

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

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE WHOLE

COMMITTEE MEMBERS

BRITTNI KIICK – CHAIR
MELISSA HERNANDEZ

KATHY NARUM – VICE CHAIR

Agenda Questions: Please call the Executive Director at (925) 455-7564 or send an email to frontdesk@lavta.org

Documents received after publication of the Agenda and considered by the F&A Committee in its deliberation will be available for inspection only via electronic document transfer, due to the COVID-19 outbreak. See the COVID-19 provisions outlined below. Please call or email the Executive Director during normal business hours if you require access to any such documents.

TELECONFERENCE

SEPTEMBER 28, 2021 – 4:00 PM

**CORONAVIRUS DISEASE (COVID-19) ADVISORY
AND MEETING PROCEDURE**

On June 5, 2020 (updated June 18, 2020), the Health Officer of Alameda County issued an Order that will continue to be in effect until it is rescinded, superseded, or amended in writing by the Health Officer. The Order directed that all individuals living in the county to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services.

Under the Governor's Executive Order N-29-20, this meeting may utilize teleconferencing. As a precaution to protect the health and safety of staff, officials, and the general public. Councilmembers will not be physically in attendance, but will be available via video conference.

The administrative office of Livermore Amador Valley Transit Authority (LAVTA) is currently closed to the public and will remain closed for the duration of the Finance & Administration (F&A) Committee meeting. Consequently, there will be no physical location for members of the public to participate in the meeting. We encourage members of the public to shelter in place and access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment.

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, September 27, 2021 to frontdesk@lavta.org. Please include "Public Comment 9/28/2021" and the agenda item in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

This F&A Committee meeting will be conducted on the web-video communication platform, Zoom. In order to view and/or participate in this meeting, members of the public will need to download Zoom from its website, www.zoom.us.

It is recommended that anyone wishing to participate in the meeting complete the download process before the start of the meeting.

There will be zero tolerance for any person addressing the Committee making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting.

How to listen and view meeting video:

- From a PC, Mac, iPad, iPhone or Android device click the link below:
<https://zoom.us/j/83887904704>
Passcode: FA1362Mtg
- To supplement a PC, Mac, tablet or device without audio, please also join by phone:
Dial: 1 (669) 900-6833
Webinar ID: 838 8790 4704
Passcode: 732133

To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.

- Livestream online at: [Livermore Amador Valley Transit Authority YouTube Channel](#)

No option to make Public Comment on YouTube live stream.

How to listen only to the meeting:

- For audio access to the meeting by telephone, use the dial-in information below:
Dial: 1 (669) 900-6833
Webinar ID: 838 8790 4704
Passcode: 732133

*Please note to submit public comment via telephone dial *9 on your dial pad. The meeting’s host will be informed that you would like to speak. If you are chosen, you will be notified that your request has been approved and you will be allowed to speak. You will then dial *6 to unmute when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

To submit written comments:

- Provide public written comments prior to the meeting by email, to frontdesk@lavta.org

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, September 27, 2021 to frontdesk@lavta.org. Please include “Public Comment 9/28/2021” and the agenda item to which your comment applies in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

1. Call to Order

2. Roll Call of Members

3. Meeting Open to Public

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

4. Minutes of the August 24, 2021 Meeting of the F&A Committee

Recommendation: Approval

5. Treasurer's Report for August 2021

Recommendation: Staff requests that the Finance and Administration Committee forward the August 2021 Treasurer's Report to the Board for approval.

6. 2021 FTA Triennial Review

Recommendation: Review the 2021 FTA Triennial report.

7. Establish Guidelines for the California Employers' Pension prefunding trust account with CalPERS

Recommendation: Staff recommends that the Finance and Administration Committee recommend that the Board approve Resolution 31-2021 establishing guidelines for the Section 115 Pension Trust Fund.

8. Preview of Upcoming F&A Committee Agenda Items

9. Matters Initiated by Committee Members

10. Next Meeting Date is Scheduled for: October 26, 2021

11. Adjourn

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.

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

I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.

/s/ Jennifer Suda

9/24/21

LAVTA Administrative Services Department

Date

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

Executive Director

Livermore Amador Valley Transit Authority

1362 Rutan Court, Suite 100

Livermore, CA 94551

Fax: 925.443.1375

Email: frontdesk@lavta.org

AGENDA

ITEM 4

MINUTES OF THE AUGUST 24, 2021 ZOOM TELECONFERENCE
LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. Call to Order

Committee Vice Chair Kathy Narum called the meeting to order at 4:00pm.

2. Roll Call of Members

Members Present

Kathy Narum, City of Pleasanton

Melissa Hernandez, City of Dublin

Brittini Kiick, City of Livermore (arrived at 4:06pm)

3. Meeting Open to Public

No comments.

4. Minutes of the June 22, 2021 Meeting of the F&A Committee

Approved: Hernandez/Narum

Aye: Narum, Hernandez

No: None

Abstain: None

Absent: Kiick

5. Treasurer's Report for June 2021 (Preliminary) and July 2021

[Brittini Kiick, from City of Livermore, arrived during Treasurer's Report for June 2021 (Preliminary) and July 2021.]

The Finance and Administration Committee recommended forwarding the June 2021 (preliminary) and July 2021 Treasurer's Report to the Board for approval.

Approved: Kiick/Hernandez

Aye: Narum, Hernandez, Kiick

No: None

Abstain: None

Absent: None

6. DBE Policy Revision

Staff reported that during the FTA Triennial review the DBE policy that was submitted in 2014 was not signed by the Executive Director, but the attached resolution was signed. Staff also noted that there were a couple minor revisions that needed to be added that LAVTA was already doing.

The item was discussed by the Committee Members and staff.

The Finance & Administration Committee recommended forwarding Resolution 28-2021

revising LAVTA's DBE policy to the Board for approval.

Melissa Hernandez had a Zoom connection issue during the DBE Policy Revision agenda item and will complete a roll call vote when she reconnects to the meeting.

Approved: Hernandez/Kiick
Aye: Narum, Hernandez, Kiick
No: None
Abstain: None
Absent: None

7. Consideration and approval of the establishment of a California Employers' Pension prefunding trust account with CalPERS

Staff reported on the research that was completed by LAVTA regarding pension plans and provided the benefits of the CalPERS California Employers' Pension Prefunding Trust (CEPPT). Staff explained that the unfunded annual liability for non-PEPRA employees is over \$100,000 a year and LAVTA would like to continue that payment while the agency can afford it and also invest into the CEPPT. Staff requested the Committee provide guidance on the investment option they feel is best for LAVTA and the amount to invest each year.

The item was discussed by the Committee Members and staff. Vice Chair Narum inquired about a policies or when LAVTA would remove funds from the trust. Staff informed that a Staff Report regarding what conditions LAVTA would remove trust funds would come back to the Board separately and LAVTA should establish a policy for OPEB and CEPPT.

The Finance and Administration Committee recommended forwarding that the Board approve Resolution 29-2021 establishing a California Employers' Pension Prefunding Trust (CEPPT) Account with CalPERS for the purpose of refunding LAVTA's required pension contributions and authorize an initial payment of \$100,000 to open the trust account. Additionally, the Finance and Administration Committee recommended forwarding that the Board authorize the Executive Director to execute the required documentation for participation in the CEPPT.

Approved: Kiick/Hernandez
Aye: Narum, Hernandez, Kiick
No: None
Abstain: None
Absent: None

Melissa Hernandez reconnected to the Zoom meeting during agenda item 7 and completed the roll call vote for agenda item 6.

The Finance and Administration Committee recommended forwarding that the Board approve investing the \$100,000 conservatively and then reassess next year...

Approved: Kiick/Hernandez
Aye: Narum, Hernandez, Kiick
No: None
Abstain: None

Absent: None

Vice Chair Kathy Narum requested a friendly amendment for the Director of Finance bring back policies for taking money out of the trust and Chair Brittnei Kiick asked for the last motion to be revised.

The Finance and Administration Committee recommended forwarding that the Board approve the Director of Finance bring back policies for removing money from the trust

Approved: Kiick/Hernandez

Aye: Narum, Hernandez, Kiick

No: None

Abstain: None

Absent: None

8. Executive Director's Report

Executive Director Michael Tree highlighted the Triennial Audit, CHP Audit and receiving the highest rating available, school service going well, and school service text alerts.

Executive Director Michael Tree reported that MTC programmed over \$5 million for LAVTA in the America Rescue Plan Act to fill in Fiscal Year 2022 budget gaps and partial gaps as far out as Fiscal Year 2023. LAVTA is ready to receive funding on the Shared Autonomous Vehicle (SAV) Project for Phase 2. Executive Director Michael Tree also noted that the Senate passed the Historic Infrastructure Bill that included public transportation formula funding increases.

Director of Planning and Marketing Tony McCaulay provided a brief update on school tripper routes and the challenges LAVTA has faced with traffic at the schools. School tripper routes are currently running at 70-80% pre-COVID-19 levels and LAVTAs fixed route ridership was at 3,000 on August 18th. Director of Planning and Marketing Tony McCaulay informed on how the school is conducting COVID contact tracing and now includes asking the how the student arrived at school, so LAVTA can assist with who else the student may have been in contact with on our vehicle. LAVTA also implemented a text messaging system for school tripper routes.

Executive Director Michael Tree announced the American Public Transit Association *(APTA) Conference that will be held in November at Orlando, FL. LAVTA will receive recognitions at this conference and Board members that have interest in attending should notify LAVTA. LAVTA has funding in the budget for a couple of Board members to attend.

The Finance and Administration Committee discussed this item with 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 28, 2021

12. Adjourn

Meeting adjourned at 4:41pm.

AGENDA

ITEM 5

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Treasurer's Report for August 2021

FROM: Tamara Edwards, Director of Finance

DATE: September 28, 2021

Action Requested

Review and forward the LAVTA Treasurer's Report for August 2021 to the Board of Directors for approval.

Discussion

Cash accounts:

Our petty cash account (101) has a balance of \$200, 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 August 1, 2021	\$10,339,400.51
Payments made	\$1,482,699.13
Deposits made	\$812,064.60
Ending balance August 31, 2021	\$9,668,765.98

Farebox account activity (106):

Beginning balance August 1, 2021	\$191,943.39
Deposits made	\$55,310.40
Ending balance August 31, 2021	\$247,253.79

LAIF investment account activity (135):

Beginning balance August 1, 2021	\$10,994,923.34
Ending balance August 31, 2021	\$10,994,923.34

Operating Expenditures Summary:

As this is the second 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 16.66%. The agency is at 14.04% overall.

Operating Revenues Summary:

While expenses are at 16.66%, revenues are at .5%, which is normal for the start of the year. Fortunately, LAVTA has sufficient cash on hand.

Recommendation

Staff requests that the Finance and Administration Committee forward the August 2021 Treasurer's Report to the Board for approval.

