



**Regular Meeting of the Board of Directors**

**Tuesday, February 23, 2016**

**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 JANUARY 2016 – HECTOR FUENTES, TRANSDEV
- SRP 2 FEDERAL LEGISLATIVE UPDATE FOR FEBRUARY 2016 – JUDY FRY
- SRP 3 STATE LEGISLATIVE UPDATE FOR FEBRUARY 2016 – WENDY WILLIAMS
- SRP 4 FY16 SECOND QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS REPORT (OCTOBER 1, 2015 – DECEMBER 31, 2015) – MARK PERRY
- SRP 5 FISCAL YEAR 2016 (FY16) SECOND QUARTER KEY PERFORMANCE INDICATORS REPORT (OCTOBER 1 – DECEMBER 31, 2015) – DIETTER ARAGON
- SRP 6 PROPOSED SERVICE CHANGES FOR JUNE 2016 – DIETTER ARAGON

**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 JANUARY 26, 2016 – KAREN DARR

*Recommended Action: Approve the Board of Directors Regular Meeting Minutes for January 26, 2016.*

CC 2 BOARD OF DIRECTORS MEETING MINUTES FOR FEBRUARY 11, 2016 – KAREN DARR

*Recommended Action: Approve the Board of Directors Special Meeting Minutes for February 11, 2016.*

CC 3 FINANCIAL REPORTS FOR DECEMBER 2015 AND JANUARY 2016 – COLBY KONISEK

*Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated December 31, 2015; the Interim Financial Statements for the six months ended December 31, 2015; the Cash Flow Projection/Treasurer's report for the month ended December 31, 2015; the Payroll History Report for the three months ended January 31, 2016; and the Cash Disbursements Report for the months ended January 31, 2016.*

CC 4 FY16 SECOND QUARTER CAPITAL RESERVES REPORT (OCTOBER 1 – DECEMBER 31, 2015) – COLBY KONISEK

*Recommended Action: Receive and file the FY16 Second Quarter Capital Reserves Report for the period covering October 1 through December 31, 2015.*

CC 5 GRANT STATUS REPORT – JUDY FRY

*Recommended Action: Receive and file the Grant Status Report through January 31, 2016*

CC 6 FY16 CERTIFICATION AND ASSURANCES FOR CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) GRANT PROGRAM – JUDY FRY

*Recommended Action: Adopt Resolution No. 2016-001 authorizing the executive director to execute all required documents for the Cal OES Grant Program as required by the Governor's Office of Emergency Services.*

CC 7 FY16 CAP AND TRADE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) GRANT – JUDY FRY

*Recommended Action: Adopt Resolution No. 2016-002 authorizing the executive director to execute all required documents for the Low Carbon Transit Operations Program.*

**NEW BUSINESS (NB):**

NB 1 FY16 MID-YEAR BUSINESS PLAN REVIEW AND PROPOSED ADJUSTMENTS – COLBY KONISEK

*Recommended Action: Approve the proposed FY16 Mid-Year Business Plan adjustments.*

**NB 2 SECURITY UPGRADES TO AVTA'S COUNT ROOM – LYLE BLOCK**

*Recommended Action: Authorize the Executive Director to execute Task Order No. 6 to Kennard Design Group, Inc. of Los Angeles, CA, under Master Contract #2014-46 in the amount of \$56,605 to design, engineer, create specifications and bid documents, and manage the construction of the Security Upgrades to AVTA's Count Room.*

**NB 3 AMENDMENT #2 TO CONTRACT #2015-16 WITH ECS IMAGING, INC., FOR DOCUMENT MANAGEMENT SYSTEM – LYLE BLOCK**

*Recommended Action: Authorize the Executive Director to execute Amendment #2 to Contract #2015-16 for the Document Management System to ECS Imaging, Inc., of Riverside, CA, for an additional amount not to exceed \$20,400.*

**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) – two potential cases.

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

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

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Report by the Executive Director

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

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

**ADJOURNMENT:**

Adjourn to the next Regular meeting of the Board of Directors on March 22, 2016 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 February 18, 2016 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.

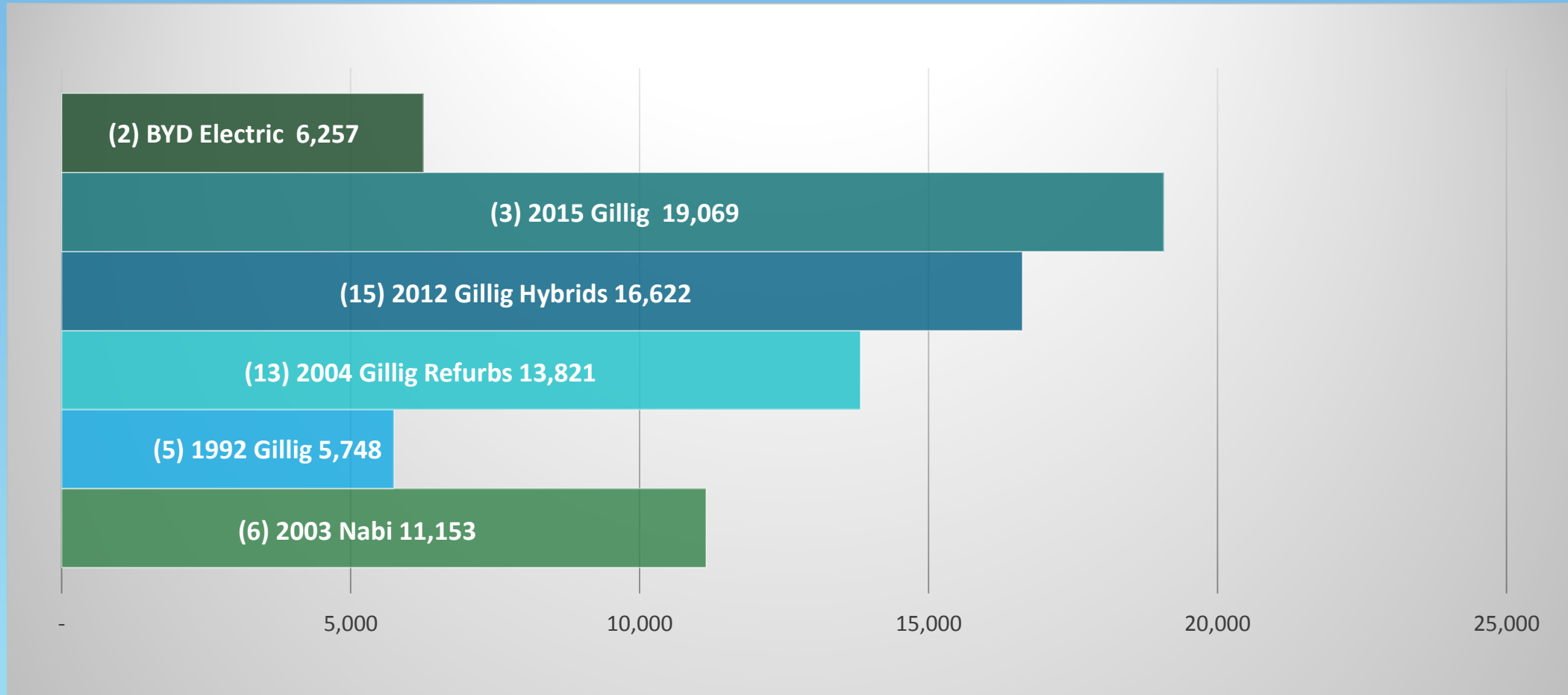
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# Second Quarter Fleet KPI

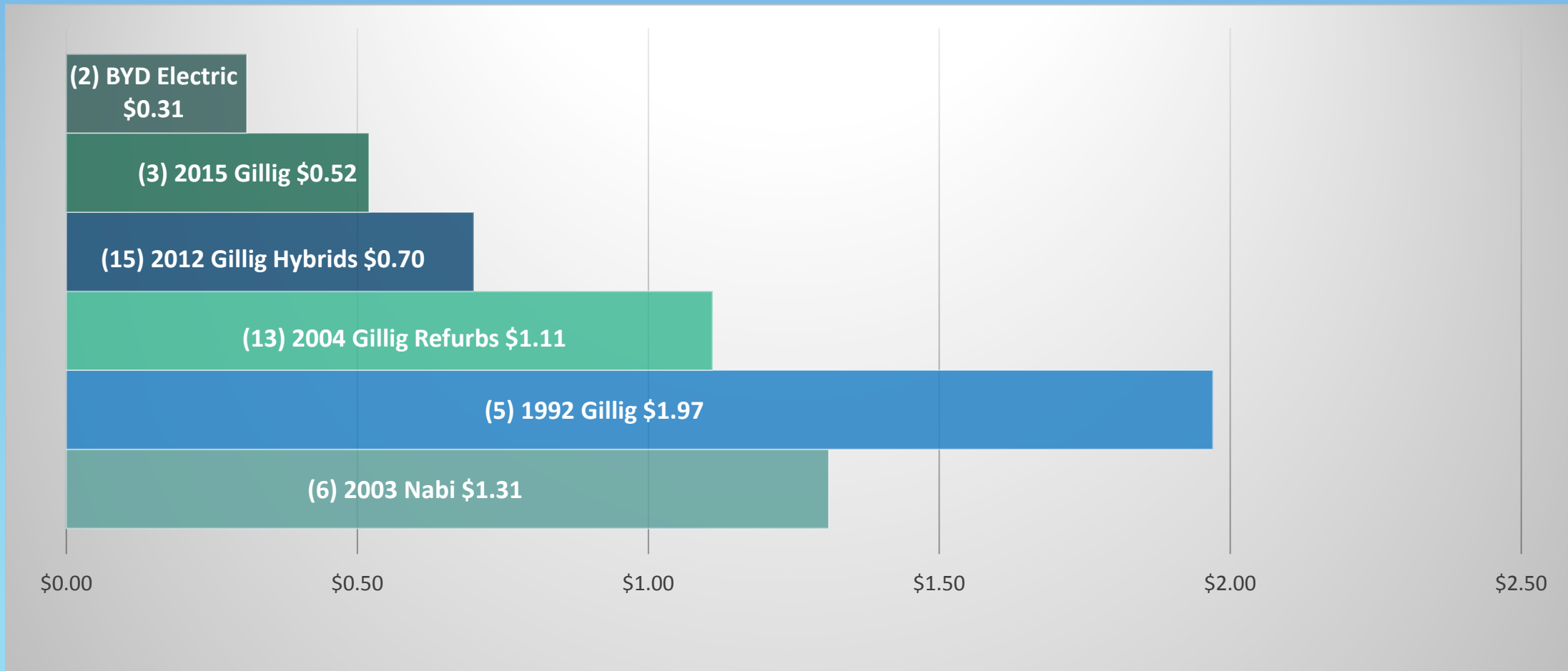
Presentation to the Board of Directors  
February 23, 2016



# Average Miles per Class

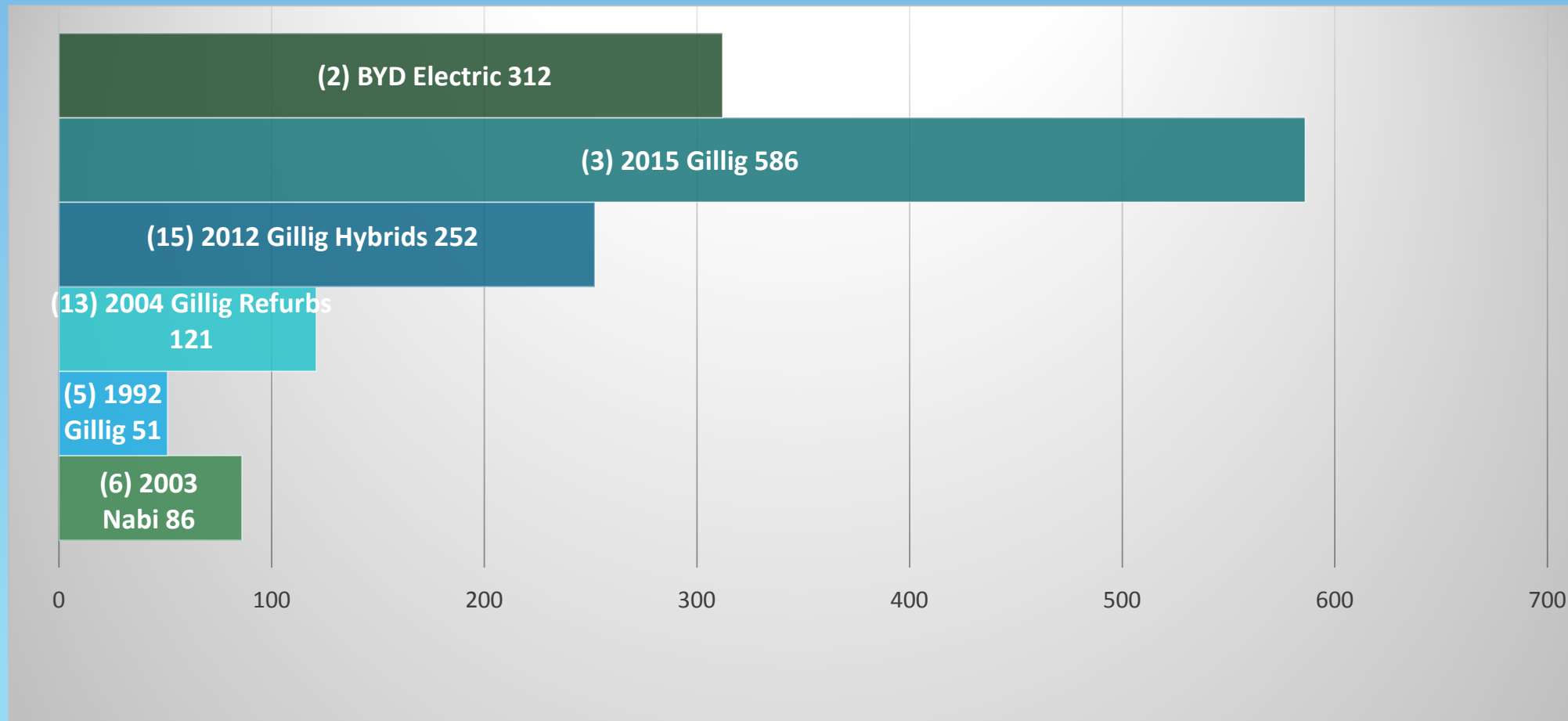


# Cost per Mile by Class





# Miles of Service per Labor Hour



# MAINTENANCE EVALUATION

One electric bus is out of service due to installation of WAVE equipment.

Second electric bus experienced plug in charging issues resulting in less mileage and premature switch outs. BYD installed a larger charge conductor and is now performing great.

Diesel fuel costs were uncharacteristically low for the 2<sup>nd</sup> quarter resulting in lower cost per mile on diesel powered buses.

Colder weather effected the electric bus range slightly more than warmer weather.

Electric bus average KWH per mile for the 2<sup>nd</sup> quarter is 2.19kwh



**DATE:** February 23, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Fiscal Year 2016 (FY16) 2<sup>nd</sup> Quarter Key Performance Indicators (KPI) Report (October 1 –December 31, 2015)

**RECOMMENDATION**

That the Board of Directors receive and file the FY16 2<sup>nd</sup> Quarter KPI Report for the period covering October 1 through December 31, 2015.

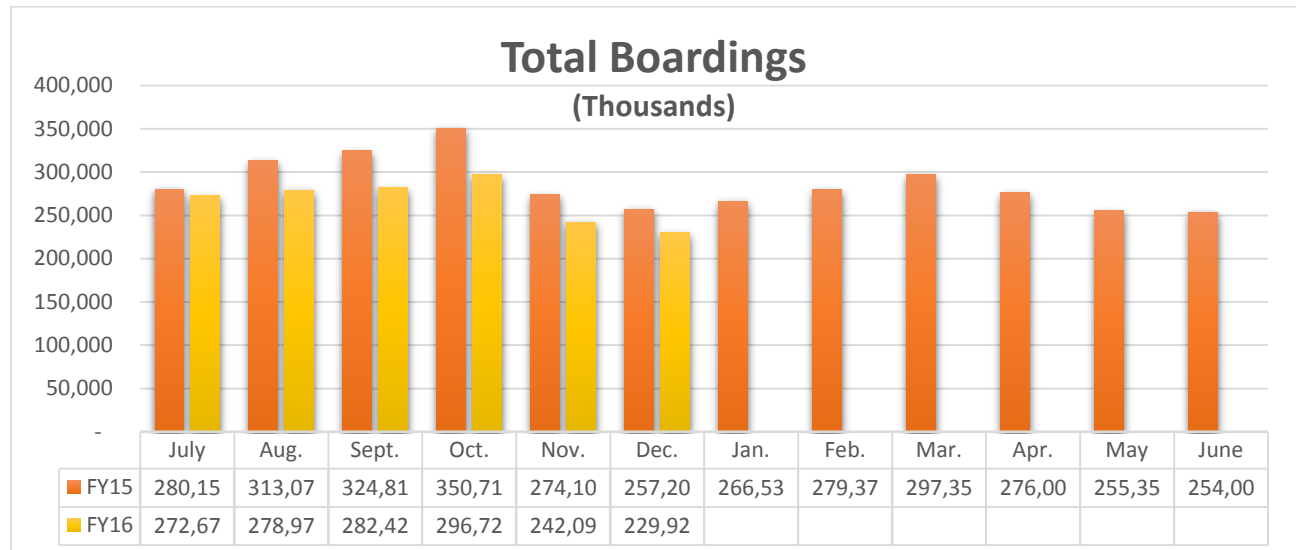
**SUMMARY**

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

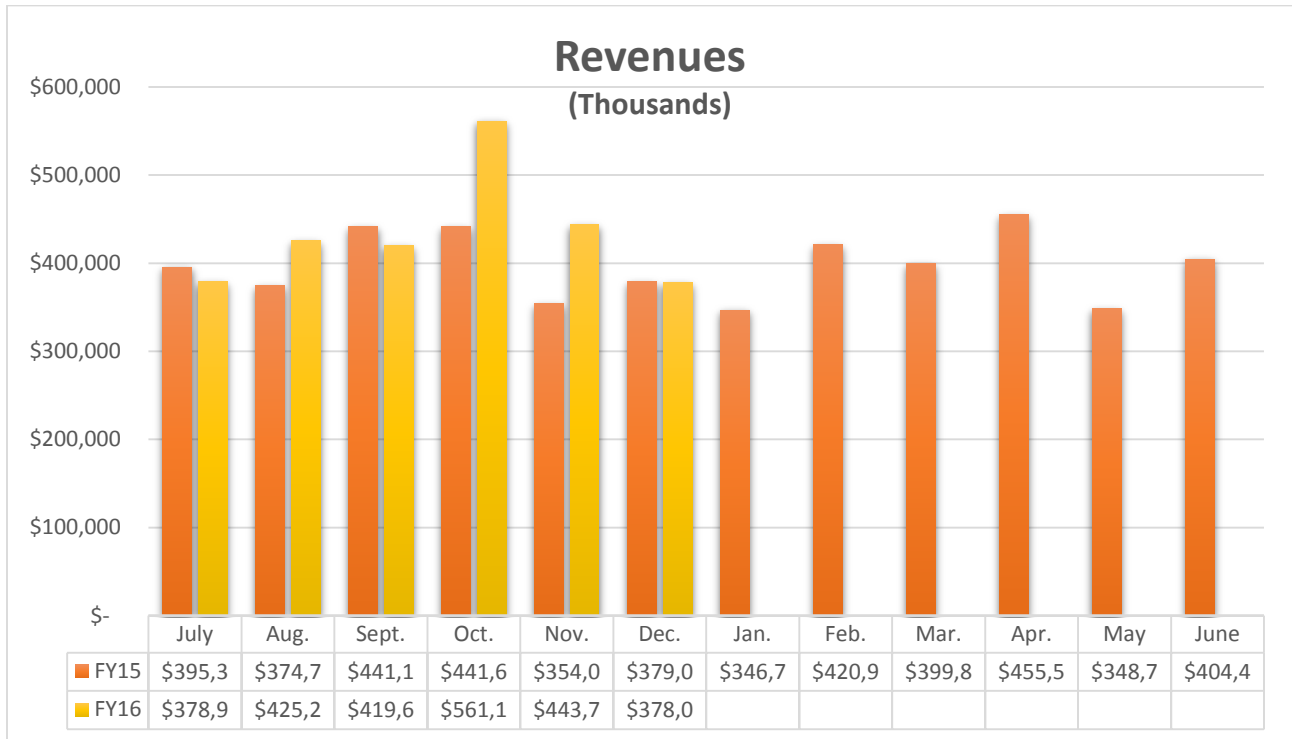
**ANALYSIS**

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

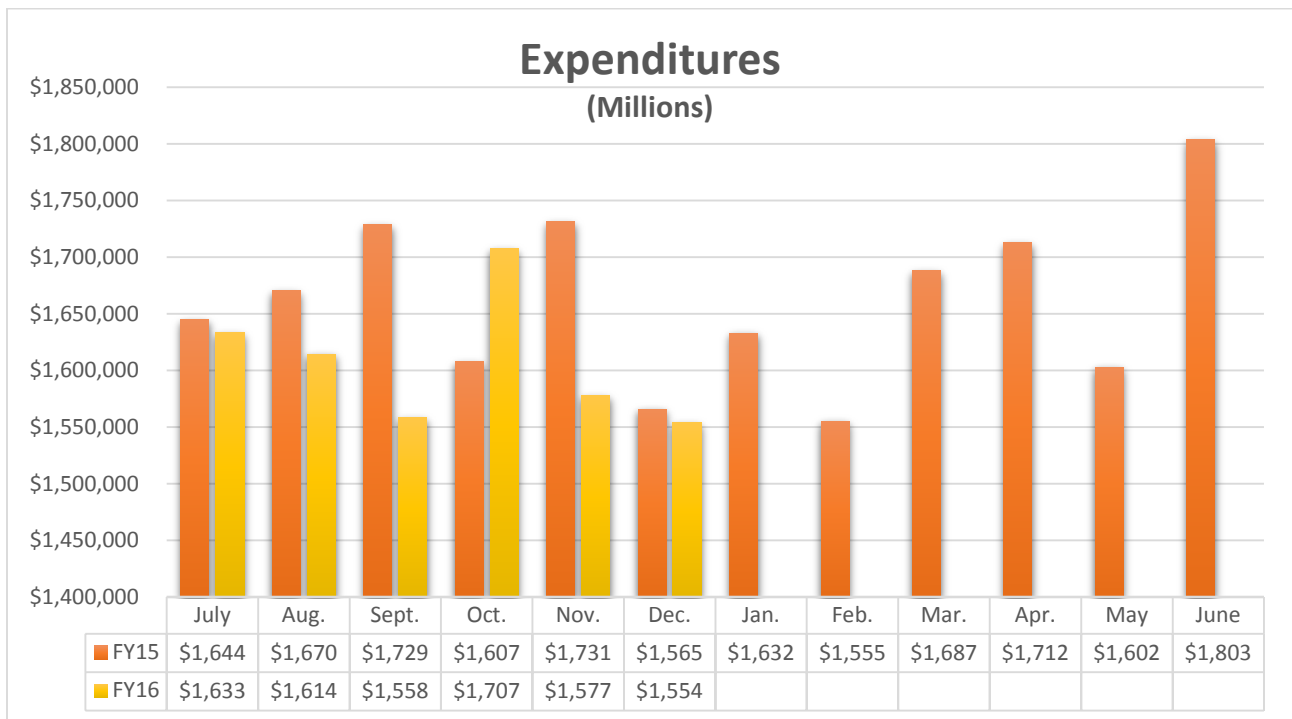
The following graphs represent KPIs for the fiscal year as of December 2015.



