



Regular Meeting of the Board of Directors

Tuesday, October 24, 2017

10:00 a.m.

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

AGENDA

For record keeping purposes, and 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 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.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board 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 Austin Bishop, 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/CEO 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 AVTA EMPLOYEE OF THE FIRST QUARTER FISCAL YEAR 2017/2018 (FY18) (JULY 1 – SEPTEMBER 30, 2017) – COLBY KONISEK

SRP 2 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR SEPTEMBER 2017 – HECTOR FUENTES, TRANSDEV

SRP 3 LEGISLATIVE REPORT FOR OCTOBER 2017 – JUDY FRY

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 SEPTEMBER 26, 2017 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of September 26, 2017.

CC 2 FINANCIAL REPORTS FOR AUGUST AND SEPTEMBER 2017 – COLBY KONISEK

Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated August 31, 2017; the Interim, unaudited Financial Statements for the two months ended August 31, 2017; the Cash Flow Projection/Treasurer's report for the month ended August 31, 2017; the Payroll History Report for the three months ended September 30, 2017; and the Cash Disbursements Report for the month ended September 30, 2017.

CC 3 FY18 FIRST QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (JULY 1 – SEPTEMBER 30, 2017) – KELLY MILLER

Recommended Action: Receive and file the FY18 First Quarter LASD report for the period covering July 1 through September 30, 2017.

CC 4 BOARD OF DIRECTORS AND TRANSIT ADVISORY COMMITTEE 2018 MEETINGS CALENDAR – KAREN DARR

Recommended Action: Approve the 2018 meetings calendar for the Board of Directors and Transit Advisory Committee.

NEW BUSINESS (NB):

NB 1 SENIOR SUBSIDY GRANT PROGRAM FY18 – LEN ENGEL

Recommended Action: Approve the Senior Subsidy Grant Program for FY18 and redefine "senior" as an individual 62 years of age or older. Approval will be conditional based on agreement from the Cities of Lancaster (\$20,250) and Palmdale (\$2,375) and a grant from the Antelope Valley Air Quality Management District in the amount of \$22,625.

NB 2 VANPOOL PROJECT OPTIONS – LEN ENGEL

Recommended Action: Authorize the Executive Director/CEO to develop a proposed budget and administrative framework for a vanpool/carpool/carshare operation within AVTA structure. Program will be presented to the Board for final approval at the November 28, 2017 Board meeting.

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: Clark v. AVTA, LASC Case No. MC026036

Pending Litigation: Sabina M. Andrade v. AVTA

Pending Litigation: Marsh v. AVTA USDC case No. 2:16-cv-0937-PSG

CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)

Significant exposure to litigation (one potential case)

CS 3 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)

Consideration of whether to initiate litigation (one potential case)

CS 4 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(D)(4)
Consideration of initiation of litigation (one potential case)

CS 5 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))
Title: Executive Director/CEO

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

NB 3 CONTRACT EXTENSION FOR CONTRACT #2011-032 FOR FIXED ROUTE TRANSIT OPERATIONS AND MAINTENANCE SERVICES – LEN ENGEL

Recommended Action: Authorize the Executive Director/CEO to negotiate and execute an extension to Contract #2011-032 for fixed route operations and maintenance services to Transdev effective January 1, 2018. The contract will be extended the remaining two-two year options.

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/CEO for follow-up.

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on November 28, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 5:00 p.m. on October 19, 2017 at the entrance to the Antelope Valley Transit Authority, 42210 6th Street 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/CEO. 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/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



**Regular Meeting of the Board of Directors
Tuesday, September 26, 2017
10:00 a.m.**

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

UNOFFICIAL MINUTES

CALL TO ORDER:

Chairman Crist called the meeting to order at 10:02 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 Austin Bishop, Director Angela Underwood–Jacobs, Director Michelle Flanagan

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Director Hofbauer, seconded by Director Bishop

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop, Underwood–Jacobs, Flanagan

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Charlotte Baxter – discussed issues with the bus stop closures on 10th St. W. between M-4 and L-4 and adding a later run on the Route 12 WB leaving Sgt. Steve Owen Memorial Park.

Fran Sereseres – discussed drop off and pick up points inside the Antelope Valley Fairgrounds for Access Services’ riders and easier ways for citizens to apply for the Access Services and Dial-a-Ride programs. She announced there will be a groundbreaking ceremony on September 27, 2017 at 11:00 a.m. at the Lancaster Senior Center and invited the directors.

Executive Director/CEO Len Engel stated that AVTA will provide two trips from the Lancaster Senior Center to the Antelope Valley Fairgrounds on the day of the Senior Expo.

Chairman Crist directed Ms. Baxter to speak with Chief Operating Officer Norm Hickling regarding the bus stop closures. Mr. Hickling stated that he is coordinating with city staff and the contractor to limit the number of bus stop closures during the 10th St. W. construction project.

SRP 1 PRESENTATION OF TRANSEDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR AUGUST 2017

Trandev General Manager Hector Fuentes presented a plaque to the Operator of the Month Lester Moore and announced that the Employee of the Month was Ator Urionabarrenechea. However, Mr. Urionabarrenechea was unable to attend the meeting.

SRP 2 PRESENTATION OF FIRST OPERATOR OF AN ALL-ELECTRIC ARTICULATED BUS IN REVENUE SERVICE AWARD TO MARIA LOPEZ

Mr. Engel presented an award to Maria Lopez, the first operator of an all-electric articulated bus in revenue service. Los Angeles County, City of Lancaster, and City of Palmdale Board representatives presented Ms. Lopez with certificates of recognition.

SRP 3 LEGISLATIVE REPORT FOR SEPTEMBER 2017

Grants Administrator Judy Fry detailed the projects in the applications for the Bus and Bus Facilities and the Transit and Intercity Rail Capital Program (TIRCP) grants. She informed the Board that the Antelope Valley Air Quality Management District (AVAQMD) grant application is completed and ready for Mr. Engel’s signature.

AVTA received \$705,347 from the Low or No Emission Vehicle Program Deployment grant. The Authority received a perfect score and was one of 16 California agencies that submitted applications. Napa Valley Transit

Authority and the Department of Transportation are the two other California agencies that received grant funds.

Governor Brown approved Assembly Bill (AB)-134: Budget Act of 2017 on September 16, which provides significant funding to Zero Emission Buses in Fiscal Year 2017/2018. AB-17: Reduced-Fare Transit Passes for Students has been with the Governor since September 20, 2017 and AB-1479: Civil liabilities for violations of the California Public Records Act has been with the Governor since September 19, 2017. The Governor has until October 15 to sign the bills.

The Board discussed a Los Angeles Times article dated September 19, 2017 regarding Proterra's claim that their electric bus set a world record when it traveled 1,101.2 miles on a single charge; and the type of battery used in their buses. Chairman Crist directed Mr. Engel to draft a strongly worded letter for the Chairman's signature stating the AVTA Board of Directors dislikes Proterra deceiving the public regarding the capabilities of their electric bus.

General Counsel Burns stated this request is not agendized. However, the Chairman could direct Mr. Engel to draft a letter and the Board could ratify it at the October 24, 2017 Board meeting or each Executive Committee member could sign off on the letter.

CONSENT CALENDAR (CC):

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF AUGUST 22, 2017**
Approve the Board of Directors Regular Meeting Minutes of August 22, 2017.
- CC 2 FINANCIAL REPORTS FOR JULY AND AUGUST 2017**
Receive and file the financial reports for July and August 2017.

Motion: Approve the Consent Calendar.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 ADOPT HAZARD MITIGATION PLAN

Mr. Engel presented the staff report.

Motion: Adopt the Hazard Mitigation Plan.

Moved by Director Bishop, seconded by Director Underwood-Jacobs

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

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

Nays: None

Abstain: None

Absent: None

NB 2 AWARD CONTRACT #2018-01 TO GREEN COMMUTER FOR COMMUTER VANPOOL SERVICE PROVIDER WITH ZERO EMISSION FLEET

Procurement and Contracts Officer Lyle Block presented the staff report. The Board discussed the infrastructure, locations of the charging stations, low evaluation score, partnership agreement between the AVAQMD and the cities of Lancaster and Palmdale, and exploring other options. Mr. Engel provided information regarding the possibility of performing the vanpool service in-house. Staff will research other options and present them at the October 24, 2017 Board meeting.

Motion: Reject all applicants and start again.

Moved by Director Flanagan, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: None

NB 3 AWARD MULTIPLE AGREEMENTS UNDER CONTRACT #2017-41 FOR ON-CALL A&E, MATERIAL TESTING AND PROJECT MANAGEMENT SERVICES

Mr. Block presented the staff report.

Motion: Authorize the Executive Director to execute two agreements under Contract #2017-41 for On-Call A&E, Material Testing and Project Management Services with the following firms: Huitt-Zollars, Inc., Thousand Oaks, CA and Duke Engineering, Inc., Lancaster, CA.

Moved by Director Hofbauer, seconded by Director Bishop

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

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

Nays: None

Abstain: None

Absent: None

NB 4 LEASE AGREEMENT BETWEEN THE ANTELOPE VALLEY TRANSIT AGENCY AND ACCESS SERVICES

Mr. Hickling presented the staff report. The Board discussed Access Services' staff visiting the Lancaster Senior Center monthly to assist applicants with completing their eligibility applications.

Addressing the Board on this item:

Fran Sereseres – spoke in favor of the lease agreement and assisting applicants at the Lancaster Senior Center.

Motion: Authorize the Executive Director/CEO to execute a lease agreement with Access Services for a three-year term, with lease options for an additional two years, to furnish office space for their eligibility contractor to provide onsite eligibility screening of their Antelope Valley clients.

Moved by Director Hofbauer, seconded by Director Bishop

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

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

Nays: None

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO Len Engel

- AVTA received the Innovative Solutions award from Metro magazine.
- The next round of TIRCP funding will be released on October 13, 2017. Ms. Fry and he will meet with TIRCP staff in Sacramento on October 5, 2017 to discuss plans for the next round of funding prior to AVTA submitting their grant application.
- Vice Chair Knippel, Director Flanagan, Mr. Hickling, Chief Financial Officer Colby Konisek, Director Fleet and Facilities Mark Perry, Transit Analyst Geraldina Romo and he are attending the American Public Transportation Association Annual meeting in Atlanta, GA October 7 through October 11.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Hofbauer – requested staff to research improving bus access to the Palmdale Regional Medical Center and Antelope Valley hospital. Chairman Crist stated that the City of Lancaster will address access to the Antelope Valley Hospital in their Medical Main Street project.

Director Underwood-Jacobs thanked Ms. Fry for the pride and dedication she displays when obtaining grants for AVTA.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 10:45 a.m. to the Special Meeting (Strategic Planning Workshop) of the Board of Directors on October 18, 2017 at 9:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 24th day of OCTOBER 2017

Marvin Crist, Chairman

ATTEST:

Karen S. Darr, Clerk of the Board

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Clerk of the Board at 661/729-2206 to arrange to review a recording.



DATE: October 24, 2017
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for August and September 2017

RECOMMENDATION

That the Board of Directors receive and file the Fiscal Year-to-Date Budget versus Actual report dated August 31, 2017 (Attachment A); Interim, unaudited Financial Statements for the two months ended August 31, 2017 (Attachment B); Treasurer's Report for the month ended August 31, 2017 (Attachment C); Payroll History Report for the three months ended September 30, 2017 (Attachment D); Cash Disbursements Report for the month ended September 30, 2017 (Attachment E).

FISCAL IMPACT

The Financial Statements for the 2 months ended August 31, 2017 are unaudited and subject to change.

Payroll: The September payroll of \$317,764 is higher than the trailing 6 month average for payroll expense by \$82,381 or 40.8%. There were 3 payrolls during the month and a vacation payout of \$10,099 to a retiring employee.

Cash Disbursements: \$1,883,652.

Interim, unaudited Financial Statements (accrual basis): Change in Net Position: \$5,039,228, which includes YTD depreciation expense of \$667,789.

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Financial Officer prepares the Budget versus Actual report, Interim Financial Statements, Treasurer's Report, Payroll History Report, and the Cash Disbursements Report, and submits them to the Executive Director/CEO

and 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 September 2017, exclusive of benefits, payroll taxes and service charges, is shown below.

Payroll Period	Amount	Journal #
09/02/17	\$101,727.22	PYPKT00993
09/16/17	105,266.43	PYPKT01004
09/30/17	13,591.56	PYPKT01008
09/30/17	97,179.05	PYPKT01012
Gross Pay, September 2017	\$317,764.26	

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

Register Date	Amount
09/01/17-09/30/17	\$1,883,652

Large items include:

Transdev, Inc. (August, 2017)	\$1,160,760
Pinnacle Petroleum (fuel - July/August/September 2017)	179,090
IntelliRide (Dial-A-Ride services for July/August, 2017)	221,584
Taft Electric Company (depot charging infrastructure)	87,428
GFI Genfare - Vault for money count room	38,973
California Choice (group health insurance - October 2017)	30,922
Total of large item selection	\$1,718,757

These items comprise 91.2% of total expenditures for the month.

Operating Cash

Major cash components as of August, 2017:

Cash per general ledger	\$17,696,958
Less restricted funds	(14,423,762)
Projected net cash inflows/(outflows)	2,065,711
Projected cash available for operations	\$5,338,907

The projected cash available will cover 3 months of operating expenses based on the Authority's average monthly operating cash requirements of \$1.8 million.

BUDGET TO ACTUAL SUMMARY NARRATIVE

Attachment A – Budget to Actual Report shows the unaudited interim results for the one month ended August 31, 2017.

Operating income/(loss) (net of depreciation) was unfavorable to budget (\$589K).

Revenues were unfavorable to budget by (\$1,004K).

Timing differences: Fare revenue less than budget; timing differences for FTA and Jurisdictional Contributions will catch up as the year progresses.

Expenses were favorable to budget by \$415K.

