



**Regular Meeting of the Board of Directors**

**Tuesday, May 26, 2015**

**10:00 a.m.**

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

**AGENDA**

For record keeping purposes, and in the event that staff may need to contact you, we request that a speaker card, located at the Community Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you 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) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the meeting.

**Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Fred Thompson, Director Angela Underwood-Jacobs, Director Michelle Flanagan

**APPROVAL OF AGENDA**

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

If you would like to address the Board on any agendized or non-agendized item, you may present your comments at this time. Please complete a Speaker Card (available as you enter the Community Room) and provide it to the Clerk of the Board. Speaking clearly, state and spell your name for the record. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the Authority's Executive Director for follow-up.** Each speaker is limited to three (3) minutes.

**SPECIAL REPORTS 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 TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR APRIL 2015 – HECTOR FUENTES, TRANSDEV

SRP 2 FEDERAL LEGISLATIVE UPDATE FOR MAY 2015 – JUDY FRY

*Recommended Action: Receive and file the Federal Legislative Update for May 2015.*

SRP 3 STATE LEGISLATIVE UPDATE FOR MAY 2015 – WENDY WILLIAMS

*Recommended Action: Receive and file the State Legislative Update for May 2015.*

SRP 4 UPDATE ON OPERATOR AUDIT PROGRAM – LEN ENGEL

*Recommended Action: Receive and file the update on the Operator Audit Program.*

**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 APRIL 21, 2015 – KAREN DARR

*Recommended Action: Approve the Board Meeting Minutes for April 21, 2015.*

CC 2 BOARD OF DIRECTORS MEETING MINUTES FOR APRIL 28, 2015 – KAREN DARR

*Recommended Action: Approve the Board Meeting Minutes for April 28, 2015.*

CC 3 FINANCIAL REPORTS FOR MARCH AND APRIL 2015 – COLBY KONISEK

*Recommended Action: Receive and file the Treasurer's Report for the month ended March 31, 2015; the Payroll History Report for the three months ended April 30, 2015; the Cash Disbursements Reports for the months ended March 31 and April 30, 2015 the Interim Financial Statements for the 6 months ended March 31, 2015; and the Fiscal Year-to-Date Budget versus Actual Report for the month ended March 31, 2015.*

CC 4 FY15 THIRD QUARTER CAPITAL RESERVES REPORT (JANUARY 1 – MARCH 31, 2015)  
– COLBY KONISEK

*Recommended Action: Receive and file the FY15 Third Quarter Capital Reserves Report for the period covering January 1 through March 31, 2015.*

CC 5 GRANT STATUS REPORT (FEBRUARY 19, 2015 – MAY 6, 2015) – JUDY FRY

*Recommended Action: Receive and file the Grant Status Report for the period covering February 19, 2015 through May 6, 2015.*

CC 6 RECORDS AND INFORMATION MANAGEMENT PROGRAM REVISIONS – LYLE BLOCK

*Recommended Action: Approve the Records and Information Management Program revisions.*

CC 7 FISCAL YEAR 2016 (FY16) PUBLIC TRANSPORTATION MODERNIZATION,  
IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) BOND  
PROGRAM – JUDY FRY

*Recommended Action: Adopt Resolution No. 2015-007, the "Authorization for the Execution of the Certifications and Assurances for the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) Bond Program" (the "Authorization").*

**PUBLIC HEARING (PH):**

PH 1 FINAL RECOMMENDATION ON PROPOSED SERVICE CHANGES FOR JUNE 29,  
2015 – DIETTER ARAGON

*Recommended Action: 1) Receive public comments on the proposed AVTA service changes; and 2) Upon conclusion of the public hearing, approve the final recommendation on the proposed service changes.*

**PH 2 PROPOSED FARE STRUCTURE RECOMMENDATIONS – WENDY WILLIAMS**

*Recommended Action: Conduct a public hearing to receive comments on the proposed AVTA fare changes; and 2) Upon conclusion of the public hearing, adopt Resolution No. 2015-006 approving the proposed fare changes.*

**NEW BUSINESS (NB):**

**NB 1 FY16 WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES UNDER CONTRACT #2013-022 WITH VINSA, INC. – LYLE BLOCK**

*Recommended Action: Authorize the director of operations and maintenance to spend an amount not to exceed \$356,000 under Contract #2013-022 with Vinsa, Inc. Vinsa is AVTA's Insurance Broker of Record for the various Authority's FY16 insurance coverage amounts listed in the Policy Comparison FY15 to FY16.*

**NB 2 CHANGE ORDER NO. 1, TO ARROW ENGINEERING SERVICES, INC., UNDER TASK ORDER NO. 1, OF MASTER CONTRACT #2014-46, FOR FINAL DESIGN AND BID SPECIFICATIONS FOR TWO WAVE EN-ROUTE CHARGING STATIONS – LYLE BLOCK**

*Recommended Action: Authorize the director of operations and maintenance to execute Change Order No. 1 for a total amount of \$265,080, plus expenses to Arrow Engineering Services, Inc., of Lancaster, CA. This change falls under Task Order No. 1 of Master Contract #2014-46 for the final design and bid specifications for two WAVE en-route charging stations, one each at Lancaster City Park and the Palmdale Transportation Center.*

**OLD BUSINESS (OB):**

**OB 1 ADOPTION OF PROPOSED FY16 BUSINESS PLAN – COLBY KONISEK**

*Recommended Action: Adopt the Proposed FY16 Business Plan.*

**CLOSED SESSION (CS):**

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

**CS 1** Conference with Legal Counsel – Anticipated Litigation: significant exposure to litigation pursuant to Government Code Section 54956.9(d) – one potential case.

**CS 2** Public Employee Appointment (Government Code Section 54957(b))  
Title: Executive Director

**CS 3** Public Employee Appointment (Government Code Section 54957(b))  
Title: General Counsel

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

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

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Director of Operations and Maintenance

**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:**

The meeting was adjourned to the next Regular meeting of the Board of Directors on June 23, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

**The Agenda was posted by 5:00 p.m. on May 21, 2015 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> St. West, Lancaster, CA 93534.**

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director. Additionally, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA located at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



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**Special Meeting of the Board of Directors**

**Tuesday, April 21, 2015**

**12:00 p.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Marvin Crist called the meeting to order at 12:00 p.m.

**PLEDGE OF ALLEGIANCE:**

Director Thompson led the Pledge of Allegiance.

**OATH OF OFFICE:**

Lancaster City Attorney as Special Counsel Allison Burns administered the Oath of Office to Michelle Flanagan, representative for the County of Los Angeles and Angela Underwood-Jacobs, representative for the City of Lancaster.

**ROLL CALL:**

Present

Chairman Marvin Crist  
Director Steve Hofbauer  
Director Dianne Knippel  
Director Fred Thompson  
Director Michelle Flanagan  
Director Angela Underwood-Jacobs

**APPROVAL OF AGENDA:**

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

Moved by Director Knippel, seconded by Director Hofbauer

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

Yeas: Chairman Crist, and Directors Hofbauer, Knippel, Thompson, Flanagan, and Underwood-Jacobs

Nays: None

Abstain: None

Absent: None

**PUBLIC BUSINESS FROM THE FLOOR:**

There was no public business presented.

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

There were no miscellaneous business – non-agenda items presented.

**NEW BUSINESS (NB):**

**NB 1 ELECTION OF VICE CHAIR FOR REMAINDER OF FY15 – KAREN DARR**

Chairman Crist waived the presentation of the staff report and called for nominations for the Vice Chair position. Director Flanagan nominated Director Knippel and Director Thompson nominated Director Hofbauer.

**Motion: Elect Director Steve Hofbauer as Vice Chair for the remainder of FY15.**  
Moved by Director Thompson, seconded by Director Hofbauer

Vote: Motion failed (2-4-0-0)  
Yeas: Directors Thompson and Hofbauer  
Nays: Chairman Crist, and Directors Knippel, Flanagan and Underwood-  
Jacobs  
Abstain: None  
Absent: None

**Motion: Elect Director Dianne Knippel as Vice Chair for the remainder of FY15.**  
Moved by Director Flanagan, seconded by Director Underwood-Jacobs

Vote: Motion carried (4-2-0-0)  
Yeas: Chairman Crist, and Directors Knippel, Flanagan, and Underwood-  
Jacobs  
Nays: Directors Thompson and Hofbauer  
Abstain: None  
Absent: None

**CLOSED SESSION (CS):**

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

Special Counsel Burns presented the item to be discussed in Closed Session.

**CS 1 Public Employee Appointment (Government Code Section 54957(b))**  
Title: Executive Director

**RECESS TO CLOSED SESSION:**

The Board recessed to Closed Session at 12:15 p.m.

**RECONVENE TO PUBLIC SESSION:**

The Board reconvened to Public Session at 12:50 p.m.

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

Special Counsel Burns stated that there was no reportable action taken.

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Director of Operations and Maintenance

Mr. Engel reported that staff submitted a grant to Caltrans to purchase 21 battery electric commuter coaches and 13 sixty-foot battery electric articulated buses. The directors briefly discussed using battery electric coaches for commuter routes.

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

There were no miscellaneous business – non-agenda Board of Directors items presented.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 12:55 p.m. to the next Regular meeting of the Board of Directors on April 28, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 26<sup>th</sup> day of May 2015.

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Marvin Crist, Chairman

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Len Engel, Acting 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 661/729-2206 to make arrangements to review a recording.





**Regular Meeting of the Board of Directors**

**Tuesday, April 28, 2015**

**10:00 a.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:00 a.m.

**PLEDGE OF ALLEGIANCE:**

Director Angela Underwood-Jacobs led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist  
Director Steve Hofbauer  
Director Fred Thompson  
Director Angela Underwood-Jacobs  
Director Michelle Flanagan

Absent

Vice Chair Dianne Knippel

**Motion: Excuse the absence of Vice Chair Knippel.**

Moved by Director Thompson, seconded by Director Flanagan

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

Yeas: Chairman Crist, and Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: Vice Chair Knippel

## **APPROVAL OF AGENDA**

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

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Chairman Crist, and Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: Vice Chair Knippel

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

There was no public business presented.

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

There were no miscellaneous business – non-agenda items presented.

## **SPECIAL REPORTS and PRESENTATIONS (SRP):**

### **SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR MARCH**

Transdev General Manager Hector Fuentes presented a plaque to the Operator of the Month Henry Smith and announced that the Employee of the Month was Jeremy Bretschneider; however, Mr. Bretschneider was unable to attend the meeting.

Mr. Fuentes introduced Transdev's new Safety and Training Manager William Jackson.

### **SRP 2 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER FOR JANUARY 1 THROUGH MARCH 31, 2015**

Director of Operations and Maintenance Len Engel presented a plaque to Facilities Superintendent Keith Keevil, AVTA's Employee of the Quarter.

**SRP 3 PRESENTATION OF GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR 2014 COMPREHENSIVE ANNUAL FINANCIAL REPORT**

Mr. Engel presented the GFOA's Certificate of Achievement for Excellence in Financial Reporting to Finance Director Colby Konisek and the finance staff for their work on the 2014 Comprehensive Annual Financial Report.

**SRP 4 FEDERAL LEGISLATIVE UPDATE FOR APRIL 2015**

Grants Administrator Judy Fry updated the Board regarding federal legislation. The Board briefly discussed this item and requested that a staff member attend the Antelope Valley Republic Assembly dinner on May 5, 2015.

**SRP 5 STATE LEGISLATIVE UPDATE FOR APRIL 2015**

Director of Communications Wendy Williams provided an overview of the Cap and Trade Program for the new Board members and reported on the recent developments regarding Senate Bill 9 – Transit and Inner City Rail Capital Program, Assembly Bill 227– Transportation Funding, and Assembly Bill 318 – Lost Property. The Board discussed the digital advertising program and how the public would be notified regarding recovered property over \$250. Ms. Williams was directed to provide a copy of the letter opposing SB 9 to the Board members.

**SRP 6 COACH OPERATOR PERFORMANCE AUDIT RESULTS FOR JANUARY AND FEBRUARY 2015**

Senior Transit Analyst Dieter Aragon and Moore & Associates Project Manager Jose Perez presented the audit results for January and February 2015. Mr. Fuentes provided details regarding how Transdev is addressing operator courtesy issues. The Board discussed the methods used to collect data and the operator courtesy metric. Staff was directed to provide the Board with 1) the audit questionnaire; 2) a comparison of current and previous quarterly audit results; 3) historical data comparing the scores given by temporary staff and Moore & Associates staff; and 4) Moore & Associates contract. The Board directed Mr. Aragon to include the contract on the next Board agenda as an actionable item and directed Ms. Williams to submit a press release listing the drivers who received perfect ride checks.

**The Board took a break at 11:00 a.m. and returned at 11:08 a.m.**

**SRP 7 FY16 DRAFT BUSINESS PLAN**

Director of Finance Colby Konisek presented the primary assumptions, funding sources, operating expenditures and revenues, and five-year operating and capital plans for the FY16 Business Plan. Ms. Williams presented a synopsis of the Job Access Reverse Commute grant. The Board discussed the positive effect additional grant funding will have on the Capital Budget and directed staff to obtain two bids from two different insurance brokers.

Motion: Receive and file the Draft FY16 Business Plan.  
Moved by Director Hofbauer, seconded by Director Thompson

Vote: Motion carried (5-0-0-1)  
Yeas: Chairman Crist, and Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan  
Nays: None  
Abstain: None  
Absent: Vice Chair Knippel

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR MARCH 24, 2015 – KAREN DARR**

Motion: Approve the Board Meeting Minutes for March 24, 2015.  
Moved by Chairman Crist, seconded by Director Thompson

Vote: Motion carried (2-0-3-1)  
Yeas: Chairman Crist and Director Thompson  
Nays: None  
Abstain: Directors Hofbauer, Underwood-Jacobs, and Flanagan  
Absent: Vice Chair Knippel

**CC 2 FINANCIAL REPORTS FOR FEBRUARY AND MARCH 2015 – COLBY KONISEK**

Receive and file the financial reports for January and February 2015.

**CC 3 FY15 THIRD QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT REPORT FOR JANUARY 1 THROUGH MARCH 31, 2015 – KELLY MILLER**

Receive and file the FY15 Third Quarter Los Angeles County Sheriff's Department Report for the period covering January 1 through March 31, 2015.

**CC 4 FISCAL YEAR 2014 (FY14) CAP AND TRADE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) GRANT – JUDY FRY**

Adopt Resolution No. 2015-003, the execution of the "Authorization for the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program" (the "Authorization") and rescind Resolution 2015-002.

Motion: Approve Consent Calendar items 2-4.

Moved by Director Thompson, seconded by Director Hofbauer

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

Yeas: Chairman Crist, and Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: Vice Chair Knippel

**NEW BUSINESS (NB):**

**NB 1 UPCOMING SPRING CONFERENCES**

The Board waived the presentation of the staff report.

Motion: Designate Norm Hickling as AVTA's liaison at the 2015 American Public Transportation Association Bus & Paratransit Conference in Fort Worth, TX on May 2 – May 6, 2015 and the California Transit Association Legislative Conference in Sacramento, CA on May 19 – May 20, 2015.

Moved by Chairman Crist, seconded by Director Flanagan

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

Yeas: Chairman Crist, and Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: Vice Chair Knippel

**OLD BUSINESS (OB):**

- OB 1 AWARD CONTRACT #2015-31 TO NEW VISION CONSTRUCTION FOR REPLACEMENT OF COMMERCIAL PHOTOVOLTAIC GRID-TIED INVERTER – LYLE BLOCK

The Board discussed the solicitation process for the project.

Motion: Authorize the director of operations and maintenance to execute Contract #2015-31 for the replacement of a commercial photovoltaic grid-tied inverter to New Vision Construction, Valencia, CA, for the amount of \$68,200, plus applicable sales tax.

Moved by Chairman Crist, seconded by Director Flanagan

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

Yeas: Chairman Crist, and Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: Vice Chair Knippel

**REPORTS AND ANNOUNCEMENTS (RA):**

- RA 1 Director of Operations and Maintenance

Len Engel reported that he will be attending the APTA Bus and Paratransit Conference in Fort Worth, TX where he will be presenting information regarding the type of battery used in our electric buses and Complete Streets.

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

Director Hofbauer stated that Metrolink is providing coupons to residents for two free round trip rides on the train.

**ADJOURNMENT:**

Director Hofbauer adjourned the meeting at 11:40 a.m. in memory of the men and women who lost their lives in the Nepal earthquake.

The next Regular meeting of the Board of Directors will be held on May 26, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 26<sup>th</sup> day of MAY 2015.

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Marvin Crist, Chairman

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Len Engel, Acting Secretary

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**DATE:** May 26, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Financial Reports for March and April 2015

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#### **RECOMMENDATION**

Receive and file the Treasurer's Report for the month ended March 31, 2015 (Attachment A); the Payroll History Report for the three months ended April 30, 2015 (Attachment B); the Cash Disbursements Report for the month ended April 30, 2015 (Attachment C); the Interim Financial Statements for the nine months ended March 31, 2015 (Attachment D); and the Fiscal Year-to-Date Budget versus Actual Report dated March 31, 2015 (Attachment E).

#### **FISCAL IMPACT**

**Payroll:** April payroll of \$210,266 represents an increase of \$14,521 or 7.4% from the prior month's salary expense.

**Cash Disbursement:** \$3,025,790.

**Interim Financial Statements: Change in Net Assets:** \$719,740, which includes YTD depreciation expense of \$3,998,188.

#### **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, Cash Disbursements Report, Interim Financial Report and Budget versus



Actual report, and submits them to the Acting 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.

AVTA's gross payroll for employees for the month of April 2015, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
04/01/15-04/01/15	\$10,052.37	PYPKT00649
04/01/15-04/01/15	\$28,562.64	PYPKT00650
03/22/15-04/04/15	\$85,629.83	PYPKT00654
04/05/15-04/18/15	\$86,021.16	PYPKT00658
<b>Gross Pay Apr. 2015</b>	<b>\$210,266.00</b>	

There was an increase of \$14,521 in payroll expense from March to April, attributable to employees' retirement and vacation/sick time cash out.

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

Register Date	Amount
04/01 - 04/30/15	\$3,025,790.09

Large items include Transdev (Local and commuter invoice for February and March, 2015 - \$2,196,326), Pinnacle Petroleum (Fuel - \$266,853), Avail Tech (IT project - \$201,917), IntelliRide (DAR invoice for March 2015 - \$80,494). These items comprise 90.7% of total expenditures for the month.

As of March 2015, the total cash per the general ledger is \$21,588,467. After deducting restricted funds, the operating cash balance is \$6,795,582. The net of receivables inflows and accounts payables outflows is projected to be a net use of cash of \$2,269,084; the total expected cash available for operations in the next 30 days is \$9,064,666. The available cash is equal to 3.0 times the Authority's minimum cash balance target of \$3 million.

**BUDGET TO ACTUAL SUMMARY NARRATIVE**

Attachment E – Budget to Actual Report (BAR) shows the result for the nine months ended March 31, 2015.

Net Income (net of depreciation) was favorable to budget by \$2,390K.

Revenues were favorable to budget by \$1,017K.

Unearned revenue realized as revenue for the qualified expense was \$700K.

Expenses were favorable to budget by \$1,373K.

Fuel expenses continue to be less than budgeted, and operating expense was lower than budgeted.

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

Prepared by:

Submitted by:

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Colby Konisek  
Director of Finance

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Len Engel  
Director of Operations and Maintenance

Attachments: A – Treasurer's Report for the Month Ended March 31, 2015  
B – Payroll History Comparison Report (February, 2015 - April, 2015)  
C – Cash Disbursements Report (April 1 - April 30, 2015)  
D – Interim Financial Statements as of March 31, 2015  
E – Budget Versus Actual report as of March 31, 2015

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report**  
**Month Ended March 2015**

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 (LAIF) - Capital Reserv	\$ 5,379,245.21	\$ -			
Interest (earned quarterly)		\$ 3,221.23			
B of A - Proposition 1B* Restrict	\$ 2,207,752.13	\$ (567,630.50)			
Interest earned for the month		\$ 250.94			
* Deferred revenue, recorded as liability until associated expense incurred.					
<b>TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS</b>					<b>\$ 7,022,839.01</b>
Wells Fargo and Broker's CDs	\$ 1,000,450.55	\$ 1,729.12			
Wells Fargo CDs - In Transit	\$ 1,000,000.00	\$ -			
Wells Fargo - OP Staging	\$ 485,215.66	\$ (4.31)			
<b>TOTAL OPERATING RESERVE</b>					<b>\$ 2,487,391.02</b>
Payroll, Payable & General Acct	\$ 11,726,901.57				
<b>Operating Accounts Analysis</b>					
Cash Fares		\$ 165,046.56			
Vendor Pass Sales Revenue		\$ 209,534.48			
Federal Grants Revenue		\$ 1,918,233.00			
MTA Revenue		\$ 677,613.16			
Jurisdictional Contributions		\$ 188,280.00			
Prop 1B Deferred Revenue Realized		\$ 567,630.50			
Non-Transportation Revenue		\$ 11,302.05			
Monthly OP Staging account Jan to Mar 15		\$ 38,100.98			
Operating Reserve - in transit				(\$1,000,000.00)	
LAIF balance transferred				(\$422,000.00)	
Accounts Payable for the Month				\$ (1,779,213.77)	
Employee Net Pay				\$ (146,548.63)	
Employee Taxes				\$ (26,936.93)	
Employee Deductions				\$ (13,922.40)	
Employer Payroll Taxes				\$ (4,154.79)	
CalPERS - AVTA paid				\$ (31,498.96)	
Equipment Lease - TAP card sales machine				\$ (65.06)	
Bank Fees --- Monthly and Quarterly				\$ (814.87)	
	<b>Net Operating Funds \$ 11,726,901.57</b>	<b>\$ 3,775,740.73</b>	<b>(\$3,425,155.41)</b>		<b>\$ 12,077,486.89</b>
<b>Petty Cash</b>					<b>\$ 750.00</b>
<b>TOTAL CASH AND INVESTMENTS</b>					<b>\$ 21,588,466.92</b>

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

Prepared by:

Submitted by:

\_\_\_\_\_  
Rong Nemeschy  
Finance Supervisor

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

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report Addendum: Cash Flow Projection**  
**Month Ended March 2015**

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM TREASURER'S REPORT		\$ 21,588,467
<b><u>Less Restricted Funds</u></b>		
Proposition 1B (Deferred Revenue)		(1,640,373)
Capital Reserve		(5,382,466)
Operating Reserve		(2,487,391)
Electric Bus Project Funds Remaining		(782,655)
Restricted for Operations		(4,500,000)
<b>UNRESTRICTED CASH</b>		<b>\$ 6,795,582</b>

**ACCOUNTS RECEIVABLE AND PAYABLE AS OF MARCH 31, 2015**

**Add Accounts receivable:**

MTA Revenue	69,542	
Jurisdiction Contributions	6,746	
Vendor Pass Sales	130,893	
A/R Federal Funding draws	4,360,203	
	4,567,384	<b>4,567,384</b>

**Less Current Payable:**

Accounts Payable	66,184	
Accrued invoice payable	2,232,115	
	2,298,299	<b>2,298,299</b>

**NET INFLOW/(OUT FLOW) OF CASH:** **2,269,084**

**PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:** **\$ 9,064,666**

**TOTAL OPERATING CASH MINIMUM TARGET:** **\$ 3,000,000**

**Operating Cash Coverage of AVTA Minimum Target:** **3.0**

**ANTELOPE VALLEY TRANSIT AUTHORITY  
PAYROLL HISTORY REPORT  
FEBRUARY TO APRIL, 2015**

	February TOTAL	March TOTAL	April TOTAL
<u>NUMBER OF CHECKS</u>	76	76	75
<u>Pay periods in the month (Pay ending day)</u>	2	2	2
<b><u>EARNINGS</u></b>			
Regular Pay	\$ 162,906.25	\$ 172,118.78	\$ 165,484.54
Overtime Pay	0.00	525.15	954.73
Vacation Pay	2,998.99	4,187.33	4,588.80
Sick Pay	5,808.29	7,660.86	3,872.01
Bereavement Pay	0.00	0.00	0.00
Holiday Pay	10,102.55	0.00	0.00
Floating Holiday Pay	394.78	223.03	3,761.75
Retroactive Pay	482.46	127.55	3,956.46
Vacation/Sick Cash Out	9,191.34	9,191.34	26,452.14
Deferred Income 457	955.14	955.14	477.57
Stipend --- Cell phone reimbursements	756.00	756.00	718.00
<b>TOTAL</b>	<b>\$ 193,595.80</b>	<b>\$ 195,745.18</b>	<b>\$ 210,266.00</b>
<b>Inc(Dec)-Current month over previous month</b>		<b>\$ 2,149.38</b>	<b>\$ 14,520.82</b>
<b>% Inc(Dec)-Current month over previous month</b>		<b>1.1%</b>	<b>7.4%</b>



