

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

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

**COMMITTEE MEMBERS**

**MICHAEL McCORRISTON – CHAIR**  
**JULIE TESTA**

**KRISTIE WANG – VICE CHAIR**

**DATE:** Tuesday, March 25, 2025

**PLACE:** LAVTA Offices, Room 110  
1362 Rutan Court, Suite 100, Livermore

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

**TELECONFERENCE LOCATIONS**

NONE

*Agenda Questions: Please call the Front Desk at (925) 455-7555 or send an email to [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*

*Documents received after publication of the Agenda and considered by the Finance and Administration 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.*

**MEETING PROCEDURE**

This Finance and Administration Committee meeting will be conducted in person and on the web-video communication platform, Zoom. In order to view and/or participate in this meeting remotely, members of the public will need to download Zoom from its website, [www.zoom.us](http://www.zoom.us).

We encourage members of the public to access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment. It is recommended that anyone wishing to participate in the meeting remotely complete the download process before the start of the meeting.

Public comments will also be accepted via email until 1:00 p.m. on Monday, March 24, 2025 at [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment – 3/25/2025” 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.

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.*

**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](mailto:frontdesk@lavta.org)

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, March 24, 2025 to [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment – 03/25/2025” 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 and Pledge of Allegiance**

**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 February 25, 2025 Meeting of the F&A Committee**

**Recommendation:** Approval

**5. Treasurer's Report for February 2025**

**Recommendation:** Staff recommends submitting the attached February 2025 Treasurer's Report to the Board for approval.

**6. Legislative Update**

**Recommendation:** Staff recommends an informational update on recent legislative activities in Washington, D.C. and Sacramento and refer one position to the Board of Directors for approval.

**7. Low Carbon Transit Operations Program (LCTOP)**

**Recommendation:** Staff requests the Finance & Administration recommend that the Board of Directors approve Resolution 10-2025 in support of an allocation request to Caltrans for the FY 24-25 Low Carbon Transit Operations Program (LCTOP) to construct necessary facility improvements at LAVTA's Atlantis Operations & Maintenance Facility to replace existing aging, insufficient facilities and accommodate the agency's transition to and future expansion of a 100% Fuel Cell Electric Bus (FCEB) fleet. This resolution is required to request an allocation of these funds from Caltrans.

**8. LAVTA Records Retention Policy**

**Recommendation:** Staff recommends the Finance and Administration forward Resolution 11-2025 and the Records Retention Policy to the Board for approval.

**9. FY 2026 Budget Outlook**

**Recommendation:** None – Information only

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

**11. Matters Initiated by Committee Members**

**12. Next Meeting Date is Scheduled for: April 29, 2025**

**13. 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.*

<u>/s/ Lynn Domagas</u>	<u>3/20/2025</u>
<u>LAVTA Administrative Services Department</u>	<u>Date</u>

*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](mailto:frontdesk@lavta.org)*

**MINUTES OF FEBRUARY 25, 2025**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

Committee Chair Michael McCorriston called the meeting to order at 4:00pm.

**2. Roll Call of Members**

**Members' Present**

Julie Testa, City of Pleasanton

Kristie Wang, City of Livermore

Michael McCorriston, City of Dublin

**3. Meeting Open to Public**

No public comments received.

**4. Minutes of the January 28, 2025 Meeting of the F&A Committee**

Motion: Testa/Wang

Aye: Testa, McCorriston, Wang

No: None

Abstain: None

Absent:

**5. Treasurer's Report for January 2025**

The Finance and Administration Committee recommended forwarding the January 2025 Treasurer's Report to the Board for approval.

Motion: Wang/Testa

Aye: Testa, McCorriston, Wang

No: None

Abstain: None

Absent:

**6. LAVTA Operations and Maintenance Contract Award**

Staff presented a summary of the procurement process, evaluation committee composition, evaluation criteria, proposals received, scores and the final rankings for LAVTA's Operations and Maintenance contract procurement. The committee inquired about the selection process and how the cost breakdowns were determined. There was also discussion about the role of the contractor versus the role of LAVTA staff.

Staff requested that the Committee forward Resolution 08-2025 to the Board of Directors, awarding the Operations and Maintenance (O&M) contract for LAVTA's fixed-route bus service to MV Transportation, Inc., for a three-year term commencing July 1, 2025, with four one-year extension options.

Public comments:

Mr. Mark Elias, Senior VP of MV Transportation, expressed gratitude for the staff's recommendation and highlighted MV's long-standing relationship with LAVTA. He spoke about new technology that would increase safety and improve operations.

The Finance & Administration Committee referred Resolution 08-2025 to the Board of Directors for approval.

Motion: Testa/Wang

Aye: Testa, McCorriston, Wang

No: None

Abstain: None

Absent:

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

Executive Director Wegener informed the Board that the upcoming meeting will include the Records Retention Policy, Conflict of Interest Policy, and a procurement proposal for routers to enhance operational performance.

**8. Matters Initiated by Committee Members**

None.

**9. Next Meeting Date is Scheduled for: March 25, 2025**

Meeting adjourned at 5:24pm

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Treasurer's Report for February 2025

FROM: Tamara Edwards, Director of Finance

DATE: March 25, 2025

**Action Requested**

Review the LAVTA Treasurer's Report for February 2025 and forward it 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 February 1, 2025	\$3,028,132.90
Payments made	\$2,212,266.98
Deposits made	\$443,791.79
Ending balance February 28, 2025	\$1,259,657.71

***Farebox account activity (106):***

Beginning balance February 1, 2025	\$63,401.11
Deposits made	\$156,536.05
Ending balance February 28, 2025	\$219,937.16

***LAIF investment account activity (135):***

Beginning balance February 1, 2025	\$27,109,826.01
Ending balance February 28, 2025	\$27,109,826.01

***Operating Expenditures and Revenues Summary:***

As this is the eighth 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 66% The agency is at 57.3% overall.

***Operating Revenues Summary:***

While expenses are at 57.3%, revenues are at 76.7%. Additionally, the agency has a healthy cash flow and reserve balance.

**Contracts Executed in February by the Executive Director between \$50,000 and \$100,000:**

None

**Recommendation**

Staff recommends that the Finance and Administration Committee forward the February 2025 Treasurer's Report to the Board of Directors for approval.

**Attachments:**

1. February 2025 Treasurer's Report



**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
BALANCE SHEET  
FOR THE PERIOD ENDING:  
February 28, 2025**

**ASSETS:**

101 PETTY CASH	200	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	1,259,657	
106 CASH - FIXED ROUTE ACCOUNT	219,937	
107 Clipper Cash	625,264	
108 Rail	0	
109 BOC	46	
120 ACCOUNTS RECEIVABLE	886,369	
135 INVESTMENTS - LAIF	27,109,826	
13599 INVESTMENTS - LAIF Mark to Market	(43,343)	
14001 Due From Rail	2,930,530	
150 PREPAID EXPENSES	131,419	
160 OPEB ASSET	69,638	
165 DEFFERED OUTFLOW-Pension Related	777,421	
166 DEFFERED OUTFLOW-OPEB	593,386	
170 INVESTMENTS HELD AT CALTIP	0	
175 CEPPT RESTRICTED INVESTMENTS	310,502	
111 NET PROPERTY COSTS	57,761,136	
<b>TOTAL ASSETS</b>		<b>92,632,227</b>

**LIABILITIES:**

205 ACCOUNTS PAYABLE	93,846	
211 PRE-PAID REVENUE	2,853,878	
21101 Clipper to be distributed	525,173	
22000 FEDERAL INCOME TAXES PAYABLE	40	
22010 STATE INCOME TAX	58	
22020 FICA MEDICARE	320	
22050 PERS HEALTH PAYABLE	0	
22040 PERS RETIREMENT PAYABLE	(98)	
22030 SDI TAXES PAYABLE	29	
22070 AMERICAN FIDELITY INSURANCE PAYABLE	5,409	
22090 WORKERS' COMPENSATION PAYABLE	117,334	
22100 PERS-457	0	
22110 Direct Deposit Clearing	1,581	
22120 Compensated absenses	126,117	
23101 Net Pension Liability	1,605,376	
23105 Deferred Inflow- OPEB Related	374,181	
23104 Deferred Inflow- Pension Related	141,094	
23103 INSURANCE CLAIMS PAYABLE	8,466	
23102 UNEMPLOYMENT RESERVE	7,889	
<b>TOTAL LIABILITIES</b>		<b>5,860,691</b>

**FUND BALANCE:**

301 FUND RESERVE	57,544,179	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	32,164,157	
30401 SALE OF BUSES & EQUIPMENT	86,871	
FUND BALANCE	(3,023,671)	
<b>TOTAL FUND BALANCE</b>		<b>86,771,536</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>92,632,227</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
REVENUE REPORT  
FOR THE PERIOD ENDING:  
February 28, 2025**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	1,560,675	162,421	832,887	727,788	53.4%
4020000	Business Park Revenues	226,476	20,100	152,331	74,145	67.3%
4020500	Special Contract Fares	613,318	0	144,046	469,272	23.5%
4020500	Special Contract Fares - Paratransit	37,200	4,610	21,129	16,071	56.8%
4010200	Paratransit Passenger Fares	162,675	15,941	68,188	94,487	41.9%
4060100	Concessions	23,916	2,069	12,638	11,278	52.8%
4060300	Advertising Revenue	190,000	0	190,000	-	100.0%
4070400	Miscellaneous Revenue-Interest	350,000	0	344,469	5,531	98.4%
4070300	Non transportation revenue	181,956	15,673	134,544	47,412	73.9%
4099100	TDA Article 4.0 - Fixed Route	12,847,398	0	13,682,140	(834,742)	106.5%
4099500	TDA Article 4.0-BART	101,010	7,041	51,185	49,825	50.7%
4099200	TDA Article 4.5 - Paratransit	253,114	0	0	253,114	0.0%
4099600	Bridge Toll- RM2, RM3	1,364,384	0	0	1,364,384	0.0%
4099900	Other local funds	106,300	438	2,401	103,899	2.3%
4110100	STA Funds-Paratransit	148,001	0	0	148,001	0.0%
4110500	STA Funds- Fixed Route BART	496,359	0	309,993	186,366	62.5%
4110100	STA Funds-pop	1,983,778	0	1,641,391	342,387	82.7%
4110100	STA Funds- rev	694,172	0	0	694,172	0.0%
4110100	STA Funds- Lifeline	56,967	0	0	56,967	0.0%
4130000	FTA Section	-	0	0	-	100.0%
4130000	FTA Section 5307 ADA Paratransit	579,428	0	229,495	349,933	39.6%
4640500	Measure BB Paratransit Funds-GAP	1	0	0	1	0.0%
4640200	Measure BB Paratransit Funds-Fixed Route	1,948,320	216,298	954,745	993,575	49.0%
4640200	Measure BB Paratransit Funds-Paratransit	1,171,902	106,796	471,400	700,502	40.2%
<b>RAIL</b>		0	0	0		
<b>TOTAL REVENUE</b>		<b>25,097,350</b>	<b>551,385</b>	<b>19,242,983</b>	<b>5,854,367</b>	<b>76.7%</b>

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
EXPENDITURE REPORT (CONTINUED)  
February 28, 2025  
Page 2

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>TRANSIT DEVELOPMENT PLANNING - COST CENTER 04</b>						
5010204	Salaries & Wages	125,297	11,334	94,605	30,692	75.50%
5020004	Personnel Benefits	41,600	5,099	24,184	17,416	58.14%
5030304	Professional Services	185,900	0	8,541	177,359	4.59%
5030504	Non Vehicle Maintenance	5,500	0	0	5,500	0.00%
5039904	Communications	1	0	0	1	0.00%
5049904	Office supplies	1	3,818	3,818	(3,817)	381800.00%
5040304	Non contracted vehicle maintenance	1	0	0	1	0.00%
5080204	Purchased Transportation (Parataxi)	45,000	8,410	27,330	17,670	0.00%
5090104	Dues and Subscriptions	1	0	777	(776)	77706.00%
5090204	Professional Development	4,000	0	1,992	2,008	49.81%
5099904	Miscellaneous	3,150	0	0	3,150	0.00%
<b>TOTAL - TRANSIT DEVELOPMENT - PLANNING</b>		<b>410,451</b>	<b>28,661</b>	<b>161,247</b>	<b>249,204</b>	<b>39.29%</b>
<b>TRANSIT DEVELOPMENT MARKETING - COST CENTER 05</b>						
5010205	Salaries and Wages	564,944	39,060	324,259	240,685	57.40%
5020005	Personnel Benefits	247,956	38,451	181,518	66,438	73.21%
5030305	Professional Services	292,000	14,213	125,647	166,353	43.03%
5030605	Website	7,200	0	0	7,200	0.00%
5039905	Communications	2,400	0	0	2,400	0.00%
5049905	Schedules/Printing	124,000	2,447	28,416	95,584	22.92%
5050805	WIFI	1	0	0	1	0.00%
5080105	Purchased Transportation	1	0	0	1	0.00%
5090805	Advertising	174,000	1,112	31,614	142,386	18.17%
5090105	Chamber memberships	1,500	530	570	930	38.00%
5090205	Professional Development	10,500	237	10,103	397	96.22%
5099905	Miscellaneous	47,500	644	3,899	43,601	8.21%
<b>TOTAL - TRANSIT DEVELOPMENT - MARKETING</b>		<b>1,472,002</b>	<b>96,694</b>	<b>706,025</b>	<b>765,977</b>	<b>47.96%</b>
<b>TRANSIT OPERATIONS - COST CENTER 06</b>						
5010206	Salaries and Wages	543,395	47,278	401,302	142,093	73.85%
5020006	Personnel Benefits	176,782	25,935	135,107	41,675	76.43%
5030306	Professional services	524,136	15,852	261,006	263,130	49.80%
5030506	Non-Vehicle Maintenance and Supplies	583,343	9,184	451,775	131,568	77.45%
5039906	Postage	1	0	0	1	0.00%
5040106	Fixed Route Fuel Costs	1,663,500	88,700	639,924	1,023,576	38.47%
5040306	Non contracted vehicle maintenance	90,000	8,003	9,524	80,476	0.00%
5049906	Supplies	10,000	780	5,718	4,282	0.00%
5060306	Casualty and Liability Insurance	570,693	(91)	725,865	(155,172)	127.19%
5079906	Fuel Taxes	111,868	8,914	70,172	41,696	62.73%
5080106	Purchased Transportation - Fixed Route	11,986,359	968,383	8,023,326	3,963,033	66.94%
5080206	Purchased Transportation - Paratransit	2,519,940	452,611	789,825	1,730,115	31.34%
5080306	Purchased Transportation-WHEELS on Demand	200,000	18,066	125,404	74,596	62.70%
5099906	Misc	15,000	1,330	13,776	1,224	91.84%
5090206	Professional Development	63,000	(541)	49,618	13,382	78.76%
<b>TOTAL TRANSIT OPERATIONS</b>		<b>19,058,017.00</b>	<b>1,644,403.95</b>	<b>11,702,342.89</b>	<b>7,355,674</b>	<b>61.40%</b>
<b>Rail</b>			<b>3,551</b>	<b>24,930</b>		
<b>TOTAL OPERATING EXPENDITURES</b>		<b>25,087,350</b>	<b>1,915,509</b>	<b>14,386,891</b>	<b>10,725,389</b>	<b>57.36%</b>
<b>FUND BALANCE (OPERATING)</b>		<b>0.00</b>	<b>(1,364,124)</b>	<b>4,846,092</b>		

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)**  
**FOR THE PERIOD ENDING:**  
**February 28, 2025**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>REVENUE DETAILS</b>						
4090594	TDA (office and facility equip)	368,700	0	0	368,700	0.00%
4090194	TDA Shop repairs and replacement	165,000	0	0	165,000	0.00%
4091094	TDA Transit Center Improvements	123,317	0	0	123,317	0.00%
409??94	TDA (Transit Capital)	100,000	0	0	100,000	0.00%
4092094	TDA (Major component rehab)	462,500	0	0	462,500	0.00%
4090094	TDA WiFi	440,000	0	0	440,000	0.00%
4091794	TDA bus stops	863,000	0	0	863,000	0.00%
4090694	TDA TSP	95,000	0	0	95,000	0.00%
4090994	TDA Buses 2025	2,430,697	0	0	2,430,697	0.00%
4090294	TDA Atlantis	14,840,483	0	0	14,840,483	0.00%
4090696	BT TSP	2,695,000	0	0	2,695,000	0.00%
4091796	BT Bus Stops	23,000	0	0	23,000	0.00%
4110900	State (SGR) Buses 2025	131,715	0	0	131,715	0.00%
4110200	State (LCTOP) Atlantis	7,595,544	0	0	7,595,544	0.00%
4110500	State (LCTOP) Rutan retrofit	944,976	0	0	944,976	0.00%
41309	FTA Buses 2025	10,213,047	0	0	10,213,047	0.00%
41317	FTA bus stops	2,000,000	0	0	2,000,000	0.00%
41302	FTA Atlantis	10,651,568	0	0	10,651,568	0.00%
41305	FTA Rutan Retrofit	530,159	0	0	530,159	0.00%
41320	FTA Hybrid battery packs	250,000	0	11,504	238,496	4.60%
41310	FTA Transit Center	287,739	0	10,920	276,819	3.80%
46405	Measure BB Atlantis	3,000,000	0	0	3,000,000	0.00%
<b>TOTAL REVENUE</b>		<b>58,211,445</b>	<b>-</b>	<b>22,424</b>	<b>55,189,021</b>	<b>0.04%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)**  
**FOR THE PERIOD ENDING:**  
**February 28, 2025**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>EXPENDITURE DETAILS</b>						
<b>CAPITAL PROGRAM - COST CENTER 07</b>						
5550207	Atlantis Facility	35,868,995	0	0	35,868,995	0.00%
5550107	Shop Repairs and replacement	15,000	0	0	15,000	0.00%
5550107	Bus Wash	150,000	0	0	150,000	0.00%
5552307	Buses 2025	12,811,559	0	880	12,810,679	0.01%
5550507	Office and Facility Equipment	434,200	55,053	483,267	(49,067)	111.30%
5551007	Transit Center Upgrades and Improvements	411,056	7,500	8,105	402,951	1.97%
5550507	Rutan Retrofit	1,475,135	0	0	1,475,135	0.00%
5550607	TSP	2,790,000	14,026	26,290	2,763,710	0.94%
5550907	IT	440,000	29,928	29,928	410,072	6.80%
5550007	WIFI routers	440,000	0	0	440,000	0.00%
5551707	Bus Shelters and Stops	3,093,000	8,347	8,347	3,084,653	0.27%
5552007	Major component rehab	622,500	57,393	71,791	550,709	11.53%
555??07	Transit Capital	100,000	0	0	100,000	0.00%
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>58,651,445</b>	<b>172,247</b>	<b>628,608</b>	<b>58,022,837</b>	<b>1.07%</b>
<b>FUND BALANCE (CAPITAL)</b>		<b>-440000.00</b>	<b>(172,247)</b>	<b>(606,184)</b>		
<b>FUND BALANCE (CAPITAL &amp; OPERATING)</b>		<b>-440,000.00</b>	<b>(1,536,370)</b>	<b>4,239,908</b>		

REPORT.: Mar 07 25 Friday  
 RUN....: Mar 07 25 Time: 15:28  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Cash Disbursements Report  
 Report for 02-25 BANK ACCOUNT 105