Operating contract categories, fuel, and general and administrative expenses were less than budget. Timing differences: IT maintenance & software, wages & benefits were less than budget due to the reversal of FY17 year-end accruals.

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

Prepared by:

Submitted by:

Colby Konisek
Chief Financial Officer

Len Engel
Executive Director/CEO

Attachments:

- A – Budget versus Actual Report as of YTD August 31, 2017
- B – Interim Financial Statements for the two months ended August 31, 2017
- C – Treasurer’s Report and Cash Flow Projection for the month of August 31, 2017
- D – Payroll History Report for the three months ended September 30, 2017
- E – Cash Disbursements Report for the month ended September 30, 2017

ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VS. ACTUALS - OPERATING INCOME STATEMENT
For the 2 months ended August 31, 2017

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
REVENUE			
FARE REVENUE	916,667	814,491	(102,175)
MTA FUNDS	1,454,325	1,813,823	359,498
FTA FUNDS	1,095,833	62,880	(1,032,954)
JURISDICTIONAL CONTRIBUTIONS	787,423	564,400	(223,022)
OTHER REVENUE	20,367	14,607	(5,760)
TOTAL REVENUE	4,274,615	3,270,201	(1,004,413)
EXPENSES			
CONTRACT SERVICES	2,681,750	2,579,036	102,714
FUEL & ELECTRICITY FOR OPERATIONS	382,920	357,186	25,734
OTHER OPERATING EXPENSES	55,510	47,783	7,727
WAGES	430,988	354,459	76,529
BENEFITS	164,790	137,738	27,052
LEGAL	37,425	16,930	20,496
CONSULTING	18,172	24,622	(6,450)
ADVOCACY	42,510	44,121	(1,611)
TRAVEL	10,360	19,647	(9,287)
IT MAINTENANCE & LICENSES	147,944	29,281	118,663
UTILITIES	29,817	24,738	5,079
GENERAL & ADMINISTRATION EPXENSES	201,906	153,344	48,562
TOTAL EXPENSES	4,204,092	3,788,885	415,208
OPERATING INCOME/(LOSS)	70,522	(518,683)	(589,206)

ANTELOPE VALLEY TRANSIT AUTHORITY
EXPENDITURES BY DEPARTMENT
For the 2 months ended August 31, 2017

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
TOTAL REVENUE	4,274,615	3,270,201	(1,004,413)
EXPENDITURES BY DEPARTMENT			
EXECUTIVE SERVICES	383,088	319,411	63,676
OPERATIONS & MAINTENANCE	3,447,332	3,176,374	270,958
FINANCE	203,522	191,853	11,669
CUSTOMER SERVICE	164,156	101,246	62,910
ALLOCATIONS	5,994	0	5,994
TOTAL EXPENSES	4,204,092	3,788,885	415,208
OPERATING INCOME/(LOSS)	70,522	(518,683)	(589,206)

ANTELOPE VALLEY TRANSIT AUTHORITY
VARIANCES BY DEPARTMENT
For the 2 months ended August 31, 2017

DEPARTMENT	T/P	COMMENTS (\$000's)
REVENUE	P	Fare Revenue (\$102)
	T	Operating Contributions (\$223)
	T	MTA Revenues \$359
	T	5307 Funds (PM & Operating Support) (\$1033)
EXECUTIVE SERVICES	T	Wages & Benefits \$37
	T	Legal \$20
	T	Marketing \$13
	T	Website Maintenance\$20
	T	Memberships (\$20)
	T	Consulting (\$6)
	T	Travel, Training & Meetings (\$9)
OPERATIONS & MAINTENANCE	T	Wages & Benefits \$11
	T	Contract Services (Transdev/IntelliRide) \$103
	T	Fossil Fuel for Fleet Operations \$45
	T	I.T. Categories (incl Software Licensing) \$119
	T	Utilities \$5
FINANCE	T	Grantable PM & Operating Support\$13
	T	Wages & Benefits \$14
CUSTOMER SERVICE	T	Wages & Benefits \$35
ALLOCATIONS (NET OF DEPRECIATION)	T	Employer Benefits & GASB Adjustments \$6

P = Permanent difference
T = Timing difference



STATEMENT OF NET POSITION

	As of August 31, 2017 <i>Unaudited</i>	As of August 31, 2016 <i>Unaudited</i>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 17,696,958	\$ 18,096,389
Due from other governments	10,349,044	7,602,698
Other receivables	94,748	359,804
Inventory	282,354	229,528
Prepaid items	372,017	696,569
Total Current Assets	28,795,120	26,984,988
NONCURRENT ASSETS		
Capital assets, net of depreciation	54,148,976	50,475,914
Total Assets	82,944,096	77,460,902
DEFERRED OUTFLOWS OF RESOURCES		
Pension plan contributions	626,044	-
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES		
Accounts payable	1,868,966	3,044,849
Accrued payroll and related	\$ -	88
Compensated absences	361,933	404,747
Deferred Revenue - Prop 1B	2,395,496	1,099,676
Other Liabilities	333,795	181,395
Total Current Liabilities	4,960,190	4,730,755
NONCURRENT LIABILITIES		
Total Liabilities	5,589,206	5,369,984
Deferred inflows of resources		
Net pension plan assumption differences	296,364	318,465
Unearned Revenue	214,165	121,429
Total deferred inflows of resources	510,529	439,894
NET POSITION		
Invested in Capital Assets	54,148,976	50,475,914
Restricted for Capital Acquisition	5,863,094	5,379,238
Unrestricted	17,458,334	15,795,873
Total Net Assets	\$ 77,470,405	\$ 71,651,026



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

	For the 2 Months ending August 31, 2017 <i>Unaudited</i>	For the 2 Months ending August 31, 2016 <i>Unaudited</i>
OPERATING REVENUES		
Charges for services:		
Passenger fares	\$ 814,491	\$ 793,814
Total operating revenues	<u>814,491</u>	<u>793,814</u>
OPERATING EXPENSES		
Purchased transportation services:		
Outside transit contract	2,579,036	2,526,282
Fuel	340,226	295,812
Other operating costs	141,940	154,740
General and administrative	727,683	827,797
Total operating expenses, net of depreciation	<u>3,788,885</u>	<u>3,804,631</u>
Operating gain/(loss), net of depreciation	(2,974,393)	(3,010,817)
Depreciation	667,789	653,614
Total operating expenses	<u>4,456,673</u>	<u>4,458,246</u>
Operating gain/(loss)	<u>(3,642,181)</u>	<u>(3,664,432)</u>
NONOPERATING REVENUES/(EXPENSES)		
Interest Income	220	164
Local grants - MTA	1,813,823	1,436,942
Proposition 1B	-	-
Federal non-capital grants	62,880	41,000
Member agency contributions	564,400	541,517
Grantable expenses	(271,246)	(117,451)
Gain/(Loss) on sale of capital assets	-	-
Other	14,386	17,925
Total nonoperating revenues and expenses	<u>2,184,464</u>	<u>1,920,097</u>
Gain/(Loss) before capital contributions	<u>(1,457,717)</u>	<u>(1,744,335)</u>
CAPITAL CONTRIBUTIONS		
Capital grants	6,405,667	-
Member agency contributions	91,278	47,880
Total capital contributions	<u>6,496,946</u>	<u>47,880</u>
CHANGE IN NET POSITION	5,039,228	(1,696,454)
NET POSITON, BEGINNING OF PERIOD	<u>72,431,178</u>	<u>73,347,480</u>
NET POSITION, END OF PERIOD	<u>\$ 77,470,405</u>	<u>\$ 71,651,026</u>

**STATEMENT OF CASH FLOWS**

	For the 2 Months ending August 31, 2017 <i>Unaudited</i>	For the 2 Months ending August 31, 2016 <i>Unaudited</i>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	814,491	793,814
Non-operating miscellaneous revenue received	14,386	17,925
Cash payments to suppliers for goods and services	(2,884,456)	(2,371,057)
Cash payments to employees for services	(493,106)	(210,147)
Net cash used in operating activities	<u>(2,548,683)</u>	<u>(1,769,466)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	(21,906)	3,047,979
Contributions received from member agencies	644,858	388,305
Net cash provided by non-capital financing activities	<u>622,952</u>	<u>3,436,285</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(1,072)	(1,468,215)
Proceeds received from sale of capital assets	-	-
Capital grants received	65,917	799,944
Capital expenses	(271,246)	(117,451)
Capital contributions received from member agencies	91,278	47,880
Net cash used in capital and related financing activities	<u>(115,122)</u>	<u>(737,842)</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest received	221	164
Net cash provided by investing activities:	<u>221</u>	<u>164</u>
Net increase/(decrease) in cash and cash equivalents	(2,040,632)	929,141
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>19,737,590</u>	<u>17,167,248</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>17,696,958</u></u>	<u><u>18,096,389</u></u>



STATEMENT OF CASH FLOWS

	For the 2 Months ending August 31, 2017	For the 2 Months ending August 31, 2016
	<i>Unaudited</i>	<i>Unaudited</i>
Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):		
Operating Loss	(3,642,181)	(3,664,432)
Adjustments to Net Cash used in Operating Activities		
Depreciation	667,789	653,614
Miscellaneous income	14,386	17,925
(Increase) decrease in other receivables	45	(11,767)
(Increase) decrease in inventory	-	-
(Increase) decrease in prepaid items	33,758	(376,626)
(Increase) decrease in deferred outflows of resources	-	-
Increase (decrease) in accounts payable	(53,919)	1,393,536
Increase (decrease) in due to Federal Transit Administration	-	-
Increase (decrease) in accrued payroll	(909)	47
Increase (decrease) in compensated absences payable	-	318,465
Increase (decrease) in other liabilities	442,542	1,200
Increase (decrease) in deferred revenue/(Prop 1B)	-	-
Increase (decrease) in net pension liability	-	-
Increase (decrease) in deferred inflows of resources	(10,193)	(101,429)
Net Cash used in operating activities	(2,548,683)	(1,769,466)

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
Treasurer's Report and Cash Flow Projection
For the Month Ended August 31, 2017

Investment Type	Description	Beginning Balance	Deposits	Disbursements	Interest	Ending Balance
Cash and Investments Under the Direction of the Treasurer						
Local Agency Investment Fund (LAIF) - Capital Reserve (Interest earned quarterly)		\$6,364,809	\$0	\$0	\$0	\$6,364,809
Proposition 1B Restricted Fund* (Interest earned for the month)		2,403,094	0	0	103	2,403,198
Union Bank - LCTOP		159,526	0	0	7	159,533
* Deferred revenue, recorded as liability until associated expense incurred.						
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS		8,927,430	-	-	110	8,927,540
Wells Fargo - Staging		285	0	10	0	275
Wells Fargo - Operating Reserves - CD's		1,747,863	0	0	0	1,747,863
Wells Fargo - Money Market Fund		1,048,084	0	0	0	1,048,084
TOTAL OPERATING RESERVE & INVESTMENTS		2,796,232	-	10	-	2,796,222
General, Payroll & Payable Accounts		6,484,601	-			
Union Bank Operating Accounts Analysis						
	Cash Fares & Related Inflows		348,404			
	FTA & JARC		895,154			
	Jurisdictional Contributions		360,410			
	Other Revenue Sources		70,297			
	Trade Payable Payments			1,961,534		
	Payroll Expenses			223,928		
	Bank Fees			957		
	Net Operating Funds	6,484,601	1,674,264	2,186,419	0	5,972,446
	Petty Cash Balance	750	-	-	-	750
TOTAL CASH AND INVESTMENTS		\$18,209,013	\$1,674,264	\$2,186,429	\$110	\$17,696,958

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, Union Bank and Wells Fargo Bank. Pending any future actions by the AVTA Board or any and unforeseen occurrences, AVTA has cash flow adequate to meet its expenditure requirements for the next three months.

Prepared by:

Submitted by:

James Mannie
Finance Supervisor

Colby Konisek
Chief Financial Officer

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report and Cash Flow Projection
For the Month Ended August 31, 2017

Descriptions	\$ Subtotal	\$ Total
Balance fom the Report		\$ 17,696,958
Less Restricted Funds		
Capital Reserve (LAIF)		(6,364,809)
Proposition 1B/LCTOP (Deferred Revenue)		(2,562,731)
Operating Reserve (Wells Fargo)		(1,748,138)
Investments (Wells Fargo)		(1,048,084)
Reserve for BYD Bus Deliveries		(2,000,000)
Restricted for Operations		(700,000)
RESTRICTED CASH		(14,423,762)
UNRESTRICTED CASH		\$ 3,273,196

NET RECEIVABLE AND PAYABLE FOR THE MONTH ENDED MAY 31, 2017

Add Accounts receivable:

FTA Funds - Operating	\$	-	
FTA funds - Capital		0	
MTA Revenue		2,122,023	
MTA Pass Sales		69,483	
Jurisdiction Contributions		108,951	
Vendor Pass Sales/Transporter		69,483	
Other		292,873	2,662,814

Less Payables & Payroll:

Accounts Payable & Accrued Invoices		(438,533)	
Payroll & Related		(158,570)	(597,103)

NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P **2,065,711**

PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS: **\$ 5,338,907**

OPERATING CASH REQUIRED MONTHLY - AVERAGE **\$ 1,800,000**

Operating Cash Coverage per Monthly Average: **3.0**

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
JULY - SEPTEMBER 2017**

	July Total	August Total	September Total
Number of Pay <u>Periods</u> :	2	2	3
<u>EARNINGS</u>			
Regular Pay	161,206.78	172,904.36	260,456.29
Overtime Pay	2,156.27	1,212.50	1,777.54
Vacation Pay	13,098.11	10,950.78	14,206.71
Double Time Pay	-	-	-
Sick Pay	7,527.85	9,330.34	9,077.54
Final Pay	-	-	-
Bereavement Pay	-	1,016.40	-
Holiday Pay	10,794.95	-	10,781.00
Bonus Pay	-	-	-
Floating Holiday Pay	174.97	93.96	1596.48
Retroactive Pay	95.98	110.1	5307.12
TOTAL, ALL PAY CATEGORIES	\$ 195,054.91	\$ 195,618.44	\$ 303,202.68
Vacation Cash Out	2,047.30	1,442.80	11,966.40
Floater Cash Out	-	1,073.01	353.16
Deferred Income 457	909.68	909.68	1,364.52
Stipend --- Cell phone reimbursements	630.00	565.00	877.50
TOTAL PAYROLL	\$ 198,641.89	\$ 199,608.93	\$ 317,764.26
Inc(Dec)-Curr month over prev month		\$ 967.04	\$ 118,155.33
% Inc(Dec)-Curr month over prev month		0.5%	59.2%



