



**Regular Meeting of the Board of Directors**

**Tuesday, October 27, 2015**

**10:00 a.m.**

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

**AGENDA**

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

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

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

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

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

**APPROVAL OF AGENDA**

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

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

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

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

- SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR SEPTEMBER 2015 – HECTOR FUENTES, TRANSDEV
- SRP 2 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER (JULY 1, 2015 – SEPTEMBER 30, 2015) – LEN ENGEL
- SRP 3 FEDERAL LEGISLATIVE UPDATE FOR OCTOBER 2015 – JUDY FRY
- SRP 4 STATE LEGISLATIVE UPDATE FOR OCTOBER 2015 – WENDY WILLIAMS
- SRP 5 FISCAL YEAR 16 (FY16) FIRST QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS REPORT (JULY 1, 2015 – SEPTEMBER 30, 2015) – MARK PERRY
- SRP 6 COACH OPERATOR PERFORMANCE AUDIT RESULTS – DIETTER ARAGON

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

- CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR SEPTEMBER 22, 2015 – KAREN DARR

*Recommended Action: Approve the Board Meeting Minutes for September 22, 2015.*

**CC 2 FINANCIAL REPORTS FOR AUGUST AND SEPTEMBER 2015 – COLBY KONISEK**

*Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated August 31, 2015; the Interim Financial Statements for the two months ended August 31, 2015; the Cash Flow Projection/Treasurer's report for the month ended August 31, 2015; the Payroll History Report for the three months ended September 30, 2015; the Cash Disbursements Report for the month ended September 30, 2015.*

**CC 3 FY16 FIRST QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (JULY 1, 2015 – SEPTEMBER 30, 2015) – KELLY MILLER**

*Recommended Action: Receive and file the FY16 First Quarter LASD Report for the period covering July 1, 2015 through September 30, 2015.*

**NEW BUSINESS (NB):**

**NB 1 AWARD CONTRACT #2016-06 TO STRADLING YOCCA CARLSON & RAUTH, P.C. FOR OUTSIDE GENERAL COUNSEL LEGAL SERVICES – LYLE BLOCK**

*Recommended Action: Authorize the Executive Director to execute Contract #2016-06 for Outside General Counsel Legal Services, to Stradling Yocca Carlson & Rauth, P.C., Newport Beach, CA, for an amount not to exceed \$150,000.00 per year.*

**CLOSED SESSION (CS):**

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

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

CS 2 Public Employee Appointment (Government Code Section 54957(b))  
Title: General Counsel

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

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

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Report by the Executive Director

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

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on

their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director for follow-up.

**ADJOURNMENT:**

Adjourn to the next Regular meeting of the Board of Directors on November 24, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

**The agenda was posted by 5:00 p.m. on October 22, 2015 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> St. West, Lancaster, CA 93534.**

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



**DATE:** October 27, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Coach Operator Performance Audit Results

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#### **RECOMMENDATION**

That the Board of Directors receive and file the Coach Operator Performance Audit results.

#### **FISCAL IMPACT**

There is no direct fiscal impact associated with the Coach Operator Performance Audit results.

#### **BACKGROUND**

The coach operator performance audits were conducted during June, July and August 2015. These performance audits allow staff to monitor the performance of the service provided by operations contractor, Transdev. The performance audits provide AVTA and Transdev with tools to monitor and evaluate operator performance and identify potential areas for improvement.

Audits are conducted randomly throughout the AVTA service area. During the three month period, a total of 44 coach operator performance audits were conducted on weekday service. The auditors audited 32 local trips and 12 commuter trips, evaluating coach operator performance on the following criteria:

On-Time Performance (OTP): 98% (43) of the trips observed by the auditors were on-time. Route 10 was the only service delay recorded exceeding more than 10 minutes on that trip. It should be noted, some commuter service trips did exceed service delays that were more than 10 minutes; delays were common on 785 and 786 service due to traffic.

Stop Announcements Made: As is typical in this industry, the highest number of violations usually occurs due to operators not announcing stops. A total of 75% (33) operators did announce bus stops and or major intersections. Transdev continues to focus on reiterating the importance of announcing the FTA-required, ADA stop announcements. With the coaches now fully integrated with the Avail "smart bus" system all major bus stops and

intersections are now automatically announced as the bus moves through its route. However, operators are required to revert to announcing stops manually in the event the system is not operational.

Driver Fare Acknowledgement: When auditors first board the bus, they will attempt to challenge the operator. The auditor either deposits the incorrect fare, utilizes an invalid Transit Access Pass (TAP) card or asks about the pricing of a specific fare. In most cases, coach operators responded appropriately to fare questions or invalid media by quoting the proper fare. During the three-month period, 89% (39) of all operators performed well. Transdev has since met with the operators that did not pass the fare challenge and reiterated the policy.

Operator Courtesy: Operator courtesy consists of several interactions between the coach operator and auditor. This may include but not limited to properly acknowledging the auditor as they board the bus after a greeting is initiated by the auditor; and answering a fare related or service question including interaction with other customers throughout the trip. During the three-month period, 93% (41) of the operators that were checked performed well and provided excellent customer service. "Operator Courtesy" continues to be one of the most improved metrics as we continue to move forward.

Safe Vehicle Operations: During the three-month period, all operators that were checked performed exceptionally well when it came to safe vehicle operations.

Perfect Ride Check: Coach Operators who had no violations on all performance metrics receive a "Perfect Ride Check" award and pin in recognition of their outstanding service. This number continues to grow as we move forward with the operator audits. During the three-month period, 73% (32) of the operators checked received no violations during their trips, resulting in a Perfect Ride Check.

Bus Evaluation: An average of 98% of bus evaluation metrics received a positive rating. The exception was floors and window cleanliness, whereas two buses received a low rating. Of the 44 buses checked, four buses were rated as excellent, 38 were rated good, two were rated fair and no coaches received a poor rating.

Prepared by:

Submitted by:

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Dietter Aragon  
Senior Planning Officer

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Len Engel  
Executive Director

