



Regular Meeting of the Board of Directors

Tuesday, July 25, 2017

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 to speak. A three-minute time limit will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting.

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 Steve Hofbauer, Director Austin Bishop, Director Angela Underwood–Jacobs, Director Michelle Flanagan

APPROVAL OF AGENDA

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

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

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 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR JUNE 2017 – HECTOR FUENTES, TRANSDEV

SRP 2 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER (APRIL 1 – JUNE 30, 2017) – MARK PERRY

SRP 3 LEGISLATIVE REPORT FOR JULY 2017 – JUDY FRY

Recommended Action: Oppose Assembly Bill 1479 Public records: custodian of records: civil penalties.

CONSENT CALENDAR (CC): Items 1 through 3 are consent items that may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JUNE 27, 2017 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of June 27, 2017.

CC 2 FINANCIAL REPORTS FOR MAY AND JUNE 2017 – COLBY KONISEK

Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated May 31, 2017; the Interim Financial Statements for the eleven months ended May 31, 2017; the Cash Flow Projection/Treasurer's report for the

month ended May 31, 2017; the Payroll History Report for the three months ended June 30, 2017; and the Cash Disbursements Report for the month ended June 30, 2017.

- CC 3 FISCAL YEAR 2016/2017 (FY17) FOURTH QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (APRIL 1 – JUNE 30, 2017) – KELLY MILLER

Recommended Action: Receive and file the FY17 Fourth Quarter LASD report for the period covering April 1 through June 30, 2017.

NEW BUSINESS (NB):

- NB 1 AWARD CONTRACTS FOR AVTA/CALTRANS JOINT ADA CONSTRUCTION PROJECT LOCATED AT 35th ST. E. AND PALMDALE BLVD. (HWY 138) – LYLE BLOCK

Recommended Action: Authorize the Executive Director/CEO to execute 1) Contract #2017-40 for ADA and Signal Upgrades including Bus Stop Improvements at Palmdale Blvd. (HWY 138) and 35th St. E. to R.C. Becker and Son, Inc., for an amount of \$543,402, plus applicable sales tax; and 2) Contract #2014-46, Task Order 4, On-call Architectural and Engineering services to Arrow Engineering Services, Inc, for Change Order 1 for an amount of \$57,856, and Change Order 2 for an amount of \$23,615, which will implement work required by the Caltrans Permit Office and City of Palmdale.

- NB 2 PROPOSED MODIFICATION TO THE AVTA CUSTOMER CODE OF CONDUCT POLICY – ERIKA MONROE

Recommended Action: Adopt Revision No. 1 to the Customer Code of Conduct Policy, amending Section 3.1.1.D to reflect priority seating for passengers with mobility devices.

- NB 3 EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT POLICY – NORM HICKLING

Recommended Action: Adopt the updated EEO Statement Policy.

- NB 4 AMEND CONTRACT #2017-14 WITH FLEET-NET CORPORATION FOR FLEET MANAGEMENT SOFTWARE SYSTEM – MARK PERRY

Recommended Action: Authorize the Executive Director/CEO to execute an amendment to Contract #2017-14 for the Fleet Management Software System to Fleet-Net Corporation, Las Vegas, NV, for a five-year term and an amount not to exceed \$112,575, plus applicable sales tax.

NB 5 AVTA/BYD MOTORS, INC. BUS DEMONSTRATION AGREEMENT – LEN ENGEL

Recommended Action: Authorize the Executive Director/CEO to enter into a bus demonstration agreement with BYD Motors, Inc.

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(a)

Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

Pending Litigation: Sabina M. Andrade v. AVTA

Pending Litigation: Marsh v. AVTA USDC case No. 2:16-cv-0937-PSG

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

Significant exposure to litigation (one potential case)

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO

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 August 22, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 5:00 p.m. on July 20, 2017 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.



**Regular Meeting of the Board of Directors
Tuesday, June 27, 2017
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 Bishop led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Austin Bishop, Director Angela Underwood–Jacobs, Director Michelle Flanagan

Absent

Director Steve Hofbauer

Motion: Excuse the absence of Director Hofbauer

Moved by Director Bishop, seconded by Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: Director Hofbauer

APPROVAL OF AGENDA:

Motion: Approve the agenda as comprised.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: Director Hofbauer

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Wendy Cabil provided her comments in an email distributed to the Board members prior to the meeting. She requested additional buses and increased frequency on Route 4 and an express shuttle between Lancaster and Palmdale.

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

SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR MAY 2017

Trandev General Manager Hector Fuentes presented plaques to the Employee of the Month Ramon Allen and the Operator of the Month Gustavo Perez.

SRP 2 LEGISLATIVE REPORT FOR JUNE 2017

Grants Administrator Judy Fry presented information regarding the Fiscal Year 2017/2018 Federal Budget, Assembly Bill 17: Reduced-Fare Transit Passes for Students, Assembly Bill 1479 – Public records: custodian of records: civil penalties, and the Low or No Emission, Fostering Advancements in Shipping and Transportation for the Long-term Achievement of National Efficiencies (FASTLANE) and TIGER grants.

The Board briefly discussed the FASTLANE grant. Chairman Crist directed staff to track the progress of Assembly Bill 1479 and agendize the item for the July 25, 2017 Board meeting.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MAY 23, 2017

Motion: Approve the Board of Directors Regular Meeting Minutes of May 23, 2017.

Moved by Director Bishop, seconded by Director Underwood-Jacobs

Vote: Motion carried (4-0-1-1)

Yeas: Chairman Crist, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: Vice Chair Knippel

Absent: Director Hofbauer

CC 2 FINANCIAL REPORTS FOR APRIL AND MAY 2017

Receive and file the financial reports for April and May 2017.

CC 3 AGREEMENT WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) FOR TRANSIT LAW ENFORCEMENT SERVICES – RESERVE UNIT

Authorize the Executive Director/CEO to renew the Letter of Understanding with the LASD for transit law enforcement services covering the term July 1, 2017 through June 30, 2018.

CC 4 AUTHORIZING RESOLUTION FOR THE DEPARTMENT OF TRANSPORTATION'S FEDERAL TRANSIT ADMINISTRATION GRANT PROGRAM FOR FISCAL YEAR 2016/2017 (FY17)

Adopt Resolution No. 2017-006, authorizing the Executive Director/CEO to execute all required documents of the Federal Transit Administration as required by the Department of Transportation's Program for FY17.

Motion: Approve Consent Calendar items 2-4.

Moved by Director Bishop, seconded by Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: Director Hofbauer

NEW BUSINESS (NB):

NB 1 AWARD CONTRACT #2017-37 TO MOORE & ASSOCIATES FOR PLANNING & OPERATIONS SUPPORT SERVICES

Executive Director/CEO Len Engel presented the staff report. There was no Board discussion regarding this item.

Motion: Authorize the Executive Director/CEO to execute Contract #2017-037 for planning & operations support services with Moore & Associates, Santa Clarita, CA for a two-year term and an amount not to exceed \$199,500.

Moved by Vice Chair Knippel, seconded by Director Bishop

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: Director Hofbauer

NB 2 AVTA TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2018-2020

Chief Operating Officer Norm Hickling presented the staff report. There was no Board discussion regarding this item.

Motion: 1) Approve the AVTA Title VI Program Update for FY18 through FY20 as required by the Federal Transit Administration; and 2) Adopt Resolution No. 2017-005, adopting the AVTA Title VI Program Update.

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: Director Hofbauer

NB 3 PROPOSED SERVICE CHANGES FOR AUGUST 2017

Mr. Hickling presented the staff report. Chairman Crist directed staff to provide a report regarding the jurisdictional shares at the July 25, 2017 Board meeting.

Motion: Approve the final recommendation on the proposed service changes scheduled for implementation in August 2017.

Moved by Vice Chair Knippel, seconded by Director Bishop

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: Director Hofbauer

NB 4 AWARD CONTRACT #2017-14 TO FLEET-NET CORPORATION FOR FLEET MANAGEMENT SOFTWARE SYSTEM

Director of Fleet and Facilities Mark Perry presented the staff report. The Board discussed the transition to the new software system.

Motion: Authorize the Executive Director/CEO to execute Contract #2017-14 for the Fleet Management Software System to Fleet-Net Corporation, Las Vegas, NV, for a five-year term and an amount not to exceed \$89,675, plus applicable sales tax.

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: Director Hofbauer

NB 5 AWARD CONTRACT #2017-17 WITH MEDALLION CONTRACTING, INC., FOR SECURITY AND MAINTENANCE UPGRADES TO AVTA'S COUNT ROOM

Contracts and Procurement Officer Lyle Block presented the staff report. There was no Board discussion regarding this item.

Motion: Authorize the Executive Director/CEO to execute Contract #2017-17 for security and maintenance upgrades to AVTA's Count Room to Medallion Contracting, Inc. of Palmdale, CA, for an amount not to exceed \$153,727, plus applicable sales tax.

Moved by Director Bishop, seconded by Director Flanagan

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: Director Hofbauer

CLOSED SESSION (CS):

General Council Allison Burns stated the Board did not need to recess to Closed Session.

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(a)

Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

Pending Litigation: Sabina M. Andrade v. AVTA

Pending Litigation: Marsh v. AVTA USDC case No. 2:16-cv-0937-PSG

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

Significant exposure to litigation (one potential case)

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Executive Director/CEO Len Engel reported:

- He and Macy Neshati met with Federal Transit Administration (FTA) Research and Development Director Vince Valdez in Washington, D.C. on June 23, 2017 to obtain an update regarding the manufacture waiver submitted by BYD in March 2016. A waiver would allow AVTA to purchase

the first four articulated buses; staff anticipates an answer this week. He also provided an update regarding the electric bus procurement.

- He and Mr. Perry attended the Fifth Innovative Clean Transit Workshop on June 26, 2017 in Sacramento. The workshop is the rebranded Advanced Clean Transit Program, which calls for 100% zero emission transit fleets in California by 2040. Air Resources Board (ARB) staff continues to work toward meeting the goal.
- He is participating in the Zero Emission Bus Coalition Lobby Day on June 28, 2017 in Sacramento. The group is fighting to retain California's allotted \$55 million in zero emission bus funding.
- He will attend the Public Utilities Commission hearing on July 11 regarding implementing Senate Bill 350: Clean Energy and Pollution Reduction Act of 2015. The program would allow investor owned utilities to participate in electrification projects. ARB staff is advocating for AVTA with Southern California Edison for our \$4 million grant that would be used toward the inductive charging construction projects outside the City of Lancaster.
- The FTA is having difficulty finding an administrator. Additionally, there is speculation that grant programs such as 5307 may be transferred to the Federal Highway Administration and the Safety Program may be transferred to the Federal Railway Administration.
- Mr. Hickling was named Vice President of the Antelope Valley Board of Trade and will lead preparation efforts for the 2018 Business Outlook Conference.
- He will be on vacation July 3 through July 5, 2017.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Chairman Crist directed staff to provide a report on open Worker's Compensation claims at the July Board meeting.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 10:42 a.m. to the next Regular Meeting of the Board of Directors on July 25, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 25th day of JULY 2017

Marvin Crist, Chairman

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 the Clerk of the Board at 661/729-2206 to arrange to review a recording.



DATE: July 25, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Financial Reports for May and June 2017

RECOMMENDATION

Fiscal Year-to-Date Budget versus Actual report dated May 31, 2017 (Attachment A); Interim Financial Statements for the eleven months ended May 31, 2017 (Attachment B); Treasurer's Report for the month ended May 31, 2017 (Attachment C); Payroll History Report for the three months ended June 30, 2017 (Attachment D); Cash Disbursements Report for the month ended June 30, 2017 (Attachment E).

FISCAL IMPACT

Payroll: The June payroll of \$ 197,949 is lower than the trailing 6 month average for payroll expense by \$25,472 or 12.4%. (The previous month of April had 3 pay periods).

Cash Disbursements: \$1,928,741.

Interim Financial Statements: Change in Net Position: (\$7,241,216), which includes YTD depreciation expense of \$3,677,545. The Change in Net Position figure will increase once Grantable Expenses are reclassified as Fixed Assets at fiscal year-end.

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Financial Officer prepares the Budget versus Actual report, Interim Financial Statements, Treasurer's Report, Payroll History Report, and the Cash Disbursements Report, and submits them to the Executive Director/CEO and Treasurer who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

AVTA's gross payroll for employees for the month of June 2017, exclusive of benefits, payroll taxes and service charges, is shown below.

Payroll Period	Amount	Journal #
06/06/17	\$1,044.40	PYPKT00952
06/12/17	1,774.80	PYPKT00954
06/10/17	96,763.57	PYPKT00955
06/24/17	98,186.30	PYPKT00958
06/29/17	180.00	PYPKT00967
Gross Pay, June 2017	\$197,949.07	

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

Register Date	Amount
06/01/17–06/30/17	\$1,928,741

Large items include:

Transdev, Inc. (May, 2017)	\$948,648
Pinnacle Petroleum (fuel – May/June 2017)	272,963
IntelliRide (Dial-A-Ride Services for May, 2017)	120,849
Vinsa Insurance Assoc. - Annual insurance premium, prepaid for FY18	325,745
California Choice (group health insurance – July 2017)	30,063
Total of large item selection	\$1,698,268

These items comprise 88.1% of total expenditures for the month.

Operating Cash

Major cash components as of May, 2017:

Cash per general ledger	\$20,870,431
Less restricted funds	(16,843,218)
Projected net cash inflows/(outflows)	1,369,035
Projected cash available for operations	\$5,396,247

The projected cash available will cover 3 months of operating expenses based on the Authority's average monthly operating cash requirements of \$1.8 million.

BUDGET TO ACTUAL SUMMARY NARRATIVE

Attachment A – Budget to Actual Report (BAR) shows the unaudited interim results for the eleven months ended May 31, 2017.

Operating income/(loss) (net of depreciation) was favorable to budget \$2,002K.

Revenues were favorable to budget by \$603K.

Timing differences: Fare revenue continues to be below budget, but has been more than offset by receipts of FTA funds, AVAQMD, and timing differences in Jurisdictional Contributions.

Expenses were favorable to budget by \$1,399K.

Contract services, fuel, other operating expense, general and administrative expenses and wages & benefits were all less than budget.

I, Len Engel, Executive Director and CEO of AVTA, declare that the attached reports are accurate and correct.

