



ANTELOPE VALLEY TRANSIT AUTHORITY

Regular Meeting of the Board of Directors

Tuesday, March 26, 2013

10:00 a.m.

Antelope Valley Transit Authority Board Room
42210 6th Street West, Lancaster, California
www.avta.com

AGENDA

For record keeping purposes, and in the event that staff may need to contact you, we request that a speaker card, located at the Board Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you are not required to complete this form or to state your name in order to speak. A three-minute time limit will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2258 at least 72 hours prior to the scheduled Board of Directors meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Clerk of the Board at (661) 729-2258 at least 72 hours prior to the meeting.

Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE:

Oath of Office to be administered by General Counsel to Dianne Knippel, representative for the County of Los Angeles

ROLL CALL:

Chairman Norm Hickling, Vice Chairman Marvin Crist, Director Ken Mann, Director Tom Lackey, Director Steve Hofbauer, and Director Dianne Knippel

APPROVAL OF AGENDA

PUBLIC BUSINESS FROM THE FLOOR:

If you wish to address the AVTA Board on any agenda item but are unable to stay until the item is called, your comments may be made at this time. Please give your completed Speaker Card (available as you enter the Board Room) to the Clerk of the Board. Speaking clearly, state and spell your name for the record. Each speaker is limited to three (3) minutes.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

This portion of the meeting allows the public the opportunity to address the Board of Directors of the Antelope Valley Transit Authority on non-agenda items that are within the Board's subject matter jurisdiction. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items.** Your matter will be referred to the Authority's Executive Director for follow-up. Individual speakers are limited to three (3) minutes each.

SPECIAL REPORTS and PRESENTATIONS:

During this portion of the meeting, staff will present information that would not normally be covered under regular meeting items. This information may include, but is not limited to, budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **These items are for discussion purposes only and do not require Board action.**

SRP 1 Recognition of Outgoing Director Michael Cano for his service as an AVTA Board Member representing the County of Los Angeles

SRP 2 Presentation of Veolia Operator of the Month for February 2013 – Hector Fuentes, Veolia Transportation

SRP 3 AVTA's Safety Culture – Len Engel

SRP 4 2013 Legislative Update – Wendy Williams/Judy Vaccaro-Fry

CONSENT CALENDAR: The Consent Calendar may be acted upon with one motion, a second and the vote.

CC 1 Board of Directors Meeting Minutes for February 26, 2013 – Karen Darr

CC 2 Financial Reports for March 2013 – Colby Konisek

CC 3 FY13 Key Performance Indicators Report for January 2013 – Dieter Aragon

CC 4 Trapeze Software Maintenance and Support Agreement – Robert Keys

NEW BUSINESS:

NB 1 Fare Evasion on AVTA Buses – Wendy Williams

NB 2 Capital Reserve Contributions for FY13 – Colby Konisek

PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION:

CS 1 Public Employee Performance Evaluation (California Government Code Section 54957(b))
Title: General Counsel

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS:

RA 1 Executive Director's Report

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director for follow-up.

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on April 23, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

The Agenda was posted by 5:00 p.m. on March 21, 2013 at the entrance to the Antelope Valley Transit Authority, 42210 6th St. West, Lancaster, CA 93534.

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director. Additionally, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are also on file in the Office of the Executive Director. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA located at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2258.

DATE: March 26, 2013
TO: BOARD OF DIRECTORS
SUBJECT: 2013 Legislative Update

RECOMMENDATION

Receive and file the March 2013 legislative update.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The 2013 Legislative Principles were adopted at the January 2013 Board meeting. This program includes broad guidelines to help focus AVTA's legislative strategies and proposals, if any. It is designed to provide flexibility to guide staff in responding to legislative issues that may arise during the course of the year, such as raids on transit funds and responses to proposed legislative requirements.

Federal Legislative Update

On March 1, 2013, the White House Office of Management and Budget officially ordered the canceling of \$85.3 billion in FY2013 appropriations signaling the start to the across-the-board spending cuts. While the sequester cancels \$1.6 billion from U.S. Department of Transportation's overall budget for FY2013, more than half of the department's funding is exempt from sequester, including all but a fraction of the Highway Trust Fund. This account funds the primary program involved in surface transportation construction.

The 2013 sequester includes:

- \$42.7 billion in defense cuts (a 7.9 percent cut).
- \$28.7 billion in domestic discretionary cuts (a 5.3 percent cut).
- \$9.9 billion in Medicare cuts (a 2 percent cut).
- \$4 billion in other mandatory cuts (a 5.8 percent cut to nondefense programs, and a 7.8 percent cut to mandatory defense programs).

Total 2013 sequester cuts are \$85.4 billion, with more cuts in from 2014 to 2021, when sequester cuts will range from \$87 to \$92 billion from the discretionary budget every year, and \$109 billion total cuts per year.

On March 4, 2013, House appropriators proposed a final Federal Fiscal Year 2013 spending package to fund the federal government through September 30, 2013. The current continuing resolution (PL 112-175) expires on March 27, 2013 but Congress will likely clear a final fiscal 2013 spending measure by the week of March 18, as lawmakers are scheduled to be on recess the week of March 25. The new continuing resolution contains full spending measures for several programs, while other government agencies - including U.S. DOT - will be funded at last year's levels. Unfortunately, this new continuing resolution does not incorporate the increased investment levels included in MAP-21 and is also not addressed in the current continuing resolution, which was intended to keep pace with inflation. In addition, the continuing resolution imposes an across the board cut of .098 % on all non-defense discretionary programs, including the transportation programs.

With respect to transportation agency related cuts under the federal sequester, the American Public Transportation Association (APTA) recently released the following table summarizing cuts to federal transportation agencies from information released by OMB in its report to Congress outlining the final sequester numbers:

Agency	Program	FY 2012 Enacted Level (millions)	Projected FY 2013 Funding Level (millions)	Sequestered Amount (millions)	Projected Post-sequester FY 2013 Funding (millions)	Sequestration Percentage
OST	Salaries and Expenses	102.50	103.00	(5.15)	97.85	-5.00%
OST	Tiger Grants*	500.00	503.00	(25.15)	477.85	-5.00%
FHWA	Federal-aid Highways	739.00	739.00	(37.69)	701.31	-5.10%
FHWA	Emergency Relief	-	2,022.00	(101.10)	1,920.90	-5.00%
FHWA	General Fund Payments to Highway Trust Fund	-	6,200.00	(316.20)	5,883.80	-5.10%
FRA	Safety and Ops	178.60	179.69	(8.98)	170.71	-5.00%
FRA	Amtrak Operating Grants	466.00	468.85	(23.44)	445.41	-5.00%
FRA	Amtrak Capital Grants	952.00	957.83	(47.89)	909.94	-5.00%
FTA	Administrative Expenses	98.71	99.31	(4.97)	94.34	-5.00%
FTA	Research	44.00	44.27	(2.21)	42.06	-5.00%
FTA	Capital Investment Grants	1,955.00	1,966.97	(98.35)	1,868.62	-5.00%
FTA	Emergency Relief	-	10,900.00	(545.00)	10,355.00	-5.00%

Staff will monitor and apprise the Board of further information and impacts resulting from sequester as they become available.

State Legislative Update

February 22, 2013 was the deadline to introduce legislative bills in the state legislature. There were 2,189 legislative bills introduced (including 813 in the Senate and 1,376 in the Assembly, with approximately 60 additional measures to amend the constitution. Staff has identified bills that appear to relate to the 2013 legislative priorities adopted by the AVTA Board of Directors (see attached matrix). Staff will continue to track bills that impact priority policy areas as they move through the legislative process.

Although not a bill, the greenhouse gas cap and trade auction is the most notable item before legislators as it recently generated \$84 million in proceeds for the state and the revenue has not been earmarked. The State of California is now holding the first of its hearings on how to invest revenues from the state's landmark auction. State law requires a portion of the proceeds be reinvested for environmental purposes such as renewable energy, low-carbon transportation technologies, green-collar job training, and the transition to a low-carbon economy.

Transit representatives are calling for revenues to be invested in real transportation choices including expanded public transit, increasing biking and walking, and ensuring affordable and accessible housing.

Prepared by:


Judy Vaccaro-Fry
Grants Administrator

Submitted by:


Julie M. Austin
Executive Director


Wendy L. Williams
Marketing Manager

ATTACHMENT

2013 Transit-Related Legislation Matrix

Cap and Trade Auction

On February 19, 2013, the 2nd Cap and Trade Auction run by the California Air Resources Board sold all of the allowances available for companies' 2013 emissions (12.9 million emissions credits) and slightly less than half of the credits for 2016 emissions (4.4 million emissions credits). These allowances sold for \$13.62 per ton, up from \$10.09 per ton paid in the inaugural auction in November 2012, and included participation from 91 companies and entities, up from 73 in the first auction. The auction raised approximately \$84 million for the state.

Pursuant to the AB 32 and subsequent implementing laws, Cap and Trade proceeds, in addition to providing some funding to consumers to offset increased pass through energy costs, must be spent on environmental purposes, in accordance initially with a three-year plan developed by the state with local input and passed by the legislature, and for benefit of disadvantaged communities. Interest groups like SCAG and APTA are now working to ensure that an equitable portion of Cap and Trade revenues are allocated to the transportation sector which is responsible for approximately 40% of all GHG emissions in the state.

State Transportation Assistance Program - Proposed FY 13-14 Transportation Budget

California Governor Jerry Brown Issued his Fiscal Year 2013-14 Budget Proposal in January. The budget proposal incorporates the revenue from Proposition 30 which will help to reduce the State Budget deficit. Transportation funding remains largely similar to last year's budget proposal. The State Transit Assistance (STA) program for FY 13-14 is projected at \$391 million, down from \$414 million for FY 12-13. We continue to watch the budget process and will provide updates as necessary.

