

**MINUTES OF THE NOVEMBER 27, 2018**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

Committee Member Bob Coomber called the meeting to order at 4:15pm.

It was noted that there is no quorum and information only items will be discussed until Committee Member Karla Brown arrives.

**2. Roll Call of Members**

**Members Present**

Bob Coomber, Councilmember, City of Livermore

Karla Brown, Councilmember, City of Pleasanton

**Members Absent**

Janine Thalblum, Councilmember, City of Dublin

Jerry Pentin, Councilmember, City of Pleasanton

**3. Meeting Open to Public**

No Comments.

After the Meeting Open to Public, Agenda Items 8, 9, 10, and 11 were moved up on the agenda for the convenience of the group in managing the balance of the meeting.

**8. Executive Director's Report**

Director of Finance Tamara Edwards provided the Finance and Administration Committee the Executive Director's Report. It was stated that ridership was up 7.7 % from October of 2017, but in November there is a drop in ridership caused by air quality. Director of Finance Tamara Edwards informed that last weekend Tony McCaulay and Jonathan Steketee assisted with a Food Drive at two Lucky Supermarket locations. They collected 1,500 pounds of food and \$600 in gift cards that went to two local charities. Director of Finance Tamara Edwards informed a report was provided to the Projects and Services Committee meeting yesterday providing a status update on the Shared Autonomous Vehicle (SAV) project and that information will be presented to the Board of Directors. Currently the SAV project has stalled, so there may be some changes coming up with a new partnership. Lastly, the Regional Rail Authority signed an \$8.5 million contract with AECOM for environmental work and 30% design. Director of Finance Tamara Edwards noted that the Rail Authority is looking to hire consultants (Senior Project Manager, Senior Engineer Lead, and an Administrative employee) and will work from LAVTA offices. LAVTA does not have additional offices for these employees, so Executive Director Michael Tree would like to receive approval to convert the Board Room into four temporary offices for one year. Executive Director Michael Tree would move into the Board Room temporarily and his office would be used for Committee meetings and Board of Director meetings would be held at an off-site location.

This was informational only.

**9. Preview of Upcoming F&A Committee Agenda Items**

**10. Matters Initiated by Committee Members**

None.

**11. Next Meeting Date is Scheduled for: December 25, 2018**

The Finance and Administration meeting on December 25, 2018 will be canceled, so the next meeting is on January 22, 2018.

After the Next Meeting Date is Scheduled for: December 25, 2018, Agenda Items 5 was moved up on the agenda for the convenience of the group in managing the balance of the meeting.

**5. Treasurer's Report for October 2018**

Karla Brown, Councilmember from City of Pleasanton, arrived during Treasurer's Report for October 2018.

Committee Member Karla Brown called the meeting to order at 4:25pm.

Committee Member Karla Brown requested to hold off on the Treasurer's Report for October 2018 and to start the meeting from beginning with the Pledge of Allegiance. Director of Finance provided a quick overview of what was covered in Agenda Items: 1, 2, 3, 8, 9, 10, and 11, so the meeting started with a quorum on Agenda Item 4, Minutes of the September 25, 2018 Meeting of the F&A Committee.

**4. Minutes of the September 25, 2018 Meeting of the F&A Committee**

Approved: Coomber/Brown

Aye: Coomber, Brown

No: None

Abstain: None

Absent: Pentin, Thalblum

**5. Treasurer's Report for October 2018**

The Finance and Administration Committee recommended forwarding the October 2018 Treasurer's Report to the Board for Approval.

Approved: Coomber/Brown

Aye: Coomber, Brown

No: None

Abstain: None

Absent: Pentin, Thalblum

**6. Fiscal Year 2018 Comprehensive Annual Financial Report (CAFR)**

David Alvey of Maze and Associates highlighted select pages of the FY2018 Draft Comprehensive Annual Financial Report (CAFR) noting that there were no findings.

