

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

**BOARD OF DIRECTORS MEETING**

**DATE:** October 5, 2015

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

**TIME:** 4:00pm

---

**AGENDA**

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

**2. Roll Call of Members**

**3. Meeting Open to Public**

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

**4. Consent Agenda**

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

- A. **Minutes of the September 14, 2015 Board of Directors meeting.**
- B. **Treasurer's Reports for the month of August 2015**

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

- C. **FY 2014 Prop 1B California Transit Security Grant Program (TSGP) Resolution**

**Recommendation:** Staff recommends the Board of Directors adopt Resolution 30-2015 for the FY14 Prop 1B California Transit Security Grant Program.

**5. Paratransit Comprehensive Assessment**

**Recommendation:** The Projects and Services Committee recommends the Board review and discuss the information provided in this staff report and provide direction regarding next steps.

**6. Tri-Valley Regional Rail Advisory Group**

**Recommendation:** The Project & Services Committee recommended the establishment of the Tri-Valley Regional Rail Advisory Group with membership consisting of a representative from the cities of Livermore, Pleasanton, Dublin, and Tracy, the counties of Alameda and San Joaquin, and transportation agencies LAVTA, ACE and BART.

**7. Executive Director's Report**

**8. Adjourn to CLOSED SESSION**

**9. CLOSED SESSION**

REAL ESTATE NEGOTIATIONS – PURSUANT TO GOVERNMENT CODE 54956.8:

Agency Negotiators: Michael Tree and Michael Conneran

Under Negotiation: Price and Terms of Payment

Property and Negotiating Parties:

City of Livermore

Livermore Transit Center

Owner Address/Location:

2500 Railroad Ave, Livermore, CA

**10. CLOSED SESSION**

REAL ESTATE NEGOTIATIONS – PURSUANT TO GOVERNMENT CODE 54956.8:

Agency Negotiators: Michael Tree and Michael Conneran

Under Negotiation: Price and Terms of Payment

Property and Negotiating Parties:

Atlantis Facility

Google, Inc.

Owner Address/Location:

Oak Business Park

875 Atlantis Court, Livermore, CA

**11. Reconvene to OPEN SESSION**

**12. Next Meeting Date is Scheduled for: November 2, 2015**

**13. 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/ Jennifer Suda

LAVTA, Administrative Assistant

9/30/15

Date

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

*Executive Director*

*Livermore Amador Valley Transit Authority*

*1362 Rutan Court, Suite 100*

*Livermore, CA 94551*

*Fax: 925.443.1375*

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

## **AGENDA**

### **ITEM 4 A**

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

**BOARD OF DIRECTORS MEETING**

**DATE:** September 14, 2015

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

**TIME:** 4:00pm

---

**MINUTES**

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

Meeting was called to order by Board Chair Don Biddle at 4:01 pm.

**2. Roll Call of Members**

**Members Present**

Scott Haggerty – Supervisor, County of Alameda  
Don Biddle – Councilmember, City of Dublin  
David Haubert – Mayor, City of Dublin  
Karla Brown – Vice Mayor, City of Pleasanton  
Jerry Pentin – Councilmember, City of Pleasanton  
Steven Spedowski – Councilmember, City of Livermore

**Members Absent**

Laureen Turner – Vice Mayor, City of Livermore

**3. Meeting Open to Public**

Robert S. Allen

BART Park-n-Ride Shuttle to Dublin/Pleasanton BART station. Mr. Allen presented a Draft Schedule for bus service between the Airway P&R and the E. Dublin/Pleasanton BART station. The schedule he proposed requires three buses running approximately 19 round trips each per day. This schedule would provide transportation every 15 minutes during the weekdays through the evening commute.

Herbert Hastings

Requesting to have LED lighting installed into the Westbound and Eastbound bus stops at First and Neal Street, due to safety concerns. Mr. Hastings would also like to have Real-Time signs installed at these two bus stops, since the paper style schedules inside the shelter are outdated. The paper schedules have been vandalized at these two bus stops and they are difficult to read in the evenings.

Lamar Advertising

Brad Staten and Cheri Thornley presented LAVTA a check for annual overage selling advertising in the amount of \$145,686.24.

#### **4. ACEforward Presentation**

**Presentation:** Staff from the San Joaquin Regional Rail Commission will be present at the September 14th LAVTA Board meeting to provide a brief presentation and answer questions.

Scott Haggerty introduced Dan Leavitt of the San Joaquin Regional Rail Commission/Altamont Commuter Express (ACE). Mr. Leavitt presented a brief slide presentation regarding the ACEforward planning efforts, which include plans to increase the number of daily round-trips, potentially provide a direct connection with BART in the Tri-Valley, as well as other improvements. Karla Brown mentioned the parking capacity issues at Pleasanton's ACE Station. Mr. Leavitt said that a shared parking structure is a possibility, but will look at notes and get back to Karla Brown. Scott Haggerty requested that a Regional Rail Working Group be added to the next agenda.

#### **5. September Wheels Accessible Advisory Committee Minutes Report**

No questions.

#### **6. Consent Agenda**

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

**A. Minutes of the July 6, 2015 Board of Directors meeting.**

Karla Brown requested that a revision be made to 4e on the July 6, 2015 minutes to reflect that she was absent and not present to vote.

**B. Treasurer's Reports for the month of June 2015 and July 2015**

**C. Contract Award for LAVTA Bus Stop Cleaning Services**

The Board approved the agreement to perform bus stop cleaning services to Aim to Please Janitorial Services. Resolution 28-2015

**D. State Legislative Update**

The Board ratified the letters of support.

#### **7. Amendment to the Wheels Accessible Advisory (WAAC) Committee Bylaws**

The Board approved amending the WAAC Bylaws to add ACTC's Paratransit Advisory Committee (PAPCO) representative position to the committee membership.

Approved: Pentin/Haggerty

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

No: None

Absent: Turner

#### **8. ACTC's Paratransit Advisory Committee (PAPCO) Representative Position to the Wheels**

### **Accessible Advisory Committee (WAAC).**

The Board adopted Resolution 29-2015 appointing Esther Waltz as the ACTC's Paratransit Advisory Committee (PAPCO) representative to the Wheels Accessible Advisory Committee (WAAC).

Approved: Haggerty/Brown

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

No: None

Absent: Turner

### **9. Clipper Memorandum of Understanding**

The Board approved the amended and restated Clipper® MOU.

Approved: Haggerty/Brown

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

No: None

Absent: Turner

### **10. LAVTA Fares and Clipper Day Pass Accumulator**

After staff briefed the Board with the LAVTA Fares and Transfer Agreements, adding the Clipper Card including the Day Pass Accumulator, the Board had a few questions and concerns. Scott Haggerty asked Carol Kuester, Clipper Director of Electronic Payments at MTC, about the delays that can occur when loading money onto a Clipper Card. Ms. Kuester said that one of the constraints on the Clipper system is that it is not a real time system and transactions are pushed out to devices only once every 24 hours. They advise patrons who are loading funds online that it will take 24-48 hours for the funds to be available. Ms. Kuester also mentioned that activating auto load to replenish cardholders' funds can be a solution. Mr. Haggerty suggests that the Board needs to understand potential issues and staff needs to instruct our driver's on how we are going to deal with these types of situations.

The Board requested staff contact Napa/Solano Transit to find out what problems/glitches they encountered as a small agency, so the Board can discuss and make sure that we do not make the same mistakes. Ms. Kuester's understanding is that patrons can use existing fare media and the Clipper card will be used in parallel. This allows the agency to see what works and what patrons gravitate towards and then adjust accordingly.

Don Biddle would like to know how the public will get a Clipper card and how they will load the card. Ms. Kuester reviewed the locations where the public can purchase and load a Clipper Card.

The Board requested a Clipper card update on October 5, 2015.

The Board approved LAVTA's Fares and Transfer Agreements, adding the Clipper Card including the Day Pass Accumulator, Resolution 27-2015.

Approved: Haggerty/Spedowski

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

No: None  
Absent: Turner

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

Executive Director Michael Tree noted the recent community projects and activities where LAVTA was a participant. He also made mention of the projects found within the attached Management Action Plan, and briefly mentioned the Legislative Report and agency statistics.

Key areas of focus for staff are on-time performance and the preparation of system alternatives for the ongoing planning efforts.

Karla Brown stated that the 4.2 customer satisfaction score for LAVTA's fixed route indicated happy passengers. Karla also noted the increase in ridership that resulted this year as a result of the added service for the Alameda County Fair.

For the record, Michael Tree stated that the planning team is aware of Robert Allen's comments regarding his proposed park and ride shuttle service to BART, and will consider the recommendations in their work.

## **12. Adjourn to CLOSED SESSION**

Meeting adjourned at to closed session at 5:15 pm.

## **13. CLOSED SESSION**

REAL ESTATE NEGOTIATIONS – PURSUANT TO GOVERNMENT CODE 54956.8:

Agency Negotiators: Michael Tree and Michael Conneran

Under Negotiation: Price and Terms of Payment

Property and Negotiating Parties:  
City of Livermore  
Livermore Transit Center

Owner Address/Location:  
2500 Railroad Ave, Livermore, CA

## **14. CLOSED SESSION**

REAL ESTATE NEGOTIATIONS – PURSUANT TO GOVERNMENT CODE 54956.8:

Agency Negotiators: Michael Tree and Michael Conneran

Under Negotiation: Price and Terms of Payment

Property and Negotiating Parties:  
Atlantis Facility  
Google, Inc.

Owner Address/Location:  
Oak Business Park  
875 Atlantis Court, Livermore, CA

## **15. Reconvene to OPEN SESSION**

Meeting reconvened at 5:33 pm. Reportable action is that LAVTA Executive Director is authorized to execute the contract between LAVTA and Google, Inc.

## **16. Next Meeting Date is Scheduled for: October 5, 2015**

## **17. Adjournment**



Meeting adjourned at 5:35 pm.

## **AGENDA**

### **ITEM 4 B**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Treasurer's Report for August 2015

FROM: Tamara Edwards, Finance and Grants Manager

DATE: September 22, 2015

**Action Requested**

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

**Discussion**

***Cash accounts:***

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

***General checking account activity (105):***

Beginning balance August 1, 2015	\$6,059,543.75
Payments made	\$1,411,820.26
Deposits made	\$4,741,481.30
Ending balance August 31, 2015	\$9,389,204.79

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

Beginning balance August 1, 2015	\$94,350.44
Deposits made	\$61,802.01
Ending balance August 31, 2015	\$156,152.45

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

Beginning balance August 1, 2015	\$2,141,694.01
Ending balance August 31, 2015	\$2,141,694.01

***Operating Expenditures Summary:***

As this is the second 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 16.66%. The agency is at 16.57% overall.

***Operating Revenues Summary:***

While expenses are at 16.57%, revenues (also without final accruals) are at 27.9%, providing for a healthy cash flow.

**Recommendation**

The Finance and Administration Committee recommends approving the attached August 2015 Treasurer's Report.

