

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

**BOARD OF DIRECTORS MEETING**

**DATE:** April 7, 2025  
**PLACE:** LAVTA Offices, Diana Lauterbach Room,  
1362 Rutan Court, Suite 100, Livermore, CA  
**TIME:** 4:00pm

**TELECONFERENCE LOCATIONS**

Scott Haggerty Heritage House  
4501 Pleasanton Avenue  
Pleasanton CA. 94566

**BOARD MEMBERS**

**EVAN BRANNING – CHAIR**  
**CRAIG EICHER**  
**DAVID HAUBERT**  
**MICHAEL McCORRISTON**

**JULIE TESTA – VICE CHAIR**  
**JEAN JOSEY**  
**KRISTIE WANG**

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

*Documents received after publication of the Agenda and considered by the Board of  
Directors 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 Board of Directors 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, April 7, 2025, at [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment BOD – 4/7/2025” 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 Board 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/86715841855>  
Passcode: BOD1362Mtg
- To supplement a PC, Mac, tablet or device without audio, please also join by phone:  
Dial: 1 (669) 900-6833  
Webinar ID: 867 1584 1855  
Passcode: 761222  
*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: 867 1584 1855  
Passcode: 761222  
*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, April 7, 2025 to [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment BOD – “4/7/2025” 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**
4. **Minutes from March 5, 2025 Tri-Valley Accessible Advisory Committee**
5. **Consent Agenda**

**Recommend approval of all items on Consent Agenda as follows:**

**A Minutes of the March 3, 2025, Board of Directors Meeting**

**B Treasurer’s Report for February 2025**

**Recommendation:** The Finance & Administration Committee recommends that the Board of Directors approve the February 2025 Treasurer’s Report.

**C State Low Carbon Transit Operations Program (LCTOP) Resolution**

**Recommendation:** The Finance & Administration Committee recommends 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.

**D LAVTA Records Retentions Policy**

**Recommendation:** The Finance and Administration Committee recommends that the Board of Directors approve Resolution 11-2025 and the Records Retention Policy.

**E Capital Projects Update**

**Recommendation:** None – Information only.

**6. Recognizing Hector Garcia, Recipient of the Katherine McClary Award**

**Recommendation:** Review and approve Resolution 12-2025, recognizing Katherine McClary Award recipient Hector Garcia.

**7. Legislative Update**

**Recommendation:** The Finance and Administration Committee recommends the Board of Directors accept this report and approve one legislative position:

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

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

**8. Conflict of Interest Policy**

**Recommendation:** Staff recommends the Board approve Resolution 13-2025, authorizing the Adoption of an Organizational Conflict of Interest Policy for all Projects Funded by the U.S. Department of Energy and Design-Build Projects.

**9. Executive Director’s Report**

**10. Matters Initiated by the Board of Directors**

Items may be placed on the agenda at the request of three members of the Board.

**11. Next Meeting Date is Scheduled for: May 5, 2025**

**12. Adjournment**

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.

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

*/s/ Lynn Domagas*

*04/03/2025*

*LAVTA, Executive Assistant*

*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)*

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

**Tri-Valley Accessible Advisory Committee**

**DATE:** Wednesday, March 5, 2025

**PLACE:** LAVTA Administrative Office

**TIME:** 3:30 p.m.

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**DRAFT MINUTES**

**1. Call to Order**

The Chair Shawn Costello called the meeting to order at 3:30 pm.

**2. Roll Call**

Members Present:

Shawn Costello	City of Dublin
Susan O’Neill	City of Livermore – Alternate – arrived at 3:57pm
Carmen Rivera-Hendrickson	City of Pleasanton
Jennifer White	City of Pleasanton
Sue Tuite	City of Pleasanton – Alternate
Herb Hastings	County of Alameda
Amy Mauldin	Social Services – arrived at 3:35pm

Staff Present:

Michael Tobin	LAVTA
Kadri Kulm	LAVTA
John Sanderson	County Connection
Christian Sanchez	Transdev
Victor Carranza	Big Star Transit
Daisha Smith	MV

**3. Approval of Agenda and Modifications if necessary**

Approved.

Hastings/ Rivera-Hendrickson

- 4. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**  
None
- 5. Minutes of the January 8, 2025 meeting of the Committee**  
Approved.  
Hastings/ Rivera-Hendrickson
- 6. TAAC Recruitment**  
LAVTA is recruiting for TAAC membership for FY26. The deadline for the applications is April 21, 2025. Staff will be issuing a press release shortly.
- 7. LAVTA Annual Program Submittal for ACTC**  
Staff talked about the paratransit program plan for FY26 that was submitted to ACTC on February 28, 2025. LAVTA's portion of the projected Measure BB revenues for paratransit for the next fiscal year is \$924,303.
- 8. Potential Route 10 Summer Modifications Update**  
Staff presented an update of plans for the June 2025 service change, including results from a survey conducted on East Avenue, as well as plans for a two-part 10R detour in Downtown Pleasanton over the Summer. The committee discussed the item and provided feedback to staff on the 10R detour. Staff will be developing a long-term solution and is expecting to conduct extensive public outreach this Fall. The target date for permanent change is Summer 2026. Sue Tuite recommended that TAAC members test-run the new route.
- 9. Tri-Valley Passenger Facilities Enhancement Project Update**  
This project involves passenger facing improvements for the East Dublin BART station, Las Positas College, and the Lawrence Livermore National Lab transit stops. Upgrades to enhance the transit experience will include updated shelters/canopies, enhanced lighting, modern real-time wayfinding signs, benches, trash cans, and bicycle racks. The contractor is working with the three property owners to ensure our proposed solutions are acceptable and reviewing possible integration opportunities with Iron Horse trail and Wayfinding projects at Dublin Pleasanton BART. The next step is to progress to the 35% design phase. Susan O'Neill said that better lighting is needed at bus stops and some of the push buttons don't work.
- 10. Verbal PAPCO Report**  
There was no PAPCO report.
- 11. Service Updates and Concerns**

Herb Hastings mentioned a Route 8 bus stop where passengers with mobility aids sometimes need to exit on the grass instead of a concrete strip due to how the bus is aligned with the curb. The MV Safety Manager responded that this stop can be added to her driver safety training field trip.

## **12. Adjournment**

Meeting adjourned at 4:40 pm.

DRAFT

**MINUTES OF MARCH 3, 2025**  
**LAVTA BOARD OF DIRECTORS MEETING**

**1. Call to Order and Pledge of Allegiance – 4:04pm**

**2. Roll Call of Members**

**Members Present**

Evan Branning – City of Livermore (Departed at 4:39pm)

Jean Josey – City of Dublin

Craig Eicher – City of Pleasanton

Julie Testa – City of Pleasanton

Kristie Wang – City of Livermore (Departed at 4:39pm)

Michael McCorriston – City of Dublin

**Absent**

David Haubert – County of Alameda

**3. Meeting Open to Public**

No Public Comments were received.

**4. Consent Agenda :**

**Recommend approval of all items on Consent Agenda as follows :**

**A. Minutes – February 3, 2025 Board Meeting**

**B. Treasurer’s Report for January 2025**

The Board approved the January 2025 Treasurer’s Report.

**C. LAVTA 2025 Title VI Plan**

The Board approved LAVTA’s 2025 Title VI Program for submittal to the FTA and Resolution 09-2025

**Approval of all Consent Agenda Items:**

Motion/Second: Josey/Testa

Aye: Branning, Testa, Josey, McCorriston, Eicher, and Wang

No: None

Abstain: None

Absent: Haubert

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

Staff presented the recommendation to award LAVTA’s Fixed Route Maintenance and Operations contract to MV Transportation.

**Public Comment:**



Kevin Klika, President and COO of MV, discussed addressing high turnover with a new operator wages effective July 1. He also recognized their general manager's 20-year journey from customer service representative to general manager and her recent acceptance into the Bay Area Women's Transit Leadership Program.

The Board of Directors approved Resolution 08-2025 awarding a contract for the Operations and Maintenance (O&M) of LAVTA's fixed-route bus service to MV Transportation, Inc., for a period of three base years commencing on July 1, 2025, with four additional one-year options exercisable by LAVTA.

Motion/Second: McCorriston/Eicher

Aye: Branning, Testa, Josey, McCorriston, Eicher, and Wang

No: None

Abstain: None

Absent: Haubert

## **6. Executive Director's Report**

Executive Director Christy Wegener provided a brief update on ridership, noting a 3% increase in January 2025. She highlighted LAVTA's involvement in the Dublin St. Patrick's Parade, the mirrorless bus pilot program, and ongoing projects like the Livermore Transit Center canopy repainting. Wegener also discussed advocacy for additional transit funding and the strategic planning process, with Board interviews scheduled for March-April.

## **10. Matters Initiated by the Board of Directors**

None

## **11. Next Meeting Date is Scheduled for:**

April 7, 2025

## **12. Adjournment**

Meeting adjourned at 5:06pm.

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**S T A F F   R E P O R T**

SUBJECT: Treasurer’s Report for February 2025

FROM: Tamara Edwards, Director of Finance

DATE: April 7, 2025

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**Action Requested**

Review and approve the LAVTA Treasurer’s Report for February 2025.

**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**

The Finance and Administration Committee recommends that the Board of Directors approve the February 2025 Treasurer's Report.

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	DEFERRED OUTFLOW-Pension Related	777,421	
166	DEFERRED 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**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
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>		<b>0</b>	<b>0</b>	<b>0</b>		
<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>14,396,891</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**

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<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**

<b>ACCOUNT</b>	<b>DESCRIPTON</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT BUDGET EXPENDED</b>
<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 (CAPTIAL &amp; OPERATING)</b>	<b>-440,000.00</b>	<b>(1,536,370)</b>	<b>4,239,908</b>		



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	DUR01 (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	TFD01 (TOUCHDOWN FIRE INC)		2,270.31	.00	2,270.31	Automatic Generated Check
	024505	02/14/25	TR106 (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, 4283883, 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/
	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 TRANFERS)		12,594.40	.00	12,594.40	EFT01, FEDERAL TAX 1/18/2
	H15340	02/03/25	EFT01 (ELECTRONIC FUND TRANFERS)		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 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

LAVIA  
 Month End Cash Disbursements Report  
 Report for 02-25 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
02-25	H15368	02/20/25	EFT01 (ELECTRONIC FUND TRASFERS)		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 CONTRIBU
	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	

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 Month End Payable Activity Report  
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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
02-25	AIM01 (AIM TO PLEASE JANITORIAL SE	1132H	02/10/25	03/12/25	A	7400.00	AIM01, 1132, JAN-25 BUS STOP CLEANING SERVICE
		115JAN-25H	02/10/25	03/12/25	A	5736.71	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	02/28/25	03/30/25	A	1578.58	AME06, JAN-25 FLEXIBLE SPENDING ACCOUNTS
		FSA10-24H	02/28/25	03/30/25	A	1464.99	AME06, OCT-24 FLEXIBLE SPENDING ACCOUNTS
		FSA12-24H	02/28/25	03/30/25	A	1464.99	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	12/31/24	01/30/25	A	632.71	AVI01, 1165825, DEC-24 GARBAGE PICK UP SERVI
		1183091	01/31/25	03/02/25	A	632.71	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	01/22/25	02/21/25	A	429.34	CAL04, 0198655555, BUS WASH 12/19/24-1/21/25
		257020325H	02/03/25	03/05/25	A	70.26	CAL04, 2575555555, TC FIRE 2/1/25-2/28/25
		361020325H	02/03/25	03/05/25	A	63.31	CAL04, 3616555555, TC WATER 1/3/25-1/31/25
		461020325H	02/03/25	03/05/25	A	258.38	CAL04, 4616555555, TC IRRG 1/3/25-1/31/25
		475020325H	02/03/25	03/05/25	A	93.67	CAL04, 4755555555, MOA FIRE 2/1/25-2/28/25
		575020325H	02/03/25	03/05/25	A	93.67	CAL04, 5755555555, CONTRACTOR FIRE 2/1/25-2/
		909012425H	01/24/25	02/23/25	A	2799.97	CAL04, 9098655555, MOA WATER 12/19/24-1/21/2
		Vendor's Total ----->				3808.60	
02-25	CAL10 (CALIFORNIA STATE DISBURSEME	20250131H	02/06/25	03/08/25	A	455.53	CAL10, CA STATE GARNISHMENT 1/18/25-1/31/25
		20250214H	02/19/25	03/21/25	A	569.42	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	12/31/24	01/30/25	A	147286.37	CEN04, 25085, SEPT-24 MONTHLY SERVICE PARATR
		25086H	12/31/24	01/30/25	A	154014.65	CEN04, 25086, OCT-24 MONTHLY SERVICE PARATRA
		25098H	01/10/25	02/09/25	A	144098.70	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	01/22/25	02/21/25	A	113.17	CIT06, 138143-00, BUS WASH 12/17/24-1/22/25
		TC021125H	02/11/25	03/13/25	A	53.54	CIT06, 133389-00, TRANSIT CENTER 1/14/25-2/1
		MOA012225H	01/22/25	02/21/25	A	1257.38	CIT06, 133294-00, MOA WATER 12/17/24-1/22/25
		Vendor's Total ----->				1424.09	
02-25	CIT07 (CITY OF LIVERMORE - WATER)	361012225H	01/22/25	02/21/25	A	43.26	CIT07, 139361-00, ATLANTIS CT SEWER 12/17-1/
		388020425H	02/04/25	03/06/25	A	139.90	CIT07, 139388-00, BUS WASH 1/7/25-2/4/25
		399012225H	01/22/25	02/21/25	A	37.84	CIT07, 139399-00, ATLANTIS ST SEWER 12/17-1/
		430012225H	01/22/25	02/21/25	A	235.35	CIT07, 138430-01, ATLANTIS INDOOR 12/17/24-1
		431020425H	02/04/25	03/06/25	A	46.94	CIT07, 138431-00, ATLANTIS IRRG 1/7/25-2/4/2
		432012225H	01/22/25	02/21/25	A	12.25	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	01/29/25	02/28/25	A	100.97	CME02, 261685, MP2352 SATCO S21763 LED LAMP
		261685u	02/18/25	/ /		100.97-Ck# 024496 Reversed	
		Vendor's Total ----->				.00	

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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 LEAN250172427	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 TRANSFERS)	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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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	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	

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

LAVTA  
 Month End Payable Activity Report  
 Report for 02-25

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Period	Vendor # (Name)	Invoice Number	Invoice Date	Due Date	Disc. Terms	Gross Amount	Description
02-25	PER04 (CALPERS RETIREMENT SYSTEM)	20250131H 20250214H	02/06/25 02/19/25	03/08/25 03/21/25	A A	6333.67 6341.29	PER04, PERS 457 CONTRIBUTION 1/18/25-1/31/25 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 64639838H 64673504H 64689682H	02/04/25 02/11/25 02/20/25 02/25/25	03/06/25 03/13/25 03/22/25 03/27/25	A A A A	2417.29 2372.80 2417.29 2372.80	ROB06, 64612173, FRONT DESK TEMP HELP W/E 1/ ROB06, 64639838, FRONT DESK TEMP HELP W/E 2/ ROB06, 64673504, FRONT DESK TEMP HELP W/E 2/ 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 18378H	01/31/25 01/31/25	03/02/25 03/02/25	A A	11068.00 3073.50	SDI01, 18198, IT MODERNIZATION/CONSULTING 1/ SDI01, 18378, IT MODERN-SYSTEM ENGINEER 1/31
		Vendor's Total ----->				14141.50	
02-25	SHA02 (SHAMROCK OFFICE SOLUTIONS)	4257874H 4283883H	12/26/24 01/30/25	01/25/25 03/01/25	A A	13.49 28.91	SHA02, 4257874, FRONT DESK PRINTER 12/30-1/2 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 80195H 80418H 80418u	01/29/25 01/31/25 02/19/25 02/28/25	02/28/25 03/02/25 03/21/25 / /	A A A A	410.52 658.39 4484.37 4484.37	TPG01, 80188, MP2317 KIOSK SIGN INSERTS TPG01, 80195, MP2316 TC OUTDOOR ENTRANCE POL TPG01, 80418, MP2292 LAVTA TIMETABLES 7,500Q 4484.37-Ck# H15390 Reversed
		Vendor's Total ----->				1068.91	
02-25	TRI06 (TRI-VALLEY HOSE INC)	134839 134905	12/27/24 01/03/25	01/26/25 02/02/25	A A	179.44 346.36	TRI06, 134839, MP2306 FUEL ISLAND-HOSE 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 0107-0129	02/18/25 02/26/25	03/20/25 03/28/25	A A	26.65 26.90	TX238, PARATAXI REIMBURSEMENT 2/3/25 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

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 RUN...: Mar 07 25 Time: 15:28  
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LAVTA  
 Month End Payable Activity Report  
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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: 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: April 7, 2025

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**Action Requested**

The Finance & Administration Committee recommends 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>	<i>69%</i>
<b>Total Estimated Project Cost</b>	<b>\$83,126,000</b>	

**Recommendation**

The Finance & Administration Committee recommends 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.

