

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

MICHAEL McCORRISTON – CHAIR
JULIE TESTA

KRISTIE WANG – VICE CHAIR

DATE: Tuesday, June 24, 2025

MINUTES

1. Call to Order and Pledge of Allegiance

Meeting called to order 4:00pm

2. Roll Call of Members

Members Present

Michael McCorriston – City of Dublin

Kristie Wang – City of Livermore

Julie Testa – City of Pleasanton – arrived at 4:08pm

3. Meeting Open to Public

No public comments

4. Minutes of the May 27, 2025 Meeting of the F&A Committee

Recommendation: Approval

No public comments.

Motion/Second: Wang/McCorriston

Aye: Wang/McCorriston

No: None

Abstain: None

Absent: Testa

5. Treasurer's Report for May 2025

Recommendation: Staff recommends that the Finance and Administration Committee forward the May 2025 Treasurer's Report to the Board of Directors for approval.

Vice Chair Wang asked if it's normal that expenses are low. Staff shared that invoices tend to be delayed but typically are accrued in the July/August timeframe.

No public comments.

Motion/Second: Testa/Wang
Aye: Wang/McCorriston/Testa
No: None
Abstain: None
Absent: None

6. Resolution in Support of Application for FY 25-26 Funding through the State Transit Assistance State of Good Repair Program

Recommendation: Staff recommends the Finance and Administration Committee refer Resolution 23-2025 to the Board of Directors for approval in support of an allocation request to MTC and Caltrans for the FY25–26 State Transit Assistance State of Good Repair (SGR) Program.

Vice Chair Wang asked why the allocation amount was not included in the Board-approved FY26 Budget. Staff shared that for this program specifically, allocations are estimated a year in advance. The agency expects to begin receiving payments for the FY26 allocation around November, making the full allocation available by the start of next fiscal year, at which time the funds can be included in the FY27 budget. Director Testa stated she would like to see more details on expenditures to date for prior year allocations.

No public comments.

Motion/Second: Wang/Testa
Aye: Wang/McCorriston/Testa
No: None
Abstain: None
Absent: None

7. Contract Award for LAVTA Bus Facility Yard Gate System Upgrade Project #2025-05

Recommendation: Staff recommends that the Finance & Administration Committee refer Resolution 24-2025 to the Board of Directors for approval to: (1) award a contract to Electronic Innovations, Inc., the lowest responsive and responsible bidder for the LAVTA Bus Facility Yard Gate System Upgrade Project #2025-05, for a total contract award of \$197,123.35; (2) authorize the Executive Director to sign the contract and issue an NTP to Electronic Innovations, Inc.; and (3) approve a 15% project contingency of \$29,569 to be used at the discretion of the Executive Director.

Staff noted that we only received one bid thus additional steps were taken per the Agency's procurement policy. The bid was also below the engineer's estimate.

No public comments.

Motion/Second: Testa/Wang
Aye: Wang/McCorriston/Testa
No: None
Abstain: None
Absent: None

8. LAVTA Annual Salary Band Review

Recommendation: Staff requests that the Finance and Administration Committee recommend the Board of Directors approve Resolution 25-2025, codifying the results from the 2025 review of LAVTA's salary bands as required by the LAVTA Human Resources Policy.

Staff indicated that this is an annual process and was procured through a competitive RFP in early 2025. The selected vendor, The Hive, was retained to provide a comprehensive analysis of staff salary bands that included cost of living factors to normalize the data. Staff is recommending implementing some of the recommendations, including modifying/widening the salary bands and adding an additional salary band for the Customer Service Rep ladder, but is recommending holding off on additional recommendations until after the Strategic Plan is complete.

Rex Sanders and Rafael Silva from The Hive attended the meeting remotely to answer questions about the study methodology.

Inquires by the Committee were made regarding the widening and increase of the bands moving upward, and the types of agencies used for comparisons. Additionally, committee members share comments about the inclusion of the cost of living factor, and a request was made for more detailed information at the Board meeting.

No public comments.

Motion/Second: Testa/Wang
Aye: Wang/McCorriston/Testa
No: None
Abstain: None
Absent: None

9. Changes to the Treasurer's Report

Recommendation: This is a discussion item.

Staff shared that Chair McCorriston requested a few changes to the Treasurer's report to be more streamlines and to include historical information for comparison. . Staff presented an updated format based on what other agencies use. Chair McCorriston gave some suggestions cosmetically (hide columns, shortened amounts just show dollar amounts and not cents, etc.) and to keep balance sheet. Chair McCorriston also suggests keeping the check listing as a separate item rather than part of the Treasurer's Report.

No public comments.

10. Matters Initiated by Committee Members

No matters brought up by members.

11. Next Meeting Date is Scheduled for: August 26, 2025

Chair McCorriston may not be available and will ask his alternate to attend. Moving to September 2, 2025 would not work due to other meeting conflicts.

12. Adjourn

Meeting adjourned at 5:34pm.