



**Regular Meeting of the Board of Directors**

**Tuesday, July 28, 2015**

**10:00 a.m.**

Antelope Valley Transit Authority Community Room  
42210 6<sup>th</sup> Street West, Lancaster, California  
[www.avta.com](http://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) 729-2206 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) 729-2206 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**

**ROLL CALL:**

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Fred Thompson, Director Angela Underwood-Jacobs, Director Michelle Flanagan

**APPROVAL OF AGENDA**

**PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:**

If you would like to address the board on any agendized or non-agendized item, you may present your comments at this time. Please complete a Speaker Card (available as you enter the Community Room) and provide it to the Clerk of the Board. Speaking clearly, state and spell your name for the record. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the Authority's Executive Director for follow-up.** Each speaker is limited to three (3) minutes.

**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 TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR JUNE 2015 – HECTOR FUENTES, TRANSDEV
- SRP 2 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER (APRIL 1 – JUNE 30, 2015) – LEN ENGEL
- SRP 3 FEDERAL LEGISLATIVE UPDATE FOR JULY 2015 – JUDY FRY
- SRP 4 STATE LEGISLATIVE UPDATE FOR JULY 2015 – WENDY WILLIAMS

**CONSENT CALENDAR (CC):** Items 1 through 5 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 JUNE 23, 2015 – KAREN DARR

*Recommended Action: Approve the Board Meeting Minutes for June 23, 2015.*

CC 2 FINANCIAL REPORTS FOR MAY AND JUNE 2015 – COLBY KONISEK

*Recommended Action: Receive and file the Treasurer's Report for the month ended May 31, 2015; the Payroll History Report for the three months ended June 30, 2015; the Cash Disbursements Reports for the months ended June 30, 2015; the Interim Financial Statements for the 11 months ended May 31, 2015; and the Fiscal Year-to-Date Budget versus Actual Report for the month ended May 31, 2015.*

CC 3 RESOLUTION 2015-004 AND RESOLUTION 2015-005, SIGNATURE AUTHORITY FOR UNION BANK AND WELLS FARGO BANK – COLBY KONISEK

*Recommended Action: Adopt Resolution 2015-004 and Resolution 2015-005, approving the revised list of representatives authorized to deposit and withdraw funds from AVTA's new banking relationship with Union Bank and Wells Fargo Bank.*

CC 4 RESOLUTION 2015-008, FY16 INVESTMENT POLICY AND LOCAL AGENCY INVESTMENT FUND (LAIF) UPDATE – COLBY KONISEK

*Recommended Action: 1) Adopt Resolution 2015-008, approving AVTA's revised Investment Policy Statement for the upcoming fiscal year beginning July 1, 2015 through June 30, 2016; and 2) Approve the proposed changes to the list of staff authorized to deposit and withdraw from AVTA's LAIF account.*

CC 5 RESOLUTION 2015-009, AMENDED CONFLICT OF INTEREST CODE – KAREN DARR

*Recommended Action: Adopt Resolution 2015-009, approving the Amended Conflict of Interest and Disclosure Code and rescinding in its entirety the current Conflict of Interest Code, Resolution No. 2014.001.*

**NEW BUSINESS (NB):**

NB 1 AWARD CONTRACT #2015-48 TO CREATIVE BUS SALES, INC. FOR THREE REPLACEMENT ADA RAMPED ROAD SUPERVISOR VEHICLES – LYLE BLOCK

*Recommended Action: Authorize the executive director to execute Contract #2015-48 for three replacement ADA ramped road supervisor vehicles to Creative Bus Sales, Inc., of Chino, CA, in the amount of \$140,400.25, plus applicable sales tax.*

NB 2 SENIOR SUBSIDY GRANT PROGRAM – WENDY WILLIAMS

*Recommended Action: Consider developing the Senior Subsidy Grant Program and implement by September 1, 2015.*

**CLOSED SESSION (CS):**

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

- CS 1 Conference with Legal Counsel – Anticipated Litigation: significant exposure to litigation pursuant to Government Code Section 54956.9(d) – one potential case.
- CS 2 Public Employee Appointment (Government Code Section 54957(b))  
Title: Executive Director
- CS 3 Public Employee Appointment (Government Code Section 54957(b))  
Title: General Counsel

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

**REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION**

- NB 3 APPROVE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT – ALLISON BURNS

*Recommended Action: Approve the final terms and conditions and execute the final Executive Director Employment Agreement with Len Engel.*

**REPORTS AND ANNOUNCEMENTS (RA):**

- RA 1 Report by the Executive Director

**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 next Regular meeting of the Board of Directors on August 25, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

**The agenda was posted by 5:00 p.m. on July 23, 2015 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> 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 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



**Regular Meeting of the Board of Directors**

**Tuesday, June 23, 2015**

**10:00 a.m.**

Antelope Valley Transit Authority Community Room  
42210 6<sup>th</sup> Street West, Lancaster, California  
www.avta.com

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:04 a.m.

**PLEDGE OF ALLEGIANCE:**

Director Michelle Flanagan led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist

Vice Chair Dianne Knippel

Director Steve Hofbauer

Alternate Director Mike Dispenza (Director Fred Thompson absent)

Director Angela Underwood-Jacobs

Director Michelle Flanagan

**APPROVAL OF AGENDA:**

**Motion: Approve the agenda with the removal of New Business 4: Approve Chief Executive Officer Employment Agreement.**

Moved by Chairman Crist, seconded by Director Hofbauer

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, and Flanagan, and Alternate Director Dispenza

Nays: None

Abstain: None

Absent: None

**PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:**

Cathy Parrish, Michael Rives, and Fran Sereseres, members of the public, stated that the fare increase will cause a financial burden to seniors. They also spoke in support of the subsidy grant recently approved by the Antelope Valley Air Quality Management District.

Scott Pelka, a member of the public, stated that the fare increase will cause a financial hardship for the disabled and added that funds should also be available to help offset the cost for riders who are disabled.

**SPECIAL REPORTS and PRESENTATIONS (SRP):**

**SRP 1 PRESENTATION OF TRANSDDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR MAY 2015**

Transdev General Manager Hector Fuentes presented a plaque to the Employee of the Month Luz Perkins and announced that the Operator of the Month was Dwayne Williams. Mr. Williams was not present at the meeting to receive his award.

**SRP 2 FEDERAL LEGISLATIVE UPDATE FOR JUNE 2015**

Grants Administrator Judy Fry discussed the Highway Trust Fund and 2016 Appropriations. The Board discussed the funds awarded under the Transportation Investment Generating Economic Recovery (TIGER) grant.

**SRP 3 STATE LEGISLATIVE UPDATE FOR JUNE 2015**

Director of Communications Wendy Williams provided information regarding the Zero Emission Bus and Truck Pilot Program, Transit and Intercity Rail Capital Program, Senate Bill 9, and Assembly Bill 156. The Board discussed the criteria used to designate an area as a Disadvantaged Community (DAC) and submitting a grant application for an express light rail line in addition to the bus rapid transit project.

**SRP 4 ELECTRIC BUS PROGRAM PRESENTATION**

Director of Operations and Maintenance Len Engel updated the Board regarding the performance of AVTA's electric buses adding that the buses are achieving better than expected results. The Board briefly discussed this item.

SRP 5 FISCAL YEAR 2015 (FY15) QUARTERLY KEY PERFORMANCE INDICATORS (KPI) REPORT

Senior Planning Officer Dietter Aragon presented the KPI report. The Board discussed the online bus locator system, diesel fuel costs, and AVTA's weekly boardings.

SRP 6 ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT (AVAQMD) SENIOR SUBSIDY GRANT PROGRAM

Chairman Crist reported that after AVTA's Board of Directors voted to increase the fares for seniors and disabled riders at its May 26, 2015 Board meeting, Lancaster's City Council Members requested that its staff examine which budgeted funds the city could use to subsidize the bus fare for its senior citizens. The research showed that 2766 Air Quality Control Management District funds could be used to offset the cost.

The AVAQMD Board voted at its June 18, 2015 meeting to award \$200,000 in available Mobile Source Emissions Reduction Program (AB2766) funds to the AVTA contingent upon the receipt by AVTA of matching funds from its member agencies and/or Antelope Valley College (AVC). The funds would provide \$50,000 each to the cities of Palmdale and Lancaster and the County of Los Angeles, \$50,000 to AVC to subsidize a route that would connect the two AVC campuses, and funds to purchase and support AVTA's electric bus operations.

Michael Rives, a member of the public, asked if a unanimous vote by the AVTA Board is required to use the funds. He also spoke about riders who abuse the assistance programs that are in place to help seniors and the disabled with the cost of their bus fare.

Chairman Crist stated that each jurisdiction must provide matching funds in order to receive their \$50,000 from AVAQMD. He added that the city of Lancaster is planning to use Proposition A funds. Director Hofbauer stated that the city of Palmdale has finalized their budget and their Proposition A funds have been allocated; however, they share Lancaster's concern and their staff is looking to use the Rider Relief Program to assist their seniors, disabled and low-income riders. Vice Chair Knippel remarked that the matching grant requirement provides the Authority additional funds to purchase the electric buses and requested that the AVAQMD minutes clearly reflect information regarding the Senior Subsidy Grant Program. The Board discussed the particulars of the grant and possible future funding disbursements.

Chairman Crist requested that the implementation of the fare adjustment be postponed for a month and that staff include the Senior Subsidy Grant Program on the July 28, 2015 Board of Directors agenda. Mr. Engel added that the fare restructuring would not go into effect until September 1, 2015.



**CONSENT CALENDAR (CC):** Items 1 through 4 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 MAY 26, 2015 – KAREN DARR

**Motion: Approve the May 26, 2015 Minutes.**

Moved by Director Hofbauer, Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: Alternate Director Dispenza

Absent: None

CC 2 FINANCIAL REPORTS FOR APRIL AND MAY 2015 – COLBY KONISEK

CC 3 APPROVE RETROACTIVE CONTRACT #2015-23 WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) FOR TRANSIT LAW ENFORCEMENT SERVICES – LYLE BLOCK

CC 4 RENEWAL OF AGREEMENT WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) FOR TRANSIT LAW ENFORCEMENT SERVICES (RESERVE UNIT) – LYLE BLOCK

**Motion: Approve CC items 2 through 4.**

Moved by Director Hofbauer, Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, and Flanagan, and Alternate Director Dispenza

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS (NB):**

NB 1 ELECTION OF BOARD OFFICERS FY16

The Board waived the presentation of the staff report.

**Motion: Re-elect Marvin Crist as the Chair and Dianne Knippel as the Vice Chair for FY16.**

Moved by Director Flanagan, Director Underwood-Jacobs

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, and Flanagan, and Alternate Director Dispenza

Nays: None

Abstain: None

Absent: None

NB 2 AWARD CONTRACT #2015-45 TO RALLY AUTO GROUP, INC. FOR NINE REPLACEMENT FULL-SIZED SEDANS

Procurements and Contracts Officer Lyle Block presented the staff report. The Board discussed the contract amount and bid process.

**Motion: Authorize the director of operations and maintenance to execute Contract #2015-45 for nine replacement full-sized sedans to Rally Auto Group, Inc., Palmdale, CA, for the amount of \$286,935.21, plus applicable sales tax.**

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, and Flanagan, and Alternate Director Dispenza

Nays: None

Abstain: None

Absent: None

NB 3 AWARD TASK ORDER NO. 3, TO KENNARD DESIGN GROUP, INC. UNDER MASTER CONTRACT #2014-46, FOR ENGINEERING & DESIGN, SPECIFICATIONS, BID AND CONSTRUCTION MANAGEMENT FOR ANTELOPE VALLEY MALL BUS STOP IMPROVEMENT PROJECT (BSIP)

The Board waived the presentation of the staff report.

**Motion: Authorize the director of operations and maintenance to execute Task Order No. 3, to Kennard Design Group, Inc. of Los Angeles, CA, under Master Contract #2014-46 in the amount of \$71,383 to design,**

**engineer, create specifications and bid documents, and manage the construction of the Antelope Valley Mall BSIP.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, and Flanagan, and Alternate Director Dispenza

Nays: None

Abstain: None

Absent: None

#### **CLOSED SESSION (CS):**

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

CS 1 Conference with Legal Counsel – Anticipated Litigation: significant exposure to litigation pursuant to Government Code Section 54956.9(d) – one potential case.

CS 2 Public Employee Appointment (Government Code Section 54957(b))  
Title: Executive Director

CS 3 Public Employee Appointment (Government Code Section 54957(b))  
Title: General Counsel

#### **RECESS TO CLOSED SESSION**

The Board recessed to closed session at 11:25 a.m.

#### **RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 11:48 a.m.

#### **REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION**

Special Counsel Burns stated that the Board discussed CS 2; however, no reportable action was taken.

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Director of Operations and Maintenance

Mr. Engel reported the following:

- AVTA staff is working with Metrolink regarding the possibility of creating a “superpass” that would allow Metrolink passengers to pay an additional cost for their monthly pass to access AVTA commuter buses.
- Fleet and Facilities Manager Mark Perry, Ms. Williams, and he attend the cord cutting ceremony for the WAVE charging system in Monterey, CA.
- A memo regarding the WAVE installation at the Palmdale Transit Center and Lancaster City Park was distributed to the Board Members.
- AVTA staff is meeting with staff from WAVE and Spectrum Engineers on June 25, 2015. Chairman Crist and Director Hofbauer stated that they will also attend.
- The service changes approved at the May 26, 2015 Board meeting will go into effect June 29, 2015.
- The new Information Technology Supervisor is Kevin Rey who was introduced to the Board and staff.

**MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

Director Hofbauer mentioned that Palmdale Board members would like an opportunity to service as Chair or Vice Chair.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:53 a.m. to the next Regular meeting of the Board of Directors on July 28, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 28<sup>th</sup> day of JULY 2015.

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Marvin Crist, Chairman

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Len Engel, Interim 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 661/729-2206 to arrange to review a recording.



**DATE:** July 28, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Financial Reports for May and June 2015

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#### **RECOMMENDATION**

Receive and file the Treasurer's Report for the month ended May 31, 2015 (Attachment A); the Payroll History Report for the three months ended June 30, 2015 (Attachment B); the Cash Disbursements Report for the month ended June 30, 2015 (Attachment C); the Interim Financial Statements for the eleven months ended May 31, 2015 (Attachment D); and the Fiscal Year-to-Date Budget versus Actual Report dated May 31, 2015 (Attachment E).

#### **FISCAL IMPACT**

Payroll: June payroll of \$179,337 represents a decrease of \$77,908 or 30.3% from the prior month's salary expense.

Cash Disbursement: \$5,002,471.

Interim Financial Statements: Change in Net Assets: \$252,423, which includes YTD depreciation expense of \$4,903,943.

#### **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, Cash Disbursements 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.

AVTA's gross payroll for employees for the month of June 2015, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
05/31/15-06/13/15	\$88,694.91	PYPKT00674
06/14/15-06/27/15	\$90,642.38	PYPKT00684
<b>Gross Pay, Jun 2015</b>	<b>\$179,337.29</b>	

There was a decrease of \$77,908 in payroll expense from May to June, due to three payroll periods which occurred in the month of May, 2015.

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

Register Date	Amount
06/01 - 06/30/15	\$5,002,471.38

Large Items include Transdev (Local and Commuter invoice for April and May, 2015 - \$2,228,478), Gillig LLC (3 clean diesel buses - \$1,331,432), Pinnacle Petroleum (Fuel - \$335,853), Vinsa Insurance Associates (Annual prepaid insurance premium - \$329,830), IntelliRide (DAR invoice for April and May, 2015 - \$173,316), Apollo Video Technology (Software upgrade - \$153,487), ECS Imaging, Inc. (Document Management system - \$73,876), Arrow Engineering Svc. (Bus stop and task order - \$66,239) and PlanetBids (Procurement and contract - \$42,750). These items comprise 94.7% of total expenditures for the month.

As of May 2015, the total cash per the general ledger is \$21,051,428. After deducting restricted funds, the operating cash balance is \$5,793,548. The net of receivables inflows and accounts payables outflows is projected to be a net use of cash of \$3,256,518; the total expected cash available for operations in the next 30 days is \$9,050,066. The available cash is equal to 3.0 times the Authority's minimum cash balance target of \$3 million

**BUDGET TO ACTUAL SUMMARY NARRATIVE**

Attachment E – Budget to Actual Report (BAR) shows the result for the eleven months ended May 31, 2015.

Net Income (net of depreciation) was favorable to budget by \$3,053K.

Revenues were favorable to budget by \$1,242K.

Proposition 1B revenue of \$1,042K was not budgeted.

Expenses were favorable to budget by \$1,811K.

Fuel expenses continue to be less than budget, and operating expense was lower than budget.

**I, Len Engel, Executive Director of AVTA, declare that the attached reports are accurate and correct.**

Prepared by:

Submitted by:

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Colby Konisek  
Director of Finance

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Len Engel  
Executive Director

Attachments: A – Treasurer’s Report for the Month Ended May 31, 2015  
B – Payroll History Comparison Report (April, 2015 - June, 2015)  
C – Cash Disbursements Report (June 1 - June 30, 2015)  
D – Interim Financial Statements as of May 31, 2015  
E – Budget Versus Actual report as of May 31, 2015

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report**  
**Month Ended May 2015**

Investment Type	Description	Starting Balance	Deposits	Disbursements	Ending Balance
<b>Cash and Investments Under the Direction of the Treasurer</b>					
Local Agency Investment Fund (LAIF) - Capital Reserve		\$ 5,382,466.44	\$ -		
Interest (earned quarterly)			\$ -		
B of A - Proposition 1B* Restricted		\$ 1,640,574.81	\$ -		
Interest earned for the month			\$ 209.00		
* Deferred revenue, recorded as liability until associated expense incurred.					
<b>TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS</b>					<b>\$ 7,023,250.25</b>
Wells Fargo and Broker's CDs		\$ 1,002,179.67			
Wells Fargo CDs - In Transit		\$ 1,000,000.00	\$ -		
Wells Fargo - OP Staging		\$ 485,223.31	\$ 12.37		
<b>TOTAL OPERATING RESERVE</b>					<b>\$ 2,487,415.35</b>
Payroll, Payable & General Acct		\$ 10,940,305.20			
<b>Operating Accounts Analysis</b>	Cash Fares		\$ 151,378.26		
	Vendor Pass Sales Revenue		\$ 260,324.24		
	Federal Grants Revenue		\$ 18,198.00		
	MTA Revenue		\$ 757,487.81		
	Jurisdictional Contributions		\$ 686,956.62		
	Non-Transportation Revenue		\$ 57,548.14		
	Operating Reserve - in transit			(\$1,000,000.00)	
	Accounts Payable for the Month			\$ (103,820.12)	
	Employee Net Pay			\$ (128,295.30)	
	Employee Taxes			\$ (34,552.86)	
	Employee Deductions			\$ (17,752.72)	
	Employer Payroll Taxes			\$ (4,075.21)	
	CalPERS - AVTA paid			\$ (42,786.56)	
	Equipment Lease - TAP card sales machine			\$ (65.06)	
	Bank Fees --- Monthly and Quarterly			\$ (837.69)	
	<b>Net Operating Funds</b>	<b>\$ 10,940,305.20</b>	<b>\$ 1,931,893.07</b>	<b>(\$1,332,185.52)</b>	<b>\$ 11,540,012.75</b>
	<b>Petty Cash</b>				<b>\$ 750.00</b>
<b>TOTAL CASH AND INVESTMENTS</b>					<b>\$ 21,051,428.35</b>

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 Nemeschy  
Finance Supervisor

\_\_\_\_\_  
Colby Konisek  
Director of Finance



**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report Addendum: Cash Flow Projection**  
**Month Ended May 2015**

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM TREASURER'S REPORT		\$ 21,051,428
<b><u>Less Restricted Funds</u></b>		
Proposition 1B (Deferred Revenue)		(1,640,784)
Capital Reserve		(5,382,466)
Operating Reserve		(2,487,415)
Electric Bus Project Funds Remaining		(747,215)
Restricted for Operations		(5,000,000)
<b>UNRESTRICTED CASH</b>		<b>\$ 5,793,548</b>

**ACCOUNTS RECEIVABLE AND PAYABLE AS OF MAY 31, 2015**

**Add Accounts receivable:**

MTA Revenue	46,408	
Jurisdiction Contributions	122,658	
Vendor Pass Sales	92,851	
A/R Federal Funding Draws	5,602,317	<b>5,864,234</b>

**Less Current Payable:**

Accounts Payable	(360,327)	
Accrued Invoice Payable	(2,247,389)	<b>(2,607,716)</b>

