

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

AGENDA

1. Call to Order and Pledge of Allegiance

2. Roll Call of Members

3. Meeting Open to Public

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

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

A. **Minutes of the November 3, 2014 Board of Directors meeting.**

B. **Treasurer's Report for the month of October 2014**

Recommendation: The Finance and Administration Committee recommends approval of the October 2014 Treasurer's Report.

C. **Set Board of Director Meeting Dates for 2015**

Recommendation: Staff recommends the Board of Directors to adopt the above meeting calendar for 2015.

D. PTMISEA Authorizing Resolution

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

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

Recommendation: The Finance & Administration Committee recommends the Board adopt 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

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

5. Quarterly Budget and Grants Update

Recommendation: None – Information only.

6. Quarterly Report – Operations

Recommendation: None – Information only.

7. First Quarter 2015 Marketing and Outreach Activities

Recommendation: None – Information only.

8. Paratransit Survey Update

Recommendation: None – Information only.

9. Comprehensive Operational Analysis – Scope Modification

Recommendation: None – Information only.

10. Executive Director's Report

11. Matters Initiated by the Board of Directors

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

12. Next Meeting Date is Scheduled for: February 2, 2014

13. 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

11/26/14

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*

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

BOARD OF DIRECTORS MEETING

DATE: November 3, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore CA
TIME: 4:00 pm

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
Lauren Turner – Councilmember, City of Livermore
Tim Sbranti – Mayor, City of Dublin

3. Meeting Open to Public

Mary Anna Ramos said she is still having problems with the Paratransit service sending out the wrong type vehicle for her rides. She says she requests vehicles with lifts for her rides but they send vehicles with ramps. It is harder for her to maneuver her large wheelchair in the vehicles when she has to use a ramp. She stated two weeks ago that she hurt her leg getting into a vehicle when she had to use a ramp. Scott Haggerty asked for someone from the paratransit broker to meet with Ms. Ramos after the meeting.

4. Wheels October Accessible Advisory Committee Minutes Report

Herb Hastings, Vice Chair of the Wheels Accessible Advisory Committee (WAAC) reported on the minutes of the October 1, 2014 WAAC meeting. Discussed at this meeting were fixed route and Dial A Ride operational issues, a six month performance analysis on MTM providing Dial A Ride services, and WAAC members' reports on issues and concerns they are having. Karla Brown asked for clarification on items 5 and 8 of the WAAC draft minutes. On item 5, a Rapid bus shelter was destroyed in a vehicle accident. A new driver of a Rapid bus bypassed the stop unaware it was a Rapid stop. He has been retrained and the demolished bus stop is being repaired. On item 8, Shawn Costello's complaint about not being picked up because the reservationist didn't list the full address on his trip request, Karla Brown requested that the ride be tracked as zero pickup and not late.

5. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. **Minutes of the October 6, 2014 Board of Directors meeting.**
- B. **Treasurer's Report for the month of September 2014**
- C. **Approve Revised Employment Agreement with Michael Tree**
The Board approved the revised contract with Michael Tree.

Approved: Thorne/Turner

Aye votes: Biddle, Haggerty, Woerner, Thorne, Brown, Turner, Sbranti

No votes: None

Abstain: None

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

Vikki Rodriguez of Maze & Associates reported to the Board that there were no findings noted in the fiscal year 2014 financial and grant compliance audits. She stated this years' audit had no major changes in reporting compared to last year. The Memorandum of Internal Controls included information on GASB 68, a significant change in accounting for next year's reporting that will reflect unfunded pension liabilities on the Authority's balance sheet. Kathleen Kelly provided responses questions asked at the Committee meetings. The Committee asked what the Farebox Recovery would look like if we didn't have the Rapid. For fiscal year 2012 the Farebox Recovery Ratio would have been over 23% and for fiscal year 2014 it would have been 19.5%. The Committee also wanted to know why there was such a large increase between 2013 and 2014 for Paratransit passengers. The increase was due to an increase in certifications processed. The Board of Directors approved the Comprehensive Annual Financial Report (CAFR), prior to submitting the CAFR to the Government Finance Officers Association (GFOA) for award.

Approved: Turner/Thorne

Aye votes: Biddle, Haggerty, Woerner, Thorne, Brown, Turner, Sbranti

No votes: None

Abstain: None

7. Consolidation of Existing Fare Resolutions

This item was pulled from the agenda by the Interim Executive Director because new fare arrangements were discovered after the report was completed. Staff will make sure they capture all fare related items and include these in the next version of the report. This item will be brought back to the November Finance & Administration Committee for review.

8. Try Transit to School Results

Staff provided a report on the recent Try Transit to School promotion. This year's promotion was very successful, with the average per day ridership totaling 1,291 students. The average ridership on normal days after the promotion dropped to 1,027. Karla Brown would like to see the promotion offered again later in the year and asked for it to come back as an option to the Board. Tim Sbranti asked if staff had a strategy for sustaining ridership. Staff has plans that include making it more accessible to obtain information for services and to involve the school districts by providing pamphlets that are route specific. Staff would like to incorporate a pilot program involving Foothill High School providing teachers with a program on the benefits of

transit. Another idea would be to have a student ambassador program with incentives for free transit.

9. 511.org Real Time Integration Study – Results

Two questions that arose at the Projects & Service Committee were responded to by Kathleen Kelly. The Committee wanted to know why LAVTA was funding the study and not MTC, and if LAVTA didn't have enough funds to complete the study would funding still be available through MTC. LAVTA returned the original grant awarded for this project in 2013, due to concerns and confusion about the requirements MTC had listed in their grant; after a call and emails to MTC it is still not quite clear even now. MTC has said if LAVTA needs more funding to complete this project, they will work with LAVTA. The LAVTA real-time information is anticipated to be available on the 511 website in March 2015.

10. Tentative Minor Service and Schedule Revisions for Winter 2015

Staff provided an update on the minor service and schedule revision for Winter 2015. The goal is to keep the service changes to a minimum until the results of the Comprehensive Operational Analysis are known. Minor tweaks to the schedules will address on-time performance issues. Outreach activities will include providing information to the schools affected by the changes, posting on the Wheels website, and a new bus book.

11. Executive Director's Report

Kathleen Kelly introduced Anthony Zepeda, LAVTA's new Grants & Finance Analyst, and two new Transit Planning Interns, Nancy Lo and Steven Judd. She also noted that both Committees have voted to not have the Committees meet in December, and therefore the January Board meeting is not necessary. Based on comments from the Board affirming that decision, she said that when staff brings the 2015 Board Calendar in December, it will reflect the elimination of the January meeting.

Kathleen stated this was her last Board meeting and she was very happy to have had the opportunity to work with the LAVTA staff.

Each Board member expressed their appreciation for the work and stability that Kathleen Kelly has provided as Interim Executive Director at LAVTA. She was described as "a true professional" and an "all around awesome person."

Karla Brown thanked Tim Sbranti for his service to the LAVTA Board.

12. Preview of Upcoming Committee Agenda Items

The Board was provided with a preview of upcoming agenda items.

13. Matters Initiated by the Board of Directors

None.

14. Next Meeting Date is Scheduled for: December 1, 2014

15. Adjournment

Meeting adjourned at 4:40pm.

STAFF REPORT

SUBJECT: Treasurer's Report for October 2014

FROM: Tamara Edwards, Finance and Grants Manager

DATE: December 1, 2014

Action Requested

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

Discussion**Cash accounts:**

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

General checking account activity (105):

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

Farebox account activity (106):

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

LAIF investment account activity (135):

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

Operating Expenditures Summary:

As this is the third month of the fiscal year, in order to stay on target for the budget this year expenses (at least the ones that occur on a monthly basis) should not be higher than 33.33%. The agency is at 31.78% overall.

Operating Revenues Summary:

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

Recommendation

The Finance and Administration Committee recommends approval of the October 2014 Treasurer's Report.

Attachments:

1. October 2014 Treasurer's Report

Approved: _____

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

ASSETS:

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

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

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

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

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

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

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

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,603,894	146,982	526,592	1,077,302	32.8%
4020000	Business Park Revenues	141,504	13,196	39,588	101,916	28.0%
4020500	Special Contract Fares	273,775	1,559	1,559	272,216	0.6%
4020500	Special Contract Fares - Paratransit	33,600	2,429	2,429	31,171	7.2%
4010200	Paratransit Passenger Fares	155,050	12,695	73,182	81,868	47.2%
4060100	Concessions	38,500	4,365	12,579	25,921	32.7%
4060300	Advertising Revenue	115,000	0	115,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	2,000	1,301	1,301	699	65.1%
4070300	Non transportation revenue	0	0	0	-	100.0%
4090100	Local Transportation revenue (TFCA RTE B	-	0	0	-	100.0%
4099100	TDA Article 4.0 - Fixed Route	8,689,230	1,410,183	5,920,183	2,769,047	68.1%
4099500	TDA Article 4.0-BART	82,640	12,675	24,998	57,642	30.2%
4099200	TDA Article 4.5 - Paratransit	123,138	19,553	38,565	84,573	31.3%
4099600	Bridge Toll- RM2	580,836	0	0	580,836	0.0%
4110100	STA Funds-Paratransit	74,130	0	0	74,130	0.0%
4110500	STA Funds- Fixed Route BART	516,756	0	0	516,756	0.0%
4110100	STA Funds-pop	887,213	0	887,213	-	100.0%
4110100	STA Funds- rev	414,113	0	355,200	58,913	85.8%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4130000	FTA Section 5307 Preventative Maint.	196,984	0	0	196,984	0.0%
4130000	FTA Section 5307 ADA Paratransit	306,948	0	0	306,948	0.0%
4130000	FTA 5304	-	0	0	-	#DIV/0!
4130000	FTA JARC and NF	10,000	0	0	10,000	0.0%
4130000	FTA 5311	-	0	0	-	#DIV/0!
4640500	Measure B Gap	-	0	0	-	#DIV/0!
4640500	Measure B Express Bus	1,000,000	0	0	1,000,000	0.0%
4640100	Measure B Paratransit Funds-Fixed Route	786,391	140,139	215,471	570,920	27.4%
4640100	Measure B Paratransit Funds-Paratransit	145,934	26,006	40,133	105,801	27.5%
TOTAL REVENUE		16,177,636	1,791,083	8,253,993	7,923,643	51.0%

