



Regular Meeting of the Board of Directors

Tuesday, March 22, 2016

10:00 a.m.

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

AGENDA

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

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 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 items, 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 FEBRUARY 2016 – HECTOR FUENTES, TRANSDEV

SRP 2 COACH OPERATOR PERFORMANCE AUDIT RESULTS – DIETTER ARAGON

CONSENT CALENDAR (CC): Items 1 through 3 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 FEBRUARY 23, 2016 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes for February 23, 2016.

CC 2 FINANCIAL REPORTS FOR JANUARY AND FEBRUARY 2016 – COLBY KONISEK

Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated January 31, 2016; the Interim Financial Statements for the seven months ended January 31, 2016; the Cash Flow Projection/Treasurer's report for the month ended January 31, 2016; the Payroll History Report for the three months ended February 29, 2016; and the Cash Disbursements Report for the month ended February 29, 2016.

CC 3 FISCAL YEAR 2016 (FY16) CAP AND TRADE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT – JUDY FRY

Recommended Action: Adopt Resolution No. 2016-003 authorizing the execution of FY 2015-16 LCTOP funds to be used toward electric bus infrastructure improvements.

NEW BUSINESS (NB):

- NB 1 FISCAL YEAR 2017 (FY17) PRELIMINARY BUSINESS PLAN AND SHORT RANGE TRANSIT PLAN ASSUMPTIONS – COLBY KONISEK

Recommended Action: Approve the FY17 Preliminary Business Plan and Short Range Transit Plan assumptions and provide direction to staff regarding priorities for the final FY17 Business Plan.

- NB 2 AWARD CONTRACT #2016-34 TO CSI FULLMER, INC., TO REFURNISH CUSTOMER SERVICE AREA – MARK PERRY

Recommended Action: Authorize the Executive Director to execute Contract #2016-34 with CSI Fullmer, Pasadena, CA, to refurbish the Customer Service area for an amount of \$56,087, plus applicable sales tax.

CLOSED SESSION (CS):

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)
Anticipated Litigation: Significant exposure to litigation – two potential cases.
- CS 2 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))
Title: Executive Director
- CS 3 Public Employee Appointment – Pursuant to Government Code Section 54957
Title: Deputy Executive Director

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

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 April 26, 2016 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

The agenda was posted by 5:00 p.m. on March 17, 2016 at the entrance to the Antelope Valley Transit Authority, 42210 6th St. West, Lancaster, CA 93534.

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director. Additionally, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA located at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



DATE: March 22, 2016

TO: BOARD OF DIRECTORS

SUBJECT: Coach Operator Performance Audit Results (December 2015 – February 2016)

RECOMMENDATION

That the Board of Directors receive and file the Coach Operator Performance Audit results for the period covering December 2015 through February 2016.

FISCAL IMPACT

There is no direct fiscal impact associated with the Coach Operator Performance Audit results.

BACKGROUND

The coach operator performance audits were conducted during December 2015 and February 2016. These performance audits allow staff to monitor the performance of the service provided by operations contractor, Transdev. The performance audits provide AVTA and Transdev with tools to monitor and evaluate operator performance and identify potential areas for improvement.

Audits are conducted randomly throughout the AVTA service area. During the three-month period, a total of 44 coach operator performance audits were conducted on weekday service. The auditors assessed 32 local trips and 12 commuter trips, evaluating coach operator performance on the following criteria:

On-Time Performance (OTP): 91% (40) of the trips observed by the auditors were on-time. Routes 2, 3 and 10 were the only ones with service delays that exceeded more than 10 minutes on that trip. It should be noted that some commuter service trips on the routes 785 and 786 also exceeded 10-minute service delays due to traffic.

Stop Announcements Made: As is typical in this industry, the highest number of violations usually occur due to operators not announcing stops. A total of 82% (36) operators did announce bus stops and/or major intersections. Transdev continues to focus on reiterating the importance of announcing the FTA-required, ADA stop announcements. With the

coaches now fully integrated with the Avail “smart bus” system, all major bus stops and intersections are now automatically announced as the bus travels along its route. Operators are required to revert to announcing stops manually in the event the system is not operational.

Driver Fare Acknowledgement: When auditors first board the bus, they attempt to challenge the operator based on the fare policy. The auditor either deposits the incorrect fare, utilizes an invalid Transit Access Pass (TAP) card or asks about the amount of a specific fare. In most cases, coach operators responded appropriately to fare questions or invalid media by quoting the proper fare. During the period, 98% (43) of all operators performed well. Transdev has since met with the operator that did not pass the fare challenge and reiterated the policy.

Operator Courtesy: Operator courtesy consists of several interactions between the coach operator and auditor. This may include, but is not limited to, properly acknowledging the auditor as they board the bus after a greeting is initiated by the auditor; and answering a fare or service related question including interaction with other customers throughout the trip. During the three-month period, 98% (43) of the operators that were checked performed well and provided excellent customer service. Operator Courtesy continues to be one of the most improved metrics as we move forward.

Safe Vehicle Operations: During the three-month period, all operators that were checked performed exceptionally well when it came to safe vehicle operations.

Perfect Ride Check: Coach operators who had no violations on any of the performance metrics receive a “Perfect Ride Check” award and pin in recognition of their outstanding service. During the three-month period, 77% (34) of the operators had Perfect Ride Check.

Bus Evaluation: An average of 98% of bus evaluation metrics received a positive rating. The exception was the lack of system schedules, whereas four buses received a low rating. It should be noted, these four audits were conducted late in the afternoon when bus schedules become scarce.

Prepared by:

Submitted by:

Dietter Aragon
Senior Planning Officer

Len Engel
Executive Director

Attachment: A – Coach Operator Performance Audit Table

Coach Operator Performance Audits

Summary Matrix

| Route | Date | Tme | Direction | Timepoint Start Location | Bus Number | Operator ID | Name | 100% On-time Performance | Operator Announced Stops/Major Intersections | Operator's Fare Knowledge Acceptable | Operator Courtesy | Safe Vehicle Operation | Perfect Ride Check | |
|-------|------------|----------|-----------|--------------------------------------|------------|-------------|------|--------------------------|--|--------------------------------------|-------------------|------------------------|--------------------|----|
| 1 | 12/18/2015 | 7:30 AM | NB | Avenue S & 47th Street East | 4301 | --- | | | | | | | | |
| 1 | 12/18/2015 | 8:50 AM | SB | Lancaster City Park | 4368 | --- | | | | | | | | |
| 2 | 12/18/2015 | 10:00 AM | WB | 47th Street East & Avenue S | 4349 | --- | | | | | | | | |
| 3 | 12/18/2015 | 11:00 AM | EB | Antelope Valley Mall | 4358 | --- | | | | | | | | |
| 3 | 12/18/2015 | 1:30 PM | WB | 47th Street East & Avenue S | 4365 | --- | | | | | | | | |
| 3 | 12/18/2015 | 2:17 PM | EB | Palmdale Transportation Center | 4360 | 1141 | | | | | | | | |
| 1 | 12/18/2015 | 7:00 AM | SB | Sierra Highway & Lancaster Blvd | 4373 | 1118 | | | | | | | | |
| 3 | 12/18/2015 | 7:47 AM | EB | Palmdale Transportation Center | 4341 | --- | | | | | | | | |
| 1 | 12/18/2015 | 9:00 AM | NB | Avenue S & 47th Street East | 4374 | 1078 | | | | | | | | |
| 1 | 12/18/2015 | 10:08 AM | NB | Rancho Vista Blvd & 10th Street West | 4363 | --- | | | | | | | | |
| 1 | 12/18/2015 | 12:30 PM | SB | Sierra Highway & Lancaster Blvd | 4366 | 1081 | | | | | | | | |
| 2 | 12/18/2015 | 1:15 PM | EB | Antelope Valley Mall | 4358 | 1002 | | | | | | | | |
| 1 | 12/18/2015 | 2:30 PM | NB | Avenue S & 47th Street East | 4373 | 1080 | | | | | | | | |
| 1 | 12/18/2015 | 3:38 PM | NB | Rancho Vista Blvd & 10th Street West | 4374 | 1142 | | | | | | | | |
| 787 | 12/22/2015 | 3:50 PM | NB | Ventura & Reseda | 4762 | 1101 | | | | | | | | |
| 787 | 12/27/2015 | 4:10 PM | NB | Ventura & Reseda | 4760 | --- | | | | | | | | |
| 790 | 12/28/2015 | 10:20 AM | NB | McBean Regional Transit Center | 4750 | 1147 | | | | | | | | |
| 1 | 2/11/2016 | 10:30 AM | SB | Sierra Highway & Lancaster Blvd. | 4369 | 1099 | | | | | | | | |
| 2 | 2/11/2016 | 11:20 AM | EB | Antelope Valley Mall | 3333 | 1131 | | | | | | | | |
| 2 | 2/11/2016 | 12:55 PM | WB | 47th Street East & Avenue S | 4345 | 1098 | | | | | | | | |
| 2 | 2/11/2016 | 1:42 PM | EB | Antelope Valley Mall | 4340 | 1002 | | | | | | | | |
| 10 | 2/11/2016 | 9:20 AM | NB | Avenue S & 47th Street East | 4370 | 1072 | | | | | | | | |
| 3 | 2/11/2016 | 11:26 AM | EB | Palmdale Transportation Center | 4340 | 1002 | | | | | | | | |
| 3 | 2/11/2016 | 12:55 PM | WB | 47th Street East & Avenue S | 3331 | 1157 | | | | | | | | |
| 1 | 2/11/2016 | 1:22 PM | SB | Palmdale Transportation Center | 4369 | 1142 | | | | | | | | |
| 10 | 2/12/2016 | 11:00 AM | SB | Palmdale Transportation Center | 3332 | --- | | | | | | | | |
| 2 | 2/12/2016 | 11:45 AM | WB | 47th Street East & Avenue S | 4340 | 1003 | | | | | | | | |
| 2 | 2/12/2016 | 12:38 PM | EB | Antelope Valley Mall | 3323 | 1112 | | | | | | | | |
| 1 | 2/12/2016 | 1:20 PM | NB | Avenue S & 47th Street East | 4361 | 1173 | | | | | | | | |
| 3 | 2/16/2016 | 11:30 AM | EB | Palmdale Transportation Center | 4367 | 1002 | | | | | | | | |
| 3 | 2/16/2016 | 12:45 PM | WB | 47th Street East & Avenue S | 4362 | 1005 | | | | | | | | |
| 2 | 2/16/2016 | 1:45 PM | EB | Antelope Valley Mall | 4361 | 1100 | | | | | | | | |
| 1 | 2/16/2016 | 3:00 PM | NB | Avenue S & 47th Street East | 4358 | 1124 | | | | | | | | |
| 3 | 2/18/2016 | 8:15 AM | EB | Palmdale Transportation Center | 4356 | --- | | | | | | | | |
| 1 | 2/18/2016 | 9:00 AM | NB | Avenue S & 47th Street East | 4369 | 1029 | | | | | | | | |
| 785 | 2/19/2016 | 3:50 AM | SB | Lancaster City Park | 4756 | 1016 | | | | | | | | |
| 785 | 2/19/2016 | 4:10 AM | SB | Lancaster City Park | 4758 | --- | | | | | | | | |
| 785 | 2/19/2016 | 4:30 AM | SB | Lancaster City Park | 4761 | --- | | | | | | | | |
| 786 | 2/22/2016 | 4:00 AM | SB | Lancaster City Park | 4742 | 1095 | | | | | | | | |
| 786 | 2/22/2016 | 4:30 AM | SB | Lancaster City Park | 4751 | 1031 | | | | | | | | |
| 786 | 2/22/2016 | 4:50 AM | SB | Lancaster City Park | 4765 | --- | | | | | | | | |
| 787 | 2/24/2016 | 2:50 PM | NB | Ventura & Reseda | 4738 | 1103 | | | | | | | | |
| 787 | 2/24/2016 | 3:10 PM | NB | Ventura & Reseda | 4739 | 1014 | | | | | | | | |
| 787 | 2/24/2016 | 3:30 PM | NB | Ventura & Reseda | 4755 | 1008 | | | | | | | | |
| | | | | | | | | Achieved | 40 | 36 | 43 | 43 | 44 | 34 |
| | | | | | | | | Did Not Achieve | 4 | 8 | 1 | 1 | 0 | 10 |
| | | | | | | | | Total | 44 | 44 | 44 | 44 | 44 | 44 |



Regular Meeting of the Board of Directors

Tuesday, February 23, 2016

10:00 a.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Crist called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE

Director Thompson led the Pledge of Allegiance.

ROLL CALL:

Present

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

APPROVAL OF AGENDA

Motion: Approve the agenda as presented.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Michael Rives – spoke about the recent electric bus contract award to BYD and the lack of bids from other vendors. He suggested that AVTA retain a few diesel buses to

use in the event of a major earthquake if the electric buses could not be charged. Chairman Crist stated that the electric buses are charged by AVTA's solar array. Additionally, the electric buses could be used as mobile electric generators in the event of an emergency.

Thomas DiFilippi, Sr. – spoke about safety on the buses, in particular an incident that occurred in October 2015, and added that in his opinion the operators do not adequately defuse altercations between passengers or contact the sheriff's department when needed. Executive Director Len Engel stated that the October 2015 incident had been investigated and it was concluded that there was fault by both parties. Mr. Engel will continue to monitor passenger safety and request that a deputy ride the bus to discourage future episodes.

SPECIAL REPORTS and PRESENTATIONS (SRP):

SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR JANUARY 2016

Transdev Operations Manager Mike Sorensen presented an award to Donna Milan, Operator of the Month for January and announced that Aura Estrada was named the Employee of the Month. Ms. Estrada was not present at the meeting to receive her award.

SRP 2 FEDERAL LEGISLATIVE UPDATE FOR FEBRUARY 2016

Grants Administrator Judy Fry detailed fiscal years 2015 and 2016 apportionments for Fixing America's Surface Transportation (FAST) Act. She noted that Anthony Fox announced the release of the 8th round of the Transportation Investment Generating Economic Recovery (TIGER) grant on February 23, 2016; staff will aggressively pursue this grant. The Board confirmed that staff will obtain letters of support from elected officials to include with the grant application.

SRP 3 STATE LEGISLATIVE UPDATE FOR FEBRUARY 2016

Director of Communications Wendy Williams summarized the state's proposed budget cuts to roads and transit projects and declining revenues. She also reported on the recent developments pertaining to Assembly Bill (AB) 1591 – Gas Tax Increase, AB1550 – Low Income Cap and Trade Allocation, Senate Bill 824 – Low Carbon Transit Operations Program, and AB 1595 – Human Trafficking Training. The Board discussed human trafficking on public transportation and the factors that determine whether an area or community is low income or disadvantaged.

