



Regular Meeting of the Board of Directors

Tuesday, February 25, 2014

10:00 a.m.

Antelope Valley Transit Authority Community 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 Community 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 Laura Bettencourt, the City of Palmdale's Alternate Director.

ROLL CALL:

Chairman Norm Hickling, Vice Chairman Marvin Crist, Alternate Director Laura Bettencourt, Director Steve Hofbauer, Director Dianne Knippel and Director Sandra Johnson

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 Community 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 (SRP):

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 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR JANUARY 2014 – HECTOR FUENTES, VEOLIA TRANSPORTATION

SRP 2 RESULTS OF APOLLO VIDEO PILOT PROJECT – ROBERT KEYS

SRP 3 FY14 SECOND QUARTER KEY PERFORMANCE INDICATORS REPORT (OCTOBER 1 – DECEMBER 31, 2013) – DIETTER ARAGON

Recommended Action: Receive and file the FY14 second quarter Key Performance Indicators report for October 1 – December 31, 2013.

SRP 4 QUARTERLY COACH OPERATOR AUDIT RESULTS – SEPTEMBER THROUGH NOVEMBER, 2013 – DIETTER ARAGON

Recommended Action: Receive and file the quarterly Coach Operator Audit results for the period September through November 2013.

CONSENT CALENDAR (CC): Items 1 through 7 are consent items that may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR JANUARY 28, 2014– KAREN DARR

Recommended Action: Approve the Board Meeting minutes for January 28, 2014.

CC 2 FINANCIAL REPORTS FOR NOVEMBER 2013 THROUGH JANUARY 2014– COLBY KONISEK

Recommended Action: Receive and file the Treasurer's Report for the month ended December 31, 2013, the Payroll History Report for the three months ended January 31, 2014, the Expenditure Report for the month ended January 31, 2014, the Interim Financial Statements for the six months ended December 31, 2013, and the budget versus actual report for month ended December 31, 2013 and fiscal year to date.

CC 3 REPORT FINAL TERMS AND CONDITIONS FOR CONTRACT #2014-18 TO BYD COMPANY, LTD. (BYD) FOR PURCHASE OF TWO ELECTRIC BUSES – LYLE BLOCK

Recommended Action: Receive and file the summary of final terms and conditions for Contract #2014-18 with BYD for the purchase of two electric buses.

CC 4 FY14 SECOND QUARTER CAPITAL RESERVES REPORT (OCTOBER 1 – DECEMBER 31, 2013) – COLBY KONISEK

Recommended Action: Receive and file the FY14 second quarter Capital Reserves Report for the period covering October 1 through December 31, 2013.

CC 5 FY14 SECOND QUARTER GRANT STATUS REPORT (OCTOBER 1 – DECEMBER 31, 2013) – JUDY VACCARO-FRY

Recommended Action: Receive and file the FY14 second quarter Grant Status Report for the period covering October 1 through December 31, 2013.

CC 6 FY14 CERTIFICATION AND ASSURANCES FOR CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CALEMA) PROGRAM – JUDY VACCARO-FRY

Recommended Action: Adopt Resolution No. 2014-002 to authorize the Executive Director to execute all required documents of the CalEMA Program as required by the Governor's Office of Homeland Security for a Security Management System Grant Award of \$95,786 for FY14.

CC 7 DESTRUCTION OF THE AVTA'S RECORDS PER RECORDS RETENTION POLICY – CHERYL LOVE

Recommended Action: In accordance with the AVTA's Records Retention Policy, authorize the destruction of on-site records (paper, electronic, audio, photographic, etc.), which may include but are not limited to items listed on the attached schedules.

NEW BUSINESS (NB):

NB 1 PROPOSED FISCAL YEAR 2014 (FY14) MID-YEAR BUSINESS PLAN ADJUSTMENTS – COLBY KONISEK

Recommended Action: Approve the proposed FY14 Mid-Year Business Plan adjustments.

NB 2 APPROVAL OF THE FISCAL YEAR 2015 (FY15) PRELIMINARY BUSINESS PLAN AND SHORT RANGE TRANSIT PLAN ASSUMPTIONS – COLBY KONISEK

Recommended Action: Approve the FY15 Preliminary Business Plan and Short Range Transit Plan ("Business Plan") assumptions and provide direction to staff regarding priorities for the final FY15 Business Plan.

NB 3 APPROVE ASSIGNMENT OF DIAL-A-RIDE CONTRACT WITH ALC (CONTRACT NUMBER 2013-33) TO VEOLIA INTELLIRIDE (CONTRACT NUMBER 2014-38) EFFECTIVE MAY 1, 2014 – LEN ENGEL

Recommended Action: Authorize the Executive Director to approve the transfer of all contractual interests, rights, duties and responsibilities from AVTA's existing contract number 2013-033 with American Logistics Company (ALC) to Veolia IntelliRide under contract number 2014-38 to provide services for AVTA Dial-A-Ride paratransit service and the JARC Voucher Program for the remaining term of the existing contract which ends December 31, 2015.

- NB 4 AWARD SOLE SOURCE CONTRACT #2014-22 TO WAVE, INC. FOR TWO INDUCTIVE CHARGING STATIONS AND MULTIPLE CONSTRUCTION CONTRACTS REQUIRED FOR INSTALLATION OF BYD AND WAVE CHARGING SYSTEMS – LYLE BLOCK

Recommended Actions: A) Authorize the Executive Director to execute Sole Source Contract #2014-22 with WAVE, Inc. for two in-ground inductive charging stations for the amount of \$670,000 plus applicable sales tax; and B) Provide additional authorization to award multiple construction contracts for installation of BYD and WAVE charging systems for an estimated amount of \$494,500 plus applicable sales tax. Staff will return to the Board with final pricing for all construction contracts. C) Contract awards are subject to AVTA's ability to identify and secure sufficient funding.

OLD BUSINESS (OB):

- OB 1 REPORT ON ISSUES PERTINENT TO POTENTIAL PROCUREMENT OF 12 ELECTRIC BUSES AND CONSIDERATION AND RECERTIFICATION OF OCTOBER 2013 AVTA BOARD AUTHORIZATION TO PURCHASE 12 CLEAN DIESEL BUSES FROM GILLIG CORPORATION UNDER CONTRACT #2014-12 – LEN ENGEL

Recommended Action: A) Receive and file a report on issues pertinent to the possible procurement of 12 electric buses in lieu of diesel buses; and B) Consider and recertify the Board's October 2013 authorization to purchase 12 clean diesel buses from Gillig Corporation under Contract #2014-12.

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

- CS 1 Conference with Legal Counsel- Existing Litigation
G.C. section 54956.9(d) (1)
People v. Jorge: Case no. BA405021
People v. Floyd: Case no. BA405021

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

- 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 March 25, 2014 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

The Agenda was posted by 5:00 p.m. on February 20, 2014 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 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: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: FY14 Second Quarter Key Performance Indicators Report (October 1 – December 31, 2013)

RECOMMENDATION

Receive and file the second quarter Key Performance Indicators report for October 1 – December 31, 2013.

SUMMARY

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

ANALYSIS

AVTA's fixed route local and commuter performance is based on several key indicators. These include total monthly ridership, vehicle service hours, fare revenues, and total operating expenses. Following are highlights of the system performance and indicators correlating to each respective goal.

Boardings – A total of 1.8 million boardings have been recorded during the second quarter of FY 2014. We continue to see Increases in overall boardings and currently reflect an increase of almost 4% when compared to the previous fiscal year's second quarter results. The largest rise in ridership continues to be our commuter service, when compared to all modes we notice an increase of 14% (23,057) throughout the second quarter results. Along with popularity growth in student ridership, an additional factor that can be contributing to the increase in commuter ridership is the fact the average unemployment rate continues to decrease within the Los Angeles County, from 11.9% during December 2011 to 8.8% in December 2013.

Fare Revenue – Fare revenues received during the second quarter of FY14 totaled \$2.4 million, an increase of 4% (\$94,605) when compared to the second quarter of FY13 results. Although local passenger boardings did reflect an increase of almost 43k, the continued rise in "free boardings" has impacted local fare revenues, which reflected a decrease of 4% (\$40,800) during the second quarter. However, revenues from our commuter fares, recorded a 10% increase (\$135,400) when compared to the FY2013 second quarter results.

Operating Expenses – During the FY2014 second quarter, expenditures totaled \$9.8 million, a 3% increase when compared to FY2013 second quarter results, coinciding with the annual contract increase of 3% percent for fixed route services.

Goal 1 – Operate a Safe Transit System – This is measured by the number of preventable accidents for every 100,000 miles of fixed route operation.

Accidents [Target - .90 preventable accidents/100,000 miles] – During the second quarter there were four preventable accidents recorded, two of which occurred during non-revenue service. Preventable accidents per 100,000 miles continue to be lower than the performance target of .90 (lower is better). The average of 0.44 preventable accidents per 100k miles is a 9.7% improvement over the previous fiscal year (FY2013 Second Quarter).

Goal 2 – Provide Outstanding Customer Service – This is measured by complaints per 100,000 boardings, schedule adherence, average hold time, and average miles between service interruptions.

Customer Complaints [Target – 10.0 complaints/100,000 boardings] – Complaints began to increase during at the end of the 1st quarter/ beginning of second quarter, mainly on our commuter service. Cal State University Northridge (CSUN) recorded a record high enrolment and an increase in boardings on our 787 route resulting in overcrowding on certain early morning trips. An additional bus was put in service during those crush load times to help mitigate complaints, which began to taper off at the beginning of the second quarter. Throughout the second quarter complaints recorded per 100,000 boardings continue to be below the performance target (10.0) at 7.78 and reflect an improvement of 64% over the previous fiscal year (FY2013 Second Quarter).

Schedule Adherence [Target - 96%] – Approximately 5,145 time point checks were conducted by our road supervisors throughout the second quarter, producing an average on-time performance (OTP) of 95%. The most frequent delays have occurred on commuter lines specifically the 785 and 787 routes, traffic and load times have played a factor here in addition local routes 1,3,10 on during the afternoon times were passenger activity is more prominent.

Average Hold Time [Target – 1:10 minutes] – One minute, nine seconds was the average hold time recorded during the second quarter, just below the performance target of one minute ten seconds. This is an improvement of 35% (38 seconds) over the FY13 second quarter average hold time of one minute 47 seconds. Of the 44,852 calls received during the second quarter, 6,636 were abandoned before they could be answered by a customer service representative.

Average Miles Between Service Interruptions [Target – 12,000 Miles] – A total of 1.5 million miles were operated during the FY14 second quarter with an average of 15,330 miles between service interruptions, a 30% improvement when compared to the previous fiscal year. The replacement fleet is major contributor to the continued improvements of this indicator, allowing us to maintain more buses on the road and less time in the bus bay.

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 Vehicle Service Hour [Target – 22.1] – Throughout the FY2014 second quarter, an average of 21.7 boardings per vehicle service hour was recorded. Although boardings per service hour were just below the performance target of 22.1 we notice did see an increase of almost 4% over the FY2013 second results (20.9), coinciding with our ridership increases that we have seen.

Average Weekday Boardings [Target – 12,600] – Average weekday boardings during the second quarter of FY14 were 12,743, just above the performance target of 12,600 and an improvement of almost 5% compared the previous fiscal year (12,170). Consistent with some of the other performance indicators.

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

Average Cost Per Vehicle Service Hour [Target - \$126.66] – The average cost per vehicle service hour during the second quarter was \$117.91. This reflects an increase of almost 3% when compared to FY2014 second quarter results. As stated earlier the yearly contractor increase of 3% over FY13 second quarter results contributed to this increase. However, well below the performance target of \$126.66.

Farebox Recovery Ratio [Target – 22.1%] – The average farebox recovery ratio during the second quarter of FY14 was 24.46%, an improvement of almost 1% when compared to the FY13 second quarter results, but well above the FY2014 performance target of 22.40%.

ALIGNMENT WITH STRATEGIC DIRECTIVES

Our Vision: We are the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve. We exceed customer expectations by providing service that is: safe and reliable, valued by the community, responsive and innovative, caring and courteous, and cost effective.

Key Performance Indicators align with this vision as they measure safety, customer service, efficiency and effectiveness.

Prepared by:

Submitted by:

Dietter A. Aragón
Senior Transit Analyst

Julie M. Austin
Executive Director

Attachments: A and B - Summary of System Goals and Performance

Antelope Valley Transit Authority | Attachment SRP 3.A: Key Indicators Report
December-13

Goal	Performance Indicator	December 2013 (FY 2014)	MTD Meets/Exceeds	December 2012 (FY 2013)	% Change	Performance Target	FY 14 Year to Date	YTD Meets/Exceeds	FY 13 Year to Date	% Change
Overall System Performance	Total Boardings	270,703	N/A	262,843	2.99%	N/A	1,811,194	N/A	1,744,296	3.84%
	Vehicle Service Hours	13,864	N/A	13,582	2.07%	N/A	83,839	N/A	83,574	0.32%
	Total Fare Revenue	\$377,135	N/A	\$346,907	8.71%	N/A	\$ 2,417,471	N/A	\$2,322,866	4.07%
	Total Operating Expense	\$1,632,431	N/A	\$1,516,422	-7.65%	N/A	\$ 9,885,148	N/A	\$9,589,340	-3.08%
Safe Transit System	Preventable Accidents per 100,000 Miles	0.39	X	0.74	46.91%	0.90	0.44	X	0.49	9.69%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	5.91	X	20.17	70.70%	10.0	7.78	X	22.03	64.67%
	Schedule Adherence	98.1%	X	94.6%	3.68%	96%	94.9%	DNM	96.0%	-1.20%
	Average Hold Time	1:00	X	1:25	29.41%	1:10	1:09	X	1:47	35.05%
	Average Miles Between Service Interruptions	16,968	X	15,968	6.26%	12,000	15,330	X	11,732	30.67%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	19.5	DNM	19.4	0.52%	22.1	21.7	DNM	20.9	3.67%
	Average Weekday Boardings	11,138	DNM	12,602	-11.61%	12,600	12,743	X	12,170	4.71%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	\$117.75	X	\$111.65	-5.46%	\$126.66	\$117.91	X	\$114.74	-2.76%
	Farebox Recovery Ratio	23.10%	X	22.88%	0.99%	22.40%	24.46%	X	24.22%	0.96%

DNM - Does not meet

Antelope Valley Transit Authority | Attachment SRP 3.B: Operations Report - Total System
December-13

Goal	December 2013 (FY 2014)	December 2012 (FY 2013)	% Change	Performance Target	FY 14 Year to Date	YTD Meets/Exceeds	FY 13 Year to Date	% Change
Average Fare per Boarding	\$1.39	\$1.32	5.56%	\$1.29	\$1.33	X	\$1.33	0.23%
Average Cost per Boarding	\$6.03	\$5.77	-4.52%	\$5.74	\$5.46	X	\$5.50	0.72%
Average Subsidy per Boarding	\$4.64	\$4.45	-4.22%	\$4.45	\$4.12	X	\$4.17	1.03%
Revenue Miles	230,370	225,917	1.97%	N/A	1,395,672	N/A	1,390,237	0.39%
Total Vehicle Miles	254,522	248,735	2.33%	N/A	1,542,028	N/A	1,529,069	0.85%
Total Vehicle Hours	15,275	14,843	2.91%	N/A	92,409	N/A	91,187	1.34%
In-Service Speed	16.6	16.6	-0.10%	N/A	16.6	N/A	16.6	0.07%
Boardings per Vehicle Service Mile	1.18	1.16	1.00%	N/A	1.30	N/A	1.25	3.43%



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Quarterly Coach Operator Audit Results – September through November 2013

RECOMMENDATION

That the Board of Directors receive and file the quarterly Coach Operator Audit results for the period September through November 2013.

FISCAL IMPACT

There is no direct fiscal impact associated with coach operator audit results.

BACKGROUND

As part of Mobility Management Program, AVTA's consultants Moore & Associates conduct coach operator audits using secret riders on board AVTA buses. These audits provide AVTA with the tools to monitor and evaluate operator performance and identify potential areas for improvement. As part of an effort to maintain quality service, AVTA staff meets with the Veolia operations team to review audit findings and develop action plans to correct areas that require attention.

This report summarizes trends through five quarters of audits, and we are pleased to report that trends in all areas are improving. For the period of 9/13 to 11/13, a total of 43 coach operator audits were conducted during weekday service. The auditors observed 31 local trips and 12 commuter trips, evaluating Coach Operators on appearance, safety, fare collection and overall customer interaction.

Operator Evaluations

As is typical in this industry, the highest number of violations usually occurs due to operators not announcing stops. Although this indicator began to improve between the 2nd and 4th quarters, a 5% decrease was noticed in the 5th quarter results. The system-wide score was 2.86 (higher is better in this case). Veolia continues to focus on reiterating the importance of announcing the FTA-required, ADA stop announcements.

Coach operator appearance scores increased by 18% over the 4th quarter audit results, with a system-wide score of 4.65 (almost a perfect 5). The largest improvement of 30% was seen on commuter service with a score of 4.73. Local service operators reflected an improvement of 7% at 4.56. AVTA and Veolia staff continue to conduct random

morning rollout inspections, enforcing coach operator appearance standards. Operators have recently received new uniforms that include AVTA's new logo and their assigned operator ID number, which will allow anyone to easily identify a specific operator.

In the event a customer tries to short-pay or avoid fare payment, AVTA's policy is for the operator to quote the appropriate fare to the passenger rather than risk a confrontation by aggressively enforcing the fare policy. In most cases, coach operators responded appropriately to fare evasion attempts by quoting the proper fare. Generally, when this occurs, the passengers comply and pay the fare. During the three month period (9/13 – 11/13) passengers attempting to avoid the fares did increase to score of 1.49, a 12% increase (0.17) when compared to 4th quarter results (1.32). Lower is better in this metric, indicating that when challenged passengers are paying the appropriate fare more often.

The attachments summarize the rest of the operator evaluation ratings compared to the previous quarters.

Perfect Ride Check

Coach operators who have no violations on all metrics and provide excellent customer service are awarded the "Perfect Ride Check" pin and certificate of recognition. This number continues to grow as we move forward with the operator audits.

The following 11 operators had no violations during their trip, resulting in a Perfect Ride check during this reporting period:

- Fred Hawkins - (Route 1)
- David Andrade - (Route 6)
- Leroy Calloway - (Route 11)
- Churlin Gomez-Diaz - (Lake LA)
- Veronica Rivas - (Route 786)
- Mauricios Palacios - (Route 787)
- Tyrone Montgomery - (Route 5)
- Ezra Jimenez - (Route 12)
- Juliette Morris – (Route 3)
- Irece Williams – (Route 3)
- Marty Moore – (Route 5)

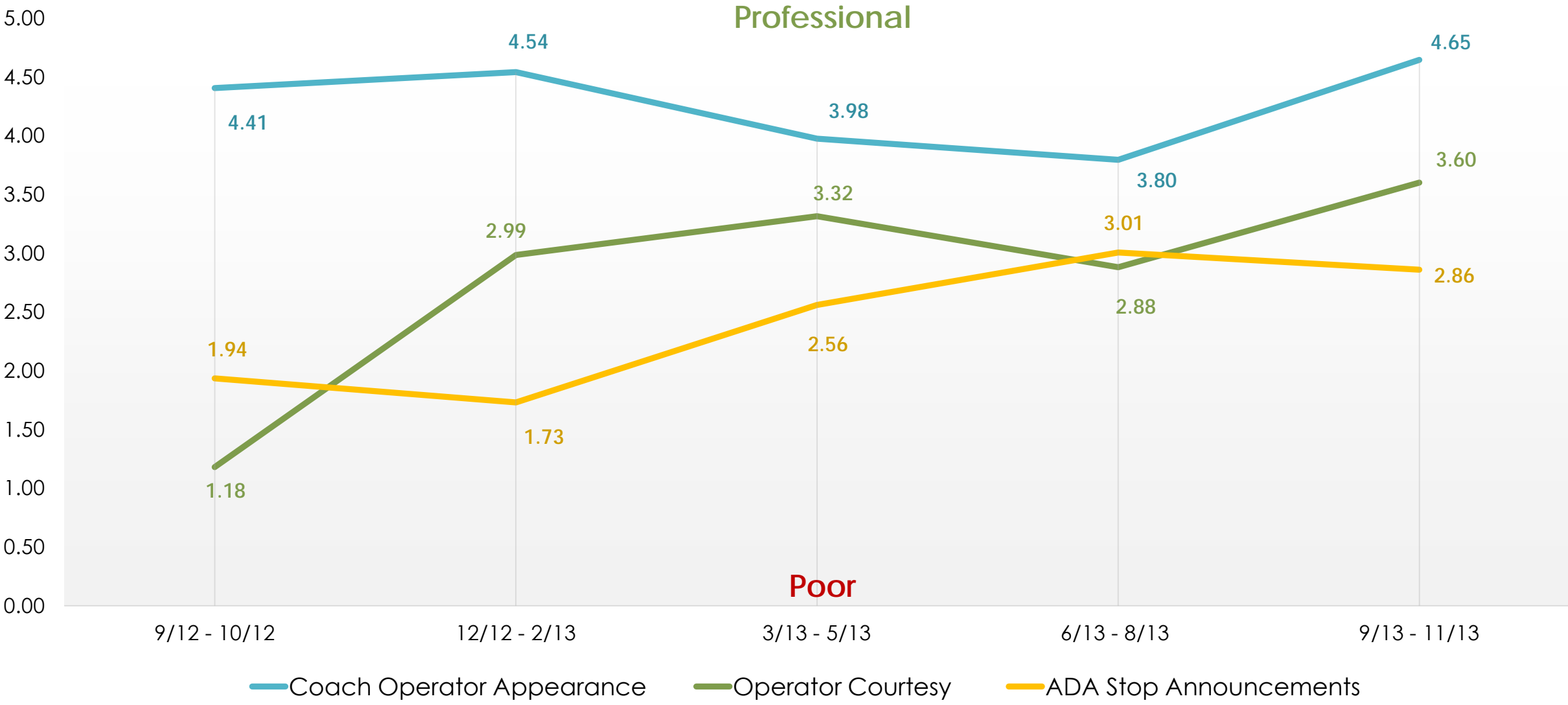


Coach Evaluation

During the third quarter, overall coach appearance is also evaluated. This report includes exterior and interior cleanliness, graffiti, rider notices being properly displayed, and service schedule brochures available on board.

An average of 98% of all metrics received a positive rating. The exception was window cleanliness on a couple of coaches. Overall bus condition was also measured from poor to excellent. Of all coaches that were checked, 29 rated the vehicle as "Good" and 14

Professional



Poor

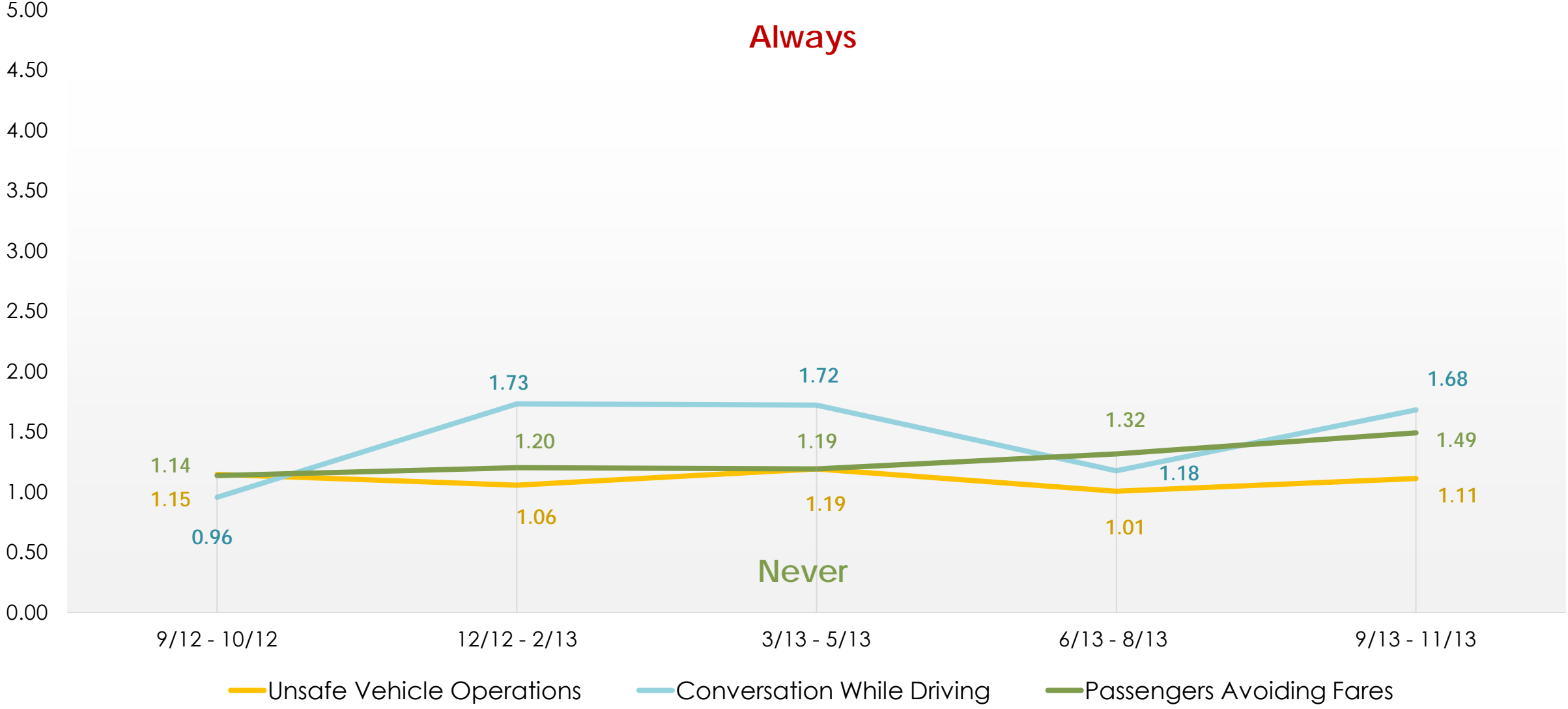
— Coach Operator Appearance — Operator Courtesy — ADA Stop Announcements

Operator Evaluations

Higher is Better



Always

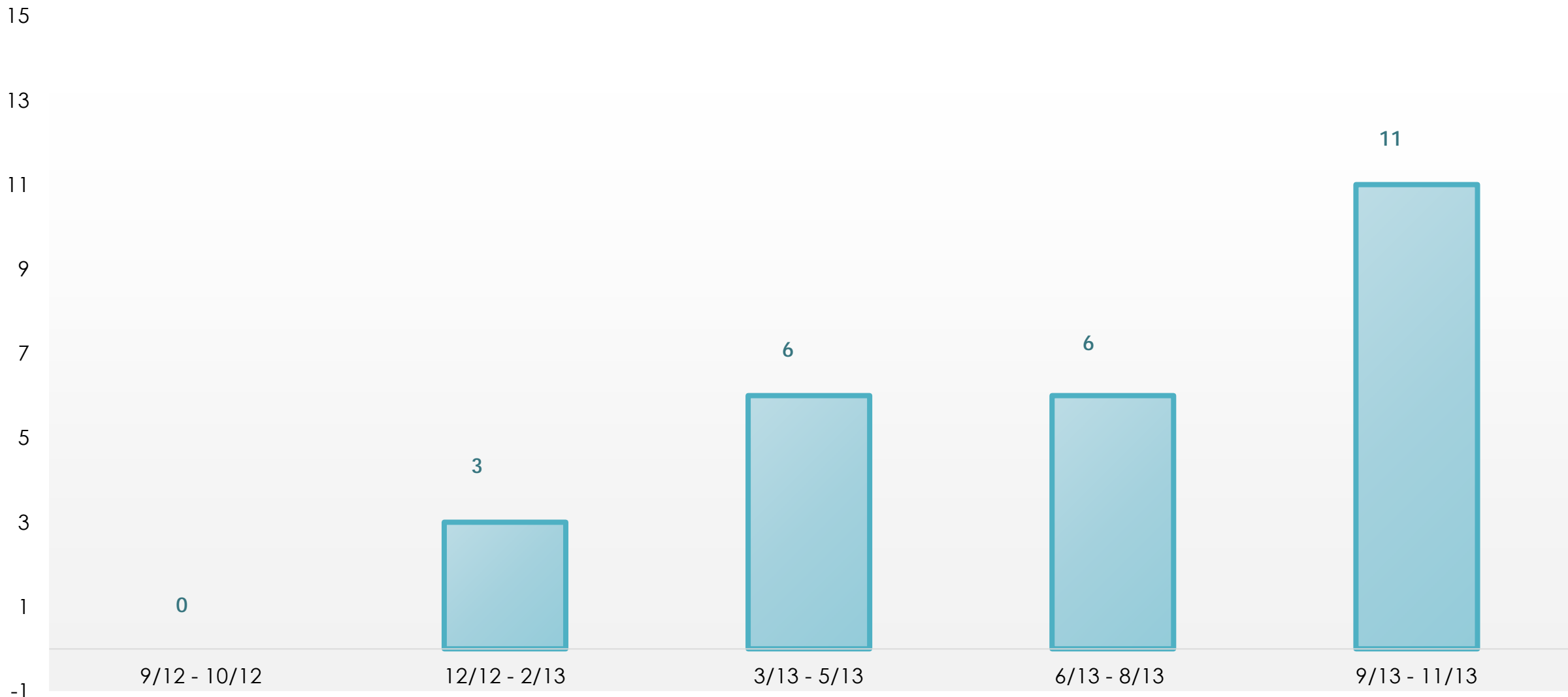


Never

Operator Evaluations

Lower is Better





Perfect Ride Checks

9/13 – 11/13 | Total Checks Conducted: 43



System-wide

Metrics	Yes	No	Total Checks
Ride Notices	42	1	43
Brochures	42	1	43
Exterior Clean	43	0	43
Floors Clean	43	0	43
Windows Clean	41	2	43
Graffiti	0	43	43
Condition of Bus			
Poor	Fair	Good	Excellent
0	0	29	14

Coach Evaluations





Regular Meeting of the Board of Directors

Tuesday, January 28, 2014

10:00 a.m.