Attachments:

1. August 2021 Treasurer's Report

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BALANCE SHEET
FOR THE PERIOD ENDING:
August 31, 2021**

ASSETS:

101 PETTY CASH	200	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	9,668,579	
106 CASH - FIXED ROUTE ACCOUNT	247,254	
107 Clipper Cash	336,599	
108 Rail	0	
109 BOC	46	
120 ACCOUNTS RECEIVABLE	1,531,425	
135 INVESTMENTS - LAIF	10,994,923	
150 PREPAID EXPENSES	99,661	
160 OPEB ASSET	802,201	
165 DEFFERED OUTFLOW-Pension Related	588,141	
166 DEFFERED OUTFLOW-OPEB	64,410	
170 INVESTMENTS HELD AT CALTIP	0	
111 NET PROPERTY COSTS	62,519,430	
TOTAL ASSETS		86,853,108

LIABILITIES:

205 ACCOUNTS PAYABLE	208,450	
211 PRE-PAID REVENUE	1,595,786	
21101 Clipper to be distributed	208,777	
22000 FEDERAL INCOME TAXES PAYABLE	34	
22010 STATE INCOME TAX	(10)	
22020 FICA MEDICARE	(156)	
22050 PERS HEALTH PAYABLE	0	
22040 PERS RETIREMENT PAYABLE	(330)	
22030 SDI TAXES PAYABLE	(15)	
22070 AMERICAN FIDELITY INSURANCE PAYABLE	(94)	
22090 WORKERS' COMPENSATION PAYABLE	16,508	
22100 PERS-457	0	
22110 Direct Deposit Clearing	0	
23101 Net Pension Liability	1,212,136	
23105 Deferred Inflow- OPEB Related	203,209	
23104 Deferred Inflow- Pension Related	81,681	
23103 INSURANCE CLAIMS PAYABLE	31,325	
23102 UNEMPLOYMENT RESERVE	8,300	
TOTAL LIABILITIES		3,565,602

FUND BALANCE:

301 FUND RESERVE	(7,645,534)	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	72,786,495	
30401 SALE OF BUSES & EQUIPMENT	84,491	
FUND BALANCE	18,062,054	
TOTAL FUND BALANCE		83,287,506
TOTAL LIABILITIES & FUND BALANCE		86,853,108

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVENUE REPORT
FOR THE PERIOD ENDING:
August 31, 2021**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	786,428	23,850	48,936	737,492	6.2%
4020000	Business Park Revenues	200,376	16,698	16,698	183,678	8.3%
4020500	Special Contract Fares	462,065	0	0	462,065	0.0%
4020500	Special Contract Fares - Paratransit	30,000	6,389	6,389	23,612	21.3%
4010200	Paratransit Passenger Fares	187,500	0	4,241	183,259	2.3%
4060100	Concessions	20,820	0	0	20,820	0.0%
4060300	Advertising Revenue	42,000	14,231	14,231	27,769	33.9%
4070400	Miscellaneous Revenue-Interest	25,000	0	0	25,000	0.0%
4070300	Non transportation revenue	133,147	12,148	19,126	114,021	14.4%
4090100	Local Transportation revenue	245,000	0	0	245,000	0.0%
4099100	TDA Article 4.0 - Fixed Route	11,282,017	0	0	11,282,017	0.0%
4099500	TDA Article 4.0-BART	104,953	0	0	104,953	0.0%
4099200	TDA Article 4.5 - Paratransit	159,119	0	0	159,119	0.0%
4099600	Bridge Toll- RM2, RM1	409,489	0	0	409,489	0.0%
4110100	STA Funds-Paratransit	87,852	0	0	87,852	0.0%
4110500	STA Funds- Fixed Route BART	661,131	0	0	661,131	0.0%
4110100	STA Funds-pop	1,180,335	0	0	1,180,335	0.0%
4110100	STA Funds- rev	712,236	0	0	712,236	0.0%
4110100	STA Funds- Lifeline	33,815	0	0	33,815	0.0%
4110100	Caltrans	-	0	0	-	#DIV/0!
4130000	FTA Section	1,636,697	0	0	1,636,697	100.0%
4130000	FTA Section 5307 ADA Paratransit	422,316	0	0	422,316	0.0%
4130000	FTA TPI	88,000	0	0	88,000	100.0%
4640500	Measure B Gap		0	0	-	100.0%
4640500	Measure B Express Bus	-	0	0	-	100.0%
4640100	Measure B Paratransit Funds-Fixed Route	764,547	0	0	764,547	0.0%
4640100	Measure B Paratransit Funds-Paratransit	139,703	0	0	139,703	0.0%
4640200	Measure BB Paratransit Funds-Fixed Route	926,640	0	0	926,640	0.0%
4640200	Measure BB Paratransit Funds-Paratransit	460,317	0	0	460,317	0.0%
RAIL		0	0	0		
TOTAL REVENUE		21,201,503	73,316	109,621	21,091,882	0.5%

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
OPERATING EXPENDITURES
FOR THE PERIOD ENDING:
August 31, 2021**

	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02 Salaries and Wages	\$1,844,031	\$133,117	\$330,970	\$1,513,061	17.95%
502 00 Personnel Benefits	\$1,049,873	\$57,793	\$257,937	\$791,936	24.57%
503 00 Professional Services	\$817,550	\$82,097	\$129,739	\$687,812	15.87%
503 05 Non-Vehicle Maintenance	\$912,131	\$31,197	\$49,027	\$863,104	5.38%
503 99 Communications	\$9,500	\$16	\$7	\$9,493	0.08%
504 01 Fuel and Lubricants	\$1,386,600	\$66,869	\$107,423	\$1,279,177	7.75%
504 03 Non contracted vehicle maintenance	\$3,000	\$0	\$0	\$3,000	0.00%
504 99 Office/Operating Supplies	\$61,600	(\$96)	\$346	\$61,254	0.56%
504 99 Printing	\$139,000	\$0	\$617	\$138,383	0.44%
505 00 Utilities	\$263,086	\$21,765	\$62,280	\$200,806	23.67%
506 00 Insurance	\$666,095	(\$3,202)	\$429,779	\$236,316	64.52%
507 99 Taxes and Fees	\$91,440	\$6,886	\$11,059	\$80,381	12.09%
508 01 Purchased Transportation Fixed Route	\$11,207,472	\$800,687	\$1,556,899	\$9,650,573	13.89%
2-508 02 Purchased Transportation Paratransit	\$1,990,623	\$700	\$670	\$1,989,953	0.03%
508 03 Purchased Transportation WOD	\$60,000	\$3,463	\$3,463	\$56,537	5.77%
508 03 Purchased Transportation SAV	\$300,000	\$9,599	\$9,599	\$290,401	3.20%
509 00 Miscellaneous	\$192,503	\$20,246	\$24,594	\$167,909	12.78%
509 02 Professional Development	\$87,000	\$0	\$931	\$86,069	1.07%
509 08 Advertising	\$120,000	\$2,213	\$2,213	\$117,787	1.84%
TOTAL	\$21,201,504	\$1,233,351	\$2,977,553	\$18,223,951	14.04%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)
FOR THE PERIOD ENDING:
August 31, 2021

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
REVENUE DETAILS						
4090594	TDA (office and facility equip)	300,000	0	0	300,000	0.00%
4090194	TDA Shop repairs and replacement	41,900	0	0	41,900	0.00%
4091794	Bus stop improvements		0	0	0	#DIV/0!
4090994	Radio Upgrade		0	0	0	#DIV/0!
4090794	TDA Transit Center Improvements	110,000	0	0	110,000	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092094	TDA (Major component rehab)	756,420	0	0	756,420	0.00%
4091294	TDA Doolan Tower Upgrade	124,000	0	0	124,000	0.00%
4091194	TDA bus stops	857,143	0	0	857,143	0.00%
4090994	TDA buses	2,893,859	0	0	2,893,859	0.00%
4090294	TDA Atlantis	902,000	0	0	902,000	0.00%
409xx	TDA SAV	300,000	0	0	300,000	0.00%
46405	CIP Shelters		0	0	0	#DIV/0!
4090694	TDA TSP		0	0	0	#DIV/0!
4091196	RM2 bus stops	2,300,000	0	0	2,300,000	0.00%
4090294	TDA Atlantis		0	0	0	#DIV/0!
409xx94	TDA Real Time APC		0	0	0	#DIV/0!
409xx91	TVTC TSP		0			
4111700	SGR shelters and stops	50,000	0	0	50,000	0.00%
4110500	Prop 1B office and facility	100,962	0	0	100,962	0.00%
41120	SGR battery packs	37,845	0	0	37,845	0.00%
411	Prop 1B Transit Center	20,000	0	0	20,000	0.00%
411xx	Dublin Parking garage	20,000,000	0	0	20,000,000	0.00%
41306	TSP		0	0	0	#DIV/0!
41309	FTA buses	11,575,437	0	0	11,575,437	0.00%
41311	FTA bus stops	2,000,000	0			
41320	FTA Hybrid battery packs	206,000	0	0	206,000	0.00%
41310	FTA Transit Center	440,000	0			0.00%
TOTAL REVENUE		43,115,566	-	-	40,675,566	0.00%

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)
FOR THE PERIOD ENDING:
August 31, 2021

August 2014, 2015						
ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
EXPENDITURE DETAILS						
CAPITAL PROGRAM - COST CENTER 07						
5550207	Atlantis Facility	902,000	2,297	2,297	899,703	0.25%
5550107	Shop Repairs and replacement	41,900	0	0	41,900	0.00%
5551607	SAV	300,000	0	0	300,000	0.00%
5550407	BRT	4,300,000	0	0	4,300,000	0.00%
5552307	Buses	14,469,296	0	0	14,469,296	0.00%
5550507	Office and Facility Equipment	400,962	21,188	22,438	378,524	5.60%
5551007	Transit Center Upgrades and Improvements	570,000	0	0	570,000	0.00%
5551207	Doolan Tower upgrade	124,000	0	0	124,000	0.00%
555xx07	Dublin Parking Garage	20,000,000	0	0	20,000,000	0.00%
5551707	Bus Shelters and Stops	907,143	2,282	2,282	904,861	0.25%
5552007	Major component rehab	1,000,265	0	0	1,000,265	0.00%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
TOTAL CAPITAL EXPENDITURES		43,115,566	25,767	27,017	43,088,549	0.06%
FUND BALANCE (CAPITAL)		0.00	(25,767)	(27,017)		
FUND BALANCE (CAPTIAL & OPERATING)		-1.00	(1,215,282)	(2,953,428)		

California State Treasurer
Fiona Ma, CPA



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

September 13, 2021

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[PMIA Average Monthly Yields](#)

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

[Tran Type Definitions](#)

Account Number: 80-01-002

August 2021 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	10,994,011.07
Total Withdrawal:	0.00	Ending Balance:	10,994,011.07

REPORT.: Sep 17 21 Friday
RUN....: Sep 17 21 Time: 10:39
Run By.: Daniel Zepeda

LAVTA
Month End Cash Disbursements Report
Prior Period Report for 08-21 BANK ACCOUNT 105

