

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

BOARD OF DIRECTORS MEETING

DATE: February 2, 2015
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. Recognizing Volunteers for the Stuff A Bus Holiday Event**
- 5. Wheels January Accessible Advisory Committee Minutes Report**
- 6. Consent Agenda**

Recommend approval of all items on Consent Agenda as follows:

- A. Minutes of the December 1, 2014 Board of Directors meeting.**
- B. Treasurer's Reports for the months of November 2014 and December 2014**

Recommendation: The Finance and Administration Committee recommends approval of the November 2014 and December 2014 Treasurer's Reports.

C. **Approve First Amendment to Employment Agreement with Michael Tree**

Recommendation: Legal Counsel recommends that the Board approve the revised form of contract with Michael Tree.

D. **Resolution of the Board of Directors of the Livermore Amador Valley Transit Authority Appointing Director and Alternate to the California Transit Insurance Pool (CalTIP)**

Recommendation: The Finance and Administration Committee recommends the Board approve Resolution 03-2015 revising the positions appointed to CalTIP Director and Alternate.

E. **Rules of Conduct for LAVTA Vehicles, Facilities and Properties**

Recommendation: The Finance and Administration Committee recommends the Board of Directors approve Resolution 08-2015, updating the Rules of Conduct for LAVTA Vehicles, Facilities and Properties.

F. **Consolidation of Existing Fare Resolutions**

Recommendation: The Finance and Administration Committee recommends the Board of Directors consolidate LAVTA's existing fare resolutions and transfer agreements by approving Resolution 02-2015.

7. **Resolution of the Board of Directors Appreciating the Services of Mayor Tim Sbranti, Councilmember Bob Woerner, and Mayor Jerry Thorne**

Recommendation: It is requested that the Board of Directors adopt the attached Resolutions appreciating the services of Mayor Tim Sbranti, Councilmember Bob Woerner, and Mayor Jerry Thorne. Resolutions 04-2015, 05-2015, and 06-2015.

8. **Queue Jump Repair - Update**

Recommendation: None – information only.

9. **Clipper Implementation**

Recommendation: None – information only.

10. **Bus Stop Management**

Recommendation: None – information only.

11. **Establishing Standing Committees and Memberships**

Recommendation: Chair Haggerty recommends that the Board approve Resolution 07-2015, establishing new standing committees, memberships, and officers.

12. Atlantis O&M Facility

Recommendation: Staff recommendation is that the board directs staff to take the Atlantis Facility project out of abeyance so that funding can be pursued for Phases III through VI. Additionally, staff recommends that the board directs staff to search for leasing opportunities to offset the costs of the Atlantis site until such time as the facility is fully constructed and utilized.

13. 2015 Legislative Program

Recommendation: The Finance & Administration Committee recommends that the Board approve Resolution 01-2015, adopting the 2015 Legislative Program.

14. Executive Director’s Report

15. Matters Initiated by the Board of Directors

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

16. Next Meeting Date is Scheduled for: March 2, 2015

17. 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/ Diane Stout

1/28/15

LAVTA, Administrative Assistant

Date

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

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

AGENDA

ITEM 5



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

WHEELS Accessible Advisory Committee

DATE: Wednesday, January 14, 2015

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

TIME: 3:30 p.m.

Draft MINUTES

1. Call to Order

The Vice-Chair Herb Hastings called the meeting to order at 3:30 pm.

Agenda approved as is.
Waltz/Mack

Members Present:

Herb Hastings	Alameda County
Sue Tuite	Alameda County – Alternate
Connie Mack	City of Dublin
Russ Riley	City of Livermore
Esther Waltz	City of Livermore
Nancy Barr	City of Livermore – Alternate
Shirley Maltby	City of Pleasanton
Pam Deaton	Social Services Member
Jen Cullen	Social Services Member
Amy Mauldin	Social Services Member

Staff Present:

Michael Tree	LAVTA
Christy Wegener	LAVTA
Kadri Kulm	LAVTA
Juana Lopez	MTM
Gregg Eisenberg	MV Transit

Members of the Public:

Mary Anna Ramos

Wheels rider

Sophia Karkazis

Cal State East Bay Communications Student

2. **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)**
None

4. **Minutes of the October 1, 2014 Meeting of the Committee**
Approved.
Tuite/Waltz

5. **Fixed Route Operational Issues – Suggestions for Changes**
Esther Waltz reported that some drivers question her WAAC card as a fare media when she tries to board Wheels fixed route buses; she suggested sensitivity training for drivers.
Connie Mack brought to staff's attention a bus shelter on Dublin Boulevard that has smashed windows. Staff said that there are other shelters with this issues as well and the plan is to have them repaired by April.

7. **MTM Update**
Staff gave a report on MTM's performance analysis for the FY 2015 first quarter that covers the months of July, October and September, 2014. LAVTA is experiencing an increased paratransit ridership. There has been an increase of about 10% percent from 2013 to 2014. The first quarter on-time performance in the current fiscal year is 95.3%, which meets the contractual requirement of 95%, but is one percent lower than the fiscal year prior for the same three months. The first quarter OTP is lower during the current fiscal year because of less than 95% OTP in the month of July. LAVTA's new paratransit contractor MTM's transition period difficulties included low OTP during the first three months of their service, but it has steadily increased with each month of service reaching well above 95% in August and September.

8. **Dial-A-Ride Operational Issues – Suggestions for Changes**
Sue Tuite complimented MTM on the nice vehicle that was sent for her.
Herb Hastings said that the driver who came to pick him up to take him to the WAAC meeting opened the car door on the street side. MTM will be following up.

Mary Anna Ramos shared her struggles boarding and deboarding some of the Dial-A-Ride vehicles with her large wheelchair as she finds some vehicles to be too narrow for her to maneuver her chair. She said does not like backing out of the vehicle and is afraid of drivers getting hurt.

Herb Hastings reported that the automatic Dial-A-Ride ride reminder calls display Missouri caller id, which he is not likely to pick up as he does not associate the number with Dial-A-Ride. He suggested that there should be some indication to the call receiver to let them know that the call is from Dial-A-Ride. Committee members offered suggestions how this could be done, including making a notation in the new Dial-A-Ride brochure that confirmation calls may have a Missouri prefix. Staff responded that, because LAVTA's contract for Paratransit services are administered by a centralized call center in Missouri, there is nothing that can be done to modify the area code of the confirmation calls.

Nancy Barr complemented MTM's phone representatives.

9. PAPCO Report

Esther Waltz reported on PAPCO and ParaTAC joint meeting in October and PAPCO meeting in November. She shared that PAPCO selected the grant 5310 review subcommittee amongst its members, received an update on the Gap Grant Cycle 5 progress reports, received a presentation from LAVTA with its FY 2015 1st quarter report, reviewed CTC's mobility workshop outcomes report, recommended FY 2015/16 proposed funding formula to the ACTC board, and received several sub-committee reports.

10. Dial-A-Ride Customer Satisfaction Follow-Up Survey

Staff reported on the outcomes of the follow-up Dial-A-Ride Passenger Satisfaction Survey, which was conducted in October, 2014. Staff interviewed the same respondents who were first interviewed in the Summer of 2014 and received a 63% turnout rate. LAVTA staff was happy to see that the October survey ratings had increased in all service aspect categories and the average scores had increased to above 4 on a 5-point scale.

11. Dial-A-Ride Policy Brochure Update

Staff shared with the committee the intent to update the DAR brochure in early 2015 as it had become clear that additional clarification was needed on the vehicle type and shared ride policy. The committee members reviewed the current brochure and offered their feedback and recommendations. This item will be brought back to the WAAC at their next meeting as an action item.

12. Dublin/Pleasanton Bus Stop Improvements – Before and After

The committee members reviewed the before and after pictures of the Dublin and Pleasanton bus stop ADA improvements.

13. Complaint Process

Staff reviewed the proper complaint reporting and follow-up process.

14. Adjourn

The meeting was adjourned at 5:00 pm.

AGENDA

ITEM 6 A



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

BOARD OF DIRECTORS MEETING

DATE: December 1, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00pm

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting was called to order by Board Chair Scott Haggerty at 4:00 pm.

2. Roll Call of Members

Members Present

Scott Haggerty – Supervisor, County of Alameda
Karla Brown – Councilmember, City of Pleasanton
Bob Woerner – Vice Mayor, City of Livermore
Don Biddle – Vice Mayor, City of Dublin
Jerry Thorne – Mayor, City of Pleasanton
Tim Sbranti – Mayor, City of Dublin

Members Absent

Laureen Turner – Councilmember, City of Livermore

3. Meeting Open to Public

No comments.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. Minutes of the November 3, 2014 Board of Directors meeting.**
- B. Treasurer’s Report for the month of October 2014**
- C. Set Board of Director Meeting Dates for 2015**
- D. PTMISEA Authorizing Resolution**

The Board of Directors approved Resolution 32-2014 authorizing application for FY 2014/15 PTMISEA Section 99313 funds.

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

The Board adopted the three year DBE goal of 0.13% for Federal Fiscal Years 2015-2017.

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

The Board of Directors declared as surplus five 1996 40' New Flyer and three 2000 40' Gillig Phantom buses, and authorize their disposal through a method consistent with LAVTA's Policy for Disposition of Surplus Property.

Approved: Thorne/Biddle

Aye: Thorne, Biddle, Woerner, Brown, Haggerty

No: None

Not Present for Vote: Tim Sbranti

5. Quarterly Budget and Grants Update

Staff provided an update on the LAVTA Budget and Grants for the first quarter of fiscal year 2015. Reserves are up \$1.1 million from the original FY15 projections due to changes in the TDA and STA reserves. The 1B Security grant for \$36,696 will potentially be returned to CalOES if not used. The Board asked staff to spend time at the Atlantis Facility to research if this grant could be used on some form of security camera that is currently being overlooked. Chair Haggerty asked that a line item for fuel expenses to be included in the quarterly report to see how the fuel prices affect the quarterly budget. In the future, the Quarterly Budget and Grants Update report will be included in the Executive Director's report.

6. Quarterly Report – Operations

Staff provided a report on Operations for the first quarter of fiscal year 2015. The report included a summary and analysis of operational statistics. Fixed route shows a slight decrease in average daily ridership compared to last year for Monday thru Saturday service. Sunday service showed a slight increase, largely due to the improved service to the Livermore Premium Outlets on Sundays. On-Time performance remains relatively stable in the first quarter with a slight decrease over the same time period as last year. Customer service complaints are showing a sharp decline and staff contributes this partly to strong outreach efforts during service changes. Paratransit OTP has improved significantly compared to when the new contractor first started providing service. Compared to the first quarter of last year, OTP for Paratransit is down 1% but steadily increasing each month. Customer service complaints are down compared to the same time period as last year. Bob Woerner asked staff to research whether the trend in the rise of key indicators for Paratransit are going up elsewhere. In the future, the Quarterly Operations report will be included in the Executive Director's report.

7. First Quarter 2015 Marketing and Outreach Activities

Staff provided an update on Marketing and Outreach activities implemented during the first quarter of fiscal year 2015. Staff also provided an update on activities currently planned for the

remainder of fiscal year 2015. Upcoming activities and events include: Stuff A Bus food drive on December 6, 2014; February Service changes; Spring Foothill High School Free Ride Campaign; and the Wheels Bus Book. The Board asked that the Free Ride Campaign/student ambassador program is offered to the Livermore and Dublin High Schools as well. Staff will begin discussions with Dublin High in early 2015, but may not be able to implement the program until the 2015/2016 school year. In the future, the Quarterly Marketing and Outreach Activities report will be included in the Executive Director's report.

8. Paratransit Survey Update

Staff provided an update on the follow up Dial A Ride survey given to respondents this past October 2014. Of the original 30 respondents, staff was able to reach 19 of the original surveyed for a follow-up survey. The survey shows rider satisfaction has improved significantly in all categories from the previous responses received. In regards to clients requesting a preference for a certain vehicle for their trips, a report will be brought to the Wheels Accessible Advisory Committee on this topic for discussion. In the future, the Paratransit updates will be included in the Executive Director's report.

9. Comprehensive Operational Analysis – Scope Modification

Staff provided an update on the additional base task added to the scope of work in the Request For Proposals for the Comprehensive Operational Analysis (COA). The additional base task asks consultants to make recommendations for the Wheels bus network within a 2040 timeframe, utilizing a phase approach for service implementation. To allow for this modification to the scope of work, the due date for submitting proposals has been extended to January 9, 2015. The Board reiterated that they would like to have each city council and staff effectively engaged and weigh in on the study. Bob Woerner asked that staff rethink the wording in the staff report that the scope modification is cost neutral, rather say that it fits within the approved budget.

10. Executive Director's Report

Executive Director Michael Tree highlighted the upcoming events on his report, including the Stuff A Bus and the Holiday Parades. He invited all to come out and participate at these community goodwill events. He has been reviewing each of the city's General Plans.

11. Matters Initiated by the Board of Directors

None.

12. Next Meeting Date is Scheduled for: February 2, 2015

13. Adjournment

Meeting adjourned at 4:40pm.

AGENDA

ITEM 6 B



STAFF REPORT

SUBJECT: Treasurer's Report for November 2014

FROM: Tamara Edwards, Finance and Grants Manager

DATE: February 2, 2015

Action Requested

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

Discussion***Cash accounts:***

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

General checking account activity (105):

Beginning balance November 1, 2014	\$7,018,756.62
Payments made	\$1,346,118.10
Deposits made	\$354,710.30
Ending balance November 30, 2014	\$6,027,348.82

Farebox account activity (106):

Beginning balance November 1, 2014	\$89,482.94
Deposits made	\$66,167.38
Ending balance November 30, 2014	\$155,650.32

LAIF investment account activity (135):

Beginning balance November 1, 2014	\$2,136,067.50
Ending balance November 30, 2014	\$2,136,067.50

Operating Expenditures Summary:

As this is the fifth month of the fiscal year, in order to stay on target for the budget this year expenses (at least the ones that occur on a monthly basis) should not be higher than 41.66%. The agency is at 38.33% overall.

Operating Revenues Summary:

While expenses are at 38.33%, revenues are at 53.2%, providing for a healthy cash flow for the agency.

Recommendation

The Finance & Administration Committee recommends approval of the attached November 2014 Treasurer's Report.

Attachments:

1. November 2014 Treasurer's Report

Approved: _____

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
November 30, 2014**

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	6,027,349
106 CASH - FIXED ROUTE ACCOUNT	155,650
120 ACCOUNTS RECEIVABLE	305,213
135 INVESTMENTS - LAIF	2,137,441
150 PREPAID EXPENSES	5,067
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

TOTAL ASSETS**57,156,975****LIABILITIES:**

205 ACCOUNTS PAYABLE	321,944
211 PRE-PAID REVENUE	322,797
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	2,610
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	144
22090 WORKERS' COMPENSATION PAYABLE	13,494
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	133,750
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES**814,729****FUND BALANCE:**

301 FUND RESERVE	6,061,017
304 GRANTS, DONATIONS, PAID-IN CAPITAL	48,078,345
30401 SALE OF BUSES & EQUIPMENT	89,590
FUND BALANCE	2,113,295

TOTAL FUND BALANCE**56,342,247****TOTAL LIABILITIES & FUND BALANCE****57,156,976**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
November 30, 2014**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	104,628	631,220	972,674	39.4%
4020000	Business Park Revenues	141,504	0	39,588	101,916	28.0%
4020500	Special Contract Fares	273,775	0	1,559	272,216	0.6%
4020500	Special Contract Fares - Paratransit	33,600	2,621	5,050	28,550	15.0%
4010200	Paratransit Passenger Fares	155,050	10,717	83,899	71,151	54.1%
4060100	Concessions	38,500	(779)	11,800	26,700	30.7%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	1,301	699	65.1%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	0	-	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	0	5,920,183	2,769,047	68.1%
4099500	TDA Article 4.0-BART	82,640	0	24,998	57,642	30.2%
4099200	TDA Article 4.5 - Paratransit	123,138	0	38,565	84,573	31.3%
4099600	Bridge Toll- RM2	580,836	145,209	145,209	435,627	25.0%
4110100	STA Funds-Paratransit	74,130	0	0	74,130	0.0%
4110500	STA Funds- Fixed Route BART	516,756	0	0	516,756	0.0%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	0	355,200	58,913	85.8%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	0	196,984	0.0%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	0	306,948	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	0	0	10,000	0.0%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	0	0	1,000,000	0.0%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	76,991	292,462	493,929	37.2%
4640100	Measure B Paratransit Funds-Paratransit	145,934	14,288	54,420	91,514	37.3%
TOTAL REVENUE		16,177,636	353,675	8,607,668	7,569,968	53.2%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
November 30, 2014**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$87,196	\$407,475	\$791,472	33.99%
502 00 Personnel Benefits	\$729,014	\$38,832	\$192,011	\$537,003	26.34%
503 00 Professional Services	\$528,933	\$4,238	\$94,117	\$434,816	17.79%
503 05 Non-Vehicle Maintenance	\$541,489	\$36,454	\$256,391	\$285,098	47.35%
503 99 Communications	\$5,000	\$386	\$1,180	\$3,820	23.60%
504 01 Fuel and Lubricants	\$1,669,380	\$82,102	\$495,445	\$1,173,935	29.68%
504 03 Non contracted vehicle maintenance	\$2,500	\$990	\$11,542	(\$9,042)	461.69%
504 99 Office/Operating Supplies	\$17,000	\$3,329	\$12,713	\$4,287	74.78%
504 99 Printing	\$78,000	\$170	\$21,337	\$56,663	27.36%
505 00 Utilities	\$278,300	\$17,140	\$108,932	\$169,368	39.14%
506 00 Insurance	\$559,591	\$773	\$387,004	\$172,587	69.16%
507 99 Taxes and Fees	\$152,000	\$7,483	\$49,092	\$102,908	32.30%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$667,358	\$3,519,010	\$5,127,270	40.79%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$101,831	\$578,334	\$953,506	37.75%
509 00 Miscellaneous	\$60,362	\$1,314	\$29,698	\$30,664	49.20%
509 02 Professional Development	\$49,200	\$15,800	\$22,591	\$26,609	45.92%
509 08 Advertising	\$145,000	\$395	\$17,926	\$127,074	12.36%
TOTAL	\$16,172,836	\$1,065,793	\$6,204,799	\$9,988,037	38.37%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
 CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
 FOR THE PERIOD ENDING:
 November 30, 2014**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	0	0	50,000	0.00%
4090194	TDA Shop repairs and replacement	8,500	0	0	8,500	0.00%
	TDA 511 Integration	30,000	0	0	30,000	0.00%
	TDA Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TDA IT Upgrades and Replacements	9,000	0	0	9,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	440,000	0	0	440,000	0.00%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472	0			
4131700	FTA NF Stops and Shelter	88,000	0	0	88,000	0.00%
4130200	FTA 5309 (Facility)	192,381	0	0	192,381	0.00%
	TOTAL REVENUE	5,231,353	-	-	5,157,881	0.00%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
FOR THE PERIOD ENDING:
November 30, 2014

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	8,500	0	1,025	7,475	12.06%
5550207	New MOA Facility (Satelite Facility)	192,381	0	1,025	191,356	0.53%
5550607	511 Integration	30,000	0	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	121	153,833	(103,833)	307.67%
5550907	IT Upgrades and replacement	9,000	26,759	26,759	(17,759)	297.33%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
	Security upgrades	73,472	0	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	97,057	102,899	225,101	31.37%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TOTAL CAPITAL EXPENDITURES	5,231,353	123,937	293,666	4,937,687	5.61%
	FUND BALANCE (CAPITAL)	0.00	(123,937)	(293,666)		
	FUND BALANCE (CAPTIAL & OPERATING)	0.00	(835,410)	2,113,296		

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

www.treasurer.ca.gov/pmia-laif/laif.asp
December 01,
2014

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

PMIA Average Monthly Yields

Account Number:
80-01-002

Tran Type Definitions

November 2014 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,136,859.04
Total Withdrawal:	0.00	Ending Balance:	2,136,859.04

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
H4868	11/07/14	TX105	KARL HALOZAN	11.90	.00	11.90	10/2/14H	10/2/2014 PARA-TAXI REIMB
H4869	11/07/14	TAX91	VIVIAN MARIE MILLER	64.18	.00	64.18	10/14-31H	10/14-10/31/2014 PARA-TAX
H4870	11/07/14	ADA01	BEVERLY ADAMO	162.87	.00	162.87	OCT2014EXH	OCT 2014 EXPENSE REIMBURS
H4871	11/07/14	MOC01	DENNIS MOCHON	110.04	.00	110.04	OCT2014EXH	OCT 2014 EXPENSE REIMBURS
H4872	11/07/14	KAT01	KATHLEEN KELLY DBA:	11745.00	.00	11745.00	INV #6H	INV. #6 OCTOBER 2014 SERV
H4873	11/07/14	MVT01	MV TRANSPORTATION, INC.	64109.69	.00	64109.69	56419RH	56419R SEPT. 2014 FIXED R
H4875	11/17/14	PAC02	PACIFIC GAS AND ELECTRIC	1069.46	.00	1069.46	606103114H	606103114 #6062256368-6 A
H4876	11/17/14	PAC02	PACIFIC GAS AND ELECTRIC	7459.68	.00	7459.68	580103114H	580103114 #5809326332-3 M
H4878	11/03/14	PAC02	PACIFIC GAS AND ELECTRIC	661.94	.00	661.94	900101514H	900101514 #9007202117-4 M
H4879	11/10/14	PAC02	PACIFIC GAS AND ELECTRIC	548.41	.00	548.41	726102214H	726102214 #7264840356-5 B
H4880	11/07/14	BID01	DON BIDDLE	200.00	.00	200.00	OCT2014H	OCT 2014 BOD STIPEND
H4881	11/07/14	BRO03	KARLA SUE BROWN	100.00	.00	100.00	OCT 2014H	OCT 2014 BOD STIPEND
H4882	11/07/14	HAG01	SCOTT HAGGERTY	100.00	.00	100.00	OCT 2014H	OCT 2014 BOD STIPEND
H4883	11/07/14	THO01	JERRY THORNE	200.00	.00	200.00	OCT 2014H	OCT 2014 BOD STIPEND
H4884	11/07/14	TUR01	LAUREEN TURNER	200.00	.00	200.00	OCT 2014H	OCT 2014 BOD STIPEND
H4885	11/07/14	WOE01	ROBERT L. WOERNER	100.00	.00	100.00	OCT 2014H	OCT 2014 BOD STIPEND
H4886	11/07/14	VSP01	VSP	398.42	.00	398.42	NOV 2014H	NOV 2014 VISION BENEFITS
H4887	11/05/14	PER03	CAL PUB EMP RETIRE SYSTM	24132.35	.00	24132.35	NOV 2014H	NOV 2014 HEALTH BENEFITS
H4888	11/07/14	AME06	AMERICAN FIDELITY ASSURAN	650.01	.00	650.01	FSA11-201H	FSA11-2014 NOV. 2014 FLEX
H4889	11/07/14	AME06	AMERICAN FIDELITY ASSURAN	201.51	.00	201.51	SUPPL11-1H	SUPPL11-2014 NOV. 2014 SU
H4890	11/04/14	VER01	VERIZON WIRELESS	189.47	.00	189.47	973424626H	9734246268 AGENCY CELL PH
H4891	11/13/14	CAL04	CALIFORNIA WATER SERVICE	36.83	.00	36.83	361103014H	361103014 #3616555555 TC
H4892	11/13/14	CAL04	CALIFORNIA WATER SERVICE	1013.08	.00	1013.08	461103014H	461103014 #4616555555 TC
H4893	11/13/14	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475103014H	475103014 #4755555555 MOA
H4894	11/13/14	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575103014H	575103014 #5755555555 CO
H4895	11/13/14	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257103014H	257103014 #2575555555 TC
H4896	11/05/14	CAL04	CALIFORNIA WATER SERVICE	312.78	.00	312.78	909102014H	909102014 #9098655555 MOA
H4897	11/05/14	CAL04	CALIFORNIA WATER SERVICE	671.51	.00	671.51	019102014H	019102014 #0198655555 MOA
H4898	11/04/14	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399102114H	399102114 #139399-00 ATL
H4899	11/04/14	CIT07	CITY OF LIVERMORE - WATER	141.76	.00	141.76	388102114H	388102114 #139388-00 ATL
H4900	11/04/14	CIT07	CITY OF LIVERMORE - WATER	84.00	.00	84.00	361102114H	361102114 #139361-00 ATL
H4901	11/04/14	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432102114H	432102114 #138432-00 ATL
H4902	11/04/14	CIT07	CITY OF LIVERMORE - WATER	510.99	.00	510.99	431102114H	431102114 #138431-00 ATL
H4903	11/04/14	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430102114H	430102114 #138430-00 ATL
H4904	11/14/14	MAS01	ANTHONY D. MASSA	144.30	.00	144.30	NOV 2014H	NOV 2014 TRAVEL EXP REIMB
H4905	11/14/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	56970H	56970 INSTALLMENT #1 NOV.
H4906	11/14/14	EFT01	ELECTRONIC FUND TRASFERS	6114.91	.00	6114.91	20141114H	20141114 FIT, MEDI, SOCSE
H4907	11/14/14	EMP01	EMPLOYMENT DEVEL DEPT	1929.47	.00	1929.47	20141114H	20141114 SIT,SDI PAYPER 1
H4908	11/14/14	DIR02	DIRECT DEPOSIT OF PAYROLL	29282.08	.00	29282.08	20141114H	20141114 DIRECT DEF PAYPE
H4909	11/14/14	PER04	CALPERS RETIREMENT SYSTEM	217.20	.00	217.20	20141114H	20141114 CALPERS 457 CONT