FY16 year-to-date boardings totaled 1,602,826, 1.70% (-27,736) lower than FY15.

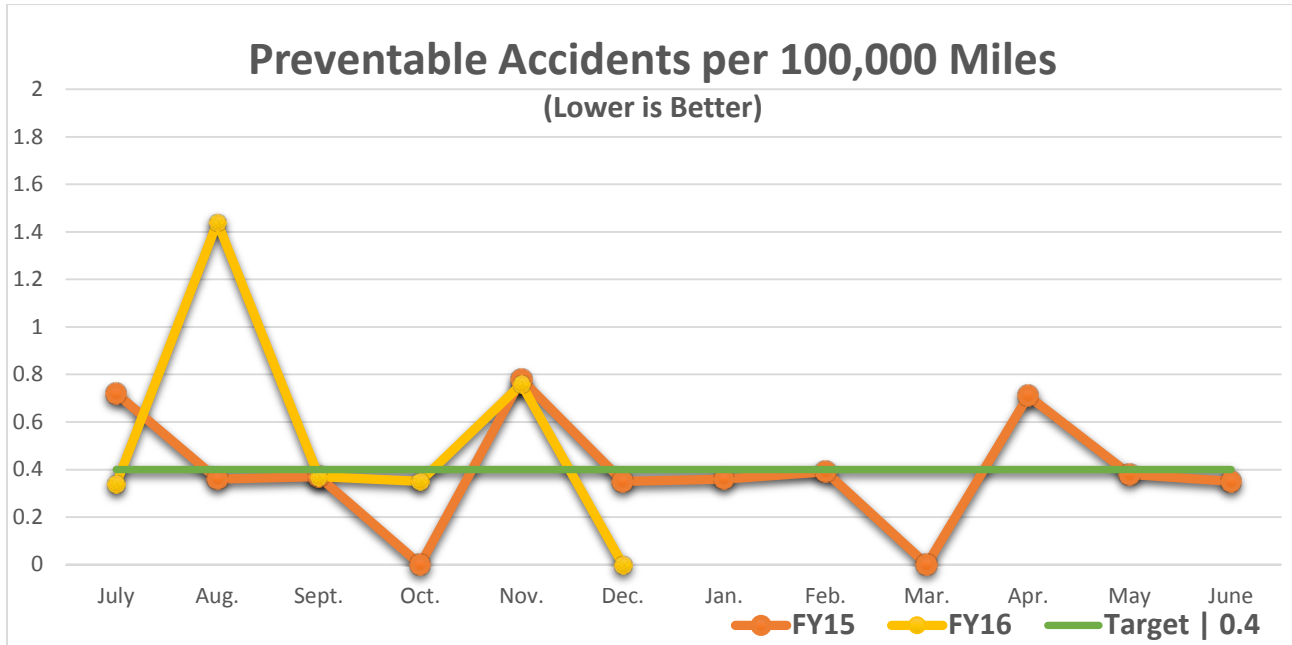


FY16 year-to-date revenues equaled \$2.6 million, a 9% increase (\$220,830) over FY15 totals. A new fare structure was instituted on September 1, 2015, which has increased overall revenues within the second quarter.



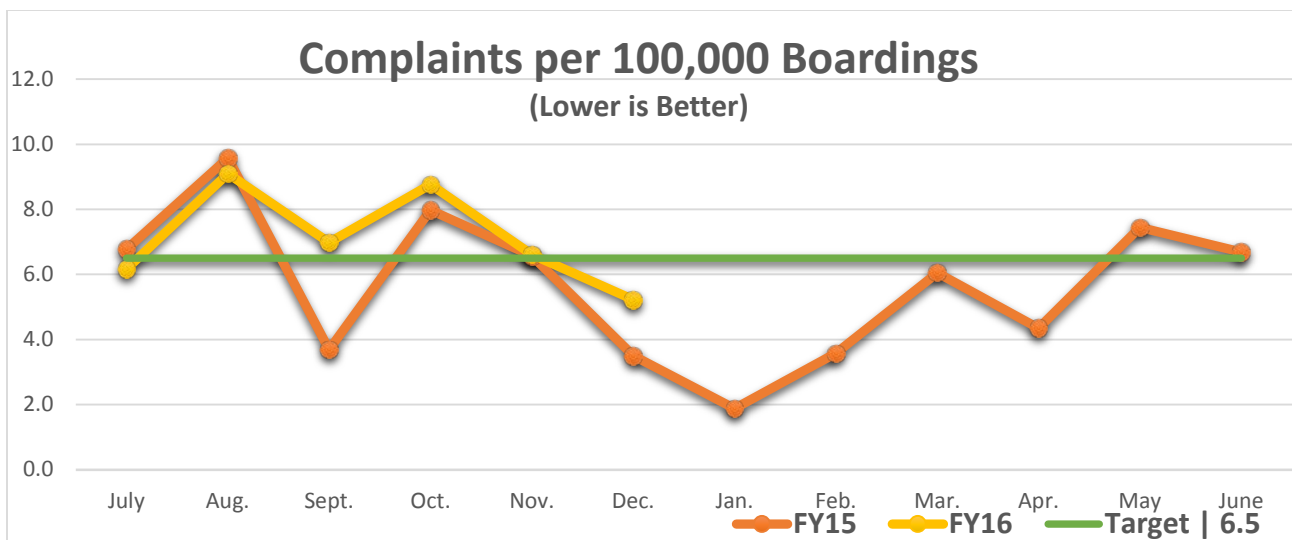
FY16 year-to-date operating expenses reflect an increase of 2.60% (\$258,779) when compared to FY15.

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

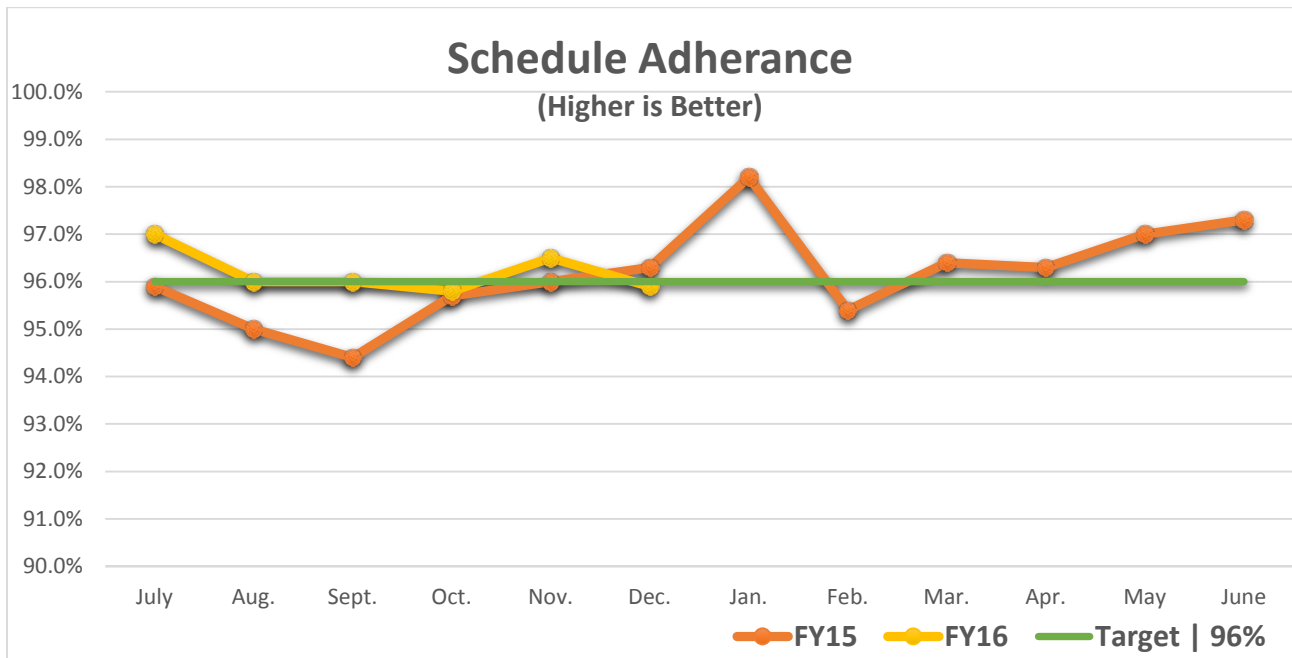


The FY16 year-to-date average equates to .48 accidents per 100,000 miles.

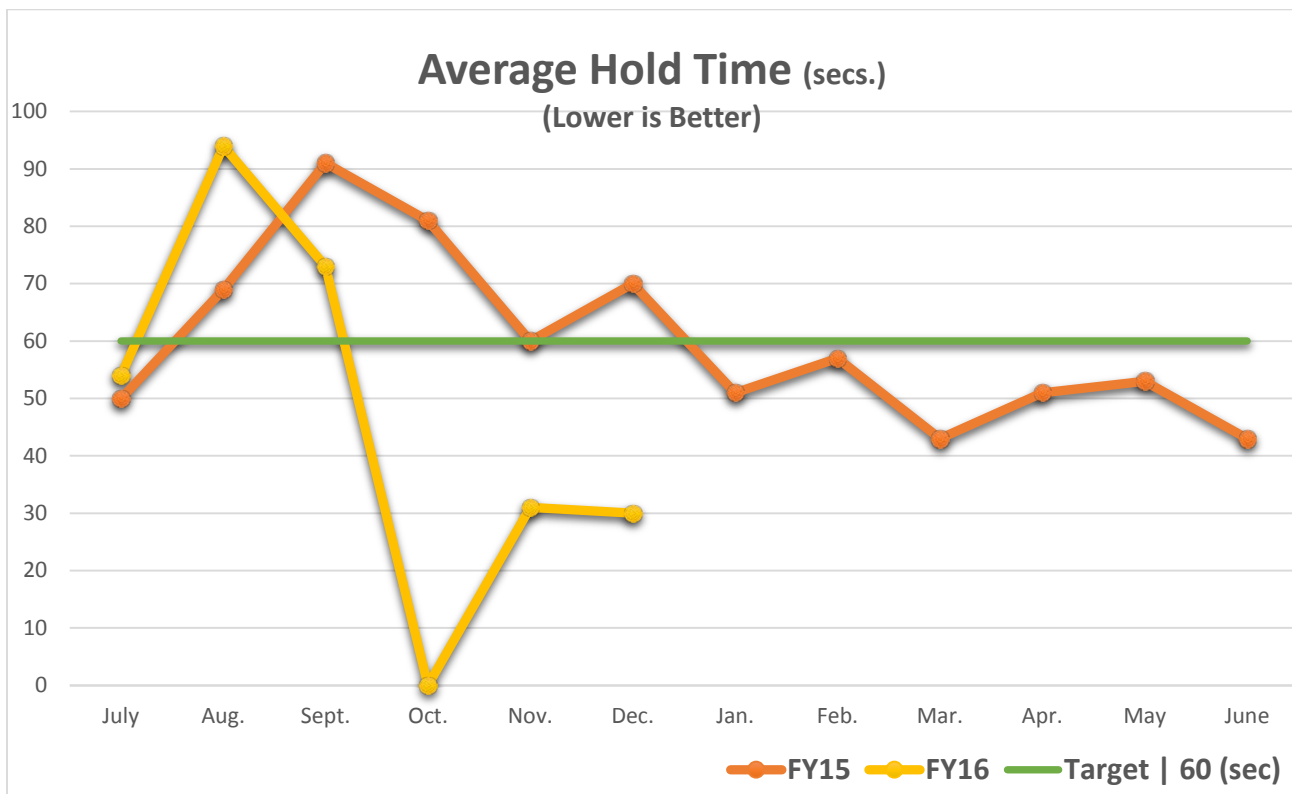
**Goal 2 – Provide Outstanding Customer Service** – This is measured by complaints per 100,000 boardings, schedule adherence, average hold time, and average miles between service interruptions.



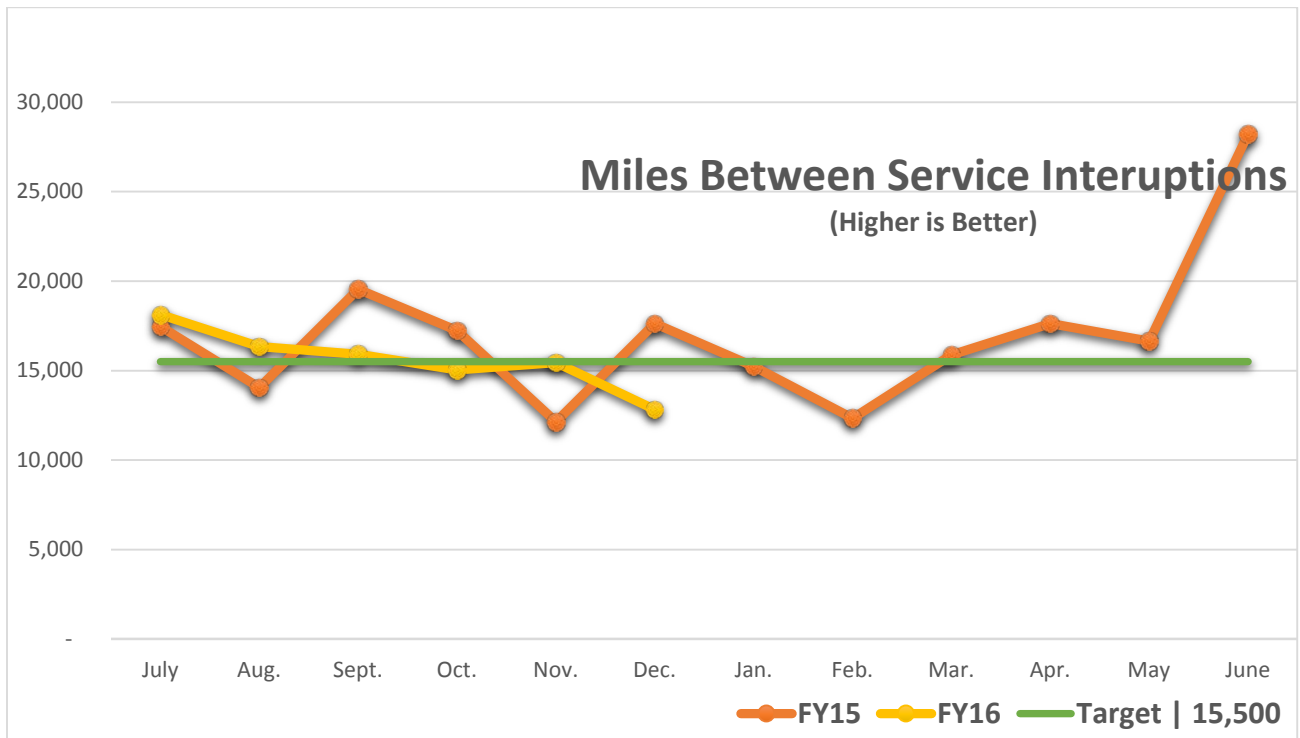
New service and fare changes took place in August and September. Complaints increased during the second quarter. Year-to-date complaints per 100,000 are at 7.4, almost 15% above FY15.



FY16 year-to-date average on-time performance equaled 96%.

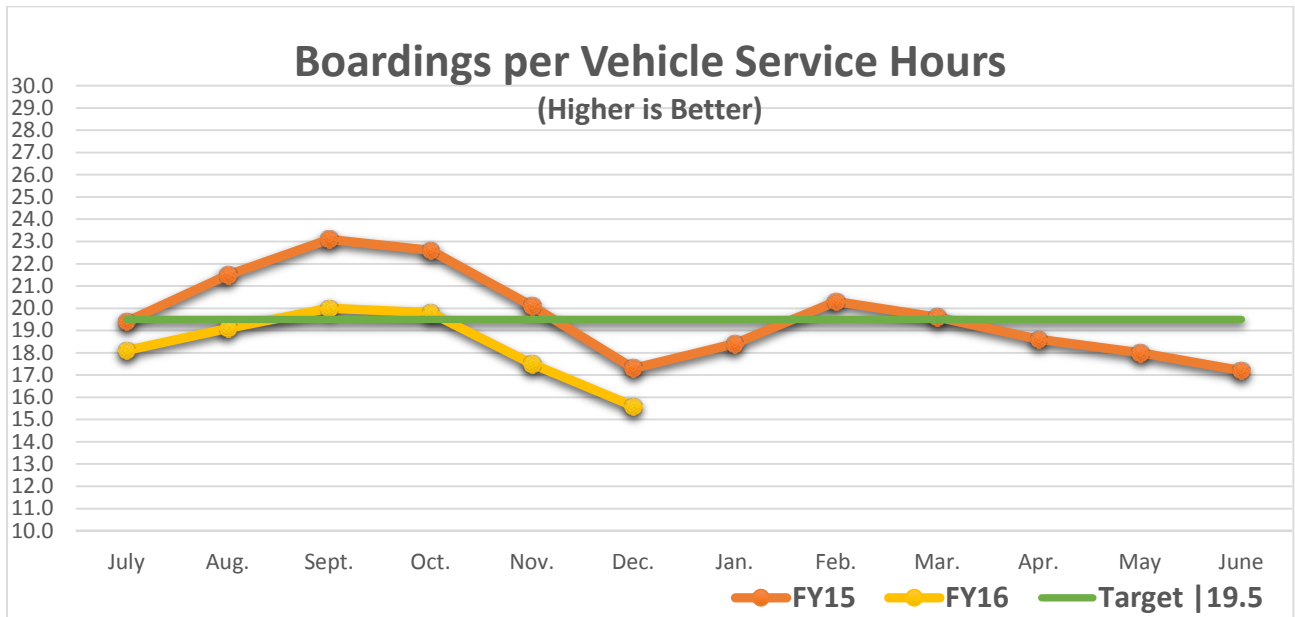


FY16 year-to-date average hold time recorded was 52 seconds. Over 97,830 calls were handled during the six-month period. This increase is reflective to the service and fare changes that occurred in August and September. A new phone system was integrated in October and November; therefore, statistical data was not provided during that time.

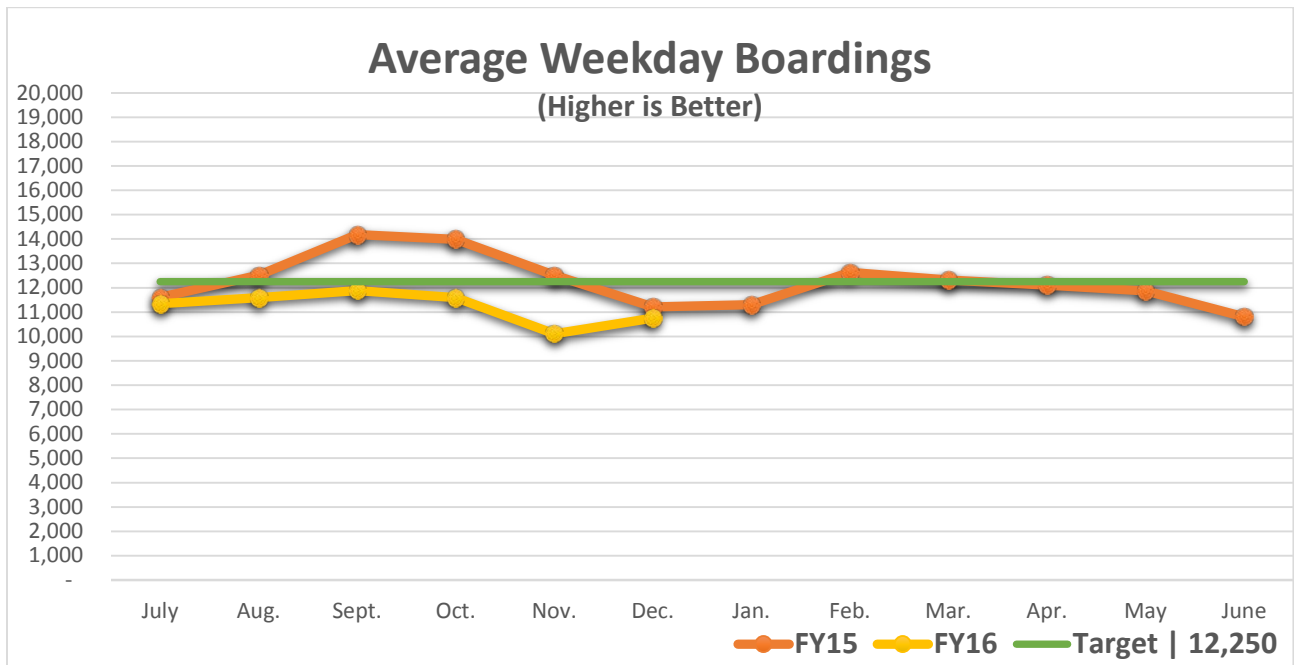


The FY16 year-to-date average miles between service interruptions are at 15,547. A decrease of 3% over FY15 miles between service interruptions.

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

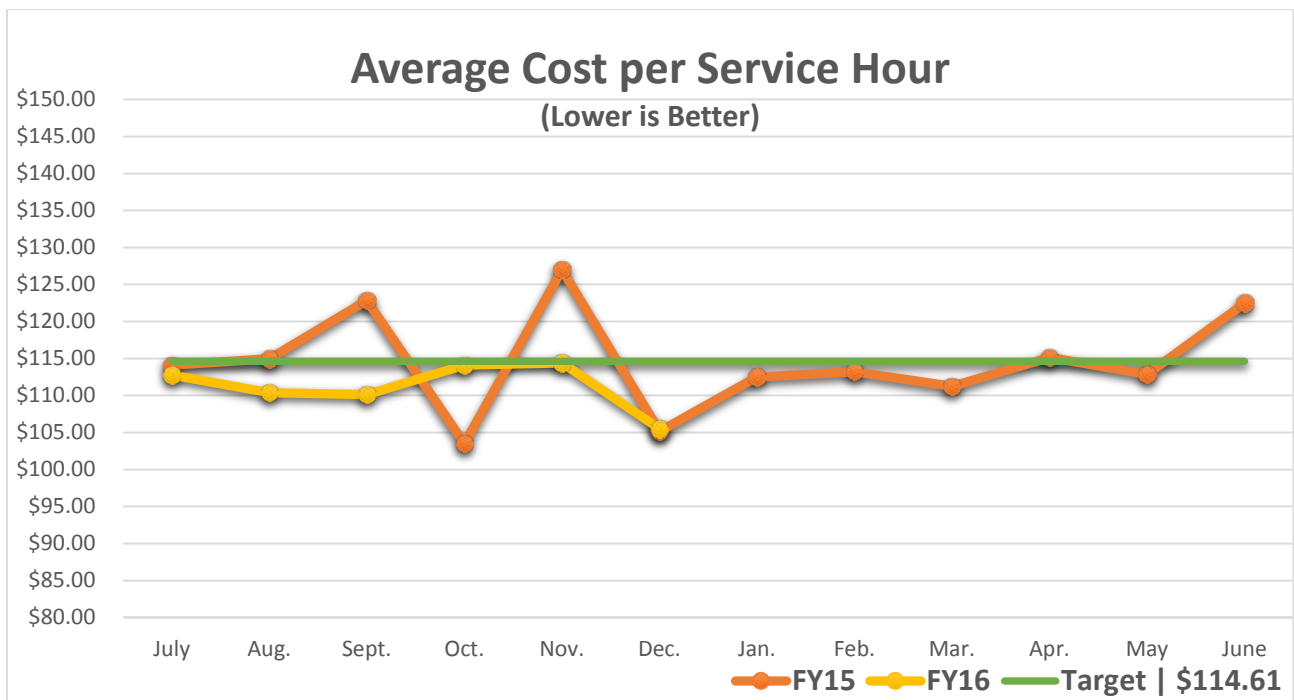


The FY16 year-to-date average boardings per vehicle service hour was 18.3. A decrease of 11% when compared to FY15 totals, which coincides with the overall ridership decrease we are experiencing.



