

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

BOARD OF DIRECTORS MEETING

DATE: December 4, 2017

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. November Wheels Accessible Advisory Committee Minutes Report

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

A. Minutes of the November 6, 2017 Board of Directors meeting.

B. Treasurer's Report for the month of October 2017

Recommendation: Staff recommends approval of the October 2017 Treasurer's Report.

C. Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR)

Recommendation: Staff requests based on the recommendation of the Finance and Administration committee that the Board accept the Comprehensive Annual Financial Report (CAFR) so it may be submitted to the Government Finance Officers Association

(GFOA) for award.

D. Approval of Bus Advertising Service Contract with the Bay Area Air Quality Management District

Recommendation: The Projects and Services Committee, and the Finance and Administration Committee recommend authorizing the Executive Director to enter into a funding contract with the BAAQMD for the wrapping of seven of LAVTA's buses in Spare the Air advertising for a period of up to three years in exchange for \$322,000 in revenue per year to support LAVTA's SAV project.

E. Fourth Amendment to Employment Agreement with Executive Director

Recommendation: Approve Fourth Amendment to Employment Agreement

6. SmartTrips Pleasanton Report and Presentation

Recommendation: None – Information only.

7. Appointment of LAVTA Representative to the Tri-Valley – San Joaquin Valley Regional Rail Authority

Recommendation: Staff requests the Board of Directors appoint a LAVTA representative to the Tri-Valley – San Joaquin Valley Regional Rail Authority.

8. Set Board of Director Meeting Dates for 2018

Recommendation: Staff recommends the Board of Directors adopt the above meeting calendar for 2018.

9. Executive Director's Report

10. Matters Initiated by the Board of Directors

- Items may be placed on the agenda at the request of three members of the Board.

11. Next Meeting Date is Scheduled for: January 1, 2018

12. Adjournment

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

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

/s/ Jennifer Suda

LAVTA, Administrative Assistant

11/30/2017

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

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

WHEELS Accessible Advisory Committee

DATE: Wednesday, November 1, 2017

PLACE: Dublin Civic Center, Regional Room
200 Civic Center Plaza, Dublin, CA 94568

TIME: 3:00 p.m.

DRAFT MINUTES

1. Call to Order

The WAAC Chair Herb Hastings called the meeting to order at 2:59 pm.

Agenda was approved.
Mack/Buckholz

Members Present:

Connie Mack	City of Dublin
Shawn Costello	City of Dublin
Helen Buckholz	City of Dublin – Alternate
Carmen Rivera-Hendrickson	City of Pleasanton
Regina Linse	City of Pleasanton
Sue Tuite	City of Pleasanton – Alternate
Herb Hastings	County of Alameda
Judy LaMarre	County of Alameda – Alternate
Melanie Henry	Social Services Member
Amy Mauldin	Social Services Member
Esther Waltz	PAPCO Representative

Staff Present:

Christy Wegener	LAVTA
Kadri Kulm	LAVTA
Juana Lopez	MTM
Lindsay Bookhammer	MTM
Christian Pereira	MV Transportation

Jay Ingram
Maureen Swinbank
Force
Art Tenbirk
Sam Erickson
Joey Goldman

City of Pleasanton
City of Livermore/ Pleasanton Paratransit Task
Force
Pleasanton Paratransit Task Force
Nelson\Nygaard
Nelson\Nygaard

Members of the Public:

Robert Allen Livermore resident

2. Mobility Forward Update and Presentation.

This part of the meeting was a joint Wheels Accessible Advisory Committee and Pleasanton Paratransit Task Force (PPTF) Committee meeting. Nelson\Nygaard gave a presentation on the status of the Mobility Forward: Tri-Valley Paratransit Assessment study. The study team presented potential recommendations from the study, including Wheels becoming more in-line with ADA-mandated service in terms of service area and hours. Additional potential recommendations include Pleasanton no longer operating ADA service and LAVTA picking up those trips instead. The study team asked for the committee members' feedback on the potential changes to the two transit system's service delivery.

Carmen Rivera-Hendrickson said that Pleasanton seniors don't like changes and that there are different pick-up needs for different consumers. She also expressed concerns that if Pleasanton no longer provided ADA service they would not have wheelchair accessible vehicles. Herb Hasting asked why there are two entities providing service in Pleasanton. Art Tenbirk from PPTF said it makes sense for the two entities to use the same scheduling system. Maureen Swinbank from PPTF was concerned about LAVTA changing the Dial-A-Ride service area to become more in-line with ADA as it would leave holes of coverage in Livermore.

3. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)

Livermore resident Robert Allen liked how the Wheels bus service was provided to the Alameda County Fair this year, and appreciates the recommendation from the WAAC to adjust the Fair pickup spot at BART.

4. Minutes of the September 6, 2017 meetings of the Committee

Approved with corrections.

Waltz/Costello

Rivera-Hendrickson abstained

4. Chair's Message

The Chair Herb Hastings reminded the committee members of the importance of being a positive supportive advisory committee providing this important service for LAVTA.

5. Election of the WAAC Vice Chair

Social Services representative Amy Mauldin was elected for the committee Vice-Chair position for the remainder of the FY18.

6. LAVTA ADA Paratransit Eligibility Interviews Statistics

Staff provided statistics on the eligibility interviews.

7. PAPCO Report

Esther Waltz reported on the September and October PAPCO meetings.

8. Dial-A-Ride Issues – Suggestions for Changes

Sue Tuite said that the reservationists keep asking the spelling of her name. She also mentioned that her pick-up time got pushed back and she didn't get called about it, but she didn't remember when it happened. Judy LaMarre said that the same thing has happened to her.

Juana Lopez introduced Lindsay Bookhammer from MTM.

A Committee member inquired as to whether a DAR client could also ride as a Personal Care Attendant (PCA). The answer is yes.

9. Fixed Route Issues – Suggestions for Changes

Shawn Costello was interested in having complaint/comment cards available on buses. Staff said that Shawn can be provided with a piece of paper he can use to mail in his complaint or he can always call in his complaint. Staff also said that the sooner complaints are called in the better because the video recordings from buses get over-written after a period of time.

Carmen Rivera-Hendrickson said that when the bus made a turn on the day of the meeting her chair went up on two wheels, but she was hooked up properly. Staff will be investigating the incident.

Judy LaMarre inquired about a construction project on Pacific Ave impacting the Route 14 bus stop in Livermore. Staff indicated that if the current stop was shut down, there would be a temporary stop available in the near vicinity. Staff will follow-up with the City on the project.

Helen Buckholz informed the Committee that she has received confirmation from the College and the boy scouts for surveying in Dublin. She is waiting on permission from the Mayor.

10. Adjourn

The meeting was adjourned at 5pm.

AGENDA

ITEM 5 A

MINUTES OF THE NOVEMBER 6, 2017 LAVTA BOARD MEETING

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Karla Brown at 4:02pm

2. Roll Call of Members

Members Present

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

Members Absent

Steven Spedowfski – Vice Mayor, City of Livermore

3. Meeting Open to Public

Robert S. Allen

Robert Allen provided the Board of Directors a copy of the comment letter sent to BART on October 15, 2017. Mr. Allen requested BART to defer the shop and yard until a future extension of BART to Greenville. Mr. Allen also stated there should be no rat-tail track north of the freeway.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

A. Minutes of the October 2, 2017 Board of Directors meeting.

B. Treasurer's Report for the month of September 2017

The Board of Directors approved the September 2017 Treasurer's Report.

C. Contract Award for Bus Shelter Demolition and Movement Project #2017-17

The Board of Directors: (1) awarded a contract to FBD Vanguard Construction, Inc., the lowest responsive and responsible bidder for the LAVTA Bus Shelter Demolition and Movement Project #2017-17, for a total contract award of \$416,174.00; (2) authorized the Executive Director to sign the contract and issue an NTP to FBD Vanguard Construction, Inc.; and (3) approved a 10% project contingency of \$41,617.40 to be used at the discretion of the Executive Director. Resolution 34-2017.

**D. Pleasanton Bus Rapid Transit Corridor Enhancement Project
On-Call Task Order for Project Design and Engineering**

The Board of Directors approved Resolution 35-2017 to execute a task order contract with LAVTA's on-call contractor Kimley Horn and Associates, Inc., for a not-to-exceed amount of \$175,000 with a contingency amount of \$17,500 (10%) to be utilized at the discretion of the Executive Director.

Approved: Pentin/Biddle

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

No: None

Absent: Spedowski

5. Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR)

David Alvey of Maze and Associates reported to the Board of Directors that there were no findings for the fiscal year 2017 Comprehensive Annual Financial Report. He noted that there are no government accounting standards or pronouncements this year. In June 30, 2018 there will be GASB 75 for accounting and financial reporting for postemployment benefits other than pensions. Mr. Alvey pointed out that LAVTA is in a good situation, since we have assets set aside for OPEB (other postemployment is a little over \$1 million and liability is \$1.3 million). The net OPEB liability at LAVTA will not be as dramatic as most agencies and this is good news.

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

6. MOU with Central Contra Costa Transit Authority

Staff provided the MOU with Central Contra Costa Transit Authority to the Board of Directors. Staff noted that the funding for the proposed project manager (Rashidi Barnes) was not tied to funding CCTA receives for their SAV project. The Resolution 33-2017 and MOU have also been updated to reflect the subcommittee commitment by both agencies.

The Board of Directors approved the MOU with County Connection. Resolution 33-2017.

Approved: Biddle/Pentin

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

No: None

Absent: Spedowski

After Agenda Item 6 Councilmember Karla Brown asked the Board of Directors to recognize LAVTA's MTM Operations Manager Juana Lopez, since she will no longer be working at LAVTA. Juana Lopez addressed the board and stated that it was a difficult decision to leave and she is willing to help support LAVTA anytime we need assistance. The Board of Directors thanked Ms. Lopez for her service.

7. Executive Director's Report

Executive Director Michael Tree noted that the October ridership is up over 11% from the previous year. Ridership increases are in the following areas: 1.) Dublin school routes is 25.2% of the overall increase; 2.) Pleasanton school routes is 10.9% of the overall increase; 3.) Las Positas Transit Pass is 19.6% of the overall increase; 4.) All other routes is 44.3% of the overall

increase. LAVTA's Marketing Department is trying to capitalize on the ridership increase to keep the trend alive. Executive Director Michael Tree pointed out that Lucky Supermarket in Pleasanton agreed to be a site for the November 18, 2017 Stuff-A-Bus event from 10:00am to 4:00pm. The Stuff-A-bus event will be covered by KKIQ. The Board of Directors requested staff to provide Stuff-A-Bus event information to the Board via email or social media, so they can share the information with a larger audience. Executive Director Michael Tree pointed out that Las Positas College will vote on Monday, November 13, 2017 through Friday, November 17, 2017 to pay for a long-term student Transit Pass. Without the Transit Pass it is unlikely that the Rapid (30R) will have sufficient riders and fare box (20%) recovery to satisfy the ongoing funding requirements for the route. Executive Director Michael Tree also stated that LAVTA is continuing to work with the Dublin school district to make sure students are getting to school and also working on an overall plan. Five locations with high school tripper ridership will have shelter amenities provided in December or January of next year. Marketing Manager Tony McCauley gave a briefing of completed and upcoming projects. Councilmember Karla Brown requested that LAVTA's logo is more prominent on all of LAVTA's marketing brochures/documents. Staff invited the Board of Directors to tour and view the new Gillig bus design with LAVTA's updated Wheels logo. Staff requested the Board of Directors to inform LAVTA if the Gillig bus design and logo is okay to proceed with. Executive Director Michael Tree noted that starting on November 15, 2017 Mobility Forward will have a series of public meetings and an email will be sent to the Board of Directors with further information.

Supervisor Scott Haggerty requested a moment of silence for MTC Director of Operations Melanie Crotty who passed away.

8. Adjourn to CLOSED SESSION

Meeting adjourned to closed session at 4:35pm

**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

Meeting reconvened at 5:32pm.
No reportable actions were taken.

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

The Board approved an amendment to Michael Tree's employment contract providing for a 7.4% wage increase to the annual salary of \$198,120. Supervisor Scott Haggerty stated that through the Tri-Valley San Joaquin Valley Regional Rail Authority we would like to give a \$55,000 stipend which will be reimbursed by MTC and also any cost associated with that stipend. Counsel will make sure that we seek getting reimbursed. Legal Counsel Michael

Conneran stated that this stipend payment would be during the term Michael Tree serves in the capacity of the Executive for the Rail Authority. The contract is also being extended to December 1, 2020.

Approved: Haggerty/Coomber

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

No: None

Absent: Spedowski

13. Matters Initiated by the Board of Directors

None.

14. Next Meeting Date is Scheduled for: December 4, 2017

15. Adjournment

Meeting adjourned at 5:34pm

AGENDA

ITEM 5 B

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Treasurer's Report for October 2017

FROM: Tamara Edwards, Finance and Grants Manager

DATE: December 4, 2017

Action Requested

Review and approve the LAVTA Treasurer's Report for October 2017.

Discussion

Cash accounts:

Our petty cash account (101) has a balance of \$200, and our ticket sales change account (102) continues with a balance of \$240 (these two accounts should not change).

General checking account activity (105):

Beginning balance October 1, 2017	\$12,552,497.58
Payments made	\$8,724,757.53
Deposits made	\$1,545,594.07
Transfer From Farebox Account	\$200,000.00
Ending balance October 31, 2017	\$5,573,334.12

Farebox account activity (106):

Beginning balance October 1, 2017	\$191,845.52
Deposits made	\$85,935.63
Transfer to General Checking	\$200,000.00
Ending balance October 31, 2017	\$77,781.15

LAIF investment account activity (135):

Beginning balance October 1, 2017	\$663,881.81
Q1 FY18 Interest	\$1,797.42
Ending balance October 31, 2017	\$665,679.23

Operating Expenditures Summary:

As this is the fourth month of the fiscal year, in order to stay on target for the budget this year expenses (at least the ones that occur on a monthly basis) should not be higher than 33%. The agency is at 30.38% overall.

Operating Revenues Summary:

While expenses are at 30.38%, revenues are at 53.2%, providing for a healthy cash flow

Recommendation

The F&A committee recommends the Board approve the October 2017 Treasurer's report.

Attachments:

1. October 2017 Treasurer's Report

Approved: _____

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
October 31, 2017**

ASSETS:

101 PETTY CASH	200	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	5,573,334	
106 CASH - FIXED ROUTE ACCOUNT	77,781	
107 Clipper Cash	651,911	
120 ACCOUNTS RECEIVABLE	(3,042,456)	
135 INVESTMENTS - LAIF	665,679	
150 PREPAID EXPENSES	(20,742)	
160 OPEB ASSET	430,453	
165 DEFFERED OUTFLOW-Pension Related	132,890	
170 INVESTMENTS HELD AT CALTIP	0	
111 NET PROPERTY COSTS	42,245,608	
TOTAL ASSETS		46,714,899

LIABILITIES:

205 ACCOUNTS PAYABLE	(1,633,897)	
211 PRE-PAID REVENUE	1,630,291	
21101 Clipper to be distributed	457,861	
22000 FEDERAL INCOME TAXES PAYABLE	34	
22010 STATE INCOME TAX	(10)	
22020 FICA MEDICARE	(0)	
22050 PERS HEALTH PAYABLE	0	
22040 PERS RETIREMENT PAYABLE	(124)	
22030 SDI TAXES PAYABLE	0	
22070 AMERICAN FIDELITY INSURANCE PAYABLE	(974)	
22090 WORKERS' COMPENSATION PAYABLE	6,031	
22100 PERS-457	0	
22110 Direct Deposit Clearing	0	
23101 Net Pension Liability	634,007	
23104 Deferred Inflow- Pension Related	103,992	
23103 INSURANCE CLAIMS PAYABLE	85,438	
23102 UNEMPLOYMENT RESERVE	8,300	
TOTAL LIABILITIES		1,290,948

FUND BALANCE:

301 FUND RESERVE	8,716,200	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	39,460,703	
30401 SALE OF BUSES & EQUIPMENT	55,390	
FUND BALANCE	(2,808,343)	
TOTAL FUND BALANCE		45,423,951
TOTAL LIABILITIES & FUND BALANCE		46,714,899

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
October 31, 2017**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,473,687	130,028	423,607	1,050,080	28.7%
4020000	Business Park Revenues	203,170	0	33,862	169,308	16.7%
4020500	Special Contract Fares	399,028	0	141,542	257,486	35.5%
4020500	Special Contract Fares - Paratransit	42,000	3,987	3,987	38,013	9.5%
4010200	Paratransit Passenger Fares	203,000	13,169	63,242	139,758	31.2%
4060100	Concessions	50,972	3,214	3,259	47,713	6.4%
4060300	Advertising Revenue	90,000	0	95,000	(5,000)	105.6%
4070400	Miscellaneous Revenue-Interest	6,000	1,797	1,797	4,203	30.0%
4070300	Non transportation revenue	56,400	4,000	16,377	40,023	100.0%
4090100	Local Transportation revenue (TFCA RTE B	479,000	0	0	479,000	100.0%
4099100	TDA Article 4.0 - Fixed Route	9,778,570	1,214,029	8,518,740	1,259,830	87.1%
4099500	TDA Article 4.0-BART	98,995	10,884	39,731	59,264	40.1%
4099200	TDA Article 4.5 - Paratransit	133,864	15,936	64,212	69,652	48.0%
4099600	Bridge Toll- RM2, RM1	913,836	0	0	913,836	0.0%
4110100	STA Funds-Paratransit	56,773	0	0	56,773	0.0%
4110500	STA Funds- Fixed Route BART	591,679	0	0	591,679	0.0%
4110100	STA Funds-pop	592,225	0	0	592,225	0.0%
4110100	STA Funds- rev	173,758	0	0	173,758	0.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	444,777	0	0	444,777	100.0%
4130000	FTA Section 5307 ADA Paratransit	342,169	0	0	342,169	0.0%
4130000	FTA TPI	104,000	0	0	104,000	100.0%
4130000	FTA JARC and NF	-	0	421	(421)	#DIV/0!
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap		0	0	-	100.0%
4640500	Measure B Express Bus	100,000	0	0	100,000	100.0%
4640100	Measure B Paratransit Funds-Fixed Route	905,892	63,382	164,821	741,071	18.2%
4640100	Measure B Paratransit Funds-Paratransit	170,441	11,925	31,011	139,430	18.2%
4640200	Measure BB Paratransit Funds-Fixed Route	670,032	46,772	119,890	550,142	17.9%
4640200	Measure BB Paratransit Funds-Paratransit	285,657	19,940	51,113	234,544	17.9%
TOTAL REVENUE		18,365,925	1,539,063	9,772,612	8,593,313	53.2%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
October 31, 2017**

		BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02	Salaries and Wages	\$1,362,014	\$101,161	\$476,676	\$885,338	35.00%
502 00	Personnel Benefits	\$942,989	\$53,258	\$282,635	\$660,354	29.97%
503 00	Professional Services	\$936,878	\$58,072	\$110,449	\$826,429	11.79%
503 05	Non-Vehicle Maintenance	\$636,214	\$53,911	\$251,686	\$384,528	39.56%
503 99	Communications	\$9,500	\$436	\$957	\$8,543	10.07%
504 01	Fuel and Lubricants	\$1,174,700	\$97,809	\$221,870	\$952,830	18.89%
504 03	Non contracted vehicle maintenance	\$19,550	\$0	\$250	\$19,300	1.28%
504 99	Office/Operating Supplies	\$28,700	\$910	\$32,078	(\$3,378)	111.77%
504 99	Printing	\$54,500	\$6,109	\$7,246	\$47,254	13.29%
505 00	Utilities	\$276,000	\$22,717	\$46,009	\$229,991	16.67%
506 00	Insurance	\$637,238	(\$1,129)	\$462,304	\$174,934	72.55%
507 99	Taxes and Fees	\$302,000	\$12,124	\$23,591	\$278,409	7.81%
508 01	Purchased Transportation Fixed Route	\$9,338,719	\$787,684	\$3,032,000	\$6,312,600	32.47%
2-508 02	Purchased Transportation Paratransit	\$1,994,500	\$144,981	\$576,083	\$1,418,417	28.88%
508 03	Purchased Transportation WOD	\$75,000	\$985	\$2,219	\$72,781	2.96%
509 00	Miscellaneous	\$434,323	\$2,497	\$34,060	\$400,263	7.84%
509 02	Professional Development	\$38,100	\$6,006	\$8,580	\$29,520	22.52%
509 08	Advertising	\$95,000	\$5,966	\$7,342	\$87,658	7.73%
TOTAL		\$18,355,925	\$1,353,495	\$5,576,035	\$12,785,771	30.38%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
October 31, 2017

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	100,000	0	0	100,000	0.00%
4090194	TDA Shop repairs and replacement	85,000	0	0	85,000	0.00%
4091794	Bus stop improvements	212,461	0	0	212,461	0.00%
4092394	TDA Bus replacement	2,738,770	0	2,180,508	558,262	79.62%
4090994	TDA IT Upgrades and Replacements	35,000	0	0	35,000	0.00%
4090794	TDA Transit Center Improvements	273,493	0	0	273,493	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092094	TDA (Major component rehab)	30,000	0	0	30,000	0.00%
4091294	TDA Doolan Tower Upgrade	10,000	0	0	10,000	0.00%
4090894	TDA TPI	66,000	0	0	66,000	0.00%
4092194	TDA Rebranding bus wrap	175,000	0	0	175,000	0.00%
4091594	TDA Farebox upgrade	101,758	0	0	101,758	0.00%
4090394	TDA Non revenue vehicle replacement	144,800	0	0	144,800	0.00%
4092396	Bridge Tolls Bus Replacement	535,578	0	0	535,578	0.00%
4091701	CTC CIP Shelters	1,600,000	0	0	1,600,000	0.00%
409xx01	TVTC TSP	1,140,000	0	0	1,140,000	0.00%
4111700	PTMISEA Shelters and Stops	117,539	0	0	117,539	0.00%
41124	Prob 1B Security upgrades	36,696	0	0	36,696	0.00%
41114	Prop 1B Wifi	36,696	0	0	36,696	0.00%
41107	PTMISEA Transit Center Improvements	126,507	0	0	126,507	0.00%
41105	PTMISEA Office improvements	177,390	0	0	177,390	0.00%
41308	TPI	504,564	0	0	504,564	0.00%
41315	FTA Farebox upgrade	398,242	0	0	398,242	0.00%
41304	FTA BRT	300,000	0	0	300,000	0.00%
41303	FTA non revenue vehicle upgrade	367,200	0	0	367,200	0.00%
41323	FTA Bus replacements	12,312,300	0	0	12,312,300	0.00%
TOTAL REVENUE		21,724,994	-	2,180,508	19,544,486	10.04%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
FOR THE PERIOD ENDING:
October 31, 2017

