

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

BOARD OF DIRECTORS MEETING

DATE: January 4, 2016
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

AGENDA

1. Call to Order and Pledge of Allegiance

2. Roll Call of Members

3. Meeting Open to Public

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

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. **Minutes of the December 7, 2015 Board of Directors meeting.**
- B. **Treasurer's Report for the month of November 2015**

Recommendation: Staff recommends approval of the November 2015 Treasurer's Report.

5. LAVTA Rutan Maintenance Area Resurfacing Project

Recommendation: Staff recommends that the Board approve Resolution 01-2016 to award a contract to DECS, Incorporated dba RyanCO Protective Coatings, the lowest responsive and responsible bidder for the LAVTA Rutan Maintenance Area Resurfacing Project #2015-14, for a total contract award of \$184,124.00. Authorize the Executive Director to sign the contract and

issue a Notice to Proceed to DECS, Incorporated dba RyanCO Protective Coatings. Approve a 10% project contingency of \$18,412.40 to be used at the discretion of the Executive Director.

6. 2016 Legislative Program

Recommendation: Staff recommends the Board of Directors accept this report and approve Resolution 02-2016, adopting the 2016 Legislative Program.

7. Executive Director's Report

8. Adjourn to CLOSED SESSION

**9. Closed Session pursuant to Government Code Section 54957(b):
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Executive Director**

**10. Closed Session pursuant to Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATOR
Agency Representative: Michael Conneran, Legal Counsel
Unrepresented Employee: Executive Director**

11. Reconvene to OPEN SESSION

12. Consideration of Amendment to Employment Agreement with Executive Director Michael Tree

Recommendation: Legal Counsel recommends that the Board consider an amendment to the employment agreement with Executive Director Michael Tree.

13. Next Meeting Date is Scheduled for: February 1, 2016

14. Adjournment

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

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

/s/ Jennifer Suda

12/23/15

LAVTA, Administrative Assistant

Date

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

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

AGENDA

ITEM 4 A



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

BOARD OF DIRECTORS MEETING

DATE: December 7, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Don Biddle at 4:00 pm

2. Roll Call of Members

Members Present

Scott Haggerty – Supervisor, County of Alameda
Don Biddle – Councilmember, City of Dublin
Karla Brown – Vice Mayor, City of Pleasanton
Jerry Pentin – Councilmember, City of Pleasanton
Laureen Turner – Councilmember, City of Livermore
Steven Spedowfski – Councilmember, City of Livermore

Members Absent

David Haubert – Mayor, City of Dublin

3. Meeting Open to Public

Robert S. Allen

Mr. Allen discussed the need for a BART Airway Boulevard Park-n-Ride Shuttle to Dublin/Pleasanton BART station. Mr. Allen and LAVTA's Executive Director will discuss this further in a separate meeting.

High School Ambassador Program

Chair Don Biddle presented the following High School Ambassadors with a certificate of completion and a free yearly pass valued at \$720:

- Yvette Ramirez
- Hannah Chen
- Molly Brooks
- Matt Ivie
- Jacob Zayas (absent)

Councilmember Brown would like the Ambassadors to be a resource for LAVTA by providing us with feedback to increase ridership. All Board members expressed appreciation to the Ambassadors for their support.

4. October Wheels Accessible Advisory Committee Minutes Report

No questions.

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

A. Minutes of the November 2, 2015 Board of Directors meeting.

B. Treasurer's Report for the month of October 2015

The Board of Directors approved the October 2015 Treasurer's Report.

C. Set Board of Director Meeting Dates for 2016

The Board of Directors adopted the meeting dates for 2016.

D. Fiscal Year 2015-16 Prop 1B California Transit Security Grant Program (TSGP) Resolution

The Board approved Resolution 31-2015 FY 2015-16 authorizing LAVTA to Request an Allocation of FY 2015-16 Proposition 1B California Transit Grant Security Program Funds.

Approved: Pentin/Spedowfski

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

No: None

Absent: Haubert

6. Fiscal Year 2015 Comprehensive Annual Financial Report (CAFR)

David Alvey of Maze & Associates reported to the Board that there were no findings noted in the fiscal year 2015 Comprehensive Annual Financial Report. He stated that GASB 68 regarding pension liability required a restatement and it is discussed in note 8 in the financial statements.

Mr. Biddle wanted to know if there will be any changes in the CAFR next year. Mr. Alvey said that in terms of standards coming out in the future GASB 74 and GASB 75 will be implemented on June 30, 2017 (GASB 74) and June 30, 2018 (GASB 75). The Board will see another restatement and Other Post-Employment Benefits (OPEB) liability on the financial report.

The Board of Directors approved the Comprehensive Annual Financial Report (CAFR) to be submitted to the Government Finance Officers Association (GFOA) for award.

Approved: Turner/Pentin

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

No: None

Absent: Haubert

7. LAVTA Representative to the Tri-Valley Regional Rail Advisory Group

Staff briefed the Board of Directors that we anticipate the first Advisory Group meeting will be in early January of 2016. LAVTA is requesting that the Board of Directors appoint a representative to serve on the Tri-Valley Regional Rail Advisory Group. The LAVTA Board of Directors appointed Steven Spedowfski to serve on the Advisory Group.

Director Brown stated that for the City of Pleasanton, an alternate was selected in case Mayor Thorne cannot attend a meeting. Jerry Pentin was selected to be Mayor Thorne's alternate. The motion included if the Advisory Group approves of alternates, said appointment of alternates would come back to the Board of Directors for approval.

Approved: Haggerty/Turner

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

No: None

Absent: Haubert

8. Executive Director's Report

The Executive Director's report provided information on Clipper® Project, Comprehensive Operational Analysis, LAVTA's Website Nearing Completion, Bus Shelter Improvement Plan, 2015 MTC TDA Triennial Performance Audit, and 2015 Dial A ride Customer Satisfaction Survey. Staff requested questions or comments regarding any of the items or attachments from the Board of Directors regarding the Executive Director's Report.

Councilmember Brown requested an update regarding an incident/accident involving a rider on LAVTA's bus. Staff noted that the most recent passenger fall was caused by a passenger's intoxication. They were medically transported from the scene only for a precautionary status check.

9. Adjourn to CLOSED SESSION

Meeting adjourned to closed session at 4:17 pm.

10. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54957

Title: Executive Director

11. Reconvene to OPEN SESSION

Meeting reconvened at 4:30pm.

No reportable actions were taken.

12. Next Meeting Date is Scheduled for: January 4, 2016

13. Adjournment

Meeting adjourned at 4:31pm

AGENDA

ITEM 4 B



STAFF REPORT

SUBJECT: Treasurer's Report for November 2015
 FROM: Tamara Edwards, Finance and Grants Manager
 DATE: January 4, 2016

Action Requested

Review and approve the LAVTA Treasurer's Report for November 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 November 1, 2015	\$5,269,217.85
Payments made	\$1,173,618.96
Deposits made	\$950,935.06
Transfer to LAIF	\$2,500,000.00
Ending balance November 30, 2015	\$2,546,533.95

Farebox account activity (106):

Beginning balance November 1, 2015	\$129,625.42
Deposits made	\$64,833.46
Ending balance November 30, 2015	\$194,458.88

LAIF investment account activity (135):

Beginning balance November 1, 2015	\$2,143,417.96
Transfer from General Checking	\$2,500,000.00
Ending balance November 30, 2015	\$4,643,417.96

Operating Expenditures Summary:

As this is the fifth 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 41.66%. The agency is at 38.82% overall.

Operating Revenues Summary:

While expenses are at 38.82%, revenues are at 48.9%, providing for a healthy cash flow.

Recommendation

Staff recommends approving the November 2015 Treasurer's Report.

Attachments:

1. November 2015 Treasurer's Report

Approved: _____

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
November 30, 2015**

ASSETS:

101 PETTY CASH	500	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	2,546,534	
106 CASH - FIXED ROUTE ACCOUNT	194,459	
107 Clipper Cash	47,074	
120 ACCOUNTS RECEIVABLE	77,220	
135 INVESTMENTS - LAIF	4,643,585	
150 PREPAID EXPENSES	(272,721)	
160 OPEB ASSET	351,947	
165 DEFFERED OUTFLOW-Pension Related	174,004	
170 INVESTMENTS HELD AT CALTIP	222,425	
111 NET PROPERTY COSTS	44,738,630	
TOTAL ASSETS		52,723,897

LIABILITIES:

205 ACCOUNTS PAYABLE	138,494	
211 PRE-PAID REVENUE	1,253,158	
21101 Clipper to be distributed	47,074	
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	(1,274)	
22090 WORKERS' COMPENSATION PAYABLE	15,994	
22100 PERS-457	0	
22110 Direct Deposit Clearing	0	
23101 Net Pension Liability	617,185	
23104 Deferred Inflow- Pension Related	235,023	
23103 INSURANCE CLAIMS PAYABLE	97,480	
23102 UNEMPLOYMENT RESERVE	20,000	
TOTAL LIABILITIES		2,423,123

FUND BALANCE:

301 FUND RESERVE	3,917,566	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	44,738,630	
30401 SALE OF BUSES & EQUIPMENT	77,350	
FUND BALANCE	1,567,227	
TOTAL FUND BALANCE		50,300,774
TOTAL LIABILITIES & FUND BALANCE		52,723,897

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
November 30, 2015**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	103,801	630,867	973,027	39.3%
4020000	Business Park Revenues	141,504	14,448	57,793	83,711	40.8%
4020500	Special Contract Fares	195,001	47,507	47,507	147,494	24.4%
4020500	Special Contract Fares - Paratransit	33,600	3,001	8,407	25,194	25.0%
4010200	Paratransit Passenger Fares	155,050	8,708	82,043	73,007	52.9%
4060100	Concessions	38,500	163	12,386	26,114	32.2%
4060300	Advertising Revenue	115,000	0	95,000	20,000	82.6%
4070400	Miscellaneous Revenue-Interest	2,000	0	1,724	276	86.2%
4070300	Non transportation revenue	0	0	16,300	(16,300)	100.0%
4090100	Local Transportation revenue (TFCA RTE B	126,250	0	0	126,250	100.0%
4099100	TDA Article 4.0 - Fixed Route	9,476,889	622,608	6,482,417	2,994,472	68.4%
4099500	TDA Article 4.0-BART	85,033	5,589	25,935	59,098	30.5%
4099200	TDA Article 4.5 - Paratransit	129,379	8,239	38,231	91,148	29.5%
4099600	Bridge Toll- RM2	-	0	0	-	#DIV/0!
4110100	STA Funds-Paratransit	49,123	0	0	49,123	0.0%
4110500	STA Funds- Fixed Route BART	537,422	0	0	537,422	0.0%
4110100	STA Funds-pop	884,220	0	0	884,220	0.0%
4110100	STA Funds- rev	199,577	0	0	199,577	0.0%
4110100	STA Funds- Lifeline	194,324	0	0	194,324	0.0%
4130000	FTA Section 5307 Preventative Maint.	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 ADA Paratransit	340,965	0	0	340,965	0.0%
4130000	FTA 5304	-	3,904	3,904	(3,904)	#DIV/0!
4130000	FTA JARC and NF	74,517	1,430	1,666	72,851	2.2%
4130000	FTA 5311	43,683	0	0	43,683	0.0%
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	-	0	0	-	#DIV/0!
4640100	Measure B Paratransit Funds-Fixed Route	867,343	80,270	222,146	645,197	25.6%
4640100	Measure B Paratransit Funds-Paratransit	164,161	15,193	42,045	122,116	25.6%
4640200	Measure BB Paratransit Funds-Fixed Route	648,000	56,646	164,868	483,132	25.4%
4640200	Measure BB Paratransit Funds-Paratransit	277,910	24,294	70,708	207,202	25.4%
TOTAL REVENUE		16,383,345	995,802	8,003,949	8,379,396	48.9%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
November 30, 2015**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,293,880	\$97,455	\$546,944	\$746,937	42.27%
502 00 Personnel Benefits	\$686,556	\$43,072	\$243,372	\$443,184	35.45%
503 00 Professional Services	\$580,806	\$7,087	\$168,681	\$412,125	29.04%
503 05 Non-Vehicle Maintenance	\$489,090	\$8,528	\$272,813	\$214,077	55.78%
503 99 Communications	\$10,500	\$0	\$844	\$4,156	8.03%
504 01 Fuel and Lubricants	\$1,541,300	\$64,919	\$311,652	\$1,229,648	20.22%
504 03 Non contracted vehicle maintenance	\$2,500	\$2,155	\$2,268	\$232	90.72%
504 99 Office/Operating Supplies	\$53,000	\$917	\$7,606	\$45,394	14.35%
504 99 Printing	\$60,000	\$2,551	\$19,093	\$40,907	31.82%
505 00 Utilities	\$264,300	\$16,906	\$109,376	\$154,924	41.38%
506 00 Insurance	\$536,162	\$11,738	\$181,168	\$354,994	33.79%
507 99 Taxes and Fees	\$152,000	\$8,506	\$43,498	\$108,502	28.62%
508 01 Purchased Transportation Fixed Route	\$8,855,346	\$690,801	\$3,602,056	\$5,292,890	40.68%
2-508 01 Purchased Transportation Paratransit	\$1,608,930	\$147,147	\$773,303	\$835,627	48.06%
509 00 Miscellaneous	\$66,975	\$1,772	\$42,162	\$23,358	62.95%
509 02 Professional Development	\$49,000	\$2,110	\$8,370	\$40,630	17.08%
509 08 Advertising	\$133,000	\$11,302	\$26,392	\$106,608	19.84%
TOTAL	\$16,383,345	\$1,116,967	\$6,359,595	\$10,054,195	38.82%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
November 30, 2015**

