



Regular Meeting of the Board of Directors

Tuesday, November 26, 2013

10:00 a.m.

Antelope Valley Transit Authority Community Room

42210 6th Street West, Lancaster, California

www.avta.com

AGENDA

For record keeping purposes, and in the event that staff may need to contact you, we request that a speaker card, located at the 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 Tom Lackey, Director Steve Hofbauer, Director Dianne Knippel and Director Sandra Johnson

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.

SPECIAL REPORTS and PRESENTATIONS (SRP):

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

SRP 1 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR OCTOBER 2013 – HECTOR FUENTES, VEOLIA TRANSPORTATION

SRP 2 RECOGNITION OF VEOLIA COACH OPERATOR ABDUL BARRIE – HECTOR FUENTES, VEOLIA TRANSPORTATION

SRP 3 FY14 FIRST QUARTER KEY PERFORMANCE INDICATORS REPORT (JULY 1 – SEPTEMBER 30, 2013) – DIETTER ARAGON

Recommended Action: Receive and file the FY14 First Quarter Key Performance Indicators Report for July 1 – September 30, 2013.

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

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR October 22, 2013 – KAREN DARR

Recommended Action: Approve the Board meeting minutes for October 22, 2013.

CC 2 FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER 2013 – COLBY KONISEK

Recommended Action: Receive and file the Treasurer's Report for the month ended September 30, 2013, the Payroll History Report for the three months ended October 31, 2013, the Expenditure Report for the month ended October 31, 2013, and Interim Financial Statements for the three months ended September 30, 2013.

CC 3 FY14 FIRST QUARTER CAPITAL RESERVES REPORT (JUNE 30, 2008 THROUGH September 30, 2013) – COLBY KONISEK

Recommended Action: Receive and file the FY14 first quarter Capital Reserves Report for the period covering June 30, 2008 through September 30, 2013.

CC 4 FY14 FIRST QUARTER GRANT STATUS REPORT (JULY 1 – SEPTEMBER 30, 2013) – JUDY VACCARO-FRY

Recommended Action: Receive and file the FY14 first quarter Grant Status Report (July 1 – September 30, 2013).

CC 5 SEMI-ANNUAL FEDERAL FISCAL YEAR (FFY) 2012/13 DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND SMALL BUSINESS ENTERPRISE (SBE) REPORT (APRIL 1 – SEPTEMBER 30, 2013) – LYLE BLOCK

Recommended Action: Receive and file the semi-annual FFY 2012/13 DBE and SBE Report (April 1 – September 30, 2013).

CC 6 TRANSIT ACCESS PASS (TAP) CARD FEE – CANDICE RUDOLPH

Recommended Action: Receive and file report on \$2 TAP card replacement fees effective December 1, 2013.

CC 7 MEMORANDUM OF UNDERSTANDING (MOU) WITH 211 LA COUNTY – EMPLOYMENT VOUCHER PROGRAM (EVP) – WENDY WILLIAMS

Recommended Action: Authorize the Executive Director to execute an MOU with 211 LA County to help administer the new EVP.

NEW BUSINESS (NB):

NB 1 DRAFT AUDITED FINANCIAL STATEMENTS WITHIN THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND SINGLE AUDIT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2013 – TOM HUEY, SENIOR MANAGER – AUDIT AND ASSURANCE, WINDES & MCCLAUGHRY

Recommended Action: Approve the Draft CAFR and Single Audit of Federal Awards for the Year Ended June 30, 2013.

- NB 2 AWARD CONTRACT #2014-10 TO NELSON/NYGAARD CONSULTING ASSOCIATES, INC., IN THE AMOUNT OF \$171,155 FOR THE COMPREHENSIVE OPERATIONAL ANALYSIS AND TEN-YEAR PLAN – LYLE BLOCK/LEN ENGEL

Recommended Action: Authorize the Executive Director to execute Contract #2014-10 to Nelson/Nygaard Consulting Associates, Inc., in the amount of \$171,155 for the Comprehensive Operational Analysis and Ten-Year Plan.

- NB 3 AMENDMENT #1 TO CONTRACT 2011-033 WITH AMERICAN LOGISTICS COMPANY (ALC) - EMPLOYMENT VOUCHER PROGRAM – WENDY WILLIAMS

Recommended Action: Authorize the Executive Director to execute Amendment #1 to Contract No. 2011-033 with American Logistics Company, increasing the contract amount by \$495,000 to compensate for providing transportation for the Employment Voucher Program (EVP).

- NB 4 EXTEND SOLE SOURCE CONTRACT #2013-059 WITH PINNACLE PETROLEUM, INC. FOR THE SUPPLY AND DELIVERY OF BULK FUEL – LYLE BLOCK

Recommended Action: Authorize the Executive Director to extend Sole Source Contract #2013-059 with Pinnacle Petroleum, Inc., of Huntington Beach, CA, not to exceed a four (4) month term and an amount of \$1,160,000, for the supply and delivery of bulk fuel.

- NB 5 AWARD CONTRACT #2014-18 TO BYD COMPANY, LTD. (BYD) FOR TWO ZERO EMISSION BUSES – LYLE BLOCK

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and execute Contract #2014-18 with BYD Company, Ltd. (BYD), Lancaster, CA and Sole Source Contract #2014-22 with WAVE, Inc., for the purchase of two battery electric buses and two inductive charging stations, respectively. The BYD contract award is subject to authorization of assignment rights for two electric buses from contract #OP33202790 between the Los Angeles County Metropolitan Transportation Authority (LA Metro) and BYD Company, Ltd. Such authorization is anticipated by the LA Metro Board in January 2014. The WAVE Inc. contract is subject to AVTA's ability to identify and secure sufficient funding for the project. Staff will return to the Board with final negotiated terms and conditions for both contracts.

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

- CS 1 Conference with Legal Counsel- Existing Litigation
G.C. section 54956.9(d) (1) and (4)
People v. Jorge: Case no. BA405021
People v. Floyd: Case no. BA405021

- CS 2 Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to California Government Code
Section 54956.9(d)(2)
(One potential case)

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

- RA 1 Executive Director's Report

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 January 28, 2014 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

The Agenda was posted by 5:00 p.m. on November 21, 2013 at the entrance to the Antelope Valley Transit Authority, 42210 6th St. West, Lancaster, CA 93534.

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



DATE: November 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: FY14 First Quarter Key Performance Indicators Report

RECOMMENDATION

Receive and file the first quarter Key Performance Indicators report for July 1 – September 30, 2013.

SUMMARY

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

ANALYSIS

AVTA's fixed route local and commuter performance is based on several key indicators. These include total monthly ridership, vehicle service hours, fare revenues, and total operating expenses. Following are highlights of the system performance and indicators correlating to each respective goal.

Boardings – A total of 946,142 boardings have been recorded during the first quarter of FY 2014. We continue to see increases in overall boardings and currently reflect an increase of almost 11% when compared to the previous fiscal year's first quarter results. Commuter service has seen the largest increase of all modes at 16% year-to-date (67,071).

Fare Revenue – Fare revenues received during the first quarter of FY14 totaled \$1.2 million, an increase of almost 6% (\$65,859) compared to the first quarter of FY13. The biggest increase came from the commuter fare revenues, totaling \$684,877 during the first quarter. Fare revenues for local service totaled \$533,787 and Dial-a-Ride revenues \$22,566.

Operating Expenses – Expenditures of \$5.2 million for the quarter are equal to the previous fiscal year during the same time at around \$5.2 million. Although operating expenses have increased approximately 3% over the first quarter of FY13, indirect (overhead) costs have decreased by approximately 4%.

KEY PERFORMANCE INDICATORS (KPIs) – AVTA met seven of nine performance targets during the first quarter of FY14. Schedule Adherence continues to average about 93%. Service changes implemented in October are expected to improve this measure. Average Hold Time continues to decrease. The first quarter average of one minute twenty seconds reflects a dramatic improvement over the previous fiscal year's one minute 53 seconds, but falls just short of the new goal of one minute and ten seconds.

Goal 1 – Operate a Safe Transit System – This is measured by the number of preventable accidents for every 100,000 miles of fixed route operation.

Accidents [Target - .90 preventable accidents/100,000 miles] – During the first quarter there were three preventable accidents recorded, two of which occurred during the month of September, and not in revenue service. Preventable accidents per 100,000 miles continue to be lower the performance target of .90 (lower is better). The average of 0.42 preventable accidents per 100k miles is a 52% improvement over the previous fiscal year.

Goal 2 – Provide Outstanding Customer Service – This is measured by complaints per 100,000 boardings, schedule adherence, average hold time, and average miles between service interruptions.

Customer Complaints [Target – 10.0 complaints/100,000 boardings] –Complaints began to increase during September, especially on the 787 commuter service. Cal State University Northridge (CSUN) recorded a record high enrolment and an increase in attendance from the Antelope Valley area which resulted in overcrowding on certain runs. An additional bus was put in service during the remainder of the month and complaints began to taper off. Throughout the first quarter complaints recorded per 100,000 boardings are below the performance target at 8.81 and reflect an improvement of 54% over the previous fiscal year.

Schedule Adherence [Target - 96%] –Approximately 5,500 time point checks were conducted by our road supervisors throughout the first quarter, producing an average on-time performance (OTP) of 93%. The most frequent delays have occurred on local routes 11/12 and the commuter routes. With the October service enhancements we anticipate that OTP will improve on those particulate routes, thus improving the overall OTP totals.

Average Hold Time [Target – 1:10 minutes] – One minute 20 seconds was the average hold time recorded during the first quarter. This is an improvement of 29% over the FY13 first quarter hold time of one minute 53 seconds. Of the 45,012 calls received during the first quarter, 7,965 were abandoned before they could be answered by a customer service representative.

Average Miles Between Service Interruptions [Target – 12,000 Miles] – A total of 759,160 service miles were operated during the FY14 first quarter with an average of 13,362 miles between service interruptions, a 7% improvement when compared to the previous fiscal year. The replacement fleet is major contributor to the improvements of this indicator.

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 Vehicle Service Hour [Target – 22.1] – The continued rise in boardings coupled with a minimal increase in service hours has produced an average of 23.4 boardings per vehicle service hour during the first quarter of FY14, an increase of 11.5% over the first quarter of FY13 first quarter results (20.0).

Average Weekday Boardings [Target – 12,600] – Average weekday boardings during the first quarter of FY14 were 13,107, above the performance target of 12,600 and an improvement of 7% compared the previous fiscal year (12,262). Consistent with other performance indicators, the largest increase was reflected on our commuter express service at 16%, which only operates during the weekdays.

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

Average Cost Per Vehicle Service Hour [Target - \$126.66] – The average cost per vehicle service hour during the first quarter was \$117.73. Although service hours have increased 1.5% over FY14 first quarter results, overhead costs went down by four percent. The slight increase in service hours coupled with flat operating costs results in a lower cost per hour.

Farebox Recovery Ratio [Target – 22.1%] – The average farebox recovery ratio during the first quarter of FY14 was 23.93%, an improvement of almost 6% compared to the FY13 first quarter results. This is due to our relatively flat operating cost (less than .5%) and a revenue increase of 5.6% over the same period last year.

ALIGNMENT WITH STRATEGIC DIRECTIVES

Our Vision: We are the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve. We exceed customer expectations by providing service that is: safe and reliable, valued by the community, responsive and innovative, caring and courteous, and cost effective.

Key Performance Indicators align with this vision as they measure safety, customer service, efficiency and effectiveness.

Prepared by:

Submitted by:

Dietter A. Aragón
Senior Transit Analyst

Julie M. Austin
Executive Director

Attachments: A and B - Summary of System Goals and Performance

Goal	Performance Indicator	September 2013 (FY 2014)	MTD Meets/Exceeds	September 2012 (FY 2013)	% Change	Performance Target	FY 14 Year to Date	YTD Meets/Exceeds	FY 13 Year to Date	% Change
Overall System Performance	Total Boardings	325,992	N/A	300,759	8.39%	N/A	946,142	N/A	854,765	10.69%
	Vehicle Service Hours	13,953	N/A	13,595	2.63%	N/A	44,062	N/A	43,379	1.57%
	Total Fare Revenue	\$410,126	N/A	\$415,930	-1.40%	N/A	\$ 1,241,228	N/A	\$1,175,371	5.60%
	Total Operating Expense	\$1,656,792	N/A	\$1,630,775	-1.60%	N/A	\$ 5,187,543	N/A	\$5,197,243	0.19%
Safe Transit System	Preventable Accidents per 100,000 Miles	0.87	X	0.91	5.21%	0.90	0.42	X	0.87	51.71%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	10.45	DNM	21.22	50.75%	10.0	8.81	X	18.99	53.60%
	Schedule Adherence	99.0%	X	96.9%	2.17%	96%	93%	DNM	96.9%	-3.79%
	Average Hold Time	1:23	DNM	2:26	43.15%	1:10	1:20	DNM	1:53	28.82%
	Average Miles Between Service Interruptions	14,448	X	9,527	51.65%	12,000	13,362	X	9,919	34.70%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	23.4	X	21.9	6.85%	22.1	22.3	X	20.0	11.50%
	Average Weekday Boardings	14,274	X	13,945	2.36%	12,600	13,107	X	12,262	6.89%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	\$118.74	X	\$119.95	1.01%	\$126.66	\$117.73	X	\$119.81	1.73%
	Farebox Recovery Ratio	24.75%	X	25.51%	-2.94%	22.40%	23.93%	X	22.62%	5.80%

DNM = Did Not Meet

Goal	September 2013 (FY 2014)	September 2013 (FY 2013)	% Change	Performance Target	FY 14 Year to Date	YTD Meets/Exceeds	FY 13 Year to Date	% Change
Average Fare per Boarding	\$1.26	\$1.38	-9.03%	\$1.29	\$1.31	X	\$1.38	-4.60%
Average Cost per Boarding	\$5.08	\$5.42	6.27%	\$5.74	\$5.48	X	\$6.08	9.83%
Average Subsidy per Boarding	\$3.82	\$4.04	5.32%	\$4.45	\$4.17	X	\$4.71	11.36%
Revenue Miles	239,368	232,683	2.87%	N/A	759,160	N/A	741,858	2.33%
Total Vehicle Miles	262,499	254,504	3.14%	N/A	832,338	N/A	809,390	2.84%
Total Vehicle Hours	15,304	14,799	3.41%	N/A	48,347	N/A	47,029	2.80%
In-Service Speed	17.2	17.1	0.23%	N/A	17.2	N/A	17.1	0.75%
Boardings per Vehicle Service Mile	1.36	1.29	5.36%	N/A	1.25	N/A	1.15	8.17%



Regular Meeting of the Board of Directors

Tuesday, October 22, 2013

10:00 a.m.

