

**MINUTES OF THE MAY 28, 2024**  
**LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

Committee Chair Julie Testa called the meeting to order at 4:08pm.

**2. Roll Call of Members**

**Members Present**

Julie Testa, City of Pleasanton  
Brittini Kiick, City of Livermore

**Members Absent**

Melissa Hernandez, City of Dublin

**3. Meeting Open to Public**

No comments.

**4. Minutes of the April 23, 2024 Meeting of the F&A Committee**

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

**5. Treasurer's Report for April 2024**

The Finance and Administration Committee recommended forwarding the April 2024 Treasurer's Report to the Board for approval.

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

**6. 2024 Audit of LAVTA's Financial Statements**

Staff introduced Mr. David Alvey from Maze and Associates, an independent auditor for LAVTA, who spoke to the Finance and Administration Committee 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. Mr. Alvey also inquired of the Finance and Administration Committee regarding any potential for and any occurrences of fraud. Mr. Alvey also asked the Committee members to contact him if they had any concerns.

The item was discussed by the Committee Members and staff.

This was an informational item for review and discussion.

## **7. Update to LAVTA's Human Resource Policies**

Staff reported that several regulations had changed and in order to ensure LAVTA was compliant an update was needed to the Human Resources policy. The following areas had changes and clarifications: acting pay, administrative office hours of operation, use of personal or agency vehicles, sick leave for temporary employees, and leaves for the following reasons: reproductive loss, voting, jury duty, school activity, bereavement, organ and bone marrow donation.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee recommended forwarding Resolution 16-2024 and the updated Human Resources Policy to the Board of Directors for approval.

Motion: Kiick/Testa

Aye: Testa, Kiick

No: None

Abstain: None

Absent: Hernandez

## **8. LAVTA Annual Salary Band Review**

Staff reported that every year as part of the HR policy LAVTA has a contractor review the annual salary bands to confirm we are competitive with other comparative agencies. The first part of the study was the salary band study and was not the actual salary dollar amounts. Staff informed the Committee of three positions that are out of band alignment and how they will be corrected. Staff noted that the salary will be increased in band six of 5% plus the CPI of 3.8%, an increase in the low end for band one of 6% plus CPI of 3.8%, and a shift for all other bands up by CPI of 3.8% and raises are based on merit. In FY 2025 LAVTA will conduct a new Strategic Plan and that will likely include an analysis of the organizational structure.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee recommend that the Board of Directors approve Resolution 15-2024 adjusting the salary bands for LAVTA positions.

Motion: Kiick/Testa

Aye: Testa, Kiick

No: None

Abstain: None

Absent: Hernandez

## **9. 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 Customer Experience position and update the Director of Planning and Marketing, to the Director of Planning on the Conflict of Interest Code.

The Finance and Administration Committee recommended forwarding that the Board of Directors approve Resolution 17-2024 and the Conflict of Interest Code, including revised Appendix of Designated Officials and Employees.

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

**10. Resolution Authorizing Investment of Livermore Amador Valley Transit Authority (LAVTA) Monies in the State of California Local Agency Investment Fund (LAIF**

The Finance and Administration Committee recommended forwarding that the Board of Directors adopt Resolution 18-2024 reauthorizing investment of LAVTA monies in LAIF.

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

**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, 2024**

**14. Adjourn**

Meeting adjourned at 4:34pm