Antelope Valley Transit Authority

**Cash Disbursement Report**

By Vendor Name

Payment Dates 4/1/2015 - 4/30/2015

Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0698 - 4 Imprint Inc</b>				
7738	04/30/2015	4 Imprint order for Health Fair	100-5CS-5-G1-9501029	\$ 244.76
<b>Vendor V0698 - 4 Imprint Inc Total:</b>				<b>\$ 244.76</b>
<b>Vendor: V0803 - Adelman Broadcasting</b>				
7656	04/09/2015	Radio Advertising Contract -2 for 1 Special	100-5CS-5-G1-9501003	\$ 500.00
7688	04/23/2015	Radio Advertising Contract -2 for 1 Special	100-5CS-5-G1-9501003	\$ 500.00
7739	04/30/2015	Radio Advertising Contract -2 for 1 Special	100-5CS-5-G1-9501003	\$ 500.00
<b>Vendor V0803 - Adelman Broadcasting Total:</b>				<b>\$ 1,500.00</b>
<b>Vendor: V0380 - Alpha Numeric</b>				
7657	04/09/2015	Shipping Fees	100-3FS-5-G1-9501009	\$ 14.90
7657	04/09/2015	3 1/2" 3 part construction expansion file folders	100-3FS-5-G1-9501009	\$ 163.50
<b>Vendor V0380 - Alpha Numeric Total:</b>				<b>\$ 178.40</b>
<b>Vendor: V0753 - American Heritage Life Ins.</b>				
7658	04/09/2015	Employee Paid Extended Benefits	100-000-2-B1-4011019	\$ 816.56
7715	04/23/2015	Employee Paid Extended Benefits	100-000-2-B1-4011019	\$ 816.56
<b>Vendor V0753 - American Heritage Life Ins. Total:</b>				<b>\$ 1,633.12</b>
<b>Vendor: V0017 - Anthem Blue Cross</b>				
7659	04/09/2015	Health Insurance (EE Portion), May 2015	100-000-2-B1-4011013	\$ 7,189.70
7659	04/09/2015	Health Insurance (ER Portion), May 2015	100-1ZZ-5-G1-9701612	\$ 32,341.30
<b>Vendor V0017 - Anthem Blue Cross Total:</b>				<b>\$ 39,531.00</b>
<b>Vendor: V0869 - Aragon, Dieter</b>				
7716	04/23/2015	Reimbursement- NTI Training	100-1EX-5-G1-9501019	\$ 61.97
7716	04/23/2015	Reimbursement, Regional Bus Roadeo	100-1EX-5-G1-9501019	\$ 116.88
<b>Vendor V0869 - Aragon, Dieter Total:</b>				<b>\$ 178.85</b>
<b>Vendor: V0135 - Aramark Uniform Services</b>				
7689	04/23/2015	Uniform Service, April 2015	100-2FF-5-G1-9401036	\$ 105.75
7660	04/09/2015	Uniform Service, April 2015	100-2FF-5-G1-9401036	\$ 105.75
7689	04/23/2015	Uniform Service, April 2015	100-2FF-5-G1-9401036	\$ 105.75
7689	04/23/2015	Uniform Service, April 2015	100-2FF-5-G1-9401036	\$ 129.57
7689	04/23/2015	Uniform Service, April 2015	100-2FF-5-G1-9401036	\$ 107.06
7689	04/23/2015	uniform hats	100-2FF-5-G1-9401020	\$ 1,350.00
7740	04/30/2015	Uniform Service, April 2015	100-2FF-5-G1-9401036	\$ 112.57
7740	04/30/2015	Uniform Service, April 2015	100-2FF-5-G1-9401036	\$ 107.15
7689	04/23/2015	Uniform Service, April 2015	100-2FF-5-G1-9401036	\$ 105.75
<b>Vendor V0135 - Aramark Uniform Services Total:</b>				<b>\$ 2,229.35</b>
<b>Vendor: V0518 - Arrow Engineering Services-AESI</b>				
7690	04/23/2015	Bus Stop Improvements FY14 Contract NTE	600-1XX-5-J1-9909059	\$ 7,040.00
7690	04/23/2015	Task Order 1 - Engineering Srvs	600-1XX-5-J1-9909080	\$ 4,080.00
7690	04/23/2015	Arrow Change Order 1 Task Order 2	600-1XX-5-J1-9909083	\$ 21,920.00
<b>Vendor V0518 - Arrow Engineering Services-AESI Total:</b>				<b>\$ 33,040.00</b>
<b>Vendor: V0441 - At&amp;T Calnet</b>				
7661	04/09/2015	Phone, 2/20/15-3/19/15	100-2FF-5-G1-9501017	\$ 808.69
7741	04/30/2015	Phone, 3/20/15-4/19/15	100-2FF-5-G1-9501017	\$ 807.33
<b>Vendor V0441 - At&amp;T Calnet Total:</b>				<b>\$ 1,616.02</b>
<b>Vendor: V0244 - AT&amp;T Mobility</b>				
7717	04/23/2015	Cell Phones, 3/7/15-4/6/15	100-2FF-5-G1-9501017	\$ 125.55
<b>Vendor V0244 - AT&amp;T Mobility Total:</b>				<b>\$ 125.55</b>



Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0248 - Atkinson, Andelson, Loya, RUUD</b>				
7742	04/30/2015	Legal services, March 2015	100-1EX-5-G1-9501005	\$ 726.50
<b>Vendor V0248 - Atkinson, Andelson, Loya, RUUD Total:</b>				<b>\$ 726.50</b>
<b>Vendor: V0719 - AV Mail n More</b>				
7662	04/09/2015	CPOS Reimbursement	100-3FS-5-G1-9501037	\$ 150.00
<b>Vendor V0719 - AV Mail n More Total:</b>				<b>\$ 150.00</b>
<b>Vendor: V0013 - AV Press</b>				
7691	04/23/2015	ED recruitment with AV Press	100-3FS-5-G1-9501026	\$ 1,663.53
7691	04/23/2015	ED recruitment with AV Press	100-3FS-5-G1-9501026	\$ 1,109.02
7743	04/30/2015	Antelope Valley Press FY 15 Blanket PO	100-5CS-5-G1-9501003	\$ 1,915.90
<b>Vendor V0013 - AV Press Total:</b>				<b>\$ 4,688.45</b>
<b>Vendor: V0960 - Avail Technologies, Inc.</b>				
7744	04/30/2015	Change Order 2	600-1XX-5-J1-9909068	\$ 7,573.00
7744	04/30/2015	ITS	600-1XX-5-J1-9909068	\$ 192,581.00
7744	04/30/2015	ITS	600-1XX-5-J1-9909068	\$ 1,763.00
<b>Vendor V0960 - Avail Technologies, Inc. Total:</b>				<b>\$ 201,917.00</b>
<b>Vendor: V1010 - Block Alternatives</b>				
7745	04/30/2015	Mens Iris 2000L Gilden 2 sided (XXXXXL)	100-2FF-5-G1-9401020	\$ 28.89
7745	04/30/2015	Womens Iris 2000L Gilden 2 sided (10S,16M,10L,2XL)	100-2FF-5-G1-9401020	\$ 383.14
7745	04/30/2015	Mens Iris 2000L Gilden 2 sided (XXXXL)	100-2FF-5-G1-9401020	\$ 53.41
7745	04/30/2015	Mens Iris 2000L Gilden 2 sided (3S,4M,15L,24XL)	100-2FF-5-G1-9401020	\$ 413.66
7745	04/30/2015	Womens Iris 2000L Gilden 2 sided (XXXL)	100-2FF-5-G1-9401020	\$ 80.12
7745	04/30/2015	Mens Iris 2000L Gilden 2 sided (XXXL)	100-2FF-5-G1-9401020	\$ 49.05
7745	04/30/2015	Screen set up	100-2FF-5-G1-9401020	\$ 81.73
7745	04/30/2015	Womens Iris 2000L Gilden 2 sided (XXL)	100-2FF-5-G1-9401020	\$ 61.31
7745	04/30/2015	Mens Iris 2000L Gilden 2 sided (XXL)	100-2FF-5-G1-9401020	\$ 245.80
<b>Vendor V1010 - Block Alternatives Total:</b>				<b>\$ 1,397.11</b>
<b>Vendor: V0884 - Block, Lyle</b>				
7718	04/23/2015	Reimbursement- NTI Risk Assessment training	100-1EX-5-G1-9501019	\$ 475.46
<b>Vendor V0884 - Block, Lyle Total:</b>				<b>\$ 475.46</b>
<b>Vendor: V0582 - Board of Equalization- Fuel Taxes Division</b>				
7737	04/27/2015	Fuel Tax April- March 2015	100-2FF-5-G1-9201005	\$ 1,872.00
<b>Vendor V0582 - Board of Equalization- Fuel Taxes Division Total:</b>				<b>\$ 1,872.00</b>
<b>Vendor: V0239 - BOHN'S Printing</b>				
7746	04/30/2015	Proposed Service Change Brochures - Color Copies	100-5CS-5-G1-9501018	\$ 724.85
7746	04/30/2015	Proposed Service Change Brochures 11x17 4/2 Press	100-5CS-5-G1-9501018	\$ 681.25
7746	04/30/2015	Proposed Service Change Brochures - Color Copies	100-5CS-5-G1-9501018	\$ 534.10
7746	04/30/2015	Proposed Service Change Brochures - reprint	100-5CS-5-G1-9501018	\$ 681.25
<b>Vendor V0239 - BOHN'S Printing Total:</b>				<b>\$ 2,621.45</b>
<b>Vendor: V0149 - Brinks Incorporated</b>				
7692	04/23/2015	Daily cash pick up - money room	100-2FF-5-G1-9401005	\$ 201.58
7692	04/23/2015	Daily cash pick up - money room	100-2FF-5-G1-9401005	\$ 507.34
<b>Vendor V0149 - Brinks Incorporated Total:</b>				<b>\$ 708.92</b>
<b>Vendor: V0018 - Burris Coffee &amp; Pure Water Service</b>				
7693	04/23/2015	Coffee supplies	100-3FS-5-G1-9501009	\$ 223.40
7747	04/30/2015	Coffee supplies	100-3FS-5-G1-9501009	\$ 286.35
<b>Vendor V0018 - Burris Coffee &amp; Pure Water Service Total:</b>				<b>\$ 509.75</b>



Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0798 - Cal CPA</b>				
7663	04/09/2015	Membership- R. Nemeschy	100-1EX-5-G1-9501006	\$ 65.00
<b>Vendor V0798 - Cal CPA Total:</b>				<b>\$ 65.00</b>
<b>Vendor: V0723 - Canon Solutions America</b>				
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 1,279.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 1,411.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 12,348.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 573.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 106.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 740.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 1,314.98
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 423.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 106.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 367.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 661.00
7694	04/23/2015	New Canon Copier and upgrade Canon Copier	600-1XX-5-J1-9902008	\$ 5,490.00
<b>Vendor V0723 - Canon Solutions America Total:</b>				<b>\$ 24,818.98</b>
<b>Vendor: V0416 - Carquest of Lancaster #7305</b>				
7719	04/23/2015	5W-30 Edge EP Qt	100-2FF-5-G1-9401036	\$ 21.67
<b>Vendor V0416 - Carquest of Lancaster #7305 Total:</b>				<b>\$ 21.67</b>
<b>Vendor: V0024 - City of Lancaster</b>				
7748	04/30/2015	Lancaster Partnership	100-5CS-5-G1-9501029	\$ 10,000.00
<b>Vendor V0024 - City of Lancaster Total:</b>				<b>\$ 10,000.00</b>
<b>Vendor: V0383 - Consolidated Electrical Distr.</b>				
7749	04/30/2015	CFL Dimmable Ballasts	100-2FF-5-G1-9401036	\$ 271.70
<b>Vendor V0383 - Consolidated Electrical Distr. Total:</b>				<b>\$ 271.70</b>
<b>Vendor: V1061 - Cummins Allison Corp.</b>				
7695	04/23/2015	Commercial Coin Counter	600-1XX-5-J1-9902008	\$ 1,556.00
7695	04/23/2015	Commercial Coin Counter	600-1XX-5-J1-9902008	\$ 400.00
7695	04/23/2015	Commercial Coin Counter	600-1XX-5-J1-9902008	\$ 84.46
7695	04/23/2015	Commercial Coin Counter	600-1XX-5-J1-9902008	\$ 700.00
7695	04/23/2015	Commercial Coin Counter	600-1XX-5-J1-9902008	\$ 589.50
7695	04/23/2015	Commercial Coin Counter	600-1XX-5-J1-9902008	\$ 910.21
7695	04/23/2015	Commercial Coin Counter	600-1XX-5-J1-9902008	\$ 8,145.00
7695	04/23/2015	Commercial Coin Counter	600-1XX-5-J1-9902008	\$ 552.00
<b>Vendor V1061 - Cummins Allison Corp. Total:</b>				<b>\$ 12,937.17</b>
<b>Vendor: V0514 - Cummins Cal Pacific, LLC</b>				
7750	04/30/2015	connecting rod bearings	100-2FF-5-G1-9401036	\$ 399.07
7750	04/30/2015	oil pan gaskets	100-2FF-5-G1-9401036	\$ 152.95
7750	04/30/2015	main bearing sets	100-2FF-5-G1-9401036	\$ 678.85
<b>Vendor V0514 - Cummins Cal Pacific, LLC Total:</b>				<b>\$ 1,230.87</b>
<b>Vendor: V0394 - Curvature</b>				
7664	04/09/2015	Cisco 7921G Battery	600-1XX-5-J1-9902008	\$ 115.57
7751	04/30/2015	Cisco 7921G Wireless Phone	600-1XX-5-J1-9909053	\$ 252.52
7751	04/30/2015	Battery for Cisco 7921G Wireless Phone	600-1XX-5-J1-9909053	\$ 54.50
<b>Vendor V0394 - Curvature Total:</b>				<b>\$ 422.59</b>
<b>Vendor: V1091 - Diesel machine Works</b>				
7696	04/23/2015	cylinder head rebuild for unit 303	600-1XX-5-J1-9909057	\$ 1,199.00
<b>Vendor V1091 - Diesel machine Works Total:</b>				<b>\$ 1,199.00</b>





Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0646 - DSL Extreme</b>				
7665	04/09/2015	DSL Service	100-2FF-5-G1-9501017	\$ 52.83
<b>Vendor V0646 - DSL Extreme Total:</b>				<b>\$ 52.83</b>
<b>Vendor: V0676 - Employment Screening Resources</b>				
7720	04/23/2015	Pre- Employment screening	100-3FS-5-G1-9501027	\$ 76.10
<b>Vendor V0676 - Employment Screening Resources Total:</b>				<b>\$ 76.10</b>
<b>Vendor: V1002 - Entertainment Plus</b>				
7666	04/09/2015	Palmdale Regional Hospital Video AD	100-5CS-5-G1-9501003	\$ 300.00
7697	04/23/2015	Unveiling Ceremony	100-2FF-5-G1-9501029	\$ 538.00
<b>Vendor V1002 - Entertainment Plus Total:</b>				<b>\$ 838.00</b>
<b>Vendor: V0913 - Evault Inc</b>				
7667	04/09/2015	Monthly Backup Fee for 11/14 - 6/15	100-2FF-5-G1-9401012	\$ 914.48
<b>Vendor V0913 - Evault Inc Total:</b>				<b>\$ 914.48</b>
<b>Vendor: V0046 - Federal Express</b>				
7721	04/23/2015	Shipping	100-3FS-5-G1-9501010	\$ 159.70
<b>Vendor V0046 - Federal Express Total:</b>				<b>\$ 159.70</b>
<b>Vendor: V1097 - Francynn Tobar</b>				
7722	04/23/2015	Reimbursement- ARMA Meeting	100-1EX-5-G1-9501019	\$ 109.31
<b>Vendor V1097 - Francynn Tobar Total:</b>				<b>\$ 109.31</b>
<b>Vendor: V0706 - Golden State Labor Compliance, LLC</b>				
7668	04/09/2015	Labor Compliance Bus Stop Ave N and 10th	100-2FF-5-G1-9401007	\$ 500.00
<b>Vendor V0706 - Golden State Labor Compliance, LLC Total:</b>				<b>\$ 500.00</b>
<b>Vendor: V0125 - Grainger</b>				
7669	04/09/2015	disconnect switch for sweeper	100-2FF-5-G1-9401036	\$ 43.65
7669	04/09/2015	air solenoid for bus wash	100-2FF-5-G1-9401036	\$ 108.99
7669	04/09/2015	Nozzle, Diesel Fuel	100-2FF-5-G1-9401036	\$ 68.89
7698	04/23/2015	Cummins adapter plate	100-2FF-5-G1-9401036	\$ 382.74
7669	04/09/2015	cobalt drill bits	100-2FF-5-G1-9401036	\$ 103.34
7669	04/09/2015	battery disconnect	100-2FF-5-G1-9401036	\$ 10.38
7723	04/23/2015	Filter, Spark plug	100-2FF-5-G1-9401036	\$ 11.89
7698	04/23/2015	helium dolly and stand	100-5CS-5-G1-9501029	\$ 214.11
7723	04/23/2015	Air Filter	100-2FF-5-G1-9401036	\$ 15.49
<b>Vendor V0125 - Grainger Total:</b>				<b>\$ 959.48</b>
<b>Vendor: V0320 - High Desert Broadcasting</b>				
7699	04/23/2015	Stand Up 4 Transportation Radio	100-5CS-5-G1-9501003	\$ 515.00
7699	04/23/2015	Stand Up 4 Transportation Radio	100-5CS-5-G1-9501003	\$ 420.00
<b>Vendor V0320 - High Desert Broadcasting Total:</b>				<b>\$ 935.00</b>
<b>Vendor: V0624 - Home Depot Credit Services</b>				
7670	04/09/2015	Facility Repair	100-2FF-5-G1-9401036	\$ 96.61
7670	04/09/2015	Small Tools	100-2FF-5-G1-9401036	\$ 211.73
7670	04/09/2015	Small Tools	100-2FF-5-G1-9401036	\$ 17.41
7670	04/09/2015	Facility maintenance supplies	100-2FF-5-G1-9401036	\$ 109.72
7670	04/09/2015	Maint. Supplies	100-2FF-5-G1-9401036	\$ 23.76
7670	04/09/2015	Roadeo Gift card	100-2FF-5-G1-9501029	\$ 50.00
7670	04/09/2015	Water bottles	100-2FF-5-G1-9501029	\$ 38.31
7724	04/23/2015	Facility Maintenance Lumber	100-2FF-5-G1-9401036	\$ 50.51
7724	04/23/2015	Facility Maintenance Paint supplies	100-2FF-5-G1-9401036	\$ 101.22
7724	04/23/2015	Facility maintenance supplies	100-2FF-5-G1-9401036	\$ 135.35



Payment Number	Payment Date	Description (Item)	Account Number	Amount
7724	04/23/2015	Misc. small tools	100-2FF-5-G1-9401036	\$ 131.23
7724	04/23/2015	Roadeo supplies	100-2FF-5-G1-9501029	\$ 164.38
<b>Vendor V0624 - Home Depot Credit Services Total:</b>				<b>\$ 1,130.23</b>
<b>Vendor: V0474 - Insight- Public Sector</b>				
7671	04/09/2015	Plantronics SupraPlus HW251N Phone Headset	600-1XX-5-J1-9902008	\$ 267.85
7671	04/09/2015	Plantronics Headset Connector Cable	600-1XX-5-J1-9902008	\$ 110.66
7752	04/30/2015	Zebra 4x2 Transmatte Label Roll Pack	100-2FF-5-G1-9401009	\$ 104.08
7752	04/30/2015	HP 57 Tri-Color Ink Cartridge	100-2FF-5-G1-9401009	\$ 42.18
7752	04/30/2015	HP 56 Black Ink Cartridge	100-2FF-5-G1-9401009	\$ 26.81
7752	04/30/2015	HP 20 Black Ink Cartridge	100-2FF-5-G1-9401009	\$ 46.58
7752	04/30/2015	Dell Poweredge R730XD Server For Document Mgmt.	600-1XX-5-J1-9909035	\$ 13,017.45
7752	04/30/2015	Dell Poweredge R730XD Server for Emergency Mgmt.	600-1XX-5-J1-9909068	\$ 12,448.08
<b>Vendor V0474 - Insight- Public Sector Total:</b>				<b>\$ 26,063.69</b>
<b>Vendor: V1057 - IntelliRide</b>				
7725	04/23/2015	DAR Revenue- March 2015	100-000-4-D1-6001400	\$ (6,804.50)
7725	04/23/2015	DAR Operations & Maintenance - March 2015	100-2FF-5-G1-9001014	\$ 80,493.84
7725	04/23/2015	DAR- EPT Program- March 2015	100-5CS-5-G1-9401031	\$ 2,022.28
7725	04/23/2015	DAR- Coupon Charge March 2015	100-000-4-D1-6001400	\$ 1,506.00
<b>Vendor V1057 - IntelliRide Total:</b>				<b>\$ 77,217.62</b>
<b>Vendor: V0057 - Interior Plant Designs</b>				
7700	04/23/2015	Monthly Indoor Plant Services	100-2FF-5-G1-9401005	\$ 195.00
<b>Vendor V0057 - Interior Plant Designs Total:</b>				<b>\$ 195.00</b>
<b>Vendor: V0157 - Iron Mountain Records Mgmt Inc</b>				
7701	04/23/2015	Document Shredding March 2015	100-2FF-5-G1-9401005	\$ 142.84
<b>Vendor V0157 - Iron Mountain Records Mgmt Inc Total:</b>				<b>\$ 142.84</b>
<b>Vendor: V1087 - Joe Iaquinto</b>				
7653	04/07/2015	Band for Stand Up For Transportation Rally	100-5CS-5-G1-9501029	\$ 1,000.00
<b>Vendor V1087 - Joe Iaquinto Total:</b>				<b>\$ 1,000.00</b>
<b>Vendor: V1062 - Kaizen Info source</b>				
7702	04/23/2015	Consulting Services for Records Retention	100-1EX-5-G1-9501013	\$ 15,606.93
<b>Vendor V1062 - Kaizen Info source Total:</b>				<b>\$ 15,606.93</b>
<b>Vendor: V0806 - Kelly Alcuran</b>				
7726	04/23/2015	Tuition reimbursement	100-1EX-5-G1-9701916	\$ 1,200.00
<b>Vendor V0806 - Kelly Alcuran Total:</b>				<b>\$ 1,200.00</b>
<b>Vendor: V0250 - L.A. County Waterworks</b>				
7727	04/23/2015	Utilities-Water, 2/11/15-4/14/15	100-2FF-5-G1-9401024	\$ 540.24
7727	04/23/2015	Utilities-Water, 2/11/15-4/14/15	100-2FF-5-G1-9401024	\$ 272.69
7727	04/23/2015	Utilities-Water, 2/11/15-4/14/15	100-2FF-5-G1-9401024	\$ 374.47
<b>Vendor V0250 - L.A. County Waterworks Total:</b>				<b>\$ 1,187.40</b>
<b>Vendor: V0288 - LA County Sheriff Dept</b>				
7753	04/30/2015	Sheriff's Contract for Deputy Patrol	100-5CS-5-G1-9501034	\$ 10,039.99
<b>Vendor V0288 - LA County Sheriff Dept Total:</b>				<b>\$ 10,039.99</b>
<b>Vendor: V0105 - Lamar Companies</b>				
7672	04/09/2015	Billboard Advertising for Track-it	100-5CS-5-G1-9501003	\$ 525.00
7703	04/23/2015	Billboard Advertising for Track-it	100-5CS-5-G1-9501003	\$ 2,550.00
<b>Vendor V0105 - Lamar Companies Total:</b>				<b>\$ 3,075.00</b>



Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0889 - Len Engel</b>				
7754	04/30/2015	Travel Reimbursement- CARB Meeting	100-1EX-5-G1-9501019	\$ 345.54
<b>Vendor V0889 - Len Engel Total:</b>				<b>\$ 345.54</b>
<b>Vendor: V0529 - Mail America- Lancaster</b>				
7755	04/30/2015	CPOS Reimbursement- Jan-March 2015	100-3FS-5-G1-9501037	\$ 150.00
<b>Vendor V0529 - Mail America- Lancaster Total:</b>				<b>\$ 150.00</b>
<b>Vendor: V0292 - McMaster-Carr Supply Co.</b>				
7756	04/30/2015	V-Belts, packing fiber	100-2FF-5-G1-9401036	\$ 90.52
<b>Vendor V0292 - McMaster-Carr Supply Co. Total:</b>				<b>\$ 90.52</b>
<b>Vendor: V0439 - Molina Graphic Installations</b>				
7704	04/23/2015	install transporter wrap	100-5CS-5-G1-9501018	\$ 1,600.00
<b>Vendor V0439 - Molina Graphic Installations Total:</b>				<b>\$ 1,600.00</b>
<b>Vendor: V0626 - Moore &amp; Associates</b>				
7705	04/23/2015	Mobility Management Services Year 4	100-5CS-5-G1-9401035	\$ 4,286.44
<b>Vendor V0626 - Moore &amp; Associates Total:</b>				<b>\$ 4,286.44</b>
<b>Vendor: V0073 - Nelson Nygaard Cons Assoc</b>				
7706	04/23/2015	Fare Study	100-1EX-5-G1-9501013	\$ 1,037.40
<b>Vendor V0073 - Nelson Nygaard Cons Assoc Total:</b>				<b>\$ 1,037.40</b>
<b>Vendor: V0427 - OLS Service, Inc.</b>				
7707	04/23/2015	Repair 2 ea. Sefac bus lifts	100-2FF-5-G1-9401036	\$ 751.47
<b>Vendor V0427 - OLS Service, Inc. Total:</b>				<b>\$ 751.47</b>
<b>Vendor: V0987 - OPSEC Specialized Protection</b>				
7673	04/09/2015	Security Services for the Lobby	100-5CS-5-G1-9501034	\$ 4,919.00
<b>Vendor V0987 - OPSEC Specialized Protection Total:</b>				<b>\$ 4,919.00</b>
<b>Vendor: V0622 - Palmcaster Equipment Rentals</b>				
7728	04/23/2015	Propane gas	100-2FF-5-G1-9501029	\$ 17.50
7708	04/23/2015	generator rental	100-5CS-5-G1-9501029	\$ 158.00
<b>Vendor V0622 - Palmcaster Equipment Rentals Total:</b>				<b>\$ 175.50</b>
<b>Vendor: V0455 - Palmdale Trophy</b>				
7729	04/23/2015	Engraved Signs- New Board members	100-3FS-5-G1-9501009	\$ 52.32
7757	04/30/2015	Engraved signage	100-3FS-5-G1-9501009	\$ 26.16
7757	04/30/2015	Engraved Plaque	100-3FS-5-G1-9501009	\$ 52.87
<b>Vendor V0455 - Palmdale Trophy Total:</b>				<b>\$ 131.35</b>
<b>Vendor: V1093 - Patient point</b>				
7674	04/09/2015	Palmdale Regional Medical Center Advertising	100-5CS-5-G1-9501003	\$ 2,160.00
<b>Vendor V1093 - Patient point Total:</b>				<b>\$ 2,160.00</b>
<b>Vendor: V0628 - Patton Sales Corp</b>				
7730	04/23/2015	Two Alum flat Bar 12'	100-2FF-5-G1-9401036	\$ 67.23
7758	04/30/2015	Aluminum Rectangle tubing	100-2FF-5-G1-9401036	\$ 69.43
<b>Vendor V0628 - Patton Sales Corp Total:</b>				<b>\$ 136.66</b>
<b>Vendor: V0293 - Petty Cash</b>				
7731	04/23/2015	Customer taxi reimbursement due to down bus	100-1EX-5-G1-9501034	\$ 15.00
7731	04/23/2015	M. Perry- Prizes for Rodeo	100-2FF-5-G1-9501029	\$ 80.00
7731	04/23/2015	W. Jones- Prizes for Health Fair	100-5CS-5-G1-9501029	\$ 100.00
<b>Vendor V0293 - Petty Cash Total:</b>				<b>\$ 195.00</b>



Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0078 - Pinnacle Petroleum Inc</b>				
7675	04/09/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 17,308.90
7675	04/09/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 8,853.75
7675	04/09/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 9,392.67
7675	04/09/2015	Fuel, March 2015	100-2FF-5-G1-9201003	\$ 16,774.48
7675	04/09/2015	Fuel, March 2015	100-2FF-5-G1-9201003	\$ 16,816.61
7709	04/23/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 16,711.56
7709	04/23/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 16,835.42
7759	04/30/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 17,300.34
7759	04/30/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 17,840.78
7759	04/30/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 18,368.19
7709	04/23/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 16,876.63
7759	04/30/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 9,685.56
7759	04/30/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 10,173.14
7759	04/30/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 19,063.79
7759	04/30/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 19,081.39
7709	04/23/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 9,089.29
7709	04/23/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 9,478.99
7709	04/23/2015	Fuel, April 2015	100-2FF-5-G1-9201003	\$ 17,201.14
<b>Vendor V0078 - Pinnacle Petroleum Inc Total:</b>				<b>\$ 266,852.63</b>
<b>Vendor: V0755 - Pitney Bowes Inc</b>				
7760	04/30/2015	Term rental Jan-April 2015	100-3FS-5-G1-9501010	\$ 162.00
<b>Vendor V0755 - Pitney Bowes Inc Total:</b>				<b>\$ 162.00</b>
<b>Vendor: V1084 - Premier Events Party Rentals</b>				
7654	04/07/2015	Canopy Rental- Digital Sign Event	100-5CS-5-G1-9501029	\$ 1,000.00
7655	04/07/2015	Canopy Rental- Stand UP Event	100-5CS-5-G1-9501029	\$ 880.00
<b>Vendor V1084 - Premier Events Party Rentals Total:</b>				<b>\$ 1,880.00</b>
<b>Vendor: V1006 - Proactive Work Health</b>				
7676	04/09/2015	Pre Employment screening	100-3FS-5-G1-9501027	\$ 100.00
<b>Vendor V1006 - Proactive Work Health Total:</b>				<b>\$ 100.00</b>
<b>Vendor: V0701 - Signal Campus</b>				
7761	04/30/2015	AVC Kiosk Advertising	100-5CS-5-G1-9501003	\$ 3,750.00
<b>Vendor V0701 - Signal Campus Total:</b>				<b>\$ 3,750.00</b>
<b>Vendor: V0348 - SignWarehouse, Inc.</b>				
7710	04/23/2015	WHITE ECONO CLASSIC 36X24	100-5CS-5-G1-9501018	\$ 122.00
7710	04/23/2015	COR-PLAST 36 X 24 WHITE	100-5CS-5-G1-9501018	\$ 50.00
7762	04/30/2015	PJ/VJ ECO ULTRA INK MAGENTA (MSINK3A-MA220)	100-5CS-5-G1-9501018	\$ 67.00
7762	04/30/2015	3M CONTROLTAC V3 48" X 150 FT	100-5CS-5-G1-9501018	\$ 1,378.00
7762	04/30/2015	VJ-1204 MAINTENANCE KIT	100-5CS-5-G1-9501018	\$ 185.95
7762	04/30/2015	ENDURA PERF.TEAR LAY FLAT 24" X 100 YD (501536)	100-5CS-5-G1-9501018	\$ 61.00
7762	04/30/2015	COR-PLAST 24 X 18 WHITE	100-5CS-5-G1-9501018	\$ 37.50
7762	04/30/2015	ORAGUARD 290 54X150 GLOSS CAST LAMINATING PV	100-5CS-5-G1-9501018	\$ 1,050.00
<b>Vendor V0348 - SignWarehouse, Inc. Total:</b>				<b>\$ 2,951.45</b>
<b>Vendor: V0403 - Southern California Edison</b>				
7763	04/30/2015	Utilities- Electricity, 3/20/15-4/21/15	100-2FF-5-G1-9401021	\$ 5,471.18
<b>Vendor V0403 - Southern California Edison Total:</b>				<b>\$ 5,471.18</b>
<b>Vendor: V0493 - Standard Insurance Company</b>				
7677	04/09/2015	Vision Insurance (EE Portion), April 2015	100-000-2-B1-4011016	\$ 124.53
7677	04/09/2015	Vision Insurance (ER Portion), April 2015	100-1ZZ-5-G1-9701616	\$ 436.03
7677	04/09/2015	Dental Insurance (EE Portion), April 2015	100-000-2-B1-4011014	\$ 674.78
7677	04/09/2015	Dental Insurance (ER Portion), April 2015	100-1ZZ-5-G1-9701614	\$ 2,166.38
<b>Vendor V0493 - Standard Insurance Company Total:</b>				<b>\$ 3,401.72</b>
<b>Vendor: V0103 - TCW Systems, Inc.</b>				
7678	04/09/2015	Repeater Service	100-2FF-5-G1-9401036	\$ 500.00



Payment Number	Payment Date	Description (Item)	Account Number	Amount
7732	04/23/2015	Repeater Service	100-2FF-5-G1-9401036	\$ 500.00
<b>Vendor V0103 - TCW Systems, Inc. Total:</b>				<b>\$ 1,000.00</b>
<b>Vendor: V0982 - The Balloon Factory</b>				
7733	04/23/2015	Helium Tank fill	100-5CS-5-G1-9501029	\$ 81.78
<b>Vendor V0982 - The Balloon Factory Total:</b>				<b>\$ 81.78</b>
<b>Vendor: V0505 - The Customer Service Experts</b>				
7711	04/23/2015	CPOS Reimbursement	100-3FS-5-G1-9501037	\$ 50.00
<b>Vendor V0505 - The Customer Service Experts Total:</b>				<b>\$ 50.00</b>
<b>Vendor: V0791 - Time Warner Cable Ad Sales/LA</b>				
7679	04/09/2015	Track-it Television Run on TWC	100-5CS-5-G1-9501003	\$ 3,734.00
<b>Vendor V0791 - Time Warner Cable Ad Sales/LA Total:</b>				<b>\$ 3,734.00</b>
<b>Vendor: V0904 - Time Warner Cable Business Class</b>				
7764	04/30/2015	Internet Service, 4/13/15-5/12/15	100-2FF-5-G1-9501017	\$ 1,279.99
7764	04/30/2015	Cable Services, 4/11/15-5/10/15	100-2FF-5-G1-9501017	\$ 242.39
<b>Vendor V0904 - Time Warner Cable Business Class Total:</b>				<b>\$ 1,522.38</b>
<b>Vendor: V1008 - Tire Xpress Inc.</b>				
7765	04/30/2015	Trailer Tires	100-2FF-5-G1-9401036	\$ 164.00
<b>Vendor V1008 - Tire Xpress Inc. Total:</b>				<b>\$ 164.00</b>
<b>Vendor: V0252 - Transdev</b>				
7734	04/23/2015	Local & Commuter Liquidated Damages- Feb. 2015	100-2FF-5-G1-9001013	\$ (3,250.00)
7734	04/23/2015	Commuter Ops and Maintenance- Feb. 2015	100-2FF-5-G1-9001013	\$ 150,092.90
7734	04/23/2015	Local Ops and Maintenance-Feb. 2015	100-2FF-5-G1-9001013	\$ 844,849.21
7734	04/23/2015	Passthrough-Customer service Reps Feb. 2015	100-2FF-5-G1-9001009	\$ 4,018.95
7734	04/23/2015	Travel Training- Feb. 2015	100-5CS-5-G1-9401035	\$ 317.04
7734	04/23/2015	E-Bus Service- Feb. 2015	100-2FF-5-G1-9001016	\$ 19,941.75
7734	04/23/2015	786- Commuter Expansion service- Feb. 2015	600-1XX-5-J1-9909063	\$ 16,979.28
7734	04/23/2015	Commuter Recovery- Stand by	100-2FF-5-G1-9001013	\$ 2,041.74
7734	04/23/2015	Commuter Recovery Service, Feb. 2015	100-2FF-5-G1-9001013	\$ 6,138.02
7734	04/23/2015	Fair Grounds- Special service	100-2FF-5-G1-9001016	\$ 1,048.44
7766	04/30/2015	Local & Commuter Liquidated Damages-March 2015	100-2FF-5-G1-9001013	\$ (2,700.00)
7766	04/30/2015	Local Ops and Maintenance- March 2015	100-2FF-5-G1-9001013	\$ 925,537.85
7766	04/30/2015	Commuter Ops and Maintenance- March 2015	100-2FF-5-G1-9001013	\$ 166,370.27
7766	04/30/2015	Air Show- Special Service	100-2FF-5-G1-9001013	\$ 1,354.42
7766	04/30/2015	Travel Training- March 2015	100-5CS-5-G1-9401035	\$ 114.28
7766	04/30/2015	E- Bus Service- March 2015	100-2FF-5-G1-9001016	\$ 28,485.59
7766	04/30/2015	Commuter Expansion service- March 2015	600-1XX-5-J1-9909063	\$ 18,561.53
7766	04/30/2015	Commuter Recovery- March 2015	100-2FF-5-G1-9001013	\$ 8,121.36
7766	04/30/2015	Commuter Recovery - Standby- March 2015	100-2FF-5-G1-9001013	\$ 1,524.56
7766	04/30/2015	Passthrough-Customer service Reps, March 2015	100-2FF-5-G1-9001009	\$ 6,778.83
<b>Vendor V0252 - Transdev Total:</b>				<b>\$ 2,196,326.02</b>
<b>Vendor: V0451 - Tyler Technologies</b>				
7680	04/09/2015	Tyler Incode	100-2FF-5-G1-9401012	\$ 10,691.62
<b>Vendor V0451 - Tyler Technologies Total:</b>				<b>\$ 10,691.62</b>
<b>Vendor: V0189 - United Parcel Service</b>				
7735	04/23/2015	Delivery Service	100-3FS-5-G1-9501010	\$ 90.40
<b>Vendor V0189 - United Parcel Service Total:</b>				<b>\$ 90.40</b>



Payment Number	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0297 - United Rentals Northwest, Inc</b>				
7681	04/09/2015	grill rental for March 28	100-2FF-5-G1-9501029	\$ 148.69
<b>Vendor V0297 - United Rentals Northwest, Inc Total:</b>				<b>\$ 148.69</b>
<b>Vendor: V0353 - UNUM Life Insurance Co of Amer</b>				
7767	04/30/2015	Long Term Care (EE Portion), May 2015	100-000-2-B1-4011024	\$ 144.00
7767	04/30/2015	Long Term Care (ER Portion), May 2015	100-1ZZ-5-G1-9702618	\$ 414.47
<b>Vendor V0353 - UNUM Life Insurance Co of Amer Total:</b>				<b>\$ 558.47</b>
<b>Vendor: V0302 - US Bank</b>				
7682	04/09/2015	W. Williams-Reg.-APTA Bus & Paratransit Conf.	100-1EX-5-G1-9501019	\$ 875.00
7682	04/09/2015	M. Perry -Reg.-APTA Bus & Paratransit Conf.	100-1EX-5-G1-9501019	\$ 875.00
7682	04/09/2015	N. Pitkin-Lodging-APTA Marketing Conference	100-1EX-5-G1-9501019	\$ 936.32
7682	04/09/2015	Marriot- Credit	100-1EX-5-G1-9501019	\$ (370.98)
7682	04/09/2015	L. Engel-Reg.-APTA Bus & Paratransit Conf.	100-1EX-5-G1-9501019	\$ 875.00
7682	04/09/2015	APTA Housing Credit	100-1EX-5-G1-9501019	\$ (370.98)
7682	04/09/2015	C. Konisek-Airfare-GFOA Conference	100-1EX-5-G1-9501019	\$ 504.20
7682	04/09/2015	N. Hickling-Reg.-APTA Bus & Paratransit Conf.	100-1EX-5-G1-9501019	\$ 875.00
7682	04/09/2015	Virtual Server- Monthly Fee	100-1EX-5-G1-9501019	\$ 19.99
7682	04/09/2015	L. Block- Airfare- NTI Training	100-1EX-5-G1-9501019	\$ 631.20
7682	04/09/2015	N. Hickling- Airfare- Bus & Paratransit Conference	100-1EX-5-G1-9501019	\$ 238.00
7682	04/09/2015	N. Hickling- Lodging-APTA Legislative Conference	100-1EX-5-G1-9501019	\$ 1,483.92
7682	04/09/2015	W. Williams- Lodging- APTA Marketing Conference	100-1EX-5-G1-9501019	\$ 936.32
7682	04/09/2015	W. Williams- Lodging- APTA Legislative Conference	100-1EX-5-G1-9501019	\$ 1,483.92
7682	04/09/2015	J. Fry- Lodging-APTA Legislative Conference	100-1EX-5-G1-9501019	\$ 1,483.92
7682	04/09/2015	C. Foust- Rod Bearings (13)	100-2FF-5-G1-9401036	\$ 366.66
7682	04/09/2015	D. Cadena- DSL Service for TAP	100-2FF-5-G1-9501017	\$ 168.49
7682	04/09/2015	C. Foust- PA system Cords	100-2FF-5-G1-9501029	\$ 106.51
7682	04/09/2015	N. Pitkin- Food- Bus Rodeo	100-2FF-5-G1-9501029	\$ 327.50
7682	04/09/2015	K. Darr- Ad Wheel Award Framing	100-3FS-5-G1-9501009	\$ 463.35
7682	04/09/2015	Credit- (Frames)	100-3FS-5-G1-9501009	\$ (43.59)
7682	04/09/2015	K. Miller- Public outreach supplies	100-5CS-5-G1-9501029	\$ 40.87
7682	04/09/2015	L. Block- Procurement Software NGIP codes	600-1XX-5-J1-9909053	\$ 944.95
<b>Vendor V0302 - US Bank Total:</b>				<b>\$ 12,850.57</b>
<b>Vendor: V0187 - US Postal Service-Postmaster</b>				
7768	04/30/2015	BRM permit renewal # 25000	100-3FS-5-G1-9501010	\$ 220.00
<b>Vendor V0187 - US Postal Service-Postmaster Total:</b>				<b>\$ 220.00</b>
<b>Vendor: V1005 - Van Scoyoc</b>				
7712	04/23/2015	Van Scoyoc Retainer July 2015	100-1EX-5-G1-9501013	\$ 4,000.00
<b>Vendor V1005 - Van Scoyoc Total:</b>				<b>\$ 4,000.00</b>
<b>Vendor: V0194 - Verizon California</b>				
7769	04/30/2015	Phone Service, 4/13/15--5/12/15	100-2FF-5-G1-9501017	\$ 796.76
<b>Vendor V0194 - Verizon California Total:</b>				<b>\$ 796.76</b>
<b>Vendor: V0969 - Walsma Oil Company</b>				
7684	04/09/2015	Diesel Emission Fluid	100-2FF-5-G1-9401036	\$ 2,050.29
<b>Vendor V0969 - Walsma Oil Company Total:</b>				<b>\$ 2,050.29</b>
<b>Vendor: V0550 - Waste Management</b>				
7685	04/09/2015	Utilities, Waste- March 2015	100-2FF-5-G1-9401023	\$ 701.38
<b>Vendor V0550 - Waste Management Total:</b>				<b>\$ 701.38</b>
<b>Vendor: V0457 - Waxie Enterprises Inc.</b>				
7686	04/09/2015	premium tissue	100-2FF-5-G1-9401036	\$ 358.61
7686	04/09/2015	can liners	100-2FF-5-G1-9401036	\$ 236.49
7686	04/09/2015	roll towels	100-2FF-5-G1-9401036	\$ 415.55
7686	04/09/2015	bowl cleaner	100-2FF-5-G1-9401036	\$ 31.23
7686	04/09/2015	hand soap	100-2FF-5-G1-9401036	\$ 102.01
7686	04/09/2015	towel dispenser	100-2FF-5-G1-9401036	\$ 61.24



Antelope Valley Transit Authority

**Cash Disbursement Report**

By Vendor Name

Payment Dates 4/1/2015 - 4/30/2015

Payment Number	Payment Date	Description (Item)	Account Number	Amount
			<b>Vendor V0457 - Waxie Enterprises Inc. Total:</b>	<b>\$ 1,205.13</b>
<b>Vendor: V0780 - Wendy Williams</b>				
7736	04/23/2015	Reimbursement- APTA Marketing Workshop	100-1EX-5-G1-9501019	\$ 317.83
			<b>Vendor V0780 - Wendy Williams Total:</b>	<b>\$ 317.83</b>
<b>Vendor: V0112 - Western Exterminators</b>				
7713	04/23/2015	Extermination services March 2015	100-2FF-5-G1-9401005	\$ 92.50
			<b>Vendor V0112 - Western Exterminators Total:</b>	<b>\$ 92.50</b>
<b>Vendor: V0124 - Witts</b>				
7714	04/23/2015	Office Supplies	100-3FS-5-G1-9501009	\$ 288.12
7714	04/23/2015	Office Supplies	100-3FS-5-G1-9501009	\$ 209.22
			<b>Vendor V0124 - Witts Total:</b>	<b>\$ 497.34</b>
<b>Vendor: V0298 - Xerox Corporation</b>				
7687	04/09/2015	Copier Usage, 1/29/15--3/10/15	100-2FF-5-G1-9401005	\$ 251.29
7770	04/30/2015	Copier Usage, 3/11/15-4/14/15	100-2FF-5-G1-9401005	\$ 177.51
			<b>Vendor V0298 - Xerox Corporation Total:</b>	<b>\$ 428.80</b>
<b>Grand Total:</b>				<b>\$ 3,025,790.09</b>





## STATEMENT OF NET POSITION

	As of March 31, 2015	As of March 31, 2014
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 21,588,467	\$ 24,436,430
Due from other governments	4,429,745	1,514,062
Other receivables	137,639	184,732
Inventory	237,783	271,215
Prepaid items	86,200	90,796
Total Current Assets	<u>26,479,834</u>	<u>26,497,235</u>
<b>NONCURRENT ASSETS</b>		
Capital assets, net of depreciation	<u>49,270,164</u>	<u>49,485,379</u>
Total Assets	<u>75,749,998</u>	<u>75,982,614</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	2,298,298	3,226,596
Due to Federal Transit Administration	-	-
Accrued payroll	(3,598)	(2,719)
Compensated absences	322,034	264,691
Deferred Revenue - Prop 1B	1,633,043	3,062,993
Total Current Liabilities	<u>4,249,778</u>	<u>6,551,560</u>
<b>Deferred inflows of resources</b>		
Unearned Revenue	-	-
Total Liabilities	<u>4,249,778</u>	<u>6,551,560</u>
<b>NET POSITION</b>		
Invested in Capital Assets	49,270,164	49,485,379
Restricted for Capital Acquisition	4,918,987	4,445,347
Unrestricted	17,311,070	15,500,328
Total Net Assets	<u>\$ 71,500,220</u>	<u>\$ 69,431,055</u>





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

	For the 9 Months ending March 31, 2015	For the 9 Months ending March 31, 2014
<b>OPERATING REVENUES</b>		
Charges for services:		
Passenger fares	\$ 3,609,320	\$ 3,673,892
Total operating revenues	<u>3,609,320</u>	<u>3,673,892</u>
<b>OPERATING EXPENSES</b>		
Purchased transportation services:		
Outside transit contract	10,299,503	9,522,902
Fuel	1,716,209	2,088,944
Other operating costs	496,815	1,521,308
General and administrative	3,291,431	2,633,122
Total operating expenses, net of depreciation	<u>15,803,957</u>	<u>15,766,276</u>
Operating gain/(loss), net of depreciation	(12,194,637)	(12,092,384)
Depreciation	3,998,188	3,854,731
Total operating expenses	<u>19,802,145</u>	<u>19,621,007</u>
Operating gain/(loss)	<u>(16,192,825)</u>	<u>(15,947,115)</u>
<b>NONOPERATING REVENUES/(EXPENSES)</b>		
Interest Income	14,028	8,541
Local grants - MTA	6,251,980	6,281,062
Proposition 1B	979,217	-
Federal non-capital grants	4,705,114	5,832,496
Member agency contributions	2,468,928	2,634,172
Grantable expenses	(295,331)	(239,216)
Gain/(Loss) on sale of capital assets	-	7,110
Other	360,168	223,291
Total nonoperating revenues and expenses	<u>14,484,103</u>	<u>14,747,456</u>
Gain/(Loss) before capital contributions	<u>(1,708,722)</u>	<u>(1,199,659)</u>
<b>CAPITAL CONTRIBUTIONS</b>		
Capital grants	2,082,789	3,445,661
Member agency contributions	345,674	345,672
Total capital contributions	<u>2,428,463</u>	<u>3,791,333</u>
<b>NET CHANGE IN NET ASSETS</b>	719,740	2,591,674
<b>NET ASSETS, BEGINNING OF PERIOD</b>	<u>70,780,480</u>	<u>66,839,380</u>
<b>NET ASSETS, END OF PERIOD</b>	<u>\$ 71,500,220</u>	<u>\$ 69,431,055</u>