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 09/01/2017 - 09/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0698 - 4 Imprint Inc				
22689	09/07/2017	Credit Card Size Magnifier	100-5CS-5-G1-9501029	1,011.93
22689	09/07/2017	Set-Up Charge for Magnifiers	100-5CS-5-G1-9501029	40.00
22689	09/07/2017	Celebration Shopping Tote Bag - 13" x 13"	100-5CS-5-G1-9501029	1,843.25
Vendor V0698 - 4 Imprint Inc Total:				2,895.18
Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC.				
22690	09/07/2017	Back-up/Recovery services -Sept 2017	100-2FF-5-G1-9401012	230.00
Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total:				230.00
Vendor: V0380 - Alpha Numeric				
22722	09/13/2017	Expandable File Folders for the Records Center	100-3FS-5-G1-9501009	178.60
Vendor V0380 - Alpha Numeric Total:				178.60
Vendor: V0753 - American Heritage Life Ins.				
22691	09/07/2017	Employee Paid Extended Benefits	100-000-2-B1-4011019	641.08
Vendor V0753 - American Heritage Life Ins. Total:				641.08
Vendor: V1192 - Antelope Valley College				
22692	09/07/2017	CPOS Blanket Reimbursement-Aug 2017	100-3FS-5-G1-9501037	50.00
22751	09/20/2017	Reimbursement for Telephone line to Tap Cards 9-17	100-3FS-5-G1-9501037	50.00
Vendor V1192 - Antelope Valley College Total:				100.00
Vendor: V0135 - Aramark Uniform Services				
22693	09/07/2017	uniform services	100-2FF-5-G1-9401038	191.25
22693	09/07/2017	uniform services through	100-2FF-5-G1-9401038	186.06
22723	09/13/2017	uniform services	100-2FF-5-G1-9401038	186.06
22789	09/28/2017	uniform services	100-2FF-5-G1-9401038	188.65
22789	09/28/2017	uniform services	100-2FF-5-G1-9401038	186.06
22789	09/28/2017	uniform services	100-2FF-5-G1-9401038	337.66
Vendor V0135 - Aramark Uniform Services Total:				1,275.74
Vendor: V1052 - Around AV Transit Media				
22752	09/20/2017	Bus Ad, Removal, 1 Local King	100-1EX-5-G1-9501018	5.00
22752	09/20/2017	Bus Ad, Production, 1 Local King	100-1EX-5-G1-9501018	109.25
22752	09/20/2017	Bus Ad, Installation, 1 Local King	100-1EX-5-G1-9501018	70.00
Vendor V1052 - Around AV Transit Media Total:				184.25
Vendor: V0518 - Arrow Engineering Services-AESI				
22724	09/13/2017	CHANGE ORDER 3 (DEPOT CHARGING ENGINEERING)	600-1XX-5-J1-9909085	445.00
Vendor V0518 - Arrow Engineering Services-AESI Total:				445.00
Vendor: V0441 - At&T Calnet				
22773	09/27/2017	Telephone service,8/20/17-9/19/17	100-2FF-5-G1-9401025	774.32
Vendor V0441 - At&T Calnet Total:				774.32
Vendor: V0244 - AT&T Mobility				
22753	09/20/2017	Fleet wifi, 08/07/17-9/06/17	100-2FF-5-G1-9401025	197.55
22753	09/20/2017	Mobile charges, 08/17/17-09/06/17	100-2FF-5-G1-9401025	234.26
Vendor V0244 - AT&T Mobility Total:				431.81
Vendor: V0013 - AV Press				
22694	09/07/2017	Classified Legal Advertisement	100-3FS-5-G1-9501002	966.92
Vendor V0013 - AV Press Total:				966.92
Vendor: V0884 - Block, Lyle				
22695	09/07/2017	Reimb-NIGP Purchasing training	100-1EX-5-G1-9501035	1,040.13
Vendor V0884 - Block, Lyle Total:				1,040.13
Vendor: V0239 - BOHN'S Printing				
22696	09/07/2017	Budget books	100-1EX-5-G1-9501018	1,147.13
22696	09/07/2017	Dial-a-Ride Spanish Brochures	100-1EX-5-G1-9501018	1,065.19
22696	09/07/2017	Business Cards - MDeLossantos	100-1EX-5-G1-9501018	43.70
22774	09/27/2017	Business cards-S Elmore	100-1EX-5-G1-9501018	43.70
Vendor V0239 - BOHN'S Printing Total:				2,299.72



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 09/01/2017 - 09/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0762 - Boot Barn				
22725	09/13/2017	safety toe work shoes	100-2FF-5-G1-9401038	174.51
Vendor V0762 - Boot Barn Total:				174.51
Vendor: V0149 - Brinks Incorporated				
22726	09/13/2017	Transportation Service-Suppl-Aug 2017	100-3FS-5-G1-9501024	5.32
22726	09/13/2017	Transportation Service-Sept 2017	100-3FS-5-G1-9501024	549.00
Vendor V0149 - Brinks Incorporated Total:				554.32
Vendor: V1139 - California Choice				
22697	09/07/2017	Group Health Insurance (EE)- Oct 2017	100-000-2-B1-4011013	5,593.35
22697	09/07/2017	Group Health Insurance (ER)- Oct 2017	100-1ZZ-5-G1-9701612	25,328.29
Vendor V1139 - California Choice Total:				30,921.64
Vendor: V0723 - Canon Solutions America				
22775	09/27/2017	Customer Service Canon C5051 Copier 12 Month Agrt	100-2FF-5-G1-9401009	265.63
22775	09/27/2017	Monthly Maintenance charges for Canon copiers.	100-2FF-5-G1-9401009	272.46
Vendor V0723 - Canon Solutions America Total:				538.09
Vendor: V1177 - Carbonite, Inc.				
22776	09/27/2017	Carbonite Evault Backup Monthly Fees for CY 2017	100-2FF-5-G1-9401012	4,713.94
Vendor V1177 - Carbonite, Inc. Total:				4,713.94
Vendor: V0416 - Carquest of Lancaster #7305				
22727	09/13/2017	Oil, Full synthetic	100-2FF-5-G1-9401038	40.30
22698	09/07/2017	oil, 5W30 Full syn	100-2FF-5-G1-9401038	33.21
22727	09/13/2017	Knock sensor	100-2FF-5-G1-9401038	73.73
22727	09/13/2017	Spark plug copper etc	100-2FF-5-G1-9401038	51.92
22790	09/28/2017	Knock sensor harness	100-2FF-5-G1-9401038	7.12
Vendor V0416 - Carquest of Lancaster #7305 Total:				206.28
Vendor: V1213 - Cash It Quick				
22699	09/07/2017	CPOS Blanket Reimbursement-June 2017	100-3FS-5-G1-9501037	50.00
22699	09/07/2017	CPOS Blanket Reimbursement-July 2017	100-3FS-5-G1-9501037	50.00
Vendor V1213 - Cash It Quick Total:				100.00
Vendor: V1061 - Cummins Allison Corp.				
22700	09/07/2017	Pad, coin machine 13" full	100-2FF-5-G1-9401038	78.66
Vendor V1061 - Cummins Allison Corp. Total:				78.66
Vendor: V0037 - Davis Communication				
22754	09/20/2017	Dial-a-Ride Brochure - Spanish version design	100-1EX-5-G1-9501018	1,315.55
Vendor V0037 - Davis Communication Total:				1,315.55
Vendor: V0812 - DeeAnna Cason				
22777	09/27/2017	dry cleaning-table cloths	100-1EX-5-G1-9501014	88.00
22777	09/27/2017	AV Hispanic Chamber luncheon	100-1EX-5-G1-9501019	20.00
22777	09/27/2017	parking reimbursement-meeting at Metro	100-1EX-5-G1-9501019	8.00
22777	09/27/2017	Milton Gullet, reimb to customer	100-1EX-5-G1-9501034	45.00
22777	09/27/2017	recognition frames	100-3FS-5-G1-9501009	28.38
22777	09/27/2017	printed materials for APTA sustainability	100-3FS-5-G1-9501009	32.79
Vendor V0812 - DeeAnna Cason Total:				222.17
Vendor: V0490 - Desert Haven Enterprises				
22701	09/07/2017	2017 Desert Haven Baja Bash	100-5CS-5-G1-9501039	500.00
Vendor V0490 - Desert Haven Enterprises Total:				500.00
Vendor: V1058 - Desert Industrial Supply				
22728	09/13/2017	water heater	100-2FF-5-G1-9401038	895.85
22702	09/07/2017	Urinal seal wax	100-2FF-5-G1-9401038	9.49
Vendor V1058 - Desert Industrial Supply Total:				905.34
Vendor: V0940 - Diana Industries International Inc.				
22729	09/13/2017	Heavy duty degreaser	100-2FF-5-G1-9401038	2,028.39
Vendor V0940 - Diana Industries International Inc. Total:				2,028.39