Antelope Valley Transit Authority Board Room

42210 6th Street West, Lancaster, California

www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER:

Chairman Hickling called the meeting to order at 10:02 a.m.

PLEDGE OF ALLEGIANCE:

Clerk of the Board Karen Darr led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Norm Hickling
Vice Chairman Marvin Crist
Director Tom Lackey
Director Dianne Knippel
Director Sandra Johnson

Absent

Director Steve Hofbauer

Director Hofbauer arrived at 10:18 a.m.

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Vice Chairman Crist, seconded by Director Knippel

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Knippel, and Johnson

Nays: None

Abstain: None

Absent: Director Hofbauer

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

James Stouvenel, a member of the public, expressed his concern regarding a possible fare increase in 2014 and possibly eliminating free fares for veterans, active military, and senior and disabled riders. He suggested implementing a pilot program in 2014 that allows seniors and disabled riders to ride free during the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.

SPECIAL REPORTS and PRESENTATIONS:

- SRP 1 PRESENTATION OF THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) ADWHEEL GRAND PRIZE AND FIRST PLACE AWARDS FOR VIDEO PRESENTATION AND TELEVISION ADVERTISEMENT – NORM HICKLING

Chairman Hickling presented Marketing Manager Wendy Williams with the 2013 APTA Grand Prize and First Place AdWheel awards for the television advertisement/public service announcement – “Feel Like Ridin'” and the video presentation – “Travel Training Video – “How to Plan Your Trip.” The Board congratulated Ms. Williams for elevating the Authority's reputation through her positive marketing efforts.

- SRP 2 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR SEPTEMBER 2013 – HECTOR FUENTES, VEOLIA TRANSPORTATION

Veolia General Manager Hector Fuentes announced that the Operator of the Month for September 2013 was David Gil and the Employee of the Month was Tim Brooks. Mr. Fuentes and Executive Director Julie Austin presented a plaque to Mr. Brooks; Mr. Gil was not present to receive his award.

- SRP 3 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER (JULY 1 – SEPTEMBER 30, 2013) – JULIE AUSTIN

Ms. Austin presented a plaque to Procurement Officer Lyle Block, AVTA's Employee of the Quarter.

- SRP 4 RESULTS OF FARE EVASION EFFORTS

Ms. Williams presented the results of staff's evaluation of fare evasion on AVTA's buses. She noted that although staff recognizes that fare evasion and fraud occurs, free fares are a much larger contributor to the disparity between revenues and ridership; the number of free fares increased from 31% to 43%

since March 2010. The six month fare enforcement period also showed a 29% increase in the amount of farebox cash revenue compared to the same period last year. The increase in cash collected at the farebox is attributable to an increase in overall ridership and fare enforcement efforts. The Board members discussed AVTA's farebox recovery levels and free ride programs.

Motion: Receive and file the status report on fare evasion on AVTA buses.

Moved by Vice Chairman Crist, seconded by Director Lackey

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, Knippel, and Johnson

Nays: None

Abstain: None

Absent: None

SRP 5 ELECTRIC BUS STATUS REPORT

Director of Operations and Maintenance Len Engel presented an overview of considerations and steps needed to implement electric bus technology into the AVTA's fleet. Chairman Hickling noted that Supervisor Antonovich's recommended prepayment of \$1.9 million to the AVTA for the purchase of two electric buses for its demonstration project was approved at the October 8, 2013 Board of Supervisors meeting.

Mr. Engel detailed the Comprehensive New Model Bus Testing Program in Altoona, Pennsylvania. He stated that the program is designed to promote the production of better transit vehicles and components and to ensure buses are safe and able to withstand the rigors of transit service. Altoona Testing is required on all new model buses before they can be purchased with federal funds and should be completed by January 2014. He also recommended that AVTA roll out the demonstration project concurrent with en route charging capabilities. Wesley Smith, Chief Development Officer & Founder of Wireless Advanced Vehicle Electrification, Inc. (WAVE), will provide information regarding the application of inductive charging technology at the January 2014 Board meeting.

The AVTA's demonstration project will analyze how well electric buses perform on Antelope Valley's longer than average transit routes during various seasons and weather conditions. The demonstration project will provide information necessary to evaluate the bus's battery life and determine the feasibility of incorporating additional electric buses into the Authority's fleet. The Board discussed additional specifics regarding AVTA's electric bus demonstration project.

Motion: Receive and file the status report on electric buses.

Moved by Vice Chairman Crist, seconded by Director Johnson

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey,
Hofbauer, Knippel, and Johnson

Nays: None

Abstain: None

Absent: None

CONSENT CALENDAR:

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR SEPTEMBER 24, 2013 – KAREN DARR

CC 2 FINANCIAL REPORTS FOR AUGUST AND SEPTEMBER 2013 – COLBY KONISEK

CC 3 FY14 KEY PERFORMANCE INDICATORS REPORT FOR AUGUST – DIETTER ARAGON

CC 4 FY14 FIRST QUARTER LA COUNTY SHERIFF'S REPORT (JULY 1-SEPTEMBER 30, 2013) - CANDICE RUDOLPH

CC 5 STATUS REPORT ON BUS STOP IMPROVEMENT PROGRAM – JUDY VACCARO-FRY

Motion: Approve Consent Calendar Items 1 - 5.

Moved by Vice Chairman Crist, seconded by Director Johnson

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey,
Hofbauer, Knippel, and Johnson

Nays: None

Abstain: None

Absent: None

NEW BUSINESS

NB 1 AWARD CONTRACT NO. 2013-035 TO MJS CONSTRUCTION, INC. IN THE AMOUNT OF \$482,000 FOR THE AVTA BUS STOP IMPROVEMENT PROGRAM IN THE CITY OF LANCASTER, PHASE 1

Mr. Block presented the staff report. There was no discussion regarding this item.

Motion: Award Contract Number 2013-035 to MJS Construction Inc. in the amount of \$482,000 for the AVTA Bus Stop Improvement Program in the City of Lancaster, Phase 1.

Moved by Vice Chairman Crist, seconded by Director Lackey

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, Knippel, and Johnson

Nays: None

Abstain: None

Absent: None

NB 2 ENGINEERING STAFF SUPPORT FOR MAJOR TECHNOLOGY PROJECTS

Ms. Austin presented the staff report and stated that she will coordinate with the Compensation and Classification Consultant Georg Krammer to ensure the job specification includes a background in light rail transit.

Motion: Authorize the Executive Director to hire a project engineer to oversee AVTA's technology initiatives, such as the electric bus, bus rapid transit and intelligent transportation system projects.

Moved by Director Johnson, seconded by Director Hofbauer

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, Knippel, and Johnson

Nays: None

Abstain: None

Absent: None

NB 3 AUTHORIZATION TO SOLICIT PROPOSALS FOR FEDERAL ADVOCACY SERVICES

Ms. Austin presented the staff report and recommended that the Ad hoc committee travel to Washington, D.C. to interview the short list of firms.

Motion: Authorize the Executive Director to solicit proposals for federal advocacy services.

Moved by Director Lackey, seconded by Director Hofbauer

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, Knippel, and Johnson

Nays: None

Abstain: None

Absent: None

OLD BUSINESS:

OB 1 ISSUE NOTICE TO PROCEED TO GILLIG CORPORATION UNDER CONTRACT NO. 2014-12 FOR PURCHASE OF TWELVE (12) HEAVY DUTY CLEAN DIESEL BUSES FOR DELIVERY IN FEBRUARY 2015

Mr. Engel presented the staff report. There was no discussion regarding this item

Motion: Authorize the Executive Director to Issue a Notice to Proceed to Gillig Corporation under Contract Number 2014-12 for the purchase of twelve (12) heavy duty clean diesel buses scheduled for delivery in February 2015 in the amount of \$5.33 million (\$444,006 per bus). The Notice to Proceed shall be issued subject to confirmation of pre-award authority from FTA and shall include a requirement that Gillig notify AVTA in writing prior to incurring any costs associated with assembly and production. This Notice to Proceed is conditional upon the Board taking further action in January 2014. For this action to remain in effect, the Board must recertify this decision in January 2014 after considering a report from staff on the status of alternative bus technology. If the Board does not recertify this action in January 2014, this Notice to Proceed will be rescinded.

Moved by Director Lackey, seconded by Director Knippel

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

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, Knippel, and Johnson

Nays: None

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS:

RA 1 Executive Director's Report:

- Director Hofbauer, Colby Konisek, and Julie Austin attended the 2013 Annual APTA Conference in Chicago from September 29 through October 3, 2013 where the Authority received the AdWheel grand prize and first place awards for video presentation and television advertisement.
- Chairman Hickling, Len Engel, Judy Vaccaro-Fry, Dietter Aragon, Bob Keys and Julie Austin attended the 2013 Fall CalACT/California Transit Association Conference and Expo in Anaheim from October 15-18, 2013.
- There is no staff travel scheduled in November.

- Avail Technology is on site and continues to work with staff on the ITS implementation. They have completed the discovery phase, are conducting interviews today, and moving forward to clarify issues or questions that they have on the Request for Proposal.
- Ms. Austin thanked Chairman Hickling and Supervisor Antonovich for the \$1.9 million grant for the purchase of the two electric buses for the demonstration project.
- She congratulated Hector and the Veolia maintenance crew on attaining a rating of "Maintenance Center of Excellence" on their second site review for 2013. Jose Mora and his team scored 438 of a possible 450 points for subcategories that included environmental compliance, maintenance and record keeping, PMI management and compliance, OSHA compliance, and safety practices and procedures.
- Draft agenda items are included in the Board's informational folders and requested the Directors to contact Chairman Hickling or her if they want items added to the upcoming Board meeting.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Johnson thanked everyone for their support and cards after the passing of her father.

Director Knippel mentioned the article in the Antelope Valley Press regarding the AVTA 20 years ago.

Director Hofbauer stated that the APTA conference was very informative and enjoyed touring the Skokie maintenance facility.

Chairman Hickling stated that attendees of the CTA Conference offered positive feedback regarding the AVTA's electric buses, light rail, and bus rapid transit projects.

ADJOURNMENT:

Chairman Hickling adjourned the meeting at 11:11 a.m. in memory of Luis Volta, Director Johnson's father.

The next Regular Meeting of the Board of Directors will be on November 26, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED THIS 26th DAY OF NOVEMBER 2013.

Norman L. Hickling, Chairman

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 Clerk of the Board at 661/729-2258 to arrange to review a recording.



DATE: November 26, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for September and October 2013

RECOMMENDATION

Receive and file the Treasurer's Report for the month ended September 30, 2013 (Attachment A), the Payroll History Report for the three months ended October 31, 2013 (Attachment B), the Expenditure Report for the month ended October 31, 2013 (Attachment C), and Interim Financial Statements for the three months ended September 30, 2013 (Attachment D).

FISCAL IMPACT

Payroll: October payroll of \$174,088 represents a decrease of \$2,316 or 1.3% over the prior month's salary expense.

Expenditures: \$741,528

Interim Financial Statements: Change in Net Position: (\$644,668). This includes depreciation expense of \$1,275,345.

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 attached interim financial statements for the three months ending September 30, 2013 reflect a change in net position of -\$644,668 (Attachment D). It should be noted that the preparation of the September financial statements took place at the time that FY13 financials were being audited; therefore, changes may occur in the final June 2013 and subsequent FY14 interim financial statements.