SRP 4 FY16 SECOND QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS REPORT (OCTOBER 1, 2015 – DECEMBER 31, 2015)

Fleet and Facilities Manager Mark Perry presented the fleet maintenance key performance indicators report. The Board discussed how colder weather effected the electric buses' range slightly more than warmer weather. Chairman Crist directed Mr. Perry to provide a report comparing the cost per mile by class when diesel prices were higher.

SRP 5 FISCAL YEAR 2016 (FY16) SECOND QUARTER KEY PERFORMANCE INDICATORS REPORT (OCTOBER 1 – DECEMBER 31, 2015)

Senior Planning Officer Dietter Aragon presented the service key performance indicators report for October 1 through December 31, 2015. The Board discussed Uber's online taxi dispatch service and whether the Metrolink's fare reduction on their Antelope Valley Line might have caused AVTA's decreased commuter boardings. Director Underwood-Jacobs directed Mr. Aragon to compare FY15 versus FY16 for valid and invalid complaints on subsequent reports.

SRP 6 PROPOSED SERVICE CHANGES FOR JUNE 2016

Mr. Aragon presented the staff report and outlined the proposed service changes for June 2016. The Board discussed the proposed service changes on Routes 7 and 9, connectivity to the Antelope Valley College Lancaster and Palmdale campuses and social services departments, and the cost of implementing service on six additional holidays.

CONSENT CALENDAR (CC):

Chairman Crist pulled items CC 1 and CC 6.

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR JANUARY 26, 2016

Motion: Approve the meeting minutes for January 26, 2016.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: Director Flanagan

Absent: None

CC 2 BOARD OF DIRECTORS MEETING MINUTES FOR FEBRUARY 11, 2016

Approve the Special Board of Directors meeting minutes for February 11, 2016.

CC 3 FINANCIAL REPORTS FOR DECEMBER 2015 AND JANUARY 2016

Receive and file the financial reports for December 2015 and January 2016.

CC 4 FY16 SECOND QUARTER CAPITAL RESERVES REPORT (OCTOBER 1 – DECEMBER 31, 2015)

Receive and file the FY16 Second Quarter Capital Reserves Report for the period covering October 1 through December 31, 2015.

CC 5 GRANT STATUS REPORT

Receive and file the Grant Status Report through January 31, 2016.

CC 6 FY16 CERTIFICATION AND ASSURANCES FOR CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) GRANT PROGRAM

Addressing the Board on this matter:

Michael Rives – suggested that in the event of a disaster, AVTA use the grant funds to 1) implement a route that stops only at the Antelope Valley (AV) College campuses in Palmdale and Lancaster, Palmdale Regional Hospital, AV Mall, and AV Hospital; 2) paint numbers on the top of the bus shelters; and 3) convert the buses into ambulances.

Motion: Adopt Resolution No. 2016-001 authorizing the executive director to execute all required documents for the Cal OES Grant Program as required by the Governor's Office of Emergency Services.

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

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

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

Nays: None

Abstain: None

Absent: None

CC 7 FY16 CAP AND TRADE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) GRANT

Adopt Resolution No. 2016-002 authorizing the executive director to execute all required documents for the Low Carbon Transit Operations Program.

Motion: Approve Consent Calendar items except CC 1 and CC 6.

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

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

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

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 FY16 MID-YEAR BUSINESS PLAN REVIEW AND PROPOSED ADJUSTMENTS

Director of Finance Colby Konisek presented the proposed adjustments to the revenues and expenses for the FY16 Business Plan. The Board discussed the grant award from the Antelope Valley Air Quality Management District and the potential downward adjustment to the Authority's electricity costs with respect to operating electric buses.

Motion: Approve the proposed FY16 Mid-Year Business Plan adjustments.

Moved by Director Hofbauer, seconded by Director Flanagan

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

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

Nays: None

Abstain: None

Absent: None

NB 2 SECURITY UPGRADES TO AVTA'S COUNT ROOM

The Board waived the presentation of the staff report.

Motion: Authorize the Executive Director to execute Task Order No. 6 to Kennard Design Group, Inc. of Los Angeles, CA, under Master Contract #2014-46 in the amount of \$56,605 to design, engineer, create specifications and bid documents, and manage the construction of the security upgrades to AVTA's Count Room.

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

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

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

Nays: None

Abstain: None

Absent: None

NB 3 AMENDMENT #2 TO CONTRACT #2015-16 WITH ECS IMAGING, INC., FOR DOCUMENT MANAGEMENT SYSTEM

The Board waived the presentation of the staff report.

Motion: Authorize the Executive Director to execute Amendment #2 to Contract #2015-16 for the Document Management System to ECS Imaging, Inc., of Riverside, CA, for an additional amount not to exceed \$20,400.

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

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

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

Nays: None

Abstain: None

Absent: None

CLOSED SESSION (CS):

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

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) – two potential cases.

RECESS TO CLOSED SESSION

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

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 12:00 p.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel Burns stated that the Board gave direction to legal counsel and Mr. Engel; no reportable action was taken.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director

Mr. Engel provided an update regarding 1) the possible acquisition of five used buses from BYD; 2) the Air Resources Board Low Carbon Fuel Standard Program; 3) AVTA possibly partnering with Kern Regional Transit on the Transit

Intercity Rail Capital Program grant application; 4) meeting with the Free Fare Workgroup; and 5) Metro's reimbursement to Access Services for the Free Fare Reimbursement Program. Mr. Engel reminded the Board about the Antelope Valley Board of Trade Outlook Conference on February 26, 2016.

Director Flanagan asked if BYD provided a proposal regarding the option of leasing the batteries. Mr. Engel stated that BYD and Metro staff had just met on February 19, 2016; details on purchase and battery lease options have yet to be made know.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

There were no miscellaneous business items presented.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 12:11 p.m. to the next Regular meeting of the Board of Directors on March 22, 2016 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 22nd day of MARCH 2016.

Marvin Crist, Chairman

ATTEST:

Karen Darr, Clerk of the Board



DATE: March 22, 2016

TO: BOARD OF DIRECTORS

SUBJECT: Financial Reports for January and February 2016

RECOMMENDATION

Receive and file the Fiscal Year-to-Date Budget versus Actual report dated January 31, 2016 (Attachment A); the Interim Financial Statements for the seven months ended January 31, 2016 (Attachment B); the Cash Flow Projection/Treasurer's report for the month ended January 31, 2016 (Attachment C); the Payroll History Report for the three months ended February 29, 2016 (Attachment D); the Cash Disbursements Report for the month ended February 29, 2016 (Attachment E).

FISCAL IMPACT

Payroll: January payroll of \$184,702 represents an increase of \$479 or 0.3% from the prior month's salary expense.

Cash Disbursements: \$1,655,159

Interim Financial Statements: Change in Net Assets: (\$827,504), which includes YTD depreciation expense of \$3,484,428.

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 February 2016, exclusive of benefits, payroll taxes and service charges, is shown below:

| Payroll Period | Amount | Journal # |
|----------------------------|---------------------|------------|
| 01/24/16-02/06/16 | \$91,872.61 | PYPKT00762 |
| 02/07/16-02/20/16 | \$92,829.66 | PYPKT00764 |
| Gross Pay Feb. 2016 | \$184,702.27 | |

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

| Register Date | Amount |
|------------------|----------------|
| 02/01 - 02/29/16 | \$1,655,159.13 |

Large items include Transdev (Local and commuter invoices for January - \$1,097,731), IntelliRide (DAR January invoices - \$97,920), WAVE (Inductive charger - \$90,250), Pinnacle Petroleum (Fuel - \$72,305), ECO Energy Solutions, Inc. (WAVE, Lancaster City park - \$54,887), MJS Construction (BSIP, Phase II - \$30,649), Arrow Engineer Service (Task orders - \$22,355), Weideman Group, Inc. (Consulting - \$10,576) and Power Plan (Budget software - \$10,372). These items comprise 89.8% of total expenditures for the month.

As of January 2016, the total cash per the general ledger is \$23,155,547. After deducting restricted funds, the operating cash balance is \$6,701,617. The net of receivables inflows and payables outflows is projected to be net inflows of cash of \$1,592,515; the total expected cash available for operations in the next 30 days is \$8,294,131. The projected available cash will cover 4.6 months of operating expenses, based on the Authority's average monthly cash requirements of \$1.8 million.

BUDGET TO ACTUAL NARRATIVE

Attachment A – Budget to Actual Report (BAR) shows the unaudited results for the seven months ended January 31, 2016.

Net Income (net of depreciation) was favorable to budget by \$496K.

Revenues were unfavorable to budget by \$973K.

Eligible expenditure for FTA fund starts October, 2015, and July to September 15 no FTA funds.

Expenses were favorable to budget by \$1,469K.

Fuel expense continues to be less than budget, open positions & associated benefits, and professional service fees for Legal, Consulting and Advocacy are lower than budget.

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

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Len Engel
Executive Director

Attachments: A – Budget versus Actual Report as of January 31, 2016.
B – Interim Financial Statements as of January 31, 2016.
C – Cash Projection/Treasurer’s Report for January 31, 2016.
D – Payroll History Report (December, 2015 – February, 2016).
E – Cash Disbursements Report for February, 2016.

ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VERSUS ACTUAL INCOME STATEMENT
YEAR TO DATE - JANUARY 31, 2016

| REVENUE | BUDGET YTD | ACTUAL YTD | YTD VARIANCE |
|------------------------------|-------------------|-------------------|------------------|
| Fare Revenue | \$ 2,989,870 | \$ 3,136,105 | \$146,235 |
| MTA Funds | 4,926,573 | 5,042,794 | 116,221 |
| FTA Funds | 3,808,118 | 2,458,729 | (1,349,388) |
| Jurisdictional Contributions | 1,920,635 | 1,947,144 | 26,510 |
| Other (SCE Rebates, Adv.) | 230,857 | 317,928 | 87,071 |
| TOTAL REVENUE | 13,876,052 | 12,902,700 | (973,351) |
| EXPENDITURES | | | |
| Contract Services | 8,291,056 | 8,265,611 | 25,446 |
| Fuel | 1,768,057 | 998,134 | 769,923 |
| Other Operating | 477,218 | 375,437 | 101,781 |
| Salaries and Wages | 1,567,972 | 1,397,756 | 170,216 |
| Benefits | 636,614 | 510,950 | 125,663 |
| Legal | 67,057 | 16,650 | 50,407 |
| Consulting | 174,930 | 72,125 | 102,805 |
| Advocacy | 113,626 | 60,000 | 53,626 |
| Travel | 24,255 | 35,516 | (11,261) |
| IT Maintenance/Licenses | 82,140 | 73,764 | 8,375 |
| Utilities | 87,488 | 111,473 | (23,985) |
| Administration | 507,076 | 410,945 | 96,130 |
| TOTAL EXPENDITURES | 13,797,488 | 12,328,362 | 1,469,127 |
| INCOME(LOSS) | 78,563 | 574,338 | 495,775 |

ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VERSUS ACTUAL INCOME STATEMENT BY DEPARTMENT
YEAR TO DATE - JANUARY 31, 2016

| REVENUE | BUDGET YTD | ACTUAL YTD | YTD VARIANCE |
|---|----------------------|-----------------------|-----------------------|
| COMPANY WIDE REVENUE | <u>13,876,052</u> | <u>12,902,700</u> | <u>(973,351)</u> |
| EXPENDITURES/DEPARTMENT | | | |
| 1EX --- Executive | 817,649 | 486,726 | 330,923 |
| 2FF --- Facility and Maintenance | 11,214,478 | 10,261,027 | 953,451 |
| 3FS --- Finance | 883,322 | 849,644 | 33,678 |
| 5CS --- Customer Service/Marketing | 882,040 | 730,965 | 151,075 |
| 1ZZ --- Company Wide w/o Depreciation w 1B | (0) | 0 | (0) |
| TOTAL EXPENDITURES FOR ALL DEPARTMENTS | 13,797,488 | 12,328,362 | 1,469,127 |
| INCOME(LOSS) | <u><u>78,563</u></u> | <u><u>574,338</u></u> | <u><u>495,775</u></u> |



STATEMENT OF NET POSITION - UNAUDITED

| | As of January 31, 2016 | As of January 31, 2015 |
|---|---------------------------|---------------------------|
| ASSETS | | |
| CURRENT ASSETS | | |
| Cash and cash equivalents | \$ 23,155,547 | \$ 22,992,951 |
| Due from other governments | 2,615,512 | 3,459,383 |
| Other receivables | 397,759 | 154,506 |
| Inventory | 240,334 | 237,783 |
| Prepaid items | 543,843 | 141,474 |
| Total Current Assets | 26,952,996 | 26,986,097 |
| NONCURRENT ASSETS | | |
| Capital assets, net of depreciation | 49,562,477 | 50,091,688 |
| Total Assets | 76,515,472 | 77,077,785 |
| LIABILITIES AND NET POSITION | | |
| CURRENT LIABILITIES | | |
| Accounts payable | 1,420,757 | 5,419,973 |
| Due to Federal Transit Administration | - | - |
| Payroll related items - taxes, Calpers, medical, etc. | (7,812) | (3,056) |
| Compensated absences | 1,282,696 | 1,195,450 |
| Deferred Revenue - Prop 1B | 1,505,706 | 2,328,040 |
| Total Current Liabilities | 4,201,347 | 8,940,407 |
| Deferred inflows of resources | | |
| Unearned Revenue | 415,924 | - |
| Total Liabilities | 4,617,271 | 8,940,407 |
| NET POSITION | | |
| Invested in Capital Assets | 49,562,477 | 50,091,688 |
| Restricted for Capital Acquisition | 5,389,101 | 4,913,511 |
| Unrestricted | 16,946,624 | 13,216,745 |
| Total Net Assets | \$ 71,898,201 | \$ 68,221,944 |