**STATEMENT OF CASH FLOWS**

	For the 9 Months ending March 31, 2015	For the 9 Months ending March 31, 2014
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from customers	3,609,320	3,673,892
Non-operating miscellaneous revenue received	360,168	223,291
Cash payments to suppliers for goods and services	(13,821,902)	(13,932,102)
Cash payments to employees for services	(2,609,946)	(76,874)
Net cash used in operating activities	<u>(12,462,360)</u>	<u>(10,111,793)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Operating grants received	8,555,191	12,739,286
Contributions received from member agencies	2,468,928	2,634,172
Net cash provided by non-capital financing activities	<u>11,024,118</u>	<u>15,373,458</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Acquisition of capital assets	(4,486,882)	(2,627,620)
Proceeds received from sale of capital assets	-	7,110
Capital grants received	2,173,756	4,348,136
Capital expenses	(295,331)	(239,216)
Capital contributions received from member agencies	345,674	345,672
Net cash used in capital and related financing activities	<u>(2,262,784)</u>	<u>1,834,083</u>
<b>CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:</b>		
Interest received	14,028	8,541
Net cash provided by investing activities:	<u>14,028</u>	<u>8,541</u>
Net increase/(decrease) in cash and cash equivalents	(3,686,997)	7,104,289
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>25,275,465</u>	<u>17,332,141</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>21,588,467</u></u>	<u><u>24,436,430</u></u>

**STATEMENT OF CASH FLOWS**

	For the 9 Months ending March 31, 2015	For the 9 Months ending March 31, 2014
<b>Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):</b>		
Operating Loss	(12,194,637)	(15,947,115)
<b>Adjustments to Net Cash used in Operating Activities</b>		
Depreciation	-	3,854,731
Miscellaneous income	360,168	223,291
(Increase) decrease in other receivables	105,409	67,443
(Increase) decrease in inventory	-	48,737
(Increase) decrease in prepaid items	252,807	(81,182)
Increase (decrease) in accounts payable	(201,101)	1,549,321
Increase (decrease) in due to Federal Transit Administration	-	(4,371)
Increase (decrease) in accrued payroll	(85,009)	(76,924)
Increase (decrease) in compensated absences payable	-	49
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	(699,997)	254,225
Net Cash used in operating activities	<u>(12,462,360)</u>	<u>(10,111,793)</u>

**Notes**

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

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**BUDGET VERSUS ACTUAL INCOME STATEMENT**  
**MARCH 2015, YEAR TO DATE**

REVENUE	MIDDLE YEAR BUDGET - YTD	MARCH ACTUAL	YTD ACTUAL	YTD VARIANCE
Fare Revenue	\$ 3,639,839	\$ 405,416	\$ 3,609,320	(\$30,519)
MTA Funds	6,088,220	694,664	6,251,980	163,759
FTA Funds	4,855,859	627,149	4,705,114	(150,745)
Jurisdictional Contributions	2,467,941	268,580	2,468,928	987
Proposition 1B	0	726,577	979,217	979,217
Other (SCE Rebates, Adv.)	319,977	54,289	374,196	54,220
<b>TOTAL REVENUE</b>	<b>17,371,835</b>	<b>2,776,675</b>	<b>18,388,754</b>	<b>1,016,919</b>
<b>EXPENDITURES</b>				
Contract Services	10,374,761	1,227,654	10,229,795	144,967
Fuel	2,183,747	124,756	1,716,209	467,538
Other Operating	874,255	48,207	437,157	437,098
Salaries and Wages	1,920,766	194,989	1,806,873	113,893
Benefits	759,861	79,524	713,264	46,597
Legal	89,964	1,073	50,466	39,498
Consulting	183,351	29,747	147,576	35,776
Travel	70,218	11,570	57,836	12,382
IT Maintenance/Licenses	99,988	12,340	82,596	17,393
Utilities	153,019	15,360	129,359	23,660
Administration	467,261	46,941	432,827	34,434
<b>TOTAL EXPENDITURES</b>	<b>17,177,192</b>	<b>1,792,161</b>	<b>15,803,957</b>	<b>1,373,235</b>
<b>INCOME(LOSS)</b>	<b>194,644</b>	<b>984,513</b>	<b>2,584,797</b>	<b>2,390,154</b>

\*DEPRECIATION EXPENSE IS EXCLUDED IN THE REPORT



**DATE:** May 26, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY15 Third Quarter Capital Reserves Report (January 1-March 31, 2015)

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#### **RECOMMENDATION**

That the Board of Directors receive and file the attached FY15 Third Quarter Capital Reserves Report for the period covering January 1 through March 31, 2015.

#### **FISCAL IMPACT**

Total Capital Reserve contributions for FY15 were budgeted at \$460,896; all contributions have been received up to date.

#### **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 \$5,260,044.69 held in accounts with the Local Agency Investment Fund (LAIF) and Bank of America. The total contributed fund balance is \$5,159,461 plus \$100,582 in interest earned. All scheduled quarterly contribution payments have been received through the third quarter ending March 31, 2015.

During the five-year reporting period to date, the AVTA purchased 15 hybrid transit buses, 2 electric transit buses and 9 commuter coaches. The hybrid transit buses and 6 of the commuter coaches were delivered by September 30, 2012, the electric buses were received in September 2014, and the 3 remaining commuter coaches were received in

December 2014. There were no reserve requirements for the 2 electric buses, as they were purchased with local funds provided by Supervisor Michael Antonovich. The match funds required for these buses totaling \$1,911,491 were supplanted in total by FTA 5307 Formula Fund and 5316 JARC Fund Toll Credits - \$574,714, Antelope Valley Air Quality Management District - \$225,110; and Prop 1B PTMISEA - \$1,111,667.

Delivery for the three local transit buses originally scheduled for FY14 is expected by June 2015, and will be purchased using toll credits for the local match portion. The two expansion commuter coaches (funded by JARC) are also expected by June or July, 2015.

AVTA's FY16 proposed 5-Year Capital Improvement Plan assumes the purchase of an additional 15 local transit and 13 commuter buses (28 total) from FY16 to FY20. Due to reduced federal funding under MAP-21 and the increasing prices of buses, capital reserve funds will be required as local match on these units, and are included in the 5-Year Plan.

Please see the attached Capital Reserve Summary covering activity through March 31, 2015 and the Combined Jurisdiction Reconciliation Report for additional information.

Prepared by:

Submitted by:

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Colby Konisek  
Director of Finance

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Len Engel  
Director of Operations & Maintenance

Attachment: A – Capital Reserve Summary Report through March 31, 2015  
and Combined Jurisdiction Reconciliation Report



For the Quarter Ended:

March 31, 2015

Contributor	Accumulated Balance at 6/30/08	FY 2012	FY 2013	FY 2014	FY 2015 Activity			RECONCILIATION
					FY 2015 BUDGETED	FY 2015 CASH RECEIVED	BALANCE REMAINING FOR FY 2015	Capital Reserve Account Balance
Lancaster	1,003,723.00	183,500.00	0.00	183,500.00	191,871.00	143,903.25	47,967.75	2,065,126.25
Palmdale	1,003,723.00	162,896.00	0.00	162,896.00	174,587.40	130,940.55	43,646.85	1,949,143.55
LA County	501,862.00	114,500.00	0.00	114,500.00	94,437.59	70,830.00	23,607.59	1,145,192.00
<b>TOTAL</b>	<b>\$2,509,308.00</b>	<b>\$460,896.00</b>	<b>\$0.00</b>	<b>\$460,896.00</b>	<b>\$460,895.99</b>	<b>\$345,673.80</b>	<b>\$115,222.19</b>	<b>5,159,461.80</b>
<b>Interest to Date</b>								<b>100,582.89</b>
								<b>\$5,260,044.69</b>

\* Jurisdictional share % per FY2015 formula.

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

Updated through: **March 31, 2015**

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS			
	Date	Check #	Payment	Operating Support	Capital Reserve	Date	Check #	Payment	Operating Support	Capital Reserve	Date	Check #	Payment	Operating Support	Capital Reserve	Cash	Operating Support	Capital Reserve (Accumulated)	
<b>FY 2015</b>	<i>Note change in Jurisdictional %'s for FY15...</i>																		
Annual Due			(1,461,180.13)	(1,269,309.13)	(191,871.00)			(1,392,290.76)	(1,217,703.36)	(174,587.40)			(753,116.10)	(658,678.51)	(94,437.59)	(3,606,587.00)	(3,145,691.00)	(460,896.00)	
First Quarter Payments	7/30/2014	007367433	372,065.25	326,190.25	45,875.00	8/21/2014	00234788	362,674.50	321,950.50	40,724.00	9/17/2014	0020770158	188,280.00	164,670.00	23,610.00	923,019.75	812,810.75	110,209.00	
Interest					1,255.86					1,142.74					618.13			3,016.73	
Second Quarter Payments	11/4/2014	007369266	358,524.81	308,464.31	50,060.50	11/12/2014	00235853	333,470.89	286,901.19	46,569.70	12/16/2014	0021207628	188,280.00	164,670.00	23,610.00	880,275.70	760,035.50	120,240.20	
Interest					1,321.48					1,202.44					650.42			3,174.34	
Third Quarter Payments	2/6/2015	007371091	365,295.03	317,327.28	47,967.75	2/9/2015	00237016	348,072.69	304,425.84	43,646.85	3/5/2015	0021584523	188,280.00	164,670.00	23,610.00	901,647.72	786,423.12	115,224.60	
Interest					1,417.34					1,256.28					547.61			3,221.23	
Fourth Quarter Payments			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	
Interest					0.00					0.00					0.00			0.00	
<b>Contributions for FY2015</b>			<b>1,095,885.09</b>	<b>951,981.84</b>	<b>143,903.25</b>			<b>1,044,218.08</b>	<b>913,277.53</b>	<b>130,940.55</b>			<b>564,840.00</b>	<b>494,010.00</b>	<b>70,830.00</b>	<b>2,704,943.17</b>	<b>2,359,269.37</b>	<b>345,673.80</b>	
Interest for FY2015					3,994.68					3,601.46					1,816.16			9,412.30	
Amount expected to receive for FY 15			(365,295.04)	(317,327.29)	(47,967.75)			(348,072.68)	(304,425.83)	(43,646.85)			(188,276.10)	(164,668.51)	(23,607.59)	(901,643.83)	(786,421.63)	(115,222.20)	
<b>Net Assets</b>																			
Capital Reserve Balance to Date					2,065,126.25					1,949,143.55					1,145,192.00			5,159,461.80	
Interest to Date					44,109.74					39,157.99					17,315.16			100,582.89	
<b>Total Balances as of 03/31/2015</b>					<b>2,109,235.99</b>					<b>1,988,301.54</b>					<b>1,162,507.16</b>			<b>5,260,044.69</b>	

\* Receipts for the Lancaster UAV/AVC Service and the Palmdale Bus Stop Maintenance Contract are not included in this report.





**DATE:** May 26, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Grant Status Report (February 19, 2015-May 6, 2015)

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#### **RECOMMENDATION**

That the Board of Directors receive and file the attached Grant Status Report for the period covering February 19, 2015 through May 6, 2015.

#### **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 Grant Status Report reflects all grant applications submitted on behalf of the AVTA, and all grants awarded to the AVTA for the period covering February 19, 2015 through May 6, 2015.

Submission of our Federal Transit Administration (FTA) 5307 grant application has been submitted via the FTA website and is in review status by the Los Angeles FTA regional office. Once their review is complete, the application will be forwarded to the Department of Labor (DOL) for concurrence. AVTA is not expecting any DOL delays due to PEPRAs issues. The conversion of the new FTA website from Transportation Electronic Award Management (TEAM) to Transit Award Management System (TrAMS), which was anticipated to be completed by the end of March, has now been delayed indefinitely.

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

Prepared by:

Submitted by:

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Judy Fry  
Grants Administrator

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Len Engel  
Director of Operations and Maintenance

Attachment: A – Grant Status Report

## GRANT STATUS REPORT (FEBRUARY 19–MAY 6, 2015)

## Discretionary Opportunities

Grant Program	Project	Amount Applied For	Date Submitted	Status	Amount Awarded	Next Round of Funding
Low or No Emission Vehicle Deployment Program (LoNo)	Incremental cost of 12 zero emission buses	\$6,136,000	March 3, 2014	No funds awarded to AVTA	\$0	Not announced
Transportation Investment Generating Economic Recovery (TIGER)	25 Electric Buses + necessary infrastructure improvements and chargers	\$20,363,906	April 28, 2014	No funds awarded to AVTA	\$0	Not announced
FY14 New Ladders of Opportunity Initiative	Transit Center at Antelope Valley College	\$250,000	August 4, 2014	No funds awarded to AVTA	\$0	Not announced
California Energy Commission	3 Articulated Electric BYD Buses	\$3,000,000	Submitted February 2015	No funds awarded to AVTA	Pending	Not announced
Call for Projects - LACMTA	Electric Bus Infrastructure Improvements	\$1,893,392	Submitted January 29, 2015	Awaiting Award Notifications	Pending	Applications due 2017 for funding in 2023/24
Call for Projects - LACMTA	Electric Bus Replacements	\$18,333,000	Submitted January 29, 2015	Awaiting Award Notifications	Pending	Applications due 2017 for funding in 2023/24
Transit and Intercity Rail Program – Cap & Trade	Regional Transit Interconnectivity + Environmental Sustainability	\$32,561,750	Submitted April 10, 2015	Awaiting Award Notifications	Pending	Not announced

Grant Program	Project	Amount Applied For	Date Submitted	Status	Amount Awarded	Next Round of Funding
Transportation Investment Generating Economic Recovery (TIGER -7)	Regional Transit Interconnectivity + Environmental Sustainability		N/A	<i>Submission pending</i>	<b>Pending</b>	<b>Not announced</b>
	<b>TOTAL DISCRETIONARY OPPORTUNITIES PENDING:</b>	\$55,788,142		<b>TOTAL GRANT AWARDS:</b>	\$0	

### Annual Formula Allocations

Grant Program	Project	Amount Pending	Date Submitted	Status	Amount Awarded
FFY14 FTA Annual 5307 Allocation – FTA	Capital Improvement Program	\$8,393,600	Currently under review by FTA	Awaiting TIP amendment approval, will then submit to Dept. of Labor for certification	<b>Pending</b>
FFY15 FTA Annual 5307 Allocation – FTA	Capital Improvement Program	\$9,054,401	Pending submission to FTA	Only 8/12 allocation released. Will submit grant application July 2015	<b>Pending</b>
FFY15 FTA Annual 5337 Allocation – FTA	State of Good Repair – High Intensity Motorbus	\$326,220	Pending submission to FTA	Only 8/12 allocation released. Will submit grant application July 2015	<b>Pending</b>
FFY13 FTA Annual 5339 Allocation – apportioned through SCAG	Bus and Bus Facilities	\$479,681	Submitted May 15, 2014	Pending DOL certification	<b>Pending</b>
FFY14 FTA Annual 5339 Allocation – apportioned through SCAG	Bus and Bus Facilities	\$566,453	Submitted May 15, 2014	Pending DOL certification	<b>Pending</b>

Grant Program	Project	Amount Pending	Date Submitted	Status	Amount Awarded
FFY15 FTA Annual 5339 Allocation – apportioned through SCAG	Bus and Bus Facilities	\$664,003	Pending submission to SCAG	Only 8/12 allocation released. Will submit grant application once SCAG announces open submission period.	<b>Pending</b>
Low Carbon Transit Operations Program (LCTOP) – Cap & Trade	Electric Bus Infrastructure Improvements	\$40,687	February 2, 2015	Awaiting Award Notifications – anticipated June/July 2015	<b>Pending</b>
	<b>TOTAL ANNUAL FORMULA ALLOCATIONS PENDING:</b>	<b>\$19,525,045</b>		<b>TOTAL GRANT AWARDS:</b>	<b>\$0</b>



**DATE:** May 26, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Records and Information Management Program Revisions

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## **RECOMMENDATION**

That the Board of Directors approve the Records and Information Management Program Revisions as described herein.

## **FISCAL IMPACT**

There is no fiscal impact associated with this request.

## **BACKGROUND**

AVTA's Records & Information Management Program (RIM) was first approved by the Board of Directors on April 26, 2004, and later revised on June 26, 2012.

Since that time, AVTA's requirements for the recording and filing of historical documents have become more complex, labor intensive and time consuming. AVTA's management determined that a centralized electronic document management system should be implemented. AVTA has subsequently purchased a document management system that will provide the means to move from a hard copy filing system to a paperless format. This will increase AVTA's ability to comply with its records retention requirements more effectively and efficiently.

The movement to a paperless system necessitated revisions to the previous RIM program. It was determined that the RIM Program's policies and schedules should be streamlined and combined into one policy that will include all records retention information in a less complex structure.

The attached revised Records and Information Management Program documents and polices have been updated in accordance with the new legal and regulatory requirements. Staff will schedule destruction of documents based upon the Authority's revised Record Retention Schedule on an annual basis.

Any requests for exemption from this Program will be submitted to the Executive Director and AVTA's General Counsel for consideration. Exemptions will be granted only in accordance with the rules, regulations and objectives of the Authority's Records and Information Management Program.

Staff is asking that the Board approve the revisions to the Authority's Records and Information Management Program. It is further requested that the Board of Directors authorize the Executive Director to make any necessary changes to the Authority's Functional Filing System and Records Retention Schedule as required by governing bodies that have jurisdiction.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Len Engel  
Director of Operations and Maintenance

Attachments: A – Records and Information Management Program Policy - draft  
B – Records and Information Management Program Policy Map - draft  
C – Functional Filing System and Records Retention Schedule - draft

# Antelope Valley Transit Authority

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Policy Title	Version / Date
<b>Records and Information Management Policy</b>	<i>Version 3 / May 26, 2015</i>
Approvals	Date
<b>Executive Director</b>	
<b>[reference number, if used]</b>	

## 1. Purpose

The Purpose of this Policy is to define the requirements for managing the records and information assets of the Antelope Valley Transit Authority (“AVTA”) in compliance with the applicable laws, regulations, and business operational requirements.

## 2. Scope

This Policy applies to employees, temporary workers and contractors of AVTA who act on behalf of AVTA and who have access to, or use of, AVTA records and information assets to the extent they are involved in the creation, maintenance or storage of AVTA’s records and information.

### ***Definition of Information***

This Policy governs all types of AVTA records and information created, received or distributed by AVTA in the course of its business, including, but not limited to:

- a) Paper documents, forms, reports, manuals, maps, drawings, correspondence and files;
- b) Computer-received and generated records and information in structured or unstructured format, electronic communication, and metadata;
- c) Records and information in other formats such as microfilm, videos, photographs, etc., regardless of the location or device upon which the information is stored.

## 3. Policy Statement

### 3.1. Ownership

Records and information created, received or distributed in the course or conduct of AVTA’s business is the exclusive property of AVTA. Therefore, records and information are subject to compliance with this Policy, the associated Retention Schedule and any other AVTA governance requirements.

### 3.2. Authenticity

AVTA is committed to creating and maintaining complete, accurate, and trustworthy records and information that documents its business activities. Deliberately creating false or misleading records or information regarding AVTA’s activities is strictly prohibited.

# Antelope Valley Transit Authority

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Records and information are potentially discoverable in litigation, regardless of storage medium and regardless of physical location. Records and information should not contain language that is misleading, incomplete, inaccurate, fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, abusive, libelous, defamatory, or that violates any laws or regulations.

### 3.3. Classification

Records and information will be created, stored and managed with the appropriate classification that enables their protection as well as necessary access for future use.

### 3.4. Records Management Technician

Position assists staff, coordinates and maintains the Authority's records management program and including imaging, filing, records systems, and document retention, storage, and retrieval systems; performs a variety of administrative duties in support of the assigned department; and performs related work as required.

### 3.5. Functional Filing and Retention

Records and information is to be retained in accordance with the Functional Filing and Retention Schedule. When records or information completes its retention period, regardless of the format, it shall be deleted or disposed of in compliance with AVTA procedures.

The Records Management Technician shall annually review all records held by AVTA. Those records designated for destruction shall be validated for accuracy and upon positive confirmation all files indicated for destruction shall be purged from the system, in accordance with this policy.

### 3.6. Storage

Records and information no longer considered active may be transferred to designated offsite storage facilities to fulfill retention requirements. Records and Information transferred to offsite storage are to be indexed for future access.

AVTA information should not be stored in unauthorized locations or on any personally owned devices.

### 3.7. Availability

Records and information must be available for future business, litigation, and investigations as necessary, regardless of storage location.

Records and information that is deemed "public" is to be made available for the public to obtain in accordance with laws and regulations.



# Antelope Valley Transit Authority

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## 3.8. Exiting Employees and Contractors

When an employee or a contractor leaves AVTA, the supervisor, manager or director is responsible for complying with the requirements of this Policy and any supporting procedures for retaining and managing the records and information of the exiting employee or contractor.

## 3.9. Suspending Retention Requirements

Records and information relevant to litigation, an investigation, or an audit and subject to a Legal Hold are to be retained and preserved until further notice from AVTA's General Counsel, or designated outside counsel, regardless of the retention period set forth in the Retention Schedule.

Records and information subject to a Legal Hold that is no longer required for active business purposes may be transferred to offsite storage facilities for preservation in coordination with AVTA's General Counsel, or designated outside counsel.

## 3.10. Vital Information

Records and information designated as "vital" are to be protected in a manner that establishes the priority of recovery of the data in a timely manner following a disaster or system disruption.

## 3.11. Recovery Backups

Disaster recovery backups are exact copies of an operating system, associated application and data created for the sole purpose of recovering data in the event of a disaster and are not subject to the requirements of the Retention Schedule because they are duplicate documents. Backups serve as a level of protection for electronic systems and the data that is stored on those systems.

## 3.12. Historical Records

Historical Records, as defined on the Retention Schedule, are valuable in documenting AVTA's history and providing information for researchers. Historical Records are to be preserved so as to assure their ongoing availability and access.

## 4. **Policy Review**

This Policy and the Retention Schedule may be amended or modified from time to time, as necessary, to account for changes in legal, regulatory or operational requirements for information management.

# Antelope Valley Transit Authority

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## 5. Compliance

Violations of this Policy may result in disciplinary action up to and including termination of employment. If you have questions regarding this Policy, please contact your supervisor or the Records Management Technician.

## 6. References

Functional Filing and Retention Schedule

DRAFT

## AVTA RECORDS AND INFORMATION MANAGEMENT POLICY MAP

### POLICY MAP TO PROCEDURES & SUPPORTING DOCUMENTATION

Each item number on the left refers to a section in the draft Records and Information Management (RIM) Policy. In the column titled “Required Subordinate Document Name” are listed the procedures, standards, guidelines, or other reference documents that will be needed to fully implement that particular Policy requirement.

