

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

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

**COMMITTEE MEMBERS**

**JULIE TESTA – CHAIR**  
**MELISSA HERNANDEZ**

**BRITTNI KICK – VICE CHAIR**

**DATE:** Tuesday, May 23, 2023  
**PLACE:** LAVTA Offices, Diana Lauterbach Room,  
1362 Rutan Court, Suite 100, Livermore, CA  
**TIME:** 4:00p.m.

**TELECONFERENCE LOCATIONS**

City of Pleasanton  
City Manager's Conference Room  
123 Main Street  
Pleasanton, CA 94566

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*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, May 22, 2023 at [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include "Public Comment – 5/23/2023" 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  
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*To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

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

*No option to make Public Comment on YouTube live stream.*

**How to listen only to the meeting:**

- For audio access to the meeting by telephone, use the dial-in information below:  
Dial: 1 (669) 900-6833  
Webinar ID: 838 8790 4704  
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*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, May 22, 2023 to [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment – 5/23/2023” 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 April 25, 2023 Meeting of the F&A Committee**

**Recommendation:** Approval

**5. Treasurer's Report for April 2023**

**Recommendation:** Staff recommends that the Finance and Administration Committee forward the April 2023 Treasurer's Report to the Board for approval.

**6. LAVTA Annual Salary Band Review**

**Recommendation:** Staff recommends that the Finance and Administration Committee recommend that the Board of Directors approve the attached Resolution 17-2023 adjusting the salary bands for LAVTA positions.

**7. Board Member Stipends**

**Recommendation:** There is no recommended action associated with this informational update.

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

**9. Matters Initiated by Committee Members**

**10. Next Meeting Date is Scheduled for: June 27, 2023**

**11. Adjourn**

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

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

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

*/s/ Jennifer Suda*

*5/19/2023*

*LAVTA Administrative Services Department*

*Date*

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

*Executive Director*

*Livermore Amador Valley Transit Authority*

*1362 Rutan Court, Suite 100*

*Livermore, CA 94551*

*Fax: 925.443.1375*

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

## **AGENDA**

### **ITEM 4**

**MINUTES OF THE APRIL 25, 2023**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

Committee Chair Julie Testa called the meeting to order at 4:15pm.

**2. Roll Call of Members**

**Members Present**

Julie Testa, City of Pleasanton

Melissa Hernandez, City of Dublin

Brittni Kiick, City of Livermore

**3. Meeting Open to Public**

No comments.

**4. Minutes of the March 28, 2023 Meeting of the F&A Committee**

Approved: Kiick/Hernandez

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

**5. Treasurer's Report for March 2023**

The Finance and Administration Committee recommended forwarding the March 2023 Treasurer's Report to the Board for approval.

Approved: Kiick/Hernandez

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

**6. Design of the Rutan Maintenance Bay Hydrogen Retrofit**

Staff provided the background and explained that LAVTA's plan is to retrofit two existing maintenance bays at the Rutan facility while still actively seeking funding to fully construct the Atlantis Maintenance Facility. LAVTA requested and received a proposal from Gannett Fleming for design services.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee forwarded a recommendation to the Board to approve a Contract Task Order with Gannett Fleming for design services for the Rutan Maintenance Bays Hydrogen Retrofit project, for a not-to-exceed amount of \$147,500 with a contingency amount of \$14,700 to be used at the discretion of the Executive Director.

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

#### **7. LAVTA Livermore Transit Center Landscaping Construction Project**

Staff provided the background of the Transit Center landscaping construction project and informed that we received two bids for our IFB procurement from Los Loza, Inc and Marina Landscape. The lowest bidder was Los Loza, Inc for \$227,790.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve Resolution 15-2023, authorizing the Executive Director to execute an agreement with Los Loza, Inc. for landscaping work at the Livermore Transit Center.

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

#### **8. Contract Award for LAVTA Facility Janitorial Services**

Staff reported that the LAVTA Facility Janitorial Services Request for proposals was issued and we received four proposals from the following vendors: Premier Property Preservation, LLC, Aim to Please Janitorial Services, Ogreena, and Security Systems Management. LAVTA reviewed and evaluated the written proposals and three of the four proposals had close scores, so LAVTA conducted interviews with three vendors. After interviews staff noted that Aim to Please Janitorial Services had the highest evaluation score.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee referred Resolution 14-2023 to the Board of Directors for approval, authorizing the Executive Director to execute a three-year contract with two one-year options with Aim to Please Janitorial Services of San Francisco for Facility Janitorial Services.

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

#### **9. LAVTA's Operating & Capital Budget for FY 2024**

Staff reported that the FY 2024 budget is \$24,619,185, which is an increase of 1.55% over last year's budget and is based on pre-COVID levels of service. For FY 2024 LAVTA

budgeted fuel costs at \$4.25 per gallon for buses. Staff noted that the Paratransit, Go Tri-Valley, and Shared Autonomous Vehicle (SAV) budget is decreasing for FY 2024.

The Finance and Administration Committee recommended forwarding the Operating and Capital Budget for FY 2024 and Resolution 13-2023 to the Board for approval.

Approved: Kiick/Hernandez

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

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

**11. Matters Initiated by Committee Members**

Committee Member Melissa Hernandez requested staff consider raising Board Member stipends.

**12. Next Meeting Date is Scheduled for: May 23, 2023**

**13. Adjourn**

Meeting adjourned at 4:30pm



## **AGENDA**

### **ITEM 5**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Treasurer's Report for April 2023

FROM: Tamara Edwards, Director of Finance

DATE: May 23, 2023

**Action Requested**

Review and recommend to the Board approval of the LAVTA Treasurer's Report for April 2023.

**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 April 1, 2023	\$16,257,614.74
Payments made	\$2,304,544.06
Deposits made	\$1,406,467.24
Transfer from Farebox	\$250,000.00
Ending balance April 30, 2023	\$15,609,537.92

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

Beginning balance April 1, 2023	\$295,921.81
Deposits made	\$31,483.83
Transfer to General Checking	\$250,000.00
Ending balance April 30, 2023	77,405.64

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

Beginning balance April 1, 2023	\$11,131,738.53
Q3FY24 Interest	\$75,026.12
Ending balance April 30, 2023	\$11,206,764.65

***Operating Expenditures Summary:***

As this is the tenth 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 83%. The agency is at 64.2% overall. However, the Paratransit billing is still two months behind, so we have been unable to accrue them, therefore this amount is not 100% accurate.

***Operating Revenues Summary:***

While expenses are at 64.2%, revenues are at 86.3% allowing for a healthy cash flow.

**Recommendation**

Staff recommends that the Finance and Administration Committee forward the April 2023 Treasurer's Report to the Board for approval.

Attachments:

1. April 2023 Treasurer's Report

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
BALANCE SHEET  
FOR THE PERIOD ENDING:  
April 30, 2023**

**ASSETS:**

101 PETTY CASH	200	
102 TICKET SALES CHANGE	240	
105 CASH - GENERAL CHECKING	15,609,538	
106 CASH - FIXED ROUTE ACCOUNT	77,406	
107 Clipper Cash	868,780	
108 Rail	0	
109 BOC	46	
120 ACCOUNTS RECEIVABLE	464,311	
135 INVESTMENTS - LAIF	11,206,765	
13599 INVESTMENTS - LAIF Mark to Market	(142,089)	
150 PREPAID EXPENSES	16,253	
160 OPEB ASSET	1,603,154	
165 DEFERRED OUTFLOW-Pension Related	427,480	
166 DEFERRED OUTFLOW-OPEB	9,583	
170 INVESTMENTS HELD AT CALTIP	0	
175 CEPPT RESTRICTED INVESTMENTS	(111,674)	
111 NET PROPERTY COSTS	53,874,256	
<b>TOTAL ASSETS</b>		<b>83,904,248</b>

**LIABILITIES:**

205 ACCOUNTS PAYABLE	747,386	
211 PRE-PAID REVENUE	2,078,698	
21101 Clipper to be distributed	782,093	
22000 FEDERAL INCOME TAXES PAYABLE	0	
22010 STATE INCOME TAX	(0)	
22020 FICA MEDICARE	0	
22050 PERS HEALTH PAYABLE	0	
22040 PERS RETIREMENT PAYABLE	0	
22030 SDI TAXES PAYABLE	8	
22070 AMERICAN FIDELITY INSURANCE PAYABLE	(1,142)	
22090 WORKERS' COMPENSATION PAYABLE	56,045	
22100 PERS-457	0	
22110 Direct Deposit Clearing	0	
23101 Net Pension Liability	605,181	
23105 Deferred Inflow- OPEB Related	387,692	
23104 Deferred Inflow- Pension Related	559,302	
23103 INSURANCE CLAIMS PAYABLE	33,191	
23102 UNEMPLOYMENT RESERVE	17,376	
<b>TOTAL LIABILITIES</b>		<b>5,265,831</b>

**FUND BALANCE:**

301 FUND RESERVE	44,796,195	
304 GRANTS, DONATIONS, PAID-IN CAPITAL	17,556,222	
30401 SALE OF BUSES & EQUIPMENT	85,787	
FUND BALANCE	16,200,214	
<b>TOTAL FUND BALANCE</b>		<b>78,638,418</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>83,904,248</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
REVENUE REPORT  
FOR THE PERIOD ENDING:  
April 30, 2023**

ACCOUNT	DESCRIPTION	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
4010100	Fixed Route Passenger Fares	740,940	35,450	772,016	(31,076)	104.2%
4020000	Business Park Revenues	233,568	18,873	173,403	60,165	74.2%
4020500	Special Contract Fares	487,116	13,496	211,895	275,221	43.5%
4020500	Special Contract Fares - Paratransit	36,000	2,582	23,693	12,307	65.8%
4010200	Paratransit Passenger Fares	56,255	8,606	84,085	(27,830)	149.5%
4060100	Concessions	21,672	3,849	17,322	4,350	79.9%
4060300	Advertising Revenue	180,000	0	0	180,000	0.0%
4070400	Miscellaneous Revenue-Interest	26,054	75,026	170,428	(144,374)	654.1%
4070300	Non transportation revenue	136,464	8,098	112,880	23,584	82.7%
4090100	Local Transportation revenue	245,000	0	67,672	177,328	27.6%
4099100	TDA Article 4.0 - Fixed Route	10,715,920	0	10,610,799	105,121	99.0%
4099500	TDA Article 4.0-BART	57,517	0	57,517	-	100.0%
4099200	TDA Article 4.5 - Paratransit	191,227	13,929	144,907	46,320	75.8%
4099600	Bridge Toll- RM2, RM1	409,489	0	252,369	157,120	61.6%
4110100	STA Funds-Paratransit	-	0	0	-	#DIV/0!
4110500	STA Funds- Fixed Route BART	300,792	0	300,792	-	100.0%
4110100	STA Funds-pop	1,377,503	0	650,801	726,702	47.2%
4110100	STA Funds- rev	468,141	722,988	722,988	(254,847)	154.4%
4110100	STA Funds- Lifeline	-	0	0	-	#DIV/0!
4110100	Caltrans	-	0	0	-	#DIV/0!
4130000	FTA Section	5,730,074	0	4,538,607	1,191,467	100.0%
4130000	FTA Section 5307 ADA Paratransit	422,316	0	0	422,316	0.0%
4130000	FTA 5311	-	0	46,283	(46,283)	100.0%
4130000	FHWA IDEA	-	74,260	74,260	(74,260)	100.0%
4640500	Measure B Gap	-	0	16,947	(16,947)	100.0%
4640500	Measure B Express Bus	-	0	0	-	100.0%
4640100	Measure B Paratransit Funds-Fixed Route	-	0	0	-	#DIV/0!
4640100	Measure B Paratransit Funds-Paratransit	-	0	0	-	#DIV/0!
4640200	Measure BB Paratransit Funds-Fixed Route	1,603,800	127,397	1,246,226	357,574	77.7%
4640200	Measure BB Paratransit Funds-Paratransit	803,168	63,799	624,098	179,070	77.7%
<b>RAIL</b>		<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL REVENUE</b>		<b>24,243,016</b>	<b>1,168,353</b>	<b>20,919,988</b>	<b>3,323,028</b>	<b>86.3%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
OPERATING EXPENDITURES  
FOR THE PERIOD ENDING:  
April 30, 2023**

		BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
501 02	Salaries and Wages	\$1,991,423	\$121,031	\$1,259,000	\$732,423	63.22%
502 00	Personnel Benefits	\$1,480,173	\$572,338	\$1,217,169	\$263,004	82.23%
503 00	Professional Services	\$1,067,817	\$99,672	\$745,048	\$322,769	69.77%
503 05	Non-Vehicle Maintenance	\$851,947	\$61,563	\$708,021	\$143,926	83.11%
503 99	Communications	\$7,000	\$22	\$101,595	(\$94,595)	1451.36%
504 01	Fuel and Lubricants	\$2,164,000	\$48,379	\$879,392	\$1,284,608	40.64%
504 03	Non contracted vehicle maintenance	\$34,055	\$164	\$164	\$33,891	0.48%
504 99	Office/Operating Supplies	\$56,094	\$17,660	\$67,113	(\$11,019)	119.64%
504 99	Printing	\$77,000	\$8,155	\$48,064	\$28,936	62.42%
505 00	Utilities	\$370,399	\$28,222	\$279,540	\$90,859	75.47%
506 00	Insurance	\$650,156	(\$5,332)	\$498,490	\$151,666	76.67%
507 99	Taxes and Fees	\$229,663	\$9,099	\$87,101	\$142,562	37.93%
508 01	Purchased Transportation Fixed Route	\$11,107,549	\$883,644	\$8,532,523	\$2,575,026	76.82%
2-508 02	Purchased Transportation Paratransit	\$3,231,200	\$127,555	\$982,776	\$2,248,424	30.42%
508 03	Purchased Transportation WOD	\$73,262	\$13,391	\$62,119	\$11,143	84.79%
508 03	Purchased Transportation SAV	\$480,000	\$0	\$0	\$480,000	0.00%
509 00	Miscellaneous	\$162,028	\$7,101	\$48,249	\$113,779	29.78%
509 02	Professional Development	\$69,250	\$4,267	\$27,979	\$41,271	40.40%
509 08	Advertising	\$140,000	\$175	\$19,677	\$120,323	14.05%
<b>TOTAL</b>		<b>\$24,243,016</b>	<b>\$1,997,105</b>	<b>\$15,564,022</b>	<b>\$8,678,994</b>	<b>64.20%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 1 of 2)**  
**FOR THE PERIOD ENDING:**  
**April 30, 2023**

ACCOUNT	DESCRIPTON	BUDGET	CURRENT MONTH	YEAR TO DATE	BALANCE AVAILABLE	PERCENT BUDGET EXPENDED
<b>REVENUE DETAILS</b>						
4090594	TDA (office and facility equip)	549,722	0	0	549,722	0.00%
4090194	TDA Shop repairs and replacement	235,500	0	8,828	226,672	3.75%
4091094	TDA Transit Center Improvements	123,602	0	0	123,602	0.00%
409??94	TDA (Transit Capital)	100,000	0	6,527	93,473	6.53%
4092094	TDA (Major component rehab)	686,979	0	4,571	682,408	0.67%
4090394	TDA Doolan Tower Upgrade	124,000	0	13,996	110,004	11.29%
4091794	TDA bus stops	1,157,143	0	0	1,157,143	0.00%
4090994	TDA buses 2022	2,893,860	0	2,907,566	(13,706)	100.47%
4090994	TDA Buses 2025	2,233,061	0	0	2,233,061	0.00%
4090294	TDA Atlantis	4,136,000	0	0	4,136,000	0.00%
409xx94	Non-Revenue Vehicle	50,000	0	0	50,000	0.00%
4091796	RM2 bus stops	2,300,000	0	0	2,300,000	0.00%
409xx94	TDA SAV	67,941	0	0	67,941	0.00%
409xx96	BT SAV	2,695,000	0	0	2,695,000	0.00%
4111700	SGR shelters and stops	50,000	0	0	50,000	0.00%
4110900	State Buses 2025	944,976	0	0	944,976	0.00%
4110500	Prop 1B office and facility	94,192	0	0	94,192	0.00%
41120	SGR battery packs	61,126	0	0	61,126	0.00%
41110	SGR Transit Center	62,746	0	0	62,746	0.00%
41118	Dublin Parking garage	19,500,000	304,349	3,730,169	15,769,831	19.13%
41102	State Atlantis	30,522,000	0	0	30,522,000	0.00%
41323	FTA buses 2022	11,574,837	0	11,440,196	134,641	98.84%
41309	FTA Buses 2025	12,712,147	0	0	12,712,147	0.00%
41311	FTA bus stops	2,000,000	0	0	2,000,000	0.00%
413xx	SAV infrastructure	385,000	0	0	385,000	0.00%
41320	FTA Hybrid battery packs	212,180	0	0	212,180	0.00%
41310	FTA Transit Center	440,000	0	71,361	368,639	16.22%
<b>TOTAL REVENUE</b>		<b>95,912,012</b>	<b>304,349</b>	<b>18,183,213</b>	<b>77,728,799</b>	<b>18.96%</b>

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**CAPITAL REVENUE AND EXPENDITURE REPORT (Page 2 of 2)**  
**FOR THE PERIOD ENDING:**  
**April 30, 2023**

ACCOUNT	DESCRIPTON	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	34,958,000	0	343,315	34,614,685	0.98%
5550107	Shop Repairs and replacement	235,500	5,920	14,748	220,752	6.26%
5551607	SAV	3,147,941	0	0	3,147,941	0.00%
5552307	Buses 2022	14,468,697	19,127	14,366,889	101,808	99.30%
555xx07	Buses 2025	15,890,184	0	0	15,890,184	0.00%
5550507	Office and Facility Equipment	393,914	6,463	155,856	238,058	39.57%
5551007	Transit Center Upgrades and Improvements	626,348	0	24,051	602,297	3.84%
5551207	Doolan Tower upgrade	124,000	2,342	4,349	119,652	3.51%
5551807	Dublin Parking Garage	19,500,000	304,349	3,314,290	16,185,710	17.00%
5551707	Bus Shelters and Stops	5,507,143	0	76,968	5,430,175	1.40%
5552007	Major component rehab	960,285	0	4,571	955,714	0.48%
555??07	Transit Capital	100,000	0	80,310	19,690	80.31%
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>95,912,012</b>	<b>338,200</b>	<b>18,385,345</b>	<b>77,526,667</b>	<b>19.17%</b>
<b>FUND BALANCE (CAPITAL)</b>		<b>0.00</b>	<b>(33,851)</b>	<b>(202,132)</b>		
<b>FUND BALANCE (CAPTIAL &amp; OPERATING)</b>		<b>0.00</b>	<b>(849,742)</b>	<b>5,101,106</b>		



California State Treasurer

Fiona Ma, CPA



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

May 11, 2023

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

[Tran Type Definitions](#)

Account Number: 80-01-002

April 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/14/2023	4/13/2023	QRD	1727225	N/A	SYSTEM	75,026.12

Account Summary

Total Deposit:	75,026.12	Beginning Balance:	11,131,738.43
Total Withdrawal:	0.00	Ending Balance:	11,206,764.55

REPORT.: May 03 23 Wednesday  
 RUN....: May 03 23 Time: 11:07  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Cash Disbursements Report  
 Report for 04-23 BANK ACCOUNT 105

