



**Regular Meeting of the Board of Directors**

**Tuesday, June 28, 2016**

**10:00 a.m.**

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

**AGENDA**

For record keeping purposes, and if 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 do not have to complete this form or to state your name 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, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):**

During this portion of the meeting, staff will present information not normally 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. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR MAY 2016 – HECTOR FUENTES, TRANSDEV

SRP 2 PRESENTATION TO RONG NEMESCHY ACKNOWLEDGING HER RETIREMENT – COLBY KONISEK

SRP 3 LEGISLATIVE REPORTS FOR JUNE 2016 – JUDY FRY

*Recommended Action:*

**Support:**

- 1) Assembly Bill (AB) 2222 – Greenhouse Gas Reduction Fund: Transit Pass Program
- 2) AB 1746 – Transit Buses on Shoulder
- 3) AB 2090 – Low Carbon Transit Operations Program
- 4) Senate Bill (SB) 824 – Low Carbon Transit Operations Program

**Oppose:**

- 1) SB 1383 – Short-lived Climate Pollutants

**Direction:**

- 1) Measure R2 – Provide consensus to support or oppose.

SRP 4 DUMP THE PUMP – KELLY MILLER

SRP 5 EXTERIOR ADVERTISING – LEN ENGEL

**CONSENT CALENDAR (CC):** Items 1 through 4 are consent items that may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MAY 24, 2016 – KAREN DARR

*Recommended Action: Approve the Board of Directors Regular Meeting Minutes of May 24, 2016.*

CC 2 FINANCIAL REPORTS FOR APRIL AND MAY 2016 – COLBY KONISEK

*Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated April 30, 2016; the Interim Financial Statements for the ten months ended April 30, 2016; the Cash Flow Projection/Treasurer's report for the month ended April 30, 2016; the Payroll History Report for the three months ended May 31, 2016; and the Cash Disbursements Report for the month ended May 31, 2016.*

CC 3 FY17 INVESTMENT POLICY STATEMENT AND LOCAL AGENCY INVESTMENT FUND (LAIF) UPDATE – COLBY KONISEK

*Recommended Action: 1) Adopt Resolution 2016-004, a resolution approving AVTA's revised Investment Policy Statement for the upcoming fiscal year beginning July 1, 2016 through June 30, 2017; and 2) Approve proposed changes to the list of staff authorized to deposit and withdraw from AVTA's LAIF account.*

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

*Recommended Action: Authorize the Executive Director/CEO to renew the Letter of Understanding with the LASD for transit law enforcement services covering the term July 1, 2016 through June 30, 2017.*

**NEW BUSINESS (NB):**

NB 1 COLLEGE STUDENT PASS PROGRAM – ERIKA MONROE

*Recommended Action: Establish and adopt a 1-year Pilot College Student Pass Program and implement by Antelope Valley College's Fall Semester (August 2016).*

NB 2 CHANGE ORDER TO WIRELESS ADVANCED VEHICLE ELECTRIFICATION (WAVE) TO PERFORM LOS ANGELES COUNTY APPROVED THIRD PARTY TESTING – LEN ENGEL

*Recommended Action: Authorize the Executive Director to approve Change Order #1 to WAVE, Inc. for the amount not to exceed \$44,825.00.*

**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(a)  
Pending Litigation: Holmes v. AVTA, USDC Case No. 2:16-cv-01454-DMG-AGR  
Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

**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/CEO

**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 July 26, 2016 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

**The agenda was posted by 5:00 p.m. on June 23, 2016 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> St. West, Lancaster, CA 93534.**

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director. 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 at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



**Regular Meeting of the Board of Directors**

**Tuesday, May 24, 2016**

**10:00 a.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER**

Chairman Crist called the meeting to order at 10:05 a.m.

**PLEDGE OF ALLEGIANCE**

Director Hofbauer led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist  
Vice Chair Dianne Knippel  
Director Steve Hofbauer  
Director Fred Thompson  
Director Michelle Flanagan  
Alternate Director Raj Malhi

Absent

Director Angela Underwood-Jacobs

**APPROVAL OF AGENDA**

**Motion: Approve the agenda as comprised.**

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, Flanagan, Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

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

Michael Rives – requested that the directors, staff, and presenters speak louder and slower when presenting meeting items.

Charlotte Baxter – requested that funding continue for the Senior Pass Program.

Fran Sereseres- spoke in favor of continuing the Senior Pass Program

Chairman Crist responded that last year the Antelope Valley Air Quality Management District (AVAQMD) approved grant funds of \$50,000 to each participating jurisdiction (cities of Lancaster and Palmdale, and County of Los Angeles) with a \$50,000 match requirement. The City of Lancaster provided Palmdale's portion last year; this option will not be available for FY17. He explained that the City of Palmdale offers a different program to help offset fare costs for seniors. Once AVAQMD approves the allocation for FY17, each jurisdiction will vote whether to provide their required \$50,000 match requirement.

**Chairman Crist requested that staff present Special Reports and Presentations prior to holding the Public Hearing for the proposed service changes.**

**SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):**

Transdev General Manager Hector Fuentes introduced Transdev's management team noting that the team is on site conducting a biennial performance review and analyzing AVTA's operations.

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

Transdev Operations Manager Mike Sorensen presented plaques to the Operator of the Month Irece Williams and the Employee of the Month Jermarco Effinger.

**SRP 2 FISCAL YEAR 2015/2016 (FY16) THIRD QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS REPORT (JANUARY 1, 2016 – MARCH 31, 2016)**

Director of Fleet and Facilities Mark Perry presented the report. The Board discussed how operating the air conditioner versus the heater affects battery consumption.

**SRP 3 FY16 THIRD QUARTER SYSTEMWIDE KEY PERFORMANCE INDICATORS (KPI) REPORT (JANUARY 1, 2016 – MARCH 31, 2016)**

Senior Planning Officer Dieter Aragon presented the report. The Board discussed the possible reasons for the decline in overall boardings, types of preventable accidents, and on time performance. Chairman Crist directed Mr. Aragon to provide on time performance indicators separately and combined for local and commuter routes in future reports.

**Motion: Receive and file the FY16 Third Quarter Systemwide KPI report.**

Moved by Director Hofbauer, seconded by Vice Chairman Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

**PUBLIC HEARING (PH):**

**PH 1 PROPOSED SERVICE CHANGES FOR JULY 25, 2016**

Chairman Crist opened the Public Hearing.

Mr. Aragon presented the proposed service changes and the feedback received at the public outreach events. The Board discussed the number of attendees who participated in each outreach meeting; service between Antelope Valley College's (AVC) Lancaster and Palmdale campuses, the proposed holiday service, Metrolink's Antelope Valley line; funding sources for the TRANSporter, service along the Avenue Q corridor, and improving the stop in front of the University of Antelope Valley (UAV) and at Avenue J and Sierra Highway.

Chairman Crist noted his concern regarding UAV students alighting at the stop on Avenue J and Sierra Highway instead of in front of UAV because of the potential danger if passengers must walk along the unpaved portion of Sierra Highway.

Chairman Crist directed staff to use the funds allocated for implementing the proposed holiday service toward providing direct service between AVC's campuses and include this on the next proposed service change. Mr. Aragon was also instructed to provide the UAV and AVC with a link to AVTA's website/maps and schedules tab to include on their websites, and to meet with faith-based organizations to discuss their service needs. Chairman Crist

added that AVAQMD grant funds could cover the cost of providing bus service to the organizations if they agree to retire their buses.

Addressing the Board on this item

James Stouvenel – spoke to support a hybrid holiday schedule that provides service on Memorial Day, Labor Day and July 4<sup>th</sup> and requested to start the Route 1 at 5:00 a.m. instead of 5:30 a.m.

Fran Sereseres – spoke about the issues with Kern Regional Transit passengers dropped off at the stop in front of the Lancaster Senior Center and the cleanliness of the stop. Mr. Engel will meet with Kern Regional Transit staff regarding relocating the route to another stop and that AVTA submitted a proposal to Lancaster staff requesting AVTA staff assume bus stop maintenance activities from the jurisdiction.

Michael Rives – spoke about issues at the bus stop in front of the Lancaster Senior Center, Metrolink's Antelope Valley line, and the change to the Route 7.

Charlotte Baxter – spoke in opposition of eliminating the Route 10 and the changes to the Route 4.

Jerel Arbaugh – complimented Mr. Aragon's presentations at the outreach meetings. He requested that staff review non-official transfer points, such as Avenue R and transfers between the Routes 2 and 3. He expressed concerns about holiday traffic on Pearblossom Highway, and buses turning left at 96<sup>th</sup> St. E. and Pearblossom Highway where there is no traffic signal or stop sign. He asked Palmdale to install a traffic signal at Technology Drive and the Palmdale Transportation Center.

Mr. Aragon clarified that staff is not eliminating service on Avenue H or to UAV. Mr. Engel added that staff will review providing pedestrian improvements along Sierra Highway to UAV.



Chairman Crist closed the Public Hearing.

**Motion: Approve the final recommendation on the proposed service changes for July 25, 2016 without implementing the proposed holiday schedule.**

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

#### **CONSENT CALENDAR (CC):**

##### **CC 1 BOARD OF DIRECTORS MEETING MINUTES OF APRIL 26, 2016**

Approve the Board of Directors Regular Meeting Minutes of April 26, 2016.

**Motion: Approve the Minutes of April 26, 2016.**

Moved by Director Hofbauer, seconded by Chairman Crist

Vote: Motion carried (4-0-2-0)

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

Nays: None

Abstain: Director Thompson and Alternate Director Malhi

Absent: None

##### **CC 2 FINANCIAL REPORTS FOR MARCH AND APRIL 2016**

Receive and file financial reports for March and April 2016.

##### **CC 3 FY16 THIRD QUARTER CAPITAL RESERVES REPORT (JANUARY 1 – MARCH 31, 2016)**

Receive and file the FY16 Third Quarter Capital Reserves Report for the period covering January 1 through March 31, 2016.

##### **CC 4 GRANT STATUS REPORT**

Receive and file the Grant Status Report through April 30, 2016.

##### **CC 5 FY17 WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES UNDER CONTRACT #2013-022 WITH VINSA, INC.**

Authorize the Executive Director to purchase insurance for an amount not to exceed \$365,000 under Contract #2013-22 with Vinsa, Inc., Lancaster, CA.

**CC 6 LEGISLATIVE REPORT FOR MAY 2016**

Receive and file the Legislative Report for May 2016.

**Motion: Approve Consent Calendar items 2-6.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

**OLD BUSINESS (OB):**

**OB 1 PROPOSED FISCAL YEAR 2016/2017 (FY17) BUSINESS PLAN AND SHORT RANGE TRANSIT PLAN**

Chief Financial Officer Colby Konisek detailed the operating, revenue, and capital budget assumptions, 5-year draft operating plan and proposed capital spending plan. The Board discussed the implementation of the Bus Rapid Transit plan.

**Motion: Adopt the Proposed FY17 Business Plan and Short Range Transit Plan.**

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, Flanagan, Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS (NB):**

NB 1 CONTRACT #2016-41 TO WIRELESS ADVANCED VEHICLE ELECTRIFICATION, INC. (WAVE) FOR THE HIGH POWER IN-ROUTE WIRELESS CHARGING SYSTEM

Mr. Engel presented the staff report.

Addressing the Board on this item

Andrew Daga, Chairman and CEO of Momentum Dynamics Corporation (MDC), submitted a written protest and threat of litigation; he further stated that he believes the Request for Proposals (RFP) for the high power in-route wireless charging system lacked key information, was evaluated unfairly, and written to favor one contractor and disadvantage others; he intends to file a formal protest. He requested that the Board suspend consideration of the contract award while they file their protest.

Mr. Daga provided the following points:

- 1) The RFP asked for pricing on an unspecified number of wireless power units;
- 2) It was impossible to accurately estimate the cost of installation without knowing the number of ground units or installation locations;
- 3) There was no specification for a minimum level of power transfer efficiency;
- 4) WAVE was the higher bidder. Their proposed budget included a request for a \$1.4 million advancement reserved in a prior RFP to aid WAVE in its research and development of a 200 kW charger and is an admission that WAVE does not possess the technology it has proposed to AVTA.

Mr. Engel responded:

- 1) The \$1.4 million was available to both bidders.
- 2) While MDC submitted two proposals, the second proposal did not meet the RFP specifications for a single primary pad and secondary receiver.
- 3) MDC did not score as high as WAVE: proposed solution – 12% differential, project budget – 5% differential, personnel – equal, project schedule – 11% differential, and similar projects – 22% differential.
- 4) WAVE has three 50kW charging projects in operation; MDC has one installation of a 25kW charger that would not operate properly until power was reduced to 18kW.
- 5) Status of integration was not part of the evaluation; however, WAVE's 50kW charger is fully integrated with BYD.

Mr. Engel confirmed that AVTA has a grant from AVAQMD specifically for the WAVE charging system installations at Lancaster City Park and Palmdale Transportation Center. The Board discussed the 200kW - 250kW charging system technology and requested General Counsel's view. Chair Crist advised against this in open session.