Attachment 1

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

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
02-25	024491	02/14/25	ALA02 (ALANCO EQUIPMENT)		1,471.78	.00	1,471.78	Automatic Generated Check
	024492	02/14/25	AVI01 (AMADOR VALLEY INDUSTRIES)		1,265.42	.00	1,265.42	Automatic Generated Check
	024493	02/14/25	BAY02 (BAY AREA AIR QUALITY)		552.00	.00	552.00	Automatic Generated Check
	024494	02/14/25	BAY03 (BAY AREA NEWS GROUP)		386.06	.00	386.06	Automatic Generated Check
	024495	02/14/25	CAL13 (CALIFORNIA TRANSIT)		696.95	.00	696.95	Automatic Generated Check
	024496	02/14/25	CME02 (JAMES DAY CONSTRUCTION INC)		100.97	.00	100.97	Automatic Generated Check
	024496	02/18/25	CME02 (JAMES DAY CONSTRUCTION INC)		(100.97)	.00	(100.97)	Automatic Generated Check
	024497	02/14/25	CWI01 (CUMMINS WEST, INC- SAN LEAND		57,393.03	.00	57,393.03	Ck# 024496 Reversed
	024498	02/14/25	DUB01 (DUBLIN CHAMBER OF COMMERCE)		510.00	.00	510.00	Automatic Generated Check
	024499	02/14/25	DUR01 (DURO-LAST INC.)		447.37	.00	447.37	Automatic Generated Check
	024500	02/14/25	GOG01 (GO GO GRANDPARENT)		876.69	.00	876.69	Automatic Generated Check
	024501	02/14/25	KIM02 (KIMLEY-HORN AND ASSOC, INC)		5,938.00	.00	5,938.00	Automatic Generated Check
	024502	02/14/25	MET01 (METROPOLITAN TRANSPORT-)		3,443.56	.00	3,443.56	Automatic Generated Check
	024503	02/14/25	OFF01 (ODP BUSINESS SOLUTIONS LLC)		61.08	.00	61.08	Automatic Generated Check
	024504	02/14/25	TDF01 (TOUCHDOWN FIRE INC)		2,270.31	.00	2,270.31	Automatic Generated Check
	024505	02/14/25	TRI06 (TRI-VALLEY HOSE INC)		525.80	.00	525.80	Automatic Generated Check
	024506	02/14/25	TX212 (LINDA WAHLE)		489.57	.00	489.57	Automatic Generated Check
	024507	02/14/25	TX238 (MEGAN LEVITT)		26.65	.00	26.65	Automatic Generated Check
	024508	02/14/25	TX258 (SANDEEP BRAHMADATHAN)		60.00	.00	60.00	Automatic Generated Check
	024509	02/14/25	UST01 (UST COMPLIANCE TESTING IN)		765.00	.00	765.00	Automatic Generated Check
	024510	02/14/25	CME01 (CME LIGHTING SUPPLY COMPANY)		100.97	.00	100.97	Automatic Generated Check
	024511	02/27/25	ATT02 (AT&T )		408.17	.00	408.17	Automatic Generated Check
	024512	02/27/25	GOG01 (GO GO GRANDPARENT)		833.74	.00	833.74	Automatic Generated Check
	024513	02/27/25	HEW01 (HP INC.)		9,618.17	.00	9,618.17	Automatic Generated Check
	024514	02/27/25	JTH01 (J. THAYER COMPANY)		310.31	.00	310.31	Automatic Generated Check
	024515	02/27/25	KIM02 (KIMLEY-HORN AND ASSOC, INC)		31,108.00	.00	31,108.00	Automatic Generated Check
	024516	02/27/25	MET01 (METROPOLITAN TRANSPORT-)		21,798.80	.00	21,798.80	Automatic Generated Check
	024517	02/27/25	SHI02 (SHI INTERNATIONAL CORP)		29,927.59	.00	29,927.59	Automatic Generated Check
	024518	02/27/25	TX238 (MEGAN LEVITT)		26.90	.00	26.90	Automatic Generated Check
	024519	02/27/25	TX257 (SHIPRA AGRAWAL)		87.04	.00	87.04	Automatic Generated Check
	H15182	02/10/25	MVT01 (MV TRANSPORTATION, INC.)		94,813.73	.00	94,813.73	MVT01, DEC-24 FIXED ROUTE
	H15186	02/14/25	CAL15 (CALTRONICS BUSINESS SYS)		255.97	.00	255.97	CAL15, 4250421, 11/16/24-
	H15220	02/14/25	SHA02 (SHAMROCK OFFICE SOLUTIONS)		13.49	.00	13.49	SHA02, 4257874, FRONT DES
	H15229	02/14/25	CEN04 (CENTRAL CONTRA COSTA TRAN)		147,286.37	.00	147,286.37	CEN04, 25085, SEPT-24 MON
	H15230	02/14/25	CEN04 (CENTRAL CONTRA COSTA TRAN)		154,014.65	.00	154,014.65	CEN04, 25086, OCT-24 MONT
	H15231	02/14/25	CEN04 (CENTRAL CONTRA COSTA TRAN)		144,098.70	.00	144,098.70	CEN04, 25098, NOV-24 MONT
	H15266	02/28/25	PER01 (PERS )		(122.25)	.00	(122.25)	Ck# H15266 Reversed
	H15309	02/14/25	AIM01 (AIM TO PLEASE JANITORIAL SER		5,736.71	.00	5,736.71	AIM01, 115, JAN-25 MONTHL
	H15310	02/14/25	AIM01 (AIM TO PLEASE JANITORIAL SER		7,400.00	.00	7,400.00	AIM01, 1132, JAN-25 BUS S
	H15311	02/14/25	CCL01 (CARPI & CLAY INC)		4,500.00	.00	4,500.00	CCL01, 25-01LAVTA, JAN-25
	H15312	02/14/25	DAY02 (DAY & NITE PEST CONTROL)		218.00	.00	218.00	DAY02, 199522, 1/15/25 PE
	H15313	02/14/25	INT05 (INTERSTATE OIL COMPANY)		25,011.49	.00	25,011.49	INT05, D267840IN, 1/17/25
	H15314	02/14/25	LIU02 (JOY LIU)		108.04	.00	108.04	LIU02, 1/7/25-1/22/25 EXP
	H15315	02/14/25	LYF01 (LYFT, INC)		8,234.54	.00	8,234.54	LYF01, 1175620, JAN-25 GO
	H15316	02/14/25	LYF01 (LYFT, INC)		141.18	.00	141.18	LYF01, 1175621, JAN-25 GO
	H15317	02/14/25	MOR02 (VANESSA MORENO)		55.21	.00	55.21	MOR02, 9/18/24-10/28/24 M
	H15318	02/14/25	MOR02 (VANESSA MORENO)		147.27	.00	147.27	MOR02, 11/4/24-12/30/24 M
	H15319	02/14/25	PAC11 (PACIFIC ENVIRONMENTAL SERVIC		130.00	.00	130.00	PAC11, 2895, DEC-24 RUTAN
	H15320	02/14/25	PAC11 (PACIFIC ENVIRONMENTAL SERVIC		130.00	.00	130.00	PAC11, 2896, DEC-24 ATLAN
	H15321	02/14/25	PAC11 (PACIFIC ENVIRONMENTAL SERVIC		130.00	.00	130.00	PAC11, 2913, JAN-25 RUTAN
	H15322	02/14/25	PAC11 (PACIFIC ENVIRONMENTAL SERVIC		130.00	.00	130.00	PAC11, 2914, JAN-25 ATLAN
	H15323	02/14/25	POL01 (POLITICO GROUP INC)		2,500.00	.00	2,500.00	POL01, JAN-25 STATE ADVOC
	H15324	02/14/25	SHA02 (SHAMROCK OFFICE SOLUTIONS)		28.91	.00	28.91	SHA02, 4263883, FRONT DES
	H15325	02/14/25	SOL01 (SOLUTIONS FOR TRANSIT)		2,083.33	.00	2,083.33	SOL01, 25-0205LAVTA, JAN-
	H15326	02/14/25	TAC01 (TAC ENERGY)		23,776.05	.00	23,776.05	TAC01, 3027441, 1/23/25 F
	H15327	02/14/25	TPA01 (TOWNSEND PUBLIC AFFAIRS INC)		6,000.00	.00	6,000.00	TPA01, 22900, FEB-25 STAT
	H15328	02/14/25	TPG01 (VILLAGE INSTANT PRINTING)		658.39	.00	658.39	TPG01, 80195, MP2316 TC O
	H15329	02/14/25	WCC01 (ASSOCIATED COMPRESSOR & EQUI		2,177.02	.00	2,177.02	WCC01, 20419-1, PO7622 AI
	H15330	02/14/25	WCC01 (ASSOCIATED COMPRESSOR & EQUI		2,735.86	.00	2,735.86	WCC01, 20426-1, PO7622 AI
	H15331	02/14/25	RMT01 (RMT LANDSCAPE CONTRACTORS IN		9,845.00	.00	9,845.00	RMT01, 20250147, 1/10-2/9
	H15332	02/14/25	AIR02 (AIRESPRING)		3,550.42	.00	3,550.42	AIR02, 193094794, 2/1/25-
	H15333	02/14/25	CAL10 (CALIFORNIA STATE DISBURSEMEN		455.53	.00	455.53	CAL10, CA STATE GARNISHME
	H15334	02/14/25	CHR02 (RONDAL MEUSER)		1,809.23	.00	1,809.23	CHR02, 106111, MP2282 MON
	H15335	02/14/25	DIR01 (DIRECT TV)		1,283.88	.00	1,283.88	DIR01, 96X250111, 1/10-2/5
	H15336	02/14/25	DIR01 (DIRECT TV)		30.25	.00	30.25	DIR01, 96X250211, 2/10/25
	H15337	02/07/25	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		48,244.81	.00	48,244.81	DIR02, PR DIRECT DEPOSIT
	H15338	02/03/25	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		350.16	.00	350.16	DIR02, PR DIRECT DEPOSIT
	H15339	02/14/25	EFT01 (ELECTRONIC FUND TRANSFERS)		12,594.40	.00	12,594.40	EFT01, FEDERAL TAX 1/18/2
	H15340	02/03/25	EFT01 (ELECTRONIC FUND TRANSFERS)		177.74	.00	177.74	EFT01, FEDERAL TAX BOD 1/
	H15341	02/07/25	EMP01 (EMPLOYMENT DEVEL DEPT)		4,449.84	.00	4,449.84	EMP01, STATE TAX BOD 1/18/25
	H15342	02/03/25	EMP01 (EMPLOYMENT DEVEL DEPT)		30.80	.00	30.80	EMP01, STATE TAX BOD 1/1/
	H15343	02/14/25	GAN01 (GANNETT FLEMING COMPANIES)		15,985.00	.00	15,985.00	GAN01, 46578, PO7902 REDE
	H15344	02/14/25	GAN01 (GANNETT FLEMING COMPANIES)		1,590.00	.00	1,590.00	GAN01, 46579, PO7869 TO3-
	H15345	02/14/25	GAN01 (GANNETT FLEMING COMPANIES)		7,125.00	.00	7,125.00	GAN01, 46580, PO7865 TO2-
	H15346	02/14/25	GAR05 (JENNIFER GARCIA)		19.81	.00	19.81	GAR05, 1/6/25-1/27/25 MIL
	H15347	02/14/25	GAR05 (JENNIFER GARCIA)		15.14	.00	15.14	GAR05, 11/20/24-12/16/24
	H15348	02/14/25	HDE01 (HOME DEPOT-CREDIT SERVICES)		375.65	.00	375.65	HDE01, JAN-25 MISC MAINT
	H15349	02/14/25	LIV10 (LIVERMORE SANITATION INC)		2,828.42	.00	2,828.42	LIV10, 2606850, 1/1/25-1/
	H15350	02/01/25	MER01 (MERCHANT SERVICES)		70.55	.00	70.55	MER01, JAN-25 MOA CC STAT
	H15351	02/01/25	MER01 (MERCHANT SERVICES)		126.39	.00	126.39	MER01, JAN-25 TRANSIT CEN
	H15352	02/14/25	NEX01 (NEXSAN TECHNOLOGIES (US) LLC		3,818.00	.00	3,818.00	NEX01, 86728, MP2314 SANS
	H15353	02/07/25	PER01 (PERS )		5,552.89	.00	5,552.89	PER01, PERS CLASSIC CONTR
	H15354	02/07/25	PER01 (PERS )		7,455.88	.00	7,455.88	PER01, PERS NEW CONTRIBUT
	H15355	02/07/25	PER04 (CALPERS RETIREMENT SYSTEM)		6,333.67	.00	6,333.67	PER04, PERS 457 CONTRIBUT
	H15356	02/14/25	PEX01 (PEX CARD)		8,000.00	.00	8,000.00	PEX01, 2/12/25 PEX CARDS
	H15357	02/14/25	QUE01 (QUENCH USA, INC.)		326.03	.00	326.03	QUE01, 08382461, MP2156 7
	H15358	02/14/25	ROB06 (ROBERT HALF MANAGEMENT RESOU		2,417.29	.00	2,417.29	ROB06, 64612173, FRONT DE
	H15359	02/14/25	ROB06 (ROBERT HALF MANAGEMENT RESOU		2,372.80	.00	2,372.80	ROB06, 64639838, FRONT DE
	H15360	02/14/25	SHE05 (SHELL )		63.71	.00	63.71	SHE05, JAN-25 CC STATEMEN
	H15361	02/14/25	STA01 (STATE COMPENSATION FUND)		1,685.81	.00	1,685.81	STA01, JAN-2025 WORKER'S
	H15362	02/14/25	TPG01 (VILLAGE INSTANT PRINTING)		410.52	.00	410.52	TPG01, 80188, MP2317 KIOS
	H15363	02/18/25	TX242 (BONNIE WOLF)		120.00	.00	120.00	TX242, PARATAXI REIMBURSE
	H15364	02/18/25	TX259 (MOHAMMAD SHAHIM)		125.11	.00	125.11	TX259, PARATAXI REIMBURSE
	H15365	02/14/25	VER01 (VERIZON WIRELESS)		1,815.23	.00	1,815.23	VER01, 6104273883, 12/23/
	H15366	02/20/25	CAL10 (CALIFORNIA STATE DISBURSEMEN		569.42	.00	569.42	CAL10, CA STATE GARNISHME
	H15367	02/21/25	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		49,491.77	.00	49,491.77	DIR02, PR DIRECT DEPOSIT

REPORT.: Mar 07 25 Friday  
 RUN....: Mar 07 25 Time: 15:28  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Cash Disbursements Report  
 Report for 02-25 BANK ACCOUNT 105

Attachment 1  
 Page: 002  
 ID #: PY-CD  
 CTL.: WHE

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
02-25	H15368	02/20/25	EFT01 (ELECTRONIC FUND TRANSFERS)		13,324.69	.00	13,324.69	EFT01, FEDERAL TAX 2/1/25
	H15369	02/20/25	EMP01 (EMPLOYMENT DEVEL DEPT)		4,665.47	.00	4,665.47	EMP01, STATE TAX 2/1/25-2
	H15370	02/20/25	PER01 (PERS )		5,432.70	.00	5,432.70	PER01, PERS CLASSIC CONTR
	H15371	02/20/25	PER01 (PERS )		7,345.93	.00	7,345.93	PER01, PERS NEW CONTRIBUT
	H15372	02/20/25	PER04 (CALPERS RETIREMENT SYSTEM)		6,341.29	.00	6,341.29	PER04, PERS 457 CONTRIBUT
	H15373	02/21/25	ROB06 (ROBERT HALF MANAGEMENT RESOU		2,417.29	.00	2,417.29	ROB06, 64673504, FRONT DE
	H15374	02/26/25	ROB06 (ROBERT HALF MANAGEMENT RESOU		2,372.80	.00	2,372.80	ROB06, 64689682, FRONT DE
	H15375	02/26/25	CNO01 (CIRCA NOW LLC)		3,000.00	.00	3,000.00	CNO01, 2124, PO7879 JAN-2
	H15376	02/26/25	CNO01 (CIRCA NOW LLC)		3,600.00	.00	3,600.00	CNO01, 2125, PO7907 TO4 J
	H15377	02/26/25	CNO01 (CIRCA NOW LLC)		3,288.25	.00	3,288.25	CNO01, 2126, PO7907 TO4 J
	H15378	02/26/25	CNO01 (CIRCA NOW LLC)		2,725.50	.00	2,725.50	CNO01, 2127, TO6 JAN-25 A
	H15379	02/26/25	CNO01 (CIRCA NOW LLC)		1,598.80	.00	1,598.80	CNO01, 2128, TO7 JAN-25 B
	H15380	02/26/25	GAN01 (GANNETT FLEMING COMPANIES)		5,225.00	.00	5,225.00	GAN01, 47697, PO7865 TASK
	H15381	02/26/25	GAN01 (GANNETT FLEMING COMPANIES)		1,360.00	.00	1,360.00	GAN01, 47834, PO7897 TASK
	H15382	02/26/25	GAN01 (GANNETT FLEMING COMPANIES)		14,595.00	.00	14,595.00	GAN01, 47866, PO7902 REDE
	H15383	02/26/25	GAN01 (GANNETT FLEMING COMPANIES)		2,000.00	.00	2,000.00	GAN01, 47867, PO7909 RUTA
	H15384	02/26/25	GIL01 (GILLIG LLC)		8,003.36	.00	8,003.36	GIL01, 41223228, MP2158 B
	H15385	02/26/25	INT05 (INTERSTATE OIL COMPANY)		22,708.24	.00	22,708.24	INT05, D268878IN, 1/30/25
	H15387	02/26/25	SCF01 (SC FUELS)		23,929.12	.00	23,929.12	SCF01, 665912, 2/7/25 FUE
	H15388	02/26/25	SDI01 (SDI PRESENCE LLC)		11,068.00	.00	11,068.00	SDI01, 18198, IT MODERNIZ
	H15389	02/26/25	SDI01 (SDI PRESENCE LLC)		3,073.50	.00	3,073.50	SDI01, 18378, IT MODERN-S
	H15390	02/26/25	TPG01 (VILLAGE INSTANT PRINTING)		4,484.37	.00	4,484.37	TPG01, 80418, MP2292 LAVT
	H15390	02/28/25	TPG01 (VILLAGE INSTANT PRINTING)		(4,484.37)	.00	(4,484.37)	Ck# H15390 Reversed
	H15391	02/26/25	UBE01 (UBER )		9,689.90	.00	9,689.90	UBE01, JAN-25 GO DUBLIN B
	H15392	02/28/25	BAN03 (BANKCARD CENTER)		13,518.06	.00	13,518.06	BAN03, JAN-25 BMO CC STAT
	H15394	02/28/25	AME06 (AMERICAN FIDELITY ASSURANCE		1,578.58	.00	1,578.58	AME06, JAN-25 FLEXIBLE SP
	H15395	02/28/25	AME06 (AMERICAN FIDELITY ASSURANCE		1,464.99	.00	1,464.99	AME06, OCT-24 FLEXIBLE SP
	H15396	02/28/25	AME06 (AMERICAN FIDELITY ASSURANCE		1,464.99	.00	1,464.99	AME06, DEC-24 FLEXIBLE SP
	H15397	02/28/25	CAL04 (CALIFORNIA WATER SERVICE)		429.34	.00	429.34	CAL04, 0198655555, BUS WA
	H15398	02/28/25	CAL04 (CALIFORNIA WATER SERVICE)		70.26	.00	70.26	CAL04, 2575555555, TC FIR
	H15399	02/28/25	CAL04 (CALIFORNIA WATER SERVICE)		63.31	.00	63.31	CAL04, 3616555555, TC WAT
	H15400	02/28/25	CAL04 (CALIFORNIA WATER SERVICE)		258.38	.00	258.38	CAL04, 4616555555, TC IRR
	H15401	02/28/25	CAL04 (CALIFORNIA WATER SERVICE)		93.67	.00	93.67	CAL04, 4755555555, MOA FI
	H15402	02/28/25	CAL04 (CALIFORNIA WATER SERVICE)		93.67	.00	93.67	CAL04, 5755555555, CONTRA
	H15403	02/28/25	CAL04 (CALIFORNIA WATER SERVICE)		2,799.97	.00	2,799.97	CAL04, 9098655555, MOA WA
	H15404	02/28/25	CIT06 (CITY OF LIVERMORE SEWER)		113.17	.00	113.17	CIT06, 138143-00, BUS WAS
	H15405	02/28/25	CIT06 (CITY OF LIVERMORE SEWER)		1,257.38	.00	1,257.38	CIT06, 133294-00, MOA WAT
	H15406	02/28/25	CIT06 (CITY OF LIVERMORE SEWER)		53.54	.00	53.54	CIT06, 133389-00, TRANSIT
	H15407	02/28/25	CIT07 (CITY OF LIVERMORE - WATER)		43.26	.00	43.26	CIT07, 139361-00, ATLANTI
	H15408	02/28/25	CIT07 (CITY OF LIVERMORE - WATER)		139.90	.00	139.90	CIT07, 139388-00, BUS WAS
	H15409	02/28/25	CIT07 (CITY OF LIVERMORE - WATER)		37.84	.00	37.84	CIT07, 139399-00, ATLANTI
	H15410	02/28/25	CIT07 (CITY OF LIVERMORE - WATER)		235.35	.00	235.35	CIT07, 138430-01, ATLANTI
	H15411	02/28/25	CIT07 (CITY OF LIVERMORE - WATER)		46.94	.00	46.94	CIT07, 138431-00, ATLANTI
	H15412	02/28/25	CIT07 (CITY OF LIVERMORE - WATER)		12.25	.00	12.25	CIT07, 138432-00, ATLANTI
	H15413	02/28/25	DEL05 (ALLIED ADMIN/DELTA DENTAL)		1,890.53	.00	1,890.53	DEL05, FEB-25 DELTA DENTA
	H15414	02/28/25	DEL05 (ALLIED ADMIN/DELTA DENTAL)		1,890.53	.00	1,890.53	DEL05, MAR-25 DELTA DENTA
	H15415	02/28/25	MUT01 (MUTUAL OF OMAHA)		1,397.25	.00	1,397.25	MUT01, FEB-25 MUTUAL LTD
	H15416	02/28/25	MUT01 (MUTUAL OF OMAHA)		1,397.25	.00	1,397.25	MUT01, JAN-25 MUTUAL LTD
	H15417	02/28/25	MUT01 (MUTUAL OF OMAHA)		1,397.25	.00	1,397.25	MUT01, MAR-25 MUTUAL LTD
	H15418	02/15/25	MVT01 (MV TRANSPORTATION, INC.)		450,000.00	.00	450,000.00	MVT01, 132872, FEB-25 1ST
	H15419	02/28/25	MVT01 (MV TRANSPORTATION, INC.)		450,000.00	.00	450,000.00	MVT01, 132873, FEB-25 2ND
	H15420	02/28/25	PAC02 (PACIFIC GAS AND ELECTRIC)		12,262.74	.00	12,262.74	PAC02, 5809326332-3, MOA
	H15421	02/28/25	PAC02 (PACIFIC GAS AND ELECTRIC)		1,743.66	.00	1,743.66	PAC02, 6062256368-6, ATLA
	H15422	02/28/25	PAC02 (PACIFIC GAS AND ELECTRIC)		2,367.61	.00	2,367.61	PAC02, 7264840356-5, BUS
	H15423	02/28/25	PAC02 (PACIFIC GAS AND ELECTRIC)		127.51	.00	127.51	PAC02, 7649646868-7, DOOL
	H15424	02/28/25	PER03 (CAL PUB EMP RETIRE SYSTM)		44,562.50	.00	44,562.50	PER03, FEB-25 PERS HEALTH
	H15425	02/28/25	PER03 (CAL PUB EMP RETIRE SYSTM)		44,562.50	.00	44,562.50	PER03, MAR-25 PERS HEALTH
	H15426	02/28/25	VSP01 (VSP )		566.50	.00	566.50	VSP01, FEB-25 VSP VISION
	H15427	02/28/25	VSP01 (VSP )		566.50	.00	566.50	VSP01, JAN-25 VSP VISION
	H15428	02/28/25	PER01 (PERS )		5,432.70	.00	5,432.70	PER01, PERS CLASSIC CONTR
Total for Bank Account 105 ----->					2,207,012.49	.00	2,207,012.49	
Grand Total of all Bank Accounts ----->					2,207,012.49	.00	2,207,012.49	

REPORT.: Mar 07 25 Friday  
 RUN....: Mar 07 25 Time: 15:28  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Payable Activity Report  
 Report for 02-25

