



Regular Meeting of the Board of Directors

Tuesday, September 24, 2013

10:00 a.m.

Antelope Valley Transit Authority Board Room

42210 6th Street West, Lancaster, California

www.avta.com

AGENDA

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

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

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

APPROVAL OF AGENDA

PUBLIC BUSINESS FROM THE FLOOR:

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

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

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

SPECIAL REPORTS and PRESENTATIONS:

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

SRP 1 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR AUGUST 2013 – HECTOR FUENTES, VEOLIA TRANSPORTATION

SRP 2 ELECTRIC BUS PRESENTATION – BRENDAN RILEY, BYD

SRP 3 SEPTEMBER 2013 LEGISLATIVE UPDATE – JUDY VACCARO-FRY/WENDY WILLIAMS

Recommended Action: Receive and file the September 2013 Legislative Update.

SRP 4 FY13 THIRD QUARTER COACH OPERATOR AUDIT RESULTS – DIETTER ARAGON

Recommended Action: Receive and file the Third Quarter Coach Operator Audit Results.

SRP 5 DIAL-A-RIDE CUSTOMER SURVEY RESULTS - LEN ENGEL

Recommended Action: Receive and file the Dial-A-Ride Customer Survey Results.

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

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR AUGUST 27, 2013 – DEEANNA CASON

Recommended Action: Approve the Board Meeting Minutes for August 27, 2013.

CC 2 FINANCIAL REPORTS FOR JULY AND AUGUST 2013 – COLBY KONISEK

Recommended Action: Receive and file the Financial Reports for July and August 2013.

CC 3 FY14 KEY PERFORMANCE INDICATORS REPORT – DIETTER ARAGON

Recommended Action: Receive and file the July FY14 Key Performance Indicators Report.

NEW BUSINESS:

NB 1 AWARD SOLE SOURCE CONTRACT #2013-056 TO OPSEC SPECIALIZED PROTECTION FOR UNARMED SECURITY GUARD SERVICES – LYLE BLOCK

Recommended Action: Authorize the Executive Director to award and execute Sole Source Contract #2013-056 with OPSEC Specialized Protection located in Lancaster, CA in an amount not to exceed \$70,000 per year for five (5) years for an unarmed security guard.

NB 2 AUTHORIZATION TO PURCHASE FIFTEEN (15) REPLACEMENT GILLIG BUSES FOR LOCAL TRANSIT SERVICES – MARK PERRY

Recommended Action: Authorize the Executive Director to execute an agreement with Gillig Corporation for the purchase of 15 local transit buses. Three buses are budgeted in FY14 and 12 are programmed for FY15. Delivery is scheduled during FY15 (February 2015). This project is part of a joint procurement with the Contra Costa Transit Authority.

NB 3 COMMUNITY ROOM POLICY – JULIE AUSTIN

Recommended Action: Adopt the Community Room Policy.

REPORTS AND ANNOUNCEMENTS:

RA 1 Executive Director's Report

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on October 22, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

The Agenda was posted by 5:00 p.m. on September 19, 2013 at the entrance to the Antelope Valley Transit Authority, 42210 6th St. West, Lancaster, CA 93534.

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

**PRESENTATION OF VEOLIA EMPLOYEE OF THE MONTH
AND OPERATOR OF THE MONTH FOR AUGUST 2013**

ELECTRIC BUS PRESENTATION – BRENDAN RILEY, BYD



DATE: September 24, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Legislative Update

RECOMMENDATION

That the Board of Directors receive and file the Legislative Update for September, 2013.

FISCAL IMPACT

There is no fiscal impact at this time.

BACKGROUND

Federal Update:

In the absence of finalized appropriations bills for Fiscal Year (FY) 2014, House Appropriations Chairman Hal Rogers (R-KY) introduced a Continuing Resolution (CR) in order to continue funding the federal government beyond the current Fiscal Year, which ends on September 30. The proposed continuing resolution would continue funding government agencies and programs at current fiscal year levels, through December 15, 2013. Should Congress fail to pass a CR by the end of the month, the federal government will shut down on October 1, 2013.

State Legislation:

Assembly Bill 1222 (Bloom and Dickinson): At the request of Governor Jerry Brown, AB1222 was amended on September 4th by Assembly Member Richard Bloom (D-Santa Monica), and Assembly Member Roger Dickinson (D-Sacramento). The bill has passed the State Assembly and the Senate and is now awaiting a signature on the Governor's desk. Senator Steve Knight (R) and Assemblyman Steve Fox (D) both voted yes on AB 1222.

The U.S. Department of Labor (US DOL) contends the California Public Employees' Pension Reform Act of 2013 (PEPRA) violates federal labor protection laws and will not certify grants issued by the Federal Transit Administration (FTA). The Governor contends the legislation is legal and fears an exemption of transit workers will set a precedent for other collective bargaining units.

This bill would create a one-year exemption from (PEPRA), to January 1, 2015, for transit employees covered under the Federal Transit Act. This would allow the agencies whose grants are decertified an opportunity to maintain PEPRA through action in federal court. If the court determines PEPRA is in compliance with Section 13(c) of the Federal Transit

Act, then the one-year exemption will sunset. On the other hand, if the court says PEPPRA is not in compliance, then the exemption will become permanent.

It is anticipated the one-year exemption will facilitate the US DOL's ability to begin certifying the remaining federal grants otherwise owed to California transit agencies, while litigation is proceeding.

The bill also authorizes the Department of Finance to provide up to \$26 million in loans to transit agencies upon decertification of their grants by the US DOL. These funds are necessary to bridge the possible gap between decertification and ultimate resolution through the courts.

This bill does not affect AVTA as its union members are employees of our contractor, Veolia Transportation, and they are not enrolled in the CalPERS retirement program.

Senate Bill 8 and Assembly Bill 118:

The California State Senate and Assembly approved a measure to continue the state's clean vehicle and fuel incentives through 2023. Assembly Bill 8, authored by Assembly member Henry T. Perea, with Sen. Fran Pavley as principal co-author, would provide more than \$2 billion in funding to help fleets and consumers purchase clean and low carbon cars, trucks, buses and construction equipment. It is now with Gov. Jerry Brown for his signature.

The programs that would be extended include the AB 118 clean fuel and vehicle programs and the Carl Moyer and AB 923 local air district funds for diesel emission reduction. By extending the programs through 2023, AB 8 would provide more than \$2 billion in clean air and transportation funding in California. The bills also dedicate funding, in lieu of regulatory action, to construct the minimum fueling infrastructure necessary to support the impending introduction of hydrogen fuel cell vehicles.

The Senate voted to pass AB 8 on a bipartisan 29 to 6 vote. The bill went back to the Assembly for concurrence, where it garnered the required a two-thirds majority. In addition to CALSTART, the other two co-sponsors of the Perea-Pavley bill are the California Air Pollution Control Officers Association (CAPCOA) and the American Lung Association in California.

Assembly Bill 160 (Alejo) remains on the legislative calendar and is currently in the Assembly Committee on Appropriations. AB 160 seeks to exempt public transit employees from PEPPRA. As discussed in the section above, AB 1222 (Bloom and Dickinson), seeks to provide another solution to the pension reform issue as it relates to transit labor and grants from the FTA. The lack of action on AB 160 indicates a desire on the part of the legislature to allow the Governor time to find a path forward that protects the state's new pension reform law but also allows for FTA grant funding to flow back to the state's transit agencies.

Senate Bill 556 (Corbett) was amended on September 4 to exclude all public agencies except for those related to public health and safety. On September 11, the bill was put into the inactive file by Assembly Member Atkins. This file is part of the Daily File containing legislation that is ready for floor consideration, but, for a variety of reasons, is dead or dormant. An author may move a bill to the inactive file and subsequently move it off the inactive file at a later date. During the final weeks of the legislative session, measures may be moved there by the leadership as a method of encouraging authors to take up their bills promptly. Senator Corbett did not request the bill be removed from the inactive file, effectively stopping an Assembly vote on the bill this legislative cycle.

If passed, SB 556 would have required all public agencies related to public health and safety to add wording on the exterior of contractor operated vehicles which reads "SERVICE PROVIDED BY:" or "CONTRACTED BY:," immediately followed by the name or logo of the contract organization. Similar wording would also have been required for a contractor's uniform.

AVTA adopted an OPPOSE position on this bill on July 17, 2013.

Assembly Bill 1371 (Bradford): This bill would require all motorists, including bus operators, to stay at least three feet away from a bicyclist when they are passing in the same direction. This bill has passed the State Assembly and Senate and is awaiting signature on the Governor's desk.

Prepared by:

Submitted by:

Wendy Williams
Marketing Manager/PIO

Julie M. Austin
Executive Director

Judy Vaccaro-Fry
Grants Administrator

Attachment: A – State Legislative Matrix

ATTACHMENT SRP 3.A

2013 Transit-Related State Legislation

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
AB 8 Perea (D)	Alternative Fuel and Vehicle Technologies: Funding Programs	Existing law establishes the Alternative and Renewable Fuel and Vehicle Technology Program, administered by the State Energy Resources Conservation and Development Commission to provide, upon appropriation by the Legislature, grants, loans, loan guarantees, revolving loans, or other appropriate measures, for the development and deployment of innovative technologies that would transform California's fuel and vehicle types to help attain the state's climate change goals. AB 8 and SB 11 extend alternative fuel incentive programs including the Carl Moyer and AB 118 programs. These programs, which have been funded by tire fees, DMV registration fees, smog abatement fees, and vehicle plate fees, have provided funds for various projects to increase the usage of alternative fuels and help with the expansion of alternative fuel infrastructure.	Governor's Desk	09/17/2013	Support	Support

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
AB 25 Campos (D)	Amend Labor Code, Relating to Employment and Social Media:	Existing law prohibits a private employer from requiring or requesting an employee or applicant to disclose a username or password for the purpose of accessing personal social media, or to divulge any personal social media. Existing law prohibits a private employer from discharging, disciplining, or threatening to discharge for not complying with a request or demand that violates these provisions. This bill would apply the provisions described above to public employers. The bill would state that its provisions address a matter of statewide interest and apply to public employers generally, including charter cities and counties.	In Senate Held at Desk	9/13/2013		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
AB 160 Alejo, Luis (D)	California Public Employees' Pension Reform Act of 2013:	Assembly Bill 160 assumes public pension changes that took effect Jan. 1 violate a condition of mass transit federal grants requiring an agency to preserve whatever employees' collective bargaining rights are authorized in that state. This bill would exclude 20,000 local and regional mass transit workers statewide from the higher pension contributions and lower retirement benefits passed last year.	Re-referred to Assembly Appropriations Committee. Urgency Ordinance added. No Action Since May	05/29/2013		
AB 179 Bocanegra (D)	Electronic Transit Fare Collection Systems: Disclosure of Personal Information	The bill would require transportation agencies that obtain personally identifiable information of a person from electronic toll collection or electronic transit fare collection systems to discard that information after 6 months.	Assembly Rule 77 suspended. Assembly Rule 63 suspended. Senate amendments concurring in. To Engrossing and Enrolling	09/10/2013	Neutral	

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
AB 574 Lowenthal (D)	California Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Fund: sustainable communities strategies	The bill establishes a program to fund sustainable communities' strategies (developed pursuant to SB 375) as well as equivalent greenhouse gas (GHG) reducing strategies in rural areas, using cap and trade auction proceeds. The bill provides a statutory framework for implementing the sustainable communities' allocations from cap and trade revenues, including key elements such as a per capita distribution of funds to California's regions, a competitive grant program guided by state policy objectives aligning with regional GHG reduction, and a performance-based approach to maximize investments. Additionally, the bill specifically includes funding for transit operations, maintenance, and infrastructure.	Failed to pass out of the Assembly Appropriations Committee before the deadline.	05/24/2013 No Further Action	Support	Support

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
AB 528 Lowenthal (D)	State Rail Plan	Makes a non-substantive change to existing law that requires the Department of Transportation to prepare a 10-year State Rail Plan biennially for submission to the Legislature, Governor, and specified entities. Streamlines procedures for High Speed Rail reporting.	Signed by Governor.	09/06/2013		
AB 863 Torres (D)	Transit Projects: Environmental Review Process	Authorizes the Department of Transportation to assume responsibilities for federal review and clearance under the National Environmental Policy Act for a transit project that is subject to the act. Provides that the state consents to the jurisdiction of the federal courts in that regard, and provides that the department may not assert immunity from suit under the U.S. Constitution with regard to actions brought relative to those responsibilities under federal law.	Failed Deadline Last Location: Assembly Transportati on Committee	5/03/2013 No further Action		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
AB 1222 Bloom (D) Dickinson (D)	Temporary Pension Reform/ Federal Grant Solution	AB 1222 creates a one-year exemption from the California Public Employees' Pension Reform Act of 2013 (PEPRA), to January 1, 2015, for transit employees covered under the Federal Transit Act. This will allow the agencies whose grants are decertified an opportunity to maintain PEPRA through action in federal court. If the court determines PEPRA is in compliance with "Section 13(c)" of the Federal Transit Act, then the one-year exemption will sunset. On the other hand, if the court says PEPRA is not in compliance, then the exemption will become permanent.	Passed Assembly and Senate Awaiting Governor's Signature	9-11-13 Urgency Amendment added	Support	
AB1371 Bradford (D)		This bill would require drivers to stay at least three feet away from bicyclists when they are passing in the same direction.	Passed Senate and Assembly Awaiting signature on the Governor's desk.	9/09/2013		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
SB 11 Pavely/Rubio	Alternative and Renewable Fuel and Vehicle Technology Program	Existing law establishes the Alternative and Renewable Fuel and Vehicle Technology Program, administered by the State Energy Resources Conservation and Development Commission to provide, upon appropriation by the Legislature, grants, loans, loan guarantees, revolving loans, or other appropriate measures, for the development and deployment of innovative technologies that would transform California's fuel and vehicle types to Legislative Principle attain the state's climate change goals. AB 8 and SB 11 extend alternative fuel incentive programs including the Carl Moyer and AB 118 programs. These programs, which have been funded by tire fees, DMV registration fees, smog abatement fees, and vehicle plate fees, have provided funds for various projects to increase the usage of alternative fuels and the expansion of alternative fuel infrastructure.	Set, first hearing. Hearing canceled at the request of author.	09/11/2013	Support	Support

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
SB 230 Knight	Local Transportation Funds: Performance Audits	Excludes principal and interest payments on all transit capital projects funded with Certificates of Participation (COPs) from being defined as an operating expense. Currently, lease payments for transit buses funded with COPs are already excluded. The Transportation Development Act (TDA) classifies these payments as an operating expense, thereby requiring transit agencies to increase fares to meet the TDA-required 20% farebox recovery ratio (20% of the operating costs of a public transportation agency must be met by ticket fare revenue). The increased operating expense does not reconcile with the actual transit services without an exorbitant fare increase to offset it.	Last Location: Senate Transportatio n and Housing Committee Failed Deadline pursuant to Rule 61(a)(3).)	5/10/2013 No Further Action		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
SB 469 Corbett (D)	Preference for In State Contracts to Purchase Public Transit Vehicles	Existing law establishes various bidding requirements for local agencies entering into construction contracts. This bill would have required a local authority awarding a procurement contract for the purchase of a public transit vehicle to give a 10 percent preference to any bidder that agrees that all vehicles to be purchased under the contract are to be manufactured within the State of California. This bill would also state that this is an issue of statewide concern.	Senate Transp. and Housing Committee Failed Deadline pursuant to Rule 61(a)(3).	5/10/2013 No Further Action		
SB 556 (D) Corbett		This bill would require all public health and safety agencies to add wording on the exterior of their vehicles which reads "THIS SERVICE IS PROVIDE BY...". The bill would also require the uniform of the transit operator to include the same wording.	Ordered to inactive file on request of Assembly Member Atkins	9/11/13	Oppose	

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
SB 628 Beall (D)	Infrastructure Financing	Eliminates the requirement of voter approval for the adoption of an infrastructure financing plan, the creation of an infrastructure financing district, and the issuance of bonds with respect to a transit priority project. Requires 25% of the revenue to be dedicated toward increasing, improving, and preserving the supply of lower and moderate-income housing. Provides that income level for continued occupancy. Relates to the approval of such districts and its ability to issue bonds.	Withdrawn from engrossing and enrolling. Ordered held at the Desk.	8/19/13		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	CTA POSITION	FOOTHILL POSITION
Senate Constitutional Amendment 4 Liu	Local Government Transportation Projects: Special Taxes: Voter Approval:	This measure would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition. It is basically duplicate legislation to that of SCA 8 in the column below.	Re-referred to committee on Appropriations	08/29/13	Support	Support
Senate Constitutional Amendment 8 Corbett	Transportation Projects: Special Taxes Voter Approval	Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. Senate Constitutional Amendment 8 lowers the vote threshold for local agencies imposing, extending, or increasing a special tax to fund local transportation projects within their jurisdiction to 55%. The measure also makes conforming changes to the Constitution. SCA 8 additionally requires a local agency that previously imposed a tax under a 2/3 vote from to first complete capital projects funded by that tax before spending proceeds from a tax approved by 55% of voters.	Re-referred to committee on Appropriations	08/29/13	Support	Support

DATE: September 24, 2013
TO: BOARD OF DIRECTORS
SUBJECT: FY13 Third Quarter Coach Operator Audit Results

RECOMMENDATION

Receive and file the FY13 third Quarter Coach Operator Audit Results.

FISCAL IMPACT

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

BACKGROUND

Four times each year, AVTA's consultants Moore & Associates conduct anonymous observations (coach operator audits) on board AVTA buses. These audits provide AVTA with the tools to monitor and evaluate operator performance and point out potential areas for improvement. As part of an effort to maintain quality service, AVTA staff meets with the Veolia operations team to review audit findings and develop action plans to correct areas that require attention.

During the third quarter of FY13, 45 coach operator audits were conducted during the weekdays, including 33 local trips and 12 commuter trips. Coach operators are evaluated on safety, fare collection, and customer interaction.

