



Regular Meeting of the Board of Directors

Tuesday, January 23, 2024

10:00 a.m.

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

AGENDA

For record-keeping purposes, and if staff may need to contact you, we request that a speaker card located at the Community Room entrance be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name. A three-minute time limit will be imposed on all speakers besides 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. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Flanagan

APPROVAL OF AGENDA

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

If you would like to address the Board on any agendized or non-agendized items, you may present your comments at this time. For record-keeping purposes and so that staff may contact you if needed, we request that a speaker card, located in the

Community Room lobby, be completed and provided to the Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak.

State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the authority's Executive Director/CEO for follow-up. A three-minute time limit will be imposed on all speakers other than staff members.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP): During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

- SRP 1 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE – JACK DANIELSON
- SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE – PAMELA BALCH
- SRP 3 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH
NOVEMBER 2023 – VINCENT SAN NICOLAS
DECEMBER 2023 – ESTEBAN RODRIGUEZ
- SRP 4 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR NOVEMBER AND DECEMBER 2023 – JUAN ANTONIO LOPEZ
- SRP 5 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2023 – ART MINASYAN
- SRP 6 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR NOVEMBER AND DECEMBER 2023 – ART MINASYAN
- SRP 7 LEGISLATIVE REPORT AND FINANCE UPDATE FOR JANUARY 2024 – JUDY VACCARO-FRY
- SRP 8 MAINTENANCE KPI REPORT FOR NOVEMBER AND DECEMBER 2023 – JOSEPH SANCHEZ
- SRP 9 OPERATIONS KPI REPORT FOR NOVEMBER AND DECEMBER 2023 – JUAN ANTONIO LOPEZ

CONSENT CALENDAR (CC): Consent items may be received and filed and/or approved by the Board in a single motion. If any member of the Executive Board

wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 28, 2023 – KAREN DARR

Recommendation: Approve the Board of Directors Regular Meeting Minutes of November 28, 2023.

- CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2023 – VIANNEY MCLAUGHLIN

Recommendation: Receive and file the Financial Report for November and December 2023.

- CC 3 FY 2024 SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2023) – DEEANNA CASON

Recommendation: Receive and file the FY 2024 Second Quarter Los Angeles County Sheriff's Department (LASD) Report for the period covering October 1 through December 31, 2023.

- CC 4 2024 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, MV TRANSPORTATION'S EEO PROGRAM, AND AV TRANSPORTATION SERVICES' (AVTM) EEO POLICY STATEMENT – AMBER JOHNSON

Recommendation: Review, update, and reaffirm AVTA's EEO Policy Statement, MV Transportation's EEO Program, and AVTM's EEO Policy Statement.

- CC 5 2024 LEGISLATIVE PRINCIPLES – JUDY VACCARO-FRY

Recommendation: Approve the Proposed AVTA Legislative Principles for 2024.

- CC 6 GRANTS MANUAL - JUDY VACCARO-FRY

Recommendation: Approve updates to the Grants Manual.

NEW BUSINESS (NB):

- NB 1 THIRD AMENDMENT TO EXECUTIVE DIRECTOR/CEO EMPLOYMENT AGREEMENT – ALLISON BURNS

Recommendation: Approve the Third Amendment to the Executive Director/CEO Employment Agreement.

- NB 2 SOLE SOURCE CONTRACT #2024-26 WITH AVAIL TECHNOLOGIES, INC. FOR INTELLIGENT TRANSPORTATION SYSTEM UPGRADES (IRMA PASSENGER COUNTERS) – ESTEBAN RODRIGUEZ

Recommendation: Authorize the Executive Director/CEO to award Sole Source Contract #2024-26 to Avail Technologies, Inc. for Information Technology System (ITS) equipment and installation for an amount not to exceed \$552,560.10 plus any applicable taxes.

- NB 3 FISCAL YEAR 2023/2024 (FY 2024) MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS – JUDY VACCARO-FRY

Recommendation: Approve the proposed FY 2024 Mid-Year Budget adjustments.

CLOSED SESSION (CS):

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (two potential cases)
- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)
Consideration of whether to initiate litigation (one potential case)
- CS 3 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))
Title: Executive Director/CEO

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

- RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO
2023 Year in Review and Upcoming Projects 2024

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on February 27, 2024, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 6:00 p.m. on January 19, 2024, at the entrance to the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534.

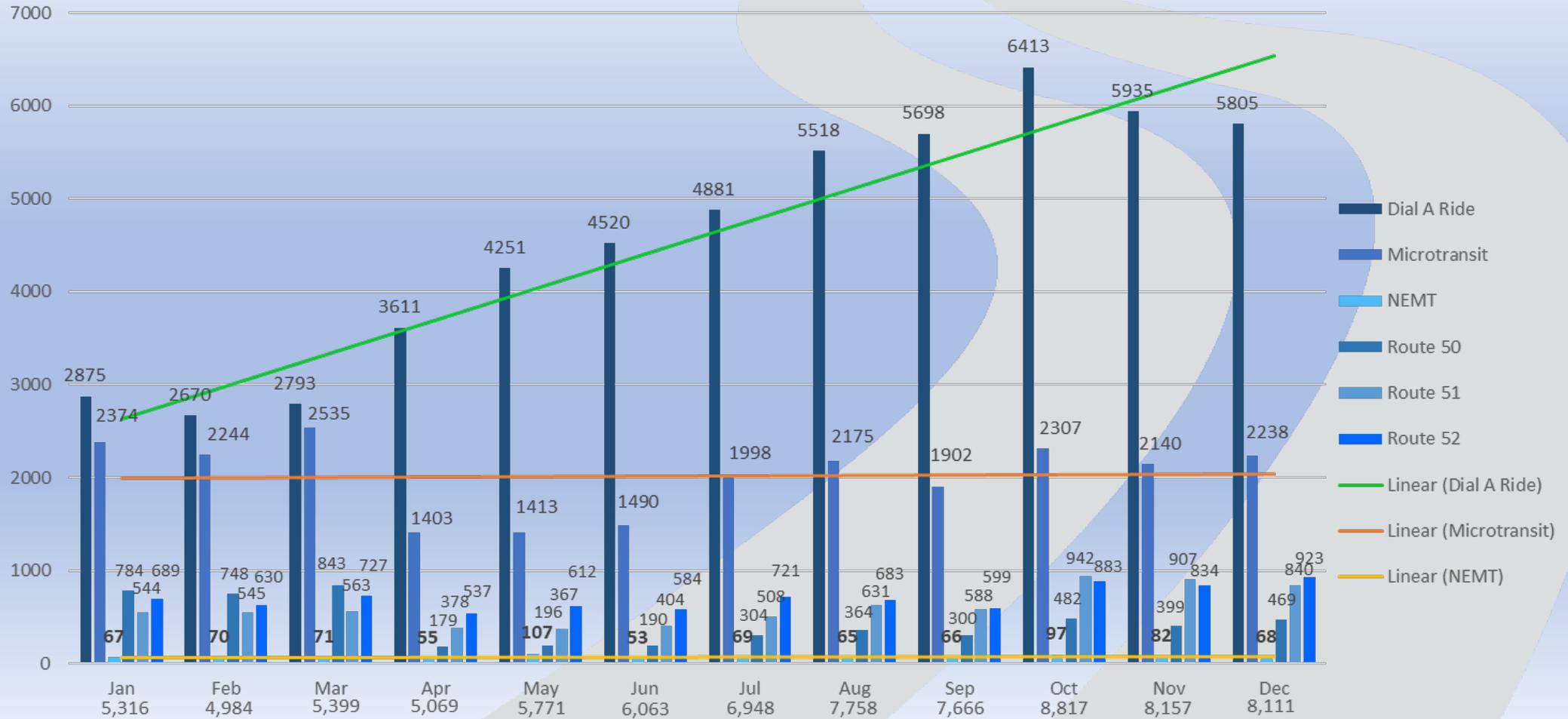
Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item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

November and December

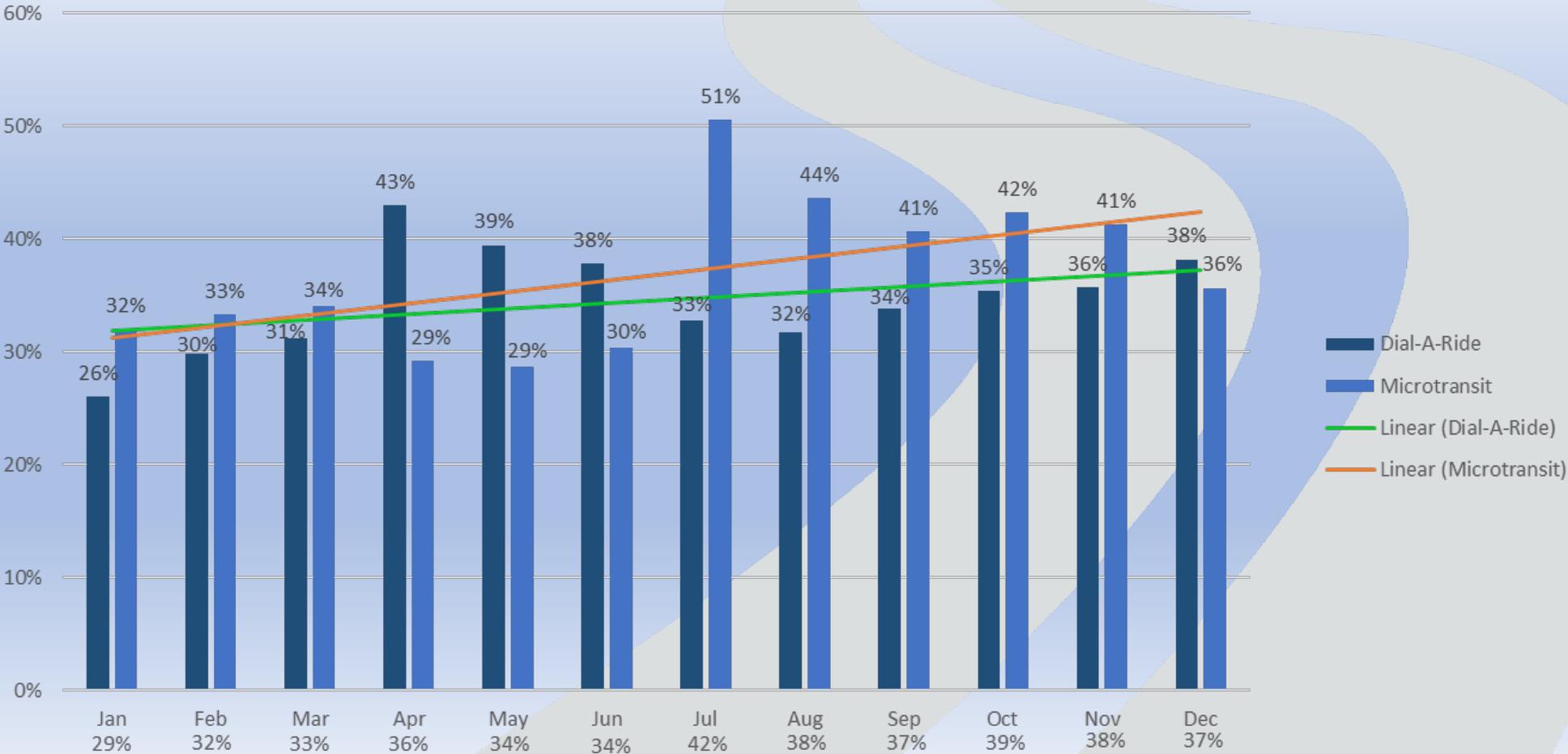
FY 2024 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Presentation to the
Board of Directors
January 23, 2024

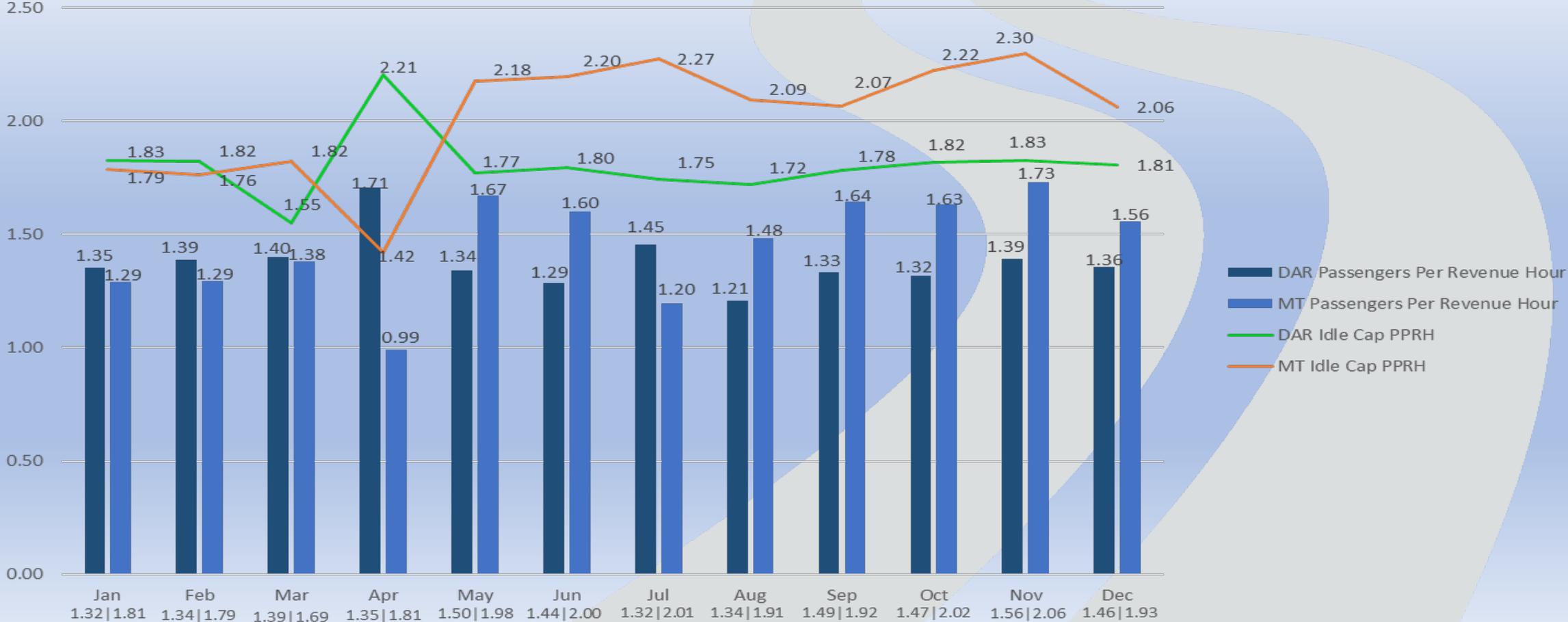
PASSENGER RIDERSHIP DATA



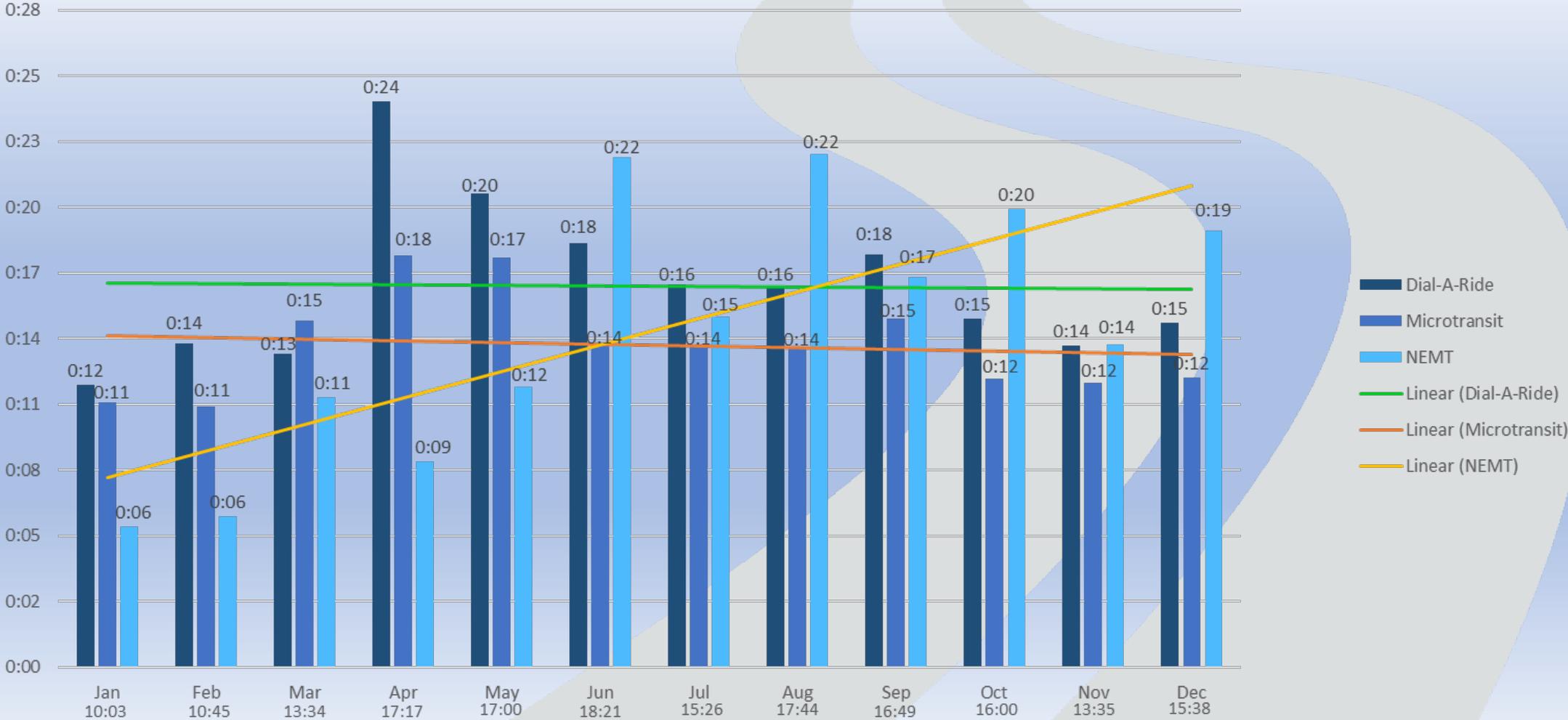
AVERAGE SHARED RIDE PERCENTAGE



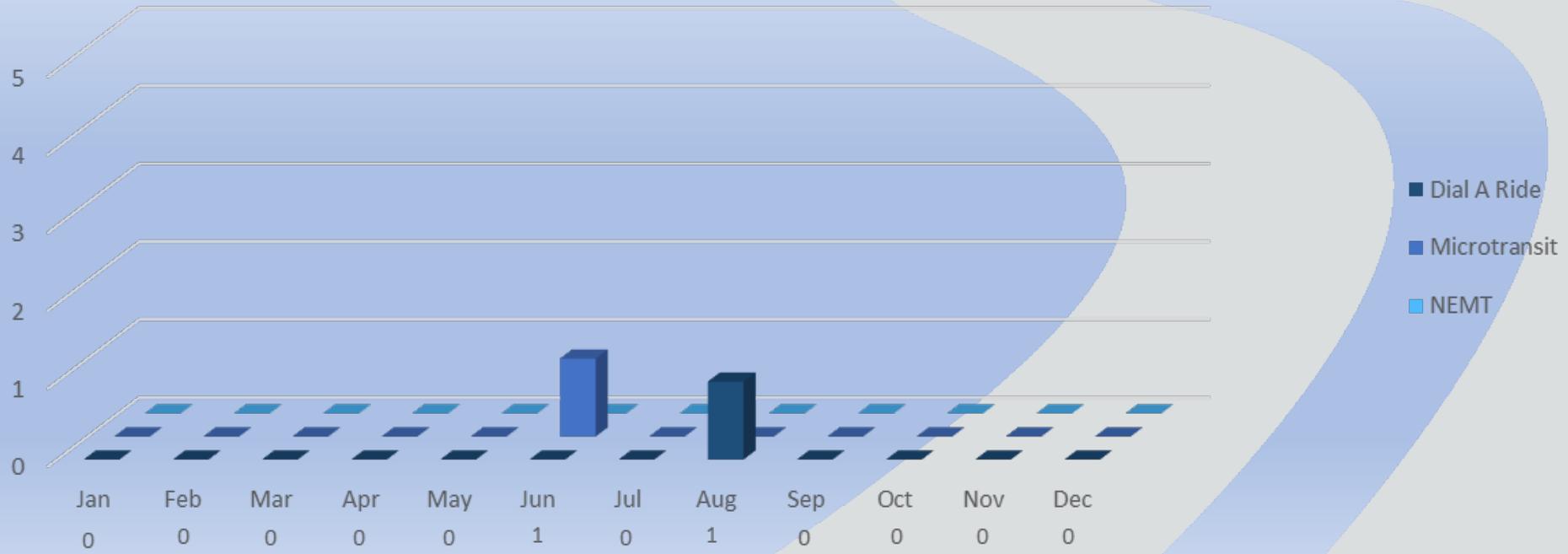
PASSENGERS PER REVENUE HOUR



PASSENGER WAIT TIME



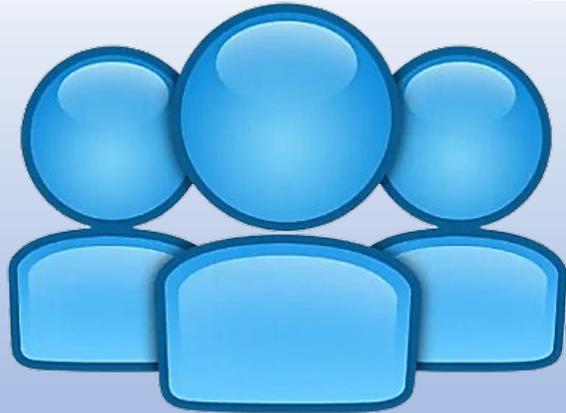
ACCIDENTS



PASSENGER FEEDBACK



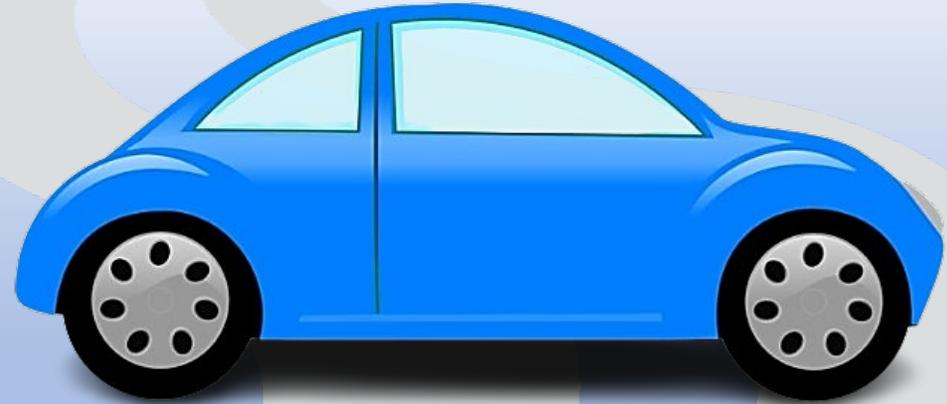
2023 OVERVIEW



80,059 Passengers Transported
67,132 Rides Completed



88% Trip Accommodation



2 Accidents



99.95% Satisfaction Rating
4.88 Star Rating

November and December

FY 2024 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Thank You!

Questions?

LEGISLATIVE UPDATE

Presentation to the Board of Directors
January 23, 2024



STATE



Transit Transformation Task Force

On December 8, the California State Transportation Agency (CalSTA) appointed 25 members to the state's Transit Transformation Task Force.

The task force was established as part of Senate Bill 125 which gave operators the increased flexibility to use the funds toward operating or capital improvements.

A total of 70 applications were submitted.



NEWS RELEASE
FOR IMMEDIATE RELEASE
December 8, 2023
CalSTA Contact: media@calsta.ca.gov

Gavin Newsom
Governor
Toks Omishakin
Secretary

Secretary Omishakin Appoints 25 Members to Transit Transformation Task Force

SACRAMENTO – The California State Transportation Agency (CalSTA) today announced Transportation Secretary Toks Omishakin has appointed 25 members to the state's Transit Transformation Task Force.

Established in the transit recovery package signed by Governor Gavin Newsom as part of the 2023-24 state budget, the task force will develop policy recommendations to grow transit ridership, improve the transit experience and address long-term operational needs.

After receiving more than 70 applications from a wide range of prospective candidates representing state government, local agencies, academic institutions, advocacy organizations and other stakeholders, Secretary Omishakin made the following selections:

Kome Ajise Executive Director, Southern California Association of Governments	Amy Hance Deputy Director, General Services, City of Davis	Seamus Murphy Executive Director, San Francisco Bay Water Emergency Transportation Authority
Rahidi Barnes Chief Executive Officer, Eastern Contra Costa Transit Authority	James Lindsay International Vice President, Amalgamated Transit Union	Laurel Paget-Seelins Senior Policy Advocate for Transportation Justice, Public Advocates
Alex Bockelman Chief Deputy Executive Director, Metropolitan Transportation Commission	Eli Lipman Executive Director, Move LA	Michael Pinarello Executive Director, California Transit Association
Sharon Cooney Chief Executive Officer, San Diego Metropolitan Transit System (MTS)	Juan Mantua Deputy Director, UCLA Institute of Transportation Studies	Robert Powers General Manager, San Francisco Bay Area Rapid Transit District (BART)
Ian Griffiths Policy Director, Senseless Bay Area	Kate Miller Executive Director, Napa Valley Transportation Authority/Vine Transit	Carl Sedevyk CEO, Monterey-Salinas Transit District
	Lorelle Mae-Luna Multimodal Services Director, Riverside County Transportation Commission	

California Transportation Commission • Board of Pilot Commissioners • California Highway Patrol • Department of Motor Vehicles
Department of Transportation • High-Speed Rail Authority • Office of Traffic Safety • New Motor Vehicle Board

David Sforza Principal Consultant, Assembly Transportation Committee	Mark Tollefson Undersecretary, CalSTA	Mark Watts Legislative Advocate, Transportation California
Tony Tavares Director, Caltrans	Michael Turner Executive Officer - Government Relations, Los Angeles County Metropolitan Transportation Authority	Melissa White Principal Consultant, Senate Transportation Committee
Laura Tolkoff Transportation Policy Director & Interim Chief Policy Officer, SPUR	Kari Watkins Associate Professor, UC Davis	Jim Wunderman President and CEO, Bay Area Council



CA Air Resources Board



Applied and Denied.

Submitted application for Solar Farm funding.

CA Energy Commission



Applied for Solar Farm funding.

Results announced scheduled for last week.

STATUS UPDATE

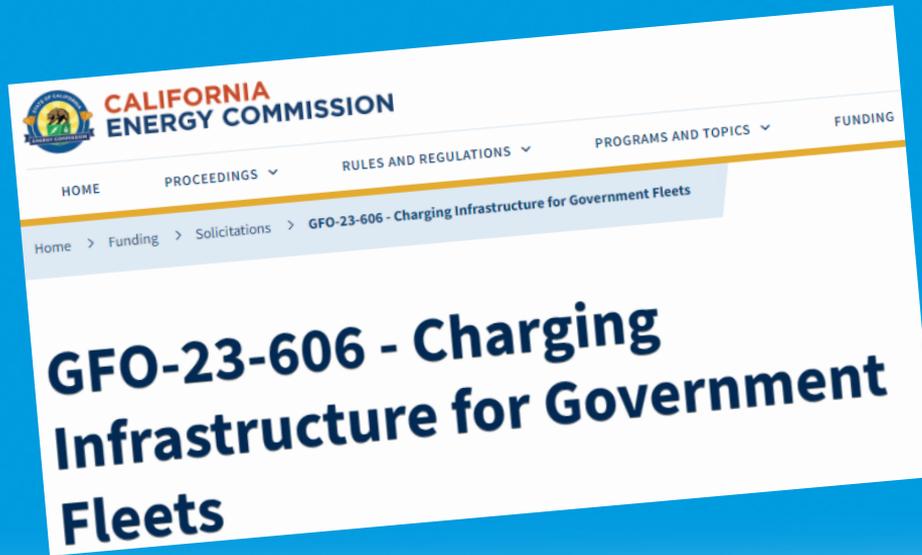
A screenshot of the California Energy Commission website. The page title is "GFO-22-615 - Innovative Charging Solutions for Medium- and Heavy-Duty Electric Vehicles". The page includes a navigation menu with "HOME", "PROCEEDINGS", "RULES AND REGULATIONS", "PROGRAMS AND TOPICS", and "FUNDING". The main content area displays the following information:

SOLICITATION TYPE Grant Funding Opportunity	PROGRAM Clean Transportation Program
SOLICITATION NUMBER GFO-22-615	RELEASE DATE May 08, 2023
SOLICITATION STATUS Active	SUBMISSION DEADLINE November 03, 2023, 11:59 pm
DIVISION Fuels and Transportation	QUESTIONS DEADLINE May 26, 2023, 11:59 pm

CA Energy Commission



Up to \$30 million in grant funds for projects that will provide electric vehicle charging infrastructure for light-duty government fleets.