**NET INFLOW/(OUT FLOW) OF CASH:** **3,256,518**

**PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:** **\$ 9,050,066**

**TOTAL OPERATING CASH MINIMUM TARGET:** **\$ 3,000,000**

**Operating Cash Coverage of AVTA Minimum Target:** **3.0**

**ANTELOPE VALLEY TRANSIT AUTHORITY  
PAYROLL HISTORY REPORT  
APRIL TO JUNE, 2015**

	April TOTAL	May TOTAL	June TOTAL
<u>NUMBER OF CHECKS</u>	75	111	77
<u>Pay periods in the month (Pay ending day)</u>	2	3	2
<b><u>EARNINGS</u></b>			
Regular Pay	\$ 165,484.54	\$ 223,824.37	\$ 155,841.55
Overtime Pay	954.73	176.40	796.12
Vacation Pay	4,588.80	12,425.09	10,292.82
Sick Pay	3,872.01	8,046.53	8,500.14
Bereavement Pay	0.00	0.00	917.84
Holiday Pay	0.00	9,972.33	0.00
Floating Holiday Pay	3,761.75	1,034.68	1,576.94
Retroactive Pay	3,956.46	745.74	699.38
Vacation/Sick Cash Out	26,452.14	0.00	0.00
Deferred Income 457	477.57	0.00	0.00
Stipend --- Cell phone reimbursements	718.00	1,020.00	712.50
<b>TOTAL</b>	<b>\$ 210,266.00</b>	<b>\$ 257,245.14</b>	<b>\$ 179,337.29</b>
<b>Inc(Dec)-Current month over previous month</b>		<b>\$ 46,979.14</b>	<b>\$ (77,907.85)</b>
<b>% Inc(Dec)-Current month over previous month</b>		<b>22.3%</b>	<b>(30.3%)</b>



Antelope Valley Transit Authority

Expense Report

By Vendor Name

Payment Dates 6/1/2015 - 6/30/2015

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0698 - 4 Imprint Inc</b>				
7812	06/03/2015	Budgeteer Pencils	100-5CS-5-G1-9501029	\$ 329.73
7812	06/03/2015	Beach Ball Set up charge	100-5CS-5-G1-9501029	\$ 40.00
7812	06/03/2015	Sport Flyer -" Opaque	100-5CS-5-G1-9501029	\$ 203.84
7812	06/03/2015	Add'l Color Run Charge	100-5CS-5-G1-9501029	\$ 30.00
7812	06/03/2015	Balloons-9"	100-5CS-5-G1-9501029	\$ 189.22
7812	06/03/2015	Curvey Pen - Trans Bright	100-5CS-5-G1-9501029	\$ 560.13
7812	06/03/2015	Set-up Charge	100-5CS-5-G1-9501029	\$ 10.00
7812	06/03/2015	Hand Fan 8" Round	100-5CS-5-G1-9501029	\$ 880.79
7812	06/03/2015	16" Beach Ball Two tone	100-5CS-5-G1-9501029	\$ 550.91
7812	06/03/2015	Add'l Location Run Charge	100-5CS-5-G1-9501029	\$ 30.00
<b>Vendor V0698 - 4 Imprint Inc Total:</b>				<b>\$ 2,824.62</b>
<b>Vendor: V0803 - Adelman Broadcasting</b>				
7813	06/03/2015	Radio Advertising Contract -2 for 1 Special	100-5CS-5-G1-9501003	\$ 1,000.00
7813	06/03/2015	Radio Advertising Contract -2 for 1 Special	100-5CS-5-G1-9501003	\$ 500.00
7813	06/03/2015	Service Change Radio Spot	100-5CS-5-G1-9501003	\$ 660.00
7813	06/03/2015	Service Change Radio Spot	100-5CS-5-G1-9501003	\$ 340.00
<b>Vendor V0803 - Adelman Broadcasting Total:</b>				<b>\$ 2,500.00</b>
<b>Vendor: V0515 - Airgas</b>				
7814	06/03/2015	helium tank	100-5CS-5-G1-9501029	\$ 702.25
7886	06/24/2015	Helium fee	100-5CS-5-G1-9501029	\$ 8.66
<b>Vendor V0515 - Airgas Total:</b>				<b>\$ 710.91</b>
<b>Vendor: V0753 - American Heritage Life Ins.</b>				
7815	06/03/2015	Employee Paid Extended Benefits	100-000-2-B1-4011019	\$ 816.56
7887	06/24/2015	Employee Paid Extended Benefits	100-000-2-B1-4011019	\$ 816.56
<b>Vendor V0753 - American Heritage Life Ins. Total:</b>				<b>\$ 1,633.12</b>
<b>Vendor: V0007 - American Public Transit Asc</b>				
7888	06/24/2015	AdWheel Awards	100-5CS-5-G1-9501029	\$ 760.00
<b>Vendor V0007 - American Public Transit Asc Total:</b>				<b>\$ 760.00</b>
<b>Vendor: V0249 - Antelope Valley Board of Trade</b>				
7889	06/24/2015	AVBOT Membership Fee	100-1EX-5-G1-9501006	\$ 275.00
<b>Vendor V0249 - Antelope Valley Board of Trade Total:</b>				<b>\$ 275.00</b>
<b>Vendor: V0017 - Anthem Blue Cross</b>				
7858	06/10/2015	Health Insurance (EE Portion),	100-000-2-B1-4011013	\$ 6,556.20
7858	06/10/2015	Health Insurance (ER Portion)	100-1ZZ-5-G1-9701612	\$ 28,831.80
<b>Vendor V0017 - Anthem Blue Cross Total:</b>				<b>\$ 35,388.00</b>
<b>Vendor: V0377 - Apollo Video Technology</b>				
7890	06/24/2015	Apollo Video Upgrade Contract No 2015-19	600-1XX-5-J1-9909062	\$ 53,195.91
7890	06/24/2015	Apollo Video Upgrade Contract No 2015-19	600-1XX-5-J1-9909068	\$ 89,001.13
7890	06/24/2015	Apollo Video Upgrade Contract No 2015-19	600-1XX-5-J1-9909062	\$ 2,321.84
7890	06/24/2015	Apollo Video Upgrade Contract No 2015-19	600-1XX-5-J1-9909068	\$ 3,884.62
7890	06/24/2015	Additional work to Existing Apollo Video Sys	600-1XX-5-J1-9909052	\$ 4,621.60
7890	06/24/2015	Additional work to Existing Apollo Video Sys	600-1XX-5-J1-9909052	\$ 462.12
<b>Vendor V0377 - Apollo Video Technology Total:</b>				<b>\$ 153,487.22</b>
<b>Vendor: V0135 - Aramark Uniform Services</b>				
7816	06/03/2015	uniform service	100-2FF-5-G1-9401036	\$ 107.76
7816	06/03/2015	uniform service	100-2FF-5-G1-9401036	\$ 106.45
7891	06/24/2015	uniform service	100-2FF-5-G1-9401036	\$ 110.58
7936	06/30/2015	uniform service	100-2FF-5-G1-9401036	\$ 110.58

7936	06/30/2015	uniform service	100-2FF-5-G1-9401036	\$	111.90
7859	06/10/2015	uniform service	100-2FF-5-G1-9401036	\$	159.67
<b>Vendor V0135 - Aramark Uniform Services Total:</b>				<b>\$</b>	<b>706.94</b>
<b>Vendor: V0518 - Arrow Engineering Services-AESI</b>					
7817	06/03/2015	Bus Stop Improvements FY14 Contract NTE	600-1XX-5-J1-9909059	\$	6,800.00
7817	06/03/2015	Bus Stop Improvements FY14 Contract NTE	600-1XX-5-J1-9909059	\$	6,795.00
7817	06/03/2015	Arrow Change Order 1 Task Order 2	600-1XX-5-J1-9909083	\$	9,440.00
7892	06/24/2015	Emergency Management-Hazard Mitig Svcs Software	600-1XX-5-J1-9909068	\$	2,340.00
7892	06/24/2015	Task Order 1 Change Order 1 for Wave Chargers	600-1XX-5-J1-9909080	\$	6,240.00
7892	06/24/2015	Task Order 1 Change Order 1 for Wave Chargers	600-1XX-5-J1-9909080	\$	6,320.00
7892	06/24/2015	Consulting for LA County Phase 2 Const	600-1XX-5-J1-9909059	\$	880.00
7892	06/24/2015	Arrow Change Order 1 Task Order 2	600-1XX-5-J1-9909083	\$	27,424.31
<b>Vendor V0518 - Arrow Engineering Services-AESI Total:</b>				<b>\$</b>	<b>66,239.31</b>
<b>Vendor: V0441 - At&amp;T Calnet</b>					
7818	06/03/2015	Phone, 4/20/15-5/19/15	100-2FF-5-G1-9501017	\$	191.63
<b>Vendor V0441 - At&amp;T Calnet Total:</b>				<b>\$</b>	<b>191.63</b>
<b>Vendor: V0244 - AT&amp;T Mobility</b>					
7819	06/03/2015	Cell Phones, 4/7/15-5/6/15	100-2FF-5-G1-9501017	\$	119.12
7893	06/24/2015	Cell Phones, 5/7/15-6/6/15	100-2FF-5-G1-9501017	\$	375.23
<b>Vendor V0244 - AT&amp;T Mobility Total:</b>				<b>\$</b>	<b>494.35</b>
<b>Vendor: V0248 - Atkinson, Andelson, Loya, RUUD</b>					
7894	06/24/2015	General Advice, May 2015	100-1EX-5-G1-9501005	\$	82.50
<b>Vendor V0248 - Atkinson, Andelson, Loya, RUUD Total:</b>				<b>\$</b>	<b>82.50</b>
<b>Vendor: V0719 - AV Mail n More</b>					
7895	06/24/2015	CPOS Reimbursement - blanket PO	100-3FS-5-G1-9501037	\$	150.00
<b>Vendor V0719 - AV Mail n More Total:</b>				<b>\$</b>	<b>150.00</b>
<b>Vendor: V0013 - AV Press</b>					
7860	06/10/2015	Ad for three supervisor vehicles	100-3FS-5-G1-9501002	\$	675.90
7860	06/10/2015	Advertisement IFB 2015-44 Nine Replacement Sedans	100-3FS-5-G1-9501002	\$	646.20
7860	06/10/2015	Public Hearing notice	100-3FS-5-G1-9501002	\$	315.90
7860	06/10/2015	Antelope Valley Press FY 15 Blanket PO	100-5CS-5-G1-9501003	\$	195.00
<b>Vendor V0013 - AV Press Total:</b>				<b>\$</b>	<b>1,833.00</b>
<b>Vendor: V0496 - Blue Tarp Financial- Northern Tool</b>					
7896	06/24/2015	Tanaka Quick Load HEA	100-2FF-5-G1-9401036	\$	26.31
<b>Vendor V0496 - Blue Tarp Financial- Northern Tool Total:</b>				<b>\$</b>	<b>26.31</b>
<b>Vendor: V0239 - BOHN'S Printing</b>					
7897	06/24/2015	Service Change Brochure - Folding	100-5CS-5-G1-9501018	\$	26.43
7897	06/24/2015	Service Change Brochures - Spanish	100-5CS-5-G1-9501018	\$	250.70
7897	06/24/2015	Service Change Brochures - English	100-5CS-5-G1-9501018	\$	626.75
7937	06/30/2015	Transporter Brochures - Service Change	100-5CS-5-G1-9501018	\$	626.75
<b>Vendor V0239 - BOHN'S Printing Total:</b>				<b>\$</b>	<b>1,530.63</b>
<b>Vendor: V0149 - Brinks Incorporated</b>					
7898	06/24/2015	Daily cash pick up - money room	100-2FF-5-G1-9401005	\$	111.47
7898	06/24/2015	Daily cash pick up - money room	100-2FF-5-G1-9401005	\$	507.34
<b>Vendor V0149 - Brinks Incorporated Total:</b>				<b>\$</b>	<b>618.81</b>
<b>Vendor: V0132 - Bulbs.com</b>					
7899	06/24/2015	light bulbs w-exn-fg	100-2FF-5-G1-9401036	\$	75.60
7899	06/24/2015	light bulbs u3000001	100-2FF-5-G1-9401036	\$	62.25
7899	06/24/2015	light bulbs U 3000276	100-2FF-5-G1-9401036	\$	149.80
<b>Vendor V0132 - Bulbs.com Total:</b>				<b>\$</b>	<b>287.65</b>
<b>Vendor: V0018 - Burriss Coffee &amp; Pure Water Service</b>					
7861	06/10/2015	Coffee supplies	100-3FS-5-G1-9501009	\$	266.00
<b>Vendor V0018 - Burriss Coffee &amp; Pure Water Service Total:</b>				<b>\$</b>	<b>266.00</b>

<b>Vendor: V0150 - Candice Rudolph</b>				
7881	06/15/2015	TASC- Refund	100-000-4-D1-6201004	\$ 208.67
			<b>Vendor V0150 - Candice Rudolph Total:</b>	<b>\$ 208.67</b>
<b>Vendor: V0197 - City of Palmdale</b>				
7880	06/11/2015	Registration for TNOTS	100-5CS-5-G1-9501029	\$ 200.00
			<b>Vendor V0197 - City of Palmdale Total:</b>	<b>\$ 200.00</b>
<b>Vendor: V1012 - Clean Source</b>				
7820	06/03/2015	citrus degreaser	100-2FF-5-G1-9401036	\$ 36.63
7862	06/10/2015	toilet paper (premium)	100-2FF-5-G1-9401036	\$ 341.59
7862	06/10/2015	latex gloves	100-2FF-5-G1-9401036	\$ 41.53
7862	06/10/2015	large can liners	100-2FF-5-G1-9401036	\$ 75.44
7862	06/10/2015	medium can liners	100-2FF-5-G1-9401036	\$ 123.67
7862	06/10/2015	multisurface cleaner	100-2FF-5-G1-9401036	\$ 77.35
7862	06/10/2015	roll towels	100-2FF-5-G1-9401036	\$ 357.87
7862	06/10/2015	toilet bowl cleaner	100-2FF-5-G1-9401036	\$ 60.69
7862	06/10/2015	toilet paper (premium)	100-2FF-5-G1-9401036	\$ 67.24
			<b>Vendor V1012 - Clean Source Total:</b>	<b>\$ 1,182.01</b>
<b>Vendor: V0894 - Colby Konisek</b>				
7863	06/10/2015	Reimbursement- GFOA Annual Conference	100-1EX-5-G1-9501019	\$ 264.14
			<b>Vendor V0894 - Colby Konisek Total:</b>	<b>\$ 264.14</b>
<b>Vendor: V0917 - Continental Colorcraft</b>				
7900	06/24/2015	Car Cards - SocialMedia	100-5CS-5-G1-9501018	\$ 946.60
7900	06/24/2015	Car Cards - Track-it	100-5CS-5-G1-9501018	\$ 806.60
7900	06/24/2015	Car Cards - GraffitiBusters	100-5CS-5-G1-9501018	\$ 806.60
			<b>Vendor V0917 - Continental Colorcraft Total:</b>	<b>\$ 2,559.80</b>
<b>Vendor: V0514 - Cummins Cal Pacific, LLC</b>				
7821	06/03/2015	main bearing rollout tool	600-1XX-5-J1-9902008	\$ 66.40
7821	06/03/2015	cylinder liner remover	600-1XX-5-J1-9902008	\$ 1,169.13
7821	06/03/2015	cylinder liner driver	600-1XX-5-J1-9902008	\$ 203.94
7821	06/03/2015	extension arms...foot	600-1XX-5-J1-9902008	\$ 111.07
			<b>Vendor V0514 - Cummins Cal Pacific, LLC Total:</b>	<b>\$ 1,550.54</b>
<b>Vendor: V0154 - Dell Marketing</b>				
7864	06/10/2015	Dell 5130cdn Fuser	100-2FF-5-G1-9401009	\$ 465.94
			<b>Vendor V0154 - Dell Marketing Total:</b>	<b>\$ 465.94</b>
<b>Vendor: V1089 - ECS Imaging Inc.</b>				
7865	06/10/2015	Document Management System	600-1XX-5-J1-9909035	\$ 56,576.23
7901	06/24/2015	Document Management System	600-1XX-5-J1-9909035	\$ 5,400.00
7901	06/24/2015	Document Management System	600-1XX-5-J1-9909035	\$ 10,800.00
7901	06/24/2015	Document Management System	600-1XX-5-J1-9909035	\$ 1,100.00
			<b>Vendor V1089 - ECS Imaging Inc. Total:</b>	<b>\$ 73,876.23</b>
<b>Vendor: V0676 - Employment Screening Resources</b>				
7822	06/03/2015	Screening- Two employees	100-3FS-5-G1-9501027	\$ 145.20
7902	06/24/2015	Employee screening	100-3FS-5-G1-9501027	\$ 71.60
			<b>Vendor V0676 - Employment Screening Resources Total:</b>	<b>\$ 216.80</b>
<b>Vendor: V1002 - Entertainment Plus</b>				
7903	06/24/2015	Stand Up Video	100-5CS-5-G1-9501029	\$ 500.00
			<b>Vendor V1002 - Entertainment Plus Total:</b>	<b>\$ 500.00</b>
<b>Vendor: V0913 - Evault Inc</b>				
7823	06/03/2015	Monthly Backup Fee	100-2FF-5-G1-9401012	\$ 1,408.73
			<b>Vendor V0913 - Evault Inc Total:</b>	<b>\$ 1,408.73</b>
<b>Vendor: V0046 - Federal Express</b>				
7824	06/03/2015	Shipping fees	100-3FS-5-G1-9501010	\$ 390.68
7824	06/03/2015	Shipping fees	100-3FS-5-G1-9501010	\$ 240.95

7904	06/24/2015	Shipping	100-3FS-5-G1-9501010	\$	127.23
7904	06/24/2015	Shipping	100-3FS-5-G1-9501010	\$	18.45
<b>Vendor V0046 - Federal Express Total:</b>				<b>\$</b>	<b>777.31</b>
<b>Vendor: V0495 - Flagship Fleet Management LLC</b>					
7825	06/03/2015	Annual Support for Fleet Dashboard	100-2FF-5-G1-9401012	\$	100.00
7825	06/03/2015	Annual Support for Fleet Navigator	100-2FF-5-G1-9401012	\$	600.00
7825	06/03/2015	Annual Support for Fleet Budget	100-2FF-5-G1-9401012	\$	100.00
<b>Vendor V0495 - Flagship Fleet Management LLC Total:</b>				<b>\$</b>	<b>800.00</b>
<b>Vendor: V0499 - Gillig LLC</b>					
7938	06/30/2015	Gillig 40' Clean Diesel Bus	600-1XX-5-J1-9909056	\$	443,810.83
7938	06/30/2015	Gillig 40' Clean Diesel Bus	600-1XX-5-J1-9909056	\$	443,810.83
7938	06/30/2015	Gillig 40' Clean Diesel Bus	600-1XX-5-J1-9909056	\$	443,810.83
<b>Vendor V0499 - Gillig LLC Total:</b>				<b>\$</b>	<b>1,331,432.49</b>
<b>Vendor: V1106 - Gina Fulton</b>					
7826	06/03/2015	Refund of missed transfers	100-1EX-5-G1-9501034	\$	20.05
<b>Vendor V1106 - Gina Fulton Total:</b>				<b>\$</b>	<b>20.05</b>
<b>Vendor: V0125 - Grainger</b>					
7866	06/10/2015	HDMI Cable	100-2FF-5-G1-9401009	\$	84.46
7905	06/24/2015	PRESSURE GAUGE	100-2FF-5-G1-9401036	\$	16.16
7905	06/24/2015	FLOAT VALVE	100-2FF-5-G1-9401036	\$	30.02
7905	06/24/2015	PULLEY	100-2FF-5-G1-9401036	\$	82.31
7905	06/24/2015	3 PH 2 HP MOTOR	100-2FF-5-G1-9401036	\$	392.41
7905	06/24/2015	FLOAT BALL	100-2FF-5-G1-9401036	\$	9.98
7905	06/24/2015	SOAP DISPENSER	100-2FF-5-G1-9401036	\$	51.85
7905	06/24/2015	Rolling work platforms	600-1XX-5-J1-9902008	\$	1,126.19
<b>Vendor V0125 - Grainger Total:</b>				<b>\$</b>	<b>1,793.38</b>
<b>Vendor: V0139 - Hart Printers Inc.</b>					
7939	06/30/2015	Business Cards- L. Engel & K. Ray	100-3FS-5-G1-9501018	\$	148.24
<b>Vendor V0139 - Hart Printers Inc. Total:</b>				<b>\$</b>	<b>148.24</b>
<b>Vendor: V0320 - High Desert Broadcasting</b>					
7827	06/03/2015	Service Change Radio Commercials	100-5CS-5-G1-9501003	\$	575.00
7827	06/03/2015	Service Change Radio Commercials	100-5CS-5-G1-9501003	\$	540.00
7827	06/03/2015	Service Change Radio Commercials	100-5CS-5-G1-9501003	\$	450.00
<b>Vendor V0320 - High Desert Broadcasting Total:</b>				<b>\$</b>	<b>1,565.00</b>
<b>Vendor: V0241 - High Desert Medical Group</b>					
7867	06/10/2015	Registration for Expo de Salud	100-5CS-5-G1-9501029	\$	150.00
<b>Vendor V0241 - High Desert Medical Group Total:</b>				<b>\$</b>	<b>150.00</b>
<b>Vendor: V0624 - Home Depot Credit Services</b>					
7828	06/03/2015	Swamp Cooler parts	100-2FF-5-G1-9401036	\$	225.04
7828	06/03/2015	Pump repair parts	100-2FF-5-G1-9401036	\$	104.56
7828	06/03/2015	Irrigation	100-2FF-5-G1-9401036	\$	114.88
7828	06/03/2015	Furniture- Transdev	600-1XX-5-J1-9909068	\$	267.05
7906	06/24/2015	Facility Repair	100-2FF-5-G1-9401036	\$	132.29
7906	06/24/2015	Water Softener	100-2FF-5-G1-9401036	\$	357.50
7906	06/24/2015	Swamp Cooler Repair	100-2FF-5-G1-9401036	\$	147.52
<b>Vendor V0624 - Home Depot Credit Services Total:</b>				<b>\$</b>	<b>1,348.84</b>
<b>Vendor: V0474 - Insight- Public Sector</b>					
7829	06/03/2015	Dell DHG432 Belt Transfer Kit	100-2FF-5-G1-9401009	\$	689.43
7868	06/10/2015	DMS Scanners with Warranties	600-1XX-5-J1-9909035	\$	1,435.34
7868	06/10/2015	DMS Scanners with Warranties	600-1XX-5-J1-9909035	\$	360.35
7868	06/10/2015	DMS Scanners with Warranties	600-1XX-5-J1-9909035	\$	862.04
7868	06/10/2015	DMS Scanners with Warranties	600-1XX-5-J1-9909035	\$	153.59
7868	06/10/2015	Microsoft Access 2013 Select Plus License	600-1XX-5-J1-9909062	\$	259.30
7907	06/24/2015	Logitech Wireless Keyboard K360	600-1XX-5-J1-9902008	\$	27.50
7940	06/30/2015	Windows Server 2012 R2 Standard License	100-2FF-5-G1-9401012	\$	596.58
<b>Vendor V0474 - Insight- Public Sector Total:</b>				<b>\$</b>	<b>4,384.13</b>