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

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
04-23	023793	04/17/23	AIM01 (AIM TO PLEASE JANITORIAL SER		4,950.63	.00	4,950.63	Automatic Generated Check
	023794	04/17/23	AMP01 (AMP PRINTING INC.)		1,311.98	.00	1,311.98	Automatic Generated Check
	023795	04/17/23	ASMO1 (AMERICAN SWEEPING & MAINTENA		600.00	.00	600.00	Automatic Generated Check
	023796	04/17/23	AVI01 (AMADOR VALLEY INDUSTRIES)		598.00	.00	598.00	Automatic Generated Check
	023797	04/17/23	BAY03 (BAY AREA NEWS GROUP)		617.40	.00	617.40	Automatic Generated Check
	023798	04/17/23	CAL13 (CALIFORNIA TRANSIT)		307.89	.00	307.89	Automatic Generated Check
	023799	04/17/23	CEL01 (CELTIS VENTURES INC)		44,438.27	.00	44,438.27	Automatic Generated Check
	023800	04/17/23	DEL01 (DELL MARKETING LP)		2,666.55	.00	2,666.55	Automatic Generated Check
	023801	04/17/23	GOV02 (GOVINVEST INC.)		7,244.50	.00	7,244.50	Automatic Generated Check
	023802	04/17/23	HOT01 (PACIFIC BAY EQUIPMENT-HOTSY)		2,488.97	.00	2,488.97	Automatic Generated Check
	023803	04/17/23	INT03 (INTERNATL EFFECTIVENESS)		199.84	.00	199.84	Automatic Generated Check
	023804	04/17/23	PAC11 (PACIFIC ENVIROMENTAL SERV)		260.00	.00	260.00	Automatic Generated Check
	023805	04/17/23	PAC16 (PACIFIC COAST TRANE)		14,987.00	.00	14,987.00	Automatic Generated Check
	023806	04/17/23	SHA02 (SHAMROCK OFFICE SOLUTIONS)		28.66	.00	28.66	Automatic Generated Check
	023807	04/17/23	STA15 (STATE WATER RESOURCES CONTRO		3,476.00	.00	3,476.00	Automatic Generated Check
	023808	04/17/23	TAC01 (TAC ENERGY)		23,945.04	.00	23,945.04	Automatic Generated Check
	023809	04/17/23	TEN03 (TENNANT SALES AND SERVICE)		350.00	.00	350.00	Automatic Generated Check
	023810	04/17/23	TPG01 (THE PARKS GROUP)		2,586.92	.00	2,586.92	Automatic Generated Check
	023811	04/17/23	USS01 (UNITED SAFETY AND SURVIVABIL		19,126.75	.00	19,126.75	Automatic Generated Check
	023812	04/28/23	AIM01 (AIM TO PLEASE JANITORIAL SER		18,000.00	.00	18,000.00	Automatic Generated Check
	023813	04/28/23	ALA04 (TREASURER OF ALAMEDA COUNTY)		304,349.00	.00	304,349.00	Automatic Generated Check
	023814	04/28/23	ALA10 (ALAMEDA COUNTY CLERK)		50.00	.00	50.00	Automatic Generated Check
	023815	04/28/23	ATT02 (AT&T )		432.46	.00	432.46	Automatic Generated Check
	023816	04/28/23	ATT03 (AT&T )		967.77	.00	967.77	Automatic Generated Check
	023817	04/28/23	COR01 (CORBIN WILLITS SYSTEMS)		296.34	.00	296.34	Automatic Generated Check
	023818	04/28/23	CW101 (CUMMINS WEST, INC- SAN LEAND		5,920.49	.00	5,920.49	Automatic Generated Check
	023819	04/28/23	DAY02 (DAY & NIGHT PEST CONTROL)		218.00	.00	218.00	Automatic Generated Check
	023820	04/28/23	GBS01 (WILLIAM R. GRAY & COMPANY IN		6,980.50	.00	6,980.50	Automatic Generated Check
	023821	04/28/23	GET01 (GETTLER-RYAN INC.)		3,432.46	.00	3,432.46	Automatic Generated Check
	023822	04/28/23	JFG01 (JARVIS FAY & GIBSON LLP)		578.00	.00	578.00	Automatic Generated Check
	023823	04/28/23	JTH01 (J. THAYER COMPANY)		220.59	.00	220.59	Automatic Generated Check
	023824	04/28/23	KIM02 (KIMLEY-HORN AND ASSOC, INC)		2,341.50	.00	2,341.50	Automatic Generated Check
	023825	04/28/23	L&D01 (L&D PRINTING INC)		326.38	.00	326.38	Automatic Generated Check
	023826	04/28/23	LYF01 (LYFT, INC)		7,615.69	.00	7,615.69	Automatic Generated Check
	023827	04/28/23	OFF01 (ODP BUSINESS SOLUTIONS LLC)		3,968.87	.00	3,968.87	Automatic Generated Check
	023828	04/28/23	PRE03 (PREMIER SECURITY SOLNS CO)		2,183.71	.00	2,183.71	Automatic Generated Check
	023829	04/28/23	QUE01 (QUENCH USA, INC.)		306.17	.00	306.17	Automatic Generated Check
	023830	04/28/23	SCF01 (SC FUELS)		25,016.37	.00	25,016.37	Automatic Generated Check
	023831	04/28/23	TPG01 (THE PARKS GROUP)		4,112.30	.00	4,112.30	Automatic Generated Check
	023832	04/28/23	TUR02 (RON TURLEY ASSOCIATES, INC)		1,950.00	.00	1,950.00	Automatic Generated Check
	023833	04/28/23	WCC01 (WEST COAST COMPRESSOR)		1,330.05	.00	1,330.05	Automatic Generated Check
	023834	04/28/23	WSP01 (WSP USA INC)		17,269.10	.00	17,269.10	Automatic Generated Check
	023835	04/30/23	HER05 (MELISSA HERNANDEZ STRAH)		200.00	.00	200.00	Automatic Generated Check
	023836	04/30/23	JOS02 (JEAN INGALLS JOSEY)		100.00	.00	100.00	Automatic Generated Check
	023837	04/30/23	KII01 (BRITTNI KIICK)		200.00	.00	200.00	Automatic Generated Check
	023838	04/30/23	TES03 (JULIE TESTA)		200.00	.00	200.00	Automatic Generated Check
	H13018	04/14/23	TX242 (BONNIE WOLF)		60.00	.00	60.00	TX242, PARATAXI REIMBURSE
	H13019	04/14/23	TX230 (SCOTT ZHANG)		109.44	.00	109.44	TX230, PARATAXI REIMBURSE
	H13020	04/14/23	TX228 (DEBORAH BUTLER)		51.00	.00	51.00	TX228, PARATAXI REIMBURSE
	H13021	04/07/23	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		44,879.41	.00	44,879.41	DIR02, PR DIRECT DEPOSIT
	H13022	04/05/23	EFT01 (ELECTRONIC FUND TRANSFERS)		9,925.84	.00	9,925.84	EFT01, FEDERAL TAX 3/18/2
	H13023	04/05/23	EMP01 (EMPLOYMENT DEVEL DEPT)		3,103.60	.00	3,103.60	EMP01, STATE TAX 3/18/23-
	H13024	04/05/23	PER01 (PERS )		5,150.48	.00	5,150.48	PER01, PERS NEW CONTRIBUT
	H13025	04/05/23	PER01 (PERS )		4,396.42	.00	4,396.42	PER01, PERS CLASSIC CONTR
	H13026	04/05/23	PER04 (CALPERS RETIREMENT SYSTEM)		1,291.13	.00	1,291.13	PER04, PERS 457 CONTRIBUT
	H13027	04/10/23	DEL05 (ALLIED ADMIN/DELTA DENTAL)		2,800.65	.00	2,800.65	DEL05, MAY-23 DELTA DENTA
	H13028	04/10/23	AME06 (AMERICAN FIDELITY ASSURANCE		1,654.96	.00	1,654.96	AME06, MAY-23 FLEXIBLE SP
	H13029	04/10/23	AME06 (AMERICAN FIDELITY ASSURANCE		872.96	.00	872.96	AME06, MAR-23 SUPPLEMENTA
	H13030	04/03/23	WEG01 (CHRISTY WEGENER)		24.50	.00	24.50	WEG01, 3/27/23 PARKING FE
	H13031	04/04/23	MOR02 (VANESSA MORENO)		41.53	.00	41.53	MOR02, 3/6/23-3/31/23 MIL
	H13032	04/11/23	KUL01 (KADRI KULM)		37.20	.00	37.20	KUL01, 1/19/23 MILEAGE RE
	H13033	04/14/23	KUL01 (KADRI KULM)		543.59	.00	543.59	KUL01, 4/17/23-4/20/23 CA
	H13034	04/13/23	CEN04 (CENTRAL CONTRA COSTA TRAN)		111,811.82	.00	111,811.82	CEN04, SEPT-22 MONTHLY SE
	H13035	04/10/23	TEL01 (TPx COMMUNICATIONS)		2,964.64	.00	2,964.64	TEL01, 168771648-0, 4/1/2
	H13036	04/07/23	SHE05 (SHELL )		115.61	.00	115.61	SHE05, MAR-23 CC STATEMEN
	H13037	04/10/23	SOL01 (SOLUTIONS FOR TRANSIT)		2,083.33	.00	2,083.33	SOL01, 23-0405LAVTA, MAR-
	H13038	04/04/23	RIC03 (RICHARD MILLER)		16,500.00	.00	16,500.00	RIC03, 2231, PO #7629 VMW
	H13039	04/01/23	VER01 (VERIZON WIRELESS)		1,688.49	.00	1,688.49	VER01, 9930794013, 2/23/23
	H13040	04/03/23	MVT01 (MV TRANSPORTATION, INC.)		145,589.26	.00	145,589.26	MVT01, FEB-23 FIXED ROUTE
	H13041	04/04/23	PAC01 (AT&T )		533.81	.00	533.81	PAC01, ACCT #925-243-9029,
	H13042	04/11/23	PAC01 (AT&T )		362.10	.00	362.10	PAC01, ACCT 3436-951-0106,
	H13043	04/04/23	PAC01 (AT&T )		277.71	.00	277.71	PAC01, ACCT #925-245-0576
	H13044	04/07/23	PAC01 (AT&T )		34.04	.00	34.04	PAC01, ACCT #232-351-6260,
	H13045	04/01/23	MER01 (MERCHANT SERVICES)		97.03	.00	97.03	MER01, MAR-23 TRANSIT CEN
	H13046	04/01/23	MER01 (MERCHANT SERVICES)		90.56	.00	90.56	MER01, MAR-23 MOA CC STAT
	H13047	04/14/23	NEL01 (NELSON\NYGAARD CONSULTING AS		1,524.13	.00	1,524.13	NEL01, 84611, LAVTA SRTP/
	H13048	04/10/23	CAL04 (CALIFORNIA WATER SERVICE)		1,002.29	.00	1,002.29	CAL04, 9098655555, MOA WA
	H13049	04/10/23	CAL04 (CALIFORNIA WATER SERVICE)		175.58	.00	175.58	CAL04, 0198655555, BUS WA
	H13050	04/06/23	PAC02 (PACIFIC GAS AND ELECTRIC)		66.33	.00	66.33	PAC02, 7649646868-7, DOOL
	H13051	04/03/23	PAC02 (PACIFIC GAS AND ELECTRIC)		8,069.66	.00	8,069.66	PAC02, 9007202117-4, MOA
	H13052	04/18/23	CIT07 (CITY OF LIVERMORE - WATER)		34.31	.00	34.31	CIT07, 139361-00, ATLANTI
	H13053	04/18/23	CIT07 (CITY OF LIVERMORE - WATER)		34.31	.00	34.31	CIT07, 139399-00, ATLANTI
	H13054	04/18/23	CIT06 (CITY OF LIVERMORE SEWER)		32.34	.00	32.34	CIT06, 138143-00, BUS WAS
	H13055	04/18/23	CIT06 (CITY OF LIVERMORE SEWER)		325.76	.00	325.76	CIT06, 132294-00, MOA SEW
	H13056	04/18/23	CIT07 (CITY OF LIVERMORE - WATER)		12.12	.00	12.12	CIT07, 138432-00, ATLANTI
	H13057	04/18/23	CIT07 (CITY OF LIVERMORE - WATER)		220.49	.00	220.49	CIT07, 138430-01, ATLANTI
	H13058	04/07/23	WOR01 (WORTHINGTON DIRECT LLC)		8,921.20	.00	8,921.20	WOR01, QTE069673, MP1547
	H13059	04/21/23	DIR02 (DIRECT DEPOSIT OF PAYROLL CH		48,173.76	.00	48,173.76	DIR02, PR DIRECT DEPOSIT
	H13060	04/19/23	EFT01 (ELECTRONIC FUND TRANSFERS)		11,353.48	.00	11,353.48	EFT01, FEDERAL TAX 4/1/23
	H13061	04/19/23	EMP01 (EMPLOYMENT DEVEL DEPT)		3,634.75	.00	3,634.75	EMP01, STATE TAX 4/1/23-4
	H13062	04/19/23	PER01 (PERS )		4,396.42	.00	4,396.42	PER01, PERS CLASSIC CONTR

REPORT.: May 03 23 Wednesday  
 RUN....: May 03 23 Time: 11:07  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Cash Disbursements Report  
 Report for 04-23 BANK ACCOUNT 105

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

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
04-23	H13063	04/19/23	PER01 (PERS )		5,610.83	.00	5,610.83	PER01, PERS NEW CONTRIBUT
	H13064	04/19/23	PER04 (CALPERS RETIREMENT SYSTEM)		1,396.75	.00	1,396.75	PER04, PERS 457 CONTRIBUT
	H13065	04/18/23	STA04 (STATE BOARD OF )		1,518.00	.00	1,518.00	STA04, QTR 1 2023 STORAGE
	H13066	04/18/23	STA05 (STATE BOARD OF EQUAL)		973.00	.00	973.00	STA05, QTR 1 2023 EXEMPT
	H13067	04/18/23	TOB01 (MICHAEL TOBIN)		88.18	.00	88.18	TOB01, 4/10/23 EXPENSE RE
	H13068	04/18/23	TOB01 (MICHAEL TOBIN)		3,850.00	.00	3,850.00	TOB01, 4/17/23 MOVING EXP
	H13069	04/24/23	WEG01 (CHRISTY WEGENER)		138.00	.00	138.00	WEG01, 5/19/23-5/20/23 PE
	H13070	04/21/23	PER03 (CAL PUB EMP RETIRE SYSTM)		39,257.94	.00	39,257.94	PER03, MAY-23 PERS HEALTH
	H13071	04/21/23	VSP01 (VSP )		586.24	.00	586.24	VSP01, MAY-23 VSP VISION
	H13072	04/21/23	MUT01 (MUTUAL OF OMAHA)		1,309.42	.00	1,309.42	MUT01, MAY-23 LTD & LIFE
	H13073	04/21/23	HDE01 (HOME DEPOT-CREDIT SERVICES)		48.51	.00	48.51	HDE01, MAR-23 MISC MAINT
	H13074	04/19/23	PER02 (CALPERS RETIREMENT SYSTEM)		150,331.00	.00	150,331.00	PER02, FY23 OPEB ARC CONT
	H13075	04/19/23	PER02 (CALPERS RETIREMENT SYSTEM)		113,208.00	.00	113,208.00	PER02, FY23 CEPPT CONTRIB
	H13076	04/25/23	PER02 (CALPERS RETIREMENT SYSTEM)		250,000.00	.00	250,000.00	PER02, FY23 ADDITIONAL UN
	H13077	04/25/23	HAN01 (HANSON BRIDGETT MARCUS)		1,780.00	.00	1,780.00	HAN01, 1345702, MAR-23 AD
	H13078	04/25/23	HAN01 (HANSON BRIDGETT MARCUS)		264.00	.00	264.00	HAN01, 1345701, MAR-23 LA
	H13079	04/25/23	HAN01 (HANSON BRIDGETT MARCUS)		6,978.00	.00	6,978.00	HAN01, 1345700, MAR-23 CO
	H13080	04/24/23	BAN03 (BANKCARD CENTER)		14,153.23	.00	14,153.23	BAN03, MAR-23 BOW CC STAT
	H13081	04/28/23	CAL15 (CALTRONICS BUSINESS SYS)		180.09	.00	180.09	CAL15, 3750928, BIZHUB 3/
	H13082	04/26/23	UBE01 (UBER )		5,775.72	.00	5,775.72	UBE01, MAR-23 GO DUBLIN B
	H13083	04/26/23	MVT01 (MV TRANSPORTATION, INC.)		350,000.00	.00	350,000.00	MVT01, 123126, APR-23 1ST
	H13084	04/28/23	MVT01 (MV TRANSPORTATION, INC.)		350,000.00	.00	350,000.00	MVT01, 123127, APR-23 2ND
	H13085	04/26/23	STA01 (STATE COMPENSATION FUND)		1,292.83	.00	1,292.83	STA01, MAY-23 WORKER'S CO
	H13086	04/26/23	RIC03 (RICHARD MILLER)		600.00	.00	600.00	RIC03, 1083, 4HRS EMAIL M
	H13087	04/26/23	RIC03 (RICHARD MILLER)		600.00	.00	600.00	RIC03, 1082, 4HRS SSL CER
	H13088	04/18/23	CIT07 (CITY OF LIVERMORE - WATER)		44.81	.00	44.81	CIT07, 138431-00, ATLANTI
	H13089	04/18/23	CIT07 (CITY OF LIVERMORE - WATER)		130.53	.00	130.53	CIT07, 139388-00, BUS WAS
	H13090	04/25/23	CIT06 (CITY OF LIVERMORE SEWER)		81.98	.00	81.98	CIT06, 133389-00, TRANSIT
	H13091	04/24/23	PAC02 (PACIFIC GAS AND ELECTRIC)		7,766.71	.00	7,766.71	PAC02, 5809326332-3, MOA
	H13092	04/21/23	PAC02 (PACIFIC GAS AND ELECTRIC)		1,617.27	.00	1,617.27	PAC02, 6062256368-6, ATLA
	H13093	04/14/23	PAC02 (PACIFIC GAS AND ELECTRIC)		1,764.14	.00	1,764.14	PAC02, 7264840356-5, BUS
	H13094	04/24/23	CAL04 (CALIFORNIA WATER SERVICE)		76.58	.00	76.58	CAL04, 3616555555, TC WAT
	H13095	04/24/23	CAL04 (CALIFORNIA WATER SERVICE)		151.19	.00	151.19	CAL04, 4616555555, TC IRR
	H13096	04/19/23	CAL04 (CALIFORNIA WATER SERVICE)		73.79	.00	73.79	CAL04, 4755555555, MOA FI
	H13097	04/19/23	CAL04 (CALIFORNIA WATER SERVICE)		55.34	.00	55.34	CAL04, 2575555555, TC FIR
	H13098	04/19/23	CAL04 (CALIFORNIA WATER SERVICE)		73.79	.00	73.79	CAL04, 5755555555, CONTRA
	H13099	04/26/23	RMT01 (RMT LANDSCAPE CONTRACTORS IN		8,950.00	.00	8,950.00	RMT01, 20230451, 4/10/23-
Total for Bank Account 105 ----->					2,304,544.06	.00	2,304,544.06	
Grand Total of all Bank Accounts ----->					2,304,544.06	.00	2,304,544.06	

