

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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

LAUREEN TURNER - CHAIR
JERRY PENTIN - VICE CHAIR

DON BIDDLE

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

AGENDA

1. Call to Order

2. Meeting Open to Public

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

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

Recommendation: Approval

4. Treasurer's reports for May 2015

Recommendation: Staff recommends submitting the attached May 2015 Treasurer's Report to the Board for approval.

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

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

6. 2015 FTA Triennial Review

Recommendation: Review and forward to the Board of Directors the 2015 FTA Triennial report.

7. Clipper® Fares

Recommendation: Staff is requesting direction to proceed with the Title VI Impact Analysis for adding a fare media of the Day Pass Accumulator with the implementation of the Clipper Card.

8. Preview of Upcoming F&A Committee Agenda Items

9. Matters Initiated by Committee Members

10. Next Meeting Date is Scheduled for: July 28, 2015

11. Adjourn

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.

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

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

<i>/s/ Diane Stout</i>	<i>6/17/15</i>
<i>LAVTA Administrative Services Department</i>	<i>Date</i>

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

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

AGENDA

ITEM 3



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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

LAUREEN TURNER - CHAIR **DON BIDDLE**
JERRY PENTIN - VICE CHAIR

DATE: Tuesday, May 26, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
 1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Vice Chair Jerry Pentin called the meeting to order at 4:06pm.

Members Present

Don Biddle, Councilmember, City of Dublin
Steven Spedowfski – Councilmember, City of Livermore
Jerry Pentin, Councilmember, City of Pleasanton

Members Absent

Laureen Turner – Vice Mayor, City of Livermore

2. Meeting Open to Public

No comments.

3. Minutes of the April 28, 2015 Meeting of the F&A Committee

Approved: Biddle/Pentin
Aye: Biddle, Pentin
No: None
Abstain: Spedowfski

4. Treasurer's reports for April 2015

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

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

5. Quarterly Grants Update

Staff presented to the Committee an informational report on Grants status.

6. LAVTA's Capital and Operating Budget for FY 2016

The Finance & Administration Committee forwards the final Operating and Capital Budget for FY 2016 to the Board for approval. Resolution 22-2015.

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

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

The Finance & Administration Committee forwards a recommendation to the Board of Directors to adopt the attached Resolution 23-2015 reauthorizing investment of LAVTA monies in LAIF.

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

8. Preview of Upcoming F&A Committee Agenda Items

9. Matters Initiated by Committee Members

None.

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

11. Adjourn

Meeting adjourned at 4:25pm.

AGENDA

ITEM 4



S T A F F R E P O R T

SUBJECT: Treasurer's Report for May 2015
 FROM: Tamara Edwards, Finance and Grants Manager
 DATE: June 23, 2015

Action Requested

Review and approve the LAVTA Treasurer's Report for May 2015

Discussion

Cash accounts:

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

General checking account activity (105):

Beginning balance May 1, 2015	\$8,346,434.56
Payments made	\$1,332,307.51
Deposits made	\$ 445,637.25
Ending balance May 31, 2015	\$7,459,764.30

Farebox account activity (106):

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

LAIF investment account activity (135):

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

Operating Expenditures Summary:

As this is the eleventh month of the fiscal year, in order to stay on target for the budget this year expenses (at least the ones that occur on a monthly basis) should not be higher than 91.66%. The agency is at 81.33% overall.

Operating Revenues Summary:

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

Recommendation

Staff recommends submitting the attached May 2015 Treasurer's Report to the Board for approval.

Attachments:

1. May 2015 Treasurer's Report

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

ASSETS:

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

TOTAL ASSETS **58,402,327**

LIABILITIES:

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

TOTAL LIABILITIES **1,775,733**

FUND BALANCE:

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

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

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

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

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	150,139	1,471,006	132,888	91.7%
4020000	Business Park Revenues	141,504	14,448	136,969	4,535	96.8%
4020500	Special Contract Fares	273,775	70,775	192,666	81,109	70.4%
4020500	Special Contract Fares - Paratransit	33,600	2,400	20,895	12,705	62.2%
4010200	Paratransit Passenger Fares	155,050	5,058	163,985	(8,935)	105.8%
4060100	Concessions	38,500	4,804	36,414	2,086	94.6%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	4,042	(2,042)	202.1%
4070300	Non transportation revenue	0	0	30,002	(30,002)	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	81,876	(81,876)	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	0	8,689,230	-	100.0%
4099500	TDA Article 4.0-BART	82,640	4,966	76,785	5,855	92.9%
4099200	TDA Article 4.5 - Paratransit	123,138	7,662	100,366	22,772	81.5%
4099600	Bridge Toll- RM2	580,836	145,209	435,627	145,209	75.0%
4110100	STA Funds-Paratransit	74,130	0	32,443	41,687	43.8%
4110500	STA Funds- Fixed Route BART	516,756	0	501,421	15,335	97.0%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	0	414,113	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	497,523	(300,539)	252.6%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	308,756	(1,808)	100.6%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	2,435	85,796	(75,796)	858.0%
4130000	FTA 5311	-	71	71	(71)	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	(24,423)	690,710	309,290	69.1%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	(4,083)	639,852	146,539	81.4%
4640100	Measure B Paratransit Funds-Paratransit	145,934	(905)	118,740	27,194	81.4%
TOTAL REVENUE		16,177,636	378,557	15,731,503	446,133	97.2%

