

STAFF REPORT

SUBJECT: Rail Stipends for LAVTA Staff

FROM: Michael Tree, Executive Director

DATE: March 4, 2019

Action Required

Authorize the Executive Director to provide stipends to staff members working on Rail Authority tasks consistent with the adopted Rail Budget.

Background

Per AB 758 (Eggman/Baker) LAVTA administration serves currently, and for at least the first year, as the administrative agency for the Tri-Valley San Joaquin Valley Regional Rail Authority (Regional Rail Authority). As such LAVTA staff members have been working on a variety of tasks for the Rail Authority. In December 2018, the Regional Rail Authority reviewed and approved their budget for the next 12 months (attached) which included stipends for the LAVTA Executive Director, LAVTA Director of Planning and Marketing, and LAVTA Director of Finance. The intent of the stipends is to compensate individuals in those positions for time spent working for the Regional Rail Authority that is above and beyond their normal workloads at LAVTA.

At the January Board meeting staff discussed providing stipends for one year of \$25,000 for the LAVTA Director of Finance and LAVTA Director of Planning/Marketing.

Discussion

Attached is the information provided at the February Board meeting. At that meeting the Board discussed the stipends for the Director of Finance and the Director Planning/Marketing. However, a formal action is needed as these are members of the LAVTA staff. Since the stipends have been delayed it is requested that instead of being retroactive to January 1, 2019, that the stipends begin in March 2019 for a period of 10 months not to exceed a total of \$50,000 as approved in the Rail budget. Additionally, the Executive Director would like the discretion to determine the activities to be completed in exchange for the additional stipends. As reference, the stipend amount represents approximately 260 hours of overtime at the current hourly equivalent rate for the two positions.

Recommendation

Staff requests that the Board of Directors approve the Stipends for the Director of Finance and the Director of Planning and Communication to be administered at the discretion of the Executive Director.

Attachments:

1. Staff Report from February 2019 regarding Rail Stipends for LAVTA Staff
2. Tri-Valley – San Joaquin Valley Regional Rail Authority Staff Report dated December 12, 2018
3. Anticipated Regional Rail Authority Workload for LAVTA’s Director of Finance and Director of Planning/Marketing

Submitted: _____

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Rail Stipends for Director of Finance and Director of Planning/Marketing

FROM: Michael Tree, Executive Director

DATE: February 4, 2019

Action Required

This is an informational item.

Background

Per AB 758 (Eggman/Baker) LAVTA administration serves for at least the first year as administration for the Tri-Valley San Joaquin Valley Regional Rail Authority (Regional Rail Authority). In December 2018, the Regional Rail Authority reviewed and approved their budget for the next 12 months (attached). Within the approved budget are stipends for the following positions within LAVTA administration: Executive Director, Finance Director and Planning Director. The intent of the stipends is to compensate LAVTA administration for time spent working for the Regional Rail Authority that is above and beyond their normal workloads at LAVTA.

The stipend for the LAVTA Executive Director has been discussed in prior LAVTA Board meetings. Staff seeks to discuss with the LAVTA Board the approved \$25,000 annual stipends for the LAVTA Director of Finance and LAVTA Director of Planning/Marketing. Both stipends are the equivalent to approximately 1 hour of overtime per workday for the LAVTA positions involved.

Discussion

Attached are the anticipated areas of work for the Regional Rail Authority to be completed by the Director of Finance and the Director Planning/Marketing. Both the Director of Finance and the Director of Planning/Marketing have indicated that they can accomplish the work, in addition to their current workload.

The Executive Director is anticipating that the stipends will be effective retroactively to January 1, 2019 due to the Regional Rail Authority workload currently being performed by the Director of Finance and the Director of Planning/Marketing. Both the Director of Finance and the Director of Planning/Marketing understand that no LAVTA or Regional Rail Authority benefits accompany the stipends and that the stipend are for a temporary time period to assist the Regional Rail Authority with its current workload.

Recommendation

The recommendation is that the LAVTA Board discuss the stipends.

Attachments:

1. Tri-Valley – San Joaquin Valley Regional Rail Authority Staff Report dated December 12, 2018
2. Anticipated Regional Rail Authority Workload for LAVTA’s Director of Finance and Director of Planning/Marketing

Submitted: _____

Tri-Valley & San Joaquin Valley
REGIONAL RAIL AUTHORITY



STAFF REPORT

SUBJECT: Treasurer's Report
FROM: Tamara Edwards, Director of Finance
DATE: December 12, 2018

Action Requested

Staff recommends the Tri-Valley – San Joaquin Valley Regional Rail Authority Board accept the financial statements for the period of January 1, 2018 through October 31, 2018 and approve the budget for the next twelve months.

Background/Discussion

An initial budget was developed and presented to the Board based on funding revenue secured. These revenues consisted of Bridge Toll (RM1), State Transit Assistance funds (STA) through San Joaquin COG and a planning grant from Caltrans.

Attachment A shows where the revenues and expenses for the agency stand as of October 31, 2018 on a cash basis (everything paid through October 31, 2018). Staff is aware of additional expenses that will exhaust the funds from both RM1 and STA.

Attachment B shows the budget for the agency for the next twelve months. Revenues are from the Caltrans Planning Grant (\$750,000) and a grant from MTC (\$10,121,000). Anticipated expenses for this same period are also shown.

Next Steps

Beginning with the next Tri-Valley – San Joaquin Valley Regional Rail Authority Board meeting staff will present monthly Treasurer's Reports showing budget vs actual revenues and expenses based on expenses paid and grant receipts.

