

MINUTES OF THE FEBRUARY 28, 2023 ZOOM TELECONFERENCE
LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. Call to Order

Without objection the Committee nominated Jeff Nibert to be the Chair Pro Tem.

Committee Chair Pro Tem Jeff Nibert called the meeting to order at 4:00pm.

2. Roll Call of Members

Members Present

Jeff Nibert, City of Pleasanton

Melissa Hernandez, City of Dublin

Brittini Kiick, City of Livermore (arrived at 4:11pm)

Member Absent

Julie Testa, City of Pleasanton

3. Meeting Open to Public

No comments.

4. Minutes of the January 24, 2023 Meeting of the F&A Committee

Approved: Hernandez/Nibert

Aye: Hernandez, Nibert

No: None

Abstain: None

Absent: Kiick

5. Treasurer's Report for January 2023

The Finance and Administration Committee recommended forwarding the January 2023 Treasurer's Report to the Board for approval.

Approved: Hernandez/Nibert

Aye: Hernandez, Nibert

No: None

Abstain: None

Absent: Kiick

6. Adoption of Updated Conflict of Interest Code

Staff informed the Finance and Administration Committee that every two years LAVTA must review the Conflict of Interest Code. An update is needed to add the Director of Operations position and remove the Director of Operations and Innovation from the Conflict of Interest Code.

The Finance and Administration Committee recommended forwarding to the Board of Directors the attached Conflict of Interest Code, including revised Appendix of Designated Officials and Employees, which has been updated to reflect LAVTA's current staffing and organization for approval. Resolution 09-2023.

Approved: Hernandez/Nibert

Aye: Hernandez, Nibert

No: None

Abstain: None

Absent: Kiick

7. Resolution in Support of Allocation Request for FY 22-23 Funding through the State Low Carbon Transit Operations Program (LCTOP)

[Brittini Kiick, from City of Livermore, arrived during Adoption of Updated Conflict of Interest Code.]

The Finance & Administration Committee referred Resolution 09-2023 to the Board of Directors for approval in support of an allocation request to Caltrans for the FY 22-23 Low Carbon Transit Operations Program (LCTOP) to construct a hydrogen fueling station and related support infrastructure at LAVTA's Atlantis maintenance facility to accommodate the fueling of zero-emission hydrogen fuel-cell electric buses.

Approved: Hernandez/Nibert

Aye: Hernandez, Nibert, Kiick

No: None

Abstain: None

Absent: None

8. Administrative Support Services Agreement with the Tri-Valley San Joaquin Valley Regional Rail Authority

Executive Director Christy Wegener reported on the background and the support LAVTA has provided Valley Link, since 2019 for accounting and grant management, auditing and procurement functions. LAVTA staff and Valley Link CEO Kevin Sheridan agreed that the work LAVTA does for Valley Link should not exceed the amount of \$180,000.00 per year and this mutual annual agreement would be extended annually by mutual agreement between both Executive Directors. Executive Director Christy Wegener noted one condition of the agreement, if Valley Link has additional needs or require additional support they would request a task order from LAVTA. Executive Director Christy Wegener explained that LAVTA could turn down the task order request if we don't have enough staff, but if we do have the staff capacity LAVTA would be reimbursed at our hourly rate.

The item was discussed by the Committee Members and staff. Committee Member Melissa Hernandez requested that this type of staff report be brought to LAVTA first, since it was provided to Valley Link at a prior meeting.

The Finance and Administration Committee recommended forwarding to the Board of Directors to authorize the Executive Director to execute an administrative support services agreement with Valley Link.

Approved: Kiick/Hernandez
Aye: Hernandez, Nibert, Kiick
No: None
Abstain: None
Absent: None

9. Preview of Upcoming F&A Committee Agenda Items

10. Matters Initiated by Committee Members

None.

11. Next Meeting Date is Scheduled for: March 28, 2023

12. Adjourn

Meeting adjourned at 4:24pm