UNOFFICIAL MINUTES

CALL TO ORDER:

Chairman Hickling called the meeting to order at 10:03 a.m.

PLEDGE OF ALLEGIANCE:

Director Knippel led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Norm Hickling

Vice Chairman Marvin Crist

Director Tom Lackey

Director Steve Hofbauer

Director Dianne Knippel

Alternate Director Ron Smith (Director Sandra Johnson absent)

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Vice Chairman Crist, seconded by Director Lackey

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel, and Alternate Director Smith

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

There were no miscellaneous business – non-agenda items presented.

SPECIAL REPORTS and PRESENTATIONS (SRP):

SRP 1 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2013

Veolia Interim Operations Manager Eduardo Sobalvarro and Executive Director Julie Austin presented plaques to George Welch, Operator of the Month for November; Ricky Collins, Operator of the Month for December; and Tisha Lanier, Employee of the Month for November. Mr. Sobalvarro announced that the Employee of the Month for December was Keith Humphreys who was not present to receive his award.

SRP 2 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER (OCTOBER 1 – DECEMBER 31, 2013)

Executive Director Julie Austin presented a plaque to Maintenance Clerk Cecil Foust, AVTA's Employee of the Quarter.

SRP 3 HIGH DESERT CORRIDOR (HDC) PROJECT

Metro HDC Project Manager Robert Machuca presented information regarding the HDC project; a multi-modal link between State Route (SR)-14 in Los Angeles County and SR-18 in San Bernardino County. He provided details pertaining to the project area, environmental impact report schedule, mode options, and outreach efforts. The Board briefly discussed this item.

SRP 4 OVERVIEW OF WAVE INDUCTIVE CHARGING SYSTEM

WAVE, Inc. Chief Development Officer Wesley Smith presented details regarding Wireless Advanced Vehicle Electrification (WAVE) technology and the proposed delivery schedule for the AVTA's electric bus demonstration project. The Board briefly discussed this item.

SRP 5 UPDATE ON STATUS OF ALTERNATIVE BUS TECHNOLOGY

Director of Operations and Maintenance Len Engel provided the status of the electric bus demonstration project. The Board discussed the locations of the charging stations and typical charge time.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR NOVEMBER 26, 2013 – KAREN DARR

Motion: Approve item CC 1.

Moved by Vice Chairman Crist, seconded by Director Knippel

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel

Nays: None

Abstain: Alternate Director Smith

Absent: None

CC 2 FINANCIAL REPORTS FOR OCTOBER THROUGH DECEMBER 2013 – COLBY KONISEK

CC 3 FY14 KEY PERFORMANCE INDICATORS REPORT FOR OCTOBER – DIETTER ARAGON

CC 4 FY14 KEY PERFORMANCE INDICATORS REPORT FOR NOVEMBER – DIETTER ARAGON

CC 5 CELL/SMART PHONE STIPEND POLICY – LYLE BLOCK

CC 6 FY14 SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT REPORT (OCTOBER 1 - DECEMBER 31, 2013) – CANDICE RUDOLPH

CC 7 AMENDED CONFLICT OF INTEREST CODE AND RESOLUTION NO. 2014-001 – COLBY KONISEK

Motion: Approve items CC 2 through CC 7.

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel, and Alternate Director Smith

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 AWARD CONTRACT #2014-16 FOR FEDERAL ADVOCACY SERVICES

Procurement Officer Lyle Block presented the staff report. Staff confirmed that the contract contains a 30-day termination for convenience clause.

Motion: Authorize the Executive Director to execute Contract #2014-16 with Van Scoyoc Associates, Inc. for federal advocacy services for a five-year term in the amount of \$4,000 per month plus authorized expenses, estimated at \$2,000 per year. Total annual expenses are estimated at \$50,000.

Moved by Vice Chairman Crist, seconded by Director Lackey

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel, and Alternate Director Smith
Nays: None
Abstain: None
Absent: None

NB 2 AWARD CONTRACT #2014-01 TO PINNACLE PETROLEUM, INC. FOR BULK FUEL SUPPLY AND DELIVERY

Mr. Block presented the staff report. The Board discussed local vendor outreach efforts.

Motion: Authorize the Executive Director to execute Contract #2014-01 with Pinnacle Petroleum, Inc., of Huntington Beach, CA, for bulk fuel supply and delivery for a maximum five-year term in an annual amount not to exceed \$3,500,000.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel, and Alternate Director Smith
Nays: None
Abstain: None
Absent: None

NB 3 BOARD OF DIRECTORS 2014 MEETINGS CALENDAR

Clerk of the Board Karen Darr presented the staff report. The Board discussed costs associated with holding evening meetings, the extent to which members of the public are requesting that the Board hold evening meetings, and the

option of scheduling a special evening meeting when a specific need exists. It was suggested that instead of establishing regular evening meetings, that a special workshop format be established for an evening meeting to determine the level of public participation.

Original Motion: Approve the 2014 meetings calendar, which includes two evening meetings at 7:00 p.m. on the fourth Wednesday of March and October.

Moved by Director Lackey, seconded by Director Knippel
Director Lackey withdrew his motion.

Substitute Motion: Approve the 2014 meetings calendar consistent with past practice, without including evening meetings. Board meetings shall be held the fourth Tuesday of each month at 10:00 a.m. through November 2014. Direct staff to investigate conducting a special evening meeting workshop, as needed, with a time and date to be determined.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel, and Alternate Director Smith
Nays: None
Abstain: None
Absent: None

NB 4 PROPOSED 2014 AVTA LEGISLATIVE PRINCIPLES

Ms. Austin presented the staff report. In response to a question from Board Alternate Ron Smith, staff confirmed that Board approval would be requested prior to the AVTA's support or opposition of proposed legislation.

Motion: Receive and file the proposed 2014 AVTA Legislative Principles.

Moved by Vice Chairman Crist, seconded by Director Lackey

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel, and Alternate Director Smith
Nays: None
Abstain: None
Absent: None

NB 5 LEGISLATIVE UPDATE

Federal Update: Grants Administrator Judy Vaccaro-Fry presented an update regarding the Omnibus Appropriations Bill, Transit Commuter Bill and Military Subsidies, and “LoNo” Vehicle Deployment Program. There was no Board discussion regarding the federal legislative update.

State Update: Marketing Manager Wendy Williams presented information in support of the introduction of new legislation that would allow the AVTA to conduct a pilot program to evaluate digital signage on its buses and their impact on safety. The Board discussed the impact of having too many advertisements on AVTA buses and which large advertising customers staff would target.

Ms. Williams also provided details pertaining to the California Road Repair Act of 2014, Governor Brown's FY15 Budget, and Assembly Bill 32 - Cap-and-Trade.

Motion: 1) Support the introduction of legislation by State Senator Steve Knight that would allow the AVTA to install digital advertising bus signs as part of a demonstration project for the State of California; and 2) Receive and file the Legislative Update for January 2014.

Moved by Vice Chairman Crist, seconded by Alternate Director Smith

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel, and Alternate Director Smith

Nays: None

Abstain: None

Absent: None

OLD BUSINESS (OB):

OB 1 CONSIDERATION AND RECERTIFICATION OF OCTOBER 2013 AVTA BOARD AUTHORIZATION TO PURCHASE 12 CLEAN DIESEL BUSES FROM GILLIG CORPORATION UNDER CONTRACT #2014-12

Mr. Engel presented the staff report. The Board discussed this item. Vice Chairman Crist reminded staff that they were directed to go towards procuring electric buses at the July 17, 2013 Strategic Planning Workshop and asked staff if they had reached out to BYD regarding the cost of electric buses. Director Hofbauer questioned whether the AVTA's electric bus demonstration project should be completed prior to purchasing additional electric buses.

Mr. Engel indicated that a competitive procurement process would be required to acquire electric buses.

Vice Chairman Crist stated that he met with BYD staff on January 27, 2014 and they told him that they would sell the AVTA 12 electric buses for \$5.3 million, the same cost as the diesel buses, and recoup the operational savings on the other end. He cited Mr. Engel's presentation, showing that the lifecycle costs of electric buses are equal to or less than diesel buses.

Motion: Staff to meet with BYD, review their zero emission transition plan, verify that the overall cost is a net zero to the AVTA, and their current transit service levels can be achieved. Report back in 30 days with a procurement process with the timeline of implementation; what procurement process is necessary; what do we need in an RFP; is leasing an option; and is sole source possible?

Moved by Vice Chairman Crist, seconded by Alternate Director Smith

The Board continued the discussion. Director Crist went on to state that the AVTA needs to take a look at all those different factors and talk with BYD; whether we need a performance bond from them; what we actually need to do. If the Board has given direction to go toward electric buses, then it is expected that staff move toward electric buses. He stated that BYD is making a huge movement; they are giving us half price for these buses and they can recoup it at the other end. This is important for jobs, the AV, the entire structure of the AVTA.

Alternate Director Smith questioned why staff has not moved toward obtaining data on electric buses if that was the Board's direction and why there are not other reports or information to accompany the staff report. Although there may be other items that staff needs, the process should be started. Mr. Engel responded that staff had contracted for two buses with BYD and was still waiting for a final cost.

Director Hofbauer asked that if BYD is going to sell each bus for half the normal cost of \$800,000, how are they going to recoup the remaining \$400,000? Vice Chairman Crist stated that BYD will work out a deal to help with the upfront costs and recoup their costs with AVTA's savings from fuel and maintenance. Staff needs to contact BYD and discuss purchasing options.

Chairman Hickling added that the more buses BYD builds, the lower the unit price becomes in an assembly process and the price difference is recovered over time. Director Knippel asked if a sole source is permitted when the procurement involves federal dollars. Mr. Engel responded that staff would research this; he has not seen a sole source procurement for this number of buses. Chairman Hickling stated that the AVTA has an advocacy group under contract that can research this procurement.

Director Hofbauer reiterated that the AVTA has buses that need to be replaced and asked where the 30-day delay puts the AVTA in Gillig's production schedule. Vice Chairman Crist responded that BYD assured him that there would be no delay in the AVTA receiving the electric buses. Mr. Engel answered that a 30-day delay could push Gillig's delivery date from June to September 2015, depending on other orders the company receives.

General Counsel Fox informed the Board that this item is agendaized as consideration and recertification of the Board's action at the October 22, 2013 Board meeting, which needs to be addressed. At the meeting, Director Lackey made the motion to authorize the Executive Director to Issue a Notice to Proceed to Gillig Corporation under Contract Number 2014-12 for the purchase of twelve (12) heavy-duty clean diesel buses scheduled for delivery in February 2015 in the amount of \$5.33 million (\$444,006 per bus). The Notice to Proceed shall be issued subject to confirmation of pre-award authority from FTA and shall include a requirement that Gillig notify AVTA in writing prior to incurring any costs associated with assembly and production. This Notice to Proceed is conditional upon the Board taking further action in January 2014. For this action to remain in effect, the Board must recertify this decision in January 2014 after considering a report from staff on the status of alternative bus technology. If the Board does not recertify this action in January 2014, this Notice to Proceed will be rescinded.

Vice Chairman Crist stated that his motion contains a 30-day continuance. General Counsel responded that it is more than continuing the item, the Board needs to recertify its decision to authorize the Notice to Proceed. Vice Chairman Crist confirmed that authorizing the Notice to Proceed would be part of his motion to continue the item until February. General Counsel stated that part of the October 22, 2013 motion included Gillig notifying the Authority prior to incurring any costs and wants to ensure that the Board addresses this also. Vice Chairman Crist stated that staff informed him on January 27, 2014 that no costs have been incurred.

Vice Chairman Crist restated his motion to put this item on hold for 30 days; direct staff to go back, negotiate with BYD, keep the jobs local, keep the money local, there is a two and half to three times factor here. It is important to this community that we have jobs here. It is important to this community, as Director Hofbauer stated earlier in the meeting, that we do things locally, if possible. So we are not going to incur any costs, that was part of the motion. BYD has said they will work with us. I see no problem with moving forward with this.

Director Lackey requested confirmation that staff must receive the results of the Altoona testing, other eligibility requirements, and that procurement guidelines will be followed before giving BYD this consideration. General Counsel

responded that Vice Chairman Crist's motion gives staff direction to explore purchasing options with BYD and review the federal procurement guidelines, and that staff would not move forward if federal guidelines were being violated.

Restated Motion: Continue item OB 1 for 30 days and recertify in February. During that time, I would like to instruct staff to work with BYD; to look at procuring the same amount of 12 electric buses; look at the timeline; what type of procurement is necessary; is it leasing, is it an option; and make sure that the overall cost is a net zero to the AVTA.

Moved by Vice Chairman Crist, seconded by Alternate Director Smith

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel, and Alternate Director Smith

Nays: None

Abstain: None

Absent: None

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

General Counsel presented the item to be discussed in Closed Session.

CS 1 Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4)
(One potential case)

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 11:45 a.m.

Director Hofbauer and Alternate Director Smith left the meeting at 11:45 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 12:01.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel stated that there was no reportable action taken on CS 1.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Executive Director's Report

- Staff is finalizing an application for \$560,000 to the Antelope Valley Air Quality Management District for AB2766 Funds to fund architectural and engineering costs associated with the WAVE inductive chargers.
- Staff is working with the Southern California Association of Governments and the lobbyist to prepare an application for LoNo Funds, a program carved out of the FTA Section 5312 federal funds, to apply toward the incremental cost difference between electric buses and diesel buses. The application is due March 10, 2014.
- Staff has posted the business plans and financial audits for fiscal years 2011, 2012, and 2013 and the Comprehensive Annual Financial Report for FY13 on the AVTA website.
- Ms. Austin will be attending the American Public Transportation Association (APTA) CEO Conference February 7 through 11, 2014.
- Ms. Williams will be attending the APTA Marketing & Communications Workshop the week of February 24, 2014.
- Mr. Engel is attending a fully sponsored Transit Bus Summit in Phoenix, AZ February 19 through 21, 2014.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Lackey reported on his trip to Washington D.C. He stated that local transportation funding might become available. He was pleased with the firms who responded to the Federal Advocacy Services Request for Proposals. In addition, he will be attending an APTA Conference in March.

Chairman Hickling stated that politicians in Washington D.C. and staff at the Federal Transit Administration know about the AVTA's desire to obtain electric buses. Supervisor Antonovich sent a letter to Senators Feinstein and Boxer asking for their support with Altoona testing for new electric buses.

ADJOURNMENT:

Chairman Hickling adjourned the meeting at 12:07 a.m. to the Regular Meeting of the Board of Directors on February 25, 2014 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED THIS 25th DAY OF FEBRUARY 2014.

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 arrange to review a recording.



DATE: February 25, 2014
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for November 2013 through January 2014

RECOMMENDATION

Receive and file the Treasurer's Report for the month ended December 31, 2013 (Attachment A), the Payroll History Report for the three months ended January 31, 2014 (Attachment B), the Expenditure Report for the month ended January 31, 2014 (Attachment C), the Interim Financial Statements for the six months ended December 31, 2013 (Attachment D), and the budget versus actual report for month ended December 31, 2013 and fiscal year to date (Attachment E).

FISCAL IMPACT

Payroll: January payroll of \$179,452 represents a decrease of \$2,252 or 1.2% over the prior month's salary expense.

Expenditures: \$703,065

Interim Financial Statements: Change in Net Assets: \$1,912, which includes depreciation expense of \$2,559,967.

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, Expenditure Report, Interim Financial Report and Budget versus Actual 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 \$2,252 decrease in payroll was attributable to an employee leave of absence.

AVTA's gross payroll for employees for the month of January 2014, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
12/29/13-01/11/14	\$ 90,448.45	PYPKT00511
01/12/14-01/25/14	\$ 89,003.66	PYPKT00519
Gross Pay-Jan. 2014	\$ 179,452.11	

Total expenditures for January were \$703,065. Large items included fuel (\$216,012), R.C Becker and Sons (\$93,011), American Logistics Company (\$75,124), MJS Construction (\$52,581), N/S Corporation (\$48,792) and Arrow Engineering (\$31,285). These items comprise 73.5% of total expenditures. No payment was issued to Veolia in January 2014.

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

Register Date	Amount
01/01 - 01/31/14	\$703,064.96

As of December 2013, the total cash per the general ledger is \$17,867,138. After deducting restricted funds, the operating cash balance is \$2,184,285. Accounts receivable balances expected to be collected and converted to operating cash within 30 days are \$3,950,737; total expected cash available for operations in the next 30 days is \$6,135,022. Coverage of the total is equal to 2.0 times the Authority's minimum cash balance target of \$3 million.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Funding – to provide management with accurate financial data for decisions regarding revenue streams, costs, ridership, reserves and the status of existing and proposed grant funding.

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 December 31, 2013
B – Payroll History Comparison Report (November - January, 2014)
C – Expenditure Report (January 1, 2014 - January 31, 2014)
D – Interim Financial Statements as of December 31, 2013
E – Budget versus Actual report for month ended December 31, 2013 and YTD

ATTACHMENT CC 2.A

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

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

Local Agency Investment Fund - Capital Reserve	\$	3,590,797.91			
Interest earned quarterly			\$	2,313.65	
B of A - Capital Reserve	\$	1,218,407.09	\$	-	
B of A - Proposition 1B* Restricted Fund	\$	2,782,719.03	\$	-	
Interest earned in the month			\$	118.17	
* Deferred revenue, recorded as liability until associated expense incurred.					
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS					\$ 7,594,355.85

Wells Fargo CD-Maturity Date 3/17/2014	\$	250,329.37			
Interest for Six Months at 9/17/2013			\$	36.51	
Operating Reserve	\$	546,722.67	\$	16,208.33	
TOTAL OPERATING RESERVE					\$ 813,296.88

Payroll, Payable & Main Acct	\$	9,964,399.97			
Operating Accounts Analysis					
Cash Fare			\$	150,027.28	
Vendor Pass Sales Revenue			\$	184,375.27	
Federal Grants Revenue			\$	173,557.00	
MTA Revenue			\$	586,070.75	
Jurisdiction Contribution			\$	14,738.88	
Non Transportation Revenue				\$17,165.86	
Accounts Payable For The Month				\$ (1,417,891.99)	
Voided a check				\$ 100.00	
Employee Net Pay				\$ (203,049.25)	
Net pay ended 12/28, paid on 01/02/2014				\$ 67,612.59	
Employee Taxes				\$ (26,644.90)	
Employee Deductions				\$ (12,152.33)	
Employer Payroll Taxes				\$ (8,233.97)	
CalPERS - AVTA paid				\$ (30,545.62)	
Equipment Lease - TAP card sales				\$ (65.06)	
Banking Charges and Adjustments				\$ (728.78)	
Net Operating Funds	\$	9,964,399.97	\$	1,125,935.04	\$ (1,631,599.31)
					\$ 9,458,735.70

Petty Cash					\$ 750.00
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TOTAL CASH AND INVESTMENT					\$ 17,867,138.43
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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 funds and Bank of America. Pending any future actions by the AVTA Board or any and 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

ATTACHMENT CC 2.A1

ANTELOPE VALLEY TRANSIT AUTHORITY
 Treasurer's Report Addendum: Cash Flow Projection
 Month Ended December 31, 2013

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM TREASURER'S REPORT		17,867,138
<u>Less Restricted Funds</u>		
Proposition 1B (Deferred Revenue)		(2,782,837)
Capital Reserve		(4,900,016)
Operating Reserve		(500,000)
Restricted for Operations		(7,500,000)
UNRESTRICTED CASH		2,184,285

ACCOUNTS RECEIVABLE AS OF DECEMBER 31, 2013
 (Expected To Be Converted to Cash in 30 days)

MTA Revenue	678,555	
Transporter - LA County	85,370	
Vendor Pass Sales	71,374	
A/R Federal Funding draws	3,115,437	3,950,737

TOTAL OPERATING CASH AND ACCOUNTS RECEIVABLE	6,135,022
TOTAL OPERATING CASH MINIMUM TARGET:	3,000,000
Operating Cash Coverage of AVTA Minimum Target:	2.0

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
NOVEMBER, 2013 TO JANUARY, 2014**

	November TOTAL	December TOTAL	January TOTAL
<u>NUMBER OF CHECKS</u>	114	76	75
<u>EARNINGS</u>			
Regular Pay	\$ 219,253.50	\$ 134,323.01	\$ 133,491.11
Overtime Pay	1,187.81	110.48	32.97
Vacation Pay	13,374.89	21,877.52	13,615.33
Sick Pay	6,073.61	4,605.72	5,069.88
Bereavement Pay		1,341.60	1,009.80
Holiday Pay	29,974.68	15,291.92	25,535.32
Floating Holiday Pay	1,405.68	3,244.23	60.58
Retroactive Pay	57.59		182.30
Vacation cash out			
Deferred Income 457	1,364.46	909.64	454.82
Bonus Pay			
TOTAL	\$ 272,692.22	\$ 181,704.12	\$ 179,452.11
Inc(Dec)-Current month over previous month		\$ (90,988.10)	\$ (2,252.01)
% Inc(Dec)-Current month over previous month		(33.4%)	(1.2%)