Attachments:

1. August 2015 Treasurer's Report

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

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

**ASSETS:**

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	9,389,204
106 CASH - FIXED ROUTE ACCOUNT	156,152
120 ACCOUNTS RECEIVABLE	(837,097)
135 INVESTMENTS - LAIF	2,141,749
150 PREPAID EXPENSES	(24)
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

**TOTAL ASSETS****59,376,240****LIABILITIES:**

205 ACCOUNTS PAYABLE	178,311
211 PRE-PAID REVENUE	1,363,916
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(0)
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	132
22090 WORKERS' COMPENSATION PAYABLE	17,177
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	99,051
23102 UNEMPLOYMENT RESERVE	20,000

**TOTAL LIABILITIES****1,678,578****FUND BALANCE:**

301 FUND RESERVE	6,061,017
304 GRANTS, DONATIONS, PAID-IN CAPITAL	48,078,345
30401 SALE OF BUSES & EQUIPMENT	56,215
FUND BALANCE	3,502,085

**TOTAL FUND BALANCE****57,697,662****TOTAL LIABILITIES & FUND BALANCE****59,376,240**

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
4010100	Fixed Route Passenger Fares	1,603,894	100,775	213,017	1,390,877	13.3%
4020000	Business Park Revenues	141,504	14,448	14,448	127,056	10.2%
4020500	Special Contract Fares	195,001	0	0	195,001	0.0%
4020500	Special Contract Fares - Paratransit	33,600	0	0	33,600	0.0%
4010200	Paratransit Passenger Fares	155,050	20,195	39,356	115,694	25.4%
4060100	Concessions	38,500	(152)	1,577	36,923	4.1%
4060300	Advertising Revenue	115,000	0	95,000	20,000	82.6%
4070400	Miscellaneous Revenue-Interest	2,000	0	0	2,000	0.0%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE E	126,250	0	0	126,250	100.0%
4099100	TDA Article 4.0 - Fixed Route	9,476,889	4,200,000	4,200,000	5,276,889	44.3%
4099500	TDA Article 4.0-BART	85,033	5,446	5,446	79,587	6.4%
4099200	TDA Article 4.5 - Paratransit	129,379	8,029	8,029	121,350	6.2%
4099600	Bridge Toll- RM2	-	0	0	-	#DIV/0!
4110100	STA Funds-Paratransit	49,123	0	0	49,123	0.0%
4110500	STA Funds- Fixed Route BART	537,422	0	0	537,422	0.0%
4110100	STA Funds-pop	884,220	0	0	884,220	0.0%
4110100	STA Funds- rev	199,577	0	0	199,577	0.0%
4110100	STA Funds- Lifeline	194,324	0	0	194,324	0.0%
4130000	FTA Section 5307 Preventative Maint.	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 ADA Paratransit	340,965	0	0	340,965	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	74,517	236	236	74,281	0.3%
4130000	FTA 5311	43,683	0	0	43,683	0.0%
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	-	0	0	-	#DIV/0!
4640100	Measure B Paratransit Funds-Fixed Route	867,343	0	0	867,343	0.0%
4640100	Measure B Paratransit Funds-Paratransit	164,161	0	0	164,161	0.0%
4640200	Measure BB Paratransit Funds-Fixed Route	648,000	0	0	648,000	0.0%
4640200	Measure BB Paratransit Funds-Paratransit	277,910	0	0	277,910	0.0%
<b>TOTAL REVENUE</b>		<b>16,383,345</b>	<b>4,348,977</b>	<b>4,577,109</b>	<b>11,806,236</b>	<b>27.9%</b>

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

		<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
501 02	Salaries and Wages	\$1,293,880	\$90,046	\$193,057	\$1,100,823	14.92%
502 00	Personnel Benefits	\$686,556	\$41,235	\$107,224	\$579,332	15.62%
503 00	Professional Services	\$580,806	\$59,800	\$80,268	\$500,538	13.82%
503 05	Non-Vehicle Maintenance	\$489,090	\$154,289	\$200,799	\$286,091	41.06%
503 99	Communications	\$10,500	\$451	\$428	\$4,572	4.08%
504 01	Fuel and Lubricants	\$1,541,300	\$80,735	\$138,805	\$1,402,495	9.01%
504 03	Non contracted vehicle maintenance	\$2,500	\$0	\$113	\$2,388	4.50%
504 99	Office/Operating Supplies	\$53,000	\$2,434	\$3,821	\$49,179	7.21%
504 99	Printing	\$60,000	\$0	\$11	\$59,989	0.02%
505 00	Utilities	\$264,300	\$54,318	\$56,460	\$207,840	21.36%
506 00	Insurance	\$536,162	\$0	\$164,272	\$371,890	30.64%
507 99	Taxes and Fees	\$152,000	\$8,961	\$18,211	\$133,789	11.98%
508 01	Purchased Transportation Fixed Route	\$8,855,346	\$706,379	\$1,420,639	\$7,474,307	16.04%
2-508 01	Purchased Transportation Paratransit	\$1,608,930	\$145,653	\$288,356	\$1,320,574	17.92%
509 00	Miscellaneous	\$66,975	\$4,098	\$33,555	\$31,965	50.10%
509 02	Professional Development	\$49,000	\$921	\$921	\$48,079	1.88%
509 08	Advertising	\$133,000	\$7,174	\$8,887	\$124,113	6.68%
<b>TOTAL</b>		<b>\$16,383,345</b>	<b>\$1,356,495</b>	<b>\$2,715,827</b>	<b>\$13,697,963</b>	<b>16.58%</b>

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

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>REVENUE DETAILS</b>						
4090594	TDA (office and facility equip)	27,000	0	0	27,000	0.00%
4090194	TDA Shop repairs and replacement	21,800	0	0	21,800	0.00%
4091794	Bus stop improvements	-	0	0	0	#DIV/0!
4090994	Radio upgrades	-	0	0	0	#DIV/0!
	TDA 511 Integration	-	0	0	0	#DIV/0!
	TDA Bus replacement	3,616,700	0	0	3,616,700	0.00%
	TDA IT Upgrades and Replacements	114,500	0	0	114,500	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	120,000	0	0	120,000	0.00%
4111700	PTMISEA Shelters and Stops	125,000	0	0	125,000	0.00%
	Prob 1B Security upgrades	36,696	0		36,696	0.00%
	PTMISEA Bus Replacement	609,778	0	0	609,778	0.00%
	PTMISEA Transit Center Improvements	125,625	0	0	125,625	0.00%
	PTMISEA Office improvements	179,069	0	0	179,069	0.00%
	PTMISEA Shop Repairs	178,000	0	0	178,000	0.00%
	FTA Bus replacements	12,431,200	0	0	12,431,200	0.00%
	<b>TOTAL REVENUE</b>	<b>17,685,368</b>	<b>-</b>	<b>-</b>	<b>17,685,368</b>	<b>0.00%</b>



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

August 31, 2018						
ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	199,800	0	5,965	193,835	2.99%
5550207	New MOA Facility (Satelite Facility)	-	0	0	0	#DIV/0!
5550407	BRT	-	0	0	0	#DIV/0!
	Transit Center Upgrades and Improvements	125,625	0	0	125,625	0.00%
5550507	Office and Facility Equipment	206,069	0	0	206,069	0.00%
5550907	IT Upgrades and replacement	114,500	0	0	114,500	0.00%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
5552407	Security upgrades	36,696	0	0	36,696	0.00%
5551707	Bus Shelters and Stops	125,000	0	0	125,000	0.00%
5552007	Major component rehab	120,000	0	0	120,000	0.00%
	Bus replacement	16,657,678	0	0	16,657,678	0.00%
TOTAL CAPITAL EXPENDITURES		17,685,368	0	5,965	17,679,403	0.03%
FUND BALANCE (CAPITAL)		0.00	0	(5,965)		
FUND BALANCE (CAPTIAL & OPERATING)		0.00	2,993,547	1,855,861		

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

[www.treasurer.ca.gov/pmia-  
laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
September 02,  
2015

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

PMIA Average Monthly Yields

Account Number:  
80-01-002

Tran Type Definitions

August 2015 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,141,111.97
Total Withdrawal:	0.00	Ending Balance:	2,141,111.97

REPORT.: Sep 01 15 Tuesday  
 RUN....: Sep 01 15 Time: 08:24  
 Run By.: Diane Stout

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 08-15 Bank Account.: 105

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information----- Description
H508	08/28/15	MVT01	MV TRANSPORTATION, INC.	329090.00	.00	329090.00	62185H	62185, INSTALLMENT 2, 8/1
H5515	08/03/15	PAC02	PACIFIC GAS AND ELECTRIC	619.97	.00	619.97	980071515H	980071515 #9800031052-8 T
H5516	08/03/15	PAC02	PACIFIC GAS AND ELECTRIC	498.60	.00	498.60	900071515H	900071515, #90007202117-4
H5545	08/06/15	MER01	MERCHANT SERVICES	205.52	.00	205.52	TC073115H	TC073115 MERCHANT SERVICE
H5546	08/06/15	MER01	MERCHANT SERVICES	124.50	.00	124.50	MOA073115H	MOA073115, MERCHANT SERVI
H5547	08/07/15	DIR02	DIRECT DEPOSIT OF PAYROLL	32924.13	.00	32924.13	20150807H	20150807, DIRECT DEPOSIT
H5548	08/04/15	EMP01	EMPLOYMENT DEVEL DEPT	1937.24	.00	1937.24	20150804H	20150804, SIT, SDI WE 7/3
H5549	08/05/15	EFT01	ELECTRONIC FUND TRANSFERS	6276.94	.00	6276.94	20150804H	20150804, FIT, MEDICARE,
H5550	08/04/15	PER04	CALPERS RETIREMENT SYSTEM	307.69	.00	307.69	20150804H	20150804, PERS - 457
H5551	08/04/15	PER01	PERS	4400.80	.00	4400.80	20150807CH	20150807C, PERS Retirement
H5552	08/04/15	PER01	PERS	1794.89	.00	1794.89	20150807NH	20150807N PERS Retirement
H5553	08/03/15	VSP01	VSP	496.74	.00	496.74	AUG-15H	AUG-15 VISION BENEFIT AUG
H5554	08/03/15	DEL05	ALLIED ADMIN/DELTA DENTAL	2354.89	.00	2354.89	SEP-15H	SEP-15 DENTAL BENEFITS SE
H5555	08/03/15	PER03	CAL PUB EMP RETIRE SYSTM	27563.37	.00	27563.37	AUGUST-15H	AUGUST-15 HEALTH BENEFITS
H5556	08/03/15	AME06	AMERICAN FIDELITY ASSURAN	453.61	.00	453.61	SUPPL08-2H	SUPPL08-2015 SUPPLEMENTAL
H5557	08/03/15	AME06	AMERICAN FIDELITY ASSURAN	953.33	.00	953.33	FSA08-201H	FSA08-2015 FLEX SPENDING
H5558	08/12/15	EDW01	TAMARA EDWARDS	142.00	.00	142.00	081315H	081315 PER DIEM FTA FMO S
H5559	08/12/15	SWA01	ANGELA SWANSON	142.00	.00	142.00	081315H	081315 PER DIEM FTA FMO S
H5560	08/06/15	VER01	VERIZON WIRELESS	185.67	.00	185.67	974946942H	9749469426 DIRECTOR CELL
H5561	08/10/15	MTM01	MEDICAL TRANSPORTATION MA	122406.82	.00	122406.82	JUN2015H	JUN2015, JUNE 2015 PARATR
H5562	08/14/15	MOC01	DENNIS MOCHON	94.60	.00	94.60	JUL2015H	JUL2015, MILEAGE REIMBURS
H5563	08/10/15	CAL04	CALIFORNIA WATER SERVICE	749.96	.00	749.96	198072115H	198072115, 0198655555, BU
H5564	08/10/15	CAL04	CALIFORNIA WATER SERVICE	869.79	.00	869.79	909072115H	909072115, 9098655555 MOA
H5565	08/10/15	PAC02	PACIFIC GAS AND ELECTRIC	511.46	.00	511.46	726072215H	726072215 #7264840356-5 R
H5566	08/06/15	CIT07	CITY OF LIVERMORE - WATER	44.61	.00	44.61	361072115H	361072115 #139361, ATL SE
H5567	08/06/15	CIT07	CITY OF LIVERMORE - WATER	39.95	.00	39.95	399072115H	399072115, #139399, ATL S
H5568	08/04/15	CIT07	CITY OF LIVERMORE - WATER	49.36	.00	49.36	431072115H	431072115, #138431, ATL I
H5569	08/04/15	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432072115H	432072115, #138432, ATL F
H5570	08/04/15	CIT07	CITY OF LIVERMORE - WATER	119.47	.00	119.47	388072115H	388072115, #139388, ATL B
H5571	08/04/15	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430072115H	430072115, #138430, ATL I
H5572	08/24/15	CAL04	CALIFORNIA WATER SERVICE	36.70	.00	36.70	361080415H	361080415, 3616555555 TC
H5573	08/24/15	CAL04	CALIFORNIA WATER SERVICE	404.21	.00	404.21	461080415H	461080415, 4616555555 TC
H5574	08/24/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257080315H	257080315, 2575555555 TC
H5575	08/24/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475080315H	475080315, 4755555555, MO
H5576	08/24/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575080315H	575080315, 5755555555, OP
H5577	08/14/15	PAC02	PACIFIC GAS AND ELECTRIC	7883.85	.00	7883.85	580073115H	580073115, #5809326332-3
H5578	08/14/15	PAC02	PACIFIC GAS AND ELECTRIC	1413.27	.00	1413.27	606073015H	606073015, #6062256368-6
H5579	08/12/15	INT05	INTERSTATE OIL COMPANY	14805.64	.00	14805.64	D33243A-IH	D33243A-IN DIESEL DELIVER
H5580	08/14/15	MVT01	MV TRANSPORTATION, INC.	329090.00	.00	329090.00	62183H	62183, AUG 2015 INSTALLME
H5581	08/07/15	MVT01	MV TRANSPORTATION, INC.	64186.91	.00	64186.91	61887H	61887, JUNE 2015 SERVICE

