

# AVTA

## ANTELOPE VALLEY TRANSIT AUTHORITY

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### **Regular Meeting of the Board of Directors**

**Tuesday, February 26, 2013**

**10:00 a.m.**

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

### **AGENDA**

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

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2258 at least 72 hours prior to the scheduled Board of Directors meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Clerk of the Board at (661) 729-2258 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 Norm Hickling, Vice Chairman Marvin Crist, Director Michael Cano, Director Ken Mann, Director Tom Lackey and Director Steve Hofbauer

### **APPROVAL OF AGENDA**

### **PUBLIC BUSINESS FROM THE FLOOR:**

If you wish to address the AVTA Board on any agenda item but are unable to stay until the item is called, your comments may be made at this time. Please give your completed Speaker Card (available as you enter the Board Room) to the Clerk of the Board. Speaking clearly, state and spell your name for the record. Each speaker is limited to three (3) minutes.

### **MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:**

This portion of the meeting allows the public the opportunity to address the Board of Directors of the Antelope Valley Transit Authority on non-agenda items that are within the Board's subject matter jurisdiction. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items.** Your matter will be referred to the Authority's Executive Director for follow-up. Individual speakers are limited to three (3) minutes each.

### **PUBLIC HEARING:**

PH 1 Potential Service Modifications – Dietter Aragon

### **SPECIAL REPORTS and PRESENTATIONS:**

During this portion of the meeting, staff will present information that would not normally be covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **These items are for discussion purposes only and do not require Board action.**

SRP 1 Presentation of Veolia Operator of the Month for January 2013 – Hector Fuentes, Veolia Transportation

SRP 2 Presentation of AVTA Employee of the Quarter (October 1 – December 31, 2012) – Julie Austin

SRP 3 FY13 Second Quarter Key Performance Indicators Report (October 1 – December 31, 2012) – Dietter Aragon

**CONSENT CALENDAR:** The Consent Calendar may be acted upon with one motion, a second and the vote.

CC 1 Board of Directors Meeting Minutes for January 22, 2013 and January 23, 2013 – Karen Darr

- CC 2 Financial Reports for February 2013 – Colby Konisek
- CC 3 Certification and Assurances for California Emergency Management Agency (Cal EMA) Program (Resolution No. 2013-001) – Judy Vaccaro
- CC 4 2013 State Legislative Update – Wendy Williams
- CC 5 FY13 Second Quarter Grant Status Report (October 1 – December 31, 2012) – Judy Vaccaro
- CC 6 FY13 Second Quarter Capital Reserves Report (June 30, 2008 through December 31, 2012) – Colby Konisek
- CC 7 Procurement Outreach Program – Lyle Block

**NEW BUSINESS:**

- NB 1 FY13 Mid-Year Business Plan Adjustments – Colby Konisek
- NB 2 FY14 Preliminary Business Plan Assumptions – Colby Konisek
- NB 3 Proposed Changes to Vendor Pass Sales – Wendy Williams
- NB 4 Change Order #8 to Contract #2011-014: Webb Brothers Construction (Phase II Facility Construction) – Mark Perry

**OLD BUSINESS**

- OB 1 Proposed Dial-a-Ride Policy Changes – Len Engel

**REPORTS AND ANNOUNCEMENTS:**

- RA 1 Executive Director's Report
  - Advertising for Jurisdictional Sponsored Events - Handouts

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

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director for follow-up.

**ADJOURNMENT:**

Adjourn to the Regular Meeting of the Board of Directors on March 26, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

**The agenda was posted by 5:00 p.m. on February 21, 2013 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> St. West, Lancaster, CA 93534.**

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director. Additionally, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are also on file in the Office of the Executive Director. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA located at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2258.

**DATE:** February 26, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Public Hearing – Approval of Proposed Service Changes

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## **RECOMMENDATION**

That the Board of Directors:

1. Conduct a public hearing to receive comments on proposed AVTA service changes; and
2. Upon conclusion of the public hearing, approve revised service changes to be effective March 25, 2013.

## **FISCAL IMPACT**

The proposed package of service changes, if enacted as a whole, should be cost-neutral. It is not expected to result in any significant change in costs to AVTA. The cost increase/decrease for each proposed change is attached (Attachment A – Summary and Cost Analysis of Proposed Service Changes).

## **BACKGROUND**

During the November 27, 2012 Board of Directors meeting, staff presented preliminary proposed service changes. Modifications are being proposed for Routes 1, 6, 10, Lake Los Angeles Express, the North County TRANSporter and all three commuter routes. A new Route 4415 is being proposed to provide service to Pearblossom, and running time adjustments are being incorporated into the service changes to provide better connections to Metrolink. Specifically, running times on Routes 1, Lake Los Angeles and the Route 10 will be modified to meet trains arriving and departing at Palmdale Transportation Center (PTC).

At the Board's direction, staff continued the outreach process and held public meetings throughout the service area in order to gather more feedback from the public. Flyers and brochures were developed in both English and Spanish, inviting the public to participate in the outreach efforts.

Six meetings were held in January including meetings in the communities of Lake Los Angeles and Pearblossom. In response to requests from the community, an additional presentation was given at the January Lake Los Angeles Rural Town Council meeting. Overall, the service enhancements were received positively.

Public Hearing – Approval of Proposed Service Changes

February 26, 2013

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Based upon the comments received during the customer and community outreach process, the initial proposals have been modified to improve connectivity and provide services more tailored to community needs. A summary of the revised service changes along with the cost impacts is provided in Attachment A. Detailed comments received are listed in Attachment B.

Pending board approval, these proposed service changes would be implemented on March 25, 2013.

Prepared by:

Submitted by:

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Dietter A. Aragon  
Senior Transit Analyst

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Julie M. Austin  
Executive Director

Attachments:      A – Summary and Cost Analysis of Proposed Service Changes  
                          B – Service Change Comments

Attachment A - Summary and Cost Analysis of Proposed Service Changes

Route 1 | Lancaster - Palmdale

Line	Initial Proposal	Revised Proposal	Proposal Comments	Annual Cost	New Proposal Cost	Difference
Line 1	Increase service and provide 30-minute frequencies throughout the day, beginning at 5:30 am and ending at 5:00 pm. Four additional trips would be operated during off-peak hours. Hourly frequencies would be eliminated for weekdays. Weekend service will remain hourly.	None	Schedules were shifted in order to improve connectivity at three major transfer hubs including improved Metrolink trip connections during the peak times.	\$ 1,768,140	\$ 1,890,636	\$ 122,496

Route 6 | Palmdale - Littlerock

Line	Initial Proposal	Revised Proposal	Proposal comments	Annual Cost	New Proposal Cost	Difference
Line 6	To provide service to the Pearblossom community on weekdays every 60 minutes between 6:00 am and 10:00 am and 2:00 pm and 6:00 pm. Weekend service would be provided every 60 minutes from 8:00 am to 11:00 am and from 2:00 pm to 6:00 pm.	Maintain direct service to Littlerock and do not change the current travel pattern. The service change proposal has been revised to include peak only service on both weekday and weekends. Utilizing one coach. Service was also modified to accommodate use of service past 6:00 pm.	Schedules have been adjusted based on public input. Littlerock customers will also be able to utilize the Lake LA service and the newly proposed Route 14 for additional connections.	\$ 369,306	\$ 260,754	\$ (108,552)

Route- 10| Palmdale - Lancaster

Line	Initial Proposal	Revised Proposal	Proposal comments	Annual Cost	New Proposal Cost	Difference
Line 10	Service will be re-routed onto Palmdale Blvd. and converted to hourly peak service only, 6:30 am to 11:30 am and 2:30 pm to 6:30 pm. Underutilized service during the middle of the day and service after 6:30 pm will be eliminated. Discontinue the 7:30 -10:00 pm loop.	Modify initial proposal to add stop locations added along the new route corridor to improve connectivity for UAV students and riders.	Line 10 is our second least productive route. In order continue to connect UAV students and riders to other services and destinations, the route was redirected and additional bus stops added.	\$ 392,759	\$ 340,732	\$ (52,027)

Route 15 | Palmdale Pearblossom

Line	Initial Proposal	Revised Proposal	Proposal comments	Annual Cost	New Proposal Cost	Difference
Line 14 15	Modify Route 6 to serve the Pearblossom community on 60-minute frequencies during peak hours only both weekdays and weekends.	Route 6 will remain the same with a reduced service schedule. Initial proposal will be modified to create Route 14 with service to the Pearblossom community.	The all new Route 14 has been received well not only by the Pearblossom community but other AV residents who have family in that area. Adjustments to stop locations within the Pearblossom have been made.	\$ -	\$ 115,614	\$ 115,614

Commuter Express Service | Downtown LA | Northridge | West Hollywood

Line	Initial Proposal	Revised Proposal	Proposal comments	Annual Cost	New Proposal Cost	Difference
Line 785	Revised running time both directions. Frequency adjustments in the mornings.	None	The 785 is the most heavily used commuter express service. It currently connects AV residents to the Downtown Los Angeles (DTLA) area. Schedules have been slightly shifted to improve connections in DTLA and an additional trip added in the AM and PM peaks.	\$ 533,478	\$ 554,949	\$ 21,471
Line 786	Revised running time both directions. Frequency adjustments in the mornings.	None	Service has been modified in the AM and PM and adjusted to 20 min. frequencies. Starting times have been shifted based on customer feedback.	\$ 336,934	\$ 323,720	\$ (13,214)

Line 787	Revised running time both directions. Frequency adjustments in the mornings.	None	No comments on line 787.	\$ 637,036	\$ 535,130	\$ (101,906)
<b>North County Transporter   Palmdale - Newhall</b>						
Line	Initial Proposal	Revised Proposal	Proposal comments	Annual Cost	New Proposal Cost	Difference
NCT	Additional northbound service will be added at 3:15 pm to the Palmdale Transportation Center.	None	No Comments on the NC - TRANSporter.	\$ 219,912	\$ 243,617	\$ 23,705
<b>Lake Los Angeles   Lake LA - Palmdale - Lancaster</b>						
Line	Initial Proposal	Revised Proposal	Proposal comments	Annual Cost	New Proposal Cost	Difference
Lake LA	Service will be restructured between Lake LA, Palmdale and Lancaster providing more direct service to the Antelope Valley with 60-minute frequencies during peak periods only on both weekdays and weekends.	Additional service stops were introduced in order to capture more riders within the Lake LA community. Service was adjusted to improve connectivity to Commuter Service, Metrolink and other local lines.	The LLA service has major service gaps of up to 2-3 hours throughout the day. Proposing increased frequencies and a more direct connections to the rest of the Antelope Valley resulted in positive comments and will improve connections to other services during the peak periods. Passengers wanting to travel to Avenue J and 20th St. E. can connect and use the more frequent (30 min.) service on Routes 4 and 12 at the Lancaster City Park connection.	\$ 891,043	\$ 878,845	\$ (12,198)
<b>Overall Cost</b>				<b>\$ 5,148,607</b>	<b>\$ 5,143,997</b>	<b>\$ (4,610)</b>



## Summary of Comments on Proposed Service Changes

Passenger Name	Location	Source	Pro/Con	Comments
Barbara Aleck	Pearblossom	Speaker Card	In favor of proposed service enhancements	Will there be a Park and Ride access in the community of Pearblossom?
Jarel Arbaugh	Pearblossom	Speaker Card	In favor of proposed service enhancements	Thanked AVTA for considering service to the community of Pearblossom. Proposed additional stop locations within the Pearblossom community in order to capture more riders. Commented on connectivity to the commuter Express services and proposed more frequent service on the 785 line.
George W. Hall	Pearblossom	Speaker Card	In favor of proposed service enhancements	Route 14 is a great start in connecting the Pearblossom community .
Stephen F. Barcus	Pearblossom	Speaker Card	In favor of proposed service enhancements	Route 14 to Pearblossom will be a cheaper alternative vs. Dial-a-Ride service. AVTA needs more ADA compliant Bus Stops.
Carl Peitz	Pearblossom	Speaker Card	In favor of proposed service enhancements	Requested additional bus stop locations within the Pearblossom community at 126th and V-10 intersections along with diverting service from Pearblossom Hwy onto 121st E.
Ardis May	AVTA	Speaker Card	In favor of proposed service enhancements	Mr. Jupiter stated that all proposed service changes looked positive.
Camile Griffin	AVTA	Speaker Card	In favor of proposed service enhancements, concerned with Lake LA Express changes.	Concerned with the Lake Los Angeles service changes, in particular with the eliminations of the 170th and K-8 stop. Also requested that the Lake LA service be extended to 9:00 p.m.
Donald Teeter	AVTA	Speaker Card	In favor of proposed service enhancements	Mr. Teeter was in favor of the proposed changes and was glad that we are proposing a higher frequency service on the Lake Los Angeles Express along with the connectivity to the commuter express buses/Metrolink in the a.m.
Diana Miller	AVTA	Speaker Card	In favor of proposed service enhancements	Mrs. Miller had no concerns regarding the current service proposal, however she did request that we look into providing service along the west portion of Pearblossom Hwy. for any future service analysis.
N/A	UAV	Question	In favor of proposed service enhancements, but had concerns regarding the Lake Los Angeles Express changes.	Concern over losing the stop at 20th East and Avenue J on the Lake L.A. Express. Proposed changes will increase travel times for Lake L.A. residents trying to reach destinations in Lancaster.
N/A	UAV	Speaker Card	In favor of proposed service enhancements	Concern over why the Route 10 does not stop near the Mental Health Building.
Marry Hanna	Lake Los Angeles	Speaker Card	In favor of proposed service enhancements	Wants the Lake L.A. Express to connect to Sorensen Park and to the new L.A. County gym. Likes the changes on the Route 10. Requested the bus stop on 150th Street East to be retrofitted for ADA. She requests that we reroute Littlerock's Route 6 so that it can pick up extra passengers and thereby make it more popular. Recommends adding stops on the Lake L.A. Express to include Wilson Gardens, J and 170th Street East, and the state park. Would like to see a pool shuttle implemented like the County's beach bus, during the summer months.
Donald Teeter	Lake Los Angeles	Speaker Card	In favor of proposed service enhancements	He says Lake L.A. residents like the stops that are currently on the route within the Lake LA community.
Shrley Harriman	Lake Los Angeles	Speaker Card	In favor of proposed service enhancements	Concern over losing the stop at 20th East and Avenue J on the Lake L.A. Express. Consider Lake LA service for summer, Lake LA park activities for new gymnasium, and day programs.
Matt Anarose	Lancaster	Speaker Card	In favor of proposed service enhancements	Asked to push the last trip on the route 6 to leave later in the evening and suggested 9:00 p.m. trip from Palmdale to Littlerock. Add signage on the bus to better identify different routes. Requested that coach operators wait an extra 5 minutes before departing on their last trip to Lake Los Angeles, Pearblossom and Littlerock so the passengers don't miss their connections. Make sure the Route 1 connects in a timely fashion to the last run out of town on the Lake L.A. Express. If Route 1 is late residents may not be able to get home. Add another public meeting to reach out to Littlerock residents. Hold a public meeting on a Saturday.
Judy Johnson	Lancaster	Speaker Card	In favor of proposed service enhancements	Consider jury duty hours in front of the courthouse and make sure there is connectivity with jurors arriving and leaving the facility.
Christine M. Parra	<a href="mailto:Planning@avt.com">Planning@avt.com</a>	email	In favor of proposed service enhancements	Mrs. Parra had a question on the 787 line and the timepoints on the brochure, which did not match current service timepoints. Mrs. Parra was fine with the adjustments on the 787 line, She takes the 4:00 p.m. trip.
Michael Ybarra	<a href="mailto:Planning@avta.com">Planning@avta.com</a>	email	In favor of proposed service enhancements	I'm asking if you can please consider offering some service on the 787 line to go to CSUN for students that take evening classes.
Joel Tedholm	Customer Service	Telephone	Opposes Lake LA Express Changes.	Passenger does not agree with the changes being proposed to the LLA Ex. By eliminating the Lancaster portion of the route people that catch the bus on Avenue J and 20th Street E would have to pay additional fare to get to Lancaster City Park as well as the additional time that it would take to get there. He believes AVTA needs to keep the Lancaster portion of the route and add a stop on Avenue J and 90th Street E.

**DATE:** February 26, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY13 Second Quarter Key Performance Indicators Report

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### **Recommendation**

Receive and file the FY13 second quarter key performance indicators report for the period October 1, 2012 through December 31, 2012.

### **Summary**

The key performance indicators report provides an analysis of Antelope Valley Transit Authority's (AVTA) key performance indicators on a month to month basis. Data is collected from a variety of sources such as the farebox, contractor reports, and financial performance reports.

### **Analysis**

The AVTA's system performance is based on several key indicators. These include total monthly ridership, vehicle service hours, fare revenues, and the total operating expenses. Outlined below is a snapshot of system performance and indicators correlating to each respective goal.

*Boardings* – Ridership is continuing to increase. System-wide boardings recorded by the farebox in the month of December were 279,512. It is typical to see ridership numbers drop during this month due to the holidays; however when compared to December 2011 we are seeing an increase of 8%. Year-to-date boardings are at 1.8 million, an improvement of 10.5% when compared to FY12 second quarter results.

*Fare Revenue* – Fare revenue recorded for the month was \$353,956. This reflects an increase of almost 5% over December 2011. This produced an average fare per passenger boarding of \$1.27 and a cost per boarding of \$5.75. Year-to-date, passenger revenues are at \$2.3 million, a 3.7% increase compared to the same period last year.

*Operating Expenses* – December's operating expenses were \$1.6 million with an average system-wide cost per service hour of \$109.35. Year-to-date expenditures are currently 4.6% higher than the same period last year. This is primarily due to contractual increases in the cost of providing service, and the addition of the TRANSporter service.

**Goal #1 – Operate a Safe Transit System** – The AVTA's goal is to operate a safe transit system. This is measured by the number of preventable accidents for every 100,000 miles of fixed vehicle operation.

*Accidents* – During the month of December there were two preventable accidents recorded on lines 12 and 787, resulting in 0.87 accidents per 100,000 miles for the month. Year-to-date, preventable accidents per 100,000 miles are at 0.58, which equates to a 35% improvement over the previous fiscal year.

**Goal #2 – Provide Outstanding Customer Service** – The Authority measures this goal by monitoring the following categories: complaints per 100,000 boardings; schedule adherence; average hold time; and average miles between service interruptions.

*Customer Complaints* – AVTA recorded 20.17 complaints per 100,000 boardings throughout the month of December. This is an increase of 14.6% over December 2011. Of the total, five related to safety, 25 to schedule adherence and 26 were courtesy complaints. AVTA also received two commendations for the month. Although complaints seem to have increased when compared to December 2011, second quarter figures continue reflect an improvement over the previous fiscal year of 13%.

