

AVTA

ANTELOPE VALLEY TRANSIT AUTHORITY

Regular Meeting of the Board of Directors

Tuesday, April 23, 2013

10:00 a.m.

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

AGENDA

For record keeping purposes, and in the event that staff may need to contact you, we request that a speaker card, located at the Board Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you are not required to complete this form or to state your name in order to speak. A three-minute time limit will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2258 at least 72 hours prior to the scheduled Board of Directors meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Clerk of the Board at (661) 729-2258 at least 72 hours prior to the meeting.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Chairman Norm Hickling, Vice Chairman Marvin Crist, Director Ken Mann, Director Tom Lackey, Director Steve Hofbauer, and Director Dianne Knippel

APPROVAL OF AGENDA

PUBLIC BUSINESS FROM THE FLOOR:

If you wish to address the AVTA Board on any agenda item but are unable to stay until the item is called, your comments may be made at this time. Please give your completed Speaker Card (available as you enter the Board Room) to the Clerk of the Board. Speaking clearly, state and spell your name for the record. Each speaker is limited to three (3) minutes.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

This portion of the meeting allows the public the opportunity to address the Board of Directors of the Antelope Valley Transit Authority on non-agenda items that are within the Board's subject matter jurisdiction. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items.** Your matter will be referred to the Authority's Executive Director for follow-up. Individual speakers are limited to three (3) minutes each.

SPECIAL REPORTS and PRESENTATIONS:

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

SRP 1 Presentation of Veolia Operator of the Month for March 2013 – Hector Fuentes, Veolia Transportation

SRP 2 Presentation of AVTA Employee of the Quarter (January 1 – March 31, 2013) – Julie Austin

SRP 3 FY14 Draft Business Plan – Operating Budget – Colby Konisek

SRP 4 April 2013 State and Federal Legislative Update – Wendy Williams/Judy Vaccaro-Fry

CONSENT CALENDAR: The Consent Calendar may be acted upon with one motion, a second and the vote.

CC 1 Board of Directors Meeting Minutes for March 26, 2013 and April 17, 2013 – Karen Darr

CC 2 Financial Reports for April 2013 – Colby Konisek

CC 3 Federal Fiscal Year 2012/13 Second Quarter Disadvantaged Business Enterprise and Small Business Enterprise Outreach Status Report (January 1 – March 31, 2013) – Lyle Block

CC 4 FY13 Key Performance Indicators Report for February 2013 – Dieter Aragon

CC 5 FY13 Second Quarter Los Angeles County Sheriff's Report (January 1 – March 31, 2013) – Candice Rudolph

NEW BUSINESS:

NB 1 Advertising Policy Discussion – Wendy Williams

REPORTS AND ANNOUNCEMENTS:

RA 1 Executive Director's Report

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on May 28, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

The Agenda was posted by 5:00 p.m. on April 18, 2013 at the entrance to the Antelope Valley Transit Authority, 42210 6th St. West, Lancaster, CA 93534.

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

DATE: April 23, 2013
TO: BOARD OF DIRECTORS
SUBJECT: April 2013 State and Federal Legislative Update

RECOMMENDATION

Receive and file an update on state and federal legislation.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The 2013 Legislative Principles were adopted at the January 2013 Board meeting. This program includes broad guidelines to help focus AVTA's legislative strategies and proposals, if any. It is designed to provide flexibility to guide staff in responding to legislative issues that may arise during the course of the year, such as raids on transit funds and responses to proposed legislative requirements.

Federal Legislative Update

The Fiscal Year 2014 budget released April 10 by President Obama fully funds the authorized funding levels provided in MAP-21 and reserves funding after that legislation expires on Sept. 30, 2014, for a long-term reauthorization of surface transportation programs, including a 25 percent increase from current levels after MAP-21 expires in 2015, paid for with savings from winding down overseas military efforts. The budget also proposes an additional \$9 billion for critical transit infrastructure improvements, including \$6 billion for Transit State of Good Repair, \$500 million for New Start core capacity projects, and \$2.5 billion for Urban and Rural Transit programs. This is in addition to a continued commitment to high-speed and intercity passenger rail, and a focus on livable communities.

Funding Highlights:

- Provides a total of \$76.6 billion in discretionary and mandatory budgetary resources for the Department of Transportation, an increase of 5.5 percent, or \$4 billion, above the 2012 enacted level.
- Jumpstarts job creation with an additional \$50 billion in immediate investments in 2014 to support critical infrastructure projects, improving America's roads, bridges, transit systems, border crossings, railways, and runways. This includes \$40 billion in "Fix-it-First" investments for improving existing infrastructure assets and \$10 billion to help spur State and local innovation in infrastructure development.
- Proposes a five-year, \$40 billion rail reauthorization proposal to significantly improve existing intercity passenger rail services, develop new high speed rail corridors, and strengthen the economic competitiveness of our freight rail system.
- Fully funds the authorized funding levels provided in the Moving Ahead for Progress in the 21st Century Act (MAP-21) for surface transportation programs.
- Reserves funding after the expiration of MAP-21 in 2015 for a robust, long-term reauthorization of surface transportation programs, including a 25 percent increase from current funding levels.
- Supports a more robust, rigorous, and data-driven pipeline safety program to ensure the highest level of safety for America's pipeline system.
- Invests nearly \$1 billion in the Next Generation Air Transportation System, a revolutionary modernization of our aviation system.
- Pays for the rail and surface transportation proposals with savings from ramping down overseas military operations. Because rebuilding the Nation's transportation infrastructure is an immediate need, the Budget uses near-term savings from reduced overseas operations to fully offset the long-term reauthorization proposals.
- Maintains reduced funding for Airport Grants, focusing Federal support on smaller airports, while giving commercial service airports additional flexibility to raise their own resources.

State Legislative Update

This month, the legislative matrix includes several bills of interest: Two bills of particular interest are SB 230 authored by Senator Steve Knight (R), and SB 469 authored by Senate Majority Leader Ellen Corbett (D).

Senate Bill 230 seeks to exclude as operating expenses all payments made to capital project loans financed through Certificates of Participation (COP). Current state law requires a transit agency to maintain a farebox recovery ratio of at least 20% of operating expenses. If the principal and interest payments due on large capital projects are included as operating expenses for audit purposes, a transit agency would have to

raise fares exorbitantly to maintain a 20% farebox recovery ratio. Knight has authored this bill on behalf of Victor Valley Transit.

Senate Bill 469 would require a local authority awarding a bus procurement contract to give a ten percent evaluation preference to any bidder that manufactures within the State of California. The bill is currently in the Senate Committee on Transportation and Housing. A hearing was set for April 9, but was cancelled by the author.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Grants Administrator

Julie M. Austin
Executive Director

Wendy L. Williams
Marketing Manager

Attachment: State Legislative Matrix

ATTACHMENT

2013 Transit-Related Legislation Matrix

BILL/AUTHOR/ NUMBER	TOPIC	SUMMARY	STATUS
AB 25 Campos	Amend Labor Code, Relating to Employment and Social Media:	Existing law prohibits a private employer from requiring or requesting an employee or applicant to disclose a username or password for the purpose of accessing personal social media, or to divulge any personal social media. Existing law prohibits a private employer from discharging, disciplining, or threatening to discharge for not complying with a request or demand that violates these provisions. This bill would apply the provisions described above to public employers. The bill would state that its provisions address a matter of statewide interest and apply to public employers generally, including charter cities and counties.	Assembly Judiciary Committee. Hearing on April 2, was postponed until April 16.
AB 160 Alejo, Luis (D)	California Public Employees' Pension Reform Act of 2013: Exceptions:	Assembly Bill 160 assumes public pension changes that took effect Jan. 1 violate a condition of mass-transit federal grants requiring an agency to preserve whatever employees' collective bargaining rights are authorized in that state. The Teamsters and two other unions sponsored the bill, which would exclude 20,000 local and regional mass transit workers statewide from the higher pension contributions and lower retirement benefits passed last year.	Assembly Public Employees, Retirement /Social Security Committee Hearing Date 4/24/2013
AB 179 Bocanegra (D)	Electronic Transit Fare Collection Systems: Disclosure of Personal	Existing law prohibits a transportation agency from selling or providing personally identifiable information of a person obtained through the person's participation in an electronic toll collection system or use of a toll facility that uses an electronic toll collection system. Existing law, with certain exceptions, requires a transportation agency to discard personally identifiable information after 4 1/2 years. This bill would make these and other related	Assembly Transportation Committee First Hearing Canceled at the Request of

	Information:	provisions applicable to a transportation agency that employs an electronic transit fare collection system for payment of transit fares. The bill would require transportation agencies that obtain personally identifiable information of a person from electronic toll collection or electronic transit fare collection systems to discard that information after 6 months.	Author. Next Hearing Scheduled for 4/22/2013
AB 206 Dickinson (D)	Triple Bike Racks Vehicle: Length Limitations on Buses:	Authorizes the Sacramento Regional Transit District to install folding devices attached to the front of its buses that are designed and used exclusively for transporting bicycles if the use of the device meets certain requirements, including, but not limited to, that the device does not extend more than 40 inches from the front of the bus when fully deployed, and that the handlebars of the bicycles being transported do not extend more than 46 inches from the front of the bus.	Amended in Transportation Committee. Read a Second Time. Ordered to Third Reading.
AB 528 Lowenthal B (D)	State Rail Plan:	Makes a non-substantive change to existing law that requires the Department of Transportation to prepare a 10-year State Rail Plan biennially for submission to the Legislature, Governor, and specified entities.	Referred to Committee on Transportation Set for Hearing 4/22/2013
AB 863 Torres (D)	Transit Projects: Environmental Review Process:	Authorizes the Department of Transportation to assume responsibilities for federal review and clearance under the National Environmental Policy Act for a transit project that is subject to the act. Provides that the state consents to the jurisdiction of the federal courts in that regard, and provides that the department may not assert immunity from suit under the U.S. Constitution with regard to actions brought relative to those responsibilities under federal law.	Referred to Transportation Committee Hearing Canceled at the Request of Author.

<p>SB 1 Steinberg (D)</p>	<p>Sustainable Communities Investment Authority:</p>	<p>Based in large part on last year's SB 1156, this bill is Senator Steinberg's proposal to remake some of the powers of Redevelopment Agencies, but to streamline the process, foster cooperation between cities and counties, protect school funding, support affordable homes and refocus investment in transit-oriented areas.</p>	<p>Passed Governance and Finance Committee on March 13.</p> <p>Set for Hearing on 4/23/2013 in Senate Transportation and Housing Committee.</p>
<p>SB 110 Steinberg (D)</p>	<p>California Transportation Commission Guidelines:</p>	<p>Existing law authorizes the CTC to adopt policy guidelines for various transportation programs, but provides little direction on how the adoption process should occur. Among the programs for which the CTC adopts guidelines are the State Transportation Improvement Program (STIP) and regional transportation planning processes. This bill exempts the CTC in adopting guidelines from the Administrative Procedures Act (APA). The APA establishes rulemaking procedures and standards for California's state agencies. It is designed to provide ample opportunity for public participation in the regulation adoption process, and to ensure that agencies adopt regulations that are clear, necessary, and legally valid.</p>	<p>Passed Senate Transportation and Housing Committee on April 2, 2013.</p> <p>Referred to Senate Appropriations Committee for a Hearing on April 15 2013.</p>
<p>SB 230 Knight (R)</p>	<p>Local Transportation Funds: Performance Audits:</p>	<p>Excludes principal and interest payments on all transit capital projects funded with Certificates of Participation (COPs) from being defined as an operating expense. Currently, lease payments for transit buses funded with COPs are already excluded. The Transportation Development Act (TDA) classifies these payments as an operating expense, thereby requiring transit agencies to increase fares to meet the TDA-required 20% farebox recovery ratio</p>	<p>Senate Transportation and Housing Committee</p> <p>Hearing Postponed by</p>

		(20% of the operating costs of a public transportation agency must be met by ticket fare revenue). This creates a significant problem for transit agencies financing capital projects through COPs. The increased operating expense does not reconcile with the actual transit services without an exorbitant fare increase to offset it.	Committee on 4/8/2013.
SB 232 Monning (R)	Private Employment and Public Transit Employees	Existing law requires a local government agency to give a 10% preference to any bidder on a service contract to provide public transit services who agrees to retain employees of the prior contractor or subcontractor for a period of not less than 90 days, as specified. This bill would expand these provisions to require a state agency to also give a 10% preference to any bidder under these provisions.	Passed the Senate Labor and Industrial Relations on a vote of 4-1 on 4/10/2012. Sent to Senate Appropriations Committee
SB 469 Corbett (D)	Preference for In State Contracts to Purchase Public Transit Vehicles	Existing law establishes various bidding requirements for local agencies entering into construction contracts. This bill would require a local authority awarding a procurement contract for the purchase of a public transit vehicle to give a 10 percent preference to any bidder that agrees that all vehicles to be purchased under the contract are to be manufactured within the State of California. This bill would also state that this is an issue of statewide concern.	Senate Committee on Transportation and Housing. First hearing Set for 4/9/2013 Cancelled by Author.
SB 628 Beall (D)	Infrastructure Financing	Eliminates the requirement of voter approval for the adoption of an infrastructure financing plan, the creation of an infrastructure financing district, and the issuance of bonds with respect to a transit priority project. Requires a specified percentage of the revenue for increasing, improving, and preserving the supply of lower and	Set for Hearing 4/17/2013 in Senate Governance

		moderate-income housing. Provides that income level for continued occupancy. Relates to the approval of such districts and its ability to issue bonds.	and Finance Committee.
Senate Constitutional Amendment 4 Liu,	Local Government Transportation Projects: Special Taxes: Voter Approval:	This measure would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	Governance and Finance Committee Set for Hearing on 5/15/2013
Senate Constitutional Amendment 8 Corbett,	Transportation Projects: Special Taxes: Voter Approval.	The California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of 2/3 of the voters of the city, county, or special district voting on that tax, except that certain school entities may levy an ad valorem property tax for specified purposes with the approval of 55% of the voters within the jurisdiction of these entities. This measure would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for transportation projects requires the approval of 55% of its voters voting on the proposition.	Governance and Finance Committee Set for Hearing on 5/15/2013

AVTA

ANTELOPE VALLEY TRANSIT AUTHORITY

Regular Meeting of the Board of Directors
Tuesday, March 26, 2013
10:00 a.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER:

Chairman Hickling called the meeting to order at 10:03 a.m.