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 09/01/2017 - 09/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0646 - DSL Extreme				
22730	09/13/2017	1000/384Kbps DSL Service-Sept 2017	100-2FF-5-G1-9401012	52.83
Vendor V0646 - DSL Extreme Total:				52.83
Vendor: V1225 - Duke Engineering				
22791	09/28/2017	Site plan and engineering (Lancaster)	600-1XX-5-J1-9909059	2,000.00
22791	09/28/2017	Site plan and Engineering	600-1XX-5-J1-9909059	2,000.00
Vendor V1225 - Duke Engineering Total:				4,000.00
Vendor: V1123 - Eastside Checks Cashed				
22755	09/20/2017	CPOS Blanket Reimbursement	100-3FS-5-G1-9501037	50.00
Vendor V1123 - Eastside Checks Cashed Total:				50.00
Vendor: V1202 - Eno Transportation Foundation				
22792	09/28/2017	ENO's 2017 Transit Mid Manager Seminar; Level II	100-1EX-5-G1-9501035	2,850.00
Vendor V1202 - Eno Transportation Foundation Total:				2,850.00
Vendor: V0046 - Federal Express				
22703	09/07/2017	Shipping charges	100-3FS-5-G1-9501010	72.66
22731	09/13/2017	Shipping costs	100-3FS-5-G1-9501010	40.28
Vendor V0046 - Federal Express Total:				112.94
Vendor: V0194 - Frontier Communications				
22756	09/20/2017	Telephone, 09/13/17-10/12/17	100-2FF-5-G1-9401025	454.50
Vendor V0194 - Frontier Communications Total:				454.50
Vendor: V0049 - GFI Genfare				
22704	09/07/2017	Second Genfare Vault for Count Room	600-1XX-5-J1-9909068	38,498.00
22704	09/07/2017	Second Genfare Vault for Count Room-freight	600-1XX-5-J1-9909068	475.00
Vendor V0049 - GFI Genfare Total:				38,973.06
Vendor: V0125 - Grainger				
22732	09/13/2017	Square tube etc	100-2FF-5-G1-9401038	9.07
22732	09/13/2017	Thermal paper roll	100-2FF-5-G1-9401038	48.95
22732	09/13/2017	Fuel filter, V belt, etc	100-2FF-5-G1-9401038	82.51
22793	09/28/2017	Vehicle Inspection form 2 ply	100-2FF-5-G1-9401038	96.49
22732	09/13/2017	Tamper resist screwdriver	100-2FF-5-G1-9401038	58.93
22793	09/28/2017	ABS flange	100-2FF-5-G1-9401038	29.45
22793	09/28/2017	Hose clamps	100-2FF-5-G1-9401038	65.33
22793	09/28/2017	PVC wye hub	100-2FF-5-G1-9401038	72.06
22793	09/28/2017	Switch contact block	100-2FF-5-G1-9401038	72.43
22793	09/28/2017	Contact block	100-2FF-5-G1-9401038	57.09
22793	09/28/2017	PVC elbow, 45 degrees	100-2FF-5-G1-9401038	55.41
22793	09/28/2017	XL disposable latex gloves	100-2FF-5-G1-9401038	55.06
22793	09/28/2017	3 position switch	100-2FF-5-G1-9401038	100.29
Vendor V0125 - Grainger Total:				803.07
Vendor: V1231 - Hanka Advisor LLC				
22705	09/07/2017	Advocacy Travel	100-1EX-5-G1-9501015	5,000.00
Vendor V1231 - Hanka Advisor LLC Total:				5,000.00
Vendor: V0320 - High Desert Broadcasting				
22733	09/13/2017	KQAV - :60 x 62 - 8/11-8/24/2017	100-1EX-5-G1-9501003	1,293.00
22733	09/13/2017	KCEL - :60 x 62 - 8/11-8/24/2017	100-1EX-5-G1-9501003	1,216.00
22733	09/13/2017	KGMX - :60 x 62 - 8/11-8/24/2017	100-1EX-5-G1-9501003	1,346.00
22733	09/13/2017	KTPI - :60 x 62 - 8/11-8/24/2017	100-1EX-5-G1-9501003	1,346.00
22757	09/20/2017	Radio spot AV Fair - KTPI Corral	100-1EX-5-G1-9501003	840.00
22757	09/20/2017	Radio spot AV Fair - KTPI Corral	100-1EX-5-G1-9501003	555.00
Vendor V0320 - High Desert Broadcasting Total:				6,596.00
Vendor: V0241 - High Desert Medical Group				
22778	09/27/2017	2017 HDMG Senior Expo Registration	100-5CS-5-G1-9501029	400.00
Vendor V0241 - High Desert Medical Group Total:				400.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 09/01/2017 - 09/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0624 - Home Depot Credit Services				
22779	09/27/2017	Heater Install	100-2FF-5-G1-9401038	228.08
22779	09/27/2017	Water heater install	100-2FF-5-G1-9401038	28.54
22779	09/27/2017	Lock for BYD charger cabinets	600-1XX-5-J1-9902008	34.76
22779	09/27/2017	Charger, etc	600-1XX-5-J1-9902008	97.51
22779	09/27/2017	Credit for items returned	600-1XX-5-J1-9902008	-17.45
Vendor V0624 - Home Depot Credit Services Total:				371.44
Vendor: V0474 - Insight- Public Sector				
22706	09/07/2017	USB-to-VGA Adapters for CEO's Computer	600-1XX-5-J1-9902008	123.64
Vendor V0474 - Insight- Public Sector Total:				123.64
Vendor: V1057 - IntelliRide				
22758	09/20/2017	July 2017 DAR Fare Coupons	100-000-4-D1-6001400	1,821.50
22734	09/13/2017	July 2017 ETP Service	100-2FF-5-G1-9401031	12,911.78
22734	09/13/2017	Dial-a-ride Service, July 2017	100-000-4-D1-6001400	-9,058.00
22734	09/13/2017	Dial-a-ride Service, July 2017	100-2FF-5-G1-9001014	97,159.27
22794	09/28/2017	August 2017 ETP Service	100-2FF-5-G1-9401031	13,343.64
22794	09/28/2017	August 2017 DAR Fare Coupons	100-000-4-D1-6001400	2,243.50
22794	09/28/2017	Dial-a-ride Service, August 2017	100-000-4-D1-6001400	-9,465.50
22794	09/28/2017	Dial-a-ride Service, August 2017	100-2FF-5-G1-9001014	112,627.90
Vendor V1057 - IntelliRide Total:				221,584.09
Vendor: V0057 - Interior Plant Designs				
22735	09/13/2017	Plant maintenance/services-Sept 2017	100-2FF-5-G1-9401005	220.00
Vendor V0057 - Interior Plant Designs Total:				220.00
Vendor: V0157 - Iron Mountain Records Mgmt Inc				
22736	09/13/2017	Shredding service	100-2FF-5-G1-9401005	161.76
Vendor V0157 - Iron Mountain Records Mgmt Inc Total:				161.76
Vendor: V0288 - LA County Sheriff Dept				
22707	09/07/2017	LASD Transit Deputy (K. Maselli)-July FY 2018	100-5CS-5-G1-9501034	6,349.79
22780	09/27/2017	LASD Transit Deputy (K. Maselli)-August FY 2018	100-5CS-5-G1-9501034	6,349.79
Vendor V0288 - LA County Sheriff Dept Total:				12,699.58
Vendor: V0889 - Len Engel				
22737	09/13/2017	Reimb-Federal lobby Day	100-1EX-5-G1-9501015	1,581.63
22759	09/20/2017	Reimb-Bus Con Indianapolis	100-1EX-5-G1-9501019	1,194.95
22781	09/27/2017	Reimb-CTA Executive Committee Meeting	100-1EX-5-G1-9501019	561.48
Vendor V0889 - Len Engel Total:				3,338.06
Vendor: V0720 - Mail America 2- Palmdale				
22708	09/07/2017	CPOS Blanket Reimbursement-August 2017	100-3FS-5-G1-9501037	50.00
22738	09/13/2017	Rider Relief Coupon-August 2017	100-3FS-5-G1-9501037	136.00
Vendor V0720 - Mail America 2- Palmdale Total:				186.00
Vendor: V1212 - Master's Refreshment Services				
22782	09/27/2017	Coffee Service	100-3FS-5-G1-9501009	269.94
Vendor V1212 - Master's Refreshment Services Total:				269.94
Vendor: V1143 - McKeon Group				
22760	09/20/2017	Professional Services August 2017	100-1EX-5-G1-9501015	5,000.00
Vendor V1143 - McKeon Group Total:				5,000.00
Vendor: V0292 - McMaster-Carr Supply Co.				
22739	09/13/2017	coupler repair kit	100-2FF-5-G1-9401038	29.50
22739	09/13/2017	o-rings	100-2FF-5-G1-9401038	6.84
22739	09/13/2017	orings	100-2FF-5-G1-9401038	6.95
22739	09/13/2017	open flow coupler	100-2FF-5-G1-9401038	85.65
22739	09/13/2017	o-rings	100-2FF-5-G1-9401038	23.93
22739	09/13/2017	jumper box	100-2FF-5-G1-9401038	434.40
22739	09/13/2017	o-rings	100-2FF-5-G1-9401038	4.66
22739	09/13/2017	open flow coupler- b	100-2FF-5-G1-9401038	124.61
22739	09/13/2017	o-ring	100-2FF-5-G1-9401038	4.51
22739	09/13/2017	hex bits	100-2FF-5-G1-9401038	9.93
22739	09/13/2017	Cell battery, Lead acid, etc	100-2FF-5-G1-9401038	94.33
22739	09/13/2017	6061 Aluminum rectangular tube	100-2FF-5-G1-9401038	13.60
Vendor V0292 - McMaster-Carr Supply Co. Total:				838.91



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 09/01/2017 - 09/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0783 - Mobile Relay Associates				
22709	09/07/2017	commuter radio repeater service -Sept 2017	100-2FF-5-G1-9401038	1,224.30
22795	09/28/2017	commuter radio repeater service -Oct/2017	100-2FF-5-G1-9401038	1,224.30
Vendor V0783 - Mobile Relay Associates Total:				2,448.60
Vendor: V0626 - Moore & Associates				
22761	09/20/2017	AVTA Tranist Support Ser. Consulting August 2017	100-1EX-5-G1-9501013	6,604.02
Vendor V0626 - Moore & Associates Total:				6,604.02
Vendor: V0714 - Norman Hickling				
22762	09/20/2017	Reimb-Federal Lobby Day	100-1EX-5-G1-9501015	244.93
Vendor V0714 - Norman Hickling Total:				244.93
Vendor: V1243 - Omidi Enterprises				
22740	09/13/2017	IT Services Rendered(outside of IT Agreement)	100-1EX-5-G1-9501013	585.00
22740	09/13/2017	IT Services Rendered(outside of IT Agreement)	100-1EX-5-G1-9501013	780.00
Vendor V1243 - Omidi Enterprises Total:				1,365.00
Vendor: V0987 - OPSEC Specialized Protection				
22710	09/07/2017	Opsec Security - Aug 2017	100-5CS-5-G1-9501034	4,835.00
Vendor V0987 - OPSEC Specialized Protection Total:				4,835.00
Vendor: V0768 - Orange Coast Petroleum Equipment, Inc.				
22741	09/13/2017	Healy Phase II 3/4" vapor recovery hose	100-2FF-5-G1-9401038	457.68
Vendor V0768 - Orange Coast Petroleum Equipment, Inc. Total:				457.68
Vendor: V1259 - Palmdale Sheriff Boosters				
22783	09/27/2017	Sponsorship for Don Self Integrity Golf Tournament	100-5CS-5-G1-9501029	1,000.00
Vendor V1259 - Palmdale Sheriff Boosters Total:				1,000.00
Vendor: V0455 - Palmdale Trophy				
22763	09/20/2017	Buttons - 60' Electric Bus	100-5CS-5-G1-9501029	491.63
Vendor V0455 - Palmdale Trophy Total:				491.63
Vendor: V1238 - Passantino Andersen Communications LLC				
22711	09/07/2017	Public Relations Contract 2017-31-August 17	100-1EX-5-G1-9501013	3,995.00
Vendor V1238 - Passantino Andersen Communications LLC Total:				3,995.00
Vendor: V1200 - PETROLEUM EQUIPMENT CONSTRUCTION SERIVCES, INC.				
22742	09/13/2017	AQMD Rule 461 test-vapor testing	100-2FF-5-G1-9401038	700.00
22742	09/13/2017	Vapor top seal cap	100-2FF-5-G1-9401038	50.18
22742	09/13/2017	P/V valve vent	100-2FF-5-G1-9401038	414.06
Vendor V1200 - PETROLEUM EQUIPMENT CONSTRUCTION SERIVCES, INC. Total:				1,164.24
Vendor: V0078 - Pinnacle Petroleum Inc				
22721	09/07/2017	Fuel, July 2017	100-2FF-5-G1-9201003	10,749.60
22712	09/07/2017	Fuel, August 2017	100-2FF-5-G1-9201003	17,538.85
22712	09/07/2017	Fuel, August 2017	100-2FF-5-G1-9201003	7,200.51
22712	09/07/2017	Fuel, August 2017	100-2FF-5-G1-9201003	17,209.15
22712	09/07/2017	Fuel, August 2017	100-2FF-5-G1-9201003	17,716.44
22784	09/27/2017	Fuel, August 2017	100-2FF-5-G1-9201003	18,143.22
22784	09/27/2017	Fuel, August 2017	100-2FF-5-G1-9201003	18,333.56
22796	09/28/2017	Fuel, Sept 2017	100-2FF-5-G1-9201003	19,421.47
22796	09/28/2017	Fuel, Sept 2017	100-2FF-5-G1-9201003	18,550.57
22796	09/28/2017	Fuel, Sept 2017	100-2FF-5-G1-9201003	14,866.60
22796	09/28/2017	Fuel, Sept 2017	100-2FF-5-G1-9201003	19,360.25
Vendor V0078 - Pinnacle Petroleum Inc Total:				179,090.22
Vendor: V1211 - Power Line Industries, Inc.				
22743	09/13/2017	1/2 45 degree fitting	100-2FF-5-G1-9401038	93.90
Vendor V1211 - Power Line Industries, Inc. Total:				93.90
Vendor: V1258 - Prints4Life				
22713	09/07/2017	LA County Airshow Shirts	100-5CS-5-G1-9501029	255.65
Vendor V1258 - Prints4Life Total:				255.65
Vendor: V1006 - Proactive Work Health				
22714	09/07/2017	Physical E screen test	100-3FS-5-G1-9501027	110.00
Vendor V1006 - Proactive Work Health Total:				110.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 09/01/2017 - 09/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1092 - Remix Software				
22715	09/07/2017	Remix Enterprise License Year 2 of 5	100-2FF-5-G1-9401012	6,500.00
Vendor V1092 - Remix Software Total:				6,500.00
Vendor: V0701 - Signal Campus				
22764	09/20/2017	Antelope College Campus Kiosk (13)mo. - Library	100-1EX-5-G1-9501003	336.00
22764	09/20/2017	Antelope Valley College - Business Education, SW/F	100-1EX-5-G1-9501003	315.00
Vendor V0701 - Signal Campus Total:				651.00
Vendor: V0403 - Southern California Edison				
22765	09/20/2017	Misc Charges-2 PMC's EV Load-June 2017	100-000-2-B1-4001000	5,653.35
22765	09/20/2017	Misc Charges-2 PMC's EV Load-July 2017	100-000-2-B1-4001000	5,653.35
22765	09/20/2017	Misc Charges-2 PMC's EV Load-August 2017	100-2FF-5-G1-9201006	5,653.35
22765	09/20/2017	Electricity, 07/20/17-08/18/17	100-2FF-5-G1-9401021	7,776.93
22744	09/13/2017	Lancaster City Park-August 2017	100-2FF-5-G1-9201006	543.92
22744	09/13/2017	Palmdale Clocktower Plaza-August 2017	100-2FF-5-G1-9201006	1,275.75
22797	09/28/2017	Electricity-Clocktower Plaza-8/11-9/12/17	100-2FF-5-G1-9201006	606.73
Vendor V0403 - Southern California Edison Total:				27,163.38
Vendor: V0493 - Standard Insurance Company				
22716	09/07/2017	Dental Insurance Premium (EE)- Sept 2017	100-000-2-B1-4011014	861.85
22716	09/07/2017	Dental Insurance Premium (ER)- Sept 2017	100-1ZZ-5-G1-9701614	3,040.99
22716	09/07/2017	Vision Insurance Premium (EE)-Sept 2017	100-000-2-B1-4011016	126.85
22716	09/07/2017	Vision Insurance Premium (ER)-Sept 2017	100-1ZZ-5-G1-9701616	492.67
Vendor V0493 - Standard Insurance Company Total:				4,522.36
Vendor: V0477 - Standard Insurance Company				
22785	09/27/2017	HADV Premium	100-1ZZ-5-G1-9701811	38.00
22785	09/27/2017	Life	100-1ZZ-5-G1-9701811	393.72
22785	09/27/2017	Short Term Disability	100-1ZZ-5-G1-9701812	1,353.83
22785	09/27/2017	Long Term Disability	100-1ZZ-5-G1-9701813	839.67
22785	09/27/2017	AD&D	100-1ZZ-5-G1-9701814	78.74
Vendor V0477 - Standard Insurance Company Total:				2,703.96
Vendor: V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation				
22745	09/13/2017	Union Matters	100-1EX-5-G1-9501005	73.00
22745	09/13/2017	Special litigation	100-1EX-5-G1-9501005	2,646.00
22745	09/13/2017	Other costs	100-1EX-5-G1-9501005	137.60
22745	09/13/2017	PERS dispute	100-1EX-5-G1-9501005	73.00
22745	09/13/2017	General service-July 2017	100-1EX-5-G1-9501005	4,000.00
Vendor V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation Total:				6,929.60
Vendor: V1216 - Taft Electric Company				
22766	09/20/2017	IFB Contract 2017-01 Elec Bus Charging Station	600-1XX-5-J1-9909085	87,428.31
Vendor V1216 - Taft Electric Company Total:				87,428.31
Vendor: V0981 - TASC				
22786	09/27/2017	FSA-Adm & Renewal fees-FY18	100-1EX-5-G1-9501034	761.00
Vendor V0981 - TASC Total:				761.00
Vendor: V0505 - The Customer Service Experts				
22717	09/07/2017	CPOS Blanket Reimbursement-Aug 2017	100-3FS-5-G1-9501037	50.00
Vendor V0505 - The Customer Service Experts Total:				50.00
Vendor: V0405 - The Gas Company				
22787	09/27/2017	Gas, 8/16/17-9/15/17	100-2FF-5-G1-9401022	94.50
Vendor V0405 - The Gas Company Total:				94.50
Vendor: V0904 - Time Warner/Spectrum Business				
22746	09/13/2017	Cable service-9/11/17-10/10/17	100-2FF-5-G1-9401025	250.67
22746	09/13/2017	Internet service-9/13/17-10/12/17	100-2FF-5-G1-9401025	1,365.00
Vendor V0904 - Time Warner/Spectrum Business Total:				1,615.67
Vendor: V0851 - Traffic Management Inc.				
22798	09/28/2017	Anchor for telespar post 2 1/4"x30"	100-2FF-5-G1-9401038	51.78
Vendor V0851 - Traffic Management Inc. Total:				51.78