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H4911	11/14/14	PER01	PERS	1263.63	.00	1263.63	20141114NH	20141114N CALPERS RETIRE
H4912	11/14/14	PER01	PERS	5436.23	.00	5436.23	20141114CH	20141114C CALPERS RETIRE
H4913	11/21/14	USB01	U S BANK	4049.81	.00	4049.81	OCT 2014H	OCT 2014 VISA CHARGES
H4914	11/21/14	DEL05	ALLIED ADMIN/DELTA DENTAL	1877.16	.00	1877.16	DEC 2014H	DEC 2014 DENTAL BENEFITS
H4915	11/21/14	STA13	STAPLES CREDIT PLAN	802.29	.00	802.29	OCT 2014H	OCT 2014 SUPPLIES
H4916	11/21/14	SHE05	SHELL	117.10	.00	117.10	OCT 2014H	OCT 2014 FUELD FOR AGENCY
H4917	11/02/14	MER01	MERCHANT SERVICES	1040.33	.00	1040.33	OCT 2014TH	OCT 2014TC BANK CARD S/C
H4918	11/02/14	MER01	MERCHANT SERVICES	633.67	.00	633.67	OCT 2014MH	OCT 2014 MOA BANK CARD S/
H4919	11/21/14	TAX98	ROHAN NG	200.00	.00	200.00	10/6-10/3H	10/6-10/31/2014 PARA-TAXI
H4920	11/21/14	TAX29	TEH YANG	15.30	.00	15.30	10/21/14H	10/21/2014 PARA-TAXI REIM
H4921	11/21/14	TAX72	JUSTIN HART	125.40	.00	125.40	OCT 2014H	OCT 2014 PARA-TAXI REIMBU
H4922	11/21/14	TAX86	DEBBIE LOPES	10.20	.00	10.20	11/9/14H	11/9/2014 PARA TAXI REIMB
H4923	11/21/14	TAX99	SAEED TIRMIZI	31.66	.00	31.66	10/1-11/7H	10/1-11/7/2014 PARA-TAXI
H4924	11/21/14	KUL01	KADRI KULM	687.26	.00	687.26	OCT 2014H	OCT 2014 TRAVEL REIMBURSE
H4925	11/28/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	56972H	56972 INSTALLMENT #2 NOVE
H4926	11/21/14	WHI06	LINDA WHITE	44.32	.00	44.32	NOV2014COH	NOV2014 COSTCO
H4927	11/21/14	WEG01	CHRISTY WEGENER	288.42	.00	288.42	NOV2014H	NOV2014 TRAVEL EXPENSE RE
H4928	11/28/14	PER04	CALPERS RETIREMENT SYSTEM	525.42	.00	525.42	20141128H	20141128 CALPERS 457 PAPP
H4929	11/28/14	PER01	PERS	2033.80	.00	2033.80	20141128NH	20141128N CALPERS RETIRE
H4930	11/28/14	PER01	PERS	5506.08	.00	5506.08	20141128CH	20141128C CALPERS RETIRE
H4931	11/28/14	EFT01	ELECTRONIC FUND TRNFERS	7181.09	.00	7181.09	20141128H	20141128 FIT, MED, SOCSEC
H4932	11/28/14	EMP01	EMPLOYMENT DEVEL DEPT	2356.00	.00	2356.00	20141128H	20141128 SIT, SDI PAYPER
H4933	11/28/14	DIR02	DIRECT DEPOSIT OF PAYROLL	34237.79	.00	34237.79	20141128H	20141128 DIR DEP PAY PER
018147	11/07/14	ATT03	AT&T	887.65	.00	887.65	526478520	5264785208 #171-795-7615
018148	11/07/14	BUS01	DONALD BUSHONG	266.09	.00	266.09	DOL942014	DOL 09/04/2014 REPL MIRRO
018149	11/07/14	CHR02	RONDAL MEUSER	155.87	.00	155.87	9301	9301 PO4844 & 4851 BUSINE
018150	11/07/14	CIT06	CITY OF LIVERMORE SEWER	176.78 114.81	.00 .00	176.78 114.81	BW102114 MOA102114	BW102114 #138143-00 MOA B MOA102114 #133294-00 MOA
			Check Total.....:	291.59	.00	291.59		
018151	11/07/14	CLA02	CLARK PEST CONTROL	92.00	.00	92.00	16177518	16177518 PO4482 PEST CTRL
018152	11/07/14	CWI01	CUMMINS WEST, INC- SAN LE	450.00 652.91	.00 .00	450.00 652.91	027-17073 027-19953	027-17073 PO4831 QUICKSER 027-19953 PO4831 INSIGHT
			Check Total.....:	1102.91	.00	1102.91		
018153	11/07/14	EJW01	E.J. WARD INC	450.00	.00	450.00	53241-IN	53241-IN PO4860 PHONE SUP
018154	11/07/14	EME01	EMERALD LANDSCAPE CO INC	1155.00 450.00	.00 .00	1155.00 450.00	254187 254566	254187 PO4718 LANDSCAPE M 254566 PO4862 TC IRRIG RE
			Check Total.....:	1605.00	.00	1605.00		
018155	11/07/14	GAN01	GANNETT FLEMING COMPANIES	4969.90 12217.77	.00 .00	4969.90 12217.77	*9141015 *9141016	55156.4*9141015 PO4554 PL 55156.5*9141016 PO 4770 P
			Check Total.....:	17187.67	.00	17187.67		
018156	11/07/14	GFO01	GOVERNMENT FINANCE	435.00	.00	435.00	FY14SUBMI	FY14SUBMI PO4870 SUBMIT F
018157	11/07/14	IND01	THE INDEPENDENT	395.00	.00	395.00	33661	33661 PO4826 WELCOME DUBL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
018158	11/07/14	IPC01	IPC (USA)INC	22747.96 22023.79	.00 .00	22747.96 22023.79	154764 155588	154764 PO4721 DIESEL DEL 155588 PO4721 DIESEL DEL
			Check Total.....:	44771.75	.00	44771.75		
018159	11/07/14	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	538271	538271 MOA DUMPSTERS OCT.
018160	11/07/14	OFF01	OFFICE DEPOT	161.43 158.82	.00 .00	161.43 158.82	736748514 738194018	736748514001 SUPPLIES DEL 738194018001 SUPPLIES DEL
			Check Total.....:	320.25	.00	320.25		
018161	11/07/14	QUI01	QUILL CORPORATION	59.95 10.99	.00 .00	59.95 10.99	7089909 7118233	7089909 SUPPLIES DEL 10/2 7118233 SUPPLIES DEL 10/2
			Check Total.....:	70.94	.00	70.94		
018162	11/07/14	SBR01	TIM SBRANTI	100.00	.00	100.00	OCT 2014	OCT 2014 BOD STIPEND
018163	11/07/14	SCF01	SC FUELS	22710.58	.00	22710.58	2607684	2607684 PO4838 DIESEL DEL
018164	11/07/14	STA01	STATE COMPENSATION FUND	1239.92 603.63	.00 .00	1239.92 603.63	NOV2014 2014SRCHG	NOV 2014 POL #9075616-14 2014 SURCHARGES POL #9075
			Check Total.....:	1843.55	.00	1843.55		
018165	11/07/14	STA12	THE STANDARD	1210.86	.00	1210.86	NOV 2014	NOV 2014 POL #00 125705 0
018166	11/07/14	TMA10	T MARSHAL ASSOCIATES LTD	1657.12	.00	1657.12	W34514A	W34514A PO4867 LIGHTING R
018167	11/07/14	TX107	VIRGINIA WILBERG	69.70	.00	69.70	9/30-10/1	9/30-10/17/2014 PARA-TAXI
018168	11/21/14	AIM01	CHRISTOPHER WASHINGTON	10889.14 10889.14	.00 .00	10889.14 10889.14	73061 73062	73061 BUS STOP MAINTENANC 73062 BUS STOP MAINTENANC
			Check Total.....:	21778.28	.00	21778.28		
018169	11/21/14	ART02	ARTS & SECURITY LOCKSMITH	615.57 100.00	.00 .00	615.57 100.00	72272 72273	72272 PO4871 REPL LOCK ON 72273 PO4871 RESET 10 KEY
			Check Total.....:	715.57	.00	715.57		
018170	11/21/14	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	466568	466568 PO4731 DUBLIN CAN
018171	11/21/14	BAR02	SF BAY AREA RAPID TRA DIS	2227.50	.00	2227.50	20141121	20141121 BART GREEN(100)
018172	11/21/14	CAL13	CALIFORNIA TRANSIT	858.14	.00	858.14	06-20140C	06-2014-OCT CLAIMS EXPENS
018173	11/21/14	CAL15	CALTRONICS BUSINESS SYS	396.60	.00	396.60	1660962	1660962 PO4880 BIZHUB650
018174	11/21/14	CAP01	CAPTURE TECHNOLOGIES INC	9077.00	.00	9077.00	5487	5487 PO4877 ALTIGEN S/W M
018175	11/21/14	CIT06	CITY OF LIVERMORE SEWER	39.70	.00	39.70	TC111114	TC111114 #133389-00 TC SE
018176	11/21/14	CLA02	CLARK PEST CONTROL	92.00 90.00	.00 .00	92.00 90.00	16304554 16333416	16304554 PO4482 PEST CONT 16333416 PO4647 PEST CONT
			Check Total.....:	182.00	.00	182.00		
018177	11/21/14	COR01	CORBIN WILLITS SYSTEMS	239.45	.00	239.45	B411151	B411151 PO4675 MOM S/W MA
018178	11/21/14	DAI02	ALLIANT INSURANCE SERVICE	869.00	.00	869.00	283949	283949 PO4881 COMMERCIAL
018179	11/21/14	DIR01	DIRECT TV	72.00	.00	72.00	244552839	24455283968 (2) ADD'L REC
018180	11/21/14	GFO01	GOVERNMENT FINANCE	160.00	.00	160.00	144933-15	144933 FY15 RENEWAL
018181	11/21/14	GSG01	GSGC INC	591.82 1242.00	.00 .00	591.82 1242.00	6014-14 6015-14	6014-14 PO4676 JANITORIAL 6015-14 PO4447 JANITORIAL
			Check Total.....:	1833.82	.00	1833.82		
018182	11/21/14	JTH01	J. THAYER COMPANY	128.59	.00	128.59	906319-0	906319-0 SUPPLIES DELIVER
018183	11/21/14	MAZ01	MAZE & ASSOCIATES	2630.00	.00	2630.00	11829	11829 FY 14 AUDIT EXPENSE
018184	11/21/14	MVT01	MV TRANSPORTATION, INC.	6500.00	.00	6500.00	FY14SQSI	FY14 SQSI PERFORMANCE INC
018185	11/21/14	NOR02	NOR-CAL FIRE EQUIPMENT	300.00	.00	300.00	1041	1041 PO4868 FIRE EXTINGUI

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
018186	11/21/14	PAC01	AT&T	284.95	.00	284.95	AT1111114	AT1 #436.951.0106 ATL T-1
				67.38	.00	67.38	ATLA11131	ATLA111314 #925.243.9029
				31.76	.00	31.76	CFA110714	CFA110714 #232.351.6260 C
			Check Total.....:	384.09	.00	384.09		
018187	11/21/14	PAC11	PACIFIC ENVIROMENTAL SERV	120.00	.00	120.00	2005679	2005679 PO4779 TANK INSPE
				120.00	.00	120.00	2005680	2005680 PO4779 TANK INSPE
			Check Total.....:	240.00	.00	240.00		
018188	11/21/14	PAC16	PACIFIC COAST TRANE	835.00	.00	835.00	S70829	S70829 PO4603 UPGRADE TRA
018189	11/21/14	RHT01	R.H. TINNEY, INC.	101.00	.00	101.00	1116S-IN	1116S-IN PO4738 HVAC MAIN
				591.00	.00	591.00	1117S-IN	1117S-IN PO4739 HVAC MAIN
				243.00	.00	243.00	1118S-IN	1118S-IN PO4740 HVAC MAIN
			Check Total.....:	935.00	.00	935.00		
018190	11/21/14	SCF01	SC FUELS	20814.49	.00	20814.49	2623005	2623005 PO4838 DEISEL DEL
018191	11/21/14	SHA02	SHAMROCK OFFICE SOLUTIONS	43.35	.00	43.35	194005	194005 PO4735 MOA RECEIPT
018192	11/21/14	SPO02	SPOSETO ENGINEERING INC	79868.85	.00	79868.85	617-1	617-1 JOB #S14617 BUS STO
018193	11/21/14	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	DEC 2014	DEC 2014 W/C POLICY 90756
018194	11/21/14	STA06	STATE OF CA-DEPT OF INDUS	700.00	.00	700.00	J3404150A	J3404150A PO4835 PRESSURE
018195	11/21/14	TAI01	TAIT NORTH AMERICA INC	26759.30	.00	26759.30	TAX2012	TAX2012 SALES TAX ON #R01
018196	11/21/14	TX106	SAROJA IYER	85.00	.00	85.00	10/3-10/2	10/3-10/22/2014 PARA-TAXI
018197	11/21/14	TX108	WILBUR & FLORENCE KRAUS	30.59	.00	30.59	10/14/14	10/14/14 PARA-TAXI REIMBU
H4874A	11/07/14	MTM01	MEDICAL TRANSPORTATION MA	97555.64	.00	97555.64	AUG2014H	AUG2014 PARA-TRANSIT SERV
H4874B	11/07/14	MTM01	MEDICAL TRANSPORTATION MA	7738.50	.00	7738.50	SEP2014TIH	SEP2014TICS SEPT. 2014 DA
H4874C	11/07/14	MTM01	MEDICAL TRANSPORTATION MA	99509.84	.00	99509.84	SEP2014H	SEP2014 PARA-TRANSIT SERV
H4877	11/03/14	PAC02	PACIFIC GAS AND ELECTRIC	644.53	.00	644.53	980101514H	980101514 #9800031052-8 T
			Cash Account Total.....:	1345712.51	.00	1345712.51		
			Total Disbursements.....:	1345712.51	.00	1345712.51		

S T A F F R E P O R T

SUBJECT: Treasurer's Report for December 2014

FROM: Tamara Edwards, Finance and Grants Manager

DATE: February 2, 2015

Action Requested

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

Discussion

Cash accounts:

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

General checking account activity (105):

Beginning balance December 1, 2014	\$6,027,348.82
Payments made	\$1,189,804.86
Deposits made	\$2,055,984.93
Ending balance December 31, 2014	\$6,027,348.82

Farebox account activity (106):

Beginning balance December 1, 2014	\$155,650.32
Deposits made	\$69,638.96
Ending balance December 31, 2014	\$225,289.28

LAIF investment account activity (135):

Beginning balance December 1, 2014	\$2,136,067.50
Ending balance December 31, 2014	\$2,136,067.50

Operating Expenditures Summary:

As this is the six 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 50%. The agency is at 45.2% overall.

Operating Revenues Summary:

While expenses are at 45.2%, revenues are at 65.4%, providing for a healthy cash flow for the agency.

Recommendation

The Finance and Administration Committee recommends approving the attached December 2014 Treasurer's Report.

Attachments:

1. December 2014 Treasurer's Report

Approved: _____

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

ASSETS:

101 PETTY CASH	500
102 TICKET SALES CHANGE	240
105 CASH - GENERAL CHECKING	6,897,760
106 CASH - FIXED ROUTE ACCOUNT	225,289
120 ACCOUNTS RECEIVABLE	304,661
135 INVESTMENTS - LAIF	2,137,441
150 PREPAID EXPENSES	18,236
160 OPEB ASSET	247,104
170 INVESTMENTS HELD AT CALTIP	200,067
111 NET PROPERTY COSTS	48,078,345

TOTAL ASSETS**58,109,643****LIABILITIES:**

205 ACCOUNTS PAYABLE	267,187
211 PRE-PAID REVENUE	322,797
22000 FEDERAL INCOME TAXES PAYABLE	0
22010 STATE INCOME TAX	(10)
22020 FICA MEDICARE	(0)
22050 PERS HEALTH PAYABLE	0
22040 PERS RETIREMENT PAYABLE	(0)
22030 SDI TAXES PAYABLE	0
22070 AMERICAN FIDELITY INSURANCE PAYABLE	78
22090 WORKERS' COMPENSATION PAYABLE	13,489
22100 PERS-457	0
22110 Direct Deposit Clearing	0
23103 INSURANCE CLAIMS PAYABLE	133,750
23102 UNEMPLOYMENT RESERVE	20,000

TOTAL LIABILITIES**757,292****FUND BALANCE:**

301 FUND RESERVE	6,061,017
304 GRANTS, DONATIONS, PAID-IN CAPITAL	48,078,345
30401 SALE OF BUSES & EQUIPMENT	89,590
FUND BALANCE	3,123,400

TOTAL FUND BALANCE**57,352,352****TOTAL LIABILITIES & FUND BALANCE****58,109,643**

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

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	143,027	774,247	829,647	48.3%
4020000	Business Park Revenues	141,504	26,392	65,980	75,524	46.6%
4020500	Special Contract Fares	273,775	47,911	49,470	224,305	18.1%
4020500	Special Contract Fares - Paratransit	33,600	0	5,050	28,550	15.0%
4010200	Paratransit Passenger Fares	155,050	8,878	92,777	62,273	59.8%
4060100	Concessions	38,500	6,625	18,425	20,075	47.9%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	0	1,301	699	65.1%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	9,520	9,520	(9,520)	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	760,891	6,681,074	2,008,156	76.9%
4099500	TDA Article 4.0-BART	82,640	7,038	32,036	50,604	38.8%
4099200	TDA Article 4.5 - Paratransit	123,138	10,858	49,423	73,715	40.1%
4099600	Bridge Toll- RM2	580,836	0	145,209	435,627	25.0%
4110100	STA Funds-Paratransit	74,130	16,257	16,257	57,873	21.9%
4110500	STA Funds- Fixed Route BART	516,756	366,000	366,000	150,756	70.8%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	58,913	414,113	-	100.0%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	0	196,984	0.0%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	0	306,948	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	46,198	46,198	(36,198)	462.0%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	368,210	368,210	631,790	36.8%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	82,298	374,760	411,631	47.7%
4640100	Measure B Paratransit Funds-Paratransit	145,934	15,272	69,693	76,241	47.8%
TOTAL REVENUE		16,177,636	1,974,288	10,581,956	5,595,680	65.4%

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

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,198,947	\$93,459	\$500,933	\$698,014	41.78%
502 00 Personnel Benefits	\$729,014	\$40,118	\$232,130	\$496,884	31.84%
503 00 Professional Services	\$528,933	\$17,714	\$111,831	\$417,102	21.14%
503 05 Non-Vehicle Maintenance	\$541,489	\$16,787	\$273,178	\$268,311	50.45%
503 99 Communications	\$5,000	\$406	\$1,586	\$3,414	31.72%
504 01 Fuel and Lubricants	\$1,669,380	\$92,819	\$588,264	\$1,081,116	35.24%
504 03 Non contracted vehicle maintenance	\$2,500	\$0	\$11,542	(\$9,042)	461.69%
504 99 Office/Operating Supplies	\$17,000	\$2,749	\$15,462	\$1,538	90.95%
504 99 Printing	\$78,000	\$1,348	\$22,685	\$55,315	29.08%
505 00 Utilities	\$278,300	\$18,208	\$127,140	\$151,160	45.68%
506 00 Insurance	\$559,591	\$0	\$387,004	\$172,587	69.16%
507 99 Taxes and Fees	\$152,000	\$8,522	\$57,614	\$94,386	37.90%
508 01 Purchased Transportation Fixed Route	\$8,626,280	\$701,914	\$4,220,925	\$4,425,355	48.93%
2-508 01 Purchased Transportation Paratransit	\$1,531,840	\$107,714	\$686,048	\$845,792	44.79%
509 00 Miscellaneous	\$60,362	\$6,198	\$35,896	\$24,466	59.47%
509 02 Professional Development	\$49,200	\$2,276	\$24,867	\$24,333	50.54%
509 08 Advertising	\$145,000	\$2,019	\$19,945	\$125,055	13.76%
TOTAL	\$16,172,836	\$1,112,252	\$7,317,051	\$8,875,785	45.24%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
December 31, 2014**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	50,000	146,902	146,902	(96,902)	293.80%
4090194	TDA Shop repairs and replacement	8,500	0	0	8,500	0.00%
4091794	Bus stop improvements	4,500	4,379	4,379	121	97.31%
	TDA 511 Integration	30,000	0	0	30,000	0.00%
	TDA Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TDA IT Upgrades and Replacements	9,000	0	0	9,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092093	TDA prior year (Major component rehab)	440,000	0	0	440,000	0.00%
4111700	PTMISEA Shelters and Stops	240,000	0	0	240,000	0.00%
	Prob 1B Security upgrades	73,472	0			
4131700	FTA NF Stops and Shelter	88,000	0	0	88,000	0.00%
4130200	FTA 5309 (Facility)	192,381	0	0	192,381	0.00%
	TOTAL REVENUE	5,235,853	151,281	151,281	5,011,100	2.89%

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

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550107	Shop Repairs and replacement	8,500	0	1,025	7,475	12.06%
5550207	New MOA Facility (Satelite Facility)	192,381	0	1,025	191,356	0.53%
5550607	511 Integration	30,000	0	8,125	21,875	27.08%
5550507	Office and Facility Equipment	50,000	1,019	154,852	(104,852)	309.70%
5550907	IT Upgrades and replacement	9,000	0	26,759	(17,759)	297.33%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
	Security upgrades	73,472	0	0	73,472	0.00%
5551707	Bus Shelters and Stops	328,000	3,402	106,301	221,699	32.41%
5552007	Major component rehab	440,000	0	0	440,000	0.00%
	Bus replacement	4,000,000	0	0	4,000,000	0.00%
	TOTAL CAPITAL EXPENDITURES	5,231,353	4,421	298,087	4,933,266	5.70%
	FUND BALANCE (CAPITAL)	4500.00	146,860	(146,806)		
	FUND BALANCE (CAPTIAL & OPERATING)	4,500.00	1,010,104	3,123,400		

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

www.treasurer.ca.gov/pmia-laif/laif.asp
January 05, 2015

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

PMA Average Monthly Yields

Account Number:
80-01-002

Tran Type Definitions

December 2014 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,136,859.04
Total Withdrawal:	0.00	Ending Balance:	2,136,859.04

REPORT.: Jan 02 15 Friday
 RUN...: Jan 02 15 Time: 10:01
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 12-14 Bank Account.: 105

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 ID #: PY-DP
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
H4934	12/05/14	KAT01	KATHLEEN KELLY DBA:	5703.75	.00	5703.75	INV. #6AH	INV. #6A NOV. 2014 PROF S
H4935	12/05/14	INT05	INTERSTATE OIL COMPANY	19913.36	.00	19913.36	D355280-IH	D355280-IN PO4766 DIESEL
H4936	12/05/14	BID01	DON BIDDLE	200.00	.00	200.00	NOV 2014H	NOV 2014 LAVTA BOD STIPEN
H4937	12/05/14	BRO03	KARLA SUE BROWN	300.00	.00	300.00	NOV 2014H	NOV 2014 LAVTA BOD STIPEN
H4938	12/05/14	HAG01	SCOTT HAGGERTY	200.00	.00	200.00	NOV 2014H	NOV 2014 LAVTA BOD STIPEN
H4940	12/05/14	THO01	JERRY THORNE	100.00	.00	100.00	NOV 2014H	NOV 2014 LAVTA BOD STIPEN
H4941	12/05/14	TUR01	LAUREEN TURNER	200.00	.00	200.00	NOV 2014H	NOV 2014 LAVTA BOD STIPEN
H4942	12/05/14	WOE01	ROBERT L. WOERNER	100.00	.00	100.00	NOV 2014H	NOV 2014 LAVTA BOD STIPEN
H4943	12/01/14	PAC02	PACIFIC GAS AND ELECTRIC	682.76	.00	682.76	980111414H	980111414 #9800031052-8 T
H4944	12/01/14	PAC02	PACIFIC GAS AND ELECTRIC	998.43	.00	998.43	900111414H	900111414 #9007202117-4 M
H4945	12/01/14	PAC02	PACIFIC GAS AND ELECTRIC	169.84	.00	169.84	764111314H	764111314 #7649646868-7 D
H4946	12/17/14	CAL04	CALIFORNIA WATER SERVICE	64.32	.00	64.32	257120114H	257120114 #2575555555 TC
H4947	12/17/14	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	475120114H	475120114 #4755555555 MOA
H4949	12/03/14	PER03	CAL PUB EMP RETIRE SYSTM	26669.24	.00	26669.24	DEC 2014H	DEC 2014 HEALTH BENEFITS
H4950	12/05/14	VSP01	VSP	442.20	.00	442.20	DEC 2014H	DEC 2014 VISION BENEFITS
H4951	12/05/14	DEL05	ALLIED ADMIN/DELTA DENTAL	2262.42	.00	2262.42	JAN 2015H	JAN 2015 DENTAL BENEFITS
H4952	12/05/14	AME06	AMERICAN FIDELITY ASSURAN	650.01	.00	650.01	FSA122014H	FSA12-2014 FLEX SPENDING
H4953	12/05/14	AME06	AMERICAN FIDELITY ASSURAN	201.51	.00	201.51	SUPPL1220H	SUPPL12-2014 SUPPLEMENTAL
H4954	12/02/14	MER01	MERCHANT SERVICES	149.41	.00	149.41	TC NOV 14H	TC NOV 2014 BANK CARD S/C
H4955	12/02/14	MER01	MERCHANT SERVICES	141.25	.00	141.25	MOA DEC14H	MOA DEC 2014 BANK CARD S/
H4956	12/08/14	PAC02	PACIFIC GAS AND ELECTRIC	519.03	.00	519.03	726112114H	726112114 #7264840356-5 B
H4957	12/19/14	PAC02	PACIFIC GAS AND ELECTRIC	1454.47	.00	1454.47	606120214H	606120214 #6062256368-6 A
H4958	12/17/14	CAL04	CALIFORNIA WATER SERVICE	85.76	.00	85.76	575120114H	575120114 #5755555555 CON
H4959	12/03/14	CAL04	CALIFORNIA WATER SERVICE	347.61	.00	347.61	909111814H	9091118014 #90986555555 M
H4960	12/03/14	CAL04	CALIFORNIA WATER SERVICE	511.39	.00	511.39	019111814H	019111814 #01986555555 MOA
H4961	12/18/14	CAL04	CALIFORNIA WATER SERVICE	557.98	.00	557.98	461120214H	461120214 #46165555555 TC
H4962	12/17/14	CAL04	CALIFORNIA WATER SERVICE	36.83	.00	36.83	361120214H	361120214 #36165555555 TC
H4963	12/16/14	CIT07	CITY OF LIVERMORE - WATER	271.42	.00	271.42	431111814H	431111814 #138431-00ATL I
H4964	12/16/14	CIT07	CITY OF LIVERMORE - WATER	100.00	.00	100.00	361111814H	361111814 #139361-00 ATL
H4965	12/16/14	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399111814H	399111814 #139399-00 ATL
H4966	12/16/14	CIT07	CITY OF LIVERMORE - WATER	151.25	.00	151.25	388111814H	388111814 #139388-00 ATL
H4967	12/16/14	CIT07	CITY OF LIVERMORE - WATER	59.05	.00	59.05	430111814H	430111814 #138430-01 ATL
H4968	12/16/14	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432111814H	432111814 #138432-00 ATL
H4969	12/05/14	MAS01	ANTHONY D. MASSA	15.00	.00	15.00	PKG111314H	PKG111314 EXP REIMBURSEME
H4970	12/05/14	MOC01	DENNIS MOCHON	138.04	.00	138.04	NOV2014H	NOV 2014 TRAVEL EXPENSE R
H4971	12/05/14	WEG01	CHRISTY WEGENER	25.00	.00	25.00	PKG110614H	PKG1106114 TRAVEL EXP EIM
H4972	12/05/14	TAX91	VIVIAN MARIE MILLER	87.98	.00	87.98	11/6-11/2H	11/6-11/26/2014 PARA-TAXI
H4973	12/05/14	TAX67	CHRISTEL RAGER	231.20	.00	231.20	9/23-11/3H	9/23-11/30/2014 PARA-TAXI
H4974	12/05/14	TAX96	THOMAS R. LEONARD	156.24	.00	156.24	10/30-11/H	10/30-11/20/2014 PARA-TAX
H4975	12/05/14	TX101	ROSEANN COTTER	36.55	.00	36.55	10/22-11/H	10/22-11/16/2014 PARA-TAX

REPORT.: Jan 02 15 Friday
 RUN....: Jan 02 15 Time: 10:01
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 12-14 Bank Account.: 105