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

| | For the 7 Months ending January 31, 2016 | For the 7 Months ending January 31, 2015 |
|---|--|--|
| OPERATING REVENUES | | |
| Charges for services: | | |
| Passenger fares | \$ 3,136,104 | \$ 2,777,098 |
| Total operating revenues | <u>3,136,104</u> | <u>2,777,098</u> |
| OPERATING EXPENSES | | |
| Purchased transportation services: | | |
| Outside transit contract | 8,264,664 | 7,955,319 |
| Fuel | 998,134 | 1,422,600 |
| Other operating costs | 500,644 | 376,368 |
| General and administrative | 2,564,920 | 2,603,853 |
| Total operating expenses, net of depreciation | <u>12,328,362</u> | <u>12,358,140</u> |
| Operating gain/(loss), net of depreciation | (9,192,257) | (9,581,042) |
| Depreciation | 3,484,428 | 3,092,433 |
| Total operating expenses | <u>15,812,790</u> | <u>15,450,574</u> |
| Operating gain/(loss) | <u>(12,676,685)</u> | <u>(12,673,476)</u> |
| NONOPERATING REVENUES/(EXPENSES) | | |
| Interest Income | 10,027 | 8,553 |
| Local grants - MTA | 5,042,794 | 4,862,651 |
| Proposition 1B | - | 221,060 |
| Federal non-capital grants | 2,480,979 | 3,498,049 |
| Member agency contributions | 1,947,144 | 1,920,277 |
| Grantable expenses | (293,465) | (246,643) |
| Gain/(Loss) on sale of capital assets | 9,372 | - |
| Other | 276,279 | 300,450 |
| Total nonoperating revenues and expenses | <u>9,473,130</u> | <u>10,564,397</u> |
| Gain/(Loss) before capital contributions | <u>(3,203,555)</u> | <u>(2,109,079)</u> |
| CAPITAL CONTRIBUTIONS | | |
| Capital grants | 2,054,460 | 108,942 |
| Member agency contributions | 321,590 | 230,449 |
| Total capital contributions | <u>2,376,051</u> | <u>339,391</u> |
| NET CHANGE IN NET ASSETS | (827,504) | (1,769,688) |
| NET ASSETS, BEGINNING OF PERIOD | <u>72,725,705</u> | <u>69,991,632</u> |
| NET ASSETS, END OF PERIOD | <u>\$ 71,898,201</u> | <u>\$ 68,221,944</u> |

**STATEMENT OF CASH FLOWS - UNAUDITED**

| | For the 7 Months ending January 31, 2016 | For the 7 Months ending January 31, 2015 |
|--|--|--|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Cash received from customers | 3,136,104 | 2,777,098 |
| Non-operating miscellaneous revenue received | 276,279 | 300,450 |
| Cash payments to suppliers for goods and services | (10,101,222) | (9,156,492) |
| Cash payments to employees for services | (1,688,712) | (84,467) |
| Net cash used in operating activities | <u>(8,377,550)</u> | <u>(6,163,411)</u> |
| CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES: | | |
| Operating grants received | 11,492,625 | 6,439,582 |
| Contributions received from member agencies | 1,911,676 | 1,651,697 |
| Net cash provided by non-capital financing activities | <u>13,404,301</u> | <u>8,091,279</u> |
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES: | | |
| Acquisition of capital assets | (2,739,977) | (4,402,650) |
| Proceeds received from sale of capital assets | 9,372 | - |
| Capital grants received | 3,544,723 | 199,909 |
| Capital expenses | (293,465) | (246,643) |
| Capital contributions received from member agencies | 365,237 | 230,449 |
| Net cash used in capital and related financing activities | <u>885,890</u> | <u>(4,218,935)</u> |
| CASH FLOWS PROVIDED BY INVESTING ACTIVITIES: | | |
| Interest received | 10,027 | 8,553 |
| Net cash provided by investing activities: | <u>10,027</u> | <u>8,553</u> |
| Net increase/(decrease) in cash and cash equivalents | 5,922,668 | (2,282,514) |
| CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR | <u>17,232,879</u> | <u>25,275,465</u> |
| CASH AND CASH EQUIVALENTS, END OF YEAR | <u><u>23,155,547</u></u> | <u><u>22,992,951</u></u> |


STATEMENT OF CASH FLOWS - UNAUDITED

| | For the 7 Months ending January 31, 2016 | For the 7 Months ending January 31, 2015 |
|--|--|--|
| Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method): | | |
| Operating Loss | (12,676,685) | (12,673,475) |
| Adjustments to Net Cash used in Operating Activities | | |
| Depreciation | 3,484,428 | 3,092,433 |
| Miscellaneous income | 276,279 | 300,450 |
| (Increase) decrease in other receivables | (136,172) | 88,542 |
| (Increase) decrease in inventory | - | - |
| (Increase) decrease in prepaid items | (207,644) | 197,532 |
| Increase (decrease) in accounts payable | (327,812) | 2,920,574 |
| Increase (decrease) in due to Federal Transit Administration | - | - |
| Increase (decrease) in accrued payroll | (95,103) | (84,467) |
| Increase (decrease) in compensated absences payable | 318,697 | - |
| Increase (decrease) in other liabilities | - | - |
| Increase (decrease) in deferred revenue | 986,461 | (5,000) |
| Net Cash used in operating activities | <u>(8,377,550)</u> | <u>(6,163,411)</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
Treasurer's Report --- Cash Flow Projection
Month Ended January 2016

| Investment Type | Description | Starting Balance | Deposits | Disbursements | Ending Balance |
|-----------------|-------------|------------------|----------|---------------|----------------|
|-----------------|-------------|------------------|----------|---------------|----------------|

Cash and Investments Under the Direction of the Treasurer

| | | | | | |
|--|-----------------|----------|--|--|------------------------|
| Local Agency Investment Fund (LAIF) - Capital Reserve | \$ 5,395,597.31 | \$ - | | | |
| Interest (earned quarterly) | | \$ - | | | |
| Proposition 1B Restricted Fund* | \$ 1,347,594.20 | \$ - | | | |
| Interest earned for the month | | \$ 54.23 | | | |
| Union Bank - LCTOP | \$ 40,630.66 | \$ 1.62 | | | |
| * Deferred revenue, recorded as liability until associated expense incurred. | | | | | |
| TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS | | | | | \$ 6,783,878.02 |

| | | | | | |
|--------------------------------|-----------------|----------|--|--|------------------------|
| Wells Fargo and Broker's CDs | \$ 1,003,539.10 | \$ 12.53 | | | |
| Wells Fargo - OP Staging | \$ 485,321.03 | \$ 12.37 | | | |
| TOTAL OPERATING RESERVE | | | | | \$ 1,488,885.03 |

| | | | | | |
|--|-------------------------|------------------------|-------------------------|-------------------|-------------------------|
| Payroll, Payable & General Acct | \$ 15,845,537.15 | | | | |
| Operating Accounts Analysis | | | | | |
| Cash Fares | | \$ 147,635.10 | | | |
| Vendor Pass Sales Revenue | | \$ 182,502.38 | | | |
| Federal Grants Revenue | | \$ 83,907.00 | | | |
| MTA Revenue | | \$ 692,371.97 | | | |
| 1B recog revenue, t/b transferred to Gen'l Acct. | | \$ 95,786.00 | | | |
| Jurisdictional Contributions | | \$ 757,764.67 | | | |
| JARC ETP/COMMUTER EXPANSION Payment | | \$ 7,172.32 | | | |
| Non-Transportation Revenue | | \$ 15,827.65 | | | |
| Cash Disbursement (A/P) for The Month | | | | \$ (2,729,313.78) | |
| Employee Net Pay | | | | \$ (137,131.84) | |
| Employee Taxes | | | | \$ (23,569.70) | |
| Employee Deductions | | | | \$ (16,835.90) | |
| Employer Payroll Taxes | | | | \$ (13,055.86) | |
| CalPERS - AVTA paid | | | | \$ (24,392.92) | |
| CalPERS - Past Years Catch Up | | | | \$ (1,666.00) | |
| Bank Fees --- Monthly and Quarterly | | | | \$ (503.84) | |
| Net Operating Funds | \$ 15,845,537.15 | \$ 1,982,967.09 | (\$2,946,469.84) | | \$ 14,882,034.40 |

Petty Cash **\$ 750.00**

TOTAL CASH AND INVESTMENTS **\$ 23,155,547.45**

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
Cash Flow Projection --- Treasurer's Report
Month Ended January 2016

| Descriptions | \$ Subtotal | \$ Total |
|---|-------------|---------------------|
| BALANCE FROM THE REPORT | | \$ 23,155,547 |
| <u>Less Restricted Funds</u> | | |
| Proposition 1B/LCTOP (Deferred Revenue) | | (1,388,281) |
| Capital Reserve | | (5,395,597) |
| Operating Reserve | | (1,488,885) |
| Electric Bus Project Funds Remaining | | (181,168) |
| Restricted for Operations | | (8,000,000) |
| UNRESTRICTED CASH | | \$ 6,701,617 |

ACCOUNTS RECEIVABLE AND PAYABLE AS OF JANUARY 31, 2016

Add Accounts receivable:

| | | |
|----------------------------|-----------|------------------|
| MTA Revenue | 117,081 | |
| Jurisdiction Contributions | 54,787 | |
| Vendor Pass Sales | 397,759 | |
| FTA funds on Capital | 2,443,644 | |
| | 2,443,644 | 3,013,271 |

Less Current Payable:

| | | |
|-------------------------|-------------|--------------------|
| Accounts Payable | (162,227) | |
| Accrued Invoice Payable | (1,258,530) | |
| | (1,258,530) | (1,420,757) |

NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P **1,592,515**

PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS: **\$ 8,294,131**

| | |
|---|---------------------|
| OPERATING CASH REQUIRED MONTHLY - AVERAGE | \$ 1,800,000 |
| Operating Cash Coverage per Monthly Average: | 4.6 |
| MONTHLY OPERATING CASH TARGET: | \$ 3,000,000 |
| Operating Cash Coverage of AVTA Target: | 2.8 |

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
DECEMBER TO FEBRUARY 2016**