Expense Approval Report - Detail

Antelope Valley Transit Authority

By Vendor Name

Payment Dates 1/1/2014 - 1/31/2014

Payable Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: Access Services Inc.				
INV0002002	01/09/2014	Registration fee	100-1EX-5-G1-9501019	\$50.00
Vendor Access Services Inc.				\$50.00
Vendor: Adelman Broadcasting				
244-11	01/08/2014	Juan FM Radio Advertising-Dec. 2013	100-5CS-5-G1-9501003	\$375.00
244-12	01/08/2014	Bob FM Radio Advertising-Dec. 2013	100-5CS-5-G1-9501003	\$625.00
Vendor Adelman Broadcasting				\$1,000.00
Vendor: American Heritage Life				
PO137(12/2013)	01/08/2014	Employee Paid Extended Benefits, Dec. 2013	100-000-2-B1-4011019	\$794.60
Vendor American Heritage Life				\$794.60
Vendor: American Logistics				
2460123	01/22/2014	DAR Revenue- Dec. 2013	100-000-4-D1-6001400	(\$7,161.00)
2460123	01/22/2014	DAR Operations & Maintenance WC- Dec. 20	100-2FF-5-G1-9001014	\$26,760.20
2460123	01/22/2014	DAR Operations & Maintenance Amb.- Dec. 2	100-2FF-5-G1-9001014	\$53,395.20
2462123	01/22/2014	DAR Coupon Charge- Dec. 2013	100-000-4-D1-6001400	\$2,130.00
Vendor American Logistics				\$75,124.40
Vendor: Antelope Valley Board				
4008	01/08/2014	AVBOT Business Outlook Event	100-5CS-5-G1-9501039	\$1,250.00
Vendor Antelope Valley Board				\$1,250.00
Vendor: Anthem Blue Cross				
0201401405837	01/22/2014	Health Insurance (EE Portion),2/01/2014-3/0	100-000-2-B1-4011013	\$5,346.00
0201401405837	01/22/2014	Health Insurance (ER Portion),2/01/2014-3/0	100-1ZZ-5-G1-9701612	\$28,003.00
Vendor Anthem Blue Cross				\$33,349.00
Vendor: Aramark Uniform				
15498798	01/22/2014	1 pc replacement hood Jacket	100-2FF-5-G1-9401035	\$136.03
15521546	01/22/2014	8 pcs. replacement Jackets	100-2FF-5-G1-9401035	\$851.42
15537982	01/22/2014	10 pcs carhartt Knit hats	100-2FF-5-G1-9401035	\$141.49
502-8435315	01/22/2014	Uniform service, 01/08/2014	100-2FF-5-G1-9401035	\$59.68
502-8452092	01/22/2014	Uniform service, 01/15/2014	100-2FF-5-G1-9401035	\$59.68
502-8384775	01/08/2014	Uniform service, Dec. 2013	100-2FF-5-G1-9401035	\$59.68
502-8401698	01/08/2014	Uniform Service, Dec. 2013	100-2FF-5-G1-9401035	\$59.68
502-8418452	01/08/2014	Uniform Service, Dec. 2013	100-2FF-5-G1-9401035	\$59.68
Vendor Aramark Uniform				\$1,427.34
Vendor: Arrow Engineering				
096151121013	01/08/2014	Bus Stop Improvements, 11/11/2013-12/10/;	600-1XX-5-J1-9909059	\$31,285.00
Vendor Arrow Engineering				\$31,285.00
Vendor: At&T Calnet				
4977943	01/08/2014	Phone, 11/20/13-12/19/13	100-2FF-5-G1-9501017	\$795.65
Vendor At&T Calnet Total:				\$795.65
Vendor: AT&T Mobility				
870459017x01142014	01/22/2014	Cell Phones, 12/07/13-01/06/14	100-2FF-5-G1-9501017	\$859.92
Vendor AT&T Mobility Total:				\$859.92
Vendor: AV Press				
INV0002001	01/09/2014	PT Customer Service Recruitment,12/22/13-1	100-3FS-5-G1-9501026	\$528.92
INV0001995	01/08/2014	Antelope Valley Press Advertising-Dec. 2013	100-5CS-5-G1-9501003	\$2,240.00
INV0002000	01/08/2014	2014 Newspaper Subscription	100-1EX-5-G1-9501001	\$216.91
Vendor AV Press Total:				\$2,985.83



Expense Approval Report - Detail

Antelope Valley Transit Authority

By Vendor Name

Payment Dates 1/1/2014 - 1/31/2014

Payable Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: Barracuda Networks,				
91945	01/09/2014	Barracuda - SSL VPN Support Renewal-3 year	100-2FF-5-G1-9401012	\$499.00
Vendor Barracuda Networks,				\$499.00
Vendor: Blue Tarp Financial-				
29689682	01/08/2014	Tires for wash Trailer	100-2FF-5-G1-9401035	\$219.98
29712988	01/08/2014	never flat tire and wheels for pressure washe	100-2FF-5-G1-9401035	\$43.98
29712988	01/08/2014	2 bushel bag for chipper	100-2FF-5-G1-9401035	\$125.12
29773421	01/08/2014	Flow switch 12.0 GPM 5	100-2FF-5-G1-9401035	\$62.02
Vendor Blue Tarp Financial-				\$451.10
Vendor: Board of Equilization-				
INV0002015	01/22/2014	4TH QUARTER DIESEL FUEL TAX, OCT-DEC 20	100-2FF-5-G1-9201005	\$1,827.00
Vendor Board of Equilization-				\$1,827.00
Vendor: Brinks Incorporated				
0166810345	01/22/2014	Money room daily cash pick up-December 20	100-2FF-5-G1-9401005	\$243.56
0167070345	01/22/2014	Money room daily cash pick up-January 2014	100-2FF-5-G1-9401005	\$486.86
0166070345	01/08/2014	Money room, Nov. 2013-Supplement	100-2FF-5-G1-9401005	\$147.10
0166320345	01/08/2014	Money room daily cash pick up, Dec. 2013	100-2FF-5-G1-9401005	\$468.14
Vendor Brinks Incorporated				\$1,345.66
Vendor: Burris Coffee & Pure				
0198	01/08/2014	Coffee Supplies, Dec. 2013	100-3FS-5-G1-9501009	\$279.90
Vendor Burris Coffee & Pure				\$279.90
Vendor: California Transit				
1518	01/09/2014	Membership fees for California Transit Assoi	100-1EX-5-G1-9501006	\$8,048.00
Vendor California Transit				\$8,048.00
Vendor: Canon Business				
4011585248	01/08/2014	Maintenance Canon Copier	100-2FF-5-G1-9401005	\$654.37
Vendor Canon Business				\$654.37
Vendor: Charles E Thomas				
58690	01/22/2014	veeder root repair-Fax modem	100-1ZZ-5-J1-9902032	\$1,402.82
Vendor Charles E Thomas				\$1,402.82
Vendor: Compliance Oversight				
8944	01/08/2014	Veolia-Compliance Oversight On Site Audit	100-3FS-5-G1-9501027	\$4,245.00
8945	01/08/2014	ALC Compliance Oversight Program Audit	100-3FS-5-G1-9501027	\$1,937.50
Vendor Compliance Oversight				\$6,182.50
Vendor: CSI Fullmer				
11002	01/08/2014	KI Rado Square Lamp Table	600-1XX-5-J1-9902016	\$623.27
11004	01/08/2014	labor to build deliver and assemble	600-1XX-5-J1-9909036	\$390.00
11004	01/08/2014	Dias extension design and materials	600-1XX-5-J1-9909036	\$6,372.30
Vendor CSI Fullmer Total:				\$7,385.57
Vendor: Dell Marketing				
XJ93RD3R5	01/08/2014	Dell 5100CN Black Developer Assembly	100-2FF-5-G1-9401009	\$125.34
Vendor Dell Marketing Total:				\$125.34
Vendor: Federal Express				
1-259-29140	01/08/2014	Shipping, 12/09/2013	100-3FS-5-G1-9501010	\$74.64
2-503-83870	01/08/2014	Shipping, 11/14/2013-12/16/2013	100-3FS-5-G1-9501010	\$159.90
Vendor Federal Express Total:				\$234.54



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Antelope Valley Transit Authority

By Vendor Name

Payment Dates 1/1/2014 - 1/31/2014

Payable Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: First Aid USA				
19697	01/08/2014	First Aid Supplies, 12/23/13	100-3FS-5-G1-9501009	\$351.85
Vendor First Aid USA Total:				\$351.85
Vendor: GFI Genfare				
90070631	01/08/2014	Door Actuator Assembly	100-2FF-5-G1-9401035	\$103.24
Vendor GFI Genfare Total:				\$103.24
Vendor: GFOA (Govm't Finance				
INV0002006	01/15/2014	Comprehensive Annual Financial Report (CAF	100-1EX-5-G1-9501006	\$505.00
2746854	01/08/2014	Registration fee	100-1EX-5-G1-9501019	\$195.00
Vendor GFOA (Govm't Finance				\$700.00
Vendor: Grainger				
9317327584	01/08/2014	A/V Wallplate, HDMI cable	100-2FF-5-G1-9401035	\$31.21
9320118475	01/08/2014	valve kits for backflows	100-2FF-5-G1-9401035	\$112.42
Vendor Grainger Total:				\$143.63
Vendor: Greater Antelope				
1121	01/08/2014	GAVEA Membership Fee	100-1EX-5-G1-9501006	\$2,500.00
Vendor Greater Antelope Valley				\$2,500.00
Vendor: Gwen Majors				
INV0002003	01/09/2014	Claim reimb-prescription glasses	100-3FS-5-G1-9501022	\$200.00
Vendor Gwen Majors Total:				\$200.00
Vendor: H & H Wholesale				
2-054711	01/22/2014	Battery cable and Terminal	100-2FF-5-G1-9401035	\$58.10
Vendor H & H Wholesale Total:				\$58.10
Vendor: High Desert				
CC-11312639(PO#1550)	01/08/2014	Stuff-a-Bus Advertising and Live Remote	100-5CS-5-G1-9501003	\$1,730.00
CC-11312639(PO#1577)	01/08/2014	Stuff-a-Bus Advertising and Live Remote	100-5CS-5-G1-9501029	\$958.00
CC-11312640	01/08/2014	Stuff-a-Bus Advertising and Live Remote	100-5CS-5-G1-9501003	\$2,182.00
CC-11312641	01/08/2014	Stuff-a-Bus Advertising and Live Remote	100-5CS-5-G1-9501003	\$2,126.00
IN-11312642	01/08/2014	Stuff-a-Bus Advertising and Live Remote	100-5CS-5-G1-9501003	\$1,626.00
Vendor High Desert				\$8,622.00
Vendor: Home Depot Credit				
7603(12/2013)	01/09/2014	Trailer Repair	100-2FF-5-G1-9401035	\$82.66
7603(12/2013)	01/09/2014	Propane Heater	100-2FF-5-G1-9401035	\$21.77
7603(12/2013)	01/09/2014	Trailer Repair	100-2FF-5-G1-9401035	\$125.14
7603(12/2013)	01/09/2014	12 oz. Wrinkle Finish Spray(6 pcs)	100-2FF-5-G1-9401035	\$48.20
7603(12/2013)	01/09/2014	Facility Supplies	100-2FF-5-G1-9401035	\$141.78
7603(12/2013)	01/09/2014	Heater for Stuff-A-Bus	100-2FF-5-G1-9401035	\$173.28
Vendor Home Depot Credit				\$592.83
Vendor: Insight- Public Sector				
1100348226	01/09/2014	Insight PS-Symantec Licenses,12/11/2013-12,	100-2FF-5-G1-9401009	\$724.50
1100348226	01/09/2014	Insight PS-Symantec Licenses,12/11/2013-12,	100-2FF-5-G1-9401009	\$2,490.00
Vendor Insight- Public Sector				\$3,214.50
Vendor: Interstate Battery				
1909301000521	01/22/2014	Defibrillator batteries-50 units	100-2FF-5-G1-9401035	\$217.45
22243573	01/22/2014	Batteries - Tennent floor scrubber	100-2FF-5-G1-9401035	\$1,445.01
22243450	01/08/2014	12v 7Ah rechargable lead acid batteries	100-2FF-5-G1-9401035	\$330.49
Vendor Interstate Battery				\$1,992.95



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By Vendor Name

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Payable Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: Iron Mountain Records				
JVY7405	01/22/2014	Document shredding, Dec. 2013	100-2FF-5-G1-9401005	\$75.19
Vendor Iron Mountain Records				\$75.19
Vendor: Johnstone Supply				
430105	01/08/2014	Flame DET Cell	100-2FF-5-G1-9401035	\$20.49
Vendor Johnstone Supply Total:				\$20.49
Vendor: Judy Vaccaro				
INV0001982	01/08/2014	Meals/gas mileage-Para/transit Mgmt-El Moi	100-1EX-5-G1-9501019	\$758.36
Vendor Judy Vaccaro Total:				\$758.36
Vendor: Kelly Alcuran				
INV0002004	01/09/2014	Tuition Reimbursement	100-1EX-5-G1-9701916	\$1,200.00
Vendor Kelly Alcuran Total:				\$1,200.00
Vendor: Koff & Associates, Inc				
1952	01/22/2014	Data Collection and Analysis	100-1EX-5-G1-9501013	\$3,620.00
Vendor Koff & Associates, Inc				\$3,620.00
Vendor: L.A. County				
2095778	01/08/2014	Utilities, Water 10/15/2013-12/12/2013	100-2FF-5-G1-9401024	\$253.12
2095779	01/08/2014	Utilities, Water 10/15/2013-12/12/2013	100-2FF-5-G1-9401024	\$365.71
2095780	01/08/2014	Utilities, Water 10/15/2013-12/12/2013	100-2FF-5-G1-9401024	\$519.70
Vendor L.A. County				\$1,138.53
Vendor: LA County Sheriff Dept				
142309ZL	01/08/2014	LA County Sheriff's Department Security Serv	100-2FF-5-G1-9401032	\$9,250.59
Vendor LA County Sheriff Dept				\$9,250.59
Vendor: MJS Construction				
INV0002010	01/22/2014	Construction for Lancaster BSIP Phase 1-Pay#	600-1XX-5-J1-9909048	\$52,580.71
Vendor MJS Construction Total:				\$52,580.71
Vendor: Moore & Associates				
13:2930	01/08/2014	Coach Operator Audits- Fifth Installment	100-1EX-5-G1-9501013	\$5,808.00
Vendor Moore & Associates				\$5,808.00
Vendor: N/S Corporation				
0063780-IN	01/22/2014	Bus Wash Water Conservation Upgrade	600-1XX-5-J1-9909068	\$48,791.92
Vendor N/S Corporation Total:				\$48,791.92
Vendor: Nelson Nygaard Cons				
60485	01/22/2014	Comprehensive Operational Analysis Contrac	600-1XX-5-J1-9902002	\$6,329.00
Vendor Nelson Nygaard Cons				\$6,329.00
Vendor: NIGP				
INV0002012	01/22/2014	Lyle Block CPPB Certification Yearly Renewal	100-1EX-5-G1-9501006	\$185.00
Vendor NIGP Total:				\$185.00
Vendor: OPSEC Specialized				
16249	01/22/2014	Unarmed Security Officer - 12/23/2013-12/2	100-2FF-5-G1-9401032	\$965.00
16158	01/08/2014	Unarmed Security Officer - 12/09/13-12/13/1	100-2FF-5-G1-9401032	\$1,050.00
16201	01/08/2014	Unarmed Security Officer - 12/16/13-12/20/1	100-2FF-5-G1-9401032	\$1,050.00
Vendor OPSEC Specialized				\$3,065.00
Vendor: Pinnacle Petroleum Inc				
93520	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$12,152.85



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Payment Dates 1/1/2014 - 1/31/2014

Payable Number	Payment Date	Description (Item)	Account Number	Amount
93558	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$27,119.39
93675.1	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$13,783.20
93675	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$11,660.54
93827	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$27,253.16
93962	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$27,562.63
93992	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$14,276.63
93165	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$27,662.62
93301	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$27,554.67
93371	01/08/2014	Fuel for December 2013	100-2FF-5-G1-9201003	\$26,985.89
Vendor Pinnacle Petroleum Inc				\$216,011.58
Vendor: Pitney Bowes Inc.				
301670	01/22/2014	Postage machine supplies-Red Ink	100-3FS-5-G1-9501010	\$200.09
Vendor Pitney Bowes Inc. Total:				\$200.09
Vendor: R.C. Becker and son,				
INV0001990	01/08/2014	BSIP City of Palmdale, Payment#5	600-1XX-5-J1-9909048	\$93,011.32
Vendor R.C. Becker and son,				\$93,011.32
Vendor: Richards, Watson &				
193573	01/08/2014	General Counsel Services, Nov. 2013	100-1EX-5-G1-9501005	\$2,040.50
193574	01/08/2014	Board Meeting Attendance, Nov. 2013	100-1EX-5-G1-9501005	\$1,032.00
193575	01/08/2014	Subpoenas, Nov. 2013	100-1EX-5-G1-9501005	\$5,173.15
Vendor Richards, Watson &				\$8,245.65
Vendor: SCIE ARMA				
INV0001991	01/08/2014	Registration-Legal Issues Rec. Mgmt.	100-1EX-5-G1-9501019	\$60.00
Vendor SCIE ARMA Total:				\$60.00
Vendor: SHI- Software				
BO1571667	01/09/2014	Instant Replacement for Spam Filter - 3 Years	100-2FF-5-G1-9401012	\$950.97
BO1571667	01/09/2014	SHI - Barracuda Support Renewal,11/16/13-1	100-2FF-5-G1-9401012	\$1,488.94
BO1571667	01/09/2014	Energize Updates for Web Filter - 3 Years	100-2FF-5-G1-9401012	\$1,033.73
Vendor SHI- Software Hardware				\$3,473.64
Payable Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: Sinclair Printing				
39273	01/22/2014	Commuter Brochures - Service Change	100-5CS-5-G1-9501018	\$3,196.97
Vendor Sinclair Printing				\$3,196.97
Vendor: Southern California				
INV0001983	01/08/2014	Utilities, Electricity 11/18/2013-12/18/2013	100-2FF-5-G1-9401021	\$8,126.31
Vendor Southern California				\$8,126.31
Vendor: Standard Insurance				
151258(02/2014)	01/22/2014	Dental Insurance (EE Portion), February 2014	100-000-2-B1-4011014	\$627.60
151258(02/2014)	01/22/2014	Dental Insurance (ER Portion), February 2014	100-1ZZ-5-G1-9701614	\$2,164.40
151258(Feb. 2014)	01/22/2014	Vision Insurance premium (EE Portion), Feb 2	100-000-2-B1-4011016	\$107.56
151258(Feb. 2014)	01/22/2014	Vision Insurance premium (ER Portion), Feb 2	100-1ZZ-5-G1-9701616	\$413.56
151258 (01/2014)	01/08/2014	Vision Insurance Premium-EE Portion, Jan. 2	100-000-2-B1-4011016	\$107.56
151258 (01/2014)	01/08/2014	Vision Insurance Premium-ER Portion, Jan. 2	100-1ZZ-5-G1-9701616	\$413.56
151258(01/2014)	01/08/2014	Dental Insurance Premium-EE Portion, Jan. 2	100-000-2-B1-4011014	\$627.60
151258(01/2014)	01/08/2014	Dental Insurance Premium-ER Portion, Jan. 2	100-1ZZ-5-G1-9701614	\$2,164.40
Vendor Standard Insurance				\$6,626.24
Vendor: Standard Insurance				



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151258(Dec. 2013)	01/08/2014	Life, Dec. 2013	100-1ZZ-5-G1-9701811	\$246.58
151258(Dec. 2013)	01/08/2014	STD, Dec. 2013	100-1ZZ-5-G1-9701812	\$1,300.79
151258(Dec. 2013)	01/08/2014	LTD, Dec. 2013	100-1ZZ-5-G1-9701813	\$806.77
151258(Dec. 2013)	01/08/2014	AD&D, Dec. 2013	100-1ZZ-5-G1-9701814	\$95.34
Vendor Standard Insurance				\$2,449.48
Vendor: TCW Systems, Inc.				
23533	01/08/2014	Radio Repeater service, Dec. 2014	100-2FF-5-G1-9401035	\$500.00
Vendor TCW Systems, Inc.				\$500.00
Vendor: Tennant Sales and Serv				
912089733	01/22/2014	Frame, SQCE	100-2FF-5-G1-9401035	\$57.66
Vendor Tennant Sales and Serv				\$57.66
Vendor: The Customer Service				
5792	01/22/2014	Phone line for bus passes-Dec. 2013	100-3FS-5-G1-9501037	\$50.00
Vendor The Customer Service				\$50.00
Vendor: The Gas Company				
INV0001985	01/08/2014	Utilities, Gas 11/18/2013-12/18/2013	100-2FF-5-G1-9401022	\$7,236.01
Vendor The Gas Company				\$7,236.01
Vendor: The Lamar Companies				
104647116	01/08/2014	Lamar Production Costs for Art and Install	100-2FF-5-G1-9501011	\$500.00
Vendor The Lamar Companies				\$500.00
Vendor: Time Warner Cable Ad				
INV-1579229	01/22/2014	Customer Service ads in English and in Spanish	100-5CS-5-G1-9501003	\$3,532.00
Vendor Time Warner Cable Ad				\$3,532.00
Vendor: Time Warner Cable				
INV0002013	01/22/2014	Internet Service, 01/13/2014-02/12/2014	100-2FF-5-G1-9501017	\$1,440.00
INV0002005	01/09/2014	Cable Service, 01/11/2014-02/10/2014	100-2FF-5-G1-9501017	\$236.28
Vendor Time Warner Cable				\$1,676.28
Vendor: United Parcel Service				
WE3153473	01/22/2014	Shipping, 11/23/2013	100-2FF-5-G1-9501010	\$102.83
WE3153523	01/22/2014	Shipping, 12/28/2013	100-2FF-5-G1-9501010	\$116.17
Vendor United Parcel Service				\$219.00
Vendor: UNUM Life Insurance				
INV0002016	01/22/2014	Long term care premium(EE Portion), Feb. 20	100-000-2-B1-4011024	\$223.50
INV0002016	01/22/2014	Long term care premium(ER Portion), Feb. 20	100-1ZZ-5-G1-9702618	\$533.70
INV0001997	01/08/2014	Long Term Care Premium(EE Portion), Jan. 20	100-000-2-B1-4011024	\$223.50
INV0001997	01/08/2014	Long Term Care Premium(ER Portion), Jan. 20	100-1ZZ-5-G1-9702618	\$533.70
Vendor UNUM Life Insurance				\$1,514.40
Vendor: US Bank				
3744(12/23/2013)	01/09/2014	J. Austin-Airfare to New Orleans-APTA Semin	100-1EX-5-G1-9501019	\$360.80
3744(12/23/2013)	01/09/2014	J. Austin-OPS Working Lunch with L. Engel/H.	100-1EX-5-G1-9501019	\$38.30
3744(12/23/2013)	01/09/2014	J. Austin-early bird check in -trip to N. Orleans	100-1EX-5-G1-9501019	\$25.00
3744(12/23/2013)	01/09/2014	AVTA Employees Christmas luncheon, Dec. 1	100-1EX-5-G1-9501019	\$1,386.21
3744(12/23/2013)	01/09/2014	J. Austin- AVBOT Holiday Breakfast-8 employ	100-1EX-5-G1-9501019	\$200.00
4175(12/23/2013)	01/09/2014	K. Darr-Transtrack meeting luncheon	100-1EX-5-G1-9501019	\$42.37
4175(12/23/2013)	01/09/2014	C. Konisek-Registration Fee for streaming We	100-1EX-5-G1-9501019	\$180.00
4175(12/23/2013)	01/09/2014	C. Foust-Sign for Executive Conference room	100-2FF-5-G1-9401035	\$121.08
4175(12/23/2013)	01/09/2014	C. Rudolph-Stuff-A-Bus decorations	100-5CS-5-G1-9501003	\$22.58
4175(12/23/2013)	01/09/2014	C. Rudolph-Stuff-A-Bus decorations	100-5CS-5-G1-9501003	\$32.59



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4175(12/23/2013)	01/09/2014	C. Rudolph-Stuff-A-Bus decorations	100-5CS-5-G1-9501003	\$19.62
4175(12/23/2013)	01/09/2014	C. Rudolph-Stuff-A-Bus decorations	100-5CS-5-G1-9501003	\$43.58
4175(12/23/2013)	01/09/2014	C. Rudolph-Stuff-A-Bus decorations	100-5CS-5-G1-9501003	\$68.55
4175(12/23/2013)	01/09/2014	N. Pitkin-Stock Photography 25 images	100-5CS-5-G1-9501018	\$229.00
4175(12/23/2013)	01/09/2014	M. delos Santos-Stuff-A-Bus presents	100-5CS-5-G1-9501038	\$267.94
4175(12/23/2013)	01/09/2014	M. delos Santos-Stuff-A-Bus presents	100-5CS-5-G1-9501038	\$465.09
4175(12/23/2013)	01/09/2014	M. delos Santos-Stuff-A-Bus presents	100-5CS-5-G1-9501038	\$327.87
4175(12/23/2013)	01/09/2014	M. delos Santos-Stuff-A-Bus presents	100-5CS-5-G1-9501038	\$728.83
4175(12/23/2013)	01/09/2014	M. delos Santos-Stuff-A-Bus presents	100-5CS-5-G1-9501038	\$52.04
4175(12/23/2013)	01/09/2014	C. Rudolph-Stuff-A-Bus presents	100-5CS-5-G1-9501038	\$2,000.00
Vendor US Bank Total:				\$6,611.45
Vendor: Verizon California				
INV0001996	01/08/2014	Telephone, 12/13/13-1/12/14	100-2FF-5-G1-9501017	\$540.32
Vendor Verizon California				\$540.32
Vendor: Waste Management				
4094579-2508-2	01/22/2014	Utilities, Waste-December, 2013	100-2FF-5-G1-9401023	\$615.54
Vendor Waste Management				\$615.54
Vendor: Waxie Sanitary Supply				
74321674	01/08/2014	KITCHEN PAPER TOWELS (CASE)	100-2FF-5-G1-9401035	\$55.13
74321674	01/08/2014	MEDIUM CAN LINERS (CASE)	100-2FF-5-G1-9401035	\$245.36
74321674	01/08/2014	TOILET BOWL CLEANER (CASE)	100-2FF-5-G1-9401035	\$31.23
74321674	01/08/2014	ULTRA SOFT EMBOSSED BATHROOM TISSUE	100-2FF-5-G1-9401035	\$1,067.92
74321674	01/08/2014	LIQUID HAND SOAP (CASE)	100-2FF-5-G1-9401035	\$83.22
74321674	01/08/2014	SANATARY SEAT COVER (CASE)	100-2FF-5-G1-9401035	\$47.14
74321674	01/08/2014	soft scrub type cleanser (case)	100-2FF-5-G1-9401035	\$71.32
74321674	01/08/2014	fuel surcharge	100-2FF-5-G1-9401035	\$10.63
74321674	01/08/2014	CITRUS CLEANER (CASE)	100-2FF-5-G1-9401035	\$227.40
74321674	01/08/2014	BATHROOM TOWEL ROLLS (CASE)	100-2FF-5-G1-9401035	\$684.74
74321674	01/08/2014	LARGE CAN LINERS (CASE)	100-2FF-5-G1-9401035	\$265.63
74321674	01/08/2014	LARGE MOP HEADS (CASE)	100-2FF-5-G1-9401035	\$127.64
74321674	01/08/2014	xl gloves (case)	100-2FF-5-G1-9401035	\$61.68
Vendor Waxie Sanitary Supply				\$2,979.04
Vendor: Western Exterminators				
INV0002014	01/22/2014	Exterminator Services, December 2013	100-2FF-5-G1-9401005	\$88.50
Vendor Western Exterminators				\$88.50
Vendor: Windes & McClaughry				
241431	01/08/2014	Final billing-Audit of F/S, FY 2013	100-3FS-5-G1-9501020	\$3,100.00
Vendor Windes & McClaughry				\$3,100.00
Vendor: Witts				
218373-0	01/22/2014	Office Supplies	100-3FS-5-G1-9501009	\$311.04
218376-0	01/22/2014	Office Supplies	100-3FS-5-G1-9501009	\$38.91
218376-1	01/22/2014	Scissors	100-3FS-5-G1-9501009	\$5.43
218254-0	01/08/2014	Office Supplies/Blanket	100-3FS-5-G1-9501009	\$209.22
218251-0	01/08/2014	Office Supplies, Dec. 2013	100-3FS-5-G1-9501009	\$378.08
218251-1	01/08/2014	Office Supplies	100-3FS-5-G1-9501009	\$101.59
218290-0	01/08/2014	Envelope, Form W-2	100-3FS-5-G1-9501009	\$32.48
217621-1	01/08/2014	5x8 Pad, Large-2 pcs.	100-3FS-5-G1-9501009	\$50.49
Vendor Witts Total:				\$1,127.24
Vendor: Xerox Corporation				
072043868	01/22/2014	Copier Usage, 11/26/13-1/07/14	100-2FF-5-G1-9401005	\$207.53
Vendor Xerox Corporation				\$207.53