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 ID #: PY-DP
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
H4975	12/16/14	TX101	ROSEANN COTTER	-36.55	.00	-36.55	10/22-11/u	Ck# H4975 Reversed
			Check Total.....:	.00	.00	.00		
H4976	12/05/14	TAX14	KAREN ADAMS	20.00	.00	20.00	11/15/14H	11/15/14 PARA-TAXI REIMBU
				-20.00	.00	-20.00	11/15/14u	Ck# H4976 Reversed
			Check Total.....:	.00	.00	.00		
H4977	12/05/14	TAX23	CHIAN LING SAW	30.00	.00	30.00	11/16/14H	11/16/14 PARA-TAXI REIMBU
H4978	12/05/14	TAX32	SUE TSANG	13.18	.00	13.18	10/18/14H	10/18/14 PARA-TAXI REIMBU
H4979	12/05/14	VER01	VERIZON WIRELESS	188.81	.00	188.81	973595227H	9735952278 AGENCY CELL PH
H4980	12/12/14	PER01	PERS	5439.41	.00	5439.41	20141212CH	20141212C CALPERS RETIRE
H4981	12/12/14	PER04	CALPERS RETIREMENT SYSTEM	524.89	.00	524.89	20141212H	20141212 CALPERS 457 CONT
H4982	12/12/14	PER01	PERS	2033.80	.00	2033.80	20141212NH	20141212N CALPERS RETIRE
H4983	12/12/14	EMP01	EMPLOYMENT DEVEL DEPT	2298.65	.00	2298.65	20141212H	20141212 SIT, SDI PAYPER
H4984	12/12/14	DIR02	DIRECT DEPOSIT OF PAYROLL	34102.08	.00	34102.08	20141212H	20141212 DIR DEP PAYPER 1
H4985	12/12/14	EFT01	ELECTRONIC FUND TRASFERS	7064.43	.00	7064.43	20141212H	20141212 FIT, FICA-M, FIC
H4986	12/12/14	USB01	U S BANK	7099.97	.00	7099.97	NOV 2014VH	NOV 2014 VISA PURCHASES
H4987	12/29/14	PAC02	PACIFIC GAS AND ELECTRIC	112.41	.00	112.41	764121214H	764121214 #7649646868-7 D
H4988	12/31/14	PAC02	PACIFIC GAS AND ELECTRIC	1581.21	.00	1581.21	900121414H	900121414 #9007202117-4 M
H4989	12/19/14	STA13	STAPLES CREDIT PLAN	248.14	.00	248.14	NOV 2014H	NOV 2014 SUPPLIES
H4990	12/19/14	SHE05	SHELL	21.56	.00	21.56	NOV-DEC14H	NOV-DEC14 FUEL FOR AGENCY
H4991	12/17/14	WHI06	LINDA WHITE	59.32	.00	59.32	DEC2014COH	DEC 2014 COSTCO
H4992	12/22/14	PAC02	PACIFIC GAS AND ELECTRIC	5622.33	.00	5622.33	580120314H	580120314 #5809326332-3 M
H4993	12/15/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	57311H	57311 INSTALL #1 DEC. 201
H4994	12/19/14	WEG01	CHRISTY WEGENER	21.00	.00	21.00	12/3/14EXH	12/3/14 EXPENSE REIMBRUSE
H4995	12/19/14	KAT01	KATHLEEN KELLY DBA:	1451.25	.00	1451.25	INV#8H	INV#8 CONSULTING SERVICE
H4996	12/19/14	TAX72	JUSTIN HART	110.55	.00	110.55	NOV 2014H	NOV 2014 PARA-TAXI REIMBU
H4997	12/19/14	TAX91	VIVIAN MARIE MILLER	46.33	.00	46.33	11/29-12/H	11/29-12/9/2014 PARA-TAXI
H4998	12/19/14	TAX98	ROHAN NG	200.00	.00	200.00	11/3-11/2H	11/3-11/21/2014 PARA-TAXI
H4999	12/19/14	TAX87	DELORES M. POWLEY	30.60	.00	30.60	11/7-12/9H	11/7-12/9/2014 PARA-TAXI
H5000	12/19/14	MVT01	MV TRANSPORTATION, INC.	97471.43	.00	97471.43	56997REVH	56997REVISED 12-17-14 OCT
H5001	12/19/14	PER04	CALPERS RETIREMENT SYSTEM	525.42	.00	525.42	20141226H	20141226 CALPERS 457 CONT
H5002	12/19/14	PER01	PERS	2033.80	.00	2033.80	20141226NH	20141226N CALPERS RETIRE
H5003	12/26/14	PER01	PERS	5436.89	.00	5436.89	20141226CH	20141226C CAL PERS RETIRE
H5004	12/26/14	DIR02	DIRECT DEPOSIT OF PAYROLL	33760.31	.00	33760.31	20141226H	20141226 DIRECT DEPOSIT P
H5005	12/26/14	EFT01	ELECTRONIC FUND TRASFERS	7081.24	.00	7081.24	20141226H	20141226 FIT, FICA-M AND F
H5006	12/26/14	EMP01	EMPLOYMENT DEVEL DEPT	2328.71	.00	2328.71	20141226H	20141226 SDI, SIT PAYPER
H5007	12/30/14	CIT07	CITY OF LIVERMORE - WATER	88.00	.00	88.00	361121614H	361121614 #139361-00 ATL
H5008	12/30/14	CIT07	CITY OF LIVERMORE - WATER	39.70	.00	39.70	399121614H	399121614 #139399-00 ATL
H5009	12/30/14	CIT07	CITY OF LIVERMORE - WATER	162.31	.00	162.31	431121614H	431121614 #138431-00 ATL
H5010	12/30/14	CIT07	CITY OF LIVERMORE - WATER	26.65	.00	26.65	432121614H	432121614 #138432 ATL FIR
H5011	12/30/14	CIT07	CITY OF LIVERMORE - WATER	144.13	.00	144.13	388121614H	388121614 #139388-00 ATL

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 12-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
H5012	12/30/14	CIT07	CITY OF LIVERMORE - WATER	72.63	.00	72.63	430121614H	430121616 #138430-01 ATL
H5013	12/18/14	STA01	STATE COMPENSATION FUND	1239.92	.00	1239.92	JAN 2015H	JAN 2015 WORKERS COMP POL
H5014	12/31/14	MVT01	MV TRANSPORTATION, INC.	320220.00	.00	320220.00	57312H	57312 INSTALLMENT #2 DEC.
018198	12/05/14	ATT02	AT&T	776.85 261.89	.00 .00	776.85 261.89	5938036 5938037	5938036 #C602223457777 SU 5938037 #925.294.8198 PRI
			Check Total.....:	1038.74	.00	1038.74		
018199	12/05/14	ATT03	AT&T	887.27	.00	887.27	529138620	5291386201 #171.795.7615.
018200	12/05/14	CAL01	CALIFORNIA TRANSIT ASSOC	7772.00	.00	7772.00	2015 DUES	2015 DUES CA TRANSIT ASSO
018201	12/05/14	CIT06	CITY OF LIVERMORE SEWER	176.78 101.46	.00 .00	176.78 101.46	MB-W11181 MOA111814	MOA B-W #138143-00 9/18-1 MOA111814 #133294-00 MOA
			Check Total.....:	278.24	.00	278.24		
018202	12/05/14	COL02	COLLICUTT ENERGY SERVICES	395.00	.00	395.00	35832	35832 PO4604 QTLY GENERAT
018203	12/05/14	EME01	EMERALD LANDSCAPE CO INC	1155.00	.00	1155.00	255041	255041 PO4718 LANDSCAPE M
018204	12/05/14	ENV01	ENVIRONMENTAL SYSTEMS RES	731.50	.00	731.50	92900909	92900909 PO4900 GIS S/W M
018205	12/05/14	FED01	FedEx	19.54	.00	19.54	285256849	2-852-56849 SHIPPING 10/3
018206	12/05/14	GSG01	GSGC INC	189.48	.00	189.48	6017-14	6017-14 PO4676 JANITORIAL
018207	12/05/14	HAN01	HANSON BRIDGETT MARCUS	2794.50 4365.58	.00 .00	2794.50 4365.58	1131041 1131043	1131041 LEGAL - LABOR & P 1131043 LEGAL - ADMIN SEP
			Check Total.....:	7160.08	.00	7160.08		
018208	12/05/14	INT03	INTERNATL EFFECTIVENESS	75.00	.00	75.00	33817	33817 PO4352 HOLIDAY FOOD
018209	12/05/14	LIV10	LIVERMORE SANITATION INC	2247.48	.00	2247.48	557972	557972 MOA DUMPSTERS NOV.
018210	12/05/14	PLE05	PLEASANTON, CITY OF	26.00	.00	26.00	90362-15	90362-15 RENEWAL LICENSE
018211	12/05/14	SBR01	TIM SBRANTI	100.00 200.00	.00 .00	100.00 200.00	DEC 2014 NOV 2014	DEC 2014 LAVTA BOD STIPEN NOV 2014 LAVTA BOD STIPEN
			Check Total.....:	300.00	.00	300.00		
018212	12/05/14	SCF01	SC FUELS	21700.38 19791.58	.00 .00	21700.38 19791.58	262711 2629074	262711 PO4838 DIESEL DEL 2629074 PO4838 DIESEL DEL
			Check Total.....:	41491.96	.00	41491.96		
018213	12/05/14	SEQ06	TESTAMERICA LABS INC	-200.00 273.00	.00 .00	-200.00 273.00	72132788C 72133879	72132788 PO4597 OVERPAID 72133879 PO4761 STORMWATE
			Check Total.....:	73.00	.00	73.00		
018214	12/05/14	STA12	THE STANDARD	1354.86	.00	1354.86	DEC 2014	DEC 2014 POL #00 125705 0
018215	12/05/14	TAX60	ANNA FONG	49.75	.00	49.75	10/8-10/2	10/8-10/20-2014 PARA-TAXI
018216	12/05/14	TMA10	T MARSHAL ASSOCIATES LTD	672.10	.00	672.10	WO34670	WO34670 PO4898 LIGHTING R
018217	12/05/14	TX109	CHARLES H. KRINARD	54.40	.00	54.40	8/10-9/3/	8/10-9/3/2014 PARA-TAXI R
018218	12/19/14	A&M01	LEO LAM INC	273.48	.00	273.48	112877	112877 PO4901 STUFF THE B
018219	12/19/14	AVI01	AMADOR VALLEY INDUSTRIES	311.71	.00	311.71	469845	469845 PO47321 CAN SERVIC
018220	12/19/14	CAL03	CALIFORNIA CHAMBER OF	48.30	.00	48.30	10846964	10846964 PO4915 2015 EMPL
018221	12/19/14	CAL05	CALTEST LABS	739.10	.00	739.10	534823	534823 PO4929 ANNUAL COMP
018222	12/19/14	CAL15	CALTRONICS BUSINESS SYS	394.32	.00	394.32	1677440	1677440 PO4880 BIZHUB 650
018223	12/19/14	CHR02	RONDAL MEUSER	246.65	.00	246.65	9355	9355 PO4902 STUFF THE BUS
018224	12/19/14	CIT12	CITY WIDE PROPERTY SERVIC	225.00 125.00	.00 .00	225.00 125.00	58477 58478	58477 PO4938 RUTAN PKG LO 58478 PO4938 PKG LOT SWEE

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 12-14 Bank Account.: 105

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
Check Total.....:				350.00	.00	350.00		
018225	12/19/14	CUS02	CUSTOMINK	1072.55	.00	1072.55	4995593	4995593 PO4895 T-SHIRTS F
018226	12/19/14	DIR01	DIRECT TV	12.00	.00	12.00	246775763	24677576308 PO4534 (2) AD
018227	12/19/14	GAN01	GANNETT FLEMING COMPANIES	1048.55 2353.68	.00 .00	1048.55 2353.68	156.4*014 56.5*0144	055156.4*0143 PO4554 BUS 55156.5*0144 PO4770 DUB-P
Check Total.....:				3402.23	.00	3402.23		
018228	12/19/14	GLO01	GLOBE TICKET AND LABEL	1332.73	.00	1332.73	303418	303418 PO4853 DISABLE MTH
018229	12/19/14	GRA01	GRANDFLOW INC	689.70	.00	689.70	129927	129927 PO4849 LOGO SHIRTS
018230	12/19/14	GSG01	GSGC INC	238.07 1242.00	.00 .00	238.07 1242.00	6042-14 6043-14	6042-14 PO4676 JANITORIAL 6043-14 PO4447 JANITORIAL
Check Total.....:				1480.07	.00	1480.07		
018231	12/19/14	HOL02	HOLT OF CALIFORNIA	1210.13	.00	1210.13	SW0802303	SW080230329 PO4836 RESEAL
018232	12/19/14	IPC01	IPC (USA)INC	9730.03 8759.70	.00 .00	9730.03 8759.70	159104 159350	159104 PO4721 DIESEL DEL 159350 PO4721 DIESEL DEL
Check Total.....:				18489.73	.00	18489.73		
018233	12/19/14	JTH01	J. THAYER COMPANY	85.72	.00	85.72	911704-0	911704-0 SUPPLIES DEL 12/
018234	12/19/14	MRM06	MR ROOTER PLUMBING	230.72	.00	230.72	30083	30083 PO4923 REP WOMEN'S
018235	12/19/14	OFF01	OFFICE DEPOT	96.35 33.64	.00 .00	96.35 33.64	744917641 744917764	744917641001 SUPPLIES DEL 744917761001 SUPPLIES DEL
Check Total.....:				129.99	.00	129.99		
018236	12/19/14	PAC01	AT&T	31.76	.00	31.76	CFA120714	CFA120714 232.351.6260 CO
018237	12/19/14	PAC11	PACIFIC ENVIROMENTAL SERV	120.00 120.00	.00 .00	120.00 120.00	2005700 2005701	2005700 PO4779 TANK INSPE 2005701 PO4779 TANK INSPE
Check Total.....:				240.00	.00	240.00		
018238	12/19/14	PLE09	PLEASANTON DOWNTOWN ASSOC	100.00	.00	100.00	SPG2015FM	SPG2015FM, SPRING 2014 FA
018239	12/19/14	PRE03	PREMIER SECURITY SOLNS CO	17688.00	.00	17688.00	151-37	151-37 PO4935 ALARM S/W S
018240	12/19/14	QUI01	QUILL CORPORATION	68.63	.00	68.63	8537983	8537986 SUPPLIES DEL 12/1
018241	12/19/14	RHT01	R.H. TINNEY, INC.	410.50 472.00	.00 .00	410.50 472.00	1369S-IN 1437S-IN	1369S-IN PO4936 NO HEAT I 1437S-IN PO4937 MOA LEAK
Check Total.....:				882.50	.00	882.50		
018242	12/19/14	SCF01	SC FUELS	20264.89	.00	20264.89	2638833	2638833 PO4838 DIESEL DEL
018243	12/19/14	SEQ06	TESTAMERICA LABS INC	441.00	.00	441.00	72134357	72134357 PO4761 ATLANTIS
018244	12/19/14	SHA02	SHAMROCK OFFICE SOLUTIONS	31.82	.00	31.82	196536	196536 PO4735 MOA FAX MAI
018245	12/19/14	TAX14	KAREN ADAMS	20.00	.00	20.00	11/15/14	11/15/14 PARA-TAXI REIMBU
018246	12/19/14	TAX60	ANNA FONG	65.45	.00	65.45	11/11-12/	11/11-12/2/2014 PARA-TAXI
018247	12/19/14	TEN03	TENNANT SALES AND SERVICE	742.60	.00	742.60	912737474	912737474 PO4892R MAINT F
018248	12/19/14	TX101	ROSEANN COTTER	36.55	.00	36.55	10/22-11/	10/22-11/16/2014 PARA-TAX
018249	12/19/14	TX106	SAROJA IYER	76.50	.00	76.50	11/6-11/2	11/6-11/27/2014 PARA-TAXI
H4936A	12/05/14	BID01	DON BIDDLE	100.00	.00	100.00	DEC 2014H	DEC 2014 LAVTA BOD STIPEN
H4937A	12/05/14	BRO03	KARLA SUE BROWN	100.00	.00	100.00	DEC 2014H	DEC 2014 LAVTA BOD STIPEN
H4938A	12/05/14	HAG01	SCOTT HAGGERTY	100.00	.00	100.00	DEC 2014H	DEC 2014 LAVTA BOD STIPEN
H4940A	12/05/14	THO01	JERRY THORNE	100.00	.00	100.00	DEC 2014H	DEC 2014 LAVTA BOD STIPEN

REPORT.: Jan 02 15 Friday
 RUN...: Jan 02 15 Time: 10:01
 Run By.: Linda White

LAVTA
 Cash Disbursement Detail Report
 Check Listing for 12-14 Bank Account.: 105

PAGE: 005
 ID #: PY-DP
 CTL.: WHE

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
H4942A	12/05/14	W0E01	ROBERT L. WOERNER	100.00	.00	100.00	DEC 2014H	DEC 2014 LAVTA BOD STIPEN
H4948A	12/05/14	MTM01	MEDICAL TRANSPORTATION MA	114683.18	.00	114683.18	OCT2014H	OCT2014 PARA-TRANSIT SERV
H4948B	12/05/14	MTM01	MEDICAL TRANSPORTATION MA	13454.00	.00	13454.00	MTM-10201H	MTM-102014 DAR TICKET RED
HCREDI	12/19/14	BAN03	BANKCARD CENTER	.00	.00	.00	NOV2014H	NOV 2014 MASTERCARD CHGS
Cash Account Total.....:				1188997.33	.00	1188997.33		
Total Disbursements.....:				1188997.33	.00	1188997.33		

AGENDA

ITEM 6 C



STAFF REPORT

SUBJECT: Approve First Amendment to Employment Agreement with Michael Tree

FROM: Michael Conneran, Legal Counsel

DATE: January 28, 2015

Action Requested

Approve amendment to employment agreement with new Executive Director Michael Tree

Discussion

In processing the moving expense request for Executive Director Michael Tree, it was discovered that the language of the employment agreement did not track the terms negotiated by the executive recruiter regarding a moving allowance. I have spoken with the recruiter, Paul Kimura, and he confirmed that Executive Director was to have a "Moving Allowance" of \$10,000 for use as he saw appropriate. Mr. Tree has relied on that representation in making his moving arrangements. The attached document reflects such an arrangement.

Budget

The total amount of the moving expense is the same as the expense limit approved by the Board in October.

Recommendation

Staff recommends that the Board approve the revised form of contract with Michael Tree.

Approved: _____

Submitted: 1/28/15

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

THIS FIRST AMENDMENT TO EMPLOYMENT AGREEMENT is entered into as of February 2, 2015, 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. The parties desire to amend the Employment Agreement to clarify the contract terms regarding the payment of a moving allowance.

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

1. Moving Allowance. Section 3, "Compensation," of the Employment Agreement is amended by replacing subsection "e" with the following language:

e. Moving Allowance. In light of the need for Employee to relocate his place of residence, LAVTA shall provide Employee with a moving allowance in the amount of \$10,000.

2. Entire Agreement. This First Amendment to Employment Agreement 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 Amendment to the Employment Agreement shall remain in full force and effect.

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

LIVERMORE AMADOR VALLEY
TRANSIT AUTHORITY

MICHAEL TREE

By: _____

Scott Haggerty

Title: Board Chair

Approved as to form:

By: _____

Legal Counsel

AGENDA

ITEM 6 D



STAFF REPORT

SUBJECT: Resolution of the Board of Directors of the Livermore Amador Valley Transit Authority Appointing Director and Alternate to the California Transit Insurance Pool (CalTIP)

FROM: Beverly Adamo, Director of Administrative Services

DATE: February 2, 2015

Action Requested

The attached resolution amends the agency's authorizing resolution with the California Transit Insurance Pool to change the titles of the employees who are designated as Director and Alternate Director to the Pool.

Background

In April 2000 LAVTA joined CalTIP for the purpose of pooling with other transit agencies throughout the state to provide liability and physical damage insurance. As part of membership in the pool the agency is entitled to a seat on the Board of Directors. Currently the Executive Director is designated as the Board Member and the Director of Administrative Services is designated as the alternate. This resolution revises the appointments to designate the Director of Administrative Services to act as the Board Member, and the Executive Director as the appointee for the alternate Board Member. This change is being requested by Michael Tree, Executive Director. No other changes are being made to the agreement with CalTIP. Upon approval, this resolution will be forwarded to CalTIP.

Recommendation

The Finance and Administration Committee recommends the Board approve Resolution 03-2015 revising the positions appointed to CalTIP Director and Alternate.

Attachments:

1. Resolution 03-2015 of the Board of Directors of the Livermore Amador Valley Transit Authority Appointing Director and Alternate to the California Transit Insurance Pool (CalTIP)

Approved: _____

RESOLUTION NO. 03-2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY APPOINTING DIRECTOR AND
ALTERNATE TO THE CALIFORNIA TRANSIT INSURANCE POOL (CAL TIP)**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution 22-2008 appointing Director (Executive Director) and Alternate (Director of Administrative Services) to the California Transit Insurance Pool (CalTIP); and

WHEREAS, it is desirable to revise the titles of the positions that are appointed as Director and Alternate;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors that the Director of Administrative Services is appointed Director, and the Executive Director is appointed as the Alternate Director of the CalTIP to serve at the pleasure of this Board of Directors.

APPROVED AND PASSED, this 2nd day of February 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

AGENDA

ITEM 6 E



STAFF REPORT

SUBJECT: Rules of Conduct for LAVTA Vehicles, Facilities and Properties

FROM: Beverly Adamo
Director of Administrative Services

DATE: February 2, 2015

Action Requested

The Finance and Administration Committee recommends the Board of Directors approve Resolution 08-2015 adopting Rules of Conduct for LAVTA Vehicles, Facilities and Properties.

Background

The Livermore Amador Valley Transit Authority's (LAVTA) vehicles, facilities, and properties are intended to provide public transportation services for the benefit of the general public. To maintain public transportation services that are orderly, safe, secure, comfortable and convenient, the LAVTA Board of Directors approved Resolution 20-2009 Rules of Conduct for Passengers to regulate conduct occurring on LAVTA vehicles. This also incorporated Resolution No. 14-2008, *Unacceptable Passenger Carry-on Possessions*, part of CalTIP's Transit System Safety Program Plan (SSPP). The SSPP document provides a comprehensive list of hazardous materials that are deemed to create an unreasonable risk to health and safety or property when being transported, thus they are not allowed on LAVTA vehicles, facilities or properties, i.e., explosives, weapons, fireworks, gasoline, poisons or equipment containing hazardous fuels (lawn mowers, chain saws, etc).

Discussion

As part of LAVTA's ongoing review of its policies and procedures, Staff conducted a re-evaluation of the Rules of Conduct for Passengers to ensure the safety of its passengers, staff, facilities and the general public.

The proposed changes include updating the section on service animals and deleting the reference to the term "common wheelchair."

Budget

No impact.

Recommendation

The Finance and Administration Committee recommends the Board of Directors approve Resolution 08-2015, updating the Rules of Conduct for LAVTA Vehicles, Facilities and Properties.

Attachments:

1. Resolution No. 08-2015 Rules of Conduct Policies
2. Proposed Rules of Conduct Policies

Approved: _____

RESOLUTION NO. 08-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ADOPTING RULES OF CONDUCT POLICIES**

WHEREAS, it is the policy of the Livermore Amador Valley Transit Authority to provide services to our customers which is safe, secure, comfortable, and convenient; and

WHEREAS, the LAVTA Board adopted Resolution 20-2009 on May 4, 2009, setting forth appropriate and comprehensive rules of conduct which incorporated Resolution 14-2008 setting forth items which are dangerous and inappropriate to bring aboard LAVTA's vehicles; and

WHEREAS, the Board of Directors deems it necessary to update the policies of Resolution 20-2009;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority as follows:

1. Resolution 20-2009 is hereby rescinded and replaced by Resolution 08-2015.
2. The Rules of Conduct set forth in Attachment A is hereby adopted and shall be incorporated with Resolution 14-2008 and its Attachment to comprise LAVTA's Rules of Conduct.

PASSED AND ADOPTED THIS 2nd DAY OF FEBRUARY 2015.

Scott Haggerty, Chair

APPROVE AS TO FORM

ATTEST

Michael Conneran, Legal Counsel

Michael Tree, Executive Director

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

ATTACHMENT A POLICY: RULES OF CONDUCT FOR LAVTA VEHICLES, FACILITIES AND PROPERTIES

I. PURPOSE OF POLICY

The Livermore Amador Valley Transit Authority's (LAVTA) vehicles, facilities, and properties are intended to provide public transportation services for the benefit of the general public. To maintain public transportation services that are orderly, safe, secure, comfortable and convenient, the following Rules of Conduct for LAVTA Vehicles, Facilities and Properties (the "Rules of Conduct") have been adopted by the LAVTA Board of Directors. The Rules of Conduct are intended to regulate conduct occurring on LAVTA vehicles, within or upon LAVTA facilities and properties, and in connection with LAVTA's provision of public transportation services. LAVTA vehicles, facilities and properties include administration and operations buildings, transit centers, bus shelters, bus stops, and bus storage areas.

II. CALIFORNIA PENAL CODE SECTION 640

California Penal Code Section 640, including any amendments thereto, applies to LAVTA vehicles and property. As of April 1, 2009, the applicable provisions of this law read as follows:

- (a) Any of the acts described in subdivision (b) is an infraction punishable by a fine not to exceed two hundred fifty dollars (\$250) and by community service for a total time not to exceed 48 hours over a period not to exceed 30 days, during a time other than during his or her hours of school attendance or employment, when committed on or in any of the following:
- (1) A facility or vehicle of a public transportation system as defined by Section 99211 of the Public Utilities Code;
 - (2) Any facility of, or vehicle operated by any entity subsidized by, the Department of Transportation;
 - (3) Any leased or rented facility or vehicle for which any of the entities described in paragraph (1) or (2) incur costs of cleanup, repair, or replacement as a result of any of those acts.
- (b) (1) Evasion of the payment of any fare of the system.
- (2) Misuse of a transfer, pass, ticket, or token with the intent to evade the payment of a fare.

- (3) Playing sound equipment on or in any system facility or vehicle.
- (4) Smoking, eating or drinking in or on any system facility or vehicle in those areas where those activities are prohibited by that system.
- (5) Expecting upon any system facility or vehicle.
- (6) Willfully disturbing others on or in any system facility or vehicle by engaging in boisterous or unruly behavior.
- (7) Carrying an explosive or acid, flammable liquid, or toxic or hazardous material in public transit facility or vehicle.
- (8) Urinating or defecating in a system facility or vehicle, except in a lavatory. However, this paragraph shall not apply to a person who cannot comply with this paragraph as a result of a disability, age, or a medical condition.
- (9) (A) Willfully blocking the free movement of another person in a system facility or vehicle. (B) This paragraph (9) shall not be interpreted to affect any lawful activities permitted or first amendment rights protected under the laws of this state or applicable federal law, including, but not limited to, laws related to collective bargaining, labor relations, or labor disputes.
- (10) Skateboarding, roller skating, bicycle riding, or roller blading in a system facility, vehicle, or parking structure. This paragraph does not apply to any activity that is necessary for utilization of the transit facility by a bicyclist, including, but not limited to, an activity that is necessary for parking a bicycle or transporting a bicycle aboard a transit vehicle, if that activity is conducted with the permission of the transit agency in a manner that does not interfere with the safety of the bicyclist or other patrons of the transit facility.
- (11) (A) Unauthorized use of a discount ticket or failure to present, upon request from a transit system representative, acceptable proof of eligibility to use a discount ticket, in accordance with Section 99155 of the Public Utilities Code and posted system identification policies when entering or exiting a transit station or vehicle. Acceptable proof of eligibility must be clearly defined in the posting. (B) In the event that an eligible discount ticket user is not in possession of acceptable proof at the time of request, any citation issued shall be held for a period of 72 hours to allow the user to produce acceptable proof. If the proof is provided, the citation shall be voided. If the proof is not produced within that time period, the citation shall be processed.

III. LAVTA POLICY/REGULATIONS OF CONDUCT

The following conduct is prohibited on LAVTA vehicles, within or upon LAVTA facilities and properties, and in connection with LAVTA's provision of public transportation services:

1. Destroying, defacing, or otherwise damaging LAVTA property.
2. Discarding litter other than in designated receptacles.
3. Entering a LAVTA vehicle with ~~five pets or other~~ animals, with the exception of service animals and small pets as defined below.
 - a) According to ADA law and the U.S. Department of Justice, service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.
 - b) A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the animal is out of control and the animal's owner does not take effective action to control it or (2) the animal poses a direct threat to the health or safety of others.
 - c) The passenger may travel with a small pet as long as the animal is fully enclosed in a secure container that the passenger can manage and which the passenger can hold on his/her lap or place at his/her feet. The animal must not be a danger to or annoyance to other passengers.
 - b)d) The passenger is responsible for any damage or injuries caused by their animal while on the bus. If any animal misbehaves, the passenger will be instructed to remove the animal from the bus at the sole discretion of the Operator.
4. Use of a Segway or other non-wheelchair mobility device, when not being used as a mobility aid by a person with a disability.
~~4. _____, that exceeds the size and weight standards for a "common wheelchair" (i.e., 30 X 48 inches, measured two inches above the ground and not exceeding 600 pounds, including the user).~~
5. Bringing onto transit property personal items (i.e., packages, shopping bags, suitcases) which cannot be reasonably secured and handled by the owner and stored out of the aisle.

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6. Operating, stopping, standing or parking a vehicle in any roadway or location restricted for use only by transit vehicles.
7. Extending an object or a portion of one's body through the door or window of a transit vehicle while it is in motion.
8. Bringing onto transit property odors which endanger the health and safety of others or interfere with their use of the transit system, whether such odors arise from one's person, clothes, articles, accompanying animal or any other source.
9. Carrying any alcoholic beverages or controlled substances, unless otherwise authorized by law.
10. Carrying onboard corrosives, exhibiting, displaying, or drawing any firearm, dagger, sword, knife or other cutting or stabbing instrument, club or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons, unless otherwise authorized by law (see Resolution 14-07 attached).
11. Hanging or swinging on bars or stanchions, with feet off the floor, inside a transit vehicle or other transit property; hanging onto or otherwise attaching oneself at any time to the exterior of a transit vehicle or other transit property.
12. Engaging in any sport or recreational activities on transit property.
13. Parking a vehicle in an approved parking area on transit property for more than seventy-two (72) consecutive hours.
14. Using a transit facility for residential or commercial parking purposes.
15. Performing non-emergency repairs or cleaning of a vehicle on transit property.
16. Engaging in gambling or any game of chance for the winning of money or anything of value.
17. Manufacturing, selling, delivering, or possessing with the intent to manufacture, sell, or deliver a controlled substance or selling for profit any controlled substance or counterfeit substance on a LAVTA vehicle or within one thousand feet of LAVTA properties or facilities, including but not limited to, a transfer center, bus shelter, bus stop, or park and ride lots.
18. Entering a LAVTA vehicle while not wearing any type of footgear or shirt.
19. Using a public address system, loudspeaker or other sound amplifying device.