| | December TOTAL | January TOTAL | February TOTAL |
|--|----------------------|----------------------|----------------------|
| <u>Pay Accrual Periods</u> | 2 | 2 | 2 |
| <u>EARNINGS</u> | | | |
| Regular Pay | \$ 145,316.29 | \$ 128,288.45 | \$ 158,694.74 |
| Overtime Pay | 281.61 | 204.57 | 0.00 |
| Vacation Pay | 10,502.85 | 16,241.76 | 4,384.69 |
| Double Time Pay | 783.04 | 941.46 | 1,048.40 |
| Sick Pay | 3,453.95 | 4,593.03 | 8,226.45 |
| Bereavement Pay | 580.47 | 657.84 | 0.00 |
| Holiday Pay | 19,912.85 | 30,106.61 | 10,421.97 |
| Floating Holiday Pay | 998.95 | 1,416.70 | 137.20 |
| Retroactive Pay | 224.24 | 203.08 | 218.82 |
| Vacation Cash Out | 0.00 | 0.00 | 0.00 |
| Deferred Income 457 | 412.50 | 825.00 | 825.00 |
| Stipend --- Cell phone reimbursements | 372.50 | 745.00 | 745.00 |
| TOTAL | \$ 182,839.25 | \$ 184,223.50 | \$ 184,702.27 |
| Inc(Dec)-Current month over previous month | | \$ 1,384.25 | \$ 478.77 |
| % Inc(Dec)-Current month over previous month | | 0.8% | 0.3% |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|---|--------------|--|----------------------|--------------------|
| Vendor: V0698 - 4 Imprint Inc | | | | |
| 20640 | 02/04/2016 | All Week Pillbox | 100-3FS-5-G1-9501029 | \$ 231.73 |
| 20640 | 02/04/2016 | First Aid Kit Pocket Pack | 100-3FS-5-G1-9501029 | \$ 191.87 |
| 20664 | 02/11/2016 | Balloons-9" Blue | 100-5CS-5-G1-9501029 | \$ 199.53 |
| 20664 | 02/11/2016 | Balloons Set-Up Charge | 100-5CS-5-G1-9501029 | \$ 10.00 |
| 20664 | 02/11/2016 | Daltry Pen - Closeout | 100-5CS-5-G1-9501029 | \$ 255.21 |
| 20664 | 02/11/2016 | Flexible Plastic Ruler-6" | 100-5CS-5-G1-9501029 | \$ 340.30 |
| 20664 | 02/11/2016 | Single Port USB Car Charger | 100-5CS-5-G1-9501029 | \$ 1,331.92 |
| 20664 | 02/11/2016 | Ruler Set-Up Charge | 100-5CS-5-G1-9501029 | \$ 40.00 |
| 20664 | 02/11/2016 | Car Charger Set-Up Charge | 100-5CS-5-G1-9501029 | \$ 55.00 |
| 20664 | 02/11/2016 | Balloons-9" White | 100-5CS-5-G1-9501029 | \$ 199.53 |
| 20664 | 02/11/2016 | Balloons Set-Up Charge | 100-5CS-5-G1-9501029 | \$ 10.00 |
| Vendor V0698 - 4 Imprint Inc Total: | | | | \$ 2,865.09 |
| Vendor: V0803 - Adelman Broadcasting | | | | |
| 20665 | 02/11/2016 | Radio Advertising from Jan 2016 | 100-5CS-5-G1-9501003 | \$ 500.00 |
| 20665 | 02/11/2016 | Radio Advertising from Jan 2016 | 100-5CS-5-G1-9501003 | \$ 500.00 |
| Vendor V0803 - Adelman Broadcasting Total: | | | | \$ 1,000.00 |
| Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC. | | | | |
| 20666 | 02/11/2016 | Agility Recovery 2015 Support-Feb 2016 | 100-2FF-5-G1-9401012 | \$ 230.00 |
| Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total: | | | | \$ 230.00 |
| Vendor: V1130 - All Glass and Plastics | | | | |
| 20704 | 02/18/2016 | 24x24 steel window frame | 600-1XX-5-J1-9909068 | \$ 246.26 |
| 20704 | 02/18/2016 | 6x21 tempered glass | 600-1XX-5-J1-9909068 | \$ 233.81 |
| 20704 | 02/18/2016 | glazing tape | 600-1XX-5-J1-9909068 | \$ 43.60 |
| 20704 | 02/18/2016 | 7x22 window frame | 600-1XX-5-J1-9909068 | \$ 868.90 |
| 20704 | 02/18/2016 | 23x23 tempered glass | 600-1XX-5-J1-9909068 | \$ 71.94 |
| Vendor V1130 - All Glass and Plastics Total: | | | | \$ 1,464.51 |
| Vendor: V1165 - America's Driveway & Transport, LLC. | | | | |
| 20705 | 02/18/2016 | Transport 4370 from Wave to AVTA | 100-2FF-5-G1-9401002 | \$ 3,000.00 |
| Vendor V1165 - America's Driveway & Transport, LLC. Total: | | | | \$ 3,000.00 |
| Vendor: V0249 - Antelope Valley Board of Trade | | | | |
| 20667 | 02/11/2016 | AVBOT Outlook Conference-2016 Sponsor | 100-5CS-5-G1-9501003 | \$ 1,250.00 |
| Vendor V0249 - Antelope Valley Board of Trade Total: | | | | \$ 1,250.00 |
| Vendor: V0135 - Aramark Uniform Services | | | | |
| 20668 | 02/11/2016 | Uniform service (2016) | 100-2FF-5-G1-9401038 | \$ 99.45 |
| 20706 | 02/18/2016 | Uniform service (2016) | 100-2FF-5-G1-9401038 | \$ 110.77 |
| 20727 | 02/25/2016 | Uniform service (2016) | 100-2FF-5-G1-9401038 | \$ 113.44 |
| 20706 | 02/18/2016 | Invoice adjustment | 100-2FF-5-G1-9401038 | \$ 0.10 |
| 20668 | 02/11/2016 | Uniform service (2016) | 100-2FF-5-G1-9401038 | \$ 156.47 |
| Vendor V0135 - Aramark Uniform Services Total: | | | | \$ 480.23 |
| Vendor: V0518 - Arrow Engineering Services-AESI | | | | |
| 20707 | 02/18/2016 | Construction of 50 eBus stations | 600-1XX-5-J1-9909083 | \$ 4,494.00 |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|---|--------------|--|----------------------|---------------------|
| 20707 | 02/18/2016 | Task Order 1 Change Order 1 for Wave Chargers | 600-1XX-5-J1-9909080 | \$ 10,104.75 |
| 20707 | 02/18/2016 | Task Order 1 Change Order 1 for Wave Chargers-Ja | 600-1XX-5-J1-9909080 | \$ 7,756.00 |
| Vendor V0518 - Arrow Engineering Services-AESI Total: | | | | \$ 22,354.75 |
| Vendor: V0441 - At&T Calnet | | | | |
| 20641 | 02/04/2016 | Telephone, 12/20/2015-01/19/2016 | 100-2FF-5-G1-9501017 | \$ 732.18 |
| Vendor V0441 - At&T Calnet Total: | | | | \$ 732.18 |
| Vendor: V0244 - AT&T Mobility | | | | |
| 20708 | 02/18/2016 | Telephone, 01/07/16-02/069/2016 | 100-2FF-5-G1-9501017 | \$ 120.50 |
| Vendor V0244 - AT&T Mobility Total: | | | | \$ 120.50 |
| Vendor: V0013 - AV Press | | | | |
| 20669 | 02/11/2016 | Antelope Valley Press Contract | 100-5CS-5-G1-9501003 | \$ 2,426.00 |
| Vendor V0013 - AV Press Total: | | | | \$ 2,426.00 |
| Vendor: V0960 - Avail Technologies, Inc. | | | | |
| 20728 | 02/25/2016 | Vector Antenna | 600-1XX-5-J1-9902008 | \$ 68.45 |
| Vendor V0960 - Avail Technologies, Inc. Total: | | | | \$ 68.45 |
| Vendor: V0174 - Axes Fire Protection | | | | |
| 20729 | 02/25/2016 | Annual fire extinguisher serviice | 100-2FF-5-G1-9401038 | \$ 438.00 |
| Vendor V0174 - Axes Fire Protection Total: | | | | \$ 438.00 |
| Vendor: V0884 - Block, Lyle | | | | |
| 20709 | 02/18/2016 | Travel reimb-01/24-01/29/2016 CAPPO | 100-1EX-5-G1-9501019 | \$ 1,388.18 |
| Vendor V0884 - Block, Lyle Total: | | | | \$ 1,388.18 |
| Vendor: V0239 - BOHN'S Printing | | | | |
| 20642 | 02/04/2016 | Service Change Brochures - Spanish | 100-5CS-5-G1-9501018 | \$ 337.90 |
| 20642 | 02/04/2016 | Service Change Brochures - English | 100-5CS-5-G1-9501018 | \$ 474.15 |
| 20710 | 02/18/2016 | Transporter Brochures | 100-5CS-5-G1-9501018 | \$ 615.85 |
| 20710 | 02/18/2016 | Rider Relief Brochures | 100-5CS-5-G1-9501018 | \$ 523.20 |
| Vendor V0239 - BOHN'S Printing Total: | | | | \$ 1,951.10 |
| Vendor: V0018 - Burris Coffee & Pure Water Service | | | | |
| 20643 | 02/04/2016 | Coffee Supplies | 100-3FS-5-G1-9501009 | \$ 231.40 |
| Vendor V0018 - Burris Coffee & Pure Water Service Total: | | | | \$ 231.40 |
| Vendor: V1003 - BYD Motors, Incorporation | | | | |
| 20644 | 02/04/2016 | Towing of 4370 from WAVE to AVTA | 100-2FF-5-G1-9401002 | \$ 4,000.00 |
| 20644 | 02/04/2016 | Tow of unit 4370 to WAVE | 100-2FF-5-G1-9401002 | \$ 3,500.00 |
| Vendor V1003 - BYD Motors, Incorporation Total: | | | | \$ 7,500.00 |
| Vendor: V1139 - California Choice | | | | |
| 20645 | 02/04/2016 | Medical Premium, March 2015-EE | 100-000-2-B1-4011013 | \$ 4,926.35 |
| 20645 | 02/04/2016 | Medical Premium, March 2015-ER | 100-1ZZ-5-G1-9701612 | \$ 25,308.90 |
| Vendor V1139 - California Choice Total: | | | | \$ 30,235.25 |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|--|--------------|--|----------------------|---------------------|
| Vendor: V0254 - California Transit Association | | | | |
| 20646 | 02/04/2016 | Membership dues, 01/01/2016-01/01/2017 | 100-1EX-5-G1-9501006 | \$ 8,853.00 |
| Vendor V0254 - California Transit Association Total: | | | | \$ 8,853.00 |
| Vendor: V0723 - Canon Solutions America | | | | |
| 20670 | 02/11/2016 | Canon copier maintenance | 100-2FF-5-G1-9401006 | \$ 128.01 |
| Vendor V0723 - Canon Solutions America Total: | | | | \$ 128.01 |
| Vendor: V0416 - Carquest of Lancaster #7305 | | | | |
| 20647 | 02/04/2016 | Synthetic oil-GMC Sierra | 100-2FF-5-G1-9401038 | \$ 44.18 |
| 20711 | 02/18/2016 | synthetic oil-2007 Toyota Camry | 100-2FF-5-G1-9401038 | \$ 33.94 |
| 20711 | 02/18/2016 | Synthetic oil-2010 Toyota Camry | 100-2FF-5-G1-9401038 | \$ 33.94 |
| Vendor V0416 - Carquest of Lancaster #7305 Total: | | | | \$ 112.06 |
| Vendor: V0383 - Consolidated Electrical Distr. | | | | |
| 20671 | 02/11/2016 | Multiple Tap lug | 100-2FF-5-G1-9401038 | \$ 68.64 |
| Vendor V0383 - Consolidated Electrical Distr. Total: | | | | \$ 68.64 |
| Vendor: V1061 - Cummins Allison Corp. | | | | |
| 20648 | 02/04/2016 | Maintenance 2016-Bill Counter | 600-1XX-5-J1-9902008 | \$ 2,727.20 |
| Vendor V1061 - Cummins Allison Corp. Total: | | | | \$ 2,727.20 |
| Vendor: V0154 - Dell Marketing | | | | |
| 20672 | 02/11/2016 | Dell U2413 UltraSharp 24" Monitor | 600-1XX-5-J1-9909053 | \$ 2,805.59 |
| 20672 | 02/11/2016 | Environmental Fee for 24" Monitors | 600-1XX-5-J1-9909053 | \$ 24.00 |
| 20730 | 02/25/2016 | Dell 1765nf High-Capcity Cyan Toner Cartridge | 100-2FF-5-G1-9401009 | \$ 72.47 |
| 20730 | 02/25/2016 | Dell 1765nf High-Capacity Magenta Toner Cartridge | 100-2FF-5-G1-9401009 | \$ 72.47 |
| 20730 | 02/25/2016 | Dell 5130 High-Capcity Black Toner Cartridge | 100-2FF-5-G1-9401009 | \$ 141.85 |
| 20730 | 02/25/2016 | Dell 1765nf High-Capacity Black Toner Cartridge | 100-2FF-5-G1-9401009 | \$ 72.47 |
| 20730 | 02/25/2016 | Dell C3765dnf High-Capacity Black Toner Cartridge | 100-2FF-5-G1-9401009 | \$ 139.78 |
| 20730 | 02/25/2016 | Dell C3765dnf Waste Toner Container | 100-2FF-5-G1-9401009 | \$ 41.40 |
| 20730 | 02/25/2016 | Dell 1765nf High-Capacity Yellow Toner Cartridge | 100-2FF-5-G1-9401009 | \$ 72.47 |
| 20730 | 02/25/2016 | Dell 3765dnf High-Capacity Magenta Toner Cartridge | 100-2FF-5-G1-9401009 | \$ 264.04 |
| Vendor V0154 - Dell Marketing Total: | | | | \$ 3,706.54 |
| Vendor: V0940 - Diana Industries International Inc. | | | | |
| 20673 | 02/11/2016 | HS-1000 HEAVY DUTY DEGREASER 55GAL | 100-2FF-5-G1-9401038 | \$ 2,002.12 |
| Vendor V0940 - Diana Industries International Inc. Total: | | | | \$ 2,002.12 |
| Vendor: V1123 - Eastside Checks Cashed | | | | |
| 20674 | 02/11/2016 | CPOS Phone Line Riembursement - January 2016 | 100-3FS-5-G1-9501037 | \$ 50.00 |
| 20674 | 02/11/2016 | RR Coupons, January 2016 | 100-3FS-5-G1-9501037 | \$ 16.00 |
| Vendor V1123 - Eastside Checks Cashed Total: | | | | \$ 66.00 |
| Vendor: V1151 - Eco Energy Solutions, Inc. | | | | |
| 20675 | 02/11/2016 | Contract 2016-22 WAVE Lancaster City Park-#1 | 600-1XX-5-J1-9909081 | \$ 53,864.08 |
| 20712 | 02/18/2016 | City/Encroachment permits-City of Palmdale | 600-1XX-5-J1-9909081 | \$ 1,022.61 |
| Vendor V1151 - Eco Energy Solutions, Inc. Total: | | | | \$ 54,886.69 |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|---|--------------|---|----------------------|--------------------|
| Vendor: V1002 - Entertainment Plus | | | | |
| 20649 | 02/04/2016 | Spanish Version of Travel Training Videos | 100-1ZZ-5-J1-9902035 | \$ 570.00 |
| 20731 | 02/25/2016 | Board of Trade Video | 100-5CS-5-G1-9501003 | \$ 1,550.00 |
| Vendor V1002 - Entertainment Plus Total: | | | | \$ 2,120.00 |
| Vendor: V1024 - ePromos Promotional Products, Inc. | | | | |
| 20676 | 02/11/2016 | Promo Umbrella | 100-5CS-5-G1-9501003 | \$ 739.52 |
| Vendor V1024 - ePromos Promotional Products, Inc. Total: | | | | \$ 739.52 |
| Vendor: V0913 - Evault Inc | | | | |
| 20677 | 02/11/2016 | EVault Backup-Custom Retention monthly | 100-2FF-5-G1-9401012 | \$ 2,095.77 |
| Vendor V0913 - Evault Inc Total: | | | | \$ 2,095.77 |
| Vendor: V0046 - Federal Express | | | | |
| 20650 | 02/04/2016 | Shipping charges, 12/18/15 | 100-3FS-5-G1-9501010 | \$ 158.22 |
| 20650 | 02/04/2016 | shipping charges, 01/29/2016 | 100-3FS-5-G1-9501010 | \$ 23.88 |
| 20732 | 02/25/2016 | Shipping charges | 100-3FS-5-G1-9501010 | \$ 50.14 |
| 20678 | 02/11/2016 | Shipping charges | 100-3FS-5-G1-9501010 | \$ 28.88 |
| Vendor V0046 - Federal Express Total: | | | | \$ 261.12 |
| Vendor: V0176 - First Place Awards | | | | |
| 20733 | 02/25/2016 | 1 badge | 100-3FS-5-G1-9501009 | \$ 13.63 |
| 20679 | 02/11/2016 | Name plate | 100-3FS-5-G1-9501009 | \$ 9.81 |
| Vendor V0176 - First Place Awards Total: | | | | \$ 23.44 |
| Vendor: V1097 - Francynn Tobar | | | | |
| 20680 | 02/11/2016 | Travel reimb, Laserfiche seminar | 100-1EX-5-G1-9501019 | \$ 298.24 |
| Vendor V1097 - Francynn Tobar Total: | | | | \$ 298.24 |
| Vendor: V0880 - Franklin Bronze Plaques | | | | |
| 20681 | 02/11/2016 | Phase III dedication Plaque | 600-1XX-5-J1-9909068 | \$ 2,026.00 |
| Vendor V0880 - Franklin Bronze Plaques Total: | | | | \$ 2,026.00 |
| Vendor: V0125 - Grainger | | | | |
| 20734 | 02/25/2016 | Under cabinet fixture, O ring assortment | 100-2FF-5-G1-9401038 | \$ 68.82 |
| 20713 | 02/18/2016 | vacuum breaker repair kit | 100-2FF-5-G1-9401038 | \$ 89.27 |
