



**REVISED**

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**Regular Meeting of the Board of Directors**

**Tuesday, June 26, 2018**

**10:00 a.m.**

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

**AGENDA**

For record keeping purposes, and if staff may need to contact you, we request that a speaker card, located at the Community Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or 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 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 TO OUTGOING BOARD OF DIRECTOR AUSTIN BISHOP FOR HIS SERVICE AS AN AVTA BOARD MEMBER REPRESENTING THE CITY OF PALMDALE – MARVIN CRIST
- SRP 2 PRESENTATION TO PREVIOUS EXECUTIVE DIRECTOR/CEO LEN ENGEL FOR HIS DEDICATED AND EXEMPLARY SERVICE TO THE AVTA – MARVIN CRIST
- SRP 3 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR MAY 2018 – HECTOR FUENTES, TRANSDEV
- SRP 4 PRESENTATION TO TRANSDEV OPERATOR TIFFANY AUSTIN FOR GOING ABOVE AND BEYOND TO HELP A CHILD – NORM HICKLING
- SRP 5 LEGISLATIVE REPORT FOR JUNE 2018 – JUDY VACCARO-FRY

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

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MAY 8, 2018 AND MAY 22, 2018 – KAREN DARR

*Recommended Action: Approve the Board of Directors Special Meeting Minutes of May 8, 2018 and Regular Meeting Minutes of May 22, 2018.*

CC 2 FINANCIAL REPORTS FOR APRIL AND MAY 2018 – JAMES MANNIE

*Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated April 30, 2018; the Interim, unaudited Financial Statements for the 10 months ended April 30, 2018; the Cash Flow Projection/Treasurer's report for the month ended April 30, 2018; the Payroll History Report for the three months ended May 31, 2018; and the Cash Disbursements Report for the month ended May 31, 2018.*

CC 3 RESOLUTION NO. 2018-009, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE AGREEMENTS NECESSARY FOR THE SUSTAINABLE COMMUNITIES STRATEGIES GRANT PROGRAM WITH FUNDS FROM THE STATE OF CALIFORNIA – JUDY VACCARO-FRY

*Recommended Action: Adopt Resolution 2018-009, a Resolution of the Board of Directors of the Antelope Valley Transit Authority authorizing the Executive Director/CEO to execute agreements necessary for the Sustainable Communities Strategy Grant Program with funds from the State of California.*

CC 4 RESOLUTION NO. 2018-010, APPOINTING THE EXECUTIVE DIRECTOR/CEO AS TREASURER AND THE DIRECTOR OF FINANCE AND ADMINISTRATION AS CONTROLLER; DELEGATING INVESTMENT AUTHORITY TO THE TREASURER; ADOPTING A POLICY FOR THE INVESTMENT OF SURPLUS TRANSIT FUNDS FOR FISCAL YEAR 2018/2019; AND RESCINDING RESOLUTION NO. 2017-004 – JAMES MANNIE

*Recommended Action: Adopt Resolution 2018-010, a Resolution of the Board of Directors of the Antelope Valley Transit Authority appointing the Executive Director/CEO as Treasurer and the Director of Finance and Administration as Controller; delegating investment authority to the Treasurer; adopting a policy for the investment of surplus transit funds for Fiscal Year 2018/2019 beginning July 1 2018 through June 30, 2019, and rescinding Resolution No. 2017-004.*

CC 5 RESOLUTION NO 2018-012 AND 2018-013, AUTHORIZING SIGNATORIES FOR THE AVTA'S ACCOUNTS WITH UNION BANK, MUFG AND WELLS FARGO BANK – JAMES MANNIE

*Recommended Action: Approve the list of representatives authorized to deposit and withdraw funds from AVTA's bank accounts with Union Bank, MUFG and investment accounts with Wells Fargo Bank and adopt Resolution No. 2018-012 (Attachment A) and 2018-013 (Attachment B), Resolutions of the Board of Directors of the Antelope Valley Transit Authority authorizing the signatories for the AVTA's accounts with Union Bank, MUFG and Wells Fargo Bank.*

CC 6 TRANSDEV'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN ANNUAL REVIEW – NORM HICKLING

*Recommended Action: Review and approve Transdev's EEO Plan dated May 2018.*

CC 7 MEMORANDUM OF UNDERSTANDING (MOU) WITH CITY OF PALMDALE TO PROVIDE BUS STOP MAINTENANCE SERVICES – LYLE BLOCK

*Recommended Action: Authorize the Executive Director/CEO to execute an MOU (AVTA Agreement No. 2019-01) with the City of Palmdale to provide bus stop maintenance services for a three-year term.*

**NEW BUSINESS (NB):**

NB 1 CONSULTING AGREEMENT WITH LEN ENGEL – ALLISON BURNS

*Recommended Action: Authorize the Executive Director/CEO to enter into the Consulting Services Agreement with Len Engel and adopt Resolution 2018-15.*

NB 2 CONTRACT AMENDMENT 2 UNDER AVTA CONTRACT #2017-37 TO MOORE & ASSOCIATES FOR PLANNING & OPERATIONS SUPPORT SERVICES – LYLE BLOCK

*Recommended Action: Authorize the Executive Director/CEO to execute Contract Amendment 2 for an additional amount of \$75,000, and a six month time extension to Moore & Associates, Santa Clarita, CA, under AVTA Contract #2017-37, to complete additional planning and support services.*

NB 3 AMENDED CLASSIFICATION AND SALARY SCHEDULE – WILLIENE JONES

*Recommended Action: Approve the amended classification and salary schedule.*

**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

Pending Litigation: Edsger Alvarez v. AVTA Summons Case No. BC700987

Benjamin Alfaro v. AVTA Summons Case No. BC701049

- 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 - Existing Litigation: Pursuant to Government Code section 54956.9(a) - Eco Energy Solutions, Inc. dba High Volt Electric v. The Board of Directors of Antelope Valley Transit Authority, et al. LASC Case Number BS 173920
- CS 4 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)  
Consideration of whether to initiate litigation (one potential case)
- CS 5 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)  
Consideration of initiation of litigation (one potential case)
- CS 6 Public Employee Appointment – 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 4 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY RESCINDING RESOLUTION NO. 2018-00714, SECTION 1 – ALLISON BURNS

**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 July 24, 2018 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

**The agenda was posted by 5:00 p.m. on June 21, 2018 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> 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 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



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**Special Meeting of the Board of Directors**

**Tuesday, May 8, 2018**

**10:00 a.m.**

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

[www.avta.com](http://www.avta.com)

Teleconference Location:

Tampa Marriott Waterside  
Business Center

700 S. Florida Avenue, Tampa, Florida

**UNOFFICIAL MINUTES**

**CALL TO ORDER**

Chairman Crist called the meeting to order at 10:03 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

teleconferenced from: Tampa Marriott Waterside – Business Center

700 S. Florida Avenue

Tampa, Florida

## **APPROVAL OF AGENDA**

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

Moved by Director Bishop, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

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

There were no Public Business items presented.

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

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

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

CS 1 Public Employee Appointment – Pursuant to Government Code Sections 54954.5(e) and 54957(b))  
Title: Executive Director/CEO

## **RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 10:06 a.m.

## **RECONVENE TO PUBLIC SESSION**

The Board reconvened to Public Session at 10:32 a.m.

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

Ms. Burns stated that the Board discussed CS 1; there was no reportable action.

**Director Flanagan no longer participated in the meeting after Closed Session.**



**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 10:35 a.m. to the Regular Meeting of the Board of Directors on May 22, 2018 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 26<sup>th</sup> day of JUNE, 2018

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Marvin Crist, Chairman

ATTEST:

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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.



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**Regular Meeting of the Board of Directors**

**Tuesday, May 22, 2018**

**10:00 a.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:03 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 Angela Underwood-Jacobs, Director Michelle Flanagan

Absent

Director Austin Bishop

**APPROVAL OF AGENDA:**

Chairman Crist noted that Len Engel, Executive Director/CEO, will present Special Reports, Presentations, and Requests for Direction Item 2 - Legislative Report for May 2018 and the contract terms may change for New Business Item 6 – Executive Director/Chief Executive Officer Employment Agreement.

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

Moved by Director Underwood-Jacobs, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: Director Bishop

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

James Stouvenel – spoke about issues he is having with booking rides on the Dial-A-Ride service. Norm Hickling, Chief Operating Officer, will investigate the issue.

Fran Sereseres – complimented the City of Lancaster staff for the improvements made to the area around Avenue I and 32<sup>nd</sup> St. E. She also spoke about transportation for veterans to the Los Angeles area, the contractual rate increase for Dial-A-Ride service included in AVTA's Fiscal Year 2018/2019 Proposed Business Plan, and the Northeast Valley Metrolink Transit Center upgrades. Mr. Hickling confirmed that the veterans ride free and that staff is researching adding a stop on the Route 786 – Century City/West Los Angeles to the VA Hospital in Westwood as part of the 2018 summer service changes.

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

**SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR APRIL 2018**

Hector Fuentes, Transdev General Manager, presented plaques to the Employee of the Month Patricia Lewis and Operator of the Month Ahmed Kahn.

**SRP 2 LEGISLATIVE REPORT FOR MAY 2018**

Len Engel, Executive Director/CEO, presented information regarding the formula allocations for fiscal years 2018 and 2019. He stated that Assembly Bill (AB) 2304 – Transit Pass Program and AB2418 – Emerging Technologies California Smart Cities Challenge Grant Program have been referred to the appropriation suspense file. AB1969 – Transportation funds: transportation planning agencies: transit operators: fare revenue ratios: exemptions have been withdrawn at the request of the author. AB3124 – Length Limitations: Buses: bicycle transportation devices will proceed.

The AVTA will receive funds from the Transit and Intercity Rail Capital Program #3 (TIRCP3) grant to use toward the cost of four commuter buses, three transit buses, three transit connection centers, and secondary bus chargers. Therefore, the AVTA will meet its "Green by 2018" goal. There was no discussion regarding this item.

**SRP 3 FISCAL YEAR 2017/2018 (FY18) THIRD QUARTER SYSTEM-WIDE KEY PERFORMANCE INDICATORS (KPI) REPORT (JANUARY 1 – MARCH 31, 2018)**

Norm Hickling, Chief Operating Officer, presented the Third Quarter System-wide KPI report. The Board discussed the farebox recovery ratio and requested staff include a footnote for that indicator that reads veterans, seniors, and disabled passengers ride free. Staff was further directed to add a column comparing AVTA's performance with the performance of peer transit agencies.

**Motion: Receive and file the FY18 Third Quarter System-Wide KPI Report for the period covering January 1 through March 31, 2018.**

Moved by Director Hofbauer, seconded by Director Flanagan

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

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

Nays: None

Abstain: None

Absent: Director Bishop

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF APRIL 24, 2018**

Approve the Board of Directors Regular Meeting Minutes of April 24, 2018.

**CC 2 FINANCIAL REPORTS FOR MARCH AND APRIL 2018**

Receive and file the financial reports for March and April 2018.

**CC 3 FY18 THIRD QUARTER CAPITAL RESERVE REPORT (JANUARY 1 – MARCH 31, 2018)**

Receive and file the FY18 Third Quarter Capital Reserve Report for the period covering January 1 through March 31, 2018.

**CC 4 FY18 GRANT STATUS REPORT THROUGH MAY 14, 2018**

Receive and file the FY18 Grant Status Report through May 14, 2018.

**CC 5 APPROVE MASTER CONTRACT #2018-28 AND FUNDING AUTHORIZATION LETTER WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) FOR TRANSIT LAW ENFORCEMENT SERVICES**

Authorize the Executive Director/CEO to execute two documents for LASD for transit law enforcement services: (1) Master Contract No. 2018-28, for five-year term starting July 1, 2018 through June 30, 2023; and (2)

Funding Authorization Letter in the amount of \$120,000 for Fiscal Year 2018/2019 (FY19).

**CC 6 FISCAL YEAR 2018/2019 (FY19) WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES UNDER CONTRACT #2013-022 WITH VINSA, INC.**

Authorize the Executive Director to purchase insurance for an amount not to exceed \$384,986 under Contract #2013-22 with Vinsa, Inc., Lancaster, CA.

**Motion: Approve the Consent Calendar.**

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

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

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

Nays: None

Abstain: None

Absent: Director Bishop

**NEW BUSINESS (NB):**

**NB 1 FISCAL YEAR 2018/2019 (FY19) PROPOSED BUSINESS PLAN**

Mr. Engel presented the FY19 Proposed Business Plan. The Board discussed the name of the bus service for Antelope Valley College, Dial-A-Ride operating hours, delivery of the electric buses, and the disposition of the buses having reached their useful life.

**Motion: Approve the FY19 Proposed Business Plan.**

Moved by Director Hofbauer, seconded by Director Flanagan

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

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

Nays: None

Abstain: None

Absent: Director Bishop

**NB 2 RANGES AND CLASSIFICATIONS**

Williene Jones, Human Resources and Benefits Coordinator, presented the staff report.

**Motion: Approve the revised salary ranges and position title effective the applicable date.**

Moved by Director Flanagan, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: Director Bishop

### **NB 3 PROPOSED BUS STOP GUIDELINES**

Jim Moore, Planning Consultant, Moore & Associates, Inc. presented the staff report. Director Flanagan requested the following correction (shown in red) be made to Section 1. Bus Stop Placement: Developers are encouraged to support ready access to bus stops near or within their respective developments, such as **openings or gates in** block walls.

**Motion: (1) Adopt the proposed Bus Stop Guidelines with the noted correction; (2) Direct staff to continue to work with the Technical Advisory Committee (TAC) on a Bus Stop Improvement Program for the agency; and (3) Direct staff to identify funding to support the continued improvement of bus stops throughout the Antelope Valley.**

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: Director Bishop

### **NB 4 EXERCISE THE FINAL TWO-YEAR OPTION FOR CONTRACT #2011-032 WITH TRANSDEV FOR FIXED ROUTE TRANSIT OPERATIONS AND MAINTENANCE SERVICES**

The Board waived presentation of the staff report and thanked Transdev for their continued partnership and support.

**Motion: Authorize the Executive Director/CEO to negotiate and execute last two-year option to Contract #2011-032 with Transdev for fixed route operations and maintenance services effective January 1, 2020.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

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

Nays: None

Abstain: None

Absent: Director Bishop

**NB 5 SHARED RESOURCES AGREEMENT BETWEEN THE ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA), FOOTHILL TRANSIT, AND LOS ANGELES DEPARTMENT OF TRANSPORTATION (LADOT) – OPERATIONS AND PARKING OF COMMUTER BUSES IN DOWNTOWN LOS ANGELES**

Mr. Hickling presented the staff report. The Board directed staff to coordinate the installation of a charging station at the parking facility.

**Motion: Authorize the Executive Director/CEO to negotiate and execute a Shared Resources Agreement between the AVTA, Foothill Transit, and LADOT to support the construction and operation of downtown Los Angeles commuter vehicle parking facilities. The facilities will support the operation of zero-emission, battery-electric coaches serving Los Angeles Union Station (Route 785).**

Moved by Director Hofbauer, seconded by Director Flanagan

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

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

Nays: None

Abstain: None

Absent: Director Bishop

**CLOSED SESSION (CS):**

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

Allison Burns, General Counsel, presented the items 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
- CS 6 Public Employee Appointment – Pursuant to Government Code Sections 54954.5(e) and 54957(b))  
Title: Executive Director/CEO

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 10:54 a.m.

**RECONVENE TO PUBLIC SESSION**

The Board reconvened to Public Session at 11:55 a.m.

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

Ms. Burns stated the Board discussed CS 2, 5, and 6 and gave direction to staff and legal counsel. There was no reportable action.



**NB 6 AGREEMENT WITH EXECUTIVE DIRECTOR/CEO – ALLISON BURNS**

Ms. Burns recommended the Board approve the agreement with the Executive Director/CEO subject to non-substantive revisions per the Chairman and legal counsel as well as changes to the base term of the contract, contract extension, severance pay, base salary, R.V. parking, and numbers two (life insurance) and six (California Public Employees' Retirement System (CALPERS) under the fringe benefits section.

**Motion: Approve the Executive Director/CEO Employment Agreement with the noted changes.**

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

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

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

Nays: None

Abstain: None

Absent: Director Bishop

Mr. Macy Neshati, AVTA's new Executive Director/CEO, thanked the Board and stated it is an honor and privilege to serve the Antelope Valley community.

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Report by the Executive Director/CEO Len Engel

Thanked the Board and stated how much he appreciated the opportunity to serve as the Executive Director/CEO of the AVTA.

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

Director Flanagan commented on the need for transfers and requested that staff work on this issue.

Chairman Crist thanked Mr. Engel for his dedication and leadership on behalf of the Board Members.

**ADJOURNMENT:**

The meeting was adjourned at 11:59 a.m. in memory of Christopher Flanagan, Director Michelle Flanagan's son.

The next Regular meeting of the Board of Directors will be held on June 26, 2018 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 26<sup>th</sup> day of JUNE, 2018

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Marvin Crist, Chairman

ATTEST:

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Karen S. Darr, Clerk of the Board

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**DATE:** June 26, 2018  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Financial Reports for April and May 2018

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## **RECOMMENDATION**

That the Board of Directors receive and file the following Financial Reports for April and May 2018:

Fiscal Year-to-Date Budget versus Actual report dated April 30, 2018 (Attachment A); Interim, unaudited Financial Statements for the ten months ended April 30, 2018 (Attachment B); Treasurer's Report for the month ended April 30, 2018 (Attachment C); Payroll History Report for the three months ended May 31, 2018 (Attachment D); Cash Disbursements Reports for the month ended May 31, 2018 (Attachments E).

## **FISCAL IMPACT**

**Payroll:** The May payroll of \$212,548 is lower than the trailing 6 month average for payroll expense by \$19,758 or 8.51%. There was a vacation payout of \$11,203 to a former employee.

**Cash Disbursements:** \$2,099,807.

Interim, Financial Statements (accrual basis): Change in Net Position: \$5,385,374 which includes YTD depreciation expense of \$3,484,228.

## **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 May 2018, exclusive of benefits, payroll taxes and service charges, is shown below.