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

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
FOR THE PERIOD ENDING:
November 30, 2015

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	199,800	0	6,512	193,288	3.26%
5550207	New MOA Facility (Satelite Facility)	-	0	0	0	#DIV/0!
5550407	BRT	-	0	0	0	#DIV/0!
	Transit Center Upgrades and Improvements	125,625	0	0	125,625	0.00%
5550507	Office and Facility Equipment	206,069	0	12,517	193,552	6.07%
5550907	IT Upgrades and replacement	114,500	0	2,966	111,534	2.59%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
5552407	Security upgrades	36,696	0	0	36,696	0.00%
5551707	Bus Shelters and Stops	125,000	0	0	125,000	0.00%
5552007	Major component rehab	120,000	0	0	120,000	0.00%
	Bus replacement	16,657,678	0	0	16,657,678	0.00%
	TOTAL CAPITAL EXPENDITURES	17,685,368	0	21,995	17,663,373	0.12%
	FUND BALANCE (CAPITAL)	0.00	0	(21,995)		
	FUND BALANCE (CAPTIAL & OPERATING)	0.00	(119,864)	1,627,056		

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)
December 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

November 2015 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
11/24/2015	11/23/2015	RD	1485790	BEVERLY ADAMO	2,500,000.00

Account Summary

Total Deposit:	2,500,000.00	Beginning Balance:	2,142,835.92
Total Withdrawal:	0.00	Ending Balance:	4,642,835.92

REPORT.: Dec 16 15 Wednesday
 RUN....: Dec 16 15 Time: 11:13
 Run By.: Diane Stout

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 11-15 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
H5780	11/06/15	AME06	AMERICAN FIDELITY ASSURAN	453.61	.00	453.61	SUPP11-15H	AME06, NOV-15 SUPPLEMENTA	
H5781	11/06/15	AME06	AMERICAN FIDELITY ASSURAN	953.33	.00	953.33	FSA 11-15H	AME06, NOV-15 FLEXIBLE SP	
H5806	11/06/15	STA01	STATE COMPENSATION FUND	2280.42	.00	2280.42	NOV-2015H	STA01, NOV-2015 WORKER'S	
H5807	11/06/15	STA01	STATE COMPENSATION FUND	2147.17	.00	2147.17	2015SRCHRH	STA01, 2015 WORKER'S COMP	
H5808	11/06/15	CAL04	CALIFORNIA WATER SERVICE	37.29	.00	37.29	361110215H	CAL04, 3616555555 TC WATE	
H5809	11/06/15	CAL04	CALIFORNIA WATER SERVICE	296.96	.00	296.96	461110215H	CAL04, 4616555555 TC IRRG	
H5810	11/06/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575103015H	CAL04, 5755555555 CONTRAC	
H5811	11/06/15	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257103015H	CAL04, 2575555555 TC FIRE	
H5812	11/30/15	CAL04	CALIFORNIA WATER SERVICE	597.00	.00	597.00	198102215H	CAL04, 0198655555, 9/19-1	
H5813	11/06/15	CAL04	CALIFORNIA WATER SERVICE	500.22	.00	500.22	909102115H	CAL04, 9098655555 MOA WAT	
H5814	11/06/15	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475103015H	CAL04, 4755555555 MOA FIR	
H5815	11/06/15	CIT07	CITY OF LIVERMORE - WATER	41.18	.00	41.18	399102015H	CIT07, 139399-00 ATLANTIS	
H5816	11/06/15	CIT07	CITY OF LIVERMORE - WATER	47.52	.00	47.52	361102015H	CIT07, 139361-00 ATLANTIS	
H5817	11/06/15	CIT07	CITY OF LIVERMORE - WATER	577.29	.00	577.29	431102015H	CIT07, 138431-00 ATLANTIS	
H5818	11/06/15	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430102015H	CIT07, 138430-01 ATLANTIS	
H5819	11/06/15	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432102015H	CIT07, 138432-00 ATLANTIS	
H5820	11/06/15	CIT07	CITY OF LIVERMORE - WATER	119.47	.00	119.47	388102015H	CIT07, 139388-00 ATLANTIS	
H5821	11/06/15	PAC02	PACIFIC GAS AND ELECTRIC	1516.37	.00	1516.37	606103015H	PAC02, 6062256368-6 ATLAN	
H5822	11/06/15	PAC02	PACIFIC GAS AND ELECTRIC	592.66	.00	592.66	726102115H	PAC02, 7264840356-5 BUS S	
H5823	11/06/15	PAC02	PACIFIC GAS AND ELECTRIC	7139.65	.00	7139.65	580103015H	PAC02, 5809326332-3 MOA E	
H5824	11/06/15	PER03	CAL PUB EMP RETIRE SYSTM	28456.73	.00	28456.73	NOV-2015H	PER03, NOV-15 HEALTH BENE	
H5825	11/06/15	VSP01	VSP	505.48	.00	505.48	NOV-2015H	VSP01, NOV-15 VISION BENE	
H5826	11/06/15	INT05	INTERSTATE OIL COMPANY	14943.77	.00	14943.77	D7432ARINH	INT05, D7432RA-IN, FUEL D	
H5827	11/20/15	WEG01	CHRISTY WEGENER	44.00	.00	44.00	OCT-2015H	WEG01, OCT-15 EXP REIMBUR	
H5828	11/20/15	MOC01	DENNIS MOCHON	80.50	.00	80.50	EXP 1102H	MOC01, EXP 11/2/15 REIMBU	
H5829	11/06/15	VER01	VERIZON WIRELESS	190.26	.00	190.26	975441197H	VER01, 9754411976, 9/23-1	
H5830	11/06/15	TAX91	VIVIAN MARIE MILLER	106.89	.00	106.89	1017-1028H	TAX91, 10/17-10/28/15, PA	
H5831	11/06/15	TAX96	THOMAS R. LEONARD	136.24	.00	136.24	0917-1015H	TAX96, 9/17-10/15/15, PAR	
H5832	11/06/15	TAX99	SAEED TIRMIZI	52.49	.00	52.49	1002-1007H	TAX99, 10/2-10/7/15, PARA	
H5833	11/06/15	TX116	JACQUELINE POPE-JENKINS	306.00	.00	306.00	0917-1027H	TX116, 9/17-10/27/15 PARA	
H5834	11/06/15	TAX58	LARRY JENKINS	20.40	.00	20.40	102815H	TAX58, 10/28/15 PARATAXI	
H5835	11/06/15	MTM01	MEDICAL TRANSPORTATION MA	127323.51	.00	127323.51	SEPT2015H	MTM01, SEPT-15, PARATRANS	
H5836	11/06/15	MVT01	MV TRANSPORTATION, INC.	67436.42	.00	67436.42	63664H	MVT01, 63664, SEPT-15 SER	
H5837	11/20/15	MOC01	DENNIS MOCHON	223.00	.00	223.00	NOV-2015H	MOC01, NOV-15 PER DIEM CA	
H5838	11/20/15	MTM01	MEDICAL TRANSPORTATION MA	8564.50	.00	8564.50	MTM112028H	MTM01, 112028, 10/16/15-1	
H5839	11/20/15	COR03	JAN CORNISH	62.44	.00	62.44	NOV-2015H	COR03, NOV-15 EXP REIMBUR	
H5840	11/20/15	INT05	INTERSTATE OIL COMPANY	14526.05	.00	14526.05	D2701FGINH	INT05, D2701FG-IN, FUEL D	
H5841	11/20/15	ADA01	BEVERLY ADAMO	250.85	.00	250.85	NOV-2015H	ADA01, NOV-15 EXP REIMBUR	
H5842	11/20/15	PER01	PERS	2520.65	.00	2520.65	20151113NH	PER01, 10/24/15-11/06/15	
H5843	11/20/15	PER01	PERS	4029.04	.00	4029.04	20151113CH	PER01, 10/24/15-11/6/15 P	

