



Regular Meeting of the Board of Directors

Tuesday, April 26, 2016

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) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting.

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

APPROVAL OF AGENDA

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

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

SPECIAL REPORTS and PRESENTATIONS (SRP):

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

SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR MARCH 2016 – HECTOR FUENTES, TRANSDEV

SRP 2 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER (JANUARY 1 – MARCH 31, 2016) – MARK PERRY

SRP 3 FEDERAL LEGISLATIVE UPDATE FOR MARCH 2016 – JUDY FRY

SRP 4 STATE LEGISLATIVE UPDATE FOR MARCH 2016 – WENDY WILLIAMS

CONSENT CALENDAR (CC): Items 1 through 4 are consent items that may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MARCH 22, 2016 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of March 22, 2016.

CC 2 FINANCIAL REPORTS FOR FEBRUARY AND MARCH 2016 – COLBY KONISEK

Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated February 29, 2016; the Interim Financial Statements for the eight months ended February 29, 2016; the Cash Flow Projection/Treasurer's report for the month ended February 29, 2016; the Payroll History Report for the three months ended March 31, 2016; and the Cash Disbursements Report for the month ended March 31, 2016.

- CC 3 FISCAL YEAR 2016 (FY16) THIRD QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (JANUARY 1 – MARCH 31, 2016) – KELLY MILLER

Recommended Action: Receive and file the FY16 Third Quarter LASD Report for the period covering January 1 through March 31, 2016.

- CC 4 REVISED TRAVEL POLICY AND GUIDELINES FOR TRAINING AND EXPENSE REIMBURSEMENT – COLBY KONISEK

Recommended Action: Adopt the revised policies and procedures for the Authority's Travel Policy and Guidelines for Training and Expense Reimbursement.

NEW BUSINESS (NB):

- NB 1 ELECTION OF BOARD OFFICERS FOR FISCAL YEAR 2017 (FY17) – KAREN DARR

Recommended Action: Nominate and elect a Chair and Vice Chair for FY17.

- NB 2 APPROVAL OF FIRST AMENDED AND RESTATED EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT– ALLISON BURNS

Recommended Action: Approve the First Amended and Restated Executive Director Employment Agreement.

- NB 3 CHANGE ORDER NO. 2 UNDER TASK ORDER NO. 2 OF MASTER CONTRACT #2014-46 WITH ARROW ENGINEERING SERVICES, INC., TO UPDATE AND PROVIDE FINAL DESIGN AND BID SPECIFICATIONS FOR 85 EBUS CHARGING STATIONS AT AVTA'S FACILITY – MARK PERRY

Recommended Action: Ratify an award in the amount of \$132,100, to Arrow Engineering Services, Inc., Lancaster, CA. The award is for Change Order No. 2 under Task Order No. 2 of Master Contract #2014-46, to update and provide final design and bid specifications for 85 eBus charging stations at AVTA's facility.

CLOSED SESSION (CS):

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(a)
Pending Litigation: Holmes v. AVTA, USDC Case No. 2:16-cv-01454-DMG-AGR
Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the next Regular meeting of the Board of Directors on May 24, 2016 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 April 21, 2016 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) 729-2206.



Regular Meeting of the Board of Directors

Tuesday, March 22, 2016

10:00 a.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Crist called the meeting to order at 10:02 a.m.

PLEDGE OF ALLEGIANCE

Director Underwood-Jacobs led the Pledge of Allegiance.

A moment of silence was observed to remember the victims of the terrorist attacks that occurred this morning in Brussels.

ROLL CALL:

Present

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

APPROVAL OF AGENDA

General Counsel Allison Burns noted that Closed Session Item #1 was erroneously listed as anticipated litigation and should have been listed as Government Code Section 54956.9(a) Pending Litigation: Holmes v. AVTA, Case No. 2:16-cv-01454-DMG-AGR.

Motion: Approve the agenda as revised.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Michael Rives – spoke about safety issues at the bus stop in front of the Lancaster Senior Center, stating that he thought that staff was relocating the stop. Executive Director Len Engel responded that one of the challenges is that Kern Regional Transit also uses the stop; Antelope Valley residents may not be the sole cause for some of the problems happening at the location.

Austin Bishop (Printing Boss) – introduced himself as the vendor who installed the new wraps on the electric buses.

SPECIAL REPORTS and PRESENTATIONS (SRP):

SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR FEBRUARY 2016

Transdev Operations Manager Mike Sorensen presented plaques to Aura Estrada, Employee of the Month for January; Thelma Varnardo, Operator of the Month for February; and Milton Cobos, Employee of the Month for February.

SRP 2 COACH OPERATOR PERFORMANCE AUDIT RESULTS

Senior Planning Officer Dieter Aragon presented the audit results. The Board discussed on-time performance and the cleanliness of the buses.

Motion: Receive and file the Coach Operator Performance Audit Results.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: None

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF FEBRUARY 23, 2016

Approve the Board of Directors Regular Meeting Minutes of February 23, 2016.

CC 2 FINANCIAL REPORTS FOR JANUARY AND FEBRUARY 2016

Receive and file the financial reports for January and February 2016.

CC 3 FISCAL YEAR 2016 (FY16) CAP AND TRADE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT

Adopt Resolution No. 2016-003, authorizing the execution of FY 2015-16 LCTOP, allowing funds to be used toward electric bus infrastructure improvements.

Motion: Approve the Consent Calendar.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

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

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 FISCAL YEAR 2017 (FY17) PRELIMINARY BUSINESS PLAN AND SHORT RANGE TRANSIT PLAN ASSUMPTIONS

Director of Finance Colby Konisek presented the FY17 Preliminary Business Plan and assumptions. The Board discussed energy costs (Lancaster Choice Energy versus Southern California Edison), operating credits from the California Air Resources Board, the five used BYD electric buses, and the status of the Bus Rapid Transit Project. Chairman Crist clarified that staff will obtain Board approval to purchase the five used electric buses.

Motion: Approve the FY17 Preliminary Business Plan and Short Range Transit Plan assumptions and provide direction to staff regarding priorities for the final FY17 Business Plan.

Moved by Director Thompson, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: None

NB 2 AWARD CONTRACT #2016-34 TO CSI FULLMER, INC., TO REFURNISH CUSTOMER SERVICE AREA

The Board waived the presentation of the staff report.

Motion: Authorize the Executive Director to execute Contract #2016-34 with CSI Fullmer, Pasadena, CA, to refurbish the Customer Service area for an amount of \$56,087, plus applicable sales tax.

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

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

Nays: None

Abstain: None

Absent: None

CLOSED SESSION (CS):

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

General Counsel Allison Burns presented the Closed Session items.

CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(a)

Pending Litigation: Holmes v. AVTA, Case No. 2:16-cv-01454-DMG-AGR

CS 2 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))

Title: Executive Director

CS 3 Public Employee Appointment – Pursuant to Government Code Section 54957

Title: Deputy Executive Director

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 10:39 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 11:19 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel Burns reported the following:

Item CS 1 – Pending Litigation: Holmes v. AVTA, Case No. 2:16-cv-01454-DMG-AGR – The Board unanimously authorized defense of the action on behalf of AVTA and the named parties.

Item CS 2 – Public Employee Performance Evaluation / Executive Director – The Board provided direction to General Counsel and staff.

Item CS 3 – Public Employee Appointment / Deputy Executive Director – The Board provided direction to General Counsel and staff.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director

Mr. Engel stated that he will attend the 2016 CalACT Spring Conference in La Jolla, CA March 28 through March 31, and the Low Carbon Fuel Standard meeting and Air Resources Board Transit Workgroup meetings in Sacramento, CA April 7 through April 8.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:20 a.m. to the next Regular meeting of the Board of Directors on April 26, 2016 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 26th day of APRIL 2016.

Marvin Crist, Chairman

ATTEST:

Karen Darr, Clerk of the Board



DATE: April 26, 2016
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for February and March 2016

RECOMMENDATION

Receive and file the Fiscal Year-to-Date Budget versus Actual report dated February 29, 2016 (Attachment A); the Interim Financial Statements for the eight months ended February 29, 2016 (Attachment B); the Cash Flow Projection/Treasurer's report for the month ended February 29, 2016 (Attachment C); the Payroll History Report for the three months ended March 31, 2016 (Attachment D); the Cash Disbursements Report for the month ended March 31, 2016 (Attachment E).

FISCAL IMPACT

Payroll: March payroll of \$186,696 represents an increase of \$1,993 or 1.1% from the prior month's salary expense.

Cash Disbursements: \$1,988,233

Interim Financial Statements: Change in Net Assets: (\$992,380), which includes YTD depreciation expense of \$3,965,796.

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, Cash Disbursements 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 March 2016, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
02/21/16-03/05/16	\$93,394.29	PYPKT00769
03/06/16-03/19/16	\$93,301.46	PYPKT00772
Gross Pay Mar. 2016	\$186,695.75	

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

Register Date	Amount
03/01 - 03/31/16	\$1,988,233.48

Large items include Transdev (Local and commuter invoices for February - \$1,119,691), Complete Coach Works (6 commuter coach refurbishments - \$138,092), WAVE (Inductive charger - \$137,750), Pinnacle Petroleum (Fuel - \$101,431), IntelliRide (DAR February invoices - \$100,481), G&S Carpet Mills, Inc. (Carpet removal and replacement - \$61,727), Arrow Engineer Service (Task orders - \$50,478) and ECO Energy Solutions, Inc. (Contract 2016-22 - \$43,169). These items comprise 88.2% of total expenditures for the month.

As of February 2016, the total cash per the general ledger is \$22,665,270. After deducting restricted funds, the operating cash balance is \$6,368,429. The net of receivables inflows and payables outflows is projected to be net inflows of cash of \$2,214,899, the total expected cash available for operations in the next 30 days is \$8,583,328. The projected available cash will cover 4.8 months of operating expenses, based on the Authority's average monthly cash requirements of \$1.8 million.

BUDGET TO ACTUAL NARRATIVE

Attachment A – Budget to Actual Report (BAR) shows the unaudited result for the eight months ended February 29, 2016.

Change in Net Assets (net of depreciation) was favorable to budget by \$1,341K.

Revenues were unfavorable to budget by \$7K.

JARC funds --- Commuter expansion service, Employee Travel Program, and Mobility Management incurred the eligible drawdown expenditures; funds are expected soon, so they are not accrued. Starting March, accruals will be booked if funds are not received by then.

Expenses were favorable to budget by \$1,348K.

Fuel expense continues to be less than budget, open positions & associated benefits, and professional service fees for Legal, Consulting and Advocacy are lower than budget.

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

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Len Engel
Executive Director

Attachments: A – Budget versus Actual Report as of February 29, 2016.
B – Interim Financial Statements as of February 29, 2016.
C – Cash Projection/Treasurer’s Report for February 29, 2016.
D – Payroll History Report (January, 2016 – March, 2016).
E – Cash Disbursements Report for March, 2016.

ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VERSUS ACTUAL INCOME STATEMENT
YEAR TO DATE - FEBRUARY 29, 2016

REVENUE	MID YEAR BUDGET - YTD	ACTUAL YTD	YTD VARIANCE
Fare Revenue	\$ 3,502,590	\$ 3,647,956	\$145,366
MTA Funds	5,697,636	5,752,907	55,271
FTA Funds	3,369,717	3,074,258	(295,459)
Jurisdictional Contributions	2,195,413	2,209,294	13,881
Other (SCE Rebates, Adv.)	277,881	351,329	73,448
TOTAL REVENUE	15,043,238	15,035,745	(7,494)
EXPENDITURES			
Contract Services	9,580,786	9,461,082	119,704
Fuel	1,805,545	1,112,133	693,412
Other Operating	524,701	414,223	110,478
Salaries and Wages	1,676,745	1,581,713	95,032
Benefits	666,384	580,756	85,628
Legal	43,316	19,146	24,170
Consulting	199,920	89,301	110,619
Advocacy	129,282	75,828	53,454
Travel	53,312	42,347	10,965
IT Maintenance/Licenses	76,748	76,290	457
Utilities	117,217	122,077	(4,860)
Administration	499,799	450,822	48,978
TOTAL EXPENDITURES	15,373,754	14,025,720	1,348,035
INCOME(LOSS)	(330,516)	1,010,025	1,340,541

ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VERSUS ACTUAL INCOME STATEMENT BY DEPARTMENT
YEAR TO DATE - FEBRUARY 29, 2016

REVENUE	MID YEAR BUDGET - YTD	ACTUAL YTD	YTD VARIANCE
COMPANY WIDE REVENUE	<u>15,043,238</u>	<u>15,035,745</u>	<u>(7,494)</u>
EXPENDITURES/DEPARTMENT			
1EX --- Executive	848,027	564,805	283,222
2FF --- Facility and Maintenance	12,608,339	11,681,463	926,876
3FS --- Finance	984,352	952,637	31,715
5CS --- Customer Service/Marketing	926,758	826,815	99,943
1ZZ --- Company Wide w/o Depreciation	6,278	0	6,278
TOTAL EXPENDITURES FOR ALL DEPARTMENTS	15,373,754	14,025,720	1,348,035
INCOME(LOSS)	(330,516)	1,010,025	1,340,541