<b>Payroll Period</b>	<b>Amount</b>	<b>Journal #</b>
05/03/18	\$951.30	PYPKT01105
05/12/18	\$96,326.84	PYPKT01108
05/26/18	\$100,141.26	PYPKT01112
05/30/18	15,128.82	PYPKT01116
<b>Gross Pay, May 2018</b>	<b>\$212,548.22</b>	

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

<b>Register Date</b>	<b>Amount</b>
05/01/18–05/31/18	\$2,099,807

Large items include:

Transdev, Inc. (April, 2018)	1,261,670
Pinnacle Petroleum (fuel – April/May 2018)	289,160
IntelliRide (Dial-A-Ride services for April, 2018)	129,929
Lanair Group LLC – Server Room Storage Array	43,724
ECO Energy Solutions, Inc. – Ebus Charging Station SSOMP	27,317
Mar-Co Equipment Company – Lot scrubber refurbishment	35,037
California Choice (group health insurance – June 2018)	36,107
Rally Auto Group – 3 Full-Size Passenger Vans	96,929
Stradling Yocca Carlson & Rauth – legal services re: Union Matters, Other Matters	62,090
<b>Total of large items selection</b>	<b>\$1,981,963</b>

These items comprise 94.4% of total expenditures for the month.

### **Operating Cash**

Major cash components as of April 30, 2018:

Cash per general ledger	\$22,054,716
Less restricted funds	(21,562,133)
Projected net cash inflows/(outflows) for the following month	5,449,093
Projected cash available for operations in the following month	\$5,941,676

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 April, 2018.

Operating income/(loss) (net of depreciation) was favorable to budget (\$624K).

Revenues were unfavorable to budget by (\$1,320K).

Timing differences: Fare revenue less than budget; timing differences for FTA/Jurisdictional contributions expected to catch up in May-June.

Expenses were favorable to budget by \$1,944K.

Fuel, and general and administrative expenses were less than budget. Measure M expense is budgeted but not accrued on books.

**I, Macy Neshati, Executive Director and CEO of AVTA, declare that the attached reports are accurate and correct.**

Prepared by:

Submitted by:

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James Mannie  
Finance Manager

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Macy Neshati  
Executive Director/CEO

### Attachments:

- A – Budget versus Actual Report as of YTD April 30, 2018
- B – Interim Financial Statements for the ten months ended April 30, 2018
- C – Treasurer’s Report and Cash Flow Projection for the month of April, 2018
- D – Payroll History Report for the three months ended May, 2018
- E – Cash Disbursements Report for the month ended May, 2018

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**BUDGET VS. ACTUALS - OPERATING INCOME STATEMENT**  
For the 10 months ended April 30, 2018

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
<b>REVENUE</b>			
FARE REVENUE	4,583,333	4,187,421	(395,912)
MTA FUNDS	9,263,687	9,069,114	(194,572)
FTA FUNDS	5,479,167	5,200,898	(278,270)
JURISDICTIONAL CONTRIBUTIONS	3,320,237	2,761,080	(559,156)
OTHER REVENUE	156,833	264,869	108,036
<b>TOTAL REVENUE</b>	<b>22,803,256</b>	<b>21,483,382</b>	<b>(1,319,874)</b>
<b>EXPENSES</b>			
CONTRACT SERVICES	13,575,525	13,279,936	295,588
FUEL & ELECTRICITY FOR OPERATIONS	1,934,356	1,886,821	47,535
OTHER OPERATING EXPENSES	282,885	221,131	61,755
WAGES	2,185,537	2,256,601	(71,064)
BENEFITS	820,539	706,576	113,963
LEGAL	93,845	158,869	(65,023)
CONSULTING	90,860	217,108	(126,248)
ADVOCACY	225,771	222,893	2,878
TRAVEL	67,739	63,497	4,242
IT MAINTENANCE & LICENSES	203,757	205,360	(1,603)
UTILITIES	149,086	166,778	(17,692)
GENERAL & ADMINISTRATION EXPENSES	2,483,655	783,923	1,699,732
<b>TOTAL EXPENSES</b>	<b>22,113,555</b>	<b>20,169,493</b>	<b>1,944,062</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>689,702</b>	<b>1,313,889</b>	<b>624,188</b>

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**EXPENDITURES BY DEPARTMENT**  
For the 10 months ended April 30, 2018

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
<b>TOTAL REVENUE</b>	<b>22,803,256</b>	<b>21,483,382</b>	<b>(1,319,874)</b>
<b>EXPENDITURES BY DEPARTMENT</b>			
EXECUTIVE SERVICES	1,741,027	1,817,027	(76,001)
OPERATIONS & MAINTENANCE	16,945,485	16,624,903	320,582
FINANCE	1,086,047	1,109,285	(23,238)
CUSTOMER SERVICE	745,247	618,278	126,970
ALLOCATIONS	1,595,749	(0)	1,595,749
<b>TOTAL EXPENSES</b>	<b>22,113,555</b>	<b>20,169,493</b>	<b>1,944,062</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>689,702</b>	<b>1,313,889</b>	<b>624,188</b>

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**VARIANCES BY DEPARTMENT**  
For the 10 months ended April 30, 2018

		COMMENTS (\$000's)
<b>REVENUE</b>	P	Fare Revenue (\$396)
	T	Operating Contributions (\$559)
	P	Advertising Revenue \$17
	T	MTA Revenues (\$195)
	T	5307 Funds (PM & Operating Support) (\$278)
	P	Other Revenue \$91
<b>EXECUTIVE SERVICES</b>	P	Wages & Benefits \$20
	P	Marketing \$54
	P	Website Maintenance \$9
	P	Printing \$18
	P	Consulting (\$126)
	P	Advocacy \$3
	P	Professional Development \$22
<b>OPERATIONS &amp; MAINTENANCE</b>	P	Wages & Benefits (\$67)
	P	Contract Services (Transdev/IntelliRide) \$296
	P	Fossil Fuel for Fleet Operations \$48
	P	I.T. Categories (incl Software Licensing) (\$2)
	P	Utilities (\$18)
	P	Grantable PM & Operating Support \$73
<b>FINANCE</b>	P	Wages & Benefits (\$52)
	P	Liability, Fire & Other Insurance \$5
	P	Audit \$13
<b>CUSTOMER SERVICE</b>	P	Wages & Benefits \$112
	P	Sponsorships (\$8)
	P	Charitable Contributions \$22
	P	Misc. Special Events \$15
	P	LASD/Private Security (\$25)
<b>ALLOCATIONS (NET OF DEPRECIATION)</b>	T	Contingency (Restricted) & GASB Adjustments \$1596

P = Permanent difference  
T = Timing difference





## STATEMENT OF NET POSITION

	As of April 30, 2018	As of April 30, 2017
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 22,054,716	\$ 20,262,771
Due from other governments	7,423,310	2,792,498
Other receivables	87,208	317,959
Inventory	282,354	262,483
Prepaid items	110,797	83,253
Total Current Assets	29,958,385	23,718,964
<b>NONCURRENT ASSETS</b>		
Capital assets, net of depreciation	52,929,515	47,952,387
Total Assets	82,887,900	71,671,351
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension plan contributions	888,674	626,044
<b>LIABILITIES AND NET POSITION</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	1,957,294	1,796,205
Accrued payroll and related	104,206	103,184
Compensated absences	367,781	410,484
Deferred Revenue - Prop 1B	2,041,754	2,489,080
Other Liabilities	77,214	374,586
Total Current Liabilities	4,548,248	5,173,539
<b>NONCURRENT LIABILITIES</b>		
Net pension plan liability	880,874	629,016
Total Liabilities	5,429,122	5,802,555
<b>Deferred inflows of resources</b>		
Net pension plan assumption differences	142,398	296,364
Unearned Revenue	224,358	6,500
Total deferred inflows of resources	366,756	302,864
<b>NET POSITION</b>		
Invested in Capital Assets	52,929,515	47,952,387
Restricted for Capital Acquisition	6,432,619	5,893,818
Unrestricted	18,618,561	12,345,770
Total Net Assets	\$ 77,980,694	\$ 66,191,977



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

	For the 10 Months ending April 30, 2018	For the 10 Months ending April 30, 2017
<b>OPERATING REVENUES</b>		
Charges for services:		
Passenger fares	\$ 4,187,421	\$ 4,220,237
Total operating revenues	<u>4,187,421</u>	<u>4,220,237</u>
<b>OPERATING EXPENSES</b>		
Purchased transportation services:		
Outside transit contract	13,279,936	12,791,377
Fuel	1,764,853	1,568,079
Other operating costs	795,892	742,466
General and administrative	4,328,811	4,346,544
Total operating expenses, net of depreciation	<u>20,169,493</u>	<u>19,448,467</u>
Operating gain/(loss), net of depreciation	(15,982,071)	(15,228,230)
Depreciation	3,484,228	3,325,889
Total operating expenses	<u>23,653,720</u>	<u>22,774,355</u>
Operating gain/(loss)	<u>(19,466,298)</u>	<u>(18,554,118)</u>
<b>NONOPERATING REVENUES/(EXPENSES)</b>		
Interest Income	88,928	30,944
Local grants - MTA	9,069,114	7,177,223
Federal non-capital grants	5,200,898	6,246,525
Member agency contributions	2,761,080	2,790,537
Grantable expenses	(90,431)	(6,429,265)
Gain/(Loss) on sale of capital assets	-	(144,066)
Other	175,938	331,611
Total nonoperating revenues and expenses	<u>17,205,528</u>	<u>10,003,509</u>
Gain/(Loss) before capital contributions	<u>(2,260,770)</u>	<u>(8,550,609)</u>
<b>CAPITAL CONTRIBUTIONS</b>		
Capital grants	7,252,596	763,434
Member agency contributions	393,550	345,672
Total capital contributions	<u>7,646,146</u>	<u>1,109,106</u>
<b>CHANGE IN NET POSITION</b>	5,385,374	(7,441,504)
<b>NET POSITON, BEGINNING OF PERIOD</b>	<u>72,595,321</u>	<u>73,633,482</u>
<b>NET POSITION, END OF PERIOD</b>	<u>\$ 77,980,694</u>	<u>\$ 66,191,977</u>

**STATEMENT OF CASH FLOWS**

	For the 10 Months ending April 30, 2018	For the 10 Months ending April 30, 2017
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from customers	4,187,421	4,220,237
Non-operating miscellaneous revenue received	175,938	331,611
Cash payments to suppliers for goods and services	(17,876,286)	(19,039,594)
Cash payments to employees for services	(2,941,180)	(2,906,796)
Net cash used in operating activities	<u>(16,454,106)</u>	<u>(17,394,543)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Operating grants received	8,921,167	12,566,150
Contributions received from member agencies	2,825,726	2,528,396
Net cash provided by non-capital financing activities	<u>11,746,893</u>	<u>15,094,547</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Acquisition of capital assets	(256,200)	(1,044,482)
Proceeds received from sale of capital assets	-	(124,624)
Capital grants received	6,898,853	10,046,932
Capital expenses	(90,431)	(6,429,265)
Capital contributions received from member agencies	393,550	345,672
Net cash used in capital and related financing activities	<u>6,945,772</u>	<u>2,794,233</u>
<b>CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:</b>		
Interest received	88,928	30,944
Net cash provided by investing activities:	<u>88,928</u>	<u>30,944</u>
Net increase/(decrease) in cash and cash equivalents	2,327,488	525,181
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>19,727,227</u>	<u>19,737,590</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>22,054,716</u></u>	<u><u>20,262,771</u></u>



## STATEMENT OF CASH FLOWS

	For the 10 Months ending April 30, 2018	For the 10 Months ending April 30, 2017
<b>Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):</b>		
Operating Loss	(19,466,298)	(18,554,118)
<b>Adjustments to Net Cash used in Operating Activities</b>		
Depreciation	3,484,228	3,325,889
Miscellaneous income	175,938	331,611
(Increase) decrease in other receivables	(2,015)	143,007
(Increase) decrease in inventory	-	-
(Increase) decrease in prepaid items	29,562	11,298
(Increase) decrease in deferred outflows of resources	-	-
Increase (decrease) in accounts payable	(1,036,412)	(2,770,027)
Increase (decrease) in due to Federal Transit Administration	-	-
Increase (decrease) in accrued payroll	1,357	104,361
Increase (decrease) in compensated absences payable	(721)	5,737
Increase (decrease) in other liabilities	142,398	1,200
Increase (decrease) in deferred revenue/(Prop 1B)	-	-
Increase (decrease) in net pension liability	-	-
Increase (decrease) in deferred inflows of resources	217,858	6,500
Net Cash used in operating activities	<u>(16,454,106)</u>	<u>(17,394,543)</u>

### Notes

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

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report and Cash Flow Projection**  
**For the Month Ended April 30, 2018**

Investment Type	Description	Beginning Balance	Deposits	Disbursements	Interest	Ending Balance
<b>Cash and Investments Under the Direction of the Treasurer</b>						
Local Agency Investment Fund (LAIF) - Capital Reserve		6,424,629	347,000			\$6,771,629
Interest (earned quarterly)						
Proposition 1B Restricted Fund*		2,135,255		82,916	90	2,052,430
Interest earned for the month						
Union Bank - LCTOP		214,430			9	214,440
Interest earned for the month						
* Deferred revenue, recorded as liability until associated expense incurred.						
<b>TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS</b>		<b>8,774,314</b>	<b>347,000</b>	<b>82,916</b>	<b>100</b>	<b>\$9,038,498</b>
Wells Fargo - Operating Reserves - CDs		997,863		750,000	2,137	250,000
Wells Fargo - Staging		205	2,500	10		2,695
Wells Fargo - Money Market Fund		1,815,925	750,000	2,500	7,515	2,570,940
<b>TOTAL OPERATING RESERVE</b>		<b>2,813,993</b>	<b>752,500</b>	<b>752,510</b>	<b>9,652</b>	<b>\$2,823,635</b>
General, Payroll & Payable Accounts		10,819,020				
Operating Accounts Analysis						
	FTA		-			
	Cash Fares		395,169			
	Vendor Pass Sales Revenue		19,423			
	MTA Revenue		856,923			
	Jurisdictional Contributions		326,787			
	Other Revenue		338			
	Transfer from 1B to Operating		82,916			
	LAIF balance transferred			347,000		
	Cash Disbursement (A/P) for The Month			1,705,948		
	Employee Payroll			189,321		
	Employee Deductions			33,802		
	Employer Payroll Taxes			8,689		
	CalPERS - AVTA paid			22,671		
	CalPERS - GASB 68			-		
	Equipment Lease - TAP card sales machines			-		
	Sales Tax for Quarter Ended June 30, 2015			-		
	Bank Fees			1,312		
	<b>Net Operating Funds</b>	<b>10,819,020</b>	<b>1,681,556</b>	<b>2,308,743</b>	<b>-</b>	<b>10,191,833</b>
	<b>Petty Cash Balance</b>	<b>750</b>				<b>750</b>
<b>TOTAL CASH AND INVESTMENTS</b>		<b>22,408,077</b>	<b>2,781,056</b>	<b>3,144,169</b>	<b>9,751</b>	<b>\$ 22,054,716</b>

I hereby certify that the investment portfolio of AVTA complies with its investment policy and the California Government Code Sections pertaining to the investment of local agency funds, 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 Manager

Macy Neshati  
Executive Director/CEO

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report and Cash Flow Projection**  
**For the Month Ended April 30, 2018**

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM THE REPORT		\$ 22,054,716
<b><u>Less Restricted Funds</u></b>		
Proposition 1B/LCTOP (Deferred Revenue)		(2,266,869)
Operating Reserve (Wells Fargo)		(2,823,635)
Capital Reserve (LAIF)		(6,771,629)
Reserve for BYD Bus Deliveries		(4,000,000)
Restricted for Operations		(5,700,000)
<b>RESTRICTED CASH</b>		<b>(21,562,133)</b>
<b>UNRESTRICTED CASH</b>		<b>\$ 492,583</b>
<b>NET RECEIVABLE AND PAYABLE FOR THE MONTH ENDED APRIL 30, 2018</b>		
<b>Add Accounts receivable:</b>		
FTA funds	\$ 6,478,514	
MTA Revenue	445,555	
Jurisdiction Contributions	153,212	
Vendor Pass Sales/Transporter	433,238	<b>7,510,518</b>
<b>Less Payables &amp; Payroll:</b>		
Accounts Payable & Accrued Invoices	(1,878,454)	
Payroll & Related	(182,971)	<b>(2,061,425)</b>
<b>NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P</b>		<b>5,449,093</b>
<b>PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:</b>		<b>\$ 5,941,676</b>
<b>OPERATING CASH REQUIRED MONTHLY - AVERAGE</b>		<b>\$ 1,800,000</b>
<b>Operating Cash Coverage per Monthly Average:</b>		<b>3.3</b>

**ANTELOPE VALLEY TRANSIT AUTHORITY  
PAYROLL HISTORY REPORT  
MARCH - MAY 2018**

	March Total	April Total	May Total
Number of Pay <u>Periods</u> :	3	2	2
<b><u>EARNINGS</u></b>			
Regular Pay	\$ 266,872.82	\$ 173,444.41	\$ 181,955.45
Overtime Pay	1,828.98	1,760.34	3,271.58
Vacation Pay	4,275.22	5,783.81	8,608.85
Double Time Pay	714.93	-	-
Sick Pay	8,202.90	6,905.71	4,749.60
Final Pay	-	-	-
Bereavement Pay	268.02	-	-
Holiday Pay	11,378.91	106.56	-
Bonus Pay	-	-	-
Floating Holiday Pay	973.68	690.86	141.38
Retroactive Pay	1,798.36	52.65	-
<b>TOTAL, ALL PAY CATEGORIES</b>	<b>\$ 296,313.82</b>	<b>\$ 188,744.34</b>	<b>\$ 198,726.86</b>
Vacation Cash Out	20,266.91	-	12,252.06
Floater Cash Out	666.09	24.86	-
Deferred Income 457	1,514.16	1,009.44	1,261.80
Stipend --- Cell phone reimbursements	922.50	615.00	307.50
<b>TOTAL PAYROLL</b>	<b>\$ 319,683.48</b>	<b>\$ 190,393.64</b>	<b>\$ 212,548.22</b>
<b>Inc(Dec)-Curr month over prev month</b>		<b>\$ (129,289.84)</b>	<b>\$ 22,154.58</b>
<b>% Inc(Dec)-Curr month over prev month</b>		<b>(40.4%)</b>	<b>11.64%</b>