PLEDGE OF ALLEGIANCE:

Director Cano led the Pledge of Allegiance.

General Counsel D. Craig Fox requested that the Board address Consent Calendar (CC) Item 1 – February 26, 2013 Board of Directors Minutes to allow Director Cano to vote before relinquishing his Board position to Dianne Knippel. There was no objection from the Board.

CC 1 Board of Directors Meeting Minutes for February 26, 2013 – Karen Darr

Motion: Approve CC 1.

Moved by Director Cano, seconded by Director Hofbauer

Vote: Motion carried (4-0-2-0)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano and Hofbauer

Nays: None

Abstain: Directors Mann and Lackey

Absent: None

OATH OF OFFICE:

General Counsel Fox administered the Oath of Office to Dianne Knippel, representative for the County of Los Angeles.

ROLL CALL:

Present

Chairman Norm Hickling
Vice Chairman Marvin Crist
Director Ken Mann
Director Tom Lackey
Director Steve Hofbauer
Director Dianne Knippel

APPROVAL OF AGENDA:

Chairman Hickling stated that the Board received a revised staff report for New Business 1 – Fare Evasion.

Motion: Approve the agenda as comprised.

Moved by Vice Chairman Crist, seconded by Director Mann

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

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

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

There were no miscellaneous business items presented.

SPECIAL REPORTS and PRESENTATIONS:

SRP 1 Recognition of Outgoing Director Michael Cano for his service as an AVTA Board Member representing the County of Los Angeles

Executive Director Julie Austin presented a plaque to Director Cano in recognition of his service to AVTA as a member of the Board since 2009.

Director Cano reflected on his time serving the AVTA and thanked Supervisor Antonovich, staff, and the Board members for their support and leadership to create successful partnerships.

SRP 2 Presentation of Veolia Operator of the Month

Veolia General Manager Hector Fuentes and Executive Director Julie Austin presented a plaque to Sterling Singleton, Operator of the Month for February 2013.

SRP 3 AVTA's Safety Culture

Director of Maintenance and Operations Len Engel detailed numerous safety practices as they pertain to AVTA and Veolia staff, facility maintenance, buses and equipment, passengers, and operators. The Board discussed incorporating ISO 9100 standards into AVTA's safety plans. Ms. Austin stated that as part of the Moving Ahead for Progress in the 21st Century (MAP-21) surface transportation legislation, Congress authorized a set-aside of 0.5 percent of Section 5307 (Urbanized Area Formula Grant) to Federal Transit Administration (FTA) funding recipients for training of safety personnel responsible for development of comprehensive safety plans.

SRP 4 2013 Legislative Update

Grants Administrator Judy Vaccaro-Fry presented an update regarding Federal Legislation and Marketing Manager Wendy Williams presented an update regarding State Legislation. There was no discussion regarding the Federal Legislation.

The Board discussed the State's Cap and Trade auction. Chairman Hickling noted that although the legislation regarding reduction of voter thresholds required to pass a tax measure may represent the priorities of the California Transit Association, AVTA has not endorsed or taken any official action pertaining to presented legislation.

CONSENT CALENDAR:

CC 2 Financial Reports for March 2013 – Colby Konisek

CC 3 FY13 Key Performance Indicators Report for January 2013 – Dietter Aragon

CC 4 Trapeze Software Maintenance and Support Agreement – Robert Keys

Motion: Approve CC items 2 through 4.

Moved by Vice Chairman Crist, seconded by Director Lackey

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

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

Nays: None

Abstain: None

Absent: None

NEW BUSINESS:

NB 1 Fare Evasion on AVTA Buses

Ms. Williams presented the staff report, which was prompted by a request following the January 26, 2013 ad hoc Safety meeting. The Board discussed the Transit Access Pass (TAP) card, awareness campaign (marketing literature and fare evasion warning sweeps), degree of the fare evasion problem, and programmable tracking keys

Motion: Authorize the Executive Director to implement an enforcement program that includes: 1) developing an informational campaign to raise awareness of AVTA's intent to enforce its fare; 2) implementing Mobile Pass Validators (MPV) to identify fare evaders; 3) evaluating the cost-benefit of installing equipment on fareboxes that would provide receipts to cash paying customers; 4) analyzing the fare evasion data provided by the TAP tracking system; 5) coordinating with local law enforcement to conduct undercover fare evasion operations in tandem with truancy sweeps; 6) improving driver training; and 7) changing AVTA's policy regarding the length of time a reduced fare TAP card is valid from three years to one year.

Moved by Director Hofbauer, seconded by Vice Chairman Crist

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

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

Nays: None

Abstain: None

Absent: None

NB 2 Capital Reserve Contributions for FY13

Director of Finance Colby Konisek presented the staff report. The Board discussed the current economic needs of the jurisdictions, the impact to AVTA if the FY13 capital contributions are not paid, and maximizing existing and potential funding sources.

Motion: Approve resumption of Capital Reserve Contribution payments by jurisdiction members effective July 1, 2013, the beginning of the first quarter of FY14.

Moved by Vice Chairman Crist, seconded by Director Mann

No vote was taken.

Discussion continued. Director Hofbauer restated the city of Palmdale's position regarding when payments should resume and requested clarification pertaining

to the potential financial impact to the jurisdictions if the payments are not resumed until July 1, 2013.

Ms. Austin informed the Board that one year of contributions is roughly equivalent to the cost of one local transit bus. She explained how AVTA's funding is allocated under the new MAP 21 programs, and summarized staff's efforts to obtain other funding sources to offset the required jurisdictional match for capital purchases. The Board discussed the jurisdictions' annual financial obligation to AVTA.

Vice Chairman Crist and Director Lackey called for the question. Director Hofbauer made a substitute motion to modify the staff's recommendation to resume payments effective April 1, 2013. The discussion continued regarding the jurisdiction's financial commitment to AVTA. Director Lackey seconded Director Hofbauer's motion.

Discussion continued regarding the current balance in the Capital Reserve account. Director Mann called for a vote on Vice Chairman Crist's motion.

Chairman Hickling requested clarification regarding which motion is voted on first. General Counsel clarified the order of the motions; Vice Chairman Crist agreed that the Board could vote on the Substitute Motion first.

Substitute Motion: Approve resumption of Capital Reserve Contribution payments by jurisdiction members effective April 1, 2013, the beginning of the fourth quarter of FY13.

Moved by Director Hofbauer, seconded by Director Lackey

Vote: Motion failed (3-3-0-0)
Yeas: Directors Lackey, Hofbauer, and Knippel
Nays: Chairman Hickling, Vice Chairman Crist, and Director Mann
Abstain: None
Absent: None

Vice Chairman Crist called for the question.

Original Motion: Approve resumption of Capital Reserve Contribution payments by jurisdiction members effective July 1, 2013, the beginning of the first quarter of FY14.

Moved by Vice Chairman Crist, seconded by Director Mann

Vote: Motion failed (3-3-0-0)
Yeas: Vice Chairman Crist, and Directors Mann and Hofbauer
Nays: Chairman Hickling, and Directors Lackey and Knippel
Abstain: None
Absent: None

The Board continued the discussion.

Motion: Reconsider approving the resumption of Capital Reserve Contribution payments by jurisdiction members effective July 1, 2013, the beginning of the first quarter of FY14.

Moved by Director Hofbauer, no second received

Vice Chairman Crist asked Ms. Austin if the Board could table the item in order to receive additional clarification from the city of Lancaster's finance staff. Ms. Austin referenced Section 11.B - PAYMENT AND REIMBURSEMENT – Obligation of the Parties of the Joint Exercise of Powers Agreement (JPA), which calls for quarterly payments by April 1. Chairman Hickling suggested that a special Board meeting be scheduled prior to the April 23, 2013 Board meeting in order to discuss this issue further.

Modified Motion: Schedule a Special Budget Board meeting before the April 23, 2013 Board meeting to discuss the Capital Reserve contributions for FY13 and to include presentations and testimony from the jurisdictions.

Moved by Vice Chairman Crist, seconded by Director Mann

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Mann, Lackey, Hofbauer, and Knippel
Nays: None
Abstain: None
Absent: None

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

General Counsel Fox presented the item to be discussed in Closed Session.

CS 1 Public Employee Performance Evaluation (California Government Code Section 54957(b))
Title: General Counsel

RECESS TO CLOSED SESSION:

The Board recessed to Closed Session at 12:03 p.m.

RECONVENE TO PUBLIC SESSION:

The Board reconvened to Public Session at 12:23 p.m.

REPORT BY EXECUTIVE DIRECTOR OF ACTION TAKEN IN CLOSED SESSION:

Executive Director Julie Austin stated that there was no other reportable action.

REPORTS AND ANNOUNCEMENTS:

RA 1 Executive Director's Report

The following information was provided:

- There were only minor issues resulting from the March 25 service changes.
- A letter regarding Veolia's name change to TransDev is in the Board's information folders.
- Wendy Williams and staff were recognized for the great job they did coordinating AVTA's dedication ceremony held on March 20 to acknowledge the completion of Phase II. Fleet and Facilities Manager Mark Perry received special recognition during the ceremony for the outstanding job he did completing the project.
- Chairman Hickling and Ms. Austin attended the APTA Legislative Conference in Washington, D.C., March 10-13. Ms. Austin participated in a group meeting with the California Transit Association and Senator Boxer's staff, and deferred to Chairman Hickling for additional information on the trip.
- Ms. Austin will be on vacation March 28 through April 2, 2013.

A voice mail from commuter passenger Mary Helen regarding an operator compliment was played for the Board.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Hofbauer complimented the staff regarding the great job that was done with the facility remodel and the coordination of the site tour.

The Board welcomed Director Dianne Knippel.

Chairman Hickling provided additional information regarding the trip to Washington, D.C. and his meetings with Art Leahy, MTA's Chief Executive Officer, Congressmen Buck McKeon and Kevin McCarthy (Majority Whip). He and Julie were proud to share AVTA's success story.

ADJOURNMENT:

Chairman Hickling adjourned the meeting at 12:30 p.m. to the next Regular Meeting of the Board of Directors on April 23, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 23rd day of April, 2013.

Norman L. Hickling, Chairman

Julie M. Austin, Secretary

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Clerk of the Board at 661/729-2258 to make arrangements to review a recording.

AVTA

ANTELOPE VALLEY TRANSIT AUTHORITY

Special Meeting of the Board of Directors

Wednesday, April 17, 2013

2:00 p.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Hickling called the meeting to order at 2:10 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Hofbauer. Chairman Hickling led a moment of silence to honor the victims of the Boston Marathon bombings.