Prepared by:

Submitted by:

Colby Konisek
Chief Financial Officer

Len Engel
Executive Director/CEO

Attachments:

- A – Budget versus Actual Report as of YTD May 31, 2017.
- B – Interim Financial Statements for the Eleven Months ended May 31, 2017.
- C – Treasurer's Report and Cash Flow Projection for the month of May 31, 2017.
- D – Payroll History Report for the three months ended June 30, 2017.
- E – Cash Disbursements Report for the month ended June 30, 2017.

ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VS. ACTUALS - OPERATING INCOME STATEMENT
For the 11 months ended May 31, 2017

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
REVENUE			
FARE REVENUE	5,236,157	4,510,805	(725,352)
MTA FUNDS	7,903,182	7,893,211	(9,971)
STATE FUNDS	303,368	0	(303,368)
FTA FUNDS	5,821,327	6,763,698	942,371
LOCAL REVENUE - AVAQMD	0	250,000	250,000
JURISDICTIONAL CONTRIBUTIONS	2,471,860	3,109,056	637,196
OTHER REVENUE	411,208	223,667	(187,541)
TOTAL REVENUE	22,147,102	22,750,437	603,335
EXPENSES			
CONTRACT SERVICES	14,605,008	13,838,996	766,012
FUEL & ELECTRICITY FOR OPERATIONS	2,014,315	1,716,870	297,445
OTHER OPERATING EXPENSES	379,697	291,089	88,608
WAGES	2,429,501	2,456,926	(27,425)
BENEFITS	885,795	820,896	64,899
LEGAL	130,077	132,556	(2,479)
CONSULTING	270,293	273,092	(2,799)
ADVOCACY	291,726	225,876	65,850
TRAVEL	88,313	77,777	10,536
IT MAINTENANCE & LICENSES	202,737	195,789	6,948
UTILITIES	156,385	171,450	(15,065)
GENERAL & ADMINISTRATION EPXENSES	964,603	818,568	146,035
TOTAL EXPENSES	22,418,449	21,019,884	1,398,565
OPERATING INCOME/(LOSS)	(271,347)	1,730,553	2,001,900

ANTELOPE VALLEY TRANSIT AUTHORITY
EXPENDITURES BY DEPARTMENT
For the 11 months ended May 31, 2017

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
TOTAL REVENUE	22,147,102	22,750,437	603,335
EXPENDITURES BY DEPARTMENT			
EXECUTIVE SERVICES	1,840,935	1,774,923	66,012
OPERATIONS & MAINTENANCE	18,485,827	17,264,875	1,220,952
FINANCE	1,259,219	1,218,121	41,097
CUSTOMER SERVICE	832,469	761,965	70,504
ALLOCATIONS	0	(0)	0
TOTAL EXPENSES	22,418,449	21,019,884	1,398,565
OPERATING INCOME/(LOSS)	(271,347)	1,730,553	2,001,900

ANTELOPE VALLEY TRANSIT AUTHORITY
VARIANCES BY DEPARTMENT
For the 11 months ended May 31, 2017

DEPARTMENT	T/P	COMMENTS (\$000's)
REVENUE	P	Fare Revenue (\$725)
	T	Operating Contributions \$637
	T	Advertising Revenue (True-Up @ FYE) \$6
	T	MTA Revenues (\$10)
	T	Proposition 1B (\$303)
	P	AVAQMD \$250
	T	JARC Programs \$285
	T	5307 Funds (PM & Operating Support) \$942
	P	Gain/(Loss) on Sale of Assets (\$269)
EXECUTIVE SERVICES	P	Wages & Benefits (\$118)
	T	Marketing \$87
	T	Memberships (\$12)
	T	Consulting (\$3)
	T	Advocacy \$66
	T	Travel, Training & Meetings \$11
OPERATIONS & MAINTENANCE	P	Wages & Benefits \$81
	T	Contract Services (Transdev/IntelliRide) \$766
	T	Fossil Fuel for Fleet Operations \$291
	T	I.T. Categories (incl Software Licensing) \$7
	T	Utilities (\$15)
	T	Grantable PM & Operating Support \$32
FINANCE	P	Wages & Benefits \$20
CUSTOMER SERVICE	P	Wages & Benefits \$54
ALLOCATIONS (NET OF DEPRECIATIO	T	Employer Benefits & GASB Adjustments \$0

P = Permanent difference
T = Timing difference



STATEMENT OF NET POSITION - UNAUDITED

	As of May 31, 2017	As of May 31, 2016
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 20,870,431	\$ 21,295,680
Due from other governments	2,514,084	5,663,425
Other receivables	456,924	275,770
Inventory	262,483	240,334
Prepaid items	75,600	487,942
Total Current Assets	24,179,522	27,963,151
NONCURRENT ASSETS		
Capital assets, net of depreciation	47,629,450	49,432,429
Total Assets	71,808,973	77,395,581
DEFERRED OUTFLOWS OF RESOURCES		
Pension plan contributions	626,044	-
LIABILITIES AND NET POSITION		
Accounts payable	1,498,055	1,816,621
Accrued payroll and related	104,058	69,916
Compensated absences	410,239	1,491,344
Deferred Revenue - Prop 1B	2,489,080	1,561,072
Other Liabilities	347,299	-
Total Current Liabilities	4,848,730	4,938,954
NONCURRENT LIABILITIES		
Net pension plan liability	629,016	-
Total Liabilities	5,477,746	4,938,954
Deferred inflows of resources		
Net pension plan assumption differences	296,364	-
Unearned Revenue	268,642	208,553
Total deferred inflows of resources	565,006	208,553
NET POSITION		
Invested in Capital Assets	47,629,450	49,432,429
Restricted for Capital Acquisition	5,893,954	5,395,653
Unrestricted	12,868,860	17,419,992
Total Net Assets	\$ 66,392,265	\$ 72,248,074



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

	For the 11 Months ending May 31, 2017	For the 11 Months ending May 31, 2016
OPERATING REVENUES		
Charges for services:		
Passenger fares	\$ 4,510,805	\$ 4,770,585
Total operating revenues	<u>4,510,805</u>	<u>4,770,585</u>
OPERATING EXPENSES		
Purchased transportation services:		
Outside transit contract	13,838,996	13,274,612
Fuel	1,716,870	1,530,692
Other operating costs	822,751	787,619
General and administrative	4,641,266	4,136,662
Total operating expenses, net of depreciation	<u>21,019,884</u>	<u>19,729,585</u>
Operating gain/(loss), net of depreciation	(16,509,079)	(14,958,999)
Depreciation	3,677,545	5,314,892
Total operating expenses	<u>24,697,428</u>	<u>25,044,476</u>
Operating gain/(loss)	<u>(20,186,622)</u>	<u>(20,273,891)</u>
NONOPERATING REVENUES/(EXPENSES)		
Interest Income	31,080	16,579
Local grants - MTA	8,143,211	7,910,129
Proposition 1B	-	-
Federal non-capital grants	6,763,698	5,707,776
Member agency contributions	3,109,056	3,032,787
Grantable expenses	(6,561,988)	(217,007)
Gain/(Loss) on sale of capital assets	(144,066)	9,372
Other	336,652	361,708
Total nonoperating revenues and expenses	<u>11,677,643</u>	<u>16,821,344</u>
Gain/(Loss) before capital contributions	<u>(8,508,979)</u>	<u>(3,452,547)</u>
CAPITAL CONTRIBUTIONS		
Capital grants	806,868	2,538,101
Member agency contributions	460,896	436,815
Total capital contributions	<u>1,267,764</u>	<u>2,974,915</u>
NET CHANGE IN NET POSITION	(7,241,216)	(477,631)
NET POSITON, BEGINNING OF PERIOD	<u>73,633,482</u>	<u>72,725,705</u>
NET POSITION, END OF PERIOD	<u>\$ 66,392,265</u>	<u>\$ 72,248,074</u>

**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 11 Months ending May 31, 2017	For the 11 Months ending May 31, 2016
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	4,510,805	4,770,585
Non-operating miscellaneous revenue received	336,652	361,708
Cash payments to suppliers for goods and services	(17,878,206)	(15,706,376)
Cash payments to employees for services	(3,277,193)	(2,776,655)
Net cash used in operating activities	<u>(16,307,941)</u>	<u>(13,350,738)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	14,942,027.83	14,593,630
Contributions received from member agencies	3,352,351	2,942,532
Net cash provided by non-capital financing activities	<u>18,294,379</u>	<u>17,536,162</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(1,028,717)	(4,440,393)
Proceeds received from sale of capital assets	(124,624)	9,372
Capital grants received	6,369,757	4,028,364
Capital expenses	(6,561,988)	(217,007)
Capital contributions received from member agencies	460,896	480,462
Net cash used in capital and related financing activities	<u>(884,676)</u>	<u>(139,202)</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest received	31,080	16,579
Net cash provided by investing activities:	<u>31,080</u>	<u>16,579</u>
Net increase/(decrease) in cash and cash equivalents	1,132,841	4,062,801
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>19,737,590</u>	<u>17,232,879</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>20,870,431</u></u>	<u><u>21,295,680</u></u>


STATEMENT OF CASH FLOWS - UNAUDITED

	For the 11 Months ending May 31, 2017	For the 11 Months ending May 31, 2016
Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):		
Operating Loss	(20,186,622)	(20,273,891)
Adjustments to Net Cash used in Operating Activities		
Depreciation	3,677,545	5,314,892
Miscellaneous income	336,652	361,708
(Increase) decrease in other receivables	(138,965)	(14,183)
(Increase) decrease in inventory	-	-
(Increase) decrease in prepaid items	7,653	(151,743)
(Increase) decrease in deferred outflows of resources	-	-
Increase (decrease) in accounts payable	(240,886)	68,052
Increase (decrease) in due to Federal Transit Administration	-	-
Increase (decrease) in accrued payroll	650	(17,375)
Increase (decrease) in compensated absences payable	(21)	318,697
Increase (decrease) in other liabilities	(26,088)	208,648
Increase (decrease) in deferred revenue/(Prop 1B)	-	834,456
Increase (decrease) in net pension liability	-	-
Increase (decrease) in deferred inflows of resources	262,142	-
Net Cash used in operating activities	<u>(16,307,941)</u>	<u>(13,350,738)</u>

Notes

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

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report and Cash Flow Projection
For the Month Ended May 31, 2017

Investment Type	Description	Beginning Balance	Deposits	Disbursements	Interest	Ending Balance
Cash and Investments Under the Direction of the Treasurer						
Local Agency Investment Fund (LAIF) - Capital Reserve		5,891,003				
Interest (earned quarterly)					-	
Proposition 1B Restricted Fund		2,402,745				
Interest earned for the month					110	
Union Bank - LCTOP		159,505				
Interest earned for the month					7	
* Deferred revenue, recorded as liability until associated expense incurred.						
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS						\$8,453,371
Wells Fargo CDs - In Transit		758,184				
Wells Fargo - OP Staging		736,274				
Interest earned for the month					19	
TOTAL OPERATING RESERVE						\$1,494,476
General, Payroll & Payable Accounts		10,314,309				
Operating Accounts Analysis						
	FTA		995,274			
	Cash Fares		276,211			
	Vendor Pass Sales Revenue		228,276			
	MTA Revenue		884,706			
	Jurisdictional Contributions		262,141			
	Other Revenue		34,272			
	Non-Transportation Revenue		6,500			
	Cash Disbursement (A/P) for The Month			1,827,825		
	Employee Payroll			191,990		
	Employee Deductions			31,647		
	Employer Payroll Taxes			3,035		
	CalPERS - AVTA paid			24,186		
	CalPERS - GASB 68			-		
	Bank Fees			1,173		
	Net Operating Funds	10,314,309	2,687,380	2,079,856	-	10,921,834
Petty Cash Balance						750
TOTAL CASH AND INVESTMENTS						\$ 20,870,431

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

Prepared by:

Submitted by:

James Mannie
 Finance Supervisor

Colby Konisek
 Chief Financial Officer

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report and Cash Flow Projection
For the Month Ended May 31, 2017

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM THE REPORT		\$ 20,870,431
<u>Less Restricted Funds</u>		
Proposition 1B/LCTOP (Deferred Revenue)		(2,562,368)
Operating Reserve (Wells Fargo)		(1,794,476)
Capital Reserve (LAIF)		(6,236,374)
Reserve for BYD Bus Deliveries		(3,000,000)
Restricted for Operations		(3,250,000)
RESTRICTED CASH		(16,843,218)
UNRESTRICTED CASH		\$ 4,027,213
NET RECEIVABLE AND PAYABLE FOR THE MONTH ENDED MAY 31, 2017		
Add Accounts receivable:		
FTA funds	\$ 2,035,915	
MTA Revenue	459,323	
Jurisdiction Contributions	18,846	
Vendor Pass Sales/Transporter	456,924	
Other	0	2,971,008
Less Payables & Payroll:		
Accounts Payable & Accrued Invoices	(1,498,055)	
Payroll & Related	(103,918)	(1,601,973)
NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P		1,369,035
PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:		\$ 5,396,247
OPERATING CASH REQUIRED MONTHLY - AVERAGE		\$ 1,800,000
Operating Cash Coverage per Monthly Average:		3.0

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
APRIL - JUNE 2017**

	April Total	May Total	June Total
Number of Pay <u>Periods</u> :	3	2	2
<u>EARNINGS</u>			
Regular Pay	\$ 273,978.63	\$ 178,068.16	\$ 166,268.34
Overtime Pay	1,615.45	1,521.68	369.91
Vacation Pay	6,086.32	8,515.47	7,173.98
Double Time Pay	-	-	-
Sick Pay	10,062.76	3,228.28	6,361.10
Final Pay	-	-	-
Bereavement Pay	-	382.44	-
Holiday Pay	163.61	-	11,002.35
Bonus Pay	-	-	-
Floating Holiday Pay	3,223.20	-	-
Retroactive Pay	173.38	274.43	604.00
TOTAL, ALL PAY CATEGORIES	\$ 295,303.35	\$ 191,990.46	\$ 191,779.68
Vacation Cash Out	7,146.85	-	4,005.70
Floater Cash Out	-	-	1,201.35
Deferred Income 457	1,364.52	909.68	454.84
Stipend --- Cell phone reimbursements	987.50	635.00	507.50
TOTAL PAYROLL	\$ 304,802.22	\$ 193,535.14	\$ 197,949.07
Inc(Dec)-Curr month over prev month		\$ (111,267.08)	\$ 4,413.93
% Inc(Dec)-Curr month over prev month		(36.5%)	2.3%