REPORT.: May 03 23 Wednesday  
 RUN....: May 03 23 Time: 11:07  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Payable Activity Report  
 Report for 04-23

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

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-23	AIM01 (AIM TO PLEASE JANITORIAL SE	1106	02/02/23	03/04/23	A	6000.00	AIM01, 1106, JAN-23 BUS STOP CLEANING SERVIC
		1107	03/01/23	03/31/23	A	6000.00	AIM01, 1107, FEB-23 BUS STOP CLEANING SERVIC
		1108	04/09/23	05/09/23	A	6000.00	AIM01, 1108, MAR-23 BUS STOP CLEANING SERVIC
	92-MAR-23		04/04/23	05/04/23	A	4950.63	AIM01, MAR-23 MONTHLY JANITORIAL SERVICE
	Vendor's Total					22950.63	
04-23	ALA04 (TREASURER OF ALAMEDA COUNTY	23DTC08	02/14/23	03/16/23	A	304349.00	ALA04, 23DTC08, ALAMEDA COUNTY PARK GARAGE 4
04-23	ALA10 (ALAMEDA COUNTY CLERK)	FY24ENVEX	04/25/23	05/25/23	A	50.00	ALA10, FY24 ENVIRONMENTAL DECLARATION EXEMPT
04-23	AME06 (AMERICAN FIDELITY ASSURANCE	FSA05-23H	03/13/23	04/12/23	A	1654.96	AME06, MAY-23 FLEXIBLE SPENDING ACCOUNT
	SUPP03-23H		03/25/23	04/24/23	A	872.96	AME06, MAR-23 SUPPLEMENTAL INSURANCE
	Vendor's Total					2527.92	
04-23	AMP01 (AMP PRINTING INC.)	108017	04/14/23	05/14/23	A	1311.98	AMP01, 108017, MP1546 RTE 14 & 15 SHELTER IN
04-23	ASM01 (AMERICAN SWEEPING & MAINTEN	15754	03/28/23	04/27/23	A	600.00	ASM01, 15754, MAR-23 PARKING LOT SWEEPING
04-23	ATT02 (AT&T )	19799947	04/13/23	05/13/23	A	432.46	ATT02, 19799947, PAYER #9391035694, 3/13-4/1
04-23	ATT03 (AT&T )	APR-2023	04/19/23	05/19/23	A	967.77	ATT03, APR-23 INTERNET PRI
04-23	AVI01 (AMADOR VALLEY INDUSTRIES)	1032855	03/31/23	04/30/23	A	598.00	AVI01, 1032855, MAR-23 GARBAGE PICK UP SERVI
04-23	BAN03 (BANKCARD CENTER)	MAR-2023H	04/03/23	05/03/23	A	14153.23	BAN03, MAR-23 BOW CC STATEMENT
04-23	BAY03 (BAY AREA NEWS GROUP)	6739958	03/31/23	04/30/23	A	617.40	BAY03, 6739958, LANDSCAPE CONSTRUCTION PROJ-
04-23	CAL04 (CALIFORNIA WATER SERVICE)	198032023H	03/20/23	04/19/23	A	175.58	CAL04, 01986555555, BUS WASH 2/17/23-3/17/23
		257033123H	03/31/23	04/30/23	A	55.34	CAL04, 25755555555, TC FIRE 4/1/23-4/30/23
		361040423H	04/04/23	05/04/23	A	76.58	CAL04, 36165555555, TC WATER 3/2/23-4/3/23
		461040423H	04/04/23	05/04/23	A	151.19	CAL04, 46165555555, TC IRRG 3/2/23-4/3/23
		475033123H	03/31/23	04/30/23	A	73.79	CAL04, 47555555555, MOA FIRE 4/1/23-4/30/23
		575033123H	03/31/23	04/30/23	A	73.79	CAL04, 57555555555, CONTRACTOR FIRE 4/1/23-4/
		909032123H	03/21/23	04/20/23	A	1002.29	CAL04, 90986555555, MOA WATER 2/17/23-3/17/23
	Vendor's Total					1608.56	
04-23	CAL13 (CALIFORNIA TRANSIT)	312023MAR	04/07/23	05/07/23	A	307.89	CAL13, 31-2023-MAR, MAR-23 INSURANCE CLAIMS
04-23	CAL15 (CALTRONICS BUSINESS SYS)	3750928H	04/14/23	05/14/23	A	180.09	CAL15, 3750928, BIZHUB 3/16/23-4/15/23
04-23	CEL01 (CELTIS VENTURES INC)	LAVTAMS21	04/12/23	05/12/23	A	4515.00	CEL01, LAVTAMS021, MAR-23 WEBSITE MAINT
		LAVTAMS22	04/12/23	05/12/23	A	39923.27	CEL01, LAVTAMS022, MAR-23 MARKETING PROGRAM
	Vendor's Total					44438.27	
04-23	CEN04 (CENTRAL CONTRA COSTA TRAN)	SEPT-2022H	04/11/23	05/11/23	A	111811.82	CEN04, SEPT-22 MONTHLY SERVICE PARATRANSIT
04-23	CIT06 (CITY OF LIVERMORE SEWER)	BW032123H	03/21/23	04/20/23	A	32.34	CIT06, 138143-00, BUS WASH 2/21/23-3/21/23
		TC041123H	04/11/23	05/11/23	A	81.98	CIT06, 133389-00, TRANSIT CENTER 3/14/23-4/1
		MOA032123H	03/21/23	04/20/23	A	325.76	CIT06, 133294-00, MOA SEWER 2/21/23-3/21/23
	Vendor's Total					440.08	
04-23	CIT07 (CITY OF LIVERMORE - WATER)	361032123H	03/21/23	04/20/23	A	34.31	CIT07, 139361-00, ATLANTIS CT SEWER 2/21-3/2
		388040423H	04/04/23	05/04/23	A	130.53	CIT07, 139388-00, BUS WASH 3/7/23-4/4/23
		399032123H	03/21/23	04/20/23	A	34.31	CIT07, 139399-00, ATLANTIS ST SEWER 2/21-3/2
		430032123H	03/21/23	04/20/23	A	220.49	CIT07, 138430-01, ATLANTIS INDOOR 2/21/23-3/
		431040423H	04/04/23	05/04/23	A	44.81	CIT07, 138431-00, ATLANTIS IRRG 3/7/23-4/4/2
		432032123H	03/21/23	04/20/23	A	12.12	CIT07, 138432-00, ATLANTIS FIRE 2/21/23-3/21
	Vendor's Total					476.57	
04-23	COR01 (CORBIN WILLITS SYSTEMS)	C304151	04/15/23	05/15/23	A	296.34	COR01, C304151, MAY-23 SERVICE
04-23	CWI01 (CUMMINS WEST, INC- SAN LEAN BUS-1605		04/27/23	05/27/23	A	5920.49	CWI01, BUS #1605 DIAGNOSIS 7/21/21

REPORT.: May 03 23 Wednesday  
 RUN....: May 03 23 Time: 11:07  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Payable Activity Report  
 Report for 04-23

