



Regular Meeting of the Board of Directors

Tuesday, June 24, 2014

10:00 a.m.

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

AGENDA

For record keeping purposes, and 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) 729-2258 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 Tom Lackey, Director Steve Hofbauer, Director Dianne Knippel and Director Sandra Johnson

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 Community 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 (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 VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR MAY – HECTOR FUENTES, VEOLIA TRANSPORTATION

SRP 2 FEDERAL LEGISLATIVE UPDATE –JUDY VACCARO-FRY

Recommended Action: Receive and file the Federal Legislative Update for June 2014.

SRP 3 STATE LEGISLATIVE UPDATE – WENDY WILLIAMS

Recommended Action: Receive and file the State Legislative Update for June 2014.

SRP 4 SERVICE CHANGES EFFECTIVE JULY 14, 2014 – DIETTER ARAGON

Recommended Action: Receive and file the service changes effective July 14, 2014.

SRP 5 QUARTERLY COACH OPERATOR AUDIT RESULTS – DECEMBER 2013 THROUGH FEBRUARY 2014 – DIETTER ARAGON

Recommended Action: Receive and file the Quarterly Coach Operator Audit results for the period covering December 2013 through February 2014.

SRP 6 AVTA TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2015 THROUGH 2017–
DIETTER ARAGON

Recommended Action: 1) Approve the AVTA Title VI Program Update for FY15 through FY17 as required by the Federal Transit Administration (FTA); and 2) Adopt Resolution No. 2014-003.

CONSENT CALENDAR (CC): Items 1 through 5 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 MAY 27, 2014 – KAREN DARR

Recommended Action: Approve the Board Meeting minutes for May 27, 2014.

CC 2 FINANCIAL REPORTS –APRIL AND MAY 2014 – COLBY KONISEK

Recommended Action: Receive and file the Treasurer's Report for the month ended April 30, 2014; the Payroll History Report for the three months ended May 31, 2014; the Expenditure Report for the month ended May 31, 2014; the Interim Financial Statements for the ten months ended April 30, 2014; and the Fiscal Year-to-Date Budget versus Actual Report for the Month Ended April 30, 2014.

CC 3 FY15 INVESTMENT POLICY AND LOCAL AGENCY INVESTMENT FUND (LAIF)
UPDATE – COLBY KONISEK

Recommended Action: 1) Adopt Resolution 2014-005 approving AVTA's revised Investment Policy Statement for the upcoming fiscal year beginning July 1, 2014 through June 30, 2015; and 2) Approve proposed changes to the list of staff authorized to deposit and withdraw from AVTA's LAIF account.

CC 4 SEMI-ANNUAL FEDERAL FISCAL YEAR (FFY) 2013/14 DISADVANTAGED BUSINESS
ENTERPRISE (DBE) AND SMALL BUSINESS ENTERPRISE (SBE) REPORT (OCTOBER 1,
2013 – MARCH 31, 2014) – LYLE BLOCK

Recommended Action: Receive and file the semi-annual FFY 2013/14 DBE and SBE Report for the period covering October 1, 2013 through March 31, 2014.

CC 5 RENEWAL OF AGREEMENT WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
(LASD) FOR SECURITY SERVICES – RESERVE UNIT – WENDY WILLIAMS

Recommended Action: Authorize the Executive Director to renew the Security Services Agreement with the LASD from July 1, 2014 through June 30, 2015 in accordance with the terms outlined in the letter to Sheriff John Scott.

NEW BUSINESS (NB):

NB 1 ELECTION OF BOARD OFFICERS FOR FY15 – D. CRAIG FOX

Recommended Action: Nominate and elect a Chair and Vice Chair for FY15.

NB 2 FY15 WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES UNDER CONTRACT #2013-022 WITH VINSA, INC. – LYLE BLOCK

Recommended Action: Authorize the Executive Director to expense an amount not to exceed \$350,000 under Contract #2013-022 with Vinsa, Inc., AVTA's Insurance Broker of Record for the Authority's FY15 insurance policies and coverages.

NB 3 AWARD CONTRACT #2014-43 TO WINDES, INC., LONG BEACH, CA FOR AUDIT SERVICES – COLBY KONISEK

Recommended Action: Authorize the Executive Director to execute Contract #2014-43 for audit services to Windes, Inc., for a period of five years in an amount not to exceed \$306,000.

NB 4 AWARD CONTRACT #2014-42 – FARE RESTRUCTURING ANALYSIS – TO NELSON/NYGAARD CONSULTING ASSOCIATES, SAN FRANCISCO, CA – WENDY WILLIAMS

Recommended Action: Authorize the Executive Director to execute Contract #2014-42 for a fare restructuring analysis to Nelson/Nygaard Consulting Associates, San Francisco, CA.

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

CS 1 Public Employee Performance Evaluation (G.C. section 54957(b))
Title: Executive Director

CS 2 Conference with Labor Negotiator (G.C. section 54957.6)
Authority Negotiator: Norman L. Hickling, Board Chairman
Alternate Negotiator: Marvin Crist, Board Vice Chairman
Unrepresented Employee: Executive Director

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

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:

The June 24, 2014 meeting is adjourned in memory of Executive Assistant DeeAnna Cason's sister, Martie Vines, who lost her yearlong battle with cancer on June 19, 2014.

The next Regular Meeting of the Board of Directors will be held on July 22, 2014 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

The Agenda was posted by 5:00 p.m. on June 19, 2014 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 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.



SRP 1

VEOLIA EMPLOYEE OF THE MONTH AND OPERATOR OF THE MONTH



DATE: June 24, 2014
TO: BOARD OF DIRECTORS
SUBJECT: Federal Legislative Update for June 2014

RECOMMENDATION

That the Board of Directors receive and file the Federal Legislative Update for June 2014.

FISCAL IMPACT

There is no fiscal impact at this time.

BACKGROUND

Surface Transportation Reauthorization: On June 10, the House passed the FY 2015 THUD Appropriations bill by a vote of 229-192. The White House issued a statement strongly opposing the House bill, but did not threaten a veto. The bill funds the core FTA formula programs at the MAP-21 FY 2014 authorized level of \$8.595 billion, but also includes TIGER Grants, Capital Investment Grants and FTA Administration, which are funded from the General Fund. On June 19th, the Senate is likely to consider the Transportation and Housing and Urban Development (THUD) Appropriations bill for FY 2015.

Highway Trust Fund: A proposal to keep the Highway Trust Fund whole by suspending Saturday postal service for ten years to cover the HTF for one year was recently introduced by Republican House leaders. House leadership is backing away from this proposal and are now are working on a six-month solution, long enough to take us through the November election. Several alternatives are under consideration.

New House Majority Leader: On Thursday, June 19, the House will hold elections for the next Majority Leader, which will likely be current Majority Whip Kevin McCarthy (R-CA) who is poised to replace Eric Cantor.

Upcoming Grant Opportunities:

1. New Ladders of Opportunity Initiative - \$100 million in competitive funds. This grant is specifically designed for the purpose of connecting disadvantaged and low income individuals, veterans, seniors, youths, and others with local workforce training, employment centers, health care, and other vital services. CAPITAL only. It cannot be used to fund operating or preventive maintenance expenses. Grant applications are due to FTA by August 4, 2014.
2. LoNo – The next round of funding should be announced in the next couple of weeks. No announcement has been made regarding grant awards for the first round.
3. TIGER – The next round of funding should be announced in early summer or fall.
4. Transit and Intercity Rail Capital Program – \$25 million made available in the recently approved California state budget. It appears the rail portion of the program will likely get the majority of funds.
5. Low Carbon Transportation – \$200 million made available from Cap and Trade funds in the recently approved California state budget. This grant opportunity will include a requirement to document a reduction in greenhouse gas emissions.

ALIGNMENT WITH STRATEGIC DIRECTIVES

This report aligns with AVTA's strategic directive of increasing understanding of regional, state, and federal issues by staff and Board.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Grants Administrator

Julie M. Austin
Executive Director



DATE: June 24, 2014
TO: BOARD OF DIRECTORS
SUBJECT: State Legislative Update for June 2014

RECOMMENDATION

That the Board of Directors receive and file the State Legislative Update for June 2014.

FISCAL IMPACT

No fiscal impact at this time.

BACKGROUND

A matrix of pertinent state legislation is attached (Attachment A). Key legislation is discussed below.

Legislators Pass \$108 Billion State Budget: On June 15, legislators passed California's FY15 budget, which now heads to the Governor's desk for signature. The \$108 billion budget identifies cap and trade allocations amounting to \$872 million. The adopted plan is designed to enhance public transportation service and reduce greenhouse gas emissions.

The plan:

- Provides formula funding for transit operations and capital programs, ensuring predictability to transit operators statewide;
- Makes funding available for a statewide competitive program for transit capital and operations, to be managed by the state's transportation agencies;
- Funds sustainable communities strategies, including public transit services and projects, transit-oriented development, affordable housing near transit, active transportation, and complete streets;
- Incentivizes the commercialization of low-carbon transit vehicle technologies

FY 15 Budget Allocations for Cap and Trade Revenue:

- \$25 million for Transit Operations or Capital [Local]
- \$25 million for Transit Capital or Operations [State]
- \$130 million for Sustainable Communities/Transit Oriented Development
- \$200 million for Low-Carbon Transportation (including Zero-Emission Buses)
- \$250 million for High-Speed Rail
- \$242 million for a variety of Energy, Water, Waste Diversion and Weatherization programs

Legislators have also agreed to a long term plan for Cap and Trade spending in future budget years. High speed rail will receive 25% of the revenue, and other transit-related projects will be allocated 35%. These related projects include local transit, intercity rail, and transit oriented development. The remaining 40% will be set aside for projects that promote clean energy and conservation of natural resources.

AVTA Digital Signage Legislation: Senate Bill 1134 (Knight R) passed the Assembly Transportation Committee on June 9, with a unanimous vote of 13-0. The bill was amended to delay the sunset date by six months in order to provide more time for AVTA's final report on the demonstration. Senate Bill 1134 now heads to the Assembly floor for a vote and will then head back to the Senate for a concurring vote as it has been amended since it passed the Senate. If approved by both legislative bodies, SB 1134 will head to the Governor's office for a signature. There are no further committee votes on this bill.

Spring Legislative Conference: The California Transit Association (CTA) held its 48th Annual Spring Legislative Conference in Sacramento on May 28. An update was provided on the current legal challenge of the state's pension reform as it pertains to transit employees. At issue is whether the California Public Employees' Pension Reform Act (PEPRA) violates collective bargaining rights of transit unions which are protected by the Federal Transit Act. A resolution of the court case is expected within the next several months.

Panelists also discussed the future of zero emission bus regulation. Recently, the California Air Resources Board (CARB) indicated it may require both large and small transit operators to purchase zero emission buses. Although a purchase requirement is currently on the books for larger transit systems, the regulation has yet to be implemented. The timeline for implementation of the regulation for both small and large transit operators is anticipated to be 2016. The takeaway from the panel was that zero emission vehicles are the future while natural gas buses present no gain in terms of a cleaner alternative to diesel hybrid buses.

ALIGNMENT WITH STRATEGIC DIRECTIVES

This report complies with AVTA's strategic directive of increasing understanding of regional, state, and federal issues by staff and Board.

Prepared by:

Submitted by:

Wendy Williams
Director of Communications

Julie M. Austin
Executive Director

Attachment: A – 2014 Transit Related State Legislation Matrix

ATTACHMENT SRP 3.A

2014 Transit-Related State Legislation

BILL # AUTHOR	TOPIC	SUMMARY	STATUS	CTA POSITION	AVTA POSITION
<p>AB 1720</p> <p>Richard Bloom (D)</p>	<p>Bus Axle Weight</p>	<p>Extends current exemptions regarding excessive bus axle weight through to January 1, 2016. Allows a transit operator to procure a bus that exceeds weight restrictions if the bus weighs the same or less than the one it is replacing or if the transit operator is incorporating a new fleet class into its inventory and its governing board makes certain findings. The amendment allows the fleet class introduction clause to also apply to expansion plans.</p>	<p>Passed Assembly Floor 5/8/2014</p> <p>First Reading in Senate 5/8/2014</p> <p>Referred to Senate Rules Committee 5/8/2014</p> <p>Amended in Senate 6/10/14</p> <p>Set for Hearing in Senate Transportation and Housing Committee on 6-17-14</p>	<p>Support</p>	<p>Watch</p>
<p>AB 2707</p> <p>Ed Chau (D)</p>	<p>Vehicles: Length Limitations</p> <p>Buses: Bicycle Transportation Devices</p>	<p>This bill would allow public transit agencies to install and use three position bicycle racks</p>	<p>Passed on Assembly Floor 4/30/2014 (Y:74, N: 0, A: 5)</p> <p>Passed Senate Transportation and Housing Committee on 6/10/14 with a 10-0 Vote</p> <p>Awaiting Vote on Senate Floor Third Reading and Vote Slated for 6/16/14</p>	<p>Support</p>	<p>Watch</p>

BILL # AUTHOR	TOPIC	SUMMARY	STATUS	CTA POSITION	AVTA POSITION
SB 990 Andy Vidak (R)	Transportation Funds: Disadvantaged Small Communities	SB 990 would require 5% of regional transportation funds that are programmed through the STIP to be used for projects benefitting disadvantaged small communities. The bill would also require 5% of the Local Transportation Funds be dedicated to projects that benefit disadvantaged small communities, but these funds shall not supplant LTF funds that would have normally been allocated to benefit a disadvantaged community prior to this bill. SB 990 defines a "small disadvantaged community" to be a city or census area that has a population of less than 25,000 people and has a household medium income less than 80% of the statewide average.	Senate Transportation and Housing Committee Failed Vote on 4/29/2014 (Y: 3, N: 8,A: 0) Granted Reconsideration in Second Hearing No Action to Report	Watch	Watch
SB 1122 Fran Pavley (D)	Sustainable Communities: Strategic Growth Council	SB 1122 creates two funding programs for Cap and Trade auction revenue. One for the Strategic Growth Counsel to	Passed Senate Appropriations 5/15/2014 Passed Senate Transportation and		

BILL # AUTHOR	TOPIC	SUMMARY	STATUS	CTA POSITION	AVTA POSITION
	Cap and Trade Auction Revenue Proposal	administer grants to local agencies for implementing sustainable communities and other greenhouse gas reduction plans. The second pot of funds would be allocated to MPOs on a per capita basis to be used for competitive grants for projects within the region. The regional grants would be awarded pursuant to guidelines adopted by the Strategic Growth Council. The bill lists the types of eligible projects for the regional funds, which include funding for public transportation operations, maintenance, and capital costs.	<p>Housing 4/29/2014</p> <p>Passed Senate Environmental Quality 4/2/2014</p> <p>Currently in Senate Appropriations Suspense File 5/19/2014</p> <p>Hearing Set for 5/23/2014</p> <p>Failed Deadline Dead</p>		
SB 1134 Steve Knight (R)	Digital Advertising Signs on AVTA Buses	This bill would allow AVTA to display digital advertising signs on the sides of its buses. This would be a second demonstration program in California, which currently prohibits digital signs on public transit. The bill requires AVTA to	<p>Amended in Senate Transportation and Housing Committee Passed 4/29/2014 (Y: 10, N: 1, A: 0)</p> <p>Passed Senate Floor Vote 5/15/2014 Y: 28, N: 7, A: 5)</p>	Watch	Support

BILL # AUTHOR	TOPIC	SUMMARY	STATUS	CTA POSITION	AVTA POSITION
		submit a report on traffic safety impacts related to digital bus advertising. If passed, the bill would be conditional on UC Irvine failing to install 12 digital signs by March 1, 2015. Another amendment was added that extends the time by six months that AVTA has to file a report on the safety record of the pilot program.	Amended in Assembly Transportation Committee on 6/09/14 Awaiting vote on Assembly Floor		
SB1156 Senate President Pro Tem Darrell Steinberg (D)	Carbon Tax Law of 2014	Would impose a tax on fossil fuels to be paid by producers. The money collected from the new tax is proposed to be spent on a state Earned Income Tax Credit for low income families (approximately two-thirds), as well as a "21st century mass transportation system."	Legislation withdrawn by author 4-14-14 Dead		
SB 1204 Ricardo Lara (D)	California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program.	This bill creates a California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program. The purpose of this bill is to use Cap & Trade auction revenue to fund the	Passed Senate Appropriations 5/19/2014 Passed Senate Environmental Quality 4/21/2014 Passed Senate Transportation and		Watch

BILL # AUTHOR	TOPIC	SUMMARY	STATUS	CTA POSITION	AVTA POSITION
		development, demonstration, and commercial deployment of zero- and near-zero emission trucks, buses, and off-road vehicles. In particular, this bill would create a large scale zero emission bus demonstration program aimed at making zero emission bus technology commercially available.	Housing 3/27/2014 Passed Senate Introduced into Assembly and Referred to Committee on Transportation 6/02/14		
California Road Repairs Act of 2014 Version 2013-045 Constitutional Amendment	Creates a New Property Tax on Vehicles	The proposed initiative has been submitted jointly by Transportation California and California Alliance for Jobs. The bill would increase the Vehicle License Fee by 1% over four years to generate revenue for road repair and for transit capital programs. Contains a clause that would protect revenue in the Off-Highway Vehicle Account from being transferred for non-transportation uses.	The Legislative Analyst's Office (LAO) has released its analysis. Authors are still deciding whether to collect the 807,000 signatures needed to place the initiative on the ballot. Level of voter support is under analysis	Support	Watch

BILL # AUTHOR	TOPIC	SUMMARY	STATUS	CTA POSITION	AVTA POSITION
California Road Repairs Act of 2014 Version 2013-046 Constitutional Amendment	Creates a New Property Tax on Vehicles	The proposed initiative has been submitted jointly by Transportation California and California Alliance for Jobs. The bill would increase the Vehicle License Fee by 1% over four years to generate revenue for road repair and for transit capital programs. This version does not contain a clause that would protect revenue in the Off- Highway Vehicle Account from being transferred for non- transportation uses.	The Legislative Analyst's Office (LAO) has released its analysis. Authors are still deciding whether to collect the 807,000 signatures needed to place the initiative on the ballot. Level of voter support is under analysis No Further Action	Support	Watch
SCA 4 Carol Liu (D)	Local Government Transportation Projects Special Taxes: Voter Approval.	SCA 4 has been amended to require a percentage of the sales tax revenue be used for projects that reduce GHG emissions from transportation sources, and require a portion of the funds used on state highway project be given to the state for future maintenance needs. This measure would amend the Constitution to lower the voter approval threshold to 55% for the imposition,	Senate Committee on Appropriations. 8/29/2013 Constitutional Amendments are Exempt from Deadlines in their House of Origin No Further Action		

BILL # AUTHOR	TOPIC	SUMMARY	STATUS	CTA POSITION	AVTA POSITION
		<p>extension, or renewal of a local tax for transportation projects. SCA 4 was amended to require a local measure to include the following in order to be approved with a 55% vote: Includes a specific list of projects and programs that will be funded and limits the use of the funds for those purposes. Includes a requirement for annual audits, and requires the creation of a citizens' oversight committee.</p>			
<p>SCA 8 Ellen Corbett (D)</p>	<p>Local Government Transportation Projects Special Taxes: Voter Approval.</p>	<p>SCA 8 is another measure that would amend the Constitution to lower the voter approval threshold to 55% for the imposition, extension, or renewal of a local tax for transportation projects. SCA 8 was also amended to require a local measure to include the following in order to be approved with a 55% vote: Includes a specific list of projects and programs that will be</p>	<p>Senate Committee on Appropriations. 8/29/2013 Constitutional Amendments are Exempt from Deadlines in their House of Origin No Action</p>		

BILL # AUTHOR	TOPIC	SUMMARY	STATUS	CTA POSITION	AVTA POSITION
		funded and limits the use of the funds for those purposes, includes a requirement for annual audits, and requires the creation of a citizens' oversight committee.			



DATE: June 24, 2014
TO: BOARD OF DIRECTORS
SUBJECT: Service Changes Effective July 14, 2014

RECOMMENDATION

That the Board of Directors receive and file the service changes effective July 14, 2014.

FISCAL IMPACT

No significant fiscal impact. Local service modifications have been developed to be cost neutral. The commuter service expansion of 3,500 vehicle service hours has been included in the FY15 Business Plan and SRTP. Additional commuter service is subject to approved funding from a Job Access Reverse Commute (JARC) Grant.

BACKGROUND

Throughout the year, changes may occur to roads, businesses and communities that could affect transit networks. Staff is committed to respond to these changes by adjusting and modifying bus services to meet these challenges. Adjustments twice a year allow the Authority to make improvements and ensure the transit system runs as effectively as possible by improving travel speeds and providing connectivity while continuing to deliver reliable, efficient service.

The July 2014 service changes will be cost neutral. Because of the minor changes involved, these changes will not require a public hearing. Changes to service are minimal and well below the 25% established guideline for public outreach. All proposed service schedules and frequencies are being maintained and routing and service connectivity is being improved with no disproportionate impacts on minorities or Limited English Proficiency (LEP) communities.

For the July 2014 service change, staff is proposing to improve connectivity and maximize safety while enhancing schedules on high capacity routes. Commuter service expansion will not be implemented until funding becomes available. Following are service improvements planned for implementation on July 14, 2014.

Route 7 – In the last service change (October 2013) the Route 97 supplemental service was incorporated into the Route 7 schedules. Schedule times were adjusted to accommodate morning and afternoon bell schedules for both Quartz Hill and Highland High Schools. Service on the Route 7 included new service to Highland High School on specific trips in the morning and afternoons. The service has continued to be very popular. Minor schedule improvements will be made in order to accommodate the morning loads departing from the Palmdale Transportation Center.

Route 10 – Travel times have been adjusted between time points in order to coincide with travel speed along the service corridors, specifically between Palmdale Transportation Center and 47th St. East and Avenue S. This is a very heavy corridor where on-time performance is affected due to traffic during peak periods.

Route 11 /12 – Routes 11 and 12 are the Authority's second and third most utilized routes. Since most trips are averaging 80% capacity, well above the established 1.5 passenger load factor, service can easily fall behind schedule due to increased loading times at major stops. Travel times were adjusted in October 2013 to match traffic flow patterns and the increased time needed for boarding/alighting. In this service change, Routes 11 and 12 will undergo improvements in connectivity and safety. Route 11 will be extended to Avenue J and 20th St. East, providing direct connections to local shopping centers and, more importantly, a new terminus in a safe location that has ample lighting and bus stop amenities. In addition, connections can be made from the Route 11 to the Route 4, Route 12 and the Lake LA Express – Lancaster service at Ave. J and 20th St. Schedules have been modified to accommodate the new terminus for both weekday and weekend service. New time point locations have been added at Lancaster Blvd. and Valley Central Way, and Lancaster Blvd. & Sierra Hwy. Route 12 will terminate at Avenue J and 20th St. E.

Route 785/787 – In January 2014, service modifications on commuter service were made in order to help mitigate the passenger loads during the peak times. Pending JARC Grant funding, additional trips will be introduced on the Routes 785 and 787 extending the morning and afternoon services. This was requested on the recent passenger survey conducted as part of the Route to Success. Route 787 – Northridge/San Fernando Valley will include a new time point at the California State University, Northridge (CSUN) Transit Center to improve connections with other services.

Route 790 – In April 2014, service adjustments were made on the 790 TRANSporter service due to Metrolink AV Line schedule improvements. An additional trip was needed to accommodate the changes. Coordination with Santa Clarita Transit was improved by

extending three trips to the McBean Transit Center. With this service change, travel time has been refined between Newhall Metrolink and the McBean Transit Center.

Public Notification: Flyers and posters have been placed on all coaches at the Palmdale Transportation Center and Lancaster City Park, in both English and Spanish.

ALIGNMENT WITH STRATEGIC DIRECTIVES

This recommendation aligns with the strategic directive to measure and improve the effectiveness of our route system and schedules.

Prepared by:

Submitted by:

Dietter A. Aragón
Senior Planning Officer

Julie M. Austin
Executive Director



DATE: June 24, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Quarterly Coach Operator Audit Results – December 2013 through February 2014

RECOMMENDATION

Receive and file the quarterly Coach Operator Audit results for the period covering December 2013 through February 2014.

FISCAL IMPACT

There is no direct fiscal impact associated with coach operator audit results.

BACKGROUND

As part of Mobility Management Program, AVTA's consultants, Moore & Associates, conduct coach operator audits using secret riders. These audits provide AVTA with the tools to monitor and evaluate operator performance and identify potential areas for improvement. As part of an effort to maintain quality service, AVTA staff meets with the Veolia operations team to review audit findings to recognize outstanding operators and develop action plans to correct areas that require attention.

This report summarizes trends through six quarters of audits. During the December 2013 – February 2014 audit period, 44 coach operator audits were conducted during weekday service. The auditors observed 32 local trips and 12 commuter trips, evaluating coach operators on appearance, safety, fare collection and overall customer interaction.

Operator Evaluations

As is typical in this industry, the highest number of violations usually occurs due to operators not announcing stops. Although this indicator began to improve between the 2nd and 4th quarters, a 9% decrease was noticed during the most recent audit. The system-wide score was 2.62 out of 5 (higher is better in this case). Veolia continues to focus on reiterating the importance of announcing the FTA-required ADA stop announcements during safety meetings and as part of the daily safety messages

announced over the radio. We expect this metric to improve in the next quarterly report. With the ITS implementation, all major stop and intersection announcements will be automatic using recorded annunciation.

Coach operator appearance scores continue to be well above all other metrics; in the 6th quarterly report (Dec13 - Feb14) there is a slight decrease of 1% to 4.6 over the last audit period (Sep13 – Nov13). We also noticed a slight one percent drop to 3.6 in Coach Operator Courtesy; however this is still well above the established 3.0 target. Since the beginning of the operator audits, Operator Courtesy has had the greatest improvement, increasing by almost 28%. AVTA and Veolia continue to conduct random morning rollout inspections enforcing coach operator appearance standards.

In the event a customer tries to short-pay or avoids fare payment, AVTA's policy is for the operator to quote the appropriate fare rather than risk a confrontation by aggressively enforcing the fare policy. In most cases, coach operators responded appropriately to fare evasion attempts. Generally, when this occurs, the passengers comply and pay the fare. During the three month period between December 13 and February 14, passengers observed attempting to avoid the fares decreased to 1.18, a 26% improvement when compared to previous quarter results (1.49). Lower is better in this metric, indicating that, when challenged, passengers are paying the appropriate fare more often.

The attachments summarize the rest of the operator evaluation ratings compared to the previous quarters.

Perfect Ride Check

Coach operators who have no violations on all metrics and provide excellent customer service are awarded a Perfect Check pin and certificate of recognition. The number of coach operators earning this recognition continues to grow as we move forward with the operator audits. We are pleased to announce that 36% of all trips audited resulted in a Perfect Ride Check.

The following 14 operators had no violations during their trip, resulting in a Perfect Check during this reporting period:

- Gayle Ellis - (Route 1)
- Esell Robinson - (Route 1)
- Kevin Miles – (Route 3)
- Anselmo Molina – (Route 4)
- **Myriam Urquilla (x2)** – (Route 7/12)
- Melvin Washington – (Route11)
- **Laeisha Millender (x2)** – (Route 15)
- Sandra Paley – (Route 785)
- Latanya Mitchell – (Route 785)
- Robert Anderson – (Route 786)
- Mauricio Palacios – (Route 787)
- Dennis Verity – (Route 787)

Coach Evaluation

During the sixth quarter, overall coach appearance is also evaluated. This report includes exterior and interior cleanliness, graffiti, rider notices being properly displayed, and service schedule brochures available on board.

An average of 95% of all metrics received a positive rating. The exception was Rider Notices, such as schedules missing on six coaches and dirty windows on four coaches. Overall bus condition was also rated Poor to Excellent. Of all coaches that were checked, 26 reported the vehicle as Good, and 18 coaches received an Excellent rating. No coaches were rated Fair or Poor.

Staff continues to work closely with Moore and Associates to improve the coach operator audits and focus on routes with excessive customer complaints while continuing to reward coach operators who perform well.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The Quarterly Coach Operator Audits align with the strategic directive to measure safety, customer service, and effectiveness our service.

Prepared by:

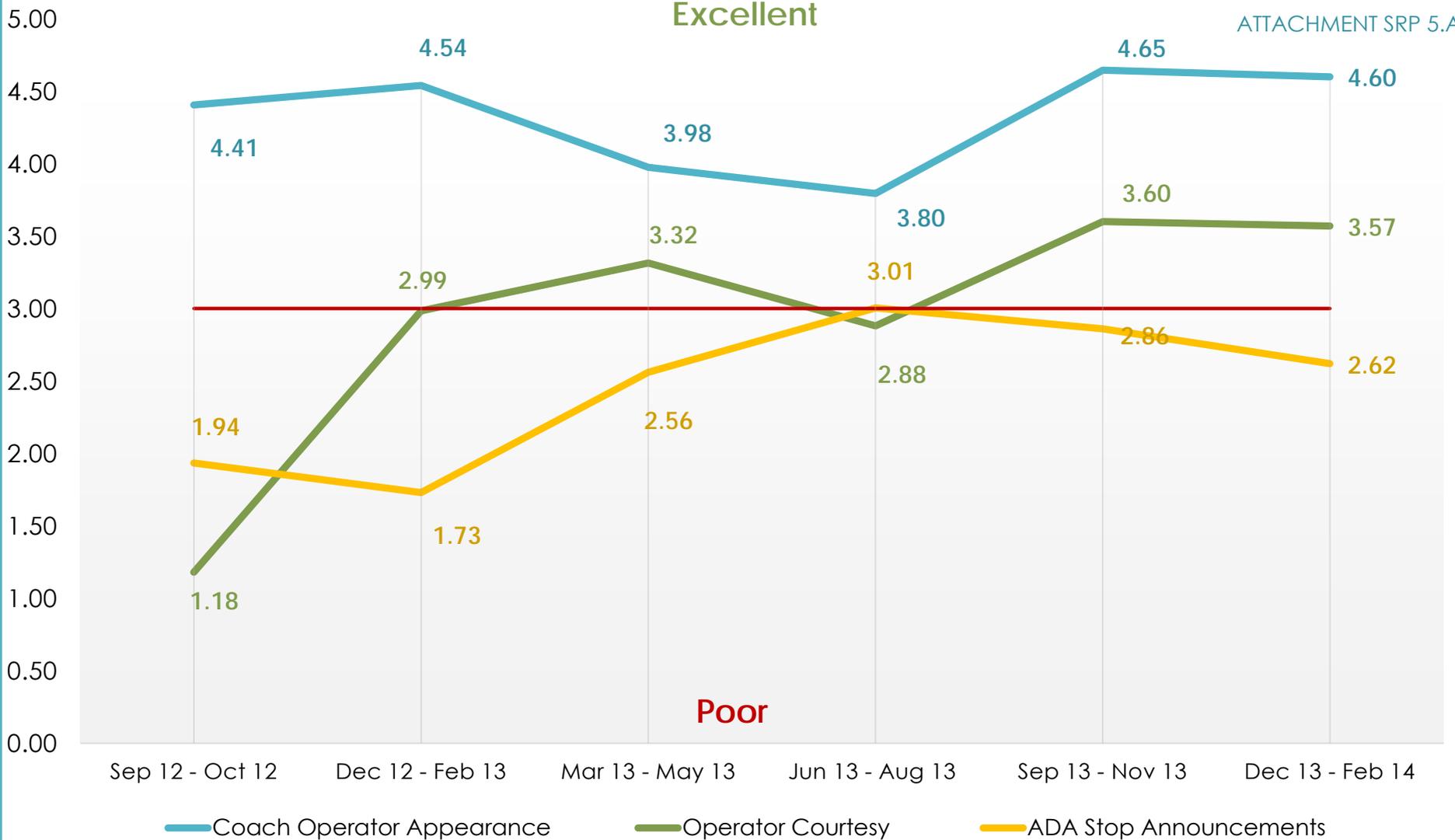
Submitted by:

Dietter Aragon
Senior Planning Officer

Julie M. Austin
Executive Director

Attachments: A.1, A.2 – Operator Evaluations
 B – Perfect Ride Check
 C – Coach Evaluation Report

Excellent

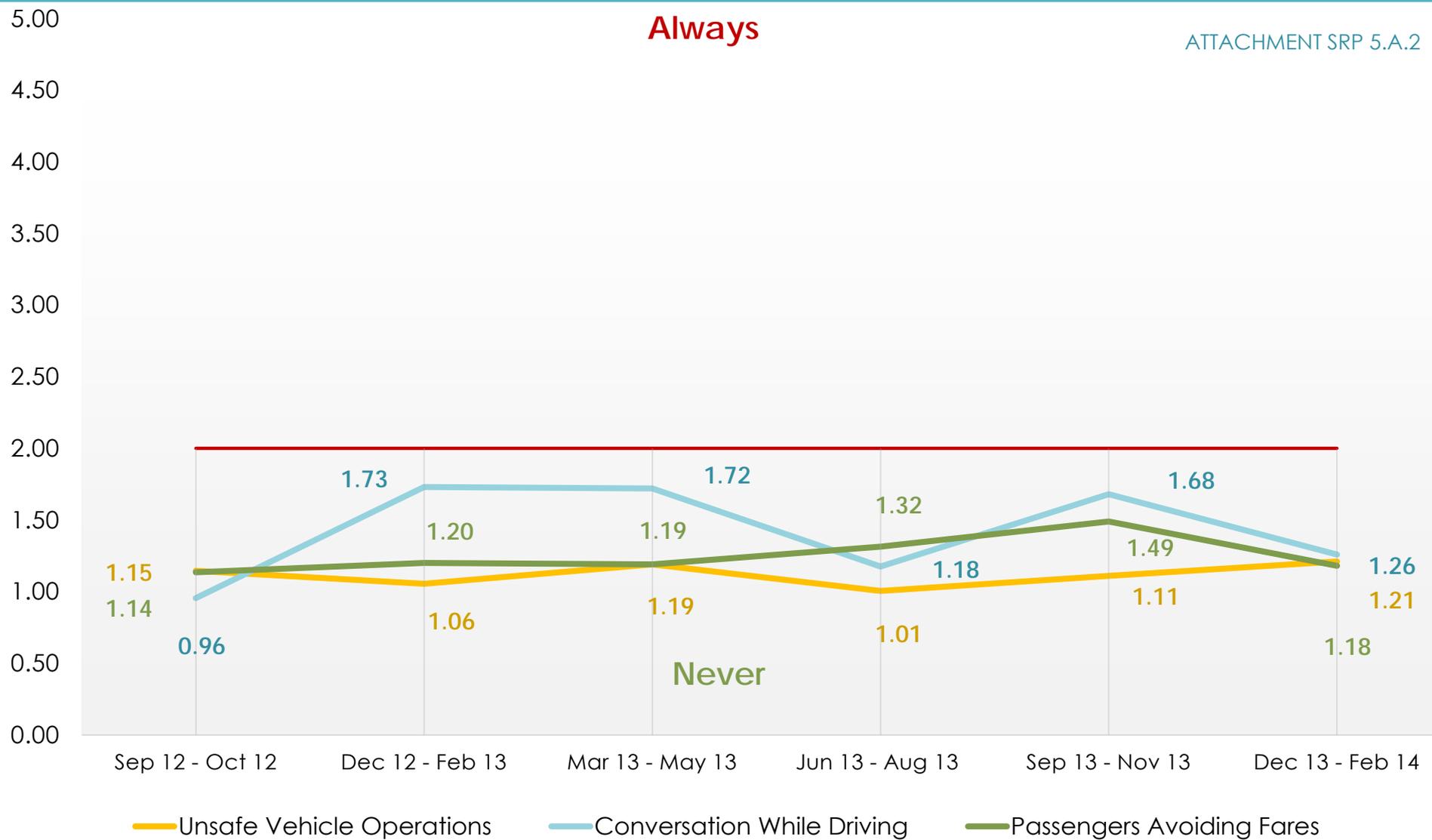


Operator Evaluations

Higher is Better



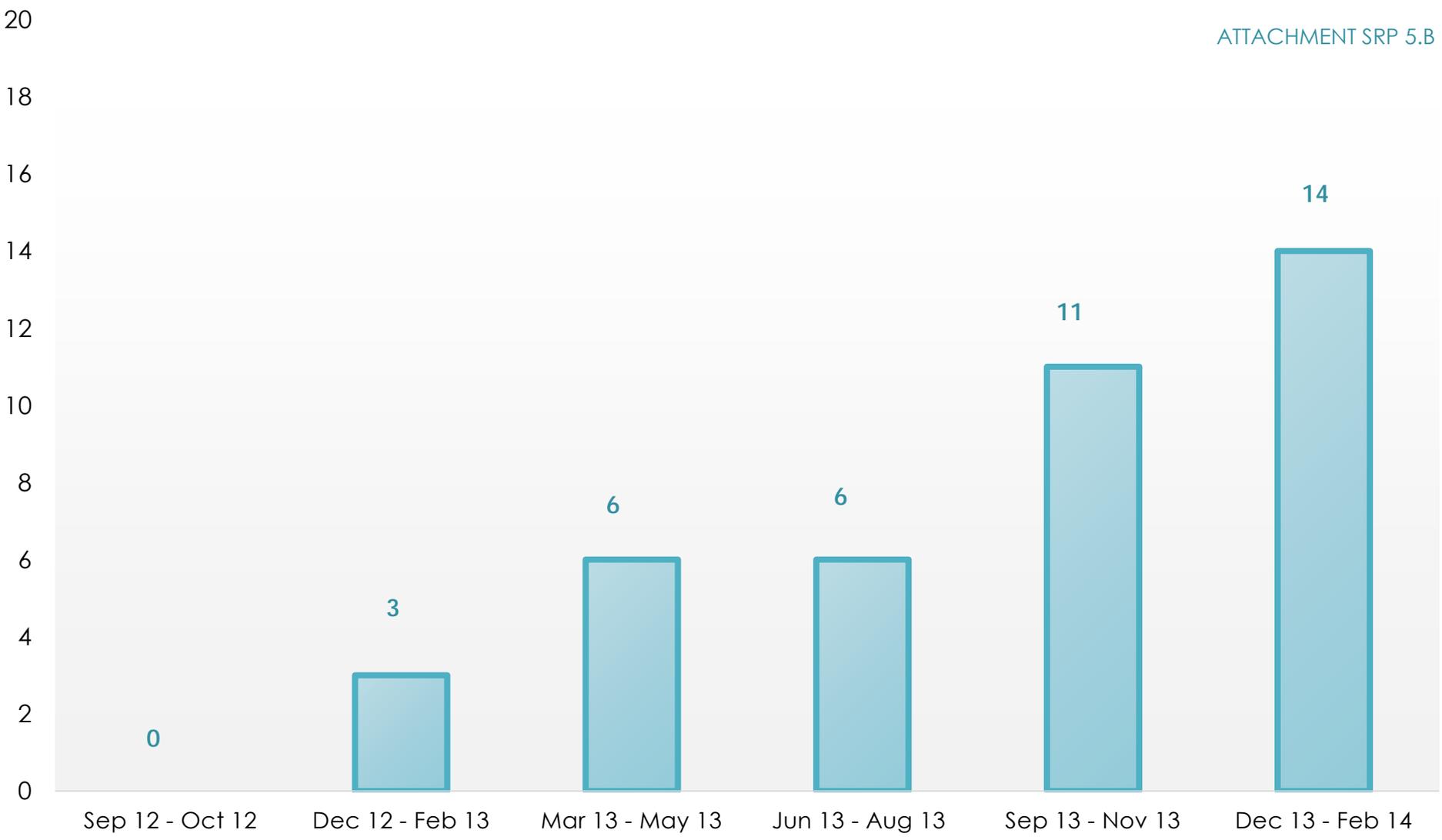
Always



Operator Evaluations

Lower is Better





Perfect Ride Checks

Dec 13. – Feb. 14 | Total Checks Conducted: 44



System-wide

Metrics	Yes	No	Total Checks
Ride Notices	38	6	44
Brochures	44	0	44
Exterior Clean	44	0	44
Floors Clean	42	2	44
Windows Clean	40	4	44
Graffiti	2	42	44

Condition of Bus

Poor	Fair	Good	Excellent
0	0	26	18

Coach Evaluations

Dec 13. – Feb. 14





DATE: June 24, 2014

TO: BOARD OF DIRECTORS

SUBJECT: AVTA Title VI Program Update for Fiscal Years 2015 Through 2017

RECOMMENDATION

That the Board of Directors 1) Approve the AVTA Title VI Program Update for FY15 through FY17 as required by the Federal Transit Administration (FTA) (Attachment A); and 2) Adopt Resolution No. 2014-003 (Attachment B).

