

**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 THORNE - VICE CHAIR**

**DATE:**            Tuesday, November 25, 2014  
**PLACE:**          Diana Lauterbach Room LAVTA Offices  
                         1362 Rutan Court, Suite 100, Livermore  
**TIME:**            4:00 p.m.

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**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 October 28, 2014 Meeting of the F&A Committee**

**Recommendation:** Approval

**4. Treasurer's report for October 2014**

**Recommendation:** Staff recommends submitting the attached October 2014 Treasurer's Report to the Board for approval.

**5. PTMISEA Authorizing Resolution**

**Recommendation:** Staff recommends the Finance and Administration Committee recommend the Board of Directors approve the attached Resolution 32-2014 authorizing application for FY 2014/15 PTMISEA Section 99313 funds.

**6. Quarterly Budget and Grants Update**

**Recommendation:** NA – information only.

**7. Disadvantaged Business Enterprise (DBE) 3-Year Goal Establishment (2015-2017)**

**Recommendation:** Staff recommends that the Finance & Administration Committee forward a recommendation to the Board to adopt the three year DBE goal of 0.13% for Federal Fiscal Years 2015-2017.

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

**Recommendation:** Staff recommends that the Finance & Administration Committee forward a recommendation to the Board of Directors to declare as surplus five 1996 40' New Flyer and three 2000 40' Gillig Phantom buses, and authorize their disposal through a method consistent with LAVTA's Policy for Disposition of Surplus Property.

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

**10. Matters Initiated by Committee Members**

**11. Next Meeting Date is Scheduled for: January 26, 2015**

**12. 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.*

*/s/ Diane Stout* *11/19/14*  

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*LAVTA Administrative Services Department* *Date*

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

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

**AGENDA**

**ITEM 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 THORNE - VICE CHAIR**

**DATE:**            Tuesday, October 28, 2014  
**PLACE:**         Diana Lauterbach Room LAVTA Offices  
                      1362 Rutan Court, Suite 100, Livermore  
**TIME:**           4:00 p.m.

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**MINUTES**

**1. Call to Order**

Committee Chair Lauren Turner called the meeting to order at 4:00pm.

**Members Present**

Don Biddle – Vice Mayor, City of Dublin  
Jerry Thorne, Mayor, City of Pleasanton  
Lauren Turner – Councilmember, City of Livermore

**2. Meeting Open to Public**

None.

**3. Minutes of the September 23, 2014 Meeting of the F&A Committee**

Approved: Biddle/Thorne  
Aye: Biddle, Turner, Thorne  
No: None  
Abstain: None

**4. Treasurer's report for September 2014**

Approved: Thorne/Biddle  
Aye: Biddle, Turner, Thorne  
No: None  
Abstain: None

**5. Consolidation of Existing Fare Resolutions**

The Finance and Administration Committee forward a recommendation to the Board of Directors to consolidate LAVTA's existing fares resolutions and transfer agreements by approving Resolution 30-2014.

Approved: Biddle/Thorne  
Aye: Biddle, Turner, Thorne  
No: None  
Abstain: None

**6. Fiscal Year 2014 Comprehensive Annual Financial Report (CAFR)**

Staff highlighted findings of the report related to financial issues from select pages of the FY2014 Draft Comprehensive Annual Financial Report (CAFR) for review. The Finance and Administration Committee forward the Comprehensive Annual Financial Report (CAFR) for review and acceptance to the Board of Directors, prior to submitting the CAFR to the Government Finance Officers Association (GFOA) for award.

Approved: Biddle/Thorne  
Aye: Biddle, Turner, Thorne  
No: None  
Abstain: None

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

After reviewing the preview of upcoming agenda items and seeing no urgent matters scheduled, the Committee has decided to cancel the December F&A Committee meeting. If a need arises, the meeting will be reinstated.

Approved: Biddle/Thorne  
Aye: Biddle, Turner, Thorne  
No: None  
Abstain: None

**8. Matters Initiated by Committee Members**

Tamara Edwards, LAVTA's Grants and Finance Manager, introduced Anthony Zepeda, LAVTA's newly hired Grants and Finance Analyst.

**9. Next Meeting Date is Scheduled for: November 25, 2014**

**10. Adjourn**

Meeting adjourned at 4:18pm.

**AGENDA**

**ITEM 4**



**S T A F F   R E P O R T**

SUBJECT: Treasurer's Report for October 2014  
 FROM: Tamara Edwards, Finance and Grants Manager  
 DATE: November 25, 2014

**Action Requested**

Review and approve the LAVTA Treasurer's Report for October 2014

**Discussion**

***Cash accounts:***

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

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

Beginning balance October 1, 2014	\$6,263,929.61
Payments made	\$1,166,721.83
Deposits made	\$1,721,548.84
Transfer from the Farebox account	\$200,000.00
Ending balance October 31, 2014	\$7,018,756.62

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

Beginning balance October 1, 2014	\$201,378.72
Deposits made	\$88,104.22
Transfer to General Checking	\$200,000.00
Ending balance October 31, 2014	\$89,482.94

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

Beginning balance October 1, 2014	\$2,134,766.28
Interest Q1 FY15	\$1,301.22
Ending balance October 31, 2014	\$2,136,067.50

***Operating Expenditures Summary:***

As this is the third 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 33.33%. The agency is at 31.78% overall.

***Operating Revenues Summary:***

While expenses are at 31.78%, revenues are at 51%, providing for a healthy cash flow for the agency.

**Recommendation**

Staff recommends submitting the attached October 2014 Treasurer's Report to the Board for approval.

