



Regular Meeting of the Board of Directors

Tuesday, May 24, 2022

10:00 a.m.

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

AGENDA

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. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

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

UPDATED MEETING PROCEDURE:

To ensure public safety measures while maintaining transparency and public access pursuant to Government Code Section 54953(e), members of the public may participate in person, through AVTA's Virtual Platform [Zoom], or by phone:

Click here to join: <https://us02web.zoom.us/j/86723176505>

Dial by telephone to join: (669) 900-6833

Webinar ID: 867 2317 6505

Passcode: 227717

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

For record keeping purposes and so that staff may contact you if needed, we request that a speaker card, located in the Community Room lobby, be completed and provided to the Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak.

Public comments may be submitted via email to clerkoftheboard@avta.com or by telephone at 661/729-2206 at least two hours prior to the start of the meeting and

will be read by the Clerk of the Board during the Public Business portion of the agenda.

This is the time for public comments on any agenda item or non-agenda item matters pertaining to AVTA. Pursuant to Government Code Section 54953(e), the public may participate in the meeting telephonically/virtually. If you are attending the meeting by personal computer, you may address the Board by clicking the "raise hand" button in the Zoom interface and your name will be announced when it is your turn to speak. If you are attending telephonically (by phone), please press *9 to raise your hand and the last four digits of your call-in number will be announced when it is your turn to speak. Press *6 to un-mute yourself. Speaking clearly, state and spell your name for the record, and eliminate any background noise.

State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the authority's Executive Director/CEO for follow-up. Each speaker is limited to three (3) minutes.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Richard Loa, Director Raj Malhi, Director Michelle Flanagan

APPROVAL OF AGENDA

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP): During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

SRP 1 "RIDE TO THE FUTURE" MR. HUNTER LANCASTER – JUDY VACCARO-FRY

SRP 2 PRESENTATION TO AVTA EMPLOYEE OF THE THIRD QUARTER FOR FISCAL YEAR 2021/2022 (JANUARY 1 – MARCH 31, 2022) – CARLOS LOPEZ ARUCHA

SRP 3 PRESENTATIONS TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH – CLARENCE SHIPP

SRP 4 PRESENTATION TO ANTELOPE VALLEY TRANSPORTATION SERVICES
EMPLOYEE OF THE MONTH – ART MINASYAN

SRP 5 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI)
REPORT – ART MINASYAN

SRP 6 LEGISLATIVE REPORT FOR MAY 2022 – JUDY VACCARO-FRY

SRP 7 OPERATIONS KPI REPORT – ESTEBAN RODRIGUEZ

SRP 8 MAINTENANCE KPI REPORT – CECIL FOUST

CONSENT CALENDAR (CC): Consent items 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 APRIL 26, 2022 – KAREN
DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of April 26, 2022.

CC 2 FINANCIAL REPORT FOR APRIL 2022 AND THIRD QUARTER
TREASURER AND CAPITAL RESERVE REPORT – JUDY VACCARO-FRY

Recommended Action: Recommended Action: Receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve, and Farebox Recovery information, for April 2022.

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

Recommended Action: Authorize the Executive Director/CEO to renew the Letter of Understanding with the LASD for transit law enforcement services covering the term July 1, 2022 through June 30, 2023, as outlined in the letter to Sheriff Alex Villanueva.

CC 4 LOCAL AGENCY INVESTMENT FUND (LAIF) INVESTMENTS FOR FY 2023 – JUDY VACCARO-FRY

Recommended Action: Adopt Resolution 2022-008, a Resolution authorizing investment of monies in the LAIF for FY 2023 (July 1, 2022 through June 30, 2023), adopting a policy for the investment of surplus transit funds for FY 2023, and rescinding Resolution No. 2022-007.

CC 5 RESOLUTION 2022-011, PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDERS N-25-20, N-29-20 AND N-35-20, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR A THIRTY (30) DAY PERIOD PURSUANT TO BROWN ACT PROVISIONS – ALLISON BURNS

Recommended Action: Approve Resolution No. 2022-011, proclaiming a local emergency, ratifying the proclamation of a state of emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and authorizing remote teleconference meetings for a thirty (30) day period pursuant to Brown Act provisions.

NEW BUSINESS (NB):

NB 1 FY 2023 PRELIMINARY BUDGET ASSUMPTIONS – JUDY VACCARO-FRY

Recommended Action: Approve the FY 2023 Preliminary Budget Assumptions and provide direction to staff regarding fiscal priorities for the final FY 2023 Budget.

NB 2 CONTRACT #2022-42 TO WEIDEMAN GROUP, INC. FOR GOVERNMENT ADVOCACY SERVICES – JUDY VACCARO-FRY

Recommended Action: Authorize the Executive Director/CEO to execute Contract #2022-42 for Government Advocacy Services to Weideman Group, Inc., Sacramento, CA, for a three-year period with an annual fee of \$120,000, plus approved travel expenses.

NB 3 CONTRACT #2022-46 TO TAFT ELECTRIC COMPANY FOR ELECTRIC CHARGING STATIONS AT ANTELOPE VALLEY COLLEGE – LYLE BLOCK

Recommended Action: Authorize the Executive Director/CEO to execute Contract #2022-46 with Taft Electric Company, Ventura, CA, for electric bus charging stations at AV College for the amount of \$1,154,037, plus applicable permit fees and sales tax.

NB 4 CONTRACT #2022-44 TO PARADISE CHEVROLET FOR REGULAR CAB CHASSIS 4X2 TURBO DIESEL 19,500 GVWR WITH SERVICE BODY – LYLE BLOCK

Recommended Action: Authorize the Executive Director/CEO to execute Contract #2022-44 with Paradise Chevrolet, Ventura, CA, for a regular cab chassis, 4x2 turbo diesel 19,500 GVWR with service body for the amount of \$82,957.74, including sales tax.

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(d)(2)
Significant exposure to litigation (two potential cases)

CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)
Consideration of whether to initiate litigation (one potential case)

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on June 28, 2022 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 6:00 p.m. on May 20, 2022 at the entrance to the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534.

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

APRIL

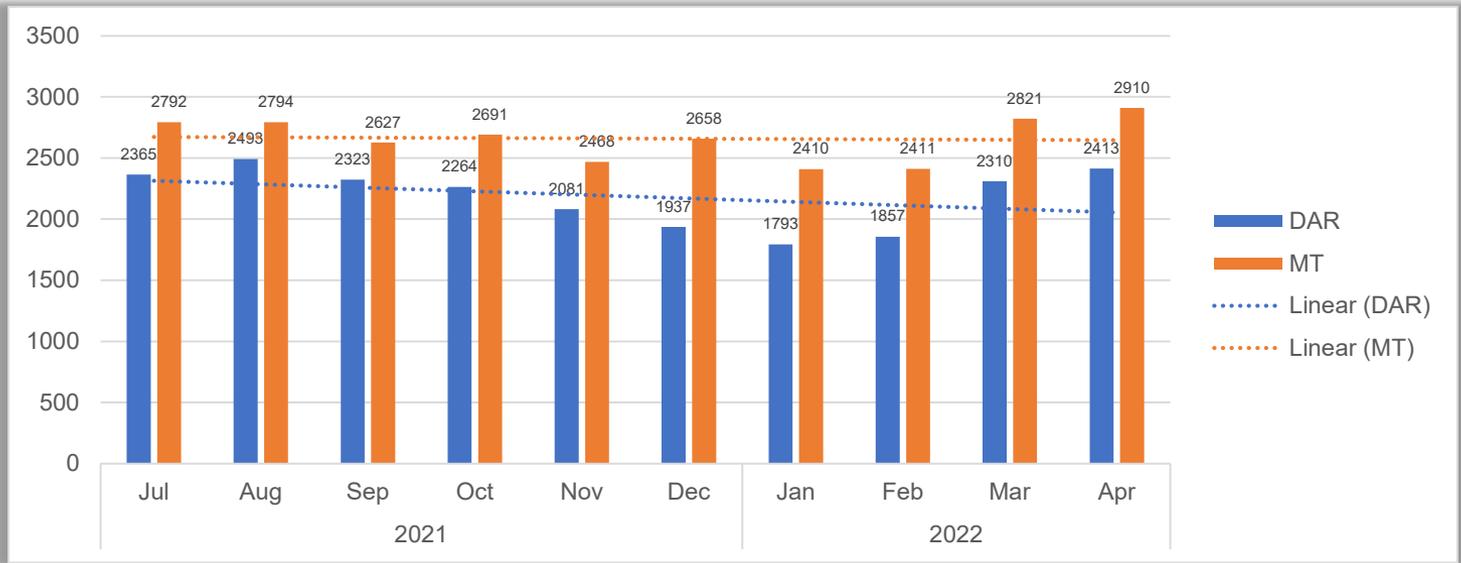
FY 2022 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Presentation to the Board of Directors