20. Sleeping, camping or storing personal property on benches and floors on or in LAVTA vehicles or LAVTA facilities and properties, unless otherwise authorized by law.
21. Entering or remaining upon any non-public areas of LAVTA facilities and properties, including but not limited to staging areas, work areas, and equipment rooms, except when authorized by LAVTA or its designee.
22. Engaging in commercial activities, except as such activities are authorized by LAVTA or its designee in a written permit, license, concession contract, lease or other written authorization.
23. Committing any act which tends to create or incite, or creates or incites, an immediate breach of peace, including, but not limited to (a) fighting, (b) racing, (c) obscene language tending to cause a breach of the peace, and (d) personally abusive epithets, or words or language of an offensive, disgusting or insulting nature, which epithets, words or language when addressed to the ordinary citizen are, as a matter of common knowledge, inherently likely to provoke a violent reaction of fear, anger or apprehension.
24. Entering LAVTA vehicles, facilities, and properties when intoxicated.
25. Refusing to allow proper securing of a wheelchair or mobility device on LAVTA vehicles.
26. Refusing to use appropriate personal restraints on a LAVTA vehicle providing paratransit services.
27. Dumping any materials whatsoever on transit property, including but not limited to chemicals and automotive fluids.
28. Throwing an object at transit property or at any person in or on transit property.
29. Falsely claiming to be a transit operator or other LAVTA employee; or through words, actions, and/or the use of clothes, insignia, or equipment resembling transit operator or LAVTA issued uniforms and equipment, creating a false impression of being a transit operator or other transit employee.

IV. ENFORCEMENT

1. Removal from LAVTA Vehicles, Facilities, and Properties

Any person engaging in prohibited conduct under the provisions of Article II may be refused entrance upon or ordered to leave LAVTA vehicles, facilities and properties by a commissioned law enforcement official.

Any person engaging in prohibited conduct under the provisions of Article III may be refused entrance upon or ordered to leave LAVTA vehicles, facilities and properties by LAVTA personnel or a contracted service provider in accordance with terms of the applicable service contract.

Failure to immediately comply with such a removal order may be grounds for prosecution for criminal trespass and/or unlawful bus conduct.

2. Exclusion from Service

- a) Length of Exclusion. The following guidelines shall be used determining the duration of a particular exclusion for engaging in prohibited conduct under the provisions of this policy. The actual exclusion period imposed may be shorter or longer depending on the circumstances of each case.
- b) Basis for Exclusion. Engaging in prohibited conduct may result in excluding or restricting a person from entering and using all or any part of LAVTA vehicles, facilities, and properties for a period of time.
- c) Immediate Refusal or Removal. A person may be immediately reseated, refused transportation, or removed from LAVTA vehicles, facilities and properties without prior written notice if the person has engaged in prohibited conduct under Article II and/or Article III which, in LAVTA's or LAVTA's designee's discretion poses a safety or security risk, interferes with or impinges on the rights of others, impedes the free flow of the general public, or impedes the orderly and efficient use of LAVTA vehicles, facilities and properties.
- d) Appeal Procedure. Not later than fifteen (15) calendar days after commencement of the exclusion, an excluded person may appeal in writing to the Contract Resident Manager, and then to LAVTA's Executive Director or his/her designee, for de novo review of the exclusion. The appellant may request a hearing or may request review without a hearing based on a written statement setting forth the reasons why the appellant believes exclusion is invalid or improper. If the appellant is unable to respond in written format, LAVTA will make reasonable accommodations.
 - a) Hearing. If the appellant does not request a hearing, the Executive Director or his/her designee shall render a written decision within five (5) business days after receipt of the appeal. If a hearing is requested, the hearing shall be held within thirty (30) calendar days of receipt of the appeal, and a written decision shall be rendered within ten (10) calendar days of the hearing. The exclusion shall remain in effect during the appeal process.
 - b) Refusal to Comply. The refusal to immediately comply with written or verbal notice excluding or restricting a person from LAVTA vehicles,

facilities, and properties shall be grounds for prosecution for criminal trespass.

3. Other Laws not Limited

The enforcement of this policy herein is not intended to limit, in any manner, the enforcement of any applicable federal, state or municipal laws.

V. APPLICATION TO INDIVIDUALS WITH DISABILITIES

Nothing in this policy shall be applied in a manner that discriminates against individuals with disabilities. It is not discrimination to refuse to provide service to an individual with disabilities because that person engages in violent, seriously disruptive or illegal conduct. This policy shall not otherwise alter LAVTA paratransit eligibility procedures.

VI. LIABILITY

Nothing in this policy herein shall create a duty to any person on the part of LAVTA or form any basis for liability on the part of LAVTA, its officers, agents or employees. The obligation to comply with this policy is solely that of any person entering and using LAVTA vehicles, facilities, and properties and LAVTA's enforcement of this policy is discretionary not mandatory.

VII. DISSEMINATION OF POLICY

All employees, officers and officials should be given copies of this policy, and this policy shall be posted in appropriate places.

AGENDA

ITEM 6 F



STAFF REPORT

SUBJECT: Consolidation of Existing Fare Resolutions

FROM: Beverly Adamo
Director of Administrative Services

DATE: February 2, 2015

Action Requested

Consolidate LAVTA's existing fares resolutions and transfer agreements into one Board resolution. This action does not make any changes to fares and transfers; it merely consolidates all relevant fare prices and agreements into one document.

Background

Over the years, the LAVTA Board has established fares and transfer policies for using fixed route and paratransit services. In addition, the agency has developed transfer agreements with other transit agencies, which may have been approved by the Board. However, staff has researched and found that there is no single Board resolution that contains all fare policies. Since there are several upcoming issues that will likely require the agency to examine fares and transfer agreements, staff recommends consolidating all existing pieces into one resolution, to ensure that nothing is inadvertently forgotten when future changes are made.

Discussion

In the upcoming months, the Board may choose to consider changes to one or more policies related to fares. This year's roll out of the Clipper card on the small East Bay transit systems, for example, requires consistent transfer policies within each agency's system, and may also impact transfer agreements between operators. Additionally, the scope of work for the Comprehensive Operations Analysis includes a potential study of fares, and, during the discussion of the Ten-Year Financial Projections, some Board members expressed a desire to have a long-term policy in place that automatically increases future fares based on inflation or an alternative indicator. This resolution will simplify future discussions by consolidating all applicable resolutions and policies.

Budget Considerations

This consolidation of existing fares resolutions and transfer agreements has no budget impact.

Recommendation

The Finance and Administration Committee recommends the Board of Directors consolidate LAVTA's existing fare resolutions and transfer agreements by approving Resolution 02-2015.

Attachment:

1. Resolution 02-2015 to Consolidate LAVTA Fares Resolutions and Transfer Agreement

Approved: _____

RESOLUTION NO. 02-2015

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CONSOLIDATING EXISTING FARE SCHEDULES
AND TRANSFER AGREEMENTS FOR PASSENGERS

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 5-2009 to implement a revised fare schedule on the Fixed Route and Dial-A-Ride Paratransit Service effective March 22, 2009; and

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority finds it desirable and necessary to consolidate existing fares and stand-alone policies into one Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that existing fare schedules and agreements shall be consolidated as shown below:

FARE SCHEDULE**I. FIXED ROUTE SERVICE – Effective March 22, 2009****(i) Regular one-way fare including unrestricted transfers between Wheels buses within two hours of fare payment of:**

(a)	Adults	\$2.00
(b)	Youths between ages 6 and 18	\$2.00
(c)	Senior Citizens age 65 and over	\$1.00
(d)	Disabled Persons	\$1.00
(e)	Children under age 6 when accompanied by a fare paying passenger	FREE
(f)	Americans with Disabilities Act (ADA) Certified persons (with RTC Card)	\$1.00
(g)	Eligible employees, Board and family members/dependents with applicable ID*	FREE

(ii) The following passes will be available for passengers:

(a)	Adults and Youths ages 6 through 18 Monthly 10 Ride Book/Script	\$16.00
(b)	Regular Monthly Unlimited Rides Pass	\$60.00
(c)	Senior Citizens Monthly Unlimited Rides Pass	\$18.00
(d)	Disabled Persons Monthly Unlimited Rides Pass	\$18.00

(iii) Transfers

- (a) Regular bus-to-bus transfers will be distributed upon request to a passenger at the time they board the first bus.
- (b) Passengers requesting a transfer at the end of their trip will be denied the transfer.
- (c) Transfers will be valid for unlimited rides on Wheels buses during a 2-hour (120 minute) time period, valid from the time of the first boarding.
- (d) Passengers transferring from BART to Wheels with a BART transfer may be issued another Wheels transfer upon request.

II. DIAL-A-RIDE PARATRANSIT SERVICE – Effective March 22, 2009

- (a) Fare per Ride \$3.50
- (b) ADA Eligible employees with applicable ID Free**

REGIONAL TRANSFER POLICIES

All passes and transfers from transit systems with a reciprocal agreement (shown below) will be accepted by LAVTA at intersecting points, transit centers, and BART stations. Agencies that have reciprocal agreements with LAVTA:

Fixed Route:

- Free – To and from Wheels - City of Pleasanton, Downtown Pleasanton Route (DTR)
- Free – To and from Wheels - County Connection (CCCTA) within two hour period of boarding
- Free – From San Joaquin Regional Rail Commission (SJRRRC) aka Altamont Corridor Express (ACE) to Wheels
- \$1.00 – From BART to Wheels

Dial-A-Ride:

- Free – interagency paratransit transfers from East Bay Paratransit
- Free – interagency paratransit transfers to and from County Connection Links

WHEELS CLASS PASS PROGRAM

A class pass is a free bus ride for up to 25 passengers (includes children, teachers and adult supervisors) from a school to any Tri-Valley destinations that WHEELS fixed routes currently serve. Teachers may request up to two (2) class passes per school year.

*LAVTA Employees and contracted employees, as well as “eligible family members/dependents” defined below shall be issued picture identification cards that will be good for a period not to exceed one year. LAVTA staff and dependents, and contractor staff may be issued a picture ID upon date of hire, but contractor dependents are not eligible for an ID until 90 days after the employee’s hire date. At the beginning of each fiscal year, July 1, a new annual sticker

will be issued to each employee and eligible dependent in order to ride Fixed Route transit. Board Members and their dependents are eligible for an ID; however retirees of the agency are not.

“Eligible Family Member/Dependent” is defined as a person who is claimed by the employee on their tax returns; or in the event no tax return is filed, then a person who is covered on the employee’s health benefits. If no tax return is filed and the employee does not elect health benefits, then a notarized and signed statement documenting that the identified person would meet the requirements of “dependent” as defined by within the parameters of a tax return or health benefit election.

LAVTA’s maintenance and operations contractor will be responsible for collecting employee and family member ID cards upon the termination of employment for one of their employees and returning these ID cards to LAVTA.

** Free rides on Dial-A-Ride will be available only for Authority direct or contracted employees (no dependents), who are certified eligible for participation in the ADA paratransit program, and only for work related trips. Fraudulent use of the issued IDs, whether by a Wheels employee or their dependent, will result in rescinding the employee’s free ride privileges as well as the privileges of the employee’s dependents.

PASSED AND ADOPTED this 2nd day of February 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

APPROVED AS TO FORM:

Michael Conneran, Legal Counsel

AGENDA

ITEM 7



STAFF REPORT

SUBJECT: Resolution of the Board of Directors Appreciating the Services of Mayor Tim Sbranti, Councilmember Bob Woerner, and Mayor Jerry Thorne

FROM: Michael Tree, Executive Director

DATE: February 2, 2015

Action Requested

It is requested that the Board of Directors adopt the attached Resolutions appreciating the services of Mayor Tim Sbranti, Councilmember Bob Woerner, and Mayor Jerry Thorne.

Attachments:

1. Resolution 04-2015 Appreciating the Services of Mayor Tim Sbranti
2. Resolution 05-2015 Appreciating the Services of Councilmember Bob Woerner
3. Resolution 06-2015 Appreciating the Services of Mayor Jerry Thorne

Submitted: _____

RESOLUTION NO. 04-2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY
APPRECIATING THE SERVICES OF TIM SBRANTI**

WHEREAS, Mayor Tim Sbranti has served with distinction as a member of the Livermore Amador Valley Transit Authority's Board of Directors since 2009, and has ably served the citizens of the City of Dublin and the entire Tri-Valley area as a Boardmember; and

WHEREAS, Mr. Sbranti served as Vice Chair of the Projects and Services Committee in FY2014 and FY2015; and

WHEREAS, as a Boardmember, he served during the most difficult financial times experienced by LAVTA as the Great Recession severely reduced the resources of the agency; and

WHEREAS, the Great Recession required the most significant service reductions in LAVTA's history while simultaneously increasing fares, which in turn required great resolve and courage on the part of all Boardmembers; and

WHEREAS, in the recovery following the Great Recession, Tim Sbranti was a champion for increasing transit services in order to restore and rebuild ridership; and

WHEREAS, among LAVTA's staff, Tim Sbranti was recognized for his diligence in thoroughly reading agenda packets, asking probing questions, and paying meticulous attention to detail.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority:

That the Board and staff express their enduring gratitude and appreciation for the exceptional service provided by Mayor Tim Sbranti in the furtherance of the mission, goals, and values of LAVTA.

APPROVED AND ADOPTED THIS 2nd DAY OF FEBRUARY 2015.

Scott Haggerty
Chair, Board of Directors

ATTEST:

Michael Tree
Executive Director

RESOLUTION NO. 05-2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY
APPRECIATING THE SERVICES OF BOB WOERNER**

WHEREAS, Councilmember Bob Woerner has served with distinction as a member of the Livermore Amador Valley Transit Authority's Board of Directors since February 2012, and has ably served the citizens of the City of Livermore and the entire Tri-Valley area as a Boardmember; and

WHEREAS, Mr. Woerner served as Vice Chair of the Finance and Administration Committee in FY13 and Chair of the Projects and Services Committee in FY2014; and

WHEREAS, the Great Recession required the most significant service reductions in LAVTA's history while simultaneously increasing fares, which in turn required great resolve and courage on the part of all Boardmembers; and

WHEREAS, in the recovery following the Great Recession, Bob Woerner was a champion for increasing transit services in order to restore and rebuild ridership; and

WHEREAS, among LAVTA's staff, Bob Woerner was recognized for his diligence in thoroughly reading agenda packets, asking probing questions, and paying meticulous attention to detail.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority:

That the Board and staff express their enduring gratitude and appreciation for the exceptional service provided by Councilmember Bob Woerner in the furtherance of the mission, goals, and values of LAVTA.

APPROVED AND ADOPTED THIS 2nd DAY OF FEBRUARY 2015.

Scott Haggerty
Chair, Board of Directors

ATTEST:

Michael Tree
Executive Director

RESOLUTION NO. 06-2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY
APPRECIATING THE SERVICES OF JERRY THORNE**

WHEREAS, Mayor Jerry Thorne has served with distinction as a member of the Livermore Amador Valley Transit Authority's Board of Directors since January 2007, and has ably served the citizens of the City of Pleasanton and the entire Tri-Valley area as a Boardmember; and

WHEREAS, Mr. Thorne served as Chair of the Board Fiscal Years 2010 and 2014; Chair of the Administration and Budget Committee in FY2009 and Chair of the Finance and Administration Committee in FY's 2011, 2012, and 2013; and

WHEREAS, as a Boardmember, he served during the most difficult financial times experienced by LAVTA as the Great Recession severely reduced the resources of the agency; and

WHEREAS, the Great Recession required the most significant service reductions in LAVTA's history while simultaneously increasing fares, which in turn required great resolve and courage on the part of all Boardmembers; and

WHEREAS, in the recovery following the Great Recession, Jerry Thorne was a champion for increasing transit services in order to restore and rebuild ridership; and

WHEREAS, among LAVTA's staff, Jerry Thorne was recognized for his diligence in thoroughly reading agenda packets, asking probing questions, and paying meticulous attention to detail.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority:

That the Board and staff express their enduring gratitude and appreciation for the exceptional service provided by Mayor Jerry Thorne in the furtherance of the mission, goals, and values of LAVTA.

APPROVED AND ADOPTED THIS 2nd DAY OF FEBRUARY 2015.

Scott Haggerty
Chair, Board of Directors

ATTEST:

Michael Tree
Executive Director

AGENDA

ITEM 8



STAFF REPORT

SUBJECT: Queue Jump Repair - Update
FROM: Christy Wegener, Director of Planning and Communications
DATE: February 2, 2015

Action Requested

Informational item only. No action required.

Background

This report is intended to provide the Board with an update of the repair of the two intersection queue jumps on the Rapid line.

Discussion

There are two existing intersection queue jumps in the LAVTA service area that were introduced in January 2011 as part of the Rapid line deployment. The first is located in Livermore at the intersection of Stanley Blvd and Murrieta Blvd in the westbound direction. The second is located in Dublin at the intersection of Dublin Blvd and Dougherty Road in the westbound direction. The queue jumps allow for a Rapid bus to enter the right-turn only lane and pull up to the select intersection when the westbound lights are red. After the intersection is cleared, that bus receives a bus only signal allowing it to proceed through the intersection. The bus-only signal is active for eight seconds, and over the course of the day, can save the Rapid buses travel time and improves on-time performance.

Unfortunately, for at least a year, the two queue jumps have been out of service. Staff has been working diligently to determine the cause of the faulty queue jumps and to coordinate system repairs. Staff first assessed the functionality of the Traffic Signal Priority (TSP) on all the buses to ensure that the TSP emitters are working. The emitters are the hardware that signal the intersection to allow the bus priority. After determining that the emitters onboard the buses were functional, Staff began to work with the TSP/signal manufacturer Western Pacific (WSP), as well as the two jurisdictions, to diagnose the problems.

In Dublin, it was determined that there was a faulty emitter detection card at the intersection that wasn't recognizing the buses when they approached the intersection. This problem has been addressed by the City of Dublin and the signal is now recognizing the Rapid buses when they approach the intersection, and triggering the bus-only signal. In Livermore, however there were a series of issues that necessitated a repair contract with WSP in the amount of \$2,200. Unfortunately, after the repair work at the intersection was complete, the

queue jump signal remained broken. The City of Livermore is continuing to work with WSP to install a firmware update. WSP is currently testing the firmware at their facility, and the estimated timeframe for completion of the repair is one month. Staff have been diligently following up with the City of Livermore.

Next Steps

Staff is working with the service contractor, MV, to design a set of training materials, which will be used in the February operations safety meetings. The contractor is also going to create a video that will reflect the operating scenarios for the queue jump (when to proceed to the right turn lane, when to continue forward in the general lanes, what the queue jump looks like when activated, etc.) Once operators have been retrained and both intersections are functional, the queue jumps will be put back into use by the Rapid buses and monitored on an ongoing basis.

Additionally, after the queue jumps are back in operation, staff will prepare a follow-up report for the Board detailing the utilization of the queue jumps and the improvement in on-time performance for the Rapid.

Recommendation

None – information only.

Approved: _____

AGENDA

ITEM 9



S T A F F R E P O R T

SUBJECT: Clipper Implementation

FROM: Christy Wegener, Director of Planning and Communications

DATE: February 2, 2015

Action Requested

Informational item only. No action required.

Background

This report is intended to provide the Board with an update of the implementation of the Clipper ® card on the Wheels bus system. Final implementation is scheduled for October 2015.

Discussion

Business Rules

During summer 2014, MTC facilitated several meetings with County Connections, Tri Delta Transit, LAVTA and WestCat (East Bay Operators) to discuss the implementation of Clipper. The East Bay Operators are considered the third phase of Clipper implementation, following the early implementers (BART, Muni, AC Transit, etc.) and the second phase (Napa, Solano, etc.).

The scope of work for Clipper implementation, led by MTC and the Clipper vendor Cubic®, prescribes that the East Bay Operators be considered *one operator* under our phase of implementation. Therefore, agreement needed to be reached on several key items before Clipper could be launched, including business rules that structured fares, and defined fare categories, e-passes and transfers. The following table identifies the items that the East Bay Operators discussed, and details the decision points that have been finalized into the business rules:

Item	Decision
Transfer time window	120 minutes
Minimum eCash balance	\$1.75 regular/ \$0.75 senior/ADA
Passback time	5 minutes
Age categories	Youth 6-18, senior 65+
Number of free intra-operator transfers	1
ePass product	31 day pass

Discussion about Transfers: There was a significant amount of discussion regarding the transfer policy under the Clipper system. Specifically, the scope of work for Cubic® only allows programming for one transfer within the designated time window. This is not consistent with LAVTA’s current paper transfer policy, where unlimited transfers are allowed within the 120-minute time window. Because each of the Operators had a different paper transfer policy, the final compromise reached was that one transfer will be allowed on Clipper within the designated time window of 120-minutes.

Since agreeing on the business rules in early fall, MTC informed the East Bay Operators that Cubic® is looking to create a *day pass accumulator* that would result in an the automatic purchase of a day pass (and unlimited rides for that day) once a pre-determined dollar threshold has been met. Currently there are day pass accumulators on Clipper on the VTA and AC Transit systems. The dollar amount for the East Bay Operators’ day pass accumulator has yet to be finalized, but will also need to be agreed upon by each of the four operators. Implementing a day pass accumulator on Clipper will be more in-line with the unlimited paper transfer policy that is currently in place at LAVTA. A fare equity analysis per Title VI regulations will likely need to be conducted before a new fare media can be introduced into the LAVTA system.

Site Visits

In early fall, Cubic® had two separate crews conduct site visits at LAVTA. The first crew to visit reviewed the different bus types and configurations to determine the best possible locations for the equipment to be placed within each bus in LAVTA’s fleet. The second crew’s visit was to analyze network infrastructure and signal strength requirements. During the second visit, an antenna was placed throughout various locations in both the Rutan and Atlantis facility to simulate, check and ensure maximum WIFI coverage throughout both bus storage yards. MTC has sent documentation with the final schematics for the on-site network infrastructure, as well as fleet schematics, which LAVTA has reviewed and approved.

Marketing and Communications

In December, LAVTA Marketing staff coordinated a meeting with the three East Bay Operators and MTC staff to discuss the implementation, and to begin the development of a public outreach and promotion plan as part of the Clipper implementation. The group is scheduled to meet bi-monthly, with the next meeting to be held in February 2015.

Next Steps

Staff expects to hear next steps from MTC and Cubic® regarding the timeline for installation in early calendar year 2015. The revenue ready date for Clipper is scheduled for October 2015.

Recommendation

None – information only.

Approved: _____

AGENDA

ITEM 10



STAFF REPORT

SUBJECT: Bus Stop Management

FROM: Christy Wegener, Director of Planning and Communications
Bev Adamo, Director of Finance and Administration

DATE: February 2, 2015

Action Requested

Informational item only. No action required.

Background

This report is intended to provide the Board with an update of ongoing bus stop management and improvement efforts.

Discussion

There are over 1,000 bus stops in the LAVTA service area and these bus stops serve as a gateway to the Wheels bus system. Many riders' first impressions of the service can come from the appearance, cleanliness and amenities of the bus stops and shelters. Keeping the bus stops and shelters in a state of good repair, as well as improving the stops, has become a challenge due to a lack of ongoing resources.

Inventory

There are several different types of bus stops in the LAVTA service area, including:

Curb stencils: These stops are marked on the curbs and are typically located in residential neighborhoods where school tripper service is offered. However, on some occasions, mainline service is also provided at these stops.

Poles/Flags: These stops are marked with an aluminum or metal pole and a Wheels bus stop flag that typically displays the route number serving that stop.

Shelters: These stops are marked with a shelter (enclosed or semi-enclosed), and usually also have a pole/flag located in the nearby area. There are several types of shelters in the service area, including Rapid and Hacienda styles, as well as shelters installed per the specifications from previous manufacturers such as Tolar, Ace Aluminum, and Rockwell. Pictures of the different styles of bus shelters are in Attachment 1.

Improvement Efforts

Every five years, the Agency conducts an inventory of bus stops to update geographic location, assess amenities and ADA accessibility, and catalog any new stops that have been added into the system. For the past two years, the Agency has received grant funding to make ADA improvements at selected stops, resulting in 17 new ADA accessible stops in the service area since 2013. In FY2016, the Agency will again be updating the bus stop inventory, which will be used to develop the first bus stop improvement program that will not only identify stops that need ADA improvements, but also stops that are ideal locations for amenity improvements such as shelters or street furniture.

Ongoing Maintenance Issues

As you may be aware, there have been several complaints about the appearance of shelters, especially the Rapid shelters, which have been vandalized on an ongoing basis. Currently, there are almost 50 broken panels of glass and/or worn plexiglass panels at Rapid stops. The Finance and Administration Department is managing the repair/replacement panel project and expects to have all panels repaired by April 2015.

Graffiti is another major issue that occurs at the many of the sheltered stops in the system. The current LAVTA bus shelter cleaning contract with Aim to Please includes a provision for cleaning graffiti, which is done when the shelters are cleaned (frequency of cleaning is based on a tiered system; high ridership or sheltered stops are cleaned more often.) LAVTA budgets approximately \$133,000 annually for the bus shelter cleaning contract with Aim to Please. This does not include costs for major repairs, which are done by an MV staff member on an as needed basis and when time allows. A full-time bus stop maintenance technician, who could also repair real-time signs as needed, is not currently in the budget but could also be considered.

Potential Funds

One of the primary obstacles to installing new shelters isn't the capital cost of the shelters, but is the ongoing maintenance costs associated with keeping them clean and in a state of good repair. The Agency is currently looking into innovative funding mechanisms and grant opportunities to install new shelters, as well as to keep the shelters in a state of good repair.

One potential way to offset or reduce the annual maintenance costs is to consider entering into a bus shelter advertising contract, which is a public-private partnership for installing and maintaining shelters. There are several examples of successful shelter advertising programs throughout the Country. In many of these programs, existing shelters are retrofit with a single advertising panel and new advertising shelters are installed throughout the service area. In doing so, the advertising contractor assumes responsibility for cleaning the advertising shelters. In some models, the Agency would also receive a portion of the advertising sales.

Like LAVTA's bus advertising program, the type of ads on the shelters can be strictly regulated by Board policy. Additionally, not all new shelters would necessarily have advertising on them; the percent of advertising shelters could be set by Board policy and negotiated with a contractor. In any program, there would continue to be ongoing bus shelter

maintenance costs associated with any shelters that are not retrofit with ad panels, but the annual cost to the Agency would be reduced.

Next Steps

After receiving feedback from the Projects and Services Committee, staff is looking into partnering with the jurisdictions on approaching local businesses to help with bus stop maintenance of shelters adjacent to their properties, as well as installing more graffiti-resistant shelters instead of glass ones. Additionally, staff will be meeting with the three school districts in February to discuss ways to partner on construction/maintenance of bus shelters at highly-utilized stops on school property. Finally, after completion of the bus stop improvement plan in FY2016, the Agency will be well poised to seek grant funds for new and improved stops.

Depending on Board direction, staff can also bring back more information on the potential costs of hiring a full time bus stop maintenance staff member, or potential bus shelter advertising models.

Recommendation

None – information only.