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	85,000	35,008	51,395	33,605	60.46%
5550207	New MOA Facility (Satellite Facility)	-	0	0	0	#DIV/0!
5550307	Non revenue vehicle replacement	512,000	0	0	512,000	0.00%
5550407	BRT	-	12,577	12,577	(12,577)	#DIV/0!
5550507	Office and Facility Equipment	277,390	13,848	51,598	225,792	18.60%
5550607	511 Integration	-	0	0	0	#DIV/0!
	TSP upgrade	1,140,000	0	0	1,140,000	0.00%
5550807	Dublin TPI project	570,564	47,021	256,516	314,048	44.96%
5550907	IT Upgrades and replacement	35,000	0	5,071	29,929	14.49%
5551007	Transit Center Upgrades and Improvements	400,000	0	0	400,000	0.00%
5551207	Doolan Tower upgrade	10,000	0	0	10,000	0.00%
5551407	Wifi	36,696	0	0	36,696	0.00%
5551507	Farebox upgrade	500,000	0	0	500,000	0.00%
5551707	Bus Shelters and Stops	2,230,000	0	0	2,230,000	0.00%
5552007	Major component rehab	30,000	0	3,032	26,968	10.11%
5552107	Rebranding bus wrap	175,000	0	0	175,000	0.00%
5552307	Bus replacement	15,586,648	7,244,110	7,280,993	8,305,655	46.71%
5552407	Security upgrades	36,696	0	0	36,696	0.00%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
TOTAL CAPITAL EXPENDITURES		21,724,994	7,352,564	7,661,181	14,063,813	35.26%
FUND BALANCE (CAPITAL)		0.00	(7,352,564)	(5,480,673)		
FUND BALANCE (CAPTIAL & OPERATING)		0.00	(7,165,035)	(1,278,216)		

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

www.treasurer.ca.gov/pmia-laif/laif.asp

November 16,
2017

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

PMIA Average Monthly Yields

Account Number:

80-01-002

// [Tran Type Definitions](#)

October 2017 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/13/2017	10/12/2017	QRD	1550726	SYSTEM	1,797.42

Account Summary

Total Deposit:	1,797.42	Beginning Balance:	664,096.52
Total Withdrawal:	0.00	Ending Balance:	665,893.94

REPORT.: Nov 03 17 Friday
RUN....: Nov 03 17 Time: 12:56
Run By.: Daniel Zepeda

LAVTA
Month End Cash Disbursements Report
Report for 10-17 BANK ACCOUNT 105

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

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
10-17	H7812	10/06/17	PAC02 (PACIFIC GAS AND ELECTRIC)		554.14	.00	554.14	PAC02, 7264840356-5, RAPI
	H7813	10/06/17	PAC02 (PACIFIC GAS AND ELECTRIC)		163.05	.00	163.05	PAC02, 7649646868-7, DOOL
	H7814	10/06/17	PAC02 (PACIFIC GAS AND ELECTRIC)		191.90	.00	191.90	PAC02, 9007202117-4, MOA
	H7815	10/06/17	PAC02 (PACIFIC GAS AND ELECTRIC)		1,683.52	.00	1,683.52	PAC02, 6062256368-6, ATLA
	H7816	10/06/17	VSP01 (VSP)		559.88	.00	559.88	VSP01, OCT-17 VISION INSU
	H7817	10/06/17	CAL04 (CALIFORNIA WATER SERVICE)		516.46	.00	516.46	CAL04, 9098655555, MOA WA
	H7818	10/06/17	CAL04 (CALIFORNIA WATER SERVICE)		1,009.36	.00	1,009.36	CAL04, 0198655555, BUS WA
	H7819	10/06/17	CAL04 (CALIFORNIA WATER SERVICE)		64.28	.00	64.28	CAL04, 2575555555, TC FIR
	H7820	10/06/17	CAL04 (CALIFORNIA WATER SERVICE)		85.71	.00	85.71	CAL04, 4755555555, MOA FI
	H7821	10/06/17	CAL04 (CALIFORNIA WATER SERVICE)		85.71	.00	85.71	CAL04, 5755555555, CONTRA
	H7822	10/06/17	CIT07 (CITY OF LIVERMORE - WATER)		48.63	.00	48.63	CIT07, 139399-00, ATLANTI
	H7823	10/06/17	CIT07 (CITY OF LIVERMORE - WATER)		66.68	.00	66.68	CIT07, 139361-00, ATLANTI
	H7824	10/06/17	CIT07 (CITY OF LIVERMORE - WATER)		172.89	.00	172.89	CIT07, 138430-01, ATLANTI
	H7825	10/06/17	CIT07 (CITY OF LIVERMORE - WATER)		13.49	.00	13.49	CIT07, 138432-00, ATLANTI
	H7826	10/06/17	PAC01 (AT&T)		161.43	.00	161.43	PAC01,ACCT #925-243-9029,
	H7827	10/06/17	PAC01 (AT&T)		350.45	.00	350.45	PAC01, ACCT #436-951-0106
	H7828	10/06/17	PAC01 (AT&T)		32.94	.00	32.94	PAC01, ACCT #232-351-6260
	H7829	10/06/17	VER01 (VERIZON WIRELESS)		1,329.88	.00	1,329.88	VER01, 9793249058,WIFI &
	H7830	10/06/17	NEL01 (NELSON\NYGAARD CONSULTING AS		4,029.75	.00	4,029.75	NEL01, 70323, NOV-16 THRU
	H7831	10/06/17	MTM01 (MEDICAL TRANSPORTATION MANAG		9,012.50	.00	9,012.50	MTM01, MTM-112096 9/6-9/
	H7832	10/06/17	MVT01 (MV TRANSPORTATION, INC.)		79,220.61	.00	79,220.61	MVT01, AUG-2017 FIXED ROU
	H7833	10/06/17	MTM01 (MEDICAL TRANSPORTATION MANAG		135,475.25	.00	135,475.25	MTM01, AUG-2017 MONTHLY S
	H7834	10/06/17	STA01 (STATE COMPENSATION FUND)		1,720.50	.00	1,720.50	STA01, OCT-17 WORKER'S CO
	H7835	10/06/17	TX143 (KIM BRETOI)		91.40	.00	91.40	TX143, PARATAXI REIMBURSE
	H7836	10/06/17	TAX91 (VIVIAN MARIE MILLER)		192.74	.00	192.74	TAX91, PARATAXI REIMBURSE
	H7837	10/06/17	TX177 (MARILYN LANE)		90.74	.00	90.74	TX177, PARATAXI REIMBURSE
	H7838	10/06/17	TAX76 (MARY ANN HANDZUS)		74.80	.00	74.80	TAX76, PARATAXI REIMBURSE
	H7839	10/13/17	MVT01 (MV TRANSPORTATION, INC.)	347,235.80	.00	347,235.80	MVT01, OCT-17 1ST INSTALL	
	H7840	10/06/17	STA01 (STATE COMPENSATION FUND)		959.21	.00	959.21	STA01, 2017 WORKER'S COMP
	H7841	10/06/17	PAC02 (PACIFIC GAS AND ELECTRIC)		8,630.34	.00	8,630.34	PAC02, 5809326332-3, MOA
	H7842	10/06/17	CAL04 (CALIFORNIA WATER SERVICE)		36.41	.00	36.41	CAL04, 3616555555, TC WAT
	H7843	10/06/17	CAL04 (CALIFORNIA WATER SERVICE)		259.24	.00	259.24	CAL04, 4616555555, TC IRR
	H7844	10/06/17	SUD01 (JENNIFER SUDA)		29.98	.00	29.98	SUD01, OCT-17 EXPENSE REI
	H7845	10/20/17	MER01 (MERCHANT SERVICES)		96.69	.00	96.69	MER01, SEPT-17 MOA CC FEE
	H7846	10/20/17	MER01 (MERCHANT SERVICES)		205.27	.00	205.27	MER01, SEPT-17 MOA CC FEE
	H7847	10/20/17	CIT07 (CITY OF LIVERMORE - WATER)		304.09	.00	304.09	CIT07, 139388-00, BUS WAS
	H7848	10/20/17	CIT07 (CITY OF LIVERMORE - WATER)		41.81	.00	41.81	CIT07, 138431-00, ATLANTI
	H7849	10/20/17	MVT01 (MV TRANSPORTATION, INC.)	347,235.80	.00	347,235.80	MVT01, 78538, OCT-17 2ND	
	H7850	10/20/17	CAL15 (CALTRONICS BUSINESS SYS)		785.57	.00	785.57	CAL15, 2367090, BIZHUB TH
	H7851	10/20/17	SHE05 (SHELL)		71.59	.00	71.59	SHE05, OCT-2017 CC STATEM
	H7852	10/20/17	STA13 (STAPLES CREDIT PLAN)		239.94	.00	239.94	STA13, OCT-2017 CC STATEM
	H7853	10/20/17	ZEP01 (DANIEL ZEPEDA)		823.21	.00	823.21	ZEP01, 10/20/17 CalPERS R
	H7854	10/20/17	WEG01 (CHRISTY WEGENER)		114.24	.00	114.24	WEG01, OCT-2017 TRAVEL RE
	H7855	10/20/17	SUD01 (JENNIFER SUDA)		37.66	.00	37.66	SUD01, 10/13/17 EXPENSE R
	H7856	10/20/17	EFT01 (ELECTRONIC FUND TRANSFERS)		7,565.88	.00	7,565.88	EFT01, FEDERAL TAXES 9/23
	H7857	10/20/17	EMP01 (EMPLOYMENT DEVEL DEPT)		2,540.76	.00	2,540.76	EMP01, STATE TAXES 9/23-1
	H7858	10/20/17	PER01 (PERS)		3,094.78	.00	3,094.78	PER01, PERS CLASSIC CONTR
	H7859	10/20/17	PER01 (PERS)		3,704.48	.00	3,704.48	PER01, PERS NEW CONTRIBUT
	H7860	10/20/17	PER04 (CALPERS RETIREMENT SYSTEM)		881.17	.00	881.17	PER04, PERS 457 CONTRIBUT
	H7861	10/20/17	DIR02 (DIRECT DEPOSIT OF PAYROLL CH	36,866.43	.00	36,866.43	DIR02, PR DIRECT DEPOSIT	
	H7862	10/20/17	TX152 (ALBERTA PILLIOD)		35.19	.00	35.19	TX152, PARATAXI REIMBURSE
	H7863	10/20/17	TAX72 (JUSTIN HART)		188.70	.00	188.70	TAX72, PARATAXI REIMBURSE
	H7864	10/20/17	STA04 (STATE BOARD OF)		1,909.22	.00	1,909.22	STA04, 3RD QTR UNDERGROUN
	H7865	10/20/17	STA05 (STATE BOARD OF EQUAL)		981.16	.00	981.16	STA05, 3RD QTR EXEMPT BUS
	H7866	10/31/17	BAN03 (BANKCARD CENTER)		5,409.77	.00	5,409.77	BAN03, AUG-17 CC STATEMEN
	H7867	10/20/17	TAX67 (CHRISTEL RAGER)		119.00	.00	119.00	TAX67, PARATAXI REIMBURSE
	H7868	10/20/17	TX113 (RODGER RAGER)		139.85	.00	139.85	TX113, PARATAXI REIMBURSE
	H7869	10/20/17	TX177 (MARILYN LANE)		81.60	.00	81.60	TX177, PARATAXI REIMBURSE
	H7870	10/20/17	TX143 (KIM BRETOI)		112.25	.00	112.25	TX143, PARATAXI REIMBURSE
	H7871	10/20/17	MCC01 (TONY McCAULAY)		2,327.58	.00	2,327.58	MCC01, ATPA ATLANTA 10/7-
	H7872	10/31/17	EFT01 (ELECTRONIC FUND TRANSFERS)		.15	.00	.15	EFT01, 3RD QTR 2017 FEDER
	H7873	10/31/17	DIR02 (DIRECT DEPOSIT OF PAYROLL CH	36,813.94	.00	36,813.94	DIR02, PR DIRECT DEPOSIT	
	H7874	10/31/17	EFT01 (ELECTRONIC FUND TRANSFERS)		7,620.77	.00	7,620.77	EFT01, FEDERAL TAXES 10/7
	H7875	10/31/17	EMP01 (EMPLOYMENT DEVEL DEPT)		2,562.97	.00	2,562.97	EMP01, STATE TAXES 10/7-1
	H7876	10/31/17	PER04 (CALPERS RETIREMENT SYSTEM)		881.98	.00	881.98	PER04, PERS 457 CONTRIBUT
	H7877	10/31/17	PER01 (PERS)		3,096.31	.00	3,096.31	PER01, PERS CLASSIC CONTR
	H7878	10/31/17	PER01 (PERS)		3,498.16	.00	3,498.16	PER01, PERS NEW CONTRIBUT
	H7879	10/31/17	AME06 (AMERICAN FIDELITY ASSURANCE		296.90	.00	296.90	AME06, OCT-17 SUPPLEMENTA
	H7880	10/31/17	AME06 (AMERICAN FIDELITY ASSURANCE		962.48	.00	962.48	AME06, NOV-17 FLEXIBLE SP
	H7881	10/31/17	DEL05 (ALLIED ADMIN/DELTA DENTAL)		2,294.02	.00	2,294.02	DEL05, NOV-17 DENTAL INSU
	H7882	10/31/17	MUT01 (MUTUAL OF OMAHA)		1,045.67	.00	1,045.67	MUT01, NOV-17 LIFE & LTD
	H7883	10/31/17	PER03 (CAL PUB EMP RETIRE SYSTM)		37,834.23	.00	37,834.23	PER03, NOV-17 HEALTH INSU
	H7884	10/31/17	VSP01 (VSP)		559.88	.00	559.88	VSP01, NOV-17 VISION INSU
	H7885	10/31/17	EMP01 (EMPLOYMENT DEVEL DEPT)		3,728.00	.00	3,728.00	EMP01, 3RD QTR 2017 UNEMP
	H7886	10/31/17	KUL01 (KADRI KULM)		23.42	.00	23.42	KUL01, SEPT & OCT-2017 TR
	H7887	10/31/17	BID01 (DON BIDDLE)		100.00	.00	100.00	BID01, OCT-2017 BOD STIPE
	H7888	10/31/17	BRO03 (KARLA SUE BROWN)		200.00	.00	200.00	BRO03, OCT-2017 BOD STIPE
	H7889	10/31/17	HAG01 (SCOTT HAGGERTY)		200.00	.00	200.00	HAG01, OCT-2017 BOD STIPE
	H7890	10/31/17	HAU01 (DAVID HAUBERT)		200.00	.00	200.00	HAU01, OCT-2017 BOD STIPE
	H7891	10/31/17	PEN01 (JERRY PENTIN)		200.00	.00	200.00	PEN01, OCT-2017 BOD STIPE
	H7892	10/31/17	SPE04 (STEVEN G. SPEDOWFSKI)		300.00	.00	300.00	SPE04, OCT-2017 BOD STIPE
	H7893	10/31/17	COO03 (BOB COOMBER)		200.00	.00	200.00	COO03, OCT-2017 BOD STIPE
	H7894	10/31/17	EMP01 (EMPLOYMENT DEVEL DEPT)		.10	.00	.10	EMP01, 3RD QTR 2017 STATE
	H7895	10/31/17	BAN03 (BANKCARD CENTER)		3,901.20	.00	3,901.20	BAN03, SEPT-17 BOW CC STA
	H7905	10/31/17	PAC02 (PACIFIC GAS AND ELECTRIC)		128.81	.00	128.81	PAC02, 7649646868-7, DOOL
	H7906	10/31/17	PAC02 (PACIFIC GAS AND ELECTRIC)		280.99	.00	280.99	PAC02, 9007202117-4, MOA
020159	10/03/17	MVT01 (MV TRANSPORTATION, INC.)		(4,500.00)	.00	(4,500.00)	Ck# 020159 Reversed	
020175	10/04/17	GIL01 (GILLIG LLC)		4,023,714.70	.00	4,023,714.70	Automatic Generated Check	
020176	10/03/17	MVT01 (MV TRANSPORTATION, INC.)		10,500.00	.00	10,500.00	Automatic Generated Check	
020177	10/06/17	A&M01 (LEO LAM INC)		250.75	.00	250.75	Automatic Generated Check	
020178	10/06/17	ACT01 (AC TRANSIT DISTRICT)		1,175.46	.00	1,175.46	Automatic Generated Check	

REPORT.: Nov 03 17 Friday
 RUN....: Nov 03 17 Time: 12:56
 Run By.: Daniel Zepeda

LAVTA
 Month End Cash Disbursements Report
 Report for 10-17 BANK ACCOUNT 105

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

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
10-17	020179	10/06/17	AIM01 (AIM TO PLEASE JANITORIAL SER		2,538.19	.00	2,538.19	Automatic Generated Check
	020180	10/06/17	ATT03 (AT&T)		958.80	.00	958.80	Automatic Generated Check
	020181	10/06/17	BAY08 (BAY CITY ELECTRIC WORKS)		269.67	.00	269.67	Automatic Generated Check
	020182	10/06/17	CAL13 (CALIFORNIA TRANSIT)		683.83	.00	683.83	Automatic Generated Check
	020183	10/06/17	CIT06 (CITY OF LIVERMORE SEWER)		111.82	.00	111.82	Automatic Generated Check
	020184	10/06/17	COR01 (CORBIN WILLITS SYSTEMS)		239.45	.00	239.45	Automatic Generated Check
	020185	10/06/17	EME01 (EMERALD LANDSCAPE CO INC)		2,290.00	.00	2,290.00	Automatic Generated Check
	020186	10/06/17	FLU01 (FLUENT LANGUAGE SOLUTIONS)		282.10	.00	282.10	Automatic Generated Check
	020187	10/06/17	GEN05 (GENFARE)		35,007.98	.00	35,007.98	Automatic Generated Check
	020188	10/06/17	HAN01 (HANSON BRIDGETT MARCUS)		6,350.00	.00	6,350.00	Automatic Generated Check
	020189	10/06/17	KIM02 (KIMLEY-HORN AND ASSOC, INC)		4,019.00	.00	4,019.00	Automatic Generated Check
	020190	10/06/17	LIV10 (LIVERMORE SANITATION INC)		2,315.68	.00	2,315.68	Automatic Generated Check
	020191	10/06/17	LYF01 (LYFT, INC)		984.89	.00	984.89	Automatic Generated Check
	020192	10/06/17	PRE03 (PREMIER SECURITY SOLNS CO)		250.00	.00	250.00	Automatic Generated Check
	020193	10/06/17	SCF01 (SC FUELS)		33,879.54	.00	33,879.54	Automatic Generated Check
	020194	10/06/17	SVP01 (SILICON VALLEY PAVING INC.)		12,074.00	.00	12,074.00	Automatic Generated Check
	020195	10/06/17	TRC01 (TRC ENGINEERING SERVICES LLC		4,968.00	.00	4,968.00	Automatic Generated Check
	020196	10/18/17	GIL01 (GILLIG LLC)		1,609,485.88	.00	1,609,485.88	Automatic Generated Check
	020197	10/20/17	A&M01 (LEO LAM INC)		4,049.33	.00	4,049.33	Automatic Generated Check
	020198	10/20/17	AIM01 (AIM TO PLEASE JANITORIAL SER		42,000.00	.00	42,000.00	Automatic Generated Check
	020199	10/20/17	ATT02 (AT&T)		395.14	.00	395.14	Automatic Generated Check
	020200	10/20/17	AVI01 (AMADOR VALLEY INDUSTRIES)		367.77	.00	367.77	Automatic Generated Check
	020201	10/20/17	CIT06 (CITY OF LIVERMORE SEWER)		40.21	.00	40.21	Automatic Generated Check
	020202	10/20/17	DAY02 (DAY & NIGHT PEST CONTROL)		218.00	.00	218.00	Automatic Generated Check
	020203	10/20/17	DIG01 (SAMEER SIRUGURI)		607.50	.00	607.50	Automatic Generated Check
	020204	10/20/17	DIR01 (DIRECT TV)		14.00	.00	14.00	Automatic Generated Check
	020205	10/20/17	EME01 (EMERALD LANDSCAPE CO INC)		425.00	.00	425.00	Automatic Generated Check
	020206	10/20/17	FEH01 (FEHR & PEERS)		5,483.63	.00	5,483.63	Automatic Generated Check
	020207	10/20/17	HAN01 (HANSON BRIDGETT MARCUS)		5,169.00	.00	5,169.00	Automatic Generated Check
	020208	10/20/17	IPC01 (IPC (USA) INC)		17,760.45	.00	17,760.45	Automatic Generated Check
	020209	10/20/17	JTH01 (J. THAYER COMPANY)		164.24	.00	164.24	Automatic Generated Check
	020210	10/20/17	KKI01 (ALPHA MEDIA LLC)		2,000.00	.00	2,000.00	Automatic Generated Check
	020211	10/20/17	MAZ01 (MAZE & ASSOCIATES)		19,589.00	.00	19,589.00	Automatic Generated Check
	020212	10/20/17	MET01 (METROPOLITAN TRANSPORT-)		12,337.57	.00	12,337.57	Automatic Generated Check
	020213	10/20/17	NSC01 (N/S CORPORATION)		624.43	.00	624.43	Automatic Generated Check
	020214	10/20/17	PAC11 (PACIFIC ENVIROMENTAL SERV)		240.00	.00	240.00	Automatic Generated Check
	020215	10/20/17	PAV01 (PAVLOV ADVERTISING LLC)		3,916.79	.00	3,916.79	Automatic Generated Check
	020216	10/20/17	PLA02 (PLANETERIA MEDIA LLC)		325.00	.00	325.00	Automatic Generated Check
	020217	10/20/17	SCF01 (SC FUELS)		37,301.05	.00	37,301.05	Automatic Generated Check
	020218	10/20/17	SHA02 (SHAMROCK OFFICE SOLUTIONS)		15.90	.00	15.90	Automatic Generated Check
	020219	10/20/17	SOLO1 (SOLUTIONS FOR TRANSIT)		2,083.33	.00	2,083.33	Automatic Generated Check
	020220	10/20/17	TEL01 (TPX COMMUNICATIONS)		1,988.80	.00	1,988.80	Automatic Generated Check
	020221	10/20/17	TX115 (LARRY MENDEZ)		106.04	.00	106.04	Automatic Generated Check
	020222	10/20/17	TX139 (ROBERT MONAGHAN)		561.40	.00	561.40	Automatic Generated Check
	020223	10/20/17	TX176 (TERA BRINGHURST)		52.30	.00	52.30	Automatic Generated Check
	020224	10/20/17	TX184 (DEBRA YOUNAN)		115.28	.00	115.28	Automatic Generated Check
	020225	10/20/17	WES02 (WESTERN PACIFIC SIGNAL, LLC)		47,020.98	.00	47,020.98	Automatic Generated Check
	020226	10/30/17	A&M01 (LEO LAM INC)		3,308.36	.00	3,308.36	Automatic Generated Check
	020227	10/30/17	ATT03 (AT&T)		961.93	.00	961.93	Automatic Generated Check
	020228	10/30/17	BAY08 (BAY CITY ELECTRIC WORKS)		1,409.41	.00	1,409.41	Automatic Generated Check
	020229	10/30/17	CIT06 (CITY OF LIVERMORE SEWER)		150.17	.00	150.17	Automatic Generated Check
	020230	10/30/17	COR01 (CORBIN WILLITS SYSTEMS)		239.45	.00	239.45	Automatic Generated Check
	020231	10/30/17	FED01 (FedEx)		37.71	.00	37.71	Automatic Generated Check
	020232	10/30/17	JAM01 (JAM SERVICES INC.)		6,025.14	.00	6,025.14	Automatic Generated Check
	020233	10/30/17	KIM02 (KIMLEY-HORN AND ASSOC, INC)		2,669.92	.00	2,669.92	Automatic Generated Check
	020234	10/30/17	PLE05 (PLEASANTON, CITY OF)		11,044.22	.00	11,044.22	Automatic Generated Check
	020235	10/30/17	RHT01 (PRIME MECHANICAL SERVICE INC		834.00	.00	834.00	Automatic Generated Check
	020236	10/30/17	SCF01 (SC FUELS)		16,846.00	.00	16,846.00	Automatic Generated Check
	020237	10/30/17	SPR01 (SPRINTER CTP, INC)		974.51	.00	974.51	Automatic Generated Check
	020238	10/31/17	GIL01 (GILLIG LLC)		1,605,941.49	.00	1,605,941.49	Automatic Generated Check
Total for Bank Account 105 ----->					8,720,257.53	.00	8,720,257.53	
Grand Total of all Bank Accounts ----->					8,720,257.53	.00	8,720,257.53	