Item	RIM Policy Section	Required Subordinate Document Name	Purpose
1.	Purpose	<input type="checkbox"/> Glossary of Terms	Explanation of all the terms within the policy and any subordinate documents.
2.	Scope	<input type="checkbox"/> Convenience Information	Defines what not a Record to exclude from policy requirements.
3.	3.1 Ownership	<input type="checkbox"/> Personally Owned Device Procedure	Directs staff on the proper management of records and information on personally owned devices (e.g., smart phones, tablets, personal laptops).
4.	3.2 Authenticity	<input type="checkbox"/> Document Filing Guidelines <input type="checkbox"/> Electronic Records Systems Standard <input type="checkbox"/> Electronic Communication Standard <input type="checkbox"/> Social Media Standard	Directs staff on the proper management of information including electronic communication.
5.	3.3 Classification	<input type="checkbox"/> Functional Filing System	Clearly defines how information is to be classified and labeled for future access.
6.	3.4 Records Management Technician	<input type="checkbox"/> Staff Position	Clearly defines how this position performs their function.
7.	3.5 Retention	<input type="checkbox"/> Records Retention Schedule <input type="checkbox"/> Change Management Procedures ( <i>for retention schedule</i> ) <input type="checkbox"/> Change Management Form ( <i>for retention schedule</i> ) <input type="checkbox"/> Communication Plan / RIM Event Plans <input type="checkbox"/> Proper Disposition Standard <input type="checkbox"/> Disposition Procedures <input type="checkbox"/> Certification Form ( <i>for third parties to sign if desired</i> ) <input type="checkbox"/> System / Application Decommissioning Standard	Defines the retention requirements for records and information and the proper procedures for securing and saving information based on the requirements.

## AVTA RECORDS AND INFORMATION MANAGEMENT POLICY MAP

Item	RIM Policy Section	Required Subordinate Document Name	Purpose
8.	3.6 Storage	<input type="checkbox"/> Records Storage Transfer Procedures <input type="checkbox"/> Stored Records Access Procedures <input type="checkbox"/> Hard Copy Records Onsite Filing Guidelines <input type="checkbox"/> Offsite Storage Standard <input type="checkbox"/> Offsite Storage Vendor Auditing Procedure <input type="checkbox"/> Data Migration Standard	Defines the steps for adequately storing, labeling and then retrieving inactive records and information.
9.	3.7 Availability	<input type="checkbox"/> Functional Filing System and Inventory/Indexes	Provides a method of filing documents so they can be accessed.
10.	3.8 Exiting Employees and Contractors	<input type="checkbox"/> Exiting Employee Procedure	Defines the steps for properly addressing the records and information assigned to employees who are leaving the Organization's employment.
11.	3.9 Suspending Retention Requirements	<input type="checkbox"/> Preservation Guidelines <input type="checkbox"/> Legal Hold Procedures <input type="checkbox"/> Legal Hold Release Procedures <input type="checkbox"/> Legal Hold Notices <input type="checkbox"/> Legal Hold Release Notices	Prevents unauthorized or accidental deletion or disposal of information that is subject to a Legal Hold. These documents provide adequate direction to staff on what is expected of them.
12.	3.10. Vital Information	<input type="checkbox"/> Vital Records Protection Standard <input type="checkbox"/> Vital Records Access Procedures ( <i>after a disaster</i> )	Directs staff clearly on how to protect and recall vital records prior to and directly after a disruption in business.
13.	3.11. Recovery Backups	<input type="checkbox"/> Disaster Recovery / Business Continuity Plans <input type="checkbox"/> DR / BC Plan Testing Protocols	Protects the organization from the inadvertent loss of information due to unforeseen loss or disruption.
14.	3.12 Historical Records	<input type="checkbox"/> Historical Records Standard <input type="checkbox"/> Preserving Historical Records Procedure	Defines the criteria for declaring a record as Historic, and directs staff in the proper protection of historical records.

## AVTA RECORDS AND INFORMATION MANAGEMENT POLICY MAP

Item	RIM Policy Section	Required Subordinate Document Name	Purpose
15.	All Sections	<input type="checkbox"/> Toolkit for Records Management Technician / Coordinators / Liaisons / staff to use handbooks, forms, posters, RRS Calculator, Talking Points, etc.	Enables Records Management Technician / Coordinators / Liaisons to more effectively support AVTA's Global RIM Program.
16	All Sections	<input type="checkbox"/> Training Standard <input type="checkbox"/> Training Slides / Course Materials <input type="checkbox"/> RIM Program Communication Plan <input type="checkbox"/> Frequently Asked Questions (FAQs) <input type="checkbox"/> New Hire Orientation Training <input type="checkbox"/> Records of Exiting Employee Procedures	Informs staff of rules and requirements along with clearly defining the expectations of employees.



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From	
001	All Departments	Audits	Records and information related to preparation and follow up on auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Audit Files, Plans Audit Schedules Audit Workpapers Comprehensive Annual Financial Report (CAFR) Working Files Confirmation Letters FTA (Triennial Review, Financial Management Oversight Review, Procurement System Review, American Recovery & Reinvestment Act Procurement Review, Civil Rights Review, Drug & Alcohol Reviews, Quarterly Grant Reports, ITS Reviews) General Purpose Financial Audits, Single Audits Improvement Plans Investigations, Workpapers Management Responses Observations Recommendations Remediation Plans / Results Responses Working Papers	AU+7Y	CA - GOV 34090 - (2Y) US - 49 CFR 655.71 - (5Y)	* Closure of audit  Exception: If grant specifies a longer retention period, retain per the grant's requirements.	F015(AU+7Y), F016(AU+7Y), F043 (7Y)	
002	All Departments	Authorizations - Executive Director	Authorizations for staff members to act on behalf of the Executive Director in the Executive Director's absence. Authorizations for staff members to sign for grants, CalEMA, DBE, Echo-Web, Certifications and Assurances, etc.  NOTE: This does not include grants or grant related activities.	Authorization Forms (from various Government entities, etc.) Resolutions (granting individuals authority to sign specific items)	7Y	CA - GOV 34090 - (2Y)		L028(7Y)	
003	All Departments	Chronological and Non-Specific Correspondence	Correspondence, memos, notes, emails that do not require acknowledgment or follow-up, pertain to non-essential subjects, or are not subject to another category.	Casual Correspondence Chronological Files Employee Communication Letters (announcements, new programs, notices) Form Letters Mailing List Change Memos Notes of Appreciation Personal Files Plans for Meetings Reader Files	AC+2Y	CA - GOV 34090 - (2Y)		A001(3Y), A005(2Y), L012(3Y), L013(3Y)	
004	All Departments	Department Administration	General internal administrative records of AVTA departments, including: - Documentation of department activities - Information captured on a log or a list	Committees Computing Equipment (inventories, manuals, software, licenses, warranties, service records) Department Administrative Documents (calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, monthly reports, phone messages, plans) General Reporting Internal Committees / Employee Committees Inactive Records Storage Information Indexes Lists (department contacts, telephone directories, mailing) Logs Office Files, Office Manager Files Records Master Index Safety Meetings Workpapers, Working Files	AC+2Y	CA - 8 CCR 3203 - (CY+1Y) CA - GOV 34090 - (2Y)		A006(2Y), A007(2Y), A009(3Y), A011(S+2Y), R010(7Y)	
005	All Departments	Historical Documents, Events, Memorabilia, Collections, Artifacts	Records and information documenting the history and significant milestones of AVTA.	Executive, AVTA Official Communications, Speeches, Videos Historical Events, Artifacts, Architecture Artwork, Picture, Video Collections Significant News Clippings, Releases	PR	CA - GOV 34090 - (2Y)			
006	All Departments	Non-Financial Reporting	Official non-financial reports and studies issued by AVTA organizations to meet and comply with operational and regulatory requirements.	Actuarial Studies EEOC Reports (EEO-4) OSHA 300, 300a, 301 Reports / Logs Risk Management Reports (Federal OSHA, loss analysis, safety) Workers Compensation Reports (monthly, annual)	6Y	CA - 8 CCR 14300.33 - (5Y) CA - GOV 34090 - (2Y) CA - LAB 6401.7 - (MAINT) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1904.4 - (MAINT) US - 29 CFR 1904.33 - (CY+5Y)		R007(6Y), R008(6Y)	
007	All Departments	Policies and Procedures	All documentation of AVTA or department policy and procedures.	Correspondence Directives Guidelines Handbooks Policies Procedure Manuals Procedures Records Retention Schedule Rules / Regulations Standards	AC+7Y	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501a - (CY+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (TE+1Y)	Retain same period as litigation.	A008(S+7Y), H002(S+7Y)	
008	All Departments	Project and Subject Working Files	Records documenting activities related to specific projects or subjects.	Consultants Data Processing Subject Files (Correspondence, Reference Publications, Reports) Extracted Data Summaries Project Files Project/Program Plan Project Reporting Project Studies Subject Files Working Files	PC+2Y	CA - GOV 34090 - (2Y)			
009	All Departments	Records, Information Management	Documentation of the compliance with Records and Information Management policy and procedures.	Box Activity Log Certificates of Destruction Document Hold Notices, Updates Lists of Stored / Destroyed Records Master Records Inventory Records Transfers (to storage, to other depts.)	AC+7Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501a - (CY+3Y) US - 49 CFR 655.71 - (5Y)	Retain same period as litigation.		



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
010	All Departments	Reference Materials	Documents and materials retained for ongoing personal reference or ongoing research purposes not covered in a more specific process related series.	Census Data Data Processing Subject Files ( <i>Correspondence, Reference Publications, Reports</i> ) Environmental Regulatory Data Extracted Data Summaries Organization Keys Records Inventory AVTA Plan Drafts, Reference Documents	S		Considered non-record research material	A017(2Y)
011	Communications	Community Outreach, Media and Public Relations	External-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation with or for the benefit of the customer service community.	Advertisements Advertising Campaigns Articles Calendar ( <i>meetings, holidays</i> ) Events ( <i>community outreach, special</i> ) FAQs Mailers Media Packets, Releases, Reports, Kits News, Newsletters, Press Releases ( <i>riders alerts, emergency preparedness bulletins</i> ) Presentations Press Kits Promotional Materials Public / Media Inquiries Public Information / Outreach / Education Publications Produced by AVTA Publicity Files Social Media Documentation	AC+4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y)	* If materials are funded by grants, they remain active until 3 years after the project is closed, or after the final expense report is submitted, whichever is longer.	A012(8Y), A014(2Y), A015(2Y), A016(3Y), A017(2Y), A018(P)
012	Communications	Customer Issues, Complaints	Documentation regarding complaints or issues from customers, and the actions taken to address and resolve them.	Complaints Customer Correspondence Issues Log Repair Orders Trapeze Trouble Reports	AC+2Y	CA - GOV 34090 - (2Y)	Regardless of how received  Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	A002(8Y), A003(8Y), A004(2Y), O025, O055(8Y)
013	Communications	Schedules and Brochures	Publications providing information on routes, schedules and services provided by AVTA.	Brochures Bus Schedules	S+10Y	CA - GOV 34090 - (2Y)		A013(S+10Y)
014	Compliance	Public Information	Records requested by the public, required for provision to the public, and related inquiries.	Collection Lists Formal Public Records Requests Inquiries	CL+2Y	CA - GOV 34090 - (2Y)		L015(3Y)
015	Compliance	Statements of Economic Interest	Forms mandated by state law related to economic interests of Officials designated in AVTA's Conflict of Interest Code.	Form 700	AC+7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e), (f) - (4Y, 7Y)	* Remains active until individual leaves AVTA	L025(7Y)
016	Finance	Accounts Payable/Receivable	Records and information related to the accounting of monies paid or received by AVTA including payment for financial obligation, documenting bad debt, paying of unemployment expenses, employee expense reimbursement, money paid for fines or fees, services rendered, vendor credit cards, cash payments received, etc.	Aging Reports, Activity Reports Authorizations Billings Cash ( <i>cash count reports, cash flow book information, cash disbursement, cash register receipts, cash receipts</i> ) Check Listing Commissions Credit Card Information Credit Card Slips, Statements Credit Memos Customer Setup Package (Address, Approvals, Financials, Forms) Employee Expense Reports, Reimbursements Fare Box Reports Form 1099 Records Form W-9 Records Invoices, Vouchers, Journal Vouchers ( <i>paid, cancelled, written off</i> ) Payables Package, Receipts Payments Petty Cash Data Promotions, Rebates Receivables Package, Receipts Reconciliations Refunds Replaced Lost Card Payment Receipts Tyler Utility Rebates ( <i>solar panels</i> ) Vendor Invoices Voided Checks	AU+7Y	CA - GC 34090 CA - RTC 19704 (6Y) US - 29 CFR 1.152-17 - (MAINT) US - 26 CFR 31.6001 - (4Y) US - 26 CFR 301.6501a - (CY+3Y)	* Closure of audit  Exception: If paid with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	F001(AU+7Y), F002(AU+7Y), F008(AU+7Y), F036(AU+7Y), F038(PR), F039(AU+7Y), F048(AU+7Y), F049, F050, O027(AU+7Y)
017	Finance	Adopted Budget	Records and information relating to creating and implementing the final approved budget.	Annual Capital Budgets Budget Books Costs Reports Expenditures Final Budget Document	PR	CA - GOV 34090 (2Y)		F014(PR)



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
018	Finance	Bank Account Information	Records and information related to banking activities, transactions and correspondence. This category includes deposits and reconciliations.	Bank Account Administration Bank Statements (All Agencies) Cash Count Records Checks and Warrants (Canceled, Cashed, Returned, Voided, Stop Payment) Check Authorization (for release of check stock) Check Copies Check Registers, Journals Corrections / Returns Credit Card Transactions Deposit Permits Deposits Disbursements Electronic Banking Reconciliations Signature Cards Statements Transactions Transfers Treasurer Receipts Wire Transfers	AU+7Y	CA - CCP 337 - (4Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.162-17 - (MAINT) US - 26 CFR 31.6501 - (4Y) US - 26 CFR 301.6501a - (CY+3Y)	* Closure of audit  Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	F003(AU+7Y), F006a(AU+7Y), F007(AU+7Y), F009(AU+7Y), F011(AU+2Y)
019	Finance	Bank Account Signature Authority	Records of authorizations delegating signature authority for bank accounts.	Authorizations	AC+2Y	CA - GOV 34090 (2Y)		L026(S+2Y)
020	Finance	Budget Planning and Workpapers	Records and information regarding the development of AVTA budgets.	Budget Development Documents Budget Working Files Budget Workpapers, Worksheets Revenue/Expenditure Reports	3Y	CA - GOV 34090 (2Y)		F013(3Y)
021	Finance	Credit, Collections	Records and information generated or collected in the tracking of debtor transactions and balances.	Accounts Bad Check Logs Bad Debt Reserves Credit, Collections and Aging Credit Reports Credit Reviews Customer Payments Refund Claims Uncollectable Accounts Write-offs, Adjustments	4Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (4Y)		
022	Finance	Debt, Investments	Records and information relating to analysis of AVTA financing and investment activities.	Amortization Schedules Bonded Indebtedness Cash Bonds Certificates of Deposit (CDs) Certificates of Participation Direct Investments Due Diligence Exempted Securities Financial Investment Planning Investment Performance Reporting Investment Reporting Letters of Credit Local Agency Investment Fund (LAIF) Long Term Debt Money Manager Statements Payment History/Schedules Portfolio Management, Quarterly Reviews Security Instruments Stock / Equity / Debt Issuance, Repurchase Records Trust Accounts	M+10Y	CA - CCP 336 - (5Y) CA - CCP 337 - (4Y) CA - CCP 337.5 (10Y) US - 26 CFR 31.6001 (4Y) US - 26 CFR 301.6501a (CY+3)	* Maturity includes cancellation and redemption  Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	F012(AU+7Y), F021(7Y), F045(7Y)
023	Finance	Financial Reporting - Periodic	General and official financial reports, whether required by regulations or generated to track financial transactions and achievements by AVTA.	CAFR Workpapers CalPERS Reporting DBE Reporting EEOC Reporting Fixed Asset Reports Labor Distribution Reports Operations Funding (Prop A, C & R) Payroll Reporting Quarterly Investment Reporting Revenue/Expenditures Reporting Title VI Reporting Workers Compensation Reporting	AU+7Y	CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CY+1Y) US - 26 CFR 31.6001 (4Y) US - 26 CFR 301.6501a (CY+3)	* Closure of audit  Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	F019(AU+7Y),
024	Finance	Capital Property, Fixed Assets	Records and information related to the ownership, purchase, sale, lease or improvement of land, buildings, infrastructure, equipment and other capital and fixed assets owned or used by AVTA.	Acquisitions Amortization Appraisal Reports Asset Retirement Records Attachments Capital Asset Records Capital Improvements Depreciation Schedules Fixed Asset Ledger Fixed/Capital Asset Accounting Parts Inventory (AVTA, contractor, annual reports) Possessory Interest Property Inventory Surplus Property Sales / Disposal Valuation Information	AU+7Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (4Y) US - 26 CFR 301.6501a (CY+3)	* Closure of audit  Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	F022(AU+7Y), F023(AU+7Y), F024(AU+7Y), O032(LI+4Y), O034(AU+7Y), O045(AU+7Y), O046(AU+7Y)





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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
025	Finance	General Ledger / Journal Entries	Records and information related to the transfer of charges between accounts and summaries of account information.	Account Ledgers AP, AR Inventory Sub-Ledgers Appropriations Transfers Balance Sheets, Work-in-Progress Trial Balances Books of Account Cash Journals Chart of Accounts General Ledger Journal Entries Manual Accounting Ledger, Control Ledger Payroll Journal Public Authority Ledgers Purchases Journal Sub-Ledgers Trial Balance / Consolidation	AU+7Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (4Y) US - 26 CFR 301.6501a (CY+3)	* Closure of audit  Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	F005(AU+7Y), F006(PR), F010(PR)
026	Finance	Grants and External Funding Sources	Documents the application, award, administration, monitoring, reporting, and status of grants and other funding sources - other than Proposition 1B - for AVTA programs and operations.	Applications (including project proposals) Approval Letter Authorizations Awards Award Notification Budget Tracking Reports CalTrans Combined Federal, State, Local Grants Federal Grants Grant Administration Grant Agreement Grant Funding Local Grants Program Rules, Regulations, Procedures Reports to Funding Agencies State Grants Transportation Funding	AC+3Y	CA - GOV 34090 - (2) US - 2 CFR 200.33 - (AC+3Y) US - 29 CFR 97.42 - (3Y) US - FTA Master Agreement - (AC+3Y)	* While grant is active  If grant specifies a longer retention period, retain per the grant's requirements.  FTA MAP-21 standard retention: Project Closure or Final Expense Report (whichever is later) + 3Y (from FTA Sample Master Agreement, Oct. 1, 2014).	F017(AC+7Y), L027(per grant)
027	Finance	Proposition 1B Grants	Documents the application, award, administration, monitoring, reporting, and status of Proposition 1B grants for AVTA programs and operations.	Applications (including project proposals) Approval Letter Authorizations Awards Award Notification Budget Tracking Reports CalEMA Grant Administration Grant Agreement Grant Funding Program Rules, Regulations, Procedures Reports to Funding Agencies Transportation Funding	AC+35Y	CA - GOV 34090 - (2) CalEMA Grant Management Memorandum No. 2011-09	* While grant is active	F017(AC+7Y)
028	Finance	Indirect Cost Rate Proposals/Cost Allocation Plans	Documentation associated with third party analysis of administrative functions to determine administrative costs chargeable to grants	Cost Allocation Plans Indirect Costs Rate Proposals	AC+3Y	CA - GOV 34090 - (2Y) US - 2 CFR 200.33 - (AC+3Y)	* While grant is active  If grant specifies a longer retention period, retain per the grant's requirements.	F018(S+4Y)
029	Finance	Official Financial Statements and Reports	Official financial statements and reports for AVTA.	Annual Audited Financial Statements Annual Reports of Financial Transactions (to State Controller) Comprehensive Annual Financial Report (CAFR) Reports to Federal Audit Clearinghouse Single Audits	PR	CA - GOV 34090 - (2Y)		F035(PR), F042(PR), F044(PR)
030	Finance	Payroll	Records and information related to the accounting of AVTA payroll, including garnishment records and information to satisfy debts. This also includes records and information reflecting all remuneration paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	Adjustments Attendance Records, Corrections Benefit Payments Correspondence Deduction Reports Deferred Compensation (applications, changes, loan repayments, uploads, confirmations, withdrawals, statements) Employee Deduction Authorizations, Check Information Employee Master Lists, Addresses Flex Spending Garnishments, Garnishment Orders, Receipts Leave Reports Military Leave Orders, Confirmations CalPERS Reporting Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls Payroll Deduction Authorizations, History, Liens, Claims Payroll Reports Payroll Tax Forms (DE 9, DE 9C, 941) Salary Changes Salary Schedules State Quarterly Reports Taxes (Federal, Medicare, State, Unemployment) Time Sheets - Reports Timekeeping Records (Timecards, Time Sheets, Basic Time and Earnings Cards) Unemployment Reports W-2 Wage Attachments Work Schedules Year-to-Date Reports	AU+7Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 22 CCR 1085-2 (c) - (4Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) CA - LAB 226a (3Y) CA - LAB 1174(d) - (3Y) CA - LAB 1197.5 - (LA2Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001-1 (4Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3 - (3Y)	* Closure of audit  NOTE: Life Beneficiary Forms are retained for 2 years past the life of the employee (LI+2Y).	F026(AU+7Y), F027(AU+7Y), F028(AU+7Y), F036(AU+7Y), F040(AU+7Y), F041(AU+7Y)
031	Finance	Taxes	Records and information related to taxes collected and paid by AVTA.	Fuel Tax Report (quarterly filings) Property Tax Sales/Use Tax Report (quarterly filings)	AU+7Y	CA - 18 CCR 4901 - (4Y) CA - GC 34090 - (2Y)		F046(AU+7Y), F047(AU+7Y)
032	Finance	Unclaimed Funds	Records and information pertaining to outstanding checks. After AVTA goes through its due diligence of trying to find the rightful owner, unclaimed funds are returned to Finance.	Uncashed Checks Unclaimed Funds	2Y	CA - GOV 34090 - (2Y)		