General Counsel Burns advised that the Board could authorize execution of the contract with direction not to physically execute until after the deadline for a protest arrives. This would provide staff an opportunity to evaluate the protest and determine whether another Board meeting is necessary to address the protest. Chair Crist and General Counsel Burns discussed whether the Board could discuss this item in Closed Session under potential litigation. General Counsel stated that adding an item requires a 2/3 vote of the Board.

**Motion: Approve the item be added to the Closed Session agenda based on the threat of litigation in Mr. Daga's correspondence.**

Moved by Chairman Crist, seconded by Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

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

The Board recessed to Closed Session at 11:55 a.m.

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

The Board reconvened to Public Session at 12:14 p.m.

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

General Counsel stated there was no reportable action.

Vice Chair Knippel stated that she disagreed with item #6 of Mr. Daga's letter where he writes that WAVE has a history of working with AVTA, but it was determined that WAVE was unable to perform and their contract unilaterally terminated. Additionally, the cost of the project accounted for only 20 points out of 125 points; therefore, cost was not the primary driver for the contract.

**Motion:** Authorize the Executive Director to execute Contract #2016-41 with Wireless Advanced Vehicle Electrification, Inc. (WAVE) to procure up to 15 High Power In-Route Wireless Charging Systems (primary pad and secondary receiver) and 29 additional secondary receivers, for a five-year term, and an amount not to exceed \$10,475,400, plus applicable sales tax.

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

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

**General Counsel confirmed that the Board did not need to return to Closed Session.**

CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(a)

Pending Litigation: Holmes v. AVTA, USDC Case No. 2:16-cv-01454-DMG-AGR

Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

#### **REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Report by the Executive Director/CEO

- Fleet and Facilities Manager Mark Perry, Chief Administrator Norm Hickling, Director Michelle Flanagan, and he attended the American Public Transportation Association Bus and Paratransit Conference in Charlotte, North Carolina May 13 through May 18.
- Staff is working on the Student Pass Program with AVC and UAV
- The May issue of the Metro Magazine features AVTA's electric bus on the cover and included an article that showcased the electric bus project.
- Starting AmBUSador program, which will recruit seniors to ride the buses to promote ridership.
- Mr. Hickling and Judy Fry will be attending the CTA Legislative Conference today where Ms. Fry successfully scheduled meetings with Tom Lackey, Scott Wilk and

Senator Runner's Chief of Staff.

- Three sources have confirmed that AVTA would have been next to receive grant funding if there is any additional money in the ARB Heavy Duty Truck & Bus Program; ARB and AVTA are lobbying the Governor's Office for additional funds. The Weideman Group is also lobbying ARB staff to move some light duty vehicle program money in to the heavy-duty bus program.
- The primary WAVE pad installation started today at LCP and staff expects completion by Thursday, June 16; testing should be accomplished next week. PTC should be completed by the beginning of July.
- The results of the Origin and Destination study should be ready for the June Board meeting.
- Staff submitted the LoNo Grant for ten transit buses and seven commuter coaches and the TIGER Grant for solar and battery storage.
- Staff is currently working on a Mobility on Demand grant with Transdev that could improve rural service and a grant with the City of Lancaster for vehicle to grid integration – battery storage options.
- The Dump the Pump event will be on June 16, 2016.

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

Director Hofbauer stated that Chair Crist, Mr. Engel, and he attended the Southern California Association of Governments General Assembly where AVTA received the Sustainability Award for Excellence in Green Region Initiative. AVTA is receiving regional attention for its electric bus project.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 12:33 p.m. to the next Regular meeting of the Board of Directors on June 28, 2016 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 28<sup>th</sup> day of JUNE, 2016.

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Marvin Crist, Chairman

ATTEST:

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Karen Darr, Clerk of the Board



**DATE:** June 28, 2016  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Financial Reports for April and May 2016

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#### **RECOMMENDATION**

Receive and file the Fiscal Year-to-Date Budget versus Actual report dated April 30, 2016 (Attachment A); the Interim Financial Statements for the ten months ended April 30, 2016 (Attachment B); the Cash Flow Projection/Treasurer's report for the month ended April 30, 2016 (Attachment C); the Payroll History Report for the three months ended May 31, 2016 (Attachment D); the Cash Disbursements Report for the month ended May 31, 2016 (Attachment E).

#### **FISCAL IMPACT**

Payroll: May payroll Expense: \$208,559

Cash Disbursements: \$2,002,826

Interim Financial Statements: Change in Net Assets: (\$754,539), which includes YTD depreciation expense of \$4,914,690.

#### **BACKGROUND**

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Finance Officer prepares the cash projection/Treasurer's Report, Payroll History Report, Cash Disbursements Report, Interim Financial Report and Budget versus Actual report, and submits them to the Executive Director/CEO/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 May 2016, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
05/01/16-05/14/16	\$102,648.00	PYPKT00793
05/15/16-05/28/16	\$105,911.03	PYPKT00797
<b>Gross Pay May, 2016</b>	<b>\$208,559.03</b>	

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

Register Date	Amount
05/01 - 05/31/16	\$2,002,825.52

The large items list includes:

Transdev - Local and commuter service invoices for April -	\$1,127,502
Complete Coach Works - Bus #4754 refurbishments -	\$162,810
ECO Energy Solutions, Inc. - WAVE installation in Palmdale -	\$152,810
Pinnacle Petroleum - Fuel -	\$152,676
IntelliRide - DAR April invoices -	\$104,009
Emergency Planning Consultants - Emergency response and Evaluation -	\$35,000
Transtrack - Software annual support -	\$32,580
Mar-Co Equipment Company - Supplies purchase -	\$13,803
ECS - Laserfische annual maintenance -	<u>\$13,670</u>
List Total	<u>\$1,794,860</u>

The listed items comprise 89.6% of the total expenditures of \$2,002,825 for the month.

Major cash components as of April 2016:

Cash per the general ledger -	\$21,801,795.
Less restricted funds -	<u>(16,013,251)</u>
Operating cash balance -	\$5,788,544.
Projected net outflows of cash for the month of May 2016 -	<u>(\$946,132)</u>
Projected cash available for operations at the end of May 2016 -	<u>\$4,842,411.</u>

The projected cash available will cover 2.7 months of operating expenses based on the Authority's average monthly operating cash requirements of \$1.8 million.

#### **YEAR-TO-DATE BUDGET TO ACTUAL NARRATIVE**

Attachment A - Budget to Actual Report (BAR) shows the unaudited YTD results for the ten months (YTD) ended April 30, 2016.

YTD Change in Net Assets (net of depreciation) are favorable to budget by \$1,678K.



YTD Revenues are favorable to budget by \$434K.

YTD JARC funds --- Employee travel program and Mobility management funds were received in April, 2016. Commuter expansion service revenue has been accrued and has not yet been received.

YTD Expenses are favorable to budget by \$1,244K.

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

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

Prepared by:

Submitted by:

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Colby Konisek  
Chief Finance Officer

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Len Engel  
Executive Director/CEO

Attachments: A – Budget versus Actual Report as of April 30, 2016  
B – Interim Financial Statements as of April 30, 2016  
C – Cash Projection/Treasurer's Report for April 30, 2016  
D – Payroll History Report (March, 2016 – May, 2016)  
E – Cash Disbursements Report for May, 2016

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**BUDGET VERSUS ACTUAL INCOME STATEMENT --- OPERATING**  
**YEAR TO DATE - APRIL 30, 2016**

REVENUE	MID YEAR BUDGET - YTD	ACTUAL YTD	YTD VARIANCE
Fare Revenue	\$ 4,378,238	\$ 4,381,792	\$3,554
MTA Funds	7,122,045	7,191,055	69,010
FTA Funds	4,688,593	4,976,362	287,769
Jurisdictional Contributions	2,744,267	2,770,647	26,380
Other (SCE Rebates, Adv.)	347,352	394,582	47,231
<b>TOTAL REVENUE</b>	<b>19,280,495</b>	<b>19,714,438</b>	<b>433,944</b>
<b>EXPENDITURES</b>			
Contract Services	11,975,982	12,086,103	(110,120)
Fuel	2,256,931	1,387,445	869,486
Other Operating	695,198	559,594	135,603
Salaries and Wages	2,169,547	2,063,761	105,785
Benefits	744,651	733,613	11,038
Legal	54,145	39,512	14,633
Consulting	249,900	126,196	123,704
Advocacy	161,602	95,252	66,350
Travel	66,640	56,388	10,252
IT Maintenance/Licenses	95,935	151,816	(55,881)
Utilities	146,521	156,715	(10,194)
Administration	583,200	499,426	83,774
<b>TOTAL EXPENDITURES</b>	<b>19,200,251</b>	<b>17,955,821</b>	<b>1,244,430</b>
<b>INCOME(LOSS)</b>	<b>80,244</b>	<b>1,758,618</b>	<b>1,678,374</b>

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**BUDGET VERSUS ACTUAL OPERATING INCOME STATEMENT --- DEPARTMENT**  
**YEAR TO DATE - APRIL 30, 2016**

REVENUE	MID YEAR BUDGET - YTD	ACTUAL YTD	YTD VARIANCE
<b>COMPANY WIDE REVENUE</b>	<u>19,280,495</u>	<u>19,714,438</u>	<u>433,944</u>
<b>EXPENDITURES/DEPARTMENT</b>			
1EX --- Executive	1,057,807	762,620	295,187
2FF --- Facility and Maintenance	15,760,424	14,930,009	830,415
3FS --- Finance	1,230,440	1,184,395	46,045
5CS --- Customer Service/Marketing	1,158,447	1,075,831	82,616
1ZZ --- Company Wide w/o Depreciation	(6,867)	2,966	(9,833)
<b>TOTAL EXPENDITURES FOR ALL DEPARTMENTS</b>	<b>19,200,251</b>	<b>17,955,821</b>	<b>1,244,430</b>
<b>INCOME(LOSS)</b>	<u><b>80,244</b></u>	<u><b>1,758,618</b></u>	<u><b>1,678,374</b></u>



## STATEMENT OF NET POSITION - UNAUDITED

	As of April 30, 2016	As of April 30, 2015
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 21,801,795	\$ 19,451,499
Due from other governments	4,955,055	5,376,828
Other receivables	356,203	171,895
Inventory	240,334	237,783
Prepaid items	465,760	116,871
Total Current Assets	27,819,147	25,354,876
<b>NONCURRENT ASSETS</b>		
Capital assets, net of depreciation	48,938,535	49,140,208
Total Assets	76,757,681	74,495,085
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	1,460,627	1,177,373
Due to Federal Transit Administration	-	-
Payroll related items - taxes, Calpers, medical, etc.	66,214	(4,144)
Compensated absences	1,282,696	1,195,450
Deferred Revenue - Prop 1B	1,561,072	1,633,043
Total Current Liabilities	4,370,610	4,001,722
<b>Deferred inflows of resources</b>		
Unearned Revenue	415,906	-
Total Liabilities	4,786,516	4,001,722
<b>NET POSITION</b>		
Invested in Capital Assets	48,938,535	49,140,208
Restricted for Capital Acquisition	5,395,569	4,919,201
Unrestricted	17,637,062	16,433,953
Total Net Assets	\$ 71,971,166	\$ 70,493,363



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

	For the 10 Months ending April 30, 2016	For the 10 Months ending April 30, 2015
<b>OPERATING REVENUES</b>		
Charges for services:		
Passenger fares	\$ 4,381,792	\$ 4,074,074
Total operating revenues	<u>4,381,792</u>	<u>4,074,074</u>
<b>OPERATING EXPENSES</b>		
Purchased transportation services:		
Outside transit contract	12,089,913	11,511,529
Fuel	1,387,445	1,916,786
Other operating costs	732,675	536,299
General and administrative	3,745,788	3,702,889
Total operating expenses, net of depreciation	<u>17,955,821</u>	<u>17,667,503</u>
Operating gain/(loss), net of depreciation	(13,574,029)	(13,593,429)
Depreciation	4,914,690	4,451,066
Total operating expenses	<u>22,870,511</u>	<u>22,118,570</u>
Operating gain/(loss)	<u>(18,488,719)</u>	<u>(18,044,496)</u>
<b>NONOPERATING REVENUES/(EXPENSES)</b>		
Interest Income	16,495	14,242
Local grants - MTA	7,191,055	6,941,067
Proposition 1B	-	1,010,797
Federal non-capital grants	4,998,612	5,338,873
Member agency contributions	2,770,647	2,743,253
Grantable expenses	(313,179)	(309,616)
Gain/(Loss) on sale of capital assets	9,372	-
Other	346,465	379,147
Total nonoperating revenues and expenses	<u>15,019,467</u>	<u>16,117,763</u>
Gain/(Loss) before capital contributions	<u>(3,469,253)</u>	<u>(1,926,733)</u>
<b>CAPITAL CONTRIBUTIONS</b>		
Capital grants	2,277,898	2,082,789
Member agency contributions	436,815	345,674
Total capital contributions	<u>2,714,713</u>	<u>2,428,463</u>
<b>NET CHANGE IN NET POSITION</b>	(754,539)	501,731
<b>NET POSITION, BEGINNING OF PERIOD</b>	<u>72,725,705</u>	<u>69,991,632</u>
<b>NET POSITION, END OF PERIOD</b>	<u>\$ 71,971,166</u>	<u>\$ 70,493,363</u>