Introduction of Legislative Bills

BILL/AUTHOR/ NUMBER	TITLE	SUMMARY	STATUS
AB 863 Torres (D)	Transit Projects: Environmental Review Process	Authorizes the Department of Transportation to assume responsibilities for federal review and clearance under the National Environmental Policy Act for a transit project that is subject to the act. Provides that the state consents to the jurisdiction of the federal courts in that regard, and provides that the department may not assert immunity from suit under	Introduced on February 21, 2013

		the U.S. Constitution with regard to actions brought relative to those responsibilities under federal law.	
AB 1290 J.Pérez (D)	Transportation Planning	Adds the Secretary of Transportation, ARB Chair, and HCD director as ex-officio members of the CTC. The bill requires the CTC's Planning Committee to monitor land use and transportation outcomes in accordance with regional SCS's. AB 1290 requires RTP Guidelines to contain minimum requirements relating to alternative land use scenarios and corresponding transportation systems. Each RTPA would make an annual report to the CTC. The bill requires the RTIP to identify the relationship of each project to the SCS, and would require agencies that are part of the Strategic Growth Council to identify programs that relate to regional SCS planning.	Introduced on February 22, 2013
SB 628 Beall (D)	Infrastructure Financing	Eliminates the requirement of voter approval for the adoption of an infrastructure financing plan, the creation of an infrastructure financing district, and the issuance of bonds with respect to a transit priority project. Requires a specified percentage of the revenue for increasing, improving, and preserving the supply of lower and moderate-income housing. Provides that income level for continued occupancy. Relates to the approval of such districts and its ability to issue bonds.	Introduced on February 22, 2013
SB 798 De Leon (D)	California Green Infrastructure Bank Act	Enacts the Green Infrastructure Bank Act. Establishes the Green Infrastructure Bank. Provides for certain loans to a subdivision or local government. Amends an existing law which authorizes the allocation of moneys appropriated from the Greenhouse Gas Reduction Fund for the purpose of	Introduced on February 22, 2013

		reducing greenhouse gas emissions through investments in programs implemented by local and regional agencies and collaboratives and by nonprofit organizations.	
AB 1051 Bocanegra (D)	Housing	States the intent of the legislature to appropriate funds from the Greenhouse Gas Reduction Fund to the Department of Housing and Community Development to be expended for loans for the development and construction of housing development projects within close proximity to transit stations.	Introduced on February 22, 2013
AB 528 Lowenthal B (D)	State Rail Plan	Makes a non-substantive change to existing law that requires the Department of Transportation to prepare a 10-year State Rail Plan biennially for submission to the Legislature, Governor, and specified entities.	Introduced on February 20, 2013
AB 206 Dickinson (D)	Triple Bike Racks Vehicles: Length Limitations: Buses: Bicycle Devices	Authorizes the Sacramento Regional Transit District to install folding devices attached to the front of its buses that are designed and used exclusively for transporting bicycles if the use of the device meets certain requirements, including, but not limited to, that the device does not extend more than 40 inches from the front of the bus when fully deployed, and that the handlebars of the bicycles being transported do not extend more than 46 inches from the front of the bus.	Introduced on 1/30/13
SB 1 Steinberg (D)	Sustainable Communities Investment Authority	Based in large part on last year's SB 1156, this bill is Senator Steinberg's proposal to remake some of the powers of Redevelopment Agencies, but to streamline the process, foster cooperation between cities and counties, protect school funding, support affordable homes and refocus investment in transit-oriented areas.	Governance and Finance

<p>Senate Constitutional Amendment 4 Liu,</p> <p>Senate Constitutional Amendment 8 Corbett,</p> <p>Senate Constitutional Amendment 11 Hancock</p>	<p>Local Government Transportation Projects: Special Taxes: Voter Approval</p>	<p>No fewer than seven bills currently propose lowering the voter threshold for local projects - and three of them, SCA 4 (Liu), SCA 8 (Corbett), and SCA 11 (Hancock), would do so for transportation.</p> <p>Our current system for approving local tax measures effectively gives each “no” vote the same power as two “yes” votes by requiring a two-thirds threshold (66.67%) for approval. Last November, two transportation measures lost by very slim margins, even though nearly two out of every three voters approved these taxes. In Los Angeles, over 1.9 million voters said yes to more transportation choices, but lost to the 970,000 that said no.</p>	<p>Governance and Finance</p>
<p>AB 179 Bocanegra (D)</p> <p>Electronic transit fare collection systems: disclosure of personal Information.</p>	<p>Public Transit: Electronic Transit Fare Collection Systems: Disclosure of Personal Information</p>	<p>Existing law prohibits a transportation agency from selling or providing personally identifiable information of a person obtained through the person’s participation in an electronic toll collection system or use of a toll facility that uses an electronic toll collection system. Existing law, with certain exceptions, requires a transportation agency to discard personally identifiable information after 4 1/2 years, as specified. Existing law provides various remedies in that regard.</p> <p>This bill would make these and other related provisions applicable to a transportation agency that employs an electronic transit fare collection system for payment of transit fares. The bill would require transportation agencies that obtain personally identifiable information of a person from electronic toll collection or electronic transit fare collection systems to discard that information after 6 months, as</p>	<p>Assembly Transportation Committee</p>

		<p>specified. By imposing new duties on local transportation agencies, the bill would impose a state-mandated local program. The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement. This bill would provide that no reimbursement is required by this act for a specified reason</p>	
<p>AB 160 Alejo, Luis (D)</p>	<p>California Public Employees' Pension Reform Act of 2013: Exceptions</p>	<p>Assembly Bill 160 assumes public pension changes that took effect Jan. 1 violate a condition of mass-transit federal grants requiring an agency to preserve whatever employees' collective bargaining rights are authorized in that state. The Teamsters and two other unions sponsored the bill, which would exclude 20,000 local and regional mass transit workers statewide from the higher pension contributions and lower retirement benefits passed last year.</p>	<p>Assembly Public Employees, Retirement /Social Security Committee</p>

AVTA

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Tuesday, February 26, 2013
10:00 a.m.**

Antelope Valley Transit Authority Board Room
42210 6th Street West, Lancaster, California
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UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Hickling called the meeting to order at 10:10 a.m.

PLEDGE OF ALLEGIANCE

Alternate Director Sandra Johnson led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Norm Hickling
Vice Chairman Marvin Crist
Director Michael Cano
Director Steve Hofbauer
Alternate Director Sandra Johnson (for Ken Mann, City of Lancaster)

Absent

Director Tom Lackey

Motion: Excuse the absence of Director Lackey.

Moved by Vice Chairman Crist, seconded by Director Cano

Vote: Motion carried (5-0-0-1)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson
Nays: None
Abstain: None
Absent: Director Lackey

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson

Nays: None

Abstain: None

Absent: Director Lackey

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

Executive Director Kamal Al-Khatib, Guidance Charter School, requested the installation of a bus stop at their new high school campus located at 37230 37th St. E. in Palmdale. He also presented a letter to the Board detailing his request and added that city of Palmdale representatives support his request. The Board directed Mr. Al-Khatib to discuss this item with Senior Transit Analyst Dieter Aragon or Executive Director Julie Austin.

PUBLIC HEARING:

PH 1 Potential Service Modifications

Senior Transit Analyst Dieter Aragon presented the summary and cost analysis for the proposed service enhancements for Local Routes 1, 6, 10, and new Local Route 15, Commuter Routes 785, 786, 787, the North County TRANSporter, and Lake LA Express. He included staff's community outreach efforts and customer feedback.

The Board discussed how the quality of service and jurisdictional mileage would be affected if the Lake LA Express service modification was approved; the elimination of the bus stop located at Division St. and Avenue L.; and the possibility of connecting Commuter Route 787 to Metro's Orange Line to increase ridership.

Chairman Hickling recessed for a break at 11:15 a.m. and reconvened the meeting at 11:25 a.m.

Chairman Hickling opened the Public Hearing. General Counsel D. Craig Fox stated that due to a potential conflict of interest for Alternate Director Sandra Johnson, the Board should hear public testimony regarding proposed changes to the Route 10 first. The Board concurred. Alternate Director Johnson recused herself from the discussion and left the meeting.

There was no testimony regarding the Route 10 modifications. Chair Hickling closed the Public Hearing for the Route 10. There was no objection from the Board.

Motion: Approve the service modification to the Route 10 effective March 25, 2013.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (4-0-1-1)
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano and Hofbauer
Nays: None
Abstain: Alternate Director Johnson
Absent: Director Lackey

Alternate Director Johnson returned to the meeting.

Chairman Hickling opened the Public Hearing for the remaining proposed route modifications. Comments were received from the following members of the public:

Route 6

- Rhonda Gallion opposed the proposed time change of 5:30 a.m. to 6:30 a.m.

Lake LA Express

- Maricela Rivera spoke in opposition of the proposed modification and submitted 20 letters and a petition signed by eight Lake Los Angeles residents who also opposed the modification.
- Teresa Venegas opposed eliminating the stop at 170th St. E and E. Avenue K-8.
- Tyrone Pollard stated that the public outreach meeting was held at 8:00 p.m.; however, the last bus was at 7:45 p.m. and many residents could not attend to express their opposition.
- Pamela Darby, Maria Malagon, and Caryl Nuckles spoke in opposition of the proposed changes.
- Elizabeth Garrett opposed the changes and submitted a petition signed by 63 riders.

- Ardis Mays opposed the changes and thanked the Board and staff for providing the opportunity to speak on the proposed modifications.
- Sandy Ilson requested that the stop located at 170th St. E. and Avenue K-8 be improved. Staff was directed to review the stop.

Rosamond Service

- Lilian Moreno requested bus service from Rosamond to Lancaster and surrounding areas. Chairman Hickling directed staff to meet with the Rosamond Community Services District, Kern County Supervisor 2nd District Zack Scrivner, and Ms. Moreno to discuss this issue.

Routes 2 and 3

- Eduardo Quejedo and Gilberta Olivas requested that staff increase the frequency of the routes to 45 minutes on the weekends and implement service on the holidays. Staff was directed to address this request.

Route 15

- Glenn Hoskins thanked staff for implementing the new route.

