
6	990	55 (5.5%)	19 (1.9%)	15 (1.5%)	6 (0.6%)	8 (0.8%)	89.6%
7	927	43 (4.6%)	16 (1.7%)	8 (0.9%)	2 (0.2%)	6 (0.6%)	91.9%
8	912	41 (4.5%)	14 (1.5%)	15 (1.6%)	1 (0.1%)	4 (0.4%)	91.8%

The Board asked staff to compare MTM’s on-time performance with the previous contractor American Logistics Company’s (ALC) on-time performance. The graph below shows the OTP since July 2011, which is the month when ALC started providing service for LAVTA.



The graph above shows the first month's OTP with MTM was 85.6% while the performance goal is 95%. The lowest OTP that ALC had reported was 90%.

Dial-a-Ride Policy

Board members also asked staff to check the minutes of the Board meeting during which the pickup window timeframe was discussed (30-minute post-scheduled time pick-up window, versus 15 minutes before-and-after the scheduled pickup.) At the September 9, 2013 Board meeting, staff brought an action item to modify the pickup window. Per the minutes of that Board meeting, "The Board of Directors approved the revised policy. The pick-up window is now defined as thirty (30) minute time period starting at the time of the scheduled pick-up time." In addition, in the approved Board policy for Dial-A-Ride Operating Policy (adoption date 09-09-2013), section 6.3 states that "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."

The thirty minute window is considered industry standard as the following table of LAVTA’s neighboring transit agencies shows:

Transit Agency	Policy
LAVTA	30 minutes from scheduled pick-up time
Union City Paratransit	30 minutes from scheduled pick-up time
East Bay Paratransit	30-minute range
Pleasanton Paratransit Service	15 minutes before the scheduled pick-up time to 15 minutes after
CCCTA	15 minutes before the scheduled pick-up time to 15 minutes after

Next Steps

Staff has requested that MTM report back on what it will take to meet the contractually required 95% OTP within 90 days of start up. Staff will continue to monitor the contractor’s performance and will include updates at every Board meeting until further notice.

Recommendation

None – information only.

Approved: _____

AGENDA

ITEM 9



STAFF REPORT

SUBJECT: Rapid Ridership Plan

FROM: Christy Wegener, Director of Planning and Communications

DATE: July 7, 2014

Action Requested

Information only. After additional analysis and Federal Transit Administration (FTA) clarification, the recommendation for Rapid service changes will be brought back to the Board in the fall for possible inclusion in the winter 2014 service package.

Background

The Rapid line is not meeting the productivity targets for continued receipt of Metropolitan Transportation Commission's Regional Measure 2 funding, and FY2016 operational funding is in jeopardy.

Discussion

On April 23, 2014, LAVTA staff attended a meeting at the Metropolitan Transportation Commission (MTC) regarding the Regional Measure 2 (RM2) funding for the Rapid, currently \$580,000 per year. Ongoing RM2 funds require a 20% farebox recovery ratio, and as of March 2014, the Rapid was measuring 15.5%.

Farebox Recovery Ratio (FBR) is a measure of a route's productivity: the higher the percentage, the better the route's performance in terms of fare revenue compared to total costs. While productivity on the Rapid has improved over the past few years, going from an FBR of 10% to a high of 16% FBR, the route has not yet reached 20%. The improvement in FBR from 2011 to 2014 is largely due to a reduction in peak headways from 10 to 15-minutes in early 2013, which reduced costs by approximately 10% each day. Since its inception, ridership on the Rapid line has remained relatively flat. The Rapid currently carries approximately 1,350 passenger trips per day; to meet 20%, assuming no other changes, would require an additional 450 passenger trips per day or a 35% increase.

At the April meeting, MTC Staff indicated that if LAVTA doesn't have a concrete action plan and/or the Rapid metrics don't significantly improve by early fall 2014, MTC staff may recommend discontinuing the RM2 funding in FY2016.

After examining the productivity of the Rapid line, LAVTA staff has developed an action plan to reduce costs and improve ridership, and seeks to notify the Board of the following activities:

1. Reduce costs: Staff proposes to analyze the impact of ‘short turning’ midday trips on the Rapid line at the Downtown Livermore Transit Center (LTC), eliminating service between the LTC and the Lawrence Livermore National Labs (LLNL) during the middle of the day. The midday service that would be eliminated is already duplicated along the easternmost segment of the Rapid by Route 10, which provides service every 30-minutes all day. Ridership reports based on the onboard Automatic Passenger Counters (APCs) indicate that approximately 20 passenger trips per hour are generated on the Rapid line in the East Avenue corridor during the midday hours. Route 10 currently carries an average of six passenger per trip, and therefore has ample capacity to handle any displaced Rapid riders during the mid-day. A map detailing the potential midday alignment is included in Attachment 1.

Short turning the midday trips results in an estimated savings of 14 hours per day of service, or 3,570 hours per year. Depending on the ridership impact, this modification would likely improve the farebox recovery ratio by 0.5-1.5%. This modification may require FTA concurrence as the Rapid was originally funded with Very Small Starts funds and programmatic changes to the project require FTA approval. Staff has been working with the FTA on a letter of clarification.

2. Improve ridership: Efforts by staff to improve Rapid ridership are already underway. Along the Rapid alignment there are opportunities for increasing ridership with relatively minimal costs via a targeted marketing campaign to ridership generators. For example: the top parking deck at the Downtown Livermore Parking Garage provides approximately 150 spaces for Altamont Commuter Express (ACE) train and Wheels bus riders. Current observations indicate 80-90% of the spaces remain unused every day. Using the connectivity to the regional BART network, there is an opportunity to promote the garage and the Rapid service to Livermore residents as an alternative to trying to find parking at the East Dublin/Pleasanton BART station after 8:00am in the morning.

In addition, the major employers along the Rapid line, such as the Lawrence Livermore National Lab, Livermore Premium Outlets, and Stoneridge Mall, will need to comply with the SB1339 legislation and provide a transit benefit for all their employees by September 30, 2014. This provides a perfect opportunity to promote the Rapid service, and staff are working on an employer-outreach pilot program that will include a toolkit of resources.

3. Better connectivity to BART: Lastly, in August 2014, the schedule of the Rapid will be adjusted for better connectivity with the BART system. Customer service complaints suggest that riders have abandoned the Rapid service because of poor connectivity to the BART trains in the reverse commute direction (eastbound arrivals in the AM, and westbound departures in the PM). Staff have analyzed the schedule and are making cost-neutral adjustments for better train connectivity to be implemented in August 2014. The following table represents the existing and future connectivity with BART:

The Rapid - Connectivity with BART (in Minutes)				
BART Trains	Eastbound		Westbound	
	Existing	Future	Existing	Future
Westbound Departures	8	5	7	5
Eastbound Arrivals	2	7	1	14

Next Steps

The next immediate step is to transmit the letter to the FTA. Upon FTA concurrence, staff will begin to analyze the full impacts of short-turning the Rapid, and bring recommendations back to the Board as a part of the winter 2014 service change package. In addition, staff will immediately begin on the new ridership initiatives.