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 06/01/2017 - 06/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC.				
22391	06/01/2017	Agility Recovery Monthly-June 2017	100-2FF-5-G1-9401006	230.00
Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total:				230.00
Vendor: V0753 - American Heritage Life Ins.				
22432	06/14/2017	Employee Paid Extended Benefits	100-000-2-B1-4011019	641.08
Vendor V0753 - American Heritage Life Ins. Total:				641.08
Vendor: V0007 - American Public Transit Asc				
22473	06/27/2017	Membership dues- 07/1/2017-06/30/2018	100-000-1-A1-0401004	27,685.00
Vendor V0007 - American Public Transit Asc Total:				27,685.00
Vendor: V0249 - Antelope Valley Board of Trade				
22392	06/01/2017	Installation 2017 Sponsorship	100-5CS-5-G1-9501039	250.00
Vendor V0249 - Antelope Valley Board of Trade Total:				250.00
Vendor: V0135 - Aramark Uniform Services				
22393	06/01/2017	uniform service	100-2FF-5-G1-9401038	252.30
22433	06/14/2017	uniform service	100-2FF-5-G1-9401038	164.61
22457	06/21/2017	uniform service	100-2FF-5-G1-9401038	165.95
22457	06/21/2017	uniform service	100-2FF-5-G1-9401038	165.95
22480	06/29/2017	uniform service	100-2FF-5-G1-9401038	165.95
22480	06/29/2017	uniform service	100-2FF-5-G1-9401038	165.95
Vendor V0135 - Aramark Uniform Services Total:				1,080.71
Vendor: V0518 - Arrow Engineering Services-AESI				
22458	06/21/2017	Task Order 1 Change Order1 for Wave Chargers-May17	600-1XX-5-J1-9909080	480.00
22458	06/21/2017	Task Order 1 Change Order1 for Wave Chargers-May17	600-1XX-5-J1-9909080	720.00
22481	06/29/2017	85 Elec Bus chargers-May 2017	600-1XX-5-J1-9909085	1,355.00
Vendor V0518 - Arrow Engineering Services-AESI Total:				2,555.00
Vendor: V0441 - At&T Calnet				
22394	06/01/2017	Telephone, as of 05/20/2017	100-2FF-5-G1-9401025	752.05
Vendor V0441 - At&T Calnet Total:				752.05
Vendor: V0244 - AT&T Mobility				
22459	06/21/2017	Bus wi-fi charges	100-2FF-5-G1-9201011	5.00
22459	06/21/2017	Bus wi-fi charges, Transit 1-5	100-2FF-5-G1-9201011	177.75
22459	06/21/2017	Bus wi-fi charges	100-2FF-5-G1-9201011	5.00
22459	06/21/2017	Bus wi-fi charges	100-2FF-5-G1-9201011	5.00
22459	06/21/2017	Bus wi-fi charges	100-2FF-5-G1-9201011	5.00
22459	06/21/2017	L Engle hotspot and wi-fi charges	100-2FF-5-G1-9401025	144.06
Vendor V0244 - AT&T Mobility Total:				341.81
Vendor: V0013 - AV Press				
22412	06/07/2017	Classified Legal Advertisement	100-3FS-5-G1-9501002	966.92
Vendor V0013 - AV Press Total:				966.92
Vendor: V0239 - BOHN'S Printing				
22395	06/01/2017	Budget Book - Binder Covers	100-1EX-5-G1-9501018	337.13
Vendor V0239 - BOHN'S Printing Total:				337.13
Vendor: V0762 - Boot Barn				
22396	06/01/2017	Safety toe work shoes	100-2FF-5-G1-9401038	154.14
Vendor V0762 - Boot Barn Total:				154.14
Vendor: V0149 - Brinks Incorporated				
22434	06/14/2017	Brinks Transportation-Supplemental-May 2017	100-3FS-5-G1-9501024	134.34
22434	06/14/2017	Brinks Transportation-June 2017	100-3FS-5-G1-9501024	551.59
Vendor V0149 - Brinks Incorporated Total:				685.93
Vendor: V0132 - Bulbs.com				
22413	06/07/2017	facilities light bulbs	100-2FF-5-G1-9401038	623.74
22413	06/07/2017	facilities light bulbs	100-2FF-5-G1-9401038	359.80
22413	06/07/2017	facilities light bulbs	100-2FF-5-G1-9401038	219.60
Vendor V0132 - Bulbs.com Total:				1,203.14



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 06/01/2017 - 06/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1139 - California Choice				
22414	06/07/2017	Group Health Insurance (EE)- July 2017	100-000-2-B1-4011013	5,593.36
22414	06/07/2017	Group Health Insurance (ER)- July 2017	100-1ZZ-5-G1-9701612	24,470.51
Vendor V1139 - California Choice Total:				30,063.87
Vendor: V0723 - Canon Solutions America				
22397	06/01/2017	Monthly Maintenance charges for Canon copiers.	100-2FF-5-G1-9401009	247.32
22482	06/29/2017	Monthly Maintenance charges for Canon copiers.	100-2FF-5-G1-9401009	232.27
22482	06/29/2017	Monthly Maintenance charges for Canon copiers.	100-2FF-5-G1-9401009	310.44
Vendor V0723 - Canon Solutions America Total:				790.03
Vendor: V1177 - Carbonite, Inc.				
22398	06/01/2017	Carbonite Backup-May 2017	100-2FF-5-G1-9401012	3,932.57
22460	06/21/2017	Carbonite Monthly Subscription, June 2017	100-2FF-5-G1-9401012	3,229.71
Vendor V1177 - Carbonite, Inc. Total:				7,162.28
Vendor: V0416 - Carquest of Lancaster #7305				
22399	06/01/2017	Oil 5W20 Full synthetic	100-2FF-5-G1-9401038	39.55
22399	06/01/2017	Oil 5W20 Full synthetic	100-2FF-5-G1-9401038	39.55
22435	06/14/2017	front and rear brake Pads for unit 212	100-2FF-5-G1-9401038	108.73
Vendor V0416 - Carquest of Lancaster #7305 Total:				187.83
Vendor: V1213 - Cash It Quick				
22483	06/29/2017	CPOS April 2017	100-3FS-5-G1-9501037	50.00
22483	06/29/2017	CPOS May 2017	100-3FS-5-G1-9501037	50.00
Vendor V1213 - Cash It Quick Total:				100.00
Vendor: V0812 - DeeAnna Cason				
22484	06/29/2017	Parking-Access services meeting	100-1EX-5-G1-9501019	8.00
22484	06/29/2017	Parking BOS meeting	100-1EX-5-G1-9501019	25.00
22484	06/29/2017	All hands staff meeting-meals	100-1EX-5-G1-9501019	41.75
22484	06/29/2017	metrolink-BOS meeting	100-1EX-5-G1-9501019	21.50
22484	06/29/2017	Triennial audit-snacks	100-1EX-5-G1-9501019	19.57
22484	06/29/2017	Parking-GM Meeting	100-1EX-5-G1-9501019	8.00
22484	06/29/2017	BOS parking	100-1EX-5-G1-9501019	36.50
22484	06/29/2017	G Romo-Transit training program	100-1EX-5-G1-9501035	16.16
22484	06/29/2017	G Romo-Transit training program	100-1EX-5-G1-9501035	16.84
22484	06/29/2017	Sympathy cards	100-3FS-5-G1-9501009	9.77
22484	06/29/2017	Frame for commendation	100-3FS-5-G1-9501009	51.29
22484	06/29/2017	Customer service overage	100-3FS-5-G1-9501019	(2.50)
Vendor V0812 - DeeAnna Cason Total:				251.88
Vendor: V0154 - Dell Marketing				
22415	06/07/2017	Dell S2825cdn Magenta Drum	100-2FF-5-G1-9401009	41.31
22415	06/07/2017	Dell S2825cdn Yellow Drum	100-2FF-5-G1-9401009	41.31
22415	06/07/2017	Dell S2825cdn Extra High Yield Black Toner	100-2FF-5-G1-9401009	112.60
22415	06/07/2017	Dell C2665dnf High Yield Yellow Toner	100-2FF-5-G1-9401009	145.66
22415	06/07/2017	Dell 1320c High Yield Cyan Toner	100-2FF-5-G1-9401009	313.00
22415	06/07/2017	Dell 1320c High Yield Yellow Toner	100-2FF-5-G1-9401009	313.00
22415	06/07/2017	Dell 1320c High-Yield Black Toner	100-2FF-5-G1-9401009	244.82
22415	06/07/2017	Dell S2825cdn Extra High Yield Cyan Toner	100-2FF-5-G1-9401009	145.66
22415	06/07/2017	Dell S2825cdn Black Drum	100-2FF-5-G1-9401009	41.31
22415	06/07/2017	Dell 3765dnf Extra-high Yield Black Toner	100-2FF-5-G1-9401009	278.92
22415	06/07/2017	Dell S2825cdn Extra High Yield Yellow Toner	100-2FF-5-G1-9401009	145.66
22415	06/07/2017	Dell 1320c High Yield Magenta Toner	100-2FF-5-G1-9401009	208.67
22415	06/07/2017	Dell S2825cdn Extra High Yield Magenta Toner	100-2FF-5-G1-9401009	145.66
22415	06/07/2017	Dell E525w Yellow Toner	100-2FF-5-G1-9401009	68.18
22415	06/07/2017	Dell 2665dnf High Yield Magenta Toner	100-2FF-5-G1-9401009	145.66
22415	06/07/2017	Dell E525w Black Toner	100-2FF-5-G1-9401009	68.18
22415	06/07/2017	Dell S2825cdn Cyan Drum	100-2FF-5-G1-9401009	41.31
22415	06/07/2017	Dell S2825cdn Waste Toner Container	100-2FF-5-G1-9401009	20.65
Vendor V0154 - Dell Marketing Total:				2,521.56



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 06/01/2017 - 06/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0646 - DSL Extreme				
22436	06/14/2017	Internet charges, 07/01/17-08/01/17	100-2FF-5-G1-9401025	52.83
Vendor V0646 - DSL Extreme Total:				52.83
Vendor: V1123 - Eastside Checks Cashed				
22437	06/14/2017	CPOS Phone line-May 2017	100-3FS-5-G1-9501037	50.00
22437	06/14/2017	RR coupons-May 2017	100-3FS-5-G1-9501037	40.00
Vendor V1123 - Eastside Checks Cashed Total:				90.00
Vendor: V0046 - Federal Express				
22461	06/21/2017	Shipping charges	100-3FS-5-G1-9501010	18.56
22461	06/21/2017	Shipping charges	100-3FS-5-G1-9501010	57.21
22461	06/21/2017	Shipping charges	100-3FS-5-G1-9501010	95.73
22461	06/21/2017	Shipping charges	100-3FS-5-G1-9501010	22.60
22438	06/14/2017	Shipping charges	100-3FS-5-G1-9501010	147.82
22461	06/21/2017	Shipping charges	100-3FS-5-G1-9501010	37.04
Vendor V0046 - Federal Express Total:				378.96
Vendor: V0194 - Frontier Communications				
22462	06/21/2017	Telephone, 06/13/17-07/12/17	100-2FF-5-G1-9401025	447.35
Vendor V0194 - Frontier Communications Total:				447.35
Vendor: V0049 - GFI Genfare				
22400	06/01/2017	Shaft	100-2FF-5-G1-9401038	196.27
22400	06/01/2017	Receiver Handle	100-2FF-5-G1-9401038	312.68
22439	06/14/2017	Brake Pin	100-2FF-5-G1-9401038	33.32
22463	06/21/2017	Flange bearing	100-2FF-5-G1-9401038	49.50
22463	06/21/2017	new electronic vault key	600-1XX-5-J1-9909061	1,020.46
22485	06/29/2017	Plunger Spring	100-2FF-5-G1-9401038	23.41
22485	06/29/2017	Handle, revolving	100-2FF-5-G1-9401038	106.05
22485	06/29/2017	repair of electronic vault keys	600-1XX-5-J1-9909061	18.22
22485	06/29/2017	repair of electronic vault keys	600-1XX-5-J1-9909061	387.41
Vendor V0049 - GFI Genfare Total:				2,147.32
Vendor: V0125 - Grainger				
22401	06/01/2017	Lever extension flush bolt, satin chrome	100-2FF-5-G1-9401038	53.24
22401	06/01/2017	O-ring, Dash 110, etc	100-2FF-5-G1-9401038	55.30
22401	06/01/2017	O-ring, Dash 110, garden hose etc	100-2FF-5-G1-9401038	23.20
Vendor V0125 - Grainger Total:				131.74
Vendor: V1231 - Hanka Advisor LLC				
22417	06/07/2017	Grant Writing Consulting	100-1EX-5-G1-9501013	5,000.00
Vendor V1231 - Hanka Advisor LLC Total:				5,000.00
Vendor: V0624 - Home Depot Credit Services				
22402	06/01/2017	PVC coupling, etc	100-2FF-5-G1-9401038	103.38
22402	06/01/2017	Conference table upgrade	100-2FF-5-G1-9401038	299.17
22402	06/01/2017	Water softener salt	100-2FF-5-G1-9401038	259.14
22402	06/01/2017	Coarse drywall screw etc	100-2FF-5-G1-9401038	138.45
22402	06/01/2017	Slime deluxe reamer plug kit, etc	100-2FF-5-G1-9401038	64.04
22402	06/01/2017	10pk PVC tee	100-2FF-5-G1-9401038	26.22
22402	06/01/2017	2x4-96" Prime KD whitewood stud etc	100-2FF-5-G1-9401038	30.03
22402	06/01/2017	caution tape etc	100-2FF-5-G1-9401038	51.45
22486	06/29/2017	Patio refurb, swamp coolers, etc	100-2FF-5-G1-9401038	393.96
22486	06/29/2017	Swamp cooler, etc	100-2FF-5-G1-9401038	254.40
22486	06/29/2017	rocker cover gasket	100-2FF-5-G1-9401038	15.14
22486	06/29/2017	Auto power clean kit, maxcool pump, etc	100-2FF-5-G1-9401038	154.07
22486	06/29/2017	swamp cooler repair	100-2FF-5-G1-9401038	169.83
22486	06/29/2017	94 inv belt	100-2FF-5-G1-9401038	40.29
22486	06/29/2017	drain repair	100-2FF-5-G1-9401038	25.59
Vendor V0624 - Home Depot Credit Services Total:				2,025.16