May 24, 2022



RIDERSHIP DATA: TOTAL PASSENGERS

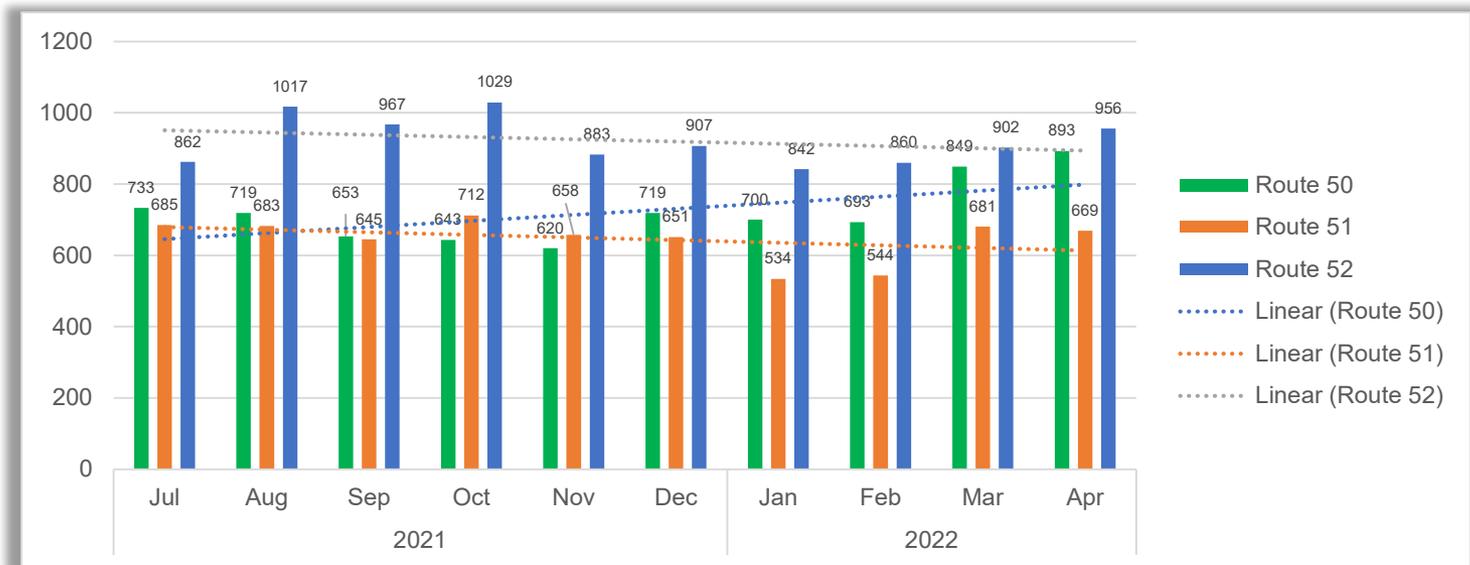


April Trip Accommodation
90.76%

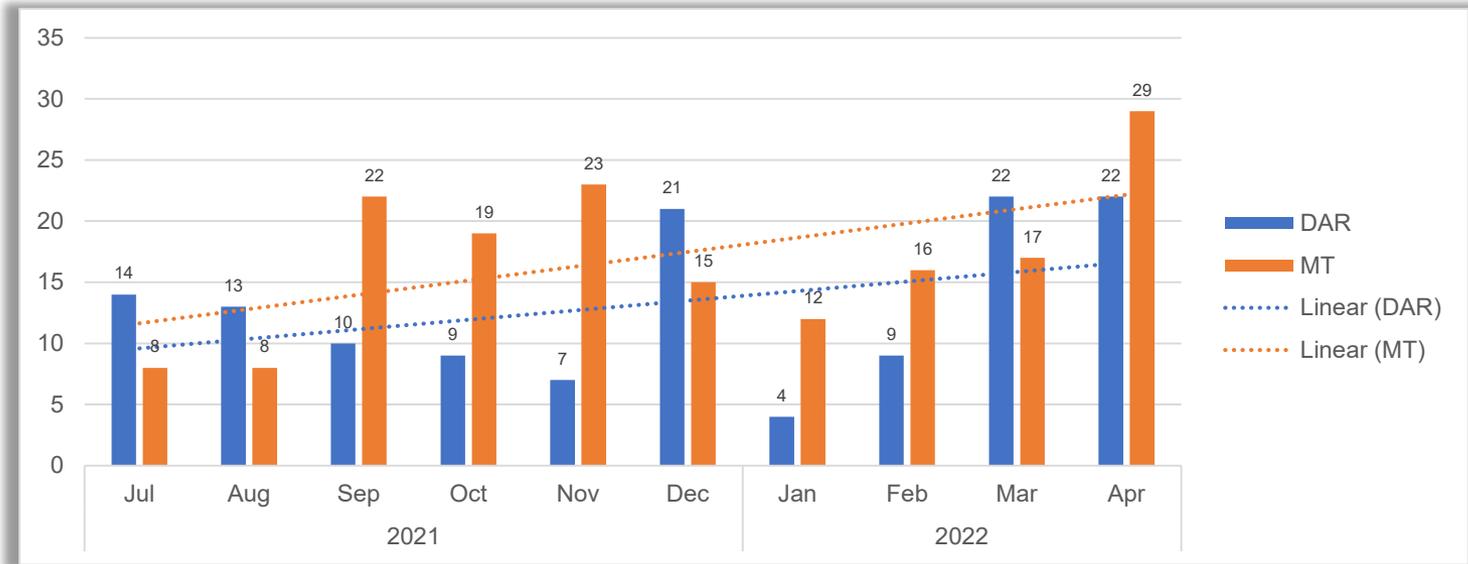
April Total Trips
4,714



MT PICKUPS WITHIN SERVICE AREA ROUTES



REBOOKED TRANSPORTS



April Trips switched to
"Rebooked" Status

51

April Total Trips

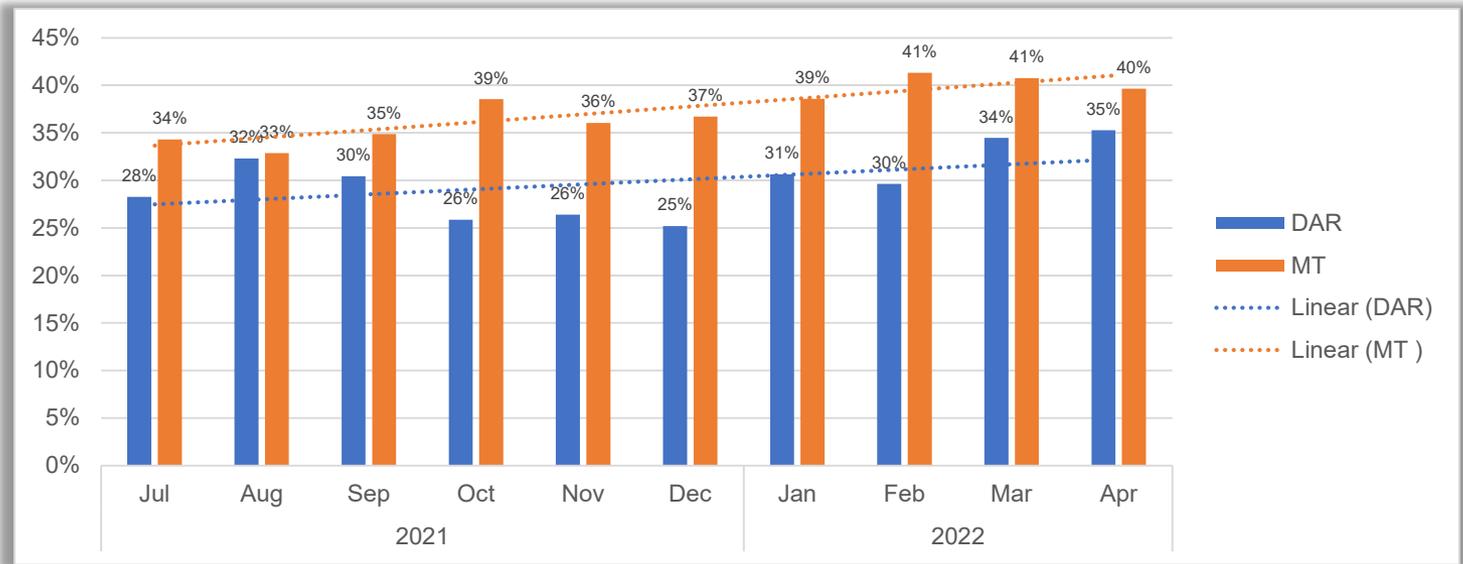
4,714

April % of System Rebooks

0.01%



AVERAGE SHARED RIDE PERCENTAGE



April Daily Average Shared Rides

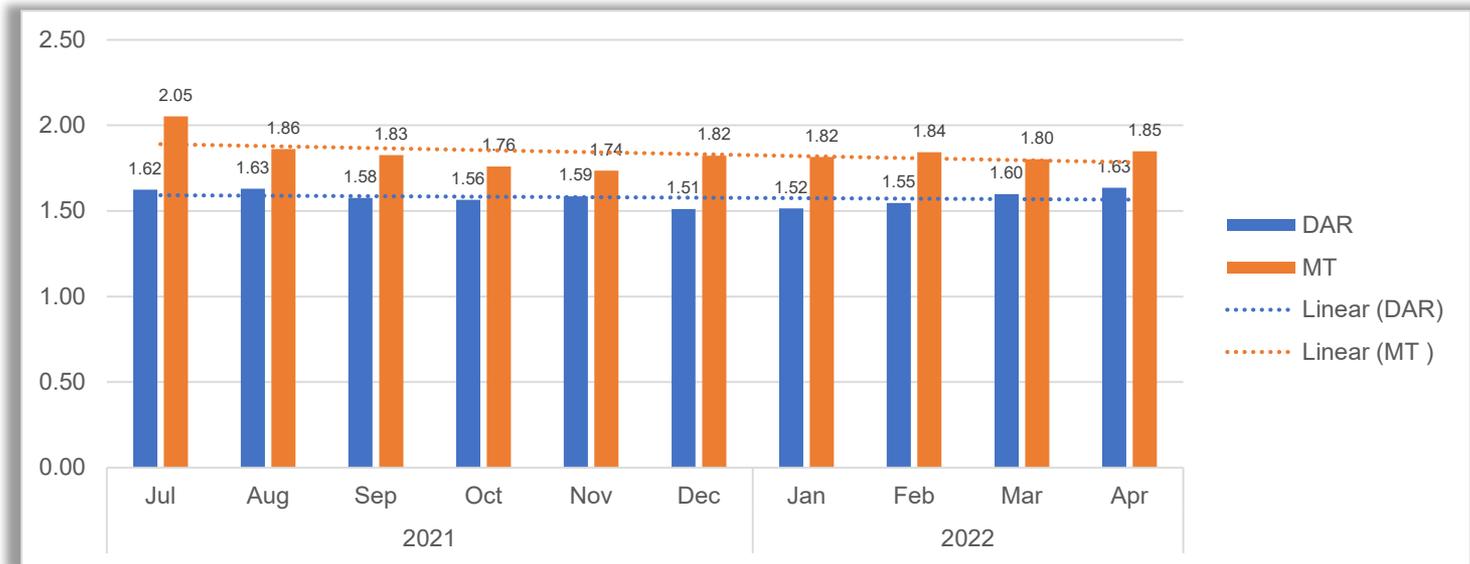
30.62

April Daily Average Rides

157.13



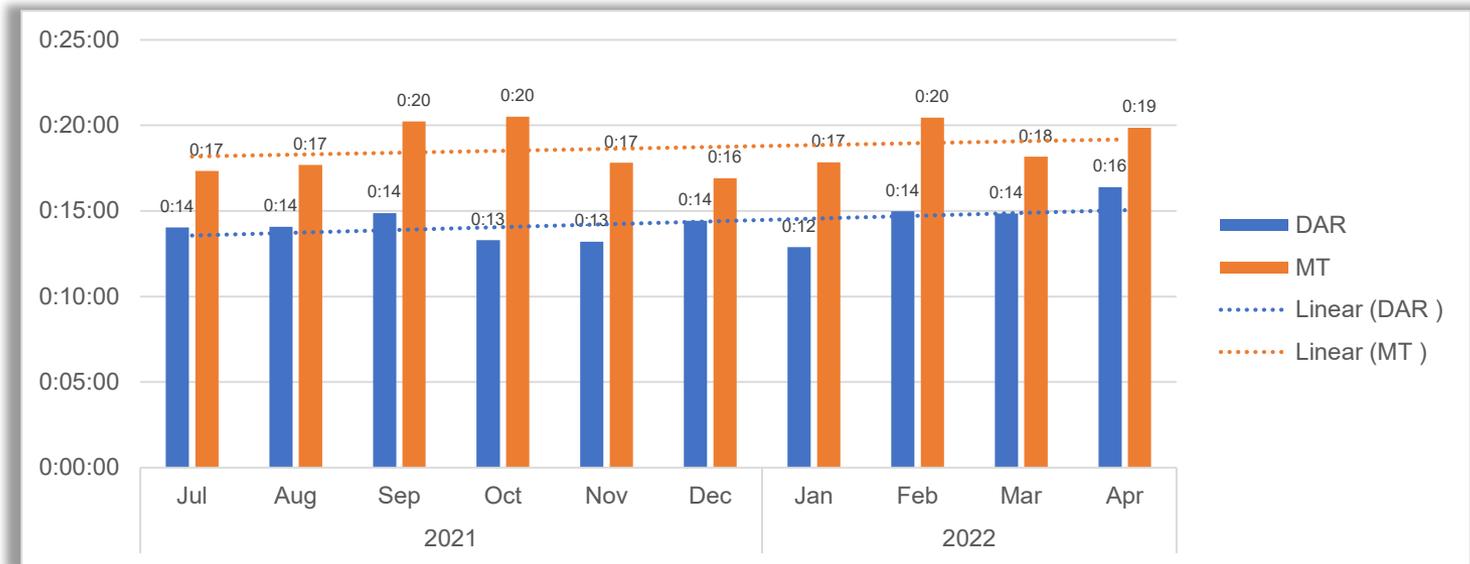
PASSENGERS PER REVENUE HOUR



April Average Passengers
per Revenue Hour

1.74

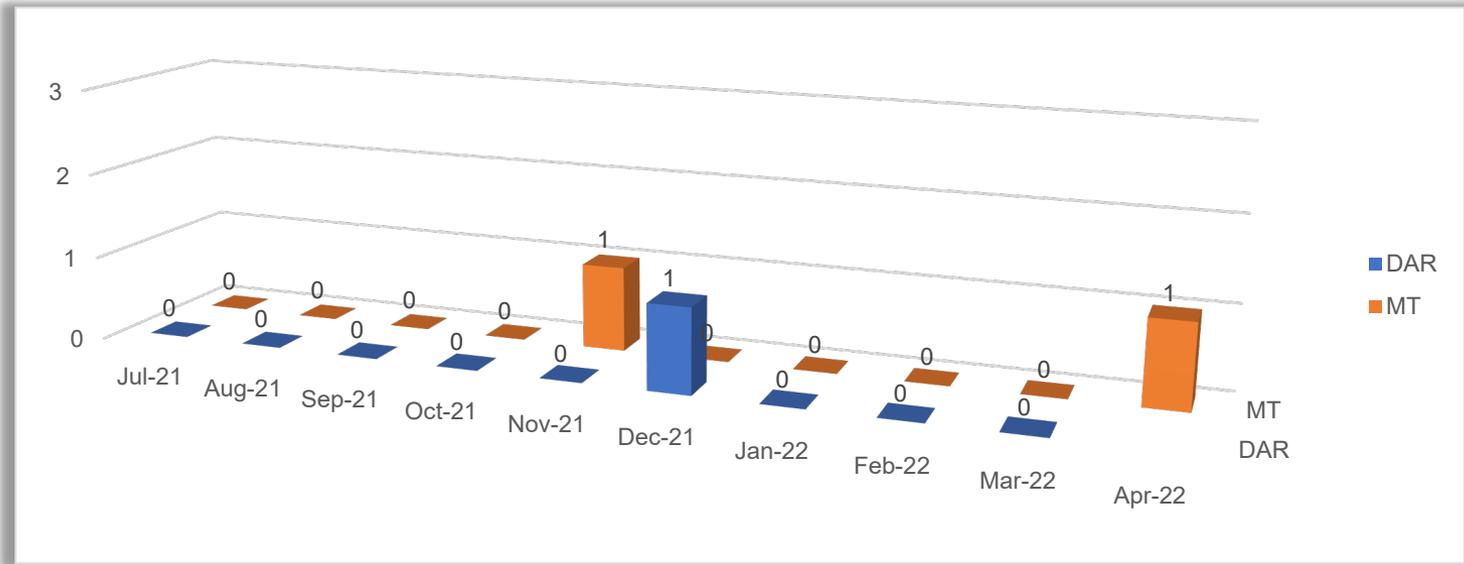
PASSENGER WAIT TIME



April Average Passenger
Wait Time

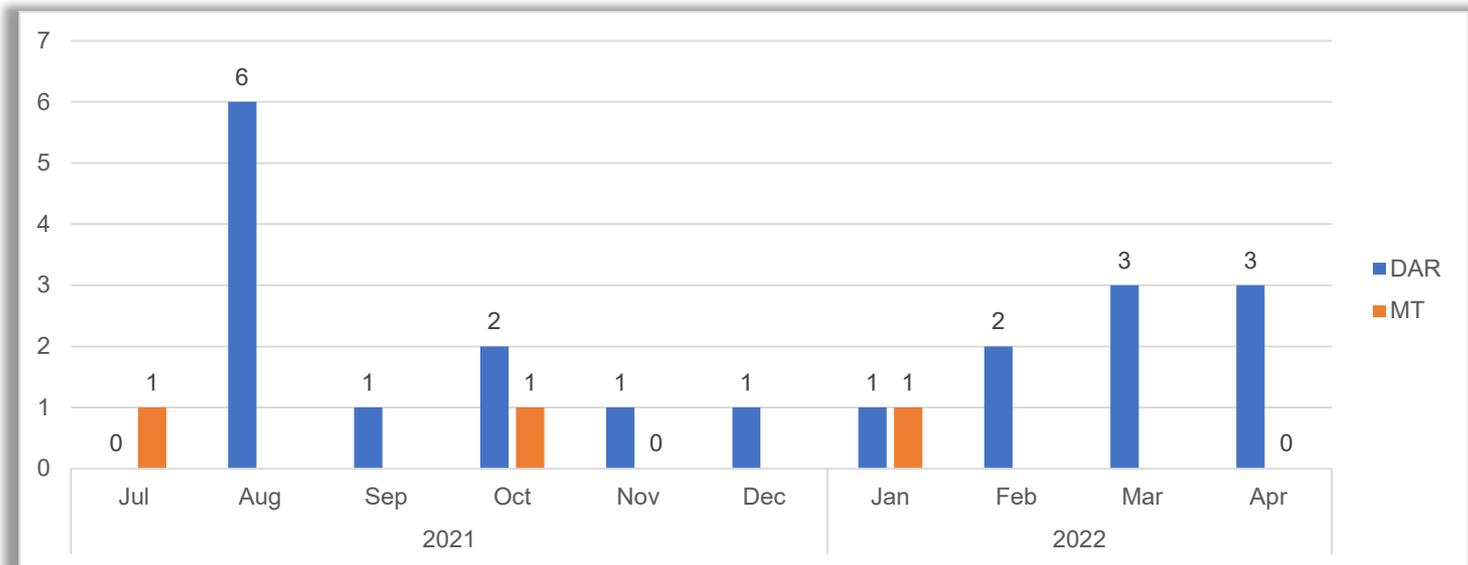
18:11

ACCIDENTS



April Accidents
1

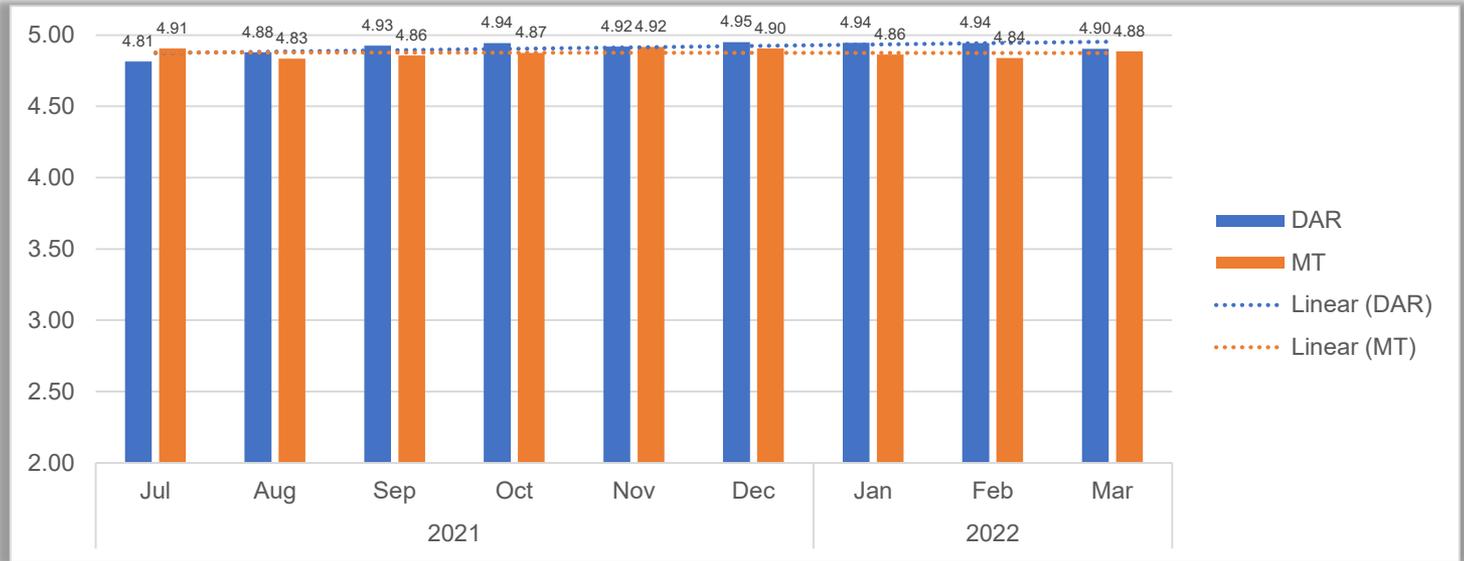
PASSENGER FEEDBACK: COMPLAINTS



Total April Complaints
3



PASSENGER FEEDBACK: RATINGS



April Average Ratings

4.87



APRIL

FY 2022 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Thank You!

Questions?



Note: Data accurate as of May 2nd

LEGISLATIVE & FINANCE UPDATE

Presentation to
AVTA Board of Directors
May 24, 2022



STATE



MAY REVISE

This May revise reflects a \$49.2 billion discretionary surplus. It includes historic investments in the Administration's top priorities.

- Women's and LGBTQ+ rights
- Healthcare
- Pandemic relief
- Education access
- Transportation infrastructure

- Clean energy
- Combatting climate change
- Wildfires
- Emergency response
- Drought



MAY REVISE

This budget revise maintains the following proposed one-time investments in transportation infrastructure, including:

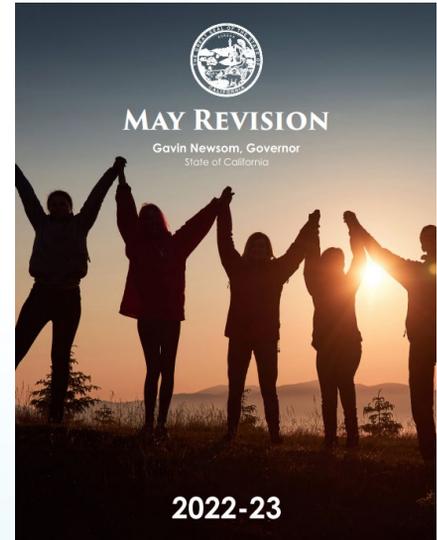
- Priority Transit and Rail Projects - **\$2 billion**
- Southern California Mobility Projects - **\$1.25 billion**
- HD ZE Vehicles & Supporting Infrastructure - **\$2 million**
- High-Speed Rail - **\$4.2 billion**
- Active Transportation - **\$1.25 billion**
- Climate Adaptation - **\$400 million**
- Emerging Opportunities - **\$200 million**
- Grade Separations & Grade Crossing Improvements - **\$500 million**



MAY REVISE

The package includes investments for the following transportation-related relief items:

- \$11.5 billion in direct tax refunds to Californians;
- \$750 million in incentive grants to transit and rail agencies to provide free transit for Californians for 3 months;
- \$439 million to pause a part of the sales tax rate on diesel for one year.



PENDING BILLS

SB 922 (Wiener) California Environmental Quality Act:

Would extend CEQA exemptions for certain clean transportation projects.

SB 942 (Newman) Low Carbon Transit Operations Program:

Would allow public transit agencies to use funds from the Program to subsidize an ongoing free or reduced fare transit program.

AB 2622 (Mullin) Sales and Use Taxes: Exemptions: California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: Transit Buses.

Would extend, from January 1, 2024 to January 1, 2026, the partial sales and use tax exemption for zero-emission buses.

AB 1919 (Holder) Fare Free:

Would require every transit agency to provide fare free transit service to individuals age 25 and under in order to receive funding.



UNIVERSAL BASIC MOBILITY

LADOT launches universal basic mobility pilot

The program will invest nearly \$18 million to bring expanded transportation options to thousands of South L.A. residents.

The pilot is one of the largest programs of its kind in the country and increases access to transportation options for thousands of Angelenos.

The pilot will bring e-bikes, shared electric vehicle (EV) cars and on-demand EV shuttle service, in addition to a partnership with the L.A. Metro to subsidize transit fares for 2,000 pilot area residents.



DEPT. OF MOTOR VEHICLES

CTA submitted to the California Department of Motor Vehicles a letter documenting issues faced by California transit operators related to commercial drivers licensing.

The breadth of those issues, as represented in our survey responses, is summarized below. Agencies experiencing issues related to CDLs noted the following issues:

- 33 % were unable to secure an appointment for a commercial driver's license at their local DMV field office within a month of their desired date.
- 30 % had lost an examiner certification in the Employer Testing Program because a refresher course was not available at DMV when needed.
- 27 % had lost examiner certification in the Employer Testing Program due to the "10-test" federal requirement.
- 10 % had been unable to secure an appointment for a commercial learner's permit at their local DMV field office within a month of their desired date.

These survey results underscore that additional resources are needed at DMV to provide appointments for commercial driver's licenses and commercial learner's permits.



California Department of Transportation

DIVISION OF PROCUREMENT AND CONTRACTS
 1727 30TH STREET, MS 45 | SACRAMENTO, CA 95816-7005
 (916) 227-4000 | TTY 711
<https://dpt.ca.gov/programs/procurement-and-contracts>



April 14, 2022

ANTELOPE VALLEY TRANSIT AUTHORITY
 42210 6TH ST WEST
 LANCASTER, CA 93534

RE: Contractor and Grantee Compliance with Economic Sanctions Imposed in Response to Russia's Actions in Ukraine

Dear Contractor:

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>.

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This correspondence serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of contracts or grants, as applicable.

Please note that for any agreements or grants valued at \$5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

Sincerely,

David Prizmich

DAVID L. PRIZMICH
 Chief

UKRAINE



FEDERAL



BUY AMERICA

DOT proposes this transitional waiver to prepare for compliance with the Made in America standards for construction materials.

By May 14, 2022, each covered Federal agency must ensure that all manufacturing processes for construction materials used in Federally assisted infrastructure projects occur in the United States.

Open comment period for a proposed rulemaking on Temporary Waiver of Buy America Requirements for Construction Materials closed May 13.

During the proposed waiver period, DOT will also work to prepare for implementation of new Made in America requirements for construction materials



NEW OPPORTUNITY

Safe Streets and Roads for All Grant Program

Open for communities of all sizes to apply for \$1 billion in Fiscal Year 2022 funding.

To help ensure safe streets and roads for all and address the national roadway safety crisis.

The Bipartisan Infrastructure Law's new Safe Streets and Roads for All (SS4A) discretionary grant program provides dedicated funding to support regional, local, and Tribal plans, projects and strategies that will prevent roadway deaths and serious injuries.



Questions?