Recommendation

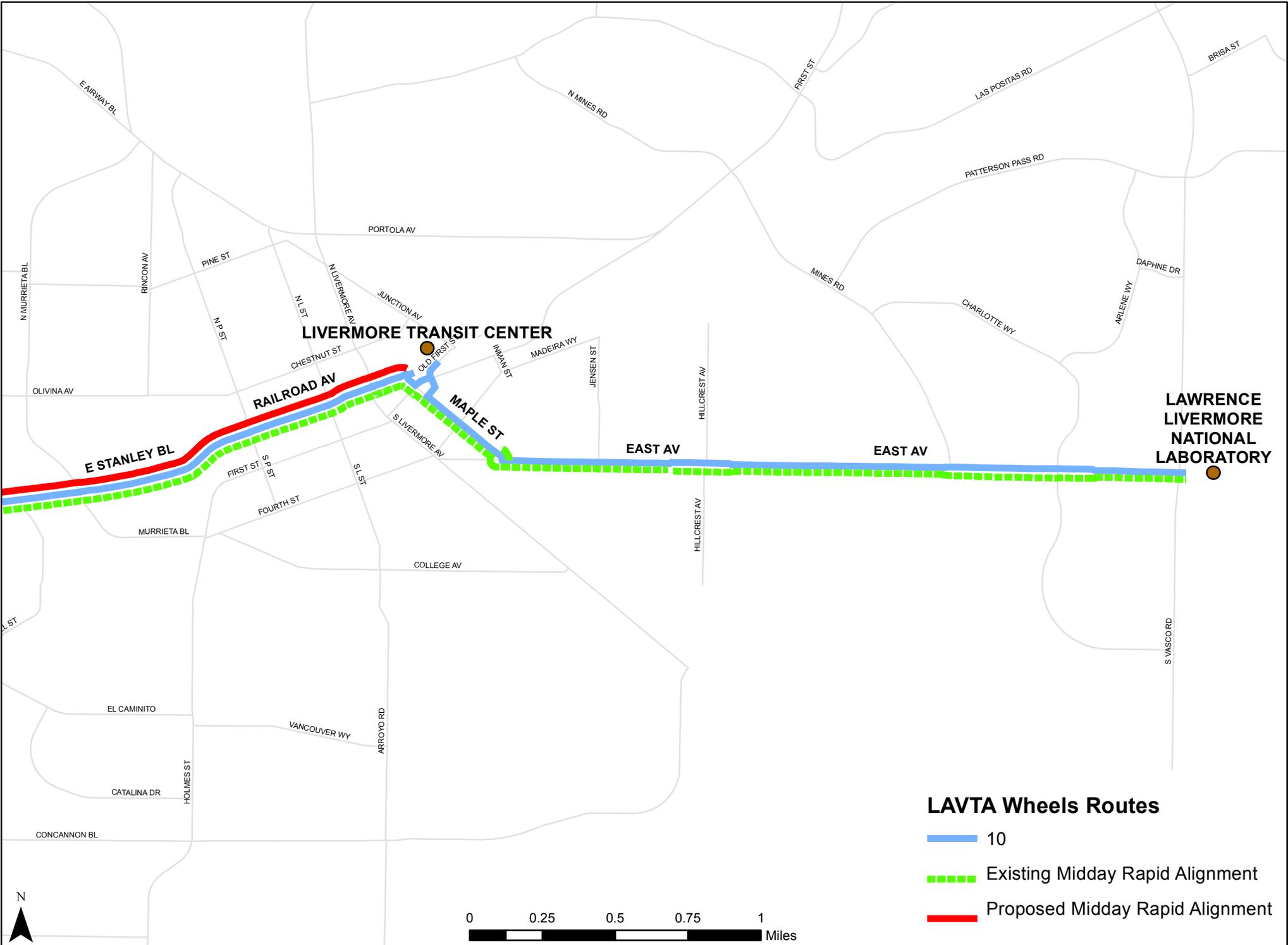
None – information only.

Attachments:

1. Rapid Short-Turn Proposal

Approved: _____

Rapid Short-Turn Proposal for LAVTA



AGENDA

ITEM 10



STAFF REPORT

SUBJECT: Approve Change in the Professional Services Agreement with Kathleen Kelly Consulting

FROM: Beverly Adamo, Director of Administrative Services

DATE: July 2, 2014

Action Requested

Approve increase in compensation under the contract with Kathleen Kelly Consulting for Executive Director Services.

Background

Following the retirement of former Executive Director Paul Matsuoka, the Board of Directors sought to engage an Interim Executive Director through an expedited process to guide the agency and to oversee the recruitment of a permanent Executive Director. It authorized the Board Chair to execute a contract for those services in an amount up to \$25,000. A subcommittee of the Board contacted several qualified firms and individuals and approved the engagement of Kathleen Kelly Consulting, the firm the subcommittee determined was the most qualified. A contract with the firm was signed by Board Chair Jerry Thorne. It is now anticipated that the contract arrangement will extend into September and exceed the initial \$25,000 contract amount. Although the amount of the expanded contract would be within the Executive Director's contract authority, the Interim Executive Director is precluded from approving an agreement with her own firm. Therefore, Board authority is sought to increase the total compensation under the agreement to a sum not to exceed \$60,000.

Discussion

Following the decision of the former Executive Director to retire, the Board sought to engage a consulting firm to provide Interim Executive Director services and to assist in the search for a new Executive Director. A subcommittee of the Board met with potential firms and individuals and determined that Kathleen Kelly Consulting was best qualified to assist LAVTA.

Budget

The amount of compensation pursuant to the subject contract is less than would have been paid in salary and benefits to the Executive Director and is consistent with the general range of compensation for similar positions, based on a recent compensation study performed for the Authority.

Recommendation

Staff recommends that the Board approve the contract with Kathleen Kelly Consulting for a sum not to exceed \$60,000.

Attachment:

1. Resolution 21-2014 Approving an Increase in Compensation Under Contract with Kathleen Kelly Consulting

Approved: _____

RESOLUTION NO. 21-2014

**A RESOLUTION OF THE LIVERMORE AMADOR VALLEY TRANSIT
AUTHORITY APPROVING AN INCREASE IN COMPENSATION UNDER
CONTRACT WITH KATHLEEN KELLY CONSULTING**

WHEREAS, the former Executive Director of the Livermore Amador Valley Transit Authority (LAVTA) retired on May 1, 2014; and

WHEREAS, to fill the position while a permanent Executive Director was being recruited, the Board engaged the firm of Kathleen Kelly Consulting (the "Consultant") to provide Interim Executive Director services pursuant to a contract dated May 14, 2014 (the "Contract"); and

WHEREAS, the Contract contains a limit on compensation of \$25,000, subject to increase by action of the LAVTA Board of Directors; and

WHEREAS, the Board desires to utilize the services of the Consultant through September, 2014, which will require an increase in the limit on compensation up to \$60,000.00.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Directors of the Livermore Amador Valley Transit Authority hereby approves an increase in the limit of compensation in the contract with Kathleen Kelly Consulting to a sum not to exceed \$60,000.00.

PASSED AND ADOPTED by the governing body of the Livermore Amador Valley Transit Authority (LAVTA) this 7th day of July, 2014.

BY _____
Scott Haggerty, Chair

ATTEST _____
Michael N. Conneran, Legal Counsel

AGENDA

ITEM 11



STAFF REPORT

SUBJECT: LAVTA Annual Organizational Review
FROM: Beverly Adamo, Director of Administrative Services
DATE: July 7, 2014

Action Requested

Approve the proposed organization chart and Resolution 19-2014 resulting from the annual review of the LAVTA organization and of salary bands as required by LAVTA Human Resources Policy.

Background

LAVTA's Human Resources Policy states that "As part of the annual budget approval process, salary ranges will be established in accordance with procedures in the Human Resources Manual, which includes adherence to the Executive Director Compensation Policy and an annual salary survey for all established positions within the Authority." LAVTA also reviews the organization for any changes that have occurred over the last fiscal year or that are recommended to the Board for the next fiscal year. Last year, LAVTA's Board approved an adjustment to the salary bands for FY2014 based on the CPI increase. During the course of recruiting for the Director of Planning position, the Board raised the question of whether or not the salary band established for that position was limiting the quality and experience of available candidates. The Board then directed Staff to procure third party compensation study which was done, and the Executive Summary is attached.

Discussion

Based on the compensation study report, Staff reviewed the organization and recommends implementing the changes to the salary bands recommended in the report. No changes to the organizational structure are recommended at this time. However, now that the Director of Planning and Communications position has been successfully filled, she is evaluating the structure and positions in that section to determine how duties and responsibilities could better advance the Agency's mission and goals. Because there will be a vacancy in the Marketing/Communications position at the end of this month, it has become a high priority to evaluate that job description and determine if changes need to be made, in order to effectively recruit for a successful candidate. Additionally, there may be recommended changes to other position duties and titles. Staff will bring any such changes back to the Board for review and approval.

The changes to the salary bands recommended by the third party report are summarized below.

Salary Bands

For your convenience, the following table summarizes the recommended changes to the salary ranges. No change is recommended for bands 1 through 3. There is a new band proposed for senior professional positions, and subsequently a renumbering of bands 4 through 6. Usually, changes to the Salary Bands do not affect individual salaries which are increased based solely on performance and in accordance with the adopted budget. However, the salaries of the incumbents of the Finance & Grants Manager and the Director of Planning & Communications are below the minimum for the proposed salary bands, 5 and 6 respectively, and that impact is discussed in the Budget Impact below.