Attachments

1. Examples of Bus Stop Shelters

Approved: _____

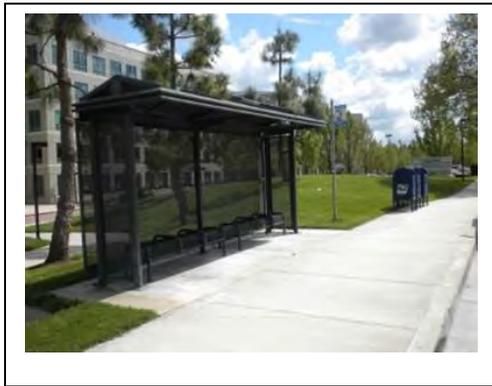
Hacienda Shelter



Rapid Shelter



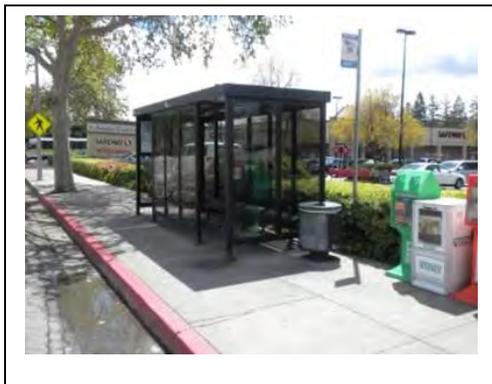
Tolar Shelter



Rockwell Shelter



ACE Shelter



Shelters along N. Canyons



AGENDA

ITEM 11



STAFF REPORT

SUBJECT: Establishing Standing Committees and Memberships

FROM: Michael Tree, Executive Director

DATE: February 2, 2015

Action Requested

Chair Scott Haggerty recommends that the Board adopt new standing committees, memberships, and officers to conduct LAVTA's official business.

Background

Each new fiscal year the Board elects a new Chair and Vice Chair, per its By-Laws, and then proceeds to adopting Committee assignments, including selecting the Committees' Chairs and Vice Chairs. At its June Board meeting, the LAVTA Board elected its officers for FY15, and at the July 2014 Board meeting, adopted the Committee membership and leadership assignments.

Discussion

Chair Haggerty's Committee recommendations are shown on the attached Resolution. Staff has reviewed the recommendations with Board members and all indicate a willingness to serve as assigned.

In making these recommendations, Chair Haggerty is following the Board's policy with respect to the appointment of Committee Chairs. The adopted policy is that the chairs of the two standing committees be filled by the two jurisdictions who are not serving as Chair and Vice Chair of the Board. In this case, since he and Boardmember Biddle are the new Chair and Vice Chair, then the two committee chairs should be filled by Pleasanton and Livermore.

Budget

NA

Next Steps

Upon Board approval, the new committee assignments will commence immediately.

Recommendation

Chair Haggerty recommends that the Board approve Resolution 07-2015, establishing new standing committees, memberships, and officers.

Attachments:

1. Resolution 07-2015

Submitted: _____

RESOLUTION NO. 07-2015

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY ADOPTING COMMITTEE
ASSIGNMENTS FOR FY15**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority (LAVTA) has adopted By-Laws which specify how the Board will conduct its business; and

WHEREAS, the By-Laws state that the Board shall establish standing and special ad hoc committees as it deems necessary; and

WHEREAS, the By-Laws further state that the Chair shall appoint the members and the Chairs of committees subject to Board approval; and

WHEREAS, the Board has selected Scott Haggerty (Alameda County) to be Chair and Don Biddle (Dublin) to be Vice Chair for FY15; and

WHEREAS, the Board approved a two-committee structure at its July 2010 Board meeting, and the Chair has considered the committee assignments of the members of the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY:**

1. The standing committees of the Board shall be:
 - a. Finance and Administration Committee
 - b. Projects and Services Committee
2. The chairs of the two standing committees should be filled by the jurisdictions who are not serving as Chair and Vice Chair of the Board.
3. The Finance and Administration Committee shall be comprised of:
 - a. Lauren Turner (Livermore), Chair
 - b. Jerry Pentin (Pleasanton), Vice Chair
 - c. Don Biddle (Dublin)
4. The Projects and Services Committee shall be comprised of:
 - a. Karla Brown (Pleasanton), Chair
 - b. David Haubert (Dublin), Vice Chair
 - c. Steven Spedowski (Livermore)
 - d. Scott Haggerty (Alameda County)
5. The Finance and Administration Committee shall meet on the fourth Tuesday of each month at 4:00 pm.
6. The Projects and Services Committee shall meet on the fourth Monday of each month at 4:00 pm.

ATTACHMENT 1

7. To allow full participation by Board Members on the two standing committees, one or both Committees may have four members, which constitute a quorum of the Board. As a result, a Committee which has four members shall also be noticed as a "Committee of the Whole." In the event that a quorum of Board members is present, the Committees will automatically convert into a Committee of the Whole. Likewise, if there is no longer a quorum of the Committee of the Whole, then the Committee of the Whole will automatically convert back into the regular committee. The Chair of the Committee will also serve as Chair of the Committee of the Whole.

The agendas for each meeting of the Committee of four shall include the following footnote:

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

PASSED AND ADOPTED this 2nd day of February 2015.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

AGENDA

ITEM 12



STAFF REPORT

SUBJECT: Atlantis O&M Facility
FROM: Michael Tree, Executive Director
DATE: February 2, 2015

Action Requested

Staff recommendation is that the LAVTA Board directs staff to take the Atlantis Facility project out of abeyance so that funding can be pursued for Phases III through VI. Additionally, staff recommends that the board directs staff to search for leasing opportunities to offset the costs associated with the Atlantis site until such time as the facility is fully constructed and utilized.

Background

By the late 1990's, LAVTA had outgrown its current operations, maintenance and administrative facility ("Rutan Facility"), and was renting space at the Livermore Airport in an effort to store buses that could not be accommodated at the Rutan Facility.

In 2005, LAVTA contracted with Carter Burgess to generate a Facility Master Plan Document and Design Criteria to address LAVTA's current and future needs at the newly acquired 9 acre site located in the Oaks Business Park on Atlantis Court in Livermore ("Atlantis Facility"). The plan recommended that all LAVTA administration, operations and maintenance are best suited in a consolidated facility at the new Atlantis site. The Master Plan was finalized in 2006. In 2007, a cost-benefit analysis of a consolidated facility vs two facilities was completed, with the finding that operating from two facilities (administration and paratransit in the Rutan Facility and fixed route operations and maintenance at the Atlantis Facility) would save several million dollars in construction costs. In 2008, Atlantis Facility Conceptual Plans were completed and the project was entitled for construction by the City of Livermore.

With the great recession that began in 2007, and the accompanying drop in services and ridership in 2009, the original Facility Master Plan and Conceptual Plans no longer addressed the current needs of the agency. Additionally, LAVTA was moving toward a brokerage model for paratransit services that no longer required the agency to purchase and maintain a paratransit fleet. Finally, the Central Contra Costa Transit Authority that operates County Connection had given notice that it no longer intended to utilize the Atlantis Facility to store and maintain a portion of its bus fleet.

With these facts in mind, staff requested in 2013, that Gannett Fleming review the original 2006 Facility Master Plan, the 2007 Cost Benefit Analysis, and the 2008 Conceptual Plans to determine the aforementioned impacts on plans and programming. Gannett Fleming's scope

of work included a new space program, revised conceptual plans that would leave the overall aesthetics to the building structures intact (see Attachment #1 for conceptual of Atlantis Facility), and an order of magnitude cost estimate to meet the current (2013) and projected growth (2030) needs for LAVTA's Atlantis Facility, with the ultimate goal being to build the facility and sell or lease the Rutan Facility.

Gannett Fleming Recommendations

The Gannett Fleming staff made major adjustments to the building footprints to address and satisfy the current and projected requirements of the agency (see Attachment #2 for the Technical Memorandum that includes floor plans, phasing plan and cost estimates). The following is a breakdown of the analysis by agency department:

LAVTA Administration Area

A second floor was incorporated into the originally programmed administration area. The second floor was populated with offices, cubicle spaces, a conference room and other amenities.

On the first floor is found a boardroom that would be easily accessible by the public. Other rooms include space for storage, utilities, and IT. Total square footage of the LAVTA administration area is programmed at 5,100.

Contractor Administrative Area

The first floor administration area for contractor was reconfigured per staff and contractor (MV Transportation) guidance. The general manager along with his/her accounting and training/safety staff is supported by a video room, large training room, and the Emergency Operations Center area that can be subdivided into two spaces.

There is direct access to the LAVTA Boardroom from inside the building, which required the extension of the building footprint by 20 feet. The footprint allocated to the contractor administrative area is 4,100 S.F.

Operations Building

This is the area required to manage and dispatch the bus operators daily. The building includes office space for the operations manager, dispatch, and road supervisors, along with space and amenities to support bus operators. Amenities include lockers, lounge area, quiet room for operators working split shifts, game room and TV area providing a comfortable environment for operators waiting for their routes to be dispatched. Other important amenities include restrooms, a kitchen area, and outdoor patio. The space allocated for Operations is 5,800 S.F.

Maintenance Building

The largest impact to the original master plan and conceptual drawings was in the maintenance building. In determining the maintenance bay requirements for the current and future LAVTA needs it became evident that the original maintenance bay requirements were excessive. The original programmed area identified 11 total bays. The new programmed area now has 8. Additionally, each of the 8 bays was designed with greater flexibility in mind to assist with scheduling.

The maintenance building includes offices for supervisory staff, a training area, and rooms for file storage, parts, lubricants, lockers, and a break room complete with kitchenette. The

total area of the maintenance building is programmed at 29,500 S.F., which reduced the footprint of the building by approximately 9,000 S.F. allowing the site to support parking for a larger fleet of 124 buses in the future.

Phasing and Cost Estimates for Atlantis Facility (2013 dollars)

Phase I

Parking lot, fencing, lighting and security provided. Completed.

Phase II

Bus fueling and washing station. Landscaping. Completed.

Phase III

Additional fencing, motorized gates and card readers. \$600,000.

Phase IV

Complete site work including utilities and building pads. \$1,407,000.

Phase V

Building maintenance facility. \$13,979,000.

Phase VI

Build operations and administrative buildings. \$7,628,000.

Total cost of phases III through VI, which have yet to be funded and built is \$23,614,000.

Atlantis Facility on Hold

Other than completion of Phases I and II, and the conclusion of the abovementioned work by Gannett Fleming in 2013, per board direction the efforts to locate funding for future phases of the Atlantis Facility has been held in abeyance. In the past years the outlook for federal and state grants and earmarks for such projects has been cloudy and funding nearly nonexistent. Additionally, major bus purchases have been on the horizon in an effort to keep equipment in a state of good repair, which has demanded significant staff attention.

Currently, LAVTA is using the Atlantis site for fueling and washing of a portion of the Rapid Fleet (funding for the fueling/washing infrastructure came through Rapid funding) and as a work area/storage location for real time signs and bus shelters. The cost to maintain Atlantis in a state of good repair is approximately \$85,000 per year. This is a conservative cost estimate and meets the minimum requirements for preventative maintenance as outlined by bus wash and fueling manufacturers, in addition to maintaining ambient lighting and security.

Discussion

Staff has reviewed the Gannett Fleming Technical Memorandum and agrees with the revised building footprints and floor plans. Additionally, staff notes that the upcoming COA and Short and Long Range Planning efforts will provide important information into the operational requirements for LAVTA for the foreseeable future. Staff anticipates that the latest design of the Atlantis Facility will accommodate the long range planning projections, with the site having the ability to park and maintain 124 buses.

Additionally, over the past few years staff and the board have planned successfully for the purchase of 40 new buses beginning in 2016, with future funding identified for other important near and mid-future capital purchases to maintain a state of good repair.

The LAVTA Board has several options moving forward:

1. Status quo with staff directed to keep project in abeyance until a future date when economy is more advantageous and agency's short and long range planning is complete. Additionally, staff can look for opportunities to lease out all or a portion of the Atlantis site.
2. Remove the project from abeyance and direct staff to pursue funding for remaining phases. As with Option 1, staff can be directed to look for opportunities to lease out all or a portion of Atlantis site.
3. Maintain Rutan Facility and sell Atlantis site.

Staff believes for a variety of reasons that Option 3 should not be exercised. Although there are potential buyers of the property, it is certain that short and long range planning both at LAVTA, Alameda County, and BART will demonstrate the need for LAVTA to expand its bus fleet over the next decade or two.

Because of a strengthening economy and enhanced local transportation funding, and due to adequate funding identified for a proper state of good repair for LAVTA capital equipment, staff recommends that the project be taken out of abeyance and funding aggressively pursued for Phases III through VI.

Additionally, staff recommends that it search for viable tenants for the Atlantis site to offset costs of maintaining the site until such time as construction is complete and being fully utilized. An example of such a partner is Google. The shuttle service operated by Google is currently under expansion and the company has needs in the area for fueling, washing and storage of buses.

Recommendation

Staff recommendation is that the board directs staff to take the Atlantis Facility project out of abeyance so that funding can be pursued for Phases III through VI. Additionally, staff recommends that the board directs staff to search for leasing opportunities to offset the costs of the Atlantis site until such time as the facility is fully constructed and utilized.

Attachments:

1. Conceptual Rendering of Atlantis Facility
2. Gannett Fleming Technical Memorandum

Submitted: _____





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TO: Paul Matsuoka, Executive Director
Livermore Amador Valley Transit Authority (LAVTA)
1362 Rutan Court, Suite 100
Livermore, CA 94551

FROM: Kam Shadan, PE

DATE: July 22, 2013

SUBJECT: Livermore Amador Valley Transit Authority (LAVTA), Satellite Bus Facility Expansion, Re-Programming Technical Memorandum

COPIES: Beverly Adamo, Sylvia Cox, Greg Cain, Antonio Berastain

GF PROJECT NO.: 48841.005

Introduction:

LAVTA requested that Gannett Fleming to review the original 2006 Facility Master Plan and the 2008 Atlantis Site Conceptual in light of changes in ridership reflected in the LAVTA's draft Short Range Transit Plan (SRTP), FY2012-2021 dated September 2012. The purpose of this effort is to determine impacts of LAVTA's service changes on the Master Plan's conceptual plans and programming. Gannett Fleming's scope of work includes a new space program, revised conceptual plans, and an Order of magnitude cost estimate to meet the current (2013) and projected growth (2030) needs for LAVTA's maintenance and operational needs communicated in the user interviews on May 30, 2013 with LAVTA and MV Transit staff and as stated in the SRTP.

The ultimate goal of LAVTA is to move all operations of the agency to the Atlantis site in phased approach and sell or lease Rutan facility. Phase I Bus Parking and Phase II Fuel were having already been completed. Based on the available funding additional should be planned. The initial recommendation of the phasing providing funding is available:

Phase III- Fence and secure the entire 9 acres site.

Phase IV- Complete site work including utilities and building pads.

Phase V -Build the maintenance facility

Phase VI-Build operations and administration building.

The cost estimate in the attached in Appendix C broken up by the recommend phasing
Background and Reference:

In 2005, LAVTA contracted with Carter Burgess to generate a Master Plan Document and Design Criteria to address the Agency's needs plus the relocation of the transit services to a new facility at the newly acquired 9 acre Atlantis site which is located on Atlantis Court and Discovery Drive in Livermore, CA. The plan was for LAVTA to relocate their operations to the new larger site to address current and future growth. The Master Plan identified that at the time the growth

potential from current fleet to a projected growth at 2015 and 2030 and would require an additional 5.3 acres. This plan included the full relocation of the current Rutan Facility to the Atlantis site.

In 2008, the architectural team began conceptual plans for the new Atlantis site with the understanding that only the Operator would move to the site and LAVTA Administration personnel would remain in Rutan Court. Conceptual Plans were developed for the new Atlantis site that addressed future growth for the LAVTA fleet. These conceptual plans identified all the standard components for a new maintenance facility including the Administration and Operations Building, Maintenance Building, Fuel and Wash Buildings, bus parking, employee and visitor parking all within site owned by LAVTA.

With the recent downfall in the economy, many Agencies have been experiencing a drop in ridership and a regression in growth potential for the future. The original Master Plan finalized in 2006 and the 2008 Conceptual Plans no longer addressed the current needs for LAVTA. In 2012, LAVTA completed a Draft Short Range Transit Plan identifying new goals for the Agency and addressed current needs for ridership potentials.

Taking advantage of small FTA and local funds available and the limited design and construction budgets that the Agency has been working with over the last few years, the Atlantis Facility was planned as a phased construction. Phase 1, which included site grading and drainage, utilities and paving, was completed in 2008 following the Conceptual Plans generated at the time. Phase 2, which included the construction of the new Fuel and Wash Facilities was completed in May of 2013 and turned over to the Agency. The maintenance Building which originally addressed 2006 growth potentials no longer fit in LAVTA's current lower growth plans. The current re-programming study addresses the current and future needs of the Agency based on more recent projections. The following sections address the findings and recommendations for the reprogramming of the Atlantis site.

Findings:

Gannett Fleming held user interviews in a one-day session on May 30th with LAVTA and MV Transit personnel to determine current needs for the Agency. Understanding that the Agency has experienced a drop in ridership and expects lower growth revised space program is needed. Interviews were held with all the departments in the effort to acquire well rounded feedback summary of the interviews are listed below. .

LAVTA Administration: LAVTA does not see a very aggressive growth in the fleet and service for their system. Currently the service area is locked in and not expected to grow beyond the current service areas. With the Atlantis site already under phased construction and the Fuel and Wash Buildings newly commissioned, LAVTA needs to determine better use of the new facility but functionality between the two sites does not allow the new Fuel and Wash buildings to be used without transporting the fleet from the Rutan Court facility for these services.

The fleet currently consists of a mixed fleet of 40 foot, 29 foot diesel and hybrid fixed route buses with an additional number of cut-a-way Paratransit vans that are currently not utilized. The Paratransit service is provided by American Logistics Company (ALC), a contract operator

providing fleet, facility, operation and maintenance outside of the Rutan Court facility. They are under contract which is nearing expiration.

It is imperative for LAVTA to determine the most efficient use of the Rutan Court site once LAVTA moves forward to the new Atlantis site. There are possibilities for lease and sale options that can be explored to assist LAVTA with additional revenue once the maintenance operations has moved to Atlantis.

LAVTA Planning: Discussions with the Planning Director for LAVTA identified shortfalls in staff with recent losses in personnel. An immediate need includes an additional planner and additional AVL/ITS staff member to assist the current AVL/ITS Analyst. Public access is very important to satisfy the public need to attend public hearings with accessibility for the disabled. The service currently includes Route 12 as a community route for public service.

Operations: MV Transit currently operates the Fixed Route service for LAVTA. Interviews with the General Manager and the Operations Manager were conducted to understand their operations and any special needs for the Fixed Route.

Morning pull-outs currently begin around 3 am and may last until 7 am with the first pull-outs finishing their morning route around 9 am. Some of the routes are full service and stay on the route all day. Afternoon pull-ins begin approximately at 2 pm through 6 pm however LAVTA provides evening service on some routes that run until 2 am in the morning. The service cycle for fueling and washing of the bus fleet is a continuous operation mornings and evenings based on fleet accessibility. Currently the parking pattern used by MV Transit is divided into three sections; Rapid Fleet (busy service) with 14 + buses for their assigned fleet; Prime Time fleet and the Hybrid (red and white) fleet.

There is a specific number of operations personnel on site at all times which include 14 employees plus the bus drivers. There are at minimum 30 bus drivers in the lounge at any given moment during rush time with a total of 92 drivers on the payroll. Since the drivers work split shifts, a Quiet Room and a TV lounge are required to allow drivers to use during split shifts. The MV Transit Manager suggests that at minimum, the Quiet Room have accessibility for 6 drivers at one time.

Maintenance: Fleet Maintenance was discussed with the Maintenance Manager from MV Transit and LAVTA personnel. Discussions included the operation and maintenance of the LAVTA fleet including Facility Maintenance.

The primary discussion with maintenance was the functional configurations of their maintenance work. It was discussed that LAVTA has no intention of utilizing 60 foot articulated buses in their fleet so the facility should not plan on maintenance bays for articulated buses. It is recommended that each bay be multi-purpose and able to satisfy a 45 foot over-the-road coach. In addition, MV Transit and LAVTA personnel are not partial to maintenance pits in bays and they are currently considering covering their existing pit and utilizing the platform lift for preventive maintenance and inspection work. Pits will not be considered in the new program for the maintenance building. Maintenance personnel are accustomed to in-ground piston hoists but would consider new technology when the time comes to discuss preferred lifting systems.

Discussions of the Agency's active fleet: there are currently 74 fixed fleet buses of which 57 are dispatched daily giving the LAVTA fleet a very high spare ratio. From the 15 cut-a-way paratransit vehicles which are not being utilized for paratransit service, MV Transit is dispatching 3 to 6 of these vehicles for short routes based on need. These cut-a-way vehicles are serviced and stored in-house as part of the overall fleet. The current fleet list provided by LAVTA includes the following:

- Fifty six (56) 40 foot buses of which 12 are hybrid/diesel buses
- Eighteen (18) 29 foot buses of which 8 are hybrid/diesel buses
- 15 cut-a-way paratransit buses
- 12 non-revenue support vehicles

LAVTA's fleet plan includes a full replacement of all diesel buses with hybrid/diesel buses by 2017. This will include phasing out all the older buses currently in the fleet.

The maintenance staff under the Maintenance Manager includes twenty (20) employees of which six (6) are service personnel assigned to the Fuel and Wash operations and fourteen (14) are assigned to maintenance. Nine (9) of the maintenance staff are trained multi-purpose mechanics with a growth plan of adding three (3) additional mechanics in the future. These mechanics provide all specially maintenance work for the LAVTA fleet which includes Fare Box Repair, electrical repair, tire shop, A/C repair and full service mechanical work.

Lubrication storage and distribution includes:

- Motor Oil: 15W- 40
- Automatic Transmission Fluid (Standard and synthetic)
- Gear Lube
- Coolant (50/50) mix
- Urea (DEF) to service the Fuel Island

Other fluids not serviced by reel distribution include:

- Chassis Grease
- Hydraulic Fluid
- Waste Oil and Coolant are stored in bulk tanks and used oil picked up regularly. The current process is not efficient since it is not a closed system and spillage is possible. The new facility should provide a closed system for all waste fluid extraction.

The new facility should provide sufficient area in the Lube/Compressor Room for AST bulk storage and the compressed air system equipment.

The maintenance staff does not perform any component rebuilt work on site since all components are sent out for rebuild or purchased new. The facility only provides the ability to do exchanges of smaller components, with all power train work being outsourced. In-house work also includes all tire work including mounting and tire change out and alignment work for the bus fleet. Currently no brake work is performed on-site as brake work is outsourced but the existing facility has the capability to provide the work in-house if necessary.

During the wrap-up session with all the managerial staff for LAVTA and MV Transit, the follow-up process for Gannett Fleming was discussed. The following will be implemented:

1. Gannett Fleming develops a Draft functional space matrix identifying the functional areas discussed in the meeting sessions. LAVTA staff has now reviewed and commented on the identified spaces.
2. Review comments were incorporated; a space program identifying square footages was generated and compared to the existing Master Plan and Conceptual Drawings. Using Industry Standards, Gannett Fleming incorporates operational and maintenance needs to the matrix to satisfy new requirements for the Agency. See Appendix A attached.
3. The space program matrix allowed Gannett Fleming to provide order of magnitude edits to the existing site plan and floor plans on the Conceptual Documents to be able to address the current and future needs of the Agency. See Appendix B attached
4. The revised documents will serve as the guide that will identify new requirements and use to produce an order of magnitude cost estimate for the Construction of the new program spaces. Drawing revisions include:
 - New Site Plan/Parking Option
 - New Operations/Administration Building Floor Plan
 - New Maintenance Building Floor Plan

The understanding between Gannett Fleming and LAVTA staff is that only the interior spaces of the building are revised leaving the current overall aesthetics to the building structure intact.

Analysis Proposed Program Needs and Recommendations:

The programming document was assessed utilizing the current information gathered during the interviews to determine space needs using the new requirements for the facility as identified in the “Findings” section of this Memorandum. The Gannett Fleming staff revisited the Master Plan and the Conceptual drawings then made major adjustments to the building footprints to address and satisfy the current requirements for LAVTA and the Contractor staff, and to provide for current and future fleet growth. The following breaks down the analysis by Department:

LAVTA Administration:

The original Conceptual Drawings prepared by Carter Burgess did not address the LAVTA Administration staff on the Atlantis site premises. In following with the requirements of the Executive Director and the Director of Administration for LAVTA, Gannett Fleming incorporated a second floor to the originally programmed Administration Building to house the current and future staff for LAVTA. Using the information acquired, the second floor was populated with private offices, cubicle spaces, a conference room and amenities for the staff independent from the Contractor spaces. The main controlled entry to access the elevators and stairs would still be through the main floor. The feasibility of being able to add a second floor and required square footage will have to be conducted at a later time in consultation with the Oaks business park and the city of Livermore design guidelines. This work was a part of this preliminary study.

Private Offices were provided for the Directors and Managers while the support staff was provided with private cubicle spaces. A kitchenette and break room area along with restrooms for the LAVTA staff. The second floor area's visitors are greeted by a Receptionist/Administrator that would direct any visitors to the proper area. The private conference room adjacent to the Director's offices would accommodate the LAVTA staff for on-going meetings.

One of the major requirements for LAVTA is a large Boardroom that would be easily accessible by the public during board meetings. These meetings could hold up to 9 staff members and up to 30 people in the audience. The room is equipped with adjacent public restrooms to be used during public meetings without entering the secured areas of the facility. The Boardroom is easily accessible from the visitor/employee parking area and has direct access to the Contractor's administrative area if needed.

The square footage required for the staff allows the inclusion of a second story to the Administration Building. The total square footage for LAVTA Administration is programmed at approximately 5,100 S.F. which includes all circulation spaces and the Boardroom on the first floor. This area has been added from the original plans to relocate the LAVTA staff to the new Atlantis site.

Contractor Administrative Area:

The first floor administration area assigned for MV Transit personnel was reviewed and based on data acquired during the interviews with MV Transit staff, the area was reconfigured to address the requirements. Introducing an elevator/machine room and stairs to the area required a reconfiguration to the assigned spaces. In addition, to satisfy LAVTA requirements for a Boardroom, the building footprint on the first story was increased encroaching into area that the original plans had allocated for landscape. Still leaving sufficient walkways and landscape, the addition provides sufficient working areas for the staff. The main entry is through a common lobby with secured doors accessing the work area. The General Manager along with his accounting and training/safety staff is supported by a video room, large training and the Emergency Operations Center (EOC) area which may be subdivided into two spaces with amenities such as a kitchen, break room, copy room, storage and IT/data area.

There is direct access to the LAVTA Boardroom from the inside for LAVTA and Contractor staff to attend special meetings and hearings without having to exit the building. The inclusion of this area required the extension of the building footprint by 20 feet adding to the existing grid. The footprint allocated to the Contractor's administrative staff is approximately 4,100 S.F. with a total building footprint of approximately 5,100 S.F. when including the Boardroom.

Operations Building:

Operations address the area required to operate and dispatch the drivers daily. It houses the Operations Manager, dispatch office, personnel and road supervisors along with the amenities required to house and support the drivers. The amenities for the drivers include lockers, lounge area, quiet room for the drivers working split shifts, game room and TV area providing a comfortable environment for the drivers who need to wait for their routes to be dispatched. Other

amenities are restrooms, a kitchen area, and support areas for the building and a patio for the drivers and other staff.

The Operations area is accessed through a secured entrance from the main lobby/reception and greeted by the Dispatch staff at the counter. The Dispatch office and the Operations Manager's office will have full window access for direct view of the bus storage area and front gate. This allows Dispatch to direct drivers entering and leaving the site via a controlled gate.

The space allocated for Operations is approximately 5,800 S.F in a single story with high ceilings in the center area to provide an open environment for the drivers and staff.

Maintenance Building:

The largest impact to the original master plan and conceptual drawings was in the Maintenance Building. In determining the maintenance bay requirement for the current and proposed fleet for LAVTA it became evident that the original requirements were an overkill for maintenance bays. In utilizing an industry standard ratio of 15:1 (that is 15 buses per bay), the original programmed area which identified 11 total bays plus a chassis wash bay was reduced to 8 repair bays plus the chassis wash. In addition, in conversations with the maintenance staff it became evident that flexibility was a necessity to the operations so the inspection pits were phased out of the concept and all 8 bus bays were programmed to serve as multi-functional bays giving the maintenance staff full flexibility when scheduling maintenance. A non-revenue work bay was added adjacent to the bus bays to maintain the non-revenue support fleet of vehicles without interfering with the bus bay schedule. Bays can be designed to be lift bays or flat bays for flexibility utilizing the newest sustainable lift technology in the facility, all sized to handle a wide range of buses including over-the-road 45 foot coaches. Final design documents will determine the assignments for each of the bays. The programmed bays will allow LAVTA to have the flexibility of expanding to a 120 bus fleet.