Operator Evaluations

As is typical in this industry, many operators are not consistently announcing stops as required by the ADA. During the third quarter, we saw a 48% improvement in this metric, with a score of 2.56 compared to an overall 1.8 during the first two quarters. Veolia continues to focus on retraining operators and disciplining those who have not complied with the FTA-required ADA announcements regulation in an effort to continue to improve this indicator.

During the third quarter, coach operator appearance scores decreased by 12%, coach operator appearance ratings were lower on commuter service by almost 24%, while a modest improvement of 1% was received on our local service. Since this report, early morning operator inspections conducted by Veolia and AVTA staff has allowed both teams to enforce coach operator appearance, we expect this indicator to improve during the 4th quarter.

In the event a customer tries to avoid fare payment, AVTA's policy is for the operator to quote the appropriate fare to the passenger rather than risk a confrontation by aggressively enforcing the fare policy. In most cases, coach operators responded appropriately to fare evasion attempts by quoting the proper fare. Generally, when this occurs, the passengers comply and pay the fare. During the third quarter, we continue to see improvements when it comes to instances of attempted fare evasion. When compared to the 2nd quarter, a slight improvement of 1% is noted since the last audit (from 1.20 to 1.19). Lower is better in this metric, indicating that when challenged passengers are paying the appropriate fare more often. We will provide more accurate information on this metric to the Board in October, when the actual fare evasion tallies will be provided from farebox records. Keys were added to the farebox several months ago to allow operators to record attempts at fare evasion.

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

Perfect Ride Check

Coach operators who have no violations on those metrics and provide excellent customer service are awarded the "Perfect Ride Check" pin during the monthly Veolia safety meetings.



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

- Antwanique Smith received two perfect ride checks on two separate trips
- Myriam Urquilla
- Danielle Stampley
- Esther Herrera
- Erma Joyce

Coach Evaluation

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

An average of 82% of all metrics received a positive rating. The exception was rider notices and floor cleanliness, which received both, received a 76% "Yes" response. Overall bus condition was also measured from poor to excellent. Of all trips checked, 96% rated vehicle condition as "Good" or "Excellent," while the remaining 4% were rated "Fair", with no coaches rated "Poor."

FY13 Third Quarter Coach Operator Audit Results

September 24, 2013

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

Prepared by:

Submitted by:

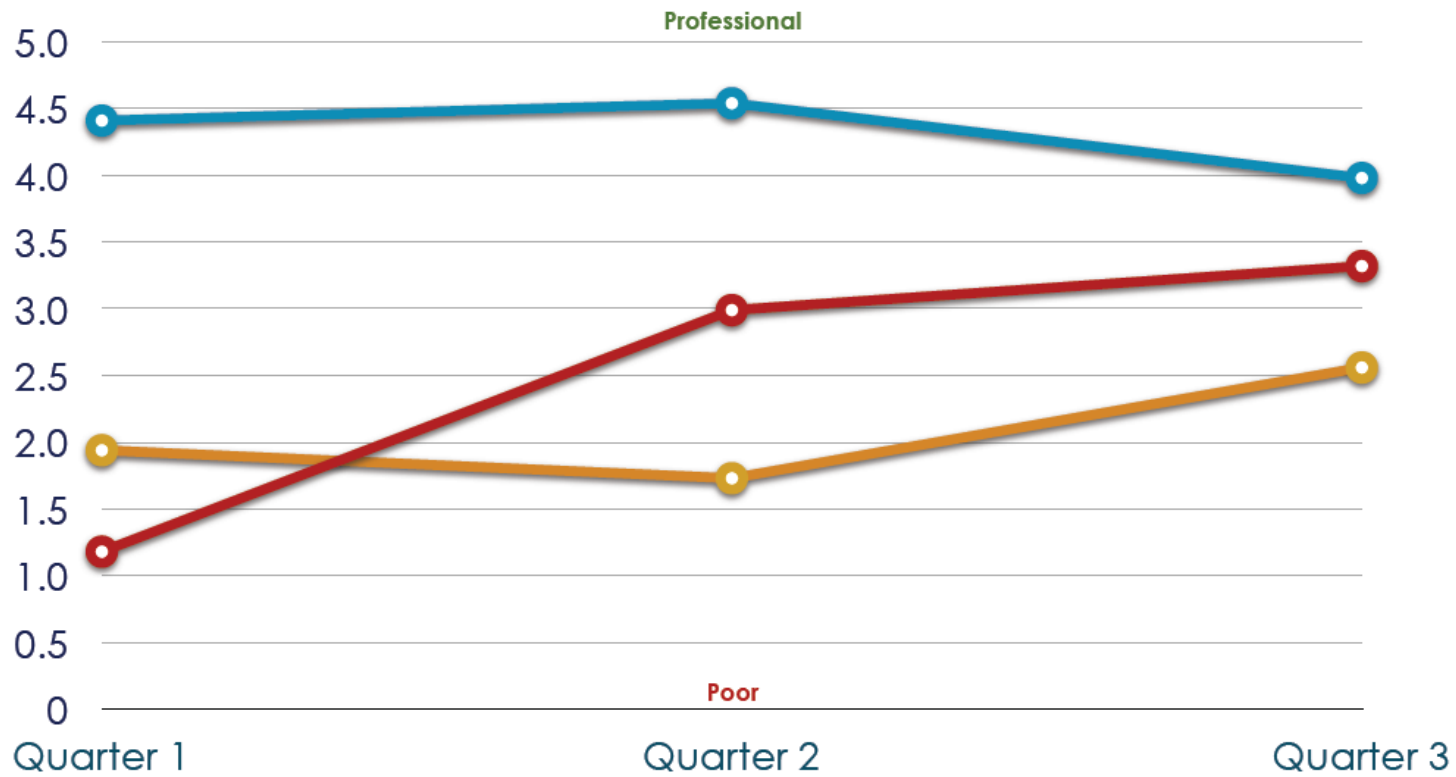
Dietter Aragon
Senior Transit Analyst

Julie M. Austin
Executive Director

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

Operator Evaluations

(Higher is Better)



Operator Appearance

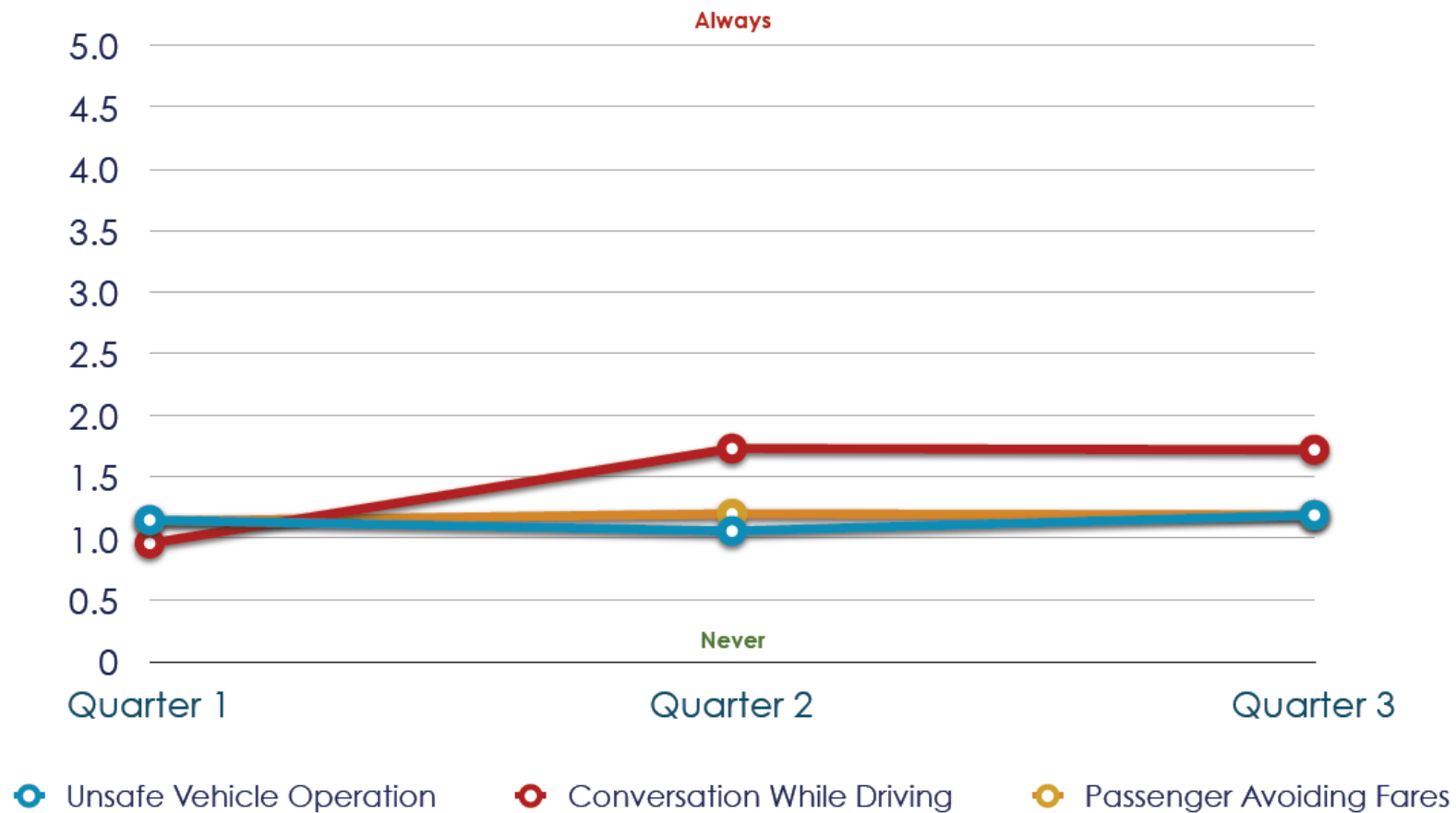
Operator Courtesy

ADA Stop Announcements



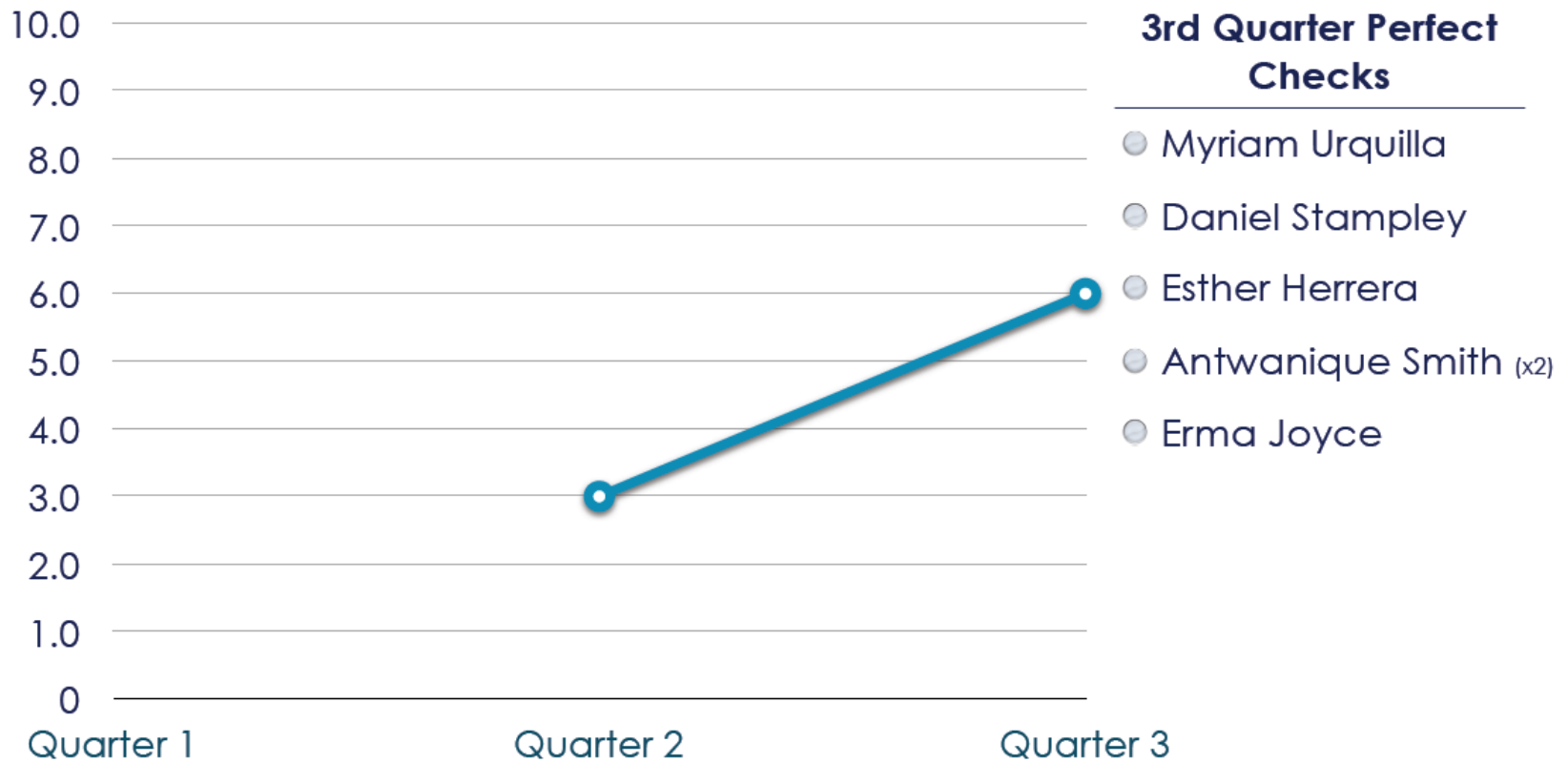
Operator Evaluations

(Lower is Better)



Perfect Ride Check

Perfect check program commenced during the 2nd Quarter.



Coach Evaluations

Systemwide			
Metric	Yes	No	Total Checks
Rider Notices	34	11	45
Brochures/Schedules	35	10	45
Exterior Clean	38	7	45
Floors Clean	34	11	45
Windows Clean	36	9	45
Graffiti	1	44	45
Condition of Bus			
Poor	Fair	Good	Excellent
	2	27	16



DATE: September 24, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Dial-A-Ride (DAR) Customer Survey

RECOMMENDATION

Receive and file results of DAR Customer Survey from Moore & Associates.

FISCAL IMPACT

There is no direct fiscal impact associated with the Dial-A-Ride Customer Survey results.

BACKGROUND

ALC took over DAR service in January of 2012. The Board requested staff to provide a status report on the new service model once full operations were established and results available. In spring 2013, Moore & Associates, as a task of the Mobility Management project, conducted a customer survey of all registered Antelope Valley Transit Authority (AVTA) Dial-A-Ride (DAR) customers. The primary goal of the survey was to identify current customer perceptions about the service, areas for improvement, and to determine customer satisfaction. The consultant also made comparisons with results from a similar survey conducted in 2011, summarized in Attachment A

Reponses were very positive regarding service quality. Between 2011 and 2013, requests for both shorter travel time and shorter wait time decreased by approximately 6 percent. This and other survey responses indicate a perceived improvement to overall service delivery by current DAR customers.

Customer Characteristics: Based upon the collected survey data, the typical AVTA DAR customer survey respondent:

- Can communicate in English,
- Is traveling to/from Lancaster and Palmdale,
- Does not, or no longer drives,
- Is traveling to access healthcare,
- Has a mobility impairment,
- Does not travel with a companion/attendant or service animal,
- Rides less than once per week, and
- Has been a customer for two years or longer.

The most frequently desired service improvement (based on instances cited) is improving the reservation process. The most frequently cited service improvement

which may cause DAR customers to use the AVTA fixed route was "*Bus [traveling] where I need to go.*"

The primary area of concern, apparent dissatisfaction with the reservation process and caller hold times, will be addressed by marketing the ALC direct toll-free number to our clients. A call to the AVTA (945-9445) gets forwarded to ALC, tying up two of our limited circuits. At the end of last year when available trips were scarce clients were often getting busy signals. The survey was completed in March 2013 when this was still fresh in their minds.

Some of the survey's key findings are summarized in Attachment B.

The largest variances in survey results from 2011 were in the way our clients are getting around. Note that due to the nature of surveys, this can be very subjective. When asked about typical travel mode, more respondents preferred Dial-A-Ride in 2013 (54.1%) than in 2011 (28.7%). In 2011, 20.2% of respondents got a ride from friends or family; in 2013 only 1.1% of respondents used this option.