The purpose of the solicitation is to:

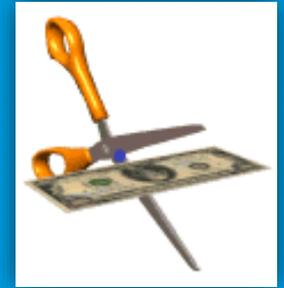
1. Support electrification of government fleets by providing reliable and readily accessible electric vehicle charging infrastructure.
2. Support local government goals of sustainability and/or climate action plans.
3. Reduce vehicle emissions in disadvantaged and/or low-income communities.

STATE BUDGET



On January 10, the Governor released details of California's new \$291 billion state spending plan for the 2024-25 budget year.

The proposed budget covers the deficit by tapping \$13 billion from reserves, trimming \$8.5 billion from programs and deferring some spending to the future and spreading it out over more years.



The plan includes \$8.5 billion in spending cuts, with about half of those cuts spread across various housing and climate programs.

STATE BUDGET

The plan proposes to cut \$2.9 billion in climate change spending, which includes \$23.5 million for a pilot program to deploy zero-emission trucks that transport goods from ports.

The Governor plans to postpone programs until 2027-28 such as \$600 million in spending for programs to help motorists replace gas vehicles with hybrid and zero-emission versions and \$200 million on rebates to homeowners who install solar panels.



FEDERAL



CONTINUING RESOLUTION

On January 18, both House & Senate agreed to extend the two CRs to March 1 and March 8, respectively.

4 bills authorized now through **March 1, 2024**

- Agriculture
- Energy & Water
- Military Construction – Veterans Affairs
- Transportation, Housing and Urban Development



Remaining 8 bills are now authorized through **March 8, 2024**.

APPROPRIATIONS STATUS

HOUSE – 7 OF 12

- Defense
- Energy - Water
- Homeland Security
- Interior – Environment
- Legislative Branch
- Military Construction – Veterans Affairs
- State-Foreign Operations

SENATE - 3 OF 12

- Agriculture
- Military Construction – Veterans Affairs
- Transportation-HUD

Last action 11/03/2023



APPROPRIATIONS COMPARISON

The **Senate** THUD Appropriations bill provides the most public transit and passenger rail investments authorized by the Bipartisan Infrastructure Law (BIL).

Together with the BIL's advance appropriations, this proposal provides a total of \$21.1 billion for public transit.



The **House** THUD Appropriations bill significantly cuts public transit and passenger rail below the authorized funding levels of the Bipartisan Infrastructure Law.

Cuts public transit investment by \$2.3 billion from last year's funding levels, and slashes Capital Investment Grant (CIG) funding to the lowest level in two decades.



LEGISLATION

H.R.4468 - Choice in Automobile Retail Sales Act of 2023

118th Congress (2023-2024) | [Get alerts](#)

BILL Hide Overview ✕

Sponsor: [Rep. Walberg, Tim \[R-MI-5\]](#) (Introduced 07/06/2023)

Committees: House - Energy and Commerce | Senate - Environment and Public Works

Committee Meetings: [07/27/23 10:00AM](#) [07/12/23 1:00PM](#)

Latest Action: Senate - 12/07/2023 Received in the Senate and Read twice and referred to the Committee on Environment and Public Works. ([All Actions](#))

Roll Call Votes: There have been [2 roll call votes](#)

Tracker:  Introduced **Passed House** Passed Senate To President Became Law



ZERO EMISSION BUSES

Phoenix Motor completes acquisition of Proterra Transit business line.



CSI will acquire the Proterra Energy business line.

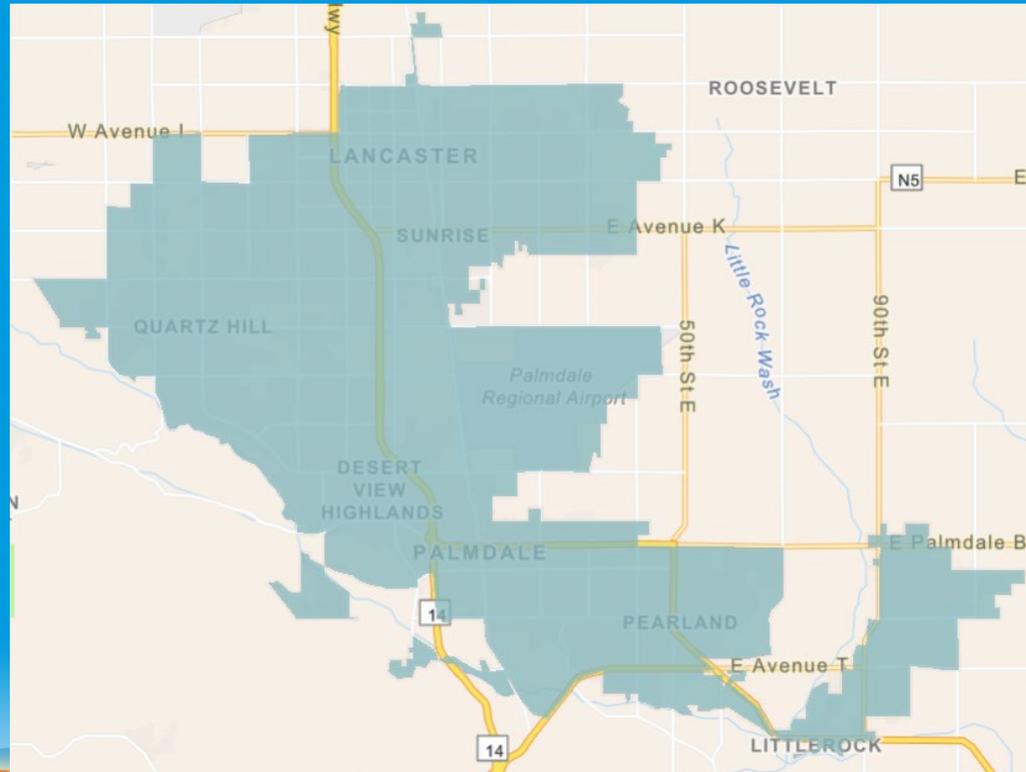
The acquisition will add heavy-duty transit buses to Phoenix's existing product line of medium-duty shuttle buses.

Both acquisitions are subject to the bankruptcy court's approval, as well as regulatory approvals and closing conditions.



UZA MAPS

2010 Census: Lancaster-Palmdale



Lancaster--Palmdale, CA

OBJECTID	1003
UACE Code	47611
Name	Lancaster--Palmdale, CA
Population	341,219
Area Land (Sq. Mi.)	111.23
Area Water (Sq. Mi.)	0.145229
Population Density	3,067.79
Shape__Area	443327448.66015625
Shape__Length	247422.208662473

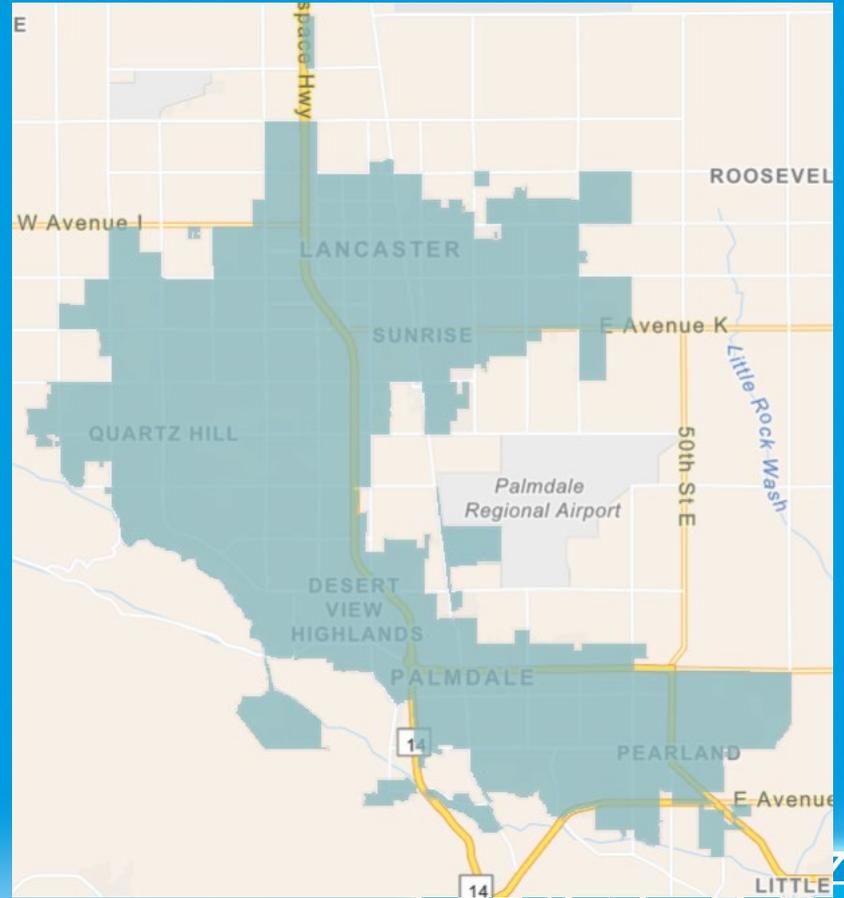


UZA MAPS

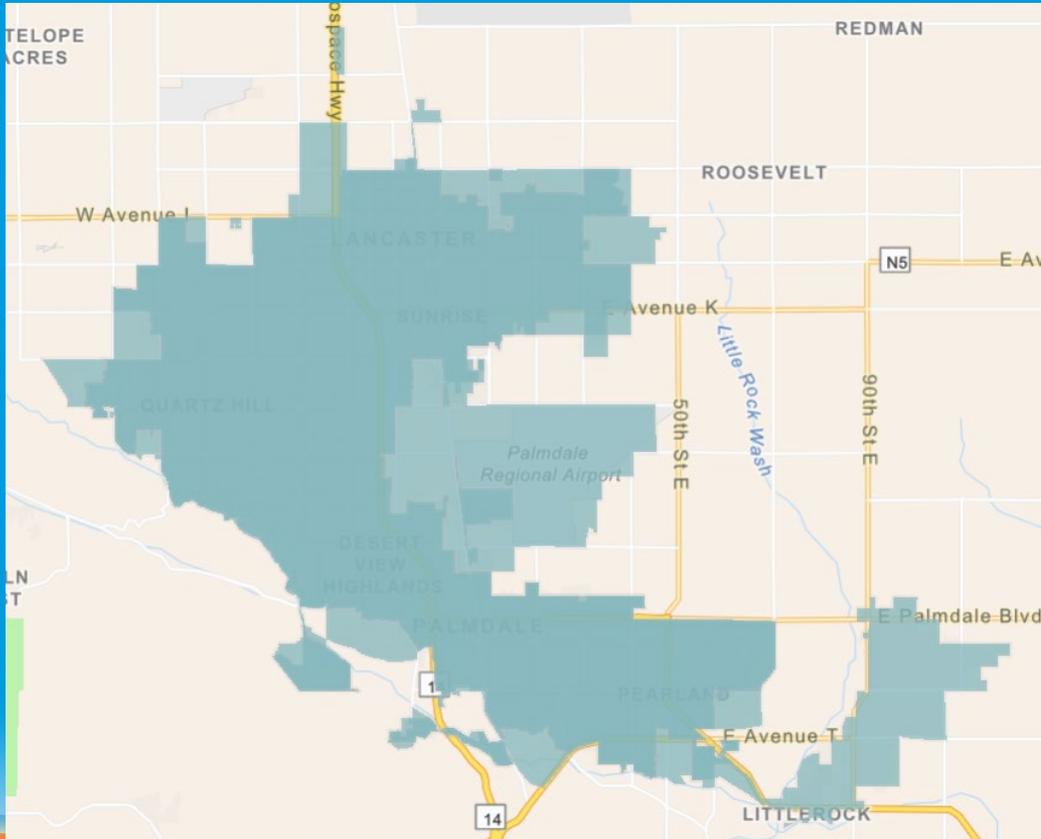
2020 Census: Lancaster-Palmdale

Palmdale--Lancaster, CA Urban Area

OBJECTID	299
UACE Code	67140
Name	Palmdale--Lancaster, CA Urban Area
Population	359,559
Area Land (Sq. Mi.)	84.78
Area Water (Sq. Mi.)	0.24
Population Density	4,240.90
Shape__Area	326050268.046875
Shape__Length	240899.48884595613



UZA MAPS



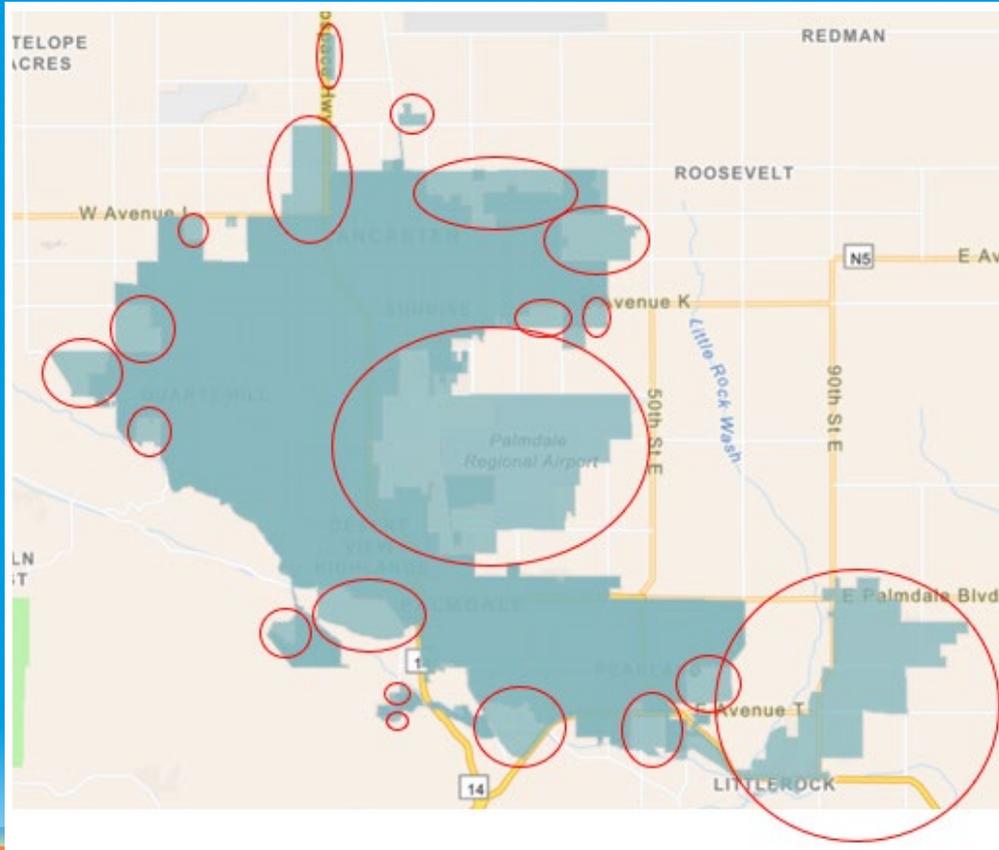
2010 to 2020 Census Area Comparison

Dark green – 2020 Census
Land Area – 84.78
Reduced by x%
Population – 359,559
Increased by x%

Light green – 2010 Census
Land Area – 111.23
Population – 341,219



UZA MAPS



2010 to 2020 Census Area Comparison

Dark green – 2020 Census
Land Area – 84.78
Reduced by x%
Population – 359,559
Increased by x%

Light green – 2010 Census
Land Area – 111.23
Population – 341,219



ACTIVE TRANSPORTATION



Following COVID, acquiring rival Spin in 2023, a large drop in share price, and subsequent de-listing from the New York Stock Exchange, the American branch of e-scooter company Bird filed for bankruptcy.

As part of their bankruptcy agreement, Bird will begin sell off its U.S. assets in the early months of 2024.

Superpedestrian, another electric micromobility firm, also announced withdrawal from U.S. markets in December.

Questions?



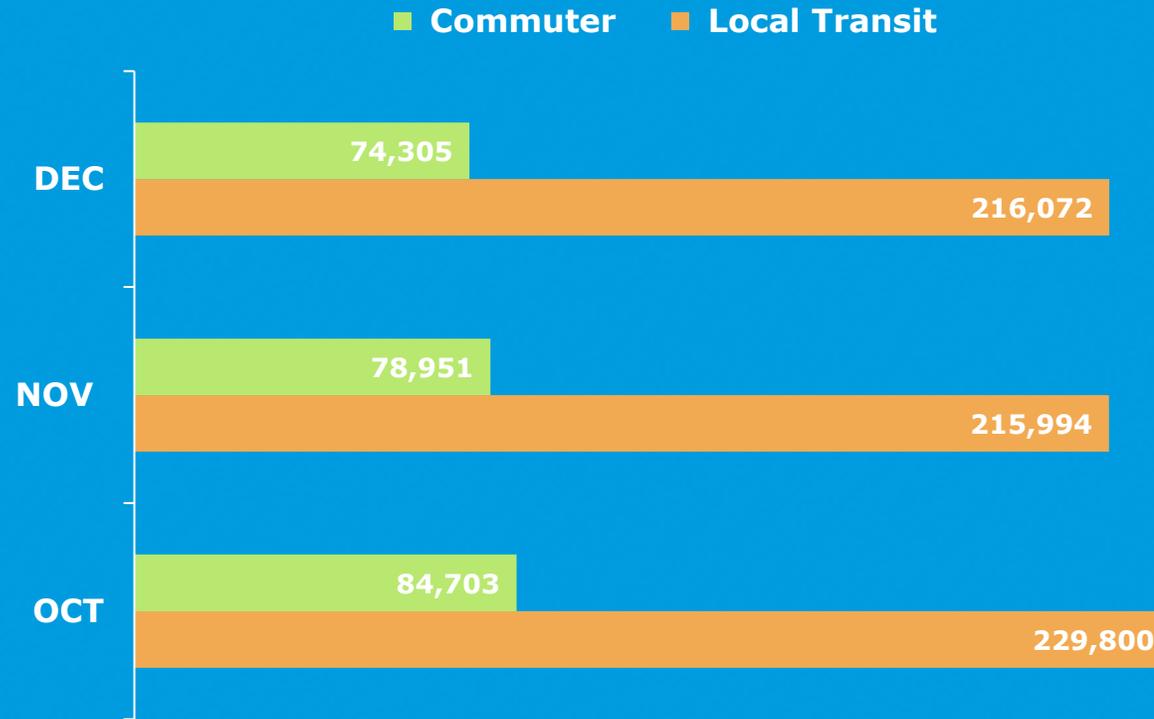
FY 2024 Monthly Fleet Maintenance Key Performance Indicators

Presentation to the Board of Directors

January 23, 2024



ELECTRIC MILESTONES

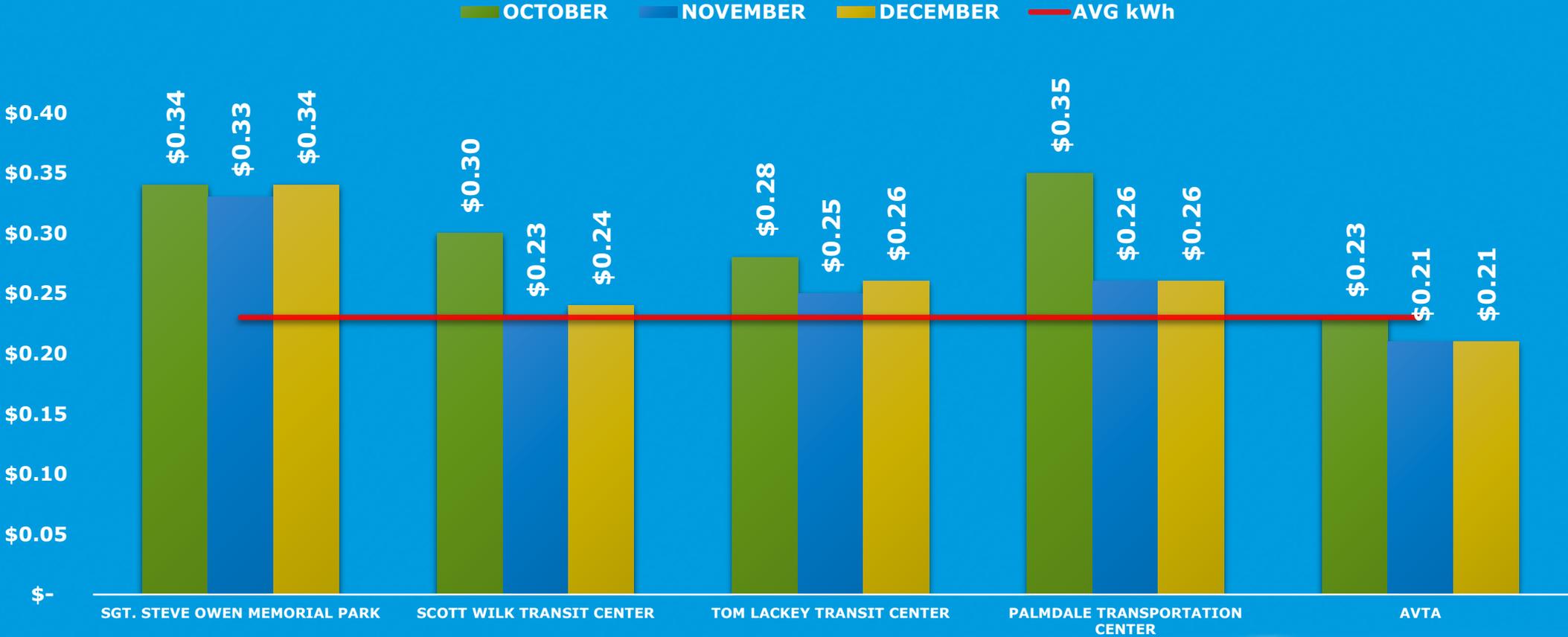


MAINTENANCE COST PER MILE BY FLEET

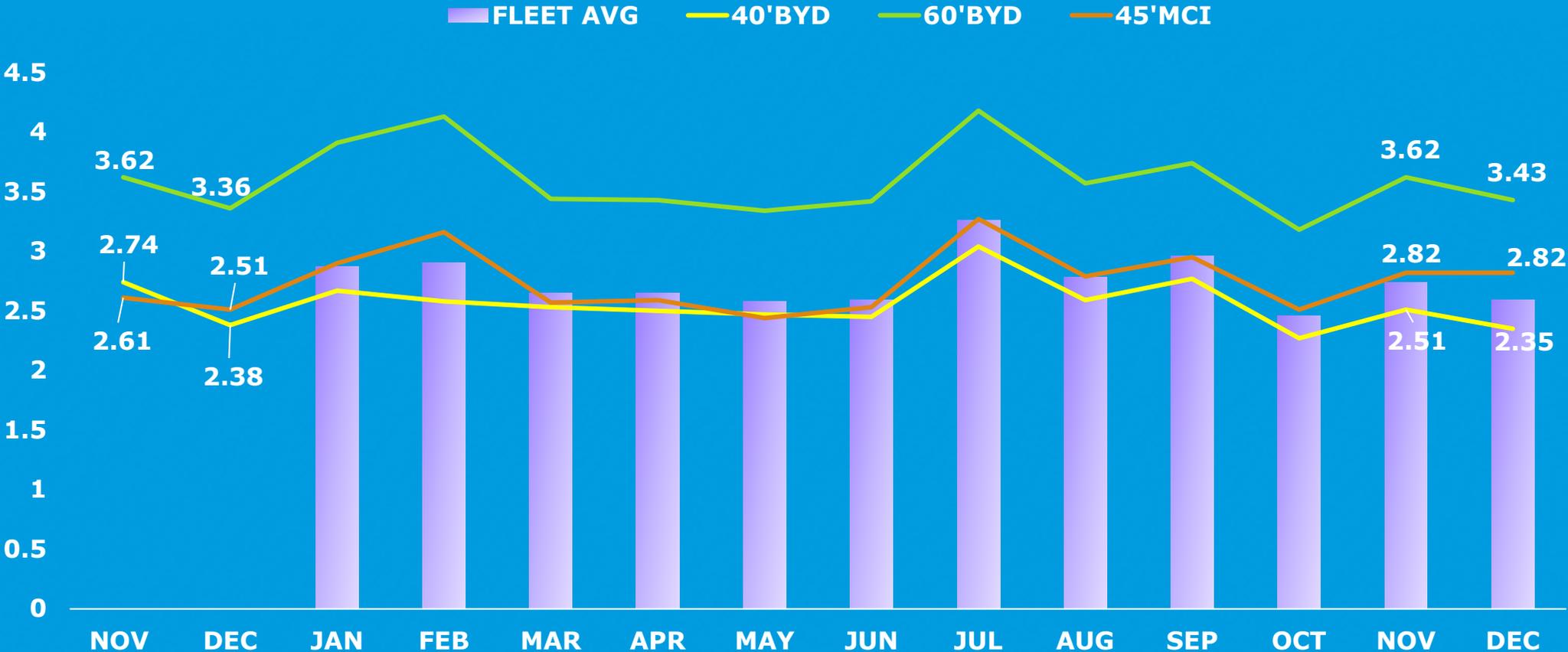


ENERGY DEPOTS

COST PER KWH



AVERAGE kWh CONSUMPTION PER MILE



FLEET COSTS PER MILE DECEMBER

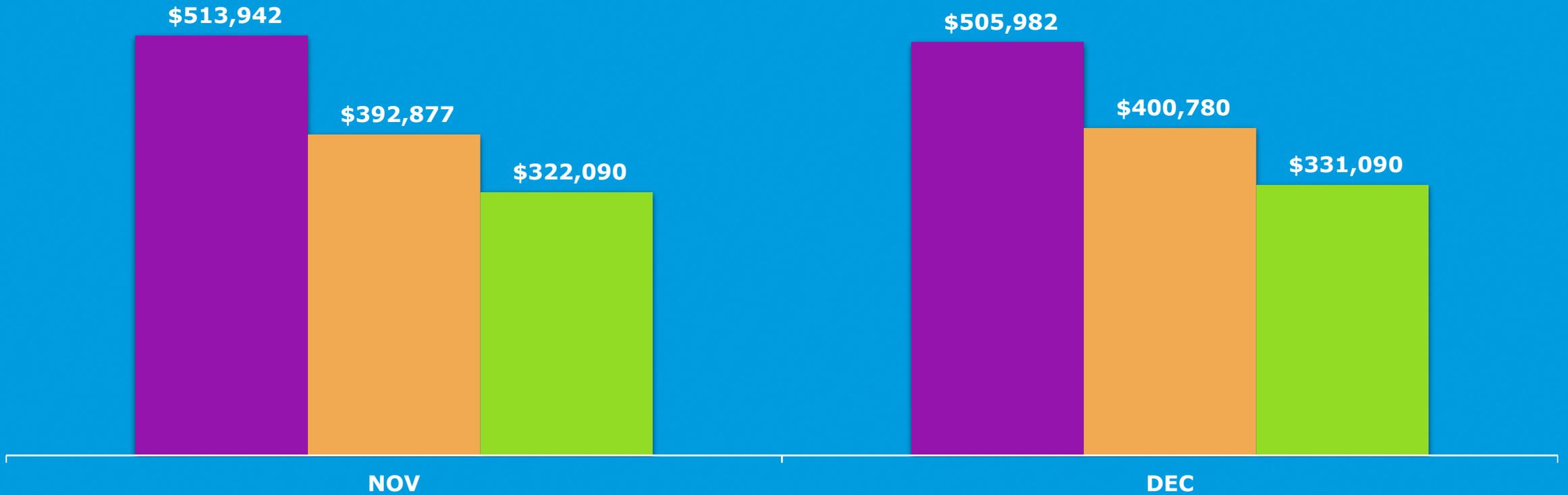
ENERGY MAINTENANCE AND ENERGY SAVINGS APPLIED

LCFS EARNINGS
Q2 2023: \$.24



COMBINED FLEET OPERATING COSTS ENERGY AND MAINTENANCE

■ Diesel ■ Combined Costs ■ Savings Applied



Thank you!

Questions?