FISCAL IMPACT

There is no financial impact associated with adoption of the AVTA Title VI Program Update. However, failure to adopt and submit a Title VI Program Update could cause AVTA to be ineligible to receive federal funding.

BACKGROUND

Title VI regulations mandate that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from FTA. These guidelines were developed in accordance with the Civil Rights Act of 1964.

Since 1972, the FTA has required recipients of federal assistance to provide assessments of compliance with Title VI of the Civil Rights Act of 1964. An updated Title VI program must be submitted by grantees every three years. AVTA last submitted its Title VI Program Update to FTA in FY12. The updated FY15-17 Title VI Program is attached (Attachment A).

The Title VI Program has been updated to provide information on service added or modified since the last submittal, as well as an outline of public participation, minority representation on planning and advisory committees, and a set of route maps with demographic information based on the 2010 U.S. Census.

AVTA's Limited English Proficiency (LEP) Plan was also updated with the latest American Community Survey Census data and includes the mandated Four Factor Analysis to ensure meaningful access to the benefits, services, information and other important activities for individuals who are limited in the English language. The plan identifies LEP individuals who need language assistance, programs for developing language assistance measures, staff training programs, methods for providing notice to LEP persons, and monitoring and updating the plan.

ALIGNMENT WITH STRATEGIC DIRECTIVES

Our Vision: We are the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve. We exceed customer expectations by providing service that is: safe and reliable, valued by the community, responsive and innovative, caring and courteous, and cost effective.

The Title VI Program update aligns with this vision as it exceeds customer service and expectations by providing service that is valued by the community, responsive, caring and courteous.

Prepared by:

Submitted by:

Dietter A. Aragón
Senior Planning Officer

Julie M. Austin
Executive Director

Attachments: A - Draft AVTA Title VI Program Update for FY 2015-2017
B – Resolution No. 2014-003

Fiscal Year 2015

TITLE VI UPDATE

DRAFT



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Chapter 1: Introduction

1.1 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

This document was written in response to Federal Transit Administration (FTA) Circular 4702.1A. FTA requires transportation agencies to demonstrate compliance with Title VI of the Civil Rights Act of 1964 (Title VI) by submitting a program update every three years.

Title VI ensures that “No person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The Title VI program update consists of supporting documentation that provides evidence of equitable distribution of services; promotion of full and fair participation in public transportation decision-making without regard to race, color, or national origin, and meaningful access to transit-related programs and activities by persons with limited English proficiency.

1.2 ANTELOPE VALLEY TRANSIT AUTHORITY

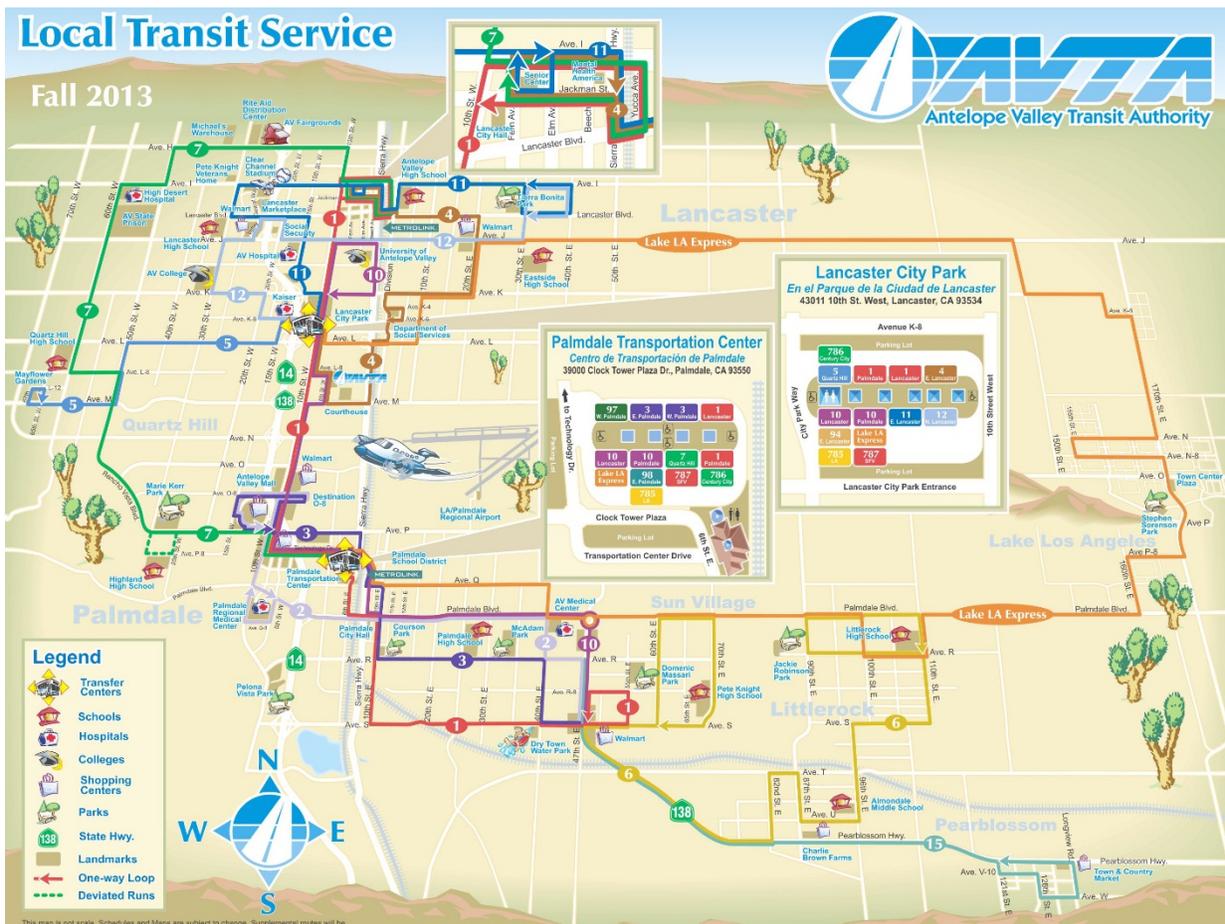
The Antelope Valley Transit Authority (AVTA) is a public entity created on July 1, 1992, pursuant to Section 6506 of the Government Code of the State of California. AVTA was formed under a Joint Exercise of Powers Agreement (JPA). Its members consist of the County of Los Angeles and the cities of Lancaster and Palmdale. The JPA members jointly contribute capital and operating funds to AVTA each year to assist in the provision of transit services to the Antelope Valley area.

The Antelope Valley Transit Authority (AVTA) is located in Southern California, approximately 70 miles north of Los Angeles. Its principal office and bus facility is situated in the City of Lancaster, California. AVTA was formed to provide and administer public transportation services for the citizens of Lancaster, Palmdale and certain unincorporated sections of the County of Los Angeles in the Antelope Valley area.

AVTA's total service area covers approximately 1,200 square miles and is bounded by the Kern County line to the north, the San Bernardino County line to the east, the Angeles National Forest to the south, and Interstate 5 to the West. With a network of 12 local transit routes, three commuter routes, two supplemental school trippers and the North County TRANSporter (NCT) service which operates as a bridge service between the Santa Clarita and Antelope Valleys on weekdays. Local service is operated on weekdays from 5:45 a.m. to 12:39 p.m. Weekend service is operated from 6:45 a.m. to 8:10 p.m. Commuter routes and the NCT service operate Monday through Friday from 3:50 a.m. to 7:47 p.m.

AVTA also provides urban and rural dial-a-ride service. Service within the urban zone and rural Zone 1 is available to elderly persons and persons with disabilities. Service within rural Zone 2 is open to the general public, operating on weekdays from 6:00 a.m. to 7:30 p.m. and weekends from 8:00 a.m. to 6:00 p.m.

AVTA fixed route, dial-a-ride and maintenance functions are provided under contract with Veolia Transportation and Veolia IntelliRide.



AVTA Local Service Map

1.3 AVTA VISION AND VALUES

VISION

We are the recognized leader – regionally and nationally – in providing public transportation that improves mobility and serves as a catalyst for economic opportunity for those who live, visit, or work in the communities we serve.

We exceed customer expectations by providing service that is:

Safe and reliable

Valued by the community

Responsive and innovative

Caring and courteous

Cost effective

VALUES

Communication: We value communication that is timely, direct, open and honest.

Respect: We demonstrate respect for our customers, team members, and stakeholders.

Transparency: We demonstrate accountability and transparency in all activities.

Empowerment: We empower our team members with resources to achieve our vision.

Stewardship: We make decisions that protect the public trust.

Chapter 2: General Requirements

2.1 TITLE VI NOTICE TO THE PUBLIC

The FTA requires that AVTA provide information to the public regarding the recipient's obligations under the Title VI regulations and explain to members of the public of their rights under Title VI.

The following information is made available to the public in both English and a Spanish via AVTA's website and printed brochures, which are placed at our customer service center, located in the main lobby of AVTA's administrative offices. In addition, brochures are on all fixed route buses and restocked on a daily basis. Our complete Title VI Program is also available upon request.

Title VI Public Notice

What is Title VI?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance.

The Antelope Valley Transit Authority (AVTA) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

Who can file a complaint?

Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin may file a Title VI complaint with AVTA.

AVTA Title VI Policy

As a recipient of federal funds, the Antelope Valley Transit Authority (AVTA) has certified and provided assurances that it will fully comply with Title VI of the Civil Rights Act of 1964. AVTA is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services, on the basis of race, color or national origin.

No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service that AVTA furnishes on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color or national origin.

How do I file a Title VI Complaint?

If you believe you have been discriminated against, you may file a signed, written complaint within 180 days of the date of alleged discrimination. The complaint should include the following information:

- a. Your name, address, and how to contact you (i.e., telephone number, email address, etc.)
- b. The location, names, and contact information of any witnesses.

The complaint may be filed in writing with AVTA:

Antelope Valley Transit Authority

42210 6th Street West

Lancaster, CA 93534

Attention: Title VI Officer

Complaint Assistance

AVTA will assist with writing a complaint if the complainant is unable to do so.

Email: titlevi@avta.com

Phone: 661.729.2224

Hearing Impaired: 1.888.880.3273 (TDD)

Complainants may also file a Title VI complaint with an external entity such as the FTA, other federal or state agency, or a federal or state court. However, should a complaint be filed with AVTA and an external entity simultaneously, the external complaint will supersede the AVTA complaint and AVTA's complaint procedures will be suspended pending the external entity's findings.

In addition to the complaint process at AVTA, a complainant may file a Title VI complaint with the:

U.S. Department of Transportation
Federal Transit Administration
Office of Civil Rights, Region IX
201 Mission Street, Suite 1650
San Francisco, California 94105-1839.

What happens to my complaint to AVTA?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by AVTA will be recorded and immediately assigned a complaint number by AVTA Customer Service.

AVTA Customer Service will forward the Title VI complaint and will provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English.

In instances where additional information is needed for assessment or investigation of the complaint, AVTA will contact the complainant in writing within 15 working days. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint.

AVTA will investigate the complaint and prepare a draft written response subject to review by AVTA. If appropriate, AVTA may administratively close the complaint.

AVTA will investigate a formal Title VI complaint within ten (10) working days of receiving the complaint. Based upon all of the information received, AVTA will prepare a draft written response subject to review by AVTA's Executive Director.

The Executive Director will determine if the complaint may be administratively closed after the draft is written, or if a final written response is needed. If a final written response is needed, AVTA will send the response to the complainant and advise the complainant of his/her right to file a complaint externally.

The complainant also will be advised of his/her right to appeal the response to federal and state authorities as appropriate. AVTA will use its best efforts to respond to a Title VI

complaint within sixty (60) working days of its receipt of such a complaint, unless a complaint is filed with AVTA and an external entity simultaneously as noted previously.

How will I be notified of the outcome?

AVTA will send a final written response to the complainant and advise the complainant of his or her right to file a complaint externally. AVTA will use its best efforts to respond to Title VI complaints within 60 workdays of its receipt of such complaints.

2.2 AVTA TITLE VI COMPLAINT FORM AND PROCEDURES

AVTA maintains an internally controlled comment tracking system (COM) where customers are able to submit comments, suggestions or complaints through various channels, including in person at the AVTA's central facility, facsimile, and telephone or email communication.

Information on how to submit a comment, suggestion or complaint is also available in Spanish. Customers with Limited English Proficiency (LEP) can submit comments utilizing the same methods. Once a customer submits a complaint, the comment is categorized and sent to the appropriate departments and/or AVTA's Operations and Maintenance contractor.

Any complaints of discrimination on the basis of race, color, or national origin are placed in the COM under a specific Title VI category. These complaints are recorded and maintained in the COM, including the date of the complaint was filed; a summary of the allegation; the status of the investigation; and any actions taken in response to the complaint as highlighted in AVTA's Noticed of Customer Rights Under Title VI (Appendix A).

The AVTA Title VI Complaint Form (Appendix B) is available by e-mail, in print on request, and via PDF download on the AVTA website.

2.3 TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

All transit recipients shall prepare and maintain a list on any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by the FTA;
- Lawsuits;
- Complaints naming the Antelope Valley Transit Authority.

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation,

lawsuit, or complaint. This list shall be included in AVTA Title VI Program submitted to the FTA every three years.

AVTA has had no lawsuits and only one complaint alleging Title VI violations since the submittal of its 2012 Title VI Program update, which was substantiated. The following table summarizes the only complaint received.

TABLE HEADING

Comment Number	Created On	Complaint Description	Status	Summary of Review and Action Taken
#4583	2.09.12	Patron stated that the coach operator and passengers singled her out as a Caucasian woman when she refused to give up her seat to a wheelchair passenger, causing a passenger to call her a slandering name. Patron stated that she felt humiliated, targeted and harassed by the operator and other passengers on the bus.	Closed	Complaint was immediately investigated. Coach operator was interviewed. Operator stated that there was no foul language used in the bus from other passengers. But did verify that the passenger did not want to give up her seat to the wheelchair passenger that was boarding. A letter was sent to patron who submitted the complaint. AVTA received a letter from FTA due to a complaint being submitted to their offices. All responses and investigation reports were submitted to FTA.

2.4 PUBLIC PARTICIPATION

The Federal Transit Administration (FTA) requires a locally developed process to consider public comment before raising fares or carrying out a major reduction in transportation service (Chapter 53, Section 5307). The public, as the primary customer and beneficiary of transit service, is provided the opportunity for input and review through the public outreach process. Actions such as the establishment of new service, fare adjustments, major modifications to existing service (25% or more), and elimination of any bus route may include a formal process of review by AVTA, including meaningful public engagement conducted by AVTA staff. AVTA uses a broad range of outreach tools as documented in the AVTA Fare and Service Change Guidelines (Appendix C).

Meaningful public engagement may include public hearings, public meetings, distribution of seat drops, written materials on all fixed route vehicles, posting of informational flyers, and the information on the AVTA website. Notices (signs and brochures) describing proposed change(s), date(s) and location(s) of any hearings or meetings are also posted on all buses and at transfer centers. AVTA also uses social media, such as Facebook status updates, Twitter feeds, and direct e-mail blasts as additional means of communication. Open public meetings and formal public hearings are frequently used in an effort to gain public review and comment.

AVTA is also in communication with many organizations throughout the region and often attends meetings and events sponsored by these groups. These groups include senior organizations, city and county partners, business associations and other organizations within AVTA's service area.

On January 9, 2014 as part of AVTA's Route to Success, a Comprehensive Operational Analysis and Ten-Year Plan, AVTA held two stakeholder engagement meetings to better understand community perceptions, needs and priorities related to public transit service.

One stakeholder group was comprised of technical staff from local government and regional transportation entities. A second stakeholder group was comprised of representatives of agencies and organizations that serve a wide range of transit riders. Specific rider groups represented included seniors, persons with disabilities, college and high school students, health-care patients, social service clients, and employees.

A total of 19 individuals participated in one of the two stakeholder meetings. The following organizations were represented at the stakeholder meetings:

- Access Services
- Antelope Valley Air Quality Management District
- Antelope Valley College
- Antelope Valley Union High School District
- City of Lancaster
- City of Palmdale
- California High Speed Rail
- Edwards Air Force Base
- Granite Construction
- JVS Antelope Valley Work Source Center
- LA County Office of Education
- LA Metro
- Lancaster Chamber of Commerce
- Mental Health America of Los Angeles
- Moore & Associates (mobility management)

During any AVTA public meeting, if and when any special accommodation is desired, the public can call AVTA Customer Service 72 working hours prior to the meeting to arrange the proper accommodations. Upon request, AVTA will provide Spanish translation and can offer interpreters for other languages, including sign language. All AVTA meetings and hearings provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990 and facilities are wheelchair accessible.

2.5 LIMITED ENGLISH PROFICIENCY (LEP)

Per the Title VI of the Civil Rights Act of 1964, the U.S. Department of Transportation (DOT) implementing regulations, and Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency (65 FR 50121, Aug. 11, 2000)," AVTA is federally mandated to develop and implement a Language Assistance Plan by which Limited English Proficiency (LEP) persons can meaningfully access translations of written and oral information.

As such, AVTA must take reasonable steps to ensure meaningful access to the benefits, services, information and other important portions of their programs and activities for LEP persons.

The LEP documents the four-factor analysis completed to identify appropriate language assistance measures needed to improve access to AVTA services and benefits for LEP persons. Under the analysis, it was determined that approximately 14.32% of the population within AVTA's service area has limited proficiency in the English language. The most predominate language spoken other than English is Spanish at 90% of all LEP individuals within our service area. The LEP analysis documents current measures used by AVTA to assist LEP populations including:

- Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on programs and services.
- Provide a bilingual staff member at all community events and public hearings.
- Continue to survey bus drivers, dispatchers and customer service staff regarding their contacts with LEP persons during the previous year;
- Continue to post the AVTA Title VI notice and LEP Plan on the agency website, www.avta.com;
- Continue travel training for LEP persons with the assistance of bilingual staff;
- Include language "Spanish a plus" on bus driver and customer service staff recruitment flyers and onboard recruitment posters;
- When an interpreter is needed for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service within the given time notice.

AVTA's Limited English Proficiency (LEP) Plan was updated for this Title VI Program and is attached in Appendix D.

2.6 MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

The FTA states that a recipient may not, on the grounds of race, color, or national origin, deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of our service development and planning program.

AVTA is governed by a six-member Board of Directors with governance responsibilities over all activities related to the AVTA. The Board is comprised of two directors from each participating jurisdiction. An Executive Director manages day to day operations and implements Board policy in accordance with the duties specified in the applicable sections of the Government Code of the State of California and the JPA.

AVTA Board of Directors		
Member	Jurisdiction	Minority/Non-Minority
Marvin Crist	City of Lancaster	Non-Minority
Sandra Johnson	City of Lancaster	Minority
Norm Hickling	Los Angeles County	Non-Minority
Dianne Knippel	Los Angeles County	Non-Minority
Tom Lackey	City of Palmdale	Non-Minority
Steven D. Hofbauer	City of Palmdale	Non-Minority

AVTA's Transit Advisory Committee (TAC) was established in 1992 to provide input to the Board of Directors. TAC membership is composed of two representatives from each member jurisdiction appointed by the board member. The TAC meets in accordance with a schedule adopted by the Board, typically the second Tuesday of each month, two weeks prior to the AVTA Board meeting.

Transit Advisory Committee		
Member	Jurisdiction	Minority / Non-Minority
Allen Thompson	City of Lancaster	Non-Minority
Cathy DeFalco	City of Lancaster	Non-Minority
Ann Meiners	Los Angeles County	Non-Minority
Jordan Catanese	Los Angeles County	Non-Minority
Brian Kuhn	City of Palmdale	Non-Minority
Karen Johnston	City of Palmdale	Non-Minority

Each year, AVTA meets with a Social Services Transit Advisory Committee (SSTAC) to solicit input and evaluate whether any unmet transit needs exist in the AVTA service area that may be reasonable to meet using Transportation Development ACT (TDA) Article 8 funds, a portion of the California Local Transportation Fund generated by ¼ of one cent of the state sales tax. The SSTAC is comprised of several groups, including the AVTA TAC members. A list of the members and respective Organization/groups are listed below.

Social Services Transit Advisory Committee (SSTAC)		
Member	Organization/Group	Minority/Non-Minority
Brenda Gamlowski	City of Lancaster	Non-Minority
Cathy DeFalco	City of Lancaster	Non-Minority
Ann Meiners	Los Angeles County	Non-Minority
Brian Kuhn	City of Palmdale	Non-Minority
Karen Johnston	City of Palmdale	Non-Minority
Anish Korula	LA METRO	Minority
Armineh Saint	LA METRO	Minority
Kimala Carter	AV Senior Center	Minority
Betty Yaste	AV Senior Center	Non-Minority
Steve Baker	Grace Resource Shelter	Non-Minority
David Manguramas	Los Angeles County Office Education	Minority
Claudia Hernandez	Jewish Vocational Services	Minority
Adrian Aguilar	Santa Clarita Transit	Minority
Dietter Aragon	Antelope Valley Transit Authority	Minority
Julie Austin	Antelope Valley Transit Authority	Non-Minority
Dan Thomas	American Logistic Company	Minority
Karla Ojeda	Jewish Vocational Service	Minority
Mathew Avarcera	Access Services Inc.	Minority

The TDA Article 8 hearing board consists of three representatives, one each from Palmdale, Lancaster, and Los Angeles County and/or Santa Clarita.

TDA Article 8 Hearing Board		
Member	Jurisdiction	Minority/ Non-Minority
Michael Cano	Los Angeles County	Minority
Sandra Johnson	City of Lancaster	Minority
Tom Lackey	City of Palmdale	Non-Minority

This year the process was concluded at a Hearing Board meeting held on April 30, 2014. The Hearing Board found that there were no unmet transit needs that were reasonable to meet using

TDA Article 8 funds, and recommended that AVTA continue to monitor and evaluate all available funding sources.

2.7 MONITORING OF SUBRECIPIENTS AND CONTRACTORS

The Antelope Valley Transit Authority (AVTA) does not have any sub-recipients. However, AVTA does contract out their transit operations and maintenance to Veolia Transportation (Veolia) and the Dial-a-Ride service to Veolia IntelliRide. As part of its efforts to ensure Veolia and IntelliRide complies with the requirements of Title VI, AVTA holds periodic meetings with representatives to discuss any potential Title VI issues that may arise or new updates in program.

AVTA requires all operations and maintenance contractors to be fully compliant with FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

2.8 FIXED FACILITY IMPACT ANALYSIS

The Title VI requires a Fixed Facility (transit centers, operations facility or yard) Impact Analysis for construction projects to assess any impacts to minority communities. If this information has been prepared as a result of an environmental impact statement, the application recipient or subrecipient should reference the relevant information by documenting page numbers and submission to the FTA.

A Title VI Equity Analysis should also be conducted during the planning stages to assess where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. The recipient shall engage in outreach to persons potentially impacted by the placement of facilities. The Title VI equity analysis must compare the equity impacts of various site alternatives, and the analysis must occur before the selection of the preferred site. Additionally, environmental justice principles as reflected in the DOT Order on Environmental Justice (DOT Order 5610.2(a)), address Environmental Justice in Minority Populations and Low Income Populations. The order describes the process the Department and its modal administrations (including FTA) use to incorporate environmental justice principles into programs, policies, and activities.

As a result of FTA requirements, environmental impact analysis for fixed facilities shall include:

- A Title VI Equity Analysis conducted during planning stages to assess if or how the location will impact minority communities and provides alternatives analysis.
- A project history and background for each project or service plan within the document.
- A discussion of the potential impacts on minority communities and minority-owned businesses during and after construction.

- A discussion on all potential negative environmental impacts, such as traffic congestion, noise, air or water pollution.
- A list of minority owned businesses and household affected by construction projects.
- A description of other significant impacts on minority communities, such as: increased traffic, reduction in parking availability, etc. and
- A description of the relocation program and/or other measures adopted by the applicant used to mitigate identified adverse social, economic or environmental effects of the proposed construction project or service plan all of which should include an environmental justice component.

During this Title VI triennial period, The Antelope Valley Transit Authority did not undertake any new planning projects that required the Authority to complete a Fixed Facility Impact Analysis.

Chapter 3: Service Standards and Policies

3.1 MAJOR SERVICE CHANGE AND FARE POLICY

All transit providers that operate 50 or more fixed route vehicles in peak service and are located in urbanized areas (UZA) of 200,000 or more people must conduct a Title VI equity analysis whenever they plan a fare change and/or major service change.

Federal guidelines and AVTA policy require that a public hearing be held when major service changes to the bus system are considered. Major Service changes, as defined by AVTA, include the following:

- A change of 25% or more of service on any route.
- A change of 25% or more in the revenue vehicle miles made to any route.
- A new transit route is proposed.
- A poorly performing transit route is eliminated.

At the time of this Title VI Program Update, AVTA has a farebox recovery ratio target of 22.40%. AVTA reviews and reports the farebox recovery ratio compared to the target on a quarterly basis. Based on the analysis, AVTA may recommend fare adjustments as part of a range of solutions to maintain a sustainable long-term financial plan for the agency. All proposed fare changes require a Title VI Equity Analysis under the procedures established by this Title VI program.

AVTA's Service Change Guidelines and Policy is attached as [Appendix C](#).

3.2 DESPERATE AND DISPROPORTIONATE IMPACT THRESHOLD

For any proposed change that requires an equity analysis as defined in Section 3.1, AVTA will determine if the change would create a disparate or disproportionate impact to minority and/or low-income populations, respectively.

The determination of whether a proposed Major Service Change has either disparate or disproportionate impact is based on whether the percentage of minority and/or low-income passengers on an affected transit route is greater than the transit system's percentage of minority and/or low-income riders.

Determination of whether a proposed fare adjustment has either a disparate or disproportionate impacts is based on minority and/or low-income populations bearing a fare rate change of greater than ten percentage points as compared to the non-minority and/or non-low-income populations.

3.3 SERVICE EQUITY ANALYSIS

Transit providers that operate 50 or more fixed route vehicles in peak service and are located in a UZA of 200,000 or more in population are required to submit a service and/or fare equity analysis. This requirement is to comply with the Title VI regulations which prohibit disparate impact discrimination, and therefore should document their policies and practices to ensure their service and fare changes do not result in disparate impacts on the basis of race, color or national origin.

Since the previous Title VI update AVTA has introduced two new routes, North County TRANSpoter (Route 790) and the Route 15. These routes are additional services and both serve areas with census tract levels, which include above average minority and low income populations, as highlighted in Appendix E, Providing connectivity to the rest of Antelope Valley and beyond.

AVTA has not increased its fares since the last Title VI update, therefore, no Fare Equity Analysis was conducted.

3.4 SERVICE STANDARDS

FTA requires that all fixed route transit providers develop quantitative standards for all fixed route modes of operation for the indicators listed below. Providers of public transportation may set additional standards as appropriate or applicable to the type of service they provide.

VEHICLE LOAD

Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees (total number of people [52]/amount of seated people [40]). According to the FTA, the average of all loads during the peak operating period should not exceed a vehicle's achievable capacities.

AVTA has adopted the following policies with respect to vehicle loads:

- Peak Period Local Bus - 125% of seated capacity, with no rider required to stand for more than 20 minutes
- Off-Peak Local Bus - 100% of seated capacity
- Commuter Bus - 75% of seated capacity

If the recommended ratio is exceeded, it is the intention of AVTA to relieve any overcrowding by adding supplemental runs, or through routing changes. The table below identifies vehicle load factors by vehicle and service type.

Vehicle Load Factor			
Service Type	Year and Model	Seats	Max Load Factor
Local Transit	40' Gillig Low Floor	38	1.5
Local Transit	30' Chevy C5500 Kodiaks	32	1.3
Local Transit	40' Gillig Phantom – High Floor	43	1.5
Local Transit	40' North American Bus Industries	40	1.5
Local Transit	40' Gillig Low Floor	39	1.5
Local Transit	40' Gillig Low Floor Hybrid	39	1.5
Commuter	45' MCI Highway Coach	53	1.0
Commuter	45' MCI Highway Coach	53	1.0
Commuter	45' MCI Highway Coach	53	1.0
Commuter	45' MCI Highway Coach	53	1.0

In mid FY15, AVTA will finalize implementation of its state of the art, Intelligent Transportation System (ITS) which will include Automatic Passenger Counters (APCs). This will allow the Authority to collect essential data at the trip level. It will allow stop-by-stop analysis which will provide a precise understanding of customer boardings, loads and travel patterns.

VEHICLE HEADWAY

- AVTA operates 12 local fixed routes in the Antelope Valley. While service frequency and span (hours of operation) vary by route, local service generally operates every 30-60 minutes from 5:15 am-12am. Commuter routes serve both Lancaster City Park and the Palmdale Transportation Center. The number and frequency of trips offered varies by route. Commuter bus service begins earlier than 4 a.m. due to the Antelope Valley's distance from the following destinations in Los Angeles County: Downtown Los Angeles
- Century City/West Los Angeles/UCLA
- West San Fernando Valley/CSU-Northridge

AVTA also operates the North County TRANSporter (790), a midday route that connects the Palmdale Transportation Center with the Newhall Metrolink Station and the McBean Regional

Transit Center. This route bridges most of the midday service gap during which the Metrolink Antelope Valley Line does not operate north of Santa Clarita. It is also the only bus connection between the Antelope Valley and the Santa Clarita Valley.

Below is a table highlighting AVTA's frequencies and span of service;

Service Span							
Route	Service Type	Span	Frequency (minutes)				
			AM 5AM-9AM	Midday 9AM-3PM	PM 3PM- 6PM	Evening 6PM- 9PM	Night 9PM-12AM
1	Local	5:35a – 11:55p	30	30	30	60	60
2	Local	6:00a – 11:55p	30	30	30	60	60
3	Local	5:45a – 11:05p	30	30	30	60	60
4	Local	6:00a – 9:10p	60-65	60-65	60-65	60-65	60-65
5	Local	6:03a – 8:03p	60	60	60	60	60
6	Local/Rural	5:30a – 9:25p	100	100	100	100	100
7	Local	5:20a – 9:10p	60-70	60-702	60-70	60-70	60-70
10	Local	6:20a – 7:30p	70	60	60	60	N/A
11	Local	5:15a – 12:07a	30	30	30	60	60
12	Local	5:15a – 11:37p	30	30	30	60	60
15	Rural	7:30a – 6:55p	70	70	70	70	N/A
19	Rural	5:30a – 8:20p	60	60	60	60	60
790	Commuter	8:00a – 6:10p	3 trip	4 trips	3 trip	N/A	N/A
785	Commuter	3:50a – 8:35a 3:00p – 7:47p	20-30	N/A	20-30	N/A	N/A
786	Commuter	4:00a – 8:21a 2:52p – 7:58p	4 trips	N/A	4 trips	N/A	N/A
787	Commuter	8:00a – 8:32a 2:45p – 7:36p	10-20	N/A	15-35	N/A	N/A

VEHICLE HEADWAY

A vehicle is considered on time if it departs a scheduled time point zero (0) minutes early and no more than 5 minutes late. AVTA's on-time performance target for fixed route service is 96% or greater. AVTA monitors on-time performance and system-wide key performance indicators on a monthly basis. Trends are reported to the Board of Directors on a quarterly basis.

SERVICE AVAILABILITY

Like many urban areas, the Antelope Valley has multiple activity centers instead of a single central business district (CBD). Within the AVTA service area, there are vast areas of extremely low density housing and employment sites. The AVTA attempts to link major trip generating sites and route vehicles along major commercial thoroughfares. This approach allows for better access to schools, shopping centers, government centers, parks, libraries, hospitals, community and senior centers. AVTA intends to continue to route vehicles so that this type of access is preserved to these facilities.

Also, all local bus stops will be spaced no more than 0.25 miles apart in the more dense areas and no more than .50 miles apart in the rural, less dense locations of the AVTA service area.

3.5 SERVICE POLICIES

The Federal Transportation Administration (FTA) requires that all providers of fixed route public transportation develop qualitative policies for the following procedures: Vehicle Assignment and Transit Amenities. AVTA has adopted qualitative policies as summarized below. These policies were developed to help AVTA better achieve equity for all of its transit riders.

VEHICLE ASSIGNMENTS

Vehicle assignment refers to the allocation of transit vehicles to ensure that all communities receive the same quality of rolling stock benefits. Benefits include the vehicle age and standard on-board amenities such as air conditioning and upholstery.

AVTA's average fleet age as of the adoption of this Title VI Program is 6.7 years old. In order to ensure equitable distribution of vehicles based on vehicle age, each route is randomly assigned buses without regard to the vehicle age, as maintenance and repair needs permit.

Listed below is the entire transit fleet breakdown and scheduled replacement year.

Service Type	Number in Class	Year and Model	Scheduled Replacement
Local Transit	1	2001 40' Gillig Low Floor	CY 2015
Local Transit	3	2008 Chevy 5500 Kodiaks	CY 2013
Local Transit	5	1992 40' Gillig Phantom – High Floor	CY 2015
Local Transit	6	2003 40' North American Bus Industries	CY 2015
Local Transit	13	2004 40' Gillig Low Floor	CY 2016
Local Transit	15	2013 40' Gillig Low Floor Hybrid	CY 2025
Total Local Transit	43		

Commuter	3	2002 45' MCI Highway Coach	CY 2014
Commuter	13	2004 45' MCI Highway Coach	CY 2016
Commuter	6	2008 45' MCI Highway Coach	CY 2020
Commuter	6	2013 45' MCI Highway Coach	CY 2020
Total Commuter	28		
Total Active Fleet	71		

TRANSIT AMENITIES

AVTA's emphasis on customer service includes the improvements of its "front door" - the bus stops. The Bus Stop Improvement Program (BSIP) also known as the Regional Partnership Program (RPP) began in FY11. The goal was to increase the attractiveness of bus stops by creating a full-time bus stop maintenance program. Bus Stop Maintenance Technicians track bus stop maintenance, graffiti history, and customer requests. Since FY13, all 844 bus stops have been geo-coded and are tracked through our scheduling software.

AVTA inventories existing amenities within the service area and determines where new or possible replacement facilities should be located based on bus stop boardings, waiting times, other nearby shelters and amenities, minority/non-minority census tract distribution, and ADA accessibility.

AVTA is currently in the process of improving bus stops within its service area by encouraging and assisting the local jurisdictions as they upgrade bus stops with new shelters, route information, and trash receptacles through the RPP. In FY14, AVTA's budget included \$1.3 million in Federal Section 5307 funds to fund this program.

Transit amenities refer to fixed items of comfort and convenience available to the general riding public such as bus stop benches, shelters. AVTA reviews and ensure amenities are placed within each city without regard to race, color, national origin, or income considerations. At times these amenities are not owned or maintained by AVTA and are put in place without direction or control of the Authority.

Chapter 4: Demographics and Service Profile Maps and Charts

FTA requires transit providers receiving federal assistance to provide demographic maps that shade census tracts where the percentage of total minority and low-income population reside in the service area. These maps and charts will help the transit provider determine whether and to what extent transit service is available to minority populations within the transit provider's service area. The maps and charts must be updated: 1) at least every three years, 2) after each Federal census data become available; and 3) when there are significant changes in the transit system.

Using Census data, AVTA created map layers and created a visual display to show demographic information in relation to its service area.

4.1 MINORITY CHARACTERISTICS

The 2010 U.S. Census identified 383,551 residents in the census tracts within the defined AVTA service area. The service area's minority population includes Black, Hispanic, Asians, Native American, Pacific Islander and two or more races. In the AVTA service area, 46.6% (178,691) of the residents were designated as minority in 2010.

Total Population	Minority		Non-Minority	
383,551	178,691	47%	204,860	53%

Appendix E shows the demographic map with census tracts where minorities reside within the AVTA service area. This map helps AVTA to determine that transit services are available to minority and non-minority populations equally within the AVTA Service area.

4.2 INCOME CHARACTERISTICS

AVTA, in keeping with the definitions in 49 U.S.C. 5302 as amended by MAP-21, considers an individual whose family income is at or below 150 percent of the poverty line to be low income for the purposes of this Title VI analysis.

According to the guidelines and 2008-2014 American Community Survey results, 33.4% of the population within the AVTA service area was living at or below 150% of the poverty line. In this report, census tracts in which the low-income percentage exceeds 33.4% are defined as low-income tracts.

Total Population	People Below 150% Poverty Line	Low Income Percentage
383,551	128,109	33.4%

Appendix E shows the census tracts in the AVTA service area in which the percentage of low income residents is at or above 33.4%. This map allowed AVTA to determine that transit services are available to low income and non-low income populations equally within the Authority's service area.

4.3 MINORITY & LOW INCOME CHARACTERISTICS

In order to better understand the minority and low-income population distribution patterns, each census tract in the AVTA service area is classified into one of the following two categories: Above Average Minority, Above Average Low Income.

Appendix F shows the distribution pattern map of minority and low income population combined in the Antelope Valley service area.

4.4 DEMOGRAPHICS, RIDERSHIP AND TRAVEL PATTERNS

According to the AVTA's 2014 Limited English Proficiency (LEP) Plan, 31% of residents within the AVTA service area speak a language other than English. Of those residents, 89% are Spanish speakers (See Appendix D).

As part of AVTA's Route to Success: Comprehensive Operational Analysis (COA) and Ten Year Plan, an on-board survey of AVTA passengers was conducted January 20 – 24, 2014 on all local and express routes.

The local route survey featured 16 questions addressing trip purposes, resources used for trip planning, travel to and from stops, transfer activity, and priorities for service improvement. Participants were also asked to provide optional personal demographic information. The one-page survey was printed in English on one side and Spanish on the other.

Passengers on commuter Routes 785, 786, 787, and 790 received a slightly different version of the survey. The commuter route survey asked respondents to include the stop they were using in Los Angeles County.

A total of 2,057 surveys were collected. The table below shows the total number of surveys collected by route type. Overall, the margin of error was 1.8% at a 95% confidence level. The margin of error was higher on commuter routes, as the sample size was smaller.

Route Type	Total Week	Unique Riders	Surveys	Margin of Error
Local	12,069	6,896	1,866	1.9%
Commuter	1,334	667	191	6.0%
Total	13,403	7,659	2,057	1.8%

[Appendix F](#) provides details of the most recent survey taken from AVTA's Route to Success Existing Conditions report.

This current report includes data from the 2010 census which is the most recent census data available.

AVTA's service area encompasses a population of over 383,551 (Census Block Levels) with a minority population of 46.6%. The total population was derived from a 3/4 mile radius buffer from the center of a route path. The total population was based from 2010 Census block level data. The Demographic Tables and Service Profile Maps included in [Appendix G](#) illustrate the relationship between AVTA's fixed-route service and the demographic makeup of the service area.

4.5 MONITORING TRANSIT SERVICES

AVTA regularly monitors the service in its service area. Performance targets against five key agency goals are monitored. Nine performance indicators are evaluated on a monthly basis to determine if the established performance targets are being met. This evaluation includes route specific ridership, passengers per service hour by route, monthly ridership by route, vehicle loads, on-time performance and level of service to various key transfer points.