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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
10-17	A&M01 (LEO LAM INC)	139266	09/21/17	10/21/17	A	4049.33	A&M01, 139266, PO #6319 SHELTER INSERTS AUG-
		140188	09/26/17	10/26/17	A	250.75	A&M01, 140188, PO #6408 REPLENISH OFFICE LET
		140876	10/19/17	11/18/17	A	2942.90	A&M01, 140876, PO #6416 TIMETABLES REPRINT-1
		140986	10/24/17	11/23/17	A	188.19	A&M01, 140986, PO #6445 300 BROCHURES-SAV
		140987	10/24/17	11/23/17	A	177.27	A&M01, 140987, PO #6445 300 BROCHURES-RAIL G
		Vendor's Total ----->				7608.44	
10-17	ACT01 (AC TRANSIT DISTRICT)	LOC0634	09/22/17	10/22/17	A	1175.46	ACT01, LOC0000634, FY18 RTC PROGRAM 1ST QTR
10-17	AIM01 (AIM TO PLEASE JANITORIAL SE	1032	03/23/17	04/22/17	A	10500.00	AIM01, 1032, MAR-17 BUS STOP CLEANING SERVIC
		1036	08/03/17	09/02/17	A	10500.00	AIM01, 1036, JULY-17 BUS STOP CLEANING SERVI
		1037	09/05/17	10/05/17	A	10500.00	AIM01, 1037, AUG-17 BUS STOP CLEANING SERVIC
		1038	10/02/17	11/01/17	A	10500.00	AIM01, 1038, SEPT-17 BUS STOP CLEANING SERVI
	25-SEP-17	10/02/17	11/01/17	A	2538.19	AIM01, SEPT-17 MONTHLY JANITORIAL SERVICE	
		Vendor's Total ----->				44538.19	
10-17	AME06 (AMERICAN FIDELITY ASSURANCE FSA11-17H		09/25/17	10/25/17	A	962.48	AME06, NOV-17 FLEXIBLE SPENDING ACCT
	SUPP10-17H		10/17/17	11/16/17	A	296.90	AME06, OCT-17 SUPPLEMENTAL INSURANCE
		Vendor's Total ----->				1259.38	
10-17	ATT02 (AT&T)	10365032	10/13/17	11/12/17	A	395.14	ATT02, 10365032, PAYER #9391035694 9/13-10/1
10-17	ATT03 (AT&T)	698528301	09/19/17	10/19/17	A	958.80	ATT03, SEPT-17 INTERNET PRI
		860847307	10/19/17	11/18/17	A	961.93	ATT03, 3860847307, OCT-17 INTERNET PRI
		Vendor's Total ----->				1920.73	
10-17	AVI01 (AMADOR VALLEY INDUSTRIES)	640099	09/30/17	10/30/17	A	367.77	AVI01, 640099, SEPT-17 GARBAGE PICK UP SERVI
10-17	BAN03 (BANKCARD CENTER)	AUG-2017H	08/28/17	09/27/17	A	5409.77	BAN03, AUG-17 CC STATEMENT
	SEPT-2017H	10/23/17	11/22/17	A	3901.20	BAN03, SEPT-17 BOW CC STATEMENT	
		Vendor's Total ----->				9310.97	
10-17	BAY08 (BAY CITY ELECTRIC WORKS)	W179851	08/13/17	09/12/17	A	269.67	BAY08, W179851, AUG-17 GENERATOR PREVENT MAI
		W182492	09/30/17	10/30/17	A	1409.41	BAY08, W182492, ANNUAL INSPECTION & LOAD TES
		Vendor's Total ----->				1679.08	
10-17	BID01 (DON BIDDLE)	OCT-2017H	10/31/17	11/30/17	A	100.00	BID01, OCT-2017 BOD STIPEND
10-17	BRO03 (KARLA SUE BROWN)	OCT-2017H	10/31/17	11/30/17	A	200.00	BRO03, OCT-2017 BOD STIPEND
10-17	CAL04 (CALIFORNIA WATER SERVICE)	198092017H	09/20/17	10/20/17	A	1009.36	CAL04, 01986555555, BUS WASH 8/17-9/18/17
		257092817H	09/28/17	10/28/17	A	64.28	CAL04, 25755555555, TC FIRE 10/1-10/31/17
		361092917H	09/29/17	10/29/17	A	36.41	CAL04, 36165555555, TC WATER 8/31-9/28/17
		461092917H	09/29/17	10/29/17	A	259.24	CAL04, 46165555555, TC IRRG. 8/31-9/28/17
		475092817H	09/28/17	10/28/17	A	85.71	CAL04, 47555555555, MOA FIRE 10/1-10/31/17
		575092817H	09/28/17	10/28/17	A	85.71	CAL04, 57555555555, CONTRACTOR FIRE 10/1-10/3
		909091917H	09/19/17	10/19/17	A	516.46	CAL04, 90986555555, MOA WATER 8/17-9/18/17
		Vendor's Total ----->				2057.17	
10-17	CAL13 (CALIFORNIA TRANSIT)	312017SEP	10/05/17	11/04/17	A	683.83	CAL13, SEPT-17 INSURANCE CLAIMS
10-17	CAL15 (CALTRONICS BUSINESS SYS)	2367090H	10/09/17	11/08/17	A	785.57	CAL15, 2367090, BIZHUB THRU 10/07/17
10-17	CIT06 (CITY OF LIVERMORE SEWER)	BW101717	10/17/17	11/16/17	A	11.07	CIT06, 138143-00, BUS WASH 9/19-10/17/17
		TC101017	10/10/17	11/09/17	A	40.21	CIT06, 133389-00, TRANSIT CENTER 9/12-10/10/
		294091917	09/19/17	10/19/17	A	111.82	CIT06, 133294-00, MOA SEWER 8/15-9/19/17
		MOA101717	10/17/17	11/16/17	A	139.10	CIT06, 133294-00, MOA SEWER 9/19-10/17/17
		Vendor's Total ----->				302.20	
10-17	CIT07 (CITY OF LIVERMORE - WATER)	361091917H	09/19/17	10/19/17	A	66.68	CIT07, 139361-00, ATLANTIS SEWER 8/15-9/19/1
		388100317H	10/03/17	11/02/17	A	304.09	CIT07, 139388-00, BUS WASH 9/5-10/3/17
		399091917H	09/19/17	10/19/17	A	48.63	CIT07, 139399-00, ATLANTIS SEWER 8/15-9/19/1
		430091917H	09/19/17	10/19/17	A	172.89	CIT07, 138430-01, ATLANTIS INDOOR 8/15-9/19/
		431100317H	10/03/17	11/02/17	A	41.81	CIT07, 138431-00, ATLANTIS IRRG. 9/5-10/3/17
		432091917H	09/19/17	10/19/17	A	13.49	CIT07, 138432-00, ATLANTIS FIRE 8/15-9/19/17
		Vendor's Total ----->				647.59	

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10-17	COO03 (BOB COOMBER)	OCT-2017H	10/31/17	11/30/17	A	200.00	COO03, OCT-2017 BOD STIPEND
10-17	COR01 (CORBIN WILLITS SYSTEMS)	B709151	09/15/17	10/15/17	A	239.45	COR01, B709151, SEPT-17 SERVICE
		B710151	10/15/17	11/14/17	A	239.45	COR01, B710151, OCT-17 SERVICE
		Vendor's Total ----->				478.90	
10-17	DAY02 (DAY & NIGHT PEST CONTROL)	128213	09/29/17	10/29/17	A	218.00	DAY02, 128213, 9/29/17 RUTAN SERVICE
10-17	DEL05 (ALLIED ADMIN/DELTA DENTAL)	NOV-2017H	10/25/17	11/24/17	A	2294.02	DEL05, NOV-17 DENTAL INSURANCE
10-17	DIG01 (SAMEER SIRUGURI)	LVTA0006	09/05/17	10/05/17	A	607.50	DIG01, LVTA0006, MTA 511 UPDATE ROUTE KEY
10-17	DIR01 (DIRECT TV)	575284448	10/11/17	11/10/17	A	14.00	DIR01,32575284448, OCT-17 SERVICE
10-17	DIR02 (DIRECT DEPOSIT OF PAYROLL C	20171006H	10/13/17	11/12/17	A	36866.43	DIR02, PR DIRECT DEPOSIT 9/23-10/6/17
		20171020H	10/27/17	11/26/17	A	36813.94	DIR02, PR DIRECT DEPOSIT 10/7-10/20/17
		Vendor's Total ----->				73680.37	
10-17	EFT01 (ELECTRONIC FUND TRANFERS)	20170930H	10/27/17	11/26/17	A	.15	EFT01, 3RD QTR 2017 FEDERAL TAXES
		20171006H	10/10/17	11/09/17	A	7565.88	EFT01, FEDERAL TAXES 9/23-10/6/17
		20171020H	10/23/17	11/22/17	A	7620.77	EFT01, FEDERAL TAXES 10/7-10/20/17
		Vendor's Total ----->				15186.80	
10-17	EME01 (EMERALD LANDSCAPE CO INC)	302617	10/01/17	10/31/17	A	1190.00	EME01, 302617, OCT-17 LANDSCAPING SERVICE
		302993	09/22/17	10/22/17	A	1100.00	EME01, 302993, PO #6427 IRRG. REPAIRS ATLANT
		303291	09/30/17	10/30/17	A	425.00	EME01, 303291, PO #6433 RUTAN IRRG. REPAIR 9
		Vendor's Total ----->				2715.00	
10-17	EMP01 (EMPLOYMENT DEVEL DEPT)	20170930H	10/27/17	11/26/17	A	.10	EMP01, 3RD QTR 2017 STATE TAXES
		20171006H	10/10/17	11/09/17	A	2540.76	EMP01, STATE TAXES 9/23-10/6/17
		20171020H	10/23/17	11/22/17	A	2562.97	EMP01, STATE TAXES 10/7-10/20/17
		3RDQTR17H	10/24/17	11/23/17	A	3728.00	EMP01, 3RD QTR 2017 UNEMPLOYMENT-DENNIS MOCH
		Vendor's Total ----->				8831.83	
10-17	FED01 (FedEx)	596767043	10/20/17	11/19/17	A	37.71	FED01, OCT-17 STATEMENT
10-17	FEH01 (FEHR & PEERS)	117593	10/09/17	11/08/17	A	5483.63	FEH01,117593,RFP 2017-15 GO DUBLIN EVAL. 8/2
10-17	FLU01 (FLUENT LANGUAGE SOLUTIONS)	43324	09/30/17	10/30/17	A	282.10	FLU01, 43324, PO #6381 9/8/17 ON-SITE INTERP
10-17	GEN05 (GENFARE)	90123848	09/19/17	10/19/17	A	34817.98	GEN05, 90123848, PO #6272 FAREBOX PROBE REPL
		90124078	09/22/17	10/22/17	A	190.00	GEN05, 90124078, PO #6272 SHIPPING FEES
		Vendor's Total ----->				35007.98	
10-17	GIL01 (GILLIG LLC)	62077	07/31/17	08/30/17	A	804742.94	GIL01, 62077, BUS #1703, 40' ELECTRIC HYBRID
		62223	08/15/17	09/14/17	A	801198.55	GIL01, 62223, BUS #1712 29' ELECTRIC HYBRID
		62232	07/31/17	08/30/17	A	804742.94	GIL01, 62232, BUS #1704, 40' ELECTRIC HYBRID
		62233	07/31/17	08/30/17	A	804742.94	GIL01, 62233, BUS #1705, 40' ELECTRIC HYBRID
		62234	07/31/17	08/30/17	A	804742.94	GIL01, 62234, BUS #1706, 40' ELECTRIC HYBRID
		62235	07/31/17	08/30/17	A	804742.94	GIL01, 62235, BUS #1707, 40' ELECTRIC HYBRID
		62236	08/07/17	09/06/17	A	804742.94	GIL01, 62236, BUS #1708 40' ELECTRIC HYBRID
		62237	08/08/17	09/07/17	A	804742.94	GIL01, 62237, BUS #1709 40' ELECTRIC HYBRID
		62238	08/09/17	09/08/17	A	804742.94	GIL01, 62238, BUS #1710 40' ELECTRIC HYBRID
		Vendor's Total ----->				7239142.07	
10-17	HAG01 (SCOTT HAGGERTY)	OCT-2017H	10/31/17	11/30/17	A	200.00	HAG01, OCT-2017 BOD STIPEND
10-17	HAN01 (HANSON BRIDGETT MARCUS)	1196994	08/31/17	09/30/17	A	3537.50	HAN01, 1196994, JULY-17 CONTRACT LEGAL FEES
		1196995	08/31/17	09/30/17	A	2812.50	HAN01, 1196995, JULY-17 ADMIN LEGAL FEES
		1198850	09/28/17	10/28/17	A	4119.00	HAN01, 1198850, AUG-17 CONTRACT LEGAL FEES
		1198851	09/28/17	10/28/17	A	1050.00	HAN01, 1198851, AUG-17 ADMIN LEGAL FEES
		Vendor's Total ----->				11519.00	
10-17	HAU01 (DAVID HAUBERT)	OCT-2017H	10/31/17	11/30/17	A	200.00	HAU01, OCT-2017 BOD STIPEND

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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
10-17	IPC01 (IPC (USA) INC)	183076305	09/22/17	10/22/17	A	17760.45	IPC01, 183076305, 9/22/17 FUEL DELIVERY
10-17	JAM01 (JAM SERVICES INC.)	99457	10/20/17	11/19/17	A	6025.14	JAM01, 99457, PO #6349 PEDESTRIAN LIGHTS-N.
10-17	JTH01 (J. THAYER COMPANY)	1187220-0	10/10/17	11/09/17	A	164.24	JTH01, 1187220-0, 10/10/17 PRINTING PAPER
10-17	KIM02 (KIMLEY-HORN AND ASSOC, INC)	9989816	08/31/17	09/30/17	A	4019.00	KIM02, 9989816, PO #6172 LAVTA BUS STOP IMPR
		10069857	09/30/17	10/30/17	A	896.00	KIM02, 10069857, PO #6172 LAVTA BUS STOP IMP
		7101-0917	09/30/17	10/30/17	A	1773.92	KIM02, 097447101-0917, SEPT-17 PARKING LOT R
	Vendor's Total ----->					6688.92	
10-17	KKI01 (ALPHA MEDIA LLC)	170987004	09/30/17	10/30/17	A	2000.00	KKI01, IN-1170987004, 9/25-9/28/17 RADIO ADS
10-17	KUL01 (KADRI KULM)	OCT-2017H	10/31/17	11/30/17	A	23.42	KUL01, SEPT & OCT-2017 TRAVEL REIMBURSE
10-17	LIV10 (LIVERMORE SANITATION INC)	914065	09/30/17	10/30/17	A	2315.68	LIV10, 914065, SEPT-17 GARBAGE SERVICE RUTAN
10-17	LYF01 (LYFT, INC)	7689	08/31/17	09/30/17	A	101.53	LYF01, 7689, AUG-17 CODE: GODUBLIN7
		7690	08/31/17	09/30/17	A	196.78	LYF01, 7690, AUG-17 CODE: GODUBLIN
		7691	08/31/17	09/30/17	A	686.58	LYF01, 7691, AUG-17 CODE: GODUBLIN8
	Vendor's Total ----->					984.89	
10-17	MAZ01 (MAZE & ASSOCIATES)	26234	10/13/17	11/12/17	A	19589.00	MAZ01, 26234, FY17 AUDIT WORK SEPT-17
10-17	MCC01 (TONY McCAULAY)	OCT-2017H	10/19/17	11/18/17	A	2327.58	MCC01, ATPA ATLANTA 10/7-10/12/17 EXPO REIMB
10-17	MER01 (MERCHANT SERVICES)	TC093017H	09/30/17	10/30/17	A	96.69	MER01, SEPT-17 MOA CC FEES
		MOA093017H	09/30/17	10/30/17	A	205.27	MER01, SEPT-17 MOA CC FEES
	Vendor's Total ----->					301.96	
10-17	MET01 (METROPOLITAN TRANSPORT-)	AR015132	10/01/17	10/31/17	A	12337.57	MET01, AR015132, AUG-17 CLIPPER FEES
10-17	MTM01 (MEDICAL TRANSPORTATION MANA	AUG-2017H	09/08/17	10/08/17	A	135475.25	MTM01, AUG-2017 MONTHLY SERVICE
		MTM112096H	09/27/17	10/27/17	A	9012.50	MTM01, MTM-112096 9/6-9/26/17
	Vendor's Total ----->					144487.75	
10-17	MUT01 (MUTUAL OF OMAHA)	NOV-2017H	10/16/17	11/15/17	A	1045.67	MUT01, NOV-17 LIFE & LTD INSURANCE
10-17	MVT01 (MV TRANSPORTATION, INC.)	78537H	10/03/17	11/02/17	A	347235.80	MVT01, OCT-17 1ST INSTALL PAYMENT, INV #7853
		78538H	10/03/17	11/02/17	A	347235.80	MVT01, 78538, OCT-17 2ND INSTALL PAYMENT
		AUG-2017H	09/10/17	10/10/17	A	79220.61	MVT01, AUG-2017 FIXED ROUTE SERVICES
		SQSI FY17u	10/03/17	/ /		4500.00	-CK# 020159 Reversed
		SQSI-FY17	09/25/17	10/25/17	A	10500.00	MVT01, FY17 SQSI PAYMENT-CORRECTION
	Vendor's Total ----->					779692.21	
10-17	NEL01 (NELSON\NYGAARD CONSULTING A	70323H	09/22/17	10/22/17	A	4029.75	NEL01, 70323, NOV-16 THRU AUG-17 PROFESSIONA
10-17	NSC01 (N/S CORPORATION)	0084338IN	10/16/17	11/15/17	A	624.43	NSC01, 0084338-IN, PO #6431 REPLACE BUS WASH
10-17	PAC01 (AT&T)	ATT090717H	09/07/17	10/07/17	A	32.94	PAC01, ACCT #232-351-6260, CONTRACTOR FIRE 9/
		ATT091117H	09/11/17	10/11/17	A	350.45	PAC01, ACCT #436-951-0106, ATLANTIS T1 9/11-
		ATT091317H	09/13/17	10/13/17	A	161.43	PAC01, ACCT #925-243-9029, ATLANTIS ALARM 9/13
	Vendor's Total ----->					544.82	
10-17	PAC02 (PACIFIC GAS AND ELECTRIC)	580100217H	10/02/17	11/01/17	A	8630.34	PAC02, 5809326332-3, MOA ELECTRIC 8/31-10/1/
		606092917H	09/29/17	10/29/17	A	1683.52	PAC02, 6062256368-6, ATLANTIS 8/30-9/28/17
		726092117H	09/21/17	10/21/17	A	554.14	PAC02, 7264840356-5, RAPID BUS STOPS 8/22-9/
		764091317H	09/13/17	10/13/17	A	163.05	PAC02, 7649646868-7, DOOLAN TWR 8/14-9/12/17
		764101217H	10/30/17	11/29/17	A	128.81	PAC02, 7649646868-7, DOOLAN TOWER 9/13-10/11
		900091417H	09/14/17	10/14/17	A	191.90	PAC02, 9007202117-4, MOA GAS 8/15-9/13/17
		900101317H	10/30/17	11/29/17	A	280.99	PAC02, 9007202117-4, MOA GAS 9/14-10/12/17
	Vendor's Total ----->					11632.75	
10-17	PAC11 (PACIFIC ENVIROMENTAL SERV)	1206	10/04/17	11/03/17	A	120.00	PAC11, 1206, SEPT-17 RUTAN MONTHLY SERVICE