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 06/01/2017 - 06/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1057 - IntelliRide				
22440	06/14/2017	May 2017 ETP Service	100-2FF-5-G1-9401031	16,932.22
22440	06/14/2017	May 2017 DAR Fare Coupons	100-000-4-D1-6001400	1,871.50
22440	06/14/2017	Dial-a-ride Service, May 2017	100-000-4-D1-6001400	(9,404.00)
22440	06/14/2017	Dial-a-ride Service, May 2017	100-2FF-5-G1-9001014	111,449.30
Vendor V1057 - IntelliRide Total:				120,849.02
Vendor: V0057 - Interior Plant Designs				
22464	06/21/2017	Interior Plant Services-June 17	100-2FF-5-G1-9401005	220.00
Vendor V0057 - Interior Plant Designs Total:				220.00
Vendor: V0157 - Iron Mountain Records Mgmt Inc				
22418	06/07/2017	Waste-04/26/17-05/23/17	100-2FF-5-G1-9401005	81.19
Vendor V0157 - Iron Mountain Records Mgmt Inc Total:				81.19
Vendor: V1245 - Joshua Kline				
22465	06/21/2017	Dial a Ride Photo Shoot	100-1EX-5-G1-9501018	1,000.00
Vendor V1245 - Joshua Kline Total:				1,000.00
Vendor: V0288 - LA County Sheriff Dept				
22403	06/01/2017	Los Angeles County Sheriff's-April 2017	100-5CS-5-G1-9501034	6,148.48
22487	06/29/2017	Los Angeles County Sheriff's Contract	100-5CS-5-G1-9501034	3,114.85
Vendor V0288 - LA County Sheriff Dept Total:				9,263.33
Vendor: V0281 - LACMTA				
22441	06/14/2017	To refund overpayment-Metrolink Boardings-Oct 2016	100-000-1-A1-0201007	13,266.45
Vendor V0281 - LACMTA Total:				13,266.45
Vendor: V0421 - Lancaster Chamber of Commerce				
22442	06/14/2017	Membership Renewal Dues	100-1EX-5-G1-9501006	250.00
Vendor V0421 - Lancaster Chamber of Commerce Total:				250.00
Vendor: V1007 - Lancaster West Rotary				
22419	06/07/2017	Membership, 07/01/17-07/01/18	100-000-1-A1-0401004	1,079.00
Vendor V1007 - Lancaster West Rotary Total:				1,079.00
Vendor: V0889 - Len Engel				
22404	06/01/2017	Reimb-TIRCP Meeting Sacramento CA	100-1EX-5-G1-9501019	553.25
22404	06/01/2017	Reimb-UITP Global Transit Summit	100-1EX-5-G1-9501019	1,556.77
22474	06/27/2017	Reimb-FTA Visits, Washington,DC	100-1EX-5-G1-9501015	1,479.52
22474	06/27/2017	Reimb-ARB ICT Workshop,Sacramento, CA	100-1EX-5-G1-9501035	499.44
22474	06/27/2017	Reimb-Bus Coalition-Chicago, IL	100-1EX-5-G1-9501019	383.63
22474	06/27/2017	Reimb-Small Ops Committee, Chicago IL	100-1EX-5-G1-9501019	1,348.57
22488	06/29/2017	Reimb-CalStart ZEB Lobby day	100-1EX-5-G1-9501015	708.47
Vendor V0889 - Len Engel Total:				6,529.65
Vendor: V1107 - LPM Consulting Inc.				
22489	06/29/2017	Consulting Dec 2016-June 2017	100-3FS-5-G1-9501027	13,498.50
Vendor V1107 - LPM Consulting Inc. Total:				13,498.50
Vendor: V0720 - Mail America 2- Palmdale				
22420	06/07/2017	CPOS -May 2017	100-3FS-5-G1-9501037	50.00
22420	06/07/2017	RR Coupon, May 2017	100-3FS-5-G1-9501037	138.00
Vendor V0720 - Mail America 2- Palmdale Total:				188.00
Vendor: V0529 - Mail America- Lancaster				
22490	06/29/2017	CPOS Blanket Reimbursement	100-3FS-5-G1-9501037	150.00
Vendor V0529 - Mail America- Lancaster Total:				150.00
Vendor: V1143 - McKeon Group				
22421	06/07/2017	Federal Advocay Services-June 2017	100-1EX-5-G1-9501015	5,000.00
Vendor V1143 - McKeon Group Total:				5,000.00
Vendor: V0783 - Mobile Relay Associates				
22405	06/01/2017	Radio Repeater Service-June 2017	100-2FF-5-G1-9401038	1,224.30
Vendor V0783 - Mobile Relay Associates Total:				1,224.30



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 06/01/2017 - 06/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1117 - N. Glantz & Son, LLC				
22406	06/01/2017	54" X 50Y IJ35C-10 COMPLY GLOSS WHITE	100-1EX-5-G1-9501018	201.19
22406	06/01/2017	54" X 50Y RW 210 GLOSS CLEAR 2.5 PA LAM	100-1EX-5-G1-9501018	221.86
Vendor V1117 - N. Glantz & Son, LLC Total:				423.05
Vendor: V1243 - Omid Enterprises				
22443	06/14/2017	Consulting Services-IT Services-May 2017	100-1EX-5-G1-9501013	5,823.91
22466	06/21/2017	Consulting Services-May-June 2017	100-1EX-5-G1-9501013	617.50
22466	06/21/2017	Consulting Services-May-June 2017	100-1EX-5-G1-9501013	18.00
22491	06/29/2017	Consulting Services-May-June 2017	100-1EX-5-G1-9501013	617.50
Vendor V1243 - Omid Enterprises Total:				7,076.91
Vendor: V0987 - OPSEC Specialized Protection				
22422	06/07/2017	OPSEC Security-May 2017	100-5CS-5-G1-9501034	4,632.00
Vendor V0987 - OPSEC Specialized Protection Total:				4,632.00
Vendor: V0688 - Our Weekly Publications				
22423	06/07/2017	Advertisement of solicitations	100-3FS-5-G1-9501002	315.00
Vendor V0688 - Our Weekly Publications Total:				315.00
Vendor: V1238 - Passantino Andersen Communications LLC				
22444	06/14/2017	Public Relations Contract 2017-31-May 2017	100-1EX-5-G1-9501013	3,995.00
Vendor V1238 - Passantino Andersen Communications LLC Total:				3,995.00
Vendor: V0078 - Pinnacle Petroleum Inc				
22424	06/07/2017	Fuel, May 2017	100-2FF-5-G1-9201003	16,218.67
22424	06/07/2017	Fuel, May 2017	100-2FF-5-G1-9201003	16,085.35
22424	06/07/2017	Fuel, May 2017	100-2FF-5-G1-9201003	15,997.80
22424	06/07/2017	Fuel, May 2017	100-2FF-5-G1-9201003	5,948.49
22424	06/07/2017	Fuel, May 2017	100-2FF-5-G1-9201003	16,499.24
22424	06/07/2017	Fuel, May 2017	100-2FF-5-G1-9201003	16,674.08
22424	06/07/2017	Fuel, May 2017	100-2FF-5-G1-9201003	17,390.45
22467	06/21/2017	Fuel, May 2017	100-2FF-5-G1-9201003	16,998.56
22467	06/21/2017	Fuel, May 2017	100-2FF-5-G1-9201003	8,638.62
22467	06/21/2017	Fuel, June 2017	100-2FF-5-G1-9201003	16,094.62
22467	06/21/2017	Fuel, June 2017	100-2FF-5-G1-9201003	15,977.06
22492	06/29/2017	Fuel June 2017	100-2FF-5-G1-9201003	15,352.02
22492	06/29/2017	Fuel June 2017	100-2FF-5-G1-9201003	9,700.65
22492	06/29/2017	Fuel June 2017	100-2FF-5-G1-9201003	15,994.35
22492	06/29/2017	Fuel June 2017	100-2FF-5-G1-9201003	15,841.30
22492	06/29/2017	Fuel June 2017	100-2FF-5-G1-9201003	15,629.33
22492	06/29/2017	Fuel June 2017	100-2FF-5-G1-9201003	14,955.72
22492	06/29/2017	Fuel June 2017	100-2FF-5-G1-9201003	7,079.54
22492	06/29/2017	Fuel June 2017	100-2FF-5-G1-9201003	15,886.85
Vendor V0078 - Pinnacle Petroleum Inc Total:				272,962.70
Vendor: V0587 - Pitney Bowes Reserve Account				
22445	06/14/2017	Reserve-Pitney Bowes	100-3FS-5-G1-9501010	500.00
Vendor V0587 - Pitney Bowes Reserve Account Total:				500.00
Vendor: V0674 - Premier Industries, Inc.				
22468	06/21/2017	Evaporative cooler media	100-2FF-5-G1-9401038	250.32
22468	06/21/2017	Evaporative cooler media	100-2FF-5-G1-9401038	140.82
22468	06/21/2017	Evaporative cooler media	100-2FF-5-G1-9401038	35.20
22468	06/21/2017	Evaporative cooler media	100-2FF-5-G1-9401038	234.64
22468	06/21/2017	evaporative cooler media	100-2FF-5-G1-9401038	578.01
22468	06/21/2017	Evaporative cooler media	100-2FF-5-G1-9401038	62.58
Vendor V0674 - Premier Industries, Inc. Total:				1,301.57
Vendor: V1041 - Sean Elmore				
22475	06/27/2017	Work boots	100-2FF-5-G1-9401038	131.00
Vendor V1041 - Sean Elmore Total:				131.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 06/01/2017 - 06/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0701 - Signal Campus				
22407	06/01/2017	AV College Outdoor Advertising - Library	100-1EX-5-G1-9501003	336.00
22407	06/01/2017	AV College Outdoor Advertising - Library	100-1EX-5-G1-9501003	315.00
Vendor V0701 - Signal Campus Total:				651.00
Vendor: V0649 - Sinclair Printing & Litho., Inc.				
22408	06/01/2017	Local Transit booklets	100-1EX-5-G1-9501018	3,259.24
Vendor V0649 - Sinclair Printing & Litho., Inc. Total:				3,259.24
Vendor: V0403 - Southern California Edison				
22446	06/14/2017	Lancaster City Park Elec Bill-05/02/17-06/01/17	100-2FF-5-G1-9201006	179.61
22469	06/21/2017	Electricity-Clocktower Plaza,05/12-06/13/17	100-2FF-5-G1-9201006	149.19
22493	06/29/2017	Electricity-03/21/17-04/20/17	100-2FF-5-G1-9401021	7,588.29
22493	06/29/2017	Electricity-04/20/17-05/19/17	100-2FF-5-G1-9401021	8,427.40
22493	06/29/2017	Electricity-05/19/17-06/20/17	100-2FF-5-G1-9401021	6,285.87
Vendor V0403 - Southern California Edison Total:				22,630.36
Vendor: V0493 - Standard Insurance Company				
22426	06/07/2017	Vision Insurance Premium (EE)- June 2017	100-000-2-B1-4011016	126.85
22426	06/07/2017	Vision Insurance Premium (ER)-June 2017	100-1ZZ-5-G1-9701616	492.67
22426	06/07/2017	Dental Insurance Premium (EE)- June 2017	100-000-2-B1-4011014	861.85
22426	06/07/2017	Dental Insurance Premium (ER)- June 2017	100-1ZZ-5-G1-9701614	3,040.99
Vendor V0493 - Standard Insurance Company Total:				4,522.36
Vendor: V0477 - Standard Insurance Company				
22425	06/07/2017	HADV Premium	100-1ZZ-5-G1-9701811	37.00
22425	06/07/2017	Life	100-1ZZ-5-G1-9701811	348.73
22425	06/07/2017	Short Term Disability	100-1ZZ-5-G1-9701812	1,173.13
22425	06/07/2017	Long Term Disability	100-1ZZ-5-G1-9701813	727.51
22425	06/07/2017	AD&D	100-1ZZ-5-G1-9701814	69.75
22476	06/27/2017	Life	100-1ZZ-5-G1-9701811	362.03
22476	06/27/2017	HADV Premium	100-1ZZ-5-G1-9701811	38.00
22476	06/27/2017	Short Term Disability	100-1ZZ-5-G1-9701812	1,230.69
22476	06/27/2017	Long Term Disability	100-1ZZ-5-G1-9701813	763.22
22476	06/27/2017	AD&D	100-1ZZ-5-G1-9701814	72.41
Vendor V0477 - Standard Insurance Company Total:				4,822.47
Vendor: V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation				
22477	06/27/2017	General services-April 2017	100-1EX-5-G1-9501005	4,000.00
22477	06/27/2017	Special Litigation-Word processing	100-1EX-5-G1-9501005	3.00
22477	06/27/2017	Legal services-Union matters-April 2017	100-1EX-5-G1-9501005	17,353.05
Vendor V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation Total:				21,356.05
Vendor: V0684 - Strategies				
22470	06/21/2017	Consulting-May 2017	100-3FS-5-G1-9501027	425.00
Vendor V0684 - Strategies Total:				425.00
Vendor: V0103 - TCW Systems, Inc.				
22409	06/01/2017	Radio repeater services	100-2FF-5-G1-9401038	500.00
Vendor V0103 - TCW Systems, Inc. Total:				500.00
Vendor: V0505 - The Customer Service Experts				
22447	06/14/2017	CPOS Phone line-May 2017	100-3FS-5-G1-9501037	50.00
Vendor V0505 - The Customer Service Experts Total:				50.00
Vendor: V0405 - The Gas Company				
22410	06/01/2017	Gas, 04/18/17-5/17/17	100-2FF-5-G1-9401022	1,612.21
Vendor V0405 - The Gas Company Total:				1,612.21
Vendor: V0904 - Time Warner/Spectrum Business				
22448	06/14/2017	Internet service-06/13/17-07/12/17	100-2FF-5-G1-9401025	1,365.00
22448	06/14/2017	Cable service-06/11/17-07/10/17	100-2FF-5-G1-9401025	246.72
Vendor V0904 - Time Warner/Spectrum Business Total:				1,611.72
Vendor: V1008 - Tire Xpress Inc.				
22449	06/14/2017	front tires 225/70/19.5	100-2FF-5-G1-9401038	518.00
Vendor V1008 - Tire Xpress Inc. Total:				518.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 06/01/2017 - 06/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0252 - Transdev, Inc.				
22471	06/21/2017	BYD Electric buses, Routes 1,97-May 2017	100-2FF-5-G1-9001016	13,507.03
22471	06/21/2017	Commuter Recovery-May 2017	100-2FF-5-G1-9001013	3,788.19
22471	06/21/2017	JARC Commuter Hours-785-786-787-May 2017	100-2FF-5-G1-9001015	17,339.81
22471	06/21/2017	Local and Commuter Maint and Service, May 2017	100-2FF-5-G1-9001013	900,470.99
22471	06/21/2017	Commuter Recovery Standby-May 2017	100-2FF-5-G1-9001013	1,155.69
22478	06/27/2017	Pass through-Valley Power systems-Bus#4742	600-1XX-5-J1-9909057	6,193.31
22478	06/27/2017	Pass through-Valley Power systems-Bus#4743	100-2FF-5-G1-9401038	6,193.31
Vendor V0252 - Transdev, Inc. Total:				948,648.33
Vendor: V0451 - Tyler Technologies				
22450	06/14/2017	Fixed Assets	100-2FF-5-G1-9401012	1,340.10
22450	06/14/2017	Misc Accounts Receivable	100-2FF-5-G1-9401012	2,345.18
22450	06/14/2017	Personnel Management	100-2FF-5-G1-9401012	5,025.37
22450	06/14/2017	Central Cash Collection	100-2FF-5-G1-9401012	2,010.14
22450	06/14/2017	Secure Signatures	100-2FF-5-G1-9401012	368.53
Vendor V0451 - Tyler Technologies Total:				11,089.32
Vendor: V0189 - United Parcel Service				
22479	06/27/2017	Shipping charges	100-3FS-5-G1-9501010	103.20
Vendor V0189 - United Parcel Service Total:				103.20
Vendor: V1111 - University of Antelope Valley				
22494	06/29/2017	CPOS July 2016-June 2017	100-3FS-5-G1-9501037	600.00
Vendor V1111 - University of Antelope Valley Total:				600.00
Vendor: V0353 - UNUM Life Insurance Co of Amer				
22472	06/21/2017	Long Term Care (EE)	100-000-2-B1-4011024	123.90
22472	06/21/2017	Long Term Care (ER)	100-1ZZ-5-G1-9702618	483.30
Vendor V0353 - UNUM Life Insurance Co of Amer Total:				607.20
Vendor: V0302 - US Bank				
22451	06/14/2017	Pop-up banner poster(back drop)	100-1EX-5-G1-9501018	786.27
22451	06/14/2017	J Fry-airfare to attend TIRCP meeting-SacramentoCA	100-1EX-5-G1-9501019	402.96
22451	06/14/2017	M Perry-Airfare APTA Transit-Reno Nevada	100-1EX-5-G1-9501019	257.96
22451	06/14/2017	N Hickling-APTA Meeting-lodging	100-1EX-5-G1-9501019	656.53
22451	06/14/2017	N Hickling-CTA Legislative conf lodging	100-1EX-5-G1-9501019	198.23
22451	06/14/2017	breakfast-lancaster Mayor's meeting	100-1EX-5-G1-9501019	40.00
22451	06/14/2017	M Perry-APTA conference-lodging	100-1EX-5-G1-9501019	374.12
22451	06/14/2017	Luncheon-AV Hispanic Chamber	100-1EX-5-G1-9501019	20.00
22451	06/14/2017	Palmdale Chamber Luncheon	100-1EX-5-G1-9501019	25.00
22451	06/14/2017	G Romo-hotel-Transit Program training	100-1EX-5-G1-9501035	141.85
22451	06/14/2017	ARMAA Annual conference	100-1EX-5-G1-9501035	150.00
22451	06/14/2017	F Tobar-ARMAA meeting-lodging	100-1EX-5-G1-9501035	428.28
22451	06/14/2017	G Romo-hotel-Transit Program training	100-1EX-5-G1-9501035	141.85
22451	06/14/2017	1&1 Virtual server-May 2017	100-2FF-5-G1-9401012	29.99
22451	06/14/2017	Credit-Brickhouse GPS Software and equipment	600-1XX-5-J1-9909061	(161.94)
22427	06/07/2017	Premium support-Software Support	100-2FF-5-G1-9401012	69.00
Vendor V0302 - US Bank Total:				3,560.10
Vendor: V1050 - US Postal Exchange				
22428	06/07/2017	CPOS-October, November Dec 2016	100-3FS-5-G1-9501037	150.00
22428	06/07/2017	CPOS-March and April 2017	100-3FS-5-G1-9501037	100.00
22428	06/07/2017	CPOS-May and June 2017	100-3FS-5-G1-9501037	100.00
Vendor V1050 - US Postal Exchange Total:				350.00
Vendor: V0209 - Vinsa Insurance Associates				
22429	06/07/2017	D&O/EPL-Renew Policy, 07/01/17-07/01/18	100-000-1-A1-0401000	19,465.00
22429	06/07/2017	Crime-Renew Policy-07/01/17-07/01/18	100-000-1-A1-0401000	6,297.00
22429	06/07/2017	Difference in Conditions-Renew Policy-7/17-7/18	100-000-1-A1-0401000	54,035.52
22429	06/07/2017	Business AUTO-Renew Policy-07/01/17-07/01/18	100-000-1-A1-0401000	18,514.00
22429	06/07/2017	Umbrella-renew policy-07/01/17-07/01/18	100-000-1-A1-0401000	71,233.00
22429	06/07/2017	Liability,Prop,Inland marine renewal-07/17-07/18	100-000-1-A1-0401000	87,403.00
22429	06/07/2017	Workers Comp-renew Policy-07/01/17-07/01/18	100-000-1-A1-0401003	69,797.00
Vendor V0209 - Vinsa Insurance Associates Total:				326,744.52