FY 2022 Monthly Operations Key Performance Indicators

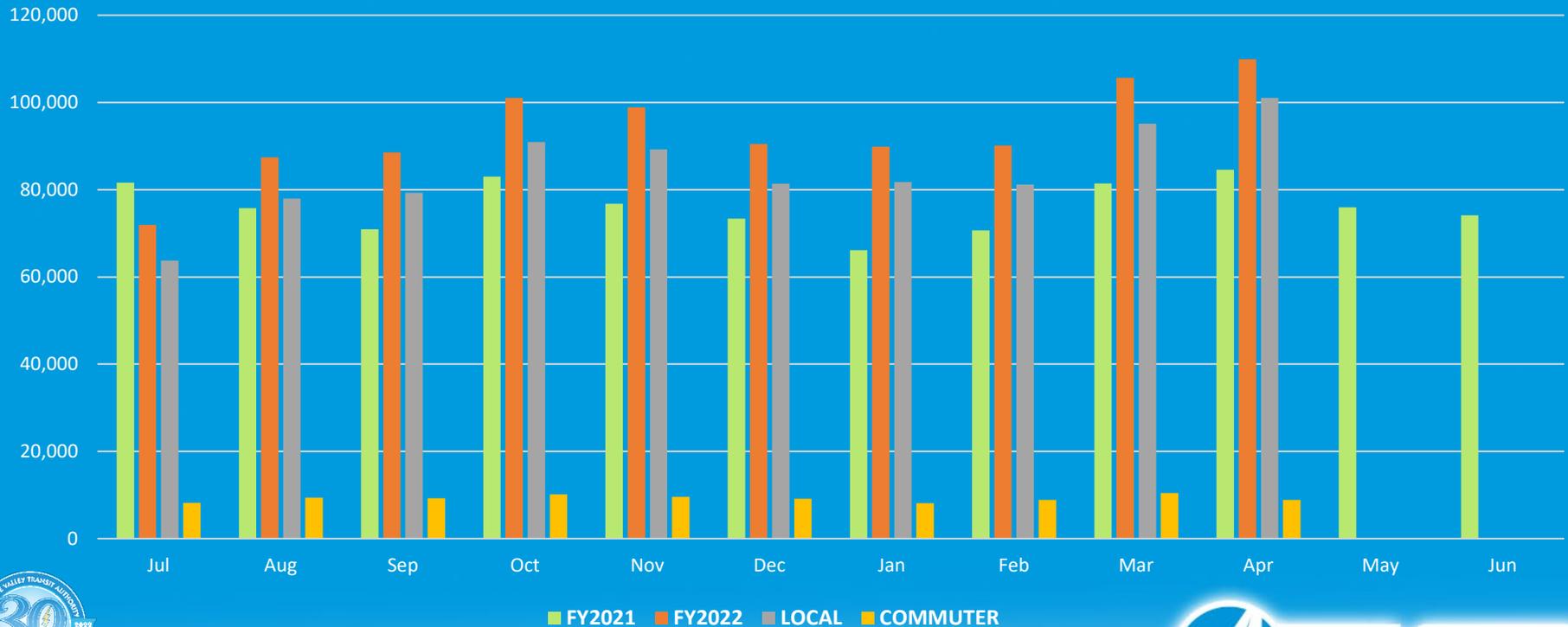
Presentation to the Board of Directors

May 24, 2022

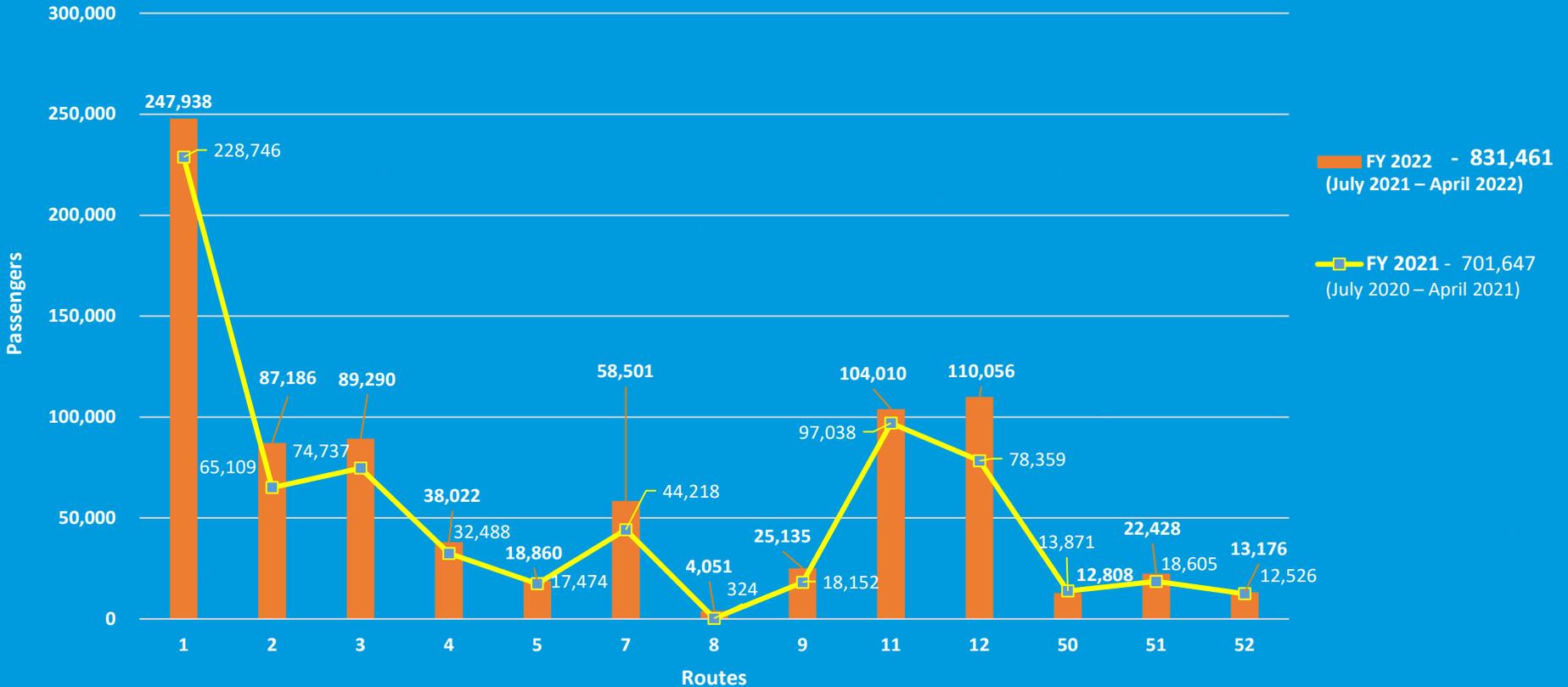


MONTHLY BOARDING ACTIVITY

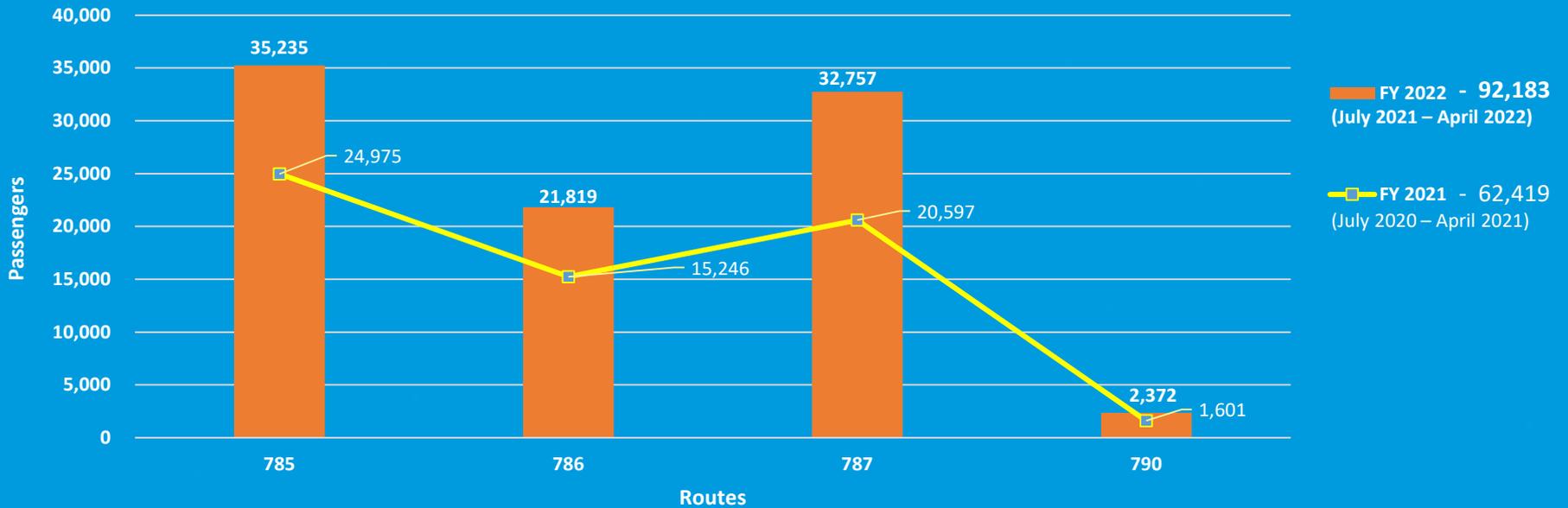
	April 2022 FY 2022	March 2022 FY 2022
System	109,902	105,637
Local	101,020	95,142
Commuter	8,882	10,495



ANNUAL RIDERSHIP LOCAL ROUTES



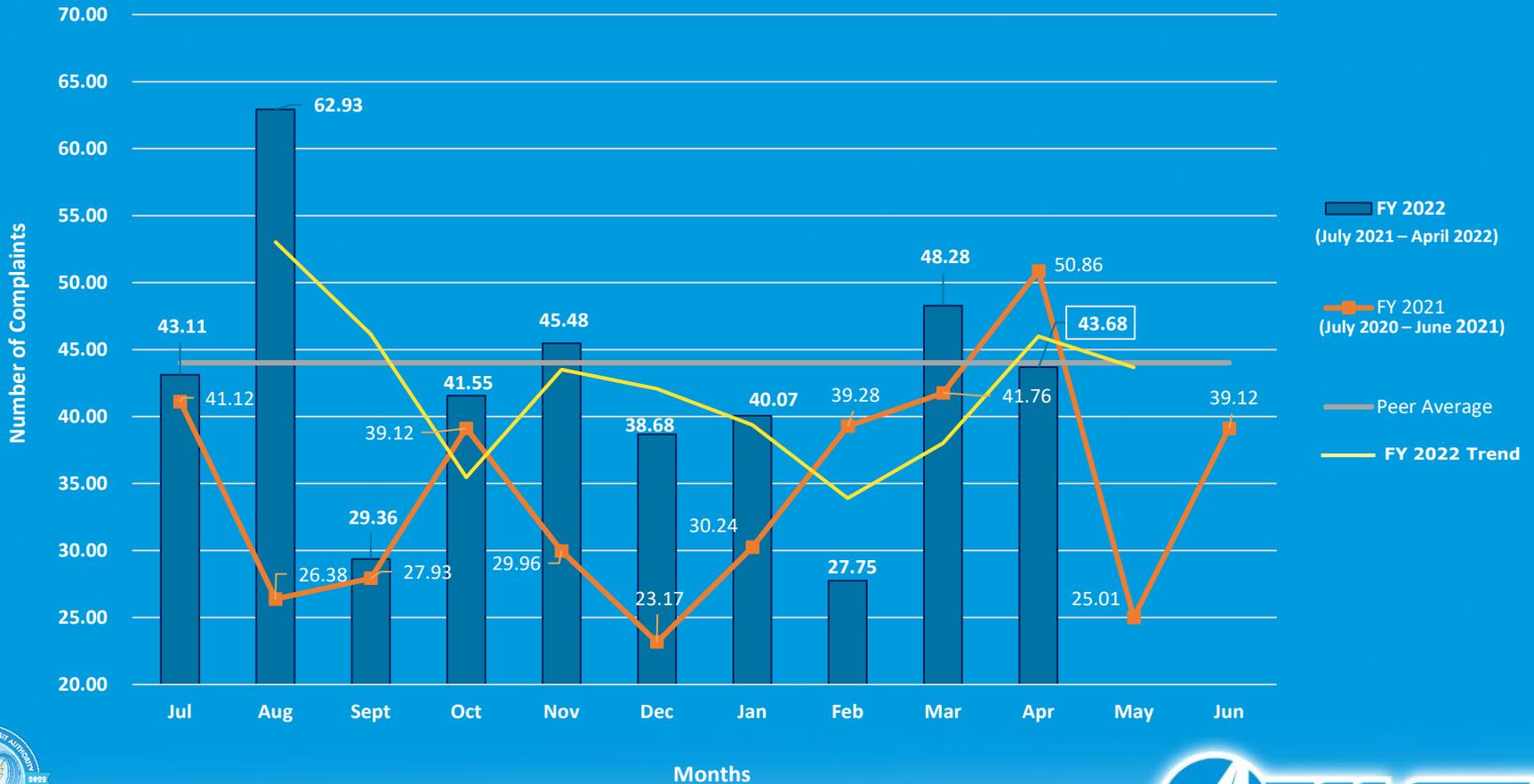
ANNUAL RIDERSHIP COMMUTER ROUTES



COMPLAINTS/100,000 BOARDINGS

APRIL - SYSTEM WIDE AVERAGE: 43.68

PEER AVERAGE: 44.00



PREVENTABLE ACCIDENTS/100,000 MILES

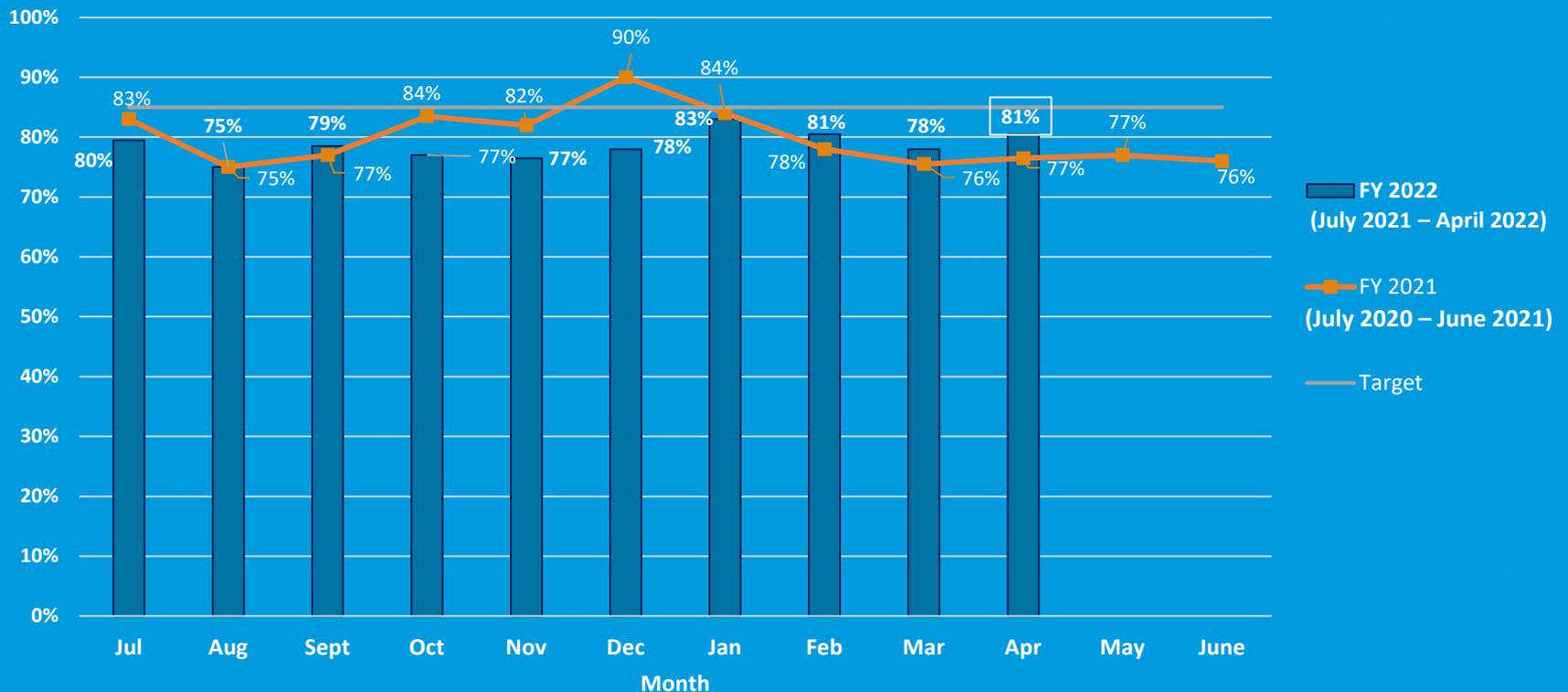
APRIL - SYSTEM WIDE AVERAGE: 0.32



ON TIME PERFORMANCE

APRIL – SYSTEM WIDE AVERAGE: 80.5%

TARGET: 85%



KEY PERFORMANCE INDICATORS

	April 2022 FY 2022	March 2022 FY 2022	April 2021 FY 2021
Boarding Activity	109,902	105,637	84,550
Complaints / 100,000 Boardings	43.68	48.28	50.86
Preventable Accidents / 100,000 Miles	0.32	0.60	2.27
On Time Performance	80.5%	78%	76.5%



Thank you!

Questions?



FY 2021 Monthly Maintenance Key Performance Indicators

Presentation to the Board of Directors

May 24, 2022

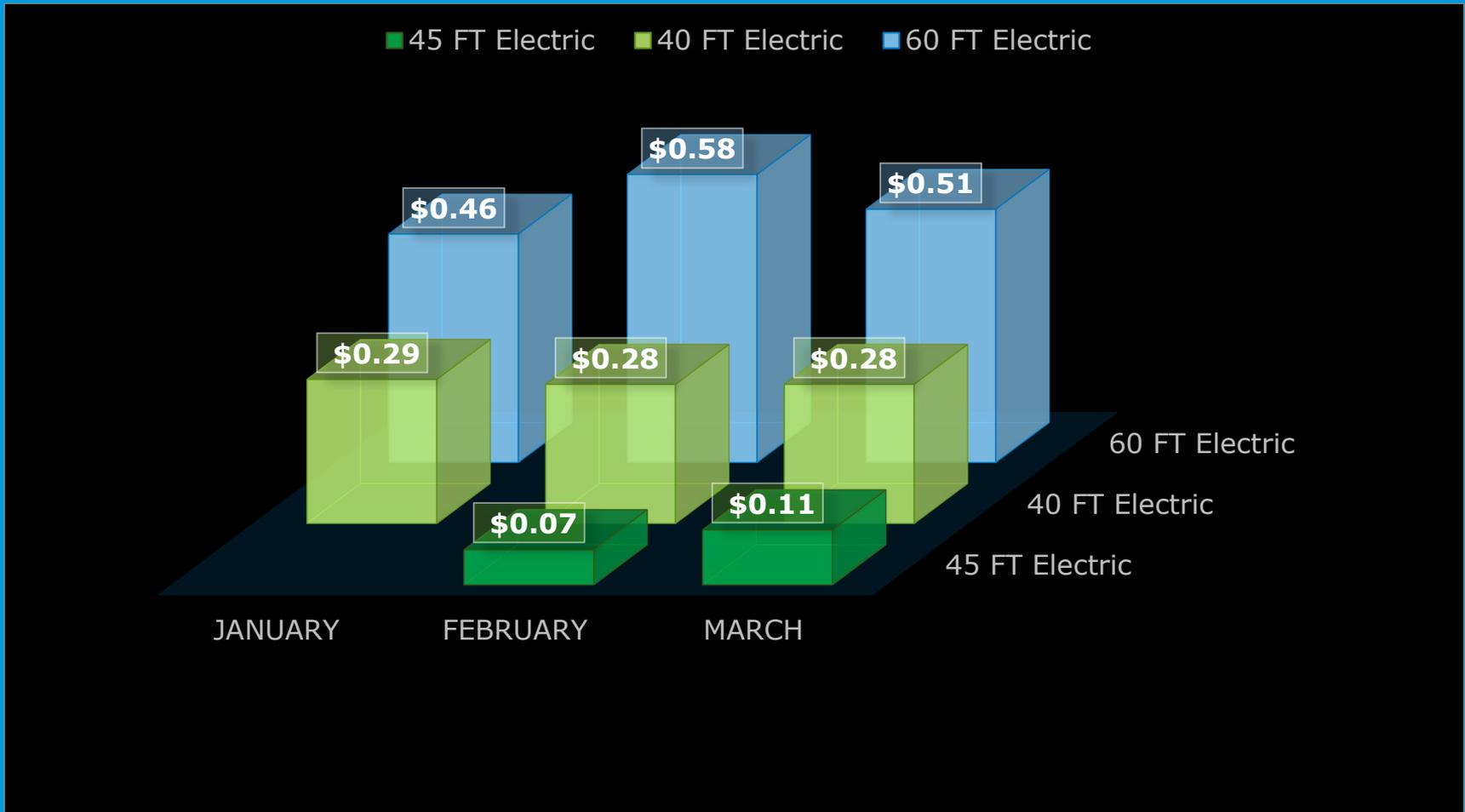


ELECTRIC MILES TRAVELED

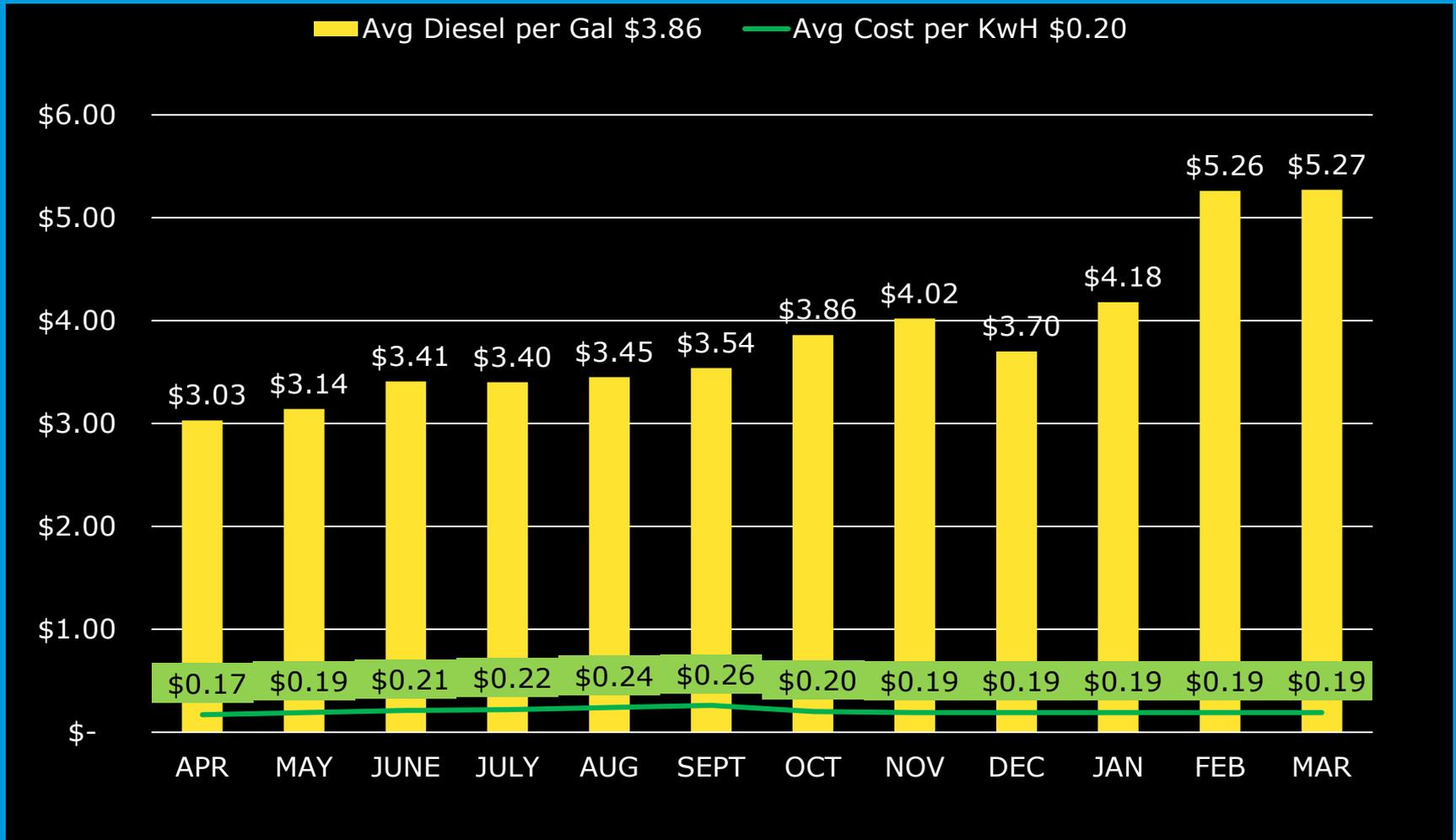
■ Lifetime Electric Miles ■ E-commuter ■ E-Local ■ Microtransit