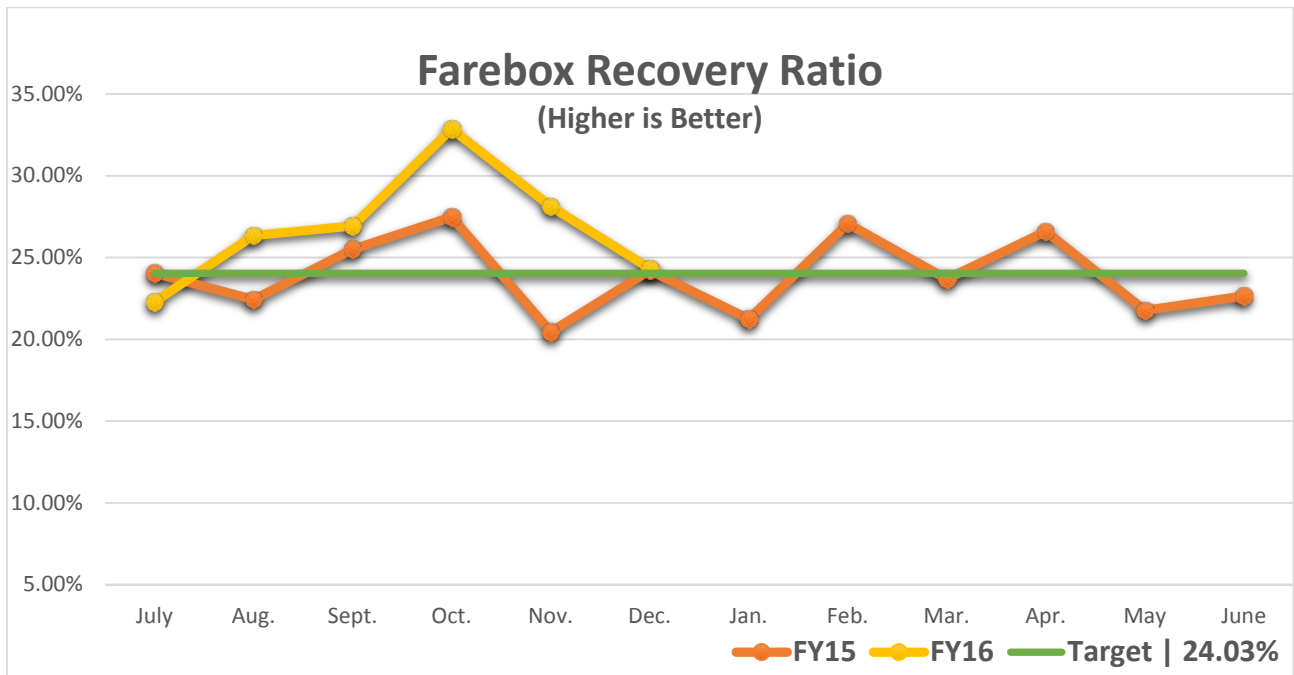
Year-to-date average weekday boardings are at 11,222, an almost 12% decrease when compared to FY15.

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



FY16 year-to-date average cost per service hour equaled \$110.93. Well below the performance target of \$114.61.





The year-to-date average farebox recovery ratio for FY16 was 26.90%. We remain well above the performance target of 24.03%.

Prepared by:

Submitted by:

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Dietter A. Aragón  
Senior Planning Officer

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Len Engel  
Executive Director

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

Antelope Valley Transit Authority | Attachment SRP 5.A: Key Indicators Report  
Quarter 2

Goal	Performance Indicator	Performance Target	FY 16 Year to Date	YTD Meets/Exceeds	FY 15 Year to Date	% Change
Overall System Performance	Total Boardings	N/A	1,602,826	N/A	1,630,562	-1.70%
	Vehicle Service Hours	N/A	87,350	N/A	87,077	0.31%
	Total Fare Revenue	N/A	\$ 2,606,773	N/A	\$2,385,970	9.25%
	Total Operating Expense	N/A	\$ 9,689,469	N/A	\$9,948,248	2.60%
Safe Transit System	Preventable Accidents per 100,000 Miles	0.40	0.48	DNM	0.42	-14.29%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	6.5	7.40	DNM	6.44	-14.91%
	Schedule Adherence	96%	96.4%	X	95.5%	0.94%
	Average Hold Time	1:00	0:52	X	1:10	25.71%
	Average Miles Between Service Interruptions	15,500	15,547	X	16,026	-2.99%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	19.5	18.3	DNM	20.7	-11.36%
	Average Weekday Boardings	12,250	11,222	DNM	12,681	-11.51%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	\$114.61	\$110.93	X	\$114.25	2.91%
	Farebox Recovery Ratio	24.03%	26.90%	X	23.98%	12.17%

DNM = Does Not Meet

Antelope Valley Transit Authority | Attachment SRP 5.B: Operations Report  
Quarter 2

Goal	Performance Target	FY 16 Year to Date	YTD Meets/Exceeds	FY 15 Year to Date	% Change
Average Fare per Boarding	\$1.41	\$1.63	X	\$1.46	11.14%
Average Cost per Boarding	\$5.90	\$6.05		\$6.10	0.92%
Average Subsidy per Boarding	\$4.49	\$4.42	X	\$4.64	4.72%
Revenue Miles	N/A	1,518,343	N/A	1,499,054	1.29%
Total Vehicle Miles	N/A	1,669,277	N/A	1,664,071	0.31%
Total Vehicle Hours	N/A	97,724	N/A	97,049	0.70%
In-Service Speed	N/A	17.4	N/A	17.2	0.97%
Boardings per Vehicle Service Mile	N/A	1.06	N/A	1.09	-2.95%



**DATE:** February 23, 2016  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Proposed Service Change for June 2016

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## RECOMMENDATION

That the Board of Directors receive and file the Proposed Service Changes. Direct staff to seek public input on proposed service changes.

## FISCAL IMPACT

The proposed service changes for June 2016 have been developed to provide improved service and connectivity to the Antelope Valley community. There are three options presented that may or may not impact AVTA's fiscal budget (Attachment A).

- Option 1: Rerouting service on the Route 7 to AVC, AV Hospital, UAV and Lancaster Metrolink Station. New service to homeless shelter (Rt. 9) and supplemental service (Rt. 97) to Highland and Quartz Hill High School's. operational cost are maintained at cost neutral, with a slight savings of \$29,023.
- Option 2: Maintaining service on the Route 7 along current corridor through 60th St. West and reduce headways from 60 minutes to 45 minutes. Annual operational costs are increased to \$222,650.
- Option 3: Maintaining service on the Route 7 along current corridor through 60th St. West and reduce headways to 30 minutes during peak times (5:30-9:00 am | 3:00 - 6:00 pm) and continue 60 minute headways off-peak. Annual operational costs are increased to \$302,455 and requires two additional buses, potentially decreasing AVTA's spare bus ratio.

## BACKGROUND

Our communities are dynamic, changes occur in traffic patterns, development patterns and ridership that can impact our transit service. Staff is committed to respond to these

changes by adjusting and modifying our services to meet the challenges. Adjustments are scheduled twice a year to allow the Authority to make improvements and ensure the transit system runs as effectively and efficiently as possible.

The proposed service recommendations are based on the Route-to-Success and Comprehensive Operational Analysis (COA) Short Range Transit Plan for the FY2015-2019 periods. The changes focus on improving route directness, service transferability, reducing travel time, cost-effectiveness and overall attractiveness of bus service. All proposed changes were based on initial community feedback, ridership patterns and statistics along with coach operators and customer service feedback.

The service enhancements include:

- Frequency and service span improvements for local and rural routes,
- Improved route directness to reduce customer travel time,
- Increased service to Antelope Valley College,
- Improved cost-effectiveness of rural routes,
- Reduce and/or cancel unproductive service based on service loads on weekdays, Saturday and Sunday service,
- Addition of service on major holidays to provide 365-day service.

Some routes are modified versions of existing routes while others are new, renamed, or renumbered to reflect their service type or areas served.

### Route 1

Route 1 connects Lancaster and Palmdale via 10th Street West and Palmdale Blvd. The Route 1 has the highest number of total boardings and the second-most boardings per service hour of any AVTA route. In preparation for the future proposed Bus Rapid Transit (BRT) project, service frequency on the Route 1 is proposed to increase to 20 minutes during peak hours. Saturday service frequency is also proposed to be improved from 60 to 30 minutes during peak times. Also, Saturday evening service is proposed to be extended to 10:00 p.m. This will improve service connectivity and help alleviate congestion on all trips.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 1 - Lancaster / Palmdale	<b>Weekday:</b> 30/60 min. <b>Weekend:</b> 60 min.	6	\$ 2,156,525
<b>Proposed:</b> Rt. 1 - Lancaster / Palmdale	<b>Weekday:</b> 20/30/60 min. <b>Sat:</b> 30/60 min. <b>Sun:</b> 60 min.	8	\$ 2,554,274
	<b>Difference</b>	<b>2</b>	<b>\$397,748.70</b>

### Route 4

Route 4 operates between Lancaster City Park and downtown Lancaster, serving the AVTA offices, the Antelope Valley Courthouse, the Department of Social Services, Antelope Valley High School, Lancaster Metrolink Station, the Lancaster Public Library and Lancaster City Hall. Route 4 is one of the most productive AVTA routes, as measured by boardings per service hour, particularly during the weekday. Unfortunately, weekend boardings are reduced drastically. Initial proposal was to eliminate weekend service

entirely. However, after receiving additional feedback from coach operators, weekend service frequency is proposed to be reduced from 60 min. to 120 min.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 4 - LCP / Sierra Hwy. & Lancaster Blvd	<b>Weekday:</b> 60 min. <b>Weekend:</b> 60 min.	2	\$ 764,992
<b>Proposed:</b> Rt. 4 - LCP / Sierra Hwy. & Lancaster Blvd	<b>Weekday:</b> 60 min. <b>Sat:</b> 120 min. <b>Sun:</b> 120 min.	2	\$ 658,873
	<b>Difference</b>		<b>\$ (106,118)</b>

### Route 5

Route 5 operates between Lancaster City Park and the Mayflower Gardens, Senior Community via Avenue L. The primary destinations served are Lancaster City Park, the Quartz Hill Mobile Home Park, Kaiser Medical building on 15<sup>th</sup> St. West and the Mayflower Gardens. Service span on the weekdays is proposed to increase to 9:00 pm. Saturday service is maintained, while Sunday service span is proposed to be reduced by one hour to 6:00 pm.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 5 - LCP / Mayflower Gardens	<b>Weekday:</b> 60 min. <b>Weekend:</b> 60 min.	1	\$ 389,536
<b>Proposed:</b> Rt. 5 - LCP / Mayflower Gardens	<b>Weekday:</b> 60 min. <b>Sat:</b> 60 min. <b>Sun:</b> 60 min.	1	\$ 402,442
	<b>Difference</b>		<b>\$ 12,906</b>

### Route 6 | 15

Route 6 serves Palmdale and Littlerock, operating between 47th St. East & Avenue S and 90th Street East & Palmdale Blvd. Destinations served include Pete Knight High School, Littlerock High School, and major shopping destinations at 47<sup>th</sup> St. East & Avenue S.

Route 15 serves the community of Pearblossom, operating from 47th Street East & Avenue R to Pearblossom via Pearblossom Highway. Service does not operate between 11 a.m. and 3:30 p.m. and there is no weekend service.

While both rural routes provide a lifeline to residents who may not have access to other transportation options, residential densities are very low. The proposal is to combine both routes into one service. Rural Route 52 would continue to provide service to both the Little Rock and Pearblossom communities. While maintaining 120 minute frequency. Weekend service would also be extended to Pearblossom.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 6/15 - Littlerock / Pearblossom	<b>Weekday:</b> 100 min./120 min. <b>Weekend:</b> 100 min.	3	\$ 768,512
<b>Proposed:</b> Rt. 52 - Littlerock / Pearblossom	<b>Weekday:</b> 120 min. <b>Sat:</b> 120 min. <b>Sun:</b> 120 min.	2	\$ 685,207
	<b>Difference</b>	<b>-1</b>	<b>\$ (83,304)</b>

### Route 7

Route 7 operates through Quartz Hill and northwest Lancaster between the Palmdale Transportation Center and Lancaster Metrolink Station. Major destinations include the Antelope Valley Mall, Marie Kerr Park, Highland High School (select trips only), Quartz Hill High School, the Antelope Valley State and County Prison, the Antelope Valley Fairgrounds, and downtown Lancaster. The most boarding activity occurs at the route

terminuses, within downtown Lancaster, at Quartz Hill High School, and at 10th Street West & Marketplace Drive. Ridership is very low on West Avenue H.

The following three options are proposed for enhancing service on the Route 7:

**Option 1:** Includes rerouting service along 30<sup>th</sup> St. West and providing direct service to the Antelope Valley College (AVC). AV Hospital, University of Antelope Valley and Lancaster Metrolink Station. A new service is also proposed (Route 9) to the Antelope Valley Fairgrounds, Veterans Home (30<sup>th</sup> St. West and Avenue I) and the LA County and State facilities including the new homeless shelter (60<sup>th</sup> St. West and Avenue I). Supplemental service (Rt. 97) to Highland and Quartz Hill High School's would be reinstated. Operational cost are maintained at cost neutral, with a slight savings of \$29,023.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 7 - Quartz Hill	<b>Weekday:</b> 60 min. <b>Weekend:</b> 60 min.	4	\$ 1,591,647
<b>Proposed:</b> Rt. 7 (Opt. 1*) - Palm.- QH -AVC - Lan.	<b>Weekday:</b> 60 min. <b>Sat:</b> 60 min. <b>Sun:</b> 60 min.	3	\$ 1,280,070
<b>Proposed:</b> Rt. 9 - LCP / 60th St. and Ave. I	<b>Weekday:</b> 120 min. <b>Sat:</b> 120 min. <b>Sun:</b> 120 min.	1	\$ 305,449
<b>Proposed:</b> Rt. 97 - Highland / Quartz Hill High Sch	<b>Weekday:</b> Two trips in the AM and PM service.	1	\$ 104,424
	<b>Difference</b>	<b>1</b>	<b>\$ 98,296</b>

**Option 2:** Includes maintaining service on the Route 7 along current corridor through 60th St. and Avenue H, to the Antelope Valley Fairgrounds, Veterans Home (30th St. West and Avenue I) and the LA County and State facilities including the new homeless shelter (60th St. West and Avenue I). This option does not include direct service to AVC. The proposed enhancement includes increasing frequency to 45 minute intervals. Annual operational costs are increased to \$222,650.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 7 - Quartz Hill	<b>Weekday:</b> 60 min. <b>Weekend:</b> 60 min.	4	\$ 1,591,647
<b>Proposed:</b> Rt. 7 (Opt. 2**) - Quartz Hill	<b>Weekday:</b> 45 min. <b>Sat:</b> 60 min. <b>Sun:</b> 60 min.	5	\$ 1,941,616
	<b>Difference</b>	<b>1</b>	<b>\$ 349,969</b>

**Option 3:** Like option 2, this option Includes maintaining service on the Route 7 along current corridor through 60th St. and Avenue H, to the Antelope Valley Fairgrounds, Veterans Home (30th St. West and Avenue I) and the LA County and State facilities including the new homeless shelter (60th St. West and Avenue I). This option also does not include direct service to AVC. The proposed enhancement includes increasing frequency to 30 minute during peak times (5:30-9:00 am | 3:00 - 6:00 pm) and 60 minutes in-between. Annual operational costs are increased to \$302,455 and requires two additional buses.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 7 - Quartz Hill	<b>Weekday:</b> 60 min. <b>Weekend:</b> 60 min.	4	\$ 1,591,647
<b>Proposed:</b> Rt. 7 (Opt. 3***) - Quartz Hill	<b>Weekday:</b> 30/60 min. <b>Sat:</b> 60 min. <b>Sun:</b> 60 min.	7	\$ 2,021,400
	<b>Difference</b>	<b>3</b>	<b>\$ 429,754</b>

**Route 10**

Route 10 was designed to provide limited-stop service along the 10th St. West and Palmdale Blvd. Corridor, which is duplicated by the Route 1. It operates between 47th Street East & Avenue S and the University of the Antelope Valley. Ridership on Route 10 continues to be very low, with only 174 daily boardings and 8 boardings per service hour, the second-lowest of all routes. The most boarding activity occurs at Lancaster City Park, Palmdale Avenue & 9<sup>th</sup> Street East (Palmdale City Hall) and Palmdale Transportation Center. The proposal is to cancel service on the Route 10 and utilize its resources on the Route 1 in order to help increase frequency and improve service loads on all trips.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 10 - Palmdale / Lancaster	<b>Weekday:</b> 60 min. <b>Weekend:</b> N/A	2	\$ 498,653
<b>Difference</b>		<b>-2</b>	<b>\$ (498,653)</b>

**Route 19 – Lake Los Angeles**

Lake Los Angeles service connects Lake LA to Lancaster City Park and the Palmdale Transportation Center, primarily using 170<sup>th</sup> St. East, Avenue J on northern, Lancaster section and Palmdale Blvd. on southern section of the route. In Lancaster, the route serves the Antelope Valley Hospital, Kaiser Medical offices, Antelope Valley Plaza and Social Security Administration at 20th Street East and Avenue J, and then travels via Avenue K, 25th Street West, and West Avenue L to reach Lancaster City Park. In Palmdale the route to the Palmdale Transportation Center via East Palmdale Boulevard and East Avenue Q. The route deviates to serve Littlerock High School.

Both service are proposed to be renamed, with slight modification to improve connectively safety and directness.

The Lake Los Angeles Service to Lancaster is proposed to be renamed to Route 50 – Lake Los Angeles - Lancaster. Although most service is maintained throughout the current corridors including through the Lake Los Angeles community, the new proposal will reroute service along Challenger Way between Avenue K and Avenue L and proposed to move service along Business Center Pkwy between Avenue K and Avenue L. Providing additional service to all social services offices.

Line	Frequency of Service	Buses	Cost (yr.)
<b>Current:</b> Rt. 19 - LLA Express - Lancaster	<b>Weekday:</b> 120 min. <b>Weekend:</b> 120 min.	2	\$ 742,308
<b>Proposed:</b> Rt. 50 - Lancaster - Lake Los Angeles	<b>Weekday:</b> 120 min. <b>Sat:</b> 120 min. <b>Sun:</b> 120 min.	2	\$ 716,495
<b>Difference</b>			<b>\$ (25,813)</b>





# Proposed Service Change | June 2016

## Cost Analysis

Current Service					
Line	Frequency of Service	Avg. Dist.	Buses	Hours (yr.)	Cost (yr.)
Rt. 1 - Lancaster / Palmdale	Weekday: 30/60 min. Weekend: 60 min.	18.3	6	27,570	\$ 2,156,525
Rt. 4 - LCP / Sierra Hwy. & Lancaster Blvd.	Weekday: 60 min. Weekend: 60 min.	14.7	2	9,780	\$ 764,992
Rt. 5 - LCP / Mayflower Gardens	Weekday: 60 min. Weekend: 60 min.	7.7	1	4,980	\$ 389,536
Rt. 7 - Quartz Hill	Weekday: 60 min. Weekend: 60 min.	23.9	4	20,348	\$ 1,591,647
Rt. 10 - Palmdale / Lancaster	Weekday: 60 min. Weekend: N/A	17.8	2	6,375	\$ 498,653
Rt. 19 - LLa Express - Palmdale	Weekday: 120 min. Weekend: 120 min.	21.7	2	8,565	\$ 669,954
Rt. 19 - LLa Express - Lancaster	Weekday: 120 min. Weekend: 120 min.	29.4	2	9,490	\$ 742,308
Rt. 6/15 - Littlerock / Pearblossom	Weekday: 100 min./120 min. Weekend: 100 min.	31.2	3	9,825	\$ 768,512
Proposed Service					
Line	Frequency of Service	Avg. Dist.	Buses	Hours (yr.)	Cost (yr.)
Rt. 1 - Lancaster / Palmdale	Weekday: 20/30/60 min. Sat: 30/60 min. Sun: 60 min.	18.3	8	32,655	\$ 2,554,274
Rt. 4 - LCP / Sierra Hwy. & Lancaster Blvd.	Weekday: 60 min. Sat: 120 min. Sun: 120 min.	14.7	2	8,423	\$ 658,873
Rt. 5 - LCP / Mayflower Gardens	Weekday: 60 min. Sat: 60 min. Sun: 60 min.	7.7	1	5,145	\$ 402,442
Rt. 7 (Opt. 1*) - Palm.- QH - AVC - Lan.   60 min.	Weekday: 60 min. Sat: 60 min. Sun: 60 min.	17.4	3	16,365	\$ 1,280,070
Rt. 7 (Opt. 2**) - Quartz Hill	Weekday: 45 min. Sat: 60 min. Sun: 60 min.	23.9	5	24,823	\$ 1,941,616
Rt. 7 (Opt. 3***) - Quartz Hill	Weekday: 30/60 min. Sat: 60 min. Sun: 60 min.	23.9	7	25,843	\$ 2,021,400
Rt. 9 - LCP / 60th St. and Ave. I	Weekday: 120 min. Sat: 120 min. Sun: 120 min.	11.3	1	3,905	\$ 305,449
Rt. 10 - Palmdale / Lancaster	Cancel unproductive service to improve Route 1 service.	0	0	0	\$ -
Rt. 50 - Lancaster - Lake Los Angeles	Weekday: 120 min. Sat: 120 min. Sun: 120 min.	22.7	2	9,160	\$ 716,495
Rt. 51 - Palmdale - Lake Los Angeles	Weekday: 100 min. Sat: 100 min. Sun: 100 min.	27.4	2	9,415	\$ 736,441
Rt. 52 - Littlerock / Pearblossom	Weekday: 120 min. Sat: 120 min. Sun: 120 min.	17.8	2	8,760	\$ 685,207
Rt. 97 - Highland / Quartz Hill High Schools	Weekday: Two trips in the AM and PM service.	12.0	1	1,335	\$ 104,424
Holiday Service	Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, New Years Day			1,399	\$ 109,455
Difference					
Route			Buses	Hours (yr.)	Cost (yr.)
Rt. 1			2	5,085	\$ 397,749
Rt. 4			0	(1,357)	\$ (106,118)
Rt. 5			0	165	\$ 12,906
Rt. 7 (Opt.1*)			-1	(3,983)	\$ (311,576)
Rt. 7 (Opt.2**)			1	4,474	\$ 349,969
Rt. 7 (Opt.3***)			3	5,494	\$ 429,754
Rt. 9			1	3,905	\$ 305,449
Rt. 10			-2	(6,375)	\$ (498,653)
Rt. 50			0	595	\$ 46,541
Rt. 51			0	(75)	\$ (5,867)
Rt. 52			-1	(1,065)	\$ (83,304)
Rt. 97			1	1335	\$ 104,424
Holiday Service			0	1,399	\$ 109,427
Total (Route 7 w/ option 1*)				-371	\$ (29,023)
Total (Route 7 w/ option 2**)				2,846	\$ 222,650
Total (Route 7 w/ option 3***)			2	3,866	\$ 302,435

\* **Option 1** includes rerouting service on the Route 7 to AVC. AV Hospital, UAV and Lancaster Metrolink Station. New service to homeless shelter (Rt. 9) and Supplemental service (Rt. 97) to Highland and Quartz Hill High School's. Operational cost are maintained at cost neutral, with a slight savings of \$29,023.