Attachment 1

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

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
02-25	AIM01 (AIM TO PLEASE JANITORIAL SE	1132H 115JAN-25H	02/10/25 02/10/25	03/12/25 03/12/25	A A	7400.00 5736.71	AIM01, 1132, JAN-25 BUS STOP CLEANING SERVICE AIM01, 115, JAN-25 MONTHLY JANITORIAL SERVICE
		Vendor's Total ----->				13136.71	
02-25	AIR02 (AIRESRING)	193094794H	02/01/25	03/03/25	A	3550.42	AIR02, 193094794, 2/1/25-2/28/25 SERVICE
02-25	ALA02 (ALANCO EQUIPMENT)	15686	02/05/25	03/07/25	A	1471.78	ALA02, 15686, MP2309 RUTAN TIRE MACHINE-TOOL
02-25	AME06 (AMERICAN FIDELITY ASSURANCE	FSA01-25H FSA10-24H FSA12-24H	02/28/25 02/28/25 02/28/25	03/30/25 03/30/25 03/30/25	A A A	1578.58 1464.99 1464.99	AME06, JAN-25 FLEXIBLE SPENDING ACCOUNTS AME06, OCT-24 FLEXIBLE SPENDING ACCOUNTS AME06, DEC-24 FLEXIBLE SPENDING ACCOUNTS
		Vendor's Total ----->				4508.56	
02-25	ATT02 (AT&T )	23035330	02/13/25	03/15/25	A	408.17	ATT02, 23035330, PAYER #9391035694 1/13/25-2
02-25	AVI01 (AMADOR VALLEY INDUSTRIES)	1165825 1183091	12/31/24 01/31/25	01/30/25 03/02/25	A A	632.71 632.71	AVI01, 1165825, DEC-24 GARBAGE PICK UP SERVI AVI01, 1183091, JAN-25 GARBAGE PICK UP SERVI
		Vendor's Total ----->				1265.42	
02-25	BAN03 (BANKCARD CENTER)	JAN-2025H	02/03/25	03/05/25	A	13518.06	BAN03, JAN-25 BMO CC STATEMENT
02-25	BAY02 (BAY AREA AIR QUALITY)	T182651	01/31/25	03/02/25	A	552.00	BAY02, T182651, PERMIT TO OPERATE & TOXIC THR
02-25	BAY03 (BAY AREA NEWS GROUP)	6871294	01/31/25	03/02/25	A	386.06	BAY03, 6871294, RFP 2024-10 WHEELS ACCESS LE
02-25	CAL04 (CALIFORNIA WATER SERVICE)	198012225H 257020325H 361020325H 461020325H 475020325H 575020325H 909012425H	01/22/25 02/03/25 02/03/25 02/03/25 02/03/25 02/03/25 01/24/25	02/21/25 03/05/25 03/05/25 03/05/25 03/05/25 03/05/25 02/23/25	A A A A A A A	429.34 70.26 63.31 258.38 93.67 93.67 2799.97	CAL04, 01986555555, BUS WASH 12/19/24-1/21/25 CAL04, 25755555555, TC FIRE 2/1/25-2/28/25 CAL04, 36165555555, TC WATER 1/3/25-1/31/25 CAL04, 46165555555, TC IRRG 1/3/25-1/31/25 CAL04, 47555555555, MOA FIRE 2/1/25-2/28/25 CAL04, 57555555555, CONTRACTOR FIRE 2/1/25-2/28/25 CAL04, 90986555555, MOA WATER 12/19/24-1/21/25
		Vendor's Total ----->				3808.60	
02-25	CAL10 (CALIFORNIA STATE DISBURSEME	20250131H 20250214H	02/06/25 02/19/25	03/08/25 03/21/25	A A	455.53 569.42	CAL10, CA STATE GARNISHMENT 1/18/25-1/31/25 CAL10, CA STATE GARNISHMENT 2/1/25-2/14/25
		Vendor's Total ----->				1024.95	
02-25	CAL13 (CALIFORNIA TRANSIT)	312025JAN	02/05/25	03/07/25	A	696.95	CAL13, 31-2025-JAN, JAN-25 INSURANCE CLAIMS
02-25	CAL15 (CALTRONICS BUSINESS SYS)	4250421H	12/16/24	01/15/25	A	255.97	CAL15, 4250421, 11/16/24-12/15/24 BIZHUB
02-25	CCL01 (CARPI & CLAY INC)	25-01LAVTH	02/03/25	03/05/25	A	4500.00	CCL01, 25-01LAVTA, JAN-25 FEDERAL ADVOCACY P
02-25	CEN04 (CENTRAL CONTRA COSTA TRAN)	25085H 25086H 25098H	12/31/24 12/31/24 01/10/25	01/30/25 01/30/25 02/09/25	A A A	147286.37 154014.65 144098.70	CEN04, 25085, SEPT-24 MONTHLY SERVICE PARATR CEN04, 25086, OCT-24 MONTHLY SERVICE PARATRA CEN04, 25098, NOV-24 MONTHLY SERVICE PARATRA
		Vendor's Total ----->				445399.72	
02-25	CHR02 (RONDAL MEUSER)	106111H	01/22/25	02/21/25	A	1809.23	CHR02, 106111, MP2282 MONTHLY PASSES PRINTS-
02-25	CIT06 (CITY OF LIVERMORE SEWER)	BW012225H TC021125H MOA012225H	01/22/25 02/11/25 01/22/25	02/21/25 03/13/25 02/21/25	A A A	113.17 53.54 1257.38	CIT06, 138143-00, BUS WASH 12/17/24-1/22/25 CIT06, 133389-00, TRANSIT CENTER 1/14/25-2/1 CIT06, 133294-00, MOA WATER 12/17/24-1/22/25
		Vendor's Total ----->				1424.09	
02-25	CIT07 (CITY OF LIVERMORE - WATER)	361012225H 388020425H 399012225H 430012225H 431020425H 432012225H	01/22/25 02/04/25 01/22/25 01/22/25 02/04/25 01/22/25	02/21/25 03/06/25 02/21/25 02/21/25 03/06/25 02/21/25	A A A A A A	43.26 139.90 37.84 235.35 46.94 12.25	CIT07, 139361-00, ATLANTIS CT SEWER 12/17-1/ CIT07, 139388-00, BUS WASH 1/7/25-2/4/25 CIT07, 139399-00, ATLANTIS ST SEWER 12/17-1/ CIT07, 138430-01, ATLANTIS INDOOR 12/17/24-1 CIT07, 138431-00, ATLANTIS IRRG 1/7/25-2/4/2 CIT07, 138432-00, ATLANTIS FIRE 12/17/24-1/2
		Vendor's Total ----->				515.54	
02-25	CME01 (CME LIGHTING SUPPLY COMPANY	261685	01/29/25	02/28/25	A	100.97	CME01, 261685, MP2352 SATCO S21763 LED LAMP
02-25	CME02 (JAMES DAY CONSTRUCTION INC)	261685 261685u	01/29/25 02/18/25	02/28/25 / /	A A	100.97 100.97	CME02, 261685, MP2352 SATCO S21763 LED LAMP Ck# 024496 Reversed
		Vendor's Total ----->				.00	



REPORT.: Mar 07 25 Friday  
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LAVTA  
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Attachment 1 002  
 ID #: PY-AC  
 CTL.: WHE

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
02-25	CNO01 (CIRCA NOW LLC)	2124H	02/03/25	03/05/25	A	3000.00	CNO01, 2124, PO7879 JAN-25 WEBSITE MGMT & SU
		2125H	02/03/25	03/05/25	A	3600.00	CNO01, 2125, PO7907 TO4 JAN-25 MARKETING PLA
		2126H	02/03/25	03/05/25	A	3288.25	CNO01, 2126, PO7907 TO4 JAN-25 MARKETING PLA
		2127H	02/03/25	03/05/25	A	2725.50	CNO01, 2127, TO6 JAN-25 ADHOC CREATIVE & DES
		2128H	02/03/25	03/05/25	A	1598.80	CNO01, 2128, TO7 JAN-25 BROCHURE CREATION: F
		Vendor's Total ----->				14212.55	
02-25	CWI01 (CUMMINS WEST, INC- SAN LEAN	250172427	01/30/25	03/01/25	A	57393.03	CWI01, 250172427, PO7893 ENGINE REPLACEMENT
02-25	DAY02 (DAY & NITE PEST CONTROL)	199522H	01/28/25	02/27/25	A	218.00	DAY02, 199522, 1/15/25 PEST SERVICE
02-25	DEL05 (ALLIED ADMIN/DELTA DENTAL)	FEB-2025H	02/28/25	03/30/25	A	1890.53	DEL05, FEB-25 DELTA DENTAL INSURANCE
		MAR-2025H	02/28/25	03/30/25	A	1890.53	DEL05, MAR-25 DELTA DENTAL INSURANCE
		Vendor's Total ----->				3781.06	
02-25	DIR01 (DIRECT TV)	96X250111H	01/11/25	02/10/25	A	1283.88	DIR01, 96X250111, 1/10-2/9/25 SERVICE & ANNU
		96X250211H	02/11/25	03/13/25	A	30.25	DIR01, 96X250211, 2/10/25-3/9/25 SERVICE
		Vendor's Total ----->				1314.13	
02-25	DIR02 (DIRECT DEPOSIT OF PAYROLL C	20250131H	02/05/25	03/07/25	A	48244.81	DIR02, PR DIRECT DEPOSIT 1/18/25-1/31/25
		20250214H	02/19/25	03/21/25	A	49491.77	DIR02, PR DIRECT DEPOSIT 2/1/25-2/14/25
		20250131BH	02/03/25	03/05/25	A	350.16	DIR02, PR DIRECT DEPOSIT BOD 1/1/25-1/31/25
		Vendor's Total ----->				98086.74	
02-25	DUB01 (DUBLIN CHAMBER OF COMMERCE)	10051	02/01/25	03/03/25	A	510.00	DUB01, 10051, MP2348 ANNUAL CHAMBER RENEWAL
02-25	DUR01 (DURO-LAST INC.)	779447	12/10/24	01/09/25	A	447.37	DUR01, 779447, MP2289 CAULKING/SEALANT-PARAP
02-25	EFT01 (ELECTRONIC FUND TRANFERS)	20250131H	02/06/25	03/08/25	A	12594.40	EFT01, FEDERAL TAX 1/18/25-1/31/25
		20250214H	02/19/25	03/21/25	A	13324.69	EFT01, FEDERAL TAX 2/1/25-2/14/25
		20250131BH	02/03/25	03/05/25	A	177.74	EFT01, FEDERAL TAX BOD 1/1/25-1/31/25
		Vendor's Total ----->				26096.83	
02-25	EMP01 (EMPLOYMENT DEVEL DEPT)	20250131H	02/06/25	03/08/25	A	4449.84	EMP01, STATE TAX 1/18/25-1/31/25
		20250214H	02/19/25	03/21/25	A	4665.47	EMP01, STATE TAX 2/1/25-2/14/25
		20250131BH	02/03/25	03/05/25	A	30.80	EMP01, STATE TAX BOD 1/1/25-1/31/25
		Vendor's Total ----->				9146.11	
02-25	GAN01 (GANNETT FLEMING COMPANIES)	46578H	01/17/25	02/16/25	A	15985.00	GAN01, 46578, PO7902 REDESIGN RECEPTION AREA
		46579H	01/17/25	02/16/25	A	1590.00	GAN01, 46579, PO7869 TO3-HYDROGEN RETROFIT 1
		46580H	01/17/25	02/16/25	A	7125.00	GAN01, 46580, PO7865 TO2-HYDROGEN RETROFIT 1
		47697H	02/11/25	03/13/25	A	5225.00	GAN01, 47697, PO7865 TASK 2-HYDROGEN RETROFIT
		47834H	02/13/25	03/15/25	A	1360.00	GAN01, 47834, PO7897 TASK 4-ARC FLASH STUDY
		47866H	02/14/25	03/16/25	A	14595.00	GAN01, 47866, PO7902 REDESIGN RECEPTION AREA
		47867H	02/14/25	03/16/25	A	2000.00	GAN01, 47867, PO7909 RUTAN BATHROOM REMODEL
		Vendor's Total ----->				47880.00	
02-25	GAR05 (JENNIFER GARCIA)	0106-0127H	01/28/25	02/27/25	A	19.81	GAR05, 1/6/25-1/27/25 MILEAGE REIMBURSEMENT
		1120-1216H	01/28/25	02/27/25	A	15.14	GAR05, 11/20/24-12/16/24 MILEAGE REIMBURSEME
		Vendor's Total ----->				34.95	
02-25	GIL01 (GILLIG LLC)	41223228H	09/25/24	10/25/24	A	8003.36	GIL01, 41223228, MP2158 BUS FUSES #1712 & AD
02-25	GOG01 (GO GO GRANDPARENT)	3643	12/31/24	01/30/25	A	500.74	GOG01, 3643, DEC-24 GO TRI VALLEY RIDES
		3644	12/31/24	01/30/25	A	375.95	GOG01, 3644, DEC-24 PARATAXI RIDES
		3737	01/31/25	03/02/25	A	196.38	GOG01, 3737, JAN-25 PARATAXI RIDES
		3738	01/31/25	03/02/25	A	637.36	GOG01, 3738, JAN-25 GO TRI VALLEY RIDES
		Vendor's Total ----->				1710.43	
02-25	HDE01 (HOME DEPOT-CREDIT SERVICES)	JAN-2025 H	01/13/25	02/12/25	A	375.65	HDE01, JAN-25 MISC MAINT SUPPLIES-CC STATEME
02-25	HEW01 (HP INC.)	019801865	02/13/25	03/15/25	A	9618.17	HEW01, 9019801865, PO7914 DESKTOP COMPUTER R
02-25	INT05 (INTERSTATE OIL COMPANY)	D267840INH	01/17/25	02/16/25	A	25011.49	INT05, D267840IN, 1/17/25 FUEL DELIVERY
		D268878INH	01/30/25	03/01/25	A	22708.24	INT05, D268878IN, 1/30/25 FUEL DELIVERY
		Vendor's Total ----->				47719.73	
02-25	JTH01 (J. THAYER COMPANY)	1718411-0	02/25/25	03/27/25	A	310.31	JTH01, 1718411-0, 2/25/25 PRINTING PAPER

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Attachment 1  
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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
02-25	KIM02 (KIMLEY-HORN AND ASSOC, INC)	30491245	02/03/25	03/05/25	A	5938.00	KIM02, 30491245, PO7900 TO3-CLOUD BASED TSP
		30682472	02/26/25	03/28/25	A	8347.00	KIM02, 30682472, PO7864 FACILITIES ENHANCE T
		30753706	01/31/25	03/02/25	A	7500.00	KIM02, 30753706, PO7899 TO4-TC MONUMENT SIGN
		30753759	02/26/25	03/28/25	A	8088.00	KIM02, 30753759, PO7900 TO3-CLOUD BASED TSP
		30876751	01/31/25	03/02/25	A	7173.00	KIM02, 30876751, PO7908 TO5-BUS FACILITY YAR
	Vendor's Total					37046.00	
02-25	LIU02 (JOY LIU)	0107-0122H	01/31/25	03/02/25	A	108.04	LIU02, 1/7/25-1/22/25 EXPENSE REIMBURSEMENT
02-25	LIV10 (LIVERMORE SANITATION INC)	2606850H	02/01/25	03/03/25	A	2828.42	LIV10, 2606850, 1/1/25-1/31/25 GARBAGE SERVI
02-25	LYF01 (LYFT, INC)	1175620H	01/31/25	03/02/25	A	8234.54	LYF01, 1175620, JAN-25 GO TRI VALLEY
		1175621H	01/31/25	03/02/25	A	141.18	LYF01, 1175621, JAN-25 GO SAN RAMON
	Vendor's Total					8375.72	
02-25	MER01 (MERCHANT SERVICES)	TC013125H	01/31/25	03/02/25	A	126.39	MER01, JAN-25 TRANSIT CENTER CC STATEMENT
		MOA013125H	01/31/25	03/02/25	A	70.55	MER01, JAN-25 MOA CC STATEMENT
	Vendor's Total					196.94	
02-25	MET01 (METROPOLITAN TRANSPORT-)	AR037758	01/27/25	02/26/25	A	3443.56	MET01, AR037758, NOV-24 CLIPPER FEES 2.0
		AR037796	02/04/25	03/06/25	A	3412.18	MET01, AR037796, DEC-24 CLIPPER FEES 2.0
		AR037879	01/30/25	03/01/25	A	18386.62	MET01, AR037879, DEC-24 CLIPPER FEE 1.0
	Vendor's Total					25242.36	
02-25	MOR02 (VANESSA MORENO)	0918-1028H	01/27/25	02/26/25	A	55.21	MOR02, 9/18/24-10/28/24 MILEAGE REIMBURSEMEN
		1104-1230H	01/27/25	02/26/25	A	147.27	MOR02, 11/4/24-12/30/24 MILEAGE REIMBURSEMEN
	Vendor's Total					202.48	
02-25	MUT01 (MUTUAL OF OMAHA)	FEB-2025H	02/28/25	03/30/25	A	1397.25	MUT01, FEB-25 MUTUAL LTD & LIFE INSURANCE
		JAN-2025H	02/28/25	03/30/25	A	1397.25	MUT01, JAN-25 MUTUAL LTD & LIFE INSURANCE
		MAR-2025H	02/28/25	03/30/25	A	1397.25	MUT01, MAR-25 MUTUAL LTD & LIFE INSURANCE
	Vendor's Total					4191.75	
02-25	MVT01 (MV TRANSPORTATION, INC.)	132872H	02/03/25	03/05/25	A	450000.00	MVT01, 132872, FEB-25 1ST INSTALL PAYMENT
		132873H	02/03/25	03/05/25	A	450000.00	MVT01, 132873, FEB-25 2ND INSTALL PAYMENT
		DEC-2024H	01/06/25	02/05/25	A	94813.73	MVT01, DEC-24 FIXED ROUTE MONTHLY SERVICE
	Vendor's Total					994813.73	
02-25	NEX01 (NEXSAN TECHNOLOGIES (US) LL	86728H	01/23/25	02/22/25	A	3818.00	NEX01, 86728, MP2314 SANS NEXT BUSINESS-RENE
02-25	OFF01 (ODP BUSINESS SOLUTIONS LLC)	337556001	01/13/25	02/12/25	A	9.16	OFF01, 337556001, 1/10/25 OFFICE SUPPLIES
		394697001	01/13/25	02/12/25	A	51.92	OFF01, 394697001, 1/13/25 OFFICE SUPPLIES
	Vendor's Total					61.08	
02-25	PAC02 (PACIFIC GAS AND ELECTRIC)	580020425H	02/04/25	03/06/25	A	12262.74	PAC02, 5809326332-3, MOA ELECTRIC 12/30-1/28
		606013125H	01/31/25	03/02/25	A	1743.66	PAC02, 6062256368-6, ATLANTIS 12/26-1/26/25
		726012925H	01/29/25	02/28/25	A	2367.61	PAC02, 7264840356-5, BUS STOPS 12/19-1/17/25
		764011625H	01/16/25	02/15/25	A	127.51	PAC02, 7649646868-7, DOOLAN TWR 12/10-1/9/25
	Vendor's Total					16501.52	
02-25	PAC11 (PACIFIC ENVIRONMENTAL SERVI	2895H	01/04/25	02/03/25	A	130.00	PAC11, 2895, DEC-24 RUTAN MONTHLY SERVICE
		2896H	01/04/25	02/03/25	A	130.00	PAC11, 2896, DEC-24 ATLANTIS MONTHLY SERVICE
		2913H	02/01/25	03/03/25	A	130.00	PAC11, 2913, JAN-25 RUTAN MONTHLY SERVICE
		2914H	02/01/25	03/03/25	A	130.00	PAC11, 2914, JAN-25 ATLANTIS MONTHLY SERVICE
	Vendor's Total					520.00	
02-25	PER01 (PERS )	20250117Cu	02/28/25	/ /		122.25	25-Ck# H15266 Reversed
		20250117cH	01/22/25	02/21/25	A	5432.70	PER01, PERS CLASSIC CONTRIBUTION 1/4/25-1/17
		20250131CH	02/06/25	03/08/25	A	5552.89	PER01, PERS CLASSIC CONTRIBUTION 1/18/25-1/3
		20250131NH	02/06/25	03/08/25	A	7455.88	PER01, PERS NEW CONTRIBUTION 1/18/25-1/31/25
		20250214CH	02/19/25	03/21/25	A	5432.70	PER01, PERS CLASSIC CONTRIBUTION 2/1/25-2/14
		20250214NH	02/19/25	03/21/25	A	7345.93	PER01, PERS NEW CONTRIBUTION 2/1/25-2/14/25
	Vendor's Total					31097.85	
02-25	PER03 (CAL PUB EMP RETIRE SYSTM)	FEB-2025H	02/28/25	03/30/25	A	44562.50	PER03, FEB-25 PERS HEALTH INSURANCE
		MAR-2025H	02/28/25	03/30/25	A	44562.50	PER03, MAR-25 PERS HEALTH INSURANCE
	Vendor's Total					89125.00	

REPORT.: Mar 07 25 Friday  
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Attachment 1 004  
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 CTL.: WHE