Table of Proposed Monthly Salary Range Changes

Band	Current FY2014 Monthly Salary Range		Proposed FY2015 Monthly Salary Range	
1	\$3,152	\$4,413	\$3,152	\$4,413
2	\$3,940	\$5,516	\$3,940	\$5,516
3	\$4,728	\$6,620	\$4,728	\$6,620
4 (new band proposed)			\$5,674	\$7,943
5 (currently "4")	\$5,674	\$7,942	\$6,808	\$9,532
6 (currently "5")	\$6,809	\$9,532	\$8,170	\$11,438

Proposed Salary Band Ranges

Monthly Salary Ranges

Band 1 **\$3,152 - \$4,413**

Customer Service Representative

Band 2 **\$3,940 - \$5,516**

Community Outreach Coordinator
Accounting Assistant
Administrative Assistant
Customer Service Supervisor

Band 3 **\$4,728 - \$6,620**

Paratransit Planning Specialist
Grants and Finance Analyst

Band 4 **\$5,674 - \$7,943**

Senior Transit Planner
AVL, Scheduling, & Transit ITS Applications Analyst
Marketing/Communications Specialist

Band 5 **\$6,808 - \$9,532**
Finance and Grants Manager

Band 6 **\$8,170 - \$11,438**
Director of Administrative Services
Director of Planning and Communications

Organizational Changes

The FY2015 budget includes the positions as reflected in the attached organization chart. Any recommendations to change the organization staff would be brought back to the Board at a later date.

Budget Impact

These Salary Band Ranges and the Organizational Chart, while consistent with the approved FY2015 operating budget, would impact the budget as follows:

- Actual annual increase of \$591 for Finance & Grants Manager
- Actual annual increase of \$1,040 for Director of Planning & Communications
- Potential increase in annual salary of Marketing/Communications Specialist depending on the hiring salary level (from current annual salary of \$71,000)
- Additional potential increase in the annual salary of the Marketing/Communications position if changed to Marketing/Communications Manager (see salary bands above for potential differences)

Recommendation

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

Attachments:

1. Executive Summary – Compensation Study with Appendices 1 and 3
2. Resolution 19-2014 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2015 Salary Bands
3. LAVTA Proposed Organization Chart

Approved: _____



Final Report of the Total Compensation Study Livermore Amador Valley Transit Authority

April 2014

Koff & Associates

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Chief Executive Officer

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Final Report – Total Compensation Study

Livermore Amador Valley Transit Authority

April 11, 2014

Ms. Beverly Adamo
Director of Administrative Services
Livermore Amador Valley Transit Authority
1362 Rutan Drive, Suite 100
Livermore, CA 94551

Dear Ms. Adamo:

Koff & Associates is pleased to present the final total compensation report for the study of all positions at Livermore Amador Valley Transit Authority. This report documents the compensation study process, findings, and recommendations.

We would like to thank you and Linda White for your assistance and cooperation without which this study could not have been brought to its successful completion. We have created a compensation plan that, when finally implemented, will bring the Authority's compensation program into an externally competitive and internally equitable status.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

A handwritten signature in blue ink that reads "Georg S. Krammer".

Georg Krammer
Chief Executive Officer



TABLE OF CONTENTS

	<i>Page</i>
Background	1
Study Process	1
Market Compensation Findings	6
Internal Salary Relationships	9
Recommendations.....	10
Using the Market Data as a Tool	11
Appendix I – Results Summary	
Appendix II – Market Base Salary, Benefit, and Total Compensation Findings	
Appendix III – Proposed Salary Range Schedule	
Appendix IV – Proposed Salary Range Placements	



BACKGROUND

In March of 2014, Livermore Amador Valley Transit Authority (Authority) contracted with Koff & Associates to conduct a comprehensive total compensation study for all classifications. All compensation findings, recommendations, and options for implementation are in this report.

This compensation review process was precipitated by:

- The desire to have a compensation plan that can meet the needs of the Authority; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the Authority.

STUDY PROCESS

Benchmarking Classifications

The study included thirteen (13) classifications and salary and benefits data (total compensation study) were collected for all 13 classifications (we also collected data on the Executive Director although the data is not included in this report). The classifications are:

1. Accounting Assistant
2. Administrative Assistant
3. AVL, Scheduling, and Transit ITS Applications Analyst
4. Community Outreach Coordinator
5. Customer Service Representative
6. Customer Service Supervisor
7. Director of Administrative Services
8. Director of Planning and Communications
9. Finance and Grants Manager
10. Grants Analyst
11. Marketing and Communications Specialist
12. Paratransit Planning Specialist
13. Transit Planner

When we contact the comparator agencies to identify possible matches for each of the benchmarked classifications, there is an assumption that we will not be able to find comparators that are 100% equivalent to the classifications at the Authority. Therefore, we do not just go by job titles, which can often be misleading, but we analyze each class description before we consider it as a comparator. Our methodology is to analyze each class description according to the factors listed on page 5 and we require that a position's "likeness" be at approximately 70% of the matched position to be included.

When we do not find an appropriate match with one class, we often use "brackets" which can be functional or represent a span in scope of responsibility. A functional bracket means that the job of one classification at the Authority is performed by two classifications at a comparator agency.



A “bracket” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one position that is “smaller,” where the Authority’s class falls in the middle.

In all, of the thirteen (13) classifications included in the study, we were able to collect sufficient data from the comparator agencies for eleven (11) classifications.

Benchmarking Comparator Agencies

The second, most important step in conducting a market salary study is the determination of appropriate agencies for comparison. We reviewed the list of comparator agencies used in the previous total compensation study conducted in 2012 and conducted an analysis of the appropriateness of those agencies, as well as additional agencies.

In considering the selection of valid agencies for salary comparator purposes, a number of factors are normally taken into consideration:

- 1. Organizational type and structure** – We generally recommend that agencies of a similar size, providing similar services to that of the Authority be used as comparators.

When it comes to the more technical types of classes, such as those specializing in accounting or transit planning, the size of an organization is not as critical, as these classes perform fairly similar work due to its technical nature regardless of the size of the organization.

The difference in size of organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations.

- 2. Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- 3. Scope of services provided and geographic location** – Organizations providing the same services are ideal for comparators and most comparator agencies recommended provide similar services to the Authority.
- 4. Labor market** – In the reality that is today’s labor market, many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. The geographic labor market area, where the Authority may be recruiting from or losing employees to, should be taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to the Authority, the resulting labor market will be generally reflective of the region’s cost of living, housing costs, growth rate, and other demographic characteristics.



- 5. Compensation Philosophy** – Does the organization regularly conduct a market survey, and, once completed, how is this information applied? Many agencies pay to the median, some pay to the average, others may pay to a higher percentile. In addition, salary ranges may be set strictly upon market base salary values or may include the total value of salary and benefits when developing a compensation policy.

All of the above elements are considered in selecting the group of comparator agencies. For the most part we used the same agencies used in the 2012 study. However we replaced one agency (Fairfield Suisun Transit Authority, since the agency is not an independent agency but operates through the City of Fairfield) and selected a new agency, Foothill Transit.

The eleven (11) agencies used in the study:

1. Central Contra Costa Transit Authority
2. Eastern Contra Costa Transit Authority (Tri Delta Transit)
3. Foothill Transit
4. Marin Transit
5. Monterey-Salinas Transit
6. Napa County Transportation and Planning Agency
7. San Joaquin Regional Transit District
8. San Luis Obispo Regional Transit Authority
9. Santa Cruz Metropolitan Transit District
10. Western Contra Costa Transit Authority (WestCAT)
11. Yolo County Transportation District

Benchmarking Benefit Data Collection

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following information was collected for each of the benchmarked classifications:

- 1. Monthly Base Salary:** The top of the salary range and/or control point. All figures are presented on a monthly basis.
- 2. Employee Retirement** – This includes several figures, 1) the amount of the employee's State retirement (PERS) contribution that is contributed by each agency and 2) any alternative retirement plan, either private or public where the employee's contribution is made by the agency on behalf of the employee.

In addition to the amount of the employer paid member contribution of PERS, we collected information on enhanced PERS benefits. The value for each enhanced benefit is based on the midpoint of the impact on total employer contribution rate. For example, the impact on total employer contribution rate for the enhanced benefit of final compensation based on single highest year (Section 20042) ranges from 0.9% to 1.8% for Miscellaneous employees. We report the value of single highest year as 1.35%.



Below is a complete listing of the enhanced benefits and values reflected in the total compensation spreadsheets:

- Formulas (base formula is 2% at age 60):
 - 2% at age 55 (Section 21354): this formula provides to local miscellaneous members 2% of pay at age 55 for each year of eligible service credited with that employer; midpoint of range = 3.05%
 - 2.5% at age 55 (Section 21354.4): this formula provides to local miscellaneous members 2.5% of pay at age 55 for each year of eligible service credited with that employer; midpoint of range = 4.95%
 - 2.7% at age 55 (Section 21354.5): this formula provides to local miscellaneous members 2.7% of pay at age 55 for each year of eligible service credited with that employer; midpoint of range = 8.05%
 - 3% at age 60 (Section 21354.3): this formula provides to local miscellaneous members 3% of pay at age 60 for each year of eligible service credited with that employer; midpoint of range = 9.80%.
- Additional Optional Enhanced Benefit Provisions
 - One-Year Final Compensation (Section 20042): the period determining the average monthly pay rate when calculating retirement benefits; base period is thirty-six (36) highest paid consecutive months; one-year final compensation is based on twelve (12) months highest paid consecutive months; midpoint of range for miscellaneous = 1.35%.
 - Employer Paid Member Contribution (Section 20636(c)(4)): the reporting of the value of the employer paid member contribution to CalPERS as special compensation; average value = employer paid member contribution multiplied by employer paid member contribution.
 - Employer Paid Member Contribution Converted to Payrate During Final Compensation Period (Section 20692): Increase in payrate of the members by the amount of the employer paid member contributions; midpoint of range for miscellaneous = 2.70%.