PAGE: 001
ID #: PY-CD
CTL.: WHE

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-21	022765	08/09/21	AIM01 (AIM TO PLEASE JANITORIAL SER		3,154.61	.00	3,154.61	Automatic Generated Check
	022766	08/09/21	ATT03 (AT&T)		956.00	.00	956.00	Automatic Generated Check
	022767	08/09/21	BON01 (REGINA E. BONANNO)		100.00	.00	100.00	Automatic Generated Check
	022768	08/09/21	CAL13 (CALIFORNIA TRANSIT)		3,201.88	.00	3,201.88	Automatic Generated Check
	022769	08/09/21	CIS01 (CISCO AIR SYSTEMS INC)		2,136.15	.00	2,136.15	Automatic Generated Check
	022770	08/09/21	CIT06 (CITY OF LIVERMORE SEWER)		186.87	.00	186.87	Automatic Generated Check
	022771	08/09/21	EME01 (BRIGHTVIEW LANDSCAPE SERVICE		1,876.00	.00	1,876.00	Automatic Generated Check
	022772	08/09/21	FRE01 (FREMONT RUBBER STAMP CO)		30.61	.00	30.61	Automatic Generated Check
	022773	08/09/21	GOV02 (GOVINVEST INC.)		3,000.00	.00	3,000.00	Automatic Generated Check
	022774	08/09/21	HAN01 (HANSON BRIDGETT MARCUS)		3,158.00	.00	3,158.00	Automatic Generated Check
	022775	08/09/21	JOS02 (JEAN INGALLS JOSEY)		100.00	.00	100.00	Automatic Generated Check
	022776	08/09/21	KII01 (BRITNI KIICK)		100.00	.00	100.00	Automatic Generated Check
	022777	08/09/21	KOF01 (KOFF & ASSOCIATES)		2,092.50	.00	2,092.50	Automatic Generated Check
	022778	08/09/21	LIV10 (LIVERMORE SANITATION INC)		2,540.83	.00	2,540.83	Automatic Generated Check
	022779	08/09/21	NSC01 (N/S CORPORATION)		1,989.79	.00	1,989.79	Automatic Generated Check
	022779	08/19/21	NSC01 (N/S CORPORATION)		(1,989.79)	.00	(1,989.79)	Ck# 022779 Reversed
	022780	08/09/21	RIN01 (RINKOR TECHNOLOGY SOLUTIONS)		2,212.50	.00	2,212.50	Automatic Generated Check
	022781	08/09/21	SAV03 (SAVE MART SUPERMARKETS)		1,320.00	.00	1,320.00	Automatic Generated Check
	022782	08/09/21	SCF01 (SC FUELS)		23,284.13	.00	23,284.13	Automatic Generated Check
	022783	08/09/21	SHA02 (SHAMROCK OFFICE SOLUTIONS)		25.89	.00	25.89	Automatic Generated Check
	022784	08/09/21	SIN01 (SINGLEPOINT COMMUNICATIONS I		6,840.00	.00	6,840.00	Automatic Generated Check
	022785	08/09/21	SOL01 (SOLUTIONS FOR TRANSIT)		2,083.33	.00	2,083.33	Automatic Generated Check
	022786	08/09/21	TRA05 (TRANSDEV NORTH AMERICA INC.)		16,180.75	.00	16,180.75	Automatic Generated Check
	022787	08/09/21	TRA12 (TRAPEZE SOFTWARE GROUP)		5,597.58	.00	5,597.58	Automatic Generated Check
	022788	08/09/21	TRI06 (TRI-VALLEY HOSE INC)		15.68	.00	15.68	Automatic Generated Check
	022789	08/09/21	TUR02 (RON TURLEY ASSOCIATES, INC)		3,350.00	.00	3,350.00	Automatic Generated Check
	022790	08/09/21	TX133 (SAROJA IYER)		74.80	.00	74.80	Automatic Generated Check
	022791	08/09/21	TX169 (SARAH SARGAZI)		158.95	.00	158.95	Automatic Generated Check
	022792	08/09/21	TX183 (KEVIN PEHRSON)		36.55	.00	36.55	Automatic Generated Check
	022793	08/09/21	TX212 (LINDA WAHLE)		200.00	.00	200.00	Automatic Generated Check
	022794	08/09/21	TX238 (MEGAN LEVITT)		40.00	.00	40.00	Automatic Generated Check
	022795	08/09/21	VOM01 (VOMELA SPECIALTY COMPANY INC		31,582.36	.00	31,582.36	Automatic Generated Check
	022796	08/09/21	VON01 (TRAPEZE SOFTWARE GROUP)		2,296.88	.00	2,296.88	Automatic Generated Check
	022797	08/19/21	ATT02 (AT&T)		417.75	.00	417.75	Automatic Generated Check
	022798	08/19/21	CIT06 (CITY OF LIVERMORE SEWER)		46.20	.00	46.20	Automatic Generated Check
	022799	08/19/21	DAY02 (DAY & NIGHT PEST CONTROL)		218.00	.00	218.00	Automatic Generated Check
	022800	08/19/21	DIR01 (DIRECT TV)		20.25	.00	20.25	Automatic Generated Check
	022801	08/19/21	LYF01 (LYFT, INC)		2,530.25	.00	2,530.25	Automatic Generated Check
	022802	08/19/21	MET01 (METROPOLITAN TRANSPORT-)		18,257.36	.00	18,257.36	Automatic Generated Check
	022803	08/19/21	PAC11 (PACIFIC ENVIROMENTAL SERV)		460.00	.00	460.00	Automatic Generated Check
	022804	08/19/21	PLA02 (PLANETERIA MEDIA LLC)		325.00	.00	325.00	Automatic Generated Check
	022805	08/19/21	SCF01 (SC FUELS)		47,996.05	.00	47,996.05	Automatic Generated Check
	022806	08/19/21	TEL01 (TPx COMMUNICATIONS)		2,870.38	.00	2,870.38	Automatic Generated Check
	022807	08/19/21	TOL06 (TOLAR MFR CO INC)		2,282.25	.00	2,282.25	Automatic Generated Check
	022808	08/19/21	TRA12 (TRAPEZE SOFTWARE GROUP)		6,970.00	.00	6,970.00	Automatic Generated Check
	022809	08/19/21	TVS01 (TRI-VALLEY-SAN JOAQUIN VALLE		23,706.54	.00	23,706.54	Automatic Generated Check
	022810	08/19/21	TX212 (LINDA WAHLE)		183.00	.00	183.00	Automatic Generated Check
	022811	08/19/21	TX238 (MEGAN LEVITT)		20.00	.00	20.00	Automatic Generated Check
	022812	08/19/21	TX245 (SHIRLEY XIE)		36.12	.00	36.12	Automatic Generated Check
	022813	08/19/21	VOM01 (VOMELA SPECIALTY COMPANY INC		43,361.64	.00	43,361.64	Automatic Generated Check
	H11432	08/10/21	MVT01 (MV TRANSPORTATION, INC.)		60,018.10	.00	60,018.10	MVT01, JUNE-21 FIXED ROUT
	H11433	08/01/21	MER01 (MERCHANT SERVICES)		82.28	.00	82.28	MER01, JULY-21 TRANSIT CE
	H11434	08/01/21	MER01 (MERCHANT SERVICES)		63.50	.00	63.50	MER01, JULY-21 MOA CC STA
	H11435	08/01/21	AME06 (AMERICAN FIDELITY ASSURANCE		732.22	.00	732.22	AME06, JULY-21 SUPPLEMENT
	H11436	08/04/21	VSP01 (VSP)		577.24	.00	577.24	VSP01, AUG-21 VISTON INSU
	H11437	08/01/21	MUT01 (MUTUAL OF OMAHA)		1,188.34	.00	1,188.34	MUT01, AUG-21 LTD & LIFE
	H11438	08/01/21	BRO03 (KARLA SUE BROWN)		100.00	.00	100.00	BRO03, JULY-21 BOD STIPEN
	H11439	08/01/21	HAU01 (DAVID HAUBERT)		100.00	.00	100.00	HAU01, JULY-21 BOD STIPEN
	H11440	08/01/21	NAR01 (KATHERINE NARUM)		100.00	.00	100.00	NAR01, JULY-21 BOD STIPEN
	H11441	08/04/21	PAC01 (AT&T)		354.67	.00	354.67	PAC01,ACCT #436-951-0106,
	H11442	08/04/21	PAC01 (AT&T)		33.34	.00	33.34	PAC01,ACCT #232-351-6260,
	H11443	08/04/21	PAC01 (AT&T)		209.12	.00	209.12	PAC01, ACCT #925-245-0576
	H11444	08/04/21	PAC01 (AT&T)		389.18	.00	389.18	PAC01,ACCT #925-243-9029,
	H11445	08/04/21	VER01 (VERIZON WIRELESS)		1,710.24	.00	1,710.24	VER01, 9884704970, 6/23-7
	H11446	08/06/21	SUD01 (JENNIFER SUDA)		27.55	.00	27.55	SUD01, 7/29/21 EXPENSE RE
	H11447	08/17/21	CIT07 (CITY OF LIVERMORE - WATER)		135.91	.00	135.91	CIT07, 139388-00, BUS WAS
	H11448	08/17/21	CIT07 (CITY OF LIVERMORE - WATER)		45.66	.00	45.66	CIT07, 138431-00, ATLANTI
	H11449	08/03/21	CIT07 (CITY OF LIVERMORE - WATER)		46.18	.00	46.18	CIT07, 139361-00, ATLANTI
	H11450	08/03/21	CIT07 (CITY OF LIVERMORE - WATER)		26.66	.00	26.66	CIT07, 139399-00, ATLANTI
	H11451	08/03/21	CIT07 (CITY OF LIVERMORE - WATER)		180.40	.00	180.40	CIT07, 138430-01, ATLANTI
	H11452	08/03/21	CIT07 (CITY OF LIVERMORE - WATER)		16.02	.00	16.02	CIT07, 138432-00, ATLANTI
	H11453	08/02/21	PAC02 (PACIFIC GAS AND ELECTRIC)		302.63	.00	302.63	PAC02, 9007202117-4, MOA
	H11454	08/06/21	PAC02 (PACIFIC GAS AND ELECTRIC)		115.95	.00	115.95	PAC02, 7649646868-7, DOOL
	H11455	08/19/21	PAC02 (PACIFIC GAS AND ELECTRIC)		1,197.12	.00	1,197.12	PAC02, 7264840356-5, BUS
	H11456	08/16/21	CAL04 (CALIFORNIA WATER SERVICE)		79.76	.00	79.76	CAL04, 5755555555, CONTRA
	H11457	08/16/21	CAL04 (CALIFORNIA WATER SERVICE)		59.82	.00	59.82	CAL04, 2575555555, TC FIR
	H11458	08/16/21	CAL04 (CALIFORNIA WATER SERVICE)		79.76	.00	79.76	CAL04, 4755555555, MOA FI
	H11459	08/03/21	CAL04 (CALIFORNIA WATER SERVICE)		863.80	.00	863.80	CAL04, 9098655555, MOA WA
	H11460	08/04/21	CAL04 (CALIFORNIA WATER SERVICE)		1,265.77	.00	1,265.77	CAL04, 0198655555, BUS WA
	H11461	08/17/21	CAL04 (CALIFORNIA WATER SERVICE)		48.22	.00	48.22	CAL04, 3616555555, TC WAT
	H11462	08/23/21	CAL04 (CALIFORNIA WATER SERVICE)		1,410.92	.00	1,410.92	CAL04, 4616555555, TC IRR
	H11463	08/09/21	TX242 (BONNIE WOLF)		120.00	.00	120.00	TX242, PARATAXI REIMBURSE
	H11464	08/09/21	TX228 (DEBORAH BUTLER)		200.00	.00	200.00	TX228, PARATAXI REIMBURSE
	H11465	08/09/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		766.41	.00	766.41	CEN04, JUNE-21 ONE SEAT S
	H11466	08/09/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		651.78	.00	651.78	CEN04, MAY-21 ONE SEAT SE
	H11467	08/09/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		518.65	.00	518.65	CEN04, APR-21 ONE SEAT SE
	H11468	08/09/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		280.95	.00	280.95	CEN04, MAR-21 ONE SEAT SE
	H11469	08/09/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		145.59	.00	145.59	CEN04, FEB-21 ONE SEAT SE
	H11470	08/09/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		284.51	.00	284.51	CEN04, JAN-21 ONE SEAT SE
	H11471	08/09/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		131.37	.00	131.37	CEN04, DEC-20 ONE SEAT SE
	H11472	08/09/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		14.87	.00	14.87	CEN04, NOV-20 ONE SEAT SE

REPORT.: Sep 17 21 Friday
 RUN....: Sep 17 21 Time: 10:39
 Run By.: Daniel Zepeda

LAVTA
 Month End Cash Disbursements Report
 Prior Period Report for 08-21 BANK ACCOUNT 105