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Payable Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: Zones Inc.				
S35118880105	01/22/2014	Dell C3760n/C3765dnf Black Toner Cartridge	100-2FF-5-G1-9401009	\$281.07
S35118880105	01/22/2014	Dell 1250c/C1765nf Cyan Toner	100-2FF-5-G1-9401009	\$72.65
S35118880105	01/22/2014	Dell 5100cn Imaging Drum	100-2FF-5-G1-9401009	\$167.54
S35118880105	01/22/2014	Dell 5130cdn Cyan Toner Cartridge	100-2FF-5-G1-9401009	\$249.03
S35118880105	01/22/2014	Dell 1720 Imaging Drum Kit	100-2FF-5-G1-9401009	\$120.38
S35118880105	01/22/2014	Dell 1720 Black Toner Cartridge	100-2FF-5-G1-9401009	\$467.52
S35118880105	01/22/2014	Dell 5130cdn Yellow Toner Cartridge	100-2FF-5-G1-9401009	\$249.03
S35118880105	01/22/2014	Dell 1320c Black Toner Cartridge	100-2FF-5-G1-9401009	\$222.59
S35118880105	01/22/2014	Dell C3760n/C3765dnf Yellow Toner Cartridge	100-2FF-5-G1-9401009	\$264.72
S35118880105	01/22/2014	Dell 3130cn Magenta Toner Cartridge	100-2FF-5-G1-9401009	\$257.17
S35118880105	01/22/2014	Dell 1320c Cyan Toner Cartridge	100-2FF-5-G1-9401009	\$97.58
Vendor Zones Inc. Total:				\$2,449.28
Grand Total:				\$703,064.96

ATTACHMENT CC 2.D



STATEMENT OF NET POSITION

	As of December 31, 2013	As of June 30, 2013
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 17,867,138	\$ 17,332,141
Due from other governments	3,716,930	2,973,322
Other receivables	233,807	252,176
Inventory	271,215	319,953
Prepaid items	166,952	9,614
Total Current Assets	<u>22,256,043</u>	<u>20,887,205</u>
NONCURRENT ASSETS		
Capital assets, net of depreciation	<u>49,442,519</u>	<u>50,781,434</u>
Total Assets	<u>71,698,562</u>	<u>71,668,639</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	1,747,470	1,677,275
Due to Federal Transit Administration	-	4,371
Accrued payroll	66,568	74,204
Compensated absences	264,464	264,642
Deferred Revenue - Prop 1B	2,778,768	2,778,767
Other Liabilities	-	-
Total Current Liabilities	<u>4,857,270</u>	<u>4,799,260</u>
Deferred inflows of resources		
Unearned Advertising Revenue	-	30,000
Total Liabilities	<u>4,857,270</u>	<u>4,829,260</u>
NET POSITION		
Invested in Capital Assets	49,442,519	50,781,434
Restricted for Capital Acquisition	4,442,260	4,434,485
Unrestricted	12,956,513	11,623,461
Total Net Assets	<u>\$ 66,841,292</u>	<u>\$ 66,839,380</u>



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

	For the 6 Months ended December 31, 2013	For the 12 Months ended June 30, 2013
OPERATING REVENUES		
Charges for services:		
Passenger fares	\$ 2,467,256	\$ 4,832,800
Total operating revenues	<u>2,467,256</u>	<u>4,832,800</u>
OPERATING EXPENSES		
Purchased transportation services:		
Outside transit contract	6,301,521	12,318,390
Fuel	1,432,708	2,819,513
Other operating costs	990,552	824,123
General and administrative	1,784,312	4,062,047
Depreciation	2,559,967	4,519,585
Total operating expenses	<u>13,069,061</u>	<u>24,543,658</u>
Operating gain/(loss)	<u>(10,601,805)</u>	<u>(19,710,858)</u>
NONOPERATING REVENUES/(EXPENSES)		
Interest Income	5,454	12,421
Local operating grants	4,198,435	9,653,042
Federal operating grants	3,595,936	8,358,434
Member agency contributions	1,711,788	3,524,379
Capital expenses	(443,252)	(397,681)
Gain/(Loss) on sale of capital assets	5,039	(38,462)
Other	151,681	358,371
Total nonoperating revenues and expenses	<u>9,225,082</u>	<u>21,470,504</u>
Gain/(Loss) before capital contributions	<u>(1,376,723)</u>	<u>1,759,646</u>
CAPITAL CONTRIBUTIONS		
Capital grants	1,378,635	16,444,223
Member contributions	-	-
Total capital contributions	<u>1,378,635</u>	<u>16,444,223</u>
NET CHANGE IN NET ASSETS	1,912	18,203,869
NET ASSETS, BEGINNING OF PERIOD	<u>66,839,380</u>	<u>48,635,511</u>
NET ASSETS, END OF PERIOD	<u>\$ 66,841,292</u>	<u>\$ 66,839,380</u>



ATTACHMENT CC 2.D

STATEMENT OF CASH FLOWS

	For the 6 Months ended December 31, 2013	For the 12 Months ended June 30, 2013
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	2,467,256	4,832,799
Non-operating miscellaneous revenue received	151,681	358,371
Cash payments to suppliers for goods and services	(8,924,781)	(17,610,499)
Cash payments to employees for services	(1,646,534)	(3,325,535)
Net cash used in operating activities	<u>(7,952,378)</u>	<u>(15,744,865)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	6,148,288	17,052,634
Contributions received from member agencies	1,711,788	2,530,732
Net cash provided by non-capital financing activities	<u>7,860,077</u>	<u>19,583,366</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(1,221,052)	(14,245,099)
Proceeds received from sale of capital assets	5,039	(38,462)
Capital grants received	2,281,110	16,553,655
Capital expenses	(443,252)	(397,681)
Capital contributions received from member agencies	-	(235,599)
Net cash used in capital and related financing activities	<u>621,845</u>	<u>1,636,815</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest received	5,454	12,421
Net cash provided by investing activities:	<u>5,454</u>	<u>12,421</u>
Net increase/(decrease) in cash and cash equivalents	534,997	5,487,737
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>17,332,141</u>	<u>11,844,405</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>17,867,138</u></u>	<u><u>17,332,141</u></u>



ATTACHMENT CC 2.D

STATEMENT OF CASH FLOWS

	For the 6 Months ending December 31, 2013	12 Months ending June 30, 2013
Reconciliation of operating income (loss)		
to net cash used in operating activities (Indirect Method):		
Operating Loss	(10,601,805)	(19,710,859)
Adjustments to Net Cash used in Operating Activities		
Depreciation	2,559,967	4,519,585
Miscellaneous income	151,681	358,371
(Increase) decrease in other receivables	18,369	(14,486)
(Increase) decrease in inventory	48,737	35,739
(Increase) decrease in prepaid items	(157,338)	51,017
Increase (decrease) in accounts payable	70,195	(921,753)
Increase (decrease) in due to Federal Transit Administratio	(4,371)	(74,829)
Increase (decrease) in accrued payroll	(7,636)	7,795
Increase (decrease) in compensated absences payable	(177)	23,938
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	(30,000)	(19,383)
Net Cash used in operating activities	(7,952,378)	(15,744,865)

Notes

- 1 This set of basic financial statements dated December 31, 2013 is prepared on an interim basis and is unaudited.
- 2 For purposes of reasonable projections, depreciation expense and accumulated depreciation of fixed assets for the 6 months ended December 31, 2013 are estimates based on average monthly activity during FY13. The difference between estimates used and the actual depreciation expense when determined will be reflected in subsequent financial statements.
- 3 Please see the Treasury Report for additional highlights on cash & equivalents, payroll and expenditures.

ATTACHMENT CC 2.E



ANTELOPE VALLEY TRANSIT AUTHORITY
INCOME STATEMENT: BUDGET VERSUS ACTUAL
FOR THE 6 MONTHS ENDED DECEMBER 2013

REVENUE	YTD BUDGET	DECEMBER ACTUAL	YTD ACTUAL	YTD VARIANCE
Fare Revenue	\$ 2,441,452	\$ 384,891	\$ 2,464,539	\$ 23,087
MTA Funds	3,937,536	703,808	4,189,829	252,294
FTA Funds	3,228,326	1,041,386	3,609,004	380,678
Jurisdictional Contribution	1,644,350	154,824	1,610,537	(33,813)
Transporter	93,928	7,252	101,251	7,323
Other	229,908	38,272	160,429	(69,479)
TOTAL REVENUE	11,575,500	2,330,432	12,135,590	560,090
EXPENDITURE				
Contract Service	6,355,964	1,053,891	6,301,521	54,443
Fuel	1,918,734	216,012	1,392,650	526,083
Other Operating	773,743	73,969	445,629	328,114
Salaries and Wages	1,289,769	180,618	1,173,674	116,095
Benefits	531,941	82,072	464,994	66,947
Legal	59,976	8,246	107,601	(47,625)
Consulting	277,633	36,250	217,500	60,133
Travel	38,056	6,098	28,244	9,812
IT Licenses	84,455	21,097	106,716	(22,261)
Utilities	88,715	20,990	86,485	2,230
Admin	128,030	30,227	184,080	(56,050)
TOTAL EXPENDITURE	11,547,015	1,729,470	10,509,094	1,037,921
INCOME(LOSS)	28,485	600,962	1,626,496	1,598,011

*Depreciation Expenses are excluded in the report.



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Report Final Terms and Conditions for Contract #2014-18 to BYD Company, Ltd. (BYD) for Purchase of Two Electric Buses

RECOMMENDATION

That the Board of Directors receive and file the attached summary of final terms and conditions for Contract #2014-18 with BYD for the purchase of two electric buses.

FISCAL IMPACT

Local funds are being provided from Los Angeles County to purchase two electric buses. Of this amount, \$1,725,383 will be used for the bus purchase and leftover funds will be applied toward supporting infrastructure such as charging units (see Agenda Item #NB 4 for cost items). No federal funds are being used for this purchase.

BACKGROUND

On October 8, 2013, the Los Angeles County Board of Supervisors, at the request of Supervisor Antonovich, granted AVTA \$1,900,000 in Proposition A Local Return funds for the purchase of two electric buses.

AVTA had initiated discussions with LA Metro staff regarding the assignment of two electric buses from LA Metro's contract with BYD to AVTA. Upon review and evaluation of LA Metro contract, staff found contract terms and conditions fair and reasonable and subsequently formally requested two bus assignments.

At its November meeting, the AVTA Board authorized the Executive Director to negotiate final terms and conditions and execute Contract #2014-18 with BYD of Lancaster, CA. This contract award was subject to authorization of assignment rights for two electric buses from LA Metro's contract. AVTA was notified in early January 2014 that LA Metro's Board approved the two electric bus assignments. A Memorandum of Understanding was then executed between AVTA and LA Metro to execute the assignment.

AVTA staff has now concluded negotiations with BYD and is presenting the finalized pricing for this purchase. LA Metro BYD Contract pricing was used for the basis of this purchase (see Attachment A). This attachment lists the base bus and option pricing. The "base" price of each bus is \$750,000, not including any specification changes required by AVTA. Upon selecting the applicable specifications for service, an overall cost savings of \$1,414 was realized. The adjusted bus pricing for each unit, including delivery and taxes, is \$818,139 or \$1,636,279 for both units (see Attachment B). An additional \$89,104 has been identified to cover taxes, options, parts and training required to place these units into service. Project total for this purchase is \$1,725,383 (\$862,692 per bus).

ALIGNMENT WITH STRATEGIC DIRECTIVES

AVTA's vision is to be the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve. This recommendation also responds to the following directive from the July 2013 Strategic Planning Workshop:

Develop implementation and funding plans for an electric bus project.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

Attachments: A – BYD / LA MTA Contract Pricing
B – AVTA / BYD Specification and Detailed Pricing



ATTACHMENT CC 3.A - BYD / LA MTA CONTRACT PRICING

No.	UNIT	DESCRIPTION	QUANTITY (Per Bus)	UNIT PRICE (21 - 30)	Remark
Capital Costs					
1	Ea	Vehicle Purchase Price	1	\$748585 per Bus Taxable Value: \$713,377*	BYD will provide a volume discount to AVTA *ADA Equipment Cost Was Deducted. ADA equipment includes: W/C Ramp, W/C Securement Devices, ADA Area Flip Seats, Suspension Kneeling, Stop Request, Voice Annunciation, Destination Sign.
2	Ea	Delivery and Taxes	1	Delivery Charges - \$0 State & Local Taxes(9.75%) - \$69,544 \$818,139 per Bus *Vehicle License Fee - \$0 *Vehicle Registration - \$0	Final delivery is no charge to AVTA
3	Set	Spare Parts and Diagnostic Equipment	1-5 Buses: 1 Set	\$24,104 per Set (Taxable Value)	Pricing is based upon BYD's recommended list of Spare Parts and Diagnostic Equipment and includes shipping & delivery to AVTA. The recommended list of parts and equipment to store will be dependent upon bus locations. For example, if all buses operate out of one depot, fewer sets of equipment need to be kept on-hand. BYD assumes all buses are maintained at the same location. One set consists of recommended spare parts and diagnostic equipment - Spare Parts: \$20,480 - Diagnostic Equipment: \$3,624
Other Ownership Costs					
4	N/A	Support Equipment	N/A	N/A	Reference Line 16 Specialty Equipment.
5	Set	Charging Equipment	2	\$8,000 per Bus (Taxable Value)	BYD estimates one adapter is purchased for each bus. Each bus takes 3-4 hours to fully charge. Therefore, LA MTA can choose to purchase fewer charging adapters and have buses share adapters.
6	Ea	Weatherproof Hood	2	\$2,000 per Charger (Taxable Value)	Weatherproof/Rain hood to protect the charger from outdoor elements.
7	Hours	Training Hours	125 hours total	\$150 per hour (Total: \$150 x 125 hrs = \$18,750)	BYD recommends 125 training hours when 10 or fewer buses are purchased.
8	Modules	Replacement Batteries	1.4	\$6,067 per Battery Module	The entire battery unit can be divided into smaller modules. Based upon real world data and BYD's projections, on average, 1.4 modules will need to be replaced during a 12 yr lifespan. This totals \$8,494 per bus. Labor cost is also included at standard LA MTA labor rates. It is \$6,067 per battery module. Since 1.4 modules will need to be replaced, the total cost is \$6,067*1.4=\$8,494.
9	N/A	Replacement Fuel Cells	N/A	N/A	Not applicable
10	Ea	Replacement PPA	1	\$37,322 per Bus	PPA components are priced without the battery and motor. This estimates PPA replacement / rebuilding cost over the life of the bus (12 yrs). Labor cost is also included at standard AVTA labor rates.
11	Ea	Replacement Transmission/Motor/Drive Motor	2	\$8,834 per Module	BYD estimates 2 additional motors may be required over a 12 yr lifespan at a cost of \$8,834 each. This totals \$17,668 per bus which includes labor costs at AVTA standard labor rates.
12	N/A	Other	N/A	N/A	Not applicable

Attachment CC 3.B – AVTA / BYD Specification and Detailed Pricing

 K9M-AVTA Specification Sheet and Price Adjustment					
		K9M Specification		Price Adjustment	Non-taxable Amount
		Standard (S)	ATVA		
Overall Parameter	Length×Width×Height	40.2ft×100.4 in×135.51in	S	0	
	Wheelbase	246.1 in	S	0	
	Front/Rear Overhang	102.4 in/134.5 in	S	0	
	Approach/Departure Angle	9°/8.7°	S	0	
	Doorway Step Height	14.57 in./14.96 in.	S	0	
	Floor Height	15.7 in.	S	0	
	Ground Clearance (except the axle zone and wheel area)	10.43 in.	S	0	
	Interior Step Height	10.16 in./10.16 in.	S	0	
	Interior Floor Slope	≤3.5°	S	0	
	Aisle Width between Front Wheelhousings	35 in.	S	0	
	Wheelchair Area Quantity	2	S	0	
	Passenger Door Quantity	2	S	0	
	Doorway Clear Width	38.74 in/34.29in	S	0	
	Top Speed	55 mph	S	0	
	0~31mph Acceleration Time	≤18s	S	0	
	Gradeability	11%	S	0	
	Turning Radius (TR3)	≤39.37 ft	S	0	
	Curb Weight	30864 lbs	S	0	
	GVWR	40786 lbs	S	0	
	Operating Range	155 miles	S	0	
	Battery Capacity	600Ah,324kWh	S	0	
	Charging Power	30kW×2	S Plus WAVE Ready	0	
	Charging Time	5h	S	0	
	Charging Connection Quantity	2	S	0	
Seating Quantity	35+1	S	0		
Service Life	12 years or 500 , 000 miles	S	0		
Chassis Anti-corrosio	≥12 years	S	0		



K9M-AVTA Specification Sheet and Price Adjustment

		K9M Specification		Price Adjustment	Non-taxable Amount
		Standard (S)	ATVA		
Drivetrain	Motor	Type : BYD AC Synchronous Motor(Brushless)	S	0	
		Model:BYD-TYC90A	S	0	
		Max Power: 90kW×2	S	0	
		Max Torque: 350N·M×2	S	0	
		Max Speed: 7500rpm	S	0	
	Motor Controller	Model:BYDK9-2142020, Input Voltage:400V~650V, Efficiency:98%	S	0	
	Primary Retarder	In-Wheel Retarder: Dual Polished Gears , Final Axle Ratio:14.5	S	0	
	Power Battery	BYD Fe-battery FADM07315 (540V , 600Ah)	S	0	
		Type:LiFePO4	S	0	
		Single Cell Voltage:3.2V	S	0	
Charing Voltage/Frequency	480V , 60Hz	S	0		
CHASSIS	Chassis	Steel Chassis	S	0	
	Front Axle	ZF Low-floor Front Axle: RL85A	S	0	
	Rear Axle	BYD In-wheel Drive Rear Axle	S	0	
	Suspension System	WABCO Electronic Controlled Air Suspension System with Kneeling	S	0	
	Steering System	Electronic Hydraulic-assisted Power Steering system (EHPS)	S	0	
		Douglas Steering Column	S	0	
		Steering System:ZF 8098	S	0	
		VIP Steering Wheel	S	0	
	Braking System	Knorr Front and Rear Disc Brakes,22.5"	S	0	
		Knorr ABS System	S	0	
		Fusheng Screw Air Compressor	S	0	
		Hoosier Tank Air Reservoirs, Including 30L and 60L Two Types, 210L in total	S	0	
		High Pressure Anti-Corrosion Nylon Hose	S	0	
	Cooling System	Spheros Electric Water Pump+Electronic Fans+Radiators	S	0	
	Clamps	Breeze	S	0	
Tires	305/70R22.5 Client Provide	S (AVTA Provide)	0		
Brake Pedal	Knorr Floor-mounted Brake Pedal	S	0		



K9M-AVTA Specification Sheet and Price Adjustment

		K9M Specification		Price Adjustment	Non-taxable Amount
		Standard (S)	ATVA		
	Accelerator Pedal	Williams Floor-mounted Electronic Accelerator Pedal	S	0	
	Wheels	ALCOA aluminum alloy wheels	S	0	
	Towing	One Towing Hook Bracket in Front, Two Shop Air Connectors	S	0	
	Brake System	Bendix Emergency Brake Release Circuit	S	0	
		Door/Ramp/Kneeling/ Charging interlock,15 psi	S	0	
		Tectran Braking Pipes	S	0	
	Chassis Anti-Corrosion	12 years	S	0	
ELECTRONICS	Low-Voltage Battery	Odyssey PC 2150/31 Maintenance-free battery,70Ah,2 pc	S	0	
	Instrument Panel & Switches	Eaton & Cole-hersee	S	0	
	Interior Lights	I/O controls , LED (Air Duct Integrated)	S	0	
	High Beam	I/O controls , 8015-90H	S	0	
	Low Beam	I/O controls , 8015-90L	S	0	
	Brake Lights	Dialight, LED, 2 pcs	S	0	
	Rear Turn-Signal Lights	Dialight, LED, 2 pcs	S	0	
	Backup Lights	Dialight, LED, 2 pcs	S	0	
	Side Marker Lights	Dialight, LED, 6 pcs	S	0	
	Side Turn-Signal Lights	Dialight, LED ,6pca(3 pcs for each side)	S	0	
	Front Clearance Lights	Dialight, LED,5 pcs	S	0	
	Rear Clearance Lights	Dialight, LED,5 pcs	S	0	
	Front Turn-Signal Lights	Dialight, LED,2 pcs	S	0	
	Rear Compartment Lights	Dialight, LED,3 pcs	S	0	
	License Plate Lights	Dialight, LED,1 pcs	S	0	
	High and Center Mount Brake Lamp	Dialight, LED, Center-mounted	S	0	
	Driver Area Light	Dialight, LED,1 pcs	S	0	
	Stop Request LED Display	Handeli	Hanover (AVTA Provide)	-375.84	
	Door Alarming Light	1 pcs	S	0	
	Doorway Lighting	Dialight, LED,3 pcs(1 pcs Front ,2 pcs Rear)	S	0	
	Exterior Door Lighting	Dialight, LED,3 pcs(1 pcs Front ,2 pcs Rear)	S	0	
	Farebox Light	Dialight, LED,1 pcs	S	0	
	Kneeling / Ramp Alarming Lights	Dialight, LED,1 pcs	S	0	
Rear Reflex Reflectors	Grote,2 pcs	S	0		
Front Side Reflex Reflectors	Grote, 4 pcs(2 for each side)	S	0		



K9M-AVTA Specification Sheet and Price Adjustment

		K9M Specification		Price Adjustment	Non-taxable Amount	
		Standard (S)	ATVA			
ELECTRONICS	Rear Side Reflex Reflectors	Grote,2 pcs	S	0		
	Step Lighting	Guangzhou Tongda,LED,2 pcs	S	0		
	Service Lights	Dialight	S	0		
	Charging Lighting	Danyang Zhongyuan ,LED, 1pcs	S	0		
	Backup Alarm	Shenzhen Handeli,1 pcs	S	0		
	Destination Signs	Front destination sign, IO Controls		S	0	
		Curb side destination sign, IO Controls		S	0	
		Rear destination sign, IO Controls		S	0	
		Run number display, IO Controls		S	0	
	Public Address System	REI	S	0		
	Camera Surveillance System	color display:touch screen.Dimensions: 6.95 in. 800×480 pixels,two separated display areas.		S	0	
		UTC , MobileView5, DVR, 9 Cameras, All Cables and Harness		Apollo (AVTA provide)	-7,409.25	
		BYD backup camera:85° adjustable,horizontal resolution:480 TVL		S	0	
	ITS System	Client Provide	S (Avial,, AVTA Provide)	0		
	Silent Alarm Switch	BYD	S	0		
	Air Conditioner	BYD air conditioner +PTC	Thermo King REH-M7	0		
	Defrost/Demist	Electric defroster	S	0		
	CAN Bus	BYD CAN bus control system	S	0		
	Vehicle Data Logger	BYD data logger with data record, save, display,download and upload	I/O Controls Dinex G4-VDL-01	0		
	Instrument Display & Switches	English(English Units)	S	0		
Multiplexing	I/O controls , G3	S	0			
Foot Switch	Cole-hersee	S	0			
	Driver's Seat	Recaro Ergo M	S (Orange Safty Belt)	0		
	Passenger Seating	American Seating, Model: Vision	S	0		
	Floor Covering Manufacturer & Materials	Altro Transflor	S (TFCR27406)	0		
	Floor	Aluminium floor	S	0		
	Interior Side Panel	Side panel: FORMICA Compact	S(1484)	0		
	Headlining	Formica, Melimine	S	0		
	Air Duct	I/O controls	S	0		



K9M-AVTA Specification Sheet and Price Adjustment

		K9M Specification		Price Adjustment	Non-taxable Amount
		Standard (S)	ATVA		
INTERIOR	Advertising Media	I/O controls, Air duct, Static	S	0	
	Advertising Content	None	S	0	
	Passenger Assists	Φ32mm(1.3 in.) powder-coated yellow and Stainless Steel	S	0	
	Passenger Stop Request Buttons	≥9 buttons	S	0	
	Farebox	harness reserved	S	0	
	Fire Suppression System	1pcs , 5 lbs. dry chemical fire extinguisher	S	0	
		Amerex AFSS	S	0	
	Windshield Sun Visor	Auto-Motion Shade manual operation	S	0	
	Driver's Side Window Sun Visor	Auto-Motion Shade manual operation	S	0	
	Grab Rail Type & Qty.	Six overhead grey grab straps are to be provided on each side of the wheelchair areas.	S	0	
Trash Hooks	Two metal trash hooks required near the fare box	S	0		
INTERIOR SPECIAL	Trimming Materials	fiberglass reinforced plastic (FRP)	S	0	
	Storage Box	≥2750 cube inches driver's storage box reserved	S	0	
	Repair Card Holder	1pcs	S	0	
	Bus Registration Holders	1pcs	S	0	
	Step Materials	Aluminum trim and rubber anti-slip material	S	0	
	Stickers & Decals	US supplier : Seifert Graphics Inc	S (English)	0	
	Warning Triangles	1 pcs	S	0	
	Interior Mirrors	Hadley , 4pcs	S	0	
	Wheelchair Ramp	Ricon, Model:621R0	S	0	
	Wheelchair Area	2pcs	S	0	
	Wheelchair Accomodations	Q'STRAINT wheelchair accommodations	S	0	
	Flip-up Seats in Wheelchair Area	American Seating, Model Vision	S	0	
	Wheelchair Area Stop Request	2pcs,1 for each wheelchair area	S	0	
	Coat Hanger	Behind driver,1 pcs	S	0	
	Take One box	2 pcs, both the front and rear doors, Beemak Plastic/BP-750-CT	S	0	
Take Twelve box	1pcs	S	0		