**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 10 Months ending April 30, 2016	For the 10 Months ending April 30, 2015
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from customers	4,381,792	4,074,074
Non-operating miscellaneous revenue received	346,465	394,922
Cash payments to suppliers for goods and services	(14,625,156)	(16,503,127)
Cash payments to employees for services	(2,503,353)	(2,894,099)
Net cash used in operating activities	<u>(12,400,252)</u>	<u>(14,928,231)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Operating grants received	13,818,976	9,189,504
Contributions received from member agencies	2,735,178	2,474,673
Net cash provided by non-capital financing activities	<u>16,554,154</u>	<u>11,664,177</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Acquisition of capital assets	(3,546,297)	(4,783,967)
Proceeds received from sale of capital assets	9,372	-
Capital grants received	3,768,161	2,173,756
Capital expenses	(313,179)	(309,616)
Capital contributions received from member agencies	480,462	345,674
Net cash used in capital and related financing activities	<u>398,519</u>	<u>(2,574,153)</u>
<b>CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:</b>		
Interest received	16,495	14,242
Net cash provided by investing activities:	<u>16,495</u>	<u>14,242</u>
Net increase/(decrease) in cash and cash equivalents	4,568,916	(5,823,964)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>17,232,879</u>	<u>25,275,465</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>21,801,795</u></u>	<u><u>19,451,499</u></u>


**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 10 Months ending April 30, 2016	For the 10 Months ending April 30, 2015
<b>Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):</b>		
Operating Loss	(18,488,719)	(18,044,496)
<b>Adjustments to Net Cash used in Operating Activities</b>		
Depreciation	4,914,690	4,451,066
Miscellaneous income	346,465	394,922
(Increase) decrease in other receivables	(94,617)	71,153
(Increase) decrease in inventory	-	-
(Increase) decrease in prepaid items	(129,560)	279,460
Increase (decrease) in accounts payable	(287,942)	(1,294,784)
Increase (decrease) in due to Federal Transit Administration	-	-
Increase (decrease) in accrued payroll	(21,077)	(85,554)
Increase (decrease) in compensated absences payable	318,697	-
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	1,041,809	(699,997)
Net Cash used in operating activities	<u>(12,400,252)</u>	<u>(14,928,231)</u>

**Notes**

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

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Cash Flow Projection --- Treasurer's Report**  
**Month Ended April, 2016**

Investment Type	Description	Starting Balance	Deposits	Disbursements	Ending Balance
<b>Cash and Investments Under the Direction of the Treasurer</b>					
Local Agency Investment Fund (LAIF) - Capital Reserve		\$ 5,401,825.53	\$ -		
Interest (earned quarterly)			\$ -		
Proposition 1B Restricted Fund*		\$ 1,347,764.37	\$ -		
Interest earned for the month			\$ 54.26		
Union Bank - LCTOP		\$ 40,635.76	\$ 1.62		
* Deferred revenue, recorded as liability until associated expense incurred.					
<b>TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS</b>					<b>\$ 6,790,281.54</b>
Wells Fargo and Broker's CDs		\$ 1,003,561.38	\$ 19.15		
Wells Fargo - OP Staging		\$ 485,344.97	\$ 24.33		
<b>TOTAL OPERATING RESERVE</b>					<b>\$ 1,488,949.83</b>
Payroll, Payable & General Acct		\$ 13,686,855.53			
<b>Operating Accounts Analysis</b>	Cash Fares		\$ 160,080.58		
	Vendor Pass Sales Revenue		\$ 239,318.51		
	MTA Revenue		\$ 706,778.47		
	Jurisdictional Contributions		\$ 750,264.66		
	JARC ETP, Commuter Expansion & MM		\$ 143,500.80		
	Non-Transportation Revenue		\$ 21,873.97		
	Cash Disbursement (A/P) for The Month			\$ (1,922,165.58)	
	Employee Net Pay			\$ (216,327.63)	
	Employee Net pay ending 4/30, paid on 5/5			\$ 71,588.82	
	Employee Taxes			\$ (45,223.27)	
	Employee Deductions			\$ (25,406.12)	
	Employer Payroll Taxes			\$ (5,192.15)	
	CalPERS - AVTA paid			\$ (37,890.83)	
	CalPERS - Past Years Catch Up Posted 2 Months			\$ (4,631.94)	
	Bank Fees --- Monthly and Quarterly			\$ (1,610.51)	
	<b>Net Operating Funds</b>	<b>\$ 13,686,855.53</b>	<b>\$ 2,021,816.99</b>	<b>(\$2,186,859.21)</b>	<b>\$ 13,521,813.31</b>
	<b>Petty Cash</b>				<b>\$ 750.00</b>
<b>TOTAL CASH AND INVESTMENTS</b>					<b>\$ 21,801,794.68</b>

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

Prepared by:

Submitted by:

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Rong Nemeschy  
Finance Supervisor

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



**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Cash Flow Projection --- Treasurer's Report**  
**Month Ended April, 2016**

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM THE REPORT		\$ 21,801,795
<b><u>Less Restricted Funds</u></b>		
Proposition 1B/LCTOP (Deferred Revenue)		(1,388,456)
Capital Reserve (LAIF)		(5,401,826)
Operating Reserve (Wells Fargo)		(1,488,950)
Electric Bus Project Funds over projection		265,981
Restricted for Operations		(8,000,000)
<b>UNRESTRICTED CASH</b>		<b>\$ 5,788,544</b>

**ACCOUNTS RECEIVABLE AND PAYABLE AS OF APRIL 30, 2016**

<b>Add Accounts receivable:</b>		
MTA Revenue	103,504	
CalTrans	11,620	
Jurisdiction Contributions	54,787	
Vendor Pass Sales	344,583	
FTA funds	0	<b>514,495</b>
 <b>Less Current Payable:</b>		
Accounts Payable	(148,799)	
Accrued Invoice Payable	(1,311,828)	<b>(1,460,627)</b>

**NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P** **(946,132)**

<b>PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:</b>	<b>\$ 4,842,411</b>
<b>OPERATING CASH REQUIRED MONTHLY - AVERAGE</b>	<b>\$ 1,800,000</b>
<b>Operating Cash Coverage per Monthly Average:</b>	<b>2.7</b>
<b>MONTHLY OPERATING CASH GOAL:</b>	<b>\$ 3,000,000</b>
<b>Operating Cash Coverage of AVTA GOAL:</b>	<b>1.6</b>

**ANTELOPE VALLEY TRANSIT AUTHORITY  
PAYROLL HISTORY REPORT  
MARCH TO MAY, 20116**

	March TOTAL	April TOTAL	May TOTAL
<u>Pay Accrual Periods</u>	2	3	2
<b><u>EARNINGS</u></b>			
Regular Pay	\$ 171,061.50	\$ 259,246.86	\$ 190,428.31
Overtime Pay	2,224.42	1,114.64	971.11
Vacation Pay	2,885.57	13,892.81	9,044.14
Double Time Pay	0.00	0.00	0.00
Sick Pay	7,826.90	8,707.21	4,245.35
Bereavement Pay	514.98	0.00	1,145.60
Holiday Pay	0.00	0.00	0.00
Bonus Pay		8,250.32	0.00
Floating Holiday Pay	536.38	1,185.89	391.20
Retroactive Pay	76.00	2,327.67	592.00
Vacation Cash Out	0.00	0.00	0.00
Deferred Income 457	825.00	1,371.79	866.32
Stipend --- Cell phone reimbursements	745.00	1,198.75	875.00
<b>TOTAL</b>	<b>\$ 186,695.75</b>	<b>\$ 297,295.94</b>	<b>\$ 208,559.03</b>
Inc(Dec)-Current month over previous month		<b>\$ 110,600.19</b>	<b>\$ (88,736.91)</b>
% Inc(Dec)-Current month over previous month		<b>59.2%</b>	<b>(29.8%)</b>



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 5/1/2016 - 5/31/2016

Check#	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0698 - 4 Imprint Inc</b>				
21029	05/12/2016	Infinite Ceramic Mug 14 oz.	100-5CS-5-G1-9501003	\$ 943.11
21029	05/12/2016	Celebration Shopping Tote Bag 13" X 13"	100-5CS-5-G1-9501003	\$ 1,668.84
21029	05/12/2016	Set Up Charge for Tote Bags	100-5CS-5-G1-9501003	\$ 40.00
21029	05/12/2016	Set Up Charge for Mugs	100-5CS-5-G1-9501003	\$ 60.00
<b>Vendor V0698 - 4 Imprint Inc Total:</b>				<b>\$ 2,711.95</b>
<b>Vendor: V0803 - Adelman Broadcasting</b>				
20993	05/05/2016	Radio Advertising-Totally Green 2018-KGBB-FM	100-5CS-5-G1-9501003	\$ 500.00
20993	05/05/2016	Radio Advertising-Totally Green 2018-KEPD-FM	100-5CS-5-G1-9501003	\$ 500.00
<b>Vendor V0803 - Adelman Broadcasting Total:</b>				<b>\$ 1,000.00</b>
<b>Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC.</b>				
20994	05/05/2016	Agility Recovery 2015 Support-May 2016	100-2FF-5-G1-9401012	\$ 230.00
<b>Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total:</b>				<b>\$ 230.00</b>
<b>Vendor: V0306 - Airdraulics</b>				
21059	05/19/2016	printed circuit board	100-2FF-5-G1-9401038	\$ 475.16
21059	05/19/2016	Lift Latch Bar	100-2FF-5-G1-9401038	\$ 728.30
21059	05/19/2016	Inspect/Certify & repair Rotary lifts	100-2FF-5-G1-9401038	\$ 1,746.79
<b>Vendor V0306 - Airdraulics Total:</b>				<b>\$ 2,950.25</b>
<b>Vendor: V0006 - American Business Machines</b>				
21030	05/12/2016	Contract overgae charge for 04/08/2016-05/07/2016	100-2FF-5-G1-9401009	\$ 0.05
<b>Vendor V0006 - American Business Machines Total:</b>				<b>\$ 0.05</b>
<b>Vendor: V0753 - American Heritage Life Ins.</b>				
21060	05/19/2016	Employee Paid Extended Benefits	100-000-2-B1-4011019	\$ 708.12
<b>Vendor V0753 - American Heritage Life Ins. Total:</b>				<b>\$ 708.12</b>
<b>Vendor: V1192 - Antelope Valley College</b>				
21031	05/12/2016	Phone line reimbursement-Feb 2016	100-3FS-5-G1-9501037	\$ 50.00
21031	05/12/2016	Phone line reimbursement-March 2016	100-3FS-5-G1-9501037	\$ 50.00
21031	05/12/2016	Phone line reimbursement-April 2016	100-3FS-5-G1-9501037	\$ 50.00
<b>Vendor V1192 - Antelope Valley College Total:</b>				<b>\$ 150.00</b>
<b>Vendor: V0865 - Antelope Valley Sheriff's Boosters</b>				
20995	05/05/2016	Charitable Donations	100-5CS-5-G1-9501038	\$ 2,500.00
<b>Vendor V0865 - Antelope Valley Sheriff's Boosters Total:</b>				<b>\$ 2,500.00</b>
<b>Vendor: V0949 - Apex Hesperia Rentals</b>				
20996	05/05/2016	Equipment rental	100-2FF-5-G1-9401038	\$ 45.43
<b>Vendor V0949 - Apex Hesperia Rentals Total:</b>				<b>\$ 45.43</b>
<b>Vendor: V0135 - Aramark Uniform Services</b>				
21032	05/12/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 113.77
21032	05/12/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 111.27
21101	05/26/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 111.27
21101	05/26/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 111.27
21101	05/26/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 112.65
<b>Vendor V0135 - Aramark Uniform Services Total:</b>				<b>\$ 560.23</b>
<b>Vendor: V0441 - At&amp;T Calnet</b>				
20997	05/05/2016	Telephone, 04/20/2016	100-2FF-5-G1-9401025	\$ 733.99
<b>Vendor V0441 - At&amp;T Calnet Total:</b>				<b>\$ 733.99</b>
<b>Vendor: V0244 - AT&amp;T Mobility</b>				
20998	05/05/2016	Wireless, 03/07/16-04/06/2016	100-2FF-5-G1-9401025	\$ 121.44