STATEMENT OF NET POSITION - UNAUDITED

	As of February 29, 2016	As of February 28, 2015
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 22,665,270	\$ 20,378,350
Due from other governments	3,211,411	3,857,708
Other receivables	419,514	116,335
Inventory	240,334	237,783
Prepaid items	521,153	113,857
Total Current Assets	27,057,682	24,704,033
NONCURRENT ASSETS		
Capital assets, net of depreciation	49,081,108	49,645,690
Total Assets	76,138,791	74,349,724
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES		
Accounts payable	1,416,026	2,449,967
Due to Federal Transit Administration	-	-
Payroll related items - taxes, Calpers, medical, etc.	(7,524)	(3,048)
Compensated absences	1,282,696	1,195,450
Deferred Revenue - Prop 1B	1,505,706	2,328,040
Total Current Liabilities	4,196,904	5,970,409
Deferred inflows of resources		
Unearned Revenue	208,562	213,690
Total Liabilities	4,405,466	6,184,099
NET POSITION		
Invested in Capital Assets	49,081,108	49,645,690
Restricted for Capital Acquisition	5,389,182	4,913,775
Unrestricted	17,263,034	13,690,726
Total Net Assets	\$ 71,733,325	\$ 68,250,191



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

	For the 8 Months ending February 29, 2016	For the 8 Months ending February 28, 2015
OPERATING REVENUES		
Charges for services:		
Passenger fares	\$ 3,647,956	\$ 3,203,904
Total operating revenues	<u>3,647,956</u>	<u>3,203,904</u>
OPERATING EXPENSES		
Purchased transportation services:		
Outside transit contract	9,464,799	9,066,349
Fuel	1,107,889	1,591,453
Other operating costs	544,729	427,728
General and administrative	2,908,303	2,926,266
Total operating expenses, net of depreciation	<u>14,025,720</u>	<u>14,011,796</u>
Operating gain/(loss), net of depreciation	(10,377,764)	(10,807,892)
Depreciation	3,965,796	3,545,311
Total operating expenses	<u>17,991,516</u>	<u>17,557,108</u>
Operating gain/(loss)	<u>(14,343,560)</u>	<u>(14,353,204)</u>
NONOPERATING REVENUES/(EXPENSES)		
Interest Income	10,108	8,816
Local grants - MTA	5,752,907	5,557,315
Proposition 1B	-	252,640
Federal non-capital grants	3,096,508	4,077,965
Member agency contributions	2,209,294	2,200,348
Grantable expenses	(492,033)	(283,033)
Gain/(Loss) on sale of capital assets	9,372	-
Other	309,600	311,092
Total nonoperating revenues and expenses	<u>10,895,756</u>	<u>12,125,143</u>
Gain/(Loss) before capital contributions	<u>(3,447,804)</u>	<u>(2,228,061)</u>
CAPITAL CONTRIBUTIONS		
Capital grants	2,133,833	164,556
Member agency contributions	321,590	322,064
Total capital contributions	<u>2,455,424</u>	<u>486,620</u>
NET CHANGE IN NET ASSETS	(992,380)	(1,741,441)
NET ASSETS, BEGINNING OF PERIOD	<u>72,725,705</u>	<u>69,991,632</u>
NET ASSETS, END OF PERIOD	<u>\$ 71,733,325</u>	<u>\$ 68,250,191</u>

**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 8 Months ending February 29, 2016	For the 8 Months ending February 28, 2015
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	3,647,956	3,203,904
Non-operating miscellaneous revenue received	309,600	311,092
Cash payments to suppliers for goods and services	(11,755,975)	(11,251,451)
Cash payments to employees for services	(1,942,187)	(2,333,683)
Net cash used in operating activities	<u>(9,740,606)</u>	<u>(10,070,138)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	12,277,155	7,188,618
Contributions received from member agencies	2,119,038	2,090,568
Net cash provided by non-capital financing activities	<u>14,396,193</u>	<u>9,279,186</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(2,739,977)	(4,409,530)
Proceeds received from sale of capital assets	9,372	-
Capital grants received	3,624,096	255,523
Capital expenses	(492,033)	(283,033)
Capital contributions received from member agencies	365,237	322,064
Net cash used in capital and related financing activities	<u>766,696</u>	<u>(4,114,976)</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest received	10,108	8,816
Net cash provided by investing activities:	<u>10,108</u>	<u>8,816</u>
Net increase/(decrease) in cash and cash equivalents	5,432,391	(4,897,114)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>17,232,879</u>	<u>25,275,465</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>22,665,270</u></u>	<u><u>20,378,350</u></u>


STATEMENT OF CASH FLOWS - UNAUDITED

	For the 8 Months ending February 29, 2016	For the 8 Months ending February 28, 2015
Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):		
Operating Loss	(14,343,560)	(14,353,203)
Adjustments to Net Cash used in Operating Activities		
Depreciation	3,965,796	3,545,311
Miscellaneous income	309,600	311,092
(Increase) decrease in other receivables	(157,927)	126,713
(Increase) decrease in inventory	-	-
(Increase) decrease in prepaid items	(184,954)	225,149
Increase (decrease) in accounts payable	(332,543)	(49,431)
Increase (decrease) in due to Federal Transit Administration	-	-
Increase (decrease) in accrued payroll	(94,815)	(84,459)
Increase (decrease) in compensated absences payable	318,697	-
Increase (decrease) in other liabilities	-	-
Increase (decrease) in deferred revenue	779,099	208,690
	<u>779,099</u>	<u>208,690</u>
Net Cash used in operating activities	<u>(9,740,606)</u>	<u>(10,070,138)</u>

Notes

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

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report --- Cash Flow Projection
Month Ended February 2016

Investment Type	Description	Starting Balance	Deposits	Disbursements	Ending Balance
Cash and Investments Under the Direction of the Treasurer					
Local Agency Investment Fund (LAIF) - Capital Reserve		\$ 5,395,597.31	\$ -		
Interest (earned quarterly)			\$ -		
Proposition 1B Restricted Fund*		\$ 1,347,648.43	\$ -		
Interest earned for the month			\$ 57.97		
Union Bank - LCTOP		\$ 40,632.28	\$ 1.74		
* Deferred revenue, recorded as liability until associated expense incurred.					
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS					\$ 6,783,937.73
Wells Fargo and Broker's CDs		\$ 1,003,551.63	\$ 9.75		
Wells Fargo - OP Staging		\$ 485,333.40	\$ 11.57		
TOTAL OPERATING RESERVE					\$ 1,488,906.35
Payroll, Payable & General Acct		\$ 14,882,034.40			
Operating Accounts Analysis					
	Cash Fares		\$ 165,246.15		
	Vendor Pass Sales Revenue		\$ 399,998.33		
	Federal Grants Revenue		\$ 79,373.00		
	MTA Revenue		\$ 692,371.97		
	JARC ETP/Commuter Expansion Payment		\$ 6,331.88		
	Non-Transportation Revenue		\$ 33,276.12		
	Cash Disbursement (A/P) for The Month			\$ (1,655,159.13)	
	Employee Net Pay			\$ (137,933.33)	
	Employee Taxes			\$ (23,631.88)	
	Employee Deductions			\$ (16,242.94)	
	Employer Payroll Taxes			\$ (6,832.42)	
	CalPERS - AVTA paid			\$ (24,485.48)	
	CalPERS - Past Years Catch Up			\$ (1,666.00)	
	Bank Fees --- Monthly and Quarterly			\$ (1,004.33)	
	Net Operating Funds	\$ 14,882,034.40	\$ 1,376,597.45	(\$1,866,955.51)	\$ 14,391,676.34
	Petty Cash				\$ 750.00
TOTAL CASH AND INVESTMENTS					\$ 22,665,270.42

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

Prepared by:

Submitted by:

Rong Nemeschy
Finance Supervisor

Colby Konisek
Director of Finance

ANTELOPE VALLEY TRANSIT AUTHORITY
Cash Flow Projection --- Treasurer's Report
Month Ended February 2016

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM THE REPORT		\$ 22,665,270
<u>Less Restricted Funds</u>		
Proposition 1B/LCTOP (Deferred Revenue)		(1,388,340)
Capital Reserve		(5,395,597)
Operating Reserve		(1,488,906)
Electric Bus Project Funds Remaining		(23,998)
Restricted for Operations		(8,000,000)
UNRESTRICTED CASH		\$ 6,368,429

ACCOUNTS RECEIVABLE AND PAYABLE AS OF FEBRUARY 29, 2016

Add Accounts receivable:

MTA Revenue	54,926	
Jurisdiction Contributions	109,575	
Vendor Pass Sales	419,514	
FTA funds on Capital	3,046,911	
	3,046,911	3,630,925

Less Current Payable:

Accounts Payable	(148,839)	
Accrued Invoice Payable	(1,267,187)	
	(1,267,187)	(1,416,026)

NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P **2,214,899**

PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS: **\$ 8,583,328**

OPERATING CASH REQUIRED MONTHLY - AVERAGE	\$ 1,800,000
Operating Cash Coverage per Monthly Average:	4.8
MONTHLY OPERATING CASH TARGET:	\$ 3,000,000
Operating Cash Coverage of AVTA Target:	2.9

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
JANUARY TO MARCH, 2016**

	January TOTAL	February TOTAL	March TOTAL
<u>Pay Accrual Periods</u>	2	2	2
<u>EARNINGS</u>			
Regular Pay	\$ 128,288.45	\$ 158,694.74	\$ 171,061.50
Overtime Pay	204.57	0.00	2,224.42
Vacation Pay	16,241.76	4,384.69	2,885.57
Double Time Pay	941.46	1,048.40	0.00
Sick Pay	4,593.03	8,226.45	7,826.90
Bereavement Pay	657.84	0.00	514.98
Holiday Pay	30,106.61	10,421.97	0.00
Floating Holiday Pay	1,416.70	137.20	536.38
Retroactive Pay	203.08	218.82	76.00
Vacation Cash Out	0.00	0.00	0.00
Deferred Income 457	825.00	825.00	825.00
Stipend --- Cell phone reimbursements	745.00	745.00	745.00
TOTAL	\$ 184,223.50	\$ 184,702.27	\$ 186,695.75
Inc(Dec)-Current month over previous month		\$ 478.77	\$ 1,993.48
% Inc(Dec)-Current month over previous month		0.3%	1.1%



Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0803 - Adelman Broadcasting				
20770	03/10/2016	Radio Advertising-February 2016	100-5CS-5-G1-9501003	\$ 500.00
20770	03/10/2016	Radio Advertising-February 2016	100-5CS-5-G1-9501003	\$ 500.00
Vendor V0803 - Adelman Broadcasting Total:				\$ 1,000.00
Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC.				
20771	03/10/2016	Agility Recovery 2015 Support-March 2016	100-2FF-5-G1-9401012	\$ 233.45
Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total:				\$ 233.45
Vendor: V0306 - Airdraulics				
20845	03/28/2016	Inspect/Certify & repair Rotary lifts	100-2FF-5-G1-9401038	\$ 700.00
Vendor V0306 - Airdraulics Total:				\$ 700.00
Vendor: V0006 - American Business Machines				
20828	03/22/2016	Canon Ink for Press C700	100-5CS-5-G1-9501018	\$ 2.17
Vendor V0006 - American Business Machines Total:				\$ 2.17
Vendor: V0753 - American Heritage Life Ins.				
20747	03/03/2016	Employee paid extended benefits	100-000-2-B1-4011019	\$ 708.16
20846	03/28/2016	Employee Paid Extended Benefits	100-000-2-B1-4011019	\$ 708.16
Vendor V0753 - American Heritage Life Ins. Total:				\$ 1,416.32
Vendor: V0135 - Aramark Uniform Services				
20772	03/10/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 108.77
20829	03/22/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 106.27
20772	03/10/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 110.15
20802	03/17/2016	Uniform service (2016)	100-2FF-5-G1-9401038	\$ 111.27
Vendor V0135 - Aramark Uniform Services Total:				\$ 436.46
Vendor: V0518 - Arrow Engineering Services-AESI				
20803	03/17/2016	Change Order 2 - Task Order 2 - 85 Bus Charging	600-1XX-5-J1-9909085	\$ 1,520.00
20803	03/17/2016	Emergency Management-Hazard Mitig Svcs Software	600-1XX-5-J1-9909068	\$ 330.00
20830	03/22/2016	Task Order 1 Change Order 1 for Wave Chargers	600-1XX-5-J1-9909080	\$ 28,420.00
20803	03/17/2016	Task Order 1 Change Order 1 for Wave Chargers	600-1XX-5-J1-9909080	\$ 5,280.00
20830	03/22/2016	Consulting for LA County Phase 2 Const -FULL PAYMT	600-1XX-5-J1-9909059	\$ 507.50
20803	03/17/2016	AVTA BS & Caltrans ADA Project 35th & Palmdale Blvd	100-000-1-A1-0201003	\$ 11,620.00
20830	03/22/2016	Task Order 3 Change Order 1 IFB 2016-02-FULL PAYMT	600-1XX-5-J1-9909058	\$ 2,800.00
Vendor V0518 - Arrow Engineering Services-AESI Total:				\$ 50,477.50
Vendor: V0441 - At&T Calnet				
20748	03/03/2016	Telephone, 02/20/2016	100-2FF-5-G1-9501017	\$ 720.79
Vendor V0441 - At&T Calnet Total:				\$ 720.79
Vendor: V0248 - Atkinson, Andelson, Loya, RUUD				
20831	03/22/2016	Professional services	100-1EX-5-G1-9501005	\$ 400.00
Vendor V0248 - Atkinson, Andelson, Loya, RUUD Total:				\$ 400.00
Vendor: V0719 - AV Mail n More				
20832	03/22/2016	Phone line reimbursement-Dec 2015-Feb 2016	100-3FS-5-G1-9501037	\$ 150.00
Vendor V0719 - AV Mail n More Total:				\$ 150.00
Vendor: V0013 - AV Press				
20804	03/17/2016	Antelope Valley Press Contract	100-5CS-5-G1-9501003	\$ 2,798.40



Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor V0013 - AV Press Total:				\$ 2,798.40
Vendor: V0370 - Bank Supplies				
20847	03/28/2016	20 bundle tamper evident bags	100-3FS-5-G1-9501009	\$ 70.49
Vendor V0370 - Bank Supplies Total:				\$ 70.49
Vendor: V0884 - Block, Lyle				
20833	03/22/2016	Careertrack seminar-L Block	100-1EX-5-G1-9501019	\$ 76.35
Vendor V0884 - Block, Lyle Total:				\$ 76.35
Vendor: V0496 - Blue Tarp Financial- Northern Tool				
20805	03/17/2016	5 PC Rock carbide	100-2FF-5-G1-9401038	\$ 29.99
20834	03/22/2016	Bolt	100-2FF-5-G1-9401038	\$ 1.24
20805	03/17/2016	rope rings	600-1XX-5-J1-9902008	\$ 47.92
20805	03/17/2016	chair hooks	600-1XX-5-J1-9902008	\$ 15.98
20805	03/17/2016	boot lock	600-1XX-5-J1-9902008	\$ 64.99
20805	03/17/2016	solar battery charger kit	600-1XX-5-J1-9902008	\$ 89.97
20805	03/17/2016	Battery box	600-1XX-5-J1-9902008	\$ 52.23
20805	03/17/2016	coupler lock	600-1XX-5-J1-9902008	\$ 14.99
20805	03/17/2016	cargo net small	600-1XX-5-J1-9902008	\$ 59.99
20805	03/17/2016	12" strip lights	600-1XX-5-J1-9902008	\$ 59.98
20805	03/17/2016	cargo net (large)	600-1XX-5-J1-9902008	\$ 99.99
20805	03/17/2016	wheel chocks	600-1XX-5-J1-9902008	\$ 19.96
20805	03/17/2016	e-track tie downs	600-1XX-5-J1-9902008	\$ 79.96
20805	03/17/2016	ball receiver lock	600-1XX-5-J1-9902008	\$ 24.99
20805	03/17/2016	jack caster	600-1XX-5-J1-9902008	\$ 19.99
20805	03/17/2016	5ft e-track	600-1XX-5-J1-9902008	\$ 335.59
20805	03/17/2016	snap lock rings	600-1XX-5-J1-9902008	\$ 61.74
20805	03/17/2016	Speed Bumps (rubber)	600-1XX-5-J1-9902008	\$ 599.80
20805	03/17/2016	Bolt, foot mtg Flange	100-2FF-5-G1-9401038	\$ 63.74
20805	03/17/2016	low dust leaf catcher bags	100-2FF-5-G1-9401038	\$ 266.27
20834	03/22/2016	2 pk fire extinguishers	100-2FF-5-G1-9401038	\$ 201.47
Vendor V0496 - Blue Tarp Financial- Northern Tool Total:				\$ 2,210.78
Vendor: V0239 - BOHN'S Printing				
20807	03/17/2016	4'x6' Outdoor Banner	100-5CS-5-G1-9501018	\$ 239.80
20807	03/17/2016	4'x20' Outdoor Banner	100-5CS-5-G1-9501018	\$ 130.80
Vendor V0239 - BOHN'S Printing Total:				\$ 370.60
Vendor: V0018 - Burris Coffee & Pure Water Service				
20749	03/03/2016	Coffee Supplies	100-3FS-5-G1-9501009	\$ 248.00
Vendor V0018 - Burris Coffee & Pure Water Service Total:				\$ 248.00
Vendor: V1139 - California Choice				
20773	03/10/2016	Medical Premium, APRIL 2016 (EE)	100-000-2-B1-4011013	\$ 5,550.52
20773	03/10/2016	Medical Premium, APRIL 2016 (ER)	100-1ZZ-5-G1-9701612	\$ 25,933.06
Vendor V1139 - California Choice Total:				\$ 31,483.58
Vendor: V1059 - Calstart				
20848	03/28/2016	Project management & reporting-Progress-02/29/2016	600-1XX-5-J1-9909085	\$ 20,647.15
Vendor V1059 - Calstart Total:				\$ 20,647.15
Vendor: V0416 - Carquest of Lancaster #7305				



Payment Number	Payment Date	Description (Item)	Account Number	Amount
20849	03/28/2016	EAO-836608 Wipe & shine-754569	100-2FF-5-G1-9401038	\$ 34.84
20774	03/10/2016	Hi-Pop oil filter-HD	100-2FF-5-G1-9401038	\$ 33.61
20774	03/10/2016	Lube	100-2FF-5-G1-9401038	\$ 9.91
20849	03/28/2016	Oil 5W30 Full Synthetic	100-2FF-5-G1-9401038	\$ 30.67
Vendor V0416 - Carquest of Lancaster #7305 Total:				\$ 109.03
Vendor: V1147 - CHP Enterprises				
20746	03/02/2016	Tire Fee	600-1XX-5-J1-9909061	\$ 8.75
20746	03/02/2016	Trailer Sales Tax	600-1XX-5-J1-9909061	\$ 530.64
20746	03/02/2016	Customer Service Cargo Trailer RQ 2016-24	600-1XX-5-J1-9909061	\$ 5,816.50
20746	03/02/2016	Doc Fee	600-1XX-5-J1-9909061	\$ 80.00
Vendor V1147 - CHP Enterprises Total:				\$ 6,435.89
Vendor: V0151 - Complete Coach Works				
20850	03/28/2016	Six Commuter Coach Refurbishments	600-1XX-5-J1-9902015	\$ 138,092.10
Vendor V0151 - Complete Coach Works Total:				\$ 138,092.10
Vendor: V0812 - DeeAnna Cason				
20775	03/10/2016	Public records request	100-000-4-D1-6201004	\$ (5.00)
20775	03/10/2016	Public records request	100-000-4-D1-6201004	\$ (5.00)
20775	03/10/2016	cash overage from customer service	100-000-4-D1-6201004	\$ (1.00)
20775	03/10/2016	Driver tip from Eddie Tabin	100-000-4-D1-6201004	\$ (20.00)
20775	03/10/2016	Transit Emergency Workshop snacks	100-1EX-5-G1-9501019	\$ 56.41
20775	03/10/2016	Transit Emergency Workshop snacks	100-1EX-5-G1-9501019	\$ 59.46
20775	03/10/2016	Snacks-all Hands meeting	100-1EX-5-G1-9501019	\$ 11.34
20775	03/10/2016	PIHRA meeting	100-1EX-5-G1-9501019	\$ 23.00
20775	03/10/2016	ARB Meeting	100-1EX-5-G1-9501019	\$ 85.84
20775	03/10/2016	W-9 envelopes	100-3FS-5-G1-9501009	\$ 15.79
Vendor V0812 - DeeAnna Cason Total:				\$ 220.84
Vendor: V0154 - Dell Marketing				
20750	03/03/2016	Dell C2660dn Color Printer	600-1XX-5-J1-9902008	\$ 192.80
20750	03/03/2016	Dell C2660dn Color Printer	600-1XX-5-J1-9902008	\$ 502.83
Vendor V0154 - Dell Marketing Total:				\$ 695.63
Vendor: V1058 - Desert Industrial Supply				
20751	03/03/2016	PVC loose/rng flange	600-1XX-5-J1-9909081	\$ 30.12
20751	03/03/2016	SCH 40 PVC Bushing	600-1XX-5-J1-9909081	\$ 17.74
20751	03/03/2016	ABS pipe	600-1XX-5-J1-9909081	\$ 75.90
20751	03/03/2016	SCH 80 PVC Coupling	600-1XX-5-J1-9909081	\$ 32.89
Vendor V1058 - Desert Industrial Supply Total:				\$ 156.65
Vendor: V0940 - Diana Industries International Inc.				
20851	03/28/2016	hs-1000 degreaser	100-2FF-5-G1-9401038	\$ 2,002.12
Vendor V0940 - Diana Industries International Inc. Total:				\$ 2,002.12
Vendor: V1123 - Eastside Checks Cashed				
20808	03/17/2016	RRTP Coupons, February 2016	100-3FS-5-G1-9501037	\$ 78.00
20808	03/17/2016	CPOS Phone Line Reimbursement - Blanket	100-3FS-5-G1-9501037	\$ 50.00
Vendor V1123 - Eastside Checks Cashed Total:				\$ 128.00
Vendor: V1151 - Eco Energy Solutions, Inc.				
20776	03/10/2016	Contract 2016-22-given to mark 03/02/2016	600-1XX-5-J1-9909081	\$ 43,168.50



Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor V1151 - Eco Energy Solutions, Inc. Total:				\$ 43,168.50
Vendor: V0676 - Employment Screening Resources				
20809	03/17/2016	Innovation Coordinator screening	100-3FS-5-G1-9501027	\$ 82.40
Vendor V0676 - Employment Screening Resources Total:				\$ 82.40
Vendor: V1002 - Entertainment Plus				
20810	03/17/2016	Palmdale Regional Hospital :15 Spot	100-5CS-5-G1-9501003	\$ 300.00
Vendor V1002 - Entertainment Plus Total:				\$ 300.00
Vendor: V0046 - Federal Express				
20811	03/17/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 79.93
20811	03/17/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 67.89
20835	03/22/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 51.08
20852	03/28/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 14.71
20811	03/17/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 81.04
Vendor V0046 - Federal Express Total:				\$ 294.65
Vendor: V1152 - G&S Carpet Mills, Inc.				
20812	03/17/2016	Contract 2016-04 Remove Replace Carpet	600-1XX-5-J1-9909068	\$ 61,726.50
Vendor V1152 - G&S Carpet Mills, Inc. Total:				\$ 61,726.50
Vendor: V0125 - Grainger				
20777	03/10/2016	O-ring assortment	100-2FF-5-G1-9401038	\$ 38.41
20752	03/03/2016	Jigsaw blade, T shank	100-2FF-5-G1-9401038	\$ 26.54
20853	03/28/2016	Pressure washer hoses	100-2FF-5-G1-9401038	\$ 368.38
20853	03/28/2016	1/4" connecting links	100-2FF-5-G1-9401038	\$ 16.18
20853	03/28/2016	Fire extinguisher sign	100-2FF-5-G1-9401038	\$ 44.15
20853	03/28/2016	Clevis repair link	100-2FF-5-G1-9401038	\$ 21.90
20853	03/28/2016	Wire markers	100-2FF-5-G1-9401038	\$ 14.71
20853	03/28/2016	Steel enclosure for depot charger at LCP	600-1XX-5-J1-9909081	\$ 1,837.42
20777	03/10/2016	Portable Lecturn	600-1XX-5-J1-9902008	\$ 276.64
20777	03/10/2016	A/V Wallplate	600-1XX-5-J1-9902008	\$ 13.95
20813	03/17/2016	Portable Lecturn	600-1XX-5-J1-9902008	\$ 828.95
Vendor V0125 - Grainger Total:				\$ 3,487.23
Vendor: V0139 - Hart Printers Inc.				
20854	03/28/2016	Business cards-Erika Monroe	100-5CS-5-G1-9501018	\$ 53.41
Vendor V0139 - Hart Printers Inc. Total:				\$ 53.41
Vendor: V0241 - High Desert Medical Group				
20855	03/28/2016	Registration fee-Life Festival De Buena Vida 2016	100-5CS-5-G1-9501029	\$ 150.00
Vendor V0241 - High Desert Medical Group Total:				\$ 150.00
Vendor: V1057 - IntelliRide				
20814	03/17/2016	February 2016 ETP Service	100-5CS-5-G1-9401031	\$ 12,470.80
20814	03/17/2016	February 2016 DAR Service	100-000-4-D1-6001400	\$ (8,065.00)
20814	03/17/2016	February 2016 DAR Service	100-2FF-5-G1-9001014	\$ 94,386.40
20814	03/17/2016	Coupon Charge, February 2016	100-000-4-D1-6001400	\$ 1,689.00
Vendor V1057 - IntelliRide Total:				\$ 100,481.20
Vendor: V0057 - Interior Plant Designs				
20815	03/17/2016	Indoor Plant Services	100-2FF-5-G1-9401005	\$ 205.00