\*\* **Option 2** includes maintaining service on the Route 7 along current corridor through 60th St. West and increasing frequency to 45 minute intervals. Annual operational costs are increased to \$222,650.

\*\*\* **Option 3** includes maintaining service on the Route 7 along current corridor through 60th St. West and increasing frequency to 30 minute during peak times (5:30-9:00 am | 3:00 - 6:00 pm) and 60 minutes in-between. Annual operational costs are increased to \$302,435 and requires two additional buses.

## Service Changes Information Outreach - Timeline

- Thursday, March 10** Littlerock Town Council Meeting - 7:00 pm - **Confirmed**  
 Littlerock High School Community Center  
 10833 East Ave R, Littlerock, CA 93543  
 (Parking lot on east side w/ solar panels, metal gates with "welcome" sign, door is on the right)  
 Ann Marie Dyemartin (661)944-2095
- Thursday, March 17** Outreach at transit centers - **AVTA**
- LCP 11:00 am - 1:00 pm
  - PTC 3:00 pm - 5:00 pm
- Wednesday, March 23** Antelope Acres Town Council Meeting - 7:00 pm - **TBD**  
 P.O. Box 6708  
 16801 East Ave P, Lake LA, CA 93535  
 Robert Kerekes - President  
 (661)728-0095 antelopeacrestowncouncil@gmail.com
- Thursday, March 24** Lake LA Town Council Meeting - 7:00 pm - **Confirmed**  
 Stephen Sorenson Park Gym  
 16801 East Ave P, Lake LA, CA 93535  
 Deb Hill - President LLARTC  
 (661)523-4103 debrahill87@yahoo.com
- Friday, March 25** Outreach at UAV - 10:30 a.m.-12:30 pm - **Confirmed**  
 44055 North Sierra Hwy, Lancaster, CA 93534  
 Steve Ramirez - Student Services Coordinator  
 (661)726-1911 x134 steve.ramirez@uav.edu
- Wednesday, March 30** Outreach at AVC - 10:30 a.m.-12:30 pm - **Confirmed**  
 3041 West Ave K, Lancaster, CA 93536  
 Allan Gold (661)722-6300 x6968
- AVTA Public Meeting in Board Room - 7:00 pm - **AVTA**
- Tuesday, April 5** Outreach at AV Senior Center - 1:00 pm - **Confirmed**  
 777 West Jackman St, Lancaster CA 93534  
 Angela Bagmanian abagmanian@css.lacounty.gov
- Wednesday, April 13** Outreach at Legacy Commons - 12:00 pm - **Confirmed**  
 930 East Ave Q-9, Palmdale, CA 93550  
 Jennifer Tallakson (661)267-5904



**Regular Meeting of the Board of Directors**

**Tuesday, January 26, 2016**

**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 10:02 a.m.

**PLEDGE OF ALLEGIANCE**

Director Hofbauer led the Pledge of Allegiance.

**ROLL CALL:**

Present

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

Absent

Director Michelle Flanagan

**Motion: Excuse the absence of Director Flanagan.**

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: Director Flanagan

## **APPROVAL OF AGENDA**

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

Moved by Vice Chair Knippel, seconded by Director Thompson

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

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

Nays: None

Abstain: None

Absent: Director Flanagan

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

Michael Rives – spoke about service hours on holidays and a recent situation with a bus rider. Chairman Crist reiterated the incident and detailed the resolution.

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

### **SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2015**

Transdev Operations Manager Mike Sorensen presented awards to Ernest Gayles, Operator of the Month for November; Sylvia Flamenco, Employee of the Month for November; Eddie Tabin, Operator of the Month for December; and Ramon Allen, Employee of the Month for December.

### **SRP 2 PRESENTATION TO AVTA EMPLOYEE OF THE QUARTER (OCTOBER 1, 2015 – DECEMBER 31, 2015)**

Executive Director Len Engel presented a plaque to Community Outreach Specialist Kelly Miller, AVTA's Employee of the Quarter.

### **SRP 3 FEDERAL LEGISLATIVE UPDATE FOR JANUARY 2016**

Grants Administrator Judy Fry presented the details regarding the Fixing America's Surface Transportation (FAST) Act, passed by Congress on December 3, 2015 and signed into law by President Obama on December 4, 2015. The FAST Act authorizes \$305 billion in funding for federal surface transportation programs for fiscal years (FY) 2016 through 2020.

**SRP 4 STATE LEGISLATIVE UPDATE FOR JANUARY 2016**

Director of Communications Wendy Williams presented the highlights of Governor Brown's proposed FY17 budget and transportation funding package for FY17. The Board discussed the Governor's Rainy Day Fund. Richard Cook, Senator Sharon Runner's Field Representative, provided an update of the Senator's legislative activities.

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR NOVEMBER 24, 2015 (REGULAR MEETING)**

Approve the Regular Meeting Minutes for November 24, 2015.

**CC 2 BOARD OF DIRECTORS MEETING MINUTES FOR NOVEMBER 24, 2015 (SPECIAL MEETING)**

Approve the Special Meeting Minutes for November 24, 2015.

**CC 3 FINANCIAL REPORTS FOR NOVEMBER AND DECEMBER 2015**

Receive and file the financial reports for November and December 2015.

**CC 4 FY16 SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1, 2015 – DECEMBER 31, 2015)**

Receive and file the FY16 Second Quarter LASD Report for the period covering October 1, 2015 through December 31, 2015.

**Motion: Approve the Consent Calendar.**

Moved by Director Hofbauer, seconded by Director Thompson

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

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

Nays: None

Abstain: None

Absent: Director Flanagan

**NEW BUSINESS (NB):**

**NB 1 RATIFY CONTRACT #2016-05 FOR EMERGENCY VOICE OVER INTERNET PROTOCOL (VOIP) PHONE SYSTEM REPLACEMENT**

Director of Finance Colby Konisek presented the staff report. There was no discussion regarding this item.

**Motion: Ratify Contract #2016-05 for Emergency VOIP Phone System Replacement for an amount of \$134,154, plus applicable sales tax.**

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: Director Flanagan

NB 2 AWARD CONTRACT #2016-21 TO WEIDEMAN GROUP, INC. FOR CALIFORNIA GOVERNMENT RELATIONS CONSULTANT/ADVOCATE SERVICES

Executive Director Len Engel presented the staff report. The Board discussed the termination clause in the agreement and directed staff to obtain detailed monthly progress reports from the Weideman Group.

**Motion: Authorize the Executive Director to execute Contract #2016-21 for California Government Relations Consultant/Advocate Services, to Weideman Group, Inc., Sacramento, CA, for an amount not to exceed \$120,000 per year plus authorized expenses.**

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: Director Flanagan

- NB 3 APPROVE TASK ORDER NO. 5 TO KENNARD DESIGN GROUP, INC., UNDER MASTER CONTRACT #2014-46, FOR ENGINEERING & DESIGN, SPECIFICATIONS, BID AND CONSTRUCTION MANAGEMENT FOR THE ANTELOPE VALLEY COLLEGE BUS STOP IMPROVEMENT PROJECT (BSIP)

There was no discussion regarding this item.

**Motion:** Authorize the Executive Director to execute Task Order No. 5 to Kennard Design Group, Inc. of Los Angeles, CA, under Master Contract #2014-46 in the amount of \$65,988 to design, engineer, create specifications and bid documents, and manage the construction of the Antelope Valley College BSIP.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: Director Flanagan

- NB 4 APPROVE CALTRANS AGREEMENT AND ENGINEERING AND CONSTRUCTION CONTRACTS FOR IMPROVEMENTS TO THE INTERSECTION OF 35<sup>TH</sup> STREET EAST AND PALMDALE BLVD.

The Board discussed the budget and timeframe for completion of the project. Yunus Ghausi, Senior Transportation Engineer for Caltrans District 7, stated that Caltrans concurs with the assumptions in the engineering proposal and the terms of the agreement.

**Motion:** Approve Caltrans Agreement, Engineering (AVTA \$50,205 / CALTRANS \$93,689) and Construction Contract (AVTA \$ 127,900 / CALTRANS \$354,408) and report back to the Board with final amounts of the construction contracts.

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

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

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

Nays: None

Abstain: None

Absent: Director Flanagan



**CLOSED SESSION (CS):**

General Counsel Allison Burns stated that there were no discussion items for Closed Session.

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Report by the Executive Director

- The bid opening for the battery electric bus project was held on January 25, 2016. The evaluation committee is reviewing the sole submitted proposal.
- Installation of the in-ground wireless charging equipment is underway at Lancaster City Park.
- Final testing of the en route inductive charging system on the first electric bus has been completed. Staff expects the bus to be returned to AVTA by Friday, January 29, 2016. A third party testing consultant will conduct the primary testing on the WAVE installation before it is powered up.
- AVTA and the Antelope Valley Air Quality Management District are partnering in the submission of a grant application to the Air Resources Board (ARB) for another 17 electric buses.
- The Air Resources Board (ARB) invited Mr. Engel to be part of their Advanced Clean Transit Working Group.
- Mr. Engel will be attending the APTA CEO Conference January 30 through February 2, 2016.
- Staff from ARB visited AVTA on January 22, 2016 and stated that AVTA may be able to profit from a state energy subsidy program as the electric bus project progresses.

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

Vice Chair Knippel spoke about the ARB visit on January 22, 2016 and thanked staff for hosting a great event.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 10:40 a.m. to a Special meeting of the Board of Directors on February 11, 2016 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 23<sup>rd</sup> day of FEBRUARY 2016.

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Marvin Crist, Chairman

ATTEST:

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Karen Darr, Clerk of the Board



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**Special Meeting of the Board of Directors**

**Thursday, February 11, 2016**

**9:00 a.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 9:02 a.m.

**PLEDGE OF ALLEGIANCE:**

Director Flanagan led the Pledge of Allegiance.

**ROLL CALL:**

Present

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

**APPROVAL OF AGENDA**

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

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: None

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

John Currado – stated that this is a tremendous opportunity for not only the Antelope Valley but also the nation. He added that this is a testament to the Board's outstanding leadership.

**NEW BUSINESS (NB):**

NB 1 Award Sole Respondent Contract #2016-31 to BYD Motors, Inc., for the 40, 45 and 60 Foot Battery Electric Bus Project.

Executive Director Len Engel presented the staff report. The Board discussed the various grants that staff will use to fund the procurement, the goal of having a 100% electric fleet by 2018, and the support from Assemblyman Tom Lackey and Senator Sharon Runner. Mr. Engel stated that staff is working diligently to secure additional grant funds and detailed the cost savings from the electric buses versus the diesel buses. Maci Neshati, BYD Motors Inc. Vice President of Sales, spoke about the jobs that are expected to be created in the Antelope Valley and the economic benefit to the community as a result of this contract.

**Motion: Authorize the Executive Director to execute a sole respondent Contract #2016-31 for the 40, 45 and 60 Foot Battery Electric Bus Project to BYD Motors, Inc., for a five-year term, and an amount not to exceed \$72,410,000, plus applicable sales tax.**

Moved by Director Hofbauer, seconded by Director Thompson

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

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

Nays: None

Abstain: None

Absent: None

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Report by the Executive Director:

Mr. Engel reminded the Board that he will be attending an Air Resources Board meeting in Sacramento on February 23.

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

The Board members had no miscellaneous business to present.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting to the next Regular meeting of the Board of Directors on February 23, 2016 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 23<sup>rd</sup> day of FEBRUARY 2016.

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Marvin Crist, Chairman

ATTEST:

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Karen Darr, Clerk of the Board



**DATE:** February 23, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Financial Reports for December 2015 and January 2016

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#### **RECOMMENDATION**

Receive and file the Fiscal Year-to-Date Budget versus Actual report dated December 31, 2015 (Attachment A); the Interim Financial Statements for the six months ended December 31, 2015 (Attachment B); the Cash Flow Projection/Treasurer's report for the month ended December 31, 2015 (Attachment C); the Payroll History Report for the three months ended January 31, 2016 (Attachment D); the Cash Disbursements Report for the month ended January 31, 2016 (Attachment E).

#### **FISCAL IMPACT**

Payroll: January payroll of \$184,224 represents an increase of \$1,384 or 0.8% from the prior month's salary expense.

Cash Disbursements: \$2,729,414

Interim Financial Statements: Change in Net Assets: (\$1,540,713), which includes YTD depreciation expense of \$2,980,210.

#### **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 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 January 2016, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
12/27/15-01/09/16	\$92,156.11	PYPKT00757
01/10/16-01/23/16	\$92,067.39	PYPKT00760
<b>Gross Pay Jan. 2016</b>	<b>\$184,223.50</b>	

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

Register Date	Amount
01/01 - 01/31/16	\$2,729,413.78

Large items include Transdev (Local and commuter invoices for November and December - \$2,156,623), Pinnacle Petroleum (Fuel - \$189,451), IntelliRide (DAR December invoice - \$105,621), MJS Construction (BSIP, Phase II - \$25,460), and Gillig LLC (Bus training - \$21,175). These items comprise 91.5% of total expenditures for the month.

As of December 2015, the total cash per the general ledger is \$24,118,969. After deducting restricted funds, the operating cash balance is \$8,598,639. The net of receivables inflows and accounts payables outflows is projected to be net outflows of cash of \$227,450; the total expected cash available for operations in the next 30 days is \$8,371,188. The projected available cash will cover 4.7 months of operating expenses, based on the Authority's average monthly cash requirements of \$1.8 million.

#### **BUDGET TO ACTUAL NARRATIVE**

Attachment A – Budget to Actual Report (BAR) shows the unaudited result for the six months ended December 31, 2015.

Net Income (net of depreciation) was favorable to budget by \$240K.

Revenues were unfavorable to budget by \$1,039K.

Eligible expenditure for FTA fund starts October, 2015, and July to September 15 no FTA funds.

Expenses were favorable to budget by \$1,279K.

Fuel expense continues to be less than budget, open positions & associated benefits, and professional service fees for Legal, Consulting and Advocacy are lower than budget.

**I, Len Engel, Executive Director 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  
Executive Director

Attachments: A – Budget versus Actual Report as of December 31, 2015  
B – Interim Financial Statements as of December 31, 2015  
C – Cash Projection/Treasurer’s Report for December 31, 2015  
D – Payroll History Report (November, 2015 – January, 2016)  
E – Cash Disbursements Reports for January, 2016.



**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**BUDGET VERSUS ACTUAL INCOME STATEMENT**  
**YEAR TO DATE - DECEMBER 31, 2015**

REVENUE	BUDGET YTD	ACTUAL YTD	YTD VARIANCE
Fare Revenue	\$ 2,562,745	\$ 2,747,926	\$185,180
MTA Funds	4,222,776	4,323,720	100,943
FTA Funds	3,264,101	1,842,627	(1,421,474)
Jurisdictional Contributions	1,646,258	1,646,862	604
Other (SCE Rebates, Adv.)	197,878	294,079	96,201
<b>TOTAL REVENUE</b>	<b>11,893,759</b>	<b>10,855,213</b>	<b>(1,038,545)</b>
<b>EXPENDITURES</b>			
Contract Services	7,073,601	7,068,011	5,590
Fuel	1,515,477	883,683	631,794
Other Operating	408,947	284,025	124,923
Salaries and Wages	1,358,856	1,214,278	144,579
Benefits	545,669	436,016	109,653
Legal	57,477	12,638	44,839
Consulting	149,940	66,775	83,165
Advocacy	95,952	45,000	50,952
Travel	23,807	27,383	(3,576)
IT Maintenance/Licenses	79,641	56,559	23,082
Utilities	74,990	92,419	(17,429)
Administration	441,194	360,189	81,005
<b>TOTAL EXPENDITURES</b>	<b>11,825,552</b>	<b>10,546,975</b>	<b>1,278,577</b>
<b>INCOME(LOSS)</b>	<b>68,206</b>	<b>308,238</b>	<b>240,032</b>

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**BUDGET VERSUS ACTUAL INCOME STATEMENT BY DEPARTMENT**  
**YEAR TO DATE - DECEMBER 31, 2015**

REVENUE	BUDGET YTD	ACTUAL YTD	YTD VARIANCE
<b>COMPANY WIDE REVENUE</b>	<u>11,893,759</u>	<u>10,855,213</u>	<u>(1,038,545)</u>
<b>EXPENDITURES/DEPARTMENT</b>			
1EX --- Executive	711,673	408,999	302,674
2FF --- Facility and Maintenance	9,593,562	8,757,926	835,637
3FS --- Finance	770,634	745,685	24,948
5CS --- Customer Service/Marketing	749,683	634,365	115,319
1ZZ --- Company Wide w/o Depreciation w 1B	(0)	(0)	0
<b>TOTAL EXPENDITURES FOR ALL DEPARTMENTS</b>	<u>11,825,552</u>	<u>10,546,975</u>	<u>1,278,578</u>
<b>INCOME(LOSS)</b>	<u><u>68,206</u></u>	<u><u>308,238</u></u>	<u><u>240,032</u></u>



## STATEMENT OF NET POSITION - UNAUDITED

	<u>As of December 31, 2015</u>	<u>As of December 31, 2014</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 24,118,969	\$ 22,665,603
Due from other governments	1,919,103	2,787,847
Other receivables	349,441	138,325
Inventory	240,334	237,783
Prepaid items	571,839	168,954
Total Current Assets	27,199,686	25,998,511
<b>NONCURRENT ASSETS</b>		
Capital assets, net of depreciation	49,156,677	48,444,967
Total Assets	76,356,363	74,443,478
<b>LIABILITIES AND NET POSITION</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	2,485,642	2,288,562
Due to Federal Transit Administration	-	-
Payroll related items - taxes, Calpers, medical, etc.	(7,887)	3,223
Compensated absences	1,282,696	1,195,450
Deferred Revenue - Prop 1B	1,409,920	2,328,040
Total Current Liabilities	5,170,371	5,815,275
<b>Deferred inflows of resources</b>		
Unearned Revenue	1,000	-
Total Liabilities	5,171,371	5,815,274
<b>NET POSITION</b>		
Invested in Capital Assets	49,156,677	48,444,967
Restricted for Capital Acquisition	5,389,020	4,913,221
Unrestricted	16,639,294	15,354,581
Total Net Assets	\$ 71,184,992	\$ 68,712,769



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

	For the 6 Months ending December 31, 2015	For the 6 Months ending December 31, 2014
<b>OPERATING REVENUES</b>		
Charges for services:		
Passenger fares	\$ 2,747,365	\$ 2,426,594
Total operating revenues	<u>2,747,365</u>	<u>2,426,594</u>
<b>OPERATING EXPENSES</b>		
Purchased transportation services:		
Outside transit contract	7,066,589	6,756,294
Fuel	883,683	1,277,991
Other operating costs	380,757	312,592
General and administrative	2,215,947	2,262,711
Total operating expenses, net of depreciation	<u>10,546,975</u>	<u>10,609,588</u>
Operating gain/(loss), net of depreciation	(7,799,610)	(8,182,994)
Depreciation	2,980,210	2,652,750
Total operating expenses	<u>13,527,185</u>	<u>13,262,339</u>
Operating gain/(loss)	<u>(10,779,820)</u>	<u>(10,835,745)</u>
<b>NONOPERATING REVENUES/(EXPENSES)</b>		
Interest Income	9,946	8,263
Local grants - MTA	4,323,720	4,167,987
Proposition 1B	-	-
Federal non-capital grants	1,843,607	3,345,072
Member agency contributions	1,647,959	1,645,952
Grantable expenses	(1,069,743)	(229,673)
Gain/(Loss) on sale of capital assets	9,372	-
Other	273,245	279,890
Total nonoperating revenues and expenses	<u>7,038,105</u>	<u>9,217,491</u>
Gain/(Loss) before capital contributions	<u>(3,741,714)</u>	<u>(1,618,254)</u>
<b>CAPITAL CONTRIBUTIONS</b>		
Capital grants	1,970,553	108,942
Member agency contributions	230,448	230,449
Total capital contributions	<u>2,201,001</u>	<u>339,391</u>
<b>NET CHANGE IN NET ASSETS</b>	(1,540,713)	(1,278,862)
<b>NET ASSETS, BEGINNING OF PERIOD</b>	<u>72,725,705</u>	<u>69,991,632</u>
<b>NET ASSETS, END OF PERIOD</b>	<u>\$ 71,184,992</u>	<u>\$ 68,712,769</u>

**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 6 Months ending December 31, 2015	For the 6 Months ending December 31, 2014
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from customers	2,747,365	2,426,594
Non-operating miscellaneous revenue received	273,245	279,890
Cash payments to suppliers for goods and services	(8,003,751)	(10,550,648)
Cash payments to employees for services	(1,430,374)	(78,188)
Net cash used in operating activities	<u>(6,413,515)</u>	<u>(7,922,353)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Operating grants received	10,777,801	5,773,838
Contributions received from member agencies	1,667,278	1,645,952
Net cash provided by non-capital financing activities	<u>12,445,079</u>	<u>7,419,790</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Acquisition of capital assets	(1,829,959)	(2,316,246)
Proceeds received from sale of capital assets	9,372	-
Capital grants received	3,460,816	199,909
Capital expenses	(1,069,743)	(229,673)
Capital contributions received from member agencies	274,095	230,449
Net cash used in capital and related financing activities	<u>844,581</u>	<u>(2,115,561)</u>
<b>CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:</b>		
Interest received	9,946	8,263
Net cash provided by investing activities:	<u>9,946</u>	<u>8,263</u>
Net increase/(decrease) in cash and cash equivalents	6,886,091	(2,609,861)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>17,232,879</u>	<u>25,275,465</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>24,118,969</u></u>	<u><u>22,665,603</u></u>