Attachment: A – Coach Operator Performance Audit Table

# Coach Operator Performance Audits

Attachment SRP 6.A

## Summary Matrix

Date	Operator ID	Operator Name	Route	Direction	Bus Number	Time	Timepoint Start Location	100% On-time Performance	Operator Announced Stops/Major Intersections	Operator's Fare Knowledge Acceptable	Operator Courtesy	Safe Vehicle Operation	Perfect Ride Check
6/23/2015	1070	Daniel Barajas	4	NB	4346	8:50 AM	Lancaster City Park						
6/23/2015	1114	Alicia Pascascio	4	SB	4358	10:45 AM	Sierra Hwy & Lancaster Blvd						
6/23/2015	1021	Karen Mickens-Brown	11	EB	4337	12:02 PM	Lancaster City Park						
6/23/2015	1084	Jose Palanco	11	WB	4344	1:48 PM	Avenue J & 20th Street East						
6/23/2015	1107	Laisha Millender	PTC	WB	4352	12:30 PM	Town Center Plaza						
6/23/2015	1094	Oscar Nunez	PTC	EB	3335	10:30 AM	Palmdale Transportation Center						
6/23/2015	1053	Daniel Miller	7	NB	3333	1:30 PM	Palmdale Transportation Center						
6/23/2015	1133	Henry Smith	7	SB	4339	3:50 PM	Sierra Hwy & Lancaster Blvd						
6/23/2015	1003	Marilyn Montgomery	3	WB	4343	11:45 AM	47th Street East & Ave S						
6/23/2015	1048	Ahmed Khan	2	EB	4359	1:15 PM	AV Mall						
6/23/2015	1041	Larry Olive	6	WB	4354	10:30 AM	90th St East & Palmdale Blvd						
6/23/2015	1106	Sterling Singleton	6	EB	---	7:10 PM	47th Street East & Ave S						
6/23/2015	1081	Kevin Miles	10	NB	---	2:40 PM	Avenue S & 47th Street East						
6/23/2015	1108	Larrell Johnson	10	SB	4371	4:45 PM	University of Antelope Valley						
6/24/2015	1061	Rene Rodriguez	1	NB	4369	8:10 AM	Avenue S & 47th Street East						
6/24/2015	1099	Carlos Angel	1	SB	4340	10:10 AM	Sierra Hwy & Lancaster Blvd						
6/24/2015	1152	Jose Rodriguez	2	WB	4346	12:00 PM	47th Street East & Ave S						
6/24/2015	1001	Jose Sabalvarro	3	EB	4362	1:35 PM	AV Mall						
7/20/2015	1073	Melvin Washington	10	NB	4370	8:20 AM	Ave. S & 47th St. East						
7/20/2015	1040	David Andrade (Term)	10	SB	4371	10:30 AM	University of Antelope Valley						
7/20/2015	1032	Esther Herrera	1	NB	4349	12:10 PM	Ave. S & 47th St. East						
7/20/2015	1148	Allison Kinison	1	SB	4365	2:10 PM	Sierra Hwy & Lancaster Blvd						
7/20/2015	1017	Churlin Nunez	5	WB	4348	9:38 AM	Lancaster City Park						
7/20/2015	1137	Victor Sanchez	5	EB	4348	11:03 AM	67th St W & Ave. L-15 Mayflower Gardens						
7/20/2015	1022	Debora Watts	11	EB	4341	12:32 PM	Lancaster City Park						
7/20/2015	1050	Tryonne Montgomery	11	WB	4367	2:50 PM	Ave. J & 20th St. E						
7/20/2015	1100	Charlyne Hester	12	EB	4338	4:26 PM	Lancaster City Park						
7/20/2015	1081	Kevin Miles	12	WB	4341	5:40 PM	Ave. J & 20th St. E						
7/14/2015	1042	Cesar Temoche	786	SB	731	5:35 AM	Palmdale Transportation Center						
7/14/2015	1079	Kenny Arzate	786	SB	4746	6:00 AM	Palmdale Transportation Center						
7/14/2015	1070	Daniel Barajas	790	NB	730	10:20 AM	McBean Transit Center						
7/8/2015	1018	NeQael Jones	785	NB	4758	3:30 PM	8th / Spring - Los Angeles						
7/8/2015	1016	Anita Hicks	785	NB	4756	3:00 PM	8th / Spring - Los Angeles						
7/16/2015	1066	Rocio Cruz (Term)	790	SB	4750	7:50AM	Palmdale Transportation Center						
7/16/2015	1078	Jeffrey White	790	NB	730	2:50PM	Newhall Metrolink						
8/5/2015	1135	Carlton McIver	1	SB	4369	5:50 PM	Lancaster City Park						
8/5/2015	1087	Arthur Mack	2	EB	---	6:00 PM	AV Mall						
8/5/2015	1106/1124	Sterling Singleton / Melvin Franco	1	NB	4348	6:30 PM	Palmdale Transportation Center						
8/5/2015	1087	Arthur Mack	1	NB	4366	8:00 PM	Avenue S. & 47th Street East						
8/6/2015	1069	David Gil	790	NB	4750	5:00 PM	Newhall Metrolink Station						
8/6/2015	1018	NeQael Jones	787	SB	4745	6:20 AM	Lancaster City Park						
8/11/2015	1014	Mauricio Palacios	787	NB	4739	3:30 PM	Ventura / Reseda - Tarzana						
8/11/2015	1008	Brenda Jones	787	NB	4755	3:10 PM	Ventura / Reseda - Tarzana						
8/12/2015	1034	Wanda Houston	786	NB	4760	2:50 PM	Santa Monica / La Brea						
								43	33	39	41	44	32
								1	11	5	3	0	12
Total								44	44	44	44	44	44



**Regular Meeting of the Board of Directors**

**Tuesday, September 22, 2015**

**10:00 a.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Director Underwood-Jacobs led the Pledge of Allegiance.

**ROLL CALL:**

Present

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

**APPROVAL OF AGENDA**

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

Moved by Director Hofbauer, seconded by Vice Chair Knippel

Vote: Motion carried (6-0-0-0)  
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson,  
Underwood-Jacobs, and Flanagan  
Nays: None  
Abstain: None  
Absent: None



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

There was no public business presented.

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

**SRP 1 PRESENTATION TO OUTGOING CHAIRMAN NORM HICKLING FOR HIS SERVICE AS AN AVTA BOARD MEMBER REPRESENTING THE COUNTY OF LOS ANGELES**

Vice Chair Knippel presented a plaque to outgoing Chairman Norm Hickling in recognition of his service to AVTA as a member of the Board since 2009. Chairman Hickling thanked staff and the Board members for their support during his time on the Board.

**SRP 2 PRESENTATIONS TO BYD OPERATIONS MANAGER CHAO XUE**

Vice Chair Knippel presented a plaque and proclamation to BYD Operations Manager Chao Xue for delivering 5-Star service and for his commitment to forming a successful partnership with AVTA. Mr. Xue thanked the Board and AVTA staff for their support and commitment to the electric bus program.

**SRP 3 PRESENTATION TO TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR AUGUST 2015**

Transdev General Manager Hector Fuentes presented a plaque to the Employee of the Month Dan Thomas and announced that the Operator of the Month was Alice Colantonio. Ms. Colantonio was not present at the meeting to receive her award.

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

Grants Administrator Judy Fry updated the Board regarding the Authorization Bill, Highway Trust Fund, and FY16 Appropriations.

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

Director of Communications Wendy Williams provided information regarding pending state legislation. The Board discussed Senate Bill 413 – Public Transit: prohibited conduct, which would make it an infraction if a person fails to yield reserved seating to an elderly or disabled person if the agency enacts an ordinance after a public hearing.

**SRP 6 BUS STOP SHELTER SIGNAGE**

Staff was directed at the August 25, 2015 Board meeting to develop language for signage regarding citizens loitering at bus stop shelters. Ms. Williams presented the report and showed the Board examples of the proposed signage. The Board discussed the types of bus stop benches that staff would install.

**PUBLIC HEARING:**

**PH 1 ADOPT DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AND GOAL-SETTING METHODOLOGY FOR FEDERAL FISCAL YEARS (FFY) 2016 THROUGH 2018**

Procurement and Contracts Officer Lyle Block presented the staff report.

Chairman Crist opened the Public Hearing.

Testimony: None

**Motion: Move to close the Public Hearing.**

Moved by Director Hofbauer, seconded by Director Thompson

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

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

Nays: None

Abstain: None

Absent: None

**Motion: Adopt Resolution No. 2015-010 approving the DBE Program and Goal-Setting Methodology for FFYs 2016 through 2018 (October 1, 2015 – September 30, 2016).**

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR AUGUST 25, 2015 – KAREN DARR**

Approve the Board Meeting Minutes for August 25, 2015.

**CC 2 FINANCIAL REPORTS FOR JULY AND AUGUST 2015 – COLBY KONISEK**

Receive and file the financial reports for July and August 2015.

**CC 3 DIAL-A-RIDE (DAR) SURVEY – LEN ENGEL**

Receive and file the results of the 2015 DAR Customer Survey.

**Motion: Approve the Consent Calendar.**

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS (NB):**

**NB 1 DIAL-A-RIDE NO-SHOWS AND LATE CANCELLATIONS POLICY**

Senior Planning Officer Dieter Aragon presented the staff report. The Board discussed the recommended corrective action process, the No-Shows and Late Cancellations tracking system, and confirmed with Intelliride Dedicated Project Manager Dan Thomas that the revised violation system will alleviate the issue.

**Motion: Approve the revised DAR No-Shows and Late Cancellations Policy merging the consequences for the first and second violation to read Violation 1 – Verbal Warning and Follow-Up Written Letter.**

Moved by Vice Chair Knippel, seconded by Steve Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

**NB 2 AWARD CONTRACT #2016-07 TO COMPLETE COACH WORKS FOR SIX 2008 MCI COMMUTER COACH REFURBISHMENTS**

Fleet and Facility Manager Mark Perry presented the staff report. The Board discussed the bus wrap designs and advertisements.

**Motion: Authorize the Executive Director to execute sole respondent Contract #2016-07 for six 2008 MCI commuter coach**

**refurbishments to Complete Coach Works, Riverside, CA, for an amount not to exceed \$1,000,000.**

Moved by Vice Chair Knippel, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)  
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan  
Nays: None  
Abstain: None  
Absent: None

**CLOSED SESSION (CS):**

Special Counsel Allison Burns stated that there were no items that needed discussed in Closed Session.

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Report by Executive Director

- Mr. Perry and Mr. Engel will be meeting with the WAVE executive team on Wednesday, September 23, 2015 in Salt Lake City regarding the progress of the two inductive chargers.
- Staff will be attending the Metro Board meeting on Thursday, September 24, 2015. The Board is voting on the 2015 Call for Projects and AVTA staff hopes to be awarded grant funding to purchase three additional 40-foot battery electric coaches.
- Mr. Engel will be attending the BusCon Conference on September 27 through September 30, 2015 and APTA's Annual meeting in San Francisco October 3 through October 7, 2015. He was invited to give a presentation regarding the Authority's transition from diesel to electric buses at both conferences.
- Mr. Engel announced that AVTA won an Ad-Wheel award for Graphics Designer Nate Pitkin's 2015 3<sup>rd</sup> Annual Roadeo design. Staff will be accepting the award at the APTA Conference.
- Staff held two pre-proposal conferences on Monday, September 21, 2015. One was for the first WAVE charger installation at LCP and the second was for choosing an advocacy firm. Mr. Engel provided an update regarding the certification and inspection process for the WAVE chargers and noted that six local firms attended the WAVE charger installation pre-proposal conference.

