

**MINUTES OF THE OCTOBER 24, 2017**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

Committee Chair Bob Coomber called the meeting to order at 4:00pm.

**2. Roll Call of Members**

**Members Present**

Jerry Pentin, Vice Mayor, City of Pleasanton

Bob Coomber, Councilmember, City of Livermore

**Members Absent**

Don Biddle, Vice Mayor, City of Dublin

**3. Meeting Open to Public**

No Comments.

**4. Minutes of the September 26, 2017 Meeting of the F&A Committee**

Approved: Pentin/Coomber

Aye: Coomber, Pentin

No: None

Abstain: None

Absent: Biddle

**5. Treasurer's Report for September 2017**

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

Approved: Pentin/Coomber

Aye: Coomber, Pentin

No: None

Abstain: None

Absent: Biddle

## **6. Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR)**

David Alvey of Maze and Associates highlighted select pages of the FY2017 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: Pentin/Coomber

Aye: Coomber, Pentin

No: None

Abstain: None

Absent: Biddle

## **7. MOU with Central Contra Costa Transit Authority**

Staff provided the revised Memorandum of Understanding (MOU) with Central Contra Costa Transit Authority (CCCTA) to the Finance and Administration Committee. The Board directed staff to clarify that County Connection's contribution to the Shared Autonomous Vehicle (SAV) project (project management) was in-kind, and was not tied to funding that the Contra Costa Transportation Authority (CCTA) is receiving for their SAV/GoMentum project. Board members also requested a subcommittee be formed among the LAVTA and County Connection Boards to oversee the project. LAVTA confirmed that funding was not tied to funding CCTA receives for their SAV project. Rashidi Barnes is funded through CCCTA. Staff also discussed creating a steering committee comprised of two Board members from the respective governing bodies to oversee and provide guidance on the SAV project.

Vice Mayor Pentin stated that he sees the steering committee in the MOU and wanted to know if it should be codified in the Resolution. Staff responded that we will make sure the MOU and Resolution match.

The Finance and Administration Committee forwarded a recommendation to the Board of Directors to approve the MOU with Central Contra Costa Transit Authority and Resolution 33-2017.

Approved: Coomber/Pentin

Aye: Coomber, Pentin

No: None

Abstain: None

Absent: Biddle

## **8. Contract Award for Bus Shelter Demolition and Movement Project #2017-17**

Staff provided the Contract Award for Bus Demolition and Movement Project #2017-17 to the Finance and Administration Committee. On September 11, 2017 LAVTA's Board of Directors rejected all bids for LAVTA Bus Shelter Demolition and Movement Project 2017-16 for being in excess of the budget available to implement the project and directed staff to re-scope the project and release a new solicitation for bids. On September 12, 2017, LAVTA released an Invitation for Bid (IFB) for qualified contractors to bid on the revised project plans and specifications developed by LAVTA's project engineer for the LAVTA Bus Shelter Demolition and Movement Project 2017-17. LAVTA received four proposals in accordance with the requirements established in the IFB. FBD Vanguard Construction, Inc. submitted the lowest bid and was found to be responsive and responsible by legal counsel and staff.

The Finance and Administration Committee forwarded a recommendation to the Board of Directors to: (1) award a contract to FBD Vanguard Construction, Inc., the lowest responsive and responsible bidder for the LAVTA Bus Shelter Demolition and Movement Project #2017-17, for a total contract award of \$416,174.00; (2) authorize the Executive Director to sign the contract and issue an NTP to FBD Vanguard Construction, Inc.; and (3) approve a 10% project contingency of \$41,617.40 to be used at the discretion of the Executive Director. Resolution 34-2017

Approved: Pentin/Coomber

Aye: Coomber, Pentin

No: None

Abstain: None

Absent: Biddle

## **9. Pleasanton Bus Rapid Transit Corridor Enhancement Project On-Call Task Order for Project Design and Engineering**

The Finance and Administration Committee forwarded a recommendation to the Board of Directors to approve Resolution 35-2017 to execute a task order contract with LAVTA's on-call contractor Kimley Horn and Associates, Inc., for a not-to-exceed amount of \$175,000 with a contingency amount of \$17,500 (10%) to be utilized at the discretion of the Executive Director.

Approved: Pentin/Coomber

Aye: Coomber, Pentin

No: None

Abstain: None

Absent: Biddle

## **10. Legislative Update**

Staff provided the Finance and Administration Committee a legislative update of recent federal and state legislative activities of interest to LAVTA. Six state bills either sponsored or supported by LAVTA have been signed by the Governor; most are set to be enacted beginning January 1, 2018. In the coming months staff will look back at the 2017 Legislative Program and review accomplishments and what is left to complete. This will guide LAVTA's draft 2018 Legislative Program. The draft 2018 Legislative Program will be brought to the Board early next year.

Vice Mayor Jerry Pentin asked if staff has an update on SB 1 and LAVTA's MTC meeting. Staff responded that LAVTA met with MTC and CMA's on September 28, 2017 and no one from Alameda County Transportation Commission attended, but LAVTA was able to express some of our reservations to MTC staff. MTC staff did express willingness to find some way to keep LAVTA whole as far as the distribution of population-based State Transit Assistance funds are concerned. There was a formal meeting of Bay Area Partnership Board on October 20, 2017 and LAVTA staff attended. That meeting was a lively conversation with all the Transit Operators and CMAs in the region with many different opinions and no consensus emerged. Given the lack of consensus, MTC staff committed to delaying bringing proposals out before their commission until December at the earliest. This will give time for LAVTA staff to engage in discussions with ACTC staff about how a county-based STA program might work. Vice Mayor Jerry Pentin stated that it would be very disappointing if the outcome of SB 1 is to just keep LAVTA whole, considering the impact at the gas pump will be on all of our constituents in the Tri-Valley region. Staff clarified that part of keeping LAVTA whole is ensuring we receive a fair share of the increment to be received and LAVTA has been communicating this to MTC and ACTC staff. Vice Mayor Jerry Pentin informed LAVTA that if he needs to reach out to his representatives regarding this issue he will, but LAVTA needs to request assistance.

This was informational only.

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

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

None.

## **13. Next Meeting Date is Scheduled for: November 28, 2017**

## **14. Adjourn**

Meeting adjourned at 4:38pm.