

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

BOARD OF DIRECTORS MEETING

DATE: November 7, 2016
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 Steven Spedowfski at 4:00 pm

2. Roll Call of Members

Members Present

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

3. Meeting Open to Public

None.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. Minutes of the October 3, 2016 Board of Directors meeting.**
- B. Treasurer’s Report for the month of August 2016 and September 2016**

The Board of Directors approved the August 2016 and September 2016 Treasurer’s Report.

- C. Rescind and Award a Contract for the LAVTA Rutan Maintenance Area Resurfacing Project**

The Board of Directors approved Resolution 35-2016 rescinding the contract award to DECS.

The Board of Directors further approved: (1) award a contract to Raider Painting, the lowest responsive and responsible bidder for the LAVTA Rutan Maintenance Area Resurfacing Project #2015-14, for a total contract award of \$194,950.00; (2) authorize the Executive Director to sign the contract and issue an NTP to Raider Painting; and (3) approve a 10% project contingency of \$19,495.00 to be used at the discretion of the Executive Director.

D. Contract Award for LAVTA On-Call Engineering Consulting Services

The Board of Directors approved Resolution 37-2016 authorizing the Executive Director to execute three-year contracts with two one-year options with Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated for on-call engineering services. Task orders will be awarded based on the most qualified firm for each scope or work.

E. Resolution Supporting a BART and ACE Rail Connection in Tri-Valley

The Board of Directors adopted Resolution 36-2016 in support of a rail connection between the Bay Area Rapid Transit (BART) and the Altamont Corridor Express (ACE) rail systems in the Tri-Valley.

Approved: Biddle/Haubert

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

No: None

Absent: None

5. Executive Director's Report

The Executive Director's Report provided information on the Special Transportation Session in Sacramento, Altamont Regional Rail Working Group update, Shared Autonomous Vehicle Project, Rebranding Project, CalTIP Update, Stuff-A-Bus Event with Safeway, Livermore High School Bike-On-Bus Event, ACTC Grant Submitted for Rapid Shelters on Santa Rita Corridor in Pleasanton, Wheels on Phone App Transit, Wheels Website Receives Award, and Clipper Usage Up On Wheels. Executive Director Michael Tree noted that LAVTA's website received a functionality award and that we are making our website load time faster. Executive Director Michael Tree also explained that LAVTA will be changing Route 10 in January to assist with On-Time Performance (OTP). In the near future an agenda item regarding to autonomous vehicle project will be presented. Wheels on Demand is moving forward and LAVTA has met with the FTA and we have been given permission to work with the discount program. Currently LAVTA is working through contractual issues with the TNC. LAVTA's goal is to have Wheels on Demand in place by the end of the year. In January LAVTA has a bus purchase. LAVTA suspended efforts with PAVLOV Advertising and now will be looking at other options, due to a lack luster effort with rebranding. We had a failure with our steam bay lift, so we need to replace it. To fix the existing steam bay lift it will cost almost the same as a new lift. LAVTA would like to purchase a scissor lift that can be moved to the Atlantis maintenance facility. The steam bay lift will be on the Boards next agenda and it will cost just over \$100,000.00.

Councilmember Laureen Turner noted that our schedules are not easy to find on LAVTA's website. She especially has difficulty finding the 580X schedule online. It was also mentioned that the Transit Center does not have 580X schedules available.

6. Fiscal Year 2016 Comprehensive Annual Financial Report (CAFR)

Vicki Rodriguez of Maze and Associates reported to the Board that there were no findings for the fiscal year 2016 Comprehensive Annual Financial Report. She noted that a new pronouncement GASB 72 was implemented related to fair value measurements. The only impact GASB 72 had on financial statements this year is related to cash and investments.

Laureen Turner requested that Ms. Rodriguez give the Board information regarding GASB 75. Ms. Rodriguez explained that GASB 75 is regarding postemployment benefits and will be applicable for fiscal years beginning after June 15, 2017. In two years for GASB 75 the net OPEB liability will be on the financial statements. Currently LAVTA has an OPEB asset, due to funding more than is required. In two years LAVTA must look at the entire liability plus assets LAVTA has funding it and at this time it's unknown whether it will be an asset or liability.