The U.S. Census provides demographic information by census tract and block level as identified in Section 4.3, in addition to population estimates, ethnicity, income and other quick facts. This report is used in AVTA's LEP plan and demographic maps and data to determine where minority and low-income residents live within the Authority's service area as illustrated in [Appendix D](#) and [Appendix G](#).

CONCLUSION

This report fulfills the compliance reporting requirements for Title VI as detailed in FTA Circular 4702.1B. This report details AVTA's services, long-range planning efforts and general reporting requirements mentioned in the circular. The program-specific requirements were addressed with a demographic and service profile along with a description of AVTA's service standards and policies. Service changes and service monitoring were also described. The results demonstrates that AVTA serves a diverse population and supplies public transportation equitably to all classified races, ethnicities, and income levels.

Appendix A | Notice of Customer Rights



NOTICE OF CUSTOMER RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

What is Title VI?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance.

The Antelope Valley Transit Authority (AVTA) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

AVTA Title VI Policy

As a recipient of federal funds, the Antelope Valley Transit Authority (AVTA) has certified and provided assurances that it will fully comply with Title VI of the Civil Rights Act of 1964. AVTA is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services, on the basis of race, color or national origin.

No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service that AVTA furnishes on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color or national origin.

Who can file a complaint?

Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin may file a Title VI complaint with AVTA.

How do I file a Title VI complaint?

If you believe you have been discriminated against, you may file a signed, written complaint within 180 days of the date of alleged discrimination.

The complaint should include the following information:

- Your name, address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where, and why you believe you were discriminated against. Include the location, names, and contact information of any witnesses.

The complaint may be filed in writing with AVTA at the following address:

**Antelope Valley Transit Authority
42210 6th Street West
Lancaster, CA 93534
Attention: Customer Service**

Email: TitleVI@avta.com
Telephone: (661) 945 - 9445

To download a complaint form, please visit our website at www.avta.com or you may come also visit our offices at the address listed above.

In addition to the complaint process at AVTA, a complainant may file a Title VI complaint with the:

**U.S. Department of Transportation
Federal Transit Administration
Office of Civil Rights, Region IX
201 Mission Street, Suite 1650
San Francisco, California 94105-1839**

What happens to my complaint at AVTA?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by AVTA will be recorded and immediately assigned a complaint number by AVTA Customer Service.

In instances where additional information is needed for assessment or investigation of the complaint, AVTA will contact the complainant in writing within fifteen (15) calendar days. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint.

AVTA will investigate a formal Title VI complaint within ten (10) calendar days of receiving the complaint. Based upon all of the information received, AVTA will prepare a draft written response subject to review by AVTA's Executive Director.

The Executive Director will determine if the complaint may be administratively closed after the draft is written, or if a final written response is needed. If a final written response is needed, AVTA will send the response to the complainant and advise the complainant of his/her right to file a complaint externally.

How will I be notified of the outcome?

AVTA will send a final written response to the complainant and advise the complainant of his or her right to file a complaint externally. AVTA will use its best efforts to respond to Title VI complaints within 60 business days of its receipt of such complaints.

661.945.9445 avta.com



AVISO DE DERECHOS DE CLIENTE DEL TÍTULO VI DE LA LEY DE DERECHOS CIVILES DE 1964

¿Que es Titulo VI?

Título VI de la ley de derechos civiles de 1964 prohíbe la discriminación por raza, color y origen nacional en programas y actividades que reciben asistencia financiera Federal.

Antelope Valley Transit Authority (AVTA) se compromete a garantizar que ninguna persona sea excluida de la participación en, o negada los beneficios de sus servicios de transporte en base a raza, color u origen nacional, protegidos por el título VI de la ley de derechos civiles de 1964. Si usted cree que ha sido sometidos a discriminación bajo el Título VI, puede presentar una queja.

AVTA Poliza Titulo VI

Como receptor de fondos federales, Antelope Valley Transit (AVTA) ha certificado y dado garantías que cumplirá plenamente con el Título VI de la ley de derechos civiles de 1964. AVTA se compromete a garantizar que ninguna persona sea excluida de la participación en, o negada los beneficios de sus servicios, sobre la base de raza, color u origen nacional.

Ninguna persona o grupo de personas deberá ser discriminado en relación con el enrutamiento, programación o calidad de servicio de transporte que AVTA equipa en base a raza, color u origen nacional.

Frecuencia de servicio, edad y calidad de los vehículos asignados a las rutas, calidad de las estaciones diferentes rutas y la ubicación de las rutas no puede determinarse sobre la base de raza, color u origen nacional.

¿Quién puede presentar una queja?

Cualquier persona que crea que han, individualmente o como miembro de cualquier clase específica de las personas, sido sometidos a discriminación por motivos de raza, color o nacionalidad puede presentar una queja del título VI con AVTA.

¿Cómo presento una queja de título VI?

Si usted cree que ha sido discriminado, puede presentar una queja en escrito y firmada dentro de los 180 días de la fecha de la supuesta discriminación.

La queja debe incluir la siguiente información:

- Su nombre, dirección y cómo comunicarse con usted (es decir, número de teléfono, dirección de correo electrónico, etc.)
- ¿Cómo, cuándo, dónde y por qué crees que fueron discriminados. Incluyendo la localización, nombres e información de contacto de testigos.

Puede presentar la queja por escrito con AVTA en:

Antelope Valley Transit Authority
42210 6th Street West
Lancaster, CA 93534
Attention: Customer Service

Email: TitleVI@avta.com
Telefono: (661) 945 - 9445

Para descargar un formulario de queja, por favor visite nuestro sitio web en www.avta.com o puede venir también visitar nuestras oficinas en la dirección indicada anteriormente.

Además del proceso de queja en AVTA, el demandante puede presentar una queja de título VI con el:

U.S. Department of Transportation
Federal Transit Administration
Office of Civil Rights, Region IX
201 Mission Street, Suite 1650
San Francisco, California 94105-1839

¿Qué pasa con mi queja en AVTA?

Todas las quejas alegando discriminación basado en raza, color o origen nacional en un servicio o beneficio proporcionado por AVTA será grabado e inmediatamente se le asigna un número de queja al servicio al cliente de AVTA.

En casos donde se necesita información adicional para la evaluación o investigación de la queja, AVTA pondrá en contacto con el denunciante por escrito dentro de quince 15 días. Del demandante para proporcionar la información solicitada por una fecha determinada puede ocasionar el cierre administrativo de la queja.

AVTA investigará una denuncia formal del título VI dentro de diez 10 días de calendario después de recibir la queja. Según la información recibida, AVTA preparará en escrito una respuesta, sujeta a revisión por el Director Ejecutivo de AVTA.

La Directora Ejecutiva determinará si la queja puede ser administrativamente cerrada después de que el proyecto está escrito, o si es necesaria una respuesta escrita final. Si es necesaria una respuesta por escrito final, AVTA enviará la respuesta a la denunciante y aconsejar al demandante de su derecho a presentar una queja externamente.

¿Cómo se me notificará los resultados?

AVTA enviará una respuesta final por escrito al demandante y aconsejar al demandante de su derecho a presentar una queja externamente. AVTA utilizará sus mejores esfuerzos para responder a las quejas del título VI dentro de 60 días hábiles después de la recepción de tales denuncias.

661.945.9445 avta.com

Appendix B | Title VI Complaint Form



Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to Customer Service: Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534.

1. Complainant's Name _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Telephone Number (home): _____ (business) _____

5. Person discriminated against (if someone other than the complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

a. Race/Color:

b. National Origin:

7. What date did the alleged discrimination take place?



8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

9. Have you filed this complaint with any other federal, state, or local agency; with any federal or state court? Yes: [] No: []

If yes, check each box that applies:

Federal agency [] Federal court [] State agency []
State court [] Local agency []

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

11. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature

Date

Appendix C | AVTA Fare and Service Change Guidelines

Antelope Valley Transit Authority

Service Change Guidelines

Updated: May, 2014

Policy Statement

It is the policy of the AVTA Board of Directors to require service routes to be periodically evaluated to ensure bus service is responsive to the community's needs while remaining an efficient delivery system. Schedule changes are conducted to modify service based on patronage and/or budget fluctuations. Service changes follow an established timeline and process coinciding with the coach operators bid schedule in June and December.

Each service changes and enhancements at AVTA are developed and evaluated by the planning staff and the operations team based on service improvement concepts recommended by customers and employees, service design studies, and performance monitoring results.

As our community grows, it becomes necessary to adjust our routes to serve new developments and adjust to the changing environment.

The evaluation process includes a formal public review of the proposals, a technical evaluation of ridership and resource impacts based on established service guidelines and standards, environmental considerations, and coordination with key stakeholders in the regional transit system.

Federal guidelines and AVTA policy require that, based on specific measures, a public hearing is held when major service changes to the transit system are considered. Before each proposed service adjustment is approved, the public is notified of the upcoming changes. AVTA conducts public hearings, public outreach, ride-a-longs on impacted lines, and rider surveys for public comments. We also make the proposed service change information easily available onboard AVTA buses.

The Board has developed a process for receiving public testimony, which is utilized to evaluate proposed changes before any decision is approved by the Board. Once a program is reviewed and approved by the Board of Directors new public timetables and bus operator work assignments are developed.

AVTA recommends fare policy changes based on the requirement of achieving minimum farebox recovery ratio objectives set for Fixed Route and Commuter Service. AVTA is required by the Transportation Development Act to maintain a farebox recovery ratio of at least 20% for its general public services

Service Change Timeline

Key Activities	Required Lead Time*
Planning Process Begins	6
Develop Preliminary Recommendations, Routing and Schedules	5
Impact Analysis on Proposed Changes	3-4
Public Review and Feedback	3-4
Finalize Program	2
Program Approval	2
Develop Operator Assignments	2
Print Public Schedules and Maps	1

Required Lead Time: Month's prior to service implementation.

Implementing minor Changes on an Interim Basis

Minor service changes are generally route and/or schedule modifications that can be accommodated without impacting the vehicle or operator requirements of the service. AVTA can make minor route and/or schedule modifications (not requiring a public hearing) not to exceed an annual cost.

Service Change Measures

Federal guidelines and AVTA policy require that a public hearing be held when major service changes to the transit system are considered. Major Service changes, as defined by AVTA, include the following:

- A change of 25% or more of service on any route.
- A change of 25% or more in the revenue vehicle miles made to any route.
- A new transit route is proposed.
- A transit route is eliminated.

Standard seasonal variations in transit service are exempt from public hearing requirements.

Emergency service changes may be instituted for 180 days or less without prior notification. A public hearing must be held during that time if the emergency service is to remain in effect for more than 180 days.

Impact Analysis for Proposed Changes

Prior to approval, service changes undergo a technical evaluation. The purpose of the evaluation is two-fold: 1) to define and evaluate the impact on riders; and 2) to develop appropriate mitigation measures if needed. Factors considered are: service performance, availability of alternatives and special mitigation strategies. As part of this evaluation process, resource impacts including in-service hours and vehicles are also tracked to ensure compliance with budget parameters.

Title VI Process for Major Service Changes

Title VI of the 1964 Civil Rights Act states that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Title VI bars intentional discrimination as well as disparate impact discrimination (i.e., a neutral policy or practice that has a disparate impact on protected groups).

Chapter V part 4 of the Federal Transit Administration Circular 4702.1A requires transit agencies serving large urbanized areas to evaluate significant system-wide service and fare changes at the planning and programming stages to determine whether proposed changes would have a discriminatory impact. For service changes, this requirement applies to “major service changes” only and the recipient should establish guidelines or thresholds for what it considers a “major service change” to be.

AVTA must ensure that there is Title VI consideration whenever there is a change in service that could impact minority communities. AVTA must describe significant service changes relating to hours or days of operation, headways or fares, and provide an analysis of the effect that any proposed changes may have on minority, Limited English Proficiency (LEP), and low-income communities.

All major service changes will be screened to determine if they have a disproportionate impact on minority, low-income and LEP communities (target populations). The routing of those services, for which major changes are recommended, will be analyzed using U.S. Census information to determine if the route serves a large share of the target population(s). If it does, then the impacts of the change will be determined, and if they are significant, mitigation may be recommended, alternative services identified, and the change could be withdrawn. If the route does not serve a large share of the target populations, no further review will be required.

Public Hearing Process

After a service change has been developed by AVTA staff, a public hearing will be scheduled identifying the date, time, and location of the hearing. Information pertaining to the service change program will be summarized and presented in an informational report to the AVTA Board of Directors. The public hearing may be held at the conclusion of an outreach program of at least 30 days.

Public Outreach

Prior to the public hearing, a number of public outreach efforts are made so that the greatest number of patrons may respond to the changes at either a public hearing, or by submitting written comments via email, mail, or fax. The public outreach efforts include:

- Distribution of informational brochures on AVTA buses and at information centers, which include route number, route name and route changes.
- Placement of information cards in holders located behind the bus operator.
- Public outreach at key transportation centers, bus stops, and on-board vehicles occurs up to one month before the public hearing is held. This effort reaches patrons who may not have time to attend a public hearing, and informs them of other communication methods available for filing public comment.

Public participation in the public hearing process is an important step in assisting staff in developing and approving final service changes.

Appendix D | AVTA Limited English Proficiency (LEP) Plan

Antelope Valley Transit Authority Limited English Proficiency (LEP) Plan

Updated: May, 2014

Introduction

The Limited English Proficiency (LEP) Plan has been prepared to address the Antelope Valley Transit Authority's (AVTA) responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin. AVTA will take reasonable steps to ensure that all persons have meaningful access to its programs, service and information, at no additional cost.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicate that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including AVTA.

AVTA's goal is to take responsible steps to ensure meaningful access to benefits, services and information for LEP persons in the service area and eliminate, as much as possible, language barriers. All residents in this service area, should be able to understand and utilize the transit services provided.

Plan Summary

AVTA has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided by AVTA. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required and how to notify LEP persons that assistance is available.

In order to prepare this plan, AVTA undertook the U.S. Department of Transportation's (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number and proportion of LEP persons served or encountered in the eligible service population.

2. The frequency with which LEP persons come in contact with AVTA programs, activities or services.
3. The nature and importance of services provided by AVTA to the LEP population.
4. The resources available to AVTA and overall cost to provide LEP assistance.

A summary of the results of AVTA's four factor analysis is in the following section.

Four-Factor Analysis

1. The number and proportion of LEP persons served or encountered in the eligible service population.

AVTA's service area covers the Antelope Valley and a small portion of the Santa Clarita Valley. The Antelope Valley consists of the cities of Palmdale and Lancaster with some various unincorporated areas of Los Angeles County. For planning purposes, AVTA reviewed the 2008-2014 American Community Survey "Languages Spoken" (S16001) by Census Tract for the AVTA service area.

The AVTA service area has a total population of 397,415 over five years of age. In this population, 66.8% speak only English. Of the 33.1% that speak a language other than English, approximately 56,904 residents, or 14.32%, indicated that they speak English "less than very well". Of the 56,904 residents that would be considered LEP, (speak English "less than very well") 51,441 or 90% are Spanish speakers.

Other languages spoken within the AVTA service area include: **Indo-European** (*Arabic, Armenian*), **Asian and Pacific Island** (*Chinese, Korean, and Vietnamese*) and all **other languages** (*everything not mentioned above*). The table below illustrates the number of LEP residents by language.

AVTA Non English Speaking LEP Population		
Language	LEP Speakers	LEP Percent (of Total Population)
Spanish	51441	12.94%
Armenian	500	0.13%
Chinese	892	0.22%
Korean	838	0.21%
Vietnamese	637	0.16%
Arabic	774	0.19%
Tagalog	1822	0.46%
Total	56904	14.32%

Based on the demographics outlined above, the primary focus of AVTA efforts is on the Spanish speaking segment of the LEP population.

2. The frequency with which LEP persons come in contact with AVTA programs, activities or services.

AVTA serves LEP persons daily via our fixed route and dial-a-ride services. The majority of our LEP persons are Spanish speakers. To date, the most frequent contact between LEP persons and our

transit staff is with bus operators. In order to have more Spanish assistance on board our buses, all coach operator recruiting flyers and website postings have included that, "Spanish is desired". The second highest is our customer service representatives, which 90% speak Spanish fluently and have the ability to translate. At this time we do not track which calls or in person visits are from LEP individuals. However our call center phone system allows patron to request to speak with a Spanish speaking individual.

- LEP Attachment 1, provides the full 2008-2014 American Community Survey "Languages Spoken" (S16001) by the Census Tract level of the service area.
- LEP Attachment 2, Illustrates the service area and route map with LEP language densities.

3. The nature and importance of services provided by AVTA to the LEP population.

AVTA provides important transit services to the public through its fixed route and Dial-a-Ride services. AVTA is the only major public transportation provider in the Antelope Valley and provides Commuter bus service between the Antelope Valley and the Los Angeles basin (Century City, San Fernando and the Downtown Los Angeles). AVTA also provides service to Santa Clarita with the Route 790, dubbed the North County TRANSporter. AVTA provides residents, including LEP persons, transportation services for the purpose of commuting to work, shopping, recreational needs, personal errands, school and other services the public accesses frequently.

4. The resources available to AVTA and overall cost to provide LEP assistance.

Providing translation services to allow LEP populations to participate in the development of AVTA's core planning and investment policies is a routine practice for the Authority. The customer service call center, which processes customer comments by phone, mail, email and in-person, currently benefits from having eight of nine staff members who speak, read and write Spanish.

Documents translated into Spanish include: rider alerts posted on our buses and at bus stops; fare and/or service change information; and current fare and pass information. We currently provide a Spanish translator at each one of our community events and have developed Spanish language marketing campaigns promoting the benefits of public transportation via Spanish newspapers, television and radio ads. AVTA's website also provides a one button click solution to for translation to Spanish. In addition, AVTA has developed 15 English and Spanish travel training videos as part of our mobility management program.

Based on the four-factor analysis, AVTA developed its LEP Plan as outlined in the following section.

Limited English Proficiency (LEP) Plan Outline

How AVTA and staff may identify an LEP person who needs language Assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have a bilingual staff person greet participants as they arrive to an AVTA sponsored events. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English.
3. Consistently monitor the number of people that access the transit website in Spanish. And continue to update the site wherever needed.
4. If a vehicle operator encounters a customer in need of assistance in a language other than English, vehicle operators are instructed to try to obtain their contact information and give this information to their manager for follow-up.
5. Automated phone tree is available in English and in Spanish. Callers are given the opportunity to speak directly to a Spanish speaking staff person.

Language Assistance Measures

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which AVTA staff responds to LEP persons, whether in person, by telephone or in writing.

- Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on programs and services.
- Provide a bilingual staff member at all community events and public hearings.
- Continue to survey bus operators, dispatchers and customer service staff, on their experience concerning any contacts with LEP persons during the previous year;
- Continue to post the AVTA Title VI notice and LEP Plan on the agency website, www.avta.com;
- Continue travel training to LEP persons with the assistance of bilingual staff;
- Include language "Spanish a plus" on bus operator and customer service staff recruitment flyers and onboard recruitment posters;
- When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service within the given time notice.

Staff Training

The following training is provided to all AVTA staff:

1. Information on the AVTA's Title VI procedures and LEP responsibilities
2. Documentation of language assistance requests
3. How to handle a potential Title VI/LEP complaint

All contractors or subcontractors performing work AVTA will be required to follow the Title VI and LEP guidelines.

Outreach Techniques

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers and agendas will also be printed in the alternative language based on the known LEP population (Spanish). Interpreters will also be available as needed.

Monitoring and Updating the LEP Plan

AVTA will update the LEP plan as required by the U.S. DOT. At minimum, the plan will be reviewed and updated every three years or when it is clear that higher concentrations of LEP individuals are present in the AVTA service area.

Updates will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the need
- Determine whether AVTA's financial resources are sufficient to fund language assistance resources needed
- Determine whether AVTA has fully complied with the goals of this LEP plan
- Determine whether complaints have been received concerning AVTA's failure to meet the needs of LEP individuals

Dissemination of the Antelope Valley Transit Authority LEP Plan

A link to the AVTA LEP Plan and the Title VI Notice is included on the AVTA website at www.avta.com. Any person or agency with internet access will be able to access and download the plan. Alternatively, any person or agency may request a copy of the plan via telephone, fax, and mail or in person and shall be provided with a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which AVTA will provide.

Questions or comments regarding the LEP Plan may be submitted to:

Title VI Officer
42210 6th Street West
Lancaster, CA. 93534
Phone: (661) 729-2224
Fax: (661) 726-2615
Email: titlevi@avta.com

AVTA Demographics Study

Limited English Proficiency Table

	Number of Speakers
Spanish or Spanish Creole	110043
Speak English "very well"	58599
Speak English less than "very well"	51441
Asian	12346
Speak English "very well"	7251
Speak English less than "very well"	5095
Indo-European Languages	6822
Speak English "very well"	4625
Speak English less than "very well"	2197
All Other Languages	2447
Speak English "very well"	1723
Speak English less than "very well"	699

AVTA Non English Speaking LEP Population		
Language	LEP Speakers	LEP Percent (of Total Population)
Spanish	51441	12.94%
Armenian	500	0.13%
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Korean	838	0.21%
Vietnamese	637	0.16%
Arabic	774	0.19%
Tagalog	1822	0.46%
Total	56904	14.32%

Language	Total
Spanish	110043
Speak English "very well"	58602
Speak English less than "very well"	51441
French	645
Speak English "very well"	500
Speak English less than "very well"	145
French Creole	0
Speak English "very well"	0
Speak English less than "very well"	0
Italian	395
Speak English "very well"	314

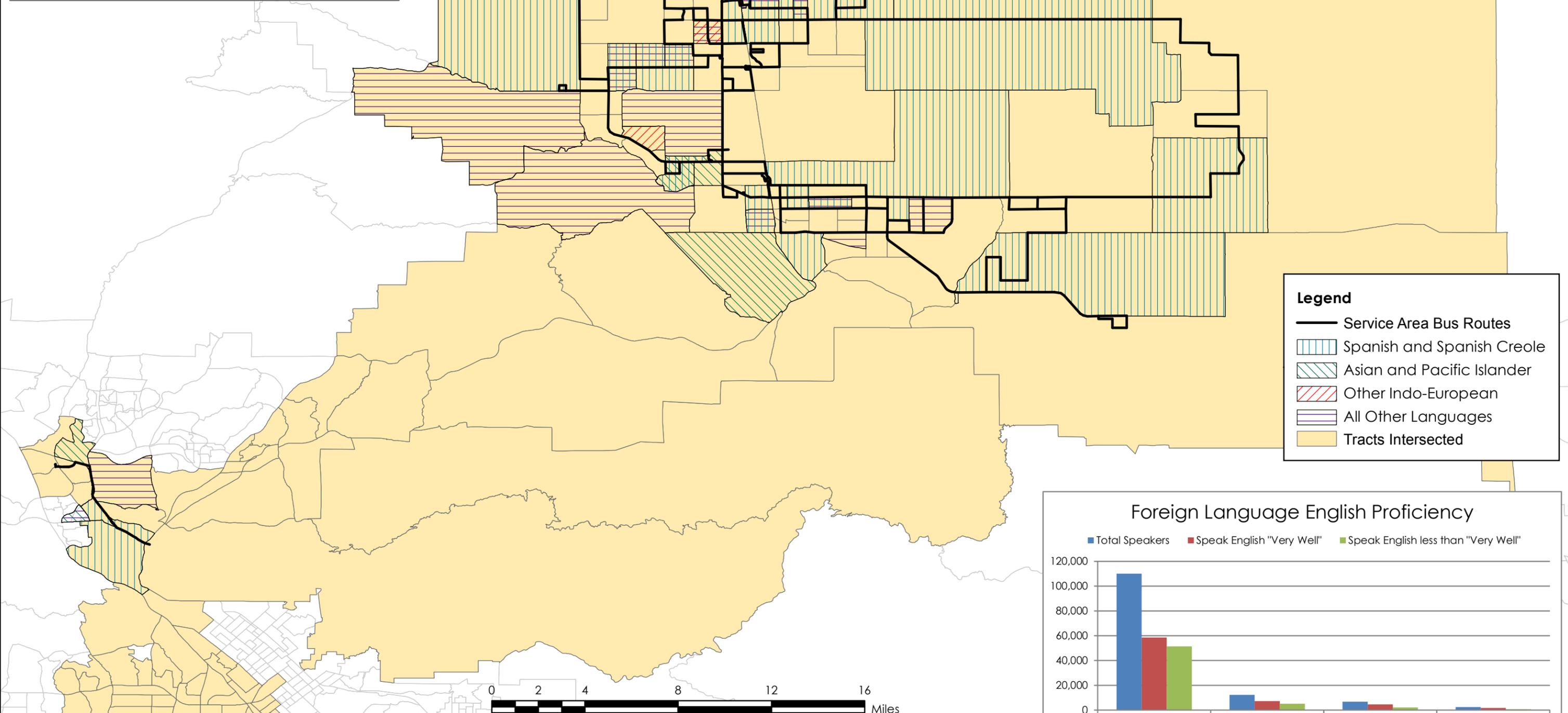
Speak English less than "very well"	81
Portuguese	178
Speak English "very well"	109
Speak English less than "very well"	69
German	705
Speak English "very well"	551
Speak English less than "very well"	154
Yiddish	29
Speak English "very well"	29
Speak English less than "very well"	0
Other Germanic Languages	215
Speak English "very well"	190
Speak English less than "very well"	25
Scandinavian Languages	56
Speak English "very well"	56
Speak English less than "very well"	0
Greek	116
Speak English "very well"	85
Speak English less than "very well"	31
Russian	519
Speak English "very well"	201
Speak English less than "very well"	318
Polish	177
Speak English "very well"	117
Speak English less than "very well"	60
Serbo-Croatian	53
Speak English "very well"	45
Speak English less than "very well"	8
Other Slavic Languages	220
Speak English "very well"	173
Speak English less than "very well"	47
Armenian	1270
Speak English "very well"	770
Speak English less than "very well"	500
Persian	720
Speak English "very well"	326
Speak English less than "very well"	394
Gujarati	0
Speak English "very well"	0
Speak English less than "very well"	0
Hindi	493
Speak English "very well"	367
Speak English less than "very well"	126
Urdu	59
Speak English "very well"	38
Speak English less than "very well"	21
Other Indic Languages	841
Speak English "very well"	635

Speak English less than "very well"	206
Other Indo-European Languages	131
Speak English "very well"	119
Speak English less than "very well"	12
Chinese	1676
Speak English "very well"	784
Speak English less than "very well"	892
Japanese	619
Speak English "very well"	416
Speak English less than "very well"	203
Korean	1305
Speak English "very well"	467
Speak English less than "very well"	838
Cambodian	152
Speak English "very well"	25
Speak English less than "very well"	127
Hmong	99
Speak English "very well"	99
Speak English less than "very well"	0
Thai	378
Speak English "very well"	123
Speak English less than "very well"	255
Laotian	65
Speak English "very well"	35
Speak English less than "very well"	30
Vietnamese	1150
Speak English "very well"	513
Speak English less than "very well"	637
Other Asian Languages	311
Speak English "very well"	248
Speak English less than "very well"	63
Tagalog	5904
Speak English "very well"	4082
Speak English less than "very well"	1822
Other Pacific Island Languages	687
Speak English "very well"	459
Speak English less than "very well"	228
Navajo	0
Speak English "very well"	0
Speak English less than "very well"	0
Other Native American Languages	50
Speak English "very well"	50
Speak English less than "very well"	0
Hungarian	167
Speak English "very well"	89
Speak English less than "very well"	78
Arabic	1709
Speak English "very well"	935

Speak English less than "very well"	774
Hebrew	186
Speak English "very well"	160
Speak English less than "very well"	26
African Languages	263
Speak English "very well"	199
Speak English less than "very well"	64
Other and Unspecified Languages	72
Speak English "very well"	54
Speak English less than "very well"	18

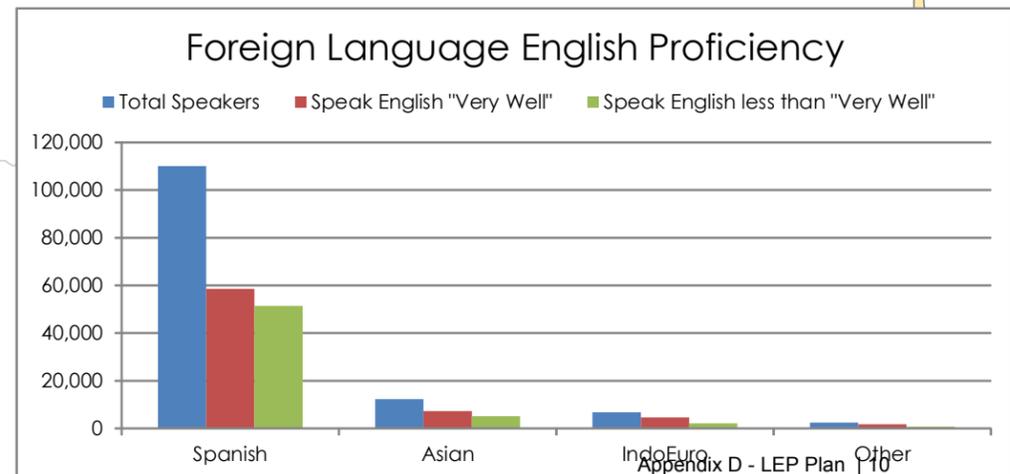


Non-English Language Users and Limited English Proficiency



Legend

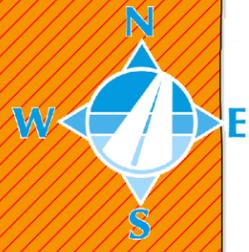
- Service Area Bus Routes
- Spanish and Spanish Creole
- Asian and Pacific Islander
- Other Indo-European
- All Other Languages
- Tracts Intersected



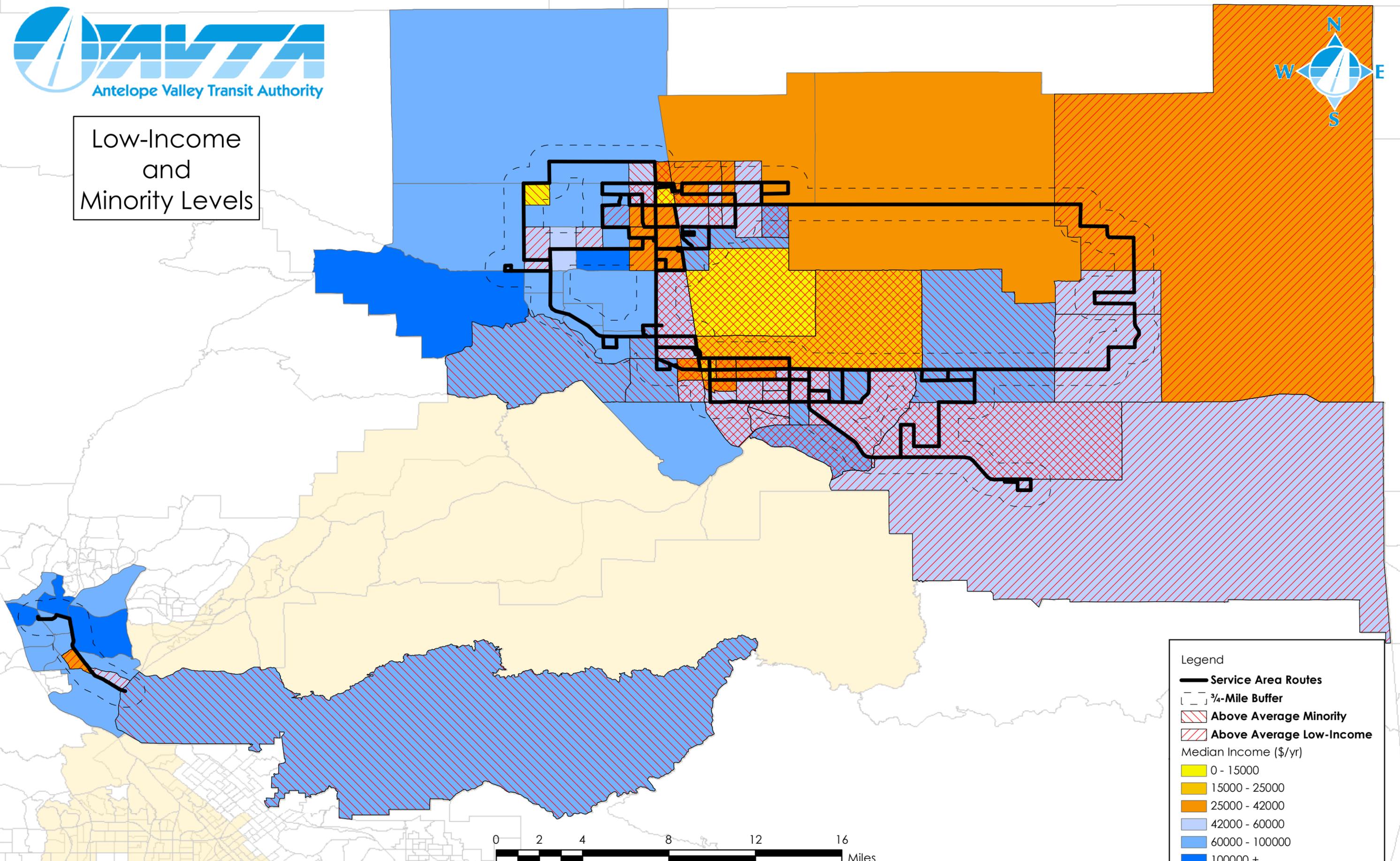
Created by: GDMS April 2014

Based on 2008-2014 American Community Survey Table S1601: Language Spoken at Home

Appendix E | AVTA Low Income and Minority Levels



Low-Income
and
Minority Levels



Legend

- Service Area Routes
- - - 3/4-Mile Buffer
- ▨ Above Average Minority
- ▨ Above Average Low-Income

Median Income (\$/yr)

- 0 - 15000
- 15000 - 25000
- 25000 - 42000
- 42000 - 60000
- 60000 - 100000
- 100000 +



Created by: GDMS April 2014

Based on 2008-2014 American Community Survey Table S1901

Appendix F | Route to Success: Surveys

5 CUSTOMER AND PUBLIC OUTREACH

PASSENGER SURVEY

An on-board survey of AVTA passengers was conducted between January 20th and 24th on all local and express routes.

The local route survey featured 16 questions addressing trip purposes, resources used for trip planning, travel to and from stops, transfer activity, and priorities for service improvement. Participants were also asked to provide personal demographic information. The one-page survey was printed in English on one side and Spanish on the other.

Passengers on commuter Routes 785, 786, 787, and 790 received a slightly different version of the survey. The commuter route survey asked respondents to include the stop they were using in the Los Angeles basin.

A total of 2,057 surveys were collected. Figure 13 shows the total number of surveys collected by route type. Overall, the margin of error was 1.8% at a 95% confidence level. The margin of error was higher on commuter routes, as the sample size was smaller.

Figure 13 Survey Response by Route Group

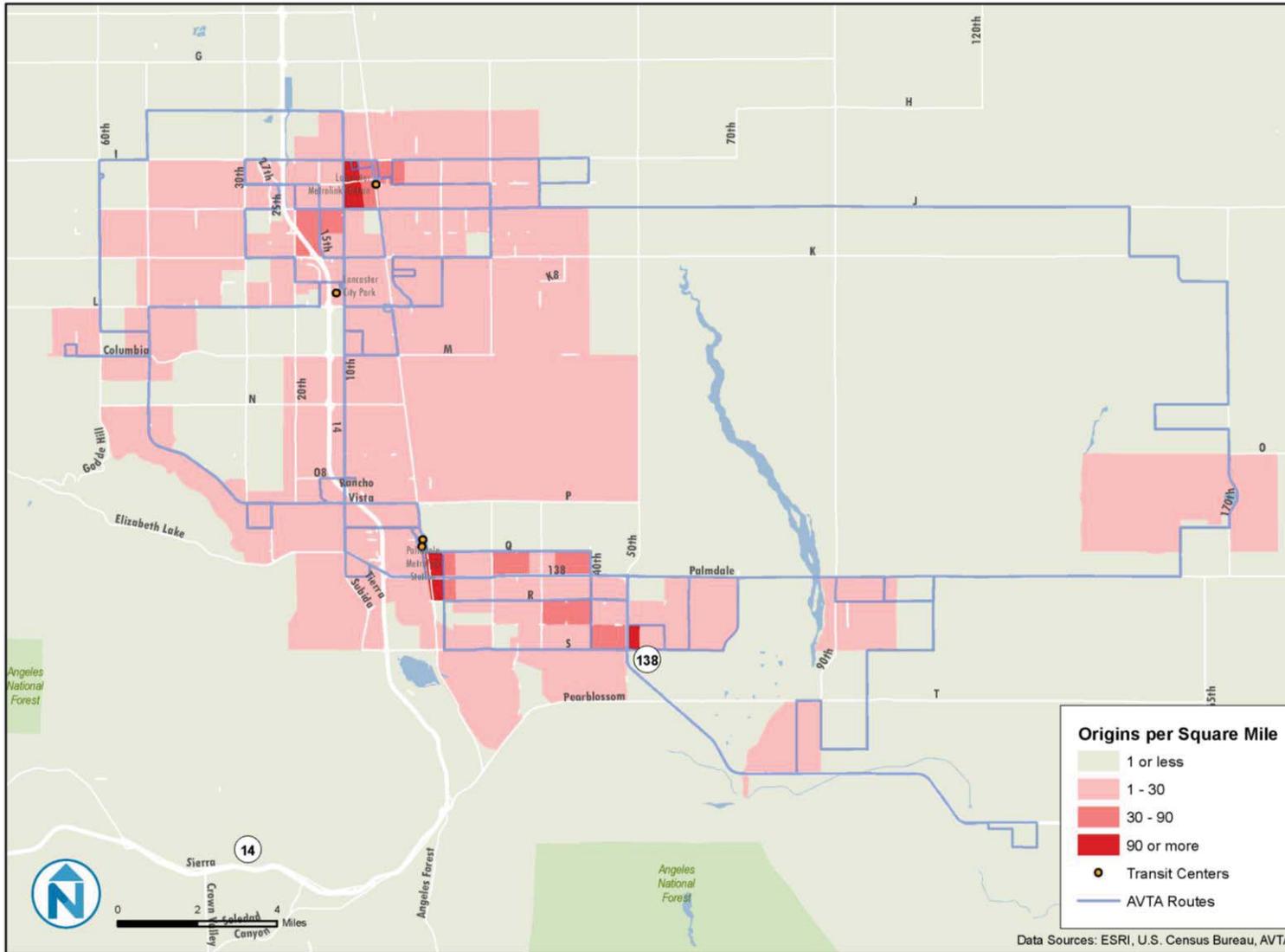
Route Type	Total Week	Unique Riders	Surveys	Margin of Error
Local	12,069	6,896	1,866	1.9%
Commuter	1,334	667	191	6.0%
Total	13,403	7,659	2,057	1.8%

Respondent Origins and Destination

Figure 14, Figure 15, and Figure 16 show survey respondent origins and destinations for respondents on both local and commute routes. Because commute trips were surveyed in the morning, destinations in Los Angeles are shown, while all trips originated in the Antelope Valley. The most trips originated in Lancaster near Avenue I & 10th Street West, in Palmdale near 10th Street E & Palmdale Boulevard, and near Avenue S & 47th Street East. Destinations were similar, although destinations also included the area between Antelope Valley College and the Antelope Valley Hospital. In the Los Angeles area, most destinations were in downtown Los Angeles.