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10-17	PAC11 (PACIFIC ENVIROMENTAL SERV)	1207	10/04/17	11/03/17	A	120.00	PAC11, 1207, SEPT-17 ATLANTIS MONTHLY SERVIC
		Vendor's Total ----->				240.00	
10-17	PAV01 (PAVLOV ADVERTISING LLC)	3844	09/26/17	10/26/17	A	3916.79	PAV01, 3844, PO #6330 DIRECT MAIL CAMPAIGN 1
10-17	PEN01 (JERRY PENTIN)	OCT-2017H	10/31/17	11/30/17	A	200.00	PEN01, OCT-2017 BOD STIPEND
10-17	PER01 (PERS)	20171006CH	10/10/17	11/09/17	A	3094.78	PER01, PERS CLASSIC CONTRIBUTIONS 9/23-10/6/
		20171006NH	10/10/17	11/09/17	A	3704.48	PER01, PERS NEW CONTRIBUTIONS 9/23-10/6/17
		20171020CH	10/21/17	11/20/17	A	3096.31	PER01, PERS CLASSIC CONTRIBUTION 10/7-10/20/
		20171020NH	10/21/17	11/20/17	A	3498.16	PER01, PERS NEW CONTRIBUTIONS 10/7-10/20/17
		Vendor's Total ----->				13393.73	
10-17	PER03 (CAL PUB EMP RETIRE SYSTM)	NOV-2017H	10/16/17	11/15/17	A	37834.23	PER03, NOV-17 HEALTH INSURANCE
10-17	PER04 (CALPERS RETIREMENT SYSTEM)	20171006H	10/10/17	11/09/17	A	881.17	PER04, PERS 457 CONTRIBUTIONS 9/23-10/6/17
		20171020H	10/21/17	11/20/17	A	881.98	PER04, PERS 457 CONTRIBUTIONS 10/7-10/20/17
		Vendor's Total ----->				1763.15	
10-17	PLA02 (PLANETERIA MEDIA LLC)	15109	10/15/17	11/14/17	A	325.00	PLA02, 15109, PO #6216 WEB HOSTING OCT-17
10-17	PLE05 (PLEASANTON, CITY OF)	591	10/23/17	11/22/17	A	11044.22	PLE05, 591, OCT-17 PARATRANSIT ASSESSMENT BI
10-17	PRE03 (PREMIER SECURITY SOLNS CO)	1709-135	09/20/17	10/20/17	A	250.00	PRE03, 1709-135, PO #6428 ALARM SYSTEM TROUB
10-17	RHT01 (PRIME MECHANICAL SERVICE IN	12162	10/16/17	11/15/17	A	243.00	RHT01, 12162, ATLANTIS HVAC QTRLY MAINT FY18
		12164	10/16/17	11/15/17	A	591.00	RHT01, 12164, RUTAN HVAC QTRLY MAINT FY18
		Vendor's Total ----->				834.00	
10-17	SCF01 (SC FUELS)	3410870	09/13/17	10/13/17	A	17214.57	SCF01, 3410870, 9/13/17 FUEL DELIVERY
		3414459	08/30/17	09/29/17	A	16664.97	SCF01, 3414459, 8/30/17 FUEL DELIVERY
		3415781	09/20/17	10/20/17	A	2247.69	SCF01, 3415781, 9/20/17 FUEL DELIVERY
		3421895	09/28/17	10/28/17	A	18141.05	SCF01, 3421895, 9/28/17 FUEL DELIVERY
		3427823	10/06/17	11/05/17	A	16912.31	SCF01, 3427823, 10/6/17 FUEL DELIVERY
		3436909	10/19/17	11/18/17	A	16846.00	SCF01, 3436909, 10/19/17 FUEL DELIVERY
		Vendor's Total ----->				88026.59	
10-17	SHA02 (SHAMROCK OFFICE SOLUTIONS)	299756	09/30/17	10/30/17	A	15.90	SHA02, 299756, FRONT DESK PRINTER 8/30-9/29/
10-17	SHE05 (SHELL)	OCT-2017H	10/06/17	11/05/17	A	71.59	SHE05, OCT-2017 CC STATEMENT
10-17	SOL01 (SOLUTIONS FOR TRANSIT)	17-1005LA	10/05/17	11/04/17	A	2083.33	SOL01, SEPT-17 CLIPPER ANALYSIS
10-17	SPE04 (STEVEN G. SPEDOWFSKI)	OCT-2017H	10/31/17	11/30/17	A	300.00	SPE04, OCT-2017 BOD STIPEND
10-17	SPR01 (SPRINTER CTP, INC)	3481	10/20/17	11/19/17	A	974.51	SPR01, 3481, DISABLE MONTHLY PASSES-1K
10-17	STA01 (STATE COMPENSATION FUND)	OCT-2017H	09/22/17	10/22/17	A	1720.50	STA01, OCT-17 WORKER'S COMP PREMIUM
		2017SRCHRH	10/05/17	11/04/17	A	959.21	STA01, 2017 WORKER'S COMP SURCHARGE
		Vendor's Total ----->				2679.71	
10-17	STA04 (STATE BOARD OF)	QTR3 2017H	09/30/17	10/30/17	A	1909.22	STA04, 3RD QTR UNDERGROUND STORAGE MAINT FEE
10-17	STA05 (STATE BOARD OF EQUAL)	QTR3 2017H	09/30/17	10/30/17	A	981.16	STA05, 3RD QTR EXEMPT BUS OPERATOR TAXES
10-17	STA13 (STAPLES CREDIT PLAN)	OCT-2017H	10/09/17	11/08/17	A	239.94	STA13, OCT-2017 CC STATEMENT
10-17	SUD01 (JENNIFER SUDA)	OCT-2017H	10/05/17	11/04/17	A	29.98	SUD01, OCT-17 EXPENSE REIMBURSE
		10-13-17RH	10/19/17	11/18/17	A	37.66	SUD01, 10/13/17 EXPENSE REIMBURSE
		Vendor's Total ----->				67.64	
10-17	SVP01 (SILICON VALLEY PAVING INC.)	99007259	08/28/17	09/27/17	A	12074.00	SVP01, 99007259, 2016-17 LAVTA PARKING LOT R

PAGE: 005
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AGENDA

ITEM 5 C

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR)

FROM: Tamara Edwards, Director of Finance

DATE: December 4, 2017

Action Requested

Accept the Comprehensive Annual Financial Report (CAFR) and submit it to the Government Finance Officers Association (GFOA) for award.

Background

The Administrative Services Department presented the CAFR for acceptance by the Board at the recommendation of the Finance and Administration Committee at the November Board meeting. While only a few questions were received and answered by our Auditor (David Alvey from Maze and Associates) who was present at the meeting, a motion was not made to accept the CAFR.

Discussion

In prior years the CAFR has been accepted by the Board with a motion and vote prior to the CAFR being submitted to the Government Finance Officers Association for award.

Recommendation

Staff requests based on the recommendation of the Finance and Administration committee that the Board accept the Comprehensive Annual Financial Report (CAFR) so it may be submitted to the Government Finance Officers Association (GFOA) for award.

Approved: _____

AGENDA

ITEM 5 D

STAFF REPORT

SUBJECT: Approval of Bus Advertising Service Contract with the Bay Area Air Quality Management District

FROM: Christy Wegener, Director of Planning and Operations

DATE: December 4, 2017

Action Requested

Authorize the Executive Director to enter into a funding contract with the BAAQMD for the wrapping of seven of LAVTA's buses in Spare the Air advertising.

Background

LAVTA staff have worked with the Bay Area Air Quality Management District (Air District) staff to finalize a bus advertising service contract for Spare the Air advertising on seven of LAVTA's buses to support the Agency's Shared Autonomous Vehicle (SAV) project. The funding contract is provided as Attachment 1.

Discussion

In October 2016, the Air District Board approved a project to wrap seven of LAVTA's buses in Spare-the-Air advertising. The funds for the bus advertising (\$46,000 per bus, per year) would be used to fund LAVTA's Shared Autonomous Vehicle (SAV) project to test first/last mile connectivity to BART in the City of Dublin. The advertising contract is a one-year contract with two, one-year extensions that are executable at the Air District's discretion.

Staff have finalized the contract and have provided it as Attachment 1. Once executed, staff will work with the Air District's contractor to wrap the seven buses.

Fiscal Impact

The bus advertising will result in \$80,500 per quarter, or \$322,000 per year, for a total of \$966,000 over three years.

Recommendation

The Projects and Services Committee, and the Finance and Administration Committee recommend authorizing the Executive Director to enter into a funding contract with the BAAQMD for the wrapping of seven of LAVTA's buses in Spare the Air advertising for a period of up to three years in exchange for \$322,000 in revenue per year to support LAVTA's SAV project.

Attachments:

1. Air District Bus Advertising Services Contract
2. Resolution 36-2017

Approved: _____

BAY AREA AIR QUALITY MANAGEMENT DISTRICT**GRANT PROJECT AND SPONSORSHIP CONTRACT****CONTRACT NO. 2017.013**

1. PARTIES - The parties to this Contract ("Contract") are the Bay Area Air Quality Management District ("DISTRICT"), whose address is 375 Beale Street, Suite 600, San Francisco, CA 94105, and the Livermore Amador Valley Transit Authority, (LAVTA), whose address is 1362 Rutan Drive, Suite 100, Livermore, CA 94551.
2. RECITALS
 - A. DISTRICT is the regional agency with primary responsibility for regulating stationary source air pollution in the San Francisco Bay Area in the State of California. DISTRICT is authorized to enter into this Contract under California Health and Safety Code Section 40701.
 - B. LAVTA operates Wheels buses that have a high profile along the I-580 and I-680 corridors and throughout the Tri-Valley and therefore provide a unique platform for messaging for the DISTRICT's Spare the Air Program.
 - C. LAVTA seeks DISTRICT sponsorship of its participation in an electric Shared Autonomous Vehicle (SAV) pilot project, EasyMile, which is currently being tested at the GoMentum Station in Concord, CA (GoMentum).
 - D. DISTRICT seeks to support projects that reduce mobile source emissions and to enhance awareness of options the public can take to achieve clean air to protect the public's health and the environment.
 - E. On October 19, 2016, the DISTRICT's Board of Directors approved the award of DISTRICT's Transportation Fund for Clean Air (TFCA) Regional Funds to LAVTA to support LAVTA's participation in the EasyMile project including testing of two SAVs in Dublin, CA by 2019 and deployment of two SAVs for passenger service by 2020, and promotion of the District's Spare the Air message on seven (7) Wheels buses.
 - F. As such, DISTRICT desires to acquire from LAVTA certain advertising and promotional benefits as described herein, and LAVTA desires to provide such benefits to DISTRICT in exchange for DISTRICT sponsorship of the EasyMile project in accordance with the terms and provisions of this Contract.
3. TERM - The term of this Contract shall be upon Contract execution to December 31, 2020 (Term), unless terminated earlier as provided herewith.
4. TERMINATION –
 - A. Either party may terminate this Contract at any time, at will, and without specifying any reason, by notifying the other party in writing. The notice of termination shall specify the effective date of termination, which shall be no less than thirty (30) calendar days from the date of delivery of the notice of termination, and shall be delivered in accordance with the provisions of section 12, "Notices," below. In the event of such termination, DISTRICT will stop all future payments with regard to costs and contractual

obligations that are entered into subsequent to the date of delivery of the notice of termination. However, DISTRICT, will still be obligated to pay LAVTA payment related to contractual obligations entered into prior to the date of termination. In such case, LAVTA shall be responsible for any costs related to the removal of 'Spare the Air' printed advertisement. If the DISTRICT has paid LAVTA more than the amount of funds to which LAVTA is eligible, LAVTA shall return the difference between the funds paid and the funds eligible to the DISTRICT within sixty (60) calendar days of the effective date of termination.

- B. Either party may terminate this Contract for breach by the other party.
- i) Failure to perform any agreement or obligation contained in this Contract or failure to perform the services in a satisfactory manner shall constitute a breach of the Contract.
 - ii) The non-breaching party may terminate the Contract by delivery of a written notice of breach. In the alternative, at its sole discretion, the non-breaching party may require the breaching party to cure the breach. The notice of breach shall specify the nature of the breach and the date by which such breach must be cured.
 - iii) The notice of breach shall be provided in accordance with the notice requirements set forth in section 12.
 - iv) The non-breaching party reserves all rights under law and equity to enforce this Contract and recover any damages.
5. ADVERTISING AND PROMOTION - LAVTA will provide to DISTRICT the advertising benefit relating to the Wheels buses as described in Attachment A attached hereto.
6. FEES AND PAYMENT SCHEDULE - In consideration for LAVTA participating in the SAV project and for providing to DISTRICT the advertising benefit as described in Attachment A, DISTRICT shall pay LAVTA the amounts described in Attachment B hereto according to the payment schedule described in Attachment B hereto.
7. NON-EXCLUSIVITY - DISTRICT expressly acknowledges that LAVTA may have other sponsors whose advertising or brands are displayed in connection with LAVTA. DISTRICT expressly agrees that it is not granted any exclusive rights that would in any manner limit the rights of LAVTA to seek other sponsors and to display advertising or brands of those sponsors, except as may be expressly set forth in Attachment A hereto. To the extent that any right of exclusivity has been granted, the express terms of that right are described in Attachment A hereto.
8. DELIVERY OF PROMOTIONAL MATERIALS - DISTRICT shall be responsible for delivering its advertising materials to LAVTA.
9. PARTIES' TRADEMARKS - Each party shall be entitled, from time to time, to make reasonable use of the other party's name, trade name, trademarks and logos in connection with advertising or promotional materials; provided, however, that a party shall do so only with the prior written approval of the other party, which approval shall not be unreasonably withheld.

10. INDEMNIFICATION

- A. LAVTA shall indemnify and hold harmless DISTRICT, and DISTRICT's officers, employees and agents, from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages, arising out of the performance of this Contract; but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of LAVTA or its officers, agents, or employees.
- B. DISTRICT shall indemnify and hold harmless LAVTA, and LAVTA's officers, employees and agents, from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages, arising out of the performance of this Contract; but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DISTRICT or its officers, agents, or employees.

11. INSURANCE

- A. LAVTA shall maintain the following Wheels buses Insurance:
 - i) Workers' compensation and employers' liability insurance as required by California law or other applicable statutory requirements for any persons employed by LAVTA for the Event.
 - ii) Occurrence-based commercial general liability insurance or equivalent form with a limit of not less than five million dollars (\$5,000,000) each occurrence with a general aggregate liability of not less than ten million dollars (\$10,000,000). Such insurance shall include DISTRICT and its officers, agents, and employees as additional insureds and shall be primary with respect to any insurance maintained by DISTRICT.
 - iii) Business automobile liability insurance or equivalent form with a limit of not less than five million dollars (\$5,000,000) each occurrence, with a general aggregate liability of not less than ten million dollars (\$10,000,000) if policy includes an aggregate, covering each vehicle used by LAVTA in connection with the Event. Such insurance shall include coverage for owned, hired, and non-owned vehicles. Such insurance shall include DISTRICT and its officers, agents, and employees as additional insureds and shall be primary with respect to any insurance maintained by DISTRICT.
 - iv) DISTRICT shall be named as additional insured under the business automobile liability. LAVTA shall furnish properly-executed certificates of insurance for all required insurance. LAVTA shall notify DISTRICT in writing fifteen (15) days prior to cancellation or modification of any required insurance policy. Any such modifications are subject to pre-approval by DISTRICT.

12. NOTICES - All notices that are required under this Contract shall be provided in the manner set forth herein, unless specified otherwise. Notice to a party shall be delivered to the attention of the person listed below, or to such other person or persons as may hereafter be designated by that party in writing. Notice shall be in writing sent by e-mail, facsimile, or regular first class mail. In the case of e-mail and facsimile communications, valid notice shall be deemed to have been delivered upon sending, provided the sender obtained an electronic confirmation of delivery. E-mail and facsimile communications shall be deemed

to have been received on the date of such transmission, provided such date was a business day and delivered prior to 4:00 p.m. Pacific Time. Otherwise, receipt of e-mail and facsimile communications shall be deemed to have occurred on the following business day. In the case of regular mail notice, notice shall be deemed to have been delivered on the mailing date and received five (5) business days after the date of mailing.

DISTRICT: Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105
Attn: Chengfeng Wang

LAVTA: LAVTA
1362 Rutan Drive, Suite 100
Livermore, CA 94551
Attn: Christy Wegener

13. ADDITIONAL PROVISIONS - All attachment(s) to this Contract are expressly incorporated herein by this reference and made a part hereof as though fully set forth.
14. RELATIONSHIP OF THE PARTIES - Nothing contained herein shall imply any partnership, joint venture or agency relationship between the parties and neither party shall have the power to obligate or bind the other in any manner whatsoever, except to the extent herein provided.
15. ASSIGNMENT - No party shall assign, sell, license, or otherwise transfer any rights or obligations under this Contract to a third party without the prior written consent of the other party, and any attempt to do so shall be void upon inception.
16. WAIVER - No waiver of a breach, of failure of any condition, or of any right or remedy contained in or granted by the provisions of this Contract shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies. Further, the failure of a party to enforce performance by the other party of any term, covenant, or condition of this Contract, and the failure of a party to exercise any rights or remedies hereunder, shall not be deemed a waiver or relinquishment by that party to enforce future performance of any such terms, covenants, or conditions, or to exercise any future rights or remedies.
17. FORCE MAJEURE - Neither DISTRICT nor LAVTA shall be liable for or deemed to be in default for any delay or failure in performance under this Contract or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire or other casualty, judicial orders, governmental controls, regulations or restrictions, inability to obtain labor or materials or reasonable substitutes for labor or materials necessary for performance of the services, or other causes, except financial, that are beyond the reasonable control of DISTRICT or LAVTA, for a period of time equal to the period of such force majeure event, provided that the party

failing to perform notifies the other party within fifteen calendar days of discovery of the force majeure event, and provided further that that party takes all reasonable action to mitigate the damages resulting from the failure to perform. Notwithstanding the above, if the cause of the force majeure event is due to party's own action or inaction, then such cause shall not excuse that party from performance under this Contract.

18. SEVERABILITY - If a court of competent jurisdiction holds any provision of this Contract to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them will not be affected.
19. HEADINGS - Headings on the sections and paragraphs of this Contract are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of, the provisions of this Contract.
20. DUPLICATE EXECUTION - This Contract may be executed in separate, duplicate counterparts. Each signed counterpart shall have the force and effect of an original, and all such counterparts together shall constitute one and the same instrument.
21. GOVERNING LAW - Any dispute that arises under or relates to this Contract shall be governed by California law, excluding any laws that direct the application to another jurisdiction's laws. Venue for resolution of any dispute that arises under or relates to this Contract, including mediation, shall be San Francisco, California.
22. ENTIRE AGREEMENT AND MODIFICATION - This Contract represents the final, complete, and exclusive statement of the agreement between the parties, and it supersedes all prior and contemporaneous understandings and agreements of the parties. No party has been induced to enter into this Contract by, nor is any party relying upon, any representation or warranty outside those expressly set forth herein. This Contract may be amended only by mutual agreement of the parties in writing and signed by both parties.

IN WITNESS WHEREOF, the parties to this Contract have caused this Contract to be duly executed on their behalf by their authorized representatives.

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

LIVERMORE AMADOR VALLEY
TRANSIT AUTHORITY

By: _____
Jack P. Broadbent
Executive Officer/APCO

By: _____
Michael S. Tree
Executive Director

Date: _____

Date: _____

Approved as to form:

Approved as to form and legality:

By: _____
Brian C. Bunger
District Counsel

By: _____
Michael Conneran
General Counsel

ATTACHMENT A

SCOPE OF WORK

LAVTA shall use the TFCA revenues received to support its participation in the EasyMile project including testing of one or more SAVs in Dublin, CA by the end of 2019 and deployment of two SAVs for passenger service by January 31, 2020. In exchange for DISTRICT'S funding, LAVTA shall allow DISTRICT to "wrap" the seven Wheels buses approved by DISTRICT for full 'Spare the Air' printed advertisements and to maintain the wrapping for a minimum of 36 months.

DISTRICT staff shall work with LAVTA to develop wrap designs that emphasize the Spare the Air message and that are agreed upon by both parties. DISTRICT or its designees will be responsible for cost, design, printing and installation of the 'Spare the Air' printed wrapping, as well as the removal of these wraps on the sponsored buses after the sponsorship has concluded, unless the Contract is terminated in accordance to the provisions set forth in section 4, 'Termination'. LAVTA remains the owner and operator of the buses and is responsible for them. LAVTA shall allow, and cooperate with the DISTRICT to help facilitate, these processes.