## 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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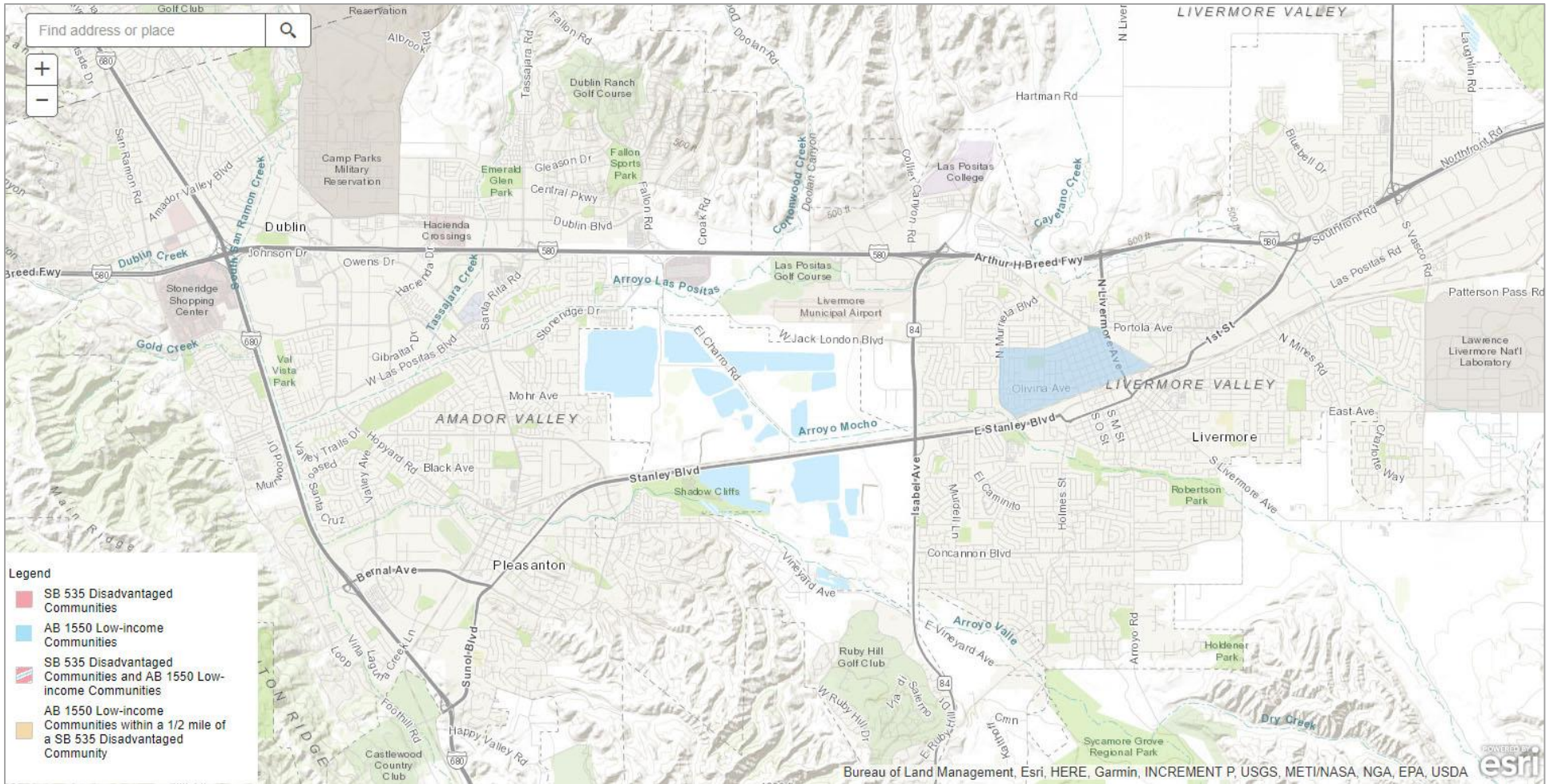
Evan Branning, Chair

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: April 7, 2025

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**Action Requested**

Review and approve Resolution 11-2025 and the updated Records Retention Policy.

**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**

The Finance and Administration Committee recommends that the Board of Directors approve Resolution 11-2025 and the Records Retention Policy.

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.

---

Evan Branning, Chair

**ATTEST:**

---

Christy Wegener, Executive Director

Adopted April 7, 2025

Revised 03/27/2025

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II. GENERAL GUIDELINES.....3

**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 (see attached). 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 at unalterable duplicate is retained in conjunction with the following reqs:

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.)

- D. 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.

#### E. 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" folder, 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. E-mails

pertaining to projects and/or grants should also be pdf'd 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.

## Explanations and Definitions

This Retention Schedule serves as the starting point for establishing the guidelines that define the length of time for which LAVTA should retain records and information. Records refer to information—regardless of its formator media—that documents the actions and transactions of LAVTA, as well as information that is needed to comply fully with legal, financial, reporting, and regulatory requirements, and to maximize business efficiencies.

### Column Heading Explanations

**Business Process**-the high-level grouping of business processes within LAVTA (*this is **not** the departments or functions of LAVTA, but rather high-level general business functions*)

**Record Category Name**-the actual category or grouping of "like" information upon which retention will be applied

**Record Category Description**-a description of the category or grouping of "like" information for clarification purposes

**Example Records**-records and information names that fall within the category or grouping; many actual departmental retention schedule record series are mapped to one of these high-level categories

**Retention**-how long information in this category must be retained, including any triggering events (described at the top of the schedule, with additional codes below)

**Legal Citations**-the legal or regulatory requirements or statutes that lead to the calculation of retention (not all information has a legal requirement to be kept; other considerations are mentioned above)

**Comments**-any special handling or other requirements for information of this category

### Other Records Retention Event Codes

**and Acronyms CCP** -Code of Civil

Procedure

**CCR**-California Code of Regulations

**CFR**-Code of Federal Regulations

**ERISA** -Employee Retirement Income Security Act

**GOV**-Government

**HSC**-Health and Safety Code

**LAB**-Labor Code

**MAINT**-Maintain records

**UIC**-Unemployment Insurance Code

**USC**-US Code

## Definitions

**Active Records** -As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also -as a retention period for a Perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function. (See also Perpetual Record)

**Administrative Records** -Records commonly found in all offices and typically retained only for short time periods -less than five years. Examples include subject, chronological, budget, and policy files.

**Archival Records** -Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

**Discovery** -The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or processing. Anything requested during discovery must be disclosed if it exists -even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until release by opposing attorney or the court.

**Local Government** -Government Code, Section 6252 states: "'Local Agency' includes a county; city, whether general law or charter; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952."

**Non-Records** -Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also Discovery)

**Permanent Records** -Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.

**Perpetual Records** -Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

**Program Records** -Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.

**Public Records** -Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

**Records** -All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.

**Records Retention Schedule** -A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

**Retention Period** -The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then, a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

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	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 LAVTA 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	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	AC+3Y*	CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (TE+1Y)	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 LAVTA; 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) Articles/Media (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 (DARE) 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 LAVTA 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 LAVTAs' 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 Ledger/Journal 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 LAVTA 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+2Y), CA - GOV 60201 - (2Y), CA - LAB 226a (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 & and 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.
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	TE+6Y	CA - GOV 12946 - (2Y) CA - 8 CCR 3203 - (CY+1Y) CA - 8 CCR 11040(7) - (3Y) US - 29 CFR 1602.14 - (FR+1Y) CA - GOV 53235.2b - (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 LAVTA 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 ManualsHardware (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	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 LAVTA' 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	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 (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 LAVTA 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		

<p>Legal</p>	<p>Purchasing and Agreements, Awarded - General</p>	<p>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</p>	<p>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</p>	<p>AC+5Y</p>	<p>CA - CCP 337 - (4Y)                      CA - CCP 337.2 - (4Y)                      CA - CCP 343 - (4Y)                      CA - GOV 34090 - (2Y)</p>	<p>Exception: If paid with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.</p>
<p>Legal</p>	<p>Purchasing and Agreements, Awarded - Real Property and Facilities</p>	<p>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</p>	<p>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</p>	<p>PR</p>	<p>CA - GOV 34090 - (2Y)                      CA - CCP 315 - (10Y)                      CA - CCP 337.1 - (AC+4Y)                      CA - CCP 337.15 - (AC+10Y)</p>	

Legal	Purchasing and Agreements, Cancelled	Records and information created or retained in the requisitioning of goods, services, or real property between LAVTA 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 200.33 - (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 LAVTA 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 - (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 LAVTA 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 / Budgets Field Inspections Final Improvement Plans Grading (cut sheets, permits, erosion control plans) Insurance Certificates Land Surveys (project built) Materials Testing Reports Notices of Completion	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 LAVTA 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.	<ul style="list-style-type: none"> <li>Accident Logs</li> <li>Incident Logs</li> <li>Acquisitions (purchases)</li> <li>Buses</li> <li>Energy Logs</li> <li>Fuel Logs</li> <li>Mileage Reports</li> <li>Manuals</li> <li>Motor Vehicle Records and Reports</li> <li>Preventive Maintenance Reports</li> <li>Registrations, Operating Permits</li> <li>Maintenance / Repair (orders, requests, labor costs, preventive)</li> <li>Service Calls</li> <li>Smog Inspections</li> <li>Vehicle Certificates of Insurance</li> <li>Vehicle Health Reports</li> <li>Vehicle Inspections</li> <li>Vehicle License Plate Records</li> <li>Vehicle Maintenance History</li> <li>Vehicle Ownership / Title</li> <li>Warranties</li> </ul>	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.	<ul style="list-style-type: none"> <li>Chemical Use Reports Form</li> <li>Electronic Waste (E-Waste)</li> <li>HazMat Emergency Response Programs</li> <li>Employee Hazardous Chemical Exposure</li> <li>Hazardous Material Incident Reports</li> <li>Hazardous Substances Shipping Manifests</li> <li>Hazardous Waste</li> <li>Hazardous Waste Manifests</li> <li>Herbicide Application Permits</li> <li>Material Safety Data Sheets (MSDS)</li> <li>Proposition 65 Monitoring</li> <li>Site MitigationToxic Substance Inventory</li> </ul>	AC+5Y	<ul style="list-style-type: none"> <li>CA - CalOSHA</li> <li>CA - CCP 338 - (3Y)</li> <li>CA - CCP 338.1 - (5Y)</li> <li>CA - 22 CCR 66262.40 - (3Y)</li> <li>CA - 22 CCR 66263.22 - (3Y)</li> <li>US - 49 CFR 172.201 - (3Y)</li> </ul>	
Operations	Project Files - Not Acquired	Records and information associated with projects that did not move forward.	<ul style="list-style-type: none"> <li>Environmental Reports</li> <li>Land Surveys (project not built)</li> <li>Preliminary Studies</li> <li>Project Assessments</li> <li>Title Reports</li> </ul>	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.	<ul style="list-style-type: none"> <li>BAAQMD</li> <li>Backflow Prevention Devices</li> <li>CalOSHA</li> <li>Field Safety Audits</li> <li>Fire Extinguishers</li> <li>Fire Marshal Inspections</li> <li>Lift Certifications</li> <li>OSHA Inspections</li> </ul>	AU*+7Y	<ul style="list-style-type: none"> <li>CA - 8 CCR 3203(b)(1) - (1Y)</li> <li>CA - GOV 34090 - (2Y)</li> </ul>	* Closure of FTA auditException: 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 Studies/Surveys 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)	
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STAFF REPORT

SUBJECT: Capital Projects Update  
FROM: David Massa, Capital Projects Manager  
DATE: April 7, 2025

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**Action Requested**

This is an informational update.

**Background**

LAVTA staff are working on a variety of capital projects and would like to provide a quarterly status update to the Board of Directors.

**Discussion**

Rutan Facility Maintenance Bay Hydrogen Retrofit:

This project focuses on upgrading the maintenance shop to safely accommodate hydrogen fuel-cell buses (FCEB). Enhancements include the installation of hydrogen detection systems, alarms, and improved ventilation. Currently, the system control panel and sensors are installed, the electrical system has been upgraded to handle the additional load of the high-flow ventilation system, ductwork has been placed, and the bay door openers have been replaced with fast models capable of opening the doors in 60 seconds should a leak be detected.



Atlantis: Hydrogen Fueling Station: Staff and agency consultant CTE are working on the station design; specifically, the size and storage capacity of the tanks. To determine that, the agency collected data from potential bus manufacturers and electronically surveyed our routes to develop load patterns. CTE is processing the collected data to precisely determine our hydrogen requirements and demand. Once the design is complete, LAVTA will issue a Request for Qualifications (RFQ) that outlines the expectations, qualifications, standards, and evaluation criteria for potential bidders.

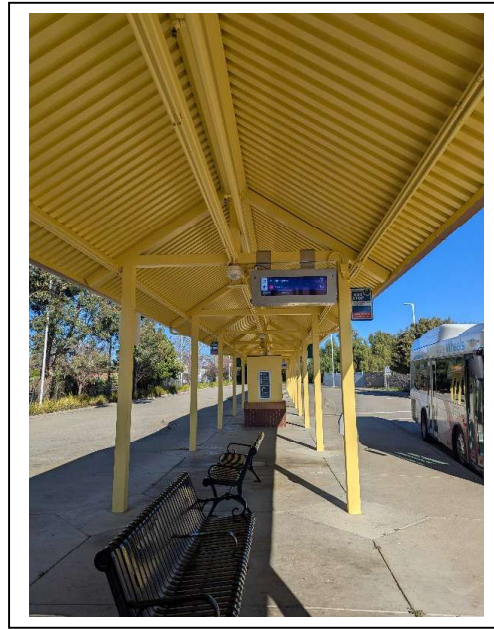
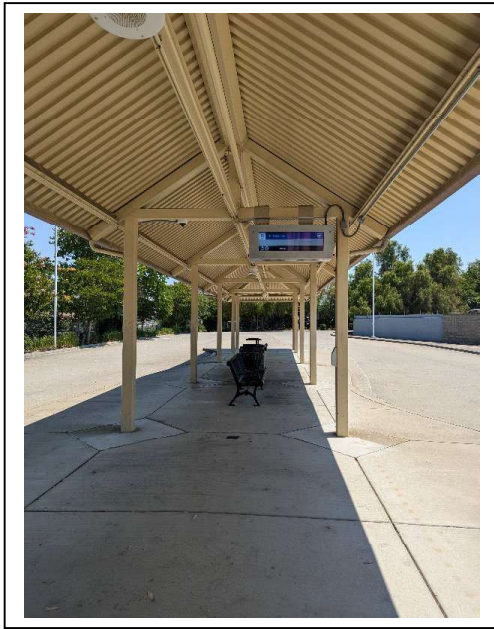
Tri-Valley Passenger Facilities Enhancement Project: eAt the July Board meeting, staff were authorized to execute Task Order #2 with Kimley-Horn for project design and engineering services for the Tri-Valley Passenger Facilities Enhancement Project. This project improves the passenger amenities (shelters, benches, real time signs) at three high-ridership stops:

Dublin/Pleasanton BART, Las Positas College, and the Lawrence Livermore National Lab. Kimley-Horn has completed 35% designs and is seeking feedback from all parties.

Livermore Transit Center Improvements: The scope of the improvements at the Livermore Transit Center project are subdivided into three smaller projects.

- **Repainting:** The first project includes fully repainting the passenger canopies at the Transit Center and the 30R signature bus stop on Railroad Ave. This project recently concluded. Please see before and after pictures below.

Transit Center Canopy



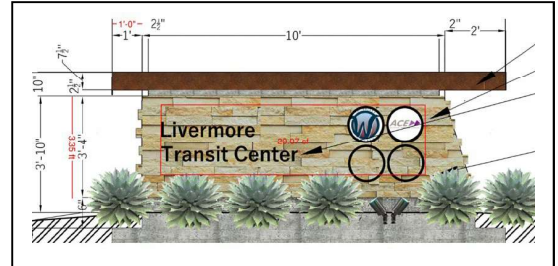
Signature Stop:



- **Lighting:** The second project improves the lighting in Railroad Court between the Livermore Transit Center and the 30R signature stop on Railroad Ave. LAVTA staff

have collaborated with city staff and were presented a lighting plan for the area that was acceptable to the city. The city's on-call contractor produced 30% designs and developed an engineer's cost estimate. LAVTA will be working with an on-call contractor to bring design to 100% and issue an IFB.

- **Signage:** The third project involves upgrading two monument signs at the Transit Center. Staff have reviewed several preliminary designs and have agreed on one to submit to the city for feedback. Kimley-Horn has provided 95% drawings to the city and is currently collaborating with them to ensure the designs align with the downtown master plan.



Cloud Based Transit Signal Priority (TSP) Upgrade: In December and February, representatives from all three cities and LAVTA held a series of separate kickoff and input meetings to gather feedback on the new system's features, the cities requirements and IT concerns. Kimley-Horn is now compiling this input into a comprehensive needs and requirements assessment. The next step involves reviewing the data and developing specifications for the new system. Once complete, Kimley-Horn will present a unified set of standards based on the meetings for final approval from the cities. Upon approval, LAVTA will move to procure the new system.

Rutan Bus Yard Gate Replacement: Recently, the gate at the Rutan bus yard has been experiencing frequent derailments from its track. This gate, a 34-year-old sliding unit measuring 42 feet in length and 10 feet in height, is original to the facility. Upon consultation with the repair contractor, it was recommended that the gate be replaced with a completely different style. A task order was issued to the Agency's on-call contractor Kimley-Horn for design and engineering services. The design has been completed, and an engineer's estimate is being developed. The agency has applied for CIP funding through an ACTC grant to cover the replacement cost.

### **Fiscal Impact**

There is no fiscal impact associated with this item.

### **Recommendation**

None – Information Only



LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

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**S T A F F   R E P O R T**

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SUBJECT: Resolution Recognizing Katherine McClary Award Recipient Hector Garcia

FROM: Mike Tobin, Director of Operations & Planning

DATE: April 7, 2025

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**Action Requested**

Review and approve Resolution 12-2025 recognizing Katherine McClary Award recipient Hector Garcia.

**Background**

LAVTA is proud to recognize one of its bus operators for receiving the prestigious Katherine McClary Award. This annual award, presented by MV Transportation, is given to individuals who exemplify excellence in safety, customer service, and overall performance in public transit operations at their division.

**Discussion**

MV Transportation, LAVTA’s contracted operations and maintenance provider, recently honored one of its dedicated bus operators with the Katherine McClary Award. This recognition highlights the operator’s outstanding commitment to safety, professionalism, and exemplary service to LAVTA passengers.

Mr. Garcia has driven for Wheels for 33 years; he’s never had a single accident and has a perfect attendance rate. He has consistently demonstrated an unwavering dedication to providing safe and reliable transportation. Through their efforts, they have contributed to enhancing the passenger experience and upholding LAVTA’s mission of delivering high-quality transit services to the Tri-Valley community.

Receiving this award is a significant achievement and serves as a testament to the hard work and dedication of LAVTA’s frontline staff. We extend our congratulations and appreciation to the award recipient and thank them for their continued service.

**Recommendation**

Review and approve Resolution 12-2025, recognizing Katherine McClary Award recipient Hector Garcia.