Antelope Valley Transit Authority

# Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2018 - 05/31/2018

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0261 - Admit One Product</b>				
23588	05/16/2018	Dial-A-Ride Tickets	100-1EX-5-G1-9501018	304.30
<b>Vendor V0261 - Admit One Product Total:</b>				<b>304.30</b>
<b>Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC.</b>				
23532	05/02/2018	Agility Recovery Services	100-2FF-5-G1-9401012	230.00
23589	05/16/2018	Back up/Recovery services-Jan 18 bal	100-2FF-5-G1-9401012	230.00
<b>Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total:</b>				<b>460.00</b>
<b>Vendor: V0753 - American Heritage Life Ins.</b>				
23552	05/09/2018	Employee Paid Extended Benefits	100-000-2-B1-4011019	409.28
<b>Vendor V0753 - American Heritage Life Ins. Total:</b>				<b>409.28</b>
<b>Vendor: V1192 - Antelope Valley College</b>				
23553	05/09/2018	CPOS Reimb-April 2018	100-3FS-5-G1-9501037	50.00
<b>Vendor V1192 - Antelope Valley College Total:</b>				<b>50.00</b>
<b>Vendor: V0135 - Aramark Uniform Services</b>				
23533	05/02/2018	Uniform service	100-2FF-5-G1-9401038	218.25
23533	05/02/2018	Uniform service	100-2FF-5-G1-9401038	218.25
23554	05/09/2018	Uniform service	100-2FF-5-G1-9401038	234.59
23617	05/24/2018	Uniform service	100-2FF-5-G1-9401038	236.56
23617	05/24/2018	Uniform service	100-2FF-5-G1-9401038	252.90
<b>Vendor V0135 - Aramark Uniform Services Total:</b>				<b>1,160.55</b>
<b>Vendor: V1052 - Around AV Transit Media</b>				
23590	05/16/2018	Jethawks Allstar Game transit ad removal	100-1EX-5-G1-9501018	60.00
23590	05/16/2018	Jethawks Allstar Game transit ad installation	100-1EX-5-G1-9501018	420.00
23590	05/16/2018	Jethawks Allstar Game ad production - local Kings	100-1EX-5-G1-9501018	657.00
<b>Vendor V1052 - Around AV Transit Media Total:</b>				<b>1,137.00</b>
<b>Vendor: V0244 - AT&amp;T Mobility</b>				
23618	05/24/2018	Mobile charges-4/7/18-5/6/18	100-2FF-5-G1-9401025	237.54
23618	05/24/2018	Fleet wi-fi, 4/7/18-5/6/18	100-2FF-5-G1-9201011	200.05
<b>Vendor V0244 - AT&amp;T Mobility Total:</b>				<b>437.59</b>
<b>Vendor: V0248 - Atkinson, Andelson, Loya, Ruud &amp; Romo</b>				
23555	05/09/2018	General advice	100-1EX-5-G1-9501005	55.00
23619	05/24/2018	General services, as of April 30, 2018	100-1EX-5-G1-9501005	550.00
<b>Vendor V0248 - Atkinson, Andelson, Loya, Ruud &amp; Romo Total:</b>				<b>605.00</b>
<b>Vendor: V0013 - AV Press</b>				
23556	05/09/2018	AV Press Recruitment Customer Service	100-3FS-5-G1-9501027	552.18
<b>Vendor V0013 - AV Press Total:</b>				<b>552.18</b>
<b>Vendor: V0496 - Blue Tarp Financial- Northern Tool</b>				
23534	05/02/2018	Spot Sprayers	600-1XX-5-J1-9909061	379.98
23534	05/02/2018	Hose reel-55788 NSTAR	100-2FF-5-G1-9401038	92.99
23620	05/24/2018	Inspection Camera	100-2FF-5-G1-9401038	209.00
<b>Vendor V0496 - Blue Tarp Financial- Northern Tool Total:</b>				<b>681.97</b>
<b>Vendor: V0239 - BOHN'S Printing</b>				
23557	05/09/2018	Business cards- J Fry & M Perry	100-3FS-5-G1-9501018	87.60
23621	05/24/2018	Travel Training brochures (for Moore & Associates)	100-1EX-5-G1-9501018	153.30
23621	05/24/2018	Travel Training brochures (for Moore & Associates)	100-1EX-5-G1-9501018	547.50
<b>Vendor V0239 - BOHN'S Printing Total:</b>				<b>788.40</b>
<b>Vendor: V0149 - Brinks Incorporated</b>				
23591	05/16/2018	Transportation Service-April 2018-Suppl.	100-3FS-5-G1-9501024	57.49
23591	05/16/2018	Transportation Service-May 2018	100-3FS-5-G1-9501024	609.66
<b>Vendor V0149 - Brinks Incorporated Total:</b>				<b>667.15</b>





Antelope Valley Transit Authority

# Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2018 - 05/31/2018

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V1139 - California Choice</b>				
23535	05/02/2018	C Konisek Health Insurance-COBRA(April,May,June18)	100-000-2-B1-4011013	2,709.45
23535	05/02/2018	Group Health Insurance (EE)- June 2018	100-000-2-B1-4011013	5,983.07
23535	05/02/2018	Group Health Insurance (ER)- June 2018	100-1ZZ-5-G1-9701612	27,414.59
<b>Vendor V1139 - California Choice Total:</b>				<b>36,107.11</b>
<b>Vendor: V1291 - California Employers Council</b>				
23536	05/02/2018	Membership-2018	100-1EX-5-G1-9501006	50.00
<b>Vendor V1291 - California Employers Council Total:</b>				<b>50.00</b>
<b>Vendor: V0723 - Canon Solutions America</b>				
23537	05/02/2018	Customer Service Canpon C5051 Copier 12 Month Agrt	100-2FF-5-G1-9401009	295.47
<b>Vendor V0723 - Canon Solutions America Total:</b>				<b>295.47</b>
<b>Vendor: V0416 - Carquest of Lancaster #7305</b>				
23558	05/09/2018	Synthetic oil	100-2FF-5-G1-9401038	30.65
23558	05/09/2018	Full synthetic oil	100-2FF-5-G1-9401038	89.08
23622	05/24/2018	Oil filter	100-2FF-5-G1-9401038	49.20
<b>Vendor V0416 - Carquest of Lancaster #7305 Total:</b>				<b>168.93</b>
<b>Vendor: V0822 - Cecil Foust</b>				
23623	05/24/2018	Reimb-FAST Users Group Conf, Las Vegas, NV	100-1EX-5-G1-9501019	165.00
<b>Vendor V0822 - Cecil Foust Total:</b>				<b>165.00</b>
<b>Vendor: V1204 - Community Transportation Association</b>				
23624	05/24/2018	CTAA membership	100-1EX-5-G1-9501006	2,375.00
<b>Vendor V1204 - Community Transportation Association Total:</b>				<b>2,375.00</b>
<b>Vendor: V0812 - DeeAnna Cason</b>				
23625	05/24/2018	Parking at Metro-L Block	100-1EX-5-G1-9501019	8.00
23625	05/24/2018	Fuel reimbursement	100-1EX-5-G1-9501019	10.00
23625	05/24/2018	BOS Meeting and Vision 20/20	100-1EX-5-G1-9501019	58.40
23625	05/24/2018	Employee retirement workshop	100-1EX-5-G1-9501019	25.98
23625	05/24/2018	Fare reimb-FTA worshop	100-1EX-5-G1-9501019	45.75
23625	05/24/2018	Safety devise for ED	100-3FS-5-G1-9501009	32.82
23625	05/24/2018	PC Camera for ED use	100-3FS-5-G1-9501009	76.64
<b>Vendor V0812 - DeeAnna Cason Total:</b>				<b>257.59</b>
<b>Vendor: V0154 - Dell Marketing</b>				
23538	05/02/2018	Warranty Renewal for Parts Copier	100-2FF-5-G1-9401012	388.21
<b>Vendor V0154 - Dell Marketing Total:</b>				<b>388.21</b>
<b>Vendor: V1292 - Department of Consumer Affairs</b>				
23559	05/09/2018	Renewal of CPA License - J Mannie	100-1EX-5-G1-9501006	120.00
<b>Vendor V1292 - Department of Consumer Affairs Total:</b>				<b>120.00</b>
<b>Vendor: V0646 - DSL Extreme</b>				
23592	05/16/2018	DSL Service-06/01/2018-07/01/2018	100-2FF-5-G1-9401025	52.83
<b>Vendor V0646 - DSL Extreme Total:</b>				<b>52.83</b>
<b>Vendor: V1123 - Eastside Checks Cashed</b>				
23626	05/24/2018	Phone line reimbursement-April 2018	100-3FS-5-G1-9501037	50.00
<b>Vendor V1123 - Eastside Checks Cashed Total:</b>				<b>50.00</b>
<b>Vendor: V1151 - Eco Energy Solutions, Inc.</b>				
23642	05/30/2018	IFB 2016-28 AVTA EElectric Bus Charging at PTC	600-1XX-5-J1-9909081	13,847.91
23642	05/30/2018	Contract 2016-22 WAVE Lancaster City Park	600-1XX-5-J1-9909081	13,468.76
<b>Vendor V1151 - Eco Energy Solutions, Inc. Total:</b>				<b>27,316.67</b>
<b>Vendor: V0676 - Employment Screening Resources</b>				
23593	05/16/2018	CSR-Employment screening	100-3FS-5-G1-9501027	144.20
<b>Vendor V0676 - Employment Screening Resources Total:</b>				<b>144.20</b>
<b>Vendor: V0489 - Eugene Greene</b>				
23594	05/16/2018	backflow testing and inspection	100-2FF-5-G1-9401005	150.00
23594	05/16/2018	Repairs for onsite backflow devices	100-2FF-5-G1-9401038	344.35
<b>Vendor V0489 - Eugene Greene Total:</b>				<b>494.35</b>



Antelope Valley Transit Authority

# Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2018 - 05/31/2018

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0046 - Federal Express</b>				
23539	05/02/2018	Shipping charges	100-3FS-5-G1-9501010	54.60
23539	05/02/2018	Shipping charges	100-3FS-5-G1-9501010	103.82
23560	05/09/2018	Shipping charges	100-3FS-5-G1-9501010	129.14
<b>Vendor V0046 - Federal Express Total:</b>				<b>287.56</b>
<b>Vendor: V0853 - First Aid USA</b>				
23627	05/24/2018	First aid supplies-Apr-June 2018	100-3FS-5-G1-9501009	1,152.91
<b>Vendor V0853 - First Aid USA Total:</b>				<b>1,152.91</b>
<b>Vendor: V1247 - Fleet-Net Corporation</b>				
23561	05/09/2018	Fleet Management Software Contract 2017-14	600-1XX-5-J1-9910004	1,155.45
<b>Vendor V1247 - Fleet-Net Corporation Total:</b>				<b>1,155.45</b>
<b>Vendor: V0194 - Frontier Communications</b>				
23595	05/16/2018	Telephone service-5/13/18-6/12/18	100-2FF-5-G1-9401025	457.89
<b>Vendor V0194 - Frontier Communications Total:</b>				<b>457.89</b>
<b>Vendor: V0701 - Gotcha Media Holdings LLC</b>				
23540	05/02/2018	Antelope College Campus Kiosk (13)mo. - Library	100-1EX-5-G1-9501003	336.00
23540	05/02/2018	Antelope College Campus Kiosk (13)mo. - SW/F Bs.Ed	100-1EX-5-G1-9501003	315.00
<b>Vendor V0701 - Gotcha Media Holdings LLC Total:</b>				<b>651.00</b>
<b>Vendor: V0125 - Grainger</b>				
23541	05/02/2018	20A GFI outlet	100-2FF-5-G1-9401038	27.58
23541	05/02/2018	Manual float valve	100-2FF-5-G1-9401038	38.27
23541	05/02/2018	Hunter green bus stop paint	100-2FF-5-G1-9401038	62.61
23541	05/02/2018	Air regulator filter bowl	100-2FF-5-G1-9401038	67.05
23541	05/02/2018	Lock out tag out locks	100-2FF-5-G1-9401038	72.40
23541	05/02/2018	Air regulator lubricator bowls	100-2FF-5-G1-9401038	147.67
23562	05/09/2018	Toilet seat cover	100-2FF-5-G1-9401038	80.37
23628	05/24/2018	Bird Repeller	100-2FF-5-G1-9401038	1,046.78
<b>Vendor V0125 - Grainger Total:</b>				<b>1,542.73</b>
<b>Vendor: V1231 - Hanka Advisor LLC</b>				
23596	05/16/2018	Advocacy Consulting Services	100-1EX-5-G1-9501015	5,000.00
<b>Vendor V1231 - Hanka Advisor LLC Total:</b>				<b>5,000.00</b>
<b>Vendor: V0624 - Home Depot Credit Services</b>				
23563	05/09/2018	Courtyard project,Bus stop crew trucks, shop parts	100-2FF-5-G1-9401038	289.79
<b>Vendor V0624 - Home Depot Credit Services Total:</b>				<b>289.79</b>
<b>Vendor: V0474 - Insight- Public Sector</b>				
23564	05/09/2018	Zebra ZXP Series 3 Plastic Card Printer	600-1XX-5-J1-9909072	1,190.73
23597	05/16/2018	Zebra ix Series YMCKO Color Print Ribbon	600-1XX-5-J1-9909072	98.15
23643	05/30/2018	3 YR Extended Warranty for 2 DMS Scanners	100-2FF-5-G1-9401012	325.00
<b>Vendor V0474 - Insight- Public Sector Total:</b>				<b>1,613.88</b>
<b>Vendor: V1057 - IntelliRide</b>				
23598	05/16/2018	Dial-a-ride Service, April 2018	100-000-4-D1-6001400	(9,980.50)
23598	05/16/2018	Dial-a-ride Service, April 2018	100-2FF-5-G1-9001014	122,602.08
23598	05/16/2018	April 2018 ETP Service	100-2FF-5-G1-9401031	13,219.92
23598	05/16/2018	April 2018 DAR Fare Coupons	100-000-4-D1-6001400	4,087.50
<b>Vendor V1057 - IntelliRide Total:</b>				<b>129,929.00</b>
<b>Vendor: V0057 - Interior Plant Designs</b>				
23599	05/16/2018	Plant maintenance/services	100-2FF-5-G1-9401005	220.00
<b>Vendor V0057 - Interior Plant Designs Total:</b>				<b>220.00</b>
<b>Vendor: V0492 - Interstate Battery System</b>				
23629	05/24/2018	Replacement batteries for ERT	100-2FF-5-G1-9401038	468.36
<b>Vendor V0492 - Interstate Battery System Total:</b>				<b>468.36</b>
<b>Vendor: V0157 - Iron Mountain Records Mgmt Inc</b>				
23565	05/09/2018	Offsite shred service	100-2FF-5-G1-9401005	85.73
<b>Vendor V0157 - Iron Mountain Records Mgmt Inc Total:</b>				<b>85.73</b>



Antelope Valley Transit Authority

# Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2018 - 05/31/2018

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0806 - Kelly Alcuran</b>				
23600	05/16/2018	Preparation of Budget for FY 18 (Mid year) and FY	100-1EX-5-G1-9501013	247.50
<b>Vendor V0806 - Kelly Alcuran Total:</b>				<b>247.50</b>
<b>Vendor: V0250 - L.A. County Waterworks</b>				
23542	05/02/2018	Utilities-water-02/13/18-04/12/18	100-2FF-5-G1-9401024	376.07
23542	05/02/2018	Utilities-water-02/13/18-04/12/18	100-2FF-5-G1-9401024	309.96
23542	05/02/2018	Utilities-water-02/13/18-04/12/18	100-2FF-5-G1-9401024	284.55
<b>Vendor V0250 - L.A. County Waterworks Total:</b>				<b>970.58</b>
<b>Vendor: V1290 - LANAIR GROUP, LLC</b>				
23601	05/16/2018	Dell SCv3020 Storage Area Network (SAN)	600-1XX-5-J1-9909072	43,723.82
<b>Vendor V1290 - LANAIR GROUP, LLC Total:</b>				<b>43,723.82</b>
<b>Vendor: V0889 - Len Engel</b>				
23543	05/02/2018	Reimb-VGI Meeting-San Jose, CA	100-1EX-5-G1-9501019	318.98
23543	05/02/2018	Reimb-TIRCP III Sacramento CA meeting	100-1EX-5-G1-9501019	581.23
23566	05/09/2018	Reimb-SCE meeting, Long Beach CA	100-1EX-5-G1-9501019	597.96
23602	05/16/2018	Reimb-APTA Conf-Tampa Fl.	100-1EX-5-G1-9501019	2,796.14
23644	05/30/2018	Reimb-CTA Exec committee meeting-Sacramento CA	100-1EX-5-G1-9501019	647.27
<b>Vendor V0889 - Len Engel Total:</b>				<b>4,941.58</b>
<b>Vendor: V0720 - Mail America 2- Palmdale</b>				
23567	05/09/2018	LIFE Coupons-April 2018	100-3FS-5-G1-9501037	256.00
23567	05/09/2018	LIFE Coupon-March 2018	100-3FS-5-G1-9501037	8.00
<b>Vendor V0720 - Mail America 2- Palmdale Total:</b>				<b>264.00</b>
<b>Vendor: V0916 - Mail America 3</b>				
23603	05/16/2018	CPOS-Feb, March & April 2018	100-3FS-5-G1-9501037	150.00
<b>Vendor V0916 - Mail America 3 Total:</b>				<b>150.00</b>
<b>Vendor: V0169 - Mar-Co Equipment Company</b>				
23604	05/16/2018	scrubber refurbishment	600-1XX-5-J1-9902010	28,000.00
23604	05/16/2018	scrubber refurbishment	600-1XX-5-J1-9909061	7,036.96
<b>Vendor V0169 - Mar-Co Equipment Company Total:</b>				<b>35,036.96</b>
<b>Vendor: V1212 - Master's Refreshment Services</b>				
23568	05/09/2018	Coffee-Sumatra	100-3FS-5-G1-9501009	45.99
<b>Vendor V1212 - Master's Refreshment Services Total:</b>				<b>45.99</b>
<b>Vendor: V0292 - McMaster-Carr Supply Co.</b>				
23569	05/09/2018	Aluminum rectangular tube, hose connector for tank	100-2FF-5-G1-9401038	105.59
23630	05/24/2018	Silicone O ring, etc	100-2FF-5-G1-9401038	92.91
<b>Vendor V0292 - McMaster-Carr Supply Co. Total:</b>				<b>198.50</b>
<b>Vendor: V0783 - Mobile Relay Associates</b>				
23570	05/09/2018	Commuter radio repeater service	100-2FF-5-G1-9401038	1,224.30
<b>Vendor V0783 - Mobile Relay Associates Total:</b>				<b>1,224.30</b>
<b>Vendor: V0626 - Moore &amp; Associates</b>				
23605	05/16/2018	2017-37 Planning & Operational Support Services	100-1EX-5-G1-9501013	9,719.38
<b>Vendor V0626 - Moore &amp; Associates Total:</b>				<b>9,719.38</b>
<b>Vendor: V0987 - OPSEC Specialized Protection</b>				
23544	05/02/2018	Opsec Security-April 2018	100-5CS-5-G1-9501034	4,415.00
<b>Vendor V0987 - OPSEC Specialized Protection Total:</b>				<b>4,415.00</b>
<b>Vendor: V0688 - Our Weekly Publications</b>				
23645	05/30/2018	Advertisement of Procurement Notices	100-3FS-5-G1-9501002	945.00
23645	05/30/2018	DBE Outreach Public meeting	100-3FS-5-G1-9501002	525.00
<b>Vendor V0688 - Our Weekly Publications Total:</b>				<b>1,470.00</b>
<b>Vendor: V1238 - Passantino Andersen Communications LLC</b>				
23646	05/30/2018	Contract No 2017-31-April 2018	100-1EX-5-G1-9501013	3,995.00
<b>Vendor V1238 - Passantino Andersen Communications LLC Total:</b>				<b>3,995.00</b>
<b>Vendor: V0756 - Pierce Heating and Air conditioning</b>				
23545	05/02/2018	Emergency A/C service call	100-2FF-5-G1-9401038	160.00
<b>Vendor V0756 - Pierce Heating and Air conditioning Total:</b>				<b>160.00</b>