*Schedule Adherence* – Average on-time performance for the month of December 2012 was 94.6%. This reflects an improvement of almost 6%. It is also common to see on-time performance drop slightly during the holiday seasons due to increases in vehicular traffic concentrated in and around major shopping destinations. During the second quarter, on-time performance is at 96.3%, a 6.2% increase over FY 2012 second quarter results.

*Average Hold Time* – During the month of December, approximately 15,400 calls were handled by AVTA's customer service representatives. The average hold time for the month was 1:25 minutes, an improvement of 20% over December 2011. Dial-a-Ride fielded 3,415 calls with an average hold time of 46 seconds for the month. In the second quarter average hold time continues to show great improvement compared to the previous fiscal year, and at 1:47 minutes year to date, a 31% improvement over the previous fiscal year during the same time frame.

*Average Miles Between Service Interruptions* – A total of 246,000 service miles were driven during the month of December, with an average of 13,472 miles between service interruptions. This is a decrease of 21% over December 2011 results; however, this represents an improvement of almost 40% over November 2012. We believe this is due to the upgraded local and commuter fleet. We expect that the miles between service interruptions will continue to improve as we approach the third quarter of the fiscal year. Year-to-date, miles between service interruptions continue be below the previous fiscal year at 9,901.

**Goal #3 – Operate an Effective Transit System** - AVTA measures its overall effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

*Boardings Per Service Hour* – An average of 19 boardings per service hour was recorded during the month of December 2012, an increase of almost 5% over December 2011. For the second quarter of FY13, we continue to remain above the performance target and currently reflect an increase of 3% over FY 2012 second quarter results.

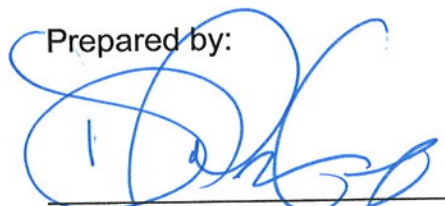
*Average Weekday Boardings* – During the month of December there were a total of 20 weekdays recorded, not including Christmas Day. An average of 11,644 weekday boardings was recorded. This is an increase of 14% over December 2011. Year-to-date, average weekday boardings have increased by 14.7% over FY12 totals for the same six-month period.

**Goal #4 – Operate an Efficient Transit System-** AVTA measures its overall efficient use of available resources by monitoring farebox recovery ratio and average cost per vehicle service hour.

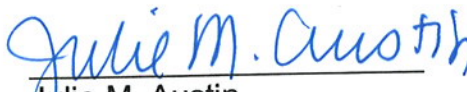
*Average Cost Per Service Hour* – The average cost per hour for the month was \$109.35, an increase of 6%. Second quarter cost per service hour was \$111.53, an increase of 5.5% over FY12 totals yet below the FY13 performance target of \$117.

*Farebox Recovery Ratio* – The farebox recovery ratio is calculated by dividing total revenues by total operating expenses. The average farebox recovery ratio during the month of December 2012 was 22.03%, an increase of 6.6% over December 2011. Second quarter farebox recovery reflects a decrease of just less than one percent at 0.83% when compared to the same time last fiscal year, and just below the performance target of 23.21%.

Prepared by:

  
Dietter A. Aragón  
Senior Transit Analyst

Submitted by:

  
Julie M. Austin  
Executive Director

Attachments: Summary of System Goals and Performance

Antelope Valley Transit Authority | Attachment A: Key Indicators Report  
December-12

Goal	Performance Indicator	Attachment	Current Month	MTD Meets/Exceeds	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Overall System Performance	Total Boardings	B	279,512	N/A	256,453	8.25%	N/A	1,837,843	N/A	1,643,322	10.58%
	Vehicle Service Hours		14,694	N/A	15,314	-4.22%	N/A	91,898	N/A	92,891	-1.08%
	Total Fare Revenue	B	\$353,956	N/A	\$336,938	4.81%	N/A	\$2,359,849	N/A	\$2,271,246	3.75%
	Total Operating Expense		\$1,606,819	N/A	\$1,638,035	1.94%	N/A	\$10,249,229	N/A	\$9,783,336	4.55%
	Safe Transit System	Preventable Accidents per 100,000 Miles	C	0.87	X	1.29	0.00%	1.00	0.58	X	0.79
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	D	20.17	X	17.23	-14.56%	27.0	19.48	X	22.03	13.09%
	Schedule Adherence	E	94.6%		89.2%	-5.69%	95%	96.0%	X	90.0%	6.29%
	Average Hold Time	F	1:25	X	1:42	20.00%	2:00	1:47	X	2:20	30.84%
	Average Miles Between Service Interruptions	G	13,472	X	16,309	-21.06%	5,000	9,901	X	13,284	-34.17%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	H	19.0	X	18.1	4.74%	18.0	20.0	X	19.4	3.00%
	Average Weekday Boardings	I	11,644	X	9,981	14.28%	10,000	12,507	X	10,667	14.71%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	J	\$109.35	X	\$106.96	-2.18%	\$117.00	\$111.53	X	\$105.32	-5.57%
	Farebox Recovery Ratio	K	22.03%		20.57%	6.62%	23.23%	23.02%		23.22%	-0.83%

Antelope Valley Transit Authority | Attachment L: Operations Report - Total System  
December-12

Goal	Current Month	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Average Fare per Boarding	\$1.27	\$1.31	-3.62%	\$1.44	\$1.28		\$1.38	-7.10%
Average Cost per Boarding	\$5.75	\$6.39	10.00%	\$6.22	\$5.58	X	\$5.95	6.33%
Average Subsidy per Boarding	\$4.48	\$5.07	11.65%	\$4.77	\$4.29	X	\$4.57	6.09%
Total Service Miles	245,975	251,523	-2.21%	N/A	1,536,000	N/A	1,520,722	1.00%
Total Vehicle Miles	290,650	281,899	3.10%	N/A	1,785,390	N/A	1,691,149	5.57%
Total Vehicle Hours	16,673	16,692	-0.12%	N/A	103,271	N/A	101,280	1.97%
In-Service Speed	19.8	18.4	7.45%	N/A	19.4	N/A	16.4	18.67%
Boardings per Vehicle Service Mile	1.14	1.02	11.45%	N/A	0.84	N/A	0.93	-9.69%

# AVTA

## ANTELOPE VALLEY TRANSIT AUTHORITY

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**Regular Meeting of the Board of Directors**  
**Tuesday, January 22, 2013**  
**10:00 a.m.**

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

### **UNOFFICIAL MINUTES**

#### **CALL TO ORDER**

Chairman Norm Hickling called the meeting to order at 10.03 a.m.

#### **PLEDGE OF ALLEGIANCE**

Director Steve Hofbauer led the Pledge of Allegiance.

#### **OATH OF OFFICE:**

General Counsel D. Craig Fox administered the Oath of Office to Steve Hofbauer, Representative for the City of Palmdale.

#### **ROLL CALL:**

##### Present

Chairman Norm Hickling  
Vice Chairman Marvin Crist  
Director Michael Cano  
Director Ken Mann  
Director Tom Lackey  
Director Steve Hofbauer

## **APPROVAL OF AGENDA**

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

Moved by Director Hofbauer, seconded by Director Lackey

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano, Mann, Lackey, and Hofbauer

Nays: None

Abstain: None

Absent: None

## **PUBLIC BUSINESS FROM THE FLOOR:**

There was no public business presented.

## **MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:**

There were no miscellaneous business items presented.

## **SPECIAL REPORTS and PRESENTATIONS:**

SRP 1 Presentation of Veolia Operator of the Month for November and December 2012 – Hector Fuentes, Veolia Transportation

Veolia General Manager Hector Fuentes announced that the Operator of the Month for November 2012 is Alicia Pascascio and for December 2012 is Stacy Hayes. Ms. Pascascio and Mr. Hayes were not present to receive their award.

## **CONSENT CALENDAR:**

Chairman Hickling requested that item CC 3 be pulled until the Sheriff's Department representatives arrived to present the report. General Counsel Fox requested that item CC 1 be pulled because Director Hofbauer was not present at the November 27, 2012 Board meeting and would need to abstain from the vote.



CC 1 Board of Directors Meeting Minutes for November 27, 2012 – Karen Darr

**Motion: Approve CC 1.**

Moved by Vice Chairman Crist, seconded by Director Lackey

Vote: Motion carried (5-0-1-0)  
Chairman Hickling, Vice Chairman Crist, and Directors Cano, Mann, and Lackey

Nays: None

Abstain: Director Hofbauer

Absent: None

CC 2 Financial Reports for January 2013 – Colby Konisek

CC 3 Fiscal Year 2012/13 Second Quarter Los Angeles County Sheriff's Report (October 1 – December 31, 2012)

Sergeant Trendel Coley presented the quarterly report. The Board inquired how often deputies are policing the buses and how the department handles security on the Metrolink. Metro Team Leader Deputy Darren Marten from the San Fernando Valley Service Region explained law enforcement protocol when someone needs to be detained. He added that policing on the Metrolink is different from a bus; a one-deputy patrol car parallels the train and meets it at the designated stop if there is a situation. Deputy Maselli, however, does not have a partner to follow behind the bus in a radio car and assist him if he needs to detain someone. In addition, he does not have access to his equipment or vehicle while on the bus.

Sergeant Coley added that policing on the buses is possible when Deputy Mark Newlands is available to be Deputy Maselli's back-up. If staff identifies which buses are a concern, the deputies can concentrate their efforts on those routes and report their findings.

Deputy Marten added that Deputy Maselli is a designated transit officer trained by the Office of Homeland Security - Transit Services Bureau. He and his K-9 partner Ieka perform an outstanding job for AVTA and the community.

Chairman Hickling stated that the Board's concerns regarding safety on the bus routes are not a criticism against Deputy Maselli or the Sheriff's Department. His office receives calls from citizens who feel that public transportation is unsafe. Whether it is strictly the citizens' perception and not based on reality, a better job must be done in communicating and educating the community.

The Board suggested using Volunteers on Patrol (VOP) to conduct bus ride observations. Executive Director Julie Austin noted that staff had already contacted the VOP and that they had expressed an interest in assisting AVTA. Sergeant Coley agreed to contact the sheriff stations regarding using both Operation Safe Streets (OSS) and VOP personnel to assist with this issue.

**Motion: Approve CC 3.**

Moved by Vice Chairman Crist, seconded by Director Hofbauer

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano, Mann, Lackey and Hofbauer

Nays: None

Abstain: None

Absent: None

CC 4 Fiscal Year 2012/13 Key Performance Indicators Report for October 2012 – Dietter Aragon

CC 5 Fiscal Year 2012/13 Key Performance Indicators Report for November 2012 – Dietter Aragon

CC 6 Federal Fiscal Year 2012/13 First Quarter Disadvantaged Business Enterprise and Small Business Enterprise Outreach Status Report (October 1 – December 31, 2012) – Lyle Block

CC 7 Destruction of Records per AVTA's Records Retention Policy – Cheryl Love

**Motion: Approve all items listed under the Consent Calendar except items 1 and 3.**

Moved by Vice Chairman Crist, seconded by Director Lackey

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano, Mann, Lackey and Hofbauer

Nays: None

Abstain: None

Absent: None

## **NEW BUSINESS:**

### **NB 1 Proposed Dial-A-Ride Policy Changes**

Director of Operations and Maintenance Len Engel presented the revised staff report. The Board discussed the following issues: 1) the number of unique riders and associated costs; 2) transporting clients to transportation hubs to access local and commuter transportation; 3) reducing the reservation window from three days to two days instead of next day service; 4) consequences and enforcement for no shows; 5) the number of trips that can be made in a single day by a client; and 6) the impact of delaying approval of the policy changes for a month.

Staff was requested to obtain a client list from Access Services to see if there are duplicate riders; confirm that the target population is being reached and receiving detailed program information; and research whether AVTA can receive medical reimbursements for non-emergency transport services.

Chairman Hickling recommended that the item be brought back at the February Board meeting and directed staff to coordinate with Director Cano to determine if there are riders who use both Access and Dial-a-Ride Paratransit services. There was no objection from the Board.

### **NB 2 Proposed 2013 AVTA Legislative Principles**

Executive Director Julie Austin presented the staff report. The Board briefly discussed the value of California Transit Association membership and exploring partnerships and funding opportunities with Metrolink.

**Motion: Approve the proposed 2013 AVTA Legislative Principles as outlined.**

Moved by Director Hofbauer, seconded by Director Lackey

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano, Mann, Lackey and Hofbauer

Nays: None

Abstain: None

Absent: None

### **NB 3 Revised Personnel Rules and Regulations Manual**

Ms. Austin presented the staff report. The Board briefly discussed how medical marijuana is addressed in the alcohol and drug abuse section of the revised

manual, noting that AVTA follows federal law on this issue and that any alcohol or drug-induced impairment on the job would not be tolerated.

**Motion: Approve Revision No. 1 to the Antelope Valley Transit Authority's (AVTA) Personnel Rules and Regulations Manual.**

Moved by Director Mann, seconded by Director Lackey

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano, Mann, Lackey and Hofbauer

Nays: None

Abstain: None

Absent: None

NB 4 Amendment #3 to Contract #2011-014: Webb Brothers Construction (Phase II Facility Construction)

Harris and Associates Construction Project Manager Brad Chadwick presented the staff report, outlining the need to replace the transformer for AVTA's solar power. The Board discussed the Authority's risk exposure with Southern California Edison (SCE) due to the length of time the application process could take and the fiscal impact of delaying generating power to the SCE grid. The Board expressed their concern that staff did not address the transformer replacement issue earlier in the project. Ms. Austin noted that this expense would have been incurred by the Authority regardless; however, she concurred that the issue was not addressed in a timely manner.

The Board directed staff to provide information regarding all amendments and change orders associated with the project and to provide fiscal impact information regarding the delay of generating power to the SCE grid.

**Motion: Authorize the Executive Director to amend Contract #2011-014 with Webb Brothers Construction, providing additional funds and time for completion of the solar structure connection and transformer replacement.**

Moved by Director Lackey, seconded by Director Hofbauer

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano, Mann, Lackey and Hofbauer

Nays: None

Abstain: None

Absent: None

NB 5 Award Sole-Source Contract #2012-022 to Farber Specialty Vehicles for Mobile Command Unit

Procurement Officer Lyle Block presented the staff report, detailed his vendor outreach efforts, and explained the completion commitment received from the recommended vendor. He noted that due to the fact that only one bid was received and the funding expires March 31, 2013, staff is recommending a sole source contract be awarded to Farber Specialty Vehicles.

The Board expressed their dissatisfaction regarding staff's lack of communication with the Los Angeles County Fire and Sheriff's Departments and the delay of releasing the bid package, which will cause the Authority to spend funds out of the state instead of locally. Chairman Crist invited Les White, representative from the Sheriff's Department and Search and Rescue Team, to address the Board and provide specifications for a command unit his team could complete.

Mr. Engel added that he met with Captain Scott Polger and Deputy Robbie Royster at the September 2012 CERT meeting where they communicated that the Fire and Sheriff's Departments have their own command unit and did not foresee a use for AVTA's unit. If there was a significant emergency, each agency would need their own unit.

The Board continued to discuss the bid process, the single bid submitted, and the feasibility of rebidding the project. Mr. Block added that most of the production facilities he contacted could not complete the job in the limited timeframe.

**Motion: Reject all bids - Decline awarding the sole source contract to Farber Specialty Vehicles.**

Moved by Vice Chairman Crist, seconded by Director Mann

The Board discussed the local preference aspect associated with the allocation of state and federal grant funding. Staff explained that because a large portion of the project is federally funded, the Authority is prohibited from giving local preference as outlined in the grant guidelines. State requirements also prohibit local preference.

Director Cano called for the question.

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

Yeas: Vice Chairman Crist and Director Mann

Nays: Chairman Hickling and Directors Cano, Lackey, and Hofbauer

Abstain: None

Absent: None

**Alternate Motion: Authorize the Executive Director to award and execute Sole Source Contract #2012-022 with Farber Specialty Vehicles located in Reynoldsburg, OH in the amount of \$108,468, plus applicable sales tax for a mobile emergency command trailer.**

Moved by Director Cano, seconded by Director Lackey

Vote: Motion carried (4-2-0-0)  
Yeas: Chairman Hickling and Directors Cano, Lackey, and Hofbauer  
Nays: Vice Chairman Crist and Director Mann  
Abstain: None  
Absent: None

Staff was directed to present a report at the February 26, 2013 Board meeting regarding the Authority's bid and outreach process and email the Board and Transit Advisory Committee members to obtain vendor contact information prior to the solicitation of all bid requests. Mr. Block explained the e-procurement program that he will secure to help maximize outreach efforts.

**OLD BUSINESS:**

OB 1 Potential Service Modifications – Update on Public Outreach Efforts

Senior Transit Analyst Dieter Aragon presented the staff report. The Board briefly discussed the positive and negative public feedback and proposed service changes for the University of Antelope Valley.

**Motion: Receive and file the public meetings update and set a public hearing at the Board of Directors meeting at 10:00 a.m. on February 26, 2012.**

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)  
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano, Mann, Lackey and Hofbauer  
Nays: None  
Abstain: None  
Absent: None

## **REPORTS AND ANNOUNCEMENTS:**

### RA 1 Executive Director's Report

Ms. Julie Austin gave a brief report as follows:

- Complete Coach Works delivered an electric bus for staff to test for service and invited the Board to tour the bus. She provided information regarding the noise level emitted from the bus.
- She will be attending the American Public Transportation Association CEO Conference February 9-12, 2013.
- Director of Finance Colby Konisek will chair the February 12, 2013 TAC meeting and discuss the Authority's FY13 Mid-Year Budget Adjustments and FY14 Preliminary Assumptions – Colby Konisek

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

Director Hofbauer noted that the federal and state flags needed to be switched. He added that he is pleased with his appointment to AVTA's Board of Directors.

Director Lackey provided an overview of his bus ride on the heavily used Route 1. He noted that he believes that there is a perception from the riders that the transit system is unsafe.

Director Cano reported that he attend the opening of the High Occupancy Vehicle (HOV or carpool) lane connector at the I-5/SR-14 interchange. He requested staff to survey the operators to see if they have noticed any time savings and added that HOV connectors from the I- 5 to the I-405 and the I-5 to the SR-134 are being considered.

Vice Chairman Crist requested that Marketing Manager Wendy Williams provide a list of each jurisdiction's bus advertising donations (i.e. use of 5% share).