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
033	Human Resources	Benefit Plan Activity	Records and information of benefit plan activities.	Activity Reports Carrier Reporting, Performance Group Premium Statements	3Y	CA - GOV 34090 (2Y)		H009(3Y)
034	Human Resources	Benefit Plans	Plans established to provide employee benefits (other than retirement), including changes to those plans and associated administrative documents.	Actuarial Reports COBRA Correspondence Employee Assistance Program (EAP) Employee Benefit Plans Group Insurance Cost Data Health/Medical Insurance Plans Life Insurance Long Term Care Retiree Health Insurance Summary Plan Descriptions Workers Compensation Plans	LI*5Y	US - 29 CFR 1627.3 - (TE+1) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 4041.5 - (LI*6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (TE+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y)	* LI = Life of Plan or System: plan/system is considered alive while any employee, retiree, or other eligible participant is receiving benefits.	H010(S+7Y)
035	Human Resources	Drug Program Records	Records and information related to the AVTA program to enforce a drug-free workplace, including drug and alcohol testing and substance abuse training.	Annual MIS Reports Collection Process Referrals to Substance Abuse Professional Refusals to Take Required Tests Test Results Training	5Y	CA - GOV 34090 - (2Y) US - 49 CFR 40.333 - (5Y) US - 49 CFR 655.71 - (5Y)		H004(5Y), H005(5Y), H007(5Y)
036	Human Resources	Employee Benefit Files	Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	Actuarial Analysis for Benefit Reserves and Accounting Appeals Benefits Files, Contract Copies, Elections, Enrollments, Appeals Beneficiary Designations CalPERS COBRA Death Claims, Life Event Documents Employment Authorizations, Terminations, Confirmations, Status Changes, Coverage Changes Flexible Spending Enrollment Individual Retirement Accounts (IRAs), 401k Histories Life Insurance Notification Letters Medical Billing Statements Medical Waivers and Changes Pension Plan Applications, Claims Premium Information Required Benefits Reporting Retirement Loans / Retirement Supplemental Forms	AC*+6Y	CA - 22 CCR 1085-2 - (4Y) CA - GOV 12946 - (2Y) US - 26 CFR 301.6501a - (CY+3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.31 - (LA2Y) US - 29 CFR 1627.3 - (3Y) US - 29 CFR 825.500 - (3Y) US - 29 CFR 4007.10 - (6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (TE+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y)	* Files are active as long as the employee is eligible for and receiving benefits.	H001(TE+7Y)
037	Human Resources	Employee Medical Records	Documents pertaining to medical records of AVTA employees, including exposure to hazardous substances, drug screens, and workers' compensation (includes employee records subject to HIPAA requirements).	Awards Employee Injury / Accident Reports Employee Hazardous Chemical Exposure Employee Medical File Exposure Monitoring Hazardous Exposure Lifetime Medical Awards* Material Safety Data Sheets (MSDS) Personnel Files - Medical Toxic Substance Exposure Records Workers Compensation (claims, claim logs, incident/accident reports)	TE+30Y	CA - 8 CCR 14300.33 - (5Y) CA - 8 CCR 3204 - (TE+30Y) CA - 19 CCR 2760.9 - (5Y) CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1904.33 - (CY+5Y) US - 29 CFR 1910.95 - (TE+2Y) US - 29 CFR 1910.1020 - (TE+30Y) US - 49 CFR 655.71 - (5Y)	* For Lifetime Medical Awards, Termination is when the awardee passes	R005(PR), R006(exposure+30Y)
038	Human Resources	Employee Training Materials, Courses, Scheduling	Documentation regarding the content of courses and schedules for training offered to employees.	Attendance Lists/Rosters Employee Development Outlines Presentation Materials PowerPoint Slide Decks Safety Training Testing	S+6Y	CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (CY+1Y) US - 45 CFR 164.530 (j) - (CY+6Y)		
039	Human Resources	Personnel Files - Employees	All documents related to paid employees (full and part-time, including but not limited to: - hiring (application, resume, job description) - promotion - demotion - transfer - layoff / recall / out-placement - termination / discharge / resignation - pay rates / other terms of compensation - training (attendance, ethics, fire extinguisher, first aid/CPR, safety, Title VI non-discrimination)	Applications, Applicant Reference Verifications Awards, Rewards, Commendations, Certificates Background Checks Bonding of Public Officials Certifications Change of Status Complaints (against personnel) Deferred Compensation (changes, loan repayments) Disciplinary Actions (investigations, hearings, hearing notes) Drivers License Data - Class B Employee Acknowledgements, Executed Policy Receipts Ethics Certificates Individual Employee Agreements, Contracts (copies) Individual Education, Development, Training Records Investigations Job Offer Letters Leave of Absence Documentation, FMLA (compensation, complaints/disputes, requests, parental leave forms, paid/unpaid leave) Manager Audits New Hire Medical Tests Performance Evaluations, Reviews Performance Improvement Plans (PIPs) Recognition Supervisor's Files Training W-4 (State & Federal Forms)	TE+5Y	CA - 2 CCR 11013 - (FR+2) CA - 8 CCR 3203 - (CY+1Y) CA - 8 CCR 11040(7) - (3Y) CA - 8 CCR 14300.33 - (5Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2b - (5Y) CA - VEH 1808.1(a) - (T+2Y) CA - VEH 2547 - (AD+3Y) US - 26 CFR 301.6501a - (CY+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (TE+2Y) US - 29 CFR 1627.3 - (TE+1Y) US - 29 USC 1059 - (TE+1Y)		F020(6Y), F037(TE+4Y), H003(TE+10), R009(TE+10Y)



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
040	Human Resources	Recruitment	Records and information related to recruitment of qualified persons for paid positions with AVTA, including: - applications and related records of candidates interviewed but not hired or accepted - applications received but not acted upon.	Applications, CVs, Resumes ( <i>Rejected, Unsolicited</i> ) Applicant Tracking Records ( <i>Hired, Rejected</i> ) Background Checks, Investigations - candidates not hired/accepted Drug Testing, Pre-Hire Screening - candidates not hired/accepted Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Recruitment of Board/Committee Candidates Test Results ( <i>Non-hires</i> ) Test and Examination Materials	AC+3Y	CA - GOV 12946 (FR+2) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 - (CY+2Y) US - 29 CFR 1627.301 - (1Y) US - 49 CFR 655.71 - (2Y)		H006(3Y), H008(AC+3Y)
041	Human Resources	Salary, Compensation	Documentation of job classification compensation.	Affirmative Action Plans Classification Specifications (working file) Classification Studies Compensation Plans, Planning, Analysis Job Descriptions Job Evaluation Documentation Salary Range History Salary Surveys Wage Rate Tables	AC+3Y	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501a - (CY+3Y) US - 29 CFR 516.6(a)(2) - (2Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (TE+1Y) US - 29 USC 1059 - (TE+1Y)		H011(3Y)
042	Human Resources	Work Authorizations and Supporting Documentation	Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status.	I-9 Documents and copies of associated documents Immigration Supporting Documentation	TE+1Y	US - 20 CFR 655 Subpart H - (TE+1Y) US - 8 CFR 274a.2 - (3Y, or TE+1Y)		
043	Information Technology	Application, System Development and Maintenance	Technical documentation related to development of AVTA technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Audit Records of Run Completions Backups (Security, System) Business, Functional Requirements Change Requests Data Element Attribute Reports Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Network Circuits Inventories Network/Equipment Control Support Documentation (Service Histories, Site Visit Reports, Trouble Reports) Program Listings Software ( <i>purchases, maintenance, upgrades</i> ) Source Code Support Documentation (Logical & Physical Architectural Diagrams, Specifications, Systems Support Materials) System Documentation (Codebooks, Record Layouts, Reference Guides, Specifications) System Test Files System, Application Maintenance Documentation (Hardware/Operating System Requirements, Monitoring Logs, Operating Manuals) Telecommunications System (Telephones, Phones)	LI*	CA - GOV 34090 - (2Y)	* LI = Life of Application, System	
044	Legal	Claim and Litigation Logs	List of matters for which claim received or litigation commenced; includes quarterly litigation report from M&O Contractor.	Claim Log Litigation Log	PR	CA - GOV 34090 - (2Y)		L016(PR)
045	Legal	Claims, Litigation, Arbitration and Resolution	Records and information created or collected to support AVTA's position in actual or potential litigation or to otherwise evaluate actual or potential litigation relating to the organization, including claims, constituent complaints, grievances, worker compensation. Litigation includes third party litigation, government investigations, mediations, arbitrations, and other judicial or quasi-judicial proceedings, whether handled by the General Counsel or outside counsel on behalf of AVTA.	Accident Files - claim filed ( <i>accident reports, courtesy cards, photographs, supporting documentation</i> ) Accident Log (from contractor) ADA Case Files Amicus Briefs Case Correspondence Cease & Desist Letters Claims Complaints Contract Disputes Court Orders Demand Letters Discovery EEO Charges, Cases Evidence Exhibits Injury Reports Judgments Meet and Confer Pleadings (Affidavits, Depositions, Exhibits, Court Filings) Related Correspondence Releases Settlement Agreements Stipulations Subpoenas Unemployment Compensation Claims Unemployment Compensation Data, Weekly Earnings Data Worker Compensation Benefits (Claims, Orders, Reports, Rewards)	FR+10Y	CA - 2 CCR 11013 - (FR+2Y) CA - 8 CCR 10102 - (5Y, AC+1Y) CA - 8 CCR 10103.1 - (5Y) CA - 22 CCR 1085-2 - (4Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6 - (2Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 7154 - (LA5Y) CA - RTC 19384 - (LA4Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001 (4Y) US - 26 CFR 301.6501a - (CY+3Y) US - 26 CFR 301.6532-1 - (LA2Y) US - 26 CFR 301.6532-2 - (LA5Y) US - 26 CFR 301.6532-3 (a) - (LA9M) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 256 - (LA2Y) US - 29 USC 626 (d) - (LA300D) US - 42 USC 2000e-5 (e) - (LA180D) US - 42 USC 2000e-5 (f) - (LA180D)	* Until claim, litigation or complaint has been satisfactorily resolved and closed/settled, the file remains open.  Exception: If paid with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	L017(FR+7Y), L018(PR), L023(FR+7Y), O029(FR+7Y), O030(FR+7Y)
046	Legal	Legal Advice and Opinions	Memoranda containing legal advice prepared by General Counsel or other attorneys for AVTA.	Memos Opinions - Covered by Attorney/Client Privilege Opinions - Public	S+10Y			



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
047	Legal	Purchases Under \$5,000	Records and information in the requisitioning, purchasing or acquisition of goods and services < \$5,000 other than for real property, infrastructure or facilities. Typical purchases may include: - office equipment - small appliances - misc. low cost machines	Addendums Amendments Attachments / Exhibits Bids, Awards (Accepted) Change Orders Contracts Correspondence Delivery/Receipt Records Disclosures Exhibits Price Lists Purchase Orders Purchasing Package Quotes/Quotations Specifications Warranties	AC+4Y	CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)		
048	Legal	Purchasing and Agreements - Joint Powers and Interagency	Records of agreements between AVTA and other entities for the mutual benefit of both parties.	Addendums Agreements Amendments Attachments / Exhibits Change Orders Contracts Correspondence Disclosures Exhibits Joint Powers Agreements (JPAs) Letters of Intent Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Reports Specifications	PR	CA - CCP 336a - (6Y) CA - GOV 34090 - (2Y)		L014(PR), L021(PR)
049	Legal	Purchasing and Agreements, Awarded - General	Records and information created or retained in the requisitioning, purchasing, contracting or acquisition of goods and services > \$5,000 other than for real property, infrastructure or facilities, between AVTA and other parties. Includes:  - Executed agreements - Terms and conditions and associated ancillary documents - Consultant agreements - Professional services - Employment agreements	Addendums Agreements Amendments Attachments / Exhibits Bids, Awards (Accepted) Certificates of Insurance Change Orders Contracts Correspondence Delivery/Receipt Records Disclosures Exhibits Invitation for Bids (IFBs) Leases Letters of Intent License Agreements, Licenses Meetings with Contractors Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Price Lists Proof of Insurance Certificates Purchase Orders Purchasing Cards/CalCards Purchasing Package Quotes/Quotations Requests for Information (RFI) Requests for Proposal (RFP) Requests for Qualifications Requests for Quote (RFQ) Reports Scorecards Specifications Statements of Work (SOW) Surety Bonds (bid bonds, payment bonds, performance bonds, ancillary bonds)	AC+5Y	CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	Exception: If paid with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	F029(AC+5Y), F033(AU+7Y), F034(AU+7Y), L019(AC+5Y), O017(AC+5Y), O018(AC+5Y)



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
050	Legal	Purchasing and Agreements, Awarded - Real Property and Facilities	Records and information created or retained in the requisitioning, purchasing, or contracting for the acquisition, development, improvement or maintenance of real property, facilities, or other infrastructure assets, between AVTA and other parties. Includes:  - Executed agreements - Terms and conditions and associated ancillary documents - Title Insurance agreements	Addendums Agreements Amendments Attachments / Exhibits Bids, Awards (Accepted) Certificates of Insurance Change Orders Contracts Correspondence Delivery/Receipt Records Disclosures Exhibits Invitations for Bid (IFBs) Leases Letters of Intent Maintenance Bonds Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Performance Bonds Proof of Insurance Certificates Purchase Orders Purchasing Package Quotes/Quotations Receiving Reports Requests for Information (RFI) Requests for Proposal (RFP) Requests for Qualifications Requests for Quote (RFQ) Reports Scorecards Specifications Statements of Work (SOW) Surety Bonds (bid bonds, payment bonds, performance bonds, ancillary bonds) Warranties	PR	CA - GOV 34090 - (2Y) CA - CCP 315 - (10Y) CA - CCP 337.1 - (AC+4Y) CA - CCP 337.15 - (AC+10Y)		F030(PR), F033(AU+7Y), F034(AU+7Y), L020(PR)
051	Legal	Purchasing and Agreements, Cancelled or Unsuccessful	Records and information created or retained in the requisitioning good, services, or real property between AVTA and other parties, but where the purchase order or contract was cancelled or unsuccessful.	Bids, Awards (Unaccepted, Rejected) Exhibits Price Lists Quotations Requisitions Requests for Information (RFI) Requests for Proposal (RFP) Requests for Qualifications Requests for Quote (RFQ) Scorecards Specifications	AC+2Y	CA - GOV 34090 - (2Y)		F031(3Y), F032(3Y)
052	Legal	Real Estate and Infrastructure Records	Records and information related to the ownership, purchase, sale, lease or improvement of real property, infrastructure and facilities owned by or used by AVTA.	Acquisitions Amortization Attachments Buildings Capital Asset Records Capital Improvements (CIP) Covenants (recorded, running w/land) Deeds Deeds of Trust Depreciation Schedules Easements Encroachments Right of Way Land Mortgages Possessory Interest Rights of Way Sales Schedule of Infrastructure and Buildings Title Title Insurance Valuation Information	PR	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (INDEF) US - 2 CFR 200.33 - (AC+3Y) US - FTA Master Agreement - (AC+3Y)		L022(PR)
053	Legislative	Board and TAC Administrative Records	Documentation associated with administration, planning, and communication of the activities of the AVTA Board of Directors and the Transportation Advisory Committee.	Action Agendas (distributed to staff) Agenda Packets Certificates of Posting Notices of Adjournment Proposed Legislation (County, State, Federal) Public Comment (speaker slips, public correspondence distributed to Board or TAC, public sign-in sheets) TAC Agendas Transcriptions of audio or video recordings of meetings Working Papers	3Y	CA - GOV 34090 - (2Y)		L002(3Y), L004(2Y), L008(2Y), L009(3Y), L010(3Y), L011(3Y)
054	Legislative	Board and TAC Official Meetings and Decisions	Official records of the AVTA Board of Directors and the Transit Advisory Committee (TAC) that document meetings, decisions and policies.	Agenda Item Tracking Log Board of Directors Agendas Bylaws Charter Meeting Minutes Minute Books & Index Oaths of Office Resolutions Summary of Actions, Statement of Actions (SOAs)	PR	CA - CCP 336 - (5Y) CA - CCP 336a - (6Y) CA - CCP 337 - (4Y) CA - CCP 337.5 - (LA10Y) CA - GOV 34090 - (2Y) CA - GOV 60201 - (PR) CA - GOV 60201 - (AC+5Y)		L001(10Y), L005(PR), L006(PR), L007(PR)
055	Legislative	Meetings - Audio/Video Recordings	Audio recordings of AVTA official meetings.	Recordings - Board of Directors, Transit Advisory Committee (audio, video)	1Y	CA - GOV 34090.7 - (90D) CA - GOV 54953.5(b) - (30D)		L024(2Y)
056	Legislative	Public Notices	Records documenting compliance with laws requiring public notice of AVTA activities.	Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notices	4Y	CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)		



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
057	Legislative	Sheriff Department Reports	Reports from the Los Angeles County Sheriff's Department to the AVTA board summarizing transit actions such as citations, arrests, impounded vehicles, etc., taken by the assigned deputy during the previous quarter.	Quarterly Report	3Y	CA - GOV 34090 - (2Y)		A010(3Y)
058	Operations	Building, Property Management	Records and information regarding the structure of AVTA physical buildings and facilities.	As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Property Inventory	LI*+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - HSC 19850 - (LI)	* LI = Life of Building, Asset	
059	Operations	Business Continuity	All documentation of AVTA activities for dealing with disasters and/or system failures.	Business Continuity Plans Disaster Preparedness Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Emergency Services Hazardous Materials Response Planning Telephone Trees Terrorism	S+4Y	CA - CCP 337.1 - (LA4Y) CA - GOV 34090 - (2Y) CA - LC 6401.7 - (MAINT) US - 29 CFR 1910.38 - (MAINT)		
060	Operations	Construction and Engineering Project Files	Records and information related to the administration, analysis, design, development, planning, construction and maintenance of public works, capital improvement (CIP) and engineering projects for AVTA facilities and infrastructure.	As-Built Plans Assessments Bids Blueprints Billings Capital Improvement Projects (CIP) (drawings, maps, plans) Certificates (compliance, occupancy) Certifications (daily reports) Contract Schedules Contractor Documentation (Payroll, Pay Estimates, Prevailing Wages, Itemized Pay Sheets, Labor Compensation, Statement of Working Days) Construction Daily Reports Correspondence Encroachment Permits, Certificates Environmental Impact Reports / Statements / Assessments Estimates / Budgets Field Inspections Final Improvement Plans Geotechnical Reports Grading (cut sheets, permits, erosion control plans) Insurance Certificates Land Surveys (project built) Materials Testing Reports Meeting Minutes (progress, project pre-construction) Notice of Completion Notice to Proceed Public Notices (mailing list) Request for Final Inspection RFIs & Responses Rights of Way (ROW) Specifications Storm Drains/Sewers Submittals	PR	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)		O006(PC+10Y), O007(PR), O008(PR), O009(PR)
061	Operations	Contractor Compliance Records	Reports, logs and other information provided by M&O contractor to document compliance with AVTA requirements and used in compiling reports prepared for funding entities.	Accident / Incident Logs Dispatching Employee Retention Logs Fuel Logs Mileage Reports On-Time Performance Operations Passenger Counts Preventive Maintenance Reports Transit Logs Trip Reports Vehicle Locations Year-to-Date Tables, Reports	8Y	CA - GOV 34090 - (2Y)		C001(CL+7Y), O019(8Y), O020, O048, O049(8Y), O050(8Y), O051(8Y), O052(8Y), O053
062	Operations	Field Services	Records and information regarding the ongoing maintenance and upkeep of AVTA bus stops and other facilities for which AVTA has responsibility.	Correspondence Maintenance Work Reports	3Y	CA - CCP 337 - (4Y) CA - GOV 34090 - (2Y)		O036(3Y), O037(3Y)



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
063	Operations	Fleet Management	Records related to the purchase and management of vehicles owned or used and maintained by AVTA.	Acquisitions (purchases) AssetWorks Auction Vehicles California Bureau of Automotive Repair (BAR) Smog Records California Highway Patrol Biennial Inspection Terminal (BIT) Records Customer Orders Manuals Motor Vehicle Records and Reports Pool Tickets, Vehicle Logs, Usage Logs Pretrip Inspection Sheets Registrations, Operating Permits Rental Work Orders Maintenance / Repair (orders, requests, labor costs, preventive) Service Calls Smog Inspections Tax Exemption Certificates Vehicle Accident Reports Vehicle Certificates of Insurance Vehicle Inspections Vehicle License Plate Records Vehicle Maintenance History Vehicle Ownership / Title Warranties Zonar	LI*+4Y	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501a - (CY+3Y)	* LI = Life of Vehicle  If purchased with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	F025(LI+7Y), O028, O032(LI+4Y), O033(LI+4Y), O038, O043(LI+4Y), O044(LI+4Y), O054(LI+4Y)
064	Operations	Hazardous Waste, Monitoring and Remediation	Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response, environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	Chemical Use Reports Form Electronic Waste (E-Waste) Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Hazardous Waste Manifests Herbicide Application Permits Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Site Mitigation Toxic Substance Inventory	AC+30Y	CA - CalOSHA CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - 22 CCR 66282.40 - (3Y) CA - 22 CCR 66283.22 - (3Y) US - 29 CFR 1910.1020 - (AC+30Y) US - 29 CFR 1910.1025 - (AC+20Y) US - 29 CFR 1910.1050 - (AC+30Y) US - 49 CFR 172.201 - (3Y)		O035(S+30Y), O041(PR)
065	Operations	NPDES Permits	Records associated with National Pollutant Discharge Elimination System (NPDES) permits.	NPDES Permits	PR	CA - GOV 34090 - (2Y) US - 40 CFR 122.21 - (3Y) US - 40 CFR 122.41 - (3Y) US - 40 CFR 261.31 - (3Y) US - 40 CFR 261.32 - (3Y)		O042(PR)
066	Operations	Passenger Information	Records and information relating to passenger participation in AVTA transit programs.	Identification Cards Special Program Applications, Certifications (dial-a-ride, access, senior, disabled) Transit Access Pass (TAP) Cards	4Y	CA - GOV 34090 - (2Y)		O016(4Y)
067	Operations	Project Files - Not Acquired	Records and information associated with projects that did not move forward.	Environmental Reports Land Surveys (project not built) Preliminary Studies Project Assessments Title Reports	5Y	CA - GOV 34090 - (2Y)		O006(AC+10Y)
068	Operations	Scheduled and Periodic Facility Inspections	Records of inspections of AVTA facilities, equipment, and working conditions to ensure compliance with regulatory requirements and to identify unsafe conditions and work practices.	Cal OSHA Elevator Inspections Field Safety Audits Fire Marshal Inspections	AU*+7Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y)	* Closure of FTA audit  Exception: If pertaining to facilities acquired with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.	O039(6Y), O040(AU+7Y)
069	Operations	Security and Access Controls - AVTA Facilities	Records of actions taken to ensure the security of AVTA facilities, including video recordings made from cameras installed on AVTA premises.	Access Controls Access Reports Badge Lists Daily Activity Logs Facility Key Lists Security Camera (CCTV) Footage Security Plans Video Recordings Visitor Security / Access Logs	2Y	CA - GOV 34090 - (2Y) CA - GOV 34090.8 - (1Y) CA - GOV 53162 - (1Y)		O024(1Y)
070	Operations	Signs	Records of AVTA off-premises signs.	Signs	AC+2Y	CA - GOV 34090 - (2Y)		O010(AC+2Y)
071	Operations	Strategic, Operational Plans and Reports	Records of AVTA strategic and operational planning activities, including: - assessments - fare and route analysis - long and short range plans - consolidated reports - routes, fares and bus stops	Economic Stimulus Plan Five-Year Plans ITS Strategy Plan Local Transit Needs Assessment Master Plans Mobility Management Program / Initiative Plans Statistics TDA Article 8 Plans Transit Plans	AC+5Y	CA - GOV 34090 - (2Y)		O001(5Y), O002(3Y), O003(5Y), O004(5Y), O013(3Y)
072	Operations	Surveillance Videos - Onboard Buses	Video recordings made on each bus, during each shift, and recorded continuously. NOTE: Hard drives are retained by contractor.	Apollo Surveillance System	30D	CA - GOV 34090.8 - (1Y) CA - GOV 53162 - (1Y)	Are security systems capable of storing for 1 year?	O023(30D)
073	Operations	Transit Program Reports	Documentation associated with preparation, delivery and publication of transit program reports, whether daily, weekly, monthly, quarterly, semi-annual, annual, biennial or nonrecurring.	Accidents, Safety and Security Reports Biennial Passenger Survey Reports Hours Report Mileage Report NTD (National Transit Database) Reports Ridership Report Survey Trip Sheets	8Y	CA - GOV 34090 - (2Y)		O012(8Y), O014(8Y), O015(8Y)



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AC = Active   AU = Audit   CL = Closed/Completion   CY = Current Year   FR = Final Resolution   LA = Last Activity LI = Life (of contract, program, asset)   M = Maturity   PR = Permanent   PC = Project Completion   S = Superseded   TE = Termination								
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments	Mapped From
074	Operations	Transportation Surveys	Surveys regarding fares, riders, ridership, routes, monitoring of existing services and service development, including reports that compile information from multiple sources.	Fares Passenger Surveys Recording Data Ridership Routes Service Maps Strategic Planning Survey Trip Sheets Surveys	10Y	CA - GOV 34090 - (2Y)		A019(10Y), O005(10Y), O014(8Y)
075	Risk Management	Incidents - Non-Employee	Records of accidents and incidents that do not involve injuries to employees, contractors, or customers. NOTE: If a claim is filed, see <b>Claims, Litigation, Arbitration and Resolution</b> , above.	Accident Files - no claim filed (accident reports, courtesy cards, photographs, supporting documentation) Arson Incident Reports, Videos Property Damage Theft Vandalism	AC+7Y	CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	* Closed and no claim filed	O021, O022(CL+7Y), O029(CL+7Y), O030(CL+7Y), R003(CL+7Y)
076	Risk Management	Insurance Coverage	Records detailing AVTA's general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence.	Binding Information Binders Broker Correspondence Certificates of Insurance Completed Applications Insurance Bonds Insurance Policies (disability, flood, liability, property) Insurance Quotes Insurance Submissions Renewal Strategy	S+6Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)		R001(5Y), R002(PR), R004(PR)





**DATE:** May 26, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Fiscal Year 2016 (FY16) Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) Bond Program

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#### **RECOMMENDATION**

That the Board of Directors adopt Resolution No. 2015-007, the "Authorization for the Execution of the Certifications and Assurances for the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) Bond Program" (the "Authorization").

#### **FISCAL IMPACT**

Adopting Resolution No. 2015-007 authorizes the Director of Operations and Maintenance, on behalf of AVTA and the Board of Directors, to sign the certifications and assurances and any other required documents as they relate to the Authorization. This resolution specifically identifies the project and dollar amount included in the application.