Antelope Valley Transit Authority

# Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2018 - 05/31/2018

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0078 - Pinnacle Petroleum Inc</b>				
23546	05/02/2018	Fuel, April 2018	100-2FF-5-G1-9201003	16,051.91
23546	05/02/2018	Fuel, April 2018	100-2FF-5-G1-9201003	21,079.21
23546	05/02/2018	Fuel, April 2018	100-2FF-5-G1-9201003	22,634.51
23546	05/02/2018	Fuel, April 2018	100-2FF-5-G1-9201003	22,380.85
23546	05/02/2018	Fuel, April 2018	100-2FF-5-G1-9201003	22,274.70
23571	05/09/2018	Fuel, April 2018	100-2FF-5-G1-9201003	12,447.55
23571	05/09/2018	Fuel, April 2018	100-2FF-5-G1-9201003	9,941.14
23571	05/09/2018	Fuel, April 2018	100-2FF-5-G1-9201003	22,487.07
23631	05/24/2018	Fuel, April 2018	100-2FF-5-G1-9201003	22,784.28
23631	05/24/2018	Fuel, May 2018	100-2FF-5-G1-9201003	22,915.51
23631	05/24/2018	Fuel, May 2018	100-2FF-5-G1-9201003	22,559.42
23631	05/24/2018	Fuel, May 2018	100-2FF-5-G1-9201003	22,828.65
23631	05/24/2018	Fuel, May 2018	100-2FF-5-G1-9201003	23,484.94
23631	05/24/2018	Fuel, May 2018	100-2FF-5-G1-9201003	25,290.03
<b>Vendor V0078 - Pinnacle Petroleum Inc Total:</b>				<b>289,159.77</b>
<b>Vendor: V1084 - Premier Events Party Rentals</b>				
23641	05/24/2018	Chairs & tables used for L Engel retirement party	100-1EX-5-G1-9501029	217.50
<b>Vendor V1084 - Premier Events Party Rentals Total:</b>				<b>217.50</b>
<b>Vendor: V0521 - RALLY Auto Group, Inc.</b>				
23632	05/24/2018	Documentation fee	600-1XX-5-J1-9909071	240.00
23632	05/24/2018	3 Full size Low roof Passenger Vans	600-1XX-5-J1-9909071	96,602.37
23632	05/24/2018	Electronic filing fee	600-1XX-5-J1-9909071	87.00
<b>Vendor V0521 - RALLY Auto Group, Inc. Total:</b>				<b>96,929.37</b>
<b>Vendor: V1092 - Remix Software, Inc.</b>				
23572	05/09/2018	Remix Enterprise License, Year 3-5/1/18-4/30/19	100-2FF-5-G1-9401012	6,500.00
<b>Vendor V1092 - Remix Software, Inc. Total:</b>				<b>6,500.00</b>
<b>Vendor: V0092 - Safeway Sign Company</b>				
23573	05/09/2018	Bus Stop Signs 14x26 EG w/1160A	100-1EX-5-G1-9501018	744.82
23573	05/09/2018	Bus Stop Signs 14x22 EG w/1160A	100-1EX-5-G1-9501018	591.52
23573	05/09/2018	Bus Stop Signs 14x12 EG w/1160A	100-1EX-5-G1-9501018	343.83
<b>Vendor V0092 - Safeway Sign Company Total:</b>				<b>1,680.17</b>
<b>Vendor: V0649 - Sinclair Printing &amp; Litho., Inc.</b>				
23574	05/09/2018	Local Transit Brochure one sheet (Service Change)	100-1EX-5-G1-9501018	3,281.72
23633	05/24/2018	Commuter Brochure - Spring 2018	100-1EX-5-G1-9501018	2,390.39
<b>Vendor V0649 - Sinclair Printing &amp; Litho., Inc. Total:</b>				<b>5,672.11</b>
<b>Vendor: V0192 - Smith Pipe &amp; Supply</b>				
23606	05/16/2018	Landscape solenoid and weed killer	100-2FF-5-G1-9401038	115.28
23606	05/16/2018	Landscape solenoid and weed killer	100-2FF-5-G1-9401038	91.90
<b>Vendor V0192 - Smith Pipe &amp; Supply Total:</b>				<b>207.18</b>
<b>Vendor: V0403 - Southern California Edison</b>				
23547	05/02/2018	E-bus electricity-Palmdale Clocktower Plaza	100-2FF-5-G1-9201010	384.10
23575	05/09/2018	Electricity-03/20/18-04/19/18	100-2FF-5-G1-9401021	3,823.13
23575	05/09/2018	2 PMC's 5576540 & 5576546 EV Load-April 2018	100-2FF-5-G1-9201012	5,653.35
23575	05/09/2018	Sgt. Owen Park E-bus electricity	100-2FF-5-G1-9201010	162.47
23634	05/24/2018	Clocktower Plaza electricity-4/12/18-5/11/18	100-2FF-5-G1-9201010	375.61
<b>Vendor V0403 - Southern California Edison Total:</b>				<b>10,398.66</b>
<b>Vendor: V0493 - Standard Insurance Company</b>				
23576	05/09/2018	Vision Insurance Premium- April 2018 (Colby)	100-000-2-B1-4011016	9.92
23576	05/09/2018	Vision Insurance Premium (EE)- May 2018	100-000-2-B1-4011016	140.93
23576	05/09/2018	Vision Insurance Premium (ER)-May 2018	100-1ZZ-5-G1-9701616	516.67
23576	05/09/2018	Dental Insurance Premium- April 2018 (Colby)	100-000-2-B1-4011014	63.48
23576	05/09/2018	Dental Insurance Premium (EE)- May 2018	100-000-2-B1-4011014	1,018.19
23576	05/09/2018	Dental Insurance Premium (ER)- May 2018	100-1ZZ-5-G1-9701614	3,413.61
<b>Vendor V0493 - Standard Insurance Company Total:</b>				<b>5,162.80</b>



Antelope Valley Transit Authority

# Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2018 - 05/31/2018

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0477 - Standard Insurance Company</b>				
23647	05/30/2018	Life	100-1ZZ-5-G1-9701811	383.88
23647	05/30/2018	HADV Premium	100-1ZZ-5-G1-9701811	40.00
23647	05/30/2018	Short Term Disability	100-1ZZ-5-G1-9701812	1,342.49
23647	05/30/2018	Long Term Disability	100-1ZZ-5-G1-9701813	832.71
23647	05/30/2018	AD&D	100-1ZZ-5-G1-9701814	76.78
<b>Vendor V0477 - Standard Insurance Company Total:</b>				<b>2,675.86</b>
<b>Vendor: V1275 - Stephen Company</b>				
23577	05/09/2018	Filing fees (Lobbyist Form 635)	100-1EX-5-G1-9501015	202.50
<b>Vendor V1275 - Stephen Company Total:</b>				<b>202.50</b>
<b>Vendor: V1296 - Steven Willibrand</b>				
23635	05/24/2018	Reimb-FAST Users Group Con-Las Vegas NV	100-1EX-5-G1-9501019	196.26
<b>Vendor V1296 - Steven Willibrand Total:</b>				<b>196.26</b>
<b>Vendor: V1170 - Stradling Yocca Carlson &amp; Rauth, A Professional Corporation</b>				
23607	05/16/2018	General service, March 2018	100-1EX-5-G1-9501005	4,208.20
23607	05/16/2018	Special Projects	100-1EX-5-G1-9501005	1,377.00
23607	05/16/2018	Carlos Marsh vs. AVTA	100-1EX-5-G1-9501005	109.50
23607	05/16/2018	Special litigation	100-1EX-5-G1-9501005	15,644.40
23607	05/16/2018	Union Matters	100-1EX-5-G1-9501005	39,119.82
23607	05/16/2018	PERB Dispute	100-1EX-5-G1-9501005	1,631.50
<b>Vendor V1170 - Stradling Yocca Carlson &amp; Rauth, A Professional Corporation Total:</b>				<b>62,090.42</b>
<b>Vendor: V0103 - TCW Systems, Inc.</b>				
23548	05/02/2018	Desktop Microphone	100-2FF-5-G1-9401004	94.17
23548	05/02/2018	Local radio repeater service	100-2FF-5-G1-9401038	500.00
23636	05/24/2018	Local radio repeater service	100-2FF-5-G1-9401038	500.00
<b>Vendor V0103 - TCW Systems, Inc. Total:</b>				<b>1,094.17</b>
<b>Vendor: V1070 - The "G" Crew</b>				
23608	05/16/2018	Labor Compliance for RQ 2017-34	600-1XX-5-J1-9909068	3,875.00
<b>Vendor V1070 - The "G" Crew Total:</b>				<b>3,875.00</b>
<b>Vendor: V0505 - The Customer Service Experts</b>				
23609	05/16/2018	CPOS Blanket Reimbursement	100-3FS-5-G1-9501037	50.00
<b>Vendor V0505 - The Customer Service Experts Total:</b>				<b>50.00</b>
<b>Vendor: V0405 - The Gas Company</b>				
23578	05/09/2018	Utilities-Gas, 3/20-4/18/18	100-2FF-5-G1-9401022	2,163.64
<b>Vendor V0405 - The Gas Company Total:</b>				<b>2,163.64</b>
<b>Vendor: V0904 - Time Warner/Spectrum Business</b>				
23579	05/09/2018	Cable Service 5/11/18-6/10/18	100-2FF-5-G1-9401025	252.08
23610	05/16/2018	Internet service-5/13/18-6/12/18	100-2FF-5-G1-9401025	1,365.00
<b>Vendor V0904 - Time Warner/Spectrum Business Total:</b>				<b>1,617.08</b>
<b>Vendor: V0252 - Transdev, Inc.</b>				
23637	05/24/2018	Valley Power systems-Bus#323-transmission	600-1XX-5-J1-9909075	4,495.00
23637	05/24/2018	Special Service-Answering AVTA phones	100-2FF-5-G1-9001013	124.56
23637	05/24/2018	JARC Commuter Hours-785-786-787-April 2018	100-2FF-5-G1-9001015	19,099.97
23637	05/24/2018	BYD Elect buses, Routes 1,97-Bus#4371&4370-APR 18	100-2FF-5-G1-9001016	17,000.58
23637	05/24/2018	Commuter Recovery STANDBY-April 2018	100-2FF-5-G1-9001013	3,103.62
23637	05/24/2018	Commuter Recovery-April 2018	100-2FF-5-G1-9001013	7,195.62
23637	05/24/2018	Metrolink Assistance-April 2018	100-2FF-5-G1-9001013	816.07
23637	05/24/2018	Local and Commuter Maint and Service, April 2018	100-2FF-5-G1-9001013	1,209,834.77
<b>Vendor V0252 - Transdev, Inc. Total:</b>				<b>1,261,670.19</b>
<b>Vendor: V0660 - Transit Talent</b>				
23580	05/09/2018	Recruitment ad (Director of Finance)	100-3FS-5-G1-9501026	110.00
<b>Vendor V0660 - Transit Talent Total:</b>				<b>110.00</b>
<b>Vendor: V0451 - Tyler Technologies</b>				
23581	05/09/2018	Consulting fees-A/R Migration	100-1EX-5-G1-9501013	93.75
23611	05/16/2018	Consulting-Jason Huddleston-A/R Migration	100-1EX-5-G1-9501013	437.50
<b>Vendor V0451 - Tyler Technologies Total:</b>				<b>531.25</b>



Antelope Valley Transit Authority

# Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2018 - 05/31/2018

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0189 - United Parcel Service</b>				
23549	05/02/2018	Shipping charges	100-3FS-5-G1-9501010	108.00
23612	05/16/2018	Shipping charges	100-3FS-5-G1-9501010	38.45
<b>Vendor V0189 - United Parcel Service Total:</b>				<b>146.45</b>
<b>Vendor: V1267 - United States Bankruptcy Court</b>				
23550	05/02/2018	LA13-38529-NB	100-000-2-B1-4011034	670.61
23613	05/16/2018	LA13-38529-NB	100-000-2-B1-4011034	670.61
<b>Vendor V1267 - United States Bankruptcy Court Total:</b>				<b>1,341.22</b>
<b>Vendor: V0353 - UNUM Life Insurance Co of Amer</b>				
23638	05/24/2018	Long Term Care (EE)	100-000-2-B1-4011024	123.90
23638	05/24/2018	Long Term Care (ER)	100-1ZZ-5-G1-9702618	507.90
<b>Vendor V0353 - UNUM Life Insurance Co of Amer Total:</b>				<b>631.80</b>
<b>Vendor: V0302 - US Bank</b>				
23582	05/09/2018	Folding service change brochures	100-1EX-5-G1-9501018	20.26
23582	05/09/2018	Lodging-Newport Beach meeting	100-1EX-5-G1-9501019	180.32
23582	05/09/2018	Avail meeting-lodging-5/14/2018-5/16/2018	100-1EX-5-G1-9501019	170.08
23582	05/09/2018	Mobility 21 SB 1 Regl Workshop	100-1EX-5-G1-9501019	33.57
23582	05/09/2018	Lancaster Chamber of Commerce breakfast meeting	100-1EX-5-G1-9501019	30.00
23582	05/09/2018	Palmdale Chamber of Commerce meeting	100-1EX-5-G1-9501019	25.00
23582	05/09/2018	AVBOT Luncheon	100-1EX-5-G1-9501019	20.00
23582	05/09/2018	Registration-APTA meeting	100-1EX-5-G1-9501019	825.00
23582	05/09/2018	Reg-CalAct 2018 Spring Conference	100-1EX-5-G1-9501019	495.00
23582	05/09/2018	Airfare to Florida-APTA meeting	100-1EX-5-G1-9501019	1,765.80
23582	05/09/2018	Lancaster Chamber monthly meeting	100-1EX-5-G1-9501019	25.00
23582	05/09/2018	Registration fee-natl Bus Rapid Conference-G Romo	100-1EX-5-G1-9501035	550.00
23582	05/09/2018	2018 LA County Airshow snacks	100-5CS-5-G1-9501029	259.71
23582	05/09/2018	Lodging-Newport beach meeting	100-1EX-5-G1-9501019	574.86
23582	05/09/2018	Lunch meeting with m Crist R Malhi	100-1EX-5-G1-9501019	48.05
23614	05/16/2018	Lodging-Marriott Beach-04/06/2018	100-1EX-5-G1-9501019	574.86
23614	05/16/2018	Brand new flag-spun polyester-Flag poles and more	100-2FF-5-G1-9401004	702.92
23614	05/16/2018	Key replacement-Easy Key	100-2FF-5-G1-9401038	49.35
<b>Vendor V0302 - US Bank Total:</b>				<b>6,349.78</b>
<b>Vendor: V0187 - US Postal Service-Postmaster</b>				
23551	05/02/2018	BRM Permit#25000	100-3FS-5-G1-9501010	225.00
<b>Vendor V0187 - US Postal Service-Postmaster Total:</b>				<b>225.00</b>
<b>Vendor: V0209 - Vinsa Insurance Associates</b>				
23584	05/09/2018	Commercial Property-additional bus stop Insurance	100-3FS-5-G1-9401019	105.00
<b>Vendor V0209 - Vinsa Insurance Associates Total:</b>				<b>105.00</b>
<b>Vendor: V0550 - Waste Management</b>				
23585	05/09/2018	Utilities, Waste- April 2018	100-2FF-5-G1-9401023	1,076.06
<b>Vendor V0550 - Waste Management Total:</b>				<b>1,076.06</b>
<b>Vendor: V0457 - Waxie Enterprises Inc.</b>				
23639	05/24/2018	large can liners	100-2FF-5-G1-9401038	616.79
23639	05/24/2018	premium bath tissue	100-2FF-5-G1-9401038	522.45
23639	05/24/2018	restroom paper towels	100-2FF-5-G1-9401038	365.62
23639	05/24/2018	deodorizing mats	100-2FF-5-G1-9401038	196.67
23639	05/24/2018	small can liners	100-2FF-5-G1-9401038	168.41
23639	05/24/2018	toilet seat covers	100-2FF-5-G1-9401038	88.21
23639	05/24/2018	XL vinyl gloves	100-2FF-5-G1-9401038	72.20
23639	05/24/2018	citrus cleaner	100-2FF-5-G1-9401038	71.10
23639	05/24/2018	time metered deodorizer	100-2FF-5-G1-9401038	67.45
23639	05/24/2018	kitchen paper towels	100-2FF-5-G1-9401038	59.06
23639	05/24/2018	mild detergent	100-2FF-5-G1-9401038	46.65
23639	05/24/2018	bowl cleaner	100-2FF-5-G1-9401038	35.92
23639	05/24/2018	safety googles	100-2FF-5-G1-9401038	34.47
23639	05/24/2018	liquid hand soap	100-2FF-5-G1-9401038	69.07
23639	05/24/2018	foam cups	100-3FS-5-G1-9501009	63.03
<b>Vendor V0457 - Waxie Enterprises Inc. Total:</b>				<b>2,477.10</b>



Antelope Valley Transit Authority

# Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2018 - 05/31/2018

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V1154 - Weideman Group Inc.</b>				
23586	05/09/2018	Advocacy Consulting Services	100-1EX-5-G1-9501015	10,000.00
			<b>Vendor V1154 - Weideman Group Inc. Total:</b>	<b>10,000.00</b>
Payment Number	Payment Date	Description (Item)	Account Number	(None) Amount
<b>Vendor: V0112 - Western Exterminators</b>				
23615	05/16/2018	Exterminator Service, April 2018	100-2FF-5-G1-9401005	102.00
			<b>Vendor V0112 - Western Exterminators Total:</b>	<b>102.00</b>
<b>Vendor: V0124 - Witts</b>				
23587	05/09/2018	Office Supplies	100-3FS-5-G1-9501009	140.12
23616	05/16/2018	Office Supplies	100-3FS-5-G1-9501009	352.40
			<b>Vendor V0124 - Witts Total:</b>	<b>492.52</b>
<b>Grand Total:</b>				<b>2,099,806.55</b>



**DATE:** June 26, 2018

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Resolution No. 2018-009, Authorizing the Executive Director/CEO to Execute Agreements Necessary for the Sustainable Communities Strategies Grant Program with Funds from the State of California

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### **RECOMMENDATION**

That the Board of Directors adopt Resolution No. 2018-009 (Attachment A), a Resolution of the Board of Directors of the Antelope Valley Transit Authority authorizing the Executive Director/CEO to execute agreements necessary for the Sustainable Communities Strategy Grant Program with funds from the State of California.