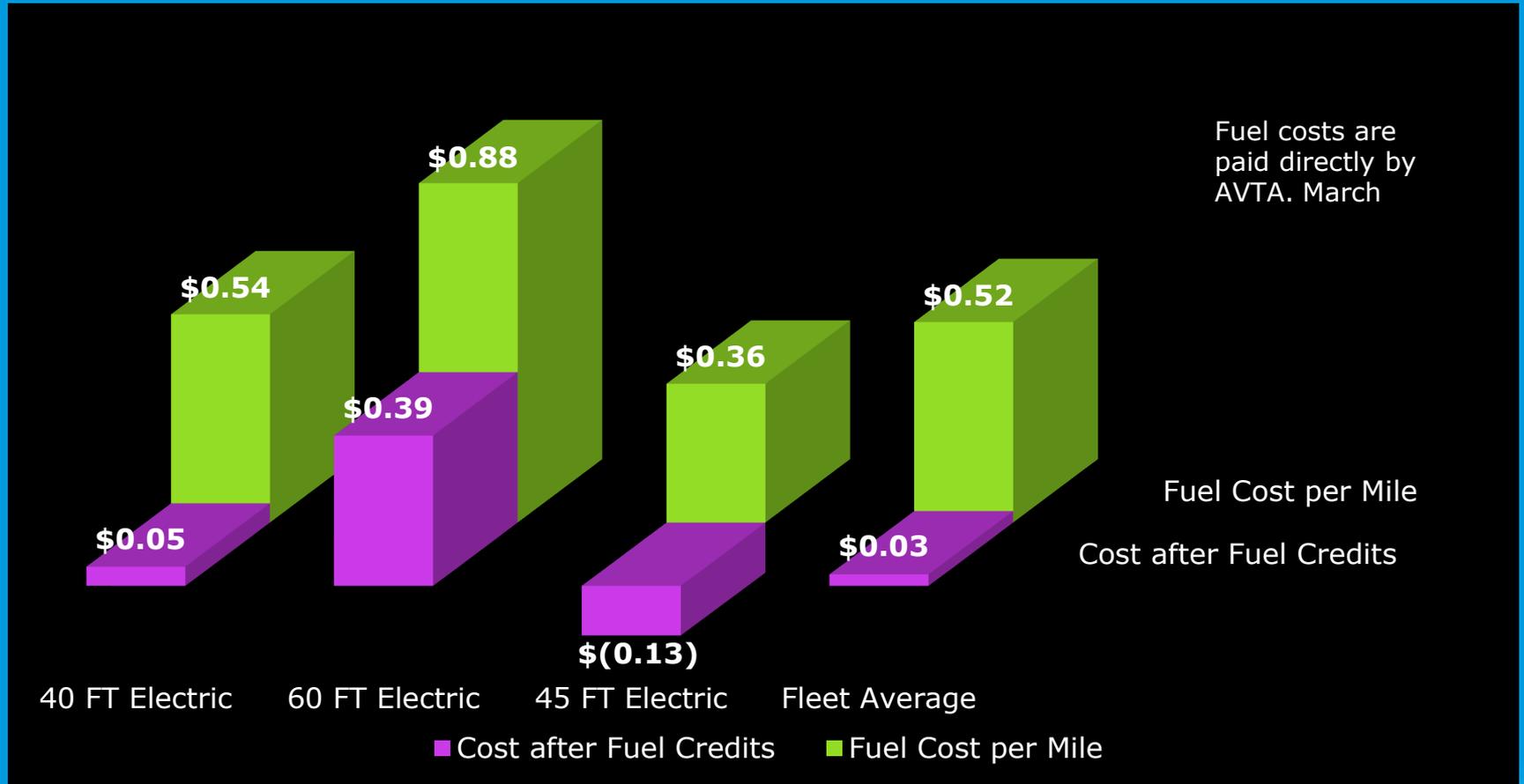
MAINTENANCE COST PER MILE BY FLEET



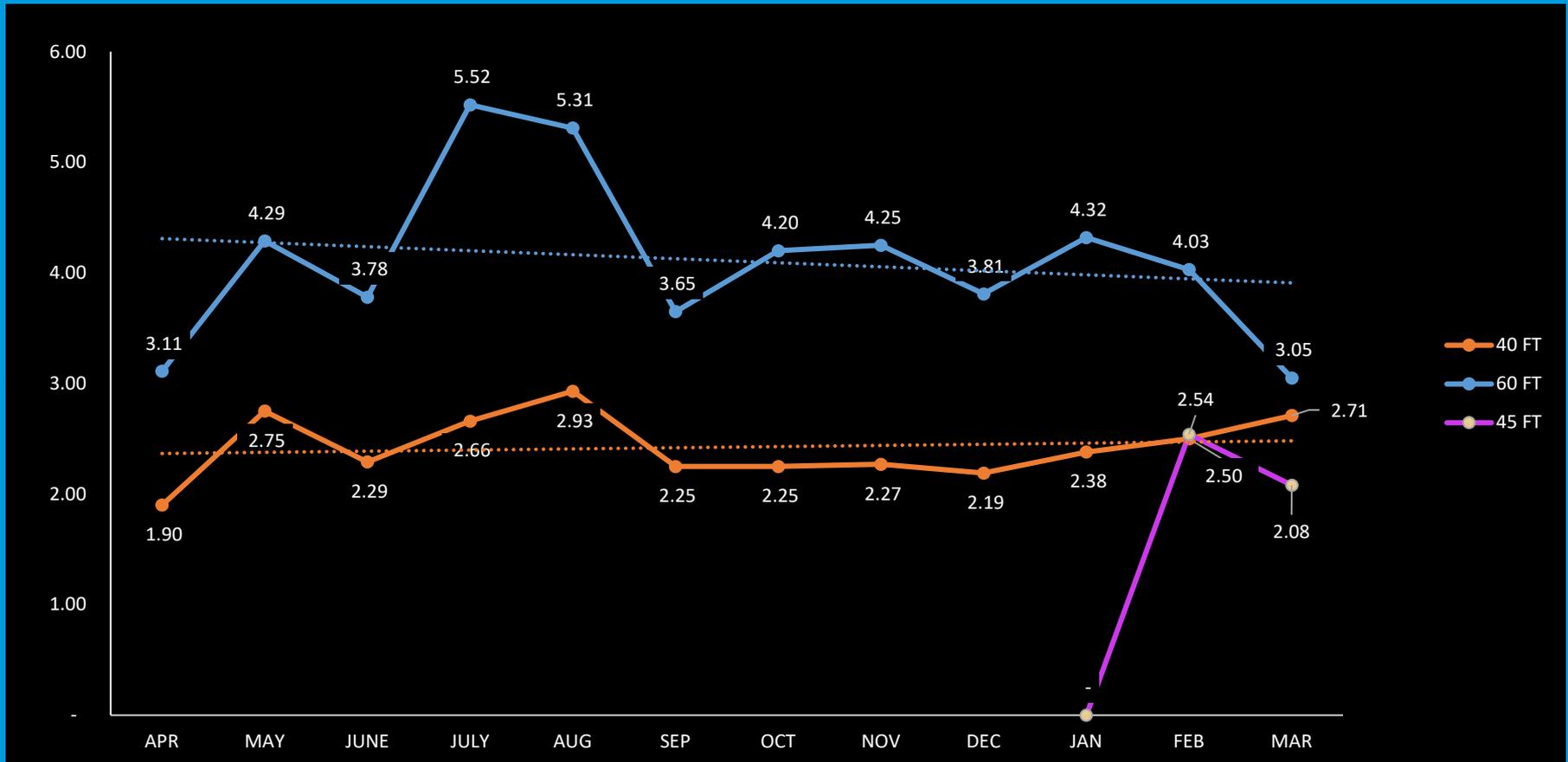
FUEL/ENERGY COST PRIOR 12 MONTHS



PROPULSION FUEL COST PER MILE w/LOW CARBON FUEL STANDARD (LCFS) OFFSET

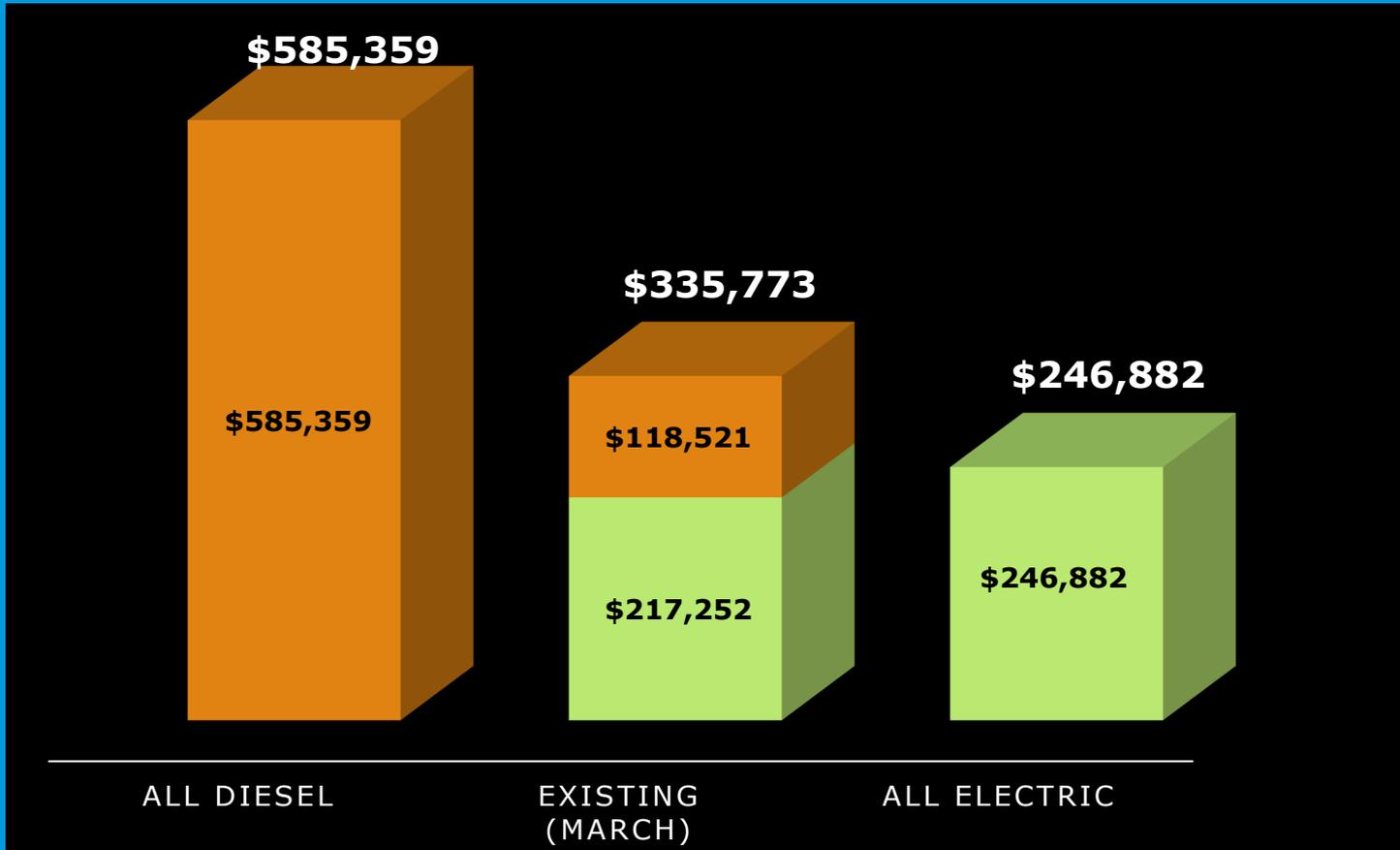


AVERAGE FUEL CONSUMPTION PER MILE (KWPM)



TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS

■ Electric ■ Diesel



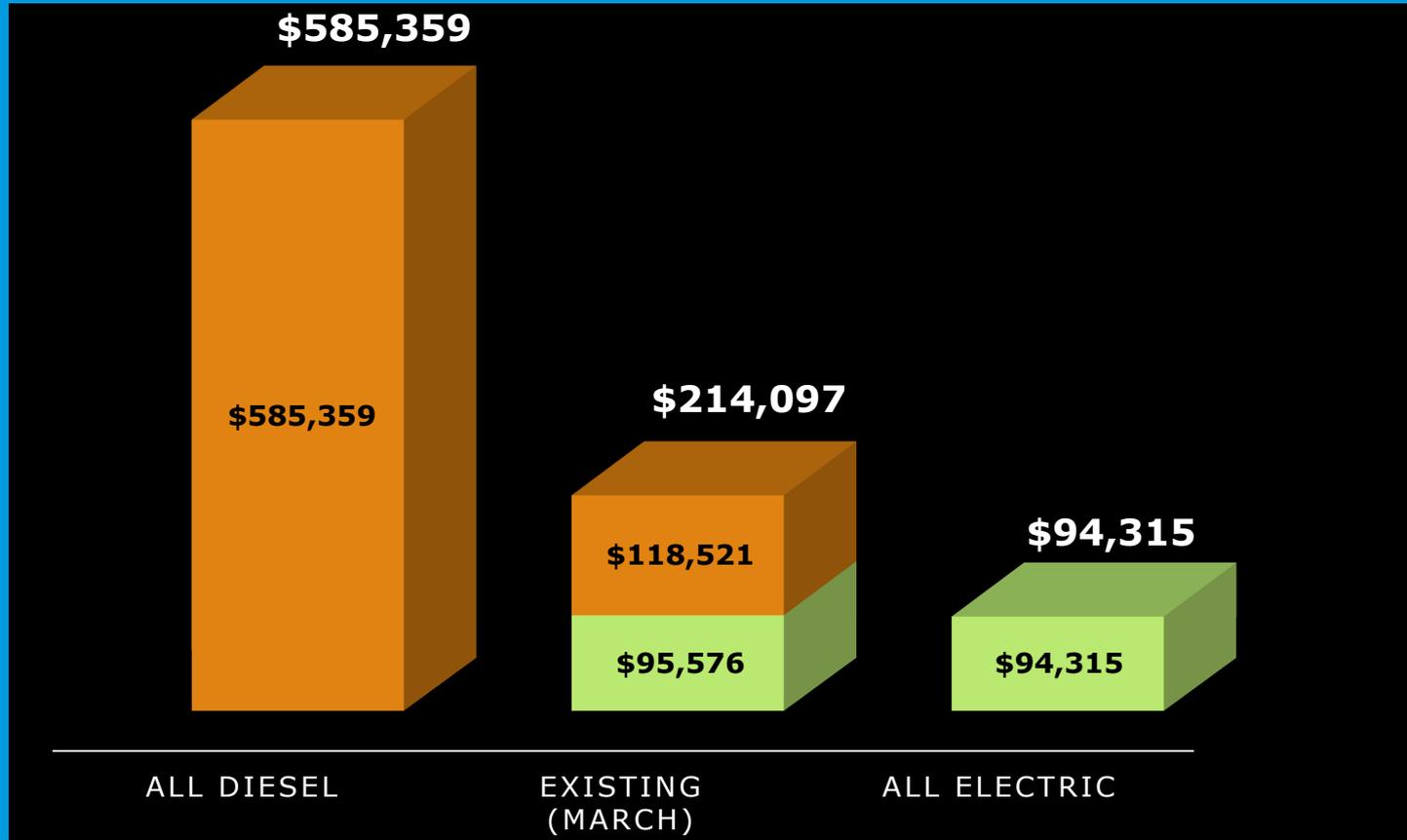
March
Fuel and
Maintenance
Savings
\$249,586

Projected
Savings
\$338,477



TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS W/LCFS

■ Electric ■ Diesel



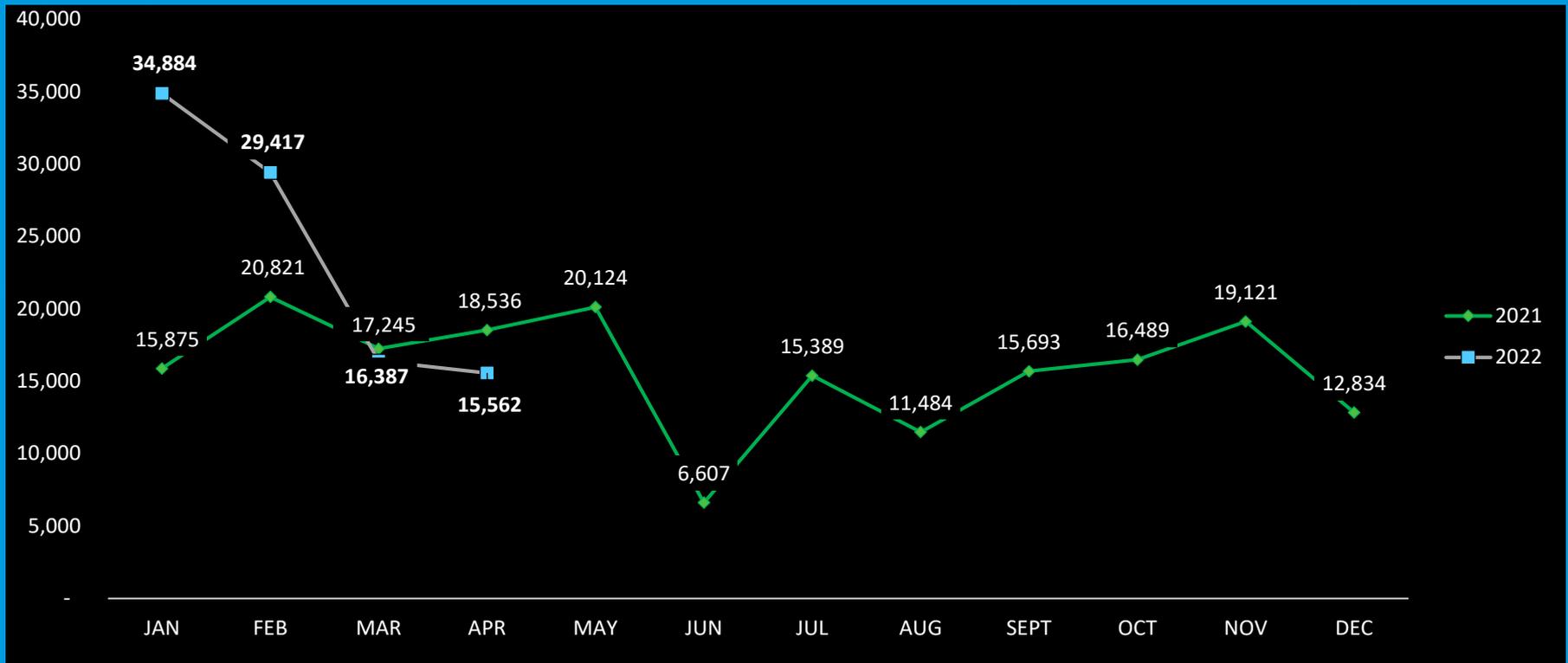
March
Fuel and
Maintenance
Savings
W/LCFS
\$371,262



AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Peer Average: 11,206

Target: 15,500



Discussion/Questions?





Regular Meeting of the Board of Directors

Tuesday, April 26, 2022

10:00 a.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Crist called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE

Director Hofbauer led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist

Vice Chair Dianne Knippel

Director Steve Hofbauer

Director Raj Malhi

Alternate Director Kathryn Mac Laren (Representative for Director Richard Loa)

Absent

Director Richard Loa

Director Michelle Flanagan

Motion: Excuse the absence of Directors Loa and Flanagan

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi,
Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Director Flanagan

APPROVAL OF AGENDA

Motion: Approve the agenda pulling Consent Calendar item #6 - Ratify Cancellation of Contract #2022-21 to US Hybrid Corporation for 19 Battery-Electric ADA Compliant Vans.

Moved by Vice Chair Knippel, seconded by Director Malhi

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Director Flanagan

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres – Congratulated Chairman Crist and Director Malhi on their re-election to the Lancaster City Council. She asked if the Dial-A-Ride (DAR) fares would be reduced once electric vans are purchased for the DAR service and whether the suspension will be better on the new vans.

James – Spoke about Long Beach Transit allowing wheelchair and blind passengers to ride free but charging other disabled passengers.

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

SRP 1 PRESENTATIONS TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH

Transdev Operations Manager Clarence Shipp presented an award to the Employee of the Month Alyssa Zenbejas. Mr. Shipp announced that the operator of the month is Thelma Vanardo; however, Ms. Vanardo was unable to attend the meeting.

SRP 2 PRESENTATION TO ANTELOPE VALLEY TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH

AV Transit Management President Art Minasyan presented an award to the Employee of the Month Christina Vines.

SRP 3 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT

Mr. Minasyan presented the report. The Board discussed passengers per revenue hour information. Mr. Minasyan will include annual and monthly trends for passengers per revenue hour versus passengers per day in future presentations.

Vice Chair Knippel presented a trophy to Chief Financial Officer Judy Vaccaro-Fry for selling the most tickets to the 5th Annual Wine Walk fundraiser. All proceeds go directly into the Antelope Valley Community Students' Endowment, which supports programs dedicated to student success through a grant process.

SRP 4 LEGISLATIVE REPORT FOR APRIL 2022

Chief Financial Officer Judy Vaccaro-Fry reported on federal, state, and local legislation, possible grant opportunities and proposed funding appropriations. The Board discussed the budgeted \$3 million for Metrolink's Antelope Valley Line Track Rehabilitation project.

SRP 5 OPERATIONS KPI REPORT

Director of Operations and Maintenance Esteban Rodriguez presented the report. The Board discussed on-time performance and passenger pass-up complaints. Executive Director/CEO Martin Tompkins stated the planning staff will review the routes and adjust the time points as needed as part of the Regional Transit Plan.

SRP 6 MAINTENANCE KPI REPORT

Maintenance Compliance Manager Cecil Foust presented the report.