ROLL CALL:

Present

Chairman Norm Hickling
Vice Chairman Marvin Crist
Alternate Director Sandra Johnson for Director Ken Mann
Director Tom Lackey
Director Steve Hofbauer
Director Dianne Knippel

Other attendees:

AVTA Staff: Director of Finance Colby Konisek, Director of Operations and Maintenance Len Engel, Fleet and Facilities Manager Mark Perry; Grants Administrator Judy Vaccaro-Fry, Senior IT Analyst Bob Keys, Senior Finance Analyst Rong Fitzgibbons, and Staff Accountant KJ Alcuran

City of Lancaster: City Manager Mark Bozigian, Director of Finance Barbara Boswell, and TAC Member Brenda Gamlowski

City of Palmdale: City Manager Dave Childs, Director of Finance Betsy St. John, and TAC Members Brian Kuhn and Karen Johnston

County of Los Angeles: TAC Members Ann Meiners and Jordan Catanese

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

There were no miscellaneous business items presented.

OLD BUSINESS:

OB 1 Capital Reserve Contributions for FY13

Executive Director Julie Austin presented information detailing the Authority's federal funding programs and projected sustainability of the Capital Reserve contributions provided by member jurisdictions (presentation on file).

Motion: 1) Resume contributions to the Capital Reserve account from each jurisdiction on July 1, 2013; 2) Direct staff to create a matrix that specifically reviews whether to continue, reduce, or maintain capital reserve contributions in the future. Additionally, adopt a philosophical backward look at the AVTA revenues and expenses to make that decision; and 3) Create a finance committee, consisting of the ad hoc executive committee members, in conjunction with their TAC members so that each jurisdiction has a Board representative that can vote and provide a recommendation to the Board on budgetary and governance types of issues.

Moved by Chairman Hickling, seconded by Vice Chairman Crist

Vote: Motion carried (4-2-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, Director Knippel, and Alternate Director Johnson

Nays: Directors Lackey and Hofbauer

Abstain: None

Absent: None

The Board discussed this item. Vice Chairman Crist called for the question

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

There were no miscellaneous business Board items presented.

ADJOURNMENT:

Chairman Hickling adjourned the meeting at 3:00 p.m. to the next Regular Meeting of the Board of Directors on April 23, 2013 at 10:00 a.m. at the Antelope Valley Transit Authority Board Room, 42210 6th St. West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 23rd day of April, 2013.

Norman L. Hickling, Chairman

Julie M. Austin, Secretary

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Clerk of the Board at 661/729-2258 to make arrangements to review a recording.

DATE: April 23, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for April 2013

RECOMMENDATION

Receive and file the Treasurer's Report for the month ended February 28, 2013, the Payroll History Report for three months ended March, 2013, and the Expenditure Report for the month ended March 31, 2013.

FISCAL IMPACT

Payroll: March payroll of \$181,504.78 represents a decrease of \$32,500.20 or 15.2% over the prior month's salary expense.

Expenditures: \$2,782,390.69

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance prepares the Treasurer's Report, Payroll History Report and Expenditure Report, and submits them to the Executive Director/Treasurer who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

The \$33K decrease in payroll was due to the final compensation paid in February for an employee's resignation.

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

Payroll Period	Amount	Journal #
02/24/13-03/09/13	\$ 90,386.87	PYPKT00397
03/10/13-03/23/13	\$ 91,117.91	PYPKT00398
Gross Pay- Mar, 13	\$ 181,504.78	

Total expenditures for March were \$2.78 million. Large items included \$1.97M for purchased transportation - two months of Veolia invoices and one ALC invoice, \$394K for capital purchases and Phase II Construction, and \$235K for fuel expense, comprising 93.4% of total expenditures.

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

Register Date	Amount
03/01/13-03/31/13	\$2,782,390.69

As of February, 2013, the total cash per the general ledger is \$19,087,207. After deducting restricted funds, the operating cash balance is \$11,370,090. Accounts receivable balances expected to be collected and converted to operating cash within 30 days are \$1,201,382; thus total expected cash available for operations in the next 30 days is \$12,571,473.

Coverage of the total is equal to 4.2 times the Authority's minimum cash balance target of \$3 million.

I, Julie M. Austin, Executive Director of AVTA, declare that attached reports are accurate and correct.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director/Treasurer

Attachment: A – Treasurer's Report for the Month Ended February 28, 2013
B – Payroll History Comparison Report (January-March, 2013)
C – Expenditure Report (March 1, 2013 – March 31, 2013)

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
Month Ended February 28, 2013

Institution - Investment Type	Description	Beginning Balance	Deposits	Disbursements	Ending Balance
-------------------------------	-------------	-------------------	----------	---------------	----------------

Cash and Investments Under the Direction of the Treasurer

Local Agency Investment Fund		\$ 3,583,803.53			
Interest earned quarterly			\$ -		
LAIF Fund Balance					<u>\$ 3,583,803.53</u>
B of A - Capital Reserve		\$ 1,218,407.09	\$ -		
B of A - Proposition 1B*		\$ 2,914,794.65			
Interest earned in the month		\$ -	\$ 111.80		<u>\$ 4,133,313.54</u>
* Deferred revenue, recorded as liability until associated expense incurred.					
Wells Fargo CD		\$ 250,236.53			
Interest every 6 months, Mar. and Sep.			\$ -		<u>\$ 250,236.53</u>
Payroll, Payable & Main Acct Bank of America		\$ 9,270,328.30			
Operating Accounts Analysis					
Passenger Revenue			\$ 166,063.91		
Vendor Pass Sales Revenue			\$ 236,566.12		
Federal Grant Revenue			\$ 1,960,026.00		
MTA Revenue			\$ 742,486.83		
Jurisdiction Operating Contributions			\$ 602,719.50		
Non-Transportation Revenue			\$ 17,842.54		
Miscellaneous Revenue			\$ 977.81		
Transfers From (To) CD			\$ 5,706.40		
Accounts Payable For The Month				\$ (1,658,251.20)	
Employee Net Pay				\$ (161,293.32)	
Employee Taxes				\$ (38,305.76)	
Employee Deductions				\$ (7,221.90)	
Employer Payroll Taxes				\$ (5,410.07)	
CalPERS EE				\$ (12,564.44)	
Bank Service Charges & Adjustments				\$ (567.08)	
Net Operating Funds		\$ 9,270,328.30	\$ 3,732,389.11	\$ (1,883,613.77)	\$ 11,119,103.65
Petty Cash					<u>\$ 750.00</u>
TOTAL CASH AND INVESTMENTS					\$ 19,087,207.25

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 Investment Funds and Bank of America. Pending any future actions by the AVTA Board or any unforeseen catastrophe, AVTA has an adequate cash flow to meet its expenditure requirements for the next six months.

Prepared by:

Submitted by:

Rong Fitzgibbons
Senior Finance Analyst

Colby Konisek
Director of Finance

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report Addendum: Cash Flow Projection
Month Ended February 28, 2013

Descriptions	\$Subtotal	\$Total
BALANCE FROM TREASURER'S REPORT		19,087,207
<u>Less: Restricted Funds</u>		
LAIF Fund Balance		(3,583,804)
Capital Reserve		(1,218,407)
Proposition 1B		(2,914,906)
OPERATING BANK ACCOUNTS BALANCE AT FEBRUARY 28, 2013		11,370,090

ACCOUNTS RECEIVABLE AS OF FEBRUARY 28, 2013
(Expected To Be Converted to Cash in 30 days)

MTA Revenue	136,963	
Jurisdiction Contributions Operating	(262,141)	
Vendor Pass Sales	83,966	
Other Receivable - Access Services	28,627	
A/R Federal Funding Sources	<u>1,213,967</u>	1,201,382

TOTAL OPERATING CASH AND ACCOUNTS RECEIVABLE	12,571,473
TOTAL OPERATING CASH MINIMUM TARGET:	3,000,000
Operating Cash Coverage of AVTA Minimum Target:	4.2

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
JANUARY THROUGH MARCH, 2013**

	Jan-13 TOTAL	Feb-13 TOTAL	Mar-13 TOTAL
<u>NUMBER OF CHECKS</u>	78	78	76
<u>EARNINGS</u>			
Regular Pay	\$ 145,904.18	\$ 156,797.04	\$ 167,430.24
Overtime Pay	78.33	294.60	2,372.41
Vacation Pay	7,994.18	1,805.64	3,971.63
Sick Pay	5,074.13	7,787.29	5,960.62
Holiday Pay	26,317.12	10,514.89	
Floating Holiday Pay	442.11	621.13	568.44
Deferred Income 457	799.64	799.64	799.64
Retroactive Pay		1,619.54	401.80
Floating Holiday Payout			
Final Compensation and Vacation Pay Out		33,765.21	
Bonus Pay			
TOTAL	\$ 186,609.69	\$ 214,004.98	\$ 181,504.78
Inc(Dec)-Current month over previous month		\$ 27,395.29	\$ (32,500.20)
% Inc(Dec)-Current month over previous month		14.7%	(15.2%)

Attachment C



Antelope Valley Transit Authority

Expense Report
By Vendor Name
Payment Dates 3/1/2013 - 3/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: A.V. Auto Paint & Supplies				
5247	03/13/2013	A.V. Auto Paint & Supplies	frame puller for body shop	\$ 1,431.03
Vendor A.V. Auto Paint & Supplies Total:				\$ 1,431.03
Vendor: Access Services Inc.				
5323	03/27/2013	Access Services Inc.	C. Foust- Reg. "Toolbox to Frontline" 3/13-3/14	\$ 150.00
Vendor Access Services Inc. Total:				\$ 150.00
Vendor: ad camp				
5248	03/13/2013	ad camp	AVC Kiosk Advertising 12/7/12-1/5/13	\$ 375.00
5248	03/13/2013	ad camp	AVC Kiosk Advertising 2/5/13-3/6/13	\$ 375.00
Vendor ad camp Total:				\$ 750.00
Vendor: Adelman Broadcasting				
5249	03/13/2013	Adelman Broadcasting	Bob FM & Juan Fm-Transporter/Marketing Ads	\$ 625.00
5249	03/13/2013	Adelman Broadcasting	Bob FM & Juan Fm-Transporter/Marketing Ads	\$ 375.00
Vendor Adelman Broadcasting Total:				\$ 1,000.00
Vendor: Alameda Corridor-East Construction Authority				
5324	03/27/2013	Alameda Corridor-East Construction Authority	ACE Const. Authority Dinner- DC trip-2 attendees	\$ 138.78
Vendor Alameda Corridor-East Construction Authority Total:				\$ 138.78
Vendor: All Entertainment Group				
5250	03/13/2013	All Entertainment Group	How to Transfer Travel Training Video	\$ 1,600.00
Vendor All Entertainment Group Total:				\$ 1,600.00
Vendor: American Heritage Life Ins.				
5251	03/13/2013	American Heritage Life Ins.	Employee Paid Extended Benefits Feb. 2013	\$ 595.08
5325	03/27/2013	American Heritage Life Ins.	Employee Paid Extended Benefits, 3/2013	\$ 587.96
Vendor American Heritage Life Ins. Total:				\$ 1,183.04
Vendor: American Logistics Company				
5326	03/27/2013	American Logistics Company	DAR Ambulatory Revenue, Feb. 2013	\$ (4,731.50)
5326	03/27/2013	American Logistics Company	DAR Wheelchair Revenue, Feb. 2013	\$ (2,428.00)
5326	03/27/2013	American Logistics Company	DAR Wheelchair, Feb. 2013	\$ 27,145.76
5326	03/27/2013	American Logistics Company	DAR Ambulatory , Feb. 2013	\$ 51,958.88
5326	03/27/2013	American Logistics Company	DAR Coupon Charge, Feb. 2013	\$ 1,806.00
Vendor American Logistics Company Total:				\$ 73,751.14
Vendor: American Security Bank				
5252	03/13/2013	American Security Bank	Phase II Construction - CO #8 Retention	\$ 3,361.33
Vendor American Security Bank Total:				\$ 3,361.33
Vendor: Anthem Blue Cross				
5327	03/27/2013	Anthem Blue Cross	Medical Insurance (EE Portion), 4/1/13-5/1/13	\$ 4,975.70
5327	03/27/2013	Anthem Blue Cross	Medical Insurance (ER Portion),4/1/13-5/1/13	\$ 24,807.30
Vendor Anthem Blue Cross Total:				\$ 29,783.00
Vendor: Aramark Uniform Services				
5253	03/13/2013	Aramark Uniform Services	Uniform Upkeep, Feb. 2013	\$ 88.41
5253	03/13/2013	Aramark Uniform Services	Uniform Upkeep, Feb. 2013	\$ 52.10
Vendor Aramark Uniform Services Total:				\$ 140.51
Vendor: Arcadis				
5254	03/13/2013	Arcadis	Professional Services from 12/31/12--1/27/13	\$ 220.00
Vendor Arcadis Total:				\$ 220.00
Vendor: Arrow Engineering-AESI				
5255	03/13/2013	Arrow Engineering-AESI	Bus Stop improvements 12/11/12-1/10/13	\$ 10,815.00
5255	03/13/2013	Arrow Engineering-AESI	Bus Stop improvements 1/11/13-2/10/13	\$ 25,567.13
5255	03/13/2013	Arrow Engineering-AESI	Mapping and GIS Services for Bus stops	\$ 15,762.00