- Mr. Engel showed the Board members a mock-up of the new Phase III – Electrification Project plaque that will be installed at the entry of the AVTA Administration offices.
- Staff is pursuing a Department of Energy grant for re-powering existing coaches.

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

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

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:00 a.m. to the next Regular meeting of the Board of Directors on October 27, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 27<sup>th</sup> day of OCTOBER 2015.

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Marvin Crist, Chairman

ATTEST:

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Karen Darr, Clerk of the Board



**DATE:** October 27, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Financial Reports for August and September 2015

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#### **RECOMMENDATION**

That the Board of Directors receive and file the Fiscal Year-to-Date Budget versus Actual report dated August 31, 2015 (Attachment A); the Interim Financial Statements for the two months ended August 31, 2015 (Attachment B); the Cash Flow Projection/Treasurer's report for the month ended August 31, 2015 (Attachment C); the Payroll History Report for the three months ended September 30, 2015 (Attachment D); the Cash Disbursements Report for the month ended September 30, 2015 (Attachment E).

#### **FISCAL IMPACT**

Payroll: September payroll of \$188,706 represents an increase of \$1,724 or 0.9% from August to September, one employee is back to work from LOA.

Cash Disbursements: \$287,803.

Interim Financial Statements: Change in Net Assets: (\$348,617), which includes YTD depreciation expense of \$992,293.

#### **BACKGROUND**

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance prepares the Budget versus Actual Report, Interim Financial Statements, Cash Flow Projection/Treasurer's Report, Payroll History

report and Cash Disbursement report, and submits them to the Executive Director/Treasurer who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

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

Payroll Period	Amount	Journal #
08/23/15-09/05/15	\$93,965.80	PYPKT00715
09/05/15-09/19/15	\$92,746.35	PYPKT00722
09/18/15-09/18/15	\$1,994.33	PYPKT00720
<b>Gross Pay, Sept 2015</b>	<b>\$188,706.48</b>	

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

Register Date	Amount
09/01 - 09/30/15	\$287,803.27

No large items paid during the September, except for Pinnacle Petroleum, Inc. (Fuel) - \$153,757.

As of August 2015, the total cash per the general ledger is \$15,369,614. After deducting restricted funds, the operating cash balance is \$7,975,437. The net of receivables inflows and accounts payables outflows is projected to be a net use of cash of (\$548,103); the total expected cash available for operations in the next 30 days is \$7,427,334. The available cash is equal to 4.1 times (months) the Authority's average monthly cash requirement of \$1.8 million.

**BUDGET TO ACTUAL SUMMARY NARRATIVE (OPERATING FUNDS)**

Attachment A – Budget to Actual Report (BAR) shows the result for the two months ended August 31, 2015 (Unaudited).

Net Income (net of depreciation) was favorable to budget by \$536K.

Revenues were favorable to budget by \$163K.

FTA 5307 fund for operating assistance of \$1.6M has been accrued in August.

Expenses were favorable to budget by \$373K.

Fuel expense continues to be less than budget, and JARC expense has not been incurred yet. August transportation expense has not been paid, but it is accrued in the GL.

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

Prepared by:

Submitted by:

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Colby Konisek  
Director of Finance

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Len Engel  
Executive Director

Attachments: A – Budget versus Actual Report as of August 31, 2015  
B – Interim Financial Statements as of August 31, 2015  
C – Cash Projection/Treasurer’s Report for August 31, 2015  
D – Payroll History Comparison Report (July, 2015 - September, 2015)  
E – Cash Disbursements Report (September 1 - September 30, 2015)



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

REVENUE	BUDGET YTD	ACTUAL YTD	YTD VARIANCE
Fare Revenue	\$ 854,248	\$ 819,064	(\$35,184)
MTA Funds	1,407,592	1,441,538	33,946
FTA Funds	1,088,034	1,219,116	131,082
Jurisdictional Contributions	548,753	541,668	(7,084)
Other (SCE Rebates, Adv.)	65,959	106,175	40,216
<b>TOTAL REVENUE</b>	<b>3,964,586</b>	<b>4,127,563</b>	<b>162,976</b>
<b>EXPENDITURES</b>			
Contract Services	2,356,218	2,412,173	(55,956)
Fuel	505,159	337,728	167,431
Other Operating	135,413	80,128	55,285
Salaries and Wages	418,770	376,309	42,461
Benefits	181,890	148,068	33,821
Legal	19,159	3,387	15,772
Consulting	49,980	22,506	27,474
Advocacy	31,253	7,500	23,753
Travel	6,034	12,522	(6,488)
IT Maintenance/Licenses	61,450	41,631	19,820
Utilities	24,997	19,821	5,176
Administration	151,066	106,273	44,793
<b>TOTAL EXPENDITURES</b>	<b>3,941,389</b>	<b>3,568,046</b>	<b>373,343</b>
<b>INCOME(LOSS)</b>	<b>23,197</b>	<b>559,516</b>	<b>536,319</b>

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

REVENUE	BUDGET YTD	ACTUAL YTD	YTD VARIANCE
<b>COMPANY WIDE REVENUE</b>	<u>3,964,586</u>	<u>4,127,563</u>	<u>162,976</u>
<b>EXPENDITURES/DEPARTMENT</b>			
1EX --- Executive	244,613	132,857	111,755
2FF --- Facility and Maintenance	3,218,651	3,043,933	174,718
3FS --- Finance	238,684	216,746	21,938
5CS --- Customer Service/Marketing	239,441	175,326	64,115
1ZZ --- Company Wide w/o Depreciation	(0)	(816)	816
<b>TOTAL EXPENDITURES FOR ALL DEPARTMENTS</b>	<u>3,941,389</u>	<u>3,568,046</u>	<u>373,343</u>
<b>INCOME(LOSS)</b>	<u><u>23,197</u></u>	<u><u>559,516</u></u>	<u><u>536,319</u></u>



## STATEMENT OF NET POSITION - UNAUDITED

	As of August 31, 2015	As of August 31, 2014
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 15,369,614	\$ 25,394,659
Due from other governments	9,276,590	1,535,589
Other receivables	226,829	185,848
Inventory	240,334	237,783
Prepaid items	277,116	279,071
Total Current Assets	25,390,484	27,632,950
<b>NONCURRENT ASSETS</b>		
Capital assets, net of depreciation	50,750,774	47,923,989
Total Assets	76,141,258	75,556,939
<b>LIABILITIES AND NET POSITION</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	1,470,051	2,507,757
Due to Federal Transit Administration	-	-
Accrued payroll	(6,216)	(3,496)
Compensated absences	325,002	322,034
Deferred Revenue - Prop 1B	1,314,134	2,328,040
Total Current Liabilities	3,102,971	5,154,335
<b>Deferred inflows of resources</b>		
Unearned Revenue	109,100	266,141
Total Liabilities	3,212,071	5,420,476
<b>NET POSITION</b>		
Invested in Capital Assets	50,750,774	47,923,989
Restricted for Capital Acquisition	5,379,358	4,905,781
Unrestricted	16,799,055	17,306,692
Total Net Assets	\$ 72,929,187	\$ 70,136,462



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

	For the 2 Months ending August 31, 2015	For the 2 Months ending August 31, 2014
<b>OPERATING REVENUES</b>		
Charges for services:		
Passenger fares	\$ 819,064	\$ 783,113
Total operating revenues	<u>819,064</u>	<u>783,113</u>
<b>OPERATING EXPENSES</b>		
Purchased transportation services:		
Outside transit contract	2,409,978	2,279,903
Fuel	337,728	483,437
Other operating costs	121,585	107,853
General and administrative	698,755	680,225
Total operating expenses, net of depreciation	<u>3,568,046</u>	<u>3,551,418</u>
Operating gain/(loss), net of depreciation	(2,748,982)	(2,768,305)
Depreciation	992,293	878,840
Total operating expenses	<u>4,560,340</u>	<u>4,430,258</u>
Operating gain/(loss)	<u>(3,741,276)</u>	<u>(3,647,145)</u>
<b>NONOPERATING REVENUES/(EXPENSES)</b>		
Interest Income	283	823
Local grants - MTA	1,441,538	1,389,329
Proposition 1B	-	-
Federal non-capital grants	1,219,116	890,424
Member agency contributions	541,668	560,364
Grantable expenses	(94,153)	(10,094)
Gain/(Loss) on sale of capital assets	9,372	-
Other	96,520	70,923
Total nonoperating revenues and expenses	<u>3,214,345</u>	<u>2,901,767</u>
Gain/(Loss) before capital contributions	<u>(526,931)</u>	<u>(745,378)</u>
<b>CAPITAL CONTRIBUTIONS</b>		
Capital grants	130,622	14,760
Member agency contributions	47,691	86,599
Total capital contributions	<u>178,313</u>	<u>101,359</u>
<b>NET CHANGE IN NET ASSETS</b>	(348,617)	(644,019)
<b>NET ASSETS, BEGINNING OF PERIOD</b>	<u>73,277,804</u>	<u>70,780,480</u>
<b>NET ASSETS, END OF PERIOD</b>	<u>\$ 72,929,187</u>	<u>\$ 70,136,461</u>