### **FISCAL IMPACT**

Adopting Resolution No. 2018-009 would authorize the Executive Director/CEO to enter contractual agreements and authorize any other required documents, on behalf of AVTA and the Board of Directors, to proceed with implementation of the Sustainable Communities Strategies grant award requirements.

### **BACKGROUND**

AVTA applied to a Caltrans discretionary notice of funding availability, and was subsequently awarded funds. The AVTA Board is required to adopt Resolution No. 2018-009 in order to approve the project, authorize signatories, and receive the grant award allocation of \$239,961.

Prepared by:

Submitted by:

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Judy Fry  
Grants Administrator

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Macy Neshati  
Executive Director/CEO

Attachment: A – Resolution No. 2018-009



**BOARD OF DIRECTORS  
ANTELOPE VALLEY TRANSIT AUTHORITY**

**RESOLUTION #2018-009**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE AGREEMENTS NECESSARY FOR THE SUSTAINABLE COMMUNITIES STRATEGY GRANT PROGRAM WITH FUNDS FROM THE STATE OF CALIFORNIA.**

**WHEREAS**, the Board of Directors of the Antelope Valley Transit Authority is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

**WHEREAS**, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

**WHEREAS**, the Antelope Valley Transit Authority wishes to delegate authorization to execute these agreements and any amendments thereto;

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the Antelope Valley Transit Authority, authorize the Executive Director/Chief Executive Officer to execute agreements and any amendments necessary with the California Department of Transportation for the Strategic Plan for Integrated Transportation in the Antelope Valley project.

PASSED, APPROVED AND ADOPTED this 26th day of June, 2018.

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

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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



**DATE:** June 26, 2018

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Resolution No. 2018-010, Appointing the Executive Director/CEO as Treasurer and the Director of Finance and Administrative Services as Controller; Delegating Investment Authority to the Treasurer; Adopting a Policy for the Investment of Surplus Transit Funds for Fiscal Year 2018/2019; and Rescinding Resolution No. 2017-004

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## **RECOMMENDATION**

That the AVTA Board of Directors adopt Resolution 2018-010 (Attachment A), appointing the Executive Director/CEO as Treasurer and the Director of Finance and Administration as Controller; delegating investment authority to the Treasurer; adopting a policy for the investment of surplus transit funds for Fiscal Year 2018/2019 beginning July 1, 2018 through June 30, 2019, and rescinding Resolution No. 2017-004.

## **FISCAL IMPACT**

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

## **BACKGROUND**

Prior to the commencement of each fiscal year, the Board of Directors authorizes the deposit and withdrawal of the Authority's Local Agency Investment Fund (LAIF) investments in the State Treasury in accordance with the provisions of Government Code Section 16429. The Investment Policy Statement for FY19 (Attachment A.1) fulfills the California Government Code Section 53646 requirement that each legislative body review and adopt an Investment Policy Statement on an annual basis.

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

Authority's LAIF or Wells Fargo investment accounts in accordance with the Investment Policy Statement.

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

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

The table below is updated with the names of the new Executive Director/CEO and Director of Finance and Administration

<b>CURRENT</b>		<b>PROPOSED</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Marvin Crist	Chair	Marvin Crist	Chair
Dianne Knippel	Vice Chair	Dianne Knippel	Vice Chair
Len Engel	Executive Director/CEO	Macy Neshati	Executive Director/CEO
Colby Konisek	Chief Financial Officer	Judy Vaccaro-Fry	Director of Finance and Administration

Prepared by:

Submitted by:

\_\_\_\_\_  
James Mannie  
Finance Manager

\_\_\_\_\_  
Macy Neshati  
Executive Director/CEO

Attachments: A – Resolution No. 2018-010  
A.1 – Investment Policy Statement  
(Exhibit A to Resolution No. 2018-010)  
B – LAIF Procedure

BOARD OF DIRECTORS

ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2018–010

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY APPOINTING THE EXECUTIVE DIRECTOR/CEO AS TREASURER AND THE DIRECTOR OF FINANCE AND ADMINISTRATION AS CONTROLLER, DELEGATING INVESTMENT AUTHORITY TO THE TREASURER, ADOPTING A POLICY FOR THE INVESTMENT OF SURPLUS TRANSIT FUNDS FOR FISCAL YEAR 2018/2019, AND RESCINDING RESOLUTION NO. 2017-004**

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

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

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

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

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

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

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

**Section 3.** As authorized by Government Code Section 53607, the Board of Directors delegates its investment authority to the Treasurer for FY19, who shall thereafter assume full responsibility for those investment transactions until the delegation of authority is revoked or expires, and shall make a quarterly report of those transactions, in accordance with Government Code Section 53646, to the Board of Directors.

**Section 4.** As required by Government Code Section 53646, the Board of Directors has considered at a public meeting a statement of investment policy, and the Board of Directors hereby adopts that policy, in the form attached as Exhibit "A" to this resolution, to guide the investments of the Treasurer for FY19.

**Section 5.** Resolution No. 2017-004 is rescinded in its entirety.

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

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of June, 2018 by the following vote:

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

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

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

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


ATTEST:

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

APPROVED AS TO FORM:

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

Exhibit A

	<b>Local Agency Investment Fund (LAIF) Policy Statement</b>		<b>Policy No. 000000</b>
	<b>Policy Effective Date:</b> 7/1/2018 – 6/30/2019		<b>Revised on: 6/26/18</b>
	<b>Approved by: Board of Directors</b>		
	<b>Date Approved: 6/26/2018</b>		<b>Page 1 of 14</b>

**1. POLICY**

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

**2. SCOPE**

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

These funds include Operating and Capital Funds.

**3. OBJECTIVE**

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

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

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

- Safety

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

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

- Liquidity

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

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

- Yield

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

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

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

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

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

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

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

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

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

- Executive Director/CEO
- Director of Finance and Administration

## **7. PRUDENCE**

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

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

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

## **8. SAFEKEEPING**

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

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

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



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

## **9. ETHICS AND CONFLICTS**

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

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

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

## **11. INTERNAL CONTROLS**

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

## **12. INVESTMENT PROCEDURES**

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

## **13. REPORTING REQUIREMENTS**

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

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

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

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

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

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

Diversification by Instrument:

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

#### **16. MATURITY SCHEDULING:**

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

#### **17. LONG-TERM PORTFOLIO DIVERSIFICATION**

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

Maturity scheduling shall be timed according to anticipated needs.

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

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

AVTA may invest in the following legal investments as defined in Section 53601 of the California Government Code: 53601. This section shall apply to a local agency that is a city, a district, or other local agency that does not pool money in deposits or investments with other local agencies, other than local agencies that have the same governing body. However, Section 53635 shall apply to all local agencies that pool money in deposits or investments with other local agencies that have separate governing bodies. The legislative body of a local agency having money in a sinking fund or money in its treasury not required for the immediate needs of the local agency may invest any portion of the money that it deems wise or expedient in those investments set forth below. A local agency purchasing or obtaining any securities prescribed in this section, in a negotiable, bearer, registered, or nonregistered format, shall require delivery of the securities to the local agency, including those purchased for the agency by financial advisers, consultants, or managers using the agency's funds, by book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery. For purposes of this section, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the local agency. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase. Where this section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement or securities lending agreement authorized by this section, that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment:

- (a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.
- (b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (d) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the

revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

- (e) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- (f) Bankers acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days' maturity or 40 percent of the Authority's money that may be invested pursuant to this section. However, no more than 30 percent of the Authority's money may be invested in the bankers acceptances of any one commercial bank pursuant to this section.

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

- (g) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):
  - (1) The entity meets the following criteria:
    - (A) Is organized and operating in the United States as a general corporation.
    - (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
    - (C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).
  - (2) The entity meets the following criteria:
    - (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
    - (B) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.
    - (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

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

- (h) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's money which may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the money are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or any person with investment decision-making authority in the budget office, director of finance and administration's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- (i)
  - (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of any securities authorized by this section, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section.
  - (2) Investments in repurchase agreements may be made, on any investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.

- (3) Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:
- (A) The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.
  - (B) The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20 percent of the base value of the portfolio.
  - (C) The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.
  - (D) Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty by way of a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.
- (4) (A) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security may only be made upon prior approval of the governing body of the local agency and shall only be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.
- (B) For purposes of this chapter, "significant banking relationship" means any of the following activities of a bank:
- (i) Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness.
  - (ii) Financing of a local agency's activities.

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

recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency's money that may be invested pursuant to this section.

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



hundred million dollars (\$500,000,000).

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

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

53601.5. The purchase by a local agency of any investment authorized pursuant to Section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Section 5102 of the Financial Code) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

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

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

## **19. DESIGNATED AUTHORIZED INVESTMENTS**

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

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

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

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

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

All securities purchased must be held in safekeeping by AVTA's safekeeping agent, currently Wells Fargo. The securities shall not be held by the dealer or broker from whom they are purchased. Confirmations for all investments will be reviewed for conformity with the actual transactions. All financial institutions, whether investment banks, dealers, commercial banks or savings and loan institutions must be licensed by the National Association of Security Dealers (NASD) and be approved by the


Treasurer before they receive AVTA funds or are able to conduct business with AVTA. Prior to approval, each financial institution will be physically visited by the Treasurer and/or his/her designee to meet with the principals of the firm and to inspect their offices for stability and financial capabilities. Further, these visitations will continue periodically, preferably annually, on an ongoing basis to ensure eligibility (due diligence). All firms with whom AVTA does business will have a strong capital base and be deemed creditworthy before conducting business with such firms. The Treasurer or his/her designee will prescribe minimum standards by which these firms can be judged creditworthy.

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

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

The Director of Finance and Administration/Investment Officer shall be individually responsible for a monthly review of the investment function. This review will consist of:

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

	<b>Local Agency Investment Fund (LAIF) Procedures</b>		<b>Policy No. 00000</b>
	<b>Policy Effective Date: 7/1/2018</b>		<b>Revised on: 6/26/18</b>
	<b>Approved by: Board of Directors</b>		
	<b>Date Approved: 6/26/18</b>		<b>Page 1 of 3</b>

**PURPOSE**

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

**BACKGROUND**

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

AVTA deposits funds with LAIF as an investment instrument.

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

**EXECUTIVE DIRECTOR/CEO AND DIRECTOR OF FINANCE AND ADMINISTRATION**

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

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

Accounting staff prepares a Funds Transfer Memo and provides it to the Director of Finance and Administration for completion.

**PROCEDURE**

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

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

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

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

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

### **Reconciliation**

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

ATTACHMENT: A – Sample LAIF Statement

**ATTACHMENT A**

4/18/2017

Untitled Page



**BETTY T. YEE**

**California State Controller**

**LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE**

Agency Name ANTELOPE VALLEY TRANS AUTH

Account Number 40-19-036

As of 04/14/2017, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2017.

Earnings Ratio		.00002126194403179
Interest Rate		0.78%
Dollar Day Total	\$	488,285,172.72
Quarter End Principal Balance	\$	5,426,621.16
Quarterly Interest Earned	\$	10,381.89

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**DATE:** June 26, 2018

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Resolution No. 2018-012 and 2018-013, Authorizing Signatories for the AVTA's Accounts with Union Bank, MUFG and Wells Fargo Bank

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**RECOMMENDATION**

That the Board of Directors approve the list of representatives authorized to deposit and withdraw funds from AVTA's bank accounts with Union Bank, MUFG and investment accounts with Wells Fargo Bank and adopt Resolution No. 2018-012 (Attachment A) and 2018-013 (Attachment B), Resolutions of the Board of Directors of the Antelope Valley Transit Authority authorizing the signatories for AVTA's accounts with Union Bank, MUFG and Wells Fargo Bank.

**FISCAL IMPACT**

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

**BACKGROUND**

In recognizing the Authority's changes in executive management, the finance staff performed a review of bank account signatories.

Section 3 of Resolution No. 2018-010 (Attachment C) states:

As authorized by Government Code Section 53607, the Board of Directors delegates its investment authority to the Treasurer for FY19, who shall thereafter assume full responsibility for those investment transactions until the delegation of authority is revoked or expires, and shall make a quarterly report of those transactions, in accordance with Government Code Section 53646, to the Board of Directors.

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

CURRENT		PROPOSED	
Name	Title	Name	Title
Marvin Crist	Chairman	Marvin Crist	Chairman
Dianne Knippel	Vice Chair	Dianne Knippel	Vice Chair
Len Engel	Executive Director/Treasurer	Macy Neshati	Executive Director/CEO and Treasurer
Colby Konisek	Director of Finance and Auditor/Controller	Judy Vaccaro-Fry	Director of Finance and Administration/ Controller
Rong Fitzgibbons	Finance Supervisor	James Mannie	Finance Manager

Prepared by:

Submitted by:

\_\_\_\_\_  
James Mannie  
Finance Manager

\_\_\_\_\_  
Macy Neshati  
Executive Director/CEO

Attachments: A – Resolution No. 2018-012, Union Bank, MUFG  
B – Resolution No. 2018-013, Wells Fargo  
C – Resolution No. 2018-010, Local Agency Investment Fund



**BOARD OF DIRECTORS ANTELOPE VALLEY TRANSIT AUTHORITY**

**RESOLUTION NO. 2018-012**

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

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

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

- Marvin Crist, Chairman
- Dianne Knippel, Vice Chair
- Macy Neshati, Executive Director/CEO and Treasurer
- Judy Vaccaro-Fry, Director of Finance and Administration/Controller
- James Mannie, Finance Manager

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

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of June, 2018 by the following vote:

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

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

**BOARD OF DIRECTORS ANTELOPE VALLEY TRANSIT AUTHORITY**

**RESOLUTION NO. 2018-013**

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

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

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

- Marvin Crist, Chairman
- Dianne Knippel, Vice Chair
- Macy Neshati, Executive Director/CEO and Treasurer
- Judy Vaccaro-Fry, Director of Finance and Administration/Controller
- James Mannie, Finance Manager

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

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of June, 2018 by the following vote:

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

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

**BOARD OF DIRECTORS**

**ANTELOPE VALLEY TRANSIT AUTHORITY**

**RESOLUTION NO. 2018–010**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY APPOINTING THE EXECUTIVE DIRECTOR/CEO AS TREASURER AND THE DIRECTOR OF FINANCE AND ADMINISTRATION AS CONTROLLER, DELEGATING INVESTMENT AUTHORITY TO THE TREASURER, ADOPTING A POLICY FOR THE INVESTMENT OF SURPLUS TRANSIT FUNDS FOR FISCAL YEAR 2018/2019, AND RESCINDING RESOLUTION NO. 2016-004**

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

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

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

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

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

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

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

**Section 3.** As authorized by Government Code Section 53607, the Board of Directors delegates its investment authority to the Treasurer for FY19, who shall thereafter assume full responsibility for those investment transactions until the delegation of authority is revoked or expires, and shall make a quarterly report of those transactions, in accordance with Government Code Section 53646, to the Board of Directors.

**Section 4.** As required by Government Code Section 53646, the Board of Directors has considered at a public meeting a statement of investment policy, and the Board of Directors hereby adopts that policy, in the form attached as Exhibit "A" to this resolution, to guide the investments of the Treasurer for FY19.

**Section 5.** Resolution No. 2017-004 is rescinded in its entirety.

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

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of June, 2018 by the following vote:

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

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

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

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

ATTEST:

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

APPROVED AS TO FORM:

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



**DATE:** June 26, 2018

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Transdev's Equal Employment Opportunity (EEO) Plan Annual Review

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## **RECOMMENDATION**

That the Board of Directors review and approve Transdev's Equal Employment Opportunity (EEO) Plan dated May 2018 (Attachment A).

## **FISCAL IMPACT**

The annual review, update, and reaffirmation of Transdev's updated EEO plan is unlikely to result in any fiscal impact.

## **BACKGROUND**

The Board of Directors reaffirmed AVTA's Equal Employment Opportunity (EEO) Statement Policy on January 23, 2018. That action was part of an annual review of the policy to document and clearly communicate that AVTA will provide an equal employment opportunity for all persons and will prohibit discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference, veteran status or any other class as prohibited by federal and/or state law.

As noted at the Board of Director's meeting on January 23, 2018, AVTA's contractor, Transdev, was in the process of updating their EEO Plan with a submittal date of May 2018. Staff reviewed a new updated 2018 EEO report/plan that meets the requirements of the Federal Transit Administration EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Additionally, per AVTA's EEO statement policy, AVTA will continue to review, update, and reaffirm its policy statement and the contractor's EEO plan no later than thirty (30) days after the end of each calendar year. Inquiries concerning this policy may be directed to AVTA's EEO appointed Compliance Officer.

Prepared by:

Submitted by:

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Norman L. Hickling  
Director of Development Services/  
DBE Officer

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Macy Neshati  
Executive Director/CEO

Attachment: A – Transdev's EEO Plan

# **Antelope Valley Transit Authority**

**Operated by  
Transdev Services, Inc.**



## **Equal Employment Opportunity Program**

**May 2018**

## TABLE OF CONTENTS

System Overview.....	3
Statement of Policy.....	4
Internal Dissemination of Equal Employment Opportunity Policy And Programs.....	5
External Dissemination of Equal Employment Opportunity Policy And Programs.....	8
Designation of Equal Employment Opportunity Responsibilities.....	9
Employment Utilization Analysis.....	13
Goals and Timetables.....	15
Assessment of Present Employment Practices.....	18
Internal Monitoring and Evaluation of the EEO Program.....	25

## **SYSTEM OVERVIEW**

Transdev's Antelope Valley operations provides Fixed Route Services to the city of Lancaster and the surrounding Northern Los Angeles Communities. Antelope Valley Transit Authority (AVTA), contracts with Transdev Services, Inc. (Transdev) to operate this service. The Authority is responsible for grant submittals and grant management, as well as sub recipient oversight.