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
02-25	PER04 (CALPERS RETIREMENT SYSTEM)	20250131H	02/06/25	03/08/25	A	6333.67	PER04, PERS 457 CONTRIBUTION 1/18/25-1/31/25
		20250214H	02/19/25	03/21/25	A	6341.29	PER04, PERS 457 CONTRIBUTION 2/1/25-2/14/25
		Vendor's Total ----->				12674.96	
02-25	PEX01 (PEX CARD)	2-12DEPOSH	02/12/25	03/14/25	A	8000.00	PEX01, 2/12/25 PEX CARDS ACCOUNT DEPOSIT
02-25	POL01 (POLITICO GROUP INC)	JAN-2025H	02/06/25	03/08/25	A	2500.00	POL01, JAN-25 STATE ADVOCACY & CONSULTING
02-25	QUE01 (QUENCH USA, INC.)	08382461H	01/01/25	01/31/25	A	326.03	QUE01, 08382461, MP2156 730U, 730, 810 1/1-3
02-25	RMT01 (RMT LANDSCAPE CONTRACTORS I	20250147H	01/10/25	02/09/25	A	9845.00	RMT01, 20250147, 1/10-2/9/25 LANDSCAPING MAI
02-25	ROB06 (ROBERT HALF MANAGEMENT RESO	64612173H	02/04/25	03/06/25	A	2417.29	ROB06, 64612173, FRONT DESK TEMP HELP W/E 1/
		64639838H	02/11/25	03/13/25	A	2372.80	ROB06, 64639838, FRONT DESK TEMP HELP W/E 2/
		64673504H	02/20/25	03/22/25	A	2417.29	ROB06, 64673504, FRONT DESK TEMP HELP W/E 2/
		64689682H	02/25/25	03/27/25	A	2372.80	ROB06, 64689682, FRONT DESK TEMP HELP W/E 2/
		Vendor's Total ----->				9580.18	
02-25	SCF01 (SC FUELS)	665912H	02/07/25	03/09/25	A	23929.12	SCF01, 665912, 2/7/25 FUEL DELIVERY
02-25	SDI01 (SDI PRESENCE LLC)	18198H	01/31/25	03/02/25	A	11068.00	SDI01, 18198, IT MODERNIZATION/CONSULTING 1/
		18378H	01/31/25	03/02/25	A	3073.50	SDI01, 18378, IT MODERN-SYSTEM ENGINEER 1/31
		Vendor's Total ----->				14141.50	
02-25	SHA02 (SHAMROCK OFFICE SOLUTIONS)	4257874H	12/26/24	01/25/25	A	13.49	SHA02, 4257874, FRONT DESK PRINTER 12/30-1/2
		4283883H	01/30/25	03/01/25	A	28.91	SHA02, 4283883, FRONT DESK PRINTER 1/30-2/27
		Vendor's Total ----->				42.40	
02-25	SHE05 (SHELL )	JAN-2025H	02/06/25	03/08/25	A	63.71	SHE05, JAN-25 CC STATEMENT-GAS CARDS
02-25	SHI02 (SHI INTERNATIONAL CORP)	B19373585	02/13/25	03/15/25	A	29927.59	SHI02, B19373585, PO7912 ANNUAL CISCO SWITCH
02-25	SOL01 (SOLUTIONS FOR TRANSIT)	25-0205LAH	02/05/25	03/07/25	A	2083.33	SOL01, 25-0205LAVTA, JAN-25 CLIPPER ANALYSIS
02-25	STA01 (STATE COMPENSATION FUND)	JAN-2025H	01/21/25	02/20/25	A	1685.81	STA01, JAN-2025 WORKER'S COMP PREMIUM
02-25	TAC01 (TAC ENERGY)	3027441H	01/23/25	02/22/25	A	23776.05	TAC01, 3027441, 1/23/25 FUEL DELIVERY
02-25	TDF01 (TOUCHDOWN FIRE INC)	25-1263	02/05/25	03/07/25	A	2270.31	TDF01, 25-1263, MP2360 ANNUAL FIRE EXTINGUIS
02-25	TPA01 (TOWNSEND PUBLIC AFFAIRS INC	22900H	02/01/25	03/03/25	A	6000.00	TPA01, 22900, FEB-25 STATE ADVOCACY/CONSULT
02-25	TPG01 (VILLAGE INSTANT PRINTING)	80188H	01/29/25	02/28/25	A	410.52	TPG01, 80188, MP2317 KIOSK SIGN INSERTS
		80195H	01/31/25	03/02/25	A	658.39	TPG01, 80195, MP2316 TC OUTDOOR ENTRANCE POL
		80418H	02/19/25	03/21/25	A	4484.37	TPG01, 80418, MP2292 LAVTA TIMETABLES 7,500Q
		80418u	02/28/25	/ /		4484.37	Ck# H15390 Reversed
		Vendor's Total ----->				1068.91	
02-25	TRI06 (TRI-VALLEY HOSE INC)	134839	12/27/24	01/26/25	A	179.44	TRI06, 134839, MP2306 FUEL ISLAND-HOSE
		134905	01/03/25	02/02/25	A	346.36	TRI06, 134905, MP2306 FUEL ISLAND-AUTO SHUTO
		Vendor's Total ----->				525.80	
02-25	TX212 (LINDA WAHLE)	1105-0122	02/18/25	03/20/25	A	489.57	TX212, PARATAXI REIMBURSEMENT 11/5/24-1/22/2
02-25	TX238 (MEGAN LEVITT)	02-03-25	02/18/25	03/20/25	A	26.65	TX238, PARATAXI REIMBURSEMENT 2/3/25
		0107-0129	02/26/25	03/28/25	A	26.90	TX238, PARATAXI REIMBURSEMENT 1/7/25-1/29/25
		Vendor's Total ----->				53.55	
02-25	TX242 (BONNIE WOLF)	0107-0127H	02/18/25	03/20/25	A	120.00	TX242, PARATAXI REIMBURSEMENT 1/7/25-1/27/25
02-25	TX257 (SHIPRA AGRAWAL)	0129-0218	02/26/25	03/28/25	A	87.04	TX257, PARATAXI REIMBURSEMENT 1/29/25-2/18/2
02-25	TX258 (SANDEEP BRAHMADATHAN)	1024-0127	02/18/25	03/20/25	A	60.00	TX258, PARATAXI REIMBURSEMENT 10/24/24-1/27/
02-25	TX259 (MOHAMMAD SHAHIM)	1109-0127H	02/18/25	03/20/25	A	125.11	TX259, PARATAXI REIMBURSEMENT 11/9/24-1/27/2

REPORT.: Mar 07 25 Friday  
 RUN....: Mar 07 25 Time: 15:28  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Payable Activity Report  
 Report for 02-25

Attachment 1 005  
 ID #: PY-AC  
 CTL.: WHE

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
02-25	UBE01 (UBER )	JAN-2025H	02/02/25	03/04/25	A	9689.90	UBE01, JAN-25 GO DUBLIN BILLING
02-25	UST01 (UST COMPLIANCE TESTING IN)	012725	01/27/25	02/26/25	A	765.00	UST01, MP2335 RUTAN SENSOR & ATLANTIS SENSOR
02-25	VER01 (VERIZON WIRELESS)	104273883H	01/22/25	02/21/25	A	1815.23	VER01, 6104273883, 12/23/24-1/22/25 CELL & W
02-25	VSP01 (VSP )	FEB-2025H	02/28/25	03/30/25	A	566.50	VSP01, FEB-25 VSP VISION INSURANCE
		JAN-2025H	02/28/25	03/30/25	A	566.50	VSP01, JAN-25 VSP VISION INSURANCE
		Vendor's Total ----->				1133.00	
02-25	WCC01 (ASSOCIATED COMPRESSOR & EQU	20419-1H	02/06/25	03/08/25	A	2177.02	WCC01, 20419-1, PO7622 AIR COMPRESSOR MAINT
		20426-1H	02/06/25	03/08/25	A	2735.86	WCC01, 20426-1, PO7622 AIR COMPRESSOR MAINT
		Vendor's Total ----->				4912.88	
		Total of Purchases ->				2207012.49	

## STAFF REPORT

SUBJECT: Legislative Update

FROM: Jennifer Yeamans, Senior Grants & Management Specialist

DATE: March 25, 2025

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### **Action Requested**

Receive an informational update on recent legislative activities in Washington, D.C. and Sacramento and refer one position to the Board of Directors for approval.

### **Background**

In February 2025, the Board of Directors approved LAVTA's 2025 Legislative Program to support LAVTA's advocacy needs and priorities in the coming year. Since then, LAVTA staff along with our state and federal advocacy partners have tracked the full scope of legislative initiatives in both Sacramento and Washington, D.C., in consideration of LAVTA's interests. This update reports on recent legislative activities and recommends one "Support if Amended" position on high-priority legislation introduced in Sacramento last month.

### **Discussion**

#### *Federal Activities*

The most recent weekly report from LAVTA's Washington, D.C., representative Carpi & Clay is included as Attachment 1. Carpi & Clay advise LAVTA staff promptly and frequently of all developments occurring within the new Administration as they occur, with a focus on actions that have greatest potential to be of impact to LAVTA's projects and priorities.

On Friday, March 14, Congress passed yearlong Continuing Resolution for the remainder of federal Fiscal Year (FY) 2025. In general, the full-year Continuing Resolution (CR) funds government programs, including programs of the Transportation, Housing and Urban Development, and Related Agencies (THUD) Appropriations Act which includes Federal Transit Administration funding, through September 30 at the same levels as FY 2024.

With funding activities for the current fiscal year complete, Congress is expected to begin work on FY 2026 appropriations, which will include the final year of funding authorized under the five-year Infrastructure Investment and Jobs Act known as the Bipartisan Infrastructure Law. As such, relevant committees in both the House and the Senate are preparing to begin work on surface-transportation reauthorization legislation this coming year. As this funding source comprises a significant portion of LAVTA's capital program

including various unmet capital needs, LAVTA staff will engage with this process with both our Congressional delegation as well as industry stakeholders such as the American Public Transportation Association to ensure LAVTA’s interests are actively represented in the process. Supported by our federal lobbying team, staff plans to travel to Washington later this month to meet with our Congressional delegation, Committee staff, and Administration officials, and convey LAVTA’s needs and priorities as these and other legislative and policy initiatives begin to advance.

#### *State Activities*

The deadline to introduce bills for this new legislative session in Sacramento was February 21. A summary of state bills LAVTA and its Sacramento advocate Townsend Public Affairs (TPA) are currently tracking is included as Attachment 2, with suggested positions for future Board consideration. Staff and TPA have reviewed all newly introduced bills for relevance to LAVTA’s adopted Legislative Program and at this time is recommending one position on a bill that was introduced in “spot” form and is currently being refined in close consultation with key stakeholders into formal amendments anticipated to be published prior to referral to April Policy committee(s).

Concurrently, and as was reported to the Board earlier this month, last month many Bay Area transit operators including LAVTA signed on to a letter representing a broad coalition of stakeholder interests in support of a one-time allocation of \$2 billion in new statewide funding over two years, to bridge the operational “fiscal cliff” faced by many large transit operators and avert major service cuts until longer-term funding solutions are secured through other means, including local voter initiatives like the one under development in the Bay Area.

#### ***SB 63 (Wiener, Arreguin) – Local Transportation Funding Revenue Measure – SUPPORT IF AMENDED***

Continuing efforts from the previous legislative session with SB 1031, this bill co-authored by Sen. Scott Wiener (D–San Francisco) and Sen. Jesse Arreguin (D–Berkeley) would authorize a multi-county transportation funding measure to be put to voters in 2026 to provide emergency operating funding for regional transit operators currently facing a “fiscal cliff” of operating revenue shortfalls, in order to avoid deep service cuts. Currently all multi-county measure options, including the most narrowly focused, would include Alameda County, and the core “regional operators” to be prioritized for new revenues are likely to include:

<b>Operator</b>	<b>County/ies Served</b>
BART	Alameda, Contra Costa, San Francisco, San Mateo
Caltrain	San Francisco, San Mateo, Santa Clara
AC Transit	Alameda, Contra Costa
SF MTA	San Francisco

LAVTA’s 2025 Legislative Program aims to participate actively and strategically in developing the authorization language for a regional transportation revenue measure by advocating for a return-to-source of any new revenues and maintenance of effort of all

existing revenue streams. Our adopted program also aims to work proactively to address any related provisions concerning transit governance and/or administration that resulted in opposition from many transit operators, including LAVTA, to this bill's predecessor from the previous legislative session.

The LAVTA Board should convey a desire to the bill's authors that our important needs and priorities be reflected in authorizing language that results in a revenue measure that can ultimately be successful before voters throughout a multi-county area.

For these reasons, staff recommends a **Support If Amended** position on this bill to ensure desired amendments will receive due consideration in the process.

### **Next Steps**

LAVTA and TPA staff will continue to discuss desired amendments to SB 63 with the bill's authors and others to enable a future **"Support"** position.

A substantial number of identified bills are pending published amendments, and staff with the support of TPA will continue to monitor these and other bills of interest to LAVTA and provide updates to the Finance & Administration Committee and/or the Board as may be appropriate.

### **Fiscal Impact**

None

### **Recommendation**

Staff recommends the Committee accept this report and refer one legislative position to the Board of Directors for approval:

- SB 63 (Wiener, Arreguin) – Local Revenue Measure: Transportation Funding –  
**SUPPORT IF AMENDED**

### **Attachments:**

1. Federal Transportation Weekly Update (March 1 – 14)
2. State Legislative Matrix (as of March 18)

**March 14, 2025**

*\* Note: This issue covers activities from March 1<sup>st</sup> – March 14<sup>th</sup>.*

## THIS WEEK IN CONGRESS

**House Subcommittee Holds Hearing on ATC Staffing.** On March 4<sup>th</sup>, the Aviation Subcommittee of the Transportation & Infrastructure Committee held a hearing titled “America Builds: Air Traffic Control System Infrastructure and Staffing”. Witnesses included representatives from the Government Accountability Office (GAO), Airlines for America (A4A), General Aviation Manufacturers Association (GAMA), the National Air Traffic Controllers Association (NATCA), Professional Aviation Safety Specialists (PASS), and Rinaldi Consultants. In his opening statement, Chair Troy Nehls (R-TX) emphasized that the current air traffic control system is unsustainable and in urgent need of modernization, stable funding, and increased controller hiring. Citing a GAO report that found 51 of 138 ATC systems to be “unsustainable,” he called for bipartisan cooperation to seize this unique opportunity to invest in critical infrastructure and ensure the long-term success of the aviation industry.

[MORE INFORMATION](#)

## THIS WEEK AT THE DEPARTMENT OF TRANSPORTATION

**DOT Issues a Memo Providing Guidance on Competitive Grants and Compliance with EO.** DOT has issued guidance for competitive grant and cooperative agreement awards made after January 20, 2021, that lack fully obligated agreements. This guidance mandates that all selections align with current Administration priorities, including Executive Orders (EO) focused on energy, climate, diversity, and economic analysis. It requires a comprehensive review of all awards from FY 2022–2025 that have not been fully obligated, particularly those supporting equity, DEI, climate change, environmental justice, bicycle infrastructure, and electric vehicle projects. Programs meeting these criteria will undergo project-by-project reviews, with identified elements flagged for potential removal or revision. If necessary, award scopes must



be modified to align with statutory requirements and Administration priorities, with final decisions made by the Office of the Assistant Secretary for Transportation Policy and the Office of the General Counsel.

### **MORE INFORMATION**

**DOT IG Publishes Report on Steps Taken by FAA to Prevent and Mitigate Runway Incursions.** The DOT's Office of Inspector General (DOT IG) has published a report titled [FAA Has Taken Steps to Prevent and Mitigate Runway Incursions, but Work Remains to Improve Data Analytics and Implement Key Initiatives](#). The report found that FAA has taken steps to mitigate runway incursions through technology deployment, enhanced pilot and controller training, and safety initiatives. However, challenges remain in improving data analysis and risk assessment to identify and address root causes more effectively. The report also highlights that while the FAA has made progress, its ability to measure the effectiveness of safety initiatives remains limited. Additionally, the FAA has yet to fully implement recommendations from past reports and initiatives, such as those from the 2015 Call to Action on Runway Safety forum and the 2003 Runway Incursion Airport Assessment Report. To enhance safety, the report recommends that the FAA adopt the 24 recommendations from an independent Safety Review Team, issued in November 2023, which focus on process integrity, staffing, facilities, and equipment improvements. The FAA is urged to refine its data analytics and risk assessment methodologies to better understand and mitigate risks. Further, it should implement and measure the effectiveness of past and ongoing runway safety initiatives to ensure meaningful progress in reducing incursions. Addressing these recommendations will help the FAA strengthen its safety measures and enhance overall runway safety.

**DOT IG Publishes Report on FAA's Oversight of COVID Relief Funds.** DOT IG has published a report titled [FAA Has Improved Its Oversight of COVID-19 Relief Funds Despite Implementation Inconsistencies](#). The report found that FAA received substantial funding through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA) to support airports during the COVID-19 pandemic. The report evaluated the FAA's oversight of these grant funds and found that while the FAA established processes to distribute funds promptly, there were shortcomings in monitoring grant recipients' compliance with federal requirements and in ensuring that funds were used effectively. To enhance oversight, the report recommended that the FAA strengthen its monitoring procedures, improve documentation practices, and provide additional guidance to grant recipients to ensure proper use of funds and adherence to federal regulations. Implementing these recommendations would help the FAA address identified weaknesses and improve the effectiveness of its grant oversight.



**FAA Delays Enforcement Action of Several Rules.** FAA has announced that it will not take enforcement of the following rules until March 20, 2025:

- [Drug and Alcohol Testing of Certified Repair Station Employees Located Outside of the United States](#)
- [Aircraft Registration and Recordation Procedural Updates](#)
- [Electronic Issuance of Aircraft Registration and Dealer Certificates](#)
- [Enforcement Policy Regarding Integration of Powered-Lyft](#)



**FHWA Delays Buy America Rule.** FHWA has delayed until March 20, 2025, the final rule titled "Buy America Requirements for Manufactured Products".

[MORE INFORMATION](#)



**NHTSA Delays Enforcement Action of Several Rules.** NHTSA has announced that it will not take enforcement of the following rules until March 20, 2025:

- [FMVSS: Bus Rollover Structural Integrity](#)
- [FMVSS: Child Restraint Systems](#)
- [Implementing the Whistleblower Provisions of the Vehicle Safety Act](#)

## OTHER

**NTSB Publishes Preliminary Report on Mid-Air Collision Near DCA Airport.** The National Transportation Safety Board (NTSB) released a [preliminary report](#) and [urgent recommendations](#) that would permanently prohibit helicopter operations near Washington's Ronald Reagan National Airport (DCA) when certain runways are in use for arrivals or departures. In its 10-page urgent recommendation report, the NTSB said that helicopters transiting the Route 4 helicopter corridor at the maximum authorized altitude of 200 feet could have only about 75 feet of vertical separation from an airplane on landing approach to Runway 33. The NTSB said the lack of separation was insufficient and said vertical separation could potentially be even less than 75 feet depending on the helicopter's lateral distance from the Potomac River shoreline or if an approaching airplane was below the designated visual glidepath to Runway 33.



*Channon Hanna, Partner at Carpi & Clay Government Relations, brings over 20 years of expertise in navigating federal transportation policy complexities to advance priorities for public and private sector clients across all modes of transportation.*



## Livermore Amador Valley Transit Authority Legislative Matrix

### Recommended Support

#### **AB 394 (Wilson, D) Crimes: public transportation providers.**

**Status:** 03/11/2025 - In committee: Set, first hearing. Hearing canceled at the request of author.

**Calendar:** 03/25/25 A-PUBLIC SAFETY 8:30 a.m. - State Capitol, Room 126 SCHULTZ, NICK, Chair



**Location:** 02/18/2025 - Assembly Public Safety

**Summary:** Current law defines a battery as any willful and unlawful use of force or violence upon the person of another. Current law provides that when a battery is committed against the person of an operator, driver, or passenger on a bus, taxicab, streetcar, cable car, trackless trolley, or other motor vehicle, as specified, and the person who commits the offense knows or reasonably should know that the victim is engaged in the performance of their duties, the penalty is imprisonment in a county jail not exceeding one year, a fine not exceeding \$10,000, or both the fine and imprisonment. Current law also provides that if the victim is injured, the offense would be punished by a fine not exceeding \$10,000, by imprisonment in a county jail not exceeding one year or in the state prison for 16 months, 2, or 3 years, or by both that fine and imprisonment. This bill would expand this crime to apply to an employee or contractor of a public transportation provider. The bill would authorize the court, following a conviction, to impose a prohibition order barring reentry to public transit property, as specified. (Based on 02/03/2025 text)

#### **SB 239 (Arreguin, D) Open meetings: teleconferencing: subsidiary body. Status:**

02/14/2025 - Referred to Coms. on L. GOV. and JUD.



**Location:** 02/14/2025 - Senate Local Government

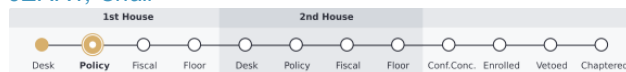
**Summary:** The Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. The act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Current law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as specified. Current law, until January 1, 2026, authorizes specified neighborhood city councils to use alternate teleconferencing provisions related to notice, agenda, and public participation, as prescribed, if, among other requirements, the city council has adopted an authorizing resolution and 2/3 of the neighborhood city council votes to use alternate teleconference provisions, as specified. This bill would authorize a subsidiary body, as defined, to use alternative teleconferencing provisions and would impose requirements for notice, agenda, and public participation, as prescribed. The bill would require the subsidiary body to post the agenda at the primary physical meeting location. The bill would require the members of the subsidiary body to visibly appear on

camera during the open portion of a meeting that is publicly accessible via the internet or other online platform, as specified. (Based on 01/30/2025 text)

**SB 752 (Richardson, D) Sales and use taxes: exemptions: California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: transit buses.**

**Status:** 03/12/2025 - Referred to Com. on REV. & TAX.

**Calendar:** 05/14/25 S-REVENUE AND TAXATION 9:30 a.m. - 1021 O Street, Room 1200 MCNERNEY, JERRY, Chair



**Location:** 03/12/2025 - Senate Revenue and Taxation

**Summary:** Existing state sales and use tax laws impose a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or other consumption in this state. The Sales and Use Tax Law provides various exemptions from those taxes, including, until January 1, 2026, an exemption from those taxes with respect to the sale in this state of, and the storage, use, or other consumption in this state of, specified zero-emission technology transit buses sold to specified public agencies that are eligible for specified incentives from the State Air Resources Board. This bill would extend the exemption for specified zero-emission technology transit buses until January 1, 2028. This bill contains other related provisions. (Based on 02/21/2025 text)

### Recommended Watch

**AB 35 (Alvarez, D) California Environmental Quality Act: clean hydrogen transportation projects. Status:**

02/18/2025 - Referred to Coms. on NAT. RES. and JUD.



**Location:** 02/18/2025 - Assembly Natural Resources

**Summary:** The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. This bill would provide for limited CEQA review of an application for a discretionary permit or authorization for a clean hydrogen transportation project, as defined, by requiring the application to be reviewed through a clean hydrogen environmental assessment, unless otherwise requested by the applicant, as prescribed. The bill would, except as provided, require the lead agency to determine whether to approve the clean hydrogen environmental assessment and issue a discretionary permit or authorization for the project no later than 270 days after the application for the project is deemed complete. (Based on 12/02/2024 text)

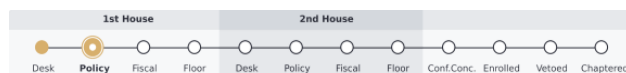
**AB 939 (Schultz, D) The Safe, Sustainable, Traffic-Reducing Transportation Bond Act of 2026. Status:**

03/10/2025 - Referred to Com. on TRANS.



**Location:** 03/10/2025 - Assembly Transportation

**Summary:** Would enact the Safe, Sustainable, Traffic-Reducing Transportation Bond Act of 2026 which, if approved by the voters, would authorize the issuance of bonds in the amount of \$20,000,000,000 pursuant to the State General Obligation Bond Law to finance transit and passenger rail improvements, local streets and roads and active transportation projects, zero-emission vehicle investments, transportation freight infrastructure improvements, and grade separations and other critical safety improvements. The bill would provide for the submission of the bond act to the voters at the November 3, 2026, statewide general election. (Based on 02/19/2025 text)



**Location:** -

**Summary:**

**AB 1207 (Irwin, D) Climate change: market-based compliance mechanism: price ceiling. Last**

**Amended:** 03/17/2025

**Status:** 03/17/2025 - Referred to Com. on NAT. RES. From committee chair, with author's amendments: Amend, and re-refer to Com. on NAT. RES. Read second time and amended.