Attachments:

1. October 2014 Treasurer's Report



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

**ASSETS:**

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	7,018,757
106 CASH - FIXED ROUTE ACCOUNT	89,483
120 ACCOUNTS RECEIVABLE	373,727
135 INVESTMENTS - LAIF	2,137,441
150 PREPAID EXPENSES	730
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

**TOTAL ASSETS****58,146,393****LIABILITIES:**

205 ACCOUNTS PAYABLE	473,382
211 PRE-PAID REVENUE	322,797
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	2,610
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	213
22090 WORKERS' COMPENSATION PAYABLE	15,439
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	134,305
23102 UNEMPLOYMENT RESERVE	20,000

**TOTAL LIABILITIES****968,736****FUND BALANCE:**

301 FUND RESERVE	6,061,017
304 GRANTS, DONATIONS, PAID-IN CAPITAL	48,078,345
30401 SALE OF BUSES & EQUIPMENT	89,590
FUND BALANCE	2,948,705

**TOTAL FUND BALANCE****57,177,657****TOTAL LIABILITIES & FUND BALANCE****58,146,393**

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

<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	146,982	526,592	1,077,302	32.8%
4020000	Business Park Revenues	141,504	13,196	39,588	101,916	28.0%
4020500	Special Contract Fares	273,775	1,559	1,559	272,216	0.6%
4020500	Special Contract Fares - Paratransit	33,600	2,429	2,429	31,171	7.2%
4010200	Paratransit Passenger Fares	155,050	12,695	73,182	81,868	47.2%
4060100	Concessions	38,500	4,365	12,579	25,921	32.7%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	1,301	1,301	699	65.1%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	0	-	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	1,410,183	5,920,183	2,769,047	68.1%
4099500	TDA Article 4.0-BART	82,640	12,675	24,998	57,642	30.2%
4099200	TDA Article 4.5 - Paratransit	123,138	19,553	38,565	84,573	31.3%
4099600	Bridge Toll- RM2	580,836	0	0	580,836	0.0%
4110100	STA Funds-Paratransit	74,130	0	0	74,130	0.0%
4110500	STA Funds- Fixed Route BART	516,756	0	0	516,756	0.0%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	0	355,200	58,913	85.8%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	0	196,984	0.0%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	0	306,948	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	0	0	10,000	0.0%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	0	0	1,000,000	0.0%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	140,139	215,471	570,920	27.4%
4640100	Measure B Paratransit Funds-Paratransit	145,934	26,006	40,133	105,801	27.5%
<b>TOTAL REVENUE</b>		<b>16,177,636</b>	<b>1,791,083</b>	<b>8,253,993</b>	<b>7,923,643</b>	<b>51.0%</b>

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

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$108,294	\$320,278	\$878,669	26.71%
502 00 Personnel Benefits	\$729,014	\$40,803	\$153,180	\$575,834	21.01%
503 00 Professional Services	\$528,933	\$21,385	\$89,879	\$439,054	16.99%
503 05 Non-Vehicle Maintenance	\$541,489	\$10,754	\$219,937	\$321,552	40.62%
503 99 Communications	\$5,000	\$421	\$794	\$4,206	15.89%
504 01 Fuel and Lubricants	\$1,669,380	\$110,652	\$413,343	\$1,256,037	24.76%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$10,552	(\$8,052)	422.07%
504 99 Office/Operating Supplies	\$17,000	\$4,251	\$9,384	\$7,616	55.20%
504 99 Printing	\$78,000	\$0	\$21,167	\$56,833	27.14%
505 00 Utilities	\$278,300	\$18,695	\$91,792	\$186,508	32.98%
506 00 Insurance	\$559,591	\$0	\$386,231	\$173,360	69.02%
507 99 Taxes and Fees	\$152,000	\$12,876	\$41,609	\$110,391	27.37%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$751,604	\$2,851,652	\$5,794,628	33.06%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$130,802	\$476,503	\$1,055,337	31.11%
509 00 Miscellaneous	\$60,362	\$1,733	\$28,384	\$31,978	47.02%
509 02 Professional Development	\$49,200	\$2,416	\$6,791	\$42,409	13.80%
509 08 Advertising	\$145,000	\$4,980	\$17,531	\$127,469	12.09%
<b>TOTAL</b>	<b>\$16,172,836</b>	<b>\$1,219,667</b>	<b>\$5,139,007</b>	<b>\$11,053,829</b>	<b>31.78%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
EXPENDITURE REPORT  
FOR THE PERIOD ENDING:  
October 31, 2014**

<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>
<b>BOARD OF DIRECTORS - COST CENTER 01</b>						
5030101	Professional Services	14,000	0	3,900	10,100	27.86%
5099901	Miscellaneous	500	0	0	500	0.00%
5090201	Professional Development	3,000	0	0	3,000	0.00%
	<b>TOTAL - BOARD OF DIRECTORS</b>	<b>17,500</b>	<b>0</b>	<b>3,900</b>	<b>13,600</b>	<b>22.29%</b>
<b>GENERAL MANAGER - COST CENTER 02</b>						
5010202	Salaries and Wages	191,710	0	0	191,710	0.00%
5020002	Personnel Benefits	82,665	3,601	14,214	68,451	17.19%
5090202	Professional Development	10,000	0	(13)	10,013	-0.13%
5099902	Miscellaneous	500	108	458	42	91.60%
5030302	Professional Services	-	17,383	57,481	(57,481)	0.00%
	<b>TOTAL - GENERAL MANAGER</b>	<b>284,875</b>	<b>21,092</b>	<b>72,140</b>	<b>212,735</b>	<b>25.32%</b>
<b>ADMINISTRATIVE SERVICES - COST CENTER 03</b>						
5010203	Salaries and Wages	523,703	57,230	175,817	347,886	33.57%
5020003	Personnel Benefits	422,717	21,353	79,464	343,253	18.80%
5030003	Professional Services	155,433	4,002	22,343	133,090	14.37%
5030503	Non-Vehicle Maintenance	191,689	8,346	74,458	117,231	38.84%
5039903	Communications	5,000	421	794	4,206	15.89%
5049903	Office & Operating Supplies	16,000	4,251	9,384	6,616	58.65%
5050203	Utilities	278,300	18,695	91,792	186,508	32.98%
5060003	Insurance	23,112	0	23,905	(793)	103.43%
5090203	Professional Development	13,900	1,908	2,641	11,259	19.00%
5090103	Dues and Subscriptions	41,862	0	24,477	17,385	58.47%
5099903	Miscellaneous	15,000	470	1,370	13,630	9.13%
	<b>TOTAL - ADMINISTRATIVE SERVICES</b>	<b>1,686,716</b>	<b>116,677</b>	<b>506,445</b>	<b>1,180,271</b>	<b>30.03%</b>
	<b>SUB-TOTAL OPERATING EXPENDITURES</b>	<b>1,989,091</b>	<b>137,769</b>	<b>582,485</b>	<b>1,406,606</b>	<b>29.28%</b>