The \$2,316 decrease in payroll was attributable to employees on leaves of absence. AVTA's gross payroll for employees for the month of October 2013, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
09/22/13-10/05/13	\$ 88,295.73	PYPKT00485
10/06/13-10/19/13	\$ 85,792.12	PYPKT00490
Gross Pay-Oct, 2013	\$ 174,087.85	

Total expenditures for October were \$742K. Large items included Pinnacle Petroleum for fuel costs (\$233,800); CCW – last commuter bus refurbishment (\$147,936); R. C. Becker – Bus Stop Improvement Program (\$77,219); Richard, Watson & Gershon legal fees (\$59,088); TransTrack annual user license fees (\$32,550); and FY13 audit fees (\$31,700). These items comprise 86.5% of total expenditures. We made no payments to Veolia and ALC during the month, and expenses were accrued for transportation services per GAAP.

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

Register Date	Amount
10/01 - 10/31/13	\$741,528.18

As of September 2013, the total cash per the general ledger is \$19,829,731. After deducting restricted funds, the operating cash balance is \$11,463,217. Accounts receivable balances expected to be collected and converted to operating cash within 30 days are \$1,418,278; thus total expected cash available for operations in the next 30 days is \$12,881,495. Coverage of the total is equal to 4.3 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, subject to final closing of Fiscal Year 2013.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Funding – to provide management with accurate financial data for decisions regarding revenue streams, costs, ridership, reserves and the status of existing and proposed grant funding.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director/Treasurer

Attachments: A – Treasurer's Report for the Month Ended September 30, 2013
B – Payroll History Comparison Report (August - October, 2013)
C – Expenditure Report (October 1, 2013 - October 31, 2013)
D – Interim Financial Statements as of September 30, 2013

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
Month Ended September 30, 2013

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

Local Agency Investment Fund		\$ 3,588,476.74			
Interest earned quarterly			\$ 2,321.17		
B of A - Capital Reserve		\$ 1,218,407.09	\$ -		
B of A - Proposition 1B* Restricted Fund		\$ 2,963,699.30	\$ (181,338.63)		
Interest earned in the month			\$ 125.85		
* Deferred revenue, recorded as liability until associated expense incurred.					
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS					\$ 7,591,691.52
Wells Fargo CD-Maturity Date 3/17/2014		\$ 250,274.35			
Interest for Six Months at 9/17/2013			\$ 55.02		
Operating Reserve		\$ 524,477.37	\$ 15.92		
TOTAL OPERATING RESERVE					\$ 774,822.66
Payroll, Payable & Main Acct		\$ 10,453,449.42			
Operating Accounts Analysis	Cash Fare		\$ 167,210.50		
	Vendor Pass Sales Revenue		\$ 185,845.59		
	Federal Grants Revenue		\$ 1,078,846.00		
	MTA Revenue		\$ 1,049,242.41		
	Jurisdiction Contribution		\$ 166,907.00		
	1B Realized Revenue		\$ 181,338.63		
	Vendor Machine Commission		\$ 91.04		
	Accounts Payable For The Month			\$ (1,617,970.52)	
	Employee Net Pay			\$ (130,783.70)	
	Employee Taxes			\$ (28,270.53)	
	Employee Deductions			\$ (9,613.99)	
	Employer Payroll Taxes			\$ (2,714.39)	
	Calpers --- AVTA paid			\$ (29,497.17)	
	Equipment lease monthly --- CS tap card sales			\$ (65.06)	
	IRS Penalty			\$ (916.16)	
	Bank monthly fees			\$ (632.14)	
	Net Operating Funds	\$ 10,453,449.42	\$ 2,829,481.17	\$ (1,820,463.66)	\$ 11,462,466.93
	Petty Cash				\$ 750.00
TOTAL CASH AND INVESTMENT					\$ 19,829,731.11

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

Prepared by:

Submitted by:

Rong Fitzgibbons
Senior Finance Analyst

Colby Konisek
Director of Finance

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report Addendum: Cash Flow Projection
Month Ended September 30, 2013

Descriptions	\$Subtotal	\$Total
BALANCE FROM TREASURER'S REPORT		19,829,731
<u>Less Restricted Funds</u>		
LAIF Fund Balance		(3,590,798)
B of A Capital Reserve		(1,218,407)
B of A Proposition 1B		(2,782,487)
Operating Reserve		(774,823)
OPERATING BANK ACCOUNTS BALANCE AT SEPTEMBER 30, 2013		11,463,217

ACCOUNTS RECEIVABLE AS OF SEPTEMBER 30, 2013
(Expected To Be Converted to Cash in 30 days)

MTA Revenue	353,210	
Transporter - LA County	56,606	
Vendor Pass Sales	137,615	
Other Receivable - Access Service	46,198	
A/R Federal Funding draws	824,649	1,418,278

TOTAL OPERATING CASH AND ACCOUNTS RECEIVABLE	12,881,495
TOTAL OPERATING CASH MINIMUM TARGET:	3,000,000
Operating Cash Coverage of AVTA Minimum Target:	4.3

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
AUGUST TO OCTOBER, 2013**

	August TOTAL	September TOTAL	October TOTAL
<u>NUMBER OF CHECKS</u>	76	76	75
<u>EARNINGS</u>			
Regular Pay	\$ 162,637.20	\$ 152,510.94	\$ 156,250.63
Overtime Pay	297.97	697.39	932.75
Vacation Pay	11,181.81	4,739.83	8,178.46
Sick Pay	4,410.71	6,533.54	7,229.81
Holiday Pay		9,983.89	0.00
Floating Holiday Pay	1,077.52	1,028.59	586.56
Retroactive Pay	271.22		
Vacation cash out			
Deferred Income 457	632.29	909.64	909.64
Bonus Pay			
TOTAL	\$ 180,508.72	\$ 176,403.82	\$ 174,087.85
Inc(Dec)-Current month over previous month	\$ -	\$ (4,104.90)	\$ (2,315.97)
% Inc(Dec)-Current month over previous month		(2.3%)	(1.3%)



Antelope Valley Transit Authority

Expense Report

By Vendor Name

Payment Dates 10/1/2013 - 10/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Access Services Inc.				
6034	10/23/2013	Access Services Inc.	L. Engel- Registration- Safety Training	\$ 100.00
				Vendor Access Services Inc. Total: \$ 100.00
Vendor: ad camp				
6035	10/23/2013	ad camp	AVC Billboard Advertising, Oct. 2013	\$ 375.00
				Vendor ad camp Total: \$ 375.00
Vendor: Adelman Broadcasting				
6036	10/23/2013	Adelman Broadcasting	Radio Advertising on Juan FM	\$ 375.00
6036	10/23/2013	Adelman Broadcasting	Radio Advertising Bob FM	\$ 625.00
				Vendor Adelman Broadcasting Total: \$ 1,000.00
Vendor: Airgas				
6037	10/23/2013	Airgas	Cylinder Rental- Helium	\$ 12.29
6010	10/09/2013	Airgas	Tank rental (helium)	\$ 275.50
				Vendor Airgas Total: \$ 287.79
Vendor: American Heritage Life Ins.				
6011	10/09/2013	American Heritage Life Ins.	Employee Paid Extended Benefits	\$ 587.96
				Vendor American Heritage Life Ins. Total: \$ 587.96
Vendor: Anthem Blue Cross				
6012	10/09/2013	Anthem Blue Cross	Health Insurance (EE Portion), 11/1/13-12/1/13	\$ 5,313.50
6012	10/09/2013	Anthem Blue Cross	Health Insurance (ER Portion), 11/1/13-12/1/13	\$ 27,880.50
				Vendor Anthem Blue Cross Total: \$ 33,194.00
Vendor: Aramark Uniform Services				
6013	10/09/2013	Aramark Uniform Services	Uniform Services, 9/25/13	\$ 59.68
				Vendor Aramark Uniform Services Total: \$ 59.68
Vendor: Arrow Engineering-AESI				
6014	10/09/2013	Arrow Engineering-AESI	Bus Stop Improvements. 8/11/13-9/10/13	\$ 36,189.63
				Vendor Arrow Engineering-AESI Total: \$ 36,189.63
Vendor: At&T Calnet				
6015	10/09/2013	At&T Calnet	Phone, 8/20/13-9/19/13	\$ 768.68
				Vendor At&T Calnet Total: \$ 768.68
Vendor: Atkinson, Andelson, Loya, RUUD				
6038	10/23/2013	Atkinson, Andelson, Loya, RUUD	General Advice- Sept. 2013	\$ 101.50
				Vendor Atkinson, Andelson, Loya, RUUD Total: \$ 101.50
Vendor: ATR Transmission Remanufacturing, Inc.				
6039	10/23/2013	ATR Transmission Remanufacturing, Inc	Rebuilt Allison Transmission Unit 304	\$ 2,950.00
				Vendor ATR Transmission Remanufacturing, Inc. Total: \$ 2,950.00
Vendor: AV Press				
6040	10/23/2013	AV Press	Transporter Advertising- Sept. 2013	\$ 250.00
6040	10/23/2013	AV Press	Advertising- Sept. 2013	\$ 715.00
6040	10/23/2013	AV Press	RFP- Fuel	\$ 296.55
6040	10/23/2013	AV Press	Ad for Comprehensive Operational Analysis RFP	\$ 371.70
				Vendor AV Press Total: \$ 1,633.25
Vendor: Bank Supplies				
6041	10/23/2013	Bank Supplies	Bill Straps- \$100	\$ 70.31
				Vendor Bank Supplies Total: \$ 70.31
Vendor: Blue Tarp Financial- Northern Tool				
6042	10/23/2013	Blue Tarp Financial- Northern Tool	28" SAFETY CONES	\$ 220.00
6042	10/23/2013	Blue Tarp Financial- Northern Tool	C CELL BATTERIES	\$ 9.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	CAUTION TAPE	\$ 35.97
6042	10/23/2013	Blue Tarp Financial- Northern Tool	TOOL KIT	\$ 129.99

Expense Report

Payment Dates: 10/1/2013 - 10/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
6042	10/23/2013	Blue Tarp Financial- Northern Tool	AAA BATTERIES	\$ 7.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	D CELL BATTERIES	\$ 9.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	AA batteries	\$ 7.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	9 V BATTERIES	\$ 9.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	wheel chocks	\$ 79.98
6042	10/23/2013	Blue Tarp Financial- Northern Tool	RATCHET STRAPS	\$ 21.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	GRAB HANDLES	\$ 5.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	BLACK DUCT TAPE	\$ 7.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	RED DUCT TAPE	\$ 7.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	HALOGEN LIGHTS	\$ 60.00
6042	10/23/2013	Blue Tarp Financial- Northern Tool	SAFETY VEST	\$ 99.00
6042	10/23/2013	Blue Tarp Financial- Northern Tool	2 PACK LED FLASHLIGHTS	\$ 49.95
6042	10/23/2013	Blue Tarp Financial- Northern Tool	GAS CAN	\$ 147.85
6042	10/23/2013	Blue Tarp Financial- Northern Tool	3 step step stool	\$ 44.99
6042	10/23/2013	Blue Tarp Financial- Northern Tool	25' EXTENTION CORD	\$ 39.98
6042	10/23/2013	Blue Tarp Financial- Northern Tool	SILVER DUCT TAPE	\$ 4.49
6042	10/23/2013	Blue Tarp Financial- Northern Tool	TARPS	\$ 131.96
6042	10/23/2013	Blue Tarp Financial- Northern Tool	air vent kit	\$ 388.27
6042	10/23/2013	Blue Tarp Financial- Northern Tool	18000 btu Spot Cooler	\$ 4,572.77
Vendor Blue Tarp Financial- Northern Tool Total:				\$ 6,095.11
Vendor: Board of Equalization- Fuel Taxes Division				
6044	10/23/2013	Board of Equalization- Fuel Taxes Division	Fuel Tax, July-Sept 2013	\$ 1,852.00
Vendor Board of Equalization- Fuel Taxes Division Total:				\$ 1,852.00
Vendor: Brinks Incorporated				
6045	10/23/2013	Brinks Incorporated	Money room service Sept. Supplement Bill	\$ 165.06
6045	10/23/2013	Brinks Incorporated	Money room service- October	\$ 471.22
Vendor Brinks Incorporated Total:				\$ 636.28
Vendor: Burris Coffee & Pure Water Service				
6046	10/23/2013	Burris Coffee & Pure Water Service	Coffee Supplies	\$ 203.85
Vendor Burris Coffee & Pure Water Service Total:				\$ 203.85
Vendor: Canon Business Solutions				
6016	10/09/2013	Canon Business Solutions	Copier Usage, 6/16/13-9/15/13	\$ 1,130.73
Vendor Canon Business Solutions Total:				\$ 1,130.73
Vendor: Carquest of Lancaster #7305				
6047	10/23/2013	Carquest of Lancaster #7305	Fuel Stab. & Antifreeze	\$ 26.68
6047	10/23/2013	Carquest of Lancaster #7305	Bearing	\$ 85.37
Vendor Carquest of Lancaster #7305 Total:				\$ 112.05
Vendor: Complete Coach Works				
6017	10/09/2013	Complete Coach Works	#4742 Refurbish	\$ 147,936.10
Vendor Complete Coach Works Total:				\$ 147,936.10
Vendor: First Aid USA				
6048	10/23/2013	First Aid USA	First Aid Supplies	\$ 363.35
Vendor First Aid USA Total:				\$ 363.35
Vendor: Grainger				
6049	10/23/2013	Grainger	Drafting Chair	\$ 356.84
6049	10/23/2013	Grainger	400lb cap D_rings	\$ 45.13
6049	10/23/2013	Grainger	cam buckles	\$ 102.13
6049	10/23/2013	Grainger	cam buckles	\$ 15.81
6049	10/23/2013	Grainger	side snap strap holders	\$ 16.33
6049	10/23/2013	Grainger	storage trunks	\$ 312.29
6049	10/23/2013	Grainger	velcro roll (hook)	\$ 63.18
6049	10/23/2013	Grainger	velcro roll (loop)	\$ 63.18
6049	10/23/2013	Grainger	folding cots	\$ 168.14
6049	10/23/2013	Grainger	1" bulk strapping 300 ft	\$ 101.62
6049	10/23/2013	Grainger	cord 3way	\$ 12.81
6049	10/23/2013	Grainger	Safety relief valve	\$ 20.62
6049	10/23/2013	Grainger	Pressure Wash Hose	\$ 166.53
6049	10/23/2013	Grainger	Pressure Washer Handle	\$ 90.16