PAGE: 002
 ID #: PY-CD
 CTL.: WHE

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-21	H11473	08/17/21	MVT01 (MV TRANSPORTATION, INC.)		332,000.00	.00	332,000.00	MVT01, 114786, AUG-21 MV
	H11474	08/09/21	EDW01 (TAMARA EDWARDS)		17.90	.00	17.90	EDW01, 7/29/21 EXPENSE RE
	H11475	08/13/21	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		49,650.36	.00	49,650.36	DIR02, PR DIRECT DEPOSIT
	H11476	08/13/21	EFT01 (ELECTRONIC FUND TRANFERS)		11,719.74	.00	11,719.74	EFT01, FEDERAL TAX 7/24/2
	H11477	08/13/21	EMP01 (EMPLOYMENT DEVEL DEPT)		4,458.29	.00	4,458.29	EMP01, STATE TAX 7/24/21-
	H11478	08/13/21	PER04 (CALPERS RETIREMENT SYSTEM)		2,296.41	.00	2,296.41	PER04, PERS 457 CONTRIBUT
	H11479	08/13/21	PER01 (PERS)		4,580.09	.00	4,580.09	PER01, PERS CLASSIC CONTR
	H11480	08/13/21	PER01 (PERS)		6,607.23	.00	6,607.23	PER01, PERS NEW CONTRIBUT
	H11481	08/19/21	PER01 (PERS)		700.00	.00	700.00	PER01, GASB-68 REPORTING
	H11482	08/19/21	UBE01 (UBER)		963.20	.00	963.20	UBE01, JULY-21 BILLING: G
	H11483	08/18/21	TX228 (DEBORAH BUTLER)		90.31	.00	90.31	TX228, PARATAXI REIMBURSE
	H11484	08/18/21	STA13 (STAPLES CREDIT PLAN)		551.68	.00	551.68	STA13, AUG-21 CC STATEMEN
	H11485	08/23/21	PAC02 (PACIFIC GAS AND ELECTRIC)		1,651.74	.00	1,651.74	PAC02, 6062256368-6, ATLA
	H11486	08/23/21	PAC02 (PACIFIC GAS AND ELECTRIC)		7,537.70	.00	7,537.70	PAC02, 5809326332-3, MOA
	H11487	08/31/21	BAN03 (BANKCARD CENTER)		7,458.27	.00	7,458.27	BAN03, JULY-21 BOW CC STA
	H11488	08/31/21	BRO03 (KARLA SUE BROWN)		100.00	.00	100.00	BRO03, AUG-21 BOD STIPEND
	H11489	08/31/21	HAU01 (DAVID HAUBERT)		100.00	.00	100.00	HAU01, AUG-21 BOD STIPEND
	H11490	08/31/21	NAR01 (KATHERINE NARUM)		100.00	.00	100.00	NAR01, AUG-21 BOD STIPEND
	H11491	08/27/21	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		61,029.31	.00	61,029.31	DIR02, PR DIRECT DEPOSIT
	H11492	08/25/21	EFT01 (ELECTRONIC FUND TRANFERS)		15,756.32	.00	15,756.32	EFT01, FEDERAL TAX 8/7/21
	H11493	08/25/21	EMP01 (EMPLOYMENT DEVEL DEPT)		5,067.63	.00	5,067.63	EMP01, STATE TAX 8/7/21-8
	H11494	08/25/21	PER04 (CALPERS RETIREMENT SYSTEM)		2,257.21	.00	2,257.21	PER04, PERS 457 CONTRIBUT
	H11495	08/25/21	PER01 (PERS)		6,055.50	.00	6,055.50	PER01, PERS NEW CONTRIBUT
	H11496	08/25/21	PER01 (PERS)		4,131.69	.00	4,131.69	PER01, PERS CLASSIC CONTR
	H11497	08/25/21	PER03 (CAL PUB EMP RETIRE SYSTM)		35,601.18	.00	35,601.18	PER03, SEPT-21 HEALTH INS
	H11498	08/25/21	VSP01 (VSP)		577.24	.00	577.24	VSP01, SEPT-21 VISION INS
	H11499	08/25/21	DEL05 (ALLIED ADMIN/DELTA DENTAL)		2,285.96	.00	2,285.96	DEL05, SEPT-21 DENTAL INS
	H11500	08/25/21	MUT01 (MUTUAL OF OMAHA)		1,188.34	.00	1,188.34	MUT01, SEPT-21 LTD & LIFE
	H11501	08/25/21	AME06 (AMERICAN FIDELITY ASSURANCE		1,020.96	.00	1,020.96	AME06, AUG-21 FLEXIBLE SP
	H11502	08/25/21	AME06 (AMERICAN FIDELITY ASSURANCE		732.22	.00	732.22	AME06, AUG-21 SUPPLEMENTA
	H11503	08/24/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		98,112.49	.00	98,112.49	CEN04, APR-21 MONTHLY SER
	H11504	08/25/21	CEN04 (CENTRAL CONTRA COSTA TRAN)		97,549.53	.00	97,549.53	CEN04, MAY-21 MONTHLY SER
	H11505	08/16/21	KEN01 (CANDICE KENDALL)		45.76	.00	45.76	KEN01, 6/16/21 MILEAGE RE
	H11506	08/26/21	CAL15 (CALTRONICS BUSINESS SYS)		87.01	.00	87.01	CAL15, 3313880, BIZHUB 7/
	H11507	08/31/21	MVT01 (MV TRANSPORTATION, INC.)		332,000.00	.00	332,000.00	MVT01, 114787, AUG-21 MV
	H11508	08/29/21	STA01 (STATE COMPENSATION FUND)		1,496.92	.00	1,496.92	STA01, SEPT-21 WORKER'S C
	H11509	08/24/21	KHO01 (KHOURI CONSULTING LLC)		10,000.00	.00	10,000.00	KHO01, JULY-21 ADVOCACY S
	H11510	08/25/21	KHO01 (KHOURI CONSULTING LLC)		10,000.00	.00	10,000.00	KHO01, AUG-21 ADVOCACY SE
Total for Bank Account 105 ----->					1,457,886.32	.00	1,457,886.32	
Grand Total of all Bank Accounts ----->					1,457,886.32	.00	1,457,886.32	

REPORT.: Sep 17 21 Friday
 RUN....: Sep 17 21 Time: 10:39
 Run By.: Daniel Zepeda

LAVTA
 Month End Payable Activity Report
 Prior Period Report for 08-21

PAGE: 001
 ID #: PY-AC
 CTL.: WHE

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
08-21	AIM01 (AIM TO PLEASE JANITORIAL SE72-JUL-21)	SE72-JUL-21	08/05/21	09/04/21	A	3154.61	AIM01, JULY-21 MONTHLY JANITORIAL SERVICE
08-21	AME06 (AMERICAN FIDELITY ASSURANCE FSA08-21H)	FSA08-21H	08/04/21	09/03/21	A	1020.96	AME06, AUG-21 FLEXIBLE SPENDING ACCOUNT
		SUPP07-21H	07/03/21	08/02/21	A	732.22	AME06, JULY-21 SUPPLEMENTAL INSURANCE
		SUPP08-21H	08/25/21	09/24/21	A	732.22	AME06, AUG-21 SUPPLEMENTAL INSURANCE
		Vendor's Total ----->				2485.40	
08-21	ATT02 (AT&T)	16902871	08/13/21	09/12/21	A	417.75	ATT02, 16902871, PAYER #9391035694 7/13-8/12
08-21	ATT03 (AT&T)	209093604	07/19/21	08/18/21	A	956.00	ATT03, 2209093604, JULY-21 INTERNET PRI
08-21	BAN03 (BANKCARD CENTER)	JULY-2021H	08/02/21	09/01/21	A	7458.27	BAN03, JULY-21 BOW CC STATEMENT
08-21	BON01 (REGINA E. BONANNO)	JULY-2021	08/01/21	08/31/21	A	100.00	BON01, JULY-21 BOD STIPEND
08-21	BRO03 (KARLA SUE BROWN)	AUG-2021H	08/31/21	09/30/21	A	100.00	BRO03, AUG-21 BOD STIPEND
		JULY-2021H	08/01/21	08/31/21	A	100.00	BRO03, JULY-21 BOD STIPEND
		Vendor's Total ----->				200.00	
08-21	CAL04 (CALIFORNIA WATER SERVICE)	198071621H	07/16/21	08/15/21	A	1265.77	CAL04, 0198655555, BUS WASH 6/15/21-7/14/21
		257072821H	07/28/21	08/27/21	A	59.82	CAL04, 2575555555, TC FIRE 8/1/21-8/31/21
		361072921H	07/29/21	08/28/21	A	48.22	CAL04, 3616555555, TC WATER 6/26/21-7/28/21
		461080221H	08/02/21	09/01/21	A	1410.92	CAL04, 4616555555, TC IRRG 6/26/21-7/28/21
		475072821H	07/28/21	08/27/21	A	79.76	CAL04, 4755555555, MOA FIRE 8/1/21-8/31/21
		575072821H	07/28/21	08/27/21	A	79.76	CAL04, 5755555555, CONTRACTOR FIRE 8/1/21-8/31/21
		909071521H	07/15/21	08/14/21	A	863.80	CAL04, 9098655555, MOA WATER 6/15/21-7/14/21
		Vendor's Total ----->				3808.05	
08-21	CAL13 (CALIFORNIA TRANSIT)	312021JUL	08/03/21	09/02/21	A	3201.88	CAL13, 31-2021-JULY, JULY-21 INSURANCE CLAIM
08-21	CAL15 (CALTRONICS BUSINESS SYS)	3313880H	08/16/21	09/15/21	A	87.01	CAL15, 3313880, BIZHUB 7/16/21-8/15/21
08-21	CEN04 (CENTRAL CONTRA COSTA TRAN)	MAY-21H	07/30/21	08/29/21	A	97549.53	CEN04, MAY-21 MONTHLY SERVICE PARATRANSIT
		APR-21 H	08/13/21	09/12/21	A	98112.49	CEN04, APR-21 MONTHLY SERVICE PARATRANSIT
		APR-2021H	08/09/21	09/08/21	A	518.65	CEN04, APR-21 ONE SEAT SERVICE
		DEC-2020H	07/21/21	08/20/21	A	131.37	CEN04, DEC-20 ONE SEAT SERVICE
		FEB-2021H	08/09/21	09/08/21	A	145.59	CEN04, FEB-21 ONE SEAT SERVICE
		JAN-2021H	08/09/21	09/08/21	A	284.51	CEN04, JAN-21 ONE SEAT SERVICE
		MAR-2021H	08/09/21	09/08/21	A	280.95	CEN04, MAR-21 ONE SEAT SERVICE
		MAY-2021H	08/09/21	09/08/21	A	651.78	CEN04, MAY-21 ONE SEAT SERVICE
		NOV-2020H	07/21/21	08/20/21	A	14.87	CEN04, NOV-20 ONE SEAT SERVICE
		JUNE-2021H	08/09/21	09/08/21	A	766.41	CEN04, JUNE-21 ONE SEAT SERVICE
		Vendor's Total ----->				198456.15	
08-21	CIS01 (CISCO AIR SYSTEMS INC)	187598-1	08/01/21	08/31/21	A	2136.15	CIS01, 187598-1, PO #7536 AIR COMPRESSOR MAI
08-21	CIT06 (CITY OF LIVERMORE SEWER)	TC081021	08/10/21	09/09/21	A	46.20	CIT06, 133389-00, TRANSIT CENTER 7/13/21-8/1
		MOA072021	07/20/21	08/19/21	A	186.87	CIT06, 133294-00, MOA SEWER 6/15/21-7/20/21
		Vendor's Total ----->				233.07	
08-21	CIT07 (CITY OF LIVERMORE - WATER)	361072021H	07/20/21	08/19/21	A	46.18	CIT07, 139361-00, ATLANTIS SEWER 6/15/21-7/2
		388080321H	08/03/21	09/02/21	A	135.91	CIT07, 139388-00, BUS WASH 7/6/21-8/3/21
		399072021H	07/20/21	08/19/21	A	26.66	CIT07, 139399-00, ATLANTIS SEWER 6/15/21-7/2
		430072021H	07/20/21	08/19/21	A	180.40	CIT07, 138430-01, ATLANTIS INDOOR 6/15/21-7/
		431080321H	08/03/21	09/02/21	A	45.66	CIT07, 138431-00, ATLANTIS IRRG 7/6/21-8/3/2
		432072021H	07/20/21	08/19/21	A	16.02	CIT07, 138432-00, ATLANTIS FIRE 6/15/21-7/20
		Vendor's Total ----->				450.83	
08-21	DAY02 (DAY & NIGHT PEST CONTROL)	164950	07/15/21	08/14/21	A	218.00	DAY02, 164950, 7/15/21 RUTAN SERVICE
08-21	DEL05 (ALLIED ADMIN/DELTA DENTAL)	SEPT-2021H	08/09/21	09/08/21	A	2285.96	DEL05, SEPT-21 DENTAL INSURANCE
08-21	DIR01 (DIRECT TV)	96X210811	08/11/21	09/10/21	A	20.25	DIR01, 025118596210811, AUG-21 SERVICE
08-21	DIR02 (DIRECT DEPOSIT OF PAYROLL C	20210806H	08/12/21	09/11/21	A	49650.36	DIR02, PR DIRECT DEPOSIT 7/24/21-8/6/21
		20210820H	08/27/21	09/26/21	A	61029.31	DIR02, PR DIRECT DEPOSIT 8/7/21-8/20/21
		Vendor's Total ----->				110679.67	

