

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

BRITTNI KIICK – VICE CHAIR

DATE: Tuesday, September 24, 2024

PLACE: LAVTA Offices, Room 110
1362 Rutan Court, Suite 100, Livermore

TIME: 4:00 p.m.

TELECONFERENCE LOCATIONS

NONE

Agenda Questions: Please call the Front Desk at (925) 455-7555 or send an email to 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.

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, September 23, 2024 at frontdesk@lavta.org. Please include “Public Comment – 9/24/2024” 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.

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

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, September 23, 2024 to frontdesk@lavta.org. Please include “Public Comment – 9/24/2024” 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 and Pledge of Allegiance

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 August 27, 2024 Meeting of the F&A Committee

Recommendation: Approval

5. Treasurer’s Report for August 2024

Recommendation: Staff recommends that the Finance and Administration Committee forward the August 2024 Treasurer’s Report to the Board for approval.

6. DBE Policy Update

Recommendation: Staff requests that the Finance and Administration Committee recommend the Board of Directors approve Resolution 30-2024 and the updated DBE policy.

7. Approval of Resolutions Authorizing LAVTA to Apply for Alameda County Transportation Commission 2026 Comprehensive Investment Program (CIP) Funding for the Atlantis Facility Construction and Rutan Facility Security Gate Replacement Project

Recommendation: Staff recommends the Finance & Administration Committee recommend the Board of Directors approve Resolutions 28-2024 and 29-2024, authorizing LAVTA to apply to for Alameda CTC 2026 CIP funding for the Atlantis Facility Construction Project and the Rutan Facility Security Gate Replacement Project.

8. Contract Award for Rutan Facility Hydrogen Retrofit Project #2024-06

Recommendation: Staff recommends that the Finance & Administration Committee refer Resolution 27-2024 to the Board of Directors for approval to: (1) award a contract to Reliable Monitoring Services dba RMS Construction dba RMS Life Safety, the lowest responsive and responsible bidder for the LAVTA Rutan Facility Hydrogen Retrofit Project #2024-06, for a total contract award of \$673,526.00; (2) authorize the Executive Director to sign the contract and issue an NTP to RMS Construction; and (3) approve a 15% project contingency of \$101,028.90 to be used at the discretion of the Executive Director.

- 9. Preview of Upcoming F&A Committee Agenda Items**
- 10. Matters Initiated by Committee Members**
- 11. Next Meeting Date is Scheduled for: October 22, 2024**
- 12. 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.

/s/ Jennifer Forsyth

9/19/2024

LAVTA Administrative Services Department

Date

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*