03/17/2025 Assembly Natural Resources

The California Global Warming Solutions Act of 2006, until January 1, 2031, authorizes the State Air Resources Board to adopt a regulation establishing a system of market-based declining aggregate emissions limits for sources or categories of sources that emit greenhouse gases (marketbased compliance mechanism) that meets certain requirements. Current law requires the state board, in adopting the regulation to, among other things, establish a price ceiling for emission allowances sold by the state board. Current law requires the state board, in establishing the price ceiling, to consider specified factors, including the full social cost associated with emitting a metric ton of greenhouse gases. This bill would require the state board to instead consider the full social cost associated with emitting a metric ton of greenhouse gases, as determined by the United States Environmental Protection Agency in November 2023. (Based on 03/17/2025 text)

**AB 1340 (Wicks, D) Metropolitan Transportation Commission: duties. Status:**

03/13/2025 - Referred to Com. on TRANS.



**Location:** 03/13/2025 - Assembly Transportation

**Summary:** The Metropolitan Transportation Commission Act establishes the Metropolitan Transportation Commission to provide comprehensive regional transportation planning for the San Francisco Bay area, as provided. Existing law requires the commission to establish a regional transit coordinating council to better coordinate routes, schedules, fares, and transfers among the San Francisco Bay area transit operators and to explore potential advantages of joint ventures in certain areas. The act authorizes the commission, in consultation with the regional transit coordinating council, to identify functions performed by individual public transit systems that could be consolidated to improve the efficiency of regional transit service, and recommend that those functions be consolidated and performed through inter-operator agreements or as services contracted to a single entity. This bill would require the commission to consult with the general manager from each transit operator, instead of the regional transit coordinating council, when identifying functions that could be consolidated and recommending their consolidation, as described above. To the extent that this bill would impose additional duties on transit operators, it would impose a state-mandated local program. This bill contains other related provisions and other existing laws. (Based on 02/21/2025 text)

**SB 63 (Wiener, D) San Francisco Bay area: local revenue measure: transportation funding. Status:**

01/29/2025 - Referred to Com. on RLS.



**Location:** 01/09/2025 - Senate Rules

**Summary:** Would state the intent of the Legislature to enact legislation authorizing a revenue measure to invest in transportation in the San Francisco Bay area. (Based on 01/09/2025 text)

**SB 419 (Caballero, D) Hydrogen fuel.**

**Status:** 02/26/2025 - Referred to Com. on REV. & TAX.

**Calendar:** 05/14/25 S-REVENUE AND TAXATION 9:30 a.m. - 1021 O Street, Room 1200 MCNERNEY, JERRY, Chair



**Location:** 02/26/2025 - Senate Revenue and Taxation

**Summary:** Would, on and after January 1, 2026, provide an exemption from the taxes imposed by the Sales and Use Tax Law for the gross receipts from the sale in this state of, and the storage, use, or other consumption in this state of, hydrogen fuel. (Based on 02/18/2025 text)

**SB 840 (Limón, D) Greenhouse gases: market-based compliance mechanism. Status:**

03/12/2025 - Referred to Com. on RLS.



**Location:** 02/21/2025 Senate Rules -

**Summary:** Existing law authorizes the State Air Resources Board to establish a system of market-based declining annual aggregate emissions limits for sources or categories of sources that emit greenhouse gases that is applicable from January 1, 2021, to December 31, 2030, inclusive, and that meets certain requirements (market-based compliance mechanism). This bill would state the intent of the Legislature to enact subsequent legislation to reform, and extend the operation of, the market-based compliance mechanism. (Based on 02/21/2025 text)

## STAFF REPORT

SUBJECT: Resolution in Support of Allocation Request for FY 2024-2025 Funding through the State Low Carbon Transit Operations Program (LCTOP)

FROM: Jennifer Yeamans, Senior Grants & Management Specialist

DATE: March 25, 2025

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### Action Requested

Staff requests the Finance & Administration recommend that the Board of Directors approve Resolution 10-2025 in support of an allocation request to Caltrans for the FY 2024-2025 Low Carbon Transit Operations Program (LCTOP) to construct necessary facility improvements at LAVTA's Atlantis Operations & Maintenance Facility to replace existing aging, insufficient facilities and accommodate the agency's transition to and future expansion of a 100% Fuel Cell Electric Bus (FCEB) fleet. This resolution is required to request an allocation of these funds from Caltrans.

### Background

The LCTOP was established in 2014 by California Senate Bill 862 to provide funding, on a formula basis, for operational or capital expansion projects to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Revenues are derived from quarterly statewide cap-and-trade auctions of allowances for greenhouse gas emissions, which generate the Greenhouse Gas Reduction Fund which is then reinvested in various projects to further reduce emissions. There is a continuous appropriation of 5 percent of auction proceeds into the LCTOP and other Cap and Trade programs. The current Cap and Trade program is authorized through 2030, and while the Legislature has begun working on reauthorization efforts this year, uncertainty about the future of the market for emissions allowances appears to be softening demand over time, resulting in a slight decrease in revenues available to the LCTOP for allocation in FY 2024-2025 compared to last year.

The program guidelines state that transit agencies receiving funds from the LCTOP shall submit expenditure proposals listing projects that meet any of the following criteria:

- Expenditures that directly enhance or expand transit service by supporting new or expanded services, expanded intermodal facilities, and include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
- Operational expenditures that increase transit mode share.
- Expenditures related to the purchase of zero-emission buses (ZEBs), including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero-emission buses.

The LCTOP requires documentation that each proposed project will achieve a reduction in greenhouse gas emissions and will not supplant other sources of funds. In addition, project



sponsors are required to document how their projects meet all program requirements related to benefits to Disadvantaged Communities (DACs) and AB 1550 Population requirements to benefit low-income households. LAVTA's service area does not have any DACs, but the project is expected to benefit low-income households and the low-income community of North Livermore identified by AB 1550 (shown in Attachment 2) by reducing harmful emissions of diesel particulate matter by enabling LAVTA to replace its diesel-fueled fleet with zero-emission hydrogen fuel-cell electric buses.

## Discussion

Securing a full funding plan for construction of the Atlantis Operations & Maintenance Facility is a high priority for LAVTA, in order to support the agency's transition to 100% ZEBs beginning in 2026 as mandated by the California Air Resources Board's Innovative Clean Transit regulation adopted in 2018. LCTOP funds are continuously appropriated and allocated to transit operators by formula for eligible projects. Under LCTOP guidelines, LAVTA can accrue up to four years of funding for eligible capital projects, including those that support necessary equipment and infrastructure to support ZEBs. Last year, the Board approved the first of four planned rollover allocation requests to support the Atlantis Construction Project to enable LAVTA to leverage potential for larger discretionary investments from state and federal sources, in anticipation of a 100% ZEB purchase requirement coming into effect in 2029, for ZEBs likely to be put in operation in 2030/2031.

## Budget

The funding plan assumes a total of four years of LCTOP funding will be rolled over to support this major project, which is the maximum allowable accrual under LCTOP guidelines. The proposed budget is as follows, with the current allocation request shown under "Current/In Process." Future estimated LCTOP funds assume a 4% Year over Year increase in funding based on trends in recent years for the proceeds from auction sales and assume future demand consistent with a longer-term program reauthorization, but may vary.

<b>Fund Sources</b>	<b>Amount</b>	<b>%</b>
<u>Previously Committed</u>		
TDA (FY25 Budget)	\$12,873,446	
ACTC Measure B Discretionary	\$3,000,000	
2024 State Transportation Improvement Program	\$5,180,000	
FY23-24 LCTOP (Year 1 of 4)	\$669,768	
<i>Subtotal Committed</i>	<i>\$21,723,214</i>	<i>26%</i>
<u>Current/In Process</u>		
ACTC 2026 CIP	\$2,000,000	
FY24-25 LCTOP (Year 2 of 4)	\$656,983	
<i>Subtotal Current/In Process</i>	<i>\$2,656,983</i>	<i>3%</i>
<u>Future Estimated</u>		
FY25-26 LCTOP (Year 3 of 4)	\$683,262	
FY26-27 LCTOP (Year 4 of 4)	\$710,593	
<i>Subtotal Future Estimated</i>	<i>\$1,393,855</i>	<i>2%</i>
<u>Future Uncommitted (All Potential Sources)</u>	<u>\$57,351,948</u>	<u>69%</u>
<b>Total Estimated Project Cost</b>	<b>\$83,126,000</b>	

**Recommendation**

Staff recommends the Finance & Administration Committee refer Resolution 10-2025 to the Board of Directors in support of an allocation request to Caltrans for the FY 2024-2025 Low Carbon Transit Operations Program (LCTOP) to construct necessary facility improvements at LAVTA's Atlantis Operations & Maintenance Facility to replace existing aging, insufficient facilities and accommodate the agency's transition to and future expansion of a 100% Fuel Cell Electric Bus (FCEB) fleet.

**Attachments:**

1. Resolution 10-2025
2. North Livermore AB 1550 Low Income Community

**RESOLUTION 10-2025**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES  
AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT  
OPERATIONS PROGRAM (LCTOP) FOR THE ATLANTIS FACILITY  
CONSTRUCTION PROJECT USING \$656,983 IN LCTOP FUNDS**

**WHEREAS**, the Livermore Amador Valley Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

**WHEREAS**, the Livermore Amador Valley Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director or his/her designee; and

**WHEREAS**, the Livermore Amador Valley Transit Authority wishes to implement the LCTOP project listed above;

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

**BE IT FURTHER RESOLVED** that the Executive Director or his/her designee be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation; and

**BE IT FURTHER RESOLVED** by the Board of Directors of the Livermore Amador Valley Transit Authority that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY2024-2025 LCTOP funds:

**Project Name:** LAVTA Atlantis Facility Construction

**Amount of LCTOP funds requested:** \$656,983

**Short description of project:** Construct necessary facility improvements at LAVTA's Atlantis Maintenance Facility to replace existing aging, insufficient facilities and accommodate the agency's transition to and future expansion of a 100% Fuel Cell Electric Bus (FCEB) fleet.

**Benefit to a Priority Population:** Reduces diesel particulate matter and other harmful emissions in the AB 1550 community of North Livermore and other low-income households in LAVTA's service area.

**Contributing Sponsor:** Metropolitan Transportation Commission

**PASSED AND ADOPTED BY** the governing board of the Livermore Amador Valley Transit Authority on this 7th day of April 2025.

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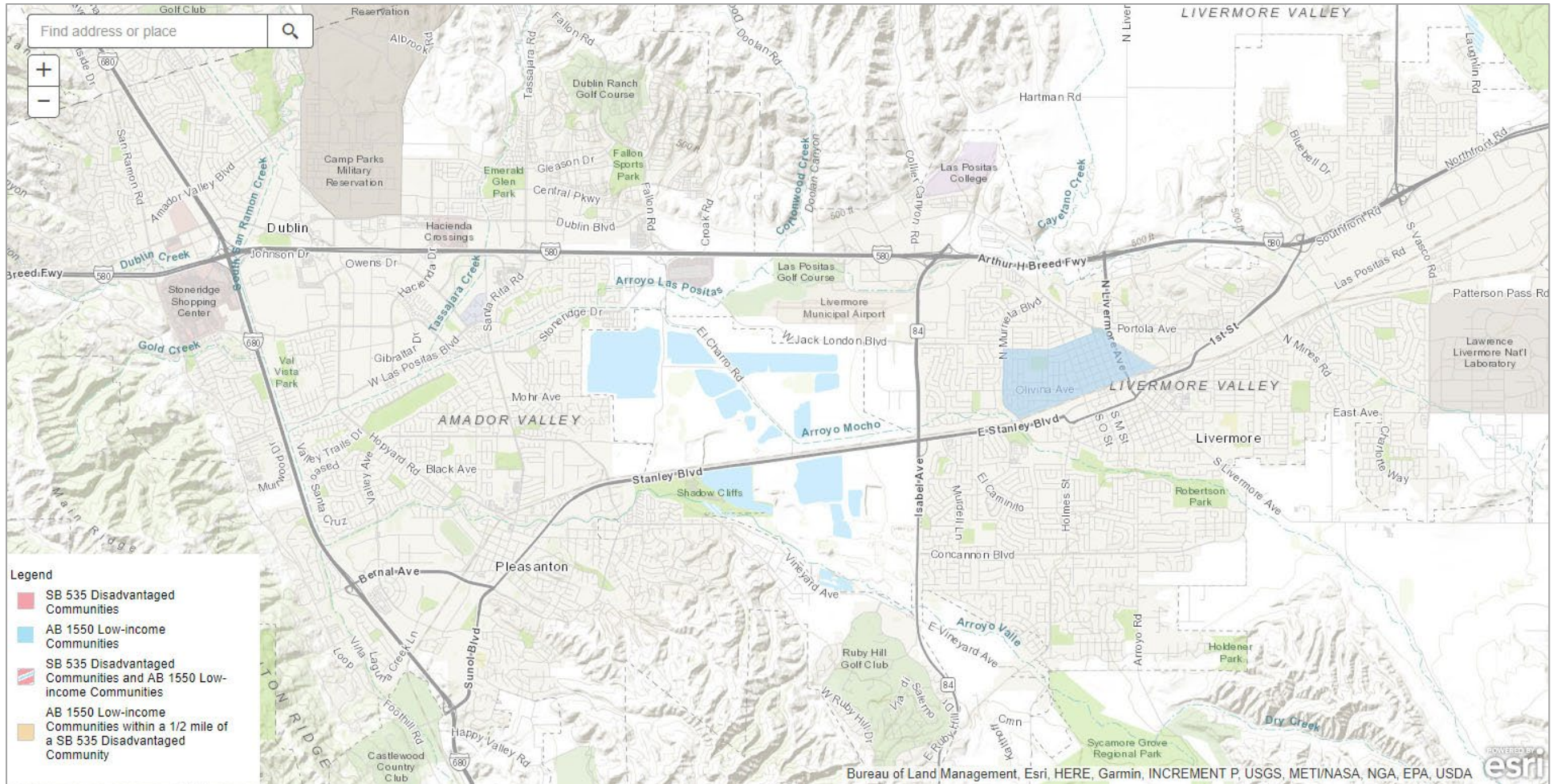
Evan Branning, Chair

Attest:

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Christy Wegener, Executive Director

## Attachment 2. Location of AB 1550 Low Income Community (North Livermore) in LAVTA's Service Area



## STAFF REPORT

SUBJECT: LAVTA Records Retention Policy

FROM: Tamara Edwards, Director of Finance

DATE: March 24, 2025

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### **Action Requested**

Staff requests that the Finance and Administration forward Resolution 11-2025 and the Records Retention Policy to the Board for approval.

### **Background**

In 1968 the California Legislature passed the California Public Records Act (PRA) (Government Code, Section 6250 et seq.) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. The PRA applies to all records, in whatever form, maintained by either state or local public agencies. Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program do not apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation, in 1999 a bill was signed creating a new Local Government Records Program, to be administered by the California State Archives. While this program is a work in progress, LAVTA Counsel has provided guidance regarding the creation of LAVTA's Record Retention Policy, and confirmed that LAVTA should look to the guidelines for the Local Government Records Program in determining the appropriate record retention schedule for the agency.

### **Discussion**

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (and evidence of compliance with those schedules) will defend the agency's actions. It is important to note the applicable statutory requirements that apply to LAVTA.

In 2007 LAVTA adopted a record retention policy. However, over time additional rules and regulations have been developed that necessitated an update. Additionally, the policy adopted in 2007 did not include an options for retaining these records electronically.

Government Code section 60201 authorizes the “legislative body of a district” to destroy records. For LAVTA, the legislative body is the Board and once the Board adopts the record retention schedule, the implementation can be delegated to any appropriate staff person (Executive Director, Director of Finance, etc.). The record destruction itself can be performed on an annual, quarterly or sporadic basis, according to whatever is most convenient to the agency. A journal of all records destroyed will be kept by the agency.

**Recommendation**

Staff recommends that the Finance and Administration Committee forward Resolution 11-2025 and the Records Retention Policy to the Board for approval.

**Attachments:**

1. Resolution 11-2025
2. Records Retention Policy

**RESOLUTION NO. 11-2025**

\* \* \*

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE AMADOR  
VALLEY TRANSIT AUTHORITY APPROVING LAVTA'S RECORDS RETENTION  
POLICY**

**WHEREAS**, the County of Alameda and the cities of Dublin, Livermore, and Pleasanton (hereinafter "Member Jurisdictions") have formed the Livermore Amador Valley Transit Authority ("LAVTA"), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within its service area; and

**WHEREAS**, in 1968 the California Legislature passed the California Public Records Act (PRA) (Government Code, Section 6250 et seq.) which is modeled after the federal Freedom of Information Act and details what government information is, and is not available to the public; and

**WHEREAS**, LAVTA has an obligation to apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of agency records, ensuring that records are kept only as long as they have some administrative, fiscal, or legal value; and

**WHEREAS**, with the exception of the PRA, legislation and directives establishing the State Records Management Program do not apply to local government, and county and/or city government agencies do not have a standardized program of accountability for their treatment of public records, nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs; and

**WHEREAS**, to alleviate this situation the 1999 Legislature added Section 12236 to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state"; and

**WHEREAS**, the Board of Directors approved a record retention policy in 2007 and;

**WHEREAS**, given the passage of time, it is desirable to update, clarify and streamline LAVTA's record retention procedures and record management policies to promote the greatest economy and efficiency to LAVTA, and to maintain appropriate safeguards to preserve fairness and accountability in all of LAVTA's records management activities; and



**WHEREAS**, it is recommended that LAVTA staff and General Counsel prepare Records Management Procedures as necessary to be consistent with the revised Secretary of State Local Government Records Management Guidelines, current law, and best records management practices.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Livermore Amador Valley Transit Authority hereby:

1. Concurs with the policies described above, including the California Secretary of State Local Government Records Management Guidelines.
2. Approves the updated record retention policy revised on March 17, 2025.

**APPROVED AND PASSED**, this 7<sup>th</sup> day of April, 2025.

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Evan Branning, Chair

**ATTEST:**

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Christy Wegener, Executive Director

Adopted April 7, 2025

Revised 03/17/2025

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**I. PURPOSE**

The purpose of this Policy is to provide guidelines to staff regarding the retention or disposal of Livermore Amador Valley Transit Authority (LAVTA) records; provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

The Board of Directors authorizes the Executive Director to interpret and implement this Policy and to cause to be destroyed any and all records, papers, and documents that meet the specifications of this section. This Policy is adopted pursuant to Government Code sections 60200-60204.

For the purposes of this Policy, electronic records, including, but not limited to, email communications, must be analyzed and retained in the same manner and to the same extent as paper records. However, because older emails are periodically deleted through automated system maintenance, staff must take measures to preserve emails and attachments whose contents are subject to retention under this Policy.

**II. GENERAL GUIDELINES**

The following general guidelines apply to all LAVTA records:

- A. LAVTA generally shall retain all documents in their original form for **two years** unless a different duration is specifically authorized by State or Federal regulation. The Executive Director may authorize the destruction of any duplicate records, including duplicates less than two years old, if no longer needed.
- B. Except where required to maintain paper records with wet signatures, records may be kept in the form of a photographic/scanned record.
- C. Except where a longer retention period is required hereunder, after two years, LAVTA, with the Executive Director's approval, may destroy any original document without LAVTA retaining a record or copy of these documents.

- D. Except where the law or this Policy requires that an original record shall be retained, LAVTA may authorize destruction of any record provided that an unalterable duplicate is retained in conjunction with the following requirements:
1. The item must be electronic image; recorded in an electronic data processing system; reproduced by electronically recorded video images on magnetic surfaces; recorded on optical disk; reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions or changes to the original document, or reproduced on film, optical disk, or any other medium in compliance with Government Code section 12168.7; and
  2. The recording medium must be able to reproduce the original document in all details, and in a manner that does not permit additions, deletions, or changes to the original document; and
  3. The reproductions must be stored in conveniently accessible files, and provision must be made for preserving, examining, and using the files.

For the purposes of this Policy, every reproduction shall be deemed to be an original record, and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original. (Gov't Code § 60203.)

- E. Under certain circumstances, automated destruction of emails and destruction of other records in accordance with this Policy may be suspended for certain individuals in the event that LAVTA counsel determines that a legal hold is necessary. Legal holds are most often implemented in the following circumstances:
1. a lawsuit filed by or against LAVTA;
  2. threatened or anticipated litigation known to LAVTA;
  3. government investigation conducted in connection with LAVTA;
  4. protection or enforcement of LAVTA's legal rights;
  5. assessments, or other investigations.

LAVTA counsel will coordinate with the Executive Director to suspend automatic deletion of email communications for affected LAVTA staff.

LAVTA counsel will disseminate instructions to affected LAVTA personnel to inform them what email communications and other records must be retained. Although automatic email deletion will be suspended, affected LAVTA staff must nevertheless take care not to manually delete email communications that are subject to the legal hold and must not destroy relevant email communications or other records until LAVTA counsel or Executive Director has notified them in writing that the legal hold has been lifted. Every six months, LAVTA counsel must conduct a periodic review to determine the status of legal holds.

No records may be destroyed—even if to do so would otherwise be compliant with this Policy, if they reasonably relate to ongoing or reasonably anticipated litigation, audits, or investigation, regardless of whether LAVTA counsel has issued a formal legal hold. All questions regarding whether records or writings should be retained for legal or litigation purposes should be directed to LAVTA counsel. Prompt reporting is critical in order for LAVTA to take appropriate steps to impose a legal hold, to suspend destruction of relevant records (including pertinent emails), and to ensure LAVTA's compliance with a legal obligation to preserve potential evidence.

#### F. Email Record Retention Requirements

Email communications in "Deleted Items," "Inbox," "Sent Items," are managed by LAVTA Information Technology ("IT") staff through an automated process.

<b>Email Category</b>	<b>Retention Period</b>	<b>Method of Destruction</b>
Emails in "Deleted Items" folder	Destroyed 90 days after the email enters the "Deleted Items" folder	Automated destruction by the IT Department
Emails in "Inbox" and "Sent Items" folder	Destroyed 2 years after the receipt or sending of the email	Automated destruction by the IT Department
Emails in "Archive Indefinite" folder	Destroyed after the applicable retention period passes	Executive Director, who is the designated record keeper, determines when the applicable retention period has passed and confirms with LAVTA counsel and Project Manager before destruction

LAVTA staff have an "Archive Indefinite" folder in their Outlook program that should be used for the retention of emails of greater significance than simply transitory communication. More specifically, where emails pertain to ongoing projects or business and have value to LAVTA beyond the two-year period used for standard transitory emails in the "Inbox" and "Sent Items" folders, each email user is responsible for moving those emails to the "Archive Indefinite" folder. Emails in the "Archive Indefinite" folder should be used for emails which fall into any one of the categories listed in the categories listed below. Emails pertaining to projects and/or grants should also be converted to PDF and filed in the appropriate folder on Sharepoint.