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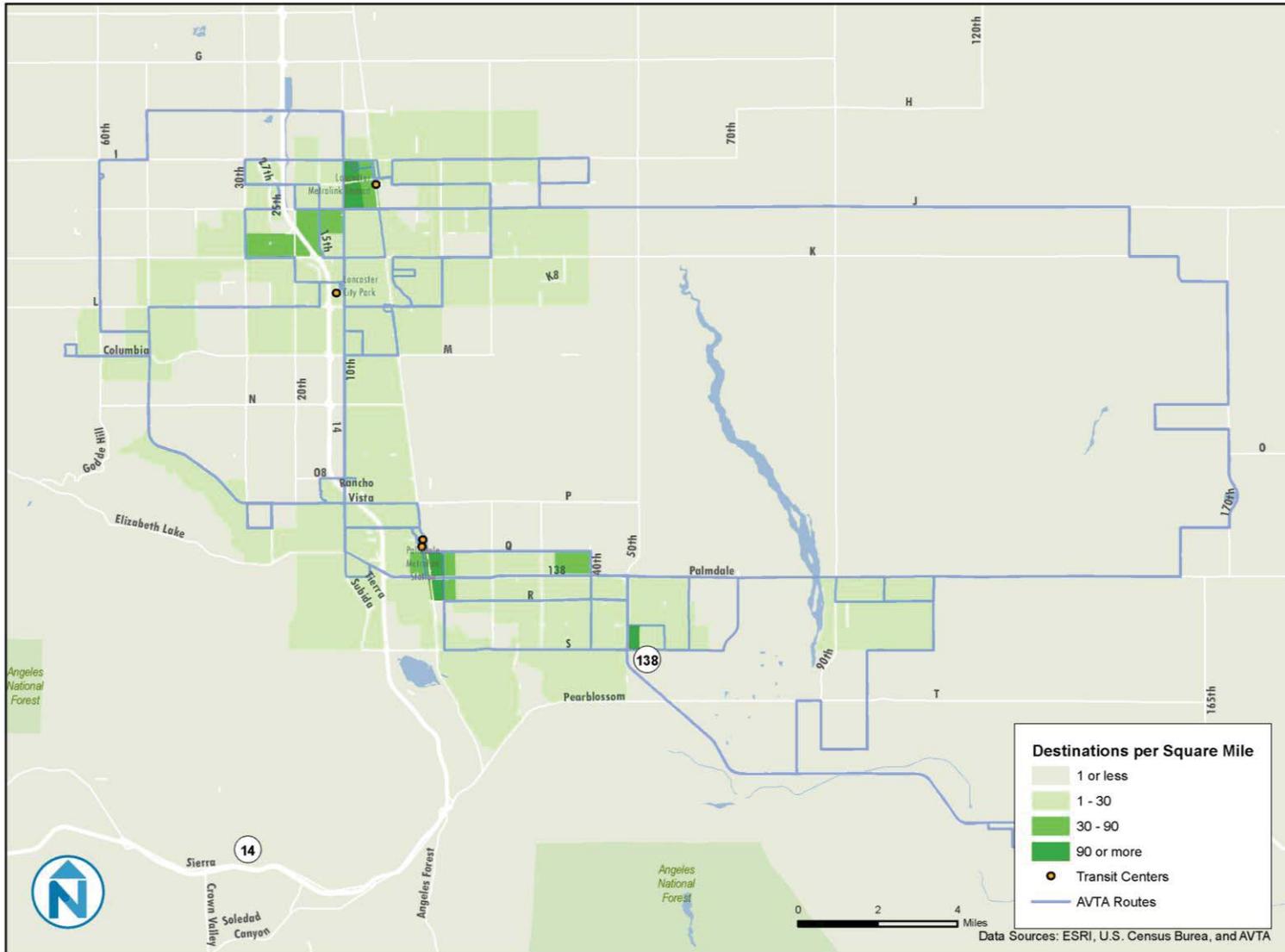
Figure 14 Survey Origins – Antelope Valley



Appendix F - Route to Success: Surveys | 2

COMPREHENSIVE OPERATIONAL ANALYSIS AND TEN-YEAR PLAN – EXISTING CONDITIONS REPORT
 Antelope Valley Transit Authority

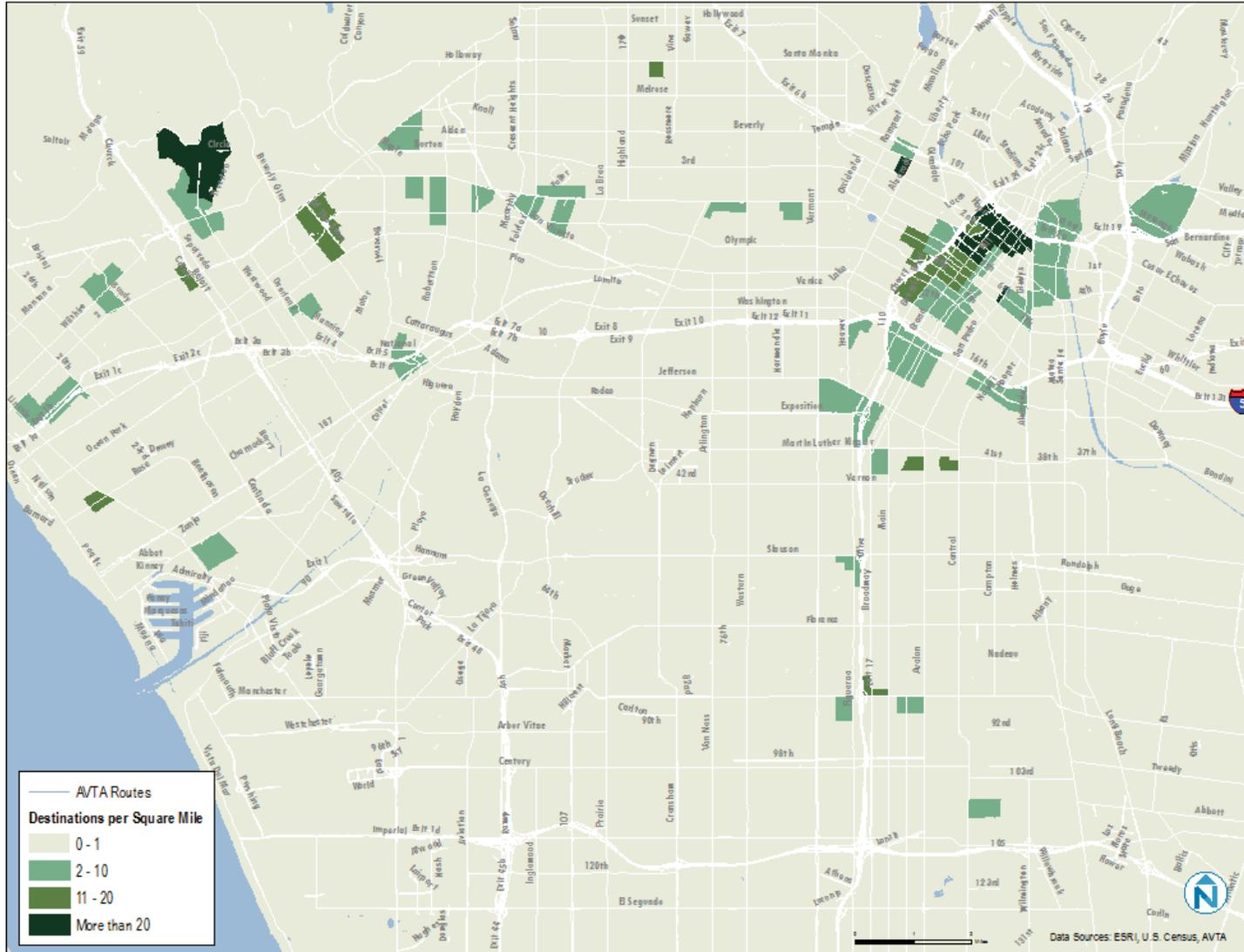
Figure 15 Survey Destinations – Antelope Valley



Appendix F - Route to Success: Surveys | 3

COMPREHENSIVE OPERATIONAL ANALYSIS AND TEN-YEAR PLAN – EXISTING CONDITIONS REPORT
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Figure 16 Survey Destinations – Los Angeles



Appendix F - Route to Success: Surveys | 4

ROUTE TO SUCCESS - COMPREHENSIVE OPERATIONAL ANALYSIS AND TEN-YEAR PLAN
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Survey Response by Route and Hour

The number of surveys included in this analysis is shown by route in Figure 17. The largest number of surveys were collected on Routes 1 and 12 followed by Route 2, Route 3, Route 11, and Route 4. Approximately 100 or fewer surveys were collected on other routes.

Response rate by route for local routes is shown in Figure 18. Only local routes are included as ridership data on the day of the survey was only collected on local service. Some of the routes with very low ridership have high response rates because it was very easy to distribute surveys to all passengers. All routes in the system had above a 10% response rate.

Figure 17 Surveys by Route

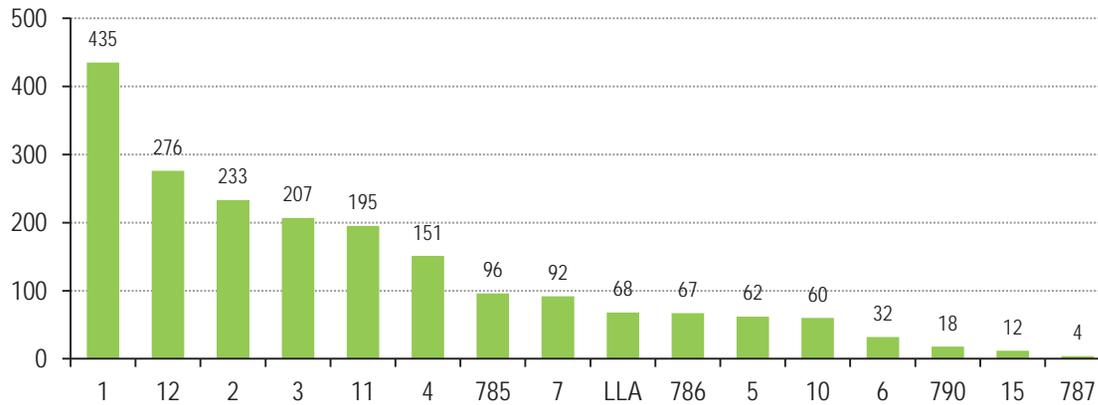


Figure 18 Response Rate by Route

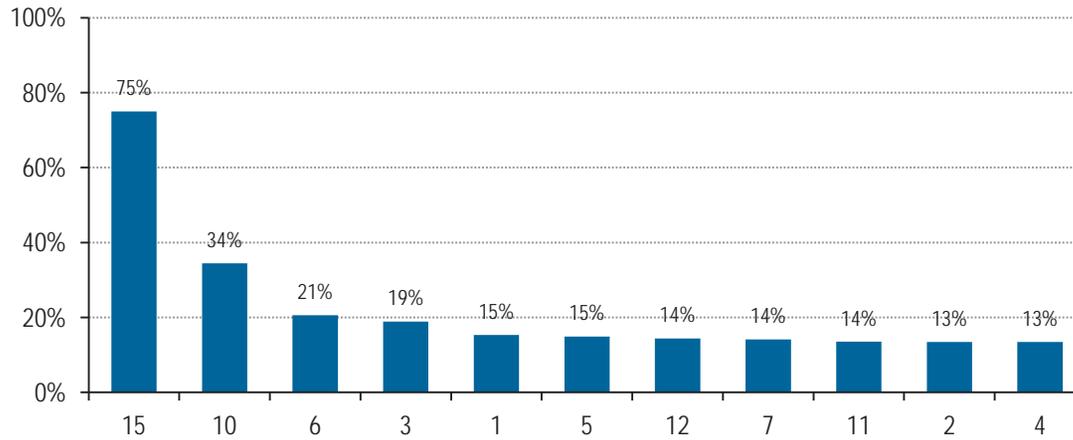
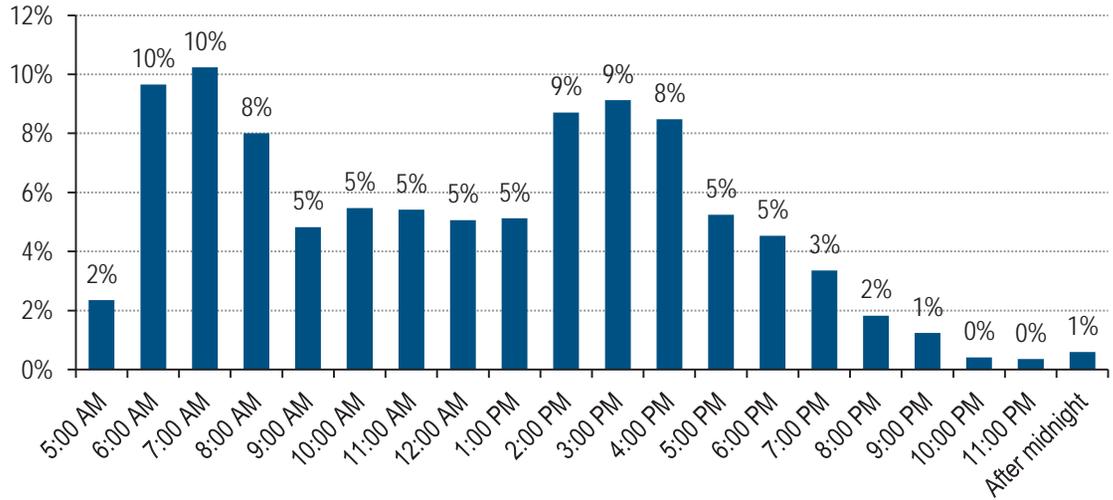


Figure 19 shows boardings per hour for local AVTA routes. Most surveys were collected during peak service hours. Fewer surveys were collected in the evening, as many passengers had likely already been surveyed and many routes do not operate evening service.

Figure 19 Local Route Boardings by Hour

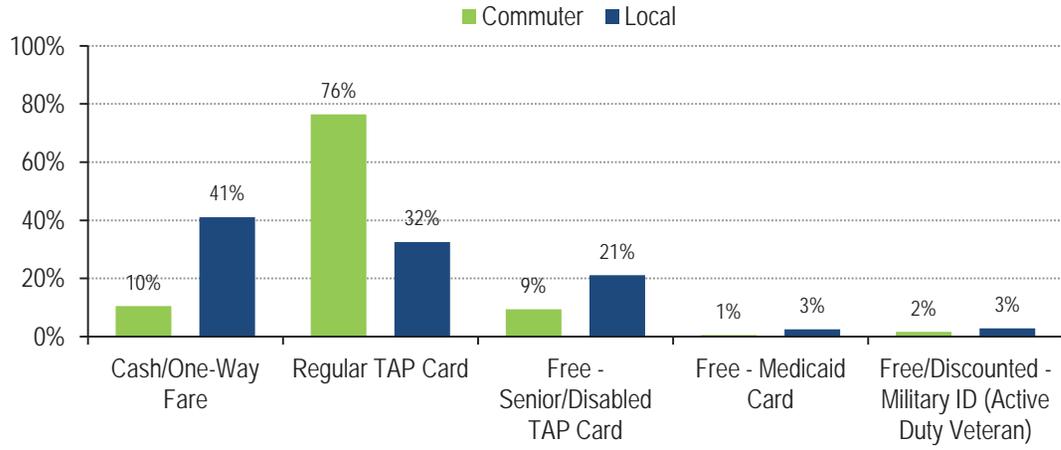


Fare Payment

Figure 20 shows fare payment for local and commuter passengers. On local routes, the most common payment method was cash (41%) followed by TAP card (32%) and Free - Senior/Disabled TAP Card (21%). An additional 10% of local bus riders used cash, and 9% used a free fare TAP card. A small minority of local bus riders used a Medicaid card (3%) or military ID card (3%) to pay for their trip.

On commuter routes, a large majority of riders used a TAP card (76%), which provides a significant savings over paying by cash.

Figure 20 Trip Payment Type

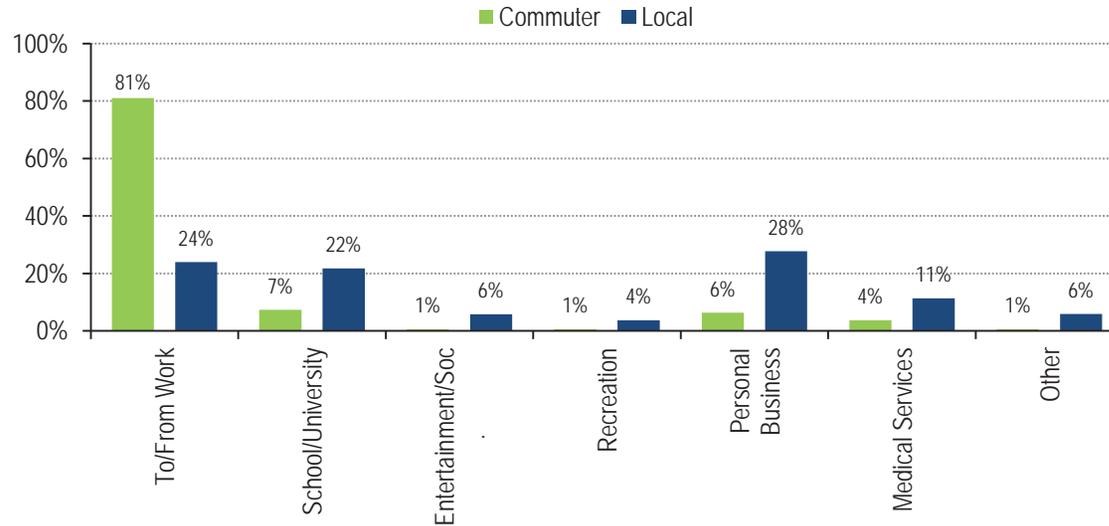


Trip Purpose

Figure 21 illustrates the trip purpose for respondents on local and commuter routes. On local routes, 28% of respondents were riding for personal business (shopping or errands), 24% were riding to or from work, 22% were riding to school or university, 11% to medical services, 6% to entertainment/social, 4% to recreation. The percentage of local bus riders riding to or from work is relatively low compared to similar-sized transit systems. These findings also indicate that students are a primary market that should be more closely studied. Distinguishing high school and college students and identifying their transit needs and preferences is important in retaining attracting and more young riders.

On commuter routes, most riders (81%) were riding to or from work. The remaining 17% of commuter bus riders were riding to school/university (7%), for personal business (6%), or to medical services (4%).

Figure 21 Trip Purpose

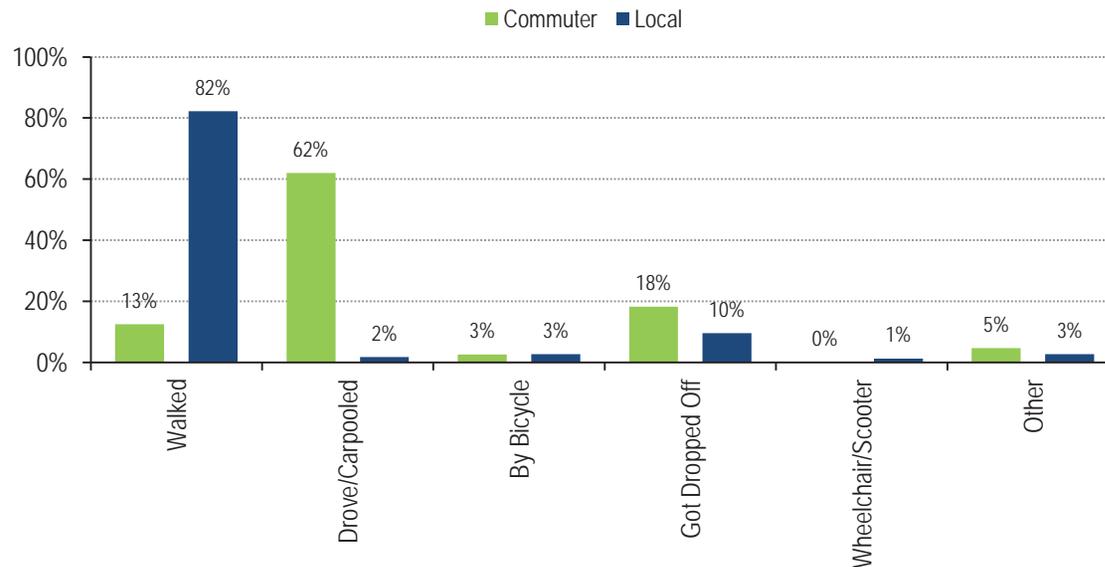


Transit Access Mode

most passengers (82%) walked, while 10% got dropped off, 3% bicycled, 2% drove or carpooled, 1% used a mobility aid, and 3% reported “other”. Responses for other included taking a taxi, using a walker, and skateboarding. On commuter routes, the majority of riders (62%) drove or carpooled and an additional 10% got dropped off. A total of 15% used non-motorized transportation modes including walking and biking. The fact that most local passengers access the bus by foot highlights the importance of pedestrian amenities at stop locations, as well as pedestrian-friendly design at transit centers.

Figure 22 illustrates how riders reached the bus. On local routes, most passengers (82%) walked, while 10% got dropped off, 3% bicycled, 2% drove or carpooled, 1% used a mobility aid, and 3% reported “other”. Responses for other included taking a taxi, using a walker, and skateboarding. On commuter routes, the majority of riders (62%) drove or carpooled and an additional 10% got dropped off. A total of 15% used non-motorized transportation modes including walking and biking. The fact that most local passengers access the bus by foot highlights the importance of pedestrian amenities at stop locations, as well as pedestrian-friendly design at transit centers.

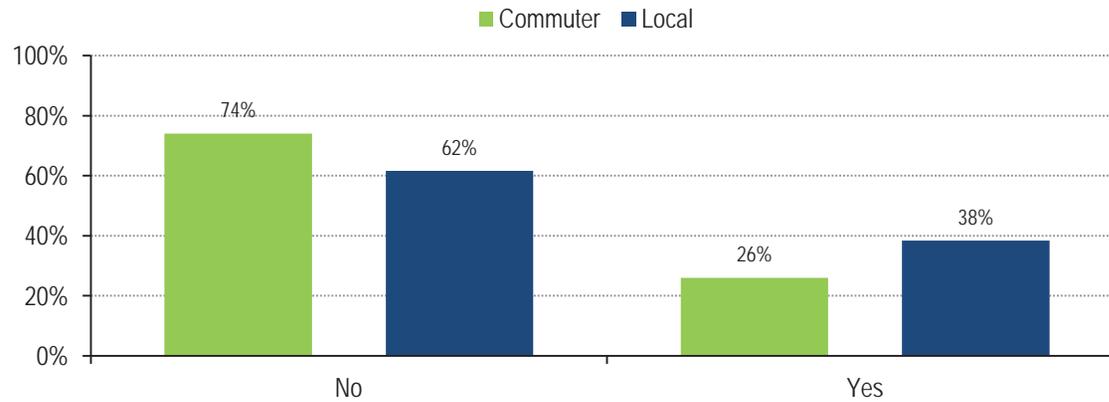
Figure 22 Transit Access Mode



Transfer Patterns

Riders were asked whether they transferred to or from another transit route (Figure 23). Over a third (38%) of local riders reported transferring, while a quarter (26%) of commuter routes reported transferring. The high percentage of riders transferring emphasizes the importance of ensuring that transfers are well-coordinated and easy.

Figure 23 Are you transferring from or to any other routes today?



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Figure 25 shows Commuter Express transfer patterns. Approximately a quarter of commuter riders make a transfer. Of those, the majority transfer to MTA service in Los Angeles, including commuter rail as well as buses. Other services include Big Blue Bus in Santa Monica, DASH in Los Angeles, and USC shuttle service.

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Figure 24 shows the routes that local riders were transferring to and from. Cells in the table with over 10 transfers are shaded orange. Route 1 as the most transferred-to and transferred-from route. Transfers were most common between Route 1 and Route 2, Route 1 and Route 12, and Route 1 and Route 4.

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Figure 24 Local Transfer Patterns

TO	1	2	3	4	5	6	7	10	11	12	15	785	787	LLA	MetroLink	Total
FROM																
1		20	7	30	5	6	3	2	13	30				5		121
2	30		11	1		2	2	3						4		53
3	11	18				2	3	1					1	1	2	39
4	20	1			2		4	1	10	8				2		48
5	6			5			1		7	6				1		26
6	5	3	1													9
7	6	3	9	4	1				3					1		27
10	5	4	3	1		1	1		3	4				2		24
11	12			12	5		4	5		16					3	57
12	35			10	6		2		17			1		4		75
15	2	1						1								4
785			1													1
786			1													1
787														1		1
790			5													5
LLA	4	2		5	1		1	1	4	9	1				1	29
MetroLink	4	1	2													7
Total	140	53	40	68	20	11	21	14	57	73	1	1	1	21	6	527

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Figure 25 Commuter Transfer Patterns

To	785	786	Grand Total
BBB 1		1	1
BBB 3		1	1
BBB 5		1	1
DASH	4		4
MTA 105/705		1	1
MTA 14	2		2
MTA 48	1		1
MTA 51	2		2
MTA 60	1		1
MTA 70/71	3		3
MTA 720		2	2
MTA 81	1		1
MTA Blue Line	2	1	3
MTA Purple Line	2		2
USC Tram	2		2
MTA Red Line	1		1
MTA Gold Line	1		1
Grand Total	22	7	29

Rider Characteristics

Riders were asked whether they would have access to a vehicle if AVTA service was not available for their trip. Only 13% of respondents on local routes reported that they would have access to a vehicle. Figure 20 reveals that close to two-thirds (59%) reported that they would not, while 28% would “sometimes”. On commuter routes, approximately half of respondents reported that they would have access to a vehicle, and another 21% would have access to a vehicle sometimes. Only 30% would not have access to a vehicle if AVTA service was not available. These findings indicate that those riding on local routes are very transit-reliant; very few have the option of using a vehicle for their trip on a regular basis.

Figure 26 Access to a Vehicle

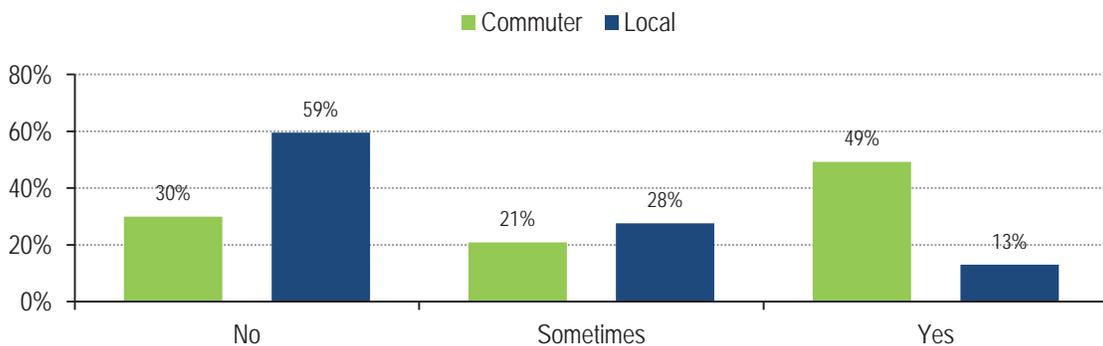
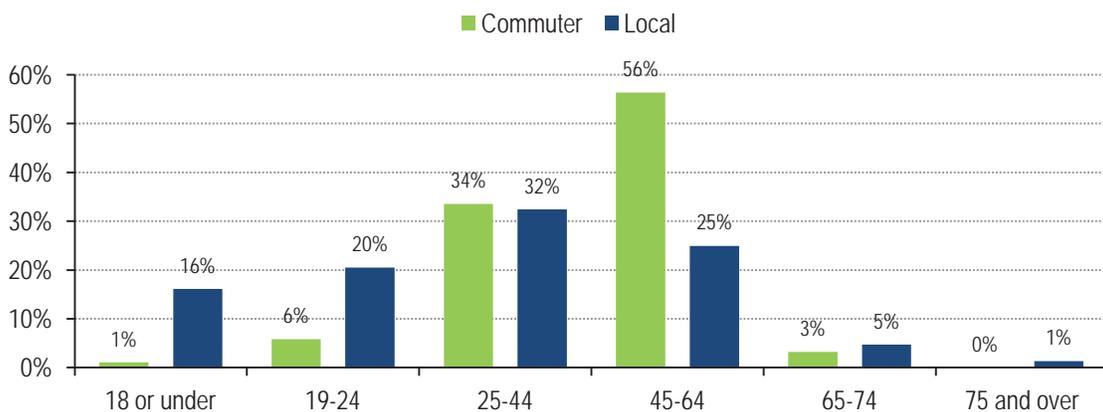


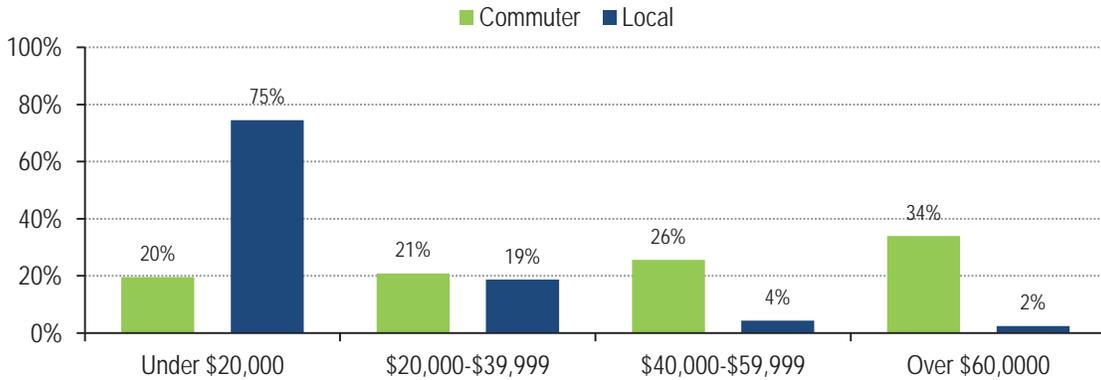
Figure 27 shows survey respondent age. Riders on local routes were most likely to be aged 25-44 (32%), 45-64 (25%), 19-24 (20%), or 18 and under (16%). Very few riders were over 65, which is surprisingly low. It is possible that older riders were less likely to take the survey. Riders on the commuter buses mostly fell into working-age groups. Fifty-six percent of commuter bus riders were aged 45-64 and 34% were aged 25-44.

Figure 27 Age



Household income is shown in Figure 28. On local routes, a large majority of riders (75%) reported earning under \$20,000 per year. Only 19% earned \$20,000-\$39,999, and 6% earned \$40,000 or more. On commute routes, incomes were much higher. Thirty-four percent of commuter bus riders earned \$60,000 and over per year, while only 2% of local riders earned the same amount.

Figure 28 Household Income



Household size did not vary significantly by route type. On local routes, approximately 18% of riders reported household sizes of 1, 2, 3, and 4 persons. An additional 13% reported household sizes of 5, and 14% reported 6 or more. On commuter routes, the largest group of riders reported a household size of 2 (23%), 4 (20%), 1 (18%), and 3 (18%). An additional 15% had households of 5 and 10% had 6 or more.

Figure 29 Persons per Household

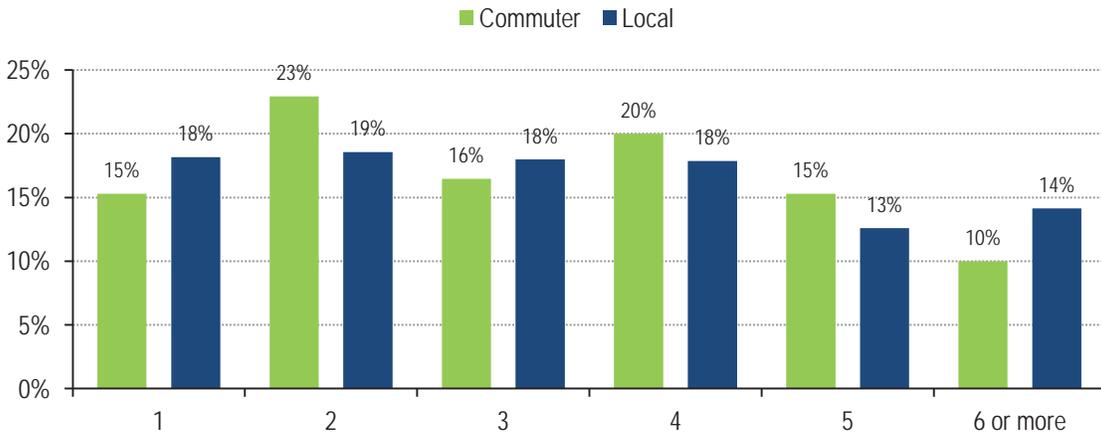
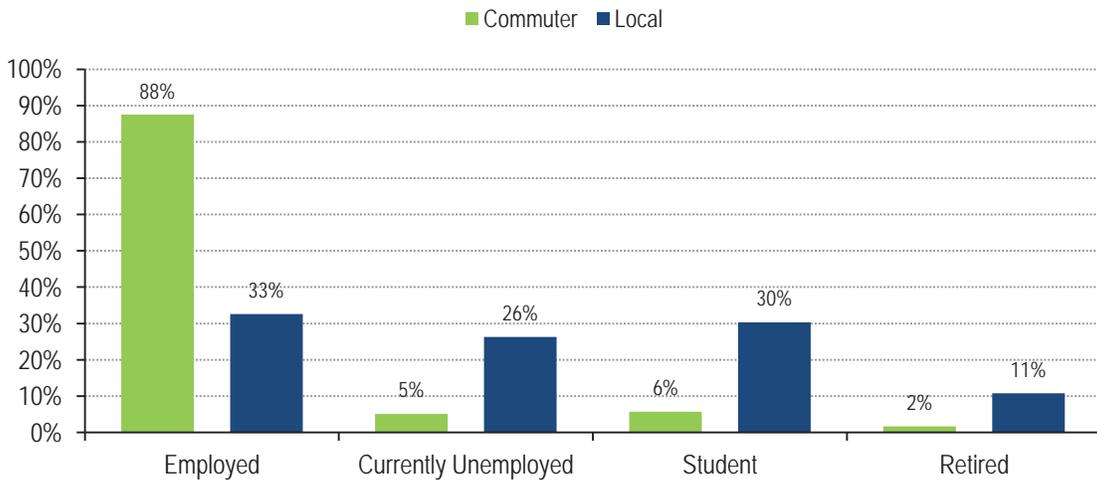


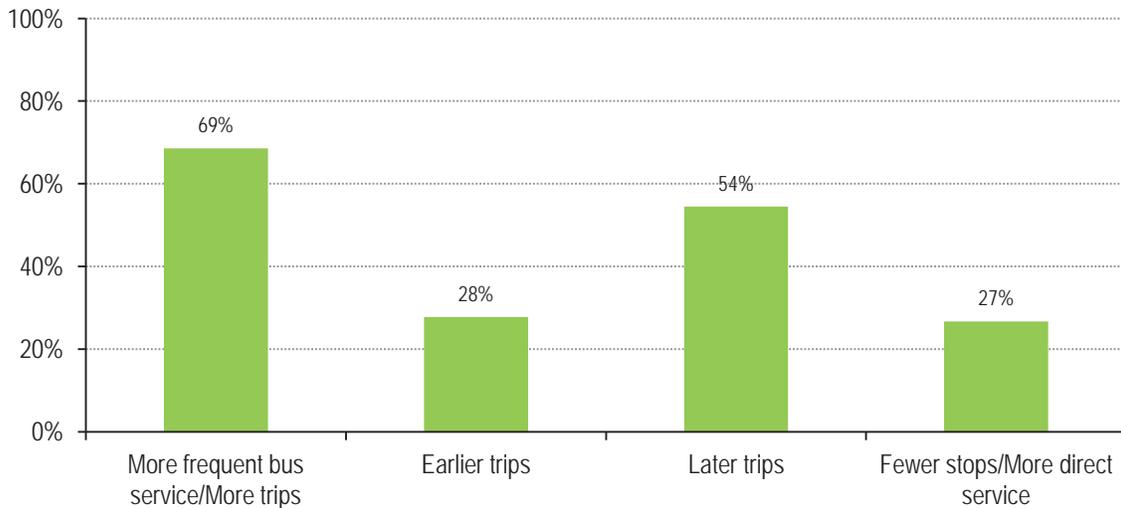
Figure 30 illustrates the employment status of riders. On local routes, approximately one third of riders (33%) were employed, while 26% were unemployed, 26% were students, and 11% were retired. On commuter routes, a larger majority of riders (88%) were employed. Only 5% were unemployed, 6% were students, and 2% were retired.

Figure 30 Employment Status



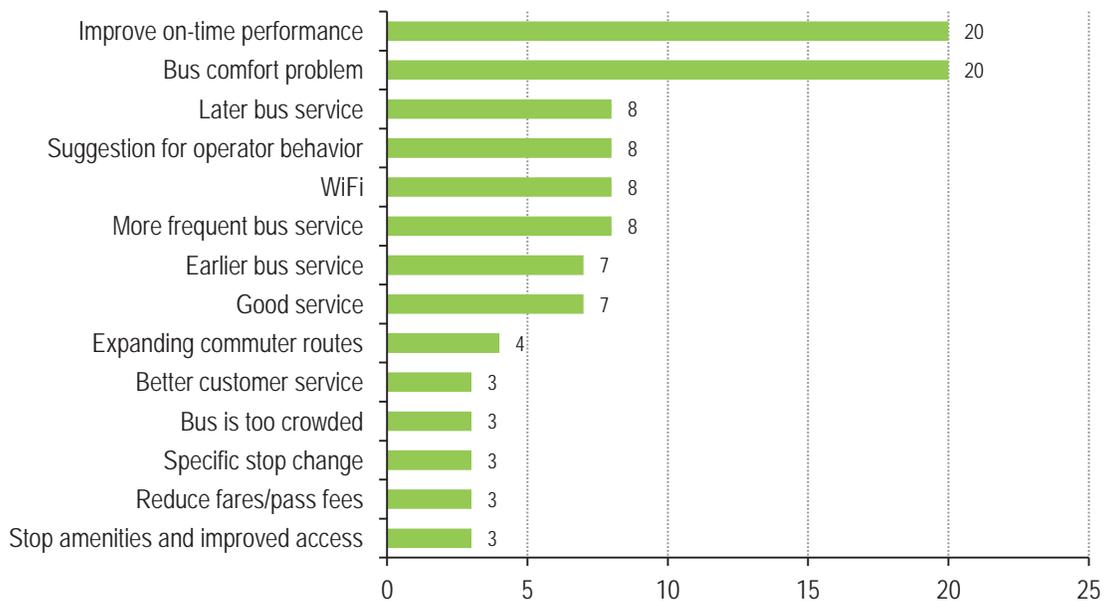
Commuter bus riders were asked about their preference on improvements to the AVTA transit system (Figure 31). Respondents were able to select as many as three service improvements, so the total of all responses is greater than 100%. The most popular service improvements were more frequent service/more trips (69%) and later trips (54%). Less popular service improvements included earlier trips (28%) and fewer stops/more direct service (27%).

Figure 31 Commuter Route Rider Improvement Preferences



Respondents were also able to write in suggestions for other improvements they would like to see (Figure 32). The most common comments related to improving on-time performance (20 comments) and bus comfort issues (20 comments). Other comments addressed more frequent bus service, WiFi, operator behavior problems, later bus service, and earlier bus service. Fewer comments addressed amenities, reduced fares, specific stop changes, expansion of the commuter routes, bus overcrowding, and customer service improvements.

Figure 32 Other Commuter Improvement Preferences



Local bus riders were also asked about their preference for improvements to the AVTA transit system (Figure 33). The survey included several additional responses that were relevant to local service. As with the commute survey, respondents selected multiple responses, so the total percentages add up to over 100 percent.

The most popular service improvements included more frequent service, more weekend service, and later service, with nearly half of respondents selecting these options as a top priority. Less popular service improvements, with roughly a quarter of respondents selecting as important, including earlier service, improved connections, more direct/faster service, and service to new areas. Twelve percent of people wrote in a comment for “other”.

Figure 34 shows the most common types of answers for “other”. The most common other comments related to more frequent bus service, specific bus stop changes, bus comfort issues, better coordination of schedules, and weekend service. Less frequently, comments concerned adding more routes to the network, improving on-time performance, stop amenities and access, operator behavior, and commendations of good service. Several other types of comments had under 10 comments.