FY 2024 Monthly Operations Key Performance Indicators

Presentation to the Board of Directors

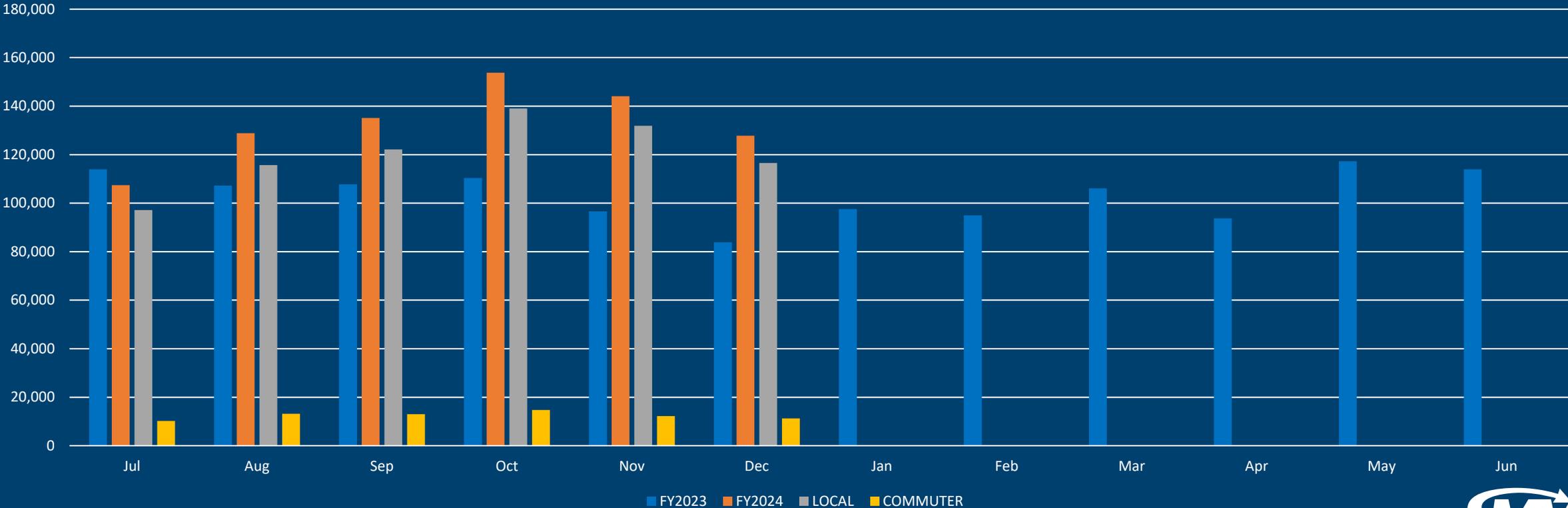
November and
December 2023

Juan Antonio Lopez

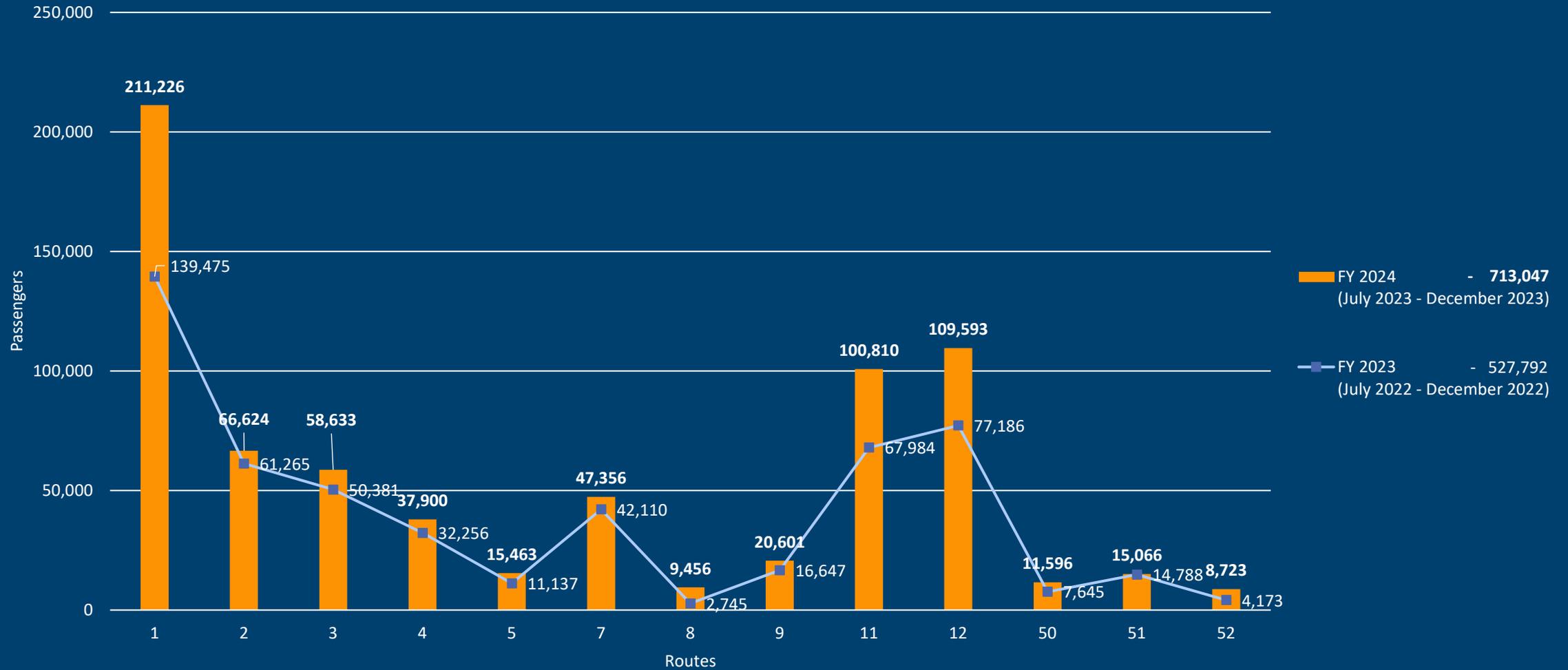
MONTHLY BOARDING ACTIVITY

	December 2023 FY 2024	November 2023 FY 2024
System	127,794	144,092
Local	116,529	131,914
Commuter	11,265	12,178

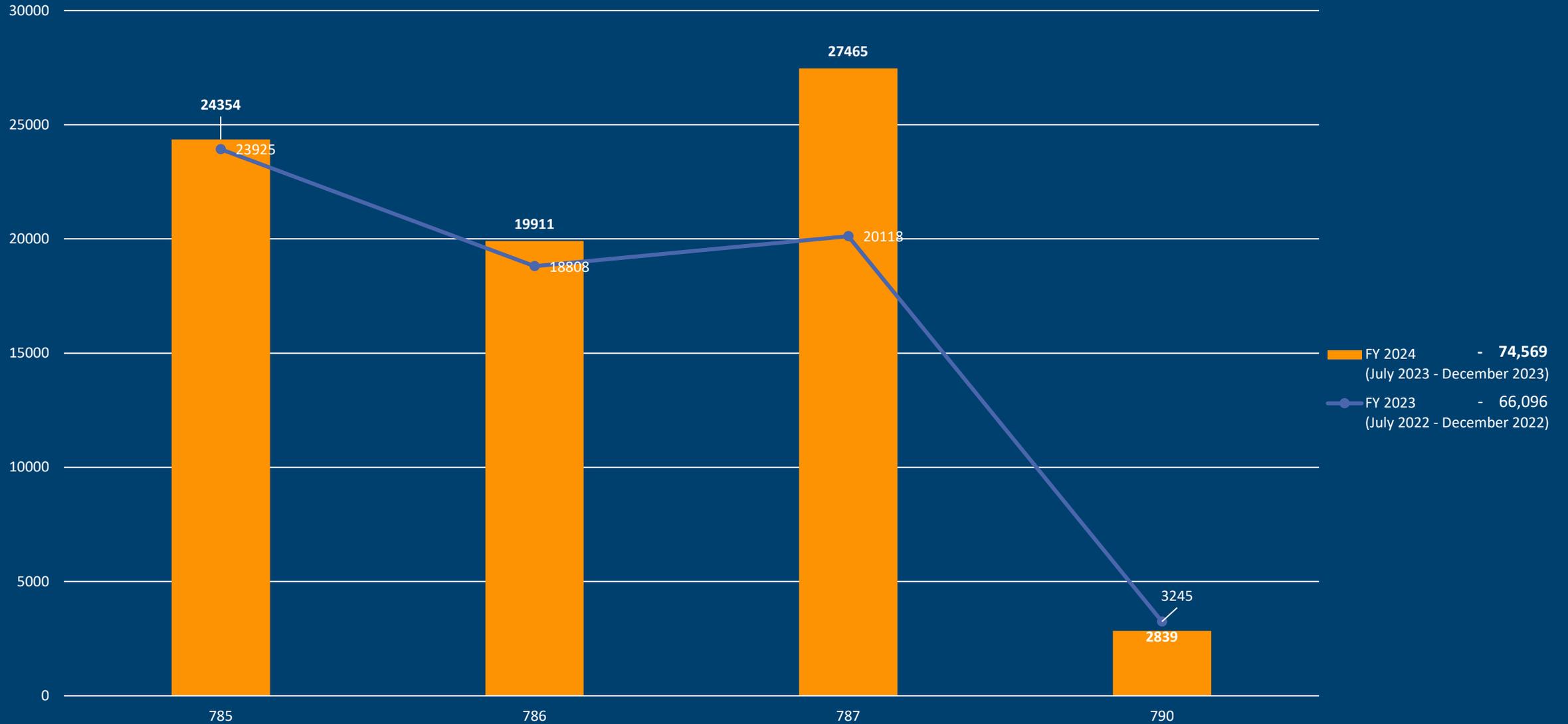
MONTHLY BOARDING ACTIVITY



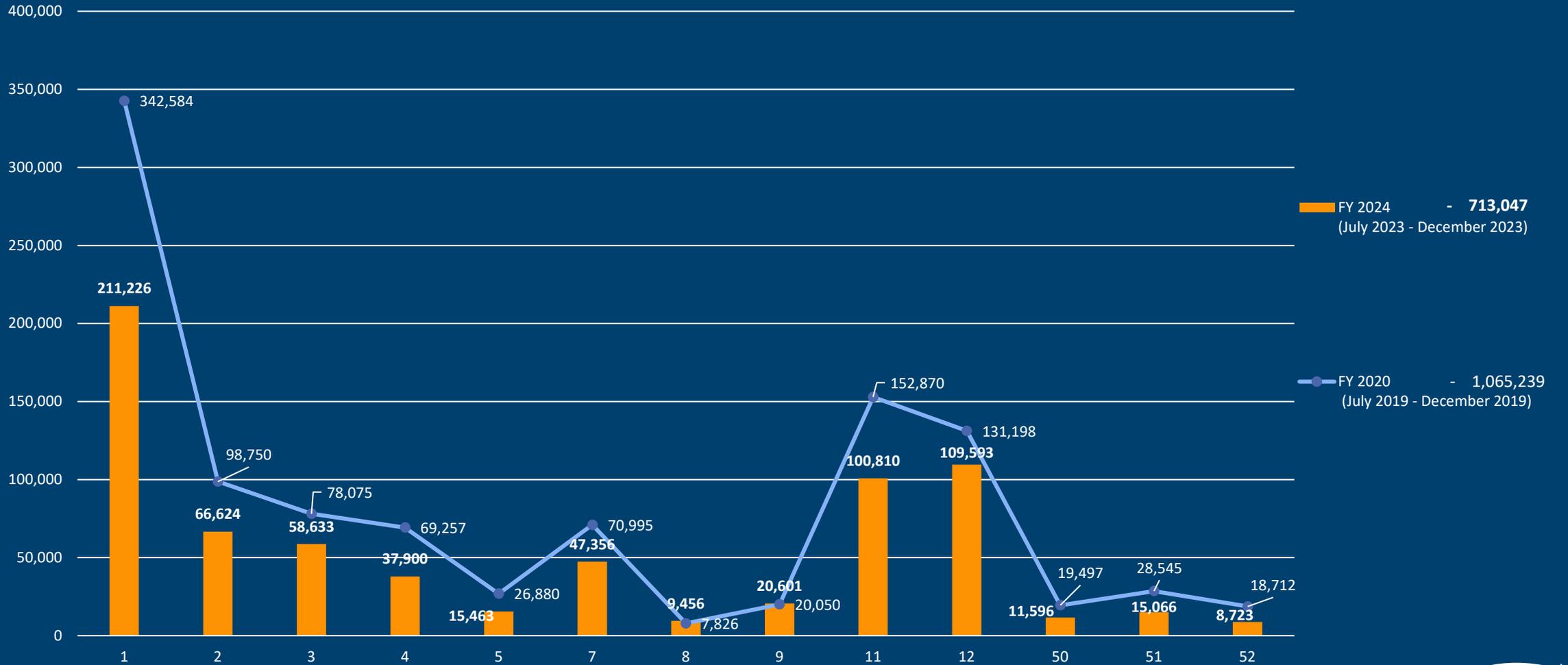
ANNUAL RIDERSHIP – LOCAL ROUTES



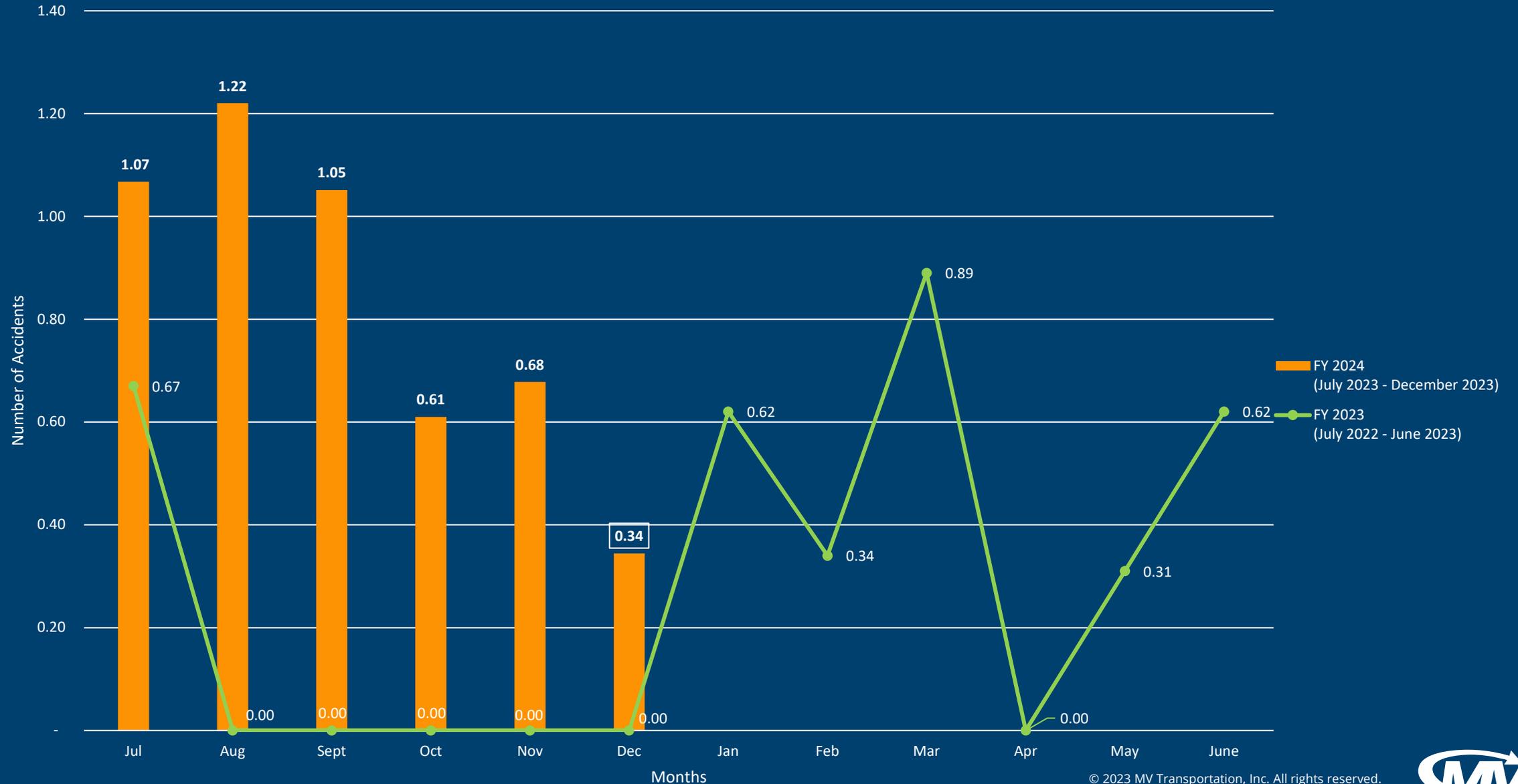
ANNUAL RIDERSHIP – COMMUTER ROUTES



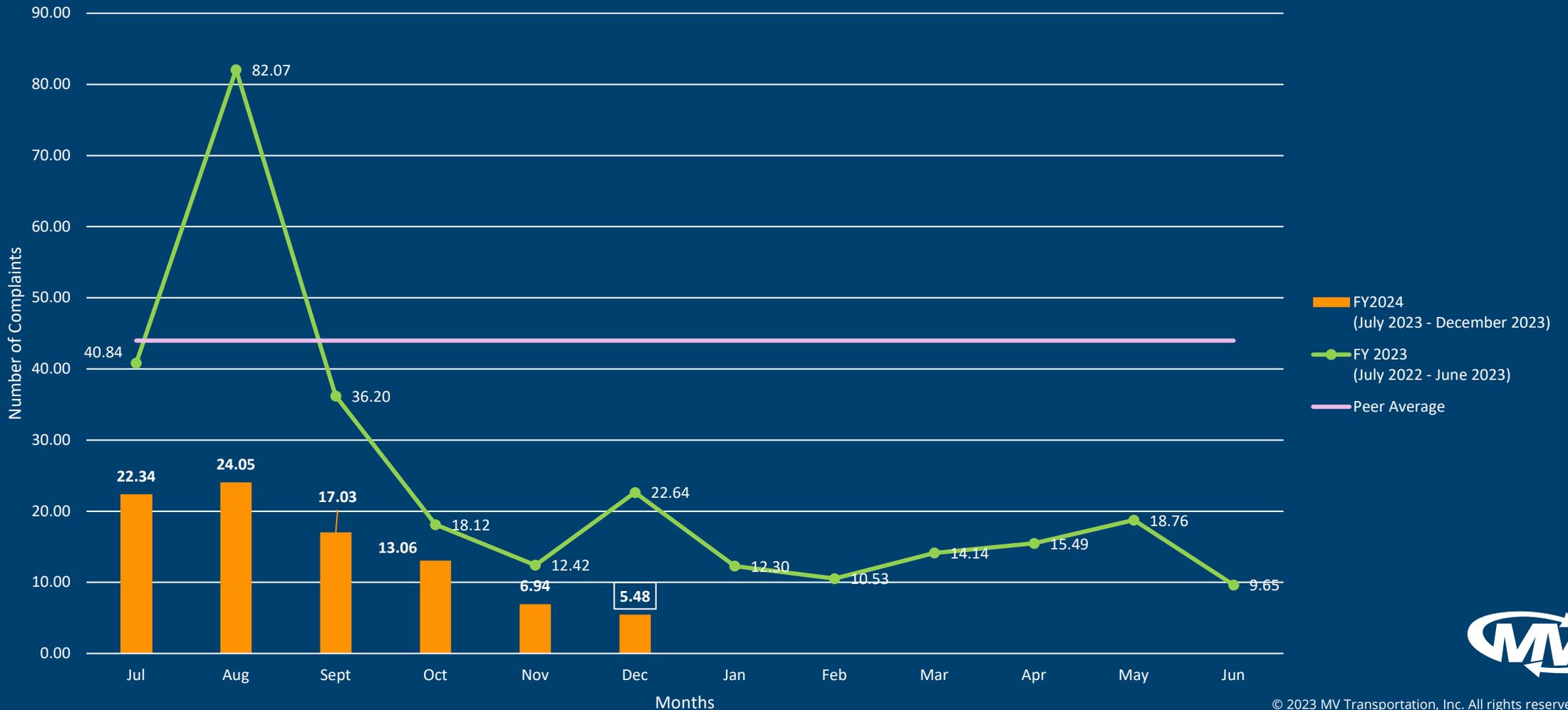
PRECOVID RIDERSHIP COMPARISON



PREVENTABLE ACCIDENTS /100,000 MILES DECEMBER – SYSTEM-WIDE AVERAGE: 0.34



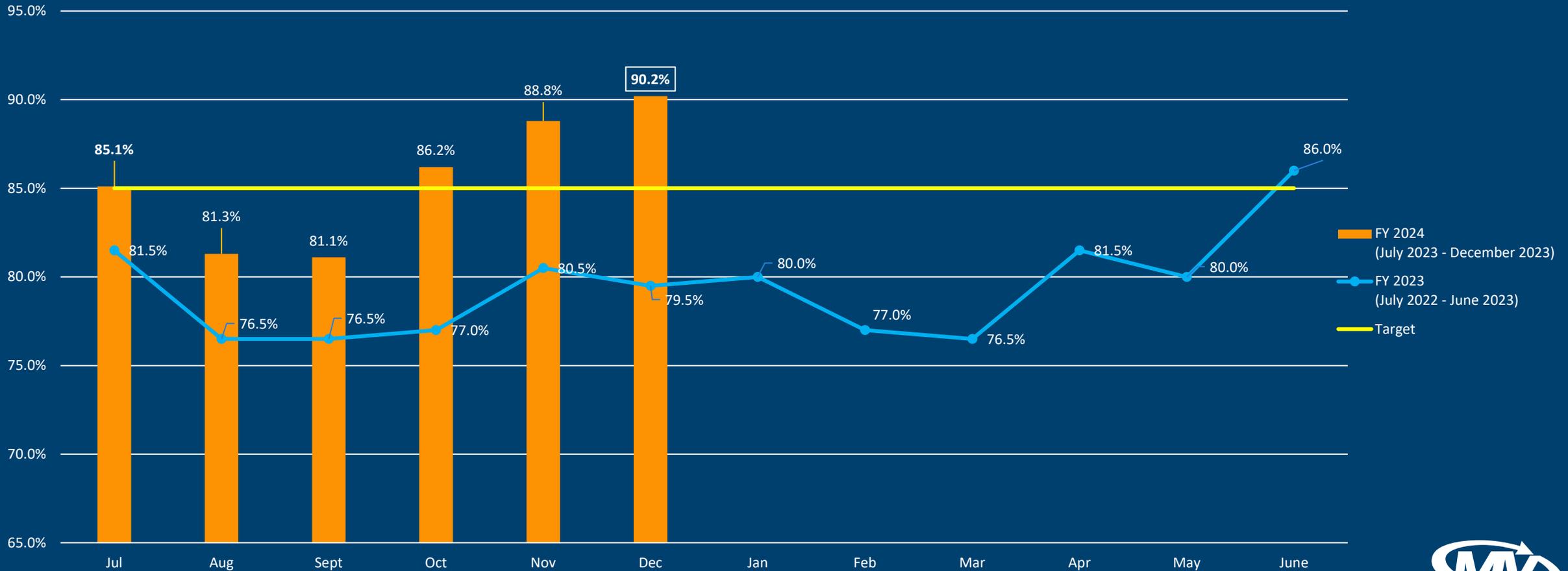
COMPLAINTS / 100,000 BOARDINGS DECEMBER – SYSTEM WIDE AVERAGE: 5.48 PEER AVERAGE: 44.00



ON-TIME PERFORMANCE

DECEMBER – SYSTEM WIDE AVERAGE: 90.2%

TARGET: 85%



AVERAGE MILES BETWEEN ROADCALLS

DECEMBER – SYSTEM WIDE AVERAGE: 24,198

TARGET: 15,500



KEY PERFORMANCE INDICATORS

	December 2023 FY 2024	November 2023 FY 2024	December 2022 FY 2023
Boarding Activity	127,794	144,092	83,904
Complaints / 100,000 Boardings	5.48	6.94	22.64
Preventable Accidents / 100,000 Miles	.34	.68	.31
On Time Performance	90.2%	88.8%	79.5%
Average Miles Between Roadcalls	24,198	10,171	7,722





WE ARE MVMNT

**THANK
YOU**

Questions?



Regular Meeting of the Board of Directors

Tuesday, November 28, 2023

10:00 a.m.

Antelope Valley Transit Authority Community Room

42210 6th Street West, Lancaster, California

www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER:

Chairman Crist called the meeting to order at 10.00 a.m.

PLEDGE OF ALLEGIANCE:

Director Ohlsen led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Flanagan

APPROVAL OF AGENDA:

On a motion by Director Flanagan and seconded by Vice Chair Knippel, the Board of Directors approved the agenda as comprised.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

Chairman Crist stated that Director Malhi would need to leave the meeting at 11:00 a.m.

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres – wished everyone a Merry Christmas.

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

SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO

Assemblyman Juan Carrillo stated that the legislative session will resume on January 3, 2024. He is pleased with the Antelope Valley Freeway (SR-14) construction project, adding that Caltrans staff were encouraged to communicate with residents and local officials about work schedules and possible delays. He wished everyone Happy Holidays.

SRP 1 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE

Jack Danielson, Field Representative for Senator Scott Wilk's office, reported that the field team had been meeting with local agencies regarding their legislative priorities.

SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE

Pamela Balch, District Director for Assemblyman Tom Lackey's office, was unable to attend the meeting.

SRP 4 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT REPORT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2023

Chief Financial Officer Judy Vaccaro-Fry introduced Ryan Nielsen, Auditor at Brown Armstrong Accountancy Corporation, who explained the audit process and significant audit areas and presented the results of the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2023. He noted that GASB Statement No 96 – Subscription-Based Information Technology Arrangements was implemented and added that there were no material misstatements, auditor adjustments, findings, or other issues. Vice Chair Knippel confirmed she was contacted during the audit process.

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors approved the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2023.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi
Flanagan

Nays: None

Abstain: None

Absent: None

SRP 5 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR OCTOBER 2023

IT Supervisor Steve Willibrand presented the Employee of the Month award to IT Technician II Chris Martinez.

SRP 6 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR OCTOBER 2023

MV Transportation General Manager Juan Antonio Lopez presented the Operator of the Month award to Henry Smith and the Employee of the Month award to Ebony Jones.

SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR OCTOBER 2023

AV Transportation Services President Art Minasyan presented the Employee of the Month award to Natasha Dolberry.

SRP 8 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR OCTOBER 2023

Mr. Minasyan presented the report.

SRP 9 LEGISLATIVE REPORT AND FINANCE UPDATE FOR NOVEMBER 2023

Chief Financial Officer Judy Vaccaro-Fry reported on the state's clean transportation incentives, climate goals, budget shortfall, Senate Bill 125, the federal government's continuing resolution and appropriations, and the favorable outcome of the Authority's Proposition A audit.

Chairman requested that Ms. Vaccaro-Fry draft a demand letter to LA County Metro requesting AVTA's fair share of SB 125 funds. The Chairman instructed this letter be sent prior to LA County Metro's November 30, 2023, Board meeting.

SRP 10 MAINTENANCE KPI REPORT FOR OCTOBER 2023

Maintenance Compliance Analyst Joseph Sanchez presented the report.

SRP 11 OPERATIONS KPI REPORT FOR OCTOBER 2023

Mr. Lopez presented the report. Chairman Crist requested a comparison of pre-COVID and current ridership numbers. The Board discussed complaints.

SRP 12 GO-PASS PROGRAM OVERVIEW

Director of Marketing James Royal presented the report. The Board briefly discussed the program.

The Board recessed at 10:54 a.m. and reconvened at 11:00 a.m. due to a fire drill. Director Malhi did not return to the meeting.

CONSENT CALENDAR (CC):

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 24, 2023**
Approve the Board of Directors Regular Meeting Minutes of October 24, 2023.
- CC 2 FINANCIAL REPORT FOR OCTOBER 2023 AND FISCAL YEAR 2023/2024 (FY 2024) FIRST QUARTER TREASURER'S REPORT**
Receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve, and Farebox Recovery information, for October 2023.
- CC 3 BOARD OF DIRECTORS MEETING CALENDAR FOR 2024**
Approve the Board of Directors meeting calendar for 2024.
- CC 4 DESTRUCTION OF AVTA RECORDS**
In accordance with AVTA's Record Retention Policy, authorize the destruction of the on-site records (paper, electronic, audio, photographic, etc.) detailed on the Records Destruction list.

On a motion by Vice Chair Knippel and seconded by Director Flanagan, the Board of Directors approved the Consent Calendar.