Payment Number	Payment Date	Description (Item)	Account Number	Amount
20815	03/17/2016	Indoor Plant Services	100-2FF-5-G1-9401005	\$ 233.34
Vendor V0057 - Interior Plant Designs Total:				\$ 438.34
Vendor: V0157 - Iron Mountain Records Mgmt Inc				
20778	03/10/2016	Records shredding-01/27-02/23/2016	100-2FF-5-G1-9401005	\$ 73.93
Vendor V0157 - Iron Mountain Records Mgmt Inc Total:				\$ 73.93
Vendor: V1062 - Kaizen Infosource				
20753	03/03/2016	Support Services for Implementation of DMS	100-1EX-5-G1-9501013	\$ 533.88
20753	03/03/2016	Contract Amendment 1	100-1EX-5-G1-9501013	\$ 2,159.16
Vendor V1062 - Kaizen Infosource Total:				\$ 2,693.04
Vendor: V1156 - Kelly Miller				
20816	03/17/2016	Travel reimbursement	100-1EX-5-G1-9501019	\$ 274.24
Vendor V1156 - Kelly Miller Total:				\$ 274.24
Vendor: V1080 - Kennard Design Group				
20754	03/03/2016	Design Engineering and Construction Mgmt TO3	600-1XX-5-J1-9909059	\$ 6,284.85
20754	03/03/2016	Upgrade Bus Stop 99 at 30th St E and Ave R	600-1XX-5-J1-9909058	\$ 15,507.50
Vendor V1080 - Kennard Design Group Total:				\$ 21,792.35
Vendor: V0288 - LA County Sheriff Dept				
20779	03/10/2016	Los Angeles County Sheriff's Contract	100-5CS-5-G1-9501034	\$ 5,605.80
Vendor V0288 - LA County Sheriff Dept Total:				\$ 5,605.80
Vendor: V0889 - Len Engel				
20836	03/22/2016	14-CEO's Conference-ARB Showcase meeting-L. Engel	100-1EX-5-G1-9501019	\$ 210.00
20836	03/22/2016	14-CEO's conference-APTA CEO's-L Engel	100-1EX-5-G1-9501019	\$ 506.09
20836	03/22/2016	16-CTA Executive Committee Retreat-L Engel	100-1EX-5-G1-9501019	\$ 120.00
20836	03/22/2016	14-CEO's conference-Sacramento meeting-L Engel	100-1EX-5-G1-9501019	\$ 89.59
20836	03/22/2016	14-CEO's conference-Sacramento meeting-L Engel	100-1EX-5-G1-9501019	\$ 61.26
Vendor V0889 - Len Engel Total:				\$ 986.94
Vendor: V1155 - Lithographix, Inc.				
20837	03/22/2016	Car Card - Lobby Hours	100-5CS-5-G1-9501018	\$ 931.60
Vendor V1155 - Lithographix, Inc. Total:				\$ 931.60
Vendor: V1107 - LPM Consulting Inc.				
20755	03/03/2016	LPM Consulting for FY 15/16	100-3FS-5-G1-9501027	\$ 1,350.00
Vendor V1107 - LPM Consulting Inc. Total:				\$ 1,350.00
Vendor: V0720 - Mail America 2- Palmdale				
20780	03/10/2016	RRTP Coupons-February 2016	100-3FS-5-G1-9501037	\$ 20.00
Vendor V0720 - Mail America 2- Palmdale Total:				\$ 20.00
Vendor: V0916 - Mail America 3				
20781	03/10/2016	RRTP Coupons, February 2016	100-3FS-5-G1-9501037	\$ 26.00
Vendor V0916 - Mail America 3 Total:				\$ 26.00
Vendor: V1143 - McKeon Group LLC				
20856	03/28/2016	Advocacy-Consultants/Legislative-APRIL 2016	100-1EX-5-G1-9501015	\$ 3,000.00
20856	03/28/2016	Advocacy-Consultants/Legislative-APRIL 2016	100-1EX-5-G1-9501015	\$ 2,000.00
Vendor V1143 - McKeon Group LLC Total:				\$ 5,000.00



Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0292 - McMaster-Carr Supply Co.				
20782	03/10/2016	microphone plug adapter	100-2FF-5-G1-9401038	\$ 26.72
20782	03/10/2016	Torsion spring	100-2FF-5-G1-9401038	\$ 16.19
20817	03/17/2016	AJT 70A fuse	100-2FF-5-G1-9401038	\$ 195.89
Vendor V0292 - McMaster-Carr Supply Co. Total:				\$ 238.80
Vendor: V0891 - MJS Construction				
20818	03/17/2016	IFB 2016-02 BSIP in LA County, Phase 2	600-1XX-5-J1-9909059	\$ 11,923.34
20818	03/17/2016	2016-02 BSIP LA County Phase 2 Change Order 1	600-1XX-5-J1-9909059	\$ 3,485.36
Vendor V0891 - MJS Construction Total:				\$ 15,408.70
Vendor: V0439 - Molina Graphic Installations				
20819	03/17/2016	4371 - Wrap Graphics Removal	600-1XX-5-J1-9902015	\$ 400.00
20819	03/17/2016	4371 - Livery Graphics Installation	600-1XX-5-J1-9902015	\$ 1,200.00
Vendor V0439 - Molina Graphic Installations Total:				\$ 1,600.00
Vendor: V0626 - Moore & Associates				
20756	03/03/2016	Coach Operator Audits Moore and Associates	100-1EX-5-G1-9501013	\$ 5,350.00
20820	03/17/2016	Coach Operator Audits-Fourteenth Installment	100-5CS-5-G1-9401035	\$ 5,808.00
Vendor V0626 - Moore & Associates Total:				\$ 11,158.00
Vendor: V0544 - Motion Industries				
20783	03/10/2016	Buna O ring	100-2FF-5-G1-9401038	\$ 15.65
20821	03/17/2016	Hydraulic hose assy for WAVE project	600-1XX-5-J1-9909081	\$ 91.69
Vendor V0544 - Motion Industries Total:				\$ 107.34
Vendor: V0427 - OLS Service, Inc.				
20784	03/10/2016	Inspect & certify Sefac lifts	100-2FF-5-G1-9401038	\$ 1,265.88
Vendor V0427 - OLS Service, Inc. Total:				\$ 1,265.88
Vendor: V0987 - OPSEC Specialized Protection				
20785	03/10/2016	OPSEC Security Services -February 2016	100-5CS-5-G1-9501034	\$ 4,348.00
Vendor V0987 - OPSEC Specialized Protection Total:				\$ 4,348.00
Vendor: V0805 - Pacific Lift and Equipment				
20757	03/03/2016	Inspections/repair of hydraulic lifts	100-2FF-5-G1-9401038	\$ 245.00
Vendor V0805 - Pacific Lift and Equipment Total:				\$ 245.00
Vendor: V0078 - Pinnacle Petroleum Inc				
20786	03/10/2016	Fuel, February 2016	100-2FF-5-G1-9201003	\$ 11,972.95
20786	03/10/2016	Fuel, February 2016	100-2FF-5-G1-9201003	\$ 11,775.68
20786	03/10/2016	Fuel, Feb 2016	100-2FF-5-G1-9201003	\$ 11,970.37
20786	03/10/2016	Fuel, February 2016	100-2FF-5-G1-9201003	\$ 6,302.02
20786	03/10/2016	Fuel, Feb 2016	100-2FF-5-G1-9201003	\$ 7,553.52
20838	03/22/2016	Fuel, March 2016	100-2FF-5-G1-9201003	\$ 13,409.51
20786	03/10/2016	Fuel, March 2016	100-2FF-5-G1-9201003	\$ 12,438.38
20786	03/10/2016	Fuel, March 2016	100-2FF-5-G1-9201003	\$ 12,636.99
20838	03/22/2016	Fuel, March 2016	100-2FF-5-G1-9201003	\$ 13,371.47
Vendor V0078 - Pinnacle Petroleum Inc Total:				\$ 101,430.89
Vendor: V0587 - Pitney Bowes Reserve Account				
20787	03/10/2016	Reserve account-March 2016	100-3FS-5-G1-9501010	\$ 500.00



Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor V0587 - Pitney Bowes Reserve Account Total:				\$ 500.00
Vendor: V1178 - Printing Boss				
20857	03/28/2016	4371 - Window Graphics	600-1XX-5-J1-9902015	\$ 2,119.30
20857	03/28/2016	4371 - Livery Graphic Body Vinyl	600-1XX-5-J1-9902015	\$ 3,262.75
Vendor V1178 - Printing Boss Total:				\$ 5,382.05
Vendor: V0701 - Signal Campus				
20758	03/03/2016	AVC Kiosks-MARCH 2016	100-5CS-5-G1-9501003	\$ 336.00
Vendor V0701 - Signal Campus Total:				\$ 336.00
Vendor: V0649 - Sinclair Printing & Litho., Inc.				
20788	03/10/2016	Local Transit Brochures - reprint	100-5CS-5-G1-9501018	\$ 3,196.97
Vendor V0649 - Sinclair Printing & Litho., Inc. Total:				\$ 3,196.97
Vendor: V0192 - Smith Pipe & Supply				
20822	03/17/2016	seleniod repair kit	100-2FF-5-G1-9401038	\$ 152.49
20822	03/17/2016	diaphragm repair kit	100-2FF-5-G1-9401038	\$ 205.25
20839	03/22/2016	solenoid assembly	100-2FF-5-G1-9401038	\$ 71.55
Vendor V0192 - Smith Pipe & Supply Total:				\$ 429.29
Vendor: V0403 - Southern California Edison				
20789	03/10/2016	EV Induction	600-1XX-5-J1-9909081	\$ 217.25
20840	03/22/2016	Electricity, 01/22/2016-02/21/2016	100-2FF-5-G1-9401021	\$ 6,914.99
Vendor V0403 - Southern California Edison Total:				\$ 7,132.24
Vendor: V0493 - Standard Insurance Company				
20759	03/03/2016	Dental Insurance Premium-February 2016 (EE)	100-000-2-B1-4011014	\$ 711.25
20759	03/03/2016	Dental Insurance Premium-February 2016 (ER)	100-1ZZ-5-G1-9701614	\$ 2,388.19
20759	03/03/2016	Vision Insurance Premium-February 2016 (EE)	100-000-2-B1-4011016	\$ 469.77
20759	03/03/2016	Vision Insurance Premium-February 2016 (ER)	100-1ZZ-5-G1-9701616	\$ 135.95
20859	03/28/2016	Dental Insurance premium-EE	100-000-2-B1-4011014	\$ 104.32
20759	03/03/2016	Dental Insurance Premium-March 2016 (EE)	100-000-2-B1-4011014	\$ 760.31
20759	03/03/2016	Dental Insurance Premium-March 2016 (ER)	100-1ZZ-5-G1-9701614	\$ 2,679.81
20759	03/03/2016	Vision Insurance Premium-March 2016 (EE)	100-000-2-B1-4011016	\$ 469.77
20759	03/03/2016	Vision Insurance Premium-March 2016 (ER)	100-1ZZ-5-G1-9701616	\$ 135.95
Vendor V0493 - Standard Insurance Company Total:				\$ 7,855.32
Vendor: V0477 - Standard Insurance Company				
20858	03/28/2016	Life	100-1ZZ-5-G1-9701811	\$ 358.93
20858	03/28/2016	HADV Premium	100-1ZZ-5-G1-9701811	\$ 36.00
20858	03/28/2016	Short Term Disability	100-1ZZ-5-G1-9701812	\$ 1,287.88
20858	03/28/2016	Long Term Disability	100-1ZZ-5-G1-9701813	\$ 798.76
20858	03/28/2016	AD&D	100-1ZZ-5-G1-9701814	\$ 71.78
Vendor V0477 - Standard Insurance Company Total:				\$ 2,553.35
Vendor: V0596 - State Water Resources Control Board				
20790	03/10/2016	Operating permits-10/01/15-09/3016	100-2FF-5-G1-9401010	\$ 1,282.00
Vendor V0596 - State Water Resources Control Board Total:				\$ 1,282.00
Vendor: V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation				
20791	03/10/2016	Special litigation expenses	100-1EX-5-G1-9501005	\$ 1,496.50
20791	03/10/2016	Special litigation General services-January 2016	100-1EX-5-G1-9501005	\$ 4,000.00



Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation Total:				\$ 5,496.50
Vendor: V0684 - Strategies				
20823	03/17/2016	Consulting services for February 2016	100-3FS-5-G1-9501027	\$ 25.00
Vendor V0684 - Strategies Total:				\$ 25.00
Vendor: V0925 - Tableau Software Inc.				
20760	03/03/2016	Tableau Desktop - Pro User - Maintenance Renewal	100-2FF-5-G1-9401012	\$ 800.00
Vendor V0925 - Tableau Software Inc. Total:				\$ 800.00
Vendor: V0955 - TABQUICK Products				
20792	03/10/2016	InkJet Labels	100-3FS-5-G1-9501009	\$ 768.43
Vendor V0955 - TABQUICK Products Total:				\$ 768.43
Vendor: V0103 - TCW Systems, Inc.				
20793	03/10/2016	local airtime (repeater service)-Jan 2016	100-2FF-5-G1-9401038	\$ 500.00
20841	03/22/2016	local airtime (repeater service)	100-2FF-5-G1-9401038	\$ 500.00
Vendor V0103 - TCW Systems, Inc. Total:				\$ 1,000.00
Vendor: V1070 - The "G" Crew				
20761	03/03/2016	Labor Compliance for BS 266 Upgrade Task Order 2	600-1XX-5-J1-9909059	\$ 2,170.00
Vendor V1070 - The "G" Crew Total:				\$ 2,170.00
Vendor: V0505 - The Customer Service Experts				
20794	03/10/2016	Phone line for Bus passes-February 2016	100-3FS-5-G1-9501037	\$ 50.00
Vendor V0505 - The Customer Service Experts Total:				\$ 50.00
Vendor: V0405 - The Gas Company				
20762	03/03/2016	Gas usage, 01/22/16-02/23/16	100-2FF-5-G1-9401022	\$ 5,482.25
Vendor V0405 - The Gas Company Total:				\$ 5,482.25
Vendor: V0904 - Time Warner Cable Business Class				
20824	03/17/2016	Internet, 03/13-04/12/2016	100-2FF-5-G1-9501017	\$ 1,365.00
20795	03/10/2016	Cable, 03/11/2016-04/10/2016	100-2FF-5-G1-9501017	\$ 245.85
Vendor V0904 - Time Warner Cable Business Class Total:				\$ 1,610.85
Vendor: V0725 - Tolar Manufacturing				
20796	03/10/2016	24 Anti Vagrant Bars	600-1XX-5-J1-9909059	\$ 960.60
Vendor V0725 - Tolar Manufacturing Total:				\$ 960.60
Vendor: V0252 - Transdev, Inc.				
20860	03/28/2016	BYD Electric buses, Route 10-FEB 2016	100-2FF-5-G1-9001016	\$ 12,892.51
20860	03/28/2016	JARC Commuter Hours-785-786-787-FEB 2016	100-2FF-5-G1-9001015	\$ 18,006.99
20860	03/28/2016	Travel training-Bus#4358/4362/4343-FEB 2016	100-5CS-5-G1-9401035	\$ 398.74
20860	03/28/2016	Special Service-AVBOT Outlook conference	100-5CS-5-G1-9501029	\$ 208.86
20860	03/28/2016	Commuter Recovery-FEB 2016	100-2FF-5-G1-9001013	\$ 13,092.26
20860	03/28/2016	Local and Commuter Maint and Service, February '16	100-2FF-5-G1-9001013	\$ 1,074,430.10
20860	03/28/2016	Cummins Pacific-Invoice#008-42077	600-1XX-5-J1-9909047	\$ 661.88
Vendor V0252 - Transdev, Inc. Total:				\$ 1,119,691.34
Vendor: V0660 - Transit Talent				
20825	03/17/2016	Recruitment ad (Accountant II)	100-3FS-5-G1-9501002	\$ 95.00
Vendor V0660 - Transit Talent Total:				\$ 95.00



Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0451 - Tyler Technologies				
20826	03/17/2016	Tyler Application Availability Service	100-2FF-5-G1-9401012	\$ 4,025.00
20826	03/17/2016	Tyler Annual Maintenance Costs	100-2FF-5-G1-9401012	\$ 11,226.20
Vendor V0451 - Tyler Technologies Total:				\$ 15,251.20
Vendor: V0189 - United Parcel Service				
20827	03/17/2016	Shipping charges	100-3FS-5-G1-9501010	\$ 100.00
Vendor V0189 - United Parcel Service Total:				\$ 100.00
Vendor: V0353 - UNUM Life Insurance Co of Amer				
20842	03/22/2016	Long term care (EE)	100-000-2-B1-4011024	\$ 124.20
20842	03/22/2016	Long term care (ER)	100-1ZZ-5-G1-9702618	\$ 471.30
Vendor V0353 - UNUM Life Insurance Co of Amer Total:				\$ 595.50
Vendor: V0302 - US Bank				
20763	03/03/2016	M Perry-CALACT Workshop-03/27/16	100-1EX-5-G1-9501019	\$ 375.00
20763	03/03/2016	Lunch-Roadeo Committee meeting	100-1EX-5-G1-9501019	\$ 170.85
20763	03/03/2016	L Engel-LCTOP summit-02/23/2016	100-1EX-5-G1-9501019	\$ 150.00
20763	03/03/2016	K Darr APTA Board of Support-04/2016	100-1EX-5-G1-9501019	\$ 645.00
20763	03/03/2016	J Fry-CALACT Workshop-03/27/16	100-1EX-5-G1-9501019	\$ 375.00
20763	03/03/2016	L Engel 2016 CALACT Workshop-03/27/16	100-1EX-5-G1-9501019	\$ 435.00
20763	03/03/2016	Refreshments for special Board meeting	100-1EX-5-G1-9501019	\$ 117.12
20763	03/03/2016	J Fry-ARB meeting Sacramento	100-1EX-5-G1-9501019	\$ 467.96
20763	03/03/2016	J Fry-ARB meeting Sacramento	100-1EX-5-G1-9501019	\$ 12.50
20763	03/03/2016	Linen rental for ARB luncheon-01/22/2016	100-1EX-5-G1-9501019	\$ 111.00
20763	03/03/2016	lunch-ARB meeting-01/22/16	100-1EX-5-G1-9501019	\$ 157.65
20763	03/03/2016	4th Qtr All Hands meeting-01/27/16	100-1EX-5-G1-9501019	\$ 217.38
20763	03/03/2016	Webinar for great grammar	100-1EX-5-G1-9501019	\$ 199.00
20763	03/03/2016	J Fry-ARB meeting Sacramento	100-1EX-5-G1-9501019	\$ 12.50
20763	03/03/2016	DMS breakfast-01/27/16	100-1EX-5-G1-9501019	\$ 15.49
20763	03/03/2016	K Darr APTA Board of Support-04/2016	100-1EX-5-G1-9501019	\$ 259.96
20763	03/03/2016	K Darr APTA Board of Support-04/2016	100-1EX-5-G1-9501019	\$ 259.96
20763	03/03/2016	Voice recorder for use TAC meetings	100-1EX-5-G1-9501034	\$ 90.90
20763	03/03/2016	Battery for Len's laptop	100-2FF-5-G1-9401009	\$ 67.09
20763	03/03/2016	Renewal of SSL-GoDaddy-FY 2016	100-2FF-5-G1-9401012	\$ 209.97
20763	03/03/2016	Virtual Server- Monthly Fee	100-2FF-5-G1-9401012	\$ 19.99
20763	03/03/2016	Shutterstock subscription renewal-2016	100-2FF-5-G1-9401012	\$ 194.00
20763	03/03/2016	Big ceremonial scissors for ribbon cutting	100-5CS-5-G1-9501029	\$ 53.12
20763	03/03/2016	L Engel APTA CEO Seminar	100-1EX-5-G1-9501019	\$ 850.52
20763	03/03/2016	L Engel APTA CEO Seminar	100-1EX-5-G1-9501019	\$ 172.13
20763	03/03/2016	L Engel APTA CEO Seminar	100-1EX-5-G1-9501019	\$ 10.95
20763	03/03/2016	L Engel APTA CEO Seminar	100-1EX-5-G1-9501019	\$ 532.90
Vendor V0302 - US Bank Total:				\$ 6,182.94
Vendor: V1050 - US Postal Exchange				
20797	03/10/2016	RRTP Coupons, February 2016	100-3FS-5-G1-9501037	\$ 214.00
Vendor V1050 - US Postal Exchange Total:				\$ 214.00
Vendor: V0194 - Verizon California				
20766	03/03/2016	Telephone, 02/13/16-03/12/16	100-2FF-5-G1-9501017	\$ 433.68
20843	03/22/2016	Telephone,	100-2FF-5-G1-9501017	\$ 433.68
Vendor V0194 - Verizon California Total:				\$ 867.36



Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1072 - W.A.V.E.				
20798	03/10/2016	Wave Inductive Charger-February 2016	600-1XX-5-J1-9909081	\$ 137,750.00
Vendor V1072 - W.A.V.E. Total:				\$ 137,750.00
Vendor: V1176 - Walker Gibson				
20767	03/03/2016	Jingle creation	100-5CS-5-G1-9501003	\$ 1,500.00
Vendor V1176 - Walker Gibson Total:				\$ 1,500.00
Vendor: V0550 - Waste Management				
20768	03/03/2016	Waste, FEB 2016	100-2FF-5-G1-9401023	\$ 712.60
Vendor V0550 - Waste Management Total:				\$ 712.60
Vendor: V1154 - Weideman Group Inc.				
20799	03/10/2016	Travel reimbursement	100-1EX-5-G1-9501019	\$ 1,044.01
20799	03/10/2016	2016-30 Temporary Consulting	100-1EX-5-G1-9501015	\$ 9,423.95
Vendor V1154 - Weideman Group Inc. Total:				\$ 10,467.96
Vendor: V0112 - Western Exterminators				
20800	03/10/2016	Exterminator-February 2016	100-2FF-5-G1-9401005	\$ 96.00
Vendor V0112 - Western Exterminators Total:				\$ 96.00
Vendor: V1122 - Westside Building Lancaster, LLC				
20861	03/28/2016	Water proofing sealant	100-2FF-5-G1-9401038	\$ 133.15
Vendor V1122 - Westside Building Lancaster, LLC Total:				\$ 133.15
Vendor: V0195 - Williene Jackson-Jones				
20862	03/28/2016	FTA Drug & Alcohol Training-W Jones	100-1EX-5-G1-9501019	\$ 173.60
Vendor V0195 - Williene Jackson-Jones Total:				\$ 173.60
Vendor: V0124 - Witts				
20769	03/03/2016	Blanket Office Supplies	100-3FS-5-G1-9501009	\$ 690.21
20844	03/22/2016	Blanket Office Supplies	100-3FS-5-G1-9501009	\$ 5.72
20863	03/28/2016	Office Supplies	100-3FS-5-G1-9501009	\$ 89.40
20863	03/28/2016	Office Supplies	100-3FS-5-G1-9501009	\$ 221.45
20801	03/10/2016	Office Supplies	100-3FS-5-G1-9501009	\$ 185.57
20801	03/10/2016	Office Supplies	100-3FS-5-G1-9501009	\$ 129.98
20801	03/10/2016	Office Supplies	100-3FS-5-G1-9501009	\$ 28.61
Vendor V0124 - Witts Total:				\$ 1,350.94
Grand Total:				\$ 1,988,233.48



DATE: April 26, 2016

TO: BOARD OF DIRECTORS

SUBJECT: Fiscal Year 2016 (FY16) Third Quarter Los Angeles County Sheriff's Department Report – January 1 through March 31, 2016

RECOMMENDATION

That the Board of Directors receive and file the FY16 Third Quarter Los Angeles County Sheriff's Department Report.

FISCAL IMPACT

No fiscal impact at this time.

DISCUSSION

Deputy Maselli and his K-9 partner, Ieka, worked a total of 444 hours during the third quarter of FY16.

At the beginning of every shift, Deputy Maselli contacted bus operators to ascertain if they had any concerns or problems as well as anything that might have been reported from the previous day. Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day, and approximately 32,680 passengers during the third quarter of FY16.

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

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

On March 10, training was led by Deputy Maselli, and was a joint exercise involving AVTA staff, operators, and deputies from both Palmdale and Lancaster Stations. The hands-on training showed AVTA bus operators how to respond to threatening situations while the bus is in service. The operators had the opportunity to work with deputies through simulated incidents and learn what they could do to help keep themselves and passengers safe.

Topics covered during the training included active shooter scenarios, armed and dangerous passengers on the bus, and potential bomb threats. During the exercise, bus operators acted as role players while deputies re-enacted different scenarios based on real-life events. The training exercise was extremely successful and feedback from the bus operators was overwhelmingly positive.

The following is a list of infractions included on citations issued from January 1 through March 31, 2016. All citations were issued at transit centers or at bus stops in the AVTA service area.

Citations	Jan 16	Feb 16	Mar 16
Suspended or Unlicensed Driver	-	4	8
Expired Registration	4	4	2
Registration Not in Vehicle	1	2	-
No Proof of Insurance	4	4	6
Drinking in Public (Bus Stops)	-	2	1
No License Plates	1	3	3
Failure to Obey Posted Signs at Transit Centers	3	-	4
Impounded Vehicle	-	1	2
Outstanding Warrant Arrest	-	-	3
Driver License Not in Possession	1	1	1
Defective Front Windshield	-	-	-
Fare Evasion	-	-	-
Unsafe Vehicle Equipment	-	-	-
Failure to Stop at Red Light	-	-	-
No Interlock Ignition Device	-	1	-

During the month of January, Deputy Maselli issued five citations. All citations were transit related and issued at transfer centers and bus stop locations. He warned and advised approximately 17 persons regarding posted signs, smoking in prohibited areas, traffic related incidents at Lancaster City Park, Palmdale Transit Center and at AVTA bus stops.

During the month of February, Deputy Maselli issued eight citations, made six arrests and impounded one vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He warned and advised approximately 20 persons regarding posted signs, smoking in prohibited areas, traffic related incidents at Lancaster City Park and Palmdale Transit Center and at AVTA bus stops.

During the month of March, Deputy Maselli made 14 open charge arrests, issued 15 citations, made six warrant arrests, and impounded two vehicles. All citations were transit related and issued at transfer centers and bus stop locations. He warned and advised approximately 25 persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Lancaster City Park, Palmdale Transit Center, and at AVTA bus stops. Deputy Maselli worked an additional 49 volunteer hours during the month of March.