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
H5844	11/20/15	PER04	CALPERS RETIREMENT SYSTEM	733.57	.00	733.57	20151113H	PER04, 10/24/15-11/6/15 P
H5846	11/20/15	EMP01	EMPLOYMENT DEVEL DEPT	2150.89	.00	2150.89	20151113H	EMP01, 10/24/15-11/6/15 S
H5847	11/20/15	EFT01	ELECTRONIC FUND TRASFERS	6640.27	.00	6640.27	20151113H	EFT01, FED TAXES 10/24/15
H5848	11/20/15	MVT01	MV TRANSPORTATION, INC.	329090.00	.00	329090.00	63963H	MVT01, 63963, NOV-15 1ST
H5849	11/20/15	BAN03	BANKCARD CENTER	325.69	.00	325.69	OCT-15H	BAN03, OCT-15 STATEMENT M
H5850	11/20/15	KUL01	KADRI KULM	52.00	.00	52.00	SEP-NOV15H	KUL01, SEP-NOV 15 EXP REI
H5852	11/20/15	SHE05	SHELL	68.62	.00	68.62	981641511H	SHE05, 659981641511, NOV-
H5853	11/20/15	MTM01	MEDICAL TRANSPORTATION MA	4840.50	.00	4840.50	MTM112029H	MTM01, 112029, 11/1/15-11
H5854	11/20/15	INT05	INTERSTATE OIL COMPANY	13799.24	.00	13799.24	D2698FGINH	INT05, D2698FG-IN, FUEL D
H5856	11/20/15	DIR02	DIRECT DEPOSIT OF PAYROLL	36219.17	.00	36219.17	20151113H	DIR02 10/24/15-11/6/15 DI
H5857	11/20/15	SUD01	JENNIFER SUDA	132.41	.00	132.41	OCT-2015H	SUD01, OCT-2015 EXP REIMB
H5858	11/20/15	TX113	RODGER RAGER	149.60	.00	149.60	10081021H	TX113, 10/8-10/21/15 PARA
H5859	11/20/15	TX125	VIRGINIA RAUCH	57.59	.00	57.59	10051102H	TX125, 10/5-11/2/15 PARA
H5860	11/20/15	TAX72	JUSTIN HART	179.38	.00	179.38	10031030H	TAX72, 10/3-10/30/15 PARA
H5861	11/20/15	TAX98	ROHAN NG	200.00	.00	200.00	10011021H	TAX98, 10/1-10/21/15 PARA
H5862	11/20/15	TAX67	CHRISTEL RAGER	159.00	.00	159.00	10011025H	TAX67, 10/1-10/25/15 PARA
H5863	11/30/15	MVT01	MV TRANSPORTATION, INC.	329090.00	.00	329090.00	63964H	MVT01, 63964, NOV-15 2ND
H5864	11/30/15	MER01	MERCHANT SERVICES	185.85	.00	185.85	TC103015H	MER01, TC10315, MERCHANT
H5865	11/30/15	MER01	MERCHANT SERVICES	231.01	.00	231.01	MOA103015H	MER01, MOA103015, MERCHAN
H5866	11/30/15	DEL05	ALLIED ADMIN/DELTA DENTAL	2499.09	.00	2499.09	DEC-2015H	DEL05, DEC-2015, DENTAL I
H5867	11/30/15	USB01	U S BANK	5992.45	.00	5992.45	OCT-2015H	USB01, OCT-15 CC STATEMEN
H5868	11/30/15	BID01	DON BIDDLE	200.00	.00	200.00	NOV2015H	BID01, NOV-15, BOD STIPEN
H5869	11/30/15	BRO03	KARLA SUE BROWN	200.00	.00	200.00	NOV-2015H	BRO03, NOV-15, BOD STIPEN
H5870	11/30/15	HAG01	SCOTT HAGGERTY	100.00	.00	100.00	NOV-2015H	HAG01, NOV-15, BOD STIPEN
H5871	11/30/15	HAU01	DAVID HAUBERT	100.00	.00	100.00	NOV-2015H	HAU01, NOV-15, BOD STIPEN
H5872	11/30/15	PEN01	JERRY PENTIN	100.00	.00	100.00	NOV-2015H	PEN01, NOV-15, BOD STIPEN
H5873	11/30/15	SPE04	STEVEN G. SPEDOWFSKI	200.00	.00	200.00	NOV-2015H	SPE04, NOV-15, BOD STIPEN
H5874	11/30/15	TUR01	LAUREEN TURNER	100.00	.00	100.00	NOV-2015H	TUR01, NOV-15, BOD STIPEN
H5875	11/30/15	PER04	CALPERS RETIREMENT SYSTEM	734.19	.00	734.19	20151127H	PER04, 20151127, PER 457
H5876	11/30/15	PER01	PERS	4063.17	.00	4063.17	20151127CH	PER01, 20151127C, PERS CL
H5877	11/30/15	PER01	PERS	1891.51	.00	1891.51	20151127NH	PER01, 20151127N, PERS NE
H5878	11/30/15	DIR02	DIRECT DEPOSIT OF PAYROLL	36614.31	.00	36614.31	20151127H	DIR02, 20151127, 11/7-11/
H5879	11/30/15	EFT01	ELECTRONIC FUND TRASFERS	6856.45	.00	6856.45	20151127H	EFT01, 20151127, FED TAX
H5880	11/30/15	EMP01	EMPLOYMENT DEVEL DEPT	2229.11	.00	2229.11	20151127H	EMP01, 20151127, STATE TA
H5881	11/30/15	MUT01	MUTUAL OF OMAHA	1101.57	.00	1101.57	DEC2015H	MUT01, DEC-15, 444016271,
H5882	11/30/15	VSP01	VSP	551.92	.00	551.92	DEC-2015H	VSP01, DEC-15, VISION INS
H5883	11/30/15	AME06	AMERICAN FIDELITY ASSURAN	953.33	.00	953.33	FSA122015H	AME06, FSA12-2015, 116521
H5884	11/30/15	AME06	AMERICAN FIDELITY ASSURAN	453.61	.00	453.61	SUP122015H	AME06, SUPPL12-2015, B388
H5885	11/30/15	MTM01	MEDICAL TRANSPORTATION MA	2138.50	.00	2138.50	MTM112030H	MTM01, MTM-112030, 11/16-
H5886	11/30/15	PAC02	PACIFIC GAS AND ELECTRIC	112.51	.00	112.51	764112515H	PAC02, 7649646868-7, 10/1

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H5887	11/30/15	PAC02	PACIFIC GAS AND ELECTRIC	1086.80	.00	1086.80	900112515H	PAC02, 9007202117-4, 10/1
H5888	11/30/15	PAC02	PACIFIC GAS AND ELECTRIC	650.32	.00	650.32	980112515H	PAC02, 9800031052-8, 10/1
H5889	11/30/15	BID01	DON BIDDLE	100.00	.00	100.00	NOV-15FH	BID01, NOV-15 FINANCE MEE
H5890	11/30/15	PEN01	JERRY PENTIN	100.00	.00	100.00	NOV-15FH	PEN01, NOV-15 FINANCE MEE
018805	11/06/15	ARG01	DAWN ARGULA	100.00	.00	100.00	OCT-2015	ARG01, BOD STIPEND, OCT 2
018806	11/06/15	ART01	ART'S SECURITY LOCKSMITH	6.57	.00	6.57	73946	ART01, 73946 PO #5347, KE
018807	11/06/15	ATT03	AT&T	893.23	.00	893.23	939500030	ATT03, 9395000303 INTERNE
018808	11/06/15	CAL13	CALIFORNIA TRANSIT	588.16	.00	588.16	062015SEP	CAL13, SEPT-15 DEDUCTIBLE
018809	11/06/15	CHR02	RONDAL MEUSER	65.70	.00	65.70	9825	CHR02, 9825 PO #5397, BUS
018810	11/06/15	CIT06	CITY OF LIVERMORE SEWER	176.78 152.36	.00 .00	176.78 152.36	BW102015 MOA102015	CIT06, 138143-00 BUS WASH CIT06, 133294-00 MOA SEWE
Check Total.....:				329.14	.00	329.14		
018811	11/06/15	DAY02	DAY & NIGHT PEST CONTROL	218.00	.00	218.00	109376	DAY02, 109376 PO#5285, PE
018812	11/06/15	EMEC1	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	264932	EMEC1, 264932 NOV-15 MAIN
018813	11/06/15	GAN01	GANNETT FLEMING COMPANIES	2631.55	.00	2631.55	07*4614	GAN01, 055156.07*4614 PRO
018814	11/06/15	HAN01	HANSON BRIDGETT MARCUS	2397.00	.00	2397.00	1152173	HAN01, 1152173, AUG-15 LE
018815	11/06/15	ING01	INGERSOLL RAND COMPANY	1255.70	.00	1255.70	30486500	ING01, 30486500 PO #5345,
018816	11/06/15	LIV10	LIVERMORE SANITATION INC	2317.40	.00	2317.40	665196	LIV10, 665196 OCT-15, MON
018817	11/06/15	OFF01	OFFICE DEPOT	31.17 144.31 6.85 12.99	.00 .00 .00 .00	31.17 144.31 6.85 12.99	10378002 48968001 48968002 49037001	OFF01, 797810378002, WRIT OFF01, 800948968001, OFFI OFF01, 800948968002, PUSH OFF01, 800949037001, K-CU
Check Total.....:				195.32	.00	195.32		
018818	11/06/15	PRE03	PREMIER SECURITY SOLNS CO	190.00	.00	190.00	1510-248	PRE03, 1510-248 PANIC BUT
018819	11/06/15	SCF01	SC FUELS	14896.39	.00	14896.39	2903298	SCF01, 2903298, FUEL DELI
018820	11/06/15	TAX60	ANNA FONG	46.75	.00	46.75	0803-0914	TAX60, 8/3-9/14/15 PARATA
018821	11/06/15	TX119	OLGA PRINZ	76.29	.00	76.29	0911-0927	TX119, 9/11-9/27/15, PARA
018822	11/06/15	WES01	WEST-LITE SUPPLY	168.08	.00	168.08	56685H	WES01, 56685H PO#5401, ME
018823	11/20/15	ACT01	AC TRANSIT DISTRICT	1299.75	.00	1299.75	LOC415	ACT01, LOC415, FY16 1ST Q
018824	11/20/15	AVI01	AMADOR VALLEY INDUSTRIES	325.84	.00	325.84	526377	AVI01, 526377, OCT-15 BUS
018825	11/20/15	BAR02	SF BAY AREA RAPID TRA DIS	2673.00	.00	2673.00	20151117	BAR02, 20151117, 200 GREE
018826	11/20/15	BAY03	BAY AREA NEWS GROUP	1260.00	.00	1260.00	920235	BAY03, 920235, 10/25/15 T
018827	11/20/15	CAL13	CALIFORNIA TRANSIT	22618.90	.00	22618.90	2015.OCT	CAL13, 06.2015.OCT, LIABI
018828	11/20/15	CLA01	T & J LEWIS INC	2155.45	.00	2155.45	34647	CLA01, 34647, 2003 BUS FR
018829	11/20/15	DIR01	DIRECT TV	13.00	.00	13.00	129349338	DIR01, 27129349338, NOV-1
018830	11/20/15	FRE01	FREMONT RUBBER STAMP CO	12.22	.00	12.22	148389	FRE01, 148389, DANIEL Z N
018831	11/20/15	GLO01	GLOBE TICKET AND LABEL	2431.56	.00	2431.56	305202	GLO01, 305202, FAREBUSTER
018832	11/20/15	IND01	THE INDEPENDENT	1327.58	.00	1327.58	35490	IND01, 35490, OCT-15 ADVE
018833	11/20/15	INT01	INTERSTATE PLASTICS	354.67	.00	354.67	784926	IINT01, 784926, STRIPS FO
018834	11/20/15	INV01	SHAWN SUACIER	3150.00	.00	3150.00	15LAVTA2	INV01, 2015 LAVTA #2, PAR
018835	11/20/15	JTH01	J. THAYER COMPANY	86.11	.00	86.11	990102-0	JTH01, 990102-0, PRINTING
018836	11/20/15	KKI01	ALPHA MEDIA II LLC	4400.00	.00	4400.00	151077733	KKI01, IN-1151077733, 10/

REPORT.: Dec 16 15 Wednesday
 RUN....: Dec 16 15 Time: 11:13
 Run By.: Diane Stout

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 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
018837	11/20/15	OFF01	OFFICE DEPOT	278.14 331.68	.00 .00	278.14 331.68	470446001 493800001	OFF01, 797470446001, OFFI OFF01, 805493800001, OFFI
Check Total.....:				609.82	.00	609.82		
018838	11/20/15	PAC11	PACIFIC ENVIROMENTAL SERV	120.00 120.00	.00 .00	120.00 120.00	2005954 2005955	PAC11, 2005954, MONTHLY I PAC11, 2005955, MONTHLY I
Check Total.....:				240.00	.00	240.00		
018839	11/20/15	PLE07	PLEASANTON WEEKLY	799.00	.00	799.00	41979	PLE07, 41979, 1 WEEK ADVE
018840	11/20/15	RAL01	RALEY'S	5584.00	.00	5584.00	111615 R	RAL01, 11/16/15 REFUND UN
018841	11/20/15	RHT01	R.H. TINNEY, INC.	101.00 591.00 243.00	.00 .00 .00	101.00 591.00 243.00	29845-IN 2985S-IN 2986S-IN	RHT01, 29845-IN, TC MAINT RHT01, 2985S-IN, RUATN MA RHT01, 2986S-IN, ATLANTIS
Check Total.....:				935.00	.00	935.00		
018842	11/20/15	SAF01	SAFETY-KLEEN SYSTEMS INC	266.81	.00	266.81	68463711	SAF01, 68463711, LEASE FO
018843	11/20/15	SCF01	SC FUELS	14261.22	.00	14261.22	2907484	SCF01, 2907484, FUEL DELI
018844	11/20/15	SHA02	SHAMROCK OFFICE SOLUTIONS	10.90 67.71	.00 .00	10.90 67.71	230924 231904	SHA02, 230924, TONER SHIP SHA02, 231904, OCT-15 MON
Check Total.....:				78.61	.00	78.61		
018845	11/20/15	TIC01	SUSIE HO	70.00	.00	70.00	102915	TIC01, 10/29/15 REFUND DA
018846	11/20/15	TIC06	ERICA WATCHERS	35.00	.00	35.00	110415	TIC06, 11/4/15 REFUND DAR
018847	11/20/15	TX112	DARRELL DION	37.00	.00	37.00	07301105	TX112, 7/30-11/5/15 PARA
018848	11/20/15	TX131	ZENAIDA NICOLAS	18.70	.00	18.70	10112015	TX131, 10/11/15 PARA TAXI
018849	11/20/15	TX132	ANNA KREISS	21.25	.00	21.25	10162015	TX132, 10/16/15 PARA TAXI
018850	11/20/15	UST01	UST COMPLIANCE TESTING IN	120.00	.00	120.00	3463	UST01, 3463, ATLANTIS FIR
Cash Account Total.....:				1173549.30	.00	1173549.30		
Total Disbursements.....:				1173549.30	.00	1173549.30		

AGENDA

ITEM 5



S T A F F R E P O R T

SUBJECT: LAVTA Rutan Maintenance Area Resurfacing Project

FROM: Beverly Adamo, Director of Administrative Services

DATE: January 4, 2016

Action Requested

Award the contract for the LAVTA Rutan Maintenance Area Resurfacing Project to DECS, Incorporated dba RyanCO Protective Coatings for \$184,124.00. Authorize contingency in the amount of \$18,412.40 to be used at the Executive Director’s discretion. Authorize the Executive Director to execute an agreement with DECS, Incorporated dba RyanCO Protective Coatings, and issue the Notice to Proceed.