3. Insurance – This is the maximum amount paid by the agency for employees and dependents for a cafeteria or flexible benefit plan and/or health, dental, vision, life, and long-term disability insurance. As a note, we reported the maximum amount the Authority pays for the most popular health plan versus the most expensive plan. The reason is that as a small agency, reporting the maximum amount paid is not a true reflection of the cost to the Authority. Specifically there is only one (1) employee out of 14 that is enrolled in the higher cost plan whereas there are ten (10) employees out of 14 enrolled in the most popular plan (although not all have family coverage). We felt that reporting the cost of the most popular health plan for employees plus dependents was a better reflection of the cost paid by the Authority for health benefits.



-
4. **Leave** – Other than sick leave, which is usage-based, the number of days off for which the agency is obligated. All days have been translated into direct salary costs.
 - **Vacation** – The number of vacation days available to all employees after five years of employment.
 - **Holidays** – The number of holidays (including floating) available to employees on an annual basis.
 - **Administrative/Personal Leave** – Administrative leave is normally the number of days available to management to reward for extraordinary effort (in lieu of overtime). Personal leave may be available to other groups of employees to augment vacation or other time off.
 5. **Automobile** – This category includes either the provision of an auto allowance or the provision of an auto for personal use. If a car is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450.
 6. **Uniform Allowance** – This category includes either the provision of uniform allowance.
 7. **Deferred Compensation** – We captured deferred compensation provided to all members of a classification with or without the requirement for an employee to provide a matching or minimum contribution.
 8. **Other** – This category includes any additional benefits available to all in the class.

Please note that all of the above benefit elements are negotiated benefits provided to all members of each comparator class. As such, they represent an on-going cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

Data Collection

Data was mostly collected in March and April 2014 through websites, planned telephone conversations with human resources, accounting, and/or finance personnel at each comparator agency, and careful review of agency documentation of classification descriptions, memoranda of understanding, organization charts, and other documents.

We believe that the salary data collection step is the most critical for maintaining the overall credibility of any study. We rely very heavily on the Authority's classification descriptions as they are the foundation for our comparison. Personnel staff of the comparator agencies were interviewed by telephone, whenever possible, to understand their organizational structure and possible classification matches.



In identifying appropriate comparisons for the Authority's classifications, we use the following factors:

- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

A summary of the results can be found in Appendix I. Total compensation (salary and benefits) information can be found in Appendix II. For each surveyed class in the total compensation study, there are three (3) information pages:

- Market Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Monthly Total Compensation Cost Data

Our analysis includes the mean (average) and median (midpoint) for each benchmarked classification (assuming we were able to identify at least four (4) matches). Our firm usually recommends reviewing the median, rather than the average, when evaluating the data. The median is the exact midpoint of all the market data we collected, with 50% of market data below and 50% of market data above. Typically, we recommend using the median methodology because it is not skewed by extremely high or low salary values (unlike the mean).

MARKET COMPENSATION FINDINGS

As mentioned above, all of the compensation data can be found in Appendix II of this report. The market base and total compensation findings for each class surveyed are listed below, using the median base salaries and median total compensation results, arranged in descending order from the most positive percentile (above market) to the most negative (below market). The percentile represents the difference between the Authority's current top monthly base salary/total compensation for each classification and the median base salary/total compensation of the comparator agencies.



Final Report – Total Compensation Study

Livermore Amador Valley Transit Authority

Classification	Base Top Monthly Salary % above or below Median	Total Compensation % above or below Median
Administrative Assistant	16.1%	15.9%
Paratransit Planning Specialist	14.9%	12.4%
Accounting Assistant	13.4%	15.9%
Customer Service Representative	5.1%	6.2%
AVL, Scheduling, and Transit ITS Applications Analyst	2.2%	2.8%
Transit Planner	-1.8%	1.1%
Customer Service Supervisor	-2.1%	2.2%
Grants Analyst	-7.0%	-5.6%
Director of Administrative Services	-16.2%	-11.6%
Director of Planning and Communications	-20.2%	-17.1%
Finance and Grants Manager	-24.0%	-19.6%
Community Outreach Coordinator	Insufficient Data	Insufficient Data
Marketing and Communications Specialist	Insufficient Data	Insufficient Data

Base Salaries

Market *base salary* results show that five (5) classifications are paid above the market median. One (1) classification is paid above the market median by less than 5%, one (1) classification is paid above the market median by more than 5% and less than 10%, two (2) classifications are paid above the market median by more than 10% and less than 15%, and one (1) classification is paid above the market median by more than 15% and less than 20%.

Market *base salary* results show that six (6) classifications are paid below the market median. Two (2) classifications are paid below the market median by less than 5%, one (1) classification is paid below the market median by more than 5% and less than 10%, one (1) classification is paid below the market median by more than 15% and less than 20%, and two (2) classifications are paid below the market median by more than 20% and less than 25%.

Generally, we consider a classification falling within 5% of the median to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of work and position requirements. However, the Authority can adopt a closer standard.

There were two (2) classifications for which we did not find an adequate number of matches (at least four) to do an analysis.



Total Compensation

Market *total compensation* results show that seven (7) classifications are paid above the market median. Three (3) classifications are paid above the market median by less than 5%, one (1) classification is paid above the market median by more than 5% and less than 10%, one (1) classification is paid above the market median by more than 10% and less than 15%, and two (2) classifications are paid above the market by more than 15% and less than 20%.

Market *total compensation* results show that four (4) classifications are paid below the market median. One (1) classification is paid below the market median by more than 5% and less than 10%, one (1) classification is paid below the market median by more than 10% and less than 15%, and two (2) classifications are paid below the market median by more than 15% and less than 20%.

Benefits

Overall, the resulting differences between base salaries and total compensation suggest that the Authority's benefits package is significantly greater than that of the comparators' with the average impact on salary recommendations being 2%.

In analyzing benefits in more detail, we found that the Authority's insurance program for medical, dental, vision, life, long-term, and other insurance coverage, in terms of cost, is greater than nine (9) of the eleven (11) survey agencies.

As a note, we did not include leave benefits in the total compensation calculations since the Authority offers a Paid Time Off benefit that includes vacation, sick, and personal paid time off. Whereas most of the other agencies (all but three (3)) separate out vacation, sick, and personal paid time off into separate leave banks. Typically we do not include sick leave within the total compensation calculations since it is a usage based benefit so sick leave benefits were not reflected in the total compensation calculations for those agencies that separate it out from paid vacation and personal leave. Thus in order to maintain a consistent comparison we excluded the leave benefits from the total compensation calculations.

Since the benefits package offered by Authority is a contributor to market competitiveness, we will make our salary recommendations based on the total compensation median market data and not on base salary results.

Salary Adjustments

As part of the data collection process, we asked the comparator agencies about upcoming salary adjustments. Four (4) agencies have salary adjustments scheduled for 2014 ranging from 1% to 4%. A fifth agency has a salary adjustment scheduled for 2014 although the specific percent increase was not provided except for the Executive Director (5%). This agency stated that they will be giving an adjustment equal to the Consumer Price Index change.



INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established from the market data, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all classes. Appendix IV presents the salary recommendations developed for the Authority including the internal salary relationship guidelines used.

While analyzing internal relationships, the same factors were considered that we used in comparing the Authority's current classifications to the labor market during the compensation study.

In addition, when considering an appropriate salary range level, there are certain standard human resources practices that are normally applied, as follows:

- As mentioned above, a salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, a closer standard can be adopted by an agency.
- Certain internal percentages are often applied. Those that are the most common are:
 - ❖ The differential between a trainee and experienced class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
 - ❖ A lead or advanced journey-level (III or Senior-level) position is generally placed 10% to 15% above the lower experienced level; and
 - ❖ A full supervisory position is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classification is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration needs to be given to these alignments because they represent internal value of classifications across the organization.