#### **BACKGROUND**

AVTA receives annual apportionments from the PTMISEA Bond Program. In order for AVTA to receive the funds, the AVTA Board is required to adopt a resolution certifying who the agency authorizes to execute all necessary documents related to this funding source. Adopting Resolution No. 2015-007 would authorize the Director of Operations and Maintenance to sign, on behalf of AVTA and the Board of Directors, the certifications and assurances and any other required documents as it relates to the PTMISEA Grant Program for FY 2015/16. Prop 1B PTMISEA funds are not always available during the year of allocation as they are dependent on state bond sales. The agency has been notified they are accepting allocation requests through June 30, 2015 with the next bond sale anticipated in the fall. The funds will be used in conjunction with several funding sources such as FTA 5307, Measure R Clean Fuels, and AVAQMD's AB2766, to partially fund the AVTA's Rolling Stock Replacement Program.

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Grants Administrator

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Len Engel  
Director of Operations and Maintenance

Attachment: A – Resolution No. 2015-007

BOARD OF DIRECTORS

ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION #2015-007

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT BOND PROGRAM AND SUPPORTING AVTA'S ELECTRIC BUS REPLACEMENT PROGRAM**

**WHEREAS**, the *Antelope Valley Transit Authority (AVTA)* is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

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

**WHEREAS**, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

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

**WHEREAS**, the AVTA wishes to delegate authorization to execute these documents and any amendments thereto to the Director of Operations and Maintenance, and/or the Grants Administrator.

**WHEREAS**, AVTA has implemented a rolling stock replacement program in accordance with the useful life guidelines established by the Federal Transit Administration; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the AVTA:

Section 1. The fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all PTMISEA funded transit projects.

Section 2. The Director of Operations and Maintenance be authorized to execute all required documents of the PTMISEA program and any Amendments thereto with the California Department of Transportation.

Section 3. The Board Secretary shall certify to the adoption of this Resolution.

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

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Len Engel, Acting Secretary

\_\_\_\_\_  
Lancaster City Attorney as Special Counsel  
Allison E. Burns

DRAFT



**DATE:** May 26, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Final Recommendation on Proposed Service Changes for June 29, 2015

---

**RECOMMENDATION**

That the Board of Directors:

1. Conduct a public hearing to receive comments on the proposed AVTA service changes; and
2. Upon conclusion of the public hearing, approve the final recommendation on the proposed service changes.

**Fiscal Impact**

No significant fiscal impact. The proposed service modifications have been developed to be cost neutral.

**Background**

During the February 24, 2015 Board of Directors meeting, staff presented preliminary service changes. Modifications are being proposed for Routes 1, 2, 3, 5, 7 along with minor schedule adjustments to the North County TRANSporter (790) and all three commuter routes.

At the Board's direction, staff conducted a massive outreach effort. During the months of April and May, staff held five public meetings and distributed detailed brochures and flyers explaining the proposed changes at Lancaster City Park, Palmdale Transportation Center and the Antelope Valley College. All flyers and brochures were developed in both English and Spanish, inviting the public to participate.

Based upon the comments received, the initial proposals have been modified to improve connectivity and provide services more tailored to the community needs. Below are the final service recommendations on the proposed service changes.

### **Route 1**

In preparation for the future proposed Bus Rapid Transit (BRT) project, the Route 1 will be realigned from Avenue S to Palmdale Blvd. to potentially increase ridership to a corridor with strong commercial activity and residential land use to the north and south. Service schedules have been modified and new time points have been included in order to improve connectivity.

### **Route 2**

Route 2 is proposed to be realigned from Palmdale Blvd. to Avenue R in conjunction with the realignment of Route 1. The southern terminal point at 47th Street East and Avenue S is maintained along with service to the Antelope Valley Mall. Service schedules have been modified and new time points have been included in order to improve connectivity.

### **Route 3**

Route 3 is proposed to be realigned from Avenue R to Avenue S in conjunction with the realignment of Routes 1 and 2. The southern terminal point at 47th Street East and Avenue S is maintained along with service to the Antelope Valley Mall and service to the Palmdale Transportation Center (PTC). Route 3 will remain interlined with Route 2 in order to maximize service efficiency.

### **Route 5**

Route 5 was initially proposed to be realigned from Columbia Way and 50<sup>th</sup> Street West to 60<sup>th</sup> Street West and Avenue L to better serve Quartz Hill High School and the surrounding community. During the public outreach efforts residents opposed changes to the Route 5 due to the removal of service from the 50<sup>th</sup> Street West corridor in Quartz Hill. Staff recommends no changes to the Route 5.

### **Route 7**

Route 7 is proposed to be realigned along Avenue I between 60<sup>th</sup> St. West and 30<sup>th</sup> St. West from Avenue H. New stop will be provided at 30<sup>th</sup> St. West and Avenue I (William J Pete Knight Veteran's center).

### **Route 786**

In September 2014, JARC Grant funding was approved for commuter service expansion on all three commuter lines. During phase one, additional trips were introduced on the Routes 785 and 787 extending the morning and afternoon services. In June, the last two 786 trips will be incorporated as part of the second phase of the JARC Grant commuter expansion service.

### **Schedule Refinements**

In addition to the route changes detailed above, schedule adjustments are also being made to the Routes 11, 12 (weekend) and 790 in order to improve connectivity and

connections between Metrolink and other local services.

The proposed service changes for June 29, 2015 will be a cost neutral solution. The changes focus on improving route directness, reducing travel time and improving service transferability. All proposed changes will maintain frequencies and connectivity along all current corridors. Service is proposed to be removed from unproductive corridors with the changes well below the 25% service change guideline. Routing and service connectivity is being improved with no disproportionate impacts on minorities or Limited English Proficiency (LEP) communities.

Pending Board approval, these proposed service changes would be implemented on June 29, 2015.

Prepared by:

Submitted by:

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Dietter A. Aragón  
Senior Planning Officer

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Len Engel  
Director of Operations and Maintenance



**DATE:** May 26, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Proposed Fare Structure Recommendations

---

## **RECOMMENDATION**

That the Board of Directors:

1. Conduct a public hearing to receive comments on the proposed AVTA fare changes; and
2. Upon conclusion of the public hearing, adopt Resolution No. 2015-006 (Attachment C) approving the proposed fare changes.

## **FISCAL IMPACT**

The proposed fare adjustments have the potential to increase AVTA's operating revenues by approximately \$1.1 million annually.

## **BACKGROUND**

At the November 2014 board meeting, staff provided a series of proposals for fare restructuring that were developed after a thorough fare analysis was conducted by Nelson/Nygaard Consulting Associates, Inc. The Board directed staff in March 2015 to begin an outreach effort to educate residents regarding the proposed fare structure.

An extensive outreach effort was conducted over a two month period to inform residents of the proposed fare changes. A comprehensive four-page brochure was widely distributed, detailing the proposal. Presentations were provided to seniors at the Antelope Valley Senior Center in Lancaster and at the Palmdale Legacy Commons. Brochures were handed out at Lancaster City Park and at the Palmdale Transportation Center on six occasions, including during the early morning commute hours. Presentations were also held at Desert Haven Enterprises and at the Lake Los Angeles Town Council. An evening presentation was held at the AVTA Community Room and

brochures were distributed to students at Antelope Valley College. All of the meetings were advertised through signage at the transit centers, flyers on the buses, postings on Facebook and Twitter, radio commercials and newspaper advertisements in English and in Spanish. Although some residents expressed concern over the proposed fare increase, there was general agreement that more revenue was needed to increase service levels to improve travel convenience.

A Title VI Analysis (Attachment B) of the proposed fare changes was also conducted by Nelson/Nygaard Consulting Associates, Inc. during April in accordance with requirements from the Federal Transit Administration. The Title VI Analysis is intended to protect minorities and low income citizens from being disproportionately impacted by service or fare changes. The survey findings indicate the proposed fare changes do not adversely impact one protected group of passengers over another.

The Rider Relief Transportation Program is also in the implementation process to provide discount coupons for monthly passes to both full fare and reduced fare customers pending income qualification. Staff has reached out to South Antelope Valley Emergency Services (SAVES), Grace Resource Center, Work Source Center, and Antelope Valley College to help with the eligibility process. Marketing materials have been obtained through the FAME Corporation which administers the program for the Metropolitan Transportation Authority. The program is scheduled to be rolled out by mid-June.

Prepared by:

Submitted by:

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Wendy L. Williams  
Director of Communications

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Len Engel  
Director of Operations and Maintenance

Attachments:      A – Recommended Fare Changes  
                          B – Title VI Analysis  
                          C – Resolution No. 2015-006

**The Title VI Analysis can be viewed during regular business hours at the Customer Service window of the AVTA located at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206**



## Fare Structure Recommendations – May 2015

**Summary:**

After a comprehensive study of AVTA's existing conditions, a peer review, extensive input from the community, and a Title VI Analysis, the following fare changes are recommended:

**Commuter Service:**

Two fare scenarios were presented to the public for input, the 20% adjustment proposal and the \$10 flat fare proposal. After an extensive outreach effort and input from commuter customers, it was determined that a third less costly proposal would be more acceptable, with the possibility of another fare increase in two more years. Staff recommends revisiting the discussion of a second fare increase on the Commuter Service in 12 months. The following fare structure recommendation marked in yellow provides for a 33% reduction over the current base fare and adjusts the monthly pass by 11%. All three scenarios recommend eliminating the TAP fare discount and reducing the cost of the base fare to varying degrees.

The revenue gain for the recommended fare structure is anticipated to reach \$150,000 annually, using a conservative estimate. The original intent of the Board of Directors was to operate the Commuter Service with a 100% farebox recovery ratio to avoid subsidizing the service and syphoning funds from the Local Transit service. The Commuter Service currently operates with a 78% farebox ratio and an additional \$150,000 in fare revenue would increase that ratio to approximately 83.5%.

Fare Types	Current Fare	Fare Recommendation	20% Adjustment	\$10 Flat Fare	Metrolink Fares
785 One Way Cash	\$14.00	\$9.25	\$9.25	\$10.00	\$10.50
785 One Way TAP	\$7.60	\$9.25	\$9.25	\$10.00	
785 Sr/Dis Cash	\$7.00	\$4.50	\$4.50	\$5.00	\$5.25
785 Sr/Dis TAP	\$3.80	\$4.50	\$4.50	\$5.00	
785 AVTA Mo Pass	\$266.00	\$296.00	\$324.00	\$350.00	\$300.00
785 EZ Pass (10)	\$330.00	\$330.00	\$334.00	\$360.00	
785 Sr/Dis AVTA Mo Pass	\$133.00	\$148.00	\$162.00	\$175.00	\$225.00
785 Sr/Dis EZ Pass (10)	\$137.00	\$165.00	\$172.00	\$185.00	
785 10 Trip	\$76.00	\$85.00	\$85.00	\$90.00	
785 Sr/Dis 10 Trip	\$38.00	\$42.50	\$42.50	\$45.00	
786 One Way Cash	\$16.00	\$10.75	\$10.75	\$10.00	\$12.25
786 One Way TAP	\$8.85	\$10.75	\$10.75	\$10.00	
786 Sr/Dis Cash	\$8.00	\$5.25	\$5.25	\$5.00	\$6.00
786 Sr/Dis TAP	\$4.40	\$5.25	\$5.25	\$5.00	
786 AVTA Mo Pass	\$310.00	\$344.00	\$376.00	\$350.00	\$400.00
786 EZ Pass (11)	\$352.00	\$354.00	\$386.00	\$360.00	

Fare Types	Current Fare	Fare Recommendation	20% Adjustment	\$10 Flat Fare	Metrolink Fares
786 Sr/Dis AVTA Mo Pass	\$155.00	\$172.00	\$188.00	\$175.00	\$245.00
786 Sr/Dis EZ Pass (11)	\$146.50	\$177.00	\$198.00	\$185.00	
786 10 Trip	\$88.50	\$99.00	\$99.00	\$90.00	
786 Sr/Dis 10 Trip	\$44.00	\$49.50	\$49.50	\$45.00	
787 One Way Cash	\$14.00	\$8.75	\$8.75	\$10.00	\$9.50
787 One Way TAP	\$7.10	\$8.75	\$8.75	\$10.00	
787 Sr/Dis Cash	\$7.00	\$4.25	\$4.25	\$5.00	\$4.75
787 Sr/Dis TAP	\$3.55	\$4.25	\$4.25	\$5.00	
787 AVTA Mo Pass	\$249.00	\$280.00	\$306.00	\$350.00	\$270.00
787 EZ Pass (9)	\$308.00	\$308.00	\$316.00	\$360.00	
787 Sr/Dis AVTA Mo Pass	\$124.50	\$140.00	\$153.00	\$175.00	\$201.00
787 Sr/Dis EZ Pass (9)	\$127.50	\$154.00	\$163.00	\$185.00	
787 10 Trip	\$71.00	\$80.00	\$80.00	\$90.00	
787 Sr/Dis 10 Trip	\$35.50	\$40.00	\$40.00	\$45.00	

**North County Transporter:**

The recommendation for this service is to adjust the one way base fare from \$4.00 to \$5.00. The corresponding fare pass pricing would remain the same. The North County TRANSPORTER was established in August 2012 through a grant from the Los Angeles County Board of Supervisors. The grant funding was exhausted as of July 1, 2014 and an adjustment to the fare is needed to offset operating costs. The revenue gain from this adjusted fare is estimated at \$15,000 annually.

**Local Transit Day Pass:**

The recommendation is to increase the Day Pass from \$3.75 to \$5.00 and to allow patrons to load the pass onto their TAP cards from the bus. The added convenience will likely increase Day Pass usage for customers who need to ride a minimum of four buses per day, as they would realize a \$1.00 savings. Few patrons currently use the pass because it is unavailable except through local businesses who sell AVTA passes. Because of its limited use, there is not enough data to determine the revenue loss or gain associated with adjusting the Day Pass fare to \$5.00 and allowing it to be sold on the bus.

**Local Transit TAP Fare Discount:**

The recommendation is to eliminate the TAP fare discount and leave the base fare at \$1.50. This will likely generate approximately \$178,000 in additional revenue while simplifying the fare structure. The intention of the two tier system was to encourage local transit customers to use the TAP card. In practice, customers tend to TAP the card on the farebox to obtain the \$1.25 fare but then pay in cash. Since this incentive pricing has proven ineffective, the recommendation is to eliminate the two tier structure. The fare study indicates 41% of Local Transit customers pay in cash and only 31% use a TAP card

to pay their fare. The remainder make up patrons from Access Services, along with veterans and seniors who ride for free and do not use a TAP card for identification. We believe selling the Day Pass on the bus will prove to be a greater incentive to use the TAP card.

**Local Transit Reduced Fare:**

The recommendation is to eliminate free fares and implement a Reduced Fare of 75 cents. Free fare boarding continue to increase on an annual basis and now account for approximately 53% of the system's total ridership. Boardings have increased by 30% since 2011, however, farebox revenue has declined by 1% during this same time period. In order to keep up with the growing demand for service, AVTA is recommending the free fare be replaced with a Reduced Fare of 75 cents along with a half price monthly and daily pass. Access Services would still ride free as AVTA is reimbursed on the backend for these boarding, and veterans, with proper identification, would also continue to ride for free. The revenue gain from this fare adjustment is anticipated to range between \$770,000 and \$850,000 annually. This revenue gain assumes a decrease in ridership of between 4% and 7%.

The additional revenue will also improve the Local Transit farebox recovery ratio which is currently at 13%. In order to qualify for funding, The Federal Transit Administration (FTA) requires transit systems to operate with a minimum farebox recovery ratio of 20%. AVTA's Commuter Service has a 78% farebox recovery ratio which offsets the lower ratio seen on Local Transit. The implementation of the reduced fare has the potential to improve the Local Transit farebox recovery ratio substantially with estimates as high as 20%. This would bring the Local Transit Service in line with the Federal Transit Administration's ratio requirements without out having to rely on the Commuter Service farebox ratio.

Fare Types	Current Fare	Recommended Fare
Base Fare	Free	.75
Monthly Pass	Free	\$25.00
Day Pass	Free	\$2.50

**Implementation Date:**

It is recommended the implementation date be set for June 29, in order to coincide with the new fiscal year which begins on July 1. Furthermore, implementation dates are best scheduled for Mondays in order to facilitate operational needs on the part of Transdev.

**BOARD OF DIRECTORS  
ANTELOPE VALLEY TRANSIT AUTHORITY**

**RESOLUTION NO. 2015-006**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT  
AUTHORITY AUTHORIZING AND APPROVING CHANGES TO THE COMMUTER AND LOCAL  
TRANSIT FARE STRUCTURES**

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

Section 1. Following a noticed public hearing process and the Board's consideration of comments, the Board authorizes and approves the following fare changes, which will become effective no later than June 29, 2015:

- Adjust the Local Transit Day Pass from \$3.75 to \$5.00 and allow the Day Pass to be purchased on the bus via the TAP card.
- Adjust the Local Transit Reduced Fare from free to .75 cents
- Provide a Senior/Disabled half-price Reduced Fare for all multiple-ride passes
- Eliminate the TAP Fare Discount on the Commuter and Local Transit Services
- Adjust the one way trip fare from \$4.00 to \$5.00 on the North County TRANSpoter

- Adjust the Commuter Service fares as follows:

Fare Types	Current Fare	Fare Recommendation
785 One Way Cash	\$14.00	\$9.25
785 One Way TAP	\$7.60	\$9.25
785 Sr/Dis Cash	\$7.00	\$4.50
785 Sr/Dis TAP	\$3.80	\$4.50
785 AVTA Mo Pass	\$266.00	\$296.00
785 EZ Pass (10)	\$330.00	\$330.00
785 Sr/Dis AVTA Mo Pass	\$133.00	\$148.00
785 Sr/Dis EZ Pass (10)	\$137.00	\$165.00
785 10 Trip	\$76.00	\$85.00
785 Sr/Dis 10 Trip	\$38.00	\$42.50
786 One Way Cash	\$16.00	\$10.75
786 One Way TAP	\$8.85	\$10.75
786 Sr/Dis Cash	\$8.00	\$5.25
786 Sr/Dis TAP	\$4.40	\$5.25
786 AVTA Mo Pass	\$310.00	\$344.00
786 EZ Pass (11)	\$352.00	\$354.00
786 Sr/Dis AVTA Mo Pass	\$155.00	\$172.00
786 Sr/Dis EZ Pass (11)	\$146.50	\$177.00
786 10 Trip	\$88.50	\$99.00
786 Sr/Dis 10 Trip	\$44.00	\$49.50
787 One Way Cash	\$14.00	\$8.75
787 One Way TAP	\$7.10	\$8.75
787 Sr/Dis Cash	\$7.00	\$4.25
787 Sr/Dis TAP	\$3.55	\$4.25
787 AVTA Mo Pass	\$249.00	\$280.00
787 EZ Pass (9)	\$308.00	\$308.00
787 Sr/Dis AVTA Mo Pass	\$124.50	\$140.00
787 Sr/Dis EZ Pass (9)	\$127.50	\$154.00
787 10 Trip	\$71.00	\$80.00
787 Sr/Dis 10 Trip	\$35.50	\$40.00

Section 2. The fare changes referenced in Section 1 will remain in effect until such time that the Board of Directors directs staff to schedule a public hearing for the purpose of amending the fare schedule.

Section 3. Title VI Consideration; this service change is categorized as a fare change as defined in the AVTA Title VI Program Specific Requirements, Chapter 4. A Title VI Analysis has been conducted and the survey findings survey indicate the fare changes do not disproportionately impact minorities or low income passengers.

Section 4. The Secretary of the Board shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of MAY 2015 by the following vote:

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

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Len Engel, Acting Secretary

\_\_\_\_\_  
Lancaster City Attorney as Special Counsel  
Allison E. Burns



**DATE:** May 26, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY16 Workers' Compensation, Property and Casualty Insurance Policies under Contract #2013-022 with Vinsa, Inc.

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## **RECOMMENDATION**

That the Board of Directors authorize the Director of Operations and Maintenance to spend an amount not to exceed \$356,000 under Contract #2013-022 with Vinsa, Inc. Vinsa is AVTA's Insurance Broker of Record for the various Authority's FY16 insurance coverage amounts listed in the Policy Comparison FY15 to FY16 (Attachment A).

## **FISCAL IMPACT**

Sufficient funds have been included in the FY16 Business Plan to pay for these services.

## **BACKGROUND**

In accordance with AVTA's Procurement Policies, staff released a Request for Proposals (RFP) in 2013, seeking proposals from experienced and qualified insurance brokerage firms to provide risk management and insurance procurement services for the Authority's workers' compensation, property and casualty insurance for a five-year term.

Vinsa, Inc. of Lancaster, CA was selected as the Authority's Insurance Broker of Record to provide professional consulting services regarding insurance issues arising during the contract term. AVTA's insurance policies have been aligned to renew annually each fiscal year to simplify administration.

FY16 Workers' Compensation, Property and Casualty Insurance Policies under Contract #2013-022 with Vinsa, Inc.

May 26, 2015

Page 2

Attachment A compares current year policies and final costs to the proposed policies and estimated costs for FY16. Depending upon final invoices for various required coverage amounts, Vinsa estimates a premium increase of \$15,000 over FY15. FY16's coverage includes two new policies for flood (as required by FTA) and terrorism.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

---

Len Engel  
Director of Operations and Maintenance

Attachment: A – Policy Comparison FY15 to FY16





940 WEST AVENUE J  
P.O. BOX 4550  
LANCASTER, CA 93539-4550  
(661) 948-5041  
FAX: (661) 948-9744  
LIC. #0366679

May 19, 2015

Antelope Valley Transit Authority  
42210 6<sup>th</sup> Street West  
Lancaster, CA 93534

Attention: Lyle Block  
RE: AVTA Insurance program 2015-2016

Dear Lyle,

As we recently discussed, we would like to provide you with a brief overview and projection of AVTA's insurance program for the upcoming year.

Below you will find an overview of the 2014-2015 insurance program along with a projection for the 2015-2016 program year.

Coverage	2014-2015	2015-2016	% of Change
General Liability	\$23,058	\$23,058	0%
Employee Benefits Liability	300	300	0%
Automobile Insurance	17,822	18,165	1.9%
Excess Liability	70,578	70,607	0.04%
D&O/EPLI – Public Entity coverage	17,305	16,262	-6.03%
Cyber Liability	1,239	1,363	10.0%*
Property & Inland Marine	61,146	61,294	0.24%
Crime	5,964	5,996	0.54%
DIC/Earthquake	67,855	54,316	-19.95%
Flood for DIC Policy	-	714	100%
Terrorism for DIC Policy	-	17,775	100%
Workers' Compensation	62,066	67,566	8.9%
Pollution	6,950	11,830	70.0%*
<b>TOTAL</b>	<b>334,283</b>	<b>349,246</b>	<b>4.48%</b>

Please note items marked with \* represent figures that are not finalized for the renewal premium and have been projected with a 10% increase although we expect the renewal to be finalized with much less of an increase. The projected figures are subject to changes that have occurred during the program year, such as addition/deletion of a vehicle, change in property limits, payroll, etc.

Regarding Pollution, the increase in premium reflects a 10% increase as noted above as well as it is comparing the amount paid for two years versus the renewal premium for a three year term. AVTA joined the pollution program in 2013 instead of the policy's full term of 2012-2015. The percentage of increase is skewed by this difference. Had AVTA joined the program in 2012 the three year premium would have been \$10,449.90, which would then reflect an increase for this term of 3.2% in addition to our estimated amount.

The annual premium for the DIC/Earthquake coverage received a considerable decrease in rate and we then added Flood and Terrorism coverage per your request. The flood coverage has been provided with a \$10,000,000 sublimit. We have also provided an additional quote for DIC that offers Earthquake, Terrorism, and Flood for \$59,204.79. The alternate option was sent in a separate proposal.

While we are very comfortable with the current insurance program in place for AVTA, we do believe that it would be prudent to explore higher liability limits due to the nature of your operation. If there is a desire to look at higher excess liability limits, please let us know.

If there is a desire on the part of AVTA's board and/or management to meet and review the insurance program please let us know.

Thank you,

A handwritten signature in black ink that reads "John Massari". The signature is written in a cursive style with a large, sweeping initial "J".