Expense Report

Payment Dates: 3/1/2013 - 3/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5255	03/13/2013	Arrow Engineering-AESI	Bus Stop improvements 1/13/13--2/25/13	\$ 3,614.00
Vendor Arrow Engineering-AESI Total:				\$ 55,758.13
Vendor: AT&T Long Distance				
5256	03/13/2013	AT&T Long Distance	Phone Long Distance, 02/10/13	\$ 32.29
Vendor AT&T Long Distance Total:				\$ 32.29
Vendor: At&T Calnet				
5257	03/13/2013	At&T Calnet	Phone/Fax, 1/20/13-2/19/13	\$ 742.85
Vendor At&T Calnet Total:				\$ 742.85
Vendor: AT&T Mobility				
5258	03/13/2013	AT&T Mobility	Cell Phones, 1/7/13-2/6/13	\$ 969.00
Vendor AT&T Mobility Total:				\$ 969.00
Vendor: Atkinson, Andelson, Loya, RUUD				
5259	03/13/2013	Atkinson, Andelson, Loya, RUUD	General Advice, Jan. 2013	\$ 264.00
Vendor Atkinson, Andelson, Loya, RUUD Total:				\$ 264.00
Vendor: AV Press				
5260	03/13/2013	AV Press	Advertisement and Transporter, Feb. 2013	\$ 559.35
5260	03/13/2013	AV Press	Transporter Advertising, Feb. 2013	\$ 1,325.00
5260	03/13/2013	AV Press	Advertisements , Feb. 2013	\$ 850.00
Vendor AV Press Total:				\$ 2,734.35
Vendor: Block, Lyle				
5261	03/13/2013	Block, Lyle	Reimb- Membership- Nat. Inst. of Government Purch.	\$ 180.00
5328	03/27/2013	Block, Lyle	Travel Reimb-LACMTA DBE Report Training, 3/14/13	\$ 85.67
Vendor Block, Lyle Total:				\$ 265.67
Vendor: Brinks Incorporated				
5262	03/13/2013	Brinks Incorporated	Money Room Service, Feb. 2013	\$ 468.14
5262	03/13/2013	Brinks Incorporated	Money Room Service, Supplement Jan. 2013	\$ 69.14
Vendor Brinks Incorporated Total:				\$ 537.28
Vendor: Bulbs.com				
5263	03/13/2013	Bulbs.com	Fluorescent U-tubes	\$ 143.82
Vendor Bulbs.com Total:				\$ 143.82
Vendor: Burris Coffee & Pure Water Service				
5264	03/13/2013	Burris Coffee & Pure Water Service	Coffee & Supplies, Feb. 2013	\$ 254.00
Vendor Burris Coffee & Pure Water Service Total:				\$ 254.00
Vendor: C&M Overhead Doors, Inc.				
5265	03/13/2013	C&M Overhead Doors, Inc.	Provide/install overhead door controller	\$ 1,907.00
Vendor C&M Overhead Doors, Inc. Total:				\$ 1,907.00
Vendor: Camille's Sidewalk Cafe				
5266	03/13/2013	Camille's Sidewalk Cafe	Refreshments for Dedication Ceremony	\$ 724.01
Vendor Camille's Sidewalk Cafe Total:				\$ 724.01
Vendor: Carl Warren & Co.				
5267	03/13/2013	Carl Warren & Co.	Third Party Paid Insurance Jan. 2013	\$ 135.00
Vendor Carl Warren & Co. Total:				\$ 135.00
Vendor: Carquest of Lancaster #7305				
5329	03/27/2013	Carquest of Lancaster #7305	Fuel Filter	\$ 13.80
Vendor Carquest of Lancaster #7305 Total:				\$ 13.80
Vendor: Complete Coach Works				
5268	03/13/2013	Complete Coach Works	Commuter Coach Refurbishment, Bus 4745	\$ 143,230.95
5268	03/13/2013	Complete Coach Works	Commuter Coach Refurbishment, Bus 4743	\$ 145,240.78
Vendor Complete Coach Works Total:				\$ 288,471.73
Vendor: Compliance Oversight Solutions- Ideal				
5269	03/13/2013	Compliance Oversight Solutions- Ideal	MRO Audit- Veolia Transportation	\$ 525.00
Vendor Compliance Oversight Solutions- Ideal Total:				\$ 525.00
Vendor: Dell Marketing				
5270	03/13/2013	Dell Marketing	Dell LED Widescreen Monitor	\$ 744.45

Expense Report

Payment Dates: 3/1/2013 - 3/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5270	03/13/2013	Dell Marketing	DVI-to-VGA Video Adapter	\$ 48.48
Vendor Dell Marketing Total:				\$ 792.93
Vendor: Eugene Greene				
5271	03/13/2013	Eugene Greene	Repair freeze damaged backflow valve	\$ 250.00
5271	03/13/2013	Eugene Greene	Additional Repairs to Back flow valve	\$ 91.33
Vendor Eugene Greene Total:				\$ 341.33
Vendor: First Aid USA				
5272	03/13/2013	First Aid USA	First Aid Supplies, 2/26/13	\$ 445.56
Vendor First Aid USA Total:				\$ 445.56
Vendor: GFI Genfare				
5273	03/13/2013	GFI Genfare	probe for fare boxes	\$ 1,571.78
5330	03/27/2013	GFI Genfare	For Probe Delivery, Inv. #90059248	\$ 32.00
Vendor GFI Genfare Total:				\$ 1,603.78
Vendor: Grainger				
5274	03/13/2013	Grainger	Facilities Maintenance Supplies, 2/19/13	\$ 33.96
5274	03/13/2013	Grainger	Ball Valve, 1.5 Solder Brass, 2/19/13	\$ 63.23
5274	03/13/2013	Grainger	Rotary Joint Cartridge	\$ 156.46
5274	03/13/2013	Grainger	Rotary union	\$ 1,444.03
Vendor Grainger Total:				\$ 1,697.68
Vendor: Harris & Associates				
5275	03/13/2013	Harris & Associates	Const. Admin through 1/31/13	\$ 23,402.36
Vendor Harris & Associates Total:				\$ 23,402.36
Vendor: High Desert Broadcasting				
5276	03/13/2013	High Desert Broadcasting	Black History Month Radio Campaign	\$ 325.00
5276	03/13/2013	High Desert Broadcasting	Black History Month Radio Campaign	\$ 425.00
Vendor High Desert Broadcasting Total:				\$ 750.00
Vendor:				
5277	03/13/2013		Wage Garnishment, 02/10/13-2/23/13	\$ 246.46
5277	03/13/2013		Wage Garnishment,2/24/13-3/9/13	\$ 246.46
5331	03/27/2013		Wage Garnishment 3/10/13-3/23/13	\$ 246.46
Vendor :				\$ 739.38
Vendor: Home Depot Credit Services				
5278	03/13/2013	Home Depot Credit Services	"Door to remain unlocked" sticker (3), Feb. 2013	\$ 46.64
5278	03/13/2013	Home Depot Credit Services	Facility Repair Supplies, Feb. 2013	\$ 124.43
5278	03/13/2013	Home Depot Credit Services	Electric Hook up for Electric Bus, Feb. 2013	\$ 45.28
5278	03/13/2013	Home Depot Credit Services	Epoxy to mount building address numbers, Feb. 2013	\$ 44.17
5278	03/13/2013	Home Depot Credit Services	Replace equipment on fuel Island, Feb. 2013	\$ 87.63
5332	03/27/2013	Home Depot Credit Services	PM Supplies, Feb. 2013	\$ 81.14
5332	03/27/2013	Home Depot Credit Services	Faucet for Maint. Break room, Feb. 2013	\$ 58.86
5332	03/27/2013	Home Depot Credit Services	Paint Stripper, Feb. 2013	\$ 34.16
5332	03/27/2013	Home Depot Credit Services	Paint supplies and fertilizer, Feb. 2013	\$ 77.46
5332	03/27/2013	Home Depot Credit Services	Body Shop Air lines and Cab locks, Feb. 2013	\$ 49.37
5332	03/27/2013	Home Depot Credit Services	Parts for Body shop air lines, Feb. 2013	\$ 72.54
Vendor Home Depot Credit Services Total:				\$ 721.68
Vendor: Insight- Public Sector				
5279	03/13/2013	Insight- Public Sector	ZoneFlex 7363 Access Point	\$ 6,041.53
5279	03/13/2013	Insight- Public Sector	ZoneFlex 7762 Access Point	\$ 3,599.73
5279	03/13/2013	Insight- Public Sector	ZoneFlex 7762 Syr Support	\$ 2,328.58
5279	03/13/2013	Insight- Public Sector	Controller Maint/Support Complete	\$ 1,561.39
5279	03/13/2013	Insight- Public Sector	Shipping	\$ 203.03
5279	03/13/2013	Insight- Public Sector	ZoneDirector 1125 Wireless Controller	\$ 4,820.22
5279	03/13/2013	Insight- Public Sector	Controller Maint/Support Firmware	\$ 615.04
5279	03/13/2013	Insight- Public Sector	Access Point Mounting Bracket	\$ 310.75
Vendor Insight- Public Sector Total:				\$ 19,480.27
Vendor: Interior Plant Designs				
5280	03/13/2013	Interior Plant Designs	Plant Services Feb. 2013	\$ 150.00
Vendor Interior Plant Designs Total:				\$ 150.00

Expense Report

Payment Dates: 3/1/2013 - 3/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Iron Mountain Records Mgmt Inc				
5281	03/13/2013	Iron Mountain Records Mgmt Inc	Paper Destruction Service, Dec. & Jan. 2013	\$ 149.79
5333	03/27/2013	Iron Mountain Records Mgmt Inc	Paper Destruction Service, Feb. 2013	\$ 74.94
Vendor Iron Mountain Records Mgmt Inc Total:				\$ 224.73
Vendor: Johnstone Supply				
5282	03/13/2013	Johnstone Supply	Blower motor	\$ 534.73
Vendor Johnstone Supply Total:				\$ 534.73
Vendor: Keppel Union School District				
5283	03/13/2013	Keppel Union School District	Use of Facilities-Lake LA School Public Outreach	\$ 73.18
Vendor Keppel Union School District Total:				\$ 73.18
Vendor: Kids Charities of the Antelope Valley				
5284	03/13/2013	Kids Charities of the Antelope Valley	Thunder on the Lot Sponsorship	\$ 5,000.00
Vendor Kids Charities of the Antelope Valley Total:				\$ 5,000.00
Vendor: L.A. County Waterworks				
5285	03/13/2013	L.A. County Waterworks	Utilities-Water,12/13/12-2/14/13	\$ 243.53
5285	03/13/2013	L.A. County Waterworks	Utilities-Water,12/13/12-2/14/13	\$ 295.32
5285	03/13/2013	L.A. County Waterworks	Utilities-Water,12/13/12-02/14/13	\$ 407.23
Vendor L.A. County Waterworks Total:				\$ 946.08
Vendor: LA County Sheriff Dept				
5286	03/13/2013	LA County Sheriff Dept	LA County Sheriff's Security Services Jan. 2013	\$ 7,843.20
Vendor LA County Sheriff Dept Total:				\$ 7,843.20
Vendor: Mail America 3				
5287	03/13/2013	Mail America 3	CPOS Reimbursement Dec.- Feb. 2013	\$ 150.00
Vendor Mail America 3 Total:				\$ 150.00
Vendor: Miller-Bell Media Productions LLC				
5288	03/13/2013	Miller-Bell Media Productions LLC	Rules for Riding Travel Training Video	\$ 925.00
Vendor Miller-Bell Media Productions LLC Total:				\$ 925.00
Vendor: MJS Construction				
5289	03/13/2013	MJS Construction	BSIP Construction of LA County, Feb. 2013	\$ 27,678.25
Vendor MJS Construction Total:				\$ 27,678.25
Vendor: Mobile Relay Associates				
5290	03/13/2013	Mobile Relay Associates	Airtime , March 2013	\$ 999.60
Vendor Mobile Relay Associates Total:				\$ 999.60
Vendor: Molina Graphic Installations				
5334	03/27/2013	Molina Graphic Installations	Install Floor Logo	\$ 70.00
Vendor Molina Graphic Installations Total:				\$ 70.00
Vendor: Moore & Associates				
5291	03/13/2013	Moore & Associates	Coach Operator Audits Second Qtr FY 12-13	\$ 5,808.00
Vendor Moore & Associates Total:				\$ 5,808.00
Vendor: N/S Corporation				
5292	03/13/2013	N/S Corporation	Check valves	\$ 98.10
5292	03/13/2013	N/S Corporation	Soap spray nozzle	\$ 29.17
Vendor N/S Corporation Total:				\$ 127.27
Vendor: Orange Coast Petroleum Equipment, Inc.				
5293	03/13/2013	Orange Coast Petroleum Equipment, Inc.	Digital oil dispenser	\$ 828.76
5293	03/13/2013	Orange Coast Petroleum Equipment, Inc.	Digital coolant dispenser	\$ 265.96
Vendor Orange Coast Petroleum Equipment, Inc. Total:				\$ 1,094.72
Vendor: Pacific Lift and Equipment				
5294	03/13/2013	Pacific Lift and Equipment	Repair 2 ea. in-ground lifts	\$ 2,705.98
Vendor Pacific Lift and Equipment Total:				\$ 2,705.98
Vendor: Palmcaster Equipment Rentals				
5295	03/13/2013	Palmcaster Equipment Rentals	Drill Rental, 2/4/13	\$ 89.00
Vendor Palmcaster Equipment Rentals Total:				\$ 89.00
Vendor: Palmdale Trophy				
5296	03/13/2013	Palmdale Trophy	Engraved Plaque-10 Year Ser. Award	\$ 57.88