The LAVTA Executive Director is the designated record keeper of email records and is assigned the task of reviewing records to determine what the applicable retention period is.

The Records Retention Schedule lists the time period that LAVTA records remain active and when, if ever, they are to be disposed of in the normal course of business. Records covered within the Retention Schedule must be retained for the minimum retention period as specified in the table below. LAVTA recommends the disposition of records at the end of their minimum retention period for the efficient and effective management of local resources unless otherwise required for LAVTA operations. LAVTA reserves the right to retain records longer than the recommended minimum retention period. The Executive Director and LAVTA counsel, is authorized to amend this Retention Schedule periodically to reflect updates to LAVTA's inventory of records, and in a manner that is consistent with the Secretary of State guidelines and applicable laws.

All Records must be retained for a minimum of two years, unless otherwise provided for in this Policy.

LAVTA Retention Schedule

AC = Active AU = Audit AY = Award Year CL = Closed/Completion FR = Final Resolution FY = Fiscal Year LA = Last Activity LI = Life (of contract, program, asset) PR = Permanent S = Superseded TE = Termination						
Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
Administration	Audits	Records and information related to preparation and follow up on auditing activities, including operational, compliance, or financial information created as a part of an audit.	Expense reports Budgets Procurement records Audit reports	AU*+7Y	CA - GOV 12236 - SOS Guidelines	* Closure of audit  Exception: If grant specifies a longer retention period, retain per the grant's requirements.
Administration	Authorizations - Executive Director		Authorization Forms (from various Government entities, etc.) Related Communication	AC+3Y*	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (4/7Y or until audited, whichever is first)	* Audit complete after 3Y
Administration	Chronological and Non-Specific Correspondence	Correspondence, memos, notes, emails that do not require acknowledgment or follow-up, pertain to non-essential subjects, or are not subject to another category	Casual Correspondence Chronological Files Internal memos (announcements, new programs, notices) Form Letters Notes of Appreciation General emails	AC+2Y*	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (2Y	* Correspondence, including emails, related to specific projects or a policy-making decision should be retained per the project or related subject's retention time frame.
Administration	Department Administration	General internal administrative records of SolTrans administrative departments, including:- Documentation of department activities- Information captured on a log or a list	Computing Equipment (inventories, manuals, software, licenses, warranties, service records) Department Administrative Documents (calendars, project goals/objectives, staff/dept. meeting agendas and minutes, etc.) Logs	AC+2Y	CA - 8 CCR 3203 - (CY+1Y) CA - GOV 34090 - (2Y)	Per CA GOV 12236 SOS Guidelines, inventories, software/hardware documentation, plans and goals remain active until revised/superseded/rescinded.
Administration	Policies and Procedures	All documentation of LAVTA's or department policy and procedures.	Correspondence Directives Guidelines Handbooks Policies Procedure Manuals Procedures Records Retention Schedule Rules / Regulations Standards Legislative Principles/Programs	AC+3Y*	CA - GOV 34090 - (2Y)	Per CA GOV 12236 SOS Guidelines, all organizational policies and procedures remain active until revised.  * Retain 3Y for audit.

Administration	Project and Subject Files	Records documenting activities related to specific projects or subjects (unrelated to construction, facilities/ infrastructure).	Consultants Data Processing Subject Files (Correspondence, Reference Publications, Reports) Extracted Data Summaries Forms Project Files Project/Program Plan Project Reporting Project Studies Subject Files Templates & Letterhead Working Files	AC+3Y	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (3Y)	Exception: If grant specifies a longer retention period, retain per the grant's requirements. If pertaining to facilities/ infrastructure, please follow the retention requirements for Construction, Engineering and Infrastructure Project Files (Operations business process).
Administration	Records, Information Management	Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Document Hold Notices, Updates Lists of Stored / Destroyed Records Master Records Inventory Records Transfers (to storage, to other depts.)	AC+4Y	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (4Y)	
Administration	Reference Materials	Documents and materials retained for ongoing personal reference or ongoing research purposes not covered in a more specific process related series.	Census Data Data Processing Subject Files (Correspondence, Reference Publications, Reports) Environmental Regulatory Data Extracted Data Summaries Records Inventory	S		Considered non-record research material
Communications	Historical Documents, Events, Memorabilia, Collections, Artifacts, Schedules, Brochures, Tickets/Passes	Records and information documenting the history and significant milestones of SolTrans; and publications providing information on routes, schedules and services provided by LAVTA.	Brochures Bus Schedules LAVTA Official Communications, Speeches, Videos Historical Events, Artifacts, Architecture Mission Statement Artwork Pictures Video Collections (logos, identity/branding) Organization Charts Significant News Clippings, Releases (regarding agency milestones) Transit Services Maps Transit Tickets and Passes	PR	CA - GOV 34090 - (2Y)	Retain permanently for historical reference.



Communications	Community Outreach, Media and Public Relations	External-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation with or for the benefit of the customer service community.	Bus Advertising Marketing (media, mailers, media packets, mailers, promotional items) ArticlesMedia (Press Releases, Media Packets) Events (community outreach, special) Mailers Media Packets Newsletters Promotional Items Rider Relief Seat Drops Subsidy Programs	AC*+3Y	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (3Y)	Exception 1: Postings for procurements and civil rights should be retained for the duration specified for the related federal procurement.  Exception 2: If records pertain to agency milestones or historic events, keep permanently per the Historical Documents/ Events/ Memorabilia/ Collections/ Artifacts retention.
Communications	Customer Service	Documentation regarding customers and passengers, including participation in LAVTA programs, and customer complaints or issues and the actions taken to address and resolve them.	Customer Correspondence Dial-A-Ride (DAR Eligibility List, No Show Letters, Reduced Fare Applications, etc.) Issues Log Passenger Information	AC+3Y	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (3Y)	Regardless of how received (e.g., phone, email, etc.)  Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
Compliance	Non-Financial Reporting	Official non-financial reports and studies issued by SolTrans to meet and comply with regulatory requirements*.	Actuarial Studies Risk Management Reports (loss analysis, safety) Workers Compensation Reports (monthly, annual)	6Y	CA - 8 CCR 14300.33 - (5Y) CA - GOV 34090 - (2Y) CA - LAB 6401.7 - (MAINT) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1904.4 - (MAINT) US - 29 CFR 1904.33 - (CY+5Y)	Retention is 6 yrs, because most records in this grouping must be retained for 5 yrs following the calendar year in which they pertain.  * Exception: If pertaining to Transit Operator Compliance Records, and Transit Program Reports, retain as specified under the respective record category's retention period.
Compliance	Legal Compliance	Forms and filings mandated by state and federal laws, including those related to economic interests of Officials designated in LAVTA's Conflict of Interest Code.	Form 700 Filings Conflict of Interest Code (Revisions, Correspondence) Fair Political Practices Commission (FPPC) Statements of Economic Interest	AC*+7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e), (f) - (4Y, 7Y)	* Remains active until individual leaves LAVTA.
Compliance	Public Information	Records requested by the public, required for provision to the public, and related inquiries.	Public Records Requests	CL+2Y	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (2Y)	

Finance	Accounting	Records and information related to management of LAVTA's accounts, including payables, receivables, grants, expenses, books and ledgers.	1099 Accounts Payable Accounts Receivable Bank Reconciliations Cash Chart of Accounts Expenses General LedgerJournal Entries Liabilities (Accounts Payable, Payroll Accruals) Revenue (Fare, Federal, State, etc.) W-9	*FY+7Y	CA - GOV 60201 - (AU) CA - GOV 12236 - SOS Guidelines (7Y, or until audited, whichever is first) US - 26 CFR 1.162-17 - (MAINT) US - 26 CFR 31.6001 (4Y)	* Retain FY+7Y or until audited, whichever comes first. Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements. Can be destroyed if LAVTA retains a permanent photographic record.
Finance	Banking Administration	Records and information related to the administration of banking activities.	Banking Resolutions Signature Authority	AC+2Y	CA - GOV 34090 - (2Y)	
Finance	Budgets	Records and information relating to creating and implementing organizational budgets.	Capital Budget, Operating Budget, Budget Adjustments, Budget Outlook, Presentations, Supporting Documents	*FY+7Y	CA - GOV 34090 (2Y) CA - GOV 12236 - SOS Guidelines (7Y, or until audited, whichever is first)	* Retain FY+7Y or until audited, whichever comes first.
Finance	Final Reports	Final versions of LAVTA financial reports, whether required by regulations or generated to track financial transactions and achievements.	Audit Report, NTD, State Controller Report (Finance, Compensation), Triennial Reviews (Reports, Findings, Correspondence, Financial Management, Capacity, Maintenance, ADA, Title VI, Procurement, DBE, Legal, Project Planning/Program, Public Comment, Safety, Security, Drug Free Workplace, Drug and Alcohol, EEO, etc.)	PR	CA - GOV 34090 (2Y) CA - GOV 12236 - SOS Guidelines (7Y, or until audited, whichever is first)	Retain permanently for historical reference.
Finance	Fixed Assets	Records and information related to the ownership, purchase, sale, lease or improvement of land, buildings, infrastructure, equipment and other capital and fixed assets owned or used by LAVTA.	Asset Records, Depreciation, Disposal	LI*+2Y	CA - CCP 337.15 - (10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (4Y)	* Life of Asset Exception: If pertaining to grant funds and grant specifies a longer retention period, retain per the grant's requirements.

Finance	Grants and Funding	Documents the application, award, administration, monitoring, reporting, and status of grants and other funding sources for SolTrans programs and operations	Applications Approval Letter, Authorizations, Awards, and Notifications, Correspondence, Federal Grant, Grant Agreement, Grant Funding, Local Grant, Reports, State Grant, Tracking Reports	*AC+2Y	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (AC+ 2Y)	* Active until end of grant year or until audited, whichever is greater. If grant specifies a longer retention period, retain per the grant's requirements.
Finance	Payroll	Records and information related to the accounting of LAVTA payroll. This also includes records and information reflecting all remuneration paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	Bi-monthly Processing Quarterly Payroll Taxes W-2	FY+5Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 22 CCR 1085-2(c) - (4Y) CA - GOV 12946 - (TE+4Y) CA - GOV 60201 - (2Y) CA - LAB 226(a) - (3Y) CA - LAB 1174(d) - (3Y) CA - LAB 1197.5 - (3Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3 - (3Y)	
Human Resources	Benefit Plans	Plans established to provide employee benefits, including changes to those plans and associated administrative documents.	Correspondence Dental Life Insurance Medical Reporting Vision Workers Compensation FSA PARS STD/ LTD	LI*+6Y	US - 29 CFR 1627.3 - (TE+1) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 4041.5 - (LI*+6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (TE+1Y) US - 29 USC 1113 - (6Y) US - 29 USC 1451 - (6Y) US - 29 Code Chapter 18 ERISA (LI*+6)	* LI = Life of Plan or System; plan/system is considered alive while any employee, retiree, or other eligible participant is receiving benefits
Human Resources	Confidential Records	Confidential records and information related to Human Resources activities not covered by other record categories.	Classification Studies & Job Descriptions Compensation Studies & Salary Schedules	S	CA - GOV 60201 CA - GOV 12236 - SOS Guidelines (Active until revised/superseded)	

Human Resources	Employee Medical Records - Confidential	Documents related to paid employees (whether full or part-time), including but not limited to: - medical records, including exposure and drug screens (includes records subject to HIPAA requirements) - workers compensation	Employee Injury / Accident Reports Exposure Monitoring FMLA/CFRA PDL Other Medical Leaves of Absence Hazardous Exposure Incident Reports (Occupational Illness or Injury) Medical Waivers and Changes Pre-employment Physical Workers Compensation (claims, claim logs, incident/accident reports) Health and Welfare Benefit Plan Documents (kept in personnel file if no medical information is included)	TE+30Y	US - 29 CFR 1910.1020 - (TE+30Y) CA - 8 CCR 3204 - (TE+30Y) CA - 8 CCR 14300.33 - (5Y) US - 29 USC 1027 - (6Y) US - 29 CFR 825.500 - (3Y)	Exception: The medical records of employees who have worked for less than (1) year for LAVTA need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.
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Human Resources	Employee Records - Confidential	Documents related to paid employees (whether full or part-time), including but not limited to: - hiring documents (application, resume, job description) - promotion - demotion - transfer - layoff / recall / out -placement - retirement plan reporting and disclosure records (plan summaries, participant benefit statements, etc.) - termination / discharge / resignation - training (harassment/discrimination, ethics, fire extinguisher, first aid/CPR, safety, Title VI non-discrimination) - pay rates / other terms of compensation	Awards COBRA Correspondence Death Claims Life Event Documents Disciplinary Actions Employment Authorizations Terminations Confirmations Status Changes Coverage Changes Exit Form Incident Reports (non-injury or illness related incidents) Job Descriptions Leaves of Absence Personnel Files (Personnel Action Form, Master log records, Onboarding documentation, Compensation, etc.) PARS Plan Summaries Participant Benefit Statements Policy Acknowledgements Recruitment (Applications, Applicant Tracking, Background Checks, Interview Notes, Job Postings, Board & Executive Candidates) Timesheets Training certificates	TE+6Y	CA - GOV 12946 - (4Y) CA - 8 CCR 3203 - (CY+1Y) CA - 8 CCR 11040(7) - (3Y) US - 29 CFR 1602.14 - (FR+1Y) CA - GOV 53235.2(b) - (5Y) US - 29 CFR 4007.10 - (6Y) US - 29 USC 1027 - (6Y) US - 29 CFR 1602.31 - (TE+2Y) US - 29 CFR 1627.3 - (3Y, TE+1Y) US - 29 CFR 1904.33 - (CY+5Y)	Where a charge of discrimination has been filed, or an action brought by the Commission or the Attorney General, against an employer under title VII, the ADA, or GINA, the respondent employer shall preserve all personnel records relevant to the charge or action until final disposition of the charge or the action.
Human Resources	Employee Benefits Records - Confidential	Benefits Determination Records	Beneficiary Designations Benefits (elections, enrollment, terminations, additions, changes) Custodial agreements Eligibility/ vesting/ breaks in service records Health and Welfare Benefit Plan Documents (retain in EE medical record file instead, if medical information is included) PARS/ Retirement Trust documents	LI*+6Y	US - 29 Code Chapter 18 ERISA (LI*+6Y)	* For the life of the plan/document, or until the participant's complete withdrawal from the plan, plus an additional 6 years. Essentially, records are active until no longer relevant to a determination of benefit entitlements.

Human Resources	Work Authorizations - Confidential	Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status.	I-9 Documents	TE+3Y*	US - 20 CFR 655 Subpart H - (TE+1Y) US - 8 CFR 274a.2 - (3Y, or TE+1Y)	* Form I-9 and ID copies must be retained for the entire time an employee works for the agency, and 3 years after date of hire or 1 year after employment ended, whichever is later. (USCIS Forms and Information guidelines)
Information Technology	Application, System Development and Maintenance	Technical documentation related to development of SolTrans technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Backups (Security, System) Business Functional Requirements End User Documentation User Manuals Hardware (licenses, purchases, maintenance, upgrades) Hardware Configurations Network Circuits Inventories Network/Equipment Control Support Documentation (Service Histories, Site Visit Reports, Trouble Reports) Program Listings Software (licenses, purchases, maintenance, upgrades) Source Code Support Documentation (Logical & Physical Architectural Diagrams, Specifications, Systems Support Materials) System Documentation (Codebooks, Record Layouts, Reference Guides, Specifications) System Test FilesSystem, Application Maintenance Documentation (Hardware/Operating System Requirements, Monitoring Logs, Operating Manuals) Telecommunications System (Telephones, Phones)	LI*+2Y	CA - GOV 34090 - (2Y)	* LI = Life of Application, System

Legal	Claims, Litigation, Arbitration and Resolution	Records and information created or collected to support SolTrans' position in actual or potential litigation or to otherwise evaluate actual or potential litigation relating to the organization, including claims, constituent complaints, grievances, worker compensation. Litigation includes third party litigation, government investigations, mediations, arbitrations, and other judicial or quasi-judicial proceedings, whether handled by the General Counsel or outside counsel on behalf of LAVTA.	Accident/ Incident Files - claim filed (accident/incident reports, courtesy, related photographs/ video footage, supporting documentation) ADA Case Files Amicus Briefs Case Correspondence Claims Complaints Contract Disputes Court Orders Demand Letters Discovery EEO Charges, Cases Evidence Exhibits Injury Reports Judgments Meet and Confer Pleadings (Affidavits, Depositions, Exhibits, Court Filings) Related Correspondence Releases Settlement Agreements Stipulations Subpoenas Unemployment Compensation Claims Unemployment Compensation Data, Weekly Earnings Data Worker Compensation Benefits (Claims, Orders, Reports, Rewards)	FR*+10Y	CA - 2 CCR 11013 - (FR+2Y) CA - 8 CCR 10102 - (5Y; AC+1Y) CA - 8 CCR 10103.1 - (5Y) CA - 22 CCR 1085-2 - (4Y) CA - CCP 315 - (10Y) CA - CCP 337.15 - (10Y) CA - GOV 945.6 - (2Y) CA - GOV 60201 - (2Y) CA - LAB 5410 - (5Y) CA - UIC 1132 - (3Y) US - 26 CFR 31.6001-1(e)(2) - (4Y) US - 26 USC 6531 - (6Y) US - 29 USC 255 - (2Y) US - 29 USC 626(d) - (300D) US - 42 USC 2000e-5(e) - (180D) US - 42 USC 2000e-5(f) - (180D)	* Until claim, litigation or complaint has been satisfactorily resolved and closed/settled, the file remains open.  Exception: If paid with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
Legal	Joint Powers	Records of agreements between SolTrans and JPA member agencies.	Joint Powers Agreements (JPA) Bylaws	PR	CA - CCP 336a - (6Y) CA - GOV 34090 - (2Y)	
Legal	Legal Advice and Opinions	Memoranda containing legal advice prepared by General Counsel or other attorneys for LAVTA.	Memos Opinions - Covered by Attorney/Client Privilege Opinions - Public	S+10Y		

Legal	Purchasing and Agreements, Awarded - General	Records and information created or retained in the requisitioning, purchasing, contracting or acquisition of goods and services other than for real property, infrastructure or facilities, between LAVTA and other parties. Includes: - Executed agreements and contracts - Terms and conditions and associated ancillary documents - Consultant agreements - Professional services	Addendums Agreements Amendments Attachments / Exhibits Bids, Awards Certificates of Insurance Change Orders Contracts Correspondence Delivery/Receipt Records Disclosures Exhibits Invitation for Bids (IFBs) Leases Letters of Intent License Agreements, Licenses Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Price Lists Proof of Insurance Certificates Purchase Orders Quotes/Quotations Requests for Proposals (RFP) Requests for Qualifications Requests for Quotes (RFQ) Reports Scorecards Specifications Staff Reports Statements of Work (SOW) Surety Bonds (bid bonds, payment bonds, performance bonds, ancillary bonds) Warranties	AC+5Y	CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	Exception: If paid with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
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Legal	Purchasing and Agreements, Awarded - Real Property and Facilities	Records and information created or retained in the requisitioning, purchasing, or contracting for the acquisition, development, improvement or maintenance of real property, facilities, or other infrastructure assets, between LAVTA and other parties. Includes: - Executed agreements - Terms and conditions and associated ancillary documents - Title Insurance agreements	Addendums Agreements Amendments Attachments / Exhibits Bids, Awards Certificates of Insurance Change Orders Contracts Correspondence Delivery/Receipt Records Disclosures Exhibits Invitations for Bid (IFBs) Leases Letters of Intent Maintenance Bonds Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Performance Bonds Proof of Insurance Certificates Purchase Orders Requests for Proposals (RFP) Requests for Qualifications Requests for Quotes (RFQ) Reports Scorecards Specifications Staff Reports Statements of Work (SOW) Surety Bonds (bid bonds, payment bonds, performance bonds, ancillary bonds) Warranties	PR	CA - GOV 34090 - (2Y) CA - CCP 315 - (10Y) CA - CCP 337.1 - (AC+4Y) CA - CCP 337.15 - (AC+10Y)	
Legal	Purchasing and Agreements, Cancelled	Records and information created or retained in the requisitioning of goods, services, or real property between SolTrans and other parties, but where the purchase order or contract was cancelled or unsuccessful.	Exhibits Invitation for Bid (IFB) Price Lists Quotations Requisitions Requests for Proposals (RFP) Requests for Qualifications Requests for Quotes (RFQ) Scorecards Specifications Staff Reports	AC+2Y	CA - GOV 34090 - (2Y)	

Legislative	Real Estate Records	Records and information related to the ownership, purchase, sale, lease or improvement of real property, infrastructure and facilities owned by or used by LAVTA.	Acquisitions Amortization Attachments Buildings Capital Asset Records Capital Improvements (CIP) Deeds Deeds of Trust Depreciation Schedules Easements Encroachments Right of Way Land Mortgages Possessory Interest Rights of Way Schedule of Infrastructure and Buildings Title Title Insurance Valuation Information	PR	CA - CCP 337.15 - (10Y) CA - GOV 34090 - (INDEF) US - 2 CFR 200.334 - (AC+3Y) US - FTA Master Agreement - (AC+3Y)	
Legislative	LAVTA JPA Board, and Committee Administrative Records	Documentation associated with administration, planning, and communication of the activities of the LAVTA JPA Board of Directors and Committees.	Action Logs (distributed to staff) / Follow-Up Agenda Planner Existing / Proposed Legislation (County, State, Federal) Public Comment (speaker slips, public correspondence distributed to Board or Committees, public sign-in sheets) Public Records Requests Working Papers Correspondence	AC+2Y	CA - GOV 34090 - (2Y)	

Legislative	LAVTA JPA Board Official Meetings and Decisions	Official records of the LAVTA JPA Board of Directors that document meetings, decisions and policies.	Agendas Agenda Packets Attachments / Exhibits Bylaws Minutes Minute Books & Index Oaths of Office Resolutions Supplemental Meeting Handouts/ PowerPoint Presentations	PR	CA - CCP 336 - (5Y) CA - CCP 336a - (6Y) CA - CCP 337 - (4Y) CA - CCP 337.5 - (LA10Y) CA - GOV 34090 - (PR) CA - GOV 60201 - (PR) CA - GOV 60201 - (AC+5Y)	
Legislative	LAVTA Standing Committees and Ad Hoc Committee(s) Administrative Records and Meetings - May Contain Some Confidential Records	Documentation associated with administration, planning and communication of the activities of the standing committees and various Ad Hoc Committees; as well as, official records of meetings.	Action logs (distributed to staff) / Follow-Up Agendas Agenda Packets Attachments/ Exhibits Informal Meeting Notes Minutes Supplemental Meeting Handouts/ PowerPoint Presentations	AC+5Y	CA - GOV 34090 - (2Y)	Retain 5Y for reference in SRTP planning, as well as audits.
Legislative	Meetings - Audio/Video Recordings	Audio and video recordings of LAVTA official meetings.	Recordings	AC+2Y	CA - GOV 34090 - (2Y) CA - GOV 34090.7 - (90D) CA - GOV 54953.5(b) - (30D)	
Operations	Public Notices	Records documenting compliance with laws requiring public notice of LAVTA's activities.	Proof of Posting (Agendas, Notice of Adjournment) Affidavits of Publication/Legal Notices (Solicitation Advertisement, Service Changes, Fare Structure Changes) Public Hearing Notices	4Y	CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	
Operations	Building and Property Maintenance	Includes routine, preventive, and reactive maintenance activities for SolTrans facilities and non-vehicle equipment.	Checklists Preventive Maintenance Log Repair Orders Replacement Schedules Work Orders	LI*+2Y	CA - GOV 34090 - (2Y)	* LI = Life of Equipment, Asset + 2Y, if no claim filed.