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 09/01/2017 - 09/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0252 - Transdev, Inc.				
22770	09/21/2017	Metrolink Assistance-August 2017	100-2FF-5-G1-9001013	1,869.46
22770	09/21/2017	Commuter Recovery-August 2017	100-2FF-5-G1-9001013	6,216.14
22770	09/21/2017	Local and Commuter Maint and Service, August 2017	100-2FF-5-G1-9001013	1,110,598.85
22770	09/21/2017	JARC Commuter Hours-785-786-787-Aug. 2017	100-2FF-5-G1-9001015	18,962.09
22770	09/21/2017	Commuter Recovery STANDBY-August 2017	100-2FF-5-G1-9001013	1,491.47
22770	09/21/2017	BYD Electric buses, Routes 1,97-Bus#4371&4370-8/17	100-2FF-5-G1-9001016	21,622.35
Vendor V0252 - Transdev, Inc. Total:				1,160,760.36
Vendor: V0660 - Transit Talent				
22747	09/13/2017	IT Recruitment	100-3FS-5-G1-9501026	110.00
Vendor V0660 - Transit Talent Total:				110.00
Vendor: V0189 - United Parcel Service				
22748	09/13/2017	Shipping Charges	100-3FS-5-G1-9501010	103.20
22799	09/28/2017	Shipping charges	100-3FS-5-G1-9501010	109.39
Vendor V0189 - United Parcel Service Total:				212.59
Vendor: V0776 - Universal Electronic Alarms				
22800	09/28/2017	smoke sensor	100-2FF-5-G1-9401038	130.00
Vendor V0776 - Universal Electronic Alarms Total:				130.00
Vendor: V0353 - UNUM Life Insurance Co of Amer				
22767	09/20/2017	Long Term Care (EE)	100-000-2-B1-4011024	123.90
22767	09/20/2017	Long Term Care (ER)	100-1ZZ-5-G1-9702618	483.30
Vendor V0353 - UNUM Life Insurance Co of Amer Total:				607.20
Vendor: V1050 - US Postal Exchange				
22718	09/07/2017	CPOS Blanket Reimbursement	100-3FS-5-G1-9501037	200.00
Vendor V1050 - US Postal Exchange Total:				200.00
Vendor: V0969 - Walsma Oil Company				
22719	09/07/2017	Diesel emmissions fluid	100-2FF-5-G1-9201003	2,422.73
Vendor V0969 - Walsma Oil Company Total:				2,422.73
Vendor: V0550 - Waste Management				
22749	09/13/2017	Waste charges	100-2FF-5-G1-9401023	1,066.60
Vendor V0550 - Waste Management Total:				1,066.60
Vendor: V0457 - Waxie Enterprises Inc.				
22750	09/13/2017	Vinyl gloves	100-2FF-5-G1-9401038	107.14
22750	09/13/2017	SEAT COVERS	100-2FF-5-G1-9401038	36.35
22750	09/13/2017	Large trash bags	100-2FF-5-G1-9401038	516.45
22750	09/13/2017	borax	100-2FF-5-G1-9401038	46.98
22750	09/13/2017	Liquid cleanser	100-2FF-5-G1-9401038	61.87
22750	09/13/2017	Hand Soap Industrial	100-2FF-5-G1-9401038	146.07
Vendor V0457 - Waxie Enterprises Inc. Total:				914.86
Vendor: V1154 - Weideman Group Inc.				
22720	09/07/2017	Advocacy Consulting Services-Sept 17	100-1EX-5-G1-9501015	10,000.00
Vendor V1154 - Weideman Group Inc. Total:				10,000.00
Vendor: V0112 - Western Exterminators				
22771	09/21/2017	Exterminator Service, Aug. 2017	100-2FF-5-G1-9401005	102.00
Vendor V0112 - Western Exterminators Total:				102.00
Vendor: V0195 - Williene Jackson-Jones				
22772	09/21/2017	K Keevil's retirement gift cards	100-2FF-5-G1-9501029	150.00
Vendor V0195 - Williene Jackson-Jones Total:				150.00
Vendor: V0744 - Windes				
22768	09/20/2017	Interim billing for Audit Services rendered in FY2017	100-3FS-5-G1-9501020	7,500.00
Vendor V0744 - Windes Total:				7,500.00
Vendor: V0124 - Witts				
22769	09/20/2017	Office Supplies	100-3FS-5-G1-9501009	142.10
22788	09/27/2017	Office Supplies - Witts Blanket P.O.	100-3FS-5-G1-9501009	46.76
22788	09/27/2017	2 Executive Chairs	100-3FS-5-G1-9501009	828.12
22801	09/28/2017	Office Supplies	100-3FS-5-G1-9501009	23.98
Vendor V0124 - Witts Total:				1,040.96
Grand Total:				1,883,652.19



DATE: October 24, 2017

TO: BOARD OF DIRECTORS

SUBJECT: FY18 First Quarter Los Angeles County Sheriff's Department Report (July 1 – September 30, 2017)

RECOMMENDATION

That the Board of Directors receive and file the FY18 First Quarter Los Angeles County Sheriff's Department Report for the period covering July 1 through September 30, 2017.

FISCAL IMPACT

No fiscal impact at this time.

DISCUSSION

Deputy Maselli and his K-9 partner, Ieka, worked a total of 444 hours during the first quarter of FY18, and donated a total of 90 hours to AVTA.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that might have been reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day, and approximately 35,895 passengers over the entire period.

Deputy Maselli monitored various locations that had reported problems. These locations included: Avenue J & Division Street, Avenue J & Challenger Way, Newgrove Avenue and 10th Street West, The Lancaster Senior Center, 6th Street East & Palmdale Boulevard and the Lancaster Metrolink Station.

Deputy Maselli assisted in several traffic collisions, some involving AVTA buses, helping with traffic control, transfer of passengers and notifying AVTA Dispatch to avoid service interruptions. Incidents were on 7/13, 8/16, 9/13, and 9/21.

Deputy Maselli along with his K-9 partner Ieka, conducted high visibility K-9 terrorism and explosives deterrence sweeps at the AVTA office, AVTA transfer centers, on AVTA buses and at random bus stop locations throughout the Antelope Valley.

The following is a list of infractions included on citations issued from July 1 through September 30. All citations were issued at transit centers or at bus stops in the AVTA service area.

Citations	July 17	Aug 17	Sept 17
Suspended or Unlicensed Driver	8	9	5
Expired Registration	4	3	5
Registration Not in Vehicle	-	3	2
No Proof of Insurance	7	9	6
Drinking in Public (Bus Stops)	15	6	6
Failure to Have Both License Plates on Vehicle	5	7	3
Failure to Obey Posted Signs at Transit Centers	3	-	-
Impounded Vehicle	1	-	-
Outstanding Warrant Arrest	-	-	2
No Required Interlock Ignition Device	1	1	1
Defective Front Windshield	-	1	1
Vehicle Theft Arrest	1	-	1
Outstanding Warrant Citation	1	1	-
Allowing Unlicensed Driver to Operate Vehicle	-	-	1

During the month of July, Deputy Maselli issued 25 citations, made 24 arrests, and impounded two vehicles. All citations were transit related and issued at transfer centers and bus stop locations. He donated 38 hours to AVTA during the month of July. He warned and advised approximately 20 persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sergeant Steve Owen Memorial Park, Palmdale Transit Center, and at AVTA bus stops.

During the month of August, Deputy Maselli issued 15 citations, made 15 arrests, and had three warrants. All citations were transit related and issued at transfer centers and bus stop locations. He donated 36 hours to AVTA during the month of August. He warned and advised approximately 17+ persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Steve Owen Memorial Park, Palmdale Transit Center, and at AVTA bus stops.

During the month of September, Deputy Maselli issued 13 citations, made 12 arrests, had 2 warrants, and impounded 1 vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He donated 16 hours to AVTA during the month of September. He warned and advised approximately 22+ persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sergeant Steve Owen Memorial Park, Palmdale Transit Center, and at AVTA bus stops.

Prepared by:

Submitted by:

Kelly Miller
Community Outreach Specialist

Len Engel
Executive Director/CEO



DATE: October 24, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Board of Directors and Transit Advisory Committee (TAC) 2018 Meetings Calendar

RECOMMENDATION

That the Board of Directors approve the attached Board of Directors and TAC 2018 meetings calendar.

FISCAL IMPACT

This item does not have any fiscal impact.

BACKGROUND

The Technical Advisory Committee (TAC) meetings are held on the second Tuesday of the month and the Board of Directors meetings are held on the fourth Tuesday of the month at 10:00 a.m. Due to the holidays in December, the Board and TAC members typically do not meet. If a special meeting is required during the year, the Clerk of the Board will post the necessary meeting notices. Staff recommends that the Board approve the attached 2018 meetings calendar.

Prepared by:

Submitted by:

Karen Darr
Clerk of the Board

Len Engel
Executive Director/CEO

Attachment: A – Board of Directors and TAC 2018 Meetings Calendar



2018 MEETINGS CALENDAR

BOARD OF DIRECTORS AND TRANSIT ADVISORY COMMITTEE (TAC) MEETING DATES

TRANSIT ADVISORY COMMITTEE	BOARD OF DIRECTORS
1/9/2018	1/23/2018
2/13/2018	2/27/2018
3/13/2018	3/27/2018
4/10/2018	4/24/2018
5/8/2018	5/22/2018
6/12/2018	6/26/2018
7/10/2018	7/24/2018
8/14/2018	8/28/2018
9/11/2018	9/25/2018
10/9/2018	10/23/2018
11/13/2018	11/27/2018

Board of Directors meetings are held the fourth Tuesday of the month at 10:00 a.m.
TAC meetings are held the second Tuesday of the month at 10:00 a.m.



DATE: October 24, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Senior Subsidy Grant Program Fiscal Year 2017/2018 (FY18)

RECOMMENDATION

That the Board of Directors approve the Senior Subsidy Grant Program for FY18 and redefine "senior" as an individual 62 years of age or older. Approval will be conditional based on agreement from the Cities of Lancaster (\$20,250) and Palmdale (\$2,375) and a grant from the Antelope Valley Air Quality Management District (AVAQMD) in the amount of \$22,625.

FISCAL IMPACT

Last year, AVTA staff believed that there would be a 10% growth in the program, in fact with renewals and new applications we realized a drop of 118 transactions. This could be attributed to when the passes became active. The program is still very important to an often vulnerable portion of our ridership. Additional grant funds will not be required to support the Los County portion of the program. AVTA's fare policy currently defines "senior" as 65 years of age or older. Lowering the age to 62 will be more consistent with other transit agencies in the county and attract new riders to AVTA services.

BACKGROUND

On June 16, 2015, the AVAQMD awarded a grant of up to \$150,000 in AB2766 funds to AVTA member jurisdictions contingent upon the commitment of matching funds. Subsequently, at the June 23, 2015, the Board approved implementation of the Senior Subsidy Grant Program to provide bus passes to senior citizens. An additional \$50,000 was awarded to support the student pass program at Antelope Valley College.

During the last two years beginning in September 2015, 728 "annual" passes were provided to eligible Antelope Valley seniors.

	2016-2017		2017-2018	
	Passes	Value	Passes	Value
LA County	41	\$10,250	22	\$5,500
Lancaster	209	\$52,250	166	\$41,250
Palmdale	173	\$43,250	117	\$29,250
Total	423	\$105,750	305	\$76,250

Senior Subsidy Grant Program FY18

October 24, 2017

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There are fund balances in the 2017-2018 program. The following chart shows anticipated program income and contributions.

		Lancaster	Palmdale	LA County	Total
A	Beginning Balance	\$100,000	\$100,000	\$100,000	\$300,000
	2015-2016 Passes	\$52,500	\$43,250	\$10,250	\$105,750
A	Program Balance	\$47,750	\$56,750 ¹	\$89,750	\$83,000
	2016-2017 Passes	\$41,500	\$29,250	\$5,500	\$76,250
A	Program Balance	\$6,250	\$27,500	\$83,250	\$117,000
	2017-2018 Passes	\$46,750 ²	\$32,250	\$6,000	\$85,000
C	AVAQMD Grant	\$20,250	\$2,375	\$0	\$22,625
D	Jurisdictional Share	\$20,250	\$2,375	\$0	

- 1 – City of Lancaster provided the match in year 1. City of Palmdale participated in year 2 – assumption is that the City matched the remaining balance
- 2 – For budget purposes assumed a 10% growth
- Row C – AVAQMD Grant required to meet program goals
- Row D – Jurisdictional contribution required to meet program goals.

Staff is recommending that the minimum age for the senior fare for transit and Dial-A-Ride services be reduced from 65 to 62. We believe that more seniors will be attracted to the service and thereby generate additional revenue and ridership. Customer Service Supervisor, Carlos Lopez, has done a survey of senior fares for LA County transit agencies. The data shows that AVTA is among only two other agencies that have a minimum senior age of 65 years.