Figure 33 Local Route Rider Improvement Preferences

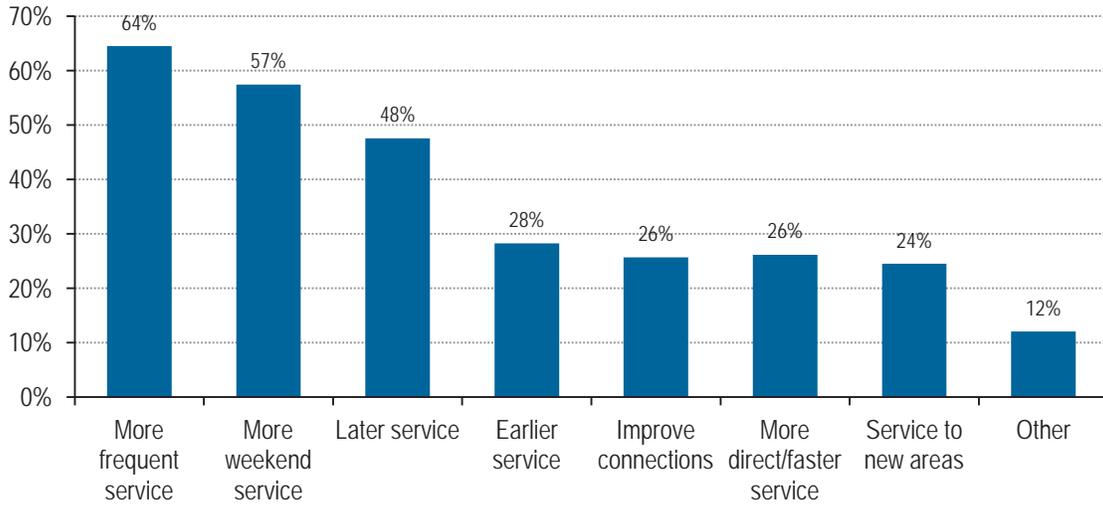
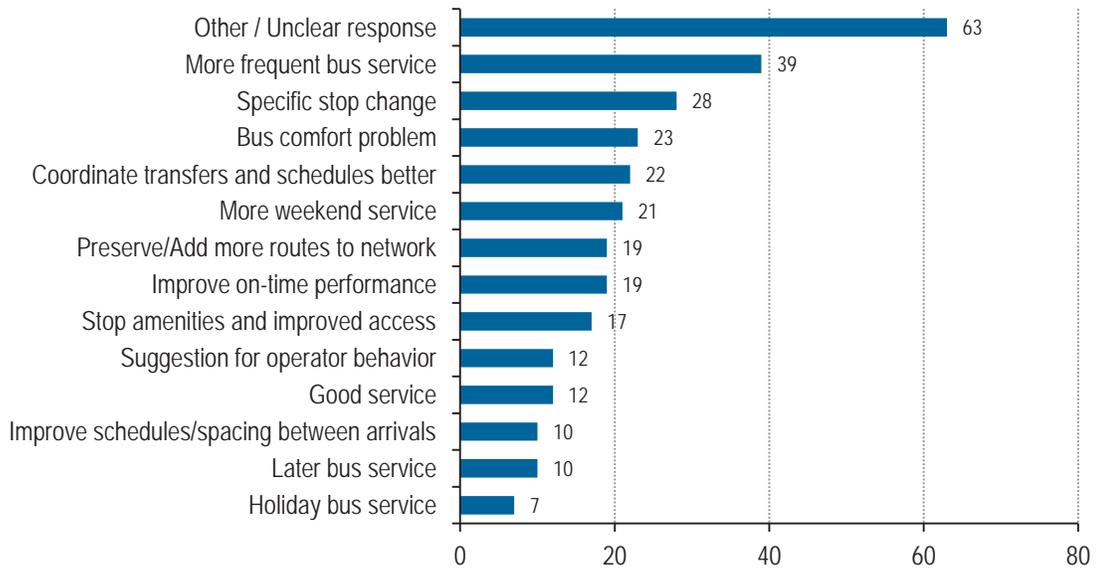


Figure 34 Other Local Route Rider Improvement Preferences



ONLINE SURVEY

As a supplement to the passenger survey, an online survey was developed to capture the opinions and attitudes towards transit held by both existing and potential customers. The online survey was posted on the AVTA website homepage for six weeks. The survey had a total of 86 responses.

As represented in Figure 29, approximately two-thirds of online survey respondents were existing customers. Figure 30 illustrates that of the primary reason why non-riders chose to not take transit is that they prefer to drive.

Figure 35 Do you ride AVTA bus service?

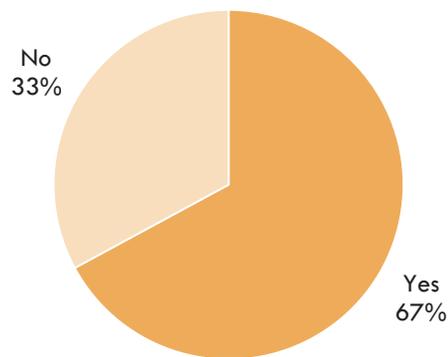
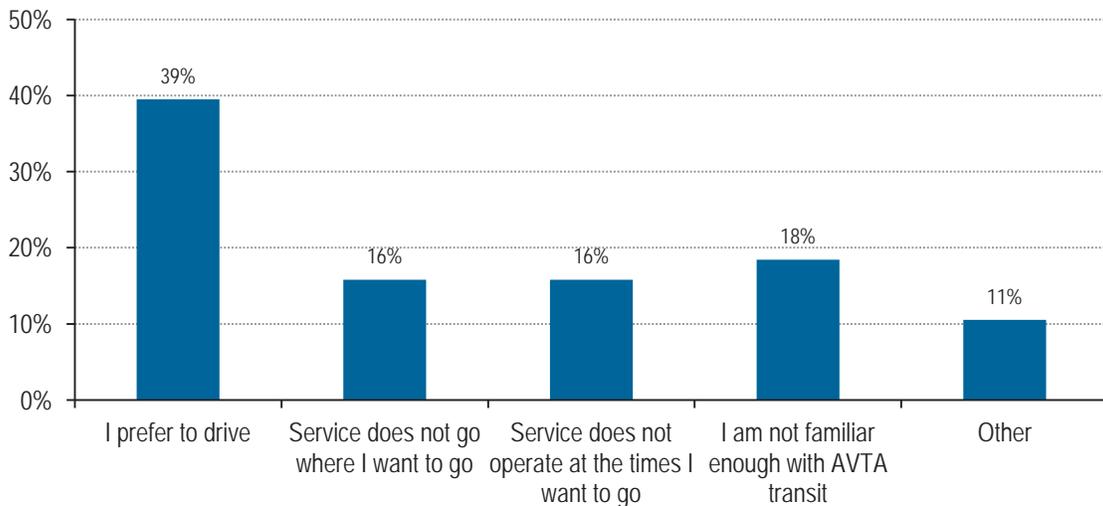


Figure 36 Non-Rider: Why don't you ride AVTA?



Trip Characteristics

Survey respondents were asked a series of questions about their most recent trip on AVTA. Results from these questions are shown in figures 37 to 40.

As shown in Figure 37, the highest number of responses came from riders of Route 785, followed by routes 786 and 12. No responses were received from riders of routes 2, 10, and the North County TRANSporter. When asked if they transferred to another route, 38 % of respondents said yes and 62% said no (see Figure 38).

As shown in Figure 39, the most popular payment method is the regular TAP card (59%), followed by the senior/disabled TAP card that may be used for free rides (22%) on local routes, and cash/one-way fare (17%). Just 2% said that they used a military ID to ride free.

Trip purpose is shown in Figure 40. The most common trip purpose by a wide margin is traveling to and from work, which represented 58% of responses. Other popular responses were school/university (15%) and personal business (11%).

Figure 37 AVTA Riders: What route are you riding/Did you most recently ride?

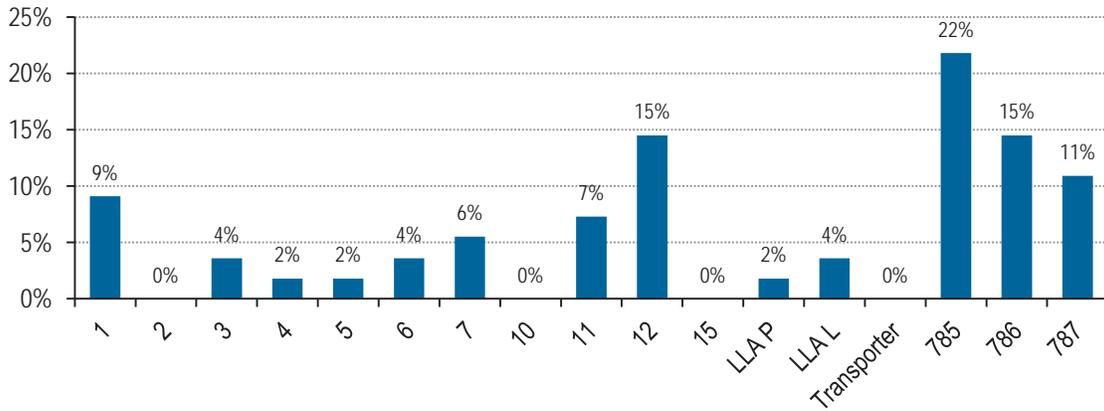


Figure 38 AVTA Riders: Are you transferring to or from any other routes today?

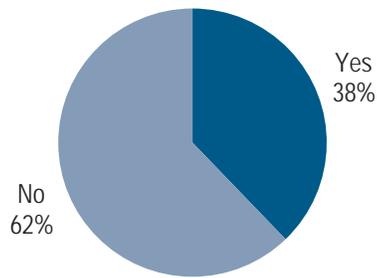


Figure 39 AVTA Riders: How did you pay for your trip?

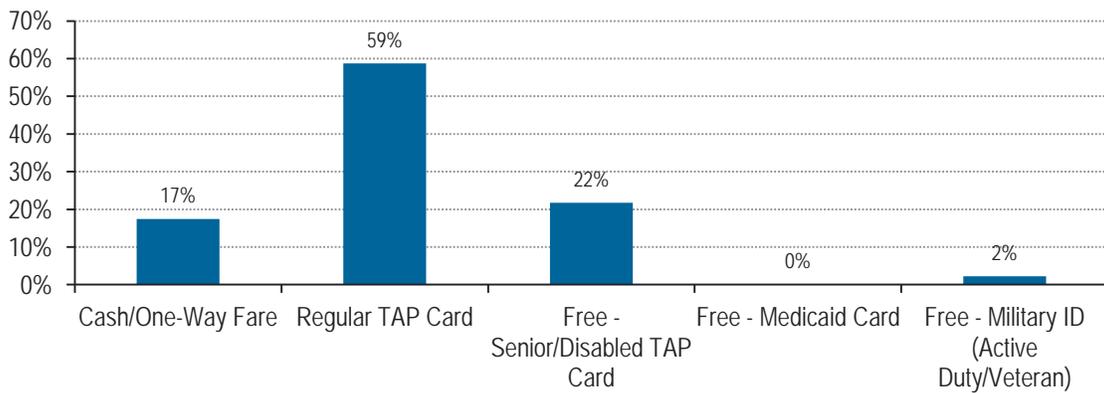
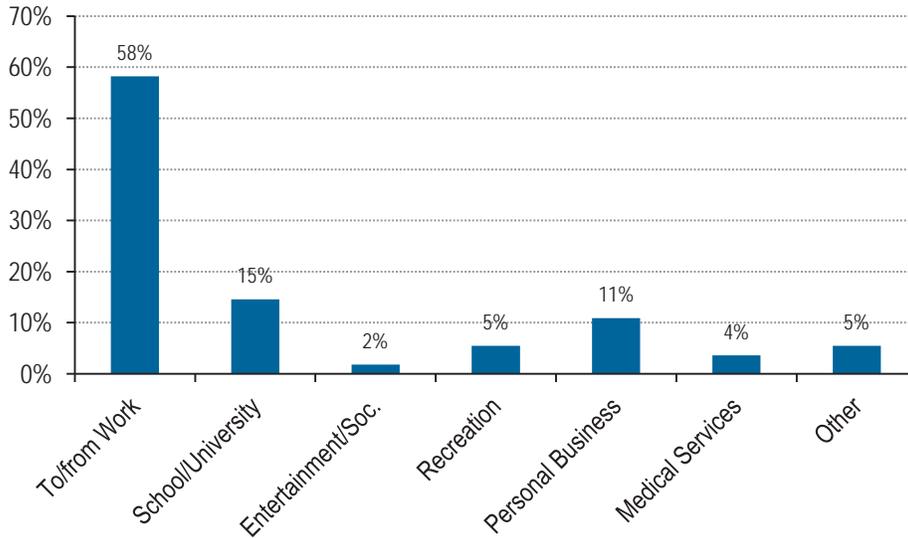


Figure 40 Trip Purpose



Rider Characteristics and Opinions

Responses to rider characteristic questions are shown in the following charts.

Over three-quarters of riders have access to a smart phone, as shown in Figure 41. When asked if they would have a vehicle available if AVTA service was not available, 66% said “yes”, 24% said “no”, and 10% said “sometimes.” This indicates that driving is not an option for about one-quarter of respondents.

When respondents were asked which transit improvements they favored, the most popular choice by a wide margin was “more frequent bus service.” The next three most popular choices were “later bus service,” “improved connections with other routes at Lancaster,” and “earlier bus service.” The remainder of the choices received significant responses as well (see Figure 43).

Figure 41 Do you regularly have smart phone with internet access or texting?

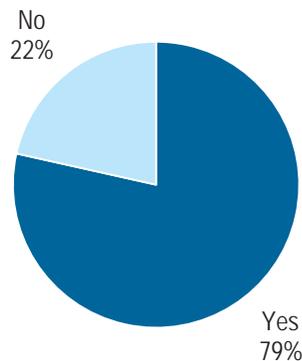


Figure 42 Would you have a vehicle available for your trip if AVTA service was not available?

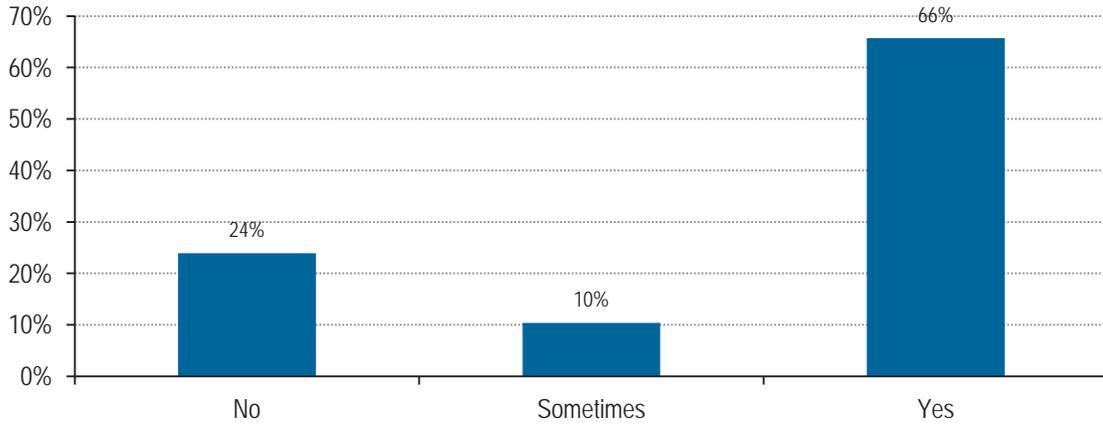
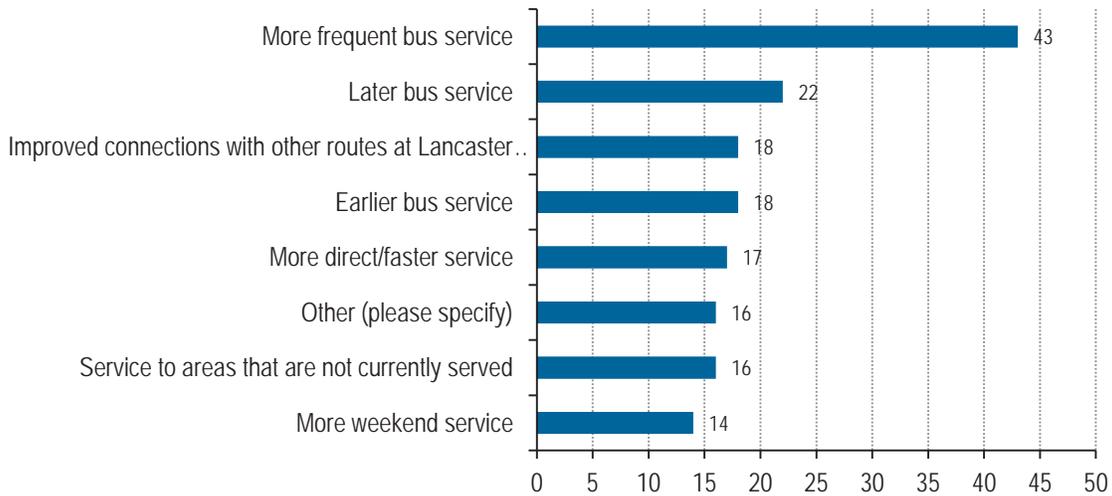


Figure 43 Desired Service Improvements



Demographics

The following charts present demographic characteristics of the survey respondents.

About three-quarters of respondents were between the ages of 25 and 64. Seniors (ages 65-74) made up 12% of respondents, people ages 19-24 made up 3%, and the 18 and under age group made up 9%.

The survey asked for current employment status, and 70% said that they were employed. The remainder were unemployed (10%), students (10%), retired (3%) or other (7%).

In terms of income, 54% had a household income above \$60,000, while 10% were \$40,000 to \$59,000, 20% between \$20,000 and \$39,000, and 16% under \$20,000.

Figure 44 Age

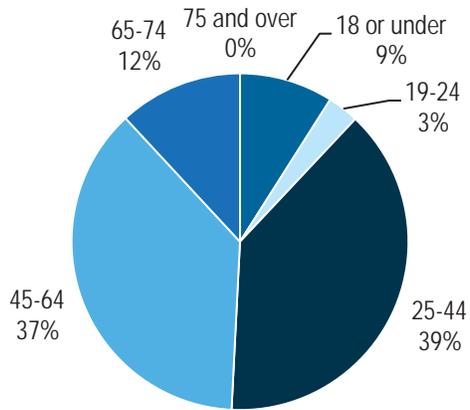


Figure 45 Employment Status

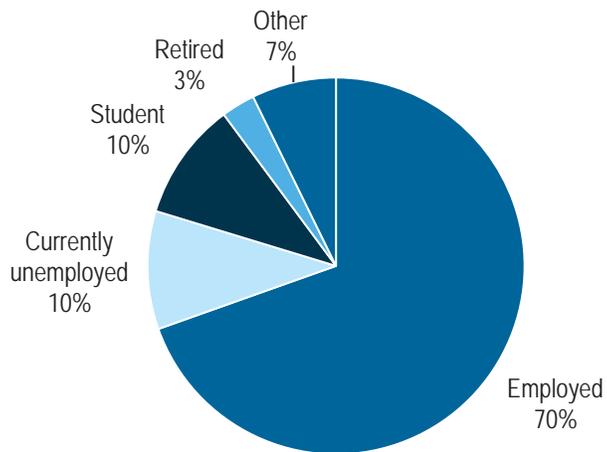
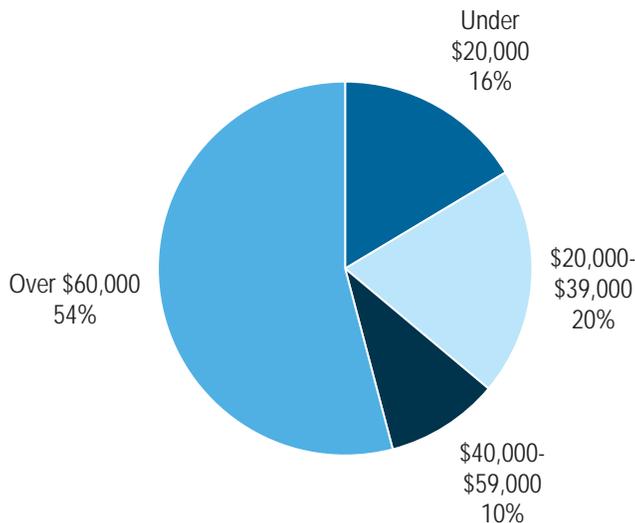


Figure 46 Income



TRANSIT CENTER OUTREACH

To better understand community perceptions, needs and priorities related to public transit, qualitative research was conducted at Lancaster City Park and Palmdale Transportation Center, on January 30, 2014 between the hours of 12:00 pm – 6:00 pm. Field researchers approached riders who were waiting for their buses, and in several cases, boarded and rode buses in order to obtain information. Relying on an interview guide with open-ended questions, researchers talked with riders both one-to-one and in small groups. For example, when there were multiple riders sitting together at bus stops, or on the bus, researchers conducted impromptu focus groups. The open-ended questions offered the opportunity for researchers to probe for more information, rather than simply accepting “yes or no” answers, and to ask follow-up questions in order to obtain greater insight.

A total of 101 individuals representing a sample of transit riders from all age groups provided feedback. A complete record of customer comments is included in Appendix C.

The following is a summary of key themes categorized by the topics which drew the most frequently stated responses, and/or the most emotional responses.

Service Span

Respondents stated the need for extended hours of service. Several persons stated that they and most of their acquaintances and family members, work in the service industry. Customers working closing shifts or shifts with variable end times mentioned leaving work after bus service has ended for the night and relying on taxi service, or friends and family, or walk, to get home. Weekend service is also needed because of the demands of service-industry type of jobs. Some respondents who rely on public transit also emphasized the need for longer weekend hours in order to attend movies and recreational activities, or simply to visit friends.

Schedule Reliability

Buses frequently arriving late were a repeated comment. Another frequently cited concern was that connections are too tight. Many respondents noted that missed connections result in long wait times. Missing connections is a common experience.

Frequency

The buses are spaced too far apart, in terms of headways, was an often repeated concern. The wait between buses is too long. People who ride #1, #10, #12 lines especially stated that their key concern was the long waits. Also, infrequent bus service on weekends was cited as an issue for service-industry workers.

Customers stated that it is important to connect #1 and #2 buses, and #4 needs to run more frequently especially, because it goes to government offices with fixed hours of operation.

Safety and Comfort

Service to Lake LA was described as inferior by the majority of Lake LA riders. This comment was expressed by high school students, mothers with young children, disabled and elderly people. They complained of the long waits between buses, the lack of stops and amenities, and no lighting at stops. Several individuals, including teenagers and the elderly, stated that bus drivers pass waiting passengers due to the poor visibility at dusk and night.

Overall, when on the bus, riders feel safe, and they generally like the drivers. However, a key concern was that several bus stops are too dark, and need lights. This was a high priority. Specifically, #3 southbound feels dangerous and there is a dark stop at 10th and County Road.

Access and Amenities

Access and amenities were described as good or acceptable by most respondents. However, some individuals expressed the need for shade and shelter from wind at all stops in AV.

Information

Most riders rely on printed buses schedules, although a significant number of individuals stated they rely on word of mouth, i.e. asking people waiting at bus stops about the destinations/stops and schedules. Approximately 60% of customers surveyed at both transit centers and on-board buses own a smart phone.

Fares

Many riders stated that they do not pay fares. The majority of those that do pay fares stated that they thought the fare was acceptable, although students stated there should be lower student fares. A majority felt that transfers should be provided. It is easier to come up with \$1.50 fare each day, than the large outlay of cash for a TAP card, according to several transit dependent riders.

A frequently stated suggestion was that passengers should be able to purchase fares via vending machines at the transit centers.

ANTELOPE VALLEY COLLEGE OUTREACH

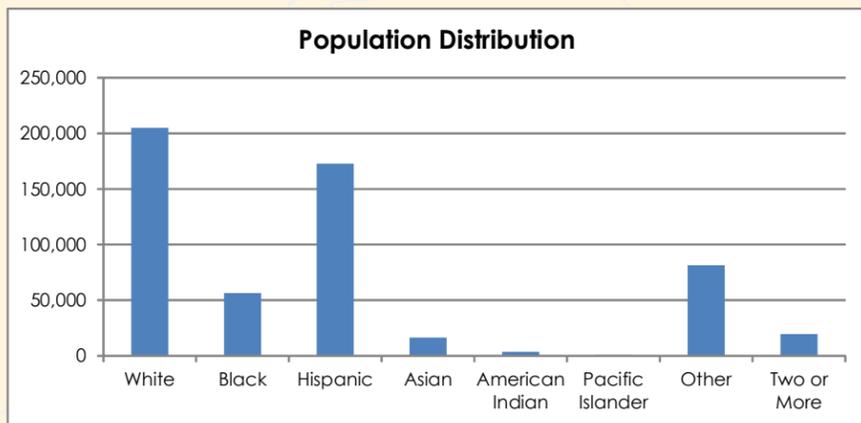
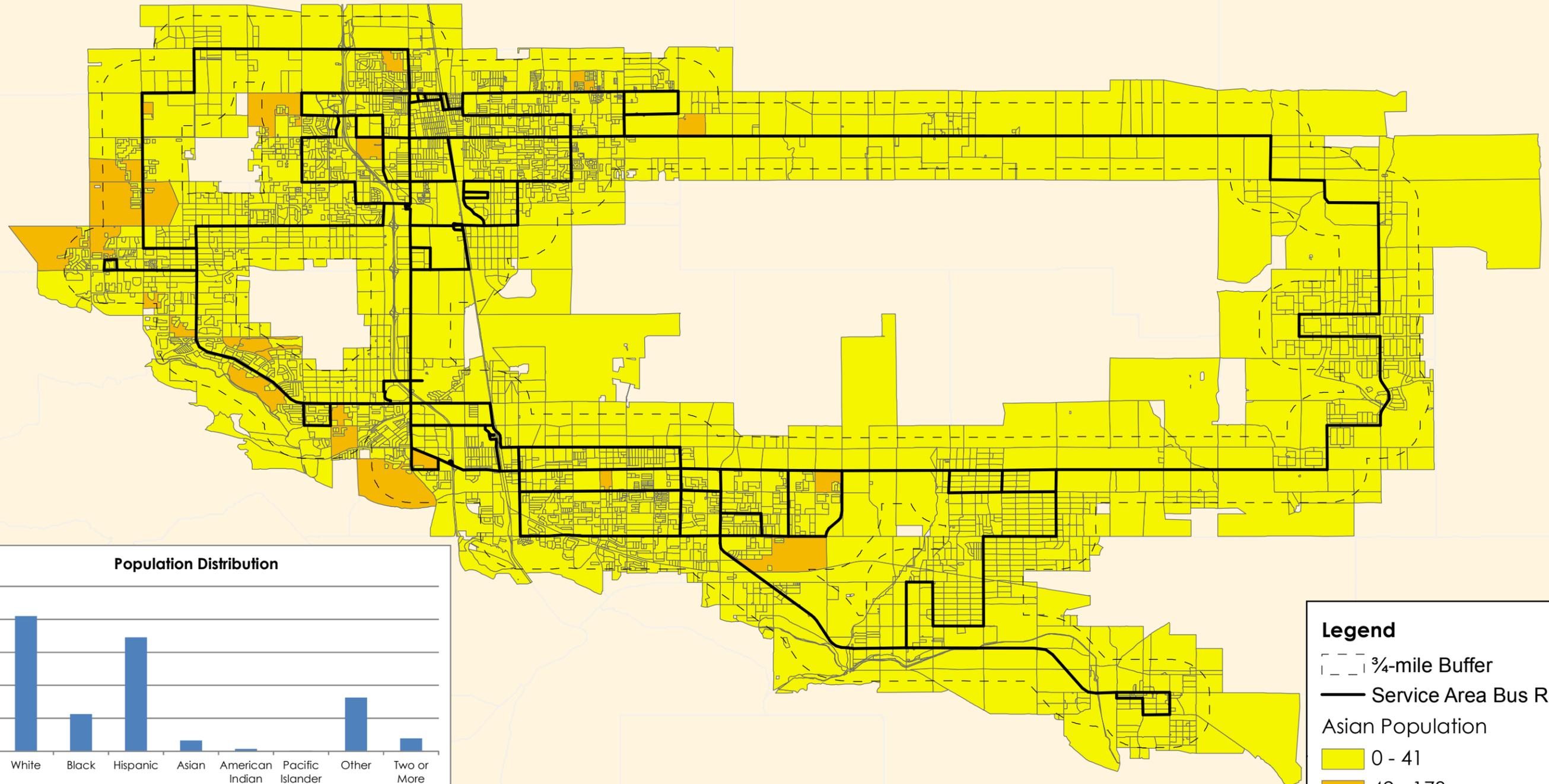
Nelson\Nygaard and AVTA staff surveyed students and other pedestrians traversing the main courtyard at Antelope Valley College on January 30, 2014. Survey respondents included regular riders, occasional riders, former riders, and non-riders.

Several students expressed interest in a student pass program to simplify fare payment. Customers commuting from Quartz Hill and East Palmdale requested a direct connection to the college to reduce overall travel time. Approximately 73% of the 18 survey respondents requested more frequency on weekdays and weekends. Several customers expressed the need for faster service. Approximately 83% of survey respondents own a smart phone. A complete record of respondent feedback is included in Appendix C.

Appendix G | AVTA Demographics of Service Area Maps



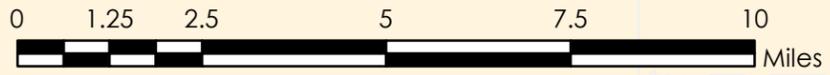
Asian Population



Total Asian Population: 16,463

Legend

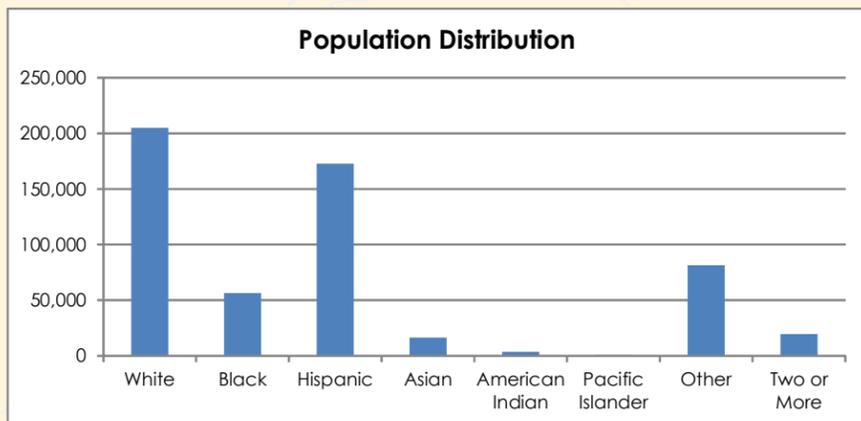
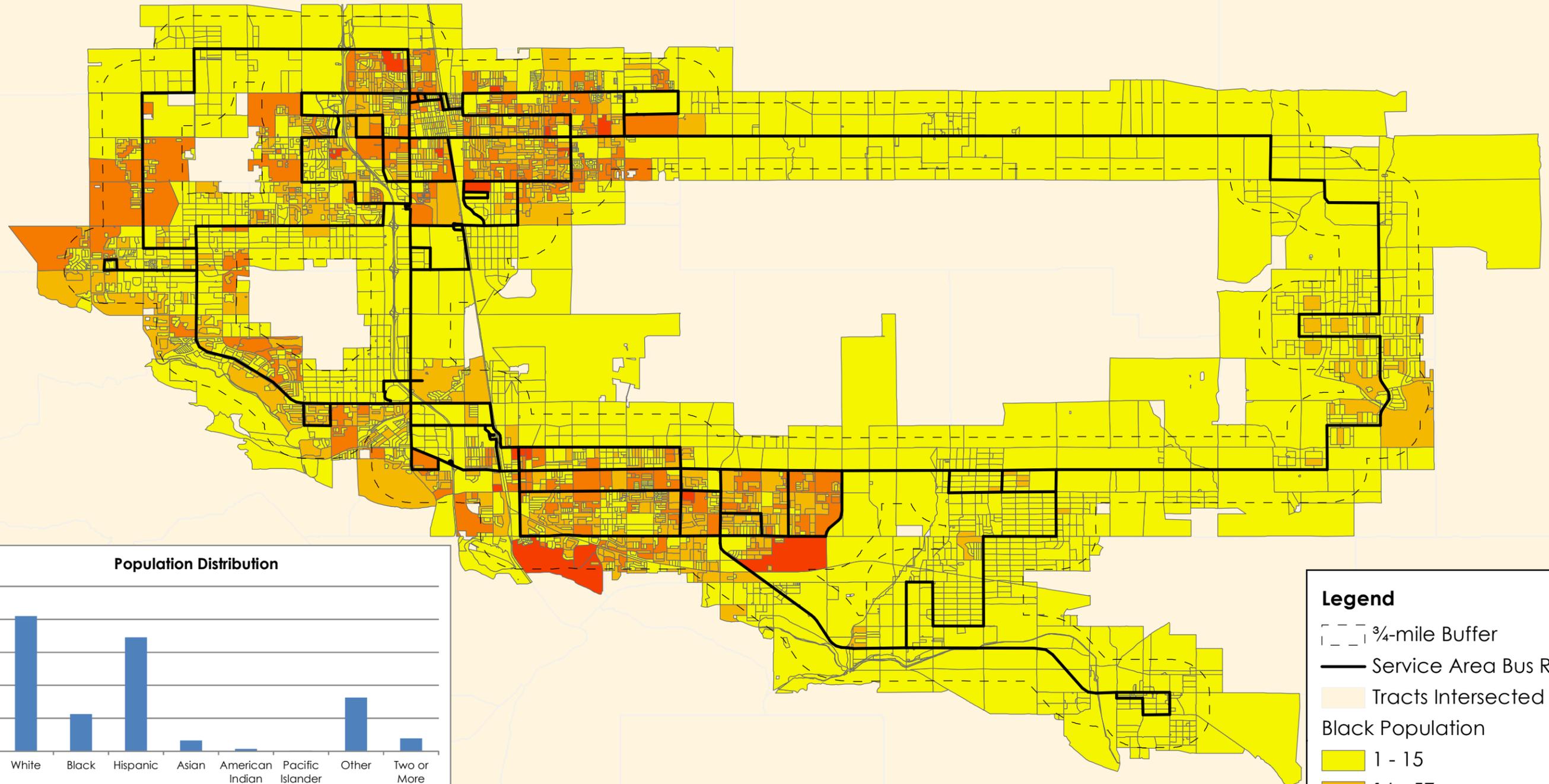
- 1/4-mile Buffer
- Service Area Bus Routes
- Asian Population
- 0 - 41
- 42 - 173
- 174 - 441
- 442 - 1366
- 1366 - 2685



Based on 2010 Census Table QTP4



Black Population



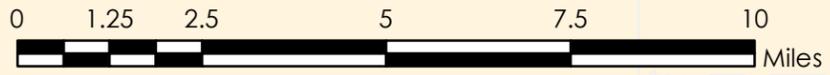
Total Black Population: 56,568

Legend

- 1/4-mile Buffer
- Service Area Bus Routes
- Tracts Intersected

Black Population

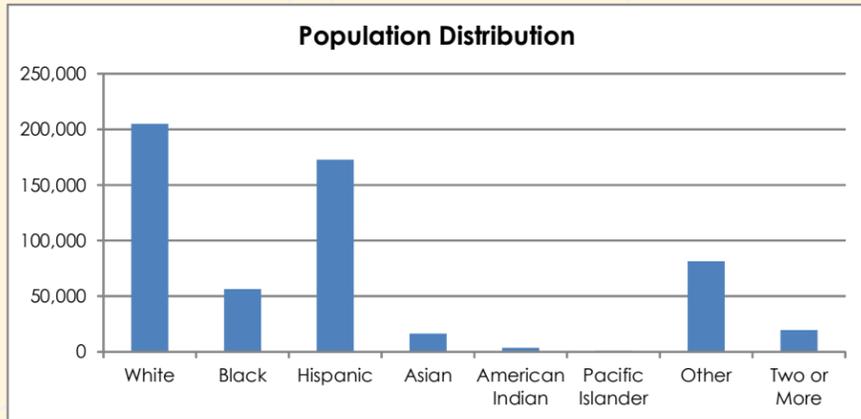
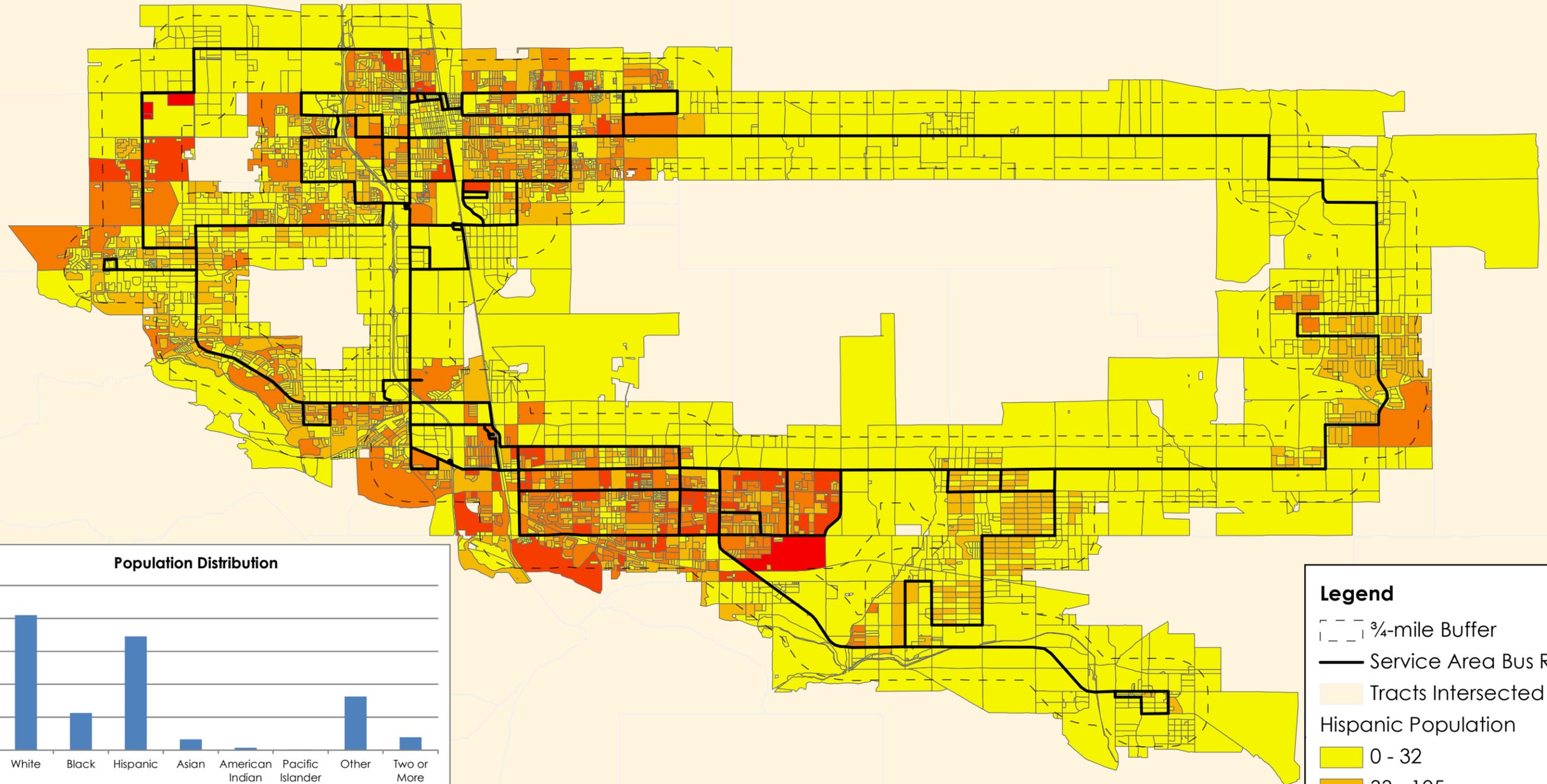
- 1 - 15
- 16 - 57
- 58 - 181
- 182 - 745
- 746 - 1842