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

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-23	DAY02 (DAY & NIGHT PEST CONTROL)	182555	04/18/23	05/18/23	A	218.00	DAY02, 182555, 4/18/23 RUTAN SERVICE
04-23	DEL01 (DELL MARKETING LP)	663661247	04/05/23	05/05/23	A	2666.55	DEL01, 10663661247, MP1541 LAPTOP XPS15
04-23	DEL05 (ALLIED ADMIN/DELTA DENTAL)	MAY-2023H	04/07/23	05/07/23	A	2800.65	DEL05, MAY-23 DELTA DENTAL INSURANCE
04-23	DIR02 (DIRECT DEPOSIT OF PAYROLL C	20230331H	04/04/23	05/04/23	A	44879.41	DIR02, PR DIRECT DEPOSIT 3/18/23-3/31/23
		20230413H	04/18/23	05/18/23	A	48173.76	DIR02, PR DIRECT DEPOSIT 4/1/23-4/14/23
		Vendor's Total ----->				93053.17	
04-23	EFT01 (ELECTRONIC FUND TRASFERS)	20230331H	04/04/23	05/04/23	A	9925.84	EFT01, FEDERAL TAX 3/18/23-3/31/23
		20230414H	04/18/23	05/18/23	A	11353.48	EFT01, FEDERAL TAX 4/1/23-4/14/23
		Vendor's Total ----->				21279.32	
04-23	EMP01 (EMPLOYMENT DEVEL DEPT)	20230331H	04/04/23	05/04/23	A	3103.60	EMP01, STATE TAX 3/18/23-3/31/23
		20230414H	04/18/23	05/18/23	A	3634.75	EMP01, STATE TAX 4/1/23-4/14/23
		Vendor's Total ----->				6738.35	
04-23	GBS01 (WILLIAM R. GRAY & COMPANY I	21824	04/11/23	05/11/23	A	6980.50	GBS01, 21824, MAR-23 SAV ON-CALL ENGINEER SU
04-23	GET01 (GETTLER-RYAN INC.)	35260	04/24/23	05/24/23	A	3432.46	GET01, 35260,MP1521 REPLACE TURBINE MOTOR-FU
04-23	GOV02 (GOVINVEST INC.)	2023-4470	04/04/23	05/04/23	A	4000.00	GOV02, 2023-4470,COMPENSATION MODULE SUB 4/2
		2023-4475	04/04/23	05/04/23	A	3244.50	GOV02,2023-4475,PENSION MODULE SUBSCRIPT 6/2
		Vendor's Total ----->				7244.50	
04-23	HAN01 (HANSON BRIDGETT MARCUS)	1345700H	04/14/23	05/14/23	A	6978.00	HAN01, 1345700, MAR-23 CONTRACT LEGAL FEES
		1345701H	04/14/23	05/14/23	A	264.00	HAN01, 1345701, MAR-23 LABOR & PERSONNEL LEG
		1345702H	04/14/23	05/14/23	A	1780.00	HAN01, 1345702, MAR-23 ADMIN LEGAL FEES
		Vendor's Total ----->				9022.00	
04-23	HDE01 (HOME DEPOT-CREDIT SERVICES)	MAR-2023H	04/13/23	05/13/23	A	48.51	HDE01, MAR-23 MISC MAINT SUPPLIES-CC STATEME
04-23	HER05 (MELISSA HERNANDEZ STRAH)	APR-2023	04/30/23	05/30/23	A	200.00	HER05, APR-23 BOD STIPEND
04-23	HOT01 (PACIFIC BAY EQUIPMENT-HOTSY	89318	03/27/23	04/26/23	A	2488.97	HOT01, 89318, 3/27/23 RUTAN BUS WASH SERVICE
04-23	INT03 (INTERNATL EFFECTIVENESS)	42807	04/11/23	05/11/23	A	199.84	INT03, 42807, 4/7/23 TRANSLATION-CLAIM FORM
04-23	JFG01 (JARVIS FAY & GIBSON LLP)	17555	03/31/23	04/30/23	A	578.00	JFG01, 17555, 3/1/23-3/31/23 LEGAL SERVICE
04-23	JOS02 (JEAN INGALLS JOSEY)	APR-2023	04/30/23	05/30/23	A	100.00	JOS02, APR-23 BOD STIPEND
04-23	JTH01 (J. THAYER COMPANY)	1644400-0	04/24/23	05/24/23	A	220.59	JTH01, 1644400-0, 4/24/23 PRINTING PAPER
04-23	KII01 (BRITNI KIICK)	APR-2023	04/30/23	05/30/23	A	200.00	KII01, APR-23 BOD STIPEND
04-23	KIM02 (KIMLEY-HORN AND ASSOC,INC)	23631116	12/31/22	01/30/23	A	2341.50	KIM02, 23631116, DOOLAN TWR GENERATOR DEC-22
04-23	KUL01 (KADRI KULM)	1-19-23H	04/08/23	05/08/23	A	37.20	KUL01, 1/19/23 MILEAGE REIMBURSEMENT-TRANSDE
		0417-0420H	04/14/23	05/14/23	A	543.59	KUL01, 4/17/23-4/20/23 CALACT CONF-TRAVEL &
		Vendor's Total ----->				580.79	
04-23	L&D01 (L&D PRINTING INC)	53619	04/26/23	05/26/23	A	326.38	L&D01, 53619, ,P1549 HOLOGRAPHIC LABELS-1,00
04-23	LYF01 (LYFT, INC)	1082592	03/31/23	04/30/23	A	7518.19	LYF01, 1001082592, MAR-23 CODE: GO TRIVALLEY
		1082593	03/31/23	04/30/23	A	97.50	LYF01, 1001082593, MAR-23 CODE: GO SAN RAMON
		Vendor's Total ----->				7615.69	
04-23	MER01 (MERCHANT SERVICES)	TC033123H	03/31/23	04/30/23	A	97.03	MER01, MAR-23 TRANSIT CENTER CC STATEMENT
		MOA033123H	03/31/23	04/30/23	A	90.56	MER01, MAR-23 MOA CC STATEMENT
		Vendor's Total ----->				187.59	

REPORT.: May 03 23 Wednesday  
 RUN....: May 03 23 Time: 11:07  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Payable Activity Report  
 Report for 04-23

PAGE: 003  
 ID #: PY-AC  
 CTL.: WHE

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-23	MOR02 (VANESSA MORENO)	0306-0331H	04/03/23	05/03/23	A	41.53	MOR02, 3/6/23-3/31/23 MILEAGE REIMBURSEMENT
04-23	MUT01 (MUTUAL OF OMAHA)	MAY-2023H	04/13/23	05/13/23	A	1309.42	MUT01, MAY-23 LTD & LIFE INSURANCE
04-23	MVT01 (MV TRANSPORTATION, INC.)	123126H	04/03/23	05/03/23	A	350000.00	MVT01, 123126, APR-23 1ST INSTALL PAYMENT
		123127H	04/03/23	05/03/23	A	350000.00	MVT01, 123127, APR-23 2ND INSTALL PAYMENT
		FEB-2023H	03/03/23	04/02/23	A	145589.26	MVT01, FEB-23 FIXED ROUTE MONTHLY SERVICE
	Vendor's Total					845589.26	
04-23	NEL01 (NELSON\NYGAARD CONSULTING A	84611H	04/06/23	05/06/23	A	1524.13	NEL01, 84611, LAVTA SRTP/LRTP 2/25/23-3/31/2
04-23	OFF01 (ODP BUSINESS SOLUTIONS LLC)	473947001	04/05/23	05/05/23	A	661.48	OFF01, 304473947001, RUTAN CONF ROOM CHAIRS-
		978735001	04/04/23	05/04/23	A	3307.39	OFF01, 306978735001, RUTAN CONF ROOM CHAIRS-
	Vendor's Total					3968.87	
04-23	PAC01 (AT&T )	ATT 03/23H	03/13/23	04/12/23	A	277.71	PAC01, ACCT #925-245-0576, 3/13/23-4/12/23
		ATT030723H	03/07/23	04/06/23	A	34.04	PAC01,ACCT #232-351-6260,CONTRACTOR FIRE 3/7
		ATT031123H	03/11/23	04/10/23	A	362.10	PAC01,ACCT 3436-951-0106,ATLANTIS T1 3/11-4/
		ATT031323H	03/13/23	04/12/23	A	533.81	PAC01,ACCT #925-243-9029,ATLANTIS ALARM 3/13
	Vendor's Total					1207.66	
04-23	PAC02 (PACIFIC GAS AND ELECTRIC)	580040623H	04/06/23	05/06/23	A	7766.71	PAC02, 5809326332-3, MOA ELECTRIC 3/2/23-3/3
		606040423H	04/04/23	05/04/23	A	1617.27	PAC02, 6062256368-6, ATLANTIS 2/28/23-3/28/2
		726032823H	03/28/23	04/27/23	A	1764.14	PAC02, 7264840356-5, BUS STOPS 2/21/23-3/21/
		764032023H	03/20/23	04/19/23	A	66.33	PAC02, 7649646868-7, DOOLAN TWR 2/10/23-3/13
		900031523H	03/15/23	04/14/23	A	8069.66	PAC02, 9007202117-4, MOA GAS 2/11/23-3/13/23
	Vendor's Total					19284.11	
04-23	PAC11 (PACIFIC ENVIROMENTAL SERV)	2524	03/29/23	04/28/23	A	130.00	PAC11, 2524, MAR-23 RUTAN MONTHLY SERVICE
		2525	03/29/23	04/28/23	A	130.00	PAC11, 2525, MAR-23 ATLANTIS MONTHLY SERVICE
	Vendor's Total					260.00	
04-23	PAC16 (PACIFIC COAST TRANE)	MAINT0436	03/15/23	04/14/23	A	1647.00	PAC16, MAINT0436, MP1389 ATLANTIS ANNUAL INS
		MAINT0440	03/10/23	04/09/23	A	3344.00	PAC16, MAINT000440, PO #7624 RUTAN ANNUAL IN
		MAINT0545	03/15/23	04/14/23	A	2770.00	PAC16, MAINT0545, MP1389 ATLANTIS ANNUAL INS
		MAINT0548	03/10/23	04/09/23	A	7226.00	PAC16, MAINT000548, PO #7624 RUTAN ANNUAL IN
	Vendor's Total					14987.00	
04-23	PER01 (PERS )	20230331CH	04/04/23	05/04/23	A	4396.42	PER01, PERS CLASSIC CONTRIBUTION 3/18/23-3/3
		20230331NH	04/04/23	05/04/23	A	5150.48	PER01, PERS NEW CONTRIBUTION 3/18/23-3/31/23
		20230414CH	04/18/23	05/18/23	A	4396.42	PER01, PERS CLASSIC CONTRIBUTION 4/1/23-4/14
		20230414NH	04/18/23	05/18/23	A	5610.83	PER01, PERS NEW CONTRIBUTION 4/1/23-4/14/23
	Vendor's Total					19554.15	
04-23	PER02 (CALPERS RETIREMENT SYSTEM)	FY23-UALH	04/19/23	05/19/23	A	250000.00	PER02, FY23 ADDITIONAL UNFUNDED LIABILITY CO
		FY23-CEPTH	04/19/23	05/19/23	A	113208.00	PER02, FY23 CEPPT CONTRIBUTION FUNDING
		FY23-OPEBH	04/19/23	05/19/23	A	150331.00	PER02, FY23 OPEB ARC CONTRIBUTION FUNDING
	Vendor's Total					513539.00	
04-23	PER03 (CAL PUB EMP RETIRE SYSTM)	MAY-2023H	04/14/23	05/14/23	A	39257.94	PER03, MAY-23 PERS HEALTH INSURANCE
04-23	PER04 (CALPERS RETIREMENT SYSTEM)	20230331H	04/04/23	05/04/23	A	1291.13	PER04, PERS 457 CONTRIBUTION 3/18/23-3/31/23
		20230414H	04/18/23	05/18/23	A	1396.75	PER04, PERS 457 CONTRIBUTION 4/1/23-4/14/23
	Vendor's Total					2687.88	
04-23	PRE03 (PREMIER SECURITY SOLNS CO)	2304-249	04/13/23	05/13/23	A	691.71	PRE03, 2304-249, MP1587 RUTAN FIRE ALARM SER
		2304-250	04/13/23	05/13/23	A	1002.00	PRE03, 2304-250, MP1588 ATLANTIS ALARM SERVI
		2304-276	04/19/23	05/19/23	A	490.00	PRE03, 2304-276, MP1586 TC FIRE ALARM SERVIC
	Vendor's Total					2183.71	
04-23	QUE01 (QUENCH USA, INC.)	05717754	05/01/23	05/31/23	A	22.50	QUE01, INV-05717754, MP1287 TC COOLER 5/1-5/
		05733284	05/01/23	05/31/23	A	283.67	QUE01, INV-05733284, MP1505 FUEL ISLAND INST
	Vendor's Total					306.17	

REPORT.: May 03 23 Wednesday  
 RUN....: May 03 23 Time: 11:07  
 Run By.: Daniel Zepeda