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 5/1/2016 - 5/31/2016

Check#	Payment Date	Description (Item)	Account Number	Amount
21061	05/19/2016	Wireless, 04/07/16-05/06/16	100-2FF-5-G1-9401025	\$ 121.44
<b>Vendor V0244 - AT&amp;T Mobility Total:</b>				<b>\$ 242.88</b>
<b>Vendor: V0248 - Atkinson, Andelson, Loya, RUUD</b>				
21062	05/19/2016	Legal Services, April 2016	100-1EX-5-G1-9501005	\$ 385.00
<b>Vendor V0248 - Atkinson, Andelson, Loya, RUUD Total:</b>				<b>\$ 385.00</b>
<b>Vendor: V0013 - AV Press</b>				
21033	05/12/2016	Poppy festival	100-5CS-5-G1-9501003	\$ 2,818.90
21033	05/12/2016	Public Notice Request	100-3FS-5-G1-9501002	\$ 1,081.35
<b>Vendor V0013 - AV Press Total:</b>				<b>\$ 3,900.25</b>
<b>Vendor: V0496 - Blue Tarp Financial- Northern Tool</b>				
21091	05/26/2016	18" HOSE	100-2FF-5-G1-9401038	\$ 33.30
21091	05/26/2016	BAG, BUSHEL NYLON	100-2FF-5-G1-9401038	\$ 63.17
21102	05/26/2016	leaf blower for BSM	100-2FF-5-G1-9401038	\$ 260.64
<b>Vendor V0496 - Blue Tarp Financial- Northern Tool Total:</b>				<b>\$ 357.11</b>
<b>Vendor: V0018 - Burris Coffee &amp; Pure Water Service</b>				
20999	05/05/2016	Coffee supplies	100-3FS-5-G1-9501009	\$ 258.20
<b>Vendor V0018 - Burris Coffee &amp; Pure Water Service Total:</b>				<b>\$ 258.20</b>
<b>Vendor: V1194 - California Association of Public Procurement Officials, Inc.</b>				
21000	05/05/2016	L Block-Annual Membership-CAPPO	100-1EX-5-G1-9501006	\$ 130.00
<b>Vendor V1194 - California Association of Public Procurement Officials, Inc. Total:</b>				<b>\$ 130.00</b>
<b>Vendor: V1139 - California Choice</b>				
21001	05/05/2016	Medical Premium-June 2016-EE	100-000-2-B1-4011013	\$ 5,395.53
21001	05/05/2016	Medical Premium-June 2016-ER	100-1ZZ-5-G1-9701612	\$ 25,354.19
<b>Vendor V1139 - California Choice Total:</b>				<b>\$ 30,749.72</b>
<b>Vendor: V0723 - Canon Solutions America</b>				
21063	05/19/2016	Canon Copier Monthly Maintenance	100-2FF-5-G1-9401009	\$ 266.45
<b>Vendor V0723 - Canon Solutions America Total:</b>				<b>\$ 266.45</b>
<b>Vendor: V1177 - Carbonite, Inc.</b>				
21002	05/05/2016	Monthly Maint Charges (Formerly EVault)-April 2016	100-2FF-5-G1-9401012	\$ 2,410.43
<b>Vendor V1177 - Carbonite, Inc. Total:</b>				<b>\$ 2,410.43</b>
<b>Vendor: V0894 - Colby Konisek</b>				
21034	05/12/2016	Travel reimbursement-Chicago trip	100-1EX-5-G1-9501019	\$ 374.00
<b>Vendor V0894 - Colby Konisek Total:</b>				<b>\$ 374.00</b>
<b>Vendor: V0151 - Complete Coach Works</b>				
21103	05/26/2016	Bus#4754 Commuter Coach Refurbishments	600-1XX-5-J1-9902015	\$ 162,810.13
<b>Vendor V0151 - Complete Coach Works Total:</b>				<b>\$ 162,810.13</b>
<b>Vendor: V0154 - Dell Marketing</b>				
21035	05/12/2016	Dell UltraSharp 24" Monitor - U2413	600-1XX-5-J1-9902008	\$ 1,750.50
21035	05/12/2016	Environmental Fee for 24" Monitors	600-1XX-5-J1-9902008	\$ 16.00
21064	05/19/2016	Dell KM632 Wireless KB and Mouse Combo	600-1XX-5-J1-9902008	\$ 40.32
21064	05/19/2016	Dell 1320c High Capacity Black Toner Cartridge	100-2FF-5-G1-9401009	\$ 77.65
21064	05/19/2016	Dell 1250c/1755nfw Yellow Toner Cartridge	100-2FF-5-G1-9401009	\$ 144.95
21064	05/19/2016	Dell 1250c/1755nfw Magenta Toner Cartridge	100-2FF-5-G1-9401009	\$ 72.47
21064	05/19/2016	Dell 1250c/1755nfw Black Toner Cartridge	100-2FF-5-G1-9401009	\$ 144.95
21064	05/19/2016	Dell 5130cdn High Capacity Yellow Toner Cartridge	100-2FF-5-G1-9401009	\$ 253.69
21064	05/19/2016	Dell 5130cdn High Capacity Black Toner Cartridge	100-2FF-5-G1-9401009	\$ 141.85
21064	05/19/2016	Dell 1250c/1755nfw Cyan Toner Cartridge	100-2FF-5-G1-9401009	\$ 144.95
21064	05/19/2016	Dell AX510 Stereo Soundbar	600-1XX-5-J1-9902008	\$ 169.32



**Antelope Valley Transit Authority**

**Cash Disbursements Report CC 2.E**

By Vendor Name

Payment Dates 5/1/2016 - 5/31/2016

Check#	Payment Date	Description (Item)	Account Number	Amount
21064	05/19/2016	New Desktop PC for Dispatch Counter	600-1XX-5-J1-9902008	\$ 893.83
<b>Vendor V0154 - Dell Marketing Total:</b>				<b>\$ 3,850.48</b>
<b>Vendor: V0646 - DSL Extreme</b>				
21065	05/19/2016	DSL Service	100-2FF-5-G1-9401025	\$ 42.83
<b>Vendor V0646 - DSL Extreme Total:</b>				<b>\$ 42.83</b>
<b>Vendor: V1123 - Eastside Checks Cashed</b>				
21003	05/05/2016	CPOS Phone Line Reimbursement-March 2016	100-3FS-5-G1-9501037	\$ 50.00
21036	05/12/2016	RR Coupons, April 2016	100-3FS-5-G1-9501037	\$ 50.00
21036	05/12/2016	Phone line reimbursement-April 2016	100-3FS-5-G1-9501037	\$ 50.00
<b>Vendor V1123 - Eastside Checks Cashed Total:</b>				<b>\$ 150.00</b>
<b>Vendor: V1151 - Eco Energy Solutions, Inc.</b>				
21066	05/19/2016	IFB 2016-28 AVTA ELeetric Bus Charging at PTC-@75%	600-1XX-5-J1-9909081	\$ 152,809.80
<b>Vendor V1151 - Eco Energy Solutions, Inc. Total:</b>				<b>\$ 152,809.80</b>
<b>Vendor: V1089 - ECS Imaging Inc.</b>				
21067	05/19/2016	Laserfische Support Main-06/16-06/17	100-1EX-5-G1-9501013	\$ 13,670.00
<b>Vendor V1089 - ECS Imaging Inc. Total:</b>				<b>\$ 13,670.00</b>
<b>Vendor: V1098 - Emergency Planning Consultants</b>				
21037	05/12/2016	Hazard Mitigation Plan	600-1XX-5-J1-9909068	\$ 5,000.00
21037	05/12/2016	Develop Emergency Response Exercise and Evaluation	600-1XX-5-J1-9909068	\$ 30,000.00
<b>Vendor V1098 - Emergency Planning Consultants Total:</b>				<b>\$ 35,000.00</b>
<b>Vendor: V0676 - Employment Screening Resources</b>				
21004	05/05/2016	Employment screening-Chief Administrative officer	100-3FS-5-G1-9501027	\$ 82.40
21068	05/19/2016	Employment Screening	100-3FS-5-G1-9501027	\$ 82.40
<b>Vendor V0676 - Employment Screening Resources Total:</b>				<b>\$ 164.80</b>
<b>Vendor: V0489 - Eugene Greene</b>				
21069	05/19/2016	test & certify 3 backflow devices	100-2FF-5-G1-9401038	\$ 233.80
<b>Vendor V0489 - Eugene Greene Total:</b>				<b>\$ 233.80</b>
<b>Vendor: V0046 - Federal Express</b>				
21070	05/19/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 109.25
21070	05/19/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 15.38
21092	05/26/2016	Shipping cost	100-3FS-5-G1-9501010	\$ 36.17
21092	05/26/2016	Shipping cost	100-3FS-5-G1-9501010	\$ 71.74
<b>Vendor V0046 - Federal Express Total:</b>				<b>\$ 232.54</b>
<b>Vendor: V0853 - First Aid USA</b>				
21038	05/12/2016	Items used during Health fair	100-3FS-5-G1-9501029	\$ 67.15
<b>Vendor V0853 - First Aid USA Total:</b>				<b>\$ 67.15</b>
<b>Vendor: V0176 - First Place Awards</b>				
21093	05/26/2016	10 PCS PLATES	100-3FS-5-G1-9501009	\$ 87.20
<b>Vendor V0176 - First Place Awards Total:</b>				<b>\$ 87.20</b>
<b>Vendor: V0194 - Frontier Communications</b>				
21005	05/05/2016	Telephone, 04/13/2016-05/12/2016	100-2FF-5-G1-9401025	\$ 428.78
21071	05/19/2016	Telephone, 05/13/16-06/12/16	100-2FF-5-G1-9401025	\$ 440.43
<b>Vendor V0194 - Frontier Communications Total:</b>				<b>\$ 869.21</b>
<b>Vendor: V0125 - Grainger</b>				
21006	05/05/2016	Chair for security desk	600-1XX-5-J1-9902008	\$ 378.92
21006	05/05/2016	Regulator mounting bracket	100-2FF-5-G1-9401038	\$ 18.03



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21006	05/05/2016	Restroom closed signs	100-2FF-5-G1-9401038	\$ 354.90
21006	05/05/2016	Pressure gauge	100-2FF-5-G1-9401038	\$ 26.90
21006	05/05/2016	Solenoid, 24v	100-2FF-5-G1-9401038	\$ 224.56
21006	05/05/2016	Filter/regulator	100-2FF-5-G1-9401038	\$ 125.09
21006	05/05/2016	A/V Wallplate	100-2FF-5-G1-9401038	\$ 6.44
21104	05/26/2016	filters for fuel tanks	100-2FF-5-G1-9401038	\$ 552.77
<b>Vendor V0125 - Grainger Total:</b>				<b>\$ 1,687.61</b>

Vendor: V0714 - Hickling, Norman

21094	05/26/2016	Reimbursement-APTA Bus Para Transit Conf	100-1EX-5-G1-9501019	\$ 83.97
<b>Vendor V0714 - Hickling, Norman Total:</b>				<b>\$ 83.97</b>

Vendor: V1191 - High Desert Broadcasting

21039	05/12/2016	Radio Campaign through June 2016-KTPI-FM	100-5CS-5-G1-9501003	\$ 1,127.00
21039	05/12/2016	Radio Campaign through June 2016-KGMX-FM	100-5CS-5-G1-9501003	\$ 1,152.00
21039	05/12/2016	Radio Campaign through June 2016-KCEL-FM	100-5CS-5-G1-9501003	\$ 1,008.00
21039	05/12/2016	Radio Campaign through June 2016-KKZQ-FM	100-5CS-5-G1-9501003	\$ 960.00
<b>Vendor V1191 - High Desert Broadcasting Total:</b>				<b>\$ 4,247.00</b>

Vendor: V0624 - Home Depot Credit Services

21007	05/05/2016	Reset combination padlock	100-2FF-5-G1-9401038	\$ 65.27
21007	05/05/2016	Indoor safety glass	100-2FF-5-G1-9401038	\$ 64.70
21007	05/05/2016	Vacuum breaker	100-2FF-5-G1-9401038	\$ 48.81
21007	05/05/2016	padlock	100-2FF-5-G1-9401038	\$ 64.28
<b>Vendor V0624 - Home Depot Credit Services Total:</b>				<b>\$ 243.06</b>

Vendor: V0474 - Insight- Public Sector

21008	05/05/2016	Replacement HDD for Synology SAN	100-2FF-5-G1-9401009	\$ 113.14
<b>Vendor V0474 - Insight- Public Sector Total:</b>				<b>\$ 113.14</b>

Vendor: V0861 - Intelesys Communications Services Inc.