**ADJOURNMENT:**

The meeting was adjourned at 12:33 p.m. by Chairman Hickling to the Special Meeting of the Board of Directors on January 23, 2013 at 9:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED THIS 26<sup>th</sup> DAY OF FEBRUARY 2013

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Norm Hickling, Chairman

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Julie M. Austin, Secretary

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Board Clerk at 661/729-2258 to make arrangements to review a recording.



# AVTA

## ANTELOPE VALLEY TRANSIT AUTHORITY

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### Special Meeting of the Board of Directors - Strategic Planning Workshop

Wednesday, January 23, 2013

9:00 a.m.

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

### UNOFFICIAL MINUTES

#### CALL TO ORDER:

The meeting was called to order at 9:10 a.m.

#### PLEDGE OF ALLEGIANCE:

Senior Transit Analyst Dietter Aragon led the Pledge of Allegiance.

#### ROLL CALL:

##### Present

Chairman Norm Hickling  
Vice Chairman Marvin Crist  
Director Michael Cano  
Director Tom Lackey  
Director Steve Hofbauer

##### Absent

Director Ken Mann

Following were also in attendance:

##### AVTA Staff

Executive Director Julie Austin  
Director of Operations and Maintenance Len Engel  
Director of Finance Colby Konisek  
Marketing Manager/PIO Wendy Williams  
Fleet and Facility Maintenance Manager Mark Perry  
Grants Administrator Judy Vaccaro-Fry  
Senior IT Analyst Robert Keys  
Senior Transit Analyst Dietter Aragon

Procurement Officer Lyle Block

TAC Members

Brian Kuhn and Karen Johnston, City of Palmdale  
Cathy DeFalco and Brenda Gamlowski, City of Lancaster  
Ann Meiners and Jordan Catanese, County of Los Angeles

**PUBLIC BUSINESS FROM THE FLOOR:**

There was no public business presented.

**MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:**

There was no miscellaneous business presented.

**STRATEGIC PLANNING WORKSHOP**

Peter Stark, President of Peter Barron Stark Companies, moderated the workshop.

**The Board discussed a variety of issues related to safety, effectiveness, customer service, organization leadership, efficiency, and decision making.**

Vice Chairman Crist left the meeting at 12:15 p.m. to attend a previous engagement.

**DISCUSSION ITEMS:**

DI 1 Proposed Stuff-a-Bus Guidelines

The Board briefly discussed this item.

**Motion: Approve the proposed Stuff-a-Bus guidelines.**

Moved by Chairman Hickling, seconded by Director Lackey

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

Yeas: Chairman Hickling, and Directors Cano, Lackey, and Hofbauer

Nays: None

Abstain: None

Absent: Vice Chairman Crist and Director Mann

DI 2 Proposed Mission Statement

The group discussed this item and suggested minor changes to the draft vision and values that were developed by AVTA Executive Staff on September 27, 2012.

The executive director will make revisions and include the revised statement in the FY 14 Business Plan.

DI 3 Guidelines for Fiscal Year 2013/14 Business Plan Objectives

There was no discussion regarding this item.

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

There were no miscellaneous business items presented.

**ADJOURNMENT:**

The meeting was adjourned at 12:46 p.m. to the Regular Meeting of the Board of Directors on February 26, 2013 at 10:00 a.m. at the Antelope Valley Transit Authority Board Room, 42210 6<sup>th</sup> St. West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED THIS 26<sup>th</sup> DAY OF FEBRUARY 2013

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Norman L. Hickling, Chairman

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Julie M. Austin, Secretary

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Board Clerk at 661/729-2258 to make arrangements to review a recording.

**DATE:** February 26, 2013  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Financial Reports for February 2013

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### RECOMMENDATION

Receive and file the Treasurer's Report for the month ended December 31, 2012, the Payroll History Report for three months ending January 31, 2013, and the Expenditure Report for the month ended January 31, 2013.

### FISCAL IMPACT

Payroll: January payroll of \$186,609.69 represents a decrease of \$89,755.20 or 32.48% lower than the prior month's salary expense.

Expenditures: \$1,717,528.49

### BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance prepares the Treasurer's Report, Payroll History Report and Expenditure Report, and submits them to the Executive Director/Treasurer who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

The \$90k decrease in payroll was due to two payroll periods in January compared to three payroll periods in the previous month.

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

<b>Payroll Period</b>	<b>Amount</b>	<b>Journal #</b>
12/30/12-01/12/13	\$ 91,620.09	PYPKT00381
01/13/13-01/26/13	\$ 94,989.60	PYPKT00384
<b>Gross Pay-Jan.13</b>	<b>\$ 186,609.69</b>	

Total expenditures for January were \$1.72 million. Large items included \$982k for purchased transportation, \$287k for bus refurbishment, \$69k for Phase II Construction, \$54k for a new service truck and \$183k for fuel expense; these expenses comprised 91.8% of total expenses.

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

Register Date	Amount
01/01/13-01/31/13	\$1,717,528.49

As of December 31, 2012, the total cash per the general ledger is \$16,476,165. After deducting restricted funds, the operating cash balance is \$8,759,255. Accounts receivable balances expected to be collected and converted to operating cash within 30 days are \$3,096,048, so the total expected cash available for operations is \$11,855,303.

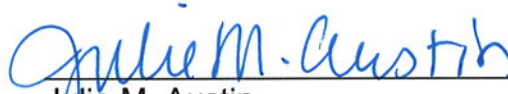
Coverage of the total is equal to 3.95 times the Authority's minimum cash balance target of \$3 million.

I, Julie M. Austin, Executive Director of AVTA, declare that attached reports are accurate and correct.

Prepared by:

Submitted by:

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

  
\_\_\_\_\_  
Julie M. Austin  
Executive Director/Treasurer

Attachment: A – Treasurer's Report for the Month Ended December 31, 2012  
B – Payroll History Comparison Report (Nov. 2012 – Jan. 2013)  
C – Expenditure Report (January 1, 2013 – January 31, 2013)

**ANTELOPE VALLEY TRANSIT AUTHORITY  
Treasurer's Report  
Month Ended December 31, 2012**


Institution - Investment Type	Description	Beginning Balance	Deposits	Disbursements	Ending Balance
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**Cash and Investments Under the Direction of the Treasurer**

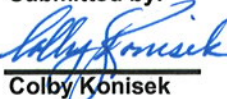
Local Agency Investment Fund		\$ 3,580,898.57			
Interest earned quarterly			\$ 2,904.96		
LAIIF Fund Balance					\$ 3,583,803.53
BOA 1B & Capital Reserve		\$ 3,206,818.34	\$ -		
Interest earned in December, 2012		\$ -	\$ 83.97		\$ 3,206,902.31
* Deferred revenue, recorded as liability until associated expense incurred.					
Wells Fargo CD		\$ 250,236.53			
Interest every 6 months			\$ -		\$ 250,236.53
Payroll, Payable & Main Acct BOA Operating		\$ 5,399,381.73	\$ 6,389,127.74	\$ 2,354,036.85	\$ 9,434,472.63
Operating Accounts Analysis					
Passenger Revenue			\$ 148,081.01		
Vendor Pass Sales Revenue			\$ 164,043.93		
Federal Grant Revenue			\$ 3,697,172.00		
MTA Revenue			\$ 655,473.43		
Jurisdiction Operating Contributions			\$ 276,564.00		
Prop 1B Deposit			\$ 1,197,050.00		
Miscellaneous Revenue			\$ 25,633.37		
AVAQMD			\$225,110.00		
Accounts Payable For The Month				\$ (2,129,610.28)	
Outstanding Checks				\$ 70,944.63	
Employee Net Pay				\$ (213,761.40)	
Employee Taxes				\$ (42,109.99)	
Employee Deductions				\$ (9,751.68)	
Employer Payroll Taxes				\$ (9,849.28)	
CalPERS EE				\$ (19,218.17)	
Bank Service Charges & Adj				\$ (680.68)	
Net Operating Funds		\$ 5,399,381.73	\$ 6,389,127.74	\$ (2,354,036.85)	\$ 9,434,472.63
Petty Cash			\$ -	\$ -	\$ 750.00
<b>TOTAL CASH AND INVESTMENTS</b>					<b>\$ 16,476,165.00</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 Investment Funds and Bank of America. Pending any future actions by the AVTA Board or any unforeseen catastrophe, AVTA has an adequate cash flow to meet its expenditure requirements for the next six months.

Prepared by:

  
 Rong Fitzgibbons  
 Senior Finance Analyst

Submitted by:

  
 Colby Konisek  
 Director of Finance

**ANTELOPE VALLEY TRANSIT AUTHORITY  
PAYROLL HISTORY REPORT  
NOVEMBER 2012 TO JANUARY 2013**

	Nov-12 TOTAL	Dec-12 TOTAL	Jan-13 TOTAL
<u>NUMBER OF CHECKS</u>	76	117	78
<b><u>EARNINGS</u></b>			
REGULAR PAY	\$ 151,370.67	\$ 210,887.54	\$ 145,904.18
OVERTIME PAY	645.98	573.83	78.33
VACATION PAY	7,385.34	16,675.54	7,994.18
SICK PAY	9,651.85	8,451.74	5,074.13
HOLIDAY PAY	10,475.22	35,551.73	26,317.12
FLOATING HOLIDAY PAY	1,820.71	2,977.45	442.11
COMP HOURS PAY	0.00	0.00	0.00
DEFERRED INCOME 457	799.64	1,199.46	799.64
RETROACTIVE PAY	0.00	47.60	0.00
FLOATING HOLIDAY PAYOUT	0.00	0.00	0.00
VACATION CASH OUT	0.00	0.00	0.00
BONUS PAY			
<b>TOTAL</b>	<b>\$ 182,149.41</b>	<b>\$ 276,364.89</b>	<b>\$ 186,609.69</b>
Inc(Dec) current month over previous month		\$ 94,215.48	\$ (89,755.20)
% Inc(Dec) current month over previous month		51.72%	(32.48%)

## ATTACHMENT C



Antelope Valley Transit Authority

Expense Report  
By Vendor Name  
Payment Dates 1/1/2013 - 1/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
<b>Vendor: ad camp</b>				
5114	01/23/2013	ad camp	AV College AD Campaign-6/12/12-7/9/12	\$ 375.00
<b>Vendor ad camp Total:</b>				<b>\$ 375.00</b>
<b>Vendor: Airgas</b>				
5115	01/23/2013	Airgas	Helium Balloon,1/02/13	\$ 76.19
<b>Vendor Airgas Total:</b>				<b>\$ 76.19</b>
<b>Vendor: American Heritage Life Ins.</b>				
5067	01/09/2013	American Heritage Life Ins.	Employee Paid Extended Benefits,12/24/12	\$ 595.08
<b>Vendor American Heritage Life Ins. Total:</b>				<b>\$ 595.08</b>
<b>Vendor: American Logistics Company</b>				
5154	01/28/2013	American Logistics Company	DAR Revenue	\$ (1,890.50)
5154	01/28/2013	American Logistics Company	DAR Revenue	\$ (3,857.50)
5154	01/28/2013	American Logistics Company	Coupon	\$ 2,247.00
5154	01/28/2013	American Logistics Company	DAR Wheelchair Service for December, 12	\$ 21,343.75
5154	01/28/2013	American Logistics Company	DAR Ambulatory Service for December, 12	\$ 41,996.25
<b>Vendor American Logistics Company Total:</b>				<b>\$ 59,839.00</b>
<b>Vendor: American Reprographics Company, LLC</b>				
5068	01/09/2013	American Reprographics Company, LLC	Document scanning - BW	\$ 411.00
5068	01/09/2013	American Reprographics Company, LLC	Burn docs to CD	\$ 27.62
5068	01/09/2013	American Reprographics Company, LLC	Set-up Fee	\$ 4.95
<b>Vendor American Reprographics Company, LLC Total:</b>				<b>\$ 443.57</b>
<b>Vendor: Antelope Valley Board of Trade</b>				
5117	01/23/2013	Antelope Valley Board of Trade	AV Board of Trade Conference Sponsorship	\$ 350.00
5117	01/23/2013	Antelope Valley Board of Trade	AV Board of Trade Conference Sponsorship	\$ 1,250.00
<b>Vendor Antelope Valley Board of Trade Total:</b>				<b>\$ 1,600.00</b>
<b>Vendor: Antelope Valley Ford</b>				
5155	01/31/2013	Antelope Valley Ford	Service Truck	\$ 54,203.46
<b>Vendor Antelope Valley Ford Total:</b>				<b>\$ 54,203.46</b>
<b>Vendor: Antelope Valley Free Classified</b>				
5118	01/23/2013	Antelope Valley Free Classified	Transporter advertising in free classifieds.	\$ 400.00
<b>Vendor Antelope Valley Free Classified Total:</b>				<b>\$ 400.00</b>
<b>Vendor: Anthem Blue Cross</b>				
5119	01/23/2013	Anthem Blue Cross	Medical Insurance Premium EE,02/01/13-03/C	\$ 5,349.60
5119	01/23/2013	Anthem Blue Cross	Medical Insurance Premium ER,02/01/13-03/0	\$ 30,395.40
<b>Vendor Anthem Blue Cross Total:</b>				<b>\$ 35,745.00</b>
<b>Vendor: Aramark Uniform Services</b>				
5069	01/09/2013	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$ 52.10
5120	01/23/2013	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$ 52.10
5120	01/23/2013	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$ 88.41
5120	01/23/2013	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$ 52.10
<b>Vendor Aramark Uniform Services Total:</b>				<b>\$ 244.71</b>
<b>Vendor: Arcadis</b>				
5070	01/09/2013	Arcadis	Professional Services from09/24/12 to 10/21/	\$ 2,437.54
<b>Vendor Arcadis Total:</b>				<b>\$ 2,437.54</b>
<b>Vendor: Arrow Engineering-AESI</b>				
5121	01/23/2013	Arrow Engineering-AESI	Bus Stop improvements 9/11/12-10/10/12	\$ 11,088.37
<b>Vendor Arrow Engineering-AESI Total:</b>				<b>\$ 11,088.37</b>
<b>Vendor: AT&amp;T Mobility</b>				
5071	01/09/2013	AT&T Mobility	Cell Phones, 11/07/12 - 12/06/12	\$ 1,055.37
<b>Vendor AT&amp;T Mobility Total:</b>				<b>\$ 1,055.37</b>



## ATTACHMENT C

2/1/2013 9:26:00 AM

## Expense Report

Payment Dates: 1/1/2013 - 1/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
<b>Vendor: Atkinson, Andelson, Loya, RUUD</b>				
5072	01/09/2013	Atkinson, Andelson, Loya, RUUD	General Advice, 11/30/12	\$ 467.50
<b>Vendor Atkinson, Andelson, Loya, RUUD Total:</b>				<b>\$ 467.50</b>
<b>Vendor: AV Press</b>				
5073	01/09/2013	AV Press	Advertisement and Transporter, 11/30/12	\$ 1,795.00
5073	01/09/2013	AV Press	AV Press Subscription	\$ 216.41
5073	01/09/2013	AV Press	Advertisement Mobile Command Center IFB	\$ 675.90
<b>Vendor AV Press Total:</b>				<b>\$ 2,687.31</b>
<b>Vendor: Blue Tarp Financial- Northern Tool</b>				
5074	01/09/2013	Blue Tarp Financial- Northern Tool	Bag 2 Bushel Nylon, 12/10/12	\$ 86.12
<b>Vendor Blue Tarp Financial- Northern Tool Total:</b>				<b>\$ 86.12</b>
<b>Vendor: Board of Equilization- Fuel Taxes Division</b>				
5122	01/23/2013	Board of Equilization- Fuel Taxes Division	Fuel Use Tax - Oct. through Dec. 2012	\$ 1,775.00
<b>Vendor Board of Equilization- Fuel Taxes Division Total:</b>				<b>\$ 1,775.00</b>
<b>Vendor: BOHN'S Printing</b>				
5075	01/09/2013	BOHN'S Printing	Outreach flyers	\$ 217.50
<b>Vendor BOHN'S Printing Total:</b>				<b>\$ 217.50</b>
<b>Vendor: Boot Barn</b>				
5123	01/23/2013	Boot Barn	Work Jeans	\$ 551.25
<b>Vendor Boot Barn Total:</b>				<b>\$ 551.25</b>
<b>Vendor: Brinks Incorporated</b>				
5076	01/09/2013	Brinks Incorporated	Money Room Service, November 2012	\$ 444.55
5076	01/09/2013	Brinks Incorporated	Money Room Service, November 2012	\$ 110.05
<b>Vendor Brinks Incorporated Total:</b>				<b>\$ 554.60</b>
<b>Vendor: Bulbs.com</b>				
5077	01/09/2013	Bulbs.com	4 Pin CFL BULBS	\$ 64.90
5077	01/09/2013	Bulbs.com	Electronic ballasts	\$ 369.90
5124	01/23/2013	Bulbs.com	Fluorescent Bulbs, 1/9/13	\$ 35.56
<b>Vendor Bulbs.com Total:</b>				<b>\$ 470.36</b>
<b>Vendor: Burris Coffee &amp; Pure Water Service</b>				
5078	01/09/2013	Burris Coffee & Pure Water Service	Coffee & Supplies, 11/27/12	\$ 234.00
<b>Vendor Burris Coffee &amp; Pure Water Service Total:</b>				<b>\$ 234.00</b>
<b>Vendor: CalACT</b>				
5125	01/23/2013	CalACT	Annual Membership	\$ 745.00
<b>Vendor CalACT Total:</b>				<b>\$ 745.00</b>
<b>Vendor: Canon Business Solutions</b>				
5126	01/23/2013	Canon Business Solutions	Canon Copier, 9/16/12 -12-15-12	\$ 835.18
<b>Vendor Canon Business Solutions Total:</b>				<b>\$ 835.18</b>
<b>Vendor: Cindy Alcott</b>				
5127	01/23/2013	Cindy alcott	AVTA Sponsorship -Little Miss Commercial	\$ 250.00
<b>Vendor Cindy alcott Total:</b>				<b>\$ 250.00</b>
<b>Vendor: Clark &amp; Howard</b>				
5128	01/23/2013	Clark & Howard	Tow Bus Stop Trailer, 1-8-13	\$ 50.00
<b>Vendor Clark &amp; Howard Total:</b>				<b>\$ 50.00</b>
<b>Vendor: Complete Coach Works</b>				
5079	01/09/2013	Complete Coach Works	Commuter Coach Refurbishment,Bus 4736VIN	\$ 143,581.59
5079	01/09/2013	Complete Coach Works	Commuter Coach Refurbishment,Bus 4736VIN	\$ 143,457.01
<b>Vendor Complete Coach Works Total:</b>				<b>\$ 287,038.60</b>
<b>Vendor: Compliance Oversight Solutions- Ideal</b>				
5129	01/23/2013	Compliance Oversight Solutions- Ideal	Blanket PO for remainder of FY 12/13 NTE 30,000	\$ 525.00
<b>Vendor Compliance Oversight Solutions- Ideal Total:</b>				<b>\$ 525.00</b>
<b>Vendor: CSI Fullmer</b>				
5080	01/09/2013	CSI Fullmer	FF&E Phase II - Payment of 90%, 12/19/12	\$ 1,049.98
<b>Vendor CSI Fullmer Total:</b>				<b>\$ 1,049.98</b>