Prepared by:

Submitted by:

Kelly Miller
Community Outreach Specialist

Len Engel
Executive Director



DATE: April 26, 2016

TO: BOARD OF DIRECTORS

SUBJECT: Revised Travel Policy and Guidelines for Training and Expense Reimbursement

RECOMMENDATION

That the AVTA Board of Directors adopt the revised policies and procedures for the Authority's Travel Policy and Guidelines for Training and Expense Reimbursement.

FISCAL IMPACT

Implementation of these policies is unlikely to result in any significant fiscal impact but will improve and modernize the intent and scope of the policies.

BACKGROUND

The original Travel Policy came a result of the findings included in the Authority's Single Audit Report, dated April 13, 2011. Once adopted and made part of internal procedure, the policy performed as expected, cured all exceptions, and has prevented the recurrence of any control issues.

The intervening five years has brought several issues forward that needed to be addressed in the policy. Highlights include:

- Internet use guidelines when traveling;
- Redefining area and mileage of local travel;
- Making the travel planning horizon longer to minimize cost and maximize efficiency, especially for annual travel and conferences; and
- Providing revised per diem expenses based on federal government guidelines.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Len Engel
Executive Director

Attachment: A – Travel Policy (Rev 2)

Policy No:	Subject: TRAVEL POLICY AND GUIDELINES FOR TRAINING AND EXPENSE REIMBURSEMENT	
Policy Effective Date: July 1, 2011	Revision/Date: August 31, 2015 April 26, 2016	
Date Approved: September 22, 2015	Approved by: Board of Directors	Page: 1 of 10

PURPOSE

To document Antelope Valley Transit Authority’s (AVTA) policy on the authorization and reimbursement of expenses for meals, travel, training and conferences.

POLICY

This policy describes the circumstances in which travel and training is required on behalf of the Authority and the reimbursement of associated and authorized. Additionally, this policy provides guidelines of reasonable and acceptable travel-related expenses that may be incurred by staff on behalf of AVTA.

While it is not practical to provide specific guidance for every allowable expense, employees are expected to exercise good judgment when incurring expenses in general, and while traveling on the Authority’s behalf in particular. These guidelines are intended to create a fair balance between the employee’s personal preferences and the adherence to best business practices.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

Local Travel – travel occurring within ~~50-100~~ miles of the AVTA offices.

Out of-Area Travel – ~~Out of the State of California~~ travel beyond 100 miles of the AVTA offices, or at the discretion of the Executive Director.

Reimbursable Business Expense: Authorized expenses incurred in the course of official business on behalf of the Authority.

Non-reimbursable Expense: Any expenditure not authorized by this policy, Authority practice or the Executive Director; any expenditure not properly supported with adequate detail or fails to include the business purpose of the expense; any expenditure listed on an expense report that is not accompanied by authorized receipts.

Business Purpose: Specific business reason or business benefit derived or expected to be derived by the expense. General descriptions such as “goodwill,” “general business,” or “customer relations” are not acceptable explanations for a business purpose. Specific descriptions such as “training for new routes/equipment” or “collaboration with LA County for updated safety procedures” are acceptable.

Business Guest: An individual representing a company with whom AVTA has a contract, consulting agreement or other official business relationship, an individual from another transit authority, or representatives from Authority’s Jurisdictional Members (the Cities of Lancaster and Palmdale, and the County of Los Angeles).

GUIDELINE

Employees of AVTA may be required to travel for training seminars, conferences, or business meetings. Prior approval from the employee's department manager and the Executive Director must be obtained before the expenses are incurred. AVTA will arrange and pay conference/seminar fees, airfare and lodging in advance; all other expenses will be reimbursed to the employee within two weeks of submitting an approved Travel Reimbursement Request with supporting documentation to Finance.

Conferences, Seminars, and Business Meetings

Expenses relating to conferences, seminars, and business meetings must support the Authority's business objectives and/or support the professional growth of the employee in their current (or future) position.

Local Travel

Travel within ~~50~~ 100 miles of the AVTA offices is considered local travel. It is accomplished by the use of an Authority vehicle or the employee's personal car and does not require an overnight stay, unless otherwise approved by the Executive Director.

1. Use of an Authority vehicle: Employee's may use an Authority vehicle to attend business meetings, seminars, training or other business related activity. Employees must possess a valid California Driver's License and current Proof of Insurance before using the Authority's vehicle. Copies of these documents may be requested prior to being authorized to drive an Authority vehicle.
2. Mileage reimbursement: Employees may drive their own vehicle to attend business meetings, seminars, training, or other business related activity with the approval of the Executive Director. Mileage (less normal commute mileage where applicable) will be reimbursed for business purposes at the current IRS mileage reimbursement rate. See Attachment A for the current mileage rate.

Overnight Travel

Travel plans should be booked as far in advance as possible to take advantage of savings in transportation fares, lodging rates and car rental reservations.

Overnight travel may be required when travel is beyond ~~50~~ 100 miles of the Authority's office and the conference or meeting is more than one full day. Employees ~~traveling beyond 50 miles for a full day meeting or conference~~, have the option to stay overnight on the day prior to the meeting or conference depending on the start time of the event.

Airfare

Travel is to be accomplished by the most cost-effective and direct mode(s) available; all airfare and lodging will be arranged and paid for by the Executive Assistant unless pre-approved by the Executive Director. Pre-payment of expenses will be used to take advantage of applicable discounts. Exceptions for emergency situations must be pre-approved by the Executive Director. Employees are encouraged to request travel arrangements as early as possible to obtain the lowest fares possible. Employees are required to accept the most appropriate and economical airfare on reputable, major carriers and to fly economy/discount coach whenever possible.

1. Upgrades: First class or business class travel/upgrade charges on airline fares for domestic flights are not reimbursable by the Authority. Business class travel/upgrades must be approved by the Executive Director and are generally restricted to international flights only.
2. Frequent Flyer Miles: Frequent Flyer Miles obtained during business travel are to be used at the discretion of the employee. An employee is allowed to request travel with a preferred carrier as long as the carrier of choice offers the lowest fare. Higher fares will not be paid just to receive mileage credit with a particular carrier.
3. Weekend/Saturday Night Stay: Many airlines offer a substantial fare reduction for travel that includes a Saturday night stay. If an employee agrees to travel and obtain lodging for a Saturday night to obtain the lower fare, the employee may be reimbursed for hotel, meals and other acceptable expenses incurred in the city where the business is being conducted. Expenses related to an extension of a trip will only be reimbursed if it results in a lower total trip cost to the Authority. Documentation such as a ticket quote for a Friday return flight or a Sunday departure is to be included with the employee's Travel Reimbursement Request form.
4. Travel Extensions: Employees can extend their travel plans for personal reasons as long as there is no additional cost to AVTA. The Executive Director must approve of, all extensions prior to the date of travel.

Meals & Entertainment

1. Employee Meals and Expenses, Per Diem: expenses should be reasonable and sensible. The preferred method of providing expenses is on a per-diem basis. The per-diem for standard travel is \$60; for non-standard travel (defined by the U.S. Government Services Administration (GSA) as destinations that are more expensive than standard destinations), the per-diem is \$75. See Attachment A – Reimbursement Information, Current Per Diem Amounts for the two-tiered standards and accompanying explanations. The Executive Director must approve the use of non-standard per-diem rates prior to travel.

Per Diem Adjustments – It is common for annual conferences to serve meals provided by the meeting sponsor and show vendors, sometimes throughout the entire agenda. In these situations, employees are to factor these accommodations into their travel reimbursement requests in the interest of public fairness.

Examples: A lunch provided by the conference replaces the \$15 standard per-diem provided for reimbursement. A provided dinner replaces the \$30 standard per diem.

Please direct questions or clarification to the Executive Director or Director of Finance.

2. Employee Meals and Expenses, reimbursement by detailed receipts (for partial day travel): When necessary, actual expenses will be reimbursed. Generally, employees traveling on Authority business or employee-only business meetings should not exceed **\$15** per person for breakfast, **\$15** per person for lunch and **\$30** per person for dinner, or **\$60** per day.
3. Business Guests: The cost of a bona fide business meeting with key subordinates for business discussions will be reimbursed. Generally, expenses associated with meetings of this kind should be reimbursed. In accordance with IRS requirements and Authority

procedure, expense receipts must indicate the names of attendees and their business affiliation, the business purpose for the receipt, the name of the establishment where the expense occurred, and the dollar amount. The tip should be shown clearly, and should not exceed the 20% maximum per transaction as shown in the Tipping Guidelines chart, unless there is a good business reason. Further, the receipt should include details of all items ordered, including food and drink. In cases where more than one employee attends a business meal or entertainment event, the most senior management employee should assume responsibility for payment at their discretion. Sound judgment is expected when incurring costs for Authority paid meals and entertainment that include business guests.

4. Non-Reimbursable Expenses: The following is a list of non-reimbursable expenses. This list is representative of non-reimbursable expenses and cannot list every expense that may occur. If you have any doubt as to whether an expense will be reimbursable, contact your manager, the Director of Finance or the Executive Director for clarification prior to incurring the expense.
- Meal expenses incurred for business discussions between employees. Business discussions between employees should be conducted on Authority premises. Any exceptions must be approved in advance by the Executive Director.
 - All personal use or personal care items including books, toiletries, medication, cigarettes, etc.
 - Personal grooming (haircuts, shoe shines, etc.)
 - Clothing, dry cleaning & laundry. If an employee is traveling for more than five business days, dry cleaning and laundry charges will be reimbursed.
 - In room movies.
 - ~~More than one in room movie per hotel night. The Authority will reimburse the cost of one in room movie per hotel night, and will reimburse the cost of the in flight headphones.~~
 - Miscellaneous entertainment for personal purposes.
 - Alcoholic beverages.
 - Meals for travel companion(s) who are not AVTA employee(s).
 - Additional costs for meals incurred when personal travel is combined with a business trip, unless personal travel includes a stay that results in a net savings to the Authority. The savings must be demonstrated and quantified by the employee in the travel request and approved by the Executive Director in advance of travel. In such cases, the proof of savings to the Authority must also be submitted with the employee's Travel Reimbursement Request.
 - Loss of personal property (including clothing), unless such loss occurs beyond the employee's control.
 - Personal luggage-related expenses (luggage tags and locks).
 - Parking fines, speeding tickets, and other such penalties incurred while conducting AVTA business.
 - Self-purchased travel insurance.
 - Airline club membership fees.

- Hotel "no show" charges unless caused by legitimate business circumstances, or circumstances beyond the employee's control.
- Business guest gifts.

Lodging

In general, the Executive Assistant will book travel and lodging. All employees are required to use the most logical and economical accommodations with reputable and safe hotels. If possible, employees should stay in the same hotel that is hosting the conference venue, in order to reduce travel time and maximize the educational and networking benefits afforded. ~~For example, choose a hotel near your destination to control transportation expenses if appropriate public transportation is not available or choose a hotel with the best rate, which may be farther from your destination, but provides suitable public transportation. The IRS Per Diem Rate Tables in Publication 1542.~~ Where questions arise, the GSA website referenced in Attachment A is a guideline to be will be consulted used as a guideline to determine the appropriate most economical lodging costs for the destination. When attending a conference, convention, seminar, etc., and a ~~special~~ discounted rate is offered at a hotel in connection with the event, employees are ~~encouraged~~ expected to ~~book this hotel~~ use the discounted rate.

Internet Connectivity

When planning business travel, the Executive Assistant will provide AVTA's hot-spot for the employee to use to provide internet connectivity during travel. If the hot-spot is not available, the Executive Assistant will determine the availability and cost of internet at the hotel, and include the figure in the original travel cost estimate.

Rental Car

The Executive Director must approve the use of rental cars for business travel in advance of travel.

Employees must determine the most cost effective rental time and rate (e.g. it may be more cost effective to obtain a weekly rental versus a daily rental rate). If it is more cost effective to rent a car versus utilizing public transportation (e.g. airport shuttle), employees must further comply with the following guidance:

1. Car Size: It is the Authority's policy for employees to request the most sensible and economical mid-size car rental rate (or larger car class depending on the number of people occupying the vehicle).
2. Insurance Coverage: **Employees should decline any additional Liability insurance coverage offered by the rental company** and accept the Loss Damage Waiver, as liability insurance coverage is provided both by the Authority and by the employee's own insurance. If the employee elects to purchase additional automobile insurance beyond that specified above, the costs shall be the employee's responsibility.

Parking

1. Airport Parking: ~~A maximum of \$20.00 per day for up to 5 days~~ Parking will be reimbursed to a maximum of \$50/week for ~~to~~ employees using airport parking during business trips. Employees taking trips requiring longer parking stays should use FlyAway service.
2. Monitored Parking Areas: The cost of parking in garages or other monitored parking areas is reimbursable while conducting Authority business. Validations for parking are

required for reimbursement purposes. Parking fees associated with a hotel stay are reimbursable.

~~3. Valet Parking: Valet parking is not a reimbursable expense unless it is mandatory under the hotel's accommodations policy. Valet parking at restaurants is not reimbursable except when the restaurant does not allow self parking.~~

Tipping

Gratuities are a necessary part of business travel and travelers should observe local customs when tipping. General tipping guidelines are as follows:

Restaurants	15-20% of the bill (pre-tax amount).
Sky Cap/Bellhop	\$1-\$3 per bag
Hotel Airport Shuttle	\$1-\$3
Doorman	\$1-\$3 for hailing a cab, <u>if alternative methods of obtaining transportation are unavailable.</u>
Valet Parking	\$1-\$3
Housekeeping	\$1-\$3 per night for stays over 3 nights
Shuttle/Taxi	10% of fare
Sedan	15%-20% of fare Important: check with sedan service whether gratuity is included in the total cost of fare. If gratuity is included in the cost of the fare, do not tip; the Authority will not reimburse the additional tip amount.