**Vendor: V1057 - IntelliRide**

7830	06/03/2015	DAR Revenue- April 2015	100-000-4-D1-6001400	\$	(6,036.00)
7830	06/03/2015	DAR Operations & Maintenance - April 2015	100-2FF-5-G1-9001014	\$	75,922.64
7830	06/03/2015	DAR- Coupon Charge April 2015	100-000-4-D1-6001400	\$	1,470.00
7830	06/03/2015	ETP Trips- April 2015	100-5CS-5-G1-9401031	\$	6,674.88
7908	06/24/2015	DAR- Fares Received- May 2015	100-000-4-D1-6001400	\$	(6,318.50)
7908	06/24/2015	DAR Service, May 2015	100-2FF-5-G1-9001014	\$	78,067.28
7908	06/24/2015	ETP Trips- May 2015	100-5CS-5-G1-9401031	\$	9,768.08
7908	06/24/2015	DAR- Coupon Charge May 2015	100-000-4-D1-6001400	\$	1,416.00
<b>Vendor V1057 - IntelliRide Total:</b>				<b>\$</b>	<b>160,964.38</b>

**Vendor: V0057 - Interior Plant Designs**

7909	06/24/2015	Monthly Indoor Plant Services	100-2FF-5-G1-9401005	\$	195.00
<b>Vendor V0057 - Interior Plant Designs Total:</b>				<b>\$</b>	<b>195.00</b>

**Vendor: V0157 - Iron Mountain Records Mgmt Inc**

7869	06/10/2015	document shredding through June 2015 (blanket)	100-2FF-5-G1-9401005	\$	73.14
<b>Vendor V0157 - Iron Mountain Records Mgmt Inc Total:</b>				<b>\$</b>	<b>73.14</b>

**Vendor: V0620 - Julie Austin**

7882	06/15/2015	TASC Refund	100-1EX-5-G1-9701001	\$	1,442.40
<b>Vendor V0620 - Julie Austin Total:</b>				<b>\$</b>	<b>1,442.40</b>

**Vendor: V1062 - Kaizen Infosource**

7831	06/03/2015	Software Implementation Consulting Services	100-1EX-5-G1-9501013	\$	2,727.50
7910	06/24/2015	Software Implementation Consulting Services	100-1EX-5-G1-9501013	\$	6,309.15
<b>Vendor V1062 - Kaizen Infosource Total:</b>				<b>\$</b>	<b>9,036.65</b>

**Vendor: V0806 - Kelly Alcuran**

7883	06/15/2015	Tuition Reimbursement	100-1EX-5-G1-9701916	\$	1,200.00
<b>Vendor V0806 - Kelly Alcuran Total:</b>				<b>\$</b>	<b>1,200.00</b>

**Vendor: V1104 - Kent Girdlestone**

7832	06/03/2015	IT Consulting Services for Server Installation	100-1EX-5-G1-9501013	\$	1,360.00
7941	06/30/2015	Install and configure VM Server for Ecopy	100-1EX-5-G1-9501013	\$	680.00
<b>Vendor V1104 - Kent Girdlestone Total:</b>				<b>\$</b>	<b>2,040.00</b>

**Vendor: V0882 - Kingsbury Uniforms, Inc.**

7833	06/03/2015	OGIO Pearl / Blue Ribbon/ Med/ AF	100-5CS-5-G1-9401020	\$	40.75
7833	06/03/2015	OGIO Ladies Leveler/ Diesel Grey/ XL/ EC	100-5CS-5-G1-9401020	\$	38.00
7833	06/03/2015	Silk Touch 3/4 Sleeve/ White/ XL/ EC	100-5CS-5-G1-9401020	\$	20.50
7833	06/03/2015	Ladies Rapid dry Tipped polo/ wht/blk/ LG/ GR	100-5CS-5-G1-9401020	\$	49.70
7833	06/03/2015	OGIO Pearl/ Teal Spark/ Med/ AF	100-5CS-5-G1-9401020	\$	40.75
7833	06/03/2015	OGIO Ladies Liner/ Blk/ XL/ EC	100-5CS-5-G1-9401020	\$	33.50
7833	06/03/2015	Mini Chk Button Shirt/ Blk/ Med/ CL	100-5CS-5-G1-9401020	\$	45.25
7833	06/03/2015	Short Sleeve Poplin Shirt/ Med Blu/ XL/ KM	100-5CS-5-G1-9401020	\$	19.75
7833	06/03/2015	Performance Vertical Pique Polo/ Navy/ XXL/ TL	100-5CS-5-G1-9401020	\$	19.00
7833	06/03/2015	OGIO Glam/ Blk / XL/ EC	100-5CS-5-G1-9401020	\$	37.00
7833	06/03/2015	OGIO Ladies Liner/ Electric Blue/ XL/ EC	100-5CS-5-G1-9401020	\$	33.50
7833	06/03/2015	OGIO Pearl/ Teal Spark/ XL/ EC	100-5CS-5-G1-9401020	\$	41.00
7833	06/03/2015	DM Cardigan Sweater/ Navy/ XL/ EC	100-5CS-5-G1-9401020	\$	38.00
7833	06/03/2015	Short Sleeve Poplin Shirt/ Blk/ XL/ KM	100-5CS-5-G1-9401020	\$	19.75
7833	06/03/2015	OGIO VAMP/ Blue Print/ LG/MD	100-5CS-5-G1-9401020	\$	37.00
7833	06/03/2015	Ladies Oxford Pique Dbl pocket/ Blk Mon/ LG/MD	100-5CS-5-G1-9401020	\$	23.50
7833	06/03/2015	Fine Stripe Polo/ White/Grey/ XXL/ DT	100-5CS-5-G1-9401020	\$	28.00
7833	06/03/2015	OGIO Peral / Diesel Grey/ XXL/ TL	100-5CS-5-G1-9401020	\$	42.25
7833	06/03/2015	LADIES Leveler/ Blue Steal/ LG/ WW	100-5CS-5-G1-9401020	\$	38.00
7833	06/03/2015	Performance Vertical Pique Polo/ Blk/XXL/TL	100-5CS-5-G1-9401020	\$	19.00
7833	06/03/2015	Tech Embossed Polo/ Graphite/ XL/ EC	100-5CS-5-G1-9401020	\$	24.00
7833	06/03/2015	OGIO Pearl/ Blue Ribbon/ XL/ KM	100-5CS-5-G1-9401020	\$	40.75
7833	06/03/2015	Ultra Strtch Polo / Regatta Blue/ XXL/ TL	100-5CS-5-G1-9401020	\$	26.25
7833	06/03/2015	Fleece full zip Jacket/ Twilight Blu/ XL/ KM	100-5CS-5-G1-9401020	\$	160.34
7833	06/03/2015	OGIO Pearl/ Teal Spark/ XXL/ TL	100-5CS-5-G1-9401020	\$	42.25
7833	06/03/2015	Silk Touch Polo/ Navy/ XXL/ LT	100-5CS-5-G1-9401020	\$	16.25
7833	06/03/2015	Performance Vertical Pique Polo/ Shadow Grey/XXL T	100-5CS-5-G1-9401020	\$	19.00
7833	06/03/2015	Ultra Stretch Polo/ Slate Grey/ XXL/ TL	100-5CS-5-G1-9401020	\$	26.25

7833	06/03/2015	Rapid Dry Tipped Polo/ Charcoal grey/ Lg / GR	100-5CS-5-G1-9401020	\$	24.85
7833	06/03/2015	Tech Pique Polo/ Vivid Blue/ XXL/ LT	100-5CS-5-G1-9401020	\$	26.25
7833	06/03/2015	LAddies Ottoman Polo/ Soft Blue/ XXL/DT	100-5CS-5-G1-9401020	\$	24.25
7833	06/03/2015	Ladies Cardigan/ Med Heather Grey/ XL/ KM	100-5CS-5-G1-9401020	\$	33.50
7833	06/03/2015	Ultra Stretch Polo/ Blk/ XXL/ TL	100-5CS-5-G1-9401020	\$	26.25
7833	06/03/2015	Ladies Short Sleeve Blk/ LG / GR	100-5CS-5-G1-9401020	\$	20.50
7833	06/03/2015	Tech Embossed Polo/ Poseidon Blue/ XXL/ TL	100-5CS-5-G1-9401020	\$	23.50
7833	06/03/2015	OGIO Pearl/ Blue Ribbon/ XL/EC	100-5CS-5-G1-9401020	\$	41.00
7833	06/03/2015	OGIO Glam/ Blue Print/ XL/ EC	100-5CS-5-G1-9401020	\$	37.00
7833	06/03/2015	Ladies 3/4 Sleeve / Royal/ LG/ GR	100-5CS-5-G1-9401020	\$	20.50
7833	06/03/2015	OGIO Glam / Voltage Blue/ Lg/ GR	100-5CS-5-G1-9401020	\$	37.00
7833	06/03/2015	Slim Fit Pinpoint Oxford/ Charcoal/Med/ CL	100-5CS-5-G1-9401020	\$	43.65
7833	06/03/2015	Tech Embossed Polo / Graphite/ XXL/ TL	100-5CS-5-G1-9401020	\$	23.50
<b>Vendor V0882 - Kingsbury Uniforms, Inc. Total:</b>				<b>\$</b>	<b>1,401.04</b>

**Vendor: V0964 - Koff & Associates, Inc**

7837	06/03/2015	Koff and Associates Additional Work	100-1EX-5-G1-9501013	\$	220.00
<b>Vendor V0964 - Koff &amp; Associates, Inc Total:</b>				<b>\$</b>	<b>220.00</b>

**Vendor: V0250 - L.A. County Waterworks**

7942	06/30/2015	Utilities-Water, 4/14/15-6/17/15	100-2FF-5-G1-9401024	\$	272.69
7942	06/30/2015	Utilities-Water, 4/14/15-6/17/15	100-2FF-5-G1-9401024	\$	401.09
7942	06/30/2015	Utilities-Water, 4/14/15-6/17/15	100-2FF-5-G1-9401024	\$	585.01
<b>Vendor V0250 - L.A. County Waterworks Total:</b>				<b>\$</b>	<b>1,258.79</b>

**Vendor: V0288 - LA County Sheriff Dept**

7911	06/24/2015	Sheriff's Contract for Deputy Patrol	100-5CS-5-G1-9501034	\$	8,598.82
7911	06/24/2015	Sheriff's Contract for Deputy Patrol	100-5CS-5-G1-9501034	\$	5,693.88
<b>Vendor V0288 - LA County Sheriff Dept Total:</b>				<b>\$</b>	<b>14,292.70</b>

**Vendor: V1015 - La Prensa Popular, Llc**

7838	06/03/2015	LaPrensa - Service change Ad in Spanish	100-5CS-5-G1-9501003	\$	950.00
<b>Vendor V1015 - La Prensa Popular, Llc Total:</b>				<b>\$</b>	<b>950.00</b>

**Vendor: V0889 - Len Engel**

7912	06/24/2015	Reimbursement WAVE trip	100-1EX-5-G1-9501019	\$	154.01
7912	06/24/2015	Reimbursement- APTA Bus & Paratransit Conf	100-1EX-5-G1-9501019	\$	577.20
7839	06/03/2015	Reimbursement- Welcome luncheon (5 staff)	100-1EX-5-G1-9501019	\$	225.00
<b>Vendor V0889 - Len Engel Total:</b>				<b>\$</b>	<b>956.21</b>

**Vendor: V1107 - LPM Consulting Inc.**

7870	06/10/2015	Drug and Alcohol Audit for Contractors	100-3FS-5-G1-9501027	\$	3,339.75
7870	06/10/2015	Drug and Alcohol Audit for Contractors	100-3FS-5-G1-9501027	\$	4,239.75
<b>Vendor V1107 - LPM Consulting Inc. Total:</b>				<b>\$</b>	<b>7,579.50</b>

**Vendor: V0720 - Mail America 2- Palmdale**

7913	06/24/2015	CPOS Reimbursement- Jan-Jun 2015	100-3FS-5-G1-9501037	\$	300.00
<b>Vendor V0720 - Mail America 2- Palmdale Total:</b>				<b>\$</b>	<b>300.00</b>

**Vendor: V0292 - McMaster-Carr Supply Co.**

7943	06/30/2015	Alloy Steel Flat-Head Socket Cap	100-2FF-5-G1-9401004	\$	16.18
7914	06/24/2015	A-Section V-Belts	100-2FF-5-G1-9401036	\$	96.60
<b>Vendor V0292 - McMaster-Carr Supply Co. Total:</b>				<b>\$</b>	<b>112.78</b>

**Vendor: V0783 - Mobile Relay Associates**

7840	06/03/2015	commuter air time	100-2FF-5-G1-9401036	\$	1,224.30
7944	06/30/2015	commuter air time	100-2FF-5-G1-9401036	\$	1,224.30
<b>Vendor V0783 - Mobile Relay Associates Total:</b>				<b>\$</b>	<b>2,448.60</b>

**Vendor: V0626 - Moore & Associates**

7841	06/03/2015	Mobility Management Services Year 4	100-5CS-5-G1-9401035	\$	4,232.00
7915	06/24/2015	Coach Operator Audits	100-1EX-5-G1-9501013	\$	5,808.00
7915	06/24/2015	Mobility Management Services Year 4	100-5CS-5-G1-9401035	\$	1,963.55
<b>Vendor V0626 - Moore &amp; Associates Total:</b>				<b>\$</b>	<b>12,003.55</b>



**Vendor: V1082 - Multimedia LED**

7842	06/03/2015	Software Update on Digital sign	100-5CS-5-G1-9501031	\$	1,030.00
7842	06/03/2015	Mobile LED Digitally Controlled Advertisement Sign	600-1XX-5-J1-9909084	\$	24,971.58
<b>Vendor V1082 - Multimedia LED Total:</b>				<b>\$</b>	<b>26,001.58</b>

**Vendor: V0073 - Nelson Nygaard Cons Assoc**

7843	06/03/2015	Fare Study	100-1EX-5-G1-9501013	\$	759.00
7843	06/03/2015	Fare Study	100-1EX-5-G1-9501013	\$	14,303.72
7916	06/24/2015	Fare Study	100-1EX-5-G1-9501013	\$	4,408.64
<b>Vendor V0073 - Nelson Nygaard Cons Assoc Total:</b>				<b>\$</b>	<b>19,471.36</b>

**Vendor: V0454 - O'Connor Photography**

7844	06/03/2015	Three Staff and One Board members headshot Photo	100-3FS-5-G1-9501009	\$	300.00
<b>Vendor V0454 - O'Connor Photography Total:</b>				<b>\$</b>	<b>300.00</b>

**Vendor: V0987 - OPSEC Specialized Protection**

7845	06/03/2015	Security Services for the Lobby	100-5CS-5-G1-9501034	\$	3,930.00
<b>Vendor V0987 - OPSEC Specialized Protection Total:</b>				<b>\$</b>	<b>3,930.00</b>

**Vendor: V0688 - Our Weekly Publications**

7871	06/10/2015	Ad- Nine Replacement sedans	100-3FS-5-G1-9501002	\$	193.80
7871	06/10/2015	Ad for 3 Road Supervisor Vehicles	100-3FS-5-G1-9501002	\$	195.00
<b>Vendor V0688 - Our Weekly Publications Total:</b>				<b>\$</b>	<b>388.80</b>

**Vendor: V0455 - Palmdale Trophy**

7917	06/24/2015	Engraved Name Plates- Board Members	100-3FS-5-G1-9501009	\$	261.60
<b>Vendor V0455 - Palmdale Trophy Total:</b>				<b>\$</b>	<b>261.60</b>

**Vendor: V0293 - Petty Cash**

7846	06/03/2015	K. Keevil-Hardware for bus sign	100-2FF-5-G1-9401036	\$	16.62
7846	06/03/2015	V. McLaughlin- Office Supplies	100-3FS-5-G1-9501009	\$	9.25
7846	06/03/2015	D. Cason- Priority Mail	100-3FS-5-G1-9501010	\$	10.80
7846	06/03/2015	V. McLaughlin- Health Fair Supplies	100-5CS-5-G1-9501029	\$	24.43
7846	06/03/2015	L. Sedota- Health Fair Supplies	100-5CS-5-G1-9501029	\$	20.59
7846	06/03/2015	K. Miller- Refreshments for Outreach	100-5CS-5-G1-9501029	\$	33.96
7846	06/03/2015	L. Engel- AVBOT Luncheon (3)	100-1EX-5-G1-9501019	\$	60.00
7846	06/03/2015	L. Block- Metro parking fee	100-1EX-5-G1-9501019	\$	6.00
7846	06/03/2015	W. Jones- PIHRA meeting	100-1EX-5-G1-9501019	\$	18.00
7846	06/03/2015	C. Konisek- Public Notary	100-1EX-5-G1-9501034	\$	10.00
7945	06/30/2015	W. Williams- Lancaster Chamber Lunch (2)	100-1EX-5-G1-9501019	\$	50.00
7945	06/30/2015	D. Aragon- Parking	100-1EX-5-G1-9501019	\$	6.00
7945	06/30/2015	M. Perry Refund for McMaster Carr	100-2FF-5-G1-9401004	\$	(16.18)
<b>Vendor V0293 - Petty Cash Total:</b>				<b>\$</b>	<b>249.47</b>

**Vendor: V0078 - Pinnacle Petroleum Inc**

7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	19,387.72
7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	20,048.19
7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	20,290.04
7918	06/24/2015	Fuel	100-2FF-5-G1-9201003	\$	10,528.79
7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	13,874.34
7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	20,214.02
7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	20,278.14
7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	18,815.17
7918	06/24/2015	Fuel	100-2FF-5-G1-9201003	\$	19,917.59
7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	14,560.81
7847	06/03/2015	Fuel	100-2FF-5-G1-9201003	\$	6,706.11
7918	06/24/2015	Fuel	100-2FF-5-G1-9201003	\$	18,548.25
7946	06/30/2015	Fuel	100-2FF-5-G1-9201003	\$	9,171.45
7946	06/30/2015	Fuel	100-2FF-5-G1-9201003	\$	12,191.32
7946	06/30/2015	Fuel	100-2FF-5-G1-9201003	\$	18,341.43
7946	06/30/2015	Fuel	100-2FF-5-G1-9201003	\$	18,644.40
7946	06/30/2015	Fuel	100-2FF-5-G1-9201003	\$	18,548.34
7918	06/24/2015	Fuel	100-2FF-5-G1-9201003	\$	19,032.62
7946	06/30/2015	Fuel	100-2FF-5-G1-9201003	\$	18,582.79
7918	06/24/2015	Fuel	100-2FF-5-G1-9201003	\$	18,171.16
<b>Vendor V0078 - Pinnacle Petroleum Inc Total:</b>				<b>\$</b>	<b>335,852.68</b>

**Vendor: V0587 - Pitney Bowes Reserve Account**

7848	06/03/2015	Reserve account Postage	100-3FS-5-G1-9501010	\$	500.00
<b>Vendor V0587 - Pitney Bowes Reserve Account Total:</b>				<b>\$</b>	<b>500.00</b>

**Vendor: V1083 - PlanetBids**

7849	06/03/2015	Procurement and Contracts SaaS	600-1XX-5-J1-9909053	\$	42,750.00
<b>Vendor V1083 - PlanetBids Total:</b>				<b>\$</b>	<b>42,750.00</b>

**Vendor: V1006 - Proactive Work Health**

7919	06/24/2015	Pre employment physical	100-3FS-5-G1-9501027	\$	100.00
<b>Vendor V1006 - Proactive Work Health Total:</b>				<b>\$</b>	<b>100.00</b>

**Vendor: V1092 - Remix Software**

7850	06/03/2015	Planning and Budgeting SaaS for Transit	100-2FF-5-G1-9401012	\$	6,500.00
<b>Vendor V1092 - Remix Software Total:</b>				<b>\$</b>	<b>6,500.00</b>

**Vendor: V0208 - Robert Keys**

7884	06/15/2015	TASC- Refund	100-000-2-B1-4011019	\$	8.80
<b>Vendor V0208 - Robert Keys Total:</b>				<b>\$</b>	<b>8.80</b>

