

STAFF REPORT

SUBJECT: Resolution of the Board of Directors Appreciating the Services of Jennifer Forsyth

FROM: Christy Wegener, Executive Director

DATE: January 6, 2025

Action Requested

Staff requests that the Board of Directors adopt Resolution 03-2025 appreciating the service of LAVTA's Executive Assistant Jennifer Forsyth.

Attachments:

1. Resolution 03-2025

RESOLUTION NO. 03-2025

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY
APPRECIATING THE SERVICES OF JENNIFER FORSYTH**

WHEREAS, Jennifer Forsyth has served as Executive Assistant to the Livermore Amador Valley Transit Authority's (LAVTA) with dedication and distinction since August 2015 and has indicated plans to leave; and

WHEREAS, throughout Jennifer Forsyth's tenure as Executive Assistant, and as Board Secretary for the LAVTA Board, she has demonstrated professionalism, attention to detail, meticulous follow-up, and commitment to the agency; and

WHEREAS, Jennifer Forsyth had to quickly adapt to virtual meetings with the onset of the COVID-19 Pandemic, and she did so with professionalism, adherence to newly established protocols, and flexibility when those protocols changed; and

WHEREAS, Jennifer Forsyth has consistently ensured that the LAVTA Board of Directors adhere to local, state, and federal laws and regulations; and

WHEREAS, Jennifer Forsyth's commitment to customer service for both internal and external customers ensures that issues, concerns or questions are addressed in a comprehensive manner; and

WHEREAS, the members of the LAVTA Board express deep appreciation to Jennifer Forsyth for her kindness, professionalism, organizational skills and dedication to the work of the Board, and wish her happiness in her future endeavors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the Board and staff express their enduring gratitude and appreciation for the exceptional service provided by Jennifer Forsyth in the furtherance of the mission, goals, and values of LAVTA.

APPROVED AND ADOPTED this 6th day of January 2025.

Evan Branning
Chair, Board of Directors

ATTEST:

Christy Wegener
Executive Director