Expense Report

Payment Dates: 3/1/2013 - 3/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5296	03/13/2013	Palmdale Trophy	Engraved Plaque-Employee Of The Qtr.	\$ 44.80
Vendor Palmdale Trophy Total:				\$ 102.68
Vendor: Parkhouse Tire Incorporated				
5297	03/13/2013	Parkhouse Tire Incorporated	tire for street scrubber	\$ 116.31
Vendor Parkhouse Tire Incorporated Total:				\$ 116.31
Vendor: Petty Cash				
5298	03/13/2013	Petty Cash	W. Williams- Lanc. Chamb meetings, Jan. 2013	\$ 50.00
5298	03/13/2013	Petty Cash	D. Cason- Food & Sup. for Strat. Plan wkshp	\$ 68.13
5298	03/13/2013	Petty Cash	D. Cason- Food & Sup. for Strat. Plan wkshp	\$ 5.25
5298	03/13/2013	Petty Cash	W. Williams- Xmas Decor, Jan. 2013	\$ 14.03
5298	03/13/2013	Petty Cash	J. Vacarro- Fuel in AVTA vehicle, Feb. 2013	\$ 10.00
5298	03/13/2013	Petty Cash	J. Austin- Bus ride Eval. Comm train ticket reimb.	\$ 12.68
5298	03/13/2013	Petty Cash	K. Keevil- Easel Supplies Feb. 2013	\$ 36.56
Vendor Petty Cash Total:				\$ 196.65
Vendor: Pinnacle Petroleum Inc				
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Jan. 2013	\$ 13,466.23
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Feb. 2013	\$ 30,058.60
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Feb. 2013	\$ 30,105.86
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Feb. 2013	\$ 29,267.69
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Feb. 2013	\$ 29,912.82
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Feb. 2013	\$ 29,506.59
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Feb. 2013	\$ 14,197.84
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Feb. 2013	\$ 28,821.43
5299	03/13/2013	Pinnacle Petroleum Inc	Fuel, Feb. 2013	\$ 30,080.59
Vendor Pinnacle Petroleum Inc Total:				\$ 235,417.65
Vendor: Progressive Business Compliance				
5300	03/13/2013	Progressive Business Compliance	Subscription Renewal-(Yearly)	\$ 39.95
Vendor Progressive Business Compliance Total:				\$ 39.95
Vendor: Red Wing Shoe Store				
5301	03/13/2013	Red Wing Shoe Store	Work Boots	\$ 573.99
Vendor Red Wing Shoe Store Total:				\$ 573.99
Vendor: Richards, Watson & Gershon				
5302	03/13/2013	Richards, Watson & Gershon	General Counsel Services Nov. 2012	\$ 3,816.00
5302	03/13/2013	Richards, Watson & Gershon	General Counsel Services Jan. 2013	\$ 3,153.50
5302	03/13/2013	Richards, Watson & Gershon	Board Meeting Attendance Jan. 2013	\$ 1,182.50
5335	03/27/2013	Richards, Watson & Gershon	General Counsel, Feb. 2013	\$ 2,915.00
5335	03/27/2013	Richards, Watson & Gershon	Board Meeting Attendance, Feb. 2013	\$ 1,833.57
Vendor Richards, Watson & Gershon Total:				\$ 12,900.57
Vendor: Robert Keys				
5336	03/27/2013	Robert Keys	Reimb- Wireless mice for board room computers (6)	\$ 195.42
Vendor Robert Keys Total:				\$ 195.42
Vendor: SignWarehouse, Inc.				
5303	03/13/2013	SignWarehouse, Inc.	4" WHITE TEFLON SQUEEGEE (1015)	\$ 4.25
5303	03/13/2013	SignWarehouse, Inc.	COR-PLAST 24 X 18 WHITE	\$ 26.16
5303	03/13/2013	SignWarehouse, Inc.	ORACAL 651 24X50 BLACK	\$ 90.47
5303	03/13/2013	SignWarehouse, Inc.	ENDURA PERF.TEAR LAY FLAT 24" X 100 YD (501536)	\$ 130.80
5303	03/13/2013	SignWarehouse, Inc.	ORACAL 651 24X50 LIMETREE GREEN	\$ 106.66
5303	03/13/2013	SignWarehouse, Inc.	PRISMJET 7MIL BACKLIT FILM 36"X75FT	\$ 359.70
Vendor SignWarehouse, Inc. Total:				\$ 718.04
Vendor: Southern California Edison				
5304	03/13/2013	Southern California Edison	Utilities-Electricity 1/18/13-2/19/13	\$ 6,881.32
Vendor Southern California Edison Total:				\$ 6,881.32
Vendor: Standard Insurance Company				
5306	03/13/2013	Standard Insurance Company	Vision Ins. Premium EE Portion Feb. 2013	\$ 191.98
5306	03/13/2013	Standard Insurance Company	Vision Ins. Premium ER Portion Feb. 2013	\$ 297.90
5306	03/13/2013	Standard Insurance Company	Dental Insurance Premium EE Portion Feb. 2013	\$ 1,071.82
5306	03/13/2013	Standard Insurance Company	Dental Insurance Premium ER Portion Feb. 2013	\$ 1,513.14

Expense Report

Payment Dates: 3/1/2013 - 3/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5306	03/13/2013	Standard Insurance Company	Vision Insurance Premium EE Portion March 2013	\$ 101.44
5306	03/13/2013	Standard Insurance Company	Vision Insurance Premium ER Credit March 2013	\$ (27.60)
5306	03/13/2013	Standard Insurance Company	Vision Insurance Premium ER Portion March 2013	\$ 403.84
5306	03/13/2013	Standard Insurance Company	Dental Insurance Premium EE Portion March 2013	\$ 563.42
5306	03/13/2013	Standard Insurance Company	Dental Insurance Premium ER Portion March 2013	\$ 2,082.14
5306	03/13/2013	Standard Insurance Company	Dental Insurance Premium ER Credit March 2013	\$ (121.92)
Vendor Standard Insurance Company Total:				\$ 6,076.16
Vendor: Standard Insurance Company				
5305	03/13/2013	Standard Insurance Company	Basic Life Feb. 2013	\$ 231.53
5305	03/13/2013	Standard Insurance Company	STD Feb. 2013	\$ 1,203.95
5305	03/13/2013	Standard Insurance Company	LTD Feb. 2013	\$ 746.80
5305	03/13/2013	Standard Insurance Company	AD&D Feb. 2013	\$ 90.72
5337	03/27/2013	Standard Insurance Company	Life, 3/2013	\$ 242.03
5337	03/27/2013	Standard Insurance Company	STD, 3/2013	\$ 1,264.61
5337	03/27/2013	Standard Insurance Company	LTD, 3/2013	\$ 784.38
5337	03/27/2013	Standard Insurance Company	AD&D, 3/2013	\$ 93.52
Vendor Standard Insurance Company Total:				\$ 4,657.54
Vendor: State of California Franchise Tax Board				
5338	03/27/2013	State of California Franchise Tax Board	Wage Garnishment, 3/10/13-3/23/13	\$ 460.48
Vendor State of California Franchise Tax Board Total:				\$ 460.48
Vendor: TCW Systems, Inc.				
5307	03/13/2013	TCW Systems, Inc.	Repeater Service, 2/15/13	\$ 500.00
5307	03/13/2013	TCW Systems, Inc.	Commuter Base Station Repairs	\$ 85.00
5307	03/13/2013	TCW Systems, Inc.	customer service intercom repair	\$ 487.97
Vendor TCW Systems, Inc. Total:				\$ 1,072.97
Vendor: The Customer Service Experts				
5308	03/13/2013	The Customer Service Experts	Phone Line for Bus Passes for Feb. 2013	\$ 50.00
Vendor The Customer Service Experts Total:				\$ 50.00
Vendor: The Gas Company				
5309	03/13/2013	The Gas Company	Utilities - Gas, 1/22/13 - 2/21/13	\$ 5,298.81
Vendor The Gas Company Total:				\$ 5,298.81
Vendor: The Signal				
5310	03/13/2013	The Signal	Online TRANSporter Advertising, 2/28/13	\$ 900.00
Vendor The Signal Total:				\$ 900.00
Vendor: Time Warner Cable Business Class				
5339	03/27/2013	Time Warner Cable Business Class	Internet Service, 3/13/13-4/12/13	\$ 1,440.00
Vendor Time Warner Cable Business Class Total:				\$ 1,440.00
Vendor: United Parcel Service				
5311	03/13/2013	United Parcel Service	Parts Shipping Feb. 2013	\$ 160.01
Vendor United Parcel Service Total:				\$ 160.01
Vendor: UNUM Life Insurance Co of Amer				
5340	03/27/2013	UNUM Life Insurance Co of Amer	Long Term Care (EE Portion) , 4/1/13-4/30/13	\$ 223.50
5340	03/27/2013	UNUM Life Insurance Co of Amer	Long Term Care (EE Portion), 4/1/13-4/30/13	\$ 559.50
Vendor UNUM Life Insurance Co of Amer Total:				\$ 783.00
Vendor: US Bank				
5312	03/13/2013	US Bank	J. Austin & N. Hickling Travel insurance APTA trip	\$ 47.52
5312	03/13/2013	US Bank	J. Austin- Lodging- APTA CEO Conference	\$ 1,100.15
5312	03/13/2013	US Bank	J. Austin- Airline Fee- APTA 2013 Legislative Conf	\$ 78.00
5312	03/13/2013	US Bank	N. Hickling- Airfare- APTA 2013 Legislative Conf.	\$ 431.93
5312	03/13/2013	US Bank	J. Austin- Airfare- APTA 2013 Legislative Conf.	\$ 431.93
5312	03/13/2013	US Bank	N. Hickling- Airline Fee- APTA 2013 Legislative Co	\$ 78.00
5312	03/13/2013	US Bank	J. Austin- Meal- APTA CEO Conference	\$ 20.00
5312	03/13/2013	US Bank	J. Austin - Meal- APTA CEO Conference	\$ 22.52
5312	03/13/2013	US Bank	J. Austin- Fuel- AVTA provided vehicle	\$ 50.84
5312	03/13/2013	US Bank	J. Austin- Fuel- AVTA provided vehicle	\$ 34.42
5312	03/13/2013	US Bank	R. Fitzgibbons- Reg. GFOA Annual Conf. San Fran.	\$ 425.00
5312	03/13/2013	US Bank	J. Austin- Reg.- 2013 APTA Legislative Conference	\$ 650.00