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 06/01/2017 - 06/30/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0740 - Vision Technology Solutions, LLC				
22453	06/14/2017	Maintenance Services - 5/15/17 - 5/14/18	100-1EX-5-G1-9501031	4,366.08
22453	06/14/2017	Basic Hosting	100-1EX-5-G1-9501031	2,917.20
Vendor V0740 - Vision Technology Solutions, LLC Total:				7,277.28
Vendor: V0550 - Waste Management				
22411	06/01/2017	Waste, May 2017	100-2FF-5-G1-9401023	1,066.60
Vendor V0550 - Waste Management Total:				1,066.60
Vendor: V0457 - Waxie Enterprises Inc.				
22454	06/14/2017	prem embossed tissue	100-2FF-5-G1-9401038	715.58
22454	06/14/2017	medium vinyl gloves	100-2FF-5-G1-9401038	57.78
22454	06/14/2017	xl vinyl gloves	100-2FF-5-G1-9401038	108.90
22454	06/14/2017	citrus cleaner	100-2FF-5-G1-9401038	67.02
22454	06/14/2017	universal roll towels	100-2FF-5-G1-9401038	414.60
22454	06/14/2017	bowl cleaner	100-2FF-5-G1-9401038	47.45
22454	06/14/2017	kitchen paper towels	100-2FF-5-G1-9401038	29.33
22454	06/14/2017	liquid hand soap	100-2FF-5-G1-9401038	50.94
22454	06/14/2017	40 x 46 can liners	100-2FF-5-G1-9401038	1,285.88
22454	06/14/2017	vandal mark remover	100-2FF-5-G1-9401038	113.19
22454	06/14/2017	seat covers	100-2FF-5-G1-9401038	36.18
22454	06/14/2017	large vinyl gloves	100-2FF-5-G1-9401038	57.78
Vendor V0457 - Waxie Enterprises Inc. Total:				2,984.63
Vendor: V1154 - Weideman Group Inc.				
22430	06/07/2017	Government Advocay Consultant Contract	100-1EX-5-G1-9501015	10,351.96
Vendor V1154 - Weideman Group Inc. Total:				10,351.96
Vendor: V0112 - Western Exterminators				
22455	06/14/2017	Exterminator-May 2017	100-2FF-5-G1-9401005	100.00
Vendor V0112 - Western Exterminators Total:				100.00
Vendor: V0124 - Witts				
22431	06/07/2017	Office Supplies	100-3FS-5-G1-9501009	1,111.20
22456	06/14/2017	Office Supplies	100-3FS-5-G1-9501009	17.96
Vendor V0124 - Witts Total:				1,129.16
Grand Total:				1,928,741.10



DATE: July 25, 2017

TO: BOARD OF DIRECTORS

SUBJECT: FY17 Fourth Quarter Los Angeles County Sheriff's Department Report (April 1 – June 30, 2017)

RECOMMENDATION

That the Board of Directors receive and file the FY17 Fourth Quarter Los Angeles County Sheriff's Department Report for the period covering April 1 through June 30, 2017.

FISCAL IMPACT

No fiscal impact at this time.

DISCUSSION

Deputy Maselli and his K-9 partner, Ieka, worked a total of 366 hours during the fourth quarter of FY17.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that might have been reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day, and approximately 25,450 passengers over the entire period.

Deputy Maselli monitored various locations that had reported problems. These locations included: Avenue J & Division Street, Avenue J & Challenger Way, Newgrove Avenue and 10th Street West, the Lancaster Senior Center, 6th Street East & Palmdale Boulevard and the Lancaster Metrolink Station.

Deputy Maselli assisted in several traffic collisions, some involving AVTA buses, helping with traffic control, transfer of passengers and notifying AVTA Dispatch to avoid service interruptions. Incidents were on 4/6, 4/12, 4/19, 5/1, 6/19 and 6/24.

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

The following is a list of infractions included on citations issued from April 1 through June 30. All citations were issued at transit centers or at bus stops in the AVTA service area.

Citations	Apr 17	May 17	Jun 17
Suspended or Unlicensed Driver	4	-	7
Expired Registration	6	-	6
Registration Not in Vehicle	1	-	2
No Proof of Insurance	6	-	8
Drinking in Public (Bus Stops)	6	2	9
Failure to Have Both License Plates on Vehicle	5	-	6
Failure to Obey Posted Signs at Transit Centers	2	2	3
Impounded Vehicle	-	-	3
Outstanding Warrant Arrest	1	-	-
No Required Interlock Ignition Device	-	-	1
Defective Front Windshield	1	-	-
Driver License Not in Possession	2	-	1
Using Cell Phone While Operating Vehicle	2	-	-

During the month of April Deputy Maselli issued 19 citations, made 11 arrests, and cited three people for outstanding warrants. All citations were transit related and issued at transfer centers and bus stop locations. He donated 16 hours to AVTA during the month of April. He warned and advised approximately 25 persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sgt. Steve Owen Memorial Park, Palmdale Transit Center, and at AVTA bus stops.

During the month of May Deputy Maselli issued two citations and made two arrests. All citations were transit related and issued at transfer centers and bus stop locations. He donated twelve (12) hours to AVTA during the month of May. He warned and advised approximately 10 persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sgt. Steve Owen Memorial Park, Palmdale Transit Center, and at AVTA bus stops.

During the month of June Deputy Maselli issued 20 citations, made 16 arrests, and impounded three vehicles. All citations were transit related and issued at various transfer centers and bus stop locations. He donated eight hours to AVTA during the month of June as part of his reserve deputy duties. He warned and advised approximately 20 persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sgt. Steve Owen Memorial Park, the Palmdale Transit Center, and at AVTA bus stops.

Prepared by:

Submitted by:

Kelly Miller
Community Outreach Specialist

Len Engel
Executive Director/CEO



DATE: July 24, 2015

TO: BOARD OF DIRECTORS

SUBJECT: Contract Awards for AVTA/Caltrans' Joint ADA Construction Project Located at 35th St. E. and Palmdale Blvd. (HWY 138)

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2017-40 for ADA and Signal Upgrades including Bus Stop Improvements at Palmdale Blvd (HWY 138) and 35th St. E. to R.C. Becker and Son, Inc., for the amount of \$543,402, plus applicable sales tax; and Contract #2014-46, Task Order 4, On-call Architectural and Engineering services to Arrow Engineering Services, Inc, for Change Order 1 for an amount of \$57,856, and Change Order 2 for an amount of \$23,615, which will implement work required by the Caltrans Permit Office and City of Palmdale.

FISCAL IMPACT

Sufficient Caltrans funding along with AVTA grant funds have been included in the FY17-18 Business Plan to pay for these services. AVTA shared construction costs are \$180,241.37, and Architectural & Engineering costs of \$90,052 (including Change Order 1 – \$28,153, and Change Order 2 – \$12,694).

BACKGROUND

June 2015, AVTA received an ADA access complaint letter from the Federal Highway Administration (FHWA). The complaint was filed by local Palmdale resident. The bus stop location is on the south side of Palmdale Blvd. and just east of 35th Street East. Executive Director/CEO sought approval of a joint AVTA/Caltrans project during the January 2016 Board meeting. Shortly thereafter two MOUs were drafted and executed that will design, construct and correct the ADA deficiencies needed at this location. To this end, staff developed and circulated an Invitation for Bids (IFB).

Excessive changes required by Caltrans has unduly extended the timeframe of this project.

AVTA released an Invitation for Bids (IFB) on May 25, 2017. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. Prior to issuance of the IFB, the Board and TAC members were notified and asked to submit any recommendations for potential vendors. The local Chambers of Commerce and Antelope Valley Board of Trade were also notified via their respective newsletters and email lists; a total of 133 firms were notified via AVTA's procurement website of this solicitation. Notification of local firms included: Atkinson and Associates, Inc., Frank Visco, Gary Little Construction, Granite Construction, High Desert Construction, JDM Excavation, Inc., Medallion Contracting, MJS Construction, Stevens Construction, Toneman Development, and Zenitram, Inc dba ANM Construction.

Staff held a mandatory pre-bid conference on June 5, 2017, with six firms attending. Two (2) addenda were released prior to the bid closing. The bid opening was held on June 28th, 2017. Of the six firms that attended the mandatory pre-bid meeting, three (3) firms submitted a bid. The fourth firm (Taft Electric) decided to bid as a subcontractor. The firms that submitted a response and their respective bid amount are listed in the table below.

These firms and respective costs for the project are listed in the table below.

Firm	Location	Estimated Fee
R.C. Becker & Son, Inc.	Santa Clarita, CA	\$543,402
ANM Construction	Lancaster, CA	\$610,431
PTM Engineering, Inc.	Riverside, CA	\$667,067

Under FTA procurement requirements, an IFB must be awarded to the lowest responsive and responsible bidder (per FTA Circular 4220.1F - Third Party Contracting Guidance, Chapter VI - Procedural Guidance for Open Market Procurements).