**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 6 Months ending December 31, 2015	For the 6 Months ending December 31, 2014
<b>Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):</b>		
Operating Loss	(10,779,820)	(10,835,744)
<b>Adjustments to Net Cash used in Operating Activities</b>		
Depreciation	2,980,210	2,652,750
Miscellaneous income	273,245	279,890
(Increase) decrease in other receivables	(87,854)	104,723
(Increase) decrease in inventory	-	-
(Increase) decrease in prepaid items	(235,640)	170,053
Increase (decrease) in accounts payable	737,073	(210,836)
Increase (decrease) in due to Federal Transit Administration	-	-
Increase (decrease) in accrued payroll	(95,178)	(78,188)
Increase (decrease) in compensated absences payable	318,697	-
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	475,751	(5,000)
Net Cash used in operating activities	<u>(6,413,515)</u>	<u>(7,922,353)</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**  
**Treasurer's Report --- Cash Flow Projection**  
**Month Ended December 2015**

Investment Type	Description	Starting Balance	Deposits	Disbursements	Ending Balance
<b>Cash and Investments Under the Direction of the Treasurer</b>					
Local Agency Investment Fund (LAIF) - Capital Reserve		\$ 5,390,608.11	\$ -		
Interest (earned quarterly)			\$ 4,989.20		
Proposition 1B Restricted Fund*		\$ 1,347,536.23	\$ -		
Interest earned for the month			\$ 57.97	\$ -	
Union Bank - LCTOP		\$ 40,628.92	\$ 1.74		
* Deferred revenue, recorded as liability until associated expense incurred.					
<b>TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS</b>					<b>\$ 6,783,822.17</b>
Wells Fargo and Broker's CDs		\$ 1,003,528.66	\$10.44		
Wells Fargo - OP Staging		\$ 485,308.67	\$ 12.36		
<b>TOTAL OPERATING RESERVE</b>					<b>\$ 1,488,860.13</b>
Payroll, Payable & General Acct		\$ 14,832,153.19			
<b>Operating Accounts Analysis</b>	Cash Fares		\$ 158,582.76		
	Vendor Pass Sales Revenue		\$ 222,329.86		
	Federal Grants Revenue		\$ 551,151.48		
	MTA Revenue		\$2,133,373.66		
	Non-Transportation Revenue		\$ 21,669.09		
	Cash Disbursement (A/P) for The Month			\$ (1,797,034.48)	
	Employee Net Pay			\$ (143,509.46)	
	Employee Net pay ending 11/28, paid on 12/3			\$ (67,933.66)	
	Employee Taxes			\$ (24,687.12)	
	Employee Deductions			\$ (10,837.25)	
	Employer Payroll Taxes			\$ (2,645.80)	
	CalPERS - AVTA paid			\$ (24,362.48)	
	CalPERS - Past Years Catch Up			\$ (1,666.00)	
	Equipment Lease - TAP card sales machines			\$ (204.46)	
	Bank Fees --- Monthly and Quarterly			\$ (842.18)	
	<b>Net Operating Funds</b>	<b>\$ 14,832,153.19</b>	<b>\$ 3,087,106.85</b>	<b>(\$2,073,722.89)</b>	<b>\$ 15,845,537.15</b>
	<b>Petty Cash</b>				<b>\$ 750.00</b>
<b>TOTAL CASH AND INVESTMENTS</b>					<b>\$ 24,118,969.45</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**  
**Cash Flow Projection --- Treasurer's Report**  
**Month Ended December 2015**

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM THE REPORT		\$ 24,118,969
<b><u>Less Restricted Funds</u></b>		
Proposition 1B/LCTOP (Deferred Revenue)		(1,388,225)
Capital Reserve		(5,395,597)
Operating Reserve		(1,488,860)
Electric Bus Project Funds Remaining		(247,649)
Restricted for Operations		(7,000,000)
<b>UNRESTRICTED CASH</b>		<b>\$ 8,598,639</b>

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

**Add Accounts receivable:**

MTA Revenue	90,319	
Vendor Pass Sales	339,089	
FTA funds on Capital	1,828,784	<b>2,258,192</b>

**Less Current Payable:**

Accounts Payable	(1,219,085)	
Accrued Invoice Payable	(1,266,557)	<b>(2,485,642)</b>

**NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P** **(227,450)**

**PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:** **\$ 8,371,188**

<b>OPERATING CASH REQUIRED MONTHLY - AVERAGE</b>	<b>\$ 1,800,000</b>
<b>Operating Cash Coverage per Monthly Average:</b>	<b>4.7</b>
<b>MONTHLY OPERATING CASH TARGET:</b>	<b>\$ 3,000,000</b>
<b>Operating Cash Coverage of AVTA Target:</b>	<b>2.8</b>



**ANTELOPE VALLEY TRANSIT AUTHORITY  
PAYROLL HISTORY REPORT  
NOVEMBER TO JANUARY, 2016**

	November TOTAL	December TOTAL	January TOTAL
- <u>Pay Accrual Periods</u>	2	2	2
<b><u>EARNINGS</u></b>			
Regular Pay	\$ 153,005.40	\$ 145,316.29	\$ 128,288.45
Overtime Pay	1,885.11	281.61	204.57
Vacation Pay	5,785.93	10,502.85	16,241.76
Double Time Pay		783.04	941.46
Sick Pay	3,927.92	3,453.95	4,593.03
Bereavement Pay	0.00	580.47	657.84
Holiday Pay	19,529.37	19,912.85	30,106.61
Floating Holiday Pay	527.44	998.95	1,416.70
Retroactive Pay	80.96	224.24	203.08
Vacation Cash Out	1,255.86	0.00	0.00
Deferred Income 457	825.00	412.50	825.00
Stipend --- Cell phone reimbursements	745.00	372.50	745.00
<b>TOTAL</b>	<b>\$ 187,567.99</b>	<b>\$ 182,839.25</b>	<b>\$ 184,223.50</b>
Inc(Dec)-Current month over previous month		\$ (4,728.74)	\$ 1,384.25
% Inc(Dec)-Current month over previous month		(2.5%)	0.8%



**Antelope Valley Transit Authority**  
**CASH DISBURSEMENT REPORT**  
 By Vendor Name  
 Payment Dates 1/1/2016 -  
 1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0141 - Access Services Inc.</b>				
20525	01/07/2016	Registration fee-D cason,Transit Mgmt Workshop	100-1EX-5-G1-9501019	\$ 50.00
<b>Vendor V0141 - Access Services Inc. Total:</b>				<b>\$ 50.00</b>
<b>Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC.</b>				
20526	01/07/2016	Agility Recovery Maint	100-2FF-5-G1-9401006	\$ 230.00
20526	01/07/2016	Agility Recovery 2015 Support-December 2015	100-2FF-5-G1-9401012	\$ 230.00
<b>Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total:</b>				<b>\$ 460.00</b>
<b>Vendor: V1130 - All Glass and Plastics</b>				
20576	01/21/2016	Component parts for Precision 2000	100-2FF-5-G1-9401038	\$ 48.73
<b>Vendor V1130 - All Glass and Plastics Total:</b>				<b>\$ 48.73</b>
<b>Vendor: V0753 - American Heritage Life Ins.</b>				
20611	01/28/2016	Employee paid extended benefits	100-000-2-B1-4011019	\$ 708.16
20527	01/07/2016	Employee paid Extended Benefits	100-000-2-B1-4011019	\$ 708.16
<b>Vendor V0753 - American Heritage Life Ins. Total:</b>				<b>\$ 1,416.32</b>
<b>Vendor: V0268 - Antelope Valley AQMD</b>				
20612	01/28/2016	Permit renewal 2016	100-2FF-5-G1-9401010	\$ 368.18
<b>Vendor V0268 - Antelope Valley AQMD Total:</b>				<b>\$ 368.18</b>
<b>Vendor: V0869 - Aragon, Dieter</b>				
20613	01/28/2016	Travel reimb-NTI Workshop	100-1EX-5-G1-9501019	\$ 23.15
<b>Vendor V0869 - Aragon, Dieter Total:</b>				<b>\$ 23.15</b>
<b>Vendor: V0135 - Aramark Uniform Services</b>				
20577	01/21/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 92.45
20577	01/21/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 99.45
20577	01/21/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 97.45
20528	01/07/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 102.45
20528	01/07/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 89.45
<b>Vendor V0135 - Aramark Uniform Services Total:</b>				<b>\$ 481.25</b>
<b>Vendor: V1052 - Around AV Transit Media</b>				
20614	01/28/2016	Air Show Ad -Sponsorship Agreement	100-5CS-5-G1-9501029	\$ 2,252.00
<b>Vendor V1052 - Around AV Transit Media Total:</b>				<b>\$ 2,252.00</b>
<b>Vendor: V0518 - Arrow Engineering Services-AESI</b>				
20578	01/21/2016	Emergency Management-Hazard Mitig Software-12/2015	600-1XX-5-J1-9909068	\$ 3,215.00
20578	01/21/2016	Bus Stop Improvements FY14 Contract NTE-Dec 2015	600-1XX-5-J1-9909059	\$ 1,416.00
20578	01/21/2016	Consulting for LA County Phase 2 Const-Dec 2015	600-1XX-5-J1-9909059	\$ 3,890.00
20615	01/28/2016	Task Order-Change Order 1 for Wave Chargers-12/15	600-1XX-5-J1-9909080	\$ 5,860.00
<b>Vendor V0518 - Arrow Engineering Services-AESI Total:</b>				<b>\$ 14,381.00</b>
<b>Vendor: V0441 - At&amp;T Calnet</b>				
20579	01/21/2016	Telephone Service-11/20/15-12/19/15	100-2FF-5-G1-9501017	\$ 739.09
<b>Vendor V0441 - At&amp;T Calnet Total:</b>				<b>\$ 739.09</b>
<b>Vendor: V0244 - AT&amp;T Mobility</b>				
20580	01/21/2016	Wireless service-12/07/15-01/06/16	100-2FF-5-G1-9501017	\$ 120.50
20529	01/07/2016	Wireless, 11/07/2015-12/06/2015	100-2FF-5-G1-9501017	\$ 120.22
<b>Vendor V0244 - AT&amp;T Mobility Total:</b>				<b>\$ 240.72</b>



**CASH DISBURSEMENT REPORT**  
 By Vendor Name  
 Payment Dates 1/1/2016 -  
 1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0013 - AV Press</b>				
20530	01/07/2016	Public Notice Invitation-2016-28	100-3FS-5-G1-9501002	\$ 781.20
20530	01/07/2016	Public Notice Request-2016-31	100-3FS-5-G1-9501002	\$ 840.60
<b>Vendor V0013 - AV Press Total:</b>				<b>\$ 1,621.80</b>
<b>Vendor: V0175 - Bank of America</b>				
20581	01/21/2016	Bank fees-Merchant Services-Dec 2015	100-3FS-5-G1-9501024	\$ 390.22
20616	01/28/2016	Account Analysis, Oct-Dec 2015	100-3FS-5-G1-9501024	\$ 2,369.76
<b>Vendor V0175 - Bank of America Total:</b>				<b>\$ 2,759.98</b>
<b>Vendor: V0884 - Block, Lyle</b>				
20582	01/21/2016	Travel exp reimb-01/03/16-01/06/16 (Procurement)	100-1EX-5-G1-9501019	\$ 377.73
<b>Vendor V0884 - Block, Lyle Total:</b>				<b>\$ 377.73</b>
<b>Vendor: V0496 - Blue Tarp Financial- Northern Tool</b>				
20531	01/07/2016	forklift boom	600-1XX-5-J1-9909061	\$ 1,016.00
20531	01/07/2016	547549 28" cones	600-1XX-5-J1-9909065	\$ 881.55
<b>Vendor V0496 - Blue Tarp Financial- Northern Tool Total:</b>				<b>\$ 1,897.55</b>
<b>Vendor: V0217 - Board of Equalization- Sales (Use) Tax</b>				
20617	01/28/2016	October-December 2015 Sales/Use Tax	100-2FF-5-G1-9201005	\$ 674.00
<b>Vendor V0217 - Board of Equalization- Sales (Use) Tax Total:</b>				<b>\$ 674.00</b>
<b>Vendor: V0582 - Board of Equilization- Fuel Taxes Division</b>				
20618	01/28/2016	October-December 2015 Diesel Fuel Tax	100-2FF-5-G1-9201005	\$ 2,025.00
<b>Vendor V0582 - Board of Equilization- Fuel Taxes Division Total:</b>				<b>\$ 2,025.00</b>
<b>Vendor: V0149 - Brinks Incorporated</b>				
20575	01/11/2016	Daily Cash Pick up Service	100-2FF-5-G1-9401005	\$ 499.13
20532	01/07/2016	Daily Cash Pick up Service-NOVEMBER 2015	100-2FF-5-G1-9401005	\$ 269.37
<b>Vendor V0149 - Brinks Incorporated Total:</b>				<b>\$ 768.50</b>
<b>Vendor: V0018 - Burris Coffee &amp; Pure Water Service</b>				
20533	01/07/2016	Coffee Supplies	100-3FS-5-G1-9501009	\$ 219.50
<b>Vendor V0018 - Burris Coffee &amp; Pure Water Service Total:</b>				<b>\$ 219.50</b>
<b>Vendor: V1139 - California Choice</b>				
20534	01/07/2016	Medical Premium-February 2016-EE	100-000-2-B1-4011013	\$ 4,931.68
20534	01/07/2016	Medical Premium-February 2016-ER	100-1ZZ-5-G1-9701612	\$ 24,451.90
<b>Vendor V1139 - California Choice Total:</b>				<b>\$ 29,383.58</b>
<b>Vendor: V0723 - Canon Solutions America</b>				
20535	01/07/2016	Canon Copier Maint	100-2FF-5-G1-9401006	\$ 260.46
20535	01/07/2016	Canon Copier Maint	100-2FF-5-G1-9401006	\$ 327.20
20535	01/07/2016	Canon Copier Maint	100-2FF-5-G1-9401006	\$ 298.06
<b>Vendor V0723 - Canon Solutions America Total:</b>				<b>\$ 885.72</b>
<b>Vendor: V0472 - City of Culver City Bus</b>				
20583	01/21/2016	regional rodeo entry fee	100-2FF-5-G1-9501029	\$ 600.00
<b>Vendor V0472 - City of Culver City Bus Total:</b>				<b>\$ 600.00</b>
<b>Vendor: V0383 - Consolidated Electrical Distr.</b>				
20584	01/21/2016	Three phase sub-meters (Electric)	600-1XX-5-J1-9909061	\$ 1,599.03



**CASH DISBURSEMENT REPORT**  
 By Vendor Name  
 Payment Dates 1/1/2016 -  
 1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor V0383 - Consolidated Electrical Distr. Total:</b>				<b>\$ 1,599.03</b>
<b>Vendor: V0812 - DeeAnna Cason</b>				
20536	01/07/2016	D Aragon parking fee SCAG Workshop	100-1EX-5-G1-9501019	\$ 25.00
20536	01/07/2016	F Tobar-DMS Meeting	100-1EX-5-G1-9501019	\$ 14.98
20536	01/07/2016	Lobby Christmas decors	100-5CS-5-G1-9501029	\$ 25.07
20536	01/07/2016	Holiday event	100-5CS-5-G1-9501029	\$ 15.26
20536	01/07/2016	Holiday event	100-5CS-5-G1-9501029	\$ 18.00
20536	01/07/2016	Holiday event	100-5CS-5-G1-9501029	\$ 50.14
20536	01/07/2016	Stuff-A Bus Dec 2015	100-5CS-5-G1-9501038	\$ 33.74
20536	01/07/2016	Stuff a bus December 2015	100-5CS-5-G1-9501038	\$ 33.74
<b>Vendor V0812 - DeeAnna Cason Total:</b>				<b>\$ 215.93</b>
<b>Vendor: V0154 - Dell Marketing</b>				
20537	01/07/2016	Dell B1165nfw Black Toner Cartridge	100-2FF-5-G1-9401009	\$ 124.24
<b>Vendor V0154 - Dell Marketing Total:</b>				<b>\$ 124.24</b>
<b>Vendor: V1058 - Desert Industrial Supply</b>				
20538	01/07/2016	Shark Bite STR CPL	600-1XX-5-J1-9902008	\$ 60.22
<b>Vendor V1058 - Desert Industrial Supply Total:</b>				<b>\$ 60.22</b>
<b>Vendor: V1123 - Eastside Checks Cashed</b>				
20585	01/21/2016	CPOS Phone Line Riembursement -Dec 2015	100-3FS-5-G1-9501037	\$ 50.00
20585	01/21/2016	RR Coupons-Dec 2015	100-3FS-5-G1-9501037	\$ 78.00
<b>Vendor V1123 - Eastside Checks Cashed Total:</b>				<b>\$ 128.00</b>
<b>Vendor: V1151 - Eco Energy Solutions, Inc.</b>				
20586	01/21/2016	Permit Fees CHarged by City of Lancaster	600-1XX-5-J1-9909081	\$ 6,756.93
<b>Vendor V1151 - Eco Energy Solutions, Inc. Total:</b>				<b>\$ 6,756.93</b>
<b>Vendor: V1163 - Edwards Air Force Base</b>				
20539	01/07/2016	Participating Vendor-3rd Annual (Welcome to AV)	100-5CS-5-G1-9501038	\$ 100.00
<b>Vendor V1163 - Edwards Air Force Base Total:</b>				<b>\$ 100.00</b>
<b>Vendor: V1002 - Entertainment Plus</b>				
20540	01/07/2016	Travel Training video	100-5CS-5-G1-9401035	\$ 980.00
<b>Vendor V1002 - Entertainment Plus Total:</b>				<b>\$ 980.00</b>
<b>Vendor: V0913 - Evault Inc</b>				
20587	01/21/2016	EVault Backup - Monthly Charges-Dec 2015	100-2FF-5-G1-9401012	\$ 2,001.31
<b>Vendor V0913 - Evault Inc Total:</b>				<b>\$ 2,001.31</b>
<b>Vendor: V0046 - Federal Express</b>				
20588	01/21/2016	Shipping charges-01/15/16	100-3FS-5-G1-9501010	\$ 67.71
20619	01/28/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 34.42
20541	01/07/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 72.39
20541	01/07/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 149.74
20541	01/07/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 157.00
<b>Vendor V0046 - Federal Express Total:</b>				<b>\$ 481.26</b>
<b>Vendor: V0853 - First Aid USA</b>				
20620	01/28/2016	First Aid USA FY 15/16	100-3FS-5-G1-9501009	\$ 995.21
<b>Vendor V0853 - First Aid USA Total:</b>				<b>\$ 995.21</b>



**CASH DISBURSEMENT REPORT**  
By Vendor Name  
Payment Dates 1/1/2016 -  
1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0176 - First Place Awards</b>				
20621	01/28/2016	Employee of the Quarter Plaque	100-3FS-5-G1-9501009	\$ 38.15
<b>Vendor V0176 - First Place Awards Total:</b>				<b>\$ 38.15</b>
<b>Vendor: V0499 - Gillig LLC</b>				
20589	01/21/2016	Gillig bus training	100-2FF-5-G1-9401005	\$ 625.00
20589	01/21/2016	Gillig bus training	100-2FF-5-G1-9401005	\$ 1,250.00
20589	01/21/2016	Gillig bus training	100-2FF-5-G1-9401005	\$ 14,000.00
20589	01/21/2016	Gillig bus training	100-2FF-5-G1-9401005	\$ 5,300.00
<b>Vendor V0499 - Gillig LLC Total:</b>				<b>\$ 21,175.00</b>
<b>Vendor: V0125 - Grainger</b>				
20590	01/21/2016	Filters for fuel island	100-2FF-5-G1-9401036	\$ 273.44
20590	01/21/2016	Glass bead blasting media	600-1XX-5-J1-9909061	\$ 90.55
20590	01/21/2016	Diesel pump hoses	600-1XX-5-J1-9909061	\$ 158.84
20590	01/21/2016	#40 chain links	100-2FF-5-G1-9401038	\$ 15.80
20590	01/21/2016	Universal Sorbent Pads	100-2FF-5-G1-9401038	\$ 141.71
20590	01/21/2016	#41 Chain link	100-2FF-5-G1-9401038	\$ 24.39
20590	01/21/2016	Belt dressing	100-2FF-5-G1-9401038	\$ 30.02
20590	01/21/2016	#41 Roller chain	100-2FF-5-G1-9401038	\$ 368.86
<b>Vendor V0125 - Grainger Total:</b>				<b>\$ 1,103.61</b>
<b>Vendor: V1118 - Hall Signs, Inc.</b>				
20542	01/07/2016	Bus Shelter signs (Lancaster)	600-1XX-5-J1-9909059	\$ 639.60
20542	01/07/2016	Bus Shelter signs (Palmdale)	600-1XX-5-J1-9909059	\$ 429.60
20542	01/07/2016	Bus Shelter signs (LA County)	600-1XX-5-J1-9909059	\$ 214.80
<b>Vendor V1118 - Hall Signs, Inc. Total:</b>				<b>\$ 1,284.00</b>
<b>Vendor: V0139 - Hart Printers Inc.</b>				
20622	01/28/2016	Business cards-Mclaughlin V	100-3FS-5-G1-9501018	\$ 53.41
20622	01/28/2016	Business cards-M delos santos	100-3FS-5-G1-9501018	\$ 53.41
20622	01/28/2016	Business cards-L Block	100-3FS-5-G1-9501018	\$ 53.41
<b>Vendor V0139 - Hart Printers Inc. Total:</b>				<b>\$ 160.23</b>
<b>Vendor: V0624 - Home Depot Credit Services</b>				
20623	01/28/2016	repair tenant machine	100-2FF-5-G1-9401038	\$ 28.42
20623	01/28/2016	repair tenant machine	100-2FF-5-G1-9401038	\$ 108.60
20623	01/28/2016	Customer service table	600-1XX-5-J1-9902008	\$ 72.84
20623	01/28/2016	sherlock ext pole	600-1XX-5-J1-9902008	\$ 40.04
20543	01/07/2016	paint care fee, Drywall Primer etc	600-1XX-5-J1-9909068	\$ 103.72
20543	01/07/2016	Handy Paint pail liners, etc	600-1XX-5-J1-9909068	\$ 69.71
20543	01/07/2016	GORILLA GLUE ETC	600-1XX-5-J1-9909068	\$ 20.98
20543	01/07/2016	Drywall sanding screen	600-1XX-5-J1-9909068	\$ 124.88
20543	01/07/2016	Parts for new fridge installation upgrade	600-1XX-5-J1-9909068	\$ 101.10
20543	01/07/2016	Duck Splice Collar etc	600-1XX-5-J1-9909068	\$ 121.31
20543	01/07/2016	PLC 18W-PL-C 4PIN	600-1XX-5-J1-9909068	\$ 53.18
<b>Vendor V0624 - Home Depot Credit Services Total:</b>				<b>\$ 844.78</b>
<b>Vendor: V0474 - Insight- Public Sector</b>				
20544	01/07/2016	HDD to add capacity to EVault Server	600-1XX-5-J1-9902008	\$ 602.55
<b>Vendor V0474 - Insight- Public Sector Total:</b>				<b>\$ 602.55</b>
<b>Vendor: V0861 - Intelesys Communications Services Inc.</b>				
20545	01/07/2016	Installation of new Shoretel Phone System	600-1XX-5-J1-9909068	\$ 6,118.86