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

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>EXPENDITURE DETAILS</b>						
<b>CAPITAL PROGRAM - COST CENTER 07</b>						
5550107	Shop Repairs and replacement	8,500	1,025	1,025	7,475	12.06%
5550207	New MOA Facility (Satelite Facility)	192,381	1,025	1,025	191,356	0.53%
5550607	511 Integration	30,000	8,125	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	6,609	153,712	(103,712)	307.42%
5550907	IT Upgrades and replacement	9,000	0	0	9,000	0.00%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
	Security upgrades	73,472	0	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	1,463	5,842	322,158	1.78%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5,231,353</b>	<b>18,248</b>	<b>169,729</b>	<b>5,061,624</b>	<b>3.24%</b>
	<b>FUND BALANCE (CAPITAL)</b>	<b>0.00</b>	<b>(18,248)</b>	<b>(169,729)</b>		
	<b>FUND BALANCE (CAPTIAL &amp; OPERATING)</b>	<b>0.00</b>	<b>554,451</b>	<b>2,948,706</b>		

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 November 04,  
 2014

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

PMIA Average Monthly Yields

Account Number:  
 80-01-002

Tran Type Definitions

October 2014 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/15/2014	10/14/2014	QRD	1446757	SYSTEM	1,301.22

Account Summary

Total Deposit:	1,301.22	Beginning Balance:	2,135,557.82
Total Withdrawal:	0.00	Ending Balance:	2,136,859.04

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
H4784	10/02/14	PER01	PERS	543.93	.00	543.93	20141003NH	20141003N CALPERS RETIRE
H4785	10/02/14	PER01	PERS	5436.23	.00	5436.23	20141003CH	20141003C CALPERS RETIRE
H4786	10/02/14	PER04	CALPERS RETIREMENT SYSTEM	222.20	.00	222.20	20141003H	20141003 CALPERS 457 CONT
H4787	10/03/14	EFT01	ELECTRONIC FUND TRNFERS	5144.54	.00	5144.54	20141003H	20141003 FIT, MEDICARE PA
H4788	10/03/14	DIR02	DIRECT DEPOSIT OF PAYROLL	24653.85	.00	24653.85	20141003H	20141003 P/R DIRECT DEPOS
H4789	10/03/14	EMP01	EMPLOYMENT DEVEL DEPT	1593.99	.00	1593.99	20141003H	20141003 SIT, SDI PAYPER
H4791	10/20/14	PAC02	PACIFIC GAS AND ELECTRIC	1879.80	.00	1879.80	606100114H	606100114 #6062256368-6 A
H4792	10/16/14	CAL04	CALIFORNIA WATER SERVICE	233.97	.00	233.97	461100214H	461100214 #4616555555 TC
H4793	10/16/14	CAL04	CALIFORNIA WATER SERVICE	35.65	.00	35.65	361100214H	361100214 #3616555555 TC
H4794	10/15/14	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257100114H	257100114 #2575555555 TC
H4795	10/15/14	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575100114H	575100114 #5755555555 CON
H4796	10/15/14	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475100114H	475100114 #4755555555 MOA
H4797	10/10/14	STA04	STATE BOARD OF	1606.43	.00	1606.43	QTR3 2014H	QTR3 2014 UNDERGRD STG TA
H4798	10/10/14	STA05	STATE BOARD OF EQUAL	1165.45	.00	1165.45	QTR32014H	QTR32014 EXEMP BUS OPS FE
H4799	10/10/14	WHI06	LINDA WHITE	23.15	.00	23.15	OCT2014SUH	OCT2014SUP SUPPLIES
H4800	10/10/14	WEG01	CHRISTY WEGENER	355.00	.00	355.00	PERDOCT14H	PERDIEM HOUSTON TX 10/12-
H4801	10/10/14	MTM01	MEDICAL TRANSPORTATION MA	9639.00	.00	9639.00	LAVTA/AUGH	LAVTA/AUG14 DAR TICKET RE
H4803	10/02/14	MER01	MERCHANT SERVICES	199.03	.00	199.03	TC092014H	TC092014 TC BANK CARD S/C
H4805	10/02/14	MER01	MERCHANT SERVICES	201.47	.00	201.47	MOA092014H	MOA092014 MOA SEPT 2014 B
H4806	10/02/14	PAC02	PACIFIC GAS AND ELECTRIC	236.48	.00	236.48	764091514H	764091514 #7649646868-7 D
H4807	10/03/14	PAC02	PACIFIC GAS AND ELECTRIC	638.04	.00	638.04	900091614H	900091614 #9007202117-4 M
H4809	10/03/14	PAC02	PACIFIC GAS AND ELECTRIC	650.22	.00	650.22	980091614H	980091614 #9800031052-8 T
H4812	10/10/14	PAC02	PACIFIC GAS AND ELECTRIC	583.14	.00	583.14	726092314H	729092314 #7264840356-5 R
H4813	10/03/14	CAL04	CALIFORNIA WATER SERVICE	726.02	.00	726.02	019091914H	019091914 #0198655555 RUT
H4814	10/03/14	CAL04	CALIFORNIA WATER SERVICE	295.70	.00	295.70	909091914H	909091914 #9098655555 RUT
H4815	10/10/14	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430091614H	430091614 #138430-01 ATL
H4816	10/10/14	CIT07	CITY OF LIVERMORE - WATER	888.14	.00	888.14	431091614H	431091614 #138431-00 ATL
H4817	10/10/14	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432091614H	432091614 #138432-00 ATL
H4818	10/10/14	CIT07	CITY OF LIVERMORE - WATER	84.00	.00	84.00	361091614H	361091614 #139361-00 ATL
H4819	10/02/14	VER01	VERIZON WIRELESS	189.76	.00	189.76	973254663H	9732546630 AGENCY CELL PH
H4820	10/10/14	CIT07	CITY OF LIVERMORE - WATER	141.76	.00	141.76	388091614H	388091614 #139388-00 ATL
H4821	10/01/14	VSP01	VSP	362.90	.00	362.90	OCT 2014H	OCT 2014 VISION INSURANCE
H4822	10/01/14	PER03	CAL PUB EMP RETIRE SYSTM	24132.35	.00	24132.35	OCT 2014H	OCT 2014 HEALTH INSURANCE
H4823	10/10/14	KAT01	KATHLEEN KELLY DBA:	10935.00	.00	10935.00	INV#5H	INV#5 EXEC DIRE PROF SERV
H4824	10/10/14	OAK01	OAKS BUSINESS PK OWNERS	2978.00	.00	2978.00	Q42014H	Q42014 ATL BUSINESS PARK
H4825	10/10/14	MVT01	MV TRANSPORTATION, INC.	52792.57	.00	52792.57	55841H	55841 AUG 2014 SERVICE
H4826	10/07/14	DEL05	ALLIED ADMIN/DELTA DENTAL	1514.10	.00	1514.10	NOV 2014H	NOV 2014 DENTAL BENEFITS
H4827	10/10/14	USB01	U S BANK	4795.56	.00	4795.56	SEPT 2014H	SEPT 2014 VISA CHARGES
H4828	10/10/14	TAX46	ALBERT H KUPFERMAN	42.08	.00	42.08	7/28-9/13H	7/28-9/3/2014 PARA-TAXI R
H4830	10/10/14	TX105	KARL HALOZAN	35.70	.00	35.70	9/4-9/24H	9/4-9/24/2014 PARA-TAXI R