REPORT.: Sep 01 15 Tuesday  
 RUN....: Sep 01 15 Time: 08:24  
 Run By.: Diane Stout

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 08-15 Bank Account.: 105

PAGE: 002  
 ID #: PY-DP  
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice # Description
H5582	08/14/15	TX123	OLGA PRINZ	58.23	.00	58.23	06/30-7/2H 06/30-7/25/15, PARA TAXI
H5583	08/14/15	TX113	RODGER RAGER	192.10	.00	192.10	7/14-7/31H 7/14-7/31 PARA TAXI REIMB
H5584	08/14/15	TAX67	CHRISTEL RAGER	157.25	.00	157.25	7/1-7/14H 7/1-7/14 PARA TAXI REIMBU
H5585	08/14/15	TAX76	MARY ANN HANDZUS	162.85	.00	162.85	1/3-3/28H 1/3-3/28 PARA TAXI REIMBU
H5586	08/14/15	TAX72	JUSTIN HART	161.07	.00	161.07	7/3-7/26H 7/3-7/26 PARA TAXI REIMBU
H5587	08/14/15	WEG01	CHRISTY WEGENER	29.98	.00	29.98	081115H 081115 OFFICE REFRESHMENT
H5588	08/14/15	COR03	JAN CORNISH	14.73	.00	14.73	080615H 080615 MARKETING COLLABOR
H5589	08/14/15	INT05	INTERSTATE OIL COMPANY	14073.67	.00	14073.67	D33640A-IH D33640A-IN DIESEL FUEL DE
H5590	08/14/15	USB01	U S BANK	4089.49	.00	4089.49	JUL-15H JUL-15 US BANK CREDIT CAR
H5591	08/14/15	MTM01	MEDICAL TRANSPORTATION MA	7626.50	.00	7626.50	MTM112024H MTM112024, DAR TICKET REI
H5592	08/14/15	TAX91	VIVIAN MARIE MILLER	108.80	.00	108.80	7/23-8/9/H 7/23-8/9/15 PARA TAXI REI
H5593	08/12/15	EFT01	ELECTRONIC FUND TRASFERS	2522.90	.00	2522.90	20150724HH 20150724H, FIT, FICA - LI
H5594	08/12/15	EMP01	EMPLOYMENT DEVEL DEPT	659.85	.00	659.85	20150724HH 20150724H STATE INCOME TA
H5595	08/20/15	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	SEPT2015H SEPT2015, Workers' Comp S
H5596	08/18/15	PER01	PERS	2024.06	.00	2024.06	20150814NH 20150814N PERS Retirement
H5597	08/21/15	DIR02	DIRECT DEPOSIT OF PAYROLL	33866.04	.00	33866.04	20150821H 20150821, DIRECT DEP PAYR
H5598	08/18/15	PER04	CALPERS RETIREMENT SYSTEM	507.69	.00	507.69	20150814H 20150814, PERS - 457 8/1/
H5599	08/18/15	PER01	PERS	4406.73	.00	4406.73	20150814CH 20150814C, PERS Retiremen
H5600	08/18/15	EMP01	EMPLOYMENT DEVEL DEPT	2104.90	.00	2104.90	20150821H 20150821 SIT, SDI 8/1/15-
H5601	08/18/15	EFT01	ELECTRONIC FUND TRASFERS	6751.46	.00	6751.46	20150821H 20150321, FIT, MEDICARE,
H5602	08/20/15	STA13	STAPLES CREDIT PLAN	652.94	.00	652.94	JULY2015SH JULY2015SUPPLIES, OFFICE
H5603	08/28/15	NEL01	NELSON\NYGAARD CONSULTING	53225.32	.00	53225.32	64628H 64628, COA PROF PLANNING
H5604	08/20/15	PAC02	PACIFIC GAS AND ELECTRIC	93.70	.00	93.70	764081315H 764081315, 7649646868-7 D
H5605	08/20/15	PAC02	PACIFIC GAS AND ELECTRIC	489.16	.00	489.16	900081415H 900081415 9007202117-4 MO
H5606	08/20/15	SHE05	SHELL	31.04	.00	31.04	659981641H 659981641508, STAFF VEHIC
H5607	08/20/15	NAR01	KATHERINE NARUM	100.00	.00	100.00	JULY15H JULY15, BOD STIPENDS JULY
H5609	08/26/15	INT05	INTERSTATE OIL COMPANY	15213.69	.00	15213.69	D2671FG-IH D2671FG-IN, DIESEL FUEL D
H5610	08/28/15	INT05	INTERSTATE OIL COMPANY	14398.68	.00	14398.68	D2675FG-IH D2675FG-IN, DIESEL FUEL D
H5611	08/18/15	BAN03	BANKCARD CENTER	369.15	.00	369.15	JUL-15H JUL-15, BOW CREDIT CARD C
H5612	08/20/15	PAC02	PACIFIC GAS AND ELECTRIC	671.21	.00	671.21	980081415H 980081415, 9800031052-8 T
H5613	08/28/15	STO03	DIANE STOUT	78.78	.00	78.78	JUL-AUG20H JUL-AUG2015 MILEAGE REIMB
H5614	08/28/15	TAX99	SAEED TIRMIZI	76.98	.00	76.98	051215-08H 051215-080515 PARATAXI RE
H5615	08/28/15	TAX67	CHRISTEL RAGER	93.50	.00	93.50	08315-081H 08315-081115 PARATAXI REI
H5616	08/28/15	TAX96	THOMAS R. LEONARD	157.35	.00	157.35	072315-08H 072315-081315 PARATAXI RE
H5617	08/26/15	MUT01	MUTUAL OF OMAHA	1103.70	.00	1103.70	409529532H 409529532, LIFE, LTD, AD&
H5618	08/28/15	BID01	DON BIDDLE	100.00	.00	100.00	AUG2015H AUG2015 BOD STIPENDS
H5619	08/28/15	BRO03	KARLA SUE BROWN	200.00	.00	200.00	AUG2015H AUG2015 BOD STIPENDS
H5620	08/28/15	HAU01	DAVID HAUBERT	100.00	.00	100.00	AUG2015H AUG2015 BOD STIPENDS
H5621	08/28/15	SPE04	STEVEN G. SPEDOWFSKI	100.00	.00	100.00	AUG2015H AUG2015 BOD STIPENDS
H5622	08/28/15	INT05	INTERSTATE OIL COMPANY	13754.24	.00	13754.24	D2677FG-IH D2677FG-IN DIESEL FUEL DE

REPORT.: Sep 01 15 Tuesday  
 RUN....: Sep 01 15 Time: 08:24  
 Run By.: Diane Stout

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 08-15 Bank Account.: 105

PAGE: 003  
 ID #: PY-DP  
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H5623	08/28/15	TRA12	TRAPEZE SOFTWARE GROUP	112996.00	.00	112996.00	MA0000000H	MA0000000311 TRANSITMASTE
H5624	08/23/15	TRA12	TRAPEZE SOFTWARE GROUP	16800.00	.00	16800.00	TSG150000H	TSG150000443 TRAPEZE FX T
018655	08/14/15	AIM01	AIM TO PLEASE JANITORIAL	10889.14 10889.14	.00 .00	10889.14 10889.14	73072 73099	73072, JUNE 2015 BUS STOP 73099, JULY 2015 BUS STOP
			Check Total.....:	21778.28	.00	21778.28		
018656	08/14/15	ARG01	DAWN ARGULA	100.00	.00	100.00	JUL2015	JUL2015, BOD STIPENDS - C
018657	08/14/15	AVI01	AMADOR VALLEY INDUSTRIES	325.84	.00	325.84	511939	511939 GARBAGE - BUS STOP
018658	08/14/15	BAR02	SF BAY AREA RAPID TRA DIS	2673.00	.00	2673.00	20150810	20150810 REPLENISH BART T
018659	08/14/15	BAY03	BAY AREA NEWS GROUP	1260.00 586.80	.00 .00	1260.00 586.80	893544 896250	893544 CLASSIFIED AD WHEE 896250 CLASSIFIED AD RAPI
			Check Total.....:	1846.80	.00	1846.80		
018660	08/14/15	CDW01	CDW-G GOVERNMENT, INC	1374.00	.00	1374.00	XC02890	XC02890, VEEAM PO5279
018661	08/14/15	CIT06	CITY OF LIVERMORE SEWER	176.78	.00	176.78	BW072115	BW072115, #138143, BUS WA
018662	08/14/15	CLA02	CLARK PEST CONTROL	90.00 92.00	.00 .00	90.00 92.00	17233430 17388360	17233430, PEST CONTROL AT 17388360, PEST CONTROL RU
			Check Total.....:	182.00	.00	182.00		
018663	08/14/15	COL02	COLLICUTT ENERGY SERVICES	774.42 395.00	.00 .00	774.42 395.00	36496 39554	36496, ANNUAL GENERATOR I 39554 QTRLY GENERATOR INS
			Check Total.....:	1169.42	.00	1169.42		
018664	08/14/15	EJW01	E.J. WARD INC	1950.00	.00	1950.00	53383-IN	53383-IN TERMINAL 1 ONSIT
018665	08/14/15	EME01	EMERALD LANDSCAPE CO INC	1155.00 2500.00 275.00 730.00	.00 .00 .00 .00	1155.00 2500.00 275.00 730.00	262056 262314 262480 262528	262056, LANDSCAPE SERVICE 262314, IRRIGATION SMART 262480 IRRIGATION REPAIRS 262528, IRRIGATION REPAIR
			Check Total.....:	4660.00	.00	4660.00		
018666	08/14/15	FAS01	FASTSIGNS	359.16	.00	359.16	DUB85440	DUB85440 NO SMOKING AREA
018667	08/14/15	GAN01	GANNETT FLEMING COMPANIES	108.19	.00	108.19	61526	055156.07*61526 DUBLIN BU
018668	08/14/15	GSG01	GSGC INC	1328.92 732.57	.00 .00	1328.92 732.57	06252-15 06253-15	06252-15, AUG 2015 JANITO 06253-15 JANITORIAL SUPPL
			Check Total.....:	2061.49	.00	2061.49		
018669	08/14/15	HAN01	HANSON BRIDGETT MARCUS	1114.70 3541.00	.00 .00	1114.70 3541.00	1148103 1148104	1148103, LEGAL SVCS JUNE 1148104, LEGAL SVCS JUNE
			Check Total.....:	4655.70	.00	4655.70		
018670	08/14/15	IND01	THE INDEPENDENT	539.58	.00	539.58	35058	35058, WHEELS FORWARD AD
018671	08/14/15	KKI01	ALPHA MEDIA II LLC	4400.00	.00	4400.00	115077639	1150776399 RADIO AD WHEEL
018672	08/14/15	LIU01	ANGELA LIU	90.00	.00	90.00	080515	080515, REFUND FOR SENIOR
018673	08/14/15	LIV10	LIVERMORE SANITATION INC	2317.40	.00	2317.40	633023	633023 GARBAGE JULY 2015
018674	08/14/15	MON02	MONTGOMERY & ASSOCIATES I	2050.00 2050.00	.00 .00	2050.00 2050.00	362-58205 875-58205	362-5820527 RUTAN STORM W 875-5820527 ATL STORM WAT
			Check Total.....:	4100.00	.00	4100.00		
018675	08/14/15	OFF01	OFFICE DEPOT	68.21 196.53	.00 .00	68.21 196.53	783178433 785566086	783178433001 OFFICE SUPPL 785566086001 OFFICE SUPPL
			Check Total.....:	264.74	.00	264.74		
018676	08/14/15	OFF02	OFFICETEAM	1442.40 1847.20 1847.20	.00 .00 .00	1442.40 1847.20 1847.20	43577663 43577664 43628782	43577663, TEMP STAFF WE 7 43577664 TEMP STAFF WE 7/ 43628782, TEMP STAFF WE 7