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Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
<b>Vendor: Dell Marketing</b>				
5081	01/09/2013	Dell Marketing	Dell C3765dnf Yellow Toner	\$ 263.44
5081	01/09/2013	Dell Marketing	Dell 3765dnf Magenta Toner, 12/13/12	\$ 263.44
5081	01/09/2013	Dell Marketing	Dell C3765dnf Black Toner Cartridge	\$ 139.46
5081	01/09/2013	Dell Marketing	Dell 3765dnf Waste Toner Container	\$ 20.65
5081	01/09/2013	Dell Marketing	Dell C3765dnf Imaging Drum Kit	\$ 154.96
5081	01/09/2013	Dell Marketing	Dell C3765dnf Fuser	\$ 140.49
5081	01/09/2013	Dell Marketing	Dell C3765DNF Cyan Toner	\$ 263.44
5081	01/09/2013	Dell Marketing	Dell C3765dnf Color Laser Printer w/ 5 Yr. Supl	\$ 1,262.44
5081	01/09/2013	Dell Marketing	Dell C3765dnf Extra Paper Tray	\$ 180.01
<b>Vendor Dell Marketing Total:</b>				<b>\$ 2,688.33</b>
<b>Vendor: Federal Express</b>				
5082	01/09/2013	Federal Express	Shipping, 12/21/12	\$ 168.54
<b>Vendor Federal Express Total:</b>				<b>\$ 168.54</b>
<b>Vendor: Grainger</b>				
5083	01/09/2013	Grainger	Blueprint Cabinet, 12/12/12	\$ 1,742.18
5083	01/09/2013	Grainger	stand base for cabinets	\$ 151.71
5083	01/09/2013	Grainger	red floor tape 100'	\$ 109.23
5083	01/09/2013	Grainger	yellow floortape 100'	\$ 109.23
5083	01/09/2013	Grainger	Linear Power Supply, 12/18/12	\$ 92.29
5130	01/23/2013	Grainger	Clock, 24 inch, red	\$ 108.76
5130	01/23/2013	Grainger	Elect. tape	\$ 3.28
5130	01/23/2013	Grainger	Handle, Broom	\$ 13.82
5130	01/23/2013	Grainger	Squeegee, 24 inch	\$ 70.78
5130	01/23/2013	Grainger	Elect. tape	\$ 1.64
5130	01/23/2013	Grainger	Leather work gloves	\$ 9.92
5130	01/23/2013	Grainger	Scoop, plastic	\$ 7.64
5130	01/23/2013	Grainger	Trash container, 32 gal., Yellow	\$ 596.82
5130	01/23/2013	Grainger	step ladder - 16 ft	\$ 861.81
5130	01/23/2013	Grainger	Lid, 32 gal., Yellow	\$ 16.61
5130	01/23/2013	Grainger	Trash can, 32 gal., Green	\$ 39.46
5130	01/23/2013	Grainger	Ice melt, granular, 50 lbs	\$ 20.65
5130	01/23/2013	Grainger	Lid 32 gal., Green	\$ 13.78
5130	01/23/2013	Grainger	Elect. tape	\$ 1.50
5130	01/23/2013	Grainger	Hose, pressure wash	\$ 154.65
<b>Vendor Grainger Total:</b>				<b>\$ 4,125.76</b>
<b>Vendor: Greg's Petroleum Service</b>				
5132	01/23/2013	Greg's Petroleum Service	Rando HD ISO 32 Hydraulic oil	\$ 521.97
<b>Vendor Greg's Petroleum Service Total:</b>				<b>\$ 521.97</b>
<b>Vendor: Harris &amp; Associates</b>				
5084	01/09/2013	Harris & Associates	Phase II Const. Admin through 11/30/12	\$ 35,819.46
5084	01/09/2013	Harris & Associates	Const. Admin through 10/31/12	\$ 33,597.98
<b>Vendor Harris &amp; Associates Total:</b>				<b>\$ 69,417.44</b>
<b>Vendor: Hart Printers Inc.</b>				
5133	01/23/2013	Hart Printers Inc.	Business Cards for Grant Administrator, Judy V	\$ 85.02
<b>Vendor Hart Printers Inc. Total:</b>				<b>\$ 85.02</b>
<b>Vendor:</b>				
5085	01/09/2013		Wage Garnishment,12/16/12 - 12/29/12	\$ 246.46
5134	01/23/2013		Wage Garnishment, 12/30/12-1/12/13	\$ 246.46
<b>Vendor Total:</b>				<b>\$ 492.92</b>
<b>Vendor: Home Depot Credit Services</b>				
5086	01/09/2013	Home Depot Credit Services	Drill Bits for Ceramic Tile,11/26/12	\$ 10.84
5086	01/09/2013	Home Depot Credit Services	Coffee Pot Hook Up,12/05/12	\$ 9.86
5086	01/09/2013	Home Depot Credit Services	Coffee Pot Hook Up,12/04/12	\$ 23.03
5086	01/09/2013	Home Depot Credit Services	Paint for Ex. Dir. Office,11/15/12	\$ 48.52
5086	01/09/2013	Home Depot Credit Services	Coffee Pot Timer,Paint Supplies,11/13/12	\$ 39.44
5086	01/09/2013	Home Depot Credit Services	Def 4 Plaque Mounting,11/30/12	\$ 51.07
5086	01/09/2013	Home Depot Credit Services	Phase II Cont.Server for IT	\$ 249.04

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Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5086	01/09/2013	Home Depot Credit Services	Return Phase II Const. Server IT,11/15/12	\$ (249.04)
5086	01/09/2013	Home Depot Credit Services	Phase II Cont. Boardroom Cables,11/30/12	\$ 48.61
5086	01/09/2013	Home Depot Credit Services	Phase II Const. Boardroom,12/10/12	\$ 14.52
5086	01/09/2013	Home Depot Credit Services	Phase II Const. Boardroom Cable,11/30/12	\$ 64.35
<b>Vendor Home Depot Credit Services Total:</b>				<b>\$ 310.24</b>
<b>Vendor: Insight- Public Sector</b>				
5087	01/09/2013	Insight- Public Sector	Cisco IP Communicator 7.X COMM-CLT	\$ 35.17
5135	01/23/2013	Insight- Public Sector	Plantronics Blackwire C480 Headset	\$ 238.92
5135	01/23/2013	Insight- Public Sector	Essential SW Cisco IP Communicator 7.X	\$ 25.57
5087	01/09/2013	Insight- Public Sector	VMware Support And Subscription Basic	\$ 2,111.11
<b>Vendor Insight- Public Sector Total:</b>				<b>\$ 2,410.77</b>
<b>Vendor: Interior Plant Designs</b>				
5088	01/09/2013	Interior Plant Designs	Plant Services,12/15/12	\$ 150.00
<b>Vendor Interior Plant Designs Total:</b>				<b>\$ 150.00</b>
<b>Vendor: Iron Mountain Records Mgmt Inc</b>				
5089	01/09/2013	Iron Mountain Records Mgmt Inc	Paper Shredding Services,12/31/12	\$ 75.35
<b>Vendor Iron Mountain Records Mgmt Inc Total:</b>				<b>\$ 75.35</b>
<b>Vendor: Johnstone Supply</b>				
5136	01/23/2013	Johnstone Supply	SURFACE IGNITORS	\$ 62.41
<b>Vendor Johnstone Supply Total:</b>				<b>\$ 62.41</b>
<b>Vendor: Keppel Union School District</b>				
5090	01/09/2013	Keppel Union School District	Use of Facilities Lake Los Angeles School,12/31	\$ 82.25
<b>Vendor Keppel Union School District Total:</b>				<b>\$ 82.25</b>
<b>Vendor: L.A. County Waterworks</b>				
5091	01/09/2013	L.A. County Waterworks	Utilities-Water, 10/15/12-12/13/12	\$ 242.45
5091	01/09/2013	L.A. County Waterworks	Utilities-Water, 10/15/12 - 12/13/12	\$ 367.41
5091	01/09/2013	L.A. County Waterworks	Utilities-Water,12/17/12	\$ 523.43
<b>Vendor L.A. County Waterworks Total:</b>				<b>\$ 1,133.29</b>
<b>Vendor: LA County Sheriff Dept</b>				
5092	01/09/2013	LA County Sheriff Dept	For service October, 2012	\$ 9,508.26
5092	01/09/2013	LA County Sheriff Dept	For Service 7/13/2012 to 7/26/2012	\$ 2,280.16
5092	01/09/2013	LA County Sheriff Dept	For Service 11/1/2012 to 11/29/2012	\$ 7,891.46
<b>Vendor LA County Sheriff Dept Total:</b>				<b>\$ 19,679.88</b>
<b>Vendor: Mail America- Lancaster</b>				
5093	01/09/2013	Mail America- Lancaster	CPOS Reimbursement Apr- July 2012	\$ 250.00
<b>Vendor Mail America- Lancaster Total:</b>				<b>\$ 250.00</b>
<b>Vendor: McMaster-Carr Supply Co.</b>				
5137	01/23/2013	McMaster-Carr Supply Co.	Transponder batteries	\$ 325.41
5137	01/23/2013	McMaster-Carr Supply Co.	Gate Closer	\$ 71.19
<b>Vendor McMaster-Carr Supply Co. Total:</b>				<b>\$ 396.60</b>
<b>Vendor: MJS Construction</b>				
5094	01/09/2013	MJS Construction	Reimbursement for LA County Permits	\$ 2,424.00
<b>Vendor MJS Construction Total:</b>				<b>\$ 2,424.00</b>
<b>Vendor: Moore &amp; Associates</b>				
5138	01/23/2013	Moore & Associates	Mobility Management	\$ 10,434.00
<b>Vendor Moore &amp; Associates Total:</b>				<b>\$ 10,434.00</b>
<b>Vendor: NCM-Media Net Works</b>				
5095	01/09/2013	NCM-Media Net Works	TRANSporter Commercial at Cinemark Theater	\$ 2,236.00
5139	01/23/2013	NCM-Media Net Works	TRANSporter Commercial at Cinemark Theater	\$ 2,236.00
<b>Vendor NCM-Media Net Works Total:</b>				<b>\$ 4,472.00</b>
<b>Vendor: Palmcaster Equipment Rentals</b>				
5096	01/09/2013	Palmcaster Equipment Rentals	Maintenance Trailer Rental,12/19/12	\$ 75.00
<b>Vendor Palmcaster Equipment Rentals Total:</b>				<b>\$ 75.00</b>
<b>Vendor: Petty Cash</b>				
5097	01/09/2013	Petty Cash	L.Block-Parking for Metro DBE Meeting,11/06/	\$ 6.00
5097	01/09/2013	Petty Cash	L.Engel-Mtg in Los Angeles Meal Reimburse	\$ 19.36

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Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5097	01/09/2013	Petty Cash	G.Charles-Wright-Business Workshop & Veter.	\$ 11.96
5097	01/09/2013	Petty Cash	C.Rudolph-Cookies for AVTA Mixer,12/20/12	\$ 44.35
5097	01/09/2013	Petty Cash	W.Williams-AVBOT Transportation Refreshm,	\$ 23.77
5097	01/09/2013	Petty Cash	C.Rudolph-AVTA Mixer Raffel Prize,12/19/12	\$ 50.91
5097	01/09/2013	Petty Cash	K.Keovil-Purchase Cables for Boardroom,11/30	\$ 32.52
5097	01/09/2013	Petty Cash	M.Perry,Paint for Executive Diret.,12/05/12	\$ 81.07
<b>Vendor Petty Cash Total:</b>				<b>\$ 269.94</b>
<b>Vendor: Pinnacle Petroleum Inc</b>				
5098	01/09/2013	Pinnacle Petroleum Inc	Fuel, for December 2012	\$ 11,425.79
5098	01/09/2013	Pinnacle Petroleum Inc	Fuel, for December 2012	\$ 25,754.01
5098	01/09/2013	Pinnacle Petroleum Inc	Fuel, for December 2012	\$ 27,805.56
5098	01/09/2013	Pinnacle Petroleum Inc	Fuel, for December 2012	\$ 21,541.81
5098	01/09/2013	Pinnacle Petroleum Inc	Fuel, for December 2012	\$ 27,915.05
5140	01/23/2013	Pinnacle Petroleum Inc	Fuel, for December 2012	\$ 27,571.27
5140	01/23/2013	Pinnacle Petroleum Inc	Fuel, for December 2012	\$ 12,247.27
5140	01/23/2013	Pinnacle Petroleum Inc	Fuel, for December 2012	\$ 28,509.87
<b>Vendor Pinnacle Petroleum Inc Total:</b>				<b>\$ 182,770.63</b>
<b>Vendor: Samy's Camara</b>				
5099	01/09/2013	Samy's Camara	Point and Shoot Camera Purchase for Custom	\$ 297.57
<b>Vendor Samy's Camara Total:</b>				<b>\$ 297.57</b>
<b>Vendor: SHI- Software Hardware Integration</b>				
5100	01/09/2013	SHI- Software Hardware Integration	Symantec EP Client 3-yr Support Renewal	\$ 1,931.50
<b>Vendor SHI- Software Hardware Integration Total:</b>				<b>\$ 1,931.50</b>
<b>Vendor: Southern California Edison</b>				
5101	01/09/2013	Southern California Edison	Utilities-Electricity,12/19/12	\$ 6,593.13
<b>Vendor Southern California Edison Total:</b>				<b>\$ 6,593.13</b>
<b>Vendor: Standard Insurance Company</b>				
5141	01/23/2013	Standard Insurance Company	Vision Insurance Premium,EE Portion 1/1/13-1	\$ 108.67
5141	01/23/2013	Standard Insurance Company	Vision Insurance Premium,ER Portion)1/1/13-	\$ 404.85
5141	01/23/2013	Standard Insurance Company	Dental Insurance Premium,EE Portion1/1/13-1	\$ 607.38
5141	01/23/2013	Standard Insurance Company	Dental Insurance Premium,ER Portion1/1/13-1	\$ 2,111.78
<b>Vendor Standard Insurance Company Total:</b>				<b>\$ 3,232.68</b>
<b>Vendor: Standard Insurance Company</b>				
5102	01/09/2013	Standard Insurance Company	Basic Life, Dec 2012	\$ 268.63
5102	01/09/2013	Standard Insurance Company	STD, Dec 2012	\$ 1,359.52
5102	01/09/2013	Standard Insurance Company	LTD, Dec 2012	\$ 843.21
5102	01/09/2013	Standard Insurance Company	AD & D, Dec 2012	\$ 102.76
<b>Vendor Standard Insurance Company Total:</b>				<b>\$ 2,574.12</b>
<b>Vendor: Strategies</b>				
5142	01/23/2013	Strategies	Consulting for Sept. 2012	\$ 25.00
<b>Vendor Strategies Total:</b>				<b>\$ 25.00</b>
<b>Vendor: TCW Systems, Inc.</b>				
5103	01/09/2013	TCW Systems, Inc.	Battery, 12/18/12	\$ 48.72
<b>Vendor TCW Systems, Inc. Total:</b>				<b>\$ 48.72</b>
<b>Vendor: Tennant Sales and Serv Co.</b>				
5143	01/23/2013	Tennant Sales and Serv Co.	Drain hose	\$ 15.91
5143	01/23/2013	Tennant Sales and Serv Co.	Panel dust filter	\$ 90.47
5143	01/23/2013	Tennant Sales and Serv Co.	Rubber side skirt	\$ 34.88
5143	01/23/2013	Tennant Sales and Serv Co.	Front squeegee blade	\$ 62.13
5143	01/23/2013	Tennant Sales and Serv Co.	Drain hose 1.5" x 27"	\$ 33.57
5143	01/23/2013	Tennant Sales and Serv Co.	Rear squeegee blade	\$ 87.20
5143	01/23/2013	Tennant Sales and Serv Co.	Drain hose 1.5" x 26"	\$ 45.02
<b>Vendor Tennant Sales and Serv Co. Total:</b>				<b>\$ 369.18</b>
<b>Vendor: The Customer Service Experts</b>				
5144	01/23/2013	The Customer Service Experts	Phone Line for Bus Passes for Nov., 2012	\$ 50.00
<b>Vendor The Customer Service Experts Total:</b>				<b>\$ 50.00</b>

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Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
<b>Vendor: The Gas Company</b>				
5104	01/09/2013	The Gas Company	Utilities-Gas,11/16/12 - 12/16/12	\$ 4,752.25
<b>Vendor The Gas Company Total:</b>				<b>\$ 4,752.25</b>
<b>Vendor: The Signal</b>				
5105	01/09/2013	The Signal	Online TRANSporter Advertising, 11/21/12	\$ 900.00
<b>Vendor The Signal Total:</b>				<b>\$ 900.00</b>
<b>Vendor: Time Warner Cable Business Class</b>				
5145	01/23/2013	Time Warner Cable Business Class	Internet Connection, 1/18/13	\$ 2,880.00
<b>Vendor Time Warner Cable Business Class Total:</b>				<b>\$ 2,880.00</b>
<b>Vendor: United Parcel Service</b>				
5106	01/09/2013	United Parcel Service	Shipping, 11/24/12	\$ 147.98
5106	01/09/2013	United Parcel Service	Shipping, 12/22/12	\$ 99.94
<b>Vendor United Parcel Service Total:</b>				<b>\$ 247.92</b>
<b>Vendor: UNUM Life Insurance Co of Amer</b>				
5107	01/09/2013	UNUM Life Insurance Co of Amer	Long Term Care(EE Portion)-1-1-13 - 1-31-13	\$ 209.10
5107	01/09/2013	UNUM Life Insurance Co of Amer	Long Term Care(ER Portion)-1-1-13 - 1-31-13	\$ 607.80
5146	01/23/2013	UNUM Life Insurance Co of Amer	Long Term Care,EE Portion,2/1/13-2/28/13	\$ 194.70
5146	01/23/2013	UNUM Life Insurance Co of Amer	Long Term Care,ER Portion ,2/1/2013-2/28/13	\$ 609.00
<b>Vendor UNUM Life Insurance Co of Amer Total:</b>				<b>\$ 1,620.60</b>
<b>Vendor: US Bank</b>				
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 78.00
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 30.31
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ (30.46)
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 51.50
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 325.00
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 200.00
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 200.00
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 653.18
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 132.25
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 131.59
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 22.25
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 80.29
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 230.54
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 11.96
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 17.85
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 151.46
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 39.10
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 25.01
5108	01/09/2013	US Bank	Credit Card Charges,12/24/12	\$ 753.72
<b>Vendor US Bank Total:</b>				<b>\$ 3,103.55</b>
<b>Vendor: Veolia Transportation</b>				
5147	01/23/2013	Veolia Transportation	Local & Commuter, November 2012	\$ 921,858.80
5147	01/23/2013	Veolia Transportation	Local & Commuter,LD, November 2012	\$ (9,750.00)
5147	01/23/2013	Veolia Transportation	Transporter, November 2012	\$ 728.00
<b>Vendor Veolia Transportation Total:</b>				<b>\$ 912,836.80</b>
<b>Vendor: Verizon California</b>				
5148	01/23/2013	Verizon California	Phone Service, 1/1/13	\$ 46.63
<b>Vendor Verizon California Total:</b>				<b>\$ 46.63</b>
<b>Vendor: Waste Management</b>				
5110	01/09/2013	Waste Management	Utilities-Waste,Nov 2012	\$ 588.20
5149	01/23/2013	Waste Management	Utilities-Waste for Dec. 2012	\$ 605.84
<b>Vendor Waste Management Total:</b>				<b>\$ 1,194.04</b>
<b>Vendor: Waxie Sanitary Supply</b>				
5150	01/23/2013	Waxie Sanitary Supply	janitorial supply	\$ 2,152.05
<b>Vendor Waxie Sanitary Supply Total:</b>				<b>\$ 2,152.05</b>