Expense Report

Payment Dates: 3/1/2013 - 3/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5312	03/13/2013	US Bank	N. Hickling- Reg.- 2013 APTA Legislative Conf.	\$ 650.00
5312	03/13/2013	US Bank	3 Staff - Registration Business Writing Course	\$ 975.00
5312	03/13/2013	US Bank	R. Fitzgibbons- Reg.- Tyler Connect Conf.-Boston	\$ 695.00
5312	03/13/2013	US Bank	J. Austin- Breakfast for Strategic Workshop	\$ 124.37
5312	03/13/2013	US Bank	J. Austin- Breakfast for Strategic Workshop	\$ 25.90
5312	03/13/2013	US Bank	R. Fitzgibbons- Airfare- Tyler Connect Conf.	\$ 290.70
5312	03/13/2013	US Bank	L. Engel- Transit Talent RFP Advertisement for ITS	\$ 115.00
Vendor US Bank Total:				\$ 6,246.28
Vendor: Valley Power Systems				
5314	03/13/2013	Valley Power Systems	Allison Diagnostic adapter	\$ 879.10
Vendor Valley Power Systems Total:				\$ 879.10
Vendor: Veolia Transportation				
5341	03/27/2013	Veolia Transportation	Rout 790 Add'l hours, Feb. 2013	\$ 980.65
5341	03/27/2013	Veolia Transportation	Operations & Maintenance Commuter, Feb. 2013	\$ 126,747.85
5341	03/27/2013	Veolia Transportation	Operations & Maintenance Local, Feb. 2013	\$ 786,391.11
5341	03/27/2013	Veolia Transportation	Operations & Maintenance LD's, Feb. 2013	\$ (8,150.00)
5322	03/25/2013	Veolia Transportation	Route 790 additional service, Jan. 2013	\$ 519.17
5322	03/25/2013	Veolia Transportation	Inspection Modules, Jan. 2013	\$ 688.23
5322	03/25/2013	Veolia Transportation	Photo Shoot/ Travel Training Mob. Mgmt	\$ 283.56
5322	03/25/2013	Veolia Transportation	Operations & Maintenance (Local), Jan. 2013	\$ 853,302.93
5322	03/25/2013	Veolia Transportation	Operations & Maintenance (Comm.), Jan. 2013	\$ 139,357.23
5322	03/25/2013	Veolia Transportation	Operations & Maintenance (LD's), Jan. 2013	\$ (9,300.00)
Vendor Veolia Transportation Total:				\$ 1,890,820.73
Vendor: Verizon California				
5316	03/13/2013	Verizon California	Phone Service, 2/13/13	\$ 512.89
Vendor Verizon California Total:				\$ 512.89
Vendor: Waste Management				
5317	03/13/2013	Waste Management	Utilities-Waste for February 2013	\$ 605.84
Vendor Waste Management Total:				\$ 605.84
Vendor: Wattco				
5318	03/13/2013	Wattco	amber strobes	\$ 573.48
5318	03/13/2013	Wattco	strobe mount flanges	\$ 22.34
5318	03/13/2013	Wattco	dominator mounting kit	\$ 30.01
5318	03/13/2013	Wattco	installation cable	\$ 72.60
5318	03/13/2013	Wattco	traffic advisor	\$ 758.63
Vendor Wattco Total:				\$ 1,457.06
Vendor: Webb Brothers Construction				
5319	03/13/2013	Webb Brothers Construction	Phase II Change Order #8	\$ 7,753.39
5319	03/13/2013	Webb Brothers Construction	Phase II Change Order #8	\$ 22,498.39
Vendor Webb Brothers Construction Total:				\$ 30,251.78
Vendor: Winzer Corporation				
5320	03/13/2013	Winzer Corporation	easy green and Powerball	\$ 1,187.44
Vendor Winzer Corporation Total:				\$ 1,187.44
Vendor: Witts				
5321	03/13/2013	Witts	Returned Merch. Orig Inv.215477-0	\$ (22.21)
5321	03/13/2013	Witts	Office Supplies, Feb. 2013	\$ 510.51
5321	03/13/2013	Witts	Office Supplies, Feb. 2013	\$ 378.33
5321	03/13/2013	Witts	Office Supplies, Feb. 2013	\$ 139.92
Vendor Witts Total:				\$ 1,006.55
Grand Total:				\$ 2,782,390.69

DATE: April 23, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Federal Fiscal Year 2012/13 Second Quarter Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Outreach Status Report (January 1 – March 31, 2013)

RECOMMENDATION

Receive and file the attached second quarter of Federal Fiscal Year (FFY) 2012/13 DBE and SBE Outreach status report (January 1 - March 31, 2013).

FISCAL IMPACT

No fiscal impact.

BACKGROUND

At the May 22, 2012 Board of Directors meeting, the Board approved the Authority's updated DBE program and proposed goal of 11.95%. At their June 26, 2012 meeting, the Board approved the revised DBE Program with the inclusion of a new Small Business Participation element, and authorized the Executive Director to enter into a Memorandum of Understanding for Small Business Certification Services with the Office of Small Business and Disabled Veteran Business Enterprises, California Department of General Services.

The attached DBE and SBE status report for the first quarter of FFY 2012/13 details the eight contracts awarded during this quarter totaling \$496,085. Two of the vendors were local firms in the Antelope Valley; these contracts totaled \$310,879, or approximately 63% of the total amount awarded. One firm is based in Lancaster and the other firm is located in Palmdale.

In compliance with the guidance given by the Federal Transit Administration (FTA), staff developed a Set-Aside Program for Fostering Small Business Participation. This race-neutral non-discriminatory element is design to foster the growth and development of small business concerns. On an annual basis, at least 10% of the acquisition of supplies and services with an anticipated dollar value exceeding \$3,000, but less than \$100,000, shall be automatically reserved exclusively for small business concerns. The Authority's DBE Program with the new Small Business Participation Element was submitted to FTA for approval on August 1, 2012.

To foster the growth and development of DBEs and local businesses in the Antelope Valley, the Authority will participate with Joint Exercise of Powers Agreement (JPA) members in hosting a business outreach fair in late fall. The business outreach shares information regarding:

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

Upcoming strategies for increasing DBE and local business participation shall include:

1. Use the Authority's new website to reach out and educate local businesses on accessing our contracting opportunities;
2. Continuing to utilize Antelope Valley Board of Trade and Chambers of Commerce and as points of contact to disseminate information to member businesses about purchasing and contracting opportunities with the Authority;
3. Participating in procurement related meetings with JPA members to identify methods of increasing the utilization of qualified local vendors in the purchase of goods and services, where feasible and appropriate;
4. Implement an electronic procurement and contract solution to allow on-line efficiencies in vendor registrations, categories of work, electronic notifications and contract management and reporting.

Prepared by:

Submitted by:

Lyle Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

Attachment: DBE and SBE Quarterly Award Report



DBE AND SBE QUARTERLY AWARD REPORT					Fiscal Year 2012-13
Reporting Period - January 1, 2013 through March 31, 2013					
Funding	Contract Type	Vendor Name	DBE or SBE	Vendor Location	Contract Award Amount
Federal	Construction	Webb Brothers Const	No	Lancaster, CA	\$258,003
Federal	Construction	Harris and Associates	No	Irvine, CA	\$25,000
Federal	Const Services	American Air Balance Co	No	Anaheim, CA	\$19,995
Federal	Const Services	Labor Compliance Providers	No	Riverside, CA	\$1,743
Federal	Product / Trailer	Farber Specialty Vehicles	No	Reynoldsburg, OH	\$108,468
Local	Services - IT	NIC Partners	No	Rancho Cucamonga, CA	\$30,000
Federal	Vehicle / Van	Rally Auto Group, Inc	No	Palmdale, CA	\$29,340.25
Federal	Vehicle / Pickup	Rally Auto Group, Inc	No	Palmdale, CA	\$23,536.48
				Total:	\$496,085.00

DATE: April 23, 2013

TO: BOARD OF DIRECTORS

SUBJECT: FY13 Key Performance Indicators Report for February 2013

RECOMMENDATION

Receive and file the February FY13 key performance indicators report.

SUMMARY

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

ANALYSIS

The AVTA's system performance is based on several key indicators. These include total monthly ridership, vehicle service hours, fare revenues, and the total operating expenses. Outlined below is a snapshot of system performance and indicators correlating to each respective goal.

Boardings – Ridership continues to trend upward. System-wide boardings recorded by the farebox in the month of February were 310,408. When compared to February 2012 totals we notice an increase of almost 10% over the same time in the previous year. Fiscal year-to-date boardings are at 2.4 million, an increase of 11% when compared to FY12 results.

Fare Revenue – Fare revenue recorded for the month was \$419,485. This reflects a decrease of almost 3.6% when compared to February 2012. During February 2012 fare revenues were higher than average due to a Metro quarterly fare reimbursement credited during the month. Year-to-date, passenger revenues are at \$3.1 million, nearly a 2% increase compared to the same period last year.

Operating Expenses – February 2013 operating expenses were \$1.5 million with an average system-wide cost per service hour of \$108.16. In February 2013 costs were 11% lower than February 2012. Costs associated with the new Veolia contract and startup expenses last year contributed to a higher than average operating expense. Year-to-date expenditures are currently 2.5% higher than the same period last year. This is primarily due to contractual increases in the cost of providing service.

Goal #1 – Operate a Safe Transit System – The AVTA’s goal is to operate a safe transit system. This is measured by the number of preventable accidents for every 100,000 miles of fixed vehicle operation.

Accidents – During the month of February there was one preventable accident recorded on line 787, resulting in 0.45 accidents per 100,000 miles for the month. Year-to-date, preventable accidents per 100,000 miles are at 0.60, which equates to an almost 48% improvement over the previous fiscal year. Regular presentations regarding passenger safety at Veolia’s monthly safety meetings have helped to improve this indicator.

Goal #2 – Provide Outstanding Customer Service – The Authority measures this goal by monitoring the following categories: complaints per 100,000 boardings; schedule adherence; average hold time; and average miles between service interruptions.

Customer Complaints – AVTA recorded 16.90 complaints per 100,000 boardings throughout the month of February. This is an improvement of 30% over February 2012. Of the 52 comments received, five were related to safety, 15 to schedule adherence and 32 to operator courtesy. AVTA also received five commendations for the month. Year-to-date, complaints per 100,000 boardings have not only remained below the performance target, but also show an improvement of almost 18% over the previous fiscal year.

Schedule Adherence – Average on-time performance (OTP) for the month of February 2013 was 96%. This reflects a decrease of almost 1% when compared to February 2012. Dial-a-Ride OTP continues to remain above 95% and is currently tracking at 97%. Year-to-date transit OTP is at 95.8%; this is equal to FY12 figures and just above the performance target.

Average Hold Time – During the month of February, approximately 16,495 calls were handled by AVTA’s customer service representatives. The average hold time for the month was 1:21 minutes, an improvement of 53% over February 2012. Dial-a-Ride fielded 3,938 calls, the highest number of calls answered to date producing an average hold time of 1:16 seconds for the month. The year-to-date average hold time of 1:41 seconds is a 27% improvement when compared to the previous fiscal year.

Average Miles Between Service Interruptions – A total of 243,990 service miles were operated during the month of February 2012 with an average of 12,380 miles between service interruptions. This is a decrease of 31% over February 2012. Staff will continue to work with Veolia to identify key issues with this indicator and work with the operations team to increase the miles between service interruptions by providing coach exchanges at the end of the routes or during a recovery period, if possible. We expect that the miles between service interruptions will improve as we approach the end of the fiscal year. Year-to-date, miles between services interruptions also continue to remain lower than the previous fiscal year at 10,352.

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

Boardings Per Vehicle Service Hour – An average of 21.5 boardings per vehicle service hour was recorded during the month of February 2013, an increase of almost 13% over February 2012. Although vehicle service hours were 3% higher in February 2012 due to the additional weekday in the month, continued growth in overall boardings of almost 10% over the same period last year offset what would normally be a decrease in boardings per hour. Year-to-date, we continue to remain above the performance target and are tracking at 11% over FY12 boardings per vehicle service hour.

Average Weekday Boardings – During the month of February there were a total of 20 weekdays recorded for the month, one less weekday than February 2012. Average weekday boardings have continued to increase over the previous year, reaching 13,532 in February, an increase of 13.7% over last February. The biggest contributor to average weekday boardings has been the commuter express service which reflects a 9% increase. Year-to-date, average weekday boardings have increased by 17% compared to the same period in FY12.

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

Average Cost Per Vehicle Service Hour – The average cost per vehicle service hour for the month was \$108.16, an improvement of 11% over February 2012. As stated earlier, expenses were higher during the transition period of the new Veolia contract for the month. Year-to-date cost per vehicle service hour was \$110.90, an increase of 2.8% over FY12 totals, yet below the FY13 performance target of \$117/vsh.

Farebox Recovery Ratio – The farebox recovery ratio is calculated by dividing total revenues by total operating expenses. The average farebox recovery ratio during the month of February 2013 was 26.83%, an increase of 8% over February 2012. Year-to-date farebox recovery of 23.2% is slightly less than the farebox ratio during the same period last year (23.37%).