North County TRANSporter and Route 5

- Andrea Trigueiro requested that TRANSporter service extend to the Lancaster City Park; that a large bus be used consistently for the Route 5; and that the scheduled time be changed for departure at LCP from 6:38 a.m. to 6:40 a.m. to eliminate her need for a courtesy five on the Route 5.

Miscellaneous

- Shameekah Hogen commented on the safety of the drivers and riders.

Chair Hickling closed the Public Hearing. There was no objection from the Board. Mr. Aragon stated that the additional cost of leaving the Lake LA Express unchanged, in conjunction with implementation of the rest of the proposed service modifications, would be approximately \$10,000.

Motion: Pull the proposed Lake LA Express modification from consideration.

Moved by Vice Chairman Crist, seconded by Alternate Director Johnson

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson

Nays: None

Abstain: None

Absent: Director Lackey

Motion: Approve the proposed service modifications to Local Routes 1, 6, 15, Commuter Routes 785, 786, 787, and the North County TRANSporter effective March 25, 2013.

Moved by Director Hofbauer, seconded by Director Cano

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson

Nays: None

Abstain: None

Absent: Director Lackey

SPECIAL REPORTS and PRESENTATIONS:

SRP 1 Presentation of Veolia Operator of the Month

Veolia Transportation General Manager Hector Fuentes announced that the Operator of the Month for January 2013 is Esther Herrera. Ms. Herrera was not present to receive her award.

SRP 2 Presentation of AVTA Employee of the Quarter (October 1 – December 31, 2012)

Executive Director Julie Austin presented Keith Walters with a plaque for Employee of the Quarter.

SRP 3 FY13 Second Quarter Key Performance Indicators Report (October 1 – December 31, 2012)

Mr. Aragon presented the staff report. The Board discussed how the farebox recovery is measured. Ms. Austin noted that additional farebox keys will be programmed so that operators can track when a rider is not paying the correct fare.

General Counsel D. Craig Fox stated that Alternate Director Johnson was absent from the January 22, 2013 and January 23, 2013 meetings and will abstain from voting on CC 1.

CONSENT CALENDAR:

- CC 1 Board of Directors Meeting Minutes for January 22, 2013 and January 23, 2013
– Karen Darr

Motion: Approve CC 1.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (4-0-1-1)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano and Hofbauer

Nays: None

Abstain: Alternate Director Johnson

Absent: Director Lackey

- CC 2 Financial Reports for February 2013 – Colby Konisek

- CC 3 Certification and Assurances for California Emergency Management Agency (Cal EMA) Program (Resolution No. 2013-001) – Judy Vaccaro

- CC 4 2013 State Legislative Update – Wendy Williams

- CC 5 FY13 Second Quarter Grant Status Report (October 1 – December 31, 2012) – Judy Vaccaro

- CC 6 FY13 Second Quarter Capital Reserves Report (June 30, 2008 through December 31, 2012) – Colby Konisek

- CC 7 Procurement Outreach Program – Lyle Block

Motion: Approve all items listed under the Consent Calendar except item 1.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson

Nays: None

Abstain: None

Absent: Director Lackey

NEW BUSINESS:

NB 1 FY13 Mid-Year Business Plan Adjustments

Director of Finance Colby Konisek presented the staff report and detailed the recommended adjustments. There was no discussion regarding this item.

Motion: Approve the FY13 Mid-Year Business Plan and recommended adjustments.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson

Nays: None

Abstain: None

Absent: Director Lackey

NB 2 Fiscal Year 14 (FY14) Preliminary Business Plan Assumptions

Mr. Konisek presented the staff report. The Board discussed the fiscal impact of maintaining and/or increasing the Capital Reserve payments and Operating Reserve contribution levels.

Motion: Approve the FY14 Preliminary Business Plan assumptions without a 3% increase to the Capital Reserve payment or Operating Reserve contribution and review a potential increase in the future.

Moved by Vice Chairman Crist, seconded by Alternate Director Johnson

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson

Nays: None

Abstain: None

Absent: Director Lackey

NB 3 Proposed Changes to Vendor Pass Sales

Customer Service Supervisor Candice Rudolph presented the staff report.

The Board discussed partnering with Metrolink to use their ticket vending machines to sell AVTA products and where vendors are located within the Antelope Valley.

Motion: Receive and file the new TAP Vendor Agreement.

Moved by Vice Chairman Crist, seconded by Director Cano

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson

Nays: None

Abstain: None

Absent: Director Lackey

NB 4 Change Order #8 to Contract #2011-014: Webb Brothers Construction (Phase II Facility Construction)

Fleet and Facilities Manager Mark Perry presented the revised staff report and provided an update regarding the transformer. The Board discussed the surplus solar power sold back to Edison from PV Phase II.

Motion: Approve Construction Change Order (CCO) #8 to the Phase II Facility Construction Contract with Webb Brothers Construction in the net amount of \$33,613.21.

Moved by Director Hofbauer, seconded by Chairman Hickling

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson

Nays: None

Abstain: None

Absent: Director Lackey

OLD BUSINESS

OB 1 Proposed Dial-a-Ride Policy Changes

Director of Maintenance and Operations Len Engel presented the staff report. The Board discussed the proposed policy changes and enforcement, and other paratransit options. Mr. Engel added that a notice will be mailed to clients advising them of the policy changes.

Motion: Approve the following policy changes for AVTA Dial-A-Ride services: 1) Reduce the reservation window for Dial-A-Ride trips from three days to two days; 2) Reduce the number of trips that can be made in a single day by a client from four to three and increase enforcement of this policy; and 3) Change

the application of suspension for No Shows from three per month to three in a rolling 30-day period.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (5-0-0-1)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Cano and Hofbauer, and Alternate Director Johnson
Nays: None
Abstain: None
Absent: Director Lackey

REPORTS AND ANNOUNCEMENTS:

RA 1 Executive Director's Report

Executive Director Julie Austin gave a brief report as follows:

- The new monthly Board/TAC follow-up log, upcoming travel log, letters to Mayors Ledford and Parris regarding coordinated sheriff's department and staff's efforts to improve bus safety, and a handout detailing advertising for jurisdictional sponsored events are in Board member information folders.
- The fare analysis is on hold pending an evaluation of the fare evasion issue.
- On March 14, 2013, Mr. Engel will attend the Transit Mutual Assistance Compact in Santa Fe Springs where several transit agencies will discuss the regional mutual assistance agreement, conduct tabletop exercises, and identify topics that need addressed in the operational guide being developed for Southern California.
- The AVTA is joining in a consortium with LA Metro, Santa Clarita, and Victor Valley to develop specifications for a joint procurement of commuter coaches.
- Deputy Maselli is riding buses throughout the service area and conducting onboard checks at the transfer centers and various bus stop locations.
- Marketing Director Wendy Williams is attending the APTA Marketing Conference in Los Angeles.
- Chairman Hickling and Ms. Austin will attend the APTA Legislative Conference in Washington D.C. March 9 – 13.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Staff and the Board briefly discussed the advertising program and possible expansion to include advertising at the bus stops.

ADJOURNMENT:

Chairman Hickling adjourned the meeting at 1:47.a. in memory of Helen Shambaugh, Mr. Engel's mother-in-law.

The next Regular Meeting of the Board of Directors will be on March 26, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 26th day of March, 2013.

Norman L. Hickling, Chairman

Julie M. Austin, Secretary

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Clerk of the Board at 661/729-2258 to make arrangements to review a recording.

DATE: March 26, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for March 2013

RECOMMENDATION

Receive and file the Treasurer's Report for the month ended January 31, 2013, the Payroll History Report for three months ending February 28, 2013, and the Expenditure Report for the month ended February 28, 2013.

FISCAL IMPACT

Payroll: February payroll of \$213,495.38 represents an increase of \$26,885.69 or 14.4% over the prior month's salary expense.

Expenditures: \$1,658,251.20

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance prepares the Treasurer's Report, Payroll History Report and Expenditure Report, and submits them to the Executive Director/Treasurer who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

The \$27K increase in payroll was due to the final compensation for an employee's resignation.

AVTA's gross payroll for employees exclusive of benefits, payroll taxes and service charges for the month of February is shown below:

Payroll Period	Amount	Journal #
01/27/13-02/09/13	\$ 90,453.40	PYPKT00387
02/12/12-02/12/13	\$ 13,957.21	PYPKT00390
02/12/13-02/12/13	\$ 19,808.00	PYPKT00391
02/10/13-02/23/13	\$ 89,276.77	PYPKT00395
Gross Pay- Feb.13	\$ 213,495.38	

Total expenditures for February were \$1.66 million. Large items included \$993K for purchased transportation, \$390K for Capital and Phase II Construction, \$142K for fuel expense. These expenses comprised 91.9% of total expenditures.

The Register of Demands authorized the issuance of warrants in the following amount:

Register Date	Amount
02/01/13-02/28/13	\$1,658,251.20

As of January 31, 2013, the total cash per the general ledger is \$17,244,027. After deducting restricted funds, the operating cash balance is \$9,521,315. Accounts receivable balances expected to be collected and converted to operating cash within 30 days are \$2,939,139. Total expected cash available for operations is \$12,460,454, which is equal to 4.2 times the Authority's minimum cash balance target of \$3 million.

I, Julie M. Austin, Executive Director of AVTA, declare that attached reports are accurate and correct.