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
H4831	10/10/14	TAX72	JUSTIN HART	178.10	.00	178.10	SEPT 2014H	SEPT 2014 PARA-TAXI REIMB
H4832	10/10/14	TAX58	LARRY JENKINS	11.00	.00	11.00	9/15/14H	9/15/14 PARA-TAXI REIMBUR
H4833	10/10/14	AME06	AMERICAN FIDELITY ASSURAN	201.51	.00	201.51	SUPPL1014H	SUPPL102014 SUPPLEMENTAL
H4834	10/10/14	AME06	AMERICAN FIDELITY ASSURAN	650.01	.00	650.01	FSA102014H	FSA102014 FLEXIBLE SPENDI
H4835	10/10/14	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399091614H	399091614 #169399 ATL SEW
H4836	10/01/14	MTM01	MEDICAL TRANSPORTATION MA	105333.83	.00	105333.83	JUL2014H	JUL2014 PARA-TRANSIT SERV
H4837	10/20/14	PAC02	PACIFIC GAS AND ELECTRIC	7386.43	.00	7386.43	580100214H	580100214 #5809326332-3 M
H4838	10/15/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	56084H	56084 INSTALLMENT #1 OCT.
H4839	10/17/14	PER01	PERS	5436.23	.00	5436.23	20141017CH	20141017C CALPERS RETIRE
H4840	10/17/14	PER01	PERS	746.66	.00	746.66	20141017NH	20141017N CALPERS RETIRE
H4841	10/17/14	PER04	CALPERS RETIREMENT SYSTEM	222.73	.00	222.73	20141017H	20141017 CALPERS 457 CONT
H4842	10/17/14	DIR02	DIRECT DEPOSIT OF PAYROLL	25904.57	.00	25904.57	20141017H	20141017 DIREC DEPOSIT PA
H4843	10/17/14	EFT01	ELECTRONIC FUND TRASFERS	5372.54	.00	5372.54	20141017H	20141017 FIT, MEDICARE PA
H4844	10/17/14	EMP01	EMPLOYMENT DEVEL DEPT	1665.98	.00	1665.98	20141017H	20141017 SIT, SDI PAYPER
H4845	10/24/14	STA13	STAPLES CREDIT PLAN	84.91	.00	84.91	SEPT 2014H	SEPT 2014 SUPPLIES
H4846	10/24/14	WEG01	CHRISTY WEGENER	117.81	.00	117.81	OCT 2014H	OCT 2014 TRAVEL REIMBURSE
H4847	10/17/14	WHI06	LINDA WHITE	41.06	.00	41.06	COSTCO10-H	COSTCO 10-2014 SUPPLIES
H4848	10/31/14	PAC02	PACIFIC GAS AND ELECTRIC	218.66	.00	218.66	764101414H	764101414 #7649646868-7 D
H4849	10/24/14	ADA01	BEVERLY ADAMO	224.00	.00	224.00	PD102614H	PERDIEM 10/26/2014 RIVERS
H4850	10/31/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	56085H	56085 INSTALL #2 OCT. 201
H4851	10/14/14	ADA01	BEVERLY ADAMO	142.00	.00	142.00	PD102014H	PERDIEM 10/20/2014 SAN FR
H4852	10/17/14	EDW01	TAMARA EDWARDS	142.00	.00	142.00	PD102014H	PERDIEM 10/20/2014 SAN FR
H4853	10/17/14	SHE05	SHELL	11.87	.00	11.87	SEPT 2014H	SEPT 2014 FUEL FOR AGENCY
H4854	10/24/14	TAX91	VIVIAN MARIE MILLER	105.98	.00	105.98	10/12-18H	10/12-18/2014 PARA-TAXI R
H4855	10/24/14	TAX96	THOMAS R. LEONARD	176.16	.00	176.16	9/18-10/1H	9/18-10/16/2014 PARA-TAXI
H4856	10/24/14	TAX86	DEBBIE LOPES	20.40	.00	20.40	10/16/14H	10/16/2014 PARA-TAXI REIM
H4857	10/24/14	TAX29	TEH YANG	11.90	.00	11.90	10/4/2014H	10/4/2014 PARA-TAXI REIMB
H4858	10/24/14	TAX98	ROHAN NG	200.00	.00	200.00	9/2-9/26H	9/2-9/26/2014 PARA-TAXI R
H4859	10/24/14	TAX76	MARY ANN HANDZUS	307.35	.00	307.35	7/2-9/25H	7/2-9/25/2014 PARA-TAXI R
H4860	10/31/14	EMP01	EMPLOYMENT DEVEL DEPT	1920.53	.00	1920.53	20141031H	20141031 SIT, SDI PAY PER
H4861	10/31/14	EFT01	ELECTRONIC FUND TRASFERS	6018.02	.00	6018.02	20141031H	20141031 FIT, MEDICARE PA
H4862	10/31/14	PER01	PERS	1263.63	.00	1263.63	20141031NH	20141031N CAL PERS RETIRE
H4863	10/31/14	PER04	CALPERS RETIREMENT SYSTEM	217.20	.00	217.20	20141031H	20141031 CALPERS 457 PAYP
H4864	10/31/14	DIR02	DIRECT DEPOSIT OF PAYROLL	28718.19	.00	28718.19	20141031H	20141031 DIRECT DEPOSIT P
H4866	10/31/14	PER01	PERS	5436.23	.00	5436.23	20141031CH	20141031C CALPERS RETIRE
H4867	10/27/14	TRE01	MICHAEL TREE	1400.01	.00	1400.01	INTVEXPSH	INTERVIEW EXPENSE REIMBUR
018106	10/10/14	ATT03	AT&T	886.48	.00	886.48	377892520	3778925203 #171-795-7615
018107	10/10/14	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	456675	456675 PO4731 DUBLIN CAN
018108	10/10/14	CAL13	CALIFORNIA TRANSIT	1959.32	.00	1959.32	06-2014-S	06-2014-SEPT SEPT 2014 IN
018109	10/10/14	CDW01	CDW-G GOVERNMENT, INC	2050.10	.00	2050.10	PH55192	PH55192 PO4810 UNINTERRUP



LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 10-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
018109	10/10/14	CDW01	CDW-G GOVERNMENT, INC	849.00	.00	849.00	PJ12213	PJ12213 PO4809 ADOBE ACRO
			Check Total.....:	2899.10	.00	2899.10		
018110	10/10/14	CLA02	CLARK PEST CONTROL	90.00	.00	90.00	16078020	16078020 PO4647 PEST CONT
018111	10/10/14	EME01	EMERALD LANDSCAPE CO INC	1155.00 230.00	.00 .00	1155.00 230.00	253284 253775	253284 PO4718 OCT 2014 LA 253775 PO4834 TC IRRIGATI
			Check Total.....:	1385.00	.00	1385.00		
018112	10/10/14	GAN01	GANNETT FLEMING COMPANIES	1463.24	.00	1463.24	56.4*8141	55156.4*81413 PO4554 DUB-
018113	10/10/14	JTH01	J. THAYER COMPANY	128.59	.00	128.59	896426	896426 OFFICE SUPPLIES DE
018114	10/10/14	KUL01	KADRI KULM	35.22	.00	35.22	AUG-SEPT1	AUG-SEPT 2014 EXPENSES
018115	10/10/14	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	528287	528287 MOA DUMPSTERS SEPT
018116	10/10/14	PAC11	PACIFIC ENVIROMENTAL SERV	120.00 120.00	.00 .00	120.00 120.00	2005660 2005661	2005660 PO4779 TANK INSPE 2005661 PO4779 TANK INSPE
			Check Total.....:	240.00	.00	240.00		
018117	10/10/14	SCF01	SC FUELS	24779.39 23891.16	.00 .00	24779.39 23891.16	2584633 2589400	2584633 PO4787 DIESEL DEL 2589400 PO4787 DIESEL DEL
			Check Total.....:	48670.55	.00	48670.55		
018118	10/10/14	SEQ06	TESTAMERICA LABS INC	299.25	.00	299.25	72132725	72132725 PO4597 STORM WAT
018119	10/10/14	SHA02	SHAMROCK OFFICE SOLUTIONS	39.80 131.35	.00 .00	39.80 131.35	190379 189157COR	190379 PO4735 MOA RECEIPT 189157COR TC TONER CARTRI
			Check Total.....:	171.15	.00	171.15		
018120	10/10/14	TAX60	ANNA FONG	64.60	.00	64.60	8/25-9/30	8/25-9/30/2014 PARA-TAXI
018121	10/10/14	TRA12	TRAPEZE SOFTWARE GROUP	6236.18	.00	6236.18	AMSER520	AMSER520 PO4446 UPGRADE T
018122	10/10/14	TX101	ROSEANN COTTER	42.71	.00	42.71	7/28-9/19	7/28-9/19/2014 PARA-TAXI
018123	10/10/14	TX106	SAROJA IYER	17.00	.00	17.00	9/13-10/1	9/13-10/1/2014 PARA-TAXI
018124	10/17/14	DUB06	DUBLIN INTEGRITY IN ACTIO	50.00	.00	50.00	2014WELFA	2014 WELLNESS FAIR @DUBLI
018125	10/24/14	ACT01	AC TRANSIT DISTRICT	1172.17 1172.17	.00 .00	1172.17 1172.17	LOC290 LOC292	LOC290 PO4852 RTC PROGRAM LOC292 PO4852 RTC PROG. O
			Check Total.....:	2344.34	.00	2344.34		
018126	10/24/14	ART02	ARTS & SECURITY LOCKSMITH	753.69	.00	753.69	71841	71841 PO4843 REPLACE LOCK
018127	10/24/14	ATT02	AT&T	803.19 261.79	.00 .00	803.19 261.79	5839073 5839074	5839073 #C602223457777 SU 5839074 #925.294.8198 PRI
			Check Total.....:	1064.98	.00	1064.98		
018128	10/24/14	AVE01	WILLIAM AVERY & ASSOCIATE	6000.00 447.91	.00 .00	6000.00 447.91	1034 1035	1034 FINAL FEE EXEC DIREC 1035 EXPENSES FOR EXEC DI
			Check Total.....:	6447.91	.00	6447.91		
018129	10/24/14	BAR02	SF BAY AREA RAPID TRA DIS	1782.00	.00	1782.00	20141024	20141024 BART GREEN(100)
018130	10/24/14	CAL15	CALTRONICS BUSINESS SYS	375.97	.00	375.97	1638533	1638533 PO4736 BIZHUB650
018131	10/24/14	CHR02	RONDAL MEUSER	63.22	.00	63.22	9283	9283 PO4832 BUSINESS CDS
018132	10/24/14	CIT06	CITY OF LIVERMORE SEWER	39.70	.00	39.70	TC101414	TC101414 #133389-00 TC SE
018133	10/24/14	CLA02	CLARK PEST CONTROL	90.00	.00	90.00	16207206	16207206 PO4647 PEST CONT
018134	10/24/14	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B410151	B410151 PO4675 MOM S/W MA
018135	10/24/14	COS01	COSTCO WHOLESALE MBR.	550.00	.00	550.00	2014MBRSH	2014 MEMBERSHIP RENEWAL #
018136	10/24/14	DIG01	SAMEER SIRUGURI	8125.00	.00	8125.00	20141008	20141008 PO4746R RFQ 2014-