| 20713 | 02/18/2016 | Silicone adhesive/sealant | 100-2FF-5-G1-9401038 | \$ 56.93 |
| 20682 | 02/11/2016 | magnetic pick up attachment | 100-2FF-5-G1-9401038 | \$ 34.83 |
| 20713 | 02/18/2016 | emergency security light | 600-1XX-5-J1-9909068 | \$ 210.18 |
| Vendor V0125 - Grainger Total: | | | | \$ 460.03 |
| Vendor: V0139 - Hart Printers Inc. | | | | |
| 20651 | 02/04/2016 | Business card-D Cason | 100-5CS-5-G1-9501018 | \$ 53.41 |
| 20735 | 02/25/2016 | Business cards-M. Crist | 100-5CS-5-G1-9501018 | \$ 53.41 |
| Vendor V0139 - Hart Printers Inc. Total: | | | | \$ 106.82 |
| Vendor: V0474 - Insight- Public Sector | | | | |
| 20683 | 02/11/2016 | Dell XPS Laptop | 600-1XX-5-J1-9902008 | \$ 1,272.63 |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|---|--------------|--|----------------------|---------------------|
| 20683 | 02/11/2016 | Dell 3 Prong AC Adapter | 600-1XX-5-J1-9902008 | \$ 46.80 |
| 20683 | 02/11/2016 | Microsoft Arc Bluetooth Mouse | 600-1XX-5-J1-9902008 | \$ 70.24 |
| 20683 | 02/11/2016 | Environmental Waste Recycling Fee for Laptop | 600-1XX-5-J1-9902008 | \$ 15.98 |
| Vendor V0474 - Insight- Public Sector Total: | | | | \$ 1,405.65 |
| Vendor: V1057 - IntelliRide | | | | |
| 20684 | 02/11/2016 | January 2016 ETP Service | 100-5CS-5-G1-9401031 | \$ 15,090.64 |
| 20684 | 02/11/2016 | DAR Service, January 2016 | 100-000-4-D1-6001400 | \$ (7,907.00) |
| 20684 | 02/11/2016 | DAR Service, January 2016 | 100-2FF-5-G1-9001014 | \$ 88,759.56 |
| 20684 | 02/11/2016 | DAR Coupon charge, January 2016 | 100-000-4-D1-6001400 | \$ 1,977.00 |
| Vendor V1057 - IntelliRide Total: | | | | \$ 97,920.20 |
| Vendor: V0057 - Interior Plant Designs | | | | |
| 20714 | 02/18/2016 | Indoor Plant Services-Feb 2016 | 100-2FF-5-G1-9401005 | \$ 206.00 |
| Vendor V0057 - Interior Plant Designs Total: | | | | \$ 206.00 |
| Vendor: V0157 - Iron Mountain Records Mgmt Inc | | | | |
| 20685 | 02/11/2016 | Records shredding, 12/29/2015-01/26/2016 | 100-2FF-5-G1-9401005 | \$ 74.49 |
| Vendor V0157 - Iron Mountain Records Mgmt Inc Total: | | | | \$ 74.49 |
| Vendor: V1171 - J. Richard Eichman, CPA | | | | |
| 20686 | 02/11/2016 | Accounting services, January 2016 | 100-1EX-5-G1-9501015 | \$ 252.00 |
| Vendor V1171 - J. Richard Eichman, CPA Total: | | | | \$ 252.00 |
| Vendor: V1062 - Kaizen Infosource | | | | |
| 20687 | 02/11/2016 | Support Services for Implementation of DMS | 100-1EX-5-G1-9501013 | \$ 9,588.81 |
| Vendor V1062 - Kaizen Infosource Total: | | | | \$ 9,588.81 |
| Vendor: V1080 - Kennard Design Group | | | | |
| 20652 | 02/04/2016 | Engineering and Design for BS 266 | 100-1EX-5-G1-9501013 | \$ 2,237.69 |
| Vendor V1080 - Kennard Design Group Total: | | | | \$ 2,237.69 |
| Vendor: V1166 - Kevin Ray | | | | |
| 20653 | 02/04/2016 | Reimb,Laserfische Seminar | 100-1EX-5-G1-9501019 | \$ 235.15 |
| Vendor V1166 - Kevin Ray Total: | | | | \$ 235.15 |
| Vendor: V0061 - Kwik-Key | | | | |
| 20715 | 02/18/2016 | key duplicate | 100-2FF-5-G1-9401005 | \$ 11.45 |
| Vendor V0061 - Kwik-Key Total: | | | | \$ 11.45 |
| Vendor: V0250 - L.A. County Waterworks | | | | |
| 20736 | 02/25/2016 | water bill, 12/14/15-02/11/16 | 100-2FF-5-G1-9401024 | \$ 281.78 |
| 20736 | 02/25/2016 | Water bill, 12/14/15-02/11/16 | 100-2FF-5-G1-9401024 | \$ 216.91 |
| 20736 | 02/25/2016 | Water bill, 12/14/15-02/11/16 | 100-2FF-5-G1-9401024 | \$ 279.43 |
| Vendor V0250 - L.A. County Waterworks Total: | | | | \$ 778.12 |
| Vendor: V0288 - LA County Sheriff Dept | | | | |
| 20716 | 02/18/2016 | Los Angeles County Sheriff's Contract | 100-5CS-5-G1-9501034 | \$ 5,943.56 |
| Vendor V0288 - LA County Sheriff Dept Total: | | | | \$ 5,943.56 |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|---|--------------|--|----------------------|---------------------|
| Vendor: V0720 - Mail America 2- Palmdale | | | | |
| 20688 | 02/11/2016 | CPOS Blanket Reimbursement-OCT, NOV & DEC 20 | 100-3FS-5-G1-9501037 | \$ 150.00 |
| Vendor V0720 - Mail America 2- Palmdale Total: | | | | \$ 150.00 |
| Vendor: V0916 - Mail America 3 | | | | |
| 20737 | 02/25/2016 | Phone line credit-November 2015-January 2016 | 100-3FS-5-G1-9501037 | \$ 150.00 |
| Vendor V0916 - Mail America 3 Total: | | | | \$ 150.00 |
| Vendor: V1143 - McKeon Group LLC | | | | |
| 20738 | 02/25/2016 | Advocacy-Consultants/Legislative-March 2016 | 100-1EX-5-G1-9501015 | \$ 5,000.00 |
| Vendor V1143 - McKeon Group LLC Total: | | | | \$ 5,000.00 |
| Vendor: V0292 - McMaster-Carr Supply Co. | | | | |
| 20689 | 02/11/2016 | PVC Duct Hose | 100-2FF-5-G1-9401038 | \$ 115.42 |
| 20739 | 02/25/2016 | conduit connectors | 100-2FF-5-G1-9401038 | \$ 162.25 |
| Vendor V0292 - McMaster-Carr Supply Co. Total: | | | | \$ 277.67 |
| Vendor: V1172 - Michael Gerry | | | | |
| 20690 | 02/11/2016 | Refund bus fare | 100-000-4-D1-6001004 | \$ 20.00 |
| Vendor V1172 - Michael Gerry Total: | | | | \$ 20.00 |
| Vendor: V0891 - MJS Construction | | | | |
| 20691 | 02/11/2016 | IFB 2016-02 BSIP in LA County, Phase 2 | 600-1XX-5-J1-9909059 | \$ 30,648.71 |
| Vendor V0891 - MJS Construction Total: | | | | \$ 30,648.71 |
| Vendor: V0987 - OPSEC Specialized Protection | | | | |
| 20654 | 02/04/2016 | OPSEC Security Services, January 2016 | 100-5CS-5-G1-9501034 | \$ 4,245.00 |
| Vendor V0987 - OPSEC Specialized Protection Total: | | | | \$ 4,245.00 |
| Vendor: V1086 - Periscope Intermediate Corporation | | | | |
| 20717 | 02/18/2016 | NIGP Commdity Code Licensing for PlanetBids | 100-1EX-5-G1-9501001 | \$ 695.00 |
| Vendor V1086 - Periscope Intermediate Corporation Total: | | | | \$ 695.00 |
| Vendor: V0078 - Pinnacle Petroleum Inc | | | | |
| 20692 | 02/11/2016 | Fuel, January 2016 | 100-2FF-5-G1-9201003 | \$ 12,124.40 |
| 20740 | 02/25/2016 | Fuel, February 2016 | 100-2FF-5-G1-9201003 | \$ 11,817.60 |
| 20740 | 02/25/2016 | Fuel July 2015 through June 2015 | 100-2FF-5-G1-9201003 | \$ 11,996.75 |
| 20718 | 02/18/2016 | Fuel, February 2016 | 100-2FF-5-G1-9201003 | \$ 12,036.29 |
| 20740 | 02/25/2016 | Fuel, February 2016 | 100-2FF-5-G1-9201003 | \$ 12,024.72 |
| 20740 | 02/25/2016 | Fuel, February 2016 | 100-2FF-5-G1-9201003 | \$ 12,305.14 |
| Vendor V0078 - Pinnacle Petroleum Inc Total: | | | | \$ 72,304.90 |
| Vendor: V0755 - Pitney Bowes Inc | | | | |
| 20719 | 02/18/2016 | Rental charges-January 2016 | 100-3FS-5-G1-9501010 | \$ 162.00 |
| Vendor V0755 - Pitney Bowes Inc Total: | | | | \$ 162.00 |
| Vendor: V1137 - Power Plan | | | | |
| 20741 | 02/25/2016 | Budget Software and Implementation | 600-1XX-5-J1-9909062 | \$ 171.87 |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|--|--------------|--|----------------------|---------------------|
| 20741 | 02/25/2016 | Budget Software and Implementation | 600-1XX-5-J1-9909062 | \$ 10,200.00 |
| Vendor V1137 - Power Plan Total: | | | | \$ 10,371.87 |
| Vendor: V0207 - Quartz Hill Chamber of Com | | | | |
| 20655 | 02/04/2016 | Vendor Booth | 100-5CS-5-G1-9501039 | \$ 95.00 |
| Vendor V0207 - Quartz Hill Chamber of Com Total: | | | | \$ 95.00 |
| Vendor: V0701 - Signal Campus | | | | |
| 20720 | 02/18/2016 | AVC Kiosk Advertising-04/27/2015 | 100-5CS-5-G1-9501003 | \$ 375.00 |
| 20720 | 02/18/2016 | AVC Kiosk Advertising | 100-5CS-5-G1-9501003 | \$ 336.00 |
| 20720 | 02/18/2016 | AVC Kiosks,02/05/2016-03/03/2016 | 100-5CS-5-G1-9501003 | \$ 336.00 |
| Vendor V0701 - Signal Campus Total: | | | | \$ 1,047.00 |
| Vendor: V0649 - Sinclair Printing & Litho., Inc. | | | | |
| 20693 | 02/11/2016 | Local Transit Brochures - Service Change | 100-5CS-5-G1-9501018 | \$ 2,869.97 |
| Vendor V0649 - Sinclair Printing & Litho., Inc. Total: | | | | \$ 2,869.97 |
| Vendor: V0403 - Southern California Edison | | | | |
| 20694 | 02/11/2016 | Electric, 12/19/15-01/21/2016 | 100-2FF-5-G1-9401021 | \$ 6,784.60 |
| Vendor V0403 - Southern California Edison Total: | | | | \$ 6,784.60 |
| Vendor: V0477 - Standard Insurance Company | | | | |
| 20742 | 02/25/2016 | HADV Premium | 100-1ZZ-5-G1-9701811 | \$ 36.00 |
| 20742 | 02/25/2016 | Group Life-FT | 100-1ZZ-5-G1-9701811 | \$ 358.93 |
| 20742 | 02/25/2016 | Short term disability-FT | 100-1ZZ-5-G1-9701812 | \$ 1,287.88 |
| 20742 | 02/25/2016 | Long term disability | 100-1ZZ-5-G1-9701813 | \$ 798.76 |
| 20742 | 02/25/2016 | AD & D | 100-1ZZ-5-G1-9701814 | \$ 71.78 |
| Vendor V0477 - Standard Insurance Company Total: | | | | \$ 2,553.35 |
| Vendor: V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation | | | | |
| 20695 | 02/11/2016 | Legal fees, 12/31/2015 | 100-1EX-5-G1-9501005 | \$ 4,011.46 |
| Vendor V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation Total: | | | | \$ 4,011.46 |
| Vendor: V0684 - Strategies | | | | |
| 20721 | 02/18/2016 | Consulting services, January 2016 | 100-3FS-5-G1-9501027 | \$ 25.00 |
| Vendor V0684 - Strategies Total: | | | | \$ 25.00 |
| Vendor: V0981 - TASC | | | | |
| 20722 | 02/18/2016 | FY 14/15 FSA Reconciliation | 100-3FS-5-G1-9501022 | \$ 80.13 |
| Vendor V0981 - TASC Total: | | | | \$ 80.13 |
| Vendor: V0103 - TCW Systems, Inc. | | | | |
| 20743 | 02/25/2016 | local airtime (repeater service) | 100-2FF-5-G1-9401038 | \$ 500.00 |
| Vendor V0103 - TCW Systems, Inc. Total: | | | | \$ 500.00 |
| Vendor: V0505 - The Customer Service Experts | | | | |
| 20723 | 02/18/2016 | Phone line for bus pass, January 2016 | 100-3FS-5-G1-9501037 | \$ 50.00 |
| Vendor V0505 - The Customer Service Experts Total: | | | | \$ 50.00 |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|---|--------------|--|----------------------|------------------------|
| Vendor: V0405 - The Gas Company | | | | |
| 20696 | 02/11/2016 | Gas, 12/18/15-01/22/2016 | 100-2FF-5-G1-9401022 | \$ 7,178.03 |
| Vendor V0405 - The Gas Company Total: | | | | \$ 7,178.03 |
| Vendor: V0904 - Time Warner Cable Business Class | | | | |
| 20697 | 02/11/2016 | Cable, 02/11/2016-03/10/2016 | 100-2FF-5-G1-9501017 | \$ 245.85 |
| 20697 | 02/11/2016 | Internet, 02/13/2016-03/12/2016 | 100-2FF-5-G1-9501017 | \$ 1,365.00 |
| Vendor V0904 - Time Warner Cable Business Class Total: | | | | \$ 1,610.85 |
| Vendor: V0992 - TJK consulting Engineers, Inc. | | | | |
| 20656 | 02/04/2016 | Re-design Server Room-December 2015 | 600-1XX-5-J1-9909068 | \$ 4,287.50 |
| 20656 | 02/04/2016 | Re-design Server Room-January 2016 | 600-1XX-5-J1-9909068 | \$ 4,287.50 |
| Vendor V0992 - TJK consulting Engineers, Inc. Total: | | | | \$ 8,575.00 |
| Vendor: V1169 - Town Square Publications, LLC | | | | |
| 20724 | 02/18/2016 | Palmdale Chamber of Commerce Guide | 100-5CS-5-G1-9501003 | \$ 2,395.00 |
| Vendor V1169 - Town Square Publications, LLC Total: | | | | \$ 2,395.00 |
| Vendor: V0252 - Transdev, Inc. | | | | |
| 20725 | 02/18/2016 | Metrolink Assistance-01/05/2016 | 100-2FF-5-G1-9001009 | \$ 115.44 |
| 20725 | 02/18/2016 | Cummins Pacific-Invoice#008-33122 | 600-1XX-5-J1-9909047 | \$ 6,383.23 |
| 20725 | 02/18/2016 | Local & Commuter Maintenance & Service-January | 100-2FF-5-G1-9001013 | \$ 1,052,693.97 |
| 20725 | 02/18/2016 | BYD-Electric Buses, Jan 2016 | 100-2FF-5-G1-9001016 | \$ 10,396.04 |
| 20725 | 02/18/2016 | Travel training, Jan 2016 | 100-5CS-5-G1-9401035 | \$ 249.12 |
| 20725 | 02/18/2016 | Answering AVTA Phones-MLK day | 100-2FF-5-G1-9001009 | \$ 304.00 |
| 20725 | 02/18/2016 | JARC Commuter Hours, Jan 2016 | 100-2FF-5-G1-9001015 | \$ 17,149.51 |
| 20725 | 02/18/2016 | Commuter Recovery, Jan 2016 | 100-2FF-5-G1-9001013 | \$ 10,439.33 |
| Vendor V0252 - Transdev, Inc. Total: | | | | \$ 1,097,730.64 |
| Vendor: V0189 - United Parcel Service | | | | |
| 20698 | 02/11/2016 | WAVE Charger shipping cost | 100-3FS-5-G1-9501010 | \$ 454.15 |
| 20698 | 02/11/2016 | Shipping charges | 100-3FS-5-G1-9501010 | \$ 160.06 |
| Vendor V0189 - United Parcel Service Total: | | | | \$ 614.21 |
| Vendor: V0353 - UNUM Life Insurance Co of Amer | | | | |
| 20744 | 02/25/2016 | Long term care -EE | 100-000-2-B1-4011024 | \$ 124.20 |
| 20744 | 02/25/2016 | Long term care -ER | 100-1ZZ-5-G1-9702618 | \$ 471.30 |
| Vendor V0353 - UNUM Life Insurance Co of Amer Total: | | | | \$ 595.50 |
| Vendor: V0302 - US Bank | | | | |
| 20657 | 02/04/2016 | L Engel/M Crist lunch-AVTA Business | 100-1EX-5-G1-9501019 | \$ 50.62 |
| 20657 | 02/04/2016 | Lunch for staff-12/22/2015 | 100-1EX-5-G1-9501019 | \$ 53.44 |
| 20657 | 02/04/2016 | L Engel/M Perry/Choa Xue-lunch re WAVE | 100-1EX-5-G1-9501019 | \$ 30.46 |
| 20657 | 02/04/2016 | Airfare, APTA Mktg, K Miller | 100-1EX-5-G1-9501019 | \$ 219.96 |
| 20657 | 02/04/2016 | W Jones, airfare FTA Training, 03/21-03/24/16 | 100-1EX-5-G1-9501019 | \$ 186.96 |
| 20657 | 02/04/2016 | Lunch for ARB Meeting,01/22/2016 | 100-1EX-5-G1-9501019 | \$ 26.97 |
| 20657 | 02/04/2016 | Hotel CalAct 03/27-03/31/2016 | 100-1EX-5-G1-9501019 | \$ 201.84 |
| 20657 | 02/04/2016 | Hotel, CalAct 03/27-03/31/2016 | 100-1EX-5-G1-9501019 | \$ 201.84 |