REPORT.: Sep 01 15 Tuesday  
 RUN...: Sep 01 15 Time: 08:24  
 Run By.: Diane Stout

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 08-15 Bank Account.: 105

PAGE: 004  
 ID #: PY-DP  
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice # Description
			Check Total.....:	5136.80	.00	5136.80	
018677	08/14/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005889 2005890, MTHLY INSPECT OF
				120.00	.00	120.00	2005890, INSPEC UNDGRN ST
			Check Total.....:	240.00	.00	240.00	
018678	08/14/15	PLE07	PLEASANTON WEEKLY	799.00	.00	799.00	40112 40112 WHEELS FORWARD WORK
018679	08/14/15	SCF01	SC FUELS	15908.99	.00	15908.99	2833030 2833030 DIESEL FUEL DELIV
018680	08/14/15	SHA02	SHAMROCK OFFICE SOLUTIONS	44.12	.00	44.12	221436 221436 RICOH PRINTER MAIN
018681	08/14/15	TAX60	ANNA FONG	84.58	.00	84.58	6/29-7/28 6/29-7/28 PARA TAXI REIMB
018682	08/14/15	TIK01	LAI YOONG THAM	16.00	.00	16.00	081115 081115, FAREBUSTER TICKET
018683	08/14/15	TX107	VIRGINIA WILBERG	43.35	.00	43.35	7/13-7/23 7/13-7/23 PARA TAXI REIMB
018684	08/14/15	YES01	YESCO DBA YOUNG ELECTRIC	6612.66	.00	6612.66	R44446 R44446, INSTALL BUS STOP
018688	08/28/15	ARG01	DAWN ARGULA	100.00	.00	100.00	AUG2015 AUG2015 BOD STIPENDS
018689	08/28/15	ATT02	AT&T	845.79	.00	845.79	6927674 6927674, C60222345777, SU
				274.75	.00	274.75	6927675, 9252948198279, P
			Check Total.....:	1120.54	.00	1120.54	
018690	08/28/15	ATT03	AT&T	890.68	.00	890.68	385533920 3855339202, 171-795-76150
018691	08/28/15	CAL13	CALIFORNIA TRANSIT	13560.86	.00	13560.86	062015JUL 06-2015-JUL JULY 2015 INS
018692	08/28/15	CAL15	CALTRONICS BUSINESS SYS	644.31	.00	644.31	1831388 1831388, BIZHUB MAINT FEE
018693	08/28/15	CHR02	RONDAL MEUSER	65.70	.00	65.70	9690 9690, BUSINESS CARDS - DI
018694	08/28/15	CIT01	CITY OF LIVERMORE	1099.52	.00	1099.52	1294 (15-1 1294 (15-16), WASTEWTR STO
018695	08/28/15	CIT06	CITY OF LIVERMORE SEWER	176.78	.00	176.78	BW081815 BW081815, 138143-00 BUS W
				38.38	.00	38.38	TC081115 TC081115, TC SEWER 7/14/1
				152.36	.00	152.36	MOA081815 MOA081815, 133294, MOA SE
			Check Total.....:	367.52	.00	367.52	
018696	08/28/15	CIT08	CITY OF FOSTER CITY	250.00	.00	250.00	9401 9401, JOB POSTING ON CALO
018697	08/28/15	CLA02	CLARK PEST CONTROL	180.00	.00	180.00	17659248 17659248, PEST CONTROL PO
018698	08/28/15	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B50815 B50815 FINANCIAL SOFTWARE
018699	08/28/15	DIR01	DIRECT TV	2.66	.00	2.66	264550943 26455094388, SATELITE TV
018700	08/28/15	EBR01	EBRCSA	34800.00	.00	34800.00	201600039 201600039 RADIO OPS & MAI
018701	08/28/15	FED01	FedEx	55.82	.00	55.82	5-134-678 5-134-67800, FEDEX SHIPPI
018702	08/28/15	FER02	FERRIS HOIST & REPAIR INC	405.00	.00	405.00	12079 12079 ANNUAL SAFETY LIFT
018703	08/28/15	JTH01	J. THAYER COMPANY	203.25	.00	203.25	968497-0 968497-0 OFFICE SUPPLIES
018704	08/28/15	LAM03	LAMAR COMPANIES	2671.00	.00	2671.00	106019943 106019943, FREEDOM BUS WR
018705	08/28/15	LIV10	LIVERMORE SANITATION INC	525.28	.00	525.28	633653 633653, DUMPSTER PICKUP &
018706	08/28/15	OFF01	OFFICE DEPOT	15.32	.00	15.32	785566223 785566223001, OFFICE SUPP
				72.22	.00	72.22	788574453 788574453001, OFFICE SUPP
			Check Total.....:	87.54	.00	87.54	
018707	08/28/15	OFF02	OFFICETEAM	1847.20	.00	1847.20	43661608 43661608, TEMP STAFF WE 8
018708	08/28/15	PAC01	AT&T	72.24	.00	72.24	ATA081315 ATA081315, 9252439029211
				293.98	.00	293.98	ATT081115 ATT081115 4369510106938 A
				32.76	.00	32.76	CFA080715 CFA080715, 2323516260 CON
			Check Total.....:	398.98	.00	398.98	
018709	08/28/15	PLU01	THE PLUS GROUP INC	179.37	.00	179.37	4137 4137 TEMP STAFF BUS BOOK

REPORT.: Sep 01 15 Tuesday  
 RUN....: Sep 01 15 Time: 08:24  
 Run By.: Diane Stout

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 08-15 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
018710	08/28/15	RHT01	R.H. TINNEY, INC.	101.00	.00	101.00	2488S-IN	2488S-IN QTRLY HVAC MAINT
				591.00	.00	591.00	2489S-IN	2489S-IN QTRLY HVAC MAINT
				243.00	.00	243.00	2496S-IN	2496S-IN QTRLY HVAC MAINT
				306.00	.00	306.00	2558S-IN	2558S-IN, TROUBLESHOOT AC
Check Total.....:				1241.00	.00	1241.00		
018711	08/28/15	TIC01	MARGIE FERGUSON	77.00	.00	77.00	082515	082515 REIMBURSEMENT FOR
018712	08/28/15	TRI05	TRI-VALLEY TIMES	53.04	.00	53.04	28571493.	28571493.2 TRI VALLEY TIM
018713	08/28/15	TX106	SAROJA IYER	34.00	.00	34.00	72915-814	72915-81415 PARATAXI REIM
018714	08/28/15	TX118	EVELYN NUNEZ	41.23	.00	41.23	070615-08	070615-081215, PARATAXI R
018715	08/28/15	TX126	DOROTHY NETHERCOTT	73.10	.00	73.10	013115-07	013115-072815NS PLANNING
018716	08/28/15	TX127	SHARON BABB	40.00	.00	40.00	081715	081715 PARATAXI REIMBURSE
018717	08/28/15	UST01	UST COMPLIANCE TESTING IN	1485.00	.00	1485.00	147-70-01	147-70-01, ANNUAL CERT &
Cash Account Total.....:				1411820.62	.00	1411820.62		
Total Disbursements.....:				1411820.62	.00	1411820.62		
				=====	=====	=====		

## **AGENDA**

### **ITEM 4 C**



## STAFF REPORT

SUBJECT: FY 2014 Prop 1B California Transit Security Grant Program (TSGP)  
Resolution

FROM: Angela Swanson, Sr Grants & Project Management Specialist

DATE: October 5, 2015

---

### **Action Requested**

Adopt Resolution 30-2015 for the Prop 1B California Transit Security Grant Program funds from FY14

### **Background**

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

### **Discussion**

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

### **Budget Considerations:**

The estimated amount allocated for LAVTA in FY 2014 is a total of \$36,696 in TSGP funds. LAVTA plans to use the funds to retrofit bus shelters with security lighting enhancements.

### **Recommendation:**

Staff recommends the Board of Directors adopt Resolution 30-2015 for the FY14 Prop 1B California Transit Security Grant Program.

Attachments:

1. Resolution 30-2015 FY13-14 Prop 1B California Transit Security Grant Program (CTSGP)

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

**RESOLUTION 30-2015**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR AND/OR HIS/HER DESIGNEE TO EXECUTE FOR AND ON BEHALF OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA), ANY ACTIONS NECESSARY FOR THE PURPOSE OF OBTAINING FINANCIAL ASSISTANCE PROVIDED BY THE CALIFORNIA TRANSIT SECURITY GRANT PROGRAM FOR FISCAL YEAR 2013-14**

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

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

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

**WHEREAS**, the Livermore Amador Valley Transit Authority will apply for FY 13-14 CTSGP funds in an amount up to \$36,696 for Security Lighting Upgrades in bus shelters; and

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

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

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

PASSED AND ADOPTED by the Livermore Amador Valley Transit Authority Board of Directors this 5<sup>th</sup> day of October, 2015.

---

Don Biddle, Chair

ATTEST: \_\_\_\_\_

Michael Tree, Executive Director

***Certification***

I, Don Biddle, duly appointed and Chair of the Board of Directors of the Livermore Amador Valley Transit Authority do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Directors of the Livermore Amador Valley Transit Authority on the 5<sup>th</sup> Day of October 2015.

(Official Position) Chair

(Signature) \_\_\_\_\_

(Date) October 5, 2015

## **AGENDA**

### **ITEM 5**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Paratransit Comprehensive Assessment

FROM: Christy Wegener, Director of Planning and Communications

DATE: October 5, 2015

**Action Requested**

Provide direction on the scope of work for a Paratransit Comprehensive Assessment.

**Background**

This staff report is meant to provide the Board with information on a plan to complete an overall assessment of LAVTA's Paratransit service delivery model, and an evaluation of Paratransit services in the Tri-Valley.

**Discussion**

As the Board is aware, the number of Paratransit/Dial-A-Ride trips has been increasing month over month for at least the past year. The following charts represents the number of annual trips and the cost per trip between 2012 and 2017:

Fiscal Year	Contractual Cost per Trip	Actual Annual trips	Annual cost
2012	\$25.00 (ALC)	40,932	\$1,023,300
2013	\$25.50	41,855	\$1,067,302
2014	\$26.01	43,731	\$1,178,428
2015	\$31.87 (MTM)	46,441	\$1,480,075
2016	\$32.51	TBD	TBD
2017	\$33.16	TBD	TBD

Additionally, revenues from Transportation Development Act (TDA) 4.0, which are traditionally used for fixed route operating/capital costs, have been utilized to cover the Paratransit costs not covered by passenger fares, Federal Transit Administration (FTA) funds, State Transportation Assistance (STA) Paratransit funds, TDA 4.5 Paratransit funds, and Measure B funds. The following chart represents the TDA 4.0 funds used to cover Paratransit costs:

Fiscal Year	TDA Revenues used for Paratransit costs
2012	\$351,724.94
2013	\$410,100.81
2014	\$519,138.79
2015 (preliminary)	\$709,262.83

Because of the new Measure BB funds expected to be received in FY2016, the TDA 4.0 revenues needed to cover Paratransit costs are expected to be reduced, but not eliminated. Measure BB is expected to provide \$275,133.10 per year in Paratransit operating revenue in FY2016.

In June 2015, Staff presented an information item to the Projects and Services Committee in response to Committee questions about the increase in Paratransit trips (Attachment 1). As the report indicates, there has been a significant increase in the number of Paratransit trips, largely due to group trips provided to social service agencies as well as individual trips provided to dialysis centers.

Moving forward, staff is looking at how to plan for the future and, through discussions with Pleasanton Paratransit Services (PPS), recommends completing a comprehensive assessment of the Paratransit services in the Tri-Valley. This would include an evaluation of existing Paratransit services, market assessment, peer review, community outreach, utilization analysis, ridership forecasts, and recommendations for modifications with a plan for implementation. In addition, the assessment would identify opportunities for collaboration and efficiencies with PPS.

