

MINUTES OF THE AUGUST 22, 2023
LAVTA FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Vice Chair Brittini Kiick called the meeting to order at 4:07pm.

2. Roll Call of Members

Members Present

Brittini Kiick, City of Livermore

Melissa Hernandez, City of Dublin

Members Absent

Julie Testa, City of Pleasanton

3. Meeting Open to Public

No comments.

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

Approved: Hernandez/Kiick

Aye: Hernandez, Kiick

No: None

Abstain: None

Absent: Testa

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

The Finance and Administration Committee recommended forwarding the June 2023 (preliminary) Treasurer's Report and July 2023 Treasurer's Report to the Board for approval.

Approved: Hernandez/Kiick

Aye: Hernandez, Kiick

No: None

Abstain: None

Absent: Testa

6. 2023 Audit of LAVTA's Financial Statements

Staff introduced Maze and Associates CEO Ms. Vikki Rodriguez, an independent auditor for LAVTA and the Tri-Valley-San Joaquin Valley Regional Rail Authority, 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. Ms. Rodriguez also inquired of the Finance and Administration Committee regarding any potential for and any occurrences of fraud.

The Finance and Administrative Committee discussed this agenda item with staff and the presenter. Vice Chair Brittni Kiick and Committee Member Melissa Hernandez responded “no” to all the questions during the meeting. Committee Members also requested that the questions be sent out via email to Chair Julie Testa to answer and to provide an email correspondence option for all future years.

This was an informational item for review and discussion.

7. Contract Award for Legal Services

The Finance and Administration Committee recommended forwarding Resolution 21-2023 to the Board to 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.

The Finance and Administrative Committee discussed this agenda item with staff.

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

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

The Finance and Administration Committee recommended forwarding the second reading of the proposed amended Bylaws to the Board of Directors for consideration.

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

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

The Finance and Administration Committee recommended forwarding Resolution 22-2023 to the Board to 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.

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

10. Preview of Upcoming F&A Committee Agenda Items

11. Matters Initiated by Committee Members

None.

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

13. Adjourn

Meeting adjourned at 4:35pm