Antelope Valley Transit Authority CASH DISBURSEMENTS REPORT

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|---|--------------|--|----------------------|---------------------|
| 20657 | 02/04/2016 | Airfare, APTA Mktg, K Miller | 100-1EX-5-G1-9501019 | \$ 219.96 |
| 20657 | 02/04/2016 | Snacks for records meeting | 100-1EX-5-G1-9501019 | \$ 15.99 |
| 20657 | 02/04/2016 | Guest welcome reception ticket-APTA Seminar | 100-1EX-5-G1-9501019 | \$ 50.00 |
| 20657 | 02/04/2016 | Hotel, K Ray, Laserfische seminar | 100-1EX-5-G1-9501019 | \$ 870.87 |
| 20657 | 02/04/2016 | D Aragon hotel, 02/02-02/03/16 | 100-1EX-5-G1-9501019 | \$ 153.00 |
| 20657 | 02/04/2016 | Hotel, CALACT workshop, 03/27-03/31/2016 | 100-1EX-5-G1-9501019 | \$ 201.84 |
| 20657 | 02/04/2016 | L Engel-registration-Low carb summit on 02/23/16 | 100-1EX-5-G1-9501019 | \$ 120.00 |
| 20657 | 02/04/2016 | Airfare, L Engel-02/05/2016-Sacramento | 100-1EX-5-G1-9501019 | \$ 155.96 |
| 20657 | 02/04/2016 | APTA Bus & Paratransit-05/13-18/2016 | 100-1EX-5-G1-9501019 | \$ 1,204.35 |
| 20657 | 02/04/2016 | APTA bus & paratransit conf, 05/13-05/18/2016 | 100-1EX-5-G1-9501019 | \$ 217.82 |
| 20657 | 02/04/2016 | Registration, K Miller-APTA Mktg meeting, 02/28/16 | 100-1EX-5-G1-9501019 | \$ 550.00 |
| 20657 | 02/04/2016 | L Engel-airfare to Clean carb summit | 100-1EX-5-G1-9501019 | \$ 145.96 |
| 20657 | 02/04/2016 | Hilton-F Tobar meeting,01/10-01/14/2016 | 100-1EX-5-G1-9501019 | \$ 849.36 |
| 20657 | 02/04/2016 | L. Block, 01/03/16 Hyatt hotel | 100-1EX-5-G1-9501019 | \$ 937.89 |
| 20657 | 02/04/2016 | Samsung parts-credit refund | 100-2FF-5-G1-9401009 | \$ (159.15) |
| 20657 | 02/04/2016 | Virtual server-01/08/16-02/08/16 | 100-2FF-5-G1-9401012 | \$ 19.99 |
| 20657 | 02/04/2016 | DSL Extreme-GFI Comp-Moneyroom | 100-2FF-5-G1-9401012 | \$ 159.49 |
| 20657 | 02/04/2016 | DSL Extreme recon fee | 100-2FF-5-G1-9401012 | \$ 10.00 |
| Vendor V0302 - US Bank Total: | | | | \$ 6,695.42 |
| Vendor: V1050 - US Postal Exchange | | | | |
| 20660 | 02/04/2016 | RR Coupons, January 2016 | 100-3FS-5-G1-9501037 | \$ 72.00 |
| Vendor V1050 - US Postal Exchange Total: | | | | \$ 72.00 |
| Vendor: V1072 - W.A.V.E. | | | | |
| 20745 | 02/25/2016 | Wave Inductive Charger-February 2016 | 600-1XX-5-J1-9909081 | \$ 90,250.00 |
| Vendor V1072 - W.A.V.E. Total: | | | | \$ 90,250.00 |
| Vendor: V0969 - Walsma Oil Company | | | | |
| 20661 | 02/04/2016 | DIESEL EXHAUST FLUID | 100-2FF-5-G1-9201003 | \$ 2,633.00 |
| Vendor V0969 - Walsma Oil Company Total: | | | | \$ 2,633.00 |
| Vendor: V0550 - Waste Management | | | | |
| 20699 | 02/11/2016 | Waste service, January 2016 | 100-2FF-5-G1-9401023 | \$ 712.60 |
| Vendor V0550 - Waste Management Total: | | | | \$ 712.60 |
| Vendor: V0457 - Waxie Enterprises Inc. | | | | |
| 20700 | 02/11/2016 | bowl cleaner | 100-2FF-5-G1-9401038 | \$ 47.56 |
| 20700 | 02/11/2016 | 33 x 39 can liners | 100-2FF-5-G1-9401038 | \$ 158.18 |
| 20700 | 02/11/2016 | dust masks | 100-2FF-5-G1-9401038 | \$ 32.33 |
| 20700 | 02/11/2016 | Rolled paper bulk towels | 100-2FF-5-G1-9401038 | \$ 484.81 |
| 20700 | 02/11/2016 | vinyl glove -small | 100-2FF-5-G1-9401038 | \$ 58.02 |
| 20700 | 02/11/2016 | 40 x 48 can liners | 100-2FF-5-G1-9401038 | \$ 250.74 |
| 20700 | 02/11/2016 | Foam cups | 100-2FF-5-G1-9401038 | \$ 68.99 |
| 20700 | 02/11/2016 | leather work gloves | 100-2FF-5-G1-9401038 | \$ 23.49 |
| 20700 | 02/11/2016 | Synthetic glove xl | 100-2FF-5-G1-9401038 | \$ 54.58 |
| 20700 | 02/11/2016 | perforated kitchen towels | 100-2FF-5-G1-9401038 | \$ 29.40 |
| 20700 | 02/11/2016 | Toilet tissue | 100-2FF-5-G1-9401038 | \$ 717.22 |
| 20700 | 02/11/2016 | Citrus Cleaner | 100-2FF-5-G1-9401038 | \$ 142.79 |



**Antelope Valley Transit Authority
CASH DISBURSEMENTS REPORT**

By Vendor Name
Payment Dates 2/1/2016 -
2/29/2016

| Check # | Payment Date | Description (Item) | Account Number | Amount |
|---|--------------|--|----------------------|------------------------|
| Vendor V0457 - Waxie Enterprises Inc. Total: | | | | \$ 2,068.11 |
| Vendor: V1154 - Weideman Group Inc. | | | | |
| 20662 | 02/04/2016 | 2016-30 Temporary Consulting-February 2016 | 100-1EX-5-G1-9501015 | \$ 10,000.00 |
| 20701 | 02/11/2016 | 2016-30 Temporary Consulting | 100-1EX-5-G1-9501015 | \$ 576.05 |
| Vendor V1154 - Weideman Group Inc. Total: | | | | \$ 10,576.05 |
| Vendor: V0112 - Western Exterminators | | | | |
| 20702 | 02/11/2016 | Exterminator, January 2016 | 100-2FF-5-G1-9401005 | \$ 96.00 |
| Vendor V0112 - Western Exterminators Total: | | | | \$ 96.00 |
| Vendor: V0744 - Windes | | | | |
| 20726 | 02/18/2016 | Audit services-Around AV | 100-3FS-5-G1-9501020 | \$ 4,000.00 |
| Vendor V0744 - Windes Total: | | | | \$ 4,000.00 |
| Vendor: V0124 - Witts | | | | |
| 20663 | 02/04/2016 | Blanket Office Supplies | 100-3FS-5-G1-9501009 | \$ 212.16 |
| 20703 | 02/11/2016 | Office Supplies-1099 envelopes | 100-3FS-5-G1-9501009 | \$ 32.94 |
| Vendor V0124 - Witts Total: | | | | \$ 245.10 |
| Grand Total: | | | | \$ 1,655,159.13 |



DATE: March 22, 2016

TO: BOARD OF DIRECTORS

SUBJECT: Fiscal Year 2016 (FY16) Cap and Trade Low Carbon Transit Operations Program (LCTOP) Project

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2016-003 authorizing the execution of FY 2015-16 LCTOP funds to be used toward electric bus infrastructure improvements.

FISCAL IMPACT

Grant funds in the amount of \$118,796 will be used to fund a portion of the electric bus infrastructure project.

BACKGROUND

AVTA is projected to receive a FY16 apportionment from the Cap and Trade LCTOP in the amount of \$118,796. The final guidance was released December 2015 with the application due February 1, 2016. The Board adopted Resolution No. 2016-002 on February 23, 2016 authorizing the Executive Director to execute the certifications and assurances as required for the LCTOP Program. Adopting Resolution No. 2016-003 authorizes the allocation of the FY 2015-16 LCTOP funds to be used toward electric bus infrastructure improvements.

Prepared by:

Submitted by:

Judy Fry
Grants Administrator

Len Engel
Executive Director

Attachment: A – Resolution No. 2016-003

CC 3 – Attachment A

**BOARD OF DIRECTORS
ANTELOPE VALLEY TRANSIT AUTHORITY
RESOLUTION #2016-003**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
PROJECT – ELECTRIC BUS INFRASTRUCTURE IMPROVEMENTS (\$118,796)**

WHEREAS, the Antelope Valley Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, the Antelope Valley Transit Authority wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Antelope Valley Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Antelope Valley Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

List project(s), including the following information:

Project Name: Electric Bus Infrastructure Improvements

Amount of LCTOP funds requested: \$118,796

Short description of project: On-site infrastructure improvements necessary for electric bus conversion. Antelope Valley Transit Authority will be installing equipment necessary to fully charge the fleet overnight.