**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 2 Months ending August 31, 2015	For the 2 Months ending August 31, 2014
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from customers	819,064	783,113
Non-operating miscellaneous revenue received	96,520	70,923
Cash payments to suppliers for goods and services	(2,739,081)	(3,164,784)
Cash payments to employees for services	(618,852)	(84,906)
Net cash used in operating activities	<u>(2,442,349)</u>	<u>(2,395,654)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Operating grants received	133,946	1,931,072
Contributions received from member agencies	253,553	422,081
Net cash provided by non-capital financing activities	<u>387,500</u>	<u>2,353,153</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Acquisition of capital assets	(1,436,139)	(21,360)
Proceeds received from sale of capital assets	9,372	-
Capital grants received	1,620,885	105,727
Capital expenses	(94,153)	(10,094)
Capital contributions received from member agencies	91,338	86,599
Net cash used in capital and related financing activities	<u>191,303</u>	<u>160,872</u>
<b>CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:</b>		
Interest received	283	823
Net cash provided by investing activities:	<u>283</u>	<u>823</u>
Net increase/(decrease) in cash and cash equivalents	(1,863,264)	119,194
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>17,232,879</u>	<u>25,275,465</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>15,369,614</u></u>	<u><u>25,394,659</u></u>



## STATEMENT OF CASH FLOWS - UNAUDITED

	For the 2 Months ending August 31, 2015	For the 2 Months ending August 31, 2014
<b>Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):</b>		
Operating Loss	(3,741,277)	(2,768,305)
<b>Adjustments to Net Cash used in Operating Activities</b>		
Depreciation	992,293	70,923
Miscellaneous income	96,520	57,200
(Increase) decrease in other receivables	34,757	-
(Increase) decrease in inventory	-	59,935
(Increase) decrease in prepaid items	59,083	8,359
Increase (decrease) in accounts payable	(278,517)	-
Increase (decrease) in due to Federal Transit Administration	-	(84,906)
Increase (decrease) in accrued payroll	(93,507)	-
Increase (decrease) in compensated absences payable	232	-
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	488,065	261,141
Net Cash used in operating activities	<u>(2,442,349)</u>	<u>(2,395,654)</u>

**Notes**

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

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report --- Cash Flow Projection**  
**Month Ended August 2015**

Investment Type	Description	Starting Balance	Deposits	Disbursements	Ending Balance
<b>Cash and Investments Under the Direction of the Treasurer</b>					
Local Agency Investment Fund (LAIF) - Capital Reserve		\$ 5,386,271.26	\$ -		
Interest (earned quarterly)			\$ -		
Proposition 1B Restricted Fund*		\$ 1,641,195.16	\$ -		
Recognized revenue to be transferred to General Acct.				\$ (293,829.10)	
Interest earned for the month			\$ 28.46		
* Deferred revenue, recorded as liability until associated expense incurred.					
<b>TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS</b>					<b>\$ 6,733,665.78</b>
Wells Fargo and Broker's CDs		\$ 1,003,474.96	\$ 10.79		
Wells Fargo CDs - In Transit		\$ -	\$ -		
Wells Fargo - OP Staging		\$ 485,260.01	\$ 12.36		
<b>TOTAL OPERATING RESERVE</b>					<b>\$ 1,488,758.12</b>
Payroll, Payable & General Acct		\$ 6,375,573.94			
<b>Operating Accounts Analysis</b>	Cash Fares		\$ 152,822.55		
	Vendor Pass Sales Revenue		\$ 338,249.23		
	Federal Grants Revenue		\$ 1,575,505.00		
	MTA Revenue		\$ 73,339.66		
	1B recog revenue, t/b transferred to Gen'l Acct.		\$ 293,829.10		
	Jurisdictional Contributions		\$ 62,965.85		
	Non-Transportation Revenue		\$ 60,884.21		
	Cash Disbursement (A/P) for The Month			\$ (1,553,192.23)	
	Employee Net Pay			\$ (137,636.77)	
	Employee Taxes			\$ (26,258.93)	
	Employee Deductions			\$ (36,894.52)	
	Employer Payroll Taxes			\$ (2,785.68)	
	CalPERS - AVTA paid			\$ (27,095.48)	
	CalPERS - Past Years Catch Up			\$ (1,666.00)	
	Equipment Lease - TAP card sales machines			\$ (125.46)	
	Bank Fees --- Monthly and Quarterly			\$ (1,074.27)	
	<b>Net Operating Funds</b>	<b>\$ 6,375,573.94</b>	<b>\$ 2,557,595.60</b>	<b>(\$1,786,729.34)</b>	<b>\$ 7,146,440.20</b>
	<b>Petty Cash</b>				<b>\$ 750.00</b>
<b>TOTAL CASH AND INVESTMENTS</b>					<b>\$ 15,369,614.10</b>

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

Prepared by:

Submitted by:

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

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

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Cash Flow Projection --- Treasurer's Report**  
**Month Ended August 2015**

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM TREASURER'S REPORT		\$ 15,369,614
<b><u>Less Restricted Funds</u></b>		
Proposition 1B (Deferred Revenue)		(1,347,395)
Capital Reserve		(5,386,271)
Operating Reserve, moved to offset AR * See below		0
Electric Bus Project Funds Remaining		(660,511)
Restricted for Operations, moved to offset AR * See below		0
<b>UNRESTRICTED CASH</b>		<b>\$ 7,975,437</b>

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

**Add Accounts receivable:**

MTA Revenue	1,434,041	
Jurisdiction Contributions	307,434	
Vendor Pass Sales	226,829	
FTA funds on Capital	0	
	1,968,305	1,968,305

**Less Current Payable:**

Accounts Payable	(219,125)	
Accrued Invoice Payable	(1,250,926)	
	(1,470,051)	(1,470,051)

<b>AVTA OPERATING RESERVE</b>	<b>5,000,000</b>
<b>AVTA OPERATING RESERVE</b>	<b>1,488,758</b>
<b>OFF SET - FTA OP FUNDS ACCT RECEIVABLE AS OF AUGUST 31, 2015 *</b>	<b>(7,535,115)</b>

**NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P** **(548,103)**

**PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:** **\$ 7,427,334**

<b>OPERATING CASH REQUIRED MONTHLY - AVERAGE</b>	<b>\$ 1,800,000</b>
<b>Operating Cash Coverage per Monthly Average:</b>	<b>4.1</b>
<b>TOTAL OPERATING CASH TARGET:</b>	<b>\$ 3,000,000</b>
<b>Operating Cash Coverage of AVTA Target:</b>	<b>2.5</b>

\* AVTA HAS NOT RECEIVED FTA 5307 PREVENTIVE MAINTENANCE AND OPERATION SUPPORT FUNDS FOR ELEVEN MONTHS.