LAVTA  
 Month End Payable Activity Report  
 Report for 04-23

PAGE: 004  
 ID #: PY-AC  
 CTL.: WHE

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-23	RIC03 (RICHARD MILLER)	1082H	03/21/23	04/20/23	A	600.00	RIC03, 1082, 4HRS SSL CERTIFICATE SUPPORT
		1083H	04/21/23	05/21/23	A	600.00	RIC03, 1083, 4HRS EMAIL MIGRATION SUPPORT
		2231H	03/21/23	04/20/23	A	16500.00	RIC03, 2231, PO #7629 VMWARE SERVERS UPGRADE
		Vendor's Total ----->				17700.00	
04-23	RMT01 (RMT LANDSCAPE CONTRACTORS I	20230451H	04/25/23	05/25/23	A	8950.00	RMT01, 20230451, 4/10/23-5/9/23 LANDSCAPING
04-23	SCF01 (SC FUELS)	IN-259985	04/18/23	05/18/23	A	25016.37	SCF01, IN-0000259985, 4/18/23 FUEL DELIVERY
04-23	SHA02 (SHAMROCK OFFICE SOLUTIONS)	3737024	03/30/23	04/29/23	A	28.66	SHA02, 3737024, FRONT DESK PRINTER 3/30-4/29
04-23	SHE05 (SHELL )	MAR-2023H	04/06/23	05/06/23	A	115.61	SHE05, MAR-23 CC STATEMENT-GAS CARD
04-23	SOL01 (SOLUTIONS FOR TRANSIT)	23-0405LAH	04/05/23	05/05/23	A	2083.33	SOL01, 23-0405LAVTA, MAR-23 CLIPPER ANALYSIS
04-23	STA01 (STATE COMPENSATION FUND)	MAY-2023H	04/21/23	05/21/23	A	1292.83	STA01, MAY-23 WORKER'S COMP PREMIUM
04-23	STA04 (STATE BOARD OF )	QTR1-2023H	04/17/23	05/17/23	A	1518.00	STA04, QTR 1 2023 STORAGE TANK MAINT FEE
04-23	STA05 (STATE BOARD OF EQUAL)	QTR1-2023H	04/17/23	05/17/23	A	973.00	STA05, QTR 1 2023 EXEMPT OPERATOR DIESEL FUE
04-23	STA15 (STATE WATER RESOURCES CONTRS	SW0260740	04/05/23	05/05/23	A	1738.00	STA15, SW-0260740, 2023 PERMIT #536507 RUTAN
		SW0260783	04/05/23	05/05/23	A	1738.00	STA15, SW-0260783, 2023 PERMIT #536550 ATLAN
		Vendor's Total ----->				3476.00	
04-23	TAC01 (TAC ENERGY)	2336211	04/10/23	05/10/23	A	23945.04	TAC01, 2336211, 4/10/23 FUEL DELIVERY
04-23	TEL01 (TPx COMMUNICATIONS)	168771648H	03/31/23	04/30/23	A	2964.64	TEL01, 168771648-0, 4/1/23-4/30/23 SERVICE
04-23	TEN03 (TENNANT SALES AND SERVICE)	919457030	03/23/23	04/22/23	A	350.00	TEN03, 919457030, MP1155 MAR-23 MAINT PREVEN
04-23	TES03 (JULIE TESTA)	APR-2023	04/30/23	05/30/23	A	200.00	TES03, APR-23 BOD STIPEND
04-23	TOB01 (MICHAEL TOBIN)	4-10-23H	04/12/23	05/12/23	A	88.18	TOB01, 4/10/23 EXPENSE REIMBURSE-LUNCH W/STA
		MOVING #1H	04/11/23	05/11/23	A	3850.00	TOB01, 4/17/23 MOVING EXPENSE REIMBURSE #1
		Vendor's Total ----->				3938.18	
04-23	TPG01 (THE PARKS GROUP)	72432	04/11/23	05/11/23	A	2586.92	TPG01, 72432, MP1539 RTE 14 & RTE 15 TIMETAB
		72593	04/25/23	05/25/23	A	4112.30	TPG01, 72593, MP1562 TIMETABLES RTES: 30R, 1
		Vendor's Total ----->				6699.22	
04-23	TUR02 (RON TURLEY ASSOCIATES, INC)	64812	05/01/23	05/31/23	A	1950.00	TUR02, 64812, ANNUAL SOFTWARE MAINTENANCE FY
04-23	TX228 (DEBORAH BUTLER)	0318-0324H	04/14/23	05/14/23	A	51.00	TX228, PARATAXI REIMBURSE 3/18/23-3/24/23
04-23	TX230 (SCOTT ZHANG)	0109-0321H	04/14/23	05/14/23	A	109.44	TX230, PARATAXI REIMBURSE 1/9/23-3/21/23
04-23	TX242 (BONNIE WOLF)	0308-0329H	04/14/23	05/14/23	A	60.00	TX242, PARATAXI REIMBURSE 3/8/23-3/29/23
04-23	UBE01 (UBER )	MAR-2023H	04/01/23	05/01/23	A	5775.72	UBE01, MAR-23 GO DUBLIN BILLING
04-23	USS01 (UNITED SAFETY AND SURVIVABI	11306119	03/16/23	04/15/23	A	12326.75	USS01, 11306119, PO #7632 AIR PURIFICATION T
		11306849	03/31/23	04/30/23	A	6800.00	USS01, 11306849, PO #7623 AIR PURIFICATION T
		Vendor's Total ----->				19126.75	
04-23	VER01 (VERIZON WIRELESS)	930794013H	03/22/23	04/21/23	A	1688.49	VER01, 9930794013, 2/23/23-3/22/23 CELL, WIFI
04-23	VSP01 (VSP )	MAY-2023H	04/19/23	05/19/23	A	586.24	VSP01, MAY-23 VSP VISION INSURANCE
04-23	WCC01 (WEST COAST COMPRESSOR)	6131-1	04/13/23	05/13/23	A	1330.05	WCC01, 6131-1, MP1536 ATLANTIS AIR COMPRESSO

REPORT.: May 03 23 Wednesday  
RUN....: May 03 23 Time: 11:07  
Run By.: Daniel Zepeda

LAVTA  
Month End Payable Activity Report  
Report for 04-23

PAGE: 005  
ID #: PY-AC  
CTL.: WHE

Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
04-23	WEG01 (CHRISTY WEGENER)	3-27-23H 0519-0520H	03/29/23 04/19/23	04/28/23 05/19/23	A A	24.50 138.00	WEG01, 3/27/23 PARKING FEE REIMBURSE-MTC MEE WEG01, 5/19/23-5/20/23 PER DIEM-APTA TRANSIT
				Vendor's Total ----->		162.50	
04-23	WOR01 (WORTHINGTON DIRECT LLC)	QTE069673H	04/03/23	05/03/23	A	8921.20	WOR01, QTE069673, MP1547 TABLES FOR RUTAN CO
04-23	WSP01 (WSP USA INC)	1291710	04/17/23	05/17/23	A	17269.10	WSP01, 1291710, MAR-23 SAV SYSTEM ENGINEER S
				Total of Purchases ->		2304544.06	=====



# **AGENDA**

## **ITEM 6**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: LAVTA Annual Salary Band Review

FROM: Tamara Edwards, Director of Finance

DATE: May 23, 2023

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**Action Requested**

Recommend to the Board of Directors approval of the proposed Resolution 17-2023 resulting from the annual review of the LAVTA organization and of salary bands as required by the LAVTA Human Resources Policy.

**Background**

LAVTA's Human Resources Policy states that "As part of the annual budget approval process, salary ranges will be established in accordance with procedures in the Human Resources Manual, which includes adherence to the Executive Director Compensation Policy and an annual salary survey for all established positions within the Authority." LAVTA also reviews the organization for any changes that have occurred over the last fiscal year or that are recommended to the Board for the next fiscal year. Last year, LAVTA's Board approved an adjustment to the salary bands for FY2023 based on the update to the salary survey conducted by a third-party contractor.

**Discussion**

With the hiring of the New Executive Director in December 2022 and the establishment of her goals in February 2023, LAVTA will soon be embarking on a new Strategic Plan which will likely include an analysis of the organization as a whole. With the new Strategic Plan there may be recommendations of position and job description changes, changes in the salary bands in terms of where each position fits in, changes in department responsibilities and where each position fits into the organization as a whole. The salary study just completed is based on the current organizational structure and does not indicate that any changes need to be made before the origination assessment and Strategic Plan are completed.

The Board of Directors approved a budget for Fiscal Year 2024 on May 1, 2023, that included this anticipated increase. Staff may come back to the Board at a later date to address any recommended changes including any that might affect the FY 24 Budget.

*Organization Chart*

The FY2024 budget forecast includes the positions as reflected in the attached organization chart.

*Salary Bands*

A thorough compensation study conducted by the third-party contractor was completed in 2014, with an update to the survey, including any adjustments subsequent to the study, was completed each year since. The first four updates were made based on 11 comparator transit agencies. Beginning in the 2019 study staff asked that one of the comparator agencies, Foothill Transit be eliminated from comparison based on Board Discussion.

Based on the update this year, there is no indication that salaries in the transit agency labor market have fluctuated enough to warrant more than a CPI-based increase in the salary bands (Table A. San Francisco-Oakland-Hayward, CA CPI-U bi-monthly and annual percent changes). Therefore, staff recommends a 4.2% CPI increase in the salary bands in order to ensure that the bands stay competitive in the labor market. The changes are summarized below.

**Please note: Changes to the Salary Bands do not affect individual salaries which are increased based solely on performance and in accordance with the adopted budget.**

*Table of Proposed Monthly Salary Range Changes*

<b>Band</b>	<b>Current FY2023 Monthly Salary Range</b>		<b>Proposed FY2024 Monthly Salary Range</b>	
1	\$4,076	\$5,708	\$4,247	\$6,948
2	\$5,041	\$7,135	\$5,253	\$7,435
3	\$6,117	\$8,564	\$6,374	\$8,924
4	\$7,340	\$10,275	\$7,648	\$10,707
5	\$8,806	\$12,330	\$9,176	\$12,848
6	\$10,517	\$14,795	\$10,959	\$15,416

## **Proposed Salary Band Ranges**

### **Monthly Salary Ranges**

#### **Band 1** **\$4,247 - \$6,948**

Customer Service Representative

#### **Band 2** **\$5,253 - \$7,435**

Executive Assistant

Customer Service Supervisor

#### **Band 3** **\$6,374 - \$8,924**

Accounting Analyst

Paratransit Specialist

#### **Band 4** **\$7,648 - \$10,707**

Senior Transit Planner

Senior Fleet & Technology Management Specialist

Senior Grants, and Management Specialist

Senior Operations Specialist

Senior Marketing and Outreach Coordinator

**Band 5** **\$9,176 - \$12,848**

Manager of Capital Projects

**Band 6** **\$10,959 - \$15,416**

Director of Finance

Director of Planning and Marketing

Director of Operations

**Budget Impact**

These Salary Band Ranges and the Organizational Chart are consistent with the proposed FY2024 operating budget.

**Recommendation**

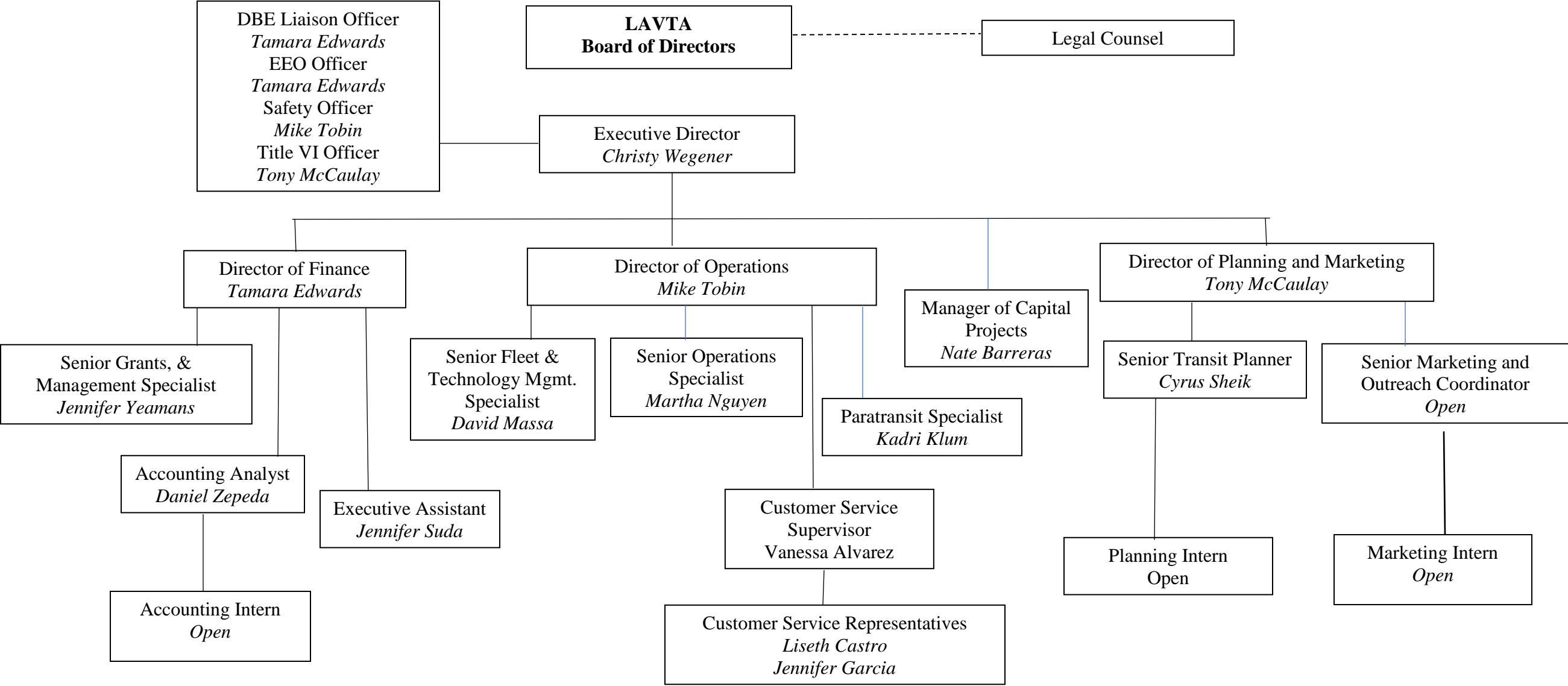
Staff recommends that the Finance and Administration Committee recommend that the Board of Directors approve the attached Resolution 17-2023 adjusting the salary bands for LAVTA positions.