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

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

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

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

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

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

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

www.treasurer.ca.gov/pmia-laif/laif.asp
November 04,
2014

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

PMIA Average Monthly Yields

Account Number:
80-01-002

Tran Type Definitions

October 2014 Statement

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

Account Summary

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

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

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

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

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

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

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

STAFF REPORT

SUBJECT: Set Board of Director Meeting Dates for 2015
FROM: Beverly Adamo, Director of Administrative Services
DATE: December 1, 2014

Action Requested

Set dates for all regularly scheduled meetings of the Board of Directors for the upcoming calendar year 2015.

Background

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

January 5, 2015 - CANCELLED
February 2, 2015
March 2, 2015
April 6, 2015
May 4, 2015
June 1, 2015
July 6, 2015
August 3, 2015
September 14, 2015 (Labor Day Holiday falls on September 7, 2015)
October 5, 2015
November 2, 2015
December 7, 2015

Recommendation

Staff recommends the Board of Directors to adopt the above meeting calendar for 2015.

Approved: _____

STAFF REPORT

SUBJECT: PTMISEA Authorizing Resolution

FROM: Anthony Zepeda, Grants & Finance Analyst

DATE: December 1, 2014

Action Requested

Approve attached Resolution 32-2014 authorizing application for PTMISEA funds.

Background

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

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

Discussion

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

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

Budget

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

Next Steps

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

Recommendation

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

Attachments:

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

Approved: _____

RESOLUTION #32-2014

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

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

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

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

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

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

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

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

APPROVED AND PASSED this 1st day of December, 2014.

Scott Haggerty, Chair

ATTEST:

Michael Tree, Executive Director

STAFF REPORT

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

FROM: Tamara Edwards, Disadvantaged Business Enterprise Liaison Officer

DATE: December 1, 2014

Action Requested

Review and approve LAVTA's updated 3-year Disadvantaged Business Enterprise (DBE) goal for Federal Fiscal Year 2015-2017 Funding.

Background

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

Discussion

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

Determining a Base Figure

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

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

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

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

Recommendation

The Finance & Administration Committee recommends the Board adopt the three year DBE goal of 0.13% for Federal Fiscal Years 2015-2017.

Approved: _____

STAFF REPORT

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

FROM: Beverly Adamo, Director of Administrative Services

DATE: December 1, 2014

Action Requested

Declare the attached list of vehicles as surplus property, and authorize the Executive Director to determine the best method of disposition.

Background

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

Discussion

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

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

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

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

Next Steps

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

Recommendation

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

Attachments:

1. Surplus Vehicles November 2014

Approved: _____

Livermore Amador Valley Transit Authority
2014 Surplus Property Disposition List

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

STAFF REPORT

SUBJECT: Quarterly Budget and Grants Update

FROM: Tamara Edwards, Finance & Grants Manager

DATE: December 1, 2014

Action Requested

Review the FY15 First Quarter Budget and Grants Update.

Discussion

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

Budget

	Amount from analysis in FY 15 budget	Updated numbers (sources for updates are from the FY 14 CAFR and MTC revenue forecast updates, and additional grant revenues approved)	Difference	
a	Projected Reserves at June 30, 2014	\$6,888,984	\$7,204,185	\$315,201
b	FY 15 apportionment	\$7,989,391	\$7,989,391	\$0
c	TDA funds available for allocation (a+b)	\$14,878,375	\$15,193,576	\$315,201
d	FY 15 operating request	\$8,689,230	\$8,689,230	\$0
e	FY 15 capital request	\$4,000,000	\$4,000,000	\$0
f	TDA Request for allocation (d+e)	\$12,689,230	\$12,689,230	\$0
Projection for Reserve at June 30, 2015				

TDA Reserves				
g	Reserves at June 30, 2014 (c-f)	\$2,189,145	\$2,504,346	\$315,201
h	Expiring Capital Allocations	\$980,000	\$1,137,702	\$157,702
i	FY 15 Due to LTF*	\$0	\$126,250	\$126,250
j	FY 14 Due to LTF	\$1,233,657	2,737,445	\$1,503,788
k	FY 13 Due to LTF	\$3,323,571	\$3,323,571	\$0
l	Total TDA Reserves (g+h+i+j+k)	\$7,726,373	\$9,829,314	\$2,102,941
STA Reserves				
m	Population based STA reserves at June 30,2014	\$887,213	\$919,948	\$32,735
n	FY 15 apportionment	\$1,735,374	\$850,536	-\$884,838
o	Request for allocation	\$887,213	\$887,213	\$0
p	Reserves at June 30, 2014 (m+n-o)	\$1,735,374	\$883,271	-\$852,103
q	Revenue based STA reserves at June 30, 2014	\$414,113	\$345,918	-\$68,195
r	FY 15 apportionment	\$287,296	\$258,232	-\$29,064
s	Request for allocation	\$414,113	\$414,113	\$0
t	Reserves at June 30, 2015 (q+r-s)	\$287,296	\$190,037	-\$97,259
u				
v	Total STA reserves (p+t)	\$2,022,670	\$1,073,308	-\$949,362
w	Total Reserves at June 30,2015 (k+t)	\$9,749,043	\$10,902,622	\$1,153,579

i*	* FY 15 Due to LTF			
	Additional funding (revenue) approved after the FY 15 budget cycle			
	TFCA Rte 8	0	\$27,500	\$27,500
	TFCA Rte 12	0	\$50,750	\$50,750
	TFCA Rte 15	0	\$48,000	\$48,000
	Total Revenue Increase (i)		\$126,250	\$126,250

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

Grants
Grants Update
October 2014

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

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

Inactive/At Risk

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

Active/Not at Risk

Project Name	Funding Type	Funding Source	Grant Award
Trapeze upgrade (viewpoint)	RM2	MTC	\$74,535
Bus Stop Repair/Replacement	Proposition 1B PTMISEA (Public Transportation Modernization, Improvement, and Service Enhancement Account)	MTC (Metropolitan Transportation Commission), and CalOES	\$240,910
Parataxi and Bus Stops	New Freedom	FTA (Federal Transit Administration)	\$104,400, \$88,000 for Pleasanton & Dublin bus shelters and stops
Project Name	Funding Type	Funding Source	Grant Award
LAVTA Facility Upgrade and Improvements	PTMISEA	Caltrans	\$357,966
FY 14 Preventative	5307	FTA	\$503,932

Maintenance and ADA			
LAVTA Facility F.Y. 2008		FTA	\$326,878.73 Remaining
Rapid Operation	RM2 (Regional Measure 2)	MTC	\$580,836 current F.Y. 20% Farebox Recovery threshold
BRT/Rapid Operation (July 1, 2013-June 30, 2015)	Regional TFCA (Transportation Fund for Clean Air)	BAAQMD (Bay Area Air Quality Management District)	\$109,970
BRT	Small Starts	FTA	\$3,447,331 in construction funds remaining.
LAVTA Route 10 & Rapid Measure B Express Bus Project	Measure B Express Bus	ACTC (Alameda County Transportation Commission)	\$1,000,000
LAVTA Measure B Countywide Express Bus Service (12v, 20x, 70x; Alameda County portions only)	Measure B Express Bus	ACTC	\$1,000,000
Project Name	Funding Type	Funding Source	Grant Award
F.Y. 2012 Operating Assistance & Radios	5307	FTA	\$1,052,627; \$512,000 Radios
Operating Funds; Rural Assistance	5311	CalTrans, MTC	\$52,155
Route 14 Operations	Lifeline/ JARC	CalTrans, MTC	\$150,000
Route 53 ACE Shuttle Service	Local TFCA	ACTC	\$120,000
Route 54 ACE Shuttle Service	Local TFCA	ACTC	\$47,000
Parataxi, Dublin/Pleasanton	New Freedom	MTC/CalTrans	\$10,000
Surveillance Equipment	1B Security	CalOES	\$36,696
Fleet DVR's	1B Security	CalOES	\$36,600
The Tri-Valley Multi-Modal Access and PDA Connectivity Study	Sustainable Communities Technical Assistance Program/SC-TAP	ACTC (Alameda County Transportation Commission)	\$1,385,000

Parataxi	New Freedom (Concord UA)	FTA	\$33,000
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Pending/Not yet Awarded

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

Future Outlook:

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

Next Steps

The report will be included in the Executive Director's report for future Board meetings.