Transdev is a private corporation that delivers the day-to-day operations of the transit system as directed by the Authority, which has delegated the personnel management responsibilities, including the administration of the personnel policies, to Transdev. Such policies are reviewed by the Board and the Board retains oversight through contract provisions and reporting requirements. To maintain the oversight necessary to meet the fiduciary responsibilities involved in the EEO requirements of the Federal Transit Administration (FTA) contract, the responsibility of this program is delegated to the Transdev General Manager, Hector Fuentes.

The following Equal Employment Opportunity Program is for the benefit of all applicants and employees of Transdev. In this Program, the AVTA and Transdev reaffirm their commitment to equal employment opportunity for all applicants and employees regardless of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Equal employment opportunity has been identified as a basic element in the operating philosophy of this organization. This EEO Plan is presented as a statement of commitment and as a guide for future action in meeting equal employment opportunity goals as required by the provisions in the grants contracts with the Federal Transit Administration.

Bus Operators are represented by labor unions, covering over 85% of the Transdev employees. The CBA's have non-discrimination statement and both the Union and the Company are committed to applying rules, benefits, and discipline in a non-discriminatory manner, and in conformance with the principles of equal employment opportunity. All CBA's contains a bona fide seniority system that applies to various employment situations, such as choice of work assignments and layoffs.



## STATEMENT OF POLICY

The Antelope Valley Transit Authority, operated by Transdev is a continuing Equal Opportunity Employer, committed to EEO for all persons, regardless of race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class to create and maintain a qualified and diverse workforce. Transdev is committed to the development of a written non-discrimination program that set forth the policies, practices, and procedures, with goals and timetables, to which Transdev is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request. Transdev will afford equal employment opportunities to employees and applicants, and will not tolerate discrimination based on race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class.

This policy applies to all terms, conditions, employment practices and privileges of employment including recruitment, selection, on-boarding, initial periods of employment, job assignments, training and development, working conditions, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreation programs, termination and separation and other terms and conditions of employment.

Transdev is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

The responsibility for the implementation and monitoring of the EEO Program is assigned to Luz Perkins HR Manager and EEO Officer, who reports directly to Hector Fuentes, General Manager Officer. Within their respective areas of responsibility, all managerial and supervisory personnel are accountable to assure compliance with this policy. However, all management personnel shall share in this responsibility through specific tasks assigned to ensure compliance is achieved. The performance of managers, supervisors, etc., will be evaluated on the success of the EEO Program just as their performance is evaluated on other departmental and organizational goals.

Any applicant or employee has a right to file complaints alleging discrimination to the EEO Officer or office. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

In the event the complaint is related to the Human Resource function, applicants or employees may file their complaint with the Compliance Manager or Regional Director of Human Resources (Phil Isaacs; 480-677-1275), contact Transdev through the Transdev Ethics & Compliance Hotline at 1-866-850-3033 or contact Transdev online from our website at [www.transdevna.com](http://www.transdevna.com).

Transdev understands that achieving EEO goals benefits our corporation through fuller utilization and development of any previously underutilized human resources to achieve appropriate diversity. Transdev policies and practices that support this Equal Employment Opportunity Policy include the following:

- Transdev displays posters regarding equal employment opportunity in areas highly visible to employees.
- All advertising for job applicants include the statement, "*Transdev is an Equal Employment Opportunity (EEO) employer.*"
- All managerial and supervisory personnel will be reminded that their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
- Transdev posts its Unlawful Harassment, ADA and Equal Employment Policy on company bulletin boards.

Employees and applicants are required to report any apparent discrimination or unlawful harassment and/or violations of the ADA. Transdev forbids any form of unlawful harassment for any circumstances as well as any harassment covered under the ADA affecting employees, passengers or others. Complaints are investigated in a prompt and thorough manner and handled as confidentially as possible.

Transdev forbids retaliation against any individual who in good faith files a charge of discrimination, reports harassment or who assists, testifies, or participate in any equal employment proceeding.



Hector Fuentes, General Manager



Date

## **INTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAMS**

Managers and supervisors will be fully informed internally of Transdev's policy by the following actions:

1. Written communication from the General Manager
2. The EEO Program will be referenced in personnel and operations manuals.
3. Meetings with manager and supervisors will be held at least semi-annually to discuss the program, its implementation and progress.
4. The Equal Employment Policy and Unlawful Harassment Policy shall be posted on each official company bulletin board and other conspicuous and accessible locations.
5. The EEO Policy and Unlawful Harassment Policy contain information on contacting the EEO Compliance Manager.
6. All managerial and supervisory personnel will be reminded that their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
7. Providing and supporting career counseling for all employees.
8. Bulletin boards, forms, and advertising used by the organization shall be monitored to ensure that information on equal employment opportunity is included as appropriate and that such materials project the image of Transdev's a fair employer.
9. Labor organizations will be notified of the EEO Program and requested to cooperate in meeting the goals established.
10. Non-discrimination clauses shall be included in all union agreements, and all contractual provisions shall be reviewed to ensure non-discrimination.
11. Non-supervisory staff will be informed of Transdev's policy and program by actions such as:
  - Written Communications from the General Manager

- Inclusion of the EEO Program in employee handbooks and labor contracts
- Posting official EEO posters and policy statement on bulletin boards in conspicuous and accessible locations to include employee lounges and in the Human Resource office.
- The EEO Program will be reviewed and discussed with all employees at least semi-annually at regularly scheduled meetings.
- Meetings with persons with disabilities, minorities and females for program suggestions.
- The organization's EEO Program, Equal Employment Opportunity Policy and Unlawful Harassment Policy are provided to all new employees during the new hire orientation process. Training on these policies is conducted at least annually.

## **EXTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAMS**

1. Each recruiting source to include Employment agencies, unions, educational institutions, minority organizations, persons with disabilities groups, and women's organizations, civil rights organizations, training organizations and others who refer applicants will be advised that Transdev is an equal employment opportunity employer.
2. Any public media sources to include in appropriate public media to include radio, television, newspapers, internet and journals will be utilized as needed, depending on the labor market selected for a qualified and diverse candidate pool.
3. All advertising for job applicants include the statement, *Transdev is an Equal Employment Opportunity (EEO) employer*.
4. Contract proposals and bid specifications shall include the statement that the organization is an equal employment opportunity employer.
5. When employees are pictured in consumer advertising, both minority and non-minority males and females shall be shown.
6. A copy of the Plan will be provided to the local union leader.

## **DESIGNATION OF EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

The General Manager of Transdev's AVTA operation has the overall responsibility for Equal Employment Opportunity. The Administrative Coordinator, who reports directly to the General Manager, is designated as the Equal Employment Opportunity (EEO) Officer. The direct oversight of the EEO Program by the General Manager ensures that responsibilities related to the EEO requirements of the FTA grant contract are met. The specific delineation of EEO responsibilities is detailed below:

### **General Manager**

1. Serves as the primary representative of Transdev and monitors the EEO Program through reports from Human Resources and requested additional information, and ensures compliance with the fiduciary responsibilities involved in the EEO provisions of the FTA grant contract.
2. Reviews the EEO discrimination complaint process, ensuring that complaints are handled in accordance with this Program and general EEO guidelines.
3. Directs the performance of internal evaluations to determine progress in meeting goals, problem areas, and effectiveness of employment practices in ensuring equal employment opportunity.
4. Disseminates directives to management and staff, as necessary, to ensure compliance with the EEO Program.

### **Human Resources Manager**

1. Provides for an uninhibited avenue for applicants and employees to file complaints or raise questions regarding discrimination because of race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class. Ensures that the discrimination complaint process is followed and, as necessary, explains external appeal rights to the complainant, and conducts follow-up reviews to determine if required corrective actions have been taken.
2. Developing and recommending, with the support of Transdev's Corporate Human Resources, EEO Policy, a written EEO program for Transdev employees at AVTA, and internal and external communication procedures.

3. Assisting management in collecting analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals.
4. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
5. Reporting periodically to the General Manager on progress of each unit in relation to the company's goals.
6. Serving as a liaison between the company, Federal, State and local governments, regulatory agencies, minority, disabled and women groups, and other community groups.
7. Assuring that current legal information affecting affirmative action is disseminated to responsible organizations, and other community groups.
8. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials.
9. Concurring in all hires and promotions.
10. Supporting career counseling for all employees
11. Processing employment discrimination complaints
12. Investigates, either in response to a complaint, or at the direction of the General Manager, or at her own discretion, any personnel action affecting employees or applicants for employment to ensure compliance with EEO guidelines and this program. The Administrative Coordinator shall have the right to inspect any personnel files, departmental records, or other records as needed in conducting an investigation or monitoring personnel practices.
13. If a complaint is directed toward Human Resources at the agency, any individual or group will be referred to the Regional Director of Human Resources (Phil Isaacs, 480-677-1275), or Transdev's Ethics & Compliance Hotline at 1-866-850-3033, also available online from our website at [www.transdevna.com](http://www.transdevna.com).
14. Serves as the Equal Employment Opportunity Officer and official liaison between Transdev, its funding client, and any government and/or

regulatory agencies on matters concerning equal employment opportunity.

15. Disseminates information relative to the EEO program to management and staff. Provides technical assistance, information, and explanation of policies and procedures to supervisory personnel to assist them in resolving and avoiding complaints.
16. Disseminates information to any necessary external sources including but not limited to media publications, groups and the internet.
17. Assures that current legal information affecting affirmative action is disseminated to responsible officials.
18. Participates in on-going training to maintain current information regarding EEO requirements and concerns. Retains membership in related professional organization for the same reasons.
19. Named in all internal and external correspondence regarding the EEO Plan.

To ensure the achievement of the above, the Administrative Coordinator/EEO Officer will demonstrate the following:

1. Sensitive to, and with an awareness of, the varied ways in which discrimination occurs.
2. Has a total commitment to EEO program goals and objectives
3. Knowledge of civil rights precepts, policies rules, regulations and guidelines.
4. Sufficient AVTA and ability to work and communicate with others to achieve EEO goals and objectives.

### **All Supervisors, Managers and Executives**

1. Assist in identifying problem areas and establishing company and department goals and objectives.
2. Actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs.



3. Participates actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
4. Holds regular discussions with other managers, supervisors, and employees to assure the company's policies and procedures are being followed
5. Reviews the qualifications of all employees to assure that minorities, people with disabilities, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation.
6. Participates in the review and/or investigation of complaints alleging discrimination.
7. Conducts and supports career counseling for all employees; and
8. Participates in periodic audits to ensure that the work unit is in compliance. For example, EEO posters are properly displayed on official company bulletin boards.
9. Participates in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives.
10. Provides monthly employment data information regarding their department.

# **EMPLOYMENT UTILIZATION ANALYSIS**

## **INTRODUCTION**

Transdev's utilization analysis is comprised of four parts. The Organizational Profile is a description of the workforce as offered by an EEO1 Report which is submitted to the EEOC each year. In this instance the data used is from as of March, 2018. The Job Group Analysis describes the composition and relationship of persons currently employed at AVTA by Transdev. The Availability analysis provides a statistical profile of the Los Angeles metropolitan area's Civilian Labor Force from which Transdev recruits its employees. The final element is a comparison of the current workforce profile compared with the availability of minorities and women in the area's labor market.

The employees in the EEO-4 categories of Craft and Service & Maintenance are employed by Transdev in accordance with the provisions of a collective bargaining agreement with International Brotherhood of Teamsters.

## **AVAILABILITY ANALYSIS**

The availability of labor for this EEO Plan is derived from data compiled by the U. S. Census and made available on its American Fact Finder website. The positions employed by Transdev determine which job categories will be assessed within the local labor market which is defined as the Los Angeles Metropolitan Statistical Area. The American Fact Finder website includes both the numbers and percentages, of the gender and racial/ethnicity as sought by the FTA. The percentage for each of these demographic groups is then imported into the Utilization Chart for each of the job categories for which Transdev has employees.

The EEO 4 categories that Transdev utilizes are: First and Mid- Level Managers, Administrative Support Workers, Craft Workers, Service & Maintenance.

## **UTILIZATION ANALYSIS – 2018**

The new 2018 Workforce Analysis Chart, Transdev's representation of females and minorities exceeds the percentage of those in the available labor market in the overall majority of the job categories and the specified minority groups.

With the 2018 Plan requirement to break down individual racial groups from the previously cumulative Minority, Transdev for the first time in several EEO Plans is identified to have an underutilization in two of the EEO-4 Job categories. With the application of the FTA's new definition of underrepresentation, Transdev's 2018 workforce now has the following areas of underrepresentation.

1. Officials & Administrators: Female – White (2)
2. Skilled Craft Administrative Support: Male - Asian (1)
3. Service & Maintenance: Male - Hispanic (29); Asian (6)  
Female - White (5); Hispanic (23); Asian (7)

## **GOALS AND TIMETABLES**

The goal of Transdev to employ minorities and females in all major job categories, and at all levels whenever possible, consistent with the percentage of minority and female population in the Los Angeles MSA. This has been a Transdev trademark of minority representation in its' hiring and employment practices. With the new FTA methodology additional effort and resources will be delivered to meet the goals identified in the Workforce Analysis Chart. Based on its historical record of meeting or exceeding the representation of minorities and females, Transdev has not engaged in extensive outreach efforts. Based on the 2018 Utilization results, Transdev will expand its outreach efforts to continue to attract and maintain a balanced workforce.

Labor market estimates are derived from the U.S. Census Bureau's 2010 EEO-4 Job Categories by Sex and Race/Ethnicity. This information on general and detailed categories from the civilian labor market reflects the availability of persons in the labor market with the requisite skills for specific occupational categories. This usefulness of this data is limited by the fact that category definitions are not exactly matched with positions within the Transdev workforce. None the less, these figures are the most accurate available and provide important information about the labor market. Transdev regularly recruits from the Los Angeles MSA, with limited exceptions subject to the knowledge, skills and experience required.

Based on the newly identified areas of underrepresentation in this Plan, goals have been set by the new Chart and increased attention to these goals and expanded outreach will be required.

### **Underrepresentation Officials & Administrators – Female; White (2)**

Transdev's current workforce in this category is diverse by race and ethnicity but is uncharacteristically entirely male in January of 2018. This is a significant departure from the prior Plan years when females comprised 40% of the positions in this category. Transdev's recruitment efforts for positions in the category are at least metro-wide and often national in scope. As such, it is thought unlikely that additional outreach would uncover unknown or emerging job markets that heretofore were not identified. None the less, as opportunities become available in future years, specific attention will be exhibited and female will be given every consideration at each level of the recruitment and selection process.

### **Skilled Craft - Asian (1)**

Transdev employs fifteen (15) individuals in the category of Administrative Support, with all fifteen (15) being minority, which is well in excess of the availability of minorities in the labor market. This outcome explained by the overrepresentation of African American and Hispanic males in this job category. Transdev's employment practices has achieved overall numerical goals and diversity, albeit not in the exacting amounts. With this diversity and the very modest underrepresentation, it is considered insufficient to engage in a significant outreach campaign. This outcome supports the position that Transdev's workplace attracts and retains a diverse workforce. Such statistics reinforce the equal opportunity presented to candidates which results in the continued diversity of this category and the overall workforce. Regardless of when and where vacancies in this category might occur, Transdev is committed to hire the best suited candidate for the position and will give every opportunity for females.

### **Underrepresentation Service & Maintenance- Male - Hispanic (29), Asian (6). Female - White (5); Hispanic (23); Asian (7)**

While this category presents opportunities for improvement, the overall representation of minorities actually exceeds that available in the workplace. The outcome results from overrepresentation by male and female African-Americans at AVTA. Based on historical recruitment hiring, there were not a significant number of Hispanic males and females who possess a CDL which is a minimum requirement for a Bus Operator. The continued decline of available CDL qualified employees and the continued increase of CDL and other driving position in the Gig and Home delivery economies is unlikely to change. Recent analysis from Career Builder identify over 450,000 CDL openings nationwide, with only 170,000 candidates. This reduction in the number of available candidates with CDL's at the time of their application is equally applicable in the Lancaster/Palmdale area as Transdev has modified its hiring practices to allow for a conditional offer of employment and in-house CDL training for trainees to pursue the completion of CDL testing. This modification may also benefit minority applicants who could not attain a CDL on their own and could not afford the schooling. In short, Transdev will pursue the goal to increase Hispanic hires, of either gender, the current recruitment process already includes an expansive network to attract candidates regardless of any demographic.

Regardless of future compliance or political issues, whenever an underrepresentation has been identified, Transdev has a strong record of setting, and the achieving goals. This success was the result of analysis of position vacancies and estimated turnover, along with any new positions authorized

for the period of this Plan. This forecasting process is only an estimate but the evidence is in the elimination of every goal established in any prior Plan. Said differently, Transdev has met every goal for female and minority hiring and is expected to continue such effort and outreach in the future. Moreover, the fact that the General Manager is Latino, contributes to the assurance that no systemic denial of equal opportunity is evident or likely.

Transdev expanded recruiting outreach will continue to focus on maintaining female and minority representation in each category for each of the next three years. Transdev will continue to expand its participation in recruitment for former members of the military and for individuals with disabilities. New efforts in the past 3 years have been made to expand Transdev's on-line recruiting, interaction with agencies representing individuals with disabilities and military members who are in transition to the civilian workforce. All assumptions and goals will be reviewed and revised as needed.

Transdev has developed liaisons with local businesses to increase awareness of career opportunities. Local organizations include the educational institutions employment assistance centers, California Department of Employment and Housing, Hire-a-Hero.com, DOD military Job Fairs, Vocational Rehabilitation Centers, Goodwill, and certain public media resources are notified of all position openings as they occur. Transdev has and will continue to actively pursue agencies that work specifically with disadvantaged groups to provide job/career information.

### **Assessment of Prior EEO Plan Goals**

In the development of this plan, prior EEO Plans developed and managed by Transdev for AVTA were reviewed. Historically, Transdev's workforce representation equaled or exceeded the representation of minority and female in all categories, as it would for this Plan under prior measurement methods. No underrepresentation for females or any racial/ethnic category was identified for the Plan covering 2015 -2018.

## **ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES**

The very nature of transportation requires Transdev to recruit personnel with varying levels of skill and ability. Recruitment of positions is done on a local, state and/or national basis, depending on the position.