Based on 2010 Census Table QTP4



Hispanic Population



Total Hispanic Population: 176,749

Legend

- 3/4-mile Buffer
- Service Area Bus Routes
- Tracts Intersected

Hispanic Population

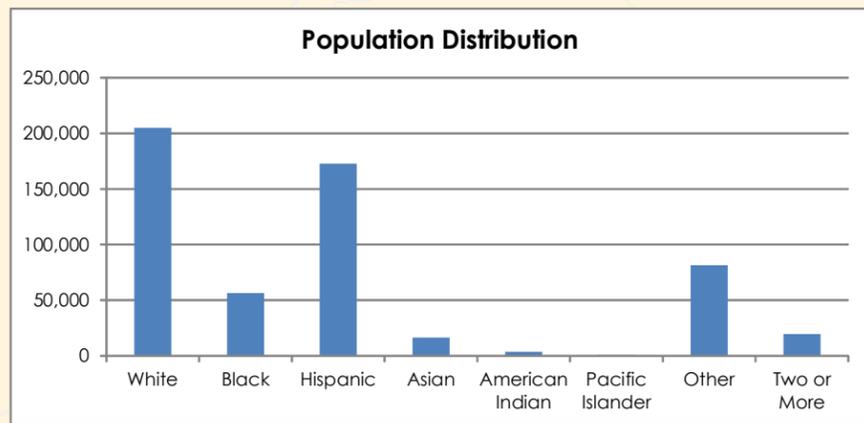
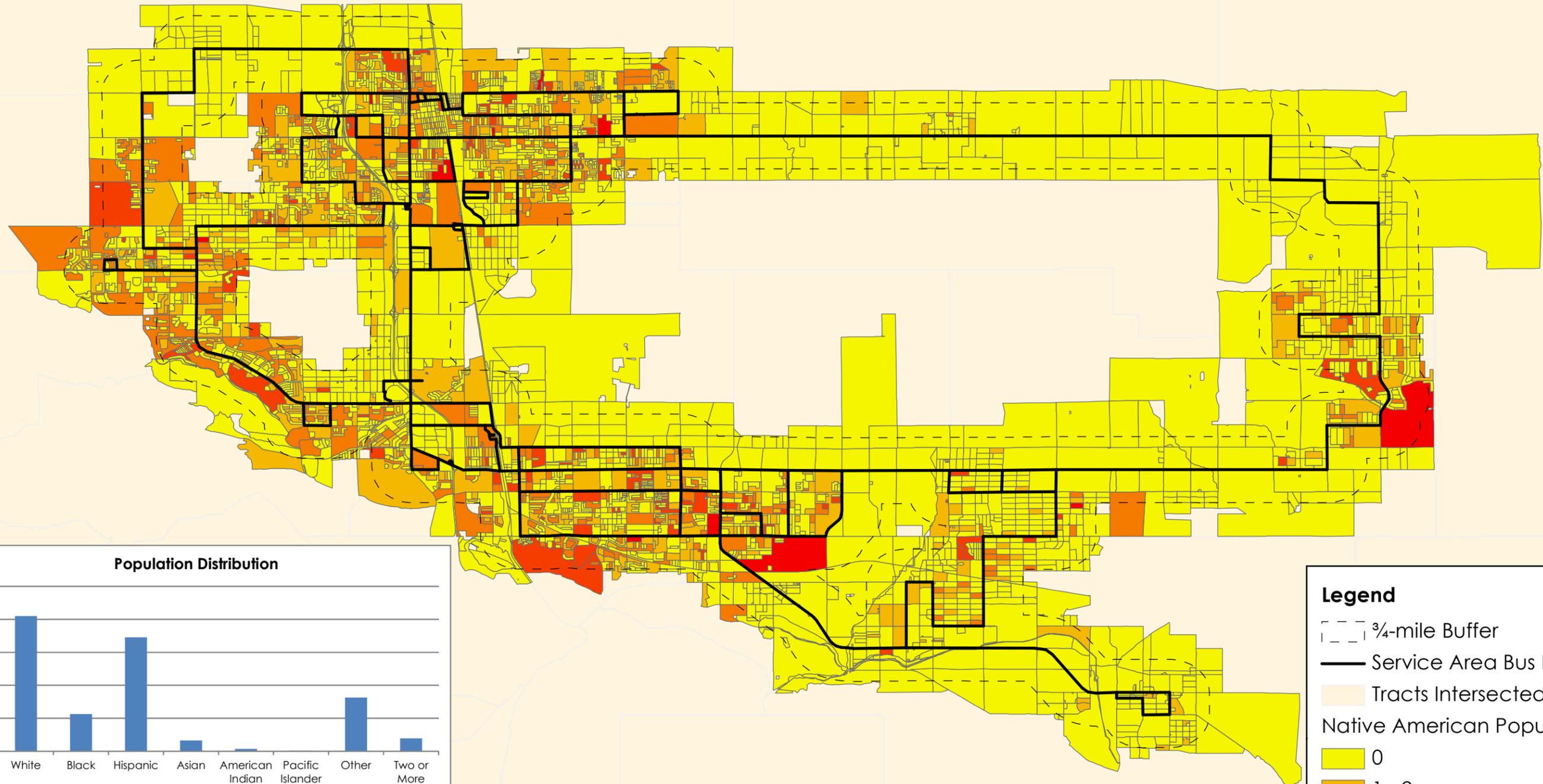
- 0 - 32
- 33 - 105
- 106 - 254
- 255 - 616
- 617 - 2069



Based on 2010 Census Table QTP4



Native American Population



Total Native American Population: 3,591

Legend

- 3/4-mile Buffer
- Service Area Bus Routes
- Tracts Intersected
- Native American Population**
- 0
- 1 - 2
- 3 - 6
- 7 - 12
- 12 - 28

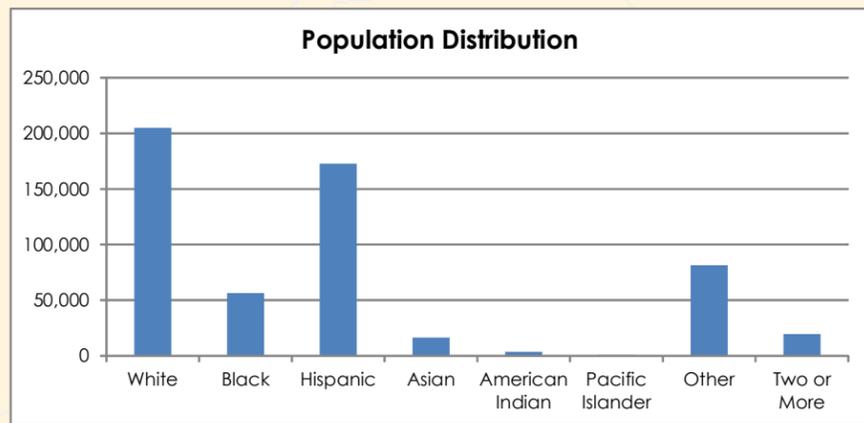
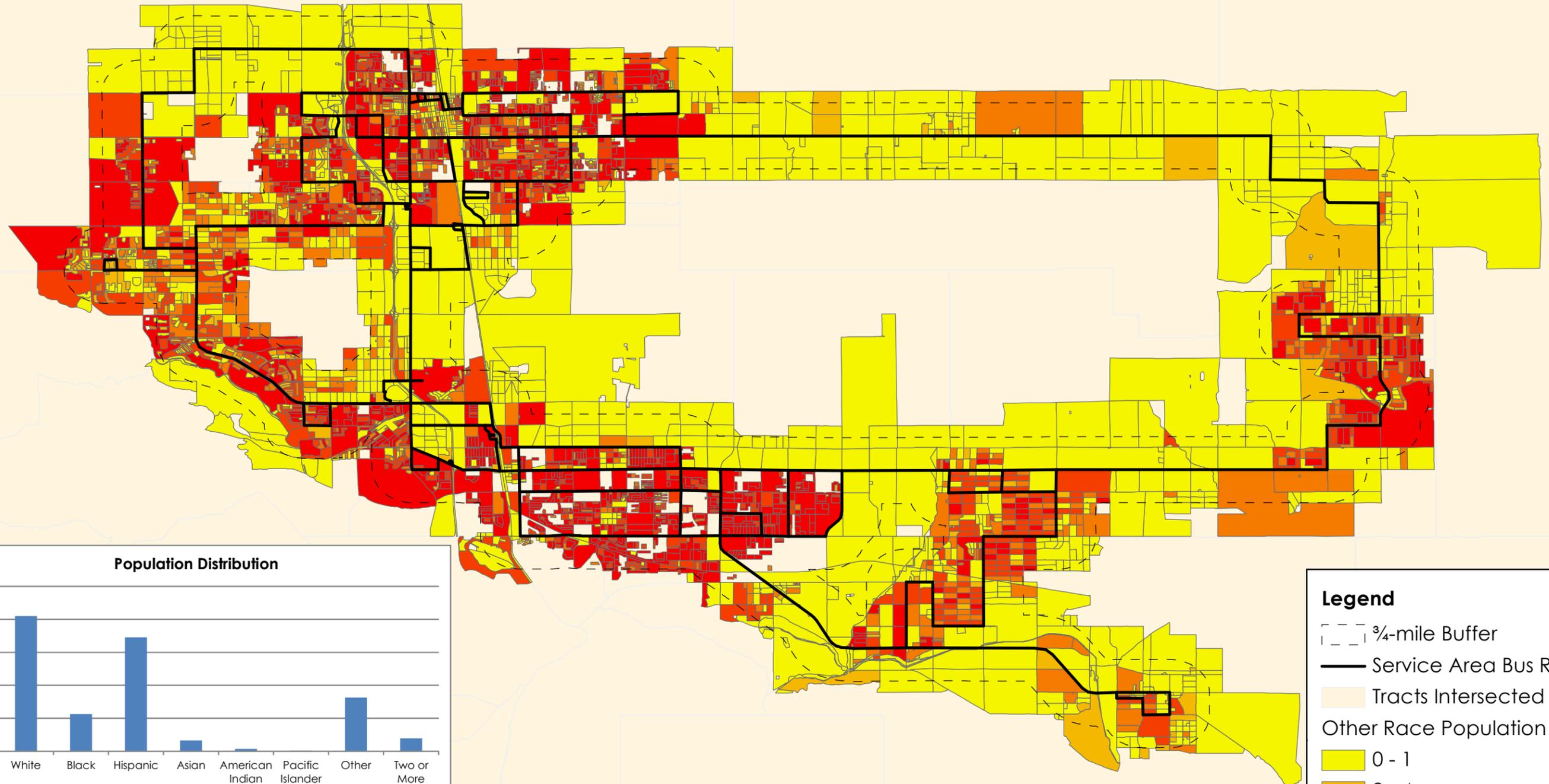


Based on 2010 Census Table QTP4

Created by: GDMS May 2014



Other Race Population



Total Other Race Population: 81,510

Legend

- 1/4-mile Buffer
- Service Area Bus Routes
- Tracts Intersected

Other Race Population

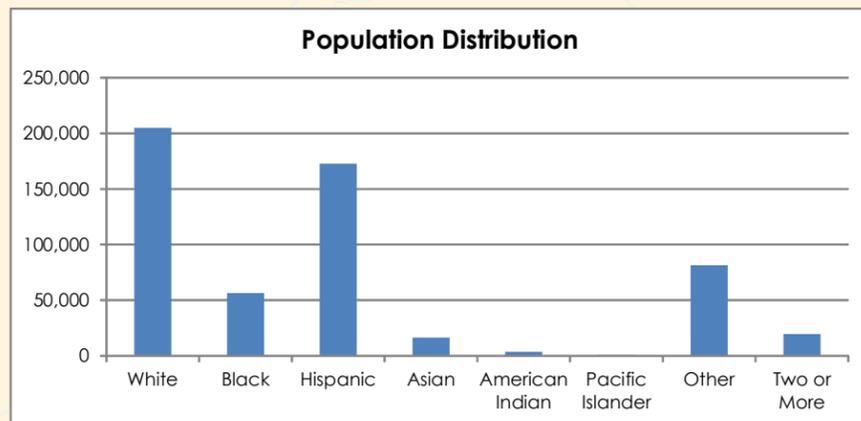
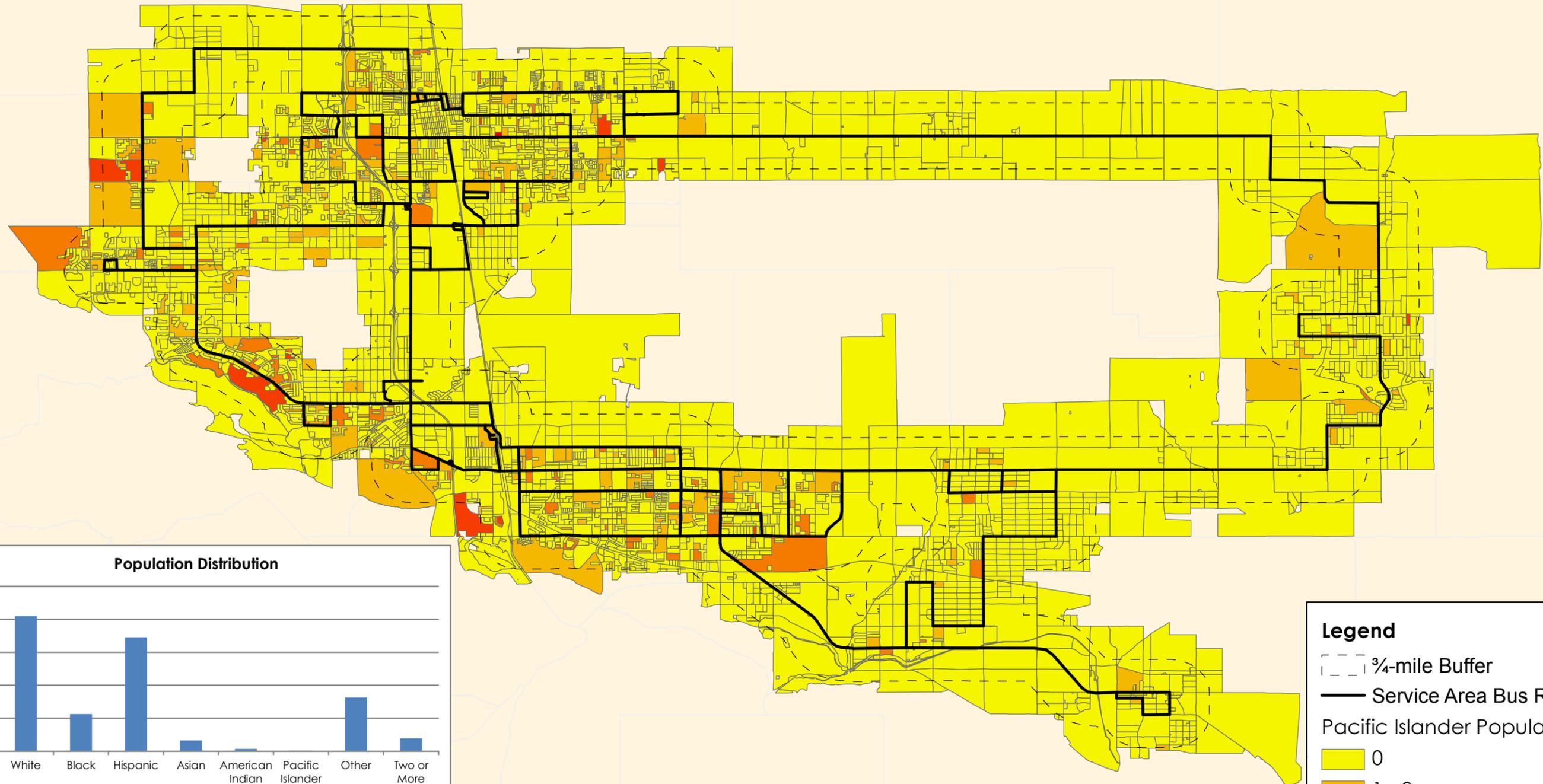
- 0 - 1
- 2 - 4
- 5 - 10
- 11 - 24
- 25 - 119



Based on 2010 Census Table QTP4



Pacific Islander Population



Total Pacific Islander Population: 827

Legend

- 1/4-mile Buffer
- Service Area Bus Routes

Pacific Islander Population

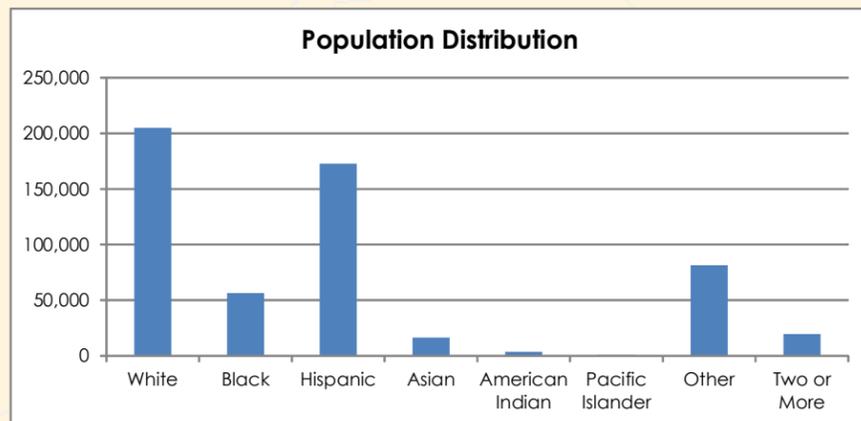
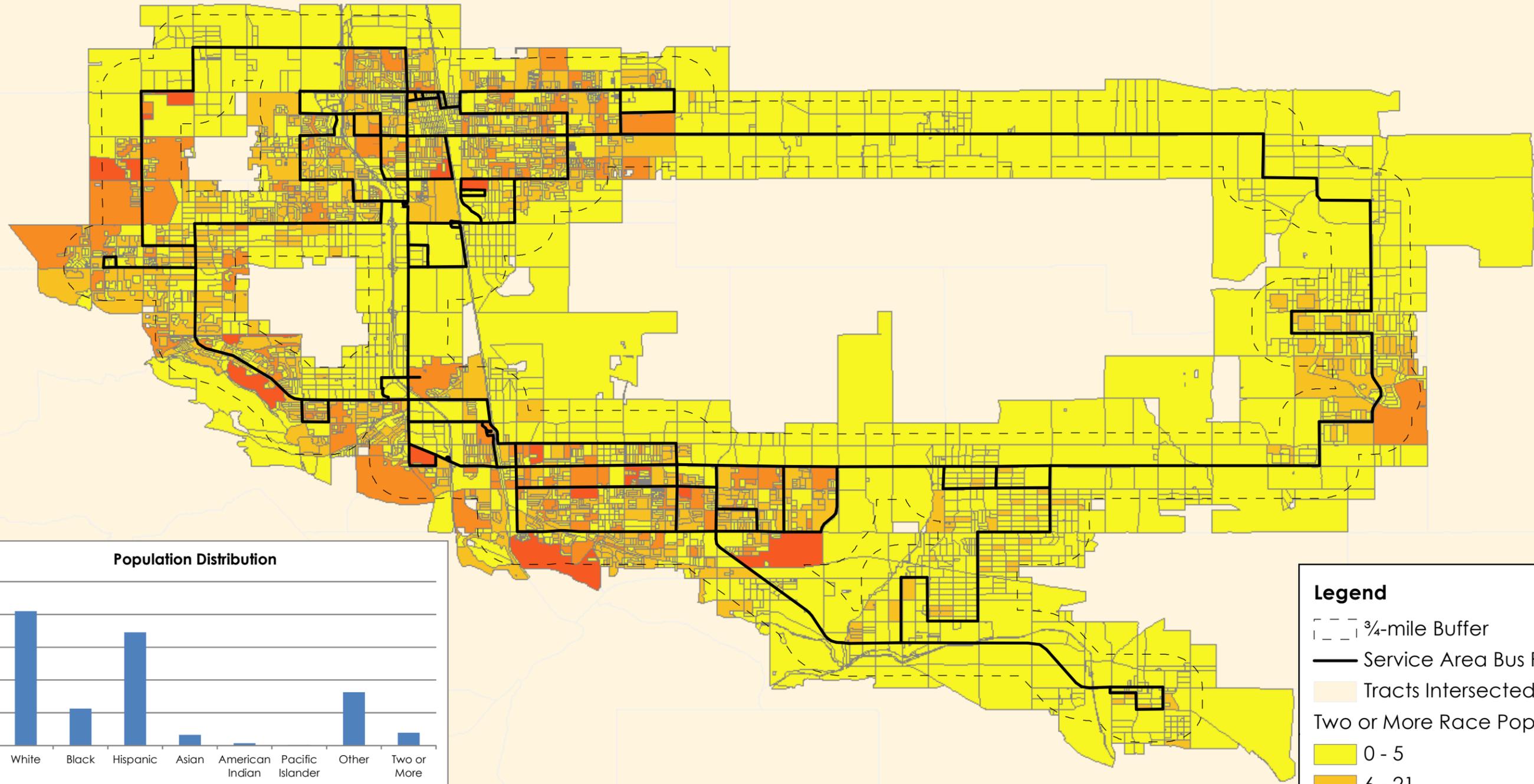
- 0
- 1 - 2
- 3 - 7
- 8 - 13
- 14 - 21



Based on 2010 Census Table QTP4



Two or More Races Population



Two or More Races Population: 19,732

Legend

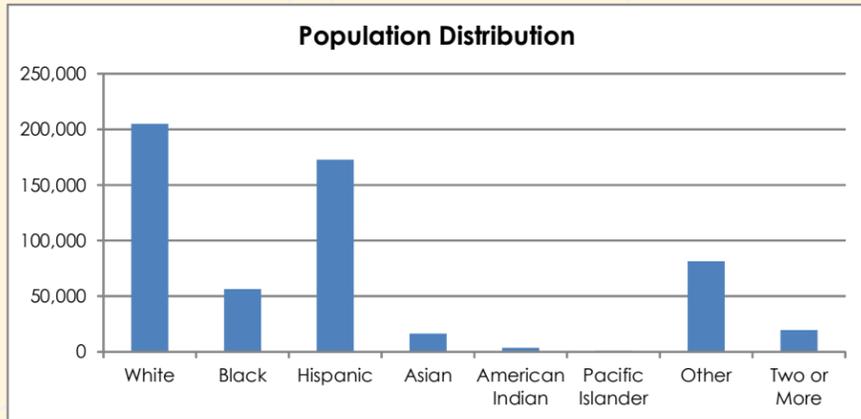
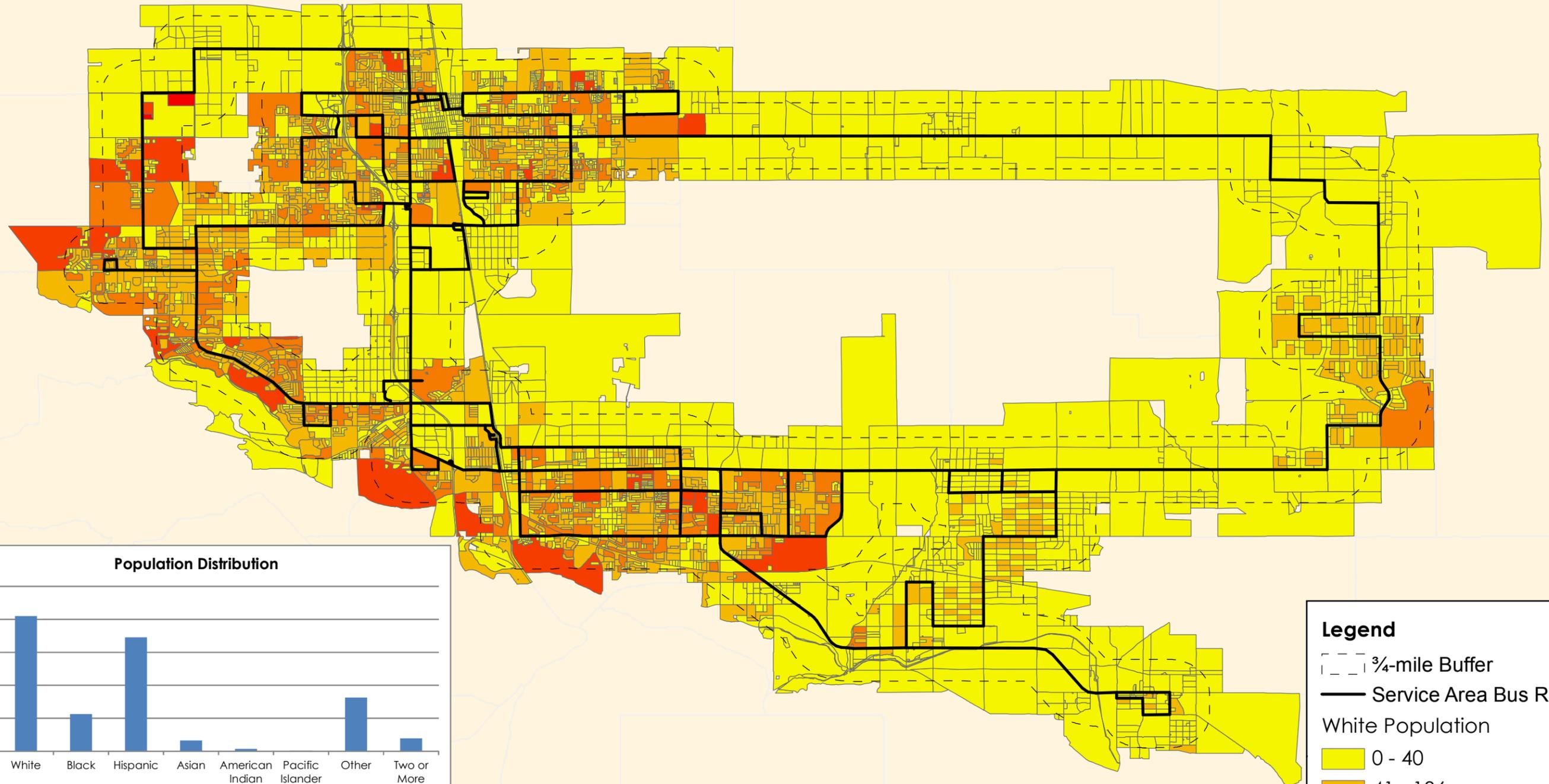
- 1/4-mile Buffer
- Service Area Bus Routes
- Tracts Intersected
- Two or More Race Population**
- 0 - 5
- 6 - 21
- 22 - 55
- 56 - 162
- 163 - 442



Based on 2010 Census Table QTP4



White Population



Total White Population: 204,860

Legend

- 3/4-mile Buffer
- Service Area Bus Routes
- White Population**
- 0 - 40
- 41 - 136
- 137 - 333
- 334 - 696
- 697 - 1850



Based on 2010 Census Table QTP4

ATTACHMENT SRP 6.B

ANTELOPE VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 2014-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY ADOPTING THE TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2015-2017 AS REQUIRED BY FEDERAL AND STATE FUNDING AND REGULATORY AGENCIES

THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY RESOLVES AS FOLLOWS:

WHEREAS, the Antelope Valley Transit Authority will comply with Title VI of the Civil Rights Act of 1964, including the new provision detailed in the U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients". Specifically, Title VI provides that:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Section 1. The Board of Directors of the Antelope Valley Transit Authority hereby approves and adopts the Fiscal Years 2015–2017 Title VI Program Update as required by Federal and State funding and regulatory agencies.

Section 2. The Secretary of the Board shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 24th day of June, 2014 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

Norman L. Hickling, Chairman

ATTEST:

APPROVED AS TO FORM:

Julie M. Austin, Board Secretary

D. Craig Fox, General Counsel



Regular Meeting of the Board of Directors

Tuesday, May 27, 2014

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California, 94534
www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Hickling called the meeting to order at 10:05 a.m.

PLEDGE OF ALLEGIANCE

James Stouvenel, Metrolink Transit Rider Advisory Board representative, led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Norm Hickling
Vice Chairman Marvin Crist
Director Tom Lackey
Director Steve Hofbauer
Director Dianne Knippel
Director Sandra Johnson

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Vice Chairman Crist, seconded by Director Lackey

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

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

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

Mr. Stouvenel reported that effective July 1, 2014 deputies will begin fare enforcement efforts at the Lancaster Metrolink Station and added that Metrolink will not be increasing fares next fiscal year.

SPECIAL REPORTS and PRESENTATIONS (SRP):

SRP 1 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR APRIL

Veolia general manager Hector Fuentes and executive director Julie Austin presented a plaque to Marco Guerrero, Employee of the Month for April. Mr. Fuentes announced that the Operator of the Month for April was Kevin Miles who was not present to receive his award.

SRP 2 RECOGNITION OF BRENDA GAMLOWSKI FOR HER SERVICE AS AN AVTA TRANSIT ADVISORY COMMITTEE MEMBER

Ms. Austin presented a plaque to Brenda Gamlowski in recognition of her dedicated service as a Transit Advisory Committee member. Ms. Gamlowski reflected on her time serving the AVTA and thanked the Board members and staff for their support.

SRP 3 FEDERAL LEGISLATIVE UPDATE FOR MAY 2014

Grants Administrator Judy Vaccaro-Fry presented information regarding the Surface Transportation Reauthorization bill, Transit Commuter bill, TIGER grant, and GROW AMERICA Act. She also provided the latest news regarding the transportation appropriations presented by the House of Representatives. The Board discussed utilizing the Authority's federal advocacy firm and other contacts to assist with obtaining additional funding to support AVTA's investment in alternative bus technology.

Motion: Receive and file the Federal Legislative Update for May 2014.

Moved by Vice Chairman Crist, seconded by Director Lackey

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

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

Nays: None

Abstain: None

Absent: None

SRP 4 STATE LEGISLATIVE UPDATE FOR MAY 2014

Marketing Manager Wendy Williams presented revisions to Governor Brown's proposed FY15 Budget, Senate Bill No. 1134 – Digital Signage Legislation, Assembly Bill No. 2707 – Three Position Bike Racks, and Senate Bill No. 990 – Disadvantaged Small Communities.

Ms. Williams added that she and Ms. Austin are attending the California Transit Association's 48th Annual Spring Legislative Conference in Sacramento. The keynote speaker is Senate President Pro Tem Darrell Steinberg who will discuss the state's Cap and Trade system. There was no Board discussion regarding this item.

Motion: Receive and file the State Legislative Update for May 2014.

Moved by Vice Chairman Crist, seconded by Director Lackey

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

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

Nays: None

Abstain: None

Absent: None

SRP 5 FY14 THIRD QUARTER KEY PERFORMANCE INDICATORS REPORT - JANUARY 1 – MARCH 31, 2014

Senior Transit Analyst Dietter Aragon presented the Key Performance Indicators report for the period covering January 1 through March 31, 2014. The Board discussed staff's method of monitoring and investigating the number of operator courtesy complaints.

Motion: Receive and file the FY14 Third Quarter Key Performance Indicators Report for the period covering January 1 through March 31, 2014.

Moved by Director Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR APRIL 22, 2014 AND MAY 12, 2014 – KAREN DARR

Motion: Approve the Board Meeting minutes for April 22, 2014.

Moved by Director Lackey, seconded by Director Knippel

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

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

Nays: None

Abstain: None

Absent: None

Motion: Approve the Board Meeting minutes for May 12, 2014.

Moved by Director Lackey, seconded by Director Knippel

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

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

Nays: None

Abstain: Directors Hofbauer and Johnson

Absent: None

CC 2 FINANCIAL REPORTS – MARCH AND APRIL 2014 – COLBY KONISEK

CC 3 FY14 THIRD QUARTER CAPITAL RESERVES REPORT - JANUARY 1 – MARCH 31, 2014 – COLBY KONISEK

CC 4 FY14 THIRD QUARTER GRANT STATUS REPORT - JANUARY 1 – MARCH 31, 2014 – JUDY VACCARO-FRY

Motion: Approve Consent Calendar items 2 through 4.

Moved by Director Hofbauer, seconded by Director Lackey

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

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

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 PROPOSED SALARY RANGES AND CLASSIFICATIONS EFFECTIVE JUNE 1, 2014

Ms. Austin introduced Georg Krammer from Koff & Associates who presented the staff report via teleconference. The Board discussed the fiscal impact of the revised salary ranges and classifications.

Motion: Approve revised salary ranges and classifications for AVTA staff, effective June 1, 2014.

Moved by Director Lackey, seconded by Director Johnson

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

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

Nays: None

Abstain: None

Absent: None

NB 2 ADOPTION OF PROPOSED FY15 BUSINESS PLAN AND AUTHORIZATION TO SOLICIT PUBLIC INPUT ON FARE RESTRUCTURING SCENARIOS

Director of finance Colby Konisek presented the Proposed FY15 Business Plan primary assumptions for the operating and capital plans. He explained the four 5-Year Operating Plan scenarios that were developed based on different fare revenue assumptions and the three 5-Year Capital Plan scenarios developed with different assumptions on fleet composition. Mr. Aragon presented the target FY15 Key Performance Indicators.

Mr. James Stouvenel addressed the Board, suggesting that staff implement student discount rates for local and commuter service to increase ridership and revenue. Chairman Hickling responded that approval of NB 2 gives staff the authorization to solicit public input on restructuring the fares.

Motion: 1) Adopt the Proposed FY15 Business Plan; and 2) Authorize staff to solicit public input on several fare restructuring scenarios.

Moved by Director Knippel, seconded by Director Hofbauer

The Board discussed fare structuring scenario #4 of the 5-Year Operating Plan. Vice Chairman Crist recommended eliminating that scenario because it assumes the commuter fare for Route 785 will be set equal to Metrolink's fare for the same service from Palmdale to Union Station.

Revised Motion: 1) Adopt the Proposed FY15 Business Plan; and 2) Authorize staff to solicit public input on fare restructuring scenarios 1, 2, and 3.

Moved by Director Knippel, seconded by Director Lackey

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

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

Nays: None

Abstain: None

Absent: None

General Counsel D. Craig Fox requested a recess to meet with Chairman Hickling. The Board of Directors recessed for a break at 11:26 a.m. and reconvened at 11:40 a.m.

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

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

CS 1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)
TITLE: EXECUTIVE DIRECTOR

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 11:41 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 11:49 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel stated that there was no reportable action taken on CS 1.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Executive Director's Report – Julie Austin

- Len Engel and Bob Keys participated in the Avail ITS integration and initial assessment procedure in State College, PA. They reviewed an extensive checklist of tests to make sure the MyAvail ITS system meets AVTA requirements.
- Altoona testing was completed on BYD's battery electric bus the week of May 19, 2014; the bus headed back to the Lancaster facility on May 21, 2014. Staff expects certification within 4 to 6 weeks.
- Operation of the Dial-a-Ride service will transition from American Logistics Company to Veolia Transportation - IntelliRide on June 1. Staff has scheduled a conference call on May 28 to address any outstanding items and ensure a smooth transition between vendors. Dan Thomas is on-site working with Veolia to assist with this effort.
- Ms. Austin will be out of the office the week of June 2, 2014 to attend to family medical issues.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Hofbauer announced that Larry Chimbole, the first mayor of Palmdale, was celebrating his 95th birthday that evening at the Chimbole Cultural Center in Palmdale.

ADJOURNMENT:

Chairman Hickling adjourned the meeting at 11:51 a.m. to the Regular Meeting of the Board of Directors on June 24, 2014 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED THIS 24th DAY OF JUNE 2014.

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 arrange to review a recording.



DATE: June 24, 2014
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for April and May 2014

RECOMMENDATION

Receive and file the Treasurer's Report for the month ended April 30, 2014 (Attachment A); the Payroll History Report for the three months ended May 31, 2014 (Attachment B); the Expenditure Report for the month ended May 31, 2014 (Attachment C); the Interim Financial Statements for the ten months ended April 30, 2014 (Attachment D); and the Fiscal Year-to-Date Budget versus Actual Report for the Month Ended April 30, 2014 (Attachment E).

FISCAL IMPACT

Payroll: May payroll of \$272,333.52 represents an increase of \$80,943 or 42.3% over the prior month's salary expense.

Expenditures: \$819,265.

Interim Financial Statements: Change in Net Assets: \$2,977,028, which includes depreciation expense of \$4,284,594.

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, Expenditure Report, Interim Financial Report and Budget versus Actual report, and submits them to the Executive Director/Treasurer who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

AVTA's gross payroll for employees for the month of May 2014, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
04/20/13-05/03/14	\$90,515.91	PYPKT00540
05/04/14-05/17/14	\$91,091.55	PYPKT00542
05/18/14-05/31/14	\$90,726.06	PYPKT00545
Gross Pay May, 2014	\$272,333.52	

In May there was an increase of \$80,943 in payroll compared to April; this was attributable to three pay periods in May.

Total expenditures for May were \$819,265. Large items included Avail (IT Technologies - \$259,985), Pinnacle Petroleum (fuel - \$212,920), ALC (April invoice - \$87,811), MJS Construction (Lancaster BSIP Phase I - \$41,489), Arrow Engineering (Bus Stop Improvements - \$35,887), R.C. Becker and Son \$15,528, Nelson Nygaard \$13,978 and Tyler Technologies \$10,182. These items comprise 82.7% of total expenditures for May, 2014. There was no payment to Veolia in May.

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

Register Date	Amount
05/01 - 05/31/14	\$819,264.74

As of April 2014, the total cash per the general ledger is \$24,428,209. After deducting restricted funds, the operating cash balance is \$7,970,089. The net of accounts receivable and accounts payable is projected to be a net use of cash of (\$209,933); the total expected cash available for operations in the next 30 days is \$7,760,156. The available cash is equal to 2.6 times the Authority's minimum cash balance target of \$3 million.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Funding – to provide management with accurate financial data for decisions regarding revenue streams, costs, ridership, reserves and the status of existing and proposed grant funding.

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

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director/Treasurer

Attachments: A – Treasurer's Report for the Month Ended April 30, 2014
B – Payroll History Comparison Report (March - May, 2014)
C – Expenditure Report (May 1, 2014 - May 31, 2014)
D – Interim Financial Statements as of April 30, 2014
E – Budget versus Actual report for month ended April 30 and YTD.