**Vendor: V1095 - Satmodo**

7872	06/10/2015	Satellite Communications Equipment	600-1XX-5-J1-9909052	\$	882.74
7872	06/10/2015	Satellite Communications Equipment	600-1XX-5-J1-9909068	\$	10,047.00
<b>Vendor V1095 - Satmodo Total:</b>				<b>\$</b>	<b>10,929.74</b>

**Vendor: V0701 - Signal Campus**

7851	06/03/2015	AVC Kiosk Advertising	100-5CS-5-G1-9501003	\$	375.00
<b>Vendor V0701 - Signal Campus Total:</b>				<b>\$</b>	<b>375.00</b>

**Vendor: V0348 - SignWarehouse, Inc.**

7920	06/24/2015	24X10YD CHROME MIRROR SILVER	100-5CS-5-G1-9501018	\$	42.00
7920	06/24/2015	ORAGUARD 290 54X150 GLOSS CAST LAMINATING PVC F	100-5CS-5-G1-9501018	\$	520.00
7920	06/24/2015	DAF BACKLIT FILM 8MIL 50" X 98.4' (RBACKLIT50100)	100-5CS-5-G1-9501018	\$	545.00
7920	06/24/2015	COR-PLAST 36 X 24 WHITE	100-5CS-5-G1-9501018	\$	50.00
7920	06/24/2015	PJ/VJ ECO ULTRA INK YELLOW	100-5CS-5-G1-9501018	\$	67.00
7920	06/24/2015	3M CONTROLTAC V3 48" X 150 FT	100-5CS-5-G1-9501018	\$	685.00
<b>Vendor V0348 - SignWarehouse, Inc. Total:</b>				<b>\$</b>	<b>1,909.00</b>

**Vendor: V0403 - Southern California Edison**

7852	06/03/2015	Utilities- Electricity, 4/21/15-5/20/15	100-2FF-5-G1-9401021	\$	5,361.33
7947	06/30/2015	Utilities- Electricity, 5/20/15-6/19/15	100-2FF-5-G1-9401021	\$	5,930.68
<b>Vendor V0403 - Southern California Edison Total:</b>				<b>\$</b>	<b>11,292.01</b>

**Vendor: V0493 - Standard Insurance Company**

7874	06/10/2015	Dental Insurance (EE Portion), June 2015	100-000-2-B1-4011014	\$	701.66
7874	06/10/2015	Dental Insurance (ER Portion), June 2015	100-1ZZ-5-G1-9701614	\$	2,205.66
7874	06/10/2015	Vision Insurance (EE Portion), June 2015	100-000-2-B1-4011016	\$	130.80
7874	06/10/2015	Vision Insurance (ER Portion), June 2015	100-1ZZ-5-G1-9701616	\$	448.28
<b>Vendor V0493 - Standard Insurance Company Total:</b>				<b>\$</b>	<b>3,486.40</b>

**Vendor: V0477 - Standard Insurance Company**

7873	06/10/2015	Life	100-1ZZ-5-G1-9701811	\$	380.84
7873	06/10/2015	STD	100-1ZZ-5-G1-9701812	\$	1,256.42
7873	06/10/2015	LTD	100-1ZZ-5-G1-9701813	\$	779.24
7873	06/10/2015	AD & D	100-1ZZ-5-G1-9701814	\$	69.16
7921	06/24/2015	Life	100-1ZZ-5-G1-9701811	\$	364.84
7921	06/24/2015	STD	100-1ZZ-5-G1-9701812	\$	1,198.28
7921	06/24/2015	LTD	100-1ZZ-5-G1-9701813	\$	743.16
7921	06/24/2015	AD & D	100-1ZZ-5-G1-9701814	\$	66.36
7921	06/24/2015	Life	100-1ZZ-5-G1-9701811	\$	388.84
7921	06/24/2015	STD	100-1ZZ-5-G1-9701812	\$	1,277.95
7921	06/24/2015	LTD	100-1ZZ-5-G1-9701813	\$	792.56
7921	06/24/2015	AD & D	100-1ZZ-5-G1-9701814	\$	70.56
<b>Vendor V0477 - Standard Insurance Company Total:</b>				<b>\$</b>	<b>7,388.21</b>

**Vendor: V1105 - Strategic IT Staffing**

7922	06/24/2015	Recruitment of I.T. Personnel	100-3FS-5-G1-9501026	\$	15,000.00
<b>Vendor V1105 - Strategic IT Staffing Total:</b>				<b>\$</b>	<b>15,000.00</b>

**Vendor: V0684 - Strategies**

7923	06/24/2015	Cobra Admin	100-3FS-5-G1-9501027	\$	50.00
<b>Vendor V0684 - Strategies Total:</b>				<b>\$</b>	<b>50.00</b>

**Vendor: V0103 - TCW Systems, Inc.**

7853	06/03/2015	Radio Repeater Service	100-2FF-5-G1-9401036	\$	500.00
7948	06/30/2015	Radio Repeater Service	100-2FF-5-G1-9401036	\$	500.00
7924	06/24/2015	radio programing and training	100-1EX-5-G1-9501019	\$	127.50
7924	06/24/2015	bus radios	600-1XX-5-J1-9902008	\$	2,655.24
7948	06/30/2015	Radio Repair Work	100-2FF-5-G1-9401036	\$	85.00
7948	06/30/2015	radio programing and training	100-1EX-5-G1-9501019	\$	435.07
<b>Vendor V0103 - TCW Systems, Inc. Total:</b>				<b>\$</b>	<b>4,302.81</b>

**Vendor: V0307 - Tennant Sales and Serv Co.**

7925	06/24/2015	Tennant Scrubber Parts	100-2FF-5-G1-9401036	\$	37.06
7925	06/24/2015	Tennant Scrubber Parts	100-2FF-5-G1-9401036	\$	539.77
7925	06/24/2015	rear tank lid gasket	100-2FF-5-G1-9401036	\$	28.89
7925	06/24/2015	front tank lid gasket	100-2FF-5-G1-9401036	\$	33.14
7925	06/24/2015	drive belt kit	100-2FF-5-G1-9401036	\$	97.88
7925	06/24/2015	screws (Stainless)	100-2FF-5-G1-9401036	\$	4.80
<b>Vendor V0307 - Tennant Sales and Serv Co. Total:</b>				<b>\$</b>	<b>741.54</b>

**Vendor: V0505 - The Customer Service Experts**

7875	06/10/2015	CPOS Reimbursement	100-3FS-5-G1-9501037	\$	50.00
<b>Vendor V0505 - The Customer Service Experts Total:</b>				<b>\$</b>	<b>50.00</b>

**Vendor: V0904 - Time Warner Cable Business Class**

7854	06/03/2015	Internet Service, 5/13/15-6/12/15	100-2FF-5-G1-9501017	\$	1,365.00
7854	06/03/2015	Cable Services, 5/11/15-6/10/15	100-2FF-5-G1-9501017	\$	242.39
7926	06/24/2015	Internet Service, 6/13/15-7/12/15	100-2FF-5-G1-9501017	\$	1,365.00
7926	06/24/2015	Cable Services, 6/11/15-7/10/15	100-2FF-5-G1-9501017	\$	242.39
<b>Vendor V0904 - Time Warner Cable Business Class Total:</b>				<b>\$</b>	<b>3,214.78</b>

**Vendor: V0252 - Transdev**

7927	06/24/2015	Local & Commuter Liquidated Damages- April 2015	100-2FF-5-G1-9001013	\$	(7,850.00)
7927	06/24/2015	Commuter Ops and Maintenance- April 2015	100-2FF-5-G1-9001013	\$	162,755.29
7927	06/24/2015	Local Ops and Maintenance- April 2015	100-2FF-5-G1-9001013	\$	913,778.65
7927	06/24/2015	Special Service, April 2015	100-2FF-5-G1-9001013	\$	901.72
7927	06/24/2015	Commuter Recovery- April 2015	100-2FF-5-G1-9001013	\$	11,190.00
7927	06/24/2015	Travel Training, April 2015	100-5CS-5-G1-9401035	\$	221.19
7927	06/24/2015	786- Assist Bus, April 2015	100-2FF-5-G1-9001013	\$	17,572.81
7927	06/24/2015	Pass-through-Customer service Reps, Apr. 2015	100-2FF-5-G1-9001009	\$	8,078.81
7927	06/24/2015	Zonar, April 2015	100-2FF-5-G1-9401036	\$	344.85
7927	06/24/2015	E-Bus Service, April 2015	100-2FF-5-G1-9001016	\$	22,727.27
7927	06/24/2015	Pass Through- Parts for 303 Rehab/Rebuild	600-1XX-5-J1-9909047	\$	8,024.92
7949	06/30/2015	Local Ops and Maintenance- May 2015	100-2FF-5-G1-9001013	\$	875,848.99
7949	06/30/2015	Local & Commuter Liquidated Damages- May 2015	100-2FF-5-G1-9001013	\$	(2,300.00)
7949	06/30/2015	Commuter Ops and Maintenance- May 2015	100-2FF-5-G1-9001013	\$	149,603.33
7949	06/30/2015	E- Bus, May 2015	100-2FF-5-G1-9001016	\$	24,347.12
7949	06/30/2015	Metrolink Assistance, May 2015	100-2FF-5-G1-9001009	\$	446.07
7949	06/30/2015	786 Additional Service, May 2015	600-1XX-5-J1-9909063	\$	15,964.76
7949	06/30/2015	Commuter Recovery- Stand by	100-2FF-5-G1-9001013	\$	304.00
7949	06/30/2015	Commuter Recovery- May 2015	100-2FF-5-G1-9001013	\$	8,658.11
7949	06/30/2015	Customer Service- May 2015	100-2FF-5-G1-9001009	\$	7,577.06
7949	06/30/2015	Michelin tires for 3 New Gillig Buses	600-1XX-5-J1-9909056	\$	10,282.76
<b>Vendor V0252 - Transdev Total:</b>				<b>\$</b>	<b>2,228,477.71</b>

**Vendor: V0451 - Tyler Technologies**

7928	06/24/2015	Tyler Annual Maintenance	100-2FF-5-G1-9401012	\$	10,058.34
7950	06/30/2015	Secure signatures	100-2FF-5-G1-9401012	\$	276.00
<b>Vendor V0451 - Tyler Technologies Total:</b>				<b>\$</b>	<b>10,334.34</b>

**Vendor: V0353 - UNUM Life Insurance Co of Amer**

7855	06/03/2015	Long Term Care (EE Portion), June 2015	100-000-2-B1-4011024	\$	144.00
7855	06/03/2015	Long Term Care (ER Portion), June 2015	100-1ZZ-5-G1-9702618	\$	495.60
7929	06/24/2015	Long Term Care (EE Portion),	100-000-2-B1-4011024	\$	144.00
7929	06/24/2015	Long Term Care (ER Portion),	100-1ZZ-5-G1-9702618	\$	488.70
<b>Vendor V0353 - UNUM Life Insurance Co of Amer Total:</b>				<b>\$</b>	<b>1,272.30</b>

**Vendor: V0302 - US Bank**

7876	06/10/2015	N. Hickling-Registration- Bus Con	100-000-1-A1-0401004	\$	78.00
7876	06/10/2015	W. Williams- Lodging- APTA Bus & Paratransit Conf.	100-1EX-5-G1-9501019	\$	683.10
7876	06/10/2015	M. Perry- Lodging- APTA Bus and Paratransit Conf.	100-1EX-5-G1-9501019	\$	683.10
7876	06/10/2015	N. Hickling- Lodging- APTA Bus & Paratransit	100-1EX-5-G1-9501019	\$	683.10
7876	06/10/2015	L. Engel- Lodging- APTA Bus & Paratransit	100-1EX-5-G1-9501019	\$	683.10
7876	06/10/2015	APTA Bus and Paratransit Conf. Banquet Refund	100-1EX-5-G1-9501019	\$	(300.00)
7876	06/10/2015	F. Tobar- Registration RIM Seminar	100-1EX-5-G1-9501019	\$	80.00
7876	06/10/2015	Shuttle Service- 4 staff members- APTA	100-1EX-5-G1-9501019	\$	174.56
7876	06/10/2015	Virtual Server- Monthly Fee	100-2FF-5-G1-9401012	\$	19.99
7876	06/10/2015	K. Darr- Photo Frames	100-3FS-5-G1-9501009	\$	170.84
7876	06/10/2015	K. Darr- "Letters" for Lobby	100-3FS-5-G1-9501009	\$	161.89
7876	06/10/2015	W. Williams- Trumpia renewal- one year	100-5CS-5-G1-9501003	\$	576.00
7876	06/10/2015	N. Pitkin- Sign Supplies	100-5CS-5-G1-9501018	\$	16.09
7876	06/10/2015	W. Jones- Health Fair Food	100-5CS-5-G1-9501029	\$	139.97
7951	06/30/2015	L. Block- Airfare- NTI Training	100-000-1-A1-0401004	\$	199.00
7951	06/30/2015	L. Block- Lodging- NIT workshop	100-000-1-A1-0401004	\$	351.02
7951	06/30/2015	L. Engel- Hotel Reservation - APTA Annual Meeting	100-000-1-A1-0401004	\$	1,253.00
7951	06/30/2015	D. Cadena- Windows Secrets Subscription	100-1EX-5-G1-9501001	\$	12.00
7951	06/30/2015	L. Engel- Subscription to Admin. Professional	100-1EX-5-G1-9501001	\$	48.00
7951	06/30/2015	F. Tobar- ARMA meeting fee	100-1EX-5-G1-9501019	\$	20.00
7951	06/30/2015	Staff (3) Tickets for AVBOT Recognition Dinner	100-1EX-5-G1-9501019	\$	150.00
7951	06/30/2015	L. Engel- Lodging- WAVE Trip	100-1EX-5-G1-9501019	\$	241.07
7951	06/30/2015	W. Williams- Lodging- WAVE Trip	100-1EX-5-G1-9501019	\$	241.07
7951	06/30/2015	M. Perry- Lodging- WAVE Trip	100-1EX-5-G1-9501019	\$	241.07
7951	06/30/2015	C. Konisek- Lodging- GFOA Conference	100-1EX-5-G1-9501019	\$	790.04
7951	06/30/2015	VGA to HDMI Converter	100-2FF-5-G1-9401009	\$	35.94
7951	06/30/2015	Virtual Server Monthly fee	100-2FF-5-G1-9401012	\$	19.99
7951	06/30/2015	K. Miller- Outreach Supplies	100-5CS-5-G1-9501029	\$	138.41
<b>Vendor V0302 - US Bank Total:</b>				<b>\$</b>	<b>7,590.35</b>

**Vendor: V1005 - Van Scoyoc**

7930	06/24/2015	Van Scoyoc Retainer	100-1EX-5-G1-9501013	\$	4,000.00
7930	06/24/2015	Van Scoyoc Retainer	100-1EX-5-G1-9501013	\$	1,885.36
<b>Vendor V1005 - Van Scoyoc Total:</b>				<b>\$</b>	<b>5,885.36</b>

**Vendor: V0194 - Verizon California**

7856	06/03/2015	Phone Service, 5/13/15-6/12/15	100-2FF-5-G1-9501017	\$	547.41
7931	06/24/2015	Phone Service, 6/13/15-7/12/15	100-2FF-5-G1-9501017	\$	548.26
<b>Vendor V0194 - Verizon California Total:</b>				<b>\$</b>	<b>1,095.67</b>

**Vendor: V0209 - Vinsa Insurance Associates**

7932	06/24/2015	Property Insurance Renewal 7/1/15-7/1/16	100-000-1-A1-0401000	\$	61,294.00
7932	06/24/2015	Crime Policy Renewal 7/1/15-7/1/16	100-000-1-A1-0401000	\$	5,996.00
7932	06/24/2015	Umbrella Renewal Policy 7/1/15-7/1/16	100-000-1-A1-0401000	\$	70,607.00
7932	06/24/2015	Business Auto Policy Renewal 7/1/15-7/1/16	100-000-1-A1-0401000	\$	18,165.00
7932	06/24/2015	Cyber Liability Renewal Policy 7/1/15-7/1/16	100-000-1-A1-0401000	\$	885.50
7932	06/24/2015	Workers Compensation Renewal Policy 7/1/15-7/1/16	100-000-1-A1-0401003	\$	67,566.00
7932	06/24/2015	Liability Renewal Policy 7/1/15-7/1/16	100-000-1-A1-0401000	\$	39,620.00
7932	06/24/2015	Pollution Renewal Policy 7/1/15-7/1/16	100-000-1-A1-0401000	\$	6,492.02
7932	06/24/2015	Diff. in Conditions Renewal Policy 7/1/15-7/1/16	100-000-1-A1-0401000	\$	59,204.79
<b>Vendor V0209 - Vinsa Insurance Associates Total:</b>				<b>\$</b>	<b>329,830.31</b>

**Vendor: V0740 - Vision Internet Providers, Inc.**

7857	06/03/2015	Vision Internet Hosting and Support Service	100-5CS-5-G1-9501031	\$	4,160.40
7857	06/03/2015	Vision Internet Hosting and Support Service	100-5CS-5-G1-9501031	\$	2,646.00
<b>Vendor V0740 - Vision Internet Providers, Inc. Total:</b>				<b>\$</b>	<b>6,806.40</b>

**Vendor: V0550 - Waste Management**

7878	06/10/2015	Utilities- Waste, May 2015	100-2FF-5-G1-9401023	\$	701.38
<b>Vendor V0550 - Waste Management Total:</b>				<b>\$</b>	<b>701.38</b>

**Vendor: V0780 - Wendy Williams**

7885	06/15/2015	Reimbursement- CTA Conference	100-1EX-5-G1-9501019	\$	267.04
7885	06/15/2015	Reimbursement- APTA Bus & Para Transit Conf.	100-1EX-5-G1-9501019	\$	29.80
<b>Vendor V0780 - Wendy Williams Total:</b>				<b>\$</b>	<b>296.84</b>

**Vendor: V0112 - Western Exterminators**

7933	06/24/2015	Extermination services	100-2FF-5-G1-9401005	\$	92.50
<b>Vendor V0112 - Western Exterminators Total:</b>				<b>\$</b>	<b>92.50</b>

**Vendor: V1027 - Western Los Angeles County Council**

7934	06/24/2015	BSA Sponsorship	100-5CS-5-G1-9501003	\$	1,000.00
<b>Vendor V1027 - Western Los Angeles County Council Total:</b>				<b>\$</b>	<b>1,000.00</b>

**Vendor: V0124 - Witts**

7935	06/24/2015	Office Supplies	100-3FS-5-G1-9501009	\$	1,128.99
7935	06/24/2015	Office Supplies	100-3FS-5-G1-9501009	\$	611.09
7935	06/24/2015	Office Supplies	100-3FS-5-G1-9501009	\$	180.50
7935	06/24/2015	Office Supplies	100-3FS-5-G1-9501009	\$	211.00
7935	06/24/2015	Office Supplies	100-3FS-5-G1-9501009	\$	70.55
7935	06/24/2015	Office Supplies	100-3FS-5-G1-9501009	\$	17.33
7879	06/10/2015	Office Supplies	100-3FS-5-G1-9501009	\$	478.46
7879	06/10/2015	Office Supplies	100-3FS-5-G1-9501009	\$	3.48
<b>Vendor V0124 - Witts Total:</b>				<b>\$</b>	<b>2,701.40</b>

<b>Grand Total:</b>	<b>\$</b>	<b>5,002,471.38</b>
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## STATEMENT OF NET POSITION

	As of May 31, 2015	As of May 31, 2014
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 21,051,428	\$ 25,732,028
Due from other governments	5,771,383	1,043,294
Other receivables	92,851	154,587
Inventory	237,783	271,215
Prepaid items	32,299	35,273
Total Current Assets	27,185,745	27,236,397
<b>NONCURRENT ASSETS</b>		
Capital assets, net of depreciation	48,687,330	48,713,687
Total Assets	75,873,075	75,950,084
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	2,607,716	2,707,472
Due to Federal Transit Administration	-	-
Accrued payroll	64,383	(35,333)
Compensated absences	322,034	259,521
Deferred Revenue - Prop 1B	1,633,043	3,126,153
Total Current Liabilities	4,627,176	6,057,813
<b>Deferred inflows of resources</b>		
Unearned Revenue	212,996	266,141
Total Liabilities	4,840,173	6,323,954
<b>NET POSITION</b>		
Invested in Capital Assets	48,687,330	48,713,687
Restricted for Capital Acquisition	4,919,422	4,446,136
Unrestricted	17,426,150	16,466,307
Total Net Assets	\$ 71,032,902	\$ 69,626,130



**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**  
**GOVERNMENT AUDITING STANDARDS PRESENTATION**  
 (INCLUDING DEPRECIATION EXPENSE)