In completing a comprehensive assessment, there are several areas that may be examined for modification. These include but are not limited to:

Service Area: The Americans with Disabilities Act (ADA) requires that complementary paratransit services be provided no less than  $\frac{3}{4}$  miles from a fixed route bus line. LAVTA's paratransit service area is extended to all the cities in the Tri-Valley, and as far north as San Ramon medical center (Attachment 2), beyond the  $\frac{3}{4}$  mile boundary of the fixed route system.

Functional Assessments: ADA allows agencies to assess the passenger's ability to utilize (or not utilize) the fixed route bus system based on trip purpose. Currently, LAVTA certifies a passenger as ADA eligible with an application signed by their doctor. However, many other agencies who provide Paratransit service require in-person functional assessments to determine whether a passenger may be eligible to ride fixed route buses for particular trips.

Subscription Trips: ADA does not require that an agency offer subscription trips, which are trips that are scheduled to occur at regular intervals (i.e. once per week) that do not require the customer to call and make a reservation. The majority of the current subscription trips are for adult daycare programs and dialysis. Currently, 54% of LAVTA's monthly paratransit trips are provided via subscription services.

Group Trips: Providing group trips to and from the social service centers and activity sites could be examined.

Negotiating Pickup Time: Currently, a paratransit trip can be scheduled at any time requested by the passenger and pickups occur within a 30-minute window. ADA allows for an agency to negotiate a pick-up time up to one hour before and after the requested time.

Fare: The current fare to ride Paratransit is \$3.50. ADA allows agencies to charge up to double the base fixed route fare for paratransit trips. LAVTA may want to explore a fare increase for Paratransit trips.

**Next Steps**

Staff would like to explore grant funding for this project in FY2016.

**Recommendation**

The Projects and Services Committee recommends the Board review and discuss the information provided in this staff report and provide direction to staff.

**Attachments**

1. Staff Report on the Increase in Paratransit Trips (June 2015)
2. LAVTA Paratransit Service Area Map

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

## LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

## STAFF REPORT

SUBJECT: ADA Paratransit Ridership Increase Analysis

FROM: Kadri Klm, Paratransit Planner

DATE: June 22, 2015

---

**Action Requested**

Information only.

**Background**

Over the last few months there has been a noticeable increase in LAVTA's ADA paratransit (Dial-A-Ride) ridership when comparing it to the same months the year prior. Staff has been evaluating this phenomenon in more detail.

**Discussion**

Staff compared the 11-month period of July 1, 2014 to May 31, 2015, to the same months the fiscal year prior for the number of total one way trips provided as well as the number of total passengers served (see attached chart). Of particular note is the increase in number of passengers between January and May of 2015, which averages more than a 17% increase each month as compared to the same months in the previous year.

Looking further into the ridership increases during these five months, a staff analysis revealed that the destination with the most significant ridership increase was from the "Go Group Program" of Futures Explored, Inc. in Livermore, which is a day program for the developmentally disabled. The total number of rides to this program from January to May 2015 was 1,232 compared to the 514 trips that were provided from January to May, 2014, which represents a 140% increase in rides.

Staff learned through a site visit that program administrators of the Go Group Program were previously providing rides to clients. However, due to a reduction in funding, where now encouraging clients to ride the Wheels ADA paratransit system. Staff will continue meeting with Futures Explored, Inc. to find the most efficient way to transport its clients.

Additionally, staff noted that a significant ridership increase (24.6%) was from Livermore's DaVita dialysis center. Staff is currently reaching out to DaVita to better understand the increases, but notes that other ADA paratransit providers in the region are experiencing similar increases from this company.



**Recommendation**

Information only.

Attachments

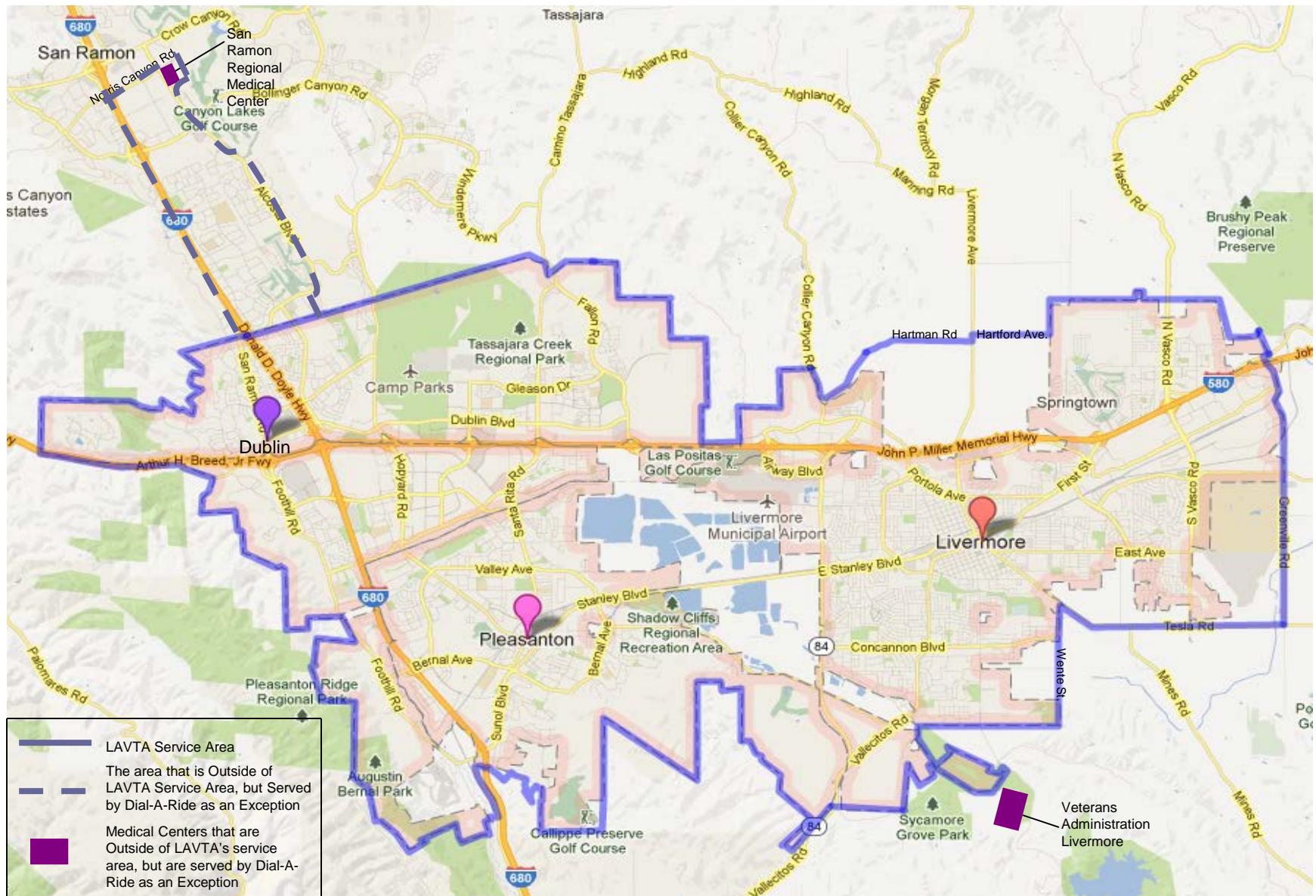
1. Chart comparing Trips and Ridership

## Attachment #1

Comparison of Trips and Ridership on Wheels Paratransit Service  
July 2014 through May 2015

	<b># of Trips FY 2015</b>	<b># of Trips FY 2014</b>	<b>% Change from Last Year</b>	<b># of Total PAX in FY2015</b>	<b># of Total PAX in FY2014</b>	<b>% Change from Last Year</b>
<b>July</b>	3,759	3,599	4.45%	4,767	3,893	22.45%
<b>August</b>	3,472	3,740	-7.17%	4,284	4,047	5.86%
<b>September</b>	3,532	3,539	-0.20%	4,207	3,851	9.24%
<b>October</b>	4,064	3,966	2.47%	4,744	4,284	10.74%
<b>November</b>	3,175	3,411	-6.92%	3,670	3,707	-1.00%
<b>December</b>	3,436	3,473	-1.07%	4,041	3,762	7.42%
<b>January</b>	3,838	3,503	9.56%	4,517	3,789	19.21%
<b>February</b>	3,890	3,569	8.99%	4,674	3,885	20.31%
<b>March</b>	4,279	3,874	10.45%	5,179	4,178	23.96%
<b>April</b>	4,401	4,063	8.32%	5,179	4,401	17.68%
<b>May</b>	4,259	3,525	20.82%	4,978	4,193	18.72%
<b>TOTAL:</b>	<b>42,105</b>	<b>40,262</b>	<b>4.58%</b>	<b>50,240</b>	<b>43,990</b>	<b>14.21%</b>

## Attachment 2: LAVTA Service Area



# **AGENDA**

## **ITEM 6**

## STAFF REPORT

SUBJECT: Tri-Valley Regional Rail Advisory Group

FROM: Michael Tree, Executive Director

DATE: October 5, 2015

---

**Subject:**

Establishment of the Tri-Valley Regional Rail Advisory Group

**Action Requested:**

The recommendation of the Projects & Services Committee is that the LAVTA Board establish the Tri-Valley Regional Rail Advisory Group.

**Background:**

In the summer of 2006, the City of Livermore formed the Tri-Valley Regional Rail Working Group (TRWG). Made up of both technical and policy advisory committees, this group met periodically to identify regional rail issues, develop a consensus vision statement for rail priorities, and to ensure cooperative interaction with the efforts of both BART to Livermore and the California High Speed Rail project. The TRWG policy advisory committee was made up of elected officials or directors of all of the Tri-Valley cities, Alameda County, BART, LAVTA, the Altamont Commuter Express (ACE), the Metropolitan Transportation Commission, and others. The TRWG was successful in focusing the California High Speed Rail Authority's attention on planning improvements to ACE train service through the Altamont Corridor to provide faster, more frequent trips, as well as a platform connection to a future BART extension to Livermore. The group ended their meetings in 2009 subsequent to certification of the BART to Livermore Program EIR by the BART Board of Directors.

In September of 2015, a presentation on the ACE forward planning efforts was provided to the LAVTA Board by Dan Leavitt, Manager of Regional Initiatives at ACE. The presentation outlined many of the opportunities and challenges relating to passenger rail improvements in the near future for the Tri-Valley, including the future intermodal connection of ACE and BART. At the conclusion, Board Member Scott Haggerty ask for a future agenda item that would create a new Tri-Valley Regional Rail Advisory Group (Advisory Group).

**Discussion:**

As currently envisioned, the goal of the Advisory Group will be to ensure that regional rail planning in the Tri-Valley leads to project implementation that is fast, cost-effective and responsive to community goals and objectives. Areas of focus will include the review of plans for the interregional rail connection to ACE, the Phase 1 BART to Isabel Avenue/I-580 project, and improved rail connectivity throughout the Bay Area and Northern California Mega Region.

**Next Steps and Recommendation:**

At their September 2015 meeting, the Project & Services Committee recommended the establishment of the Advisory Group with membership consisting of a representative from the cities of Livermore, Pleasanton, Dublin, and Tracy, the counties of Alameda and San Joaquin, and transportation agencies LAVTA, ACE and BART.

Next steps would include the membership selecting their representative and the Advisory Group holding its first meeting where an update on the BART to ACE project can be provided, goals and action items discussed, and a meeting schedule established.

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

# **AGENDA**

## **ITEM 7**

## EXECUTIVE DIRECTOR'S REPORT

October 2015

### 1. **Clipper® Project**

The Clipper® Project is currently on schedule with a go-live date of November 1. Operator/customer service training will occur in October. See Attachment 4 below that was presented to the Projects & Services Committee.

### 2. **Comprehensive Operational Analysis Update**

System alternatives are being delivered to LAVTA staff the week of September 28. The next round of public meetings to present and gather feedback on the system alternatives are scheduled for the last week of October. The dates and times are as follows:

Tuesday, October 27: Amador High School, Pleasanton, 6:30pm-9pm.

Wednesday, October 28, Las Positas College, Livermore, 5:30-8pm

Thursday, October 29, Dublin Civic Center Regional Room, Dublin, 5:30-8pm

### 3. **Legislative Update**

Leaders of the House Transportation & Infrastructure Committee continue to discuss elements of a multi-year surface transportation authorization bill. The game plan is to have the full House pass the bill by mid-October, but a lot depends on the House Ways and Means Committee's progress finding a funding source.