21072	05/19/2016	ShoreCare Partner Support	600-1XX-5-J1-9902008	\$ 263.95
21072	05/19/2016	5 Additional ShoreTel Mailbox Only Licenses	600-1XX-5-J1-9902008	\$ 450.00
<b>Vendor V0861 - Intelesys Communications Services Inc. Total:</b>				<b>\$ 713.95</b>

Vendor: V1057 - IntelliRide

21073	05/19/2016	APRIL 2016 ETP Service	100-2FF-5-G1-9001012	\$ 15,093.84
21073	05/19/2016	Dial-a-ride Service, Revenue APRIL 2016	100-000-4-D1-6001400	\$ (8,084.00)
21073	05/19/2016	Dial-a-ride Service, APRIL 2016	100-2FF-5-G1-9001014	\$ 95,166.08
21073	05/19/2016	APRIL 2016 DAR Fare Coupons	100-000-4-D1-6001400	\$ 1,833.00
<b>Vendor V1057 - IntelliRide Total:</b>				<b>\$ 104,008.92</b>

Vendor: V0057 - Interior Plant Designs

21009	05/05/2016	Plant with vase-for Erika M office	100-2FF-5-G1-9401005	\$ 59.95
21074	05/19/2016	Indoor Plant Services	100-2FF-5-G1-9401005	\$ 205.00
<b>Vendor V0057 - Interior Plant Designs Total:</b>				<b>\$ 264.95</b>

Vendor: V0157 - Iron Mountain Records Mgmt Inc

21040	05/12/2016	Shred services, 03/30/2016-04/26/2016	100-2FF-5-G1-9401005	\$ 77.32
<b>Vendor V0157 - Iron Mountain Records Mgmt Inc Total:</b>				<b>\$ 77.32</b>

Vendor: V1171 - J. Richard Eichman, CPA

21075	05/19/2016	Accounting services-LB	100-1EX-5-G1-9501015	\$ 254.00
<b>Vendor V1171 - J. Richard Eichman, CPA Total:</b>				<b>\$ 254.00</b>

Vendor: V0816 - Karen Darr

21010	05/05/2016	APTA Board Support Reimbursement	100-1EX-5-G1-9501019	\$ 338.75
<b>Vendor V0816 - Karen Darr Total:</b>				<b>\$ 338.75</b>



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<b>Vendor: V1080 - Kennard Design Group</b>				
21076	05/19/2016	Design Engineering and Construction Mgmt TO3	600-1XX-5-J1-9909059	\$ 2,991.10
21076	05/19/2016	Upgrade Bus Stop 99 at 30th St E and Ave R	600-1XX-5-J1-9909058	\$ 1,823.00
<b>Vendor V1080 - Kennard Design Group Total:</b>				<b>\$ 4,814.10</b>
<b>Vendor: V0882 - Kingsbury Uniforms, Inc.</b>				
21011	05/05/2016	Uniforms	100-5CS-5-G1-9401020	\$ 86.05
21011	05/05/2016	Uniforms	100-5CS-5-G1-9401020	\$ 2,078.30
<b>Vendor V0882 - Kingsbury Uniforms, Inc. Total:</b>				<b>\$ 2,164.35</b>
<b>Vendor: V0964 - Koff &amp; Associates, Inc</b>				
21077	05/19/2016	Consulting fees	100-1EX-5-G1-9501013	\$ 320.00
<b>Vendor V0964 - Koff &amp; Associates, Inc Total:</b>				<b>\$ 320.00</b>
<b>Vendor: V1193 - L.A. County Air Show</b>				
21041	05/12/2016	L.A. County Air Show Sponsorship	100-5CS-5-G1-9501003	\$ 3,784.00
<b>Vendor V1193 - L.A. County Air Show Total:</b>				<b>\$ 3,784.00</b>
<b>Vendor: V0288 - LA County Sheriff Dept</b>				
21012	05/05/2016	Los Angeles County Sheriff's Contract -March 2016	100-5CS-5-G1-9501034	\$ 5,605.80
<b>Vendor V0288 - LA County Sheriff Dept Total:</b>				<b>\$ 5,605.80</b>
<b>Vendor: V0105 - Lamar Companies</b>				
21042	05/12/2016	Lamar Billboards Three Month Campaign	100-5CS-5-G1-9501003	\$ 4,000.00
<b>Vendor V0105 - Lamar Companies Total:</b>				<b>\$ 4,000.00</b>
<b>Vendor: V0421 - Lancaster Chamber of Commerce</b>				
21078	05/19/2016	Half Page Ad - Installation Banquet Program	100-5CS-5-G1-9501003	\$ 125.00
<b>Vendor V0421 - Lancaster Chamber of Commerce Total:</b>				<b>\$ 125.00</b>
<b>Vendor: V0062 - Lancaster Jethawks</b>				
21079	05/19/2016	JetHawks annual Investment	100-5CS-5-G1-9501003	\$ 2,000.00
<b>Vendor V0062 - Lancaster Jethawks Total:</b>				<b>\$ 2,000.00</b>
<b>Vendor: V0889 - Len Engel</b>				
21080	05/19/2016	Travel Reimbursement-ACT EXPO	100-1EX-5-G1-9501019	\$ 393.33
<b>Vendor V0889 - Len Engel Total:</b>				<b>\$ 393.33</b>
<b>Vendor: V1155 - Lithographix, Inc.</b>				
21043	05/12/2016	Podium Sign	100-5CS-5-G1-9501018	\$ 430.55
<b>Vendor V1155 - Lithographix, Inc. Total:</b>				<b>\$ 430.55</b>
<b>Vendor: V0720 - Mail America 2- Palmdale</b>				
21044	05/12/2016	RR Coupon, April 2016	100-3FS-5-G1-9501037	\$ 20.00
<b>Vendor V0720 - Mail America 2- Palmdale Total:</b>				<b>\$ 20.00</b>
<b>Vendor: V0916 - Mail America 3</b>				
21013	05/05/2016	RR Coupons-April 2016	100-3FS-5-G1-9501037	\$ 76.00
21045	05/12/2016	Phone line reimbursement-Feb 2016-April 2016	100-3FS-5-G1-9501037	\$ 150.00
<b>Vendor V0916 - Mail America 3 Total:</b>				<b>\$ 226.00</b>
<b>Vendor: V0169 - Mar-Co Equipment Company</b>				
21095	05/26/2016	Magna Scrub degreaser	100-2FF-5-G1-9401038	\$ 80.62
21105	05/26/2016	wiper for cylinder brush	600-1XX-5-J1-9902010	\$ 33.35
21105	05/26/2016	squeegee rebuild kit	600-1XX-5-J1-9902010	\$ 162.85
21105	05/26/2016	brushes	600-1XX-5-J1-9902010	\$ 763.00
21081	05/19/2016	Degreaser	100-2FF-5-G1-9401038	\$ 80.62



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21081	05/19/2016	Floor scrubber soap	100-2FF-5-G1-9401038	\$ 1,184.48
21105	05/26/2016	Walk behind scrubber	600-1XX-5-J1-9902010	\$ 11,497.76
<b>Vendor V0169 - Mar-Co Equipment Company Total:</b>				<b>\$ 13,802.68</b>
<b>Vendor: V1143 - McKeon Group</b>				
21014	05/05/2016	Advocacy-Consulting (May 2015)	100-1EX-5-G1-9501015	\$ 5,000.00
21096	05/26/2016	Professional services-June 2016	100-1EX-5-G1-9501015	\$ 5,000.00
<b>Vendor V1143 - McKeon Group Total:</b>				<b>\$ 10,000.00</b>
<b>Vendor: V0292 - McMaster-Carr Supply Co.</b>				
21015	05/05/2016	Flush valve repair part	100-2FF-5-G1-9401038	\$ 22.98
21046	05/12/2016	Zinc alloy surface	100-2FF-5-G1-9401038	\$ 14.15
<b>Vendor V0292 - McMaster-Carr Supply Co. Total:</b>				<b>\$ 37.13</b>
<b>Vendor: V0783 - Mobile Relay Associates</b>				
21106	05/26/2016	Commuter Radio Repeater Service -May 2016	100-2FF-5-G1-9401038	\$ 1,224.30
21106	05/26/2016	Commuter Radio Repeater Service -June 2016	100-2FF-5-G1-9401038	\$ 1,224.30
<b>Vendor V0783 - Mobile Relay Associates Total:</b>				<b>\$ 2,448.60</b>
<b>Vendor: V0626 - Moore &amp; Associates</b>				
21047	05/12/2016	Mobility Management	100-5CS-5-G1-9401035	\$ 3,025.00
<b>Vendor V0626 - Moore &amp; Associates Total:</b>				<b>\$ 3,025.00</b>
<b>Vendor: V0186 - N/S Corporation</b>				
21082	05/19/2016	Spinner arms	100-2FF-5-G1-9401038	\$ 438.62
21082	05/19/2016	Wheel wash spinner hubs	100-2FF-5-G1-9401038	\$ 723.26
<b>Vendor V0186 - N/S Corporation Total:</b>				<b>\$ 1,161.88</b>
<b>Vendor: V0987 - OPSEC Specialized Protection</b>				
21016	05/05/2016	OPSEC Security Services-April 2016	100-5CS-5-G1-9501034	\$ 4,425.00
<b>Vendor V0987 - OPSEC Specialized Protection Total:</b>				<b>\$ 4,425.00</b>
<b>Vendor: V0688 - Our Weekly Publications</b>				
21083	05/19/2016	Publication#2016-41 High Power In route	100-3FS-5-G1-9501002	\$ 221.00
<b>Vendor V0688 - Our Weekly Publications Total:</b>				<b>\$ 221.00</b>
<b>Vendor: V0756 - Pierce Heating and Air conditioning</b>				
21107	05/26/2016	A/C Diagnostic and repair	100-2FF-5-G1-9401038	\$ 100.00
<b>Vendor V0756 - Pierce Heating and Air conditioning Total:</b>				<b>\$ 100.00</b>
<b>Vendor: V0078 - Pinnacle Petroleum Inc</b>				
21048	05/12/2016	Fuel, April 2016	100-2FF-5-G1-9201003	\$ 8,486.89
21048	05/12/2016	Fuel, April 2016	100-2FF-5-G1-9201003	\$ 8,476.65
21017	05/05/2016	Fuel, April 2016	100-2FF-5-G1-9201003	\$ 15,266.19
21017	05/05/2016	Fuel, April 2016	100-2FF-5-G1-9201003	\$ 15,080.83
21048	05/12/2016	Fuel, April 2016	100-2FF-5-G1-9201003	\$ 15,245.57
21048	05/12/2016	Fuel, April 2016	100-2FF-5-G1-9201003	\$ 15,224.30
21048	05/12/2016	Fuel, April 2016	100-2FF-5-G1-9201003	\$ 15,654.58
21048	05/12/2016	Fuel, May 2016	100-2FF-5-G1-9201003	\$ 14,883.94
21108	05/26/2016	Fuel, May 2016	100-2FF-5-G1-9201003	\$ 14,662.58
21108	05/26/2016	Fuel, May 2016	100-2FF-5-G1-9201003	\$ 14,678.07
21108	05/26/2016	Fuel, May 2016	100-2FF-5-G1-9201003	\$ 15,016.36
<b>Vendor V0078 - Pinnacle Petroleum Inc Total:</b>				<b>\$ 152,675.96</b>
<b>Vendor: V0755 - Pitney Bowes Inc</b>				
21084	05/19/2016	Equipment Rental-Jan-April 2016	100-3FS-5-G1-9501010	\$ 176.58
<b>Vendor V0755 - Pitney Bowes Inc Total:</b>				<b>\$ 176.58</b>





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<b>Vendor: V0521 - RALLY Auto Group, Inc.</b>				
21018	05/05/2016	Replacement car from IFB 2015-45	600-1XX-5-J1-9909071	\$ 37,560.98
<b>Vendor V0521 - RALLY Auto Group, Inc. Total:</b>				<b>\$ 37,560.98</b>
<b>Vendor: V0701 - Signal Campus</b>				
21019	05/05/2016	AVC Kiosks-May 2016	100-5CS-5-G1-9501003	\$ 336.00
<b>Vendor V0701 - Signal Campus Total:</b>				<b>\$ 336.00</b>
<b>Vendor: V0403 - Southern California Edison</b>				
21097	05/26/2016	Electricity, 04/20/2016-05/19/2016	100-2FF-5-G1-9401021	\$ 6,233.61
<b>Vendor V0403 - Southern California Edison Total:</b>				<b>\$ 6,233.61</b>
<b>Vendor: V0493 - Standard Insurance Company</b>				
21020	05/05/2016	Dental Insurance Premium (EE)- May 2016	100-000-2-B1-4011014	\$ 760.31
21020	05/05/2016	Dental Insurance Premium (ER)- May 2016	100-1ZZ-5-G1-9701614	\$ 2,731.97
21020	05/05/2016	Vision Insurance Premium (EE)- May 2016	100-000-2-B1-4011016	\$ 135.95
21020	05/05/2016	Vision Insurance Premium (ER)- May 2016	100-1ZZ-5-G1-9701616	\$ 479.69
21049	05/12/2016	Dental Insurance Premium- June 2016	100-000-1-A1-0201005	\$ 52.16
<b>Vendor V0493 - Standard Insurance Company Total:</b>				<b>\$ 4,160.08</b>
<b>Vendor: V1170 - Stradling Yocca Carlson &amp; Rauth, A Professional Corporation</b>				
21050	05/12/2016	General services-March 2016	100-1EX-5-G1-9501005	\$ 4,019.49
21050	05/12/2016	Special litigation-March 2016	100-1EX-5-G1-9501005	\$ 874.50
21050	05/12/2016	Special litigation-File#200638-003	100-1EX-5-G1-9501005	\$ 3,869.00
21098	05/26/2016	Legal Services-General	100-1EX-5-G1-9501005	\$ 933.00
<b>Vendor V1170 - Stradling Yocca Carlson &amp; Rauth, A Professional Corporation Total:</b>				<b>\$ 9,695.99</b>
<b>Vendor: V0684 - Strategies</b>				
21085	05/19/2016	Consulting Services, April 2016	100-1EX-5-G1-9501013	\$ 50.00
<b>Vendor V0684 - Strategies Total:</b>				<b>\$ 50.00</b>
<b>Vendor: V1119 - Sutherland Electric</b>				
21021	05/05/2016	Installation of electric meters for buses	600-1XX-5-J1-9909081	\$ 720.00
<b>Vendor V1119 - Sutherland Electric Total:</b>				<b>\$ 720.00</b>
<b>Vendor: V0505 - The Customer Service Experts</b>				
21051	05/12/2016	Phone line reimbursement-April 2016	100-3FS-5-G1-9501037	\$ 50.00
<b>Vendor V0505 - The Customer Service Experts Total:</b>				<b>\$ 50.00</b>
<b>Vendor: V0405 - The Gas Company</b>				
21022	05/05/2016	Gas service, 03/23/16-04/21/16	100-2FF-5-G1-9401022	\$ 2,166.22
<b>Vendor V0405 - The Gas Company Total:</b>				<b>\$ 2,166.22</b>
<b>Vendor: V0277 - The Signal</b>				
21052	05/12/2016	Signal Online Ad for Transporter	100-5CS-5-G1-9501003	\$ 800.00
<b>Vendor V0277 - The Signal Total:</b>				<b>\$ 800.00</b>
<b>Vendor: V0784 - Thunder on the Lot</b>				
21099	05/26/2016	Gold Sponsorship-Kid's Charities	100-5CS-5-G1-9501029	\$ 5,000.00
<b>Vendor V0784 - Thunder on the Lot Total:</b>				<b>\$ 5,000.00</b>
<b>Vendor: V0904 - Time Warner Cable Business Class</b>				
21053	05/12/2016	Cable, 05/11/16-06/10/16	100-2FF-5-G1-9401025	\$ 245.85
21086	05/19/2016	Internet, 05/13/16-06/12/16	100-2FF-5-G1-9401025	\$ 1,365.00
<b>Vendor V0904 - Time Warner Cable Business Class Total:</b>				<b>\$ 1,610.85</b>
<b>Vendor: V1008 - Tire Xpress Inc.</b>				
21109	05/26/2016	2 Tires for BSM Truck ( LT245/75r17)	100-2FF-5-G1-9401038	\$ 370.00