The maintenance administration and ancillary spaces support the supervisory staff including the Maintenance Manager, Maintenance Supervisor, Parts Manager, training area along with a data room, file storage and amenities such as restrooms, lockers and break room with kitchenette. In addition, support areas such as parts storage, lube pump room, shops and mechanics storage area support the overall maintenance functions of the building.

The Chassis Wash Bay is dedicated to the undercarriage cleaning of the bus fleet prior to inspections and repairs. The bay is provided with a platform lift and pressure wash system to provide the functional requirements of the area.

The total area for the Maintenance Building was programmed at 29,500 S.F which reduced the footprint of the maintenance building by approximately 9,000 S.F thus allowing the site to support parking for a larger fleet in the future.

Site:

The concept for the site shown on the original concept plans was not disturbed. Since Phase 1 and Phase 2 of the overall project were already complete, it became evident that leaving location for the structures and parking would be most beneficial. One major concern with the original bus parking layout was the inability to expand to a larger fleet. The original 85 bus count did not

include the future growth capacity. In addition some of the turning radii did not allow for proper movement of the buses. In the effort to maximize the bus parking area, a tandem parking scenario was introduced thus increasing the storage capacity to 124 to satisfy 45 foot and 30 foot buses, exceeding the 110 bus projection shared by LAVTA. The reduction of the maintenance building footprint allowed the layout to support parking along the east end of the building that can be utilized for buses scheduled for maintenance while the main parking area can be allocated for buses dispatched daily.

The rotation for night operations through the fuel and wash buildings allow buses entering the site to park facing east to be ready for night service operation. Once buses are fueled and washed, they can park facing west thus making pull-outs in the morning easier with less circulation requirements.

Employee and visitor parking provides parking stalls for approximately 121 employees, 10 visitor stalls, 6 ADA stalls, motorcycle and bicycle parking. During the design phase of the project it will be required to verify parking counts with the City requirements. The site also allows for separate parking stalls to support the City staff and non-revenue vehicles.

Order of Magnitude Cost Estimate:

***Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate***

Summary of Costs by Phase

Phase III:	Fence and Secure the Site	\$600,000
Phase IV:	Complete Site Work	\$1,407,000
Phase V:	Build Maintenance Facility	\$13,979,000
Phase VI:	Build Operations and Administration Facility	\$7,628,000
	TOTAL PROJECT COST	\$23,614,000

COSTS ARE IN CURRENT AS OF JULY 2013 AND INCLUDE NO ESCALATION

**Livermore Amador Valley Transit Authority, Satellite Bus Facility Expansion
Re-Programming Technical Memorandum**

Appendices

Appendix A:

- Re-Programming Matrix

Appendix B:

- Site Plan Tandem Bus Parking
- Operations and Administration Building Floor Plans
- Maintenance Building Floor Plan
- Maintenance Building Mezzanine Level Mechanical Platform

Appendix C:

- Order of Magnitude Cost Estimate

Appendix A:

- Re-Programming Matrix

Date Created: June 7, 2013

Date Revised: 18-Jun-13

Revised By: LJJ

Reviewed By:

Bus Operations, Maintenance and Administration Facility - Space Programming Matrix						
Number of Vehicles Assigned to Facility (Full Build-Out):		40' - 0" = 84	29' - 0" = 26	Paratransit = 15	Support Vehicles = 10	
Area		Number of Areas	Area in Sq. Ft.	Type of Equipment	Bay Height Requirement	Total Sq. Ft.
Maintenance Building Bays						Calculated S.F.
Chassis Wash Bay		1	1,560	Platform Lift (wet surface). Some with Fal Protection and Roof Access		1,560
RR/ PM /Inspection Bays - Lift bays		4	1,560	In-ground lift bay		6,240
RR/ PM /Inspection Bays - Flat bays		4	1,320	Possible portable lifts		5,280
Subtotal Bus Bays		9				
Non-Revenue Bay		1	792			792
SUBTOTAL BAYS						13,872
Interior Circulation Space					20.00%	2,774
TOTAL BAYS		10			TOTAL BAY S.F.	16,646

Livermore-Amador Valley Transit Authority
 Bus Operations and Maintenance Facility
 Reprogramming Review



Area	# of Personnel	Number of Areas	Area in Sq. Ft.	Features	Bay Height Requirement	Required S.F.
Maintenance Building Shops						Calculated S.F.
Battery Charging Shop		1	208	Charger, bat bench, ventil. Eye/wash for Hybrid Buses	18'-0"	208
Chassis Wash Bay Equipment Room		1	68	pressure washer, storage	18'-0"	68
Common Work Area		2	792	Misc equipment, hydraulic hose shop, welding, etc.	18'-0"	1,584
Electrical Shop (GFI)		1	289	Fare box repair	10'-0"	288
Electrical Room		1	100	Building distributon panels	Open	100
Electronic Repair area (AVL)		1	289	Testing, radio, signs, AVL, etc	10'-0"	288
Facilities Maintenance Shop	1	1	275	Shops and equipment	18'-0"	275
Facilities Maintenance Storage		1	288	Supplies and storage of shelters	18'-0"	288
Hand Wash Fountain Areas		1	40	half circle fountain sink		40
Janitor Closet		1	80	Mop sink, supply storage	18'-0"	80
Training Room		1	234	Shelving for manuals	9'-0"	234
Lube Pump /Compressor Room		1	640	Pumps, Fluid AST and drum storage, Compressors	18'-0"	640
Mechanic's Lunch Room and Kitchennette	12	1	750	Break area with vending, tables and kitchen	9'-0"	750
Mechanical Room/Chiller Room (West End)		1	1,352	Mezzanine mechanical space for shop areas	MEZZANINE = 1,352	0
Mechanic's Computer Station/Library		1	60	Computer stations - Possible wireless to avoid cabling throughout bays for mechanic record access.	Open	60
Parts Storage Area & Ammenities		1	2,050	Parts counter, Inventory storage, Shipping and receiveing, cabinets, shelving	18'-0"	2,050
Restroom & Locker Room (M)		1	420	With showers	9'-0"	
Restroom & Locker Room (W)		1	420	With showers	9'-0"	
Tire Shop/Storage	1	1	1,080	Tire equipment/Storage for new and old stock	18'-0"	1,080
Tool Box Storage Room		1	352	Secured storage area for tool boxes	18'-0"	352
Tool Room Storage		1	132	Secured small tools storage	Open	132
Uniform Storage		1	96	Racks for clean and soiled	9'-0"	
						0
SUBTOTAL MAINTENANCE SHOP						8,517
Circulation Space					30.00%	2,555
TOTAL MAINTENANCE SHOP						11,072

Livermore-Amador Valley Transit Authority
 Bus Operations and Maintenance Facility
 Reprogramming Review



Area	# of Personnel	Number of Areas	Area in Aq. Ft.	Features	Height Requirement	Total Sq. Ft.
Maintenance Administration	Second Story					Calculated S.F.
Computer/Telephone Room		1	135	IT Room	9'-0"	135
Facilities Maintenance Manager	1	1	100	Hard Office	9'-0"	100
File/Copy Room		1	176	Files, Copier	9'-0"	176
Maintenance Manager	1	1	276	Hard Office Space - View of bays	9'-0"	276
Maintenance Supervisor	1	1	180		9'-0"	180
Manager of Parts and Inventory	1	1	165	Hard Office Space	9'-0"	165
Maintenance File Storage Area		1	100	Maintenance records	9'-0"	100
Patio		1	350	Tables and Chairs, Smoking Area	Open	350
SUBTOTAL ADMINISTRATION						1,482
Circulation space					30.00%	445
TOTAL MAINTENANCE ADMINISTRATION						1,927

Livermore-Amador Valley Transit Authority
 Bus Operations and Maintenance Facility
 Reprogramming Review



Area	# of Personnel	Number of Areas	Area in S. F.	Features	Height Requirement	Total Sq. Ft.
LAVTA Administration Area						Calculated S.F.
Accounting Assistant	1	1	64	Cubicle	9'-0"	64
Administrative Assistant/Receptionist	1	1	96	Support administrative staff (Counter)	9'-0"	96
AVL & ATS Analysts	2	2	64	Cubicle	9'-0"	128
Board Room (Downstairs)		1	972	With Restroom and outside access	FLOOR LEVEL	972
Computer/ IT Room - Telephone Rom		1	90	Central Server/IT Equipment	9'-0"	90
Conference Room - LAVTA		1	230	Audio/Visual, screen, projector, white board and table / chairs	9'-0"	230
Director of Administrative Services	1	1	206	Hard Office	9'-0"	206
Director of Planning and Communications	1	1	170	Hard Office	9'-0"	170
Executive Director	1	1	320	Hard Office with Meeting Table	9'-0"	320
Elevator Shaft		1	64	ADA Compatible	Shaft	64
Electrical Room		1	66	Sub -Panels	Open Ceiling	66
Future Space		1	64	Cube - Unassigned	9'-0"	64
File/Copy/Work Area		1	160	copier, fax, layout, files	9'-0"	160
Grants and Finance Manager	1	1	140	Hard Office	9'-0"	140
Grants and Finance Analyst	1	1	64	Cubicle	9'-0"	64
Janitor Closet		1	50	floor sink	9'-0"	50
Kitchenette		1	140	Vending and appliances	9'-0"	140
Marketing and Communication Specialist	1	1	64	Cubicle	9'-0"	64
Paratransit Planner	1	1	64	Cubicle	9'-0"	64
Rest Room (F)		1	80	ADA	9'-0"	80
Rest Room (M)		1	80	ADA	9'-0"	80
Stair wells		2	128	Dual set of stairs	Open ceiling	256
Transit Planners	2	2	64	Cubicle	9'-0"	128
SUBTOTAL Administration Area						3,632
Circulation space includes all corridors and vestibules					25.00%	908
TOTAL LAVTA Administration Area						4,540

Livermore-Amador Valley Transit Authority
 Bus Operations and Maintenance Facility
 Reprogramming Review



Area	# of Personnel	Number of Areas	Minimum Sq. Ft.	Features	Height Requirement	Total Sq. Ft.
MV Transit Administration						
Accounting Manager	1	1	192	Standard Office Furniture	9'-0"	192
Copy/File Room		1	153	Copier, work area	9'-0"	153
Data/IT Room	1	1	144	Server/Telephone Equipment	9'-0"	144
Electrical Room		1	160	Panels	9'-0"	160
Elevator and Machine room		1	128	ADA Elevator - 8x8 each	12' above second floor	128
Entry/Lobby/Receptionist Area	1	1	256	Front Counter/Public Access	9'-0"	256
General Manager	1	1	220	Small Conference Table	9'-0"	220
General Reference and Video Storage		1	144	Storage of Video files for review	9'-0"	144
Janitor Closet		1	36	Supplies		36
Kitchenette Area		1	100	Coffee Station, Microwave, sink	9'-0"	100
Rest Room (M)		1	72		9'-0"	72
Rest Room (W)		1	72		9'-0"	72
Storage Room		1	112	Miscellaneous storage	9'-0"	112
Stairwells		2	128	Dual set of stairs		256
Training Manager	1	1	108	Standard Office Furniture	9'-0"	108
Training Superintendant	1	1	90	Standard Office Furniture	9'-0"	90
Training Room/Video Room		1	620	Split dividing wall/Video Equipment. Training and Meetings	9'-0"	620
Training Storage Room		1	160	Storage of chairs, Tables and Equipment	9'-0"	160
SUBTOTAL Administration Area						3,023
Circulation space Includes corridors					40.00%	1,209
TOTAL MV Transit Administration Area						4,232

Livermore-Amador Valley Transit Authority
 Bus Operations and Maintenance Facility
 Reprogramming Review



Area	# of Personnel	Number of Areas	Minimum Sq. Ft.	Features	Height Requirement	Total Sq. Ft.
Operations Area						Calculated S.F.
Bidding Room		1	128	Wall Space to hang boards	9'-0"	128
Copy/File Room and work area		1	81	with work area	9'-0"	
Dispatch Office	5	1	448	Radio and Computer Space, Accessible to Drivers area	9'-0"	448
Drivers Lounge	92	1	590	Lunch room, tables & chairs, vending area, recreational gear. Near Dispatch area, Accesible to patio area. Capable of addressing entire staff	9'-0"	590
Data/Electrical Room		1	90	electrical feed panels		90
Driver's Activity Room		1	256	Games, Ping Pong Table, etc.	9'-0"	256
Driver's Lobby/Computer area		1	120	driver's mail boxes, computer stations, driver's informational material. Near Dispatch	9'-0"	120
Employee's Quiet Room (4 people)		1	160	Reclyners, possible cots	9'-0"	160
Employee's TV Alcove		1	96	Sofa, TV	9'-0"	96
Employee Locker Area		1	500	Lockers (assigned and common)	9'-0"	500
Fire Riser rom		1	40	Stand pipe		40
Janitor's Closet		1	120	Mop Sink		120
Kitchen Area		1	216	Counter, Sink, Kitchennette amenities'	9'-0"	216
Operations Manager	1	1	192	Standard Office Furniture	9'-0"	192
Patio Area		1	522	Patio tables and chairs for Operations		522
Rest Room (F)		1	400	ADA, adjacent to locker room	9'-0"	400
Rest Room (M)		1	380	ADA, adjacent to locker room	9'-0"	380
Restroom Vestibule		1	68	Entry to Restrooms		68
Road Supervisors	5	1	144	Shared Space	9'-0"	144
Storage Room/Dispatch		1	54	shelving for transfers and drivers supplies. Near Dispatch	9'-0"	54
Uniform Storage		1	80	Racks and bins	9'-0"	80
SUBTOTAL Operations Area						4,604
Circulation Space					25.00%	1,151
TOTAL Operations Area						5,755

Livermore-Amador Valley Transit Authority
 Bus Operations and Maintenance Facility
 Reprogramming Review



Area	# of Personnel	Number of Areas	Minimum Sq. Ft.	Features	Height Requirement	Total Sq. Ft.
Exterior Areas and Storage						Calculated S.F.
Emergency Generator		1	64	100% Power		64
Haz Mat Storage		1	100	Filters, brake pads, etc.		100
Transformer/Electrical Switchgear		1	64	Fenced secured area		64
SUBTOTAL EXTERIOR STORAGE						228
Circulation Space					20.00%	46
TOTAL EXTERIOR STORAGE						274
Area		Number of Vehicle Spots Available	Minimum Sq. Ft.	Features		Total Sq. Ft.
Bus Parking Area						Calculated S.F.
45' Transit Bus parking bay		94	540			50,760
Paratransit 28' Van parking bay		30	360			10,800
SUBTOTAL BUS PARKING						61,560
Circulation Area					75.00%	46,170
TOTAL BUS PARKING						107,730
Area		Number of Vehicles	Minimum Sq. Ft.	Features		Total Sq. Ft.
Support Vehicle Parking						Calculated S.F.
Support Vehicle Parking (12' x 25')		15	300			4,500
Circulation Space					50.00%	2,250
TOTAL SUPPORT VEHICLE PARKING						6,750
Area		Number of Vehicles	Minimum Sq. Ft.	Features		Total Sq. Ft.
Employee/Visitor Parking						Calculated S.F.
Standard stalls 10 x 20		121	200	Stall		24,200
Visitor stalls 10 x 20		10	200	Stall		2,000
Motorcycle Parking		6	50	Stall near building entrance		300
Bicycle parking		15	50	Bicycle storage with access to Park and Ride and bike path		750
ADA Stalls 14 x 20		5	280	Stalls near building entrance		1,400
SUBTOTAL						28,650
Circulation Area					50.00%	14,325
TOTAL EMPLOYEE/VISITOR PARKING						42,975
TOTAL ALL VEHICLE PARKING AREA						157,455

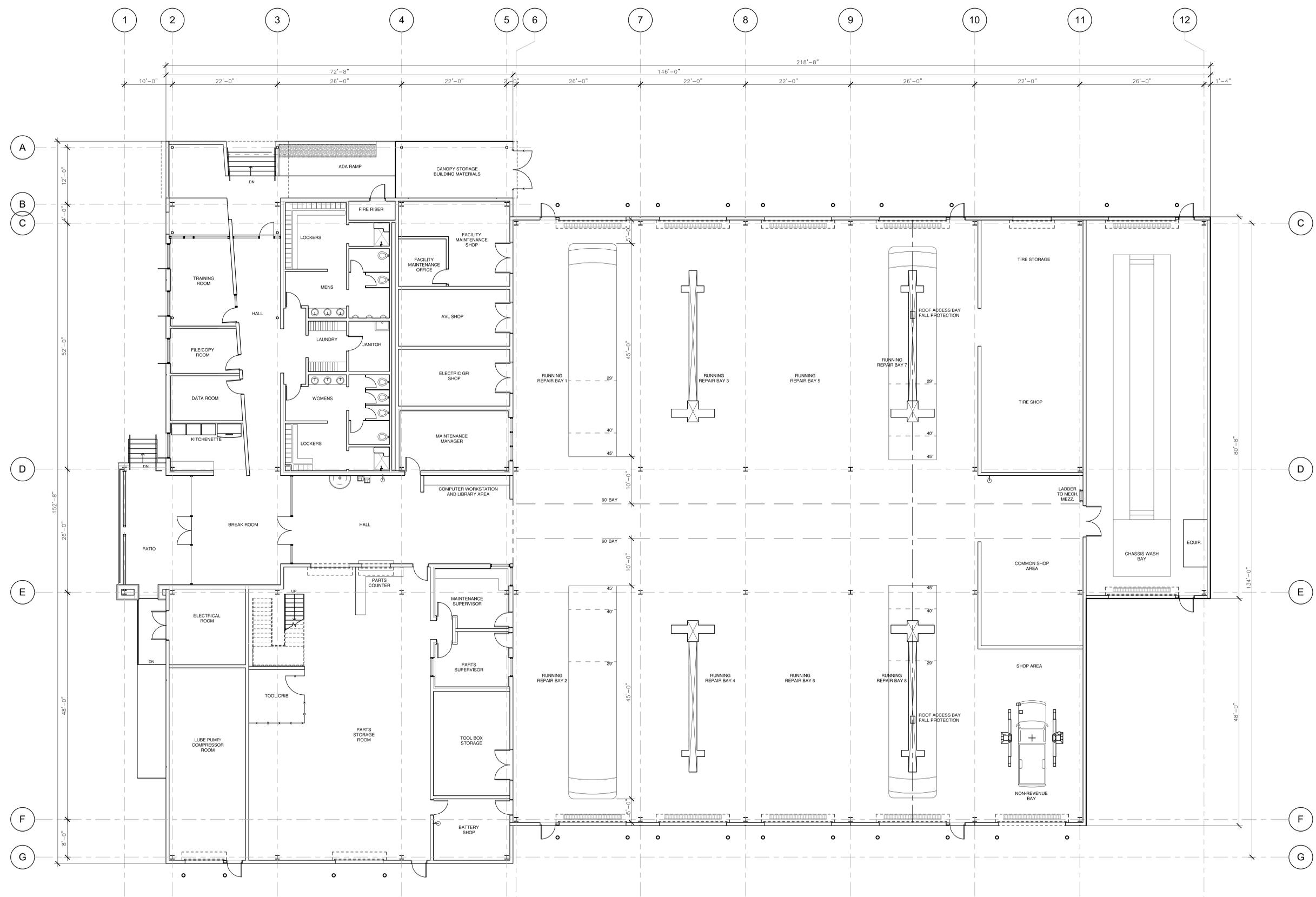
SUMMARY OF SITE S. F. (Includes Exterior Vehicle Circulation Around Building - Does not include mezzanine spaces)						TOTAL S. F. SUMMARY
Maintenance Bays						16,646
Maintenance Shops				HVAC in Mezzanine		11,072
Maintenance Administration						1,927
Exterior Storage Areas						274
LAVTA Administration Area (Second Floor)				Second Floor	4,540	Second Floor
Operator Administration Area						4,232
Operations Area						5,755
Site Parking						
- Bus Parking						107,730
- Support Vehicle Parking						6,750
- Employee/Visitor Parking						42,975
SUBTOTAL						197,361
Site Circulation includes (circulation, aprons, approach roadways only)					40.00%	78,944
SUBTOTAL SITE						276,305
Total Site Landscaping					10.00%	27,631
TOTAL BUS FACILITY SITE REQUIREMENTS IN SQUARE FEET						303,936
FIXED ROUTE FACILITY REQUIREMENTS - S. F. TO ACRES =						7.0

Appendix B:

- Site Plan Tandem Bus Parking
- Operations and Administration Building Floor Plans
- Maintenance Building Floor Plan
- Maintenance Building Mezzanine Level Mechanical Platform



1
2
3
4



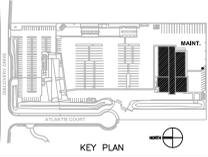
FILE INFO: K:\48841-005 - LAVTA Programming Working Files\Programming\CADD\48841-005.dwg XREFS:148032-01B-F-PROG PLOTTED: Jun 21, 2013 8:58am Brlkneene

1 FLOOR PLAN - MAINTENANCE BLDG. ALTERNATIVE
SCALE: 1/8"=1'-0"



STAMP
CONCEPTUAL FOR REVIEW ONLY
These documents are for Conceptual Review and not intended for Construction Bidding or Permit Purposes.
ISSUES/REVISIONS

NO.	DATE	DESCRIPTION
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LAVTA SATELLITE BUS FACILITY
RE-PROGRAMMING
OAKS BUSINESS PARK
DISCOVERY DR.
LIVERMORE, CA

DRAWN BY	DESIGNED BY	CHECKED BY	APPROVED BY
TPK	LJL		

PROJECT NUMBER: 160148.032
SCALE: 1/8"=1'-0"

MAINTENANCE BLDG.
FLOOR PLAN

QM-101-A

Appendix C:

- Order of Magnitude Cost Estimate

**Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate**

Summary of Costs by Phase

Phase III:	Fence and Secure the Site	\$600,000
Phase IV:	Complete Site Work	\$1,407,000
Phase V:	Build Maintenance Facility	\$13,979,000
Phase VI:	Build Operations and Administration Facility	\$7,628,000
	TOTAL PROJECT COST	\$23,614,000

COSTS ARE IN CURRENT AS OF JULY 2013 AND INCLUDE NO ESCALATION

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Phase III: Fence and secure the site

Construction Costs:

Chain link fence with 3-strand barbed wire	922 lf	\$55.00	\$50,710
Precast Fence to Match Existing, 3 sides	1,853 lf	\$70.00	\$129,710
Motorized gates at entrances	3 LVS	\$25,000.00	\$75,000
Card readers at bus entrance	2 ea	\$2,500.00	\$5,000
Allowance for electric to gates and card readers	1 ls	\$15,000.00	\$15,000
		Subtotal Direct Cost	\$275,420
Contractor General Conditions		10%	\$27,542
Contractor Overhead and Profit		12%	\$36,355
General Contractor OHP on Subs (5% on 20% of Total)		5%	\$3,393
Bond and Insurance		2%	\$6,854
		Subtotal Construction Cost	\$349,565
Design and Construction Contingency		30%	\$104,869
		Total Construction Costs	\$454,434

Soft Costs:

Design Fee		10%	\$45,443
Construction Management Fee - 3 months		6%	\$27,266
Project Management Fee - 6 months		10%	\$45,443
Design Support During Construction		3%	\$13,633
Agency Staff Support		3%	\$13,633
		Total Project Cost	\$599,853
		SAY:	\$600,000

PHASE III TOTAL: \$600,000

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Phase IV: Complete Site Work, Including Utilities and Building Pads

Construction Costs:

Clear and grub remainder of site (minimal clearing)	7 acre	\$2,500.00	\$17,500
Rough grade site	31,650 sy	\$0.50	\$15,825
Finish Grade and Compact Building Pads	4,190 sy	\$2.20	\$9,218
Fire Lines (6" PVC Pressure Pipe) to Pads, Stubbed	650 lf	\$15.00	\$9,750
Domestic Water Lines (1.5" PVC) to Pads, Stubbed	150 lf	\$5.00	\$750
Sanitary Sewer Lines (6" PVC) to Pads, Stubbed	850 lf	\$8.00	\$6,800
Storm Drainage	7 acre	\$50,000.00	\$350,000
Trench and Backfill Utility Lines	470 cy	\$7.00	\$3,290
Electrical Ductbank from Transformer to Bldg Pads	950 lf	\$75.00	\$71,250
Seeding for site stabilization	6 acre	\$2,500.00	\$15,000
		Subtotal Direct Cost	\$499,383
Contractor Mobilization		4%	\$19,975
Contractor General Conditions		10%	\$51,936
Contractor Overhead and Profit		12%	\$68,555
General Contractor OHP on Subs (5% on 20% of Total)		5%	\$6,398
Bond and Insurance		2%	\$12,925
		Subtotal Construction Cost	\$659,173
Design and Construction Contingency		30%	\$197,752
		Total Project Cost	\$856,925
Soft Costs:			
Design Fee		15%	\$128,539
Construction Management Fee (Six months)		10%	\$85,692
Project Management Fee (12 months)		10%	\$85,692
Design Support During Construction		3%	\$25,708
Agency Staff Support		3%	\$25,708
		Total Construction Cost w/ Soft Costs	\$1,406,016
		SAY:	\$1,407,000

PHASE IV TOTAL: \$1,407,000

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Phase V: Build Maintenance Facility

Finish Grading of Areas to be Paved	3,500 sy	\$2.00	\$7,000
Asphalt Paving Around Building - 6" Stone Base	3,500 sy	\$12.00	\$42,000
Asphalt Paving Around Building - Asphalt (4"/2")	3,500 sy	\$28.75	\$100,625
Sidewalks - 4" Stone Base, 4" Concrete	3,875 sf	\$8.50	\$32,938
Paint Striping and Parking Bumpers	1 ls	\$1,200.00	\$1,200
Allowance for Landscaping	1 ls	\$10,000.00	\$10,000
			Subtotal Site Work for Maintenance Building
			\$193,763
Finish Grade and Compact Building Pads	2,980 sy	\$2.20	\$6,556
6" Stone Base Under Slab	26,820 sf	\$1.30	\$34,866
Footings, Includes Excavation and Backfill	120 cy	\$350.00	\$42,000
Slab on Grade (8" thick, Bar Reinforcing)	26,820 sf	\$8.00	\$214,560
Stairs and Ramps	1 ls	\$47,500.00	\$47,500
Structural Framing (13 lb/gsf)	192 tn	\$4,000.00	\$768,000
Roof Deck	26,820 sf	\$4.50	\$120,690
Miscellaneous Steel	29,500 sf	\$2.50	\$73,750
Bollards	24 ea	\$1,500.00	\$36,000
Exterior CMU Walls, Including Foundation Wall	13,100 sf	\$17.00	\$222,700
Interior CMU Walls	21,340 sf	\$12.85	\$274,219
Built Up Roof	26,820 sf	\$7.00	\$187,740
Canopies	588 sf	\$47.50	\$27,930
Firestopping and Caulking	1 ls	\$8,500.00	\$8,500
Windows - Exterior (20% of Total Wall Area)	2,832 sf	\$50.00	\$141,600
Storefront Entrance	1 ls	\$20,000.00	\$20,000
Interior Glazing at Maintenance Offices, Doors	100 sf	\$45.00	\$4,500
Doors, Frames, Hardware - Exterior HM Single	9 opn'g	\$1,500.00	\$13,500
Doors, Frames, Hardware - Exterior HM Double	3 opn'g	\$2,500.00	\$7,500
Doors, Frames, Hardware - Interior HM Single	13 opn'g	\$800.00	\$10,400
Doors, Frames, Hardware - Interior HM Double	12 opn'g	\$1,200.00	\$14,400
Overhead Doors at Bays (Motorized) - 16'	11 ea	\$12,000.00	\$132,000
Overhead Doors at Shop (Motorized) - 10'	2 ea	\$8,500.00	\$17,000
Coiling Doors at Counters	2 ea	\$2,300.00	\$4,600
Interior Drywall - Walls	720 sf	\$7.50	\$5,400
Interior Drywall - Ceilings	2,595 sf	\$9.00	\$23,355
Misc Drywall - Bulkheads	1 ls	\$5,000.00	\$5,000