LAVTA shall keep wrapped buses with the Spare the Air printed advertisements in service whenever possible and maintenance should be coordinated to keep wrapped buses operating as often as possible. DISTRICT acknowledges that occasionally wrapped buses may be temporarily replaced by a regular unwrapped bus due to an accident, maintenance, repair, or other such circumstances. LAVTA shall not use non-wrapped replacement buses more than 5% of scheduled service hours per quarter in aggregate. If this maximum limit is exceeded in any quarter, LAVTA shall notify DISTRICT and DISTRICT may choose to reduce, or prorate, future payments proportionally based on the number of days/service hours wrapped buses were removed from service. If the number of wrapped buses is permanently reduced during the term, the DISTRICT will proportionally reduce its quarterly payment to LAVTA. If any new or replacement vehicles are placed on the route during the term of this Contract, LAVTA is responsible for all costs associated with providing an equivalent wrap on any replacement vehicle(s).

LAVTA shall implement the SAV project, complete all the milestones, and meet the project schedule specified below:

<u>Milestone</u>	<u>Due Date</u>
Complete acquisition (purchase or lease) of one or more SAVs	By January 31, 2018
Complete pre-testing of SAVs at GoMentum and complete testing site preparation in Dublin, CA	By February 28, 2018
Complete testing in Dublin, CA	By December 31, 2019
Deploy two SAVs for passenger service in Dublin, CA and provide service for a minimum of 12 months	By January 31, 2020

If for any reason, LAVTA elects to end its testing or deployment of SAVs prior to the end of the project term, LAVTA agrees to immediately notify District and further agrees that all remaining funding not paid to LAVTA per this Contract will cease.

LAVTA shall use year 1 revenue to help support LAVTA's participation in the EasyMile partnership that is being led by Contra Costa Transportation Authority and would allow LAVTA to share in the existing SAV testing that is currently underway.

In year 2, LAVTA shall use the revenue to continue the testing of SAVs.

In year 3 LAVTA shall use the revenue to finalize the testing of SAVs and to deploy two SAVs for passenger service in Dublin, CA.

LAVTA shall submit a SAV Project Progress Report to the DISTRICT on a DISTRICT approved form along with invoices on a quarterly basis.

LAVTA agrees to provide at least 12 months of operational data regarding the SAVs deployed in passenger service, which may be collected within one year after the term of this Contract.

LAVTA shall acknowledge the DISTRICT as a funding source and will use or display the DISTRICT-approved logo as follows:

1. On any SAVs, or on any other vehicles or equipment purchased or leased with TFCA funds.
2. On any printed or electronic material associated with the SAV project that is distributed to the public. Printed materials include brochures, handbooks, or promotional material. Electronic materials include related web sites, electric signs, or e-mail broadcasts.
3. In any related media events, articles, news releases or other publicity materials.

ATTACHMENT B

PAYMENT SCHEDULE

The DISTRICT shall pay LAVTA a maximum of \$966,000, which shall be paid in increments of \$80,500 on a quarterly basis. LAVTA may submit to the DISTRICT a request for reimbursement for \$80,500 each quarter, in accordance with the payment schedule shown below. Within 30 days following the DISTRICT's approval of LAVTA's submitted invoices and SAV Project Progress Reports, which are specified in Attachment A, the DISTRICT shall make its payment to LAVTA.

First date a quarterly invoice may be submitted:

For period covering:

Upon Execution of the Contract	Contract execution – March 31, 2018
July 1, 2018	April 1 - June 30, 2018
October 1, 2018	July 1 - September 30, 2018
January 1, 2019	October 1 - December 31, 2018
April 1, 2019	January 1 - March 31, 2019
July 1, 2019	April 1 - June 30, 2019
October 1, 2019	July 1 - September 30, 2019
January 1, 2020	October 1 - December 31, 2019
April 1, 2020	January 1 - March 31, 2020
July 1, 2020	April 1 - June 30, 2020
October 1, 2020	July 1 - September 30, 2020
January 1, 2021	October 1 - December 31, 2020

RESOLUTION NO. 36-2017

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
EXECUTING A FUNDING AGREEMENT WITH THE BAY AREA AIR
QUALITY MANAGEMENT DISTRICT FOR SPARE THE AIR BUS
ADVERTISING IN SUPPORT OF LAVTA'S SHARED AUTOMOUS VEHICLE
PILOT**

WHEREAS, the Livermore Amador Valley Transit Authority has identified a need for testing innovative first/last mile solutions for connectivity to BART that will reduce greenhouse gas (GHG) emissions; and

WHEREAS, current testing of Shared Autonomous Vehicles (SAV) is underway in San Ramon within the Bishop Ranch Business Park through the GoMentum Station partnership; and

WHEREAS, LAVTA seeks to build upon the testing currently underway at Bishop Ranch with an SAV pilot in the City of Dublin; and

WHEREAS, LAVTA worked with the Bay Area Air Quality Management District (BAAQMD) on a funding plan for "Spare the Air" bus advertising on seven of LAVTA's fixed route buses; and

WHEREAS, the BAAQMD Board of Directors approved securing a bus advertising service contract with LAVTA at their October 19, 2016 meeting; and

WHEREAS, staff at LAVTA and the BAAQMD have finalized the bus advertising service contract that outlines the bus advertising project and how the funds will be utilized to advance the SAV pilot in Dublin.

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 funding contract with the BAAQMD for the wrapping of seven of LAVTA's buses in Spare the Air advertising for a period of up to three years in exchange for \$322,000 in revenue per year to support LAVTA's SAV project.

PASSED AND ADOPTED this 4th day of December 2017

Karla Brown, Chair

ATTEST:

Michael Tree, Executive Director

APPROVED AS TO FORM:

Michael Conneran, Legal Counsel

AGENDA

ITEM 5 E

STAFF REPORT

SUBJECT: Fourth Amendment to Employment Agreement with Executive Director

FROM: Michael Conneran, Legal Counsel

DATE: November 30, 2017

Action Requested

Approve Fourth Amendment to Employment Agreement

Background/Discussion

The Board is being asked to approve the attached Fourth Amendment to the Employment Agreement with Executive Director Michael Tree. The Board approved the general terms of the Amendment at its meeting on November 6, 2017, however a few questions have arisen regarding the specifics of the amendment. First, although the Board approved a revision to Executive Director's salary effective upon the anniversary date of the prior amendment (December 1, 2017), the Board should clarify that the stipend for the Executive Director's work to administer the Tri-Valley and San Joaquin Valley Regional Rail Authority ("TRA") would be effective as of November 1st. That timing coincides with the schedule contemplated in the funding agreement with MTC to support this effort. Also, it is appropriate to clarify that the stipend will not be used to calculate the Authority's contribution to his deferred compensation program, as that additional amount would cause the contribution to exceed the IRS limits on such payments. Finally, since the Executive Director will incur expenses in supporting the TRA that exceed those contemplated in his allowance under the Employment Agreement, the Amendment clarifies that he may separately obtain reimbursement for the expenses incurred on behalf of the TRA.

Fiscal Impact

Funds for the Executive Director's salary and benefits are included in the annual budget. Expenses incurred on behalf of the TRA will be reimbursed to the Authority.

Recommendation

Approve Fourth Amendment to Employment Agreement

Attachments

1. Fourth Amendment to the Employment Agreement

Approved: _____

FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT

THIS FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT is entered into as of December 1, 2017, by and between LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY, a joint powers authority (hereinafter referred to as "LAVTA" or "Employer") and Michael Tree (hereinafter "Employee").

RECITALS

A. Employee and LAVTA entered into an Employment Agreement dated October 6, 2014, (the "Employment Agreement").

B. Employee and LAVTA entered into the First Amendment to the Employment Agreement as of February 2, 2015.

C. Employee and LAVTA entered into the Second Amendment to the Employment Agreement as of January 1, 2016.

D. Employee and LAVTA entered into the Third Amendment to the Employment Agreement as of December 1, 2016.

E. The parties desire to amend the Employment Agreement to modify the term, compensation, and severance provisions.

NOW, THEREFORE, the parties agree to amend the Employment Agreement as follows:

1. Term. Section 1, "Term," of the Employment Agreement is amended by revising the first sentence to read "LAVTA agrees to employ Employee, and Employee accepts employment, as the Executive Director of LAVTA for a period of thirty-six months commencing on December 1, 2017." The remainder of Section 1 remains unchanged.

2. Salary. Section 3, "Compensation," Subsection (a), "Salary," of the Employment Agreement is amended by revising the first sentence to read "As compensation and in consideration for the services rendered by Employee under this Agreement, LAVTA shall pay Employee a gross salary at the rate of Sixteen Thousand Five Hundred and Ten Dollars (\$16,510) per month, effective December 1, 2017, and increasing on December 1 of each succeeding each year by the change in the Consumer Price Index, (All Urban Consumers—All Items) for the San Francisco-Oakland-San Jose area, based on the most recent index available prior to December 1 of that year."

2. Stipend Pay and Expenses. Section 3, "Compensation," of the Employment Agreement is amending by adding the following the following as a new subsection f: "Employee is required to serve, on LAVTA's as Executive Director of the Tri-Valley and San Joaquin Valley Regional Rail Authority. As compensation for services to be rendered by Employee to the Authority in this capacity, Employee shall receive a stipend of Fifty Five Thousand Dollars (\$55,000) per annum, to be paid monthly, commencing on November 1, 2017

for services to be rendered as Executive Director of this agency for so long as he shall serve in that capacity. Such payments shall not count towards the calculation of contributions to LAVTA's Section 457(b) deferred compensation program. Any expenses incurred on behalf of the TRA shall be separately reimbursed to the Executive Director, notwithstanding any other provisions of this Agreement."

3. Entire Agreement. This Fourth Amendment to Employment Agreement, the Third, Second and First Amendments, and the Employment Agreement (collectively, the "Agreement") are intended by the parties to be one integrated agreement. The Agreement constitutes the entire agreement of the parties with respect to its subject matter and supersedes all other agreements or understandings, whether express or implied, oral or written, between the parties. The Agreement cannot be modified, altered, amended or changed by any oral statement or conduct but only by a written agreement signed by the Chair of the Board of Directors and Employee. Except as expressly modified by this Amendment, all terms and conditions contained in the Employment Agreement and the First, Second and Third Amendments to the Employment Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Fourth Amendment to Employment Agreement on the date first written above.

LIVERMORE AMADOR VALLEY
TRANSIT AUTHORITY

MICHAEL TREE

By: _____

Title: _____

Approved as to form:

By: _____

Legal Counsel

AGENDA

ITEM 6

STAFF REPORT

SUBJECT: SmartTrips Pleasanton Report and Presentation

FROM: Tony McCaulay, Marketing Manager

DATE: November 28, 2017

Action Requested

Receive an update on the SmartTrips Pleasanton project and review final report.

Background

With the recent bus system redesign, Route 10 became a Rapid route (now labeled the 10R) and features 15-minute all day frequency. Within Pleasanton on Santa Rita Road, West Las Positas and Owens Drive the Rapid is new to customers and offers the convenience of quality public transportation into the Dublin/Pleasanton BART station. To introduce the new, more frequent Rapid route to residents, LAVTA received a grant from MTC to implement a marketing technique along the Rapid corridor in Pleasanton known as Personalized Travel Planning (PTP). PTP is defined as a technique that delivers information, incentives and motivation to individuals to help them voluntarily make sustainable travel choices. It seeks to overcome habitual use of the car, enabling more journeys to be made on foot, by bike, bus, train or shared cars.

In October of 2016 the LAVTA Board awarded the firm Steer Davies Gleave a contract to implement PTP on the new Rapid corridor in Pleasanton and report on the results. The goal of the program, aptly named SmartTrips Pleasanton, was to increase ridership 15% on the Rapid in the program area within a 12 month time period.

Discussion

The final report on SmartTrips Pleasanton is attached. Lisa Buchanan, the lead project manager for Steer Davies Gleave, will be at the December 4th Board meeting to present a summary of the project and the goals achieved. The most recent October ridership information shows that boardings in the SmartTrips Pleasanton corridor have increased from 10,948 in October of 2016 to 12,717 in October 2017, a 16% increase.

Next Steps

The next steps in the SmartTrips Pleasanton corridor will be to continue marketing outreach to reinforce and expand upon the efforts of the individualized marketing project. In addition, lessons learned from this effort will help guide a similar effort planned along the Route 30R Dublin Boulevard corridor.

Recommendation

None – Information only.

Attachment

1 – SmartTrips Pleasanton Final Report

Approved: _____



SmartTrips Pleasanton

Final Report
November 2017

Livermore Amador Valley Transit
Authority

Our ref: 23031901





SmartTrips Pleasanton

Livermore Amador Valley Transit
Authority

Final Report
November 2017

Our ref: 23031901

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Appendices

- A Household Conversation Form**
- B Digital Campaign Strategy**

1 Introduction

Background

The aim of SmartTrips Pleasanton was to inform residents living within a walking distance of the 10R Tri-Valley Rapid of recent service improvements, increased frequency and new bus features, and encourage more people to use the service.

SmartTrips deployed a team of Travel Advisors (TAs) to hold motivational conversations with residents of the target area, speaking with them on their current travel choices and transportation options. The TA team worked with participants to identify alternative transportation options to driving alone, and deliver to their door personalized information and support to help them try new ways of getting around, including riding the bus, carpooling, biking and walking instead of driving alone.

The SmartTrips Pleasanton team spoke with 1,503 households and got 395 program participants at residences, and over 400 program participants at events, over a 10-week outreach period. Information was hand delivered to an additional 1100 residences about the bus service.

Program Goals

A number of elements were agreed to be included in the program:

- Visits to 4,000 households on up to three occasions, at different times of day, to talk to them about their travel options and promote the bus service. The visits were to be made by trained Travel Advisors. The target households were to be:
 - All 3,000 households within ¼ mile of the Santa Rita Road
 - Approx. 500 households within ¼ mile at the southernmost end of Owens Road.
 - Approx. 500 households along Santa Rita Road located between ¼ and ½ mile from the route, but nearest the actual stops to minimize distance.
- Hand deliver a Neighborhood map and Route 10 schedule to all households within ¼ and ½ mile of the Santa Rita Road not receiving a visit (approx. 1100 households) including a postcard inviting them to “opt in” to the program.
- Work with the Hacienda Business Park to agree on an outreach program to current and new residents to promote the bus service to downtown.
- Set up and staff (with trained travel advisers) table top events at the BART station during the AM period. If successful, table up to 5 similar events during the project implementation.
- Attend five events in the community, for example at the Farmers Market and events organized by Pleasanton Downtown Association which have a local bias.

What is Personalized Travel Planning?

The approach for the project was based on a social marketing technique widely adopted in the UK called Personalized Travel Planning (PTP). PTP is defined by the UK Department for Transport as “a technique that delivers information, incentives and motivation to individuals to help them voluntarily make sustainable travel choices. It seeks to overcome habitual use of the car, enabling more journeys to be made on foot, by bike, bus, train or shared cars”.



PTP is a conversation between a Travel Advisor and a resident, usually on the resident’s doorstep. During the conversation, the Travel Advisor will seek to establish current travel patterns and frustrations with travel options. Travel Advisors help residents identify and suggest alternatives to taking the car that they could use, and offer suitable resources such as maps or information leaflets, which can help the resident try out their new solution. These resources are then delivered to the resident at a later date, which offers a second opportunity for the team to promote the project and answer any additional questions the resident may have.

At the core of the Personalized Travel Planning method is the belief that the conversation between the Travel Advisor and the resident is instrumental in motivating individuals to commit to long term change in their travel behavior. Upon contact with the household, Travel Advisors engaged in an open conversation with the resident about their travel habits and how SmartTrips Pleasanton was able to support or encourage them to make (or continue to make) sustainable travel choices.

The structure of these conversations was based around the principles of Motivational Interviewing, with an emphasis on providing a non-judgmental audience and space for a resident to explore and reflect upon their travel habits and how or why they may wish to change them. The Motivational Interviewing approach has been successfully adapted from the health sector, where it is commonly used for influencing lifestyle behaviors such as exercise, diet and alcohol consumption. The approach recognizes that participants are engaged with varying levels of readiness to change their behavior, and that a willingness to explore where they are at in their process is typically more fruitful than forcing commitments they are not yet ready to make. Ultimately, Motivational Interviewing attempts to have participants think differently about their behavior and consider what might be gained through change.

Report Structure

This report is structured as follows:

- **Project Approach:** outlines the process of project set-up including team recruitment and training. This section also provides additional context on the Motivational Interviewing techniques used in the conversations with participants.
- **Contact and Engagement Outcomes:** examines engagement rates for the project, the resources distributed and an overview of the behavior change observed as a result of the project.
- **Lessons Learned:** reflects on the experience of project delivery for this groundbreaking project and makes suggestions for future implementation.

2 Project Approach

Target Area

The target area for this project was households close to the 10R Tri-Valley Rapid bus route on Santa Rita Rd. and Owens Dr. This area was selected for two primary reasons:

- Rapid was a new brand in the corridor, with new improved 15 minute frequencies for much of the day. This improvement in service would provide something tangible to promote to residents.
- Using the bus instead of the car would be competitive, in terms of both time and money, for travel to the BART station.

The project aim was to target all households within a $\frac{1}{4}$ mile walkshed of the 10R with an in person visit. The area between a $\frac{1}{4}$ and $\frac{1}{2}$ mile distance from the route was the target area for the delivery of the 1,100 information packets.

We worked with City of Pleasanton to obtain household addresses in the target area and those locations are shown in Figure 2.1. Due to the lower number of available households within that walkshed than LAVTA had previously been advised, we adjusted our program goals slightly to include a visit to households at apartment complexes associated with the Hacienda Business Park.

A site visit, and desktop research, took place to assess the suitability of the area for household visits by travel adviser staff. A small number of concerns were identified, including the number of cul de sacs increasing real and perceived walk times from the bus stops, as well as an older population who may be less receptive to changing their behavior. However, on balance it was felt that careful planning could still result in more people using the bus in this corridor due to the much improved service.

The information packets were delivered to households situated between a $\frac{1}{4}$ and $\frac{1}{2}$ mile of the 10R route. When distributing information packets, the Travel Advisor teams prioritized continuous streets, so streets where part of the street had received a household visit, or ensuring every door on a long street was provided an information packet. This strategy was used to ensure that specific households within a street did not feel “passed over” while their neighbors received resources and the option to request incentives.

Figure 2.1 shows the streets where residences were visited (blue) and those where information packs were delivered (green)

Recruitment & Training

Recruitment of a team of outreach staff was necessary to implement the door-to-door conversations. The recruitment process aimed to bring on a Team Leader to coordinate the team's day to day work, perform data entry and monitoring, and provide a daily communication link between the team on the ground and the project manager and coordinator. The need for an additional 3-4 travel advisors to go door-to-door was anticipated.

The Travel Advisor job advertisements were first disseminated through LAVTA contacts and stakeholders, and posted to various online job boards. The position was distributed as follows:

- Indeed (with regular reposts)
- Tri-Valley Jobs Board
- Distributed to various colleges in the area including a posting at Las Positas College
- Sent to stakeholders (ie. Bike Eastbay)
- Posts to social media
- Put up job posters in local stores and cafes

Recruitment was a challenge for this project. The job announcement was posted through multiple channels and was often updated and reposted, however, getting qualified applicants to apply for the positions was a significant challenge. The temporary nature of the position was in a couple cases given as a non-starter for applicants offered interviews. One-on-one interviews were conducted with each applicant with two staff members. Applicants were asked to respond to a mix of questions assessing understanding of project goals as well as general ability to communicate effectively with local residents.

The Travel Advisors were trained for the door-to-door outreach over the first three days of the project. TAs were given background on the project and the 10R service improvement, Wheels, and were trained to hold the motivational conversations with residents, fill out household forms and manage their progress. The training focused intensively on the conversations, as this element of their work is the most important element in encouraging folks to try a new way of traveling or make a larger commitment to an alternative to driving. The first two and a half days were classroom based training at LAVTA office and the second half of the third day of training was supported door-knocking. The team were also provided the opportunity to board a 10R bus which was brought to training on the first day; this created an opportunity for them to be shown the new features of the bus serving the project area including free WiFi, charging points and a smart interior.

Some elements of the classroom-based training on motivational interviewing include:



Theory	Building Blocks	Applications
Individualized Marketing	Opening lines	Open vs. closed question drawing exercise
Advising Vs. Motivating	Open questions	Exercise extracting information
	Listening, reflecting, guiding, exploring motivations	Rolling with resistance
	Responding to change talk, resistance and calls to action	Scenario cards

Training was also used to ensure that that team understood how to use the Household Forms, Street Sheets, and visit outcome codes correctly.

An essential part of the training was repeated role play, to give trainees the opportunity to apply what they are learning as they are building their understanding of it. Role play was used to practice general conversation, and as ability developed additional elements were added in such as resistance and use of the resources and Household Form.

The team also received training on health and safety in the field. This training aims to prepare Travel Advisors to handle any situations they may face, and have what they need for their day to day work, all in order to minimize any risks of health or safety incidents.

The in-field half day training was aimed at easing the Travel Advisors into outreach and building their confidence and performance with the motivational conversations. This was approached through supportive techniques including shadowing, working in groups, debriefing, and transition of conversation leadership.

It is policy for Travel Advisor staff to always wear an ID badge while out in the field. LAVTA was generous in providing staff with Wheels IDs that also allowed them to use the bus service during the implementation period. This proved to be invaluable to the ability of the team to travel to and from the neighborhoods from the project office, and help them form a strong familiarity with the 10R bus to inform their work.

Door-to-Door Engagement

Motivational Interviewing

The door-to-door engagement phase of the project ran for 10 weeks from March 23rd to May 31st. Travel Advisors worked between the hours of 11:00 a.m. and 7:00 p.m. from Tuesday to Friday; and 10:00 a.m. to 6:00 p.m. on Saturdays. The team went door to door in the project area, first delivering a door hanger to inform each household of the upcoming visit, and then attempting to contact each household on up to three occasions at different times of the day and during the weekend.