Minimum Age 60

Baldwin Park Transit
 Carson Circuit
 Pasadena Transit
 Santa Clarita Transit

Minimum Age 62

Beach Cities Transit
 Compton Renaissance Transit Systems
 Culver CityBus
 Foothill Transit
 Glendale Beeline
 GTrans (Gardena)
 Huntington Park Transit Unlimited
 LA County Department of Public Works
 Long Beach Transit
 Metro
 Montebello Bus Lines
 Norwalk Transit System
 Palos Verdes Peninsula Transit Authority
 Santa Monica Big Blue Bus

Minimum Age 65

Antelope Valley Transit Authority (AVTA)
 LADOT Transit
 Torrance Transit

Senior Subsidy Grant Program FY18

October 24, 2017

Page 3

AVTA is responsible for providing appropriate documentation to the AVAQMD showing that the purchase and/or supported program meet the guidelines of the AB2766 program. Payments from the program are contingent upon receipt of an appropriate amount of AB2766 funds by the AVAQMD.

Prepared and Submitted by:

Len Engel
Executive Director/CEO



DATE: October 24, 2017
TO: BOARD OF DIRECTORS
SUBJECT: Vanpool Project Options

RECOMMENDATION

The Board of Directors authorize the Executive Director/CEO to develop a proposed budget and administrative framework for a vanpool/carpool/carshare operation within AVTA structure. The program will be presented to the Board for final approval at the November 2017 Board meeting.

FISCAL IMPACT

AVTA was awarded \$400,000 in the second Transit and Intercity Rail Capital Program grant to start a vanpool/carshare program. Using the initial grant, staff would develop a program that would be self-sustaining. Initially, a minimal amount of Measure M funds could be used to kickstart the program.

BACKGROUND

A whitepaper (Attachment A) developed for AVTA by Moore & Associates provides background into how the program would function.

Prepared and Submitted by:

Len Engel
Executive Director/CEO

Attachment A - AVTA Commuter Vanpool Program White Paper

AVTA Commuter Vanpool Program White Paper

Introduction

The broad definition of a vanpool is a form of ridesharing using a van to transport participants. The federal government defines a vanpool as a commuter highway vehicle, which is further defined as “any vehicle seating at least six adults (not including the driver) with at least 80 percent of its mileage being used for transporting commuters between their residences and their place of employment.”¹

With respect to AVTA’s proposed program, a vanpool consists of a van-style vehicle that is used to transport commuters from their home locations in Palmdale and Lancaster to key work locations such as Edwards Air Force Base, Plant 42, and/or the BYD facility.

Goals

AVTA’s vanpool program has three primary goals:

- Expand AVTA’s role as mobility agent,
- Increase ridership/fare revenue, and
- Serve as a test bed for future commuter bus services.

The program will also further cement AVTA as a leader in electric vehicle deployment through the use of battery-electric vans.

Operational models

There are two primary types of vanpool programs currently being operated in the United States:

1. **Directly operated.** In this program type, the owner of the vanpool (whether it is an individual, employer, transit organization, or another agency) also operates the program directly. The owner of the program is responsible for procuring vehicles, filling seats, screening drivers, and processing rider payments. The owner also provides insurance, maintenance, and often fuel. Directly operated programs are most likely to be those sponsored by a transit agency or employer.
2. **Contracted.** In this program type, the owner of the vanpool contracts with a third-party operator to provide the vans and manage the program. The owner of the program funds the program, while the third-party contractor is responsible for procuring vehicles, filling seats, screening drivers, and processing rider payments, as well as providing insurance, maintenance, and fuel.

Examples of vanpool programs operated by transit organizations

While many vanpool programs are similar in their structure, there are some different strategies in how agencies manage in-house programs. Some programs from throughout the country are described in full or part below.

Northern Arizona Intergovernmental Public Transportation Authority (Flagstaff, AZ). NAIPTA contracts with vRide to provide vanpool services. NAIPTA offers a \$400 subsidy per vanpool per month. Riders

¹ Title 49, U.S. Code, Section 5323[i].

split the remaining lease cost plus the cost of fuel. Each contract has a monthly mileage allowance of 1,000 miles. Some of these miles are reserved for the personal use of the driver. The monthly lease with vRide includes all routine maintenance, unscheduled repairs, 24 hour roadside assistance/towing, loaner vans (if necessary), \$1,000,000 liability insurance coverage, and an emergency-ride-home program. vRide is responsible for managing the vanpool program. Lease agreements are for 30 days.

[Pierce Transit \(Tacoma, WA\)](#). Pierce Transit operates an in-house vanpool program. Pierce Transit with a fleet of more than 300 vans. Drivers must be at least 25 years old with five years of recent driving history and have a valid Washington driver license, safe driving record, and proof of insurability. Drivers are required to take the online *Coaching the Van Driver* defensive driving course before they can begin driving. The driver's responsibilities include arranging for maintenance (provided by Pierce Transit), van cleaning, and fueling. The driver is not charged a fare, provided there are at least five paying riders. Monthly fares are based on the number of riders, and may fluctuate from month to month if riders join or leave the vanpool.

Fares are collected by a vanpool bookkeeper, who quotes and collects fares, records ridership and mileage, and ensures that vanpool reports and fares are delivered to Pierce Transit by the 10th of the month. Fare payments can also be paid online. Pierce Transit pays for fuel using a Voyager gas card, for which the driver has an individualized PIN. Vanpools are insured through the Washington State Transit Insurance Pool, which provides coverage for the van and all authorized occupants. Pierce Transit also purchases uninsured motorist coverage. Vanpool agreements are on a month-to-month basis, and the agency asks for no less than five day notification if leaving the vanpool.

Vanpools are provided with numerous resources, including an accident kit, recruitment tools, and a vanpool manual. Incentives include "5 Free to Go," which allows new, qualifying users up to five free vanpool rides to try out the program. New vanpoolers joining an existing vanpool can receive a \$50 gift code. New vanpools can receive the first month free or a \$100 gift card. Riders can also earn \$50 gift codes by referring new program participants. Pierce County's rideshare program (PierceTrips) also offers participants the chance to log their vanpool trips and qualify to win prizes.

[Charlotte Area Transit System \(Charlotte, NC\)](#). CATS vanpools are operated directly by the agency. However, each vanpool is equipped with Lynx Telematics technology that allows CATS to monitor and track the vehicles. The Telematics system monitors speed, vehicle idling, seat belt use, harsh braking, hard acceleration, and hard-turning, which can help CATS identify potential fuel savings, unsafe driver behavior, and opportunities to be environmentally friendly. A retail version of this product is called LynxSafe (www.lynxsafe.com) and can be installed on a personal vehicle to monitor new drivers, etc.

[Piedmont Authority for Regional Transportation \(Greensboro, NC\)](#). PART requires each vanpool that is formed to put down a \$300 deposit before taking possession of the van. Assuming the van is returned in the same condition it is provided, the deposit will be returned. Unlike Pierce Transit, the driver is responsible for not only maintenance, cleaning, and fueling, but also collecting fares and submitting monthly reports. PART does offer an online payment mechanism. Late fees (\$25) are assessed against the driver if payments or reports are received late.

[Dallas Area Rapid Transit \(Dallas, TX\)](#). DART's vanpool program is contracted with vRide. DART offers a flat rate of \$450 per month for 15-passenger vans and \$425 per month for eight-passenger vans. Drivers participate for free, and the monthly cost per passenger is highly dependent upon the number of riders.

Fuel is not included in the lease fee. The lease fee does include insurance and emergency ride home. DART encourages additional employer subsidies.

[Potomac and Rappahannock Transportation Commission \(Woodbridge, VA\)](#). PRTC does not operate vanpools, but provides funding for its VanStart and VanSave programs. Qualifying vanpools must be non-profit operations and have the appropriate commercial insurance. The VanStart program provides financial assistance on a temporary basis to new vanpools starting to build ridership. The VanSave program provides assistance to vanpools experiencing a loss of ridership that threatens the survival of the vanpool arrangement. PRTC also participates in a regional program called Vanpool Alliance which provides a monthly stipend of \$200 to vanpools that report ridership data.

Other examples of in-house vanpool operations:

- Ben Franklin Transit (Richland, WA),
- Eastern Sierra Transit Authority (Bishop, CA),
- Mountain Metro (Colorado Springs, CO), and
- RiverCities Transit (Longview, WA).

Other examples of contracted vanpool operations:

- Denton County Transportation Authority (Denton, TX) – Enterprise;
- Lextran (Lexington, KY) – Enterprise;
- Los Angeles County Metropolitan Transportation Authority (Los Angeles, CA) – Enterprise, vRide, and CalVans;
- Orange County Transportation Authority (Orange, CA) – Enterprise;
- San Joaquin Regional Transit District (Stockton) – CalVans;
- Space Coast Area Transit (Brevard County, FL) – vRide;
- SunLine Transit Agency (Thousand Palms, CA) – Enterprise and CalVans;
- Tompkins Consolidated Area Transit (Ithaca, NY) – vRide;
- VIA Metropolitan Transit (San Antonio, TX) – Enterprise; and
- Wichita Transit (Wichita, KS) – Enterprise.

Vehicles

A vanpool is defined by the Internal Revenue Service as a “commuter highway vehicle” seating at least six adult passengers not including the driver. Most standard vans meeting this definition, with minivans seating seven passengers (including the driver) and larger van seating up to 15 passengers (including the driver). Larger vehicles, such as cutaways that seat more than 15 passengers (including the driver) require a Class C commercial drivers license for operation, and cannot be driven by a standard driver applicant.

Tesla offers its Model X sport utility vehicle, which when equipped with a seven-seat interior meets the IRS definition of a “commuter highway vehicle.” Each vehicle can travel up to 295 miles on a single charge. The vehicle comes standard with active safety features including automatic emergency braking, side collision warning, and lane departure warning. It is also equipped with a medical-grade HEPA cabin air filtration system. As with all Tesla vehicles, the Model X includes the hardware needed for future self-driving capabilities. The vehicles come with an eight-year, infinite mile battery and drive unit warranty and a four-year, 50,000 mile limited warranty. The Model X sells for between \$75,000 and \$140,000 per unit. However, given the current production challenges Tesla is currently facing, it is unknown as to when sufficient vehicles will be available for delivery.

BYD currently manufactures a five-passenger electric vehicle (e6) and a passenger minivan (M3, or Shang). The e6 has a range of 250 miles and sells for approximately \$50,000 per unit. The range of the Shang is unknown, though the similar T3 cargo van model has a range of approximately 200 miles. Only the e6 is currently available in the United States. The e6 would not qualify as a “commuter highway vehicle” (given it only seats five including the driver), though the Shang would. However, it is unclear when the Shang would become commercially available in the United States.

Nissan also has an electric van, the e-NV200, that is not yet available in the United States. However, the concept design for the U.S. features only seating for five, which means it would not qualify as a “commuter highway vehicle.” This vehicle is currently available in the U.K. with seating for seven. Should it become available in the U.S. with third-row seating to seat two or more additional passengers, it would meet this requirement.

Procurement will likely need to take place through a competitive bid process, following AVTA’s established procurement policies.

Ten vanpools will need ten dedicated charging stations at the Palmdale and Lancaster locations, as all vans will need to charge during the same period (presumably overnight). Each van should be assigned a specific charging station. Should additional vehicles be added to the fleet, more charging stations will be required. The need for a dedicated charging station per vehicle is not because the vehicles will take all night to charge, but because the drivers need to be able to plug the vehicles in when they return to the Antelope Valley.

Maintenance

As the owner of the vans, AVTA will be required to provide ongoing maintenance. The maintenance can either be done in-house using a mechanic trained to work on electric vans, or it can be contracted out. The challenge with contracting out maintenance is finding a locally qualified mechanic that does not require the vehicles to be taken more than an hour away for the work to be completed/performed.

As with transit vehicles, vans require preventive maintenance as well as maintenance in response to a problem. Electric vehicles have an advantage over some systems in gasoline-powered vehicles, as they do not need oil, spark plugs, or air/fuel filter changes. Brakes tend to wear out slower. However, tires, wiper blades, and other fluids will need to be checked regularly. In addition, the battery system tends to lose efficiency over time and will ultimately have to be replaced.

Other more involved maintenance may be required should the vehicle be involved in an accident or something unexpected go wrong. Body work or other major repairs will take a vehicle out of commission for some time, as it will likely require the vehicle being transported out of the Antelope Valley for repairs.

With the anticipated purchase of ten vans, it is likely one qualified full-time mechanic will be able to provide an appropriate level of maintenance. However, AVTA should also consider the following:

1. Designate at least one vanpool vehicle as a spare. This vehicle can be swapped out with leased vehicles to ensure they receive the appropriate maintenance (thereby allowing AVTA’s mechanic to work during regular operating hours) or used as a replacement should a vehicle need to be pulled out of service for a longer period.

2. Phase in vanpools over several weeks or months. Given many of the vans will initially be traveling the same distance for each commute, concurrent vanpool launches will result in all the vehicles coming due for maintenance at the same time. Staggering the launch of the vanpools will stagger the times at which they are due for regular maintenance.
3. Should additional vehicles be added to the fleet, it will likely become necessary to add capacity by hiring another qualified mechanic. AVTA should plan for one full-time mechanic for every ten vanpool vehicles.

Another consideration is notifying drivers that their vehicles are due for maintenance. Some kind of system will need to be established by which the vanpool mechanic notifies drivers that their vehicles are due, and arranges for a substitute vehicle if necessary.