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<b>Vendor: Western Exterminators</b>				
5111	01/09/2013	Western Exterminators	Extermination Services,December 2012	\$ 85.50
<b>Vendor Western Exterminators Total:</b>				<b>\$ 85.50</b>
<b>Vendor: Windes &amp; McClaughry</b>				
5151	01/23/2013	Windes & McClaughry	Reimbursement of Out-Of-Pocket Expenses	\$ 1,000.00
<b>Vendor Windes &amp; McClaughry Total:</b>				<b>\$ 1,000.00</b>
<b>Vendor: Winzer Corporation</b>				
5152	01/23/2013	Winzer Corporation	bus wash chemical	\$ 648.98
5152	01/23/2013	Winzer Corporation	bus wash chemical	\$ 538.46
<b>Vendor Winzer Corporation Total:</b>				<b>\$ 1,187.44</b>
<b>Vendor: Witts</b>				
5112	01/09/2013	Witts	Office Supplies,12/20/12	\$ 198.67
5153	01/23/2013	Witts	Office Supplies,12/20/12	\$ 118.23
5153	01/23/2013	Witts	Office Supplies,12/20/12	\$ 65.21
5153	01/23/2013	Witts	Office Supplies,12/20/12	\$ 23.58
5153	01/23/2013	Witts	Office Supplies,12/20/12	\$ 109.51
5112	01/09/2013	Witts	Office Furniture and Supplies 12/13/12	\$ 878.61
5112	01/09/2013	Witts	Office Supplies,12/20/12	\$ 11.77
5153	01/23/2013	Witts	Office Supplies,12/20/12	\$ 99.91
5153	01/23/2013	Witts	Office Supplies,12/20/12	\$ 278.95
<b>Vendor Witts Total:</b>				<b>\$ 1,784.44</b>
<b>Vendor: Xerox Corporation</b>				
5113	01/09/2013	Xerox Corporation	Meter Usage, 10/10/12-11/8/12	\$ 478.34
<b>Vendor Xerox Corporation Total:</b>				<b>\$ 478.34</b>
<b>Grand Total:</b>				<b>\$ 1,717,528.49</b>

**DATE:** February 26, 2012  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Certification and Assurances for California Emergency Management Agency (Cal EMA) Program (Resolution No. 2013-001)

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### RECOMMENDATION

Adopt Resolution No. 2013-001 authorizing the Executive Director to execute all required documents of the Cal EMA Program as required by the Governor's Office of Homeland Security for a Proposition 1B Security and Emergency Planning Implementation Grant Award of \$95,786 for FY 2012/13.

### FISCAL IMPACT

Adopting Resolution No. 2013-001 would authorize the Executive Director to sign, on behalf of AVTA and the Board of Directors, the certifications and assurances and any other required documents as it relates to the Cal EMA grant program.

### BACKGROUND

AVTA expects to receive annual apportionments from the Cal EMA program through FY17. In order for AVTA to receive these funds, the AVTA Board is required to adopt Resolution No. 2013-001. This resolution will certify that the Board authorizes the Executive Director to execute all necessary documents related to this funding source.

FTA requires recipients of federal funds to have a separate Hazard Mitigation Plan to receive mitigation funds per the Disaster Mitigation Act of 2000. Our current plan has a "threat and vulnerability identification and assessment" section; however, we do not have a comprehensive plan. The funds will be used to develop a plan for AVTA that describes the process for identifying hazards, risks and vulnerabilities; identifies and prioritizes mitigation actions; encourages the development of local mitigation measures; and provides technical support for those efforts.

Prepared by:

Submitted by:

  
Judy Vaccaro-Fry  
Grants Administrator

  
Julie M. Austin  
Executive Director

Attachment: Resolution No. 2013-001

RESOLUTION #2013-001

**AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY GRANT PROGRAM**

**WHEREAS**, the Antelope Valley Transit Authority (AVTA) is an eligible project sponsor and may receive state funding from the California Emergency Management Agency (Cal EMA) now or sometime in the future for transit projects; and

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

**WHEREAS**, FY 2012/13 California Transit Security Grant Program (CTSGP) and California Transit Assistance Fund (CTAF) provides funding for the Cal EMA grant program; and

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

**WHEREAS**, the AVTA wishes to delegate authority to execute these documents and any amendments thereto to the Executive Director and/or the Contract Administrator.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the AVTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all Cal EMA funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Executive Director be authorized to execute all required documents of the Cal EMA grant program and any Amendments thereto with Cal EMA.

PASSED, APPROVED AND ADOPTED this 26<sup>th</sup> day of February, 2013.

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

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

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

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

\_\_\_\_\_  
Norman L. Hickling, Board Chairman

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Julie M. Austin, Secretary

\_\_\_\_\_  
D. Craig Fox, General Counsel



**DATE:** February 26, 2013  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** 2013 State Legislative Update

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#### **RECOMMENDATION**

Receive and file state legislative update.

#### **FISCAL IMPACT**

This program has no direct budgetary impact.

#### **BACKGROUND**

The 2013 Legislative Principles were adopted at the January 2013 board meeting. This program includes broad guidelines to help focus AVTA's legislative strategies and proposals, if any. It is designed to provide flexibility to guide staff in responding to legislative issues that may arise during the course of the year, such as raids on transit funds and responses to proposed legislative requirements.

#### **STATE LEGISLATIVE UPDATE**

The governor has released the proposed budget for FY14 which includes a proposal to decrease transit funding by nearly 6%. The Administration is required to develop an expenditure plan for Cap and Trade revenues early this year. The Governor's Budget Proposal indicates that funding mass transit should be a priority of the Cap and Trade program.

State legislators have started introducing new bills for the 2013 legislative year. During the month of January, two transit related bills were introduced into the State Assembly that may have an impact on AVTA, if signed into law. AB 160 would exclude 20,000 local and regional mass transit workers statewide from a new law which requires higher pension contributions and lower retirement benefits. AB 179 would require transportation agencies that obtain identity information from electronic transit fare collection systems to discard that information after 6 months.

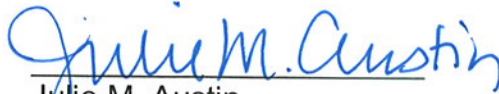
Senator Steve Knight will not be introducing a transit digital advertising bill on behalf of AVTA during this legislative cycle. Although he remains supportive, Knight has decided to delay introduction of this bill until AVTA has an IT system in place and can move forward with digital advertising.

Prepared by:



Wendy L. Williams  
Marketing Manager

Submitted by:



Julie M. Austin  
Executive Director

Attachment: Legislative Matrix

**ATTACHMENT**

**2013 Transit-Related Legislation Matrix**

Bill Number/Author/Topic	Location	Summary	Position
<p>AB 179 Bocanegra,Raul</p> <p>Electronic transit fare collection systems: disclosure of personal Information.</p>	<p>Introduced to Assembly January 2013</p>	<p>Existing law prohibits a transportation agency from selling or providing personally identifiable information of a person obtained through the person's participation in an electronic toll collection system or use of a toll facility that uses an electronic toll collection system. Existing law, with certain exceptions, requires a transportation agency to discard personally identifiable information after 4 1/2 years, as specified. Existing law provides various remedies in that regard.</p> <p>This bill would make these and other related provisions applicable to a transportation agency that employs an electronic transit fare collection system for payment of transit fares. The bill would require transportation agencies that obtain personally identifiable information of a person from electronic toll collection or electronic transit fare collection systems to discard that information after 6 months, as specified.</p> <p>By imposing new duties on local transportation agencies, the bill would impose a state-mandated local program.</p> <p>The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.</p> <p>This bill would provide that no reimbursement is required by this act for a specified reason</p>	<p>Watch</p>

<p>AB 160 Alejo, Luis (D)</p>	<p>Introduced to Assembly January 2013</p>	<p>Assembly Bill 160 assumes public pension changes that took effect Jan. 1 violate a condition of mass-transit federal grants requiring an agency to preserve whatever employees' collective bargaining rights are authorized in that state.</p> <p>The Teamsters and two other unions sponsored the bill, which would exclude 20,000 local and regional mass transit workers statewide from the higher pension contributions and lower retirement benefits passed last year.</p>	<p>Watch</p>
<p>Governor Jerry Brown  State Transportation Assistance Program</p>	<p>Proposed FY 13-14 Transportation Budget Released on January 10, 2013</p>	<p>California Governor Jerry Brown Issues Fiscal Year 2013-14 Budget Proposal. The budget proposal incorporates the revenue from Proposition 30 which will help to reduce the State Budget deficit.</p> <p>Transportation funding remains largely similar to last year's budget proposal.</p> <p>The Transportation Agency, established as part of the Governor's 2012 Reorganization Plan, which consists of the following six state entities (Caltrans, California Transportation Commission, High-Speed Rail Authority, Department of Motor Vehicles, California Highway Patrol, and Board of Pilot Commissioners) responsible for administering programs that support the state's transportation system, becomes operational on July 1, 2013.</p> <p><b>The State Transit Assistance program for FY 13-14 is projected at \$391 million down from \$414 million for FY 12-13.</b></p>	<p>Watch</p>

		<p>Beginning in the spring of 2013, the Agency will convene a workgroup consisting of state and local transportation stakeholders to refine the transportation infrastructure needs assessment, explore long term, pay as you go funding options, and evaluate the most appropriate level of government to deliver high priority investments to meet the state's infrastructure needs.</p> <p>The Administration is required to develop an expenditure plan for Cap and Trade revenues early this year. The Governor's Budget Proposal identifies that funding mass transit should be a priority of the Cap and Trade program.</p> <p>The Governor's budget also continues its commitment to High Speed Rail through the investment of revenues approved by the Legislature in last year's session</p>	
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**DATE:** February 26, 2013  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** FY13 Second Quarter Grant Status Report (October 1 – December 31, 2012)

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### RECOMMENDATION

Receive and file the attached quarterly grant status report for the period October 1 – December 31, 2012.

### FISCAL IMPACT

Grants approved after the annual budget adoption may require reallocation of funds, which will be addressed during the mid-year budget adjustment.

### BACKGROUND

The attached quarterly grant status report reflects all grant applications submitted on behalf of AVTA. During the 2nd quarter of FY13 (October 1 – December 31, 2012), AVTA did not submit any new grant applications. We did, however, resolve some outstanding issues with LA Metro involving our existing JARC grant for our Mobility Management Program and some questions they had regarding the JARC-funded Voucher Program. We were successful in retaining funding for both of these grants. Our JARC award for three expansion buses was not approved as we received funding from another grant for these buses.

Staff will continue to aggressively pursue all viable grant opportunities to augment existing funding sources.

Prepared by:

Submitted by:

  
Judy Vaccaro-Fry  
Grants Administrator

  
Julie M. Austin  
Executive Director

Attachment: Grant Status Report

**ATTACHMENT**

**GRANT STATUS REPORT**

<b>Grant Program</b>	<b>Project</b>	<b>Amount</b>	<b>Date Submitted</b>	<b>Status</b>	<b>Amount Awarded</b>
Fuel and Electric Propulsion as Capital Maintenance Provision	Allowance to use Federal 5307 funds for Fuel – not additional grant funds	\$3,500,000	February 22, 2012	Grant award approved April 2012	<b>\$784,754</b>
State of Good Repair Bus Initiative	Four replacement commuter coaches	\$2,100,000	March 22, 2012	No funds awarded	<b>\$0</b>
BOS – 15% Discretionary	Four replacement commuter coaches	\$2,100,000	March 23, 2012	No funds awarded	<b>\$0</b>
BOS – 15% Discretionary	Three expansion commuter coaches	\$1,476,000	March 23, 2012	No funds awarded	<b>\$0</b>
BOS – 1% Discretionary	Bus Stop Improvements	\$300,000	March 23, 2012	No funds awarded	<b>\$0</b>
AVAQMD - AB2766	Four diesel hybrid replacement buses – local match	\$225,110	March 28, 2012	Grant award approved May	<b>\$225,110</b>
Clean Fuels Program	Three replacement local transit buses	\$1,037,000	March 29, 2012	No funds awarded	<b>\$0</b>
Job Access Reverse Commute	Voucher Program	\$542,659	April 26, 2012	Grant award approved August 23, 2012	<b>\$542,659</b>
Job Access Reverse Commute	Three expansion commuter coaches	\$1,845,000	April 26, 2012	No funds awarded	<b>\$1,845,000</b>
FTA Annual 5307 Allocation	Capital Improvement Program	\$14,357,738	July 17, 2012	Grant award approved August 27, 2012	<b>\$14,357,738</b>
Prop 1B Transit Security	Mobile Command Center	\$95,786	March 2012	Grant award approved May 2, 2012	<b>\$95,786</b>
Prop 1B Transit Security Bridge Funding	Mobile Command Center	\$48,058	June 21, 2012	Pending payment from LACMTA	<b>\$48,058</b>

<b>Grant Program</b>	<b>Project</b>	<b>Amount</b>	<b>Date Submitted</b>	<b>Status</b>	<b>Amount Awarded</b>
Prop 1B Transit Security	Security Emergency Preparedness	\$95,786	March 2012	Grant award approved May 4, 2012	<b>\$95,786</b>
Prop 1B Transit Security	Phase II Construction	\$95,786	April 2012	Grant award approved May 9, 2012	<b>\$95,786</b>
Prop 1B Transit Security	Hazard Mitigation Plan	\$95,786	December 2012	Grant award approved January 25, 2013	<b>\$95,786</b>
Prop 1B PTMISEA	Rolling Stock Replacement	\$1,197,049	May 2012	Grant award approved May 18, 2012	<b>\$1,197,049</b>
Prop 1B PTMISEA	Rolling Stock Replacement	\$1,197,050	May 2012	Grant award approved October 24, 2012	<b>\$1,197,050</b>



**DATE: February 26, 2012**

**TO: BOARD OF DIRECTORS**

**SUBJECT: FY13 Second Quarter Capital Reserves Report (June 30, 2008 through December 31, 2012)**

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### **RECOMMENDATION**

That the Board of Directors receive and file the attached Capital Reserves Report for the period covering June 30, 2008 through December 31, 2012.

### **FISCAL IMPACT**

The Capital Reserve activity showed steady increases from jurisdictional contributions through the beginning of FY13, when a moratorium was established while alternate reserve scenarios were developed and discussed by the Transit Advisory Committee (TAC). There have been no draws for match requirements during the reporting period.

### **BACKGROUND**

The Capital Reserve account was established to set aside a capital contribution from each jurisdiction in an amount sufficient to provide local match funds of 20% of the replacement cost of heavy duty transit and commuter coaches. Expansion vehicles, light and medium duty revenue vehicles, support vehicles and other capital items are not included in this program. Current policy is to spend reserve account funds only for the matching requirements of transit and commuter bus equipment.

The Capital Reserve account segregates the assets reserved for bus replacements and is used only when approved by the AVTA Board of Directors.

As of the report date, the Capital Reserve account has an accumulated balance of \$4,429,811.98 on a cash basis, currently held in accounts with the Local Agency Investment Fund (LAIF) and Bank of America. On an accrual basis, the total fund balance is \$4,352,892.00 in corpus and \$76,919.98 in interest earned for the period. The difference between cash and accrual balances, if any, is reflected in commitment receivables outstanding as of the report date; there are no balances outstanding as of June 30, 2012. For the two quarters ending December 31, 2012, only the Operating Support invoices have been sent to the jurisdictions. Capital Reserve billings are on hold due to the temporary payment moratorium approved at the September Board meeting.

During the four-year reporting period to date, AVTA purchased six commuter coaches and fifteen hybrid transit buses. All units were delivered by September 30, 2012. The reserve match funds required for these 21 units will be supplanted in total by Toll Credits and other funding sources. The current Five-Year Fleet Replacement Program plans the purchase of an additional 44 buses in Fiscal Years 2014 through 2017.

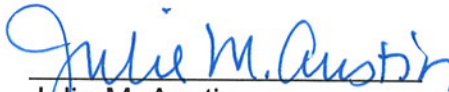
Please see the attached Capital Reserve Summary for the period June 20, 2008 through December 31, 2012 and the Combined Jurisdiction Reconciliation Report for additional information.