Recommendation

NA – information only.

Approved: _____

STAFF REPORT

SUBJECT: Quarterly Report – Operations

FROM: Christy Wegener, Director of Planning and Communications

DATE: December 1, 2014

Action Requested

Information only

Background

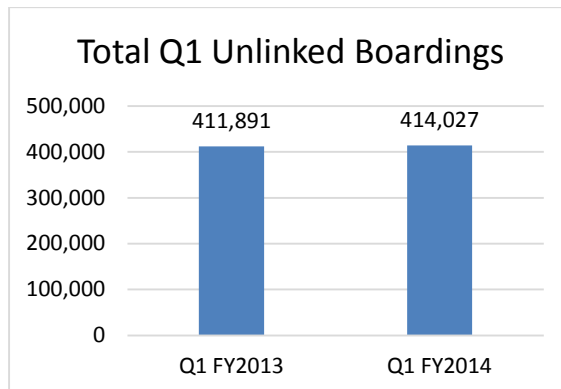
This report is intended to provide the Board with a summary and analysis of operational statistics for the first quarter of FY2015, including fixed route and operational performance metrics.

Discussion

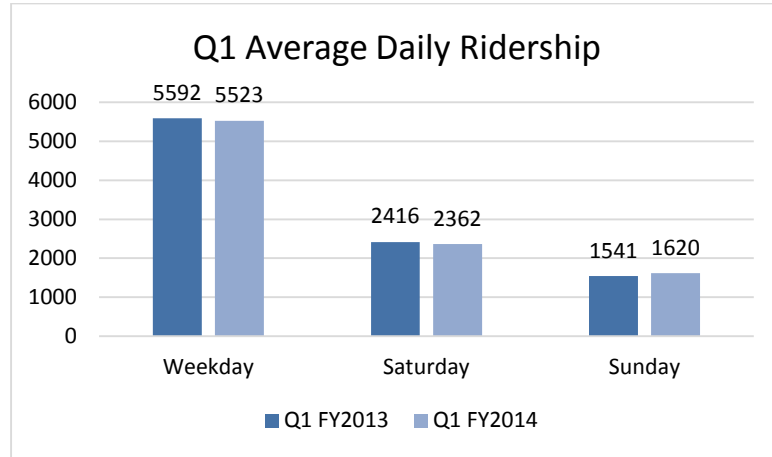
Fixed Route

As the Board of Directors has seen in year-end statistics from the conclusion of fiscal year 2014, the Wheels fixed-route service saw a system wide decline in ridership in the order of approximately 4 percent between the fiscal year ending in June 2013 and the fiscal year ending in June 2014.

Looking at the third calendar quarter of 2014 (the first quarter of the current fiscal year), this trend appears to have ended for now, and the quarter finished with a slight increase (+0.5%) from the same quarter of last year, to 414,027 unlinked boardings:

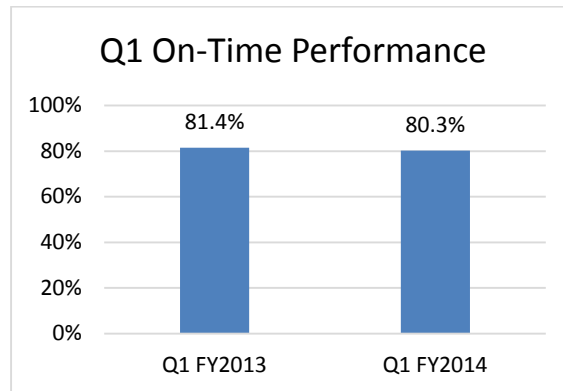


In terms of average daily ridership, there was a slight decrease compared to last year for Monday thru Saturday service, while Sunday ridership saw a small increase:



It is difficult to draw any firm conclusions from this quarter, as its year-on-year ridership changes were small; also, the August service changes were implemented in the middle of the quarter, and these aren't likely to show conclusive trends until the next quarter at the earliest. Among routes that were trending up in September, after the new service signup, were route 2 (which was extended to Positano Hill in August), the Pleasanton ACE routes 53 and 54, and the school-oriented routes in Dublin. On weekends, the route 12 has also seen a marked uptick in ridership, especially on Sundays, likely due to ridership activity at the Premium Outlets.

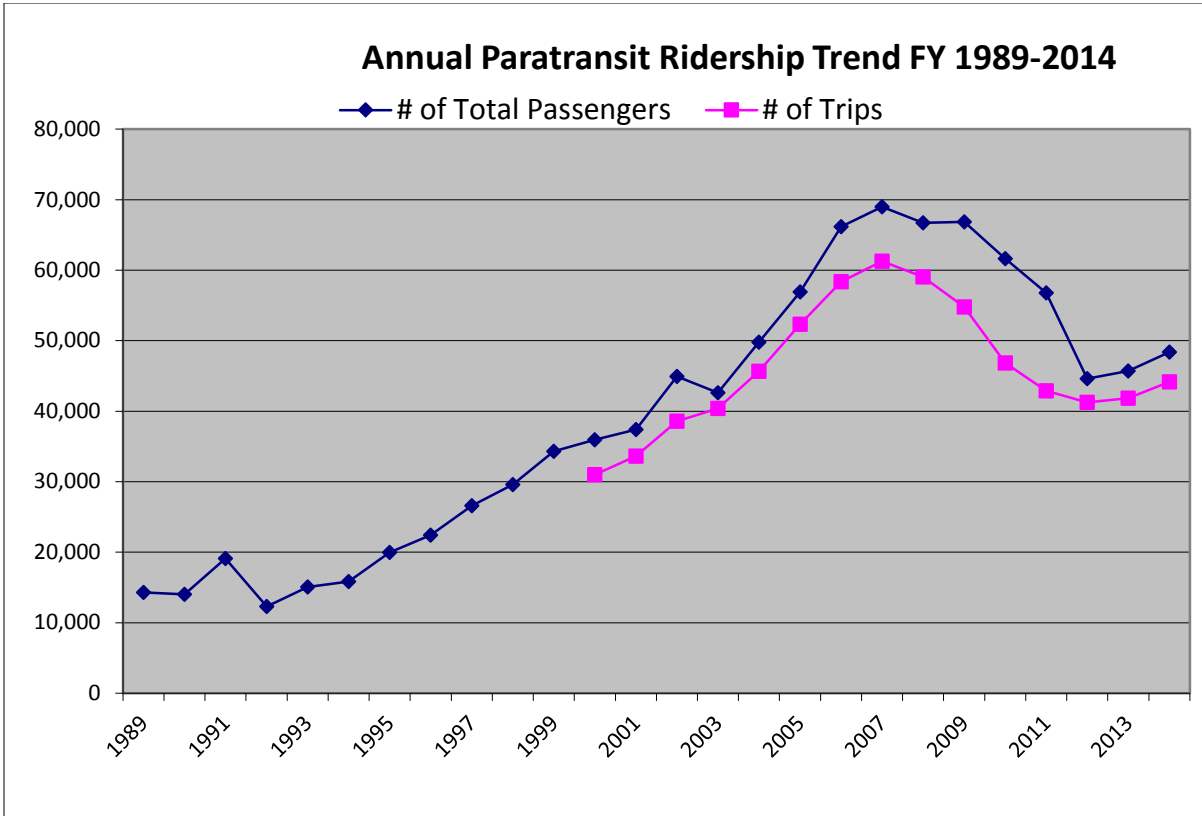
On-time performance was relatively stable in the quarter, though at 80.3%, it represented a slight decrease over the same time period of last year:



Routes experiencing the most variability in running times, in the 50s and 60s percent ranges, included the I-680 route 70X and the busiest of the school-oriented routes, while shorter routes operating mostly local streets, such as the 1 and 2, operated the most predictably with percentages in the low 90s. The large trunk lines such as the Rapid and Route 10 performed in the mid-range close to the system wide on-time average at around 80%.

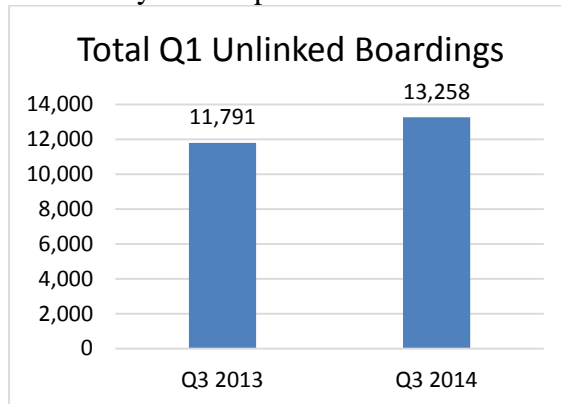
Paratransit

LAVTA’s ADA paratransit demand tends to fluctuate from year to year and have “waves” as it is illustrated on the chart below:

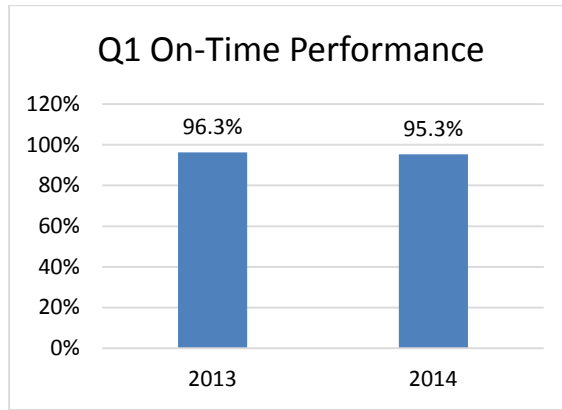


The demand peaked in FY 2007 while the lowest ridership in the last ten years was in 2011. Since 2011 the ridership has slowly been growing again. The increase in ridership continues, which is illustrated in the Chart below, which compares July to September total ridership data in 2014 and 2013. There has been an increase of about 10% percent from 2013 to 2014.