Key public transportation improvements being urged by transit agencies include a greater growth in the bus and formula programs and more funding for state of good repair. Since it's unlikely a final House-Senate bill will reach the President's desk before the current funding extension expires October 29<sup>th</sup>, Congress is expected to pass another short-term extension in the coming weeks.

### 4. **September a Difficult Month for On-Time Performance**

As has been the case in previous years, the month of September saw a dip in on-time performance. The cyclical fall and rise is due mainly to the schools being back in session, which creates congestion at peak times near campuses. The dip typically rebounds within a few weeks and staff is seeing that rebound. In addition to closely watching on-time performance, staff is monitoring on a daily basis pull times by operators from the yard at the start of shifts.

### 5. **New Website Nearing Completion**

It's anticipated that the new Wheels website will be completed and go live in October. The website will feature a new, easy to use Google Trip Planner, as well as the agency's latest news, a social media section with latest social media posts, and a rider alert section for up-to-date info on bus routes.

### 6. **Bus Shelter Improvement Plan**

An action plan for bus shelter improvements will be completed in October. The plan will identify shelters that are in need of replacement, as well as those with state of good repair issues. With the project, staff is also looking at consistency with amenities (passenger information, lighting, branding, etc.). Funding for the first phase of improvements with the Bus Shelter Improvement Plan is budgeted and improvements will take place during the winter months.

#### Attachments

1. Management Action Plan w/updates
2. Board Statistics August FY16
3. FY16 Upcoming Committee Items
4. Staff Report Clipper Implementation



# FY2016 Goals, Strategies and Projects

Last Updated– September 28, 2015

## MANAGEMENT ACTION PLAN (MAP)

*Goal: Service Development*

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

- 1. Provide routes and services to meet current and future demand for timely/reliable transit service**
2. Increase accessibility to community, services, senior centers, medical facilities and jobs
- 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies**
- 4. Improve connectivity with regional transit systems and participate in BART to Livermore project**
5. Explore innovative fare policies and pricing options
6. Provide routes and services to promote mode shift from personal car to public transit

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Comprehensive Operational Analysis (COA)	<ul style="list-style-type: none"> <li>Development of RFP/Selection of Contractor</li> <li>Completion of scope of work</li> <li>Implementation of improvements</li> </ul>	DP/ Exec Dir	Projects/ Services	Nov 2014  Mar 2015  Feb 2016  Jul 2016	→ Project awarded to Nelson/Nygaard.  <u>9/22: Draft household survey/non-user report received 9/22. Service alternatives scheduled to be received on 9/27. Promotion on winning an iPad® mini by filling out a COA survey ends 9/30. Outreach for public meetings will begin in October. Public meetings to be held Oct 27, 28, 29.</u>	X    X
Short Range Transit Plan (SRTP is a 10-year plan)	<ul style="list-style-type: none"> <li>COA will provide info for the SRTP</li> <li>COA planning firm scheduled to conduct the SRTP</li> </ul>	DA/DP/ Exec Dir	Projects/ Services	Feb 2016	→ This project is now part of the COA. Agreement with MTC in place for funding. Will begin as service alternative are identified in COA. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning.  Kickoff meeting held with consultant team on 8/7. Consultant will rewrite COA to meet MTC SRTP specs. On schedule.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Long Range Transit Plan (LRTP is a 30 year plan)	<ul style="list-style-type: none"> <li>COA planning firm will conduct the LRTP</li> </ul>	DP/ Exec Dir	Projects/ Services	Feb 2016	→ This project will begin after service alternative is identified in COA. Staff involved with regional planning efforts to ensure collaboration and inclusion of LAVTA planning.	
Schedule Development	<ul style="list-style-type: none"> <li>Develop timetables for each route, with time points, running times and schedules.</li> </ul>	DP	Projects/ Services	Feb 2016	→ This project will begin after service alternative is identified in COA.	
Fare Analysis	<ul style="list-style-type: none"> <li>Evaluate fare analysis proposal of firm with best COA submittal</li> <li>Fare analysis conducted at same time as COA/SRTP/LRTP</li> <li>Implement fare changes</li> </ul>	DP	Projects/ Services	Feb 2015  Mar 2015  Feb 2016  Jul 2016	→ Fare analysis awarded to Nelson/Nygaard.  → <u>This project is underway. LAVTA to submit fare data including utilization and fare policies to Nelson Nygaard on 9/23</u>	X

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
BART to Livermore	<ul style="list-style-type: none"> <li>Provide guidance on bus routes in four alternatives being considered as part of the environmental study. Coordinate with LAVTA COA/Short &amp; Long Range Planning.</li> </ul>	DP/ Exec Dir	Projects/ Services	Jun 2016	<p>→ Staff and Nelson/Nygaard providing ongoing feedback on bus routes within four alternatives. Feedback provided on street design in specific plan for development adjacent to BART station on Isabel. Study to finish in mid-2016. <u>Next TAC meeting scheduled for late October or early November.</u></p> <p>→ <u>LAVTA Board considering a Tri-Valley Regional Rail Advisory Group.</u></p>	
MTC Plan Bay Area Update	<ul style="list-style-type: none"> <li>Provide technical expertise</li> <li>Ensure that LAVTA Short/Long Range Plans are incorporated into County Long Range Transportation Plan and then the MTC Plan Bay Area Update.</li> <li>Participate in public workshops to ensure Priority Development Areas and public transit in Tri-Valley area is adequately planned.</li> </ul>	DA/ Exec Dir	Projects/ Services	<p>May 2015</p> <p>Sept 2015</p> <p>Apr 2016</p>	<p>→ MTC convened meeting with staff</p> <p>→ COA/Short &amp; Long Range Plan underway.</p> <p>→ Project/budget spreadsheets submitted for business as usual model to 2040. Capital asset inventory and maintenance plan submitted. <u>ACTC has included the plans in their planning documents that are approved and being forwarded to MTC.</u></p>	X
ACTC County Transit Study	<ul style="list-style-type: none"> <li>Serve on TAC and participate in public workshops.</li> <li>Ensure that LAVTA Short/Long Range Plans are incorporated into Study</li> </ul>	DP/ Exec Dir	Projects/ Services	<p>Feb 2015</p> <p>Dec 2015</p>	<p>→ Staff attended and co-sponsored the opening public workshop in Dublin. Staff has attended all TAC meetings and has provided input to consultant.</p> <p>→ Nelson/Nygaard is coordinating LAVTA COA with ACTC.</p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
ACTC Tri-Valley Integrated Park & Ride Study	<ul style="list-style-type: none"> <li>Serve on TAC and participate in public workshops.</li> <li>Ensure that LAVTA Short/Long Range Plans are incorporated into study.</li> </ul>	DP	Projects/ Services	May 2015  Dec 2015	<p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p> <p>→ Kickoff meeting with DKS and project TAC held in August.</p>	
ACTC Goods Movement Study and Arterials Study	<ul style="list-style-type: none"> <li>Serve on TAC and participate in public workshops.</li> <li>Ensure that LAVTA Short/Long Range Plans are incorporated into study.</li> </ul>	DP/ Exec Dir	Projects/ Services	Dec 2015  Dec 2015	<p>→ Staff working on TAC. Staff provided comment on methodology to rank arterials and priority for improvements and performance measures. TAC meeting in September attended.</p>	
CCTA: I-680 Express Bus Study/I-680 Transit Investment & Transit Relief Study	<ul style="list-style-type: none"> <li>Serve on TAC and participate in public workshops.</li> <li>Ensure that LAVTA Short/Long Range Plans are incorporated into study.</li> </ul>	DP/ Exec Dir	Projects/ Services	Dec 2015  Dec 2015	<p>→ Projects are ongoing. Geographic focus on Walnut Creek to Dublin. Study will review traffic patterns, technological advancements since last study in 2003 and transit service levels. Existing conditions report completed. CCTA Board to review and discuss range of options for study in near future workshop.</p>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Clipper Project	<ul style="list-style-type: none"><li>• Policy development</li></ul>	DP/ Exec Dir	Projects/ Services	Jul 2015	→ Day Pass Accumulator Approved. Amended MOU approved.	X
	<ul style="list-style-type: none"><li>• Site work</li></ul>			Jul 2015	→ Site work has been finished.	X
	<ul style="list-style-type: none"><li>• Installation</li></ul>			Sept 2015	→ Equipment install completed on buses. Testing in progress. Nov 1 <sup>st</sup> soft launch on schedule. Employers in Tri-Valley being notified of Clipper progress.	
	<ul style="list-style-type: none"><li>• Implementation</li></ul>			Oct 2015	<u>Training of on-board and ticket-office terminal equipment occurred week of 9/1. Customer service and operator training scheduled for October.</u>	
<p><b>Goal:</b> Marketing and Public Awareness</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <p><b>1. Continue to build the Wheels brand image, identity and value for customers</b></p> <p>2. Improve the public image and awareness of Wheels</p> <p>3. Increase two-way communication between Wheels and its customers</p> <p><b>4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system</b></p> <p>5. Promote Wheels to New Businesses and residents</p>						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Website Redesign	<ul style="list-style-type: none"><li>• Develop/Advertise RFP</li></ul>	DP/ Exec Dir	Projects/ Services	Mar 2015	→RFP advertised. Planeteria awarded contract	X
	<ul style="list-style-type: none"><li>• Evaluate proposals/execute contract</li></ul>			May 2015	→ Planeteria has completed the wire frames for the project and is working on content.	X
	<ul style="list-style-type: none"><li>• New website goes live</li></ul>			Oct 2015	→ <u>Draft final version of website reviewed by staff. Website scheduled to go live by the end of October.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Social Media Engagement	<ul style="list-style-type: none"> <li>Development of strategic communications plan</li> <li>Development of LAVTA goals with Facebook/Twitter</li> </ul>	DP/ Exec Dir	Projects/ Services	Apr 2015 Jun 2016	→Regular sweepstakes initiated to engage Facebook/Twitter followers. Goal is 2,500 "likes" from customers and residents in service area. <u>Currently at over 550 from 150. Bicycle Sweepstakes in July. iPad sweepstake in Aug/Sept.</u>	X
Phone App w/Real Time Info	<ul style="list-style-type: none"> <li>MTC reviewing funding availability on secured grant.</li> <li>Create scope of work/RFP</li> <li>Phone app live</li> </ul>	DP/ Exec Dir	Projects/ Services	Sept 2015 Nov 2015 Jun 2016	→ Funding has been allocated and staff is awaiting MTC clearance in October to begin project. Scope of work being created. Presentations made to staff from RideRight, Transloc, and Double Map.	
Google Transit Trip Planner	<ul style="list-style-type: none"> <li>Submit data for review/approval to Google</li> <li>Go live with planner on new website</li> </ul>	DP/ Exec Dir	Projects/ Services	Sept 2015 Oct 2015	→ Most trip planning in US is done through Google Trip Planner. Staff is working with Google on this data intense project to get LAVTA on Google Trip Planner, which will be a strong feature on redesigned LAVTA website homepage. Data and testing of Google Trip Planner complete. Webpage expected to go live in October.	X
Wayfinding at BART Stations	<ul style="list-style-type: none"> <li>Plan new wayfinding signage</li> <li>Seek funding and install signage</li> </ul>	DP/ Exec Dir	Projects/ Services	Feb 2015 Jun 2016	<p>→Staff has taken pictures and provided conceptual of wayfinding signage to BART. Currently in RFP that is being advertised.</p> <p>→ \$900,000 allocated to various improvements at Dublin/Pleasanton station. <u>Working with BART to use portion of funds for improvements.</u></p>	X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
High School Ambassador Project	<ul style="list-style-type: none"> <li>Finalize program</li> <li>Appoint ambassadors and train</li> <li>Implementation of program</li> </ul>	DP/ Exec Dir	Projects/ Services	<p>April 2015</p> <p>Aug/Sept 2015</p> <p>Oct 2015</p>	<p>→ Applications for Ambassadors being developed for all high schools. No students signed up for program. Regrouping for sign-ups in September.</p> <p><u>Revised Ambassador program launched on website with deadline for applications 9/30. Two applications already received.</u></p>	X
LAVTA Rebranding Project	<ul style="list-style-type: none"> <li>Create RFP</li> <li>Award consultant</li> <li>Finish project</li> </ul>	DP/ Exec Dir	Projects/ Services	<p>Oct 2015</p> <p>Nov 2015</p> <p>Jun 2016</p>	<p>→ Project to look at agency logo, naming and logos of services, and bus paint/graphics design. <u>Scope of work being finalized. RFP to be advertised in October for a December award.</u></p>	X
Comprehensive Dial-A-Ride Rider Publication	<ul style="list-style-type: none"> <li>Review dial-a-ride policies</li> <li>Publisher to design and create publication.</li> </ul>	DP/ Exec Dir	Projects/ Services	<p>Mar 2016</p> <p>Apr 2016</p>	<p>→ Staff currently reviewing policies. Looking to insert policy regarding reasonable modification rules into document.</p>	
Dial-A-Ride Customer Service Survey	<ul style="list-style-type: none"> <li>Hire consultant/Develop Survey/Conduct Survey</li> <li>Report to Board survey results</li> </ul>	DP/ Exec Dir	Projects/ Services	<p>Oct 2015</p> <p>Nov 2015</p>	<p>→ <u>Scope of work finalized. RFQ will be issued the week of 9/21.</u></p>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
-----------------	------------------------	--------------	------------------------	--------------------	---------------	------------------