ATTACHMENT CC 2.A

**ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
Month Ended April, 2014**

Institution - Investment Type	Description	Starting Balance	Deposits	Disbursements	Ending Balance
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Cash and Investments Under the Direction of the Treasurer

Local Agency Investment Fund (LAIF) - Capital Reserve		\$	4,948,324.87		
Interest (earned quarterly)		\$	-		
B of A - Proposition 1B* Restricted		\$	3,026,279.88		
Interest earned for the month		\$	373.10		
* Deferred revenue, recorded as liability until associated expense incurred.					
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS					\$ 7,974,977.85
Wells Fargo CD		\$	1,000,397.53		
Interest		\$	10.43		
Wells Fargo - Operating Reserve Staging		\$	104,112.20	\$	1.15
TOTAL OPERATING RESERVE					\$ 1,104,521.31
Payroll, Payable & General Acct		\$	15,362,377.67		
Operating Accounts Analysis	Cash Fares	\$	160,252.86		
	Vendor Pass Sales Revenue	\$	212,679.21		
	Federal Grants Revenue	\$	1,151,647.00		
	MTA Revenue	\$	682,310.50		
	TRANSporter Service	\$	33,816.79		
	Jurisdictional Contributions	\$	822,528.50		
	Prop 1B Deferred Revenue	\$	31,580.00		
	Non-Transportation Revenue	\$	10,855.16		
	Accounts Payable for the Month			\$	(2,899,723.65)
	Employee Net Pay			\$	(144,578.04)
	Employee Taxes			\$	(26,477.74)
	Employee Deductions			\$	(13,524.09)
	Employer Payroll Taxes			\$	(3,232.61)
	CalPERS - AVTA paid			\$	(30,578.84)
	Equipment Lease - TAP card sales			\$	(65.06)
Sales tax for quarter ended March 31, 2014			\$	(487.00)	
Bank Fees --- Monthly and Quarterly			\$	(1,420.90)	
	Net Operating Funds	\$	15,362,377.67	\$	3,105,670.02
				\$	(3,120,087.93)
				\$	15,347,959.76
Petty Cash					\$ 750.00
TOTAL CASH AND INVESTMENTS					\$ 24,428,208.92

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 Fitzgibbons
Senior Finance Analyst

Colby Konisek
Director of Finance

ATTACHMENT CC 2.A.1

**ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report Addendum: Cash Flow Projection
Month Ended April, 2014**

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM TREASURER'S REPORT		24,428,209
<u>Less Restricted Funds</u>		
Proposition 1B (Deferred Revenue)		(3,026,653)
Capital Reserve		(4,948,325)
Electric Buses		(2,678,621)
Operating Reserve		(1,104,521)
Restricted for Operations		(4,700,000)
UNRESTRICTED CASH		7,970,089

ACCOUNTS RECEIVABLE AND PAYABLE AS OF APRIL 30, 2014

Add Accounts receivable:		
MTA Revenue	139,904	
TRANSporter - LA County	39,235	
Vendor Pass Sales	150,086	
Jurisdictional Contribution	138,282	
A/R Federal Funding draws	1,229,352	
	<hr/>	1,696,859
Less Accounts payable:	(1,906,792)	(1,906,792)
Expected To Be Converted to and Paid by Operating Cash in 30 days		(209,933)
TOTAL OPERATING CASH AVAILABLE AT APRIL 30, 2014		7,760,156
TOTAL OPERATING CASH MINIMUM TARGET:		3,000,000
Operating Cash Coverage of AVTA Minimum Target:		2.6

ATTACHMENT CC 2.B

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
MARCH to MAY, 2014**

	March TOTAL	April TOTAL	May TOTAL
<u>NUMBER OF CHECKS</u>	76	75	111
<u>EARNINGS</u>			
Regular Pay	\$ 172,662.36	\$ 167,757.99	\$ 238,902.72
Overtime Pay		239.52	508.86
Vacation Pay	6,394.75	8,860.14	9,866.48
Sick Pay	3,208.33	2,191.32	8,063.85
Bereavement Pay		287.98	777.36
Holiday Pay			10,483.09
Floating Holiday Pay	355.97	2,173.45	975.07
Retroactive Pay	2,262.23	1,964.30	394.13
Vacation Cash Out/Bonus Pay		6,341.04	0.00
Deferred Income 457	909.64	909.64	1,364.46
Stipend --- Cell phone reimbursement	665.00	665.00	997.50
TOTAL	\$ 186,458.28	\$ 191,390.38	\$ 272,333.52
Inc(Dec)-Current month over previous month		\$ 4,932.10	\$ 80,943.14
% Inc(Dec)-Current month over previous month		2.6%	42.3%

ATTACHMENT CC 2. C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 5/1/2014 - 5/31/2014

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: ad camp				
6638	05/15/2014	ad camp	AVC Billboard Advertising-TRANsporter	\$ 375.00
Vendor ad camp Total:				\$ 375.00
Vendor: American Heritage Life Ins.				
6672	05/29/2014	American Heritage Life Ins.	Employee Paid Extended Benefits	\$ 713.32
Vendor American Heritage Life Ins. Total:				\$ 713.32
Vendor: American Logistics Company				
6673	05/29/2014	American Logistics Company	DAR Revenue-	\$ (7,894.50)
6673	05/29/2014	American Logistics Company	DAR Operations & Maintenance WC	\$ 28,691.40
6673	05/29/2014	American Logistics Company	DAR Operations & Maintenance Amb.	\$ 59,119.75
6673	05/29/2014	American Logistics Company	DAR Coupon Charge-	\$ 1,062.00
Vendor American Logistics Company Total:				\$ 80,978.65
Vendor: Anthem Blue Cross				
6639	05/15/2014	Anthem Blue Cross	Health Insurance (EE Portion), June 2014	\$ 6,502.40
6639	05/15/2014	Anthem Blue Cross	Health Insurance (ER Portion), June 2014	\$ 28,124.60
Vendor Anthem Blue Cross Total:				\$ 34,627.00
Vendor: Aragon, Dieter				
6612	05/08/2014	Aragon, Dieter	Travel Reimbursement-Cal Act-Title VI Workshop	\$ 152.23
Vendor Aragon, Dieter Total:				\$ 152.23
Vendor: Aramark Uniform Services				
6640	05/15/2014	Aramark Uniform Services	Uniform Service	\$ 64.91
6640	05/15/2014	Aramark Uniform Services	Uniform Service	\$ 64.91
6674	05/29/2014	Aramark Uniform Services	Uniform service 5/14/14	\$ 84.06
6640	05/15/2014	Aramark Uniform Services	Uniform Service	\$ 84.06
Vendor Aramark Uniform Services Total:				\$ 297.94
Vendor: Arrow Engineering Services-AESI				
6675	05/29/2014	Arrow Engineering Services-AE	Bus Stop Improvements 4/11/14-5/10/14	\$ 25,307.15
6675	05/29/2014	Arrow Engineering Services-AE	Title IV Bus Route Demographics Study	\$ 10,580.00
Vendor Arrow Engineering Services-AESI Total:				\$ 35,887.15
Vendor: At&T Calnet				
6613	05/08/2014	At&T Calnet	Phone, 03/20/14-04/19/14	\$ 745.96
Vendor At&T Calnet Total:				\$ 745.96
Vendor: AT&T Mobility				
6614	05/08/2014	AT&T Mobility	Cell Phones, 03/07/14 - 04/06/14	\$ 305.27
Vendor AT&T Mobility Total:				\$ 305.27
Vendor: AV Press				
6615	05/08/2014	AV Press	Recruitment for Customer Service Supervisor	\$ 926.97
6615	05/08/2014	AV Press	Antelope Valley Press Advertising-April	\$ 637.50
6615	05/08/2014	AV Press	Antelope Valley Press Advertising-April	\$ 1,232.30
6676	05/29/2014	AV Press	RFP Advertising for Fare Analysis	\$ 262.80
6676	05/29/2014	AV Press	RFP Advertising for Hazard Mitigation	\$ 285.30
6676	05/29/2014	AV Press	RFP Advertising for Audit Services	\$ 326.70
Vendor AV Press Total:				\$ 3,671.57
Vendor: Avail Technologies, Inc.				
6677	05/29/2014	Avail Technologies, Inc.	Assessment/Integration 15%	\$ 259,985.00
Vendor Avail Technologies, Inc. Total:				\$ 259,985.00

ATTACHMENT CC 2. C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 5/1/2014 - 5/31/2014

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: BOHN'S Printing				
6678	05/29/2014	BOHN'S Printing	Title VI Brochures	\$ 272.50
6678	05/29/2014	BOHN'S Printing	Safety Brochures	\$ 452.35
Vendor BOHN'S Printing Total:				\$ 724.85
Vendor: Brinks Incorporated				
6679	05/29/2014	Brinks Incorporated	Money Room Services- May 2014	\$ 486.86
6679	05/29/2014	Brinks Incorporated	Money Room - April Supplement Bill	\$ 155.16
Vendor Brinks Incorporated Total:				\$ 642.02
Vendor: Bulbs.com				
6641	05/15/2014	Bulbs.com	Compact Fluorescent Lamps	\$ 149.80
6641	05/15/2014	Bulbs.com	electronic ballasts	\$ 379.80
Vendor Bulbs.com Total:				\$ 529.60
Vendor: Burris Coffee & Pure Water Service				
6642	05/15/2014	Burris Coffee & Pure Water Ser	Coffee Supplies	\$ 243.30
Vendor Burris Coffee & Pure Water Service Total:				\$ 243.30
Vendor: Colby Konisek				
6643	05/15/2014	Colby Konisek	Travel Reimbursement- FTA Triennial Workshop	\$ 116.48
Vendor Colby Konisek Total:				\$ 116.48
Vendor: Compliance Oversight Solutions- Ideal				
6644	05/15/2014	Compliance Oversight Solution	MRO Audit- 4/23/14	\$ 525.00
Vendor Compliance Oversight Solutions- Ideal Total:				\$ 525.00
Vendor: Diana Industries				
6645	05/15/2014	Diana Industries	55 Gallon Degreaser/Floor Cleaner	\$ 1,932.60
Vendor Diana Industries Total:				\$ 1,932.60
Vendor: Evault Inc				
6646	05/15/2014	Evault Inc	Evault Saas Offsite Storage	\$ 343.66
Vendor Evault Inc Total:				\$ 343.66
Vendor: Federal Express				
6680	05/29/2014	Federal Express	Shipping	\$ 568.77
Vendor Federal Express Total:				\$ 568.77
Vendor: Fitzgibbons, Rong				
6616	05/08/2014	Fitzgibbons, Rong	Travel Reimbursement - FTA Triennial Review	\$ 46.00
Vendor Fitzgibbons, Rong Total:				\$ 46.00
Vendor: Grainger				
6647	05/15/2014	Grainger	Cotter pin hair pin	\$ 5.68
6647	05/15/2014	Grainger	Abrasive roll	\$ 21.31
6647	05/15/2014	Grainger	Band Clamp	\$ 81.10
6647	05/15/2014	Grainger	3 Position Switch	\$ 155.49
6647	05/15/2014	Grainger	Clevis Pin	\$ 17.06
6647	05/15/2014	Grainger	Disposable Wipes	\$ 34.01
6647	05/15/2014	Grainger	R.O. Pump Motors	\$ 1,252.74
6647	05/15/2014	Grainger	Clevis pin	\$ 14.43
6647	05/15/2014	Grainger	A/C filters	\$ 80.70
6647	05/15/2014	Grainger	A/C filters	\$ 62.00
6647	05/15/2014	Grainger	2 bank battery tender	\$ 139.68
6647	05/15/2014	Grainger	V-belts	\$ 34.79
6647	05/15/2014	Grainger	V-belts	\$ 34.79
6647	05/15/2014	Grainger	motor 1/4 hp	\$ 233.59
Vendor Grainger Total:				\$ 2,167.37

ATTACHMENT CC 2. C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 5/1/2014 - 5/31/2014

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Hart Printers Inc.				
6649	05/15/2014	Hart Printers Inc.	AVTA Employee Business Cards	\$ 155.87
Vendor Hart Printers Inc. Total:				\$ 155.87
Vendor: Home Depot Credit Services				
6617	05/08/2014	Home Depot Credit Services	Lift Cover plates	\$ 4.96
6617	05/08/2014	Home Depot Credit Services	Tarp, broom, straight plugs	\$ 561.78
6617	05/08/2014	Home Depot Credit Services	Towel Dispenser	\$ 21.73
6617	05/08/2014	Home Depot Credit Services	Shelves	\$ 231.20
6617	05/08/2014	Home Depot Credit Services	Preventative Maint Items	\$ 91.48
6617	05/08/2014	Home Depot Credit Services	Desertscape items	\$ 161.67
6617	05/08/2014	Home Depot Credit Services	Cable tie, Extension Cord	\$ 223.09
6617	05/08/2014	Home Depot Credit Services	Roadeo Items	\$ 31.54
6617	05/08/2014	Home Depot Credit Services	Roadeo Prize	\$ 50.00
Vendor Home Depot Credit Services Total:				\$ 1,377.45
Vendor: Insight- Public Sector				
6650	05/15/2014	Insight- Public Sector	APC Back-UPS ES 550	\$ 295.37
Vendor Insight- Public Sector Total:				\$ 295.37
Vendor: Interior Plant Designs				
6618	05/08/2014	Interior Plant Designs	2' Dracaena magenta w/10" ceramic pot	\$ 54.50
6618	05/08/2014	Interior Plant Designs	6' Dracaena massangeana w/14" ceramic pot	\$ 218.00
6681	05/29/2014	Interior Plant Designs	Indoor Plant Services	\$ 185.00
Vendor Interior Plant Designs Total:				\$ 457.50
Vendor: Julie Austin				
6682	05/29/2014	Julie Austin	Travel Reimbursement- Train	\$ 203.30
Vendor Julie Austin Total:				\$ 203.30
Vendor: Kelly Alcuran				
6619	05/08/2014	Kelly Alcuran	Tuition Reimbursement , 4/23/14	\$ 1,200.00
Vendor Kelly Alcuran Total:				\$ 1,200.00
Vendor: Koff & Associates, Inc				
6651	05/15/2014	Koff & Associates, Inc	Classification and Compensation Study	\$ 2,061.99
6651	05/15/2014	Koff & Associates, Inc	Classification and Compensation Study	\$ 1,410.04
Vendor Koff & Associates, Inc Total:				\$ 3,472.03
Vendor: Kwik-Key				
6652	05/15/2014	Kwik-Key	Six Duplicate Keys	\$ 16.35
Vendor Kwik-Key Total:				\$ 16.35
Vendor: L.A. County Waterworks				
6620	05/08/2014	L.A. County Waterworks	Utilities-Water, 02/12/14-04/15/14	\$ 259.70
6620	05/08/2014	L.A. County Waterworks	Utilities-Water, 02/12/14-04/15/14	\$ 317.52
6620	05/08/2014	L.A. County Waterworks	Utilities-Water, 02/12/14-04/15/14	\$ 440.89
Vendor L.A. County Waterworks Total:				\$ 1,018.11
Vendor: LA County Sheriff Dept				
6621	05/08/2014	LA County Sheriff Dept	Security Services- March 2014	\$ 7,420.44
Vendor LA County Sheriff Dept Total:				\$ 7,420.44
Vendor: Mail America 3				
6653	05/15/2014	Mail America 3	CPOS Reimbursement Feb, Mar, Apr 2014	\$ 150.00
Vendor Mail America 3 Total:				\$ 150.00
Vendor: MJS Construction				

ATTACHMENT CC 2. C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 5/1/2014 - 5/31/2014

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
6654	05/15/2014	MJS Construction	Change order 4 MJS (adds 8 ft Curb for ADA)	\$ 320.00
6654	05/15/2014	MJS Construction	Change Order 3 - Adding re-stripping of streets	\$ 744.37
6654	05/15/2014	MJS Construction	Construction for Lancaster BSIP Phase 1	\$ 40,424.67
Vendor MJS Construction Total:				\$ 41,489.04
Vendor: Mobile Relay Associates				
6655	05/15/2014	Mobile Relay Associates	Commuter Air Time	\$ 1,224.30
6655	05/15/2014	Mobile Relay Associates	Commuter Air Time	\$ 96.30
Vendor Mobile Relay Associates Total:				\$ 1,320.60
Vendor: Molina Graphic Installations				
6656	05/15/2014	Molina Graphic Installations	BYD Bus Wrap Installation	\$ 1,200.00
Vendor Molina Graphic Installations Total:				\$ 1,200.00
Vendor: Nelson Nygaard Cons Assoc				
6657	05/15/2014	Nelson Nygaard Cons Assoc	Comprehensive Operational Analysis Contract	\$ 13,978.37
Vendor Nelson Nygaard Cons Assoc Total:				\$ 13,978.37
Vendor: OPSEC Specialized Protection				
6658	05/15/2014	OPSEC Specialized Protection	Unarmed Security Officer - April 2014	\$ 4,865.00
Vendor OPSEC Specialized Protection Total:				\$ 4,865.00
Vendor: Palmdale Trophy				
6659	05/15/2014	Palmdale Trophy	TAC Member Recognition	\$ 43.82
Vendor Palmdale Trophy Total:				\$ 43.82
Vendor: Petty Cash				
6622	05/08/2014	Petty Cash	Customer Pass Refund	\$ 88.50
6622	05/08/2014	Petty Cash	D. Aragon- Refreshments-TDA meeting	\$ 10.00
6622	05/08/2014	Petty Cash	C. Love- ARMA meeting	\$ 25.00
6622	05/08/2014	Petty Cash	W. Williams- Community Luncheon	\$ 37.00
6622	05/08/2014	Petty Cash	M. Perry- AVTA Vehicle Car wash	\$ 18.90
6622	05/08/2014	Petty Cash	W. Williams- Poppy Festival Supplies	\$ 10.90
6622	05/08/2014	Petty Cash	W. Jones- Health Fair Supplies	\$ 15.01
6622	05/08/2014	Petty Cash	V. McLaughlin- Supplies for Health Fair	\$ 11.86
6622	05/08/2014	Petty Cash	L. Sedota- Supplies for Health Fair	\$ 23.87
Vendor Petty Cash Total:				\$ 241.04
Vendor: Pinnacle Petroleum Inc				
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 13,298.62
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 12,685.48
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 25,912.74
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 26,652.90
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 13,755.30
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 15,231.16
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 26,701.45
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 25,988.02
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 26,150.72
6623	05/08/2014	Pinnacle Petroleum Inc	Fuel for April 2014	\$ 26,543.71
Vendor Pinnacle Petroleum Inc Total:				\$ 212,920.10
Vendor: R.C. Becker and son, Inc.				
6683	05/29/2014	R.C. Becker and son, Inc.	Retainage	\$ 15,527.98
Vendor R.C. Becker and son, Inc. Total:				\$ 15,527.98
Vendor: Richards, Watson & Gershon				
6624	05/08/2014	Richards, Watson & Gershon	General Counsel Services - March 2014	\$ 6,497.32

ATTACHMENT CC 2. C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 5/1/2014 - 5/31/2014

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
6624	05/08/2014	Richards, Watson & Gershon	Board Meeting Attendance- March 2014	\$ 967.50
Vendor Richards, Watson & Gershon Total:				\$ 7,464.82
Vendor: SHI- Software Hardware Integration				
6660	05/15/2014	SHI- Software Hardware Integr	GPMKP1 PSMC Tech Spt, PS4000X, VAR	\$ 1,467.39
6660	05/15/2014	SHI- Software Hardware Integr	D1YKWP1 PSMC Tech Spt, PS4000X, VAR	\$ 1,467.39
6660	05/15/2014	SHI- Software Hardware Integr	42BLCK1 Power Edge R710	\$ 1,445.47
6660	05/15/2014	SHI- Software Hardware Integr	GPMKWP1 PS 4H7X24 OS, PS4000X, UNY, VAR	\$ 3,891.49
6660	05/15/2014	SHI- Software Hardware Integr	FDTQLL1 Power Edge R905	\$ 2,347.82
6660	05/15/2014	SHI- Software Hardware Integr	CDTQLL1 Power Edge R905	\$ 2,347.82
6660	05/15/2014	SHI- Software Hardware Integr	DDTQLL1 Power Edge R905	\$ 2,347.82
6660	05/15/2014	SHI- Software Hardware Integr	D1YKWP1 PS 4H7X24 OS, PS4000X, UNY, VAR	\$ 3,891.49
6660	05/15/2014	SHI- Software Hardware Integr	42BNCK1 Power Edge R710	\$ 1,445.47
6660	05/15/2014	SHI- Software Hardware Integr	BFGNMN1 Power Edge R710	\$ 1,439.24
6660	05/15/2014	SHI- Software Hardware Integr	429QCK1 Power Edge R710	\$ 1,445.47
6660	05/15/2014	SHI- Software Hardware Integr	42BMCK1 Power Edge R710	\$ 1,445.47
Vendor SHI- Software Hardware Integration Total:				\$ 24,982.34
Vendor: Sign Warehouse, Inc.				
6661	05/15/2014	Sign Warehouse, Inc.	ORAGUARD 290 50X150 GLOSS CAST LAMINATING PVC FILM	\$ 485.00
6625	05/08/2014	Sign Warehouse, Inc.	COR-PLAST 24 X 18 WHITE	\$ 50.00
6625	05/08/2014	Sign Warehouse, Inc.	PJ/VJ ECO ULTRA INK YELLOW (MSINK3A-YE220)	\$ 134.00
6625	05/08/2014	Sign Warehouse, Inc.	ORAGUARD 290 54X150 GLOSS CAST LAMINATING PVC FILM	\$ 520.00
6625	05/08/2014	Sign Warehouse, Inc.	VJ-1204 MAINTENANCE KIT	\$ 52.95
6625	05/08/2014	Sign Warehouse, Inc.	MAINTENANCE SWABS- 15 COUNT (18-999-23)	\$ 79.50
6625	05/08/2014	Sign Warehouse, Inc.	3M CONTROLTAC V3 48" X 150 FT	\$ 680.00
6625	05/08/2014	Sign Warehouse, Inc.	PJ/VJ ECO ULTRA INK MAGENTA (MSINK3A-MA220)	\$ 134.00
6625	05/08/2014	Sign Warehouse, Inc.	PJ/VJ ECO ULTRA INK CYAN (MSINK3A-CY220)	\$ 134.00
Vendor Sign Warehouse, Inc. Total:				\$ 2,269.45
Vendor: Southern California Edison				
6626	05/08/2014	Southern California Edison	Utilities- Electricity, 03/25/14-04/16/14	\$ 3,442.63
Vendor Southern California Edison Total:				\$ 3,442.63
Vendor: Standard Insurance Company				
6662	05/15/2014	Standard Insurance Company	Vision Insurance (EE Portion) April 2014	\$ 123.18
6662	05/15/2014	Standard Insurance Company	Vision Insurance (ER Portion), April 2014	\$ 430.18
6662	05/15/2014	Standard Insurance Company	Vision Insurance (EE Portion) May 2014	\$ 123.18
6662	05/15/2014	Standard Insurance Company	Vision Insurance (ER Portion) May 2014	\$ 430.90
Vendor Standard Insurance Company Total:				\$ 1,107.44
Vendor: Standard Insurance Company				
6627	05/08/2014	Standard Insurance Company	Life	\$ 239.58
6627	05/08/2014	Standard Insurance Company	STD	\$ 1,264.16
6627	05/08/2014	Standard Insurance Company	LTD	\$ 784.04
6627	05/08/2014	Standard Insurance Company	AD & D	\$ 92.54
Vendor Standard Insurance Company Total:				\$ 2,380.32
Vendor: TCW Systems, Inc.				
6628	05/08/2014	TCW Systems, Inc.	Radio Repeater Service for April 2014	\$ 500.00
Vendor TCW Systems, Inc. Total:				\$ 500.00
Vendor: The Balloon Factory				
6629	05/08/2014	The Balloon Factory	Large Helium Tank (Balloons special event)	\$ 283.45
Vendor The Balloon Factory Total:				\$ 283.45
Vendor: The Customer Service Experts				

ATTACHMENT CC 2. C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 5/1/2014 - 5/31/2014

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
6663	05/15/2014	The Customer Service Experts	CPOS Reimbursement FY13 April 2014	\$ 50.00
Vendor The Customer Service Experts Total:				\$ 50.00
Vendor: The Gas Company				
6630	05/08/2014	The Gas Company	Utilities- Gas, 03/24/14-04/22/14	\$ 2,354.71
Vendor The Gas Company Total:				\$ 2,354.71
Vendor: The Lamar Companies				
6684	05/29/2014	The Lamar Companies	Billboard Campaign Power ON	\$ 1,000.00
Vendor The Lamar Companies Total:				\$ 1,000.00
Vendor: The Outreach Center				
6685	05/29/2014	The Outreach Center	AV Pride Sponsorship	\$ 500.00
Vendor The Outreach Center Total:				\$ 500.00
Vendor: The Signal				
6686	05/29/2014	The Signal	Online web page for the Signal	\$ 650.00
Vendor The Signal Total:				\$ 650.00
Vendor: Time Warner Cable Business Class				
6687	05/29/2014	Time Warner Cable Business Cl	Internet Service, 5/13/14-6/12/14	\$ 1,440.00
6631	05/08/2014	Time Warner Cable Business Cl	Cable Services, 5/11/14-6/10/14	\$ 236.28
Vendor Time Warner Cable Business Class Total:				\$ 1,676.28
Vendor: Tire Xpress Inc.				
6632	05/08/2014	Tire Xpress Inc.	2 tires for unit 120	\$ 294.32
Vendor Tire Xpress Inc. Total:				\$ 294.32
Vendor: Transit Talent				
6688	05/29/2014	Transit Talent	RFP Notice- Hazard Mitigation Plan	\$ 95.00
6688	05/29/2014	Transit Talent	Project Engineer Recruitment	\$ 95.00
Vendor Transit Talent Total:				\$ 190.00
Vendor: Tyler Technologies				
6633	05/08/2014	Tyler Technologies	Core Financials	\$ 5,788.13
6633	05/08/2014	Tyler Technologies	Forms Overlay	\$ 289.41
6633	05/08/2014	Tyler Technologies	Purchasing	\$ 2,604.66
6633	05/08/2014	Tyler Technologies	AcuCorp AcuServer	\$ 805.71
6633	05/08/2014	Tyler Technologies	Basic Network Support Services	\$ 694.58
Vendor Tyler Technologies Total:				\$ 10,182.49
Vendor: United Parcel Service				
6664	05/15/2014	United Parcel Service	Shipping	\$ 258.39
6664	05/15/2014	United Parcel Service	Shipping	\$ 90.40
Vendor United Parcel Service Total:				\$ 348.79
Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Universal Electronic Alarms				
6634	05/08/2014	Universal Electronic Alarms	Alarm Monitoring for 2014	\$ 300.00
Vendor Universal Electronic Alarms Total:				\$ 300.00
Vendor: UNUM Life Insurance Co of Amer				
6689	05/29/2014	UNUM Life Insurance Co of Arr	Long Term Care (EE Portion), June 2014	\$ 209.10
6689	05/29/2014	UNUM Life Insurance Co of Arr	Long Term Care (ER Portion), June 2014	\$ 526.80
Vendor UNUM Life Insurance Co of Amer Total:				\$ 735.90

ATTACHMENT CC 2. C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 5/1/2014 - 5/31/2014

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: US Bank				
6665	05/15/2014	US Bank	L. Block- Registration 2014 Risk Management Sem.	\$ 350.00
6665	05/15/2014	US Bank	CREDIT- Ritz Carlton	\$ (20.71)
6665	05/15/2014	US Bank	J. Austin- Business Lunch- Koff & Assoc.	\$ 61.19
6665	05/15/2014	US Bank	R. Fitzgibbons- Airfare- GFOA Conference	\$ 431.00
6665	05/15/2014	US Bank	J. Austin- Airfare- APTA Bus and Paratransit Conf.	\$ 313.00
6665	05/15/2014	US Bank	J. Austin- Fuel for AVTA provided vehicle	\$ 51.30
6665	05/15/2014	US Bank	M. DeLos Santos- Balloon Closures	\$ 110.40
6665	05/15/2014	US Bank	C. Love- Registration- ARMA annual RIM Seminar	\$ 120.00
6665	05/15/2014	US Bank	J. Austin- Lodging- APTA Bus and Paratransit Conf.	\$ 273.78
6665	05/15/2014	US Bank	Engel, Perry, Mortis- Lodging- APTA Conference	\$ 821.34
6665	05/15/2014	US Bank	J. Austin & L. Engel- Registration- APTA Conf.	\$ 1,450.00
6665	05/15/2014	US Bank	W. Williams- Airfare- CTA Spring Conf. Sacramento	\$ 179.00
6665	05/15/2014	US Bank	J. Austin- Airfare- CTA Spring Conf. Sacramento	\$ 179.00
6665	05/15/2014	US Bank	D. Aragon- Airfare- Cal ACT Title IV Workshop	\$ 154.00
6665	05/15/2014	US Bank	D. Aragon- Registration- Cal ACT Title IV Seminar	\$ 20.00
6665	05/15/2014	US Bank	J. Mortis- Airfare- APTA Bus and Paratransit Conf.	\$ 389.00
6665	05/15/2014	US Bank	M. Perry- Airfare- APTA Bus and Paratransit Conf.	\$ 364.00
6665	05/15/2014	US Bank	L. Engel- Airfare- APTA Bus and Paratransit Conf.	\$ 270.00
6665	05/15/2014	US Bank	J. Mortis- Registration Fee for APTA Roadeo	\$ 755.00
6665	05/15/2014	US Bank	L. Block- Airfare (Spouse)- Reimb. to AVTA	\$ 433.00
6665	05/15/2014	US Bank	C. Love- Registration- ARMA monthly meeting	\$ 20.00
6665	05/15/2014	US Bank	L. Block- Airfare- 2014 Risk Management Conference	\$ 433.00
6665	05/15/2014	US Bank	M. Perry- Registration- APTA Conference	\$ 725.00
6665	05/15/2014	US Bank	L. Engel, M. Perry, J. Austin- Banquet tickets APTA	\$ 300.00
6665	05/15/2014	US Bank	R. Fitzgibbons- Registration- GFOA Conf.	\$ 425.00
6665	05/15/2014	US Bank	D. Cason- Wall Clock for Office	\$ 24.63
6665	05/15/2014	US Bank	M. Perry- Food for AVTA Roadeo	\$ 865.67
Vendor US Bank Total:				\$ 9,497.60
Vendor: US Postal Service-Postmaster				
6635	05/08/2014	US Postal Service-Postmaster	BRM Permit Renewal # 25000	\$ 220.00
Vendor US Postal Service-Postmaster Total:				\$ 220.00
Vendor: Valley Power Systems				
6668	05/15/2014	Valley Power Systems	p-trap pulse cleaner filter	\$ 635.40
Vendor Valley Power Systems Total:				\$ 635.40
Vendor: Van Scoyoc				
6690	05/29/2014	Van Scoyoc	Retainer- April 2014	\$ 4,000.00
Vendor Van Scoyoc Total:				\$ 4,000.00
Vendor: Verizon California				
6636	05/08/2014	Verizon California	Phone Service, 4/13/14-5/12/14	\$ 605.39
Vendor Verizon California Total:				\$ 605.39
Vendor: Vision Internet Providers, Inc.				
6691	05/29/2014	Vision Internet Providers, Inc.	Vision Internet Web Hosting	\$ 2,520.00
6691	05/29/2014	Vision Internet Providers, Inc.	Website Support Services 5/15/14-5/14/15	\$ 4,059.00
Vendor Vision Internet Providers, Inc. Total:				\$ 6,579.00
Vendor: Waste Management				
6669	05/15/2014	Waste Management	Utilities- Waste, April 2014	\$ 795.75
Vendor Waste Management Total:				\$ 795.75
Vendor: Western Exterminators				
6692	05/29/2014	Western Exterminators	Extermination services April 2014	\$ 88.50
Vendor Western Exterminators Total:				\$ 88.50

ATTACHMENT CC 2. C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 5/1/2014 - 5/31/2014

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Witts				
6637	05/08/2014	Witts	Office Supplies	\$ 542.22
6637	05/08/2014	Witts	Credit from previous payment	\$ (32.09)
6637	05/08/2014	Witts	Office Supplies	\$ 178.43
Vendor Witts Total:				\$ 688.56
Vendor: Xerox Corporation				
6693	05/29/2014	Xerox Corporation	Usage 3/31/14-4/29/14	\$ 162.37
Vendor Xerox Corporation Total:				\$ 162.37
Vendor: Zones Inc.				
6670	05/15/2014	Zones Inc.	Dell 1320c Black Toner Cartridge - 2000 pages	\$ 78.87
6670	05/15/2014	Zones Inc.	Dell C3765dnf Magenta Toner Cartridge - 9000 pages	\$ 251.72
6670	05/15/2014	Zones Inc.	Dell C3765dnf Cyan Toner Cartridge - 9000 pages	\$ 503.45
6670	05/15/2014	Zones Inc.	Dell C1765nf Black Toner Cartridge - 2000 Pages	\$ 141.80
6670	05/15/2014	Zones Inc.	Dell C1765nf Magenta Toner Cartridge - 1400 Pages	\$ 70.16
6670	05/15/2014	Zones Inc.	Dell C3765dnf Yellow Toner Cartridge - 9000 pages	\$ 251.72
6670	05/15/2014	Zones Inc.	Dell C3765dnf Black Toner Cartridge - 11000 pages	\$ 133.26
6670	05/15/2014	Zones Inc.	Dell 5130cdn Cyan Toner Cartridge - 12000 Pages	\$ 250.16
6670	05/15/2014	Zones Inc.	Dell 5130cdn Black Imaging Drum	\$ 93.83
6670	05/15/2014	Zones Inc.	Dell 5130cdn Magenta Toner Cartridge - 12000 Pages	\$ 255.61
6670	05/15/2014	Zones Inc.	Dell C1765nf Yellow Toner Cartridge - 1400 Pages	\$ 70.89
6670	05/15/2014	Zones Inc.	Dell 5130cdn Black Toner Cartridge - 18000 Pages	\$ 142.92
6670	05/15/2014	Zones Inc.	Dell 1320c Yellow Toner Cartridge	\$ 103.73
Vendor Zones Inc. Total:				\$ 2,348.12
Grand Total:				\$ 819,264.74



STATEMENT OF NET POSITION

	As of April 30, 2014	As of June 30, 2013
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 24,428,209	\$ 17,332,141
Due from other governments	1,507,538	2,973,322
Other receivables	189,321	252,176
Inventory	271,215	319,953
Prepaid items	62,608	9,614
Total Current Assets	<u>26,458,891</u>	<u>20,887,205</u>
NONCURRENT ASSETS		
Capital assets, net of depreciation	<u>49,143,550</u>	<u>50,781,434</u>
Total Assets	<u>75,602,441</u>	<u>71,668,639</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	1,906,791	1,677,275
Due to Federal Transit Administration	-	4,371
Accrued payroll	(4,255)	74,204
Compensated absences	264,642	264,642
Deferred Revenue - Prop 1B	3,094,573	2,778,767
Other Liabilities	-	-
Total Current Liabilities	<u>5,261,751</u>	<u>4,799,260</u>
Deferred inflows of resources		
Unearned Revenue	524,282	30,000
Total Liabilities	<u>5,786,032</u>	<u>4,829,260</u>
NET POSITION		
Invested in Capital Assets	49,143,550	50,781,434
Restricted for Capital Acquisition	4,445,732	4,434,485
Unrestricted	16,227,126	11,623,461
Total Net Assets	<u>\$ 69,816,408</u>	<u>\$ 66,839,380</u>



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

	For the 10 Months ending April 30, 2014	For the 12 Months ending June 30, 2013
OPERATING REVENUES		
Charges for services:		
Passenger fares	\$ 4,076,982	\$ 4,832,800
Total operating revenues	<u>4,076,982</u>	<u>4,832,800</u>
OPERATING EXPENSES		
Purchased transportation services:		
Outside transit contract	10,588,276	12,318,390
Fuel	2,306,202	2,819,513
Other operating costs	1,698,096	824,123
General and administrative	2,901,030	4,062,047
Depreciation	4,284,594	4,519,585
Total operating expenses	<u>21,778,197</u>	<u>24,543,658</u>
Operating gain/(loss)	<u>(17,701,215)</u>	<u>(19,710,858)</u>
NONOPERATING REVENUES/(EXPENSES)		
Interest Income	8,925	12,421
Local operating grants	6,984,869	9,653,042
Federal operating grants	6,265,579	8,358,434
Member agency contributions	2,928,159	3,524,379
Capital expenses	(255,235)	(397,681)
Gain/(Loss) on sale of capital assets	7,110	(38,462)
Other	239,709	358,371
Total nonoperating revenues and expenses	<u>16,179,117</u>	<u>21,470,504</u>
Gain/(Loss) before capital contributions	<u>(1,522,098)</u>	<u>1,759,646</u>
CAPITAL CONTRIBUTIONS		
Capital grants	4,066,855	16,444,223
Member contributions	432,271	-
Total capital contributions	<u>4,499,126</u>	<u>16,444,223</u>
NET CHANGE IN NET ASSETS	2,977,028	18,203,869
NET ASSETS, BEGINNING OF PERIOD	<u>66,839,380</u>	<u>48,635,511</u>
NET ASSETS, END OF PERIOD	<u>\$ 69,816,408</u>	<u>\$ 66,839,380</u>



STATEMENT OF CASH FLOWS

	For the 10 Months ending April 30, 2014	For the 12 Months ending June 30, 2013
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	4,076,982	4,832,799
Non-operating miscellaneous revenue received	239,709	358,371
Cash payments to suppliers for goods and services	(16,399,773)	(17,610,499)
Cash payments to employees for services	(78,459)	(3,325,535)
Net cash used in operating activities	<u>(12,161,541)</u>	<u>(15,744,865)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	13,952,039	17,052,634
Contributions received from member agencies	2,789,877	2,530,732
Net cash provided by non-capital financing activities	<u>16,741,916</u>	<u>19,583,366</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(2,646,709)	(14,245,099)
Proceeds received from sale of capital assets	7,110	(38,462)
Capital grants received	4,969,330	16,553,655
Capital expenses	(255,235)	(397,681)
Capital contributions received from member agencies	432,271	(235,599)
Net cash used in capital and related financing activities	<u>2,506,767</u>	<u>1,636,815</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest received	8,925	12,421
Net cash provided by investing activities:	<u>8,925</u>	<u>12,421</u>
Net increase/(decrease) in cash and cash equivalents	7,096,068	5,487,737
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>17,332,141</u>	<u>11,844,405</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>24,428,209</u></u>	<u><u>17,332,141</u></u>



STATEMENT OF CASH FLOWS

	For the 10 Months ending April 30, 2014	For the 12 Months ending June 30, 2013
Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):		
Operating Loss	(17,701,215)	(19,710,859)
Adjustments to Net Cash used in Operating Activities		
Depreciation	4,284,594	4,519,585
Miscellaneous income	239,709	358,371
(Increase) decrease in other receivables	62,855	(14,486)
(Increase) decrease in inventory	48,737	35,739
(Increase) decrease in prepaid items	(52,994)	51,017
Increase (decrease) in accounts payable	229,516	(921,753)
Increase (decrease) in due to Federal Transit Administratio	(4,371)	(74,829)
Increase (decrease) in accrued payroll	(78,459)	7,795
Increase (decrease) in compensated absences payable	0	23,938
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	810,087	(19,383)
Net Cash used in operating activities	<u>(12,161,541)</u>	<u>(15,744,865)</u>

Notes

- 1 This set of basic financial statements is prepared on an interim basis and is unaudited.
- 2 For purposes of reasonable projections, depreciation expense and accumulated depreciation of fixed assets are estimates based on average monthly activity during FY13. The difference between estimates used and the actual depreciation expense when determined will be reflected in subsequent financial statements.
- 3 Please see the Treasury Report for additional highlights on cash & equivalents, payroll and expenditures.

ATTACHMENT CC 2.E

**ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VERSUS ACTUAL INCOME STATEMENT
APRIL 2014 AND YEAR TO DATE**

REVENUE	MID-YEAR BUDGET - YTD	APRIL ACTUAL	YTD ACTUAL	YTD VARIANCE
Fare Revenue	\$ 4,210,793	\$ 403,089	\$ 4,076,982	\$ (133,812)
MTA Funds	6,562,559	703,808	6,984,870	422,310
FTA Funds	428,259	433,083	6,265,579	5,837,319
Jurisdictional Contributions	2,740,584	280,987	2,765,735	25,151
TRANSporter	156,547	13,000	162,424	5,876
Other (SCE Rebates, Adv.)	264,110	16,803	255,745	(8,365)
TOTAL REVENUE	14,362,853	1,850,770	20,511,334	6,148,481
EXPENDITURES				
Contract Services	10,727,500	1,065,374	10,588,276	139,224
Fuel	2,752,604	217,258	2,306,202	446,401
Other Operating	1,240,055	65,670	635,152	604,904
Salaries and Wages	1,979,685	190,816	1,918,960	60,726
Benefits	819,966	76,644	767,397	52,569
Legal	124,960	7,465	136,451	(11,491)
Consulting	506,793	47,083	470,833	35,960
Travel	59,424	8,644	54,349	5,075
IT Maintenance/Licenses	213,838	17,499	176,499	37,339
Utilities	147,858	20,610	147,702	155
Admin	380,472	10,265	291,784	88,688
TOTAL EXPENDITURE	18,953,153	1,727,327	17,493,603	1,459,550
INCOME(LOSS)	(4,590,300)	123,442	3,017,731	7,608,031

*DEPRECIATION EXPENSES EXCLUDED IN THE REPORT



DATE: June 24, 2014

TO: BOARD OF DIRECTORS

SUBJECT: FY15 Investment Policy Statement and Local Agency Investment Fund (LAIF) Update

RECOMMENDATION

That the AVTA Board of Directors:

1. Adopt Resolution 2014-005 (Attachment C) approving AVTA's revised Investment Policy Statement for the upcoming fiscal year beginning July 1, 2014 through June 30, 2015; and
2. Approve proposed changes to the list of staff authorized to deposit and withdraw from AVTA's LAIF account.