Travel advisors received a mixed response to door-to-door outreach. Residents who agreed to speak with Travel Advisors provided very positive feedback about their interaction with the team. Reasons given for not wanting to participate in the project included:

- Already knowing their neighborhood well enough:
- Public transportation options not being suitable for their trips
- An aversion to transit.

A number of those contacted also declined to participate without offering a reason.

Resource Fulfillment

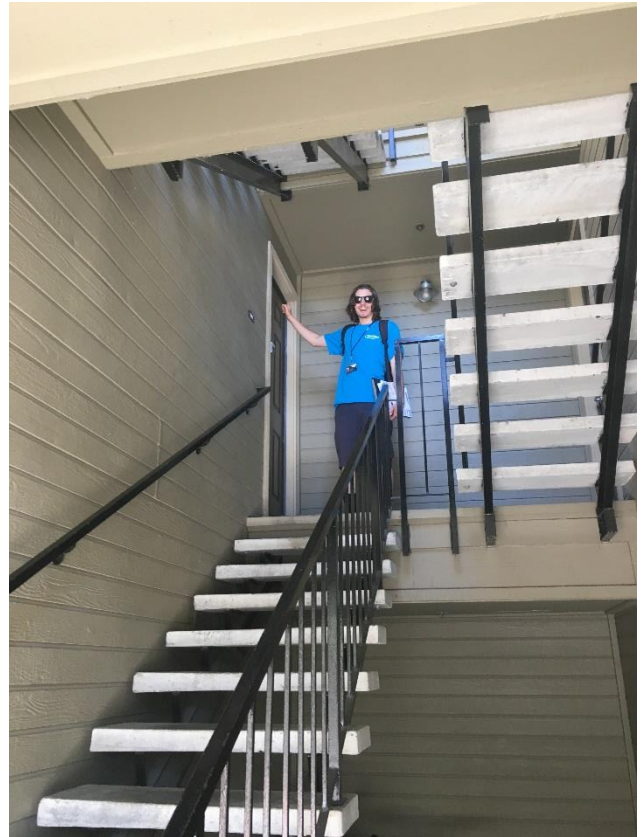
Steer Davies Gleave's custom database was used for the project to assist in management and monitoring. The database recorded visit outcomes (including time, date and the Travel Advisor making the visit) and resources requested by residents. The database also held residents' contact details to allow for follow-up if the resident had agreed to this and responses to the baseline questions (see below).

The design of the fulfillment and delivery process had two priorities:

- To deliver all the requested resources to the right household in a timely manner; and
- To make delivery of resources as quick and efficient as possible for Travel Advisors.

A conversation form was completed for each participant, and the forms were submitted to the office at the end of each work day. The conversation form example can be found in Appendix A. Some of the fields asked of participants on the household conversation form include:

- Whether participant was aware of the 10R route and that it ran every 15 minutes throughout most of the day;
- How many trips had been taken by bus in the last week;



- If participant took BART, how they arrived at the station;
- Weekly commute trips by mode as well as number of non-commute trips per week by each mode;
- Which resources residents were interested in receiving based on interest expressed in certain modes;
- Which incentive the participant would like to receive;
- What type of trips the participant hoped to change and their reason for making the change; and,
- Contact information if they were comfortable providing.

During fulfillment, packing slips and delivery bags were sorted by street and bundled together. Staff filled the bags with requested resources and attached the packing slips to each bag. On delivery days, all staff spent a few hours distributing bags to households.

Events

The SmartTrips Pleasanton team also did outreach to residents at events, both at existing community events like Bike to Work Day and at neighborhood attractions such as the BART Station, Amador Valley Community Park and the Library. At most events, the team would set up a table, engage people in motivational conversations used at the doorstep conversations and fill out participant forms. The exception was during BART station outreach at peak hours, TAs would hand out information and resources to BART patrons as they entered/exited the stations, and would offer to speak with folks more extensively if they had questions or needed assistance.



Information Packets

SmartTrips bags with a mailer for residents to request resources were delivered to 1,100 households between $\frac{1}{4}$ and $\frac{1}{2}$ mile of the 10R route. As well as the ability to “opt in” to the program, the bag provided information to residents in a more cost effective manner than by making household visits. The bag included a 10R schedule and a Neighborhood map.

Resources & Incentives

A number of resources were made available for the Travel Advisor team to promote to residents on the doorstep. Resources included:

- 10R schedule and a Wheels system map;
- information on riding BART to encourage the use of transit;

- a Clipper Card loaded with loaded value given as an incentive for residents who expressed a desire to try the 10R;
- a Neighborhood Travel Map for the project area, developed specifically for the project, highlighting the 10R route and stops so residents could see how the route relates to their neighborhood;
- a map of trails in Pleasanton was offered to promote active transportation; and
- pedometers and bike doctor vouchers were offered as incentives.

The full list of resources and volumes distributed can be found in [Table 2.3](#) in the next section.

Stakeholders

There was a concerted effort made by the project team to ensure that the community was informed about SmartTrips Pleasanton and expecting the Travel Advisors. Meetings were held with City of Pleasanton staff, Hacienda Business Park, Downtown Pleasanton Association and Bike Eastbay.

2 Contact & Engagement Outcomes

In summary, the project engaged 800 people and made over 3500 impressions. People were either engaged through door to door visits, at events or by receiving information packs at their homes. The success of each of those methods is reported in this section.

2.1 Door-to-Door Engagement

After removing inaccessible households from the target number (apartment units in restricted access buildings), and sample reduction due to households listed incorrectly, temporary dwellings, vacant dwellings or duplicates, a total of 3,434 households (of 3,947) were available to be visited for door-to-door outreach.

Household Outcomes

Of those households contacted, there were a range of responses to the project:

- 2,012 households (59%) were spoken with during an in-person visit. Of those:
 - 395 households (12%) participated in the project by sharing information about how they currently travel and also requesting specific resources and/or incentives.
 - 1,617 households (47%) were spoken to but decided not to participate in the project—top reasons given for non-participation included lack of interest, perceived lack of transportation options, and attachment to current travel behavior.
- 1,422 households (41%) were not spoken with after three attempts at different times of day and on different days of the week. Those households which were not reached were left with a door hanger, encouraging them to visit the program website.

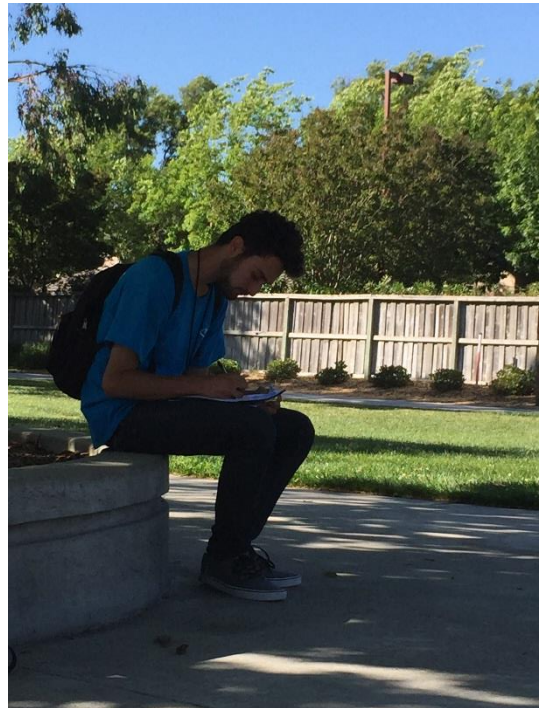


Table 2.1: Door-to-door engagement outcomes

Status	Number of households	% of households
Total households targeted	3,947	
Sample loss	533	15.5%
Total less sample loss	3,434	87.0%
Households Reached	2,012	58.6%
Participating households	395	11.5%
Non-participating households	1,617	47.1%
Households not reached (after 3 attempts)	1,422	41.4%

Participation Rate

Through door to door visits, this project achieved a 12% participation rate in terms of total households, which was lower than expected (typical for this type of project is 25-30%). The percentage of households who chose not to participate when spoken to was correspondingly higher than anticipated (47% versus 35-40% expected) and the potential reasons why are explored in the lessons learned section. These reasons should be understood to inform future work.

Various reasons for non-participation were provided to the Travel Advisors at the doorstep (reported in Table 2.2), though often no reason was given. Common reasons given for non-participation were compiled from the experiences of the travel advisors, shared at the regular team meetings.

Table 2.2: Reasons for non-participation

Common reasons for non-participation
Happy using car, not interested in trying something different
Interested in talking but not in participating/requesting resources
Already travel sustainably
Bus does not go where they need to go
Bad perceptions of bus/concerned of neighbor's perception
Unhappy with being disturbed at home/does not wish to speak with TA
Know their neighborhood, not receptive to information on local transportation
Retired and does not take many trips

Strategies to improve participation developed by the team and used throughout the course of the outreach were as follows:

- Not asking residents if they have time to speak with the TA, instead assuming participation and leading with an open question.

- If residents indicate a specific interest, asking more about that area.
- Asking to describe experiences with different modes.
- Asking about Active Transportation in a recreation context.
- Telling residents that we are interested in their experience, their feedback.
- Using resources to generate interest; based on initial conversation handing resident applicable resources to look at.
- Describing materials as “free resources” rather than as information or fliers.
- Holding conversations in a relaxed manor, conversational rather than questionnaire-style.

2.2 Event Engagement

SmartTrips Team performed outreach at nine events, including participation in existing community events and outreach at heavily frequented places in the community such as the Library and BART station. Below is a summary of event engagement outcomes:

Date	Event/Location	Event Participants	Resources Distributed
13 April 2017	East Dublin/Pleasanton BART Station	41	135
26 April 2017	East Dublin/Pleasanton BART Station	34	220
28 April 2017	East Dublin/Pleasanton BART Station	23	46
30 April 2017	Bike Safety Festival	73	166
04 May 2017	East Dublin/Pleasanton BART Station	81	173
11 May 2017	Bike to Work Day Station	75	375
11 May 2017	East Dublin/Pleasanton BART Station	43	157
17 May 2017	Pleasanton Library	23	72
28 May 2017	Amador Valley Park Bus Event	10	Not known
TOTAL		403	1344

2.3 Information packet households

1,100 of households were reached through delivering bags with essential information packed in them including a postcard asking recipients to fill out information to receive incentives and resources. Two recipients of the packs returned the mailer asking for additional resources. The 1,100 households received a 10R schedule, neighborhood map, bookmark and return mailer.

2.4 Resources and Incentives

LAVTA and Steer Davies Gleave provided the different resources and incentives which were available for residents. Travel Advisors only delivered requested items that supported a possible behavior change identified as a result of the conversation.

Table 3.4 shows the total number of each resource given out to participants over the course of the project.



Table 2.3: Resources requested by participating households

Resources taken	Door to door visits	Targeted Information Packets	Events	TOTAL
City of Pleasanton Trail Map	192	0	125	317
Neighborhood Map	191	1100	183	1474
Route 10R schedule	166	1100	199	1465
Wheels system map	134	1100	190	1424
Clipper card with \$3.75 or \$1.75 value	93	0	0	93
BART info	93	0	62	155
Pedometers	82	0	49	131
Fare/ Clipper information	55	0	143	198
Bike doctor	23	0	0	23
Personal journey plan	7	0	0	7

Nearly 1500 of each of the Route 10R schedule and Wheels system map were given to people within easy access of the bus corridor.

2.5 Access to BART

Residents were asked how they accessed the BART station and how often when we first spoke to them. 57 residents reported traveling to BART at least one day per week. Of those:

- 17 (30%) drove;
- 10 (18%) took the bus;
- 16 drove or got dropped off;
- 3 drove or got the bus;
- 3 rode their bikes;
- 2 walked; and
- 23 did not answer the question.

3 Project Results

3.1 Monitoring Approach

Behavior change surveys were completed with door to door participants through telephone, email and in person surveys. In total 42 of the 395 participants through door to door visits completed a follow up survey (11%).

The feedback survey reminded participants about the 10R service and asked the following questions:

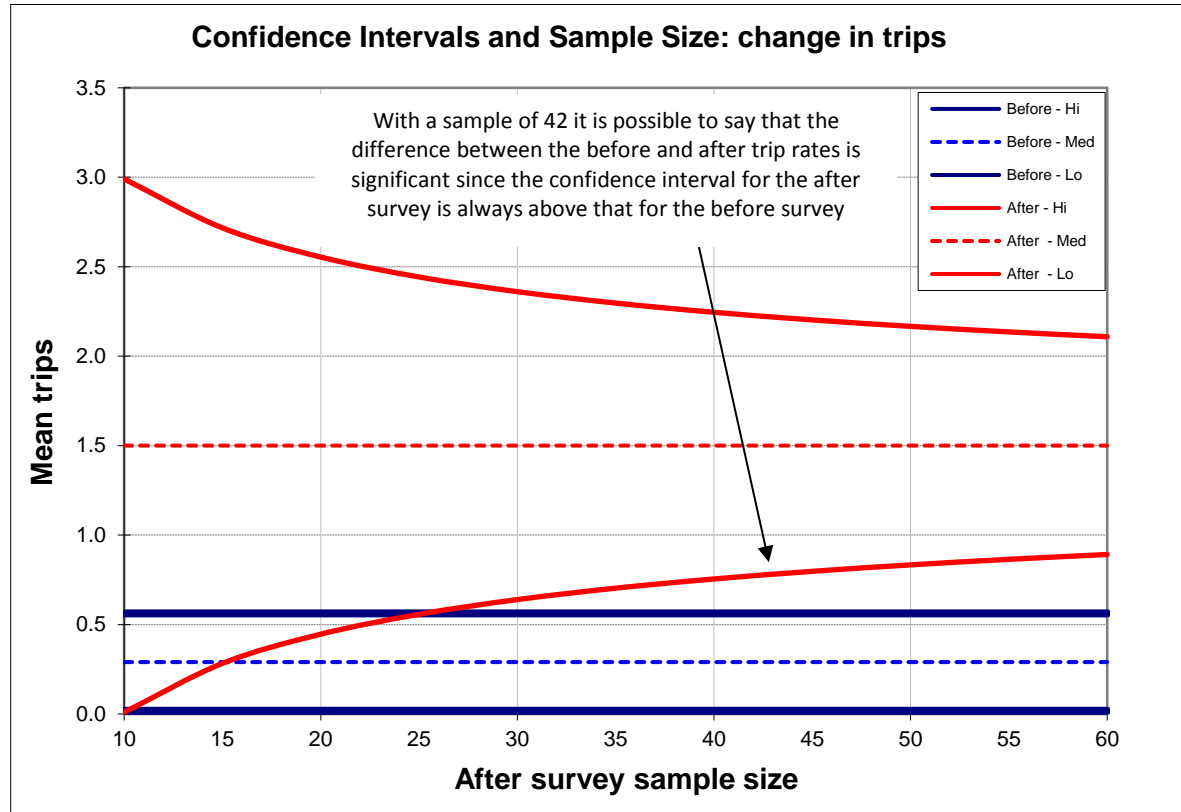
- How many trips by bus did you take in the past 7 days?
- Are you aware that the 10R bus route, along Santa Rita Road to the BART station, runs every 15 minutes most of the day?
- How likely are you to use the 10R in the future?
- How helpful did you find your conversation with our Travel Advisor? (Score out of 5)
- How useful were the resources that you received? (Score out of 5)
- Did you reduce your driving as a result of the SmartTrips Pleasanton program?

3.2 Bus trips taken

The project saw a very large increase in the average number of bus trips residents reported taking in the prior week in the after survey compared to the number taken at first contact. The average number of bus trips increased from 0.29 trips per person in the week prior to contact being made with them, to 1.5 trips per person in the week prior to the follow up survey.

Given the size of the increase, this is statistically significant even with a relatively small sample as shown in Figure 3.1.

Figure 3.1: Confidence Intervals and Sample Size: change in trips



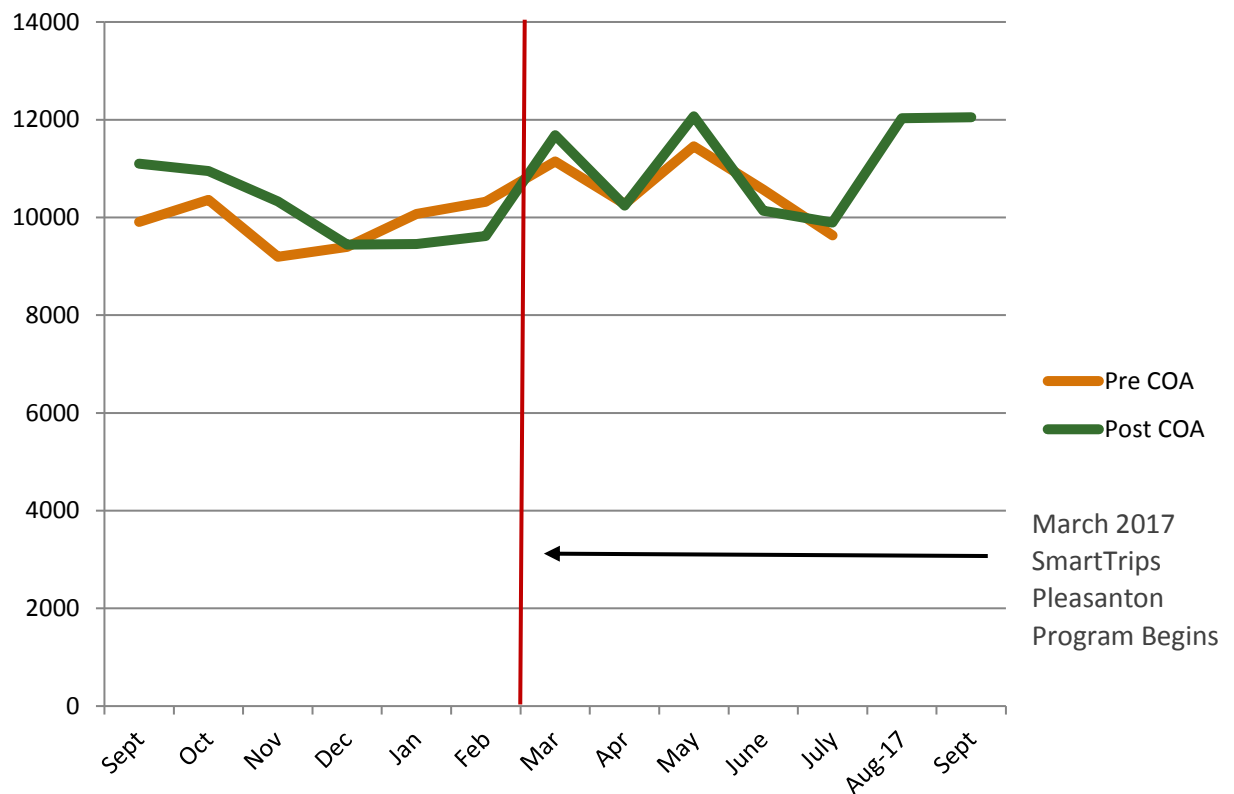
The 10R route saw a ridership boost post implementation of the program. Table 3.1 shows the change in September ridership over 3 years.

Table 3.1: Change in September Ridership 10R Bus

Month/Year	Boardings (w/out BART)	Increase from 2015 Ridership
Sep-15	9,906	
Sep-16	11,100	+12%
Sep-17	12,048	+19%

Figure 3.1 shows the change in 10R ridership over time with the red line marking the beginning of the SmartTrips Pleasanton Program in March 2017.

Figure 3.2: Change in 10R Ridership

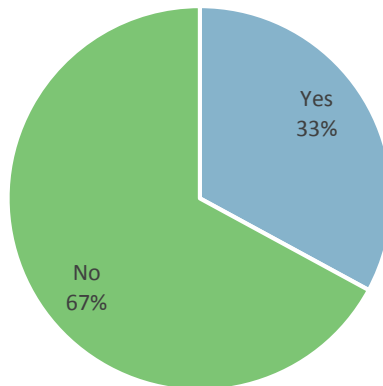


3.3 Familiarity with the 10R

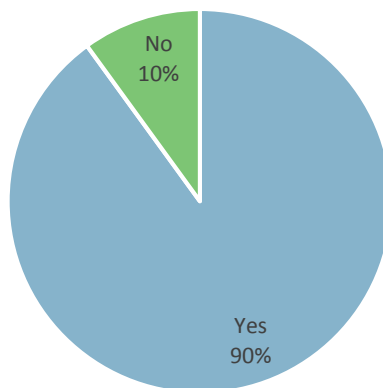
Another positive outcome of the program was a significant increase in awareness of the 10R among the residents who live within the ¼ mile walkshed of the route. This improved recognition of the service is important to increasing the use of the service – even those who have not already tried the service immediately following contact by the program are more likely to do so in the future now that they are aware of the service that is offered.