Prepared by:

Submitted by:

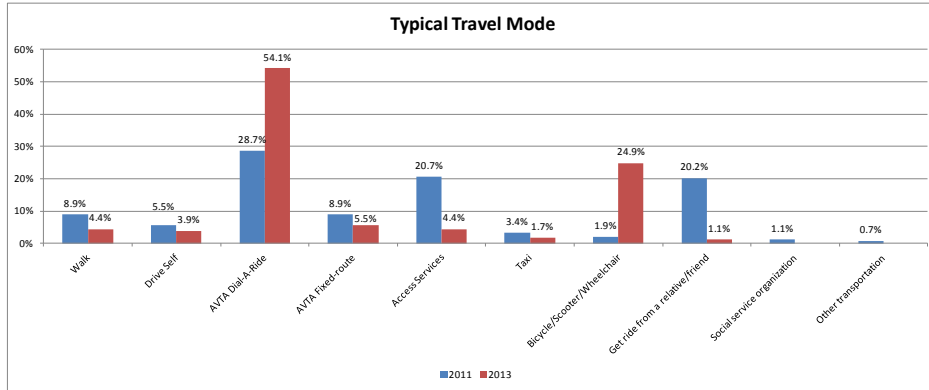
Len Engel
Director, Operations & Maintenance

Julie M. Austin
Executive Director

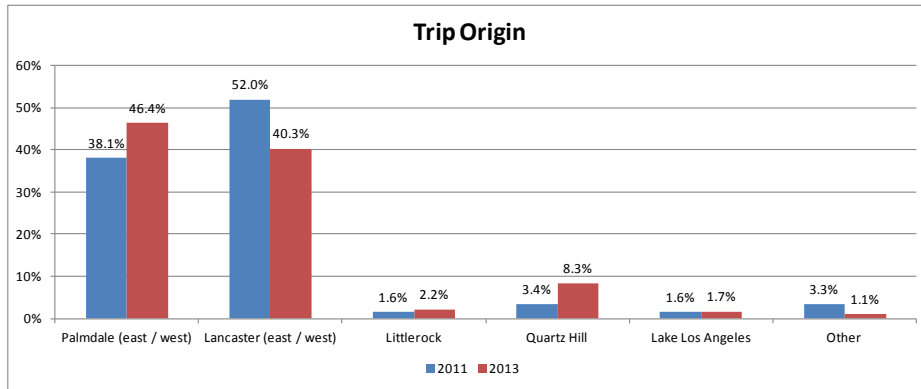
Attachments: A – Customer Survey 2011/2013 Results
B – Dial-A-Ride Customer Survey Summary

Dial-A-Ride Customer Survey Attachment A 2011/2013 Results

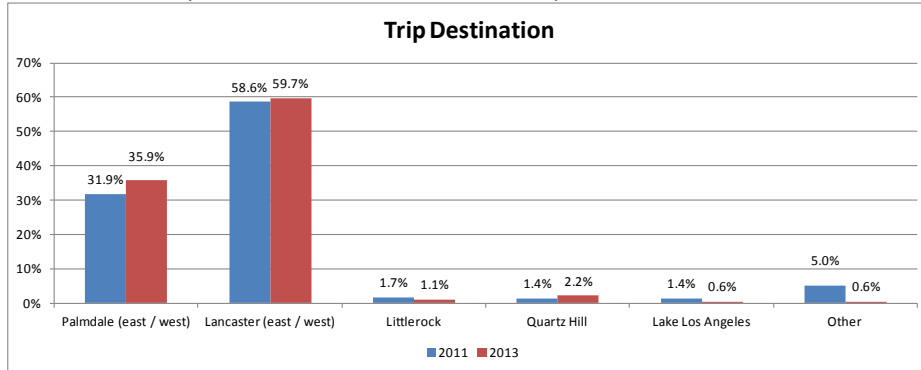
How do you typically travel within the Antelope Valley?



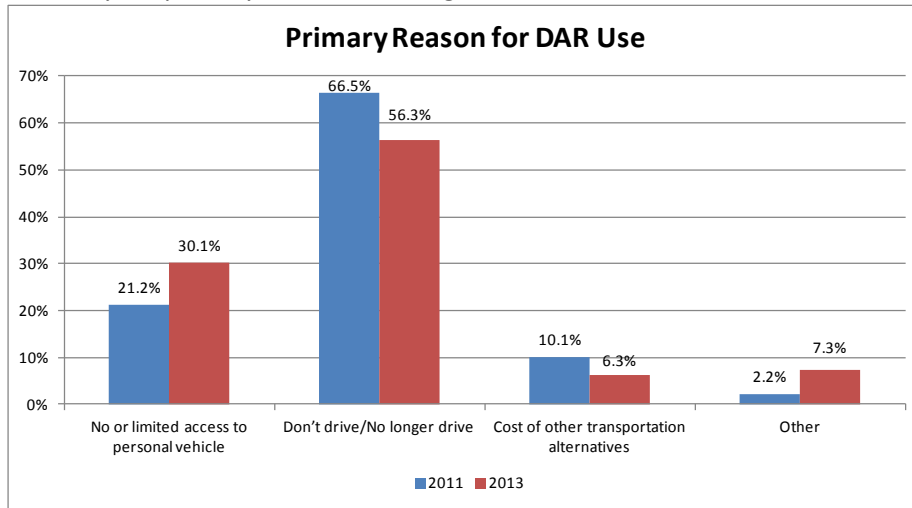
Where do you normally begin your trip?



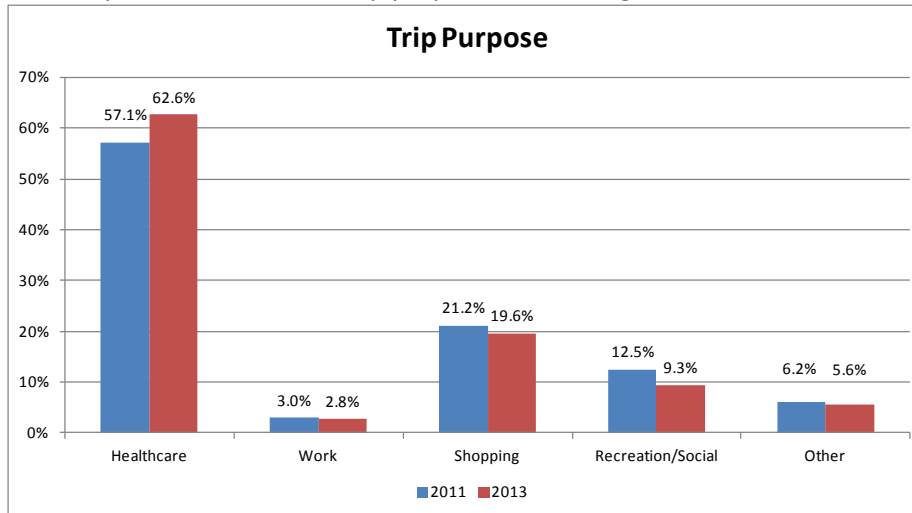
Where does your normal Dial-A-Ride trip end?



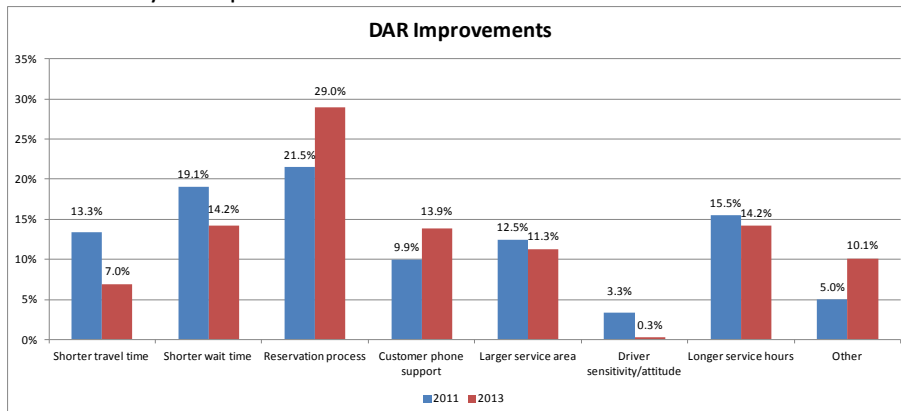
What is your primary reason for using Dial-A-Ride?



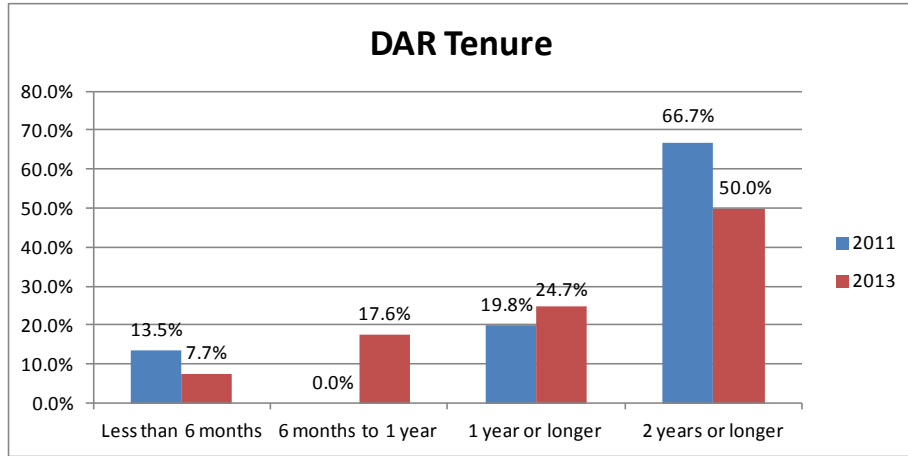
What is your most common trip purpose when using Dial-A-Ride?



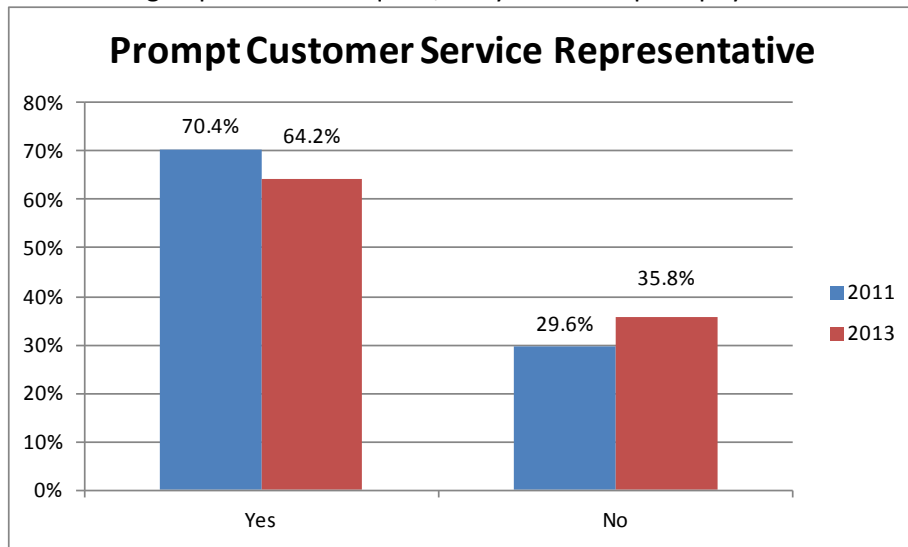
How would you improve the Dial-A-Ride service?



How long have you been using Dial-A-Ride?



When calling to place a ride request, are you able to promptly reach Customer Service?



Dial-A-Ride Customer Survey Attachment B

The majority of respondents indicated utilizing the DAR primarily because they do not or no longer drive (56%). The second most cited response was little or no access to a personal vehicle (30%). The significant percentage of respondents citing the inability to drive themselves (total of 86%) indicates the current DAR customer base is very dependent upon the service for their local mobility.

How often do you use Dial-A-Ride?

The majority of respondents (46%) cited using the DAR *less than once per week* and 36% cited using the service only *once or twice a week*. Interestingly 14% of respondents use DAR three or four times per week and only four percent cited using the service five times per week or more.

Satisfaction with the following AVTA Dial-A-Ride service characteristics:

Service Characteristic	Mean Score
On-time Performance	3.4
Customer Service/Dispatch	3.2
Customer Service/Drivers	3.7
Ease of making reservations	2.7
Dependability	3.2
Cost	3.2
Overall Service	3.2

Driver's customer service was exceptionally well rated, with respondents rating the service Good or Excellent over 95% of the time. On-time performance was cited as being Good or Excellent 89% of the time. Customer service from dispatch/office staff was rated Good or Excellent 80% of the time.

Ease of making reservations should be investigated as customers rated this characteristic Poor or Fair 41% of the time. This may be due to the inability to reach a customer service representative early in the morning or during other peak reservation scheduling times. The service is seen as dependable with customers rating it Good or Excellent 83% of the time. Cost was rated at 77% either Good or Excellent and service overall was rated at 80% Good or Excellent.

How would you improve the Dial-A-Ride service?

The most frequently cited are for improvement to DAR was the *Reservation Process*. The next most frequently cited improvement was *Customer phone support* which correlates to the desire to improve the telephone reservation process. Phone support also includes calls made for clarification on DAR policy, concerns and or complaints. The third most cited improvement was *Shorter wait time for vehicle to arrive*, indicating a perceived drop in on-time performance. It should be noted that 89% of respondent still rated on-time performance as *Excellent* or *Good*.

How do you typically travel within the Antelope Valley?

Not surprisingly given the survey population, the majority of respondents (54%) cited DAR as their typical method of travel throughout the Antelope Valley. The next most cited response at 25% was *Get a ride from a relative/ friend*. Only 6% of respondents cited *AVTA Fixed Route* as their typical method of travel. There is potential to mode-shift customers onto the less expensive to operate fixed-route. The report suggests that additional travel training efforts should be investigated and there should be increases in information campaigns which could result in more customers utilizing the fixed-route for a greater percentage of their trips.



Regular Meeting of the Board of Directors

10:00 a.m.

Tuesday, August 27, 2013

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

UNOFFICIAL MINUTES

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Director of Operations and Maintenance Len Engel led the Pledge of Allegiance.

ROLL CALL:

Present

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

Motion: Approve the agenda as comprised.

Moved by Vice Chairman Crist, seconded by Director Johnson

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

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

There were no miscellaneous items presented.

SPECIAL REPORTS and PRESENTATIONS:

- SRP 1 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR JULY 2013 – HECTOR FUENTES, VEOLIA TRANSPORTATION

Veolia General Manager Hector Fuentes and Executive Director Julie Austin presented a plaque to Daniel Barajas, Veolia Operator of the Month and Karen Conrad, Employee of the Month for July 2013.

- SRP 2 INTRODUCTION OF NEW STAFF (AVTA AND VEOLIA) – CUSTOMER SERVICE REPRESENTATIVES TANYA CLAROS, AMY FROHARDT, AND JOSEPH LEPE, FACILITIES MAINTENANCE TECHNICIAN SEAN ELMORE, JANITOR SEAN WALLACE AND VEOLIA INTERIM OPERATIONS MANAGER EDUARDO SOBALVARRO

Ms. Austin introduced the new staff members from AVTA and Veolia Transportation and gave a brief history of their backgrounds.

- SRP 3 AUGUST 2013 LEGISLATIVE UPDATE

Ms. Williams presented status reports on several bills. She shared that an urgency amendment was added to **Assembly Bill 160 (Alejo)** in May allowing it to be exempt from normal legislative deadlines. AB 160 seeks to exempt public transit employees from pension reform law, which went into effect in January 2013. This bill is holding up the release of grant funding of \$4 billion. **Senate Bill 556 (Corbett)**, which the Board voted to oppose at the July 17 meeting, would require all public agencies operating transit through contract services to add wording on the exterior of their vehicles that reads, "THE OPERATOR OF THIS VEHICLE IS NOT A GOVERNMENT EMPLOYEE." The bill would also require the uniform of the transit operator to include wording that reads "NOT A GOVERNMENT EMPLOYEE. The bill has been amended and sent back for a final reading.

Chairman Norm Hickling requested that in future reports, staff include information regarding the position, comments, opinions or likely position (based on voting records) of AVTA's legislative representatives on proposed bills.

Motion: Receive and file the August 2013 Legislative Update.
Moved by Director Hofbauer, seconded by Vice Chairman Crist

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

SRP 4 STATE TRIENNIAL PERFORMANCE AUDIT FOR FISCAL YEARS (FY) 2010 THROUGH 2012

Director of Finance Colby Konisek stated that every three years the Los Angeles County Metropolitan Transportation Authority (Metro) contracts with an independent consultant to review the performance of operators who receive formula funding through Metro's Formula Allocation Procedure (FAP). Although the California Department of Transportation (Caltrans) requires only recipients of Transportation Development Act Article 4 funds to submit a Triennial Performance Audit, Metro's funding guidelines also require "eligible" operators (AVTA, Los Angeles DOT, and Santa Clarita Transit) to be audited in order to maintain eligibility for funds allocated through Metro.

Mr. Konisek presented the three performance audit findings to the Board as follows:

Finding 1: In FY 2009/10, AVTA failed to submit the Transit Operations Financial Transaction Reports to the State Controller within 90 days (paper copy submittal) or 110 days (for electronic submittal) following the end of the fiscal year.

Finding 2: Public Utilities Code requires transit operators submit annual fiscal and compliance audits to the RTPA and State Controller's Office within 180 days following the end of the fiscal year in order to remain compliant with the provisions of TDA. AVTA submitted its fiscal audits for FY 2009/10 and FY 2010/11 late. The FY 2011/12 audit was submitted well within the PUC timeframe.

Finding 3: AVTA did not accurately report Full Time Equivalent employees (FTEs) to the State Controller according to the PUC guidelines during the period covered by this review.

Motion: Receive and file the results of the State Triennial Performance Audit for the three-year period ending June 30, 2012.

Moved by Director Hofbauer, seconded by Vice Chairman Crist

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

SRP 5 FY13 KEY PERFORMANCE INDICATORS REPORT - YEAR ENDING JUNE 30, 2013

Senior Transit Analyst Dietter Aragon presented the fiscal year ending June 30, 2013 [FY13] KPI report indicating that AVTA met all nine performance indicators. Staff explained that farebox recovery ratio was higher primarily because farebox revenues went up while operating costs stayed the same.

Motion: Receive and file the FY13 Key Performance Indicators Report – Year Ending June 30, 2013.

Moved by Director Hofbauer, seconded by Vice Chairman Crist

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

CONSENT CALENDAR:

Director Steve Hofbauer was absent from the July 17, 2013 Strategic Planning Workshop and abstained from voting on the minutes from that meeting.

Director Sandra Johnson was absent at the July 23, 2013 Board of Directors meeting and abstained from voting on the minutes from that meeting.

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR JULY 17, 2013 AND JULY 23, 2013 – KAREN DARR

Motion: Approve the meeting minutes for July 17, 2013.

Moved by Vice Chairman Crist, seconded by Director Johnson

Vote: Motion carried (5-0-1-0)
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey,
Knipple, and Johnson
Nays: None
Abstain: Director Hofbauer
Absent: None

Motion: Approve the meeting minutes for July 23, 2013.

Moved by Vice Chairman Crist, seconded by Director Lackey

Vote: Motion carried (5-0-1-0)
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey,
Hofbauer, and Knippel
Nays: None
Abstain: Director Johnson
Absent: None

CC 2 FINANCIAL REPORTS FOR AUGUST 2013 – COLBY KONISEK

CC 3 FY13 FOURTH QUARTER CAPITAL RESERVES REPORT (JUNE 30, 2008 THROUGH
JUNE 30, 2013) – COLBY KONISEK

CC 4 FY13 GRANT STATUS – YEAR ENDING JUNE 30, 2013 – JUDY VACCARO-FRY

Motion: Approve Consent Calendar Items 2-4.