FISCAL IMPACT

The proposed changes are administrative in nature and therefore have no financial impact.

BACKGROUND

Prior to the commencement of each fiscal year, the Board of Directors has authorized the deposit and withdrawal of Authority LAIF investments in the State Treasury in accordance with the provisions of Government Code Section 16429. The Investment Policy Statement for FY15 (Attachment A) fulfills the California Government Code Section 53646 requirement that each legislative body review and adopt an Investment Policy Statement on an annual basis.

During the current fiscal year, AVTA continues to employ the services of Bank of America for its general banking needs. Only the projected minimum amount is maintained in the general operating account. All other available cash funds are

invested in the Authority's LAIF account in accordance with the Investment Policy Statement.

The Procedure (Attachment B) establishes the steps necessary to use the LAIF for investment purposes, to reconcile monthly activity to the general ledger, and to reconcile cash on the books with the cash in LAIF.

On an annual basis, the LAIF administration requests that each member agency update their deposit/withdrawal authorization list. The purpose of the update is to ensure that only duly authorized persons have access to the Authority's LAIF investments.

The table below will be updated with the names of the new Chair and Vice Chair to be supplied after the Board of Directors elections at the June 24, 2014 Board meeting.

CURRENT		PROPOSED	
Name	Title	Name	Title
Norman L. Hickling	Chairman		Chair
Marvin Crist	Vice Chairman		Vice Chair
Julie M. Austin	Executive Director	Julie M. Austin	Executive Director
Colby Konisek	Director of Finance	Colby Konisek	Director of Finance

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the following directive from the July 2013 Strategic Planning Workshop:

Economic Catalyst – to ensure the riding public continues to be served by ensuring funds are available for the needs of the authority.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director

Attachments: A – Investment Policy Statement
B – LAIF Procedure
C – Resolution No. 2014-005



INVESTMENT POLICY STATEMENT

July 1, 2014 – June 30, 2015

1. POLICY

It is the policy of AVTA to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of AVTA and conforming to all state and local statutes governing the investment of public funds.

2. SCOPE

This investment policy applies to the cash funds of AVTA, except for its employees retirement system fund, which is administered separately by the California Public Employees' Retirement System ("CalPERS") and financial assets governed by bond indentures or bond resolutions.

These funds include Operating and Capital Funds.

3. OBJECTIVE

Investable funds shall be invested to the maximum extent feasible. The primary goal of the investment program is to maintain safety and liquidity of principal and interest while maximizing returns, minimizing risks and ensuring that funds are available to meet anticipated cash flow requirements.

In the investment of its funds, AVTA will be guided by the following principles in order of importance:

3(A) the primary objective is to safeguard investment principal.

- Safety

Safety and the minimizing of risk associated with investing refer to attempts to reduce the potential for loss of principal, interest or a combination of the two. The first level of risk control is found in state law which restricts the particular type of investments permissible for governmental entities. The second level of risk control is reduction of default risk by investing in instruments that appear upon examination to be the most credit worthy. The third level of risk control is

reduction of market risk by investing in instruments that have maturities coinciding with planned dates of disbursement, thereby eliminating risk of loss from a forced sale.

3(B) the secondary objective is to maintain sufficient liquidity to ensure that funds are available to meet daily cash flow requirements.

- Liquidity

Liquidity refers to the ability to easily sell at any time with a minimal risk of losing some portion of principal or interest. Liquidity is an important quality for an investment to have, for at any time AVTA may have unexpected or unusual circumstances that result in larger disbursements than expected, and some investments may need to be sold to meet the contingency. The AVTA's investment portfolio shall remain sufficiently liquid to enable the AVTA to meet all operating requirements, which might be reasonably anticipated. Most investments of AVTA are highly liquid.

3(C) the third and last consideration is to achieve a reasonable rate of return or yield consistent with these objectives.

- Yield

Yield is the potential dollar earnings an investment can provide, and also is sometimes described as the rate of return. AVTA attempts to obtain the highest yield possible when selecting an investment, provided that the criteria stated in the Investment Policy for safety and liquidity are met. The AVTA's investment portfolio shall be designed with the objective of achieving a return on the funds under its control throughout budgetary and economic cycles, taking into account the AVTA's investment risk constraints and the cash flow characteristics of the portfolio.

4. DELEGATION OF AUTHORITY

The Board of Directors of the AVTA holds the authority to invest or reinvest funds of the AVTA or to sell or exchange securities so purchased. Pursuant to the California Government Code Section 53607, the Board of Directors may delegate this authority on a yearly basis to the Executive Director, as the Treasurer of AVTA, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires.

The Director of Finance shall serve as the designated Investment Officer of the Authority and is responsible for investment decisions and activities, under the direction of the Executive Director. In the absence of the Director of Finance, the Executive Director will designate a temporary Investment Officer.

5. RESPONSIBILITY OF INVESTMENT OFFICERS

Cash management and investment transactions are the responsibility of the Investment Officer. The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

6. INDIVIDUALS AUTHORIZED TO UNDERTAKE INVESTMENT TRANSACTIONS

The following officials are authorized to implement the cash management and investment transactions decisions of the Investment Officer by undertaking investment transactions on behalf of AVTA:

- Executive Director
- Director of Finance
- Finance Supervisor

7. PRUDENCE

AVTA operates its cash investments subject to the "Prudent Investor Standard" which obligates a fiduciary to ensure that:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in the like capacity and familiarity with those matters would use in the conduct of funds of the like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency.

Within the limitations of this standard and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

8. SAFEKEEPING

The investment securities purchased by the Authority shall be held in safekeeping by designated financial institutions. Accounts are currently housed at the following recognized financial institutions:

- Bank of America
- Wells Fargo
- California State Investment Pool (Local Agency Investment Fund or "LAIF").

These institutions shall issue safekeeping receipts to the Agency listing the specific instrument, rate, maturity and other pertinent information.

Safekeeping procedures shall be reviewed annually by the independent auditor. The independent auditor shall conduct random audits of safekeeping and custodial systems.

9. ETHICS AND CONFLICTS

Officers and employees who are directly involved in the investment program shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair the ability to make impartial investment decisions.

10. MONITORING AND ADJUSTING THE PORTFOLIO

The Investment Officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly.

11. INTERNAL CONTROLS

Internal controls shall be reviewed annually by the independent auditor. The Investment Officer shall establish an annual process of independent review by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

12. INVESTMENT PROCEDURES

The Finance Department is responsible for establishing separate investment procedures which adhere to and implement this Statement of Investment Policy.

13. REPORTING REQUIREMENTS

Under the direction of the Executive Director, the Investment Officer shall where applicable, generate a monthly report for management purposes which will include, but not be limited to:

- Type of investment
- Institution
- Date of maturity
- Amount of deposit or cost of security
- Rate of interest
- Statement relating the report to the Statement of Investment Policy
- Statement that there are sufficient funds to meet the next 30 days' obligations

14. SHORT-TERM VERSUS LONG-TERM PORTFOLIO

All funds invested for one day to six months shall be considered short-term. Funds invested for a period in excess of six months shall be considered long-term.

15. SHORT-TERM PORTFOLIO DIVERSIFICATION

The Agency will diversify use of investment instruments to avoid incurring unreasonable risk inherent in overinvesting in specific instruments, individual financial institutions or maturities.

Diversification by Instrument:

- U.S. Government Securities, or affiliates
- Small Business Administration Loans
- Bankers Acceptance
- Commercial Paper
- Negotiable Certificates of Deposits
- Medium Term Notes
- Repurchase Agreements
- Local Agency Investment Fund (LAIF)
- California Asset Management Program (CAMP)
- California Local Agency Securities System (CLASS)

16. MATURITY SCHEDULING:

Investment maturities of operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (e.g. payroll, contractor's payments, lease payments, etc.) and considering sizeable blocks of anticipated revenue (e.g. LTF and Federal operating funds).

17. LONG-TERM PORTFOLIO DIVERSIFICATION

Instruments and diversification for the long-term portfolio shall be the same type as for the short-term portfolio, but with longer investment periods (over six months).

Maturity scheduling shall be timed according to anticipated needs.

18. AUTHORIZED INVESTMENTS (G.C. 53601)

The average maturity of AVTA's investments should not exceed two-and-one-half years, with no single investment being made for over five years, except with legislative approval as authorized under Section 53601 of the California Government Code. At no time should current cash flow requirements be jeopardized.

AVTA may invest in the following legal investments as defined in Section 53601 of the California Government Code: 53601. This section shall apply to a local agency that is a city, a district, or other local agency that does not pool money in deposits or investments with other local agencies, other than local agencies that have the same governing body. However, Section 53635 shall apply to all local agencies that pool money in deposits or investments with other local agencies that have separate governing bodies. The legislative body of a local agency having money in a sinking fund or money in its treasury not required for the immediate needs of the local agency may invest any portion of the money that it deems wise or expedient in those

investments set forth below. A local agency purchasing or obtaining any securities prescribed in this section, in a negotiable, bearer, registered, or nonregistered format, shall require delivery of the securities to the local agency, including those purchased for the agency by financial advisers, consultants, or managers using the agency's funds, by book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery. For purposes of this section, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the local agency. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase. Where this section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement or securities lending agreement authorized by this section, that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment:

- (a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.
- (b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (d) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- (e) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- (f) Bankers acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days' maturity or 40 percent of the Authority's money that may be invested pursuant to this section. However, no more than 30 percent of the Authority's money may be invested in the bankers acceptances

of any one commercial bank pursuant to this section.

This subdivision does not preclude a municipal utility district from investing any money in its treasury in any manner authorized by the Municipal Utility District Act (Division 6 (commencing with Section 11501) of the Public Utilities Code).

(g) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

(1) The entity meets the following criteria:

- (A) Is organized and operating in the United States as a general corporation.
- (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
- (C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).

(2) The entity meets the following criteria:

- (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
- (B) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.
- (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

Eligible commercial paper shall have a maximum maturity of 270 days or less. Local agencies, other than counties or a city and county, may invest no more than 25 percent of their money in eligible commercial paper. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Counties or a city and county may invest in commercial paper pursuant to the concentration limits in subdivision (a) of Section 53635.

(h) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's money which may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the money are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or any person with investment decision-making

authority in the budget office, director of finance's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

- (i)
 - (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of any securities authorized by this section, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section.
 - (2) Investments in repurchase agreements may be made, on any investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.
 - (3) Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:
 - (A) The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.
 - (B) The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20 percent of the base value of the portfolio.
 - (C) The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.
 - (D) Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty by way of a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

- (4) (A) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security may only be made upon prior approval of the governing body of the local agency and shall only be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.
- (B) For purposes of this chapter, "significant banking relationship" means any of the following activities of a bank:
 - (i) Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness.
 - (ii) Financing of a local agency's activities.
 - (iii) Acceptance of a local agency's securities or funds as deposits.
- (5) (A) "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.
- (B) "Securities," for purpose of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.
- (C) "Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.
- (D) "Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.
- (E) For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.
- (F) For purposes of this section, the spread is the difference between the

cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.

- (j) Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency's money that may be invested pursuant to this section.
- (k)
 - (1) Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and that comply with the investment restrictions of this article and Article 2 (commencing with Section 53630). However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily.
 - (2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.).
 - (3) If investment is in shares issued pursuant to paragraph (1), the company shall have met either of the following criteria:
 - (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.
 - (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and with assets under management in excess of five hundred million dollars (\$500,000,000).
 - (4) If investment is in shares issued pursuant to paragraph (2), the company shall have met either of the following criteria:
 - (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating

organizations.

- (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
- (5) The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include any commission that the companies may charge and shall not exceed 20 percent of the agency's money that may be invested pursuant to this section. However, no more than 10 percent of the agency's funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1).
- (l) Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
 - (m) Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
 - (n) Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency's surplus money that may be invested pursuant to this section.

53601.1. The authority of a local agency to invest funds pursuant to Section 53601 includes, in addition thereto, authority to invest in financial futures or financial option

contracts in any of the investment categories enumerated in that section.

53601.5. The purchase by a local agency of any investment authorized pursuant to Section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Section 5102 of the Financial Code) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

53601.6. (a) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.

(b) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity. However, a local agency may hold prohibited instruments until their maturity dates. The limitation in this subdivision shall not apply to local agency investments in shares of beneficial interest issued by diversified management companies registered under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.) that are authorized for investment pursuant to subdivision (k) of Section 53601.

19. DESIGNATED AUTHORIZED INVESTMENTS

The listing shall be formally designated by AVTA and only investments from this designated list will be authorized.

California State Investment Pool (Local Agency Investment Fund or LAIF {Government Code Section 16429.1 – 16429.3}).

California Asset Management Program (CAMP {Government Code Section 6502; Section 53630; Section 53601 and/or 53635}).

California Local Agency Securities System (CLASS {Government Code Section 6502; Section 53630; Section 53601 and/or 53635}).

Whenever possible, bids and offers for any investment security shall be taken from a minimum of two security dealers/brokers, banks, and/or savings and loans. Awards shall be made to the highest responsible bidder or best offer.

All securities purchased must be held in safekeeping by AVTA's safekeeping agent, currently Bank of America. The securities shall not be held by the dealer or broker from whom they are purchased. Confirmations for all investments will be reviewed for conformity with the actual transactions. All financial institutions, whether investment banks, dealers, commercial banks or savings and loan institutions must be licensed by the National Association of Security Dealers (NASD) and be approved by the Treasurer

before they receive AVTA funds or are able to conduct business with AVTA. Prior to approval, each financial institution will be physically visited by the Treasurer and/or his/her designee to meet with the principals of the firm and to inspect their offices for stability and financial capabilities. Further, these visitations will continue periodically, preferably annually, on an ongoing basis to ensure eligibility (due diligence). All firms with whom AVTA does business will have a strong capital base and be deemed creditworthy before conducting business with such firms. The Treasurer or his/her designee will prescribe minimum standards by which these firms can be judged creditworthy.

Generally, losses are acceptable on a sale of securities prior to maturity and should be taken if (a) the sale proceeds will enhance the overall yield over the life of the new security, or (b) there is a potential imminent risk of principal due to a change in the creditworthiness of the issuer or other factors jeopardizing the propriety or safety and liquidity of public funds.

Where possible, AVTA investments shall be placed, confirmed, held, accounted for, and/or audited by different people.

The Director of Finance/Investment Officer or his/her designee will perform a monthly review of the investment function. This review will consist of:

- Comparison of the investment records to the independent statements and confirmation notices received from brokers, dealers, banks and other financial institutions.
- Review of the contents of the investment portfolio to assure that it conforms with the provisions of this Statement of Investment Policy and the laws of the State of California.
- Review of the financial institutions with whom investments have been made to assure that they have been approved by the Treasurer.



Subject: LOCAL AGENCY INVESTMENT FUND (LAIF) PROCEDURES		
Policy Effective Date: 06/28/2011		Revision/Date: 06/24/2014
Approved: 06/28/2011	Approved by: Board of Directors	Page: 1 of 4

PURPOSE

This procedure establishes the steps to use the Local Agency Investment Fund for investment purposes, to reconcile monthly activity to the General Ledger and to verify cash on the books with the cash invested with California State Investment Pool (Local Agency Investment Fund or "LAIF").

BACKGROUND

The Finance Department is responsible for maintaining proper accounting records in regards to all AVTA accounts.

AVTA deposits funds with LAIF as an investment instrument.

This procedure provides appropriate documentation relating to the investment of funds in LAIF.

EXECUTIVE DIRECTOR and DIRECTOR OF FINANCE

The Executive Director, Director of Finance, Chairman, and the Vice Chairman may approve the investment, withdrawal or transfer of funds to/from LAIF. Financial institutions will be notified by phone and in writing immediately regarding the separation of employees that were formerly authorized.

FINANCE SUPERVISOR

In the absence of the Director of Finance, the Finance Supervisor can also approve the investment or withdrawal of funds from LAIF and can make transfers to or from the LAIF account.

The Finance Supervisor prepares a memo of "General Funds Transfer" (Attachment A) and gives it to the Director of Finance for filing. **Only authorized personnel may gain access to the binder.**

PROCEDURE

The institutions involved in inter-bank transfers are to be notified the day prior to the date of a request of a transfer of funds. The following procedures guarantee same day credit to LAIF, Wells Fargo, or the appropriate AVTA account at Bank of America.

Funds Transfer from LAIF to Bank of America

1. Finance Supervisor prepares a memo of "General Funds Transfer" and gives to the Director of Finance by 9:30 am.
2. For a LAIF withdrawal, notify LAIF and fill in the information on the LAIF Log Sheet (Attachment B). **THE DEADLINE TO CALL LAIF IS 10:00 AM.**

Funds Transfer from Bank of America or Wells Fargo to LAIF

1. The Finance Supervisor prepares a memo for "General Funds Transfer" and gives it to the Director of Finance by 9:30 am.
2. Contact LAIF at (916) 653-3001 to advise them of the deposit and the account it is coming from. Provide the PIN #. Fill in the proper information in the LAIF log sheet (Attachment B). Get a confirmation number and the daily percentage yield. **THE DEADLINE TO CALL LAIF IS 10:00 AM.**
3. Contact Bank of America Customer Service at (800) 798-6466, Option 2, to request the transfer to LAIF. Both the AVTA Bank Account number and the LAIF confirmation number and date of deposit are provided to Bank of America as part of the transfer process.
THE DEADLINE TO CALL BANK OF AMERICA IS 2:00 PM.
4. Bank of America will give a verbal verification of transaction; written notes regarding the verbal verification should be included with the transfer documents to complete the transaction audit process.

Reconciliation

The Finance Supervisor posts deposits and withdrawals to the LAIF Account (10161) and verifies that the LAIF statement and the General Ledger account reconcile properly.

ATTACHMENTS

- A – General Funds Transfer Memo (copy)
- B – LAIF Statement – March 31, 2014 (copy)

ATTACHMENT A
Antelope Valley Transit Authority
Transfer of Funds

Account Description	Account Number	Amounts	
		Debit	Credit
Cash on Hand - General	0011000		
Cash on Hand - Customer Service	0011001		
Bank - General	0051000		
Bank - Payroll	0051001		
Bank - Internet Sales	0051002		
Bank - Accounts Payable	0051003		
LAIF- Cap Reserve	0101000		
CD - Union Bank	0101001		
CD - Wells Fargo Bank	0101002		
		0.00	0.00

Investment Balances:

Before Transfer 0.00
After Transfer 0.00

Effective Date: _____

Prepared by: _____ Date: _____

Director Approval: _____ Date: _____

Transferred by: _____ Date: _____

For Investments, if applicable:

Interest Rate: _____

Investment Date: _____

Maturity Date: _____

ATTACHMENT B



JOHN CHIANG

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name ANTELOPE VALLEY TRANS AUTH
Account Number 40-19-036

As of 04/15/2014, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2014.

Earnings Ratio		.00000631639966506
Interest Rate		0.23%
Dollar Day Total	\$	350,407,649.30
Quarter End Principal Balance	\$	4,946,111.56
Quarterly Interest Earned	\$	2,213.31



BOARD OF DIRECTORS

ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2014-005

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY APPOINTING THE EXECUTIVE DIRECTOR AS TREASURER AND THE DIRECTOR OF FINANCE AS AUDITOR-CONTROLLER, DELEGATING INVESTMENT AUTHORITY TO THE TREASURER, ADOPTING A POLICY FOR THE INVESTMENT OF SURPLUS TRANSIT FUNDS AND RESCINDING RESOLUTION NO. 2013-003

WHEREAS, pursuant to the Joint Exercise of Powers Agreement between the County of Los Angeles, the City of Palmdale and the City of Lancaster, the Antelope Valley Transit Authority (AVTA) is authorized under Section 6(i) to invest money that is not needed for immediate use, as the Board determines advisable, in the same manner and upon the same conditions as other local agencies in accordance with Section 53601 of the Government Code; and

WHEREAS, pursuant to Government Code Section 6505.6, AVTA may appoint one of its officers or employees to either or both of the positions of Treasurer or of Auditor-Controller, and such person or persons shall comply with the duties and responsibilities of the office or offices as set forth in subdivisions (a) to (d), inclusive, of Government Code Section 6505.5; and

WHEREAS, pursuant to Government Code Section 53607, the Board of Directors of AVTA may delegate its investment authority to the Treasurer for a one-year period; and

WHEREAS, pursuant to Government Code Section 53646, the Board of Directors of AVTA has publicly considered a proposed annual statement of investment policy and desires to adopt that policy to guide the investments of the Treasurer;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY HEREBY RESOLVES, DECLARES, DETERMINES, AND ORDERS AS FOLLOWS:

Section 1. As authorized by Government Code Section 6505.6, the Board of Directors appoints the Executive Director as Treasurer.

Section 2. As authorized by Government Code Section 6505.6, the Board of Directors appoints the Director of Finance as the Auditor-Controller.

Section 3. As authorized by Government Code Section 53607, the Board of Directors delegates its investment authority to the Treasurer for FY15, who shall thereafter assume full responsibility for those investment transactions until the delegation of authority is revoked or expires, and shall make a quarterly report of those transactions, in accordance with Government Code Section 53646, to the Board of Directors.

Section 4. As required by Government Code Section 53646, the Board of Directors has considered at a public meeting a statement of investment policy, and the Board of Directors hereby adopts that policy, in the form attached as Exhibit "A" to this resolution, to guide the investments of the Treasurer for FY15.

Section 5. Resolution No. 2013-003 is rescinded in its entirety.

Section 6. The Secretary of the Board shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 24th day of June, 2014 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

ATTEST:

Norman L. Hickling, Chairman

Julie M. Austin, Board Secretary

APPROVED AS TO FORM:

D. Craig Fox, General Counsel



DATE: June 24, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Semi-Annual Federal Fiscal Year (FFY) 2013/14 Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Report (October 1, 2013 – March 31, 2014)

RECOMMENDATION

That the Board of Directors receive and file the attached semi-annual FFY 2013/14 DBE and SBE Report for the period covering October 1, 2013 through March 31, 2014.

FISCAL IMPACT

No fiscal impact is associated with this report.

BACKGROUND

The Board of Directors approved the Authority's current DBE and SBE program in May 2012. The program promotes a goal of 11.95% DBE participation. Since February 2013, staff has been following the Board-approved Purchasing Outreach Policy for contacting potential vendors in the community in an effort to achieve this goal.

The attached spreadsheet shows the current prime and subcontractor contract award results for DBE and SBE participation. The Semi-Annual FFY 2013/14 DBE and SBE Prime Contract Award Report details four contracts being awarded during this period totaling \$682,904. The major contract award during this period was executed with MJS Construction, Palmdale, CA for the AVTA Bus Stop Improvement Program in the City of Lancaster, Phase 1- Resolicited, in the amount of \$491,050, including four change orders.

The Semi-Annual FFY 2013/14 DBE and SBE Subcontract Award Report details three subcontracts being awarded during this period totaling \$166,500. These three contracts represent an increase in DBE participation during this reporting period of 24 percent of the total contracts awarded during this term. The largest subcontract awarded during this term was initiated by Avail Technologies, State College, PA to ESP Enterprises, Houston, TX. This subcontract represents approximately 4 percent of Avail's total contract value. MJS Construction, Inc also awarded two other subcontracts to firms located in the Antelope Valley (Lancaster and Palmdale) for \$69,000 or 14 percent of the total contract value.

As of this date, AVTA has not only reached the 11.95% DBE participation goal, but for the first time AVTA has exceeded the goal with the following procurement: Invitation to Bid Number 2013-035 – Bus Stop Improvement Program within the City of Lancaster, Phase 1, which was awarded to MJS Construction Inc., Palmdale, CA. Proposers are required to demonstrate good faith efforts toward meeting the Authority's DBE participation goal. These efforts are reviewed and approved prior to each contract award. Good faith efforts are continually monitored throughout project completion. Staff will continue outreach and monitoring efforts in order to achieve the program's goal.

Late January 2014, the Authority along with City of Lancaster hosted a business outreach event. This annual event was held to foster growth, interest and development of DBEs and SBEs in the Antelope Valley. The Authority advertised through various media, including email, radio, print and postings throughout our bus fleet. The event was structured to share information from participating members regarding:

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

While no firms or businesses attended this event, both the Authority and City of Lancaster will focus future efforts on the October 2014 event, which will include City of Palmdale, Los Angeles County and other interested agencies or parties. We are hopeful that a fall timeframe will increase interest from the business community. Other strategies for increasing DBE and local business participation will include a late June 2014 release of a Request for Proposals for purchase and implementation of procurement and contracting software for use as a marketing tool and to make opportunities more accessible to local businesses.

ALIGNMENT WITH STRATEGIC DIRECTIVES

This recommendation aligns with the strategic directive to communicate the positive economic impact AVTA has on the community.

Prepared by:

Submitted by:

Lyle Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

Attachment: A –Semi-Annual FFY 2013/14 DBE and SBE Prime Contract Award and Subcontract Award Report

SEMI-ANNUAL FEDERAL FISCAL YEAR 2013/14 DBE AND SBE PRIME CONTRACT AWARD REPORT

Reporting Period - October 1, 2013 through March 31, 2014

Funding	Contract Type	Prime Contractor / Vendor Name	Prime Contractor DBE or SBE	DBE or SBE Sub-Contractor	Location	Contract Award Amount
Federal	Construction Services	MJS Construction, Inc	No	Yes	Palmdale, CA	\$491,050
Federal	Consultant Services	Nelson / Nygaard Consulting	No	No	San Francisco, CA	\$171,155
Federal	Labor Reporting	Golden State Labor Compliance	No	No	Palmdale, CA	\$9,625
Federal	Safety Services	Peterson Hydraulics, Inc.	No	No	Gardena, CA	\$11,074
					Total:	\$682,904

SEMI-ANNUAL FEDERAL FISCAL YEAR 2013/14 DBE AND SBE SUBCONTRACT AWARD REPORT

Reporting Period - October 1, 2013 through March 31, 2014

Funding	Prime Contractor	% of Contract Value	Contract Type	Sub-contract / Vendor Name	DBE or SBE	Location	Contract Award Amount
Federal	MJS Construction, Inc.	12%	Concrete	Samrod Corporation	DBE	Lancaster, CA	\$59,000
Federal	MJS Construction, Inc.	2%	Equipment Rental	Deana's Equipment Rental	DBE	Palmdale, CA	\$10,000
Federal	Avail Technologies	4%	Equipment Installation	ESP Enterprises, Inc	DBE	Houston, TX	\$97,500
						Total:	\$166,500



DATE: June 24, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Renewal of Agreement with Los Angeles County Sheriff's Department (LASD) for Security Services – Reserve Unit

RECOMMENDATION

Authorize the Executive Director to renew the Security Services Agreement with the Los Angeles County Sheriff's Department (LASD) from July 1, 2014 through June 30, 2015 in accordance with the terms outlined in the attached letter to Interim Sheriff John L. Scott.

FISCAL IMPACT

Total reimbursement under this agreement will not exceed \$120,000. Funds for these services are included in the draft FY15 Business Plan in Line Item 100-2FF-5-G1-9401032 using AVTA's annual Proposition C 5% Security allocation.

BACKGROUND

An agreement for security services was originally entered into between the AVTA and the Los Angeles County Sheriff's Department of Homeland Security in August 2008. The service agreement has been renewed annually since that time. Under the terms of this agreement, the LASD will provide the following services for the AVTA:

- Security presence Monday through Friday with staggered shifts for increased presence
- Random fare and ridership audits on local and commuter services with two Security Assistants to assist with fare enforcement
- A presence in and around the transit system
- Training and safety presentations to drivers
- Random bomb and weapon checks of local and commuter vehicles
- Interface with schools and city personnel regarding problematic behavior at specific stops
- Other duties as assigned.

Reports on security activities are presented to the Board of Directors on a quarterly basis. The security agreement has benefitted AVTA by providing a presence at our transfer facilities, on the buses, at schools, and at our administration and maintenance facility. The transit deputies have improved the quality of service for our passengers and have provided support to Veolia operators. Deputies issue traffic citations, enforce public utility codes, and assist drivers and passengers as needed.

The LASD requires a letter of agreement rather than a legally binding contract because AVTA's primary sheriff's deputy is a reserve officer with a significantly reduced hourly wage as compared to non-reserve sheriff's deputies. If the reserve officer were to leave midway through a contract, the LASD would be unable to fulfill the existing terms with the available budget.

ALIGNMENT WITH STRATEGIC DIRECTIVES

Customer Service and Safety - Exceed customer expectations by providing service that is: safe and reliable, valued by the community, responsive and innovative, caring and courteous, and cost effective.

Prepared by:

Submitted by:

Wendy Williams
Director of Communications

Julie M. Austin
Executive Director

Attachment: A – Letter of Request to Interim Sheriff John L. Scott



Mailed via U.S. Postal Service and E-mail

June 24, 2014

Interim Sheriff John L. Scott
Los Angeles County Sheriff's Department
4700 Ramona Boulevard
Monterey Park, California 91754

Dear Sheriff Scott:

As approved by the Board of Directors, the Antelope Valley Transit Authority (AVTA) desires to continue to contract with your office for transit security services. The scope of work shall include the following activities:

- Security services Monday through Friday with staggered shift times for increased presence;
- Random fare and ridership field audits of local and commuter services with two Security Assistants to assist with fare enforcement procedures;
- Random bomb and weapon checks of local and commuter services;
- Documentation of all activities, findings and actions;
- Training for both AVTA and Veolia staff regarding security issues and conflict resolution;
- Provide a presence on school trippers and other services where problematic behavior has been an issue;
- Provide training and outreach to schools regarding AVTA policies for transit riders;
- Interface with the local schools for incident follow-up;
- Provide a presence on and around the transit system to help improve quality of life issues; and
- Other duties as mutually agreed upon in writing.

AVTA is prepared to spend up to \$120,000 in FY15, beginning July 1, 2014 and ending June 30, 2015, unless superseded by a new contract. It is anticipated that this effort would entail 50 hours per week, Monday through Friday, depending on the specific tasks.

We appreciate the opportunity to work with your staff and look forward to continuing our contractual relationship for transit security services in the Antelope Valley. Should you have any questions, please feel free to contact me at (661) 729-2206.

Best regards,

Julie M. Austin
Executive Director

Board of Directors

Chairman
Norm Hickling
County of Los Angeles

Vice-Chairman
Marvin Crist
City of Lancaster

Director
Tom Lackey
City of Palmdale

Director
Steven D. Hofbauer
City of Palmdale

Director
Dianne Knippel
County of Los Angeles

Director
Sandra Johnson
City of Lancaster

Executive Director
Julie M. Austin



DATE: June 24, 2014
TO: BOARD OF DIRECTORS
SUBJECT: Election of Board Officers for FY15

RECOMMENDATION

That the Board of Directors nominate and elect a Chair and Vice Chair for FY15.

FISCAL IMPACT

There is no fiscal impact.

BACKGROUND

Board officer elections are conducted annually in June. The Authority's Bylaws have been amended several times over the past years to allow more flexibility regarding the election of Board Officers. The latest amendment was adopted at the August 28, 2012 meeting via Resolution No. 2012-018. That Resolution eliminated the annual rotation requirement for Chair and Vice Chair.

The new election process became effective July 1, 2013 and specifically allows the Board to nominate and elect any Board member for Chair and Vice Chair, provided that members from the same jurisdiction do not occupy both offices at the same time. The term of each office is one (1) year commencing on July 1, provided that no member may serve in either position for more than four (4) consecutive, one (1) year terms without a minimum one (1) year break in service.

Submitted by:

D. Craig Fox
General Counsel



DATE: June 24, 2014

TO: BOARD OF DIRECTORS

SUBJECT: FY15 Workers' Compensation, Property and Casualty Insurance Policies under Contract #2013-022 with Vinsa, Inc.

RECOMMENDATION

That the Board of Directors authorize the Executive Director to expense an amount not to exceed \$350,000 under Contract #2013-022 with Vinsa, Inc., AVTA's Insurance Broker of Record for the Authority's FY15 insurance policies and coverages as listed in the Policy Comparison FY14 to FY15 (Attachment A).

FISCAL IMPACT

Sufficient funds have been included in the FY15 Business Plan to pay for these required services.

BACKGROUND

In accordance with AVTA's Procurement Policies, staff released a Request for Proposals (RFP) in 2013 seeking proposals from experienced and qualified insurance brokerage firms to provide risk management-related insurance services for the marketing and placement of the Authority's workers' compensation, property and casualty coverages. Vinsa, Inc. of Lancaster, CA was selected as the Authority's Insurance Broker of Record to provide professional consulting services and support regarding insurance issues and questions that may arise during the course of a five-year contract. AVTA's insurance policies now renew annually on July 1 rather than being staggered throughout the fiscal year.

June 24, 2014

Page 2

Attachment A compares current year policies to the proposed policies. Depending upon final quotes for various coverages, Vinsa estimates an overall premium increase of \$20,000.

ALIGNMENT WITH STRATEGIC DIRECTIVES

The recommendation responds to the Board directive of maintaining fiscal accountability and providing consistent and responsible oversight of the Authority's insurance coverage needs.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

Attachment: A – Policy Comparison FY14 to FY15



DATE: June 24, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2014-43 to Windes, Inc., Long Beach, CA for Audit Services

RECOMMENDATION

That the Board of Directors authorize the Executive Director to execute Contract #2014-43 for audit services to Windes, Inc., for a period of five years in an amount not to exceed \$306,000.

FISCAL IMPACT

The cost of the project is \$60,000 for FY14, \$60,000 for FY15, \$60,990 for FY16, \$61,996 for FY17 and \$63,019 for FY17. Sufficient funds have been included in the FY15 Business Plan and will be included in future year budgets to cover the contract costs.

BACKGROUND

California Government Code section 6500 requires that every general-purpose local government publish a complete set of audited financial statements within twelve months of the close of each fiscal year. Additionally, the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Government, and Non-Profit Organizations*, requires non-federal entities that expend \$500,000 or more in federal awards within a fiscal year to have an audit performed on federal award activity, and that financial audits must be completed by an independent auditor/Certified Public Accounting (CPA) firm. As an existing audit services contract nears its expiration date, the Authority will issue a request for proposals for the new contract to ensure that pricing is competitive, services remain professionally consistent and are provided in a timely fashion.

AVTA released a Request for Proposals (RFP) on April 16, 2014. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. The local Chambers of Commerce were also notified via their respective newsletters and email lists; a total of 10 firms were notified via email with the RFP attached. Four additional firms registered

and downloaded the RFP; two California firms (one each from Torrance and Irvine), and two from out of state.

Six proposals were submitted on May 7, 2014 in response to the RFP. Staff evaluated and ranked each proposal on the following criteria: proposer's solution (30%), project budget (20%), similar projects (15%), proposer's information (15%), project schedule / benchmarks (10%) and personnel (10%).

Submitted proposals were received from the following firms:

Firm	Location	Total Score (525 Max)	Five-Year Estimated Contract Amount
Burkey, Cox, Evans & Bradford Accountancy Corporation	Palmdale, CA	285	\$310,000
Moss Adams, LLP	Los Angeles, CA	438	\$299,550
Pun & McGeady, LLP	Irvine, CA	441	\$265,457
Brown Armstrong Accountancy Corporation	Bakersfield, CA	443	\$285,000
Crowe, Horwath, LLP	Sherman Oaks, CA	443	\$261,850
Windes, Inc.	Long Beach, CA	446	\$306,000

The evaluation panel consisted of staff and one TAC member from each of the three jurisdictions. The panel evaluated the solicitation specifications and submitted proposals and pricing, which were all found to be fair and reasonable.

Windes was superior to all proposers in two key areas, similar projects and proposer's solution, which carry more weighting than the remaining criteria. Windes' scores for the other criteria were within a few points of the highest scores for all proposers in 3 out of the 4 remaining categories. Windes, Inc. understands AVTA processes and financial practices. Their familiarity with our agency will also be beneficial this year as the FTA is conducting its Triennial Review.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director



DATE: June 24, 2014

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2014-42 - Fare Restructuring Analysis - to Nelson/Nygaard Consulting Associates, San Francisco, CA

RECOMMENDATION

That the Board of Directors authorize the Executive Director to execute Contract #2014-42 for a fare restructuring analysis to Nelson/Nygaard Consulting Associates, San Francisco, CA.

FISCAL IMPACT

The contract amount is \$65,824. Sufficient funds have been included in the FY15 Business Plan.

BACKGROUND

The fare study will evaluate the transit system's current fare structure and provide a set of recommendations to improve fare recovery and maximize revenue without sacrifice of service or ridership. The comprehensive study will evaluate future budgetary needs taking into account the existing fare structure. The analysis will also evaluate current cash fares; pass pricing, transfer options, and fare media, along with the Personal Care Assistant (PCA) policy, and issues of fare evasion. A peer comparison will be conducted and recommendations must take into account all relevant variables such as ridership, revenue, and expenses, including the impact fare changes could have on the Los Angeles County Metropolitan Transportation Authority (LACMTA) Formula Allocation Program.

Staff intends to revise the current scope of work to incorporate the three fare restructuring scenarios presented to the Board of Directors at the May 27, 2014 meeting. The consultant will work with staff to seek public input on these scenarios and to determine additional areas that may require adjustments.

AVTA released a Request for Proposals (RFP) on April 16, 2014. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. The local Chambers of

Commerce were also notified via their respective newsletters and email lists; a total of 11 firms were notified via email with the RFP attached. Seven additional firms registered and downloaded the RFP; two California firms (one each from Los Angeles and Sacramento), and five from out of state.

Three proposals were submitted on May 7, 2014 in response to the RFP. Staff evaluated and ranked the proposals on the following criteria: proposer's solution (30%), project budget (20%), similar projects (15%), proposer's information (15%), project schedule / benchmarks (10%) and personnel (10%).

Submitted proposals were received from the following firms:

Firm	Location	Total Score (500 Max)	Contract Amount*
Moore & Associates, Inc.	Valencia, CA	438	\$60,212
TranSystems	Santa Ana, CA	458	\$65,977
Nelson/Nygaard Consulting Associates	San Francisco, CA	472	\$65,824

*Includes travel and miscellaneous expenses.

AVTA staff and a representatives from Veolia evaluated the solicitation specifications and submitted proposals and pricing, which were all found to be fair and reasonable. Nelson/Nygaard was founded in 1987 and has become an internationally recognized firm in the field of transportation development. Recently, this firm completed fare reviews for San Joaquin RTD, Mountain Metropolitan Transit, and Portland Streetcar. They are also the consultant working on AVTA's Route to Success study. Nelson Nygaard's fare study proposal was selected because it identified the most comprehensive approach and included the strongest outreach component.

ALIGNMENT WITH STRATEGIC DIRECTIVES

This recommendation aligns with the strategic directive to review and restructure fares, and conduct an analysis of farebox recovery.

Prepared by:

Submitted by:

Wendy Williams
Director of Communications

Julie M. Austin
Executive Director