Background

In 2013, LAVTA identified a necessary facility refurbishment needed in the maintenance area of the Rutan facility. At that time, an Invitation for Bids (IFB) was issued for the resurfacing of the maintenance area floor. The project was not accomplished at that time because of budget restraints. In the meantime, LAVTA was able to identify and apply for California State bond funds to finance this project. On September 2, 2015, an IFB was issued for this project and on October 6, 2015 three (2) bids were received. LAVTA reviewed the bids and found that the apparent low bid was nonresponsive to the IFB and that the other two bids were more than 2 times the amount of the independent cost estimate for this project. At this point, LAVTA rejected all bids and reissued the IFB under the project #2015-14 on November 16, 2015. The project consists of resurfacing the concrete area and retiling two offices in the Rutan Maintenance facility. The engineer’s estimate for the subject work was \$175,000.00.

Discussion

LAVTA advertised the IFB in the local newspapers twice on November 13 and November 20, 2015. The Notice of IFB was also sent via email and/or fax to 32 firms on LAVTA’s vendor list. A Pre-Bid meeting was held at LAVTA facilities on November 24, 2015 and written questions or requests for approved equals were due on November 27, 2015. There were no questions or requests received. Bids were due on December 11, 2015 at 2:00 p.m.

On the due date of LAVTA received one bid on the proposed scope of work. The bidder’s company name, company location, and grand total price is listed below.

Company Name	Location	Grand Total Amount
DEC, Incorporated dba RyanCO Protective Coatings	Cerritos, CA	\$184,124.00

DECS, Incorporated dba RyanCO Protective Coatings, responded to the IFB with the lowest bid and was found to be responsive and responsible by Legal Counsel and staff. Because the project must be completed while the maintenance area remains functional 7 days a week, construction is due to be completed within 130 calendar days from Notice to Proceed (NTP).

Budget

The price submittal from DECS, while above the original engineer’s estimate for the project of \$175,000.00, staff performed a cost analysis as is required for a single source bid for a project. Based on the cost analysis, staff has determined that the bid is reasonable and fair for the project. The estimate is current in 2015 dollars. Funding for this project is from the California State bond sales.

The project budget is \$202,536.40 and consists of the contract award of \$184,124.00 and a 10% project contingency of \$18,412.40. The contingency is being set aside in the event that there is a failing in the concrete that is not visible at this time. It is not anticipated that this will be the case or that it will be necessary to spend the funds in contingency.

Next Steps

Upon executing the agreement with the DECS, Incorporated dba RyanCO Protective Coatings, LAVTA will issue the Notice to Proceed.

Recommendation

Staff recommends that the Board approve Resolution 01-2016 to award a contract to DECS, Incorporated dba RyanCO Protective Coatings, the lowest responsive and responsible bidder for the LAVTA Rutan Maintenance Area Resurfacing Project #2015-14, for a total contract award of \$184,124.00. Authorize the Executive Director to sign the contract and issue a Notice to Proceed to DECS, Incorporated dba RyanCO Protective Coatings. Approve a 10% project contingency of \$18,412.40 to be used at the discretion of the Executive Director.

Attachments:

1. Resolution 01-2016

Approved: _____

RESOLUTION NO. 01-2016

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING CONTRACT FOR THE RUTAN MAINTENANCE AREA
RESURFACING PROJECT**

WHEREAS, the LAVTA requires the services of a third party contractor to perform the resurfacing of the LAVTA Rutan facility maintenance area as described in LAVTA Invitation for Bids (IFB) #2015-14; and

WHEREAS, staff desires to select a vendor and released IFB #2015-14 to solicit bids for the project; and

WHEREAS, DECS, Incorporated dba RyanCo Protective Coatings was the lowest responsive and responsible bidder based on their submitted bid in the amount of \$184,124.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore/Amador Valley Transit Authority that the Executive Director may enter into a contract with DECS, Incorporated dba RyanCO Protective Coatings for \$184,124.00 for this project.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Executive Director to expend a 10% contingency amount not to exceed \$18,412.40.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a contract with DECS, Incorporated dba RyanCO Protective Coatings in a form approved by LAVTA's Legal Counsel.

PASSED AND ADOPTED this 4th day of January 2016.

Don Biddle, Chair

ATTEST:

Michael Tree, Executive Director

APPROVED AS TO FORM:

Michael Conneran, Legal Counsel

AGENDA

ITEM 6



STAFF REPORT

SUBJECT: 2016 Legislative Program
FROM: Michael Tree, Executive Director
DATE: January 4, 2016

Action Requested

Approve Resolution 02-2016, adopting LAVTA's Legislative Program for 2016.

Background

Every year the LAVTA Board approves a Legislative Program that gives direction to staff and the Board for legislative issues to support, watch and monitor, stay neutral, or oppose. The proposed 2016 program is a progression from the 2015 program, updated to reflect the anticipated issues for the coming year.

Discussion

1. Federal

The federal landscape took a surprising turn in December with the approval of the FAST Act – Fixing America's Surface Transportation. After years of stop gap funding resolutions and acrimonious debate over a multi-year authorization bill for federal transportation programs under MAP-21, a new five year program with secured funding for the first three years has been adopted. Many programmatic and funding details are yet to be finalized, but the essential framework is established. The FAST Act boosts transit funding by 10% in FY 2016 over FY 2015, while highway funding increases by 5%. Thereafter, the annual growth rate for both highways and transit is slightly over 2%. The best news under FAST Act is the State of Good Repair (SGR) Program (known as Section 5307) was increased almost 16% in FY 2016 and will also grow 2% annually in subsequent years. These increases will trickle down to the Bay Area according to MTC's legislative analysts.

In addition to the funding issues related to a federal transportation authorization bill, there are policy debates on the expenditure side as well. MAP-21 reduced funding for bus and bus facilities, leading many bus agencies and advocacy organizations such as the California Transit Association (CTA)—of which LAVTA is a member-- to advocate for restoring funding levels for those programs to the past proportion of the total federal transit program. The FAST Act addresses this funding gap in part, but has a long way to go to meet the national need. LAVTA should encourage FTA to keep in mind the distinction between large and small transit operators in developing its regulations and should advocate for efficient, less burdensome, and simpler regulations for small operators, in recognition that smaller

operators have fewer staff resources and financial ability to comply with more complex regulations that may be applied to larger operators. Smaller agencies also tend to be all-bus, whereas large agencies are more likely to have rail operations as well for which safety, risk, asset management, and the like are much bigger issues than for buses.

LAVTA should also dedicate significant legislative advocacy time to securing congressional delegation support of the LoNo Electric Bus Program grant application filed on November 20th with the FTA. The agency will review applications throughout the spring with award sometime in June 2016.

LAVTA should join with the American Public Transit Association (APTA), the national association for public transit agencies, the California Transit Association (CTA) at the state level, and MTC and ACTC at the local level, and other transit agencies in supporting full funding of the FAST Act for at least five years, supported by a dedicated, stable revenue source. Presently much of the funding is accomplished through budgetary sleight of hand tricks which ultimately leaves transit agencies at risk of receiving full financing.

2. State

On the state level, a major activity affecting LAVTA is monitoring the actions of the Governor and Legislature to protect the interests of transit in the state. In particular, LAVTA should support any legislation that protects its two major funding sources, TDA and STA funds, from reduction, diversion, or elimination. Additionally, LAVTA should support efforts to establish new sources of statewide funding for transportation, and advocate that all transportation modes should be eligible for new funding sources.

In retrospect, 2015 was a mixed bag for transit agencies. The pundits coined 2015 as “the Year of Transportation” and hopes grew in mid-summer when the Governor and legislature called Special Session on Transportation. The session intended to deal with establishing secure long term financing of roadways infrastructure, public transit financing, Cap and Trade, and high speed rail issues. Hopes were dashed and the legislators retired to their districts in October with the special session technically still convened but inactive. Last word is that a special joint committee will form in January 2016 to address the issues identified through the special session.

Key transit messages from 2015 included:

- New funding sources needed, particularly as the gas tax continues to decrease in revenues and future revenue potential
- Statewide infrastructure is at a crisis point and new, longterm funding solutions and investment are direly needed
- Streamlining of key government processes – including CEQA and project delivery methods – must be addressed.

Still there were victories in 2015. The California Transit Association’s legislative program initiated several successful measures that LAVTA joined in advocating. Among them:

AB 1250 (Bloom) Bus Axle Weights. Institute a new, more realistic and enforceable schedule of bus axle weights starting January 1, 2016. The new law acknowledges that the buses on streets today – and for several more years – will not comply with the new standards. Incentivizes both agencies and manufacturers to design increasingly lighter coaches and converts measurement from axle weight to “curb weight.”

SB 413 (Wieckowski) Enforcement of Prohibited Acts by a Minor. This bill improves the ability of transit agencies to enforce prohibited actions committed by minors using a less costly, less severe process.

SB 9 (Beall) Greenhouse Gas Reduction Fund: Transit & Intercity Rail Capital Program (TIRCP). Amends the TIRCP program to broaden scope to clearly include transit bus operators to participate in the program.

3. Regional/Local:

Measure BB. The framework of funding opportunities took shape during 2015 and will yield results for LAVTA in late spring 2016 when the first grant solicitations are released.

Transportation Summit, LAVTA was one of a dozen agencies invited to participate in a regional Transportation Summit hosted by Assemblywoman Catharine Baker and Congressman Eric Swalwell. This intimate gathering allowed for frank discussion of regional accomplishments, near and long-term needs. Emphasis on the BART to Livermore and opportunities presented by the Special Session on Transportation dominated the discussion. LAVTA staff have built upon the relationships initiated at that meeting with both offices and our regional partners.

Advocacy Relationships. LAVTA took several support positions on key pieces of state legislation and developed stronger ties with regional and state governmental relations activities.

Locally, the most important success this year came from Measure BB, which was approved by 70% of Alameda County voters in November 2014. The measure increased the countywide transportation sales tax from 0.5% to 1.0%, and extends the tax for 30 years. The measure includes additional funding for LAVTA, and \$400 million for a BART extension to Livermore.

Recommendation

Staff recommends the Board of Directors accept this report and approve Resolution 02-2016, adopting the 2016 Legislative Program.

Attachments:

1. Resolution 02-2016
2. 2016 Legislative Program

Submitted by: _____

RESOLUTION NO. 02-2016

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
2016 LEGISLATIVE PROGRAM**

WHEREAS, the U.S. Congress and the California Legislature will convene their new sessions in early 2016; and

WHEREAS, to promote the interests of the Livermore Amador Valley Transit Authority, the Board finds it desirable to adopt a Legislative Program; and

WHEREAS, the purpose of the Legislative Program is to guide the Board and staff's strategy and actions as it relates to various levels of government whose actions affect LAVTA.

NOW, THEREFORE, BE IT RESOLVED:

That the 2016 Legislative Program of the Livermore Amador Valley Transit Authority, included as Attachment 2, is hereby adopted and shall guide the Board and staff's actions. The Executive Director shall operate within these guidelines in interactions with other levels of government in order to promote LAVTA's interests employing strategies including participation in advocacy activities and taking positions on state and federal legislation. Should issues arise that are not covered by this 2016 Legislative Program, the Executive Director shall confer with the Chair of the Board to seek direction on a course of action.