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21109	05/26/2016	2 tires for unit 220 (LT245/17r16)	100-2FF-5-G1-9401038	\$ 334.00
<b>Vendor V1008 - Tire Xpress Inc. Total:</b>				<b>\$ 704.00</b>
<b>Vendor: V0355 - Trans Track Systems, Inc.</b>				
21054	05/12/2016	TransTrack Annual Maint Renewal-July 16-June 17	100-2FF-5-G1-9401012	\$ 32,580.00
<b>Vendor V0355 - Trans Track Systems, Inc. Total:</b>				<b>\$ 32,580.00</b>
<b>Vendor: V0252 - Transdev, Inc.</b>				
21087	05/19/2016	BYD Electric buses, Route 11/12/1/10/19-APRIL 2016	100-2FF-5-G1-9001016	\$ 20,532.32
21087	05/19/2016	Valley Power Systems Invoices-95749a	600-1XX-5-J1-9909047	\$ 5,110.18
21087	05/19/2016	Commuter Recovery-APRIL 2016	100-2FF-5-G1-9001013	\$ 12,039.59
21087	05/19/2016	JARC Commuter Hours-785-786-787-APRIL 2016	100-2FF-5-G1-9001015	\$ 18,006.99
21087	05/19/2016	Local and Commuter Maint and Service, APRIL '16	100-2FF-5-G1-9001013	\$ 1,071,538.97
21087	05/19/2016	Metrolink Assistance, April 2016	100-2FF-5-G1-9001009	\$ 40.25
21087	05/19/2016	Travel training-Bus#4358/4362/4343-FEB 2016	100-5CS-5-G1-9401035	\$ 233.93
<b>Vendor V0252 - Transdev, Inc. Total:</b>				<b>\$ 1,127,502.23</b>
<b>Vendor: V0451 - Tyler Technologies</b>				
21023	05/05/2016	Tyler Fixed Assets Annual Maintenance	100-2FF-5-G1-9401012	\$ 10,561.26
<b>Vendor V0451 - Tyler Technologies Total:</b>				<b>\$ 10,561.26</b>
<b>Vendor: V0189 - United Parcel Service</b>				
21055	05/12/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 100.00
21088	05/19/2016	Freight	100-3FS-5-G1-9501010	\$ 61.99
21100	05/26/2016	Shipping cost	100-3FS-5-G1-9501010	\$ 54.30
<b>Vendor V0189 - United Parcel Service Total:</b>				<b>\$ 216.29</b>
<b>Vendor: V0353 - UNUM Life Insurance Co of Amer</b>				
21089	05/19/2016	Long Term Care (EE), JUNE 2016	100-000-2-B1-4011024	\$ 124.20
21089	05/19/2016	Long Term Care (ER), JUNE 2016	100-1ZZ-5-G1-9702618	\$ 495.60
<b>Vendor V0353 - UNUM Life Insurance Co of Amer Total:</b>				<b>\$ 619.80</b>
<b>Vendor: V0302 - US Bank</b>				
21024	05/05/2016	CTA Conference-N Hickling, J Fry	100-1EX-5-G1-9501019	\$ 447.90
21024	05/05/2016	HR Sacramento meeting	100-1EX-5-G1-9501019	\$ 388.20
21024	05/05/2016	APTA Bus & Paratransit Conference	100-1EX-5-G1-9501019	\$ 825.00
21024	05/05/2016	SCIE ARMA Chapter seminar	100-1EX-5-G1-9501019	\$ 130.00
21024	05/05/2016	APTA-Bus and paratransit conference	100-1EX-5-G1-9501019	\$ 474.46
21024	05/05/2016	Paratransit conference	100-1EX-5-G1-9501019	\$ 23.05
21024	05/05/2016	CTA-2016 Spring Legislative	100-1EX-5-G1-9501019	\$ 225.96
21024	05/05/2016	Luncheon, M Flanagan & Staff	100-1EX-5-G1-9501019	\$ 40.00
21024	05/05/2016	SOCAL Regional Transit Training	100-1EX-5-G1-9501019	\$ 37.56
21024	05/05/2016	Chicago-Financial Planning conference	100-1EX-5-G1-9501019	\$ 441.96
21024	05/05/2016	CTA-2016 Spring Legislative	100-1EX-5-G1-9501019	\$ 175.00
21024	05/05/2016	CTA-2016 Spring Legislative refund	100-1EX-5-G1-9501019	\$ (25.00)
21024	05/05/2016	CTA-2016 Spring Legislative	100-1EX-5-G1-9501019	\$ 405.60
21024	05/05/2016	Virtual server-monthly fee	100-2FF-5-G1-9401012	\$ 19.99
21024	05/05/2016	Micrsoft software webinar	100-2FF-5-G1-9401012	\$ 99.00
21024	05/05/2016	Mount for TV	100-2FF-5-G1-9401038	\$ 50.50
21024	05/05/2016	Lamp support	100-2FF-5-G1-9401038	\$ 154.54
21024	05/05/2016	AP checks 1,000 pcs	100-3FS-5-G1-9501009	\$ 107.93
21024	05/05/2016	Postage-parcel to China	100-3FS-5-G1-9501010	\$ 166.15
21024	05/05/2016	Healthfair prizes 2016	100-3FS-5-G1-9501029	\$ 233.05
21024	05/05/2016	Employee of the quarter gift cards	100-5CS-5-G1-9501029	\$ 75.00
21024	05/05/2016	Condolences-former Ex Director	100-5CS-5-G1-9501029	\$ 86.38
21024	05/05/2016	Outreach events raffle gifts	100-5CS-5-G1-9501029	\$ 41.40
21024	05/05/2016	Care trip	100-1EX-5-G1-9501019	\$ 60.93
21024	05/05/2016	Lunch, L Engel, N Hickling	100-1EX-5-G1-9501019	\$ 25.23



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 5/1/2016 - 5/31/2016

Check#	Payment Date	Description (Item)	Account Number	Amount
21024	05/05/2016	CALACT Spring Conference	100-1EX-5-G1-9501019	\$ 507.60
21024	05/05/2016	CALACT Spring Conference	100-1EX-5-G1-9501019	\$ 42.45
21024	05/05/2016	Vehicle Support#222-ONSTAR/LEN	600-1XX-5-J1-9909066	\$ 357.90
<b>Vendor V0302 - US Bank Total:</b>				<b>\$ 5,617.74</b>
<b>Vendor: V1050 - US Postal Exchange</b>				
21027	05/05/2016	RR Coupons, April 2016	100-3FS-5-G1-9501037	\$ 194.00
<b>Vendor V1050 - US Postal Exchange Total:</b>				<b>\$ 194.00</b>
<b>Vendor: V0166 - Valley Power Systems</b>				
21110	05/26/2016	Ash receptacle filter	100-2FF-5-G1-9401038	\$ 673.69
<b>Vendor V0166 - Valley Power Systems Total:</b>				<b>\$ 673.69</b>
<b>Vendor: V0209 - Vinsa Insurance Associates</b>				
21056	05/12/2016	Policy change#6301D112849 07/01/15-07/1/16	100-3FS-5-G1-9401019	\$ 232.00
<b>Vendor V0209 - Vinsa Insurance Associates Total:</b>				<b>\$ 232.00</b>
<b>Vendor: V0740 - Vision Technology Solutions, LLC</b>				
21090	05/19/2016	Web Hosting Annual Fee	100-5CS-5-G1-9501031	\$ 2,778.24
21090	05/19/2016	Annual Maintenance Service	100-5CS-5-G1-9501031	\$ 4,264.32
<b>Vendor V0740 - Vision Technology Solutions, LLC Total:</b>				<b>\$ 7,042.56</b>
<b>Vendor: V0969 - Walsma Oil Company</b>				
21111	05/26/2016	Diesel Emmisions Fluid	100-2FF-5-G1-9201003	\$ 2,589.84
<b>Vendor V0969 - Walsma Oil Company Total:</b>				<b>\$ 2,589.84</b>
<b>Vendor: V0550 - Waste Management</b>				
21057	05/12/2016	Waste, April 2016	100-2FF-5-G1-9401023	\$ 712.60
<b>Vendor V0550 - Waste Management Total:</b>				<b>\$ 712.60</b>
<b>Vendor: V0457 - Waxie Enterprises Inc.</b>				
21112	05/26/2016	Multi-pupose Cirtrus Cleaner	100-2FF-5-G1-9401038	\$ 134.35
<b>Vendor V0457 - Waxie Enterprises Inc. Total:</b>				<b>\$ 134.35</b>
<b>Vendor: V0112 - Western Exterminators</b>				
21028	05/05/2016	Exterminators, April 2016	100-2FF-5-G1-9401005	\$ 96.00
<b>Vendor V0112 - Western Exterminators Total:</b>				<b>\$ 96.00</b>
<b>Vendor: V0124 - Witts</b>				
21058	05/12/2016	Office Supplies	100-3FS-5-G1-9501009	\$ 323.80
<b>Vendor V0124 - Witts Total:</b>				<b>\$ 323.80</b>
<b>Grand Total:</b>				<b>\$ 2,002,825.52</b>



**DATE:** June 28, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY17 Investment Policy Statement and Local Agency Investment Fund (LAIF) Update

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#### **RECOMMENDATION**

That the AVTA Board of Directors:

1. Adopt Resolution 2016-004 (Attachment A) approving AVTA's revised Investment Policy Statement for the upcoming fiscal year beginning July 1, 2016 through June 30, 2017; and
2. Approve proposed changes to the list of staff authorized to deposit and withdraw from AVTA's LAIF account.

#### **FISCAL IMPACT**

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

#### **BACKGROUND**

Prior to the commencement of each fiscal year, the Board of Directors authorizes the deposit and withdrawal of Authority LAIF investments in the State Treasury in accordance with the provisions of Government Code Section 16429. The Investment Policy Statement for FY17 (Attachment A.1) fulfills the California Government Code Section 53646 requirement that each legislative body review and adopt an Investment Policy Statement on an annual basis.

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

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

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

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

CURRENT		PROPOSED	
Name	Title	Name	Title
Marvin Crist	Chair	Marvin Crist	Chair
Dianne Knippel	Vice Chair	Dianne Knippel	Vice Chair
Len Engel	Executive Director	Len Engel	Executive Director/CEO
Colby Konisek	Director of Finance	Colby Konisek	Chief Financial Officer

Prepared by:

Submitted by:

\_\_\_\_\_  
Colby Konisek  
Chief Financial Officer

\_\_\_\_\_  
Len Engel  
Executive Director/CEO

Attachments: A – Resolution No. 2016-004  
A.1 – Investment Policy Statement (Exhibit A – Resolution No 2016-004)  
B – LAIF Procedure

BOARD OF DIRECTORS

ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2016-004

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY APPOINTING THE EXECUTIVE DIRECTOR AS TREASURER AND THE DIRECTOR OF FINANCE AS AUDITOR-CONTROLLER, DELEGATING INVESTMENT AUTHORITY TO THE TREASURER, ADOPTING A POLICY FOR THE INVESTMENT OF SURPLUS TRANSIT FUNDS AND RESCINDING RESOLUTION NO. 2015-008**

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

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

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

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

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

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

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

**Section 3.** As authorized by Government Code Section 53607, the Board of Directors delegates its investment authority to the Treasurer for FY17, who shall thereafter assume full responsibility for those investment transactions until the delegation of authority is revoked or expires, and shall make a quarterly report of those transactions, in accordance with Government Code Section 53646, to the Board of Directors.