Moved by Vice Chairman Crist, seconded by Director Johnson

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

CC 5 VISTA VOLUNTEER BADGES – WENDY WILLIAMS

AVTA has agreed to provide four limited access badges which will enable VISTA volunteers to ride free on all AVTA transit services, excluding Dial-a-Ride, for one year.

Director Steve Hofbauer had a follow up question regarding how to proceed with a request from a non-profit agency if they were interested in obtaining this

type of free access badge. Staff responded that jurisdiction members could contact the executive director and each request would be considered on a case-by-case basis.

Motion: Receive and file the informational item on the AVTA's partnership regarding the VISTA volunteer program.

Moved by Vice Chairman Crist, seconded by Director Lackey

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

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

Nays: None

Abstain: None

Absent: None

NEW BUSINESS:

NB 1 AWARD SOLE SOURCE CONTRACT #2013-059 TO PINNACLE PETROLEUM, INC. FOR SUPPLY AND DELIVERY OF BULK FUEL – LYLE BLOCK

Motion: Authorize the Executive Director to execute Sole Source Contract #2013-059 with Pinnacle Petroleum, Inc., of Huntington Beach, CA, not to exceed a six (6) month term in the amount of \$1,740,000 for the supply and delivery of bulk fuel.

Moved by Vice Chairman Crist, seconded by Director Johnson

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

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

Nays: None

Abstain: None

Absent: None

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

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

CS 1 Conference with Legal Counsel - Existing Litigation
G.C. section 54956.9(d) (1) and (4)
People v. Jorge: Case no. BA405021
People v. Floyd: Case no. BA405021

RECESS TO CLOSED SESSION:

The Board recessed to Closed Session at 10:55 a.m.

RECONVENE TO PUBLIC SESSION:

The Board reconvened to Public Session at 11:01 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION:

General Counsel Fox stated that there was no reportable action.

REPORTS AND ANNOUNCEMENTS:

RA 1 Executive Director's Report:

Julie Austin reported that Board Clerk Karen Darr was on leave for two months and that DeeAnna Cason would be providing Board support during her absence. She congratulated Judy Vaccaro-Fry on her six years of service to AVTA.

She made several announcements including:

The Avail team was onsite this week for a kick-off of the ITS project; a status report on the public outreach meetings regarding proposed October service changes; audit fieldwork will commence September 9; Palmdale Bus Stop Improvement program construction has begun; and the AVTA won the First Place APTA AdWheel awards for two videos – travel training and image campaign. The awards will be presented on September 30, 2013 at the APTA Annual Meeting in Chicago. The prize-winning videos were aired at the Board meeting.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Hofbauer stated that a woman at the city of Palmdale City Council meeting had issues with ADA bus stops and wanted to know if she had contacted Dieter Aragon.

Chairman Hickling stated that he would like a log of follow up regarding the referrals to AVTA of people who contact member jurisdictions.

ADJOURNMENT:

Chairman Hickling adjourned the meeting at 11:10 a.m. to the Regular Meeting of the Board of Directors on September 24, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED THIS 24TH DAY OF SEPTEMBER 2013.

Norman L. Hickling, Chairman

Julie M. Austin, Secretary

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



DATE: September 24, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for July and August 2013

RECOMMENDATION

Receive and file the Treasurer's Report for the month ended July 31, 2013 (Attachment A), the Payroll History Report for the three months ended August 31, 2013 (Attachment B), the Expenditure Report for the month ended August 31, 2013 (Attachment C), and Interim Financial Statements for the month ended July 31, 2013 (Attachment D).

FISCAL IMPACT

Payroll: August payroll of \$180,509 represents a decrease of \$14,465 or 7.4% over the prior month's salary expense.

Expenditures: \$1,845,182.

Interim Financial Statements: Net loss of (\$108,818)

BACKGROUND

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

The attached interim financial statements for the month ended July 31 reflect a net loss of (\$108,818) (Attachment D). It should be noted that the preparation of the July financial statements took place at the same time that FY13 was being closed and prepared for audit. Once final entries for FY13 are entered, changes are likely to occur in the final June 2013 and subsequent FY14 interim financial statements.

The \$14,465 decrease in payroll was attributable to two employee final checks and the compensation adjustment in arrears for executive director salary adjustments.

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

Payroll Period	Amount	Journal #
07/28/13-08/10/13	\$ 89,816.11	PYPKT00472
08/11/13-08/24/13	\$ 90,692.61	PYPKT00476
Gross Pay-Aug,2013	\$ 180,508.72	

Total expenditures for August were \$1.8 million. Large items included bus refurbishments (Complete Coach Works - \$292,739), \$227,038 to Webb Brothers for a new transformer, \$926,701 to Veolia Transportation for purchased transportation (June invoice), and \$245,302 for fuel. These items comprise 91.7% of total expenditures.

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

Register Date	Amount
08/01/13-08/31/13	\$1,845,182.35

As of July, 2013, the total cash per the general ledger is \$16,796,792. After deducting restricted funds, the operating cash balance is \$8,273,295. Accounts receivable balances expected to be collected and converted to operating cash within 30 days are \$2,891,803; thus total expected cash available for operations in the next 30 days is \$11,165,098. Coverage of the total is equal to 3.7 times the Authority's minimum cash balance target of \$3 million.

I, Julie M. Austin, Executive Director of AVTA, declare that attached reports are accurate and correct, subject to final closing of Fiscal Year 2013.

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director/Treasurer

Attachments: A – Treasurer's Report for the Month Ended July 31, 2013
B – Payroll History Comparison Report (June - August, 2013)
C – Expenditure Report (August 1, 2013 - August 31, 2013)
D – Interim Financial Statements as of July 31, 2013

ATTACHMENT CC 2.A

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
Month Ended July 31, 2013

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

Local Agency Investment Fund		\$ 3,588,476.74			
Interest earned quarterly			\$ -		
B of A - Capital Reserve		\$ 1,218,407.09	\$ -		
B of A - Proposition 1B* Restricted Fund		\$ 2,963,457.15	\$ -		
Interest earned in the month			\$ 125.85		
* Deferred revenue, recorded as liability until associated expense incurred.					
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS					\$ 7,770,466.83

Wells Fargo CD		\$ 250,274.35			
Interest for Six Months			\$ -		
Operating Reserve		\$ 486,633.61	\$ 16,122.40		
TOTAL OPERATING RESERVE					\$ 753,030.36

Payroll, Payable & Main Acct		\$ 8,824,142.17			
Operating Accounts Analysis					
	Cash Fares		\$ 152,247.53		
	Vendor Pass Sales Revenue		\$ 230,226.79		
	MTA Revenue		\$ 363,753.01		
	Transporter Service		\$ 23,450.39		
	Non-Transportation Revenue		\$ 13,160.00		
	Miscellaneous		\$ 115.04		
	Accounts Payable for the month			\$ (1,112,245.88)	
	Payroll checks posted, ended 6/29, paid on 7/3/13			\$ (67,712.97)	
	Payroll checks outstanding, ended 7/27, paid on 8/1/13			\$ 69,690.45	
	Employee Net Pay			\$ (145,026.66)	
	Employee Taxes			\$ (33,218.24)	
	Employee Deductions			\$ (8,814.96)	
	Employer Payroll Taxes			\$ (3,013.70)	
	CalPERS --- AVTA paid			\$ (30,566.32)	
	Machine lease monthly --- CS TAPcard sales			\$ (65.06)	
	Sales tax for quarter ended June 30, 2013			\$ (1,376.00)	
	Bank monthly fees & quarterly analysis			\$ (2,201.04)	
	Net Operating Funds	\$ 8,824,142.17	\$ 782,952.76	\$ (1,334,550.38)	\$ 8,272,544.55

Petty Cash \$ 750.00

TOTAL CASH AND INVESTMENT \$ 16,796,791.74

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

Prepared by:

Submitted by:

Rong Fitzgibbons
Senior Finance Analyst

Colby Konisek
Director of Finance

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report Addendum: Cash Flow Projection
Month Ended July 31, 2013

Descriptions	\$Subtotal	\$Total
BALANCE FROM TREASURER'S REPORT		16,796,792
<u>Less Restricted Funds</u>		
LAIF Fund Balance		(3,588,477)
B of A Capital Reserve		(1,218,407)
B of A Proposition 1B		(2,963,583)
Operating Reserve		(753,030)
OPERATING BANK ACCOUNTS BALANCE AT JULY 31, 2013		8,273,295

ACCOUNTS RECEIVABLE AS OF JULY 31, 2013
(Expected To Be Converted to Cash in 30 days)

MTA Revenue	426,167	
Jurisdiction Contributions Operating	268,423	
Transporter - LA County	70,684	
Vendor Pass Sales	80,323	
Other Receivable - Access Service	33,287	
A/R Federal Funding draws	2,012,918	
	2,012,918	2,891,803

TOTAL OPERATING CASH AND ACCOUNTS RECEIVABLE	11,165,098
TOTAL OPERATING CASH MINIMUM TARGET:	3,000,000
Operating Cash Coverage of AVTA Minimum Target:	3.7

ATTACHMENT CC 2.B

ANTELOPE VALLEY TRANSIT AUTHORITY
 PAYROLL HISTORY REPORT
 JUNE TO AUGUST, 2013

	June TOTAL	July TOTAL	August TOTAL
<u>NUMBER OF CHECKS</u>	115	77	76
<u>EARNINGS</u>			
Regular Pay	\$ 230,883.86	\$ 156,680.85	\$ 162,637.20
Overtime Pay	2,061.55	1,961.79	297.97
Vacation Pay	22,249.48	8,469.77	11,181.81
Sick Pay	6,118.47	3,234.89	4,410.71
Bereavement Pay	2,205.76		
Holiday Pay	10,345.49	9,953.15	
Floating Holiday Pay	774.44	1,436.98	1,077.52
Retroactive Pay		2,118.63	271.22
Vacation cash out		1,654.72	
Deferred Income 457	1,199.46	799.64	632.29
Bonus Pay		8,663.20	
TOTAL	\$ 275,838.51	\$ 194,973.62	\$ 180,508.72
Inc(Dec)-Current month over previous month	\$ -	\$ (80,864.89)	\$ (14,464.90)
% Inc(Dec)-Current month over previous month		(29.3%)	(7.4%)



Antelope Valley Transit Authority

Expense Report

By Vendor Name

Payment Dates 8/1/2013 - 8/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: ad camp				
5871	08/21/2013	ad camp	Transporter Advertising, 8/01/13 - 8/31/13	\$ 375.00
Vendor ad camp Total:				\$ 375.00
Vendor: Adelman Broadcasting				
5872	08/21/2013	Adelman Broadcasting	Radio Advertising Bob FM, July 2013	\$ 625.00
5872	08/21/2013	Adelman Broadcasting	Radio Advertising on Juan 104.9 FM, July 2013	\$ 375.00
Vendor Adelman Broadcasting Total:				\$ 1,000.00
Vendor: American Heritage Life Ins.				
5873	08/21/2013	American Heritage Life Ins.	Employee Paid Extended Benefits, August 2013	\$ 587.96
Vendor American Heritage Life Ins. Total:				\$ 587.96
Vendor: Antelope Valley Board of Trade				
5833	08/08/2013	Antelope Valley Board of Trade	Luncheon	\$ 20.00
Vendor Antelope Valley Board of Trade Total:				\$ 20.00
Vendor: Antelope Valley Fair				
5874	08/21/2013	Antelope Valley Fair	Animal House Sponsorship	\$ 1,500.00
Vendor Antelope Valley Fair Total:				\$ 1,500.00
Vendor: Antelope Valley Free Classified				
5875	08/21/2013	Antelope Valley Free Classified	Classifieds Advertising - AVTA Fair	\$ 600.00
Vendor Antelope Valley Free Classified Total:				\$ 600.00
Vendor: Antelope Valley HD				
5876	08/21/2013	Antelope Valley HD	Animal House Sponsorship at the FAIR	\$ 150.00
Vendor Antelope Valley HD Total:				\$ 150.00
Vendor: Anthem Blue Cross				
5877	08/21/2013	Anthem Blue Cross	Medical Insurance (EE Portion), 9/1/13-10/1/13	\$ 5,218.90
5877	08/21/2013	Anthem Blue Cross	Medical Insurance (ER Portion), 9/1/13-10/1/13	\$ 27,450.10
Vendor Anthem Blue Cross Total:				\$ 32,669.00
Vendor: Apollo Video Technology				
5878	08/21/2013	Apollo Video Technology	Bus Camera Hard Drive Upgrade	\$ 8,811.03
Vendor Apollo Video Technology Total:				\$ 8,811.03
Vendor: Apple Inc.				
5879	08/21/2013	Apple Inc.	IMAC Editing Computer- Airport time capsule	\$ 413.11
5879	08/21/2013	Apple Inc.	IMAC Editing Computer- Photoshop	\$ 762.95
5879	08/21/2013	Apple Inc.	IMAC Editing Computer, Software	\$ 794.84
5879	08/21/2013	Apple Inc.	IMAC Editing Computer	\$ 3,473.47
Vendor Apple Inc. Total:				\$ 5,444.37
Vendor: Aramark Uniform Services				
5834	08/08/2013	Aramark Uniform Services	Uniform Service, 7/31/13	\$ 57.03
5880	08/21/2013	Aramark Uniform Services	Uniform Service, Aug. 2013	\$ 62.47
Vendor Aramark Uniform Services Total:				\$ 119.50
Vendor: Arrow Engineering-AESI				
5881	08/21/2013	Arrow Engineering-AESI	Bus Stop Improvements From 06-11-13 - 07-10-13	\$ 12,320.00
Vendor Arrow Engineering-AESI Total:				\$ 12,320.00
Vendor: At&T Calnet				
5882	08/21/2013	At&T Calnet	Phone Services, 06/20/13 - 07/19/13	\$ 739.37
Vendor At&T Calnet Total:				\$ 739.37
Vendor: AV Domestic Violence Council				
5835	08/08/2013	AV Domestic Violence Council	Customer Refund-Overpayment Inv #201307301566	\$ 1.25
Vendor AV Domestic Violence Council Total:				\$ 1.25
Vendor: AV Press				
5836	08/08/2013	AV Press	Ad for Unarmed Security Guard Services RFP	\$ 345.60

ATTACHMENT CC 2.C

9/4/2013 8:19:06 AM

Expense Report

Payment Dates: 8/1/2013 - 8/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5883	08/21/2013	AV Press	Advertising For CS Recruitment	\$ 215.25
5883	08/21/2013	AV Press	Advertising, July 2013	\$ 679.00
Vendor AV Press Total:				\$ 1,239.85
Vendor: BOHN'S Printing				
5884	08/21/2013	BOHN'S Printing	DAR Brochures	\$ 1,090.00
Vendor BOHN'S Printing Total:				\$ 1,090.00
Vendor: Brinks Incorporated				
5885	08/21/2013	Brinks Incorporated	Money Room Service- August 2013	\$ 468.14
5885	08/21/2013	Brinks Incorporated	Money Room Service- Sup. Charges, July 2013	\$ 139.87
Vendor Brinks Incorporated Total:				\$ 608.01
Vendor: Bulbs.com				
5837	08/08/2013	Bulbs.com	fluorescent lights	\$ 216.75
5837	08/08/2013	Bulbs.com	fluorescent lights	\$ 279.60
5837	08/08/2013	Bulbs.com	fluorescent ballasts	\$ 174.90
Vendor Bulbs.com Total:				\$ 671.25
Vendor: Burris Coffee & Pure Water Service				
5838	08/08/2013	Burris Coffee & Pure Water Service	Coffee Supplies, July 2013	\$ 211.50
Vendor Burris Coffee & Pure Water Service Total:				\$ 211.50
Vendor: Carquest of Lancaster #7305				
5839	08/08/2013	Carquest of Lancaster #7305	Oil Filter	\$ 49.62
Vendor Carquest of Lancaster #7305 Total:				\$ 49.62
Vendor: Colby Konisek				
5840	08/08/2013	Colby Konisek	Travel Reimbursement- GFOA class- Salt Lake City	\$ 259.29
Vendor Colby Konisek Total:				\$ 259.29
Vendor: Complete Coach Works				
5886	08/21/2013	Complete Coach Works	Bus 4744 Refurbish	\$ 144,940.00
5886	08/21/2013	Complete Coach Works	5" exhaust tips 90 degrees for refurbished buses	\$ 714.17
5886	08/21/2013	Complete Coach Works	5" Exhaust Tips 90 degrees (clamps)	\$ 156.96
5886	08/21/2013	Complete Coach Works	Bus 4747 Refurbish	\$ 146,927.74
Vendor Complete Coach Works Total:				\$ 292,738.87
Vendor: Compliance Oversight Solutions- Ideal				
5841	08/08/2013	Compliance Oversight Solutions- Ide	SAP Audit for American Logistics Co.	\$ 450.00
Vendor Compliance Oversight Solutions- Ideal Total:				\$ 450.00
Vendor: Consolidated Electrical Distr.				
5842	08/08/2013	Consolidated Electrical Distr.	Conn-NEMA5-20R & 120V Plug	\$ 48.84
5842	08/08/2013	Consolidated Electrical Distr.	600 V IND Fuse	\$ 76.26
Vendor Consolidated Electrical Distr. Total:				\$ 125.10
Vendor: Continental Colorcraft				
5843	08/08/2013	Continental Colorcraft	Car Cards - "Take AVTA to the Fair" ad	\$ 1,847.55
Vendor Continental Colorcraft Total:				\$ 1,847.55
Vendor: Darr, Karen				
5844	08/08/2013	Darr, Karen	Travel Reimbursement- APTA Board Supp. Conf, TX	\$ 179.07
Vendor Darr, Karen Total:				\$ 179.07
Vendor: Dell Marketing				
5845	08/08/2013	Dell Marketing	Dell 5130cdn Black Imaging Drum	\$ 103.54
5845	08/08/2013	Dell Marketing	Dell 3110cn Black Toner	\$ 137.71
5845	08/08/2013	Dell Marketing	Dell 5130cdn Black Toner	\$ 141.85
5845	08/08/2013	Dell Marketing	Dell 5130cdn Toner 4-Pack (K/C/M/Y)	\$ 902.91
5845	08/08/2013	Dell Marketing	Dell 5130cdn Black Toner	\$ 425.56
5845	08/08/2013	Dell Marketing	Dell 3760N/3765DNF Magenta Toner	\$ 264.04
5845	08/08/2013	Dell Marketing	Dell 5130cdn Imaging Transfer Belt & Roller Kit	\$ 155.31
5845	08/08/2013	Dell Marketing	Dell 5130cdn Fuser Assembly	\$ 310.63
5845	08/08/2013	Dell Marketing	Dell 5130cdn Toner Waste Container	\$ 31.05
5887	08/21/2013	Dell Marketing	Dell C1765nf Color Multifunction Printer	\$ 282.30
5887	08/21/2013	Dell Marketing	Dell 1765nf Yellow Toner	\$ 144.95
5887	08/21/2013	Dell Marketing	Dell C1765nf Black Toner	\$ 144.95