Expense Report

Payment Dates: 10/1/2013 - 10/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
6049	10/23/2013	Grainger	Extension Wands	\$ 68.40
6049	10/23/2013	Grainger	Extension spring	\$ 12.68
6049	10/23/2013	Grainger	Facility Maintenance Items	\$ 96.13
6049	10/23/2013	Grainger	Motor 3/4 hp	\$ 279.84
6049	10/23/2013	Grainger	Spray nozzle	\$ 36.79
6049	10/23/2013	Grainger	Mounting ring	\$ 15.22
6049	10/23/2013	Grainger	Motor 3/4hp	\$ 279.84
6049	10/23/2013	Grainger	Air filter element	\$ 110.87
6049	10/23/2013	Grainger	Motor 1/6 hp	\$ 107.22
6049	10/23/2013	Grainger	Magnifier	\$ 30.13
6049	10/23/2013	Grainger	Filter 16"x25"x2"	\$ 62.00
Vendor Grainger Total:				\$ 2,633.89
Vendor: HD Industries				
6052	10/23/2013	HD Industries	Transmission rebuild 3333	\$ 14,739.20
Vendor HD Industries Total:				\$ 14,739.20
Vendor: High Desert Broadcasting				
6053	10/23/2013	High Desert Broadcasting	AVTA Fair Service Radio Commercial Buy	\$ 1,122.00
Vendor High Desert Broadcasting Total:				\$ 1,122.00
Vendor: Home Depot Credit Services				
6018	10/09/2013	Home Depot Credit Services	Landscape irrigation	\$ 80.44
6018	10/09/2013	Home Depot Credit Services	Landscape irrigation & Locker anchors	\$ 213.14
6018	10/09/2013	Home Depot Credit Services	A/C Condensate Drain Repair	\$ 6.80
6018	10/09/2013	Home Depot Credit Services	Sprinkler repair	\$ 231.73
6018	10/09/2013	Home Depot Credit Services	PTC sound wall	\$ 78.16
6018	10/09/2013	Home Depot Credit Services	Pipe for Commuter Station	\$ 30.85
6018	10/09/2013	Home Depot Credit Services	Tree- deep root supplies	\$ 109.17
6018	10/09/2013	Home Depot Credit Services	Small Refrigerator	\$ 129.71
Vendor Home Depot Credit Services Total:				\$ 880.00
Vendor: Interior Plant Designs				
6054	10/23/2013	Interior Plant Designs	Indoor Plant Services- October 2013	\$ 185.00
Vendor Interior Plant Designs Total:				\$ 185.00
Vendor: Iron Mountain Records Mgmt. Inc.				
6055	10/23/2013	Iron Mountain Records Mgmt. Inc.	Document Shredding- 8/28/13-9/24/13	\$ 75.61
Vendor Iron Mountain Records Mgmt. Inc. Total:				\$ 75.61
Vendor: Koff & Associates, Inc.				
6056	10/23/2013	Koff & Associates, Inc.	Classification and Compensation Study	\$ 640.00
Vendor Koff & Associates, Inc. Total:				\$ 640.00
Vendor: LA County Sheriff Dept.				
6019	10/09/2013	LA County Sheriff Dept	Security Services, Aug. 2013	\$ 10,416.55
Vendor LA County Sheriff Dept Total:				\$ 10,416.55
Vendor: McMaster-Carr Supply Co.				
6057	10/23/2013	McMaster-Carr Supply Co.	Casters for Office Furniture	\$ 133.99
6057	10/23/2013	McMaster-Carr Supply Co.	Stapler	\$ 10.49
6057	10/23/2013	McMaster-Carr Supply Co.	Writing Pads	\$ 13.20
6057	10/23/2013	McMaster-Carr Supply Co.	Paper Clips	\$ 0.76
6057	10/23/2013	McMaster-Carr Supply Co.	Staples	\$ 3.86
6057	10/23/2013	McMaster-Carr Supply Co.	Safety Glasses	\$ 43.16
6057	10/23/2013	McMaster-Carr Supply Co.	Facial Tissue	\$ 10.95
6057	10/23/2013	McMaster-Carr Supply Co.	Push Pins	\$ 5.16
6057	10/23/2013	McMaster-Carr Supply Co.	Writing Pads	\$ 18.87
6057	10/23/2013	McMaster-Carr Supply Co.	Non-Potable Water Decals	\$ 13.58
6057	10/23/2013	McMaster-Carr Supply Co.	Non Potable Sign	\$ 9.61
6057	10/23/2013	McMaster-Carr Supply Co.	Office Chair	\$ 214.23
6057	10/23/2013	McMaster-Carr Supply Co.	Ink Pens	\$ 5.10
6057	10/23/2013	McMaster-Carr Supply Co.	Double Sided Tape	\$ 14.87
6057	10/23/2013	McMaster-Carr Supply Co.	Calculator	\$ 8.18
6057	10/23/2013	McMaster-Carr Supply Co.	paper markers	\$ 9.67
6057	10/23/2013	McMaster-Carr Supply Co.	paper clips	\$ 0.78

Expense Report

Payment Dates: 10/1/2013 - 10/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
6057	10/23/2013	McMaster-Carr Supply Co.	Pencils	\$ 3.80
6057	10/23/2013	McMaster-Carr Supply Co.	Clipboards	\$ 13.08
6057	10/23/2013	McMaster-Carr Supply Co.	Tape Dispenser	\$ 6.26
6057	10/23/2013	McMaster-Carr Supply Co.	Plastic Flatware	\$ 88.29
6057	10/23/2013	McMaster-Carr Supply Co.	easel pads	\$ 77.24
6057	10/23/2013	McMaster-Carr Supply Co.	Disposable Cups	\$ 16.25
6057	10/23/2013	McMaster-Carr Supply Co.	Disposable Plates	\$ 15.17
Vendor McMaster-Carr Supply Co. Total:				\$ 736.55
Vendor: Mobile Relay Associates				
6020	10/09/2013	Mobile Relay Associates	Radio transmitter airtime	\$ 1,213.60
Vendor Mobile Relay Associates Total:				\$ 1,213.60
Vendor: Pacific Lift and Equipment				
6059	10/23/2013	Pacific Lift and Equipment	Air Switching Valve For In Ground Lifts	\$ 717.47
Vendor Pacific Lift and Equipment Total:				\$ 717.47
Vendor: Petty Cash				
6021	10/09/2013	Petty Cash	J. Austin- Lunch at SCAG meeting	\$ 21.06
6021	10/09/2013	Petty Cash	W. Williams- Lancaster Chamber of Comm. Lunch	\$ 20.00
6021	10/09/2013	Petty Cash	L. Engel- AVBOT Luncheon	\$ 20.00
6021	10/09/2013	Petty Cash	D. Cason- Refreshments 2nd qtr all hands mtg	\$ 15.96
6021	10/09/2013	Petty Cash	Payment received- S. Hofbauer for AVTA apparel	\$ (83.60)
6021	10/09/2013	Petty Cash	C. Rudolph- Refreshments for Public meeting	\$ 15.19
6021	10/09/2013	Petty Cash	M. Perry- Helium tank refill	\$ 38.14
6021	10/09/2013	Petty Cash	W. Williams- Pre-paid cell phone for CS Staff	\$ 36.10
Vendor Petty Cash Total:				\$ 82.85
Vendor: Pinnacle Petroleum Inc				
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 28,059.59
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 28,255.48
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 14,566.75
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 26,774.28
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 26,863.71
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 26,913.30
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 12,317.96
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 28,555.26
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 13,012.62
6022	10/09/2013	Pinnacle Petroleum Inc	Fuel, Sept. 2013	\$ 28,480.93
Vendor Pinnacle Petroleum Inc Total:				\$ 233,799.88
Vendor: R.C. Becker and son, Inc.				
6023	10/09/2013	R.C. Becker and son, Inc.	BSIP City of Palmdale, Payment Ap. # 1	\$ 28,448.51
6060	10/23/2013	R.C. Becker and son, Inc.	BSIP City of Palmdale, Payment Ap. #2	\$ 48,770.09
Vendor R.C. Becker and son, Inc. Total:				\$ 77,218.60
Vendor: Richards, Watson & Gershon				
6061	10/23/2013	Richards, Watson & Gershon	General Counsel- August 2013	\$ 4,352.33
6061	10/23/2013	Richards, Watson & Gershon	Board Meeting Attendance- Aug. 2013	\$ 967.50
6061	10/23/2013	Richards, Watson & Gershon	Subpoenas	\$ 53,768.17
Vendor Richards, Watson & Gershon Total:				\$ 59,088.00
Vendor: Royal Coach				
6062	10/23/2013	Royal Coach	MCI J4500 Bank Bus,	\$ 2,585.00
Vendor Royal Coach Total:				\$ 2,585.00
Vendor: RZ Radio LLC				
6063	10/23/2013	RZ Radio LLC	Radio Advertising of Fair Service and TRANSporter	\$ 1,122.00
Vendor RZ Radio LLC Total:				\$ 1,122.00
Vendor: SHI- Software Hardware Integration				
6024	10/09/2013	SHI- Software Hardware Integration	GSP Low-Profile Wall-Mounted Cabinet	\$ 330.03
Vendor SHI- Software Hardware Integration Total:				\$ 330.03
Vendor: Southern California Edison				
6064	10/23/2013	Southern California Edison	Utilities- Electricity, 8/15/13-9/17/13	\$ 9,778.24