For all classifications where we did not find an adequate number of matches, internal alignments with other classifications will need to be considered with classifications that have similar scope of work, level of responsibility, and "worth" to the Authority. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for Authority management to carefully review these internal relationships and determine if they are still appropriate given the current market data.



The Authority may want to make other internal equity adjustments as it implements a compensation strategy. This market survey is only a tool to be used by the Authority to determine market indexing and salary determination.

RECOMMENDATIONS

Pay Philosophy

The Authority has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the Authority's pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.

Another consideration is that even when LAVTA adjusts its salary ranges by a cost of living adjustment (COLA) factor, incumbents do not receive an automatic increase commensurate with COLA, which is the case in most other public agencies. LAVTA's salary increases are truly performance and merit-based.

Proposed Monthly Salary Plan

Currently, the Authority utilizes a compensation structure that consists of 5 broad salary bands as follows:

- Band 1 – Hourly
- Band 2 – Support
- Band 3 – Professional
- Band 4 – Manager
- Band 5 – Director

The differential between bands is set at 20% except for the differential between Band 1 and Band 2 is 25%. The difference between the minimum and maximum of each range is set at 40%.

Our recommendation is for the Authority to maintain the same differentials between bands, however we recommend adding an additional band between the Professionals and Manager since the market results showed that the Manager and Directors were significantly under market.

- Band 1 – Hourly
- Band 2 – Support
- Band 3 – Professional
- Band 4 – Senior Professional
- Band 5 – Manager
- Band 6 – Director



Finally, we recommend maintaining the current band widths (i.e. 40% differential between minimum and maximum). Appendix III contains the recommended new salary structure.

Proposed Salary Range Placements

Appendix IV illustrates the proposed salary range placement for each classification based on the market data and an internal relationship analysis. The spreadsheet also includes our rationale for each recommended placement and the projected percentage change. The total compensation median-based results were used to calculate the recommendations. We applied the following approach: we used the percentage difference between the market total compensation median findings and the Authority's total compensation for each surveyed classification; we then multiplied the Authority's current salaries with those percentages; and placed classifications into the band whose maximum is closest to the resulting number. In addition, we modified that placement in certain instances where it seemed warranted based on internal relationships and/or compaction issues.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if the Authority decides to implement annual across-the-board COLA increases, only the salary schedule that we developed needs to be increased by the appropriate percentage and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved and the salary schedule remains structured and easily administered.

USING MARKET DATA AND THIS REPORT AS A TOOL

We wish to reiterate that this report and our findings are meant to be a tool for the Authority to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff. However, financial realities and the Authority's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data represents a market survey that will give the Authority an instrument to make future compensation decisions.

It has been a pleasure working with Livermore Amador Valley Transit Authority on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully Submitted,
Koff & Associates

Georg Krammer
Chief Executive Officer



Final Report – Total Compensation Study

Livermore Amador Valley Transit Authority

Appendix I Results Summary

**Appendix I
Livermore Amador Valley Transit Authority
Results Summary
April 2014**

Classification	Top Monthly Salary Data					Total Monthly Compensation Data				
	LAVTA Top Monthly Salary	Average	% above or below	Median	% above or below	LAVTA Total Monthly Compensation	Average	% above or below	Median	% above or below
Accounting Assistant	\$5,516	\$4,621	16.2%	\$4,774	13.4%	\$8,027	\$6,579	18.0%	\$6,747	15.9%
Administrative Assistant	\$5,516	\$4,881	11.5%	\$4,626	16.1%	\$8,027	\$6,992	12.9%	\$6,747	15.9%
AVL, Scheduling, & Transit ITS Applications Analyst	\$6,620	\$6,801	-2.7%	\$6,474	2.2%	\$9,196	\$9,146	0.5%	\$8,943	2.8%
Community Outreach Coordinator	\$5,516	Insufficient Data to do Analysis				\$8,027	Insufficient Data to do Analysis			
Customer Service Representative	\$4,413	\$4,234	4.1%	\$4,186	5.1%	\$6,858	\$6,377	7.0%	\$6,435	6.2%
Customer Service Supervisor	\$5,516	\$5,486	0.5%	\$5,630	-2.1%	\$8,027	\$7,806	2.8%	\$7,854	2.2%
Director of Administrative Services	\$9,532	\$10,799	-13.3%	\$11,076	-16.2%	\$12,481	\$13,465	-7.9%	\$13,923	-11.6%
Director of Planning and Communications	\$9,532	\$11,043	-15.8%	\$11,460	-20.2%	\$12,481	\$13,926	-11.6%	\$14,619	-17.1%
Finance & Grants Manager	\$7,942	\$9,346	-17.7%	\$9,852	-24.0%	\$10,597	\$11,896	-12.3%	\$12,670	-19.6%
Grants Analyst	\$6,620	\$6,827	-3.1%	\$7,083	-7.0%	\$9,196	\$9,403	-2.2%	\$9,713	-5.6%
Marketing and Communications Specialist	\$6,620	Insufficient Data to do Analysis				\$9,196	Insufficient Data to do Analysis			
Paratransit Planning Specialist	\$6,620	\$5,792	12.5%	\$5,635	14.9%	\$9,196	\$8,325	9.5%	\$8,058	12.4%
Transit Planner	\$6,620	\$6,712	-1.4%	\$6,739	-1.8%	\$9,196	\$9,045	1.6%	\$9,097	1.1%
		AVG:	-0.8%	AVG:	-1.8%		AVG:	1.7%	AVG:	0.2%



Final Report – Total Compensation Study

Livermore Amador Valley Transit Authority

Appendix III

Proposed Monthly Salary Plan

**Appendix III
Livermore Amador Valley Transit Authority
Proposed Salary Schedule
April 2014**

Band	Minimum Monthly Salary	Midpoint Monthly Salary	Maximum Monthly Salary	LAVTA Classifications
Band 6	\$8,170	\$9,804	\$11,438	Director of Administrative Services
Band 6	\$8,170	\$9,804	\$11,438	Director of Planning and Communications
Band 5	\$6,808	\$8,170	\$9,532	Finance and Grants Manager
Band 4	\$5,674	\$6,808	\$7,943	
Band 3	\$4,728	\$5,674	\$6,620	AVL, Scheduling, & Transit Applications Analyst
Band 3	\$4,728	\$5,674	\$6,620	Grants Analyst
Band 3	\$4,728	\$5,674	\$6,620	Marketing and Communications Specialist
Band 3	\$4,728	\$5,674	\$6,620	Paratransit Planning Specialist
Band 3	\$4,728	\$5,674	\$6,620	Transit Planner
Band 2	\$3,940	\$4,728	\$5,516	Community Outreach Coordinator
Band 2	\$3,940	\$4,728	\$5,516	Accounting Assistant
Band 2	\$3,940	\$4,728	\$5,516	Administrative Assistant
Band 2	\$3,940	\$4,728	\$5,516	Customer Service Supervisor
Band 1	\$3,152	\$3,782	\$4,413	Customer Service Representative

RESOLUTION NO. 19-2014**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ESTABLISHING FY2015 SALARY BANDS**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 07-2013, which established the current Human Resources Policy; and

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

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

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

Salary Bands

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

Monthly salary ranges as of July 1, 2014.

Monthly Salary Ranges

Band 1	\$3,152 - \$4,413
Customer Service Representative	
Band 2	\$3,940 - \$5,516
Community Outreach Coordinator	
Accounting Assistant	
Administrative Assistant	
Customer Service Supervisor	
Band 3	\$4,728 - \$6,620
Paratransit Planning Specialist	
Grants and Finance Analyst	
Band 4	\$5,674 - \$7,943
Senior Transit Planner	

AVL, Scheduling, and & Transit ITS Applications Analyst
Marketing/Communications Specialist

Band 5 \$6,808 - \$9,532
Finance and Grants Manager

Band 6 \$8,170 - \$11,438
Director of Administrative Services
Director of Planning and Communications

PASSED AND ADOPTED this 7th day of July, 2014.