Prepared by:

Submitted by:



Colby Konisek  
Director of Finance



Julie M. Austin  
Executive Director/Treasurer

Attachments:   A: Capital Reserve Summary Report for the Period June 30, 2008 through December 31, 2012  
                  B: Combined Jurisdiction Capital and Operating Reserve Report

ATTACHMENT A



**Capital Reserve Contributions Analysis as of December 31, 2012**

Contributor	Accumulated Balance at 6/30/08	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013			Capital Reserve Balance: Cash Basis	Capital Reserve Balance: Accrual Basis
							Cash Received	Commitments Receivable <sup>(1)</sup>	Draws <sup>(2)</sup>		
Lancaster	1,003,723.00	183,500.00	183,500.00	183,500.00	183,500.00	0.00	0.00	0.00	0.00	1,737,723.00	1,737,723.00
Palmdale	1,003,723.00	162,896.00	162,896.00	162,896.00	162,896.00	0.00	0.00	0.00	0.00	1,655,307.00	1,655,307.00
LA County	501,862.00	114,500.00	114,500.00	114,500.00	114,500.00	0.00	0.00	0.00	0.00	959,862.00	959,862.00
<b>TOTAL</b>	<b>\$2,509,308.00</b>	<b>\$460,896.00</b>	<b>\$460,896.00</b>	<b>\$460,896.00</b>	<b>\$460,896.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>4,352,892.00</b>	<b>\$4,352,892.00</b>
<b>Interest earned to date in LAIF account:</b>										<b>76,919.98</b>	<b>76,919.98</b>
<b>Totals:</b>										<b>\$4,429,811.98</b>	<b>\$4,429,811.98</b>

(1) Billings for jurisdictional payments have been temporarily suspended pending TAC's decision on Reserve Funding Scenarios. For 2013, billings for 1st and 2nd Quarters have not been sent, so no receivables reflected for the year as yet.

**ATTACHMENT B**

**ANTELOPE VALLEY TRANSIT AUTHORITY  
CAPITAL RESERVE & OPERATING SUPPORT TRACKING**

Updated through: **January 29, 2013**

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/ Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
Accumulated Capital Reserve Balance At <b>June 30, 2008</b>					1,003,723.00					1,003,723.00					501,862.00			2,508,308.00
<b>FY 2009</b>																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	9/22/2008	007322067	372,065.25	326,190.25	45,875.00	9/16/2008	00202146	362,674.50	321,950.50	40,724.00	11/3/2008	0008906546	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2008				1,862.50	9/30/2008				1,650.85	9/30/2008				719.60			4,232.95
Second Quarter Payments	11/18/2008	007323403	372,065.25	326,190.25	45,875.00	11/11/2008	00203244	362,674.50	321,950.50	40,724.00	1/8/2009	0009272495	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2008				1,716.07	12/31/2008				1,521.06	12/31/2008				663.03			3,900.15
Third Quarter Payments	2/18/2009	007325534	372,065.25	326,190.25	45,875.00	2/13/2009	00204695	362,674.50	321,950.50	40,724.00	2/23/2009	0009522351	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2009				1,270.96	3/31/2009				1,126.53	3/31/2009				491.05			2,888.55
Fourth Quarter Payments	5/12/2009	007327747	372,065.25	326,190.25	45,875.00	5/12/2009	00206115	362,674.50	321,950.50	40,724.00	5/8/2009	0009921154	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2009				2,807.03	6/30/2009				2,488.05	6/30/2009				1,084.54			6,379.62
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					7,656.56					6,786.50					2,958.22			17,401.27
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Assets</b>																		
Capital Reserve (Accrual)					1,187,223.00					1,166,619.00					616,362.00			2,970,204.00
Interest					7,656.56					6,786.50					2,958.22			17,401.27
<b>Total Balances as of June 30, 2009</b>					1,194,879.56					1,173,405.50					619,320.22			2,987,605.27
<b>FY 2010</b>																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	9/22/2009	007331599	372,065.25	326,190.25	45,875.00	9/15/2009	00208054	362,674.50	321,950.50	40,724.00	12/22/2009	0011200372	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2009				3,507.39	9/30/2009				3,108.83	9/30/2009				1,355.13			7,971.35
Second Quarter Payments	11/18/2009	007333130	372,065.25	326,190.25	45,875.00	12/7/2009	00209218	362,674.50	321,950.50	40,724.00	2/12/2010	0011422391	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2009				2,368.36	12/31/2009				2,099.23	12/31/2009				915.05			5,382.63
Third Quarter Payments	2/2/2010	007334657	372,065.25	326,190.25	45,875.00	2/12/2010	00210062	362,674.50	321,950.50	40,724.00	2/12/2010	0011422391	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2010				1,957.25	3/31/2010				1,734.83	3/31/2010				756.21			4,448.29
Fourth Quarter Payments	5/3/2010	007336576	372,065.25	326,190.25	45,875.00	4/26/2010	00211145	362,674.50	321,950.50	40,724.00	6/2/2010	0012065261	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2010				2,160.69	6/30/2010				1,915.15	6/30/2010				834.81	6/30/2010		4,910.65
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					9,993.68					8,858.04					3,861.20			22,712.92
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Assets</b>																		
Capital Reserve (Accrual)					1,370,723.00					1,329,515.00					730,862.00			3,431,100.00
Interest					17,650.24					15,644.53					6,819.41			40,114.19
<b>Total Balances as of June 30, 2010</b>					1,388,373.24					1,345,159.53					737,681.41			3,471,214.19

ANTELOPE VALLEY TRANSIT AUTHORITY  
CAPITAL RESERVE & OPERATING SUPPORT TRACKING

Updated through: **January 29, 2013**

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/ Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
<b>FY 2011</b>			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
Annual Due																		
First Quarter Payments	11/3/2010	007341089	372,065.25	326,190.25	45,875.00	9/27/2010	00218131	362,674.50	321,950.50	40,724.00	12/1/2010	0013053534	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2010				2,015.63	9/30/2010				1,786.58	9/30/2010				778.76			4,580.97
Second Quarter Payments	2/22/2011	007343512	372,065.25	326,190.25	45,875.00	2/9/2011	00219785	362,674.50	321,950.50	40,724.00	4/26/2011	0013885148	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2011				1,794.91	12/31/2011				1,590.95	12/31/2011				693.49			4,079.35
Third Quarter Payments	2/22/2011	007343512	372,065.25	326,190.25	45,875.00	2/9/2011	00219785	362,674.50	321,950.50	40,724.00	4/26/2011	0013885148	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2011				1,957.25					1,734.83					756.21			4,448.29
Fourth Quarter Payments	6/30/2011	007346153	372,065.25	326,190.25	45,875.00	6/27/2011	00221375	362,674.50	321,950.50	40,724.00	6/27/2011	0014171214	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2011				1,859.05	6/30/2011				1,647.80	6/30/2011				718.27			4,225.12
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					7,626.84					6,760.15					2,946.73			17,333.73
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Assets</b>																		
Capital Reserve (Accrual)					1,554,223.00					1,492,411.00					845,362.00			3,891,996.00
Interest					25,277.08					22,404.69					9,766.15			57,447.92
Total Balances as of June 30, 2011					1,579,500.08					1,514,815.69					855,128.15			3,949,443.92
<b>FY 2012</b>			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
Annual Due																		
First Quarter Payments	9/30/2011	007348066	372,065.25	326,190.25	45,875.00	10/13/2011	00223067	362,674.50	321,950.50	40,724.00	12/7/2011	0015122599	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2011				1,503.66	9/30/2011				1,332.79	9/30/2011				580.96			3,417.41
Second Quarter Payments	1/30, 9/18/12	007350395	372,065.25	326,190.25	45,875.00	1/30/2012	00224251	362,674.50	321,950.50	40,724.00	5/23/2012	0016007898	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2011				1,506.38	12/31/2011				1,335.20	12/31/2011				582.01			3,423.58
Third Quarter Payments	5/3, 9/18/12	007352045	372,065.25	326,190.25	45,875.00	6/25/2012	00225581	362,674.50	321,950.50	40,724.00	7/18/2012	0016416383	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2012				1,477.03	3/31/2012				1,309.19	3/31/2012				570.67			3,356.89
Fourth Quarter Payments	7/18, 9/18/12	007353902	372,065.25	326,190.25	45,875.00	7/30-8/15/2012	00226515/00226690	362,674.50	321,950.50	40,724.00	7/18/2012	0016416384	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2012				1,397.00	6/30/2012				1,238.25	6/30/2012				539.75			3,174.99
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					5,884.06					5,215.42					2,273.39			13,372.87
A/R for FY*12 as of the Report Date			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Assets</b>																		
Capital Reserve (Accrual)					1,737,723.00					1,655,307.00					959,862.00			4,352,892.00
Interest					31,161.15					27,620.11					12,039.53			70,820.79
Total Balances as of June 30, 2012					1,768,884.15					1,682,927.11					971,901.53			4,423,712.79

ANTELOPE VALLEY TRANSIT AUTHORITY  
CAPITAL RESERVE & OPERATING SUPPORT TRACKING

Updated through: January 29, 2013

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrual/ Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
<b>FY 2013</b>																		
Annual Due			(1,304,761.00)	(1,304,761.00)	0.00			(1,287,802.00)	(1,287,802.00)	0.00			(553,128.00)	(553,128.00)	0.00	(3,145,691.00)	(3,145,691.00)	0.00
<b>(NOTE: Capital Reserve was placed on hold for FY 2013 pending TAC Recommendations)</b>																		
First Quarter Payments	10/17/2012	007355619	326,190.25	326,190.25	0.00	10/30/2012	00227487	321,950.50	321,950.50	0.00	12/13/2012	0017219470	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	9/30/2012				1,405.46	9/30/2012				1,245.75	9/30/2012				543.02			3,194.23
Second Quarter Payments	11/27/2012	007356292	326,190.25	326,190.25	0.00	11/27/2012	00227809	321,950.50	321,950.50	0.00	12/13/2012	0017219470	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	12/31/2012				1,278.18	12/31/2012				1,132.93	12/31/2012				493.84			2,904.96
Third Quarter Payments			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Interest	3/31/2013				0.00	3/31/2013				0.00	3/31/2013				0.00			0.00
Fourth Quarter Payments			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Interest	6/30/2012				0.00	6/30/2012				0.00	6/30/2012				0.00			0.00
Contributions			652,380.50	652,380.50	0.00			643,901.00	643,901.00	0.00			276,564.00	276,564.00	0.00	1,572,845.50	1,572,845.50	0.00
Interest					2,683.64					2,378.68					1,036.86			6,099.19
A/R for FY'13 as of the Report Date			(652,380.50)	(652,380.50)	0.00			(643,901.00)	(643,901.00)	0.00			(276,564.00)	(276,564.00)	0.00	(1,572,845.50)	(1,572,845.50)	0.00
<b>Net Assets</b>																		
Capital Reserve (Accrual)					1,737,723.00					1,655,307.00					959,862.00			4,352,892.00
Interest					33,844.79					29,998.79					13,076.40			76,919.98
<b>Total Balances as of the Report Date</b>					1,771,567.79					1,685,305.79					972,938.40			4,429,811.98

**DATE:** February 26, 2013  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Procurement Outreach Program

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### **RECOMMENDATION**

Receive and file the Procurement Outreach Program guidelines.

### **FISCAL IMPACT**

This program has no direct budgetary impact.

### **BACKGROUND**

On January 22, 2013, Board of Directors approved a Sole Source Contract to Farber Specialty Vehicles, Inc of Reynoldsburg, Ohio for construction of a mobile command trailer. During review of this agenda item, Board members requested a report be provided by staff documenting the Authority's procurement outreach program. This report summarizes current and future methods staff employs to solicit proposals, bids, and quotes. In addition to the steps outlined below, AVTA's procurement officer has begun sending emails to Board and TAC members prior to issuing solicitations to obtain contact information of potential vendors known to them who might be responsive to an Request for Proposals (RFP), Invitation for Bids (IFB), and Request for Qualifications (RFQ).

The goal of the Authority's outreach program is to promote and foster business diversity and inclusiveness when providing open, competitive procurement and contracting opportunities within the Antelope Valley. It is the policy of the Authority to assure that opportunities are made available for all business types, including local, emerging, Disadvantaged and Small Business Enterprises. Staff strives to maintain a diverse pool of qualified vendors by reaching out to the community through various activities, methods and media.

### **OUTREACH EFFORTS**

- Participate at various business community functions, such as business association luncheons, yearly business-to-business conferences, vendor fairs and trade shows.
- Provide educational opportunities to the community on how to do business with the Authority (vendor fairs) through joint agency outreach efforts with

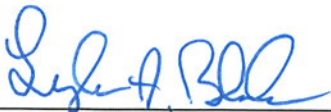
jurisdictional partners, LA Metro, Caltrans and others, as well as one-on-one guidance when requested.

- Distribute printed media at various locations throughout the area.
- Maintain a web-based presence with download capability to help increase awareness for bid and contract opportunities, including an updated listing of procurement opportunities and online vendor registration tools.
- Maintain and update a database of local businesses for mailing new solicitations.
- Advertise procurements in local newspapers and trade publications.
- Send procurement notifications to local business groups, such as Chambers of Commerce, AV Board of Trade, etc. Contact is made via email, fax, mail or phone.
- Pending planned acquisition of procurement and contracting software packages, outreach efforts will be enhanced. These enhancements will allow vendors the ability to select multiple categories of goods and services they are capable of providing, which will allow for more electronic notifications upon release of a new procurement.

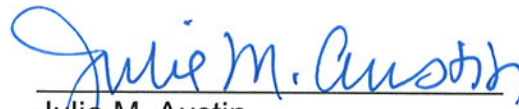
The success of the Authority's outreach efforts is measured by its vendor participation in sponsored activities and procurements, which builds relationships and strengthens the Authority's standing in the business community.

Prepared by:

Submitted by:



Lyle A. Block, CPPB  
Procurement Officer



Julie M. Austin  
Executive Director



**DATE: February 26, 2013**

**TO: BOARD OF DIRECTORS**

**SUBJECT: FY13 Mid-Year Business Plan Review and Recommended Adjustments**

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### **RECOMMENDATIONS**

That the Board of Directors approve the FY13 Mid-Year Business Plan review and recommended adjustments.

### **FISCAL IMPACT**

Proposed adjustments to revenues and expenditures will result in a net increase in FY13 operating revenues of \$1,225,127 and a decrease in expenditures of \$529,381.

The adopted FY13 Business Plan projected operating revenues to exceed expenditures by \$458,612. Increased toll credits approved by FTA in September 2012 increase the projected excess to \$2,213,120. The impact of this result will be addressed in the FY 2014 Business Plan and Five-Year Financial Projections. Any excess local funds remaining at year end will be used to fund the operating reserve with the balance applied to the FY14 operating budget.

### **BACKGROUND**

Staff performed a review of operating subsidies and expenditures for the six months ending December 31, 2012, and estimated anticipated operating subsidies and expenditures for the remaining six months of the fiscal year ending June 30, 2013. The Mid-Year Business Plan review is intended to ensure that AVTA's revenues are sufficient to meet anticipated expenses, and to make necessary adjustments to assure this sufficiency is realized. Approval of the budget actions included in the Mid-Year Business Plan review will authorize staff to execute the necessary adjustments.

Recommended FY13 Business Plan adjustments are detailed in Attachment A, with supporting worksheets for summarizing Revenue, Operating Expenditures and the Capital Program in Attachment B.

Staff is actively managing funds to ensure the Authority's continued fiscal health. Despite the unsettled economic environment, the Authority's financial condition is relatively sound. This is evidenced by the unqualified opinion and lack of audit findings accompanying the Audited Financial Statements and the Single Audit Report on Federal Awards for FY12.

No significant negative impacts occurred during the first six months of FY13. Should any unforeseen negative impacts occur prior to fiscal year-end, appropriate adjustments will be made to ensure revenues are equal to or greater than projected expenses. Any such changes will be reported to the Board.

Prepared by:

Submitted by:



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Colby Konisek  
Director of Finance



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Julie M. Austin  
Executive Director

Attachments:

- A – FY13 Mid-Year Business Plan Adjustments Summary
- B – FY13 Mid-Year Business Plan Adjustments Worksheet

**ATTACHMENT A**  
**FY13 Mid-Year Business Plan Adjustments Summary**

**Revenue Adjustment 1, Operating Subsidies Adjustment – \$1,103,272**

In the FY 2013 budget, the Authority assumed that \$1,103,272 in toll credits would be used in lieu of local funds to match AVTA's 5307 operating grants. When the new grant application for 5307 was submitted and approved in August 2012, the actual toll credits authorized by FTA increased to \$2,206,544 during FY 2013, resulting in a favorable variance of \$1,103,272.

**Revenue Adjustment 2, Other Net Favorable Variances – \$132,663**

Net favorable variances in fare revenues occurred, primarily due to an increase in reimbursement rates from Metrolink for bus bridge services and increases in ridership. In addition, this assumes \$90,000 in unbudgeted advertising revenue for FY13. The net increase reflects a reduced amount of Prop A Discretionary Incentive funds for our DAR program due to reduced expenses for the program.

**Expenditure Adjustment 1 – \$241,238**

➤ **Veolia Transportation Fixed Route Transit Operations and Maintenance Services**

The adopted budget included \$475,000 for the TRANSporter services linking the Antelope and Santa Clarita Valleys. This estimate was based on a fully loaded cost estimate, assuming a higher level of service, fuel and other overhead costs for administration. Direct operating expenses through December 31, 2012 were \$63,209, a favorable variance of \$174,291 for the first six months. Please note that direct operating expenses **do not** include fuel and other overhead costs which were included in the \$475,000 estimate. The second half of the year assumes spending to budgeted amounts as the effects of advertising and operating experience boost ridership. The variance is largely due to vehicle service hours (vsh) on the regular contract being less than budget (3,800 vsh budgeted vs. 1,040 actual vsh). The TRANSporter service is funded 100% by the County of Los Angeles.

**Expenditure Adjustment 2 – \$47,215**

➤ **Dial-A-Ride Services (DAR) - American Logistics Company (ALC)**

The Dial-A-Ride service contract with ALC calls for a cap of 33,000 rides during each calendar year. For the 12 months ended December 31, 2012, 2,240 rides were cancelled, and were deducted from the cap for purposes of counting trips. The cancellations were billed at \$20 per trip, vs. the contracted amount of \$33.75, resulting in the favorable variance shown. It is anticipated that the last half of FY 2013 will finish on budget. Discussions with ALC are ongoing to redefine how cancellations are counted against the trip cap.

**Expenditure Adjustment 3 - \$0 (savings estimated but no adjustment)**

➤ **Fuel**

The original FY13 budget included costs for fuel, taxes and lubricants at \$5.00 per gallon for unleaded and diesel. If current cost trends continue, we can expect to see savings as high as \$806,000 by fiscal year-end. Due to the unpredictable nature of fuel costs, we are recommending no adjustment in this area until year end. Our lower fuel costs are due to both the hybrid buses being put into service and the lower than budgeted cost per gallon of diesel fuel (\$3.50 vs. \$5.00).

**Expenditure Adjustment 4 – \$149,918**

➤ **General and Administrative**

The original FY 2013 included contingencies for legal and consulting fees; actuals were less than budget.

**Expenditure Adjustment 5 – \$163,731**

➤ **Personnel Costs [fully loaded salary and benefits]**

Worker's compensation experience resulted in billings that were less than budget. Additionally, the FY 2013 5% merit increase was not fully awarded in reviews conducted for the first half of the year.