Expense Report

Payment Dates: 10/1/2013 - 10/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
6064	10/23/2013	Southern California Edison	Utilities- Electricity, 9/17/13-10/17/13	\$ 4,973.84
Vendor Southern California Edison Total:				\$ 14,752.08
Vendor: Standard Insurance Company				
6026	10/09/2013	Standard Insurance Company	Vision Insurance (EE Portion), 10/1/13-10/31/13	\$ 104.48
6026	10/09/2013	Standard Insurance Company	Vision Insurance (ER Portion), 10/1/13-10/31/13	\$ 410.48
6026	10/09/2013	Standard Insurance Company	Dental Insurance (EE Portion), 10/1/13-10/31/13	\$ 575.52
6026	10/09/2013	Standard Insurance Company	Dental Insurance (ER Portion), 10/1/13-10/31/13	\$ 2,112.32
Vendor Standard Insurance Company Total:				\$ 3,202.80
Vendor: Standard Insurance Company				
6025	10/09/2013	Standard Insurance Company	Life, Sept. 2013	\$ 246.58
6025	10/09/2013	Standard Insurance Company	STD, Sept. 2013	\$ 1,300.79
6025	10/09/2013	Standard Insurance Company	LTD, Sept. 2013	\$ 806.77
6025	10/09/2013	Standard Insurance Company	AD & D, Sept. 2013	\$ 95.34
Vendor Standard Insurance Company Total:				\$ 2,449.48
Vendor: State of California Franchise Tax Board				
6065	10/23/2013	State of California Franchise Tax Board	Wage Garnishment, 10/6/13-10/19/13	\$ 477.62
6027	10/09/2013	State of California Franchise Tax Board	Wage Garnishment, 9/22/13-10/5/13	\$ 477.62
Vendor State of California Franchise Tax Board Total:				\$ 955.24
Vendor: TCW Systems, Inc.				
6066	10/23/2013	TCW Systems, Inc.	Antenna for MCC	\$ 99.74
Vendor TCW Systems, Inc. Total:				\$ 99.74
Vendor: Tennant Sales and Serv Co.				
6067	10/23/2013	Tennant Sales and Serv Co.	Caster, swivel, 5 od x 2 w	\$ 146.28
6067	10/23/2013	Tennant Sales and Serv Co.	Brush, 36"	\$ 371.25
6067	10/23/2013	Tennant Sales and Serv Co.	Bracket, shield	\$ 18.97
6067	10/23/2013	Tennant Sales and Serv Co.	Bolt, hex, M6 x 1 x 16	\$ 3.92
6067	10/23/2013	Tennant Sales and Serv Co.	Belt kit, drive brush	\$ 93.52
6067	10/23/2013	Tennant Sales and Serv Co.	Clevis pin	\$ 5.45
6067	10/23/2013	Tennant Sales and Serv Co.	Squeezegee kit	\$ 136.25
6067	10/23/2013	Tennant Sales and Serv Co.	Seal, ring	\$ 55.15
6067	10/23/2013	Tennant Sales and Serv Co.	Gasket, shield	\$ 3.71
Vendor Tennant Sales and Serv Co. Total:				\$ 834.50
Vendor: The Customer Service Experts				
6068	10/23/2013	The Customer Service Experts	CPOS Reimbursement Sept. 2013	\$ 50.00
Vendor The Customer Service Experts Total:				\$ 50.00
Vendor: The Gas Company				
6028	10/09/2013	The Gas Company	Utilities- Gas, 8/20/13-9/19/13	\$ 95.21
Vendor The Gas Company Total:				\$ 95.21
Vendor: Time Warner Cable Business Class				
6069	10/23/2013	Time Warner Cable Business Class	Internet Service, 9/13/13-11/12/13	\$ 2,880.00
6069	10/23/2013	Time Warner Cable Business Class	Cable Services, 10/11/13-11/10/13	\$ 236.28
Vendor Time Warner Cable Business Class Total:				\$ 3,116.28
Vendor: Trans Track Systems, Inc.				
6029	10/09/2013	Trans Track Systems, Inc.	TransTrack Annual Maintenance and Support	\$ 31,500.00
6029	10/09/2013	Trans Track Systems, Inc.	TransTrack Setup for New G/L Accounts	\$ 1,050.00
Vendor Trans Track Systems, Inc. Total:				\$ 32,550.00
Vendor: Transit Talent				
6070	10/23/2013	Transit Talent	Advertisement for Comprehensive Operational RFP	\$ 115.00
Vendor Transit Talent Total:				\$ 115.00
Vendor: United Rentals Northwest, Inc.				
6071	10/23/2013	United Rentals Northwest, Inc.	Spot cooler rental for server room	\$ 1,561.19
Vendor United Rentals Northwest, Inc. Total:				\$ 1,561.19
Vendor: UNUM Life Insurance Co of Amer				
6072	10/23/2013	UNUM Life Insurance Co of Amer	Long Term Care (EE Portion), 11/1/13-11/30/13	\$ 223.50
6072	10/23/2013	UNUM Life Insurance Co of Amer	Long Term Care (ER Portion), 11/1/13-11/30/13	\$ 533.70

Expense Report

Payment Dates: 10/1/2013 - 10/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: US Bank				
6030	10/09/2013	US Bank	J. Austin- Flight change Fee, APTA Annual Conf.	\$ 14.00
6030	10/09/2013	US Bank	J. Austin -Luncheon AVBOT	\$ 50.00
6030	10/09/2013	US Bank	J. Austin- Business lunch- Koff & Assoc.	\$ 30.00
6030	10/09/2013	US Bank	J. Austin - Business Lunch- NIC Partners	\$ 52.61
6030	10/09/2013	US Bank	J. Austin- Airfare- APTA Annual Conference	\$ 319.80
6030	10/09/2013	US Bank	Credit- APTA Conf. Cancelation- N. Hickling	\$ (301.48)
6030	10/09/2013	US Bank	Credit- APTA Conf. Cancelation- M. Crist	\$ (301.48)
6030	10/09/2013	US Bank	C. Konisek- Airfare- APTA Annual Conference	\$ 307.70
6030	10/09/2013	US Bank	N. Hickling- CTA Event Registration	\$ 200.00
6030	10/09/2013	US Bank	R. Keys- Registration- CTA Fall Conference	\$ 425.00
6030	10/09/2013	US Bank	S. Hofbauer- Airfare- APTA Annual Conference	\$ 307.70
Vendor US Bank Total:				\$ 1,103.85
Vendor: Vaccaro, Judy				
6073	10/23/2013	Vaccaro, Judy	Plan 457 Loan refund	\$ 42.55
Vendor Vaccaro, Judy Total:				\$ 42.55
Vendor: Verizon California				
6074	10/23/2013	Verizon California	Phone Service, 10/13/13-11/12/13	\$ 546.94
6031	10/09/2013	Verizon California	Phone Service, 9/13/13-10/12/13	\$ 543.68
Vendor Verizon California Total:				\$ 1,090.62
Vendor: Vinsa Insurance Associates				
6075	10/23/2013	Vinsa Insurance Associates	Auto Policy change- Add Mobile Command Center	\$ 930.00
Vendor Vinsa Insurance Associates Total:				\$ 930.00
Vendor: Waste Management				
6032	10/09/2013	Waste Management	Utilities- Waste, Sept. 2013	\$ 615.54
Vendor Waste Management Total:				\$ 615.54
Vendor: Wattco				
6076	10/23/2013	Wattco	M7A -M7 LED FLASHER AMBER LIGHT FOR UNIT # 216	\$ 167.37
Vendor Wattco Total:				\$ 167.37
Vendor: Waxie Sanitary Supply				
6077	10/23/2013	Waxie Sanitary Supply	Broom	\$ 28.66
6077	10/23/2013	Waxie Sanitary Supply	Roll towels	\$ 323.19
6077	10/23/2013	Waxie Sanitary Supply	Toilet paper	\$ 237.31
6077	10/23/2013	Waxie Sanitary Supply	Janitorial Supplies	\$ 581.24
Vendor Waxie Sanitary Supply Total:				\$ 1,170.40
Vendor: Western Exterminators				
6078	10/23/2013	Western Exterminators	Extermination services- Sept. 2013	\$ 88.50
Vendor Western Exterminators Total:				\$ 88.50
Vendor: Windes & McClaughry				
6079	10/23/2013	Windes & McClaughry	FY13 Audit	\$ 31,700.00
Vendor Windes & McClaughry Total:				\$ 31,700.00
Vendor: Witts				
6080	10/23/2013	Witts	Credit- Returned Item	\$ (91.07)
6080	10/23/2013	Witts	Office Supplies, Oct. 2013	\$ 473.31
6080	10/23/2013	Witts	Office Supplies, Oct. 2013	\$ 27.17
Vendor Witts Total:				\$ 409.41
Vendor: Xerox Corporation				
6081	10/23/2013	Xerox Corporation	Copier Usage, 9/10/13-9/26/13	\$ 152.93
6033	10/09/2013	Xerox Corporation	Copier Usage, 7/30/13-9/10/13	\$ 284.79
Vendor Xerox Corporation Total:				\$ 437.72
Grand Total:				\$ 741,528.18



STATEMENT OF NET POSITION

	As of <u>September 30, 2013</u>	As of <u>June 30, 2013</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 19,829,731	\$ 17,332,141
Due from other governments	1,177,860	2,973,322
Other receivables	240,419	252,176
Inventory	319,953	319,953
Prepaid items	250,128	9,614
Total Current Assets	<u>21,818,091</u>	<u>20,887,205</u>
NONCURRENT ASSETS		
Capital assets, net of depreciation	<u>50,084,765</u>	<u>50,781,434</u>
Total Assets	<u>71,902,856</u>	<u>71,668,639</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	2,664,131	1,677,275
Due to Federal Transit Administration	4,371	4,371
Accrued payroll	(3,767)	74,204
Compensated absences	264,642	264,642
Deferred Revenue - Prop 1B	2,778,768	2,778,767
Other Liabilities	-	-
Total Current Liabilities	<u>5,708,144</u>	<u>4,799,260</u>
Deferred inflows of resources		
Unearned Advertising Revenue	-	30,000
Total Liabilities	<u>5,708,144</u>	<u>4,829,260</u>
NET POSITION		
Invested in Capital Assets	50,084,765	50,781,434
Restricted for Capital Acquisition	4,426,457	4,423,713
Unrestricted	11,683,489	11,634,233
Total Net Assets	<u>\$ 66,194,711</u>	<u>\$ 66,839,379</u>



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

	For the 3 Months ending September 30, 2013	12 Months ending June 30, 2013
OPERATING REVENUES		
Charges for services:		
Passenger fares	\$ 1,241,228	\$ 4,832,799
Total operating revenues	1,241,228	4,832,799
OPERATING EXPENSES		
Purchased transportation services:		
Outside transit contract	3,101,667	12,318,390
Fuel	764,336	2,819,513
Other operating costs	434,056	824,123
General and administrative	889,392	4,062,047
Depreciation	1,274,353	4,519,585
Total operating expenses	6,463,804	24,543,658
Operating gain/(loss)	(5,222,576)	(19,710,859)
NONOPERATING REVENUES/(EXPENSES)		
Interest Income	2,744	12,421
Local operating grants	2,109,346	9,653,042
Federal operating grants	1,263,973	8,358,434
Member agency contributions	838,022	3,524,379
Capital expenses	(198,254)	(397,681)
Gain/(Loss) on sale of capital assets	-	(38,462)
Other	53,375	358,371
Total nonoperating revenues and expenses	4,069,206	21,470,504
Gain/(Loss) before capital contributions	(1,153,370)	1,759,646
CAPITAL CONTRIBUTIONS		
Capital grants	508,702	16,444,223
Member contributions	-	-
Total capital contributions	508,702	16,444,223
NET CHANGE IN NET ASSETS	(644,668)	18,203,868
NET ASSETS, BEGINNING OF PERIOD	66,839,379	48,635,511
NET ASSETS, END OF PERIOD	\$ 66,194,711	\$ 66,839,379



STATEMENT OF CASH FLOWS

	For the 3 Months ending September 30, 2013	For the 12 Months ending June 30, 2013
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	1,241,228	4,832,799
Non-operating miscellaneous revenue received	53,375	358,371
Cash payments to suppliers for goods and services	(3,696,224)	(17,610,499)
Cash payments to employees for services	(843,099)	(3,325,535)
Net cash used in operating activities	<u>(3,244,720)</u>	<u>(15,744,865)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	4,266,307	17,052,634
Contributions received from member agencies	838,022	2,530,732
Net cash provided by non-capital financing activities	<u>5,104,328</u>	<u>19,583,366</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(577,684)	(14,245,099)
Proceeds received from sale of capital assets	-	(38,462)
Capital grants received	1,411,176	16,553,655
Capital expenses	(198,254)	(397,681)
Capital contributions received from member agencies	-	(235,599)
Net cash used in capital and related financing activities	<u>635,237</u>	<u>1,636,815</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest received	2,744	12,421
Net cash provided by investing activities:	<u>2,744</u>	<u>12,421</u>
Net increase/(decrease) in cash and cash equivalents	2,497,590	5,487,737
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>17,332,141</u>	<u>11,844,405</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>19,829,731</u></u>	<u><u>17,332,141</u></u>



STATEMENT OF CASH FLOWS

	For the 3 Months ending September 30, 2013	12 Months ending June 30, 2013
Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):		
Operating Loss	(5,222,576)	(19,710,859)
Adjustments to Net Cash used in Operating Activities		
Depreciation	1,274,353	4,519,585
Miscellaneous income	53,375	358,371
(Increase) decrease in other receivables	11,757	(14,486)
(Increase) decrease in inventory	-	35,739
(Increase) decrease in prepaid items	(240,514)	51,017
Increase (decrease) in accounts payable	986,855	(921,753)
Increase (decrease) in due to Federal Transit Adminis	-	(74,829)
Increase (decrease) in accrued payroll	(77,971)	7,795
Increase (decrease) in compensated absences payc	-	23,938
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	(30,000)	(19,383)
Net Cash used in operating activities	(3,244,720)	(15,744,865)

Notes

- 1 This set of basic financial statements dated September 30, 2013 is prepared on an interim basis and is unaudited.
- 2 As of the this statement's preparation date, final preparations for the June 30, 2013 DRAFT Statements had not occurred. Thus, they may not necessarily reflect final adjustments which could effect the final June 30, 2013 financials and the financials for periods occurring thereafter.
- 3 For purposes of reasonable projections, depreciation expense and accumulated depreciation of fixed assets for the 3 months ended September 30, 2013 are estimates based on average monthly activity during FY13. The difference between estimates used and the actual depreciation expense when determined will be reflected in subsequent financial statements.
- 4 Please see the Treasury Report for additional highlights on cash & equivalents, payroll and expenditures.



DATE: November 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: FY14 First Quarter Capital Reserves Report (June 30, 2008 through September 30, 2013)

RECOMMENDATION

That the Board of Directors receive and file the attached FY14 first quarter Capital Reserves Report for the period covering June 30, 2008 through September 30, 2013.

FISCAL IMPACT

Total Capital Reserve contributions for FY14 are budgeted at \$460,896, with contributions expected to be received quarterly as invoiced.

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. Current practice is to spend reserve account funds only for the matching requirements of transit and commuter buses. The Capital Reserve account segregates the assets reserved for bus purchases and is used only when approved by the AVTA Board of Directors.