K9M-AVTA Specification Sheet and Price Adjustment

		K9M Specification		Price Adjustment	Non-taxable Amount
		ATVA	ATVA		
BODY	Body Frame	Aluminum Alloy	S	0	
	Passenger Doors	Ivy	Vapor Electric Doors	5,755.50	
	Access Doors Latches	Southco	S	0	
	Exterior Advertising Area	Reserved	S	0	
	Emergency Valves	Zhenjiang Changjiang 4pcs	Vapor Provide	-102.48	
	Windshield Wipers	Dongxing wipers	S	0	
	Roof Hatch	2 roof hatches without ventilator	S	0	
	Roof-Mounted Anti-skid	3M	S	0	
	Driver's Side Window	driver's left side,1 pcs	S	0	
		Light green,70% light transmittance	S	0	
	Windshield Material & Fixture	Laminated safety glass, bonded in place	S	0	
	Windshield Color & Light Transmittance	Light Green,70%	S	0	
	Side Window Material & Fixture	Tempered glass,bonded	S	0	
	Side Window Color & Transmittance	Gray , 50%	S	0	
	Egress Window Quantity	5	S	0	
	Exterior Rearview Mirrors	B & R electric exterior rearview mirrors	S	0	
	Front/Rear Bumper Material	Aluminum+polyurethane	S	0	
	Front/Rear Bumper	HELP bumper	S	0	
	Bike Rack	Sportworks Apex 3	Sportworks DL2 Stainless Steel	0	
	Paint	PPG	S	0	
Painting Requirement	Standard silver(major) and black	White(major)+Black	0		
Licence Plate Size	US standard	S	0		



K9M-AVTA Specification Sheet and Price Adjustment

		K9M Specification		Price Adjustment	Non-taxable Amount
		Standard (S)	ATV		
BODY	Windshield Washer Capacity	≥3 gallons	S	0	
	Rain Gutter		S	0	
	Roofline		19 in	869.98	
	Curb Feelers	1 pcs	None (AVTA specified)	-152.77	
OIL & FLUID	Oil & Fluid	Retarder gear lubricant:GL-5 SAE80W-90	S	0	
		Motor lubricating oil: Mobil ATF 220	S	0	
		Steering motor oil Mobil ATF Dexron III	S	0	
		Air-compressor oil :Mobil rarus SHC 1025	S	0	
		Antifreezing coolant : Fleetguard ES Compleat		0	
		Wheel bearing lubrication oil : Shell Gadus S3/CHEVRON STARPLEX EP2	S	0	

Specification Price Adjustment (Deduction) -1,414.86

SEATING LAYOUT	Seating Layout	
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Capital Costs

				Description	BUS PRICING ONLY
Non Taxable ADA Equipment				LAMTA BASE UNIT PRICE (21-30 Buses)	750,000.00
Item	Supplier	Provider	Price	Specification Price Adjustment (Deduction)	- 1,414.86
W/C Ramp	Ricon 621R	BYD	5,571.27	Adjusted Bus Price	\$748,585.14
W/C Securement Devices	Q-Strain	BYD	2,076.00	Non-taxable ADA Equipment Price (Deduction)	- 35,208.22
ADA Area Flip Seat	Vision	BYD	5,331.00	Adjusted Taxable Amount	713,376.62
Suspension Kneeling	ZF	BYD	16,906.00	Adjusted Bus Price	748,585.14
Stop Request	Hanover	AVTA	0	Sales Tax (713,376.22 x .0975)	69,554.25
Voice Annunciation	REI	BYD	398.95	Delivery	0.00
Destination Sign	IO Controls	BYD	4,925.00	Total Bus Price (Each)	\$818,139.39
			Total		
			\$35,208.22		

Total Capital Costs	
Description	Contract Pricing
Bus Price (Each) (Quantity – 1 Each)	818,139.39
Bus Price (Each) (Quantity – 1 Each)	<u>818,139.39</u>
Total Bus Price	\$1,636,278.78
Recommended Bus Parts (Quantity – 1 Set)	20,480.00
Diagnostic Equipment (Quantity - 1)	3,624.00
Plug-in Chargers w/ Weather Hood (Quantity – 4 each)	40,000.00
Sales Tax (64,104.00 x .0975)	6,250.14
Recommended Training (125 Hours @ \$150.00)	<u>18,750.00</u>
Total Bus Purchase (Including options)	\$1,725,382.92



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: FY14 Second Quarter Capital Reserves Report (October 1 – December 31, 2013)

RECOMMENDATION

That the Board of Directors receive and file the attached FY14 second quarter Capital Reserves Report for the period covering October 1 through December 31, 2013.

FISCAL IMPACT

Total Capital Reserve contributions for FY14 are budgeted at \$460,896, with contributions expected to be received quarterly as invoiced.

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% of the replacement cost of heavy-duty transit and commuter coaches. Current practice is to spend reserve account funds only for the matching requirements of transit and commuter buses. The Capital Reserve account segregates the assets reserved for bus purchases and is used only when approved by the AVTA Board of Directors.

As of the report date, the Capital Reserve account has an accumulated cash balance of \$4,669,568, held in accounts with the Local Agency Investment Fund (LAIF) and Bank of America. The total contributed fund balance is \$4,583,340 plus \$86,593 of interest earned. The difference between cash and accrual balances, if any, is reflected in commitment receivables outstanding as of the report date. For the second quarter ending December 31, 2013, all committed contributions have been received as of the report date.

During the five-year reporting period to date, the AVTA purchased six commuter coaches and fifteen hybrid transit buses; all units were delivered by September 30, 2012. The reserve match funds required for these 21 units (\$1,436,501) were supplanted in total by the AVTA's Federal Transit Administration (FTA) 5307 funds in the form of Toll Credits and other funding sources, as follows: Toll Credits - \$99,724; Antelope Valley Air Quality Management District - \$225,110; and Prop 1B PTMISEA - \$1,111,667.

The three local transit buses originally scheduled for FY14 will not be delivered until FY15. These will be purchased using toll credits for the local match. The AVTA's Five-Year Capital Improvement Plan assumes the purchase of an additional 25 local transit and 7 commuter buses between FY15 and FY18 (32 total). Due to reduced federal funding under MAP-21 and the increasing prices of buses, we anticipate using the capital reserve for local match on all of these units.

Please see the attached Capital Reserve Summary covering activity through December 31, 2013 and the Combined Jurisdiction Reconciliation Report for additional information.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Economic Catalyst – to ensure that the riding public continues to be served by ensuring that matching funds are available for the continued replacement and updating of AVTA's bus fleet.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director/Treasurer

Attachment: A – Capital Reserve Summary Report through December 31, 2013
 and Combined Jurisdiction Reconciliation Report



Capital Reserve Contributions Analysis FY 2013-2014

Contributor	Accumulated Balance at 6/30/08	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	MEMO: FY 2014	FY 2014			Capital Reserve Balance: Cash Basis	Capital Reserve Balance: Accrual Basis
								Cash Received	Commitments Receivable	Draws		
Lancaster	1,003,723.00	183,500.00	183,500.00	183,500.00	183,500.00	0.00	183,500.00	91,750.00	0.00	0.00	1,829,473.00	1,829,473.00
Palmdale	1,003,723.00	162,896.00	162,896.00	162,896.00	162,896.00	0.00	162,896.00	81,448.00	0.00	0.00	1,736,755.00	1,736,755.00
LA County	501,862.00	114,500.00	114,500.00	114,500.00	114,500.00	0.00	114,500.00	57,250.00	0.00	0.00	1,017,112.00	1,017,112.00
TOTAL	\$2,509,308.00	\$460,896.00	\$460,896.00	\$460,896.00	\$460,896.00	\$0.00	\$460,896.00	\$230,448.00	\$0.00	\$0.00	\$4,583,340.00	\$4,583,340.00
Interest earned to date in LAIF account:											86,228.01	86,228.01
Totals:											\$4,669,568.01	\$4,669,568.01

ANTELOPE VALLEY TRANSIT AUTHORITY
CAPITAL RESERVE & OPERATING SUPPORT TRACKING

Updated through: **February 20, 2014**

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
Accumulated Capital Reserve Balance At June 30, 2008					1,003,723.00					1,003,723.00					501,862.00			2,509,308.00
FY 2009																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	9/22/2008	007322067	372,065.25	326,190.25	45,875.00	9/16/2008	00202146	362,674.50	321,950.50	40,724.00	11/3/2008	0008906546	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2008				1,862.50	9/30/2008				1,650.85	9/30/2008				719.60			4,232.95
Second Quarter Payments	11/18/2008	007323403	372,065.25	326,190.25	45,875.00	11/11/2008	00203244	362,674.50	321,950.50	40,724.00	1/8/2009	0009272495	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2008				1,716.07	12/31/2008				1,521.06	12/31/2008				663.03			3,900.15
Third Quarter Payments	2/18/2009	007325534	372,065.25	326,190.25	45,875.00	2/13/2009	00204695	362,674.50	321,950.50	40,724.00	2/23/2009	0009522351	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2009				1,270.96	3/31/2009				1,126.53	3/31/2009				491.05			2,888.55
Fourth Quarter Payments	5/12/2009	007327747	372,065.25	326,190.25	45,875.00	5/12/2009	00206115	362,674.50	321,950.50	40,724.00	5/8/2009	0009921154	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2009				2,807.03	6/30/2009				2,488.05	6/30/2009				1,084.54			6,379.62
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					7,656.56					6,786.50					2,958.22			17,401.27
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Net Assets																		
Capital Reserve (Accrual)					1,187,223.00					1,166,619.00					616,362.00			2,970,204.00
Interest					7,656.56					6,786.50					2,958.22			17,401.27
Total Balances as of June 30, 2009					1,194,879.56					1,173,405.50					619,320.22			2,987,605.27
FY 2010																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	9/22/2009	007331599	372,065.25	326,190.25	45,875.00	9/15/2009	00208054	362,674.50	321,950.50	40,724.00	12/22/2009	0011200372	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2009				3,507.39	9/30/2009				3,108.83	9/30/2009				1,355.13			7,971.35
Second Quarter Payments	11/18/2009	007333130	372,065.25	326,190.25	45,875.00	12/7/2009	00209218	362,674.50	321,950.50	40,724.00	2/12/2010	0011422391	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2009				2,368.36	12/31/2009				2,099.23	12/31/2009				915.05			5,382.63
Third Quarter Payments	2/2/2010	007334657	372,065.25	326,190.25	45,875.00	2/12/2010	00210062	362,674.50	321,950.50	40,724.00	2/12/2010	0011422391	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2010				1,957.25	3/31/2010				1,734.83	3/31/2010				756.21			4,448.29
Fourth Quarter Payments	5/3/2010	007336576	372,065.25	326,190.25	45,875.00	4/26/2010	00211145	362,674.50	321,950.50	40,724.00	6/2/2010	0012065261	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2010				2,160.69	6/30/2010				1,915.15	6/30/2010				834.81	6/30/2010		4,910.65
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					9,993.68					8,858.04					3,861.20			22,712.92
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Net Assets																		
Capital Reserve (Accrual)					1,370,723.00					1,329,515.00					730,862.00			3,431,100.00
Interest					17,650.24					15,644.53					6,819.41			40,114.19
Total Balances as of June 30, 2010					1,388,373.24					1,345,159.53					737,681.41			3,471,214.19

ANTELOPE VALLEY TRANSIT AUTHORITY
CAPITAL RESERVE & OPERATING SUPPORT TRACKING

Updated through: February 20, 2014

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
FY 2011																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	11/3/2010	007341089	372,065.25	326,190.25	45,875.00	9/27/2010	00218131	362,674.50	321,950.50	40,724.00	12/1/2010	0013053534	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2010				2,015.63	9/30/2010				1,786.58	9/30/2010				778.76			4,580.97
Second Quarter Payments	2/22/2011	007343512	372,065.25	326,190.25	45,875.00	2/9/2011	00219785	362,674.50	321,950.50	40,724.00	4/26/2011	0013885148	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2011				1,794.91	12/31/2011				1,590.95	12/31/2011				693.49			4,079.35
Third Quarter Payments	2/22/2011	007343512	372,065.25	326,190.25	45,875.00	2/9/2011	00219785	362,674.50	321,950.50	40,724.00	4/26/2011	0013885148	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2011				1,957.25					1,734.83					756.21			4,448.29
Fourth Quarter Payments	6/30/2011	007346153	372,065.25	326,190.25	45,875.00	6/27/2011	00221375	362,674.50	321,950.50	40,724.00	6/27/2011	0014171214	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2011				1,859.05	6/30/2011				1,647.80	6/30/2011				718.27			4,225.12
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					7,626.84					6,760.15					2,946.73			17,333.73
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Net Assets																		
Capital Reserve (Accrual)					1,554,223.00					1,492,411.00					845,362.00			3,891,996.00
Interest					25,277.08					22,404.69					9,766.15			57,447.92
Total Balances as of June 30, 2011					1,579,500.08					1,514,815.69					855,128.15			3,949,443.92
FY 2012																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	9/30/2011	007348066	372,065.25	326,190.25	45,875.00	10/13/2011	00223067	362,674.50	321,950.50	40,724.00	12/7/2011	0015122599	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2011				1,503.66	9/30/2011				1,332.79	9/30/2011				580.96			3,417.41
Second Quarter Payments	1/30, 9/18/12	007350395	372,065.25	326,190.25	45,875.00	1/30/2012	00224251	362,674.50	321,950.50	40,724.00	5/23/2012	0016007898	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2011				1,506.38	12/31/2011				1,335.20	12/31/2011				582.01			3,423.58
Third Quarter Payments	5/3, 9/18/12	007352045	372,065.25	326,190.25	45,875.00	6/25/2012	00225581	362,674.50	321,950.50	40,724.00	7/18/2012	0016416383	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2012				1,477.03	3/31/2012				1,309.19	3/31/2012				570.67			3,356.89
Fourth Quarter Payments	7/18, 9/18/12	007353902	372,065.25	326,190.25	45,875.00	7/30-8/15/2012	00226515/00226690	362,674.50	321,950.50	40,724.00	7/18/2012	0016416384	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2012				1,397.00	6/30/2012				1,238.25	6/30/2012				539.75			3,174.99
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					5,884.06					5,215.42					2,273.39			13,372.87
A/R for FY'12 as of the Report Date			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Net Assets																		
Capital Reserve (Accrual)					1,737,723.00					1,655,307.00					959,862.00			4,352,892.00
Interest					31,161.15					27,620.11					12,039.53			70,820.79
Total Balances as of June 30, 2012					1,768,884.15					1,682,927.11					971,901.53			4,423,712.79

ANTELOPE VALLEY TRANSIT AUTHORITY
CAPITAL RESERVE & OPERATING SUPPORT TRACKING

Updated through: February 20, 2014

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
FY 2013																		
Annual Due			(1,304,761.00)	(1,304,761.00)	0.00			(1,287,802.00)	(1,287,802.00)	0.00			(553,128.00)	(553,128.00)	0.00	(3,145,691.00)	(3,145,691.00)	0.00
(NOTE: Capital Reserve was placed on hold for FY 2013 pending TAC Recommendations)																		
First Quarter Payments	10/17/2012	007355619	326,190.25	326,190.25	0.00	10/30/2012	00227487	321,950.50	321,950.50	0.00	12/13/2012	0017219470	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	9/30/2012				1,405.46	9/30/2012				1,245.75	9/30/2012				543.02			3,194.23
Second Quarter Payments	11/27/2012	007356292	326,190.25	326,190.25	0.00	11/27/2012	00227809	321,950.50	321,950.50	0.00	12/13/2012	0017219470	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	12/31/2012				1,278.18	12/31/2012				1,132.93	12/31/2012				493.84			2,904.96
Third Quarter Payments	1/28/2013	007357343	326,190.25	326,190.25	0.00	2/11/2013	00228599	321,950.50	321,950.50	0.00	2/14/2013	0017562702	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	3/31/2013				1,098.07	3/31/2013				973.29	3/31/2013				424.26			2,495.62
Fourth Quarter Payments	4/12/2013	007358850	326,190.25	326,190.25	0.00	4/15/2013	00229381	321,950.50	321,950.50	0.00	5/9/2013	0018090452	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	6/30/2013				958.14	6/30/2013				849.26	6/30/2013				370.19			2,177.59
Contributions			1,304,761.00	1,304,761.00	0.00			1,287,802.00	1,287,802.00	0.00			553,128.00	553,128.00	0.00	3,145,691.00	3,145,691.00	0.00
Interest					4,739.86					4,201.24					1,831.31			10,772.40
A/R for FY'13 as of the Report Date			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Net Assets																		
Capital Reserve (Accrual)					1,737,723.00					1,655,307.00					959,862.00			4,352,892.00
Interest					35,901.00					31,821.34					13,870.84			81,593.19
Total Balances as of the Report Date					1,773,624.00					1,687,128.34					973,732.84			4,434,485.19



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: FY14 Second Quarter Grant Status Report (October 1 – December 31, 2013)

RECOMMENDATION

That the Board of Directors receive and file the attached FY14 second quarter Grant Status Report for the period covering October 1 through December 31, 2013.

FISCAL IMPACT

Grants approved after the annual budget adoption may require reallocation of funds, which will be addressed during the mid-year budget adjustment.

BACKGROUND

The attached quarterly Grant Status Report reflects all grant applications submitted on behalf of the AVTA. During the second quarter of FY14 (October 1 – December 31, 2013), the Federal Transit Administration (FTA) reviewed and approved the AVTA's FFY13 Section 5307 capital and operating grant application. The pending Job Access Reverse Commute (JARC) grant has been rescoped to fund two expansion commuter buses and support the operating expenses for the addition of two commuter trips on the 785 and 787 beginning in FY14. The JARC grant is under review by Los Angeles Metro; we expect a final decision soon. We have forwarded all required forms to LA Metro to obtain the concurrent bridge funding for the approved reallocation of Information Technology System funds.

We have also submitted two grant applications to the Southern California Association of Governments for the FY 2014-2015 Caltrans Transportation Planning grants; one for a multi-period student intern to assist with transit planning in our rural areas, and one for Partnership Planning for the Bus Rapid Transit project.

We are also working on a grant application for low or no emission bus purchases. This grant application is due March 10 and is therefore not included in this report.

Staff will continue to aggressively pursue all viable grant opportunities to augment existing funding sources.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Economic Catalyst – to ensure that the riding public continues to be served by ensuring funds are available for the continued capital and operating needs of the authority.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Grants Administrator

Julie M. Austin
Executive Director

Attachment: A – FY14 Second Quarter Grant Status Report

ATTACHMENT CC 5.A

GRANT STATUS REPORT

Grant Program	Project	Amount	Date Submitted	Status	Amount Awarded
FY14-15 Caltrans – Transit Planning for Rural Communities	Student Intern	\$56,500	1/15/2014	Under review by SCAG – due to Caltrans by 2/3/2014	Pending
FY14-15 Caltrans – Partnership Planning for Sustainable Transportation	Partnership Planning	\$375,000	1/15/2014	Under review by SCAG – due to Caltrans by 2/3/2014	Pending
FY14 Transit Enterprise Fund	Electric Bus demonstration	\$1,900,000	October 8, 2014	Awarded October 8, 2013	\$1,900,000
FFY13 FTA Annual 5307 Allocation – FTA	Capital Improvement Program	\$7,651,957	<i>Submitted to FTA June 2013. Submitted to DOL 10/22/2013</i>	Awarded December 13, 2013	\$7,651,957
FFY13 FTA Annual 5307 Allocation – apportioned through LACMTA	Capital Improvement Program	\$733,484	<i>Submitted to FTA June 2013. Submitted to DOL 10/22/2013.</i>	Awarded December 13, 2013	\$733,484
FFY13 FTA Annual 5337 Allocation – apportioned through LACMTA	State of Good Repair – High Intensity Motorbus	\$499,784	<i>Submitted to FTA June 2013. Submitted to DOL 10/22/2013.</i>	Awarded December 13, 2013	\$499,784
FFY13 FTA Annual 5339 Allocation – apportioned through LACMTA	Bus and Bus Facilities	\$35,136	<i>Submitted to FTA June 2013. Submitted to DOL 10/22/2013.</i>	Awarded December 13, 2013	\$35,136

Grant Program	Project	Amount	Date Submitted	Status	Amount Awarded
FFY13 FTA Annual 5339 Allocation – apportioned through SCAG	Bus and Bus Facilities	\$479,681	<i>Delayed - Pending</i>	Grant application pending submission once SCAG details the guidelines - expect to receive guidelines prior to the end of February 2014	Pending
Prop 1B PTMISEA Bridge Funds – allocation through LACMTA	ITS project – amount reallocated from Rolling Stock Replacement	\$326,683	12/9/2013	Submitted invoice TO LACMTA for this amount.	Pending
Prop 1B Transit Security Bridge Funding	Hazard Mitigation Plan	\$52,282	12/16/2013	Submitted invoice TO LACMTA for this amount.	Pending
Prop 1B PTMISEA Bond program	ITS project – amount reallocated from Phase II and Rolling Stock Replacement	\$1,341,630	October 9, 2013	Grant award approved October 23, 2013	\$1,341,630
Job Access Reverse Commute	Two expansion TRANSIT coaches + operating	\$1,845,000	Resubmitted 1/23/2014	Scope change; under review by LACMTA and FTA	Pending
				TOTAL GRANT AWARDS – 2013:	\$12,161,991
				TOTAL PENDING:	\$3,135,146



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: FY14 Certification and Assurances for California Emergency Management Agency (CalEMA) Program

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2014-002 to authorize the Executive Director to execute all required documents of the CalEMA Grant Program as required by the Governor's Office of Homeland Security for a Security Management System Grant Award of \$95,786 for FY14.

FISCAL IMPACT

Adopting Resolution No. 2014-002 would authorize the Executive Director to sign, on behalf of AVTA and the Board of Directors, the certification and assurances and any other required documents as it relates to the CalEMA Grant Program.

BACKGROUND

AVTA receives annual apportionments from the CalEMA Grant Program. The AVTA Board is required to adopt Resolution No. 2014-002 in order to receive the funds this year. The resolution will certify that the Board authorizes the Executive Director to execute all necessary documents related to this funding source.

The funds will be used to develop the Authority's safety plan. The plan must meet Federal Transit Administration (FTA) requirements. The AVTA does not currently have an approved plan, and the FTA is still developing the safety performance plan criteria.

At a minimum, the plan will need to include:

- Strategies for identifying risks and minimizing exposure to hazards;
- An adequately trained safety officer to report directly to the general manager or equivalent;
- Performance targets based on established safety performance criteria; and
- Staff training program.

The Safety Management Plan is comprised of four components that address the safety and preservation of the Authority and its capital resources.

- Safety Policy – A safety commitment and accountability plan and established safety roles and resource allocation to support safely performance targets.
- Safety Risk Management – Identification of hazards, safety-based risk analysis and implementation of risk controls
- Safety Assurance – The monitoring of risk controls to ensure that intended objectives are being achieved while continually assessing the need for new risk control strategies.
- Safety Promotion – Achieving the safety mission through clear communication and training programs.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Economic Catalyst – to ensure the riding public continues to be served by ensuring funds are available for the continued capital and operating needs of the authority.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Grants Administrator

Julie M. Austin
Executive Director

Attachment: A – Resolution No. 2014-002

ATTACHMENT CC 6.A

BOARD OF DIRECTORS

ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION #2014-002

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTION OF THE CERTIFICATION AND ASSURANCES FOR THE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY GRANT PROGRAM**

WHEREAS, the Antelope Valley Transit Authority (AVTA) is an eligible project sponsor and may receive state funding from the California Emergency Management Agency (CalEMA) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, FY 2013/2014 California Transit Security Grant Program (CTSGP) and California Transit Assistance Fund (CTAF) provides funding for the CalEMA grant program; and

WHEREAS, the CalEMA has developed guidelines for the purpose of administering and distributing Cal EMA funds to eligible project sponsors (local agencies); and

WHEREAS, the AVTA wishes to delegate authority to execute these documents and any amendments thereto to the Executive Director and/or the Grants Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the AVTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all CalEMA funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Executive Director be authorized to execute all required documents of the CalEMA grant program and any Amendments thereto with CalEMA.

PASSED, APPROVED AND ADOPTED this 25th day of February, 2014.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Norman L. Hickling, Board Chairman

ATTEST:

APPROVED AS TO FORM:

Julie M. Austin, Secretary

D. Craig Fox, General Counsel



DATE: February 25, 2014
TO: BOARD OF DIRECTORS
SUBJECT: Destruction of AVTA Records per Records Retention Policy

RECOMMENDATION

That the Board of Directors, in accordance with the AVTA's Records Retention Policy, authorize the destruction of on-site records (paper, electronic, audio, photographic, etc.), which may include but is not limited to the items listed on the attached schedules (Attachments A and B).

FISCAL IMPACT

Costs associated with the secure destruction of documents will be approximately \$850.

BACKGROUND

The Board of Directors adopted the AVTA's Records Retention Policy and Retention Schedule in March 2004, with a subsequent revision approved on June 26, 2012. AVTA's Records Management staff member has lead responsibility for the ongoing process of coordinating the identification of records within the various departments in reference to which records have met the required retention for destruction.

After Board approval is obtained, the Records Management staff member will supervise the destruction of the documents on the attached list. Certification of destruction and a final list of documents that were destroyed will be maintained in a permanent file.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation also responds to the following directive from the July 2013 Strategic Planning Workshop:

Staff continues to improve communication and operate an efficient agency.