### **Recruitment and Selection Process**

Transdev actively seeks minorities and women for existing and future employment. A variety of recruitment sources are utilized including, but not limited to:

- California Department of Employment and Housing
- Local U.S. Department of Veterans Affairs
- Goodwill Industries International, Inc.
- Educational Institutions Employment Assistance Centers
- Public media resources
- Online military transition services
- Onsite military Job Fairs
- Transdev also participates in job fairs in the community in addition to notifying minority/female agencies of job openings.
- Transdev's Website, in person outreach and technical outreach to minority, female, military and disability agencies via Direct Employer. The website includes alternatives to the online application process for individuals with disabilities.

Department directors notify the Human Resources Department of any opening which occurs within their department. All openings are posted on Transdev's own website, [www.transdevna.com](http://www.transdevna.com), and additional recruitment resources which vary based on the position and availability. The majority of open positions are posted in-house in concurrence with outside recruitment. This encourages the company's philosophy to promote and recruit from within the organization.

Position openings may be advertised in local publications, news media resources, local social service agencies, training organizations, and websites designed for compliance and outreach, e.g. the California Department of Employment and Housing. Additionally, Transdev utilizes Direct Employer, an online service which provides a single, one-stop access point to post jobs to a diverse candidate group including college/university, including those with predominantly minority and/or female enrollment, veterans, diversity, and affirmative action locations. Job openings are posted for at least five business days, longer if necessary, depending on the position. Employment inquiries from interested parties are also forwarded to Human Resources

from Transdev's customer service. Additionally, Transdev has undertaken, and plans to continue as available, special employment programs that involve minorities and females. For example, summer jobs for underprivileged youths and a college internship program.

Depending on the position, an advertisement will be placed in the local newspaper, Career Builder, Transit Times website and/or the APTA trade journal "Passenger Transport". While the position is open, individuals may apply online at our website. Individuals who express interest by other means, e.g. e-mailed to our office or on-site interest are directed to our website. At the completion of the application period, the profile of each applicant is reviewed and screened for appropriate qualifications.

Those applicants most appropriately qualified are scheduled for screening interviews with a member of Human Resource or the Safety Department. During the initial interview, applicants are given specific information regarding the position for which they applied. If there are any questions regarding their application and/or resume they are asked in the initial interview. For administrative positions, individuals are selected on the basis of their application, interview and reference checks. For those positions which require the operation of a company vehicle, a moving violation report is requested to review the applicant's driving record.

Screening interviews result in qualified candidates being scheduled for a second interview with the department manager, supervisor and/or director. These individuals select the most suitable individual(s) for the position.

Upon an offer of conditional employment, the applicant will then need to authorize and successfully complete a thorough background investigation which includes a pre-employment physical, drug screen, conviction record background check and reference verifications. Certain positions which require a commercial driver's license must satisfy the Department of Transportation's physical regulations, drug screens, MVR and reference checks.

Drug screens must be negative. If the drug screen result is positive, the applicant may only reapply after presenting documentation of an FTA recognized rehabilitation program.

The Employment Practices Chart identifies several areas for Adverse Impact, but pattern is thought to exist based upon gender or ethnic/racial basis. It does verify that the overwhelming number of candidates in all categories are minority, with very comparable hiring for males and females.



## **Promotions**

Transdev encourages all employees to seek upward mobility, with opportunities at their existing location or at any of Transdev's operations in the USA or abroad. With the posting of all position on the website, and communication of same to all employees by postings and verbal communication, Transdev ensures that employees have full knowledge of lateral or upward mobility. Access to such opportunities is available through the traditional application via Transdev's website along with portal on Transdev's Intranet that is accessible only to existing employees. This process assures opportunity for employees while serving the interest of the agency by comparison of internal and external talent.

Any promotion for positions covered by a labor contract, typically those in the Craft category and the Service & Maintenance category are determined based upon seniority of the individual within the bargaining unit. Positions not in the bargaining, primarily those in the Manager and Professional categories are based upon factors other than seniority. The Administrative category includes union and non-union

Very few promotions were evidenced in 2017; The Employment Practices Chart shows no potential Adverse Impact.

## **Compensation Administration**

All positions are classified according to similarities of responsibilities and qualifications. The purpose of this classification is to cluster similar positions to achieve equity within the position and pay equity in regards to wage structure.

In order to maintain a complete, accurate and equitable system, managers are requested to review and/or complete a position description survey as a position changes or departments are reorganized. Reclassification of a position may result if it is determined that changes in the job content are of such significance that a change in position class is warranted.

If an employee feels that the duties and responsibilities presently being performed are not accurately or completely described by the present position classification, this opinion should be brought to the attention of his/her supervisor. The employee may be requested to complete a new

position description questionnaire, which will be reviewed and approved by his/her supervisor and department director. If the department director after reviewing the revised position description questionnaire believes that an evaluation of the position is warranted the department director should notify the Regional Director Resources, who will convene a Job Evaluation meeting with the appropriate persons.

If an employee feels that an evaluation of his/her position was unjustly denied by the department director, the employee may request a hearing with the Administrative Coordinator and/or General Manager.

There is generally one type of pay increment that may be authorized for Transdev administrative personnel, and that is a merit increase based on individual performance as detailed on their performance review. A merit increase in recognition of successful performance of an employee is not automatically granted. Merit increments are awarded by the employee's appropriate functional manager or general manager.

Transdev maintains a compensation administration program, which provides for recognition of, and regard to, differences in individual ability and performance. The fact that an employee has continued to be employed by Transdev is not by itself justification for a salary adjustment. Performance is the key factor, not length of service. The salary and performance of each employee is reviewed at regular intervals. Adjustments are based on individual merit, proper differential with those supervised and equitable relationships with all other salaries within the system. Merit increase vary and are based upon economic conditions.

Operators, which represent 80% of the total workforce, are governed by collective bargaining agreements with the Teamsters. In each labor contract, the rate of pay is identified for each position with increases based upon length of service. Rates are based on incremental service and any increases are provided on the dates contained in the contract.

### **Employee Benefits**

The benefits available to all regular Transdev employees will vary depending on union affiliation which results from negotiated union agreements. Benefits include health insurance, dental insurance, term life insurance, disability programs, paid holidays and sick days, vacation, EAP and a retirement plan.

All benefits are made available on a non-discriminatory basis shortly after their date of hire. Changes in group based coverage are available to each during Annual Enrollment which occurs in the fall of each year.

## **Training**

The Safety and Training department coordinates internal and external training programs for Transdev employees. This area will also disseminate information on training activities to department heads for the employees under their supervision.

Transit Operators initially participate in Transdev's Operator Development Program which was developed by Transdev staff to ensure consistent training is presented to all new hires. After hire, all employees participate in refresher courses on safe operation of their duties, disability sensitivity training and other compliance programs as required by the DOT or Transdev policy.

Managers, Professional and certain Administrative staff participate in the above training with Operators, with additional development programs to include but not limited to Communications, Conflict Resolution, Documentation and Progressive Discipline. Compliance training such as Unlawful Harassment Prevention, DOT Reasonable Suspicion, ADA, EEO and are also presented to leaders on a scheduled basis.

There are specific on-going training programs for Maintenance employees, with a focus on ASE certifications. Virtually all training for non-union positions was compliance oriented.

## **Disciplinary Practices**

All employees hired to fill a permanent full-time position serve a probationary period of six (6) months. The probationary period is a span of time during which an employee is evaluated by his or her supervisor on their performance of duties in their position. Those qualities, which comprise the overall makeup of the employee, include such things as competence, safety performance, attendance, reliability, customer service, trustworthiness, etc. If problems begin to occur, the department director and human resources will counsel the employee.

If at any time during the probationary period an employee is performing in an unsatisfactory manner, has been counseled on these deficiencies and

given the opportunity to correct them, yet does not improve, the employee will be released without recourse. The reasons for separation will be submitted to the appropriate manager and will be placed in the employee's personnel file.

If the employee completes probation and becomes a regular member of the Transdev workforce and begins to perform in an unsatisfactory manner, he/she will be called in by the supervisor to discuss the job performance. A Performance Improvement Plan will be completed, signed by the supervisor and the employee and placed in the personnel file. The employee is given a specific period to improve his/her performance. If, at the end of this time no improvement is detected, the employee is dismissed. If an employee disagrees with the termination he/she may appeal through the human resources director and/or general manager.

Hourly employee's disciplinary and termination procedures are outlined in both the bargaining unit agreement and the Employee Handbook. These two documents describe the disciplinary actions to be taken when dealing with administrative leaves, suspension, loss of pay, verbal and written reprimands and terminations. Limited evidence, without significant pattern, is evident of disparate impact.

### **Shift and Worksite Assignment**

Practices in this area vary with different categories of employment, and by department. General offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday; most employees work on this schedule. Other non-contract personnel (such as supervisors in charge of transit operators and tellers required to work weekend hours) choose work schedules on the basis of seniority.

Transit Operators are assigned to routes at the time of hire based upon the openings at the time. Hours of work and routes are chosen by seniority. A review of employment data indicates that each station employs females and minorities at similar rates.

Employees are generally hired to work a night, weekend or split shift assignment and then move to weekday and/or day shifts based upon ability and seniority as openings occur.

## **Layoff and Recall**

Employees covered by a labor agreement have defined provisions for layoff and recall. The Teamster agreement is primarily based on seniority, a list of which is compiled by the company and reviewed regularly with the union.

Any decision for layoff for employees not covered by a labor agreement would include a review of the competencies demanded of each position and the reviewed competencies of each individual. Once the organizational needs have been determined, these competencies will be considered to identify employees for any reduction in force.

No layoffs have occurred in the prior 6 years and none is imminent.

## **INTERNAL MONITORING AND EVALUATION OF THE EEO PROGRAM**

The EEO Officer has the responsibility for developing and preparing the formal documents of the AAP. The EEO Officer is responsible for the effective implementation of the EEO Plan; however, responsibility is likewise vested with each department manager and supervisor. Transdev's audit and reporting system is designed to:

- Measure the effectiveness of the AAP/EEO program.
- Document personnel activities.
- Identify problem areas where remedial action is needed.
- Determine the degree to which Transdev AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure non-discrimination and equal employment opportunity for all individuals without regard to their color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class:

- Recruitment, advertising, and job application procedures.
- Hiring, promotion, transfers, upgrading, award of tenure, layoff, recall from layoff.
- Rates of pay and any other forms of compensation including fringe benefits.
- Job assignments, job classifications, job descriptions, and seniority lists.
- Sick leave, leaves of absence, or any other leave.
- Training, apprenticeships, attendance at professional meetings and conferences.
- Disciplinary actions, terminations, suspensions, and demotions.
- EEO complaints.
- Any other term, condition, or privilege of employment.

The following documents are maintained as a component of Transdev's internal audit process:

1. An applicant flow log showing the date of application, position applied for, applicant's name, referral source/ race, sex, veteran status/ interview status and action taken for all individuals applying for job opportunities;

2. Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification;
3. Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each job group;
4. Maintenance of employment applications (not to exceed one year); and
5. Records pertaining to Transdev's compensation system (maintained by payroll department).

Transdev's audit system includes periodic reports which document Transdev's efforts to achieve EEO responsibilities. Department Managers and Supervisors are asked to report any current or foreseeable EEO problems and are asked to outline their suggestions or recommendations for solutions. If problems arise, the Department Manager is to report such concerns to the EEO Office. During the reporting period, the following will occur on an annual basis.

1. The EEO Officer will discuss any problems relating to significant rejections, EEO charges, etc. with the General Manager; and
2. The EEO Officer will report the status of Transdev's AAP goals and objectives to the General Manager. The EEO Officer will recommend remedial actions for the effective implementation of the EEO Plan.

The EEO Officer will meet on at least an annual basis with the General Manager, and any recommended top management, to review the effectiveness of the Plan and submit recommendations, as necessary, regarding changes or improvements. The EEO Office is empowered to then develop and implement any changes to practice or policy needed within the Company to more effectively address/implement the goals, guidelines, and commitments set forth in the Plan.

### **Complaint Processing**

The EEO Officer is responsible for managing the EEO compliance functions for Transdev's AVTA location. Transdev has developed and implemented policies and procedures for addressing complaints of discrimination:

- Transdev Unlawful Harassment Policy

- Transdev Business Code of Conduct Policy
- Due Process Policy

Additionally, internal information on discrimination complaints received by Transdev's maintained by the Regional Director Human Resources. All applications are initially made online and demographic information is monitored via an on-line Applicant Tracking System. The information is periodically reviewed for departmental trends and to identify any problem areas of need. The information is provided to the General Manager for consideration.

Turnover activity by race and gender has been for tracked and is available for analysis as needed. All the systems serve as means to self-audit and monitor Transdev's performance and progress in meeting its EEO goals and objectives. They also serve to identify problem areas and develop customized solutions/responses to areas of need.

### **Complaints filed**

Transdev has not received any complaints of discrimination filed with any Federal, State or Local agency since January 1, 2015.





**DATE:** June 26, 2018

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Memorandum of Understanding (MOU) with the City of Palmdale to Provide Bus Stop Maintenance Services

---

## **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute an MOU (AVTA Agreement No. 2019-01) with the City of Palmdale to provide bus stop maintenance services for a three-year term.

## **FISCAL IMPACT**

This MOU will result in gross revenues totaling \$83,210 in FY19, and increasing by 2.5% annually through FY21 (Attachment A). Local matching funds to perform bus stop maintenance services will be provided by the City of Palmdale.

## **BACKGROUND**

On April 27, 2010, the Board approved an MOU with the City of Palmdale, whereby the Authority has been performing daily maintenance to all bus stop locations within the City of Palmdale. Three employees of the Authority currently perform those tasks. Tasks include, but are not limited to, graffiti removal, touch-up painting, garbage removal, power washing, etc. The current MOU expires on June 30, 2018.

It is estimated that the ongoing operational expenses could cost the City of Palmdale approximately \$193,834 annually to maintain all of their bus stops. Authority staff has reviewed the administrative, equipment and labor costs, and grant funding available and found an estimated savings of \$110,271 would be realized by the City of Palmdale, if services provided by the Authority were continued. Staff recommends an increase of 2.5% per year through the term of the agreement. Calculations regarding the financial impact of this agreement have been incorporated into the Authority's FY19 Business Plan.

The service amounts for each year of the contract are listed below.

FY19	FY20	FY21
\$83,210	\$85,290	\$87,422

Based upon all the cost and funding information available, staff is recommending the Board approve an MOU with the City of Palmdale not to exceed three years.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement Officer

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Macy Neshati  
Executive Director/CEO

Attachment: A – Bus Stop Maintenance Three-Year Proposal

**BUS STOP MAINTENANCE  
MEMORANDUM OF UNDERSTANDING**

This Bus Stop Maintenance Memorandum of Understanding (“MOU”) is dated July 1, 2018, and is entered into by and between the Antelope Valley Transit Authority (“AVTA”) and the City of Palmdale (“City”).

**RECITALS**

- A. AVTA is a joint powers authority of which City is a member jurisdiction.
- B. The parties desire to memorialize the terms under which AVTA will provide trash removal, washing, cleaning, and graffiti removal and paint touchup services (collectively, “Maintenance Services”) for AVTA vehicle bus stops located in City’s territory (“Bus Stops”).

The parties therefore agree as follows:

Section 1. Maintenance Services. AVTA shall provide the Maintenance Services for the Bus Stops to the extent needed. Bus Stops require the following Maintenance Services to ensure adequate cleanliness is maintained: 1) Pressure wash all amenities a minimum of twice per month (more frequently on busier routes); 2) Trash removal services will be provided twice per week; and 3) Graffiti removal and paint touchup services will be performed as needed. During the summer months, more frequent service may be necessary. AVTA shall provide a contact phone number as a hotline for maintenance issues and post the number at all Bus Stops.

Section 2. Term. The term of this MOU shall be three (3) years, unless earlier terminated. Either party may terminate this MOU for convenience upon thirty (30) days written notice to the other party.

Section 3. Compensation.

3.1 Amount. City agrees to compensate AVTA for the Maintenance Services, and AVTA agrees to accept in full satisfaction for the Maintenance Services, annual payment as follows:

Fiscal Year 2018/2019	\$83,210
Fiscal Year 2019/2020	\$85,290
Fiscal Year 2020/2021	\$87,422

3.2 Payment. AVTA shall submit quarterly invoices to City for the Maintenance Services. City shall remit payment within thirty (30) days after receipt of each invoice.

Section 4. Indemnification.

4.1 AVTA Obligation. AVTA shall indemnify City and its officers, employees, agents and elected and appointed boards for any loss, claim, demand, cause of action, cost, expense, damage, obligation or liability which arises out of or is in any way connected with the performance of the Maintenance Services by AVTA or its contractors or subcontractors, including any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of AVTA, its contractors or subcontractors. At their own expense, AVTA and, as applicable, any contractors or subcontractors working on its behalf, shall defend any suit, claim or action against City founded upon such loss, claim, demand, cause of action, cost, expense, damage, obligation or liability. At all times during the term of this MOU, AVTA and any contractors or subcontractors working on its behalf shall maintain at their sole cost Comprehensive General Liability Insurance applicable on an occurrence basis, with limits no less than one million dollars (\$1,000,000.00) per person/occurrence and in the aggregate. AVTA and any contractors or subcontractors working on its behalf shall name City, its officers, employees, and elected and appointed boards as additional insureds under the policy.

4.2 City Obligation. City shall indemnify, defend and hold harmless AVTA and its Directors and employees from any claim, demand, damage, liability, loss, cost or expense for any damage whatsoever (including death or injury to any person and injury to any property) resulting from willful misconduct, negligent acts, errors or omissions of City or City's officers, employees, agents or subcontractors in connection with the condition of the Bus Stops, except as it relates to Maintenance Services.

4.3 Survival. The parties' covenants under this Section shall survive the termination of this MOU.

Section 5. Notices. Any notice to be given by the parties hereto will be by certified mail, return receipt requested, and will be as follows:

If to the City:

City Manager  
City of Palmdale  
38300 Sierra Highway  
Suite A  
Palmdale, CA 93550

All notices shall be copied to:

City Attorney  
City of Palmdale  
38300 Sierra Highway  
Suite C  
Palmdale, CA 93550

If to AVTA:

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

Section 6. Acknowledgment. The parties acknowledge that neither the execution of this MOU nor AVTA's performance of the Maintenance Services is intended to result in, or shall be construed as resulting in, a transfer to AVTA of the ownership or control of the Bus Stops.

Section 7. Entire Agreement. This MOU represents the entire integrated agreement between the parties regarding Maintenance Services. This MOU supersedes all prior negotiations, representations or agreements, either written or oral regarding Maintenance Services. This MOU may be amended only by written instrument signed by the parties.

IN WITNESS WHEREOF, the governing bodies of the parties have authorized this MOU to be executed.

