

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
BOB COOMBER

DON BIDDLE – CHAIR

DATE: Tuesday, February 28, 2017
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

Karla Brown, Councilmember, City of Pleasanton
Don Biddle, Vice Mayor, City of Dublin
Bob Coomber, Councilmember, City of Livermore

Members Absent

Jerry Pentin, Vice Mayor, City of Pleasanton

3. Meeting Open to Public

Robert S. Allen

Robert Allen addressed the Finance & Administration Committee regarding ABLE commute. Mr. Allen provided the Committee an email and proposed bus route. The BART Board on February 9th deferred enlarging the parking structure in Dublin, due to considering lower cost alternatives. He is urging LAVTA to support ABLE Commute - an express M-F route connecting the LAVTA's Administration building, Airway Park-and-Ride, and Livermore Airport with every BART train from early AM through the evening commute hour. Mr. Allen sent his request to LAVTA's Executive Director Michael Tree and Alameda County Transportation Commission.

4. Minutes of the January 24, 2017 Meeting of the F&A Committee

Approved: Coomber/Biddle

Aye: Biddle, Coomber

No: None

Abstain: Brown

Absent: Pentin

5. Election of Vice Chair

Chair Don Biddle nominated Bob Coomber to be Vice Chair of the Finance & Administration Committee. The Finance & Administration Committee unanimously approved Councilmember Bob Coomber as Vice-Chair.

Approved: Biddle/Brown

Aye: Biddle, Coomber, Brown

No: None

Abstain: None

Absent: Pentin

6. Treasurer's Report for January 2017

The Finance and Administration Committee recommended submitting the January 2017 Treasurer's Report to the Board for approval.

Approved: Brown/Coomber

Aye: Biddle, Coomber, Brown

No: None

Abstain: None

Absent: Pentin

7. Mid-Year Budget Update

Staff provided a mid-year budget projection update that is focused on additional revenues received from grants approved for FY17 after the budget was completed, and updates on current tax based revenue amounts. LAVTA's reserve balance from the original number reported with the budget can be primarily attributed to the increase in the amount due to the Local Transportation Fund (LTF) (over the original projections). Last year LAVTA was over budget on revenues and under budget on expenses and that is why LAVTA has additional money in reserves. The goal was to report on additional grants received last year, but LAVTA has not received any this year due to funding cycles. Reserves are 6.5 million more than projected last year.

Councilmember Karla Brown wanted Michael Tree to comment on how the Rapid funds not being released, due to low ridership and the report received yesterday with ridership down 6% will impact LAVTA's funding. Executive Director Michael Tree stated that LAVTA has not converted ridership numbers to Fare box revenue. Michael Tree stated that the Easy Pass for Las Positas College had no cost to the students and was a strategic program to increase ridership. In the long term LAVTA would figure out funding with the college. Michael Tree stated that our low ridership will be temporary. He also explained that they anticipated this and that there will be no surprises on their financial reports.

This was an information only item.

8. Resolutions in Support of Application for FY 16-17 funding through the State Low Carbon Transit Operations Program (LCTOP)

The Finance & Administration Committee forwarded a recommendation to the Board of Directors to approve Resolution 14-2017 and Resolution 15-2017 in support of an allocation request to Caltrans for the Low Carbon Transit Operations Program (LCTOP). The Board resolutions attached will enable staff to apply for LCTOP funding to continue the Las Positas College Easy Pass Program.

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

9. Contract Award for LAVTA Financial Auditing Services

The Finance & Administration Committee forwarded a recommendation to the Board of Directors to approve entering into an agreement with Maze and Associates for the provision of financial auditing services including the comprehensive annual financial audit, for a three-year period in the amount of \$87,455 plus a 10% contingency of \$8,745, and authorize the Executive Director to execute the agreement in a form approved by LAVTA's legal counsel. Resolution 13-2017.

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

10. Contract Award for LAVTA Rutan Parking Area Resurfacing

The Finance & Administration Committee forwarded a recommendation to the Board of Directors to: (1) award a contract to Silicon Valley Paving, Inc., the lowest responsive and responsible bidder for the LAVTA Rutan Parking Area Resurfacing #2016-17, for a total contract award of \$110,218.00; (2) authorize the Executive Director to sign the contract and issue an NTP to Silicon Valley Paving; and (3) approve a 10% project contingency of \$11,021.80 to be used at the discretion of the Executive Director. Resolution 04-2017.

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

11. Preview of Upcoming F&A Committee Agenda Items

12. Matters Initiated by Committee Members

Councilmember Karla Brown requested that all Board of Director members establish an alternate when unable to attend meetings, so that LAVTA does not have an issue with a quorum for future meetings. Staff stated that each city establishes alternates for the Board of Director and Committee meetings.

13. Next Meeting Date is Scheduled for: March 28, 2017

14. Adjourn

Meeting adjourned at 4:40pm.