Contributing Sponsors: Federal Transit Administration, Los Angeles County Metropolitan Transit Authority, Cap & Trade Transit and Intercity Rail Capital Program, and Antelope Valley Transit Authority

PASSED, APPROVED AND ADOPTED this 22nd day of March 2016.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Marvin Crist, Board Chairman

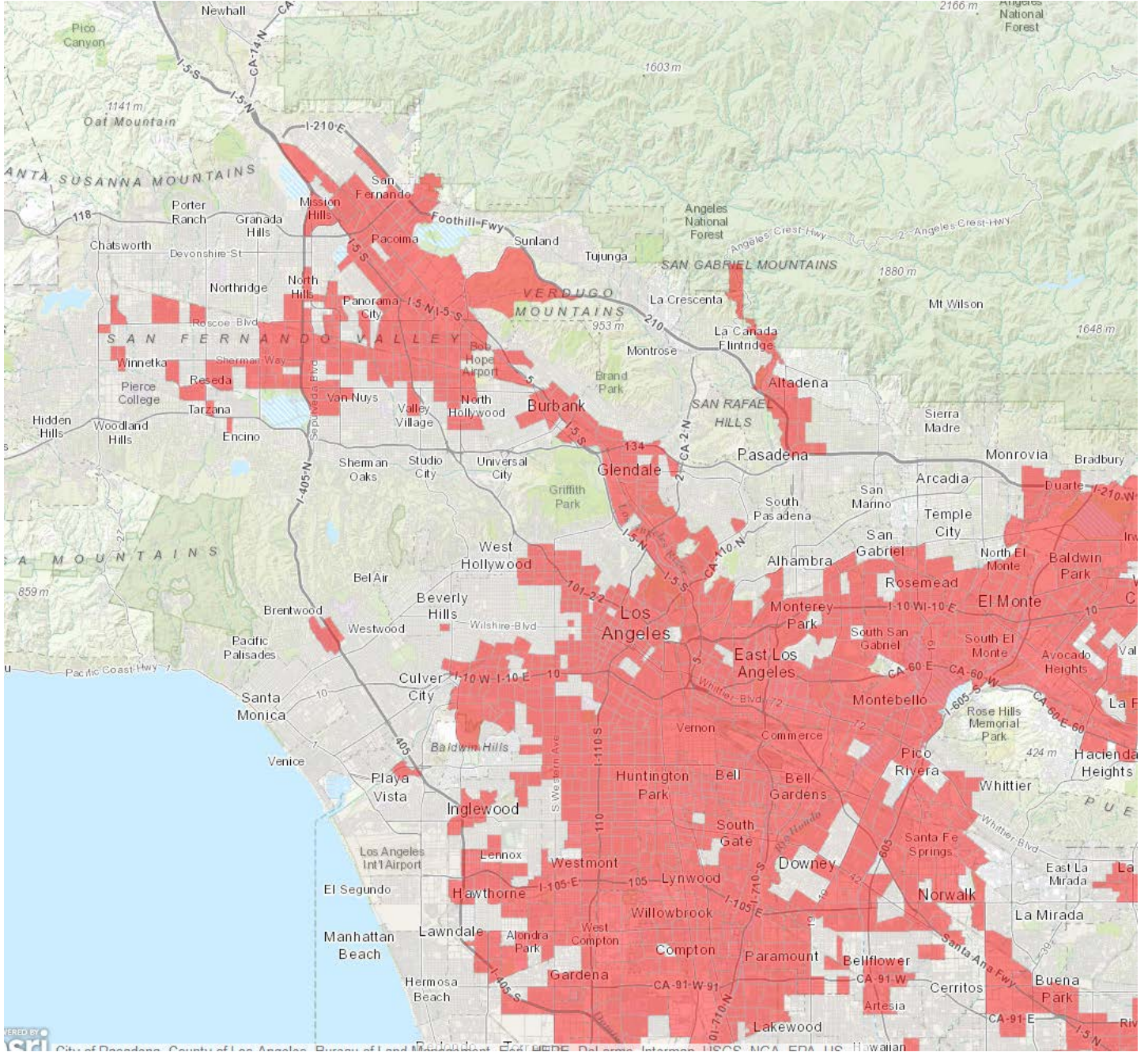
ATTEST:

APPROVED AS TO FORM:

Karen S. Darr, Clerk of the Board

Allison E. Burns, General Counsel

CC 3 – Attachment A.1





DATE: March 22, 2016
TO: BOARD OF DIRECTORS
SUBJECT: Fiscal Year 2017 (FY17) Preliminary Business Plan Assumptions

RECOMMENDATION

That the Board of Directors approve the Preliminary FY17 Business Plan and Short Range Transit Plan assumptions and provide direction to staff regarding priorities for the final Business Plan.

FISCAL IMPACT

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

BACKGROUND

Each year, the AVTA Board of Directors and staff dedicate considerable time and effort to establish the priorities, policies, and projects that will define AVTA's operating and capital plans.

For FY17, the budget process began in January with a mid-year review of FY16 expenses to provide a baseline for the FY17 Budget. Capital spending to date in FY16 was reviewed, and the projected carryover of capital projects was determined; that figure will be added to newly identified initiatives and funding sources for the coming year. The Transit Advisory Committee (TAC) and the Board of Directors will have the opportunity to evaluate budget recommendations, prioritize goals, and provide additional direction to staff as the FY17 budgets are prepared. The final step is the adoption of the FY17 Business Plan by the Board of Directors during the May 2016 Board meeting.

Attachment A lists the initiatives and operating assumptions proposed for the draft operating and capital budgets for FY17. These assumptions recognize input from Board, TAC and other AVTA stakeholders. They provide staff with the ability to set priorities, determine service levels, and allocate financial resources in the creation of the Authority's FY17 Business Plan and associated Five-Year Financial Projections.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Len Engel
Executive Director

Attachment: A – FY17 Business Plan Initiatives and Assumptions

Fiscal Year 2017 (FY17) Business Plan Initiatives and Assumptions

Operating Budget Assumptions

- Fare Revenues: On September 1, 2015, the AVTA's Fare Schedule Change was implemented. The first three months under the new schedule, combined with billing Access for disabled rides on local transit, should raise projected fare revenue for FY16 by approximately \$130,000. It is unknown whether the increased fares will persist, so fare revenue will be conservatively held level to the FY16 projection level of \$5.26 million.
- Operating Subsidies from Tax Revenues: Initial budgets for operating subsidies will be based on actual FY16 figures of \$8.55 million, pending receipt of FY17 Funding Marks from Metro. The preliminary report is expected in March.
- Other Revenues: Advertising revenue will be budgeted at \$180,000, which reflects \$60,000 in revenue sharing over and above the \$120,000 guarantee. The larger of the two SCE Rebates programs ended August of 2015; the remaining program is projected to bring in \$36,000 during FY17.
- Capital Reserve Payments: No change from the FY16 base funding levels; the Capital Reserve figure billing will be maintained at \$460,896.
- Jurisdictional Operating Contributions: No change from the FY16 base funding levels. The proposed Operating Contributions billing will be maintained at \$3,145,691.
- Federal Funding: FTA 5307 Formula Funds are drawn to offset Preventive Maintenance and Operating Expenses. The draws are based on the contract costs of Transdev for fixed route service and maintenance and IntelliRide for Dial-A-Ride (DAR) service. Forty percent of the monthly cost is considered to be Preventive Maintenance, and 60% is assumed to be Operating Expenses.
 - Preventive Maintenance funds drawn are calculated at 40% of the cost of the contracts with Transdev and IntelliRide.
(80% + 20% Toll Credits = 100% of the 40% of the monthly cost)
 - Operating Support funds drawn are calculated at 60% of the cost of the contracts with Transdev and IntelliRide.
(30% (50% of the 60% of the monthly cost)
- Fixed Route Contract: Transit operations and maintenance will continue to be provided by Transdev. Per contract, costs for local and commuter transit services will increase by 3% on January 1, 2017. The average vehicle service hour cost continues to increase at approximately 3% per year; in line with the annual January 1st Transdev contractual increase of 3%.
- Dial-A-Ride Service: IntelliRide will continue operating the current DAR program. Per contract, costs for DAR Service will increase by 1.5% on January 1, 2017.

- Joint Access and Reverse Commuter (JARC) Voucher Program: The DAR Contract includes provisions for a JARC-funded voucher program for job seekers, administered by 3rd party provider 211 LA County. The estimated subsidy is \$165,000 annually for 36 months and ending May 2017. With the involvement of the County of Los Angeles Department of Public Social Services, the program and its funding may continue longer than the original ending date. Additional details will be reported to the Board as they become known.
- Fuel: Fuel cost for the FY17 Business Plan will be projected at \$3.50 per gallon, which maintains a cushion between the budget and fluctuations in actual cost.
- As more electric buses are added to the fleet, electricity costs will be budgeted at increasing levels while diesel fuel use will be correspondingly reduced. Each 40' electric bus costs approximately \$19,200 in electricity to operate per year. Current electric rates to AVTA through SCE's tiered cost program average 12¢ kW. AVTA and Lancaster Choice Energy are working together to develop a special rate for the fleet, and the California Air Resources Board will offer credits that may zero out the electricity costs for part of the fleet.
- Utilities: The electricity used for the facilities, and other utilities costs are expected to experience a modest rise in FY17.

○ Personnel: FY17 staffing plan:

| Category | Headcount | FTE's |
|--------------|-----------|----------------|
| Full Time | 34 | 34.0000 |
| Part Time | 6 | 4.7375 |
| Total | 40 | 38.7375 |

○ Salary Planning -

- No automatic COLA adjustments are assumed. Performance evaluations are based on merit to the maximum of each range.
- Merit pool to a maximum of 5% based on employee performance is budgeted in accordance with the Board-approved compensation plan.
- Benefits: The current employee benefit structure will be maintained. The preliminary assumption is an increase of 10% effective with the October 2017 open enrollment period. AVTA's health insurance agent will provide better cost projections in April 2016, and will be reflected in the FY17 Proposed Business Plan if time permits. As in past years, increases may be mitigated in part through negotiations with carriers.
- Pension: The Employer share of CalPERS decreases to 8.337% in FY17 and 8.4% in FY18. CalPERS calculates pension contributions based on payroll figures two years in arrears.

Monthly payments will be made to fund the Authority's pension liability. Employee contributions of 7% are also paid by the Authority.

The California Public Employee's Pension Reform Act of 2013 (PEPRA) specifies a second tier of retirement benefits for employees hired on or after January 1, 2013. Per CalPERS, PEPRA employees will contribute 6.25%; this will be matched by the Authority. Based on the headcount assumptions for the FY15 Business Plan, 10 employees will receive second tier retirement benefits.

In past years, it was common for pension plans to be only partially funded; at any point in time, the market value of pension assets were not sufficient to fully fund all required payments to retirees, based on actuarial calculations. Implemented by AVTA in FY15, Government Accounting Standards Board (GASB) Statement 68 calls for governments to make additional contributions over a period of years to fully fund their pension obligations. The first "catch up" payment of \$19,990 was scheduled in FY16; FY17 will be \$25,916; and the payment for FY18 will be \$35,066.

- Insurance: As with prior years, risk costs are projected to increase in FY17. The initial increase is assumed to be 10% until the policy renewal process reveals the actual increases for the following year. Actual rates will be included in the Proposed Business Plan if time permits.
- Operating Reserves: \$300,000 has been scheduled to be added to the Operating Reserve at the end of FY16, based on projected Mid-Year Budget savings. Recommendations for funding the operating reserve for FY17 will be based on financial performance and unrestricted cash flow identified in the audited financial statements. Use of operating reserves requires approval by the Board of Directors. The current balance of the operating reserve is \$1,488,885; the long-term goal is to have \$5 million invested to cover approximately three months of Operating Expenses.

Capital Spending Plan

➤ **Electric Bus Fleet Implementation –**

AVTA has committed to a goal of operating an all-electric bus fleet by 2018. The major emphasis will be on carrying out the procurement of the rolling stock and infrastructure to move towards the 2018 goal. In addition, the capital spending plan will carry over uncompleted projects and purchases from FY16 and identify new projects for FY17. Details of this strategy are discussed below.

- After 16 months of continuous service, the two original Demonstration Buses will continue to give service to our ridership and provide performance data and operational experience to improve efficiencies.

- There is an opportunity, with a high probability of success, to add five used battery-electric buses to AVTA's fleet. Details are pending, including options for an outright purchase or a purchase-lease combination; staff will bring final recommendations to the board.
- Through the \$24.4 million Transit and Inner-city Rail Capital Program (TIRCP) grant, AVTA will:
 - Order 29 battery electric buses: (13) 60' articulated models and (16) 45' commuter coaches. These buses are scheduled for delivery within the next 12 months.
 - Charging Infrastructure: Construction of the first two WAVE chargers at Lancaster City Park and the Palmdale Transportation Center are scheduled for completion in FY16. Architectural and engineering efforts for the facility's 85 Bus Charging Project are proceeding; construction should begin in the final months of FY16 or the beginning of FY17, with a completion scheduled ahead of the first arrivals of the articulated and commuter models. The grant also provides funds for the deployment of 11 additional inductive chargers in the to-be-developed 200-250kVA range, a key strategy is to provide sufficient range to cover all of AVTA's local transit routes on a daily basis.
- AVTA has applied for a \$14 million Air Resources Board Zero Emission Bus (ARB ZEB) Grant. If awarded, AVTA will:
 - Order 17 additional battery electric buses: (7) 45' commuter coaches and (10) 40' local transit buses.
- If successful, these activities would replace 51 diesel buses with battery electric buses, and would comprise over half of the 85 bus fleet target.
- **Bus Rapid Transit** – Long-term planning includes establishing a Bus Rapid Transit (BRT) Project using the 60' articulated buses to handle the passenger loads and increased frequencies along Route 1 or a variant.



DATE: March 22, 2016

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2016-34 to CSI Fullmer, Inc., to Refurnish Customer Service Area

RECOMMENDATION

That the Board of Directors authorize the Executive Director to execute Contract #2016-34 with CSI Fullmer, Pasadena, CA, to refurnish the Customer Service area for an amount of \$56,087, plus applicable sales tax.

FISCAL IMPACT

Sufficient funds for this project have been included in the FY16 Business Plan Mid-year Adjustments.

BACKGROUND

Customer Service office furnishings were provided when Phase 1 construction ended in 2004. Since that time, the Customer Service staff has increased, along with the need to maximize the utility of the department's workspace. A plan was developed to do so; complicating the improvement plan was that the original furniture manufacturer had gone out of business.

On December 10, 2015, staff contracted CSI Fullmer (CSIF), the same firm that provided Phase 2 construction office furnishings. CSIF developed a floor plan that maximizes the use of the available office space. Attachments A and B shows the redesigned floor plan and a 3D rendering of cubicles, respectively.

Staff recommends piggybacking upon the State of California Procurement Division's California Multiple Award Schedules Unit (CMAS) cooperative contract number 4-12-71-0127A, Supplement No. 3, for this purchase. The use of the CMAS coop contract allows

Award Contract #2016-34 for Refurnish Customer Service Area

March 22, 2016

Page 2

AVTA to match the same manufacturer and provider of the furnishings that were used in the Phase 2 construction project. With CSIF, the Customer Service area will be provided with the same office furnishings and quality service that AVTA received during Phase II.