Vote: Motion carried (5-0-0-1)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Flanagan
Nays: None
Abstain: None
Absent: Director Malhi

CLOSED SESSION (CS):

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (two potential cases)

CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)

Consideration of whether to initiate litigation (one potential case)

CS 3 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))

Title: Executive Director/CEO

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 11:07 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 11:18 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel Allison Burns stated the Board discussed CS 3 and gave direction to legal counsel. There was no reportable action.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

Executive Director/CEO Martin Tompkins provided information regarding the AVTA Toy and Food drive occurring on December 16, 2023, between 10:00 a.m. and 3:00 p.m. He thanked the cities of Palmdale and Lancaster for their generous donations and the Teamsters for assembling the food boxes. He announced the Stuff-A-Bus program will hand out over \$40,000 in toys, in addition to the hundreds of bikes donated by the Sheriff's Boosters.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

No miscellaneous business – non-agenda items were presented.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:25 a.m. to December 16, 2023, at the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 23rd day of JANUARY 2024.

Marvin Crist, Chairman of the Board

ATTEST:

Karen S. Darr, Clerk of the Board

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact Karen Darr, Clerk of the Board at (661) 729-2206 to arrange to review a recording.



DATE: January 23, 2024

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for November and December 2023

RECOMMENDATION

Receive and file the Financial Report for November and December 2023.

FISCAL IMPACT

	Nov + Dec 2023
PAYROLL	\$673,974.33
CASH DISBURSEMENTS	\$14,162,255.83

BACKGROUND

To comply with the provisions required by Sections 37202, 37208, and 6505.5 of the Government Code, the Chief Financial Officer, in conjunction with the Senior Finance Manager, provides a monthly payroll total and cash disbursements. The Executive Director/CEO appointed as the Authority's Treasurer certifies the availability of funds.

I, Martin Tompkins, Executive Director/CEO of AVTA, declare that the above information is accurate.

Prepared by:

Submitted by:

Vianney McLaughlin
Senior Finance Manager

Martin J. Tompkins
Executive Director/CEO



DATE: January 23, 2024

TO: BOARD OF DIRECTORS

SUBJECT: FY 2023/2024 (FY 2024) Second Quarter Los Angeles County Sheriff's Department Report (October 1 through December 31, 2023)

RECOMMENDATION:

Receive and file the FY 2024 Second Quarter Los Angeles County Sheriff's Department (LASD) Report for the period covering October 1 through December 31, 2023.

FISCAL IMPACT:

No fiscal impact at this time.

DISCUSSION:

Deputy Maselli and his K-9 partner "Doc Holliday" worked a total of 590 hours during the 2nd quarter of FY 2024.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain any concerns or problems to report. On average, Deputy Maselli reached an estimated 25-30 buses/bus operators daily.

Deputy Maselli monitored various locations that had reported problems. These locations included Palmdale Transportation Center (PTC), South Valley Transit (SVT), Palmdale Boulevard/6th, 9th, 10th Street East, Sgt. Steve Owen Memorial Park (OMP), Boulevard Transportation Station (BTS), Lancaster Senior Center, Lancaster Metrolink Station.

Deputy Maselli and Doc conducted high visibility K-9 terrorism and explosives deterrence sweeps at the Antelope Valley Transit Authority (AVTA) office, AVTA transfer centers, on AVTA buses, and at random bus stop locations throughout the Antelope Valley.

The following Incident Report(s) is from October 1 through December 31, 2023.

Incident Report(s), Transit Safety, Service Delay(s)/Interruption(s)	OCT 23	NOV 23	DEC 23
Assault With a Deadly Weapon	3	0	0
AVTA Bus Stops and Bus Bays (High Visibility W/K-9)	75	75	75
Containment	1	0	0
Deceased Person	1	0	0
Disturbance-Business (AVTA Bus Center)	3	0	1
Found Narcotic	0	0	0
K-9 Search	2	3	0
A person with a gun	3	0	0
Rescue Responding	1	3	0
Robbery (AVTA Bus Not Involved)	0	1	0
Traffic Collision (AVTA Bus - Not Involved)	10	7	5
Trespassing	1	0	0
Vehicle on fire	0	0	1
Warnings (Drinking in Public, No Smoking, Failure to Obey Posted Signs, Loitering)	1	1	1

Prepared by:

Submitted by:

DeeAnna Cason
Executive Assistant

Martin J. Tompkins
Executive Director/CEO



DATE: January 23, 2024

TO: BOARD OF DIRECTORS

SUBJECT: Annual Review of AVTA's Equal Employment Opportunity (EEO) Policy Statement, MV Transportation, Inc.'s EEO Plan and AV Transportation Services' (AVTS) EEO Policy Statement

RECOMMENDATION

Review, update, and reaffirm the AVTA Equal Employment Opportunity (EEO) Policy Statement (Attachment A), the MV Transportation, Inc. EEO Plan (Attachment B) and the AVTS EEO Policy Statement (Attachment C).

FISCAL IMPACT

Annual review, update, or reaffirmation of this Policy is unlikely to result in any fiscal impact.

BACKGROUND

The Board of Directors approved AVTA's Equal Employment Opportunity (EEO) Policy Statement on July 25, 2017. The purpose of the Policy is to document and clearly communicate that AVTA will provide an equal employment opportunity for all persons and will prohibit discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

Additionally, AVTA's EEO Policy Statement and all contractors' EEO Plans and or Policies must be reviewed, updated, and reaffirmed by the Board of Directors annually, within 30 days of the end of the calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of the Federal Transit Administration EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy may be directed to AVTA's EEO appointed Compliance Officer.

Prepared by:

Submitted by:

Amber Johnson
Human Resources and Benefits Coordinator

Martin J. Tompkins
Executive Director/CEO

Attachments: A – AVTA's EEO Policy Statement
B – MV Transportation, Inc. EEO Plan & Policy Statement
C – AV Transportation Services EEO Policy Statement

	EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT	
	Policy Effective Date: January 23, 2024	Revision Approved on: January 23, 2024
	Approved by: Board of Directors	
	Original Approval Date: July 25, 2017	Page 1 of 3

The Antelope Valley Transit Authority (AVTA) is an Equal Employment Opportunity (EEO) employer. It is the policy of the AVTA to provide equal employment opportunity for all persons and prohibits discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

AVTA recruits, hires, trains, and promotes employees without regard to race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including sexual harassment, pregnancy, childbirth or related medical conditions), age (40 and older), sexual orientation, gender identity, veteran status, genetic characteristics, or other legally protectable class as defined in Title VII of the California Fair Employment and Housing Act ("FEHA"), and any other applicable provisions of federal and/or state law. AVTA remains in compliance with the provisions of the Americans With Disabilities Act (ADA) and FEHA regarding persons with disabilities.

This policy applies to all employment practices and conditions, including recruitment and selection, promotions, terminations, transfers, layoffs, compensation decisions, discipline, separations, training, and benefits.

AVTA is committed to implementation of an affirmative action policy, which includes development of goals and timetables, which is designed to overcome the effects of past discrimination on minorities and women.

Executive oversight of AVTA's EEO policy is the responsibility of the AVTA Executive Director/CEO. Oversight and implementation, which includes dissemination, understanding and enforcement of the EEO policy is the responsibility of the appointed EEO Compliance Officer. The appointed EEO Compliance Officer is responsible for updating AVTA's EEO policies, monitoring compliance with the affirmative action plan, goals, providing training, and implementing programs that promote the AVTA's policy of promoting diversity, equal employment opportunities and affirmative action.

All applicants for employment and employees have the right to file complaints alleging discrimination with AVTA's EEO Compliance Officer. Any employee who contends that he/she has been subjected to unlawful discrimination, harassment or retaliation in violation of federal or state law, may use the internal complaint procedure set forth in AVTA's Harassment-Free Workplace policy. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including dismissal from employment.

EMPLOYEE AND MANAGEMENT RESPONSIBILITIES

All AVTA directors, managers and supervisors with hiring authority share in the responsibility of ensuring agency compliance through understanding, communicating and active involvement in support of AVTA's EEO policies and affirmative action plans.

AVTA Managers and Supervisors will be evaluated on their actions taken to ensure successful implementation and compliance with the agency's EEO policy the same way as their performance on other agency's goals in accordance with FTA circular 4704.1, [Page III-2 a. (6)].

Successful achievement of AVTA's EEO policy goals will provide benefits to the recipient/sub-recipient/contractor through fuller utilization and development of previously underutilized human resources in accordance with FTA circular 4704.1, [Page III- 2 a. (7)].

AVTA is committed to maintaining an environment that values diversity in which all employees are free from illegal discrimination and harassment.

Nothing herein is intended to modify the at-will status of all employees of AVTA.

CONTRACTOR COMPLIANCE

The Federal Transit Administration (FTA) requires recipients to document their review of EEO Programs for sub-recipients or contractors that meet the EEO Program threshold. As per the FTA EEO Circular 4704.1A, AVTA must review and monitor sub-recipients or contractors' EEO programs and policies which verify that they contain these seven elements:

1. Statement of Policy;
2. Plan for dissemination both internally and externally;
3. Designation of appropriate personnel responsible for carrying out the EEO; Program, including the designation of an EEO Officer;
4. Utilization analysis;
5. Goals and timetables to correct identified areas of underutilization or concentration;
6. Assessment of an agency's employment practices; and

7. Plan for monitoring and reporting on the EEO Program.

ANNUAL REVIEW OF POLICY

This EEO Policy Statement and contractor’s EEO Plan will be reviewed, updated and reaffirmed by the Board of Directors annually. Per current operator contract, this review must be accomplished no later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of FTA EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy can be directed to AVTA’s EEO appointed Compliance Officer, as appointed by the AVTA Executive Director/CEO.

AVTA EEO Compliance Officer: Amber Johnson, HR & Benefits Coordinator

Phone: (661)729-2231

Email: EEO.Officer@avta.com or ajohnson@avta.com

Martin J. Tompkins – AVTA Executive Director/CEO

Date



MV Transportation

FTA/EEO-4 / Title VII

Program

Division: Lancaster, CA

Division Number: 650

November 1, 2023-October 30, 2027

FTA/EEO PLAN

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General Information

Contractor/Address:	MV Transportation, Inc. (Corporate) 2711 N. Haskell Ave #1500
Corporate City/State:	Dallas, Texas 75204
Chief Executive Officer:	Harry Wilson
Equal Employment Compliance Manager:	Brandy S. Gaskin
Telephone Numbers	972-391-4600 (Corporate) 219-689-6769 (EEO Compliance Manager)

Objective

The objectives of the EEO Program are as follows:

To ensure that FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color, sexual or national origin.

To ensure that the level and quality of FTA-assisted transit services are sufficient to provide equal access and mobility for any person without regard to race, color, sexual or national origin.

To ensure that opportunities to participate in the transit planning and decision-making processes are provided to persons without regard to race, color, sexual or national origin.

To ensure that decisions on the location of transit services and facilities are made without regard to race, color, or national origin.

To ensure that corrective and remedial action is taken by all applicants and recipients of FTA assistance to prevent discriminatory treatment of any beneficiary based on race, color, or national origin.

These objectives are the basis for the implementation of FTA Title VII Program. The MV Transportation adopts the same objectives in the implementation of its EEO Program, which sets corporate policies to ensure compliance with Title VII.

Definitions

Applicants mean an eligible public entity or organization that submits an application for financial assistance under any FTA program.

Compliance refers to a condition in which FTA has found that the applicant, recipient, or sub recipient has met the requirements in this circular, and there is no indication or evidence of discrimination on the basis of race, color, or national origin.

Contractor means any entity or organization, which has entered into a contract relating to transit service delivery with an applicant, recipient, or sub recipient.

Covered Employment Practices refers to practices under federally assisted programs in which the primary objective of the Federal financial assistance is to provide employment or if those practices would result in discrimination on the basis of race, color, or national origin against beneficiaries of federally assisted services and benefits.

Discrimination refers to any intentional or unintentional act, or any failure to act, which has the effect of excluding or denying a person from participation in benefits, or has otherwise subjected a person to unequal treatment under any program or activity because of race, color, or national origin.

Minority or Minority Group Persons includes the following:

- a) (W) “White”, “which includes person having origins in any of the original people of Europe (non Hispanic or Latino)
- b) (B) “African Americans,” which includes persons having origins in any of the Black racial groups of Africa;
- c) (H/L) “Hispanic Americans,” which includes persons of Mexican, Latino, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
- d) (AI/AN) “Native Americans,” which includes persons who are American Indians, Eskimos and Aleuts.
- e) (NHOPI) “Native Hawaiian or Other Pacific Islander,” which includes person who are Native Hawaiians, Other Pacific Islander.
- f) (A) “Asian-Americans,” which includes persons whose origins are Japan, China, Korea, Vietnam, Laos, Cambodia, the Pacific, and Northern Marianas.
- g) (M) Male
- h) (F) Female

National Origin means the particular Nation where a person was born, or where the person’s parents or ancestors were born.

Primary Recipients means any recipient that is authorized or required to request Federal assistance on behalf of sub recipients and distributes such financial assistance to sub recipients for the purpose of carrying out a program.

Noncompliance refers to a condition in which FTA has found that the applicant, recipient, or sub recipient does not fully satisfy these requirements and has requested the applicants, recipient, or sub recipient to take remedial or corrective actions to achieve compliance; or has initiated an enforcement action against the applicant, recipient, or sub recipient.

Title VII Program means the system of requirements, procedures, actions and sanctions adopted by Federal, State, and local agencies and other applicants, recipients, and sub recipients which are deemed necessary and appropriate to comply with Title VII of the Civil Rights Act of 1964, and the implementing regulations issued by DOJ and DOT.

FTA Activity means any requirement of circular 4704.1A

Confidentiality/Privilege Statement

Copies of this EEO Program (Plan) and all related documents and support data are made available on loan to the Division's client(s) upon request and on the condition that the client(s) hold them totally confidential and not release copies to any persons whatsoever without prior written consent of MV Transportation, Inc. (MV). The EEO Plan and its supporting documents contain confidential information which may reveal directly or indirectly, the Company's business plans. MV considers this Plan, all portions thereof, and all supporting material to be its private and confidential property to be on loan to the government under specific conditions, and to be exempt from disclosure under federal and state Freedom of Information Acts on the ground, among others, that such material constitutes: 1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure under federal and state law; 2) confidential, commercial or financial information, which is exempt from disclosure under federal and state law; 3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure under federal and state law; and 4) matters specifically exempt from disclosure by statute. MV Transportation, Inc. further requests everyone who has any contact with this Plan or its supporting documents and other data treat such information as totally confidential and that such information not be released to any person whatsoever.

In the preparation of this EEO Plan, the terminology used in the applicable laws and regulations were used as a guide by MV Transportation, Inc. Therefore, the use of such terms as "underutilization," "deficiency," "problem areas," should not be construed as an admission by MV, in whole or in part, that any protected class has been or are presently being underutilized, concentrated, or discriminated against in any way in violation of federal, state or local fair employment practice laws. Further, nothing contained in the EEO Program or its supporting data should be construed as an admission by MV Transportation, Inc., in whole or in part, that it has contravened such federal, state or local employment laws. In developing and implementing this Plan, MV has been guided by its established policy of providing equal employment opportunity. Any goals that MV Transportation, Inc. has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this Plan. The use and/or effect of goals in this EEO Plan is not intended to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she or they are qualified on the grounds that he, she or they are not the beneficiaries of affirmative action themselves. Indeed, nothing herein is intended to sanction the discriminatory treatment of any person.

Statement of Policy

MV Transportation (MV) management and staff pledge their continued support to the Federal Transit Administration's (FTA) program on equal employment opportunity affecting employment practice, including but not limited to recruitment, advertisement, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation and treatment of employees. This process will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veterans status, or other protected class and terms and conditions as set forth under the requirement of circular 4704.1A.

MV is firmly committed to a policy of equal employment opportunity and will administer its personnel policies and conduct its employment practices in a manner that results in treatment based on merit, experience, and other work-related criteria, without regard to race, color, creed, religion, sex, national origin, age, disability or any other protected characteristic under relevant state and federal laws.

MV is committed to providing reasonable accommodations to applicants and employees due to disability, practice, or observation of their religious beliefs without undue hardship.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit) or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

I, Harry Wilson, Executive Chairman of MV Transportation, will maintain overall responsibility and accountability for MV's compliance with its EEO Policy and Program.

To ensure day-to-day management, including program preparation and monitoring, Brandy Gaskin, EEO Compliance Manager, has been delegated responsibility for developing and monitoring the equal employment opportunity program. Ms. Gaskin reports directly to the Executive Chairman; however, all executive, management, and supervisory personnel at every level are assigned specific tasks to ensure compliance is achieved. MV will evaluate its managers' and supervisors' performance on their successful implementation of the MV policies and procedures in the same way MV assesses their performance regarding other agency goals to ensure compliance. Ms. Brandy Gaskin can be contacted at 2711 N. Haskell Ave, Suite 1500 | Dallas, TX 75204, telephone (972) 391-4600; email: brandy.gaskin@mvtransit.com.

MV is committed to developing a written nondiscrimination program that sets forth the policies, practices, and procedures with goals and timetables. The agency is committed to making the EEO Program available for inspection by any employee or applicant upon inspection request.

MV encourages all employees to participate in all EEO Programs that promote professional growth and career advancement opportunities (e.g., development and career growth training, posted promotional opportunities, shadowing, mentoring). I am committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect and equitably under the guidelines of our EEO Policy and Program.



January 1, 2023

Harry Wilson, Executive Chairman

Dissemination of Policy

MV Transportation, Inc. is aware of the importance of publicizing and the dissemination of the EEO policy statement by posting in a noticeable location, where employees, applicants, and potential applicants are aware of the agency's commitment to EEO. MV Transportation disseminates the EEO policy internally and externally.

Internal Dissemination

MV Transportation is committed to communicating the existence of the EEO policy and program to employees, applicants, and potential applicants by:

- Providing written communications from the Chief Executive Officer.
- Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency's policy statement on bulletin boards, near time clocks, in employees' breakrooms, and in the employment/personnel office.
- Including the EEO policy statement in the agency's personnel and operations manual, employee handbooks, reports, and manuals.
- Meeting with CEO, top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at a minimum semiannually to discuss the EEO Program and its implementation.
- Meeting with all employees and affinity groups to seek input on the program implementation.
- Conducting periodic EEO training for all employees and managers.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.

In addition to posting and publicizing the EEO policy statement, MV Transportation includes the policy statement in employee orientation materials and requires new employees to sign a form acknowledging they have read and understand the policy. MV Transportation maintains documentation that the EEO policy and program distributed to employees and managers. This includes maintaining agendas, training records and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

External Dissemination

1. Recruitment Sources. MV currently partners with Americas' Job Exchange, which has specific exchanges for Veterans, Disability, Women and Minorities as well as networks with state unemployment agencies and community-based organizations. All advertisements seeking applicants for employment will identify MV Transportation, Inc. as an "equal employment opportunity employer".
2. When there is outreach or advertising with recruitment entities, MV will disseminate the EEO Policy to entities.
3. External Applicants. MV Transportation, Inc. will notify all applicants of the EEO policy. Application forms state MV Transportation is an "equal employment opportunity employer". Notices to recruitment sources and all employment advertisements state this EEO policy.

Designation of Personnel Responsibility

Brandy Gaskin has been named the EEO Officer and reports directly to Harry Wilson, Executive Chairman, for the purpose of achieving compliance with this plan. Assigned divisional personnel is responsible for EEO investigation for the division. Additional organizational information is included in the Organizational Chart. The EEO Officer has been charged with the following responsibilities:

1. The EEO Officer is responsible for developing and recommending an EEO policy, a written EEO program and developing an internal and external communication procedures (outlined in prior section);
2. Be sensitive to, and aware of, the varied ways in which discrimination occurred as be committed to the EEO program goals and objectives;
3. Have knowledge of civil rights precepts, policies, rules, regulations and guidelines;
4. The EEO Officer has the authority and ability to work and communicate with other Managers and Supervisors at all organizational levels to achieve EEO goals and objectives;
5. Assisting divisional management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;

6. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
7. Reporting semiannually to the Chief Executive Officer, Chief Operations Officer and regional Senior Vice Presidents on progress of each division in relation to goals;
8. Maintain awareness of current EEO laws and regulations, and ensure the laws and regulation affecting nondiscrimination are disseminated to the responsible officials;
9. Serving as a liaison between MV Transportation, Inc., federal, state and local governments, regulatory agencies, minority, disabled and women's organizations, and other community groups;
10. Assuring that current legal information affecting affirmative action is disseminated to responsible officials;
11. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials;
12. In conjunction with the Director of Compensation, concurring in all hires and promotions;
13. Processing internal employment discrimination complaints (external discrimination complaints are handled by the Associate General Counsel);
14. Working with divisional managers and supervisors to ensure that MV EEO Policy is understood and adhered;
15. Develop and review EEO training programs for managers and employees, as well as partnering with the Director of Learning and Development to identify the most effective method of learning;
16. Present EEO program materials during employee orientation and training program;
17. Partnering with Human Resources to advise employees and applicants of available training programs, professional development opportunities and minimal entrance requirements;
18. Audit postings of the EEO policy statement to ensure compliance information is posted and up to date;

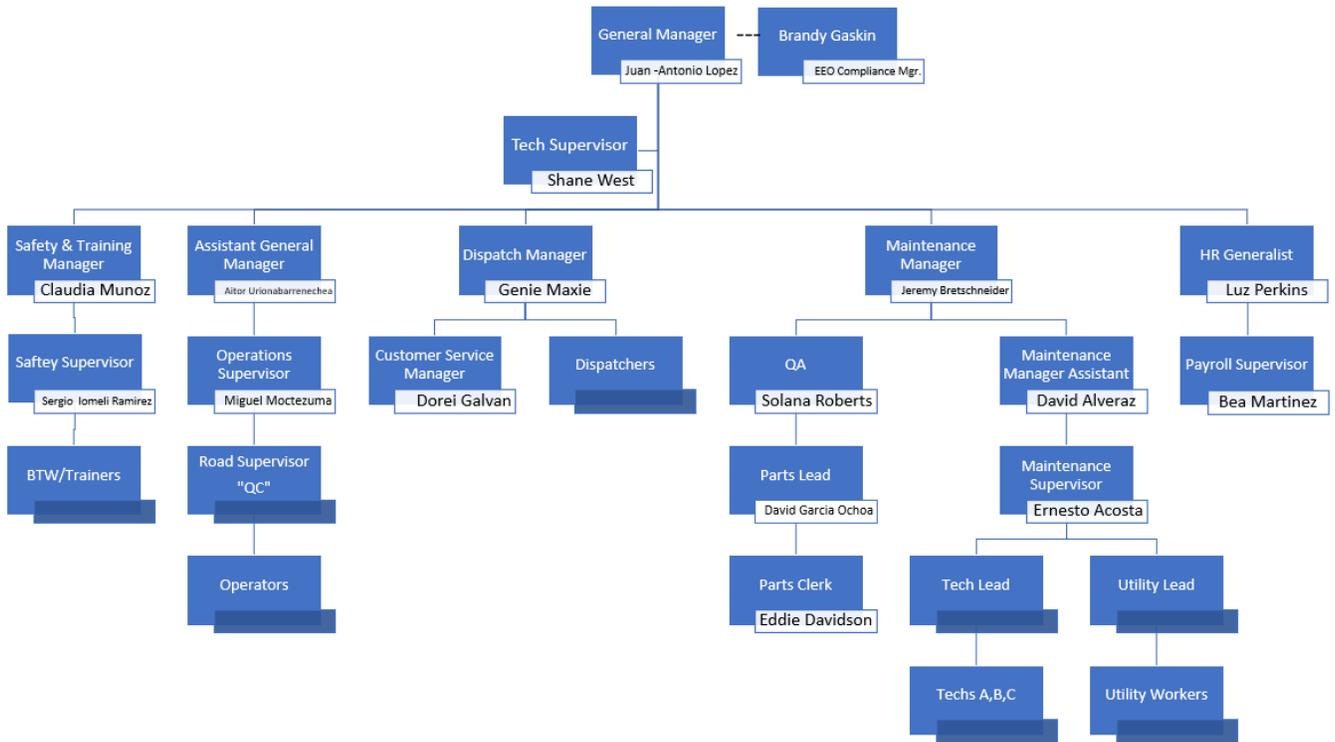
19. Partnering with Human Resources, Legal, and Labor leaders (where needed) to periodically review MV employment practices, reasonable accommodation policies, performance evaluations, complaint procedure, union agreements to ensure there is no disparate impact, and Open-Door policy to ensure effectiveness.

Although MV Transportation, Inc.'s EEO Officer has primary responsibility for implementing the company's EEO plan, carrying out EEO and affirmative action is an integral function of all officials, managers, and supervisors. Managers are required to carry out the following responsibilities as part of their job:

Assisting in identifying problem areas and working with the EEO Officer to establish recruiting and hiring goals and objectives;

1. Being actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs designed to promote EEO;
2. Assisting the EEO Officer by participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives:
3. The EEO Officer will assist the Managers with maintaining and updating the personnel database for generating reports required for the nondiscrimination program;
4. Holding regular discussions with other managers, supervisors, and employees to assure that MV Transportation, Inc.'s policies and procedures are being followed;
5. Reviewing the qualifications of all employees to assure that minorities, vets, disabled persons and women are given full opportunities for transfers, promotions, training, salary increases and other forms of compensation;
6. Participating in the review and/or investigation of complaints alleging discrimination; and
7. Encourage employee participation to support the advancement of the EEO Program (e.g. professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

Organization Chart



Current Utilization Analysis

A utilization analysis consists of a workforce analysis and an availability analysis. The purpose of the utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minority males and women in relation to their availability in the relevant labor market.

- Officials and Managers includes, but not limited to:

- CEO
- Vice Presidents
- Directors
- Counsel
- Managers

- Administrative Support includes, but not limited to:

- Reservationist
- Dispatcher
- Lead Dispatcher
- Scheduler
- Administrative Clerk
- Scheduling Supervisor
- Dispatch Supervisor

- Craft Workers includes, but not limited to:

- Mechanics
- Body Tech

- Service/Maintenance includes, but not limited to:

- Drivers
- Attendants
- Facility Maintenance
- Utility Workers

Total Workforce Summary

November 2019-October 2023

Job Categories																	
				MALE							FEMALE						
	Total	M	F	W	B	HISP	AS	AIAN	NHOPI	TWO+	W	B	HISP	AS	AIAN	NHOPI	TWO+
Officials and Managers	9	6	3	1	3	2	0	0	0	0	1	1	1	0	0	0	0
Administrative Support	43	27	16	6	8	13	0	0	0	0	4	7	5	0	0	0	0
Skilled	27	26	1	7	1	18	0	0	0	0	0	0	1	0	0	0	0
Service/Maintenance	312	156	156	21	66	68	1	0	0	0	10	114	30	0	1	1	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	391	215	176	35	78	101	1	0	0	0	15	122	37	0	1	1	0

B - African American/Black

AIAN - American Indian or Alaskan Native

AS - Asian

W-White

HISP - Hispanic

NHOPI - Native Hawaiian or Other Pacific Islander

Two+ - Two or More Races

Goals and Timetable

1. Goals and timetables are an excellent management tool to assist in the optimum utilization of human resources. Specific and detailed percentage and numerical goals with timetables must be set to correct any underutilization of specific affected classes of persons identified in the utilization analysis. Usually, long-range goals will be designed to eliminate underutilization in job categories where it has been identified. Based on the utilization analysis, MV Transportation will establish goals and timetables designed to correct any identified deficiencies. The goals and timetables should be attainable, in terms of the analysis and the entire program of affirmative action, to remedy existing employment practices that may unjustifiably be contributing to underutilization. In establishing the size of goals and the length of the timetables, MV should consider results which can reasonably be expected from putting forth every good faith effort to make the overall affirmative action program work. If goals and timetables are not met, there is an obligation to justify this failure following MV annual evaluation of the EEO Program. The justification for failing to meet a goal(s) should address such factors as: whether the anticipated job openings materialized, the availability of persons whose employment could have resulted in the goal(s) being achieved, and the adequacy of recruitment and other affirmative actions to change existing employment practices so that the goal(s) could be achieved.
2. Long-range goals are usually stated as percentages, although numerical projections are recommended where feasible. Such goals should consider the fact that availability of traditionally underutilized or underemployed groups is not constant. Future projections should be taken into consideration. Generally, an EEO Program will be formulated with long-range goals to be attained within a period of 4 to 5 years.
3. Short-term or intermediate numerical goals should be set and pursued in order to assure accomplishment of long-range goals. Short-term goals represent the net increase in minority and/or women's employment in a particular job category within the next 12 months. Short-term goals should be stated, both as actual numbers and percentages, and should be based on anticipated job openings, job group availability, and the long-range goals set for minorities and/or women in the particular job category. Projections of vacancies should also be established in terms of a job progression chart in order to determine which vacancies can be filled immediately by underutilized persons and the possibilities of these persons being promoted into upper-level positions in terms of long-range goals.

