



Regular Meeting of the Board of Directors

Tuesday, June 27, 2017

10:00 a.m.

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

AGENDA

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

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

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Austin Bishop, Director Angela Underwood–Jacobs, Director Michelle Flanagan

APPROVAL OF AGENDA

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

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

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

SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR MAY 2017 – HECTOR FUENTES, TRANSDEV

SRP 2 LEGISLATIVE REPORT FOR JUNE 2017 – JUDY FRY

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

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MAY 23, 2017 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of May 23, 2017.

CC 2 FINANCIAL REPORTS FOR APRIL AND MAY 2017 – COLBY KONISEK

Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated April 30, 2017; the Interim Financial Statements for the month ended April 30, 2017; the Treasurer's report for the ten months ended April 30, 2017; the Payroll History Report for the three months ended May 31, 2017; and the Cash Disbursements Report for the month ended May 31, 2017.

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

Recommended Action: Authorize the Executive Director/CEO to renew the Letter of Understanding with the LASD for transit law enforcement services covering the term July 1, 2017 through June 30, 2018.

- CC 4 AUTHORIZING RESOLUTION FOR THE DEPARTMENT OF TRANSPORTATION'S FEDERAL TRANSIT ADMINISTRATION GRANT PROGRAM FOR FISCAL YEAR 2016/2017 (FY17) – JUDY FRY

Recommended Action: Adopt Resolution No. 2017-006, authorizing the Executive Director/CEO to execute all required documents of the Federal Transit Administration as required by the Department of Transportation's Program for FY17.

NEW BUSINESS (NB):

- NB 1 AWARD CONTRACT #2017-37 TO MOORE & ASSOCIATES FOR PLANNING & OPERATIONS SUPPORT SERVICES – LEN ENGEL

Recommended Action: Authorize the Executive Director/CEO to execute Contract #2017-037 for planning & operations support services with Moore & Associates, Santa Clarita, CA for a two-year term and an amount not to exceed \$199,500.

- NB 2 AVTA TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2018-2020 – NORM HICKLING

Recommended Action: 1) Approve the AVTA Title VI Program Update for FY18 through FY20 as required by the Federal Transit Administration; and 2) Adopt Resolution No. 2017-005, adopting the AVTA Title VI Program Update.

- NB 3 PROPOSED SERVICE CHANGES FOR AUGUST 2017 – NORM HICKLING

Recommended Action: Approve the final recommendation on the proposed service changes scheduled for implementation in August 2017.

- NB 4 AWARD CONTRACT #2017-14 TO FLEET-NET CORPORATION FOR FLEET MANAGEMENT SOFTWARE SYSTEM – MARK PERRY

Recommended Action: Authorize the Executive Director/CEO to execute Contract #2017-14 for the Fleet Management Software System to Fleet-Net Corporation, Las Vegas, NV, for a five-year term and an amount not to exceed \$89,675, plus applicable sales tax.

- NB 5 AWARD CONTRACT #2017-17 WITH MEDALLION CONTRACTING, INC., FOR SECURITY AND MAINTENANCE UPGRADES TO AVTA'S COUNT ROOM – LYLE BLOCK

Recommended Action: Authorize the Executive Director/CEO to execute Contract #2017-17 for security and maintenance upgrades to AVTA's Count Room to Medallion Contracting, Inc. of Palmdale, CA, for an amount not to exceed \$153,727, plus applicable sales tax.

CLOSED SESSION (CS):

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(a)
Pending Litigation: Clark v. AVTA, LASC Case No. MC026036
Pending Litigation: Sabina M. Andrade v. AVTA
Pending Litigation: Marsh v. AVTA USDC case No. 2:16-cv-0937-PSG
- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (one potential case)

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

- RA 1 Report by the Executive Director/CEO

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the next Regular Meeting of the Board of Directors on July 25, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 5:00 p.m. on June 22, 2017 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/CEO. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



Regular Meeting of the Board of Directors

Tuesday, May 23, 2017

10:00 a.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Director Bishop led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Director Austin Bishop, Director Angela Underwood–Jacobs,
Director Michelle Flanagan

Absent

Vice Chair Dianne Knippel, Director Steve Hofbauer

Motion: Excuse the absence of Vice Chair Knippel and Director Hofbauer.