Expense Reporting

AVTA will reimburse employees for legitimate expenses incurred while conducting authorized business on its behalf. All business expenses must be properly documented on a Travel Reimbursement Request form. The reimbursement form must document the business purpose of the expenses incurred and be reviewed and approved by the employee's manager. The Accounts Payable clerk also reviews all reimbursement request forms to ensure compliance with this policy prior to preparing a reimbursement check; missing documentation, receipts or inadequate justifications may delay reimbursement. Exceptions to policy and final payment of expense reimbursement requests occur at the discretion of the Executive Director.

The following supporting documentation is required to be submitted with Travel Reimbursement Request:

Item	Required Documentation
	<p><u>Note: Whenever possible, all airfare and lodging will be pre-paid by AVTA. Coordinate all travel through the Executive Assistant well in advance of proposed travel dates; the Executive Director must approve all trips prior to the dates of travel.</u></p>
<u>Narrative</u>	<p><u>A narrative of the trip must accompany all Travel Reimbursement Requests. The narrative is to include a brief summary of the trip, and a description of the key takeaways, knowledge and benefits provided to the employee in particular and the Authority in general.</u></p>
Airfare	<p>Original receipts (or credit card statement if purchased online) and boarding passes. If submitting a Travel Reimbursement Request form prior to your trip, and a boarding pass is not available, an original credit card statement and itinerary/invoice with the price clearly shown must be submitted; boarding passes must be submitted to Finance upon completion of trip.</p>
Meals	<p>Original receipts. Restaurant “tear stubs” are not acceptable. <u>See item 2, “Meals and Entertainment” for a detailed description of the information required to be on restaurant receipts. A summary description should be</u> provided on the Reimbursement Report.</p>
Lodging	<p>Original receipts. Items included on the hotel bill such as room service, parking and telephone charges need to be summarized by category on the Travel Reimbursement Request form.</p>
Car Rental	<p>Original rental receipts.</p>
Parking	<p>Original parking receipts.</p>
Mileage	<p>Printout of route with calculation of total mileage (e.g., Google Maps or MapQuest printouts).</p>
Cash Tips	<p><u>Listing of all cash tips, including amounts, dates, and purpose. Tips customarily included for items such as meals should be clearly visible on receipts. Where a tip is not clearly shown by a vendor, such as is common with cab rides, the tip should be written on the receipt provided so that the cost, tip and total are clearly shown on the receipt. The portion of any tips exceeding the Tipping guidelines on the previous page will not be reimbursed.</u></p>

PROCEDURE:

Conferences, Seminars, Business Meetings, and Travel Requests

1. In general, trips should be included in the current-year, Board approved travel budget.
2. Requests to attend conferences, seminars and business meetings must be submitted to the employee’s manager for preliminary review and approval using the *Travel*

Authorization Form (Travel Requests) a minimum of 15 business days in advance of travel, or as appropriate to take advantage of the lowest possible rates.

Travel associated with annual conferences and meetings such as APTA or CTA, should be arranged at least 60 to 90 days ahead of the event to take advantage of available conference, lodging and other discounts. The Executive Assistant will coordinate the arrangements for all participants.

3. The manager determines if the requested training or meeting will support the employee's job performance and career growth, whether the trip will benefit the Authority's objectives, and verify that the proposed trip expenses to be incurred are reasonable.
4. The manager signs the form for approval and forwards to the Executive Director for approval. If the request is not approved, the manager will meet with the requesting employee and discuss the reason(s) why the request was denied.
5. The Executive Director signs the request form for approval and returns it to the manager; or meets with the manager to explain why the request is denied. The manager will inform the requesting employee of the trip's approval or discuss the reason(s) why the request was denied.
6. Travel by the Executive Director must be approved by the Board Chair or the Vice Chair in the Chair's absence.
7. Approved Travel Authorization Forms are returned to the employee; the employee is responsible for providing a copy to the Executive Assistant so that the Travel Tracking Log can be updated.

Reimbursement Requests

Under this policy, AVTA will reimburse employees for reasonable and necessary expenses incurred during travel on approved Authority business. Requests for reimbursements are to be submitted as follows:

1. After incurring authorized travel expenses, employees must complete the *Travel Reimbursement Workbook* (an Excel workbook) form for reimbursement of actual expenses incurred and to account for travel advances received.
2. Supporting documents as outlined in the Expense Reporting section must be attached to the reimbursement request.
3. Attach the approved *Travel Authorization Form* to the printed *Reimbursement Workbook* request.
4. Employees are to submit the *Reimbursement Workbook* form printout and all attachments to their manager for review and pre-approval signature. The manager is responsible for ensuring the expenses incurred are in compliance with this policy.
5. The manager forwards the reimbursement request and attachments to the Executive Director for final review and approval. The travel and expenses of the Executive Director shall be submitted to the Board Chair for approval.
6. The fully approved reimbursement request and attachments are submitted to Finance for payment processing.

ATTACHMENTS

Attachment A: Reimbursement Information

- [Current IRS Mileage Reimbursement Rate](#)
- [Current Per-Diem Amounts](#)

Forms File Names

- [Travel Authorization Form](#) (Training, Meeting and Travel Expense Authorization)
- [Travel Expense Workbook](#)

Forms are available at:

[\\Folders for Edrawer\FORMS – Templates\Current Forms – Templates\Finance Forms\](#)

EMPLOYEE ACKNOWLEDGEMENT

1. I hereby acknowledge that I have received, read, and understand the **Travel/Training & Expense Reimbursement Policy** covering business expense reimbursement for travel, training seminars & conferences, business meetings, and the use of Authority vehicle or personal car. I have received this policy in its entirety and in its unmodified form as presented herein and will abide by this Policy.
2. I have had an opportunity to ask questions about and received an explanation on this policy.
3. I understand and accept that violations of any part or portions of this Policy may result in disciplinary action up to and including my termination of my employment.
4. I understand and agree that neither the Policy nor my signing of this Acknowledgement has created an employment contract between Antelope Valley Transit Authority and me.

Employee Name (Print)

Employee Signature

Date

_____ *Witness Signature*

This signed acknowledgement is placed in your personnel file.

EMPLOYEES ARE TO RETAIN A COPY OF THE POLICY FOR THEIR RECORDS AND FOR FUTURE REFERENCE.



DATE: April 26, 2016
TO: BOARD OF DIRECTORS
SUBJECT: Election of Board Officers for Fiscal Year 2017 (FY17)

RECOMMENDATION

That the Board of Directors nominate and elect a Chair and Vice Chair for FY17.

FISCAL IMPACT

There is no fiscal impact.

BACKGROUND

Board officer elections are conducted annually. The election process 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 serve in either position for more than four (4) consecutive, one (1) year terms without a minimum one (1) year break in service.

Prepared by:

Submitted by:

Karen Darr
Clerk of the Board

Len Engel
Executive Director



DATE: April 26, 2016
TO: BOARD OF DIRECTORS
SUBJECT: Approval of First Amended and Restated Executive Director Employment Agreement

RECOMMENDATION

That the Board of Directors approve the First Amended and Restated Executive Director Employment Agreement.

FISCAL IMPACT

Funding for this item will be included in future Business Plans.

BACKGROUND

The executive director's employment agreement was originally executed effective February 1, 2015 through July 1, 2017. The Board and the executive director have negotiated modifications to certain terms and conditions of the Agreement for a second term commencing July 2, 2017 through December 31, 2018. The majority of the terms and conditions will remain the same. A copy of the First Amended and Restated Executive Director Employment Agreement will be available upon request to the board clerk.

Prepared and Submitted by:

Allison E. Burns
General Counsel, AVTA



DATE: April 26, 2016

TO: BOARD OF DIRECTORS

SUBJECT: Change Order No. 2 Under Task Order No. 2 of Master Contract #2014-46 with Arrow Engineering Services, Inc. to Update and Provide Final Design and Bid Specifications for 85 Battery Electric Bus Charging Stations at AVTA's Facility

RECOMMENDATION

That the Board of Directors ratify an award in the amount of \$132,100, to Arrow Engineering Services, Inc., Lancaster, CA. The award is for Change Order No. 2 under Task Order No. 2 of Master Contract #2014-46, to update and provide final design and bid specifications for 85 battery electric bus charging stations at AVTA's facility. See Attachment A, Proposal by Arrow Engineering Services, Inc.

FISCAL IMPACT

Sufficient funds for this project have been included in the FY16 Business Plan Mid-year Adjustments to pay for these required services.

BACKGROUND

During the regular meeting held on February 25, 2014, the Board directed staff to continue moving toward an all-electric bus fleet. Since that time, AVTA implemented an electric bus demonstration project and provided Arrow Engineering with a 'notice to proceed' with Task Order No. 2. This order created conceptual plans and construction estimates for charging the electric bus fleet, with the further intention of using the information for past and future grant opportunities.

Change Order No. 1 to Task Order No. 2 was to finalize engineering and create plans, specifications, and bid documents for three phases of construction to provide 54 charging stations.

Change Order No. 2 Under Task Order No. 2 of Master Contract #2014-46 with Arrow Engineering Services, Inc.

April 26, 2016

Page 2

Change Order No. 2 to Task Order No. 2 updates and finalizes engineering plans, specifications, and bid documents for a revised total of 85 charging stations, a backup generator capable of charging 25 buses, and the installation of the underground utility infrastructure. This infrastructure will also include charging of the 60 ft. articulated buses.

Staff evaluated Arrow Engineering's proposal and pricing, which were both found to be concise, fair and reasonable.

Prepared by:

Submitted by:

Mark Perry
Fleet and Facilities Manager

Len Engel
Executive Director

Attachment: A – Arrow Engineering's Proposal

Attachment: A – Arrow Engineering’s Proposal**AESI**

Arrow Engineering Services, Inc.

CIVIL ENGINEERING ■ SURVEYING ■ SOILS ■ MAPPING/GIS

Certified SBE and WBE and WOSB42140 Tenth Street West
Lancaster, CA 93534661-940-0043
Fax: 661-949-9775

aesi@aesi-consulting.com

February 25, 2016

Job No. 14-6366-05
CO 2Lyle Block, Procurement and Contracts Officer
AVTA
42210 6th Street West
Lancaster, CA 93534

RE: Final Design, Bid specifications, Special Inspection, and Construction Management for eBus charging stations at AVTA Facilities
 Modify 50 eBus Design to 85 eBus Design
 (Task Order #2 – Change Order #2)

As recap of our project for 85 chargers at AVTA Headquarters we provide the following summary. Our original contract for the BYD Chargers was for 50 charging stations. We created and gained approval for the majority of the construction plans from the City of Lancaster in late summer (July).

Shortly after initial approval by the City of the 50 bus plans AVTA requested to change the number of stations to 85. We then embarked on determining an acceptable bus charging layout for 85 buses and working with the Electrical Engineer and SCE to determine options of how we would provide power for 85 buses. After many meetings and looking at numerous methodologies (one interconnect, two or three interconnects, substation, 18,000 Volt system, AVTA owned system, etc.) to provide power. Based on this research and your help we have come up with a way to balance the loads and get adequate service from SCE.

SCE had originally developed plans and points of connection for the 50 charging stations. We developed our offsite trenching, conduit, and traffic control plans accordingly. As it turns out the original point of connection that we were told would work by SCE originally does not work for the 50 or the 85 chargers since it lacks redundancy. Once the higher managers at SCE became involved they have now requested a second point of connection to provide redundancy and adequate service. This affects all offsite plans.

We never imagined it would take this long, but now we have everything determined we can provide a definitive scope of work. We have prepared an estimate for completion of the project including construction related services. The original proposal only included plans and specifications up to advertising.

General Scope:

We are pleased to provide this proposal for civil engineering, surveying, construction phase services, and electrical engineering services at your facility on 6th St West. This proposal is for the anticipated additional work to re-design the 50 eBus facility for 85 eBus charging stations which includes 13 electric articulating bus charging stations. We understand you will need to have bid specifications also prepared so AVTA will be ready to advertise the project for construction bids. Our construction phase services include special inspection services, construction surveying, and construction management services for the construction phase of the project.