Scott Haggerty, Chair

ATTEST:

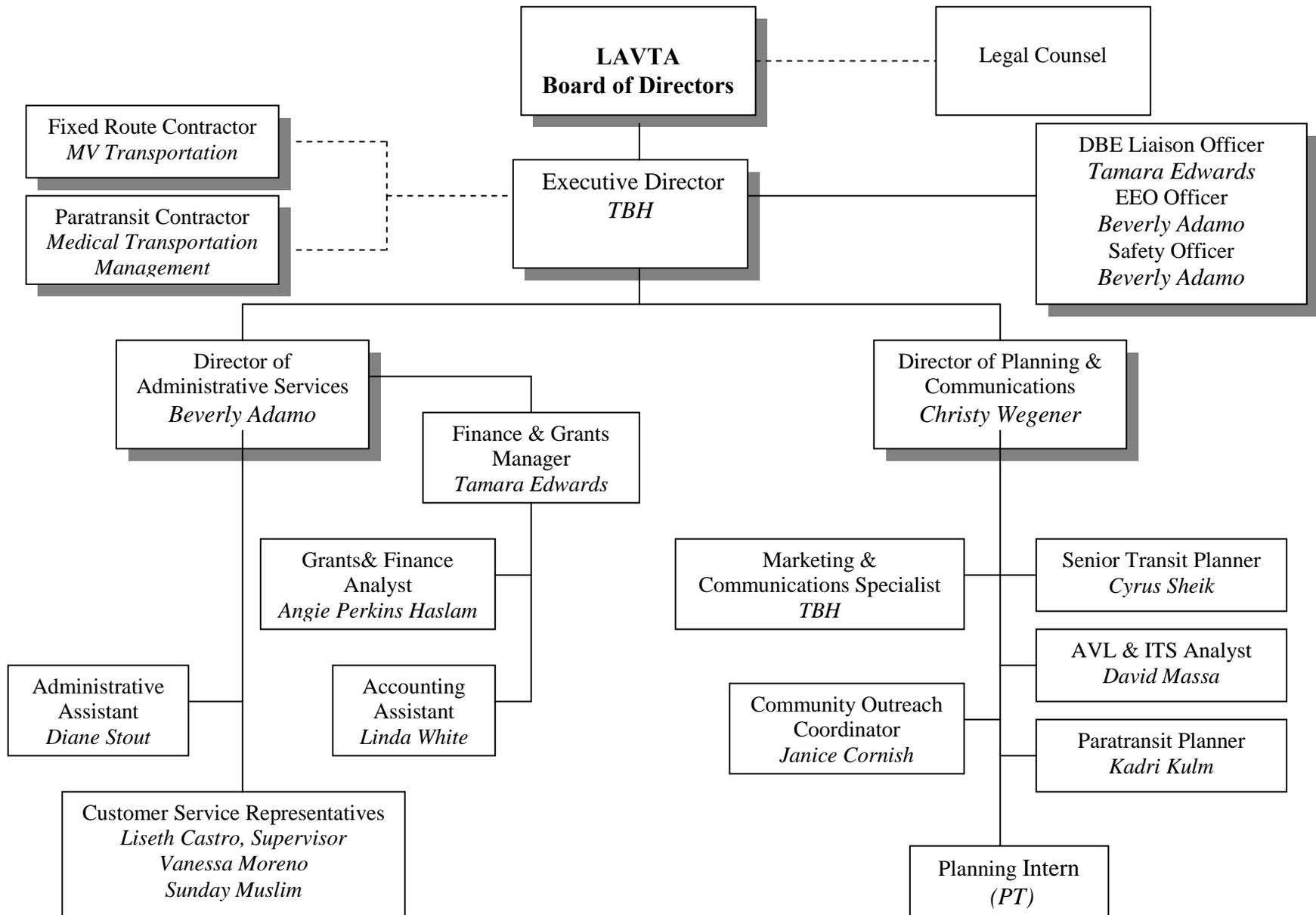
Kathleen Kelly, Interim Executive Director

Approved as to form:

Michael Conneran, Legal Counsel

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



Effective July 1, 2014

AGENDA

ITEM 15



EXECUTIVE DIRECTOR'S REPORT

July 7, 2014

1. Follow-up to complaints received at 6/2/14 Board Meeting:

Transfer complaint: At the last Board meeting, a passenger brought up a complaint regarding a concern that an operator erroneously denied a valid transfer. LAVTA staff followed-up and found that the complaint was not valid, and probably resulted from some misunderstandings. The letters of the transfer tickets change every day, and the complainant may not have been aware of the correct letter on that particular date. Further, the operator was correct about the transfer window; it is two hours, not three hours, as the complainant believed.

Discourteous Operator Behavior: Also at the last Board meeting, a passenger reported that an operator was rude to her on one of the Wheels fixed route buses and claims that he said she needed to ride Paratransit/Dial-A-Ride and was not welcome on fixed route. Staff researched the complaint, but due to insufficient information (bus number, time, date, etc.) the complaint could not be validated. Staff has discussed this with the passenger who made the complaint and requested that, whenever possible, she should make note of the bus number for proper follow-up, as discourteous complaints are taken very seriously at LAVTA.

2. Rideo Bus Repairs/STIP At Risk Report

LAVTA received a 2011 Caltrans STIP funded grant of \$200,000 for the Rideo Bus Restoration Project. This project was listed as "At Risk" on the Alameda CTC May 31, 2014 Project Monitoring Reports because the deadline for billing to the grant was June 30, 2014, and the final billing had not been submitted as of May 31. The Rideo bus was recently returned to LAVTA after having undergone extensive restorative repairs and a partial invoice was submitted on the grant earlier this year. However, staff could not sign off that the project had been completed until very recently, because some of the repairs had not been made satisfactorily. As of the end of June 2014, however, the entire balance of STIP funds has been invoiced and paid to the contractor. Staff have forwarded the necessary paperwork to close out the Caltrans grant, and updated the staff at the Alameda CTC.

On the same May 31, 2014 Alameda Project Monitoring report, there was another LAVTA project on the list of At Risk projects; Satellite Bus Operating Facility (Phases 1 & 2). However, this was a clerical error and the grant has actually been closed already. LAVTA and ACTC staff have already discussed this issue, and ACTC staff is working with Caltrans staff to ensure that the project is removed from the list.

3. Segway Policy

In May, an individual who uses a Segway ® as a mobility device, contacted LAVTA and expressed an interest in using his Segway ® on Wheels buses for his commute into Pleasanton. The Department of Transportation regulations require that transit agencies allow Segways on their

EXECUTIVE DIRECTOR'S REPORT

vehicles, when they are used as a mobility device. Many transit agencies in the Bay Area already have policies and procedures that govern the safe usage of Segways on their systems, and LAVTA staff are now in the process of gathering information from other transit agencies and drafting a policy to accept Segways/Electric Personal Assistance Mobility Devices (EPAMDs) onboard Wheels fixed route buses. Staff will bring the draft policy to the Projects and Services Committee in August. In the meantime, LAVTA and MV staff has accommodated the individual who contacted LAVTA, and he is able to ride our system.

4. Clipper Implementation

On June 23, LAVTA staff attended a Clipper implementation kickoff meeting coordinated by MTC. At the meeting, MTC briefed all the Phase 3 operators (Tri Delta, WestCAT, CCCTA and LAVTA) about the timing for Clipper installation on their systems, which will begin this August and has a projected go-live date of September 30, 2015. Because the four Phase 3 properties are being considered as one operator for purposes of the Clipper implementation, the four agencies will need to come to consensus on several business rules for Clipper by early fall 2014. Those business rules include age brackets for youth and seniors, transfer time between bus providers, and the minimum value on the card, among other issues. Staff from the Phase 3 properties will work together over the summer, and will bring any recommendations for adjustments in fare policy to the Board for discussion and approval in the fall.

5. Atlantis Fuel Spill Resolution

On February 11, 2014 there was a fuel spill at the Livermore Amador Valley Transit Authority (LAVTA) facility on Atlantis Court in Livermore. Shortly thereafter, the Livermore Pleasanton Fire Department (LFPD) began an investigation of potential delays in notifying the proper authorities of the fuel spill. LAVTA and MV staff worked together to provide LFPD with the information needed to complete the investigation. On Thursday, June 26, 2014, LAVTA received a confirmation email from the LFPD advising us that based on the information provided and the evidence reviewed by LFPD, no further action is required regarding the spill and that LFPD will not be pursuing formal enforcement regarding this spill at this time. LFPD does require that the Safe-Drain valve at the Atlantis site to remain closed per the manufacturer's recommendation, except for when it is necessary to open it to remove any rain water. LAVTA is committed to complying with all environmental laws and we believe that with the lessons learned through this experience, with LAVTA's oversight, MV will be able to ensure that both LAVTA sites are in fact compliant going forward.

6. New MV Site Manager at LAVTA

On July 1, 2014, MV Transportation hired a new site manager, Gregg Eisenberg. Prior to this assignment, Gregg was the General Manager of the Marguerite Shuttle at Stanford since 2009. Earlier in his career, Gregg was the Director of Operations in Fairfield, the General Manager at Antelope Valley Transit Authority, and the Operations Manager at the Regional Center of the East Bay. LAVTA staff has already met with Gregg and John Siragusa, MV's Chief of Staff, from Dallas, to discuss a number of concerns and discuss ways to improve communication between our staffs, and to improve service for our customers.