As of the report date, the Capital Reserve account has an accumulated cash balance of \$4,897,702, held in accounts with the Local Agency Investment Fund (LAIF) and Bank of America. On an accrual basis, the total fund balance is \$5,015,611 in corpus plus \$81,593 in interest earned. The difference between cash and accrual balances, if any, is reflected in commitment receivables outstanding as of the report date. For the first quarter ending September 30, 2013, all contributions have been received as of the report date.

During the five-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 (\$1,436,501) were supplanted in total by AVTA's Federal Transit Administration (FTA) 5307 funds in the form of Toll Credits and other funding sources as follows: toll credits - \$99,724; AVAQMD - \$225,110; and Prop 1B PTMISEA - \$1,111,667.

The three local transit buses originally scheduled for FY14 will not be delivered until FY15. These will be purchased using toll credits for the local match. AVTA's Five-Year Capital

Improvement Plan assumes the purchase of an additional 25 local transit and 7 commuter buses between FY15 and FY18 (32 total). Due to reduced federal funding under MAP-21 and the increasing prices of buses, we anticipate using the capital reserve for local match on all of these units.

Please see the attached Capital Reserve Summary for the period June 30, 2008 through September 30, 2013 and the Combined Jurisdiction Reconciliation Report for additional information.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Economic Catalyst – to ensure that riding public continues to be served by ensuring that matching funds are available for the continued replacement and updating of AVTA's bus fleet.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director/Treasurer

Attachment A: Capital Reserve Summary Report for the Period June 30, 2008 through September 30, 2013 and Combined Jurisdiction Reconciliation Report



Capital Reserve Contributions Analysis FY 2013-2014

Contributor	Accumulated Balance at 6/30/08	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	MEMO: FY 2014	FY 2014			Capital Reserve Balance: Cash Basis	Capital Reserve Balance: Accrual Basis
								Cash Received	Commitments Receivable	Draws		
Lancaster	1,003,723.00	183,500.00	183,500.00	183,500.00	183,500.00	0.00	183,500.00	91,750.00	0.00	0.00	1,829,473.00	2,012,973.00
Palmdale	1,003,723.00	162,896.00	162,896.00	162,896.00	162,896.00	0.00	162,896.00	81,448.00	0.00	0.00	1,736,755.00	1,899,651.00
LA County	501,862.00	114,500.00	114,500.00	114,500.00	114,500.00	0.00	114,500.00	28,625.00	0.00	0.00	988,487.00	1,102,987.00
TOTAL	\$2,509,308.00	\$460,896.00	\$460,896.00	\$460,896.00	\$460,896.00	\$0.00	\$460,896.00	\$201,823.00	\$0.00	\$0.00	4,554,715.00	5,015,611.00
Interest earned to date in LAIF account:											81,593.19	81,593.19
Totals:											\$4,636,308.19	\$5,097,204.19

ANTELOPE VALLEY TRANSIT AUTHORITY
CAPITAL RESERVE & OPERATING SUPPORT TRACKING

Updated through: **November 19, 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 June 30, 2008					1,003,723.00					1,003,723.00					501,862.00			2,509,308.00
FY 2009																		
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
Net Assets																		
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
Total Balances as of June 30, 2009					1,194,879.56					1,173,405.50					619,320.22			2,987,605.27
FY 2010																		
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
Net Assets																		
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
Total Balances as of June 30, 2010					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: **November 19, 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/ Received	Cash	Operating Support (By Year)	Capital Reserve (Accumulated)
FY 2011																			
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	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
Net Assets																			
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
FY 2012																			
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	9/30/2011	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
Net Assets																			
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: **November 19, 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)
FY 2013																		
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
(NOTE: Capital Reserve was placed on hold for FY 2013 pending TAC Recommendations)																		
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	1/28/2013	007357343	326,190.25	326,190.25	0.00	2/11/2013	00228599	321,950.50	321,950.50	0.00	2/14/2013	0017562702	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	3/31/2013				1,098.07	3/31/2013				973.29	3/31/2013				424.26			2,495.62
Fourth Quarter Payments	4/12/2013	007358850	326,190.25	326,190.25	0.00	4/15/2013	00229381	321,950.50	321,950.50	0.00	5/9/2013	0018090452	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	6/30/2013				958.14	6/30/2013				849.26	6/30/2013				370.19			2,177.59
Contributions			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
Interest					4,739.86					4,201.24					1,831.31			10,772.40
A/R for FY'13 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
Net Assets																		
Capital Reserve (Accrual)					1,737,723.00					1,655,307.00					959,862.00			4,352,892.00
Interest					35,901.00					31,821.34					13,870.84			81,593.19
Total Balances as of the Report Date					1,773,624.00					1,687,128.34					973,732.84			4,434,485.19



DATE: November 26, 2013
TO: BOARD OF DIRECTORS
SUBJECT: FY14 First Quarter Grant Status Report (July 1 – September 30, 2013)

RECOMMENDATION

Receive and file the attached FY14 first quarter grant status report for the period July 1 – September 30, 2013.

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 first quarter of FY14 (July 1 – September 30, 2013), the FTA reviewed AVTA's FFY13 Section 5307 capital and operating grant application, assigned a project number and authorized us to submit it to the Department of Labor for their review and approval. Our pending JARC grant, previously rescoped to fund two expansion electric buses, has been resubmitted to FTA to fund commuter bus operating expenses. It is under review by Los Angeles Metro and FTA, and we expect final decision soon. Caltrans has given us approval to reallocate all remaining PTMISEA fund balances toward our ITS Project. We will be forwarding the award notification and all required forms to LA Metro to obtain the concurrent bridge funding.

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

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Economic Catalyst – to ensure the riding public continues to be served by ensuring funds are available for the continued capital and operating needs of the authority.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Grants Administrator

Julie M. Austin
Executive Director

Attachment: FY14 First Quarter Grant Status Report

ATTACHMENT CC 4.A

GRANT STATUS REPORT

Grant Program	Project	Amount	Date Submitted	Status	Amount Awarded
FY14 Transit Enterprise Fund	Electric Bus demonstration	\$1,900,000	October 8, 2014	Awarded October 8, 2013	\$1,900,000
FFY13 FTA Annual 5307 Allocation – FTA	Capital Improvement Program	\$7,651,957	<i>Submitted to FTA June 2013. Submitted to DOL 10/22/2013</i>	Grant has been successfully submitted for DOL review.	<i>Pending</i>
FFY13 FTA Annual 5307 Allocation – apportioned through LACMTA	Capital Improvement Program	\$733,484	<i>Submitted to FTA June 2013. Submitted to DOL 10/22/2013.</i>	Included in AVTA's Grant application, which is pending DOL review.	<i>Pending</i>
FFY13 FTA Annual 5337 Allocation – apportioned through LACMTA	State of Good Repair – High Intensity Motorbus	\$499,784	<i>Submitted to FTA June 2013. Submitted to DOL 10/22/2013.</i>	Included in AVTA's Grant application, which is pending DOL review.	<i>Pending</i>
FFY13 FTA Annual 5339 Allocation – apportioned through LACMTA	Bus and Bus Facilities	\$35,136	<i>Submitted to FTA June 2013. Submitted to DOL 10/22/2013.</i>	Included in AVTA's Grant application, which is pending DOL review.	<i>Pending</i>
FFY13 FTA Annual 5339 Allocation – apportioned through SCAG	Bus and Bus Facilities	\$479,681	<i>Pending</i>	Grant application pending submission once SCAG details the guidelines – expect to receive guidelines prior to the end of 2013	<i>Pending</i>

Grant Program	Project	Amount	Date Submitted	Status	Amount Awarded
Prop 1B PTMISEA Bridge Funds – allocation through LACMTA	ITS project – amount reallocated from Rolling Stock Replacement	\$326,683	<i>Pending</i>	Received original award notification 10/23. We will submit an invoice for this amount.	<i>Pending</i>
Prop 1B Transit Security Bridge Funding	Hazard Mitigation Plan	\$52,282	<i>Pending</i>	Received final award notification. We will submit an invoice for this amount.	<i>Pending</i>
Prop 1B PTMISEA Bond program	ITS project – amount reallocated from Phase II and Rolling Stock Replacement	\$1,341,630	October 9, 2013	Grant award approved October 23, 2013	\$1,341,630
Job Access Reverse Commute	TWO expansion TRANSIT coaches	\$1,845,000	Resubmitted 11/14/2013	Scope change; under review by LACMTA	<i>Pending</i>
Prop 1B Transit Security	Hazard Mitigation	\$95,786	December 2012	Grant award approved January 25, 2013	\$95,786
				TOTAL GRANT AWARDS – FY13:	\$3,337,146
				TOTAL PENDING:	\$11,624,007



DATE: November 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Semi-annual Federal Fiscal Year (FFY) 2012/13 Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Report (April 1 – September 30, 2013)

RECOMMENDATION

That the Board of Directors receive and file the attached semi-annual FFY 2012/13 DBE and SBE Report (April 1 – September 30, 2013).

FISCAL IMPACT

No fiscal impact is associated with this report.

BACKGROUND

The Board of Directors first approved the Authority's DBE and SBE program in May 2012. The program promotes a goal of 11.95% DBE participation. Since February 2013, staff has been following the Board-approved Purchasing Outreach Policy for contacting potential vendors in the community in an effort to achieve this goal.

The attached spreadsheet shows the current contract award results for DBE and SBE participation. The semi-annual report for FFY 2012/13 details six contracts being awarded during this period totaling \$2.8 million. The major contract award during this period was executed with Avail Technologies in State College, Pennsylvania for the Intelligent Transportation System (ITS) project in the amount of \$2.3 million. Due to the specialized nature of the ITS project, local firms available to participate in this type of work are limited. Two vendors were local firms in the Antelope Valley (Lancaster); these contracts totaled \$99,911, or 3.60% of the total amount awarded. Three of the firms were located in Los Angeles County.

As of this date, AVTA has not reached the 11.95% DBE participation goal. Proposers are required to demonstrate good faith efforts toward meeting the Authority's DBE participation goal. These efforts are reviewed and approved for each contract award. Good faith efforts are continually monitored through project completion. Staff will continue outreach and monitoring efforts in an effort to achieve the program's goal.

In an effort to continue fostering growth, interest and development of DBEs and SBEs in the Antelope Valley, the Authority will be hosting a business outreach event in partnership with Lancaster, Palmdale and Los Angeles County, tentatively scheduled

for January 2014. The business outreach event will share information from participating members regarding:

1. How to do business with each entity;
2. Upcoming contracts and procurement opportunities; and
3. Contact information for each agency.

New strategies for increasing DBE and local business participation will include purchase and implementation of procurement and contracting software for use as a marketing tool and to make opportunities more accessible to local businesses.

ALIGNMENT WITH STRATEGIC DIRECTIVES

AVTA's vision is to be the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve. This recommendation also responds to the following directive from the July 2013 Strategic Planning Workshop:

Communicate the positive economic impact AVTA has on the community.

Prepared by:

Submitted by:

Lyle Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

Attachment: A – Semi-annual FFY 2012/13 DBE and SBE Contract Award Report



SEMI-ANNUAL FEDERAL FISCAL YEAR 2012/13 DBE AND SBE CONTRACT AWARD REPORT

Reporting Period - April 1, 2013 through September 30, 2013

Funding	Contract Type	Vendor Name	DBE or SBE	Location	Contract Award Amount
Federal	Reporting Services	Golden State Labor	No	Lancaster, CA	5,775.00
Federal	Construction Services	R.C. Becker & Son, Inc.	No	Santa Clarita, CA	267,863.00
Federal	Utility Services	Southern California Edison	No	Lancaster, CA	94,136.00
Federal	Equipment Trailer	Direct Edge, Inc.	No	La Verne, CA	13,066.00
Federal	Consulting Services	Mobility Management	No	Valencia, CA	75,000.00
Federal	Avail Technologies	Intelligent Transportation System	No	State College, PA	2,318,938.00
				Total:	\$2,774,778.00



DATE: November 26, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Transit Access Pass (TAP) Card Fee

RECOMMENDATION

Receive and file report on the \$2 TAP card replacement fee effective December 1, 2013.

FISCAL IMPACT

When TAP cards were introduced in 2009, AVTA was provided with 20,000 free cards. These cards will expire on December 31, 2013, and TAP is charging \$2.00 per card for the replacements. The cost for 5,000 blue TAP cards is \$10,000. This cost was not budgeted and is within the Executive Director's approval level. This item is presented to the Board for information only.

BACKGROUND

Staff has ordered 5,000 blue TAP cards to replace expiring cards that were issued three (3) years ago when AVTA became a part of the Regional TAP Program. These cards had a three (3) year expiration date. Los Angeles Metro incurs a \$2.00 production fee per card. All of these TAP cards will expire in December 2013, and every participating transit agency must order new cards and pay the \$2 fee per card. On the positive side, the new TAP cards have a 10 year expiration date instead of three years.

Customers are currently charged a \$2 fee when they purchase a TAP card online, from a TMV, or at a vendor location. AVTA has not been charging the \$2 for TAP cards purchased directly from us. Charging a one-time fee as of December 1 for the new TAP cards will cover our costs and will be consistent with practices at other transit agencies.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

To provide realistic levels of service in relation to the budget with accurate financial data for decisions regarding revenue streams, costs, ridership, reserves, and the status of existing and proposed grant funding.