**Expenditure Adjustment 6 – (\$2,800,000)**

➤ **Capital Budget**

The original FY 2013 Capital Budget assumed \$3,300,000 would be used for Regional Partnership expenditures. The new assumption is for \$500,000 to be spent in the current year, with \$2,800,000 carried over to FY14 and FY15.



**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Fiscal Year 2012/2013 Mid-Year Budget Review**

**OPERATING REVENUE**

<b>Revenue Sources</b>	<b>FY2012/13 Adopted Budget</b>	<b>Mid Year Revised Projection</b>	<b>Changes Fav/(Unfav)</b>	<b>% of Inc/Dec</b>
Fares	\$4,622,237	\$4,681,223	\$58,986	1.3%
Local Sales Taxes	6,716,737	6,705,959	(10,778)	-0.2%
FTA 5307 Operating Subsidies & PM	6,155,397	7,258,639	1,103,242	17.9%
Jurisdictional Contributions	3,763,176	3,763,176	0	0.0%
Other Revenue	229,733	303,410	73,677	32.1%
<b>TOTAL REVENUE</b>	<b>\$21,487,280</b>	<b>\$22,712,407</b>	<b>\$1,225,127</b>	<b>5.70%</b>



**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Fiscal Year 2012/2013 Mid-Year Budget Review**

**OPERATING EXPENDITURES**

Expense items	FY2012/13 Adopted Budget	Mid Year Revised Projection	Changes Fav/(Unfav)	% of Inc/Dec
Fixed Route - Local &Commuter (incl. TRANSporter)	\$11,607,280	\$11,366,042	\$241,238	2.08%
Dial-A-Ride	1,134,180	1,086,965	47,215	4.16%
Fuel	2,892,246	2,892,246	0	0.00%
Other Operating costs	940,836	1,013,556	(72,720)	-7.73%
General & Administration	995,530	845,612	149,918	15.06%
Personnel Costs	3,458,596	3,294,865	163,731	4.73%
<b>TOTAL EXPENDITURE</b>	<b>\$21,028,668</b>	<b>\$20,499,287</b>	<b>\$529,381</b>	<b>2.5%</b>



**ANTELOPE VALLEY TRANSIT AUTHORITY**

**Fiscal Year 2012/2013 Mid-Year Budget Review**

**CAPITAL EXPENDITURES**

<b>Capital Items</b>	<b>FY2012/13 Adopted Budget</b>	<b>Mid Year Revised Projection</b>	<b>Changes Fav/(Unfav)</b>	<b>% of Inc/Dec</b>
Vehicles	\$16,579,510	\$16,579,510	\$0	0.00%
Facilities (Reg'l Partnership & Phase II)	8,758,692	5,958,692	(2,800,000)	-31.97%
Others	4,397,749	4,397,749	0	0.00%
<b>TOTAL CAPITAL</b>	<b>\$29,735,951</b>	<b>\$26,935,951</b>	<b>(\$2,800,000)</b>	<b>-9.4%</b>

**DATE:** February 26, 2013  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Approval of FY14 Preliminary Business Plan Assumptions

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## **RECOMMENDATION**

That the Board of Directors approve the FY14 Preliminary Business Plan assumptions and provide direction to staff regarding priorities for the Fiscal Year 2014 (FY14) Business Plan.

## **FISCAL IMPACT**

The proposed budget for the FY14 Business Plan assumptions will be developed based on the approved budget assumptions and guidance provided by the Board of Directors. The fiscal impact is unknown at this time.

## **BACKGROUND**

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

For FY14, the process began in December with capital budgeting. Carryover of ongoing projects was added to newly identified initiatives for the coming year, along with the specific identification of funding. FY13 mid-year actual figures were examined to determine year-to-date results and provide a baseline for the FY14 Business Plan. Along with feedback from the Board's Strategic Planning Workshop in January, these draft assumptions are presented to the Board for review and approval. The Board and TAC will have the opportunity to evaluate staff's recommendations, further prioritize goals and provide additional direction to staff in preparing the budgets. The final step is the adoption of the proposed FY14 Business Plan.

Staff has developed the following basic assumptions and major projection factors for use in preparing the draft of the annual operating and capital budgets for FY13.

### **Operating Budget Assumptions**

- The number of service hours provided will remain essentially unchanged except for the TRANSPORTER service, which will reflect a full year of service plus an additional trip to be added March 25, 2013. A Comprehensive Operations Analysis will be



conducted to determine if any additional service adjustments are necessary to meet continued ridership increases.

- Transit operations, maintenance and Dial-A-Ride services will continue to be provided by Veolia and ALC, respectively, in accordance with their contract requirements.
- Increased security was recognized as a priority by the Board of Directors. Review of current procedures, identification of potential enhancements and identification of funding sources will be included in the FY14 Business Plan.
  - A transit security guard will be hired under contract to maintain order during customer service hours.
  - All opportunities to increase the perception of bus safety will be explored, including increased coordination among Sheriffs; use of Volunteers on Patrol; and fare evasion checks using hand held validators.
- Costs for local and commuter transit services are projected to increase by 3% on January 1, 2014.
- Costs for Dial-a-Ride are projected to increase by 1.5% on January 1, 2014.
- Fuel costs will remain high; the FY14 budget assumes \$5 per gallon.
- For federally funded projects, staff will maximize special terms of available grants, including FTA operating subsidies and the use of available toll credits as local match to federal grants.
- Fare revenues will remain at FY13 levels.
- Other revenue sources include advertising revenue of \$120k, and \$120K for solar power sold back to Edison from PV Phase II. This assumes transformer issues are resolved and the more powerful transformer replacement is in place by July 1, 2013.
- No planned change in personnel; staff will remain at 31 full time and 8 part time employees for a total of 36.975 Full-Time-Equivalent positions (FTEs) . The staffing plan includes the vacant Director of Administrative Services position; headcount and compensation will be retained against future needs identified by the Executive Director and the Board of Directors. The FY14 Business Plan may be affected pending the results of a classification and compensation study schedule to occur on or before April 2013. No COLA or step increases are assumed; merit increases to a maximum of 5% will be based on employee performance in accordance with the Board-approved compensation plan.

- Maintain current employee benefit structure. Peter Galier of Galier Insurance Services, AVTA's health insurance agent, stated that the Authority is already conforming to the provisions of Patient Protection and Affordable Care Act (PPACA), which becomes law on January 1, 2014. The agent projected a potential increase of 10% effective with the October 2014 open enrollment period, but the increase may be partly mitigated by negotiations with carriers as in past years.
- The Employer share of CalPERS increases from 9.716% in FY13 to 10.282% in FY14. CalPERS calculates pension contributions based on payroll figures two years in arrears. The FY14 billing/liability assumption of \$358,182 will be significantly less than this figure due to the decrease in payroll expense associated with outsourcing Maintenance in January 2012. Therefore, rather than a lump sum prepayment as has been done for the past two years, monthly payments will be made effective July 1, 2013 to fund the Authority's pension liability. The California Public Employee's Pension Reform Act of 2013 (PEPRA) specifies a second tier of retirement benefits for employees hired on or after January 1, 2013. CalPERS informed the Authority that a funding level of at least 80% of the market value of the underlying assets is considered to be "adequately funded" and a strong sign of short term liquidity; AVTA's funding level is reported at 82%.
- No increases in operating subsidies are planned, pending receipt of FY14 Funding Marks from Metro. This assumption will be updated as new information becomes available.
- Insurance costs are projected to decline as the effects of outsourcing maintenance and Dial-A-Ride will be reflected throughout the entire fiscal year. The decrease will be offset to some degree as risk pricing increases, which has been reported to potentially increase by 10% across the board for FY14. The Authority's risk package will be put out to bid in March 2013, with final determination of coverage to be reported to the Board prior to the end of the fiscal year. Policy periods will be changed to align with the Authority's fiscal year.
- FTA 5307 Preventive Maintenance is anticipated to be reimbursed through federal grants at (100% of) 40% of the cost of the contracts with Veolia and ALC.
- FTA operating funds available under MAP 21 will be utilized to the fullest extent possible.
- Per JPA Bylaws, the Authority will notify the Members of their jurisdictional base-amount contributions by March 1. The base-amount contributions of AVTA Member Jurisdictions (the "jurisdictional shares") will be reviewed and analyzed concurrently with the FY13 audited financial statements to determine any retroactive credits available. For FY14, contribution amounts shall be as follows:

- Capital Reserve Payments - assume no contribution holidays for Fiscal Years 2013 or 2014. FY14 base funding levels will be increased by 3% on an annual basis to keep pace with inflationary pressures and avoid possible "cliff" increases in future years. Jurisdictional billings will be the net of the base level less identified programmed toll credits. The proposed capital contribution figure is \$474,729.
- Operating Contributions - Beginning in FY14, operating contributions will be increased by 3% as no increases have been requested in seven years. We expect to apply annual increases to keep pace with inflationary pressures. The proposed Operating Contribution figure is \$3,714,785.
- Operating Reserves will be established during FY13 to provide a cushion against unanticipated fluctuations in the Authority's finances. A dedicated bank account and corresponding internal financial accounts will be created to track cash restricted for the purpose in the same fashion as the capital reserve. Funding recommendations will be based on financial performance and unrestricted cash flow results from audited financial statements traditionally presented at the November board meetings. Use of Operating Reserves would require approval by the Board of Directors. The goal would be to have three months of cash operating reserves. The opening balance for the operating reserve is proposed to be \$250,000.

These assumptions recognize input from Board, TAC and other stakeholders. They provide staff with the ability to set priorities, determine service levels, and allocate financial resources in the creation of the Authority's FY14 Business Plan and Five-Year Financial Projections.

Prepared by:

Submitted by:



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Colby Konisek  
Director of Finance



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Julie M. Austin  
Executive Director

**DATE:** February 26, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Proposed Changes to Transit Access Pass (TAP) Vendor Agreement

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### **RECOMMENDATION**

Receive and file the new TAP Vendor Agreement.

### **FISCAL IMPACT**

Staff estimates the additional cost to AVTA may reach \$20,000 annually for increased compensation to vendors.

### **BACKGROUND**

AVTA has been an active participant of the TAP Program since January 2009 and currently has contracts with 16 local TAP vendors throughout the Antelope Valley. It has recently come to light that a few vendors are not adhering to the conditions of our current agreement. In an effort to resolve this issue and to acquire new vendors, staff is recommending that the AVTA provide a straight commission for all products sold by our vendors.

The current agreement allows for a 2% commission on commuter monthly passes and a 5% commission on local transit monthly passes. Although AVTA offers four additional passes, as well as stored value, that can be loaded onto the TAP card, the vendors do not currently receive a commission for these sales. Each pass loaded onto a TAP card can take up to five minutes to process and often, passengers want to load multiple passes onto a TAP card. This is very time consuming and vendors have no monetary incentive to perform these functions. In an effort to encourage vendors to sell all pass types, staff recommends revising our vendor agreements to offer a 2% commission for all products sold, stipulating that vendors must agree to sell ALL of AVTA's passes. This would be beneficial to our local passengers that have difficulty finding a vendor that can load their TAP card.

Staff believes the newly modified agreement will facilitate the monitoring of current vendors and the improved compensation will help the AVTA acquire and maintain new vendors. Customer Service staff has identified the necessary steps to follow moving forward. They are as follows:

- Staff will establish a routine of communicating with vendors on a regular basis and provide continual retraining on the Contact Point of Sale device.

- Staff will make a concerted effort to contract with additional vendors within the Antelope Valley. With several existing vendor locations within the cities of Palmdale and Lancaster, staff will contact businesses in Lake Los Angeles, Pearblossom, Littlerock, and Quartz Hill to encourage more vendor participation in the unincorporated areas of Los Angeles County. Staff will make phone calls and schedule meetings with businesses to discuss the program; two afternoons per month will be devoted to this effort. The goal is to increase TAP vendors by 2% by 2014.
- Staff will conduct impromptu quarterly visits to each location to ensure vendors are not charging additional fees and that they have ample TAP card stock and transit schedules for the AVTA customers.

Since it was reported that some of our current TAP vendors are charging additional fees for "services and transactions", Customer Service representatives will provide each vendor with a newly modified TAP Vendor Agreement that states that no additional fees may be charged. The modified agreement will require an authorized signature and contact information. A sample vendor agreement is attached for your information.

Prepared by:

Submitted by:

  
Candice Rudolph  
Customer Service Supervisor

  
Julie M. Austin  
Executive Director

Attachment: Sample Vendor Letter

## ATTACHMENT

### TAP Card / Point of Sale Contract

This Contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by and between Antelope Valley Transit Authority ("AVTA") and \_\_\_\_\_ ("Contractor").

- I. Time is of the essence in the performance of this Contract. Contractor is providing services which may involve transportation, and the health, safety and welfare of the general public within Antelope Valley area of Los Angeles County, California. Delivery time is of the essence. Delivery must be made in accordance with the delivery schedule as promised by the Contractor.
- II. This Contract shall be modified only by a written Contract Amendment signed by the Authority's Board Chairman, Executive Director or designee duly authorized to enter into Contracts on behalf of the Antelope Valley Transit Authority.
- III. Contractor understands and agrees that the loading and sale of the TAP cards will require the Contractor to operate a Compact Point of Sale ("CPOS") Device that provides Transit Access Pass ("TAP") card recharging services to AVTA patrons at the following location(s) (Business Site(s)) \_\_\_\_\_
  - A. Contractor shall at their own expense, procure, and maintain during the term of the Contract, commercial general liability insurance for each location, if multiple locations are listed.
    - 1) Policy limits shall not less than \$50,000 limit for death/bodily injury; \$5,000 property damage per each claim, incident or occurrence, with an annual aggregate limit of \$150,000.
    - 2) Provide a Certificate of Insurance, and original endorsement(s), naming the AVTA as an additional insured under such policy. Certificate shall state the following Insureds language: "**Antelope Valley Transit Authority, its boards, commissions, directors, departments, officers, officials, agents, and employees are additional Insureds with respect to Contractor's services to be provided under this Contract.**"
    - 3) A lesser amount of insurance coverage or self-insurance by Contractor may be agreed to between both parties, if approved in written form by AVTA's Risk Management.
    - 4) The Policy(ies) shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without **ten (10) calendar days** written notice from the Contractor's insurer to the AVTA.

- B. If the CPOS is damaged, lost or stolen, Contractor shall be solely responsible any and all losses associated to a CPOS.
- C. Contractor shall distribute AVTA and TAP brochures and promotional materials to AVTA patrons at the location(s) listed above and agreed upon by the parties in writing, as long as such brochures and promotional materials do not conflict with the business interests of Contractor.

Contractor shall properly display, maintain and hold in trust, all printed material, time schedules, folders, circulars and bulletins supplied by AVTA and/or its agents and shall, to the best of its ability, furnish to the public complete and accurate information in accordance therewith and shall conform to all instructions and rules which may be issued by AVTA or its agents.

- D. Contractor shall sell TAP Cards and other associated products, if applicable, at rates fixed by AVTA and shall not deviate therefrom. Sales shall be made during the regular business hours operated by Contractor.
- E. Contractor shall not charge AVTA patrons a transaction processing fee or any other added expense for TAP card recharging services.
- F. Contractor must have blank TAP cards in stock for patrons to purchase. TAP cards will be ordered directly from Metro. The Contractor shall be charged \$2.00 for every TAP card purchased. The Contractor may not charge the patron more than the incurred fee of \$2.00 for each new TAP card purchased.

#### IV, Responsibility.

- 1) The relationship between AVTA and Contractor is one of beneficiary and trustee and not creditor and debtor. All monies collected and derived from the sale of AVTA associated products or items on behalf of AVTA are the property of AVTA.
- 2) Contractor shall be responsible for all monies collected, tap cards and CPOS product loads and any other products or items for sale, which were delivered to the Contractor. Contractor shall indemnify, defend, save and hold harmless AVTA from any and all losses, whether incurred by theft, forgery or other similar or dissimilar causes.
- 3) All losses of TAP cards and other associated products or items for sale both physically and electronically shall be calculated based on the face value of applicable item(s). Contractor shall reimburse AVTA or other applicable partnering agency for any and all losses incurred with regards to monies collected or equipment and products held in trust on behalf of AVTA or other applicable party.
- 3) Contractor shall hold in trust for AVTA or, any collected monies, equipment and other associated products, which may include, but not be limited to CPOS, TAP cards and other associated products for Contractor's use or re-sale.

- 4) Contractor shall keep proceeds of sales and any funds collected for account of AVTA or other applicable partnering agency in trust, and shall remit the proceeds as provided in the next paragraph.
- 5) Contractor agrees to deposit all proceeds from all applicable sales into an account with a financial institution that is accessible to the electronic fund transfer system employed by either AVTA or other applicable party.
- 6) Contractor agrees to return in good condition all equipment, items and products under their trust to AVTA upon termination of this Contract.
- 7) Contractor hereby agrees to pay any all collection, court and/or legal fees, including reasonable attorney's fees that are incurred during the collection and/or legal enforcement of monies due AVTA or other applicable partnering agency during default to the terms and conditions referenced herein.
- 8) This Contract may not be assigned or transferred by the Contractor. Contractor shall report, any change in ownership that may affect the Contractor or its operation. In the event of ownership transfer and/or interest of its business and/or operations, this Contract shall immediately terminate. In case of death or disability of Contractor, this Contract shall terminate at the option of AVTA.

V. AVTA agrees to provide Contractor all of the following:

- A. Reimbursement for Contractor's full installation cost for a dedicated CPOS phone line at the Business Site. Submit a copy of the invoice for the phone line installation charge.
- B. \$50 per month reimbursement will be provided to defray Contractor's operating cost for the dedicated CPOS phone line at the Business Site. Submit a copy of the invoice for the monthly phone line service charge. Invoices that are in the arrears that are four (4) months and older shall not be reimbursed for payment.
- C. 2% commission on Total Sales that occur at the Business Site. Payment shall be made concurrently with the CPOS operating cost payment.
- D. Contractor must agree to sell ALL AVTA fare products. This includes local passes, commuter passes, and Stored Value; however this excludes EZ Transit Passes.
- E. Contractor to contact AVTA Customer Service at 661-729-2203, for assistance or schedule additional training.
- F. AVTA may make random visits to the Contractor's location to ensure that all terms and conditions of the Contract are being fulfilled.
- G. An opportunity to: (i) include Contractor's company logo on AVTA's website; (ii) place AVTA-approved promotional cards for Contractor's company on AVTA buses. Contractor may use AVTA trademarks and logos on all forms of signs and display materials in accordance with AVTA advertising policies and procedures which mention AVTA. Contractor shall obtain prior AVTA approval on all such materials before posting or displaying items.