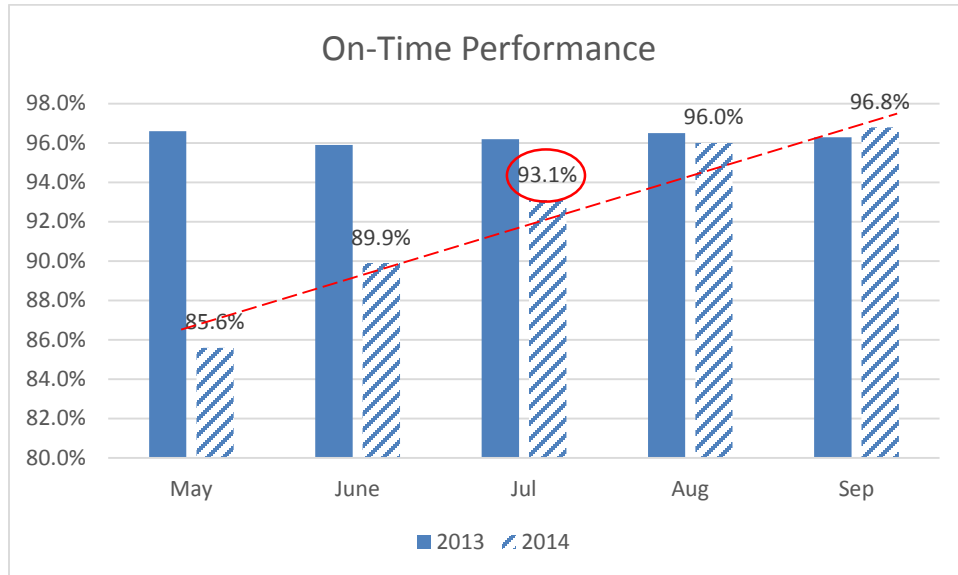
Passenger trips for the quarter/last year comparison:



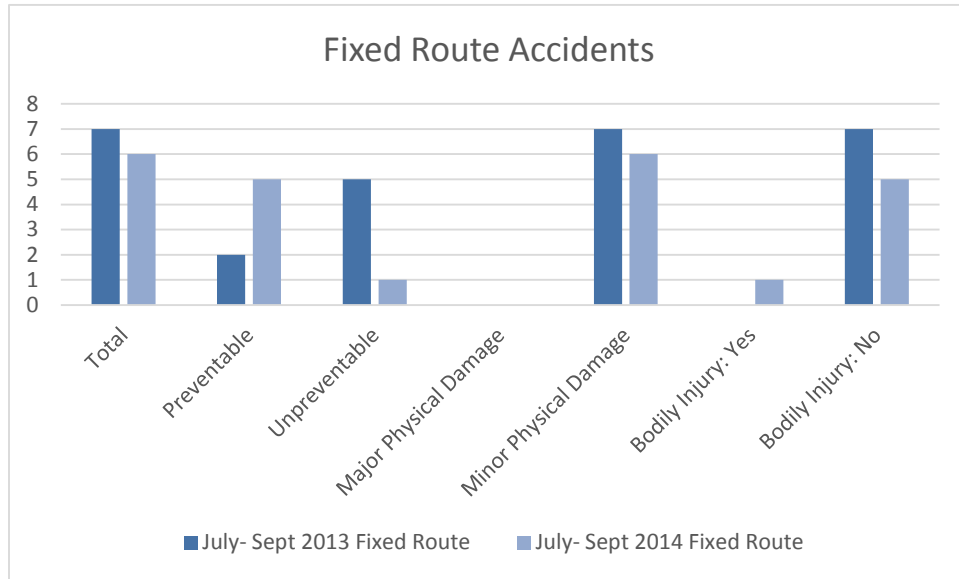
The first quarter on-time performance in the current fiscal year is 95.3%, which meets the contractual requirement of 95%, but is one percent lower than the fiscal year prior as shown in the chart below.



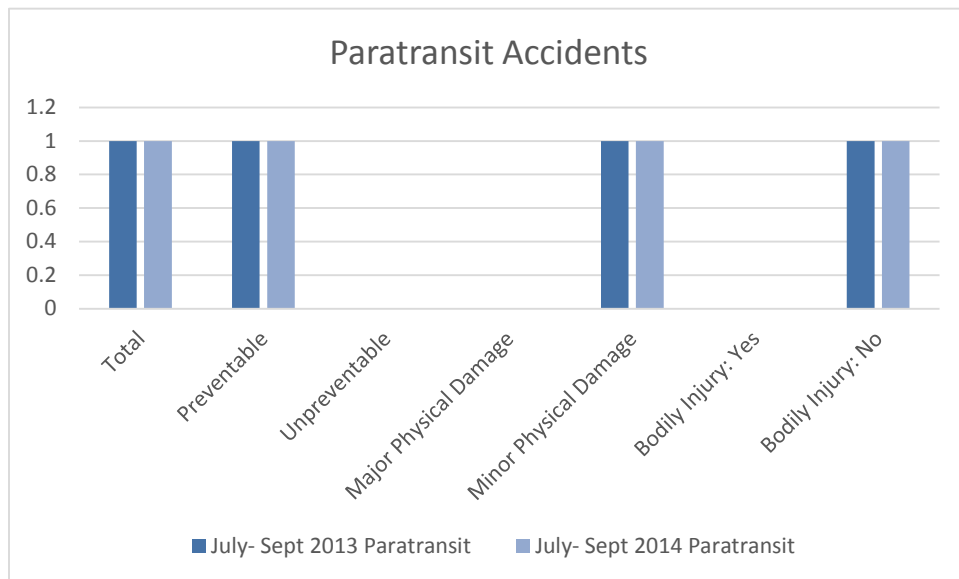
The first quarter OTP is lower during the current fiscal year because of less than 95% OTP in the month of July. LAVTA’s new paratransit contractor MTM’s transition period difficulties included low OTP during the first three months of their service, but it has steadily increased with each month of service reaching well above 95% in August and September as the chart below illustrates.



Accidents

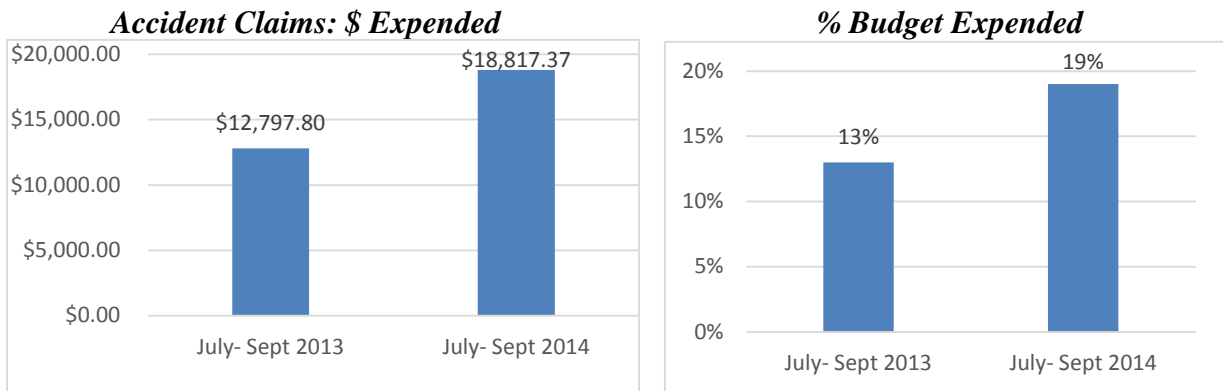


In the first quarter, there have been six (6) accidents for fixed route and 5 were determined to be preventable, with only 1 non-preventable. All of the accidents resulted in minor or no damage to the vehicles (only fixed route are LAVTA owned vehicles). Only one of the fixed route accidents resulted in any bodily injury, and there was no medical transport from the scene. The number of accidents have not significantly decreased from last year; however, the number of preventable accidents are significantly higher.



In the first quarter there was one (1) paratransit accident and that was determined to be preventable. There was only minor damage to the vehicle (not LAVTA owned) and no personal injuries. Last year, there was also only one accident; however, it was a different contractor performing the service.