PASSED AND ADOPTED by the governing body of the Livermore Amador Valley Transit Authority (LAVTA) this 4th day of January 2016.

BY _____
Don Biddle, Chair

ATTEST _____
Michael Tree, Executive Director



2016 LAVTA Local, Regional, State and Federal Legislative Program

The following constitutes the 2016 Local, Regional, State and Federal Legislative Program for the Livermore Amador Valley Transit Authority (LAVTA). The purpose of the Legislative Program is to establish policies and principles that are in accordance with the LAVTA Strategic Plan and which will guide the Board of Directors and staff in advocating for and protecting the interests of the LAVTA organization. In addition to the legislative goals listed below, LAVTA generally supports goals adopted by the Alameda County Transportation Commission (ACTC), Metropolitan Transportation Commission (MTC), California Transit Association (CTA), California Association for Coordinated Transportation (CalACT), and the American Public Transportation Association (APTA) as they benefit LAVTA and public transit.

The 2016 Legislative Program is divided into the following areas of “Legislative Principles”:

1. Protection of Existing Transportation Funding Sources
2. Enhancement of Future Transportation Funding Investments
3. Operating Conditions Advocacy
4. Environmental Stewardship and Advocacy
5. Enhancement of Strategic Partnerships

Principle #1 – Protection of Existing Transportation Funding Sources

1. Support and protect state Transportation Development Act (TDA) and State Transit Assistance (STA) funding sources. Oppose attempts to reduce, divert or loan revenues legislatively and historically allocated to public transit from transfer to the State General Fund. Work with other Bay Area transit operators, MTC, and CTA to maintain transit funding in the FY 2016-17 State Budget at levels prescribed by Proposition 22 and the 2011 “gas tax swap”.
2. Partner with local, regional and statewide transportation agencies as well as national associations to ensure that Congress appropriates funding in FY 2015-16 and multi-years thereafter, consistent with the amounts mentioned in FAST ACT
3. Support efforts of MTC to maximize the proportion of statewide funding sources allocated to the Bay Area.
4. Protect existing State transit funds, including TDCA, PTA, and Propositions 1A & 1B, revenues for transit, from being eliminated, terminated, shifted or otherwise used for non-transit purposes, without specific repayment terms, and restore or obtain repayment of all previous loans or shifts of transit funds, plus interest.
5. Preserve the relative share of Cap & Trade revenues for public transit established in 2014 legislation.

Principle #2 – Enhancement of Future Transportation Funding Investments

1. Advocate for a FY 2016-17 State Budget that enhances the state’s investment in public transportation, active transportation and highway operations/system management.
2. Support and advocate for new funding for transit agencies; that any new state solution achieving additional revenues for highways and local streets and roads should provide flexibility for projects to benefit transit service (ie. complete streets and active transportation); and, that new funding programs include transit as an eligible expenditure (such as from the road-user charge or expansion of high-occupancy tolling).
3. Increase public transportation’s share of Cap & Trade funding.
4. Support and advocate for additional dedicated, on-going funding for transit from the non-dedicated Cap and Trade revenues (almost 40% of all Cap & Trade funds),
5. Revise the State’s definitions of Disadvantaged Communities by supporting legislation to revise the definition of “disadvantaged communities” as it relates to Cap & Trade funding so that the definition is better aligned with the region’s definitions of “Communities of Concern.”
6. Support legislation such as state or national economic packages that would provide local transportation entities with the ability to enhance revenues for public transit improvements and to quickly provide jobs for local workers.
7. Support and advocate for a stable, dedicated funding source for FAST ACT.
8. Support legislation that would direct an increasing proportion of federal resources to metropolitan, urbanized regions in recognition of their importance as economic engines in the country.
9. Support efforts to lower the State of California’s 2/3’s threshold for voter-approved transportation measures.

Principle #3 – Operating Conditions Advocacy

1. Support legislative proposals that seek to improve the safety and security of transit systems and provide adequate funding and resources to enable such proposals.
2. Support and participate actively in regional efforts to coordinate disaster/emergency planning and be a partner in mutual assistance activities.
3. Support efforts to provide financial assistance and other incentives, and oppose unfunded mandates.
4. Support the concept of coordinated fares, particularly among transit agencies providing service adjacent to LAVTA’s service territory.

5. Monitor regional efforts related of the Clipper smart card to serve as an enticement to ride public transit.
6. Advocate for improvements to the local and regional street networks that provide transit an improvement in speed and reliability.
7. Improve roadway safety for all users and support proposals to increase enforcement of traffic laws protecting pedestrians and bicyclists.
8. Increase state and/or regional funding to support affordable housing consistent with the goal in Plan Bay Area.
9. Support efforts to include transit projects in CEQA reform measures, working in coalition to advocate that any reforms to the CEQA process advantage public transit projects, including bicycle, pedestrian and TOD projects.
10. Define and seek appropriate expansion of the existing, very limited Bus-on-Shoulder statutory authority, to designate the shoulders of certain highways and freeways as transit bus-only corridors (Commonly referred to as BOS programs). BOS programs minimize congestion-related interruptions of bus schedules and improve travel times for buses relative to automobiles in a low-cost manner that is easy to implement. .
11. Monitor FTA and other federal agency rule-making changes or legislative language that potentially affects LAVTA's operations or finances. Advocate for simplicity, flexibility, and less burdensome regulatory requirements for small operators when federal agencies promulgate new requirements.
12. Monitor MTC's implementation of the Transit Performance Initiative, CA High Speed Rail/Altamont Corridor activities, BART to ACE funding, planning and implementation activities, ACTC's Countywide Transit Plan, and other potential activities that could affect LAVTA's interests.

Principle #4 – Environmental Stewardship and Advocacy

1. Monitor the California Air Resources Board (CARB) regulation and policy to ensure that rules implemented are consistent with the LAVTA Strategic Plan and do not impose any undue burden (either financially or administratively) on public transit operators.
2. Support environmental advocacy to promote transit as part of the solution to air quality issues. This advocacy can include direct agency action (e.g. diesel-electric hybrid coaches as approved by CARB, particulate matter devices) as well as by supporting jurisdiction advocacy of transit supportive land-uses and transit-oriented development projects that seek to join sensible land-use connections with robust transit services.
3. Support efforts for the transportation sector to reduce its greenhouse gas emissions.
4. Support federal and state efforts to promote energy efficiency and to reduce dependence on foreign oil.

5. Implementation of California's Cap & Trade Program for transportation funding that will help address climate change.

Principle #5 – Enhancement of Strategic Partnerships

1. Actively support and participate in the Regional Rail Advisory Group's efforts to advance BART to ACE.
2. Support other members of the Cooperating Area Transit Systems group (suburban transit operators in Eastern Alameda County and Contra Costa County), if appropriate, and work together on regional programs of mutual interest.
3. Work with businesses to support their plans to improve transit use among their employees.
4. Expansion of legislative and policy partnerships throughout the Bay Area and California and in Washington, D.C.

AGENDA

ITEM 7



EXECUTIVE DIRECTOR'S REPORT

January 2016

1. Ridership Increases

The month of November 2015 saw a healthy 5.5% ridership increase on the fixed route system over November of the previous year. Additionally, ridership continues to climb steeply on the Paratransit system, with ridership up 35.2% in November over the previous year. Staff continues to analyze and work with community programs that are driving the increases in Paratransit ridership. Additionally, staff is working to better manage the application process and optimize trips through trip negotiation. An update will be provided for the Project & Services Committee in January.

2. Comprehensive Operational Analysis Update

The preferred alternative has been developed and will be presented to the Board at the February meeting. At that meeting, the Board will set the date for the public hearing and the 30-day public comment period will open. Of note, staff has been working with Uber, Lyft, Scoop and other dynamic ridesharing companies to provide a form of this innovative service as part of the preferred alternative. Additionally, staff has been working diligently with Las Positas College to have an Easy Pass in place for students, faculty and staff if the Rapid serves the college after the planning efforts. The Easy Pass would be a one-year demonstration project to gauge the market potential before deciding on a long-term funding strategy for the pass program.

3. New Website Live

The new www.wheelsbus.com site launched the week of Thanksgiving.

4. 2015 MTC TDA Triennial Performance Audit

As the administrator of TDA Article 4 funds in the San Francisco Bay Area, MTC is obligated by law to hire an independent auditor to conduct a performance audit of transit operators that are allocated these funds. The audit period covered will be FYs 2012-13, 2013-14, and 2014-15. The kick-off meeting between MTC's Audit contractor and LAVTA was held on December 17, 2015. Once the Audit is completed, the report will be brought to the Board for review.

5. 2015 Stuff A Bus Food Drive

A record amount of food was collected at the annual Wheels Stuff-A-Bus food drive, which was held on December 6. Over 5,700 total pounds of food was collected at three Safeway locations.

6. Tri-Valley Regional Rail Advisory Group

It's been difficult to find dates during the holiday months for the first meeting of the Tri-Valley Regional Rail Advisory Group. At this point staff is working on a date for the first meeting in early February.

7. Additional Queue Jumps for Dublin Blvd

Queue jumps are a feature at intersections that allow priority or preference to buses (buses in the queue jump lane get a "head start" over other vehicles and can then merge into the regular travel lanes immediately beyond the signal). The queue jumps allow buses to stay on schedule and provide an incentive to ride public transit. Wheels has currently has a queue jump for The Rapid at the intersections of Murrieta and Stanley in Livermore, and Dublin Blvd and Dougherty in Dublin. In a partnership with the City of Dublin, Wheels is also studying seven additional intersections to look at the feasibility of two additional queue jumps in the future that have been fully funded through an MTC transit performance investment grant.

