

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

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

**COMMITTEE MEMBERS**

**JERRY PENTIN – CHAIR**                      **DON BIDDLE**  
**LAUREEN TURNER - VICE CHAIR**

**DATE:**            Tuesday, June 28, 2016  
**PLACE:**         Diana Lauterbach Room LAVTA Offices  
                      1362 Rutan Court, Suite 100, Livermore  
**TIME:**           4:00 p.m.

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**MINUTES**

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

Committee Chair Jerry Pentin called the meeting to order at 4:02 pm.

**2. Roll Call of Members**

**Members Present**

Jerry Pentin, Councilmember, City of Pleasanton  
Don Biddle, Councilmember, City of Dublin  
Laureen Turner, Councilmember, City of Livermore

**3. Meeting Open to Public**

No comments.

**4. Minutes of the May 24, 2016 Meeting of the F&A Committee**

Approved: Biddle/Pentin  
Aye: Biddle, Pentin  
No: None  
Abstain: None  
Absent: Turner

## **5. 2016 Audit of LAVTA's Financial Statements**

Council Member Turner arrived at 4:07 p.m. Mr. David Alvey of Maze and Associates presented and discussed the communication with the Committee regarding the Statement on Auditing Standards (SAS) No. 114 which requires the auditor to communicate with those charged with governance, including:

An overview of the planned scope and timing of the audit.  
Representations the auditor is requesting from management.  
Additional guidance on the forms and timing of communication.  
An evaluation of the adequacy of the two-way communication.

This item was information only.

## **6. Treasurer's Report for May 2016**

The Finance and Administration Committee recommended submitting the May 2016 Treasurer's Report to the Board for approval.

Approved: Turner/Biddle  
Aye: Biddle, Pentin, Turner  
No: None  
Abstain: None  
Absent: None

## **7. Resolution of the LAVTA Board of Directors Delegating Authority to Execute the Master Agreement and Program Supplements with the State of California Department of Transportation**

The Finance and Administration recommended forwarding Resolution 17-2016 to the Board for approval.

Approved: Biddle/Turner  
Aye: Biddle, Pentin, Turner  
No: None  
Abstain: None  
Absent: None

## **8. Contract Award for LAVTA Adaptive Signal Control Technology Services**

The Finance & Administration Committee recommends the Board of Directors approve Resolution 25-2016 and award the contract to Western Pacific Signal, LLC to provide Adaptive Signal Control Technology Services.

Approved: Biddle/Turner  
Aye: Biddle, Pentin, Turner  
No: None  
Abstain: None  
Absent: None

## **9. Management Action Plan**

Michael Tree advised the Committee of three items. First is that it is likely that a position of Director of Rail, reporting to the LAVTA Executive Director, will be established to support the Regional Rail Advisory Group. Second, the LAVTA is in the process of hiring two consultant marketing positions to ensure the critical marketing tasks are executed timely. The last item was reviewing the discussion on how merit increases for staff is to be handled this year. LAVTA does not provide for step-in-grade for any of the staff positions, and any increases to individual salaries are based on performance. This year, cost of living increase was marked at 3%, so any performances rated as “meets” would earn a 3% increase. A rating of “exceeds” or “clearly outstanding” would result in an increase of 4% and 5% respectively. Michael Tree explained that this recommendation is comparable with cost of living and merit increases planned at LAVTA’s member agencies. The Committee agreed that this was their understanding and in accordance with the Board adopted budget for FY17. This item was information only

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

### **11. Matters Initiated by Committee Members**

None.

### **12. Next Meeting Date is Scheduled for: July 26, 2016**

Staff advised the Committee that this meeting may be cancelled depending on whether there are any items for Committee consideration.

### **13. Adjourn**

Meeting adjourned at 4:37 pm.