**Goal: Community and Economic Development**

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

1. Integrate transit into local economic development plans
2. Advocate for increased TOD from member agencies and MTC
- 3. Partner with employers in the use of transit to meet TDM goals & requirements**

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Employer ECO Pass	<ul style="list-style-type: none"> <li>Conduct research and planning for pass</li> <li>Draft ECO pass program review by committee</li> <li>ECO pass to Board for consideration</li> </ul>	DP	Projects/ Services	Nov 2015 Feb 2016 Mar 2016	→ Project is being done by Nelson/Nygaard at same time fare analysis is taking place with planning efforts.	
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> <li>Attend ACTC meetings on student pass program development.</li> <li>Assist in the development of a timeline for policy and project implementation</li> </ul>	DP	Projects/ Services	Jun 2016 TBD	→ <u>ACTC consultant to facilitate project being awarded in October or November.</u> 4 project areas to be pilot program. Presentation provided to ACTC TAC on school tripper service and student/youth ridership. <u>LAVTA and school districts in Tri-Valley have made it clear that they want to be a project demonstration area. Next TAC scheduled for October.</u>	
Explore TOD Partnerships	<ul style="list-style-type: none"> <li>Explore TOD partnership near Livermore TC</li> </ul>	DP/ Exec Dir	Finance/ Admin	Jul 2016	→ Discussed Livermore TC TOD project with city staff. Mtgs held with TOD experts at BART. <u>CalTrans Transportation Sustainability grant being applied for with City of Livermore to continue planning of area.</u>	



<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
City of Livermore Ridership Development Study	<ul style="list-style-type: none"> <li>Provide technical assistance and attend public meetings</li> </ul>	Exec Dir	Projects/ Services	Dec 2015	→ Specific Plan being drafted for 1,000+ acres adjacent to BART/Isabel station. Provided input on SWAT analysis from a transit perspective. Provided input in 2 <sup>nd</sup> TAC meeting on street design/streetscape in specific plan.	
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> <li>Develop guidelines for pass</li> <li>Discuss financing of pass program, including student fee and potential ACTC demonstration project</li> <li>Implementation of pass program</li> </ul>	Exec Dir	Projects/ Services	Nov 2015  Dec 2015  Mar 2016	→ Pass to be loaded on Clipper Card w/ picture of customer on front. Electronically tracked w/ability to deactivate.  → Researching appropriate cost of pass with 8,000/year purchased. Chabot college vote failed. Made presentation to Student Senate in Sept and received positive feedback on developing college ridership/student pass. <u>Exploring a Try Transit week at college to market Wheels.</u>  → Working with college and student government to gain interest.	
<p><b>Goal:</b> Regional Leadership</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <ol style="list-style-type: none"> <li><b>1. Advocate for local, regional, state, and federal policies that support mission of Wheels</b></li> <li>2. Support staff involvement in leadership roles representing regional, state, and federal forums</li> <li>3. Promote transit priority initiatives with member agencies</li> <li>4. Support regional initiatives that support mobility convenience</li> </ol>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Tri-Valley Regional Rail Advocacy Group	<ul style="list-style-type: none"> <li>• Creation of Advocacy Group</li> <li>• Establish goals and regular meeting schedule</li> </ul>	Exec Dir	Projects & Services	Oct 2015 Nov 2015	→ Board to consider formation of group in October meeting.	

**Goal:** Organizational Effectiveness

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

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Trapeze Viewpoint Software	<ul style="list-style-type: none"> <li>• Work through custom software issues</li> <li>• Provide presentation to the Project &amp; Services Committee</li> </ul>	DP/ Exec Dir	Projects/ Services	Dec 2015	→ Software installed at LAVTA. Custom reports being created with assistance of Trapeze. Bugs identified and fixed. <u>Additional training on Trapeze Viewpoint scheduled for week of 9/28.</u>	
Performance Metrics Improvement	<ul style="list-style-type: none"> <li>• Staff setting up aggressive monitoring of key performance metrics. <i>Focus on actions to improve on time performance (OTP).</i></li> </ul>	DP	Projects/ Services	July 2016	→ Changes made to routes <u>70X</u> , 15, 53, 54, 3. Looking at changes to “big 3” (10, 12, R) for January service change.	

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
-----------------	------------------------	--------------	------------------------	--------------------	---------------	------------------

**Goal: Financial Management**

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

- 1. Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions**
2. Explore and develop revenue generating opportunities
3. Maintain fiscally responsible long range capital and operating plans

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Leasing Opportunities at Atlantis	<ul style="list-style-type: none"> <li>Conduct outreach to private and non-profit organizations.</li> <li>Work with agency attorney to bring good offers to the Board for consideration.</li> </ul>	Exec Dir	Finance/ Admin	Oct 2015	→ LAVTA and Google staff working on final pricing and lease agreement. <u>Close session for LAVTA Board in October.</u>	
FY15 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> <li>Complete financial audit and all required reporting to Board, local, regional and state agencies.</li> </ul>	DA	Finance/ Admin	Dec 2015	→ <u>Audit nearing completion. Presentation to Finance Committee October 2015 and the Board November 2015.</u>	

**Other:**

Bus Shelter Rehab/Replacement Project	<ul style="list-style-type: none"> <li>Refinish Rapid bus shelter benches</li> <li>Dozens of bus shelters throughout the system have reached their life expectancy and are in need of rehabilitation or replacement.</li> </ul>	DA	Projects/ Services	<p>Jun 2016</p> <p>Mar 2016</p>	<p>→ Glass/stripping repair of Rapid shelters completed. <u>43 benches to be rehabbed this fiscal year.</u></p> <p>→ <u>Bus stop inventory of current conditions due for completion in October. First phase of improvements this fiscal year.</u></p>	
---------------------------------------	---	----	--------------------	---------------------------------	---	--

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Bus Shelters for Routes 501, 502, and 503 in City of Dublin	<ul style="list-style-type: none"> <li>Plan financing mechanism for purchase and installation of bus shelters in residential areas, to include ADA upgrades.</li> <li>Construct improvement and install shelters.</li> </ul>	Exec Dir	Projects/ Services	Jun 2016  TBD	→ Meeting held with Dublin School District to look at how many bus shelters might be needed and to discuss potential funding sources. <u>Potential to have shelter in next school bond. Meeting with school district and City held to explore school bond and other areas of funding.</u>	
Replace Info Stations on Kiosks at Livermore Transit Center	<ul style="list-style-type: none"> <li>Get quotes for repairs and complete project</li> <li>Replace Info Stations at Kiosks</li> </ul>	DA	Projects/ Services	Dec 2015	→ Info kiosks at Livermore Transit Center have been vandalized over several years. Staff replacing 12 custom info stations on kiosks. <u>Info stations have been ordered. Installation to occur before end of calendar year.</u>	
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> <li>Modify MOU and create a lease agreement</li> <li>Move Depot and construct improvements with building and onsite.</li> </ul>	Exec Dir	Projects/ Services	Oct 2015  Mar 2017	→LAVTA has been meeting regularly with City staff. Environmental work nearing completion. Final location set for passenger island. <u>Terms of new MOU and a lease agreement being negotiated. Close session for LAVTA Board in October.</u>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Audio/Video Project in LAVTA Board room	<ul style="list-style-type: none"> <li>Plan out project</li> <li>Contractor Award</li> </ul>	DA	Projects/ Services	Dec Feb	→ New project.	
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> <li>Board to approve “piggy back” of 20 Gillig replacement buses.</li> <li>Purchase order and notice to proceed to Gillig</li> <li>Buses scheduled for delivery</li> </ul>	DA	Projects/ Services	Aug 2014 Nov 2014 Jun 2016	→ Approval granted in mid-2014. → Purchase order and notice to proceed provided to Gillig. →LAVTA awaiting conference scheduled for July 2015 to finalize options and build specifications. Buses scheduled for delivery in July 2016.	X  X
Atlantis Phases I, II	<ul style="list-style-type: none"> <li>Phases I and II completed with exception of \$125,000 in miscellaneous projects (funded). Evaluate project list.</li> <li>Select vendors and perform construction. Close grant</li> </ul>	Exec Dir	Projects/ Services	Feb 2015 Oct 2015	→\$125,000 left for future improvements. Fare vault is selected as project.  → RFB created for project. 1 vendor bid on project. Awaiting award of project.	X
Atlantis Phases III, IV, V, VI	<ul style="list-style-type: none"> <li>Conduct review of current Atlantis project and cost estimates. Confirm space requirements and location with COA/SRTP/LRTP planning efforts</li> <li>Work with local, regional, state and federal entities to procure funding for Atlantis.</li> </ul>	Exec Dir	Projects/ Services	Jun 2016 Ongoing	→ Staff review finds latest space requirements correct for Atlantis. Will confirm the spacing requirements, etc. through near future planning process.  → ACTC and MTC have both had briefings on Atlantis and the need for a larger facility. Additional RM2 funding not an option at this point. Atlantis in ACTC and MTC planning documents.	

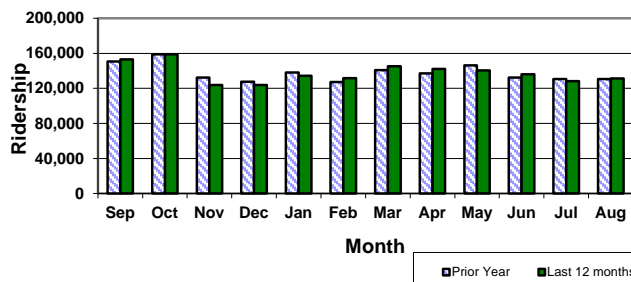
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Rapid Projects	<ul style="list-style-type: none"> <li>Identify remaining projects to fix productivity issues on Rapid.</li> </ul>	Exec Dir	Projects/ Services	Feb 2016	→ Rapid near completion with approximately \$300,000 in federal funding remaining. Staff working with FTA to keep in abeyance until planning completed to fix the Rapid productivity. <u>Conference call with FTA in September included draft Rapid improvement plans and discussion on handling movement of bus stops.</u>	

## Monthly Summary Statistics for Wheels

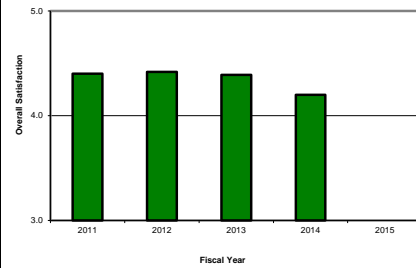
**August 2015**

FIXED ROUTE						
	August 2015			% change from one year ago		
Total Ridership FY 2015 To Date	259,707			-0.5%		
Total Ridership For Month	131,463			0.7%		
Fully Allocated Cost per Passenger	\$7.77			-1.2%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,364	2,245	1,519	1.6%	-4.8%	-4.9%
Passengers Per Hour	12.8	12.0	13.3	2.2%	-4.5%	-4.5%
	August 2015			% change from last month		
On Time Performance	80.3%			0.5%		

