

**MINUTES OF THE MAY 28, 2019**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

Committee Chair Jerry Pentin called the meeting to order at 3:04pm.

**2. Roll Call of Members**

**Members Present**

Bob Coomber, City of Livermore

Jerry Pentin, City of Pleasanton

Melissa Hernandez, City of Dublin (arrived at 3:07pm)

**3. Meeting Open to Public**

Robert S. Allen

Robert Allen requested LAVTA to get the Airway BART Park-and-Ride extended. It would be about \$3 million to expand to 500 spaces. Robert Allen also stated that LAVTA or Valley Link should get local ownership, so LAVTA can have an interim bus between the Airway Park-and-Ride and BART.

**4. Minutes of the February 26, 2019 and April 23, 2019 Meeting of the F&A Committee**

Approved: Coomber/Pentin

Aye: Pentin, Coomber

No: None

Abstain: None

Absent: Hernandez

After the Minutes of the February 26, 2019 and April 23, 2019 Meeting of the F&A Committee, Agenda Item 7 was moved up on the agenda for the convenience of the group in managing the balance of the meeting.

**7. 2019 Audit of LAVTA's Financial Statements**

[Melissa Hernandez, from City of Dublin, arrived during the 2019 Audit of LAVTA's Financial Statements.]

Staff introduced Mr. David Alvey of Maze and Associates, accountancy firm, who spoke to the Committee meeting about the requirement based on the Statement of Auditing Standards (SAS) No. 99 requirement and SAS No 114 which requires the auditor to communicate with those charged with governance. This included an overview of the planned scope and timing of the audit; representations Maze and Associates is requesting from LAVTA management; additional guidance on the forms and timing of communication and an evaluation of the adequacy of the two-way communication. Discussion included how the samples are chosen for testing. Mr. Alvey also inquired the Committee regarding any potential for and occurrences of fraud.

This is an information item for review and discussion.

## **5. Treasurer's Report for April 2019**

The Finance and Administration Committee recommended forwarding the April 2019 Treasurer's Report to the Board for Approval.

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

After the Treasurer's Report for April 2019, Agenda Items 8 was moved up on the agenda for the convenience of the group in managing the balance of the meeting.

## **8. Approval of Resolutions Authorizing Staff to Apply for TDA, STA, and RM2 funds for Fiscal Year 2019-2020.**

The Finance and Administration Committee forwarded a recommendation to the Board of Directors to submit the attached resolutions authorizing the filing of a claim with MTC for Allocation of TDA Article 4.0, 4.5, STA, and RM2 Funds for Fiscal Year 2019-2020. Resolutions 13-2019 and 14-2019.

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

## **6. LAVTA's Operating & Capital Budget for FY 2020**

Staff presented to the Finance and Administration Committee the Operating and Capital Budget for FY 2020. Staff stated that last year's budget included funds for the Rail Authority and now that the Rail Authority has its own budget and funding it is no longer part of LAVTA's budget. The total operating budget increased 6.09% from FY 2019. The fixed route budget is an increase of 8.2% based on our contract and Paratransit decreased, since we are expecting less trips in FY 2020. FY 2020 Fuel budget increased \$0.10 to \$2.80, because this line item does not included taxes. The Hub Study and Short Range Transit Plan also increased the budget for FY 2020, but there is anticipated grant funds to cover these.

The item was discussed by the Finance and Administration Committee and staff.

The Finance and Administration Committee forwards the Operating and Capital Budget for FY 2020 to the Board of Directors for approval.

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

**9. LAVTA Annual Salary Band Review**

The Finance and Administration recommended forwarding the attached Resolution 15-2019 adjusting the rates of salary bands for LAVTA employees, to the Board for approval.

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

**10. Organizational Structure**

Executive Director Michael Tree provided the Organizational Structure to the Finance and Administration Committee. For the first 18 months LAVTA was required by AB 758 to provide the administration for the Tri-Valley – San Joaquin Valley Regional Rail Authority. After the 10-month period a decision can be made by the Rail Authority to either continue with LAVTA; have ACE provide the administrative oversight and support; or, the Rail Authority could hire their own employees. Executive Director Michael Tree provided a briefing on the project and the organizational chart proposal.

The item was discussed by the Finance and Administration Committee and staff. Chair Jerry Pentin stated that the Organizational Chart looks like it would work, but he is concerned about the impact this would have on LAVTA and LAVTA’s mission.

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: June 25, 2019**

**14. Adjourn**

Meeting adjourned at 3:59pm