EXECUTIVE DIRECTOR'S REPORT

7. Update on Recruitment Effort for new Executive Director

The agency has retained Avery & Associates to lead the recruitment efforts for a new Executive Director, and Paul Kimura, Principal with the firm, will lead the recruitment team. Paul is developing a professional brochure that will be disseminated widely to potential candidates and will be included in job listings with several trade associations. The brochure will be available early in July, and candidates will be encouraged to apply by early August. Staff will consult with the Board subcommittee as the process moves forward, to determine next steps for interviewing the best candidates.

8. Preview of Major Board Items through September

Below is a list of the major items expected to come to the Committees and Board this summer. This is intended to give the Board members a “heads up”, and is provided now just as information. The timing for some of the items in August and September may change, and, if so, will be scheduled for the following month.

August:

Preliminary Year-End Financial and Grants Report: There are now two items related to the year-end financials that will be presented to the Committee in August and the Board in September: 1) the preliminary Treasurer's report for June 2014; and 2) the Fourth Quarter Budget and Grants report. LAVTA's accountancy firm's Statement of Auditing Standards regarding the Year-End for 2014 was presented to the Finance & Administration Committee at the June 24, 2014 meeting.

Award of Dublin/Pleasanton Bus Stop/ADA Improvements: The Committee will consider a staff recommendation on the construction contract for the Dublin/Pleasanton ADA bus stop improvements in August, with Board action scheduled in September.

10 Year financial projections: At the June 2, 2014 Board meeting, Director Woerner asked staff about financial projections beyond the budget year that the Board approved. Staff responded that this is normally done as part of the development of the Short Range Transit Plan (SRTP). After the meeting, staff discussed this item further and decided that it would be helpful to update the ten year projections now, rather than wait for the SRTP. Therefore, a ten-year financial projection for the agency will be brought to the August Finance and Administration Committee in August.

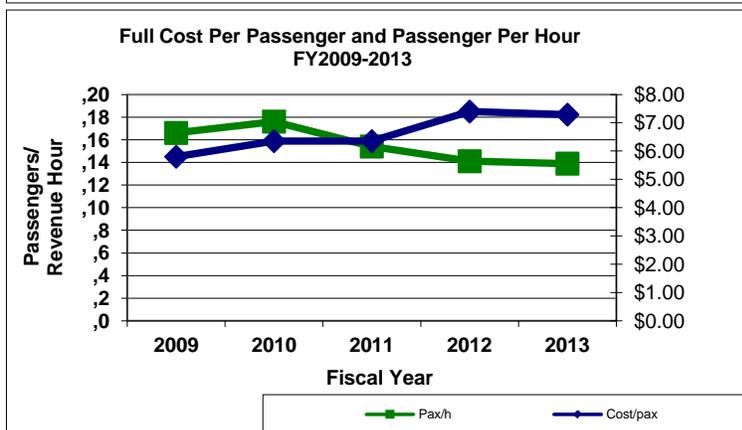
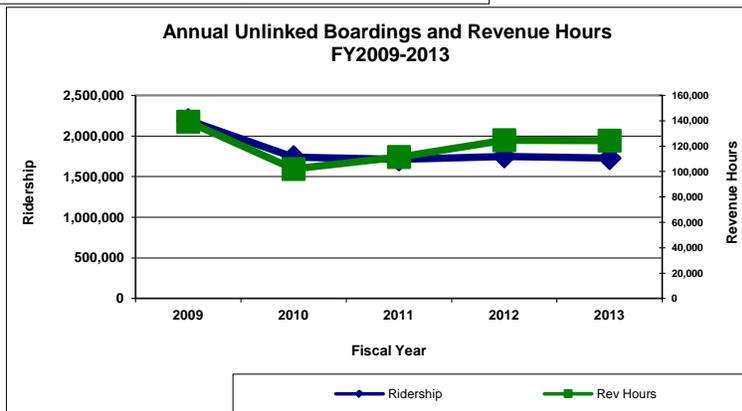
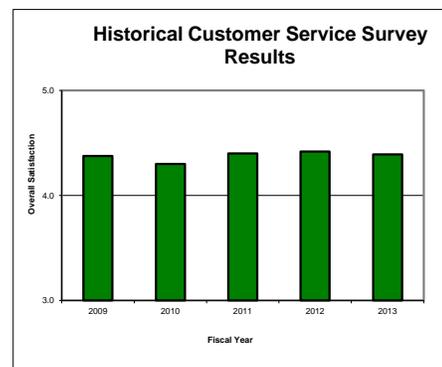
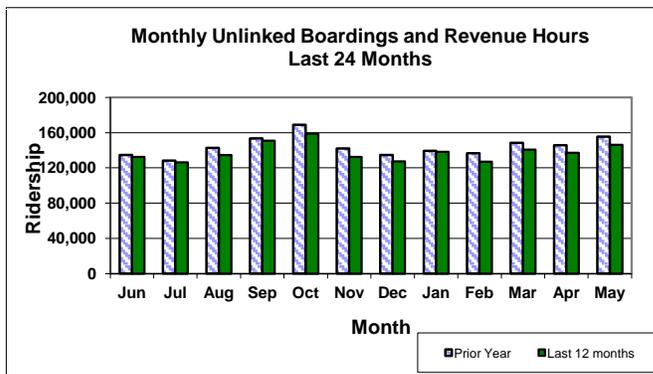
Annual Customer Satisfaction Survey: The Committee will hear the preliminary findings of the annual fixed route and Dial-a-Ride/paratransit customer satisfaction surveys, with the report going to the full Board in September.

Attachments

1. Monthly Statistical Report for April 2014

Monthly Summary Statistics for Wheels May 2014

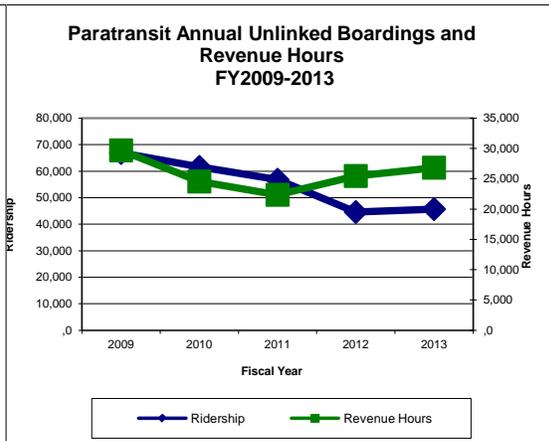
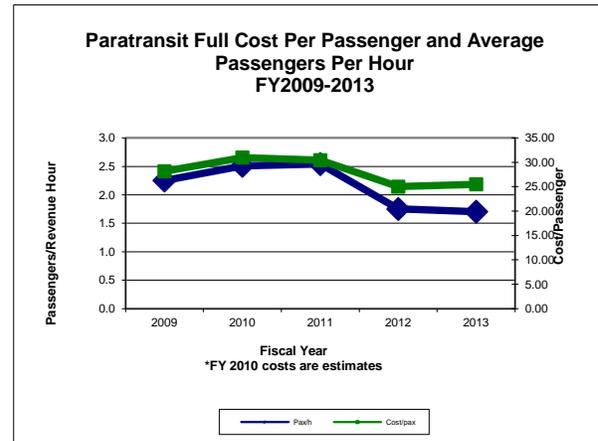
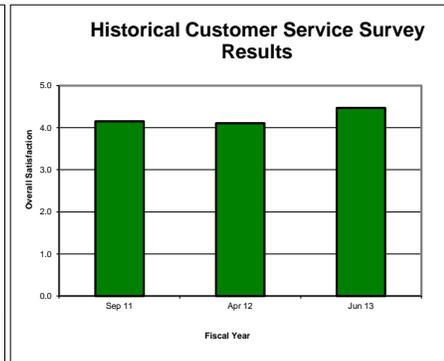
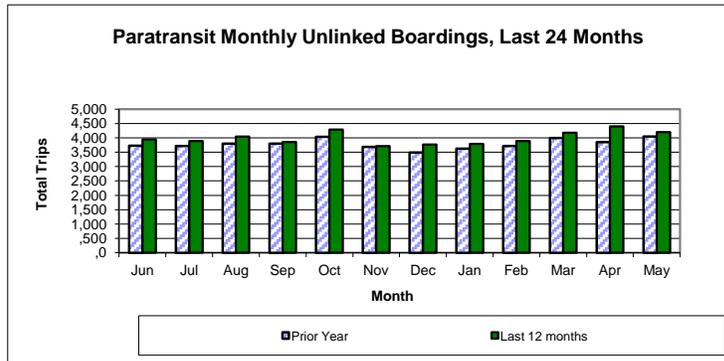
FIXED ROUTE						
	May 2014			% change from one year ago		
Total Ridership FY 2014 To Date	1,519,890			-4.7%		
Total Ridership For Month	146,090			-6.0%		
Fully Allocated Cost per Passenger	\$7.29			2.4%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	6,040	2,280	1,568	-4.4%	-2.0%	9.3%
Passengers Per Hour	13.8	12.2	13.6	-4.4%	-2.5%	8.7%
	May 2014			% change from last month		
On Time Performance	77.8%			-3.8%		