Prepared by:

Submitted by:



Colby Konisek
Director of Finance



Julie M. Austin
Executive Director/Treasurer

- Attachments: A – Treasurer's Report for the Month Ended January 31, 2013
B – Payroll History Comparison Report (December 31, 2012-February 28, 2013)
C – Expenditure Report (February 1, 2013 – February 28, 2013)

**ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
Month Ended January 31, 2013**

Institution - Investment Type	Description	Beginning Balance	Deposits	Disbursements	Ending Balance
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Cash and Investments Under the Direction of the Treasurer

Local Agency Investment Fund		\$ 3,583,803.53			
Interest earned quarterly			\$ -		
LAIF Fund Balance					\$ 3,583,803.53
B of A - Capital Reserve		\$ 1,224,113.49	\$ -		
B of A - Proposition 1B*		\$ 2,914,698.97			
Interest earned in the month		\$ -	\$ 95.68		\$ 4,138,908.14
* Deferred revenue, recorded as liability until associated expense incurred.					
Wells Fargo CD		\$ 250,236.53			
Interest every 6 months, Mar. and Sep.			\$ -		\$ 250,236.53
Payroll, Payable & Main Acct Bank of America		\$ 9,434,472.63			
Operating Accounts Analysis					
Passenger Revenue			\$ 156,275.26		
Vendor Pass Sales Revenue			\$ 230,135.52		
Federal Grant Revenue			\$ 1,212,663.00		
MTA Revenue			\$ 719,408.83		
Jurisdiction Operating Contributions			\$ 388,278.40		
Proposition 1B Transferred			\$ (931,910.15)		
Miscellaneous Revenue			\$ 65,355.53		
Accounts Payable For The Month				\$ (1,717,528.49)	
Employee Net Pay				\$ (220,287.80)	
Employee Taxes				\$ (29,144.63)	
Employee Deductions				\$ (4,171.48)	
Employer Payroll Taxes				\$ (10,267.30)	
CalPERS EE				\$ (12,827.98)	
Board of Equalization Board Sale				\$ (2,622.00)	
Bank Service Charges & Adj				\$ (7,501.05)	
Net Operating Funds		\$ 9,434,472.63	\$ 1,840,206.39	\$ (2,004,350.73)	\$ 9,270,328.30
Petty Cash					\$ 750.00
TOTAL CASH AND INVESTMENTS					\$ 17,244,026.50

I hereby certify that the investment portfolio of AVTA complies with its investment policy and the California Government Code Sections pertaining to the investment of Local Agency Investment Funds and Bank of America. Pending any future actions by the AVTA Board or any unforeseen catastrophe, AVTA has an adequate cash flow to meet its expenditure requirements for the next six months.

Prepared by:

Submitted by:

Rong Fitzgibbons
Senior Finance Analyst

Colby Konisek
Director of Finance

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
DECEMBER TO FEBRUARY, 2013**

	Dec-12 TOTAL	Jan-13 TOTAL	Feb-13 TOTAL
<u>NUMBER OF CHECKS</u>	117	78	78
<u>EARNINGS</u>			
Regular Pay	\$ 210,887.54	\$ 145,904.18	\$ 156,287.44
Overtime Pay	573.83	78.33	294.60
Vacation Pay	16,675.54	7,994.18	1,805.64
Sick Pay	8,451.74	5,074.13	7,787.29
Holiday Pay	35,551.73	26,317.12	10,514.89
Floating Holiday Pay	2,977.45	442.11	621.13
Deferred Income 457	1,199.46	799.64	799.64
Retroactive Pay	47.60	0.00	1,619.54
Floating Holiday Payout	0.00	0.00	0.00
Final Compensation and Vacation Pay Out	0.00	0.00	33,765.21
Bonus Pay			
TOTAL	\$ 276,364.89	\$ 186,609.69	\$ 213,495.38
Inc(Dec)-Current month over previous month		\$ (89,755.20)	\$ 26,885.69
% Inc(Dec)-Current month over previous month		(32.5%)	14.4%



Antelope Valley Transit Authority

**Attachment C
Expenditure Report**

By Vendor Name
Payment Dates 2/1/2013 - 2/28/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: 4 Imprint Inc				
5210	02/20/2013	4 Imprint Inc	Mini Plinko	\$ 227.98
5210	02/20/2013	4 Imprint Inc	Sport Flyer -9" Opaque	\$ 509.60
5210	02/20/2013	4 Imprint Inc	Balloon - 9: Standard Colors	\$ 149.22
5210	02/20/2013	4 Imprint Inc	Exhibitor Series Literature Display	\$ 184.85
5210	02/20/2013	4 Imprint Inc	Set up Charge / Sport Flyer	\$ 50.00
5210	02/20/2013	4 Imprint Inc	Set up Charge / Anodized Carabineer Key holder	\$ 40.00
5210	02/20/2013	4 Imprint Inc	Keep - it Clip -4" Opaque	\$ 369.40
5210	02/20/2013	4 Imprint Inc	Anodized Karabiner Key holder	\$ 429.23
5210	02/20/2013	4 Imprint Inc	Set up Charge / Keep it Clip 4"	\$ 40.00
5210	02/20/2013	4 Imprint Inc	Set Up Charge / Balloons	\$ 10.00
5210	02/20/2013	4 Imprint Inc	Paper Presentation Folder - Gloss	\$ 265.73
5210	02/20/2013	4 Imprint Inc	Hand Fan -8" Round	\$ 860.79
5210	02/20/2013	4 Imprint Inc	Set up Charge (1st Color) / Hand Fan	\$ 35.00
5210	02/20/2013	4 Imprint Inc	Set up Charge / Budgeter Pencil	\$ 15.00
5210	02/20/2013	4 Imprint Inc	Budgeter Pencil	\$ 144.59
5210	02/20/2013	4 Imprint Inc	Set up Charge / Paper presentation Folder	\$ 40.00
5210	02/20/2013	4 Imprint Inc	Change of Ink/ Balloons	\$ 18.80
5210	02/20/2013	4 Imprint Inc	Full Color Microfiber Cleaning Cloth	\$ 784.58
5210	02/20/2013	4 Imprint Inc	Set Up Charge / Microfiber Cleaning Cloth	\$ 100.00
Vendor 4 Imprint Inc Total:				\$ 4,274.77
Vendor: Adelman Broadcasting				
5156	02/06/2013	Adelman Broadcasting	Bob FM & Juan Fm-Transporter/Marketing Ads	\$ 625.00
5212	02/20/2013	Adelman Broadcasting	Bob FM & Juan Fm-Transporter/Marketing Ads	\$ 375.00
Vendor Adelman Broadcasting Total:				\$ 1,000.00
Vendor: Airdraulics				
5213	02/20/2013	Airdraulics	Wheel	\$ 88.93
5213	02/20/2013	Airdraulics	Wheel support shaft	\$ 73.55
Vendor Airdraulics Total:				\$ 162.48
Vendor: All Entertainment Group				
5209	02/14/2013	All Entertainment Group	Transporter Travel Training Video	\$ 2,500.00
Vendor All Entertainment Group Total:				\$ 2,500.00
Vendor: American Heritage Life Ins.				
5185	02/06/2013	American Heritage Life Ins.	Employee Paid Extended Benefits, 1/21/13	\$ 595.08
Vendor American Heritage Life Ins. Total:				\$ 595.08
Vendor: American Logistics Company				
5214	02/20/2013	American Logistics Company	Ambulatory Revenue,1/1/13-1/31/13	\$ (4,804.00)
5214	02/20/2013	American Logistics Company	Wheelchair Revenue,1/1/13-1/31/13	\$ (2,437.50)
5214	02/20/2013	American Logistics Company	Wheelchair Trip,1/1/13-1/31/13	\$ 27,182.80
5214	02/20/2013	American Logistics Company	Ambulatory Trip,1/1/13-1/31/13	\$ 53,126.86
5214	02/20/2013	American Logistics Company	Coupon Charge for January	\$ 672.00
Vendor American Logistics Company Total:				\$ 73,740.16
Vendor: American Security Bank				
5157	02/06/2013	American Security Bank	Phase II - Webb#17 Retention	\$ 15,142.71
5215	02/20/2013	American Security Bank	Phase II Construction Inv #18 Retention	\$ 11,392.60
Vendor American Security Bank Total:				\$ 26,535.31
Vendor: Antelope Valley AQMD				
5186	02/06/2013	Antelope Valley AQMD	Annual Permit Fee- AQMD,1/22/13	\$ 251.46
Vendor Antelope Valley AQMD Total:				\$ 251.46
Vendor: Anthem Blue Cross				
5216	02/20/2013	Anthem Blue Cross	Medical Insurance Premium EE ,3/01/13-04/01/13	\$ 4,976.10