Operations	Building and Property Management	Records and information regarding the structure of LAVTA's physical buildings and facilities.	As-Built Blueprints Certificates (compliance, occupancy) Construction Records Easements Electrical Wiring Schematics Facility Key and card Log Facility Key Request Forms Floor Plans Property Inventory Storm Drains/Sewers	LI*+10Y	CA - CCP 337.1 - (4Y) CA - CCP 337.15 - (10Y) CA - HSC 19850 - (LI)	* LI = Life of Building, Asset
Operations	Business Continuity	All documentation of LAVTA activities for dealing with disasters and/or system failures.	Business Continuity Plans Disaster Preparedness Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Emergency Services Hazardous Materials Response Planning Telephone Trees	FR*+4Y	CA - CCP 337.1 - (4Y) CA - GOV 34090 - (2Y) CA - LC 6401.7 - (MAINT) US - 29 CFR 1910.38(d) - (MAINT)	* Final Resolution of emergency response processes which require specific records be retained, including but not limited to requests for funding and reimbursement after a disaster.

Operations	Construction, Engineering and Infrastructure Project Files	Records and information related to the administration, analysis, design, development, planning, construction and maintenance, capital improvement (CIP) and engineering projects for SolTrans facilities and infrastructure.	Assessments Bids Blueprints Billings Capital Improvement Projects (CIP) (drawings, maps, plans) Certifications (daily reports) Contract Schedules Contractor Documentation (Payroll, Pay Estimates, Prevailing Wages, Itemized Pay Sheets, Labor Compensation, Statement of Working Days) Construction Daily Reports Correspondence Encroachment/Right of Way (ROW) Permits, Certificates Environmental Impact Reports / Statements / Assessments Estimates / BudgetsField Inspections Final Improvement PlansGrading (cut sheets, permits, erosion control plans) Insurance Certificates Land Surveys (project built) Materials Testing Reports Notices of Completion Notices to Proceed Public Notices Request for Final Inspection RFIs & Responses Specifications Submittals	LI*+10Y	CA - CCP 337.1 - (4Y) CA - CCP 337.15 - (10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)	* LI = Life of Building, Asset
Operations	Transit Operator Compliance Records	Reports, logs and other information provided by transit operator to document compliance with SolTrans requirements and used in compiling reports prepared for funding entities.	Monthly Reports Key Performance Indicators	LI* or 5Y, whichever is greater	CA - GOV 34090 - (2Y)	* Life of transit operator contract
Operations	Field Services	Records and information regarding the ongoing maintenance and upkeep of LAVTA bus stops and other facilities for which LAVTA has responsibility.	Correspondence Incident Reports Maintenance Sign Maintenance Work Reports	4Y	CA - CCP 337 - (4Y) CA - GOV 34090 - (2Y)	

Operations	Fleet Management	Records related to the purchase and management of vehicles / buses owned or used and maintained by LAVTA.	Accident Logs Incident Logs Acquisitions (purchases) Buses Energy Logs Fuel Logs Mileage Reports Manuals Motor Vehicle Records and Reports Preventive Maintenance Reports Registrations, Operating Permits Maintenance / Repair (orders, requests, labor costs, preventive) Service Calls Smog Inspections Vehicle Certificates of Insurance Vehicle Health Reports Vehicle Inspections Vehicle License Plate Records Vehicle Maintenance History Vehicle Ownership / Title Warranties	LI*+4Y	CA - GOV 34090 - (2Y)	LI = Life of VehicleIf purchased with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
Operations	Hazardous Waste, Monitoring and Remediation	Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	Chemical Use Reports Form Electronic Waste (E-Waste) HazMat Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Hazardous Waste Manifests Herbicide Application Permits Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Site MitigationToxic Substance Inventory	AC+5Y	CA - CalOSHA CA - CCP 338 - (3Y) CA - CCP 338.1 - (5Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) US - 49 CFR 172.201 - (3Y)	

Operations	Project Files - Not Acquired	Records and information associated with projects that did not move forward.	Environmental Reports Land Surveys (project not built) Preliminary Studies Project Assessments Title Reports	5Y	CA - GOV 34090 - (2Y)	
Operations	Scheduled and Periodic Facility Inspections	Records of inspections of LAVTA facilities, equipment, and working conditions to ensure compliance with regulatory requirements and to identify unsafe conditions and work practices.	BAAQMD Backflow Prevention Devices CalOSHA Field Safety Audits Fire Extinguishers Fire Marshal Inspections Lift Certifications OSHA Inspections	AU*+7Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y)	* Closure of FTA audit Exception: If pertaining to facilities acquired with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
Operations	Security and Access Controls - LAVTA Facilities	Records of actions taken to ensure the security of LAVTA facilities, including video recordings made from cameras installed on LAVTAs premises.	Daily Security / Activity Logs Security Camera (CCTV) Footage Security Plans Video Recordings Visitor Security / Access Logs	1Y*	CA - GOV 34090.8 - (1Y) CA - GOV 53162 - (1Y)	* Exception: Video related to incidents, accidents and/or claims should be pulled and retained CL+1Y (claim or incident closed/completed).
Operations	Special Transit Services and Programs Eligibility	Records pertaining to eligibility for special transit services and programs.	Paratransit applications and eligibility	AC+AU*	CA - GOV 34090 - (2Y)	* Closure of last audit after records become inactive.
Operations	Special Transit Services and Programs Fulfillment	Records pertaining to the fulfillment of special transit services and programs.	Paratransit/Parataxi fulfillment and trip data	AU*	CA - GOV 34090 - (2Y)	* Closure of last audit after services/trips are fulfilled.
Operations	Video recordings made on each bus, during each shift, and recorded continuously.	Video recordings made on each bus, during each shift, and recorded continuously.	Onboard Surveillance System	1Y*	CA - GOV 34090.8 - (1Y) CA - GOV 53162 - (1Y)	* Exception: Video related to incidents, accidents and/or claims should be pulled and retained CL+1Y (claim or incident closed/completed).
Operations	System Safety and Security	Records associated with mandated safety and security plans.	Field Services Safety Audits Hazard Mitigation Plan Safety Meetings Safety and Security Officer Certification Safety and Security Plan Mutual Assistance Agreements	AC+7Y	CA - GOV 34090 - (2Y)	

Operations	Transit Program Reports	Documentation associated with preparation, delivery and publication of transit program reports, whether daily, weekly, monthly, quarterly, semi-annual, annual, biennial or nonrecurring.	Accidents, Safety and Security Reports Passenger Survey Reports Hours Report Mileage Report NTD (National Transit Database) Reports Ridership Report Survey Trip Sheets	AC+7Y	CA - GOV 34090 - (2Y)	
Risk Management	Transportation Planning	Documents regarding fares, riders, ridership, routes, monitoring of existing services and service development, including reports that compile information from multiple sources.	Fare Policy Mobility Management Routes and Schedules Route Statistics Service Changes (Routes, Outreach) Sign Policy Strategic Transit Planning StudiesSurveys Title VI Reporting	10Y	CA - GOV 34090 - (2Y)	
Risk Management	Incidents - Other	Records of accidents and incidents that do not involve injuries to employees or contractors. NOTE: If a claim is filed, see Claims, Litigation, Arbitration and Resolution, above (under legal).	Accident Files - no claim filed (accident reports, courtesy cards, photographs, supporting documentation) Arson / Graffiti Incident Reports, Videos Property Damage Theft Vandalism	AC*+7Y	CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	* Closed and no claim filed
Risk Management	Insurance Coverage	Records detailing LAVTAs general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence.	Binders / Information / Correspondence Certificates of Insurance Completed Applications Insurance Policies (disability, flood, liability, property) Insurance Quotes	S+6Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

**SUBJECT:** FY 2026 Budget Outlook

**FROM:** Christy Wegener, Executive Director  
Tamara Edwards, Director of Finance

**DATE:** March 25, 2025

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**Action Requested**

Information only

**Background**

LAVTA staff will be bringing the Fiscal Year (FY) 2026 to the Finance and Administration Committee in April and to the Board of Directors in May. Prior to bringing the budget itself staff wanted to ensure that the Board members were aware of some challenges facing the agency.

**Expenses**

In addition to expected increases to many budget line items such as utilities, facility repairs, and labor, the Board of Directors approved a new fixed route operations and maintenance contract in March with an anticipated cost increase of 24% over the current fiscal year. As this line item averages between 55% and 65% of LAVTA operating budget this will have a significant impact on the next budget. In the next 2-3 years, as LAVTA begins the transition to hydrogen fuel cell electric buses, there will be additional cost increases once the need to purchase hydrogen fuel is realized as the cost is currently much higher than diesel fuel.

**Revenues**

LAVTA receives revenues from a number of different sources, the majority of which are taxed based. The largest revenue source for LAVTA is Transportation Development Act (TDA) funds which traditionally makes up between 45% and 55% of LAVTA's operating revenues. LAVTA budgets these revenues based on the forecast provided by the Alameda County Controllers office. Unfortunately, the actual revenues for FY 2025 are coming in lower than anticipated (please see Attachment 1 for more details).

In addition to TDA revenues, LAVTA receives operating funding to operate feeder bus service to BART through AB1107 funds. The funding represents 3.5% of the operating budget. For the last few years, BART has made it clear they intend to

discontinue payment of the feeder bus funds after FY26. The potential 2026 regional measure could supplant this funding source.

In Fiscal Year 2024 LAVTA began receiving RM3 funding which for FY26 will be \$700,000 while this amount helps to offset the loss of the BART feeder bus money, a formula for the distribution of these funds to the various operators has not yet been established and thus staff does not know how much to expect in the future.

### **Discussion**

At this point, it is looking like there is a \$2.5-2.7M difference between expenditures and revenues for the FY26 operating budget. In anticipation of situations such as this, in 2009 the LAVTA Board established a policy of having three to six months' worth of revenues in reserves. LAVTA currently has over a years' worth of revenues in reserves and therefor can weather this sort of situation for a time. To mitigate the situation staff is looking at a number of changes that can be made during the FY 2026 or FY 2027 years. Some of the areas staff are looking at include:

- Decreasing fixed route service
- Increasing fixed route and paratransit fares.
- Modifying or eliminating Go Tri-Valley
- Not filling the new position of Administrative Manager
- Deferring capital projects funded with TDA funds that are not mission critical.
- Delaying the deployment of hydrogen-technology
- Limiting wage increases
- Limiting travel and training for staff
- Paying only the minimum required unfunded accrued liability (UAL) contribution to CalPERS for retirement and not funding the 115 trust this year.

### **Recommendation**

None-Information only

Attachments:

1. MTC Presentation\_Fund\_Estimate

# FY 2025-26 MTC Fund Estimate Overview

MTC Programming & Allocation Committee

February 12, 2025

# Agenda

1. Fund Estimate Overview
  - TDA, STA, AB1107 estimates
2. Economic Overview
  - Population, Unemployment, Sales Tax
3. BART-Feeder Bus Agreement
4. Other Considerations
  - Sonoma County TDA formula
  - STA Revenue Based Formula Freeze
  - Sales tax revenue attribution audits

# Introduction to the Fund Estimate

- Every year, MTC prepares a Fund Estimate to identify how much funding will be available in the upcoming fiscal year from sources including:
  - Transportation Development Act (TDA) – *statewide sales tax*
  - State Transit Assistance (STA) – *statewide diesel sales tax*
  - Assembly Bill 1107 – *regional sales tax*
- The Fund Estimate is informed by state and county revenue projections and reflects latest macroeconomic and demographic trends
- The Fund Estimate is typically amended twice per year to incorporate the latest revenue information from the state
- Transit agencies, County Transportation Agencies, and MTC use the Fund Estimate for budget development and to request allocation of funds

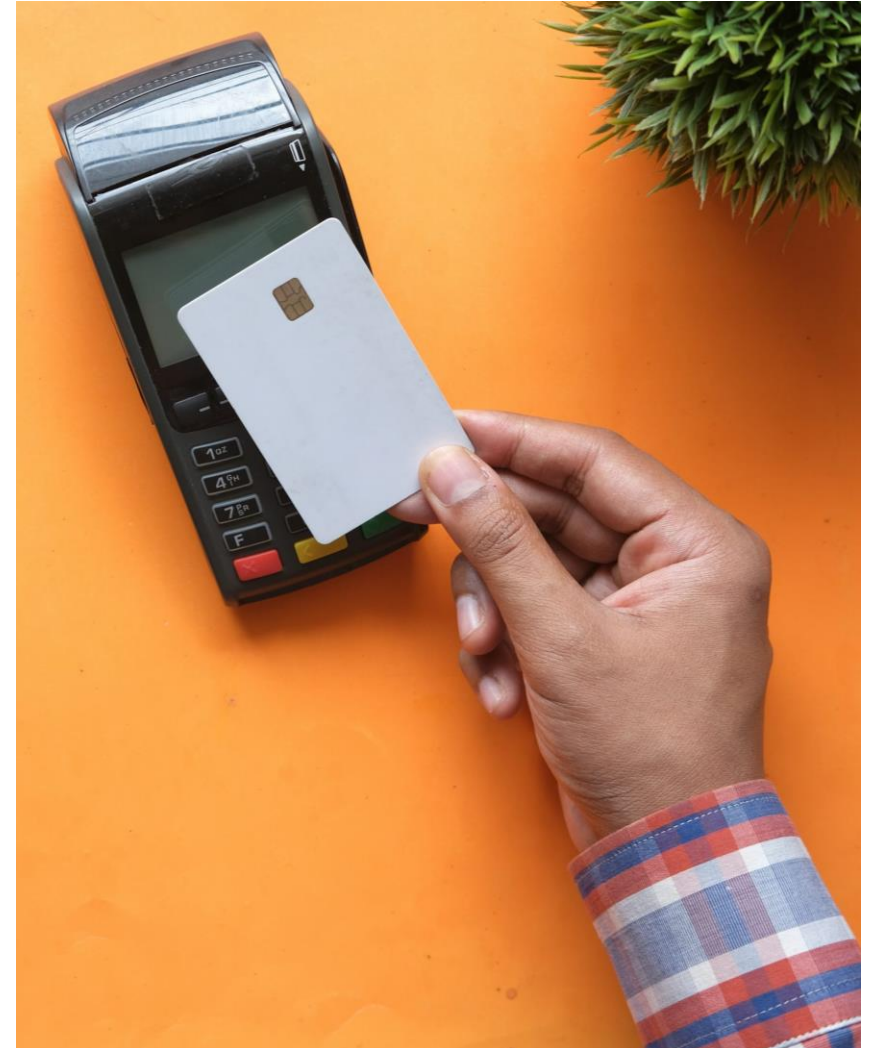


Image Credit: Unsplash

# TDA Sales Tax Forecast FY 2025-26

Attachment 1

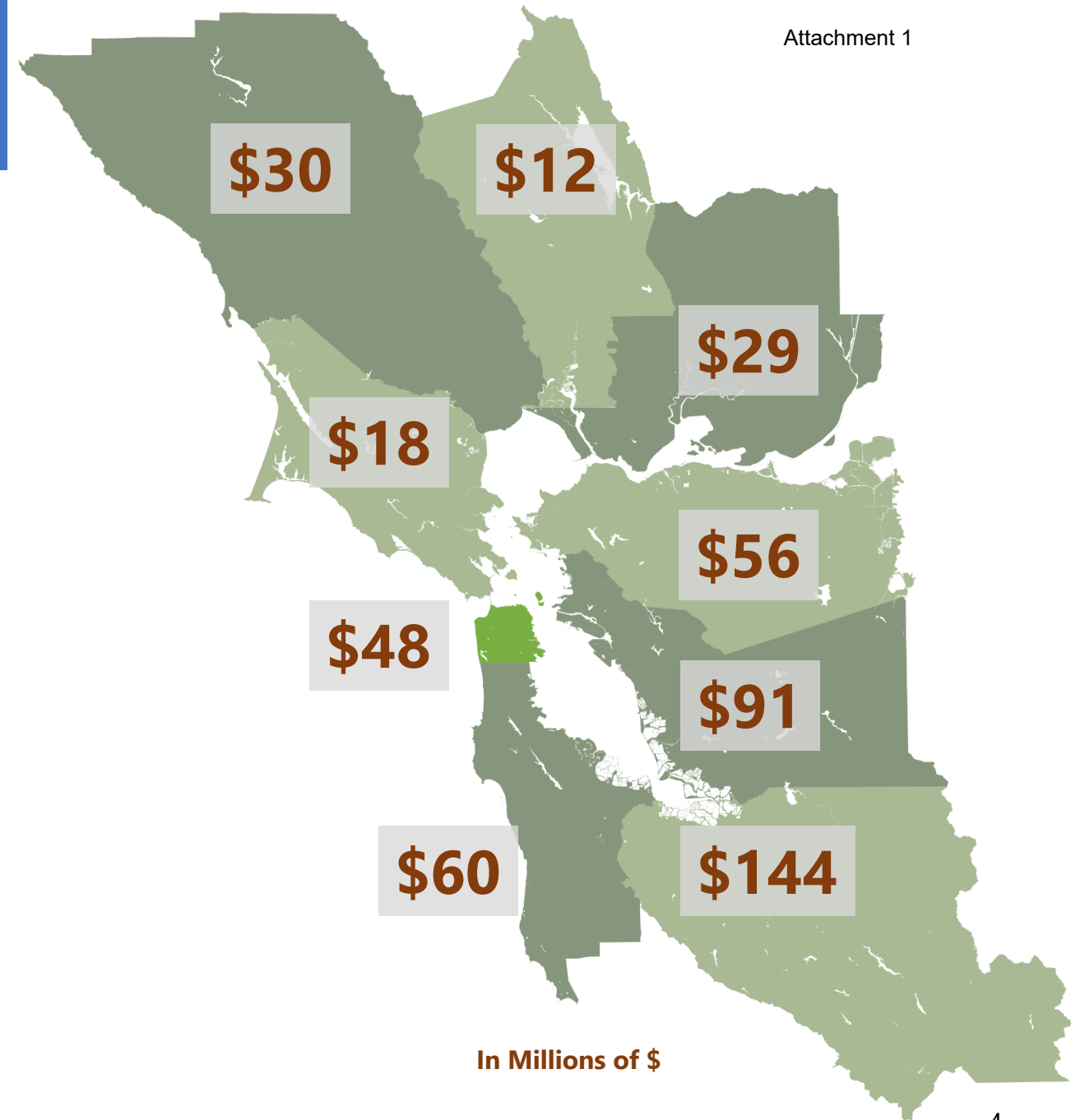
Estimates for each county prepared by individual county Auditor/Controllers. Funds within counties are distributed to operators based on city/service area population, or by county-specific formulas

TDA receipts in the first half of FY25 are tracking below original estimates

FY25 (Current Year) estimates revised to **\$472M**

- Down 7% from original \$509M FY25 estimate
- Down 3% from FY24 Actuals (\$486M)

FY26 estimates projected to be 2.6% higher at **\$485M**



# STA Formula Programs

## FY 2025-26

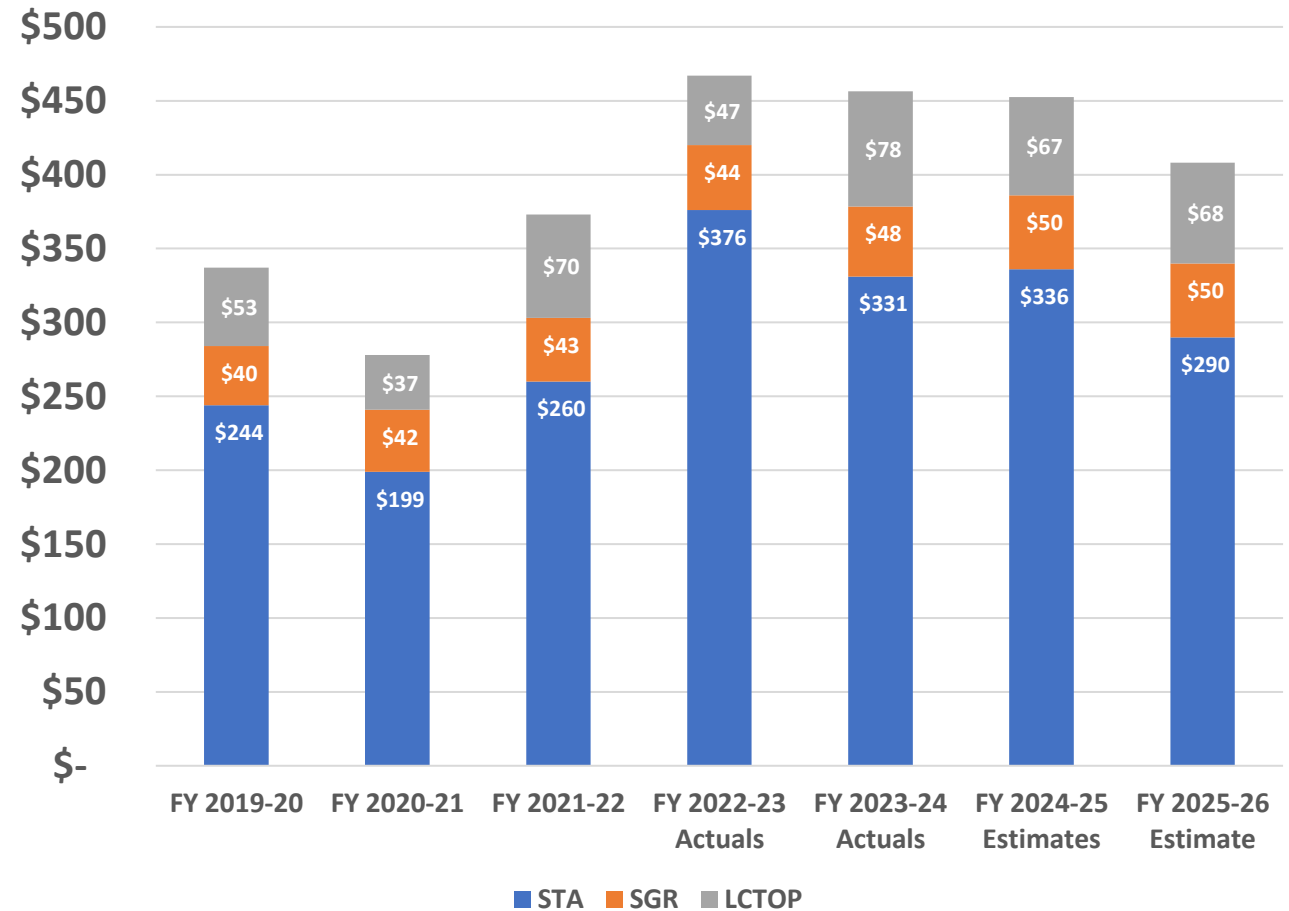
Attachment 1

State Transit Assistance (STA) formula splits statewide revenue 50/50 between a Revenue-Based program and a Population-Based program.