**Section 4.** As required by Government Code Section 53646, the Board of Directors has considered at a public meeting a statement of investment policy, and the Board of Directors hereby adopts that policy, in the form attached as Exhibit "A" to this resolution, to guide the investments of the Treasurer for FY17.

**Section 5.** Resolution No. 2015-008 is rescinded in its entirety.

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

PASSED, APPROVED and ADOPTED this 28<sup>th</sup> day of June, 2016 by the following vote:

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

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

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

\_\_\_\_\_  
Marvin Crist, Chair

ATTEST:

\_\_\_\_\_  
Karen S. Darr, Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel  
Allison E. Burns

Exhibit A



July 1, 2016 – June 30, 2017

**1. POLICY**

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

**2. SCOPE**

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

These funds include Operating and Capital Funds.

**3. OBJECTIVE**

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

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

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

- Safety

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



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

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

- Liquidity

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

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

- Yield

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

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

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

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

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

Cash management and investment transactions are the responsibility of the Investment Officer. The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's

credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

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

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

- Executive Director/CEO
- Chief Financial Officer

## **7. PRUDENCE**

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

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

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

## **8. SAFEKEEPING**

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

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

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

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

## **9. ETHICS AND CONFLICTS**

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

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

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

## **11. INTERNAL CONTROLS**

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

## **12. INVESTMENT PROCEDURES**

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

## **13. REPORTING REQUIREMENTS**

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

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

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

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

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

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

Diversification by Instrument:

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

**16. MATURITY SCHEDULING:**

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

**17. LONG-TERM PORTFOLIO DIVERSIFICATION**

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

Maturity scheduling shall be timed according to anticipated needs.

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

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

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

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

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

This subdivision does not preclude a municipal utility district from investing any money in its treasury in any manner authorized by the Municipal Utility District Act (Division 6 (commencing with Section 11501) of the Public Utilities Code).

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

(1) The entity meets the following criteria:

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

(2) The entity meets the following criteria:

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

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

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

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

chartered bank that has or has had a significant banking relationship with a local agency.

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



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

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

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

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

53601.5. The purchase by a local agency of any investment authorized pursuant to Section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal

association (as defined by Section 5102 of the Financial Code) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

53601.6. (a) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.

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

## **19. DESIGNATED AUTHORIZED INVESTMENTS**

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

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

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

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

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

All securities purchased must be held in safekeeping by AVTA's safekeeping agent, currently Bank of America. The securities shall not be held by the dealer or broker from whom they are purchased. Confirmations for all investments will be reviewed for conformity with the actual transactions. All financial institutions, whether investment banks, dealers, commercial banks or savings and loan institutions must be licensed by the National Association of Security Dealers (NASD) and be approved by the Treasurer before they receive AVTA funds or are able to conduct business with AVTA. Prior to approval, each financial institution will be physically visited by the Treasurer and/or his/her designee to meet with the principals of the firm and to inspect their offices for stability and financial capabilities. Further, these visitations will continue periodically, preferably annually, on an ongoing basis to ensure eligibility (due diligence). All firms with whom AVTA does business will have a strong capital base and be deemed creditworthy before conducting business with such firms. The Treasurer or his/her designee will prescribe minimum standards by which these firms can be judged creditworthy.

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

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

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

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



<b>Subject: LOCAL AGENCY INVESTMENT FUND (LAIF) PROCEDURES</b>		
<b>Effective Date: July 1, 2016</b>	<b>Revision/Date: June 28, 2016</b>	
<b>Approved: June 28, 2016</b>	<b>Approved by: Board of Directors</b>	<b>Page: 1 of 4</b>

## **PURPOSE**

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

## **BACKGROUND**

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

AVTA deposits funds with LAIF as an investment instrument.

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

## **EXECUTIVE DIRECTOR/CEO AND CHIEF FINANCIAL OFFICER**

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

In the absence of the Chief Financial Officer, the Executive Director/CEO will approve the investment or withdrawal of funds from LAIF and can make transfers to or from the LAIF account.

Accounting staff prepares a Funds Transfer Memo and provides it to the Chief Financial Officer for completion.

## **PROCEDURE**

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

### **Funds Transfer from LAIF to Union Bank**

1. The accounting staff prepares a Funds Transfer Memo and gives to the Chief Financial Officer by 9:30 am.
2. For a LAIF withdrawal, LAIF is notified and the information is recorded. **THE DEADLINE TO CALL LAIF IS 10:00 AM.**

### **Funds Transfer from Union Bank or Wells Fargo to LAIF**

1. The accounting staff prepares a Funds Transfer Memo and gives it to the Chief Financial Officer by 9:30 am.
2. LAIF is contacted at (916) 653-3001 to advise them of the deposit and the account it is coming from. Provide the PIN #. Get a confirmation number and the daily percentage yield. **THE DEADLINE TO CALL LAIF IS 10:00 AM.**
3. Contact Union Bank Wires Services at (800) 922-9473, Option 1, to arrange the transfer to LAIF. The AVTA bank account number, LAIF confirmation number and date of deposit are provided to Union Bank as part of the transfer process. **THE DEADLINE TO CALL UNION BANK TO INITIATE A WIRE IS 2:00 PM.**
4. Union Bank will give a verbal verification of transaction; written notes regarding the verbal verification should be included with the transfer documents to complete the transaction audit process.

### **Reconciliation**

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

### **ATTACHMENTS**

A – Sample LAIF Statement

ATTACHMENT A



JOHN CHIANG

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

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

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

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





**DATE:** June 28, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Renewal of Agreement with Los Angeles County Sheriff's Department (LASD) for Transit Law Enforcement Services – Reserve Unit

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#### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to renew the Letter of Understanding with the LASD for transit law enforcement services covering the term July 1, 2016 through June 30, 2017 as outlined in the attached letter to Sheriff Jim McDonnell.

#### **FISCAL IMPACT**

Total reimbursement under this agreement will not exceed \$120,000. Funds for these services are included in the draft FY17 Business Plan.

#### **BACKGROUND**

An agreement for transit law enforcement services was originally entered into between the AVTA and the Los Angeles County Sheriff's Department of Homeland Security in August 2008. The letter of agreement has been renewed annually since that time. Under the terms of the agreement, the LASD will provide the following services for the AVTA:

- Security presence Monday through Friday with staggered shifts for increased presence
- Random fare and ridership audits on local and commuter services with two Security Assistants to assist with fare enforcement
- A presence in and around the transit system
- Training and safety presentations to drivers
- Random bomb and weapon checks of local and commuter vehicles



Renewal of Agreement with LASD for Security Services

June 28, 2016

Page 2

- Interface with schools and city personnel regarding problematic behavior at specific stops
- Other duties as assigned.

Reports on security activities are presented to the Board of Directors on a quarterly basis. The security agreement has benefitted AVTA by providing a presence at our transfer facilities, on the buses, at schools, and at our administration and maintenance facility. The transit deputies have improved the quality of service for our passengers and have provided support to Veolia operators. Deputies issue traffic citations, enforce public utility codes, and assist drivers and passengers as needed.

The LASD provides a reserve deputy with a significantly reduced hourly wage as compared to non-reserve sheriff's deputies. If the reserve deputy were to leave midway through a contract, the LASD would be unable to fulfill the existing terms with the available budget.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Len Engel  
Executive Director/CEO

Attachment: A – Letter of Request to Sheriff Jim McDonnell



**DRAFT**

June 28, 2016

Sheriff Jim McDonnell  
Contract Law Enforcement Bureau  
Los Angeles County Sheriff's Department  
4700 Ramona Boulevard, RM 214  
Monterey Park, California 91754

Dear Sheriff McDonnell:

As approved by the Board of Directors, the Antelope Valley Transit Authority (AVTA) desires to continue to contract with your office for transit law enforcement services. The scope of work shall include the following activities:

- Security services Monday through Friday with staggered shift times for increased presence;
- Random fare and ridership field audits of local and commuter services with two Security Assistants to assist with fare enforcement procedures;
- Random bomb and weapon checks of local and commuter services;
- Documentation of all activities, findings and actions;
- Training for both AVTA and Transdev staff regarding security issues and conflict resolution;
- Provide a presence on school trippers and other services where problematic behavior has been an issue;
- Provide training and outreach to schools regarding AVTA policies for transit riders;
- Interface with the local schools for incident follow-up;
- Provide a presence on and around the transit system to help improve quality of life issues; and
- Other duties as mutually agreed upon in writing.

AVTA is prepared to spend up to \$120,000 in FY17, beginning July 1, 2016 and ending June 30, 2017, unless superseded by a new contract. It is anticipated that this effort would entail work being performed, Monday through Friday, depending on the specific tasks.

We appreciate the opportunity to work with your staff and look forward to continuing our contractual relationship for transit law enforcement services in the Antelope Valley. Should you have any questions, please feel free to contact me at (661) 729-2229.

Best regards,

Len Engel  
Executive Director/CEO

**Board of Directors**

**Chairman**

**Marvin Crist**  
City of Lancaster

**Vice Chair**

**Dianne M. Knippel**  
County of Los Angeles

**Director**

**Steven D. Hofbauer**  
City of Palmdale

**Director**

**Fred Thompson**  
City of Palmdale

**Director**

**Angela E. Underwood-Jacobs**  
City of Lancaster

**Director**

**Michelle Flanagan**  
County of Los Angeles

**Executive Director**

**Len Engel**



**DATE:** June 28, 2016  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** College Student Pass Program

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**RECOMMENDATION**

That Board of Directors establish and adopt a 1-year Pilot College Student Pass Program and implement by Antelope Valley College's Fall Semester (August 2016).

**FISCAL IMPACT**

The AVTA Student Pass Program would sell bus passes to Antelope Valley College at a 20% reduced rate. It is anticipated the initial loss of revenue generated by the discount will likely be mitigated by an increase in ridership, resulting in no fiscal impact to AVTA.

**BACKGROUND**

At the May 23, 2016, board meeting, the Board of Directors directed staff to develop a Student Pass Program for review and board discussion. Under the Student Pass Program, AVTA would provide discounted bus passes to Antelope Valley College, for an initial term of one year. The funding for Student Pass Program would come from a grant awarded to Antelope Valley College by the AVAQMD, with Antelope Valley College providing matching funds. Attachment A summarizes AVTA's proposed program.

Prepared by:

Submitted by:

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Erika Monroe  
Innovation Coordinator

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Len Engel  
Executive Director/CEO

Attachment: A – Student Pass Program Overview

## Antelope Valley College Student Pass

### Pilot Program Overview

**Goal:** Establish a Student Pass Program for Antelope Valley College (AVC) to increase college transit ridership and create a new generation of transit riders.

**Objective:** To transition to a more affordable pricing structure and reach a broader range of college students by introducing a student pass program for active students.

1. **Target Market:** AVC
2. **Eligibility:** Eligible students must be enrolled at AVC with 6 or more units per Spring/Fall semester and 3 or more units per Winter intersession/Summer session.
3. **Administration:** AVC would be responsible for the following:
  - Determining student's eligibility based on enrollment status
  - Program details
  - Collecting student demographic information and the enrollment status. AVTA would like the student demographic information NOT the student's personal information; name, address, phone number, etc.
  - Selling/distributing the student passes
  - Tracking and maintaining an electronic file of all passes issued
  - Ensure student pass is properly activated via CPOS or spreadsheet created by AVTA
4. **Financing/Funding:** The program can be funded through student fees, grants, or student contributions.
  - Student contributions may not exceed \$40/month or \$10.00/week, and the total amount charged to student cannot exceed the total amount due AVTA.
5. **Co-Marketing:** AVTA will partner with AVC to promote the Student Pass Program by:
  - Creating co-branded marketing materials
  - Providing staff to assist in launching the program (outreach and marketing efforts)

**6. Validity Dates/Pricing:**

- Semester pass. The validity dates of each semester term as follows:
  - a. Fall semester pass will be valid for 16 weeks (August 2016-December 2016), maximum of \$160.00 (\$10.00 x 16 weeks) per participant per term.
  - b. Winter intersession pass will be valid for 4 weeks (January 2017-February 2017) maximum of \$40.00 (\$10.00 x 4 weeks) per participant per term.
  - c. Spring semester pass will be valid for 16 weeks (February 2017-June 2017), maximum of \$160.00 (\$10.00 x 16 weeks) per participant per term.
  - d. Summer semester pass will be valid for 8 weeks (June 2017-August 2017) maximum of \$80.00 (\$10.00 x 8 weeks) per participant per term.