Attachments:

- 1. Resolution 12-2025

**RESOLUTION NO. 12-2025**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY RECOGNIZING  
KATHERINE MCCLARY AWARD RECIPIENT HECTOR GARCIA**

**WHEREAS**, MV Transportation, the contracted operator of Livermore Amador Valley Transit Authority (LAVTA) services, administers the Katherine McClary Award, a prestigious divisional honor recognizing individuals in public transit operations who exemplify the highest standards of safety, professionalism, and performance; and

**WHEREAS**, Hector Garcia, a dedicated bus operator, has demonstrated an unwavering commitment to these principles throughout his distinguished 33-year career; and

**WHEREAS**, Mr. Garcia has maintained an impeccable record of service, achieving perfect attendance throughout his tenure and upholding an accident-free safety record; and

**WHEREAS**, Mr. Garcia's exemplary conduct, professionalism, and dedication to public transit service make him a deserving recipient of this esteemed award.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Livermore Amador Valley Transit Authority formally recognizes the Katherine McClary Award recipient Hector Garcia in honor of his outstanding contributions to providing safe and reliable public transit in the Tri-Valley.

**PASSED AND ADOPTED 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

STAFF REPORT

SUBJECT: Legislative Update

FROM: Jennifer Yeamans, Senior Grants & Management Specialist

DATE: April 7, 2025

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**Action Requested**

The Finance and Administration Committee recommends the Board of Directors receive an informational update on recent legislative activities in Washington, D.C. and Sacramento and approve a SUPPORT IF AMENDED position on SB 63 (Wiener/Arreguin).

**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 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

A copy of the initial substantive amendments published on March 25 are included as Attachment 3. 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 and our delegation 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**

The Finance and Administration Committee recommends the Board of Directors accept this report and approve one legislative position:

- 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)
3. SB 63 bill text in print as of March 25



# TRANSPORTATION WEEKLY UPDATE

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.*



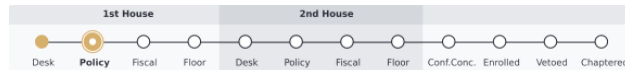
## Livermore Amador Valley Transit Authority Legislative Matrix

### 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

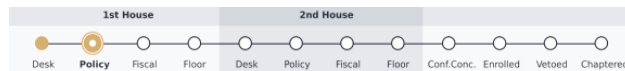


**Location:** 02/18/2025 - Assembly Public Safety

**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.



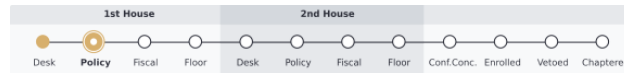
**Location:** 02/14/2025 - Senate Local Government

**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)

**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.



**Location:** 03/17/2025 - Assembly Natural Resources

**Summary:** 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 (market-based 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.



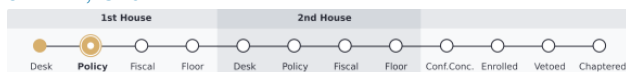
**Location:** 01/09/2025 - Senate Rules

**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](#)

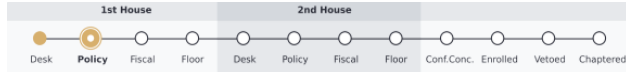


**Location:** 02/26/2025 - Senate Revenue and Taxation

**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)

AMENDED IN SENATE MARCH 25, 2025

**SENATE BILL**

**No. 63**

**Introduced by Senators Wiener and Arreguín**  
*(Coauthor: Assembly Member Stefani)*

January 9, 2025

*An act to add Title 7.85 (commencing with Section 67700) to the Government Code, and to amend Section 131102 of the Public Utilities Code, relating to transportation.*

LEGISLATIVE COUNSEL'S DIGEST

SB 63, as amended, Wiener. San Francisco Bay area: local revenue measure: transportation funding.

**Existing**

*(1) Existing law creates the Metropolitan Transportation Commission as a local area planning agency for the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates various transit districts located in the San Francisco Bay area, with specified powers and duties relating to providing public transit services.*

*This bill would ~~state the intent of the Legislature to enact legislation authorizing a revenue measure to invest in transportation in the San Francisco Bay area.~~ establish the Transportation Revenue Measure District with jurisdiction extending throughout the boundaries of the Counties of Alameda and Contra Costa and the City and County of San Francisco and would require the district to be governed by the same board that governs the commission, thereby imposing a state-mandated local program. The bill would authorize a retail transactions and use tax applicable to the entire district to be imposed by the board of the district or by a qualified voter initiative for a duration of 10 to 15 years,*

*inclusive, and generally in an amount of 0.5%, subject to voter approval at the November 3, 2026, statewide general election. After allocations are made for various administrative expenses, the bill would require an unspecified portion of the proceeds of the tax to be allocated by the commission to initiatives included in a specified commission plan and to the Alameda-Contra Costa Transit District, the Peninsula Rail Transit District, commonly known as Caltrain, the San Francisco Bay Area Rapid Transit District, and the San Francisco Municipal Transportation Agency for operating expenses, and would require the remaining proceeds to be subvented directly to the counties comprising the district for public transportation expenses, as prescribed.*

*By adding to the duties of local officials with respect to elections procedures for this bill on behalf of the district, the bill would impose a state-mandated local program.*

*(2) Existing law requires the commission to develop regional transit service objectives, develop performance measures of efficiency and effectiveness, specify uniform data requirements to assess public transit service benefits and costs, and formulate procedures for establishing regional transportation priorities in the allocation of funds for transportation purposes.*

*This bill would require the commission, upon the approval of a measure by the voters of the Transportation Revenue Measure District, to engage in a comprehensive independent third party financial efficiency review of the above-described transit operators receiving an allocation of the proceeds of the tax from the commission and would require the independent third party contracted by the commission for this purpose to prepare a final report of the review. After a transit operator receives the final report, the bill would require the transit operator, as a condition of receiving those funds, to finalize an implementation plan that describes, among other things, efficiency measures the transit operator plans to take and to submit the implementation plan to the commission, as specified.*

*The bill would also require those transit operators to comply with other requirements as a condition of receiving those funds, including, among others, a maintenance of effort requirement and a requirement to comply with the policies and programs adopted by the commission through its Regional Network Management framework, as provided.*

*By adding to the duties of the commission, the bill would impose a state-mandated local program.*

(3) *The Bay Area County Traffic and Transportation Funding Act authorizes the formation of county transportation authorities in each of the 9 bay area counties, and provides for the imposition of a retail transaction and use tax of either  $\frac{1}{2}$  of 1% or 1%, subject to voter approval, with revenues to be used for various transportation purposes.*

*This bill would instead provide that a retail transaction and use tax imposed under those provisions in the County of San Mateo or the County of San Francisco may be imposed in  $\frac{1}{8}$  of 1% increments up to 1%.*

(4) *This bill would declare that its provisions are severable.*

(5) *The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.*

*This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.*

Vote: majority. Appropriation: no. Fiscal committee: ~~no~~-yes.  
State-mandated local program: ~~no~~-yes.

*The people of the State of California do enact as follows:*

1 SECTION 1. *The Legislature finds and declares all of the*  
2 *following:*

3 (a) *The San Francisco Bay area needs a world-class, reliable,*  
4 *affordable, efficient, and connected transportation network that*  
5 *meets the needs of bay area residents, businesses, and visitors*  
6 *while also helping combat the climate crisis. The bay area's*  
7 *regional and local public transportation networks are a critical*  
8 *component of the overall transportation network.*

9 (b) *Public transportation is of regional and local benefit, serving*  
10 *both regional and local trips for residents of all income levels.*

11 (c) *Preserving and improving public transportation to ensure*  
12 *a world-class public transportation network will enhance access*  
13 *to opportunity, lower emissions of greenhouse gases, strengthen*  
14 *the region's economy, support increased housing production, and*  
15 *improve quality of life.*

16 (d) *To achieve that vision, the San Francisco Bay area needs a*  
17 *public transit network that offers safe, clean, frequent, accessible,*



1 *easy-to-navigate, and reliable service that gets transit riders where*  
 2 *they want and need to go safely, affordably, quickly, and*  
 3 *seamlessly.*

4 *(e) Regional funding, increased coordination, financial*  
 5 *efficiency, and safety, cleanliness, and reliability reforms are*  
 6 *urgently needed to both preserve and improve public transportation*  
 7 *service.*

8 *SEC. 2. Title 7.85 (commencing with Section 67700) is added*  
 9 *to the Government Code, to read:*

10

11 *TITLE 7.85. SAN FRANCISCO BAY AREA REGIONAL*  
 12 *TRANSPORTATION FINANCE*

13

14 *PART 1. FORMATION OF THE TRANSPORTATION REVENUE*  
 15 *MEASURE DISTRICT*

16

17 *CHAPTER 1. GENERAL PROVISIONS*

18

19 *67700. For purposes of this title, the following definitions*  
 20 *apply:*

21 *(a) "AC Transit" means the Alameda-Contra Costa Transit*  
 22 *District.*

23 *(b) "BART" means the San Francisco Bay Area Rapid Transit*  
 24 *District.*

25 *(c) "Board" means the governing board of the Transportation*  
 26 *Revenue Measure District.*

27 *(d) "Caltrain" means the Peninsula Rail Transit District.*

28 *(e) "Commission" means the Metropolitan Transportation*  
 29 *Commission.*

30 *(f) "District" means the Transportation Revenue Measure*  
 31 *District.*

32 *(g) "Muni" means the San Francisco Municipal Transportation*  
 33 *Agency.*

34

35 *CHAPTER 2. THE TRANSPORTATION REVENUE MEASURE*  
 36 *DISTRICT AND GOVERNING BOARD*

37

38 *67710. (a) The Transportation Revenue Measure District is*  
 39 *hereby established with jurisdiction extending throughout the*

1 territorial boundaries of the Counties of Alameda and Contra  
2 Costa and the City and County of San Francisco.

3 (b) The district shall be governed by the same board that  
4 governs the commission. The district shall be a separate legal  
5 entity from the commission.

6 (c) The formation and jurisdictional boundaries of the district  
7 are not subject to the Cortese-Knox-Hertzberg Local Government  
8 Reorganization Act of 2000 (Division 3 (commencing with Section  
9 56000) of Title 5).

10 (d) The district shall be staffed by the existing staff of the  
11 commission or any successor agency, with the understanding that  
12 additional staff may be needed to administer the requirements of  
13 this title.

14 67711. (a) It is the intent of the Legislature to afford the  
15 Counties of San Mateo and Santa Clara the opportunity to opt into  
16 the district by July 31, 2025. The opt-in of one or both of these  
17 counties into the district would entail the entirety of one or both  
18 of these counties, respectively, being included within the geography  
19 of the district.

20 (b) It is the preference of the Legislature for the County of San  
21 Mateo to opt into the district.

22

## 23 PART 2. TRANSACTIONS AND USES TAXES

24

### 25 CHAPTER 1. RETAIL TRANSACTIONS AND USE TAX 26 AUTHORIZATION

27

28 67730. (a) The board may impose a retail transactions and  
29 use tax ordinance applicable to the entire district if the electors  
30 voting on the measure vote to approve its imposition at the election  
31 described in Section 67734 in accordance with this title and Part  
32 1.6 (commencing with Section 7251) of Division 2 of the Revenue  
33 and Taxation Code.

34 (b) The board, in the ordinance, shall do all of the following:

35 (1) State the nature of the tax to be imposed.

36 (2) Provide the tax rate or the maximum tax rate, which shall  
37 be one-half of 1 percent in each county except in the City and  
38 County of San Francisco. The tax rate in the City and County of  
39 San Francisco shall be set at no less than one-half of 1 percent  
40 and no more than 1 percent, in  $\frac{1}{8}$  percent increments.

1 (3) *Specify the period during which the tax will be imposed. The*  
 2 *duration of the tax shall be no less than 10 years and no longer*  
 3 *than 15 years.*

4 (4) *Specify the purposes for which the revenue derived from the*  
 5 *tax will be used, consistent with Chapter 3 (commencing with*  
 6 *Section 67750).*

7 (c) *Notwithstanding Section 7251.1 of the Revenue and Taxation*  
 8 *Code, the tax rate authorized pursuant to this title shall not be*  
 9 *considered for purposes of the combined rate limit established by*  
 10 *Section 7251.1 of the Revenue and Taxation Code.*

11 (d) *A transactions and use tax ordinance adopted pursuant to*  
 12 *this title shall be operative on January 1, 2027.*

13 (e) *Before the operative date of the ordinance, the board shall*  
 14 *contract with the California Department of Tax and Fee*  
 15 *Administration to perform all functions incidental to the*  
 16 *administration and operation of the ordinance.*

17 67731. *It is the intent of the Legislature to determine, by July*  
 18 *31, 2025, the exact tax rate, including potential variable rates in*  
 19 *different counties within the district, and the exact duration of the*  
 20 *tax, through continued discussions with stakeholders.*

21 67732. (a) *Notwithstanding Section 9300 of the Elections Code*  
 22 *or any other law, the taxes authorized by Section 67730 may also*  
 23 *be imposed by a qualified voter initiative pursuant to Chapter 4*  
 24 *(commencing with Section 9300) of Division 9 of the Elections*  
 25 *Code if the electors voting on the measure vote to approve its*  
 26 *imposition at the election described in Section 67734 in accordance*  
 27 *with the requirements of this title and Part 1.6 (commencing with*  
 28 *Section 7251) of Division 2 of the Revenue and Taxation Code.*

29 (b) *In addition to the procedures set forth in Chapter 4*  
 30 *(commencing with Section 9300) of Division 9 of the Elections*  
 31 *Code, if an ordinance containing a tax authorized by this title is*  
 32 *proposed by an initiative petition, the initiative shall comply with*  
 33 *all of the requirements applicable to a tax imposed by the board*  
 34 *pursuant to this title, including the requirement that the proceeds*  
 35 *of the tax be expended pursuant to Chapter 3 (commencing with*  
 36 *Section 67750).*

37 67734. *A tax proposed pursuant to this title may only be placed*  
 38 *on the ballot for the November 3, 2026, statewide general election*  
 39 *and shall be submitted to the voters of the entire district in*  
 40 *accordance with Chapter 2 (commencing with Section 67740).*

## CHAPTER 2. ELECTION PROCEDURES

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67740. (a) If the board of the district or a qualified voter initiative proposes a measure for the approval of a tax ordinance adopted pursuant to Chapter 1 (commencing with Section 67730), the board of supervisors for each of the counties that comprise the district shall call a special election on the tax ordinance. The special election shall be consolidated with the November 3, 2026, statewide general election and the tax ordinance shall be submitted to the voters of each county comprising district.

(b) For the purpose of the placement of a tax ordinance on the ballot, the Transportation Revenue Measure District is a “district,” as defined in Section 317 of the Elections Code. A measure proposed by the board that requires voter approval or a qualified initiative measure proposed for the district by the voters of the counties comprising the district shall be submitted to the voters of the counties that are contained in the district, in accordance with the provisions of the Elections Code applicable to districts, including Chapter 4 (commencing with Section 9300) of Division 9 of the Elections Code.

(c) Notwithstanding any provision of the Elections Code, the legal counsel for the district shall prepare an impartial analysis of the measure. Each county included in the district shall use the election materials provided by the district, including the exact ballot question, impartial analysis, and full text of the ballot measure for inclusion in the county voter information guide.

(d) If two or more counties included in the measure are required to prepare a translation of ballot materials into the same language other than English, the county that contains the largest population, as determined by the most recent federal decennial census, among those counties that are required to prepare a translation of ballot materials into the same language other than English, shall prepare the translation or authorize the commission to prepare the translation, and that translation shall be used by the other county or counties, as applicable.

(e) Notwithstanding Section 13116 of the Elections Code, the elections officials of the counties where the measure will appear on the ballot shall mutually agree to use the same letter designation for the measure.

1 (f) The county clerk of each county shall report the results of  
 2 the special election to the commission. If the approval threshold  
 3 required by the California Constitution at the time of the election  
 4 is achieved, the measure shall take effect in the district in  
 5 accordance with the requirements of this title.

6 (g) (1) Notwithstanding Section 10520 of the Elections Code,  
 7 the commission shall reimburse each county that comprises the  
 8 district from funds made available pursuant to Section 67750 only  
 9 for the incremental costs incurred by the county elections official  
 10 related to submitting the measure to the voters with proceeds from  
 11 the measure, or if the measure fails, with any eligible funds  
 12 provided by the commission or other public or private entity.

13 (2) For purposes of this subdivision, “incremental costs”  
 14 includes both of the following:

15 (A) The cost to prepare a translation of ballot materials into a  
 16 language other than English by any county, as described in  
 17 subdivision (d).

18 (B) The additional costs that exceed the costs incurred for other  
 19 election races or ballot measures, if any, appearing on the same  
 20 ballot in each county in which the measure appears on the ballot,  
 21 including both of the following:

22 (i) The printing and mailing of ballot materials.

23 (ii) The canvass of the vote regarding the measure pursuant to  
 24 Division 15 (commencing with Section 15000) of the Elections  
 25 Code.

26

27 *CHAPTER 3. REGIONAL TRANSPORTATION REVENUE MEASURE*  
 28 *EXPENDITURES*

29

30 67750. The board shall allocate revenues generated pursuant  
 31 to Chapter 2 (commencing with Section 67740) on an annual basis  
 32 as follows:

33 (a) The board shall pay the administrative costs associated with  
 34 the collection of the revenues incurred by the California  
 35 Department of Tax and Fee Administration pursuant to the contract  
 36 entered into pursuant to Section 67730, and the amounts necessary  
 37 for the commission to reimburse the one-time costs incurred by  
 38 county elections officials, as provided in subdivision (g) of Section  
 39 67740.

1 (b) After the amounts allocated in subdivision (a), the board  
 2 may retain up to 1 percent of total revenues for the administration  
 3 of this title. If the board retains more money than is necessary for  
 4 administration, the board may direct those excess funds to the  
 5 commission for allocation pursuant to subparagraph (E) of  
 6 paragraph (1) of subdivision (c).

7 (c) (1) After the amounts allocated in subdivisions (a) and (b),  
 8 the board shall allocate revenues to the commission in the amount  
 9 determined pursuant to paragraph (2). The commission shall  
 10 allocate those revenues to the following entities for the following  
 11 purposes in accordance with Chapter 4 (commencing with Section  
 12 67760) and Chapter 5 (commencing with Section 67770):

13 (A) AC Transit, exclusively for transit operations expenses.

14 (B) BART, exclusively for transit operations expenses.

15 (C) Caltrain, exclusively for transit operations expenses

16 (D) Muni, exclusively for transit operations expenses.

