

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

**FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE WHOLE**

**COMMITTEE MEMBERS**

**JULIE TESTA – CHAIR**  
**MELISSA HERNANDEZ**

**BRITTNI KIICK – VICE CHAIR**

**DATE:** Tuesday, August 22, 2023

**PLACE:** LAVTA Offices, Diana Lauterbach Room,  
1362 Rutan Court, Suite 100, Livermore, CA

**TIME:** 4:00p.m.

**TELECONFERENCE LOCATIONS**

City of Pleasanton  
City Manager's Conference Room  
123 Main Street  
Pleasanton, CA 94566

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*Agenda Questions: Please call the Front Desk at (925) 455-7555 or send an email to [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*

*Documents received after publication of the Agenda and considered by the Finance and Administration Committee in its deliberation will be available for inspection only via electronic document transfer, due to the COVID-19 outbreak. See the COVID-19 provisions outlined below. Please call or email the Executive Director during normal business hours if you require access to any such documents.*

**MEETING PROCEDURE**

This Finance and Administration Committee meeting will be conducted in person and on the web-video communication platform, Zoom. In order to view and/or participate in this meeting remotely, members of the public will need to download Zoom from its website, [www.zoom.us](http://www.zoom.us).

We encourage members of the public to access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment. It is recommended that anyone wishing to participate in the meeting remotely complete the download process before the start of the meeting.

Public comments will also be accepted via email until 1:00 p.m. on Monday, August 21, 2023 at [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include "Public Comment – 8/22/2023" and the agenda item in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

There will be zero tolerance for any person addressing the Committee making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting.

**How to listen and view meeting video:**

- From a PC, Mac, iPad, iPhone or Android device click the link below:

<https://zoom.us/j/83887904704>

Passcode: FA1362Mtg

- To supplement a PC, Mac, tablet or device without audio, please also join by phone:

Dial: 1 (669) 900-6833

Webinar ID: 838 8790 4704

Passcode: 732133

*To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

- Livestream online at: [Livermore Amador Valley Transit Authority YouTube Channel](#)

*No option to make Public Comment on YouTube live stream.*

**How to listen only to the meeting:**

- For audio access to the meeting by telephone, use the dial-in information below:

Dial: 1 (669) 900-6833

Webinar ID: 838 8790 4704

Passcode: 732133

*Please note to submit public comment via telephone dial \*9 on your dial pad. The meeting’s host will be informed that you would like to speak. If you are chosen, you will be notified that your request has been approved and you will be allowed to speak. You will then dial \*6 to unmute when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

**To submit written comments:**

- Provide public written comments prior to the meeting by email, to [frontdesk@lavta.org](mailto:frontdesk@lavta.org)

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, August 21, 2023 to [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment – 8/22/2023” and the agenda item to which your comment applies in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction

**1. Call to Order**

**2. Roll Call of Members**

**3. Meeting Open to Public**

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

**4. Minutes of the June 27, 2023 Meeting of the F&A Committee**

**Recommendation:** Approval

**5. Treasurer’s Report for June 2023 (preliminary) and July 2023**

**Recommendation:** Staff recommends that the Finance and Administration Committee forward the June 2023 Treasurer’s Report and July 2023 Treasurer’s Report to the Board for approval.

**6. 2023 Audit of LAVTA’s Financial Statements**

**Recommendation:** This is an information item for review and discussion.

**7. Contract Award for Legal Services**

**Recommendation:** Staff requests that the Finance and Administration Committee recommend the Board execute a contract with Hanson Bridgett for legal services over a three-year base term for an aggregate not-to-exceed amount of \$450,000.

**8. Amendment to LAVTA’s Bylaws, Article III, Section 3.03(a) Regarding Board Compensation**

**Recommendation:** Staff recommends the Finance and Administration Committee forward the second reading of the proposed amended Bylaws to the Board of Directors for consideration.

**9. On-Call Creative, Design and Media Strategy Services Task Order Contract**

**Recommendation:** Staff requests that the Finance and Administration Committee recommend the Board authorize the Executive Director to execute an on-call Task Order with Celtis Ventures, Inc. for creative, design and media strategy services through March 31, 2024 in an amount not-to-exceed \$100,000.

**10. Preview of Upcoming F&A Committee Agenda Items**

**11. Matters Initiated by Committee Members**

**12. Next Meeting Date is Scheduled for: September 26, 2023**

**13. Adjourn**

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

*I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.*

<i>/s/ Jennifer Suda</i>	<i>8/18/2023</i>
<i>LAVTA Administrative Services Department</i>	<i>Date</i>

*On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:*

*Executive Director  
Livermore Amador Valley Transit Authority  
1362 Rutan Court, Suite 100  
Livermore, CA 94551  
Fax: 925.443.1375  
Email: [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*