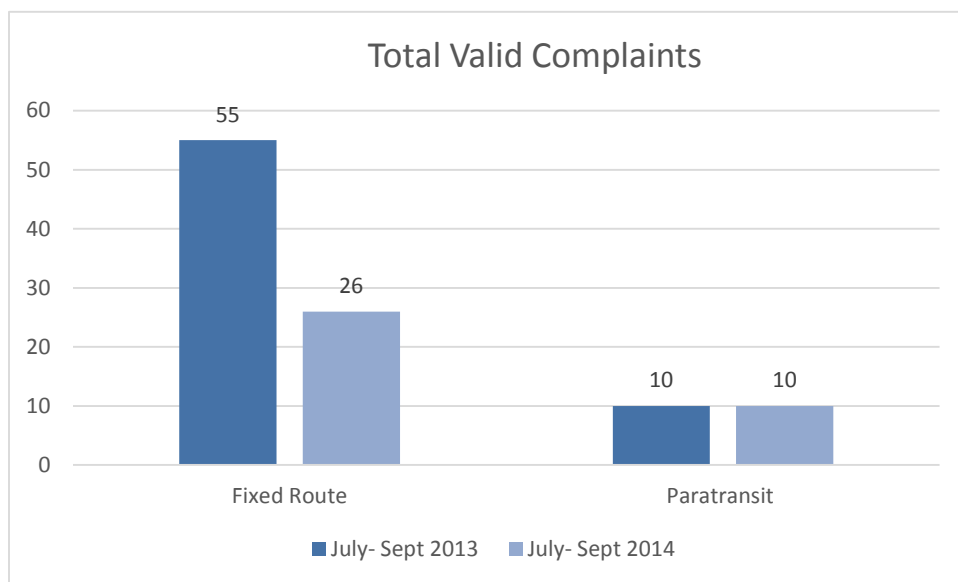
Claims Activity



With respect to the monthly accident claim activity, this is for fixed route only. The month of July was high at 16% of the claims budget expended in one month. However, the following two months resulted in an increase of 1% and 2% respectively, ending at 19%, below the allowable 25%. It should be noted that some of the FY15 expenditures are for last year, as adjudication of claims can take some time after the actual accident/incident. Even so, there is an increased focus on Safety with LAVTA's fixed route contractor in light of the increased preventable accidents and increased claims.

Customer Service

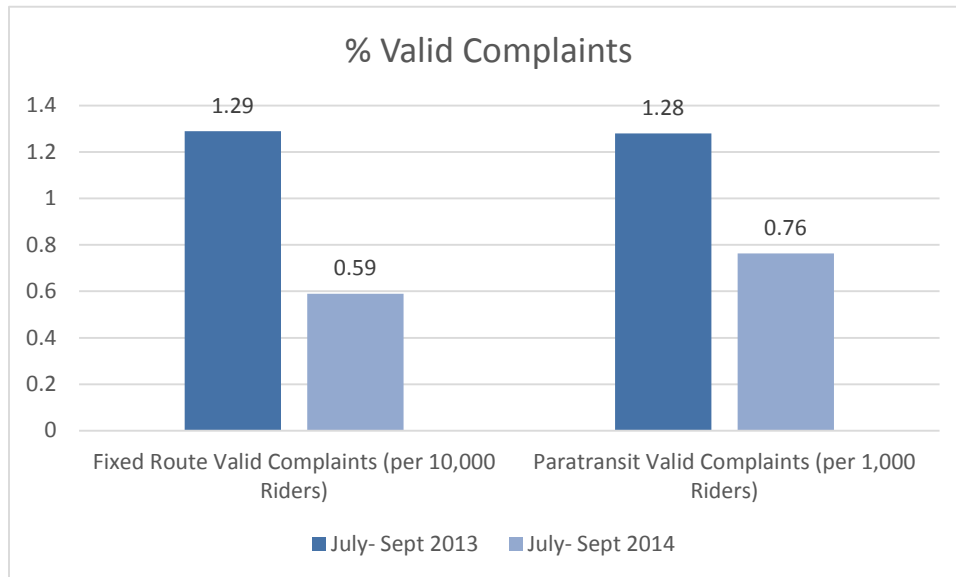
Customer Service staff processed a total of 221 customer requests for Q1 FY14 and a total of 174 for Q1 FY15. LAVTA's Service Quality Standards Index, a measurement of performance for contractors, tracks the number of valid complaints for both fixed route and paratransit service.



Comparing the total valid complaints from FY14 and FY15, the number for fixed route has decreased by more than 50%. The decrease in the number of valid fixed route complaints is credited to the bi-weekly Fixed Route Task Force meetings, which allow for timely recognition of trends, and increased attention to the Customer Oversight Program which provides for assigning points to operators for valid complaints.

Paratransit contractor was different in FY14, and staff is continuing to monitor the issues for the new contractor.

The following chart looks at the percentage of valid complaints, 10,000 riders for fixed route and 1,000 riders for paratransit.



Next Steps

The report will be included in the Executive Director’s report for future Board meetings.

Recommendation

None – information only.

Approved: _____

STAFF REPORT

SUBJECT: First Quarter 2015 Marketing and Outreach Activities
FROM: Dennis Mochon, Senior Marketing and Communications Coordinator
DATE: December 1, 2014

Action Requested

Informational item only. No action required.

Background

This report is intended to provide the Board with a summary of the marketing and outreach activities for the first quarter of FY2015.

Discussion

Activities completed in the first quarter:

August Service Change & General Outreach

On August 23, 2014, the agency implemented a major Wheels service change. To inform customers of the change, the agency ran ads on radio station KKIQ, and produced a new bus book, car cards, website information, bus stop schedules, on-hold phone messages and press release. In addition, outreach activities were held throughout the service area to promote the service change and provide general LAVTA transportation information during the quarter. See attached overview.

Try Transit to Schools

LAVTA targeted middle and high school students through a two week initiative in September to promote Wheels services. The Try Transit to Schools promotion offered students free rides on all regular fixed routes from September 1-14. The agency promoted the event through traditional media channels, including the website and Facebook, as well as through the Tri-Valley schools. In addition, radio spots ran on KKIQ as part of the service change promotion as well as the outreach activities noted in the service change attachment.

The following activities are currently planned for remainder of the fiscal year:

Stuff a Bus

On December 6th from 10 a.m. to 2 p.m., the agency will be partnering with Safeway to hold three Stuff-a-Bus events at three Safeway stores in the Tri Valley. The locations are: 1) 4400 Tassajara Road in Dublin; 2) 4995 First Street in Livermore; and 3) 6790 Bernal Avenue in Pleasanton. The event will benefit two local food banks, Open Heart and Tri-Valley Haven.

To promote the events, the agency is running advertising on KKIQ and having the station host a live radio remote broadcast at the Livermore Safeway from 10 a.m. to Noon. The station will have a prize wheel that the public can spin and win prizes for providing a food donation. As part of the partnership with LAVTA, Safeway will provide 20-\$25 gift cards as prizes as well as a food donation of 100 turkeys.

February 2015 Service Change

The agency will be promoting the upcoming February 21, 2015 service change through typical channels, such as the web page, bus book update, car cards, outreach at key locations and on-hold messaging.

Spring Foothill High School Free Ride Campaign

This is a campaign the agency is working in collaboration with Safe Routes to School, Environmental Teachers and the City of Pleasanton to help with Foothill High School's traffic mitigation. Phase one is a curriculum designed project to interest students in alternative transportation while at the same time, seeking transportation ambassadors to help promote Wheels services and to assist with surveys to seek student feedback. Recognition and awards will be given to students who log in alternative travel during and after the free ride campaign. Ambassadors will continue to work with our agency throughout the year and will be rewarded with a yearly pass. Each middle school and high school will have an Ambassador that will be selected through an essay contest.

Wheels Bus Book

The agency has begun to research steps to transition from the current bus book to producing individual route schedules. The target date of the switch is the August 2015 service change. In addition to individual route timetables, the agency is looking to create school-district specific literature, as well as booklets/pamphlets including a summary-level of detail about the routes available in each of the jurisdictions.

Budget

No budgetary impact.

Next Steps

The report will be included in the Executive Director's report for future Board meetings.

Recommendation

None – information only.

Attachment 1: Summary of Outreach Activities

Approved _____

FIRST QUARTER FY 2015 OUTREACH

EVENT	DATE	AUDIENCE	PURPOSE
Vandenburgh Villa Senior Housing-Presentation	7/1/2014	Seniors	Service Changes
Wicklow Square Senior Housing-Presentation	7/1/2014	Seniors	Service Changes
Alameda County Fair-Senior Days	7/3/2014	Seniors	Service Info
Stop Review for Service Changes	7/7/2014	Public	Service Changes
Livermore Needs Committee Meeting	7/8/2014	Public	Service Changes
Hispanic Business Council Meeting	7/9/2014	Hispanic	Service Changes
Consultations at the Livermore Senior Center	7/10/2014	Seniors	Service Info
Consultations at the Dublin Senior Center	7/15/2014	Seniors	Service Info
Air Quality District-Air Resource Team Meeting	7/17/2014	Public	TDM-Alt.Transp.
Stop Review for Service Changes	7/18/2014	Public	Service Changes
Travel Training Consult Appointment	7/22/2014	Disabled	Service Info
Employee Transportation Fair	7/23/2014	Public	Service Info
Dublin Farmers' Market	7/24/2014	Public	Service Changes
Stop Review for Service Changes	7/30/2014	Public	Service Changes
Vineyard Villa Senior Housing-Presentation	8/4/2014	Seniors	Service Changes
Ridgeview Common Senior Housing-Presentation	8/5/2014	Seniors	Service Changes
Pleasanton Gardens Senior Housing-Presentation	8/6/2014	Seniors	Service Changes
Kottinger Place Senior Housing-Presentation	8/6/2014	Seniors	Service Changes
First Wednesday Street Party	8/6/2014	Public	Service Changes
Table Service Change Info at the Livermore Transit Center	8/11/2014	Public	Service Changes
Arbor Vista Senior Housing-Presentation	8/11/2014	Seniors	Service Changes
Table Service Change Info at E. Dublin/Pleasanton BART	8/13/2014	Public	Service Changes
Table Service change Info at the Drivers' Break room	8/20/2014	Public	Service Changes
On Street display Information Installations	8/21/2014	Public	Service Changes
On Street display Information Installations	8/22/2014	Public	Service Changes