17 (E) Up to 10 percent of the revenues to the commission,  
 18 exclusively for initiatives included in the 2021 Bay Area Transit  
 19 Transformation Action Plan (T-TAP), or any successor plan  
 20 adopted by the commission, that are also included in the Transit  
 21 Operations Financial Responsibility and Implementation Plan  
 22 (T-FRIP) described in Section 67751.

23 (2) It is the intent of the Legislature to establish specific levels  
 24 of funding for the board to allocate to the commission and for the  
 25 commission to allocate to the entities specified in paragraph (1),  
 26 by July 31, 2025, informed by the adopted T-FRIP described in  
 27 Section 67751.

28 (d) (1) After the amounts allocated in subdivisions (a) to (c),  
 29 inclusive, the board shall subvene all remaining funds directly to  
 30 the counties contained in the district for public transportation  
 31 expenses. The board shall have no discretion to withhold those  
 32 funds.

33 (2) Eligible recipients of funds provided by counties from funds  
 34 allocated pursuant to paragraph (1) include, but are not limited  
 35 to, all of the following:

36 (A) Contra Costa County Transit Authority (County Connection).

37 (B) Eastern Contra Costa Transit Authority (Tri Delta Transit).

38 (C) Livermore Amador Valley Transit Authority (LAVTA).

39 (D) Union City Transit.

40 (e) Western Contra Costa Transit Authority (WestCAT).

1 67751. *It is the intent of the Legislature for all of the following*  
2 *to occur:*

3 (a) *Local and regional stakeholders, including AC Transit,*  
4 *BART, Caltrain, and Muni, and counties that have a funding*  
5 *relationship with at least one of these transit operators*  
6 *collaboratively develop a Transit Operations Financial*  
7 *Responsibility and Implementation Plan (T-FRIP) to inform the*  
8 *expenditure of revenues from a measure approved pursuant to this*  
9 *title.*

10 (b) *The T-FRIP identifies target contributions from those*  
11 *counties to those transit operators and identifies implementation*  
12 *strategies for those target contributions.*

13 (c) *Target contributions and implementation strategies for*  
14 *Caltrain be determined through conversations between the Caltrain*  
15 *member agencies.*

16 (d) *The T-FRIP be completed on or before July 31, 2025.*

17 67752. *In allocating funds pursuant to this chapter, it is the*  
18 *intent of the Legislature that the commission not supplant funding*  
19 *from regularly programmed discretionary revenue sources*  
20 *available to the commission that would have otherwise been*  
21 *directed to projects, programs, or services that directly benefit the*  
22 *Counties of Alameda or Contra Costa or the City and County of*  
23 *San Francisco, nor increase the level of those regularly*  
24 *programmed discretionary sources that are allocated to counties*  
25 *that are not contained in the district as a result of the approval of*  
26 *the measure pursuant to this title.*

27 67754. *If the voters approve a tax ordinance pursuant to this*  
28 *title, the district shall establish an independent oversight committee*  
29 *within six months of the effective date of the tax increase to ensure*  
30 *that any revenues generated pursuant to this title are expended*  
31 *consistent with the applicable requirements set forth in this chapter.*  
32 *The committee may be consolidated with the oversight committee*  
33 *established pursuant to subdivision (h) of Section 30923 of the*  
34 *Streets and Highways Code. Each representative shall be appointed*  
35 *by the applicable county board of supervisors. The oversight*  
36 *committee may request any documents from the commission to*  
37 *assist the committee in performing its functions.*

1           *CHAPTER 4. FINANCIAL TRANSPARENCY AND REVIEW*

2  
3       67760. (a) *The Legislature finds and declares that financial*  
4 *efficiency and transparency are imperative to build public*  
5 *confidence and support for public transportation.*

6       (b) *In enacting this title, it is the intent of the Legislature to*  
7 *ensure that the public is aware of actions taken by AC Transit,*  
8 *BART, Caltrain, and Muni to reduce expenses in the face of major*  
9 *deficits, along with additional identified opportunities for*  
10 *service-neutral cost efficiencies.*

11       67762. (a) *Upon the approval of a measure by the voters of*  
12 *the district pursuant to this title, the commission shall engage in*  
13 *a comprehensive independent third party financial efficiency review*  
14 *of AC Transit, BART, Caltrain, and Muni.*

15       (b) *The review shall identify a menu of cost-saving efficiencies*  
16 *that, if implemented, would reduce one-time and ongoing fixed*  
17 *and variable costs for the transit operators subject to the review.*

18       (c) *The scope of the review shall include administrative,*  
19 *operating, and capital costs and shall clearly distinguish between*  
20 *cost-saving options that would not impact service and cost-saving*  
21 *options that would require service realignments or reductions.*

22       (d) *The scope of the review shall also apply to initiatives*  
23 *included in the 2021 Bay Area Transit Transformation Action Plan*  
24 *or any successor plan adopted by the commission and associated*  
25 *supporting programs administered by the commission, such as the*  
26 *Clipper program.*

27       67764. (a) *The commission shall contract and manage an*  
28 *independent third party to conduct the review, in consultation with*  
29 *a select committee established by the commission that consists of*  
30 *all of the following:*

31       (1) *Members of the commission.*

32       (2) *A state representative.*

33       (3) *Transit operator representatives from the operators subject*  
34 *to the review.*

35       (4) *Representatives from the transit labor, advocacy, and*  
36 *business communities.*

37       (b) *Upon completion of the review, the independent third party*  
38 *shall transmit a final report to the select committee established by*  
39 *the commission, to the Legislature, in compliance with Section*  
40 *9795, and to the transit operators subject to the review.*



1 67766. (a) Within \_\_\_\_ months after a transit operator subject  
 2 to the review receives the report, the transit operator shall finalize  
 3 an implementation plan that describes all efficiency measures the  
 4 transit operator has already taken since January 1, 2020,  
 5 associated cost savings, and all subsequent efficiency measures  
 6 the transit operator plans to take and shall submit this plan to the  
 7 commission by \_\_\_\_, as a condition of continuing to receive funds  
 8 from the commission pursuant to Chapter 3 (commencing with  
 9 Section 67750).

10 (b) The commission shall accept each plan submitted pursuant  
 11 to subdivision (a) and transmit it to the Legislature, in compliance  
 12 with Section 9795, the Transportation Agency, and the counties  
 13 that have a funding relationship with at least one of the transit  
 14 operators subject to the review.

15 67767. It is the intent of the Legislature to determine the timing  
 16 of the required actions outlined in this chapter through further  
 17 discussion with transit stakeholders.

18 67768. (a) (1) In order to be eligible for funding pursuant to  
 19 Chapter 3 (commencing with Section 67750), a transit operator  
 20 subject to the review required by this chapter shall verify to the  
 21 commission that it will maintain its expected level of funding for  
 22 operations and shall not supplant any sources of operating revenue  
 23 under its control or fund sources allocated by the commission that  
 24 were used for transit operations in the preceding three fiscal years.

25 (2) The expected level of funding for purposes of paragraph  
 26 (1), which shall be referred to as the maintenance of effort, shall  
 27 be calculated using the operator's average discretionary operating  
 28 expenditures for the preceding three fiscal years, two years in  
 29 arrears as reported to the Controller in its annual report submitted  
 30 pursuant to Section 99243 of the Public Utilities Code.

31 (b) Notwithstanding subdivision (a), a transit operator subject  
 32 to the review required by this chapter may reduce the amount of  
 33 funding contributed towards its operating budget in proportion to  
 34 any reduction in operating costs or reduction in operating revenue  
 35 based on factors outside the control of the operator, including,  
 36 but not limited to, the expiration of a voter-approved revenue  
 37 source or the determination based on a statistically valid poll that  
 38 an expiring ballot measure lacks sufficient support to warrant  
 39 placement on the ballot.

1 (c) A transit operator may request that the commission grant  
 2 an exception to the requirements of this section for the purpose of  
 3 transferring operating funds to state of good repair needs for assets  
 4 owned and operated by the operator or to cover the cost of  
 5 compliance with a state or federal law or regulation.

6  
 7 *CHAPTER 5. REGIONAL NETWORK MANAGEMENT*  
 8 *ACCOUNTABILITY*  
 9

10 67770. (a) The Legislature finds and declares all of the  
 11 following:

12 (1) In 2024, the transportation revenue measure. Select  
 13 Committee established by the commission in 2024 agreed on  
 14 various transit agency accountability policy recommendations for  
 15 a transportation revenue measure. Specifically, the select  
 16 committee approved a recommendation for new revenue from a  
 17 measure to be conditioned on transit operators complying with  
 18 transit transformation policies adopted through the Regional  
 19 Network Management framework.

20 (2) As of March 2025, the commission adopted policies and  
 21 programs through an established regional network management  
 22 framework.

23 (b) (1) It is the intent of the Legislature, in enacting this title,  
 24 to encourage the commission to continue acting in its role as  
 25 Regional Network Manager.

26 (2) It is the further intent of the Legislature that the conditioning  
 27 of funds prescribed by this chapter on regional network  
 28 management policies and programs be based on the central goal  
 29 of increasing transit ridership by improving the customer  
 30 experience of riding public transit in the San Francisco Bay area  
 31 and creating a seamless transit experience.

32 67772. (a) Notwithstanding any other law, each transit  
 33 operator that the commission directly distributes funds to pursuant  
 34 to Chapter 3 (commencing with Section 67750) shall comply with  
 35 the policies and programs adopted by the commission through its  
 36 Regional Network Management framework in order to fulfill  
 37 initiatives included in the 2021 Bay Area Transit Transformation  
 38 Action Plan or successor plan adopted by the commission, as a  
 39 condition of receiving those funds.

1 (b) Nothing in this chapter authorizes the commission to do any  
2 of the following:

3 (1) Restrict a transit operator's access to funds not allocated  
4 by the commission.

5 (2) Require a transit operator to implement policies or programs  
6 that would impede or interfere with its ability to comply with any  
7 legal obligations in transit labor contracts.

8 (3) Restrict the use of a transit operator's logo outside the scope  
9 of the commission's regional mapping and wayfinding standards.

10 (4) Require that a transit operator modify the schedule or route  
11 of a specific local route that the transit agency and commission  
12 do not identify as primarily serving regional transit service.

13 (c) The commission shall not require a transit operator  
14 described in subdivision (a) to be subject to a one-time or ongoing  
15 policy, or to make a one-time or ongoing expenditure, pursuant  
16 to this chapter if the transit operator adopts a finding that the  
17 policy or expenditure would require the agency to take an action  
18 that the agency determines to be unacceptable with respect to its  
19 impact on transit service, staffing, maintenance, or other specified  
20 operational or state of good repair considerations.

21 (d) Before adopting a finding pursuant to subdivision (c), a  
22 transit operator shall conduct an assessment that takes into  
23 consideration all funding anticipated to be available to the transit  
24 operator in the next fiscal year, including, but not limited to, any  
25 discretionary funding that the commission identifies to help offset  
26 the cost of the proposed expenditure or policy, any growth in fare  
27 revenue anticipated as a result of the expenditure or policy, and  
28 potential adjustments to fares or fare policies the agency could  
29 make to increase revenue. The transit operator shall develop the  
30 assessment in consultation with staff from the commission and  
31 shall present it to the commission at a public meeting before  
32 adopting a finding pursuant to subdivision (b).

33 (e) In implementing this section, each transit operator subject  
34 to this chapter shall fulfill all applicable requirements under Title  
35 VI of the federal Civil Rights Act of 1964 (Public Law 88-352)  
36 regarding service and fare changes.

37 (f) The commission shall submit a report to the Legislature on  
38 or before January 1, 2028, and each year thereafter, on the status  
39 of the outcomes described in this section and the status of transit  
40 ridership in the region, as defined in Section 66502. The

1 *commission shall submit the annual report to the Legislature in*  
2 *compliance with Section 9795. The commission shall also post the*  
3 *annual report on its internet website.*

4 *SEC. 3. Section 131102 of the Public Utilities Code is amended*  
5 *to read:*

6 131102. (a) (1) A retail transactions and use tax ordinance  
7 for a tax of either one-half of 1 percent or 1 percent applicable in  
8 the incorporated and unincorporated territory of a ~~county~~ county,  
9 *except for the counties described in paragraph (2), may be imposed*  
10 *by a county transportation authority or the commission in the*  
11 *manner prescribed in Section 131103 and Part 1.6 (commencing*  
12 *with Section 7251) of Division 2 of the Revenue and Taxation*  
13 *Code, if two-thirds of the electors voting on the measure vote to*  
14 *approve its imposition at an election which shall be called for this*  
15 *purpose by the board of supervisors within one year after the*  
16 *adoption of a county transportation expenditure plan.*

17 (2) *A retail transactions and use tax ordinance for a tax of up*  
18 *to 1 percent, in any combination of  $\frac{1}{8}$  percent increments,*  
19 *applicable in the incorporated and unincorporated territory of the*  
20 *County of San Mateo or the City and County of San Francisco*  
21 *may be imposed by the applicable county transportation authority*  
22 *or the commission in the manner prescribed in Section 131103*  
23 *and Part 1.6 (commencing with Section 7251) of Division 2 of the*  
24 *Revenue and Taxation Code, if two-thirds of the electors voting*  
25 *on the measure vote to approve its imposition at an election which*  
26 *shall be called for this purpose by the board of supervisors within*  
27 *one year after the adoption of a county transportation expenditure*  
28 *plan.*

29 (b) The ordinance shall take effect at the close of the polls on  
30 the day of *the* election at which the proposition, as set forth in  
31 Section 131108, is adopted. The ordinance shall specify the period,  
32 as determined by the adopted county transportation expenditure  
33 plan during which the tax will be imposed. The tax may be  
34 terminated earlier if the projects in the adopted plan are completed  
35 and any bonds outstanding issued pursuant to this division are  
36 redeemed.

37 *SEC. 4. The provisions of this act are severable. If any*  
38 *provision of this act or its application is held invalid, that invalidity*  
39 *shall not affect other provisions or applications that can be given*  
40 *effect without the invalid provision or application.*

1     *SEC. 5. If the Commission on State Mandates determines that*  
2     *this act contains costs mandated by the state, reimbursement to*  
3     *local agencies and school districts for those costs shall be made*  
4     *pursuant to Part 7 (commencing with Section 17500) of Division*  
5     *4 of Title 2 of the Government Code.*

6     ~~SECTION 1. It is the intent of the Legislature to enact~~  
7     ~~legislation authorizing a revenue measure to invest in~~  
8     ~~transportation, including to, at a minimum, sustain and improve~~  
9     ~~public transportation, in the San Francisco Bay area. It is the further~~  
10    ~~intent of the Legislature that the details of this authorizing~~  
11    ~~legislation, including the specific geography of the measure, be~~  
12    ~~based on continued stakeholder engagement and consensus~~  
13    ~~building, building off of a robust regional engagement process led~~  
14    ~~by the Metropolitan Transportation Commission in 2024.~~

O

STAFF REPORT

SUBJECT: Adoption of an Organizational Conflict of Interest Policy for all Projects Funded by the U.S. Department of Energy and Design-Build Projects

FROM: Christy Wegener, Executive Director

DATE: April 7, 2025

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**Action Requested**

Staff requests the Board of Directors (Board) approve Resolution 13-2025, authorizing the Adoption of an Organizational Conflict of Interest Policy for all Projects Funded by the U.S. Department of Energy (DOE) and Design-Build Projects.

**Background**

The Alliance for Renewable Clean Hydrogen Energy Sources (ARCHES) is a public-private partnership formed to create a sustainable statewide clean hydrogen hub in California and beyond, utilizing local renewable resources to produce hydrogen with the objective to fully decarbonize the regional economy, while prioritizing environmental justice, equity, economic leadership and workforce development.

In early 2023, LAVTA was approached to gauge interest in joining the ARCHES application. In March 2023, the LAVTA Board took action to authorize the agency's participation in the program (Attachment 1). In October 2023, the DOE awarded up to \$1.2B to ARCHES with the goal of achieving a net-zero carbon economy by 2045.

LAVTA is one of 13 transit agencies throughout the state of California to join the ARCHES program. Participating transit agencies will receive grant funding from ARCHES to support deployment of hydrogen fuel-cell electric buses (FCEB) and the development of hydrogen infrastructure. Through ARCHES, LAVTA will be eligible for up to \$25M in expenses associated with hydrogen-related infrastructure, rolling stock (buses), staff training and travel, and consulting costs through approximately 2031. LAVTA executed the subrecipient agreement on December 17, 2024.

DOE requires that LAVTA develop and implement an organizational conflict of interest policy prior to expending any funds provided by DOE. In addition, the state design-build statute requires LAVTA to develop and implement an organizational conflict policy to utilize this procurement method, which LAVTA intends to utilize this year (collectively "Policy"). LAVTA has developed the Policy to satisfy these requirements and provide guidance with regard to identifying and mitigating organizational conflicts of interest for DOE-funded projects and design-build projects.

The Policy is in addition to LAVTA's Conflict of Interest Code and does not supersede or

modify any of the requirements of the Conflict of Interest Code. The Policy applies to all projects funded by DOE as well as design-build projects, as required by statute.

**Discussion**

In Fiscal Year 2025, LAVTA will begin its transition to zero emissions bus technology by purchasing the agency’s first zero-emission hydrogen fuel-cell buses as well as constructing the necessary fueling and maintenance infrastructure. Staff will be advancing a recommendation for the agency’s first FCEB bus procurement as well as issuing an RFQ for the hydrogen fueling station the second half of the fiscal year. Staff are targeting early/mid-2027 for receipt of the first FCEBs as well as final commissioning of the hydrogen fueling station.

LAVTA needs to implement the Policy before using any funds for effectuate these goals.

**Fiscal Impact**

There is no fiscal impact associated with adopting this policy.

**Recommendation**

Staff recommends the Board approve Resolution 13-2025, authorizing the Adoption of an Organizational Conflict of Interest Policy for all Projects Funded by the U.S. Department of Energy and Design-Build Projects.