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Phase V: Build Maintenance Facility (continued)

ACT Ceilings	2,945 sf	\$5.65	\$16,639
Ceramic Tile (Walls and Floors)	2,975 sf	\$10.50	\$31,238
Paint Walls and Ceilings	25,375 sf	\$1.25	\$31,719
Misc Painting - Doors & Frames, Bollards, Etc	1 ls	\$10,000.00	\$10,000
VCT Flooring and Vinyl Base	4,290 sf	\$5.25	\$22,523
Metallic Floor Hardener on Shop Floors	19,555 sf	\$3.00	\$58,665
Lockers	35 ea	\$385.00	\$13,475
Locker Benches	36 lf	\$30.00	\$1,080
Cabinets - Assume Upper and Lower	10 lf	\$550.00	\$5,500
Countertops	110 sf	\$35.00	\$3,850
Toilet Partitions, Ceiling Hung	6 ea	\$1,000.00	\$6,000
Access Ladder	1 ea	\$1,200.00	\$1,200
Fire Extinguishers and Cabinets - Allowance	10 ea	\$250.00	\$2,500
Woven Wire Partition at Tool Crib	240 sf	\$7.25	\$1,740
Allowance for Toilet Accessories, Blinds, Etc	1 ls	\$7,500.00	\$7,500
Signage Allowance	1 ls	\$15,000.00	\$15,000
Allowance for Blocking	1 ls	\$5,000.00	\$5,000
Plumbing	29,500 sf	\$13.00	\$383,500
HVAC	29,500 sf	\$14.50	\$427,750
Electrical	29,500 sf	\$26.50	\$781,750
Fire Suppression	29,500 sf	\$4.25	\$125,375
Fire Alarm and Security	29,500 sf	\$6.50	\$191,750
Equipment Allowance	1 ls	\$1,500,000.00	\$1,500,000
		Subtotal Direct Cost	\$6,301,782
Contractor Mobilization		2%	\$126,036
Contractor General Conditions		10%	\$642,782
Contractor Overhead and Profit		12%	\$848,472
General Contractor OHP on Subs (5% on 80% of Total)		5%	\$316,763
Bond and Insurance		2%	\$164,717
		Subtotal Construction Cost	\$8,400,550
Design and Construction Contingency		30%	\$2,520,165
		Total Project Cost	\$10,920,715

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Phase V: Build Maintenance Facility (continued)

Total Project Cost \$10,920,715

Soft Costs:

Design Fee	8%	\$873,657
Construction Management Fee - 18 months	8%	\$873,657
Project Management Fee - 24 months	6%	\$655,243
Design Support During Construction	3%	\$327,621
Agency Staff Support	3%	\$327,621

Total Construction Cost w/ Soft Costs \$13,978,516

SAY: \$13,979,000

PHASE V TOTAL: \$13,979,000

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Phase VI: Build Operations and Administration Facility

Finish Grading of Areas to be Paved	7,110 sy	\$2.00	\$14,220
Asphalt Paving Around Building - 6" Stone Base	7,110 sy	\$12.00	\$85,320
Asphalt Paving Around Building - Asphalt (4"/2")	7,110 sy	\$28.75	\$204,413
Sidewalks - 4" Stone Base, 4" Concrete	6,140 sf	\$8.50	\$52,190
Sidewalks - Add for Special Finish	5,040 sf	\$1.50	\$7,560
Concrete Curbs and Islands	1,950 lf	\$13.50	\$26,325
Paint Striping and Parking Bumpers	1 ls	\$5,500.00	\$5,500
Allowance for Landscaping	1 ls	\$35,000.00	\$35,000
Subtotal Site Work for Operations and Administration Facility			\$430,528
Finish Grade and Compact Building Pads	1,210 sy	\$2.20	\$2,662
6" Stone Base Under Slab	10,900 sf	\$1.30	\$14,170
Footings, Includes Excavation and Backfill	50 cy	\$350.00	\$17,500
Slab on Grade (6" thick, Bar Reinforcing)	10,900 sf	\$6.50	\$70,850
Stairs and Ramps	1 ls	\$47,500.00	\$47,500
Structural Framing (11 lb/gsf)	83 tn	\$4,000.00	\$332,000
Roof Deck	10,900 sf	\$4.50	\$49,050
Floor Deck for Second Floor	4,225 sf	\$10.50	\$44,363
Miscellaneous Steel	15,125 sf	\$2.50	\$37,813
Exterior CMU Walls, Including Foundation Wall	9,660 sf	\$17.00	\$164,220
Interior CMU Walls	5,220 sf	\$12.85	\$67,077
Built Up Roof	10,900 sf	\$7.00	\$76,300
Canopies	588 sf	\$47.50	\$27,930
Firestopping and Caulking	1 ls	\$8,500.00	\$8,500
Windows - Exterior (30% of Total Wall Area)	4,140 sf	\$50.00	\$207,000
Storefront Entrance - Lobby, Both Sides Glass	1 ls	\$40,000.00	\$40,000
Automatic Entrance Doors at Lobby w/ ADA Buttons	2 ea	\$8,500.00	\$17,000
Interior Glazing at Offices, Doors	100 sf	\$45.00	\$4,500
Doors, Frames, Hardware - Exterior HM Single	3 opn'g	\$1,500.00	\$4,500
Doors, Frames, Hardware - Exterior HM Double	2 opn'g	\$2,500.00	\$5,000
Doors, Frames, Hardware - Interior HM Single	42 opn'g	\$800.00	\$33,600
Doors, Frames, Hardware - Interior HM Double	1 opn'g	\$1,200.00	\$1,200
Interior Drywall - Walls	10,120 sf	\$7.50	\$75,900
Interior Drywall - Ceilings	2,720 sf	\$9.00	\$24,480
Misc Drywall - Bulkheads	1 ls	\$15,000.00	\$15,000

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Phase VI: Build Operations and Administration Facility (continued)

ACT Ceilings	12,405 sf	\$5.65	\$70,088
Ceramic Tile (Walls and Floors)	3,000 sf	\$10.50	\$31,500
Paint Walls and Ceilings	23,200 sf	\$1.25	\$29,000
Misc Painting - Doors & Frames, Etc	1 ls	\$10,000.00	\$10,000
VCT Flooring and Vinyl Base	10,100 sf	\$5.25	\$53,025
Flooring Allowance at Board Room and @nd Floor	5,025 sf	\$8.50	\$42,713
Walk Off Mats at Entrance	120 sf	\$20.00	\$2,400
Lockers	149 ea	\$385.00	\$57,365
Cabinets - Assume Upper and Lower	16 lf	\$550.00	\$8,800
Countertops	132 sf	\$35.00	\$4,620
Specialty Cabinets - Uniform Storage - Allowance	28 lf	\$300.00	\$8,400
Specialty Cabinets - Receptionist Desk at Admin	16 lf	\$350.00	\$5,600
Toilet Partitions, Ceiling Hung	7 ea	\$1,000.00	\$7,000
Partition, Accordion Fold at Training Room	216 sf	\$60.00	\$12,960
Access Ladder	1 ea	\$1,200.00	\$1,200
Fire Extinguishers and Cabinets - Allowance	10 ea	\$250.00	\$2,500
Allowance for Toilet Accessories, Blinds, Etc	1 ls	\$25,000.00	\$25,000
Signage Allowance	1 ls	\$40,000.00	\$40,000
Allowance for Blocking	1 ls	\$10,000.00	\$10,000
Elevator - 2 Stop, Hydraulic	1 ea	\$90,000.00	\$90,000
Plumbing	15,125 sf	\$10.00	\$151,250
HVAC	15,125 sf	\$17.50	\$264,688
Electrical	15,125 sf	\$35.00	\$529,375
Fire Suppression	15,125 sf	\$4.25	\$64,281
Fire Alarm and Security	15,125 sf	\$6.50	\$98,313
		Subtotal Direct Cost	\$3,438,719
Contractor Mobilization		2%	\$68,774
Contractor General Conditions		10%	\$350,749
Contractor Overhead and Profit		12%	\$462,989
General Contractor OHP on Subs (5% on 80% of Total)		5%	\$172,849
Bond and Insurance		2%	\$89,882
		Subtotal Construction Cost	\$4,583,962
Design and Construction Contingency		30%	\$1,375,189
		Total Project Cost	\$5,959,151

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Phase VI: Build Operations and Administration Facility (continued)

	Total Project Cost	\$5,959,151
Soft Costs:		
Design Fee	8%	\$476,732
Construction Management Fee - 12 months	8%	\$476,732
Project Management Fee - 18 months	6%	\$357,549
Design Support During Construction	3%	\$178,775
Agency Staff Support	3%	\$178,775
	Total Construction Cost w/ Soft Costs	\$7,627,713
	SAY:	\$7,628,000

PHASE VI TOTAL: \$7,628,000

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Scope of Work by Phase

Phase III: Fence and Secure the Site

Install 8' high chain link and concrete block fence around the perimeter of the facility.
Install motorized gates at the west and north east entrances.
Install card readers at each gate leaf.

Assumes electric is available onsite, as shown on Electrical Site Plan (As-Built).

Phase IV: Complete Site Work, Including Utilities and Building Pads

Minimal clearing of site, stripping of any topsoil and rough grading of site.
Fine grade and compact building pads - no stone or additional fill included.
Install fire water, domestic water and sanitary sewer lines to within 5' of building pads and stub up for future connection.

Separate service for each building is included. Pipe sized per as-built drawings.
Install storm pipe, inlets and manholes, as required for proper drainage and to avoid ponding. Storm system installation anticipates future use of the site.

Install electrical ductbank with empty conduit and pull lines from transformer to within 5' of buildings. Separate service for each building is included.

Assumes a relatively flat site with limited grading required, per existign grades shown o nthe Electrical Site Plan.

Area of disturbance is net of improved areas completed in Phases I and II.
All site improvements adjacent to buildings, including pavings, walks, curbs and landscaping to be completed in the Phase in which the building is constructed.

No import or export of materials, other than spolis from pipe and ductbank trenches is included.

No rock removal or removal of hazardous or unsuitable soil is included.
Existing detention basins, as shown on Electrical Site Plan, are to remain and no additional work in those areas is included.

Possible "retaining wall" shown as dark line on site plan is not included.

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Scope of Work by Phase

Phase V: Build Maintenance Facility

Re-grade building pad and place stone base for slab on grade.
Install 8" Slab on Grade with bar reinforcing and vapor barrier.
Footings assumed as 12" x 24" continuous wall footings with CMU foundation walls.
Exterior stairs and ramps to be cast in place, with handrails each side.
All exterior and interior walls, except at office spaces to be CMU.
Exterior walls to include integral finish, such as ground face, one side only.
Interior walls to be painted CMU.
Structural steel framing for mezzanines, roof and any structure hung equipment is included as an allowance per square foot of building
Windows are included at 20% of total exterior wall area.
Interior glazing at Maintenance Manager and Supervisor offices is included, as well as an allowance for glazing at doors.
Storefront entrance is included at main entrance only.
All other doors and frames to be standard hollow metal with hardware appropriate for opening (panic as required).
Overhead doors are included for each end of the bays and at parts and tire storage areas.
Drywall walls are included at office spaces, such as training, file copy and data rooms. No interior wall furring is assumed.
Ceilings at toilet and locker areas and halls are included as drywall, all other ceilings in areas with ceiling heights 10' or less are ACT.
Ceramic tile is included at locker rooms on walls full-height and floors.
All other walls to be painted.
Floors in office spaces, kitchen, break room include VCT with vinyl base.
All other floors at "shop" areas are concrete with hardener/sealer.
Attached furnishings such as lockers, toilet room accessories, signage, wire partition at Tool Crib, etc. are included.
All trade work (mechanical, plumbing, electrical, etc.) are included as costs per square foot based on industry standards and historic costs for similar buildings.
An allowance for equipment is included.

Site work surrounding building is included. It is assumed that most of the area around the building will be paved. Walks communicating between parking areas and buildings are included as concrete.
An allowance for limited landscaping around building is included.

Livermore Amador Valley Transit Authority
Satellite Bus Facility Expansion
Order of Magnitude Cost Estimate

Scope of Work by Phase

Phase VI: Build Operations and Administration Facility

Re-grade building pad and place stone base for slab on grade.
Install 6" Slab on Grade with bar reinforcing and vapor barrier.
Footings assumed as 12" x 24" continuous wall footings with CMU foundation walls.
Exterior stairs and ramps to be cast in place, with handrails each side.
All exterior and interior walls, except at office spaces to be CMU.
Exterior walls to include integral finish, such as ground face, one side only.
Interior walls defining Driver area and locker room spaces included as CMU.
Structural steel framing for second floor and roof is included as an allowance per square foot of building
Windows are included at 30% of total exterior wall area.
Interior glazing at Maintenance Manager and Supervisor offices is included, as well as an allowance for glazing at doors.
Storefront entrance is included at main entrance and interior of lobby.
Automatic Doors are included at main entrance on each side.
All other doors and frames to be standard hollow metal with hardware appropriate for opening (panic as required).
Drywall walls are included at all interior walls not noted to be CMU.
Fire rated or moisture proof drywall included where required.
Ceilings at toilet and locker areas, toilet rooms and board room are included as drywall, all other ceilings are ACT.
Ceramic tile is included at locker rooms on walls full-height and floors and on floors only of toilet rooms.
All other walls to be painted.
Floors in all other first floor spaces include VCT with vinyl base.
An allowance is included for upgraded flooring at Board Room and all second floor areas.
Accordian fold partition at second floor training room is included.
Attached furnishings such as lockers, toilet room accessories, signage, walk off mats at Lobby are included.
All trade work (mechanical, plumbing, electrical, etc.) are included as costs per square foot based on industry standards and historic costs for similar buildings.
Site work surrounding building is included. Employee parking to the north of the building, concrete curbs, islands and walks are included.
Allowances for upgraded finish on walk to lobby and for landscaping included.

Excludes all unattached furniture, cubicles and equipment.

AGENDA

ITEM 13



STAFF REPORT

SUBJECT: 2015 Legislative Program
FROM: Michael Tree, Executive Director
DATE: January 15, 2015

Action Requested

Approve Resolution 01-2015, adopting LAVTA's Legislative Program for 2015.

Background

Every year the LAVTA Board approves a Legislative Program that gives direction to staff and the Board for legislative issues to support, watch and monitor, stay neutral, or oppose. The proposed 2015 program follows from the 2014 program and updates it for the anticipated issues for the coming year.

Discussion

1. Federal

At the federal level, the major activity affecting LAVTA is the same as the past several years: the continued debate over a multi-year authorization bill for federal transportation programs. In 2012, after several years of debate and acrimony, Congress adopted MAP-21, a two-year transportation authorization bill that originally expired in September 2014. In July 2014, with no hope of passing a long-term authorization bill, Congress approved legislation to extend the authorization of the transportation bill through May 2015, and to keep the Highway Trust Fund solvent until then by transferring additional funds, mainly from the government's General Fund, to the Highway Trust Fund.

The largest impediment to a large, multi-year authorization bill is the fact that the gas tax, which has financed the Highway Trust Fund since 1956, was last increased in 1993 to 18.4 cents/gallon. After losing pace with inflation for more than 20 years, that revenue source has fallen far short of providing adequate revenues to support transportation infrastructure. Since 2008, the revenues from the gas tax have been insufficient to cover the cost of the federal transportation programs, and Congress has transferred money from the General Fund—as happened again last July. Even with gas prices currently falling to the lowest levels in many years, there continues to be a lack of agreement on whether to raise the gas tax or to use another form of revenue. Although external groups as diverse as labor unions, environmental organizations and the U.S. Chamber of Commerce support increasing the gas tax, neither the

White House, nor most members of Congress are supporting any such proposals. Nonetheless, there is a proposal introduced in Washington to increase the gas tax by 15 cents over the next three years, and then to index the tax to inflation so that Congress doesn't have to authorize future increases.

In addition to the funding issues related to a federal transportation authorization bill, there are policy debates on the expenditure side as well. MAP-21 reduced funding for bus and bus facilities, leading many bus agencies and advocacy organizations such as the California Transit Association (CTA)—of which LAVTA is a member-- to advocate for restoring funding levels for those programs to the past proportion of the total federal transit program. Additionally, MPA-21 promulgated new federal requirements in the areas of bus safety, asset management, and state of good repair, and FTA continues to issue new regulations to carry out Congress' intent. As those federal regulations come into focus, LAVTA should encourage FTA to keep in mind the distinction between large and small transit operators in developing its regulations. LAVTA should advocate for efficient, less burdensome, and simpler regulations for small operators, in recognition that smaller operators have fewer staff resources and financial ability to comply with more complex regulations that may be applied to larger operators. Smaller agencies also tend to be all-bus, whereas large agencies are more likely to have rail operations as well for which safety, risk, asset management, and the like are much bigger issues than for buses.

LAVTA should join with the American Public Transit Association (APTA), the national association for public transit agencies, the California Transit Association (CTA) at the state level, and MTC and ACTC at the local level, and other transit agencies in supporting new federal authorization legislation that will fund transportation programs for at least five years, supported by a dedicated, stable revenue source.

2. State

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

This year, the state's Cap and Trade program, funded by revenue generated by auctions of emissions allowances, has resulted in additional funding for public transit. The State 2014-15 Budget Bill contained two key elements related to Cap and Trade: a one-time budget year appropriation of \$872 million in Cap and Trade revenues, and a longer-term funding plan dedicating 60% of future revenues to specific transportation-related programs on a regularly appropriated basis. A key component of both the funding appropriated for this fiscal year, as well as a percentage of future appropriations, is an allocation for the Transit and Intercity Rail Capital Program. LAVTA should advocate support for clean-up legislation to ensure that bus operators are eligible recipients for funding from this program. Additionally, LAVTA should advocate for funding from the 40% of Cap and Trade funds not already dedicated to specific programs to benefit transit programs.

In the past year, several items from the California Transit Association's legislative program that were supported by LAVTA were successfully enacted. These include:

1. Legislation that extended until 2025 the sunset date on design-build authority for many agencies, including transit operators; and,
2. Legislation that clarified current law and practice to specify that a community college district is authorized to enter into a contract to provide transit services if a majority of students and employees at a particular campus of the district approve the payment of the fee. For LAVTA, this means that a pass program could be implemented at Las Positas College if students and employees approved such a fee, without requiring a similar vote from Chabot College, which is in the same community college district.

One major item supported last year by the CTA and LAVTA, however, remains unresolved: bus axle weights. Over the years, buses have gotten increasingly heavier and some buses, when fully loaded with riders, can exceed the weight limits for local and state roads. CTA was successful a few years ago, in passing legislation giving agencies a two-year temporary exemption from weight enforcement through the end of 2014, and, more recently, in passing another one-year extension through 2015. However, as of January 1, 2016, state law will revert to the previous weight limits. LAVTA should continue to support efforts to resolve the axle weight issue, and lead to either an increase in permitted weights, an exemption for transit vehicles, or working with the bus industry to reduce bus weights through the use of lighter materials.

3. Regional/Local:

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

Recommendation

The Finance & Administration Committee recommends that the Board approve Resolution 01-2015, adopting the 2015 Legislative Program.

Attachments:

1. Resolution 01-2015
2. 2015 Legislative Program

Submitted: _____

RESOLUTION NO. 01-2015

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
2015 LEGISLATIVE PROGRAM**

WHEREAS, the U.S. Congress and the California Legislature will convene their new sessions in early 2015; and

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

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

NOW, THEREFORE, BE IT RESOLVED:

That the 2015 Legislative Program of the Livermore Amador Valley Transit Authority, included as Attachment 2, is hereby adopted and shall guide the Board and staff's actions. The Executive Director shall operate within these guidelines in interactions with other levels of government in order to promote LAVTA's interests. Should issues arise that are not covered by this 2015 Legislative Program, the Executive Director shall confer with the Chair of the Board to seek direction on a course of action.

PASSED AND ADOPTED by the governing body of the Livermore Amador Valley Transit Authority (LAVTA) this 2nd day of February 2015.

BY _____
Scott Haggerty, Chair

ATTEST _____
Michael Tree, Executive Director



2015 LAVTA Local, Regional, State and Federal Legislative Program

The following constitutes the 2015 Local, Regional, State and Federal Legislative Program for the Livermore Amador Valley Transit Authority (LAVTA). The purpose of the Legislative Program is to establish policies and principles that are in accordance with the LAVTA Strategic Plan and which will guide the Board of Directors and staff in advocating for and protecting the interests of the LAVTA organization. In addition to the legislative goals listed below, LAVTA generally supports goals adopted by the Alameda County Transportation Commission (ACTC), Metropolitan Transportation Commission (MTC), California Transit Association (CTA), California Association for Coordinated Transportation (CalACT), and the American Public Transportation Association (APTA) as they benefit LAVTA and public transit.

The 2015 Legislative Program is divided into the following areas of “Legislative Principles”:

1. Protection of Existing Transportation Funding Sources
2. Enhancement of Future Transportation Funding Investments
3. Operating Conditions Advocacy

Principle #1 – Protection of Existing Transportation Funding Sources

1. Support and protect state Transportation Development Act (TDA) and State Transit Assistance (STA) funding sources. Oppose attempts to reduce, divert or loan revenues legislatively and historically allocated to public transit from transfer to the State General Fund. Work with other Bay Area transit operators, MTC, and CTA to maintain transit funding in the FY 19-16 State Budget at levels prescribed by Proposition 22 and the 2011 “gas tax swap”.
2. Support and protect the federal resources made available under MAP-21 and work to ensure that bus and bus facilities monies are used for this purpose.
3. Support efforts of MTC to maximize the proportion of statewide funding sources allocated to the Bay Area.

Principle #2 – Enhancement of Future Transportation Funding Investments

1. Support legislative and/or administrative remedies for stable and predictable funding.
2. Support clean-up legislation to ensure that bus operators are eligible recipients for Cap and Trade funds under the Transit and Intercity Rail Capital Program.
3. Support legislation such as state or national economic packages that would provide local transportation entities with the ability to enhance revenues for public transit improvements and to quickly provide jobs for local workers.

4. Advocate for a multi-year federal authorization bill that provides maximum possible funding to support transportation and transit, and is supported by a stable, dedicated funding source.
5. Support legislation that would direct an increasing proportion of federal resources to metropolitan, urbanized regions in recognition of their importance as economic engines in the country.

Principle #3 – Operating Conditions Advocacy

1. Support legislative proposals that seek to improve the safety and security of transit systems and provide adequate funding and resources to enable such proposals.
2. Support and participate actively in regional efforts to coordinate disaster/emergency planning and be a partner in mutual assistance activities.
3. Monitor the California Air Resources Board (CARB) regulation and policy to ensure that rules implemented are consistent with the LAVTA Strategic Plan and do not impose any undue burden (either financially or administratively) on public transit operators.
4. Support environmental advocacy to promote transit as part of the solution to air quality issues. This advocacy can include direct agency action (e.g. diesel-electric hybrid coaches as approved by CARB, particulate matter devices) as well as by supporting jurisdiction advocacy of transit supportive land-uses and transit-oriented development projects that seek to join sensible land-use connections with robust transit services.
5. Support efforts for the transportation sector to reduce its greenhouse gas emissions.
6. Support efforts to provide financial assistance and other incentives, and oppose unfunded mandates.
7. Support federal and state efforts to promote energy efficiency and to reduce dependence on foreign oil.
8. Support the concept of coordinated fares, particularly among transit agencies providing service adjacent to LAVTA's service territory.
9. Monitor regional efforts related of the Clipper smart card to serve as an enticement to ride public transit.
10. Advocate for improvements to the local and regional street networks that provide transit an improvement in speed and reliability.
11. Monitor FTA and other federal agency rule-making changes or legislative language that potentially affects LAVTA's operations or finances. Advocate for simplicity, flexibility, and less burdensome regulatory requirements for small operators when federal agencies promulgate new requirements.

12. Monitor MTC's implementation of the Transit Performance Initiative, CA High Speed Rail/Altamont Corridor activities, BART to Livermore implementation activities, ACTC's Countywide Transit Plan, and other potential activities that could affect LAVTA's interests and operations.
13. Support CTA's efforts to resolve the bus axle weight issue during the next year.
14. Support other members of the CATS group, if appropriate, and work together on regional programs of mutual interest.
15. Work with businesses to support their plans to improve transit use among their employees.

AGENDA

ITEM 14



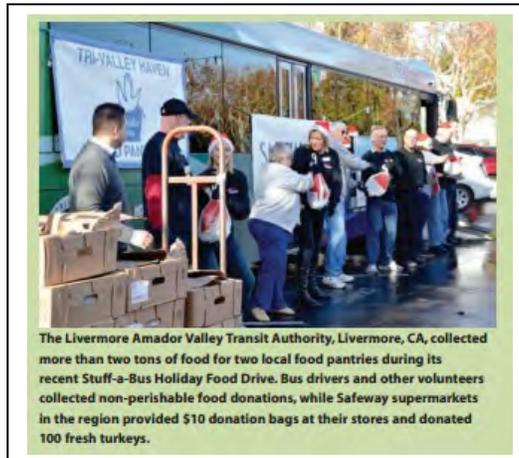
EXECUTIVE DIRECTOR'S REPORT

February 2015

1. Annual Holiday “Stuff-A-Bus” Results

Tri-Valley residents were extremely generous, donating over two tons of food at the Saturday, December 6th Wheels “Stuff-A-Bus” holiday food drive. This year, Safeway Supermarkets hopped on board to promote the holiday food drive at three of their Tri-Valley stores, and also donated 100 turkeys in support of the event. In total, 4,260 pounds of food were collected, making this year’s event the most successful in the history of the Stuff-A-Bus campaign.

The results of Wheels’ “Stuff-A-Bus” event were featured in the January issue of the American Public Transportation Association’s Passenger Transport Magazine:



2. Redesign of the Wheels Website

Staff is looking to redesign the Wheels public website (www.wheelsbus.com) during the second half of FY2015. The major focus of the redesign will be to enhance and improve the customer experience. The website will be redesigned and formatted so that it recognizes all types and sizes of devices (PC, tablet, smartphone, etc.) and will also be designed to be more user-friendly by simplifying the drop-down menu features and the making the homepage more relevant and appealing.

3. Trip Planner for LAVTA Website by Google Transit

Staff is in the final stages of integrating Wheels’ *scheduled* data into Google Transit. Full integration is expected in spring 2015. Once complete, staff will look to incorporate the Google Transit Trip Planner onto the homepage of the Wheels website, which will simplify transit planning for new riders, especially out of town visitors who may not be familiar with Wheels or 511.org. Once integrated, in addition to trip planning, Wheels bus stop icons will appear on the

Google maps in the Tri-Valley, allowing the user to quickly and easily determine the bus routes that serve the stop.

4. Winter 2015 Service Changes

The Planning and Communications Departments is preparing to launch the winter service changes on February 21, 2015. Although the service changes are minor and the services that are changing will be a benefit to all of our riders, the usual outreach and planning have taken place to make sure that our passengers are well informed and our public information (on-street, web, printed, etc.) is current and informative. Operations are preparing drivers for a smooth bid and shift change. Updated bus books will be delivered throughout the service area on February 9, 2015. The school district webmasters will be posting the service change information on their websites the first week in February.

Below is a list of additional outreach efforts:

- Website updated the first week of February
- Customer Service Call Center trained on service changes
- Service Change posters at Livermore Transit Center/BART and at key bus stops
- Summary of Service Changes sent to all LAVTA and MV staff
- Press Release issued the first week of February
- On Hold messaging updated the first week of February
- KKIQ on air messaging for two weeks prior to the service change
- Facebook/Twitter postings throughout February
- On street inserts to be installed on February 19th & 20th
- Reminder emails with changes to all senior centers and senior housings

5. Dublin St. Patrick's Day Parade and Celebration

The weekend of March 14 & 15th, LAVTA staff will be participating in the Dublin St. Patrick's Day Parade and Celebration. Plans are underway to enter two buses in the parade on the 14th, which starts at 9:30am, and staff will also have a booth during both days of the festival. Board members are encouraged to stop by the booth, as well as ride on the buses in the parade.