Prepared by:

Submitted by:

Dietter A. Aragón
Senior Transit Analyst

Julie M. Austin
Executive Director

Attachments: Summary of System Goals and Performance

Antelope Valley Transit Authority | Attachment A: Key Indicators Report
February-13

Goal	Performance Indicator	Attachment	Current Month	MTD Meets/Exceeds	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Overall System Performance	Total Boardings	B	310,173	N/A	282,715	9.71%	N/A	2,441,640	N/A	2,198,299	11.07%
	Vehicle Service Hours		14,454	N/A	14,872	-2.81%	N/A	121,947	N/A	122,228	-0.23%
	Total Fare Revenue	B	\$419,485	N/A	\$435,171	-3.60%	N/A	\$3,137,362	N/A	\$3,082,983	1.76%
	Total Operating Expense		\$1,563,369	N/A	\$1,755,539	10.95%	N/A	\$13,523,478	N/A	\$13,190,333	-2.53%
Safe Transit System	Preventable Accidents per 100,000 Miles	C	0.45	X	0.90	50.14%	1.00	0.60	X	1.14	47.79%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	D	16.91	X	24.39	30.65%	27.0	18.83	X	22.93	17.88%
	Schedule Adherence	E	96.0%	X	95.1%	0.95%	95%	95.8%	X	96.3%	-0.47%
	Average Hold Time	F	1:21	X	2:55	53.71%	2:00	1:41	X	2:21	27.75%
	Average Miles Between Service Interruptions	G	12,380	X	18,010	-31.26%	5,000	10,352	X	14,485	-28.53%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	H	21.5	X	19.0	13.16%	18.0	20.0	X	18.0	11.11%
	Average Weekday Boardings	I	13,521	X	11,887	13.74%	10,000	12,531	X	12,014	4.30%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	J	\$108.16	X	\$118.05	8.37%	\$117.00	\$110.90	X	\$107.92	-2.76%
	Farebox Recovery Ratio	K	26.83%	X	24.79%	8.24%	23.23%	23.20%		23.37%	-0.74%

Antelope Valley Transit Authority | Attachment B: Operations Report - Total System
February-13

Goal	Current Month	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Average Fare per Boarding	\$1.35	\$1.54	-12.14%	\$1.44	\$1.28		\$1.40	-8.38%
Average Cost per Boarding	\$5.04	\$6.21	18.83%	\$6.22	\$5.54	X	\$6.00	7.69%
Average Subsidy per Boarding	\$3.69	\$4.67	21.04%	\$4.77	\$4.25	X	\$4.60	7.48%
Total Service Miles	243,990	242,908	0.45%	N/A	2,043,131	N/A	2,011,273	1.58%
Total Vehicle Miles	286,606	267,543	7.13%	N/A	2,381,899	N/A	2,231,199	6.75%
Total Vehicle Hours	16,419	15,714	4.49%	N/A	137,440	N/A	133,139	3.23%
In-Service Speed	19.8	18.0	10.22%	N/A	19.5	N/A	16.5	18.70%
Boardings per Vehicle Service Mile	1.27	1.16	9.23%	N/A	0.84	N/A	0.91	-8.54%

County of Los Angeles Sheriff's Department**Antelope Valley Transit Authority****Quarterly Summary
January – March 2013**

This third quarter report provides statistics for the Los Angeles County Sheriff's Department Transit Security Services from January 1, 2013 to March 31, 2013.

Deputy Maselli and his K-9 partner Ieka worked 515.5 hours during the AM shift and 162.5 hours in the PM shift. Deputy Newland and his K-9 partner Top worked 16 hours during the PM overtime shift.

Stats:

Between January 1 and March 31, 2013, a total of 7 citations were written, one vehicle was towed and two arrests were made. All citations were issued based on public safety as it directly relates to the transit system and/or quality of life issues. The following incidents were documented while monitoring the Lancaster City Park and the Palmdale Transportation Center:

Citations for Posted Signs:

- No Right Turn
- Do Not Enter; Wrong Way

Citations for Vehicle Codes:

- Unlicensed Driver
- No Proof of Insurance
- Cell phone use while driving
- Suspended License

Citations for Public Disturbance:

- Open Container in Public Place

Deputy Maselli and Ieka conducted several early morning sweeps with commuter passengers and drivers at LCP and PTC. He checks for unattended packages, enforces Antelope Valley Transit Authority (AVTA) bus rules and policies, and provides fare evasion deterrence.

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

At 6:30 a.m. on January 14, Deputy Maselli responded to a suspicious package located on the Metrolink platform at PTC. Upon arriving, he observed an unattended backpack

at the entrance of the station. Not seeing anything suspicious about the item, he deployed his explosive detection K-9 partner Ieka. They conducted a thorough search of the surrounding area and then searched the item in question. Ieka did not exhibit any indicators or change of behavior to indicate the presence of an explosive device or chemical. The backpack was found to be empty and released to security officer Lionel Hudson. No trains or buses were delayed.

January 25 - In an effort to increase security presence on AVTA buses, Deputy Maselli developed a plan that would provide for bus ride patrols without increasing AVTA's law enforcement budget. Deputy Maselli's plan calls for the utilization of another member of his Transit Services Bureau (TSB) K-9 Unit, Deputy Newlands, who currently patrols the LCP and PTC Metrolink stations.

February 4 - Deputy Maselli assisted a security guard at the PTC with a disturbance. The security guard reported that the passenger was refusing to leave. Deputy Maselli questioned the female passenger and she stated that she was waiting for her ride.

February 5 - Deputy Maselli attended a meeting with Board Chairman Norm Hickling, Executive Director Julie Austin, and Marketing Manager/PIO Wendy Williams regarding AVTA security detail. The objective was to determine how to make passengers feel safer on AVTA buses.

February 6 - Deputy Maselli rode bus 4345 on route 4 northbound. He boarded at the LCP traveling to Lancaster Blvd. and Sierra Hwy and then returned to the LCP. While onboard, he contacted passengers inquiring about their perception of safety on the bus. Passengers reported that they feel safe.

February 7 - Sergeant Becerra and Deputy Maselli attended an ad hoc Safety meeting at the AVTA offices regarding the security concerns that were presented at the January Board of Directors meeting. Deputy Maselli is working with staff to ensure that all of the Board's concerns are being addressed regarding safety and security on the buses.

February 11 - Deputy Maselli and Ieka rode bus 4346 on route 1 southbound. They boarded at LCP and traveled to 47th St. East & Avenue S then traveled back to the LCP. Deputy Maselli contacted passengers while onboard and inquired about their feelings on safety and security. No concerns were addressed with Deputy Maselli. Deputy Maselli also responded to a concern from the operator of bus 4344 on route 12 eastbound who reported a passenger vehicle was following them. Upon arriving to the location, there was no vehicle fitting the description in the area.

February 13 - Deputy Maselli responded to a passenger disturbance at the LCP. A passenger was playing loud music and disturbing the other passengers onboard. After

making contact with the passenger, the passenger decided to ride another bus and turned down his music.

February 21 - Deputy Maselli followed up with an operator that had previously reported problems with students from R. Rex Parris High School who were being unruly at the bus stop and on the bus. No disturbances were reported. Deputy Maselli also attended a TAP Meeting with an AVTA staff member at the Metro Offices in downtown Los Angeles. The meeting consisted of training on a Mobile Pass Validator (MVP) that AVTA received from Metro. The MPV will be utilized by Deputy Maselli to assist AVTA with lowering their current fare evasion issues and allow him to issue citations to offenders.

February 25 - Deputy Maselli confronted a female that was standing in the middle of the turnabout at the LCP. She refused to move and allow the buses to proceed. She refused to provide her name and was recording video with a camcorder. Deputy Maselli escorted the passenger out of the way of traffic.

February 26 - Deputy Maselli rode bus 3332 on route 11 eastbound from the LCP to 40th St. East & Avenue I. He then proceeded to ride route 12 westbound back to the LCP. He addressed passengers regarding safety and security on the buses; no issues were reported.

March 4 – In response to complaints received by AVTA Board Chairman Norm Hickling, Deputy Maselli contacted Angela Bagmanian, the Community Center Director at the LCP, in response to complaints of smoking, loitering, and unruly behavior. Deputy Maselli will incorporate the Lancaster Senior Center in his daily sweeps and provides a high security presence with his partner Ieka.

March 5 - Deputy Maselli responded to Operator Moore who had three passengers involved in a verbal disturbance on route 1 at the LCP. Deputy Maselli removed the passengers so the route could continue in service. The parties were warned and advised. Deputy Maselli and Ieka also rode route 11 eastbound with Operator Moats from the LCP to 40th St. East & Avenue I where it turns into the route 12 westbound back to the LCP. He asked all 75 passengers on board if they feel safe while riding the bus; no concerns were reported.

March 7 - Deputy Maselli responded to a call regarding a male suspect selling TAP cards for a dollar at the LCP. Upon making contact with the suspect, Deputy Maselli confiscated several TAP cards as well as a plastic bag filled with matter resembling marijuana. The suspect was cited, arrested, and released in the field. The items were taken and booked as evidence in the report.

March 11 - Deputy Maselli made contact with drivers at the LCP and boarded bus 4360 on route 1, bus 304 on route 10, bus 4334 on route 11, bus 4344 on route 1, bus 3333 on route 12, bus 4338 on route 1, and bus 4362 on route 5.

March 13 - Deputy Maselli and Ieka performed a foot patrol at the LCP. They checked bus; 4352 on the Lake LA Express, 4361 on route 4, 4357 on route 11, 4369 on route 12, 4347 on route 1, and 304 on route 10.

March 14 - Deputy Maselli responded to a possible weapon on board route 11. Upon arriving, Deputy Maselli found the suspect in question had a black microphone. The route continued with service.

March 18 - Deputy Maselli warned and advised a vehicle doubled parked in the route 1 bus bay at the LCP. When asked to move his vehicle, the male passenger flashed his Medical Technician Badge and stated he was Law Enforcement. He also warned and advised two passengers involved in boisterous, unruly behavior on another bus at the LCP.

March 19 - Deputy Maselli cited one driver for expired registration and another driver for using a cell phone while driving, no proof of insurance and driving the wrong way on a one-way street at the LCP.

March 20 - Deputy Maselli cited, arrested, released in the field, and towed the male suspect's vehicle. The male driver had a suspended license, no proof of insurance, and was driving the wrong way on a one-way street at LCP.

March 25 - Deputy Maselli issued two citations to two different drivers for failing to obey posted signs, no right turn, no proof of insurance, and driving the wrong way on a one-way street. He issued a citation for open container in public to a male suspect at the route 12 eastbound bus stop located at Avenue J & Challenger Way.

The Los Angeles County Sheriffs' Department and its transit partners continue to work together to lead the nation in transit safety, mobility, and customer satisfaction.

DATE: April 23, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Advertising Policy Discussion

RECOMMENDATION

That the Board discuss issues concerning the AVTA's Advertising Policy.

FISCAL IMPACT

No fiscal impact.

BACKGROUND

The AVTA Chair and Vice Chair have requested a discussion item regarding AVTA's advertising policy.

Submitted by:

Julie M. Austin
Executive Director

Attachment: AVTA Advertising Policy

Policy No:	Subject: AVTA Advertising Policy	
Policy Effective Date: September 28,2010	Revision/Date: February 28, 2012	
Date Approved: September 28,2010	Approved by: Executive Director\Board of Directors	Page: 1 of 8

POLICY

The Antelope Valley Transit Authority (AVTA) has determined that allowing revenue-generating advertising which does not compromise public or employee safety to be placed in designated areas on its transit properties is a responsible means of maximizing use of the authority's capital investments. Therefore, AVTA may directly sell or enter into contracts with outside vendors to sell and display advertising on AVTA buses for the sole purpose of generating revenue. Issuance of such contracts must be in accordance with AVTA's procurement policies and approved by AVTA's Board of Directors. Locations for revenue-generating advertising may include but are not limited to: interiors and exteriors of buses, fixed outdoor displays on AVTA property. AVTA reserves the right to reject any advertising based upon its guidelines for acceptable advertising content contained in this policy statement.

AVTA has further determined that advertising on its own properties is a valuable means of communicating with its customers. Therefore, AVTA explains and promotes its transit services through the dissemination of information onboard AVTA vehicles. Finally, AVTA realizes the importance of being a strong community partner and supports the inclusion of public service announcements in its advertising program as long as the content strictly adheres to guidelines found within section 3.2 and 3.3 of this Advertising Policy. All messages and materials distributed shall be approved and/or authorized by the Public Information Officer or such person's designee.

The purpose of this policy is to prescribe standards for the use of AVTA's revenue-generating advertising space and informational advertising space throughout the AVTA system. AVTA has not designated, and does not allow its advertising spaces to be used as, a forum for unlimited public expression. They are not intended to invite public discourse. The standards set forth in this policy are intended to preserve the non-public forum status of the advertising spaces.

DEFINITIONS

Added Value Materials – Informational advertising which offers a tangible benefit to patrons as a means of rewarding and retaining customers (i.e., a money-saving discount).

Cross-Promotion – A cooperative partnership in which two or more entities work together with the goal of jointly promoting their respective services.