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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
08-21	EDW01 (TAMARA EDWARDS)	7-29-21EXH	08/06/21	09/05/21	A	17.90	EDW01, 7/29/21 EXPENSE REIMBURSE
08-21	EFT01 (ELECTRONIC FUND TRNFERS)	20210806H	08/12/21	09/11/21	A	11719.74	EFT01, FEDERAL TAX 7/24/21-8/6/21
		20210820H	08/25/21	09/24/21	A	15756.32	EFT01, FEDERAL TAX 8/7/21-8/20/21
		Vendor's Total ----->				27476.06	
08-21	EME01 (BRIGHTVIEW LANDSCAPE SERVIC	7464213	08/01/21	08/31/21	A	1301.00	EME01, 7464213, AUG-21 LANDSCAPING SERVICE
		7480222	07/27/21	08/26/21	A	575.00	EME01, 7480222, MP906 JULY-21 RUTAN IRRG REP
		Vendor's Total ----->				1876.00	
08-21	EMP01 (EMPLOYMENT DEVEL DEPT)	20210806H	08/12/21	09/11/21	A	4458.29	EMP01, STATE TAX 7/24/21-8/6/21
		20210820H	08/25/21	09/24/21	A	5067.63	EMP01, STATE TAX 8/7/21-8/20/21
		Vendor's Total ----->				9525.92	
08-21	FRE01 (FREMONT RUBBER STAMP CO)	170586	07/21/21	08/20/21	A	30.61	FRE01, 170586, MP890 NAMEPLATES-2 QTY
08-21	GOV02 (GOVINVEST INC.)	2021-3190	08/02/21	09/01/21	A	3000.00	GOV02, 2021-3190, PO #7321 FY22 ACTURIAL TEC
08-21	HAN01 (HANSON BRIDGETT MARCUS)	1296569	07/15/21	08/14/21	A	1626.00	HAN01, 1296569, JUNE-21 CONTRACT LEGAL FEES
		1296570	07/15/21	08/14/21	A	1532.00	HAN01, 1296570, JUNE-21 ADMIN LEGAL FEES
		Vendor's Total ----->				3158.00	
08-21	HAU01 (DAVID HAUBERT)	AUG-2021H	08/31/21	09/30/21	A	100.00	HAU01, AUG-21 BOD STIPEND
		JULY-2021H	08/01/21	08/31/21	A	100.00	HAU01, JULY-21 BOD STIPEND
		Vendor's Total ----->				200.00	
08-21	JOS02 (JEAN INGALLS JOSEY)	JULY-2021	08/01/21	08/31/21	A	100.00	JOS02, JULY-21 BOD STIPEND
08-21	KEN01 (CANDICE KENDALL)	6-16-21MLH	08/16/21	09/15/21	A	45.76	KEN01, 6/16/21 MILEAGE REIMBURSE
08-21	KHO01 (KHOURI CONSULTING LLC)	AUG-2021H	08/02/21	09/01/21	A	10000.00	KHO01, AUG-21 ADVOCACY SERVICE
		JULY-2021H	08/02/21	09/01/21	A	10000.00	KHO01, JULY-21 ADVOCACY SERVICES
		Vendor's Total ----->				20000.00	
08-21	KII01 (BRITTNI KIICK)	JULY-2021	08/01/21	08/31/21	A	100.00	KII01, JULY-21 BOD STIPEND
08-21	KOF01 (KOFF & ASSOCIATES)	013508	08/01/21	08/31/21	A	2092.50	KOF01, 013508, MP829 HR CONSULTING SERVICE J
08-21	LIV10 (LIVERMORE SANITATION INC)	1432310	07/31/21	08/30/21	A	2540.83	LIV10, 1432310, JULY-21 GARBAGE SERVICE
08-21	LYF01 (LYFT, INC)	1012677	05/31/21	06/30/21	A	30.00	LYF01, 1001012677, MAY-21 CODE: GO SANRAMON
		1017742	07/31/21	08/30/21	A	2485.88	LYF01, 1001017742, JULY-21 CODE: GO TRIVALLE
		1017743	07/31/21	08/30/21	A	14.37	LYF01, 1001017743, JULY-21 CODE: GO SANRAMON
		Vendor's Total ----->				2530.25	
08-21	MER01 (MERCHANT SERVICES)	TC073121H	08/01/21	08/31/21	A	82.28	MER01, JULY-21 TRANSIT CENTER CC STATEMENT
		MOA073121H	08/01/21	08/31/21	A	63.50	MER01, JULY-21 MOA CC STATEMENT
		Vendor's Total ----->				145.78	
08-21	MET01 (METROPOLITAN TRANSPORT-)	AR026239	06/25/21	07/25/21	A	9231.98	MET01, AR026239, MAY-21 CLIPPER FEES
		AR026268	06/30/21	07/30/21	A	9025.38	MET01, AR026268, JUNE-21 CLIPPER FEES
		Vendor's Total ----->				18257.36	
08-21	MUT01 (MUTUAL OF OMAHA)	AUG-2021H	07/14/21	08/13/21	A	1188.34	MUT01, AUG-21 LTD & LIFE INSURANCE
		SEPT-2021H	08/16/21	09/15/21	A	1188.34	MUT01, SEPT-21 LTD & LIFE INSURANCE
		Vendor's Total ----->				2376.68	
08-21	MVT01 (MV TRANSPORTATION, INC.)	114786H	08/03/21	09/02/21	A	332000.00	MVT01, 114786, AUG-21 MV 1ST INSTALL PAYMENT
		114787H	08/03/21	09/02/21	A	332000.00	MVT01, 114787, AUG-21 MV 2ND INSTALL PAYMENT
		JUNE-2021H	07/10/21	08/09/21	A	60018.10	MVT01, JUNE-21 FIXED ROUTE MONTHLY SERVICE
		Vendor's Total ----->				724018.10	

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08-21	NAR01 (KATHERINE NARUM)	AUG-2021H	08/31/21	09/30/21	A	100.00	NAR01, AUG-21 BOD STIPEND
		JULY-2021H	08/01/21	08/31/21	A	100.00	NAR01, JULY-21 BOD STIPEND
		Vendor's Total ----->				200.00	
08-21	NSC01 (N/S CORPORATION)	0106235IN	07/19/21	08/18/21	A	1989.79	NSC01, 0106235-IN, MP898 SUERFLEX COUPING-BU
		0106235INU	08/19/21	/ /		1989.79	-Ck# 022779 Reversed
		Vendor's Total ----->				.00	
08-21	PAC01 (AT&T)	ATT 07/21H	07/13/21	08/12/21	A	209.12	PAC01, ACCT #925-245-0576, 7/13/21-8/12/21
		ATT070721H	07/07/21	08/06/21	A	33.34	PAC01,ACCT #232-351-6260,CONTRACTOR FIRE 7/7
		ATT071121H	07/11/21	08/10/21	A	354.67	PAC01,ACCT #436-951-0106,ATLANTIS T1 7/11-8/
		ATT071321H	07/13/21	08/12/21	A	389.18	PAC01,ACCT #925-243-9029,ATLANTIS ALARM 7/13
		Vendor's Total ----->				986.31	
08-21	PAC02 (PACIFIC GAS AND ELECTRIC)	580080621H	08/06/21	09/05/21	A	7537.70	PAC02, 5809326332-3, MOA ELECTRIC 7/1/21-8/1
		606080421H	08/04/21	09/03/21	A	1651.74	PAC02, 6062256368-6, ATLANTIS 6/29/21-7/28/2
		726080221H	08/02/21	09/01/21	A	1197.12	PAC02, 7264840356-5, BUS STOPS 6/22/21-7/21/
		764072021H	07/20/21	08/19/21	A	115.95	PAC02, 7649646868-7, DOOLAN TWR 6/14/21-7/13
		900071521H	07/15/21	08/14/21	A	302.63	PAC02, 9007202117-4, MOA GAS 6/15/21-7/14/21
		Vendor's Total ----->				10805.14	
08-21	PAC11 (PACIFIC ENVIROMENTAL SERV)	2144	08/02/21	09/01/21	A	330.00	PAC11, 2144, JULY-21 RUTAN SERVICE & EPA TIE
		2145	08/02/21	09/01/21	A	130.00	PAC11, 2145, JULY-21 ATLANTIS MONTHLY SERVIC
		Vendor's Total ----->				460.00	
08-21	PER01 (PERS)	20210806CH	08/12/21	09/11/21	A	4580.09	PER01, PERS CLASSIC CONTRIBUTION 7/24/21-8/6
		20210806NH	08/12/21	09/11/21	A	6607.23	PER01, PERS NEW CONTRIBUTION 7/24/21-8/6/21
		20210820CH	08/25/21	09/24/21	A	4131.69	PER01, PERS CLASSIC CONTRIBUTION 8/7/21-8/20
		20210820NH	08/25/21	09/24/21	A	6055.50	PER01, PERS NEW CONTRIBUTION 8/7/21-8/20/21
		GASB-2021H	08/06/21	09/05/21	A	700.00	PER01, GASB-68 REPORTING FEES 2021
		Vendor's Total ----->				22074.51	
08-21	PER03 (CAL PUB EMP RETIRE SYSTM)	SEPT-2021H	08/16/21	09/15/21	A	35601.18	PER03, SEPT-21 HEALTH INSURANCE
08-21	PER04 (CALPERS RETIREMENT SYSTEM)	20210806H	08/12/21	09/11/21	A	2296.41	PER04, PERS 457 CONTRIBUTION 7/24/21-8/6/21
		20210820H	08/25/21	09/24/21	A	2257.21	PER04, PERS 457 CONTRIBUTION 8/7/21-8/20/21
		Vendor's Total ----->				4553.62	
08-21	PLA02 (PLANETERIA MEDIA LLC)	18656	08/15/21	09/14/21	A	325.00	PLA02, 18656, AUG-21 WEB HOSTING
08-21	RIN01 (RINKOR TECHNOLOGY SOLUTIONS	5501SM	07/19/21	08/18/21	A	2212.50	RIN01, 5501SM, MP904 SERVICE CALL-TC CAMERAS
08-21	SAV03 (SAVE MART SUPERMARKETS)	8-5-21EBV	08/05/21	09/04/21	A	1320.00	SAV03, 22 EASTBAY VALUE PASSES BUY BACK @ \$6
08-21	SCF01 (SC FUELS)	4710282	07/28/21	08/27/21	A	23284.13	SCF01, 4710282, 7/28/21 FUEL DELIVERY
		4725045	08/12/21	09/11/21	A	23781.52	SCF01, 4725045, 8/12/21 FUEL DELIVERY
		4725599	08/06/21	09/05/21	A	24214.53	SCF01, 4725599, 8/6/21 FUEL DELIVERY
		Vendor's Total ----->				71280.18	
08-21	SHA02 (SHAMROCK OFFICE SOLUTIONS)	539711	07/26/21	08/25/21	A	25.89	SHA02, 539711, FRONT DESK PRINTER 6/30/21-7/
08-21	SIN01 (SINGLEPOINT COMMUNICATIONS	9267	08/01/21	08/31/21	A	6840.00	SIN01, 9267, FLEET WIFI ANNUAL CARE FY22-SUB
08-21	SOL01 (SOLUTIONS FOR TRANSIT)	21-0805LA	08/05/21	09/04/21	A	2083.33	SOL01, 21-0805LAVTA, JULY-21 CLIPPER ANALYSI
08-21	STA01 (STATE COMPENSATION FUND)	SEPT-2021H	08/23/21	09/22/21	A	1496.92	STA01, SEPT-21 WORKER'S COMP PREMIUM
08-21	STA13 (STAPLES CREDIT PLAN)	AUG-2021H	08/09/21	09/08/21	A	551.68	STA13, AUG-21 CC STATEMENT
08-21	SUD01 (JENNIFER SUDA)	7-29-21EXH	07/30/21	08/29/21	A	27.55	SUD01, 7/29/21 EXPENSE REIMBURSE
08-21	TEL01 (TPx COMMUNICATIONS)	145791352	07/31/21	08/30/21	A	2870.38	TEL01, 145791352-0, 8/1/21-8/31/21 SERVICE