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Expense Report

Payment Dates: 8/1/2013 - 8/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5887	08/21/2013	Dell Marketing	Dell C1765nf Magenta Toner	\$ 144.95
5887	08/21/2013	Dell Marketing	Dell C1765nf Cyan Toner	\$ 144.95
5887	08/21/2013	Dell Marketing	Dell 1320c Imaging Drum Cartridge	\$ 227.79
Vendor Dell Marketing Total:				\$ 3,562.49
Vendor: Diana Industries				
5888	08/21/2013	Diana Industries	hs-1000 degreaser	\$ 1,042.80
Vendor Diana Industries Total:				\$ 1,042.80
Vendor: Employment Screening Resources				
5846	08/08/2013	Employment Screening Resources	Employment Background Check	\$ 147.70
Vendor Employment Screening Resources Total:				\$ 147.70
Vendor: Grainger				
5847	08/08/2013	Grainger	Thermostat Guards	\$ 84.32
5847	08/08/2013	Grainger	12 oz Foam Cups (300 pack)	\$ 57.58
5847	08/08/2013	Grainger	Chain Roller and Wiring Adapter	\$ 63.14
5847	08/08/2013	Grainger	Fuse, Fuse Holder	\$ 77.91
5847	08/08/2013	Grainger	Facility maintenance Items	\$ 75.62
5847	08/08/2013	Grainger	Torsion Spring	\$ 7.69
5847	08/08/2013	Grainger	Pipe Repair materials	\$ 84.65
5889	08/21/2013	Grainger	Bar, Rect, STL 1018	\$ 7.48
5889	08/21/2013	Grainger	Regulating Valve	\$ 89.37
5889	08/21/2013	Grainger	Maintenance Supplies for BSM	\$ 378.01
5889	08/21/2013	Grainger	Pressure Gauge & Charger	\$ 69.59
5889	08/21/2013	Grainger	3 phase 2hp cooler motor	\$ 358.55
5889	08/21/2013	Grainger	Zip Ties	\$ 112.84
5889	08/21/2013	Grainger	zip ties	\$ 60.93
5889	08/21/2013	Grainger	zip ties mounts	\$ 174.13
Vendor Grainger Total:				\$ 1,701.81
Vendor: High Desert Broadcasting				
5890	08/21/2013	High Desert Broadcasting	AVTA Fair Service Radio Commercial Buy	\$ 198.00
Vendor High Desert Broadcasting Total:				\$ 198.00
Vendor: High Desert Medical Group				
5891	08/21/2013	High Desert Medical Group	Senior Expo 2013 Registration Fee	\$ 325.00
5892	08/21/2013	High Desert Medical Group	New Hire Testing, July 2013	\$ 210.00
Vendor High Desert Medical Group Total:				\$ 535.00
Vendor: Insight- Public Sector				
5893	08/21/2013	Insight- Public Sector	License for Office Pro Plus 2013	\$ 1,009.86
5893	08/21/2013	Insight- Public Sector	License for Office Standard 2013	\$ 10,107.32
Vendor Insight- Public Sector Total:				\$ 11,117.18
Vendor: Iron Mountain Records Mgmt Inc				
5894	08/21/2013	Iron Mountain Records Mgmt Inc	Document Shredding Ser., 06/26/13 - 07/23/13	\$ 75.61
Vendor Iron Mountain Records Mgmt Inc Total:				\$ 75.61
Vendor: Julie Austin				
5848	08/08/2013	Julie Austin	Train Reimbursement, July 2013	\$ 323.10
Vendor Julie Austin Total:				\$ 323.10
Vendor: Kelly Alcuran				
5895	08/21/2013	Kelly Alcuran	Travel Reimb.- GFOA Advanced financial reporting	\$ 74.47
Vendor Kelly Alcuran Total:				\$ 74.47
Vendor: Lamar Advertising				
5849	08/08/2013	Lamar Advertising	Transporter Billboard Advertising	\$ 3,000.00
Vendor Lamar Advertising Total:				\$ 3,000.00
Vendor: Len Engel				
5850	08/08/2013	Len Engel	Travel Reimbursement- ITS Site Visit, Concord CA	\$ 97.58
Vendor Len Engel Total:				\$ 97.58
Vendor: Matrix Audio Visual Designs, Inc.				
5896	08/21/2013	Matrix Audio Visual Designs, Inc.	microphone stand and charger	\$ 146.28

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Expense Report

Payment Dates: 8/1/2013 - 8/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5896	08/21/2013	Matrix Audio Visual Designs, Inc.	docking station charger	\$ 354.25
Vendor Matrix Audio Visual Designs, Inc. Total:				\$ 500.53
Vendor: McMaster-Carr Supply Co.				
5851	08/08/2013	McMaster-Carr Supply Co.	Encased Ceramic Round Magnet & Knob	\$ 34.45
5897	08/21/2013	McMaster-Carr Supply Co.	Driving Fastener & Hex head Cap Screw	\$ 40.43
5897	08/21/2013	McMaster-Carr Supply Co.	Standard Wall Mount Paper Towel	\$ 40.21
5897	08/21/2013	McMaster-Carr Supply Co.	Zinc- Plated Steel Drive Binding	\$ 20.74
5897	08/21/2013	McMaster-Carr Supply Co.	Cast Iron V-Belt Pulley	\$ 31.53
Vendor McMaster-Carr Supply Co. Total:				\$ 167.36
Vendor: Miller-Bell Media Productions LLC				
5898	08/21/2013	Miller-Bell Media Productions LLC	Travel Training Video - Personal Care Assistant	\$ 850.00
Vendor Miller-Bell Media Productions LLC Total:				\$ 850.00
Vendor: Mobile Relay Associates				
5852	08/08/2013	Mobile Relay Associates	Radio transmitter airtime, August 2013	\$ 999.60
Vendor Mobile Relay Associates Total:				\$ 999.60
Vendor: Orange Coast Petroleum Equipment, Inc.				
5899	08/21/2013	Orange Coast Petroleum Equipment, Inc.	Fuse Link	\$ 34.95
Vendor Orange Coast Petroleum Equipment, Inc. Total:				\$ 34.95
Vendor: Palmdale Trophy				
5853	08/08/2013	Palmdale Trophy	Plaque for employee of the quarter	\$ 135.54
Vendor Palmdale Trophy Total:				\$ 135.54
Vendor: Performance Auto Body and Paint				
5900	08/21/2013	Performance Auto Body and Paint	R Back Door Glass Strip	\$ 50.54
5900	08/21/2013	Performance Auto Body and Paint	L Back Door Glass W/Strip	\$ 59.48
5900	08/21/2013	Performance Auto Body and Paint	Glass Installation Labor	\$ 342.00
5900	08/21/2013	Performance Auto Body and Paint	L Back Door Glass	\$ 462.66
5900	08/21/2013	Performance Auto Body and Paint	R Back Door Glass	\$ 462.65
Vendor Performance Auto Body and Paint Total:				\$ 1,377.33
Vendor: Pierce Heating and Air conditioning				
5901	08/21/2013	Pierce Heating and Air conditioning	Replace A/C 1 Compressor 2	\$ 2,665.00
Vendor Pierce Heating and Air conditioning Total:				\$ 2,665.00
Vendor: Pinnacle Petroleum Inc				
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 12,554.61
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 27,425.25
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 27,573.44
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 27,881.39
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 13,255.92
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 27,567.30
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 27,406.70
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 27,453.12
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 26,900.38
5854	08/08/2013	Pinnacle Petroleum Inc	Fuel for July 2013	\$ 27,283.83
Vendor Pinnacle Petroleum Inc Total:				\$ 245,301.94
Vendor: Pinnacle Pins				
5902	08/21/2013	Pinnacle Pins	AVTA Perfect Ride Pin	\$ 390.00
Vendor Pinnacle Pins Total:				\$ 390.00
Vendor: Pitney Bowes Reserve Account				
5855	08/08/2013	Pitney Bowes Reserve Account	Postage Reserve Refill, # 36877116	\$ 500.00
Vendor Pitney Bowes Reserve Account Total:				\$ 500.00
Vendor: RZ Radio LLC				
5903	08/21/2013	RZ Radio LLC	Radio Advertising of Fair Service and TRANSporter	\$ 198.00
Vendor RZ Radio LLC Total:				\$ 198.00
Vendor: Sage Staffing				
5856	08/08/2013	Sage Staffing	Temporary Staffing Week ending 7/21/13	\$ 729.60
5856	08/08/2013	Sage Staffing	Temporary Staff- Week Ending 7/28/13	\$ 734.40

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Payment Dates: 8/1/2013 - 8/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5904	08/21/2013	Sage Staffing	Temporary Staffing, Week ending 8/4/13	\$ 384.00
Vendor Sage Staffing Total:				\$ 1,848.00
Vendor: Sammy's Camera				
5905	08/21/2013	Sammy's Camera	Sachtler FSB6 Fluid head Tripod Kit	\$ 1,580.50
5905	08/21/2013	Sammy's Camera	Battery Charger - Anton Bauer -Tandem Charger	\$ 554.81
5905	08/21/2013	Sammy's Camera	PotaBrace Camera Case	\$ 260.51
5905	08/21/2013	Sammy's Camera	JVC GY-HM 750u w/Canon 14X Lens -Video Camera	\$ 7,406.55
5905	08/21/2013	Sammy's Camera	Sandisk Extreme Pro 32gb SDHC Cards (4)	\$ 300.84
5905	08/21/2013	Sammy's Camera	Anton Bauer Batterries (2)	\$ 869.82
5905	08/21/2013	Sammy's Camera	JVC Dovetail Plate	\$ 304.11
Vendor Sammy's Camera Total:				\$ 11,277.14
Vendor: ScreenMobile				
5857	08/08/2013	ScreenMobile	Sunscreens for administration building W/install	\$ 2,999.61
Vendor ScreenMobile Total:				\$ 2,999.61
Vendor: SHI- Software Hardware Integration				
5858	08/08/2013	SHI- Software Hardware Integration	Adobe CS 6 Design & Web Premium License	\$ 3,417.40
5858	08/08/2013	SHI- Software Hardware Integration	CorelDRAW Graphics Suite X6 License	\$ 676.06
5858	08/08/2013	SHI- Software Hardware Integration	CorelDRAW Graphics Suite X6 DVD	\$ 27.26
5858	08/08/2013	SHI- Software Hardware Integration	Adobe CS 6 Design & Web Premium DVD	\$ 21.33
Vendor SHI- Software Hardware Integration Total:				\$ 4,142.05
Vendor: SignWarehouse, Inc.				
5859	08/08/2013	SignWarehouse, Inc.	PJ/VJ ECO ULTRA INK MAGENTA (MSINK3A-MA220)	\$ 67.00
5859	08/08/2013	SignWarehouse, Inc.	PJ/VJ ECO ULTRA INK BLACK (MSINK3A-BK220)	\$ 67.00
5859	08/08/2013	SignWarehouse, Inc.	PJ/VJ ECO ULTRA INK YELLOW (MSINK3A-YE220)	\$ 67.00
5859	08/08/2013	SignWarehouse, Inc.	PJ/VJ ECO ULTRA INK CYAN (MSINK3A-CY220)	\$ 134.00
5859	08/08/2013	SignWarehouse, Inc.	ORAJET 3268 30"X150' 6 MIL WALL GRAPHICS	\$ 120.00
5859	08/08/2013	SignWarehouse, Inc.	COR-PLAST 24 X 18 WHITE	\$ 46.57
5859	08/08/2013	SignWarehouse, Inc.	ENDURAMAX BANNER 4' X 20' 13 OZ WHITE	\$ 110.00
Vendor SignWarehouse, Inc. Total:				\$ 611.57
Vendor: Standard Insurance Company				
5860	08/08/2013	Standard Insurance Company	Vision Insurance (EE Portion), Aug. 2013	\$ 104.48
5860	08/08/2013	Standard Insurance Company	Vision Insurance (ER Portion), Aug. 2013	\$ 401.48
5860	08/08/2013	Standard Insurance Company	Dental Insurance (EE Portion), August 2013	\$ 575.52
5860	08/08/2013	Standard Insurance Company	Dental Insurance (ER Portion), August 2013	\$ 2,067.12
Vendor Standard Insurance Company Total:				\$ 3,148.60
Vendor: State of California Franchise Tax Board				
5906	08/21/2013	State of California Franchise Tax Board	Wage Garnishment, 7/28/13-8/10/13	\$ 477.62
Vendor State of California Franchise Tax Board Total:				\$ 477.62
Vendor: Strategies				
5861	08/08/2013	Strategies	Initial COBRA notice, July 2013	\$ 25.00
Vendor Strategies Total:				\$ 25.00
Vendor: TABQUICK Products				
5907	08/21/2013	TABQUICK Products	TabQuick Ink Jet Labels	\$ 1,302.78
Vendor TABQUICK Products Total:				\$ 1,302.78
Vendor: The Customer Service Experts				
5908	08/21/2013	The Customer Service Experts	CPOS Reimbursement, July 2013	\$ 50.00
Vendor The Customer Service Experts Total:				\$ 50.00
Vendor: Time Warner Cable Business Class				
5909	08/21/2013	Time Warner Cable Business Class	Internet Services, 8/13/13 - 09/12/13	\$ 1,440.00
Vendor Time Warner Cable Business Class Total:				\$ 1,440.00
Vendor: Traffic Management Inc.				
5910	08/21/2013	Traffic Management Inc.	BSM Hardware for Signage - Clips & Buckles	\$ 305.20
5910	08/21/2013	Traffic Management Inc.	BSM Hardware for Signage - Banding & Strap	\$ 595.79
5910	08/21/2013	Traffic Management Inc.	BSM Hardware for Signage - Steal Drive Rivets	\$ 523.20
5910	08/21/2013	Traffic Management Inc.	BSM Hardware for Signage - Saddle Bolts	\$ 190.75

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Payment Dates: 8/1/2013 - 8/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5910	08/21/2013	Traffic Management Inc.	BSM Hardware for Signage - Straight Leg Saddles	\$ 381.50
Vendor Traffic Management Inc. Total:				\$ 1,996.44
Vendor: United Parcel Service				
5862	08/08/2013	United Parcel Service	Shipping, July 2013	\$ 184.60
Vendor United Parcel Service Total:				\$ 184.60
Vendor: United Rentals Northwest, Inc				
5863	08/08/2013	United Rentals Northwest, Inc	Boom lift rental	\$ 968.56
5863	08/08/2013	United Rentals Northwest, Inc	Credit- Rental Protection- PO-01350	\$ (79.80)
5863	08/08/2013	United Rentals Northwest, Inc	Credit- Rental Pricing- PO# 01350	\$ (76.70)
Vendor United Rentals Northwest, Inc Total:				\$ 812.06
Vendor: UNUM Life Insurance Co of Amer				
5911	08/21/2013	UNUM Life Insurance Co of Amer	Long Term Care (EE Portion), 9/1/13-9/30/13	\$ 223.50
5911	08/21/2013	UNUM Life Insurance Co of Amer	Long Term Care (ER Portion), 9/1/13-9/30/13	\$ 526.80
Vendor UNUM Life Insurance Co of Amer Total:				\$ 750.30
Vendor: US Bank				
5864	08/08/2013	US Bank	K. Darr-Lunch- Strategic Planning Wkshp	\$ 205.66
5864	08/08/2013	US Bank	Hotel Deposit- APTA Annual Conference (2) Rooms	\$ 602.96
5864	08/08/2013	US Bank	R. Fitzgibbons- Rosetta Stone Software	\$ 380.41
5864	08/08/2013	US Bank	K. Alcuran- Lodging- GFOA Financial Reporting	\$ 324.30
5864	08/08/2013	US Bank	K. Darr-Refreshments- Strategic Planning Wkshp	\$ 61.74
5864	08/08/2013	US Bank	Hotel Deposit- APTA Annual Conference (2) Rooms	\$ 904.44
5864	08/08/2013	US Bank	C. Konisek- Lodging- GFOA Financial Reporting	\$ 324.30
5864	08/08/2013	US Bank	D. Cadena- Supplies for Zebra Badge Printer	\$ 182.70
5864	08/08/2013	US Bank	K. Alcuran- Office Chair	\$ 305.19
Vendor US Bank Total:				\$ 3,291.70
Vendor: US Postal Service-Postmaster				
5912	08/21/2013	US Postal Service-Postmaster	Business Reply Postage	\$ 300.00
Vendor US Postal Service-Postmaster Total:				\$ 300.00
Vendor: Veolia Transportation				
5865	08/08/2013	Veolia Transportation	Ops & Maint- Liquidated Damages- June 2013	\$ (12,500.00)
5865	08/08/2013	Veolia Transportation	Ops & Maint.- Local- June 2013	\$ 819,332.72
5865	08/08/2013	Veolia Transportation	Ops & Maint- Commuter- June 2013	\$ 119,748.50
5865	08/08/2013	Veolia Transportation	Pass through- Photo Shoot for Mobility Mgmt	\$ 120.24
Vendor Veolia Transportation Total:				\$ 926,701.46
Vendor: Vision Solutions				
5913	08/21/2013	Vision Solutions	Double-Take Availability - 1 yr. Maint. Renewal	\$ 1,398.00
5913	08/21/2013	Vision Solutions	Double-Take Availability - 1 Month Maint. Renewal	\$ 466.00
Vendor Vision Solutions Total:				\$ 1,864.00
Vendor: Waste Management				
5866	08/08/2013	Waste Management	Utilities- Waste, July 2013	\$ 615.54
Vendor Waste Management Total:				\$ 615.54
Vendor: Waxie Sanitary Supply				
5914	08/21/2013	Waxie Sanitary Supply	Microburst 9000 deodorizer dispenser	\$ 105.21
5914	08/21/2013	Waxie Sanitary Supply	Angel Soft Ultra Premium Bath Tissue	\$ 358.69
5914	08/21/2013	Waxie Sanitary Supply	Black Neoprene Gloves XL	\$ 75.94
5914	08/21/2013	Waxie Sanitary Supply	Hand soap	\$ 83.22
5914	08/21/2013	Waxie Sanitary Supply	33x39 trash liners	\$ 188.74
5914	08/21/2013	Waxie Sanitary Supply	vinyl gloves XL	\$ 57.09
5914	08/21/2013	Waxie Sanitary Supply	40x48 trash liners	\$ 200.30
5914	08/21/2013	Waxie Sanitary Supply	Sparkle Multi-surface cleaner	\$ 28.12
5914	08/21/2013	Waxie Sanitary Supply	Kitchen roll towels	\$ 110.26
5914	08/21/2013	Waxie Sanitary Supply	Universal roll towels	\$ 342.37
5914	08/21/2013	Waxie Sanitary Supply	24x24 can liners	\$ 31.70
5914	08/21/2013	Waxie Sanitary Supply	air freshener refills	\$ 255.06
5914	08/21/2013	Waxie Sanitary Supply	citrus multipurpose degreaser	\$ 227.40
5914	08/21/2013	Waxie Sanitary Supply	Sanitary Seat Covers	\$ 94.29
Vendor Waxie Sanitary Supply Total:				\$ 2,158.39