California Vehicle Code

According to the California Vehicle Code, Division 14.8, Safety Regulations, Section 34509, vanpools are required to meet the following requirements with respect to safety and maintenance:²

- (a) *The vanpool vehicle shall be equipped with an operable fire extinguisher which is of the dry chemical or carbon dioxide type with an aggregate rating of at least 4-B:C and which is securely mounted and readily accessible.*
- (b) *The vanpool vehicle shall be equipped with a first aid kit, conforming to the minimum requirements for school buses. First aid kits shall be readily visible, accessible, and plainly marked "First Aid Kit."*
- (c) *The vanpool vehicle shall be regularly and systematically inspected, maintained, and lubricated in accordance with the manufacturer's recommendations, or more often if necessary to ensure the safe operating condition of the vehicle. The maintenance shall include, as a minimum, an in-depth inspection of the vehicle's brake system, steering components, lighting system, and wheels and tires, to be performed at intervals of not more than every six months or 6,000 miles, whichever occurs first.*
- (d) *Operators of vanpool vehicles shall document each systematic inspection, maintenance, and lubrication and repair performed for each vehicle under their control. Required records shall include services performed, the person performing the service, the date, and the mileage on the vehicle at the time of the repair. The records shall be maintained with the vehicle for one year, and shall be presented upon demand to any authorized representative of the California Highway Patrol.*
- (e) *Vanpool vehicles being operated pursuant to the exemptions specified in this section shall display, upon the rear and sides of the vehicle, a sign or placard, clearly visible and discernable for a distance of not less than 50 feet, indicating that the vehicle is being used as a vanpool vehicle.*

²https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=VEH&division=14.8.&title=&part=&chapter=&article=

Insurance

Insurance protection specifically designed to cover vanpools must be obtained by AVTA. It should be a commercial auto liability policy that may cover general liability, physical damage, and bodily injury and property damage liability. AVTA should consult with its insurance broker to determine what coverage is required and what level of coverage is desired.

The California Joint Powers Insurance Authority was formed as a municipal self-insurance pool to provide California cities with appropriate liability protection. This may be one source of additional insurance to specifically cover vanpools.

Operations

Prior to launching the vanpool program, all procurement, policies, and procedures must be established, along with ensuring the program is appropriately staffed and supported by technology (i.e., online payment capabilities). Below is a punch list of operational considerations that would be required to launch an in-house vanpool program:

- Identify program funding;
- Conduct vehicle procurement;
- Construct and activate charging stations;
- Brand vehicles;
- Equip vehicles with required safety equipment (i.e., first aid kit, fire extinguisher);
- Develop program policies and guidelines, including;
 - Rider and driver applications,
 - Driver manual,
 - Driver logs and reporting guidelines,
 - Payment guidelines,
 - Program pricing;
 - Emergency/accident procedures;
 - Guaranteed ride home program; and
 - Participation guidelines (including requirements regarding notification when a rider or driver wishes to leave their vanpool).
- Hire and/or designate staff:
 - Full-time mechanic qualified to work on battery-electric vehicles, and
 - Part-time program coordinator to manage applications, payments, and serve as a point of contact (could be integrated into an existing customer service position);
- Secure appropriate insurance;
- Develop protocol for maintenance notification;
- Determine how service will be implemented (phased or as demand warrants; certain initial locations or open to the Antelope Valley as a whole depending upon demand);
- Create and distribute marketing materials;
- Promote program and solicit participation;
- Process driver and rider applications (including appropriate background checks for driver applicants);
- Make vanpool assignments based on work schedules and locations;
- Assign vehicles to vanpools;
- Establish a start date for each vanpool; and
- Process initial monthly payments.

Once the program has been established and the vans are in service, the following will need to be done on an ongoing basis:

- Preventive and as-needed maintenance of the vehicles,
- Process of monthly payments;
- Process new rider applications and assignment to a vehicle as appropriate; and
- Process driver logs (for reporting purposes) on a monthly basis.

Driver qualification

Being the driver of a vanpool does not require a commercial driver's license. However, the California Vehicle Code does stipulate that the driver must meet the same medical requirements that would be required for a Class B commercial license and keep a statement in the vehicle that he/she has not been convicted of reckless driving, drunk driving, or a hit-and-run offense in the prior five years.

Per to the California Vehicle Code, Division 6, Drivers' Licenses, Article 3, Section 12804.9:³

A driver of a vanpool vehicle may operate with a Class C license but shall possess evidence of a medical examination required for a Class B license when operating vanpool vehicles. In order to be eligible to drive the vanpool vehicle, the driver shall keep in the vanpool vehicle a statement, signed under penalty of perjury, that he or she has not been convicted of reckless driving, drunk driving, or a hit-and-run offense in the last five years.

NTD reporting

As long as its vanpools are open to the public (and not restricted to a particular employers), AVTA must report vanpool (VP) data to the NTD in addition to motor bus (MB), commuter bus (CB), and demand-response (DR) data. For an in-house program, the data would be reported as a directly operated vanpool (VP-DO). The required data includes total capital and operating costs, program revenue, vehicle miles traveled, number of passengers (including the driver), passenger miles traveled, and incidents (crashes or criminal activity).

Cost data should include vehicle operations (fuel and insurance), maintenance, general administration, and capital costs. For an in-house program, these costs should be straightforward to capture. Program revenues must also be reported. Operating data should be collected on a daily basis by the vanpool driver, and reported on a monthly basis to AVTA. AVTA would then report the data to the NTD as part of its regular reporting cycle.

The NTD requires transit agencies to complete and submit to the FTA a questionnaire before beginning to report vanpool service. This questionnaire is provided in the 2017 NTD Policy Manual, which is available online.⁴ The NTD Policy Manual provides detailed instruction for vanpool reporting.

³http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=12804.9.&article=3.&highlight=true&keyword=vanpool

⁴ https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/57981/2017-ntd-policy-manual_2.pdf

Pricing

Typically vanpool pricing assumes the cost of the van amortized over its useful life, plus the costs for administration, insurance, maintenance, and fuel, is used as the basis for calculating the monthly cost of the vanpool. This cost is then split among all the riders participating in the vanpool (excluding the driver). If mileage is taken into consideration with respect to the pricing, then that would affect the monthly rate. Otherwise the monthly rate is considered a flat rate that becomes less expensive per person when more people join the vanpool. Dallas Area Rapid Transit is one agency that offers a flat-rate vanpool lease, but it does not include fuel.

Some agencies place a cap on the mileage that can be traveled for a particular rate (i.e., 1,000 miles per month). Others base pricing on the daily distance traveled. For example, Valley Metro (Phoenix, AZ) offers different pricing scales for every 10 commute miles traveled per day. Seven passengers sharing a 20-mile daily roundtrip commute would pay approximately \$61 per month, while seven passengers sharing a 50-mile daily roundtrip commute would pay approximately \$100 per month.

Program management

Application

Each individual wishing to participate in the vanpool program will need to complete an application form and return it to AVTA. Vanpool applications should be processed on a first-come, first-served basis with respect to vanpool assignments. Potential drivers will also need to complete a driver application, which goes into much greater detail regarding driving history and insurability. Draft rider and driver applications are provided in the Appendix.

Payment

An online mechanism should be established for payment of vanpool fares. We recommend utilizing automatic billing which can debit a participant's credit card or bank account for the monthly fare or accept single payments. It should have the capacity to offer credits or refunds should the need arise, as well as to apply multiple payments to the same fare (i.e., where an employer pays part of the fare and the rider pays the balance). The payment system must be able to accept employer pre-tax payments for vanpool fares, as well as the Federal government's Transportation Incentive Program card.

Departure

It is anticipated that each van would depart from its charging station in Palmdale or Lancaster. Each vanpool should have an established departure time from the charging station as well as a scheduled departure time from the workplace for the return trip. AVTA should set those departure times based on vanpool composition at the time the vanpool is initially created. It is important for AVTA to document scheduled departure times so that new riders can be added to the vanpool after it is established.

Federal pre-tax benefits

The federal government allows commuters to claim pre-tax transportation fringe benefits under Section 132(f) of the IRS Code. These benefits can either be contributions by the employer or simply pre-tax deductions from the employee's wages. A description of each type of benefit is shown below.⁵

⁵ Best Workplaces for Commuters, "Vanpool Benefits," 2005. Updated to reflect 2017 tax benefit information.

Option	Employer Tax Benefit	Employee Tax Benefit
Employers give their employees up to \$225 per month to commute via vanpool.	Employer receives tax deduction. Employer can deduct cost of benefit from corporate income for purposes of calculating corporate income taxes.	Employee receives up to \$225 per month tax-free. The employee does not pay any taxes on the value of the benefit.
Employers allow employees to use pre-tax income to pay for vanpooling.	Employer saves on payroll taxes (at least 7.65% savings). No payroll taxes are paid on the income that is set aside by the employee.	Employee saves on income tax and payroll taxes. The amount of income set aside for vanpooling (up to \$225 per month) is no longer treated as taxable salary.

In order for vanpooling to be considered an eligible transportation fringe benefit, the vehicle used to provide the vanpool is considered a “commuter highway vehicle” and must meet the following criteria:

- Seats at least six adults (not including the driver), and
- At least 80 percent of the mileage use can reasonably be expected to be for transporting employees between their homes and workplace, with employees occupying at least one-half of the vehicle’s seats (not including the driver).

These criteria mean that the vanpool vehicle must have the capacity to seat at least seven people (including the driver) and have no less than half occupancy (three riders for a seven-passenger vehicle) in order to be considered a vanpool and be eligible for the transportation fringe benefits.

Federal/Department of Defense transportation benefits

Executive Order 13150 (2000) required Federal agencies to establish a transportation incentive program in order to reduce Federal employees’ contributions to traffic congestion and air pollution and to expand their commuting alternatives. The purpose of the program is to encourage commuting by mass transportation and provide incentives to employees. The United States Air Force (through the Department of Defense) participates in the Mass Transportation Benefit Program (MTBP) formed in 2008 in response to the Executive Order. Edwards Air Force Base is considered to be “outside the National Capital Region” for the purposes of this program. All active-duty military, active Reservists, and Department of Defense civilians are eligible to participate in the Transportation Incentive Program.

Guaranteed Ride Home

A Guaranteed Ride Home program, sometimes called Emergency Ride Home, is a common benefit provided as part of a vanpool or other ridesharing program. It typically offers an alternative means of work-to-home travel in case of illness, a family emergency, or unplanned/unexpected overtime.

Most Guaranteed Ride Home programs offer a voucher or reimbursement for a taxi ride home or one-day car rental for vanpool riders in the case of a qualifying event. The qualifying event could be if the vanpool driver has to depart work early due to illness or a family emergency or stay late for unscheduled overtime, or if a rider has a qualifying event that necessitates going home early or staying late. A Guaranteed Ride Home is never provided for travel to work, even if the vanpool driver is ill or not going to work that day. It can only be used to get riders home.

In general, Guaranteed Ride Home programs are not typically heavily used. As a result, once the program is set up, it does not require significant funding support. The real challenge may be finding a taxi company that will serve Edwards Air Force Base. A voucher program would require a contract with a local taxi company, as well as a point of distribution for the vouchers. However, voucher programs are typically very easy for riders to use and do not require any cash outlay on the part of the rider. A reimbursement program would be a simpler option for AVTA, as the onus is on the rider to arrange and pay for the ride home as well as request a reimbursement for the cost from AVTA. AVTA would need to develop a reimbursement request form and procedure as part of its Guaranteed Ride Home program.

Marketing

It will be necessary to market the vanpool program to solicit riders and drivers. In order for the vanpools to be considered public transit (and reportable to the NTD), they must be open to the public and advertised as openly as AVTA's other transit programs (i.e., dedicated information page on the AVTA website). However, for a limited or phased implementation, marketing and promotion should be targeted to the employers which the vanpools will be serving. For example, if the intent is to serve only Edwards Air Force Base during Phase I, then the focus should be on actively promoting vanpools within Edwards Air Force Base rather than to the general public.

The following marketing/promotional materials are recommended:

- Informational brochure;
- Customized informational materials for key employers (if desired);
- Vehicle branding (vehicles must be clearly identified as vanpools per the California Vehicle Code);
- Driver and rider application forms;
- Dedicated web page on avta.com; and
- Social media content.

In addition, AVTA's customer service staff will need to be trained regarding the vanpool program so as to address any inquiries that are received via phone and email. A dedicated vanpool email account (such as vanpool@avta.com) should be established for inquiries as well as communications from existing riders and drivers. A phone number should also be designated as the emergency contact number for vanpool drivers or riders in the case of an accident or emergency.

Appendix

- Vanpool Rider Application Form
- Vanpool Driver Application Form



For AVTA Use Only

Date received: ___/___/___

Received by: _____

Vanpool Application Form

Thank you for your interest in AVTA's vanpool program. To enroll, complete this form, then either 1) hand it to an AVTA Customer Service Representative, 2) fax it to 661-729-_____, or 3) mail it to AVTA Vanpool Enrollment, 44210 6th St. W., Lancaster, CA 93534.

Name: _____

Phone number: _____

Email address: _____

Employer name: _____

Primary work address: _____

Work phone: _____

Home address: _____

Typical work start time: _____:_____ AM / PM (circle one)

Typical work end time: _____:_____ AM / PM (circle one)

Typical work days: Mo Tu We Th Fr Sa Su (circle all that apply)

I am willing to be: (check all that apply)

- Rider only
- Primary driver
- Back-up driver

This application form does not guarantee vanpool assignment and does not serve as an agreement between AVTA and the individual. You will be contacted regarding your vanpool assignment as vanpools are formed or as seats meeting your travel needs become available. Should the number of applicants exceed the number of vanpool openings available, applicants will be placed on a waiting list on a first-come, first-served basis.

Everything stated on this application is both true and correct to the best of my knowledge.