Attachment 1

Livermore Unified School District Employee Benefits Fair	8/27/2014	Public	Service Info
Green Scene at the 1st Wednesday Street Party	9/3/2014	Public	Service Info
Livermore Needs Committee Meeting	9/9/2014	Public	Service Info
Hispanic Business Council Meeting	9/10/2014	Public	Service Info
Consultations at the Livermore Senior Center	9/11/2014	Seniors	Service Info
Consultations at the Dublin Senior Center	9/16/2014	Seniors	Service Info
Hispanic Business Council Meeting Presentation	9/17/2014	Public	Service Info
Presentation for HR at Unified Grocers	9/18/2014	Public	TDM-Alt. Transp.
Safety Issues Meeting at Pleasanton Middle School	9/24/2014	Public	Safety Info
Air Quality District-Air Resource Team Meeting	9/25/2014	Public	TDM-Alt. Transp.
Table for Students and Parents at Pleasanton MS Fair	10/3/2014	Public	Service Info
Dublin Senior Center Info Fair	10/4/2014	Seniors	Service Info
Hispanic Business Council Meeting	10/8/2014	Hispanic	Service Info
Temporary Stop Closure Signs for ADA Improvements	10/10/2014	Public	Service Info
Safe Routes/City of Pleasanton-Fthill HS Campaign Mtg.	10/15/2014	Public	Service Info
Table at the Dublin School District Wellness Fair	10/19/2014	Public	Service Info
Table at the Hacienda Poverty Awareness Presentation	10/30/2014	Public	Service Info

S T A F F R E P O R T

SUBJECT: Dial-A-Ride Passenger Follow-Up Survey

FROM: Kadri Klm, Paratransit Planner

DATE: December 1, 2014

Action Requested

None. This is an informational item only.

Background

LAVTA performs annual Dial-A-Ride passenger surveys to assess passenger satisfaction in order to continually improve service. The 2014 annual Dial-A-Ride customer satisfaction survey was conducted in July 2014 via telephone by randomly calling currently active Dial-A-Ride passengers. A total of 30 Dial-A-Ride surveys were completed, which represents 3% of the total ridership. Staff presented the survey results to the LAVTA Board at their September, 2014 meeting.

Discussion

Because of the transition difficulties with the new operations provider and lower satisfaction scores in the July survey than in the previous surveys, staff followed up with the same survey respondents three months later in October, asking the same questions to measure whether their satisfaction with the service had remained consistent, had improved, or declined. The staff was unfortunately not able to survey all 30 previous respondents as one of them had passed away, one had moved out of the area, two refused the survey, and with seven of them the staff was not able to make any contact with despite leaving numerous messages on their phones over the period of several weeks. As a result the follow-up survey only includes 63% of the original respondents.

The following table compares the average ratings of the July, 2014 and October, 2014 customer satisfaction survey results.

Service Aspect	July 2014		October 2014	
	Mean	Median	Mean	Median
Reservation	3.67	4	4.29	5
Pickup	3.58	4	4.11	4
Ride	4.6	5	4.68	5
Dropoff	4.1	5	4.61	5
Overall rating	3.55	4	4.36	4

LAVTA staff was happy to see that in October the average survey ratings had increased in all five service aspect categories, and all average scores had increased to above 4 on a 5-point scale. The best scores continue to be in the riding and drop-off experience categories. Based on the scores, the most significant improvement has been in the pick-up and drop-off experience, which reflects the fact that the OTP has significantly improved during in the last three months.

In addition to the quantitative scores for different aspects of the Dial-A-Ride service, the surveyors also encouraged respondents to provide any verbal open-ended feedback/comments/suggestions about the service. The open-ended passenger comments are included in this staff report as *Attachment 2*.

Summary

The rider satisfaction scores in October, 2014 increased significantly when comparing them to the scores from July, 2014. It is staff’s observation that customer satisfaction scores are very closely correlated to on-time-performance and valid customer complaints per 1,000 rides metrics, which both have been on a positive trend in the recent three months.

Next Steps

LAVTA will continue to closely monitor customer satisfaction and following up on the comments/feedback received from the survey respondents. In addition, staff will be looking at conducting the survey with a statistically significant sample, as well as the budget implications of doing so, in FY2016.

Recommendation

None – information only.

Attachments:

1. Dial-A-Ride Survey
2. Dial-A-Ride Survey Comments

Approved: _____

Survey Date _____ Time _____ Surveyor _____

DIAL-A-RIDE

Please rate Wheels Dial-A-Ride Services using a scale of **1-5**, with 1 being the worst (strongly disagree) and 5 being the best (strongly agree).

Question	Score
Overall, it is easy to make arrangements for your trip on the phone (able to reach customer service quickly, hold times not an issue, reservationists are courteous, knowledgeable, and able to arrange requests for rides)	
Overall, I have a high level of satisfaction with the pick-up experience (drivers are on-time, drivers arrive at correct address and pick-up spot, drivers are courteous, helpful, dressed appropriately and clean, vehicles that can accommodate me are sent, overall pick-up satisfaction)	
Overall, I have a high level of satisfaction with the riding experience (Drivers operate vehicles safely and follow traffic laws, vehicles are clean and in working order)	
Overall, I have a high level of satisfaction with the drop off experience (Drivers drop me off on time and in correct place, drivers offer me help during drop off)	
How would you rate your experience with the "Wheels Dial-a-Ride" service in general	

Which city do you live in?

Dublin _____ Pleasanton _____ Livermore _____

What was the main purpose of the last trip you took on Dial-A-Ride?

Work: _____ Social Visit: _____ School: _____ Medical: _____ Other: _____

Please provide Wheels Management with your thoughts on how our service works for you and/or how we may improve our service.

**Dial-A-Ride Passenger Satisfaction Follow-Up Survey Comments
October, 2014**

- *Needs a side ramp, doesn't want stools or low floor, air conditioning was out
- * Outstanding. Upset about not getting free ticket scholarship program.

- * The only way for her to go out and it's working good on that aspect. It takes a long time for dispatch to answer. They can improve wheelchair vehicles. She wants lift vehicles, not ramps. Had to go backwards from the vehicle. Matt who drives Dodge puts his things away from the floor so that she can maneuver her chair more easily. Other drivers should do the same. Some cars are very clean and some are not. Some younger drivers want to go fast.
- * The service is much better than before. The drivers are great, but schedulers are not. Still have the stupid music and sometimes she gets 'all circuits are busy' message when calling the reservation line, particularly in the mornings.
- * Some no-shows, on-time pick-up sometimes an issue.
- * Drivers have too many pick-ups at the same time. Sometimes long wait times on hold for phones.
- * Sometimes radios are too loud. Driver doesn't bring a vehicle with a ramp. Sometimes booking laughs at her.
- * Sometimes drivers are late.
- * Sometimes not correct address. Sometimes 45 minutes late on pick-up. Sometimes calls to see where the driver is.
- * Doesn't like vans, want cars. Today no ride, dropped the reservation, no ride

- * The girls at the reservations are nice, but it takes pretty long time to answer the phone. It has gone much better though, better than it has been. Drivers could not be better, they are all excellent and courteous. Transfers could be better, does not like to be dropped at the BART station and East Bay Paratransit is often late.

S T A F F R E P O R T

SUBJECT: Comprehensive Operational Analysis – Scope Modification
FROM: Christy Wegener, Director of Planning and Communications
DATE: December 1, 2014

Action Requested

None – information only.

Background

This staff report is intended to provide the Board with a recommendation to modify the Comprehensive Operational Analysis (COA) scope of work.

Discussion

The current COA scope incorporates only a short-range component, where the successful consultant will analyze the existing Wheels bus network and make cost-neutral recommendations for immediate implementation. After additional internal discussion, staff is recommending adding an additional base task to the COA scope where the consultants would make phased recommendations for the Wheels bus network within a 2040 timeframe, utilizing a phased approach for service implementation. This will enable the Board and the staff to have a long-range plan for system expansion, and will tie into the overall 2040 Alameda Countywide Transit Plan. Attachment 1 includes the modified additional optional task.

Budget

No budgetary impact; existing funds allocated for this study will be sufficient to include this additional task.

Next Steps

The COA scope will be updated and the deadline for submission extended. All potential proposers will be notified of the change in scope. This will delay the project launch by 4-6 weeks.