Attachments

1. Management Action Plan w/updates
2. Board Statistics November FY16
3. FY16 Upcoming Committee Items

FY2016 Goals, Strategies and Projects

Last Updated– December 21, 2015

MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development						
Strategies (those highlighted in bold indicate highest Board priority)						
<ol style="list-style-type: none"> 1. Provide routes and services to meet current and future demand for timely/reliable transit service 2. Increase accessibility to community, services, senior centers, medical facilities and jobs 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies 4. Improve connectivity with regional transit systems and participate in BART to Livermore project 5. Explore innovative fare policies and pricing options 6. Provide routes and services to promote mode shift from personal car to public transit 						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Comprehensive Operational Analysis (COA)	<ul style="list-style-type: none"> • Development of RFP/Selection of Contractor • Completion of scope of work • Implementation of improvements 	DP	Projects/ Services	Mar 2015 Apr 2016 Aug 2016	→ Project awarded to Nelson/Nygaard. → <u>Service Design Guidelines approved by Board. First and second round of public workshops completed. Comments on 3 service alternatives received. Draft preferred alternative being created. Project on schedule for LAVTA board to review preferred alternative and set public hearing in February, conduct public hearing on preferred alternative in March and approve in April.</u>	X
Short Range Transit Plan (SRTP is a 10-year plan)	<ul style="list-style-type: none"> • Create preferred alternative • Create 10-year SRTP based on direction of planning efforts. 	DP	Projects/ Services	Apr 2016	→ Preferred alternative in draft form → Kickoff meeting held with consultant team on August. Consultant will rewrite COA to meet MTC SRTP specs. <u>SRTP nearing completion in draft form. Project on schedule to be completed in April of 2016.</u>	
Long Range Transit Plan (LRTP is a 30 year plan)	<ul style="list-style-type: none"> • COA planning firm will conduct the LRTP 	DP	Projects/ Services	Apr 2016	→ LRTP to be completed after approval of preferred alternative of COA.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Schedule Development	<ul style="list-style-type: none"> Develop timetables for each route, with time points, running times and schedules. 	DP	Projects/ Services	Apr 2016	→ This project will begin after preferred alternative is identified in COA.	
Fare Analysis	<ul style="list-style-type: none"> Evaluate fare analysis proposal of firm with best COA submittal Fare analysis conducted with COA/SRTP/LRTP project. Implement fare changes 	DP	Projects/ Services	Feb 2015 Apr 2016 Aug 2016	→ Fare analysis awarded to Nelson/Nygaard. → Draft fare analysis received by staff for comment. Approval by board to be considered after approval preferred alternative in April.	X
BART to Livermore	<ul style="list-style-type: none"> Provide guidance on bus routes in four alternatives being considered as part of the environmental study. Coordinate with LAVTA COA/Short & Long Range Planning. Establish Advisory Group to provide input on rail planning in region. 	DP	Projects/ Services	Jun 2016	→ Staff and Nelson/Nygaard providing ongoing feedback on bus routes within four alternatives. Feedback provided on street design in specific plan for development adjacent to BART station on Isabel. → LAVTA Board approved a Tri-Valley Regional Rail Advisory Group. <u>Member agencies have selected a representative.</u> <u>First meeting being scheduled in January.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
MTC Plan Bay Area Update	<ul style="list-style-type: none"> • Provide technical expertise • Ensure that LAVTA Short/Long Range Plans are incorporated into County Long Range Transportation Plan and then the MTC Plan Bay Area Update. • Participate in public workshops to ensure Priority Development Areas and public transit in Tri-Valley area is adequately planned. 	DP	Projects/ Services	<p>May 2015</p> <p>Apr 2016</p> <p>Apr 2016</p>	<p>→ MTC convened meeting with staff</p> <p>→ LAVTA preferred alternative and short range plan to be approved in April.</p> <p>→ Project/budget spreadsheets submitted for business as usual model to 2040. Capital asset inventory and maintenance plan submitted. <u>MTC working on performance standards for major projects.</u></p>	X
ACTC County Transit Study	<ul style="list-style-type: none"> • Serve on TAC and participate in public workshops. • Ensure that LAVTA Short/Long Range Plans are incorporated into Study 	DP	Projects/ Services	<p>Feb 2015</p> <p>Apr 2016</p>	<p>→ Staff has attended TAC meetings and provided input on key activity centers in Tri-Valley and performance standards. Key activity center incorporated into LAVTA preferred alternative.</p>	
ACTC Tri-Valley Integrated Park & Ride Study	<ul style="list-style-type: none"> • Serve on TAC • Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP	Projects/ Services	<p>Sept 2015</p> <p>Apr 2016</p>	<p>→ Nelson/Nygaard has begun LAVTA planning work and will contact project consultant to coordinate work.</p> <p>→ Kickoff meeting with DKS and project TAC held. <u>DKS has provided draft existing conditions report and draft travel behavior/market analysis report for comment.</u></p>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
CCTA: I-680 Express Bus Study/I-680 Transit Investment & Transit Relief Study	<ul style="list-style-type: none"> Serve on TAC and participate in public workshops. Ensure that LAVTA Short/Long Range Plans are incorporated into study. 	DP	Projects/ Services	Dec 2015 Apr 2015	→ Projects are ongoing. Geographic focus on Walnut Creek to Dublin. Existing conditions report completed. <u>Main options being explored at this point include bus rapid transit in combination with ITS options. Bus on shoulder option being explored in combination with the abovementioned.</u>	
Clipper Project	<ul style="list-style-type: none"> Policy development Site work Installation Implementation 	DP	Projects/ Services	Jul 2015 Jul 2015 Sept 2015 Nov 2015	→ Day Pass Accumulator Approved. Amended MOU approved. → Site work has been finished. Equipment install completed on buses. Testing in progress. Employers in Tri-Valley being notified of Clipper progress. Training of on-board and ticket-office terminal equipment done. Customer service and operator training done. →Customer service training occurred in early October. Operator training done. Go-live successful on Nov 1, 2015.	X X X X
Dublin Signalization improvements, queue jumps on Dublin Blvd	<ul style="list-style-type: none"> Feasibility study for queue jumps on lanes Secure final FTA approvals and transfer the FHWA funds to FTA to admin Engineering of signalization improvements and queue jumps 	DP	Projects/ Services	Jan 2016 Mar 2016 Jun 2017	→Scope of Work completed. Feasibility study underway with Kimley Horn. →FTA moving to TRAMs from TEAM program. Launch delays slowing the application processing. Expect done in Feb. →Once FTA done, staff will select consultants to design and build project.	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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Goal: Marketing and Public Awareness

Strategies (those highlighted in bold indicate highest Board priority)

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

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Website Redesign	<ul style="list-style-type: none"> Develop/Advertise RFP/Evaluate proposals/execute contract New website goes live 	DP	Projects/ Services	Mar 2015	→RFP advertised. Planeteria awarded contract	X
				Dec 2015	→ <u>Draft final version of website reviewed by staff. Final graphics and design work being performed. New website is live.</u>	X
Social Media Engagement	<ul style="list-style-type: none"> Development of LAVTA goals with Facebook/Twitter 	DP	Projects/ Services	Jun 2016	→Regular sweepstakes initiated to engage Facebook/Twitter followers. Goal is 1,500 “likes” from customers and residents in service area (currently nearing 600). <u>New sweepstakes in January.</u>	
Phone App w/Real Time Info	<ul style="list-style-type: none"> MTC reviewing funding availability on secured grant. Create scope of work/RFP Phone app live 	DP	Projects/ Services	Mar 2015 Mar 2016 Aug 2016	→ Funding has been allocated and staff is awaiting MTC clearance to begin project. Scope of work being created. Presentations made to staff from RideRite, Transloc, and Double Map.	

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Google Transit Trip Planner	<ul style="list-style-type: none"> Submit data for review/approval to Google 	DP/ Exec Dir	Projects/ Services	Sept 2015	→ Most trip planning in US is done through Google Trip Planner. Google Trip Planner available online. Will be on homepage of new website, which is scheduled to go live in December.	X
	<ul style="list-style-type: none"> Go live with planner on new website 			Oct 2015		X
Wayfinding at BART Stations	<ul style="list-style-type: none"> Plan new wayfinding signage 	DP/ Exec Dir	Projects/ Services	Feb 2015	→ Staff has taken pictures and provided conceptual of wayfinding signage to BART. → <u>BART contact out for surgery until January. Project in a holding pattern.</u>	X
	<ul style="list-style-type: none"> Seek funding and install signage 			Jun 2016		
High School Ambassador Project	<ul style="list-style-type: none"> Finalize program 	DP/ Exec Dir	Projects/ Services	April 2015	→ Applications for Ambassadors being developed for all high schools. No students signed up for program. Regrouping for sign-ups in September. → <u>Six applicants selected. Training of ambassadors performed in December. First report due in January.</u>	X
	<ul style="list-style-type: none"> Appoint ambassadors and train 			Aug/Sept 2015		
	<ul style="list-style-type: none"> Implementation of program 			Oct 2015		
LAVTA Marketing/Rebranding Project	<ul style="list-style-type: none"> Create RFP 	DP/ Exec Dir	Projects/ Services	Dec 2015	→ Project to look at agency logo, naming and logos of services, and bus paint/graphics design. <u>Rework of scope being finalized. RFP to be advertised/awarded in January/February.</u>	X
	<ul style="list-style-type: none"> Award consultant 			Feb 2015		
	<ul style="list-style-type: none"> Finish project 			Jun 2016		

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Comprehensive Dial-A-Ride Rider Publication	<ul style="list-style-type: none"> Review dial-a-ride policies Publisher to design and create publication. 	DP/ Exec Dir	Projects/ Services	Mar 2016 Apr 2016	→ Staff currently reviewing policies. Looking to insert policy regarding reasonable modification rules into document.	
Dial-A-Ride Customer Service Survey	<ul style="list-style-type: none"> Hire consultant/Develop Survey/Conduct Survey Report to Board survey results 	DP/ Exec Dir	Projects/ Services	Oct 2015 Nov 2015	→ Scope of work finalized. RFQ will be issued the week of 9/21. <u>Awarded to Invictus. Survey completed and being presented in Nov committee meeting.</u>	X X
<p>Goal: Community and Economic Development</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <p>1. Integrate transit into local economic development plans</p> <p>2. Advocate for increased TOD from member agencies and MTC</p> <p>3. Partner with employers in the use of transit to meet TDM goals & requirements</p>						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> Attend ACTC meetings on student pass program development. Assist in the development of a timeline for policy and project implementation 	DP	Projects/ Services	Jun 2016 TBD	→ Staff assisted ACTC in interviewing/scoring the potential consultants. Contract in award process. Last meeting with TAC included discussion on current programs with transit operators that could hint as to how program might move forward. Expect Tri-Valley to be a demonstration area.	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Explore TOD Partnerships	<ul style="list-style-type: none"> Explore TOD partnership near Livermore TC 	DP	Finance/ Admin	Jul 2016	→ Discussed Livermore TC TOD project with city staff. Mtgs held with TOD experts at BART. <u>Exploring opportunity for a grant submittal in January to move potential project forward.</u>	
City of Livermore Ridership Development Study	<ul style="list-style-type: none"> Provide technical assistance and attend public meetings 	DP	Projects/ Services	Jun 2016	→ Specific Plan being drafted for 1,000+ acres adjacent to BART/Isabel station. Provided input on SWAT analysis from a transit perspective. Also provided input on street design/streetscape in specific plan. Staff attended public workshop in November.	
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> Develop guidelines for pass Discuss financing of pass program, including student fee and potential demonstration project Implementation of pass demonstration project to coincide with implementation of COA improvements. 	Exec Dir	Projects/ Services	Nov 2015 Dec 2015 Apr 2016	→ Researching appropriate cost of pass for pilot program with 8,000/year purchased. Chabot college vote failed. Made presentation to Student Senate in Sept and received positive feedback on developing college ridership/student pass. <u>Exploring a Try Transit week at college to market Wheels. Met with administration in Dec to discuss Easy Pass 1-year pilot program that could coincide with implementation of improvements. Follow-up meeting being held in January.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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Goal: Regional Leadership

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Advocate for local, regional, state, and federal policies that support mission of Wheels**
2. Support staff involvement in leadership roles representing regional, state, and federal forums
3. Promote transit priority initiatives with member agencies
4. Support regional initiatives that support mobility convenience

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Tri-Valley Regional Rail Advisory Group	<ul style="list-style-type: none"> • Creation of Advocacy Group • Establish goals and regular meeting schedule 	Exec Dir	Projects/ Services	<p>Oct 2015</p> <p>Jan 2016</p>	→ Board approved the Advisory Group in October. Representatives of member agencies chosen. <u>First meeting being planned for January.</u>	
2016 Legislative Plan	<ul style="list-style-type: none"> • Research on common issues within regional planning agencies and transit agencies • Creation of 2016 Legislative Plan and review/approval by the Board 	Exec Dir	Finance/ Admin	<p>Dec 2015</p> <p>Jan 2016</p>	→ Research being done on emerging priorities at state and federal level. <u>Coordinating priorities at regional level. Legislative Plan on Jan Board agenda.</u>	<p>X</p> <p>X</p>

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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Goal: Organizational Effectiveness

Strategies (those highlighted in bold indicate highest Board priority)

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

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Trapeze Viewpoint Software	<ul style="list-style-type: none"> • Work through custom software issues 	DP/ Exec Dir	Projects/ Services	Dec 2015	→ Software installed at LAVTA. Custom reports being created with assistance of Trapeze. Bugs identified and fixed. Staff actively using software to monitor OTP and for planning activities.	X
Performance Metrics Improvement	<ul style="list-style-type: none"> • Staff setting up aggressive monitoring of key performance metrics. <u>Focus on actions to improve on time performance (OTP).</u> 	DP	Projects/ Services	July 2016	→ Changes made to routes <u>70X</u> , 15, 53, 54, 3. Incentive program established with drivers. Tracking of OTP and operators leaving yard on-time happening on a daily basis.	X

Goal: Financial Management

Strategies (those highlighted in bold indicate highest Board priority)

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

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Leasing Opportunities at Atlantis	<ul style="list-style-type: none"> • Conduct outreach to private and non-profit organizations. • Work with agency attorney to bring good offers to the Board for consideration. 	Exec Dir	Finance/ Admin	Nov 2015	→ LAVTA and Google staff working on final version of lease agreement. <u>Attorneys have approved agreement. Agreement signed in December.</u>	X
FY15 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> • Complete financial audit and all required reporting to Board, local, regional and state agencies. 	DA	Finance/ Admin	Dec 2015	→ <u>Audit completed Oct 2015. Final presentations to completed on Board Dec 7, 2015.</u>	X
<i>Other:</i>						
Bus Shelter Rehab/Replacement Project	<ul style="list-style-type: none"> • Refinish Rapid bus shelter benches • Dozens of bus shelters throughout the system have reached their life expectancy and are in need of rehabilitation or replacement. 	DA	Projects/ Services	Jun 2016 Jun 2016	→ Glass/stripping repair of Rapid shelters completed. 43 benches to be rehabbed this fiscal year. → <u>Bus stop inventory of current conditions completed. Planning underway to phase rehabilitation of shelters.</u>	
Bus Shelters for Routes 501, 502, and 503 in City of Dublin	<ul style="list-style-type: none"> • Plan financing mechanism for purchase and installation of bus shelters in residential areas, to include ADA upgrades. • Construct improvement and install shelters. 	Exec Dir	Projects/ Services	Jun 2016 TBD	→ Meeting held with Dublin School District to look at how many bus shelters might be needed and to discuss potential funding sources. Exploring with City and School District funding opportunities.	