(Signature)

(Date)



For AVTA Use Only

Date received: ___/___/___

Received by: _____

Vanpool Driver Application Form

I am interested in being qualified as a: Primary Driver Alternate Driver Either/both

Section 1. Personal Information

Last Name		First Name		Middle Initial
Home: Street Address			City	Zip Code
Contact email			Cell Phone	
Name of Employer			Work Phone	
Work: Street Address			City	Zip Code

Section 2. Driver Information

Drivers License Number	State	Expiration Date	Birthdate
License restrictions	Total years driving experience	Total years licensed in CA	If less than 3 full years in CA, list previous state
Have you had any accidents or moving violations during the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list with dates.			
How much travel and overtime does your current job require? (average percentage per month)			
How many days of work did you miss last year?			
What experience have you had in carpooling or vanpooling?			
Driver Record Release: The applicant authorizes the Antelope Valley Transit Authority to investigate and research driving records with the State of California and any other state and/or private agency generally used to maintain information pertinent thereto, and agrees to execute any other forms or documents necessary for such investigations.			
Driver Application Signature			Date
X			



**Antelope Valley Transit Authority
Volunteer Vanpool Driver Agreement**

Name: _____ **Van Number:** _____
(Please print – Last, First, MI) **Work Phone:** _____

(Make sure to sign the last two pages)

AGREED TO THIS _____ DAY OF _____, 20_____.

This Agreement between the authorized Volunteer Primary Driver or Alternate Driver (herein called "Driver"), whose signature appears below, and the Antelope Valley Transit Authority (AVTA) shall become effective on the date it is accepted by AVTA, as evidenced by the signature of its authorized representative.

I hereby agree to the following conditions of my participation as a Volunteer Driver in AVTA's Vanpool Program.

1. Driver represents that he/she:
 - A. Has a valid State of California Class A, B, or C driver license, or a valid driver license from another state if a Department of Defense employee, and will possess said license while operating the vehicle. If this license has a restrictive endorsement(s), Driver will comply with the restriction(s).
 - B. Will immediately (within one business day) notify AVTA's Vanpool Program Coordinator if any of the following occur:
 1. Being ticketed for or convicted of:
 - Reckless driving
 - Driving under the influence of drugs or alcohol
 - Hit and run offense
 - Fleeing from police
 - Assault with a motor vehicle
 2. Being involved in any other moving or parking violation.
 3. Being ticketed for any other moving or parking violation.

ANTELOPE VALLEY TRANSIT AUTHORITY
44210 6th St. W., Lancaster, CA 93534 | 661-945-9445 | avta.com



Aforementioned notice to AVTA is required for all driving activated by the Driver, including personal driving.

- C. Understands that he/she will be disqualified from serving as Driver if he/she has been ticketed or convicted of violations listed in 1.B.1 above, or accumulates 3 points for moving violations.
 - D. May also be disqualified if his/her driving practices are deemed unsafe in the opinion of the AVTA Vanpool Program Administrator.
 - E. Will authorize AVTA to obtain his/her driving record (covering the past 5 years) from the State Department of Motor Vehicles.
 - F. Will authorize AVTA to medically evaluate Driver according to State Class B license medical requirements in order to obtain the required valid medical certificate, and will possess said certificate while operating the vehicle. Failure to pass this medical evaluation will result in ineligibility to be a Driver.
 - G. Will sign annually and will possess while operating the vehicle a current sworn statement that Driver has not been convicted of driving under the influence of alcohol and drugs, reckless driving, or a hit-and-run offense in the past 5 years.
 - H. Will be available to participate in initial and periodic basic Driver training/safety awareness orientations administered by AVTA or a designated agent.
 - I. Shall not consent to use of the vanpool vehicle by anyone other than the Primary Driver or Alternate Driver.
2. Driver agrees to use AVTA's commuter van to pick up, transport, and deliver other vanpool participants to and from pre-determined pick-up point(s) and pre-determined drop-off point(s). Driver agrees that use of the van, for the purposes described in this paragraph 2, is not being engaged in transportation as a business. Driver also agrees that no person shall be transported in the van without a valid passenger agreement on file with AVTA.
 3. Driver acknowledges and understands that he/she will only operate and use the assigned vehicle in a safe and prudent manner in accordance with all applicable laws, ordinances, rules and regulations. Any citation or violation of applicable laws and ordinances will be the responsibility of Driver. If the vehicle is involved in a violation for which Driver receives a citation, AVTA must be notified immediately (within one business day). Proof of resolution must be sent to AVTA within 20 days.



4. Driver understands that any vehicle assigned by AVTA to Driver is a contract to permit use of the vehicle only. Driver also understands that all keys for the assigned vanpool vehicle must be relinquished to the AVTA upon his/her withdrawal or disqualification as a Driver.
5. Driver shall return the vehicle to AVTA in the same condition as when delivered; ordinary wear and tear is expected. Upon its delivery and return, Driver and AVTA shall inspect the van and provide a jointly signed report on its condition. Damage to the vehicle, which is not attributable to a reported accident and supported by a written accident report will be the sole responsibility of Driver.
6. Driver agrees to submit monthly vanpool logs to AVTA within the first 3 business days of each month. Driver understands that participation in the vanpool program will be suspended for all Drivers unable to comply with the deadlines and requests made by AVTA.
7. Driver is allowed to use the vanpool vehicle for vanpool-related "business" at no charge. Vanpool "Business Mileage" must be documented on the monthly Vanpool Mileage Log. Vanpool "Business Mileage" will be limited to the following activities: maintenance, including van washing; AVTA-provided training; and fueling. Overtime work on the weekends or after normal operating hours, employer-sponsored training or education, field work, and other business are not valid uses and cannot be logged as vanpool "Business Miles."
8. Driver agrees to maintain a clean vehicle both inside and out. Driver will ensure the vehicle is plugged in at an AVTA charging station following the work-to-home commute so that it is fully charged for its next use.
9. If a vanpool vehicle breaks down or is damaged in an accident, AVTA will credit the vanpool participants on a prorated basis, based upon a 21-workday month, for the period of time that the vehicle is inoperable, or until such time as a back-up vehicle becomes available.
10. Driver agrees to pay all fines, including but not limited to parking tickets, forfeitures and court costs that may be assessed against AVTA and its agents which are due to Driver's unauthorized or negligent operation or misuse of the vehicle, resulting in traffic citation or criminal charges.
11. Driver will notify AVTA immediately (within one business day) of any occurrence which may affect AVTA's interest, including but not limited to: citations for violations of motor vehicle, traffic, or parking laws; suspension, cancellation, or lapse of Driver's license; defects, malfunctions, or breakdowns of the vehicle; termination of Driver's principal employment; or change of home or City worksite address and phone number.
12. Driver will report to AVTA immediately any accident involving bodily injury, death or property damage, pursuant to details included in the Accident Reporting Instructions provided to each van. Driver will complete and file written accident reports with AVTA within 24 hours of any accident. Driver will be responsible for obtaining police reports and other information directly from other participants involved in the accident. AVTA shall be responsible for giving Driver



instructions on obtaining damage estimates. "Accident" shall also include injury to a passenger in which no third party is involved (e.g., injury from a fall inside the vehicle or while entering or leaving the vehicle). Driver shall be required to cooperate fully with AVTA in all accident investigations and settlement. FAILURE TO REPORT AN ACCIDENT IN ACCORDANCE WITH THIS PARAGRAPH WILL CONSTITUTE BREACH OF THIS AGREEMENT.

13. Driver understands that AVTA's liability coverage does not apply to any other vehicle operated by Driver.
14. AVTA shall not be responsible to Driver for any loss of income, inconvenience, or other damage sustained by Driver as a result of an interruption of services to be furnished by AVTA. It is expressly understood that AVTA will not be responsible for any person's property which is lost, stolen, or damaged in or from the vehicle.
15. Driver understands and agrees that if a vehicle is being operated by Driver or with Driver's knowledge and consent under any of the following conditions, hereinafter called "unauthorized use," Driver shall be considered in material breach of this Agreement, and may be subject to disciplinary action. Unauthorized use means:
 - A. Use of the vehicle by any person under the influence of narcotics or intoxicants.
 - B. Driving in any race, speed test, or contest.
 - C. Use of the vehicle to propel or tow any trailer or vehicle.
 - D. Driving other than on a paved public highway or paved or suitable graded private road or driveway, or driving over bridges posted at three tons or less, except in an emergency.
 - E. Carrying passengers for hire or outside the scope of the regular home-to-work commute as described in paragraph 2, or of the business use allowed under Paragraph 7 of this agreement.
 - F. Driving outside the borders of the State of California.
 - G. Use of the vehicle by anyone other than Driver.
 - H. Parking the vehicle overnight other than at the AVTA charging station. The vehicle must be locked and properly secured when not in use.
 - I. Use of the vehicle without making reasonable effort to ensure that all passengers, including Driver, are wearing their seat belts, and that van doors are securely closed.



- J. Transporting formal groups such as a church groups, scout troops, athletic teams, etc.
 - K. Transporting of any property deemed hazardous by reason of being flammable, explosive, fissionable, or corrosive, or contraband material.
 - L. Loading the vehicle beyond the manufacturer's stated seating capacity.
16. Driver will notify AVTA in writing of intent to withdraw from the vanpool and/or Driver responsibilities 30 days before termination as a Driver. This 30-day notice begins once written request is received by AVTA. If Driver fails to give sufficient notice, Driver will pay up to one month's fare unless a new Driver is available immediately.
17. AVTA has the right to end this Agreement for any reason. This Agreement may terminate if there are not sufficient qualified Drivers for the van; the van, in AVTA's sole judgment, is irreparable or unusable; or Driver or Passengers breach their obligations under their respective Agreements. Failure by Driver to comply with any responsibilities or the general provisions of this Agreement or General Rules or other directive issued by AVTA regarding vans or vanpooling shall be grounds for AVTA to discontinue, without advance notice, Driver's participation in the vanpool.
18. Driver agrees that AVTA is providing the vanpool as a service to its Antelope Valley residents and that AVTA shall have no responsibility whatsoever regarding the vanpool other than what is expressly set forth in this Agreement.
19. Upon termination of this Agreement, the vehicle and all documents pertaining to it shall be returned to a location designated by AVTA. This Agreement may not, without prior written consent by AVTA, be assigned or sublet.
20. Any provision in this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining portions hereof of thereof, or affecting the validity or enforceability of such provisions in any jurisdiction.
21. The Undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of riding in an AVTA vanpool. The Undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or cause of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstance with he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Antelope Valley Transit Authority or any of its officers, agents, servants or employees (hereinafter "Indemnified Parties") for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise. It is the intention of the Undersigned by this instrument, to exempt and relieve the



Indemnified Parties from liability for personal injury, property damage or wrongful death caused by negligence.

The Undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against the Indemnified Parties, he/she shall indemnify and save harmless the same Indemnified Parties from any and all claims or causes of action by whomever made or presented for personal injuries, property damage or wrongful death.

The Undersigned has read and understands that following statutory language of Section 1542 of the California Civil Code: "A general release does not extend to claims which the creditor does not know or suspect to exist in his/her favor at the time of executing the release, which if known by him/her must have materially affected his settlement with the debtor." Having been so apprised, the Undersigned elects to and does assume all risk for claims heretofore or hereafter arising, known or unknown, arising from the subject of this release, and the Undersigned knowingly and voluntarily expressly release the Indemnified Parties from all liability on claims arising out of such matters.

The undersigned acknowledges that he/she has read the foregoing three paragraphs and is fully aware of the legal consequence of signing the within instrument.

22. All notices and/or correspondence shall be addressed to:

- A. DRIVER – at Driver’s home address or work address.
- B. AVTA – Antelope Valley Transit Authority
Vanpool Program Administrator
44210 6th St. W.
Lancaster, CA 93534

Driver’s Signature

Date

AVTA Representative’s Signature

Date



This statement is required by passage of State Assembly Bill 550 (passed 1982, effective 1/1/83) and must be in driver's possession while operating a vanpool vehicle. A copy of this page will be provided to you upon execution of the Vanpool Driver Agreement.

Please Print:

Full Name: _____

Vanpool number: _____

**SWORN STATEMENT*
Safe Driving Record**

Pursuant to Vehicle Code Section 12804.9(j), I certify under penalty of perjury that I have not been convicted of Driving Under the Influence of Drugs or Alcohol, Reckless Driving, or a Hit-and-Run Offense in the past five (5) years.

Driver's Signature

Date

**This statement is to be updated each calendar year.*



DATE: October 24, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Contract Extension for Contract #2011-032 for Fixed Route Transit Operations and Maintenance Services

RECOMMENDATION

That the Board of Directors authorize the Executive Director to negotiate and execute an extension to Contract #2011-032 for fixed route operations and maintenance services to Transdev effective January 1, 2018. The contract will be extended the remaining two-two year options.

FISCAL IMPACT

The contract value for fixed route operations and maintenance is approximately \$27,062,337 from January 1, 2018 through December 31, 2019 and \$28,711,046 from January 1, 2020 to December 31, 2021. The four year total would be \$55,773,383. Because the contract reimburses based on an agreed-upon cost per vehicle revenue hour, actual costs will vary depending on service levels. The price per year is based on 165,468 revenue hours effective January 1, 2012 (the beginning of the base contract). The cost per vehicle revenue hour (VRH) may not increase more than 3% per year or CPI, but will in no case exceed the bid amount.

YEAR #	TOTAL	COST PER REVENUE
7	\$13,330,875	\$80.56
8	\$13,731,462	\$82.99
9	\$14,143,030	\$85.47
10	\$14,568,016	\$88.04
TOTAL	\$55,773,38	\$84.27

Contract Extension for Contract #2011-032 for Fixed Route Transit Operations and Maintenance Services

October 24, 2017

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Sufficient funds for the remainder of the fiscal year are included in the FY18 Business Plan – Operations and Maintenance. This contract will be supported through budgeted federal 5307 operating and preventive maintenance funds with Proposition A and C Discretionary funds applied as local match.

BACKGROUND

Procurement Process: The AVTA Board of Directors authorized staff to release a Request for Proposals for Fixed Route Transit Services on May 24, 2011.

AVTA received four proposals for fixed route services. All proposers were invited to submit Best and Final Offers (BAFOs). Pricing was scored separately and not considered during evaluation of the performance factors identified in the process. While the scores were reasonably close, Transdev (Veolia) was the highest ranked competitor.

Prepared and Submitted by:

Len Engel
Executive Director/CEO