4. Short-term or intermediate goals should be weighted and established so that they are likely to produce the greatest results. As an example, if MV has no members of a specific affected group in a particular job classification, initial short-term goals should be set higher to maximize the expectation of recruitment and selection from the affected group. On the other hand, if MV has a good representation of traditionally underutilized groups in the lower steps of the job progressions, and members of each affected group are moving into higher steps of the job progressions with regularity, a lower allocation of openings at the upper level may be adequate.

5. In developing goals and timetables to correct underutilization, MV should use the following guidelines:
 - a. Involve personnel staff and department managers in the process.
 - b. Set goals that are significant, measurable, and attainable.
 - c. Make goals with timetable specific for planned results.
 - d. Consider anticipated attrition, expansion, contraction (especially the impact on employment of projected contracting out and privatization/competitiveness activities), turnover in the work force, and availability of persons with required skills.
 - e. Consider effects of changes in existing employment practices that may contribute to underutilization in increasing availability of minorities and women.
 - f. Goals should not be rigid and inflexible but must be targets reasonably attainable by applying every good faith effort to make all aspects of the affirmative action program work.

Current

Race	Gender	Occupation Group	Year 1	Year 2	Year 3	Year 4
H	Male	Officials/Administrator	3.0%	3.0%	3.0%	3.0%
W	Female	Administrative Support	4.0%	4.0%	4.0%	4.0%
H	Female	Administrative Support	1.0%	0.0%	1.0%	1.0%
H	Male	Service-Maintenance	2.0%	2.0%	2.0%	1.0%
AS	Male	Service-Maintenance	1.0%	2.0%	3.0%	3.0%
H	Female	Service-Maintenance	1.0%	2.0%	1.0%	1.0%

Abbreviation:

- M Male
- F Female
- W White
- B Black
- B Black
- B Black
- AI Native American Indian
- NHOPI Native Hawaiian or Other Pacific Islander
- M Mixed Race

Assessment of Employment Practices

As a part of its ongoing commitment to the EEO Program, MV conducts detailed assessments of current employment practices in order to identify those that create employment barriers or contribute to underutilization in an unjustifiable manner. The assessments detailed in this section are intended to evaluate the impact of MV employment practices in the areas of recruitment, selection, promotion, termination, transfer, layoff, disciplinary action, compensation and benefits, training, etc.

Recruitment and Selection

Recruitment Methods, Sources and Referral Procedures

MV Transportation advertises open position by posting them to CareerBuilder and with America's Job Exchange, which sends jobs to numerous organizations, including state employment agencies, which serve female, minority, veteran and disabled job seekers. MV encourage current employee to refer females and minorities to apply for employment opportunities. MV Transportation will need to further analyze whether or not these methods are sufficient as they relate to reaching minority job seekers.

Recruitments are analyzed on a quarterly basis by assessing the demographic make-up of the division workforce to determine which job classifications are being underutilization. If there are any areas of concerns, the General Manager/Human Resource Department are notified of any deficiencies for corrective action. Follow-up analysis are conduct during the next review phase.

Application Procedures

MV utilizes a web-based online hiring system. This process serves a dual purpose of providing an electronic/online application for applicants and providing MV with an administration interface so that General Managers and other division supervisory staff can manage the application process. This application can be accessed from personal computer; however, applicants typically apply in-person at the division and complete the application on-site using the application kiosk. Assistance with the process is provided for those applicants that have little or no computer experience. For applicants requiring an accommodation to the application process due to a medical condition or disability, an accommodation can be requested. Screen shots of the application are attached as **Appendix C**.

Resume Screening

Unless an accommodation has been granted due to mental condition or disability, all applicants are required to complete MV online application unless an accommodation. Each application is reviewed for completeness, job history, job stability, experience and relevant experience and education. Incomplete or inaccurate applications may disqualify an individual from consideration for hire, although MV Transportation may make attempts to obtain and/or clarify any missing or questionable information.

Interview and Selection Process

Individuals whose employment applications indicate they may be qualified for a particular vacancy are given an interview. A list of standardized questions is used on applicants for consistency in the process. The purpose of the interview is to establish qualifications for the open position, to review and confirm the information on the application, and to complete any missing information.

Depending on the open position, an applicant may be interviewed by the General Manager, Operations Manager, Safety Manager and/or Maintenance Manager. At the close of the selection process, the hiring manager will consider all elements collectively, including, but not limited to knowledge, skills, abilities, experience, job history and stability and employment interviews. The final selection is made by the General Manager and the candidate deemed best qualified for the position will receive the job offer.

Depending on the requirements of the position, a candidate who is offered a position must also pass MV corporate qualifications standards, which may include a pre-employment drug test, clean driving record, physical, drug and alcohol testing, and/or background check.

MV Transportation verifies that a newly hired employee is either a U.S. Citizen or authorized to work in the United States.

For data regarding MV Application and Hiring practices, please refer to the Applicant and Hiring Activity tables below:

Applicant and Hiring Activity

November 2019-October 2023

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	14	7	5	-	-	-	4	3	5	4	-	-	-	-	-	-
Total Hires	3	2	1	-	-	-	1	1	1	1	-	-	-	-	-	-
Selection Rate	21.4%	28.6%	20.0%	N/A	N/A	N/A	25.0%	33.3%	20.0%	25.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	75.0%	100.0%	60.0%	N/A	N/A	N/A	75.0%	100.0%	60.0%	75.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	47	53	12	19	-	-	14	17	21	17	-	-	-	-	-	-
Total Hires	17	12	4	4	-	-	5	3	8	5	-	-	-	-	-	-
Selection Rate	36.2%	22.6%	33.3%	21.1%	N/A	N/A	35.7%	17.6%	38.1%	29.4%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	62.6%	87.5%	55.3%	N/A	N/A	93.8%	46.3%	100.0%	77.2%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	44	1	10	-	-	-	7	-	27	1	-	-	-	-	-	-
Total Hires	24	1	5	-	-	-	1	-	18	1	-	-	-	-	-	-
Selection Rate	54.5%	100.0%	50.0%	N/A	N/A	N/A	14.3%	N/A	66.7%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	54.5%	100.0%	50.0%	N/A	N/A	N/A	14.3%	N/A	66.7%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	264	251	66	34	-	2	101	167	94	47	3	-	-	1	-	-
Total Hires	154	152	21	10	-	1	64	111	68	29	1	-	-	1	-	-
Selection Rate	58.3%	60.6%	31.8%	29.4%	N/A	N/A	63.4%	66.5%	72.3%	61.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	96.3%	100.0%	44.0%	40.7%	N/A	N/A	87.6%	91.9%	100.0%	85.3%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Persons with Disabilities																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	12	-	7	-	-	-	3	-	1	-	1	-	-	-	-	-
Total Hires	9	-	5	-	-	-	2	-	1	-	1	-	-	-	-	-
Selection Rate	75.0%	N/A	71.4%	N/A	N/A	N/A	66.7%	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A

Training - Drivers

Drivers – All individuals who are hired into the Driver position must undergo MV standardized driver training program, which includes classroom training, behind-the-wheel training and cadet training.

For drivers, additional safety training is provided every two months and Behind-the-Wheel (BTW) training is done annually.

Driver Training Modules

Course Title	Length of Training	Date & Location of Training	Name of Instructor
Employee Handbook	60 minutes	On-site, first week of employment	Avatar Learning System
Whistleblower	30 minutes	On-site, first week of employment	Avatar Learning System
Harassment	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Introduction	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Sensitivity	60 minutes	On-site, first week of employment	Avatar Learning System

Training Module Descriptions

Employee Handbook – An overview of MV Handbook, which includes our EEO Policy, Harassment-Free Workplace Policy and Open-Door Policy.

Whistleblower – An introduction on the importance of making an internal complaint, what should be reported and who it should be reported to. This module also includes information on protection against retaliation for whistleblowers.

Harassment-Free Workplace – This training module discusses the importance of creating a respectful work environment that is free of unlawful harassment. It includes definitions and examples of different types of unlawful harassment, including discrimination and sexual harassment.

Introduction to ADA – This module provides an overview into key components of the ADA, its purpose, and its effect on the day-to-day operations of our business.

ADA – Sensitivity – This module informs employees on different cognitive and physical conditions so that drivers have a solid understanding and respect for our passengers conditions as well as how to properly handle them when acting as a representative of MV.

Training – Manager, Supervisors

Additional training for Managers and Supervisor is included below, along with a course summary.

Manager/Supervisor Training Modules

Type of Training	Frequency	Location	Name of Instructor
Harassment-Free Workplace	2 years	Online	Skillsoft
Code of Conduct/Ethics	2 years	Online	Skillsoft
Selection for Success – Interviewing, Selecting & Hiring	As needed	On-site	Regional HR Director
Selection for Success - Diversity & EEO	Annually	On-site	Regional HR Director
Selection for Success – ADA/ADAAA	Annually	On-site	Regional HR Director
GM Essentials	Once	Offsite	Sr. HR Director and Director of Learning and Development

Training Module Descriptions

Harassment-Free Workplace – This is an interactive, two-hour training module that provides an overview and examples of unlawful harassment, including discrimination, hostile work environment, sexual harassment, etc. It provides supervisors and managers with the tools they need to properly identify and address different forms of harassment while stressing the importance of creating a harassment-free workplace by leading by example.

Code of Conduct/Ethics – This is an interactive, two-hour training module that provides managers and supervisors with an understanding of MV Code of Conduct, including our obligation to obey the law, to avoid conflicts of interest and our goal to provide and maintain an ethical work environment while promoting a positive work environment.

Interviewing, Selecting and Hiring – This module provides an overview into legally protected characteristics and their effect on interviewing, selecting and hiring. This includes an overview into topics that cannot be discussed during job interviews and/or used as a basis for consideration in hiring.

Diversity and EEO – This module discuss the importance of valuing and respecting all people. It illustrates that the goal of diversity is to benefit from having a workforce that fully reflects the community we serve. This module also provides information on Affirmative Action and Equal Opportunity, which ensures that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability, or veteran status.

ADA/ADAA – This module provides an introduction into the ADA as well as valuable information on what you can and cannot ask applicants as well as what to do if an applicant requests a reasonable accommodation.

GM Essentials – This week-long, offsite, SME-lead training program is intended to provide General Managers with a solid foundational understanding of what is required in their role. This training covers various topics across multiple functional areas, including: ethics, harassment, discrimination, ADA/ADAA accommodations etc., as well as the GM’s role in responding to and/or properly reporting these items.

Training Log

November 2019-October 2023

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	6	3	1	1	-	-	3	1	2	1	-	-	-	-	-	-
Total Trained	6	3	1	1	-	-	3	1	2	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	27	16	6	4	-	-	8	7	13	5	-	-	-	-	-	-
Total Trained	27	14	6	4	-	-	8	5	13	5	-	-	-	-	-	-
Training Rate	100.0%	87.5%	100.0%	100.0%	N/A	N/A	100.0%	71.4%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	87.5%	100.0%	100.0%	N/A	N/A	100.0%	71.4%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	26	1	7				1	-	18	1	-	-	-	-	-	-
Total Trained	24	1	5				1	-	18	1	-	-	-	-	-	-
Training Rate	92.3%	100.0%	71.4%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	92.3%	100.0%	71.4%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	156	156	21	10	-	1	66	114	68	30	1	-	-	1	-	-
Total Trained	154	152	21	10	-	1	64	111	68	29	1	-	-	1	-	-
Training Rate	98.7%	97.4%	100.0%	100.0%	N/A	N/A	97.0%	97.4%	100.0%	96.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	98.7%	100.0%	100.0%	N/A	N/A	97.0%	97.4%	100.0%	96.7%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Promotional Practices

MV encourages its employees' career development, and in support of that effort, the Division promotes from within whenever possible. Interested employees must complete an application prior to deadline in order to be considered by the interview panel. The panel consists of the General Manager, Safety Manager, Operations Manager, Human Resources Manager (if applicable) and/or Maintenance Manager.

After the interviews are held, the supervisor department manager and General Manager make a final selection. Selection decisions are based on the following criteria: past performance, skill, ability, experience, attitude, efficiency, disciplinary record, attendance record, and length of service. If all applicants were otherwise considered equally qualified, seniority may be used as a basis for making a final selection.

For data regarding the Division's promotional practices, please refer to the Promotion/Demotion Log attached in the table below.

Promotional Chart

November 2019-October 2023

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	2	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-
Total Promotions	2	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	8	3	2	-	-	-	-	3	3	3	-	-	-	-	-	-
Total Promotions	8	3	2	-	-	-	-	3	3	3	-	-	-	-	-	-
Selection Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A															
Ratio to Highest Rate	N/A															
Potential Adverse Impact (Yes/No)	N/A															

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	2	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Compensation

The Compensation Committee has adopted a Compensation Philosophy, that is intended to align our compensation program and practices with the interests of our customers. This philosophy supports our business strategy objectives, as well as financial and talent management goals to deliver long-term profitable growth. With the implementation of a focal point salary review (Non-Union), a market-driven pay structure, a pay for performance mentality, and by following common market-based, “Best of class” compensation practices, Human Resources is supporting MV’s objectives to:

- Attract and retain the key talent we need to run our business.
- Inject more discipline into the salary administration process.
- Avoid overspending when hiring and promoting employees.
- Improved management of our merit spend through the FPR process and utilizing the online MVP system.
- Ensure consistent and equitable compensation treatment for all employees.
- Demonstrate a true “Pay for Performance” culture to our employees.

Discipline and Termination

Work Rules are needed to ensure the safety and well-being of all employees. The purpose of Work Rules is not to punish employees, but rather it is intended to inform employees about MV expectations and provide a framework for coaching and counseling. MV reserves the right to skip steps in the disciplinary process whenever it determines that circumstances warrant. Work Rules are divided into two groups of offenses:

- Minor Violations are typically addressed in a four-step process, although the Company need not follow this sequence:
 - First Violation – Counseling session/verbal warning
 - Second Violation – Written warning
 - Third Violation – Final warning and/or unpaid suspension
 - Fourth Violation – Termination
- Major Violations will warrant disciplinary action up to a final warning and/or unpaid suspension.

The reasons that MV can terminate an employee for (but are not limited to) are for poor job performance, poor attendance, lack of a valid driver's license and/or proper medical certification (when required by the job), insubordination, violation of work rules/policies, drug and/or alcohol use in violation of MV Substance Abuse Program, dishonesty, fraud, or for inability to acquire necessary skills to perform the job. When appropriate, an employee may be demoted. Grievance procedures are described in the CBA should an employee decide to grieve his/her termination.

Involuntary Terminations

Involuntary Termination Data: consist of company and temporary employees who involuntarily separated from the company. November 2019-October 2023

Job Category (Use EEO-4)	Total		W		AWAN		B		H/L		A		NHPOI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	14	11	6	4			8	7	-	-	-	-	-	-	-	-
Total Involuntary Terminations	10	5	2	3			4	2	4	-	-	-	-	-	-	-
Involuntary Termination Rate	71.4%	45.5%	33.3%	75.0%	N/A	N/A	50.0%	28.6%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	63.6%	100.0%	85.7%	38.1%	N/A	N/A	57.1%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	No	Yes	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 Skilled Worker																
Total Workforce	25	-	7				18	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	7	-	1				6	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	28.0%	N/A	14.3%	N/A	N/A	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	42.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																
Total Workforce	155	156	21	10		1	66	114	68	30	-	-	-	1	-	-
Total Involuntary Terminations	43	53	6	4		1	18	42	13	11	-	-	-	1	-	-
Involuntary Termination Rate	27.7%	37.8%	28.6%	40.0%	N/A	N/A	27.3%	36.8%	27.9%	36.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	73.4%	95.5%	68.2%	N/A	N/A	100.0%	74.0%	97.6%	74.4%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Monitoring and Reporting Systems

A workforce analysis report showing the race, gender and job classification will be maintained by MV and provided on an annual basis to the Division's client(s), if so requested.

In order to properly assess the progress of the EEO program and to measure the extent to which these goals are met, the company has put together the following procedures:

An important part of any successful EEO program is the establishment of an effective and practical internal monitoring and reporting system. This system should facilitate an overall evaluation of key performance indicators of MV EEO plan, as well as provide a foundation for identifiable corrective action. As part of this EEO Program, MV will monitor records of personnel transactions at all levels to ensure that MV EEO Policy is carried out.

Analysis

1. In collaboration with Human Resources, evaluate quarterly updates of key EEO performance indicators.
2. Upon completion of collective bargaining process, the division submit a copy of the proposal to the EEO Compliance Manager for review and to ensure there is no disparate impact.
3. Upon completion of each division EEO plan updates, if there are any deficiencies, a Compliance Notification letter is issued to the division listing any workforce deficiencies. A Compliance Goal Report is also issued to the CEO bi-annually to review divisions with areas of concerns.
4. Recurring EEO teleconference are held with the Senior Human Resource Manager (when schedule permits), to discuss; employment activities, EEO deficiencies, and goals.
5. These indicators shall include a comparative trend analysis of 1) workforce analysis by race, gender and EEO job categories, 2) underutilization of EEO job categories, 3) internal complaints by protected characteristics, 4) external complaints by protected characteristics, and 5) analysis of other significant trends.
6. Monitoring records on applicants, new hires, terminations, and promotions by race and gender to ensure that all employees are treated in a fair and equitable manner.

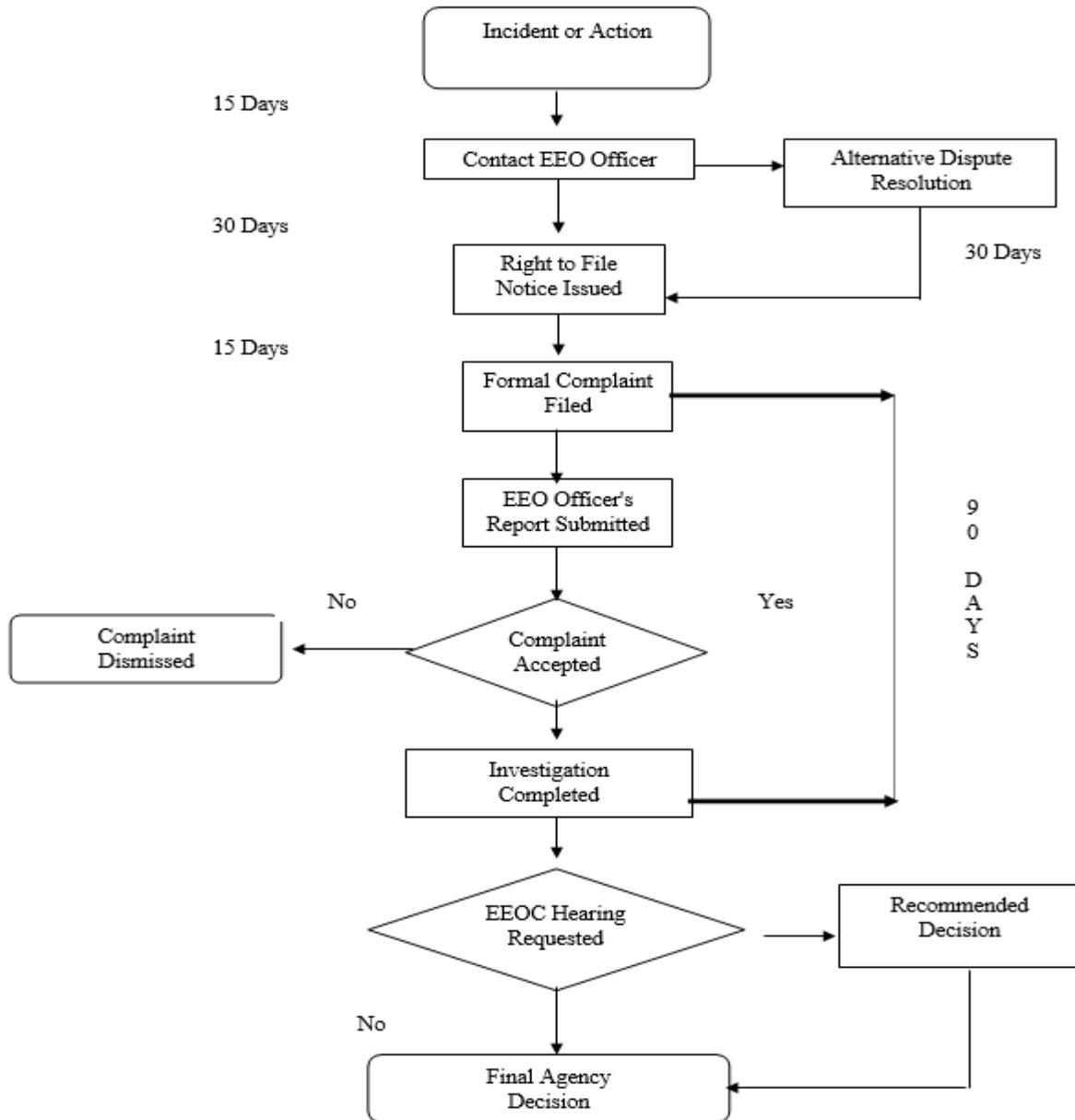
7. Reviewing divisional goals with senior management staff. Quarterly updates will be shared with the appropriate leadership at the regional and corporate levels, including (but not necessarily limited to) the regional Senior Vice President, the regional Area Vice President, the regional Director of Human Resources, the regional Recruiting Manager and the Corporate Sr. Director of Human Resources. Additionally, the office of the EEO Officer shall ensure that divisional staff are accountable for utilization report information as well as their recruitment efforts.
8. The office of the EEO Officer shall partner with the regional Human Resources Director and the regional Recruiting Manager to ensure that the hiring manager has reviewed the underutilization report(s) prior to receiving final approval to proceed with interviews for vacant positions.
9. A year-end analysis review shall be conducted to assist in the establishment of EEO goals and objectives for the succeeding year.

Reporting

The EEO Officer will be responsible for reporting areas of deficiency to the Division during a formal quarterly review. Underutilization that is identified will be addressed via a joint effort between the EEO Officer, the Corporate Recruiter and divisional management in an effort to identify appropriate corrective action(s) and recruiting strategies.

The EEO Officer is also responsible for chairing a quarterly meeting with senior leadership to provide a Company-wide review of current or newly identified deficiencies, as well as providing updates and action plans on previously identified deficiencies.

How to File Complaint Process



Abbreviations:

ADR-Alternative Dispute Resolution

EEOC-Equal Employment Opportunity Commissioners

Investigation Process

When a complaint is received, the allegations will be investigated promptly in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation may include review of document, interviews, assessment of evidence and other actions relevant to the circumstance of each case.

In determining whether alleged conduct constitutes an EEO violation, consideration shall be given to facts and circumstances, including the context in which the alleged incident occurred.

If it is determined that a violation has occurred, action to eliminate the offending conduct will be taken promptly. When appropriate, disciplinary action will be taken against the employee up to and including dismissal.

Filing a Formal Complaint

- Complaints may also be filed in person, by telephone or on a statement form.
- Anonymous letters will also be investigated to the extent possible.
- When contacted, complainants should be able to provide corroborating information to support the allegation. For example, names of witnesses, letters, memos, dates and times the incident took place.
- Complainants will be given information on external enforcement agencies (i.e., the EEOC, the Commission on Human Relations).

Timeliness

- A complainant is to report the incident as soon as possible.
- The FTA and EEOC may have their own deadlines to file complaints. Employees and applicants for employment may contact either or all offices for additional information regarding their requirements.
- Disciplinary Action If it is determined that an MV employee engaged in any activity involving a violation to a departmental policy or inappropriate conduct, disciplinary action will be taken as appropriate, up to and including dismissal. Employees will not be disciplined or otherwise retaliated against for reporting in good faith what he or she believes to be a possible violation of MV's EEO policies, even if he or she is not sure a violation has occurred. However, any employee who is in

receipt of a complaint or has knowledge of a potential violation and fails to take action by reporting the matter may be subject to disciplinary action up to and including dismissal.

- Posting All policies relevant to Equal Employment Opportunity are to be posted on bulletin boards, in the Human Resources Division and in areas where employees normally congregate.

External Factors

In addition to job availability, ethnic availability also is factor in maintaining an EEO compliance. An analysis of the division demographic is reviewed to determine if there is an underutilization. The data is used to develop a strategies and goals to maintain compliance.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require for the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

EEO Complaint Capturing

MV has several ways of capturing EEO complaints:

- MV maintains a toll-free 800 “Employee Relations Hotline.” The Hotline number is prominently posted at all divisions in break rooms and general area. In addition to divisional postings, the Hotline is described in MV Employee Handbook, which is distributed to all employees when they are hired. All calls to the Hotline are routed to a confidential mailbox, which is checked one to two times per day by MV Directors of Human Resources and Labor Relations. All complaints are assigned to the appropriate regional Director of Human Resources and Labor Relations and promptly investigated;
- Employees who call the main switchboard with complaints of this nature are immediately routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation;

- All complaints of this nature received via mail or fax are immediately re-routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation; and
- In the event that an employee files an EEO complaint with divisional supervisory/managerial staff, managers are instructed to immediately report it to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

EEO Complaints – Investigations

All EEO complaints are thoroughly and promptly investigated promptly by the HR Department. The division has one (1) regional Director of Human Resources and Labor Relations assigned to it, but all investigations are done with the assistance and under the supervision of the EEO Officer, the Senior Director of Human Resources and Labor Relations, and under the direction of MV Transportation’s Associate General Counsel.

1. Following the receipt of a complaint, the Director of Human Resources and Labor Relations will meet with the complainant to ensure that the charges are accurately stated and fully understood. During this initial conference, the basis of the complaint shall be clearly defined.
2. The Directors of Human Resources and Labor Relations will conduct a thorough investigation in consultation with the Sr. Director of Human Resources and Labor Relations, the EEO Officer, and Associate General Counsel.
3. The investigation will include interviews with all parties named by the complainant as witness or the employee(s) wholly or partially responsible for the alleged discriminatory act(s). The investigation process will also include a review/analysis of relevant personnel records.
4. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
5. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.

6. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment on the basis of protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.
 - b. If it is determined that the alleged discriminatory act(s) occurred, the General Manager will make a determination as to what remedial action(s), if any, will be made to address the issues brought forth in the complaint.

EEO Complaints – Disciplinary Action

If specific violations are identified, a determination should be made into whether counseling or disciplinary action is appropriate.

- **Informal Counseling** – an informal counseling is the conversation between a supervisor and a subordinate in an attempt to correct a work-related behavioral problem. These are generally unwritten. During this conversation, the supervisor must identify it as such to the employee. The supervisor is expected to assist the employee by identifying, specifically, the incident that led to the informal counseling. The supervisor must communicate why the behavior is unacceptable and what is expected of the employee in the future. The supervisor must also communicate that unless immediate and sustained improvement is demonstrated, appropriate disciplinary action may be pursued. Union representation may be requested (if applicable).

Because informal counseling is verbal and not always witnessed, supervisor need to keep notes and documents memorializing that the conversation took place.

- **Formal Counseling** – A formal counseling is a written document which requires that the supervisor record and identify the conduct required, the actions that led to the counseling, expectations and, if appropriate, a timeline for improvement. The supervisor must communicate that additional disciplinary action may be pursued if immediate and sustained improvement is no demonstrated.

In the event that the employee refuses to sign written warning, the supervisor must note that the “employee refused to sign” and a witness (another member of management) must sign confirming the refusal.

EEO Complaints – Case Tracking

All investigations are monitored and tracked using iSight, MV case tracking software. Once a complaint is made, the Director of Human Resources and Labor Relations logs the case into iSight. In addition to providing basic database functionality, iSight also allows the Directors of Human Resources and Labor Relations to manage their case loads in a number of ways:

- Allows the Directors, Sr. Director and EEO Officer to run comprehensive reports (scheduled or as-needed) to review case activity a number of ways, including, but not limited to, by Director, by region, by division, by case type, or by any other number of factors.
- Allows the Directors to create reminders for follow-up investigative items, such as phone calls, letters, interviews, etc.
- Allows evidentiary items, documents and exhibits associated with the investigation to be electronically attached to the case and be kept as a part of the case file.
- Allows for the storage of standard templates for response letters to allow for consistent communication with witnesses, complainants and respondents. The system also has the ability to track the communication if it was emailed from within the system.
- Maintains a complete audit trail of any user who has logged into the system, accessed/viewed a case, added information, etc.

EEO Monitoring/Reporting Meetings

The EEO Officer communicates with the CEO, Sr. Management and General Managers on a semi-annual basis (if not more). The purpose of the meetings is to provide company-wide EEO updates, discuss EEO complaints and investigation status and on-going processes, provide training and informational documents, communicate EEO briefing, review effectiveness of the EEO efforts.