Expense Report

Payment Dates: 2/1/2013 - 2/28/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5216	02/20/2013	Anthem Blue Cross	Medical Insurance Premium ER,3/01/13-04/01/13	\$ 29,301.90
Vendor Anthem Blue Cross Total:				\$ 34,278.00
Vendor: Aramark Uniform Services				
5158	02/06/2013	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$ 101.12
5158	02/06/2013	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$ 101.77
5217	02/20/2013	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$ 119.44
5217	02/20/2013	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$ 88.41
Vendor Aramark Uniform Services Total:				\$ 410.74
Vendor: Arrow Engineering-AESI				
5218	02/20/2013	Arrow Engineering-AESI	Mapping and GIS Services for Regional Bus Stops	\$ 26,270.00
Vendor Arrow Engineering-AESI Total:				\$ 26,270.00
Vendor: AT&T Long Distance				
5187	02/06/2013	AT&T Long Distance	Phone Long Distance,1/10/13	\$ 32.29
Vendor AT&T Long Distance Total:				\$ 32.29
Vendor: At&T Calnet				
5188	02/06/2013	At&T Calnet	Phone, 11/20/12-1/19/13	\$ 1,497.88
Vendor At&T Calnet Total:				\$ 1,497.88
Vendor: AT&T Mobility				
5189	02/06/2013	AT&T Mobility	Cell Phone, 12/7/12-1/6/13	\$ 997.73
Vendor AT&T Mobility Total:				\$ 997.73
Vendor: Atkinson, Andelson, Loya, RUUD				
5190	02/06/2013	Atkinson, Andelson, Loya, RL	General Advice Dec. 2012	\$ 2,878.50
Vendor Atkinson, Andelson, Loya, RUUD Total:				\$ 2,878.50
Vendor: AV Press				
5219	02/20/2013	AV Press	Advertisement and Transporter, 11/30/12	\$ 1,330.00
Vendor AV Press Total:				\$ 1,330.00
Vendor: Axes Fire Protection				
5220	02/20/2013	Axes Fire Protection	Annual inspection & service of fire extinguishers	\$ 328.50
Vendor Axes Fire Protection Total:				\$ 328.50
Vendor: Bank Supplies				
5221	02/20/2013	Bank Supplies	Clear Bill Strap Rack for Count Room2/14/13	\$ 46.27
Vendor Bank Supplies Total:				\$ 46.27
Vendor: Blue Goose Uniforms				
5222	02/20/2013	Blue Goose Uniforms	7 Shirts Embroidered w/ New Logo	\$ 181.04
Vendor Blue Goose Uniforms Total:				\$ 181.04
Vendor: Blue Tarp Financial- Northern Tool				
5223	02/20/2013	Blue Tarp Financial- Northern	Skyscraper Model 15 ladder	\$ 834.39
Vendor Blue Tarp Financial- Northern Tool Total:				\$ 834.39
Vendor: BOHN'S Printing				
5159	02/06/2013	BOHN'S Printing	Outreach flyers (2nd print)	\$ 272.50
5159	02/06/2013	BOHN'S Printing	SERVICE CHANGE BROCHURE	\$ 381.50
5159	02/06/2013	BOHN'S Printing	SPANISH SERVICE CHANGE BROCHURE	\$ 152.60
Vendor BOHN'S Printing Total:				\$ 806.60
Vendor: Brinks Incorporated				
5160	02/06/2013	Brinks Incorporated	Money Room Service, November 2012	\$ 469.17
5160	02/06/2013	Brinks Incorporated	Money Room Service, November 2012	\$ 82.40
Vendor Brinks Incorporated Total:				\$ 551.57
Vendor: Bulbs.com				
5191	02/06/2013	Bulbs.com	Fluorescent Bulbs,1/23/13	\$ 43.77
Vendor Bulbs.com Total:				\$ 43.77
Vendor: Burris Coffee & Pure Water Service				
5161	02/06/2013	Burris Coffee & Pure Water S	Coffee & Supplies, 11/27/12	\$ 246.75
Vendor Burris Coffee & Pure Water Service Total:				\$ 246.75

Expense Report

Payment Dates: 2/1/2013 - 2/28/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: California Transit Association				
5162	02/06/2013	California Transit Association	CTA Annual Membership Fees	\$ 8,048.00
Vendor California Transit Association Total:				\$ 8,048.00
Vendor: Compliance Oversight Solutions- Ideal				
5224	02/20/2013	Compliance Oversight Soluti	Blanket PO for remainder of FY 12/13 NTE 30,000	\$ 3,275.00
Vendor Compliance Oversight Solutions- Ideal Total:				\$ 3,275.00
Vendor: County of Los Angeles				
5192	02/06/2013	County of Los Angeles	Annual LA County Public Health Fee,1/7/13	\$ 60.00
Vendor County of Los Angeles Total:				\$ 60.00
Vendor: CSI Fullmer				
5225	02/20/2013	CSI Fullmer	FF&E Phase II - Partial Payment 12/19/12	\$ 16,757.08
Vendor CSI Fullmer Total:				\$ 16,757.08
Vendor: Dale's Hitchin' Station, Inc.				
5226	02/20/2013	Dale's Hitchin' Station, Inc.	re-enforcement of Bus Stop Pressure wash trailer	\$ 1,128.90
Vendor Dale's Hitchin' Station, Inc. Total:				\$ 1,128.90
Vendor: Dell Marketing				
5227	02/20/2013	Dell Marketing	Dell 1250c Black Toner	\$ 144.95
5227	02/20/2013	Dell Marketing	Dell 5130cdn Black Imaging Drum	\$ 93.18
5227	02/20/2013	Dell Marketing	Dell 5130cdn Black Toner	\$ 283.71
5227	02/20/2013	Dell Marketing	Dell 5130cdn Cyan Toner	\$ 507.37
Vendor Dell Marketing Total:				\$ 1,029.21
Vendor: DSL Extreme				
5228	02/20/2013	DSL Extreme	DSL Extreme-Internet Service for TAP,2/14/13	\$ 573.96
Vendor DSL Extreme Total:				\$ 573.96
Vendor: Ennis Traffic Safety Solutions				
5163	02/06/2013	Ennis Traffic Safety Solutions	Red Stdry Hi Perf Paint	\$ 112.88
Vendor Ennis Traffic Safety Solutions Total:				\$ 112.88
Vendor: Federal Express				
5193	02/06/2013	Federal Express	Shipping, 1/18/13	\$ 111.73
5229	02/20/2013	Federal Express	Shipping, 2/15/13	\$ 250.58
Vendor Federal Express Total:				\$ 362.31
Vendor: Grainger				
5164	02/06/2013	Grainger	600v 200 a disconnect box	\$ 894.67
5230	02/20/2013	Grainger	Gun, Grease Control,02/01/13	\$ 96.19
5230	02/20/2013	Grainger	Sloan valve o-ring kit	\$ 30.41
5230	02/20/2013	Grainger	Water hose	\$ 31.58
5230	02/20/2013	Grainger	Grease gun	\$ 192.39
5230	02/20/2013	Grainger	Z - swivel	\$ 99.67
5230	02/20/2013	Grainger	Full body safety harness	\$ 164.57
5230	02/20/2013	Grainger	Safety Lanyard	\$ 98.79
5230	02/20/2013	Grainger	Key tags	\$ 39.37
5230	02/20/2013	Grainger	Soap dispenser	\$ 274.85
5230	02/20/2013	Grainger	Materials to install compressed air in Body shop	\$ 5,036.43
5230	02/20/2013	Grainger	Materials to install compressed air in Body shop	\$ 157.55
Vendor Grainger Total:				\$ 7,116.47
Vendor:				
5194	02/06/2013		Wage Garnishment 1/13/13-1/26/13	\$ 246.46
5231	02/20/2013		Wage Garnishment,1/27/13-2/19/13	\$ 246.46
Vendor Total:				\$ 492.92
Vendor: Home Depot Credit Services				
5195	02/06/2013	Home Depot Credit Services	Drywall Screws and Large Bolt,1/13/13	\$ 21.95
5195	02/06/2013	Home Depot Credit Services	Batteries For Fuel Island,1/13/13	\$ 17.23
5195	02/06/2013	Home Depot Credit Services	Totes for Storage for New Board Room,1/13/13	\$ 56.48
Vendor Home Depot Credit Services Total:				\$ 95.66
Vendor: Insight- Public Sector				
5165	02/06/2013	Insight- Public Sector	HP 11 PRINthead YELLOW	\$ 96.42

Expense Report

Payment Dates: 2/1/2013 - 2/28/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5165	02/06/2013	Insight- Public Sector	HP 11 PRINTHEAD BLACK	\$ 85.02
5165	02/06/2013	Insight- Public Sector	HP 11 PRINTHEAD MAGENTA	\$ 85.02
5165	02/06/2013	Insight- Public Sector	HP11 PRINTHEAD CYAN	\$ 85.02
5165	02/06/2013	Insight- Public Sector	Plantronics Headset Amplifier Cable	\$ 140.87
5165	02/06/2013	Insight- Public Sector	Phone Headset w/ Noise Cancellation	\$ 279.79
Vendor Insight- Public Sector Total:				\$ 772.14
Vendor: Interior Plant Designs				
5166	02/06/2013	Interior Plant Designs	Plant Services,12/15/12	\$ 150.00
Vendor Interior Plant Designs Total:				\$ 150.00
Vendor: Jamesetta Hoffman				
5167	02/06/2013	Jamesetta Hoffman	First Aid Class #2 for 6 employees	\$ 300.00
Vendor Jamesetta Hoffman Total:				\$ 300.00
Vendor: Julie Austin				
5196	02/06/2013	Julie Austin	Travel Reimbursement,1/14/13-2/4/13	\$ 333.60
Vendor Julie Austin Total:				\$ 333.60
Vendor: LA County Sheriff Dept				
5168	02/06/2013	LA County Sheriff Dept	LA County Sheriff's Security Services Sept. 2012	\$ 6,604.80
Vendor LA County Sheriff Dept Total:				\$ 6,604.80
Vendor: Leslie Fingerprinting				
5169	02/06/2013	Leslie Fingerprinting	CPOS Reimbursement Sept., Oct. 2012	\$ 100.00
Vendor Leslie Fingerprinting Total:				\$ 100.00
Vendor: Mail America 2- Palmdale				
5170	02/06/2013	Mail America 2- Palmdale	CPOS Reimbursement	\$ 500.00
Vendor Mail America 2- Palmdale Total:				\$ 500.00
Vendor: McMaster-Carr Supply Co.				
5197	02/06/2013	McMaster-Carr Supply Co.	Sloan Manual Flush Valve Repair Kit,1/16/13`	\$ 64.01
5171	02/06/2013	McMaster-Carr Supply Co.	Styrofoam cups	\$ 138.23
5171	02/06/2013	McMaster-Carr Supply Co.	Sloan valve repair kits	\$ 118.20
Vendor McMaster-Carr Supply Co. Total:				\$ 320.44
Vendor: Miller-Bell Media Productions LLC				
5172	02/06/2013	Miller-Bell Media Production	1/2 Deposit for Commuter Services Video,12/10/12	\$ 875.00
Vendor Miller-Bell Media Productions LLC Total:				\$ 875.00
Vendor: MJS Construction				
5232	02/20/2013	MJS Construction	BSIP Construction of LA County	\$ 57,745.75
Vendor MJS Construction Total:				\$ 57,745.75
Vendor: Mobile Relay Associates				
5173	02/06/2013	Mobile Relay Associates	monthly airtime billing (radio repeater service)	\$ 999.60
5173	02/06/2013	Mobile Relay Associates	monthly airtime billing (radio repeater service)	\$ 999.60
Vendor Mobile Relay Associates Total:				\$ 1,999.20
Vendor: Molina Graphic Installations				
5174	02/06/2013	Molina Graphic Installations	Remove Graphics from Stuff-a-Bus	\$ 200.00
Vendor Molina Graphic Installations Total:				\$ 200.00
Vendor: Network Hardware Resale				
5233	02/20/2013	Network Hardware Resale	Cisco 7961G IP Phone	\$ 438.22
Vendor Network Hardware Resale Total:				\$ 438.22
Vendor: NIGP				
5234	02/20/2013	NIGP	Membership Renewal for Public Procurement,12/27/12	\$ 180.00
Vendor NIGP Total:				\$ 180.00
Vendor: OLS Service, Inc.				
5175	02/06/2013	OLS Service, Inc.	Inspect & certify 10 ea. Sefac lifts	\$ 1,885.59
5235	02/20/2013	OLS Service, Inc.	Repair Sefac column lift	\$ 1,201.75
Vendor OLS Service, Inc. Total:				\$ 3,087.34
Vendor: Palmdale Trophy				
5198	02/06/2013	Palmdale Trophy	Engraved Signage,1/17/13	\$ 54.94
Vendor Palmdale Trophy Total:				\$ 54.94