Attachments:

1. LAVTA Organization Chart
2. Resolution 17-2023 of the Board of Directors of the Livermore Amador Valley Transit Authority Establishing FY2023 Salary Bands
3. Annual Organizational Review Results Summary
4. Bureau of Labor Statistics

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Organizational Chart



**RESOLUTION NO. 17-2022**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
ESTABLISHING FY2024 SALARY BANDS**

**WHEREAS**, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 25-2022 which established the current Human Resources Policy; and

**WHEREAS**, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

**WHEREAS**, it is desirable and necessary to revise the Salary Bands.

**NOW, THEREFORE, BE IT RESOLVED** that the Salary Bands for FY2024 are revised as follows:

**Salary Bands**

The following salary bands represent the categories of employment within the agency. Bands will be adjusted annually as part of the budget process. Periodically the Board of Directors may make additional one-time adjustments to the bands based on market conditions, or other relevant factors indicating that the bands have become non-competitive. The Executive Director will have the authority to set salaries for positions within each band based on adopted budget constraints.

Monthly salary ranges as of July 1, 2024.

**Monthly Salary Ranges**

<u>Band 1</u>	<u>\$4,247 - \$6,948</u>
Customer Service Representative	

<u>Band 2</u>	<u>\$5,253 - \$7,435</u>
Executive Assistant	
Customer Service Supervisor	

<u>Band 3</u>	<u>\$6,374 - \$8,924</u>
Accounting Analyst	
Paratransit Specialist	

<u>Band 4</u>	<u>\$7,648 - \$10,707</u>
Senior Transit Planner	
Senior Fleet & Technology Management Specialist	
Senior Grants, and Management Specialist	

Senior Operations Specialist  
Senior Marketing and Outreach Coordinator

<u>Band 5</u>	<u>\$9,176 - \$12,848</u>
Manager of Capital Projects	

<u>Band 6</u>	<u>\$10,959 - \$15,416</u>
Director of Finance	
Director of Planning and Marketing	
Director of Operations	

**PASSED AND ADOPTED** this 5th day of June 2023.

\_\_\_\_\_  
David Haubert, Chair

**ATTEST:**

\_\_\_\_\_  
Christy Wegener, Executive Director

**Approved as to form:**

\_\_\_\_\_  
Michael Conneran, Legal Counsel

Livermore Amador Valley Transit Authority  
Market Compensation Data - Results Summary  
April 2023

Classification	# of Matches	Top Monthly Salary Data					Total Monthly Compensation Data						
		LAVTA	Market Average	% LAVTA above or below	Market Median	% LAVTA above or below	LAVTA	Market Average	% LAVTA above or below	Market Median	% LAVTA above or below		
Accounting Analyst	8	\$ 8,564	\$ 7,344	14.2%	\$ 7,282	15.0%	\$ 13,245	\$ 11,366	14.2%	\$ 11,496	13.2%		
Administrative Assistant	8	\$ 7,135	\$ 6,562	8.0%	\$ 6,502	8.9%	\$ 11,602	\$ 10,189	12.2%	\$ 10,559	9.0%		
Capital Projects Manager	3	ISD	ISD	ISD	ISD	ISD	ISD	ISD	ISD	ISD	ISD		
Customer Service Representative	4	\$ 5,708	\$ 5,479	4.0%	\$ 5,260	7.8%	\$ 9,961	\$ 9,182	7.8%	\$ 8,857	11.1%		
Customer Service Supervisor	4	\$ 7,135	\$ 7,802	-9.3%	\$ 8,080	-13.2%	\$ 11,602	\$ 11,925	-2.8%	\$ 12,251	-5.6%		
Director of Finance	10	\$ 14,795	\$ 15,118	-2.2%	\$ 14,863	-0.5%	\$ 20,809	\$ 20,820	-0.1%	\$ 20,646	0.8%		
Director of Operations	7	\$ 14,795	\$ 14,913	-0.8%	\$ 15,649	-5.8%	\$ 20,809	\$ 20,480	1.6%	\$ 21,304	-2.4%		
Director of Planning and Marketing	8	\$ 14,795	\$ 14,680	0.8%	\$ 14,566	1.6%	\$ 20,809	\$ 20,273	2.6%	\$ 20,239	2.7%		
Marketing and Communications Specialist	4	\$ 8,564	\$ 8,109	5.3%	\$ 8,455	1.3%	\$ 13,245	\$ 11,946	9.8%	\$ 11,746	11.3%		
Operations Specialist	4	\$ 10,275	\$ 9,607	6.5%	\$ 9,849	4.1%	\$ 15,213	\$ 14,336	5.8%	\$ 14,536	4.4%		
Paratransit Planner	6	\$ 8,564	\$ 7,795	9.0%	\$ 7,607	11.2%	\$ 13,245	\$ 11,987	9.5%	\$ 12,148	8.3%		
Senior Fleet and Technology Management Specialist	6	\$ 10,275	\$ 9,122	11.2%	\$ 9,180	10.7%	\$ 15,213	\$ 13,015	14.4%	\$ 13,066	14.1%		
Senior Grants and Management Specialist	6	\$ 10,275	\$ 9,104	11.4%	\$ 8,683	15.5%	\$ 15,213	\$ 13,365	12.1%	\$ 12,644	16.9%		
Senior Transit Planner	7	\$ 10,275	\$ 10,250	0.2%	\$ 10,790	-5.0%	\$ 15,213	\$ 14,689	3.4%	\$ 14,054	7.6%		
		AVERAGE:		4.5%	AVERAGE:		4.0%	AVERAGE:		7.0%	AVERAGE:		7.0%

ISD - Insufficient number of matches to calculate market average and median





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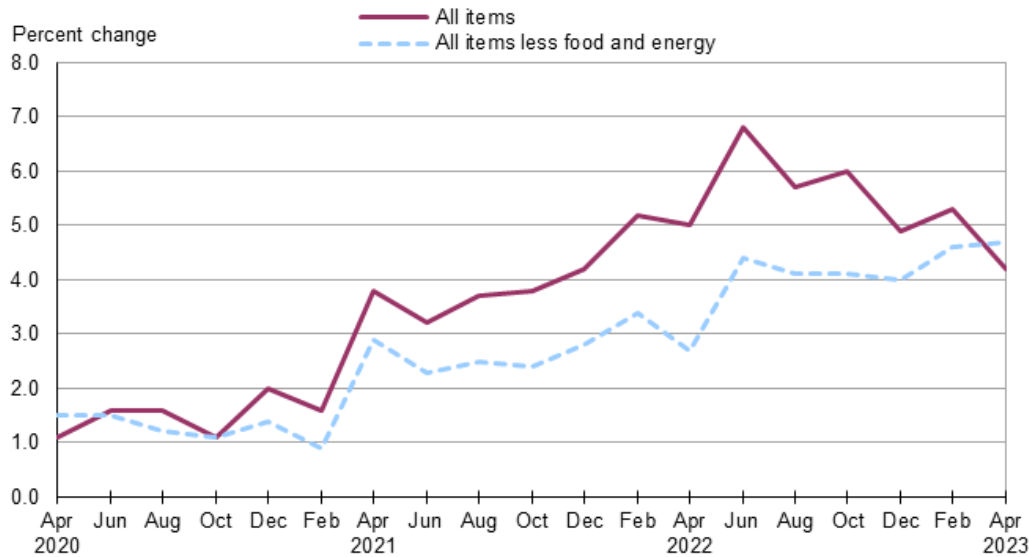
## Consumer Price Index, San Francisco Area — April 2023

Area prices were up 0.4 percent over the past two months, up 4.2 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.4 percent for the two months ending in April 2023, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) Regional Commissioner Chris Rosenlund noted that the April increase was influenced by higher prices for shelter. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 4.2 percent. (See [chart 1](#) and [table A](#).) Food prices rose 6.1 percent. Energy prices decreased 7.9 percent, largely the result of a decrease in the price of gasoline. The index for all items less food and energy rose 4.7 percent over the year. (See [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, April 2020–April 2023



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

### Food

Food prices decreased 0.7 percent for the two months ending in April. (See [table 1](#).) Prices for food at home decreased 1.1 percent, with lower prices in five of the six subcategories. Prices for food away from home advanced 0.4 percent for the same period.

Over the year, food prices rose 6.1 percent. Prices for food at home increased 5.2 percent since a year ago, with higher prices in five of the six subcategories. Prices for food away from home increased 7.9 percent.

### Energy

The energy index declined 3.8 percent for the two months ending in April. The decrease was mainly due to lower prices for natural gas service (-36.0 percent). Prices for electricity rose 4.7 percent, and prices for gasoline advanced 4.2 percent for the same period.

Energy prices decreased 7.9 percent over the year, largely due to lower prices for gasoline (-14.4 percent). Prices paid for natural gas service declined 15.9 percent, but prices for electricity advanced 9.5 percent during the past year.

### All items less food and energy

The index for all items less food and energy advanced 0.8 percent in the latest two-month period. Higher prices for new and used motor vehicles (2.4 percent) and shelter (1.1 percent) were partially offset by lower prices for apparel (-3.7 percent).

Over the year, the index for all items less food and energy rose 4.7 percent. Components contributing to the increase included recreation (7.6 percent), household furnishings and operations (6.4 percent), and shelter (5.4 percent). Partly offsetting the increases was a price decrease in used cars and trucks (-5.2 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2019		2020		2021		2022		2023	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	0.5	3.5	0.9	2.9	0.5	1.6	1.4	5.2	1.8	5.3
April	1.2	4.0	-0.5	1.1	1.7	3.8	1.5	5.0	0.4	4.2
June	0.2	3.2	0.7	1.6	0.0	3.2	1.7	6.8		
August	0.1	2.7	0.0	1.6	0.5	3.7	-0.5	5.7		
October	1.0	3.0	0.5	1.1	0.7	3.8	1.0	6.0		
December	-0.5	2.5	0.4	2.0	0.8	4.2	-0.3	4.9		

The June 2023 Consumer Price Index for the San Francisco area is scheduled to be released on July 12, 2023.

**News Release Information**

23-996-SAN  
Wednesday, May 10, 2023

**Contacts**

**Technical information:**  
(415) 625-2270  
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[www.bls.gov/regions/west](http://www.bls.gov/regions/west)

**Media contact:**  
(415) 625-2270

**Related Links**

[CPI historical databases](#)

Technical Note

The Consumer Price Index (CPI) is a measures of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the internet at [www.bls.gov/cpi](http://www.bls.gov/cpi) and the CPI section of the BLS Handbook of Methods available on the internet at [www.bls.gov/opub/hom/cpi/](http://www.bls.gov/opub/hom/cpi/).


























