

MINUTES OF THE APRIL 23, 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 4:02pm.

2. Roll Call of Members

Members Present

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

Members Absent

Melissa Hernandez, City of Dublin

3. Meeting Open to Public

No comments.

4. Minutes of the March 26, 2024 Meeting of the F&A Committee

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

5. Treasurer's Report for March 2024

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

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

6. Regional Transportation Revenue Measure (SB1031) Board Position

Executive Director Christy Wegener reported on the background of the Regional Transportation Revenue Measure (SB1031) co-authored by Senators Wiener and Wahab, and discussed the legislation's current language relative to LAVTA's approved 2024 Legislative Program. Based on the bill language in print as of the Committee meeting date, staff is recommending an oppose unless amended position. There is no fiscal impact associated with adopting a position on SB1031. Eric Thronson from Townsend Public Affairs, Inc. assisted in answering Committee questions.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee recommended the Board adopt an “Oppose Unless Amended” position on SB1031.

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

7. LAVTA’s Operating & Capital Budget for FY 2025

Staff provided a PowerPoint presentation of LAVTA’s Operating and Capital Budget for FY 2025 that provided an overview of the process, key projects, the FY25 operating budget, and FY25 capital budget. The FY 2025 operating budget is \$25,035,456, which is an increase of 1.69% over last year’s budget and the largest line items are purchased transportation, insurance, utilities, fuel, salaries, and benefits.

The item was discussed by the Committee Members and staff.

The Finance and Administration Committee recommended forwarding the Operating and Capital Budget for FY 2025 and Resolution 11-2024 to the Board for approval.

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

8. Approval of Resolutions Authorizing Staff to Apply for RM3 funds for Fiscal Year 2023-2024

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve Resolution 12-2024, authorizing the filing of an amended claim with MTC for Allocation of RM3 Funds for Fiscal Year 2023-2024.

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

9. Adoption of a Resolution Approving a New Workplace Violence Prevention Plan Under Senate Bill 553

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve the attached Workplace Violence Prevention Plan and Resolution 13-2024.

Motion: Kiick/Testa
Aye: Testa, Kiick

No: None
Abstain: None
Absent: Hernandez

10. Contract Award for RFP #2024-02 for On-Call Creative, Design, and Media Strategy Services

Staff provided a report on the contract award for Request for Proposal (RFP) #2024-02 for On-Call Creative, Design, and Media Strategy Services with a background and overview of the process. LAVTA had a virtual pre-proposal conference with 21 attendees, and 6 RFP submittals were received. The proposals received were evaluated based on RFP criteria by LAVTA staff and marketing heads from other public transit agencies. The evaluation committee concluded that Circa Now/Ben-Her, LLC would best serve LAVTA's interests. Staff noted that this is an on-call/task order contract.

The item was discussed by the Committee Members and staff. Chair Julie Testa requested staff provide examples of the work of the recommended firm.

The Finance and Administration Committee forwarded a recommendation that the Board of Directors approve Resolution 14-2024, authorizing the Executive Director to execute a two-year contract with a one-year option term exercisable at LAVTA's sole discretion with the joint venture between Circa Now, LLC and Ben-Her Marketing, LLC for On-Call Creative, Design, and Media Strategy Services for a maximum compensation amount of \$878,000.

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: May 28, 2024

14. Adjourn

Meeting adjourned at 4:54pm