Expense Report

Payment Dates: 2/1/2013 - 2/28/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Peter Barron Stark				
5236	02/20/2013	Peter Barron Stark	Team Interviews, Assessment and Recommendations	\$ 8,968.43
				Vendor Peter Barron Stark Total: \$ 8,968.43
Vendor: Pinnacle Petroleum Inc				
5176	02/06/2013	Pinnacle Petroleum Inc	Fuel, Jan. 2013	\$ 28,359.79
5176	02/06/2013	Pinnacle Petroleum Inc	Fuel, Jan. 2013	\$ 24,320.61
5176	02/06/2013	Pinnacle Petroleum Inc	Fuel, Jan. 2013	\$ 3,658.50
5176	02/06/2013	Pinnacle Petroleum Inc	Fuel, Jan. 2013	\$ 28,338.01
5237	02/20/2013	Pinnacle Petroleum Inc	Fuel, Jan. 2013	\$ 28,602.01
5237	02/20/2013	Pinnacle Petroleum Inc	Fuel, Jan. 2013	\$ 29,134.65
				Vendor Pinnacle Petroleum Inc Total: \$ 142,413.57
Vendor: Pitney Bowes Inc				
5199	02/06/2013	Pitney Bowes Inc	Equipment Rental,10/30/12-1/30/13	\$ 162.00
				Vendor Pitney Bowes Inc Total: \$ 162.00
Vendor: Pitney Bowes Reserve Account				
5200	02/06/2013	Pitney Bowes Reserve Accou	Postage Reserved Refill #36877116	\$ 500.00
				Vendor Pitney Bowes Reserve Account Total: \$ 500.00
Vendor: Richards, Watson & Gershon				
5201	02/06/2013	Richards, Watson & Gershon	Board Meeting Attendance,12/28/12	\$ 1,075.00
5201	02/06/2013	Richards, Watson & Gershon	General Counsel Services,1/17/13	\$ 4,399.00
				Vendor Richards, Watson & Gershon Total: \$ 5,474.00
Vendor: SCIE ARMA				
5208	02/13/2013	SCIE ARMA	ARMA Meeting Fee,2/6/13	\$ 20.00
				Vendor SCIE ARMA Total: \$ 20.00
Vendor: SHI- Software Hardware Integration				
5177	02/06/2013	SHI- Software Hardware Inte	Barracuda Updates - 1 Year - for Spam/Virus Filter	\$ 577.34
5177	02/06/2013	SHI- Software Hardware Inte	Barracuda Updates - 1 Year - for SSL VPN	\$ 164.36
5238	02/20/2013	SHI- Software Hardware Inte	HP 24 Port w/POE J9146A	\$ 3,704.08
5238	02/20/2013	SHI- Software Hardware Inte	HP SFP Transceiver Module J4858C	\$ 1,669.47
5238	02/20/2013	SHI- Software Hardware Inte	HP 48 Port w/POE J9148A	\$ 13,097.79
5238	02/20/2013	SHI- Software Hardware Inte	HP 48 Port wo/POE J9147A	\$ 4,911.32
				Vendor SHI- Software Hardware Integration Total: \$ 24,124.36
Vendor: Southern California Edison - CSI Program				
5178	02/06/2013	Southern California Edison - i	Edison incentive application fees	\$ 5,000.00
				Vendor Southern California Edison - CSI Program Total: \$ 5,000.00
Vendor: Southern California Edison				
5202	02/06/2013	Southern California Edison	Utilities-Electricity,1/22/13	\$ 7,363.11
				Vendor Southern California Edison Total: \$ 7,363.11
Vendor: Standard Insurance Company				
5203	02/06/2013	Standard Insurance Compan	Basic Life, 1/21/13	\$ 261.63
5203	02/06/2013	Standard Insurance Compan	STD, 1/21/13	\$ 1,325.27
5203	02/06/2013	Standard Insurance Compan	LTD, 1/21/13	\$ 821.96
5203	02/06/2013	Standard Insurance Compan	AD&D,1/21/13	\$ 99.96
				Vendor Standard Insurance Company Total: \$ 2,508.82
Vendor: TCW Systems, Inc.				
5179	02/06/2013	TCW Systems, Inc.	Repeater Service,12/15/12	\$ 500.00
				Vendor TCW Systems, Inc. Total: \$ 500.00
Vendor: The Customer Service Experts				
5239	02/20/2013	The Customer Service Expert	Phone Line for Bus Passes for Nov., 2012	\$ 50.00
				Vendor The Customer Service Experts Total: \$ 50.00
Vendor: The Gas Company				
5204	02/06/2013	The Gas Company	Utilities-Gas,12/18/12-1/22/13	\$ 8,333.86
				Vendor The Gas Company Total: \$ 8,333.86
Vendor: The Signal				
5180	02/06/2013	The Signal	Online TRANSporter Advertising, 11/21/12	\$ 900.00
				Vendor The Signal Total: \$ 900.00

Expense Report

Payment Dates: 2/1/2013 - 2/28/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Time Warner Cable Business Class				
5240	02/20/2013	Time Warner Cable Business	Internet Connection,02/13/13	\$ 1,440.00
Vendor Time Warner Cable Business Class Total:				\$ 1,440.00
Vendor: United Parcel Service				
5241	02/20/2013	United Parcel Service	Shipping,1/26/13	\$ 228.49
Vendor United Parcel Service Total:				\$ 228.49
Vendor: UNUM Life Insurance Co of Amer				
5242	02/20/2013	UNUM Life Insurance Co of A	Long term Care, EE Portion-3/1/13-3/31/13	\$ 209.10
5242	02/20/2013	UNUM Life Insurance Co of A	Long term Care, ER Portion-3/1/13-3/31/13	\$ 573.90
5242	02/20/2013	UNUM Life Insurance Co of A	Long term Care, ER Portion-3/1/13-3/31/13	\$ (20.70)
Vendor UNUM Life Insurance Co of Amer Total:				\$ 762.30
Vendor: US Bank				
5205	02/06/2013	US Bank	J. Austin-Gas for Camry 1/08/13	\$ 30.10
5205	02/06/2013	US Bank	J. Austin-Conf.& Luncheon, (3) staff members	\$ 150.00
5205	02/06/2013	US Bank	W. Williams Register for APTA Marketing Conf.	\$ 475.00
5205	02/06/2013	US Bank	L. Engel- Barracuda Spam Filter	\$ 1,499.00
5205	02/06/2013	US Bank	L. Engel-Copying Drivers ID Cards	\$ 287.44
5205	02/06/2013	US Bank	W. Williams-Catering- Mixer for Chamber of Comm.	\$ 500.00
5205	02/06/2013	US Bank	N. Pitkin Website Hosting Services,1/4/13	\$ 175.45
Vendor US Bank Total:				\$ 3,116.99
Vendor: Veolia Transportation				
5206	02/06/2013	Veolia Transportation	Local & Commuter, Dec. 2012	\$ 916,372.14
5206	02/06/2013	Veolia Transportation	Local & Commuter LD, Dec. 2012	\$ (5,750.00)
5206	02/06/2013	Veolia Transportation	Pass Through- Service hours- Xmas par./Stuff a bus	\$ 753.64
5206	02/06/2013	Veolia Transportation	Pass Through- Rt 790 add'l hours	\$ 742.17
Vendor Veolia Transportation Total:				\$ 912,117.95
Vendor: Verizon California				
5207	02/06/2013	Verizon California	Phone Service, 1/13/13	\$ 1,019.69
Vendor Verizon California Total:				\$ 1,019.69
Vendor: Waste Management				
5243	02/20/2013	Waste Management	Utilities-Waste for Jan. 2013	\$ 614.66
Vendor Waste Management Total:				\$ 614.66
Vendor: Webb Brothers Construction				
5181	02/06/2013	Webb Brothers Construction	Phase II Construction - Webb #17	\$ 5,103.00
5181	02/06/2013	Webb Brothers Construction	Phase II Construction - Webb #17	\$ 76,754.09
5181	02/06/2013	Webb Brothers Construction	Phase II Construction - Webb #17	\$ 5,734.16
5181	02/06/2013	Webb Brothers Construction	Phase II Construction - Webb #17	\$ 35,388.00
5181	02/06/2013	Webb Brothers Construction	Phase II Construction - Webb #17	\$ 13,305.20
5244	02/20/2013	Webb Brothers Construction	Phase II Construction Inv #18	\$ 102,533.39
Vendor Webb Brothers Construction Total:				\$ 238,817.84
Vendor: Western Exterminators				
5245	02/20/2013	Western Exterminators	Extermination services , Oct. 2012	\$ 85.50
Vendor Western Exterminators Total:				\$ 85.50
Vendor: Witts				
5182	02/06/2013	Witts	Office Supplies,12/20/12	\$ 39.70
Vendor Witts Total:				\$ 39.70
Vendor: Xerox Corporation				
5183	02/06/2013	Xerox Corporation	Meter Usage, 10/10/12-11/8/12	\$ 259.65
5246	02/20/2013	Xerox Corporation	Meter Usage, 10/10/12-11/8/12	\$ 170.63
5246	02/20/2013	Xerox Corporation	Meter Usage, 10/10/12-11/8/12	\$ 47.31
Vendor Xerox Corporation Total:				\$ 477.59
Vendor: Zones Inc.				
5184	02/06/2013	Zones Inc.	APC Replacement Battery Cartridge 43	\$ 353.16
5184	02/06/2013	Zones Inc.	APC Replacement Battery Cartridge 105	\$ 352.07
Vendor Zones Inc. Total:				\$ 705.23
Grand Total:				\$ 1,658,251.20

DATE: March 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: FY13 Key Performance Indicators Report for January 2013

Recommendation

Receive and file the January FY13 key performance indicators report.