Recommendation

None- Information only

Attachment 1: Modification to COA Scope

Approved: _____

Task 8: Long-Term System Expansion

The consultant shall analyze the Wheels bus network and recommend a phased-approach for long-range system expansion for 2040. LAVTA's long-term system expansion plan should specify the phases, identify new routes, as well as improvements to existing routes. The long-term system expansion plan should reflect conclusions of the operational analysis, public and Board input, and recommendations from the Technical Advisory Committee.

The long-range system expansion plan should specifically include:

- identification of phases
- optimal routing and service level by corridor
- proposed route maps
- network maps comparing existing/proposed service alignments, service levels, service classifications and impacted riders
- frequencies and span of service
- estimated hours and miles of service
- round trip cycle times and ridership generation
- vehicle requirements
- ridership estimates
- operating costs
- net financial impacts

The consultant shall develop two to three alternative packages of service for a 2040 timeframe with associated funding levels (high-medium-low), as well as assess alternatives against project criteria (goals and objectives) from prior tasks. If necessary, the consultant shall identify areas of anticipated administrative policy and practice reform and develop alternatives analysis criteria for decision-making.

In addition, the consultant shall conduct supplemental analysis, including identifying optimal capital needs, such as revenue vehicles, passenger facilities and amenities; conduct a Title VI analysis of service recommendations; and develop capital cost estimates (e.g. ITS additions/modifications, passenger facilities/amenities, vehicles).

The assumptions of the financial model will be closely coordinated with LAVTA's Executive team.

Deliverable: Long-term System Expansion Plan

EXECUTIVE DIRECTOR'S REPORT

December, 2014

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

LAVTA staff have developed a partnership with Safeway to host this year’s Wheels’ Stuff-A-Bus campaign. The event is scheduled for Saturday, December 6, 2014 from 10:00AM-2:00PM. During those hours, Wheels Rapid buses will be staged at three Safeway locations in Dublin, Livermore and Pleasanton. The addresses are:

Livermore: 4495 First Street
Pleasanton: 6790 Bernal Avenue
Dublin: 4440 Tassajara Road

Wheels/LAVTA staff will be onsite to hand out fliers and encourage patrons to “stuff-a-bus” with food donations. All donations collected on that day would be given to local Tri-Valley food banks. At 10:30AM, local radio station KKIQ will introduce Supervisor Scott Haggerty and other local officials at the Livermore location as part of a live radio remote broadcast. Safeway has agreed to donate 100 turkeys for the event. Board members are encouraged to stop by one of the stores and help to “stuff-a-bus”!

2. Livermore and Pleasanton Holiday Parades

Staff have arranged to have buses in both the Livermore Holiday Parade and the Pleasanton Hometown Holiday Parade, both taking place the evening of December 6th. There is an opportunity for Board members to ride along in the parade. If any Board members are interested in riding along, please contact Diane Stout at dstout@lavta.org or 925-455-7555.

3. First Weeks at LAVTA

My first week at LAVTA began on November 10th and featured attendance at the California Transit Association’s annual conference in Monterey. I spent the week attending the various sessions of the conference and meeting/reacquainting myself with the transportation leaders in the state.

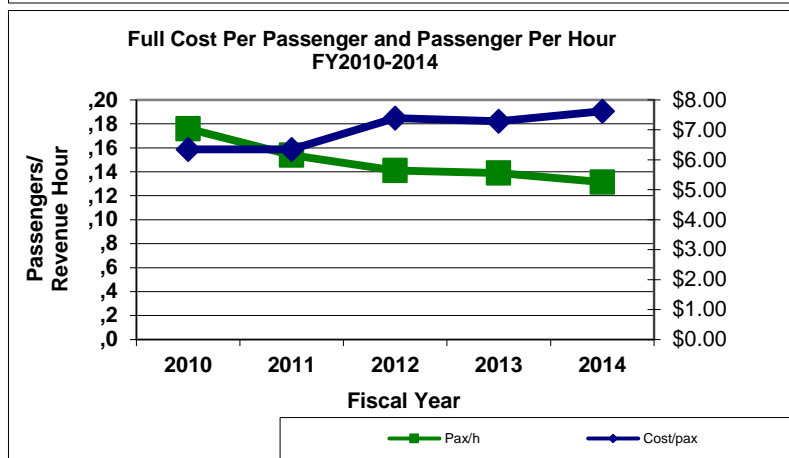
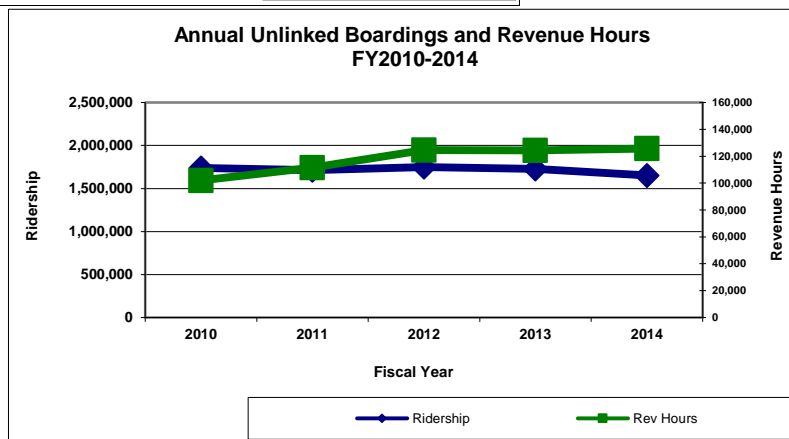
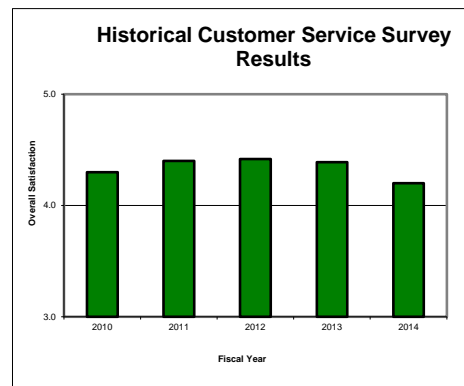
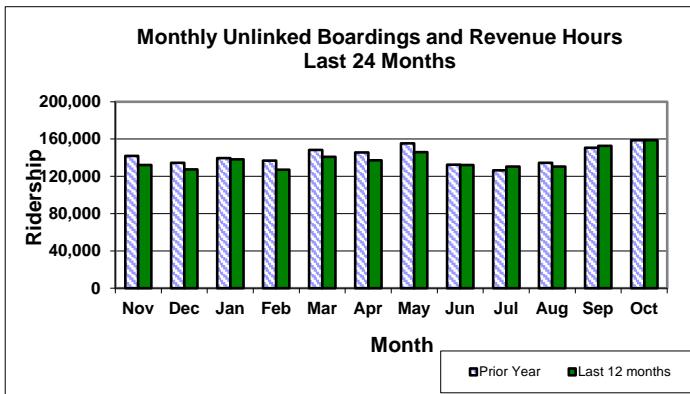
My second week at LAVTA was spent with staff reviewing the agency’s current projects and getting myself familiar with the operations. In the coming weeks I will be visiting with all employees, board members, and many local decision makers individually. I’ll also be working with the staff to create and prioritize a management action plan (MAP) based on the employee work plans and the strategic plan of the agency. This MAP will be available for review and discussion at the January board meeting.

Attachments

1. Board Statistics
2. FY15 Upcoming Committee Items

Monthly Summary Statistics for Wheels October 2014

FIXED ROUTE						
	October 2014			% change from one year ago		
Total Ridership FY 2015 To Date	572,892			0.4%		
Total Ridership For Month	158,865			0.1%		
Fully Allocated Cost per Passenger	\$7.04			-3.7%		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Ridership	6,267	2,179	1,501	0.5%	-8.9%	2.5%
Passengers Per Hour	14.3	11.6	13.2	2.1%	-8.7%	3.9%
	October 2014			% change from last month		
On Time Performance	80.3%			1.8%		



Monthly Summary Statistics for Wheels

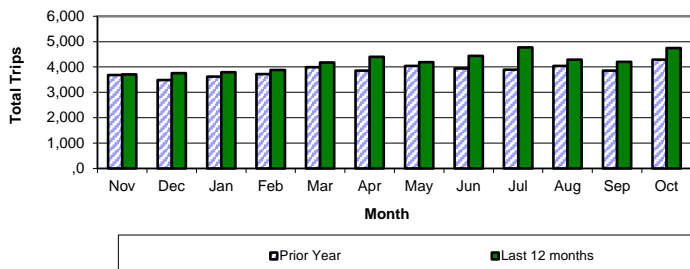
October 2014

PARATRANSIT

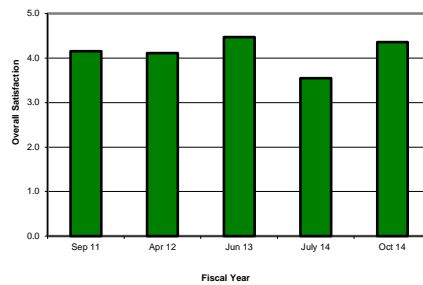
General Statistics	October 2014	% Change from last year	Year to Date
Total Monthly Passengers	4,744	10.7%	17,674
Average Passengers Per Hour	3.20	60.0%	
On Time Performance	97.0%	1.7%	
Fully Allocated Cost per Trip	\$31.87	22.5%	
Number of Paratransit Applications	29	-25.6%	111
Calls Answered in <1 Minute	78.8%	-19.8%	