Attachments:

1. Resolution 13-2025
2. Conflict of Interest Policy

**RESOLUTION NO. 13-2025**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY AUTHORIZING THE ADOPTION OF AN ORGANIZATIONAL CONFLICT OF INTEREST POLICY FOR ALL PROJECTS FUNDED BY THE U.S. DEPARTMENT OF ENERGY AND DESIGN-BUILD PROJECTS**

**WHEREAS**, on March 3, 2023, the Livermore Amador Valley Transit Authority (LAVTA) Board of Directors approved the agency’s participation in California’s Alliance for Renewable Clean Hydrogen Energy Sources (ARCHES) Application to the U.S. Department of Energy (DOE); and

**WHEREAS**, in order to utilize the funds from ARCHES, local agencies are required to adopt an organizational conflict of interest policy applicable to projects funded by the DOE; and

**WHEREAS**, in order to utilize the design-build procurement method, state law requires local agencies to adopt an organizational conflict of interest policy applicable to Design-Build projects; and

**WHEREAS**, LAVTA desires to use ARCHES funds to procure certain hydrogen fueling infrastructure and may use funds from the DOE for other projects in the future; and

**WHEREAS**, LAVTA also desires to use the design-build procurement process for upcoming procurements; and

**WHEREAS**, staff recommends that the Board of Directors adopt a resolution to establish the Organizational Conflict of Interest Policy for Projects Funded by the U.S. Department of Energy and Design-Build Projects; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the Organizational Conflict of Interest Policy for Projects Funded by the U.S. Department of Energy and Design-Build Projects, attached hereto as Attachment A.

**BE IT FURTHER RESOLVED** that the Executive Director or designee is authorized to take further actions as may be necessary to give effect to this Resolution, including updating LAVTA's Procurement Manual.



**PASSED AND ADOPTED THIS 7 DAY OF APRIL 2025.**

\_\_\_\_\_  
Evan Branning, Chair

**ATTEST:**

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

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**

**ORGANIZATIONAL CONFLICT OF INTEREST POLICY FOR ALL PROJECTS  
FUNDED BY THE U.S. DEPARTMENT OF ENERGY AND DESIGN-BUILD  
PROJECTS**

I. PURPOSE OF POLICY

This policy establishes the organizational conflict of interest guidelines applicable to all projects awarded by the U.S. Department of Energy (DOE) to Livermore Amador Valley Transit Authority (LAVTA) and design-build projects.

II. APPLICABILITY

This policy applies to all consultants and contractors that have entered into or wish to enter into contracts with LAVTA (a) to perform design-build work or (b) that are DOE funded. This policy is supplemental to LAVTA's Conflict of Interest Code and does not supersede or modify any requirements in that Conflict of Interest Code.

III. POLICY

Contractors and consultants participating as proposers or joining teams on DOE-funded projects or design-build projects (Proposers) may not have an organizational conflict of interest.

Organizational conflicts of interest are created by circumstances arising out of consultants' or contractors' existing or past activities, business or financial interests, familial relationships, contractual relationships, or organizational structure (e.g., parent entities, subsidiaries, affiliates) that result in: (i) impairment or potential impairment of consultants' or contractors' ability to render impartial assistance or advice to LAVTA, (ii) impairment or potential impairment of consultants' or contractors' objectivity in performing work for LAVTA, (iii) an unfair competitive advantage for any Proposer with respect to LAVTA's procurement (including, but not limited to, through access to nonpublic information or assisting LAVTA in the preparation of a Request for Qualifications (RFQ), Request for Proposals (RFP), or a design-build contract), or (iv) a perception or appearance of impropriety or unfair competitive advantage with respect to any of LAVTA's procurements or contracts (irrespective of whether such perception is accurate).

This policy neither purports to address every situation that may arise in the context of LAVTA's procurements and contracts, nor to mandate a particular decision or determination by LAVTA. LAVTA retains the ultimate and sole discretion to determine, on a case-by-case basis, whether an actual, perceived, or potential organizational conflict of interest exists.

An organizational conflict of interest may exist in the following instances:

- a. A Proposer is LAVTA's general engineering or architectural consultant for the DOE-funded project or design-build project. However, a sub-consultant of the general engineering or architectural consultant that has not yet performed work on the contract to provide services for the project may participate as a Proposer or join a project team if the Proposer terminates the agreement to provide work and provides no work for LAVTA's general engineering or architectural consultant on the project.
- b. A Proposer has assisted or is assisting LAVTA in the management of the DOE-funded project or design-build project, including the preparation of the RFP, evaluation criteria, or any other aspect of the procurement.
- c. A Proposer has conducted preliminary design services for the DOE-funded project or design-build project such as conceptual layouts, preliminary design, or preparation of bridging documents.
- d. A Proposer performed design work related to the DOE-funded project or design-build project for other stakeholders in the project.
- e. A Proposer performed design work on a previous contract that specifically excludes the Proposer from participating as a Proposer or joining any team for the DOE-funded project or design-build project.
- f. A Proposer is under contract with any other entity or stakeholder to perform oversight of the DOE-funded project or design-build project .
- g. Any circumstances that would violate California Government Code Sections 1090 *et seq.* (contractual conflicts).

LAVTA may be required to comply with requirements and regulations applicable to federally funded procurements and contracts. Nothing in this policy is intended to limit, modify or otherwise alter the effect of other relevant federal, state, or local regulations, statutes or rules.

Consultants responsible for preparing documents under the California Environmental Quality Act (CEQA) are required to comply with all state laws and regulations applicable to such services, including requirements relating to organizational conflicts of interest. For federally funded projects subject to the National Environmental Policy Act compliance, consultants involved in the preparation of environmental assessments or environmental impact statements must submit a disclosure statement to the lead agency that specifies any financial or other interests in the outcome of the project. (See 40 CFR §1506.5(b)(4).)

#### IV. PROPOSER'S OBLIGATIONS

Proposers with a conflict of interest as defined under this policy must immediately make a full written disclosure of the actual, perceived, or potential conflict to the contract administrator for the project, and will have a continuing obligation to do so until they are no longer Proposers.

If a Proposer determines that a potential conflict of interest exists, the Proposer's disclosure will not necessarily disqualify the Proposer from being awarded a contract. The Proposer must submit proposed measures to avoid, neutralize, or mitigate all potential or actual conflicts. LAVTA, at its sole discretion, will determine whether an actual or potential organizational conflict of interest, or the appearance of any such organizational conflict of interest, exists and whether the proposed measures are sufficient to overcome the actual, perceived, or potential conflict and whether the Proposer may continue with the procurement process.

## V. OBLIGATIONS AFTER CONTRACT AWARD

The successful Proposer to whom the contract is awarded (Contractor) has an ongoing obligation to monitor and disclose actual, perceived, or potential conflicts of interest. If an actual, perceived, or potential organizational conflict of interest is discovered after the contract has been awarded, the Contractor must make an immediate and full written disclosure to LAVTA that includes a description of the action(s) that the Contractor has taken or proposes to take to avoid or mitigate the conflict. LAVTA, in its sole discretion, will determine whether an actual or potential organizational conflict of interest, or the appearance of any such organizational conflict of interest, exists and whether the proposed measures are sufficient to overcome the actual, perceived, or potential conflict. During the pendency of such evaluation, LAVTA reserves the right to suspend work under the contract without obligation, responsibility, or liability to reimburse all or part of the costs incurred or alleged to have been incurred by the Contractor during or leading up to such suspension.

If an actual, perceived, or potential organizational conflict of interest is determined to exist and the Contractor was aware of the actual, perceived, or potential organizational conflict of interest prior to award of the contract and did not disclose the conflict, LAVTA may terminate the contract. If a conflict of interest arises after the contract award and the Contractor's proposed measures to avoid or mitigate the conflict are determined by LAVTA to be inadequate to protect LAVTA, LAVTA may terminate the contract. If the contract is terminated, LAVTA assumes no obligation, responsibility or liability to reimburse all or part of the costs incurred or alleged to have been incurred by the Contractor, and LAVTA will be entitled to pursue any and all appropriate legal remedies.

## VI. INCORPORATION BY REFERENCE

This policy will be incorporated by reference into all contracts executed by LAVTA that are funded by the DOE and all contracts for design-build projects executed by LAVTA.

## VII. DISSEMINATION OF POLICY

All employees, officers and officials should be given copies of this policy, and this policy will be posted in appropriate places.

## EXECUTIVE DIRECTOR'S REPORT

### Projects and Services

#### Ridership

Looking at systemwide total ridership during the month of February, the trend is similar to that observed in November and December, where the post-pandemic ridership recovery seen over the prior several months looks to continue leveling out.

On the mainline side (non-school focused routes), total boardings for the month were down 1% compared with the same month of last year. At the same time, there was one less weekday in the month this year, so with that in mind, mainline is holding steady. We also note that the two Rapid-branded trunk lines 10R and 30R held up well, with a YoY increase in boardings per service hour of a combined 20%.

The supplemental (school-focused) routes, however, were down substantially (by 25%) compared with February 2024. This was driven almost entirely by a whopping 50% year-on-year (YoY) drop in ridership on the East Dublin-to-Dublin High School routes. Although we don't know the specifics of such a big drop specifically during February, generally, it was expected all along that the gradual transition of East Dublin students from Dublin High School to the new Emerald High School would lead to a decrease in overall high school student ridership in Dublin. It should be noted that the DHS ridership development is not all negative, though, as it has taken pressure off what had become a very challenging operational situation for Wheels at DHS.

Weekend (Saturday and Sunday) ridership continued to trend upward: Average boardings per weekend were up 10% YoY, driven especially by stronger Saturday ridership.

#### Dublin St. Patrick's Parade and Festival

On March 15-16, 2025, Wheels participated in the City of Dublin's St. Patrick's Day Celebration, including running RT 30 fare free to support transfers to the Civic Center festival grounds from BART. On Saturday, we participated in the parade with the John Madden Cruiser. Throughout the weekend the festival booth drew sustained crowds and 800+ giveaways were distributed.



**EXECUTIVE DIRECTOR'S REPORT**

Regional Mapping and Wayfinding Pilot –  
Dublin/Pleasanton BART

The Regional Mapping and Wayfinding Project aims to make it easier to ride transit in the Bay Area by making wayfinding materials (maps, signs, screens, etc.) more consistent and easy to identify. Whether you are traveling by bus, rail, ferry, or a combination, the signs and communication systems will be the same across all nine Bay Area counties. Currently, two pilot locations (El Cerrito Del Norte BART and the Santa Rosa Transit Center).



Dublin/Pleasanton BART was selected as one of the nine pilot locations. In March, staff met with a group from MTC, County Connection and BART at the Dublin/Pleasanton Station to discuss the project.

Transit Worker Appreciation Day

On Tuesday, March 18<sup>th</sup> LAVTA celebrated Transit Worker Appreciation Day with a taco party. Thanks to the LAVTA Board members who were able to join in the festivities.



**Finance and Administration**

## EXECUTIVE DIRECTOR'S REPORT

### LAVTA's Strategic Plan

LAVTA's Strategic Plan consultant MIG has completed Board interviews; the consultants are working on a staff survey that will be administered in early April. A staff workshop has been scheduled for April 21, and a special Board workshop has been scheduled for May 9.

### Village High School Career Day

On March 17<sup>th</sup> and 18<sup>th</sup> Village High School hosted their Career Days event for students. Two LAVTA mechanics, Jerry and Paul, spoke to students about career opportunities, how to get into the field and what to expect. While Deisel Mechanics rarely have an opportunity at public speaking, these two are naturals and hopefully there will be future opportunities for them to provide a positive influence on the next generation.



### Visit to Washington DC

On April 1 and 2, LAVTA staff went to Washington DC to meet with the California delegation as well as with key committee staff. LAVTA staff had meetings with the offices of Senator Padilla, Senator Schiff, Congressman Swalwell, and Congressman DeSaulnier; minority and majority staff from the House Subcommittee on Highways and Transit; staff from the Senate Committee on Banking, Housing and Urban Affairs; and the Federal Transit Administration. Topics discussed included LAVTA's priorities for Surface Transportation Reauthorization as well as updates on projects and grant administration.



### Upcoming Procurements

Cradlepoint Routers

Wheels Access Mobility Management

Short Range Transit Plan

**EXECUTIVE DIRECTOR'S REPORT**

Attachments:

1. Board Statistics February 2025

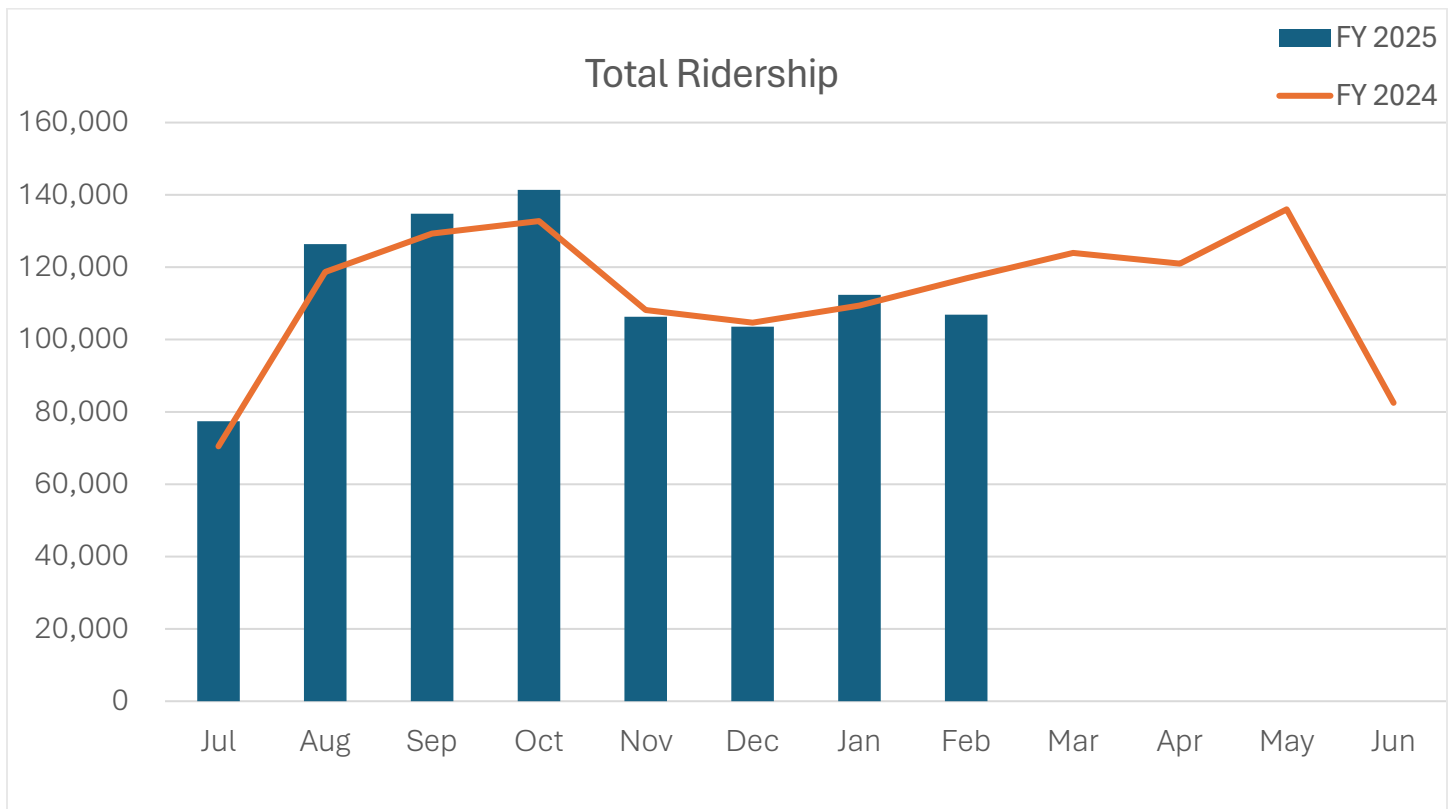




## Wheels System Performance FY 2025 - February

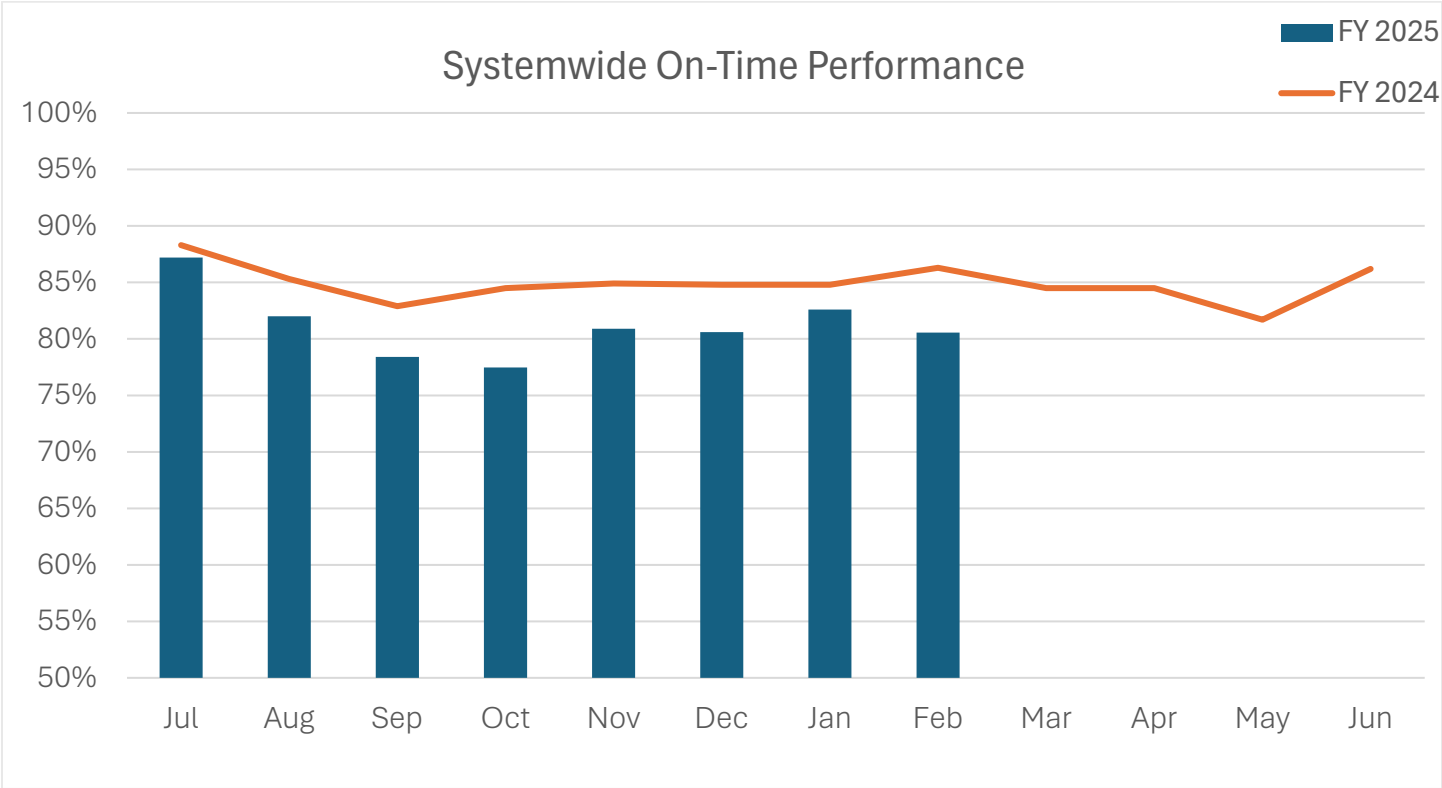
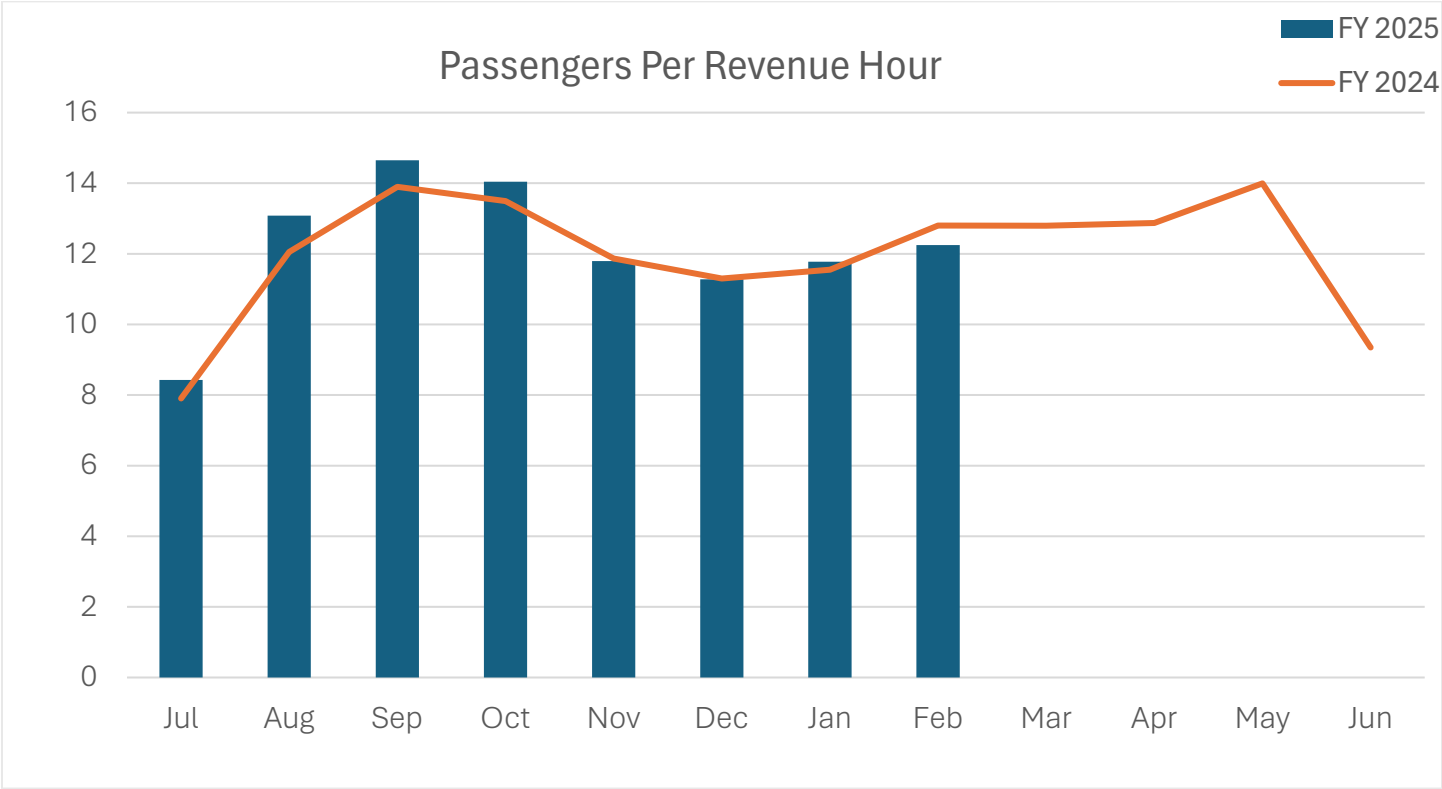
### Fixed-Route

Performance Indicator	Feb-24	Feb-25	MoM % Change		YoY % Change	
Total Ridership	116,930	106,897	-5%	↓	-9%	↓
Total Ridership FY To Date	890,363	909,101	N/A		2%	↑
Fully Allocated Cost Per Passenger	\$13.37	\$13.76	-4%	↓	3%	↑
Average Weekday Ridership	5,295	4,810	2%	↑	-9%	↓
Average Saturday Ridership	1,355	1,541	2%	↑	14%	↑
Average Sunday Ridership	1,064	1,134	-4%	↓	6.6%	↑
Passengers Per Revenue Hour	12.80	12.25	4%	↑	-4%	↓
On-Time Performance	86.3%	80.6%	-2%	↓	-7%	↓
Preventable Accidents Per 100,000 Miles	2.07	2.13	-34%	↓	3%	↑
Customer Complaints Per 10,000 Boardings	1.11	1.12	-16%	↓	1%	—
Miles Between Mechanical Failures	24,102	14,090	37%	↑	-42%	↓



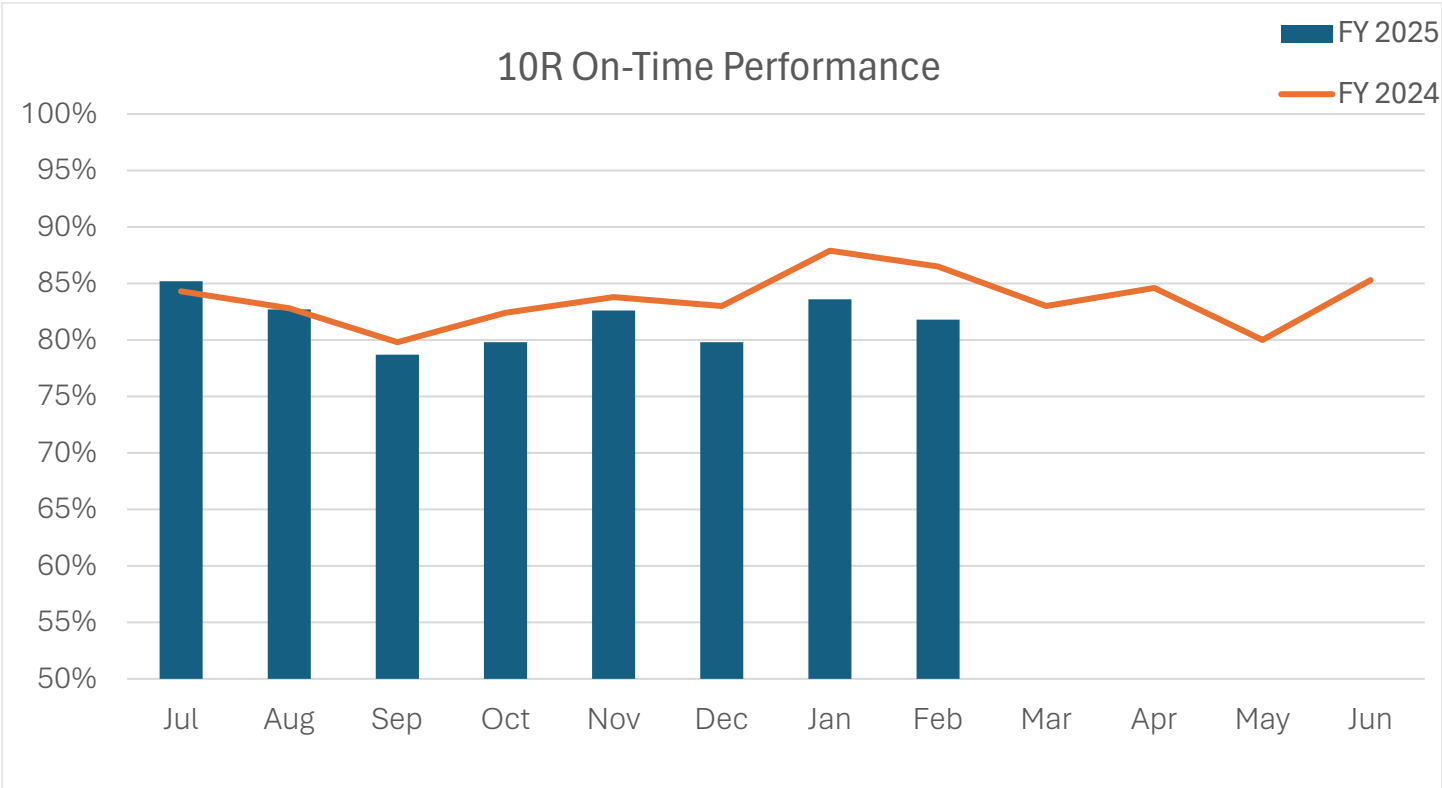
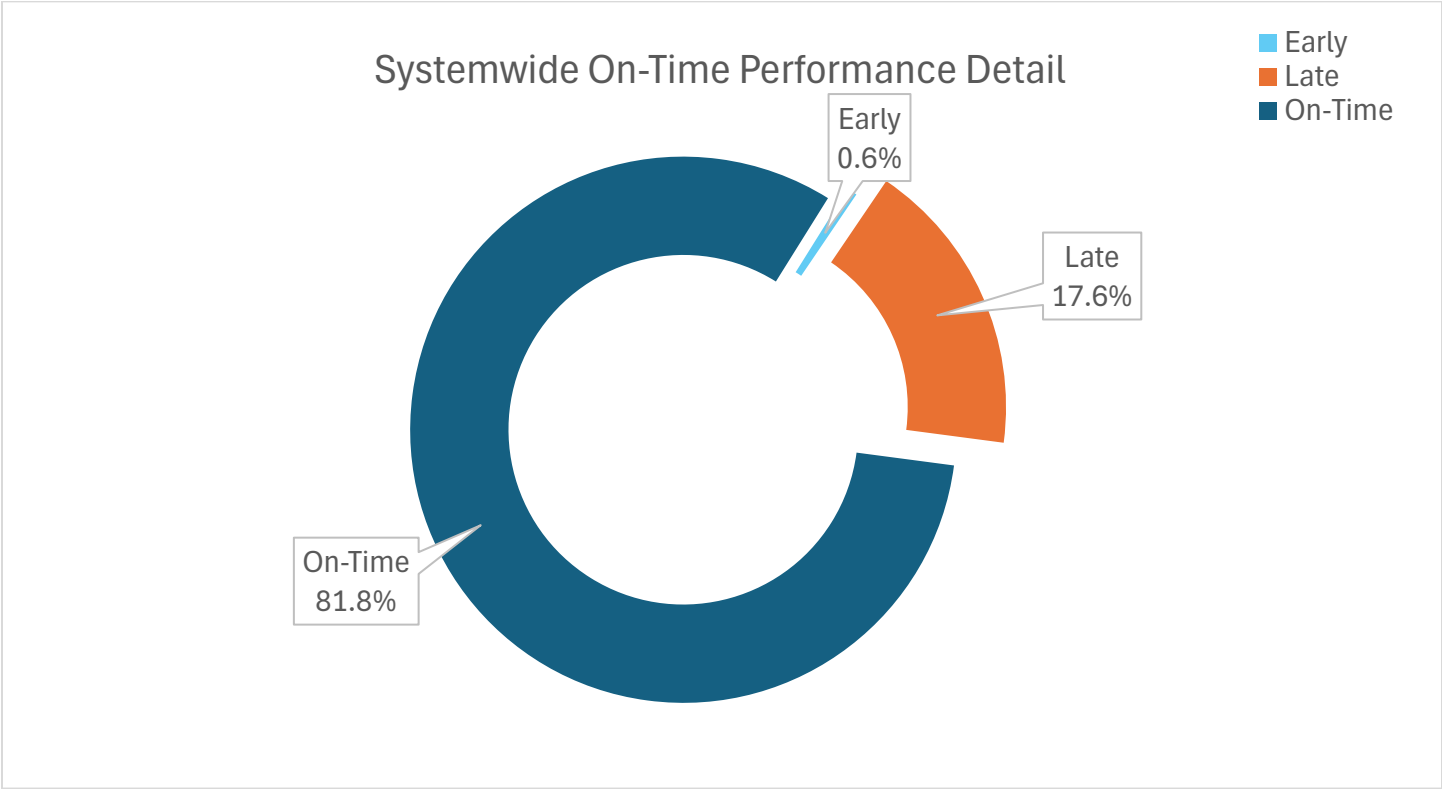


Fixed-Route



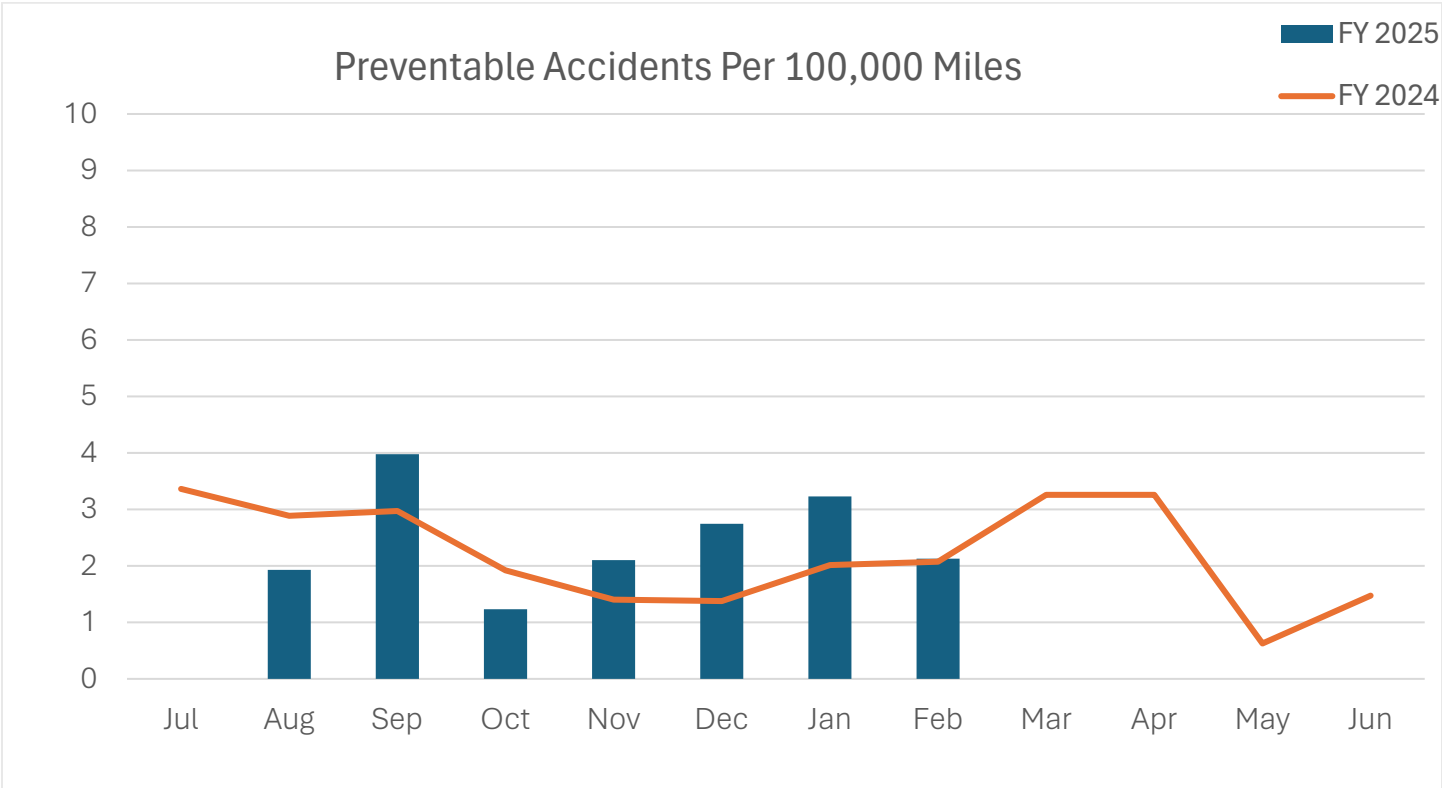
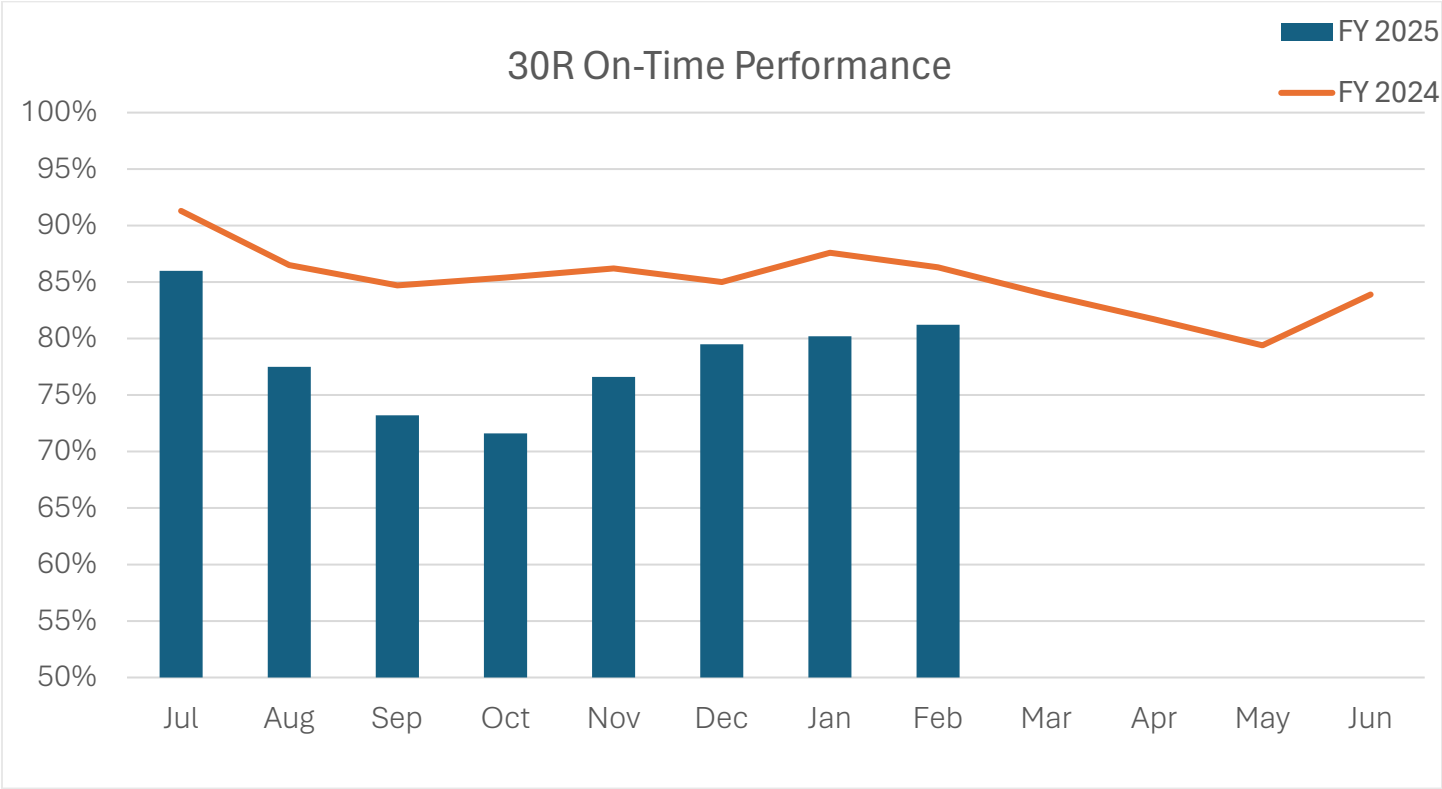