	For the 11 Months ending May 31, 2015	For the 11 Months ending May 31, 2014
<b>OPERATING REVENUES</b>		
Charges for services:		
Passenger fares	\$ 4,427,375	\$ 4,532,943
Total operating revenues	<u>4,427,375</u>	<u>4,532,943</u>
<b>OPERATING EXPENSES</b>		
Purchased transportation services:		
Outside transit contract	12,640,454	11,722,575
Fuel	2,070,961	2,541,185
Other operating costs	584,480	1,835,884
General and administrative	4,090,504	2,925,352
Total operating expenses, net of depreciation	<u>19,386,399</u>	<u>19,024,996</u>
Operating gain/(loss), net of depreciation	(14,959,024)	(14,492,053)
Depreciation	4,903,943	4,714,456
Total operating expenses	<u>24,290,342</u>	<u>23,739,453</u>
Operating gain/(loss)	<u>(19,862,967)</u>	<u>(19,206,510)</u>
<b>NONOPERATING REVENUES/(EXPENSES)</b>		
Interest Income	14,464	9,329
Local grants - MTA	7,635,732	7,688,677
Proposition 1B	1,042,377	-
Federal non-capital grants	5,884,068	6,713,942
Member agency contributions	3,017,578	3,206,300
Grantable expenses	(426,190)	(585,820)
Gain/(Loss) on sale of capital assets	-	7,110
Other	452,733	322,377
Total nonoperating revenues and expenses	<u>17,620,761</u>	<u>17,361,916</u>
Gain/(Loss) before capital contributions	<u>(2,242,206)</u>	<u>(1,844,594)</u>
<b>CAPITAL CONTRIBUTIONS</b>		
Capital grants	2,100,987	4,170,449
Member agency contributions	393,642	460,896
Total capital contributions	<u>2,494,629</u>	<u>4,631,345</u>
<b>NET CHANGE IN NET ASSETS</b>	252,423	2,786,750
<b>NET ASSETS, BEGINNING OF PERIOD</b>	<u>70,780,480</u>	<u>66,839,380</u>
<b>NET ASSETS, END OF PERIOD</b>	<u>\$ 71,032,902</u>	<u>\$ 69,626,130</u>

**STATEMENT OF CASH FLOWS**

	For the 11 Months ending May 31, 2015	For the 11 Months ending May 31, 2014
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from customers	4,427,375	4,532,943
Non-operating miscellaneous revenue received	452,733	322,377
Cash payments to suppliers for goods and services	(16,160,353)	(17,294,977)
Cash payments to employees for services	(3,164,854)	(114,658)
Net cash used in operating activities	<u>(14,445,098)</u>	<u>(12,554,315)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Operating grants received	9,898,917	15,430,172
Contributions received from member agencies	2,894,920	3,206,300
Net cash provided by non-capital financing activities	<u>12,793,837</u>	<u>18,636,472</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Acquisition of capital assets	(4,746,642)	(2,646,709)
Proceeds received from sale of capital assets	-	7,110
Capital grants received	2,191,954	5,072,923
Capital expenses	(426,190)	(585,820)
Capital contributions received from member agencies	393,642	460,896
Net cash used in capital and related financing activities	<u>(2,587,237)</u>	<u>2,308,401</u>
<b>CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:</b>		
Interest received	14,464	9,329
Net cash provided by investing activities:	<u>14,464</u>	<u>9,329</u>
Net increase/(decrease) in cash and cash equivalents	(4,224,035)	8,399,887
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>25,275,465</u>	<u>17,332,141</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>21,051,428</u></u>	<u><u>25,732,028</u></u>



**STATEMENT OF CASH FLOWS**

	For the 11 Months ending May 31, 2015	For the 11 Months ending May 31, 2014
<b>Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):</b>		
Operating Loss	(19,862,967)	(19,206,510)
<b>Adjustments to Net Cash used in Operating Activities</b>		
Depreciation	4,903,943	4,714,456
Miscellaneous income	452,733	322,377
(Increase) decrease in other receivables	150,197	97,589
(Increase) decrease in inventory	-	48,737
(Increase) decrease in prepaid items	306,707	(25,659)
Increase (decrease) in accounts payable	108,316	1,030,197
Increase (decrease) in due to Federal Transit Administration	-	(4,371)
Increase (decrease) in accrued payroll	(17,027)	(109,537)
Increase (decrease) in compensated absences payable	-	(5,121)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	(487,000)	583,526
Net Cash used in operating activities	<u>(14,445,098)</u>	<u>(12,554,315)</u>

**Notes**

- 1 This set of basic financial statements is prepared on an interim basis and is unaudited.
- 2 Please see the Treasury Report for additional highlights on cash & equivalents, payroll and expenditures.

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**BUDGET VERSUS ACTUAL INCOME STATEMENT**  
**MAY 2015, YEAR TO DATE**

REVENUE	MIDDLE YEAR BUDGET - YTD	MAY ACTUAL	YTD ACTUAL	YTD VARIANCE
Fare Revenue	\$ 4,448,692	\$ 353,301	\$ 4,427,375	(\$21,316)
MTA Funds	7,441,158	694,664	7,635,732	194,573
FTA Funds	5,934,938	560,970	5,884,068	(50,870)
Jurisdictional Contributions	3,016,372	274,325	3,017,578	1,206
Proposition 1B	0	31,580	1,042,377	1,042,377
Other (SCE Rebates, Adv.)	391,083	58,033	467,197	76,114
<b>TOTAL REVENUE</b>	<b>21,232,243</b>	<b>1,972,874</b>	<b>22,474,326</b>	<b>1,242,083</b>
<b>EXPENDITURES</b>				
Contract Services	12,830,630	1,119,925	12,557,448	273,181
Fuel	2,669,024	154,175	2,070,961	598,064
Other Operating	1,069,517	41,201	545,094	524,423
Salaries and Wages	2,425,531	256,225	2,271,204	154,327
Benefits	928,719	77,884	870,622	58,097
Legal	109,956	6,935	57,585	52,371
Consulting	235,503	17,634	185,512	49,991
Travel	76,008	3,073	66,757	9,252
IT Maintenance/Licenses	109,177	11,353	95,327	13,850
Utilities	187,023	4,187	144,876	42,148
Administration	557,663	27,746	522,455	35,207
<b>TOTAL EXPENDITURES</b>	<b>21,198,752</b>	<b>1,720,338</b>	<b>19,387,841</b>	<b>1,810,911</b>
<b>INCOME(LOSS)</b>	<b>33,491</b>	<b>252,536</b>	<b>3,086,485</b>	<b>3,052,994</b>

\*DEPRECIATION EXPENSE IS EXCLUDED IN THE REPORT

RECONCILIATION REPORTING ITEMS	MIDDLE YEAR BUDGET - YTD	MAY ACTUAL	YTD ACTUAL
Without Depreciation	33,491	252,536	3,086,485
Depreciation	0	452,878	4,903,943
<b>VERIFIED WITH GL</b>	<b>33,491</b>	<b>(200,341)</b>	<b>(1,817,458)</b>



**DATE:** July 28, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Adopt Resolution Nos. 2015-004 and 2015-005 – New Signature Authority for Financial Institutions

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#### **RECOMMENDATION**

That the Board of Directors approve the revised list of representatives authorized to deposit and withdraw funds from AVTA's new banking relationship with Union Bank and with Wells Fargo Bank for its investment accounts, and adopt Resolution Numbers 2015-004 (Union Bank)(Attachment A) and 2015-005 (Wells Fargo Bank) (Attachment B), approving the revision.

#### **FISCAL IMPACT**

The proposed changes are administrative in nature and thus have no financial impact.

#### **BACKGROUND**

In recognizing the recent changes in the Authority's primary banking relationship from Bank of America to Union Bank and the changes in executive management, the finance staff performed a review of bank account signatories.

Section 3 of Resolution No. 2015-008 (Attachment C) states:

**Section 3.** As authorized by Government Code Section 53607, the Board of Directors delegates its investment authority to the Treasurer for FY16, who shall thereafter assume full responsibility for those investment transactions until the delegation of authority is revoked or expires, and shall make a quarterly report of those transactions, in accordance with Government Code Section 53646, to the Board of Directors.

The table below lists the proposed changes of authorized staff members for the new Union Bank accounts and for the Wells Fargo investment accounts.

CURRENT		PROPOSED	
Name	Title	Name	Title
<b>Bank of America</b> (all business accounts)		<b>Union Bank</b> (all business accounts)	
Norman L. Hickling	Chairman	Marvin Crist	Chairman
Marvin Crist	Vice Chair	Dianne Knippel	Vice Chair
Julie M. Austin	Executive Director/Treasurer	Len Engel	Executive Director/Treasurer
Len Engel	Director of Operations & Maintenance		
Colby Konisek	Director of Finance	Colby Konisek	Director of Finance and Auditor/Controller
Rong Fitzgibbons	Sr. Financial Analyst	Rong Nemeschy	Finance Supervisor
<b>Wells Fargo Bank</b> (all Investments accounts)		<b>Wells Fargo Bank</b> (Investment accounts)	
Norman L. Hickling	Chairman	Marvin Crist	Chairman
Marvin Crist	Vice Chair	Dianne Knippel	Vice Chair
Julie M. Austin	Executive Director/Treasurer	Len Engel	Executive Director/Treasurer
Len Engel	Director of Operations & Maintenance		
Colby Konisek	Director of Finance	Colby Konisek	Director of Finance and Auditor/Controller
Rong Fitzgibbons	Sr. Financial Analyst	Rong Nemeschy	Finance Supervisor

Prepared by:

Submitted by:

\_\_\_\_\_  
Colby Konisek  
Director of Finance

\_\_\_\_\_  
Len Engel  
Executive Director

Attachments: A – Resolution 2015-004, Union Bank  
B – Resolution 2015-005, Wells Fargo  
C - Resolution No. 2015-008

BOARD OF DIRECTORS  
ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2015-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT  
AUTHORITY AUTHORIZING THE SIGNATORIES FOR ITS BANK ACCOUNTS  
WITH UNION BANK, MUFG

THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY RESOLVES AS  
FOLLOWS:

The names listed below are signers and and key executives authorized to act on behalf  
of the Antelope Valley Transit Authority with Union Bank MUFG:

- Marvin Crist, Chairman
- Dianne Knippel, Vice Chair
- Len Engel, Executive Director
- Colby Konisek, Director of Finance and Auditor/Controller
- Rong Nemeschy, Finance Supervisor

**BE IT FURTHER RESOLVED**, that the Board Secretary shall certify to the adoption of this  
Resolution.

PASSED, APPROVED and ADOPTED this 28<sup>th</sup> day of JULY 2015 by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Len Engel, Board Secretary

\_\_\_\_\_  
Lancaster City Attorney as Special Counsel  
Allison E. Burns

BOARD OF DIRECTORS  
ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2015-005

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT  
AUTHORITY AUTHORIZING THE SIGNATORIES FOR ITS BANK ACCOUNTS  
WITH WELLS FARGO BANK

THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY RESOLVES AS  
FOLLOWS:

The names listed below are signers and key executives authorized to act on behalf of  
the Antelope Valley Transit Authority with Wells Fargo Bank:

- Marvin Crist, Chairman
- Dianne Knippel, Vice Chair
- Len Engel, Executive Director
- Colby Konisek, Director of Finance and Auditor/Controller
- Rong Nemeschy, Finance Supervisor

**BE IT FURTHER RESOLVED**, that the Board Secretary shall certify to the adoption of this  
Resolution.

PASSED, APPROVED and ADOPTED this 28<sup>th</sup> day of JULY 2015 by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Len Engel, Board Secretary

\_\_\_\_\_  
Lancaster City Attorney as Special Counsel  
Allison E. Burns

BOARD OF DIRECTORS

ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2015-008

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY APPOINTING THE EXECUTIVE DIRECTOR AS TREASURER AND THE DIRECTOR OF FINANCE AS AUDITOR-CONTROLLER, DELEGATING INVESTMENT AUTHORITY TO THE TREASURER, ADOPTING A POLICY FOR THE INVESTMENT OF SURPLUS TRANSIT FUNDS AND RESCINDING RESOLUTION NO. 2014-005**

**WHEREAS**, pursuant to the Joint Exercise of Powers Agreement between the County of Los Angeles, the City of Palmdale and the City of Lancaster, the Antelope Valley Transit Authority (AVTA) is authorized under Section 6(i) to invest money that is not needed for immediate use, as the Board determines advisable, in the same manner and upon the same conditions as other local agencies in accordance with Section 53601 of the Government Code; and

**WHEREAS**, pursuant to Government Code Section 6505.6, AVTA may appoint one of its officers or employees to either or both of the positions of Treasurer or of Auditor-Controller, and such person or persons shall comply with the duties and responsibilities of the office or offices as set forth in subdivisions (a) to (d), inclusive, of Government Code Section 6505.5; and

**WHEREAS**, pursuant to Government Code Section 53607, the Board of Directors of AVTA may delegate its investment authority to the Treasurer for a one-year period; and

**WHEREAS**, pursuant to Government Code Section 53646, the Board of Directors of AVTA has publicly considered a proposed annual statement of investment policy and desires to adopt that policy to guide the investments of the Treasurer;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY HEREBY RESOLVES, DECLARES, DETERMINES, AND ORDERS AS FOLLOWS:

**Section 1.** As authorized by Government Code Section 6505.6, the Board of Directors appoints the Executive Director as Treasurer.

**Section 2.** As authorized by Government Code Section 6505.6, the Board of Directors appoints the Director of Finance as the Auditor-Controller.

**Section 3.** As authorized by Government Code Section 53607, the Board of Directors delegates its investment authority to the Treasurer for FY16, who shall thereafter assume full responsibility for those investment transactions until the delegation of authority is revoked or expires, and shall make a quarterly report of those transactions, in accordance with Government Code Section 53646, to the Board of Directors.

**Section 4.** As required by Government Code Section 53646, the Board of Directors has considered at a public meeting a statement of investment policy, and the Board of Directors hereby adopts that policy, in the form attached as Exhibit "A" to this resolution, to guide the investments of the Treasurer for FY16.

**Section 5.** Resolution No. 2014-005 is rescinded in its entirety.

**Section 6.** The Secretary of the Board shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 28<sup>th</sup> day of July, 2015 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman

ATTEST:

\_\_\_\_\_  
Len Engel, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Lancaster City Attorney as Special Counsel  
Allison E. Burns





**DATE:** July 28, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY16 Investment Policy Statement and Local Agency Investment Fund (LAIF) Update

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## **RECOMMENDATION**

That the AVTA Board of Directors:

1. Adopt Resolution 2015-008 (Attachment A) approving AVTA's revised Investment Policy Statement for the upcoming fiscal year beginning July 1, 2015 through June 30, 2016; and
2. Approve proposed changes to the list of staff authorized to deposit and withdraw from AVTA's LAIF account.

## **FISCAL IMPACT**

The proposed changes are administrative in nature and therefore have no financial impact.

## **BACKGROUND**

Prior to the commencement of each fiscal year, the Board of Directors has authorized the deposit and withdrawal of Authority LAIF investments in the State Treasury in accordance with the provisions of Government Code Section 16429. The Investment Policy Statement for FY16 (Attachment A) fulfills the California Government Code Section 53646 requirement that each legislative body review and adopt an Investment Policy Statement on an annual basis.

During the current fiscal year, AVTA continues to employ the services of Union Bank for its general banking needs. Only the projected minimum amount is maintained in the general operating account. All other available cash funds are invested in the Authority's LAIF account in accordance with the Investment Policy Statement.

The Procedure (Attachment B) establishes the steps necessary to use the LAIF for investment purposes, to reconcile monthly activity to the general ledger, and to reconcile cash on the books with the cash in LAIF.

On an annual basis, the LAIF administration requests that each member agency update their deposit/withdrawal authorization list. The purpose of the update is to ensure that only duly authorized persons have access to the Authority's LAIF investments.

The table below is updated with the names of the new Chairman, Vice Chair, and Executive Director.

CURRENT		PROPOSED	
Name	Title	Name	Title
Norman L. Hickling	Chairman	Marvin Crist	Chairman
Marvin Crist	Vice Chairman	Dianne Knippel	Vice Chair
Julie Austin	Executive Director	Len Engel	Executive Director
Colby Konisek	Director of Finance	Colby Konisek	Director of Finance

Prepared by:

Submitted by:

\_\_\_\_\_  
Colby Konisek  
Director of Finance

\_\_\_\_\_  
Len Engel  
Executive Director

Attachments: A – Resolution No. 2015-008/Investment Policy Statement  
B – LAIF Procedure

BOARD OF DIRECTORS

ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2015-008

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY APPOINTING THE EXECUTIVE DIRECTOR AS TREASURER AND THE DIRECTOR OF FINANCE AS AUDITOR-CONTROLLER, DELEGATING INVESTMENT AUTHORITY TO THE TREASURER, ADOPTING A POLICY FOR THE INVESTMENT OF SURPLUS TRANSIT FUNDS AND RESCINDING RESOLUTION NO. 2014-005**

**WHEREAS**, pursuant to the Joint Exercise of Powers Agreement between the County of Los Angeles, the City of Palmdale and the City of Lancaster, the Antelope Valley Transit Authority (AVTA) is authorized under Section 6(i) to invest money that is not needed for immediate use, as the Board determines advisable, in the same manner and upon the same conditions as other local agencies in accordance with Section 53601 of the Government Code; and

**WHEREAS**, pursuant to Government Code Section 6505.6, AVTA may appoint one of its officers or employees to either or both of the positions of Treasurer or of Auditor-Controller, and such person or persons shall comply with the duties and responsibilities of the office or offices as set forth in subdivisions (a) to (d), inclusive, of Government Code Section 6505.5; and

**WHEREAS**, pursuant to Government Code Section 53607, the Board of Directors of AVTA may delegate its investment authority to the Treasurer for a one-year period; and

**WHEREAS**, pursuant to Government Code Section 53646, the Board of Directors of AVTA has publicly considered a proposed annual statement of investment policy and desires to adopt that policy to guide the investments of the Treasurer;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY HEREBY RESOLVES, DECLARES, DETERMINES, AND ORDERS AS FOLLOWS:

**Section 1.** As authorized by Government Code Section 6505.6, the Board of Directors appoints the Executive Director as Treasurer.

**Section 2.** As authorized by Government Code Section 6505.6, the Board of Directors appoints the Director of Finance as the Auditor-Controller.

**Section 3.** As authorized by Government Code Section 53607, the Board of Directors delegates its investment authority to the Treasurer for FY16, who shall thereafter assume full responsibility for those investment transactions until the delegation of authority is revoked or expires, and shall make a quarterly report of those transactions, in accordance with Government Code Section 53646, to the Board of Directors.

**Section 4.** As required by Government Code Section 53646, the Board of Directors has considered at a public meeting a statement of investment policy, and the Board of Directors hereby adopts that policy, in the form attached as Exhibit "A" to this resolution, to guide the investments of the Treasurer for FY16.

**Section 5.** Resolution No. 2014-005 is rescinded in its entirety.

**Section 6.** The Secretary of the Board shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 28<sup>th</sup> day of July, 2015 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman

ATTEST:

\_\_\_\_\_  
Len Engel, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Lancaster City Attorney as Special Counsel  
Allison E. Burns



July 1, 2015 – June 30, 2016

**1. POLICY**

It is the policy of AVTA to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of AVTA and conforming to all state and local statutes governing the investment of public funds.

**2. SCOPE**

This investment policy applies to the cash funds of AVTA, except for its employees retirement system fund, which is administered separately by the California Public Employees' Retirement System ("CalPERS") and financial assets governed by bond indentures or bond resolutions.

These funds include Operating and Capital Funds.

**3. OBJECTIVE**

Investable funds shall be invested to the maximum extent feasible. The primary goal of the investment program is to maintain safety and liquidity of principal and interest while maximizing returns, minimizing risks and ensuring that funds are available to meet anticipated cash flow requirements.

In the investment of its funds, AVTA will be guided by the following principles in order of importance:

3(A) the primary objective is to safeguard investment principal.

- Safety

Safety and the minimizing of risk associated with investing refer to attempts to reduce the potential for loss of principal, interest or a combination of the two. The first level of risk control is found in state law which restricts the particular type of investments permissible for governmental entities. The second level of risk control is reduction of default risk by investing in instruments that appear upon examination to be the most credit worthy. The third level of risk control is reduction of market risk by investing in instruments that have maturities

coinciding with planned dates of disbursement, thereby eliminating risk of loss from a forced sale.

- 3(B) the secondary objective is to maintain sufficient liquidity to ensure that funds are available to meet daily cash flow requirements.

- Liquidity

Liquidity refers to the ability to easily sell at any time with a minimal risk of losing some portion of principal or interest. Liquidity is an important quality for an investment to have, for at any time AVTA may have unexpected or unusual circumstances that result in larger disbursements than expected, and some investments may need to be sold to meet the contingency. The AVTA's investment portfolio shall remain sufficiently liquid to enable the AVTA to meet all operating requirements, which might be reasonably anticipated. Most investments of AVTA are highly liquid.

- 3(C) the third and last consideration is to achieve a reasonable rate of return or yield consistent with these objectives.

- Yield

Yield is the potential dollar earnings an investment can provide, and also is sometimes described as the rate of return. AVTA attempts to obtain the highest yield possible when selecting an investment, provided that the criteria stated in the Investment Policy for safety and liquidity are met. The AVTA's investment portfolio shall be designed with the objective of achieving a return on the funds under its control throughout budgetary and economic cycles, taking into account the AVTA's investment risk constraints and the cash flow characteristics of the portfolio.

#### **4. DELEGATION OF AUTHORITY**

The Board of Directors of the AVTA holds the authority to invest or reinvest funds of the AVTA or to sell or exchange securities so purchased. Pursuant to the California Government Code Section 53607, the Board of Directors may delegate this authority on a yearly basis to the Executive Director, as the Treasurer of AVTA, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires.

The Director of Finance shall serve as the designated Investment Officer of the Authority and is responsible for investment decisions and activities, under the direction of the Executive Director. In the absence of the Director of Finance, the Executive Director will designate a temporary Investment Officer.