**CASH DISBURSEMENT REPORT**  
 By Vendor Name  
 Payment Dates 1/1/2016 -  
 1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor V0861 - Intelesys Communications Services Inc. Total:</b>				<b>\$ 6,118.86</b>
<b>Vendor: V1057 - IntelliRide</b>				
20591	01/21/2016	Dec 2015 ETP Service	100-5CS-5-G1-9401031	\$ 11,867.48
20591	01/21/2016	Fares Collected-Dec 2015	100-000-4-D1-6001400	\$ (7,312.00)
20591	01/21/2016	DAR Service, December 2015	100-2FF-5-G1-9001014	\$ 99,214.28
20591	01/21/2016	DAR Coupon Charge-Dec 2015	100-000-4-D1-6001400	\$ 1,851.00
<b>Vendor V1057 - IntelliRide Total:</b>				<b>\$ 105,620.76</b>
<b>Vendor: V0492 - Interstate Battery System</b>				
20592	01/21/2016	Batteries-door access & fire alarm panels	100-2FF-5-G1-9401038	\$ 104.53
20592	01/21/2016	Batteries-door access & fire alarm panels	100-2FF-5-G1-9401038	\$ 82.73
20592	01/21/2016	Batteries-door access & fire alarm panels	100-2FF-5-G1-9401038	\$ 786.57
<b>Vendor V0492 - Interstate Battery System Total:</b>				<b>\$ 973.83</b>
<b>Vendor: V0157 - Iron Mountain Records Mgmt Inc</b>				
20593	01/21/2016	Paper Shredding in Records-11/24/15-12/28/15	100-2FF-5-G1-9401005	\$ 71.84
<b>Vendor V0157 - Iron Mountain Records Mgmt Inc Total:</b>				<b>\$ 71.84</b>
<b>Vendor: V0997 - Johnstone Supply</b>				
20594	01/21/2016	Inducer motor	100-2FF-5-G1-9401038	\$ 602.44
<b>Vendor V0997 - Johnstone Supply Total:</b>				<b>\$ 602.44</b>
<b>Vendor: V1062 - Kaizen Infosource</b>				
20546	01/07/2016	Support Services for Implementation of DMS	100-1EX-5-G1-9501013	\$ 7,311.16
<b>Vendor V1062 - Kaizen Infosource Total:</b>				<b>\$ 7,311.16</b>
<b>Vendor: V0250 - L.A. County Waterworks</b>				
20547	01/07/2016	Utilities, water-10/15/2015-12/14/2015	100-2FF-5-G1-9401024	\$ 272.69
20547	01/07/2016	Utilities, water-10/15/2015-12/14/2015	100-2FF-5-G1-9401024	\$ 264.36
20547	01/07/2016	Utilities, water-10/15/2015-12/14/2015	100-2FF-5-G1-9401024	\$ 357.53
<b>Vendor V0250 - L.A. County Waterworks Total:</b>				<b>\$ 894.58</b>
<b>Vendor: V0288 - LA County Sheriff Dept</b>				
20548	01/07/2016	Los Angeles County Sheriff's Contract -NOVEMBER 15	100-5CS-5-G1-9501034	\$ 5,605.80
<b>Vendor V0288 - LA County Sheriff Dept Total:</b>				<b>\$ 5,605.80</b>
<b>Vendor: V0062 - Lancaster Jethawks</b>				
20624	01/28/2016	Jethawk's Contract for Advertising	100-5CS-5-G1-9501003	\$ 8,350.00
<b>Vendor V0062 - Lancaster Jethawks Total:</b>				<b>\$ 8,350.00</b>
<b>Vendor: V0703 - Lautzenhiser's Stationery</b>				
20625	01/28/2016	Leather Style Minute Book	100-3FS-5-G1-9501009	\$ 212.61
<b>Vendor V0703 - Lautzenhiser's Stationery Total:</b>				<b>\$ 212.61</b>
<b>Vendor: V1144 - Le Blanc &amp; Associates LLC</b>				
20549	01/07/2016	Retainer fee for Director of Ops Recruitment	100-1EX-5-G1-9501013	\$ 2,500.00
<b>Vendor V1144 - Le Blanc &amp; Associates LLC Total:</b>				<b>\$ 2,500.00</b>
<b>Vendor: V0889 - Len Engel</b>				
20595	01/21/2016	Travel expense reimb-11/18/15-11/20/15(CTA Conf)	100-1EX-5-G1-9501019	\$ 180.00
20595	01/21/2016	Travel expense reimb-12/2/15-12/4/15(APTA)	100-1EX-5-G1-9501019	\$ 638.70
<b>Vendor V0889 - Len Engel Total:</b>				<b>\$ 818.70</b>



**CASH DISBURSEMENT REPORT**  
By Vendor Name  
Payment Dates 1/1/2016 -  
1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0720 - Mail America 2- Palmdale</b>				
20626	01/28/2016	RR Coupons-November 2015	100-3FS-5-G1-9501037	\$ 46.00
20626	01/28/2016	RR Coupons-December 2015	100-3FS-5-G1-9501037	\$ 20.00
20596	01/21/2016	Phoneline credit-July, Aug & Sept 2015	100-3FS-5-G1-9501037	\$ 150.00
<b>Vendor V0720 - Mail America 2- Palmdale Total:</b>				<b>\$ 216.00</b>
<b>Vendor: V0916 - Mail America 3</b>				
20550	01/07/2016	Reimbursement of RR Coupons-Dec 2015	100-3FS-5-G1-9501037	\$ 30.00
<b>Vendor V0916 - Mail America 3 Total:</b>				<b>\$ 30.00</b>
<b>Vendor: V1143 - McKeon Group LLC</b>				
20627	01/28/2016	Advocacy-Consultants/Legislative-FEBRUARY 2016	100-1EX-5-G1-9501015	\$ 5,000.00
<b>Vendor V1143 - McKeon Group LLC Total:</b>				<b>\$ 5,000.00</b>
<b>Vendor: V0292 - McMaster-Carr Supply Co.</b>				
20597	01/21/2016	Vinyl Base inside corner	100-2FF-5-G1-9401038	\$ 12.77
20597	01/21/2016	Vinyl Wall base 6"	100-2FF-5-G1-9401038	\$ 132.39
20597	01/21/2016	Cable ties 36"	100-2FF-5-G1-9401038	\$ 45.47
20597	01/21/2016	Clamp installation tool	100-2FF-5-G1-9401038	\$ 153.68
20597	01/21/2016	Sloan flush valves	100-2FF-5-G1-9401038	\$ 323.42
<b>Vendor V0292 - McMaster-Carr Supply Co. Total:</b>				<b>\$ 667.73</b>
<b>Vendor: V0891 - MJS Construction</b>				
20598	01/21/2016	Construction of Bus Stop 266	100-2FF-5-G1-9401007	\$ 21,500.00
20598	01/21/2016	Construction of Bus Stop 266	600-1XX-5-J1-9909059	\$ 3,960.00
<b>Vendor V0891 - MJS Construction Total:</b>				<b>\$ 25,460.00</b>
<b>Vendor: V0783 - Mobile Relay Associates</b>				
20628	01/28/2016	commuter radio airtime (repeater service)-FEB 2016	100-2FF-5-G1-9401038	\$ 1,224.30
20551	01/07/2016	commuter radio airtime (repeater service)-Jan 2016	100-2FF-5-G1-9401038	\$ 1,224.30
<b>Vendor V0783 - Mobile Relay Associates Total:</b>				<b>\$ 2,448.60</b>
<b>Vendor: V0439 - Molina Graphic Installations</b>				
20629	01/28/2016	Stuff-a-Bus graphics removal	100-5CS-5-G1-9501018	\$ 150.00
20629	01/28/2016	Stuff-a-Bus advertising removal	100-5CS-5-G1-9501018	\$ 30.00
<b>Vendor V0439 - Molina Graphic Installations Total:</b>				<b>\$ 180.00</b>
<b>Vendor: V0626 - Moore &amp; Associates</b>				
20630	01/28/2016	Coach Operator Audits   Moore and Associates	100-1EX-5-G1-9501013	\$ 2,850.00
20552	01/07/2016	Coach Operator Audits   Moore and Associates	100-1EX-5-G1-9501013	\$ 5,808.00
<b>Vendor V0626 - Moore &amp; Associates Total:</b>				<b>\$ 8,658.00</b>
<b>Vendor: V1117 - N. Glantz &amp; Son, LLC</b>				
20553	01/07/2016	Coroplast 4mm White 18x24	100-5CS-5-G1-9501018	\$ 71.40
<b>Vendor V1117 - N. Glantz &amp; Son, LLC Total:</b>				<b>\$ 71.40</b>
<b>Vendor: V0987 - OPSEC Specialized Protection</b>				
20599	01/21/2016	OPSEC Security Services-Dec 2015	100-5CS-5-G1-9501034	\$ 4,297.50
<b>Vendor V0987 - OPSEC Specialized Protection Total:</b>				<b>\$ 4,297.50</b>
<b>Vendor: V0688 - Our Weekly Publications</b>				
20554	01/07/2016	Yearly Amount for Advertising-12/24/2015	100-3FS-5-G1-9501002	\$ 204.00
20554	01/07/2016	Yearly Amount for Advertising-AD#0029654	100-3FS-5-G1-9501002	\$ 204.00
<b>Vendor V0688 - Our Weekly Publications Total:</b>				<b>\$ 408.00</b>



**CASH DISBURSEMENT REPORT**  
 By Vendor Name  
 Payment Dates 1/1/2016 -  
 1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V0756 - Pierce Heating and Air conditioning</b>				
20600	01/21/2016	Repair Training Room A/C	100-2FF-5-G1-9401038	\$ 3,947.00
<b>Vendor V0756 - Pierce Heating and Air conditioning Total:</b>				<b>\$ 3,947.00</b>
<b>Vendor: V0078 - Pinnacle Petroleum Inc</b>				
20601	01/21/2016	Fuel, Jan 2016	100-2FF-5-G1-9201003	\$ 12,414.67
20601	01/21/2016	Fuel, Jan 2016	100-2FF-5-G1-9201003	\$ 11,751.29
20601	01/21/2016	Fuel, Jan 2016	100-2FF-5-G1-9201003	\$ 11,793.19
20601	01/21/2016	Fuel, Jan 2016	100-2FF-5-G1-9201003	\$ 6,174.93
20601	01/21/2016	Fuel, Jan 2016	100-2FF-5-G1-9201003	\$ 7,508.51
20601	01/21/2016	Fuel, Dec 2015	100-2FF-5-G1-9201003	\$ 12,587.22
20601	01/21/2016	Fuel, Jan 2016	100-2FF-5-G1-9201003	\$ 12,581.76
20631	01/28/2016	Fuel, January 2016	100-2FF-5-G1-9201003	\$ 10,814.00
20631	01/28/2016	Fuel, January 2016	100-2FF-5-G1-9201003	\$ 11,368.97
20555	01/07/2016	Fuel, December 2015	100-2FF-5-G1-9201003	\$ 12,444.92
20555	01/07/2016	Fuel, December 2015	100-2FF-5-G1-9201003	\$ 12,809.09
20555	01/07/2016	Fuel, December 2015	100-2FF-5-G1-9201003	\$ 13,002.68
20555	01/07/2016	Fuel, December 2015	100-2FF-5-G1-9201003	\$ 14,689.75
20555	01/07/2016	Fuel, December 2015	100-2FF-5-G1-9201003	\$ 13,849.92
20555	01/07/2016	Fuel, December 2015	100-2FF-5-G1-9201003	\$ 13,171.22
20555	01/07/2016	Fuel, December 2015	100-2FF-5-G1-9201003	\$ 12,489.33
<b>Vendor V0078 - Pinnacle Petroleum Inc Total:</b>				<b>\$ 189,451.45</b>
<b>Vendor: V1137 - Power Plan</b>				
20524	01/05/2016	Budget Software and Implementation	600-1XX-5-J1-9909062	\$ 24,300.00
20524	01/05/2016	Budget Software and Implementation-travel reimb	600-1XX-5-J1-9909062	\$ 691.74
<b>Vendor V1137 - Power Plan Total:</b>				<b>\$ 24,991.74</b>
<b>Vendor: V0232 - Progressive BusinessCompliance</b>				
20556	01/07/2016	One Year Subscription	100-1EX-5-G1-9501001	\$ 39.95
<b>Vendor V0232 - Progressive BusinessCompliance Total:</b>				<b>\$ 39.95</b>
<b>Vendor: V0532 - Riteway Alternator &amp; Starter</b>				
20557	01/07/2016	rebuild 40hp motor for vacuum system	100-2FF-5-G1-9401038	\$ 700.00
<b>Vendor V0532 - Riteway Alternator &amp; Starter Total:</b>				<b>\$ 700.00</b>
<b>Vendor: V0701 - Signal Campus</b>				
20632	01/28/2016	AVC Kiosk Advertising	100-5CS-5-G1-9501003	\$ 336.00
<b>Vendor V0701 - Signal Campus Total:</b>				<b>\$ 336.00</b>
<b>Vendor: V0348 - SignWarehouse, Inc.</b>				
20558	01/07/2016	Sign Supplies	100-5CS-5-G1-9501018	\$ 134.00
20558	01/07/2016	.9MM GRAPHTEC BLADE HOLDER- BLUE TOP / BLACK ABS	100-5CS-5-G1-9501018	\$ 105.00
20558	01/07/2016	SW/GRAPHTEC CB09U 60 BLADE	100-5CS-5-G1-9501018	\$ 8.00
20558	01/07/2016	PJ/VJ ECO ULTRA INK YELLOW	100-5CS-5-G1-9501018	\$ 134.00
20558	01/07/2016	PJ/VJ ECO ULTRA INK MAGENTA	100-5CS-5-G1-9501018	\$ 134.00
20558	01/07/2016	Q SERIES 45 DEGREE BLADE	100-5CS-5-G1-9501018	\$ 8.00
20558	01/07/2016	PJ/VJ ECO ULTRA INK BLACK	100-5CS-5-G1-9501018	\$ 146.46
20558	01/07/2016	TEFLON STRIP FOR FC7000-130	100-5CS-5-G1-9501018	\$ 35.00
<b>Vendor V0348 - SignWarehouse, Inc. Total:</b>				<b>\$ 704.46</b>
<b>Vendor: V0403 - Southern California Edison</b>				
20559	01/07/2016	Utilities, electricity-11/19/2015-12/19/2015	100-2FF-5-G1-9401021	\$ 7,550.25





**CASH DISBURSEMENT REPORT**  
 By Vendor Name  
 Payment Dates 1/1/2016 -  
 1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor V0403 - Southern California Edison Total:</b>				<b>\$ 7,550.25</b>
<b>Vendor: V0493 - Standard Insurance Company</b>				
20561	01/07/2016	Vision Premium Insurance-EE	100-000-2-B1-4011016	\$ 135.95
20561	01/07/2016	Vision Premium Insurance-ER	100-1ZZ-5-G1-9701616	\$ 469.77
20561	01/07/2016	Dental Insurance premium-EE	100-000-2-B1-4011014	\$ 711.47
20561	01/07/2016	Dental Insurance premium-ER	100-1ZZ-5-G1-9701614	\$ 2,242.85
<b>Vendor V0493 - Standard Insurance Company Total:</b>				<b>\$ 3,560.04</b>
<b>Vendor: V0477 - Standard Insurance Company</b>				
20633	01/28/2016	HADV Premium	100-1ZZ-5-G1-9701811	\$ 36.00
20633	01/28/2016	Group life- FT	100-1ZZ-5-G1-9701811	\$ 358.93
20633	01/28/2016	Short term Disability-FT	100-1ZZ-5-G1-9701812	\$ 1,287.88
20633	01/28/2016	Long term Disability	100-1ZZ-5-G1-9701813	\$ 798.76
20633	01/28/2016	AD & D	100-1ZZ-5-G1-9701814	\$ 71.78
20560	01/07/2016	HADV Premium	100-1ZZ-5-G1-9701811	\$ 35.00
20560	01/07/2016	Group Life-FT	100-1ZZ-5-G1-9701811	\$ 349.27
20560	01/07/2016	Short term Disability-FT	100-1ZZ-5-G1-9701812	\$ 1,246.25
20560	01/07/2016	Long-term Disability	100-1ZZ-5-G1-9701813	\$ 772.93
20560	01/07/2016	AD & D	100-1ZZ-5-G1-9701814	\$ 69.85
<b>Vendor V0477 - Standard Insurance Company Total:</b>				<b>\$ 5,026.65</b>
<b>Vendor: V0684 - Strategies</b>				
20634	01/28/2016	Consulting Services-December 2015	100-3FS-5-G1-9501027	\$ 25.00
<b>Vendor V0684 - Strategies Total:</b>				<b>\$ 25.00</b>
<b>Vendor: V0103 - TCW Systems, Inc.</b>				
20602	01/21/2016	Radio Microphone Repairs for Avail System	600-1XX-5-J1-9902008	\$ 2,196.90
20562	01/07/2016	local airtime (repeater service)	100-2FF-5-G1-9401038	\$ 500.00
20562	01/07/2016	handheld radios	600-1XX-5-J1-9909061	\$ 3,161.87
<b>Vendor V0103 - TCW Systems, Inc. Total:</b>				<b>\$ 5,858.77</b>
<b>Vendor: V1070 - The "G" Crew</b>				
20603	01/21/2016	Labor Compliance Phone Replacement	600-1XX-5-J1-9909068	\$ 5,425.00
<b>Vendor V1070 - The "G" Crew Total:</b>				<b>\$ 5,425.00</b>
<b>Vendor: V1068 - The Bus Coalition</b>				
20563	01/07/2016	2016 MEMBERSHIP FEE	100-1EX-5-G1-9501006	\$ 500.00
<b>Vendor V1068 - The Bus Coalition Total:</b>				<b>\$ 500.00</b>
<b>Vendor: V0505 - The Customer Service Experts</b>				
20604	01/21/2016	phone line, Dec 2015	100-3FS-5-G1-9501037	\$ 50.00
<b>Vendor V0505 - The Customer Service Experts Total:</b>				<b>\$ 50.00</b>
<b>Vendor: V0405 - The Gas Company</b>				
20564	01/07/2016	Utilities-gas, 11/18/2015-12/18/2015	100-2FF-5-G1-9401022	\$ 5,483.03
<b>Vendor V0405 - The Gas Company Total:</b>				<b>\$ 5,483.03</b>
<b>Vendor: V0904 - Time Warner Cable Business Class</b>				
20635	01/28/2016	Internet Services, 01/13-02/12/2016	100-2FF-5-G1-9501017	\$ 1,365.00
20635	01/28/2016	Cable Service, 01/11-02/10/2016	100-2FF-5-G1-9501017	\$ 245.85
20565	01/07/2016	Cable service-12/11/2015-01/10/2016	100-2FF-5-G1-9501017	\$ 248.27
<b>Vendor V0904 - Time Warner Cable Business Class Total:</b>				<b>\$ 1,859.12</b>



**CASH DISBURSEMENT REPORT**  
 By Vendor Name  
 Payment Dates 1/1/2016 -  
 1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: V1008 - Tire Xpress Inc.</b>				
20636	01/28/2016	4 tires for BSM wash trailer	100-2FF-5-G1-9401038	\$ 352.00
<b>Vendor V1008 - Tire Xpress Inc. Total:</b>				<b>\$ 352.00</b>
<b>Vendor: V0252 - Transdev</b>				
20637	01/28/2016	Commuter Recovery, Dec 2015	100-2FF-5-G1-9001013	\$ 13,599.50
20637	01/28/2016	JARC Commuter hours, Dec 2015	100-2FF-5-G1-9001015	\$ 18,313.06
20637	01/28/2016	Travel Training, Dec 2015	100-5CS-5-G1-9401035	\$ 140.09
20637	01/28/2016	Performance Truck Repair, Dec 2015	600-1XX-5-J1-9909057	\$ 5,444.55
20637	01/28/2016	BYD Electric Buses, Dec 2015	100-2FF-5-G1-9001016	\$ 16,104.84
20637	01/28/2016	Answering AVTA phones, Dec 2015	100-2FF-5-G1-9001013	\$ 323.00
20637	01/28/2016	Local & Commuter Maintenance & Service-Dec 2015	100-2FF-5-G1-9001013	\$ 1,061,771.30
20637	01/28/2016	Stuff-A-Bus, Dec 2015	100-5CS-5-G1-9501029	\$ 1,731.18
20566	01/07/2016	Local & Commuter Maintenance & Service-November 15	100-2FF-5-G1-9001013	\$ 983,895.51
20566	01/07/2016	JARC Commuter Hours-November 2015	600-1XX-5-J1-9909063	\$ 16,648.23
20566	01/07/2016	Diesel machine Works	600-1XX-5-J1-9909047	\$ 1,060.00
20566	01/07/2016	BYD Electric Buses-Route 10-Nov 2015	100-2FF-5-G1-9001016	\$ 26,032.59
20566	01/07/2016	Commuter Recovery-Nov 2015	100-2FF-5-G1-9001013	\$ 11,219.49
20566	01/07/2016	Metrolink assistance-Nov 2015	100-2FF-5-G1-9001009	\$ 339.16
<b>Vendor V0252 - Transdev Total:</b>				<b>\$ 2,156,622.50</b>
<b>Vendor: V0660 - Transit Talent</b>				
20567	01/07/2016	Legal Notice(RFP 2016-31 40,45 & 60 ft battery )	100-3FS-5-G1-9501002	\$ 95.00
<b>Vendor V0660 - Transit Talent Total:</b>				<b>\$ 95.00</b>
<b>Vendor: V0134 - Trapeze Software Group, Inc.</b>				
20605	01/21/2016	trapeze software maintenance	100-2FF-5-G1-9401012	\$ 10,491.75
20605	01/21/2016	trapeze software maintenance	100-2FF-5-G1-9401012	\$ 1,470.25
<b>Vendor V0134 - Trapeze Software Group, Inc. Total:</b>				<b>\$ 11,962.00</b>
<b>Vendor: V0189 - United Parcel Service</b>				
20606	01/21/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 138.16
20568	01/07/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 90.40
<b>Vendor V0189 - United Parcel Service Total:</b>				<b>\$ 228.56</b>
<b>Vendor: V0353 - UNUM Life Insurance Co of Amer</b>				
20607	01/21/2016	Long term care-Feb 2016 (EE)	100-000-2-B1-4011024	\$ 124.20
20607	01/21/2016	Long term care-Feb 2016 (ER)	100-1ZZ-5-G1-9702618	\$ 471.30
20569	01/07/2016	Long Term care-EE	100-000-2-B1-4011024	\$ 124.20
20569	01/07/2016	Long Term care-ER (credit)	100-1ZZ-5-G1-9702618	\$ (9.43)
20569	01/07/2016	Long Term care-ER	100-1ZZ-5-G1-9702618	\$ 471.30
<b>Vendor V0353 - UNUM Life Insurance Co of Amer Total:</b>				<b>\$ 1,181.57</b>
<b>Vendor: V0302 - US Bank</b>				
20570	01/07/2016	One-on-One meeting with D Aragon	100-1EX-5-G1-9501019	\$ 28.93
20570	01/07/2016	Airfare-APTA Seminar L Engel	100-1EX-5-G1-9501019	\$ 409.96
20570	01/07/2016	AVBOT Holiday Breakfast	100-1EX-5-G1-9501019	\$ 25.00
20570	01/07/2016	Airfare-NTI Training- L Block	100-1EX-5-G1-9501019	\$ 238.96
20570	01/07/2016	AVBOT Holiday Breakfast-7 staff	100-1EX-5-G1-9501019	\$ 175.00
20570	01/07/2016	APTA 2016 CEOS Seminar-L Engel	100-1EX-5-G1-9501019	\$ 770.00
20570	01/07/2016	Airport parking	100-1EX-5-G1-9501019	\$ 13.00
20570	01/07/2016	Airfare-I Engel-Meeting at Sacramento	100-1EX-5-G1-9501019	\$ 151.96
20570	01/07/2016	L Engel-AVBOT Holiday Breakfast	100-1EX-5-G1-9501019	\$ 25.00
20570	01/07/2016	L Engel-AVBOT Business Luncheon	100-1EX-5-G1-9501019	\$ 20.00