"AVTA"  
Antelope Valley Transit Authority

"CITY"  
City of Palmdale

By: \_\_\_\_\_  
Macy Neshati, Executive Director/CEO

By: \_\_\_\_\_  
James C. Ledford, Mayor

APPROVED AS TO FORM:

ATTEST:

By: \_\_\_\_\_  
Allison Burns, General Counsel

By: \_\_\_\_\_  
Rebecca J. Smith, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Wm. Matthew Ditzhazy, City Attorney



**DATE:** June 26, 2018

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Consulting Services Agreement with Len Engel

---

### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to enter into the Consulting Services Agreement with Len Engel and adopt Resolution 2018-15.

### **FISCAL IMPACT**

It is anticipated that the Consulting Agreement will cost \$60,000. This contract is currently budgeted in the FY 2018/2019 Business Plan.

### **BACKGROUND**

In order to ensure continuity during the ongoing critical phase of the transition to a fully electric fleet, staff recommends entering into a Consulting Agreement with former Executive Director/CEO Len Engel to provide knowledge and expertise to assist in all aspects of the transition; provide historical knowledge and expertise with respect to grants and warranties; provide connections to unique industry-specific relationships helpful in completing the transition and furthering the interests of AVTA; provide liaison services to stakeholders on a regional and national basis, and to third parties assisting in the transition and in furthering the interests of AVTA.

Prepared and Submitted by:

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Allison E. Burns  
General Counsel

Attachment: A – Resolution No. 2018-015  
A.1 – Contract – Len Engel

**BOARD OF DIRECTORS**

**ANTELOPE VALLEY TRANSIT AUTHORITY**

**RESOLUTION NO. 2018-015**

**RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION**

Government Code sections 7522.56 and 21224

WHEREAS, in compliance with Government Code section 7522.56 the Antelope Valley Transit Authority must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Len Engel, CalPERS ID 1174288395, retired from Antelope Valley Transit Authority in the position of Executive Director/CEO, effective May 31, 2018; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is November 28 without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Board of Directors, the Antelope Valley Transit Authority and Len Engel certify that Len Engel has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Antelope Valley Transit Authority has approved an independent contract with Len Engel to perform the duties specified in that contract for the Antelope Valley Transit Authority based upon his specialized skills needed to perform work of limited duration pursuant to Government Code section 212224, to wit, implementing the electrification of Antelope Valley Transit Authority's bus fleet and other services described in the Consulting Services Agreement of even date herewith;

WHEREAS, the entire Consulting Services Agreement between Len Engel and the Antelope Valley Transit Authority has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this independent contractor agreement have been or will be placed on a consent calendar; and

WHEREAS, the independent contractor shall be limited to 880 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$199,136 annually and the hourly equivalent is \$95.74, and the minimum base salary for this position is \$153,181 annually and the hourly equivalent is \$73.64; and

THEREFORE, BE IT RESOLVED THAT the Antelope Valley Transit Authority hereby certifies the nature of the independent contractor relationship of Len Engel as described herein and detailed in the attached Consulting Agreement and that this appointment is necessary to fill the critically needed role of implementation of the electrification of the Antelope Valley Transit Authority bus fleet by June 26, 2018 because the electrification of the bus fleet is well underway and the absence of expertise and institutional knowledge held by Len Engel would severely and negatively impact Antelope Valley Transit Authority's ability to timely achieve full fleet electrification.

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of JUNE, 2018.

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

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

Attachment – Contract – Len Engel



**CONSULTING SERVICES AGREEMENT**

This CONSULTING SERVICES AGREEMENT (this “Agreement”) is dated as of June \_\_, 2018 (the “Effective Date”) and is entered into by and between LEN ENGEL (“ENGEL”), and ANTELOPE VALLEY TRANSIT AUTHORITY (“AUTHORITY”).

**RECITALS:**

**WHEREAS**, ENGEL served as the Executive Director/CEO of AUTHORITY from July, 2015 until his retirement on May 31, 2018; and

**WHEREAS**, AUTHORITY desires to retain ENGEL’s services, knowledge and expertise following his retirement in order to complete its transition to a fully-electric bus fleet (the “Transition”); and

**WHEREAS**, ENGEL desires to provide AUTHORITY with certain Consulting Services related to the Transition, on the terms and subject to the conditions set forth in this Agreement; and

**NOW, THEREFORE**, in consideration of the mutual covenants, agreements, representations, and warranties contained in this Agreement, the parties agree as follows:

**AGREEMENT:**

1. **INDEPENDENT CONTRACTOR STATUS.** The parties intend that ENGEL, in performing the services herein specified, shall act as an independent contractor, and shall have control of the work and the manner and means in which it is performed. AUTHORITY is not authorized to exercise control over the work to be performed by ENGEL herein. ENGEL is not to be considered an agent or employee of AUTHORITY and is not entitled to participate in any pension plans, insurance, bonus or similar benefits AUTHORITY provides its employees.

2. **CONSULTING SERVICES.** AUTHORITY hereby retains ENGEL to perform, and ENGEL hereby agrees to perform, the Consulting Services pursuant to the terms and conditions of this Agreement and as more particularly described in the Scope of Work attached hereto as Attachment 1 (“Scope of Work”). For purposes of this Agreement, Consulting Services shall mean and include: providing knowledge and expertise to assist in all aspects of the Transition; providing historical knowledge and expertise with respect to grants and warranties; providing connections to unique industry-specific relationships helpful in completing the Transition and in furthering the interests of AUTHORITY; providing liaison services to stakeholders on a regional and national basis, and to third parties assisting in the Transition and in furthering the interests of AUTHORITY; providing the services described in the attached Scope of Work; and such other services as are reasonably necessary to assist AUTHORITY during the Term of this Agreement. All consulting services shall be rendered only after the AUTHORITY has issued a task order to ENGEL. The task order shall clearly state the items to be studied or evaluated, and the format of the deliverable anticipated by the AUTHORITY. ENGEL shall not, under any circumstances, work more than 880 hours in any fiscal year pursuant to this AGREEMENT.

3. **EFFECTIVE DATE, TERM AND CONDITIONS.** This Agreement shall be effective as of the Effective Date and shall remain in effect until May 31, 2019 (the “Term”), unless terminated earlier

by either party pursuant to Section 7 hereof.

4. **COMPENSATION.** Compensation for the Consulting Services provided pursuant to this Agreement shall be Sixty Thousand Dollars (\$60,000.00) payable to ENGEL in four (4) equal installments of \$15,000.00, to be paid on August 30, 2018, November 30, 2018, February 30, 2019 and May 31, 2019, respectively.

5. **REIMBURSEMENT FOR TRAVEL.** AUTHORITY will reimburse ENGEL for any travel expenses incurred for the purpose of carrying out the Consulting Services. ENGEL shall secure written approval of any and all travel expenses prior to incurring the same.

6. **COVENANTS.**

A. **AUTHORITY.**

(i) **Access to Personnel.** AUTHORITY will cooperate with ENGEL by providing opportunities to consult with AUTHORITY personnel as ENGEL deems reasonably necessary to perform the Consulting Services.

(ii) **Information.** AUTHORITY agrees to provide on a timely, diligent and accurate basis, and to the best extent possible, all necessary information reasonably requested by ENGEL for the purpose of performing the Consulting Services.

(iii) **Additional Professional Services.** AUTHORITY agrees to provide or authorize additional professional services (e.g., legal counsel, paying agent) as ENGEL and AUTHORITY deem reasonably necessary to complete the Consulting Services.

(iv) **Further Assurances.** AUTHORITY agrees to take such further actions as may be necessary or appropriate to effectuate, carry out and comply with all of the terms of this Agreement and the transactions contemplated hereby.

B. **ENGEL.**

(i) **Compliance with Laws.** ENGEL shall, at all times, comply with all laws, rules and regulations related to the subject matter of this Agreement and to which ENGEL is subject.

7. **TERMINATION.**

*This Agreement may be terminated prior to the conclusion of the Term as follows:*

(i) At any time by mutual written consent of the Parties.

(ii) At any time, by either party, without cause. Notice of termination pursuant to this Section may be provided by the requesting party in writing and becomes effective fifteen (15) days after confirmed receipt by the other party.

Upon early termination of this Agreement for reasons other than cause, AUTHORITY will pay, within thirty (30) days after such termination, pro-rated compensation according to the work completed by ENGEL at the time of termination. Upon termination of this Agreement for any reason, Confidential Information (as defined below) shall remain protected and confidential.

8. **LIMITATION OF LIABILITY.**

A. **ENGEL Liability.** ENGEL shall be liable for damages in connection with this agreement for which he is finally determined to be liable.

B. **AUTHORITY Liability.** The parties agree that AUTHORITY's officers, directors, agents, and employees shall not be personally liable to ENGEL for any damages in connection with this Agreement. AUTHORITY shall be solely liable for any finally determined damages in connection with this Agreement for which AUTHORITY is deemed liable.

C. **Survival of Liability.** The provisions of this Section 8 shall survive the expiration or termination of this agreement.

9. **CONFIDENTIALITY OF INFORMATION.** It is mutually agreed that ENGEL shall regard all information received during the performance of services pursuant to this Agreement ("Confidential Information") as confidential and shall not disclose Confidential Information to any other person without prior consent of AUTHORITY. Confidential Information shall not include information that: (i) is, as of the time of its disclosure, or thereafter becomes, part of the public domain through a source other than ENGEL; (ii) is independently developed by ENGEL; or (iii) is subsequently learned from a third party not under a confidentiality obligation to AUTHORITY. In addition, ENGEL shall be entitled to disclose Confidential Information to the extent such disclosure is requested by the order of a court of competent jurisdiction, administrative agency, or other governmental body, provided that ENGEL shall provide prompt, advance notice thereof to enable AUTHORITY to seek a protective order or otherwise prevent such disclosure. The confidentiality obligations of ENGEL shall survive the expiration or termination of this Agreement.

10. **ADDITIONAL MATTERS.**

A. **Governing Law; Jurisdiction.** It is expressly understood and agreed that this Agreement and all questions arising hereunder shall be construed according to the laws of the State of California, without giving effect to conflicts of law principles. All actions or proceedings arising directly or indirectly from this Agreement shall be litigated in courts located within Los Angeles County, California. The parties consent to the jurisdiction thereof and the parties further agree not to disturb such choice of forum.

B. **Successors and Assigns.** Except as otherwise provided herein, this Agreement shall not be assignable by either party without the express written consent of the other party hereto. Nothing in this Agreement, express or implied, is intended to confer upon any party other than the parties hereto or their respective successors and assigns any rights, remedies, obligations, or liabilities under or by reason of this Agreement, except as expressly provided in this Agreement.

C. **Attorneys' Fees.** In the event of any action to enforce or interpret this Agreement, including without limitation the recovery of damages for its breach, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees and costs. Any judgment or order

entered in such action shall contain a specific provision providing for the recovery of attorneys' fees and costs incurred in enforcing such judgment.

D. **Amendments to Agreement.** This Agreement may not be modified, amended or supplemented except by written instrument executed by all parties hereto.

E. Notice. All notices to be given by the parties hereto and other communications hereunder shall be in writing and shall be deemed effectively given: (i) upon personal delivery to the party to be notified; (ii) when sent by confirmed telex, electronic mail or facsimile if sent during normal business hours of the recipient, if not, then on the next business day; (iii) one (1) day after deposit with a nationally recognized overnight courier, specifying next day delivery, with written verification of receipt; or (iv) four days after deposit with a United States Post Office, first class postage prepaid and registered. All communications shall be sent as follows:

To ENGEL: \_\_\_\_\_

To AUTHORITY: Antelope Valley Transit Authority  
Attn: Executive Director/CEO  
42210 6th Street West  
Lancaster, CA 93534

F. Severability. If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provision shall be excluded from this Agreement and the balance of the Agreement shall be interpreted as if such provision were so excluded and shall be enforceable in accordance with its terms.

G. Entire Agreement. This Agreement contains the entire understanding of the parties in respect of its subject matter and supersedes all prior agreements and understandings (oral or written) between the parties with respect to such subject matter.

H. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A facsimile or emailed signature shall be deemed an original signature.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the dates set forth below.

Dated: \_\_\_\_\_, 2018

ANTELOPE VALLEY TRANSIT AUTHORITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_, 2018

\_\_\_\_\_  
LEN ENGEL

ATTACHMENT 1  
Scope of Work

1. **CEO Board Support** -- June and July 2018. Support CEO, Macy Neshati, during his transition with Board Briefing and Board Meetings. On site in Lancaster for two days for Board Briefings and two to three days for Board Meeting. (30 hours/month for 2 months, ongoing 5 hours per month)
2. **Monitor Production Schedule at BYD.** Check in with BYD Project Manager (Sheily Zambrano 661-401-4903) 2-3 times per week to ensure that production is staying on schedule. Coordinate with Director of Operations & Maintenance, Mark Perry, to complete and submit weekly report 08:00 every Monday morning. Report will include any anticipated challenges for the week. This would include gathering information regarding other BYD Clients that may be receiving priority due to deadlines that might be impacting AVTA deliveries.
3. **Transit and Intercity Rail Capital Program Projects.** AVTA has been awarded three grants through TIRCP. Mr. Engel will support Director of Finance and Administration in monitoring progress with Caltrans and work with implementing programs required by the grants – for instance, working with Mojave Space Port and Edwards AFB. (4 hours per week beginning in September/October)
4. **California E-Bus-to-Grid Integration Project.** Zero Net Energy (ZNE) Alliance – in partnership with the AVTA, Southern California Edison (SCE), and a team of subject matter experts – have come together to develop and launch the California E-Bus-to-Grid Integration Project.
  - a. Demonstrate and deploy a VGI-enabled E-Bus platform that integrates real-time data feeds from onboard telematics, route tracking software, charging interfaces and utility and California Independent System Operator (CAISO) systems to optimize charging and provide grid services.
  - b. Demonstrate a state-of-the-art E-Bus operator training and engagement program to encourage efficient operator behaviors that maximize fuel economy and close the 200%+ performance gap between the least and most efficient operator
  - c. Develop and disseminate E-Bus and E-Truck technical, policy and program recommendations to accelerate adoption of E-Buses

Mr. Engel will act as the liaison for AVTA with the other partners on the project. Director of Operations and Maintenance, Mark Perry, is also involved in the project. (4 hours per week)
5. Project manager for installation and implementation of BYD's new Predictive Maintenance system to include managing installation, implementation monitoring results and submitting project completion report supported by completion and successful operation of first prototype unit and documentation demonstrating proper output reports.
6. **Other Duties as Assigned:** CEO will assign additional work and/or adjust emphasis and priorities as needs of AVTA develop.



**DATE:** June 26, 2018

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Contract Amendment 2 under AVTA Contract #2017-37 to Moore & Associates for Planning & Operations Support Services

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**RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute Contract Amendment Two for an additional amount of \$75,000, and a six month time extension to Moore & Associates, Santa Clarita, CA, under AVTA Contract #2017-37, to complete additional planning and support services.

**FISCAL IMPACT**

Sufficient funds are available under the FY 17/18 and FY18/19 Business Plans to pay for this service.

**BACKGROUND**

Moore & Associates (Moore) have been supporting AVTA's planning and operations support services, since fall of 2016. Staff determined that outsourcing our planning and operational support needs is more efficient and cost effective than staffing the position with a single individual. To date, Moore has been extremely helpful in developing recommendations for the 2018 summer, fall and next spring's service enhancements.

Staff negotiated a scope of work and a budget that meets our immediate to medium term needs. Moore will assist and represent the best interests of AVTA on each assigned task order. Moore will seek all sources of information available to improve AVTA's on-going operations and future transit programs. Moore is to coordinate their work with management that will enhance and strengthen our service levels to the greatest degree possible for the public transit-riding citizens of the Antelope Valley.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Macy Neshati  
Executive Director/CEO



**DATE:** June 26, 2018

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Amended Classification and Salary Schedule

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**RECOMMENDATION**

That the Board of Directors approve a title change (Chief Financial Officer to Director of Finance and Administration) and add one additional position (Controller) effective July 1, 2018.

**FISCAL IMPACT**

Sufficient funds are included in the Fiscal Year 2018/2019 Business Plan. The new Controller position will be established at Range 63 (Min. \$113,899 – Max. \$148,069) plus applicable benefits. At this time there is a distinct possibility that the Controller position will not be full-time.

**BACKGROUND**

Upon management review, the Chief Financial Officer's position was found to be too limiting for the varied needs of the organization. Therefore, the position title was changed to Director of Finance and Administration. There is no fiscal impact in making this change.

Staff is recommending the new Controller position be approved to support the Director of Finance and Administration with financial management, finance staff supervision and reporting responsibilities.

Prepared by:

Submitted by:

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Williene Jones  
Human Resources and Benefits Coordinator

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Macy Neshati  
Executive Director/CEO

**BOARD OF DIRECTORS**  
**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**RESOLUTION NO. 2018-014**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY  
TRANSIT AUTHORITY RESCINDING RESOLUTION NO. 2018-007, SECTION 1**

WHEREAS, the Board of Directors of the Antelope Valley Transit Authority (“AVTA”) (the “Board”) released an invitation for competitive bids on February 5, 2018, for a contract to install three high-power 250kW electric bus chargers at Sergeant Steve Owen Memorial Park (the “Contract”); and

WHEREAS, AVTA received bids on the Contract from four (4) firms: Eco Energy Solutions, Inc. (“Eco”); Taft Electric Company (“Taft”); Amtek Construction; and CSI Electrical Contractors, Inc. Eco submitted the apparent low bid, and Taft submitted the second lowest bid; and

WHEREAS, by way of Resolution No. 2018-007, Section 1, the Board found Eco was ‘not responsible’ and rejected Eco’s bid; and

WHEREAS, by way of Resolution No. 2018-007, Section 2, the Board awarded the Contract to Taft; and

WHEREAS, Eco has since retroactively withdrawn its bid on the Contract, effective April 23, 2018; and

WHEREAS, the Board has determined Resolution No. 2018-007, Section 1 is now moot and the Contract may be awarded to Taft without deeming Eco ‘not responsible’; and

WHEREAS, the Board wishes to rescind Resolution No. 2018-007, Section 1, because it is moot and therefore void and of no effect, and to reaffirm its award of Contract to Taft as set forth in Resolution No. 2018-007, Section 2.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

**Section 1.** The Board of Directors of the Antelope Valley Transit Authority hereby rescinds Resolution No. 2018-007, Section 1.

**Section 2.** The Board of Directors of the Antelope Valley Transit Authority hereby reaffirms its award of the Contract to Taft Electric Company as Taft is the lowest responsible bidder that submitted a responsive bid.

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PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of JUNE, 2018.

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

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

PROPOSED