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08-21	TOL06 (TOLAR MFR CO INC)	14012	08/12/21	09/11/21	A	2282.25	TOL06, 14012, MP838 MAP CASE-GLASS MOUNT, BR
08-21	TRA05 (TRANSDEV NORTH AMERICA INC.)	655070521	07/05/21	08/04/21	A	6582.00	TRA05, 655070521, RFP 2019-5 JUNE-21 ACTIVIT
		655080521	08/05/21	09/04/21	A	9598.75	TRA05, 655080521, RFP 2019-5 JULY-21 ACTIVIT
		Vendor's Total ----->				16180.75	
08-21	TRA12 (TRAPEZE SOFTWARE GROUP)	TPMA10427	05/28/21	06/27/21	A	6970.00	TRA12, TPMAG10427, MP910 APC GATEWAY SOFTWARE
		TPPAG2060	05/28/21	06/27/21	A	5597.58	TRA12, TPPAG02060, PO #4803 VIEWPOINT AMENDM
		Vendor's Total ----->				12567.58	
08-21	TRI06 (TRI-VALLEY HOSE INC)	109073	08/02/21	09/01/21	A	15.68	TRI06, 109073, PIPE SWIVEL-RUTAN FUEL ISLAND
08-21	TUR02 (RON TURLEY ASSOCIATES, INC)	61202	07/19/21	08/18/21	A	3350.00	TUR02, 61202, MP886 RTA DATA CONVERSION & UP
08-21	TVS01 (TRI-VALLEY-SAN JOAQUIN VALL)	2107-101	07/28/21	08/27/21	A	16239.19	TVS01, 2107-101, RAIL-CUBICLES, SOFA, POWERW
		2107-102	08/04/21	09/03/21	A	6772.23	TVS01, 2107-102, RAIL EXPENSE REIMBURSE #1
		2108-103	08/09/21	09/08/21	A	695.12	TVS01, 2108-103, RAIL EXPENSE REIMBURSE #2 F
		Vendor's Total ----->				23706.54	
08-21	TX133 (SAROJA IYER)	0528-0701	08/09/21	09/08/21	A	74.80	TX133, PARATAXI REIMBURSE 5/28/21-7/1/21
08-21	TX169 (SARAH SARGAZI)	0505-0709	08/09/21	09/08/21	A	158.95	TX169, PARATAXI REIMBURSE 5/5/21-7/9/21
08-21	TX183 (KEVIN PEHRSON)	0603-0630	08/09/21	09/08/21	A	36.55	TX183, PARATAXI REIMBURSE 6/3/21-6/30/21
08-21	TX212 (LINDA WAHLE)	0603-0629	08/09/21	09/08/21	A	200.00	TX212, PARATAXI REIMBURSE 6/3/21-6/29/21
		0701-0728	08/18/21	09/17/21	A	183.00	TX212, PARATAXI REIMBURSE 7/1/21-7/28/21
		Vendor's Total ----->				383.00	
08-21	TX228 (DEBORAH BUTLER)	0701-0720H	08/09/21	09/08/21	A	200.00	TX228, PARATAXI REIMBURSE 7/1/21-7/20/21
		0801-0804H	08/18/21	09/17/21	A	90.31	TX228, PARATAXI REIMBURSE 8/1/21-8/4/21
		Vendor's Total ----->				290.31	
08-21	TX238 (MEGAN LEVITT)	7-30-21	08/18/21	09/17/21	A	20.00	TX238, PARATAXI REIMBURSE 7/30/21
		0708-0716	08/09/21	09/08/21	A	40.00	TX238, PARATAXI REIMBURSE 7/8/21-7/16/21
		Vendor's Total ----->				60.00	
08-21	TX242 (BONNIE WOLF)	0707-0728H	08/09/21	09/08/21	A	120.00	TX242, PARATAXI REIMBURSE 7/7/21-7/28/21
08-21	TX245 (SHIRLEY XIE)	0726-0730	08/18/21	09/17/21	A	36.12	TX245, PARATAXI REIMBURSE 7/26/21-7/30/21
08-21	UBE01 (UBER)	JULY-2021H	08/01/21	08/31/21	A	963.20	UBE01, JULY-21 BILLING: GO DUBLIN
08-21	VER01 (VERIZON WIRELESS)	884704970H	07/22/21	08/21/21	A	1710.24	VER01, 9884704970, 6/23-7/22/21 CELL, WIFI &
08-21	VOM01 (VOMELA SPECIALTY COMPANY IN	20418	07/27/21	08/26/21	A	24082.36	VOM01, 20418, PO #7547 DECALS FOR 2017 BUSES
		20432	07/29/21	08/28/21	A	7500.00	VOM01, 20432, PO #7547 BUS DECAL REMOVAL-3 B
		20501	08/06/21	09/05/21	A	35027.64	VOM01, 20501, PO #7547 DECALS FOR 2016 BUSES
		20528	08/11/21	09/10/21	A	8334.00	VOM01, 20528, PO #7547 BUS DECAL REMOVAL-2 B
		Vendor's Total ----->				74944.00	
08-21	VON01 (TRAPEZE SOFTWARE GROUP)	AMSER1171	07/30/21	08/29/21	A	2296.88	VON01, AMSER0001171, MP640 TM FTP ACCESS POI
08-21	VSP01 (VSP)	AUG-2021H	07/19/21	08/18/21	A	577.24	VSP01, AUG-21 VISION INSURANCE
		SEPT-2021H	08/19/21	09/18/21	A	577.24	VSP01, SEPT-21 VISION INSURANCE
		Vendor's Total ----->				1154.48	
		Total of Purchases ->				1457886.32	

AGENDA

ITEM 6

STAFF REPORT

SUBJECT: 2021 FTA Triennial Review

FROM: Tamara Edwards, Director of Finance

DATE: September 28, 2021

Action Requested

Review the 2021 FTA Triennial report.

Background

As required by federal statutes, every three years transit agencies who are recipients of federal financial assistance are reviewed with respect to their compliance with federal rules and regulations. LAVTA's Triennial review was recently completed and a final report was issued on September 8, 2021. The review covers the period 2019, 2020, and 2021.

Discussion

FTA's final report is attached to this staff paper, and fully describes the 21 areas of interest to the federal government, and their report of LAVTA's compliance in each area. Of the 21 areas, 3 were not applicable. LAVTA was found to have no deficiencies in 16. FTA found deficiencies in two areas. The deficient areas were Financial Management and Capacity and Procurement.

LAVTA Staff has until October 8th to respond to the Final Report with their corrective actions.

All the requirements for resolution have been submitted to the FTA, and staff is waiting for the final closeout. Attachment 1 provides the summarized findings and LAVTA's actions taken.

Federal regulations continually change in the transit industry and the Triennial is a good mechanism to ensure that LAVTA is aware of all the changes. Additionally, with each review the expectations of the reviewers are not always the same as previous reviewers. In this year's review, the items that were brought to our attention were in areas that had been previously reviewed without any findings. The FTA and its reviewers were overall very pleased with LAVTA and the results of the Review.

Next Steps

LAVTA will work with the FTA on the closeout of the review.

Recommendation

Review the 2021 FTA Triennial report.

Attachments:

1. Triennial Summarized Response Chart
2. 2021 FTA Triennial Review – final report

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	LAVTA's Response	Response Due Date(s)	Date Closed
1. Legal	ND					
2. Financial Management and Capacity	D	F4-1: ECHO documentation deficient	The recipient must submit to the FTA regional office approved procedures for documenting ECHO draws. The recipient must also document and work with the FTA regional office to reimburse FTA for ineligible expenses charged to awards, plus applicable interest based on the ECHO with a higher reimbursement percentage. The recipient must implement and submit to the FTA regional office documentation of training conducted of the appropriate staff on new policies and procedures. The recipient must also show documentation of the underlying expenditures for their next operating drawdown.	LAVTA has updated their procedures regarding echo drawdowns and the documentation associated with them especially in regard to grants for operating funds. Training was conducted on this new procedure in July, 2021. LAVTA did not charge any ineligible expenses to the grant, and once the documentation has been reviewed and accepted by FTA staff this finding should be closed.	October 8, 2021	
3. Technical Capacity – Award Management	ND					
4. Technical Capacity – Program Management and Subrecipient Oversight	NA					
5. Technical Capacity – Project Management	ND					
6. Transit Asset Management	ND					
7. Satisfactory Continuing Control	ND					
8. Maintenance	ND					
9. Procurement	D	P10-2: Lacking required cost/price analysis	The recipient must submit to the FTA regional office documentation that it has updated its procurement process to include performing applicable cost analysis for sole source procurements. The recipient must also submit to FTA documentation that all staff involved in procurement activities have been training on the updated process.	The procurement manual has been updated to call out this requirement on sole source procurement. Additionally, a new Cost Analysis Form has been created and included in the procedures. The necessary staff has been trained on the changes.	October 8, 2021	

10. Disadvantaged Business Enterprise	ND					
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Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	LAVTA's Response	Response Due Date(s)	Date Closed
11. Title VI	ND					
12. Americans with Disabilities Act (ADA) – General	ND					
13. ADA – Complementary Paratransit	ND					
14. Equal Employment Opportunity	ND					
15. School Bus	ND					
16. Charter Bus	ND					
17. Drug-Free Workplace	ND					
18. Drug and Alcohol Program	ND					
19. Section 5307 Program Requirements	ND					
20. Section 5310 Program Requirements	NA					
21. Section 5311 Program Requirements	NA					

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam,
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Northern Mariana Islands

90 7th Street
Suite 15-300
San Francisco, CA 94103-6701
415-734-9490

888 South Figueroa Street
Suite 440
Los Angeles, CA 90017-5467
213-202-3950

September 8, 2021

Mr. Michael Tree
Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court
Livermore, CA 94551

Re: Federal Transit Administration
Fiscal Year 2021 Triennial Review
Final Report

Dear Mr. Tree:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53 and other federal requirements. The enclosed final report documents the FTA's Triennial Review of the Livermore Amador Valley Transit Authority (LAVTA) in Livermore, California. Although not an audit, the Triennial Review is the FTA's assessment of LAVTA's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on LAVTA's compliance in 21 areas. No deficiencies were found with the FTA requirements in 16 areas; three (3) areas were not applicable. Deficiencies were found in two (2) areas: (i) Financial Management & Capacity and (ii) Procurement. LAVTA had no repeat deficiencies from the 2018 Triennial Review.