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Payment Dates: 8/1/2013 - 8/31/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Webb Brothers Construction				
5870	08/13/2013	Webb Brothers Construction	Transformer Install Phase II construction	\$ 53,440.00
5870	08/13/2013	Webb Brothers Construction	Transformer Install Phase II construction	\$ 108,182.89
5870	08/13/2013	Webb Brothers Construction	Transformer Install Phase II construction	\$ 38,994.00
5870	08/13/2013	Webb Brothers Construction	Retention Billing- Transformer- Phase II Const.	\$ 26,420.61
Vendor Webb Brothers Construction Total:				\$ 227,037.50
Vendor: Western Exterminators				
5916	08/21/2013	Western Exterminators	Exterminator Services For July 2013	\$ 85.50
Vendor Western Exterminators Total:				\$ 85.50
Vendor: Windes & McClaughry				
5867	08/08/2013	Windes & McClaughry	Interim billing- FY 13 Audit	\$ 10,960.00
Vendor Windes & McClaughry Total:				\$ 10,960.00
Vendor: Witts				
5868	08/08/2013	Witts	Office Supplies, July 2013	\$ 348.69
5868	08/08/2013	Witts	Office Supplies, July 2013	\$ 348.69
5868	08/08/2013	Witts	Office Supplies, July 2013	\$ 355.37
Vendor Witts Total:				\$ 1,052.75
Vendor: Xerox Corporation				
5917	08/21/2013	Xerox Corporation	Meter Usage, 06/30/13 - 07/15/13	\$ 87.13
5917	08/21/2013	Xerox Corporation	Meter Usage, 07/15/13 - 07/30/13	\$ 160.72
Vendor Xerox Corporation Total:				\$ 247.85
Vendor: Zones Inc.				
5869	08/08/2013	Zones Inc.	APC Back-UPS ES 550	\$ 758.64
5869	08/08/2013	Zones Inc.	Memorex DVD+R 100-Pack	\$ 30.39
5918	08/21/2013	Zones Inc.	Plantronics Mono Phone Headset	\$ 209.28
Vendor Zones Inc. Total:				\$ 998.31
Grand Total:				\$ 1,845,182.35



STATEMENT OF NET ASSETS

	<u>As of July 31,</u> <u>2013</u>	<u>As of June 30,</u> <u>2013</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 16,796,792	\$ 17,332,141
Due from other governments	3,701,686	2,631,853
Other Receivables	184,295	252,176
Inventory	319,953	319,953
Prepaid Items	305,712	9,614
Total Current Assets	<u>21,308,437</u>	<u>20,545,736</u>
NONCURRENT ASSETS		
Capital assets, net of depreciation	<u>51,508,070</u>	<u>51,689,302</u>
Total Assets	<u>72,816,506</u>	<u>72,235,038</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	2,386,925	1,681,269
Due to Federal Transit Administration	-	-
Accrued payroll	68,835	74,204
Compensated absences	264,642	264,642
Other Liabilities	-	-
Total Current Liabilities	<u>2,720,402</u>	<u>2,020,115</u>
Deferred Revenue - Prop 1B	<u>2,981,592</u>	<u>2,991,592</u>
Total Liabilities	<u>5,701,994</u>	<u>5,011,707</u>
NET ASSETS		
Invested in Capital Assets	51,508,070	51,689,302
Restricted for Capital Acquisition	4,423,713	4,423,713
Unrestricted	11,182,730	11,110,316
Total Net Assets	<u>\$ 67,114,513</u>	<u>\$ 67,223,331</u>



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

For the month ended
July 31, 2013

OPERATING REVENUES

Charges for services:

Passenger fares

\$ 372,755

Total operating Revenues

372,755

OPERATING EXPENSES

Purchased transportation services:

Outside transit contract

1,053,242

Fuel

246,678

Other operating costs

143,612

General and administrative

327,243

Depreciation

181,233

Total operating expenses

1,952,007

Operating gain/(loss)

(1,579,252)

NONOPERATING REVENUES/(EXPENSES)

Interest Income

126

Local operating grants

703,808

Federal operating grants

422,948

Member agency contributions

268,423

Capital expenses

26,429

Gain/(Loss) on sale of capital assets

-

Other

10,293

Total nonoperating revenues and expenses

1,432,026

CAPITAL CONTRIBUTIONS

Capital grants

38,408

Member contributions

-

Total capital contributions

38,408

NET CHANGE IN NET ASSETS

(108,818)

NET ASSETS, BEGINNING OF PERIOD

48,635,511

NET ASSETS, END OF PERIOD

\$ 48,526,693



STATEMENT OF CASH FLOWS

For the month ended
July 31, 2013

CASH FLOWS FROM OPERATING ACTIVITIES

Cash received from customers	372,755
Non-operating miscellaneous revenue received	10,293
Cash payments to suppliers for goods and services	(1,310,167)
Cash payments to employees for services	(266,960)
Net cash used in operating activities	<u>(1,194,080)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:

Operating grants received	363,753
Contributions received from member agencies	-
Net cash provided by non-capital financing activities	<u>363,753</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:

Acquisition of capital assets	-
Proceeds received from sale of capital assets	-
Capital grants received	38,408
Capital expenses	26,429
Capital contributions received from member agencies	230,015
Net cash used in capital and related financing activities	<u>294,852</u>

CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:

Interest received	126
Net cash provided by investing activities:	<u>126</u>

Net increase/(decrease) in cash and cash equivalent (535,349)

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR 17,332,141

CASH AND CASH EQUIVALENTS, END OF YEAR 16,796,792



STATEMENT OF CASH FLOWS

For the month ended
July 31, 2013

Reconciliation of operating income (loss)	
to net cash used in operating activities (Indirect Method):	
Operating Loss	(1,579,252)
Adjustments to Net Cash used in Operating Activities	
Depreciation	181,233
Miscellaneous income	10,293
(Increase) decrease in other receivables	67,881
(Increase) decrease in inventory	-
(Increase) decrease in prepaid items	(296,098)
Increase (decrease) in accounts payable	427,233
Increase (decrease) in due to Federal Transit Administration	-
Increase (decrease) in accrued payroll	(5,369)
Increase (decrease) in compensated absences payable	-
Increase (decrease) in other liabilities	-
Increase (decrease) in deferred revenue	-
	-
Net Cash used in operating activities	(1,194,080)

Notes

- 1 This set of financial statements dated July 31, 2013 is prepared on an interim basis and is unaudited.
- 2 As of the this statement's preparation date of September 5, 2013, final preparations and audit fieldwork for the June 30, 2013 DRAFT Statements had not occurred. Thus, they may not necessarily reflect final adjustments which could effect the final June 30, 2013 financials and the financials for periods occurring thereafter.
- 3 For purposes of reasonable projections, depreciation expense and accumulated depreciation of fixed assets for the month ended July 31, 2013 are estimates based on average monthly activity during FY13. The difference between estimates used and the actual depreciation expense when determined will be reflected in subsequent financial statements.
- 4 Please see the Treasury Report for additional highlights on cash & equivalents, payroll and expenditures.



DATE: September 24, 2013
TO: BOARD OF DIRECTORS
SUBJECT: FY14 Key Performance Indicators Report for July 2013

RECOMMENDATION

Receive and file the Key Performance Indicators Report for July 2013.

SUMMARY

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

ANALYSIS

The AVTA's system performance is based on several key indicators. These include total monthly ridership, vehicle service hours, fare revenues, and total operating expenses.

Below are highlights of the system performance and indicators correlating to each respective goal.

Boardings – Boardings recorded by the farebox during the first month of the fiscal year (July 2013) were 294,974. This is an increase of 10% when compared to boardings recorded during July 2012. Historically, between June and August, ridership usually dips system-wide due to the summer break.

Fare Revenue – Revenue recorded for the month was up at \$372,755, an increase of 3.5% over July 2012. Increases in fare revenues continue to lag behind increases in total boardings. This is partially attributable to the ever-increasing number of Access riders, who ride free with their Access ID card. Cash fares collected reflect an increase of 8% (\$12,166) when compared to the July 2012 total, while pass sales remained flat.

Operating Expenses – During July 2013, operating expenses were \$1.7 million, an average cost per vehicle service hour of \$120.26. Overall expenses were 2.8% higher for the month of July 2013 when compared to July 2012.

Goal 1 – Operate a Safe Transit System – This is measured by the number of preventable accidents for every 100,000 miles of fixed route operation.

Accidents [Target - .90 preventable accidents /100,000 miles] – For the new fiscal year (FY14) our new indicator target is .90 preventable accidents per 100,000 miles. During July 2013, there was one preventable accident, or 0.40 preventable accidents per 100,000 miles. This is an improvement of 69% when compared to July 2012.

Goal 2 – Provide Outstanding Customer Service – This is measured by complaints per 100,000 boardings; schedule adherence; average hold time; and average miles between service interruptions.

Customer Complaints [Target – 10.0 complaints/100,000 boardings] – A total of 8.48 complaints per 100,000 boardings was recorded during July 2013. This is a 41% improvement when compared to July 2012 totals. It should be noted that all complaints were recorded during the previous fiscal year whether valid or invalid. The new performance target of 10.0 complaints per 100,000 boardings reflects a significant decrease from the FY13 target of 25 complaints per 100,000 boardings.

Schedule Adherence [Target - 96%] – There were 1,915 time checks conducted during July 2013 producing an average on-time performance (OTP) of almost 84%; 16% of those trips were more than five minutes late but not exceeding 10 minutes. When compared to the July 2012 OTP, we notice a decrease of almost 14%. We continued to notice service delays on commuter express routes 785 and 786, which continue to average OTP of 83%; street closures and detours along with unscheduled demonstrations have been the biggest contributors to these service delays. Staff continues to work closely with LADOT and Metro in order to mitigate potential delays by proactively informing passengers and detouring service away from potential service interruptions.

Average Hold Time [Target – 1:10 minutes] – During July 2013, AVTA's customer service representatives handled 14,670 calls. The average hold time for the month was one minute 21 seconds, three seconds above the July 2012 average, an increase of almost 4%. Customer service also tracks missed calls. During the month, 2,399 calls were abandoned before being answered by a customer service representative.

Average Miles Between Service Interruptions [Target – 12,000 Miles] – A total of 248,404 service miles were operated during the month of July 2013 with an average of 11,291 miles between service interruptions. This is a decrease of 6% when compared to July 2012. As the temperatures begin to rise in the Antelope Valley, the number of overheating problems has increased. We continue to have an issue with the all-electric Thermo-King air conditioners and are working with the manufacturer to rectify the problem.

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

Boardings per Vehicle Service Hour [Target – 22.1] – An average of 20.4 boardings per vehicle service hour were recorded during the month of July 2013, an increase of 17% over July 2012.

Average Weekday Boardings [Target – 12,600] –Average weekday boardings for the month of July 2013 were 11,839. This is an improvement of 8.6% when compared the July 2012 average of 10,896.

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

Average Cost Per Vehicle Service Hour [Target - \$126.66] – The average cost per vehicle service hour for the month was \$120.26. While still below the FY14 performance target of \$126.66, this is 12% higher than the cost per vehicle service hour in July 2012. Between July 2012 and July 2013 there was a decrease in service hours of almost six percent for the month and an increase of 3.5% in service and overhead costs, resulting in the increased cost per hour

Farebox Recovery Ratio [Target – 22.1%] – The average farebox recovery ratio during the month of July 2013 was 21.46% reflecting a 2% decrease when compared to July 2012. Farebox recovery ratio is calculated by dividing overall operating costs by operating revenues.

Prepared by:

Submitted by:

Dietter A. Aragón
Senior Transit Analyst

Julie M. Austin
Executive Director

Attachments: A and B - Summary of System Goals and Performance – July 2013

Antelope Valley Transit Authority | Attachment CC 3.A: Key Indicators Report
July-13

Goal	Performance Indicator	Attachment	July 2013 (FY 2014)	MTD Meets/Exceeds	July 2012 (FY 2013)	% Change	Performance Target	FY 14 Year to Date	YTD Meets/Exceeds	FY 13 Year to Date	% Change
Overall System Performance	Total Boardings	B	294,974	N/A	266,990	10.48%	N/A	294,974	N/A	266,990	10.48%
	Vehicle Service Hours		14,446	N/A	15,343	-5.85%	N/A	14,446	N/A	15,343	-5.85%
	Total Fare Revenue	B	\$372,755	N/A	\$360,313	3.45%	N/A	\$372,755	N/A	\$360,313	3.45%
	Total Operating Expense		\$1,737,172	N/A	\$1,688,851	-2.86%	N/A	\$1,737,172	N/A	\$1,641,853	-5.81%
Safe Transit System	Preventable Accidents per 100,000 Miles	C	0.40	X	1.31	69.19%	0.90	0.40	X	1.31	69.19%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	D	8.48	X	14.38	41.06%	10.0	8.48	X	14.38	41.06%
	Schedule Adherence	E	83.8%		97.3%	-13.86%	96%	83.8%		97.3%	-13.86%
	Average Hold Time	F	1:21		1:18	-3.85%	1:10	1:21		1:18	-3.85%
	Average Miles Between Service Interruptions	G	11,291		12,085	-6.57%	12,000	11,291		12,085	-6.57%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	H	20.4		17.4	17.24%	22.1	20.4		17.4	17.24%
	Average Weekday Boardings	I	11,839		10,896	8.65%	12,600	11,839		10,896	8.65%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	J	\$120.26	X	\$107.01	-12.38%	\$126.66	\$120.26	X	\$107.01	-12.38%
	Farebox Recovery Ratio	K	21.46%		21.95%	-2.22%	22.40%	21.46%		21.95%	-2.22%

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

Goal	July 2013 (FY 2014)	July 2013 (FY 2013)	% Change	Performance Target	FY 14 Year to Date	YTD Meets/Exceeds	FY 13 Year to Date	% Change
Average Fare per Boarding	\$1.26	\$1.35	-6.36%	\$1.44	\$1.26		\$1.35	-6.36%
Average Cost per Boarding	\$5.89	\$6.15	4.23%	\$6.22	\$5.89	X	\$6.20	5.04%
Average Subsidy per Boarding	\$4.63	\$4.80	3.63%	\$4.77	\$4.63	X	\$4.85	4.67%
Revenue Miles	248,404	251,775	-1.34%	N/A	248,404	N/A	251,775	-1.34%
Total Vehicle Miles	292,815	272,686	7.38%	N/A	292,815	N/A	272,686	7.38%
Total Vehicle Hours	15,948	17,393	-8.31%	N/A	15,948	N/A	17,393	-8.31%
In-Service Speed	20.3	17.8	14.05%	N/A	20.3	N/A	17.8	14.05%
Boardings per Vehicle Service Mile	1.19	1.06	11.98%	N/A	1.19	N/A	1.06	11.98%



DATE: September 24, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Award Sole Source Contract #2013-056 to OPSEC Specialized Protection for Unarmed Security Guard Services

RECOMMENDATION

Authorize the Executive Director to award and execute Sole Source Contract #2013-056 with OPSEC Specialized Protection located in Lancaster, CA in an amount not to exceed \$70,000 per year for five (5) years for an unarmed security guard.

FISCAL IMPACT

The cost of the project is estimated at an amount not to exceed \$70,000 per year, or \$350,000 over the course of the five-year term. Sufficient funds have been included in the FY14 Business Plan and annual amounts will be included in future budgets.

BACKGROUND

Security of AVTA's property and services it provides the public are of utmost importance to the agency's mission. AVTA is committed to maintaining a professional, safe and secure environment to work and conduct operations during normal business hours. The intent of these services is to mitigate any possible interruption of daily services and events being held at the facility. In order to fulfill this commitment of security, the Board approved funding in the current year budget for a private security guard to monitor the AVTA customer service lobby.

AVTA released a Request for Proposals (RFP) on July 30, 2013 for unarmed security guard services. The solicitation documents were posted to AVTA's website and advertisements were placed in the Antelope Valley Press and Our Weekly Lancaster newsletter. The local Chambers of Commerce was also notified via their respective newsletters and email lists; a total of six (6) firms were notified via email. There were a total of ten (10) firms that registered and downloaded the RFP; two (2) each from Lancaster, Valencia and out-of-state, and one (1) each from Beverly Hills, Los Angeles, San Bernardino, Van Nuys.