**ANTELOPE VALLEY TRANSIT AUTHORITY  
PAYROLL HISTORY REPORT  
JULY TO SEPTEMBER, 2015**

	July TOTAL	August TOTAL	September TOTAL
- <u>Pay Accrual Periods</u>	2	2	2
<b><u>EARNINGS</u></b>			
Regular Pay	\$ 154,584.30	\$ 166,836.67	\$ 165,484.21
Overtime Pay	918.50	261.74	768.87
Vacation Pay	11,523.79	9,823.05	3,488.55
Sick Pay	4,852.84	6,009.21	5,327.74
Bereavement Pay	0.00	709.48	717.20
Holiday Pay	9,603.24	0.00	10,464.10
Floating Holiday Pay	2,462.17	1,555.47	404.42
Retroactive Pay	22,702.88	216.92	0.00
Vacation/Sick Cash Out	0.00	0.00	481.39
Deferred Income 457	4,950.00	825.00	825.00
Stipend --- Cell phone reimbursements	372.50	745.00	745.00
<b>TOTAL</b>	<b>\$ 211,970.22</b>	<b>\$ 186,982.54</b>	<b>\$ 188,706.48</b>
Inc(Dec)-Current month over previous month		<b>\$ (24,987.68)</b>	<b>\$ 1,723.94</b>
% Inc(Dec)-Current month over previous month		<b>(11.8%)</b>	<b>0.9%</b>



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 9/1/2015 - 9/30/2015

Payment Number	Payment Date	Description (Item)	Account Numt	Amount
<b>Vendor: V0380 - Alpha Numeric</b>				
20136	09/16/2015	Tab Folders	100-3FS-5-G1-9501009	\$ 495.73
<b>Vendor V0380 - Alpha Numeric Total:</b>				<b>\$ 495.73</b>
<b>Vendor: V0753 - American Heritage Life Ins.</b>				
20114	09/10/2015	Employee Paid Extended Benefits	100-000-2-B1-4011019	\$ 816.56
<b>Vendor V0753 - American Heritage Life Ins. Total:</b>				<b>\$ 816.56</b>
<b>Vendor: V0249 - Antelope Valley Board of Trade</b>				
20115	09/10/2015	AVBOT Membership Nov15 - Nov16	100-1EX-5-G1-9501006	\$ 250.00
<b>Vendor V0249 - Antelope Valley Board of Trade Total:</b>				<b>\$ 250.00</b>
<b>Vendor: V0017 - Anthem Blue Cross</b>				
20116	09/10/2015	Group Health Insurance (EE)-	100-000-2-B1-4011013	\$ 6,559.20
20116	09/10/2015	Group Health Insurance (ER)	100-1ZZ-5-G1-9701612	\$ 30,218.80
<b>Vendor V0017 - Anthem Blue Cross Total:</b>				<b>\$ 36,778.00</b>
<b>Vendor: V0949 - Apex Hesperia Rentals</b>				
20137	09/16/2015	Kubota stop solenoid	100-2FF-5-G1-9401036	\$ 141.44
<b>Vendor V0949 - Apex Hesperia Rentals Total:</b>				<b>\$ 141.44</b>
<b>Vendor: V0869 - Aragon, Dieter</b>				
20117	09/10/2015	Reimbursement APTA Multimodal Workshop	100-1EX-5-G1-9501019	\$ 199.02
<b>Vendor V0869 - Aragon, Dieter Total:</b>				<b>\$ 199.02</b>
<b>Vendor: V0135 - Aramark Uniform Services</b>				
20138	09/16/2015	Uniform Service	100-2FF-5-G1-9401036	\$ 120.30
20138	09/16/2015	Uniform Service	100-2FF-5-G1-9401036	\$ 120.30
20138	09/16/2015	Uniform Service	100-2FF-5-G1-9401036	\$ 132.92
20138	09/16/2015	Uniform Service	100-2FF-5-G1-9401036	\$ 132.92
<b>Vendor V0135 - Aramark Uniform Services Total:</b>				<b>\$ 506.44</b>
<b>Vendor: V0244 - AT&amp;T Mobility</b>				
20118	09/10/2015	Wireless- 7/7/15-8/6/15	100-2FF-5-G1-9501017	\$ 119.80
<b>Vendor V0244 - AT&amp;T Mobility Total:</b>				<b>\$ 119.80</b>
<b>Vendor: V0013 - AV Press</b>				
20139	09/16/2015	Requisition for AV Press-Project Manager	100-3FS-5-G1-9501026	\$ 1,444.90
20139	09/16/2015	Antelope Valley Press Contract	100-5CS-5-G1-9501003	\$ 5,115.70
20139	09/16/2015	AV Press Yearly Amount Advertising	100-3FS-5-G1-9501002	\$ 1,427.85
<b>Vendor V0013 - AV Press Total:</b>				<b>\$ 7,988.45</b>
<b>Vendor: V0496 - Blue Tarp Financial- Northern Tool</b>				
20140	09/16/2015	Server AC UNIT Procurement 2016-11	600-1XX-5-J1-9909068	\$ 4,488.34
<b>Vendor V0496 - Blue Tarp Financial- Northern Tool Total:</b>				<b>\$ 4,488.34</b>
<b>Vendor: V0239 - BOHN'S Printing</b>				
20141	09/16/2015	Day Pass Voucher books	100-5CS-5-G1-9501018	\$ 149.88
<b>Vendor V0239 - BOHN'S Printing Total:</b>				<b>\$ 149.88</b>
<b>Vendor: V0018 - Burris Coffee &amp; Pure Water Service</b>				
20142	09/16/2015	Coffee Supplies	100-3FS-5-G1-9501009	\$ 237.50
<b>Vendor V0018 - Burris Coffee &amp; Pure Water Service Total:</b>				<b>\$ 237.50</b>



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 9/1/2015 - 9/30/2015

Payment Number	Payment Date	Description (Item)	Account Numt	Amount
<b>Vendor: V0723 - Canon Solutions America</b>				
20143	09/16/2015	Canon Printing Supplies	100-2FF-5-G1-9401006	\$ 279.45
<b>Vendor V0723 - Canon Solutions America Total:</b>				<b>\$ 279.45</b>
<b>Vendor: V0416 - Carquest of Lancaster #7305</b>				
20144	09/16/2015	rear pads	100-2FF-5-G1-9401036	\$ 65.39
20144	09/16/2015	front pads	100-2FF-5-G1-9401036	\$ 71.93
<b>Vendor V0416 - Carquest of Lancaster #7305 Total:</b>				<b>\$ 137.32</b>
<b>Vendor: V0812 - DeeAnna Cason</b>				
20119	09/10/2015	Reimbursement SkillPath Writing & Grammar Cl	100-1EX-5-G1-9501019	\$ 72.91
<b>Vendor V0812 - DeeAnna Cason Total:</b>				<b>\$ 72.91</b>
<b>Vendor: V0913 - Evault Inc</b>				
20145	09/16/2015	EVault Backup - Monthly Charges	100-2FF-5-G1-9401012	\$ 1,445.15
20145	09/16/2015	EVault Backup - Monthly Charges	100-2FF-5-G1-9401012	\$ 1,487.12
<b>Vendor V0913 - Evault Inc Total:</b>				<b>\$ 2,932.27</b>
<b>Vendor: V0046 - Federal Express</b>				
20146	09/16/2015	Shipping	100-3FS-5-G1-9501010	\$ 91.80
20146	09/16/2015	Shipping	100-3FS-5-G1-9501010	\$ 265.77
20120	09/10/2015	Shipping	100-3FS-5-G1-9501010	\$ 48.01
20120	09/10/2015	Shipping	100-3FS-5-G1-9501010	\$ 27.34
20146	09/16/2015	Shipping	100-3FS-5-G1-9501010	\$ 178.78
<b>Vendor V0046 - Federal Express Total:</b>				<b>\$ 611.70</b>
<b>Vendor: V1106 - Gina Fulton</b>				
20121	09/10/2015	Customer Refund July, August	100-000-4-D1-6001100	\$ 21.00
<b>Vendor V1106 - Gina Fulton Total:</b>				<b>\$ 21.00</b>
<b>Vendor: V0125 - Grainger</b>				
20147	09/16/2015	magnetic white board	600-1XX-5-J1-9902008	\$ 261.92
20122	09/10/2015	Keystock Under 12"	100-2FF-5-G1-9401036	\$ 3.49
20122	09/10/2015	Hose Roller Guide	100-2FF-5-G1-9401036	\$ 97.57
20122	09/10/2015	Door Silencers	100-2FF-5-G1-9401036	\$ 88.30
<b>Vendor V0125 - Grainger Total:</b>				<b>\$ 451.28</b>
<b>Vendor: V1108 - Guerra Software Inc</b>				
20148	09/16/2015	AVTA Electronic Voting (EV) System	600-1XX-5-J1-9909053	\$ 625.00
<b>Vendor V1108 - Guerra Software Inc Total:</b>				<b>\$ 625.00</b>
<b>Vendor: V0139 - Hart Printers Inc.</b>				
20123	09/10/2015	Business Cards F. Tobar	100-3FS-5-G1-9501018	\$ 53.41
20123	09/10/2015	Business Cards. D. Aragon	100-3FS-5-G1-9501018	\$ 53.41
<b>Vendor V0139 - Hart Printers Inc. Total:</b>				<b>\$ 106.82</b>
<b>Vendor: V0320 - High Desert Broadcasting</b>				
20149	09/16/2015	AV Fair Radio Promo	100-5CS-5-G1-9501003	\$ 1,775.00
<b>Vendor V0320 - High Desert Broadcasting Total:</b>				<b>\$ 1,775.00</b>
<b>Vendor: V0624 - Home Depot Credit Services</b>				
20150	09/16/2015	Landscape maintenance	100-2FF-5-G1-9401036	\$ 43.51
20150	09/16/2015	Step Ladder	600-1XX-5-J1-9902008	\$ 87.16