Based on procurement requirements, bids received and reviewed for requisite document submittal, staff found the bid complete with pricing to be fair and reasonable. The bid was approximately \$14,700 below the engineer's estimate. Therefore, staff is recommending the Board approve a contract with R.C. Becker & Son, Inc, of Santa Clarita, CA. This project is anticipated to take approximately 150 days to complete.

Contract Awards for AVTA/Caltrans Joint ADA Construction Project Located at 35th St.
E. and Palmdale Blvd. (HWY 138)

July 25, 2017

Page 3

Staff would also recommend Board approval for Contract #2014-46, Task Order 4, Change Order 1 and Change Order 2, to Arrow Engineering Services, Inc., of Lancaster, CA, for an amount not to exceed of \$81,471. Based on permitting requirements of Caltrans and the City of Palmdale, staff found the two proposals by Arrow complete with pricing to be fair and reasonable.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Len Engel
Exectutive Director/CEO



DATE: July 25, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Proposed Modification to the AVTA Customer Code of Conduct Policy

RECOMMENDATION

That the Board of Directors adopt Revision #1 to the Customer Code of Conduct Policy (Attachment A), amending Section 3.1.1.D to reflect priority seating for passengers with mobility devices.

FISCAL IMPACT

Implementation of this Code is unlikely to result in any fiscal impact.

BACKGROUND

The purpose of the Code of Conduct Policy is to develop and maintain a standard of behavior that is acceptable to the Board, AVTA, and its patrons. Safety is the guiding principle by which AVTA operates. A successful partnership between AVTA and the public depends upon AVTA employees and the traveling public behaving in a mutually respectful and courteous manner.

Over the past several months, AVTA has experienced a few minor incidents that prompted this action. The incidents that prompted this action are: public intoxication, disorderly conduct, and noise levels to name a few.

The attached policy provides standards of conduct and behavior applicable to all users of AVTA's transit services and/or facilities, and to ensure the safety and comfort of all operators, patrons and the public. The Code of Conduct applies to all modes and means of transportation, including but not limited to local and commuter transit services.

Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.167(j), bus operators are required to ask the person without a disability to move to another seat. If, after the operator asks, the person refuses to move, the regulations do not require the operator to compel this person to move. However, a transit agency can decide to adopt a policy requiring people to vacate the seats. The AVTA is proposing to adopt a policy requiring passengers to move to another seat if a wheelchair passenger boards and the seat is needed.

Proposed revision to Section 3.1.1.D – Boarding, Seating, and Exiting:

- D. Yield priority, reserved, wheelchair, or similarly designated seating to seniors, older adults, and individuals with disabilities. The mobility device priority seating is reserved for passengers using a mobility device. Passengers seated in the mobility device priority seating will be required to move to another seat if a passenger using a mobility device boards and the seat is needed. Seats not identified as reserved for disabled and senior passengers are available on a first come, first served basis. Patrons may not save seats for other passengers boarding the bus at a later stop. All personal items must be stored under the Patron's seat or in designated areas; no items may be left on a vacant seat. Should a patron require a Personal Care Attendant (PCA) while traveling, the patron must present an appropriate PCA eligible card when using the AVTA bus system. The patron and PCA must board and exit at the same location and travel in the same bus.

Prepared by:

Submitted by:

Erika Monroe
Innovation Coordinator

Len Engel
Executive Director/CEO

Attachment: A – Amended Customer Code of Conduct



Antelope Valley Transit Authority Customer Code of Conduct

Effective July 26, 2016

Revised July 25, 2017

TABLE OF CONTENTS

SECTION 1: POLICY DESCRIPTION, PURPOSE, AND VALUES	2
SECTION 2: DEFINITIONS	3-4
A. ABUSE AND HARASSMENT.....	3
B. ATTENDANTS AND PERSONAL CARE ATTENDANT.....	3
C. AVTA.....	3
D. AVTA REPRESENTATIVE	3
E. AVTA FACILITY	3
F. AVTA VEHICLE.....	3
G. COMMERCIAL ACTIVITY	3
H. FARE	3
I. FARE MEDIA	3
J. GRAFFITI	3
K. LOITERING.....	4
L. MOBILITY AID DEVICE	4
M. NON-PUBLIC AREAS	4
N. PATRON, PASSENGER, OR CUSTOMER	4
O. PERSON.....	4
P. RULES OR CODE	4
Q. SOUND DEVICE	4
R. WEAPON OR INSTRUMENT INTENDED FOR USE AS A WEAPON	4
S. WHEELCHAIR	4
SECTION 3: CONDUCT	5-17
3.1 BOARDING, SEATING, AND EXITING.....	5-6
3.2 CIVILITY, COMPLIANCE, AND DISORDERLY CONDUCT.....	6-7
3.3 BLOCKING	7-8
3.4 CARTS, STROLLERS, AND LUGGAGE	8
3.5 FOOD, ALCOHOL, SMOKING, AND DRUGS	8-9
3.6 NOISE	9-10
3.7 ANIMALS	10-11
3.8 WHEELED RIDING DEVICES AND WHEELCHAIRS	11-12
3.9 ODORS.....	12
3.10 SAFETY.....	12-13
3.11 SOLICITATION.....	13-14
3.12 WEAPONS	14
3.13 LOITERING.....	14-15
3.14 LOST AND FOUND	15
3.15 PARKING AND USE OF AVTA FACILITIES AND VEHICLES.....	15
3.16 COMMERCIAL ACTIVITY	15-16
3.17 SIGNS	16
3.18 PHOTOGRAPHY AND RECORDING	16
3.19 MISCELLANEOUS	17
SECTION 4: FARES.....	17-19
SECTION 5: ENFORCEMENT	19-20

SECTION 1: POLICY DESCRIPTION, PURPOSE, & VALUES

Policy Description

The Antelope Valley Transit Authority (AVTA) provides local, commuter, and dial-a-ride service to a population of over 450,000 residents in the cities of Lancaster, Palmdale, and unincorporated portions of northern Los Angeles County. Safety is the guiding principle by which AVTA operates. A successful partnership between AVTA and the public depends upon AVTA employees and the traveling public behaving in a mutually respectful and courteous manner. The following Customer Code of Conduct is designed to inform patrons of the rules and guidelines for riding the bus.

Purpose

This guidebook is entitled the AVTA Customer Code of Conduct. Compliance with this guidebook is a condition of use by any individual of an AVTA vehicle or facility. A person who violates the Code may be ejected by order of an authorized AVTA representative and/or the Los Angeles County Sheriff's Department and is subject to the imposition of any and all remedies, fines, criminal sanctions, damages, and penalties available by law.

Values

Patrons shall use the AVTA public transportation system in a responsible manner to preserve and protect the aesthetics, and promote the longevity, of this essential public resource for greater mobility in the Antelope Valley and Los Angeles County.

Patrons shall treat other patrons and AVTA representatives with consideration, patience, respect, and civility to allow use, operation, and enjoyment of the AVTA system in a safe and gratifying manner for all persons.

SECTION 2: DEFINITIONS

These terms, whenever used in this chapter, will be construed as defined in this section:

- A. "Abuse" and "harassment" mean any extreme physical or verbal mistreatment, including hitting, kicking, gestures, yelling, spitting, threats, intimidation, assaults, slurs, cursing and sexual harassment including unwanted touching, comments, or gestures, of a sexual nature or based upon the gender, sexual orientation, gender expression or gender identity of the target of the behavior.
- B. "Attendant", "Personal Care Attendant" or "PCA" means an individual designated or employed, by a person with disabilities, to aid in meeting his/her personal needs who has his/her own ID card marked "Attendant" or accompanies a disabled passenger with a green ACCESS (ASI) TAP card marked PCA. The two types of attendant cards are an; Access PCA and AVTA assigned attendant card.
- C. "AVTA" means the Antelope Valley Transit Authority and its contractors and their sub-contractors.
- D. "AVTA representative" means an AVTA operator, or other authorized AVTA employee, board member, road supervisor, or contractor.
- E. "AVTA facility" means all property and equipment, including power, fuel, communication systems, inductive chargers, cameras, signs, loudspeakers, fare boxes or registers, bus stops, benches, waiting areas, signs, art work, depots, repair and maintenance shops, yards, offices, parking areas, and other real estate or personal property owned or leased by AVTA, used for any AVTA activity, or authorized to be on AVTA property.
- F. "AVTA vehicle" means an AVTA bus, car, or other vehicle owned, operated, or used by AVTA or its contract service providers transporting AVTA representatives or patrons.
- G. "Commercial activity" means any for-profit activity including selling goods, food, services, or distributing commercial materials.
- H. "Fare" means the monetary charges established by AVTA for AVTA access to transit services.
- I. "Fare media" means the methods by which fares are paid, issued by or on behalf of AVTA for the payment of fares, including, passes, cards, transfers, tickets, and vouchers.
- J. "Graffiti" means any unauthorized inscription, word, figure, mark, or design written, marked, etched, scratched, drawn, painted, or affixed on AVTA facilities or vehicles.

- K. "Loitering" means lingering in, on or about AVTA facilities, vehicles or property without a lawful purpose with the intent to commit a crime.
- L. "Mobility Aid Device" means an assistive device other than a wheelchair used by and primarily intended to assist persons with disabilities with locomotion.
- M. "Non-public areas" mean bus operators' seats, closed-off areas, mechanical or equipment rooms, AVTA employee only areas, storage areas, interior rooms, or bus yards, garages, depots, areas marked as restricted or dangerous, and underground areas.
- N. "Patron", "Passenger" or "Customer" means any person in or on, using or attempting to access, an AVTA facility or vehicle, including without limitation paying riders.
- O. "Person" includes an individual, firm, partnership, corporation, association, or company.
- P. "Rules" or "Code" means AVTA's Customer Code of Conduct as amended from time to time.
- Q. "Sound device" means an electronic device, cellular phone, radio, receiver, communication device, phonograph, television, musical instrument, tape recorder, cassette player, CD player, MP3 player, DVD player, game, speaker system, audio system, sound amplifier, or other device that plays music or emits noise. A sound device does not include assistive hearing devices for persons who have impaired hearing.
- R. "Weapon or instrument intended for use as a weapon" includes but is not limited to firearms, switchblade knives, axes, gravity knives, box cutters, straight razors, unpackaged razor blades, swords, nunchucks, explosives, dangerous chemicals or devices, radioactive materials, and highly combustible materials such as gas cans and batteries.
- S. "Wheelchair" as defined by Section 37.3 of the Department of Transportation (DOT) regulations implementing the Americans with Disabilities Act of 1990 (ADA) (49 CFR Parts 27, 37, and 38) is a mobility aid belonging to any class of three - or more -wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.

SECTION 3: CONDUCT

3.1 BOARDING, SEATING, AND EXITING

3.1.1 Required Acts:

These acts are required of all Patrons in AVTA facilities and vehicles:

- A. Refrain from stepping in front of or putting arms, legs, or objects in the path of an AVTA vehicle.
- B. Maintain control of children in or on AVTA vehicles or facilities, including when an AVTA vehicle is approaching.
- C. Refrain from waving in the path of or touching an AVTA vehicle when moving or departing from the curb area.
- D. Yield priority, reserved, wheelchair, or similarly designated seating to seniors, older adults, and individuals with disabilities. The mobility device priority seating is reserved for passengers using a mobility device. Passengers seated in the mobility device priority seating will be required to move to another seat if a passenger using a mobility device boards and the seat is needed. Seats not identified as reserved for disabled and senior passengers are available on a first come, first served basis. Patrons may not save seats for other passengers boarding the bus at a later stop. All personal items must be stored under the Patron's seat or in designated areas; no items may be left on a vacant seat. Should a patron require a Personal Care Attendant (PCA) while traveling, the patron must present an appropriate PCA eligible card when using the AVTA bus system. The patron and PCA must board and exit at the same location and travel in the same bus.

3.1.2 AVTA Procedures:

- A. For the safety of patrons, AVTA, and other roadway users, AVTA will only pick up and drop off at designated AVTA Stops / Facilities. There are no flag down areas for pick up and there are no courtesy stops for drop off.
- B. When a bus is full to capacity, ambulatory, and non-disabled persons waiting at an AVTA bus stop will be informed by the Bus Operator of the status of the current bus and that they will have to wait until the next bus arrives.
- C. AVTA does not sell transfers on local transit routes. A TAP card with a valid pass or fare media must be tapped on every bus taken.

- D. AVTA will make every reasonable effort to assure that patrons transported on the commuter service will be transported back to the Antelope Valley (Palmdale Transportation Center/ Sergeant Owen Memorial Park [formally known as Lancaster City Park]), if the passenger has complied with AVTA schedules and rules.

To assure pick-up, patrons must be at one of the AVTA bus stops in these locations: Downtown Los Angeles, Century City, or the San Fernando Valley. If the passenger is denied service on an AVTA bus because the bus is full and no seats are available, the passenger will be asked to take the next bus. Passengers seated in the "wheelchair" securement area will be politely asked to move to another seat to accommodate a passenger requiring a mobility device. If the last bus of the day is full and a passenger is left, the operator will contact AVTA dispatch and request a vehicle to pick up the passenger.

If a passenger misses the bus because he/she was not at the designated stop at the scheduled times, AVTA has no obligation to provide any service. AVTA cannot and does not guarantee transportation in the event of inclement weather, natural disasters, or civil unrest.

3.2 CIVILITY, COMPLIANCE, AND DISORDERLY CONDUCT

These acts are prohibited in, on, or near AVTA facilities and vehicles:

- A. Abuse and harassment of AVTA representatives or patrons are prohibited in AVTA facilities and vehicles.
- B. All persons must comply with all lawful orders and directives given by an authorized AVTA representative relative to AVTA facilities or vehicles consistent with the Code, including any instruction to leave an AVTA vehicle or facility for safety reasons or a violation of the Code.
- C. No person may falsely represent himself or herself to be an AVTA representative through words, actions, clothes, insignia, badges, or equipment.
- D. All persons must wear a shirt, pants, dress or skirt, and shoes, while in an AVTA facility or vehicle. Infants being held or in strollers and persons in wheelchairs do not need to wear shoes.
- E. Patrons unable to care for themselves, who exhibit no ability to comply with AVTA's Code, or who pose a safety risk to AVTA Representatives or other passengers, must be accompanied by a responsible individual who can care for the patron and maintain compliance with all applicable rules and the code while in an AVTA facility or vehicle.