**CASH DISBURSEMENT REPORT**  
 By Vendor Name  
 Payment Dates 1/1/2016 -  
 1/31/2016

Check #	Payment Date	Description (Item)	Account Number	Amount
20570	01/07/2016	new DB 9 connector for Boardroom	100-2FF-5-G1-9401009	\$ 9.93
20570	01/07/2016	Replacement battery for Samsung laptop	100-2FF-5-G1-9401009	\$ 111.00
20570	01/07/2016	Replacement battery for Samsung laptop	100-2FF-5-G1-9401009	\$ 171.78
20570	01/07/2016	1&1 Virtual server for Windows	100-2FF-5-G1-9401012	\$ 19.99
20570	01/07/2016	Just great software for Windows	100-2FF-5-G1-9401012	\$ 49.95
20570	01/07/2016	paint shop Pro X8 Upgrade	100-2FF-5-G1-9401012	\$ 29.99
20570	01/07/2016	Part for Support Vehicle-Visor Kit	100-2FF-5-G1-9401038	\$ 93.63
20570	01/07/2016	AVTA Holiday Party	100-5CS-5-G1-9501029	\$ 1,354.20
20570	01/07/2016	Stuff-A Bus December 2015	100-5CS-5-G1-9501038	\$ 674.74
<b>Vendor V0302 - US Bank Total:</b>				<b>\$ 4,373.02</b>
<b>Vendor: V1050 - US Postal Exchange</b>				
20608	01/21/2016	RR Coupons, Dec 2015	100-3FS-5-G1-9501037	\$ 104.00
20608	01/21/2016	Transmission of TAP card purchases-Nov & Dec 15	100-3FS-5-G1-9501037	\$ 100.00
<b>Vendor V1050 - US Postal Exchange Total:</b>				<b>\$ 204.00</b>
<b>Vendor: V0194 - Verizon California</b>				
20638	01/28/2016	Phone service, 01/13-02/12/2016	100-2FF-5-G1-9501017	\$ 431.79
<b>Vendor V0194 - Verizon California Total:</b>				<b>\$ 431.79</b>
<b>Vendor: V0550 - Waste Management</b>				
20609	01/21/2016	Waste services-Dec 2015	100-2FF-5-G1-9401023	\$ 712.60
<b>Vendor V0550 - Waste Management Total:</b>				<b>\$ 712.60</b>
<b>Vendor: V1154 - Weideman Group Inc.</b>				
20572	01/07/2016	2016-30 Temporary Consulting-Jan 2015	100-1EX-5-G1-9501015	\$ 10,000.00
<b>Vendor V1154 - Weideman Group Inc. Total:</b>				<b>\$ 10,000.00</b>
<b>Vendor: V0112 - Western Exterminators</b>				
20573	01/07/2016	Exterminator services-December 2015	100-2FF-5-G1-9401005	\$ 96.00
<b>Vendor V0112 - Western Exterminators Total:</b>				<b>\$ 96.00</b>
<b>Vendor: V0124 - Witts</b>				
20639	01/28/2016	Office Supplies	100-3FS-5-G1-9501009	\$ 463.95
20610	01/21/2016	Blanket Office Supplies	100-3FS-5-G1-9501009	\$ 119.52
20574	01/07/2016	Office Supplies	100-3FS-5-G1-9501009	\$ 220.75
<b>Vendor V0124 - Witts Total:</b>				<b>\$ 804.22</b>
<b>Grand Total:</b>				<b>\$ 2,729,413.78</b>



**DATE:** February 23, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY16 2nd Quarter Capital Reserves Report (October 1 – December 31, 2015)

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#### **RECOMMENDATION**

That the Board of Directors receive and file the attached FY16 Second Quarter Capital Reserves Report for the period covering October 1 through December 31, 2015.

#### **FISCAL IMPACT**

Total Capital Reserve contributions for FY16 were budgeted at \$460,896; all first and second quarter contributions have been received, totaling \$230,448.

#### **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. 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 \$5,618,848 held in accounts with the Local Agency Investment Fund (LAIF) and Union Bank. The total contributed fund balance is \$5,505,135 plus \$113,714 in interest earned. All scheduled contribution payments have been received for the 1<sup>st</sup> and 2<sup>nd</sup> quarters ended December 31, 2015.

During the six-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 the remaining 24 buses totaling \$1,911,491 were replaced 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, and 2 commuter buses were received during the 1<sup>st</sup> Quarter of Fiscal Year 2016. The local transit buses were purchased using toll credits for the local match portion. The two expansion commuter coaches were funded in total by Job Access Reverse Commute (JARC) funds.

AVTA's FY16 proposed 5-Year Capital Improvement Plan assumed the purchase of 16 local transit and 13 commuter buses (29 total) from FY16 to FY20. This purchasing plan will be facilitated in part by the Transit and Intercity Rail Capital Program grant of \$24.4 million awarded to AVTA through the State of California's Cap & Trade program.

On January 26th, the Board voted to support Executive Director Len Engel's proposed goal of converting to a completely electric fleet (85 buses) by 2018; progress on this goal will occur as additional grant funding is secured. Due to matching requirements, the use of capital reserve funds will be required, and was included in the FY16 5-Year Plan Capital Plan; this assumption will continue as the new FY17 Budget and 5-Year Capital Plans are developed over the next few months.

Please see the attached Capital Reserve Summary covering activity through December 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  
Executive Director

Attachments: A – Capital Reserve Summary Report through December 31, 2015  
A.1 – Combined Jurisdiction Detailed Reconciliation Report



**CAPITAL RESERVE CONTRIBUTION ANALYSIS**

**December 31, 2015**

Contributor	Accumulated Balance at 6/30/11	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	RECONCILIATION Capital Reserve Account Balance, AS OF DECEMBER 31, 2015	FY 2016 BUDGET
Lancaster	1,003,723.00	183,500.00	0.00	183,500.00	191,870.99	95,382.46	2,208,476.45	190,765.00
Palmdale	1,003,723.00	162,896.00	0.00	162,896.00	174,587.40	86,902.00	2,079,692.40	173,804.00
LA County	501,862.00	114,500.00	0.00	114,500.00	94,440.00	48,163.74	1,216,965.74	96,327.00
<b>TOTAL</b>	<b>\$2,509,308.00</b>	<b>\$460,896.00</b>	<b>\$0.00</b>	<b>\$460,896.00</b>	<b>\$460,898.39</b>	<b>\$230,448.20</b>	<b>5,505,134.59</b>	<b>\$460,896.00</b>
							<b>113,713.76</b>	
<b>INTEREST-TO-DATE</b>								
							<b>\$5,618,848.35</b>	

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

Updated through: **December 31, 2015**

Description	LANCASTER				PALMDALE				LOS ANGELES COUNTY				TOTALS		
	Date	Accrual/ Payment	Operating Support	Capital Reserve	Date	Accrual/ Payment	Operating Support	Capital Reserve	Date	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/ Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
<b>Total Balances as of 06/30/2015</b>				<b>2,158,711.34</b>				<b>2,033,353.58</b>				<b>1,187,009.19</b>			<b>5,379,074.10</b>
<b>FY 2016</b>	<i>Note change in Jurisdictional %'s for FY16...</i>														
Annual Due		(1,492,766.85)	(1,302,002.00)	(190,764.85)		(1,360,043.96)	(1,186,240.08)	(173,803.88)		(753,776.68)	(657,449.42)	(96,327.26)	(3,606,587.50)	(3,145,691.50)	(460,896.00)
First Quarter Payments	7/23/15	373,191.72	325,500.51	47,691.21	9/16/15	339,932.50	296,481.50	43,451.00	10/13/15	188,444.00	164,362.00	24,082.00	901,568.22	786,344.01	115,224.21
Interest				1,795.02				1,635.43				906.40			4,336.85
Second Quarter Payments	10/19/15	373,191.75	325,500.50	47,691.25	10/13/15	340,037.17	296,586.17	43,451.00	11/5/15	188,444.00	164,362.26	24,081.74	901,672.92	786,448.93	115,223.99
Interest				2,077.00				1,889.91				1,022.29			4,989.20
Contributions for FY2016		746,383.47	651,001.01	95,382.46		679,969.67	593,067.67	86,902.00		376,888.00	328,724.26	48,163.74	1,803,241.14	1,572,792.94	230,448.20
Interest for FY2016				3,872.03				3,525.34				1,928.69			9,326.05
		(746,383.38)	(651,000.99)	(95,382.39)		(680,074.29)	(593,172.41)	(86,901.88)		(376,888.68)	(328,725.16)	(48,163.52)	(1,803,346.36)	(1,572,898.56)	(230,447.80)
Net Assets															
Capital Reserve Balance to Date				2,208,476.45				2,079,692.40				1,216,965.74			5,505,134.59
Interest to Date				49,489.37				44,088.51				20,135.88			113,713.76
<b>Total Balances as of 09/30/2015</b>				<b>2,257,965.82</b>				<b>2,123,780.91</b>				<b>1,237,101.62</b>			<b>5,618,848.35</b>

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



**DATE:** February 23, 2016  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Grant Status Report Update through January 31, 2016

---

**RECOMMENDATION**

That the Board of Directors receive and file the attached Grant Status Report through January 31, 2016.

**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, all grants awarded to the AVTA, and pending grants through January 31, 2016. AVTA has been aggressively pursuing every potential grant opportunities, and this past quarter was no exception with three submissions; Cap & Trade's Low Carbon Transit Operations Program (LCTOP), FTA's Low or No Emission Vehicle Deployment Program (LoNo), and ARB's Zero Emission Truck & Bus Pilot Program. Final approval of AVTA's FY16 FTA 5307 grant application is pending due to the delayed implementation of FTA's new service website, TRAMS (formerly TEAM). The new site has been repeatedly delayed and is now expected to open for business by 2<sup>nd</sup> quarter 2016, at which time AVTA's grant application will be submitted.

Staff continues 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  
Executive Director

Attachment: A – Grant Status Report



## GRANT STATUS REPORT

## Discretionary Opportunities

Grant Program	Project	Amount Applied For	Date Submitted	Status	Amount Awarded	Next Round of Funding
Transit and Intercity Rail Capital Program – Cap & Trade	Regional Transit Interconnectivity + Environmental Sustainability	\$32,561,750	April 10, 2015	Grant funds awarded 6/30/2015	<b>\$24,403,000</b>	<b>Not announced</b>
Call for Projects - LACMTA	Electric Bus Infrastructure Improvements	\$1,893,392	January 29, 2015	Award recommended 7/1/2015 – approval at MTA Board meeting Sept 24, 2015	<b>\$307,730</b>	<b>2017</b>
Call for Projects - LACMTA	Electric Bus Replacements	\$18,333,000	January 29, 2015	Award recommended 7/1/2015 – approval at MTA Board meeting Sept 24, 2015	<b>\$2,167,373</b>	<b>2017</b>
Low or No Emission Vehicle Deployment Program (LoNo)	5 Electric Buses + necessary chargers	\$5,245,550	November 19, 2015	No funds awarded to AVTA	<b>\$0</b>	<b>Not announced</b>
Low Carbon Transit Operations Program (LCTOP) – Cap & Trade	Electric Bus Infrastructure Improvements	\$118,796	February 1, 2016	<i>Award announcement pending</i>	<b><i>Pending</i></b>	<b>Not announced</b>
ARB - Zero Emission Truck & Bus Pilot Project	High Desert Pathways to Commercialization Deployment Project	\$14,891,651	January 29, 2016	<i>Award announcement pending</i>	<b><i>Pending</i></b>	<b>Not announced</b>

Grants Status Report  
 February 23, 2016  
 Page 2

Grant Program	Project	Amount Applied For	Date Submitted	Status	Amount Awarded	Next Round of Funding
Caltrans Sustainable Transportation Planning	Jurisdictional Coordination - BRT planning	\$350,000	October 30, 2015	<i>Award announcement pending</i>	<b>Pending</b>	<b>Not announced</b>
Transportation Investment Generating Economic Recovery (TIGER-6)	25 Electric Buses + necessary infrastructure improvements and chargers	\$20,363,906	April 28, 2014	No funds awarded to AVTA	<b>\$0</b>	<b>2015</b>
Transportation Investment Generating Economic Recovery (TIGER-7)	Regional Transit Interconnectivity + Environmental Sustainability	\$11,995,000	June 5, 2015	No funds awarded to AVTA	<b>\$0</b>	<b>Not announced</b>
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	<b>\$0</b>	<b>November 11, 2015</b>
FY14 New Ladders of Opportunity Initiative	Transit Center at Antelope Valley College	\$250,000	August 4, 2014	No funds awarded to AVTA	<b>\$0</b>	<b>Not announced</b>
California Energy Commission	3 Articulated Electric BYD Buses	\$3,000,000	February 2015	No funds awarded to AVTA	<b>\$0</b>	<b>Not announced</b>
Department of Energy Powertrain Electrification Demonstration	Bus Conversion – Diesel > Electric		10/8/2015	Not encouraged to apply	<b>\$0</b>	<b>Not announced</b>
	<b>TOTAL DISCRETIONARY OPPORTUNITIES PENDING:</b>	<b>\$15,360,447</b>		<b>TOTAL GRANT AWARDS:</b>	<b>\$26,878,103</b>	

**Annual Formula Allocations**

Grant Program	Project	Amount Pending	Date Submitted	Status	Amount Awarded
FFY14 FTA Annual 5307 Allocation – FTA	Capital Improvement Program	\$8,850,000	March 2015	Currently being certified by DOL. Final award should be within 60-90 days	<b>\$8,850,000</b>
FFY15 FTA Annual 5307 Allocation – FTA	Capital Improvement Program	\$9,054,401	Pending submission to FTA	Submission waiting deployment of new FTA website	<b>Pending</b>
FFY15 FTA Annual 5337 Allocation – FTA	State of Good Repair – High Intensity Motorbus	\$326,220	Pending submission to FTA	Submission waiting deployment of new FTA website	<b>Pending</b>
FFY13 FTA Annual 5339 Allocation – apportioned through SCAG	Bus and Bus Facilities	\$479,681	Submitted May 15, 2014	Pending FTA amendment approval	<b>Pending</b>
FFY14 FTA Annual 5339 Allocation – apportioned through SCAG	Bus and Bus Facilities	\$566,453	Submitted May 15, 2014	Pending FTA amendment approval	<b>Pending</b>
FFY15 FTA Annual 5339 Allocation – apportioned through SCAG	Bus and Bus Facilities	\$664,914	Pending submission to SCAG	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	Grant funds awarded 6/19/2015	<b>\$40,687</b>
	<b>TOTAL ANNUAL FORMULA ALLOCATIONS PENDING:</b>	<b>\$11,091,669</b>		<b>TOTAL GRANT AWARDS:</b>	<b>\$8,890,687</b>



**DATE:** February 23, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Fiscal Year 2016 (FY16) Certification and Assurances for California Governor's Office of Emergency Services (Cal OES) Grant Program

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**RECOMMENDATION**

That the Board of Directors adopt Resolution No. 2016-001 authorizing the Executive Director to execute all required documents of the Cal OES Grant Program as required by the Governor's Office of Emergency Services.

**FISCAL IMPACT**

Adopting Resolution No. 2016-001 would authorize the Executive Director to sign, on behalf of AVTA and the Board of Directors, the certification and assurances and any other required documents as it relates to the Cal OES Grant Program.

**BACKGROUND**

AVTA receives annual apportionments from the Cal OES Grant Program. The AVTA Board is required to adopt Resolution No. 2016-001 in order to receive the FY16 grant award of \$95,786. The resolution will certify that the Board authorizes the Executive Director to execute all necessary documents related to this funding source. The funds will be used toward the security upgrade of the money room.

Prepared by:

Submitted by:

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Judy Fry  
Grants Administrator

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Len Engel  
Executive Director

Attachment: A – Resolution No. 2016-001

BOARD OF DIRECTORS  
ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION #2016-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY  
AUTHORIZING THE EXECUTION OF THE CERTIFICATION AND ASSURANCES FOR THE  
CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES (CAL OES) GRANT PROGRAM

**WHEREAS**, the Antelope Valley Transit Authority (AVTA) is an eligible project sponsor and may receive state funding from the California Governor’s Office of Emergency Services (Cal OES) 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**, Fiscal Year 2015/2016 California Governor’s Office of Emergency Services California Transit Assistance Fund (CTAF) provides funding for the Cal OES grant program; and

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

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

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

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

PASSED, APPROVED AND ADOPTED this 23<sup>rd</sup> day of February 2016.

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

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

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

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

\_\_\_\_\_  
Marvin Christ, Board Chairman

ATTEST:

APPROVED AS TO FORM:

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

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



**DATE:** February 23, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Fiscal Year 2016 (FY16) Cap and Trade Low Carbon Transit Operations Program (LCTOP) Grant

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**RECOMMENDATION**

The Board of Directors adopt Resolution No. 2016-002 authorizing the Executive Director to execute the Certifications and Assurances as required for the Low Carbon Transit Operations Program" (the "Authorization").

**FISCAL IMPACT**

Adopting Resolution No. 2015-002 authorizes the director of finance or the grants administrator to sign, on behalf of AVTA and the Board of Directors, the certification and assurances and any other required documents as it relates to the Cap and Trade LCTOP.

**BACKGROUND**

AVTA is projected to receive a FY16 apportionment from the Cap and Trade LCTOP in the amount of \$118,796. The final guidance was released December 2015 with the application due February 1, 2016. The resolution will certify that the Board authorizes the director of finance or grants administrator to execute all necessary documents related to this funding source. The funds will be used toward electric bus infrastructure improvements.

Prepared by:

Submitted by:

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Judy Fry  
Grants Administrator

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Len Engel  
Executive Director

Attachment: A – Resolution No. 2016-002

BOARD OF DIRECTORS  
ANTELOPE VALLEY TRANSIT AUTHORITY  
RESOLUTION #2016-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY  
AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATION AND ASSURANCES FOR THE  
CAP AND TRADE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

**WHEREAS, Antelope Valley Transit Authority (AVTA)** is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS,** in order to be eligible to receive Fiscal Year 2015/2016 funding, it was necessary to have certain documents signed and submitted by February 1, 2016; and

**WHEREAS,** the Authorization delegates authority to the Director of Finance/Grants Administrator to execute the certifications and assurances and other required documents.

**WHEREAS,** the fund recipient agrees to comply with all conditions and requirements set forth in the Certifications and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the **Antelope Valley Transit Authority** that the Authorization for the Execution of the Certificates and Assurances for the Low Carbon Transit Operations Program, executed by the Chairman of the Board on February 23, 2016, which authorizes the Director of Finance/Grants Administrator to execute the certifications and assurances and any other required documents.

**Agency Board 1<sup>st</sup> Designee: Colby J. Konisek, Director of Finance**  
**Agency Board 2<sup>nd</sup> Designee: Judy Vaccaro-Fry, Grants Administrator**

PASSED, APPROVED AND ADOPTED this 23<sup>rd</sup> day of February 2016.

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

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

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

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

\_\_\_\_\_  
Marvin Christ, Board Chairman

ATTEST:

APPROVED AS TO FORM:

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

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



**DATE:** February 23, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Fiscal Year 2016 (FY16) Mid-Year Business Plan Review and Proposed Adjustments

---

## **RECOMMENDATIONS**

That the Board of Directors approve the proposed FY16 Mid-Year Business Plan adjustments.

## **FISCAL IMPACT**

The adopted FY16 Business Plan set operating revenues and expenses to equal each other at \$23,797,037 for a \$0 change in net operating assets. The mid-year analysis indicates that AVTA will have an operating assets of \$674,638 after all proposed adjustments are made.

For FY16, proposed revenue adjustments include increased farebox revenues, net increases over budget for advertising revenues, Proposition A Discretionary Fund, SCE Solar Rebates and advertising revenue. The result is a net increase in revenues of \$228K.

Proposed adjustments to FY16 expenses include increases in fixed route contract costs, fuel savings, favorable Salary & Benefits, net savings to other O&M and general & administrative expenses and a proposed provision to fund additional operating reserves. The net result is a net decrease in operating expenses of \$446K.

Mid-year capital adjustments of \$950,000 were added to the original budget of \$13,798,100. Increases were made for the inductive chargers at LCP and PTC, for the Server Room Upgrade and the Customer Service Refresh Project. Additional funds were added for two maintenance management Software packages and for the Document Management System. Please see details in Attachment A.



## BACKGROUND

Staff performed a review of operating revenues and expenditures for the six months ended December 31, 2015 and estimated operating revenues and expenditures for the balance of the fiscal year ending June 30, 2015.

The recommended FY16 Business Plan adjustments are detailed in Attachment A with supporting tables for summarizing Revenue, Operating Expenditures and the Capital Program.

The Mid-Year Business Plan review is intended to ensure that AVTA's revenues are sufficient to meet anticipated expenses, and to make the necessary adjustments to assure this sufficiency is realized. Approval of the budget reallocations outlined will authorize staff to make the necessary adjustments.

Staff is actively managing funds and finances to ensure AVTA's continued fiscal health. The Authority's sound financial condition continues as evidenced by the unmodified opinion issued in the latest audited financial statements, included in the Comprehensive Annual Financial Statement for the fiscal year ended June 30, 2015. The auditors also stated that there were no findings or questioned costs in the Single Audit Report on Federal Awards as of the same date.

AVTA's primary continuing strategy is to replace diesel buses with battery-electric buses and develop depot and inductive charging capabilities to support the electric buses in its capital planning.

Should any negative impacts occur prior to fiscal year-end, appropriate adjustments will be made to ensure projected revenues are equal to or greater than projected expenses. Any such changes will be reported to the Board.