CONSENT CALENDAR (CC):

Chairman Crist pulled CC 6 for separate discussion.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MARCH 22, 2022

Approve the Board of Directors Regular Meeting Minutes of March 22, 2022.

CC 2 FINANCIAL REPORT FOR MARCH 2022

Receive and file the Financial Report for March 2022.

CC 3 DESTRUCTION OF AVTA RECORDS PER RECORDS RETENTION POLICY

In accordance with AVTA's Record Retention policy, authorize the destruction of the on-site records (paper, electronic, audio, photographic, etc.) as detailed on the Records Destruction list.

CC 4 FISCAL YEAR 2021/2022 (FY 2022) THIRD QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (JANUARY 1 – MARCH 31, 2022)

Receive and file the FY 2022 Third Quarter LASD report for the period covering January 1 through March 31, 2022.

CC 5 AMEND THE AGENCY'S CLASSIFICATION AND SALARY SCHEDULE

Approve amending the Agency's Classification and Salary Schedule to reclassify the Electric Fleet Supervisor to the Fleet Maintenance Manager.

Motion: Approve Consent Calendar Items 1-5.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Flanagan

CC 6 RATIFY CANCELLATION OF CONTRACT #2022-21 TO US HYBRID CORPORATION FOR 19 BATTERY-ELECTRIC ADA COMPLIANT VANS

Ratify the Executive Director/CEO's cancellation of Sole Source Respondent Contract Award #2022-21 with US Hybrid Corporation, Torrance, CA, for the purchase of 19 battery electric ADA compliant vans.

Chairman Crist directed Mr. Tompkins and Vice Chair Knippel to renegotiate the contract to come up with a solution. General Counsel Allison Burns confirmed the item could be pulled based on existing authorization.

NEW BUSINESS (NB):

NB 1 ELECTION OF BOARD OFFICERS FOR FISCAL YEAR 2022/2023 (FY 2023)

Motion: Nominate and re-elect Marvin Crist for Chair and Dianne Knippel for Vice Chair for FY 2023.

Moved by Director Hofbauer, seconded by Alternate Director Mac Laren

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Flanagan

NB 2 AMEND THE PERSONNEL RULES AND REGULATIONS MANUAL

Ms. Vaccaro-Fry presented the staff report.

Motion: Adopt Resolution No. 2022-009, amending Section 313-Paid Holidays of the AVTA Personnel Rules and Regulations to include Cesar Chavez Day, Juneteenth, Columbus Day, and Veterans Day as additional paid holidays.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

Vote: Motion carried (5-0-0-1)
Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Alternate Director Mac Laren
Nays: None
Abstain: None
Absent: Flanagan

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

Mr. Tompkins stated AVTA was highlighted as “The Most Accomplished” out of 171 agencies and awarded a 2022 Envision scholarship at FTA’s Earth Day Celebration. Video clips of the celebration were shown. Chairman Crist thanked staff.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:02 a.m. to the Regular Meeting of the Board of Directors on May 24, 2022, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 24th day of MAY 2022.

Marvin Crist, Chairman of the Board

ATTEST:

Karen S. Darr, Clerk of the Board

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA’s Records Retention Policy. Please contact the Clerk of the Board at (661) 729-2206 to arrange to review a recording.



DATE: May 24, 2022

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for April 2022 and Q3

RECOMMENDATION

That the Board of Directors receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve, and Farebox Recovery information, for April 2022.

FISCAL IMPACT

	April 2022
PAYROLL	\$381,189
CASH DISBURSEMENTS	\$2,356,102

FY 2022 Farebox Recover Ratio

	Q1	Q1 + Q2	Q1 + Q2 + Q3
Directly Generated Revenue	\$894,236	\$1,899,933	\$2,285,567
Operating Expenses	\$7,054,488	\$14,959,232	\$24,838,073
Farebox Recovery Ratio	12.7%	12.7%	9.2%

Notes: Revenue includes Farebox, Advertisements, Gain on Sale, LCFS Credits and Investment Income.

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance and Administration in conjunction with the Controller, provides a monthly payroll total and cash disbursements.

On a quarterly basis, farebox recovery ratio data and a Treasurer's Report, including capital reserve information (Attachment A), will be included as part of the financial report. The Executive Director/CEO and Treasurer certify the availability of funds.

I, Martin Tompkins, Executive Director/CEO of AVTA, declare that the above information is accurate.

Prepared by:

Submitted by:

Vianney McLaughlin
Finance Manager

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Third Quarter Treasurer's Report

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
For the quarter ended 3/31/22

Investment Type	Description	Beginning Balance 1/1/22	Deposits & Transfers	Disbursements & Transfers	Interest	Ending Balance 3/31/22
Cash and Investments Under the Direction of the Treasurer						
	Local Agency Investment Fund (LAIF) - Cap & Op Reserve	6,102,719		(619,000)	4,495	5,488,214
	Mission Bank- Reserve Investments	12,037,547			5,112	12,042,659
Total Capital & Op. Reserves and Restricted Funds		18,140,265	-	(619,000)	9,607	17,530,872
	General Account- Mission Bank	15,101,269	16,483,575	(28,978,625)	1,358	2,607,577
	Stuff-a-Bus *	31	69			100
	Petty Cash Balance	750				750
Operating Accounts Total		15,102,050	16,483,644	(28,978,625)	1,358	2,608,427
TOTAL CASH AND INVESTMENTS		\$ 33,242,315	\$ 16,483,644	\$ (29,597,625)	\$ 10,965	\$ 20,139,300

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, Mission Bank. Pending any future actions by the AVTA Board or any and unforeseen occurrences, AVTA has cash flow adequate to meet its expenditure requirements for the next three months.

Prepared by:

Submitted by:

Vianney McLaughlin
Finance Manager

Judy Vaccaro-Fry
Chief Finance Officer



DATE: May 24, 2022

TO: BOARD OF DIRECTORS

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

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to renew the Letter of Understanding with the LASD for transit law enforcement services covering the term July 1, 2022 through June 30, 2023, as outlined in the letter to Sheriff Alex Villanueva (Attachment A).

FISCAL IMPACT

Total reimbursement under this agreement will not exceed \$160,000. Funds for these services are included in the draft Fiscal Year 2022/2023 (FY 2023) Budget.

BACKGROUND

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

- Security services Monday through Friday with staggered shift times for increased presence;
- Random fare and ridership field audits of local and commuter services with two Security Assistants to assist with fare enforcement procedures;
- Random bomb and weapon checks of local and commuter services;
- Documentation of all activities, findings and actions;

Renewal of Agreement with LASD for Security Services

May 24, 2022

Page 2

- Training for both AVTA and Transdev staff regarding security issues and conflict resolution;
- Provide a presence on school trippers and other services where problematic behavior has been an issue;
- Provide training and outreach to schools regarding AVTA policies for transit riders;
- Interface with the local schools for incident follow-up;
- Provide a presence on and around the transit system to help improve quality of life issues; and
- Other duties as mutually agreed upon in writing.

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

The LASD provides a reserve deputy with a significantly reduced hourly wage as compared to non-reserve sheriff's deputies, as shown in Attachment B. If the reserve deputy were to leave midway through a contract, the LASD would be unable to fulfill the existing terms with the available budget.

Prepared by:

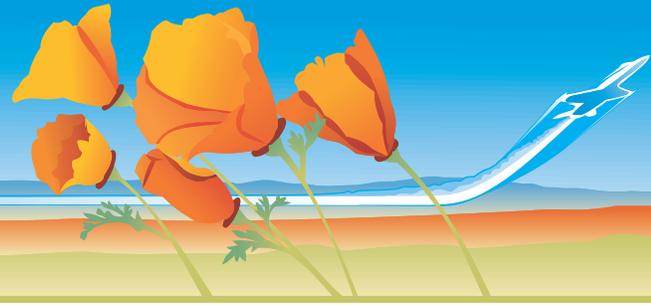
Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO

Attachments:

- A – Letter of Request to Sheriff Alex Villanueva
- B – LASD Private Entity, Public Entity and School District Rates FY 2022-23



CC 3 – ATTACHMENT A

Board of Directors

Chairman
Marvin Crist
City of Lancaster

Vice Chair
Dianne M. Knippel
County of Los Angeles

Director
Steven D. Hofbauer
City of Palmdale

Director
Richard Loa
City of Palmdale

Director
Raj Malhi
City of Lancaster

Director
Michelle Flanagan
County of Los Angeles

Executive Director/CEO
Martin J. Tompkins

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

June 1, 2022

Sheriff Alex Villanueva
Los Angeles County Sheriff's Department
Contract Law Enforcement Bureau
Attn: Unit Commander
211 W. Temple Street, 7th Floor
Los Angeles, California 90012

Dear Alex Villanueva:

As approved by the Board of Directors on May 24, 2022, the Antelope Valley Transit Authority (AVTA) desires to continue to contract with your office for transit law enforcement services. The scope of work shall include the following activities:

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

AVTA is authorized to spend up to \$160,000 in FY 2022-23, beginning July 1, 2022 and ending June 30, 2023, unless superseded by a new contract. It is anticipated that this effort would entail work being performed, Monday through Friday, depending on the specific tasks.

We appreciate the opportunity to work with your staff and look forward to continuing our contractual relationship for transit law enforcement services in the Antelope Valley. Should you have any questions, please feel free to contact me at (661) 729-2290.

Sincerely yours,

Martin J. Tompkins
Executive Director/CEO

CC 3 – ATTACHMENT B

Los Angeles County Sheriff's Department

PRIVATE ENTITY, PUBLIC ENTITY, AND SCHOOL DISTRICTS				
			0.03	
Position	FY22-23 OT Hourly Rate	Liability	Total	
		0.03		
Deputy Sheriff - Generalist	\$100.79	\$3.02	\$103.81	
Deputy Sheriff - Generalist Observer/Motor	\$106.48	\$3.19	\$109.67	
Deputy Sheriff - Generalist Observer/Motor	\$106.48	\$3.19	\$109.67	
Deputy Sheriff - Bonus I	\$110.50	\$3.32	\$113.82	
Deputy Sheriff - Bonus I SEB/ESD				
Deputy Sheriff - Bonus I - MFTO	\$122.66	\$3.68	\$126.34	
Deputy Sheriff - Bonus I Motorcycle	\$116.74	\$3.50	\$120.24	
Deputy Sheriff - Bonus II	\$132.90	\$3.99	\$136.89	
Deputy Sheriff - Bonus II Arson/Explosives	\$148.34	\$4.45	\$152.79	
Deputy Sheriff - Bonus II HazMat	\$148.34	\$4.45	\$152.79	
Deputy Sheriff - Bonus II Pilot	\$140.41	\$4.21	\$144.62	
Deputy Sheriff - Bonus II SEB/ESD	\$140.41	\$4.21	\$144.62	
Deputy Sheriff - Reserve	\$50.72	\$1.52	\$52.24	
Deputy Sheriff - Sergeant	\$133.43	\$4.00	\$137.43	
Deputy Sheriff - Sergeant Arson/Explosives	\$148.92	\$4.47	\$153.39	
Deputy Sheriff - Sergeant HazMat	\$148.92	\$4.47	\$153.39	
Deputy Sheriff - Sergeant Motorcycle	\$140.96	\$4.23	\$145.19	
Deputy Sheriff - Sergeant Pilot	\$155.77	\$4.67	\$160.44	
Deputy Sheriff - Sergeant SEB/ESD	\$140.96	\$4.23	\$145.19	
Deputy Sheriff - Lieutenant	\$160.44	\$4.81	\$165.25	



DATE: May 24, 2022

TO: BOARD OF DIRECTORS

SUBJECT: Local Agency Investment Fund (LAIF) Investments for Fiscal Year 2022/2023 (FY 2023)

RECOMMENDATION

That the AVTA Board of Directors adopt Resolution 2022-008 (Attachment A), a Resolution authorizing investment of monies in the LAIF for FY 2023 (July 1, 2022 through June 30, 2023), adopting a policy for the investment of surplus transit funds for FY 2023, and rescinding Resolution No. 2022-007.

FISCAL IMPACT

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

BACKGROUND

Prior to the commencement of each fiscal year, the Board of Directors authorizes the deposit and withdrawal of the Authority's Local Agency Investment Fund (LAIF) investments in the State Treasury in accordance with the provisions of Government Code Section 16429. The Investment Policy Statement for FY 2023 (Attachment A.1) fulfills the California Government Code Section 53646 requirement that each legislative body review and adopt an Investment Policy Statement on an annual basis.

The bulk of general banking is done with Mission Bank, in addition to one investment money market account; limited by law to an overall percentage of Authority's cash balances. All other available cash funds, including the operating and capital reserves are invested in the Authority's LAIF investment account, in accordance with the Investment Policy Statement.

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

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

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachments: A – Resolution No. 2022-008
 A.1 – Investment Policy Statement
 (Exhibit A to Resolution No. 2022-008)
 B – LAIF Procedures

RESOLUTION NO. 2022-008

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND FOR FISCAL YEAR 2022/2023, AND RESCINDING RESOLUTION NO. 2022-007

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Antelope Valley Transit Authority;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of Antelope Valley Transit Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Antelope Valley Transit Authority officers holding the title(s) specified herein below **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

1. Martin J. Tompkins, Executive Director/CEO
2. Judy Vaccaro-Fry, Chief Financial Officer

Section 2. This resolution shall remain in full force and effect until rescinded by City Council/Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED , APPROVED AND ADOPTED, by the Board of Directors of the Antelope Valley Transit Authority; County of Los Angeles of the State of California on May 24, 2022 by the following vote:

AYES: _____

NAYS: _____

ABSTAIN: _____ ABSENT: _____

Marvin Crist, Chairman

ATTEST: APPROVED AS TO FORM:

Karen S. Darr
Clerk of the Board

Allison E. Burns
General Counsel

PROPOSED

Exhibit A

	Local Agency Investment Fund (LAIF) Policy Statement	
	Policy Effective Date: 7/1/2022 – 6/30/2023	Revised on: 5/24/2022
	Approved by: Board of Directors	
	Date Approved: 5/24/2022	Page 1 of 14

1. POLICY

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

2. SCOPE

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

These funds include Operating and Capital Funds.

3. OBJECTIVE

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

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

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

- Safety

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

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

- Liquidity

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

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

- Yield

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

4. DELEGATION OF AUTHORITY

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

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

5. RESPONSIBILITY OF INVESTMENT OFFICERS

Cash management and investment transactions are the responsibility of the Investment Officer. The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes,

provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

6. INDIVIDUALS AUTHORIZED TO UNDERTAKE INVESTMENT TRANSACTIONS

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

- Executive Director/CEO
- Chief Financial Officer

7. PRUDENCE

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

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

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

8. SAFEKEEPING

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

- Mission Bank
- California State Investment Pool (Local Agency Investment Fund or “LAIF”).

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

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

9. ETHICS AND CONFLICTS

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

10. MONITORING AND ADJUSTING THE PORTFOLIO

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

11. INTERNAL CONTROLS

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

12. INVESTMENT PROCEDURES

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

13. REPORTING REQUIREMENTS

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

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

14. SHORT-TERM VERSUS LONG-TERM PORTFOLIO

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

15. SHORT-TERM PORTFOLIO DIVERSIFICATION

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

Diversification by Instrument:

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

16. MATURITY SCHEDULING:

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

17. LONG-TERM PORTFOLIO DIVERSIFICATION

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

Maturity scheduling shall be timed according to anticipated needs.

18. AUTHORIZED INVESTMENTS (G.C. 53601)

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

AVTA may invest in the following legal investments as defined in Section 53601 of the California Government Code: 53601. This section shall apply to a local agency that is a city, a district, or other local agency that does not pool money in deposits or investments with other local agencies, other than local agencies that have the same governing body. However, Section 53635 shall apply to all local agencies that pool money in deposits or investments with other local agencies that have separate governing bodies. The legislative body of a local

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

- (a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.
- (b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (d) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- (e) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

- (f) Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days' maturity or 40 percent of the Authority's money that may be invested pursuant to this section. However, no more than 30 percent of the Authority's money may be invested in the bankers acceptances of any one commercial bank pursuant to this section.

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

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

(1) The entity meets the following criteria:

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

(2) The entity meets the following criteria:

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

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

- (h) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's money which may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the money are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or any person with investment decision-making authority in the budget office, Chief Financial Officer's office, or Treasurer's office of the local agency also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- (i) (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of any securities authorized by this section, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section.
- (2) Investments in repurchase agreements may be made, on any investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.
- (3) Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:
- (A) The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.
- (B) The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20 percent of the base value of the portfolio.
- (C) The agreement does not exceed a term of 92 days, unless the

agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

- (D) Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty by way of a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.
- (4) (A) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security may only be made upon prior approval of the governing body of the local agency and shall only be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.
- (B) For purposes of this chapter, "significant banking relationship" means any of the following activities of a bank:
- (i) Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness.
 - (ii) Financing of a local agency's activities.
 - (iii) Acceptance of a local agency's securities or funds as deposits.
- (5) (A) "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.

- (B) "Securities," for purpose of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.
- (C) "Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.
- (D) "Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.
- (E) For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.
- (F) For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.
- (j) Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency's money that may be invested pursuant to this section.
- (k) (1) Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and that comply with the investment restrictions of this article and Article 2 (commencing with Section 53630). However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of

default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily.

- (2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.).
 - (3) If investment is in shares issued pursuant to paragraph (1), the company shall have met either of the following criteria:
 - (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.
 - (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and with assets under management in excess of five hundred million dollars (\$500,000,000).
 - (4) If investment is in shares issued pursuant to paragraph (2), the company shall have met either of the following criteria:
 - (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.
 - (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
 - (5) The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include any commission that the companies may charge and shall not exceed 20 percent of the agency's money that may be invested pursuant to this section. However, no more than 10 percent of the agency's funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1).
- (l) Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory

provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

- (m) Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- (n) Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency's surplus money that may be invested pursuant to this section.

53601.1. The authority of a local agency to invest funds pursuant to Section 53601 includes, in addition thereto, authority to invest in financial futures or financial option contracts in any of the investment categories enumerated in that section.

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

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

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

19. DESIGNATED AUTHORIZED INVESTMENTS

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

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

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

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

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

All securities purchased must be held in safekeeping by AVTA's safekeeping agent, currently Mission Bank. The securities shall not be held by the dealer or broker from whom they are purchased. Confirmations for all investments will be reviewed for conformity with the actual transactions. All financial institutions, whether investment banks, dealers, commercial banks or savings and loan institutions must be licensed by the National Association of Security Dealers (NASD) and be approved by the Treasurer before they receive AVTA funds or are able to conduct business with AVTA. Prior to approval, each financial institution will be physically visited by the Treasurer and/or his/her designee to meet with the principals of the firm and to inspect their offices for stability and financial capabilities. Further, these visitations will continue periodically, preferably annually, on an ongoing basis to ensure eligibility (due diligence). All firms with whom AVTA does business will have a strong capital base and be deemed creditworthy before conducting business with such firms. The Treasurer or his/her designee will prescribe minimum standards by which these firms can be judged creditworthy.

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

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

The Chief Financial Officer/Investment Officer shall be individually responsible for a monthly review of the investment function. This review will consist of:

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

DRAFT

	Local Agency Investment Fund (LAIF) Procedures	
	Policy Effective Date: 7/1/2022	Revised on: 5/24/2022
	Approved by: Board of Directors	
	Date Approved: 5/24/2022	Page 1 of 3

PURPOSE

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

BACKGROUND

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

AVTA deposits funds with LAIF as an investment instrument.

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

EXECUTIVE DIRECTOR/CEO AND CHIEF FINANCIAL OFFICER

The Executive Director/CEO, Chief Financial Officer, Board Chair, and Board Vice-Chair may approve the investment, withdrawal or transfer of funds to/from LAIF. Financial institutions will be notified by phone and in writing immediately regarding the separation of employees formerly authorized.

In the absence of the Executive Director/CEO, the Chief Financial Officer will approve the investment or withdrawal of funds from LAIF and can make transfers to or from the LAIF account.

Accounting staff prepares a Funds Transfer Memo and provides it to the Chief Financial Officer for completion.

PROCEDURE

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

Funds Transfer from LAIF to Mission Bank

1. The accounting staff prepares a Funds Transfer Memo and gives to the Chief Financial Officer by 9:30 am.
2. For a LAIF withdrawal, LAIF is notified and the information is recorded. **THE DEADLINE TO CALL LAIF IS 10:00 AM.**

Funds Transfer from Mission Bank to LAIF

1. The accounting staff prepares a Funds Transfer Memo and gives it to the Chief Financial Officer by 9:30 am.
2. LAIF is contacted at (916) 653-3001 advising them of the deposit and the source account it is coming from. Provide the PIN #. AVTA will receive a confirmation number and the daily percentage yield. **THE DEADLINE TO CALL LAIF IS 10:00 AM.**
3. Contact Mission Bank to arrange the transfer to LAIF. The AVTA bank account number, LAIF confirmation number and date of deposit are provided to Mission Bank as part of the transfer process. **THE DEADLINE TO CALL MISSION BANK TO INITIATE A WIRE IS 1:30 PM.**
4. Mission Bank will give a verbal verification of transaction; written notes regarding the verbal verification should be included with the transfer documents to complete the transaction audit process.