Figure 3.3: Familiarity with the 10R service before and after

Familiarity with the 10R - first contact



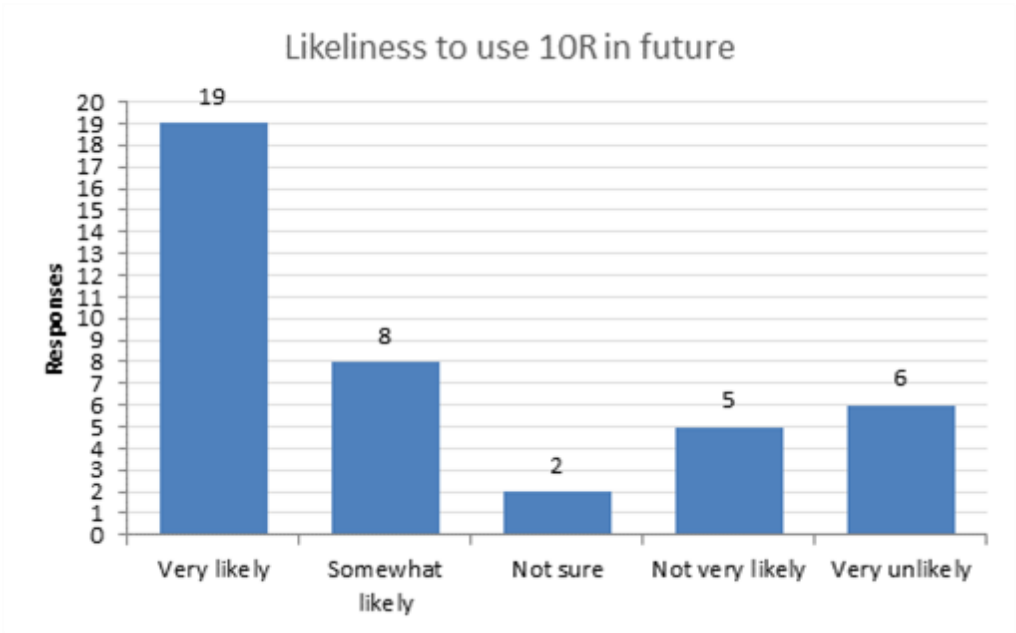
Familiarity with the 10R - follow up



3.4 Likeliness to use service

In addition, 68% of follow up respondents indicated that they were either somewhat or very likely to use the 10R in the future.

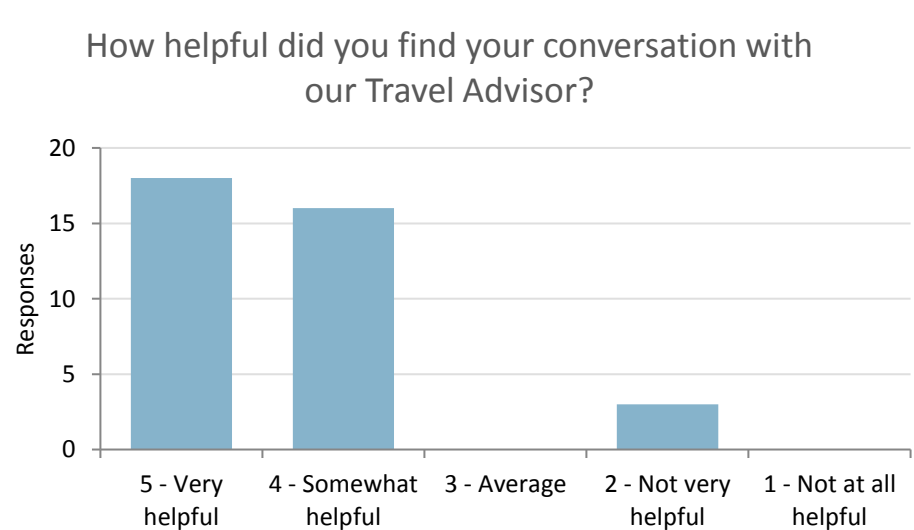
Figure 3.4: Likeliness to use 10R in the Future



3.5 Conversation quality

92% of follow up respondents found the conversation with the Travel Advisor to be somewhat or very helpful. Those that did not either reported already riding the bus and not needing the information, or not wanting to use the bus.

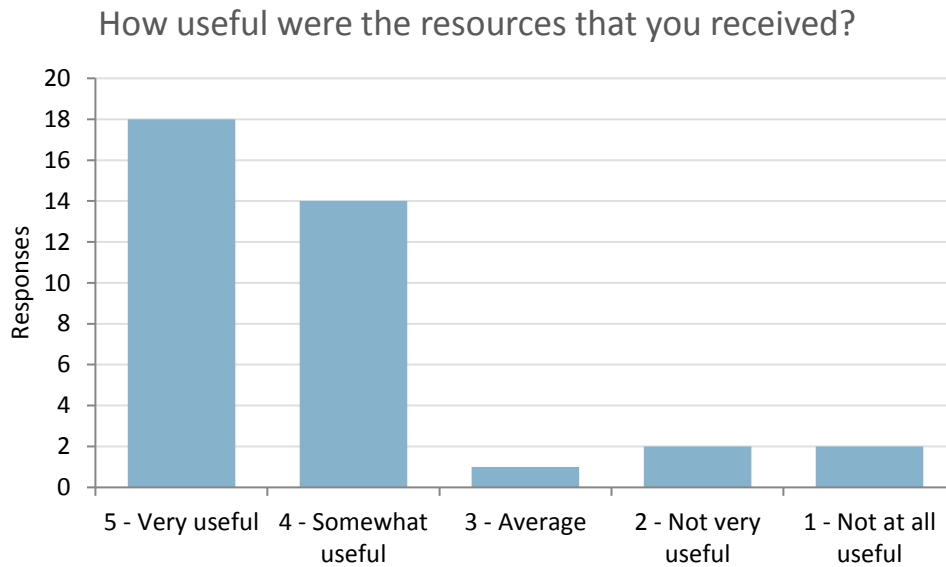
Figure 3.5: Helpfulness to the Conversation



3.6 Resource quality

86% of follow up respondents found the resources they received to be somewhat or very useful.

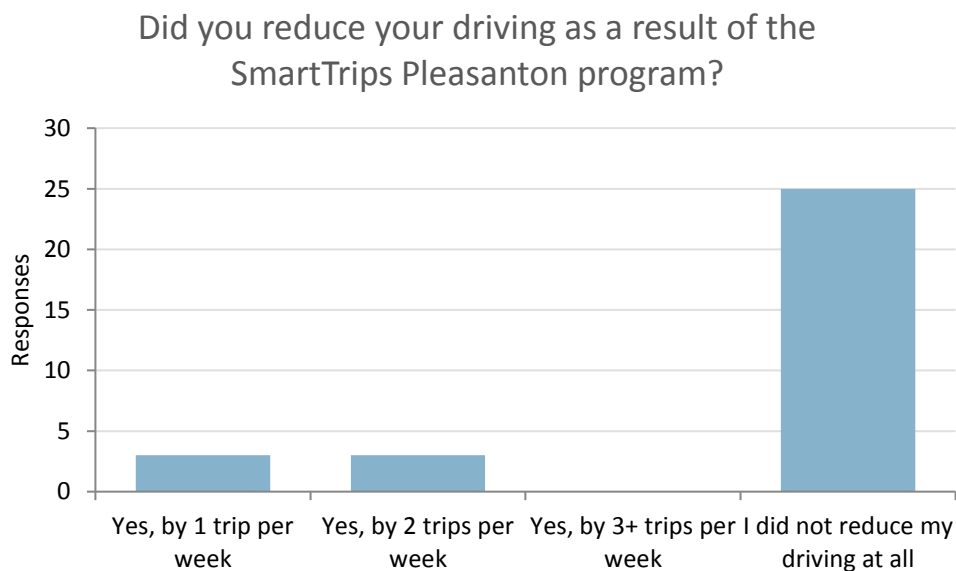
Figure 3.6: Usefulness of Resources



3.7 Reduction in driving

19% of follow up respondents reduced their driving as a result of the SmartTrips Pleasanton program.

Figure 3.7: Reduction in Driving



4 Lessons Learned

Overall, the project achieved some positive outcomes including:

- A reported increase in bus trips by residential participants in the follow up survey (from an average of 0.29 trips to 1.5 trips per previous 7 days).
- Improved community awareness about the 10R bus.
- Distribution of informational resources to over 1,800 households to help reduce barriers to taking transit for participants in the future.
- Positive feedback on the quality of their conversation with the TA and resources received from those who did participate in the program.
- A better understanding of local attitudes towards transit and some of the barriers to transit use in the local area.

Significant challenges faced by the SmartTrips team in implementing the program included:

- Difficulty recruiting team members led to an understaffed team resulting in slower progress and an extended outreach period.
- Lower participation rates than we have achieved in any other community – many residents were at home but refused to speak to the travel advisor.
- Negative attitudes towards public transportation.
- Spread out housing patterns slowed down progress rate.
- Very high sample loss/ inaccessible homes given the number of inaccessible apartment complexes in the target area.



The challenges and success of this program should be understood and used to improve outreach techniques and efficiency for future community outreach and marketing. Resistance to transportation behavior change can mean that mode shift can be more gradual and hard won in some communities than others. Some of the following actions should be taken to improve participation in any future similar programs:

- More vigorous community outreach ahead of residence visit to ensure more people understand the purpose of the project and are familiar with it before a Travel Advisor is at their door step. The team found that many residents were at least initially hesitant to speak with an advisor because their neighborhoods were regularly visited by solicitors. This may have been a huge barrier to asking residents to speak with a team member. If residents were to understand that the program was not selling anything and instead providing free resources and information ahead of their visit, more may have been willing to speak with a team member. More vigorous outreach through social media, partners, community groups, churches, ads in local news sources or engagement through NextDoor could be used in the future.
- Gamification could be used to incentivize folks to try the 10R for the first time, or increase the frequency they ride it across a wider area.
- The trails resource was the most requested item and promoting active recreation was a successful way to draw in participants. Adding additional recreation focused materials could improve participation, and in time willingness to ride the bus as people become less car dependent.
- Connecting with current 10R users and finding out more about what encouraged them to try the service the first time could also help improve the way the team approaches residents; using satisfied rider's stories through social media channels to make the service more appealing to non-users would also be effective.
- Our separate memo on recommendations for a Digital Campaign Strategy provided more specific ideas on digital channels.

In addition, the team achieved real success at events, in particular at the BART station where information was welcomed. This should remain a key part of future outreach and marketing strategies. The Amador Valley High School would also welcome an event but this could not be arranged in the project timescales.



A Household Conversation Form

Participant Conversation Form

TA Initials: _____ Date: _____ 2017 Time (hh:mm) : ____:____ Visit Number: 1/ 2/ 3

								Key topics	
								Bus	<input type="checkbox"/>
								BART	<input type="checkbox"/>
								ACE	<input type="checkbox"/>
								Walk	<input type="checkbox"/>
								Bike	<input type="checkbox"/>
								Car	<input type="checkbox"/>
RESOURCES									
Public Transit					Walking and Biking				
Route 10R schedule					Pedometers				
Wheels system map					Bike doctor				
Clipper card with \$3.75 or \$1.75 value					City of Pleasanton Trail Map				
Fare/ Clipper information					Bike Easy Bay fliers				
Personal journey plan (PTO)					All modes/ Other				
BART info					Neighborhood Map				
PRE VISIT: USE OF DIFFERENT TYPES OF TRANSPORT									
	7 days a week	5+ days a week	3-4 days a week	1-2 days a week	Monthly	Less than monthly	Never		
Drive alone									
Carpool									
Vanpool									
Bus									
BART									
<i>How do you access BART?</i>									
ACE									
Bike									
Walk									
Other (please state)									
How many trips did you take by bus in the last 7 days?				Were you aware the 10R bus route, along Santa Rita Road to the BART station, runs every 15 minutes most of the day?				Y/N	
PARTICIPANT INFORMATION									
First Name	Last name		Gender	Approx Age	No. of persons in HH	No. of persons spoken to			
			M / F						
Address	ZIP code		No. of cars in HH	No. of roadworthy bikes		Case Study? (P.T.O)			
FOLLOW UP CONTACT									
Send project newsletters by email/ other relevant travel information? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Participate in follow up survey? <input type="checkbox"/> Yes - Phone <input type="checkbox"/> Yes - Online <input type="checkbox"/> No									
Telephone		Email			Best time to call (circle)				
					AM	PM	Early Eve	Any	

Participant Conversation Form

TA Initials: _____ Date: _____ 2017 Time (hh:mm) : ____:____ Visit Number: 1/ 2/ 3

Personal Trip Plans

Trip 1 Method Bus.. ☐ Train.. ☐ Any.. ☐

Start _____ ZIP code: _____

Arrival Time (at destination): _____

OR

End: _____ ZIP code: _____

Departure Time (from home): _____

Trip 2 Method Bus.. ☐ Train.. ☐ Any.. ☐

Start _____ ZIP code: _____

Arrival Time (at destination): _____

OR

End: _____ ZIP code: _____

Departure Time (from home): _____

CASE STUDY

What change is this person going to make? What makes them a good case study?

What method are they going to try?

Walking ☐

Biking ☐

Bus..... ☐

Train..... ☐

Carpooling/Vanpooling.. ☐

Teleworking..... ☐

Other..... ☐

Other notes about the conversation

OFFICE USE ONLY

FULFILLMENT DATE (mm/dd/yyyy): _____/_____/2017

INITIALS _____

DATE OF DATA ENTRY (mm/dd/yyyy): _____/_____/2017

INITIALS _____

AFTER SURVEY CALL DATE (mm/dd/yyyy): _____/_____/2017

INITIALS _____

B Digital Campaign Strategy

To LAVTA
Cc Sarah McMinimy, Lisa Buchanan
From Katie Wilson
Date 13 June 2017
Project LAVTA Wheels Bus Route 10R Ridership Encouragement

Digital Campaign Strategy

Due to the older population of the target area, we recommend prioritizing local news outlets for digital advertising opportunities. We also recommend exploring available social media options to increase visibility of the campaign.

Advertisements

3-5 online banner/email banner ads or featured stories placed in local organizations and publications websites, geotagged to the target area.

- Online ads heavily branded for Wheels buses
 - Featured stories: write up about local community members utilizing Wheels and having a positive experience. Including personal stories and quotes as available.
 - Explore social media options with all outlets to help further spread ridership campaign.
- Possible local outlets to explore pricing options and readership data:
 - Bay Area News Group (East Bay Times): <http://www.bayareanewsgroup.com/our-products/east-bay-times/>
 - Pleasanton Weekly: <https://www.pleasantonweekly.com/>
 - Pleasanton Chamber of Commerce: <http://www.pleasanton.org/>
 - Pleasanton Website: <http://www.pleasanton.com/>
 - Downtown Pleasanton Association: <http://www.pleasantondowntown.net/>

Next Door

Connect with local advocate/user for the bus line that can post a personalized post on the neighborhood Next Door, talking about the convenient service and how it has helped her local trips. Highlight frequency, convenience and amenities on the bus.

Social Media

Utilize Wheels Twitter and Facebook to promote the route. Explore options with the Chamber of Commerce Facebook (<https://www.facebook.com/pleasantonchamber>) and Twitter (<https://twitter.com/pleasantonchamb>), and the Pleasanton Downtown Association Facebook (<https://www.facebook.com/PleasantonDowntownAssociation>) and Twitter (<https://twitter.com/pleasantondt>), and City of Pleasanton Facebook (<https://www.facebook.com/CityofPleasanton>) and Twitter (<https://twitter.com/pleasantonca>).

Twitter

- Tweet one times a week (and actively retweeting others) – target 2:00 pm
- Utilize a campaign hashtag #wheels10R or #wheelsbus10R or something similar
- Utilize local images of people taking the 10R bus, connecting to BART stations or Downtown Pleasanton
- Actively retweet others who have used the hashtag
- Reach out to local organizations or figures to use their Twitter to help spread the message about the bus route. Actively retweet their posts if possible.
 - Chamber of Commerce
 - Pleasanton Downtown Association
 - City of Pleasanton
 - Local influencers
- Utilize tweets to push message and drive people to website, ex:
 - Avoid the hassle of finding a parking spot in Downtown Pleasanton. Take Wheels 10R to enjoy a night on the town. Learn more at <http://www.wheelsbus.com/route/route-10r/>.
 - Do your part to help the environment by utilizing transit. Wheels 10R is your green connection to Downtown Pleasanton and the rest of the Bay Area. Learn more at <http://www.wheelsbus.com/route/route-10r/>.
- Do fun, engaging tweets, ex:
 - Take Wheels 10R to connect to BART? Share your photo #wheels10R
 - #wheels10R photo of the day from @username who uses the route to connect to BART (with photo)
 - Share why you love Wheels Route 10R @wheelsbus using #wheels10R & you could win a \$10 voucher (or similar prize)
 - Thanks @username for sharing that Route 10R lets you have time to message with your family in Europe.
 - Private message @username to give her \$10 voucher (or similar prize)

Facebook

- Post one time a week – target 3:00 pm if possible
- Utilize high-quality local images of people taking Route 10R, connecting to local destinations or relaxing on the bus. Make it personal and relatable.
- Can share personal stories. Use images of people utilizing the bus and share their story in a quick, fun way. Ex:
 - Your neighbor Sharon saves \$XX a month taking Wheels 10R to work and she gets to read her favorite novel. Learn how you can be more like Sharon at <http://www.wheelsbus.com/route/route-10r/>.
 - Gus uses Wheels 10R to avoid the headache of reserving a BART parking spot. A quick bus ride and he has the whole Bay Area at his fingertips. Learn more at <http://www.wheelsbus.com/route/route-10r/>.

Facebook target ads – second priority to paid news advertising opportunities, depending on costs

- Utilize geo-targeted Facebook ads with call-to-action to go to website <http://www.wheelsbus.com/route/route-10r/>
- Utilize high-quality local images of taking the bus downtown or to BART. Make it personal and relatable.
- Can share personal stories. Use images of people utilizing the bus line and share their story in a quick, fun way. Ex:
 - Your neighbor Sharon saves \$XX a month taking Wheels 10R to work and she gets to read her favorite novel. Learn how you can be more like Sharon at <http://www.wheelsbus.com/route/route-10r/>.
 - Gus uses Wheels 10R to avoid the headache of reserving a BART parking spot. A quick bus ride and he has the whole Bay Area at his fingertips. Learn more at <http://www.wheelsbus.com/route/route-10r/>.
- Or can use more generic text with inspiring images. Ex:
 - Catch up on your emails on the way to the office. Wheels buses have free WiFi so you can stay connected on your journey. Learn more at <http://www.wheelsbus.com/route/route-10r/>.
 - Avoid the hassle of finding a parking spot in Downtown Pleasanton. Take Wheels 10R to enjoy a night on the town. Learn more at <http://www.wheelsbus.com/route/route-10r/>.
 - Do your part to help the environment by utilizing transit. Wheels 10R is your green connection to Downtown Pleasanton and the rest of the Bay Area. Learn more at <http://www.wheelsbus.com/route/route-10r/>.

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AGENDA

ITEM 7

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Appointment of LAVTA Representative to the Tri-Valley – San Joaquin Valley Regional Rail Authority

FROM: Michael Tree, Executive Director

DATE: December 4, 2017

Action Requested

Appoint a LAVTA representative to the Tri-Valley – San Joaquin Valley Regional Rail Authority.

Background/Discussion

In 2015 the Tri-Valley Regional Rail Advisory Group was established with the goal of ensuring that regional rail planning in the Tri-Valley leads to project implementation that is fast, cost effective and responsive to the community. Later the Advisory Group name was changed to the Alameda – San Joaquin Regional Rail Working Group. Areas of interest and planning for the Working Group have been the BART to Isabel Extension and an electric multiple unit train that would connect ACE with BART in the Tri-Valley. Vice-Mayor Steven Spedowfski has been the appointed LAVTA representative serving on the Advisory/Working Group.

Building on the efforts of the Working Group, in 2017 AB 758 (Eggman) created the Tri-Valley – San Joaquin Valley Regional Rail Authority for the purpose of planning, developing and delivering cost effective and responsive rail connectivity between BART and ACE rail systems in the Tri-Valley. The following are the members of the new Authority:

Town of Danville	City of Tracy	County of Alameda
City of San Ramon	City of Manteca	County of San Joaquin
City of Pleasanton	City of Lathrop	LAVTA
City of Dublin	City of Stockton	BART
City of Livermore	Mountain House	SJRRC/ACE

It is anticipated that the Board of Directors for the new Authority will meet monthly beginning in January and alternate meeting locations between the Tri-Valley and Northern San Joaquin Valley. The staff recommendation is that the LAVTA Board appoint a representative to serve on the Tri-Valley – San Joaquin Valley Regional Rail Authority.

Fiscal Impact

None

Recommendation

Staff requests the Board of Directors appoint a LAVTA representative to the Tri-Valley – San Joaquin Valley Regional Rail Authority.

Submitted: _____

AGENDA

ITEM 8

STAFF REPORT

SUBJECT: Set Board of Director Meeting Dates for 2018

FROM: Tamara Edwards, Director of Finance

DATE: December 4, 2017

Action Requested

Set dates for all regularly scheduled meetings of the Board of Directors for the upcoming calendar year 2018.

Background

The Authority Bylaws state that meetings of the Board of Directors will occur on the first Monday of each month. However, each year, one or two meetings are rescheduled to accommodate meetings that fall on a holiday or on the day before or after a holiday. Rather than rescheduling these meetings on a month by month basis, we are asking the Board of Directors to adopt the following calendar of meetings for the entire year.

January 8, 2018 (New Year's Day Holiday observed on Monday, January 1, 2018)

February 5, 2018

March 5, 2018

April 2, 2018

May 7, 2018

June 4, 2018

July 2, 2018

August 6, 2018

September 10, 2018 (Labor Day Holiday falls on Monday, September 3, 2018)

October 1, 2018

November 5, 2018

December 3, 2018

Recommendation

Staff recommends the Board of Directors adopt the above meeting calendar for 2018.

Approved: _____

AGENDA

ITEM 9

EXECUTIVE DIRECTOR'S REPORT

December 2017

Stuff-A-Bus Event

The event at Lucky Supermarket on Saturday, November 18th was a huge success. 2,400 pounds of food collected and \$455 in gift cards provided. Open Heart Kitchen and Tri-Valley Haven were on-site and very grateful.



Las Positas College Transit Pass Election Results

The week of November 13th students at Las Positas College had the opportunity to vote on a student fee of \$9 per semester for full-time students and \$8 per semester for part-time students to continue the Transit Pass. The election results show 90% approved the student fee. The Board of Trustees at Chabot-Las Positas Community College District will next consider the fee.

Go Dublin Update

In September, LAVTA hired Fehr and Peers to evaluate the Go Dublin pilot. The goal of the evaluation is to better understand how the Go Dublin pilot has influenced travel behavior in the City of Dublin and provide information to evaluate the potential continuation of the pilot.