A single proposal was submitted in response to the RFP. Staff evaluated and ranked the proposal on the following criteria: proposer's ability, experience, personnel, similar contracts, references, forms and pricing. Submitted pricing was received from the following firm:

Firm	Possible Points	Awarded Points
OPSEC Specialized Protection, Lancaster, CA	100	89

Staff evaluated the solicitation specifications, submitted proposal and pricing, which were all found to be fair and reasonable.

Based on the solicitation specification review, proposal received and evaluation of requisite document submittal and pricing, staff is recommending a Sole Source Contract be approved for OPSEC Specialized Protection, for a term not to exceed five years with an amount not to exceed \$70,000 for FY14 unarmed security guard services.

Sole Source Justification: Sixteen firms received this proposal yet we received only one response. This contract award qualifies as a sole source procurement under AVTA and FTA Guidelines as follows:

X B. SINGLE BID OR SINGLE PROPOSAL. Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.

X 1) *Adequate Competition.* FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award.

Based on the proposal received and evaluation of requisite document submittal and submitted pricing, staff is recommending the Board approve a contract with OPSEC Specialized Protection for five (5) year term at an amount not to exceed \$70,000 per year for an unarmed security guard, based upon the following hourly rates: Regular - \$22.00, Holiday - \$33.00 and Emergency - \$25.00.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director



DATE: September 24, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Replacement of Fifteen Local Transit Buses

RECOMMENDATION

Authorize the Executive Director to execute a five (5) year contract agreement with Gillig Corporation for the purchase of 15 local transit buses

FISCAL IMPACT

The 15 vehicles will cost \$454,851 each, totaling \$6,822,773 (see Attachment A). . Three buses are budgeted in FY14 and twelve are programmed for FY15.

Funds for the procurement of the first three buses are included in the approved FY14 budget in line item CA-90-Y968. The remaining 12 buses have been included in AVTA's five-year capital plan, and funding will be identified in the proposed FY15 budget.

BACKGROUND

Staff intends to obtain fifteen 40-foot local transit buses from the Gillig Corporation to replace three 2008 cutaway buses that have reached their useful life and experiencing a high level of excessive maintenance, and twelve (12) additional buses that are scheduled for replacement in FY15. This project is part of a joint procurement with the Contra Costa Transit Authority, which awarded a contract to Gillig Corporation on August 15, 2013. .An additional 13 buses have been included during the five-year contract period (through FY18); staff will return to the Board for approval to purchase the additional buses.

A copy of the award and a list of the buses to be replaced are attached as Attachments B and C, respectively. The complete contract is available for viewing at AVTA's Records Office.

September 12, 2013

Mr. Mark Perry
Fleet and Facility Manager
Antelope Valley Transit Authority (AVTA)
42210 6th Street West
Lancaster, CA 93534

RE: REVISED PRICE QUOTE FOR (15) 40' LOW FLOOR DIESEL POWERED BUSES

Dear Mr. Perry,

Thank you for your interest in purchasing fifteen (15) 40' Low Floor Diesel Powered Buses through your participation in the Central Contra Costa Transit Authority (CCCTA) consortium.

Attached you will find the price sheet that would pertain to your order. Gillig is pleased to quote the following:

FIFTEEN (15) 40' LOW FLOOR DIESEL BUSES - \$454,851.55 EACH

This price is FOB Lancaster, CA. Price excludes any license fees or bank fees, but does include CA Sales Tax (9.0%). The production start date of the buses will be within 18 months from receipt of purchase order.

We thank you for this opportunity and appreciate your interest in Gillig and our products. We at Gillig certainly look forward to working with Antelope Valley Transit Authority again, and in so doing, continuing to build our lasting partnership. Should you have any questions, please do not hesitate to contact me at (510) 427-4652.

Sincerely,



Norm Reynolds
Regional Sales Manager
Gillig LLC

Thank You for Supporting American Jobs! 

PRICE VARIANCE FOR CONSORTIUM MEMBER
9/12/2013
LANCASTER, CA (AVTA) ON CCCTA CONTRACT
(15) 40' LOW FLOOR DIESEL BUSES, SN: TBD

ITEM	CCCTA	AVTA	VARIANCE
CUMMINS ENGINE	'13 ISL, 280 HP, W/ DEF	'13 ISL, 280 HP, W/ DEF	\$0.00
BRT STYLING	NO	NO	\$0.00
BRT ROOF FAIRINGS	NO	NO	\$0.00
AUXILIARY ENGINE OIL FILTER	SPINNER II, 976	NO	-\$545.00
ENGINE FUEL FILTER	DAVCO 384, HEATED	DAVCO 384, HEATED	\$0.00
STARTER	DELCO MT42	DELCO MT42	\$0.00
ALTERNATOR	EMP (450 AMP)	EMP (450 AMP)	\$0.00
ELECTRIC RADIATOR	EMP	EMP	\$0.00
E-COAT RAD/CAC, HYD COOLER	NO	NO	\$0.00
RADIATOR TANK GUARD	NO	NO	\$0.00
ENGINE OIL EXTRACTOR PORT	NO	TITAN PROBLYZER	\$44.00
TRANSMISSION	VOITH D864.5	ALLISON B400R-5	\$2,812.00
TRANS OIL EXTRACTOR PORT	NO	TITAN PROBLYZER	\$44.00
AXLE HUB SEALS	C/R OIL SEALS	C/R OIL SEALS	\$0.00
WHEEL MOUNTING	HUB PILOT	HUB PILOT	\$0.00
HUBODOMETER	ENGLER	DATA TRAC PRO	\$54.00
HUBODOMETER GUARD	NO	NO	\$0.00
AUTO TRACTION CONTROL	NO	NO	\$0.00
BRAKES	DRUMS, W/ S-CAMS	DRUMS, W/ S-CAMS	\$0.00
WHEELS	(8) MACHINE FINISHED ALUMINUM, W/ DURABRIGHT	(7) MACHINE FINISHED ALUMINUM, W/ DURABRIGHT	-\$297.00
TIRES	(8) CUSTOMER FURNISHED	(7) CUSTOMER FURNISHED	\$0.00
ELECTRIC ASSIST STEERING	TRW EASY STEER	TRW EASY STEER	\$0.00
FUEL FAST FILL	(1) EMCO WHEATON	(1) EMCO WHEATON	\$0.00
FUEL GAUGE	NO	YES	\$171.00
ENGINE HOURMETER	YES	NO	-\$50.00
A/C HOURMETER	YES	NO	-\$50.00
OIL GAUGE ON REAR RUN BOX	NO	ELECTRIC	\$50.00
TEMP GAUGE ON REAR RUN BOX	NO	ELECTRIC	\$50.00
REAR HAND THROTTLE	MORSE	MORSE	\$0.00
ELECTRICAL TOW CONNECTION	YES	NO	-\$134.00
AUTOMATIC DRAIN VALVE	NO	NO	\$0.00
BATTERIES	DEKA 8D	DEKA 8D	\$0.00
BATTERY JUMP START CONN	(2) ANDERSON 350	(1) ANDERSON 350	-\$85.00
ENGINE SKID PROTECTION	NO	W/ 2"X2" SKID PLATES	\$377.00
WHEELCHAIR RAMP	LIFT-U, LU-18	LIFT-U, LU-18	\$0.00
HVAC MOTORS (TK)	GE FIELD WOUND	EBM BRUSHLESS	\$1,733.00
HVAC COMPRESSOR (TK)	X426	S-391	\$810.00
A/C REFRIGERANT	R407C	R407C	\$0.00
FRESH AIR MAKE-UP (20%)	YES	NO	-\$156.00
DRIVERS HEATER MOTORS	BRUSHLESS	BRUSHLESS	\$0.00
FRONT STEP HEATER	NO	NO	\$0.00
EXIT DOOR HEATER	NO	NO	\$0.00
UNDERSEAT HEATER	NO	NO	\$0.00
AUX DRIVERS FAN	(1)	(1)	\$0.00

PRICE VARIANCE FOR CONSORTIUM MEMBER
9/12/2013
LANCASTER, CA (AVTA) ON CCCTA CONTRACT
(15) 40' LOW FLOOR DIESEL BUSES, SN: TBD

ITEM	CCCTA	AVTA	VARIANCE
AUXILIARY COOLANT HEATER	NO	NO	\$0.00
REAR DOOR	34" SWING	34" SWING	\$0.00
REAR DOOR CONTROLS	TOUCH BARS (V-TOUCH)	FULL DRIVER CONTROL	-\$783.00
EXTERIOR AD FRAMES	NO	NO	\$0.00
INTERIOR AD FRAME	NO	NO	\$0.00
PASSENGER INFO STATION	YES	YES	\$0.00
PERMIT HOLDER	NO	YES	\$37.00
DRIVERS SEAT	RECARO ERGO METRO	RECARO ERGO METRO	\$0.00
DRIVERS SEAT SHOULDER BELT	YES	YES	\$0.00
ELECTRICAL EQUIP'T CABINET	STD 33" TALL	STD 33" TALL	\$0.00
PASSENGER SEATS	AMSECO INSIGHT	AMSECO 6468	-\$1,955.00
HINGED SETTEE SEATS	YES	YES	\$0.00
WHEELCHAIR RESTRAINTS	AMSECO ARM, W/ STD Q'STRAIT BELTS & RETRACTORS	AMSECO ARM, W/ STD Q'STRAIT BELTS & RETRACTORS	\$0.00
PASSENGER SIGNALS	PULL CORDS	PULL CORDS	\$0.00
SCHEDULE SLOTS IN SIDE OF DRIVERS BARRIER	NO	NO	\$0.00
NYLON GRAB STRAPS	NO	(6)	\$120.00
PASSENGER WINDOWS	RICON FULL-FIXED (BONDED)	RICON TRANSOM (STD FRAME)	-\$502.00
HEADLIGHTS	(4) LED	(4) LED	\$0.00
AUXILIARY BRAKE LAMPS	BOTTOM OF HVAC DOOR	BOTTOM OF HVAC DOOR	\$0.00
AUXILIARY TURN SIGNALS	NO	NO	\$0.00
FOG LIGHTS	NO	NO	\$0.00
INTERIOR LIGHTS	I/O (LED)	I/O (LED)	\$0.00
CEILING MTD FAREBOX LAMP	NO	NO	\$0.00
2-WAY RADIO	NO	NO	\$0.00
2-WAY RADIO ANTENNA	NO	YES	\$78.00
PUBLIC ADDRESS SYSTEM	PART OF ITS SYSTEM	PART OF ITS SYSTEM	\$0.00
HAND MIC	NO	NO	\$0.00
INTELLIGENT VEHICLE SYSTEM (COMPLETE CLEVER DEVICES IVN III SYSTEM)	YES	NO	-\$16,899.00
INTELLIGENT VEHICLE SYSTEM (BUDGET FOR UNDEFINED COMPLETE AVAIL SYSTEM)	NO	NO	\$0.00
PLEASURE RADIO & ANTENNA	NO	NO	\$0.00
FAREBOX	NO	NO	\$0.00
TRANSFER CUTTER	NO	NO	\$0.00
PASSENGER COUNTER	NO	NO	\$0.00
DESTINATION SIGNS (FRONT, CURBSIDE & REAR RUN)	TWIN VISION AMBER LED	HANOVER AMBER LED	-\$450.00
STREETSIDE DESTINATION SIGN	NO	NO	\$0.00
DASH MTD FRONT RUN SIGN	NO	NO	\$0.00
FLOORING MATERIAL	RCA RUBBER	ALTRO	\$400.00
ROOF HATCHES	(1)	(1)	\$0.00

PRICE VARIANCE FOR CONSORTIUM MEMBER
9/12/2013
LANCASTER, CA (AVTA) ON CCCTA CONTRACT
(15) 40' LOW FLOOR DIESEL BUSES, SN: TBD

ITEM	CCCTA	AVTA	VARIANCE
EXTERIOR MIRRORS HIGH MOUNTED (BOTH SIDES)	10X11, 2-PC, W/ REMOTE CONTROLS	8X15, 2-PC, W/ REMOTE CONTROLS	\$78.00
DRIVERS DASH GAUGES	(2)	(5)	\$150.00
ADJUSTABLE PEDALS	YES	NO	-\$1,012.00
TRANS LOCK-OUT SWITCH	NO	NO	\$0.00
DRIVERS CUP HOLDER	NO	NO	\$0.00
EXTERIOR PAINT / GRAPHICS	4-PAINT PASSES	3-PAINT PASSES	-\$941.00
FIRE SUPPRESSION SYSTEM	AMEREX V-25	AMEREX V-25	\$0.00
BIKE RACK, SPORTWORKS	DL2, POWDER COATED	DL2, BRUSHED SSSL	\$229.00
BIKE RACK MIRROR	NO	YES	\$20.00
BIKE RACK DEPLOYED LAMP	NO	DASH MOUNTED	\$30.00
VIDEO SURVEILLANCE SYSTEM	UTC PENTA DIGITAL, 7-CAMERA	PREWIRE FOR APOLLO 7-CAMERA	-\$4,135.00
TRAFFIC LIGHT PREEMPTION	NO	NO	\$0.00
MEDICAL AID KIT	NO	NO	\$0.00
BLOODBORN PATHOGEN KIT	NO	NO	\$0.00
EXT WARRANTY (ENGINE)	YES	YES	\$0.00
EXT WARRANTY (TRANSMISSION)	YES	YES	\$0.00
EXT WARRANTY (STRUCTURE)	YES	NO	-\$1,000.00
EXT WARRANTY (WATER LEAK)	YES	NO	-\$250.00
EXT WARRANTY (RAMP)	NO	YES	\$300.00
CUSTOM CCCTA TRAINING PACKAGE	YES	NO	-\$1,599.00

TOTAL LANCASTER, CA VARIANCES	-\$23,256.00
CCCTA 40' LOW FLOOR DIESEL BASE UNIT PRICE	\$414,722.00
LANCASTER, CA 40' LOW FLOOR DIESEL TAXABLE BASE UNIT PRICE	\$391,466.00
NON-TAXABLE ADA EQUIPMENT	\$24,954.00
NON-TAXABLE DELIVERY COST	\$875.00
LANCASTER, CA 40' LOW FLOOR DIESEL BASE UNIT PRICE	\$417,295.00
CALIFORNIA SALES TAX (9.0 %)	\$37,556.55
LANCASTER, CA 40' LOW FLOOR DIESEL CURRENT PRICE (9/11/2013)	\$454,851.55

OPTIONS BEING CONSIDERED

THERMO GUARD HEAT PROTECTION FOR WINDOWS	\$4,675.00
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CONFIDENTIAL

This pricing information is intended only for the personal and confidential use of the recipient(s) to whom it was originally sent. If you are not an intended recipient of this information or an agent responsible for delivering it to an intended recipient, you are hereby notified that you have received this information in error, and that any review, dissemination distribution or copying of this information is strictly prohibited

RESOLUTION NO. 2014-003**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

**AUTHORIZING AWARD OF CONTRACT 2012-MA-02, PURCHASE AND DELIVERY OF HEAVY
DUTY BUSES TO GILLIG CORPORATION FOR A FIVE-YEAR TERM**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("County Connection"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, on December 26, 2012, County Connection, as the lead agency for 22 transit agencies, issued a Request for Proposals ("RFP") for the procurement of a minimum of 7 and a maximum of 71 heavy duty buses in three configurations over a five-year contract term; and

WHEREAS, in response to the RFP, County Connection received two proposals; and

WHEREAS, an Evaluation Committee evaluated the proposals and determined that only one of the proposals, that submitted by Gillig Corporation of Hayward, California ("Gillig"), was responsive to the RFPs requirements; and

WHEREAS, in accordance with Federal Transit Administration requirements, staff has conducted a comprehensive price/cost analysis of Gillig's proposal and has determined that the proposed pricing is fair and reasonable; and

WHEREAS, the Operations & Scheduling Committee recommends that Contract 2012-MA-02, Purchase and Delivery of Heavy Duty Buses, for the procurement of a minimum of 7 and a maximum of 71 heavy duty buses in three configurations over a five-year contract term, be awarded to Gillig Corporation of Hayward, California.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority hereby awards Contract 2012-MA-02, Purchase and Delivery of Heavy Duty Buses, for the procurement of a minimum of 7 and a maximum of 71 heavy duty buses in three configurations over a five-year contract term, to Gillig Corporation; and

BE IT FURTHER RESOLVED that the Board of Directors hereby authorizes the General Manager to execute a contract on behalf of the Central Contra Costa Transit Authority with Gillig Corporation for Contract 2012-MA-02, in full conformance with the contract documents, with the understanding that Board action will be obtained separately through the term of the contract to authorize the purchase of buses in quantities and configurations to be specified, in conformance with the contract documents.