Date	Name/Title	Topic
11/20/2023	Harry Wilson/Execute Chair	EEO-1 Survey Report
5/4/2023	Harry Wilson/Execute Chair	Compliance Reports
4/17/2023	Harry Wilson/Execute Chair	Compliance Reports
12/13/2022	Harry Wilson/Execute Chair	1) Roles and Responsibilities 2) EEO Division Compliance Review
11/30/2022	Harry Wilson/Execute Chair	Statement of Policy Review
6/2/2022	Tom Egan/CEO	Company-wide EEO-1 Report
8/19/2021	Tom Egan/CEO	1) EEO1 Survey Report 2) EEO Training
4/6/2021	Tom Egan/CEO	EEO Presentation and Diversity Training
11/17/2020	Tom Egan/CEO	EEO Presentation Compliance Report
11/12/2020	Tom Egan/CEO	EEO Presentation Compliance Report
9/29/2020	Tom Egan/CEO	EEO Presentation Compliance Report
9/29/2020	All Managers/Supervisor	Annual EEO Presentation
2/12/2020	All Managers/Supervisors	Annual EEO Presentation

Monitoring of Subcontractors

The office of the EEO Officer shall be responsible for developing guidance, policies and procedures to comply to the objectives of this program, including ensuring that subcontractors working with MV Transportation on federally funded projects and contracts comply with all applicable laws and regulations governing equal employment opportunities. Such actions include but are not limited to requiring EEO plan submissions from subcontractors on an ongoing basis, reviewing and monitoring subcontractor performance and compliance as they apply to EEO requirements, and conducting site visits and interviews where appropriate to review documentation and identify areas where training may be required.

EEO Complaints – Case Tracking

All investigations are monitored and tracked using iSight, MV case tracking software. Once a complaint is made, the Director of Human Resources and Labor Relations logs the case into iSight. In addition to providing basic database functionality, iSight also allows the Directors of Human Resources and Labor Relations to manage their caseloads in several ways:

- Allows the Directors, Sr. Director and EEO Officer to run comprehensive reports (scheduled or as needed) to review case activity several ways, including, but not limited to, by Director, by region, by division, by case type, or by any other number of factors.
- Allows the Directors to create reminders for follow-up investigative items, such as phone calls, letters, interviews, etc.
- Allows evidentiary items, documents and exhibits associated with the investigation to be electronically attached to the case and be kept as a part of the case file.
- Allows for the storage of standard templates for response letters to allow for consistent communication with witnesses, complainants and respondents. The system also can track the communication if it was emailed from within the system.
- Maintains a complete audit trail of any user who has logged into the system, accessed/viewed a case, added information, etc.

Reporting

The EEO Officer will be responsible for reporting areas of deficiency to the Division during a formal quarterly review. Underutilization that is identified will be addressed via a joint effort between the EEO Officer, the Corporate Recruiter and divisional management to identify appropriate corrective action(s) and recruiting strategies.

The EEO Officer is also responsible for chairing a quarterly meeting with senior leadership to provide a Company-wide review of current or newly identified deficiencies, as well as providing updates and action plans on previously identified deficiencies.

EEO Complaints

MV Transportation encourages applicants and employees to seek advice, assistance and help with any complaint they feel may involve issues of discrimination or harassment based on race, color, religious creed, national origin, ancestry, sex, age, physical or mental disability, or genetic information, consistent with Federal and State laws. Any person who believes that he or she has been subjected to discrimination or harassment based on any of the above may file an internal complaint with MV Transportation and/or file an external complaint with State or Federal agencies.

Information is held in confidence to the extent possible unless disclosure is otherwise required by law. Retaliatory action of any kind, taken by an employee of MV Transportation against any witness or any other employee as a result of filing a complaint, is strictly prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require for the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

EEO Complaint Capturing

MV has several ways of capturing EEO complaints:

- MV maintains a toll-free 800 “Employee Relations Hotline.” The Hotline number is prominently posted at all divisions in break rooms and general area. In addition to divisional postings, the Hotline is described in MV Employee Handbook, which is distributed to all employees when they are hired. All calls to the Hotline are routed to a confidential mailbox, which is checked one to two times per day by MV Directors of Human Resources and Labor Relations. All complaints are assigned to the appropriate regional Director of Human Resources and Labor Relations and promptly investigated;
- Employees who call the main switchboard with complaints of this nature are immediately routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation;
- All complaints of this nature received via mail or fax are immediately re-routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation; and
- If an employee files an EEO complaint with divisional supervisory/managerial staff, managers are instructed to immediately report it to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

EEO Complaints – Investigations

All EEO complaints are thoroughly and promptly investigated promptly by the HR Department. The division has one (1) regional Director of Human Resources and Labor Relations assigned to it, but all investigations are done with the assistance and under the supervision of the EEO Officer, the Senior Director of Human Resources and Labor Relations, and under the direction of MV Transportation’s Associate General Counsel.

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8. The Directors of Human Resources and Labor Relations will conduct a thorough investigation in consultation with the Sr. Director of Human Resources and Labor Relations, the EEO Officer, and Associate General Counsel.

9. The investigation will include interviews with all parties named by the complainant as witness or the employee(s) wholly or partially responsible for the alleged discriminatory act(s). The investigation process will also include a review/analysis of relevant personnel records.
10. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
11. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.
12. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment based on protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.
 - b. If it is determined that the alleged discriminatory act(s) occurred, the General Manager will decide as to what remedial action(s), if any, will be made to address the issues brought forth in the complaint.

EEO Complaints – Disciplinary Action

If specific violations are identified, a determination should be made into whether counseling or disciplinary action is appropriate.

- **Informal Counseling** – an informal counseling is the conversation between a supervisor and a subordinate to correct a work-related behavioral problem. These are generally unwritten. During this conversation, the supervisor must identify it as such to the employee. The supervisor is expected to assist the employee by identifying, specifically, the incident that led to the informal counseling. The supervisor must communicate why the behavior is unacceptable and what is expected of the employee in the future. The supervisor must also communicate that unless immediate and sustained improvement is

demonstrated, appropriate disciplinary action may be pursued. Union representation may be requested (if applicable).

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If the employee refuses to sign written warning, the supervisor must note that the “employee refused to sign” and a witness (another member of management) must sign confirming the refusal.

EEO Complaints Log

November 2019-October 2023

Complainant Position	Case Number	Filing Date Alleged Discriminatory Incident	Grounds/(Bases) of Complaint	Status	Lawsuit Filed? Yes or No
n/a	n/a	n/a	n/a	n/a	n/a

ADA and Reasonable Accommodation

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of MV Transportation to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

MV Transportation will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to MV Transportation. Contact HR with any questions or requests for accommodation.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Interactive Process

When a request is made for a reasonable accommodation, the following steps will take place:

1. The division manager or HR representative will send the written request and any medical documents supporting the extension to the corporate LOA supervisor.
2. The LOA supervisor will review all documents and:
 - a. Set up a meeting with the division, LOA department, HR and the employee
 - b. Send out the 1st interactive letter to the employee informing them of the meeting. In the letter there will be a medical questionnaire for the employee physician to complete
 - c. The employee is notified that they must participate in the interactive process
 - d. During the meeting there will be an open discussion on how to reasonably accommodate the employee

If a reasonable accommodation is available, the LOA Supervisor will send a letter to both the employee and division with information and confirmation on the accommodation.

If no reasonable accommodation is available, the LOA Supervisor will send a letter summarizing the meeting along with the date the employee will be terminated.

If the employee does not submit the requested written documentation to MV Transportation and/or does not attend the interactive meeting, then a second interactive request will be sent to the employee. If there is still no response, then MV will submit a third and final interactive request to the employee.

If the employee is unresponsive to all three interactive requests, then a letter will be sent to the employee informing them they have been terminated for lack of participation.

If the employee is covered under the CBA (collective bargaining agreement) we must review the leave language if applicable

APPENDIX A – EEO Policy

MV employment policy is to provide equal opportunity to all persons. In furtherance of this policy, employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, creed, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identification, or any other characteristic protected by law. This policy statement governs all aspects of employment including but not limited to recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

MV prohibits retaliation against applicants or associates who file discrimination charges with federal, state or local fair employment practice agencies, participate in investigations of such charges, or oppose unlawful employment practices.

MV Equal Opportunity Policy is an essential part of the Company's overall commitment to attract, hire and develop a strong, talented and diverse work force. MV will make every effort to reasonably accommodate qualified applicants or employees with disabilities based on the essential functions of the job, as well as the sincerely held beliefs of applicants or employees, provided such accommodation does not result in undue hardship to MV. Any requests for reasonable accommodation should be submitted to your supervisor.

If you need additional assistance, please contact the Human Resources Department via the Open Door Hotline, at 877-687-2338.

APPENDIX B – Open Door Policy

As a MV employee, you've joined an organization that places high value on customer service. That same high value is placed on employees. You will find your supervisor values you as an employee and is there to help guide and assist you in performing your role.

We challenge ourselves to take the initiative and be part of the solution. Anytime you have a suggestion or idea to make things better or a concern about the way things are done, discuss it with your supervisor or any member of management. Your input is a valuable part of our success.

We are committed to addressing workplace concerns and issues important to you. If a situation arises with your job, another employee, or customer that makes you uncomfortable, MV asks that you immediately bring it to our attention. You can discuss the situation with your supervisor. If, for any reason, you do not want to discuss the situation with your supervisor or if you feel issues remain unresolved, you can contact another member of management or you can call our Open Door Hotline at 877-687-2338 or email at opendoor@mvtransit.com. You can also write to us at MV Transportation, 5910 N. Central Expressway, Suite 1145, Dallas, TX 75206. Address your letter to the Vice President of Human Resources. Please see our Open Door policy for more information.

You can be assured that such complaints will be investigated and that you will not be subject to any adverse action as a result of making a good faith complaint.

APPENDIX C – Summary of Principal Job Duties

General Manager

The General Manager will provide support, leadership and direction to assigned operating location to ensure delivery of annual business plans. He/she will control the daily operation of our transportation contract, in compliance with the policies of the contracting agency and in conformance with Company procedures. Key responsibilities include:

Job Description/Duties

- Identify select, train and mentor location staff.
- Effectively and frequently communicate with location staff and support team members.
- Oversee safety and training programs, plans and processes to ensure compliance with company, contract and regulatory requirements.
- Maintain client contact routinely to meet or exceed expectations.
- Ensure that all location financial metrics are managed continuously, exceptions are reported and action plans are developed to ensure the location meets its financial, safety and operational expectations.
- Implement, promote and adhere to company policies and procedures.
- Participate in labor and employee relations activities.
- Provide insight and information to support location(s) contract renewals.
- Create and present annual budget.

Requirements

College degree or equivalent business management experience. Management experience required. 20-25 years Transportation/transit experience required.

MS Office, strong analytical skills, strong written and verbal communication skills and high degree of multi-tasking skills

Operations Manager

The Operations Manager is responsible for providing complete oversight in the following operational areas:

- Reviews Monthly Financial Statements (including AR/AP processes).
- Participates in Monthly Safety Meetings.
- Maintain contact with local union for operational \ disciplinary issues.
- Monitors and evaluates Operational statistics; includes: vehicle on-time statistics, missed runs, revenue/cost data, total work hours, total pay hours, customer complaint data, accident data, road call data, and other operations related functions.
- Assures location compliance to the Standard Operating Procedure as outlined by the client, as well as MV Policy Handbook and the current Labor Agreement.
- Performs all other duties as assigned and may assist with other areas based on location needs.

Requirements

- Ideal candidate will have 15+ years of Transit Industry experience.
- Trapeze Integrated Transit Software knowledge is a must
- Labor Negotiations Experience.
- A motivated, self-starter who is able to work in a fast-paced environment.
- Excellent communication (written and verbal) and decision-making skills.
- Excellent interpersonal and organizational skills with extreme attention to detail and accuracy.
- Demonstrate regular and consistent attendance and punctuality.
- Previous management experience is required.

Maintenance Manager

The Maintenance Manager position is responsible for and has complete oversight of the entire maintenance function.

Key Responsibilities/Experience

Position will be responsible for:

- Tracking and controlling parts inventories
- Managing relationships with vendors and suppliers
- Implementing and managing work schedules, projects and assignments
- Managing the financial and accounting aspects of a fleet maintenance operation
- Communicating effectively with all levels of staff, both written and orally

Requirements

- Must have computer skills and working knowledge of MS Outlook, Excel and Word
- Must be able to read, understand, edit and create spreadsheets
- Must have technical competence with light/medium/heavy-duty vehicle repair and preventive maintenance
- Must display initiative, professionalism and tact at all times
- Must have a minimum of 15+ years of fleet/vehicle maintenance management experience

Safety Manager

Job Description/Duties:

- Manage new hire and veteran operator training programs, including keeping all appropriate documentation, to ensure that all operators receive the maximum initial & recurrent training and that all current employees receive required ongoing and post-accident training.
- Respond to and/or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events, and reporting per company and client policy.
- Conduct regular audits of employee training files and vehicle maintenance files and conduct regular facility safety audits ensuring compliance with OSHA and EPA regulations and related corporate policies.
- Hire and manage all safety department employees to ensure that all safety staff have appropriate qualifications, certifications and training.
- Provide regular reports to local and corporate management staff of safety department efforts, claims status, training efforts, accident history, worker's compensation claims status, and other required information.

Knowledge, Skills, & Abilities:

- Knowledge of local training program and local operations as well as familiarization with the service area.
- Knowledge of State and Federal regulations and corporate safety programs and policies
- Ability to communicate effectively and work with all departments
- Strong organizational and analytical skills as well as the ability to work independently
- Familiar with windows-based computer operating systems and Microsoft Office packages.

Human Resources Manager

This position will have responsibility and oversight for all Human Resources and Labor functions.

Job Description

- Manage the negotiations and renewals of Collective Bargaining Agreements and serve as the point-person on union-related matters.
- Investigate and document employee relations issues.
- Provide support to department heads and supervisors on day-to-day decisions regarding disciplinary matters, performance management, and terminations.
- Provide training to department heads and supervisors on labor and HR-related protocol.
- Ensure compliance with federal and state laws regarding employment and labor-related matters.
- Represent the division at arbitrations.

Job Requirements

- Lead Chair experience negotiating Collective Bargaining Agreements.
- Extensive experience with conducting employee investigations.
- Extensive experience with resolution of grievances and the arbitration process.
- Strong Collective Bargaining Agreement interpretation skills.
- Ability to be self-directed and manage multiple tasks in a fast paced, demanding work environment.
- Ability to work collaboratively and form positive relationships with operational managers, as well as with union representatives and officers. Ability to handle and provide support in a multi-unit environment.

Additional requirements:

- Bachelor's Degree in a relevant field, Master's a plus.
- PHR or SPHR strongly preferred.
- Must display strong writing ability.
- Must be proficient in Microsoft Office, especially Word and Excel programs.

Accounting Manager

Job Description/Duties:

- Analyzes budget requests and directs the preparation of the budget
- Prepares annual financial statements and reports required by law or the contract.
- Develops and maintains an accounting system.
- Maintains a running analysis of accounts.
- Supervises the maintenance of essential accounting records and files.

Requirements:

- A Bachelor's degree from an accredited college or university with a major in Accounting, or a closely related field is required
- Knowledge and ability to apply the principles, methods, and procedures used in budgeting, accounting, internal auditing, program evaluation, and financial and managerial reporting.
- Knowledge and ability to apply the laws, rules, and regulations governing the installation, operation, and keeping of accounts and their application to specific situations.
- Knowledge of the preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.
- Ability to make oral and written presentations in a clear, concise manner.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the company.
- Minimum of 5 years' experience consisting of:

Parts Manager

Job Description/Duties:

- Maintain an orderly workplace
- Provide oversight and direction to the Parts Clerk
- Properly staffing the department, including hiring, firing training and motivating the performance of all parts department staff
- Oversee an annual operating budget for the parts department
- Work with the maintenance and body shop managers to ensure inventory is available when needed
- Establish competitive pricing specification in various categories with vendors
- Determining appropriate inventory levels while ensuring periodic parts turnover
- Adjust stock to curtail accumulation of unused or old parts
- Confirm that parts are appropriately coded and organized

Requirements

- Must be aware of the latest automotive technologies
- Must have at least 5 years of experience as an automotive Parts Manager in either transportation or automotive dealership
- Computer proficiency in MS Outlook, Excel and Word
- Understand and keep abreast of federal, state and local regulations
- Strong communication skills in order to properly communicate with employees and vendors
- Valid driver's license

Assistant General Manager

Job Description/Duties

- Provide backup to the RVP/General Manager as needed in all areas of the operation
- Assist the RVP/GM with selecting, training and mentoring local staff
- Effectively and frequently communicate with location staff and support team members.
- Oversee safety and training programs, plans and processes to ensure compliance with company, contract and regulatory requirements.
- Maintain client contact routinely to meet or exceed expectations.
- Ensure that all location financial metrics are managed continuously, exceptions are reported and action plans are developed to ensure the location meets its financial, safety and operational expectations.
- Implement, promote and adhere to company policies and procedures.
- Participate in labor and employee relations activities.
- Provide insight and information to support location(s) contract renewals.
- Create and present annual budget.

Requirements

College degree or equivalent business management experience. Management experience required. 10-15 years Transportation/transit experience required.

MS Office, strong analytical skills, strong written and verbal communication skills and high degree of multi-tasking skills

Road Supervisor

Job Description/Duties:

- Conduct site checks and road observations according to client and local policy. Document findings accordingly and provide necessary reports to project staff.
- Conduct wheelchair securement and vehicle cleanliness checks on in service vehicles.
- Monitor street operations for on-time performance and schedule and route adherence.
- Respond to accidents and incidents assisting to manage the situation as well as collecting all required information, assist dispatch and operations staff in resuming service levels according to contract specifications and minimizing passenger disruptions.
- Accompany operators to medical facilities as required after accident or injury, ensure proper administration of post-accident drug and alcohol testing.
- Ensure that all operators are fit for duty, meet uniform and equipment standards and are in possession of proper licensing and certifications.
- Provide feedback to safety and operations departments on service items that affect safety and performance, identify potential safety hazards and provide feedback to be incorporated into daily operations procedures.
- Accurately document all field observations and ensure file maintenance.

Requirements

- Must have a CDL with P endorsement.
- Must be able to show proof of clean driving record.
- High School Diploma or Equivalent, Certifications according to local contract requirements
- Previous passenger transportation in current project or similar environment preferred. Previous training and/or field supervision experience preferred but not required.
- Familiarization with service area.
- Ability to manage emergency situations.
- Knowledge of State and Federal regulations and corporate safety programs and policies.
- Ability to communicate effectively and work with all departments.
- Ability to work independently and objectively.

Safety Trainer

Job Description/Duties:

- Assist the Director of Safety with all aspects of the training program, including new hires, routing retraining and post-accident training.
- Respond to and/or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events, and reporting per company and client policy.
- Assist the Director of Safety with regular audits of employee training files and vehicle maintenance files and conduct regular facility safety audits ensuring compliance with OSHA and EPA regulations and related corporate policies.

Knowledge, Skills, & Abilities:

- Knowledge of local training program and local operations as well as familiarization with the service area.
- Knowledge of State and Federal regulations and corporate safety programs and policies
- Ability to communicate effectively and work with all departments
- Strong organizational and analytical skills as well as the ability to work independently
- Proficient in MS Outlook, Word and Excel

Payroll Clerk

Job Description/Duties:

- Review time records for accuracy
- Compile payroll data and enter information into the payroll system
- Ensure no overpayments of time, overtime or paid time off
- Print up checks and direct deposit advices
- Sort, stuff and distribute paychecks

Requirements

- 2 or more years of experience in accounting, including General Ledger, AP, Financial Reporting, or Payroll
- Computer proficiency, including experience in MS Outlook, Word and Excel
- Payroll-related working knowledge of general payroll practices
- Maintain confidentiality

Customer Service Representative

Job Description/Duties:

- Receive incoming calls from customers in a timely manner
- Interacts with customers in a professional manner to provide solutions and answers
- Provide necessary follow up with customers as needed

Requirements

- Basic computer and math skills.
- Proficient in MS Outlook, Word and Excel
- Customer service experience required.
- Strong interpersonal skills and excellent written and oral communication skills required.
- Critical thinking and problem-solving skills are also required.
- Transit experience a plus.
- Ability to work a varied schedule; rotating weekend work required.

Dispatcher

Position is responsible for providing direction to and maintaining two-way communications with all operators while monitoring system performance and making scheduling adjustments where necessary to maximize on-time performance,

Key Responsibilities

- Assign stand-by or extra-board operators in the event of operator absences, increased service volumes or in order to minimize service disruptions as a result of traffic, vehicle malfunctions, operator problems and/or emergency situations.
- Maintain attendance log for operators and other appropriate staff
- Assign vehicles giving consideration to preventive maintenance schedules and capacity needs
- Maintain two-way communication with operators, providing information on customers, cancellations, and directional assistance where necessary
- Monitor operators and trip status, making adjustments and reassignments as necessary to ensure on time performance
- Maintain professional demeanor and appearance.
- Handle multiple tasks accurately and effectively in a fast paced environment.

Requirements

- High School Diploma or Equivalent
- Previous data entry, dispatch, customer service, supervisory and/or operating experience desired but not required
- Strong customer service skills.
- Data entry experience and general knowledge of windows-based computer operating system and Microsoft Office package.
- Knowledge of service area.
- Ability to read, write and speak clearly the English language – basic knowledge of Spanish may be required depending on contract location and requirements,
- Able to use multi-line phone system and handle multiple tasks concurrently.
- Ability to work independently and follow directions.
- Ability to adapt and remain flexible in a dynamic environment.

Receptionist

Job Description/Duties:

- Greet visitors and assisting them by providing them with the information needed or by referring them to the correct staff member
- Operating the telephone switchboard by answering incoming calls, transferring calls to appropriate personnel, taking messages and using the paging system
- Document visitors who come into the building
- Perform general administrative duties and maintaining the lobby/reception area

Requirements

- Must possess excellent organizational skills
- Must be friendly, courteous and possess excellent interpersonal and communication skills
- High school diploma or equivalent
- Proficiency in MS Outlook, Excel and Word

Parts Clerk/Maintenance Clerk

Job Description/Duties:

- Check in daily parts orders and place into inventory
- Report any shortages, overages and damages to parts manager.
- Pull maintenance orders to meet parts delivery schedules.
- Assist delivery drivers in loading and unloading of parts.
- Report all stock outages or quantity discrepancies to parts manager.
- Participate in perpetual inventories as directed by management.
- Assists with other duties within the parts department.
- Conduct will call or emergency purchase delivery duties.
- Maintains fleet records on preventive maintenance schedules and corrective maintenance performed on all units.
- Inputs fleet information into the computerized fleet management system.
- Administrative duties as assigned

Requirements

- Candidates must be 21 years of age or over.
- Computer Skills (Word & Excel).
- Clerical skills: file, alphabetize, organize, count & sort.
- Able to lift 50 pounds.
- Maintain a strong attendance record.
- Follow company safety and operational rules and procedures.
- Must possess a clean DMV record and a reliable employment history with a strong attendance and punctuality record.

Shop Foreman

Job Description/Duties:

The **Shop Foreman** manages all day-to-day maintenance aspects of the maintenance operation to include primary associated and preventative maintenance and any warranty or non-warranty repairs of buses. The Maintenance Supervisor will be overseeing all maintenance and utility staff. The Supervisor will assure that all contractual requirements are achieved. Duties include daily, weekly, monthly and annual reporting responsibilities. Successful applicant will work and report to the Resident Maintenance Manager in the running of the day-to-day business. Position will be supervising a currently growing fleet 175 paratransit vehicles with a variety of gasoline and diesel engines. In addition, the Maintenance Supervisor must have experience with Air Conditioning systems, transmissions, emission control systems, and wheelchair lifts. The chosen candidate will be required to participate as needed in the maintenance and repair of the fleet.

Requirements

- Must possess at least 5 current ASE certifications.
- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must have the ability to track and control parts inventories, vendors and suppliers.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have technical competence with heavy duty vehicle repair and preventive maintenance.
- Must display initiative, professionalism, candor and tact at all times.
- Must have a minimum of 5 years fleet / vehicle maintenance management experience.
- Experience with paratransit vehicle maintenance preferred.

“A” Mechanic

Job Description/Duties

The "A" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability or as directed. This position will perform engine and transmission replacements, air conditioning repairs, drivability diagnosis and electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company’s software programs for inventory and parts

Additional Requirements

- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 5+ years of experience as a full time journey level mechanic.
- Possess a “Master” ASE Certification.
- Experience as a certified “A” Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete “A” level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class “C” Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

“B” Mechanic

Job Description/Duties

The "B" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability. This position may perform engine and transmission replacements, air conditioning repairs, drivability diagnosis and electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company's software programs for inventory and parts

Additional Requirements

- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 3+ years of experience as a full time journey level mechanic.
- Possess a "Master" ASE Certification.
- Experience as a certified "B" Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete "B" level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class "C" Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

“C” Mechanic

Job Description/Duties

The "C" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability. This position may perform air conditioning repairs, drivability diagnosis and diagnose electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company's software programs for inventory and parts

Additional Requirements

- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 1-3 years of experience as a full time journey level mechanic.
- Possess a “Master” ASE Certification.
- Experience as a certified “C” Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete “C” level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class “C” Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

Driver

The fixed route operator is primarily responsible providing safe, reliable and efficient service while operating a motor transit vehicle.

Job Description/Duties

- Transporting passengers
- Utilize 4-point securement of wheelchairs and scooters
- Communicate via 2-way radio to dispatch

Requirements

- Must have (or be able to obtain) and CDL 'B' class permit with a 'P' endorsement
- Must be able to read a map
- Possess excellent communication and decision-making skills
- Have no moving violations or serious traffic violations in prior three (3) years

Facility/Janitorial/Utility Worker

Job Description/Duties

- Maintain floors, including tile, carpet and vinyl
- Sanitize workspaces, office equipment and lunch/break areas
- Maintain supplies and office cleaning inventory
- Clean lights and lighting fixtures
- Perform light maintenance duties, such as collecting trash and recyclables
- Fuel buses
- Wash and maintain cleanliness of buses

APPENDIX D – Sample Electronic Application

Personal Information

Use this form to ensure all of your personal information is correct. Fields that are labeled with **bold letters** are required. Information that you have provided to us already is pre-populated for your review and confirmation.

IMPORTANT NOTE: If your Social Security Number or Name is incorrect, please STOP now and notify the Human Resources Department.

This form is used to populate fields on subsequent forms. Once you have completed this form, you will not be permitted to change any of the information on this or any of the on boarding forms. Prior to pressing the Save button, please review the information to ensure it is correct.

Social Security Number	000-10-0527
First Name	Cristing
Middle Name	
Last Name	Testing
Street Address	360 Campus Lane
Apt	
City	Fairfield
State	CA
Zip code	94534
Telephone	(707) 863-8980
Email Address	
Date of Birth	1/1/1970
Gender	Female
Marital Status	
Driver License Number	V23443339
Driver License State	CA
Driver License Expiration Date	12/31/2011

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E-Signature

MV Transportation, Inc. has adopted an online hiring process that greatly reduces paperwork and the amount of time it takes to place someone on payroll. You will be asked to provide your signature electronically on the required forms and documents by placing your initials in a box where indicated.

By providing your signature below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.

By entering my initials in the 'My Initials' box below, I certify that the above information is true and correct and I agree to the conditions stated above.

Enter your initials to create your electronic signature.

My Initials: **Date:**

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Additional Information

Additional Information

1. Can you perform the essential functions of the position for which you are applying?

YES NO

2. How did you hear about MV?

Walk-In

Grand Rapids

Employee Referral

Job Fair

Website

Advertisement

Other

3. If hired, can you provide proof of your legal right to work in the United States?

YES NO

4. I am applying for:

Full Time

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Past Address

Please list all of your residences for the past three (3) years if you have not been at your current residence for the past three (3) years. If you have been at your current residence for the past three (3) years, please click on **Save and Continue**.

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Relatives

If you have any relatives or know anyone currently employed by our company, please provide their name.

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Criminal History

Have you ever been convicted of a felony or any now pending? No

Have you ever been convicted of a misdemeanor or any now pending? No

Record of conviction does not necessarily disqualify you from employment consideration. Please provide dates and details of the felony convictions.

Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years? No

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Employment History

Complete this form for each of your previous employers during the last ten (10) years.