Attachments:

- A. Budget vs Actual: January 1, 2018 to October 31, 2018
- B. Estimated 12 Month Budget Plan

Tri-Valley-San Joaquin Valley Regional Rail Authority
Budget vs Actual: January 1, 2018 to October 31, 2018

	Budget	Actual	Amount remaining	% budget remaining
Revenues				
Caltrans	\$ 750,000		\$ 750,000	100%
RM1	\$ 496,225	\$ 435,194	\$ 61,031	12%
SJCOG	\$ 300,000	\$ 300,000	\$ -	0%
	<u>\$ 1,571,400</u>	<u>\$ 735,194</u>	<u>\$ 836,206</u>	<u>53%</u>
Expenses				
ED Stipend	\$ 82,499	\$ 45,833	\$ 36,666	44%
ED Travel	\$ 4,500	\$ 2,250	\$ 2,250	50%
Planner Consultant	\$ 95,000	\$ 62,900	\$ 32,100	34%
Meeting Materials	\$ 1,000	\$ 2,392	\$ (1,392)	-139%
Legal	\$ 75,000	\$ 38,153	\$ 36,847	49%
Insurance	\$ 22,500	\$ 10,426	\$ 12,074	54%
Feasability report /EIR	\$ 1,281,901	\$ 591,127	\$ 690,774	54%
	<u>\$ 1,571,400</u>	<u>\$ 753,081</u>	<u>\$ 809,319</u>	<u>52%</u>

Tri-Valley-San Joaquin Valley Regional Rail Authority
Estimated 12 Month Budget Plan

		Budget	Actual	Amount remaining	% budget remaining
Revenues					
	Caltrans	\$ 750,000		\$ 750,000	100%
	MTC	\$ 10,121,000		\$ 10,121,000	100%
		<u>\$ 10,871,000</u>	<u>\$ -</u>	<u>\$ 10,871,000</u>	<u>100%</u>
Expenses					
Stipends					
	Executive Director	\$ 125,000	\$ -	\$ 125,000	100%
	Finance Director	\$ 25,000	\$ -	\$ 25,000	100%
	Planning Director	\$ 25,000	\$ -	\$ 25,000	100%
	Total Stipends	<u>\$ 175,000</u>	<u>\$ -</u>	<u>\$ 175,000</u>	<u>100%</u>
Consultants					
	Environmental/30% Design	\$ 8,500,000	\$ -	\$ 8,500,000	100%
	Feasibility report /EIR	\$ 750,000	\$ -	\$ 750,000	100%
	Senior Project Manager	\$ 425,000	\$ -	\$ 425,000	100%
	Senior Lead Engineer	\$ 376,000	\$ -	\$ 376,000	100%
	Strategic Development Dir	\$ 100,000	\$ -	\$ 100,000	100%
	Administrative Assistant	\$ 55,000	\$ -	\$ 55,000	100%
	Total Consultants	<u>\$ 10,206,000</u>	<u>\$ -</u>	<u>\$ 10,206,000</u>	<u>100%</u>
Other Direct costs					
	Legal	\$ 30,000	\$ -	\$ 30,000	100%
	Meeting Materials	\$ 15,000	\$ -	\$ 15,000	100%
	Insurance	\$ 25,000	\$ -	\$ 25,000	100%
	Travel/Mileage/Mis	\$ 20,000	\$ -	\$ 20,000	100%
	Office Remodel	\$ 25,000	\$ -	\$ 25,000	100%
	Caltrans Reimbursement	\$ 150,000	\$ -	\$ 150,000	100%
	Union Pacific Reimbursement	\$ 150,000	\$ -	\$ 150,000	100%
	BART Reimbursement	\$ 75,000	\$ -	\$ 75,000	100%
	Total Other Direct Costs	<u>\$ 490,000</u>	<u>\$ -</u>	<u>\$ 490,000</u>	<u>100%</u>
	Total Budget	\$ 10,871,000	\$ -	\$ 10,871,000	100%

Anticipated Regional Rail Authority Workload for LAVTA Director of Finance

Budget

- Develop, adjust and monitor.
- Prepare financial reports, including all necessary journal entries.
- Prepare and manage annual financial audit.
- Ensure that all Regional Rail Authority expenses are tracked and reported correctly ensuring that Regional Rail Authority and LAVTA revenues and expenses are not intermixed.
- Ensure that all Regional Rail Authority expenses are procured within the approved policy of the Regional Rail Authority Board of Director.
- Cash flow monitoring.

Grants

- Prepare and submit reimbursements from the various funding agencies ensuring that what is billed to each grant is appropriate.
- Prepare financial reporting as needed for grants.
- Ensure that the various regulations imposed by the funding sources are being followed with reporting and other requirements.

Other Duties as assigned.

Anticipated Regional Rail Authority Workload for LAVTA Director of Planning and Marketing

Marketing

- Maintain/update Regional Rail Authority website (www.valleylinkrail.com)
- Maintain Regional Rail Authority social media activity
- Develop and manage consultant work in creation of collateral materials (brochures, flyers, etc.) for public outreach activities
- Design and procure promotional materials not required by consultants
- Assist in the planning and implementation of special events.
- Assist with governmental relations and public affairs

Planning

- Assist Executive Director in management of consultants conducting Feasibility Report and Environmental Work and the 30% Design of Valley Link to assure timelines are met and work products are acceptable.
- Assist with Strategic Project Development and Funding Plan for Valley Link.

Other Duties as assigned.