Summary

The key performance indicators report provides an analysis of Antelope Valley Transit Authority's (AVTA) key performance indicators on a monthly basis. Data is collected from a variety of sources such as the farebox, contractor reports, and financial performance reports.

Analysis

The AVTA's system performance is based on several key indicators. These include total monthly ridership, vehicle service hours, fare revenues, and the total operating expenses. Outlined below is a snapshot of system performance and indicators correlating to each respective goal.

Boardings – Ridership is continuing to increase. System-wide boardings recorded by the farebox in the month of January were 293,624. When compared to January 2012 totals we notice an increase of almost 8% over the same time in the previous year. Fiscal year-to-date boardings are at 2.1 million, an increase of 11% when compared to FY12 results.

Fare Revenue – Fare revenue recorded for the month was \$396,403. This reflects an increase of almost 5% over January 2011. This produced an average fare per passenger boarding of \$1.35 and a cost per boarding of \$5.84. Year-to-date, passenger revenues are at \$2.7 million, a 4% increase compared to the same period last year.

Operating Expenses – December's operating expenses were \$1.7 million with an average system-wide cost per service hour of \$109.91. Year-to-date expenditures are currently 4.6% higher than the same period last year. This is primarily due to contractual increases in the cost of providing service, and due to the addition of the TRANSporter service. As noted at the February 2013 Board meeting, an additional TRANSporter trip from Newhall at 3:15 p.m. will start on March 25, 2013.

Goal #1 – Operate a Safe Transit System – The AVTA’s goal is to operate a safe transit system. This is measured by the number of preventable accidents for every 100,000 miles of fixed vehicle operation.

Accidents – During the month of January there were two preventable accidents recorded on lines 790 and 787, resulting in 0.82 accidents per 100,000 miles for the month. Year-to-date, preventable accidents per 100,000 miles are at 0.62, which equates to a 47% improvement over the previous fiscal year. Regular presentations regarding passenger safety at Veolia’s monthly safety meetings has helped improve results.

Goal #2 – Provide Outstanding Customer Service – The Authority measures this goal by monitoring the following categories: complaints per 100,000 boardings; schedule adherence; average hold time; and average miles between service interruptions.

Customer Complaints – AVTA recorded 16.84 complaints per 100,000 boardings throughout the month of January. This is an improvement 37% over January 2012. Of the 47 comments received, five were related to safety, 15 to schedule adherence and 27 were courtesy complaints. AVTA also received two commendations for the month. Year-to-date, complaints per 100,000 boardings have not only remained below the performance target, but has also reflected an improvement of almost 16% over the previous fiscal year.

Schedule Adherence – Average on-time performance (OTP) for the month of January 2013 was 94.5%. This reflects a decrease of almost 3.6% when compared to January 2012. For the month there was a decrease in OTP below 90% on Routes 6, 7, 10, the Lake Los Angeles service and on the commuter route 785. Dial-a-Ride OTP continues to remain above 95% and is currently tracking at 97%. Year-to-date transit OTP is at 95.8%; this is equal to FY2012 figures and just above the performance target.

Average Hold Time – During the month of January, approximately 15,854 calls were handled by AVTA’s customer service representatives. The average hold time for the month was 1:32 minutes, an improvement of 21% over January 2012. Dial-a-Ride fielded 3,825 calls with an average hold time of 51 seconds for the month. Year-to-date average hold time of one minute 44 seconds is a 23% improvement compared to the previous fiscal year.

Average Miles Between Service Interruptions – A total of 263,000 service miles were operated during the month of January 2013 with an average of 11,029 miles between service interruptions. This is a decrease of 39% over January 2012. Staff will continue to work with Veolia to identify key issues with this indicator and work with the operations team to increase the miles between service interruptions by providing coach exchanges at the end of the routes or during a recovery period, if possible. We expect that the miles between service interruptions will improve as we approach the third quarter of the fiscal year. Year-to-date, miles between service interruptions continue to be below the previous fiscal year at 10,062.

Goal #3 – Operate an Effective Transit System - AVTA measures its overall effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings Per Service Hour – An average of 18.8 boardings per service hour was recorded during the month of January 2013, an increase of almost 3% over January 2012. Year-to-date, we continue to remain above the performance target and currently reflect an increase of 11% over FY 2012 figures.

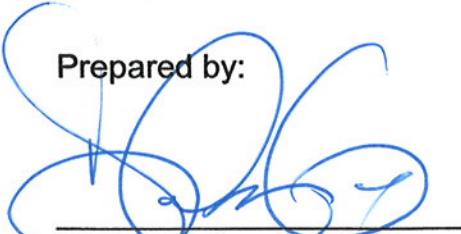
Average Weekday Boardings – During the month of January there were a total of 22 weekdays recorded, not including New Year’s Day. An average of 11,681 average weekday boardings was recorded. This is an increase of 6% over January 2012. Year-to-date, average weekday boardings have increased by 15.6% over the FY12 period.

Goal #4 – Operate an Efficient Transit System- AVTA measures its overall efficient use of available resources by monitoring farebox recovery ratio and average cost per vehicle service hour.

Average Cost Per Service Hour – The average cost per hour for the month was \$109.91, equal to January 2012 cost per hour figures. Year-to-date cost per service hour was \$111.29, an increase of 4.9% over FY12 totals, yet below the FY13 performance target of \$117.

Farebox Recovery Ratio – The farebox recovery ratio is calculated by dividing total revenues by total operating expenses. The average farebox recovery ratio during the month of January 2012 was 23.13%, an increase of 1.4% over January 2012. Year-to-date farebox recovery is currently equal to the same time period during the previous fiscal year.

Prepared by:



Dieter A. Aragón
Senior Transit Analyst

Submitted by:



Julie M. Austin
Executive Director

Attachments: Summary of System Goals and Performance

Antelope Valley Transit Authority | Attachment A: Key Indicators Report
January-13

Goal	Performance Indicator	Attachment	Current Month	MTD Meets/Exceeds	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Overall System Performance	Total Boardings	B	293,624	N/A	272,262	7.85%	N/A	2,131,467	N/A	1,915,584	11.27%
	Vehicle Service Hours		15,595	N/A	14,917	4.54%	N/A	107,493	N/A	107,808	-0.29%
	Total Fare Revenue	B	\$396,403	N/A	\$376,566	5.27%	N/A	\$2,759,447	N/A	\$2,647,812	4.22%
	Total Operating Expense		\$1,714,085	N/A	\$1,651,459	-3.79%	N/A	\$11,963,314	N/A	\$11,434,794	-4.62%
Safe Transit System	Preventable Accidents per 100,000 Miles	C	0.82	X	3.48	76.31%	1.00	0.62	X	1.18	47.79%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	D	16.84	X	26.89	37.36%	27.0	19.10	X	22.72	15.91%
	Schedule Adherence	E	94.5%		98.1%	-3.68%	95%	95.8%	X	96.4%	-0.60%
	Average Hold Time	F	1:32	X	1:57	21.37%	2:00	1:44	X	2:17	23.46%
Operate an Effective Transit System	Average Miles Between Service Interruptions	G	11,029	X	18,167	-39.29%	5,000	10,062	X	14,414	-30.19%
	Boardings per Vehicle Service Hour	H	18.8	X	18.3	2.73%	18.0	19.8	X	17.8	11.24%
Operate an Efficient Transit System	Average Weekday Boardings	I	11,681	X	11,015	6.04%	10,000	12,389	X	10,716	15.61%
	Average Cost per Vehicle Service Hour	J	\$109.91	X	\$110.71	0.72%	\$117.00	\$111.29	X	\$106.07	-4.93%
	Farebox Recovery Ratio	K	23.13%		22.80%	1.42%	23.23%	23.07%		23.16%	-0.39%

Antelope Valley Transit Authority | Attachment B: Operations Report - Total System
January-13

Goal	Current Month	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Average Fare per Boarding	\$1.35	\$1.38	-2.39%	\$1.44	\$1.29		\$1.38	-6.34%
Average Cost per Boarding	\$5.84	\$6.07	3.76%	\$6.22	\$5.61	X	\$5.97	5.97%
Average Subsidy per Boarding	\$4.49	\$4.68	4.16%	\$4.77	\$4.32	X	\$4.59	5.86%
Total Service Miles	263,142	247,643	6.26%	N/A	1,799,141	N/A	1,768,365	1.74%
Total Vehicle Miles	309,903	272,507	13.72%	N/A	2,095,293	N/A	1,963,656	6.70%
Total Vehicle Hours	17,750	16,145	9.94%	N/A	121,021	N/A	117,425	3.06%
In-Service Speed	19.9	18.3	8.78%	N/A	19.5	N/A	16.4	18.83%
Boardings per Vehicle Service Mile	1.12	1.10	1.49%	N/A	0.84	N/A	0.92	-8.56%

DATE: March 26, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Software Maintenance and Support Agreements

RECOMMENDATION

Authorize the Executive Director to enter into a purchase agreement for a software maintenance and support agreement with Trapeze Group.

FISCAL IMPACT

It is anticipated that this item will cost \$65,000. This project is currently budgeted in FY13 under GL line item 100-2FF-5-G1-9401012. This software agreement is not federally funded.