Do you have any previous employment? Yes

Please indicate the reason for no previous employment

Were you subject to Federal Motor Carrier Safety Regulations while employed? No

123 Employer

Name of Employer	123 Employer
Address	
Suite#	
City	Fairfield
State	CA
Zip code	
Phone	
Contact Person	Human Resources
May we contact now?	Yes
Start Date	2/2005
End Date	I am still employed
Last Position Held	Payroll Clerk
Ending Salary/Wage	\$13.00 Hourly
Duties	Filing, basic HR administrative duties
Reason For Leaving	Looking for career advancement

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Education

List names and locations of educational institutions attended. For checking your occupational background, state your degree or credentials received.

High School

School Name	Fairfield High School
City	Fairfield
State	CA
Years Completed	12
Graduated?	Yes

College/University

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Trade/Vocational School

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Other School

School Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

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State

Graduated?

Years Attended

Major

Education Level

List other skills (e.g., computer knowledge, language skills) or special training or business/civic organization affiliations related to the position you are seeking.

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Driving Experience Summary

Complete this form for each of your vehicle types.

Do you have any previous driving experience? Yes

No Employment History Reason

Bus	
Vehicle Type (If van, bus, or school bus, indicate number of passengers.)	Bus
From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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Accident Record

Complete this form for any accidents you've had in the last three (3) years.

Have you had any accidents in the past three (3) years? Yes

No Employment History Reason

Personal vehicle	
Type of Vehicle	Personal vehicle
Nature of Accident (head-on, rear-end, upset, etc.)	Rear-end collision
# of Injuries	0
# of Fatalities	0
Date	3/2009
Location	Corner of 5th and L Street in Fairfield

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Traffic Convictions

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Traffic Convictions

Complete this form for each of your previous traffic convictions during the last three (3) years.

Do you have any Traffic Convictions and Forfeitures of Bond or Collateral for Past Three (3) Years other than parking violations? Yes

No Employment History Reason

Highway 80 through Cordelia Junction	
Location	Highway 80 through Cordelia Junction
Charge (if speeding, mph over limit)	Speeding, 25 MPH over limit
Penalty	Fine
Date	11/2008

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Authorization

I authorize investigation of all statements contained in this application for employment. I authorize a background investigation; and education institutions, law enforcement authorities, and any other organizations and individuals to release such information and documents as deemed appropriate or necessary by MV Transportation, Inc. I understand that falsifications, omissions, or misstatements of information may result in refusal to hire, or if hired, dismissal from employment. I certify that I, the undersigned applicant, have personally completed this application. I agree that MV Transportation, Inc. my previous employers, and all parties providing information shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsifying the statements and answers in the application. I understand that as a condition of employment, I will be required, prior to employment, to take and pass a controlled substances test. I understand that Company benefits and rules and regulations may be changed, modified, deleted, or added to by the Company at any time, at the Company's sole option and without any prior notice. HV is an at-will employer, and I understand that my employment may be terminated at any time with or without cause and with or without notice either at my option or the option of the Company. No employee, agent or representative of MV Transportation, Inc. has authority to enter into a verbal agreement for employment for any specified period of time or to make any verbal representations contrary to the foregoing. I understand that if the position offered to me by the Company requires me to operate a vehicle; I must provide a valid driver's license at the time of my employment. I also authorize the Company to check Department of Motor Vehicle records to ensure that I am in compliance with Company policy. I understand that if I do not meet Company requirements, I may be subject to termination of employment.

BY INITIALING THE BOX BELOW, I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Your Initials: CT Date: 5/28/2010

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Authorization

I authorize investigation of all statements contained in this application for employment. I authorize a background investigation; and education institutions, law enforcement authorities, and any other organizations and individuals to release such information and documents as deemed appropriate or necessary by MV Transportation, Inc. I understand that falsifications, omissions, or misstatements of information may result in refusal to hire, or if hired, dismissal from employment. I certify that I, the undersigned applicant, have personally completed this application. I agree that MV Transportation, Inc. my previous employers, and all parties providing information shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsifying the statements and answers in the application. I understand that as a condition of employment, I will be required, prior to employment, to take and pass a controlled substances test. I understand that Company benefits and rules and regulations may be changed, modified, deleted, or added to by the Company at any time, at the Company's sole option and without any prior notice. HV is an at-will employer, and I understand that my employment may be terminated at any time with or without cause and with or without notice either at my option or the option of the Company. No employee, agent or representative of MV Transportation, Inc. has authority to enter into a verbal agreement for employment for any specified period of time or to make any verbal representations contrary to the foregoing. I understand that if the position offered to me by the Company requires me to operate a vehicle; I must provide a valid driver's license at the time of my employment. I also authorize the Company to check Department of Motor Vehicle records to ensure that I am in compliance with Company policy. I understand that if I do not meet Company requirements, I may be subject to termination of employment.

BY INITIALING THE BOX BELOW, I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Your Initials: CT Date: 5/28/2010





1-4. Equal Employment Opportunity

AVTS is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), reproductive health decision making, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. AVTS's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

The Company will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; needs as a victim of domestic violence, sex offenses, or stalking; needs related to pregnancy, childbirth, or related medical conditions; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Company's business operations. Any applicant or employee who needs an accommodation to perform the essential functions of the job should contact Human Resources to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Company will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Company will evaluate requested accommodation, and as appropriate identify other possible accommodations, if any. The individual will be notified of the Company's decision within a reasonable period. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.



DATE: January 23, 2024

TO: BOARD OF DIRECTORS

SUBJECT: Proposed AVTA Legislative Principles for 2024

RECOMMENDATION

Approve the Proposed AVTA Legislative Principles for 2024 as outlined in Attachment A.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The proposed 2024 Legislative Principles outlined in Attachment A include broad guidelines to help focus AVTA’s legislative proposals and strategies. It is designed to provide flexibility, which will guide staff in responding to legislative issues that may arise during the year, such as legislation that potentially has a detrimental effect on transit funds, and responses to proposed legislative requirements.

The proposed Principles outline efforts to strengthen AVTA’s relationships with State and Federal representatives in Sacramento and Washington, D.C. as well as relationships with their staff members and various committees impacting AVTA. Primary goals are to build support for AVTA and its programs, protect our flexibility to use federal funds for operating purposes, and secure adequate funding for necessary improvements and future capital projects.

Updates will include recommendations for Board positions on individual bills and policies that affect AVTA’s interests.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Proposed AVTA Legislative Principles for 2024

**ANTELOPE VALLEY TRANSIT AUTHORITY
2024 LEGISLATIVE PRINCIPLES**

GOAL	ACTIONS
<p>Ensure that policy decisions made by regional planning and programming entities recognize issues important to AVTA.</p>	<ul style="list-style-type: none"> • Work through the Los Angeles County Metropolitan Transportation Authority’s (LACMTA) Bus Operators’ Subcommittee (BOS) and Technical Advisory Committee, and the Los Angeles County Municipal Operators’ Association (LACMOA) to craft solutions to potential areas of concern. • Provide position briefings to Metro Board members, AVTA Board members, and SCAG personnel on issues that may affect operations, planning, and funding. • Actively participate in North County Transportation Coalition (NCTC) to promote AVTA’s interests at the County and regional levels.
<p>Establish and maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.</p>	<ul style="list-style-type: none"> • Regularly participate in meetings of the Los Angeles County General Managers, Bus Operators’ Subcommittee (BOS) and regional Transportation Summits. • Coordinate on regular basis with Access Services and participate in Advisory committees to enhance service provided to mobility challenged members of community. • Stay abreast of transit issues agendized at the Los Angeles County Board of Supervisors and local city council meetings, social media outlets, and news reports to ensure common transportation needs are addressed. • Treat local officials as “constituents” and respond in a timely manner to their concerns about AVTA’s policies and service. • Regularly participate in meetings of the AV EDGE Transportation and Legislative Committees.

2024 STATE LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that state policy decisions are beneficial to Antelope Valley Transit Authority’s operations or funding.</p>	<ul style="list-style-type: none"> • Meet with AVTA’s Assembly and Senate representatives to request support for specific capital programs as well as transit in general. • Cap and Trade: Participate in workshops and webinars to remain abreast of all developing information related to Cap-and-Trade funding.

	<ul style="list-style-type: none"> • Monthly Updates: Provide updates to the Board of Directors on significant legislation and initiatives. • State Advocacy: Support full allocation of sales tax and bond proceeds dedicated to transit. Ensure connection between transit operations funding and climate change policies. • California Transit Association (CTA): Actively participate in CTA activities and committees. Work to make sure CTA’s positions reflect AVTA positions. • California Association of Community Transportation (CalACT): Actively participate in CalACT activities and committees. Work to make sure CalACT’s positions reflect AVTA positions.
<p>Establish a strong presence with AVTA’s state legislative delegation and their staff.</p>	<ul style="list-style-type: none"> • AVTA staff will contact local representatives and/or key staff on a regular basis to improve relations and discuss issues of concern to AVTA both locally and in Sacramento. Staff will extend invitations to elected officials to familiarize them with AVTA capital projects, facility improvements, and program operations. • AVTA staff will disseminate AVTA news items as well as invitations to AVTA events to local representatives and their staff. • AVTA staff will participate in and attend the CTA Spring and Fall Legislative Conferences, and other state legislative events to promote relations with elected officials at the leadership and transportation committee levels. • AVTA staff will attend appropriate legislative events in the state.
<p>Support legislation that:</p>	<ul style="list-style-type: none"> • Enhances AVTA’s ability to deliver effective and efficient transportation services. • Increases funding for transit operations and capital. • Encourages transit-oriented development in California; and • Provides relief from excessive taxes.
<p>Oppose legislation that:</p>	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services; and • Diverts current funding or ignores the need for increased transit funding.

2024 FEDERAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that federal policy decisions benefit AVTA operations and/or funding.</p>	<ul style="list-style-type: none"> • Meet with AVTA’s House and Senate representatives to request support for specific capital programs as well as transit in general. • AVTA staff will actively participate in the Bus Coalition, American Public Transportation Association (APTA), Community Transportation Association of America (CTAA), California Transit Association (CTA) legislative committee to ensure AVTA’s interests are represented at the federal level. • Support expanded funding opportunities.
<p>Represent regional interests.</p>	<ul style="list-style-type: none"> • Participate in advocacy efforts through Access Services, Antelope Valley Air Quality Management District (AVAQMD), Antelope Valley EDGE, and North County Transportation Coalition (NCTC).
<p>Support legislation that:</p>	<ul style="list-style-type: none"> • Enhances AVTA’s ability to deliver efficient and effective transit service. • Increases funding for transit operations and capital. • Supports transit-oriented development. • Allows maximum flexibility in the use of federal funding for both operating and capital purposes.
<p>Oppose legislation that:</p>	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services. • Diverts current funding or ignores the need for increased transit funding.



DATE: January 23, 2024
TO: BOARD OF DIRECTORS
SUBJECT: Grants Procedure Manual

RECOMMENDATION

Approve updates to AVTA’s Grants Manual as summarized herein and attached to this report.

FISCAL IMPACT

No significant fiscal impact is apparent from this update.

BACKGROUND

Staff has revised the Grants Manual to address organizational, title, and procedural changes that have been initiated. These revisions were undertaken to ensure that our procedures accurately reflect the most current processes. We are committed to regularly reviewing and updating our guiding documents to maintain the highest standards and efficiency in our grant management practices.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Grants Manual redline

	GRANTS MANUAL	
	Policy Effective Date: January 23, 2024	Revision Approved on: January 23, 2024
	Approved by: Board of Directors	
	Original Approval Date: September 28, 2011	Page 1 of 16 18

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I. INTRODUCTION

- A. AVTA is the public transit agency serving the Antelope Valley. Founded in 1992 through a joint powers agreement between the cities of Lancaster and Palmdale, and the County of Los Angeles, AVTA was created to address the growing needs for public transportation in the Antelope Valley.
- B. AVTA is organized into areas including Finance and Administration, Operations, Maintenance, Human Resources, Customer Service, Marketing, IT, Compliance, Records, and Safety/Security. The project development function is primarily handled by the Finance and Administration Department with the Chief Financial Officer taking the lead in securing funding and on-going grant management functions as described below. All AVTA areas take part in the grants administration function as managers of specific projects.

II. POLICY STATEMENT

- A. The AVTA Finance and Administration Department is responsible for managing and administering local, state, and federal grants for all AVTA areas. Responsibility for these functions is assigned to the Chief Financial Officer, who will be responsible for overseeing the management, administration and reporting on grants and reimbursable revenue in an effective and timely manner.

III. GOALS

- A. AVTA's grant administration function strives to ensure the following goals, that:
 - 1. AVTA is fully compliant with the requirements and regulations of funding agencies and grant agreements.
 - 2. Grant records are accurate, current, and documented with a thorough audit trail.
 - 3. Project managers receive accurate and timely information on expenditures and remaining fund balances.
 - 4. The use of available funding sources is maximized to fund improved transportation services to AVTA's customers.
 - 5. Ensures that the grants manual is reviewed bi-annually and updated as appropriate.

IV. PURPOSE

- A. The purpose of this manual is to document the processes used to:
 - 1. Monitor and ensure compliance with applicable local, state, and federal guidelines/regulations.
 - 2. Provide project status reporting information to grantors and internal project managers.
 - 3. Ensure that AVTA financial commitments made with local, state, and federal grantors are fulfilled.

4. Support the Transportation Improvement Program, and the capital budget.

V. GRANT PROGRAMS

A. AVTA receives millions of dollars annually in funds, either directly or indirectly, from governmental agencies. These include:

1. Federal Transit Administration (FTA)
 - a) Congress establishes the funding for FTA programs through authorizing legislation that amends Chapter 53 of Title 49 of the U.S. Code. On ~~December 4, 2015~~October 1, 2021, ~~President Obama signed the Fixing America's Surface Transportation (FAST) Act~~H.R. 3684 Infrastructure Investment and Jobs Act, reauthorizing ~~reauthorized~~ surface transportation programs through Fiscal Year ~~2020~~2026.
Formula Grants - Recipients and funding levels are predetermined using formulas based on demographic information.
 - b) 49 U.S.C. 5307, formula funds - available to urbanized areas (UZA) and to state governors for transit capital and operating assistance in urbanized areas and for transportation-related planning.
 - 1) For urbanized areas with a population exceeding 200,000 funds are apportioned and flow directly to urbanized area's designated recipient.
 - 2) AVTA's service area encompasses portions of three urbanized areas: Los Angeles-Long Beach-Anaheim, CA, Santa Clarita, CA, and Palmdale-Lancaster-Palmdale, CA therefore receives a proportionate share of 5307 formula funds from each: Sect. 5307 Formula, Sect. 5337 State of Good Repair (HIMB), and Sect. 5339(a) Bus and Bus Facilities.
 - 3) It is important that AVTA projects funded under this program be allocated to the urbanized area that will receive the projects' benefits.
 - c) 49 U.S.C. 5310, Transportation for Elderly Persons and Persons with Disabilities - provides formula funding to states for the purpose of assisting private nonprofit groups, and public transit agencies under certain conditions, in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each state's share of population for these groups of people. In California, these funds are administered through Caltrans.
 - d) 49 U.S.C. 5311 - provides formula funding to states for the purpose of supporting public transportation in areas of less than 50,000 populations. It is apportioned in proportion to each state's non-urbanized.

2. State of California
 - a) The Transit and Intercity Rail Capital Program (TIRCP) - created by Senate Bill (SB) 862 (Chapter 36, Statutes of 2014) and modified by 9 (Chapter 710, Statutes of 2015), to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion. This legislation continues to provide a historic funding increase for transportation with funds directed to the TIRCP from the Public Transportation Account for new programming to achieve the following objectives:
 - 1) Reduction in greenhouse gas emissions.
 - 2) Expand and improve transit service to increase ridership.
 - 3) Integrate the rail service of the state's various rail operations, including integration with the high-speed rail system.
 - 4) Improve transit safety.
 - b) Low Carbon Transit Operations Program (LCTOP) - LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total funds received shall be expended on projects that will benefit disadvantaged communities.
3. Other Funding Sources - non grant specific.
 - a) Measure R funds - Measure R funds are derived from a ½ cent of the general sales tax collected within the county. In November 2008, Measure R was approved by a two-thirds majority, committing a projected \$40 billion to traffic relief and transportation upgrades throughout the county. ~~over the next 30 years.~~ These funds may be put to work by cities for projects such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization and local transit services.
 - b) Measure M funds - LA County voters approved Measure M with 71.15% support in 2016. The no sunset half-cent sales tax measure funds projects to ease traffic, repair local streets and sidewalks, expand public transportation, earthquake retrofit bridges and subsidize transit fares for students, seniors, and persons with disabilities. Measure M partially funds many Metro projects, as well as making funding available to local jurisdictions via the Metro Subregional Program (MSP); Metro Active Transportation, Transit

- and First/Last Mile (MAT) Program; and Local Return.
- c) Carl Moyer Grant Program – Administered by the California Air Resources Board (ARB) and awarded through the Antelope Valley Air Quality District (AVAQMD), this program provides funds on an incentive basis for the incremental cost of cleaner-than-required engines and equipment. Eligible projects include cleaner on-road, off-road, marine, locomotive and stationary agricultural pump engines, as well as airport ground support equipment, forklifts, and auxiliary power units.
 - d) Prop C - Prop C was approved by Los Angeles County voters in November 1990 with revenues generated by a half-cent sales tax. By ordinance, revenues from Proposition C are allocated into categories including Rail & Bus Security; Commuter Rail, Transit Centers, and Park and Ride Lots; Local Return; and Transit Related Improvements to Streets and Highways.
 - e) Prop 1A Local Return - Approved by voters in November 1980, Prop A is a half-cent sales tax dedicated to transportation funding. One-fourth of the funds go to Local Return Programs. These are local jurisdictions, including the 88 cities in the county as well as the unincorporated portion of the county. The monies help these entities develop and improve local public transit, paratransit, and related transportation infrastructure. The funds are distributed on a formula basis by population.
 - f) Senate Bill (SB) 1, known as the Road Repair and Accountability Act of 2017, allocates formula funds to transit agencies for two different programs: 1) State of Good Repair (SGR) and 2) State Transit Assistance. SGR is a new program funded by the increase in Vehicle License Fees. In order to be eligible for SGR funding, eligible transit agencies must comply with various reporting requirements. The second program augments the base of the State Transit Assistance program with a portion of the new sales tax on diesel fuel.

VI. RESPONSIBILITIES

- A. The following identifies the key responsibilities of personnel engaged in the grant development ~~and administration function~~:
 - 1. Executive Director/CEO
 - a) Holding and documenting public hearings as required for approval of the SRTP, grant applications, etc.
 - 1) As the grantee, the FTA holds AVTA responsible for ensuring that sub-recipients comply with the same federal regulations required of AVTA.
 - 2) Assures FTA regulatory flow-down responsibilities such as Buy America, Drug and Alcohol program, Disadvantaged Business Enterprise, Title VI, and Equal Employment Opportunity, etc.

are met.

- ~~3) Monitoring of sub-recipients is performed through site visits, reviews of relevant documents such as RFPs and contract clause language, and the documentation of the sub-recipient relationship via a sub-recipient contract.~~
- ~~4) Obtains annually, a copy of the sub-recipient's single audit report, as required.~~
- ~~5) Retains Labor Compliance Services for construction projects to ensure compliance with Davis Bacon requirements, training fund requirements, etc. are met.~~

2. Procurement & Contract Officer

- a) Coordinates with Finance staff on capital project planning and TIP administration.
- b) Coordinates with all Project Managers on project implementation.
- c) Retains Labor Compliance Services for construction projects to ensure compliance with Davis Bacon requirements, training fund requirements, etc. are met.

3. Chief Financial Officer (CFO)

- a) Reviewing projects or activities submitted by departments for grant funding.
- b) Preparation of the AVTA annual capital plan as part of the agency budget process.
- c) Capital plans must include total project costs including estimated funding sources from other agencies and AVTA internal operating funds.
- d) Administration of the Federal Transit Administration's TRAMS, ECHO, NTD-~~WEB~~, and SAM systems.
- e) Administration of the State of California's Blackcat system.
- ~~b)f) Administration of the RTPA's ProgramMetro, and Smartsheet systems.~~
- g) Processing FTA's Annual List of Certifications and Assurances including the authorizing AVTA Board action.
- ~~e)h) Preparing and processing all required Authorizing documents as required by the grant eligibility process, ex: Resolutions, Authorized Agent, Annual Recertifications.~~
- ~~d)i) Serving as the primary point of contact with funding agencies regarding grants.~~
- e)j) Development of the annual Program of Projects (POP) by UZA in cooperation with ~~LACMTA-SCAG~~, the Metropolitan Planning Organization, and LACMTA, the Regional Transportation Planning Agency including required publication.
- ~~f)k) Preparing and submitting of grant and claim applications (with assistance from other agency departments) including:
 - 1) FTA grants;
 - ~~1)2) State grants;~~
 - ~~2)3) All other discretionary grants; and~~~~

~~3)4)~~ RTIP and FTIP amendments and changes.

~~g)l)~~ Preparing and submitting reports required by funding agencies.

~~h)m)~~ Processing grant/claim amendments, revisions, deobligations and reobligations.

~~i)n)~~ Assigning general ledger and project codes.

~~j)o)~~ Notifying ~~project—Project managers—Managers~~ of grant approval/award.

~~k)p)~~ Preparing and submitting reports required by funding agencies.

~~l)q)~~ Monitoring project budgets and communicating fund status to the Project Managers.

~~m)r)~~ Ensuring ~~that~~ costs billed to the grantor agency are for eligible expenses.

~~n)s)~~ Working with the Project Managers to address any incorrect charges.

~~o)t)~~ Informing the Project Managers of any disallowed costs or working project task problems.

~~p)u)~~ Ensuring that the Tyler Financial System (~~TFS~~) reflects the correct coding information to properly track expenditures and reimbursements and coordinate with the Senior Finance Manager, Procurement & Contract Officer, and Project Manager concerning necessary corrections.

~~q)v)~~ Ensuring that any requested changes to the grant scope or budget are reviewed and processed by the Senior Finance Manager, Procurement & Contract Officer, Project Manager, and appropriate funding agencies.

~~r>w)~~ Maintaining the integrity of the grant budget, funding pattern, expenditure and schedule as represented in the grant contracts.

~~s)x)~~ Preparing and requesting grant closeout information.

~~t)y)~~ Providing schedules and assistance for the annual single audit, the Triennial Performance Audit, and any other audits that require grant related information.

~~u)z)~~ Coordination with Transtrack for NTD allocation crosswalk setup.

~~v)aa)~~ Updating the Authority's Contract Log to identify funding source, type, percentage, etc.

4. Project Manager

a) Monitoring expenditures to ensure that incurred expenses are for approved eligible grant-funded tasks and within the approved project budget.

b) Monitoring the development, implementation, and progress of their individual grant-funded project and activities.

c) Preparing requisitions using the correct general ledger and project codes based on the approved AVTA budget and ensuring that all charges to the grant-funded tasks are accurate and correct.

d) Reviewing/approving invoices for accuracy ~~and preparing progress payment vouchers.~~

e) Informing CFO/GA and ~~Contracts &~~ Procurements Officer of project completion to initiate a contract and grant closeout process.

- f) Working with the CFO/~~GA~~ in obtaining necessary approvals for changes in scope, project tasks, or budget as represented in grant contracts.
 - g) Ensuring compliance with local, state, and federal regulations on the part of consultants, contractors, subcontractors, and agencies working under approved third-party contracts.
 - h) Providing milestone information and other data upon request for completion of grant reporting.
 - i) Providing the CFO/~~GA~~ a final status report at completion of each grant-funded activity.
 - j) Responding to audit requests pertaining to their projects or activities.
5. Senior Finance Manager
- a) Working closely with the CFO and affected departments to resolve any ~~TFS issues~~, billing or grant issues.
 - a)b) Creation of general ledger and project codes for each activity line item (ALI) or component of the grant. This ensures all expenditures are charged to the appropriate grant and ALI/component.
 - b)c) Providing the CFO or designee with the required documentation to process quarterly reporting, and grant closeout; ex: encumbrance reports, drawdown requests, and final grant activity reports.
 - e)d) Monitoring expenditures through reports generated by project-tracking mechanisms.
 - e) Preparing requests for reimbursement of grant/~~claim~~ funds, including FTA ECHO draw-down documentation.
 - d)f) Coordinate and participate in external and internal audits related to grant-funded projects.
 - e)g) Account for fixed assets and property inventory in the Fixed Assets Module of the Tyler Financial System. All supporting records are kept with the respective staff that originated the source transaction (i.e. Payroll, Accounts Payable). The fixed assets records should contain all the elements required by the FTA guidelines pertinent to property management.
 - h) Records must include a description, identification number, procurement source, acquisition date, cost, and percentage of federalS participation in the cost, the grant project under which it was procured, the source of local match, location, use and condition, and any disposition data, including the date of disposal and sale price, or, where applicable, the method used to determine its fair market value. The inventory records should also state the title holder of the equipment.

Controller

- f)i) Arranging for an annual independent audit in accordance with Circular A-87
- g)j) Reviewing eligibility of costs from grant-funded projects with the CFO.

- ~~h)k)~~ Notifying the CFO of any updates or revisions to the CIP or the AVTA Budget.
- ~~i)l)~~ ~~Processing required Board Resolutions for the capital program budget, budget amendments, appropriations and other resolutions as required~~
- ~~j)m)~~ ~~Securing the CFO's concurrence for any fund transfer changes affecting grant-funded projects.~~
- ~~k)n)~~ Approving changes or additions to the ~~(Tyler Financial System)~~ project structure by ensuring that the annual budget for the affected tasks is available and correct.
 - 1) Tasks are activated when the AVTA Budget is approved or AVTA Board approval when required.
- ~~l)~~ ~~Securing the CFO's concurrence of any changes to grant funded projects such as description, allocated amount, budget, funding pattern, scope, and schedule.~~
- ~~m)~~ ~~Providing the CFO with a detailed description of the scope of work, milestone schedule, and the Project Manager name if requesting that new tasks be activated.~~
- ~~n)~~ ~~Ensuring that budgeted activities are eligible for grants reimbursement by requesting the CFO's concurrence before budget recommendations are completed.~~
- o) Resolving with the Project Managers any issues related to the AVTA Budget and overruns and coordinating with the CFO any reallocation of expenses incurred.

VII. PROJECT INITIATION

- A. Departments seeking grant/claim funding for capital projects/activities shall seek the assistance of the CFO for inclusion of the project in the annual capital budget.SRTP.
 - 1. Once the project is approved by the Executive Director/CEO and the Board of Directors, project will be entered into the regional programming website (ProgramMetro) for inclusion into the STIP and FTIP.
 - ~~1.2.~~ Project funding should be allocated into the UZA that receives the projects' benefit.
- B. Project Managers responsible for AVTA capital projects/activities must ensure that planned annual expenditures for their projects or activities are included in their department's annual capital and operating budgets. ~~submittal for the AVTA annual. The CFO is responsible for authorizing the expenditures for individual projects or activities.~~
- C. The AVTA Budget is an annual plan used as the vehicle for receiving funding approval from the AVTA Board of Directors through the AVTA Budget process.
- D. AVTA capital projects or activities that are not included in an approved or adopted AVTA Budget will not be programmed for capital grant funds unless

the budget is amended, and the required approvals are obtained.

- E. ~~Project managers are reminded that including a project or an activity in a planning, programming, does not necessarily guarantee an annual authorization for expenditure of grant or other AVTA funds. Again, expenditures are only authorized in the AVTA budget.~~

E. Unexpected circumstances may arise wherein grant funding is needed or must be changed (during or after the annual budget process) for a particular project or activity. In these circumstances, the Project Manager should contact the CFO first to determine a course of action.

- F. Project Managers are expected to meet grant project management requirements as described in these procedures. These include coordinating any changes with the CFO, providing input to required reports including FTA Financial Management and Milestone Progress reports, and ensuring timely completion of their grant project or activities within budget. Failure to meet these requirements may result in re-programming or cancellation of the approved grant funds.
- G. For unanticipated projects that are required during the fiscal year, the ~~project~~ Project manager ~~Manager~~ will consult with the Executive Director/CEO for approval. Once approved, the CFO will ~~seek to~~ identify a potential funding source(s) and the procedures (amendment, de/re-obligation, etc.) required.
- H. The CFO will identify the funding sources for projects prior to the adoption of the annual budget. The CFO will assign general ledger and project numbers to approved activities following approval of the ~~grant applications~~annual budget.
- I. A purchase requisition (PO) must be entered into the Tyler Financial System and approved by the relevant department head. ~~It~~ The PO will ~~then be also~~ require approved approval by the ~~CFO~~ Senior Finance Manager to verify the general ledger and project codes. ~~and funding share.~~
- J. Terms - The grant terms and required clauses of ~~a the funding agency grant,~~ including funding levels, funding restrictions and local match requirements should be clearly stated and included in the ~~Request for Proposals (RFP)~~ and/or funding executed agreement. Most grants require a local match that ensures the grantee's participation in the cost and implies the grantee's commitment to the project.
- K. The Executive Director/CEO, ~~the Chief Operating~~ Procurement and Contract Officer, the Chief Financial Officer, ~~the Controller~~ and the Senior Finance Manager shall coordinate their respective job functions from the earliest stage of project development, including the development of the ~~Short~~ Short-Range Transportation Program (SRTP) and the AVTA annual capital and operating budget.