John Massari  
VINSA Insurance Associates



**DATE:** May 26, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Change Order No. 1, to Arrow Engineering Services, Inc., under Task Order No. 1, of Master Contract #2014-46, for Final Design and Bid Specifications for Two WAVE En-route Charging Stations

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#### **RECOMMENDATION**

That the Board of Directors authorize the director of operations and maintenance to execute Change Order No. 1 for a total amount of \$265,080, plus expenses to Arrow Engineering Services, Inc., of Lancaster, CA. This change falls under Task Order No. 1 of Master Contract #2014-46 for the final design and bid specifications for two WAVE en-route charging stations, one each at Lancaster City Park and the Palmdale Transportation Center.

See Attachment A – Arrow's Final Design Proposal for Lancaster City Park (\$131,790), and Attachment B – Arrow's Final Design Proposal for Palmdale Transportation Center (\$133,290).

#### **FISCAL IMPACT**

Sufficient funds for this project have been included in the FY15 Business Plan to pay for these required services.

#### **BACKGROUND**

The Board directed staff to continue moving toward an electric bus fleet during the February 25, 2014 Board meeting. Since that time, AVTA implemented an electric bus demonstration project and provided Arrow Engineering with a 'notice to proceed' with Task Order No. 1. Task Order No. 1 was to seek out and define the steps required to implement Wireless Advanced Vehicle Electrification (WAVE) en-route charging stations at Lancaster City Park and the Palmdale Transit Center.

Change Order No. 1, to Arrow Engineering Services, Inc., under Task Order No. 1, of Master Contract #2014-46, for Final Design and Bid Specifications for Two WAVE En-route Charging Stations  
May 26, 2015  
Page 2

Change Order 1 to Task Order No. 1 is to finalize engineering and create plans, specifications and bid documents for each location for WAVE's en-route charging stations. Staff will release bids for each site upon completion of the engineering, plans, specifications and bids documents.

Staff evaluated Arrow Engineering's proposal and pricing, which were found to be concise, fair and reasonable.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Len Engel  
Director of Operations and Maintenance

Attachment: A - Arrow's Final Design Proposal for Lancaster City Park  
B - Arrow's Final Design Proposal for Palmdale Transportation Center



Arrow Engineering Services, Inc.

CIVIL ENGINEERING ■ SURVEYING ■ SOILS ■ MAPPING/GIS

**Certified SBE and WBE and WOSB**

42140 Tenth Street West  
Lancaster, CA 93534

661-940-0043  
Fax: 661-949-9775

aes@aes-consulting.com

May 6, 2015

Job No. 14-6366-07

Lyle Block, Procurement Officer  
AVTA  
42210 6<sup>th</sup> Street West  
Lancaster, CA 93534

RE: Final Design and Construction Management for inductive and wired charging facilities for electric buses at Lancaster City Park (LCP)

We are pleased to provide this proposal for engineering and management services as outlined below for the above referenced project. We understand you wish to have installed inductive charging and wired charging facilities for electric buses at LCP. We understand you will need Construction Management services to provide bid specifications for the Invitation for Bid and management of the construction of the facilities. While this project provides for two inductive and two wired units, we also understand our plans should accommodate a future total of 4 such facilities. The first two inductive charging devices will be the 50kV units. The future facilities will be designed to accommodate the new 250kV charging devices.

We plan to utilize the previous site plan developed for the discussions with the City and AVTA. Work supporting the goal of the project includes SC Edison coordination, AVTA coordination, inductive charger manufacturer coordination, wired interface manufacturer coordination, development of Civil & Electrical design plans for construction, and Construction Management including construction surveying and soils compaction inspection. Specific tasks are outlined below:

These tasks support the design plans and construction management:

- Coordinate with AVTA, manufacturers, and SC Edison
- Prepare civil design plans for construction
- Prepare electrical design plans for construction
- Prepare bid specifications for Invitation for Bid
- Prepare Engineer's Estimate for construction
- Construction Management during the bidding and construction phase

Assumptions:

- Primary location for the 4 charging stations are along the southerly side of the bus platform. Electrical service will be provided from Electronics Enclosure areas occupying existing parking stalls.
- We assume there will be no formal City approved Site Plan approval necessary
- We understand the City will require an application for electrical permit

## SCOPE OF WORK

### TASK 1 – Coordination and Management of Design and Meetings

This task includes coordination and management for the design effort and coordination with the inductive manufacturer, the wired interface manufacturer, and AVTA.

Teleconference meetings with AVTA and the inductive charger manufacturer	4,960
Coordination with AVTA regarding final project development and status updates	3,840
Coordination with the inductive charger manufacturer and the wired interface manufacturer	2,560
Coordination with City of Lancaster Building Department to assist WAVE approvals	2,560
Coordination with Electrical Engineer	4,200
<b>Total:</b>	<b>\$ 18,120</b>

### TASK 2 – Update Design Survey

This task includes additional field surveying and mapping for the south side of the bus platform area.

Gather additional topographic mapping information in the field	\$1,320
Data transfer into base mapping	\$840
<b>Total:</b>	<b>\$ 2,160</b>

### TASK 3 – Coordination with SCE

This task includes coordination with SC Edison for electrical service. Task includes assistance to AVTA for the application for electrical power.

**Total: \$ 2,640**

### TASK 4 – Grading Design Plan

This task includes the grading and drainage design plan. The plan includes pertinent design elevations of proposed facilities. This plan is part of the plans needed for construction and installation of the facilities. This plan also includes plans concerning the electrical trench to bring power up the street. The street is not a public street but a lane (City Park Way) within the LCP. Coordination with the electrical engineering sub-consultant. Process plan for Agency approval.

**Total: \$ 13,200**

### TASK 5 – Electrical Design Plan

This task includes the electrical design plans for construction of the electrical improvements. Electrical coordination with SC Edison. Process plan for Agency approval.

**Total: \$ 11,500**

**TASK 6 – Project Bid Specifications and Engineer’s Estimates**

This task includes electrical and civil specifications and Engineer’s construction Estimate to support the bid documents.

**Total: \$ 21,500**

**TASK 7 – Horizontal Control plan**

This task includes a horizontal control plan for specific detailed dimensions for construction layout of proposed facilities.

**Total: \$ 4,600**

**TASK 8 – Erosion Control Plan**

This task includes the plan for erosion control measures. Plan shows vehicular access to the construction area, concrete washout area, equipment staging area and temporary construction office trailer, if any.

**Total: \$ 3,680**

**TASK 9 – Bid Assistance and Construction Management**

This task includes assisting AVTA in the bid process. Construction time is estimated at 6 months. This includes the following tasks:

Tasks included for Bid Assistance include:

- Preparation of pre-bid meeting Agenda
- Presence at the pre-bid meeting.
- Writing addenda or amendments to the bid package.
- Reviewing contractor bids.
- Recommending lowest Qualified Bidder to AVTA.

Tasks included for Construction Management include:

- Preparation of pre-construction meeting Agenda.
- Presence at the pre-construction meeting.
- Review and respond to contractor RFI’s.
- Contractor Schedule review and periodic site visits to review progress.
- Review and recommend contractor pay requests for payment.
- Final walk-through with contractor.
- Produce punch list and insure project completeness.
- Monitor acceptance testing.
- Review and approve final close-out documentation.
- Recommend acceptance of project to AVTA.

**Total: \$ 25,800**



**TASK 10 – Construction Surveying**

This task includes construction surveying in support of the proposed construction.

Electrical conduit staked along City Park Way at 50-foot intervals	660
Transformer Pad staked with single offsets to corners of pad	220
Electrical equipment staked with offsets to corners of charging pads and locations of charging interface	660
Project coordination, calculations and provide plots and cut sheets to contractor	600
<b>Total:</b>	<b>\$ 2,140</b>

**TASK 11 – Material Testing and Special Inspection**

This task includes the testing of soil samples for compaction curves. Task includes periodic sampling and strength testing of concrete. This task does not include inspection of electrical installations.

Soil sampling and compaction curves, testing compacted soils for compliance	12,000
Gathering concrete samples infield. Strength testing of concrete. Results reporting.	5,000
<b>Total:</b>	<b>\$ 17,000</b>

**TASK 12 – Traffic Control Plan and Coordination**

This task includes preparation of an engineered Traffic Control Plan for the street construction in City Park Way. Plan includes a maximum of two phases. Plan will include the Traffic Control for the construction of the electrical facilities. Process plan for Agency approval. This task includes coordination with the City Park and Recreation Department and AVTA for temporary bus stop relocation.

**Total: \$ 6,500**

**TASK 13 – Reimbursables**

Budget amount for reimbursables includes copies, plots postage, travel, etc.

**Total: \$ 2,950**



**TASK SUMMARY**

<b>TASK 1 -- Coordination &amp; Management of Design &amp; Meetings</b>	<b>\$</b>	<b>18,120</b>
<b>TASK 2 -- Update Design Survey</b>		<b>2,160</b>
<b>TASK 3 -- Coordination with SCE</b>		<b>2,640</b>
<b>TASK 4 -- Grading Design Plan</b>		<b>13,200</b>
<b>TASK 5 -- Electrical Design Plan</b>		<b>11,500</b>
<b>TASK 6 -- Project Bid Specifications and Engineer's Estimates</b>		<b>21,500</b>
<b>TASK 7 -- Horizontal Control Plan</b>		<b>4,600</b>
<b>TASK 8 -- Erosion Control Plan</b>		<b>3,680</b>
<b>TASK 9 -- Bid Assistance and Construction Management</b>		<b>25,800</b>
<b>TASK 10 -- Construction Surveying</b>		<b>2,140</b>
<b>TASK 11 -- Material Testing and Special Inspection</b>		<b>17,000</b>
<b>TASK 12 -- Traffic Control Plan and Coordination</b>		<b>6,500</b>
<b>TASK 13 -- Reimbursables</b>		<b>2,950</b>
	<b>Total: \$</b>	<b>131,790</b>

**Tasks and activities specifically excluded:**

- Fire Department Plans
- Environmental Clearances
- Cultural and or Biological Studies
- Dust Control Plan

Billing will be on our fee schedule per our five year agreement and the hourly rates pertinent to this project are listed below:

Principal Engineer .....	160.00/hr.
Professional Engineer .....	115.00/hr.
Professional Surveyor .....	120.00/hr.
Landscape Architect.....	120.00/hr.
Secretary/Administrative Assistant.....	45.00/hr.
Design Engineer .....	95.00/hr.
CAD Draftsperson .....	95.00/hr.
1-man Survey Party.....	160.00/hr.
2-man Survey Party.....	220.00/hr.
Travel/Mileage .....	0.55/mile
Bond Copies or Plots.....	7.00/sht.
Mylar Plots.....	20.00/sht.

**Billing rates for electrical engineering services for this project are listed below:**  
 (Please add 15% to all values)

Project Executive/Professional Engineer In Charge	\$230.00
Project Manager	\$190.00
Project Engineer	\$165.00
Design Engineer	\$145.00

Senior Designer	\$120.00
Designer/Draftsman	\$ 110.00
Technical Assistant	\$ 90.00
Draftsman	\$ 85.00
Computer/Data Processing	\$ 70.00
Secretarial	\$ 50.00
Vehicle	1.15 X Federal Rate
Computer Time	Direct Cost
Travel and Living Expenses	1.15 X Direct Cost
Long Distance Telephone Calls	1.15 X Direct Cost
Reproduction Expenses (Outside)	1.15 X Direct Cost
Laboratory Testing	Direct Cost
Delivery Charges	1.15 X Direct Cost
Printing Of Electronic Media 8-1/2" X 11"	1.15 X 0.26/Page

**Reimbursable Expenses**

- Reproduction of all documents, including postage and shipping charges shall be paid for at cost plus 15% for handling.

Arrow Engineering Services, Inc. is prepared to commence work immediately. The proposal and fee amount is valid from 30 days of proposal date.

We appreciate the opportunity to assist AVTA with these electric bus charging improvements. If you have any questions or wish to discuss the project, we will be happy to meet with you at your earliest convenience. We look forward to working with you on these projects.

Registered Civil Engineer No. 48287  
Licensed Surveyor No. 7727

Sincerely,



Brian D. Glidden, P.E., L.S.



Arrow Engineering Services, Inc.

CIVIL ENGINEERING ■ SURVEYING ■ SOILS ■ MAPPING/GIS

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42140 Tenth Street West  
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661-940-0043  
Fax: 661-949-9775

aes@aes-consulting.com

May 6, 2015

Job No. 14-6366-08

Lyle Block, Procurement Officer  
AVTA  
42210 6<sup>th</sup> Street West  
Lancaster, CA 93534

RE: Final Design and Construction Management for inductive and wired charging facilities for electric buses at Palmdale Transportation Center (PTC).

We are pleased to provide this proposal for engineering and management services as outlined below for the above referenced project. We understand you wish to have installed inductive charging and wired charging facilities for electric buses at PTC. We understand you will need Construction Management services to provide bid specifications for the Invitation for Bid and management of the construction of the charging facilities. While this project provides for one inductive and one wired unit, we also understand our plans should accommodate a future total of 4 such facilities. The first inductive charging device will be the 50kV unit. The future facilities will be designed to accommodate the future 250kV inductive charging devices.

We plan to utilize the previous site plan developed for the application for Minor Modification with the City. Work supporting the goal of the project includes incorporation of City Minor Modification Application comments, SC Edison coordination, AVTA coordination, inductive charger manufacturer coordination, wired interface manufacturer coordination, development of Civil & Electrical design plans for construction, and Construction Management including construction surveying and soils compaction inspection. Specific tasks are outlined below:

These tasks support the design plans and construction management:

- Coordinate with AVTA, manufacturers, and SC Edison
- Review and incorporate City Minor Modification Application comments
- Prepare civil design plans for construction
- Prepare electrical design plans for construction
- Prepare bid specifications for Invitation for Bid
- Prepare Engineer's Estimate for construction
- Construction Management during the bidding and construction phase

Assumptions:

- Primary location for the 4 charging stations are along the northerly side of the bus platform. Electrical service will be supplied from Electronics Enclosures located near the northerly property line of the Transportation Center.
- City of Palmdale Planning approval of a Minor Modification Site Plan.
- We understand the City will require an application for electrical permit.
- All permit or review fees to be paid by AVTA

## SCOPE OF WORK

### TASK 1 – Coordination and Management of Design and Meetings

This task includes coordination and management for the design effort and coordination with the inductive manufacturer, the wired interface manufacturer, and AVTA.

Teleconference meetings with AVTA and the inductive charger manufacturer	6,000
Coordination with AVTA regarding final project development and status updates	3,840
Coordination with the inductive charger manufacturer and the wired interface manufacturer	2,560
Coordination with City of Palmdale Building Department to assist WAVE approvals	2,560
Coordination with Electrical Engineer	4,200
<b>Total:</b>	<b>\$ 19,160</b>

### TASK 2 – Update Design Survey

This task includes additional field surveying and mapping for the north side of the bus platform area and the property line area.

Gather additional topographic mapping information in the field	\$1,320
Data transfer and update base mapping	\$840
<b>Total:</b>	<b>\$ 2,160</b>

### TASK 3 – Coordination with SCE

This task includes coordination with SC Edison for electrical service. Task includes assistance to AVTA for the application for electrical power.

**Total: \$ 2,640**

### TASK 4 – Grading Design Plan

This task includes the grading and drainage design plan. The plan includes pertinent design elevations of proposed facilities. This plan is part of the plans needed for construction and installation of the facilities. This plan also includes plans concerning the electrical trench to bring power to the transformer and meter. Coordination with the electrical engineering sub-consultant. Process plan for Agency approval.

**Total: \$ 13,200**

### TASK 5 – Electrical Design Plan

This task includes the electrical design plans for construction of the electrical improvements. Electrical coordination with SC Edison. Process plan for Agency approval.

**Total: \$ 11,500**

**TASK 6 – Project Bid Specifications and Engineer’s Estimates**

This task includes electrical and civil specifications and Engineer’s construction Estimate to support the bid documents.

**Total: \$ 21,500**

**TASK 7 – Horizontal Control plan**

This task includes a horizontal control plan for specific detailed dimensions for construction layout of proposed facilities.

**Total: \$ 4,600**

**TASK 8 – Erosion Control Plan**

This task includes the plan for erosion control measures. Plan shows vehicular access to the construction area, concrete washout area, equipment staging area and temporary construction office trailer, if any.

**Total: \$ 3,680**

**TASK 9 – Bid Assistance and Construction Management**

This task includes assisting AVTA in the bid process. Construction time is estimated at 6 months. This includes the following tasks:

Tasks included for Bid Assistance include:

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- Reviewing contractor bids.
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- Preparation of pre-construction meeting Agenda.
- Presence at the pre-construction meeting.
- Review and respond to contractor RFI’s.
- Contractor Schedule review and periodic site visits to review progress.
- Review and recommend contractor pay requests for payment.
- Final walk-through with contractor.
- Produce punch list and insure project completeness.
- Monitor acceptance testing.
- Review and approve final close-out documentation.
- Recommend acceptance of project to AVTA.

**Total: \$ 25,800**

### **TASK 10 – Construction Surveying**

This task includes construction surveying in support of the proposed construction.

Electrical conduit staked along east portion of project at 50-foot intervals	<b>660</b>
Transformer Pad & meter staked with single offsets to corners of pad	<b>220</b>
Electrical equipment staked with offsets to corners of charging pads, Primary Electronics Enclosure and Wired Charging Interface	<b>660</b>
Fence line staked at 50-foot intervals, angle point and point of connection to existing fence	<b>660</b>
Project coordination, calculations and provide plots and cut sheets to contractor	<b>600</b>
<b>Total:</b>	<b>\$ 2,800</b>

### **TASK 11 – Material Testing and Special Inspection**

This task includes the testing of soil samples for compaction curves. Task includes periodic sampling and strength testing of concrete. This task does not include inspection of electrical installations.

Soil sampling and compaction curves, testing compacted soils for compliance	<b>12,000</b>
Gathering concrete samples infield. Strength testing of concrete. Results reporting.	<b>5,000</b>
<b>Total:</b>	<b>\$ 17,000</b>

### **TASK 12 – Traffic Control Plan and Coordination**

This task includes preparation of an engineered Traffic Control Plan for the construction in the bus stop area. Process plan for Agency approval. This task includes coordination with the City and AVTA for temporary bus stop relocation.

**Total: \$ 6,500**

### **TASK 13 – Reimbursables**

Budget amount for reimbursable items include copies, plots, postage, travel, etc.

**Total: \$ 2,750**

**TASK SUMMARY**

<b>TASK 1 -- Coordination &amp; Management of Design &amp; Meetings</b>	<b>\$ 19,160</b>
<b>TASK 2 -- Update Design Survey</b>	<b>2,160</b>
<b>TASK 3 -- Coordination with SCE</b>	<b>2,640</b>
<b>TASK 4 -- Grading Design Plan</b>	<b>13,200</b>
<b>TASK 5 -- Electrical Design Plan</b>	<b>11,500</b>
<b>TASK 6 -- Project Bid Specifications and Engineer's Estimates</b>	<b>21,500</b>
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<b>TASK 8 -- Erosion Control Plan</b>	<b>3,680</b>
<b>TASK 9 -- Bid Assistance and Construction Management</b>	<b>25,800</b>
<b>TASK 10 -- Construction Surveying</b>	<b>2,800</b>
<b>TASK 11 -- Material Testing and Special Inspection</b>	<b>17,000</b>
<b>TASK 12 -- Traffic Control Plan and Coordination</b>	<b>6,500</b>
<b>TASK 13 -- Reimbursables</b>	<b>2,750</b>
<b>Total:</b>	<b>\$ 133,290</b>

**Tasks and activities specifically excluded:**

- Fire Department Plans
- Environmental Clearances
- Cultural and or Biological Studies
- Dust Control Plan

Billing will be on our fee schedule per our five year agreement and the hourly rates pertinent to this project are listed below:

Principal Engineer .....	160.00/hr.
Professional Engineer .....	115.00/hr.
Professional Surveyor .....	120.00/hr.
Landscape Architect .....	120.00/hr.
Secretary/Administrative Assistant .....	45.00/hr.
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**Billing rates for electrical engineering services for this project are listed below:**

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Project Engineer	\$165.00
Design Engineer	\$145.00
Senior Designer	\$120.00
Designer/Draftsman	\$ 110.00

Technical Assistant	\$ 90.00
Draftsman	\$ 85.00
Computer/Data Processing	\$ 70.00
Secretarial	\$ 50.00
Vehicle	1.15 X Federal Rate
Computer Time	Direct Cost
Travel and Living Expenses	1.15 X Direct Cost
Long Distance Telephone Calls	1.15 X Direct Cost
Reproduction Expenses (Outside)	1.15 X Direct Cost
Laboratory Testing	Direct Cost
Delivery Charges	1.15 X Direct Cost
Printing Of Electronic Media 8-1/2" X 11"	1.15 X 0.26/Page

**Reimbursable Expenses**

- Reproduction of all documents, including postage and shipping charges shall be paid for at cost plus 15% for handling.

Arrow Engineering Services, Inc. is prepared to commence work immediately. The proposal and fee amount is valid from 30 days of proposal date.

We appreciate the opportunity to assist AVTA with these electric bus charging improvements. If you have any questions or wish to discuss the project, we will be happy to meet with you at your earliest convenience. We look forward to working with you on these projects.

Registered Civil Engineer No. 48287  
Licensed Surveyor No. 7727

Sincerely,



Brian D. Glidden, P.E., L.S.





**DATE:** May 26, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Adoption of Proposed FY16 Business Plan and Short Range Transit Plan

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## **RECOMMENDATION**

That the Board of Directors adopt the Proposed AVTA FY16 Business Plan and Short Range Transit Plan ("Business Plan").

## **FISCAL IMPACT**

The proposed FY16 Operating Budget balances revenues and expenses.

Operating Expenses reflect a decrease of \$113K (a change of .1%) from \$23.9 million shown in the FY15 Budget to the \$23.8 million figure shown in the FY16 Budget.

The proposed FY16 Capital Budget is \$13.8 million for electric bus fleet replacements, JARC-funded commuter expansion buses, depot and en route charging infrastructure for electric bus operations, fleet rebuild & refurbish funds and other capital expenses.

## **BACKGROUND**

Since December 2014, staff has gathered data and performed analysis to develop the Proposed FY16 Business Plan. Budget assumptions and supporting documents were shared with TAC and the Board of Directors over the past several months. The Proposed FY16 Business Plan complies with the requirements of the Bylaws and ensures the best practices and fiduciary responsibilities of the Authority's budgeting function.

The proposed FY16 Business Plan includes the following key elements:

- An operating budget of \$23.80 million for both revenue and expenditures
- A capital spending plan of \$13.8 million with spending as follows:
  - Six to eight electric bus fleet replacements \$5,178,000
  - Two JARC-funded expansion commuter coaches \$1,425,000
  - Depot and en route charging infrastructure for electric bus operations \$3,676,000
  - Fleet unit engine rebuilding & refurbishing \$1,169,000
  - Regional Partnership funds \$560,000

- Support vehicles \$592,000
- Other projects \$1,200,000
- \$863,000 from the capital reserve fund will be used as local match for electric bus purchases. This will result in a year-end capital reserve balance of \$5.0 million
- No increase in jurisdictional operating or capital contributions
- Fixed Route Revenue Hours – no expansion planned for FY16.
  - Local Transit – 148,734
  - Commuter Service – 25,416
  - Expansion will be planned as AVTA receives new grant funding.
- Dial-A-Ride Trips – 33,000
- Service Provider Contracts – on January 1, 2016:
  - Fixed Route: +3%
  - Dial-A-Ride +1.5%
- Fuel – \$4.25 per gallon (formerly at \$5/gallon) with an estimated 87¢ per gallon reserve. Fuel budget accommodates electric power cost for electric bus operations.
- Staffing level increased a net of 1 FTE: the wages and benefits for the transit engineer in the FY15 personnel plan was converted to consulting fees, while 2 Customer Service Representatives were added to the Marketing and Customer Service Department.
- Advocacy – Funds assigned to this effort was expanded to \$194K and divided between Federal \$54K and California State efforts \$120K, plus \$20K in dedicated travel.
- Travel - \$90K in total, including the advocacy travel listed previously. The balance of \$70 is for other Board and staff travel.

Prepared by:

Submitted by:

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Colby Konisek  
Director of Finance

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Len Engel  
Director of Operations & Maintenance

Attachment:           A – Proposed FY16 Business Plan

**The Proposed FY16 Business Plan can be viewed during regular business hours at the Customer Service window of the AVTA located at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.**