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 9/1/2015 - 9/30/2015

Payment Number	Payment Date	Description (Item)	Account Numt	Amount
20150	09/16/2015	Small Tools	600-1XX-5-J1-9902008	\$ 63.05
20150	09/16/2015	Small Tools and Supply	600-1XX-5-J1-9902008	\$ 90.26
20150	09/16/2015	Small Tools	600-1XX-5-J1-9902008	\$ 28.94
<b>Vendor V0624 - Home Depot Credit Services Total:</b>				<b>\$ 312.92</b>
<b>Vendor: V0474 - Insight- Public Sector</b>				
20151	09/16/2015	Dell 1320c High-Capacity Yellow Toner Cartridge	100-2FF-5-G1-9401009	\$ 98.35
20151	09/16/2015	Dell 5130cdn High-Capacity Black Toner Cartridg	100-2FF-5-G1-9401009	\$ 137.90
20151	09/16/2015	Dell 1320c High-Capacity Black Toner Cartridge	100-2FF-5-G1-9401009	\$ 76.83
20151	09/16/2015	Dell 1720 High-Capacity Black Toner Cartridge	100-2FF-5-G1-9401009	\$ 512.22
20151	09/16/2015	Dell C3765dnf High-Capacity Yellow Toner Cartri	100-2FF-5-G1-9401009	\$ 522.52
20151	09/16/2015	Dell C3765dnf High-Capacity Black Toner Cartrid	100-2FF-5-G1-9401009	\$ 276.62
<b>Vendor V0474 - Insight- Public Sector Total:</b>				<b>\$ 1,624.44</b>
<b>Vendor: V0157 - Iron Mountain Records Mgmt Inc</b>				
20152	09/16/2015	Document Shredding	100-2FF-5-G1-9401005	\$ 73.14
<b>Vendor V0157 - Iron Mountain Records Mgmt Inc Total:</b>				<b>\$ 73.14</b>
<b>Vendor: V1036 - Keith Keevil</b>				
20153	09/16/2015	Reimbursement for Work Boots	100-2FF-5-G1-9401036	\$ 143.88
<b>Vendor V1036 - Keith Keevil Total:</b>				<b>\$ 143.88</b>
<b>Vendor: V1080 - Kennard Design Group</b>				
20154	09/16/2015	Design/Engineering 47 ST E and Ave S Bus Stop	600-1XX-5-J1-9909059	\$ 20,967.88
<b>Vendor V1080 - Kennard Design Group Total:</b>				<b>\$ 20,967.88</b>
<b>Vendor: V0288 - LA County Sheriff Dept</b>				
20155	09/16/2015	Los Angeles County Sheriff's Contract	100-5CS-5-G1-9501034	\$ 5,605.80
<b>Vendor V0288 - LA County Sheriff Dept Total:</b>				<b>\$ 5,605.80</b>
<b>Vendor: V0421 - Lancaster Chamber of Commerce</b>				
20156	09/16/2015	Lancaster Chamber of Commerce YEA Program	100-5CS-5-G1-9501003	\$ 2,500.00
<b>Vendor V0421 - Lancaster Chamber of Commerce Total:</b>				<b>\$ 2,500.00</b>
<b>Vendor: V0889 - Len Engel</b>				
20124	09/10/2015	Reimbursement- CalSTA kick-off	100-1EX-5-G1-9501019	\$ 158.00
20124	09/10/2015	Reimbursement- Bus Coalition	100-1EX-5-G1-9501019	\$ 193.39
<b>Vendor V0889 - Len Engel Total:</b>				<b>\$ 351.39</b>
<b>Vendor: V1131 - Los Angeles County Clerk</b>				
20179	09/17/2015	File Fee for NOE MM15-019	100-3FS-5-G1-9501014	\$ 75.00
20177	09/17/2015	File Fee for NOE MM15-045	100-3FS-5-G1-9501014	\$ 75.00
20178	09/17/2015	File Fee for NOE MM15-047	100-3FS-5-G1-9501014	\$ 75.00
<b>Vendor V1131 - Los Angeles County Clerk Total:</b>				<b>\$ 225.00</b>
<b>Vendor: V1088 - Mail America 4</b>				
20157	09/16/2015	CPOS Reimbursement	100-3FS-5-G1-9501037	\$ 100.00
<b>Vendor V1088 - Mail America 4 Total:</b>				<b>\$ 100.00</b>
<b>Vendor: V0529 - Mail America- Lancaster</b>				
20158	09/16/2015	CPOS Reimbursement	100-3FS-5-G1-9501037	\$ 200.00
<b>Vendor V0529 - Mail America- Lancaster Total:</b>				<b>\$ 200.00</b>



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 9/1/2015 - 9/30/2015

Payment Number	Payment Date	Description (Item)	Account Numt	Amount
<b>Vendor: V0186 - N/S Corporation</b>				
20159	09/16/2015	Bus wash Brushes	100-2FF-5-G1-9401004	\$ 3,864.69
<b>Vendor V0186 - N/S Corporation Total:</b>				<b>\$ 3,864.69</b>
<b>Vendor: V0511 - NAPA Auto Parts</b>				
20125	09/10/2015	starter for Kubota RTV900	600-1XX-5-J1-9909057	\$ 293.32
<b>Vendor V0511 - NAPA Auto Parts Total:</b>				<b>\$ 293.32</b>
<b>Vendor: V0987 - OPSEC Specialized Protection</b>				
20160	09/16/2015	OPSEC Security Services	100-5CS-5-G1-9501034	\$ 4,556.00
<b>Vendor V0987 - OPSEC Specialized Protection Total:</b>				<b>\$ 4,556.00</b>
<b>Vendor: V0688 - Our Weekly Publications</b>				
20161	09/16/2015	Classified ad	100-3FS-5-G1-9501002	\$ 374.00
20161	09/16/2015	Classified ad	100-3FS-5-G1-9501002	\$ 221.81
20161	09/16/2015	Classified ad	100-3FS-5-G1-9501002	\$ 255.00
<b>Vendor V0688 - Our Weekly Publications Total:</b>				<b>\$ 850.81</b>
<b>Vendor: V0622 - Palmcaster Equipment Rentals</b>				
20162	09/16/2015	Chipping Hammer rental	100-2FF-5-G1-9401036	\$ 53.00
<b>Vendor V0622 - Palmcaster Equipment Rentals Total:</b>				<b>\$ 53.00</b>
<b>Vendor: V0756 - Pierce Heating and Air conditioning</b>				
20163	09/16/2015	Repair break room a/c	100-2FF-5-G1-9401036	\$ 663.86
<b>Vendor V0756 - Pierce Heating and Air conditioning Total:</b>				<b>\$ 663.86</b>
<b>Vendor: V0078 - Pinnacle Petroleum Inc</b>				
20126	09/10/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,966.59
20126	09/10/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,825.28
20126	09/10/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,798.04
20164	09/16/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,074.30
20164	09/16/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,074.30
20164	09/16/2015	Fuel	100-2FF-5-G1-9201003	\$ 14,156.96
20164	09/16/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,336.63
20126	09/10/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,496.23
20126	09/10/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,584.10
20164	09/16/2015	Fuel	100-2FF-5-G1-9201003	\$ 15,444.10
<b>Vendor V0078 - Pinnacle Petroleum Inc Total:</b>				<b>\$ 153,756.53</b>
<b>Vendor: V0915 - PPG Architectural Coatings</b>				
20165	09/16/2015	Primer/sealer	600-1XX-5-J1-9909068	\$ 33.28
20165	09/16/2015	Office Paint	600-1XX-5-J1-9909068	\$ 138.64
<b>Vendor V0915 - PPG Architectural Coatings Total:</b>				<b>\$ 171.92</b>
<b>Vendor: V1041 - Sean Elmore</b>				
20166	09/16/2015	Reimbursement for Work Boots	100-2FF-5-G1-9401036	\$ 193.45
<b>Vendor V1041 - Sean Elmore Total:</b>				<b>\$ 193.45</b>
<b>Vendor: V0701 - Signal Campus</b>				
20167	09/16/2015	AVC Kiosk Advertising	100-5CS-5-G1-9501003	\$ 336.00
<b>Vendor V0701 - Signal Campus Total:</b>				<b>\$ 336.00</b>
<b>Vendor: V0649 - Sinclair Printing &amp; Litho., Inc.</b>				
20168	09/16/2015	Local Transit brochures - Fare changes	100-5CS-5-G1-9501018	\$ 2,869.97