Prepared by:

Submitted by:

Cheryl E. Love
Administrative Assistant

Julie M. Austin
Executive Director

Attachments: A – Records Destruction List – Storage Area
B – Records Destruction List – Records Center

ATTACHMENT CC 7.A

**DOCUMENTS FROM STORAGE AREA -
DESTRUCTION 2014**

File Name	Description	Date	Retention Date
Bill Budlong - misc.	(contents of desk)	2003 & prior	
RFP Responses re Trapeze		Dec. 2004	2007
MV Misc.		2004 - 2005	
Daily Trip Sheets		2003	
MV Dial-a-Ride Logs		2001, 2002	
Facility Inspection Sheets		Jan - June 2005	2012
Facility Inspection Sheets		July - Dec. 2005	2012
Facility Inspection Sheets		Jan. - June 2006	2013
Facility Inspection Sheets		2004	2011
Facility Inspection Sheets		July - Dec. 2006	2013
Paratransit Manifests		CY 2000 - CY 2005	2013
Accounts Receivable		2004	2011
Warrants	A-L	2002 - 2003	2010
Accounts Receivable		1998 - 2001	2008
Accounts Receivable re Voucher sales		2002	2009
Kiosk Tapes		2002, 2003	2010
Accounts Payable		7/2000 - 5/2001	2008
Receipts from Front Office		2001 - 2003	2010
Memos to Budlong re adjusted invoices (re subcontractor)		1995 - 2001	2004
Pass Sales		2002 - 2003	2010
Applications	Analyst I/II	CY 2007	2010
Applications	Revenue & Asset Accountant	CY 2007	2010
Applications	Bus Cleaner & Fueler	CY 2010	2013
Applications	Facilities Technician I	CY 2010	2013
Applications	Maintenance Shift Supervisor	CY 2010	2013
Applications	Administrative Analyst I/II	CY 2010	2013
Applications	Facilities Maintenance Superintendent	CY 2010	2013
Applications	Finance & Human Resource Analyst	CY 2010	2013
Applications	Bus Technician Class C	CY 2010	2013
Applications	Bus Body & Paint Technical	CY 2010	2013
Accounts payable		2002, 2003	2010
Voided Checks		1993 - 2001	2008
Budget workpapers		FY 2001 - FY 2003	2013
Internet Sales		CY 2005	2013
Guardian Insurance Benefits	Presentation materials and blank applications	CY 2009	2011

ATTACHMENT CC 7.A

File Name	Description	Date	Retention Date
Exempt Bus Operator Diesel Fuel Tax Return		CYs 1993, 1998, 199, 2000, 2001	2008
Payroll Reports/Accounting sheets		CY 2002/2003	2010
Applications	Bus Technician Class A	CY 2010	2013
Position Evaluations		CY 2010	2013
Pass Sales		2004	2011
Pass Sales		2001 - 2003	2010
Customer Service - misc. reports		CY 2004 - CY 2005	2012

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0110-93	WEEKLY STATUS REPORTS - EXEC DIRECTOR		CY 2011	2013
0160-10	AUSTIN JULIE		CY 2010	2013
0160-10	BUSCH MICHAEL		CY 2010	2013
0160-10	CASON DEEANNA		CY 2010	2013
0160-10	CORRESPONDENCE INCOMING		FROM 2006 THRU 2011	2013
0160-10	DARR KAREN		CY 2010	2013
0160-10	HICKLING NORM		CY 2010	2013
0160-10	HOLLAND PAM		CY 2010	2013
0160-10	LOVE CHERYL	CHRON FILE	CY 2010	2013
0160-20	LANCASTER CITY OF	MULTI-MODAL TRANS FACILITY	N/A	2013
0160-20	LOS ANGELES COUNTY OF	ANTELOPE VALLEY AREA PLAN	FROM CY 2007 THRU 2008	2013
0160-30	BENEFITS OF PUBLIC TRANSPORT		N/A	2013
0160-30	DOCUMENTING UNSATISFACTORY EMPLOYEE	PERFORMANCE - GUIDELINES	STEVEN J ANDELSON 2006	2013
0160-30	EVALUATING INTERNAL CONTROLS	STEPHEN J. GAUTHIER	N/A	2013
0160-30	TRANSIT AUTHORITIES	ANNUAL REPORTS	N/A	2013
0160-30	TRANSIT FUNDING		N/A	2013
0160-30	US RAIL NEWS		N/A	2013
0620-10	AGENDA PACKET		01/26/2010	2013
0620-10	AGENDA PACKET		03/23/2010	2013
0620-10	AGENDA PACKET		04/27/2010	2013
0620-10	AGENDA PACKET		05/25/2010	2013
0620-10	AGENDA PACKET		06/22/2010	2013
0620-10	AGENDA PACKET		07/27/2010	2013
0620-10	AGENDA PACKET		09/28/2010	2013
0620-10	AGENDA PACKET		10/28/2010	2013
0620-10	AGENDA PACKET		11/23/2010	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0620-10	AGENDA PACKET		12/21/2010	2013
0620-10	AGENDA PACKET		02/26/2010	2013
0620-11	NON AGENDIZED HANDOUTS FROM CITIZENS		CY 2010	2013
0620-12	EXECUTIVE DIRECTOR EVAL CRITERIA	AD HOC COMMITTEE	CY 2009	2013
0620-13	BOARD CORRESPONDENCE		FROM 2003 THRU 2010	2013
0620-14	BOARD FOLLOW-UP		CY 2011	2013
0620-20	AGENDAS & CERTIFICATIONS OF POSTING		CY 2003	2013
0620-21	NOTICE OF ADJOURNMENT		CY 2011	2013
0620-90	POLICIES PROCEDURES GUIDELINES	COMMUNICATIONS BETWEEN AVTA & JURISDICTIONS	10/26/2010	2013
0620-93	EXECUTIVE DIRECTOR REPORTS	BOARD OF DIRECTORS	CY 2010	2013
0625-10	AGENDA PACKET		01/12/2010	2013
0625-10	AGENDA PACKET		02/09/2010	2013
0625-10	AGENDA PACKET		04/13/2010	2013
0625-10	AGENDA PACKET		05/11/2010	2013
0625-10	AGENDA PACKET		06/8/2010	2013
0625-10	AGENDA PACKET		07/13/2010	2013
0625-10	AGENDA PACKET		08/13/2010	2013
0625-10	AGENDA PACKET		09/13/2010	2013
0625-10	AGENDA PACKET		10/12/2010	2013
0625-10	AGENDA PACKET		12/07/2010	2013
0625-10	AGENDA PACKET		01/11/2011	2013
0625-10	AGENDA PACKET		03/09/2010	2013
0625-11	NON AGENDIZED HANDOUTS FROM CITIZENS		CY 2010	2013
0625-13	CORRESPONDENCE	TAC	CY 2010	2013
0625-20	AGENDAS AND CERTIFICATION OF POSTINGS		CY 2010	2013
0625-21	NOTICE OF ADJOURNMENT		CY 2011	2013
0630-10	LUDLUM, CHRISTPHER		FROM 08/08/2006 THRU 12/31/2006	2013
0630-50	ETHICS TRAINING		FROM CY 2006 THRU _____	2013
0650-35	JONES & MATSON		12/15/2004	2013
0650-35	KEYS ROBERT		11/06/2003	2013
0660-93	LITIGATION AUDIT		FROM CY 2001 THRU CY 2002	2013
0690-20	APN #3128-020-026; -028, -030	APPRAISAL REPORT	.05/15/1999	2013
0690-20	APN #3128-020-028 & 030	APPRAISAL REPORT	.10/12/2000	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
Augtin	APTA 2010 PUBLIC TRANSPORTATION	MANAGEMENT COMPENSATION REPORT	CY 2010	2013
0115-94	MAINTENANCE AUDIT	MV TRANSPORTATION	09/14/2005	2013
0130-80	NONRIDER STUDY	DAN BOYLE	12/01/2003	2013
0130-93	CUSTOMER SERVICE MONTHLY UPDATES		FROM CY 2007THRU CY 2008	2013
0150-50	LANCASTER CITY OF	MULTIMODAL TRANSPORT FACILITY	CY 2010	2013
0160-20	MICROSOFT DYNAMICS	OFFER	N/A	2013
0160-20	MOBILITY ADVANCEMENT GROUP	OPERATOR PERFORMANCE CHECKS SAMPLE	.10/26/2007	2013
0160-20	NAVIGATOR 4.0	TRAINING MANUALS	N/A	2013
0160-20	NAVIGATOR 4.0	USERS GUIDE	N/A	2013
0160-20	NONRIDER SURVEY	PREPARED BY CIC RESEARCH	CY 2003	2013
0160-20	SKYWEB EXPRESS	MINI MONORAILSYSTEM		2013
0160-20	VIGIL SYSTEMS	DRIVER TRAINING PROGRAM	N/A	2013
0160-20	WAGE ORDER 9		N/A	2013
0160-30	BUS EQUIPMENT		N/A	2013
0160-30	BUS SHELTERS	TRUFORM	N/A	2013
0160-30	BUSES	NOVA BUSES	N/A	2013
0160-30	CONGESTION MANAGEMENT PROG	DRAFT 2010 - MTA	N/A	2013
0160-30	CONGESTION RELIEF STUDY	DRAFT STUDY	.01/1/2008	2013
0160-30	LANCASTER CITY OF	TRACT PLANNING MAPS	CY 2007	2013
0160-30	LANCASTER CITY OF	TRACT PLANNING MAPS	CY 2010	2013
0160-30	STRUCTURE DURABILITY TEST	CONDUCTED BY MCI	39052	2013
0160-30	TRANSIT PROCUREMENT		N/A	2013
0160-30	TRANSIT VEHICLE BROCHURES			2013
0160-30	VEOLIA	TRANSPORTATION BROCHURE	N/A	2013
0230-10	EDRAWER VERSION 2.7	USERS MANUAL	.03/1/2005	2013
0255-05	ENGINE REBUILD/REPLACEMENT PROGRAM		N/A	2013
0260-15	EQUIPMENT DISPOSAL		N/A	2013
0320-30	BUS STOP SIGN PROGRAM	REPLACEMENT OF SIGNS	FROM 06/23/2009 THRU _____	2013
0670-20	CHP ANNUAL INSPECTION		FROM CY 2007 THRU CY 2009	2013
0670-20	CHP ANNUAL INSPECTIONS		FROM CY 2004 THRU CY 2005	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0830-10	LOCAL TRANSIT	ROUTE CHANGES	CY 2008	2013
0830-20	MEDICAL SHUTTLE		CY 2003	2013
0830-30	MEDICAL SHUTTLE SERVICE		FROM 1998 THRU 12/30/2005	2013
0830-31	ROUTE #7		01/27/2009	2013
0830-93	LOCAL TRANSIT REVIEW	10/05/2008	N/A	2013
0840-10	AV MALL TRANSIT STOP		CY 2000	2013
0840-10	EMISSION REDUCTION PLAN		N/A	2013
0840-10	SHORT RANGE TRANSIT PLAN		FROM FY1996 THRU FY1999	2013
0840-10	STRATEGIC PLANNING	SENTIENT SYSTEMS	02/01/2006	2013
0840-20	STRATEGIC PLANNING MEETINGS		FROM 09/23/2003 THRU 06/30/2005	2013
0840-20	STRATEGIC PLANNING WORKSHOP		10/26&27/2006	2013
0840-40	CALL FOR PROJECTS		FROM CY 2003 THRU cy 2008	2013
0840-93	ANTELOPE ACRES SURVEY 2006		05/02/2006	2013
0840-93	COMPREHENSIVE SERVICE ANALYSIS	NELSON NYGAARD	.03/1/1997	2013
0840-93	EDWARDS AFB	COMMUTER BUS STUDY	.06/1/2003	2013
0840-93	FACILITY NEEDS ASSESSMENT	CONSULTANTS	03/27/2000	2013
0840-93	LOCAL TRANSIT NEEDS ASSESSMENT	NELSON NYGAARD	.05/4/2000	2013
0840-93	LONG RANGE PLAN	DAN BOYLE	.04/1/2005	2013
0840-93	LONG RANGE PLAN	DAN BOYLE	.06/1/2004	2013
0840-93	LONG RANGE PLAN INCERCEPT SURVEY	DAN BOYLE	.04/24/2004	2013
0840-93	OPERATIONAL ANALYSIS & REVIEW	RNR CONSULTING	.06/8/2005	2013
0840-93	PARATRANSIT STUDY	SPECIALIZED TRANSIT DIRECTORY	02/01/2006	2013
0840-93	TECH/SOFTWARE NEEDS ASSESSMENT	DAN BOYLE	.2/18/2004	2013
0840-93	TRANSIT NEEDS SURVEY	PUBLIC OUTREACH	SUMMER / FALL 2006	2013
0840-93	TRANSP NEEDS ASSESSMENT COMMUTER	EXPRESS / NELSON NYGAARD	.3/1/2003	2013
0840-93	TRANSP NEEDS LAKE LA SHUTTLE	NELSON NYGAARD	.4/30/2003	2013
0850-50	LOCAL SCHEDULES		FROM _____ THRU _____	2013
0850-50	LOCAL TRANSIT		CY 2003	2013
0850-93	RIDERSHIP REPORT		CY 2003	2013
0160-20	METRO	JARC/NEW FREEDOM FUNDING APPLICATION PACKAGE	FYS 2006 - 2009	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0150-60	ARMA	CHAPTER MEETING NOTES, CHERYL LOVE	FROM 2009 THRU 2010	2013
0160-20	XEROX COPIER	BILLING - MONTHLY LOG (Model 7345)	FY 2009/2010	2013
0320-93	THEFT / VANDALISM REPORTS		FROM CY 2009 THRU CY	2013
0430-20	MTA	EZ PASS	FY 2005/2006	2013
0450-20	BANK OF AMERICA	BANK STATEMENTS	FY 1997/1998	2013
0450-20	BANK OF AMERICA	BANK STATEMENTS	FY 1998/1999	2013
0450-20	BANK OF AMERICA	BANK STATEMENTS	FY 1999/2000	2013
0450-20	BANK OF AMERICA	BANK STATEMENTS	FY 2000/2001	2013
0450-20	BANK OF AMERICA	BANK STATEMENTS	FY 2001/2002	2013
0450-20	BANK OF AMERICA	FEBRUARY 2006	FY 2005/2006	2013
0450-20	BANK OF AMERICA	MARCH 2006	FY 2005/2006	2013
0450-20	BANK OF AMERICA	APRIL 2006	FY 2005/2006	2013
0450-20	BANK OF AMERICA	MAY 2006	FY 2005/2006	2013
0450-25	CHECK REGISTERS		CY 2005	2013
0450-45	CALIFORNIA STATE OF	CAL CARD PROGRAM	N/A	2013
0450-50	DEPOSIT SLIPS		FY 2005/2006	2013
0460-10	TEN YEAR FINANCIAL PLAN		06/27/2005	2013
0460-20	BUDGET PROCESSES STRATEGY	& WORKING CALANDER	FY 2003/2004	2013
0460-20	BUDGET PROCESSES STRATEGY	& WORKING CALENDAR	FY 2009/2010	2013
0460-50	EXPENDITURES ANTICIPATED		FY 2006/2007	2013
0470-50	CERTIFICATES OF PARTICIPATION (COP)		FROM CY1991 THRU CY1999	2013
0470-93	INDEPENDENT ACCOUNTANT'S REPORT	OPERATING & CAPITAL RESERVES-2004	06/01/2005	2013
0475-20	LAIF GENERAL INFORMATION		FY 1996/1997	2013
0475-20	LAIF GENERAL INFORMATION		FY 1997/1998	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0475-20	LAIF GENERAL INFORMATION		FY 1998/1999	2013
0475-30	LAIF REPORTS		FY 2003/2004 / 2002/2003	2013
0480-30	W2 FORMS		CY 1992	2013
0480-30	W2 FORMS		CY 1993	2013
0480-30	W2 FORMS		CY 1994	2013
0480-30	W2 FORMS		CY 1995	2013
0480-30	W2 FORMS		CY 1996	2013
0480-30	W2 FORMS		CY 1997	2013
0480-30	W2 FORMS		CY 1998	2013
0480-30	W2 FORMS		CY 1999	2013
0480-30	W2 FORMS		CY 2000	2013
0480-30	W2 FORMS		CY 2001	2013
0480-30	W2 FORMS		CY 2002	2013
0480-30	W2 FORMS		CY 2003	2013
0480-30	W2 FORMS		CY 2004	2013
0480-30	W2 FORMS		CY 2005	2013
0480-30	W2 FORMS		CY 2006	2013
0480-31	W3 FORMS		CY 1997	2013
0480-31	W3 FORMS		CY 2000	2013
0480-31	W3 FORMS		CY 2001	2013
0480-31	W3 FORMS		CY 2002	2013
0480-31	W3 FORMS		CY 2005	2013
0480-31	W3 FORMS		CY 2006	2013
0480-40	QUARTERLY / YEAR-END TAX RECORDS	FORM 941	CY 2006	2013
0480-40	QUARTERLY / YEAR-END TAX RECORDS	FORM DE9 & DE9C	CY 2006	2013
0490-20	INTERNET SALES		JULY 2005	2013
0490-20	KIOSK PASS SALES		FROM _____ THRU _____	2013
0490-20	PASS SALES	LOCATIONS / HOURS	N/A	2013
0490-93	PASS SALE REPORTS		FY 2003/2004	2013
0490-93	PASS SALE REPORTS		FY 2004/2005	2013
0490-93	PASS SALE REPORTS		FY 2005/2006	2013
0490-93	PASS SALE VERIFICATION		FY 2004/2005	2013
0490-93	PASS SALE VERIFICATION		FY 2005/2006	2013
0490-93	RECEIPTS & SEQUENCE #S		FY 2004/2005	2013
0490-93	RECEIPTS & SEQUENCE #S		FY 2005/2006	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0490-93	VENDOR PASS SALE ACCTG SHEET		FY 2005/2006	2013
0510-20	AVTA ALERT		FROM 1996 THRU 2002	2013
0510-20	GREGS GAZETTE		FROM 2003 THRU 2004	2013
0510-20	TOMS TRANSIT TRIBUNE		CY 2004	2013
0510-20	WHEELS IN MOTION		FROM 2005 THRU 2008	2013
0520-35	LONG TERM DISABILITY		FROM 09/01/1994 THRU 05/25/2006	2013
0520-35	UNUM	STD-LTD & LIFE	FROM 03/01/2008 THRU 04/01/2010	2013
0520-45	ANTHEM BLUE CROSS INSURANCE		CY 2012	2013
0520-70	SALARY SCHEDULES		CY 2006	2013
0520-80	PAYROLL / HOLIDAY SCHEDULES		FROM CY 2008 THRU CY 2011	2013
0520-90	TIMESHEETS / PAYROLL SCHEDULES		FROM _____ THRU _____	2013
0520-93	CALPERS	ANNUAL ACTUARIAL	CY 2006	2013
0520-93	CLASSIFICATION / COMPENSATION	CPS STUDY	CY 2008	2013
0520-93	EMPLOYEE ANCILLARY BENEFITS		FROM 09/22/09	2013
0520-93	STAFFING PLAN		FY 2007/2008	2013
0530-30	BERLINGHOFF ROY		FROM 06/24/2001 THRU 09/30/2001	2013
0530-30	BUDLONG WILLIAM		FROM 06/29/1992 THRU 04/30/2004	2013
0530-30	BUSCH MICHAEL		FROM 07/07/1996 THRU 05/27/1997	2013
0530-30	CANNCEY SUSAN		FROM 08/09/1993 THRU 08/16/1995	2013
0530-30	EASLEY SHIRLEY		FROM 06/26/2000 THRU 04/02/2002	2013
0530-30	GALBRAITH TIMOTHY		FROM 01/11/1993 THRU 05/15/1995	2013
0530-30	HYCHE GAIL		FROM 12/04/2000 THRU 06/28/2001	2013
0530-30	MILLS KURT		FROM 10/05/1992 THRU 01/24/1996	2013
0530-30	NAVARO STEVE		FROM 06/30/1997 THRU 01/31/2002	2013
0530-31	BUSCH MICHAEL		FROM 07/07/1996 THRU 05/27/1997	2013
0530-31	CANNCEY SUSAN		FROM 08/09/1993 THRU 08/16/1995	2013
0530-31	EASLEY SHIRLEY		FROM 06/26/2000 THRU 04/02/2002	2013
0530-31	GALBRAITH TIMOTHY		FROM 01/11/1993 THRU 05/15/1995	2013
0530-31	HENRY KENNETH		FROM 06/18/2001 THRU 10/19/2001	2013
0530-31	HYCHE GAIL		FROM 12/04/2000 THRU 06/28/2001	2013
0530-31	MARTINEZ BARBARA		FROM 08/03/1992 THRU 12/XX/2000	2013
0530-31	MILLS KURT		FROM 10/05/1992 THRU 01/24/1996	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0530-31	NAVARO STEVE		FROM 06/30/1997 THRU 01/31/2002	2013
0550-20	DRUG & ALCOHOL AWARENESS TRAINING		JULY 2010	2013
0550-20	DRUG & ALCOHOL TRAINING	FOR SAFETY SENSITIVE EMPLOYEES	N/A	2013
0550-20	EVALUATIONS, DISCIPLINE & SUPERVISION	ATKINSON ANDELSON LOYA RUUD & ROM	5/10/2010	2013
0550-20	MICROSOFT OFFICE 2003 TRAINING	LEARNING LIBRARY 'LICENSE	N/A	2013
0550-20	PERFORMANCE APPRAISAL PROCESS		10/25/2010	2013
0550-20	SUBGRANTS, CONTRACTS, CONSORTIA AND	OTHER TOOLS IN FEDERAL GRANT ENVIR	12/01/2011	2013
0550-20	TEAM BUILDING & LEADERSHIP SKILLS	NEIL KUPCHIN	9/22/2010	2013
0635-30	NTD REPORTS	ANNUAL REPORTS	FY 2003/2004	2013
0635-30	NTD REPORTS	ANNUAL REPORTS	FY 2004/2005	2013
0640-40	PROP 1B FUND ALLOCATION		N/A	2013
0650-60	PUBLIC RECORDS REQUESTS		CY 2009	2013
0650-60	PUBLIC RECORDS REQUESTS		CY 2010	2013
0485-10	ANALYSIS & PROGRAMMING OF FLEET &	FACILITY CAPITAL PROGRAM	FROM _____ THRU 1996	2013
0485-10	BUS OPERATIONS CONTRACTOR	SELECTION ASSISTANCE	FROM 04/29/2010 THRU 06/01/2010	2013
0485-10	BUS STOP IMPROVEMENT PROGRAM	CONTRACTOR ASSISTANCE	FROM 10/12/2009 THRU 11/05/2009	2013
0485-10	BUSINESS INTELLIGENCE SYSTEM		N/A	2013
0485-10	COMMUTER COACH REHAB	NEOPLANS & MCI	FROM 04/21/2005 THRU 05/13/2005	2013
0485-10	CONSTRCUTION PROJECT MANAGEMENT SERVICES		FROM 08/14/2003 THRU 08/29/2003	2013
0485-10	CONSTRUCTION MGMT, LABOR COMPLIANCE	LAB TESTING & INSPECTION SERVICES FACILITY PHASE II	FROM 06/09/2010 THRU 07/08/2010	2013
0485-10	CONTRACTOR OVERSIGHT PROGRAM SERVICES	DRUG AND ALCOHOL MONITORING	FROM 02/01/2009 THRU 06/05/2009	2013
0485-10	CONTRACTOR OVERSIGHT PROGRAM SERVICES	DRUG AND ALCOHOL MONITORING	FROM 09/19/2005 THRU 10/10/05	2013
0485-10	EMPLOYEE ANCILLARY BENEFITS	RESPONSES TO REQUEST FOR QUOTE	FROM _____ THRU 10/30/2009	2013
0485-10	ENTERPRISE RESOURCE PLANNING SYSTEM		FROM 06/17/2005 THRU 07/08/2005	2013
0485-10	FLEET MAINTENANCE SYSTEM		FROM 08/21/2006 THRU 09/15/2006	2013
0485-10	GILLIG BUS OVERHAUL		FROM 09/24/1998 THRU 10/09/1998	2013
0485-10	GILLIG ENGINE & COSMETIC UPGRADE		FROM 07/22/2010 THRU 08/11/2010	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0485-10	INTELLIGENT TRANSIT SYSTEM	SELECTION PROCESS RNR CONSULTING	.04/25/2005	2013
0485-10	LANDSCAPING MAINTENANCE SERVICE	1031 W AVE L-12	FROM 03/09/2001 THRU 04/02/2001	2013
0485-10	LOCAL TRANSIT NEEDS ASSESSMENT STUDY		FY 1999	2013
0485-10	LONG RANGE TRANSIT PLAN		CY 2007	2013
0485-10	MOBILE FILING SYSTEM		CY 2008	2013
0485-10	MOBILITY MANAGEMENT PROGRAM		FROM 04/20/2010 THRU 05/26/2010	2013
0485-10	OFFICE FURNISHINGS	MAINTENANCE & OPERATIONS	FROM 08/29/2003 THRU 09/15/2003	2013
0485-10	OPERATIONS & MAINTENANCE		FROM 12/23/2005 THRU 02/23/2006	2013
0485-10	REHABILITATION / IMPROVEMENTS	GILLIG TRANSIT BUSES (13) #2010-04-001	FROM 0/23/2010 THRU 06/01/2010	2013
0485-10	REHABILITATION / IMPROVEMENTS	MCI TRANSIT BUSES (13) #2010-03-001	FROM 04/01/2010 THRU 04/29/2010	2013
0485-10	REPOWER A/C HEATER	GILLIG TRANSIT BUSES (13)	FROM 04/23/2010 THRU 06/01/2010	2013
0485-10	REPOWER GILLIG TRANSIT BUSES (13)	#2010-04-002	FROM 04/23/2010 THRU 06/01/2010	2013
0485-10	SOLAR PANEL STRUCTURES	42210 6TH STREET WEST	FROM 04/23/2009 THRU 06/03/2009	2013
0485-10	STRATEGIC PLANNING SUPPORT SERVICES		FROM 03/18/2003 THRU 04/14/2003	2013
0485-10	TELECOMMUNICATIONS EQUIP SUPPLY	INSTALLATION & MAINTENANCE (CALL	FROM 02/06/2004 THRU 02/20/2004	2013
0485-10	TRANSIT & OPERATIONS		FROM 12/28/2001 THRU 02/18/2002	2013
0485-10	TRANSIT & OPERATIONS		FROM 02/25/2002 THRU 04/22/2002	2013
0485-10	TRANSIT SECURITY		FROM 09/26/2007 THRU 10/05/2007	2013
0485-10	TRANSIT VIDEO SURVEILLANCE		FROM 03/21/2008 THRU 04/18/2008	2013
0485-10	TRANSP FACILITY, NEPA/CEQA CLEARANCES	42210 6TH ST WEST, PHASE I	FROM 06/02/2000 THRU 06/19/2000	2013
0485-10	VEHICLE INSPECTION SERVICES		FROM 09/19/2005 THRU 10/10/2005	2013
0485-10	WAYSIDE SINAGE	BUS STOPS	FROM 11/24/2008 THRU _____	2013
0485-80	COMPANIES WANTING TO BID			2013
0610-10	ADMIT ONE PRODUCTS	PRINTING COMMUTER BUS PASSES	FROM CY 2005 THRU CY 2008	2013
0610-10	ASSETWORKS FKA MAXIMUS	FLEET MAINTENANCE SYSTEM	FROM 07/24/2007 THRU 07/24/2008	2013
0610-10	AVAQMD	VEHICLE PURCHASE, #2007-C-0010	FROM 02/20/2007 THRU 04/15/2008	2013
0610-10	CASAGRANDE DENNIS	1031 AVENUE L12	FROM 07/01/1997 THRU 06/30/2008	2013

