

STAFF REPORT

SUBJECT: Establishing Standing Committees and Memberships

FROM: Michael Tree, Executive Director

DATE: July 11, 2016

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**Action Requested**

Review and adopt standing committees, memberships, and officers to conduct LAVTA's official business.

**Background**

Each new fiscal year the Board elects a new Chair and Vice Chair, per its By-Laws, and then proceeds to adopting Committee assignments, including selecting the Committees' Chairs and Vice Chairs. At its June Board meeting, the LAVTA Board elected its officers for FY17, so it is now time to adopt Committee membership and leadership assignments.

**Discussion**

Boardmembers have expressed their preferences for committee memberships and during the discussion will indicate their willingness to serve as committee chair or vice-chair. Recommendations are shown on the attached Resolution and should be confirmed.

These recommendations follow the Board's policy with respect to the appointment of Committee Chairs. The adopted policy is that the Chairs of the two standing committees be filled by the two jurisdictions who are not serving as Chair and Vice Chair of the Board. In this case, since Boardmember Spedowski and Boardmember Brown are the new Chair and Vice Chair respectively, then the two committee chairs should be filled by the County and Dublin.

**Next Steps**

Upon Board approval, the new committee assignments will commence immediately.

**Recommendation**

Staff recommends the Board confirm and approve Resolution 28-2016, establishing standing committees, memberships, and officers.

Attachments:

1. Resolution 28-2016

Submitted: \_\_\_\_\_

**RESOLUTION NO. 28-2016**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE  
AMADOR VALLEY TRANSIT AUTHORITY ADOPTING COMMITTEE  
ASSIGNMENTS FOR FY17**

**WHEREAS**, the Board of Directors of the Livermore Amador Valley Transit Authority (LAVTA) has adopted By-Laws which specify how the Board will conduct its business; and

**WHEREAS**, the By-Laws state that the Board shall establish standing and special ad hoc committees as it deems necessary; and

**WHEREAS**, the By-Laws further state that the Chair shall appoint the members and the Chairs of committees subject to Board approval; and

**WHEREAS**, the Board has selected Steven Spedowski (Livermore) to be Chair and Karla Brown (Pleasanton) to be Vice Chair for FY17; and

**WHEREAS**, the Board approved a two-committee structure at its July 2010 Board meeting, and the Chair has considered the committee assignments of the members of the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY:**

1. The standing committees of the Board shall be:
  - a. Finance and Administration Committee
  - b. Projects and Services Committee
2. The chairs of the two standing committees should be filled by the jurisdictions who are not serving as Chair and Vice Chair of the Board.
3. The Finance and Administration Committee shall be comprised of:
  - a. Don Biddle (Dublin), Chair
  - b. Lauren Turner (Livermore), Vice Chair
  - c. Jerry Pentin (Pleasanton)
4. The Projects and Services Committee shall be comprised of:
  - a. Scott Haggerty (Alameda County), Chair
  - b. David Haubert (Dublin), Vice Chair
  - c. Steve Spedowski (Livermore)
  - d. Karla Brown (Pleasanton)
5. The Finance and Administration Committee shall meet on the fourth Tuesday of each month at 4:00 pm.
6. The Projects and Services Committee shall meet on the fourth Monday of each month at 4:00 pm.

7. To allow full participation by Board Members on the two standing committees, one or both Committees may have four members, which constitute a quorum of the Board. As a result, a Committee which has four members shall also be noticed as a "Committee of the Whole." In the event that a quorum of Board members is present, the Committees will automatically convert into a Committee of the Whole. Likewise, if there is no longer a quorum of the Committee of the Whole, then the Committee of the Whole will automatically convert back into the regular committee. The Chair of the Committee will also serve as Chair of the Committee of the Whole.

The agendas for each meeting of the Committee of four shall include the following footnote:

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

PASSED AND ADOPTED this 11th day of July, 2016.

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Steven Spedowfski, Chair

ATTEST:

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Michael Tree, Executive Director