**DATE:** June 28, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Change Order to Wireless Advanced Vehicle Electrification (WAVE) to Perform Los Angeles County Approved 3<sup>rd</sup> Party Testing

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#### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director to approve Change Order #1 to WAVE, Inc. for the amount not to exceed \$44,825.00.

#### **FISCAL IMPACT**

Sufficient funds for this project have been included in the FY17 Business Plan.

#### **BACKGROUND**

During the construction approval process with the cities of Lancaster and Palmdale's building and safety departments, AVTA was informed that in order to meet local and Los Angeles County building and safety codes both inductive charging units would have to be safety tested by a Nationally Recognized Testing Laboratory (NRTL).

Although WAVE already has had extensive safety testing performed on the previous three inductive charging units, their testing contractor is not an NRTL and this level of certification was not included in the purchase price of the 50KW chargers. WAVE had not encountered this requirement previously.

After months of extensive research staff has concluded that Underwriters Laboratory (UL) would be the best choice and most recognized and acceptable to Lancaster and Palmdale's building and safety departments. WAVE is passing the cost of this certification through to AVTA with zero markup fees to assist with the costs to AVTA.

This technology is very new and UL is uncertain how long field testing will take, staff increased item four from the UL quote from one day of field testing and budgeted for five so that we would not have to return for additional board action. The critical element is that there is not a standard for this type of testing that is still be developed through a team sponsored by UL.

**Scope of Work**

1. Product Safety - (FE) Field Evaluation Services, Desk review of design drawings, Bill of Materials and any previous testing completed by the manufacturer and provide a findings report for the base station unit.	1	5,600.00	5,600.00
2. Product Safety - (FE) Field Evaluation Services, Evaluation and witness testing of the base unit at the factory on one unit representative of the units installed or to be installed and provide a findings report. This line item includes all labor including travel labor, labor to complete the construction evaluation, labor to witness factory testing, and labor for the findings report and also includes all travel expenses.	1	21,575.00	21,575.00
3. Product Safety - (FE) Field Evaluation Services, Final evaluation to confirm correction of any discrepancies found during the preliminary evaluation and witness any site testing required at the sites in Lancaster and site in Palmdale and provide the findings report. This Line item includes all labor including travel labor, labor to complete the final evaluation on site, and labor for the findings report and also includes all travel expenses.	1	5,150.00	5,150.00
4. Product Safety - (FE) Field Evaluation Services, As required, evaluate the reliability of the safety related software used for safety functions on the wireless charger system.  <i>This will be completed at a DAY RATE of \$2,500.00 per day plus any incurred travel related expenses and will not exceed \$12,500.00 USD without prior authorization.</i>	5	2,500.00	12,500.00
5. Total			\$44,825.00

Prepared by:

Submitted by:

\_\_\_\_\_  
Mark Perry  
Director of Fleet and Facilities

\_\_\_\_\_  
Len Engel  
Executive Director/CEO

Attachment: A – WAVE Proposal



Wireless Advanced Vehicle Electrification Inc  
Account No.: 1541546

**Quote Date:** 2016/04/29  
**Valid Until:** 2016/06/28  
**Quote Number:** 1101179711  
**Version Number:** 1

Account No.: 1541546  
Wireless Advanced Vehicle Electrification Inc  
Marcellus Harper  
4752 W California Ave, Suite B-400  
Salt Lake City, UT 84104  
United States

Field Evaluation of (2) Wave wireless bus charging systems

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Greetings,

On behalf of UL, it is my pleasure to submit to you this quotation for services.

UL has more than a century of experience helping clients to bring products to the market. Today's global economy brings increasing technical requirements and an ever greater need for speed-to-market. With more than 10,000 people and 131 testing laboratories, operating in over 39 countries, UL can help you meet these challenges. Our expertise in Testing, Certification and Inspection is unmatched and our independence is unquestioned.

Thank you for this opportunity. We look forward to the opportunity to help your business.

Yours sincerely,

Katie Skinner

**Phone:** +1 360 817 5643; **E-mail:** Katie.Skinner@ul.com





# Quotation

Wireless Advanced Vehicle Electrification Inc  
Account No.: 1541546

**Quote Date:** 2016/04/29  
**Valid Until:** 2016/06/28  
**Quote Number:** 1101179711  
**Version Number:** 1

Account No.: 1541546  
Wireless Advanced Vehicle Electrification Inc  
Marcellus Harper  
4752 W California Ave, Suite B-400  
Salt Lake City, UT 84104  
United States

This Quotation is provided by or on behalf of UL LLC. We are pleased to provide you with the following Quotation and we will make every effort to exceed your expectations as we fulfill this work.

## Field Evaluation of (2) Wave wireless bus charging systems

#	Products/Services Quoted (Summary table of requested product/services. )	Quantity	Unit Price (USD)	Net Price (USD)
1	Product Safety -(FE) Field Evaluation Services, Desk review of design drawings, Bill of Materials and any previous testing completed by the manufacturer and provide a findings report for the base station unit. The desk review does not include any evaluation of the components mounted on board the bus. This line item includes all labor including labor to complete the desk review and labor for the findings report. 2 days and that is without the secondary coil	1	5,600.00	5,600.00
	Field Evaluation Desk Review	1		
2	Product Safety -(FE) Field Evaluation Services, Evaluation and witness testing of the base unit at the factory on one unit representative of the units installed or to be installed and provide a findings report. This line item includes all labor including travel labor, labor to complete the construction evaluation, labor to witness factory testing, and labor for the findings report and also includes all travel expenses.	1	21,575.00	21,575.00
	Field Evaluation	1		
3	Product Safety -(FE) Field Evaluation Services, Final evaluation to confirm correction of any discrepancies found during the preliminary evaluation and witness any site testing required at the sites in Lancaster and site in Palmdale and provide the findings report. This Line item includes all labor including travel labor, labor to complete the final evaluation on site, and labor for the findings report and also includes all travel expenses.	1	5,150.00	5,150.00
	Field Evaluation	1		
4	Product Safety -(FE) Field Evaluation Services, As required, evaluate the reliability of the safety related software used for safety functions on the wireless charger system. This will be completed at a DAY RATE of \$2,500.00 per day plus any incurred travel related expenses and will not exceed \$12,500.00 USD without prior authorization  *All the other parts of the quote are firm fixed price numbers and not subject to the above day rate.	1	2,500.00	2,500.00
	Field Evaluation	1		
	Subtotal			34,825.00



# Quotation

Wireless Advanced Vehicle Electrification Inc  
Account No.: 1541546

**Quote Date:** 2016/04/29  
**Valid Until:** 2016/06/28  
**Quote Number:** 1101179711  
**Version Number:** 1

Account No.: 1541546  
Wireless Advanced Vehicle Electrification Inc  
Marcellus Harper  
4752 W California Ave, Suite B-400  
Salt Lake City, UT 84104  
United States

	Net Total		34,825.00
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The price is based on the information provided in your request. Please note that additional expenses such as travel costs, shipping, disposition of samples, local taxes, and others may be incurred. If these are required for your project, they will be billed to you. Invoicing for this project will occur at the times stated in this Quotation or at completion of the project.

**Quotation is based on the following conditions:**

**Additional Information**

The evaluation is for electrical shock, electrical fire, and electrical casualty hazards only. The scope of work does not include any of the following:

- All equipment on the bus including the secondary coil
- EMC testing or evaluation
- RF generation and meeting any FCC requirements
- Any evaluation of physiological effects from exposure to electrical fields

This quote is based on use of our closest available qualified engineering resources. Evaluation schedules are based on availability of our closest resources. When expedited service is requested additional costs may be incurred may be invoiced separately.

Unless specifically detailed in the scope of work, this quote excludes costs or fees associated with services of outside contractors or test facilities and certain special equipment charges.

Unless specifically stated in the scope above, the products included in the evaluation are not covered under one of the following:

- No legal action or other litigation pending regarding this product
- The product is not associated with Homeland Security equipment
- The product is not signaling and security equipment such as fire and burglar alarms
- The product(s) to be evaluated are not intended for use in a hazardous location, as defined by the NEC
- The product(s) to be evaluated do not operate at 600 volts or more

All work will be completed during normal working hours (6:00 AM and 6:00 PM, Monday through Friday excluding holidays). If your project requires work outside of normal working hours an additional cost may be incurred.

**Project Cancellations:**

If a decision is reached to cancel the project before completion and after it has commenced, cancellation fees will apply. In addition, if the schedule is changed with less than Three (3) business days' notice additional fees may apply. Fees will vary according to the stage in which the project is cancelled. More specific fee information will be provided upon request.

Unless an extended final evaluation schedule is prearranged, it is expected the client will complete the final evaluation within 90 days after UL issues a preliminary findings report. After 90 days with no final schedule time frame set, the project will be closed and invoiced. Exceptions to this shall be agreed to in writing.

**Terms and Conditions**

All product/services provided under this Quotation are governed by and incorporate by reference the following terms and conditions which are either provided with this Quotation or which you have previously accepted: Global Services Agreement (GSA). For a copy of your terms and conditions on file, please contact the sender and reference the above Quotation number.

In addition to the Global Services Agreement, your terms and conditions also include the Service Terms identified in Attachment A.

The terms and conditions will take precedence over any preprinted, additional, or different terms and conditions on your requests for quotation, POs, invoices, sales or marketing materials, or other business documents.

**Payment**

Unless credit has been established, a 100% deposit of quoted fees will be required prior to your project start date.

**Additional Services and Fees**

For services that result in the authorization of a certification mark, Follow-up or surveillance services may be required and additional fees will apply and will be charged separately. Generally these fees cover the periodic examinations or tests of the certified products at the factories where the products are produced and other administration fees. Follow-up Services for services related to the UL certification mark may be covered by a separate service agreement with a different UL company.

To expedite your project, please provide any relevant requested additional information upon acceptance of the Quotation. Soon after receipt of both your Quotation acceptance and relevant requested information, a member of our UL staff may contact you to confirm the required items and finalize the scope of work. Any necessary information should be provided within a time frame mutually agreed by both parties at the start of the project.

**Quote Date:** 2016/04/29  
**Quote Number:** 1101179711  
**Version Number:** 1

If your Accounts Payable process requires a Purchase Order (PO) to be referenced on UL's invoice to facilitate payment, please provide the PO number below, or simply reply to sender with PO number.

Your issuance of a PO to UL is for accounting purposes only and does not constitute your counter offer. Any additional or conflicting terms and conditions on your PO do not apply to any Services or bind us.

**Acceptance Instructions:**

To accept this quotation, you can do one of the following:

- 1) Electronically sign by adding the word "ACCEPT" in the e-mail and reply to sender. Your electronic acceptance will create a valid, binding service agreement.
- 2) Sign below by an authorized company representative and return to sender.

By accepting this Quotation, you certify that you have read and agreed to the referenced terms and conditions; you are authorized to accept this Quotation on behalf of your company, and authorize us to commence work on the services described above.

*Quotation Accepted by:*

---

**Signature**

---

**Name (Printed)**

---

**TITLE**

---

**DATE**

---

**Purchase Order #**

Thank you for choosing UL.



**Sajeev Jesudas** Authorized Representative of UL LLC

## Attachment A

This Quotation incorporates the Global Services Agreement and the following additional Service Terms. The Service Terms can be accessed by clicking the link provided below:

If you are unable to access the Service Terms, please call your local customer service representative or send an e-mail request to your local customer service contact identified at: <http://www.ul.com/contactus>.

#	Products/Services Quoted	GSA Service Terms
1	Product Safety -(FE) Field Evaluation Services, Desk review of design drawings, Bill of Materials and any previous testing completed by the manufacturer and provide a findings report for the base station unit. The desk review does not include any evaluation of the components mounted on board the bus. This line item includes all labor including labor to complete the desk review and labor for the findings report. 2 days and that is without the secondary coil	
	Field Evaluation Desk Review	<a href="#">Advisory Services</a>
2	Product Safety -(FE) Field Evaluation Services, Evaluation and witness testing of the base unit at the factory on one unit representative of the units installed or to be installed and provide a findings report. This line item includes all labor including travel labor, labor to complete the construction evaluation, labor to witness factory testing, and labor for the findings report and also includes all travel expenses.	
	Field Evaluation	<a href="#">Field Evaluation Services</a>
3	Product Safety -(FE) Field Evaluation Services, Final evaluation to confirm correction of any discrepancies found during the preliminary evaluation and witness any site testing required at the sites in Lancaster and site in Palmdale and provide the findings report. This Line item includes all labor including travel labor, labor to complete the final evaluation on site, and labor for the findings report and also includes all travel expenses.	
	Field Evaluation	<a href="#">Field Evaluation Services</a>
4	Product Safety -(FE) Field Evaluation Services, As required, evaluate the reliability of the safety related software used for safety functions on the wireless charger system. This will be completed at a DAY RATE of \$2,500.00 per day plus any incurred travel related expenses and will not exceed \$12,500.00 USD without prior authorization  *All the other parts of the quote are firm fixed price numbers and not subject to the above day rate.	
	Field Evaluation	<a href="#">Field Evaluation Services</a>