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File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0610-10	CPS	MASTER AGREEMENT	FROM 09/04/2007 THRU 09/03/2008	2013
0610-10	CPS	STATEMENT OF WORK ("SOW") # 3 RULES, POLICIES & PROCEED DEVELOPMENT, CLASSIFICATION & COMP.	04/15/2008 THRU 08/31/2008	2013
0610-10	CPS	CLASSIFICATION & COMP. STUDIES	FROM 09/04/2007 THRU 06/30/2008	2013
0610-10	CPS	STATEMENT OF WORK ("SOW") #2 RECRUITMENT FOR CFO	FROM 12/10/2007 THRU 03/31/2008	2013
0610-10	DIVERSIFIED CAPITAL	FINANCIAL CONSULTING	FROM 10/04/2007 THRU 06/30/2008	2013
0610-10	ESOFTWARE	TECH SUPPORT SERVICES ENTERPRISE RESOURCE PLANNING (ERP) MICROSOFT BUSINESS SOLUTIONS (NAVISION) NAVIGATOR MAINTENANCE, SERENIC CORP	FROM 10/31/2005 THRU 12/31/2008	2013
0610-10	HIGH DESERT BROADCASTING	RADIO ADVERTISING	FROM 10/08/2007 THRU 01/28/2008	2013
0610-10	MACIAS GINI & OCONNELL	AUDITORS FKA MORELAND & ASSOC	FROM 09/28/2007 THRU 01/28/2008	2013
0610-10	MAGNA CARE	MEDICAL SHUTTLE SERVICE	FROM 04/05/2005 THRU 12/31/2008	2013
0610-10	MAP MASTERS	PALMDALE AREA MAP	FROM 07/16/2007 THRU 01/01/2008	2013
0610-10	PENN SERVICE GROUP	AUDIT DRUG ALCOHOL COMPLIANCE	FROM 01/25/2002 THRU 12/31/2008	2013
0610-15	LANCASTER CITY OF	COMP, CLASS & BENEFITS STUDY		2013

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File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0610-20	LAW ENFORCEMENT SERVICES - ** DRAFT ONLY**	LOS ANGELES COUNTY SHERIFFS DEPARTMENT	FROM 07/01/2008 THRU 06/30/2013	2013
0612-20	AVTA PROCUREMENT POLICIES	REVIEW BY RICHARDS WATSON GERSHON	12.25.2008	2013
0680-10	DBE (DISADVANTAGED BUSINESS ENTERPRISE)	ANNUAL REPORT	FFY 2005/2006	2013
0130-50	STUFF A BUS		CY 2005	2013
0130-60	ADVERTISING REVENUE SERVICES	BUS WRAPS / COLLINS MARKETING	N/A	2013
0130-60	COMMUTER RIDERSHIP	WHEEL TAKE YOU THERE	CY 2011	2013
0130-60	COMMUTER UPDATES		FROM CY 2004 THRU 2005	2013
0130-60	NEWSPAPER ADVERTISING		CY 2005	2013
0130-60	SPONSORSHIPS		CY 2005	2013
0130-93	MONTHLY STATUS REPORTS	CUSTOMER SERVICE	CY 2008	2013
0130-93	MONTHLY STATUS REPORTS	CUSTOMER SERVICE	CY 2009	2013
0160-20	LOS ANGELES COUNTY OF	SHERIFF MONTHLY BILLING LOG	FY 2009/2010	2013
0160-20	NEWSPAPER ARTICLES		CY 2011	2013
0410-70	WARRANT REGISTER		FY 2005/2006	2013
0740-40	MONTHLY REPORTS	LASD MONTHLY BOARD REPORTS	CY 2007	2013
0740-40	MONTHLY REPORTS	LASD MONTHLY BOARD REPORTS	CY 2008	2013
0740-40	MONTHLY REPORTS	LASD MONTHLY BOARD REPORTS	CY 2009	2013
0740-40	MONTHLY REPORTS	LASD MONTHLY BOARD REPORTS	CY 2010	2013
0740-93	SECURITY ASSESSMENT	SHERIFFS DEPARTMENT	FROM 01/02/2007 THRU 03/03/2007	2013
0810-10	COMMUTER FARE PROGRAM	GENERAL INFORMATION	CY 2008	2013
0810-21	DIAL A RIDE PROGRAM (DAR)	PLANNING INFORMATION	CY 2008	2013

ATTACHMENT CC 7.B

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year
0810-45	REDUCED FARE / SENIOR APPLICATIONS		CY 2009	2013
0810-93	COMMUTER RIDERSHIP		CY 2003	2013
0810-93	DIAL A RIDE RIDERSHIP	DAR	CY 2003	2013
0810-93	LOCAL RIDERSHIP		CY 2003	2013



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Proposed Fiscal Year 2014 (FY14) Mid-Year Business Plan Adjustments

RECOMMENDATIONS

That the Board of Directors approve the proposed FY14 Mid-Year Business Plan adjustments.

FISCAL IMPACT

The adopted FY14 Business Plan set operating revenues and expenses to equal each other at \$23,160,266 for a \$0 change to net assets. A mid-year analysis indicates that AVTA will have a change in net assets of \$385,896 after all necessary adjustments are made. Excess local funds remaining will be applied toward the operating reserve and to ensure the timely delivery of WAVE charging equipment and other capital infrastructure supporting our electric bus project.

For FY14, proposed adjustments to revenues include increased farebox revenues for local transit operations of \$170K and the unbudgeted receipt of \$1.9 Million of Proposition A Local Return Funds provided by Supervisor Antonovich in support of the electric bus project. The increase is partially offset by decreased Edison rebates and LAIF interest income of (\$143K). The result is a net favorable variance for revenues of \$1,927K.

Proposed adjustments to FY14 expenses include savings on diesel fuel of \$534K for the first six months of the fiscal year, and personnel cost savings of \$187K. These reductions are partially offset by expenses exceeding the budget for Other Operating (\$81K) and General & Administrative (\$282). The result is a net decrease in in operating expenses of \$359K.

Proposition A Local Return funds totaling \$1.9 million and the favorable projected change in net assets will be transferred from the operating to capital in order to facilitate the procurement of the two electric buses, WAVE inductive charging equipment and infrastructure. Pending final grant approval for pending applications, operating cash will be used to ensure timely purchase and installation.

BACKGROUND

Staff performed a review of operating revenues and expenditures for the five months ending November 30, 2014 and estimated anticipated operating revenues and expenditures for the remaining seven months of the fiscal year ending June 30, 2014.

Recommended FY14 Business Plan adjustments are detailed in Attachment A, with supporting worksheets for summarizing Revenue, Operating Expenditures and the Capital Program in Attachment B.

The Mid-Year Business Plan review is intended to ensure that AVTA's revenues are sufficient to meet anticipated expenses, and to make the necessary adjustments to assure this sufficiency is realized. Approval of the budget reallocations outlined will authorize staff to execute the necessary adjustments.

Staff is actively managing funds to ensure AVTA's continued fiscal health. The Authority's sound financial condition continues as evidenced by the auditor's unmodified opinion and the lack of any audit findings or questioned costs in connection with the audited financial statements included in the Comprehensive Annual Financial Report and the Single Audit Report on Federal Awards issued for the fiscal year ended June 30, 2013.

No significant negative impacts to the budget occurred during the first five months of FY14. Staff is proceeding with the Board directive to obtain the two BYD electric buses scheduled for delivery in April.

Should any negative impacts occur prior to fiscal year-end, appropriate adjustments will be made to ensure projected revenues are equal to or greater than projected expenses. Any such changes will be reported to the Board.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Economic Catalyst – to ensure that the riding public continues to be served by ensuring funds are available for the continued capital and operating needs of the Authority.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director

Attachment: A – FY14 Mid-Year Business Plan Adjustments Summary

**ATTACHMENT NB 1.A
FY14 MID-YEAR BUSINESS PLAN ADJUSTMENTS SUMMARY**

**ANTELOPE VALLEY TRANSIT AUTHORITY
Fiscal Year 2014 Mid Year Budget Review
OPERATING REVENUE AND EXPENSE**

Description	Fiscal Year 2014 Adopted Budget	Mid Year Revised Estimate	Changes Fav/(Unfav)
Revenues			
Fares	\$4,884,858	\$5,054,906	\$170,048
Local Sales Taxes	8,227,223	8,227,223	0
FTA 5307 Operating Subsidies & Preventive Maintenance	6,110,236	6,110,236	0
Jurisdictional Contributions	3,477,949	3,477,949	0
Other Revenue (Edison rebates, interest income)	460,000	317,116	(142,884)
Prop A Local Return (support for eBus from LA County)	0	1,900,000	1,900,000
Total Revenues	\$23,160,266	\$25,087,430	\$1,927,164
Expenses			
Fixed Route - Local, Commuter & TRANSporter	\$11,672,436	\$11,672,436	\$0
Dial-A-Ride	1,138,994	1,138,994	0
Fuel	3,839,003	3,304,661	534,342
Other Operating costs	978,647	1,059,978	(81,331)
General & Administrative	1,882,708	2,164,516	(281,808)
Personnel Costs	3,648,478	3,461,148	187,330
Transfer to Capital Budget for Electric Bus Project ⁽¹⁾	0	2,285,696	(2,285,696)
Total Expenditures	\$23,160,266	\$25,087,429	(\$1,927,163)
Change in Net Assets	\$0	\$0	\$0

Change in Consulting Expense Increase/(Decrease)

Compensation & Classification Study	(23,000)	Budgeted at \$60K, final is \$37K
IT Assessment	(4,000)	Budgeted at \$30K, final is \$26K
Document Management Consulting	40,000	Update Document Management Strategy
Hazard Mitigation	60,000	FTA requirement
Route to Success	52,000	Adjustment to Nelson-Nygaard Contract
Federal Advocacy	20,833	February to June 2014
Net additions to Consulting	<u>145,833</u>	

(1) The transfer consists of the \$1,900,000 in support from Los Angeles County, plus the mid-year savings estimate of \$385,6696. Any funds received from pending grant applications will reimburse the Operating Fund for the transfer of the mid-year savings estimate.

Adjustments to Budgeted Revenues:

Adjustment #1

Farebox Revenues – \$170,048

Farebox revenues for local transit services are higher than originally budgeted.

Adjustment #2

Other Revenues (net unfavorable variances) - (\$142,848)

The bulk of the net unfavorable variances are due to Edison solar rebate receipts being less than budget. Part of the decrease was due to the required upgrade the facility transformer required to accommodate the solar panel array. The balance of the change is the net of increased advertising revenue, and decreases for non-transportation revenue and Interest Income from invested funds.

Adjustment #3 – UNBUDGETED CAPITAL REVENUE

Proposition A Local Return Funds - \$1,900,000 from Supervisor Antonovich

Proposition A Local Return funds in the amount of \$1.9 million were provided by Supervisor Antonovich in support of AVTA's electric bus project. These funds will be transferred from the Operating Fund to the Capital Fund to properly track costs of the project as capital expenditures.

Adjustments to Budgeted Operating Expenses:

Adjustment #4

Fuel – \$534,342

The original FY14 budget estimates diesel fuel at \$5.00 per gallon. The average price per gallon for diesel fuel for the first six months of FY14 was \$3.90. If current cost trends continue, savings as high as \$1,200,000 could be realized by fiscal year-end. Due to the unpredictable nature of fuel prices, the original budget is being maintained (i.e. not reallocated) for the balance of the fiscal year. Only the savings for the first half of the fiscal year are being proposed for reallocation.

Adjustment #5

Other Operating (net unfavorable variances) - (\$81,389)

Expenses for certain maintenance and operations costs, including outside services, postage and IT software licensing, were higher than budgeted. An additional \$81k is required to meet projected expenses through June 30.

Adjustment #6

General & Administrative – (\$281,808)

The original FY14 Budget did not anticipate legal fees for answering subpoenas. Consulting expenses were increased to accommodate additional requirements for the Route to Success initiative, Hazard Mitigation and several other projects. Other expenses with negative variances to budget include memberships, advertising, office supplies, postage, marketing, printing, TAP card expense, website maintenance and charitable donations.

Adjustment #7

Personnel – \$187,330

The original budget for FY14 included the salary and benefits for the vacant Director of Administration position. The Board gave its permission to hire a Project Manager/Engineer with these funds. Savings will be realized because the new position will start with a lower annual salary, and will not start until the 4th quarter of the fiscal year. Benefit costs for the new position will also be lower. It should be noted that the FY15 Budget will include this position for the entire year. Finally, the actual costs of benefits and employer payroll taxes are less than budget.

Capital Budget

The chart on the following page shows that the FY14 Capital Budget of \$8.3 million has been increased by \$3.3 million to accommodate the procurement of the electric bus project, including the vehicles, charging equipment and infrastructure.

To date, additional capital funding has been secured from the Proposition A Local Return Funds and Measure R Clean Fuels grant. A second grant from AVAQMD/AB2766 is pending. The mid-year favorable variance of \$386K and operating cash will be used to complete the funding requirements.

The purchase order for three local transit bus replacements included in the current year plan has been placed, but the manufacturer's backlog is pushing delivery back approximately one year to FY15.

ANTELOPE VALLEY TRANSIT AUTHORITY
Fiscal Year 2014 Mid Year Budget Review
CAPITAL EXPENDITURES

Capital Items	Fiscal Year 2014 Adopted Budget	Mid Year Revised Estimate	Changes Fav/(Unfav)
Vehicles ⁽¹⁾	\$3,579,000	\$5,279,000	\$1,700,000
Facilities	207,300	207,300	0
Regional Partnership	1,300,000	1,300,000	0
Other* ⁽²⁾	3,247,056	4,817,604	1,570,548
TOTAL CAPITAL ⁽³⁾	\$8,333,356	\$11,603,904	\$3,270,548

(1) Original Vehicle Capital Budget	\$3,579,000
Add: (2) BYD Buses at \$850,000 each	1,700,000
Revised Vehicles Capital Budget	<u>\$5,279,000</u>

(2) Original Other* Category	\$3,247,056
Add Electric Bus Infrastructure Costs	1,570,548
Revised Other Category	<u>\$4,817,604</u>

(3) Original Budget for Vehicle and Other categories	\$6,826,056
Add total cost of Electric Buses & Infrastructure	3,270,548
Revised Vehicles and Other Capital Budgets	<u>\$10,096,604</u>

Electric Bus Project Cost Detail	
(2) expansion electric buses at \$850K each	\$1,700,000
Wave charging technology	670,000
Depot And Site Specific Chargers	60,000
Architectural & engineering, Construction and other costs	434,500
Sales Tax	236,048
Contingency	170,000
Total Costs	<u>\$3,270,548</u>

* Engineering, Data & Communications, Computer Equipment, Procurement Support, Safety



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Approval of the Fiscal Year 2015 (FY15) Preliminary Business Plan and Short Range Transit Plan Assumptions

RECOMMENDATION

That the Board of Directors approve the FY15 Preliminary Business Plan and Short Range Transit Plan (“Business Plan”) assumptions and provide direction to staff regarding priorities for the final FY15 Business Plan.

FISCAL IMPACT

The fiscal impact will be determined as the proposed budget is developed.

BACKGROUND

Each year, the AVTA Board of Directors and staff dedicate a considerable amount of time and effort to establish the priorities, policies, and projects that set the framework of AVTA’s operating and capital plans. For FY15, the process began in December with capital budgeting. Carryover of ongoing projects was added to newly identified initiatives for the coming year, along with the specific identification of funding. FY14 mid-year actual figures were examined to determine year-to-date results and provide a baseline for the FY15 Business Plan. The Board and Transit Advisory Committee (TAC) will have the opportunity to evaluate budget recommendations, prioritize goals and provide additional direction to staff in preparing the budgets. The final step is the adoption of the FY15 Business Plan in May or June 2014.

Attachment A lists the initiatives and basic operating assumptions for use in preparing the draft operating and capital budgets for FY15. These assumptions recognize input from Board, TAC and other stakeholders. They provide staff with the ability to set priorities, determine service levels, and allocate financial resources in the creation of the Authority’s FY15 Business Plan and Five-Year Financial Projections.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop: Economic Catalyst – to ensure that the riding public is served by ensuring adequate funds are available for the continued capital and operating needs of the Authority.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director

Attachment: A – FY15 Business Plan Initiatives and Operating Assumptions

ATTACHMENT NB 2.A

FY15 Business Plan Initiatives and Assumptions

FY15 Business Plan Initiatives

- **Electric Bus Demonstration Project** – Staff will deploy and evaluate the electric buses in revenue service. The procurement of the first two buses is proceeding, and delivery is expected in April 2014. Initial implementation challenges of the electric bus project being addressed by staff include funding, procurement, vehicle specifications, infrastructure requirements, coordination, route logistics and operations. The primary goal is to provide electric bus service in a fashion that still enables the expansion of services.
- **Replacement Bus Procurement** – staff will plan the logistics for the next order of 12 replacement buses in FY15 per the current Five-Year Capital Plan.
- **Service Expansion** – An additional 3,500 service hours will be added to Commuter services. Funding will be provided through a portion of the anticipated JARC Commuter Services Grant of \$1.845 million that will provide two expansion buses and associated operating support. Two million dollars has been set aside to support expansion of 16,700 service hours using the two electric buses, as well as the continuation of the TRANSporter as the funding support from Los Angeles County concludes in June 2014.
- **Route to Success Implementation** – The Route to Success Study is underway, with recommendations slated for June 2014. Results will provide suggested opportunities to improve existing services, identify new routes and areas for service expansion, route suggestions for electric bus operations and proposed corridors for the Bus Rapid Transit Project. The implementation of the recommendations will commence in FY15, and will be implemented over a ten-year timeframe.
- **Bus Rapid Transit** – Long-term planning for the Bus Rapid Transit (BRT) Project will commence in FY15. Features of a BRT include specialized design, services and infrastructure to improve system quality and remove the typical causes of transit route delays. The goal is to combine the capacity and speed of light rail with the flexibility and lower cost of a bus system. Similar projects in California have taken from 10 to 20 years to complete.

To assist in the management and engineering of AVTA's BRT initiative, a Project Engineer will be hired between April and June of 2014. Salaries and benefits for this position are more than covered by the vacant Director of Administrative Services position. An application has been submitted to SCAG for a Caltrans Partnership for Sustainable Transportation grant that could provide several years of salary support for this position.

Reporting to the Director of Operations and Maintenance, the project engineer's primary responsibilities will be to lead the management and coordination of all parties involved in the development of the project plan. Once the plan has been completed and approved, and funding has been identified, the project manager will represent the Authority's interests during the construction phase of the project.

Operating Budget Assumptions

- New Commuter Service: Two new runs will be added to commuter service.
- Other Service Expansion: Local service will be expanded on heavily used routes.
- TRANSporter: The TRANSporter service will be fully funded by AVTA as the subsidies from the County end as of June 30, 2014.
- Fixed Route Contract: Transit operations and maintenance will continue to be provided by Veolia. Under the current contract, costs for local and commuter transit services will increase by 3% on January 1, 2015.
- Dial-A-Ride Service: Under the current contract, costs for Dial-a-Ride will increase by 1.5% on January 1, 2015.
- JARC Voucher Program: The Dial-A-Ride Contract will include provisions for a JARC-funded voucher program for job seekers, administered by 211. The estimated subsidy is \$165,000 annually for 36 months, commencing in May 2014.
- Fuel: Fuel costs for the FY15 Budget are projected at \$5 per gallon, based on current fuel usage. The hybrid bus mileage has been averaging about 4.7 miles per gallon, vs. 4.1 miles per gallon for the rest of the diesel fleet, including commuter buses. These factors will be used to calculate the FY15 fuel Expense budget
- Fare Revenues: FY15 fare revenues are projected to increase over FY14 levels due to the Commuter Service, TRANSporter and electric bus project expansion opportunities. An RFP for a Fare Study will be issued in May 2014, with final recommendations to be implemented in January 2015 or July 2015. Pending completion of the study, a conservative 3% increase in fare revenues is assumed for FY15, consistent with the projected increase in FY14 compared to FY13.
- Other Revenues: We anticipated receiving advertising revenue of \$120,000 and \$180,000 for solar power sold back to Edison from PV Phase II.
- Personnel: There is no net change in headcount in FY15. The staff will remain at 31 full time and 8 part time employees for a total of 36.975 full-time-equivalents. As discussed in the Bus Rapid Transit Initiative, the staffing plan includes the exchange of the vacant Director of Administrative Services position for the Project Engineer approved in FY14 by the Board of Directors. The FY14 financial results may be affected by the results of the Classification and Compensation Study that will reported to the Board on or before April 2013. No COLA or step increases are assumed; merit increases to a maximum of 5% will be based on employee performance in accordance with the Board-approved compensation plan.

- **Benefits:** The current employee benefit structure will be maintained. The preliminary assumption is an increase of 10% effective with the October 2015 open enrollment period. Galier Insurance Services, AVTA's health insurance agent, will provide a better projection of cost increases by April 2014. As in past years, increases may be mitigated in part through negotiations with carriers.
- **Pension:** The Employer share of CalPERS increases from 10.282% in FY14 to 11.032% in FY15. CalPERS calculates pension contributions based on payroll figures two years in arrears. Monthly payments will be made to fund the Authority's pension liability. The California Public Employee's Pension Reform Act of 2013 (PEPRA) specifies a second tier of retirement benefits for employees hired on or after January 1, 2013. Based on the headcount assumptions for the FY15 Business Plan, four employees will receive second tier retirement benefits. Costs may increase in the future as CalPERS examines the effects on the funds as the average lifespans for retirees increases.
- **Operating Subsidies:** No increases in operating subsidies are planned, pending receipt of FY15 Funding Marks from Metro. This assumption will be updated as new information becomes available; the preliminary report is expected in March.
- **Insurance:** Risk insurance costs are projected to increase in FY15. Since all risk policies terms have been aligned with the AVTA's Fiscal Year, the exact increases will not be known until April when policy renewals commence; We are assuming a 10% increase effective July 1, 2014. A message was left with risk agent John Massari to verify assumption.
- **Federal Funding:** FTA 5307 Preventive Maintenance is anticipated to be reimbursed through federal grants at (100% of) 40% of the cost of the contracts with Veolia and ALC.
- **Capital Reserve Payments:** No change from the FY14 base funding levels. The Capital Reserve figure is \$460,896.
- **Jurisdictional Operating Contributions:** No change from the FY14 base funding levels. The proposed Operating Contribution figure is \$3,145,691. The KPI Indicators show that the average vehicle service hour cost has increased about 3%, in line with the automatic January 1st Veolia contract increase of 3%; also, operating expenses in general have routinely increased by about 3% as well, even while the Authority has held the requested operating contributions static over recent year.
- **Operating Reserves:** Recommendations for funding the operating reserve are based on financial performance and unrestricted cash flow identified in the audited financial statements. Use of operating reserves requires approval by the Board of Directors. The current balance of the operating reserve is \$500,000 with a goal of \$5 million.



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Approve Assignment of Dial-A-Ride Contract with ALC (Contract Number 2013-33) to Veolia IntelliRide (Contract Number 2014-38) Effective May 1, 2014

RECOMMENDATION

That the Board of Directors authorize the Executive Director to approve the transfer of all contractual interests, rights, duties and responsibilities from AVTA's existing contract number 2013-033 with American Logistics Company (ALC) to Veolia IntelliRide under contract number 2014-38 to provide services for AVTA Dial-A-Ride paratransit service and the JARC Voucher Program for the remaining term of the existing contract which ends December 31, 2015.

FISCAL IMPACT

Transfer of this contract, tentatively scheduled to be effective May 1, 2014, will be cost neutral to AVTA as Veolia IntelliRide will assume the existing terms, conditions and pricing provided in the current contract with ALC. The remaining value of the contract is approximately \$1.87 million for the base contract through December 31, 2015, and the JARC Voucher Program will provide an additional \$490,000 over the three-year voucher program period, or approximately \$274,000 over the remaining life of the contract. The current contract includes three two-year options that may be exercised at AVTA's discretion. Funds for the AVTA Dial-A-Ride services and the Voucher Program are included in the FY14 operations budget.

BACKGROUND

On January 13, 2014 AVTA received a letter from American Logistics Company requesting early termination of the dial-a-ride contract due to recent regulatory impacts, impeding their ability to deliver the service within the operational and financial framework of the contract. ALC has clearly indicated its intention to discontinue providing Dial-a-Ride services as soon as possible.

ALC has indicated their desire for AVTA to approve the contract transfer to Veolia IntelliRide. Section 37 of the existing contract with ALC reads as follows: "This Agreement or any portion hereof shall not be assigned, nor shall the interests, rights, duties or responsibilities of the Contractor be transferred, unless AVTA in its sole discretion grants prior written approval thereto." Approval of this Assignment Request shall constitute such written approval.

AVTA and Veolia have a successful contractual relationship as they currently provide local and commuter services, and previously provided Dial-a-Ride services. Staff supports the transfer to Veolia's IntelliRide division, which exists solely for the purpose of providing similar brokerage paratransit services. This assignment would be effective May 1, 2014. ALC, AVTA and Veolia will work cooperatively to ensure a smooth transfer of operations. IntelliRide has agreed to provide the service within the cost parameters and terms specified in the current contract with ALC. The agreement will also include the provision that IntelliRide deliver services for the JARC Voucher program that provides door-to-door transportation service for low-income job seekers. The Board previously authorized staff to amend the ALC contract to include this provision.

It is staff's recommendation to make this transition as quickly as possible so that the Voucher Program can be implemented. IntelliRide will provide a smooth transition since they have significant experience in providing paratransit service using a similar model in their current operations.

ALIGNMENT WITH STRATEGIC DIRECTIVES

This recommendation aligns with AVTA's strategic directive to provide cost effective and sustainable transportation.