We plan to complete a Site Plan showing the location of all 85 charging stations on the existing AVTA facility yard. It is understood that previous layouts for 50 ebus charging stations plus 8 articulating ebus charging stations have been developed. AVTA will provide input to the new Site Plan relating to their particular needs for bus movement, overall station arrangement, and station phasing. The final Site Plan will form the basis of this proposal. Work supporting this goal includes SC Edison coordination, AVTA coordination, charger manufacturer coordination, and development of Civil & Electrical design plans for construction. Our services include construction plans and specifications for AVTA to advertise for construction bids. Services also include construction phase services as noted above. Specific tasks are outlined below:

These tasks support the design plans and construction specifications

- Coordination and meetings with AVTA, manufacturer, and SC Edison
- Complete Site Plan agreeable to AVTA
- Prepare civil design plans for construction
- Prepare electrical design plans for construction
- Prepare bid specifications for Invitation for Bid
- Prepare Engineer's Estimate for construction

These following tasks support the CONSTRUCTION PHASE SERVICES

- Construction Management
- Construction Surveying
- Construction Special Inspection
- Construction As-Built Plan (OPTIONAL SERVICES)

Assumptions:

- Primary location for the charging stations are along the southerly and easterly property line and at existing canopy areas
- We assume there will be no City approved Site Plan approval necessary
- We understand the City will require an application for electrical permit
- An encroachment permit will be required at 6th Street West and Avenue M

Project Understanding:

85 ELECTRIC BUS CHARGING STATIONS AT AVTA FACILITY ---

AVTA desires to have electrical facilities for 85 electric bus charging stations at their facility at 42210 6th Street West. The phasing of the charging stations will be depicted on the Site Plan. This Site Plan will be the basis of the proposal for the design and construction documents. It is understood that AVTA obtains the interface charger with the purchase of the electric bus.

Design and construction for all 85 charging stations will be phased according to the number of existing e buses, existing charging facilities, and chargers received with ebus delivery.

Phase 1 – 48 ebus charging stalls including 13 stalls for the 60' long articulating e buses

Phase 2 - 25 ebus charging stalls

Phase 3 (future) - 12 ebus charging stalls

As much as possible, the placement of conduits for conductors to the ebus chargers will be installed so as to minimize future construction activity such as trenching for future phases. All ebus chargers should be served with conduits sized for a 200 kw charger, even though some of the ebus chargers will be the 100 kw type. The first phase of the ebus charger stations will be installed and wired. The second phase will have conduit placed without wiring (pull ropes installed in conduit). The second phase conduit will be placed at the same time as the first phase. The first phase of charger stations that do not immediately receive an interface charger during phase one construction will need provisions installed to protect the

end of the wiring from weather damage at each charging station. The idea being that each of these charger stations can be easily wired at a later time, with minimum effort, to new interface chargers as AVTA continues to buy e buses. This ongoing future electrical connection work and charger mounting may be accomplished under a separate permit. Installation phases beyond the second phase will be installed in the future by separate permit. Electrical service design and civil engineering layout will be planned for the entire 85 e bus charging station project.

At each e bus charging station, where an e bus is expected to back up into the charging position, an in-pavement light system is to be installed between each charging station. These lights are to be used by the bus driver as a guide when backing up into the charging station. These lights are to operate at night only. They may automatically be turned on at night and left on until daybreak.

Provisions for the first 25 charging stations will include a back-up generator. Infrastructure shall be installed for the back-up generator in phase one, however, the back-up generator will actually be installed during the second phase.

SCOPE OF WORK

TASK 1 – Coordination, Management of Design and Meetings

This task includes coordination and management for the design effort and coordination with Electrical Engineer, SCE and AVTA. Amounts are based on 8 months of project time.

Coordination with AVTA regarding final project development (6 mtg, 2hr ea., 2 pers, Prin Engr & Eng Admin)	3,840
Status meetings with AVTA & project status updates (Monthly mtg - 4 mtg, 2hr ea., Prin Engr * Eng Admin Weekly updates – 14hrs., Eng Admin)	3,520
Coordination with BYD & SCE (4 ea., 2hr ea., 2 pers(Prin Engr & Eng Admin)	2,560
Coordination with Electrical Engineer (16 ea., 1hr ea., Eng Admin, 4hr Prin Engr)	3,200
Coordination with Generator Manufacturer (14hrs., Eng Admin)	640
Total:	\$ 13,760

TASK 2 – Phasing Coordination and Development

This task includes developing phasing schemes for both the overall project and the implementation of future construction phases. All plans will be developed for construction of the first phase and will show future phases that can be constructed by future permits.

Discussions with AVTA, SCE, & BYD for phased approach (6hr Prin Engr or Eng Admin)	960
Development of phasing exhibits and plans for the overall infrastructure and later phases of work (4 exh., 1hr ea., Prin Engr 4 exh., 4hr ea., Eng Admin)	3,200
Total:	\$ 4,160

TASK 3 – Modify and Complete Site Plan for City Permit

This task includes modification of the previous Site Plan to include the total of 85 ebus charging stations and associated equipment. Assistance with permit application.

Modify the Site Plan to include the total of 85 ebus charging stations and minor modifications as necessary. Add electrical equipment and new trenching and charging facilities. (4 hrs, Prin Engr
16 hrs, Eng Admin) \$3,200

Coordination with City of Lancaster regarding permit applications including encroachment permit for 6th Street East and Avenue M (8hrs, Prin Engr) \$1,280

Total: \$ 4,480

TASK 4 – Design Survey

This task includes additional field surveying and mapping at the intersection of 6th Street West for the additional SCE connection and for onsite expansion area for the additional articulating buses. There are also two new areas identified for equipment. This mapping will be the basis for the conduit plans and grading plans for the project.

Extend existing survey in AVTA's parking lot to include the area where articulating busses will be located (6hrs Surv Crew) 1,320

Extend existing survey to a second point of connection on Avenue M East of the intersection with 6th St West (4hrs Surv Crew) 880

Revise and extend of CAD base map for site plan and roadway electrical connection design, QA/QC, and data transfers (20hrs Prof Surv) 2,400

Total: \$ 4,600

TASK 5 – Street Conduit Plan

This task includes the street construction plan for the electrical service conduits from two new proposed power poles on Avenue M to the proposed pull box at the AVTA site. We are waiting for the revised plan from SCE, but we may have to change conduit stacking and trench width configurations. This plan was nearly completed for one proposed power pole during the previous design work. Process plan for Agency approval. (3hr, Prin Engr, 32hr, Eng Admin)

Total: \$ 5,600

TASK 6 – Grading Plan & Horizontal Control Plan for Site Improvements

This task includes the construction grading plan with dimensions and elevations for the site improvements. Includes civil construction callouts, details, construction notes and horizontal control plan for layout by project surveyor and contractor. Some data from previous plan development will be used. Process plan for Agency approval.

Grading Plan(8hr, Prin Engr, 68hr, Eng Admin) 12,160

Horizontal control plan for layout(2hr, Prin Engr, 12hr, Eng Admin) 2,240

Total: \$ 14,400

TASK 7 – Electrical Design Plan

This task includes the electrical design plan for construction of the electrical improvements. Includes coordination of design with the civil plans and Southern California Edison. Process plans for Agency approval.

Coordination and plan processing assistance (8hr Eng Admin)
Electrical Engineering coordination with SCE
Electrical Engineering design revisions

Total: \$ 14,160

TASK 8 – Project Bid Specifications and Engineer’s Estimates

This task includes electrical and civil specifications to support the construction plans. Includes Engineer’s Estimate of quantities and construction cost. These bid specifications are for AVTA’s Invitation for Bid document.

Civil and overall compliant specifications for bid(6hrs, Prin Engr, 80hrs, Eng Admin) 13,760
Electrical Engineers construction cost estimate 2,600
Electrical Engineers specifications and bid preparation 3,200

Total: \$ 19,560

TASK 9 – Traffic Control Plan

This task includes preparation of an engineered Traffic Control Plan for the street construction in 6th Street West and the work area along the north side of Avenue M. Plan includes several phases. Process plan for Agency approval.
(4hr, Prin Engr, 30 hr, Eng Admin)

Total: \$ 5,440

TASK 10 – Erosion Control Plan

This task includes the plan for erosion control measures. Plan shows vehicular access to the construction area, concrete washout area, equipment staging area and temporary construction office trailer, if any. (24hr, Eng Admin)

Total: \$ 3,840

TASK 11 – Reimbursables

Budget amount for reimbursables including but not limited to plan copies, mylar originals, blue print company reproductions and scanning.

Total: \$ 1,200

CONSTRUCTION RELATED SERVICES

TASK 11 – CONSTRUCTION MANAGEMENT ASSISTANCE

This task includes construction management for the first phase of the project. Task includes public bidding assistance, pre-bid meeting, bid review and comparison, recommendation of contract award, pre-construction meeting, submittal review and response, RFI review and response, review and process applications for extra work(if any), periodic site visits to observe construction progress, pay application review, final closeout documentation, project completion verification and acceptance testing of installed equipment. (Based on estimated 6 months of construction time)

Construction Management Assistance (24 hr Prin Engr, 170 hr Eng Admin)	31,040
Electrical Engineering Construction Administration	4,600
Task 11 – Construction Management Assistance	\$ 35,640

TASK 12 – CONSTRUCTION SURVEYING

This task includes construction surveying support for the project. Task includes establishment of horizontal and vertical control at appropriate areas of the project. Includes staking and layout for pull boxes, electrical equipment pads, alignment of conduit runs, curbs, other location-critical features. Includes elevation establishment for electrical equipment and finished surfaces as required.

Construction Surveying(30 hr Prof Surveyor, 16 hr 1-man crew, 12 hr 2-man crew)	8,800
Task 12 – Construction Surveying	\$ 8,800

TASK 13 – CONSTRUCTION SPECIAL INSPECTION

This task includes construction special inspection for the project. Task includes deputy inspection of anchor bolts as required, soil compaction testing(conduit trenches and concrete pads), and concrete strength testing. Task includes all associated reporting. This inspection does not include any required electrical testing.

Construction Special Inspection	20,000
Task 13 – Construction Special Inspection	\$ 20,000

TASK 14 – CONSTRUCTION AS-BUILT PLAN (OPTIONAL SERVICE)

This task includes the as-built plan. Task includes modifying the plan to reflect approved changes from the approved plans that the contractor marked on his plan set. This plan will be reviewed and approved by the Engineer of Record.

Construction As-Built Plan(6 hr Prin Engr, 24 hr Eng Admin) 4,800

Task 13 – Construction As-Built Plan(Optional Service) \$ 4,800

TASK 11 – Reimbursables

Budget amount for reimbursables

Total: \$ 660

TASK SUMMARY

REMAING DESIGN EFFORT

TASK 1 -- Coordination, Management of Design & Meetings	\$ 13,760
TASK 2 -- Phasing Coordination and Development	4,160
TASK 3 -- Modify and Complete Site Plan	4,480
TASK 4 -- Design Survey	4,600
TASK 5 -- Street Conduit Plan	5,600
TASK 6 -- Grading Plan for Site Improvements	14,400
TASK 7 -- Electrical Design Plan	14,160
TASK 8 -- Project Bid Specifications and Engineer's Estimates	19,560
TASK 9 -- Traffic Control Plan	5,440
TASK 10 -- Erosion Control Plan	3,840
TASK 11 -- Reimbursables	1,200
Credit from Original Contract (Estimate)	<u>-29,000</u>
REMAINING DESIGN EFFORT SUBTOTAL \$	62,200

CONSTRUCTION RELATED SERVICES

TASK 11 -- Construction Management Assistance	35,640
TASK 12 -- Construction Surveying	8,800
TASK 13 -- Construction Special Inspection	20,000
TASK 14 -- Construction as-bulit plan (OPTIONAL SERVICE)	4,800
TASK 15 -- Reimbursables	<u>660</u>
CONSTRUCTION SERVICES SUBTOTAL \$	69,900
GRAND TOTAL \$	132,100

Tasks and activities specifically excluded:

Fire Department Plans

Dust Control Plan – Plan may or may not be required due to the nature of the work.

AESI Billing will be on our fee schedule per our five year agreement and the hourly rates pertinent to this project. Hourly rates for sub-consultants are listed below.

Billing rates for electrical engineering services for this project are listed below:

(Please add 15% to all values)

Project Executive/Professional Engineer In Charge	\$230.00
Project Manager	\$190.00
Project Engineer	\$165.00
Design Engineer	\$145.00
Senior Designer	\$120.00
Designer/Draftsman	\$ 110.00
Technical Assistant	\$ 90.00
Draftsman	\$ 85.00
Computer/Data Processing	\$ 70.00
Secretarial	\$ 50.00
Vehicle	1.15 X Federal Rate
Computer Time	Direct Cost
Travel and Living Expenses	1.15 X Direct Cost
Long Distance Telephone Calls	1.15 X Direct Cost
Reproduction Expenses (Outside)	1.15 X Direct Cost
Laboratory Testing	Direct Cost
Delivery Charges	1.15 X Direct Cost
Printing Of Electronic Media 8-1/2" X 11"	1.15 X 0.26/Page

Reimbursable Expenses

- Reproduction of all documents, including postage and shipping charges shall be paid for at cost plus 15% for handling.

Arrow Engineering Services, Inc. is prepared to commence work immediately. The proposal and fee amount is valid from 30 days of proposal date.

We appreciate the opportunity to assist AVTA with these electric bus charging improvements. If you have any questions or wish to discuss the project, we will be happy to meet with you at your earliest convenience. We look forward to working with you on these projects.

Additional Work for 85 eBus Design
February 25, 2016

Job No. 14-6366-05-CO 2
Page 9

Registered Civil Engineer No. 48287
Licensed Surveyor No. 7727

Sincerely,



Brian D. Glidden, P.E., L.S.

Antelope Valley Transit Authority

Signature



Printed Name: Len Engel

Arrow Engineering Services Inc.

Signature

Printed Name: Brian Glidden

2/25/16

Date

Title: Executive Director

Date

Title: Vice President