Given the delay in completing the FY 2020 reviews until FY 2021 and the significant amount of additional federal financial support provided through CARES Act, FTA developed the [Public Health Emergency Supplement](#) to the [FY20 Comprehensive Review Contractor's Manual](#) to assist in the evaluation of how recipients have used CARES Act and Emergency Relief funding. This supplement details the specific flexibilities and administrative relief provided by FTA for the use of these funds.

Regulations and Guidance

As LAVTA moves forward with its transit program, FTA would like to provide a look-ahead for future oversight activities related to new and/or updated requirements, below.

Public Transportation Agency Safety Plan (PTASP) Regulation

The PTASP regulation requires all operators of public transportation systems that are recipients and subrecipients of FTA's Urbanized Area Formula Grants (Section 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

As part of the annual Certifications and Assurances, recipients must certify they meet the requirements of the PTASP regulation. All plans will be reviewed starting October 1, 2021 through FTA's oversight process. For guidance and updates to assist in the preparation and implementation of safety plans, please visit FTA's website at www.transit.dot.gov/PTASP.

Random Drug Testing Rate Increase

On October 17, 2018, FTA published a Dear Colleague Letter "2019 Random Drug Testing Increase." In its letter, FTA notified recipients that effective January 1, 2019 and as mandated by its drug and alcohol regulation at 49 C.F.R. 655.45, the random drug testing rate will change. FTA increased the minimum rate of random drug testing from 25 percent to 50 percent of covered employees, for employers subject to FTA's drug and alcohol regulation. This increased random drug testing rate results from an uptick in the proportion of violations identified through random drug testing.

The 50 percent random drug testing rate applies to entities receiving federal assistance under 49 U.S.C. 5307, 5309, 5311 or 5339, including recipients, subrecipients, and safety-sensitive contractors. The required minimum rate for random alcohol testing is unaffected and remains at 10 percent.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Mr. Darin Allan, Director, Office of Financial Management and Program Oversight, at 415-734-9470, or by email at darin.allan@dot.gov; or Ms. Ellen Harvey, your reviewer, at 617-577-0042, or by email at eharvey@calyptusgroup.com.

Sincerely,

Ray Tellis
Regional Administrator

Enclosure

FINAL REPORT

**FISCAL YEAR 2021
TRIENNIAL REVIEW
of**

**Livermore Amador Valley Transit Authority
(LAVTA)
Livermore, CA
ID: 5296**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 9**

Prepared By:

Calyptus Consulting Group, Inc.

**Virtual Site Visit Date: JULY 19-22, 2021
Final Report Date: SEPTEMBER 8, 2021**

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Livermore Amador Valley Transit Authority (LAVTA) of Livermore, California. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Calyptus Consulting Group, Inc. (the "reviewer"). During the virtual site visit, administrative and statutory requirements were discussed and documents were reviewed.

The Triennial Review focused on LAVTA's compliance in 21 areas; three (3) areas were not applicable. Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Financial Management & Capacity (F)	F4-1	ECHO documentation deficient
Procurement (P)	P10-2	Lacking required cost/price analysis

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas; three (3) areas were not applicable. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of LAVTA. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available through the FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a virtual site visit (to the recipient’s location). In March 2020, all work on Reviews was halted due to the Public Health Emergency. A preliminary recipient information request was sent to LAVTA on February 13, 2021, indicating a review would be conducted during Fiscal Year 2021. A subsequent recipient information request was sent to LAVTA on May 24, 2021, advising that a virtual site visit would be taking place and indicating additional information that would be needed and issues that would be discussed. The desk review and review scoping meeting were conducted with the Region 9 Office on July 12, 2021. Necessary files retained by the regional office were sent to the reviewer(s) electronically. The virtual site visit to LAVTA occurred on July 19-22, 2021.

The virtual site visit portion of the review began with an entrance conference, at which time the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents *In addition, the reviewers evaluated how LAVTA has used CARES Act and ER funding and the impacts of COVID-19 Public Health Emergency on the agency by discussing a series of questions included in the [Public Health Emergency Supplement to the FY20 Comprehensive Review Contractor’s Manual](#). Additional documentation was requested for the Financial Management and Capacity and Procurement areas only.* The reviewer(s) examined a sample of maintenance records for FTA-funded vehicles and equipment.

Upon completion of the review, FTA and the Reviewer provided a summary of preliminary findings to LAVTA at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

The Livermore Amador Valley Transit Authority (LAVTA) is a joint powers authority established in 1986. It provides transit service to the Tri-Valley area 39 miles east of San Francisco and 28 miles north of Silicon Valley, serving the cities of Livermore, Pleasanton, Dublin, and unincorporated areas of eastern Alameda County. LAVTA contracts with MV Transportation, Inc. for its Wheels fixed route service and with Medical Transportation Management (MTM) (through March 2021), and County Connection beginning April 1, 2021 for complementary paratransit service. The population of LAVTA's service area is approximately 237,041. Prior to the onset of the COVID-19 pandemic, LAVTA operated a network of 29 fixed routes. At that time, service was provided seven days per week from 4:34 a.m. to 1:36 a.m. Monday-Friday, and from approximately 5:34 a.m. to 1:36 a.m. Saturday and Sunday. Shortly after the pandemic started, LAVTA began operating weekend schedules on most routes and discontinued service on five low ridership routes. Service after 11 pm was also temporarily discontinued. In June 2021, pre-COVID peak-hour service was resumed on several routes. LAVTA's complementary paratransit service, known as Dial-a-Ride, operates during the same days and hours of service as the fixed routes.

The basic adult fare for bus service is \$2.00. A reduced fare of \$1.00 is offered to seniors, persons with disabilities, and Medicare cardholders during all hours. The fare for Dial- a-Ride paratransit service is \$3.75. LAVTA offers monthly passes for Fixed Route.

Prior to the pandemic, LAVTA operated a fleet of 63 buses for fixed route service. Its bus fleet consists of standard and low floor 29, 35 and 40-foot transit coaches. The peak requirement at that time was 54 vehicles. LAVTA's spare ratio at that time was 18.5%. LAVTA's current peak requirement is 29, due to the reduced service levels resulting from the pandemic. The expectation is that with the start of school this fall, the recipient's peak requirement will increase to approximately 47 buses.

LAVTA operates from a single maintenance and administration facility at 1362 Rutan Court in Livermore. It maintains a bus storage, washing and fueling facility at 875 Atlantis Court. Service is oriented around a transit center at 2500 Railroad Avenue in downtown Livermore. All three facilities have an FTA interest.

The LAVTA's National Transit Database Report for fiscal year 2020 has been accepted by FTA.

2. Award and Project Activity

Below is a list of LAVTA's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
CA-2018-024	\$478,798	2018	Individualized Marketing Program
CA-2020-216	\$3,317,752	2020	FFY20 5307 CARES Act Grant-Operating Assistance second tranche
CA-2021-011	\$621,159	2021	Livermore Transit Center Rehabilitation and Improvement Project
CA-2019-100	\$1,224,168	2019	FY2018 5307 and 5339 Operating and Hybrid Bud Battery Pack Replacement
CA-2020-151	\$720,749	2020	FY2019 5307 and 5339 Operating and Hybrid Bus Battery Pack Replacement

Projects Completed

Over the past few years, LAVTA completed the following noteworthy projects:

- Purchase of 40 buses: 20 purchased in 2016, and 20 purchased in 2017. Includes a mix of 29', 35' and 40' heavy-duty buses.
- Transit Performance Initiative (TPI) Project on Dublin Blvd: The project upgraded the traffic system to include adaptive signal technology to improve travel times, and three new bus queues jump lanes were installed. Additionally, the project brought a GTFS-Real time feed to the LAVTA bus system and now real time bus information is being made available on several phone apps.
- Implementation of major fixed route restructuring in August 2016: A comprehensive operational analysis (Wheels Forward) was conducted in 2015/16 and recommendations were implemented in August 2016 to streamline routes, reduce duplicative routes/route segments, eliminate unproductive routes/route segments, improve bus stop spacing, and increase frequency along major BART feeder lines.
- Resurfacing Rutan Parking Lot: A slurry seal was done on the Rutan Administration building parking lot in 2017, which also included several ADA upgrades.

Ongoing Projects

LAVTA is currently implementing the following noteworthy projects:

- LAVTA is upgrading the Transit Signal Priority on the fleet of Rapid buses and along the Rapid corridors (Locally Funded). The project will be upgrading the Transit Signal Priority (TSP) along the Rapid BRT lines from infrared to GPS-based and will expand TSP to new corridors in Pleasanton.

- BRT Corridor Upgrade Project (North Canyons Federally Funded). The project will upgrade the bus stop amenities along the 30R line in Livermore to the Rapid branded-style including premium shelters, real time transit information, seating, bicycle storage, and lighting.
- Go Dublin TNC Pilot -A pilot partnership with TNCs (Uber, Lyft, De Soto cab) was launched in January 2017. The pilot was developed through the Wheels Forward study. The pilot includes a discount of up to \$5 for rideshare trips taken within the City of Dublin.
- Santa Rita Bus Stop Upgrade Project (Locally Funded). The project will upgrade the bus stop amenities along the 10R line in Pleasanton to the Rapid branded-style including premium shelters, real time transit information, seating, bicycle storage, and lighting.
- Historic Depot Project -The City of Livermore is relocating a Historic Train Depot to the Livermore Transit Center, which is owned by LAVTA. The existing ticket building was demolished, a temporary ticket office has been constructed, and the Depot building has been moved and is currently under renovation.
- Mobility Forward: Paratransit Assessment (Locally Funded). This study examined ways to enhance efficiency and improve service delivery for paratransit service(s) throughout the Tri- Valley.
- Shared Autonomous Vehicle Pilot (Locally Funded). This project will involve testing a level 4 Shared Autonomous Vehicle (SAV) in the City of Dublin on public roads and connecting with a mass transit (BART) station.
- Individualized Marketing (Federally Funded). This project, involving door-to-door travel training and marketing of Rapid services, was introduced along the 10R Santa Rita corridor in Spring 2017. This project expanded to the 30R Dublin Blvd corridor in Spring 2018.
- Renovation of the Livermore Transit Center (Federally Funded). This project will provide necessary repairs to the Transit Center passenger waiting area, including repainting the shade structure, lighting and security improvements, new street furniture, and a repair of the asphalt in the drive aisle.