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

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

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

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	0	155,677	(105,677)	311.35%
4090194	TDA Shop repairs and replacement	8,500	0	0	8,500	0.00%
4091794	Bus stop improvements	4,500	0	4,379	121	97.31%
4090994	Radio upgrades	26,759	0	26,759	0	100.00%
	TDA 511 Integration	30,000	0	0	30,000	0.00%
	TDA Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TDA IT Upgrades and Replacements	9,000	0	0	9,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	440,000	0	8,125	431,875	1.85%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472	0		73,472	0.00%
4131700	FTA NF Stops and Shelter	88,000	0	40,949	47,051	46.53%
4130400	FTA BRT	17,850	37,900	37,900	(20,050)	212.32%
4130200	FTA 5309 (Facility)	192,381	0	1,025	191,356	0.53%
	TOTAL REVENUE	5,280,462	37,900	274,814	5,005,648	5.20%

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

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

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

www.treasurer.ca.gov/pmia-laif/laif.asp
June 01, 2015

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

PMIA Average Monthly Yields

Account Number:
80-01-002

Tran Type Definitions

May 2015 Statement

Account Summary

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

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

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 05-15 Bank Account.: 105

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

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

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

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

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 05-15 Bank Account.: 105

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

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

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 05-15 Bank Account.: 105

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 CTL.: WHE

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

AGENDA

ITEM 5



STAFF REPORT

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

FROM: Tamara Edwards, Finance and Grants Manager

DATE: June 23, 2015

Action Requested

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

Background

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

Discussion

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

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

Budget Considerations:

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

Funding Source: FTA

Budgeted: Yes

Amount: Tables Shown Below

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

Recommendation

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

Attachments:

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

RESOLUTION NO. 25-2015

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED:

Don Biddle, Chair

ATTEST:

Michael Tree, Executive Director

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: 2015 FTA Triennial Review

FROM: Beverly Adamo, Director of Administrative Services

DATE: June 23, 2015

Action Requested

Review and forward to the Board of Directors the 2015 FTA Triennial report.

Background

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

Discussion

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

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

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

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

Budget
NA

Next Steps

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

Recommendation

Review and forward to the Board of Directors the 2015 FTA Triennial report.

Attachments:

1. 2015 FTA Triennial Review – final report



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

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

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

MAR 26 2015

Re: FY2015 Triennial Review–Final Report


Dear Mr. ^{Michael} Tree:

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

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

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

Sincerely,


Leslie T. Rogers.
Regional Administrator

FINAL REPORT

FY 2015 TRIENNIAL REVIEW

of the

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

Performed for:

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

Prepared by:

Calyptus Consulting Group, Inc.

Scoping Meeting Date: January 13, 2015

Site Visit Dates: February 10-11, 2015

Draft Report Date: March 9, 2015

Final Report Date: March 26, 2015

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I. Executive Summary

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

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

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

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

II. Review Background and Process

1. Background

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

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

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

2. Process

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

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

3. Metrics

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

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

III. Grantee Description

Organization

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

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

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

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

Services

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

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

Grant Activity

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

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

Completed Projects

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

Projects Underway

Ongoing Projects for LAVTA are as follows:

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

Future Projects

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

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

IV. Results of the Review

1. Financial Management and Capacity

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

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

2. Technical Capacity

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

Enhanced Review Module Conducted on Technical Capacity:

Areas Covered:

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

Process:

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

Results:

Grant Management Practices

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

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

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

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

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

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

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

3. Maintenance

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

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

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

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

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

4. Americans with Disabilities Act

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

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

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

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

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

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

5. Title VI

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

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

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

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

6. Procurement

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

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

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

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

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

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

7. Disadvantaged Business Enterprise

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

Enhanced Review Module Conducted on DBE:

Areas Covered:

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

Process:

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

Results:

DBE Uniform Reports

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

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

Shortfall Analysis

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

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

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

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

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

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

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

8. Legal

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

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

9. Satisfactory Continuing Control

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

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

10. Planning/Program of Projects

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

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

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

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

11. Public Comment on Fare Increases and Major Service Reductions

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

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

12. Half Fare

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

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

13. Charter Bus

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

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

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

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

14. School Bus

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

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

15. Security

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

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

16. Drug Free Workplace and Drug and Alcohol Program

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

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

17. Equal Employment Opportunity

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

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

V. Summary of Findings

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

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

VI. Attendees

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

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

VII. Appendices

No appendices included in this report.

AGENDA

ITEM 7



STAFF REPORT

SUBJECT: Clipper® Fares
FROM: Beverly Adamo, Director of Administrative Services
DATE: June 23, 2015

Action Requested

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

Background

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

Discussion

Fare Changes:

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

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

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

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

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

Single Point Log In:

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

Financial Reconciliation:

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

Cost

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

Budget Considerations

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

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

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

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

Recommendation

Staff is requesting direction to proceed with the Title VI Impact Analysis for adding a fare media of the Day Pass Accumulator with the implementation of the Clipper Card.

AGENDA

ITEM 8



LAVTA COMMITTEE ITEMS - JUNE - SEPTEMBER 2015

Finance & Administration Committee

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

July	Action	Info
Minutes	X	
Treasurer's Report	X	
*Typically July committee meetings are cancelled		

August	Action
Minutes	X
Treasurer's Report	X

September	Action
Minutes	X
Treasurer's Report	X