

**MINUTES OF THE APRIL 28, 2020 ZOOM TELECONFERENCE**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

Committee Chair Jerry Pentin called the meeting to order at 4:02pm.

**2. Roll Call of Members**

**Members Present**

Jerry Pentin, City of Pleasanton

Melissa Hernandez, City of Dublin

Bob Coomber, City of Livermore

**3. Meeting Open to Public**

No comments.

**4. Minutes of the January 28, 2020 Meeting of the F&A Committee**

Approved: Coomber/Hernandez

Aye: Pentin, Hernandez, Coomber

No: None

Abstain: None

Absent: None

**5. Treasurer's Report for February 2020 and March 2020**

Staff informed that at the end of March LAVTAs expenses were at 63.94% (under the projected level) and revenues at 78%. LAVTA has a healthy cash flow in addition to some reserve money sitting in the bank to bolster LAVTAs cash flow, so when things are slow the agency is okay.

The Finance and Administration Committee recommended forwarding the February 2020 and March 2020 Treasurer's Report to the Board for approval.

Approved: Coomber/Pentin

Aye: Pentin, Hernandez, Coomber

No: None

Abstain: None

Absent: None

## **6. COVID-19 Service Impacts**

Staff provided the Finance and Administration Committee an update on the COVID-19 service impacts. Staff noted that LAVTA has been providing the Board of Directors updates over the last few weeks, since the Shelter in Place Orders went into effect. Staff will not go over each item on the staff report, but pointed out that ridership is down significantly. On March 2<sup>nd</sup> Wheels had 7,400 riders (15% up from last year) and currently we are around 700 riders a day (about 90% lower). This decline is similar to other transit agencies in the Bay Area. Staff informed that last week face covering are mandatory for drivers, unless they have a medical condition that inhibits them from wearing a mask. On March 25<sup>th</sup> LAVTA requested all passengers to wear face coverings and there are signs placed at all shelters and on buses notifying the public of this rule. Staff explained that each driver has individually wrapped disposable face masks to provide passengers boarding Wheels buses without a face covering. If the passenger refuses to wear the face mask the drivers have been instructed to not move the bus until the person leaves or a Supervisor addresses the situation.

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

This was informational only.

## **7. Legislative Update**

Staff provided the Finance and Administration Committee a legislative update on activities related to revenue impacts and supplemental funding for public transportation due to the COVID-19 emergency. Staff is tracking what is happening with public transit funding with LAVTAs revenue impacts at the Federal and State level. LAVTA is also working with our state advocacy partners to advance the agency's interests during this time. MTC voted last week to make \$3.5 million available under the CARES Act to LAVTA to assist with the immediate budgetary needs resulting directly from COVID-19, including funds for operating costs and to offset revenue losses. Many of LAVTAs revenue sources come from state and local sales taxes, as well as taxes on fuel and all of them have declined under the current Shelter in Place order. Staff noted that it's difficult to plan in the current environment. The state legislature remains in recess until May when they will return to develop next year's state budget, at which time they may consider alternatives such as a baseline "workload" as well as a "baseline-low" budget forecast.

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

This was informational only.

## 8. LAVTA's Operating & Capital Budget for FY 2021

Staff presented to the Finance and Administration Committee the Operating and Capital Budget for Fiscal Year (FY) 2021. Staff informed that with the passage of the CARES Act funding (that included funding for public transit) the Bay Area received \$1.3 billion. For the first CARES Act LAVTA will receive over \$3.5 million and that application was submitted last Wednesday and was reviewed today, April 28, 2020. For the second CARES Act LAVTA does not know how much the agency will receive, but we are expecting between \$1-2 million for next FY to cover revenue losses. Staff noted that MTC is estimating for FY 2020 a 15% decrease for the entire year in tax based revenues for TDA, STA, and LAVTA is assuming the same for Measure B and BB. MTC is also estimating a 15% decrease (on low end) for FY 2021. LAVTA has been preparing for an economic downturn, but didn't expect it to be a sharp downturn or caused by a global pandemic. LAVTA is in a good place financially to handle this economic downturn, because of our reserves. The budget presented today is based on keeping LAVTAs full revenue hours that the agency has this year, but LAVTA is not sure how those will play out and at a future meeting staff will discuss with the Board how to handle social distancing on buses and service cuts. LAVTA was able to balance the budget for FY 2021 with the 15% decline in tax based revenues and only assuming \$1 million of the CARES Act funding. Staff pointed out that they are aware that the budget will probably need to be revised in the next two quarters. The current budget is 1.9% higher than last year's budget and that is a much lower increase than LAVTAs seen in the last few years.

Chair Jerry Pentin's Zoom teleconference was disconnect for a few minutes, so staff stopped their report out until he returned.

FY 2021 fuel budget average is \$2.33 and budgeted on the high side to \$2.80, but fuel prices have dramatically decreased and the budget revision will reflect these changes. In terms of revenue LAVTAs budget does not include grants that we have not received and as Jennifer Yeamans submits for grants that will boost LAVTAs revenue. A new Capital Projects Specialist position was added into the budget to assist with capital projects, so they can move along faster.

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 2021 to the Board of Directors for approval.

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

**9. Approval of Resolutions Authorizing Staff to Apply for TDA, STA, and RM2 funds for Fiscal Year 2020-2021.**

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 2020-2021. Resolutions 09-2020 and 10-2020.

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

**10. Resolution in Support of Allocation Request for FY 19-20 Funding through the State Low Carbon Transit Operations Program (LCTOP)**

The Finance and Administration Committee forwarded a recommendation to the Board of Directors to approve Resolution 11-2020 in support of an LCTOP allocation request to Caltrans for the future purchase of four zero-emission battery-electric replacement buses and related support infrastructure in FY 2022. This resolution is required to request allocations for this funding from Caltrans.

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

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

**12. Matters Initiated by Committee Members**

None.

**13. Next Meeting Date is Scheduled for: May 26, 2020**

**14. Adjourn**

Meeting adjourned at 4:38pm