

MINUTES OF THE MAY 29, 2018
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

Bob Coomber, Councilmember, City of Livermore
Jerry Pentin, Councilmember, City of Pleasanton
Janine Thalblum, Councilmember, City of Dublin

3. Meeting Open to Public

No Comments.

4. Minutes of the April 24, 2018 Meeting of the F&A Committee

Approved: Pentin/Thalblum
Aye: Pentin, Coomber, Thalblum
No: None
Abstain: None
Absent: None

5. Treasurer's Report for April 2018

The Finance and Administration Committee recommended submitting the attached April 2018 Treasurer's Report to the Board for approval.

Approved: Pentin/Thalblum
Aye: Pentin, Coomber, Thalblum
No: None
Abstain: None
Absent: None

6. LAVTA's Operating & Capital Budget for FY 2019

Staff presented to the Finance and Administration Committee the final Operating and Capital Budget for FY 2019. Staff highlighted that the budget is balanced without the need to drawdown from the LAVTA reserve funds. The total operating budget is \$20,573,995, which reflects an overall increase of 12.02% from FY 2018. The fixed route budget is an increase of 8.6% and that is attributed to the increase in fuel and new fixed route operating contract. Paratransit increased 4.4%, due to the MTM contract and a new paratransit booklet. The SAV/Go Dublin and Rail Authority are also included in LAVTA's budget. If LAVTA continues to oversee the Rail Authority a separate budget may be prepared next year. Councilmember Jerry Pentin requested that LAVTA show the percent increase in the budget each year. Most of the Capital Budget increases were anticipated and planned for. The Finance and Administration Committee forwards the final Operating and Capital Budget

for FY 2019 to the Board for approval. Resolution 15-2018.

Approved: Thalblum/Pentin
Aye: Pentin, Coomber, Thalblum
No: None
Abstain: None
Absent: None

7. Approval of Resolution Authorizing an Application for Lifeline Transportation Program Cycle 5 Funding

The Finance and Administration Committee recommends forwarding Resolution 16-2018 to the Board for approval, in support of a funding request to MTC for the Cycle 5 Lifeline Transportation Program for continued operations of Wheels Route 14 serving North Livermore.

Approved: Pentin/Thalblum
Aye: Pentin, Coomber, Thalblum
No: None
Abstain: None
Absent: None

8. Rescind Contract Previously Awarded and Reject Sole Bid Received for LAVTA Rutan Maintenance Area Resurfacing Project #2018-06

Staff presented to the Finance and Administration Committee the rescind contract previously awarded and reject sole bid received for LAVTA Rutan Maintenance Area Resurfacing Project # 2018-06. This project is to resurface the maintenance area floor, due to tripping hazards, grease stains, etc. There have been many challenges in the procurement process for this Invitation for Bid (IFB). In November 2016, Raider Painting was unable to perform the work as it was defined under the contract for the price they quoted and did not execute the contract. LAVTA advertised the project one last time to solicit competitive bids, but this project did not attract interest from successful vendors. On the advice from LAVTA's Legal Counsel we feel we satisfied requirements under our procurement policy and under federal and state requirements for full and open competition to negotiate on the open market.

The Finance and Administration Committee recommends forwarding a recommendation to the Board of Directors to reject the sole bid received in response to IFB #2018-06 for the LAVTA Rutan Maintenance Floor Resurfacing Project as non-responsive, rescinding the contract previously awarded to Raider Painting in November 2016 for an amount not to exceed \$194,950 that was not executed by Raider Painting, and directing staff to initiate an open-market procurement for the project in accordance with LAVTA's Procurement Policy (Resolution 19-2006). Resolution 17-2018.

Approved: Pentin/Thalblum
Aye: Pentin, Coomber, Thalblum
No: None
Abstain: None
Absent: None

9. Review of LAVTA's Organizational Structure

Executive Director Michael Tree provided the Finance and Administration Committee a Review of LAVTA's Organizational Structure. Executive Director Michael Tree observed areas in the agency there is a need for assistance. Executive Director Michael Tree handed out a list of LAVTA's current organizational chart, projects and contracts for review. Over the last year Executive Director Michael Tree has observed with the bus system redesign and ridership numbers increasing it is apparent the rider is evolving and LAVTA is starting to attract a different type of customer. A "choice" rider that has other transportation options is important for LAVTA to retain and they tend to be discerning customers that are quicker to voice concerns. LAVTA's Customer Service Department is seeing an increase in demand handling these type of phone calls and being able to respond to customers. This has created a burden on the Director of Finance and her department, which currently oversees Customer Service. This is also the key department that must insure procurements are properly done and that LAVTA is ready for financial audits or triennial audits. Executive Director Michael Tree stated that he sees a struggle in this Department moving towards the triennial audit and it is not anyone's lack of work ethic, but an increase in workload. Executive Director Michael Tree stated that another issue that stands out is managing LAVTA's contracts (MV Transportation, MTM, and SAV) that have significant oversight and procedures with check lists staff should be going through on a regular basis. Executive Director Michael Tree recommended creating a Manager of Customer Service and Contract Oversight position that would report directly to the Executive Director. The budget that was presented at this meeting includes the Manager of Customer Service and Contract Oversight position, so we would take it out of the budget that is going forward. There may be some additional organizational changes, based on who LAVTA interviewed for Director of Planning last week. A discussion ensued with the Finance and Administration Committee and staff regarding their thoughts and suggestions.

This was informational only.

10. Preview of Upcoming F&A Committee Agenda Items

11. Matters Initiated by Committee Members

None.

12. Next Meeting Date is Scheduled for: June 26, 2018

13. Adjourn

Meeting adjourned at 4:44pm.