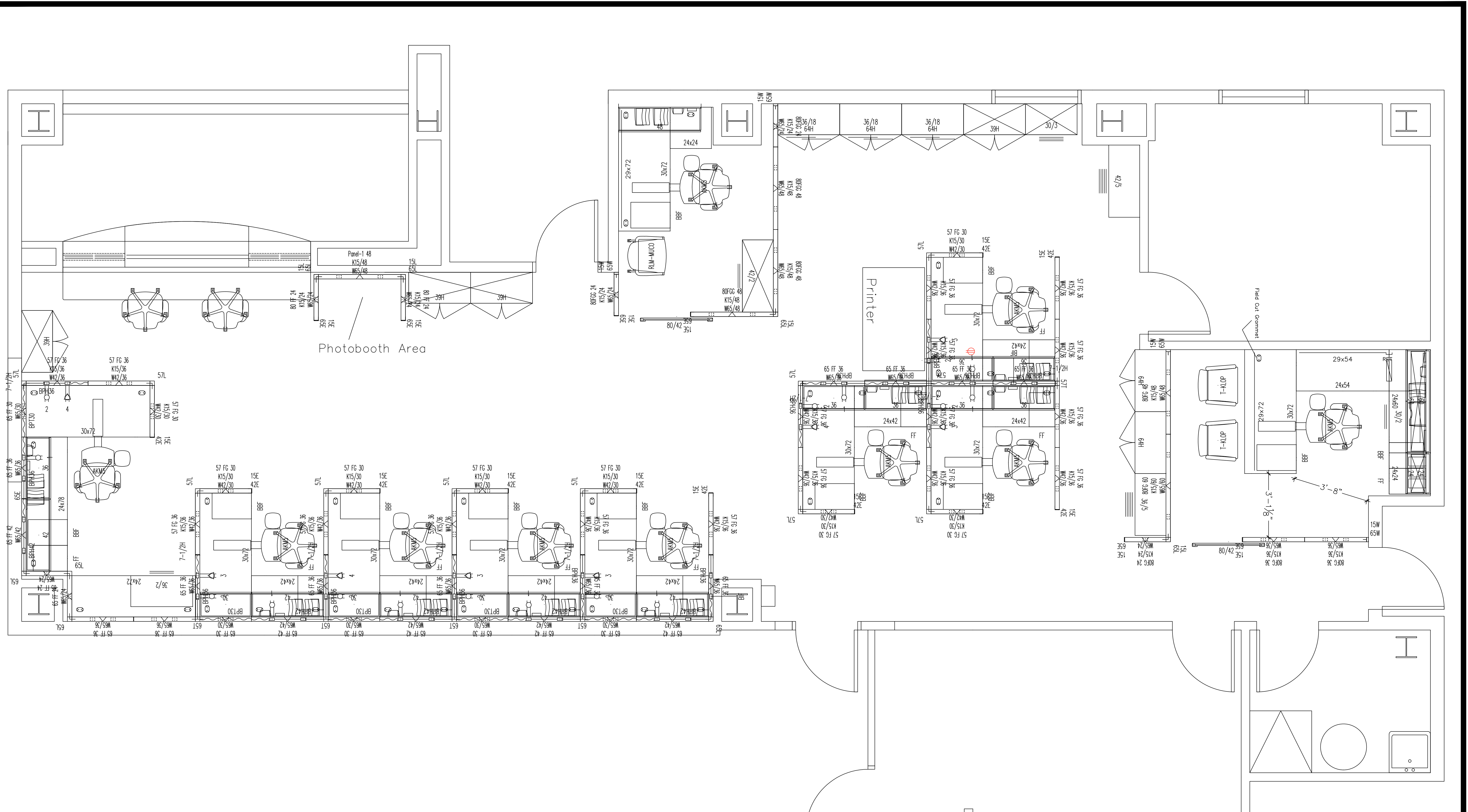
Prepared by:

Submitted by:

Mark Perry
Fleet and Facilities Manager

Len Engel
Executive Director

Attachments: A – Customer Service Area Floor Plan
 B – 3D Rendering



PROJECT:
**Antelope Valley
Transit Authority
Customer Service Area**

BUILDING / FLOOR:
Admin Building

ADDRESS:
**42210 6th Street W
Lancaster, CA 93534**

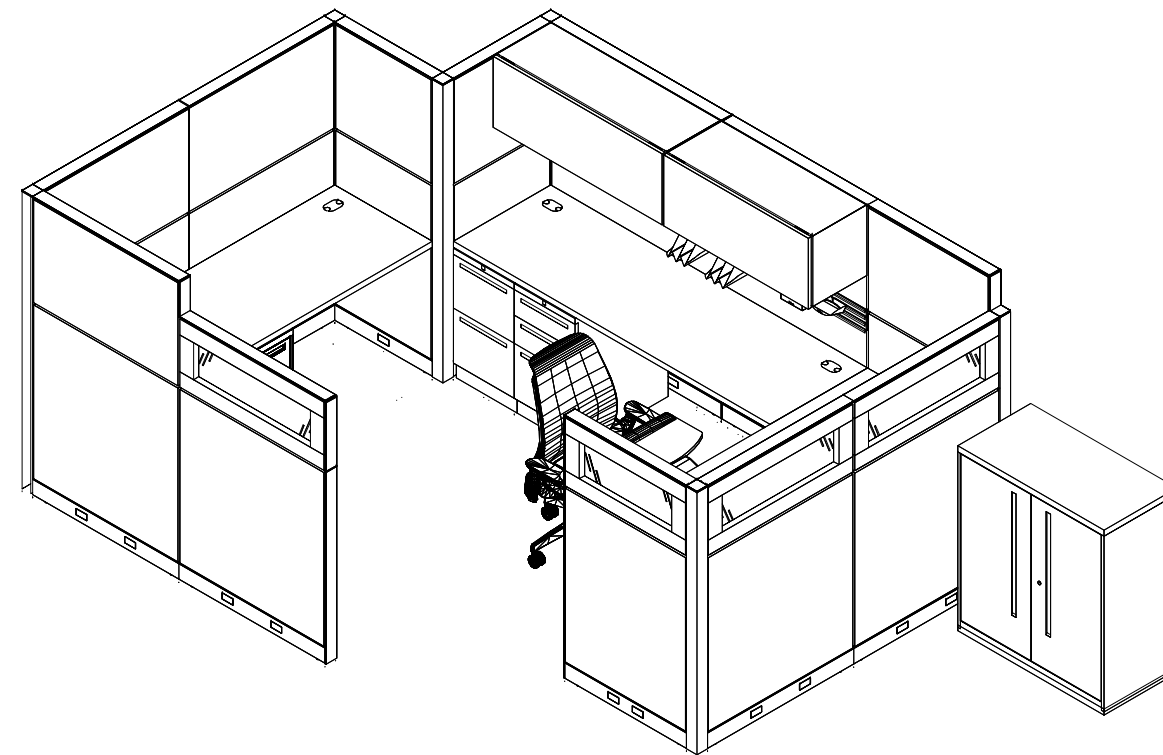
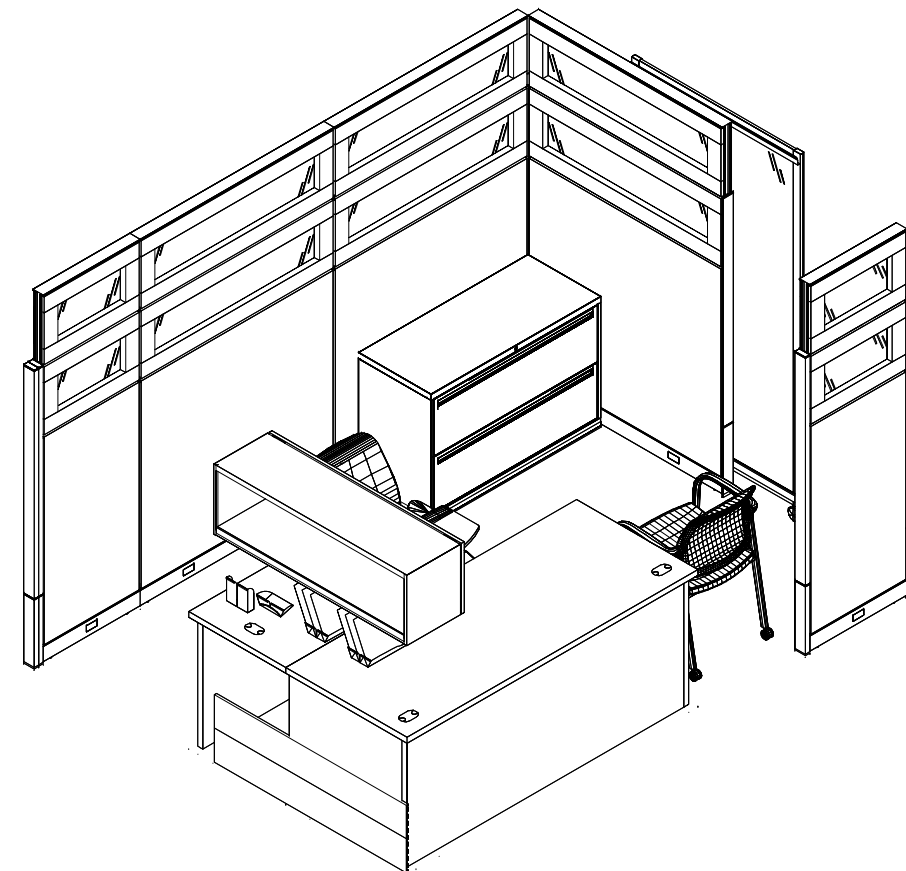
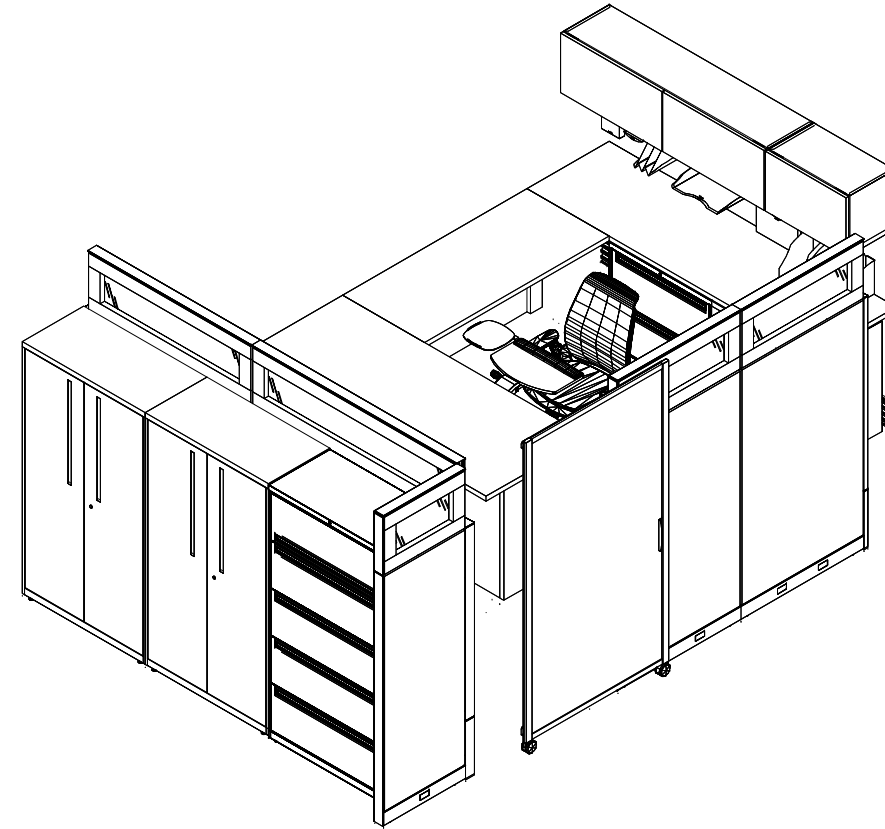
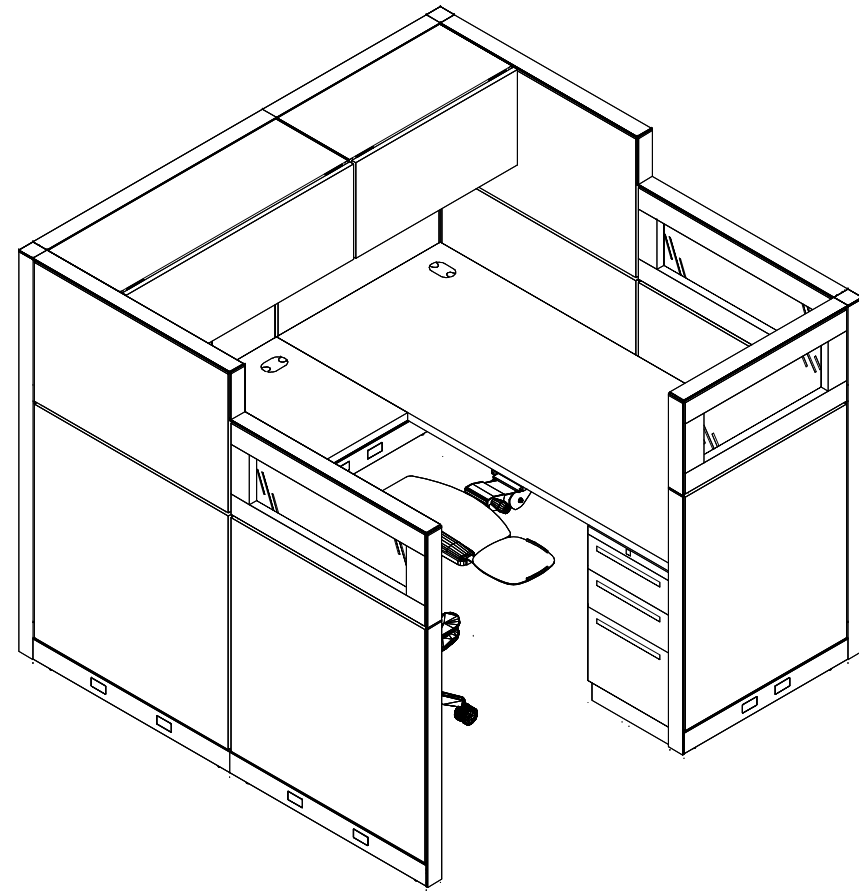
DESIGN / ARCHITECT:
CSI Fullmer
FURNITURE FOR EVERY BUSINESS

ADDRESS:
131 N. El Molino Ave., Ste 170, Pasadena, Ca. 91101

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|------------------|-----------------------|--------|--|------|-------|
| DATE: | 1/18/16 | DELTA# | | DATE | ISSUE |
| SCALE: | 1/2"=1'-0" | | | | |
| DRAWN BY: | RAG | | | | |
| DRAWING NO.: | AVTA Customer Service | | | | |
| TEAM DESIGN NO.: | | | | | |
| CLIENT APPROVAL: | | | | | |
| APPROVAL: | | | | | |
| DATE: | | | | | |

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|----------------|--|--|--|--|--|
| FURNITURE PLAN | | | | | |
| SHEET NO.: | | | | | |
| 1 OF 1 | | | | | |



PROJECT
**Antelope Valley
 Transit Authority**
 Customer Service
 Up Close 3D's
 BUILDING / FLOOR
Administration building

ADDRESS
 42210 6th St W
 Lancaster, CA 93534

DESIGNER / ARCHITECT

APPROVAL: _____

DATE: _____

DATE: 1/15/2016

SCALE: 1/8" = 1'-0"

DRAWN BY: RAG

DRAWING NO. AVTA Customer Service Ar

TEAM DSN. NO.

| DELTA | DATE | ISSUE |
|-------|------|-------|
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**FURNITURE
 PLAN**

SHEET NO.
1 OF 1

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