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 9/1/2015 - 9/30/2015

Payment Number	Payment Date	Description (Item)	Account Numt	Amount
20168	09/16/2015	Commuter brochures - Fare changes	100-5CS-5-G1-9501018	\$ 2,869.97
<b>Vendor V0649 - Sinclair Printing &amp; Litho., Inc. Total:</b>				<b>\$ 5,739.94</b>
<b>Vendor: V0403 - Southern California Edison</b>				
20127	09/10/2015	Utilities-Electricity 7/21/15-8/19/15	100-2FF-5-G1-9401021	\$ 1,888.21
20127	09/10/2015	Utilities-Electricity E Bus 7/21/15-8/19/15	100-2FF-5-G1-9401037	\$ 4,134.06
<b>Vendor V0403 - Southern California Edison Total:</b>				<b>\$ 6,022.27</b>
<b>Vendor: V0493 - Standard Insurance Company</b>				
20128	09/10/2015	Dental Insurance Premium (EE)- Sept. 2015	100-000-2-B1-4011014	\$ 750.72
20128	09/10/2015	Dental Insurance Premium (ER)- Sept. 2015	100-1ZZ-5-G1-9701614	\$ 2,395.72
20128	09/10/2015	Vision Insurance Premium (EE)- Sept. 2015	100-000-2-B1-4011016	\$ 139.54
20128	09/10/2015	Vision Insurance Premium (ER)- Sept. 2015	100-1ZZ-5-G1-9701616	\$ 486.78
<b>Vendor V0493 - Standard Insurance Company Total:</b>				<b>\$ 3,772.76</b>
<b>Vendor: V0684 - Strategies</b>				
20169	09/16/2015	Consulting	100-3FS-5-G1-9501027	\$ 25.00
<b>Vendor V0684 - Strategies Total:</b>				<b>\$ 25.00</b>
<b>Vendor: V0307 - Tennant Sales and Serv Co.</b>				
20170	09/16/2015	Solution hose	100-2FF-5-G1-9401036	\$ 18.31
20170	09/16/2015	Filters	100-2FF-5-G1-9401036	\$ 83.39
20170	09/16/2015	Brush drive motor	100-2FF-5-G1-9401036	\$ 499.87
<b>Vendor V0307 - Tennant Sales and Serv Co. Total:</b>				<b>\$ 601.57</b>
<b>Vendor: V0405 - The Gas Company</b>				
20129	09/10/2015	Utilities-Gas, 7/22/15-8/20/15	100-2FF-5-G1-9401022	\$ 373.88
<b>Vendor V0405 - The Gas Company Total:</b>				<b>\$ 373.88</b>
<b>Vendor: V0791 - Time Warner Cable Ad Sales/LA</b>				
20171	09/16/2015	Time Warner Commercial Run	100-5CS-5-G1-9501003	\$ 411.00
<b>Vendor V0791 - Time Warner Cable Ad Sales/LA Total:</b>				<b>\$ 411.00</b>
<b>Vendor: V0904 - Time Warner Cable Business Class</b>				
20130	09/10/2015	Internet Service, 8/13/15-9/12/15	100-2FF-5-G1-9501017	\$ 1,365.00
20130	09/10/2015	Cable Service 8/11/15-9/10/15	100-2FF-5-G1-9501017	\$ 250.29
<b>Vendor V0904 - Time Warner Cable Business Class Total:</b>				<b>\$ 1,615.29</b>
<b>Vendor: V0189 - United Parcel Service</b>				
20172	09/16/2015	Shipping	100-3FS-5-G1-9501010	\$ 90.40
<b>Vendor V0189 - United Parcel Service Total:</b>				<b>\$ 90.40</b>
<b>Vendor: V0302 - US Bank</b>				
20131	09/10/2015	Staff (3)- Luncheon AVBOT	100-1EX-5-G1-9501019	\$ 60.00
20131	09/10/2015	K. Darr- Lodging Board Support Conference	100-1EX-5-G1-9501019	\$ 913.40
20131	09/10/2015	L. Engel- Lodging- Bus Coalition	100-1EX-5-G1-9501019	\$ 187.04
20131	09/10/2015	D. Aragon- Lodging- APTA Multimodal Wkshp	100-1EX-5-G1-9501019	\$ 790.92
20131	09/10/2015	L. Engel- Meal- CALSTA Kick-off meeting	100-1EX-5-G1-9501019	\$ 38.44
20131	09/10/2015	D. Cason- Lodging- Skill path seminar	100-1EX-5-G1-9501019	\$ 139.30
20131	09/10/2015	W. Williams- Airfare- APTA Annual Conference	100-1EX-5-G1-9501019	\$ 151.00
20131	09/10/2015	L. Engel- Airfare- CalSTA Kick-off	100-1EX-5-G1-9501019	\$ 158.00
20131	09/10/2015	L. Engel & W. Williams- Reg. APTA Annual Confe	100-1EX-5-G1-9501019	\$ 1,825.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 9/1/2015 - 9/30/2015

Payment Number	Payment Date	Description (Item)	Account Numt	Amount
20131	09/10/2015	J. Fry- Airfare- CalSTA Kick-off	100-1EX-5-G1-9501019	\$ 158.00
20131	09/10/2015	APTA Housing CREDIT	100-1EX-5-G1-9501019	\$ (313.25)
20131	09/10/2015	D. Cason- Skillpath Seminar Registration	100-1EX-5-G1-9501019	\$ 299.00
20131	09/10/2015	K. Darr- Flyaway shuttle	100-1EX-5-G1-9501019	\$ 16.00
20131	09/10/2015	D. Aragon- Lodging (will be credited next stmt)	100-1EX-5-G1-9501019	\$ 850.42
20131	09/10/2015	L. Engel- Parking- CALSTA Kick-off meeting	100-1EX-5-G1-9501019	\$ 30.00
20131	09/10/2015	L. Engel & W. Williams- Reg. CTA Conference	100-1EX-5-G1-9501019	\$ 830.00
20131	09/10/2015	Switching Power Supply	100-2FF-5-G1-9401009	\$ 26.29
20131	09/10/2015	Virtual Server- Monthly Fee	100-2FF-5-G1-9401012	\$ 19.99
20131	09/10/2015	K. Ray- DSL Extreme payment	100-2FF-5-G1-9401012	\$ 106.66
20131	09/10/2015	K. Darr- Transit Talent Ad for DBE	100-3FS-5-G1-9501002	\$ 95.00
20131	09/10/2015	W. Williams- Jethawks Event	100-5CS-5-G1-9501029	\$ 751.14
<b>Vendor V0302 - US Bank Total:</b>				<b>\$ 7,132.35</b>
<b>Vendor: V0194 - Verizon California</b>				
20133	09/10/2015	Phone, 8/13/15-8/12/15	100-2FF-5-G1-9501017	\$ 343.79
<b>Vendor V0194 - Verizon California Total:</b>				<b>\$ 343.79</b>
<b>Vendor: V0969 - Walsma Oil Company</b>				
20173	09/16/2015	DIESEL EMMISIONS FLUID	100-2FF-5-G1-9201003	\$ 2,017.92
<b>Vendor V0969 - Walsma Oil Company Total:</b>				<b>\$ 2,017.92</b>
<b>Vendor: V0550 - Waste Management</b>				
20134	09/10/2015	Utilities-Waste, Aug. 2015	100-2FF-5-G1-9401023	\$ 723.12
<b>Vendor V0550 - Waste Management Total:</b>				<b>\$ 723.12</b>
<b>Vendor: V0457 - Waxie Enterprises Inc.</b>				
20174	09/16/2015	CONQUISTADOR CONCENTRATED DISH SOAP 4/1	100-2FF-5-G1-9401036	\$ 87.94
20174	09/16/2015	6800 CLEAN & SOFT WHITE UNIVERSAL ROLL TO	100-2FF-5-G1-9401036	\$ 519.44
20174	09/16/2015	3085 CLEAN & SOFT KITCHEN ROLL TOWELS 30/	100-2FF-5-G1-9401036	\$ 29.40
20174	09/16/2015	8618 SYNTHETIC VINYL PWDR FREE GP GLOVES-	100-2FF-5-G1-9401036	\$ 52.75
20174	09/16/2015	SPARKLE MULTI SURFACE CLEANER 4X 1	100-2FF-5-G1-9401036	\$ 61.96
20174	09/16/2015	ANGEL SOFT PS ULTRA WHITE 2-PLY TISSUE 60 X	100-2FF-5-G1-9401036	\$ 717.22
20174	09/16/2015	SEAT COVERS 20/250	100-2FF-5-G1-9401036	\$ 36.26
20174	09/16/2015	SUPERIOR HAND SOAP 4X1GL	100-2FF-5-G1-9401036	\$ 59.50
20174	09/16/2015	BOBRICK VERTICAL SOAP DISPENSER	100-2FF-5-G1-9401036	\$ 60.50
20174	09/16/2015	MOP BUCKET AND WRINGER	100-2FF-5-G1-9401036	\$ 114.42
20174	09/16/2015	40 X 48 22ST STEEL LINER 150/CS	100-2FF-5-G1-9401036	\$ 250.74
20174	09/16/2015	CLOROX TOILET BOWL CLEANER 12/24-OZ	100-2FF-5-G1-9401036	\$ 95.11
<b>Vendor V0457 - Waxie Enterprises Inc. Total:</b>				<b>\$ 2,085.24</b>
<b>Vendor: V0112 - Western Exterminators</b>				
20135	09/10/2015	Exterminator Services July 2015	100-2FF-5-G1-9401005	\$ 92.50
20175	09/16/2015	Exterminator Services	100-2FF-5-G1-9401005	\$ 92.50
<b>Vendor V0112 - Western Exterminators Total:</b>				<b>\$ 185.00</b>
<b>Vendor: V0124 - Witts</b>				
20176	09/16/2015	Office Supplies	100-3FS-5-G1-9501009	\$ 488.81
20176	09/16/2015	Office Supplies	100-3FS-5-G1-9501009	\$ 146.99
<b>Vendor V0124 - Witts Total:</b>				<b>\$ 635.80</b>
<b>Grand Total:</b>				<b>\$ 287,803.27</b>