Fixed-Route



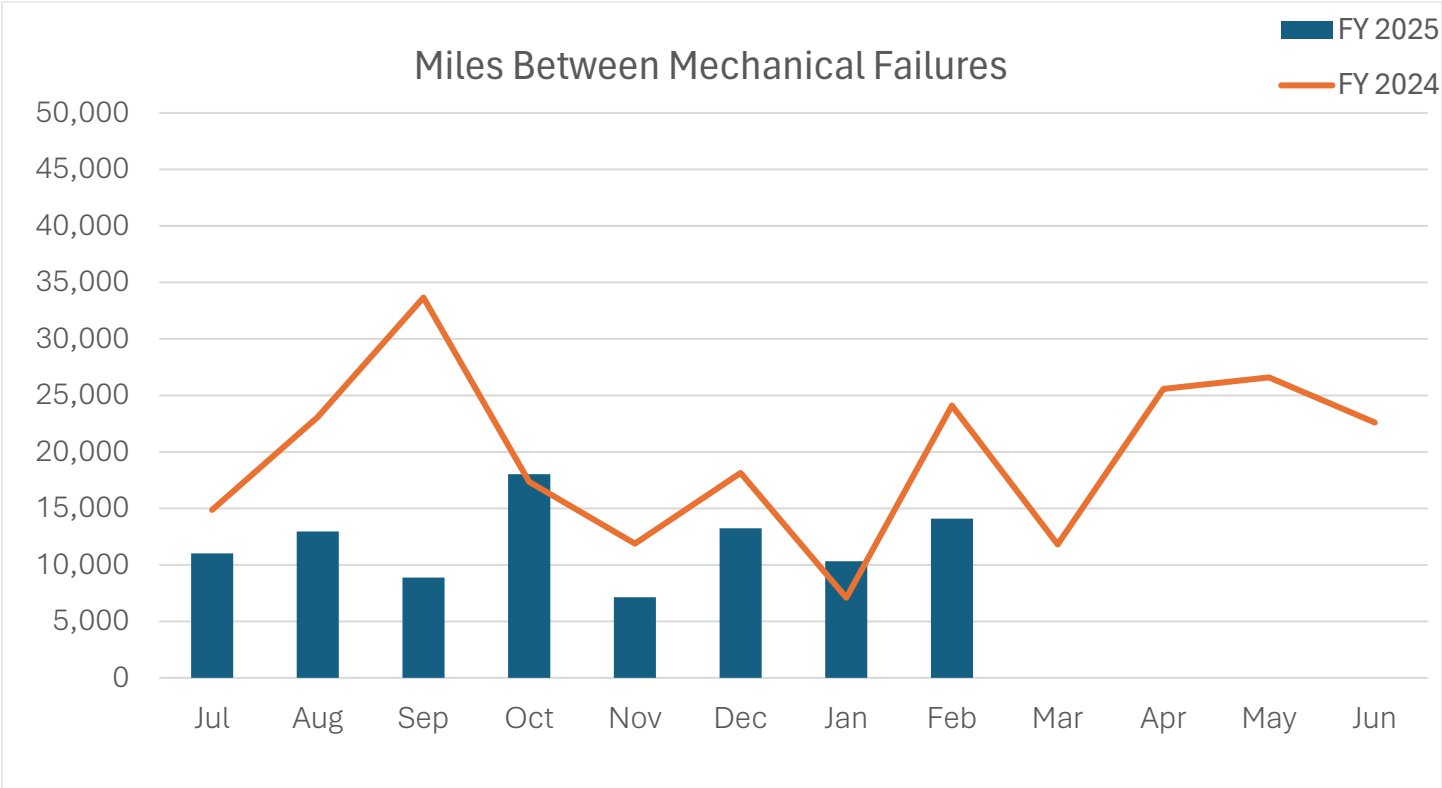
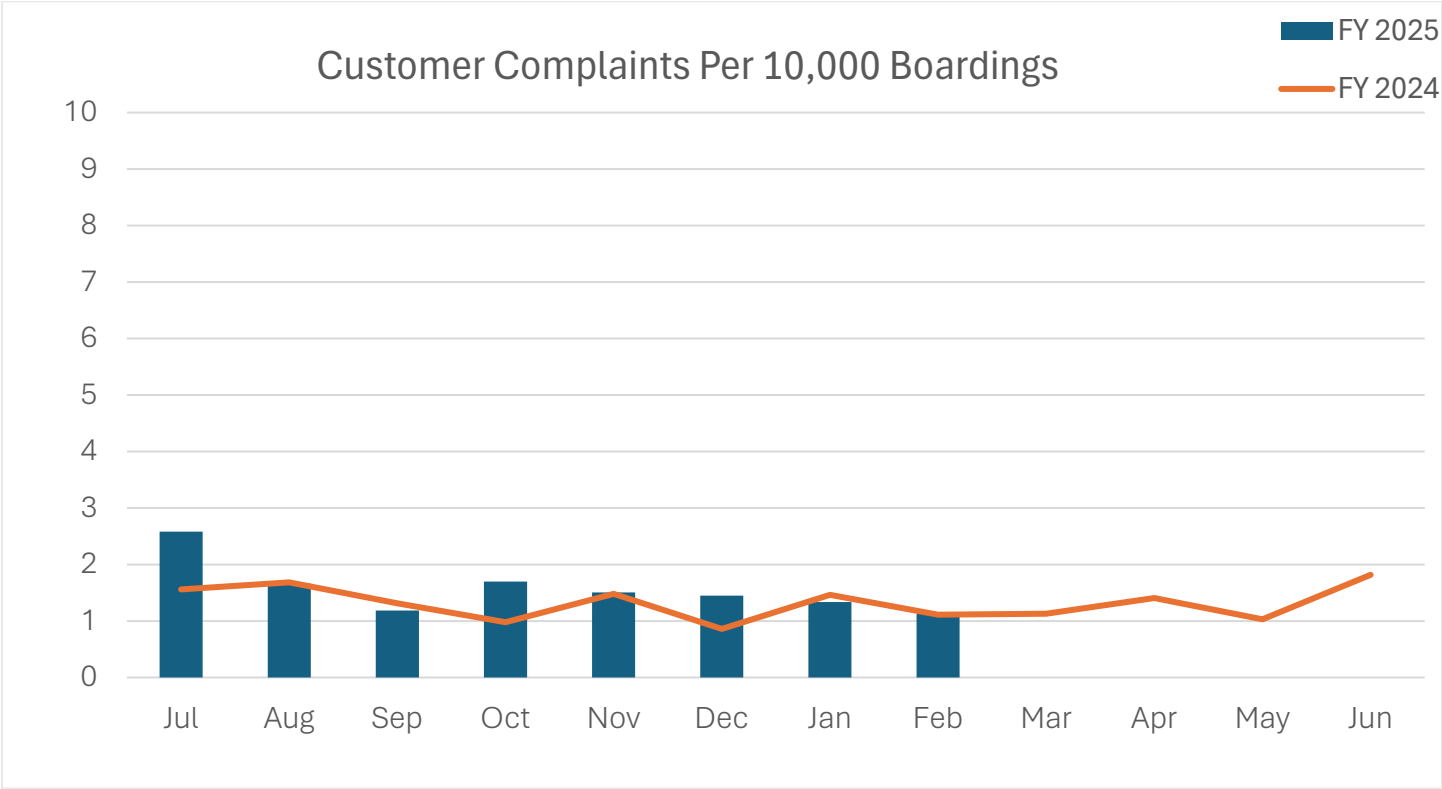


Fixed-Route





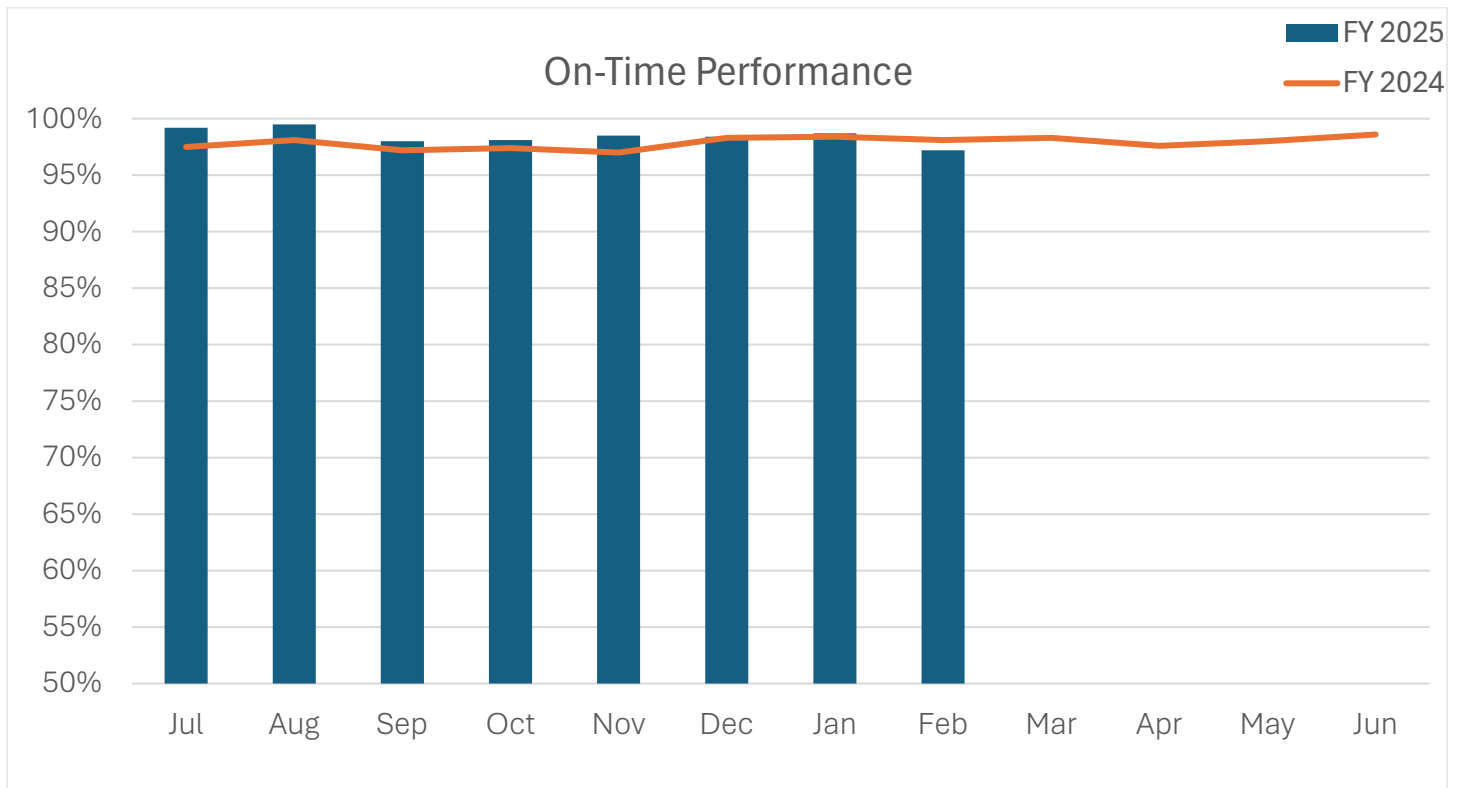
Fixed-Route





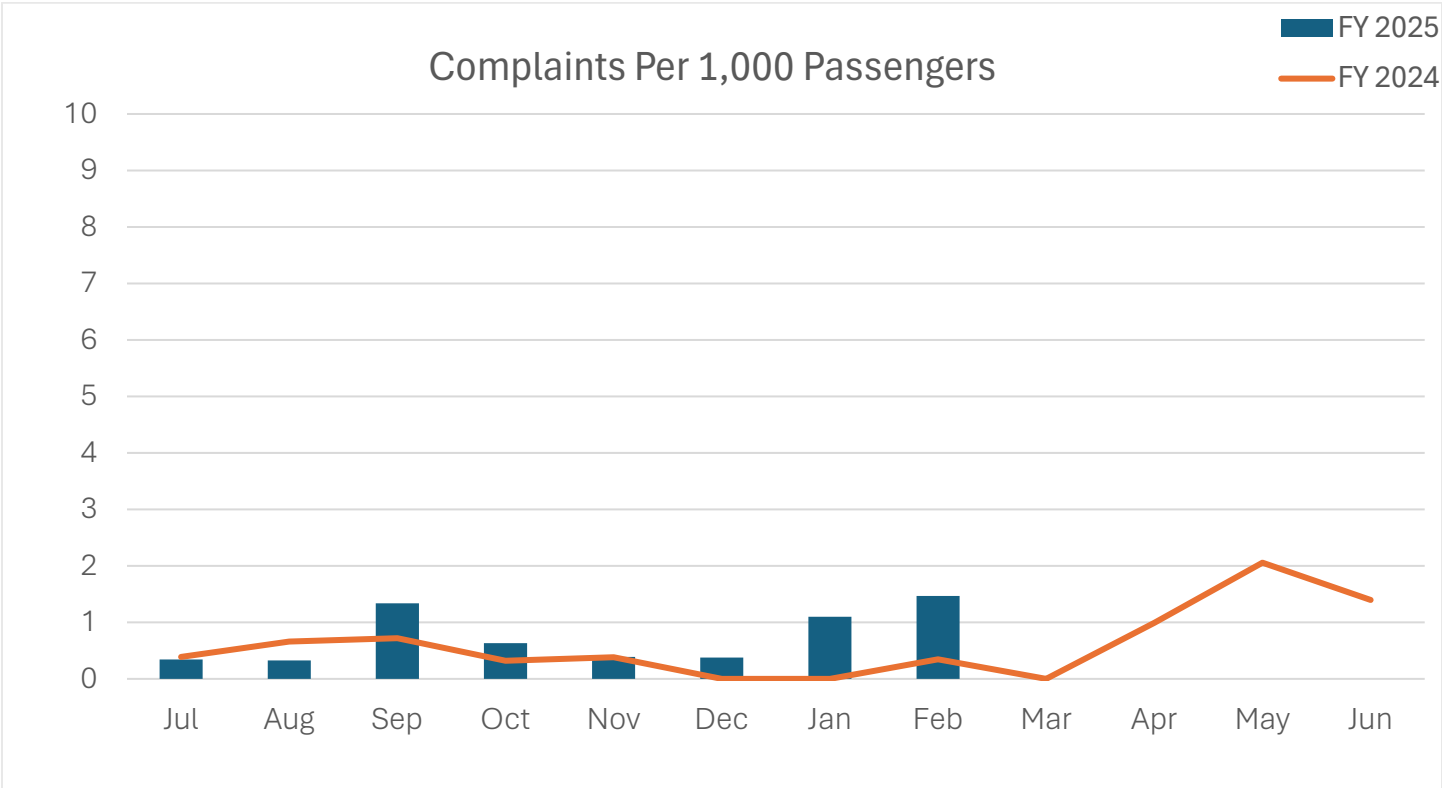
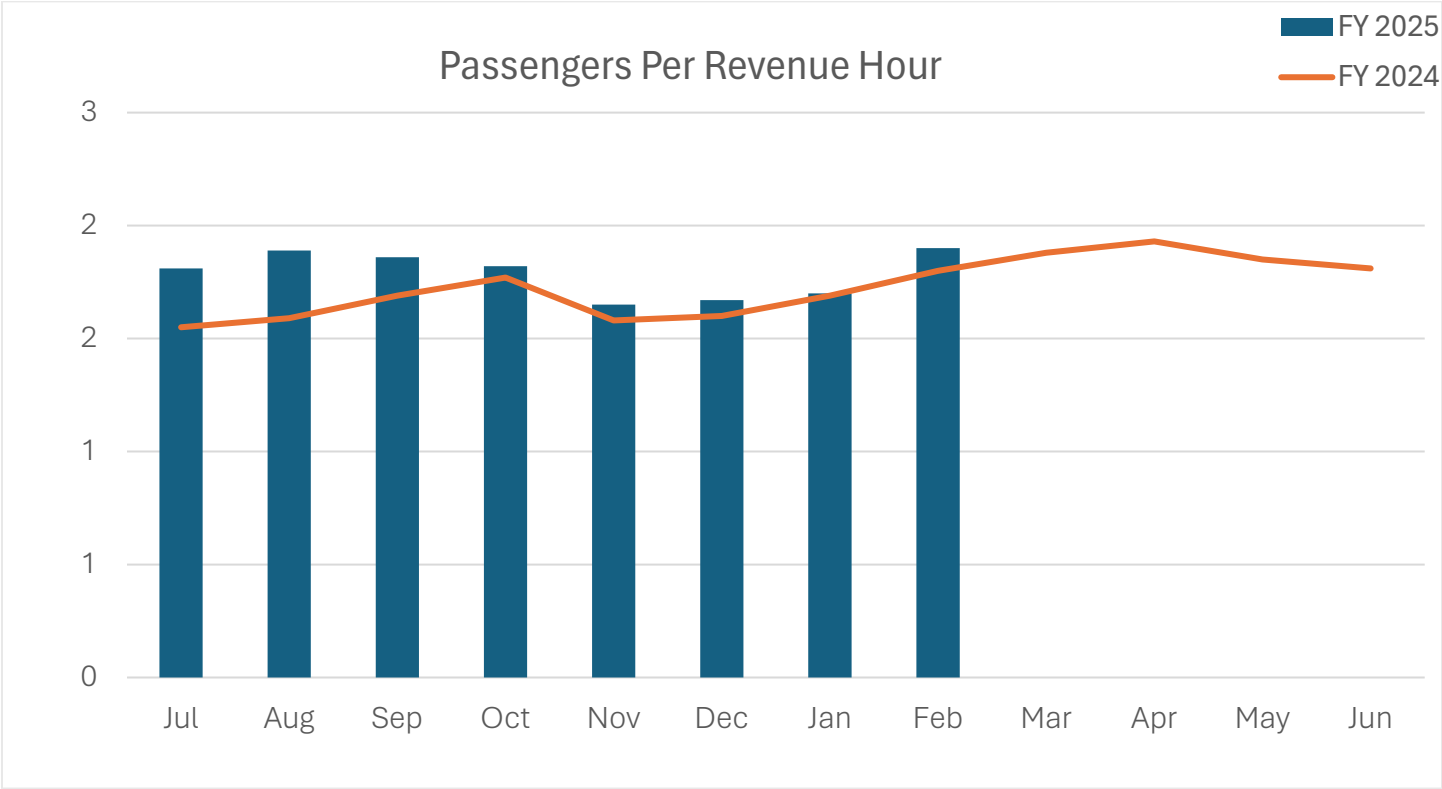
Paratransit