BACKGROUND

Staff intends to renew the software maintenance and support agreements for the Trapeze systems we utilize at the AVTA. The modules and costs are as follows:

<u>Program</u>	<u>Description</u>	<u>Coverage Period</u>	<u>Amount</u>
Trapeze PASS	Paratransit software - now used for customer management	4/1/13 thru 3/31/14	\$ 8,250
Trapeze FX	Basic Route and Stops definition	4/1/13 thru 3/31/14	\$ 9,000
Trapeze PLAN	Software to analyze service and ridership	4/1/13 thru 3/31/14	\$ 7,500
Trapeze INFO-COM	Customer Service system for Local Transit and Commuter	4/1/13 thru 3/31/14	\$ 3,500
Trapeze Blockbuster	Develop Bus and Driver Schedules, Rosters	4/1/13 thru 3/31/14	\$ 11,750
Trapeze OPS	Manage Bus and Driver Operations, Incident Logging	4/1/13 thru 3/31/14	\$ 25,000
	Total:		\$ 65,000

These agreements ensure our technology systems continue to receive upgrades and patches to enhance their capabilities along with providing the agency with customer support and assistance in the use of the software.

Prepared by:

Submitted by:



Robert Keys
Senior IT Analyst



Julie M. Austin
Executive Director

REVISED 3/25/13

DATE: March 26, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Fare Evasion on AVTA Buses

RECOMMENDATION

Authorize the Executive Director to implement an enforcement program to reduce fare evasion on AVTA buses.

FISCAL IMPACT

The amount of revenue lost due to fare evasion is not known at this time, but will be more accurately estimated through steps outlined in this report. **AVTA's local transit service has experienced a 21% increase in ridership over the past two years; however, the farebox revenues on local transit declined by 2.25% in FY12 as compared to FY11.**

BACKGROUND

At the January 26, 2013 ad hoc Safety meeting, staff was requested to provide information regarding the scope of AVTA's fare evasion problem. A survey of Veolia Transportation bus operators defined the problem of fare evasion on local transit as severe. Thirty out of the 50 operators surveyed described the frequency of fare evasion as occurring extremely often. Another 18 respondents stated fare evasion occurred regularly on their routes. Only two reported the frequency as occasional and none reported the frequency as occurring rarely.

AVTA's current fare evasion policy requires that operators quote the fare to an onboarding customer. If a customer chooses to evade the fare, the operator is instructed to allow the passenger to ride without insistence. This is a typical policy among transit operators.

AVTA is now moving forward to track the number and types of fare evasion more accurately. Following are four types of the most common fare evasion on AVTA's local transit routes:

- 1. Refusal to Pay**
- 2. Short Fare (paying less than the posted fare)**
- 3. Personal Care Attendant (PCA) Card Fraud**
- 4. Reduced Fare Documentation Fraud**

Staff is currently working with TAP representatives at METRO to implement three fare evasion tracking keys on the fareboxes. This will allow operators to track each offender electronically so that we can more accurately identify the scope of the problem. One key will track those who simply ignore the operator and refuse to pay, the second key will identify the number of customers who only pay a portion of the fare, and the third key will be designated for those who commit fraud.

Fare evasion fraud is defined as a person using documentation they know is not their own or does not represent the truth. This includes customers who pose as a PCA when boarding the bus but exit at a different stop than the disabled person they are claiming to be assisting. Using a stolen or lost reduced fare TAP card is another form of fraud seen on AVTA routes. Although these cards have pictures, operators may not be checking to ensure the customer's face matches the identification. Customers may also ride free after producing a Medicare card and a second form of identification. Because drivers sometimes fail to cross-reference the Medicare card with an identification card, fare fraud also occurs in this manner.

Results of Local Transit Fare Evasion Survey (source: Operator Surveys)

Evasion Type	Rarely Occurs	Occasionally Occurs	Regularly Occurs	Occurs Extremely Often
Fare Evasion	0%	4%	36%	60%
Short Fare	0%	10%	46%	44%
Reduced Fare Fraud	0%	39%	39%	12%
PCA Fraud	6%	30%	30%	34%

The frequency of fare evasion on the commuter routes is believed to be significantly less than on local. Of the 33 respondents surveyed, 27 described the frequency of fare evasion as occurring occasionally or never. Operators report the main problem relates to the TAP fare and cash fare discrepancy. Commuter passengers tend to pay the TAP fare, which averages about \$7.50, even if they are paying cash. The cash fare is \$14.00, but commuters have learned they can sometimes trick the farebox if they keep as little as ten cents on their TAP card and pay the rest in cash. The TAP card will indicate the lesser fare as long as there is money on the customer's TAP card. AVTA is not considering this type of fare evasion for the purposes of this study. The discrepancy between the TAP fare and the cash fare needs to be addressed separately in a fare restructuring study.

Staff is recommending a five-pronged approach to reduce fare evasion on local transit routes.

1. Develop an information campaign to raise awareness of AVTA's intent to enforce its fare.

The transit community needs to be given a fair chance at understanding the switch in AVTA's policy. The current policy encourages fare evasion as customers regularly see patrons ignoring the operator or negotiating for a reduced fare. A fare evasion ticket costs \$250 and should not be issued without clear prior notification that AVTA plans to enforce its fare policy.

2. Implement Mobile Pass Validators (MPV) to identify fare evaders.

Transit Deputy Kasy Maselli is trained on this device and intends to begin using it immediately. Staff recommends issuing warnings at the start until an information campaign is put in place to warn customers of AVTA's intent to enforce its fare through ticketing. AVTA is in possession of six validators; additional ticketing agents can utilize these at a cost to AVTA of \$22 an hour. Enforcement sweeps could be made at the transfer centers on a weekly basis to maintain high visibility.

While the MPVs are a strong tool in the effort to reduce fare evasion, there remains the issue of cash paying customers. The validator has no way of determining if a customer paid cash. If a deputy does not see the fare evasion occur, he must rely on the driver for confirmation. If the violator were to contest the ticket, the driver who witnessed the fare evasion would be required to testify in order to validate the offense. This puts the driver in a potentially dangerous position if a customer returns angry after he or she has been identified by the driver.

3. Install equipment on fareboxes that will provide receipts to cash paying customers.

This would enable law enforcement deputies to conduct sweeps by simply reading the patron's TAP card or checking their cash receipt. The receipts would indicate the amount paid by the customer, allowing deputies to check reduced fare documentation if the receipt indicates a reduced fare. The cost of this equipment is still under investigation. Staff has determined the equipment exists and can be configured to work with existing equipment. **Further study is needed to thoroughly understand the benefits and limitations associated with this product. We recommend conducting further analysis to determine the scope of the problem before investing between \$50,000 and \$75,000 to purchase and install the necessary equipment.**

4. Coordinate with local law enforcement to conduct undercover fare evasion operations in tandem with truancy sweeps.

The undercover operations would gain a tremendous amount of media attention and would act as further deterrence for potential fare evaders.

5. Improve driver training to ensure that all reduced fare documentation is properly reviewed.

Some coach operators tend to give a cursory glance to required documentation that must be presented when boarding in order to receive the reduced fare or free ride. Additional driver training would improve performance in this area. Increased enforcement efforts would also help to support drivers who may not be enforcing all the rules because the current fare policy is extremely lenient at present.

6 Change the AVTA policy regarding the length of time a Reduced Fare TAP card is valid. We recommend reducing the time frame from three years to one year.

Currently, customers may present with a qualifying disability that is temporary but the AVTA policy issues a Disabled Reduced Fare TAP card for a full three years. We believe our policy would better target the population we are seeking to help if the policy reduced the time frame these cards were valid. The card could be renewed annually.

Prepared by:

Submitted by:

Wendy Williams
Marketing Manager/PIO

Julie M. Austin
Executive Director

DATE: March 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Capital Reserve Contributions for FY13

RECOMMENDATION

Approve resumption of Capital Reserve Contribution payments by jurisdiction members effective January 1, 2013, the beginning of the third quarter of FY13.

FISCAL IMPACT

Upon Board approval, a total of \$115,224 will be invoiced to jurisdictional members for the third quarter of FY13. The Capital Reserve balance would reflect a decrease in funding vs. the original budget of \$230,448 due to the payment holiday provided in the first two quarters of FY13. The current Capital Reserve balance is sufficient to handle this reduction.

BACKGROUND

The Capital Reserve account was established to set aside a capital contribution from each jurisdiction in an amount sufficient to provide local match funds of 20% for the replacement cost of heavy-duty transit and commuter coaches. Expansion vehicles, light and medium duty revenue vehicles, support vehicles and other capital items are not included in this program. Current policy is to apply reserve account funds toward the matching requirements of transit and commuter bus equipment. The Capital Reserve account segregates the assets reserved for bus replacements and is used only when approved by the AVTA Board of Directors.

On September 25, 2012 the Board approved a temporary suspension of jurisdictional payments to the Capital Reserve account, pending completion of the reserve analysis and accompanying annual funding requirements for the jurisdiction members. Operating contribution payments continued with no change.

During the intervening months, staff prepared and discussed several different multi-year funding scenarios with TAC. At the February 26, 2013 Board meeting, staff presented funding recommendations for the Capital Reserve and Operating Reserve contributions in the presentation of the FY14 Budget Assumptions. The recommendation was to continue funding and introduce a 3% increase over current fiscal year levels for both capital and operating contributions to keep pace with the effects of inflation that occurred during the previous seven years, where no increase occurred. After

discussion, the Board of Directors approved the Preliminary Budget Assumptions with the removal of the 3% inflation adjustment. Further review of Reserve Contribution levels will occur pending completion of the FY13 Financial Audit in December 2013. At that time, staff will evaluate AVTA's financial position and determine if a retroactive credit could be given to the jurisdictions based on actual revenues, expenditures and needs. This approach was discussed and agreed upon by TAC members.

At this time, staff is recommending the resumption of Capital Reserve Contribution payments by jurisdictional members.

Prepared by:

Submitted by:



Colby Konisek
Director of Finance



Julie M. Austin
Executive Director/Treasurer