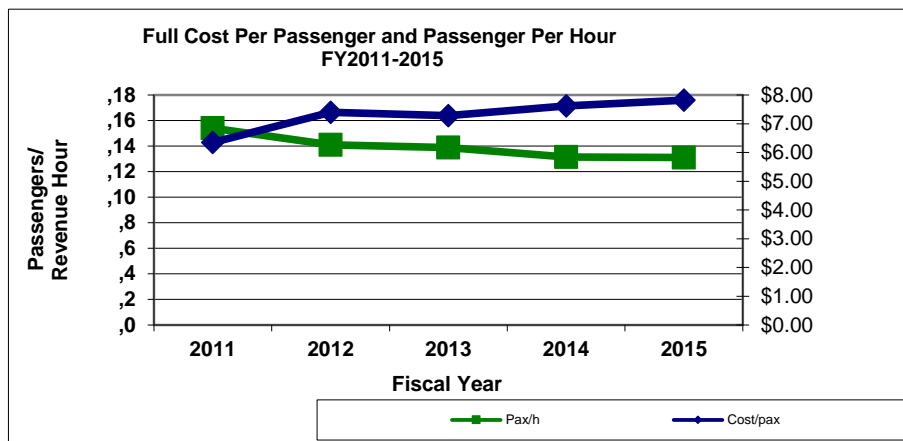
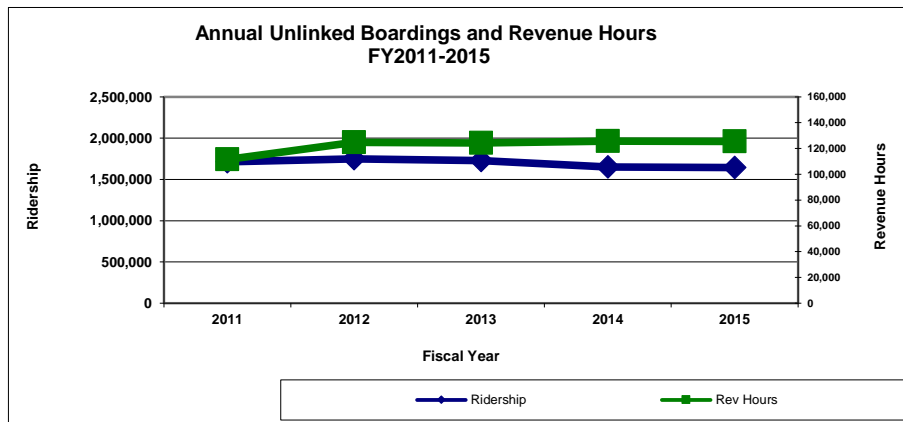
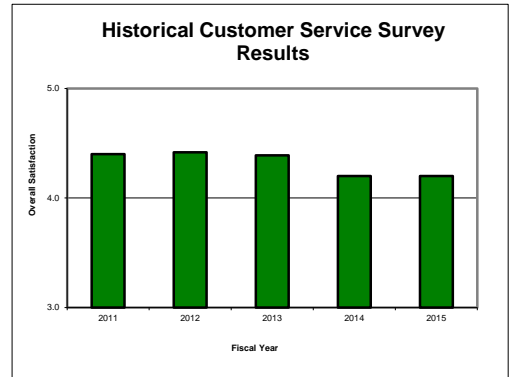
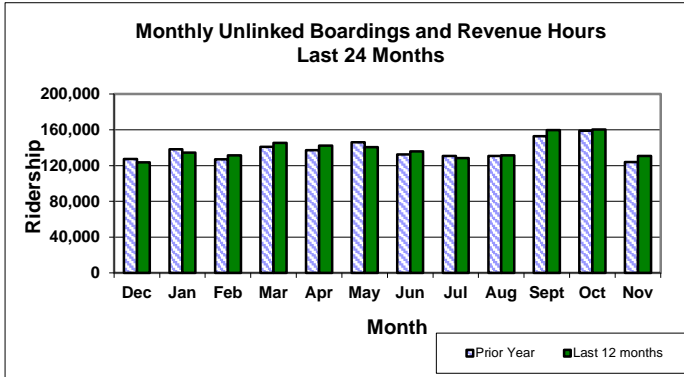
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Security Lighting at Transit Facilities (Bus Shelters)	<ul style="list-style-type: none"> Purchase security lighting in/at bus shelters in high priority areas Install lighting. Focusing on key corridors with a high level of evening service. 	DA	Projects/ Services	<p>Mar 2016</p> <p>Aug 2016</p>	<p>→ Waiting on state to issue funds to begin project. \$73,392 available for equipment purchase.</p> <p>→ Funded through FY14 & FY15 CalOES Security Program. Awarded but not funded. Installation will focus on key corridors identified and programmed for night service in COA.</p>	
Replace Info Stations on Kiosks at Livermore Transit Center	<ul style="list-style-type: none"> Get quotes for repairs and complete project Replace Info Stations at Kiosks 	DA	Projects/ Services	Dec 2015	→ Info kiosks at Livermore Transit Center have been vandalized over several years. Staff replacing 12 custom info stations on kiosks. Info stations arrived and were installed in October.	<p>X</p> <p>X</p>
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> Negotiate acceptable terms for rehab of Depot to be used for customer service. Create agreement 	Exec Dir	Projects/ Services	<p>Sept 2015</p> <p>Nov 2015</p>	→LAVTA has been meeting regularly with City staff. Environmental work nearing completion. Final location set for passenger island. <u>Agreement signed in November</u>	<p>X</p> <p>X</p>
Audio/Video Project in LAVTA Board room	<ul style="list-style-type: none"> Plan out project Contractor Award 	DA	Projects/ Services	<p>Jan 2016</p> <p>Feb 2016</p>	→ This project is not funded in FY16 budget. <u>Staff working with experts to plan the project. Looking to include in budget at mid-point of budget cycle, pending overall performance of budget.</u>	
2016 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> Board approval of purchase. Purchase order and notice to proceed to Gillig. Final details for buses performed with Gillig. 	DA	Projects/ Services	<p>Aug 2014</p> <p>Dec 2015</p>	<p>→ Approval granted in mid-2014. Purchase order and notice to proceed provided to Gillig.</p> <p>→LAVTA met with Gillig in Dec to finalize details on buses.</p>	<p>X</p> <p>X</p>

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
2017 Gillig Bus Purchase (20 buses)	<ul style="list-style-type: none"> LAVTA releases RFP for minimum of 12 hybrid replacement buses in consortium Agreement and notice to proceed to manufacturer 	DA	Projects/ Services	Dec 2015 Nov 2017	→ RFP in development. <u>Electric bus option within the RFP.</u>	
Atlantis Phases I, II Fare Vault Project	<ul style="list-style-type: none"> Phases I and II completed with exception of \$134,000 in miscellaneous projects (funded). Select vendor for Fare Vault. Select engineer for design Bid and perform construction. Close grant. 	Exec Dir	Projects/ Services	Feb 2015 Oct 2015 Oct 2015 Mar 2016	<p>→ \$134,000 left for future improvements. Fare vault is selected as project.</p> <p>→ Genfare GFI selected vendor. Working on contract.</p> <p>→ OLMM selected engineer. Working on a contract.</p> <p>→ Awaiting planning.</p>	X
Atlantis Phases III, IV, V, VI	<ul style="list-style-type: none"> Conduct review of current Atlantis project and cost estimates. Confirm space requirements and location with COA/SRTP/LRTP planning efforts Work with local, regional, state and federal entities to procure funding for Atlantis. 	Exec Dir	Projects/ Services	Jun 2016 Ongoing	<p>→ Staff review finds latest space requirements correct for Atlantis. Will confirm the spacing requirements, etc. through near future planning process.</p> <p>→ ACTC and MTC have both had briefings on Atlantis and the need for a larger facility. Additional RM2 funding not an option at this point. Atlantis in ACTC and MTC planning documents.</p>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Atlantis Security Video Equipment Project	<ul style="list-style-type: none"> Identify and spec the type of security system desired at Atlantis. To include license plate camera. Issue IFB for equipment and install. Award Contract/Install equipment. 	DA	Projects/ Services	Dec 2015 Jan 2016 Mar 2016	→ Cal OES transit security grant funding by Prop 1B. Requested and received a one year extension in April 2015. Funds must be expended by March 31, 2016 - \$36,696.	
Rutan Rehabilitation Projects (Shop Floor and Parking Lot Rehab/ADA Improvements).	<ul style="list-style-type: none"> \$537,000 grant awarded for shop floor replacement and for parking lot improvements. Initiate and execute procurement for Shop Floor Replacement. Initiate and execute procurement for parking lot slurry sealing and ADA upgrades 	DA/ Exec Dir	Projects/ Services	Dec 2015 May 2016 May 2016	→ Grant funds available → IFB issued and bids rejected due to non responsiveness. Reissuing the IFB. →Waiting for bid/construction in the spring for more favorable conditions.	X
Rapid Projects	<ul style="list-style-type: none"> Identify remaining projects to fix productivity issues on Rapid. Also complete Rapid shelters. 	Exec Dir	Projects/ Services	Mar 2016	→ Approximately \$300,000 in federal funding remaining for Rapid project. Staff working with FTA to keep in abeyance until planning completed to fix the Rapid productivity. <u>Conference calls with FTA in September and October included draft Rapid improvement plans and discussion on handling movement of bus stops. Shelter inventory provided list of incomplete Rapid shelters.</u>	

Monthly Summary Statistics for Wheels November 2015

FIXED ROUTE						
	November 2015			% change from one year ago		
Total Ridership FY 2015 To Date	710,371			1.9%		
Total Ridership For Month	130,703			5.5%		
Fully Allocated Cost per Passenger	\$7.65			0.3%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,891	2,266	1,369	2.7%	5.6%	-5.2%
Passengers Per Hour	13.7	12.1	12.0	4.2%	5.6%	-5.2%
	November 2015			% change from last month		
On Time Performance	79.9%			0.1%		



Monthly Summary Statistics for Wheels

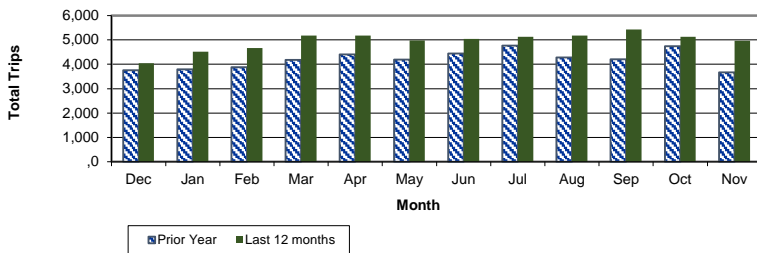
November 2015

PARATRANSIT

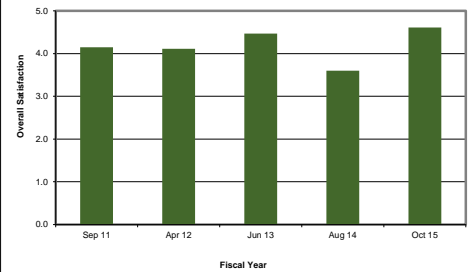
General Statistics	November 2015	% Change from last year	Year to Date
Total Monthly Passengers	4,965	35.2%	25,845
Average Passengers Per Hour	1.60	33.3%	
On Time Performance	97.0%	-1.1%	
Cost per Trip	\$32.51	2.0%	
Number of Paratransit Applications	36	12.5%	198
Calls Answered in <1 Minute	85.50%	2.6%	