Performance Indicator	Feb-24	Feb-25	MoM % Change		YoY % Change	
On-Time Performance	98.1%	97.2%	-1.5%	↓	-0.9%	—
Passengers Per Revenue Hour	1.8	1.9000	11.8%	↑	5.6%	↑
Valid Complaints Per 1,000 Passengers	0.35	1.47	33.7%	↑	326%	↑
Phone Holds (% of calls answered within 60 seconds)	87.2%	64.4%	-13.2%	↓	-26.2%	↓
Preventable Accidents Per 25,000 Miles	1.2	0.0	0.0%	—	∞	↓
Dial-A-Ride Cost Per Trip	\$55.97	\$54.35	-5.5%	↓	-2.9%	↓
Dial-A-Ride Ridership	2,897	2,723	-0.3%		-6.0%	
One Seat Ride Ridership	224	258	-18.6%		15%	



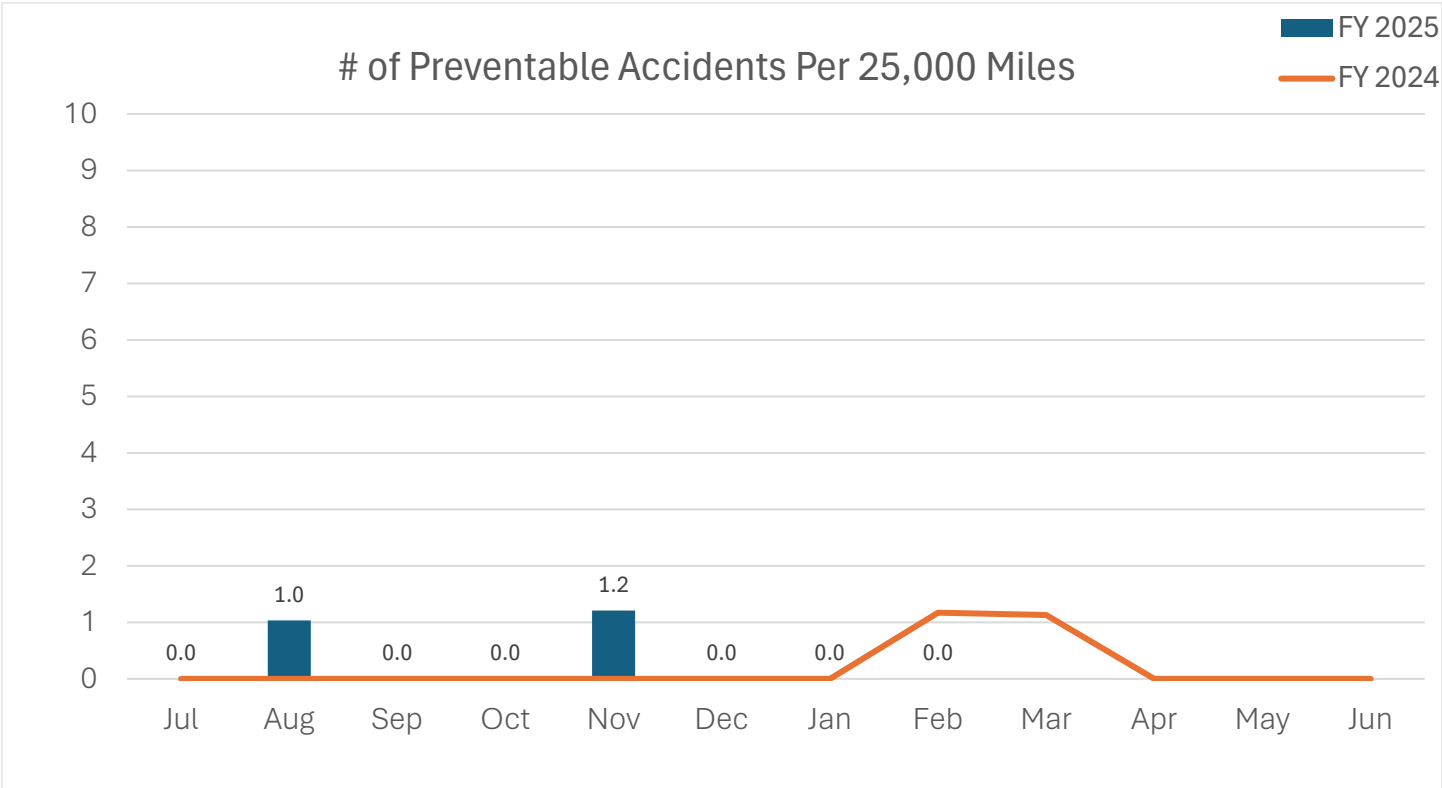
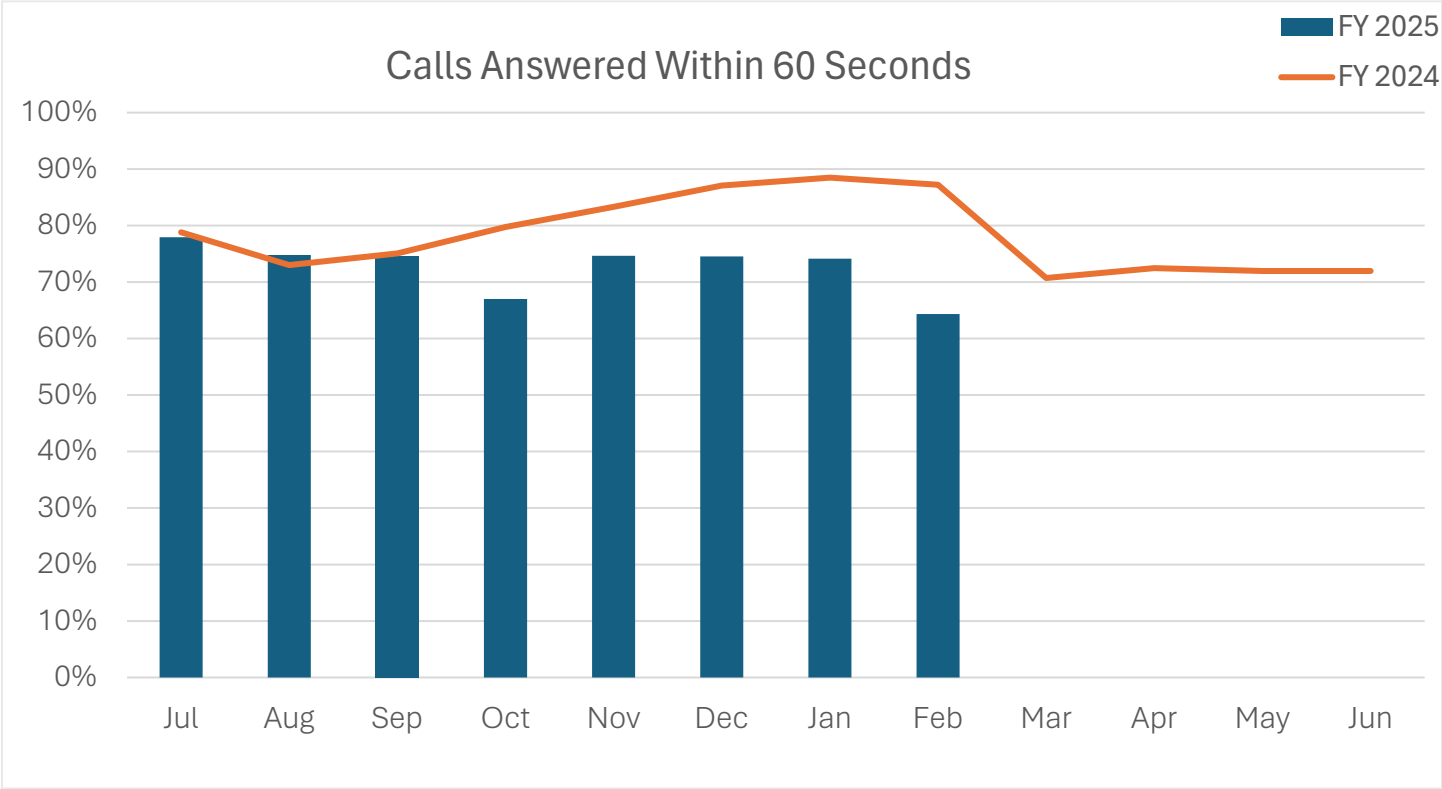


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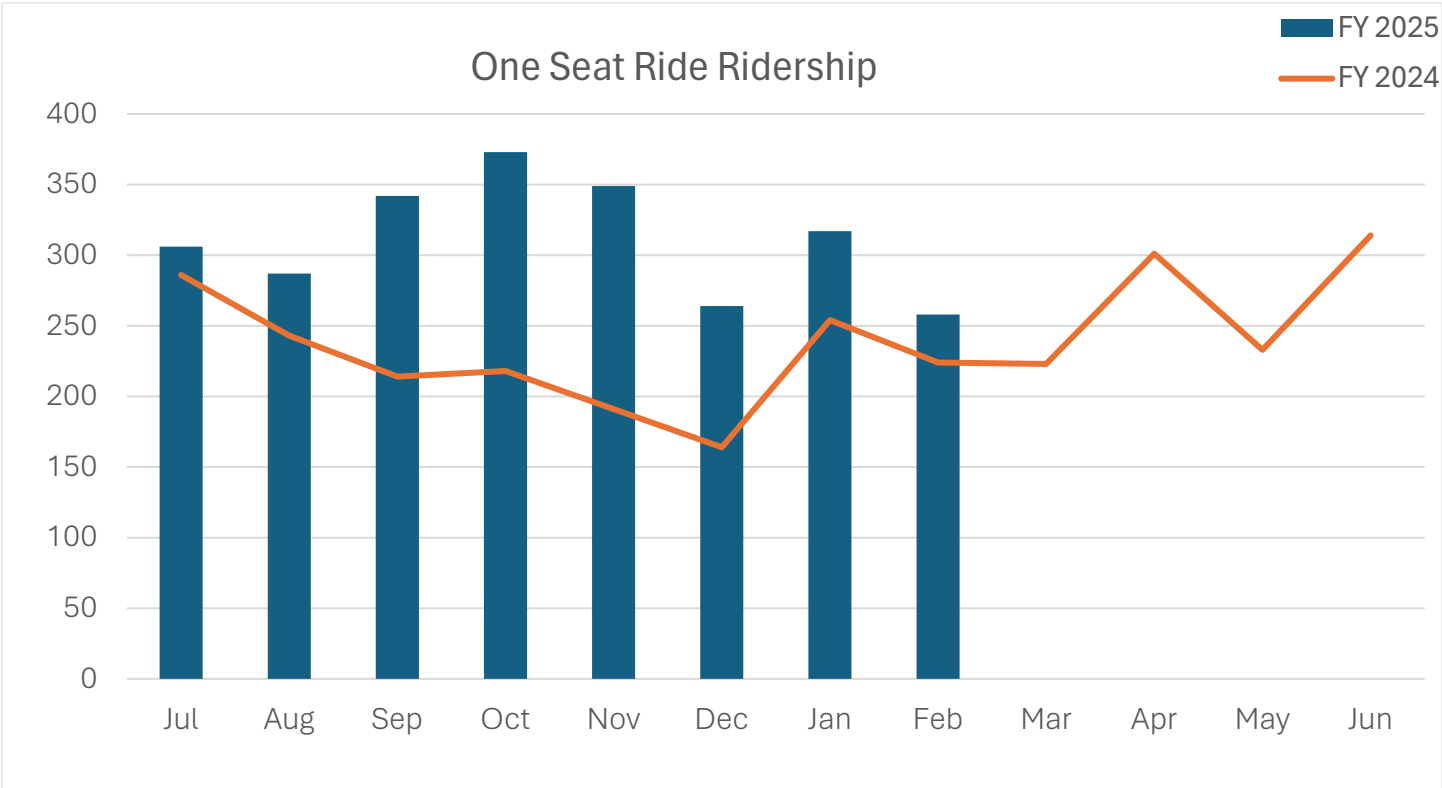
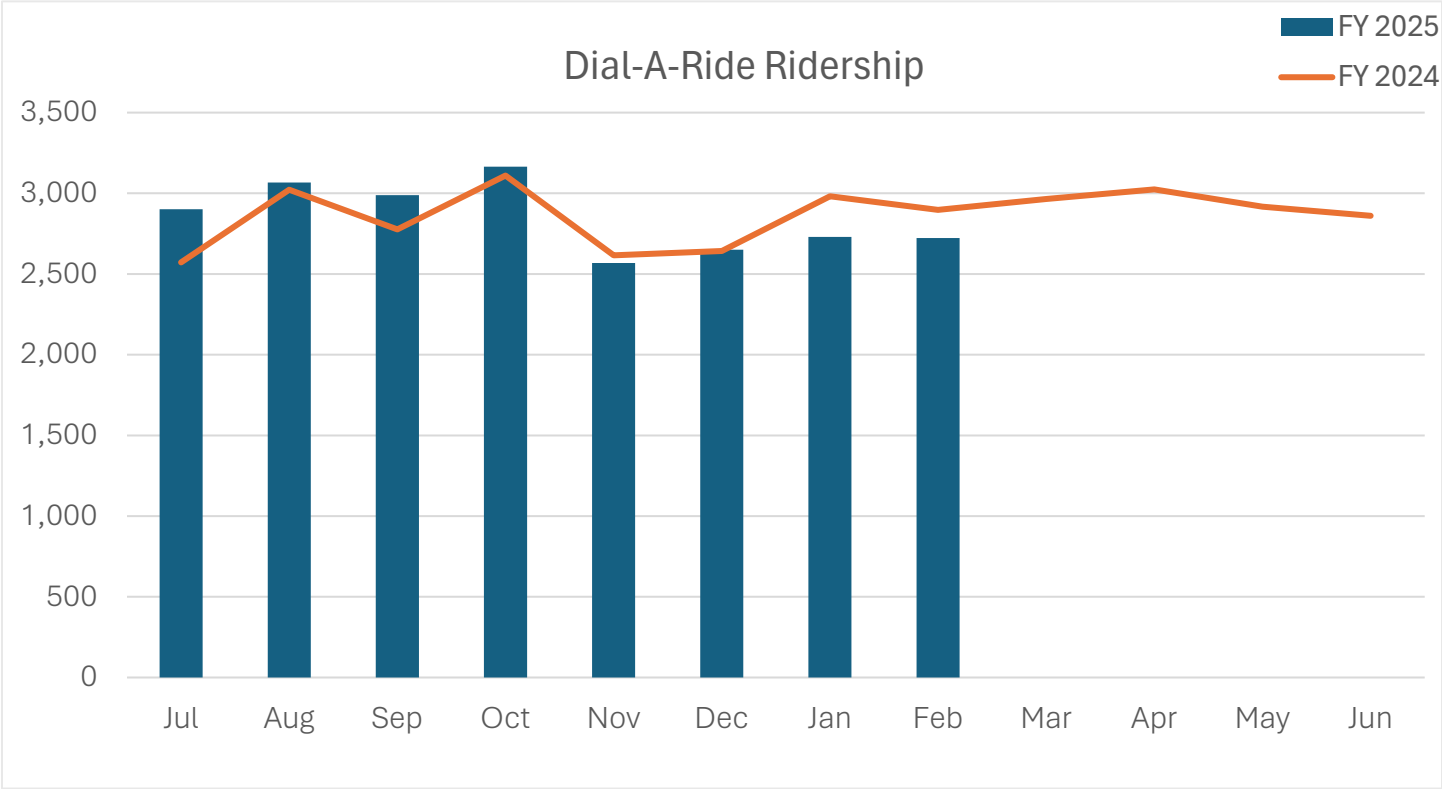
Paratransit







Paratransit





Go Tri-Valley

Performance Indicator	Feb-24	Feb-25	Year Over Year % Change
Total Ridership	4,517	3,933	-13%
Average Subsidy	\$4.79	\$4.44	-7%

