

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

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

**COMMITTEE MEMBERS**

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

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

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**AGENDA**

**1. Call to Order and Pledge of Allegiance**

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

**2. Roll Call of Members**

**Members Present**

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

**Members Absent**

Laureen Turner – Vice Mayor, City of Livermore

**3. Meeting Open to Public**

No comments

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

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

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

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

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

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

**6. Treasurer's reports for October 2015**

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

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

**7. Quarterly Grants Update**

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

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

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

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

**9. Electric Bus Grant Update**

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

**10. Set Board of Director Meeting Dates for 2016**

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

Approved: Pentin/Biddle

Aye: Biddle, Pentin

No: None

Abstain: None

Absent: Turner.

**11. Preview of Upcoming F&A Committee Agenda Items**

**12. Matters Initiated by Committee Members**

No comments.

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

**14. Adjourn**

Meeting adjourned at 4:37 pm.

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**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE**  
**WHOLE**

**COMMITTEE MEMBERS**

<b>SCOTT HAGGERTY – CHAIR</b>	<b>KARLA BROWN</b>
<b>DAVID HAUBERT – VICE CHAIR</b>	<b>STEVEN SPEDOWFSKI</b>

**DATE:** Monday, November 23, 2015

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

**TIME:** 4:00p.m.

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**MINUTES**

**1. Call to Order and Pledge of Allegiance**

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

**2. Roll Call of Members**

**Members Present**

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

**Members Absent**

David Haubert, Mayor, City of Dublin

**3. Meeting Open to Public**

No comments.

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

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

## **5. FY 2016 1st Quarter Report – Operations**

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

## **6. Dial-A-Ride Passenger Survey 2015**

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

## **7. First Quarter 2016 Marketing and Outreach Activities**

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

## **8. Comprehensive Operational Analysis/Short and Long Range Plans**

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

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

## **9. Electric Bus Grant Update**

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

## **10 Management Action Plan**

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

## **11. Set Board of Director Meeting Dates for 2016**

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

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

## **12. Preview of Upcoming P&S Committee Agenda Items**

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

## **13. Matters Initiated by Committee Members**

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

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

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

**15. Adjourn**

Meeting adjourned 4:54pm.

DRAFT