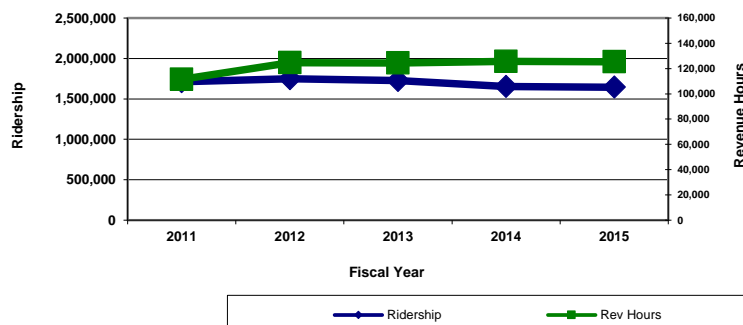
**Monthly Unlinked Boardings and Revenue Hours  
Last 24 Months**



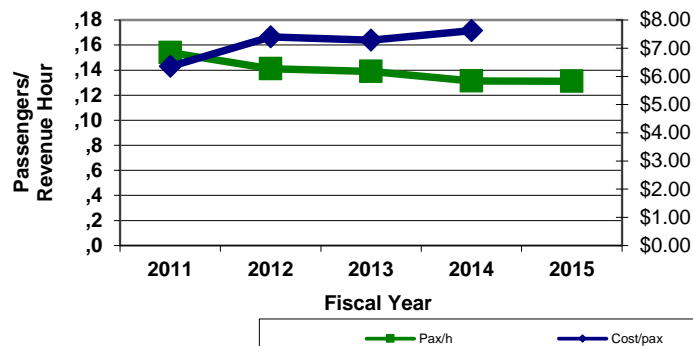
**Historical Customer Service Survey  
Results**



**Annual Unlinked Boardings and Revenue Hours  
FY2011-2015**



**Full Cost Per Passenger and Passenger Per Hour  
FY2011-2015**

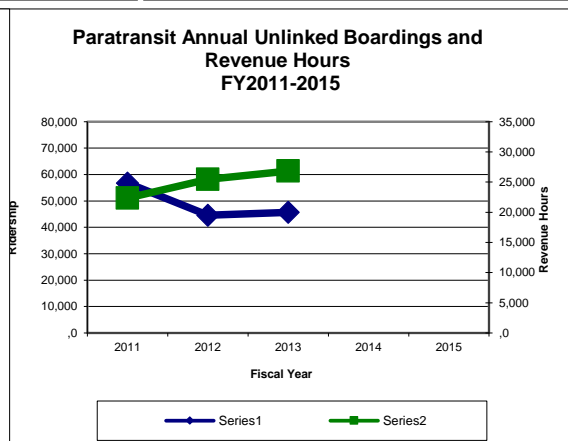
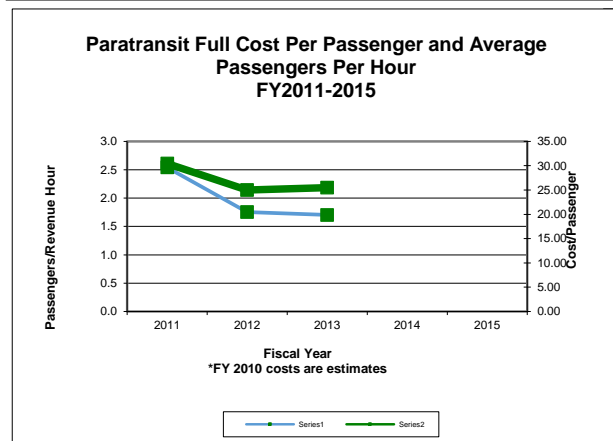
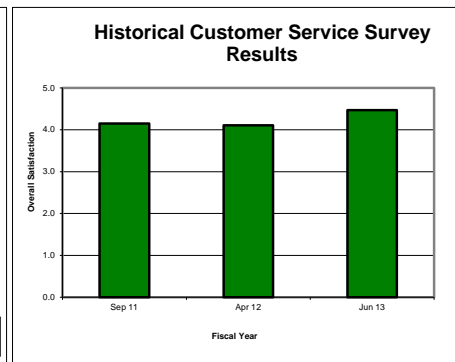
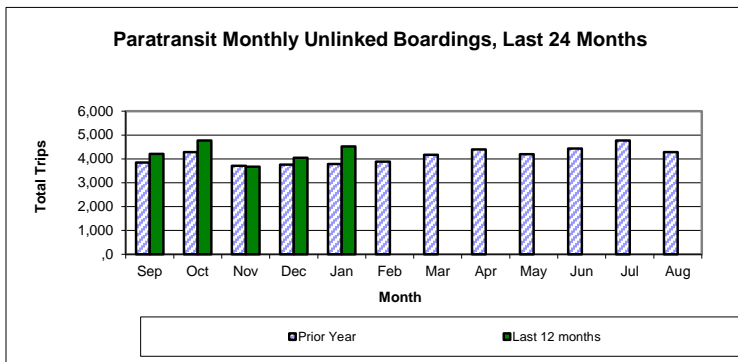


## Monthly Summary Statistics for Wheels

August 2015

PARATRANSIT			
General Statistics	August 2015	% Change from last year	Year to Date
Total Monthly Passengers	5,184	21.0%	10,311
Average Passengers Per Hour	1.70	-52.8%	
On Time Performance	96.8%	0.8%	
Cost per Trip	\$ 32.51	2.0%	
Number of Paratransit Applications	22	-4.3%	57
Calls Answered in <1 Minute	85.70%	60.8%	

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





## Monthly Summary Statistics for Wheels

**August 2015**

SAFETY							
ACCIDENT DATA	August 2015				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route	Paratransit	
Total	8		1		10		1
Preventable	4		1		4		1
Non-Preventable	4		0		6		0
Physical Damage							
Major	0		0		1		0
Minor	8		1		9		1
Bodily Injury							
Yes	0		0		0		0
No	8		1		10		1

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$11,170.74
To Date This Fiscal Year	\$24,731.60
Budget	\$100,000.00
% Expended	25%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	August 2015	Year To Date
Praise	0	0
Bus Stop	5	11
Incident	0	0
Trip Planning	0	0
Fares/Tickets/Passes	1	1
Route/Schedule Planning	9	21
Marketing/Website	2	3
ADA	0	3
<b>TOTAL</b>	17	39

CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	3	0	0	4	0	0	0	1
Safety	3	0	1	6	1	0	0	1
Driver/Dispatch Courtesy	1	4	1	2	0	0	0	0
Early	1	0	0	1	0	0	0	0
Late	7	0	0	11	0	1	0	0
No Show	4	0	0	5	0	0	0	0
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	2	0	1	5	0	0	1	0
Maintenance	0	0	0	1	0	0	0	0
Bypass	2	8	7	4	0	0	0	0
<b>TOTAL</b>	20	12	10	39	1	1	1	2
Valid Complaints								
Per 10,000 riders	1.52							
Per 1,000 riders					0.19			

**LAVTA COMMITTEE ITEMS - OCTOBER 2015 - MARCH 2016****Finance & Administration Committee**

<b>October</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Comprehensive Annual Financial Report (CAFR)	X	
<b>November</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Quarterly Budget & Grants Report		X
<b>January</b>	Action	Info
Minutes (November)	X	
Treasurers Report (November & December)	X	
Legislative Program	X	
CalTIP Resolution	X	
<b>February</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Quarterly Budget & Grants Report		X
Funding Resolutions - Prop 1B, TSGP	X	
<b>March</b>	Action	Info
Minutes	X	
Treasurers Report	X	
Annual Org Review	X	

## LAVTA COMMITTEE ITEMS - OCTOBER 2015 - MARCH 2016

### Projects & Services Committee

<b>October</b>	Action	Info
Minutes	X	
Try Transit To School Results		X
Tentative Minor Service & Schedule Revisions for Winter 2016		X
Comprehensive Operational Analysis Alternatives		X
<b>November</b>	Action	Info
Minutes	X	
Dial A Ride Passenger Survey Results		X
Quarterly Operations Report		X
Quarterly Marketing Report		X
<b>January</b>	Action	Info
Minutes (November)	X	
Draft COA Recommendations		X
<b>February</b>	Action	Info
Minutes	X	
Quarterly Operations Report		X
Quarterly Marketing Report		X
<b>March</b>	Action	Info
Minutes	X	
Alameda County Fair and Fourth of July Service	X	
Pleasanton Summer School Service	X	

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**

**S T A F F   R E P O R T**

SUBJECT:    Clipper Card Implementation

FROM:        Beverly Adamo, Director of Administrative Services

DATE:        September 28, 2015

---

**Action Requested**

Information only.

**Background**

At the September Board meeting, staff was requested to provide the Board with information regarding the Clipper Card Implementation at LAVTA, including feedback from some of the other “small operators” that have recently implemented the electronic payment system.

**Discussion**

Staff spoke with the small operator group that implemented Clipper almost a year ago. Their greatest challenges and LAVTA’s staff comments are listed below.

- Making decisions for Clipper implementation as a collective.  
**LAVTA comments:** The collective group of LAVTA, County Connection, Tri-Delta and WestCat worked well together over the last year to ensure that decisions were made timely and in consideration of each other. County Connection is currently working on a Memorandum of Understanding (MOU) that will further ratify how the LAVTA and the other operators will work together moving forward.
- Cubic reporting of transactions were not user friendly and found to be incomplete. A contracted software solution was sought out and implemented and that is working well.  
**LAVTA comments:** The operators in our group were aware of the issues and the software solution and are in process of procuring the software solution to ensure the financial reporting is easy to manage as possible.
- Drivers who do not sign on properly or do not sign on at all. Initially, all transactions that were not identifiable by route were attributed to a “real” route for one of the operators in the group. This led to inaccurate reporting with NTD. It took them 2-3 months to determine how to deal with the problem of financial transactions not associated with routes.  
**LAVTA comments:** MTC learned from this lesson with the last group and now has a null route into which any unidentifiable transactions will be entered. The software will assist in then identifying to which operator the transaction belongs. Further, LAVTA

has been talking with MV staff regarding the possibility of a penalty for any drivers who do not log on properly or fail to log on.

- Marketing efforts were conducted by MTC and input from the operators was not encouraged. There were no funds available from MTC for local operator marketing.  
**LAVTA comments:** Another lesson learned by MTC that now benefits LAVTA is that we have been involved with marketing efforts, including having the option to provide a great deal of input to the process. Additionally, MTC is spending \$60,000 in marketing efforts for the rollout of Clipper in the East Bay.
- Customer service is handled by Cubic/MTC first line. This has worked out well for them since they are small operators and do not have the staff to handle Clipper customer service complaints/issues. Most of the response from passengers was positive with respect to the Clipper implementation  
**LAVTA comments:** For the first time, MTC is providing Clipper customer service training to all LAVTA personnel. While it is likely that the first line of support for Wheels passengers will be Cubic/MTC, staff will be trained regarding the Clipper process and how to advise users to ensure a smooth and problem-free experience when using the Clipper Card on Wheels.

With respect to the question regarding what happens when a passenger is attempting to board the bus and the Clipper Card does not function properly, staff recommends allowing passengers to ride without paying the fare (unless they have other means, i.e. cash), and refer the passenger to the customer service number to assist the passenger in determining why the Clipper Card did not function properly. This recommendation is based on past practice of not leaving passengers behind if they do not have the fare (forgot a ticket, lost the bus pass, left wallet at home, etc.) While there has been the rare passenger who attempts to ride free more than once, these issues are addressed by a supervisor. In all cases, the good will that has been generated by this practice has encouraged passengers to appreciate Wheels service even more and to continue using Wheels.

### **Budget Considerations**

While staff does not expect a significant impact, we will be monitoring the fare transactions and keep the Board informed of any trends.

### **Next Steps**

Additional testing of onboard Clipper equipment will occur the weeks of September 28 and October 5. Marketing materials will be produced, posted, and distributed during the month of October. Operator training on onboard equipment will occur the third week in October. A date for the soft launch is tentatively scheduled for November 1.

### **Recommendation**

Information only.