Reconciliation

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

ATTACHMENT: A – Sample LAIF Statement

ATTACHMENT A



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

ANTELOPE VALLEY TRANS AUTH

Account Number



As of 04/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2021.

Earnings Ratio		.00001214175683392
Interest Rate		0.44%
Dollar Day Total	\$	1,192,514,879.44
Quarter End Principal Balance	\$	16,325,731.05
Quarterly Interest Earned	\$	14,479.23





DATE: May 24, 2022

TO: BOARD OF DIRECTORS

SUBJECT: Resolution 2022-011, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and Authorizing Remote Teleconference Meetings for a Thirty (30) Day Period Pursuant to Brown Act Provisions

RECOMMENDATION

That the Board of Directors approve Resolution No. 2022-011, proclaiming a local emergency, ratifying the proclamation of a state of emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and authorizing remote teleconference meetings for a thirty (30) day period pursuant to Brown Act provisions.

FISCAL IMPACT

None.

BACKGROUND

On September 16, 2021, Governor Newsom signed Assembly Bill ("AB") 361 into law. AB 361 is urgency legislation amending the Brown Act to allow legislative bodies of local agencies to meet remotely with relaxed teleconferencing requirements during declared emergencies under certain conditions.

AB 361 adds new procedures and clarifies the requirements for conducting remote meetings, including the following:

- **Public Comment Opportunities in Real Time:** A legislative body that meets remotely pursuant to AB 361 must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the

Resolution No. 2022-011, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and Authorizing Remote Teleconference Meetings for a Thirty (30) Day Period Pursuant to Brown Act Provisions

May 24, 2022

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public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.

- **No Action During Disruptions:** In the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access to the meeting via the call-in or internet-based options is restored.
- **Periodic Findings:** To continue meeting remotely pursuant to AB 361, a legislative body must make periodic findings concerning the declared emergency and its effects. AB 361 will sunset on January 1, 2024.

The proposed resolution would make the findings required by AB 361 in order to allow AVTA to continue to make remote attendance available to its board members and the public if and to the extent needed.

Prepared and Submitted by:

Allison E. Burns
General Counsel, AVTA

Attachment: A – Resolution No. 2022-011

RESOLUTION NO. 2022-011

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY (“AUTHORITY”) PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDERS N-25-20, N-29-20 AND N-35-20, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR A THIRTY (30) DAY PERIOD PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, Antelope Valley Transit Authority is committed to preserving and ensuring public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Antelope Valley Transit Authority’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Authority’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Authority’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the Authority, specifically, the Governor of California issued a series of Executive Orders aimed at containing the novel coronavirus; and

WHEREAS, the State of California and County of Los Angeles recommend social distancing due to the coronavirus; and

Resolution No. 2022-011, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and Authorizing Remote Teleconference Meetings for a Thirty (30) Day Period Pursuant to Brown Act Provisions

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WHEREAS, the Board of Directors does hereby find that the threat of the coronavirus has caused, and will continue to cause, conditions of peril to the safety of persons within the Authority that are likely to be beyond the control of services, personnel, equipment, and facilities of the Authority, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the Board of Directors of Antelope Valley Transit Authority shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Authority will post an agenda (72 hours in advance of a Regular Board meeting and 24 hours in advance of a Special Board meeting) on the Authority's website at avta.com which will contain information on how the public can participate in the meeting and provide Public Comments.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF ANTELOPE VALLEY TRANSIT AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the Authority's jurisdiction, and social distancing is recommended by the State of California and County of Los Angeles.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of this Resolution's issuance date of May 24, 2022.

Section 4. Remote Teleconference Meetings. The Executive Director/CEO and the Board of Directors of Antelope Valley Transit Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Resolution No. 2022-011, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and Authorizing Remote Teleconference Meetings for a Thirty (30) Day Period Pursuant to Brown Act Provisions

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Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) June 24, 2022, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of Antelope Valley Transit Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED APPROVED AND ADOPTED by the Board of Directors of Antelope Valley Transit Authority this 24th day of May, 2022 by the following vote:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

Karen S. Darr, Clerk of the Board

Allison E. Burns, General Counsel



DATE: May 24, 2022

TO: BOARD OF DIRECTORS

SUBJECT: Fiscal Year 2022/2023 (FY 2023) Preliminary Budget Assumptions

RECOMMENDATION

That the Board of Directors approve the FY 2023 Preliminary Budget Assumptions and provide direction to staff regarding fiscal priorities for the Final FY 2023 Budget.

FISCAL IMPACT

The FY 2023 operating revenue and expenditures total \$33.9 million for a balanced budget. The proposed capital budget of \$42,114,317 reflects large projects such as the completion of the headquarters facility and transit facility upgrades and expansion buses.

BACKGROUND

The balance of Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), and American Rescue Plan Act (ARPA) funding will allow AVTA to continue operations. This funding will keep AVTA's operations intact in order to serve our communities. Attachments B and C detail the Operating and Capital Budget Assumptions.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

KJ Alcuran
Contractor

Attachments: A – FY 2023 Preliminary Operating and Capital Budget Details
B – FY 2023 Preliminary Operating Budget Assumptions
C – FY 2023 Capital Budget Assumptions

FISCAL YEAR 2023 (FY 2023)

PRELIMINARY OPERATING BUDGET ASSUMPTIONS

OPERATING REVENUE

- **CARES Act:** AVTA has made use of the CARES Act funds designated for the authority for expenses and lost revenue due to COVID-19. AVTA will continue to use remaining CARES Act funds in FY 2022 to subsidize operations.
- **Fare Revenue:** The long-term effects of COVID-19 on AVTA’s ridership is uncertain at this time. For this reason, AVTA has reduced anticipated fare revenue to \$2 million.
- **Tax Revenue:** According to the most recent Transit Fund Allocations draft from the Los Angeles County Metropolitan Transportation Authority (LACMTA), the agency will receive a total of over \$15 million in operating funds. There is a more significant increase of Proposition A Dial-a-Ride (DAR) funding due to Metro’s addition of ARPA funding in that category.

Funding Source	2021-2022 Draft MTA Funding	2022-2023 Draft MTA Funding	FY 22/ FY23 Increase (Decrease)
Prop A DAR	\$ 337,251	\$ 693,960	\$ 356,709
Prop A 95%/40% DISCRETIONARY	\$ 5,230,982	\$ 5,840,121	\$ 609,139
PROP C 40%-BUS SRVC IMPRV	\$ 50,149	\$ 51,804	\$ 1,655
PROP C 40%-FOOTHILL MITIG	\$ 17,257	\$ 29,840	\$ 12,583
PROP C 40%-MOSIP	\$ 1,293,348	\$ 1,295,847	\$ 2,499
PROP C 40%-TRANSIT SRVC EXP	\$ 395,127	\$ 408,166	\$ 13,039
PROP C 5%-BUS SECURITY ENH	\$ 198,098	\$ 198,045	\$ (53)
MEASURE M	\$ 2,833,796	\$ 3,571,518	\$ 737,722
MEASURE R	\$ 2,843,483	\$ 3,577,126	\$ 733,643
MTA: CRRSAA Act	\$ 3,871,415		\$ (3,871,415)
Total	\$ 17,070,906	\$ 15,666,427	\$ (1,404,479)

- **Jurisdictional Operating Contributions:** Contributions for FY 2023 will remain at the same rates as FY 2021.
- **Other Operating Revenues:** Advertising revenue is budgeted at just under \$160K. Low-Carbon Fuel Standard (LCFS) credits are sold at market value and are estimated at \$1.34 million. Interest/investment income is conservatively budgeted at \$75K. AVTA is also anticipating almost \$45 thousand in lease revenue.

OPERATING EXPENDITURES

- **Purchased Transportation:** MV will take over for Transdev as AVTA's purchased transportation provider July 1. The new contract states a revenue hour rate of \$103.60 in Year-1 of the contract. AVTA anticipates up to 202K revenue hours during the fiscal year.
- **AVTS Contract:** AVTS provides AVTA's DAR, Micro-transit, Late-night, and non-emergency medical transportation (NEMT) services. These services continue to gain popularity and ridership is increasing. Total budget for all these services in FY 2022 is just over \$3 million.
- **Bus Propulsion:** AVTA has completed the transition to an all-electric fleet, though maintains some diesel vehicles for contingency use. Fuel costs will see a 73% decrease while electricity costs will reflect a 13% increase. AVTA is in the process of procuring a direct source for electricity, which would yield significant savings, however this budget does not assume that decrease at this time. Mid-year budget review will be used to make any needed adjustments.
- **Personnel:** AVTA staff is 60 employees with 58 full-time and two part-time. Including 3 positions not yet filled. The FY 2023 personnel budget assumes the maximum possible merit rate increase for each employee which will change this year from 5% to 3%. AVTA will also be adjusting the holiday schedule to add four new holidays to the calendar and providing an annual cost of living adjustment of 3% which is 2.9% lower than CPI.
 - **Benefits:** The current employee benefit structure will be maintained. However, costs for employee benefits are expected to increase. All other benefits are budgeted to increase 5% including workers compensation coverage.
 - **Pension:** The employer share of CalPERS is down slightly for fiscal year 2023 at 10.32% from 10.34 % the year prior for CalPERS Classic. CalPERS Public Employee Pension Reform Act (PEPRA) employer contribution down to 7.47% from 7.59% the year prior. CalPERS calculates pension contributions based on payroll figures one year in arrears. The employee contribution share for CalPERS Classic is paid by AVTA.
- **Insurance:** Insurance coverage costs are estimated to increase 5% above prior year costs. Actual rates will likely be complete in June 2023 after the budget is completed and will be included in the mid-year review.
- **Capital Project Local Match:** The downtown Los Angeles parking facility regional partnership project for Commuter bus parking is progressing. The remaining \$155K from prior year budget will be carried forward in FY 2023. Funds

for local match on federal grant monies cannot be from other federal funds, and therefore will be covered under operating costs for FY 2023.

- **Other General and Administrative Costs:** AVTA anticipates an overall decrease in costs of approximately \$78 thousand when compared to prior year budget. This is primarily due to reductions of Advocacy and Consulting budgets.

<u>Budget Summary Comparison</u>				
	BUDGET 2021-2022		BUDGET 2022-2023	
Revenue				
Federal Grants	\$	12,837,497	\$	12,337,824
Juris. Ops Contributions	\$	3,306,164	\$	3,320,690
Other Operating Revenue	\$	2,281,509	\$	1,669,176
Tax Revenue Via Metro	\$	13,199,491	\$	15,666,427
Transit Fare Revenue	\$	1,500,000	\$	2,000,000
Revenue Total	\$	33,124,661	\$	34,994,117
Expense				
Capital Outlay	\$	155,446	\$	155,446
General & Admin	\$	1,496,930	\$	1,418,536
Other Operating Costs	\$	1,926,160	\$	1,848,663
Purchased Transportation	\$	21,442,400	\$	23,986,700
Salaries & Benefits	\$	5,649,725	\$	5,675,855
Fuel	\$	1,008,000	\$	274,000
E-Bus Electricity	\$	1,446,000	\$	1,634,917
Expense Total	\$	33,124,661	\$	34,994,117

PRELIMINARY CAPITAL BUDGET ASSUMPTIONS

This year’s capital budget totals \$42,114,317 and continues to build upon our previous budgets. The breakdown is as follows:

- Replacement Vehicles \$ 1,992,868
- Expansion Vehicles \$ 20,885,682
- Vehicle Equipment \$ 3,248,348
- AVTA Facility Improvements \$ 12,462,797
- Transit Facilities Improvements \$ 12,462,797
- Information Technology \$ 648,000
- Maintenance Equipment \$ 45,000
- Planning & Operating \$ 268,419

Of the total \$42 million captured in FY 2023, \$28.8 has been carried over from FY 2022 budget; primarily attributed to expansion buses and facility improvements.

AVTA’s capital projects are funded by a combination of internal revenues and the following various outside funding sources:

<p>Federal Transit Administration BUILD Grant Program Low or No Emission Grant Program Sect. 5307 UZA Formula Allocation Sect. 5337 State of Good Repair Sect. 5339 Bus & Bus Facilities</p>	<p>State of California Heavy Duty Vehicle Incentive Funds Low Carbon Fuel Standard Credits Low Carbon Transit Operations Program SB1 State of Good Repair SB1 State Transit Assistance Transit and Intercity Rail Capital Program VW Mitigation Funds</p>
<p>Regional Los Angeles County Metropolitan Transportation Agency Bus Operator Subcommittee</p>	<p>Local Antelope Valley Air Quality Management District</p>

Account	Name	Account Summary Category	Budget projection
100-000-5-H1-1010010	AVTA East Expense	Other Operating Costs	\$ 18,528
100-000-5-J1-9909900	Grant--Local Match	Capital Outlay	\$ 155,446
100-1EX-5-G1-9401004	COVID-19 - Extraordinary & Special Expense	Other Operating Costs	\$ 105,000
100-1EX-5-G1-9501001	Publications	General & Admin	\$ 330
100-1EX-5-G1-9501003	Marketing	General & Admin	\$ 100,000
100-1EX-5-G1-9501005	Legal Services	General & Admin	\$ 200,000
100-1EX-5-G1-9501006	Memberships	General & Admin	\$ 50,000
100-1EX-5-G1-9501013	Consulting Fees	General & Admin	\$ 150,000
100-1EX-5-G1-9501014	Administrative Costs	General & Admin	\$ 1,500
100-1EX-5-G1-9501015	Advocacy Fees	General & Admin	\$ 120,000
100-1EX-5-G1-9501019	Travel and Meetings	General & Admin	\$ 50,000
100-1EX-5-G1-9501027	Employee Wellness Program	General & Admin	\$ 4,000
100-1EX-5-G1-9501028	Temporary Staffing	General & Admin	\$ 5,000
100-1EX-5-G1-9501029	Miscellaneous Special Events	General & Admin	\$ 15,000
100-1EX-5-G1-9501031	Website Maintenance	General & Admin	\$ 8,400
100-1EX-5-G1-9501034	Other General & Administration Expense	General & Admin	\$ 10,000
100-1EX-5-G1-9501035	Development and Training	General & Admin	\$ 32,000
100-1EX-5-G1-9701002	Over Time- Company-wide	Salaries & Benefits	\$ 50,000
100-1EX-5-G1-9701003	Double Time Pay Holiday/Company-Wide	Salaries & Benefits	\$ 15,000
100-1EX-5-G1-9701415	Additional Compensation	Salaries & Benefits	\$ 24,375
100-1ZZ-5-G1-9701212	Medicare ER	Salaries & Benefits	\$ 56,429
100-1ZZ-5-G1-9701217	State UI - ER	Salaries & Benefits	\$ 24,738
100-1ZZ-5-G1-9701411	CalPERS - GASB 68 Catch Up	Salaries & Benefits	\$ 131,199
100-1ZZ-5-G1-9701413	CALPERS	Salaries & Benefits	\$ 429,124
100-1ZZ-5-G1-9701610	Wage Expense - Company-wide	Salaries & Benefits	\$ 3,891,664
100-1ZZ-5-G1-9701612	Medical - ER	Salaries & Benefits	\$ 674,100
100-1ZZ-5-G1-9701614	Dental - ER	Salaries & Benefits	\$ 78,750
100-1ZZ-5-G1-9701616	Vision - ER	Salaries & Benefits	\$ 22,050
100-1ZZ-5-G1-9701618	Vacation Cash out	Salaries & Benefits	\$ 55,000
100-1ZZ-5-G1-9701811	Group Life - FT	Salaries & Benefits	\$ 9,420
100-1ZZ-5-G1-9701812	Short-term Disability - FT	Salaries & Benefits	\$ 8,160
100-1ZZ-5-G1-9701813	Long-term Disability	Salaries & Benefits	\$ 19,800
100-1ZZ-5-G1-9701814	AD & D	Salaries & Benefits	\$ 1,380
100-1ZZ-5-G1-9701915	Workers' Compensation	Salaries & Benefits	\$ 173,947
100-1ZZ-5-G1-9702618	Long-term Care - ER	Salaries & Benefits	\$ 10,718

100-2FF-5-G1-9001013	Contract Services- Local & Commuter	Purchased Transportation	\$ 20,927,200
100-2FF-5-G1-9001014	Contract Services- DAR	Purchased Transportation	\$ 1,597,500
100-2FF-5-G1-9001016	Contract Services- Locally funded E-Bus	Purchased Transportation	\$ -
100-2FF-5-G1-9001017	Contract Services- NEMT	Purchased Transportation	\$ 24,000
100-2FF-5-G1-9001018	BYD Bus Switch outs	Purchased Transportation	\$ 10,000
100-2FF-5-G1-9001019	Contract Services- ORMRS	Purchased Transportation	\$ 1,404,000
100-2FF-5-G1-9001021	Operator Incentives	Purchased Transportation	\$ 24,000
100-2FF-5-G1-9201003	Fuel & Lubricants	Fuel	\$ 270,000
100-2FF-5-G1-9201005	Fuel - Use Tax	Fuel	\$ 4,000
100-2FF-5-G1-9201006	E-Bus Electricity- Blvd. Transfer Center	E-Bus Electricity	\$ 94,071
100-2FF-5-G1-9201007	E-bus Electricity SSOMP	E-Bus Electricity	\$ 185,540
100-2FF-5-G1-9201008	E-Bus Electricity PTC Clock Tower	E-Bus Electricity	\$ 78,975
100-2FF-5-G1-9201009	E-Bus Electricity South Valley	E-Bus Electricity	\$ 137,240
100-2FF-5-G1-9201010	E-bus Electricity Depot Charging	E-Bus Electricity	\$ 1,139,093
100-2FF-5-G1-9201011	Fleet Wi-Fi	Other Operating Costs	\$ 17,760
100-2FF-5-G1-9201012	SCE Rental Expense	Other Operating Costs	\$ 66,000
100-2FF-5-G1-9401002	Tow Services	Other Operating Costs	\$ 5,000
100-2FF-5-G1-9401004	Facility/Fleet Maintenance - Supplies	Other Operating Costs	\$ 330,000
100-2FF-5-G1-9401005	Maintenance - Outside Services	Other Operating Costs	\$ 40,000
100-2FF-5-G1-9401009	I.T.--Maintenance - Parts & Supplies	Other Operating Costs	\$ 50,000
100-2FF-5-G1-9401010	Operating Permits	Other Operating Costs	\$ 15,000
100-2FF-5-G1-9401012	I.T.--Software Agreements/Licenses	Other Operating Costs	\$ 315,000
100-2FF-5-G1-9401013	Rental / Lease Expense	Other Operating Costs	\$ 168,000
100-2FF-5-G1-9401021	Utilities - Electricity (Facility)	Other Operating Costs	\$ 175,000
100-2FF-5-G1-9401022	Utilities - Gas	Other Operating Costs	\$ 40,000
100-2FF-5-G1-9401023	Utilities - Waste	Other Operating Costs	\$ 19,000
100-2FF-5-G1-9401024	Utilities - Water	Other Operating Costs	\$ 10,000
100-2FF-5-G1-9401025	Utilities - Telephone & Fax	Other Operating Costs	\$ 85,000
100-3FS-5-G1-9401019	Liability, Fire & Other Insurance	Other Operating Costs	\$ 385,875
100-3FS-5-G1-9501002	Classified Advertising	General & Admin	\$ 18,000
100-3FS-5-G1-9501009	Office Supplies	General & Admin	\$ 20,000
100-3FS-5-G1-9501010	Postage and delivery services	General & Admin	\$ 9,000
100-3FS-5-G1-9501018	Printing Services	General & Admin	\$ 2,000
100-3FS-5-G1-9501019	Un-reconciled Items/Cash short/Over	General & Admin	\$ 2,000
100-3FS-5-G1-9501020	Audit Fees	General & Admin	\$ 59,740
100-3FS-5-G1-9501022	Bad Debt Expense/Miscellaneous Expenses	General & Admin	\$ 2,000
100-3FS-5-G1-9501024	Bank Fees	General & Admin	\$ 11,500
100-3FS-5-G1-9501026	Employee Advertising & Recruitment	General & Admin	\$ 2,500

100-3FS-5-G1-9501027	Employment Screening/ Audits	General & Admin	\$ 7,210
100-5CS-5-G1-9401020	Uniform Upkeep-AVTA (Non-Grantable)	Other Operating Costs	\$ 3,500
100-5CS-5-G1-9501029	Outreach Events	General & Admin	\$ 5,000
100-5CS-5-G1-9501030	Tap card fee	General & Admin	\$ 5,356
100-5CS-5-G1-9501034	Security	General & Admin	\$ 438,000
100-5CS-5-G1-9501039	Sponsorships	General & Admin	\$ 50,000
100-5CS-5-G1-9501041	Expenses for Charity (Stuff-A-Bus)	General & Admin	\$ 40,000
		EXPENSES	\$ 34,994,117
Account	Name	Account Summary Category	Budget projection