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

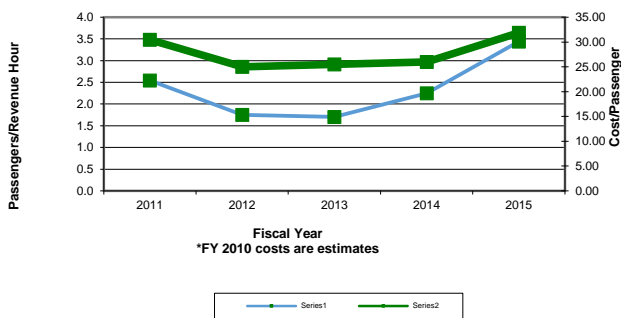
Paratransit Monthly Unlinked Boardings, Last 24 Months



Historical Customer Service Survey Results



Paratransit Full Cost Per Passenger and Average Passengers Per Hour FY2011-2015



Monthly Summary Statistics for Wheels

November 2015

SAFETY							
ACCIDENT DATA	November 2015				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route		Paratransit
Total	6		0		21		0
Preventable	2		0		7		0
Non-Preventable	4		0		14		0
Physical Damage							
Major	0		0		1		0
Minor	4		0		18		0
Bodily Injury							
Yes	3		0		8		0
No	3		0		13		0

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$21,971.80
To Date This Fiscal Year	\$69,910.46
Budget	\$100,000.00
% Expended	70%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	November 2015	Year To Date
Praise	0	0
Bus Stop	0	16
Incident	0	0
Trip Planning	0	2
Fares/Tickets/Passes	6	7
Route/Schedule Planning	11	34
Marketing/Website	2	9
ADA	0	5
TOTAL	19	73

CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	3	0	0	6	0	0	0	1
Safety	0	6	0	7	0	0	0	0
Driver/Dispatch Courtesy	1	2	1	4	0	0	0	1
Early	0	0	0	1	0	0	0	0
Late	4	1	0	19	1	1	1	2
No Show	3	0	0	17	0	1	2	0
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	3	0	0	10	3	0	3	3
Maintenance	0	0	0	1	0	0	0	0
Bypass	3	7	0	7	0	0	0	0
TOTAL	14	16	1	66	4	2	6	6
Valid Complaints								
Per 10,000 riders	1.07							
Per 1,000 riders					0.81			

LAVTA COMMITTEE ITEMS - FEBRUARY 2016 - JUNE 2016

Finance & Administration Committee

February

	Action	
Minutes	X	
Treasurers Report	X	X
Quarterly Budget & Grants Report		
	X	
		Info

March

	Action	
Minutes	X	
Treasurers Report	X	
Annual Org Review	X	
		Info

April

	Action	
Minutes	X	
Treasurers Report	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
Preliminary Budget	X	X
10 Year Projections		
		Info

May

	Action	
Minutes	X	
Treasurers Report	X	
LAIF	X	
FTA Triennial Review	X	
Final Budget	X	X
Quarterly Budget & Grants Report		
Clipper Fare Approval	X	
		Info

June

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

Projects & Services Committee

February

	Action	Info
Minutes	X	
Quarterly Operations Report		X
Quarterly Marketing Report		X

March

	Action	Info
Minutes	X	
Final COA Recommendations	X	
Alameda County Fair and Fourth of July Service	X	
Pleasanton Summer School Service	X	

April

	Action	Info
Minutes	X	
Relocation of Livermore Historic Train Depot		X
Draft Employer Pass Program		X

May

	Action	Info
Minutes	X	
WAAC Appointments	X	
FY2017 Marketing Work Plan	X	
Quarterly Operations Report		X
Quarterly Marketing Report		X

June

	Action	Info
Minutes	X	
DAR Policy Modification	X	
DAR Ridership Increase Analysis		X
Interim Schedule Adjustments to Improve OTP		X
COA Update		X

**COMMITTEE
MINUTES**



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

**FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE**

COMMITTEE MEMBERS

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

DATE: Tuesday, November 24, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
 1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

AGENDA

1. Call to Order and Pledge of Allegiance

Committee Chair Jerry Pentin called the meeting to order at 4:00pm.

2. Roll Call of Members

Members Present

Don Biddle, Councilmember, City of Dublin
Jerry Pentin, Councilmember, City of Pleasanton

Members Absent

Laureen Turner – Vice Mayor, City of Livermore

3. Meeting Open to Public

No comments

4. Minutes of the September 22, 2015 Meeting of the F&A Committee

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

5. Fiscal Year 2015 Comprehensive Annual Financial Report (CAFR)

Vicki Rodriguez of Maze and Associates highlighted select pages of the FY2015 Draft Comprehensive Annual Financial Report (CAFR) noting that there were no findings. The Finance and Administration Committee forwarded the Comprehensive Annual Financial Report (CAFR) for review and acceptance to the Board of Directors, prior to submitting the CAFR to the Government Financial Officers Association (GFOA) for award.

A request was made by Chair Pentin that LAVTA staff get back to the P&S Committee and Board of Directors regarding the PERS maximum employee contribution whether it is 7% versus 8%.

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

6. Treasurer's reports for October 2015

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

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

7. Quarterly Grants Update

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

8. Fiscal Year 2015-16 Prop 1B California Transit Security Grant Program (TSGP) Resolution

The Finance and Administration Committee recommends the Board of Directors approve Resolution 31-2015.

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

9. Electric Bus Grant Update

Staff presented to the Committee an informational item regarding the Electric Bus Grant and provided documentation for review.

10. Set Board of Director Meeting Dates for 2016

A motion was made to endorse and forward the Board of Director meeting dates for 2016 to the Board of Directors for approval.

Approved: Pentin/Biddle

Aye: Biddle, Pentin

No: None

Abstain: None

Absent: Turner.

11. Preview of Upcoming F&A Committee Agenda Items

12. Matters Initiated by Committee Members

No comments.

13. Next Meeting Date is Scheduled for: January 26, 2016

14. Adjourn

Meeting adjourned at 4:37 pm.

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

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

SCOTT HAGGERTY – CHAIR	KARLA BROWN
DAVID HAUBERT – VICE CHAIR	STEVEN SPEDOWFSKI

DATE: Monday, November 23, 2015

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

TIME: 4:00p.m.

MINUTES

1. Call to Order and Pledge of Allegiance

Committee Chair Scott Haggerty called the meeting to order at 4:01pm.

2. Roll Call of Members

Members Present

Scott Haggerty, Supervisor, Alameda County
Don Biddle – Councilmember, City of Dublin
Karla Brown, Vice Mayor, City of Pleasanton
Steven Spedowfski, Councilmember, City of Livermore

Members Absent

David Haubert, Mayor, City of Dublin

3. Meeting Open to Public

No comments.

4. Minutes of the October 26, 2015 Meeting of the P&S Committee.

Approved: Biddle/Spedowfski
Aye: Haggerty, Biddle, Brown, Spedowfski
No: None
Abstain: None
Absent: Haubert

5. FY 2016 1st Quarter Report – Operations

Staff provided information on the 1st Quarter FY2016 (July – September) Operation statistics. Discussed was the on-time performance, paratransit, accidents, claims activity, and complaints. LAVTA had a small 1.3% increase of ridership in the first quarter. Ridership has increased slightly during weekdays and decreased during weekends. On-time performance decreased slightly at just under 80%. Paratransit increased by 18.8% for passengers and increased by 29.7% for number of trips. Karla Brown noted that the Dial A Ride application is very lengthy. LAVTA's fixed route contractor recorded 16 accidents in the 1st quarter, seven were determined preventable, and nine deemed non-preventable. Staff will provide Scott Haggerty the preventable accidents and years of service for drivers. The monthly accident claim activity for fixed route only expended dollar amount during Q1 was higher this year than last. Noted by Christy some FY16 expenditures are for the prior fiscal year. Complaints were also higher in the 1st quarter, largely due to some missed school trippers in September.

6. Dial-A-Ride Passenger Survey 2015

Staff provided data on the latest Dial-A-Ride survey results conducted between October 26 and October 28. The survey was administered by a third party surveyor, and a total of 100 Dial-A-Ride surveys were completed. The Overall satisfaction was very high across all stages of the rider experience. The average score for the reservation process was 4.45, pick-up experience 4.45, ride experience 4.38, drop-off experience 4.37, and the overall satisfaction score was 4.61 on the scale of 1 to 5. Rider satisfaction scores have increased when comparing them to the scores from prior years. LAVTA will continue to monitor customer satisfaction and following-up on comments/feedback received from the survey respondents.

7. First Quarter 2016 Marketing and Outreach Activities

Staff provided an update on Marketing and Outreach activities implemented during the first quarter of fiscal year 2016. Staff also provided an update on activities currently planned for the remainder of fiscal year 2016. Upcoming activities and events include; Stuff A Bus food drive on December 6, 2015, October High School Ambassador Program, Clipper Card marketing from January through March 2016, and new Wheels website launch in November or December. Karla wanted to know if we received a High School Ambassador for Pleasanton. Christy responded that we did have a student from Foothill High School, but they did not show up for the training. Staff has offered to do a re-training on November 25th.

8. Comprehensive Operational Analysis/Short and Long Range Plans

Staff provided an update of activity over the past 30-days for the Comprehensive Operational Analysis (COA) study. LAVTA conducted Board/Committee presentations, public meetings, scenario survey online, Stakeholder Advisory Committee Meeting, Technical Advisory Committee Meeting, WAAC Meeting for

public comment and feedback on the three service scenarios. The public comments period for the three service scenarios will end on November 30th. Staff will come to P&S Committee with the recommendation in January.

9. Electric Bus Grant Update

Staff provided an update on the electric bus grant. Staff has been working diligently on the business plan and grant application. The grant application is expected to be submitted prior to the November committee meetings. Route 10 in the three COA scenarios is a perfect opportunity to utilize electric buses. LAVTA selected Proterra to partner with to purchase electric buses, as Proterra has the most presence in the market and highest ratings. Six electric buses would run route 10 and 2 would run route 53, and charging stations would be placed at the Livermore Transit Center and BART. Our lifecycle savings based on San Joaquin's experience would be \$ 2,320,000. Michael provided the P&S Committee a spreadsheet with information. LAVTA could hear back regarding the grant by May/June timeframe.

10 Management Action Plan

Staff provided a Management Action Plan to keep the P&S Committee updated on upcoming projects.

11. Set Board of Director Meeting Dates for 2016

A motion was made to endorse and forward the Board of Director meeting dates for 2016 to the Board of Directors for approval.

Approved: Brown/Biddle
Aye: Haggerty, Biddle, Brown, Spedowski
No: None
Abstain: None
Absent: Haubert

12. Preview of Upcoming P&S Committee Agenda Items

Scott Haggerty asked staff if the COA will address the paratransit qualification issue. Michael Tree responded that the COA is not addressing the paratransit qualification issue unless we amend a contract or get some quotes, since it is not currently in the scope of work. Board Member Haggerty would like LAVTA to look at other agencies best practices to see what they are doing to help assist in fixing our paratransit issues. Fare increases are being considered to assist with these issues.

13. Matters Initiated by Committee Members

A motion was made by the P&S Committee that LAVTA find a better way to administer the paratransit program.

Approved: Haggerty/Brown
Aye: Haggerty, Biddle, Brown, Spedowski
No: None
Abstain: None
Absent: Haubert

14. Next Meeting Date is Scheduled for: January 25, 2015

15. Adjourn

Meeting adjourned 4:54pm.

DRAFT