**DATE:** October 27, 2015  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** FY16 First Quarter Los Angeles County Sheriff's Department (LASD) Report  
(July 1 – September 30, 2015)

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**RECOMMENDATION**

That the Board of Directors receive and file the FY16 First Quarter LASD Report for the period covering July 1 through September 30, 2015.

**FISCAL IMPACT**

No fiscal impact at this time.

**DISCUSSION**

Deputy Maselli and his K-9 partner, Ieka, worked a total of 444 hours during the first quarter of FY16. Security Assistant Jessica McDaniel worked four hours during a Fare Enforcement Operation conducted this month of August.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that might have been reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day, and approximately 28,460 passengers.

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



Deputy Maselli monitored the Los Angeles County Supervisor Michael Antonovich Summer Beach Buses departing from the Lancaster City Park (LCP) to Santa Monica from July through September.

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

Deputy Maselli conducted a crime deterrence patrol with Ieka during the month of September. They checked bus 4342 route 11, bus 4338 route 12, bus 4356 route 1, bus 4349 route 1, bus 4348 route 5, bus 4374 route 4, and bus 4365 route 94 Special. No issues were reported nor observed.

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

Citations	Jul 15	Aug 15	Sep 15
Suspended or Unlicensed Driver	1	3	6
Expired Registration		2	4
Registration Not in Vehicle		1	5
No Proof of Insurance	1	2	7
Drinking in Public ( Bus Stops)	2	10	2
No License Plates		1	3
Failure to Obey Posted Signs at Transit Centers	1	3	5
Impounded Vehicle		1	2
Outstanding Warrant Arrest		1	1
Driver License Not in Possession			1
Operating Taxicab Without City License			1
Defective Front Windshield			1
Using Cell Phone While Operating Vehicle		1	2

During the month of July, Deputy Maselli issued three citations and made one arrest. All citations were transit related and issued at transfer centers and bus stop locations. He warned and advised 20+ persons regarding posted signs, smoking in prohibited areas, traffic related incidents at LCP and Palmdale Transit Center (PTC) and at AVTA bus stops.

During the month of August, Deputy Maselli issued 17 citations, made 15 arrests and impounded one vehicle. All citations were transit related and issued at transfer centers

and bus stop locations. He warned and advised 30+ persons regarding posted signs, smoking in prohibited areas, traffic related incidents at LCP and PTC and at AVTA bus stops.

During the month of September, Deputy Maselli made eight arrests, issued 13 citations and impounded two vehicles. All citations were transit-related and issued at transfer centers and bus stop locations. He warned and advised approximately 20 persons regarding posted signs, smoking in prohibited areas, traffic related incidents at LCP, PTC, and at AVTA bus stops.

Prepared by:

Submitted by:

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Kelly Miller  
Community Outreach Specialist

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Len Engel  
Executive Director



**DATE:** October 27, 2015

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Award Contract #2016-06 to Stradling Yocca Carlson & Rauth, P.C., for Outside General Counsel Legal Services

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## **RECOMMENDATION**

That the Board of Directors authorize the Executive Director to execute Contract #2016-06 for Outside General Counsel Legal Services, to Stradling Yocca Carlson & Rauth, P.C., Newport Beach, CA, for an amount not to exceed \$150,000.00 per year.

## **FISCAL IMPACT**

Sufficient funds have been included in the FY16 Business Plan to pay for this service.

## **BACKGROUND**

Since 2006, AVTA has utilized an outside general counsel to fulfill its legal requirements. At times, those services were not completed in a timely manner, causing delays in established deadlines. AVTA choose not to exercise the renewal option for continuing the contract. Staff was then directed by the Board of Directors to develop a Request for Qualifications (RFQ) for Outside General Counsel Legal Services.

AVTA released the RFQ on July 9, 2015. The scope of work states that the selected firm will provide and oversee AVTA's legal affairs, which includes the creation and review of various agreements. Prior to the issuance of the RFQ, Board and Transit Advisory Committee members were notified and asked to submit any recommendations for potential attorneys/legal firms. The solicitation documents were posted to AVTA's procurement website, and advertisements were placed in the *Antelope Valley Press* and the *Our Weekly Lancaster* newsletter. The local Chambers of Commerce and AV Board

of Trade were also notified via their respective email lists. AVTA's web-based procurement system issued the solicitation documents to 12 registered firms with public agency experience.

Staff conducted an optional pre-proposal conference on July 21, 2015, with one firm participating. One addendum was released prior to the closing of the RFQ.

The RFQ opened on August 10, 2015. Of the 12 firms that received the RFQ, only two responses were received. A review panel evaluated and ranked the written proposals. The written portion was evaluated using the following criteria: proposer's solution (30%), project budget (20%), similar projects (15%), proposer's information (15%), project schedule/benchmarks (10%) and personnel (10%). 500 hundred possible total points were available. The evaluation scorings were then summed and listed in the table below.

These firms and respective fees for legal services are listed in the table.

Firm	Location	Total Score (500 Max)	Fee Structure
Burke, Williams & Sorenson, LLP	Los Angeles, CA	446	<p style="text-align: center;"><u>Alternate 1: \$1,000 month</u></p> <p>a. Attend Board Meetings. b. Review all agenda items.</p> <p style="text-align: center;"><u>Alternate 2: \$3,000 month</u></p> <p>a. Alternate 1 included b. Review AVTA Ordinances, Resolutions and contracts for legal forum.</p> <p style="text-align: center;"><u>Non-retainer Services &amp; Fees</u> (Excludes Alternate 1 &amp; 2)</p> <p>a. Account Attorneys i. Gregory Murphy \$250.00 hr. ii. Rachel Richman \$250.00 hr. iii. Kane Thuyen \$245 hr.</p> <p>b. Secondary Staffing i. Partners \$255-275 hr. ii. Senior Partners \$245 iii. Associates \$235 hr. iv. Paralegal \$135 hr.</p> <p>c. Reimbursed expenses: i. Phone call and fax charges ii. document delivery iii. messenger fees iv. Photocopying v. electronic research vi. travel expenses (IRS rates)</p>

<p>Stradling Yocca Carlson &amp; Rauth</p>	<p>Newport Beach, CA</p>	<p>455</p>	<p><u>Alternate 1: \$1,250 month</u>  a. Attend Board Meetings.  b. Review all agenda items.  <u>Alternate 2: \$4,000 month</u>  a. Alternate 1 included  b. Review AVTA Ordinances, Resolutions and contracts.  <u>Non-retainer Services &amp; Fees</u>  (Excludes Alternate 1 &amp; 2)  a. Litigation/administrative  i. Shareholder \$365.00 hr.  ii. Associates \$270.00 hr.  iii. Paralegal \$140 hr.  b. Transactional/advisory  i. Shareholder \$265.00 hr.  ii. Associates \$240.00 hr.  iii. Paralegal \$140 hr.  c. Reimbursed expenses:  i. Phone call and fax charges  ii. document delivery  iii. messenger fees  iv. Photocopying  v. electronic research  vi. travel expenses (IRS rates)</p>
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Stradling Yocca Carlson & Rauth, P.C., was the top choice of the evaluators. In addition to their reasonable pricing, they provided the best overall proposed solution for AVTA. It was apparent that their local public agency experience and pricing gave them a clear insight into our needs and requirements. Staff is confident that Stradling Yocca Carlson & Rauth, P.C., will perform their duties in a professional manner.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Len Engel  
Executive Director