#### **5. RESPONSIBILITY OF INVESTMENT OFFICERS**

Cash management and investment transactions are the responsibility of the Investment Officer. The Investment Officer, acting in accordance with written procedures and

exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

## **6. INDIVIDUALS AUTHORIZED TO UNDERTAKE INVESTMENT TRANSACTIONS**

The following officials are authorized to implement the cash management and investment transactions decisions of the Investment Officer by undertaking investment transactions on behalf of AVTA:

- Executive Director
- Director of Finance
- Finance Supervisor

## **7. PRUDENCE**

AVTA operates its cash investments subject to the "Prudent Investor Standard" which obligates a fiduciary to ensure that:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in the like capacity and familiarity with those matters would use in the conduct of funds of the like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency.

Within the limitations of this standard and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

## **8. SAFEKEEPING**

The investment securities purchased by the Authority shall be held in safekeeping by designated financial institutions. Accounts are currently housed at the following recognized financial institutions:

- Union Bank
- Wells Fargo
- California State Investment Pool (Local Agency Investment Fund or "LAIF").

These institutions shall issue safekeeping receipts to the Agency listing the specific instrument, rate, maturity and other pertinent information.

Safekeeping procedures shall be reviewed annually by the independent auditor. The independent auditor shall conduct random audits of safekeeping and custodial systems.

## **9. ETHICS AND CONFLICTS**

Officers and employees who are directly involved in the investment program shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair the ability to make impartial investment decisions.

## **10. MONITORING AND ADJUSTING THE PORTFOLIO**

The Investment Officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly.

## **11. INTERNAL CONTROLS**

Internal controls shall be reviewed annually by the independent auditor. The Investment Officer shall establish an annual process of independent review by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

## **12. INVESTMENT PROCEDURES**

The Finance Department is responsible for establishing separate investment procedures which adhere to and implement this Statement of Investment Policy.

## **13. REPORTING REQUIREMENTS**

Under the direction of the Executive Director, the Investment Officer shall where applicable, generate a monthly report for management purposes which will include, but not be limited to:

- Type of investment
- Institution
- Date of maturity
- Amount of deposit or cost of security
- Rate of interest
- Statement relating the report to the Statement of Investment Policy
- Statement that there are sufficient funds to meet the next 30 days' obligations

## **14. SHORT-TERM VERSUS LONG-TERM PORTFOLIO**

All funds invested for one day to six months shall be considered short-term. Funds invested for a period in excess of six months shall be considered long-term.

## **15. SHORT-TERM PORTFOLIO DIVERSIFICATION**

The Agency will diversify use of investment instruments to avoid incurring unreasonable risk inherent in overinvesting in specific instruments, individual financial institutions or



maturities.

Diversification by Instrument:

- U.S. Government Securities, or affiliates
- Small Business Administration Loans
- Bankers Acceptance
- Commercial Paper
- Negotiable Certificates of Deposits
- Medium Term Notes
- Repurchase Agreements
- Local Agency Investment Fund (LAIF)
- California Asset Management Program (CAMP)
- California Local Agency Securities System (CLASS)

**16. MATURITY SCHEDULING:**

Investment maturities of operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (e.g. payroll, contractor's payments, lease payments, etc.) and considering sizeable blocks of anticipated revenue (e.g. LTF and Federal operating funds).

**17. LONG-TERM PORTFOLIO DIVERSIFICATION**

Instruments and diversification for the long-term portfolio shall be the same type as for the short-term portfolio, but with longer investment periods (over six months).

Maturity scheduling shall be timed according to anticipated needs.

**18. AUTHORIZED INVESTMENTS (G.C. 53601)**

The average maturity of AVTA's investments should not exceed two-and-one-half years, with no single investment being made for over five years, except with legislative approval as authorized under Section 53601 of the California Government Code. At no time should current cash flow requirements be jeopardized.

AVTA may invest in the following legal investments as defined in Section 53601 of the California Government Code: 53601. This section shall apply to a local agency that is a city, a district, or other local agency that does not pool money in deposits or investments with other local agencies, other than local agencies that have the same governing body. However, Section 53635 shall apply to all local agencies that pool money in deposits or investments with other local agencies that have separate governing bodies. The legislative body of a local agency having money in a sinking fund or money in its treasury not required for the immediate needs of the local agency may invest any portion of the money that it deems wise or expedient in those investments set forth below. A local agency purchasing or obtaining any securities prescribed in this section, in a negotiable, bearer, registered, or nonregistered format, shall require delivery of the securities to the local agency, including those purchased for the agency by financial advisers, consultants, or managers using the agency's funds, by

book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery. For purposes of this section, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the local agency. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase. Where this section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement or securities lending agreement authorized by this section, that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment:

- (a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.
- (b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (d) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- (e) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- (f) Bankers acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days' maturity or 40 percent of the Authority's money that may be invested pursuant to this section. However, no more than 30 percent of the Authority's money may be invested in the bankers acceptances of any one commercial bank pursuant to this section.

This subdivision does not preclude a municipal utility district from investing any money in its treasury in any manner authorized by the Municipal Utility District Act

(Division 6 (commencing with Section 11501) of the Public Utilities Code).

(g) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

(1) The entity meets the following criteria:

- (A) Is organized and operating in the United States as a general corporation.
- (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
- (C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).

(2) The entity meets the following criteria:

- (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
- (B) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.
- (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

Eligible commercial paper shall have a maximum maturity of 270 days or less. Local agencies, other than counties or a city and county, may invest no more than 25 percent of their money in eligible commercial paper. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Counties or a city and county may invest in commercial paper pursuant to the concentration limits in subdivision (a) of Section 53635.

(h) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's money which may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the money are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or any person with investment decision-making authority in the budget office, director of finance's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates

of deposit.

- (i) (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of any securities authorized by this section, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section.
- (2) Investments in repurchase agreements may be made, on any investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.
- (3) Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:
  - (A) The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.
  - (B) The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20 percent of the base value of the portfolio.
  - (C) The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.
  - (D) Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty by way of a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.
- (4) (A) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security may only be made upon prior approval of the

governing body of the local agency and shall only be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.

- (B) For purposes of this chapter, "significant banking relationship" means any of the following activities of a bank:
  - (i) Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness.
  - (ii) Financing of a local agency's activities.
  - (iii) Acceptance of a local agency's securities or funds as deposits.
- (5) (A) "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.
- (B) "Securities," for purpose of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.
- (C) "Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.
- (D) "Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.
- (E) For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.
- (F) For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.
- (j) Medium-term notes, defined as all corporate and depository institution debt

securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency's money that may be invested pursuant to this section.

- (k) (1) Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and that comply with the investment restrictions of this article and Article 2 (commencing with Section 53630). However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily.
- (2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.).
- (3) If investment is in shares issued pursuant to paragraph (1), the company shall have met either of the following criteria:
- (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.
  - (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and with assets under management in excess of five hundred million dollars (\$500,000,000).
- (4) If investment is in shares issued pursuant to paragraph (2), the company shall have met either of the following criteria:
- (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.
  - (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five

years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

- (5) The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include any commission that the companies may charge and shall not exceed 20 percent of the agency's money that may be invested pursuant to this section. However, no more than 10 percent of the agency's funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1).
- (l) Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- (m) Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- (n) Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency's surplus money that may be invested pursuant to this section.

53601.1. The authority of a local agency to invest funds pursuant to Section 53601 includes, in addition thereto, authority to invest in financial futures or financial option contracts in any of the investment categories enumerated in that section.

53601.5. The purchase by a local agency of any investment authorized pursuant to Section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased

either from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Section 5102 of the Financial Code) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

- 53601.6. (a) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.
- (b) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity. However, a local agency may hold prohibited instruments until their maturity dates. The limitation in this subdivision shall not apply to local agency investments in shares of beneficial interest issued by diversified management companies registered under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.) that are authorized for investment pursuant to subdivision (k) of Section 53601.

## **19. DESIGNATED AUTHORIZED INVESTMENTS**

The listing shall be formally designated by AVTA and only investments from this designated list will be authorized.

California State Investment Pool (Local Agency Investment Fund or LAIF {Government Code Section 16429.1 – 16429.3}).

California Asset Management Program (CAMP {Government Code Section 6502; Section 53630; Section 53601 and/or 53635}).

California Local Agency Securities System (CLASS {Government Code Section 6502; Section 53630; Section 53601 and/or 53635}).

Whenever possible, bids and offers for any investment security shall be taken from a minimum of two security dealers/brokers, banks, and/or savings and loans. Awards shall be made to the highest responsible bidder or best offer.

All securities purchased must be held in safekeeping by AVTA's safekeeping agent, currently Bank of America. The securities shall not be held by the dealer or broker from whom they are purchased. Confirmations for all investments will be reviewed for conformity with the actual transactions. All financial institutions, whether investment banks, dealers, commercial banks or savings and loan institutions must be licensed by the National Association of Security Dealers (NASD) and be approved by the Treasurer before they receive AVTA funds or are able to conduct business with AVTA. Prior to approval, each financial institution will be physically visited by the Treasurer and/or his/her designee to meet with the principals of the firm and to inspect their offices for stability and financial capabilities. Further, these visitations will continue periodically,



preferably annually, on an ongoing basis to ensure eligibility (due diligence). All firms with whom AVTA does business will have a strong capital base and be deemed creditworthy before conducting business with such firms. The Treasurer or his/her designee will prescribe minimum standards by which these firms can be judged creditworthy.

Generally, losses are acceptable on a sale of securities prior to maturity and should be taken if (a) the sale proceeds will enhance the overall yield over the life of the new security, or (b) there is a potential imminent risk of principal due to a change in the creditworthiness of the issuer or other factors jeopardizing the propriety or safety and liquidity of public funds.

Where possible, AVTA investments shall be placed, confirmed, held, accounted for, and/or audited by different people.

The Director of Finance/Investment Officer or his/her designee will perform a monthly review of the investment function. This review will consist of:

- Comparison of the investment records to the independent statements and confirmation notices received from brokers, dealers, banks and other financial institutions.
- Review of the contents of the investment portfolio to assure that it conforms with the provisions of this Statement of Investment Policy and the laws of the State of California.
- Review of the financial institutions with whom investments have been made to assure that they have been approved by the Treasurer.



<b>Subject: LOCAL AGENCY INVESTMENT FUND (LAIF) PROCEDURES</b>		
<b>Policy Effective Date: 06/28/2011</b>		<b>Revision/Date: 07/28/2015</b>
<b>Approved: 06/28/2011</b>	<b>Approved by: Board of Directors</b>	<b>Page: 1 of 4</b>

## PURPOSE

This procedure establishes the steps to use the Local Agency Investment Fund for investment purposes, to reconcile monthly activity to the General Ledger and to verify cash on the books with the cash invested with California State Investment Pool (Local Agency Investment Fund or "LAIF").

## BACKGROUND

The Finance Department is responsible for maintaining proper accounting records in regards to all AVTA accounts.

AVTA deposits funds with LAIF as an investment instrument.

This procedure provides appropriate documentation relating to the investment of funds in LAIF.

## EXECUTIVE DIRECTOR and DIRECTOR OF FINANCE

The Executive Director, Director of Finance, Chairman, and the Vice Chairman may approve the investment, withdrawal or transfer of funds to/from LAIF. Financial institutions will be notified by phone and in writing immediately regarding the separation of employees that were formerly authorized.

## FINANCE SUPERVISOR

In the absence of the Director of Finance, the Finance Supervisor can also approve the investment or withdrawal of funds from LAIF and can make transfers to or from the LAIF account.

The Finance Supervisor prepares a memo of "General Funds Transfer" (Attachment A) and gives it to the Director of Finance for filing. **Only authorized personnel may gain access to the binder.**

## PROCEDURE

The institutions involved in inter-bank transfers are to be notified the day prior to the date of a request of a transfer of funds. The following procedures guarantee same day credit to LAIF, Wells Fargo, or the appropriate AVTA account at Bank of America.

**Funds Transfer from LAIF to Bank of America**

1. Finance Supervisor prepares a memo of "General Funds Transfer" and gives to the Director of Finance by 9:30 am.
2. For a LAIF withdrawal, notify LAIF and fill in the information on the LAIF Log Sheet (Attachment B). **THE DEADLINE TO CALL LAIF IS 10:00 AM.**

**Funds Transfer from Bank of America or Wells Fargo to LAIF**

1. The Finance Supervisor prepares a memo for "General Funds Transfer" and gives it to the Director of Finance by 9:30 am.
2. Contact LAIF at (916) 653-3001 to advise them of the deposit and the account it is coming from. Provide the PIN #. Fill in the proper information in the LAIF log sheet (Attachment B). Get a confirmation number and the daily percentage yield. **THE DEADLINE TO CALL LAIF IS 10:00 AM.**
3. Contact Union Bank Wires Services at (800) 922-9473, Option 1, to arrange the transfer to LAIF. Both the AVTA Bank Account number and the LAIF confirmation number and date of deposit are provided to Union Bank as part of the transfer process.  
**THE DEADLINE TO CALL UNION BANK TO INITIATE A WIRE IS 2:00 PM.**
4. Union Bank will give a verbal verification of transaction; written notes regarding the verbal verification should be included with the transfer documents to complete the transaction audit process.

**Reconciliation**

The Finance Supervisor posts deposits and withdrawals to the LAIF Account (10161) and verifies that the LAIF statement and the General Ledger account reconcile properly.

**ATTACHMENTS**

- A – General Funds Transfer Memo (copy)
- B – LAIF Statement – March 31, 2014 (copy)

ATTACHMENT A

Antelope Valley Transit Authority

Transfer of Funds

Account Description	Account Number	Amounts	
		Debit	Credit
Cash on Hand - General	0011000		
Cash on Hand - Customer Service	0011001		
Bank - General	0051000		
Bank - Payroll	0051001		
Bank - Internet Sales	0051002		
Bank - Accounts Payable	0051003		
LAIF- Cap Reserve	0101000		
CD - Union Bank	0101001		
CD - Wells Fargo Bank	0101002		
		0.00	0.00

**Investment Balances:**

Before Transfer 0.00  
After Transfer 0.00

Effective Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Transferred by: \_\_\_\_\_ Date: \_\_\_\_\_

For Investments, if applicable:
Interest Rate: _____
Investment Date: _____
Maturity Date: _____

ATTACHMENT B



JOHN CHIANG  
California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name ANTELOPE VALLEY TRANS AUTH  
Account Number 40-19-036

As of 04/15/2014, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2014.

Earnings Ratio		.00000631639966506
Interest Rate		0.23%
Dollar Day Total	\$	350,407,649.30
Quarter End Principal Balance	\$	4,946,111.56
Quarterly Interest Earned	\$	2,213.31





**DATE:** July 28, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Amended Conflict of Interest Code and Resolution No. 2015-009

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**RECOMMENDATION**

That the Board of Directors adopt Resolution No. 2015-009 (Attachment B) approving the amended Conflict of Interest and Disclosure Code and rescinding in its entirety the current Conflict of Interest Code, Resolution No. 2014-001, adopted in 2014.

**FISCAL IMPACT**

Adopting the resolution does not have any fiscal impact on the AVTA.

**BACKGROUND**

The Political Reform Act, California Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. AVTA's current Conflict of Interest Code required an amendment to reflect changes in staff job titles, the addition of three positions, and deletion of the Director of Administrative Services position as indicated on page 2 of the Board of Supervisors (BOS) staff report (Attachment A). The Amended Conflict of Interest Code and Disclosure Code for AVTA was approved by the BOS during their meeting on April 14, 2015.

Prepared by:

Submitted by:

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Karen Darr  
Clerk of the Board

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Len Engel  
Executive Director

Attachments: A – BOS Staff Report  
B – Resolution No. 2015-009



**PATRICK OGAWA**  
ACTING EXECUTIVE OFFICER

# COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 633-5100

MEMBERS OF THE BOARD

- HILDA L. SOLIS
- MARK RIDLEY-THOMAS
- SHEILA KUEHL
- DON KNABE
- MICHAEL D. ANTONOVICH

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

April 14, 2015

15 April 14, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

Dear Supervisors:

### CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

#### SUBJECT

Approval of the Conflict of Interest and Disclosure Codes.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the Conflict of Interest and Disclosure Codes for the Antelope Valley Transit Authority; Coroner, Department of; County Counsel, Office of; District Attorney; Lawndale Elementary School District; Los Angeles Community College District; Metropolitan Transportation Authority (MTA); Registrar-Recorder/County Clerk; Rosemead School District; Treasurer and Tax Collector; West Basin Municipal Water District; and Wiseburn School District to be effective the day following your Board's approval.

#### PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County.

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest and Disclosure Code. The Board of Supervisors must approve the code before it can take effect.

Pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances.

### **Implementation of Strategic Plan Goals**

Approval of the attached codes broadly supports the County Strategic Goal of Operational Effectiveness/Fiscal Sustainability.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

### **FISCAL IMPACT/FINANCING**

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below.

#### **SUBSTANTIVE CHANGES:**

(Antelope Valley Transit Authority)

- Deletes Director of Administrative Services from the code due to reorganization.
- Changes the titles of four (4) positions.
- Reduces the disclosure for two (2) positions.
- Adds Facilities Superintendent; Director of Communications; and Project Engineer to the code.

(Coroner, Department of)

- Incorporation page is modified to reflect those positions that will file directly with the Executive Office.
- Exhibit "A" wording is modified within category 5.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Deletes Director, Department of the Coroner from the code due to structural reorganization.



The Honorable Board of Supervisors

4/14/2015

Page 3

- Changes the titles of two (2) positions.
- Adds Chief Deputy, Coroner to the code.

(County Counsel, Office of)

- Adds Information Technology Specialist I to the code.

(District Attorney)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Adds a new disclosure category and renumbers an existing category.
- Changes the titles of three (3) positions.
- Changes the disclosure category of one (1) position.
- Adds Assistant Program Administrator, Victim-Witness Assistance; and Information Technology Manger I to the code.

(Lawndale Elementary School District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "A" wording is clarified within categories 5 & 6.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Changes the title of one (1) position.
- Expands the disclosure for one (1) position.

(Los Angeles Community College District)

- Adds Manager, College Information Systems; and SFP-Program Director to the code.

(Metropolitan Transportation Authority (MTA))

- Revises the code by adding, deleting, and changing the titles of numerous positions in the code due to reorganizational changes since the last code revision.

(Registrar-Recorder/County Clerk)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "A" wording is modified within category 5.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.

- Changes the titles of two (2) positions.
- Adds Information Technology Specialist I to the code.

(Rosemead School District)

- Changes the title of one (1) position.

(Treasurer and Tax Collector)

- Exhibit "A" wording is modified within category 5.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Deletes Financial Analyst, Investments; Head Staff Services, Personal Property, P.A.; Principal Cash Systems Analyst, Cash Management; and Senior Accounting System Analyst, Internal Controls from the code due to reorganization.
- Expands the disclosure of one (1) position.
- Adds Management Fellow; Supervising Tax and License Field Inspector; and Tax and License Field Inspector to the code.

(West Basin Municipal Water District)

- Changes the titles of ten (10) positions.
- Expands the disclosure for one (1) position.
- Adds Operations Analyst; Operations Engineer; Records Management Coordinator; and Senior Operations Engineer to the code.

(Wiseburn School District)

- Changes the name of the agency to Wiseburn Unified School District.
- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit "A" wording is clarified within categories 5 & 6.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Adds Director of Facilities Planning to the code.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency's

The Honorable Board of Supervisors

4/14/2015

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code to disclose appropriate economic interests.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patrick Ogawa". The signature is fluid and cursive, with a long horizontal stroke at the end.

PATRICK OGAWA

Acting Executive Officer, Board of Supervisors

PO:kw

Enclosures

c: Interim Chief Executive Officer  
County Counsel

BOARD OF DIRECTORS  
ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2015-009

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT  
AUTHORITY ADOPTING AN AMENDED CONFLICT OF INTEREST AND DISCLOSURE  
CODE

WHEREAS, the Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and to promulgate conflict of interest codes; and

WHEREAS, pursuant to said Act, the Authority desires to incorporate by reference the attached amended Conflict of Interest and Disclosure Code, as amended, previously adopted by the Los Angeles County Board of Supervisors. This Code includes Exhibit A, setting forth the disclosure categories, and Exhibit B, setting forth the designated positions within the Authority and their disclosure obligations.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

**Section 1.** The Board of Directors of the Antelope Valley Transit Authority hereby adopts the amended Conflict of Interest and Disclosure Code of the Antelope Valley Transit Authority in the form attached to this Resolution.

**Section 2.** A certified copy of this Resolution, including the attached Conflict of Interest and Disclosure Code of the Antelope Valley Transit Authority, shall be forwarded to the Los Angeles County Board of Supervisors.

**Section 3.** Resolution No. 2014-001 is rescinded in its entirety.

PASSED, APPROVED and ADOPTED this 28th day of July 2015.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marv Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Len Engel, Interim Board Secretary

\_\_\_\_\_  
Lancaster City Attorney as Special Counsel  
Allison E. Burns

Conflict of Interest Code  
of the

**ANTELOPE VALLEY TRANSIT AUTHORITY**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Governing Board Members, Alternate Board Members and Executive Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **ANTELOPE VALLEY TRANSIT AUTHORITY**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote for clarification.)