Monthly Summary Statistics for Wheels May 2014

PARATRANSIT			
General Statistics	May 2014	% Change from last year	Year to Date
Total Monthly Passengers	4,193	3.7%	43,990
Average Passengers Per Hour	2.91	71.2%	
On Time Performance	85.6%	-11.4%	
Fully Allocated Cost per Trip	\$31.87	25.0%	
Number of Paratransit Applications	31	40.9%	322
Calls Answered in <1 Minute	69.59%	-28.2%	

Missed Services Summary	May 2014	Year to Date
1st Sanction - Phone Call	0	32
2nd Sanction - Written Letter	0	2
3rd Sanction - 15 Day Suspension	0	1
4th Sanction - 30 Day Suspension	0	1
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0



Monthly Summary Statistics for Wheels

May 2014

SAFETY								
ACCIDENT DATA	May 2014				Fiscal Year to Date			
	Fixed Route		Paratransit		Fixed Route		Paratransit	
Total	1		0		29		1	
Preventable	0		0		14		1	
Non-Preventable	1		0		15		0	
Physical Damage								
Major	0		0		3		0	
Minor	1		0		24		1	
Bodily Injury								
Yes	0		0		5		0	
No	1		0		24		1	

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$3,531.25
To Date This Fiscal Year	\$54,500.36
Budget	\$100,000.00
% Expended	55%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	May 2014	Year To Date
Praise	0	2
Bus Stop	1	25
Incident	0	0
Trip Planning	1	10
Fares/Tickets/Passes	1	8
Route/Schedule Planning	9	77
Marketing/Website	2	29
ADA	1	2
TOTAL	15	153

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	4	0	0	30	1	0	0	1
Safety	4	1	2	13	0	0	0	5
Driver/Dispatch Courtesy	0	3	5	8	1	0	0	3
Early	1	1	0	14	0	0	0	1
Late	7	4	0	46	11	3	3	47
No Show	0	1	0	8	5	1	1	13
Incident	0	0	0	3	0	0	0	0
Driver/Dispatch Training	0	2	0	8	7	9	7	20
Maintenance	0	0	0	1	0	0	0	0
Bypass	2	1	1	15	0	0	0	0
TOTAL	18	13	8	146	25	13	11	90
Valid Complaints								
Per 10,000 riders	1.23							
Per 1,000 riders					5.96			

**COMMITTEE
MINUTES**



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

**PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE**

COMMITTEE MEMBERS

**SCOTT HAGGERTY
TIM SBRANTI**

**KARLA BROWN - VICE CHAIR
BOB WOERNER - CHAIR**

DATE: Monday, June 23, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore
TIME: 4:00p.m.

MINUTES

1. Call to Order

Committee Chair Bob Woerner called the meeting to order at 4:02pm.

Members Present

Karla Brown, Councilmember, City of Pleasanton
Tim Sbranti, Mayor, City of Dublin
Bob Woerner, Vice Mayor, City of Livermore

Members Absent

Scott Haggerty, Supervisor, Alameda County

2. Meeting Open to Public

None.

**3. Minutes of the May 19, 2014 Meeting of the P&S Committee and revised
Minutes of the April 28, 2014 P&S Committee**

May 19, 2014 Minutes:

Approved: Brown/Sbranti
Aye: Brown, Sbranti, Woerner
No: None
Abstain: None

April 28, 2014 Minutes:

Approved: Sbranti/Woerner
Aye: Sbranti, Woerner
No: None
Abstain: Brown

4. Rapid Ridership Plan

Staff presented to the committee the proposed action plan developed to reduce costs and improve ridership on the Rapid. Staff will analyze the impact of short turning the mid-day Rapid at the Transit Center, eliminating the trips between the Transit Center and the Lawrence Livermore Lab during the middle of the day. Additionally, staff is developing plans to increase ridership by reaching out to employers along the Rapid alignment, and offering better connectivity with the BART system.

5. Intelligent Transportation Systems Update

Staff updated the committee on the ITS projects underway: the upgrade to the onboard CAD/AVL system to bring the system up to date, and the installation of the Trapeze Viewpoint reporting module. The update will make data collection and reporting more efficient and make service planning more pro-active. An analysis of the 511.org real time system specifications will be studied by a third party consultant to see what it will take for LAVTA to upload real-time bus arrival information into the regional 511 system. If the study determines that additional funding is required to upload the information, LAVTA staff will request funds through MTC.

6. Matters Initiated by Committee Members

Karla Brown and Jerry Thorne rode on the Rideo Bus in the Livermore Rodeo Parade. She said it was a lot of fun and asked that staff look into removing the windows of the bus so that VIPs onboard could be more visible to parade patrons. In addition, she requested that LAVTA Directors and the Executive Director ride along next year, and that LAVTA invite former Board members to attend as well.

Bob Woerner asked whether the other Committee members present had reached out to their respective City staff and asked them to work with LAVTA on the Comprehensive Operational Analysis (COA). The committee members each discussed their top priorities for a service redesign. Specifically, the Committee members mentioned school service, economic development, human services and overall quality of life. LAVTA staff will be reaching out to the cities this summer in advance of finalizing the COA scope.

Next Meeting Date is Scheduled for: July 28, 2014

8. Adjourn

Meeting adjourned at 4:56pm.

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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

DON BIDDLE - CHAIR
JERRY THORNE

LAUREEN TURNER - VICE CHAIR

DATE: Tuesday, June 24, 2014

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

TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Chair Don Biddle called the meeting to order at 4:01pm.

Members Present

Don Biddle – Vice Mayor, City of Dublin
Karla Brown – Councilmember, City of Pleasanton

Members Absent

Laureen Turner – Councilmember, City of Livermore
Jerry Thorne – Mayor, City of Pleasanton

2. Meeting Open to Public

None.

3. Minutes of the May 27, 2014 Meeting of the F&A Committee

Carry minutes over to next meeting.

4. 2014 Audit of LAVTA's Financial Statements

Vikki Rodriguez, from the firm Maze and Associates, spoke to the Committee meeting about the requirement based on the Statement on Auditing Standards (SAS) No. 114 which requires the auditor to communicate with those charged with governance. This included an overview of the planned scope and timing of the audit; representations Maze and Associates is requesting from LAVTA management; additional guidance on the forms and timing of communication and an evaluation of the adequacy of the two-way communication. Ms. Rodriguez also queried the Committee regarding any potential for and occurrences of fraud. The Committee stated that they are not aware of known instances of fraud and that there are no areas they believe to be susceptible to fraud. Discussion also included how the samples are chosen for testing.

5. Treasurer's report for May 2014

The Finance & Administration committee recommends submitting the attached May 2014 Treasurer's Reports to the Board for approval.

Approved: Brown/Biddle
Aye: Brown, Biddle
No: None
Abstain: None

6. 5311 Authorizing Resolution

The Finance and Administration committee forwards a recommendation to the Board of Directors to approve Resolution 17-2014 authorizing Staff to submit requests for FTA (Federal Transit Administration) Section 5311 Funding to the California Department of Transportation/CalTrans.

Approved: Brown/Biddle
Aye: Brown, Biddle
No: None
Abstain: None

7. PTMISEA Authorizing Resolution

The Finance and Administration committee forwards a recommendation to the Board of Directors to approve Resolution 18-2014 authorizing application for PTMISEA funds.

Approved: Brown/Biddle
Aye: Brown, Biddle
No: None
Abstain: None

8. LAVTA Annual Organizational Review

Discussion included staff's recommendation for no changes to the current organization chart and that the structure and positions in Planning are being evaluated. The recommendations regarding changes in the salary bands were discussed and the Finance and Administration committee is recommending the Board of Directors approve the organization chart and the resolution 19-2014 changing the rates of salary bands for LAVTA employees.

Approved: Brown/Biddle

Aye: Brown, Biddle

No: None

Abstain: None

9. Matters Initiated by Committee Members

None.

10. Next Meeting Date is Scheduled for: July 22, 2014

Meeting adjourned at 4:35pm.

DRAFT