Future Projects

LAVTA plans to pursue the following noteworthy projects in the next three to five years:

- Farebox Upgrade on the remaining fleet of buses (20).
- Completion of the SAV test and expansion of the SAV program.
- Upgrade of the non-revenue fleet.
- Atlantis Facility Phase III and IV design.

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters, include clauses in its third party and subrecipient agreements, and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of LAVTA, one (1) deficiency was found with the FTA requirements for Financial Management and Capacity.

ECHO documentation deficient (F4-1)

LAVTA had one (1) ECHO drawdown for operating expenses related to ADA complementary paratransit operations that was processed as an ECHO drawdown with 80% eligibility. The invoices and other backup documentation submitted for this drawdown did not clearly indicate the method of calculating the amount of funds for which LAVTA requested reimbursement.

2 CFR Part 200.306 Cost sharing or matching

(b) For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;*
- (2) Are not included as contributions for any other Federal award;*
- (3) Are necessary and reasonable for accomplishment of project or program objectives;*
- (4) Are allowable under Subpart E—Cost Principles of this part;*
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available*

for such program can be applied to matching or cost sharing requirements of other Federal programs;

(6) Are provided for in the approved budget when required by the Federal awarding agency; and

(7) Conform to other provisions of this part, as applicable.

Corrective Action(s) and Schedule: By October 8, 2021, the recipient must submit to the FTA regional office approved procedures for documenting ECHO draws. The recipient must also document and work with the FTA regional office to reimburse FTA for ineligible expenses charged to awards, plus applicable interest based on the ECHO with a higher reimbursement percentage. The recipient must implement and submit to the FTA regional office documentation of training conducted of the appropriate staff on new policies and procedures. The recipient must also show documentation of the underlying expenditures for their next operating drawdown.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management/Program Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of LAVTA, the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight were found to be not applicable.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Transit Asset Management.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

8. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep ADA accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Maintenance.

9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of LAVTA, one (1) deficiency was found with the FTA requirements for Procurement.

Deficiencies in review of procurement files

During the LAVTA review, five (5) procurement files were reviewed: (1) sole source for farebox upgrade, (2) RFP for individualized marketing services, (3) sole source for transit signal priority upgrade, (4) IFB for TSP upgrade, and (5) RFP for preventative maintenance. The table below provides more details about these procurements.

Procurement #	1	2	3	4	5
Goods/ Services Procured	Farebox Upgrade	Individualized Marketing Services	Transit Signal Priority Upgrade	TSP Upgrade	Preventative Maintenance
Date	12/4/2019	12/2/2019	8/23/2019	1/6/2020	3/5/2018
Dollar Value	\$127,465	\$248,082.50	\$815,077.62	\$501,336	\$31,035,975
Type	Material	Services	Materials	Materials	Services
Method	Sole Source	RFP	Sole Source	IFB	RFP
New Start or Small Start	No	No	No	No	No
Awarded by Contractors or Subrecipients	No	No	No	No	No
Change Order	No	No	No	No	No
DBE Goal	No	No	No	No	No
Protest	No	No	No	No	No
Deficiencies	-	-	P10-2	-	-

The deficiencies identified for one (1) of the procurements is as follows:

- P10-2 Lacking required cost/price analysis: Procurement #3

Lacking required cost/price analysis (P10-2)

LAVTA conducted a sole source procurement for the Transit Signal Priority Upgrade project. The staff report contains a statement that the price was determined to be reasonable; however, there is no documentation of the required cost analysis for this sole source procurement including an analysis of supplier profit.

2 CFR 200.323

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices

would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

FTA Circular 4220.1F Chapter VI 6. a. Cost Analysis

The recipient must obtain a cost analysis when a price analysis will not provide sufficient information to determine the reasonableness of the contract cost. The recipient must obtain a cost analysis when the offeror submits elements (that is, labor hours, overhead, materials, and so forth) of the estimated cost, (such as professional consulting and A&E contracts, and so forth). The recipient is also expected to obtain a cost analysis when price competition is inadequate, when only a sole source is available, even if the procurement is a contract modification, or in the event of a change order. The recipient, however, need not obtain a cost analysis if it can justify price reasonableness of the proposed contract based on a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.

FTA Circular 4220.1F Chapter VI 6. b. Price Analysis

If the recipient determines that competition was adequate, a price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price. As discussed previously in subsection 3.a of this Chapter, the price analysis for micro-purchases may be limited. Similarly, the recipient may use an abbreviated price analysis for small purchases in most cases. One method to record this price analysis is through the use of a preprinted form on which a contracting officer (or other responsible person) can annotate a finding of fair and reasonable pricing and check off the most common reasons why this would be so, such as catalog or market prices offered in substantial quantities to the general public, regulated prices (for example, for many utilities purchases), or a comparison with recent prices for similar goods and services.

Corrective Action(s) and Schedule: By October 8, 2021, the recipient must submit to the FTA regional office documentation that it has updated its procurement process to include performing applicable cost analysis for sole source procurements. The recipient must also submit to FTA documentation that all staff involved in procurement activities have been trained on the updated process.

10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the US DOT requirements for DBE.

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Title VI.

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the US DOT requirements for ADA – General.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with US DOT requirements for ADA – Complementary Paratransit.

14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for School Bus.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community-based charter services pursuant to certain regulatory exceptions.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Charter Bus.

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

19. Section 5307 Program Requirements

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of LAVTA, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable to the review of LAVTA.

21. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of LAVTA.

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	D	F4-1: ECHO documentation deficient	The recipient must submit to the FTA regional office approved procedures for documenting ECHO draws. The recipient must also document and work with the FTA regional office to reimburse FTA for ineligible expenses charged to awards, plus applicable interest based on the ECHO with a higher reimbursement percentage. The recipient must implement and submit to the FTA regional office documentation of training conducted of the appropriate staff on new policies and procedures. The recipient must also show documentation of the underlying expenditures for their next operating drawdown.	October 8, 2021	
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	NA				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	D	P10-2: Lacking required cost/price analysis	The recipient must submit to the FTA regional office documentation that it has updated its procurement process to include performing applicable cost analysis for sole source procurements. The recipient must also submit to FTA documentation that all staff involved in procurement activities have been training on the updated process.	October 8, 2021	
10. Disadvantaged Business Enterprise	ND				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	NA				
21. Section 5311 Program Requirements	NA				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Livermore-Amador Valley Transit Authority (LAVTA)</i>			
Tamara Edwards	Director of Finance	925-455-7566	tedwards@lavta.org
Michael Tree	Executive Director	925-455-7564	mtreee@lavta.org
Toan Tran	Director of Operations and Innovation	925-455-7562	ttran@lavta.org
Tony McCaulay	Director of Planning and Marketing	925-455-7553	tmccaulay@lavta.org
Dave Massa	Senior Fleet and Technology Management Specialist	925-455-7568	dmassa@lavta.org
Jennifer Yeamans	Senior Grants, and Management Specialist	925-455-7561	jyeamans@lavta.org
<i>MV Transportation</i>			
Christian Pereira	General Manager MV	925-455-7518	Christian.pereira@mvtransit.com
<i>FTA</i>			
Ray Tellis	Regional Administrator	415-734-9471	Ray.Tellis@dot.gov
Luis Rodriguez	Regional Civil Right Officer	212-668-2324	l.a.rodriguez@dot.gov
Darin Allan	Director, Office of Financial Management and Program Oversight	415-734-9470	Darin.Allan@dot.gov
Bernardo Bustamante	Director, Office of Program Management and Project Oversight	415-734-9454	Bernardo.Bustamante@dot.gov
Roxana Hernandez	Program Management Specialist	415-734-9461	Roxana.hernandez@dot.gov
Amitra Mamdouhi	Transportation Program Specialist	415-734-9453	Amitra.Mamdouhi@dot.gov
<i>Calyptus Consulting Group, Inc.</i>			
Ellen Harvey	Reviewer	617-577-0042	eharvey@calyptusgroup.com
Jameson Beekman	Reviewer	814-325-1747	Jameson.beekman@gmail.com

VII. Appendices

No appendices included in this report.

AGENDA

ITEM 7

STAFF REPORT

SUBJECT: Establish Guidelines for the California Employers' Pension prefunding trust account with CalPERS

FROM: Tamara Edwards, Director of Finance

DATE: September 28, 2021

Action Requested

Staff requests that the Finance and Administration Committee recommend that the Board of Directors Approve Resolution 31-2021 establishing guidelines for the Section 115 Pension Trust.

Background

At the September Board meeting the Board elected to establish a California Employers' Pension Prefunding Trust (CEPPT) account with CalPERS. In the motion for this item staff was given direction to establish policy guidelines in regard to managing these funds, specifically when to withdraw funds from the trust.

Discussion

LAVTA staff has reviewed the policies of other agencies and tailored them to LAVTA's circumstances. With these established guidelines funds would only be withdrawn when the agency needed the funds to cover expenses when other revenues were not available, when the agencies reserve fund balance goes below the established threshold and when the funds would better serve the agency by being used to pay off specific pension liabilities. The guidelines also allow the withdrawal of funds from one investment strategy to be reinvested in the other strategy should that be deemed advantageous and will not negatively impact the principal balance.

Recommendation

Staff recommends that the Finance and Administration Committee recommend that the Board approve Resolution 31-2021 establishing guidelines for the Section 115 Pension Trust Fund.

Attachments:

1. Resolution 31-2021
2. Section 115 Pension Trust Fund – Policy Guidelines

RESOLUTION NO. 31-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ADOPTING A POLICY TO ESTABLISH GUIDELINES FOR THE SECTION 115
PENSION TRUST**

WHEREAS, at the September 13, 2021 Board of Director's meeting the Board elected to establish a Section 115 Pension Trust through the California Employers Pension Prefunding Trust (CEPPT); and

WHEREAS, LAVTA desires to have a policy establishing guidelines for the funds in the trust; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the Section 115 Trust Fund Policy Guidelines be adopted.

PASSED AND ADOPTED this 4th day of October 2021.

BY _____
Karla Brown, Chair

ATTEST _____
Michael Tree, Executive Director

Section 115 Pension Trust Fund – Policy Guidelines

Policy Objectives:

1. Maintain a balance in the Section 115 Pension Trust Fund (Trust Fund) such that there are available monies to help the Authority make pension contributions when necessary. To help achieve that objective, the Authority may withdraw from the Trust Fund under the following conditions:
 - a. The Authority has a structural deficit that needs to be addressed (i.e. expenditures exceed revenues).
 - b. The Authority's reserves have been used and need to be replenished in order to maintain a reserve equal to 3-6 months of Operating expenses.
 - c. Paying off specific pension liabilities that will result in interest savings greater than interest earnings on the Trust Fund.
2. Increase the Authority's annual investment earnings while preserving the principal. To achieve this objective, the Authority's Trust Fund – may withdraw funds from one funding strategy to reinvest in the other strategy if it is deemed advantageous to do so without negatively impacting the principal balance.

AGENDA

ITEM 8

LAVTA COMMITTEE ITEMS - October 2021 - February 2022

Finance & Administration Committee

October

Action Info

Minutes

X

Treasurers Report

X

Annual Comprehensive Financial Report (ACFR)

X

November

Action Info

Minutes

X

Treasurers Report

X

December

Action

Minutes

X

Treasurers Report

X

*Typically December committee meetings are cancelled

January

Action Info

Minutes

X

Treasurers Report

X

Draft 2022 Legislative Program

X

February

Action Info

Minutes

X

Treasurers Report

X