# ANTELOPE VALLEY TRANSIT AUTHORITY

## EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members	1, 2, 3
Alternate Board Members	1, 2, 3
Executive Director	1, 2, 3
General Counsel	1, 2, 3
Director of Finance	2, 3
Director of Operations & Maintenance	2, 3
Director of Communications	4
Project Engineer	4
Grants Administrator	4
Fleet & Facilities Manager	4
Facilities Superintendent	4
Senior Planning Officer	4
Procurement and Contracts Officer	4
Information Technology Supervisor	4
Community Outreach Specialist	4
Consultants/New Positions*	5

**ANTELOPE VALLEY TRANSIT AUTHORITY**

**EXHIBIT "B" (Cont'd)**

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

**EFFECTIVE DATE: 04/15/2015**





**DATE:** July 28, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Award Contract #2015-48 to Creative Bus Sales, Inc. for Three Replacement ADA Ramped Road Supervisor Vehicles

---

#### **RECOMMENDATION**

That the Board of Directors authorize the executive director to execute Contract #2015-48 for three replacement ADA ramped road supervisor vehicles to Creative Bus Sales, Inc., of Chino, CA, for the amount of \$140,400.25, plus applicable sales tax.

#### **FISCAL IMPACT**

Sufficient grant funds have been included in the FY16 Business Plan to pay for this purchase.

#### **BACKGROUND**

AVTA's fleet is replaced at varying intervals, in accordance with FTA's guidelines listed in Code of Federal Regulations (CFR), Title 49, Volume 7, Parts 614.101 - Transportation Infrastructure Management, and the Authority's approved replacement plan. These units have reached their end of life according to FTA and need to be replaced. Staff created specifications for this purchase and included meet FTA's "Buy America Act" requirements shown in CFR Title 49, Part 661.13 - Grantee Responsibility. The replacement of these vehicles will require less maintenance and aid the Authority in lower overall operational costs.

AVTA released an Invitation for Bids (IFB) on May 26, 2015. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. Prior to issuance of the IFB, the Board and TAC members were notified and asked to submit any recommendations for potential vendors. The local Chambers of Commerce and Antelope Valley Board of Trade were also notified via their respective newsletters and email lists; a total of three California firms were notified via email with the IFB attached.

Staff held an optional pre-bid conference on June 8, 2015, with no firms attending. The IFB opened on June 22, 2015. Of the three firms that received the IFB, only one (1) bid was received. The responding firm and respective bid amount are listed in the table below.

Firm	Location	Bid Price
Creative Bus Sales, Inc.	Chino, CA	\$140,400.25, plus applicable sales tax.

Creative Bus Sales bid response was evaluated and pricing was found to be fair and reasonable. Based on the bid received, the review of requisite documents submitted and the validation of references, staff is recommending that the Board approve a contract with Creative Bus Sales, Inc., of Chino, CA.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Len Engel  
Executive Director



**DATE:** July 28, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Senior Subsidy Grant Program

---

**RECOMMENDATION**

That the Board of Directors consider developing the Senior Subsidy Grant Program and implement by September 1, 2015, but delay implementation of a College Special Service until additional buses are available in the summer of 2016.

**FISCAL IMPACT**

The Senior Subsidy Grant Program (SSGP) could generate revenue ranging from \$100,000 to \$400,000 during its first year of implementation, depending on the level of participation. The potential revenue could be used to cover expenses related to providing a Special College Service which would cost approximately \$252,000 annually. This cost estimate assumes 180 days of service, using two buses on 60 minute headways, with a 9% farebox recovery ratio. It's important to note, there are not two buses available for this service at present. There is no identified funding for future years; however, there is the possibility of another grant from the Antelope Valley Air Quality Management District (AVAQMD) should the program be successful and funding remain available.

**BACKGROUND**

At the June 23, 2015 board meeting, staff was directed to develop a Senior Subsidy Grant Program for review and board discussion. The program would provide free annual bus passes to senior citizens using grant funding from the AVAQMD along with matching funds from each participating jurisdiction. Attachment A provides an overview of the proposed program which is patterned after one currently provided by the City of Riverside.

Attachment A also includes the approximate number of unique senior passengers riding the Local Transit Service. The estimate was provided by Nelson/Nygaard Consulting Associates using survey data obtained from the recently conducted Title VI Analysis. The estimated number of unique senior passengers is significant in order to determine the financial impact of providing annual passes to the valley's senior population.

A proposal to create a Special College Service has also been included in this subsidy program which would require a matching contribution from Antelope Valley College in order to move the program forward. In order to establish a special service between the two college campuses, AVTA would need to eliminate existing service to free up buses. If the agency were to wait until the fall of 2016, additional buses would be available to implement the service without eliminating current service.

Prepared by:

Submitted by:

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Wendy L. Williams  
Director of Communications

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Len Engel  
Executive Director

Attachments:

A – Senior Subsidy Grant Program Overview  
B - AVAQMD Grant Award

## Senior Subsidy Grant Program Overview

### **Purpose:**

The Senior Subsidy Grant Program (SSGP) is a subsidy program for eligible seniors of participating jurisdictions in the Antelope Valley. The SSGP would provide free annual bus passes to qualified seniors as a means to incentivize them to ride the bus rather than drive cars, thereby reducing air pollution.

### **Effective Date:**

September 1, 2015

### **Program:**

The Senior Subsidy Grant Program (SSGP) is an air quality program supported by AB2766 funds provided by the Antelope Valley Air Quality Management District (AVAQMD) with matching funds from participating jurisdictions. The AVAQMD Board of Director has approved authorizing a total of \$200,000 in grant funding to offset the cost of the subsidy program with the understanding that participating jurisdictions will contribute matching funds. The program will be administered by AVTA on behalf of the participating jurisdictions via a third party contract.

The \$200,000 grant award also includes a set aside of \$50,000 to offset the cost of an express service between Antelope Valley College (AVC) in Lancaster and its satellite campus in Palmdale. A matching contribution from AVC is also a requirement associated with this funding.

Any unused funds would go toward the purchase of electric buses for AVTA which is permissible under AB2766.

### **Eligibility Requirement:**

Eligibility is determined by a participant's place of residence. A current California Driver's License or California Identification Card shall be presented at the time the annual bus pass request is made. The address and birthdate will be reviewed to confirm the customer lives within a participating jurisdiction and is 65+ years of age. Registrants shall also provide proof of residence within the participating jurisdiction by presenting a current utility bill or other similar documentation that verifies the senior's current address.

### **Issuance of Passes:**

Participating jurisdictions shall contract with the Antelope Valley Transit Authority (AVTA) to administer the SSGP. All subsidized Annual Bus Passes shall be issued by AVTA staff at the main office located at the following address:

Antelope Valley Transit Authority  
42210 6<sup>th</sup> Street West (  
Lancaster, CA 93534

Qualified seniors will be entitled to a free Annual Bus Pass that is activated from the date of purchase. A qualified senior must be in possession of a Reduced Fare TAP card in order to facilitate the loading of an Annual Bus Pass onto the smart card. The pass will be loaded directly onto the senior's TAP card after eligibility has been determined. The TAP card uses picture identification to verify the appropriate cardholder is in possession of the Reduced Fare card, thus enabling fare fraud to be identified by sheriff personnel during fare enforcement efforts. Abuse of this program will result in the exclusion from future participation.

**Financial Overview:**

The Annual Bus Pass will be made available to all seniors at a cost of \$250. Those who qualify under the Senior Subsidy Grant Program would receive the Annual Bus Pass for free as long as funds remain available. The AVTA staff will log each fare subsidy transaction and prepare a monthly invoice for each participating jurisdiction in order to receive reimbursement for the issued passes. The program will conclude after all funds are exhausted and resume if another round of grant funding becomes available through AVAQMD.

The number of seniors who would qualify for the subsidy is estimated at 756 annually. This figure was determined by Fare Study consultant, Nelson Nygaard, who relied on the recent Title VI survey of Local Transit passengers to come up with an approximation. The following is an approximate breakdown according to each jurisdiction.

53% in Lancaster – 400 Qualified Seniors - \$100K  
40% in Palmdale - 302 Qualified Seniors - \$76K  
7% in Los Angeles County - 54 Qualified Seniors - \$13K

All remaining grant funds will be earmarked to purchase additional electric vehicles.

**Lost or Stolen Passes:**

A qualifying resident is only entitled to one annual pass a year. If the pass is lost or stolen it is the responsibility of the card holder to contact TAP's regional office to deactivate the card. AVTA Customer Service Representatives can assist with this process. TAP administrators will then send the passenger another TAP Card with the annual bus pass loaded for a fee of five dollars. The jurisdictions are not responsible for lost or stolen TAP cards. Abuse of this program will result in the exclusion from future participation in the program.

**Antelope Valley College Express Service:**

The AVAQMD grant also provides \$50,000 for a Special College Service between Antelope Valley College in Lancaster and its satellite campus in Palmdale. The only stipulation is that matching funds must be obtained from the college to move forward with service. The following is a cost breakdown associated with Special College Service:

College Service 254 days / 30 min. — 4 buses — \$781K

College Service 254 days / 60 min. — 2 buses — \$390K

College Service 180 days / 30 min. — 4 buses — \$553K

College Service 180 days / 60 min. — 2 buses — \$277k

It is important to note, the AVTA does not currently have two extra buses to provide for a new service. In order to add service between the Palmdale and Lancaster community college campuses, AVTA would need to eliminate existing service.

**\*\*\*SUPPLEMENTAL AGENDA\*\*\***

**Antelope Valley Air Quality Management District  
Governing Board  
July 21, 2015**

**10:30 A.M.**

**LOCATION  
AVAQMD District Offices  
43301 Division Street, Suite 206  
Lancaster, CA 93535**

**SUPPLEMENT TO DISCUSSION CALENDAR (to follow item #10)**

#S-1. Rescind grant award of up to \$200,000 in available Mobile Source Emissions Reduction Program funds (AB2766) to be awarded to the Antelope Valley Transit Authority (AVTA) and redesignate funds to a program for the development of public transit resources in the Antelope Valley. Direct and authorize Deputy Director – Antelope Valley Operations to develop program in accordance with AB2766 guidelines. Presenter: Bret Banks.

IF YOU CHALLENGE ANY DECISION REGARDING ANY OF THE LISTED PROPOSALS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED DURING THE PUBLIC TESTIMONY PERIOD REGARDING THAT PROPOSAL, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE GOVERNING BOARD AT, OR PRIOR TO, THE PUBLIC HEARING.

DUE TO TIME CONSTRAINTS AND THE NUMBER OF PERSONS WISHING TO GIVE ORAL TESTIMONY, TIME RESTRICTIONS MAY BE PLACED ON ORAL TESTIMONY REGARDING THE ABOVE PROPOSALS. YOU MAY WISH TO MAKE YOUR COMMENTS IN WRITING TO ASSURE THAT YOU ARE ABLE TO EXPRESS YOURSELF ADEQUATELY.

**Mailed & Posted: Thursday, July 16, 2015**



**MINUTES OF THE GOVERNING BOARD  
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT  
LANCASTER, CALIFORNIA**

*AGENDA ITEM S-1*

**DATE:** July 21, 2015

**RECOMMENDATION:** Rescind grant award of up to \$200,000 in available Mobile Source Emissions Reduction Program funds (AB2766) to be awarded to the Antelope Valley Transit Authority (AVTA) and redesignate funds to a program for the development of public transit resources in the Antelope Valley. Direct and authorize Deputy Director – Antelope Valley Operations to develop program in accordance with AB2766 guidelines.

**SUMMARY:** This item rescinds a previous award \$200,000 in available Mobile Source Emissions Reduction Program funds (AB2766) to the AVTA and authorizes the use of the funds to create a matching fund for the development of public transit programs and infrastructure.

**BACKGROUND:** On June 16, 2015, the AVAQMD awarded a grant of up to \$200,000 to AVTA contingent upon the receipt of matching funds from the AVTA member agencies and/or the Antelope Valley College (AVC). Subsequent to the award, it was determined that a direct grant was not the most efficient and expedited method by which to implement the Governing Board's intent.

Therefore, the AVAQMD wishes to take the previously awarded \$200,000 in AB2766 funds and create a matching fund program for the support of public transit programs and infrastructure in the Antelope Valley. AVTA member agencies and/or the AVC may provide funds for public transit electric vehicle infrastructure, including electric bus purchase and/or programs to increase ridership, including but not limited to fare subsidies for seniors and disabled persons. Upon receipt of the authorization for the provision of funds from the AVTA member agency and/or the AVC, the AVAQMD will provide funds from this program to the authorizing agency as a match on a dollar for dollar basis not to exceed \$200,000. The authorizing agency will be responsible for providing appropriate documentation to the AVAQMD that the purchase and/or supported program meet the guidelines of the AB2766 program. Payments from the program will be ~~contingent upon receipt of an appropriate amount of AB2766 funds by the AVAQMD.~~

The Deputy Director – Antelope Valley Operations is directed and authorized to develop the program in accordance with the applicable AB2766 guidelines

cc: Jean Bracy  
Laquita Cole  
Michelle Powell  
Julie McKeenan

**MINUTES OF THE GOVERNING BOARD  
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT  
LANCASTER, CALIFORNIA**

*AGENDA ITEM S-1*

**PAGE 2**

**REASON FOR RECOMMENDATION:** Governing Board approval is necessary to rescind the existing AB2766 grant award and create a new program.

**REVIEW BY OTHERS:** This item was reviewed by Karen Nowak, District Counsel as to legal form and by Bret Banks, Deputy Director – Antelope Valley Operations on or about July 15, 2015

**FINANCIAL DATA:** Funds are reflected in the FY 2014-2015 Budget. No increase in appropriation is anticipated.

**PRESENTER:** Bret Banks.



**DATE:** July 28, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Approval of Executive Director Employment Agreement

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#### **RECOMMENDATION**

That the Board of Directors approve the final terms and conditions as detailed in Attachment A and execute the final Executive Director Employment Agreement with Len Engel.

#### **FISCAL IMPACT**

Approval of this employment agreement will not have a significant fiscal impact as salaries and wages included in the FY16 Business Plan are sufficient to cover all costs associated with the Executive Director Employment Agreement.

#### **BACKGROUND**

At the January 27, 2015 Board of Directors meeting, former Executive Director Julie Austin submitted her intention to retire effective April 5, 2015. During the closed session portion of the January meeting, a selection committee comprising of then Vice Chairman Crist, Director Hofbauer, and Director Knippel was established to oversee the search for Ms. Austin's replacement.

The proposed agreement for the selected candidate is attached and outlines the primary terms and conditions (Attachment A).

Submitted by:

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Allison Burns  
Special Counsel

Attachment: A – Executive Director Employment Agreement

**EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

**ANTELOPE VALLEY TRANSIT AUTHORITY**

THIS EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT (“Agreement”) is made effective as of \_\_\_\_\_ (“Effective Date”) by and between the ANTELOPE VALLEY TRANSIT AUTHORITY (“AUTHORITY”) and LEN ENGEL (“ENGEL”).

**RECITALS**

WHEREAS, the AUTHORITY is a transit agency created under a Joint Exercise of Powers Agreement (“JPA”) between and among the County of Los Angeles and the Cities of Palmdale and Lancaster, CA;

WHEREAS, the JPA provides for the position and duties of Transit Director (“EXECUTIVE DIRECTOR”);

WHEREAS, ENGEL has acquired experience in the public transit area and has an extensive background in and knowledge of the business the AUTHORITY is engaged in;

WHEREAS, the AUTHORITY’s BOARD OF DIRECTORS (“BOARD”) desires to employ ENGEL as EXECUTIVE DIRECTOR, and ENGEL desires to accept such employment, in accordance with the following terms and conditions.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. THE AUTHORITY, JOB DUTIES AND RESPONSIBILITIES OF EXECUTIVE DIRECTOR**

1.01 Authority. The AUTHORITY shall employ ENGEL as its EXECUTIVE DIRECTOR with full powers and authority to manage and conduct the business of the AUTHORITY, subject to the JPA, Bylaws, directives and policies set by the BOARD, and all other applicable Federal, State and local laws.

1.02 Duties/Responsibilities. As EXECUTIVE DIRECTOR, ENGEL will report to the BOARD and will be responsible for managing and conducting the day-to-day business of the AUTHORITY. The duties of the EXECUTIVE DIRECTOR are primarily to lead and coordinate the technical and administrative office of the AUTHORITY, and to be responsible to the BOARD for proper administration of all affairs of the AUTHORITY, subject to the JPA, Bylaws, directives and policies set by the BOARD, and all other applicable Federal, State and local laws. ENGEL shall devote his full energies, interest, abilities and productive time to the performance of those duties and responsibilities as set forth in the JPA and as may be from time to time assigned to him by the BOARD.

1.03 Modification. The BOARD reserves the right to modify ENGEL's position and duties at any time in its sole and absolute discretion, provided that the duties assigned to ENGEL are consistent with the JPA and the position of EXECUTIVE DIRECTOR, and that ENGEL continues to report to the BOARD.

## **2. TERM**

2.01 Base Term. This Agreement shall commence on the Effective Date and shall expire on July 1, 2017 unless extended pursuant to subsection 2.02 below or terminated pursuant to Section 6 below.

2.02 Extension. On a recurring basis, the term of this Agreement shall automatically be extended for one (1) year unless either party cancels the automatic extension by giving written notice to the other party no less than six (6) months in advance of the then-current expiration date. In the event either party cancels the automatic extension, ENGEL shall be entitled to receive only the base salary then in effect, prorated to the date of expiration. ENGEL shall not be entitled to a severance payment in accordance with subsection 6.06 below, and all other AUTHORITY obligations to ENGEL pursuant to this Agreement shall be extinguished upon expiration, except as may be required by law.

2.03 Post Employment. Should ENGEL exercise his right to cancel this contract effective July 1, 2017, and he has recruited and mentored a suitable replacement for his position that is acceptable to the AUTHORITY, the AUTHORITY shall retain his services as an on-call consultant for a period not less than six months, or through December 31, 2017, pursuant to a separate agreement to be negotiated in good faith. The monthly retainer amount payable to ENGEL shall be \$5,000, payable within ten days of the end of the preceding month.

## **3. PLACE OF PERFORMANCE**

3.01 Requirement. Unless the parties agree otherwise in writing, ENGEL shall perform the services of EXECUTIVE DIRECTOR at the AUTHORITY's principal place of business, and when required, shall perform the duties of EXECUTIVE DIRECTOR at other locations within the County of Los Angeles, including the Cities of Lancaster and Palmdale.

## **4. COMPENSATION AND BENEFITS**

4.01 Base Salary. As compensation for ENGEL's employment and performance of his duties, the AUTHORITY shall pay ENGEL a base salary of One Hundred Sixty Five Thousand Dollars (\$165,000.00) per year payable in accordance with the normal payroll practices of the AUTHORITY, less required deductions for State and Federal withholding taxes and all other employment taxes and payroll deductions.

4.02 Annual Performance and Salary Review. The BOARD shall annually review the performance of ENGEL. Based upon the BOARD's evaluation of the specific performance of ENGEL against BOARD-approved goals and objectives, the BOARD shall determine an appropriate salary adjustment and/or incentive pay, if any. Upon satisfactory performance, the BOARD shall give due consideration to a merit increase and/or incentive pay of up to ten percent (10%) of the base salary. Any salary adjustment or incentive pay award will be made by the BOARD in its sole and absolute

discretion. Any such adjustment shall be based on ENGEL'S performance from the Effective Date to the one-year anniversary of the Effective Date.

4.03 EXECUTIVE DIRECTOR Annual Objectives. The BOARD shall annually evaluate and base an appropriate salary adjustment, if any, for ENGEL on its sole opinion and absolute discretion regarding how well ENGEL has performed to date against goals and objectives set by the BOARD. The BOARD may from time to time provide additional goals for ENGEL to achieve during the contract year and will evaluate ENGEL's performance based on his achievement of the goals. Agreed upon goals are set forth in Exhibit C.

4.04 Fringe Benefits - ENGEL will be eligible for the fringe benefits set forth in the attached Exhibit A.

## **5. REIMBURSEMENT OF BUSINESS & MOVING EXPENSES**

5.01 Business Expenses - ENGEL shall be reimbursed for all necessary and reasonable, out-of-pocket business expenses incurred in the performance of his duties on behalf of the AUTHORITY.

5.02 Expense Reports. To obtain reimbursement, ENGEL shall promptly submit expense reports to the AUTHORITY with appropriate supporting documentation in accordance with the AUTHORITY's policies for the reimbursement of out-of-pocket expenses.

## **6. TERMINATION**

6.01 Termination For Cause by the AUTHORITY. The AUTHORITY may terminate this Agreement at any time for cause. For the purposes of this subsection 6.01, "cause" is defined as: (i) conviction of (or pleading nolo contendere to) or indictment for a felony, a crime of moral turpitude, dishonesty, breach of trust or unethical business conduct, or any crime against or otherwise involving the AUTHORITY; (ii) willful and continued neglect in the performance of duties; (iii) engagement in willful misconduct, fraud, misappropriation, or embezzlement; (iv) willful and continued failure to adhere to the lawful directions of the BOARD or AUTHORITY policies and practices; and (v) material breach of this Agreement. "Cause" shall not exist except upon the AUTHORITY's written notice to ENGEL following the occurrence of any of the events described in the preceding sentence and, if the occurrence involves an event described in clauses (ii) through (v), ENGEL's failure to cure the breach within thirty (30) days of such notice. In the event this Agreement is terminated by the AUTHORITY for cause, ENGEL shall be entitled to receive only the base salary then in effect, prorated to the date of termination. ENGEL shall not be entitled to a severance payment in accordance with subsection 6.06 below, and all other AUTHORITY obligations to ENGEL pursuant to this Agreement shall be extinguished except as may be required by law.