VI. Contractor's invoices shall be submitted to AVTA's Finance Department via fax to 661-726-2615 or via e-mail to [invoices@avta.com](mailto:invoices@avta.com).



- A. Contractor shall submit monthly invoices for all reimbursable items upon completion of the previous monthly billing cycle. Any invoices submitted prematurely prior to the end of that month's billing cycle shall be held until the end of that billing cycle.
  - B. Contractor's billing and commission shall be electronically transferred through an established process by AVTA or other applicable partnering agency.
  - C. Contractor's failure to return any required monies, equipment, and product or reports my delay and/or cancel any schedule or future payment.
- VII. Access to Records. Contractor shall maintain fiscal records and all other records pertinent to this Contract. All fiscal records shall be maintained pursuant to generally accepted accounting standards, and other records shall be maintained to the extent necessary to clearly reflect actions taken. All such records shall be retained and kept accessible for no less than **five (5) years** following final payment. AVTA's authorized representatives shall have the right to direct access to all of Contractor's books, documents, papers and records related to this Contract for the purpose of conducting audits and examinations and making copies, excerpts and transcripts. AVTA shall reimburse Contractor for Contractor's cost of preparing copies at a rate of \$.10 per page, if requested by Contractor.
- VIII. No Government Obligations to Third Parties. Notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award this Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to AVTA, Contractor, or any other party (whether or not a party to that Contract) pertaining to any matter resulting from this Contract. Contractor shall include this Article in each Subcontract and shall not modify the Article, except to identify the subcontractor who will be subject to its provisions.
- IX. Program Fraud And False or Fraudulent Statements or Related Acts
- A. The provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, shall apply to actions pertaining to this Contract. Upon execution of this Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining this Contract or the FTA assisted project for which this Contract work is being performed. In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.
  - B. Contractor also acknowledges that this Contract is connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307 and if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government, the Government reserves the right to impose the penalties of 18 U.S.C.

§ 1001 and 49 U.S.C. § 5307(n)(1) on Contractor, to the extent the Federal Government deems appropriate.

- C. Contractor shall include this Article in each subcontract financed in whole or in part with Federal assistance provided by FTA. Contractor shall not modify the Article, except to identify the Subcontractor who will be subject to the provisions.

X. Administration (FTA) Terms, and Federal Changes.

- A. This Contract includes, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the Contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008 (including any changes, revisions or successor circulars) are automatically hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor shall not perform any act, fail to perform any act, or refuse to comply with any AVTA requests which would cause AVTA to be in violation of the FTA terms and conditions. This Contract is subject to a financial assistance Contract between Authority and the Federal Transit Administration of the US Department of Transportation and all laws, regulations, guidelines, and provisions of the financial assistance Contract apply to this Contract and are incorporated by reference as if fully set forth herein.

- B. Contractor shall at all times comply with all applicable federal laws and regulations, including without limitation FTA regulations, policies, procedures and directives, including those listed directly or by reference in Applicable Grant Contracts between AVTA and FTA, as they may be amended or promulgated from time to time during the term of this Contract collectively "Federal Requirements". These Federal Requirements may change and the changed Federal Requirements will apply to this Contract as required unless the Federal Government determines otherwise. Contractor's failure to so comply with the Federal Requirements shall constitute a material breach of this Contract.

XI. Suspension And Debarment

- A. Applicability. This article applies to federally funded contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for federally required auditing services.
- B. This Contract is a covered transaction for purposes of 49 CFR Part 29. As such, Contractor shall verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. Contractor shall comply with 49 CFR 29, Subpart C and shall include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.
- C. By entering into this Contract, Contractor certifies that it shall comply with the requirements of 49 CFR 29, Subpart C throughout the period of this Contract and that Contractor has not been suspended or debarred. This certification is a material representation of fact relied upon by AVTA. If it is later determined that Contractor

knowingly rendered an erroneous certification, in addition to remedies available to AVTA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

This Contract shall remain unaltered and in full force and effect until terminated. Each party may terminate this Contract for convenience upon 30 days written notice to the other party, and may terminate this Contract immediately for default.

To effectuate this Contract, AVTA and Contractor have caused their duly authorized representatives to sign below.

AVTA  
Antelope Valley Transit Authority

CONTRACTOR  
[business name]

---

Julie M. Austin  
Executive Director

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[name]  
[title]

DRAFT

**DATE:** February 26, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Contract #2011-014: Change Order #8 – Webb Brothers Construction (Phase II Facility Construction)

**RECOMMENDATION**

Approve Construction Change Order (CCO) #8 to the Phase II Facility Construction Contract with Webb Brothers Construction in the net amount of \$33,613.21.

**FISCAL IMPACT**

The funds required for CCO #8 (\$33,613.21) are available in the Phase II Project Budget, and sufficient funding is included in the FY 2013 Business Plan. To date, \$10,914,358 has been spent on the facility project. Total funding programmed is \$11,468,228. Approval of this change order will increase total expenditures to \$10,947,971, with a remaining balance of \$520,258.

Spent to Date	CCO 8	New Total	Total Funding	Balance Remaining
\$10,914,358	\$33,613.21	\$10,947,971	\$11,468,228	\$520,258

Funds for this change order will be charged to several grants including allocations of Prop 1B Transit Security, Prop 1B PTMISEA, Prop 1B Bridge Funds, FY 2010/11 and FY 2011/12 MOSIP Funds, FTA grants funded at 80%: Grant CA-90-Y634, CA-90-Y635, CA-90-Y734, CA-90-Y799 and CA-90-Y616, and FTA grants funded at 97.60% in Grant CA-90-Y799

**BACKGROUND**

The bulk of CCO #8 is comprised of owner requested changes made during the final stages of construction and during the move-in process of this project. In the final stages of the project, it was discovered that changes needed to be made to accommodate staff and equipment to better serve the needs of the AVTA. Changes were made on a time and materials (T&M) basis. Furthermore, the Lancaster building inspector determined during the final inspection that handrails were required for the ramp to the graphics door at the new south maintenance building.

Listed below are the changes that were made and the additional handrails that needed to be installed.

CCO #8 is comprised of the following Change Order Requests:

T&M	Furniture modification in Boardroom	\$3,737.80
T&M	Wireless control of audio visual equipment in Boardroom	\$3,348.40
T&M	Misc. relocation of electrical and data wiring throughout the project	\$9,165.20
T&M	Factory Representative Draeger Co2 troubleshooting	\$2,425.50
T&M	Install smart boards including labor and materials	\$6,321.31
Inspector	Install hand rails (Phase I)	\$8,615.00
CCO #8 Total		\$33,613.21

AVTA's construction management consultants, Harris & Associates, evaluated the scope of work and negotiated the price/credit for the work. This amount includes the cost of labor and materials, together with contractor's markup and bond premium. The contractor was authorized to proceed on items that needed to be performed in order to minimize delay to the project. Details of each item are included in the attachment – Change Order #8 Narrative.

Prepared by:

Submitted by:

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Mark Perry  
Fleet & Facilities Manager

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Julie M. Austin  
Executive Director

Attachment: Change Order #8 Narrative



February 01, 2013

Mark Perry, Manager of Maintenance and Facilities  
 Antelope Valley Transit Authority  
 42210 6<sup>th</sup> Street West  
 Lancaster, CA 93534

## Re: AVTA Phase II Addition Project - Change Order #00008 Narrative

Dear Mr. Perry,

Please find below a narrative of Contract Change Order #00008 (CCO #00008) which consists of necessary or Owner desired, and code or inspector required additions to the project.

1. **Miscellaneous Items – Owner Request & Field Condition - Issue #00099, and COR #00089R2**  
 It was determined during the course of construction that some fine tuning in regards to the specified systems, and integration of new and existing systems for complete functionality with their current operational needs be performed. This change is a combination of the items needed for such and has been a marriage of the various and numerous miscellaneous smaller items into one final change. The contractor was asked to compile each into the one change encompassing each of said individual items for the purpose of expediting the work involved and as a vehicle of simplification in processing of the total of the changes. These are owner requests which were performed on a Time and Material basis (T&M/Force Account) of which pricing for the increase appears to be fair and reasonable and therefore eligible for inclusion in a change order.  
**NOT TO EXCEED: \$24,998.21**

Items included in this are as follows:

1. Modify the boardroom staff desk to include buffered computer interface, cable cubby, and audio cables for use by the executive director. (Owner Request)
2. Install cables, connectors and configuration of AVTA's access point(s) for Boardroom Audio Visual System controls to become Wi-Fi compliant and usable outside of the docking stations. (Owner Request)
3. Move the location of the TV power and cabling. Previously relocated as part of the contract remodel of the break room #108 due to the extremely inconvenient and inapplicable location. Add a receptacle in Finance Director's office to accommodate FF&E purchased furniture configuration, provide power and data chases for FF&E purchased Smart Boards, troubleshoot and repair various access-controlled gates to ensure site security compliance, modify board room microphones to allow "mute" option for Board and staff. (Owner Requests).
4. Manufacturer troubleshooting and repair of existing Draeger Co2 system control fault which was required to be resolved prior to integration with new system with existing. (Field Condition)

The price provided by the contractor for these owner requests and field condition items appear to be reasonable for the work being requested and therefore acceptable to include in a change order.

2. **Code Required Handrail at Driver's Vestibule and Maintenance North Personnel Door – Errors & Omissions - Issue #00097, and COR #00092**  
 During the course of construction, it was determined that there were some handrails which were code required, but not included in the plans or specifications. The cost provided by the contractor appears to be reasonable for this modification and therefore eligible to be included in a change order.  
**NOT TO EXCEED: \$4,821.32**

It was determined during the course of construction that the Phase II project plans and specifications did not include code-required handrails at the new driver's vestibule and south maintenance building personnel door. The price provided by the contractor appears to be reasonable for the requested work and is therefore acceptable to include in a change order.

3. **City of Lancaster final inspection required Handrail at personnel entry ramp to graphics– Errors & Omissions – Issue #00098, and COR #00097**

During the course of construction, it was determined by the City of Lancaster building inspector upon their final inspection, handrails were required to be installed at the ramp to the personnel door leading to the graphics department located on the west side of the new south maintenance building. The contractor was asked to provide pricing for this of which is fair and reasonable and therefore eligible for a change order.

**NOT TO EXCEED: \$3,793.78**

During the course of the City of Lancaster's final inspection, it was their determination that handrails were required for the ramp to the graphic's personnel door at the new south maintenance building. The price provided by the contractor is reasonable for the work being requested and therefore acceptable to include in a change order.

Sincerely,

**HARRIS & ASSOCIATES**



Brad Chadwick  
Construction Manager

**DATE:** February 26, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Proposed Changes to Dial-A-Ride (DAR) Policies

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### **RECOMMENDATION**

Approve the following policy changes for AVTA Dial-A-Ride services: 1) Reduce the reservation window for Dial-A-Ride trips from three days to two days; 2) Reduce the number of trips that can be made in a single day by a client from four to three and increase enforcement of this policy; and 3) Change the application of suspension for No Shows from three per month to three in a rolling 30-day period.

### **FISCAL IMPACT**

There is no fiscal impact to the Authority.

### **BACKGROUND**

This item was presented for approval at the January 2013 Board meeting. The Board requested that staff provide additional information and postpone this item to the February 2013 meeting. Based on the discussion at the January Board meeting, staff gathered information regarding dial-a-ride policies for 12 paratransit services in southern California. The results indicate that a rider can make a reservation anywhere from the same day to seven days in advance. ACCESS takes reservations the day before the trip, while Santa Clarita allows one to seven days. Enforcement of no-show policies also varies greatly. The majority of agencies threaten suspension but do not enforce their policy. Some, like Rosemead, do not have a no-show policy. ACCESS, for instance, does not pay their contractors for no-shows and late cancellations so they do not have as much of an incentive as AVTA to enforce the policies. Because of ACCESS' designation as the complementary ADA paratransit services agency, they cannot deny a trip.

In response to Board suggestions, AVTA staff has taken the following actions:

- We have submitted the list of eligible riders that used our dial-a-ride in 2012 to ACCESS, who has committed to tell us the number of riders we have that are eligible for ACCESS trips.
- We will inform riders of our intent to start enforcement of the no-show policy through reminders when passengers make appointments, notices on the vehicles and letters.



- We have started to closely monitor no-shows and late cancellations and will report back to the Board in six months with the trends.

We currently have a full year of data for DAR operations with American Logistics Company (ALC), and success has, in terms of historical problem areas, certainly exceeded expectations. On-time performance and hold times over the year have been exceptional. However, during the last several months of 2012, our Customer Service Representatives and some Board Members received a significant number of calls from disgruntled clients because they were unable to book a DAR trip. To reduce or eliminate this problem by the end of next year, staff must review the operating policies and make adjustments. The proposed policy changes do not have any impact on our service agreement with American Logistics Company (ALC). A snapshot of our current service as well as additional data in support of the recommendations is attached.

### **AVTA DAR Service Characteristics**

- Current Operations: The agreement with ALC limits the number of annual trips to 33,000. Over the course of the agreement, the trip rate is increased 1.5% per year in January, but there is no increase in the number of trips provided. Reservations can only be made for eligible clients; however, they can have a Personal Care Assistant (PCA) with them and be accompanied by guests. The PCA rides free, while a guest pays the same fare as the eligible passenger. PCAs and guests are not included in the 33,000 trips. Statistics for operations during the current year are as follows:
  - Total budget for ALC in Calendar Year (CY) 2012 was \$1,113,750 plus a potential bonus of \$12,000 for meeting specific targets for on time performance.
  - Based on reports from ALC a total of 30,605 eligible passengers were transported in 2012 at a total cost of \$1,032,918 before costs of no shows.
  - An additional 4,953 PCAs and/or guests will bring the total ridership in 2012 to 35,622.
  - ALC estimates that there were 705 unique clients.
  - In 2012 the rate per trip was \$33.75. After subtracting revenues, cost per trip was \$29.43.
  - The cost per unique client, net of revenues, for the year was \$1,277.
  - Farebox recovery ratio was 11.1%, which is fairly consistent with the industry.
  - There were 2,142 No Shows in 2012, an average of 179 per month or 7% of total trips booked. ALC's interpretation of the agreement counts a No Show as a trip.
  - The Authority is charged at a rate of \$20 for No Shows rather than the full trip rate of \$33.75 (\$34.26 in 2013). The total cost for No Shows in 2012 was \$42,840.

- In order to maximize the number of available trips, we will clarify with ALC, via side letter, that the service can be provided up to the limit of the contract operating budget (33,000 trips x current trip rate). This amount shall be net of our contractual obligation to budget \$12,000 per year for incentive payments.
- Average on-time performance for 2012 was 96.97%.

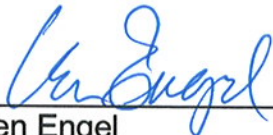
After discussions between ALC and the AVTA staff, three new policies are being recommended:

1. Reduce the "Reservation Window" from three days to two days. This should create a positive effect on a reduction in the number of No Shows.
2. Reduce the number of trips that can be made in a single day by a client from four to three and ensure, to the greatest extent possible, that it is enforced. This will reduce the number of trips for most clients to two; however, it will still allow for a "third leg" that could include a trip to the pharmacy on the way home from a medical appointment.
3. Change the application of suspension for No Shows from three per month to three in a rolling 30 day period.

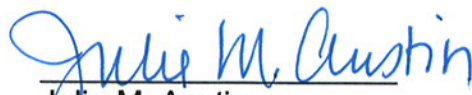
AVTA staff is currently working on a Travel Training program with one of the goals being working with DAR passengers to educate them on using the local transit services. Staff will also work with clients who could be using ACCESS as their transportation provider. More details regarding operating characteristics are attached.

Prepared by:

Submitted by:



Len Engel  
Director of Operations and Maintenance

  
Julie M. Austin  
Executive Director

Attachment: DAR Operations Snapshot

## ***DIAL-A-RIDE OPERATIONS SNAPSHOT***

The following is some additional data that was collected in support of the recommended policy changes.

- **Current Eligibility List:** The current eligibility list includes over 5,000 individuals. After a review of those that have used the service within the last two to three years, the total drops to 2,190. Of the 2,190 individuals, only 1,172 clients have used the service through November of 2012. ALC transported the largest number of passengers during March of 2012; 3,025 eligible trips were provided for 381 individuals.
  - 287 unique ambulatory passengers constituted 2,224 trips (7.75 trips each)
  - 94 unique wheelchair passengers making 801 trips (average 8.5 trips each)
  
- **Trip Origins:** The trip origination data is based on information received from ALC for unique individuals using the service in 2012.
 

• Lancaster	569	48.5%
• Palmdale	469	40.0%
• LA County	134	11.5%
  
- **The Reservation Cap:** In order to not exceed the 33,000 trip cap before the end of 2012, ALC began reducing the cap that they had been using in September. Currently, the daily cap is at 80 trips, down one-third from earlier in the year.
  - Reservations are taken beginning at 8:00 a.m., three days in advance of the trip. Typically, over the past several months, there are no available trips as early as 8:15 a.m. on the first day. Given the 80 trip cap, on a Tuesday it is possible, because of the subscription trips (32), that only an additional 24 clients could be served (48 trips). The current policy allows a rider to book up to four trips per day. To get a sample, staff reviewed March 12, 2012 when 67 individuals were transported on 129 trips.
    - 20 Passengers - one trip
    - 39 Passengers - two trips
    - 6 Passengers - three trips
    - 2 Passengers - four trips
    - 1 Passenger - five trips

- 2013 Daily Trip Caps: ALC has provided the “caps” that they will begin using in 2013. Based on the number of operating days in 2013, this will provide just under 32,000 trips and a good cushion to ensure that the same situation, severely limited trip availability in November and December, does not reoccur.
  - Weekday cap = 105 trips
  - Saturday cap = 55 trips
  - Sunday cap = 45 trips
  
- Subscription Trips: Subscription trips or standing order trips are for individuals that have regular appointments such as dialysis. There are currently 25 individuals on the active subscription list.
  - Using the daily caps that ALC is proposing for 2013, subscription trips will constitute 17.4% of the trips available each week. The current schedule has 129 trips per week.
    - Monday: 18 trips
    - Tuesday: 32 trips
    - Wednesday: 28 trips
    - Thursday: 31 trips
    - Friday: 20 trips
  
  - Subscription trip clients are predominately from the urban areas.
    - Lancaster: 15
    - Palmdale: 7
    - LA County: 1
    - Lake LA: 1
    - Little Rock: 1
  
  - There are 11 unique destinations for the subscription trips, 10 are in Lancaster and one is in Palmdale.
    - Dialysis: 7
    - Adult Day Care: 8
    - Other: 10