LAVTA  
 Cash Disbursement Detail Report  
 Check Listing for 10-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
018137	10/24/14	DIR01	DIRECT TV	12.00	.00	12.00	242320740	24232074028 PO4534 (2) AD
018138	10/24/14	EME01	EMERALD LANDSCAPE CO INC	480.00 525.00	.00 .00	480.00 525.00	254469 254470	254469 PO4846 ATLANTIS IR 254470 PO4846 IRRIGATION
Check Total.....:				1005.00	.00	1005.00		
018139	10/24/14	FED01	FedEx	21.30	.00	21.30	281592099	2 815 92099 SHIPPING 10/3
018140	10/24/14	GSG01	GSGC INC	508.83 1242.00	.00 .00	508.83 1242.00	5988-14 5989-14	5988-14 PO4676 JANITORIAL 5989-14 PO4447 JANITORIAL
Check Total.....:				1750.83	.00	1750.83		
018141	10/24/14	HAN01	HANSON BRIDGETT MARCUS	472.50 1358.50 1804.00	.00 .00 .00	472.50 1358.50 1804.00	1128794 1128795 1128796	1128794 LEGAL-CONTRACTS A 1128795 LEGAL-LABOR & PER 1128796 ADMIN LEGAL AUG.
Check Total.....:				3635.00	.00	3635.00		
018142	10/24/14	KKI01	COAST RADIO COMPANY INC	4300.00	.00	4300.00	IN-114097	IN-1140972264 PO4696 RADI
018143	10/24/14	OFF01	OFFICE DEPOT	55.00 12.99	.00 .00	55.00 12.99	733826777 733827086	7338267770001 SUPPLIES DE 733827086001 SUPPLIES DEL
Check Total.....:				67.99	.00	67.99		
018144	10/24/14	PAC01	AT&T	67.36 284.95 31.76	.00 .00 .00	67.36 284.95 31.76	ATL101314 ATLT11011 CFA100714	ATL101314 #925.243.9029/3 ATLT1101114 #436.951.0106 CFA100714 #232.351.6260 C
Check Total.....:				384.07	.00	384.07		
018145	10/24/14	SCF01	SC FUELS	24082.82 23715.57 22949.12	.00 .00 .00	24082.82 23715.57 22949.12	2595930 2600236 2603034	2595930 PO4787 DIESEL DEL 2600236 PO4787/4838 DIESE 2603034 PO4838 DIESEL DEL
Check Total.....:				70747.51	.00	70747.51		
018146	10/24/14	SHA02	SHAMROCK OFFICE SOLUTIONS	10.85	.00	10.85	191844	191844 PO4735 SHIPPING ON
H4829A	10/10/14	TAX91	VIVIAN MARIE MILLER	24.44	.00	24.44	9/30-10/3H	9/30-10/3/2014 PARA-TAXI
H4829B	10/10/14	TAX91	VIVIAN MARIE MILLER	45.05	.00	45.05	9/7-9/24H	9/7-9/24/2014 PARA-TAXI R
Cash Account Total.....:				1166721.83	.00	1166721.83		
Total Disbursements.....:				1166721.83	.00	1166721.83		

**AGENDA**

**ITEM 5**



STAFF REPORT

SUBJECT: PTMISEA Authorizing Resolution

FROM: Anthony Zepeda, Grants & Finance Analyst

DATE: November 25, 2014

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**Action Requested**

Forward a recommendation to the Board of Directors to approve attached Resolution 32-2014 authorizing application for PTMISEA funds.

**Background**

Approved by California voters in 2006, Proposition 1B created the Public Modernization, Improvement and Service Enhancement Account Program (PTMISEA). PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements, new capital projects, bus rapid transit improvements, and rolling stock procurement, rehabilitation or replacement. Funds for the program are generated through the sale of state bonds.

PTMISEA funds are appropriated annually by the Legislature to the State Controller's Office in accordance with formula distributions established under the Public Utilities Code: 50% allocated to Local Operators based on fare box revenue (section 99314) and 50% allocated to Regions Entities based on population (section 99313). LAVTA has previously used PTMISEA funding for bus stop renovations to improve accessibility, transit facility upgrades, and as a source of matching funds for vehicle purchases.

**Discussion**

The Metropolitan Transportation Commission (MTC) has provided LAVTA with its estimated Fiscal Year (FY) 2014/15 PTMISEA section 99313 (population-based) apportionment. This amount could be increased at a later date if MTC and Caltrans determine that additional funding is due to the Bay Area Region.

The FY 2014/15 PTMISEA population-based share for LAVTA is \$573,778. Staff is proposing to use these funds as a local matching source for the procurement of four 40-foot Hybrid transit buses. The Hybrid buses are ADA and CARB compliant and will replace four diesel fuel buses that are approaching the end of their useful lives.

**Budget**

At present, the estimated FY 2014/15 PTMISEA section 99313 allocation to LAVTA is \$572,778. Staff plans to request the entire amount and is working with MTC to finalize the allocation request and required MTC concurrence documentation. There is no local match requirement for PTMISEA funds.

**Next Steps**

LAVTA Board approval of the attached Authorizing Resolution will allow staff to submit an allocation request to Caltrans for FY 2014/15 PTMISEA Section 99313 funding in the amount of \$573,778.

**Recommendation**

Staff recommends the Finance and Administration Committee recommend that the Board of Directors approve the attached Resolution 32-2014 authorizing application for FY 2014/15 PTMISEA Section 99313 funds.

## Attachments:

1. Resolution 32-2014, Authorizing Resolution for PTMISEA Section 99313 funds.

**RESOLUTION #32-2014**

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

**WHEREAS**, the Livermore Amador Valley Transit Authority (LAVTA) is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects, which may include rolling stock procurement, rehabilitation, safety, or modernization improvement, and capital service enhancement or expansion; and

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

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

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

**WHEREAS**, the Livermore Amador Valley Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director or His Authorized Designee;

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

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

APPROVED AND PASSED this 1<sup>st</sup> day of December, 2014.

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Scott Haggerty, Chair

ATTEST:

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Michael Tree, Executive Director

**AGENDA**

**ITEM 6**



## STAFF REPORT

SUBJECT: Quarterly Budget and Grants Update

FROM: Tamara Edwards, Finance & Grants Manager

DATE: November 25, 2014

### Action Requested

Review and forward to the Board of Directors, the FY15 First Quarter Budget and Grants Update.

### Discussion

The Board of Directors requested a quarterly update of the budget and grants, based on any significant changes for both revenues and expenses. This report will encompass any changes between the time the budget was approved and September 2014 with an analysis of the net effects to the projected reserve balance. Details regarding grants status are included in a separate section of this report.

