FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE WHOLE

COMMITTEE MEMBERS

JERRY PENTIN – CHAIR  DON BIDDLE
LAUREEN TURNER - VICE CHAIR

DATE: Tuesday, September 22, 2015
PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order
   Director Don Biddle called the meeting to order at 4:00 pm.

   Members Present
   Don Biddle, Councilmember, City of Dublin
   Karla Brown, Vice Mayor, City of Pleasanton
   Steven Spedowfski – Councilmember, City of Livermore

   Members Absent
   Jerry Pentin, Councilmember, City of Pleasanton
   Laureen Turner – Vice Mayor, City of Livermore

2. Meeting Open to Public
   No comments

3. Minutes of the August 25, 2015 Meeting of the F&A Committee
   Approved: Brown/Biddle
   Aye: Biddle, Brown
   No: None
   Abstain: Spedowfski
   Absent: Pentin, Turner
4. 2015 Audit of LAVTA’s Financial Statements

Staff introduced Ms. Vikki Rodriguez of Maze and Associates, accountancy firm, who met the requirement of the Statement on Auditing Standards (SAS) No. 114, by communicating with the Committee:

- 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 is an information item for review and discussion.

5. Treasurer’s reports for August 2015

Based on the fact that one of LAVTA’s contractors had not submitted their invoice timely, the Treasurer’s Report presented to the Committee was preliminary. Understanding that by the time the Report would be presented to the Board the invoice would be included, the Finance & Administration Committee recommended submitting the August 2015 Treasurer’s Report to the Board for approval.

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

6. Preview of Upcoming F&A Committee Agenda Items

7. Matters Initiated by Committee Members

No comments.

8. Next Meeting Date is Scheduled for: October 27, 2015

9. Adjourn

Meeting adjourned at 4:16 pm.