- F. Expectorating (spitting).
- G. Carrying any explosive, acid, flammable liquid, toxic or hazardous material.
- H. Urinating or defecating, except in a lavatory.
- I. Throwing an object from an AVTA vehicle or at a patron, AVTA representative, or an AVTA facility or vehicle.
- J. Gambling.
- K. Hanging from, swinging from, or attaching anything to hand rails. This does not apply to holding a hand rail to stabilize one's body during transit.
- L. Inciting violence or posing a clear and present danger to other persons, including making verbal or visual gang affiliation or provocation signs.
- M. Engaging in or soliciting another person to engage in lewd conduct.
- N. Engaging in or soliciting another person to engage in prostitution.
- O. Placing feet or shoes on seats or furnishings.
- P. Defacing with graffiti, vandalizing, damaging, destroying, or tampering with AVTA facilities or vehicles.
- Q. Littering or dumping.

3.3 BLOCKING

The following acts are prohibited in all AVTA facilities and vehicles:

- A. Willfully blocking or impeding the free movement of another person.
- B. Blocking an aisle, door, or stairs with one's body or an object, in a way that poses a danger, unreasonably impedes a patron's movement, or displaces a person.
- C. Operating, stopping, or parking a vehicle in a location reserved for transit vehicles.
- D. Obstructing or impeding the passage of an AVTA vehicle or interfering with the operation or use of transit services.
- E. Preventing a door from closing.
- F. Reclining on, placing objects on, or blocking a seat.

- G. Occupying more than one seat.
- H. Willfully interfering with an AVTA representative's performance of his/her job duties or operation of an AVTA vehicle in a manner that affects the AVTA representative's control of the vehicle.
- I. Impeding the safe boarding or exiting of passengers.

3.4 CARTS, STROLLERS, AND LUGGAGE

- A. All small personal use size strollers that are occupied by a child or small carts that are filled, must be securely folded and not block passageways or seats, unless safety permits otherwise.
- B. Carts, dollies, strollers, and large luggage that create an unsafe condition including, but not limited to, impairing ingress or egress, blocking aisle ways or otherwise impeding passenger movement are prohibited.
- C. Large items are to be placed under the seat or held in the lap. Items may not take up a seat.
- D. Limit three (3) packages per person, or only what can reasonably be held without taking up any other seats. Recyclables are permitted if they are clean, not leaking fluids and in plastic bags. Recyclables may not be transported on AVTA commuter vehicles.
- E. No hazardous or flammable materials are allowed in or on any AVTA facility or vehicle.

3.5 FOOD, ALCOHOL, SMOKING, AND DRUGS

These acts are prohibited in AVTA facilities:

- A. Smoking, vaping, or carrying a lit cigar, cigarette of any type; including electronic cigarettes, or pipe within 25 feet of any AVTA facility entrance, exit or operable window.
- B. Placing chewed gum onto any surface other than into a trash receptacle.
- C. Dropping food or other hazardous waste other than in a proper waste disposal receptacle.
- D. Smoking and/or vaping at the Sergeant Owen Memorial Park (formally known as Lancaster City Park) or Palmdale Transportation Center (PTC) except in the designated smoking areas.
- E. Possessing an illegal drug or substance.

- F. Being under the influence of alcohol, a drug, a controlled substance, toluene, or any combination of those items, and unable to care for one's own safety or the safety of others, or interfering with an AVTA representative, facility or vehicle.

These acts are prohibited in AVTA vehicles:

- A. Eating and drinking unless that activity is required by a disability. Non-alcoholic beverages in containers with screw type lids (sports bottle) or travel mugs are permissible.
- B. Drinking or possessing an open container and/or an alcoholic beverage.
- C. Placing chewed gum onto any surface other than into a trash receptacle.
- D. Dropping food or other hazardous waste other than in a proper waste disposal receptacle.
- G. Possessing an illegal drug or substance.
- H. Public intoxication is prohibited. Pursuant to California Penal Code Section 647(f), except as provided in subdivision (l), every person who commits any of these acts is guilty of disorderly conduct, a misdemeanor:

(f) Who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance, toluene, or any combination of any intoxicating liquor, drug, controlled substance, or toluene, in a condition he or she is unable to exercise care for his or her own safety or the safety of others, or by reason of his or her being under the influence of intoxicating liquor, any drug, controlled substance, toluene, or any combination of any intoxicating liquor, drug, or toluene, interferes with or obstructs or prevents the free use of any street, sidewalk, or other public way.

Patrons over the age of 18 who are disruptive, intoxicated, or otherwise endangering the welfare of the operator or passengers will be asked to exit the AVTA vehicle immediately, and/or the operator will contact Law Enforcement for assistance. Patrons under the age of 18 who are disruptive, intoxicated or otherwise endangering the welfare of the operator or passengers, will be referred to Law Enforcement.

3.6 NOISE

These acts are prohibited in AVTA facilities and vehicles:

- A. Disturbing others by engaging in boisterous or unruly behavior.
- B. Creating noise, including cell phone or other conversation, that is so loud, sexually explicit, threatening, violent, vulgar, offensive or

disruptive that it causes a nuisance or unreasonably interferes with the use, operation, or enjoyment of the AVTA facilities or vehicles for AVTA representatives or patrons, or creates an unsafe condition, such as distracting operators of AVTA vehicles.

- C. Playing a sound device, unless using headphones or earphones that make the sound inaudible to others.

3.7 ANIMALS

3.7.1 Service Animals:

Under the Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.3, "service animal" is defined as "any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." DOT ADA regulation 49 C.F.R. Section 37.167(d) requires transit entities to permit service animals to accompany individuals with disabilities in vehicles and facilities.

Per the Federal Transit Administration (FTA) guidelines, an AVTA operator may ask if an animal is a service animal or ask what tasks the animal has been trained to perform, but cannot require special ID cards for the animal or ask about the person's disability. A service animal may not be excluded unless the animal is out of control and the animal's owner does not take effective action to control it or the animal poses a direct threat to the health or safety of others.

- A. Animals are not permitted in or on AVTA facilities and vehicles unless one of the following applies:
 - 1. The animal is a service animal, as defined by the Americans with Disabilities Act, and is accompanied by a patron. An AVTA representative may ask whether an animal is a pet or a service animal required because of a disability and what function the animal has been trained to perform for the handler.
 - 2. The animal is a certified police or security animal and is accompanied by a peace officer.
 - 3. A passenger's request that the driver take charge of a service animal will be denied. Caring for a service animal is the responsibility of the passenger or a Personal Care Attendant (PCA).
- B. Handlers shall maintain control of their service animals. No animal is permitted in an AVTA facility or vehicle that is not under the control of

its handler or that poses a threat to AVTA representatives or patrons. Handlers of service animals shall promptly remove all animal waste from AVTA facilities and vehicles. Leaving animal waste in an AVTA facility or vehicle is prohibited.

- C. Handlers shall ensure that service animals do not deprive a patron of a seat or block any aisle or passageway.

3.7.2 Comfort Animals:

Comfort animals are not allowed on or in AVTA vehicles and facilities. Under the Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.167(d), transit entities are only required to allow service animals to accompany individuals with disabilities in vehicles and facilities. If an animal's only function is to provide emotional support or comfort for the rider, that animal would not fall under the regulatory training-based definition of a service animal. Simply providing comfort is something that animal does passively, by its nature or through the perception of the owner.

3.8 WHEELED RIDING DEVICES AND WHEELCHAIRS

- A. Wheeled riding devices including bicycles, self-balancing electric scooters (hoverboard), skates, skateboards, kick scooters, and other wheeled riding devices except Wheelchairs and Mobility Aid Devices, may not be ridden in AVTA facilities or vehicles, except for public bike or road ways clearly intended for those types of devices. A person may carry or walk such wheeled riding devices safely on AVTA facilities to park or board AVTA vehicles.
- B. The bus operator may not help load or unload a passenger with a wheeled riding device, excluding patrons with a wheelchair as defined in Section 2-U of the Code of Conduct.
- C. A person who enters an AVTA vehicle with a bicycle, kick scooter, skateboard, hoverboard or similar device shall do the following:

Bicycles:

1. Use bicycle racks.
2. If racks on a bus are full, wait for the next bus.
3. Hold a bicycle when it is not in the rack; this exception is only for passenger riding the last bus of the day.
4. Inform the bus operator before exiting that you will remove a bicycle from a rack in front of the bus.

5. Safely load and unload bicycles from the front of the AVTA vehicle to the curbside and not into traffic.
6. Refrain from accessing the bicycle rack after the bus has left the curb.

Other Wheeled Riding Devices:

1. Refrain from blocking aisles, doorways, or operator's way.
 2. Yield space in designated areas to wheelchairs or other Mobility Aid Devices for persons with disabilities.
 3. Hold the device in a manner that neither blocks ingress/egress of other Patrons, nor takes up another seat on the AVTA vehicle. Folded bicycles, handheld skates or skateboards may be carried into an AVTA vehicle without using the rack. These items must be stored so they do not block passageways, aisles or seats.
- D. Bus operators must secure all wheelchairs and scooters. All AVTA vehicles will accommodate mobility devices such as wheelchairs and three-wheeled scooters up to forty-eight (48) inches by thirty (30) inches with a total weight of up to 500 pounds (including the passenger). Mobility devices that exceed these requirements will not be transported.

3.9 ODORS

- A. No person may be in an AVTA facility or vehicle with an unavoidable grossly repulsive odor so extreme it causes a nuisance, unreasonably interferes with the use, operation, or enjoyment of the AVTA facilities or vehicles for AVTA representatives or patrons, or creates an unsafe condition. Notwithstanding the foregoing, this subsection will not apply to persons with odors directly related to a disability or medical condition unless the odor is so severely disruptive that it interferes with the use or operation of the AVTA facility or vehicle, AVTA representatives or patrons, or creates an unsafe condition.
- B. Extreme odors may arise from a variety of sources, including one's body, possessions, clothing, food, chemicals, perfume, and cologne or accompanying service animals.

3.10 SAFETY

- A. These acts are prohibited in AVTA facilities and vehicles:
 1. Attaching to, hanging from, or riding on any part of the outside of an AVTA vehicle, or being inside an area in which the public are prohibited.
 2. Interfering with the safe operation or movement of an AVTA vehicle of facility.

3. Abandoning personal items.
 4. Standing, lying, or climbing on a sign, bench, passenger shelter, trash container or planter.
 5. Extending anything in the path of or through a door or window on an AVTA vehicle.
 6. Engaging in sport, horseplay, or recreational activities.
 7. Creating a danger to other persons.
 8. Extending any portion of the body or object through any window opening or door of an AVTA vehicle.
- B. To avoid injury, patrons must use care when on or in an AVTA facility or vehicle.
- C. Patrons should be alert and promptly report to AVTA or law enforcement any unsafe condition, broken equipment, or suspicious activity, odor, or package (See Something, Say Something).
- D. Emergencies should be reported immediately to an AVTA representative, law enforcement, or emergency personnel.
- E. If an AVTA representative or other authorized personnel evacuates an AVTA facility or vehicle, patrons shall promptly and in an orderly manner follow instructions to avoid injury to other persons.
- F. No person shall remove, tamper with or destroy an AVTA vehicle or the contents thereof.
- G. No person other than an AVTA Representative in the course and scope of his or her duties may place an obstruction in front of an AVTA vehicle, or willfully set an AVTA vehicle in motion.

3.11 SOLICITATION

- A. No person shall solicit money or other things of value in an AVTA facility or vehicle.
- B. No person shall solicit public support, or distribute materials, for any cause in AVTA vehicles and in public areas of AVTA facilities without written approval of AVTA management.
- C. The exercise of freedom of speech is permitted in AVTA facilities and vehicles, subject to these restrictions:

1. Free speech activity may not occur within fifteen (15) feet of a staircase entryway, loading zone, transit entrance or exit, emergency exit, or fare media readers or validators. Free speech activity may not impede transit services or the movement of patrons or AVTA personnel.
2. Pamphlets and leaflets may not be left in an AVTA facility or vehicle.
3. The carrying of signs or placards larger than thirty (30) inches by thirty (30) inches, in AVTA facilities or vehicles is prohibited. Large signs can be folded or rolled up to comply with the 30" by 30" restriction. No pole, stick, or other similar object or device utilized to display a sign shall exceed a length of thirty inches (30"), nor shall such object exceed a thickness of one-quarter inch (1/4") and a width of two inches (2"); or if not generally rectangular in shape, such object shall not exceed three-quarters inch (3/4") at its thickest dimension. This limitation is not intended to prohibit walking canes, crutches, or similar devices used for mobility assistance by a person with a disability. No object shall have an exposed sharp pointed end.
4. Carrying of any signs or sticks must not interfere with the movement, seating, or safety of patrons or AVTA representatives.
5. Food and drinks shall not be distributed in AVTA facilities or vehicles without written approval of AVTA management.

3.12 WEAPONS

This provision does not apply to law enforcement, security personnel, or a legally concealed weapons permit holder.

- A. Weapons are not permitted.
- B. Any instrument that can be used as a weapon shall not be used or directed at an AVTA facility or vehicle, or at a person or object in an AVTA facility or vehicle in a threatening manner.

3.13 LOITERING

- A. Loitering as defined by the municipal code, is prohibited in AVTA facilities, bus stops, shelters, and vehicles.

1. Lancaster Municipal Code:

9.12.020(a) LMC: Loitering in public right-of-way where posted or warned.

9.12.020(b) LMC: Loitering and obstructing access to building open to public.

9.12.020(c) LMC: Loitering in shopping center where posted or warned.

2. Palmdale Municipal Code:

9.16.010(b) PMC: No person shall loiter in or about any public building, park or recreation facility including any transportation facility in a manner and under circumstances manifesting the purpose to engage in acts of misconduct including, but not limited to, exhibitionism, solicitation, malicious mischief, or acts of indecent exposure.

3. County of Los Angeles - CA Penal Code:

647(e) CPC: Who lodges in any building, structure, vehicle, or place, whether public or private, without the permission of the owner or person entitled to the possession or in control of it.

3.14 LOST AND FOUND

- A. Items found in an AVTA facility or vehicle will be given to an AVTA operator or other authorized AVTA representative, who will forward the items to the AVTA customer service department.
- B. Items can be claimed in person at the AVTA Customer Service desk by providing proof of ownership. Items that remain unclaimed for 30 days will be discarded or donated to a charitable organization, without liability to AVTA.
- C. AVTA is not responsible for items lost in an AVTA facility or vehicle.