Prepared by:

Submitted by:

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Colby Konisek  
Director of Finance

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Len Engel  
Executive Director

Attachment:           A – FY16 Mid-Year Business Plan Adjustments Summary

**Antelope Valley Transit Authority  
Fiscal Year 2016 Mid-Year Budget Adjustments  
Operating Revenue & Expense**

**Adjustments to Budgeted Revenues:**

	Fiscal Year 2016 Mid-Year		
	Adopted Budget	Revised Budget	Variance Fav/(Unfav)
<b>Revenues</b>			
Fare Revenue	\$5,127,542	\$5,255,988	\$128,446
SCE Rebates	170,005	103,071	(66,934)
Advertising Revenue & Digital Signage	188,909	258,398	69,489
Local Sales Tax Revenue	8,682,933	8,783,626	100,693
Other Revenue	9,627,648	9,624,281	(3,367)
Total Revenues	\$23,797,037	\$24,025,364	\$228,327
<b>Expenses</b>			
Purchased Transportation	\$14,359,441	\$14,382,170	(\$22,729)
Fuel	3,032,167	2,709,401	322,766
Utilities	100,500	126,336	(25,836)
Sheriff's Department/Security Expense	188,500	148,266	40,234
Other Operating Costs	755,994	724,268	31,726
Salaries & Benefits	3,828,960	3,492,249	336,711
Other General & Administrative Expenses	1,531,475	1,468,036	63,439
Total Expenses	23,797,037	23,050,726	746,311
Provision for Additional Operating Reserves	0	300,000	(300,000)
Operating Surplus/(Deficit)	\$0	\$674,638	\$674,638

**Fare Revenues – Increase of \$128,446**

Farebox revenues for FY16 were budgeted at the same levels as the actuals for FY2015. The Route to Success Operational Analysis Report recommended a fair increase to counter the increase in free rides and corresponding decrease in fare revenue. With the Board's approval, the first system-wide fare increase in many years went into effect September 1, 2015, with the resulting favorable variance accumulating during the September to December 2015 period. It is anticipated that the favorable variance will continue to occur for the rest of the year, but this was not reflected in the projected total.

**SCE Solar Rebates – Reduction of (\$66,934)**

Though its effects were budgeted for all of FY2016, the first of Edison's Solar Rebate program ended in October 2015. The projection for the year reflects the removal of these inflows. The second program is much smaller, producing an average of about \$3-\$4,000 per month, and will continue through March 2018.

**Advertising Revenue - \$69,489**

This figure represents the true-up that takes place at contract year end in the month of November. The amount includes bus-wrap and digital advertising.

**Local Sales Tax Revenue - \$100,693**

Proposition A Discretionary Funds are dual purpose; they can be used for operating support or as required local match required for state and federal primary funds. For budget purposes, Prop A funds are transferred from operating to capital funds for matching, but are left as an operating revenue classification when actually received from Metro. The figure is the approximate transfer for the first half of FY16.

**Total net increase in Operating Revenues: \$228,327.**

**Adjustments to Budgeted Operating Expenses:**

**Fixed Route Contract Expenses – (\$22,729)**

This is a small net variance in aggregate payments on our contract with Transdev, and was caused by higher-than-budgeted costs for Fixed Route operations.

**Fuel – \$322,766**

The original budget assumed diesel fuel at \$4.25 per gallon. The average price per gallon for diesel fuel for the first six months of FY15 was approximately \$2.85. If current cost trends continue, savings as high as \$6-\$800,000 could be realized by fiscal year-end. Due to the unpredictable nature of fuel prices, the original budget is being held constant for the rest of the fiscal year.

**Utilities - (\$25,836)**

The adjustment is to reflect the 'true-up' payment to SCE as AVTA transition to Lancaster Choice Energy. Solar customers will aggregate annual costs as their systems under- and over- produce to a final figure, which will either generate the need for a payment or a credit. The true-up took place in September, after and during the hottest weather, and necessitated the payment shown.

**Sheriff's Department Contract – \$40,234**

The FY2016 Budget was based on the same hours worked in FY2015. LASD reduced the hours that AVTA's Transit Deputy could work, resulting in this favorable variance. Going forward, management is considering more coordinated activities such as fare enforcement.

**Salaries and Wages – \$337,000**

There are several budgeted positions that are still open. The associated wages and benefit favorable variances will decrease once new personnel is hired. Also, the FY2016 budget included a 10% increase in costs; the budget is adopted prior to the annual open enrollment period which occurs in October. AVTA's conformance to the Affordable Care Act actually reduced monthly costs as employee participation in health costs increased.

**Total net reduction in Operating Expenses: \$746,311**

**Less: Provision for Additional Operating Reserves- (\$300,000)**

**Total net operating surplus - \$674,638**

**Capital Budget Activity**

Description	Fiscal Year 2016 Mid-Year				
	Adopted Budget	Adjustments	Revised Budget	Projected Expenditures	Projected Rollover
Inductive Charging (LCP & PTC)	\$825,000	\$625,000	\$1,450,000	\$1,200,000	\$250,000
Facilities Charging Project	2,850,764	0	2,850,764	1,000,000	1,850,764
(6) Local Transit eBus Replacements*	5,178,000	0	5,178,000	0	5,178,000
(2) JARC Expansion Coaches	1,424,936	0	1,424,936	1,424,936	0
Major Components and Midlife Refurbs	1,169,000	0	1,169,000	750,000	419,000
Support Vehicles	592,000	0	592,000	592,000	0
Regional Partnerships & Digital Signage	735,000	0	735,000	560,000	175,000
Server Room Upgrade & Hardware Refresh	50,000	115,000	165,000	165,000	0
Count Room Upgrade	209,800	0	209,800	209,800	0
Facility Carpeting	125,000	0	125,000	125,000	0
Emergency Phone Replacement	135,000	0	135,000	135,000	0
Customer Service Refresh	25,000	45,000	70,000	70,000	0
Equipment & Other	478,600	0	478,600	239,300	239,300
	13,798,100	785,000	14,583,100	6,471,036	8,112,064
<i>ThinkTek (Asset/Maintenance Software)</i>		100,000	100,000	50,000	50,000
<i>RTA (Maintenance Management Software)</i>		40,000	40,000	40,000	0
<i>Add'l funds for ECS to finish the DMS Project</i>		25,000	25,000	25,000	0
<i>Contingency for Kaizen/Pilar</i>					
	\$13,798,100	\$950,000	\$14,748,100	\$6,586,036	\$8,162,064

**Capital Budget Comments**

The original FY15 Capital Budget of \$13,798,100 is shown. To the original budget, \$950,000 was added to accommodate revised scope and pricing information for the Inductive Charging, Server Room and Customer Service Refresh Projects, the introduction of 2 new maintenance-related software packages, and additional funds to complete the Document Management System.

The current projection reflects \$6,586,036 of completed or “in-progress” projects, with \$8,162,064 being rolled over for use in FY2017.



**DATE:** February 23, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Approve Task Order No. 6, to Kennard Design Group, Inc. Under Master Contract #2014-46, for Engineering & Design, Specifications, Bid and Construction Management for the Security Upgrades to AVTA's Count Room.

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#### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director to execute Task Order No. 6 to Kennard Design Group, Inc. of Los Angeles, CA, under Master Contract #2014-46 in the amount of \$56,605 to design, engineer, create specifications and bid documents, and manage the construction of the Security Upgrades to AVTA's Count Room (Attachment A).

#### **FISCAL IMPACT**

Sufficient funds for this project have been included in the FY16 Business Plan.

#### **BACKGROUND**

The Count Room is used to account for the fares collected for its fixed route operations, and preparing the cash and coin received for deposit to the Authority's bank account. Since the room was built, staff has experienced uncomfortable work conditions in this room, including high and low temperature swings and the continual infiltration of dust. In addition, AVTA's revenues have increased considerably during this time period, requiring staff to lift and store larger counts of coin and currency. AVTA planned sufficient funding to address these and other related issues.

Proposed work on the Count Room will address the following topics:

- 1) Construct an external entry corridor of masonry with appropriate security doors to prevent unauthorized entry.
- 2) Purchase and install a second vault to securely accommodate commuter receipts from outside the room in the same fashion that local transit fares are handled.

- 3) Purchase and install a coin conveyor to reduce the amount of lifting required by the staff.
- 4) Move the revenue collection information server out of the Count Room and into an adjacent electrical closet. This move will reduce or eliminate temperature variations and provide a dust free environment to extend the server's service life.
- 5) Install new energy efficient heat pumps to control temperatures in the electrical closet and security corridor.
- 6) Provide panic buttons, security doors, frames and hardware with interlocking functions and mounting of additional security cameras and monitors, which will better control access to the Count Room.

Staff requested a proposal from Kennard Design Group under Master Contract 2014-46 for On-call Architectural and Engineering Services. Services requested were to design, engineer, create specifications and bid documents, and perform construction management.

Staff received and evaluated Kennard Design Group's proposal and pricing, which were found to be concise, fair and reasonable. Based on the proposal received, staff is recommending that the Board approve Task Order No. 6 with Kennard Design Group, Inc., of Los Angeles, CA.

Prepared by:

Submitted by:

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Lyle A Block  
Procurement and Contracts Officer

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Len Engel  
Executive Director

Attachment: A – Kennard Design Group's Count Room Proposal



**kennard design group  
architecture and planning**

*Founded 1957*

**Antelope Valley Transit Authority**

Attn: Mr. Lyle A. Block, CPPB  
42210 6th Street West  
Lancaster, CA. 93534

February 8, 2016

Re: A/E Design & Construction Support Services Proposal for  
AVTA Maintenance Facility Money Vault Modifications project

Dear Mr. Block,

Kennard Design Group (KDG) is pleased to submit our Architectural/ Engineering services proposal for the project mentioned above. Per your request, KDG has broken down the A/E fees to include:

**1. Architectural Services**

a. Design Development drawings and specifications (3 weeks)			
CAD Production	36 hours x \$100/hr.	= \$	3,600.00
Project Management	36 hours x \$135/hr.	= \$	4,860.00
b. Construction Documents (8 weeks, including plan check)			
CAD Production	56 hours x \$100/hr.	= \$	5,600.00
Project Management	64 hours x \$135/hr.	= \$	8,640.00
c. Bid Phase assistance, as necessary			
CAD Production	4 hours x \$100/hr.	= \$	400.00
Project Management	8 hours x \$135/hr.	= \$	1,080.00
d. Construction Administration (5 months, monthly visits)			
Construction Administration	115 hours x \$135/hr.	= \$	15,525.00
Reimbursable allowance		= \$	700.00
<b>Architectural Sub-Total.....</b>			<b>\$40,405.00</b>

**2. Structural Engineering Services**

a. Design Engineering			
CAD Production	21 hours x \$117/hr.	= \$	2,457.00
Project Management	30 hours x \$137/hr.	= \$	4,110.00
b. Construction Administration			
Project Engineer	15 hours x \$137/hr.	= \$	2,055.00
<b>Structural Engineering Sub-Total.....</b>			<b>\$9,000.00</b>

**3. Mechanical & Electrical Engineering Services**

a. Design Engineering			
	35 hours x \$120/hr.	= \$	4,200.00
b. Construction Administration			
	15 hours x \$120/hr.	= \$	1,800.00
<b>Mechanical &amp; Electrical Engineering Sub-Total.....</b>			<b>\$6,000.00</b>

**4. Hardware Consultant**

a. Design and construction support.....10 hours x \$120/hr.			
		=	\$1,200.00
<b>TOTAL FEE:</b>			<b>\$56,605.00</b>

EXCLUSIONS

1. Plumbing Engineering (including fire protection systems)
2. Civil Engineering
3. Restroom design and/or upgrades to comply with ADA requirements
4. Geotechnical Engineering

Thank you for this opportunity and should you have any questions, please give me a call.

**KENNARD DESIGN GROUP**



Dean Hawkins, LEED AP BD+C  
*Senior Project Manager*

\_\_\_\_\_  
AVTA

\_\_\_\_\_  
Date of Acceptance

Cc: Gail Kennard, KDG Architects

Attachment: AVTA Money Vault Modifications Scope of Work, dated 12/16/15



**CLIENT: Antelope Valley Transit Authority**

**PROJECT:** AVTA Maintenance Facility - Money Vault Operations Modifications

**PROPOSAL DUE:** Submit fee proposal to KDG by 1/27/16

**SCOPE OF WORK:** On 12/16/15 KDG, Coffman Engineers, Inc. and AVTA met to walk through the proposed scope of work in the Maintenance Facility coin operations building. The scope of work includes, but is not necessarily limited to the following (*AVTA remarks in blue*):

1. **Add new vestibule** (approximately 8'x10') to west end of existing structure. The addition will be comprised of
  - a. CMU block walls to match existing;
  - b. Steel entrance door and frames with security access hardware. *Visible openings on doors can't exceed 4" x 24". Vestibule Window visible openings not to exceed 4" x 36", but can have multiple lites. Glass needs to be ¼" tempered / .030 lam / ¼" Lexan / .030 lam / 1/4" tempered glass. Glass stops 1-1/4" with ¼ x 20 button head stainless pinned torx security screws. Stops not exposed to exterior.*
  - ~~c. one exterior 72"x60" window in existing wall (**required per 2013 CBC**)~~ *If this is a requirement, then we need an exemption. This is a vault money room and can't have outside windows. We could put several windows in the vestibule; Skylights could also be added if required by City.*
  - d. Replacing existing entry metal door and frame with new steel door with view light and frame and security hardware; *New Curries Curries 747 Series (solid) door with 16 ga skins to replace electrical closet door, using existing hardware. Door utilizes flush edge seams that are welded and filled Type "T". Door hardware to include:*
    - i. *New Curries 847 Series Door with matching 14 ga. frame using new hardware. Door utilizes flush edge seams that are welded and filled Type "T".*
    - ii. *Door Closure LCN 4510-3077EDA, room side mount.*
    - iii. *Door Hinges, Stanley IHTCB1995R 4-1/2" x 4-1/2" with shear stud. Provide ¼" flathead stainless pinned torx security screws.*
    - iv. *Southern Folger ASSW-105A Door position switch for each door.*
    - v. *Entry doors to incorporate an interlock function using mag lock. Integrate into existing security electronics and Corbin Russwin's ML20900 ECL Series or equal using Schlage primus cylinders.*
    - vi. *Provide panic button / request for assistance from vestibule and money room.*
  - e. Flat (low slope) PVC cool roofing system roof . *Parapet no less than 36"; Roof to have no less than R30, but prefer R38 using Dura-Last Roofing System or equal. Bob Meyer, Sale Rep 714-697-3726 or bmeyer@duro-last.com*
  - f. Install a new suspended ceiling system in the money room

2. **Create new opening in south CMU wall** (approximately 32" x 20") for placing coin holders through wall; Structural supports to be added as necessary
3. **Architectural Services** to include:
  - a. Prepare CAD backgrounds from pdf drawing files from AVTA
  - b. Coordinate design requirements with Engineers
  - c. Provide elevations and sections of building addition
  - d. Provide floor plan, reflected ceiling plan and roof plan of scope area
  - e. Provide interior elevations of affected areas
  - f. Provide Finish, Door and Window schedules as necessary. *Vestibule concrete floor with VCT*
  - g. Provide pertinent details for all scope items
  - h. Prepare all architectural specifications to be included in Project Manual and cost estimating
4. **Structural Engineering** to include:
  - a. Vestibule Foundation Plan, Wall Framing Plan and Roof Framing plan
  - b. Structural details of new openings in wall and building vestibule addition
  - c. Prepare structural project specifications to be included in Project Manual and cost estimating
  - d. Plan check corrections
5. **Mechanical Engineering** to include
  - a. New equipment unit and ductwork for vestibule *New HVAC Carrier Duct Less Performance Series AC/Heat Pump for both vestibule and electrical closet/room.*
  - b. Verify load requirements in existing electrical closet where the server unit is to be relocated.
  - c. Prepare all mechanical specifications to be included in Project Manual and cost estimating
  - d. Plan check corrections
6. **Electrical Engineering** to include
  - a. upgrading panels as necessary to accommodate new coin counting conveyor
  - b. New power outlets in vestibule and some modifications within existing space
  - c. New lighting plan and schedule for vestibule addition
  - d. New exit lights at vestibule and existing exit door
  - e. Power plan for new security door card access hardware
  - f. ~~Relocate existing server from inside coin counting room to existing electrical closet on east wall~~ *Relocate existing server under separate contract and not a part of this work. AVTA to contract directly with Cubix*
  - g. Prepare all electrical specifications to be included in Project Manual and cost estimating.



**Photo 1** – West Elevation with new vestibule addition shown in red (approximate size )



**Photo 2** - South Elevation of Coin Operations Building. Proposed new opening shown in red



**Photo 3** – North Elevation of Coin Operations Building Door shown is existing Electrical Room.



**Photo 4** – Server (circled) to be relocated to existing Electrical Room by AVTA (see Photo 7)

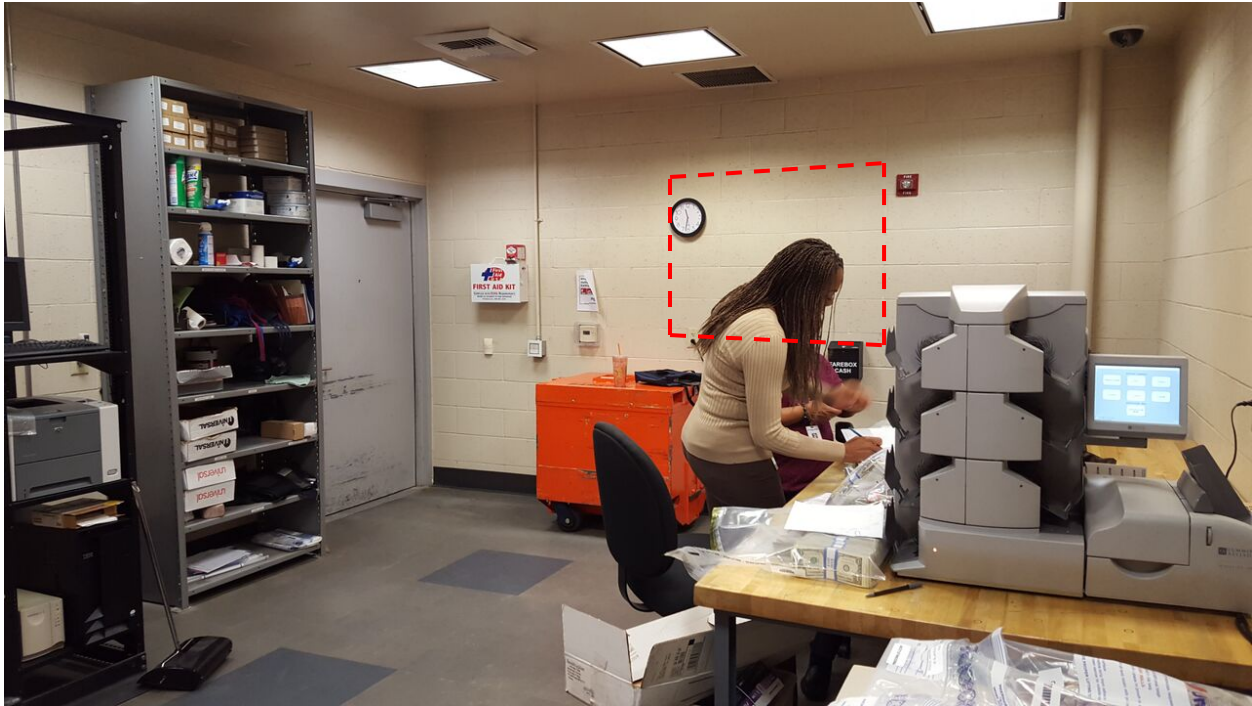


Photo 5 – North wall of Coin Operations Room.

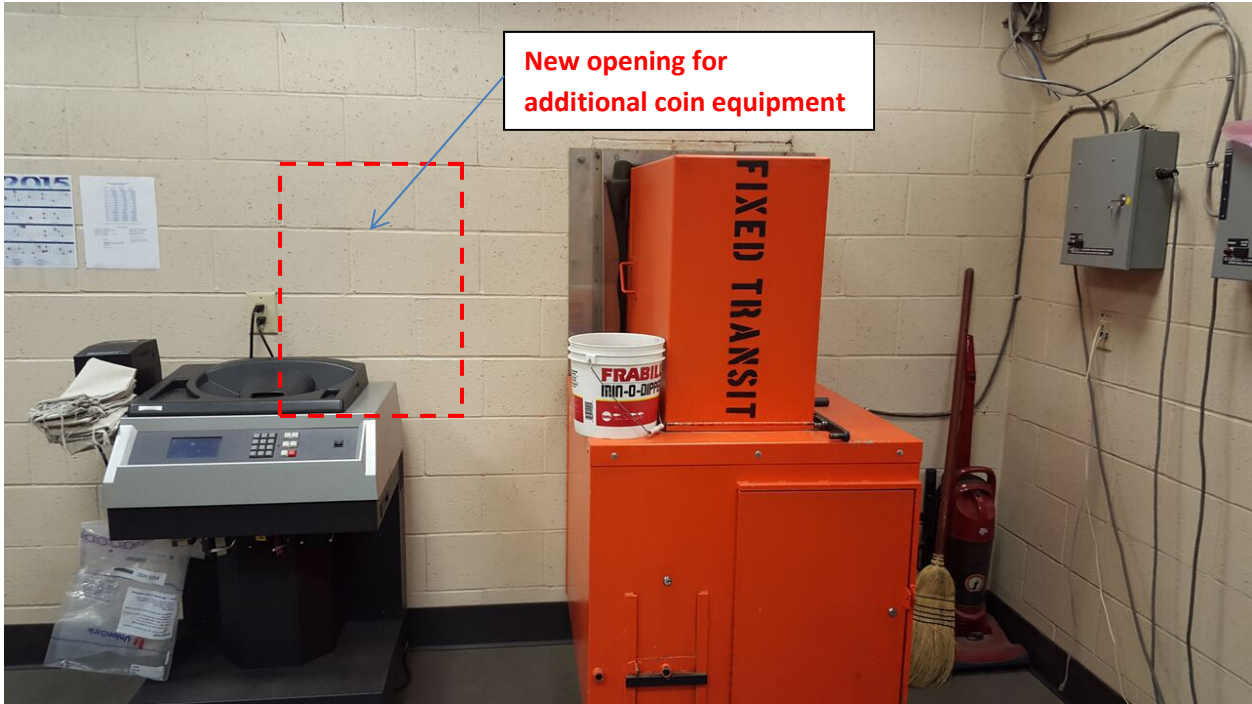


Photo 6 – Existing coin equipment on south wall. Proposed coin conveyor equipment (by AVTA) will be placed in front of equipment



**Photo 7** - East wall of Electrical Room

### **Project Scope Exclusions**

1. New restrooms in vestibule addition
2. Upgrades to existing restrooms to comply with ADA requirements
3. Plumbing design modifications (excluding mechanical related work)
4. Civil design modifications
5. Design of coin conveying system (by manufacturer)
6. Installing a new window in north wall (Photo 5) to comply with CBC. Exemption will be pursued.



**DATE:** February 23, 2016

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Amendment #2 to Contract #2015-16 with ECS Imaging, Inc., for Document Management System

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**RECOMMENDATION**

That the Board of Directors authorize the Executive Director to execute Amendment #2 for Contract #2015-16 for the Document Management System to ECS Imaging, Inc., of Riverside, CA, for an additional amount not to exceed \$20,400.

**FISCAL IMPACT**

Additional funds have been requested in the FY16 Mid-Year Review to pay for this service.

**BACKGROUND**

Originally, AVTA released a Request for Proposals (RFP) on February 5, 2015. The Board awarded the contract for an amount of \$92,165 on March 24, 2015. Contract Amendment #1 was executed adding additional time for staff to define its electronic scanning and filing roles. Since that time, AVTA has completed defining individual roles and requirements for the recording of historical documents. The complex nature of AVTA's legal requirements for document management added additional programming time; this request would provide the funds to complete the Document Management System project.

Staff has reviewed the final scope of work and fees and found them to be fair and reasonable. Staff is confident that ECS Imaging, Inc., will provide an excellent product that fits AVTA's future requirements.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Len Engel  
Executive Director