Exterior King Ad – Large ad measuring 144" x 30" displayed on the street side of AVTA buses. King ads are directly applied to the bus with adhesive vinyl.

Exterior Queen Space – Medium ad measuring 88” x 30” displayed on the curbside of AVTA buses. Queen ads are applied directly to the bus with adhesive vinyl.

Exterior Tail light or “Tail” Ad – Smaller ad measuring 48” x 15 ½” or 72” x 21” displayed on the rear of Buses. Tail ads are directly applied to the bus with adhesive vinyl.

Governmental Entities – Public entities specifically created by government action.

Guidelines – The written guidelines, as prepared and amended from time to time by the Authority, that are provided to businesses and organizations wishing to advertise. The Guidelines set forth procedures to be followed by advertisers and the Authority in the administration of this policy.

Interior Bus Car Card – A 28” x 11” poster that mounts above the seats in AVTA local transit Buses to provide information on fares, routes, safety, pass sales locations, service changes and other matters relevant to the use of the AVTA System. The interior card space may also be used for advertising.

Public Information Officer – AVTA’s Public Information Officer or such person’s designee.

Public Service Announcement – Non-commercial advertising that complies with the requirements of this policy, and that promotes a community event to be held in the Antelope Valley, that is open to the public, and is sponsored in whole or in part by a governmental entity having jurisdiction in the Antelope Valley. For purposes of this policy, a governmental entity is deemed to sponsor a community event, in whole or in part, if it provides or contributes to the production or supervision of the public event, one or more of the following:

- (i) Actual funding in an amount exceeding \$1,000;
- (ii) Use of property owned or controlled by the governmental entity, sufficient in area to accommodate not less than 25% of the overall area necessary to conduct the event;
- (iii) An allocation of time to advertise the community event, on not less than five (5) days, on a cable television channel operated or under the control of the governmental entity;
- (iv) Personnel of the governmental agency, including, but not limited to, police and/or fire personnel, assigned solely to assist with the production or supervision of the community event; or
- (v) Other services, resources or assets of the governmental agency, dedicated to assist in the production or supervision of the community event, having a fair market value exceeding \$1,000.

Vinyl Window Graphics – An adhesive vinyl super-graphic which covers a portion of the window surface of a bus. Such graphics are manufactured to be largely transparent to those inside the vehicle, permitting passengers to see outside through the graphics.

1.0 RESPONSIBILITIES

Public Information Officer prepares all messages and materials for dissemination on board AVTA Buses; administers the distribution/display of transit information; tracks/coordinates the availability and use of AVTA's unique information distribution channels.

Customer Service distributes quantities of time schedules and Customer Centers according to distribution list prepared by Public Information Officer.

Operators and Service Attendants physically place time schedules on buses for distribution to the public.

Advertising Vendors sell, post, and maintain all revenue-generating advertising on AVTA vehicles; implement AVTA's policies on revenue-generating advertising; post all AVTA informational advertising according to instructions from the Public Information Officer.

Public Information Officer reviews and approves/rejects all cross-promotions and added value programs using AVTA's unique distribution channels based upon the criteria in this policy statement; enforces AVTA's right to reject and/or order removal of revenue-generating advertising based upon the criteria in this policy statement.

2.0 GENERAL

This policy and its procedures apply to all represented and non-represented employees, consultants and Board members.

The display of paid (revenue-generating) advertising carries with it a responsibility to protect the Authority from potential litigation and to recognize the potential association of advertising images with AVTA services while simultaneously respecting First Amendment principles. The Authority addresses these issues through the responsible and consistent application of written criteria for advertising acceptability.

At the same time, AVTA's ability to reach its customers directly is crucial to adequate dissemination of transit information. Any use of the unique distribution channels at its command (such as allotments of interior and exterior bus advertising space as well as on-board schedule racks) for purposes unrelated to customer information or retention is to be avoided, as it effectively "pre-empts" the availability of transit information to the public. AVTA's Customer Service Department administers the use of these unique distribution channels as part of its overall responsibility for customer communication.

This policy prescribes standards for the use of AVTA's revenue-generating advertising space and informational advertising space throughout the AVTA system. AVTA has not

designated, and does not allow its advertising spaces to be used as, a forum for unlimited public expression. They are not intended to invite public discourse. The standards set forth in this policy are intended to preserve the non-public forum status of the advertising spaces.

3.0 GUIDELINES

3.1 Revenue-Generating Advertising

AVTA may sell or post revenue-generating advertising directly. AVTA may also contract with outside vendors to sell and display advertising on buses, website, information pods, and time schedules for the sole purpose of generating revenue. Vendors for such contracts are solicited through competitive bids which must conform to AVTA's procurement procedures and be approved by AVTA's Board of Directors. No more than 75% of the available space may be utilized for revenue-generating advertising, and the remaining available space shall be made available for AVTA's own transit-related information and for PSAs.

Locations for revenue-generating advertising may include, but are not limited to: exterior surface areas of buses, interior display frames in buses and banner ads on AVTA's website, space in AVTA's printed brochures, timetables and other publications and printed materials, and any other location approved by AVTA's Board of Directors.

3.2 Permitted Advertising Content

The following classes of advertising are authorized on AVTA vehicles if the advertising does not include any material that qualifies as Prohibited Advertising under subsection 3.4 of this Advertising Policy.

3.2.1 Commercial and Promotional Advertising

Commercial and promotional advertising promotes or solicits the sale, rental distribution or availability of goods, services, food entertainment, events, programs, transactions, donations, products or property (real or personal) for commercial purposes or more generally promotes an entity that engages in such activities.

3.2.2 Non-Commercial Advertising

For purposes of this policy, non-commercial advertising is intended to be "government speech" as that term is utilized in applicable judicial decisions, and is not intended to advertise any commercial transaction. Non-commercial advertising it is intended to promote community events open to the public that are sponsored in whole or in part by a governmental entity having jurisdiction in the Antelope Valley.

3.3 Public Service Announcements (PSAs)

AVTA recognizes that its advertising program and its overall public transportation mission are promoted by allowing Public Service Announcements at no charge to advertise events occurring in the Antelope Valley that are sponsored, in whole or in part, by any governmental entity having jurisdiction in the Antelope Valley. Such announcements engender goodwill with the public because the transit system is seen as a caring and active participant in the community. Further, those viewing Public Service Announcements are introduced to the benefits of transit advertising, increasing the likelihood of increased purchases of transit advertising in the future. In order to qualify for advertising space, a PSA must meet all relevant guidelines of this policy.

3.3.1 The sponsor of a PSA must be a governmental entity having jurisdiction in the Antelope Valley and advertising a community event which it is sponsoring, in whole or in part.

3.3.2 The community event advertised in the PSA must be directed to the general public or a significant segment of the public and be intended to benefit residents, charitable or non-profit organizations, and/or business owners in the Antelope Valley.

3.3.3 Allocation of advertising space for PSAs.

Advertising space for PSAs shall be made available as follows: Each of the three member agencies of the Authority shall be given 5% of the Authority's total advertising space to advertise PSAs which meet the requirements of section 3.3.2. The Authority shall be allotted 10% for marketing purposes and the remaining space may utilize for revenue generating advertisements.

The process of accepting PSA requests shall be based on a fair and impartial reservation system which shall operate in accordance with the Guidelines and as follows: A governmental entity may request a reservation for advertising space to display a PSA up to 90 days prior to the PSAs run date. A PSA may only run for a period of four weeks if there is a waiting list and 8 weeks if there is no waiting list. The artwork and cost of installation must be paid for by the governmental entity. If there is no space available at the time of the request, the governmental entity will be placed on a waiting list and notified when space becomes available.

The member agencies may allocate their 5% share through use of a voucher system. AVTA will provide each jurisdiction with redeemable vouchers that can be given to other governmental entities at the discretion of each member agency and its appointed Director to the Authority Board. Each voucher will specify the advertisement size and location, such as a king, queen or tail space. Each voucher will also provide a four week timeframe for the PSA to run. A governmental entity may use more than one voucher to increase the run time in four week increments. Vouchers may also be combined upon

agreement of any member agencies. The artwork and cost of installation must be paid for by the governmental entity running the PSA.

3.4 Prohibited Advertising Content

Advertising is prohibited on AVTA vehicles if it includes any of the following content:

3.4.1 Political. Advertising promoting or opposing a political party, or promoting or opposing the election of any candidate or group of candidates for federal, state or local government offices. Advertising, promoting or opposing initiatives, referendums or other ballot measures.

3.4.2 Public Issue. Advertising expressing or advocating an opinion, position or viewpoint on matters of public debate about economics, political, religious or social issues.

3.4.3 Prohibited Products, Services and Activities. Any advertising that promotes or depicts the sale, rental, use of, or participation in, the following products, services or activities; or that uses brand names, trademarks slogans or other material that are identifiable with such products, services or activities, or content that otherwise promotes or constitutes any of the following:

- a) Tobacco
- b) Alcohol
- c) Adult /Mature Rated Films, Television or Video Games
- d) Adult Entertainment Facilities
- e) Adult Service
- f) Sexual and/or Excretory Subject Matter. Obscene matter as defined in the Los Angeles County Code, Chapter 13.17, Section 13.17.010, or sexually explicit material as defined in the Los Angeles County Code, Chapter 8.28, Section 8.28.010D.
- g) False or Misleading Material
- h) Illegal Activity
- i) Copyright or Trademark Infringement
- j) Profanity and Violence
- k) Firearms
- l) Disparaging Material
- m) Insulting or Degrading Material
- n) Harmful or Disruptive to Transit
- o) Images, copy or concepts that are racist, or that denigrate, demean, or discriminate against a specific ethnic, religious, cultural, or gender group;
- p) Content promoting, advertising or relating to any religious faith, organization or tenet.

3.5 AVTA's Right of Rejection

Beyond the above, AVTA's vendors may review advertising content according to their own guidelines of acceptability. AVTA requires the screening of all individual ads by vendors prior to posting. Nevertheless, in all contracts AVTA reserves the right to reject any advertising content submitted for display on its properties and/or to order the removal of any advertising posted on its properties. Decisions regarding the rejection or removal of advertising are made by the Public Information Officer based solely upon the criteria in this policy statement.

3.6 Vinyl Window Graphics

To ensure the safety and security of passengers, operators and law enforcement officers, advertising displays which employ vinyl window graphics are restricted from obscuring window surfaces on AVTA vehicles as follows:

Buses: No more than 30% of the vehicle's total window surface, and no more than 50% of the window surface of any bus side, may be covered by vinyl window graphics. (Note: this excludes the front window surface, which may not be covered in any manner.)

3.7 Informational Advertising

AVTA has several unique distribution channels at its disposal for disseminating transit information for which it incurs no "space" cost (the fee charged for advertising space). These distribution channels include, but are not limited to: schedule racks on board AVTA Buses, information pods on Bus Stop poles, and interior car cards.

In addition, as specified in section 3.1, AVTA has available for use an allotment of exterior and interior bus advertising space. If an advertising vendor is utilized, AVTA will incur no charge for this space. An advertising vendor will be allocated no more than 75% of exterior and interior advertising space to sell under a revenue-generating agreement.

Acceptable information for these distribution channels is categorized as follows:

3.7.1 Regular Transit Information

Regular transit information is prepared by AVTA's Customer Service Department in accordance with its annual strategic planning process as well as upon request from other internal departments. Regular transit information includes, but is not limited to: service features and changes, fare information and changes, safety and security messages, maps and explanations of related transportation services.

3.7.2 Cross-Promotional Information

AVTA's Public Information Officer may use AVTA's distribution channels to participate in cross-promotional opportunities with outside organizations that offer a direct opportunity to promote use of transit. Any materials distributed for this purpose must prominently include promotion of AVTA services.

The outside organization involved must either bear the cost of producing such materials or, if approved by AVTA's Public Information Officer, provide an equivalent or greater value in cross-promotional benefits (i.e. advertising space, editorial space, etc.). Any cross-promotional arrangement must be approved by the Public Information Officer based upon the criteria in this policy statement.

3.8 "Added Value" Materials

AVTA's Public Information Officer may use AVTA's distribution channels to provide "added value" materials to its customers. Such materials must present a specific and time-dated offer uniquely provided for AVTA customers (generally a money-saving discount) in which transit can be used to access the redemption point. Any materials distributed for this purpose must prominently include the AVTA logo and other wording approved by AVTA's Public Information Officer to indicate that the offer is specifically designed for AVTA customers.

The outside organization involved must either bear the cost of producing such materials or, if approved by AVTA's Public Information Officer, provide an equivalent or greater value in cross-promotional benefits (i.e. advertising space, editorial space, etc.). Any added value programs must be approved by the Public Information Officer based upon the criteria in this policy statement.