In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**
































The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: 202-691-5200; Telecommunications Relay Service: 7-1-1.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-		
	Historical data	Feb. 2023	Mar. 2023	Apr. 2023	Apr. 2022	Feb. 2023	Mar. 2023
Expenditure category							
All items		337.173	-	338.496	4.2	0.4	-
All items (1967=100)		1,036.563	-	1,040.631	-	-	-
Food and beverages		359.912	-	356.665	5.5	-0.9	-
Food		363.265	-	360.824	6.1	-0.7	-
Food at home		330.202	326.526	326.592	5.2	-1.1	0.0
Cereals and bakery products		329.783	-	325.167	5.3	-1.4	-
Meats, poultry, fish, and eggs		351.353	-	347.694	-2.9	-1.0	-
Dairy and related products		331.704	-	332.173	3.4	0.1	-
Fruits and vegetables		431.651	-	430.010	9.1	-0.4	-
Nonalcoholic beverages and beverage materials(1)		239.599	-	226.074	3.4	-5.6	-
Other food at home		289.097	-	288.244	11.4	-0.3	-
Food away from home		398.992	-	400.510	7.9	0.4	-
Alcoholic beverages		323.971	-	311.678	-1.5	-3.8	-
Housing		390.701	-	392.105	5.2	0.4	-
Shelter		434.093	437.421	438.763	5.4	1.1	0.3
Rent of primary residence(2)		491.874	494.283	494.560	4.9	0.5	0.1
Owners' equiv. rent of residences(2)(3)		466.191	469.749	470.284	5.8	0.9	0.1
Owners' equiv. rent of primary residence(1)(2)		466.191	469.749	470.284	5.8	0.9	0.1
Fuels and utilities		585.793	-	544.685	1.8	-7.0	-
Household energy		558.268	525.883	498.355	0.4	-10.7	-5.2
Energy services(2)		560.531	527.636	499.851	0.5	-10.8	-5.3
Electricity(2)		561.548	587.322	587.821	9.5	4.7	0.1
Utility (piped) gas service(2)		547.333	422.256	350.276	-15.9	-36.0	-17.0
Household furnishings and operations		172.101	-	172.967	6.4	0.5	-
Apparel		116.586	-	112.229	1.8	-3.7	-
<b>Footnotes</b>							
(1) Indexes on a December 1977=100 base.							
(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.							
(3) Indexes on a December 1982=100 base.							
(4) Special index based on a substantially smaller sample.							
(5) Indexes on a December 1993=100 base.							
(6) Indexes on a December 1997=100 base.							
- Data not available							
NOTE: Index applies to a month as a whole, not to any specific date.							

Item and Group	Indexes				Percent change from-		
	Historical data	Feb. 2023	Mar. 2023	Apr. 2023	Apr. 2022	Feb. 2023	Mar. 2023
Transportation		248.587	-	254.585	-1.3	2.4	-
Private transportation		248.047	-	253.753	-0.6	2.3	-
New and used motor vehicles(4)		119.154	-	121.996	3.6	2.4	-
New vehicles(1)		195.768	-	196.100	3.5	0.2	-
Used cars and trucks(1)		331.660	-	349.510	-5.2	5.4	-
Motor fuel		340.659	354.292	354.844	-14.3	4.2	0.2
Gasoline (all types)		338.264	351.951	352.585	-14.4	4.2	0.2
Gasoline, unleaded regular(4)		338.236	352.119	352.724	-14.6	4.3	0.2
Gasoline, unleaded midgrade(4)(5)		316.639	328.615	329.100	-13.9	3.9	0.1
Gasoline, unleaded premium(4)		320.831	333.130	333.852	-13.4	4.1	0.2
Medical care		-	-	583.268	1.7	-	-
Recreation(6)		144.312	-	144.558	7.6	0.2	-
Education and communication(6)		160.458	-	160.114	2.9	-0.2	-
Tuition, other school fees, and child care(1)		-	-	-	-	-	-
Other goods and services		579.693	-	601.567	7.8	3.8	-
Commodity and service group							
All items		337.173	-	338.496	4.2	0.4	-
Commodities		233.306	-	233.349	2.3	0.0	-
Commodities less food & beverages		166.994	-	167.951	-0.4	0.6	-
Nondurables less food & beverages		219.813	-	221.205	-2.4	0.6	-
Durables		116.778	-	117.392	2.3	0.5	-
Services		424.692	-	427.126	5.1	0.6	-
Special aggregate indexes							
All items less medical care		326.809	-	328.312	4.4	0.5	-
All items less shelter		299.536	-	299.124	3.3	-0.1	-
Commodities less food		174.188	-	174.862	-0.4	0.4	-
Nondurables		291.607	-	290.870	2.4	-0.3	-
Nondurables less food		228.172	-	228.692	-2.3	0.2	-
Services less rent of shelter(3)		435.940	-	434.426	4.5	-0.3	-
Services less medical care services		413.566	-	416.193	5.4	0.6	-
Energy		429.799	424.588	413.641	-7.9	-3.8	-2.6
All items less energy		336.928	-	339.060	4.9	0.6	-
All items less food and energy		333.753	-	336.458	4.7	0.8	-
<b>Footnotes</b> (1) Indexes on a December 1977=100 base. (2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator. (3) Indexes on a December 1982=100 base. (4) Special index based on a substantially smaller sample. (5) Indexes on a December 1993=100 base. (6) Indexes on a December 1997=100 base.  - Data not available NOTE: Index applies to a month as a whole, not to any specific date.							

Last Modified Date: Wednesday, May 10, 2023

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715  
Telephone:1-415-625-2270\_ [www.bls.gov/regions/west](http://www.bls.gov/regions/west) [Contact Western Region](#)

## **AGENDA**

### **ITEM 7**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Board Member Stipends

FROM: Christy Wegener, Executive Director

DATE: May 23, 2023

**Action Requested**

This is an information item. No action is requested at this time.

**Background**

At the April 25, 2023 Finance and Administration Committee meeting it was requested that staff research current Board/Committee member stipends for other Tri-Valley entities and neighboring jurisdictions.

**Discussion**

In accordance with the Authority's Bylaws each member of the Board is entitled to receive compensation in the amount of \$100 per event for each day the Board member attends a regular or special meeting of the Board, or of a standing or advisory committee meeting of the Board, and for each day of other service rendered as a Board member as authorized by the Board.

The current reimbursement policy of \$100 per Board member, per meeting per month, was adopted in 2006, pursuant to Resolution 24-2006 and the Expense Reimbursement Policy (Attachment 1).

A survey was conducted among the agencies listed in the following table regarding their respective policies of compensating the members of their governing bodies for meetings attended.

Agency	Board Member Stipend per Meeting
Zone 7 Water	\$197.21 (10 meetings per month max)
LAFCO	\$125.00
Livermore Area Recreation & Park District	\$100 (6 meetings per month max)
Alameda CTC	\$250.00 (\$25.00 of that amount is for travel)
County Connection	\$100
WestCAT	\$0
Tri Delta Transit	\$100

**Recommendation**

There is no recommended action associated with this informational update.

**Attachments:**

1. LAVTA Expense Reimbursement Policy

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**POLICY ON COMPENSATION AND EXPENSE REIMBURSEMENT**  
**FOR BOARD MEMBERS, OFFICERS AND EMPLOYEES**

This policy for compensation, and expense reimbursement for Board members of the Livermore Amador Valley Transit Authority (“Authority”) was adopted on October 2, 2006, and is effective as of that date.

1. Board Member Compensation

A. In accordance with the Authority’s Bylaws each member of the Board is entitled to receive compensation in the amount of \$100 per event for each day the Board member attends a regular or special meeting of the Board, or of a standing or advisory committee meeting of the Board, and for each day of other service rendered as a Board member as authorized by the Board.

B. Attendance at meetings, seminars, conferences or similar events of any of the following agencies is service rendered as a Board member as authorized by the Board: (1) California Transit Association; and (2) American Public Transportation Association. Additionally, if a Board member is authorized by the Board to participate, join or serve as an Authority representative to any other agency or association to further the interests of the Authority, attendance by the Board member at all subsequent meetings of that agency or association is service rendered as authorized by the Board.

C. For all other meetings, seminars, conferences, or similar events, the Board must authorize the Board member to receive compensation prior to registration or attendance, except as provided in Section 3 below.

2. Board Member Reimbursement

A. The Authority shall reimburse Directors only for expenses that are necessarily incurred in connection with the business of the Authority. In no event shall such reimbursement be in an amount greater than the actual cost to such Directors. No expense of Directors shall be reimbursed except pursuant to these rules.

B. If the Board or this Policy authorizes a Board member’s or officer’s attendance at a meeting, seminar, conference, or similar event, other than a meeting of the Board or of a committee of the Board, the Board member is entitled to receive reimbursement for all related actual and necessary expenses from the Authority.

C. In addition, a Board member is entitled to receive reimbursement for all actual and necessary expenses from the Authority for attendance at meetings, seminars, conferences, and similar events of the following organizations: (1) California Transit Association; and (2) American Public Transportation Association.

D. Each Board member will be reimbursed at rates established in the then-current Internal Revenue Service Publication 463, or any successor publications, for travel, lodging, meals and other expenses actually and reasonably incurred in the performance of service rendered as authorized by the Board.

i. Private automobiles shall not be serviced by the Authority and no compensation or other value shall be received for the use of private automobiles except that which is provided in this paragraph D. Travel expenses shall be allowable only for travel outside the area of the Authority's service area, except in connection with assigned duties within the area when such expenses may be authorized by the Board.

ii. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board member at the time of booking.

iii. Meal expenses incurred within the area of the Authority's system shall not be reimbursed except upon the authorization of the Chair or Vice Chair of the Board, in the absence of the Chair.

E. Organization dues and/or fees shall be reimbursed only to those Board members who have been expressly authorized by the Board of Directors to incur such expenses. Such reimbursement may only be made upon approval as to legality by the Authority's Legal Counsel. Other expenses incurred in connection with such memberships shall not be paid unless they are reimbursable under some other provisions of this Policy.

F. Each Board member seeking reimbursement pursuant to this Policy must file, within a reasonable time after incurring the expense, an expense reimbursement statement. The statement must be filed on the Authority's expense reimbursement form and must be accompanied by receipts documenting each expense. Expense reimbursement statements and related documents are public records under State law.

### 3. Emergency Provisions

A. Notwithstanding the foregoing Sections 1 and 2, if an emergency arises and a Board member is required to incur travel, lodging or other expenses to engage in Authority business, a Board member may incur such expenses upon the approval of the Chair of the Board or, if the Chair is unavailable, the Vice Chair or, if the Vice Chair is unavailable, another Board member. Such approval will be subject to ratification of the full Board at the next regularly scheduled Board meeting.

B. An "emergency" shall constitute a meeting, hearing, event or function (a) at which a Board member's attendance or participation is deemed essential to further the interests of the Authority, and (b) which takes place prior to the next regularly scheduled Board meeting.



#### 4. Procedure for Requesting Advance Reimbursement

Directors shall submit a request in writing to the General Manager for advance reimbursement of authorized expenses, noting the nature and amount requested. Advance funds not utilized shall be returned (by check or money order) to the General Manager at the time the final expense account document is submitted. In no case shall the time of submittal exceed 60 days after costs are incurred.

#### 5. Reports

Board members returning from meetings, conferences, seminars, and other activities for which compensation has been paid or expenses have been reimbursed must provide a brief oral or written report to the Board at its next meeting.

## **AGENDA**

### **ITEM 8**

## LAVTA COMMITTEE ITEMS - June 2023 - October 2023

### Finance & Administration Committee

#### June

Minutes

Action

X

Info

Treasurers Report

X

#### July

Minutes

Action

X

Info

Treasurers Report

X

\*Typically July committee meetings are cancelled

#### August

Minutes

Action

X

Info

Treasurers Report

X

#### September

Minutes

Action

X

Info

Treasurers Report

X

#### October

Minutes

Action

X

Info

Treasurers Report

X

Annual Comprehensive Financial Report (ACFR)

X

TDA Triennial Audit (last in '19)

X