Prepared by:

Submitted by:

Candice Rudolph
Customer Service Supervisor

Julie M. Austin
Executive Director/Treasurer



DATE: November 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Memorandum of Understanding (MOU) with 211 LA County – Employment Voucher Program (EVP)

RECOMMENDATION

That the Board of Directors authorize the Executive Director to execute an MOU with 211 LA County to help administer the new EVP.

FISCAL IMPACT

The MOU will have no fiscal impact on AVTA revenues; however, the program will provide economic stimulus to the local taxi industry and to local paratransit service providers contracted with American Logistics Company (ALC). There is also an expectation that this program will have a positive impact on the Valley's high unemployment rate. The EVP will be funded through a Job Access Reverse Commute (JARC) grant amounting to \$540,173. There is no local match for this program.

BACKGROUND

In July 2013, the Federal Transit Administration (FTA) signed an MOU with AVTA to administer a \$540,173 (JARC) grant to provide curb-to-curb transportation services over a three-year period to residents seeking employment in the Antelope Valley. 211 LA County has also received JARC funding to work with human service agencies and organizations to develop mobility management programs which serve various areas of Los Angeles County with a special focus on Lancaster and Palmdale. The target population is primarily low income and welfare recipients seeking access to jobs and employment-related activities. Outsourcing provisions of the new EVP to 211 LA County will expedite the start-up of the voucher program and will minimize the amount of staff resources dedicated to the program's development and oversight.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

- Develop a focus on being an economic catalyst for the region.
- Develop grant-funded programs.

Prepared by:

Submitted by:

Wendy Williams
Marketing Manager/PIO

Julie M. Austin
Executive Director

Attachment: A – Proposed MOU between AVTA and 211 LA County

MEMORANDUM OF UNDERSTANDING

Between

Antelope Valley Transit Authority (AVTA)

And



This Memorandum of Understanding (“Agreement”) is by and between **Antelope Valley Transit Authority** (“AVTA”) and **2-1-1 LA County** (211 LA).

The purpose of this Agreement is to describe the working relationship between AVTA and 211 LA.

It is the intent of the Agreement to:

- A. Guide implementation of the AVTA Travel Voucher Program which is designed to provide demand-responsive transportation services for low income persons seeking access to jobs and employment-related activities in the Lancaster/Palmdale area through expansion of the Antelope Valley Transit Authority (AVTA) Dial-A-Ride (DAR) service.
- B. Outline the implementation of other complementary travel support services which include providing travel information, itineraries, and training to users of the service.
- C. Define a project that meets or exceeds the Metro JARC grant performance measures and agency program objectives for both agencies.
- D. Develop and implement procedures to collect and maintain data, monitor service delivery and quality, and provide reports to Metro as required.
- E. Specify project parameters of the Travel Voucher Program.
- F. Describe the roles and responsibilities of 211 LA and AVTA relative to project implementation.
- G. Establish a consistent point of contact at each agency for the purpose of regularly updating and maintaining the most current and up-to-date information regarding service/program detail user eligibility criteria, and performance measures.

AVTA was formed by a Joint Exercise of Powers Agreement between the cities of Lancaster and Palmdale and Los Angeles County. The AVTA is an agency that operates and maintains a public transportation service. The organization provides nearly four million rides annually with service as far east as Lake Los Angeles, west to Century City, and south to downtown Los Angeles. AVTA contracts with Veolia Transportation Inc. to provide fixed route and commuter bus operations, and with American Logistics Company to provide curb-to-curb paratransit service.

AVTA serves a population of over 400,000 residents and its fixed route service area consists of approximately 100 square miles. AVTA operates a fleet of 73 buses with 45 dedicated to Fixed Route Service and 28 dedicated to Commuter Service. The Authority operates a network of 13 local transit routes and three commuter routes.

211 LA County provides an easy-to-use, caring, stigma-free, 24/7 professional source of guidance, advocacy and access to human services. Anyone can dial 2-1-1 for free help with basic needs-food, shelter, child care and child development, safety (including domestic violence and abuse of children or the elderly), employment, transportation, health services, counseling, and more.

211 LA is the largest information and referral agency nationwide serving almost 500,000 families each year. Last year, 211 LA received over 8,000 calls from individuals seeking employment related services.

Additionally, the 211 LA database of human service providers includes approximately 4,500 agencies, 13,000 sites, and over 50,000 services. Over 450 agencies on the database provide some form of education, training, and employment related services targeted to low-income individuals seeking jobs.

Roles and Responsibilities of AVTA:

1. Contribute operating funding for travel vouchers for low income and welfare recipients' trips to jobs and employment-related activities.
2. Operations and administrative oversight of the Travel Voucher Program.
3. Work with the 211 LA Project Manager to ensure service quality and reliability for clients.
4. Provide feedback to 211 LA staff relative to Travel Voucher Program issues, as needed.

Responsibility of 211 LA County:

1. Provide Mobility Management Care Coordination Services to AVTA and other identified human service agencies and organizations and their clients by providing transportation information and referrals, and travel training in the Lancaster-Palmdale area.
2. Work with AVTA to regularly update service/program information and eligibility criteria maintained in the 211 LA Mobility Management Care Coordination transportation resource database.
3. Identify and secure the participation of human service agency/organization program participants in the AVTA service area.
4. Work with AVTA and human service agencies/organizations to negotiate partnerships and potential shared funding agreements.
5. Develop voucher program-related interfaces between 211 LA and AVTA, including service and performance data sharing, cost sharing arrangements/protocol, program information and referral, etc.
6. Provide mobility management services to support AVTA and the human service agency partner(s) to troubleshoot and resolve issues as they may arise.

Program Tasks and Activities	
211 LA	AVTA
<ul style="list-style-type: none"> • Designate a staff Project Manager that will provide project oversight, supervision of 211 LA staff and work with AVTA staff and the service contractor to ensure successful implementation of the Travel Voucher Program. • Hire, train and manage 211 LA staff assigned to the project. • Provide AVTA program-level access to Mobility Management Care Coordination module data and information. • Identify and negotiate partnerships with human services agencies to participate in AVTA Travel Voucher Program. • Conduct mobility surveys of human service agency clients. • Coordinate with human service agencies to qualify clients as program participants; create, and maintain and ensure accuracy of client eligibility lists for use by AVTA contractor. • Work with AVTA to develop program policies, service eligibility criteria and operating plan. • Provide travel itineraries, training, and information prior to facilitating client access to the Travel Voucher Program. • Conduct job access follow-up calls with agencies and employers. • Prepare and provide reports to AVTA generated from the 211 LA Mobility Management Care Coordination application. 	<ul style="list-style-type: none"> • Designate AVTA staff person to work with the 211 LA Program Manager on the Travel Voucher Program. • Work with the 211 LA Project Manager to develop program policies, service eligibility criteria, and operating plan. • Develop, negotiate and execute operating contract for Travel Voucher Program. • Share monthly service statistics and other data and information with the 211 LA Project Manager, as needed. • Work with Travel Voucher contractor and the 211 LA Project Manager to ensure service quality and reliability. • Submit required reports and certifications as detailed in the LACMTA JARC Agreement and provide LACMTA with all relevant project information.

Project Coordination Outcomes	
211 LA	AVTA
<ul style="list-style-type: none"> • Development of comprehensive Mobility Management Care Coordination transportation information module • Travel training for human service agency clients; travel itineraries and information for clients • System data related to travel surveys completed by agency participants • System data confirming human services agency client access to jobs and jobs-related activities • Leveraging of JARC project funding 	<ul style="list-style-type: none"> • Operation of curb-to-curb DAR service being offered for eligible voucher program participants to access jobs and employment-related activities within the Lancaster-Palmdale service area • Travel Voucher Program trip data

Confidentiality

AVTA and 211 LA agree to acknowledge confidentiality requirements that each must follow regarding informed client consent and the sharing and release of personally identifiable information. Both will protect the rights of clients with respect to records and reports created, maintained, and used by either agency. It is the intent of this agreement to ensure that clients have rights of access and rights of privacy with respect to such reports and records and that applicable State and Federal laws for exercise of these rights be strictly followed. Both will agree to abide by and ensure HIPAA compliant practices.

Communication/Coordination

AVTA and 211 LA County agree to cross-train as appropriate and beneficial for staff of each agency. Both agencies will designate a staff person to be contacted should project issues arise. AVTA and 211 LA will communicate via telephone on project issues, and will schedule and participate in face-to-face status/feedback meetings as needed.

Procedural Safeguards

211 LA and AVTA shall:

- Maintain confidentiality and maintain other procedural safeguards in a manner to ensure user privacy, as required.
- Adhere to and maintain compliance with all Federal funding certifications and assurances and all Metro JARC program funding requirements as outlined in their respective agreements with Metro.

Main Contact Person

211 LA and AVTA shall:

- AVTA staff person assigned to this project:
Contact information (address, city, zip, phone, email):

- The 211 LA staff person assigned to this project:
Contact information (address, city, zip, phone, email):

Period of Agreement

The effective date of this Agreement shall be November 1, 2013 or the date, on which each party has signed this Agreement, whichever is later. The termination date shall be January 1, 2017, unless terminated earlier through expiration of funding or 30 day written notification by either party. The Agreement may be modified by written amendment signed by both parties.

Approval

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement by signing below.

Maribel Marin, Executive Director

211 LA County
526 W. Las Tunas Drive
San Gabriel, CA 91776

Date

Julie M. Austin, Executive Director

Antelope Valley Transit Authority (AVTA)
42210 6th Street West
Lancaster, CA 93534

Date



DATE: November 26, 2012

TO: BOARD OF DIRECTORS

SUBJECT: Draft Audited Financial Statements within the Comprehensive Annual Financial Report (CAFR) and Single Audit of Federal Awards for the Year Ended June 30, 2013

RECOMMENDATION

That the Board of Directors approve the Draft CAFR and Single Audit of Federal Awards for the Year Ended June 30, 2013.

FISCAL IMPACT

This action will not result in any fiscal impact.

BACKGROUND

Windes & McLaughry Audit Partner Pei Pei Wang and/or Senior Audit Manager Tom Huey will be present at the November 26, 2013 Board meeting to present the audit results and respond to any questions or concerns. Based on the draft results, it is anticipated that there will be no exceptions in the audited financial statements, and no significant findings reported in the single audit report.

As a recipient of federal, state, and local funding, the Authority is required to have an annual audit conducted by independent auditors in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits in accordance with Government Auditing Standards, issued by the Comptroller General of the United States. These audited financial statements are required to be completed six months from the close of the preceding fiscal year.

On June 28, 2011, the Authority's Board of Directors awarded a contract for audit services to Windes and McLaughry Accountancy Corporation. The contract requires Windes and McLaughry to make quarterly progress reports to the AVTA Board when necessary, and to prepare and present the Authority's financial statements and single audit report to the Board of Directors.

The audit expresses an opinion as to whether the financial statements prepared by management are presented fairly in all material respects and in conformity with U.S. generally accepted accounting principles.

Staff prepared supporting documentation, the draft financial statements included within the CAFR and provided the information required in the Single Audit Report. Staff provided assistance and compiled all information requested by the Windes & McLaughry team conducting the audit fieldwork.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Funding – In coordination with the Board of Directors' vision, oversight, and leadership, the AVTA staff provides a robust transit system in addition to offering safe, high quality customer service, while exercising prudent financial management.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director

Attachments: A – Comprehensive Annual Financial Report, Year Ended June 30, 2013
B – Single Audit Report on Federal Awards, Year Ended June 30, 2013

**THE ABOVE ATTACHMENTS HAVE BEEN INCLUDED AS SEPARATE FILES
DUE TO THEIR LARGE SIZE.**



DATE: November 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2014-10 to Nelson/Nygaard Consulting Associates, Inc., in the Amount of \$171,155 for the Comprehensive Operational Analysis and Ten-Year Plan

RECOMMENDATION

That the Board of Directors authorize the Executive Director to execute Contract #2014-10 to Nelson/Nygaard Consulting Associates, Inc., in the amount of \$171,155 for the Comprehensive Operational Analysis and Ten-Year Plan.

FISCAL IMPACT

The cost of the project is \$171,155. Sufficient funds have been included in the FY14 Business Plan.

BACKGROUND

AVTA is undertaking a variety of new and exciting projects such as an electric bus demonstration project and evaluation of the feasibility of a bus rapid transit project. These projects, along with the increased ridership demands, underscore the need for a new comprehensive operational analysis and long-range plan. Elements for inclusion in this study were discussed at a July 2013 strategic planning meeting of the AVTA Board.

AVTA released a Request for Proposals (RFP) on September 12, 2013. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. The local Chambers of Commerce were also notified via their respective newsletters and email lists; a total of 13 firms were notified via email with the RFP attached. Three additional firms registered and downloaded the RFP; one from San Diego and two from out of state. A pre-proposal meeting was held on September 25, 2013 with eight firms attending either in person or via teleconference.