Prepared by:

Submitted by:

Len Engel
Director of Operations and
Maintenance

Julie M. Austin
Executive Director

Attachment: A – ALC Letter Requesting Cancellation



AMERICAN LOGISTICS COMPANY

January 10, 2014

Julie Austin
Executive Director
Antelope Valley Transit Authority
42210 6th Street West
Lancaster, CA 93534

Re: Request for Cancellation of Agreement for Operation and Maintenance of Dial-A-Ride Paratransit Services

Dear Ms. Austin:

This is to follow up on our telephone conversations wherein I have requested Antelope Valley Transit Authority ("AVTA") and American Logistics Company, LLC ("ALC") reach mutual agreement concerning termination of the above-referenced Agreement.

As I have explained, due to regulatory impacts, ALC may be unable to continue providing service under the model initially proposed to AVTA. In light of the fact that the customers we serve for AVTA have special needs of their own, we think advanced planning to make sure that their long-term needs are met is essential for both the benefit of the customers and AVTA.

We would request that AVTA undertake discussions to terminate its agreement with ALC for Operation and Maintenance of Dial-A-Ride Paratransit Services and transition the service to an alternate provider no later than July 1, 2014. We are committed to working towards a mutually agreeable settlement in connection with early termination of the contract.

We will provide the necessary assistance to ensure a seamless transition.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Puckett', is written over a horizontal line.

Craig Puckett, President



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Award Sole Source Contract #2014-22 to WAVE, Inc. for Two Inductive Charging Stations and Multiple Construction Contracts Required for Installation of BYD and WAVE Charging Systems

RECOMMENDATION

That the Board of Directors:

- A) Authorize the Executive Director to execute Sole Source Contract #2014-22 with WAVE, Inc. for two in-ground inductive charging stations for the amount of \$670,000 plus applicable sales tax; and
- B) Provide additional authorization to award multiple construction contracts for installation of BYD and WAVE charging systems for an estimated amount of \$494,500 plus applicable sales tax. Staff will return to the Board with final pricing for all construction contracts.
- C) Contract awards are subject to AVTA's ability to identify and secure sufficient funding.

FISCAL IMPACT

Sufficient funds are to be provided by various grants and assigned funding provided in the FY14 Mid-Year Business Plan Adjustments. Funds left over from the purchase of the buses (\$175,000) will be applied to the purchase and installation of the supporting infrastructure required to operate the Electric Bus Demonstration Project that was approved by the Board in November 2012. Additional grant funds in the amount of \$165,000 to provide electric charging stations have been provided by Measure R Clean Fuels funds, and a grant application in the amount of \$560,000 is being submitted to the Antelope Valley Air Quality Management District. The balance of approximately \$386,000 will be provided through a mid-year reallocation of unspent funds from the fuel budget.

BACKGROUND

On October 8, 2013, the Los Angeles County Board of Supervisors, at the request of Supervisor Antonovich, granted AVTA \$1,900,000 for the purchase of two electric buses. On November 26, 2013, the Board approved a Sole Source Contract to WAVE, Inc. Since that meeting, the Authority has been provided with updated pricing, which includes an additional inductive charging station. Lancaster City Park and the

Palmdale Transportation Center will each have one WAVE inductive charging station and one of BYD's plug-in charging stations. The AVTA's Maintenance Facility will receive two of BYD's plug-in charging stations.

Although BYD buses have a stated range of 155 miles between charges, staff believes that the installation of both inductive and plug-in charging systems for use during the demonstration project will ensure the project's success by increasing battery life, maintaining operational range and providing the fail-safe charging capability required for daily operations. Each in-ground charger will support up to four electric buses.

Attachment A shows WAVE's conception of a typical charging system layout and Attachment B provides a summary of the estimated costs for the charging stations and installation.

SOLE SOURCE JUSTIFICATION

AVTA has adopted wireless inductive battery charging as the standard method of recharging its electric bus fleet. WAVE Inc. is the only contractor in the United States that can provide a proven operational version of this technology.

ALIGNMENT WITH STRATEGIC DIRECTIVES

AVTA's vision is to be the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve.

This recommendation also responds to the following directive from the July 2013 Strategic Planning Workshop:

- Develop implementation and funding plans for an electric bus project.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

Attachments: A – WAVE Primary Charging Station Overview
B – Summary of Estimated Charging Stations and Installation Costs

ATTACHMENT NB 4.B

Summary of Estimated Costs for Charging Stations and Installation

	<u>LANCASTER</u>	<u>AVTA FACILITY</u>	<u>PALMDALE</u>
WAVE Primary In-ground Charging System (LCP / PTC)	290,000		290,000
WAVE Secondary Receiver (bus installed for each route) Pad	45,000		45,000
Infrastructure Costs	68,000	8,000	68,000
Wired BYD charger (site specific)	17,500	25,000	17,500
Civil Design, PS&E, Const. Mgmt.	38,000	12,000	38,000
Southern California Edison Costs	81,500	40,000	43,500
Wireless Data Transmission Equipment	2,500		2,500
Permits (If not waived)	15,000	2,500	15,000
Sub-totals	557,500	87,500	519,500
GRAND TOTAL ALL LOCATIONS			1,164,500



DATE: February 25, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Report on Issues Pertinent to Potential Procurement of 12 Electric Buses and Consideration and Recertification of October 2013 AVTA Board Authorization to Purchase 12 Clean Diesel Buses from Gillig Corporation under Contract #2014-12

RECOMMENDATION

That the Board of Directors:

- A) Receive and file a report on issues pertinent to the possible procurement of 12 electric buses in lieu of diesel buses; and
- B) Consider and recertify the Board's October 2013 authorization to purchase 12 clean diesel buses from Gillig Corporation under Contract #2014-12.

FISCAL IMPACT

Twelve (12) diesel buses will cost \$444,006 each, totaling \$5,328,072. Federal Funds for the bus purchase are available and will be included in the FY15 Capital Plan.

BACKGROUND

A summary of Board actions regarding AVTA's purchase of electric buses is included as **Attachment A** to this report. Follow-up actions to date are also summarized in Attachment A.

DISCUSSION POINTS

This report continues an item regarding consideration and recertification of a 12-bus purchase, and responds to the January 28 Board directive for staff to meet with BYD to *“review a zero emission transition plan, verify that the overall cost is a net zero to the AVTA, and their current transit service levels can be achieved. Report back in 30 days with a procurement process with the timeline of implementation; what procurement process is necessary; what do we need in an RFP; is leasing an option; and is sole source possible?”*

Staff met with BYD on February 3 and February 6. Items discussed at these meetings are summarized below.

Zero Emission Transition Plan/Timeline (Attachment B): In the event that staff receives Board direction to rescind the existing Notice to Proceed to Gillig Corporation for 12 buses and issue a new solicitation for electric buses, activity timelines will be slightly different. Attachment B includes two timelines for transitioning to a zero emission fleet for Board consideration and discussion.

Cost Elements/Lease Considerations (Attachment C): Over a 12 year lifecycle, it was determined that a lease option could be structured to result in a "net zero" cost to AVTA, excluding the cost of en route charging. A demonstration project will help us determine the effectiveness of en route charging and the true infrastructure requirements for additional electric buses. The challenges with a lease approach include our inability to cancel the lease due to FTA restrictions, and the fact that the lease cost would include any projected fuel and maintenance savings. Also, AVTA would be required to prove to the FTA that it has the financial capacity to pay the lease in the event FTA funding was withdrawn. Without the ability to prove this we would not be able to secure approval from FTA. Purchasing buses outright using capital grants would allow AVTA to reinvest these savings in additional service.

Another option discussed was the purchase of the bus with the vendor providing the battery and electricity under a service arrangement similar to how AVTA currently purchases diesel fuel. Such an arrangement would need to be carefully structured and approved by FTA.

Procurement Process/Sole Source Considerations (Attachment D): The basic tenant of any FTA procurement is the requirement for full and open competition. Attachment D includes FTA regulations on sole source procurements. Staff has determined there is inadequate justification for a sole source procurement.

There are currently four electric bus manufacturers who would be likely to bid on an electric bus solicitation. A solicitation process would take four to five months from issuance to Board approval.

Request for Proposal Elements: An RFP cannot contain any local preferences or restrictive tenants that would give one vendor an advantage over another. However, due to our agreement to purchase WAVE technology, an RFP may be able to stipulate that the buses must be compatible with inductive charging. We could stipulate range requirements to ensure compatibility with our route schedules, as well as seating capacity to meet passenger loads.

It is important when engaging in fact finding discussions with potential vendors that AVTA not inadvertently incorporate a vendor's specifications and proprietary

information into the solicitation documents. This could disqualify the vendor and reduce the competitive field.

Section 4.1.1 of the AVTA Standards of Conduct and Conflict of Interest Code for Federally Funded Projects states that "No contractor shall be eligible to submit a bid in response to a federally funded solicitation developed from plans, specifications, designs, requirements, statements of work, Invitations for Bids or Requests for Proposals prepared in whole or in part by that contractor." This board adopted policy is based on federal regulations.

Other Considerations: WAVE is developing a more powerful charger (150kw v. 50 kw available today). Waiting for the results of the demonstration project and development of the more powerful charging infrastructure would enable us to reduce infrastructure requirements.

ALIGNMENT WITH STRATEGIC DIRECTIVES

AVTA's vision is to be the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve.

This recommendation also responds to the following directive from the July 2013 Strategic Planning Workshop:

- Develop implementation and funding plans for an electric bus project.

Prepared by:

Submitted by:

Len Engel
Director of Operations and
Maintenance

Julie M. Austin
Executive Director

Attachments: A – Summary of Board Actions
 B – Timeline Scenarios
 C – Cost Elements/Lease Considerations
 D – Procurement Process/Sole Source Considerations

Attachment OB 1.A
Summary of Board Directives and Staff Follow-up Actions
Pertinent to Electric Buses

At the July 17, 2013 Strategic Plan Workshop, the Board of Directors discussed moving forward with an electric bus demonstration project and participating in a joint procurement of electric buses. The two motions, agendized and approved at the regular Board meeting on July 23, 2013, were as follows:

Approve the following items discussed at the July 17, 2013 Strategic Planning Workshop:

Direct staff to move forward with Option A (attached) for an electric bus route and submit to LA Metro for JARC funding of two electric buses;

Direct staff to move toward establishing a joint procurement consortium for purchase of electric buses,

Staff submitted a proposed electric bus route to LA Metro but was informed that the JARC funding was only eligible for service within the Los Angeles/Long Beach Urbanized Area. The JARC application has been revised to request funding for two additional commuter buses and associated service expansion needs.

With respect to the Board directive to "move toward establishing a joint procurement consortium for purchase of electric buses," staff has been working to identify funding to move forward with a solo OR joint procurement effort. A variety of new funding sources are being pursued, including Low or No Emission Vehicle Deployment Program (LoNo) 5312 funding and AB 2766 funding through the AVAQMD. Notably, the County of Los Angeles is providing AVTA with local funding in the amount of \$1.9 million to move forward with the purchase of two BYD buses, assigned from an existing contract between BYD and Los Angeles Metro.

A federal lobbyist has been hired to assist with funding strategies, and a job description and salary range are being finalized for a Project Engineer to oversee planned capital projects including a one year electric bus demonstration; rollout of a Bus Rapid Transit project; and implementation of the Intelligent Transportation System (ITS) project.

On October 22, 2013, the Board approved the following motion:

Authorize the Executive Director to Issue a Notice to Proceed to Gillig Corporation under Contract Number 2014-12 for the purchase of twelve (12) heavy duty clean diesel buses scheduled for delivery in February 2015 in the amount of \$5.33 million (\$444,006 per bus). The Notice to Proceed shall be issued subject to confirmation of pre-award authority from FTA and shall include a requirement that Gillig notify AVTA in writing prior to incurring any costs associated with assembly and production. This Notice to Proceed is conditional upon the Board taking further action in January 2014. For this action to remain in effect, the Board must recertify this decision in January 2014 after considering a report from staff on the status of alternative bus technology. If the Board does not recertify this action in January 2014, this Notice to Proceed will be rescinded.

On January 28, 2013, the Board deferred the preceding recommendation to February 2014, and approved the following substitute motion:

Staff to meet with BYD, review their zero emission transition plan, verify that the overall cost is a net zero to the AVTA, and their current transit service levels can be achieved. Report back in 30 days with a procurement process with the timeline of implementation; what procurement process is necessary; what do we need in an RFP; is leasing an option; and is sole source possible?

This report attempts to respond to the questions raised in the January 28 motion.

Attachment OB 1.B
Potential Timelines for Transition to Zero Emission Buses

Both scenarios are contingent upon identification of sufficient funding for the procurements. Any acceptance of buses using federal funds is subject to completion of the Altoona test report. Altoona testing of the BYD bus is expected to resume by the end of February, 2014.

Option 1 – Complete Demonstration Project, Purchase up to 6 Electric Buses in FY16 and 7 in FY17

By 2017, 17 of our local buses would be electric and 15 would be hybrid-electric. This means that 30 of our 45 local buses (67%) would be consuming far less fuel, allowing us to reinvest the savings into additional service. The next round of bus replacements (at least 15) would begin in 2024 to replace the 15 hybrid buses delivered in 2012.

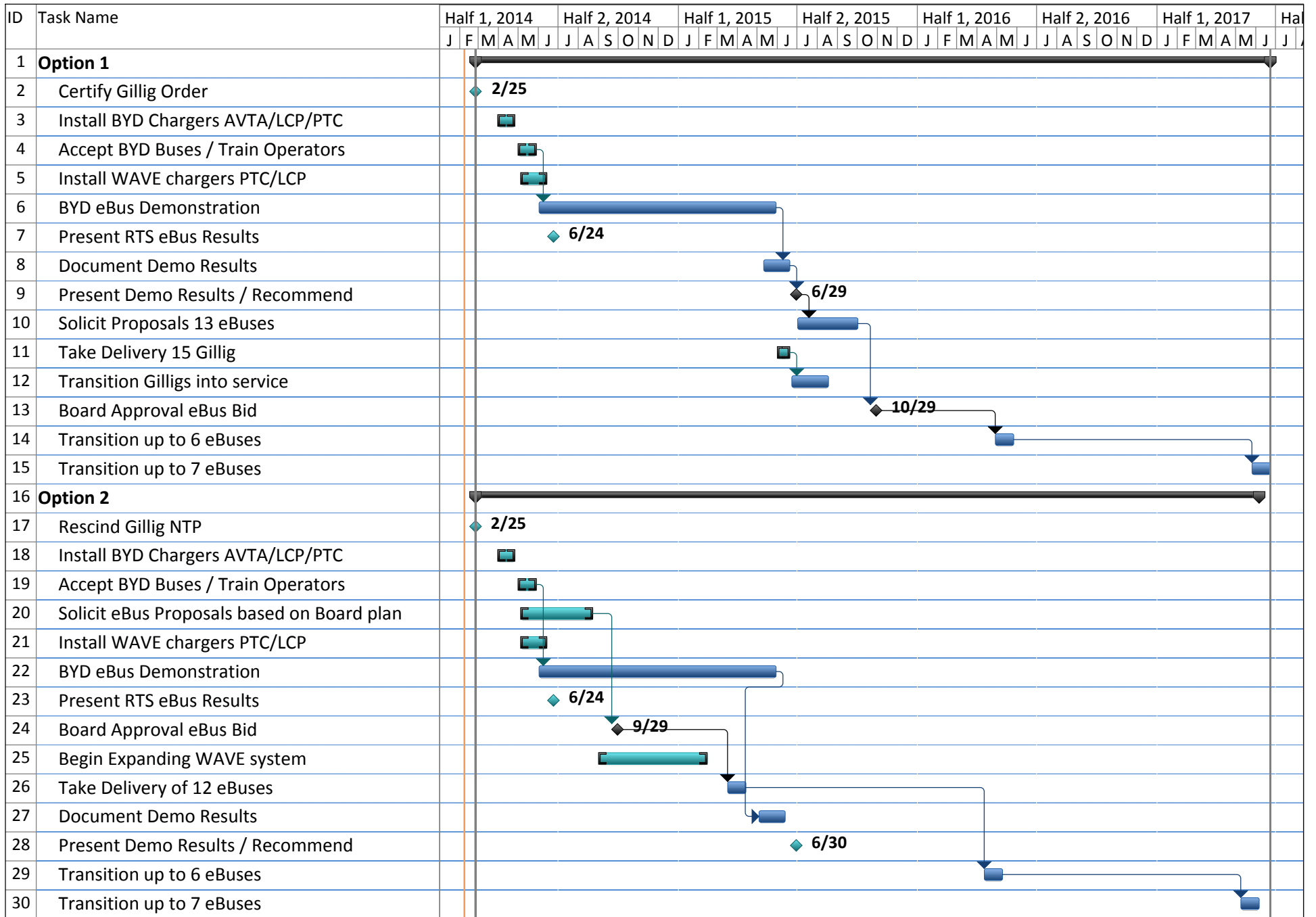
1. February 2014: Certify current order of 12 diesel buses slated for delivery in June 2015.
2. April 2014: Install BYD chargers at facility, PTC and LCP
3. May 2014: Take delivery of two BYD electric buses; prepare for service and train drivers.
4. May 2014: Install 2 inductive charging stations (one at PTC, one at LCP)
5. June 2014 – May 2015: Electric bus demonstration. Test two BYD electric buses on various routes to validate the capabilities and identify any operational or mechanical needs, additional infrastructure needs or other issues.
6. June 2014: Present results of Route to Success electric bus route evaluation to Board.
7. June 2015: Based on the results of the demonstration, prepare a recommendation for incorporating up to 13 electric buses into the local transit fleet. AVTA's replacement schedule calls for 12 buses in FY15, six buses in FY16 and seven buses in FY17.
8. July 2015 – September 2015: Solicit proposals for electric buses based on the plan approved by the Board.
9. June 2015: Take delivery of 12 diesel buses.
10. July/August 2015: Transition new diesel buses into regular service.
11. September 2015: Board approval of selected electric bus vendor.
12. March 2016: Take delivery of up to six electric buses.
13. April/May 2016: Transition up to six electric buses into local transit service.
14. April/May 2017: Transition up to seven electric buses into local transit service.
15. September 2024: Transition up to 15 electric buses into local transit service (replacing hybrid electric buses).

Option 2 – Cancel NTP for 12 Clean Diesel Buses, Issue RFP for Electric Buses

In this scenario, by 2017, up to 27 of our 45-bus local fleet would be electric and 15 would be electric-hybrid.

1. March 2014: Rescind notice to proceed for current order of 12 diesel buses slated for delivery in June 2015.
2. April 2014: Install BYD chargers at facility, PTC and LCP
3. May 2014: Take delivery of two BYD electric buses; prepare for service and train drivers.
4. May 2014 - August 2014: Solicit proposals for electric buses based on the plan approved by the Board.
5. May 2014: Install 2 inductive charging stations (one at PTC, one at LCP)

6. June 2014 - May 2015: Electric bus demonstration. Test two BYD electric buses on various routes to validate the capabilities and identify any operational or mechanical needs, additional infrastructure needs or other issues.
7. June 2014: Present results of Route to Success electric bus route evaluation to Board.
8. September 2014: Board approval of selected electric bus vendor.
9. September 2014: Begin expanding inductive charging capability to ensure operational efficiency.
10. February 2015: Finalize plans for how best to incorporate the additional 12 electric buses into local service.
11. March 2015: Take delivery of 12 electric buses (acceptance and payment subject to Altoona testing report).
12. March/April 2015: Transition new electric buses into regular service.
13. March 2016: Take delivery of up to six electric buses.
14. June 2015: Based on the results of the demonstration, prepare a recommendation for incorporating up to 13 additional electric buses into the fleet. AVTA's replacement schedule calls for 12 buses in FY15, six buses in FY16 and seven buses in FY17.
15. April/May 2016: Transition up to six electric buses into local transit service.
16. April/May 2017: Transition up to seven electric buses into local transit service.
17. September 2024: Transition up to 15 electric buses into local transit service (replacing hybrid electric buses).



**Attachment OB 1.C
Cost Elements/Leasing**

Item	Estimated Cost	Comments
Battery disposal rebate	\$15,000 per bus	Can only be offered by companies that own the battery
Two inductive charging pads, all inclusive costs (A&E, 2 secondary units)	\$1.164 million	This assumes trenching, transformers at each site, WAVE equipment
Additional Inductive Charging pads, all inclusive costs	\$550,000 each	One pad needed for every four buses
Cost per electric bus, all inclusive	\$850,000 - \$900,000	Cost will vary depending on number of buses ordered
Additional Transformer at facility (up to 5,000 kva)	\$500,000 plus installation and facility modifications	
12-Year Lease Costs	\$1.1 million - \$1.3 million per bus over 12 years	Offset by estimated fuel and maintenance savings. Alternative idea: purchase bus, acquire battery as a service option at same or lower cost than diesel fuel
Spare Parts (\$24,104) and Diagnostic Equipment (\$3,624)	\$27,728 per Set	Requirements vary based on number of buses: 1-5 buses – 1 set 6-10 buses – 2 sets 11-20 buses – 3 sets 21-30 buses – 4 sets

Comments:

Electricity costs subject to service characteristics. Overnight depot charging would cost less but bus schedules will require some daytime charging.

Reduction in Veolia mechanics based on reduced maintenance would require renegotiation of hourly contract rate.

Attachment OB 1.D FTA Requirements for Sole Source Procurements

The following is taken directly from FTA C 4220.1F dated 3-18-2013

- a. Other Than Full and Open Competition. Normally, the recipient must provide for full and open competition when soliciting bids or proposals. The Common Grant Rule for governmental recipients, however, acknowledges that under certain circumstances, a recipient may conduct procurements without providing for full and open competition.
 - (1) When Appropriate. A recipient may use noncompetitive proposals only when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals, and at least one of the following circumstances are present:
 - (a) Adequate Competition. After soliciting several sources, FTA expects the recipient to review its specifications to determine if they are unduly restrictive or if changes can be made to encourage submission of more bids or proposals. After the recipient determines that the specifications are not unduly restrictive and changes cannot be made to encourage greater competition, the recipient may determine the competition adequate. A cost analysis must be performed in lieu of a price analysis when this situation occurs.
 - (b) Sole Source. When the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient may make a sole source award. When the recipient requires an existing contractor to make a change to its contract that is beyond the scope of that contract, the recipient has made a sole source award that must be justified.
 - 1 Unique Capability or Availability. The property or services are available from one source if one of the conditions described below is present:
 - a Unique or Innovative Concept. The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.
 - b Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
 - c Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
 - d Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award

to another contractor would result in unacceptable delays in fulfilling the recipient's needs.

- 2 Single Bid or Single Proposal. Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.
 - a Adequate Competition. FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award.
 - b Inadequate Competition. FTA acknowledges competition to be inadequate when, caused by conditions within the recipient's control. For example, if the specifications used were within the recipient's control and those specifications were unduly restrictive, competition will be inadequate.
- (c) Unusual and Compelling Urgency. The Common Grant Rule for governmental recipients permits the recipient to limit the number of sources from which it solicits bids or proposals when a recipient has such an unusual and urgent need for the property or services that the recipient would be seriously injured unless it were permitted to limit the solicitation. The recipient may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services.
- (d) Associated Capital Maintenance Item Exception Repealed. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) repealed the special procurement preference previously authorized for associated capital maintenance items. Thus, any sole source procurement of associated capital maintenance items must qualify for an exception under the same standards that would apply to other sole source acquisitions.
- (e) Authorized by FTA. The Common Grant Rules provides Federal agencies authority to permit a recipient to use noncompetitive proposals. Under this authority, FTA has made the following determinations:
 - 1 Team, Consortium, Joint Venture, Partnership. With some exceptions, when FTA awards a grant agreement or enters into a cooperative agreement with a team, consortium, joint venture, or partnership, or provides FTA assistance for a research project in which FTA has approved the participation of a particular firm or combination of firms in the project work, the grant agreement or cooperative agreement constitutes approval of those arrangements. In such cases, FTA expects the recipient to use competition, as feasible, to select other participants in the project. It can sometimes be difficult to determine whether a bidder or offeror is submitting its bid or offer as a team or other group with committed parties. The Recipient should clarify with the bidder or offeror how other entities included in its bid or offer are to be treated.
 - 2 FAR Standards. To ensure that the recipient has flexibility equal to that of Federal contracting officers, FTA authorizes procurement by noncompetitive proposals in all of the circumstances authorized by FAR Part 6.3. In addition to circumstances discussed in the Common Grant

Rules, the FAR authorizes less than full and open competitive procurements in one or more of the following circumstances:

- a Statutory Authorization or Requirement. To comply with Department of Transportation (DOT) appropriations laws that include specific statutory requirements, with the result that only a single contractor can perform certain project work.
 - b National Emergency. To maintain a facility, producer, manufacturer, or other supplier available to provide supplies or services in the event of a national emergency or to achieve industrial mobilization.
 - c Research. To establish or maintain an educational or other non-profit institution or a federally funded research and development center that has or will have an essential engineering, research, or development capability.
 - d Protests, Disputes, Claims, Litigation. To acquire the services of an expert or neutral person for any current or anticipated protest, dispute, claim, or litigation.
 - e International Arrangements. When precluded by the terms of an international agreement or a treaty between the United States and a foreign government or international organization, or when prohibited by the written directions of a foreign government reimbursing the recipient for the cost of the acquisition of the supplies or services for that government.
 - f National Security. When the disclosure of the recipient's needs would compromise the national security.
 - g Public Interest. When the recipient determines that full and open competition in connection with a particular acquisition is not in the public interest.
- (2) When Prohibited. Less than full and open competition is not justified based on:
- (a) Failure to Plan. The recipient's lack of advance planning, or
 - (b) Limited Availability of Federal Assistance. Concerns about the amount of Federal assistance available to support the procurement (for example, expiration of Federal assistance previously available for award).
- (3) Procurement Procedures. When less than full and open competition is available to the recipient, the Common Grant Rule for governmental recipients directs the recipient to:
- (a) Potential Sources. Solicit offers from as many potential sources as is practicable under the circumstances.
 - (b) Sole Source Justification. If the recipient decides to solicit an offer from only one source, the recipient must justify its decision adequately in light of the standards of subparagraph 3.i(1)(b) of this Chapter. FTA expects this sole source justification to be in writing.
 - (c) Cost Analysis. Prepare or obtain a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits.
 - (d) Preaward Review. Submit the proposed procurement to FTA for preaward review if FTA so requests.