6. Federal Transit Administration (FTA) Triennial Review

The FTA will be conducting the Triennial Review of LAVTA on February 10-11, 2015. Staff has been preparing for this review since October 2014. There are some new requirements in place, and it is expected that the reviewers will be especially diligent in this review. While there may be findings for LAVTA, staff expects these to be an advantage for the Authority in terms of upgrading internal processes and procedures and also expects to be able to readily address any findings in a swift and effective manner. The results of this review is will be brought back to the Board, first to the Committee in May 2015 and the Board in June.

7. Negotiations with Google Transit Regarding Usage of Atlantis Facility

Staff has entered into negotiations with Google to store, wash and fuel commuter buses operated by Google at the Atlantis Facility. In the Bay Area, Google operates nearly 200 commuter buses with nearly a dozen of these buses originating from the Tri-Valley. Staff anticipates the public-private partnership could be long-term and will assist with offsetting the costs of the Atlantis facility while construction funds are being acquired.

8. Comprehensive Operational Analysis

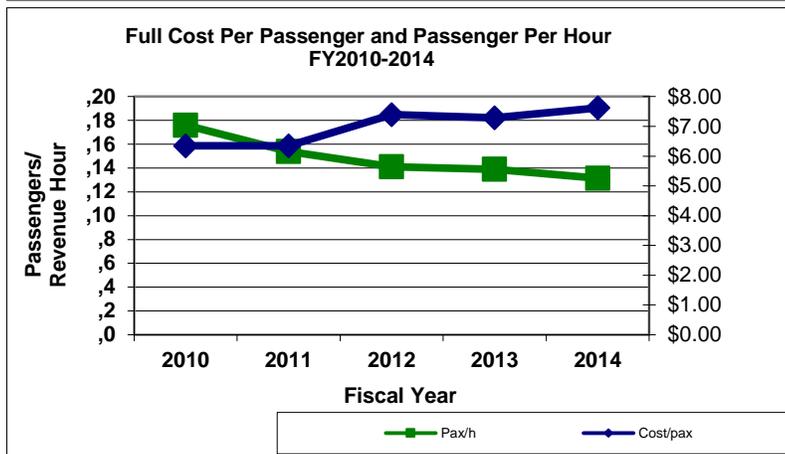
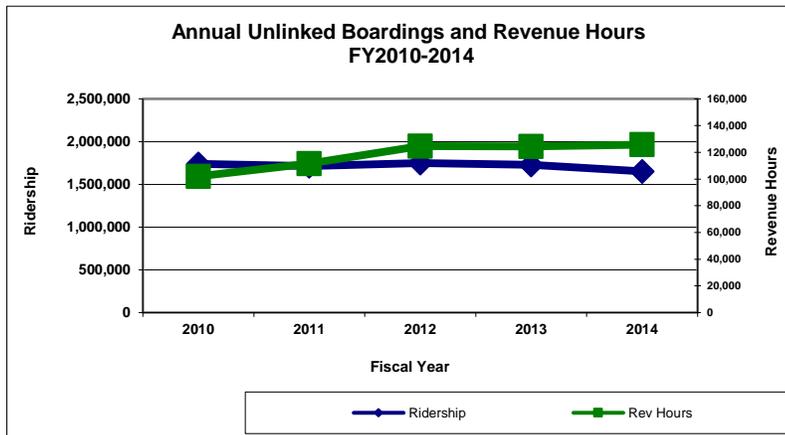
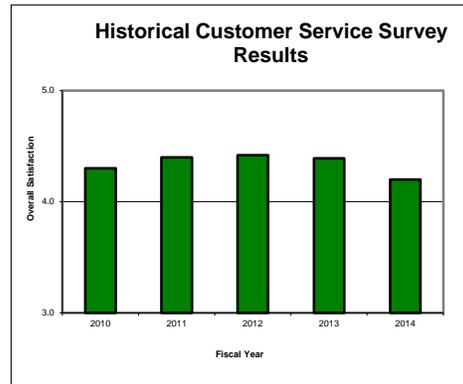
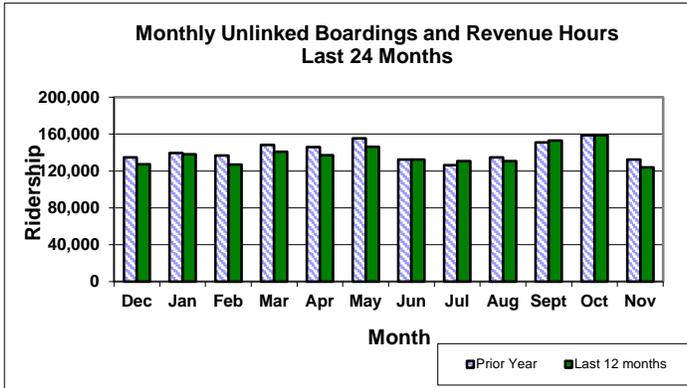
LAVTA received and is evaluating multiple proposals for the agencies near-future short and long range planning process. LAVTA Committees will review staff recommendations in February in an effort to take a recommendation to the Board for consideration in March. This important planning effort will define the short and long range services and ridership potential for LAVTA through the year 2040.

Attachments

1. Board Statistics
2. FY15 Upcoming Committee Items

Monthly Summary Statistics for Wheels November 2014

FIXED ROUTE						
	November 2014			% change from one year ago		
Total Ridership FY 2015 To Date	696,832			-0.9%		
Total Ridership For Month	123,940			-6.3%		
Fully Allocated Cost per Passenger	\$7.63			1.4%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,736	2,145	1,444	-2.0%	-10.3%	-5.6%
Passengers Per Hour	13.2	11.4	12.7	-2.2%	-10.2%	-4.5%
	November 2014			% change from last month		
On Time Performance	80.3%			0.0%		



Monthly Summary Statistics for Wheels

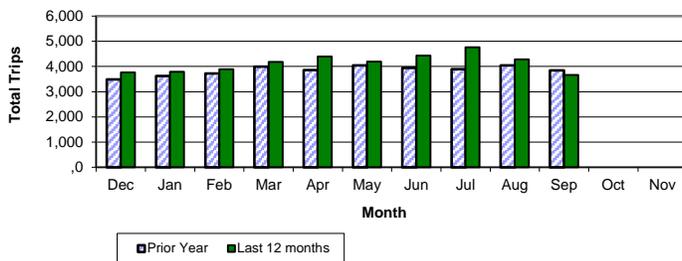
November 2014

PARATRANSIT

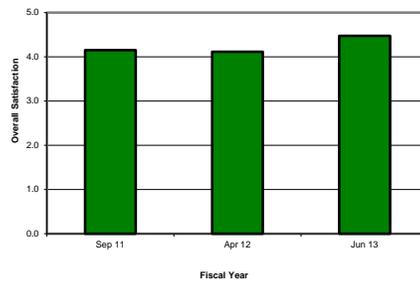
General Statistics	November 2014	% Change from last year	Year to Date
Total Monthly Passengers	3,670	-1.0%	21,344
Average Passengers Per Hour	3.10	55.0%	
On Time Performance	98.1%	1.0%	
Fully Allocated Cost per Trip	\$ 31.87	22.5%	
Number of Paratransit Applications	32	10.3%	143
Calls Answered in <1 Minute	83.30%	-15.6%	

Missed Services Summary	November 2014	Year to Date
1st Sanction - Phone Call	0	0
2nd Sanction - Written Letter	0	0
3rd Sanction - 15 Day Suspension	0	0
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0

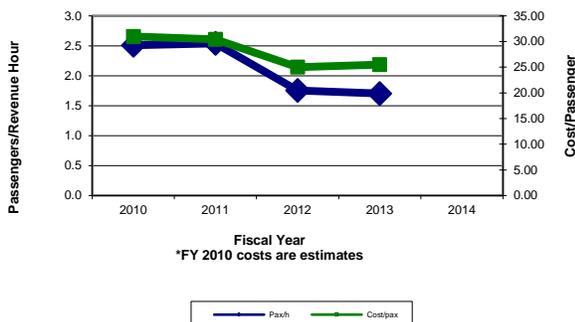
Paratransit Monthly Unlinked Boardings, Last 24 Months



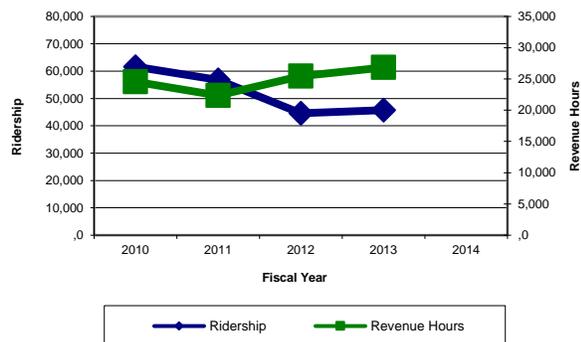
Historical Customer Service Survey Results



Paratransit Full Cost Per Passenger and Average Passengers Per Hour FY2010-2014



Paratransit Annual Unlinked Boardings and Revenue Hours FY2010-2014



Monthly Summary Statistics for Wheels
November 2014

SAFETY						
ACCIDENT DATA	November 2014				Fiscal Year to Date	
	Fixed Route		Paratransit		Fixed Route	Paratransit
Total	6		1		15	2
Preventable	4		1		11	2
Non-Preventable	2		0		4	0
Physical Damage						
Major	0		0		0	0
Minor	6		1		15	2
Bodily Injury						
Yes	3		0		5	0
No	3		1		10	2

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$15,269.63
To Date This Fiscal Year	\$34,945.14
Budget	\$100,000.00
% Expended	35%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	November 2014	Year To Date
Praise	0	2
Bus Stop	3	40
Incident	2	4
Trip Planning	0	6
Fares/Tickets/Passes	1	9
Route/Schedule Planning	1	27
Marketing/Website	0	13
ADA	0	2
TOTAL	7	103

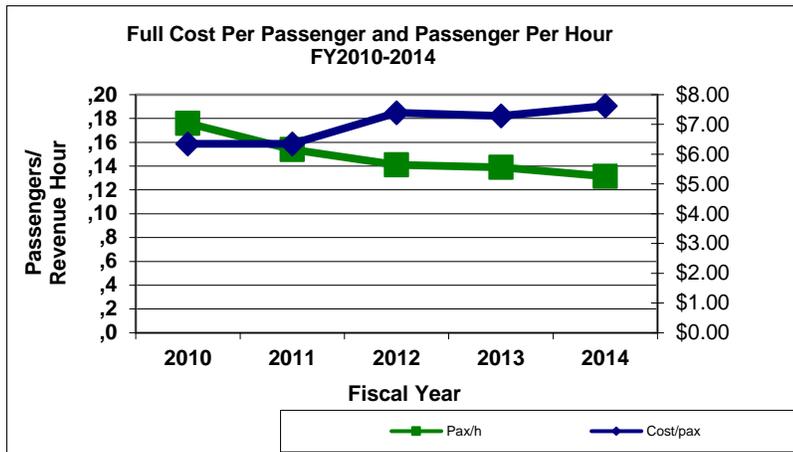
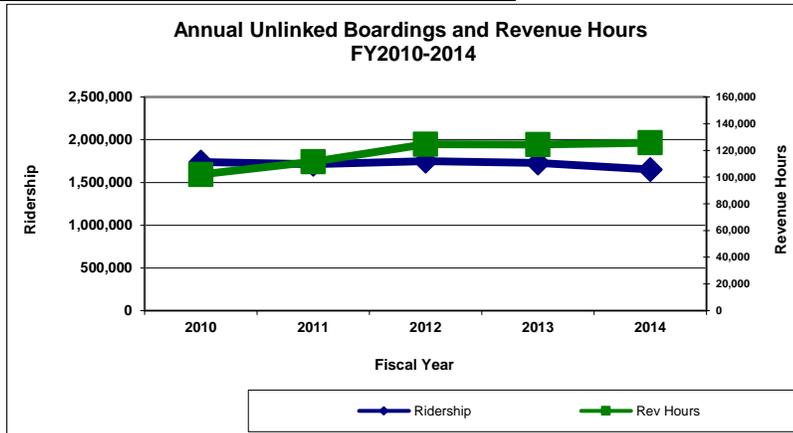
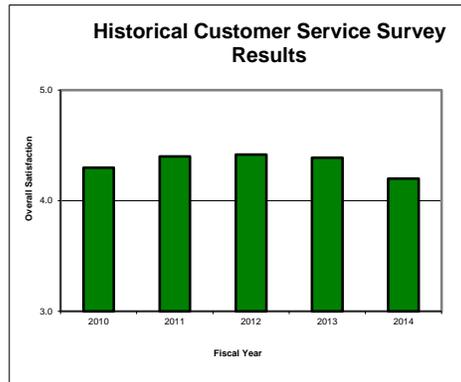
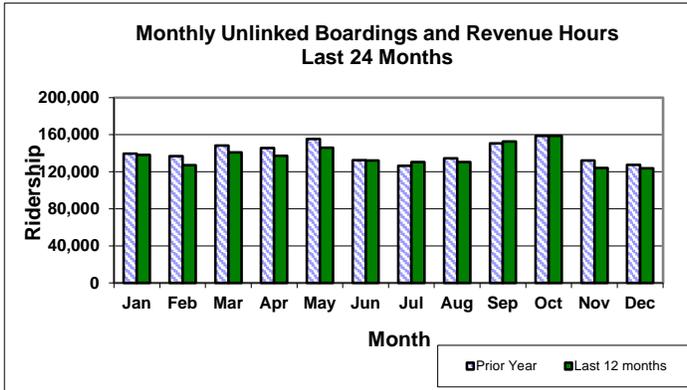
CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	2	0	0	11	0	0	0	2
Safety	5	1	1	9	0	0	0	0
Driver/Dispatch Courtesy	0	1	0	7	0	0	0	0
Early	0	2	0	1	0	0	0	0
Late	6	0	0	17	1	0	0	8
No Show	1	0	0	3	0	0	0	1
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	0	0	0	3	0	0	0	6
Maintenance	0	0	0	0	0	0	0	0
Bypass	1	1	0	4	0	0	0	0
TOTAL	13	5	1	44	1	0	0	15
Valid Complaints								
Per 10,000 riders	1.05				0.27			
Per 1,000 riders								

Monthly Summary Statistics for Wheels

December 2014

FIXED ROUTE

	December 2014			% change from one year ago		
Total Ridership FY 2015 To Date	820,547			-1.2%		
Total Ridership For Month	123,715			-2.9%		
Fully Allocated Cost per Passenger	\$8.44			5.9%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	5,094	2,112	1,417	-8.3%	-7.9%	-8.9%
Passengers Per Hour	11.8	11.3	12.5	-8.7%	-7.0%	-7.7%
	December 2014			% change from last month		
On Time Performance	78.4%			-2.4%		



Monthly Summary Statistics for Wheels

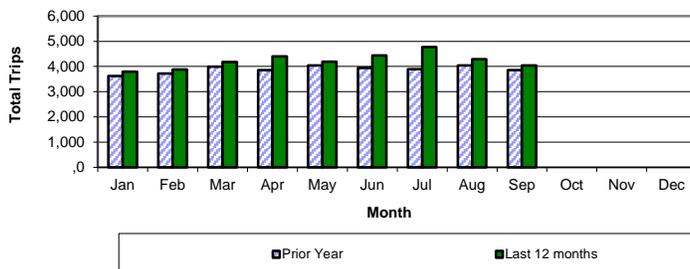
December 2014

PARATRANSIT

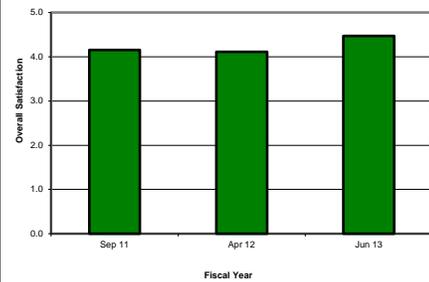
General Statistics	December 2014	% Change from last year	Year to Date
Total Monthly Passengers	4,041	7.4%	25,385
Average Passengers Per Hour	3.30	65.0%	
On Time Performance	98.6%	4.9%	
Fully Allocated Cost per Trip	\$31.87	22.5%	
Number of Paratransit Applications	24	-4.0%	167
Calls Answered in <1 Minute	93.20%	-4.7%	

Missed Services Summary	December 2014	Year to Date
1st Sanction - Phone Call	0	0
2nd Sanction - Written Letter	0	0
3rd Sanction - 15 Day Suspension	0	0
4th Sanction - 30 Day Suspension	0	0
5th Sanction - 60 Day Suspension	0	0
6th Sanction - 90 Day Suspension	0	0

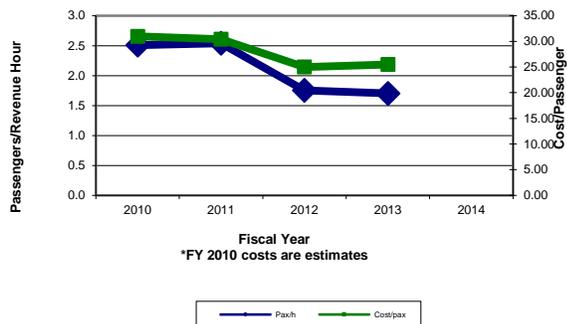
Paratransit Monthly Unlinked Boardings, Last 24 Months



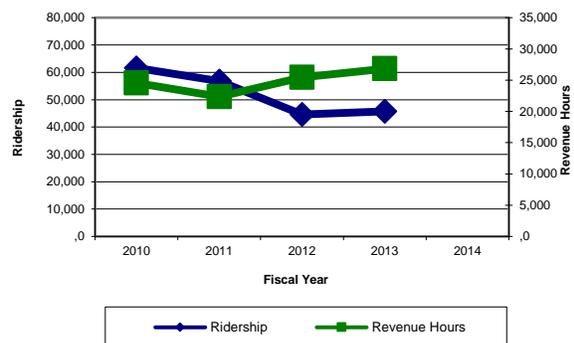
Historical Customer Service Survey Results



Paratransit Full Cost Per Passenger and Average Passengers Per Hour FY2010-2014



Paratransit Annual Unlinked Boardings and Revenue Hours FY2010-2014



Monthly Summary Statistics for Wheels

December 2014

SAFETY							
ACCIDENT DATA	December 2014				Fiscal Year to Date		
	Fixed Route		Paratransit		Fixed Route		Paratransit
Total	2		0		17		2
Preventable	2		0		13		2
Non-Preventable	0		0		4		0
Physical Damage							
Major	0		0		0		0
Minor	2		0		17		2
Bodily Injury							
Yes	0		0		5		0
No	2		0		12		2

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$570.63
To Date This Fiscal Year	\$35,515.77
Budget	\$100,000.00
% Expended	36%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	December 2014	Year To Date
Praise	0	2
Bus Stop	3	40
Incident	2	4
Trip Planning	0	6
Fares/Tickets/Passes	0	8
Route/Schedule Planning	5	31
Marketing/Website	0	13
ADA	0	2
TOTAL	10	106

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	4	0	0	13	0	0	0	2
Safety	1	1	0	5	0	0	0	0
Driver/Dispatch Courtesy	0	3	0	7	0	0	0	0
Early	0	1	0	1	0	0	0	0
Late	4	2	1	15	0	0	0	7
No Show	4	0	0	6	0	0	0	1
Incident	0	1	0	0	0	0	0	0
Driver/Dispatch Training	0	0	2	3	0	0	0	6
Maintenance	0	0	0	0	0	0	0	0
Bypass	0	2	2	3	0	0	0	0
TOTAL	9	10	5	40	0	0	0	14
Valid Complaints								
Per 10,000 riders	0.73							
Per 1,000 riders					0.00			

LAVTA COMMITTEE ITEMS - JANUARY - JUNE 2015

Finance & Administration Committee

January	Action	Info
Minutes (November)	X	
Treasurers Report (November & December)	X	
Atlantis Update & Recommendation	X	
Legislative Program	X	
Consolidation of Existing Fares	X	
CaTIP Resolution	X	
LAVTA Policy Rules of Conduct		X
February	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - Prop 1B, TSGP	X	
Quarterly Budget & Grants Report		X
March	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
April	Action	Info
Minutes	X	
Treasurers Report	X	
Preliminary Budget	X	
Annual Org Review	X	
May	Action	Info
Minutes	X	
Treasurers Report	X	
LAIF	X	
FTA Triennial Review	X	
Final Budget	X	
Quarterly Budget & Grants Report		X
June	Action	Info
Minutes	X	
Treasurers Report	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	
June	Action	Info
Minutes	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	

Projects & Services Committee

January

	Action	Info
Minutes (November)	X	
Bus Stop Management Program Update		X
Clipper Update		X
Queue Jump Repair Update		X
Atlantis Update & Recommendations	X	

February

	Action	Info
Minutes	X	
Award of COA Contract	X	
Quarterly Performance Report on Operations and Marketing		X

March

	Action	Info
Minutes	X	

April

	Action	Info
Minutes	X	
Fall Services Changes	X	

May

	Action	Info
Minutes	X	
WAAC Appointments	X	
Marketing Work Plan	X	
Quarterly Performance Report on Operations and Marketing		

June

	Action	Info
Minutes	X	

**COMMITTEE
MINUTES**



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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

LAUREEN TURNER - CHAIR
JERRY PENTIN - VICE CHAIR

DON BIDDLE

DATE: Tuesday, January 27, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

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

Members Present

Don Biddle, Councilmember, City of Dublin
Laureen Turner – Vice Mayor, City of Livermore
Karla Brown, Vice Mayor, City of Pleasanton

Members Absent

Jerry Pentin, Councilmember, City of Pleasanton

2. Meeting Open to Public

None

3. Minutes of the November 25, 2014 Meeting of the F&A Committee

Approved: Biddle/Brown
Aye: Brown, Turner, Biddle
No: None

4. Treasurer's reports for November 2014 and December 2014

Karla Brown inquired about the agencies retirement liability. This information can be found in the FY2014 CAFR. The Finance and Administration Committee recommends submitting the attached November 2014 and December 2014 Treasurer's Reports to the Board for approval.

Approved: Biddle/Brown
Aye: Brown, Turner, Biddle
No: None

5. Resolution of the Board of Directors of the Livermore Amador Valley Transit Authority Appointing Director and Alternate to the California Transit Insurance Pool (CalTIP)

The Finance and Administration Committee recommends forwarding Resolution 03-2015 revising the positions appointed to CalTIP Director and Alternate for approval. (Forward to consent calendar).

Approved: Brown/Biddle
Aye: Brown, Turner, Biddle
No: None

6. Rules of Conduct for LAVTA Vehicles, Facilities and Properties

The Finance and Administration Committee recommends forwarding to the Board of Directors for approval Resolution 08-2015, with modifications updating the Rules of Conduct for LAVTA Vehicles, Facilities and Properties and if any additional modifications are needed they be implemented for approval. (Forward to consent calendar as is, regular agenda if changes are made).

Approved: Brown/Biddle
Aye: Brown, Turner, Biddle
No: None

7. Consolidation of Existing Fare Resolutions

The Finance and Administration Committee recommends the Board of Directors consolidate LAVTA's existing fare resolutions and transfer agreements by approving Resolution 02-2015. (Forward to consent calendar).

Approved: Biddle/Brown
Aye: Brown, Turner, Biddle
No: None

8. 2015 Legislative Program

The Finance & Administration Committee recommends forwarding Resolution 01-2015, adopting the 2015 Legislative Program to the Board for approval.

Approved: Brown/Biddle
Aye: Brown, Turner, Biddle
No: None

9. Atlantis O&M Facility

Michael Tree provided a brief overview and history of the Atlantis Facility project. In 2010 the Board voted to put this project in abeyance. Since then, Gannett Fleming has reviewed and made major adjustments to the space requirements of the project to satisfy current projected requirements, in turn lowering the projected estimated cost for build out. The Finance and Administration Committee requested staff to update the total cost estimate and then to forward to the Board direction to staff to take the Atlantis Facility project out of abeyance so that funding can be aggressively pursued for Phases III through VI. Additionally, recommend that the Board direct staff to search for leasing opportunities to offset the costs of the Atlantis site until such time as the facility is fully constructed and utilized.

Approved: Brown/Biddle
Aye: Brown, Turner, Biddle
No: None

10. Preview of Upcoming F&A Committee Agenda Items

11. Matters Initiated by Committee Members

None.

12. Next Meeting Date is Scheduled for: February 24, 2015

13. Adjourn

Meeting adjourned at 4:48pm.

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

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

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

DATE: Monday, January 26, 2015

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

TIME: 4:00p.m.

MINUTES

1. Call to Order

Committee Chair Karla Brown called the meeting to order at 4:02pm.

Members Present

Karla Brown, Councilmember, City of Pleasanton
Dawn Argula, Chief of Staff, Alameda County
David Haubert, Mayor, City of Dublin (Arrived at 4:08pm)

Members Absent

Steven Spedowfski, Councilmember, City of Livermore
Scott Haggerty, Supervisor, Alameda County

2. Meeting Open to Public

None.

3. Minutes of the November 24, 2014 Meeting of the P&S Committee.

Approved: Argula/Brown
Aye: Argula, Brown
No: None
Not present for vote: Haubert

4. Queue Jump Repair – Update

LAVTA's ITS Applications Analyst, Dave Massa provided an update on the repair

status of the two intersection queue jumps on the Rapid line. The one in Dublin has been repaired and is working properly. The one in Livermore, after being serviced by the original contractor, is still not working. LAVTA is working with the city of Livermore on a firmware update. It is expected to be functioning in one month. The LAVTA bus operators will receive retraining in February on proper procedures for using these Queue Jump lanes. After the retraining is complete, the Operators will begin to use the queue jump lanes. Director Brown asked that staff return with an update as to how the lanes have helped improve on-time performance. David Haubert joined the meeting during this item.

5. Clipper Implementation

Christy Wegener provided an update on the Clipper Implementation. LAVTA has been working with the East Bay Operators grouped in the third phase of the Clipper implementation scheduled to go live in October 2015. Details and decision points for business rules have been finalized. These include; the transfer time window, minimum eCash balance, passback time, age categories, number of free intra-ride transfers, and the ePass product. A fare equity analysis per Title VI regulations will likely need to be conducted before a new fare media can be introduced into the LAVTA system. LAVTA Marketing staff will be working with the other East Bay Operators and MTC to begin the development of the public outreach plan.

6. Bus Stop Management

Christy Wegener provided an update on bus stop management and improvement efforts pointing out challenges and the next steps for consideration. One major challenge is keeping the bus stops and shelters in a state of good repair with a lack of resources. The ongoing maintenance costs is a major obstacle. Bus stops are a target of graffiti and vandalism. LAVTA's Bus Stop Janitorial contractor handles the cleanup of the graffiti but repairs are done by an MV staff member when time allows. Committee discussed the different materials available for panel replacement. David Haubert asked what can be done for the stops around schools where students congregate and that those bus shelters be looked at first for replacement. Staff will be conducting a bus stop inventory to assess the amenities and ADA accessibility that will show what stops need to be updated. One idea the committee had was to partner with cities to come up with a uniformed recommendation for adding new bus stops and the maintenance of stops. Karla Brown expressed her enthusiasm that this topic was being looked at.

7. Atlantis O&M Facility

Michael Tree provided a brief overview and history of the Atlantis Facility project. In 2010 the Board voted to put this project in abeyance. Since then, Gannett Fleming has reviewed and made major adjustments to the space requirements of the project to satisfy current projected requirements, in turn lowering the projected estimated cost for build out. Karla Brown's concern is that operational concerns will not be a priority, i.e.; on-time performance, real-time tracking, increasing ridership, and Rapid funding. David Haubert feels that long range planning is important at this time. The Committee forwards a recommendation to the Board to

direct staff to take the Atlantis Facility project out of abeyance so funding can be aggressively pursued for Phases III through VI and to direct staff to search for leasing opportunities to offset the cost of the Atlantis site until such time as the facility is fully constructed and utilized.

Approved: Argula/Brown

Aye: Brown/Haubert

No: None

8. Preview of Upcoming P&S Committee Agenda Items

Karla Brown asked if staff could research ACE to Bus, Bus to BART and bring this to committee sometime soon.

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

11. Adjourn

Meeting adjourned at 5:21pm.