VIII. GRANT APPLICATIONS

A. FTA Grants

1. Once the AVTA Budget is approved and adopted, the CFO will develop the Program of Projects (POP,) in cooperation with Southern California Association of Governments (SCAG) and submit grant applications (upon approval of annual appropriations in the case of federal funds) to the applicable funding agencies.
2. Departments with grant-funded projects are responsible for designating a Project Manager to coordinate the efforts between the department, [the Procurement & Contract Officer](#), and the CFO. The Project Manager is responsible for providing:
 - a) A detailed description of progress towards completion of the grant project scope and activities, including procurements and labor cost estimates.
 - b) A grant project implementation schedule with milestones.
3. Grant Execution – when grants are ready for execution, the CFO will notify the AVTA Executive Director/[CEO](#) who will execute the grant in the TRAMS system or sign the contract issued by the grantor.
 - a) FTA grants are executed through the Transportation Award and Management System (TRAMS) upon notification by the FTA that the grant has been awarded and is ready for execution.
 - b) The Executive Director/CEO will execute the grant by the procedure outlined in the FTA TRAMS System Recipient Training Guide.
 - c) Once this process has been completed, [working](#) copies should be kept by the CFO in the [Finance>Grants](#) file on the [Authority's K-drive](#), [with all final documents maintained in Laserfishe by the Records Department.](#)
4. [General Ledger and](#) Project Code Assignment
 - a) [General ledger and project codes](#) are assigned based on the approved annual AVTA capital budget and with each subsequent grant award.
 - b) One [general ledger and](#) project code is assigned to each project [expenditure](#) in the budget, regardless of the number and types of funding sources.
 - c) Funding sources will be related to the [general ledger and](#) project code in the Tyler Financial System including the approved budget amount.

IX. RECORD KEEPING

- A. Keeping accurate, concise, and organized records is a fundamental part of grant administration. Once the grant agreement is in process a separate folder will be created on the K-drive > Finance > Grants > {*new grant #*} for each grant will be assembled and will include the following:
 1. Application
 2. Grant agreement
 3. Department of Labor Certifications

4. Amendments/Revisions

~~5. Invoices~~

5. Correspondence

B. Draws

1. Draw reimbursement requests and appropriate back up documentation.
2. Other relevant back up information will be included in the file such as summary data used for internal AVTA accounting and DBE purposes.

X. EXPENSE REIMBURSEMENTS

A. The ~~Controller~~Senior Finance Manager and CFO have the primary responsibility to ensure that grant funds are drawn down in an accurate and timely manner as expenses are incurred.

B. The reimbursement request process will be initiated at least quarterly; more often in the case of large amounts to avoid losing interest revenue on funds advanced by AVTA prior to the draw-down.

1. FTA Funding

a) FTA funds for approved and executed grants are drawn down through the Electronic Clearing House Operation (ECHO) system.

b) FTA draw-down procedures are as follows:

1) At the end of each quarter, the Senior Finance Manager will review the expenditures related to each project in each grant as identified by ~~grant activity sheet~~the general ledger and project code.

2) The Senior Finance Manager will produce a list of capital project transactions that occurred during each month and identify the total amount to be requested from each grant. The federal share will be determined by the FTA approved grant budget.

3) This report will be forwarded to the ~~Controller~~CFO for review and approval.

4) Once the ~~Controller~~CFO approves the draw request, the CFO will process an ECHO draw-down.

5) Only transactions documented by a check to prove payment and all required backup documentation will be processed for ECHO draw-down.

6) Journal entries documenting reclassification of expenses or other issues from accounting. These also will be processed for ECHO draw-down.

7) Once entered, the ECHO system will generate a confirmation receipt. A copy of the ECHO receipt, along with the appropriate back up will be filed digitally in the ~~Grants~~Draws file (K-drive > Finance > Grants > Draws).

~~8) After the requested funds are wired from the ECHO system to AVTA, a notice of confirmed wire transfer will be given to the CFO.~~

2. Other funding reimbursement requests

a) Reimbursement requests for other types of grants such as FTA

5310 funds (received through Caltrans), and other special grant programs will be prepared by or at the direction of ~~the~~ Senior Finance Manager in accordance with the requirements of the agencies involved, with the same order of approvals as stated above.

- b) As with all reimbursement requests, the finance department will strive for accuracy and thoroughly document all transactions for review during audits and other processes.

XI. REPORTING

A. The CFO is responsible for ensuring that reports required by the various funding agencies are prepared accurately and submitted on-time. These reports include:

1. FTA Milestone/Progress Reports (MPR)
 - a) This report is provided electronically through the FTA TRAMS WEB system. This report is due by 4pm (midnight Greenwich Mean time), 30 days ~~following~~after the end of each quarter.
 - b) Each milestone/progress report should include the following data:
 - 1) The status of each activity line item within the approved grant.
 - 2) A discussion of all budget or schedule changes, the original estimated completion date, revised estimated completion date, and the actual completion date if applicable.
 - 3) The dates of expected or actual requests for bid, delivery, project completion, and contract closeout, etc.
 - 4) A narrative description of projects, status, specification preparation, bid solicitation, contract awards, ~~resolution of protests, and~~ contract awards and if available, the selected vendor.
 - 5) Reasons why any scheduled milestones or completion dates were not met, identifying problem areas, and discussing how the problems will be solved. The expected impacts of delays and the steps planned to minimize these impacts will also be discussed.
2. Federal Financial Reports (FFR)
 - a) FTA grant recipients are to submit financial information through the TRAMS system. This report should be provided concurrently with the milestone/progress reports. This report is due by 4pm (midnight Greenwich Mean time), 30 days ~~following~~after the end of each quarter.
 - b) The information to be provided is as follows:
 - 1) Federal tax ID number.
 - 2) Federal cash on hand, federal cash receipts, federal cash disbursements.
 - 3) Federal cash on hand at end of period.
 - 4) Total federal funds authorized.
 - 5) Federal, recipient, and total share of expenditures.

- 6) Federal, recipient, and total share of unliquidated obligations.
 - 7) Federal program income earned (if applicable), and federal program income expended (in accordance with the deduction alternative).
 - 8) Federal program income expended on allowable transit capital and operating expenses.
 - 9) Other fields in the FFR will automatically calculate the totals.
 - c) Prior to submission, the FFR information should be verified against AVTA accounting records, and double checked against the ECHO records.
 - 1) The unobligated balance of federal funds in the TRAMS FFR should equal the total of remaining project balances for the grant in the AVTA accounting records.
 - 2) The share of federal outlays in the FFR should equal the total of ECHO draw-downs for the quarter.
3. National Database Report (NTD)
 - a) The National Transit Database (NTD) is the FTA's primary national database for statistics on the transit industry. Recipients of FTA Urbanized Area Formula Program (Section 5307) grants are required by statute to submit this data annually to the NTD.
 - b) The CFO with support from the ~~Controller~~ Senior Finance Manager, and Planning Manager, are responsible for preparing the annual NTD report, primarily using data collected in the Transtrack system.
 - c) The NTD report is due by October 30 following the end of AVTA's fiscal year on June 30.
 - d) The report is submitted online as instructed by the NTD.
 - e) A copy of the NTD report will be forwarded to LACMTA.
4. Transit Operators Financial Transactions Report (State Controller)
 - a) AVTA will submit this report annually using the California State Controller's electronic format. Automated Report Guidelines will be sent to AVTA on disk to facilitate the creation of the report. The finalized report will be uploaded at the California State Controller's Web site at <http://www.sco.ca.gov/ard/local/locrep/transit/>. This Report is due by October 18 following the end of AVTA's fiscal year or 110 days following the end of AVTA's fiscal year end of June 30. There is no statutory authority for the California State Controller to grant extensions for filing this report.
 - b) In addition, the signed cover page form and the U.S. Bureau of the Census Survey must be mailed to the California State Controller's Office to complete filing requirements.
 - c) The ~~Controller~~ Senior Finance Manager will have primary responsibility for completing the report with assistance from the ~~Accounting~~ accounting staff and other staff as appropriate.
5. Disadvantaged Business Enterprise (DBE) Semi-Annual Progress

Reports

- a) These reports are the responsibility of the AVTA's ~~DBE/EEO Contracts Administrator-Compliance Officer~~, who works closely with the Procurement and Finance ~~and Administration and Contracts~~ departments to obtain the necessary information.
6. Annual Single Audit
 - a) The Annual Audit is due to FTA within 180 days following the end of AVTA's fiscal year end of June 30.
 - b) This deadline may be extended by 90 days with the concurrence of FTA.
 7. Reports of Significant Events
 - a) Unforeseen events that impact the schedule, cost, capacity, usefulness or purpose of the project should be reported to the FTA immediately after detection and then reflected in the next quarterly progress report. Special reports should be submitted when:
 - 1) Problems, delays, or adverse conditions will affect the grantee's ability to achieve project objectives within the scheduled time period or within the approved project budget. The report should discuss actions taken and/or contemplated and any federal assistance needed to resolve the situation; or,
 - 2) Favorable developments will enable the grantee to achieve project goals/complete project activities ahead of schedule or at lower cost.

XII. CHANGES TO GRANT PROJECT AND/OR SCOPE

- A. The CFO has the overall responsibility for managing grant project budgets. Therefore, reallocating grant funds to project/task(s) is processed and approved in concurrence with the ~~Controller and Finance Manager~~Executive Director/CEO, and in consultation with the Procurement and Contract Officer and the Project Manager. The use of grant funds is limited to the approved scope for the project/task(s) identified in grant ~~contracts~~agreements.
- B. The Project Manager must notify the CFO of the need for any changes in grant project/task cost or scope as soon they become apparent. Such a request must include:
 1. Current project task information and proposed change; and
 2. A brief narrative justifying the change.
 3. Approval by the Executive Director/CEO.
 - ~~3-4.~~ Processed by the Procurement Department.
- C. The CFO will determine, according to grantor regulations, whether the change will require a revision or an amendment to the grant.
- D. Budget Revision (FTA)
 1. AVTA may change the dollar amount to be spent to procure or construct items under an individual grant activity item. Grant changes may be made by budget revision if the purpose, scope, and amount of the grant remains unchanged.

2. Budget Revision requiring FTA approval:
 - a) Prior FTA approval is required when budget revisions when:
 - 1) The federal share of the grant exceeds \$100,000 and the cumulative amount of project funds to be transferred between or among activities exceeds 20 percent.
 - 2) The revision would transfer funds between activity line items with different Federal matching ratios, such as from 80/20 to the ~~8385/17-15~~ option to include "Americans with Disabilities Act" or "Clean Air Act" requirements.
 - 3) Prior FTA approval may be required when the revision is for the addition or deletion of capital expenditures.
 - 4) Change the size or physical characteristics of the activities specified in a grant.
3. Administrative Amendment
 - a) An administrative amendment may be used to change or clarify the terms, conditions or provisions of a grant contract, but it cannot be used to change the scope of a grant.
 - 1) Such amendments are usually initiated by the CFO and may be used only when no change will result in the scope, amount or purpose of the grant.
 - 2) An administrative amendment is used:
 - i. To modify a grant ~~contract agreement~~ for such purposes as to comply with changes required by ~~FTA applicable~~ law, to change the year or type of funds obligated for a grant, to transfer equipment from one grantee to another, or to deobligate federal funds that are not needed to complete approved project scope or purpose.
 - ii. To institute ~~time schedule period~~ changes, adjustments or extensions to time of operating period provided the total amount of federal funds previously awarded under the grant remains unchanged. ~~The grantee may enter a change in electronic text with a brief explanation. This allows sufficient flexibility to encompass potential time adjustments, and allows the FTA office sufficient time to review.~~
4. If a time period is part of the grant agreement, the grantee may request a time change when updating the Quarterly Milestone Progress Report. The alternate option is to specify a longer ~~time~~ period in the original grant to encompass any potential time adjustments that may become necessary. ~~or do not specify a finite time period, [e.g., "for the next operating period"] which provides maximum flexibility.~~

XIII. GRANT CLOSEOUT

- A. Grants should be closed in a timely manner for such reasons as:
- a) FTA Circular 5010, 1E requires recipient initiate closeout of award within 90 days after the end of the performance period, or after all approved activities are completed, and/or the applicable federal interest has been expended for all eligible costs.
 - ~~a)~~b) All funds have been expended.
 - ~~b)~~c) Some funds remain but the projects are complete and/or no longer required.
 - ~~c)~~d) The term of the grant (if any) has expired.
- B. When all funds in the grant have been expended, or when the projects have all concluded, the CFO will process the close out of the grant.
- C. The CFO will prepare the closeout documents, which may include:
1. The latest approved grant budget;
 2. The final budget revision reflecting actual project/task costs;
 3. The final federal financial report;
 4. The final narrative milestone/progress report;
 5. A request to deobligate any unexpended grant funds; and
 6. The Final Equipment Listing spreadsheet.
- D. FTA grant close-outs will be processed through The TRAMS system by the CFO.
- E. Once the grant closeout documents are submitted to the FTA, no further charges will be allowed under the grant.
- F. Senior Finance Manager must ensure that **ALL** invoices are paid, and **ALL** contracts are closed before the CFO or designee processes final closeout documents.

XIV. DISPOSITION OF GRANT FUNDED PROPERTY AND EQUIPMENT

- A. The CFO must be informed of any intent to dispose of grant--funded project property or equipment, including any report to the Board ~~to regarding~~ surplus equipment. The CFO will coordinate with departments and grantor agencies on the necessary procedures to follow before and after grant-funded property or equipment is disposed.
- B. There may be cases when the proceeds from the disposition of project property or equipment must be credited to another eligible grant-funded project or returned to the grantor agency. After consulting with the appropriate grantor agency, the CFO will inform accounting when the proceeds or remaining equity of property or equipment removed from service must be credited to another grant-funded activity or returned.
- ~~C.~~ Accounting must ensure that any proceeds or remaining equity from disposed property or equipment is properly credited to another grant-funded activity

as identified by the CFO.

XV. GRANT CLOSEOUT – RECORDS REQUIREMENTS

- A. Once the CFO or designee processes the FINAL grant closeout with the appropriate funding agency, the Records department should be notified of the official closeout date, and provided any associated documents submitted and maintained on the K-drive during the open grant period.
- ~~A.~~B. Upon successful closure of the grant, the Records Department will maintain the Authority's official records and follows all applicable retention and destruction schedules.



DATE: January 23, 2024

TO: BOARD OF DIRECTORS

SUBJECT: Third Amendment to Executive Director/CEO Employment Agreement

RECOMMENDATION

Approve the Third Amendment to the Executive Director/CEO Employment Agreement.

FISCAL IMPACT

Funding for this item will be included in future Budgets.

BACKGROUND

The Executive Director/CEO's employment agreement was originally executed effective January 1, 2022 through December 31, 2022, which term was extended to June 30, 2027 by prior amendments. The Board has conducted the annual review of the Executive Director/CEO and directed preparation of an amendment with (i) a salary increase of 5% and one-time incentive payment of \$10,473.75; and (ii) extension of the term of the agreement to June 30, 2028. The remaining terms and conditions of the employment agreement will remain the same. A copy of the Third Amendment to the Executive Director/CEO Employment Agreement is available upon request to the board clerk.

Prepared and Submitted by:

Allison E. Burns
General Counsel, AVTA



DATE: January 23, 2024

TO: BOARD OF DIRECTORS

SUBJECT: Sole Source Contract #2024-26 with Avail Technologies, Inc. for Intelligent Transportation System Upgrades (IRMA Passenger Counters)

RECOMMENDATIONS

Authorize the Executive Director/CEO to award Sole Source Contract #2024-26 to Avail Technologies, Inc. for Information Technology System (ITS) equipment and installation for an amount not to exceed \$552,560.10 plus any applicable taxes (Attachment A)

FISCAL IMPACT

Funding for this project will be included in the FY 2024 Mid-Year Budget adjustment.

BACKGROUND

AVTA has been using Avail Technologies equipment on its buses since 2013 for the ITS system. Part of this system includes Automatic Passenger Counters (APCs). These counters are crucial to verifying ridership numbers and require periodic certification to comply with NTD reporting requirements. The current APCs are becoming more challenging to certify year over year and some accuracy concerns have occurred in situations where multiple passengers board or alight in groups. This equipment upgrade will alleviate these concerns.

Prepared by:

Submitted by

Esteban Rodriguez
Senior Director of Operations and Planning

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Scope of Work and Deliverables

1 SCOPE OF WORK & DELIVERABLES

1.1 APC REPLACEMENT- FIXED ROUTE FLEET

1.1.1 OVERVIEW

Avail is proposing the replacement of the Infodev APC with the IRMA MATRIX, which is the 5th generation state of the art APC sensor of iris-GmbH. The IRMA MATRIX uses time-of-flight (ToF) technology to generate a 3D image for count processing. With a resolution of 500 pixels (25x20), one pixel can measure 4,096 different height values. Generally speaking, one sensor is sufficient for a standard door in North America. The data collected can be transmitted to an on-board intelligent device via Ethernet and CAN, or alternatively with a gateway via J1708, RS232 and RS485. Based on bus type (i.e. low-floor or high-floor buses), a specific firmware per type is available. The IRMA MARIX sensor has an accuracy rate of 98% based on raw data collected from revenue runs.

The image generated by the sensor allows reliable identification of passengers and movement pattern, such as direction and speed of movement. It also can measure the height of individuals. The sensor is also capable of recognizing bicycles and strollers/wheelchairs. Pilot projects for this kind of object counting are presently running in Europe and the United States. IRMA MATRIX ensures high counting accuracy independent of color, temperature, and moisture, as well as in darkness, strong sunlight, and reflections.



1.1.2 AVAIL RESPONSIBILITIES

1. Avail will review the fleet list of vehicles for installation, including all available schematics to ensure equipment accuracy and placement.
2. Avail will create acceptance test procedures to be performed during fleet upgrade to ensure proper configurations.
3. For the designated fleet- **81** fixed route vehicles, Avail shall install IRMA APCs based on the following assumptions:
 - a. Remove during upgrade:
 - i. InfoDev APCs and cabling
 - b. Install during upgrade
 - i. IRMA APCs
 - c. Unchanged ITS equipment:
 - i. IVU slide plate and cabling, driver display, cellular data modem, interior vehicle signage,
4. Avail is responsible for hiring and managing a third-party subcontractor to complete the removal and installation of vehicle equipment.
5. Vehicle Breakdown

Summary		
k8 (35')	4	2 Doors
k9 (40')	35	2 Doors
k11 (60')	18	3 Doors
MCI	24	2 Doors
Includes	8	Spares
Total	89	

1.1.3 AGENCY RESPONSIBILITIES

1. The maintenance and operations teams will assist Avail with making the necessary vehicles available as needed.
2. Agency will support and coordinate with Avail acceptance testing of all vehicles during the installation phase.
3. Agency staff will participate in maintenance training for the APCs



1.1.4 COMPLETION REQUIREMENTS

1. Avail shall perform training for maintenance staff. This will include a sign-off sheet of attendees and testing to ensure knowledge retention. This step is considered complete upon the sign-off of the employee supervisor designated by AVTA.
2. Upon installation, vehicles will be vetted with a pre- and post- check and functionality tested. These checks will be signed by a designated member of AVTA. Once each vehicle is signed off, the vehicle will be considered complete. Once all vehicles have been signed off, the project will be considered complete.
3. These APC installations will not be considered as part of the ongoing ITS upgrades project, and thus will not create a dependency related the completion of that project. The delivery, installation, and testing of these APCs are considered a separate contract, and separate project with its own sell-off.

2 DELIVERY SCHEDULE

Upon receipt of PO, Avail will work with AVTA to develop an agreed upon schedule for this deployment. Please note for planning purposes, APCs have an ordering lead time of a minimum of 10-12 weeks.

Estimated Time Line

- Jan 2024 (TBD)
 - Project kick off, vehicle surveys, and drawings
 - Based on commitment, possiblility to complete surveys sooner
 - Order hardware, and brackets (10 - 12 week lead time)
- Apr 2024
 - 1st article installations, and pilot
 - Begin fleet installation
- May 2024
 - Complete fleet installation
- June 2024
 - Project sign off

3 SUPPORT & WARRANTY

The coverage of APCs in the Maintenance & Support Agreement currently in effect will transfer to the APCs being purchase, resulting in a zero change in coverage.



4 PRICE PROPOSAL

Description	Price
Project Implementation	\$ 88,388.46
APC Equipment (81) - Includes (8) spares	\$ 389,525.30
APC Installations (81)	\$ 85,923.08
2% Discount	\$ (11,276.74)
Total Price	\$ 552,560.10

**Pricing shown does not include any taxes, agency is responsible for all tax

**Should quantities indicated differ from actual quantities, adjustment to the contract value will be assessed as necessary

** If during the performance of this contract, the price of materials quoted increases, through no fault of contractor, the price of materials shall be equitably adjusted by an amount reasonably necessary to cover any such price increases. As used herein, a price increase shall mean any increase in price exceeding 3% experienced by contractor from the date of the contract signing. Where the delivery of material is delayed, through no fault of contractor, as a result of the shortage or unavailability of materials, contractor shall not be liable for any additional costs or damages associated with such delay(s).



5 PAYMENT TERMS

To execute this request, please forward your Purchase Order electronically to contracts@availtec.com. Avail shall invoice as follows, with payment due Net 30:

Milestone	%	Price
Project Kick-off & Schedule Approval	15%	\$ 82,884.02
Completion of Vehicle Surveys	35%	\$ 193,396.04
Equipment Delivered to Agency	25%	\$ 138,140.03
Initial 50% Fleet Installed	15%	\$ 82,884.02
Final 50% Fleet Installed	10%	\$ 55,256.01
Total Price	100%	\$ 552,560.10

6 APPROVALS

By signing this agreement AVTA is agreeing to the price and payment terms listed in this offer.

AVAIL Technologies, Inc.

Agency

Signature: 

Signature: _____

Name: Rick Spangler

Name: _____

Title: Chief Technology Officer

Title: _____

Date: October 18, 2023

Date: _____





DATE: January 23, 2024

TO: BOARD OF DIRECTORS

SUBJECT: Fiscal Year 2023/2024 (FY 2024) Mid-Year Budget Review and Proposed Adjustments

RECOMMENDATIONS

Approve the proposed FY 2024 Mid-Year Budget adjustments.

FISCAL IMPACT

Expense Category	Original Budget	Net Budget Adjustment	Revised Budget
Capital outlay	\$ 155,446	\$ -	\$ 155,446
Fuel/Electricity	\$ 2,211,409	\$ -	\$ 2,211,409
General and Administrative Costs	\$ 1,441,661	\$ (58,000)	\$ 1,383,661
Investment Property Expenditures	\$ 20,600	\$ -	\$ 20,600
Other Operating Costs	\$ 2,084,161	\$ 58,000	\$ 2,142,161
Purchased Transportation	\$ 23,306,511	\$ -	\$ 23,306,511
Salaries & Benefits	\$ 5,654,213	\$ -	\$ 5,654,213
Grand Total	\$ 34,874,001	\$ -	\$ 34,874,001

BACKGROUND

Revenue Adjustments Explained:

- No major impacts to the originally anticipated revenue amounts at this time.

Expense Adjustments Explained:

- General & Administration: This category is seeing decreases in Legal Fees and increases in third-party security services, resulting in a net decrease in costs.
- Other Operating Costs: The net increase is due to increased costs for Avail Software. The new contract was in mid-negotiation during the initial budgeting period.

Capital Adjustments Explained (Attachment A):

- \$901,560 has been added to the FY 2024 capital budget to accommodate four new projects: Expansion support vehicles, bus retrofit, onboard wi-fi/APC, and a digital sign at the facility entry.

FY 2023 Mid-Year Budget Review and Proposed Adjustments

January 24, 2023

Page 2

- \$6,731,950 for the Shared Charging Lot and two IT projects has been deferred to FY 2025 Capital Budget.
- Project increases and savings have been updated to reflect final costs, cancelled projects, and revised estimates.

Prepared by:

Submitted by

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – FY 2024 Mid-Year Capital Budget Adjustment

		FY 2024 Mid-Year Capital Budget Adjustment			
Description	Adopted Budget	Adjustments	Revised Budget		
Expansion Vehicles					
40 ft ZEB - 8 units expansion	\$ 6,737,064	\$ 350,120	\$	7,087,184	
35 ft ZEB - 3 units	\$ 2,769,531	\$ (44,362)	\$	2,725,169	
30 ft ZEB - 8 units	\$ 3,930,204	\$ 2,505,528	\$	6,435,732	
Bariatric Gurney Vehicle - 1 unit	\$ 102,500	\$ -	\$	102,500	
27 ft. ZEV - 1 unit	\$ 232,615	\$ -	\$	232,615	
Expansion Support Vehicles - 7 units	\$ -	\$ 280,000	\$	280,000	New
27 ft. ZEV - 19 units	\$ 4,209,222	\$ -	\$	4,209,222	
Replacement Vehicles					
Bus Retrofit (AVC)	\$ -	\$ 39,000	\$	39,000	New
ZE vehicles - 3 units	\$ 210,000	\$ -	\$	210,000	
40 ft ZEB - 2 units (MA)	\$ 1,847,826	\$ 86,233	\$	1,934,059	
Headquarters Facility Improvements					
A/C units - 6	\$ 1,200,000				
Bus Wash	\$ 1,200,000	\$ (282,004)	\$	917,996	
Digital Sign - facility entry	\$ -	\$ 30,000	\$	30,000	New
Main Gate - Concrete	\$ 225,000	\$ -	\$	225,000	
Offices/ Breakroom/ WC Improvements	\$ 600,000	\$ -	\$	600,000	
Outside Lighting	\$ 100,000	\$ -	\$	100,000	
Security Camera Upgrade	\$ 112,000	\$ -	\$	112,000	
Land - Solar Farm/Battery Energy Storage	\$ 4,000,000	\$ -	\$	4,000,000	
Shared Charging Lot	\$ 6,653,950	\$ (6,653,950)	\$	-	Move to FY25 Budget
Charger Infrastructure - 21 80kw units	\$ 100,000	\$ -	\$	100,000	
Charger Infrastructure - 2 ABB + Install	\$ 125,000	\$ -	\$	125,000	
Transit Facility Improvements					
PTC - Upgrade to WAVE 250 kwh + Install	\$ 415,315	\$ (415,315)	\$	-	
PTC - Heliox Charger + Installation	\$ 134,225	\$ (134,225)	\$	-	
Regional Partnership Projects	\$ 489,075	\$ -	\$	489,075	
DTLA Layover Parking Lot - Partnership	\$ 155,000	\$ -	\$	155,000	
Information Technology					
Firewall Upgrade	\$ 30,000	\$ (30,000)	\$	-	Move to FY25 Budget
Website Redesign	\$ 48,000	\$ (48,000)	\$	-	Move to FY25 Budget
Network Infrastructure Upgrade	\$ 160,000	\$ -	\$	160,000	
Annual Replacement Program	\$ 65,000	\$ -	\$	65,000	
Avigilon Surveillance Camera	\$ 85,000	\$ -	\$	85,000	
Fleet & Facilities Equipment					
APC's new buses	\$ 246,000	\$ 51,780	\$	297,780	
Onboard Wi-Fi/APC Upgrade	\$ -	\$ 552,560	\$	552,560	New
Mobile Validators	\$ 80,000	\$ (15,000)	\$	65,000	
Logos & Wraps	\$ 80,000	\$ -	\$	80,000	
ZEB Major Bus Components - OOW	\$ 1,000,000	\$ (500,000)	\$	500,000	
Shop Tools	\$ 50,000	\$ -	\$	50,000	
Avail & Fleetnet Bib	\$ 11,000	\$ -	\$	11,000	
Koni Post Lifts - set of 6	\$ 125,000	\$ (13,538)	\$	111,462	
Mobile Tire Wheel Lift	\$ 12,000	\$ (12,000)	\$	-	
Scissor Lift	\$ 25,000	\$ (6,366)	\$	18,634	
Storage Rack	\$ 6,000	\$ -	\$	6,000	
ZE Forklift	\$ 65,000	\$ (65,000)	\$	-	
Charging - 80kw & ABB	\$ 100,000	\$ -	\$	6,000	
	\$ 37,571,527	\$ (4,259,539)	\$	32,111,988	