

MINUTES OF THE AUGUST 27, 2019
LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Vice Chair Melissa Hernandez called the meeting to order at 4:02pm.

2. Roll Call of Members

Members Present

Kathy Narum, City of Pleasanton

Melissa Hernandez, City of Dublin

Members Absent

Jerry Pentin, City of Pleasanton

Bob Coomber, City of Livermore

3. Meeting Open to Public

No comments.

4. Minutes of the June 25, 2019 Meeting of the F&A Committee

Approved: Narum/Hernandez

Aye: Narum, Hernandez

No: None

Abstain: None

Absent: Coomber, Pentin

5. Treasurer's Report for June 2019 (Preliminary) and July 2019

The Finance and Administration Committee recommended forwarding the June 2019 (Preliminary) and July 2019 Treasurer's Report to the Board for Approval.

Approved: Narum/Hernandez

Aye: Narum, Hernandez

No: None

Abstain: None

Absent: Coomber, Pentin

6. Update of the Livermore Amador Valley Transit Authority (LAVTA) Procurement Policy

Staff informed that LAVTA's Procurement Policy was last updated in 2006, so staff requested Legal Counsel to review our Procurement Policy and provide recommendations based on state and federal updated laws and regulations. The policy is being updated to reflect an updated Federal Transit Administration (FTA) Procurement Policy, since they changed the micro purchase and small purchase amounts. The Procurement Policy update details were highlighted in the staff report.

The item was discussed by the Finance and Administration Committee and staff.

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve the updated Procurement Policy and Resolution 25-2019.

Approved: Narum/Hernandez

Aye: Narum, Hernandez

No: None

Abstain: None

Absent: Coomber, Pentin

7. Update of the CalPERS Health Contribution Resolution

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve the updated Resolution 26-2019.

Approved: Narum/Hernandez

Aye: Narum, Hernandez

No: None

Abstain: None

Absent: Coomber, Pentin

8. Executive Director's Report

Executive Director Michael Tree provided the Executive Director's Report to the Finance and Administration Committee with a brief highlight of all the items in the report through oral reports provided by staff.

Director of Planning and Marketing, Tony McCaulay, informed that on Monday August 19, LAVTA buses carried over 8,000 passenger's systemwide in a single day for the first time since October 2011 and this continued Tuesday, Wednesday, and Thursday of that week. Ridership on Pleasanton school services is up 16% over last year (averaging 1,150 passengers per day) and Dublin school services are up 45% (averaging 1,100 riders per day). LAVTA added two buses in the AM and PM for Dublin. LAVTA added two buses (one bus for Route 605 and one for Route 611) in the PM for Pleasanton, serving Amador High School. Las Positas College is now back in session and the first week ridership was up 21% over last year, averaging 735 riders per weekday. LAVTA's increase in the operating expenses to cover the additional buses is approximately \$20,000 for the school year, which can be accommodated with budget contingency.

Tony also announced that LAVTA was recognized by the American Public Transportation Association (APTA) with a Grand Award in the small transit system category for our partnership with the Las Positas College Student Mobility Fee for the student transit pass program. LAVTA will be presented the APTA award in October in New York. Tony McCaulay highlighted the Tri-Valley Hub Network Integration Study that will start in the next few weeks and Short Range & Long Range Transit Plan will start the following month.

Jennifer Yeamans, Manager of grants and special projects provided an update on the Dublin Parking Garage. She informed that the agency is working with Caltrans to receive the full \$20M in design and construction allocations at the October CTC meeting. Jennifer also

informed that the Santa Rita Corridor project shelter construction will start late winter.

Manager of Customer Service and Contract Oversight Jonathan Steketee provided a highlight of the Shared Autonomous Vehicle (SAV) Project and the MTM contract. Jonathan Steketee stated that LAVTA is working closely with National Highway Transportation Safety Administration (NHTSA) for the reassignment of the letter authorizing testing to LAVTA as the named Authority. The new contractor Transdev is finishing negotiations with LAVTA and we are waiting on contract signatures. LAVTA also continues to work with BART on the parking/charging facility. Jonathan Steketee then provided the MTM Contract update. MTM had concerns about their ability to provide the paratransit service at the current rate they are charging LAVTA. The contract was awarded as a three year contract in 2014 with four (4) one-year extensions. At the start of the contract the base price per trip was \$32.81. MTM reduced the base price per trip to \$32.51 and implemented a tier system, due to the number of trips increasing drastically. Currently, paratransit ridership has declined and is now within the original assumed trips per year. With the current trip reduction, the benefit of the large economy of scale no longer exists. The price per trip for FY19-20 will change to the original bided cost plus the contract's 2% cost inflator per year. The proposal includes maintaining the Tier System, which will support an increase in ridership if a spike in number of trips occurs again. LAVTA will move a staff report regarding the MTM contract to the Board of Director's.

Executive Director Michael Tree also gave an update on the Valley Link Rail Project and informed that the Draft Feasibility Report comment period closed and Staff is working on about 150 comments received. Staff is hopeful to have a discussion with the Board of Director's in September regarding the comments received and responses. The Final Feasibility Report will probably be approved in October.

The item was discussed by the Committee Members and staff.

This was informational only.

9. Preview of Upcoming F&A Committee Agenda Items

10. Matters Initiated by Committee Members

None.

11. Next Meeting Date is Scheduled for: September 24, 2019

12. Adjourn

Meeting adjourned at 4:47pm