### Budget

	Amount from analysis in FY 15 budget	Updated numbers (sources for updates are from the FY 14 CAFR and MTC revenue forecast updates, and additional grant revenues approved)	Difference	
a	Projected Reserves at June 30, 2014	\$6,888,984	\$7,204,185	\$315,201
b	FY 15 apportionment	\$7,989,391	\$7,989,391	\$0
c	TDA funds available for allocation (a+b)	\$14,878,375	\$15,193,576	\$315,201
d	FY 15 operating request	\$8,689,230	\$8,689,230	\$0
e	FY 15 capital request	\$4,000,000	\$4,000,000	\$0
f	TDA Request for allocation (d+e)	\$12,689,230	\$12,689,230	\$0



<b>Projection for Reserve at June 30, 2015</b>			
<b>TDA Reserves</b>			
g	Reserves at June 30, 2014 (c-f)	\$2,189,145	\$2,504,346 \$315,201
h	Expiring Capital Allocations	\$980,000	\$1,137,702 \$157,702
i	FY 15 Due to LTF*	\$0	\$160,500 \$160,500
j	FY 14 Due to LTF	\$1,233,657	2,737,445 \$1,503,788
k	FY 13 Due to LTF	\$3,323,571	\$3,323,571 \$0
l	Total TDA Reserves (g+h+i+j+k)	\$7,726,373	\$9,863,564 \$2,137,191
<b>STA Reserves</b>			
m	Population based STA reserves at June 30,2014	\$887,213	\$919,948 \$32,735
n	FY 15 apportionment	\$1,735,374	\$850,536 -\$884,838
o	Request for allocation	\$887,213	\$887,213 \$0
p	Reserves at June 30, 2014 (m+n-o)	\$1,735,374	\$883,271 -\$852,103
q	Revenue based STA reserves at June 30, 2014	\$414,113	\$345,918 -\$68,195
r	FY 15 apportionment	\$287,296	\$258,232 -\$29,064
s	Request for allocation	\$414,113	\$414,113 \$0
t	Reserves at June 30, 2015 (q+r-s)	\$287,296	\$190,037 -\$97,259
u			
v	Total STA reserves (p+t)	\$2,022,670	\$1,073,308 -\$949,362
w	<b>Total Reserves at June 30,2015 (k+t)</b>	<b>\$9,749,043</b>	<b>\$10,936,872 \$1,187,829</b>

i*	<b>* FY 15 Due to LTF</b>		
	Additional funding (revenue) approved after the FY 15 budget cycle		
	TFCA Rte 8	0	\$42,000 \$42,000
	TFCA Rte 12	0	\$64,000 \$64,000
	TFCA Rte 15	0	\$54,500 \$54,500
	Total Revenue Increase (i)		\$160,500 \$160,500

The change in the anticipated reserve balance from the original number reported with the budget can be primarily attributed to three areas; the increase in the amount due to the Local Transportation Fund (LTF) (over the original projections), a larger than projected return of TDA from capital projects (that were paid for through other grant funds instead) and an increase in anticipated revenues from operating grants that have been approved after the FY 15 budget cycle- this amount has been included in the TDA reserve analysis as an anticipated due to LTF for FY 15. The increase in the amount due to LTF is made up of the difference between budgeted expenses and actual expenses (actuals were lower than budget for FY14),

and the difference between expected revenues and actual revenues (which were higher in FY14 due to additional grants received during the year).

**Grants**  
**Grants Update**  
**October 2014**

In keeping with our previously introduced system of grant classification for Board Reports, the following report details activity through September 30, 2014.

The charts below reflect active (green), inactive/at risk (yellow) grants, and pending grants (blue). Grants that have been closed, or were not awarded/denied are not shown here.

**Inactive/At Risk**

Project Name	Funding Type	Funding Source	Grant Award	Summary of Issue
Atlantis Security	Prop 1B Security Funds	CalEMA	<b>\$36,696</b>	These funds can only be used for security cameras at the Atlantis location. Cameras are not needed at this time so the funds will be returned and may be requested later for another project.

**Active/Not at Risk**

Project Name	Funding Type	Funding Source	Grant Award
Trapeze upgrade (viewpoint)	RM2	MTC	<b>\$74,535</b>
Bus Stop Repair/Replacement	Proposition 1B PTMISEA (Public Transportation Modernization, Improvement, and Service Enhancement Account)	MTC (Metropolitan Transportation Commission), and CalOES	<b>\$240,910</b>
Parataxi and Bus Stops	New Freedom	FTA (Federal Transit Administration)	<b>\$104,400, \$88,000 for Pleasanton &amp; Dublin bus shelters and stops</b>

Project Name	Funding Type	Funding Source	Grant Award
LAVTA Facility Upgrade and Improvements	PTMISEA	Caltrans	<b>\$357,966</b>
FY 14 Preventative Maintenance and ADA	5307	FTA	<b>\$503,932</b>
LAVTA Facility F.Y. 2008		FTA	<b>\$326,878.73</b> Remaining
Rapid Operation	RM2 (Regional Measure 2)	MTC	<b>\$580,836 current</b> <b>F.Y. 20% Farebox</b> Recovery threshold
BRT/Rapid Operation (July 1, 2013-June 30, 2015)	Regional TFCA (Transportation Fund for Clean Air)	BAAQMD (Bay Area Air Quality Management District)	<b>\$109,970</b>
BRT	Small Starts	FTA	<b>\$3,447,331</b> in construction funds remaining.
LAVTA Route 10 & Rapid Measure B Express Bus Project	Measure B Express Bus	ACTC (Alameda County Transportation Commission)	<b>\$1,000,000</b>
LAVTA Measure B Countywide Express Bus Service (12v, 20x, 70x; Alameda County portions only)	Measure B Express Bus	ACTC	<b>\$1,000,000</b>
Project Name	Funding Type	Funding Source	Grant Award
F.Y. 2012 Operating Assistance & Radios	5307	FTA	<b>\$1,052,627;</b> <b>\$512,000 Radios</b>
Operating Funds; Rural Assistance	5311	CalTrans, MTC	<b>\$52,155</b>
Route 14 Operations	Lifeline/ JARC	CalTrans, MTC	<b>\$150,000</b>
Route 53 ACE Shuttle Service	Local TFCA	ACTC	<b>\$120,000</b>
Route 54 ACE Shuttle Service	Local TFCA	ACTC	<b>\$47,000</b>
Parataxi, Dublin/Pleasanton	New Freedom	MTC/CalTrans	<b>\$10,000</b>
Surveillance Equipment	1B Security	CalOES	<b>\$36,696</b>
Fleet DVR's	1B Security	CalOES	<b>\$36,600</b>

The Tri-Valley Multi-Modal Access and PDA Connectivity Study	Sustainable Communities Technical Assistance Program/SC-TAP	ACTC (Alameda County Transportation Commission)	<b>\$1,385,000</b>
Parataxi	New Freedom (Concord UA)	FTA	<b>\$33,000</b>

### Pending/Not yet Awarded

Project Name	Funding Type	Funding Source	Amount Requested	Expected Notification
Local TFCA; Routes 8, 12, 15 (2 Year Cycle)	Local TFCA	ACTC	\$278,000	Waiting on funding agreements
TPI Dublin Boulevard Proejct (LAVTA Sponsor, City of Dublin and MTC Co-Sponsors)	TPI via FHWA	MTC	\$1,570,000	Expected in FY 17.