Missed Services Summary	October 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

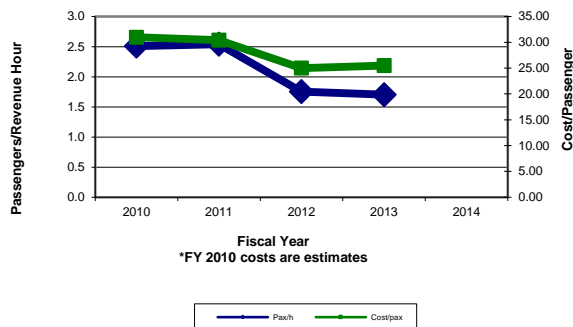
Paratransit Monthly Unlinked Boardings, Last 24 Months



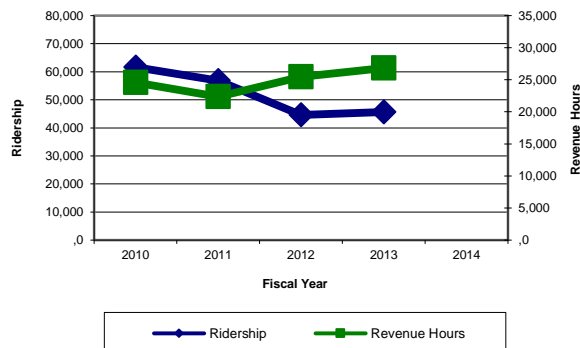
Historical Customer Service Survey Results



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
October 2014

SAFETY				
ACCIDENT DATA	October 2014		Fiscal Year to Date	
	Fixed Route	Paratransit	Fixed Route	Paratransit
Total	3	0	9	1
Preventable	2	0	7	1
Non-Preventable	1	0	2	0
Physical Damage				
Major	0	0	0	0
Minor	3	0	9	1
Bodily Injury				
Yes	1	0	2	0
No	2	0	7	1

MONTHLY CLAIMS ACTIVITY	Totals
Amount Paid	
This Month	\$858.14
To Date This Fiscal Year	\$19,675.51
Budget	\$100,000.00
% Expended	20%

CUSTOMER SERVICE - ADMINISTRATION		
CATEGORY	Number of Requests	
	October 2014	Year To Date
Praise	0	2
Bus Stop	4	37
Incident	1	2
Trip Planning	1	6
Fares/Tickets/Passes	3	8
Route/Schedule Planning	6	26
Marketing/Website	0	13
ADA	0	2
TOTAL	15	96

CUSTOMER SERVICE - OPERATIONS								
CATEGORY	FIXED ROUTE				PARATRANSIT			
	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE	VALID	NOT VALID	UNABLE TO VALIDATE	VALID YEAR TO DATE
Praise	1	0	0	9	0	0	0	2
Safety	1	0	1	4	0	0	0	0
Driver/Dispatch Courtesy	0	1	2	7	0	0	0	0
Early	0	0	0	1	0	0	0	0
Late	3	0	2	11	1	0	0	7
No Show	1	0	0	2	1	0	0	1
Incident	0	0	0	0	0	0	0	0
Driver/Dispatch Training	0	1	0	3	2	3	0	6
Maintenance	0	0	1	0	0	0	0	0
Bypass	0	3	3	3	0	0	0	0
TOTAL	5	5	9	31	4	3	0	14
Valid Complaints								
Per 10,000 riders	0.31				0.84			
Per 1,000 riders								

LAVTA COMMITTEE ITEMS - NOVEMBER - JUNE 2015

Finance & Administration Committee

November	Action	Info
Minutes	X	
DBE Goal	X	
Quarterly Budget & Grants Report		X
Disposal of Vehicles	X	
PTMISEA Authorizing Resolution	X	
December	Action	Info
Cancelled		
January	Action	Info
Minutes	X	
Legislative Program	X	
Review of Atlantis Facility Status		X
Consolidation of Existing Fares	X	
February	Action	Info
Minutes	X	
Funding Resolutions - Prop 1B, TSGP	X	
Quarterly Budget & Grants Report		X
March	Action	Info
Minutes	X	
Funding Resolutions - TDA, STA, RM2, Measure B	X	
April	Action	Info
Minutes	X	
Preliminary Budget	X	
Annual Org Review	X	
May	Action	Info
Minutes	X	
LAIF	X	
FTA Triennial Review	X	
Final Budget	X	
Legal Contract	X	
Quarterly Budget & Grants Report		X
June	Action	Info
Minutes	X	
Funding Resolution - PTMISEA	X	
Funding Resolutions - 5307, 5309, and 5311	X	

Projects & Services Committee

November

	Action	Info
Minutes	X	
Paratransit Customer Satisfaction Survey Follow-up		X
Quarterly Performance Report on Operations and Marketing		X
Comprehensive Operational Analysis - Scope Modification	X	

December

	Action	Info
Cancelled		

January

	Action	Info
Minutes	X	
Award of COA Contract	X	
Update on Bus Stop Management Program		X
Update on Transit System Priority (TSP)		X
Clipper Update		X

February

	Action	Info
Minutes	X	
Quarterly Performance Report on Operations and Marketing		X

March

	Action	Info
Minutes	X	

April

	Action	Info
Minutes	X	
Fall Services Changes	X	
Draft SRTP	X	

May

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

June

	Action	Info
Minutes	X	

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**
TIM SBRANTI - VICE CHAIR **BOB WOERNER**

DATE: Monday, November 24, 2014

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 4:05pm.

Members Present

Karla Brown, Councilmember, City of Pleasanton
Scott Haggerty, Supervisor, Alameda County (arrived at 4:30pm)
Don Biddle, Vice Mayor, City of Dublin

Members Absent

Bob Woerner, Vice Mayor, City of Livermore
Tim Sbranti, Mayor, City of Dublin

2. Meeting Open to Public

None.

3. Minutes of the October 27, 2014 Meeting of the P&S Committee.

Director Brown requested a change in word spelling on page 2.

Approved: Biddle/Brown

Aye: Biddle, Brown

No: None

Not present for vote: Haggerty

4. 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. Karla Brown was disappointed to see that the on-time performance went from 81.4% down to 80.3% from last year and she briefly discussed potential modifications to the 70 line to improve its OTP Paratransit operation shows an upward trend with passengers and trips and there is a 10% increase in passengers compared to last year during the same time period. 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. The Committee likes the yearly quarter to quarter comparison rather than the month to month comparison and feel staff is on the right track for charting data.

5. 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 Committee would like to see Dublin High School included in the Free Ride Campaign/student ambassador program 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.

6. Dial-A-Ride Passenger Follow-Up Survey

Staff provided information 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 approximately 20 for the follow-up survey. The survey shows rider satisfaction has improved significantly in all categories from the previous responses received.

7. Comprehensive Operational Analysis – Scope Modification

Staff provided a recommendation to the Committee of adding an additional base task to the scope of work to the Request For Proposals for the Comprehensive Operational Analysis (COA). The base task to be added would be to ask 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 will be extended to January 9, 2015.

8. Preview of Upcoming P&S Committee Agenda Items

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

11. Adjourn

Meeting adjourned at 4:55pm.

DRAFT

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 THORNE - VICE CHAIR

DON BIDDLE

DATE: Tuesday, November 25, 2014

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

Tim Sbranti – Mayor, City of Dublin (arrived at 4:07pm)
Laureen Turner – Councilmember, City of Livermore
Karla Brown, Councilmember, City of Pleasanton

Members Absent

Don Biddle – Vice Mayor, City of Dublin
Jerry Thorne, Mayor, City of Pleasanton

2. Meeting Open to Public

None

3. Minutes of the October 28, 2014 Meeting of the F&A Committee

Approved: Brown/Turner

Aye: Brown, Turner

No: None

Not Present for Vote: Tim Sbranti

4. Treasurer's report for October 2014

Approved: Brown/Turner
Aye: Brown, Turner
No: None
Not Present for Vote: Tim Sbranti

5. PTMISEA Authorizing Resolution

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

6. Quarterly Budget and Grants Update

Staff provided a first quarter update on the Budget and Grants for FY15. Alameda County Transportation Commission notified LAVTA that a calculation error was made on their part and line item "I" on the staff report, (the FY15 Due to LTF), will be adjusted down by \$34,500. The staff report will be updated when it is brought to the Board.

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

The Finance & Administration Committee recommends the Board adopt the three year DBE goal of 0.13% for Federal Fiscal Years 2015-2017.

Approved: Brown/Sbranti
Aye: Brown, Turner, Sbranti
No: None
Abstain: None

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

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

Approved: Brown/Sbranti
Aye: Brown, Turner, Sbranti
No: None
Abstain: None

9. Preview of Upcoming F&A Committee Agenda Items

10. Matters Initiated by Committee Members

Karla Brown asked for staff to evaluate the agreement LAVTA has with the Hacienda Business Park to ascertain whether the Business Park is paying their fair share of ridership fees. She would like to see this come to the Committee as a future agenda item.

11. Next Meeting Date is Scheduled for: January 27, 2015

12. Adjourn

Meeting adjourned at 4:22pm.

DRAFT