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

Approved: Pentin/Brown

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

No: None

Absent: None

7. Proposed Organizational Changes

Executive Director Michael Tree addressed the Board regarding the proposed organizational changes. Michael Tree noted that redesigning our bus system and having innovated programs requires a more robust Marketing Department to capture the attention of potential riders and maintain them. To significantly improve the productivity of the Marketing Department LAVTA recommended a reorganization.

Michael Tree proposed that the Finance & Grants Manager and the Director of Administrative Services positions be eliminated. A new position titled Director of Finance (Salary Band 6) will be created and open for recruitment. Another new position titled Marketing Manager (Salary Band 5) will be created and open for recruitment as well as a part-time intern position. Further Michael Tree suggested job title and description changes for the following positions: The Executive Director will oversee the Marketing Department, the Director of Planning and Communications title be changed to Director of Planning and Operations with a job description change, and the Senior Grants and Project Management Specialist title be changed to Senior Grants, Project Management and Contract Specialist and this position will report to the Director of Planning and Operations with a job description change. Lastly, Michael Tree suggested a job title and salary band change for the Accounting Assistant position, due to taking a more substantial role in LAVTA. The Accounting Assistant position will be titled Accounting Analyst and will be Salary Band 3.

These organizational changes will give LAVTA a net savings of \$45,634 per year.

Councilmember Jerry Pentin requested that Dennis Mochon's title to be corrected on the job description and proposed organizational chart to reflect Senior Marketing and Communications Specialist. Michael Tree agreed to make this change to reflect the correct information.

Councilmember Karla Brown was concerned that the Fixed Route and Paratransit contractor's on the proposed organizational chart were no longer a dotted lined to the Executive Director. Councilmember Brown would like to have this placed back onto the organizational chart. Michael Tree responded and said that yes, the fixed route and paratransit contractor's still fall under him on the organizational chart via a dotted line.

Supervisor Scott Haggerty asked Michael Tree if in June when the salary ranges were established if a comparison was completed. Michael Tree stated that a comparison was completed at that time and that LAVTA took the median of those salary ranges based on bay area salaries.

Michael Tree noted that the Director of Finance will be added onto the Resolution into Salary Band 6, since it is currently missing on the document.

The Board of Directors approved Resolution 38-2016 the Proposed Organizational Chart and corresponding Proposed Job Descriptions.

Approved: Biddle/Brown

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

No: None

Absent: None

8. Procurement of Executive Consultant for the Altamont Regional Rail Working Group

Executive Director Michael reported that we Requested For Proposals (RFP) on August 19, 2016 for an Executive Consultant for the Altamont Regional Rail Working Group (ARRWG). Those proposals were due on September 30, 2016 and we received three qualified RFP's. On November 2, 2016 two representatives from the ARRWG, Supervisor Scott Haggerty and Councilmember Veronica Vargas, conducted interviews with the three prospective firms. Through scoring the qualified proposals one firm (One Vision Enterprises, LLC) who was represented by Frank Wilson is best qualified for the Executive Consulting work. Discussions have been entered into with MR. Wilson and currently is checking with his insurance company regarding indemnity clauses. Executive Director Michael Tree is hopeful that Frank Wilson will sign a professional services agreement with the agency by the end of this week.

Supervisor Scott Haggerty requested that ARRWG member Veronica Vargas' name be added into the staff report. Michael Tree noted that this will be corrected. Supervisor Haggerty also mentioned that if Mr. Wilson does not take the Executive Consultant position that there is no other option available.

The Board of Directors approved Resolution 39-2016 to award the contract for Executive Consulting Services.

Approved: Haggerty/Turner

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

No: None

Absent: None

10. Adjourn to CLOSED SESSION

Meeting adjourned to closed session at 4:34pm.

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

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

13. Reconvene to OPEN SESSION

Meeting reconvened at 5:15pm.
No reportable actions were taken.

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

The Board approved an amendment to Michael Tree's employment contract providing for an 8% wage increase and for the next two years tie the next two raises to our CPI. It also includes a six month severance and the contract is also being extended to December 1, 2019.

Approved: Haggerty/Turner

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

No: None

Absent: None

15. Matters Initiated by the Board of Directors

Laureen Turner informed staff that the bus stop in front of Livermore Valley Charter School may no longer need service.

16. Next Meeting Date is Scheduled for: December 5, 2016

17. Adjournment

Meeting adjourned at 5:20pm