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 DON BIDDLE – CHAIR LAUREEN TURNER – VICE CHAIR

- **DATE**: Tuesday, October 25, 2016
- PLACE: Diana Lauterbach Room LAVTA Offices 1362 Rutan Court, Suite 100, Livermore

TIME: 4:00 p.m.

MINUTES

1. Call to Order and Pledge of Allegiance

Committee Chair Don Biddle called the meeting to order at 4:00 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

None.

4. Minutes of the August 23, 2016 Meeting of the F&A Committee

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

5. Treasurer's Report for August 2016 and September 2016

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

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

6. Fiscal Year 2016 Comprehensive Annual Financial Report (CAFR)

David Alvey of Maze and Associates highlighted select pages of the FY2016 Draft Comprehensive Annual Financial Report (CAFR) noting that there were no findings. The Finance and Administration Committee forwarded the Comprehensive Annual Financial Report (CAFR) for review and acceptance to the Board of Directors, prior to submitting the CAFR to the Government Financial Officers Association (GFOA) for award.

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

7. Rescind and Award a Contract for the LAVTA Rutan Maintenance Area Resurfacing Project

The Finance and Administration Committee forward a recommendation to the Board of Directors approve rescind the contract award to DECS.

The Finance and Administration Committee forward a recommendation to the Board of Directors to approve Resolution 35-2016: (1) award a contract to Raider Painting, the lowest responsive and responsible bidder for the LAVTA Rutan Maintenance Area Resurfacing Project #2015-14, for a total contract award of \$194,950.00; (2) authorize the Executive Director to sign the contract and issue an NTP to Raider Painting; and (3) approve a 10% project contingency of \$19,495.00 to be used at the discretion of the Executive Director. Resolution 35-2016.

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

8. Contract Award for LAVTA On-Call Engineering Consulting Services

The Finance and Administration Committee forward a recommendation to the Board of Directors to approve Resolution 37-2016 to authorize the Executive Director to execute three-year contracts with two one-year options with Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated for on-call engineering services. Task orders will be awarded based on the most qualified firm for each scope or work.

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

9. Preview of Upcoming F&A Committee Agenda Items

10. Matters Initiated by Committee Members

No comments.

11. Next Meeting Date is Scheduled for: November 22, 2016

12. Adjourn

Meeting adjourned at 4:24 pm.