Approximately 1,500 rides per month are being provided with the Go Dublin Discount. Staff is currently working with the consultants to expand the data evaluation to provide more useful information on the pilot. A formal presentation will be made to the LAVTA Board in March 2018.

Rail Working Group

Currently, member agencies are selecting their representatives for the first meeting of the new rail authority anticipated to take place in January. Other work underway includes obtaining funding for the Authority, the draft bylaws, a scope of work for the feasibility study and potential grant applications.

Shared Autonomous Vehicle (SAV) Project

Included in the Projects & Services Packet is an MOU with Bay Area AQMD for the initial funding of the agency's SAV project. Staff is working with GoMentum, Inc. on a Professional Services Agreement with a Scope of Work to begin testing in April of 2018, and continue testing of LAVTA SAVs through 2019.



Rebranding Event for Wheels Logo/Buses

Staff is working to procure a contractor to wrap Wheels buses with the new brand and logo. Early planning has the new brand and logo being unveiled on Wheels buses at the Historic Depot ribbon cutting in March 2018.

Dublin High School Route Changes

As of Friday, December 1, Route 501 no longer will be operating on the freeways. The route will be modified to its original alignment using Dublin Blvd to Village Parkway. No modifications are being made to the trips, with the exception of the early-bird trip on Wednesdays, which is being cancelled.

Winter 2018 Service Changes

Last month, BART informed LAVTA that it will be implementing train schedule adjustments, affecting the line that serves the two stations in the Tri-Valley. The adjustments, which take effect on 02/12/18, add scheduled travel time for trains in order to take into account delays that are already occurring – especially during commute hours. As connecting to BART is critical for Wheels ridership, Staff is planning with the Contractor (MV Transportation) to do a new driver signup in February simultaneously to that of BART, and to make a systemwide adjustment to the Wheels schedules in order to maintain coordination with the BART schedules after 02/12. The change will amount to 1-2 minutes across most schedules.

As part of the February signup, running time modifications will be made to two routes - #8 (Hopyard) and #15 (Springtown) – as part of Staff's ongoing joint effort with the Contractor to improve and maintain on-time performance in line with LAVTA's established goals.

Route 501 Changes effective December 1, 2017

Based on direction from the Board of Directors, Route #501 (East Dublin to Dublin High) will be realigned away from its current freeway express operation to instead travel on local arterials on the segments west of Hacienda Drive. This change – which will not remove service coverage for existing riders but is expected to add 3-4 minutes of travel time per direction – is first being implemented as a detour starting on 12/01, and will then be made permanent as part of the February signup, at which time a new schedule for the route will be published.

Attachments

1. Management Action Plan w/Updates
2. Board Statistics October 2017
3. FY18 Upcoming Committee Items

FY2018 Goals, Strategies and Projects

Last Updated – November 20, 2017

MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development Strategies (those highlighted in bold indicate highest Board priority) 1. Provide routes and services to meet current and future demand for timely/reliable transit service 2. Increase accessibility to community, services, senior centers, medical facilities and jobs 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies 4. Improve connectivity with regional transit systems and participate in BART to Livermore project 5. Explore innovative fare policies and pricing options 6. Provide routes and services to promote mode shift from personal car to public transit						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Long Range Transit Plan (Agency's 30 Year Plan)	<ul style="list-style-type: none"> Receive draft Long Range Plan from Nelson/Nygaard Present final draft to Board Approval 	DP	Projects/ Services	Apr 2018 May 2018 Jun 2018	→ Staff studying park and ride report, shared mobility and shared autonomous vehicle strategy. Strategic Planning Workshop for Board being planned for spring of 2018.	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> Award of Contract Public Outreach Approval of Recommendations 	DP	Projects/ Services	Nov 2016 Jun 2017 Feb 2018	→ Nelson/Nygaard awarded contract. Kick-off meeting held in February. Public meetings held in June. LAVTA Board presentation made in September. Currently developing alternatives. <u>Second round of workshops completed in November. Board presentation in January.</u>	X X
Fare Study	<ul style="list-style-type: none"> Draft Fare Study Public Hearing (proposed changes on fixed route) 	DP	Projects/ Services	May 2017 Jan 2018	→ Draft Fare Study for fixed route complete. F&A reviewed in May. Decision made to hold study results a few months to see ridership trends on fixed route and paratransit study fare recommendations.	X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
	<ul style="list-style-type: none"> Board Approval 			Feb 2018		
Three Queue Jumps On Dublin Blvd	<ul style="list-style-type: none"> Award contract for queue jump Finish project 	DP	Projects/ Services	Jul 2016 Oct 2017	→ Board awarded contract queue jump project in March. Some delays in project. Currently 75% completed. Queue jumps are operational.	X X
Transit Signal Priority Project in Rapid 10R Corridor	<ul style="list-style-type: none"> Engineering Work Finish Project 	DP	Projects/ Services	Oct 2017 Jun 2018	→ Grant by TVTAC approved. Board approved MOU with Dublin. Board approved engineering contract with Kimley Horn. <u>Discussions with Pleasanton staff taking place to expand project to additional intersections in SmartTrips Pleasanton 10R corridor.</u>	
Go Dublin Discount Program	<ul style="list-style-type: none"> Get clearance from FTA Implement Results of Program 	DP	Projects/ Services	Nov 2016 Dec 2016 Mar 2018	→ Program providing approximately <u>1,500</u> rides/month. Mailing to residents occurring in September. <u>Project study expanded to include additional data analysis. Fehr & Peers present final findings in March.</u>	X X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
O&M Contract Request for Proposals	<ul style="list-style-type: none"> • Develop RFP • Award Contract 	DP	Project/ Services	Oct 2017 Mar 2018	→ RFP released. Bids due in December. Board to award in March.	X
Dublin Service Plan	<ul style="list-style-type: none"> • RFP advertised • Contractor Award • Recommendations 	DP	Projects/ Services	Nov 2017 Dec 2017 June 2017	→ RFP on the street.	
<p><i>Goal:</i> Marketing and Public Awareness</p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <p>1. Continue to build the Wheels brand image, identity and value for customers</p> <p>2. Improve the public image and awareness of Wheels</p> <p>3. Increase two-way communication between Wheels and its customers</p> <p>4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system</p> <p>5. Promote Wheels to New Businesses and residents</p>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Upgrades	<ul style="list-style-type: none"> • Place easy to access Commuter Info on homepage 	MKT MGR	Projects/ Services	Nov 2017	→ Commuter info landing page and button to be installed on website in November.	
		MKT			→ New design for buses approved. New	

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
LAVTA Rebranding Project	<ul style="list-style-type: none"> Selection by LAVTA Board of name/rebranding scheme. Public event to unveil rebranding. 	MGR	Projects/ Services	Jun 2016 Feb 2018	logo approved. <u>Unveiling event being scheduled for February 2017. Likely in conjunction with the Depot ribbon cutting event.</u>	X
Individualized Marketing	<ul style="list-style-type: none"> Award Contract Review of results 	MKT MGR	Projects/ Services	Oct 2016 Dec 2017	→ SDG awarded contract. Collateral developed and distributed. Program completed. Post program surveys completed. <u>Project report to LAVTA Board in December.</u>	X
N Canyons Parkway Rapid Bus Stop Project	<ul style="list-style-type: none"> Engineering work Improvements to site Relocation of shelters 	DP	Projects/ Services	May 2017 Aug 2017 Jan 2018	→ FTA grant to upgrade stops in this corridor to Rapid style. Engineering work done. Bids came in high. Board rejected all bids. Bid re-advertised. <u>Board awarded project in November. Project to be completed in Jan of 2018.</u>	X
Pleasanton SmartTrips Corridor Rapid Bus Stop Project	<ul style="list-style-type: none"> Engineering work Award of construction contract Finish project 	DP	Projects/ Services	Nov 2017 Apr 2018 Jun 2018	→ ACTC grant received to upgrade stops in this corridor to Rapid style. <u>Board awarded engineering to Kimley Horn in November.</u> Bus shelter type is next step. Project award in April.	
Dublin School Tripper Bus Shelter Project	<ul style="list-style-type: none"> Identify new locations for shelters Install new shelters 	ED	Projects/ Services	Sept 2016 Dec 2017	→ Five locations with high ridership identified. <u>Kimley Horn performing engineering. Shelter installation to begin in December.</u>	X

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Replace Shelters Past Useful Life That Are On Livermore Routes	<ul style="list-style-type: none"> Identify shelters Install 	ED	Projects/ Services	Nov 2016 Dec 2017	→ Shelters identified. 10 shelters delivered. IFB being advertised currently to begin install in Dec.	X
<p>Goal: Community and Economic Development</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> 1. Integrate transit into local economic development plans 2. Advocate for increased TOD from member agencies and MTC 3. Partner with employers in the use of transit to meet TDM goals & requirements 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> Assist ACTC in promoting the student passes Monitor effectiveness of the program and capacity issues 	DP	Projects/ Services	Ongoing Ongoing	→ Four schools in Livermore to have free pass via Clipper for Wheels access. Planning/Marketing Departments working with ACTC and school district to distribute and market Clipper Cards/bus system. Preliminary ridership continues at approximately 200 trips per day.	X
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> Marketing campaign on campus Student Vote to retain Transit Pass on campus 	MKT MGR	Projects/ Services	Ongoing Nov 2017	→ Transit pass/marketing efforts ongoing. Students have voted. 90% "yes". 10% "no". <u>Board of Trustees to consider the vote and student fee.</u>	X X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> • City Award of Project • Demo of TC Customers Service Buildings • Finish Relocation/Renovation 	DP	Projects/ Services	Jan 2017 Jul 2017 Feb 2018	→ FTA clearance given to demo current building. City Council awarded contract. Temporary facility installed. Demo of LAVTA buildings done. Depot moved onto cement foundation. Project might extend into March or April 2018.	X X
Rehab of Shade Structure and Replacement of Furniture at Livermore Transit Center. Rehab of Custom Shelter adjacent to Livermore TC next to Parking Garage.	<ul style="list-style-type: none"> • Bid Project • Project Completion 	DP	Projects/ Services	Nov 2017 Jan 2018	→ <u>Bid spec being developed for painting and purchase of furniture. Waiting on architect of Depot Project to provide input on colors.</u>	
<p><i>Goal: Regional Leadership</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 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 						
<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>
Alameda – San Joaquin Regional Rail Working Group	<ul style="list-style-type: none"> • AB 758 	ED	Projects/ Services	Oct 2017	→ Approved. Legislation becomes effective January 2018.	X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
2017 Legislative Plan	<ul style="list-style-type: none"> Creation of 2017 Legislative Plan and review/approval by the Board and provide support for key legislation. 	ED	Finance/ Admin	Feb 2017	→ Staff monitoring legislation to choose optimal time for correspondence of support. SB 595 approved in legislature and sent to governor for signature. Report to LAVTA Board on our legislative plan and how bills fared overall to be presented in November.	X
State Legislation to Approve SAV Project in Dublin	<ul style="list-style-type: none"> Introduce SAV legislation 	ED	Finance/ Admin	Feb 2017	→ Approved. Legislation becomes effective January 2018.	X
<p>Goal: Organizational Effectiveness</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> Promote system wide continuous quality improvement initiatives Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity HR development with focus on employee quality of life and strengthening of technical resources Enhance and improve organizational structures, processes and procedures to increase system effectiveness Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Performance Metrics Improvement	<ul style="list-style-type: none"> Staff setting up aggressive monitoring of key performance metrics: on-time performance, accidents and customer service. 	DP	Projects/ Services	Ongoing	→ Daily and weekly meeting to discuss key metrics at staff level. <u>Presentation on performance of routes provided to the P&S Committee in October.</u>	X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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Goal: Financial Management

Strategies (those highlighted in bold indicate highest Board priority)

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

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
FY17 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> Complete financial audit and all required reporting to Board, local, regional and state agencies. 	DF	Finance/ Admin	Nov 2017	→ Audit ongoing in September. Review of audit at F&A in October. Presentation to LAVTA Board in November. No findings.	X

Other:

Transit Center Bus Driving Isle Improvement Project	<ul style="list-style-type: none"> Perform demo of asphalt and construction new base and asphalt in driving isle. 	PD	Projects/ Services	Feb 2018	→ Utilizing City pavement contract. Asphalt to be removed and construction completed after the Transit Center cement work is completed. This project to tie in closely with Historic Depot Relocation project. Will be final phase of Depot project.	
SAV Project	<ul style="list-style-type: none"> Acquire funding to begin project Approve legislation to test SAVs. Enter into MOUs for testing. 	ED	Projects/ Services	Oct 2016 Dec 2017 Feb 2018	→ AQMD awarded LAVTA approx. \$1 million over 3 years in funding in exchange for advertising. LAVTA Board received a presentation on this project and next steps at Feb meeting. AB 1444 approved and effective January 2018. <u>MOU with County Connection approved in November. MOU with Bay Area AQMD to be considered by Board in December. MOU with GoMentum to be considered in December or January.</u>	X X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Triennial Audit	<ul style="list-style-type: none"> • Preparation for audit • Audit and report to board 	DF	Finance/ Adm	Ongoing Jul 2018	→Comprehensive audit on LAVTA from FTA to be conducted in July 2018.	

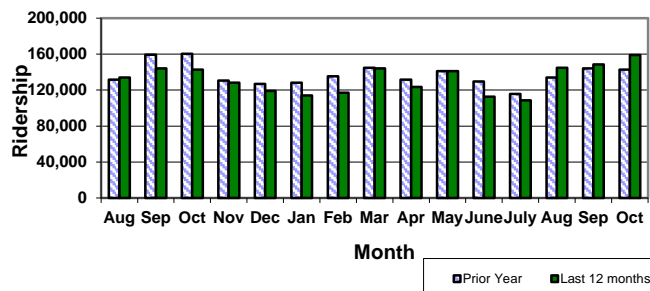
Monthly Summary Statistics for Wheels

October 2017

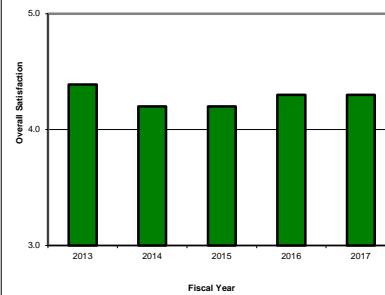
FIXED ROUTE

	October 2017			% change from one year ago		
Total Ridership FY 2018 To Date	560,842			4.5%		
Total Ridership For Month	158,853			11.3%		
Fully Allocated Cost per Passenger	\$7.45			0.1%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	6,629	1,612	1,311	8.9%	-7.4%	5.6%
Passengers Per Hour	15.3	10.3	8.4	6.4%	-9.4%	3.3%
	October 2017			% change from last month		
On Time Performance	82.0%			2.2%		

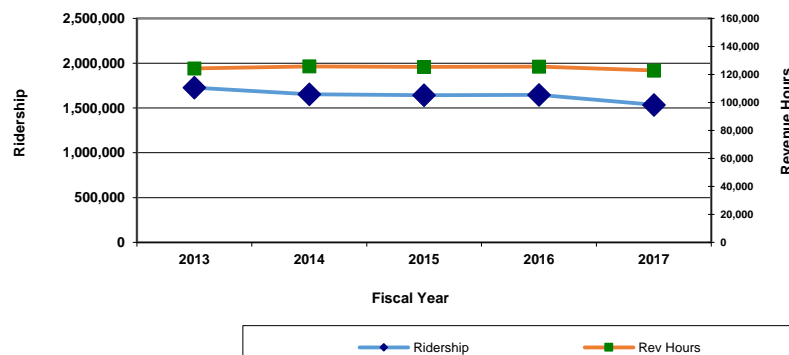
Monthly Unlinked Boardings and Revenue Hours
Last 24 Months



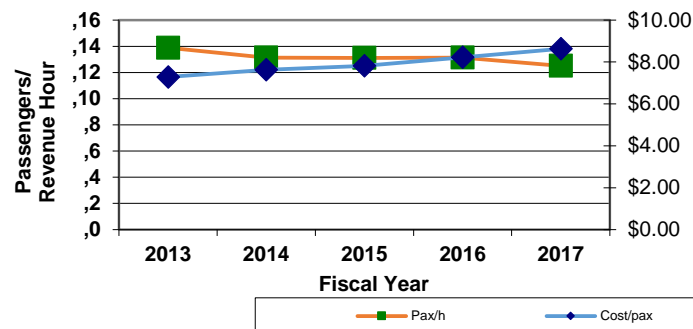
Historical Customer Service
Survey Results



Annual Unlinked Boardings and Revenue Hours
FY2013-2017



Full Cost Per Passenger and Passenger Per Hour
FY2013-2017



Monthly Summary Statistics for Wheels

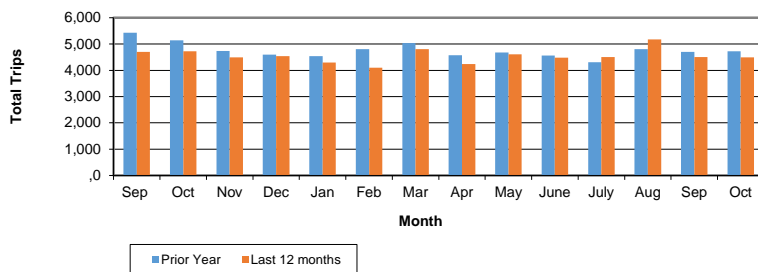
October 2017

PARATRANSIT

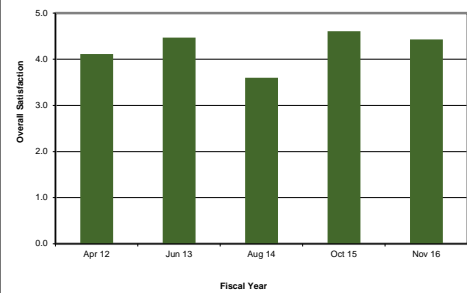
General Statistics	October 2017	% Change from last year	Year to Date
Total Monthly Passengers	4,496	-4.9%	18,671
Average Passengers Per Hour	1.7	-10.5%	8
On Time Performance	96.95%	-0.8%	4
Cost per Trip	\$32.35	2.0%	129
Number of Paratransit Applications	38	-26.9%	139
Calls Answered in <1 Minute	71.00%	-12.7%	3

Missed Services Summary	October 2017	Year to Date
1st Sanction - Phone Call	11	24
2nd Sanction - Written Letter	0	0
3rd Sanction - 15 Day Suspension	0	1
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0

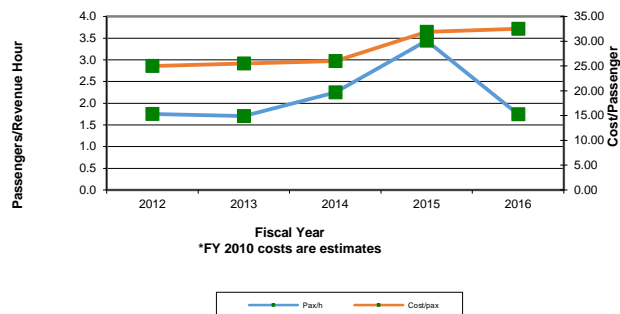
Paratransit Monthly Unlinked Boardings, Last 24 Months



Historical Customer Service Survey Results



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



Monthly Summary Statistics for Wheels

October 2017

SAFETY									
ACCIDENT DATA	October 2017				Fiscal Year to Date				
	Fixed Route		Paratransit		Fixed Route		Paratransit		
Total	0		0		0		0		
Preventable	3		0		8		1		
Non-Preventable	1		0		5		1		
Physical Damage									
Major	0		0		0		0		
Minor	4		0		13		2		
Bodily Injury									
Yes	0		0		0		0		
No	4		0		13		2		
MONTHLY CLAIMS ACTIVITY	Totals								
Amount Paid									
This Month	\$499.03								
To Date This Fiscal Year	\$6,051.26								
Budget	\$100,000.00								
% Expended	6%								
CUSTOMER SERVICE - ADMINISTRATION									
CATEGORY	Number of Requests								
	October 2017	Year To Date							
Praise	2		4						
Bus Stop	2		15						
Incident			2						
Trip Planning	1		9						
Fares/Tickets/Passes			5						
Route/Schedule Planning	9		62						
Marketing/Website	1		10						
ADA			0						
TOTAL	15		107						
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	1			1				1	
Safety	5	6	3	14			1	0	
Driver/Dispatch Courtesy	2	4		11				1	
Early	2		1	6		1		0	
Late	8	9		28		2	1	0	
No Show	1	1		6				1	
Incident	2	1		3				1	
Driver/Dispatch Training		1		1	2			5	
Maintenance			2	0				0	
Bypass	10	8	1	30				0	
TOTAL	30	30	7	99	2	3	2	8	
Valid Complaints									
Per 10,000 riders	1.89								
Per 1,000 riders					0.44				

LAVTA COMMITTEE ITEMS - December 2017 - April 2018

Finance & Administration Committee

December

	Action
Minutes	X
Treasurers Report	X
*Typically December committee meetings are cancelled	

January

	Action	Info
Minutes	X	
Treasurers Report	X	
Legislative Program	X	

February

	Action	Info
Minutes	X	
Treasurers Report	X	

March

	Action	Info
Minutes	X	
Treasurers Report	X	
Funding resolutions 5307	X	

April

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

LAVTA COMMITTEE ITEMS - December 2017 - April 2018

Projects & Services Committee

December

Minutes

Action

Info

X

*Typically December committee meetings are cancelled

January

Minutes (November)

Action

Info

X

Draft Long Range Transit Plan

X

DAR Passenger Surveys Results

X

Mobility Forward Draft Recommendation

X

Winter Service Changes

X

February

Action

Info

Minutes

X

Quarterly Operations

X

Operations and Maintenance Contract Award

X

Wheels on Demand Evaluation

X

March

Action

Info

Minutes

X

Draft August 2017 Service Changes

X

April

Action

Info

Minutes

X