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

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: Coomber/Brown

Aye: Coomber, Brown

No: None

Abstain: None

Absent: Pentin, Thalblum

**7. Resolution Authorizing LAVTA Executive Director to Execute Caltrans Master Agreement and Program Supplement for Transit and Intercity Rail Capital Program Funding**

Staff provided the Finance and Administration Committee the resolution authorizing LAVTA Executive Director to Execute Caltrans Master Agreement and Program Supplement for Transit and Intercity Rail Capital Program Funding. In April 2018, CalSTA announced the Dublin-Pleasanton Capacity Improvement and Congestion Reduction Program would receive \$20,500,000 in TIRCP funding consisting of \$20 million for parking garage construction and \$500,000 in TIRCP funding to address network integration opportunities with regional and local bus services, including services in the I-650 and I-580 Corridors. Staff informed that this is so LAVTA can receive future reimbursements from TIRCP program for Project-related expenses. When the Master Agreement and Program Supplement is executed LAVTA will be eligible to request funding allocations from the California Transportation Commission for the TIRCP funds programmed by CalSTA. LAVTA will also enter into a Funding Agreement with Alameda County to govern use of TIRCP funds received by LAVTA to reimburse the County for direct construction-related expenses for the parking garage.

The item was discussed by the Finance and Administration Committee and staff. Committee Member Karla Brown requested staff bring further clarification to the Board of Directors regarding which agency will be responsible for the network integration study, to accompany the Committee recommendation.

The Finance and Administration Committee referred Resolution 30-2018 to the Board of Directors for approval, authorizing the Executive Director to execute the Caltrans Master Agreement.

Approved: Coomber/Brown

Aye: Coomber, Brown

No: None

Abstain: None

Absent: Pentin, Thalblum

**12. Adjourn**

Meeting adjourned at 4:43pm.

**MINUTES OF THE JANUARY 22, 2019**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

**NO MEETING HELD DUE TO THE ABSENCE OF A QUORUM**

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

**2. Roll Call of Members**

**3. Meeting Open to Public**

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

**4. Minutes of the November 27, 2018 Meeting of the F&A Committee**

**Recommendation:** Approval

**5. Treasurer's Report for November and December 2018**

**Recommendation:** Staff requests that the Finance and Administration Board forward the November 2018 and December 2018 Treasurer's Reports to the Board for Approval.

**6. Revise Contract Amount for Bus Shelter Demolition and Movement Project #2017-17**

**Recommendation:** Staff recommends Finance and Administration Committee refer Resolution 01-2019 to the Board of Directors for approval, revising the total Contract Award amount for LAVTA Project #2017-17 to \$466,005, plus a contingency of 2% to be used at the Executive Director's discretion to complete the project, for a total revised authorization of \$475,325.

**7. 2019 Legislative Program**

**Recommendation:** Staff recommends Finance and Administration Committee refer Resolution 02-2019 affirming LAVTA's 2019 Legislative Program to the Board of Directors for approval.

**8. Preview of Upcoming F&A Committee Agenda Items**

**9. Matters Initiated by Committee Members**

**10. Next Meeting Date is Scheduled for: February 26, 2019**

**11. Adjourn**

**MINUTES OF THE JANUARY 29, 2019**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

**NO MEETING HELD DUE TO THE ABSENCE OF A QUORUM**

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

**2. Roll Call of Members**

**3. Meeting Open to Public**

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

**4. Minutes of the November 27, 2018 and January 22, 2019 Meeting of the F&A Committee**

**Recommendation:** Approval

**5. Treasurer's Report for November and December 2018**

**Recommendation:** Staff requests that the Finance and Administration Board forward the November 2018 and December 2018 Treasurer's Reports to the Board for Approval.

**6. Revise Contract Amount for Bus Shelter Demolition and Movement Project #2017-17**

**Recommendation:** Staff recommends Finance and Administration Committee refer Resolution 01-2019 to the Board of Directors for approval, revising the total Contract Award amount for LAVTA Project #2017-17 to \$466,005, plus a contingency of 2% to be used at the Executive Director's discretion to complete the project, for a total revised authorization of \$475,325.

**7. 2019 Legislative Program**

**Recommendation:** Staff recommends Finance and Administration Committee refer Resolution 02-2019 affirming LAVTA's 2019 Legislative Program to the Board of Directors for approval.

**8. Executive Director's Report**

**Recommendation:** None – information only.

**9. Preview of Upcoming F&A Committee Agenda Items**

**10. Matters Initiated by Committee Members**

**11. Next Meeting Date is Scheduled for: February 26, 2019**

**12. Adjourn**