6.02 Termination For Convenience by the AUTHORITY. The AUTHORITY may terminate this Agreement at any time for convenience upon six (6) months' written notice to ENGEL. In the event this Agreement is terminated by the AUTHORITY for convenience, ENGEL shall be entitled to a severance payment in accordance with subsection 6.06 below.

6.03 Termination For Cause by ENGEL. ENGEL may terminate this Agreement at any time for cause. For purposes of this subsection 6.03, "cause" is defined as the occurrence of either of the following events: (i) the BOARD's decision to limit ENGEL to duties with materially less authority than the duties of the EXECUTIVE DIRECTOR; or (ii) the AUTHORITY's material breach of this Agreement. "Cause" shall not exist unless the AUTHORITY fails to cure such event within thirty (30) days following notice by ENGEL. In the event ENGEL terminates this Agreement for cause, ENGEL shall be entitled to receive a severance payment in accordance with subsection 6.06 below.

6.04 Termination for Convenience by ENGEL. ENGEL may terminate this Agreement for convenience at any time upon sixty (60) days written notice to AUTHORITY. In the event this Agreement is terminated by ENGEL for convenience, ENGEL shall not be entitled to a severance payment.

6.05 Termination by Mutual Consent. The parties may by mutual written consent terminate this Agreement at any time. In the event this agreement is terminated by mutual consent, ENGEL shall not be entitled to receive a severance payment in accordance with subsection 6.06 below, and all other AUTHORITY obligations to ENGEL pursuant to this Agreement shall be extinguished except as may be required by law.

6.06 Severance Payment. If ENGEL is entitled to a severance payment under this Agreement, such entitlement shall be contingent upon ENGEL's execution of a full release of known and unknown claims against the BOARD and the AUTHORITY. The severance payment shall be paid in a lump sum and shall be the amount of ENGEL's then-current monthly salary multiplied by the number of months remaining in the term of this Agreement, or multiplied by twelve (12), whichever is less. Notwithstanding any other provision of this Agreement, the severance payment shall not exceed the limitations provided in California Government Code Section 53260 et seq.

## **7. CONFLICTS OF INTEREST**

7.01 Prohibition. ENGEL shall not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with the AUTHORITY. If the BOARD reasonably believes that such a conflict exists, the BOARD may direct ENGEL to discontinue the other work. ENGEL's failure to promptly comply with such direction shall constitute a material breach of this Agreement.

## **8. DISPUTE RESOLUTION**

8.01 Process. The parties agree to resolve any disputes related to this Agreement in accordance with the attached Exhibit B.

## **9. GENERAL PROVISIONS**

9.01 Successors and Assigns. The rights and obligations of the AUTHORITY under this Agreement shall inure to the benefit of and shall be binding upon the successors and assigns of the AUTHORITY. ENGEL shall not be entitled to assign any of his rights or obligations under this Agreement.

9.02 Waiver. Either party's failure to enforce any provision of the Agreement shall not in any way be construed as a waiver of any such provision, or prevent the party thereafter from enforcing each and every other provision of this Agreement.

9.03 Attorney's Fees. Each side will bear its own attorney's fees in any dispute arising out of, or in any way related to, the Agreement, except as may be required by law.

9.04 Severability. In the event any portion of the Agreement is found to be unenforceable by an arbitrator or court of competent jurisdiction, such provision shall be deemed modified to the extent necessary to allow enforceability of the provision as so limited, it being intended that the parties shall receive the benefit contemplated herein to the fullest extent permitted by law. If a deemed modification is not satisfactory in the judgment of such arbitrator or court, the unenforceable provision shall be deemed deleted, and the validity and enforceability of the remaining provisions shall not be affected thereby.

9.05 Interpretation. The headings set forth in this Agreement are for convenience only and shall not be used in interpreting the Agreement. This Agreement has been drafted by and both parties have participated in the negotiation of the terms of this Agreement. Furthermore, by signing this Agreement, ENGEL acknowledges he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and therefore, the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party, shall not be employed in the interpretation of this Agreement.

9.06 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California.

9.07 Notices. Any notice required or permitted by this Agreement shall be in writing and shall be delivered as follows with notice deemed given as indicated: (i) by personal delivery upon receipt; (ii) by overnight courier upon written verification of receipt; (iii) by telecopy or facsimile transmission upon acknowledgment of receipt of electronic transmission; or (iv) by certified or registered mail, return receipt requested upon verification of receipt.

**THE PARTIES HAVE READ THE FOREGOING AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.**

**WHEREFORE, THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE DATES SHOWN BELOW.**

Dated: \_\_\_\_\_, 2015

\_\_\_\_\_  
Marvin Crist  
Chairman

Dated: \_\_\_\_\_, 2015

\_\_\_\_\_  
LEN ENGEL  
EXECUTIVE DIRECTOR



**EXHIBIT A**  
**FRINGE BENEFITS**

Commencing on the Effective Date, ENGEL shall be entitled to receive the following fringe benefits.

1. The AUTHORITY shall provide and pay for one hundred percent (100%) of all premiums for dental, vision, and PPO or HMO health insurance with an AUTHORITY provider for ENGEL and his dependents.
  2. The AUTHORITY shall provide and pay for Life Insurance in the amount of one and one half times ENGEL's annual salary through the AUTHORITY's group term life insurance policy.
  3. ENGEL shall be entitled to compensated time off for each year of the Agreement as follows: eighteen (18) working days of compensated time off credited as of the Effective Date and annually thereafter for each year of employment. ENGEL may accumulate up to a maximum of 208 hours of unused compensated time off. ENGEL shall be entitled to cash out accumulated compensated time off in an amount equal to his annual allocation per calendar year. Upon termination of the Agreement, for any reason, ENGEL will be compensated for any accrued, but unused, compensated time off at his then rate of pay. Except as specifically contained herein, all other provisions of the AUTHORITY's Human Resources Manual relating to vacation and sick leave shall apply to ENGEL.
  4. ENGEL shall be entitled to receive ten (10) paid holidays per calendar year according to a schedule for holidays adopted by the AUTHORITY, plus two (2) floating paid holidays to be used at the discretion of ENGEL.
  5. ENGEL shall be entitled to disability benefits pursuant to written policies adopted by the AUTHORITY as set forth in the AUTHORITY's Human Resources Manual.
  6. ENGEL shall be eligible for the California Public Employees' Retirement System (CALPERS) and the AUTHORITY shall pay one hundred percent (100%) of both the Employer's and Employee's contribution to PERS. In addition, ENGEL shall be entitled to an equivalent of six percent (6%) of his then base salary to be paid annually into an AVTA affiliated deferred compensation plan.
  7. ENGEL shall be reimbursed for reasonable travel expenses related to his professional development activities, such as attending the American Public Transportation Association's annual conference.
  8. ENGEL shall be entitled to the use of an automobile for business, commuting and personal purposes which the AUTHORITY will provide at the AUTHORITY's expense. Such personal usage and the corresponding expenses shall be deemed to be personal income to ENGEL and be reported to ENGEL as required by I.R.C. Sec.61 and its Regulations. The AUTHORITY shall be responsible for all expenses relating to the use of the vehicle, including but not limited to gasoline, maintenance and insurance.]
- ENGEL shall receive an allowance of Six Hundred Dollars (\$600) per month, which is intended to cover all costs and expenses of ENGEL for the business use of ENGEL's automobile, payable through AUTHORITY's accounts payable.]
9. ENGEL shall receive a Cell/Smartphone stipend consistent with the AVTA policy.

10. All benefits set forth above, 1 through 10, are subject to the rules and regulations as adopted by the AUTHORITY.

DRAFT

**EXHIBIT B**  
**AGREEMENT TO ARBITRATE**

The Agreement to Arbitrate is made by and between LEN ENGEL (“ENGEL”) and the Antelope Valley Transit Authority (“Authority”), a public transit agency created by a Joint Powers Agreement between the County of Los Angeles, and the cities of Lancaster and Palmdale.

WHEREAS the Authority and ENGEL want to provide for the expeditious cost-effective resolution of any and all disputes of any kind and nature which may now, or in the past or in the future, exist between them;

WHEREAS the Authority and ENGEL want to use an expeditious cost effective means to avoid the delays and uncertainties of resolving disputes through the courts;

WHEREAS the Authority and ENGEL want to enter into an agreement for final and binding resolution of any disputes through the arbitration process;

NOW THEEFORE, in consideration of ENGEL being hired as EXECUTIVE DIRECTOR, the Authority and ENGEL agree to final and binding arbitration as follows:

**SCOPE OF THE AGREEMENT TO ARBITRATE**

1. The Authority and ENGEL agree to final and binding arbitration of any and all claims or disputes between the Authority and ENGEL, relating to the employment relationship, including but not limited to common law, breach of ENGEL’s Employment Agreement with the Authority, Federal and/or State discrimination claims, claims for wrongful termination, claims for violation of any agreements and/or any Federal and/or State laws that ENGEL may assert against the Authority, except as to any workers’ compensation claim, other than a workers’ compensation claim arising under Labor Code section 132a and under Labor Code section 4553. The Authority and ENGEL knowingly agree to waive the right to have any and all claims or disputes between the Authority and ENGEL decided by the courts rather than through the process of final and binding arbitration. Nothing contained herein, shall deprive ENGEL of the right to file a claim for discrimination and/or retaliation with the Equal Employment Opportunity Commission (EEOC) and/or the Department of Fair Employment and Housing (DFEH) or for the EEOC and/or the DFEH to engage in litigation on behalf of ENGEL to secure remedies under Title VII and/or California Code section 12940, *et seq*, before an administrative body and/or in a Court.

**DEFINITION OF THE TERM “AUTHORITY”**

2. The term “Authority” includes, but is not limited to any present or former employees, officers, directors, managers and/or supervisors, benefit plan administrators, sponsors, and/or fiduciaries in their capacities as benefit plan administrators and as individuals, and any agents of Authority. The term “Authority” shall be further defined to include the County of Los Angeles, and the cities of Lancaster and Palmdale.

## **AGREEMENT TO COVER ALL PAST, PRESENT, AND FUTURE DISPUTES**

3. This Agreement to Arbitrate shall cover all disputes between the Authority and ENGEL that may have arisen prior to and after the date of execution of the Agreement to Arbitrate.

## **EXERCISING THE RIGHT TO ARBITRATE-NOTICE BY ENGEL TO ARBITRATE BY SERVICE OF A COMPLAINT AND BY AUTHORITY BY SERVICE OF A COMPLAINT OR CROSS COMPLAINT**

4. ENGEL may exercise the right to arbitrate any dispute with Authority by serving Complaint, within the applicable statute of limitations for any legal claim or claims on the Authority in the manner provided for service of process in California Courts. The Complaint shall set forth ENGEL's factual and legal basis and all causes of action ENGEL claims to have against the Authority, and a request for relief. The Authority may respond to the Complaint by an Answer filed 30 days after service and/or by a Demurrer and Motion to Strike in accordance with applicable California law. Any dispute as to the sufficiency of the pleading shall be resolved by the Arbitrator, once he or she is selected. The Authority may exercise the right to arbitrate any dispute with ENGEL by serving a Complaint or Cross Complaint, within the applicable statute of limitations, for any legal claim or claims on ENGEL in the manner provided for service of process in California Courts. The Complaint or Cross Complaint shall set forth the Authority's factual and legal basis and all causes of action Authority claims to have against ENGEL, and a request for relief. ENGEL's and/or Authority's failure to serve him, his or its Complaint and/or Cross Complaint within the applicable time limit prescribed by law for each cause of action alleged shall constitute a complete waiver of the claim and/or claims and the right to arbitrate and or to file such claim and/or claims in any court of law.

## **SELECTION OF THE ARBITRATOR**

5. The arbitration will be heard by a neutral arbitrator. Upon service of ENGEL's Complaint on the Authority that shall serve as a notice to arbitrate and/or the service on ENGEL of a Cross Complaint, the Authority shall immediately request a list of nine (9) arbitrators from the American Arbitration Association (hereinafter referred to as "AAA") who are experienced and qualified in hearing and deciding employment related disputes. Any fee charged by the AAA for securing the list of arbitrators shall be solely borne by the Authority. Within fourteen (14) calendar days of receipt of the list from the AAA, the parties or their respective representatives shall confer with each other to select an acceptable arbitrator to decide the dispute and/or disputes.

The parties may agree to select an arbitrator who is mutually agreeable whose name is not on the list received from the AAA. If the parties are unable to agree to a single arbitrator to hear the dispute and/or disputes, the single arbitrator to hear the dispute and/or disputes shall be selected by the parties alternately striking the names of arbitrators from the list of arbitrators provided by the AAA. ENGEL shall have the right to strike first from the list of arbitrators. The name of the arbitrator who remains on the list after each party has stricken four names shall be the arbitrator who shall hear the dispute or disputes between the parties.

## **RULES FOR GOVERNING THE CONDUCT OF THE ARBITRATION**

6. The arbitrator shall conduct the arbitration under the AAA Employment Dispute Resolution Rules. However, the parties shall have the same rights they would if ENGEL had filed his claim in California Superior Court to request the production of documents and witnesses. The Arbitrator is empowered to enforce the rights of the Authority and ENGEL to secure the production of documents and witnesses. The Authority and ENGEL are entitled to such pre-trial discovery as the Arbitrator deems is just and proper to a fair resolution of the dispute and shall be guided by the California Discovery Act and law applicable for discovery in civil cases before the California Superior Court. The Arbitrator shall exercise the power to render interim decisions prior to trial on matters of pre-trial discovery; on the sufficiency of the pleadings to state cause and or causes of action recognized under the laws of the State of California and federal law; to determine motions for summary judgment and such other motions as are necessary to a fair and just resolution of the dispute and/or disputes between the Authority and ENGEL. The Arbitrator shall use the applicable legal standards under California law in the granting and or denial of any demurrers, motions to strike, judgment on the pleadings, motion and/or motions for summary judgment.
7. Should there be any conflict between the AAA Employment Dispute Resolution Rules and the Agreement to Arbitrate (“Agreement”) the Agreement shall govern. The Arbitrator shall use the California Rules of Evidence to conduct the arbitration hearing, so far as practicable. The Arbitrator shall have the authority to admit evidence that in the interest of justice the Arbitrator believes is trustworthy and probative, even if such evidence would not be otherwise admissible under the California Evidence Code. The Arbitrator shall have the authority to hear and to rule on all pretrial motions, which shall be incorporated into the Arbitrator’s Final Written Award and shall be appealable under the Code of Civil Procedure of California on the same basis as any other award of an Arbitrator. The Arbitrator shall use applicable California statutory and case law precedent in rendering and resolving disputes and making arbitration awards under the terms of the Agreement to Arbitrate.

## **PAYMENT OF THE ARBITRATOR’S FEES AND COSTS AND SETTING THE DATE, TIME, AND PLACE OF THE ARBITRATION; CASE MANAGEMENT CONFERENCES; AND MOTION CONFERENCES**

8. The fee for the Arbitrator shall be solely paid by the Authority. Each party shall bear its own attorneys’ fees, witness fees, and other costs. The parties shall mutually agree with the Arbitrator on the date and time for the arbitration to be conducted. In the event that the parties are unable to mutually agree to the date and time for the arbitration to be conducted, the Arbitrator shall determine the date and time of the arbitration. The Arbitrator shall set a date for the arbitration no less than twelve (12) calendar months from the date of the Complaint, and shall give notice of the hearing by serving a copy of the notice by certified mail addressed to the Authority at 42210 6TH Street West, Lancaster, CA 93534 and ENGEL at 43114 30<sup>th</sup> Street West, Apt. 209, Lancaster, CA. 93536. A transcript of the proceedings shall be taken by a certified court reporter. Each party shall be allowed to pay for and to obtain a copy of the written transcript of all proceedings. Within thirty (30) calendar days of the Arbitrator’s selection, the Arbitrator shall conduct a case management meeting to anticipate and resolve pretrial discovery issues, establish a discovery cut-off date and to schedule motion hearings and briefing schedules on motions and a trial date. The parties by mutual agreement in writing may permit the Arbitrator to conduct the meeting within no more than sixty (60) days after his

or her selection. The case management conference and/or motion conferences may be held by telephone or in person, as determined by the Arbitrator. The Arbitrator shall have the authority to schedule additional case management and/or motion conferences and/or hearings. The Arbitrator shall schedule a final case management and/or motion conference no less than ten (10) days before the first day of hearing for the purpose of presentation of a joint list of exhibits and witnesses, ruling on any motions and discussing any matters necessary to an orderly trial of the case. The parties shall file any motion for summary judgment and/or summary adjudication of issues in sufficient time for the matter to be heard and decided by the Arbitrator before trial. The arbitration hearing shall be conducted at the headquarters of the Authority located at, 42210 6th Street West, Lancaster, CA 93534 unless the parties agree in writing to conduct the arbitration at another location.

**AUTHORITY OF THE ARBITRATOR IN RENDERING A DECISION; LEGAL STANDARDS TO BE USED BY THE ARBITRATOR; TIME DEADLINE FOR ISSUANCE OF DECISION**

9. The Arbitrator shall have exclusive authority to resolve any dispute and/or disputes between the parties, including those relating to the interpretation, applicability, or enforceability of the Agreement to Arbitrate. The Arbitrator shall have the power to award damages against any party and to make an award granting such further relief as he/she deems just, proper, and equitable. The Arbitrator is required by the Agreement to Arbitrate to use the standards set forth in applicable California statutory and case law in determining whether any party has met his or her burden of proof. In the case of the Arbitrator determining whether the Authority has taken any employment related action against ENGEL on any unlawful basis and/or in violation of the federal and/or state antidiscrimination laws, the applicable standard shall be whether or not the employment related action was taken against ENGEL by the Authority for legitimate nondiscriminatory business reasons. Any relief that would otherwise be available in a court of law will be available in arbitration. The Arbitrator's decision shall be in writing with findings of fact and conclusions of law sufficient for a court to review the decision under the California law applicable to review of arbitration awards and must be issued within sixty (60) calendar days after the close of the hearing, unless the parties mutually agree in writing to extend the deadline for issuance of the decision.

**RIGHT TO REPRESENTATION**

10. Each party may be represented throughout the arbitration proceedings by counsel of its own choosing.

**RIGHT TO PRE-HEARING DISCOVERY**

11. Each party shall have the right to pre-hearing discovery to the same extent as permitted for civil cases under California law. This means that the parties shall each have the right to secure documentary evidence and witness testimony through depositions as if they were proceeding under the California Discovery Act. The Arbitrator shall have the power to resolve any pre-hearing discovery disputes in the same manner as if the Arbitrator were sitting as a Superior Court judge. The decision of the arbitrator on any pre-hearing discovery dispute shall be final and binding on the parties.

## **FINAL AND BINDING AWARD OF ARBITRATOR ENFORCEABLE IN COURT**

12. Any award issued by an arbitrator pursuant to the Agreement to Arbitrate shall be final and binding and enforceable in a court of competent jurisdiction.

## **OPPORTUNITY TO HAVE THE AGREEMENT REVIEWED BY AN ATTORNEY**

13. The Authority and ENGEL agree that they have had an opportunity to review the agreement and its legal implications with an attorney. The Authority and ENGEL represent to each other that each understands the legal effect of entering into the Agreement to Arbitrate all past, present, and future disputes that they may have with each other.

## **CONTAINMENT OF ENTIRE AGREEMENT**

14. The agreement supersedes any and all other agreements regarding the resolution of any dispute that might arise between the Authority and ENGEL regarding employment related matters, either verbal or in writing, unless specifically stated to the contrary in a written agreement between the parties, and constitutes the sole, entire, and complete agreement between the parties.

## **PARTIAL INVALIDITY, CAPTIONS, AND PARAGRAPH HEADINGS**

15. If any provision of the agreement is held to be invalid, void, or unenforceable by a court of competent jurisdiction, the remaining provisions of the agreement shall, nevertheless, continue in full force and effect without being impaired or invalidated in any way. The captions and paragraph headings used herein are for convenience only, are not a part of the agreement, and shall not be used in interpreting and/or construing the agreement.

## **LAW GOVERNING AGREEMENT**

16. The agreement shall be governed by and construed in accordance with the laws of the State of California.

## **NOTICES GIVEN BY A PARTY**

17. Written notices to be given under the agreement, unless required to be served in the manner provided by the California laws governing service of process, shall be sent by Certified Mail, Return Receipt Requested, to ENGEL at 43114 30<sup>th</sup> Street West, Apt. 209, Lancaster, CA. 93536 and to the Authority attention: Chairman of the Board of Directors at 42210 6th Street West, Lancaster, CA 93534.

**SO AGREED TO ON THE DATE BELOW:**

Dated: \_\_\_\_\_, 2015

\_\_\_\_\_  
Marvin Crist, Chairman  
Antelope Valley Transit Authority

Dated: \_\_\_\_\_, 2015

\_\_\_\_\_  
Len Engel, EXECUTIVE DIRECTOR  
Antelope Valley Transit Authority

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**EXHIBIT C**

**EXECUTIVE DIRECTOR Goals**

To be determined.

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