100-000-4-D1-6001001	Fare Revenues - Local Monthly FF	Transit Fare Revenue	\$	192,361.50
100-000-4-D1-6001002	Fare Revenues - Local Monthly RF	Transit Fare Revenue	\$	-
100-000-4-D1-6001003	Fare Revenues - Local Weekly FF	Transit Fare Revenue	\$	23,941.34
100-000-4-D1-6001004	Fare Revenues - Local Day FF	Transit Fare Revenue	\$	546,270.55
100-000-4-D1-6001005	Fare Revenues - Local Day RF	Transit Fare Revenue	\$	-
100-000-4-D1-6001006	Fare Revenues - Local 4-Hr FF	Transit Fare Revenue	\$	1,650.30
100-000-4-D1-6001007	Fare Revenues - Local 4-Hr Rf	Transit Fare Revenue	\$	15,326.54
100-000-4-D1-6001008	S/D One Way Trip	Transit Fare Revenue	\$	98,654.71
100-000-4-D1-6001009	S/D 4 Hour Pass	Transit Fare Revenue	\$	-
100-000-4-D1-6001010	S/D Day Pass	Transit Fare Revenue	\$	158.65
100-000-4-D1-6001011	S/D Weekly Pass	Transit Fare Revenue	\$	295.29
100-000-4-D1-6001012	S/D Monthly Pass	Transit Fare Revenue	\$	9,220.01
100-000-4-D1-6001013	S/D Annual Pass	Transit Fare Revenue	\$	118,831.18
100-000-4-D1-6001100	Fare Revenues - Comm - 785 Mo FF	Transit Fare Revenue	\$	31,439.22
100-000-4-D1-6001101	Fare Revenues - Com - 785 Mo RF	Transit Fare Revenue	\$	54,623.94
100-000-4-D1-6001102	Fare Revenues - Com - 785 10-R FF	Transit Fare Revenue	\$	58,011.48
100-000-4-D1-6001103	Fare Revenues - Com - 785 10-R RF	Transit Fare Revenue	\$	8,201.39
100-000-4-D1-6001106	Fare Revenues - Comm - 785 EZ FF	Transit Fare Revenue	\$	427.39
100-000-4-D1-6001107	Fare Revenues - Com - 785 -EZ RF	Transit Fare Revenue	\$	4,929.90
100-000-4-D1-6001108	Stored Value	Transit Fare Revenue	\$	195,358.69
100-000-4-D1-6001109	Commuter One Way Fare	Transit Fare Revenue	\$	241,949.99
100-000-4-D1-6001200	Fare Revenues - Com - 786 Mo FF	Transit Fare Revenue	\$	54,290.98
100-000-4-D1-6001201	Fare Revenues - Com - 786 Mo RF	Transit Fare Revenue	\$	21,935.25
100-000-4-D1-6001202	Fare Revenues - Com - 786 10-R FF	Transit Fare Revenue	\$	47,184.08
100-000-4-D1-6001203	Fare Revenues - Com - 786 10-R RF	Transit Fare Revenue	\$	1,410.39
100-000-4-D1-6001206	Fare Revenues - Com - 786 -EZ FF	Transit Fare Revenue	\$	8,205.93
100-000-4-D1-6001207	Fare Revenues - Com - 786 -EZ RF	Transit Fare Revenue	\$	4,532.95
100-000-4-D1-6001300	Fare Revenues - Com - 787 Mo FF	Transit Fare Revenue	\$	75,507.94
100-000-4-D1-6001301	Fare Revenues - Com - 787 Mo RF	Transit Fare Revenue	\$	22,869.04
100-000-4-D1-6001302	Fare Revenues - Com - 787 10-R FF	Transit Fare Revenue	\$	51,110.91
100-000-4-D1-6001303	Fare Revenues - Com - 787 10-R RF	Transit Fare Revenue	\$	4,699.05
100-000-4-D1-6001306	Fare Revenues - Com - 787 -EZ FF	Transit Fare Revenue	\$	-
100-000-4-D1-6001307	Fare Revenues - Com - 787 -EZ RF	Transit Fare Revenue	\$	2,020.40
100-000-4-D1-6001308	Fare Revenues- 790 Transporter	Transit Fare Revenue	\$	3,115.43
100-000-4-D1-6001309	Fare Revenue - Metrolink/EZ Reimbursement	Transit Fare Revenue	\$	26,943.51
100-000-4-D1-6001400	Fare Revenues - DAR - Urban	Transit Fare Revenue	\$	62,852.79
100-000-4-D1-6001402	I.D. Application Processing Fee	Transit Fare Revenue	\$	-

100-000-4-D1-6001403	Fare Revenues- NEMT	Transit Fare Revenue	\$	-
100-000-4-D1-6001404	Fare Revenues- ORMRS	Transit Fare Revenue	\$	11,669.28
100-000-4-D1-6101001	Operating Contributions - Lancaster	Juris. Operating Contributions	\$	1,307,148
100-000-4-D1-6101002	Operating Contributions - Palmdale	Juris. Operating Contributions	\$	1,184,831
100-000-4-D1-6101003	Operating Contributions - LA County	Juris. Operating Contributions	\$	653,708
100-000-4-D1-6101006	Bus Stop Maintenance Palmdale	Juris. Operating Contributions	\$	91,792
100-000-4-D1-6101007	Bus Stop Maintenance Lancaster	Juris. Operating Contributions	\$	83,211
100-000-4-D1-6201003	Advertising Revenue	Other Operating Revenue	\$	159,176
100-000-4-D1-6201004	Other Revenues	Other Operating Revenue	\$	20,000
100-000-4-D1-6201005	Investment Income	Other Operating Revenue	\$	75,000
100-000-4-D1-6201102	LCFS Credits	Other Operating Revenue	\$	1,340,000
100-000-4-E1-6201006	Gain on Sale of Disposal of Assets	Other Operating Revenue	\$	5,000
100-000-4-E1-7001002	FTA:5307 Prev Maint	Federal Grants	\$	-
100-000-4-E1-7001004	FTA: CARES Act	Federal Grants	\$	12,337,824
100-000-4-E1-7001005	FTA: 5310	Federal Grants	\$	-
100-000-4-E1-7001006	FTA: CRRSAA	Federal Grants	\$	-
100-000-4-E1-7201001	MTA:Prop A 95%/40% Discretionary	Tax Revenue Via Metro	\$	5,840,121
100-000-4-E1-7201002	MTA:PROP C 40%-FOOTHILL MITIG	Tax Revenue Via Metro	\$	29,840
100-000-4-E1-7201003	MTA:PROP C 40%-TRANSIT SRVC EX	Tax Revenue Via Metro	\$	408,166
100-000-4-E1-7201004	MTA:PROP C 40%-BUS SRVC IMPRV	Tax Revenue Via Metro	\$	51,804
100-000-4-E1-7201005	MTA:PROP C 5%-BUS SECURITY ENH	Tax Revenue Via Metro	\$	198,045
100-000-4-E1-7201006	MTA:PROP C 40%-MOSIP	Tax Revenue Via Metro	\$	1,295,847
100-000-4-E1-7201009	MTA-MEASURE R	Tax Revenue Via Metro	\$	3,577,126
100-000-4-E1-7201012	MTA Prop A DAR	Tax Revenue Via Metro	\$	693,960
100-000-4-E1-7201015	MTA-Measure M	Tax Revenue Via Metro	\$	3,571,518
100-000-4-E1-7201016	MTA: CRRSAA	Tax Revenue Via Metro	\$	-
100-000-4-E1-7401001	State Grant	Tax Revenue Via Metro	\$	-
100-000-4-E1-7801001	AVTA East Income	Other Operating Revenue	\$	45,000
100-000-4-E1-7901007	Contributions for Charity (Stuff-A-Bus)	Other Operating Revenue	\$	25,000
		REVENUES	\$	34,994,117



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CAPITAL PROJECTS	FY23 Capital Budget Items	FY22 CARRYOVER	State Apportionments	FTA Annual Apportionment	FTA Grant Award	State Grant Award	Local Grant Award	AVTA Reserves	FUTURE FUNDING
VEHICLES	FY23 Capital Budget Items	FY22 CARRYOVER							
REPLACEMENT VEHICLES									
Local Transit Buses									
40 ft ZEB - 2 units (MA)	\$ 1,670,588	\$ 1,670,588	\$ -	\$ 1,670,588	\$ -	\$ -	\$ -	\$ -	\$ -
Support Vehicles									
ZE Kubota	\$ 20,000		\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
ZE Forklift	\$ 45,000		\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
ZE vehicles - 7 units	\$ 257,280		\$ -	\$ 205,824	\$ -	\$ -	\$ -	\$ 51,456	\$ -
Replacement Vehicles Total	\$ 1,992,868	\$ 1,670,588	\$ -	\$ 1,941,412	\$ -	\$ -	\$ -	\$ 51,456	\$ -
EXPANSION VEHICLES									
Local Transit Service									
60 ft ZEB - 5 units	\$ 5,829,704	\$ 5,829,704	\$ -	\$ -	\$ 2,914,852	\$ 2,914,852	\$ -	\$ -	\$ -
40 ft ZEB - 8 units	\$ 6,737,064	\$ 6,737,064	\$ -	\$ -	\$ 4,167,536	\$ 1,104,000	\$ -	\$ 1,465,528	\$ -
30 ft ZEB - 6 units	\$ 4,340,914	\$ 3,852,000	\$ -	\$ -	\$ 2,286,349	\$ 2,054,565	\$ -	\$ -	\$ -
On Request Microtransit Ride Service									
27 ft. ZEV - 19 units	\$ 3,978,000	\$ 3,978,000	\$ -	\$ -	\$ 2,466,360	\$ 1,511,640	\$ -	\$ -	\$ -
Expansion Vehicles Total	\$ 20,885,682	\$ 20,396,768	\$ -	\$ -	\$ 11,835,097	\$ 7,585,057	\$ -	\$ 1,465,528	\$ -
VEHICLE EQUIPMENT									
Avail EOL Video Upgrade + Implementation									
FY23 - Part 2 of 2	\$ 700,000		\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WAVE Chargers									
60 ft ZEB - 5 units	\$ 449,850		\$ -	\$ -	\$ 199,850	\$ 250,000	\$ -	\$ -	\$ -
40 ft ZEB - 8 units	\$ 636,000		\$ 236,000	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -
30 ft ZEB - 6 units	\$ 477,000		\$ -	\$ -	\$ 177,000	\$ 300,000	\$ -	\$ -	\$ -
Major Bus Components									
Fareboxes + parts	\$ 385,498		\$ -	\$ 385,498	\$ -	\$ -	\$ -	\$ -	\$ -
Greenpower Parts	\$ 100,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
OOW - Reducers, Drive Motors, VTOG	\$ 500,000		\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Equipment Total	\$ 3,248,348	\$ -	\$ 936,000	\$ 885,498	\$ 776,850	\$ 550,000	\$ -	\$ 100,000	\$ -
VEHICLES TOTAL	\$ 26,126,898	\$ 22,067,356	\$ 936,000	\$ 2,826,910	\$ 12,611,947	\$ 8,135,057	\$ -	\$ 1,616,984	\$ -

FACILITIES		FY23 Capital Budget Items	FY22 CARRYOVER							
AVTA FACILITY IMPROVEMENTS										
Solar Farm/Battery Energy Storage										
	Land	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -
Transformers										
	2 units	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
AVTA East										
	Facility Improvements	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
	Dedication Plaque (KB)	\$ 5,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
PHASE III Update - Facility Headquarters										
	Bus Wash - New	\$ 687,847		\$ -	\$ 687,847	\$ -	\$ -	\$ -	\$ -	\$ -
	Chargers + Installation - ZEV Support	\$ 100,000		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Community Room Audio / Video Upgrade	\$ 225,000		\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Dispatch Upgrade (IT)	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Epoxy Flooring - Maintenance	\$ 450,000	\$ 450,000	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Furniture - New	\$ 100,000	\$ 100,000	\$ 80,432	\$ 19,568	\$ -	\$ -	\$ -	\$ -	\$ -
	Genfare Vault Probe Upgrade	\$ 60,000		\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Lenel Door Security Upgrade	\$ 139,000		\$ -	\$ 139,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Outside Lighting	\$ 100,000		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Repaint Interior of Maintenance Shop	\$ 150,000	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Replace Fire Alarm Panel & Enunciators	\$ 175,000		\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Security Camera Upgrade	\$ 112,000	\$ 95,000	\$ -	\$ 112,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Swamp Coolers - 5 units	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Shared Charging Infrastructure - North Lot										
	A&E	\$ 50,000		\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Construction	\$ 3,000,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
	Generator - 2 units	\$ 1,300,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
	DC Chargers + Installation - 5 units	\$ 651,125		\$ -	\$ 651,125	\$ -	\$ -	\$ -	\$ -	\$ -
	Land	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -
	Level III Chargers - 11 units	\$ 363,825		\$ -	\$ 363,825	\$ -	\$ -	\$ -	\$ -	\$ -
	Project Management	\$ 24,000		\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Security Lighting	\$ 100,000		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Security Perimeter Fencing	\$ 25,000		\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Security Perimeter Block Wall	\$ 50,000		\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Switch Gear	\$ 170,000		\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -
	80 kwh Charging Primaries - 21 units	\$ 420,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000
AVTA Facility Improvements Total		\$ 12,462,797	\$ 4,800,000	\$ 80,432	\$ 4,457,365	\$ -	\$ -	\$ -	\$ 3,205,000	\$ 4,720,000
TRANSIT CENTER FACILITY IMPROVEMENTS										
Antelope Valley College Transit Center										
	Construction	\$ 1,188,658	\$ 1,188,658	\$ -	\$ -	\$ 1,188,658	\$ -	\$ -	\$ -	\$ -
	Dedication Plaque (DK)	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Engineering	\$ 27,800	\$ 27,800	\$ -	\$ 27,800	\$ -	\$ -	\$ -	\$ -	\$ -
	Labor Compliance	\$ 28,000	\$ 28,000	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Level III Chargers - 2 units	\$ 100,000	\$ 100,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -
	Project Management	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
	WAVE Primary - 2 units	\$ 630,630	\$ 630,630	\$ -	\$ -	\$ 580,630	\$ 50,000	\$ -	\$ -	\$ -
Palmdale Transportation Center										
	Charger Upgrade to WAVE 250 kwh + Installation - 1 unit	\$ 415,315		\$ -	\$ 415,315	\$ -	\$ -	\$ -	\$ -	\$ -
	Heliox Charger + Installation	\$ 109,225		\$ -	\$ 109,225	\$ -	\$ -	\$ -	\$ -	\$ -
Regional Partnership Projects										
	Dedication Plaques- Metrolink North & South Valley	\$ 10,000		\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Installation of Route Display Screens - The Blvd & SV	\$ 33,575		\$ -	\$ 33,575	\$ -	\$ -	\$ -	\$ -	\$ -
	SSOMP Charger 250 kwh Upgrade + Install 1 unit	\$ 415,315		\$ -	\$ 415,315	\$ -	\$ -	\$ -	\$ -	\$ -
Transit Center Facility Improvements		\$ 2,563,203	\$ 1,990,088	\$ -	\$ 693,915	\$ -	\$ 1,769,288	\$ 100,000	\$ -	\$ -
FACILITIES TOTAL		\$ 15,026,000	\$ 6,790,088	\$ 80,432	\$ 5,151,280	\$ -	\$ 1,769,288	\$ 100,000	\$ 3,205,000	\$ 4,720,000

CAPITAL PROJECTS	FY23 Capital Budget Items	FY22 CARRYOVER	State Apportionments	FTA Annual Apportionment	FTA Grant Award	State Grant Award	Local Grant Award	AVTA Reserves	FUTURE FUNDING
INFORMATION TECHNOLOGY	FY23 Capital Budget Items	FY22 CARRYOVER							
INFORMATION TECHNOLOGY									
Data and Communications									
Annual Computer Replacement Program	\$ 90,000		\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
Backup System	\$ 100,000		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Network Infrastructure Upgrades	\$ 344,000		\$ -	\$ 344,000	\$ -	\$ -	\$ -	\$ -	\$ -
Software Licenses - New	\$ 99,000		\$ -	\$ 99,000	\$ -	\$ -	\$ -	\$ -	\$ -
TV + Stand - Training Room	\$ 15,000		\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology Total	\$ 648,000	\$ -	\$ -	\$ 648,000	\$ -	\$ -	\$ -	\$ -	\$ -
FLEET & FACILITIES EQUIPMENT									
Maintenance Equipment									
Maintenance Equipment									
Engine Crane	\$ 11,000		\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -
Tooling	\$ 34,000		\$ -	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Equipment Total	\$ 45,000	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
IT & MAINTENANCE EQUIPMENT TOTAL	\$ 693,000	\$ -	\$ -	\$ 693,000	\$ -	\$ -	\$ -	\$ -	\$ -
FY23 Capital Projects Total	\$ 41,845,898	\$ 28,857,444	\$ 1,016,432	\$ 8,671,190	\$ 12,611,947	\$ 9,904,345	\$ 100,000	\$ 4,821,984	\$ 4,720,000

APPENDIX B: FY23 DETAILED CAPITAL PROJECTS & FUNDING SOURCES

OPERATING PROJECTS	FY23 Capital Budget Items	FY22 CARRYOVER	State Apportionments	FTA Annual Apportionment	FTA Grant Award	State Grant Award	Local Grant Award	AVTA Reserves	FUTURE FUNDING
Operating Projects - Grantable									
Grant Pass Program - Disadvantaged HS Students	\$ 100,000		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Network Integration	\$ 168,419		\$ -	\$ -	\$ -	\$ 168,419	\$ -	\$ -	\$ -
Operating Projects Total	\$ 268,419	\$ -	\$ 100,000	\$ -	\$ -	\$ 168,419	\$ -	\$ -	\$ -
OPERATING PROJECTS TOTAL	\$ 268,419	\$ -	\$ 100,000	\$ -	\$ -	\$ 168,419	\$ -	\$ -	\$ -
FY23 Operating Projects - Grantable	\$ 268,419	\$ -	\$ 100,000	\$ -	\$ -	\$ 168,419	\$ -	\$ -	\$ -
FY23 BUDGET SUMMARY	FY23 Capital Budget Items	FY22 CARRYOVER	State Apportionments	FTA Annual Apportionment	FTA Grant Award	State Grant Award	Local Grant Award	AVTA Reserves	FUTURE FUNDING
FY23 Capital Projects Total	\$ 41,845,898	\$ 28,857,444	\$ 1,016,432	\$ 8,671,190	\$ 12,611,947	\$ 9,904,345	\$ 100,000	\$ 4,821,984	\$ 4,720,000
FY23 Operating Projects - Grantable	\$ 268,419	\$ -	\$ 100,000	\$ -	\$ -	\$ 168,419	\$ -	\$ -	\$ -
TOTAL FY23 CAPITAL BUDGET	\$ 42,114,317	\$ 28,857,444	\$ 1,116,432	\$ 8,671,190	\$ 12,611,947	\$ 10,072,764	\$ 100,000	\$ 4,821,984	\$ 4,720,000



DATE: May 24, 2022

TO: BOARD OF DIRECTORS

SUBJECT: Contract #2022-42 to Weideman Group, Inc. for Government Advocacy Services

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2022-42 for Government Advocacy Services to Weideman Group, Inc., Sacramento, CA, for a three-year period with an annual fee of \$120,000, plus approved travel expenses.

FISCAL IMPACT

Sufficient funds have been included in the FY 2022/2023 Budget for these services.

BACKGROUND

During its November 2015 meeting, AVTA's Board adopted a goal to acquire a 100% battery electric fleet. Advocacy services will assist staff with grant applications to secure future grant funding to attain this and other financial goals. In recognition of the critical need for local, state and federal level advocacy services, staff developed and circulated an all-inclusive Request for Qualifications (RFQ).

AVTA released the RFQ for Advocacy Services on April 1, 2022. The solicitation documents were posted to AVTA's procurement website and advertisements were placed in the *Antelope Valley Press* and the *Our Weekly Lancaster Newsletter*. The local Chambers of Commerce and AV EDGE were also notified via their respective email lists. AVTA's on-line procurement system provided the solicitation documents to forty-two (42) registered firms from across the state with one (1) firm from Palmdale.

Staff conducted an optional pre-proposal conference on April 12, 2022, with one firm attending. One (1) addendum was released on April 12, 2022. Two (2) proposals were submitted on April 28, 2022, in response to the RFQ closing date and time. Three staff members evaluated and ranked the submitted proposals on the following criteria: proposed solution (30%), project budget (15%), similar engagements

(20%), proposer's information (20%), personnel (15%). There were 300 total possible points available.

Submitted proposal were received from the following firm:

Firm	Location	300 Points Possible
McKeon Group	Alexandria, VA	252
Weideman Group	Sacramento, CA	281

Weideman Group, Inc. earned the highest score from the evaluation committee. In addition to their fair and reasonable pricing, they provided the best all-inclusive solution for AVTA. It was obvious that their past in depth transit experience gave them a clear insight into our requirements and mission. Staff is confident Weideman Group, Inc., of Sacramento, CA, will perform their duties in a timely manner.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO



DATE: May 24, 2022

TO: BOARD OF DIRECTORS

SUBJECT: Contract #2022-46 to Taft Electric Company for Electric Charging Stations at Antelope Valley College

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2022-46 with Taft Electric Company, Ventura, CA, for electric bus charging stations at AV College for the amount of \$1,154,037, plus applicable permit fees and sales tax.

