

MINUTES OF THE APRIL 25, 2023
LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Chair Julie Testa called the meeting to order at 4:15pm.

2. Roll Call of Members

Members Present

Julie Testa, City of Pleasanton

Melissa Hernandez, City of Dublin

Brittini Kiick, City of Livermore

3. Meeting Open to Public

No comments.

4. Minutes of the March 28, 2023 Meeting of the F&A Committee

Approved: Kiick/Hernandez

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

5. Treasurer's Report for March 2023

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

Approved: Kiick/Hernandez

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

6. Design of the Rutan Maintenance Bay Hydrogen Retrofit

Staff provided the background and explained that LAVTA's plan is to retrofit two existing maintenance bays at the Rutan facility while still actively seeking funding to fully construct the Atlantis Maintenance Facility. LAVTA requested and received a proposal from Gannett Fleming for design services.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee forwarded a recommendation to the Board to approve a Contract Task Order with Gannett Fleming for design services for the Rutan Maintenance Bays Hydrogen Retrofit project, for a not-to-exceed amount of \$147,500 with a contingency amount of \$14,700 to be used at the discretion of the Executive Director.

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

7. LAVTA Livermore Transit Center Landscaping Construction Project

Staff provided the background of the Transit Center landscaping construction project and informed that we received two bids for our IFB procurement from Los Loza, Inc and Marina Landscape. The lowest bidder was Los Loza, Inc for \$227,790.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve Resolution 15-2023, authorizing the Executive Director to execute an agreement with Los Loza, Inc. for landscaping work at the Livermore Transit Center.

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

8. Contract Award for LAVTA Facility Janitorial Services

Staff reported that the LAVTA Facility Janitorial Services Request for proposals was issued and we received four proposals from the following vendors: Premier Property Preservation, LLC, Aim to Please Janitorial Services, Ogreena, and Security Systems Management. LAVTA reviewed and evaluated the written proposals and three of the four proposals had close scores, so LAVTA conducted interviews with three vendors. After interviews staff noted that Aim to Please Janitorial Services had the highest evaluation score.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee referred Resolution 14-2023 to the Board of Directors for approval, authorizing the Executive Director to execute a three-year contract with two one-year options with Aim to Please Janitorial Services of San Francisco for Facility Janitorial Services.

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

9. LAVTA's Operating & Capital Budget for FY 2024

Staff reported that the FY 2024 budget is \$24,619,185, which is an increase of 1.55% over last year's budget and is based on pre-COVID levels of service. For FY 2024 LAVTA

budgeted fuel costs at \$4.25 per gallon for buses. Staff noted that the Paratransit, Go Tri-Valley, and Shared Autonomous Vehicle (SAV) budget is decreasing for FY 2024.

The Finance and Administration Committee recommended forwarding the Operating and Capital Budget for FY 2024 and Resolution 13-2023 to the Board for approval.

Approved: Kiick/Hernandez

Aye: Hernandez, Testa, Kiick

No: None

Abstain: None

Absent: None

10. Preview of Upcoming F&A Committee Agenda Items

11. Matters Initiated by Committee Members

Committee Member Melissa Hernandez requested staff consider raising Board Member stipends.

12. Next Meeting Date is Scheduled for: May 23, 2023

13. Adjourn

Meeting adjourned at 4:30pm