Four proposals were submitted on October 15, 2013 in response to the RFP. Staff evaluated and ranked the proposal on the following criteria: proposer's solution (30%),

Award Contract #2014-10 to Nelson/Nygaard Consulting Associates, Inc. in the amount of \$171,155 for the Comprehensive Operational Analysis and Ten-year Plan
November 26, 2013
Page 2

project budget (20%), similar contracts (15%), business operations/financial status/references (15%), schedule/benchmarks (10%), and personnel (10%).
Submitted proposals were received from the following firms:

Firm	Total Score (400 Max)
Nelson/Nygaard Consulting Associates, Inc., San Francisco, CA	342
Transportation Management & Design, Inc., Carlsbad, CA	339
Connetics Transportation Group, Culver City, CA	331
Dan Boyle & Associates, Inc., San Diego, CA	321

Staff evaluated the solicitation specifications, submitted proposal and pricing, which were all found to be fair and reasonable.

Based on the solicitation specification review, proposal received and evaluation of requisite document submittal and pricing, staff is recommending the Board approve a contract with Nelson/Nygaard Consulting Associates, Inc. in the amount of \$171,155 for Comprehensive Operational Analysis and Ten-Year Plan. A summary of Nelson/Nygaard Consulting Associates, Inc. qualifications is attached (Attachment A).

ALIGNMENT WITH STRATEGIC DIRECTIVES

AVTA's vision is to be the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve. This recommendation also responds to the following directive from the July 2013 Strategic Planning Workshop:

Conduct a Comprehensive Operational Analysis focused on the next ten years, breaking down needs by 3, 5, 7 and 10 years.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

Attachment: A - Summary of Nelson/Nygaard Qualifications

ATTACHMENT NB 2.A

Summary of Nelson/Nygaard Consulting Associates, Inc. Qualifications

Nelson/Nygaard was founded in 1987 and has grown to five offices across the U.S. with more than 90 employees. They are a public, specialty transportation firm with an emphasis on developing practical strategies that not only improve service, but provide implementable plans that produce positive results for transit agencies.

The heart of the strategy for each proposal is the strength drawn from each team member assembled for the project, which results in expertise that is custom-tailored for each project. For Nelson/Nygaard, the assigned team will be led by principal-in-charge Tim Payne, who has more than 30 years' experience in transit planning. Mr. Payne specializes in transit operations and capital planning. His regional experience with Victor Valley Transit Authority and Culver City Transit on a commuter needs assessment and a line-by-line analysis, respectively, provides a well-balanced leader on topics that affect his area of expertise.

The Project Manager for day-to-day activities will be James Gamez. Mr. Gamez has over eight years of experience in transit planning, with specializations in system design, performance evaluation and plan implementation. Prior to joining Nelson/Nygaard, he was the lead service planner for the Transit Authority in Austin, TX. There he managed the development and implementation of a 10 year transit plan which resulted in increased ridership and other service improvements to the system.

The subcontractors assigned to the two feasibility studies are CH2M Hill and Gannett Flemming, Inc. Ch2M Hill is a recognized leader in transit planning and engineering. They will lead the electric bus feasibility study and the capital improvement and financial plans. The BRT feasibility study will be led by Gannett Flemming, Inc. Gannett is an experienced and nationally known transit consulting firm with a staff of 2,000. The combined experience of this firm provides a history of proven success since 1915. The individuals that will support the projects from these firms are well educated, talented and experienced, qualities that will aid in the success of both projects.

Nelson/Nygaard provided a detailed schedule and budget plan that was found to be reasonable and fair. Their proposal encapsulates in-depth transit knowledge, expertise and past work history on projects of similar size and scope, and experience with regional issues. .



DATE: November 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Amendment #1 to Contract 2011-033 with American Logistics Company (ALC) - Employment Voucher Program

RECOMMENDATION

Authorize the Executive Director to execute Amendment #1 to Contract No. 2011-033 with American Logistics Company, increasing the contract amount by \$330,000 to compensate for providing transportation for the Employment Voucher Program (EVP).

FISCAL IMPACT

The funding will be provided through a \$540,173 Job Access Reverse Commute (JARC) grant awarded to AVTA by the Federal Transit Administration (FTA) to provide curb to curb transportation for qualified residents seeking employment. There is no local match associated with this grant.

BACKGROUND

In September 2012, the AVTA was awarded a JARC grant to develop a voucher program with the goal of providing low income residents curb-to-curb transportation for the purposes of obtaining employment. All recipients must live further than half a mile from a local transit route and be qualified through an application process administered through 211 LA County. ALC will be responsible for managing the reservation process, providing curb to curb transportation to voucher recipients, and reporting trip information to support EVP invoicing. Attachment A outlines the draft Agreement with 211 LA County, and includes the Scope of Work.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directives from the July 2013 Strategic Planning Workshop:

- Develop a focus on being an economic catalyst for the region
- Develop grant funded programs

The program will provide economic stimulus to the local taxi industry and to local paratransit service providers contracted with ALC. There is also an expectation this program will have a positive impact on the Valley's unemployment rate.

Prepared by:

Submitted by:

Wendy Williams
Marketing Manager/PIO

Julie M. Austin
Executive Director

Attachment: A - Draft Scope of Work for Employment Voucher Program

Scope of Work

PROGRAM DESCRIPTION

Expand curb to curbside service provided by American Logistics Company (ALC) to include qualified recipients of the Employment Voucher Program (EVM). The program is scheduled to begin on January 2, 2014, and continue until December 31, 2015, or until grant funds are exhausted.

Qualified participant will be allocated a specified number of trips to assist them with transportation to scheduled interviews with potential employers. Those who are offered a job may be granted additional trips to assist them with transportation to and from work during the first few weeks of their employment. 211 LA County will qualify participants and provide data to AVTA for FTA reporting. ALC will provide the transportation services and related reporting. While 211 LA County has a direct contractual relationship with ALC for other services, all communication relative to this program shall be directly with AVTA. AVTA will coordinate between the two entities.

TRIP PRICING

AVTA will negotiate with ALC to determine an appropriate administrative fee and mileage fee to calculate the cost of each provided trip. Voucher program participants can be grouped with other voucher program participants in order to reduce rates; however Dial-a-Ride passengers will not be grouped with Employment Voucher Program passengers.

ELIGIBILITY

AVTA will manage two dynamic lists of program participants (Pre-Employment & Employment), along with an approved number of trips and expiration dates.

AVTA will assign a standard allocation of tickets to individuals in each category in order to maximize the operation's consistency and maintain fairness among clients. AVTA will provide ALC with updated lists on a weekly basis. AVTA may request changes to trip counts at the participant level, on a case by case basis, but agrees this would be the exception to the rule of maintaining a standardized allocation.

REPORTING

ALC will track the program participant trip counts, mileage and expirations separately from all other trips performed for AVTA and report those numbers to AVTA on a weekly basis.

VOUCHER RECEIPT

AVTA will require participants to provide a voucher at the time of pick up. A "No Voucher, No Ride" policy will be implemented. All participants must show a picture I.D. to verify they are the person listed on the voucher before receiving the ride.

ALC will incentivize drivers to collect vouchers by linking driver compensation to the collection of the voucher.

NO SHOW POLICY

Program participation will automatically expire if a customer fails to cancel a trip at least one hour prior to the scheduled pick up time or not show up for a scheduled trip. A No Show occurs if the participant does not meet the driver within five (5) minutes of the scheduled pick up.

PERSONS WITH DISABILITIES

ADA policies do not apply to this program; therefore PCAs will not ride free of charge. However, ALC agrees to accommodate qualified participants who may need wheelchair accessible transportation.

HOURS OF OPERATION

ALC will provide transportation services for the EVP from 6:00 a.m. to 11:00 p.m.

CONTINUITY OF SERVICE

Services relative to this program, unless otherwise stipulated above, shall be governed by the Agreement between Antelope Valley Transit Authority and American Logistics Company, LLC for Operation and Maintenance of Dial-A-Ride Paratransit Services dated November 10, 2011; including the existing service area.



DATE: November 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Extend Sole Source Contract #2013-059 with Pinnacle Petroleum, Inc. for Supply and Delivery of Bulk Fuel

RECOMMENDATION

That the Board of Directors authorize the Executive Director to extend Sole Source Contract #2013-059 with Pinnacle Petroleum, Inc., of Huntington Beach, CA, not to exceed a four (4) month term and an amount of \$1,160,000, for the supply and delivery of bulk fuel.

FISCAL IMPACT

The estimated maximum cost for this extension is \$1,160,000. Sufficient funds are included in the FY14 Business Plan.

BACKGROUND

In August, the Board of Directors approved a six (6) month extension to continue purchasing fuel from Pinnacle Petroleum in order to process a solicitation. During the solicitation process staff decided to add a fuel hedging option to the Request for Proposals. Unfortunately, there was not sufficient time to add this option and staff canceled the RFP. Staff is developing language for including fuel hedging as option to be included in the revised fuel solicitation. The Authority is already effectively providing fuel hedging by budgeting fuel at \$5.00 per gallon, vs. the average per gallon price for the previous 12 months of \$3.58. Staff would like to explore possibilities of managing fuel costs in a more efficient manner. The proposed contract extension would allow an additional four (4) month term, which will allow sufficient time to finish the procurement and award of a new contract.

SOLE SOURCE JUSTIFICATION

A Sole Source Contract is justifiable for this short duration and is necessary for the continued supply and delivery of this essential commodity to prevent interruption of transit services to the public.

ALIGNMENT WITH STRATEGIC DIRECTIVES

AVTA's vision is to be the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve. This recommendation also responds to the following directive from the July 2013 Strategic Planning Workshop:

We exceed customer expectations by providing service that is responsive, innovative and cost effective.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director



DATE: November 26, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2014-18 to BYD Company, Ltd. (BYD) for Two Electric Buses and Sole Source Contract #2014-22 to Wave Inc. for Two Inductive Charging Stations

RECOMMENDATION

That the Board of Directors authorize the Executive Director to negotiate final terms and conditions and execute Contract #2014-18 with BYD Company, Ltd. (BYD), Lancaster, CA and Sole Source Contract #2014-22 with WAVE, Inc., for the purchase of two battery electric buses and two inductive charging stations, respectively. The BYD contract award is subject to authorization of assignment rights for two electric buses from contract #OP33202790 between the Los Angeles County Metropolitan Transportation Authority (LA Metro) and BYD Company, Ltd. Such authorization is anticipated by the LA Metro Board in January 2014. The WAVE Inc. contract is subject to AVTA's ability to identify and secure sufficient funding for the project. Staff will return to the Board with final negotiated terms and conditions for both contracts.

FISCAL IMPACT

The cost of two electric buses and two inductive charging pads will not exceed \$2,400,000. LA Metro's contracted cost per bus is approximately \$830,000. This pricing may increase as LA Metro is requesting that 100% of the buses be manufactured in Lancaster rather than China. AVTA's negotiated price will depend on our final configuration and options chosen. WAVE has quoted a total cost of \$500,000 for two inductive charging stations (excluding engineering costs). Funds in the amount of \$1,900,000 in Proposition A Local Return Funds were provided by a generous grant from Los Angeles County, through the Fifth District Supervisor Michael Antonovich's Office. A portion of these funds may be applied toward the inductive charging stations. Additional funds to provide in-ground inductive charging stations will be requested from the Antelope Valley Air Quality Management District. Total funds requested are not expected to exceed \$500,000, subject to AVAQMD grant approval.

BACKGROUND

In November 2012, the Board authorized staff to seek funding and other resources required to conduct a zero-emission bus demonstration project in Antelope Valley. During its July 2013 Strategic Planning Workshop, the Board directed staff to develop implementation and funding plans for an electric bus project. On October 8, 2013, the Los Angeles County Board of Supervisors, at the request of Supervisor Antonovich, granted AVTA \$1,900,000 for the purchase of two electric buses.

AVTA staff has been in discussions with LA Metro staff regarding the assignment of two buses from LA Metro's contract with BYD to AVTA. The LA Metro's Board is scheduled to meet in January to consider assignment of up to five BYD buses from their existing contract to regional municipal operators. Once the assignment rights are approved, a Memorandum of Understanding will be executed between AVTA and LA Metro to execute the assignment.

The two buses being purchased will be used as a demonstration project to evaluate the feasibility of incorporating electric buses into AVTA's service. Although BYD buses have a stated range of 155 miles between charges, we believe that the installation of the inductive charging system concurrent with the demonstration project will ensure success by increasing range and battery life. WAVE indicates that approximately one inductive charging station per four electric buses is required for systems interested in electrifying their fleet. Inclusion of these chargers into the system reduces the need for additional buses beyond our current fleet size in the event we move forward with additional electric buses.

Staff evaluated Metro's contract OP33202790 and Wave, Inc. technology, pricing, terms and conditions, which were found to be fair and reasonable.

SOLE SOURCE JUSTIFICATION

WAVE Inc. is the only contractor in the United States that provides wireless battery charging technology that is operational and compatible with the BYD bus.

ALIGNMENT WITH STRATEGIC DIRECTIVES

AVTA's vision is to be the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve. This recommendation also responds to the following directive from the July 2013 Strategic Planning Workshop:

Develop implementation and funding plans for an electric bus project.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director