FISCAL IMPACT

Sufficient grant funds have been included in the Fiscal Year 2022/2023 Budget to pay for this project.

BACKGROUND

At the June 23, 2020 meeting, the Board of Directors awarded Contract #2020-48 for electric charging stations at AV College to Fast-Track Construction Corporation. Southern California Edison held up this project until May of 2022; therefore, Fast-Track Construction Corporation requested to be removed from the project because they could not overcome financial losses related to the COVID-19 pandemic. AVTA will grant their request to withdraw from this contract once the purchased materials are returned.

The Great American Insurance Group, surety for Fast-Track, will return funds in the amount of \$26,389.70. This check, along with the returned materials, will allow AVTA to recover 100% of the funds for paid invoices. To this end, AVTA developed another solicitation to replace this contractor and complete this necessary project. AVTA released this Invitation for Bids (IFB) on April 8, 2022, for the installation of two high-power 250kW inductive chargers with two Level III car chargers at 30th Street West and W. Ave J-12, within the city of Lancaster.

The two WAVE and Level III charging infrastructure improvements also include a water main relocation, underground electrical service, concrete pads for electrical equipment, transformer pad, electrical equipment installation, bus shelters and associated improvements. The awarded firm will provide project management,

supervision, scheduling, equipment, labor, materials, freight, taxes and applicable permits for this project.

Prior to the issuance of the IFB, Board members and jurisdictional representatives were notified and asked to submit any recommendations for potential vendors. The solicitation documents were posted to AVTA's procurement website and advertisements were placed in the *Antelope Valley Press* and the *Our Weekly Lancaster* newsletter. The local Chambers of Commerce and AV EDGE were also notified via their respective email lists. AVTA's procurement system provided the solicitation documents to 189 registered firms; eleven (11) from Lancaster, six (6) from Palmdale and an additional 172 firms outside of the Antelope Valley.

Staff conducted a mandatory pre-bid conference on April 19, 2022, with seven (7) firms attending. One (1) addendum was released prior to the bid closing. The bid opening was held on May 4, 2022. Of the 189 firms that received notification of the IFB, only one (1) submitted bid that meets minimum requirements and their respective bid amount is listed in the table below.

Firm	Location	Bid
Taft Electric Company	Ventura, CA	\$1,154,037.00

The bid received was reviewed for requisite document submittal. Staff found the bid, complete with pricing, to be fair and reasonable. Therefore, staff is recommending the Board approve a contract with Taft Electric Company. This project is anticipated to take approximately 150 days to complete from notice to proceed.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO



DATE: May 24, 2022

TO: BOARD OF DIRECTORS

SUBJECT: Contract #2022-44 to Paradise Chevrolet for Regular Cab Chassis 4x2 Turbo Diesel 19,500 GVWR with Service Body

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2022-44 with Paradise Chevrolet, Ventura, CA, for a regular cab chassis 4x2 turbo diesel 19,500 GVWR with service body for the amount of \$82,957.74, including sales tax.

FISCAL IMPACT

Sufficient grant funds have been included in the Fiscal Year 2021/2022 Budget to pay for this project.

BACKGROUND

Staff conducted an exhaustive search for a battery-electric service truck from the marketplace capable of pushing and towing vehicles, as required for maintenance. However, staff could not find any battery-electric trucks capable of performing this task. Staff estimates it may be two to four years before the marketplace catches up to our maintenance requirements.

AVTA released a Request for Quote (RFQ) on March 30, 2022, for the purchase of a regular cab chassis 4x2 turbo diesel 19,500 GVWR with service body. The shortage of chips and parts has severely impacted the availability of vehicles to purchase. Staff searched for vendors with the ability to order and deliver a service truck with the drafted specifications. Staff also personally contacted local dealerships as directed by the Board. The local dealerships were unable to submit bids since the vehicle manufacturers did not provide them with an inventory of vehicles that meet the required specifications.

Staff then expanded their search to all of southern California. Staff received one response by the closing date of April 21, 2022 from the only dealership that has the ability to deliver a service truck. The table below lists the sole respondent for this procurement. See attached RFQ Tabulation Form.

Firm	Location	Price
Paradise Chevrolet	Ventura, CA	\$82,957.74
Antelope Valley Chevrolet	Lancaster, CA	No bid
Hunter Dodge Chrysler Jeep Ram	Lancaster, CA	No bid
Lancaster Honda	Lancaster, CA	No bid
Lancaster Toyota	Lancaster, CA	No bid
Diamond Buick GMC	Palmdale, CA	No bid
Diamond Ford	Lancaster, CA	No bid
Rush Truck Centers	Sylmar, CA	No bid
Ken Grody Ford	Buena Park, CA	No bid

Under AVTA's procurement policy requirements, an RFQ must be awarded to the lowest responsive and responsible bidder. Based on procurement policy requirements, the bid received was reviewed for requisite document submittal. Staff found the sole respondent's bid, complete with pricing, to be fair and reasonable. Therefore, staff is recommending the Board approve a contract with Paradise Chevrolet.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: Request for Quote Tabulation Form

ALL AREAS MUST BE FILLED IN

REQUEST FOR QUOTE (RQ) TABULATION FORM

THIS IS NOT AN ORDER

Requisition Number: _____ Date _____ Purchase Order No. _____

Verbal Quotes >\$100 and <\$10,000 Written Quotes >\$10,000 and <\$75,000 Formal Procurement >\$75,000

One Time Purchase OR Requirements Contract (Term Agreement) Begin Date _____ End Date _____

INSURANCE REQUIREMENTS: Required Not Required Insurance Certificate Forward to Risk Management Date: _____

Workers' Compensation Liability: \$1,000,000
 Contractor's Pollution Liability: \$1,000,000 insurance each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000
 Commercial Automotive Liability \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Commercial General Liability: \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Professional Liability \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Payment Bond and Amount _____ Payment Bond and Amount _____

Bid/Quote Title: Regular Cab Chassis 4x2 Turbo Diesel 19,500 GVWR with Service Body Bid/Quote Number: 2022-44 Bid/Quote Due Date: 4/21/2022

AWARDED CONTRACT TO: Vendor #1 Vendor #2 Vendor #3 Vendor #4 Vendor #5 Vendor #6 Vendor #7 Vendor #8 Vendor #9

Vendor #1	Antelope Valley Chevrolet	Vendor #2	Hunter Dodge Chrysler Jeep Ram	Vendor #3	Lancaster Toyota
Address	1160 Motor Lane Lancaster, CA 93534	Address	1130 Auto Mall Drive Lancaster, CA 93534	Address	43301 12th St W Lancaster, CA 93534
Phone No.	661-952-2300 ext 1300	Phone No.	661-984-8411	Phone No.	855-602-4857
Fax No.		Fax No.		Fax No.	
Contact	Nina Garcia	Contact	Bill Czirr	Contact	Eddie Alvarez
Date Contacted	4/7/2022	Date Contacted	4/21/2022	Date Contacted	3/31/2022
AVTA FOB:	Destination	AVTA FOB:	Destination	AVTA FOB:	Destination
Terms:	30 days	Terms:	30 days	Terms:	30 days
How Contacted	<input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Ph <input checked="" type="checkbox"/> email	How Contacted	<input type="checkbox"/> Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Ph <input checked="" type="checkbox"/> email	How Contacted	<input checked="" type="checkbox"/> Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Ph <input checked="" type="checkbox"/> email
Call Returned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Call Returned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Call Returned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bid Received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bid Received	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bid Received	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Declined to Bid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Declined to Bid	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Declined to Bid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contractor Lic #		Contractor Lic #		Contractor Lic #	
Comments:	Can't bid - no allocation from factory	Comments:	Can't bid - no allocation from factory	Comments:	They don't provide heavy duty trucks

Comments/Specifications: Sole Respondent awarded contract

Dept/Division/Section: Executive Services Prepared By: Lyle A. Block Phone No.: 661-729-2288 Date: 4/13/2022

ATTACH VENDOR QUOTES THAT ARE GREATER THAN \$10,000 AND LESS THAN OR EQUAL TO \$75,000. REQUISITION MUST MATCH RQ TABULATION FORM. KEEP ORIGINAL PROCUREMENT DOCUMENTS ON FILE FOR FIVE (5) YEARS PAST EXPIRATION OR COMPLETION OF CONTRACT, WHICHEVER IS LONGER IF PROCUREMENT IS OVER \$75,000, PROCUREMENT MUST GO BEFORE BOARD OF DIRECTORS FOR APPROVAL.

ALL AREAS MUST BE FILLED IN

REQUEST FOR QUOTE (RQ) TABULATION FORM

THIS IS NOT AN ORDER

ITEM #	CATEGORY	DESCRIPTION	QTY	U/M	VENDOR 1 UNIT PRICE	VENDOR 1 TOTAL PRICE	VENDOR 2 UNIT PRICE	VENDOR 2 TOTAL PRICE	VENDOR 3 UNIT PRICE	VENDOR 3 TOTAL PRICE
1		Regular Cab Chassis 4x2 Turbo Diesel 19,500 GVWR	1	LS	\$ -	-	\$ -	-	\$ -	-
2		Service Body complete with installation	1	LS	\$ -	-	\$ -	-	\$ -	-
3		Whelen Products or equal – including installation	1	LS	\$ -	-	\$ -	-	\$ -	-
4		Delivery to AVTA	1	LS	\$ -	-	\$ -	-	\$ -	-
5		Doc Fee	1	LS	\$ -	-	\$ -	-	\$ -	-
6		Rebate	1	LS	\$ -	-	\$ -	-	\$ -	-
7								-		-
8								-		-
9								-		-
10								-		-
11						-		-		-
12						-		-		-
13						-		-		-
14						-		-		-
15		Sales Tax	1	LS	\$ -	-	\$ -	-	\$ -	-
GRAND TOTAL:						\$ -		\$ -		\$ -

ATTACH VENDOR QUOTES THAT ARE GREATER THAN \$10,000 AND LESS THAN OR EQUAL TO \$75,000. REQUISITION MUST MATCH RQ TABULATION FORM. KEEP ORIGINAL PROCUREMENT DOCUMENTS ON FILE FOR FIVE (5) YEARS PAST EXPIRATION OR COMPLETION OF CONTRACT, WHICHEVER IS LONGER IF PROCUREMENT IS OVER \$75,000, PROCUREMENT MUST GO BEFORE BOARD OF DIRECTORS FOR APPROVAL.

ALL AREAS MUST BE FILLED IN

REQUEST FOR QUOTE (RQ) TABULATION FORM

THIS IS NOT AN ORDER

Requisition Number: _____ Date _____ Purchase Order No. _____

Verbal Quotes >\$100 and <\$10,000 Written Quotes >\$10,000 and <\$75,000 Formal Procurement >\$75,000

One Time Purchase OR Requirements Contract (Term Agreement) Begin Date _____ End Date _____

INSURANCE REQUIREMENTS: Required Not Required Insurance Certificate Forward to Risk Management Date: _____

Workers' Compensation Liability: \$1,000,000
 Contractor's Pollution Liability: \$1,000,000 insurance each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000
 Commercial Automotive Liability \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Commercial General Liability: \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Professional Liability \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Payment Bond and Amount _____ Payment Bond and Amount _____

Bid/Quote Title: Regular Cab Chassis 4x2 Turbo Diesel 19,500 GVWR with Service Body Bid/Quote Number: 2022-44 Bid/Quote Due Date: 4/21/2022

AWARDED CONTRACT TO: Vendor #1 Vendor #2 Vendor #3 Vendor #4 Vendor #5 Vendor #6 Vendor #7 Vendor #8 Vendor #9

Vendor #4	Honda Lancaster, CA	Vendor #5	Diamond Buick GMC Palmdale	Vendor #6	Diamond Ford
Address	43244 Drivers Way Lancaster, CA 93534	Address	39012 Carriage Way Palmdale CA 93551-3707	Address	1155 Auto Mall Drive Lancaster, CA 93534
Phone No.	661-418-2932	Phone No.	661-274-7120	Phone No.	661-949-3586
Fax No.		Fax No.		Fax No.	
Contact	John Gallagher, Sales Manager	Contact	Paul Nieminski, Fleet Manager	Contact	Brian Miller
Date Contacted	3/31/2022	Date Contacted	3/31/2022	Date Contacted	3/31/2022
AVTA FOB:	Destination	AVTA FOB:	Destination	AVTA FOB:	Destination
Terms:	30 days	Terms:	30 days	Terms:	30 days
How Contacted	<input type="checkbox"/> Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Ph <input checked="" type="checkbox"/> email	How Contacted	<input type="checkbox"/> Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Ph <input checked="" type="checkbox"/> email	How Contacted	<input type="checkbox"/> Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Ph <input checked="" type="checkbox"/> email
Call Returned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Call Returned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Call Returned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bid Received	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bid Received	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bid Received	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Declined to Bid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Declined to Bid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Declined to Bid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contractor Lic #		Contractor Lic #		Contractor Lic #	
Comments:	They don't provide heavy duty trucks	Comments:	Can't bid - no allocation from factory	Comments:	Can't bid - no allocation from factory

Comments/Specifications: _____

Dept/Division/Section: Executive Services Prepared By: Lyle A. Block Phone No.: 661-729-2288 Date: 4/13/2022

ATTACH VENDOR QUOTES THAT ARE GREATER THAN \$10,000 AND LESS THAN OR EQUAL TO \$75,000. REQUISITION MUST MATCH IFB - RQ TABULATION FORM. KEEP ORIGINAL PROCUREMENT DOCUMENTS ON FILE FOR FIVE (5) YEARS PAST EXPIRATION OR COMPLETION OF CONTRACT, WHICHEVER IS LONGER IF PROCUREMENT IS OVER \$75,000, PROCUREMENT MUST GO BEFORE BOARD OF DIRECTORS FOR APPROVAL.

REQUEST FOR QUOTE (RQ) TABULATION FORM

THIS IS NOT AN ORDER

ITEM #	CATEGORY	DESCRIPTION	QTY	U/M	VENDOR 4 UNIT PRICE	VENDOR 4 TOTAL PRICE	VENDOR 5 UNIT PRICE	VENDOR 5 TOTAL PRICE	VENDOR 6 UNIT PRICE	VENDOR 6 TOTAL PRICE
1		Regular Cab Chassis 4x2 Turbo Diesel 19,500 GVWR	1	LS	\$ -	-	\$ -	-	\$ -	-
2		Service Body complete with installation	1	LS	\$ -	-	\$ -	-	\$ -	-
3		Whelen Products or equal – including installation	1	LS	\$ -	-	\$ -	-	\$ -	-
4		Delivery to AVTA	1	LS	\$ -	-	\$ -	-	\$ -	-
5		Doc Fee	1	LS	\$ -	-	\$ -	-	\$ -	-
6		Rebate	1	LS	\$ -	-	\$ -	-	\$ -	-
7								-		-
8								-		-
9								-		-
10								-		-
11						-		-		-
12						-		-		-
13						-		-		-
14						-		-		-
15		Sales Tax	1	LS	\$ -	-	\$ -	-	\$ -	-
GRAND TOTAL:						\$ -		\$ -		\$ -

ATTACH VENDOR QUOTES THAT ARE GREATER THAN \$10,000 AND LESS THAN OR EQUAL TO \$75,000. REQUISITION MUST MATCH IFB - RQ TABULATION FORM. KEEP ORIGINAL PROCUREMENT DOCUMENTS ON FILE FOR FIVE (5) YEARS PAST EXPIRATION OR COMPLETION OF CONTRACT, WHICHEVER IS LONGER
IF PROCUREMENT IS OVER \$75,000, PROCUREMENT MUST GO BEFORE BOARD OF DIRECTORS FOR APPROVAL.

Requisition Number: _____ Date _____ Purchase Order No. _____

Verbal Quotes >\$100 and <\$10,000 Written Quotes >\$10,000 and <\$75,000 Formal Procurement >\$75,000

One Time Purchase OR Requirements Contract (Term Agreement) Begin Date _____ End Date _____

INSURANCE REQUIREMENTS: Required Not Required Insurance Certificate Forward to Risk Management Date: _____

Workers' Compensation Liability: \$1,000,000
 Contractor's Pollution Liability: \$1,000,000 insurance each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000
 Commercial Automotive Liability \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Commercial General Liability: \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Professional Liability \$1,000,000 \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$1,000,000 \$2,000,000
 Payment Bond and Amount _____ Payment Bond and Amount _____

Bid/Quote Title: Regular Cab Chassis 4x2 Turbo Diesel 19,500 GVWR with Service Body Bid/Quote Number: 2022-44 Bid/Quote Due Date: 4/21/2022

AWARDED CONTRACT TO: Vendor #1 Vendor #2 Vendor #3 Vendor #4 Vendor #5 Vendor #6 Vendor #7 Vendor #8 Vendor #9

Vendor #7	<u>Rush Truck Centers - Sylmar</u>	Vendor #8	<u>Ken Grody Ford</u>	Vendor #9	<u>Paradise Chevrolet</u>
Address	<u>12985 West Foothill Boulevard Sylmar, California</u>	Address	<u>6211 Beach Blvd Buena Park, CA 90621</u>	Address	<u>6350 Leland St Ventura, CA 93003</u>
Phone No.	<u>818-493-5900</u>	Phone No.	<u>714-521-3110</u>	Phone No.	<u>805-642-0111/805-710-3117</u>
Fax No.		Fax No.		Fax No.	
Contact	<u>Andres Carrillo</u>	Contact	<u>Karl Kordik</u>	Contact	<u>Scott Luttenberger Sr /Leonard Morin</u>
Date Contacted	<u>3/31/2022</u>	Date Contacted	<u>4/21/2022</u>	Date Contacted	<u>4/21/2022</u>
AVTA FOB:	<u>Destination</u>	AVTA FOB:	<u>Destination</u>	AVTA FOB:	<u>Destination</u>
Terms:	<u>30 days</u>	Terms:	<u>30 days</u>	Terms:	<u>30 days</u>
How Contacted	<input type="checkbox"/> Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Ph <input checked="" type="checkbox"/> email	How Contacted	<input type="checkbox"/> Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Ph <input checked="" type="checkbox"/> email	How Contacted	<input type="checkbox"/> Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Ph <input checked="" type="checkbox"/> email
Call Returned	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Call Returned	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Call Returned	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Bid Received	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bid Received	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bid Received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Declined to Bid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Declined to Bid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Declined to Bid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contractor Lic #		Contractor Lic #		Contractor Lic #	
Comments:	<u>Can't bid - no allocation from factory</u>	Comments:	<u>Can't bid - no allocation from factory</u>	Comments:	<u>one truck left on there lot</u>

Comments/Specifications: _____

Dept/Division/Section: Executive Services Prepared By: Lyle A. Block Phone No.: 661-729-2288 Date: 4/13/2022

ATTACH VENDOR QUOTES THAT ARE GREATER THAN \$10,000 AND LESS THAN OR EQUAL TO \$75,000. REQUISITION MUST MATCH IFB - RQ TABULATION FORM. KEEP ORIGINAL PROCUREMENT DOCUMENTS ON FILE FOR FIVE (5) YEARS PAST EXPIRATION OR COMPLETION OF CONTRACT, WHICHEVER IS LONGER IF PROCUREMENT IS OVER \$75,000, PROCUREMENT MUST GO BEFORE BOARD OF DIRECTORS FOR APPROVAL.

REQUEST FOR QUOTE (RQ) TABULATION FORM

THIS IS NOT AN ORDER

ITEM #	CATEGORY	DESCRIPTION	QTY	U/M	VENDOR 7 UNIT PRICE	VENDOR 7 TOTAL PRICE	VENDOR 8 UNIT PRICE	VENDOR 8 TOTAL PRICE	VENDOR 9 UNIT PRICE	VENDOR 9 TOTAL PRICE
1		Regular Cab Chassis 4x2 Turbo Diesel 19,500 GVWR	1	LS	\$ -	-	\$ -	-	\$ 58,631.64	58,631.64
2		Service Body complete with installation	1	LS	\$ -	-	\$ -	-	\$ 22,900.36	22,900.36
3		Whelen Products or equal – including installation	1	LS	\$ -	-	\$ -	-	\$ -	-
4		Delivery to AVTA	1	LS	\$ -	-	\$ -	-	\$ -	-
5		Doc Fee	1	LS	\$ -	-	\$ -	-	\$ 85.00	85.00
6		Rebate	1	LS	\$ -	-	\$ -	-	\$ (6,400.00)	(6,400.00)
7		Government Fee	1	LS	\$ -	-	\$ -	-	\$ 31.00	31.00
8								-		-
9								-		-
10								-		-
11								-		-
12								-		-
13								-		-
14								-		-
15		Sales Tax	1	LS		1.00	\$ -	-	\$ 7,709.74	7,709.74
GRAND TOTAL:						\$ 1.00		\$ -		\$ 82,957.74

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