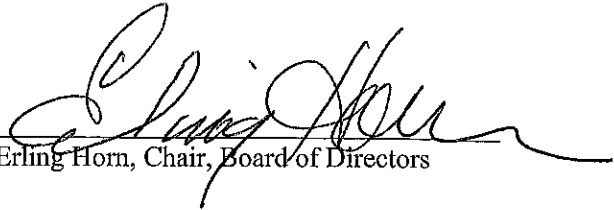
Regularly passed and adopted this 15th day of August, 2013 by the following vote:

AYES: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Manning, Schroder,
Simmons, Storer, and Weir

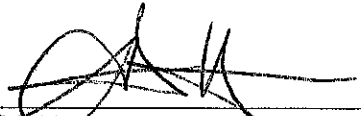
NOES: None

ABSTAIN: None

ABSENT: Director Worth


Erling Horn, Chair, Board of Directors

ATTEST:


Lathina Hill, Board Clerk

Mode	Vehicle #	In-Service Date	Make	Model	Year	Bus Length	Passengers	VIN#	Life Miles	FTA Years/Life Miles
FY14										
Local Transit	4352	Apr-10	El Dorado National	Passport	2008	34'		1GBJ5V1G48F409422	239505	7/200K
Local Transit	4353	Apr-10	El Dorado National	Passport	2008	34'		1GBJ5V1G88F409486	224738	7/200K
Local Transit	4354	Apr-10	El Dorado National	Passport	2008	34'		1GBJ5V1G98F409450	211758	7/200K
FY15										
Local Transit	303	1992	Gillig	40' Transit	1992	40'	43+21	15GCD0915N1084565	816470	12/500K
Local Transit	304	1992	Gillig	40' Transit	1992	40'	43+21	15GCD0917N1084566	703120	12/500K
Local Transit	305	1992	Gillig	40' Transit	1992	40'	43+21	15GCD0919N1084567	342687	12/500K
Local Transit	308	1992	Gillig	40' Transit	1992	40'	43+21	15GCD0919N1084570	358248	12/500K
Local Transit	309	1992	Gillig	40' Transit	1992	40'	43+21	15GCD0910N1084571	211419	12/500K
Local Transit	323	2001	Gillig	40' Transit Low floor	2001	40'	38+39	15GGD221X11071683	604732	12/500K
Local Transit	3331	2003	NABI	40' Transit Low floor	2003	40'	40+30	1N940C0303A140612	445679	12/500K
Local Transit	3332	2003	NABI	40' Transit Low floor	2003	40'	40+30	1N940C0323A140613	396888	12/500K
Local Transit	3333	2003	NABI	40' Transit Low floor	2003	40'	40+30	1N940C0343A140614	391917	12/500K
Local Transit	3334	2003	NABI	40' Transit Low floor	2003	40'	40+30	1N940C0363A140615	303674	12/500K
Local Transit	3335	2003	NABI	40' Transit Low floor	2003	40'	40+30	1N940C0383A140616	388047	12/500K
Local Transit	3336	2003	NABI	40' Transit Low floor	2003	40'	40+30	1N940C03X3A140617	417412	12/500K



DATE: September 24, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Proposed Policy on Rental and Use of Community Room

RECOMMENDATION

That the Board of Directors approve the rental and use policy for the Community Room.

FISCAL IMPACT

Adoption of this policy may result in nominal income to the AVTA depending on use. Implementation of the policy will provide AVTA with greater protection from liability resulting from use of the Community Room by outside entities.

BACKGROUND

During design of the Phase II Facility Expansion, the Board directed that the new Boardroom be made available for use by the community for certain meetings and events. The attached policy (Attachment A) was developed primarily with the intention of setting parameters for use of the Community Room (aka AVTA Boardroom) by AVTA employees, other governmental agencies, and non-profit organizations. It was developed after reviewing similar policies of the cities of Lancaster and Palmdale, and finalized by legal counsel.

It is not AVTA's intent to profit from use of the room as AVTA staff does not have dedicated staff to support ongoing use of the room by large parties. Thus the policy limits the type of events that may be held, and reserves the right to increase fees for use outside of regular business hours. The draft policy addresses who may use or rent the room, the reservation and cancellation process, insurance requirements, what fees may be charged, equipment and staffing, and the hours available for rental.

Under the proposed policy, non-profit organizations ("Renters") would be required to pay rent, and a refundable security deposit. The purpose of the security deposit is to cover costs of any required cleaning and repair of any damage.

Renters and users are collectively referred to as "Users." When "Renter" is used in the policy it is referring to non-profit organizations. The only cost imposed on ALL users is \$60

Proposed Policy on Rental and Use of Community Room

September 24, 2013

Page 2

per hour for staff assistance (if needed for events outside of regular business hours or to operate AV equipment) and to pay for any damage.

Upon approval, staff will finalize the policy and prepare appropriate rental forms.

Prepared and submitted by:

Julie M. Austin
Executive Director

Attachment: A – Community Room Use/Rental Policy



Subject: Community Room Use/Rental Policy	
Policy Effective Date: _____, 2013	Date Approved: _____, 2013
Approved by: Executive Director\Board of Directors	Page: 1 of 7

I. BASIC REQUIREMENTS

AVTA employees, Board members, and other governmental entities are permitted to use the AVTA community room ("Community Room") for any business purpose not exceeding one hundred fifty-four 154 persons, during normal business hours, subject to the provisions of this policy. Certain non-profit organizations (as defined under I.R.C. §§ 501(c)(3), (4), (5), and (6), and with business offices in the Antelope Valley) ("Renter" or "Renters" sometimes herein), are permitted to rent the AVTA Community Room for any event or assembly not exceeding one hundred fifty-four 154 persons, subject to the provisions of this Policy. Non-profit organizations are sometimes referred to herein as "Renter" or "Renters." All users and/or Renters of the Community Room are sometimes collectively referred to herein as "User" or "Users."

To the maximum extent permitted by law, all use of the Community Room is made on an "AS-IS" basis and without warranty of any kind, and any and all warranties that might otherwise apply to such use, are hereby expressly disclaimed.

Renters shall pay a refundable security deposit in the amount of two hundred dollars (\$200). Only adults over the age of 21 years may reserve the Community Room. Qualified non-profit organizations must reserve the proposed date of use by submitting a written application for approval, not less than thirty (30) days prior to the use date, to the Executive Director, or designee. If approved, the applicant organization shall be required to sign AVTA's facilities use agreement and comply with the provisions of this Policy.

Reservations for use of the Community Room by Board members, AVTA employees, and other governmental entities only, may be arranged by phone by calling the AVTA office during normal business hours at (661) 729-2206. A written application is not required to be submitted by such Users.

AVTA reserves the right to cancel any scheduled use of the Community Room if deemed by AVTA's Executive Director to be necessary to avoid interruption or disruption with AVTA official business. In such a case, every reasonable effort will be made to provide the User with advance notice.

The Community Room is available for use or rent from 9:00 a.m. to 5:00 p.m., on most business days. It is also available for rent or use during certain evening hours, subject to payment of AVTA's minimum, non-refundable staffing fees (\$60 per hour per employee), and security deposit where use is by Renter.

Use of an AVTA projection screen and projector is available on a limited basis and may require payment for an AVTA "A/V" employee to be present to operate and/or monitor use.

II. RULES FOR USE OF THE COMMUNITY ROOM

1. No alcoholic beverages are allowed. Persons under 21 years of age shall not be served alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with state laws and the regulations of the ABC. Violators are subject to criminal prosecution, and reported violators will be denied approval for subsequent use or rental of the Community Room. If alcohol is observed, the use or rental will be terminated immediately and any rent and deposit will be forfeited.
2. Smoking is not allowed.
3. Puncturing or scarring of any interior or exterior surface within the Community Room is strictly prohibited.
4. Users may not apply duct tape, paint, glue, staple, tack, push-pin, drill, nail or in any way affix anything to any surface, wall, wood or floor in the Community Room. The only tape allowed is gaffer's tape or painter's tape. All tape and tape residue must be removed by the User at the conclusion of the use. Costs of any defacement to the Community Room will be deducted from any security deposit.
5. Puncturing or scarring of the dais area is strictly prohibited. Tables, chairs, equipment or boxes must be at least five (5) feet away from the front of the dais area. Costs of any defacement to any surface will be charged accordingly and any security deposit may be forfeited.
6. Unruly behavior, including any behavior or activity that is disruptive to the ongoing business activities of AVTA, such as shouting, profanity and horseplay is prohibited.
7. Open flames of any kind, including candles, are not allowed.
8. Live animals are prohibited, with the exception of guide and service animals.
9. The AVTA is not responsible for lost or stolen items. Users should not leave valuables or personal items (laptops, purses, cameras, briefcases, clothing, etc.) unattended in any unsecured area, and Users assume all risk of loss as to the same. The AVTA has the sole right, but no duty, to collect and take custody of articles left by persons attending any event held in the Community Room, after the use or rental period has ended.
10. Users shall comply with all federal, state and local laws and regulations, including all ordinances, rules, regulations and requirements of the City of Lancaster, and those of the Los Angeles County Sheriff and Fire Departments.
11. These Rules for Use of the Community Room may be revised at any time and without prior notice. Each User and invitee thereof shall abide by and conform to all rules and regulations that may be adopted from time to time concerning use of the Community Room, including any and all revisions thereto that might affect operational hours and use policies. Each User is strictly responsible for the acts and behavior of such User and all guests, invitees, contractors, service providers, and volunteers thereof, including any failure by any of them to comply with these Rules. All such acts, behavior and failures to comply with these Rules shall be attributable to and deemed to be those of the User.

12. Users are responsible for maintaining a safe and clean environment during their use of the Community Room. User must remove all trash, decorations, food service items, and any and all other materials and substances brought in to the Community Room, and completely cease occupation of the Community Room on or before the scheduled end-time. In the event the User fails to complete clean-up, or fails to completely cease occupation of the Community Room, by the scheduled end-time, or there is any kind of disturbance in connection with User's use necessitating a call for service to the Sheriff's Department, AVTA shall be authorized to cancel any further scheduled use by the User of the Community Room, and/or deny approval for any future use thereof.
13. AVTA owned furniture and equipment normally located outside of the Community Room may not be removed or repositioned, or otherwise moved into the Community Room.
14. Live broadcasting and filming for commercial use is not allowed without written authorization from the AVTA.
15. Admission fees or charges to a User related event are not permitted on the AVTA premises.
16. All licenses and permits necessary to a User's lawful use of the Community Room are the responsibility of the User.
17. Food and beverages are permitted only with prior written, approval by AVTA. On-site food preparation is not permitted.
18. Glitter, confetti, unpopped popcorn, uncooked rice, gum, silly string, streamers and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the Community Room.
19. All decorations must be fire retardant in accordance with the Fire Code.
20. No equipment, tables, signs, displays, or other personal property shall block or obstruct any emergency alarms or exits, sprinkler valves, or other fire-related facilities.
21. Layout of tables and chairs will be performed only by AVTA staff, and shall be completed prior to the scheduled time of use.
22. Helium-filled balloons are allowed in the Community Room only as part of a display, and must be securely fastened. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling.
23. Children under 12 years of age must be accompanied by an adult 18 years of age or older at all times.
24. **Security Deposit:** All Renters are required to pay a **\$200 security deposit** two (2) weeks in advance of any Rental event to cover the cost of cleaning in the event the Community Room has not been fully cleaned at the conclusion of an event, or if there is damage to the Room. The security deposit will be refunded within two (2) weeks provided the Community Room has been completely cleaned and nothing has been damaged. If any damage is found, or clean-up by AVTA staff is required, the cost of such repair or clean-up shall be paid for from the security deposit. If the cost of repairs or clean-up exceeds the security deposit amount, if any, the cost will be invoiced by AVTA to the User and shall be paid in full no later than one month following the date on the invoice. A 1.5% monthly service charge will be assessed for non-payment following the initial 30 days. All Users are responsible for clean-up and repair costs as required herein, and shall be responsible for all attorney fees and court costs incurred by AVTA to recover payment and interest on said invoice.

25. Requested plans for layout of chairs and tables must be submitted with the rental application, or within five (5) business days of a reservation date.
26. Use of amplified sound and/or live entertainment by Renters must be expressly approved in writing by AVTA and such approval must be shown on the Rental Contract, or the same is prohibited.
27. As a condition of being permitted to use or rent the Community Room, and to the maximum extent permitted by law, User agrees to indemnify, defend and hold AVTA, its officials, officers, employees and agents free and harmless with respect to any and all claims and liabilities, including payment of actual attorneys fees, due to loss, theft, personal injury, death, and/or property damage suffered by any person or entity, and any and all liens of any kind, arising out of or in any way connected to User's and/or User's invitees', guests', contractors', service providers', or agents' use of, or presence or activities in, or transportation to, the Community Room. Each User is responsible for the cost of any and all damage to the Community Room caused by the User or any invitee, guest, employee, contractor or agent of the User.

III. Rental Fees (Non-Profit Organizations)

The rental fee is \$60 per hour (including set-up/load-in time and time needed for complete clean-up), payable in advance. A higher rental fee may be required for scheduled use after 5:00 p.m., or where more than 25 persons will attend.

Refund of fees shall be made when the Renter gives written notice of cancellation to the AVTA at least three (3) business days prior to the reservation date. Failure to do so shall result in loss of fees and deposit.

IV. Community Room Rental Contract (Non-Profit Organizations)

The AVTA Community Room Rental Contract must be signed by each Renter, without revision. The Contract may only be executed by authorized representative 21 years of age or older. The hours shown on the Rental Contract cover the entire time required for the Renter to set-up/load-in, hold the event, completely clean up, and cease occupation of the Community Room. The signed Rental Contract, Rental fee, security deposit, if required, and evidence of insurance, are due 30 days prior to the rental date. Failure to provide these items will result in the cancellation of the Rental Contract. The rental amount may be paid only by check or money order. Cash and credit cards will not be accepted. Renter shall not advertise, announce or make public said rental prior to signing of the Rental Contract and approval by the AVTA.

Any misrepresentation as to the nature of the rental as described in the application and referred to in the Rental Contract, or to the number of attendees expected, contract or payment information, or any falsification of permits and/or documents, will result in the immediate cancellation of the rental and forfeit of all fees paid.

V. Rental of the Community Room is not permitted under the following circumstances:

- Insufficient Notice: When AVTA staff cannot be scheduled, Room prepared or other conditions relating to such use cannot be completed in time between the date of the rental request and the date of the proposed rental.
- Hazardous Activities: When activities are of a hazardous nature that may endanger person or property.

- Prior Circumstances: When the Renter has mistreated the Community Room or violated Community Room Use Policies during a previous occupancy.

VI. Insurance Requirements (Non-Profit Organizations)

Unless waived in writing by AVTA, each Renter must obtain and provide a certificate of liability insurance and endorsement. The Renter's certificate of liability insurance and endorsement will be due no less than three (3) days prior to the rental date. Renter shall provide insurance meeting the following requirements:

A. Commercial General Liability, including Products Liability, as follows

- One million dollar (\$1,000,000) limit on a per occurrence basis, and covering injuries and damages caused by any and all activities of Renter and Renter's guests, invitees, contractors and volunteers in connection with Renter's use of the Community Room.
- Two million dollar (\$2,000,000) General Aggregate limits.
- Additional Insured Endorsement naming the Antelope Valley Transit Authority, et al, as additional insureds, as set forth in "General Insurance Provisions", below.
- If food, drink or any kind of product is sold or given away at the event, a two million dollar (\$2,000,000) Products and Completed Operations Aggregate limit is required.
- List deductible or state "No Deductible". Any deductible is subject to approval of AVTA's risk manager.

B. Workers' Compensation (for any contractors/service providers used by Renter in connection with the Rental)

- Provide proof of workers compensation insurance certificate meeting California statutory requirements.

C. Commercial Automobile Liability

- One million dollar (\$1,000,000) combined single limit (any auto)
- Additional Insured Endorsement naming the Antelope Valley Transit Authority, et al, as set forth in "General Insurance Provisions", below.

D. General Insurance Provisions

1. Coverage must be in force for the duration of the rental, including load-in, set-up and tear down.
2. Thirty (30) day written notice of cancellation.
3. List event name, location, date and time, in the "Description of Operations/Comments" area.
4. Endorsements shall extend coverage to the Antelope Valley Transit Authority and its officers, agents, employees and volunteers, as additional insureds, in the same manner as the named insured. Such insurance shall be primary insurance, as respects the interest of the AVTA, and any other insurance maintained by the AVTA shall be considered excess coverage and not contributing insurance with the insurance required above. The insurer must be listed "A:VII" or better in the *Best's Insurance Guide* and, authorized to do business in the State of California.
5. Certificate and endorsement requirements:

Description of Operations Box and Additional Insured Endorsement Box must state:

“The AVTA, its officers, agents, employees and volunteers are named as additional insureds.”

Certificate Holder Box must state the name of the Non-Profit Organization.

VII. Equipment Inventory/Rental

The Community Room does not provide linens, chair covers or décor. The Community Room is equipped with an inventory of tables and chairs to meet most requirements. Renters are encouraged to provide their own AV equipment if presentations are required. Otherwise an hourly fee in the amount of \$60 per hour will be charged to cover the cost of providing an AVTA employee to operate built-in AV equipment.

VIII. Food Service Requirements

Portable food warming equipment (non-fuel-connected) is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol-burning and solid alcohol equipment. Proper precautions must be made to prevent ignition of combustible materials.

No oils, combustibles, or any liquids other than water may be poured in AVTA drainage or sewer systems. No tools, machines, cookware, or other items may be emptied, washed, or rinsed in AVTA restrooms. Cookware, dishes, utensils, etc., may not be filled from AVTA restrooms.

Users requesting professional food service must select a licensed caterer approved by the AVTA. The caterer must have appropriate permits, insurance and licenses, and is responsible for complying with the Community Room's Rules and Regulations. User is responsible for caterer(s) and overseeing that the Community Room is left in the condition it was found.

The criteria for potluck food service are as follows: No charges may be made, admissions collected, or donations solicited. Food must be prepared prior to the event by those attending and is to be shared among members of a limited group. The event cannot be open to the general public.

IX. Renter's Warranties Regarding Authorized Entertainment

Renter agrees, represents and warrants that neither Renter's use of music, and/or music contained in any program, performance, exhibition or in any other way connected with Renter's activities in or use of the Community Room, shall violate or infringe upon any copyright, patent, right of privacy or other statutory or common law right of any person, firm or corporation. Further, Renter warrants that all programs, performances, concerts, etc., to be performed in the Community Room involving works protected by statutory or common law copyrights or other proprietary law, have been duly licensed or otherwise authorized by the owners of such works or legal representative thereof. It is the sole responsibility of the Renter to obtain from Broadcast Music Inc. (BMI), ASCAP, SESAC, SWANK, Criterion PicUSA or any other applicable licensing agency the proper

license or permit for type of use. Renter further agrees to indemnify, defend and hold harmless the AVTA, its officers, agents and employees, from any and all claims, fees, liabilities, expenses or costs including attorneys fees asserted or incurred in connection therewith. Renter warrants that the event will be suitable for the audience and will not contain profanity, nudity, or adult themes or content.

X. Force Majeure

The Authority is not responsible IN THE EVENT ANY USE OR RENTAL OF THE Community Room is prevented, rendered impossible or infeasible by an act or regulation and any public authority or bureau, act of God, civil tumult, strike, epidemic, interruption or delay of transportation services, war conditions, emergencies, or other cause beyond the control of the AVTA. The AVTA will consider on a case-by-case basis any refund requests, or request to reschedule any use or rental canceled as a result of a force majeure.

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