Revenue-Based funds flow to transit operators via MTC based on their qualifying local revenue. **A hold harmless provision has frozen the revenue-based formula until 6/30/26**

Population-Based funds flow to the Bay Area based on our ~19% share of the state's population and are programmed by MTC

**FY 2025-26 forecast of \$408 million for the Bay Area** in STA, State of Good Repair (SGR) Program and Low Carbon Transit Operations Program (LCTOP) revenue



# AB 1107 Sales Tax Forecast FY 2025-26

Attachment 1

- 25% of total revenue from BART's sales tax in Alameda, Contra Costa, and San Francisco counties
- MTC estimates revenue and establishes funding policy
- Only AC Transit, BART, and SFMTA eligible to receive AB 1107 funds per state statute
- Historically, Commission policy is to distribute 50% of funds to AC Transit and 50% to SFMTA (or 12.5% of the total revenues to each)
- **FY 2025-26 forecast of \$104 million is an estimate based on sales tax trends in Alameda, Contra Costa, and San Francisco counties**

***FY 2024-25 forecast remains at the original estimate of \$104 million.***

9.2\_Attach 1\_Budget





# Fund Estimate Summary

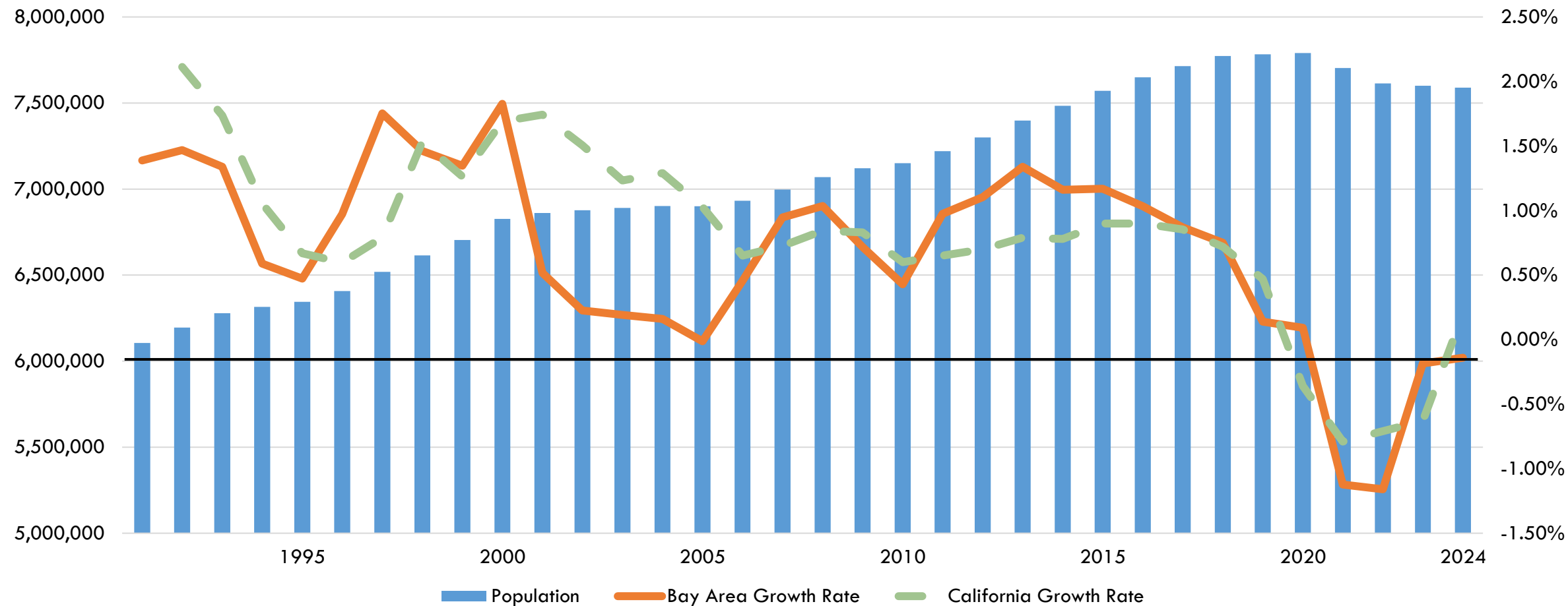
Attachment 1

	Program	Description	FY 2023-24 Actuals	FY 2024-25 Revised Estimates	FY 2025-26 Estimates
Sales Taxes & Tolls	Transportation Development Act (TDA) ¼ ¢ Sales Tax	¼ ¢ sales tax in each county	\$486M	\$472M	\$484M
	AB 1107 ½ ¢ Sales Tax	MTC administers 25% of the revenue from the ½ ¢ sales tax in the three BART district counties	\$107M	\$104M	\$104M
	Bridge Tolls	MTC 2% Toll Revenues and 5% State General Fund Revenues	\$5M	\$5M	\$5M
STA Formula	State Transit Assistance (STA)	Sales tax on diesel fuel in CA.	\$331M	\$336M*	\$290M
	State of Good Repair (SGR) Program	Transportation Improvement Fee (vehicle registration fee)	\$48M	\$50M	\$50M
	Low Carbon Transit Operations Program (LCTOP)	5% of Cap-and-Trade auction revenues	\$78M	\$67M	\$68M

\*FY25 STA forecasts are revised down to \$294M based on the Governor's Proposed FY26 budget  
 Note: Estimated revenue amounts are rounded to nearest million.

# Bay Area Population

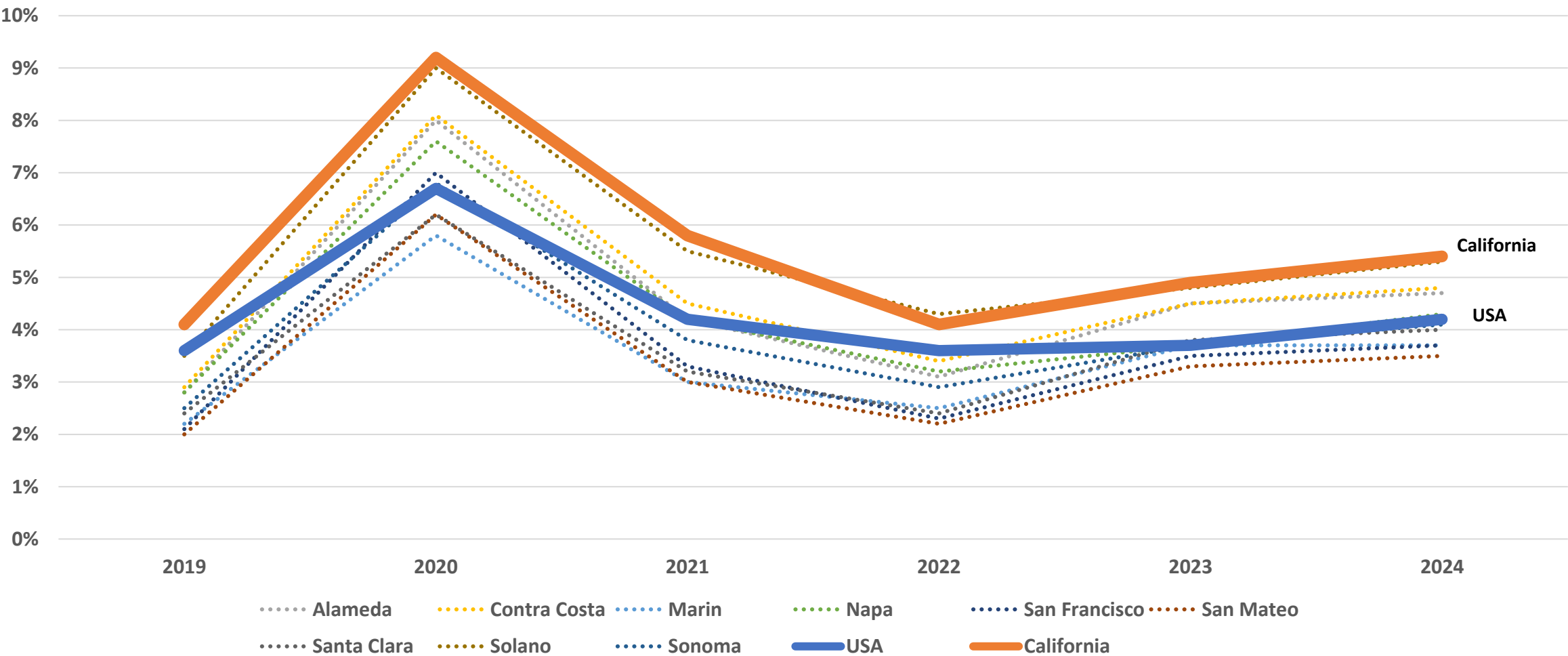
- Bay Area Population has declined for 4 consecutive years
- The regional population change continues to track behind the state population, which grew marginally in 2024



Source: California Department of Finance

# Bay Area Unemployment Rate

- Unemployment rates have worsened in the last year, mostly lagging behind the national average

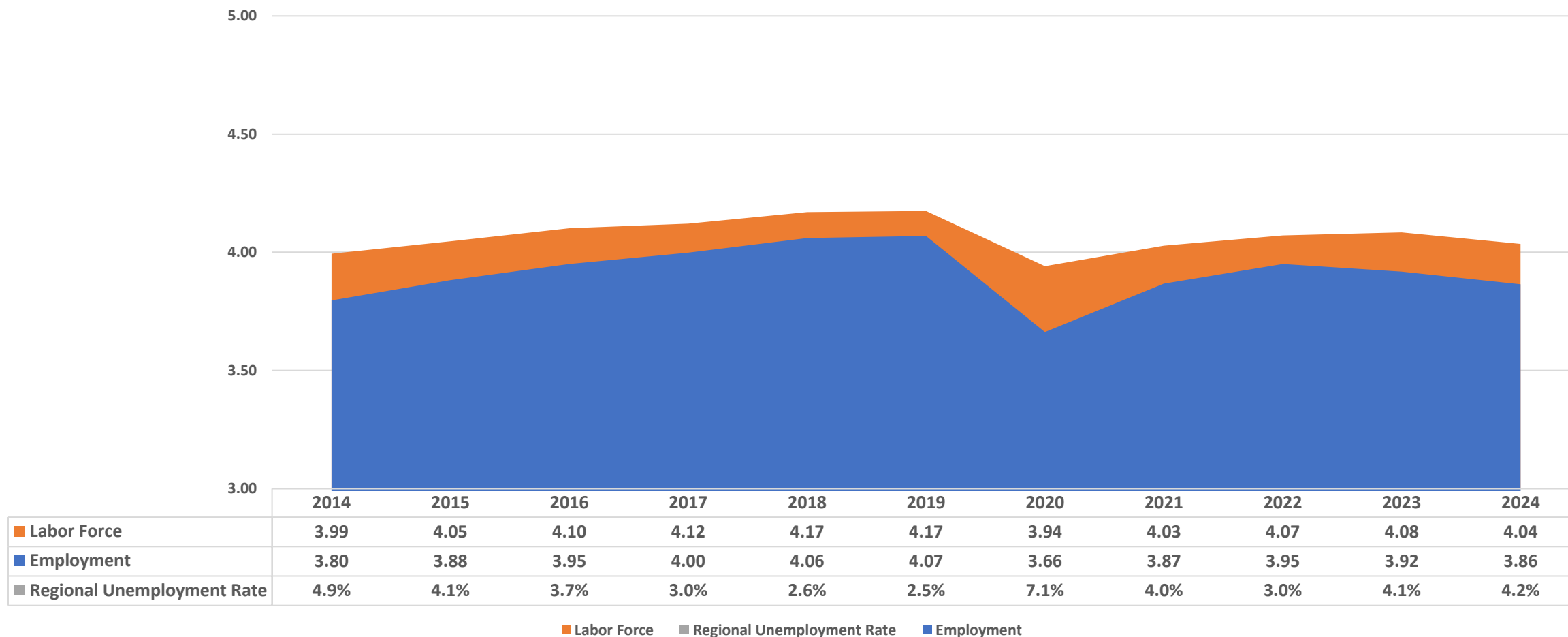


Source: US Bureau of Labor Statistics, Local Area Unemployment Statistics  
Graph reflects November unemployment rates of each year

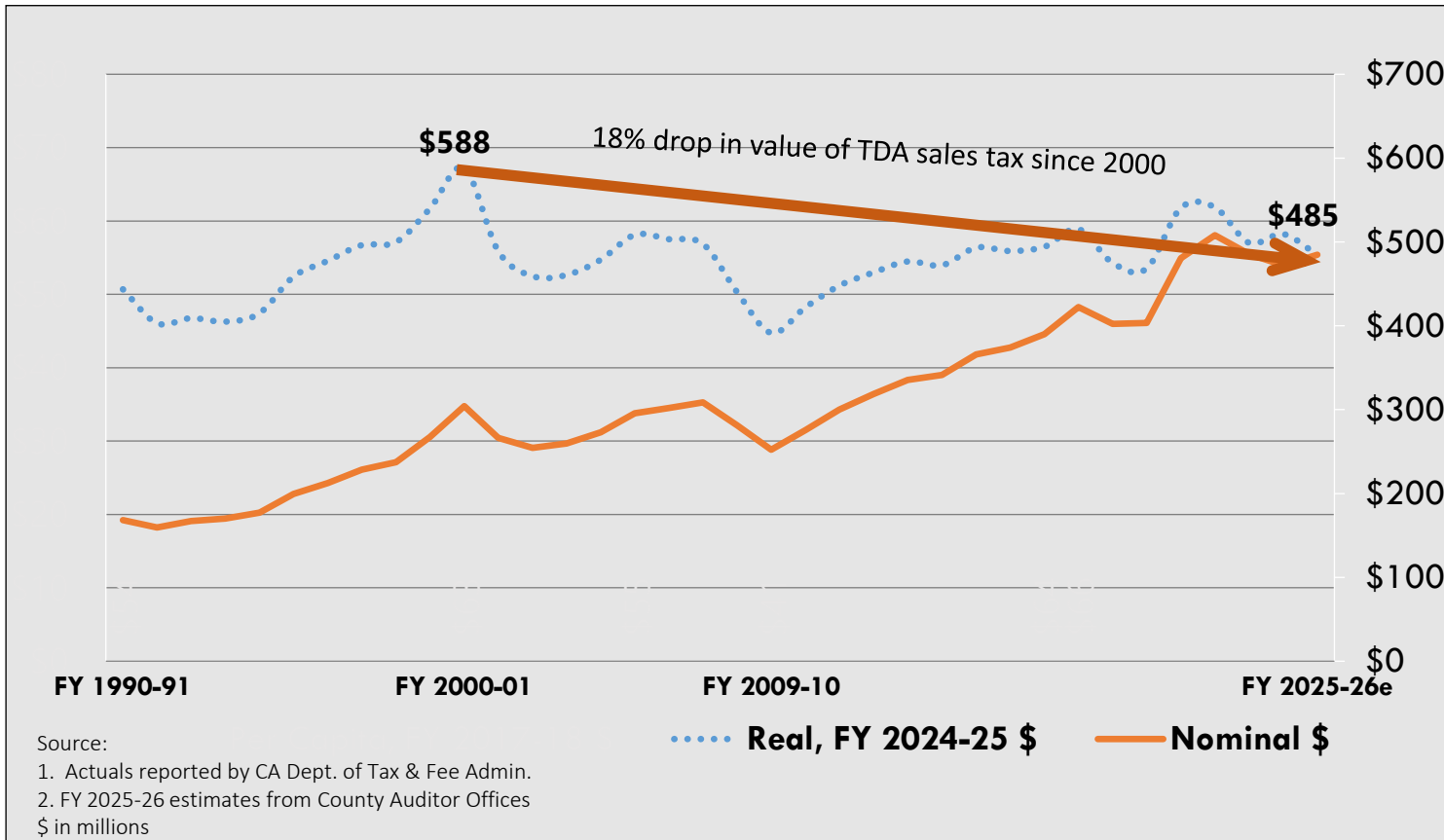
# Bay Area Labor Force

Neither the regional labor force, nor employment levels have recovered to pre-pandemic levels

Employment and Labor Force



# Real Sales Tax Revenue: 18% drop since 2000

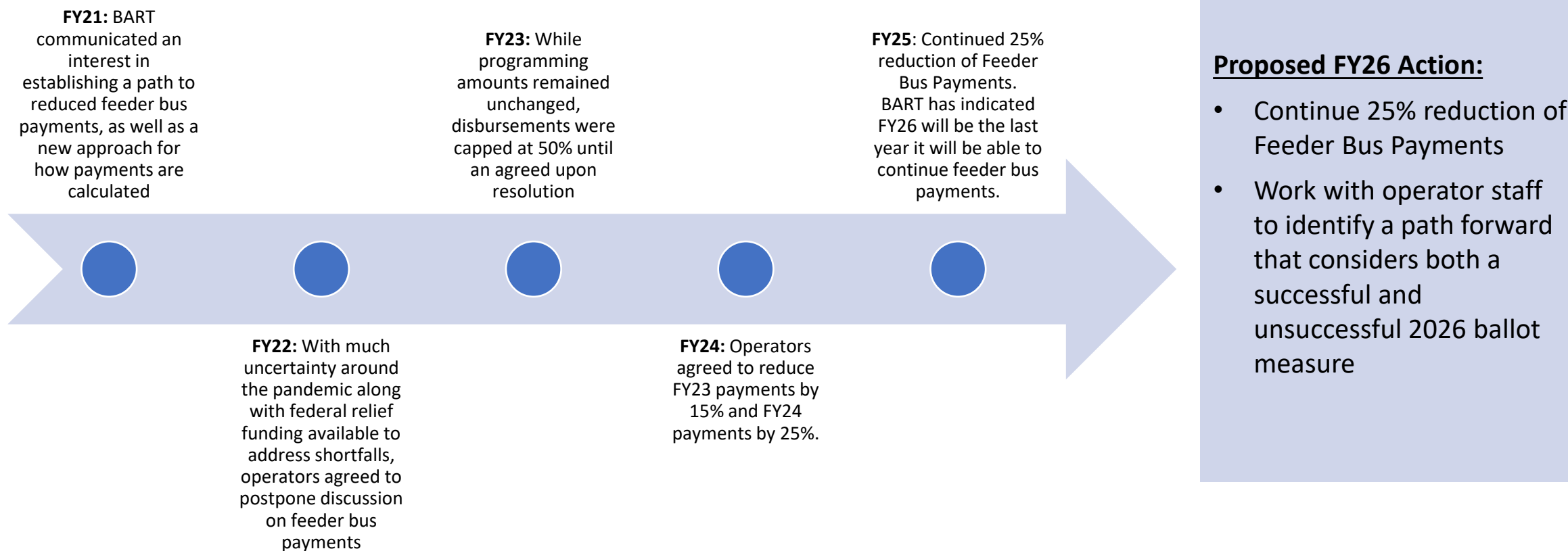


- In addition to the recent plateau in sales tax revenues in nominal terms, revenues have also not kept up with inflation, further diminishing its purchasing power
- Since an all-time high in 2000, real sales tax revenues have declined 18%
- FY 2025-26 Estimates of \$485M are about even with the 20-year inflation-adjusted average of \$481M

# BART-Feeder Bus Agreement

## Background

- Established in 1997 to transfer feeder bus operations from BART to East Bay bus operators
- Initial payment amounts were established by transition agreements, with subsequent payments adjusted based on changes to AB1107 sales tax revenues
- Payments are made using BART's STA Revenue-Based and TDA Sales Tax Funds



# Other Considerations

## Proposed Adjustments to TDA Distribution Formula in Sonoma County

- Marin-Sonoma Coordinated Transit Service Plan (MASCOTS) recommended change to formula in Sonoma
- Goal to mirror the formula in Marin, where funds are allocated using a performance-based model
- Revised formula would shift approximately \$2M in funding from Golden Gate to SMART and bus operators in FY26

## STA Revenue-Based Formula Freeze Expiration

- Half of statewide STA revenues are distributed based on each operator's share of "qualifying revenues" - i.e., fares and local taxes
- Formulas have been frozen at pre-pandemic levels, with the freeze set to expire at the end of FY2025-26
- There will be opportunities to advocate for the continuation of this freeze
- However, there is a risk of significant changes to STA revenues if the provision were to expire

## Sales Tax Attribution for County TDA Revenues

- Resolution of CDTFA audits related to attribution of sales taxes have resulted in negative corrections of revenue
- Ongoing volatility due to these audits is likely for the near future

# Staff Recommendation

Staff Recommendation is to refer MTC Resolution No. 4688 to the MTC Commission for approval.