### Future Outlook:

- Future Regional and Local TFCA (Transportation Fund for Clean Air) eligibility may be at risk, due to changing requirements at BAAQMD (Air District) level; especially to the Shuttles Program.
- Small Urbanized Area funding will not have any new calls for projects until CalTrans finishes its re-organization.
- Regional and County funding opportunities are increasingly being released with cooperative requirements, between multiple modes of travel and local jurisdictions. We can expect to see more PDA (Priority Development Area) focused, OBAG (One Bay Area Grant Program) type of funding in the future.
- Future funding eligibility, in general, may be negatively impacted, due to Performance Measures requirements that are becoming more common, such as farebox recovery rate and passengers per hour.

### Recommendation

NA – information only.

**AGENDA**

**ITEM 7**



STAFF REPORT

SUBJECT: Disadvantaged Business Enterprise (DBE) 3-Year Goal Establishment (2015-2017)

FROM: Tamara Edwards, Disadvantaged Business Enterprise Liaison Officer

DATE: November 25, 2014

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**Action Requested**

Review and forward to the Board of Directors for approval, LAVTA's updated 3-year Disadvantaged Business Enterprise (DBE) goal for Federal Fiscal Year 2015-2017 Funding.

**Background**

Pursuant to 49 CFR Part 26, LAVTA is required to submit an overall DBE goal when it anticipates awarding at least \$250,000 in FTA funded prime contracts in a Federal fiscal year, excluding transit vehicle purchases.

**Discussion**

The overall goal spanning the next three federal fiscal years of funding is 0.13%, and may be adjusted annually based upon differing circumstances. Establishing an overall DBE goal is a multi-step process and the methodology used is consistent with 49 CFR Part 26.

**Determining a Base Figure**

According to LAVTA's DBE policy, the agency may determine a base figure for the relative availability of DBEs on any project by using one of the following methods (method may vary by project):

1. *DBE Directories and Census Bureau Data.* Determine the number of ready willing and able DBEs in our market from the regional directory. Using the Census Bureau's County Business Pattern data base, determine the number of all ready, willing and able businesses in our market that perform work in the same NAICS codes. Divide the number of DBEs by the number of all businesses to derive a base figure for the relative availability of DBEs in our market.
2. *A bidders list.* Determine the number of DBEs that have bid or quoted on our DOT-assisted prime contracts or subcontracts in the previous year. Determine the number of all businesses that have bid or quoted on prime or subcontracts in the same time period. Divide the number of DBE bidders and quoters by the number for all businesses to derive a base figure for the relative availability of DBEs in the market.
3. *Use of a goal of another DOT recipient.* If another DOT recipient in the same or substantially similar market has set an overall goal in compliance with this rule, we may use that goal as a base figure for our goal.

4. *Alternative methods.* A methodology not stated in the rule that provides a goal that is rationally related to the relative availability of DBEs in our market.

The recommended three year goal for FY 2015-2017 was determined using method number 1 above. After the Board approves the three year goal, it will be posted for public comment for 45 days, as required by FTA, and, if there are no comments, will then be submitted to FTA (if there are comments that need to be addressed, the item would come back to the Board for review). Additional federal dollars may become available during this three year period and as new information becomes available, the overall DBE goal may have to be revised accordingly on an annual basis.

**Recommendation**

Staff recommends that the Finance & Administration Committee forward a recommendation to the Board to adopt the three year DBE goal of 0.13% for Federal Fiscal Years 2015-2017.

**AGENDA**

**ITEM 8**





STAFF REPORT

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

FROM: Beverly Adamo, Director of Administrative Services

DATE: November 25, 2014

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**Action Requested**

Forward a recommendation to the Board of Directors to declare the attached list of vehicles as surplus property, and authorize the Executive Director to determine the best method of disposition.

**Background**

LAVTA has five 1996 40' New Flyer buses that were fully depreciated in 2008 and three 2000 40' Gillig Phantom buses were fully depreciated in 2012 that are no longer needed for provision of fixed route service. The disposal of these vehicles will assist LAVTA in the adherence to the spare ratio percentage required by the Federal Transit Administration (FTA).

**Discussion**

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

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

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

Staff recommends selling the vehicles through negotiated sales or sealed bid, and if no sales result, to look into the option of scrapping the vehicles, since none of these vehicles are currently in operable condition.

**Next Steps**

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

**Recommendation**

Staff recommends that the Finance & Administration Committee forward a recommendation to the Board of Directors to declare as surplus five 1996 40' New Flyer and three 2000 40' Gillig Phantom buses, and authorize their disposal through a method consistent with LAVTA's Policy for Disposition of Surplus Property.

## Attachments:

1. Surplus Vehicles November 2014

Livermore Amador Valley Transit Authority  
2014 Surplus Property Disposition List

Vehicle ID	Type of Vehicle	Year of Vehicle
4024	New Flyer Transit Bus	1996
4025	New Flyer Transit Bus	1996
4026	New Flyer Transit Bus	1996
4030	New Flyer Transit Bus	1996
4032	New Flyer Transit Bus	1996
4082	Gillig Phantom Transit Bus	2000
4083	Gillig Phantom Transit Bus	2000
4084	Gillig Phantom Transit Bus	2000

**AGENDA**

**ITEM 9**



# Finance & Administration Committee

## November

	Action	Info
Minutes	X	
Treasurers Report	X	
Quarterly Budget & Grants Report		X
DBE Goal	X	
Disposal of Vehicles	X	
PTMISEA Authorizing Resolution	X	

## January

	Action	Info
Minutes (November)	X	
Treasurers Report		
Review of Atlantis Facility Status and Recommendation of Potential Future Strategies		X
Legislative Program	X	
Consolidation of Existing Fares	X	

## February

	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - Prop 1B, TSGP	X	
Quarterly Budget & Grants Report		X

## March

	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	

## April

	Action	Info
Minutes	X	
Treasurers Report	X	
Preliminary Budget	X	
Annual Org Review	X	

## May

	Action	Info
Minutes	X	
Treasurers Report	X	
LAIF	X	
FTA Triennial Review	X	
Final Budget	X	
Legal Contract	X	
Quarterly Budget & Grants Report		X

## June

	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	