3.15 PARKING AND USE OF AVTA FACILITIES AND VEHICLES

- A. Parking by the public may not impede transit services or the movement of patrons or AVTA personnel.
- B. Storage of items in AVTA facilities may only be used for the designated AVTA related transportation purposes.
- C. A person may not perform non-emergency maintenance on a non-AVTA vehicle at an AVTA facility unless authorized by AVTA.
- D. A person may not enter non-public areas in AVTA facilities or vehicles unless authorized by AVTA.

3.16 COMMERCIAL ACTIVITY

- A. Persons must not engage in commercial activity in an AVTA facility or vehicle without first obtaining proper authorization from AVTA.
- B. Persons who engage in permitted commercial activity in an AVTA facility or vehicle must comply with all AVTA instructions, safety requirements, and applicable laws.
- C. Commercial activity is prohibited on loading platforms and in any location where it interferes with transit services or the movement of patrons or where it creates a safety hazard.

3.17 SIGNS

- A. No person may affix or post signs, stickers, buttons, advertisements, circulars, or other printed materials on or in AVTA facilities or vehicles. Written permission must be obtained from AVTA prior to placing, posting, or displaying a poster, notice, advertisement, sign, or other written material on an AVTA facility or vehicle.
- B. No persons may destroy, cover, deface with graffiti, remove, damage, or tamper with an AVTA poster, sign, advertisement, or notice, unless authorized by AVTA.
- C. Persons shall obey any sign intended to provide for the safety and security of transit passengers or the transit system. Persons shall also obey all other notices and signs posted by AVTA in an AVTA facility or vehicle.

3.18 PHOTOGRAPHY AND RECORDING

- A. No person may photograph, film, duplicate, record, or sketch an AVTA facility or vehicle for commercial purposes without first obtaining authorization from AVTA.
- B. A person who photographs, films, or records in an AVTA facility or vehicle must comply with all AVTA safety requirements, instructions, licenses, and applicable laws including copyright laws.
- C. A person may photograph, film, record, or sketch an AVTA facility or vehicle for non-commercial purposes only in public areas, unless otherwise authorized by AVTA, and in a manner, at a time, and at a place that does not interfere with AVTA operations, or create an unreasonable risk to the safety or well-being of AVTA representatives or patrons. Prohibited activities will include the use of a tripod, or laying of cord or cables, in a walkway; use of a flash blinding to patrons or AVTA representatives; or creating congestion during an emergency.

3.19 MISCELLANEOUS

- A. The Code is not intended to affect the lawful activity or first amendment rights protected by state or federal law, including laws related to collective bargaining, labor relations, or labor disputes.
- B. AVTA reserves the right to suspend, waive, modify, limit, or revoke the application of the Code or any provision thereof.
- C. AVTA may refuse service or access to AVTA facilities or vehicles, including ejecting or excluding any person who does not comply with the Code or applicable laws.
- D. The Code incorporates all relevant applicable legislative changes that occur after the date the Code is adopted.
- E. Acts prohibited under the Code are permitted if authorized by agreement, permit, license, or a writing signed by an authorized AVTA representative.
- F. The Code applies with equal force to any person who aids or abets in any of the acts prohibited by the Code.
- G. Individuals with disabilities may visit www.avta.com for information and request reasonable accommodations of this Code. Whenever possible, a request for a reasonable accommodation shall be made in advance to AVTA at customerservice@avta.com, (661) 945-9445, or at 42210 6th Street West, Lancaster, CA 93534. Reasonable accommodations can also be requested via the website. The form is filled in and can be brought to AVTA office or mailed. If a request for a modification is made to an AVTA operator or other AVTA representative the employee may contact his or her supervisor or control center for guidance. Requests for reasonable modifications will not be approved if the request would: alter the nature of the service, program, or activity; create a direct threat to the health or safety of others; result in an undue financial or administrative burden; or the individual would be able to fully use the services provided by AVTA without the modification. Individuals with disabilities may file complaints regarding reasonable modification or accommodation with AVTA Customer Relations by telephone at (661) 945-9445 or via email at customerservice@avta.com.

SECTION 4: FARES

- A. Patrons who ride AVTA vehicles or use AVTA services must pay all fares, transfers, and fees. Passengers must have exact fare or have their TAP pass ready when boarding the bus.
- B. Evading payment of an AVTA fare is prohibited. Fare evasion includes the following:

1. Boarding an AVTA vehicle without proof of valid fare media or without paying the fare upon boarding an AVTA bus.
 2. Duplicating, counterfeiting, altering or transferring any nontransferable fare media without AVTA authorization.
 3. Placing anything other than United States currency into a fare box. Falsely representing oneself as eligible for a waiver or a special or reduced fare, or obtaining fare media by making a false or misleading representation.
 4. Misusing fare media with the intent to evade payment of a fare.
 5. Boarding through a rear bus door to avoid payment of fare.
 6. Entering an AVTA vehicle in such a way as to bypass or avoid any fare-required collection or validation by AVTA representatives collecting fares.
- D. No payment or refund will be made to patrons who overpay the required fare or who are ejected or excluded from AVTA facilities or vehicles for violating the Code or applicable laws.
- E. Reduced Fare Media

Acceptable forms of identification:

1. Los Angeles County Municipal Operators Association (LACMOA) also known as TAP (Transit Access Pass) photo ID (available through AVTA or any other municipal operator in Los Angeles County).
2. California photo ID (seniors only) 65 or older.
3. Active Military/Disabled Military/Veterans with photo ID.
4. A valid Reduced Fare ID card from another Transit Agency.

Persons with disabilities must complete the LACMOA TAP card Reduced Fare Program Application to become eligible for the reduced fare. Once eligibility has been established, the passenger will be issued a TAP photo ID card. Please be advised that Metro TAP makes all final approvals.

Seniors wishing to take advantage of reduced fare media can complete the LACMOA TAP card Senior Application or use their CA ID or driver's license with a date of birth verifying they are at least 65 years of age.

Without acceptable ID, each patron must pay full fare to use the service.

F. Commuter Services

AVTA allows active military, disabled military, veterans, and seniors (65 or older) to ride at a reduced fare with proper photo ID. The passenger must show proof of eligibility in one of these forms:

1. Valid and current Tap Senior/Disabled ID card.
2. Valid ID card as described in the Reduced Fare Media section.

G. Fares and Passes

TAP products available for local transit include:

1. 31-day pass activated the first time it is used.
2. 7-day rolling pass activated the first day it is used.
3. Day pass
4. 4-hour pass

Patrons with an active AVTA monthly commuter TAP card may ride local transit at no additional charge. Commuter 10-trip passes will be charged one ride; it may be more cost efficient for patrons with a 10-trip pass using local transit to pay the local transit fare.

Per the Memorandum of Understanding between AVTA and Metropolitan Transportation Authority, Metrolink passes are not accepted as AVTA commuter fare; however a valid Metrolink pass will be honored on local transit and the TRANSPORTER. This includes any bus in any direction.

SECTION 5: ENFORCEMENT

A. Violations

1. A person who violates the Code is subject to any and all remedies, fines, criminal sanctions, damages, and penalties available by law. Enforcement of any provisions of the Code involving the payment of any fees, penalties or other administrative amounts, or community service, by adults based on California Penal Code section 640 (b) and (c), shall be pursuant to the authority and according to the procedures, and as set forth in the California Public Utilities Code including section 99580 et seq. The procedures set forth in section 99580 et seq. will not apply to minors, whose violations will be subject to enforcement as criminal matters in Superior Court as provided by law.
2. A person who violates any provision of the Code may be ejected by order of an authorized AVTA representative and or the Los Angeles County

Sheriff's Department. This remedy is in addition to any other fine, penalty, assessment, or other remedies available at law.

3. A person who violates the Code may be immediately removed from the AVTA facility or vehicle, without refund of any fare, by an authorized AVTA representative who witnesses a violation.
4. A violation of the Code that is also a violation of a local, state, or federal law may be prosecuted in a court proceeding, in addition to any enforcement by or remedies available to AVTA.



DATE: July 25, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Equal Employment Opportunity (EEO) Statement Policy

RECOMMENDATION

That the Board of Directors adopt the updated Equal Employment Opportunity (EEO) Statement Policy (Attachment A).

FISCAL IMPACT

Implementation of this Policy is unlikely to result in any fiscal impact.

BACKGROUND

The purpose of the Equal Employment Opportunity (EEO) Statement Policy is to document and to 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.

The attached policy has also been updated adding two new sections, one entitled "Contractor Compliance" and the other, "Annual Review of Policy", to establish a procedure by which AVTA will annually review and document any finding(s) pertaining to our contractor's EEO plan and program. Specifically, the review and oversight will determine compliance per the FTA EEO Circular 4704.1A.


Prepared by:

Submitted by:

Norman L. Hickling
Chief Operating Officer

Len Engel
Executive Director/CEO

Attachment: A – Equal Employment Opportunity (EEO) Statement Policy

	EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT POLICY		Policy No. 000000
	Policy Effective Date:	Revised on:	
	Approved by: Board of Directors		
	Date Approved:	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 and 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 grantees 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 not 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.

DRAFT



DATE: July 25, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Amend Contract #2017-14 to Fleet-Net Corporation for Fleet Management Software System

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute an amendment to Contract #2017-14 for the Fleet Management Software System to Fleet-Net Corporation, Las Vegas, NV, for a five-year term and an amount not to exceed \$112,575.00, plus applicable sales tax.

FISCAL IMPACT

Sufficient grant funds are available from the FY17 Business Plan to pay for this service.

BACKGROUND

The original contract was approved at the June 27, 2017 Board of Directors meeting for an amount not to exceed \$89,675, plus applicable sales tax. This amendment is due to a clerical error on behalf of AVTA staff in relation to the five years of annual software support. Staff still supports the decision to choose Fleet Net Corporation.

In 2011, AVTA's maintenance management system annual service fee increased from \$5,500 to \$17,000 per year. AVTA's management declined further renewals. Now that AVTA will be switching from diesel to electric bus parts, management felt this was an appropriate time to solicit for a new system. To this end, staff developed and circulated a Request for Proposals (RFP).

AVTA released a Request for Proposals (RFP) on February 3, 2017. The solicitation documents were posted to AVTA's procurement website; advertisements were placed in the *Antelope Valley Press*, *Our Weekly Lancaster* newsletter. Prior to the issuance of the RFP, Board and TAC members were notified and asked to submit any recommendations for potential vendors. The local Chambers of Commerce and Antelope Valley Board of Trade were also notified via their respective newsletters and email lists; a total of 143 firms across the United States were notified by email on how to download the RFP document.

Staff held an optional pre-proposal conference on February 13, 2017, with two firms attending by phone. The RFPs were opened on March 8, 2017. Of the 143 software

firms that received the RFP by email notification, only four responses were received. A review committee evaluated and ranked the proposal on the following criteria: proposer's solution (30%), project budget (20%), similar projects (15%), proposer's information (15%), project schedule (10%), and personel (10%). Six hundred possible total points were available from written (300 pts.) and on-site demonstration (300 pts.) phases (600 possible total points available).

The firms, evaluation points and respective costs for the project are listed in the table below.

Firm	Location	Total Score (600 Max)	Amounts
Fleet-Net Corporation	Las Vegas, NV	512	Base Price: \$67,575 5-year maintenance: \$45,000 Total: \$112,575
Ron Turley & Associates	Glendale, AZ	500	Base Price: \$43,020 5-year maintenance: \$10,400 Total: \$53,420
FASTER Asset Solutions	Virginia Beach, VA	392	Base Price: \$95,700 5-year maintenance: \$37,980 Total Costs: \$133,680
AddOns, Inc.	Littleton, CO	217	Base Price: \$365,953 5-year maintenance: \$47,572 Total: \$413,525

Fleet-Net Corporation, Las Vegas, NV, yielded the highest scoring proposal and is being recommended for award by staff. In addition to their fair and reasonable pricing, they provided a superior solution that will also allow AVTA to electronically track facility maintenance, bus stop maintenance, and provide accurate National Transit Database (NTD) reports. This data will eliminate the current need for a Transit Asset Management tracking system, saving the agency approximately \$30,000 plus annual service fees. It was obvious that their experience with other transit agencies as well as with AVTA, gave them a clear insight into our needs and requirements. Staff is confident that Fleet-Net Corporation, will provide an excellent product for staff's future use.

Prepared by:

Submitted by:

Mark Perry
 Director of Fleet and Facilities

Len Engel
 Executive Director/CEO



DATE: July 25, 2017
TO: BOARD OF DIRECTORS
SUBJECT: AVTA/BYD Bus Demonstration Agreement

RECOMMENDATION

Authorize the Executive Director/CEO to enter into a bus demonstration agreement with BYD Motors, Inc.

FISCAL IMPACT

Approval of this request will have limited fiscal impact. Maintenance and fuel savings will result with the use of battery electric buses.

BACKGROUND

The articulated buses being built for AVTA are beginning to roll out of the BYD factory – one through are five done, for the most part, and six through twelve close behind, #13 will come later. As has been explained, we cannot pay (with FTA funds) for the articulated buses until the "Altoona Report" has been issued and that it says the bus can be expected to last 12 years. That said, FTA allows for a "prototype waiver" for the first five buses of a new model – BYD made a request for a waiver but was initially turned down based on FTA reasoning that the bus did not require "significant refinement, optimization, or operating experience before the manufacturers can reasonably commit the design feature or component to production." While BYD is working with FTA staff to get a reconsideration, we do not know the outcome of those negotiations. Regardless of the outcome, we will not be able to put seven of the new buses into service for another (likely) six months.

However, BYD has offered to enter into an eight month demonstration with AVTA for up to 13 articulated buses. AVTA will agree to purchase the buses if and when the FTA issues an acceptable Altoona Report. We are floating this idea past the Los Angeles office of the FTA to make sure it is an acceptable approach to our challenge. I am not expecting that there will be any payment required for the demonstration period.

An issue that was raised by Chairman Crist had to do with product liability if something should happen prior to the Altoona testing being completed. Example: an engineering defect identified by the testing is identified as the cause of an accident while the bus is in operation at AVTA. 1) We will be purchasing additional short-term coverage to cover AVTA for this kind of situation. 2) BYD is amenable to adding a hold-harmless clause in the agreement to cover this type of situation. 3) The Transdev insurance policy will cover any accident repair.

We have approval from FTA to proceed with the demonstration project as long as we do not use FTA funds. We have yet to hear from FTA regarding the waiver.

Submitted by:

Len Engel
Executive Director/CEO