Moved by Director Bishop, seconded by Director Underwood-Jacobs

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

Yeas: Chairman Crist, Directors Flanagan, Underwood-Jacobs, Bishop

Nays: None

Abstain: None

Absent: Vice Chair Knippel, Director Hofbauer

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Director Bishop, seconded by Director Underwood-Jacobs

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

Yeas: Chairman Crist, Directors Flanagan, Underwood-Jacobs, Bishop

Nays: None

Abstain: None

Absent: Vice Chair Knippel, Director Hofbauer

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Thomas Aguinaga – requested that AVTA install a bus stop by the Starbucks at Avenue R and 47th St. E. and stated that some of the operators are rude. Executive Director/CEO Len Engel will meet with Mr. Aguinaga to address his issues.

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

SRP 1 PRESENTATION OF TRANSEV OPERATOR AND EMPLOYEE OF THE MONTH FOR APRIL 2017

Trandev General Manager Hector Fuentes presented plaques to the Employee of the Month Andrew Delgado and the Operator of the Month Larry Olive.

SRP 2 LEGISLATIVE REPORT FOR MAY 2017 – JUDY FRY

Grants Administrator Judy Fry presented information about the FY17 and FY18 federal and state budgets, and clarification regarding Assembly Bill (AB) 17 - Reduced-Fare Transit Passes for Students. The Board briefly discussed AB 17.

SRP 3 FISCAL YEAR 2016/2017 (FY17) THIRD QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS (KPI) REPORT (JANUARY 1 – MARCH 31, 2017)

Director of Fleet and Facilities Mark Perry presented the FY17 Third Quarter Maintenance KPI report. He noted that staff rectified the fumes issue on the newer hybrid buses; preliminary data indicates the defect is repaired. Staff has shared their solution with other transit agencies who are also experiencing this problem. The Board discussed the number of 2003 Nabi buses that are in the fleet and types of maintenance services required on the electric buses.

Addressing the Board on this matter:

Thomas Aguinaga – asked how many wheelchairs the new electric buses can accommodate.

Motion: Receive and file the FY17 Third Quarter Maintenance KPI Report for the period covering January 1 through March 31, 2017.

Moved by Director Bishop, seconded by Director Flanagan

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

Yeas: Chairman Crist, Directors Flanagan, Underwood-Jacobs, Bishop

Nays: None

Abstain: None

Absent: Vice Chair Knippel, Director Hofbauer

SRP 4 PROPOSED SERVICE CHANGES REPORT

Chief Operating Officer Norm Hickling presented the proposed service changes and an update regarding AVTA's Title VI Plan. The agency's objectives include improving on-time performance and inter-line connectivity, adjusting capacity to reflect recent demand, reducing transfers, and supporting the introduction of all-electric fleet. The Board discussed the 10 electric vans obtained via a recent grant.

Addressing the Board on this matter:

Thomas Aguinaga – stated that the rocks around one of the Antelope Valley Mall bus stops makes it dangerous for passengers in wheelchairs.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF APRIL 25, 2017 – KAREN DARR

Motion: Approve the Meeting Minutes of April 25, 2017.

Moved by Director Flanagan, seconded by Director Bishop

Vote: Motion carried (3-0-1-2)

Yeas: Chairman Crist, Directors Flanagan and Bishop

Nays: None

Abstain: Director Underwood-Jacobs

Absent: Vice Chair Knippel, Director Hofbauer

CC 2 FINANCIAL REPORTS FOR MARCH AND APRIL 2017 – COLBY KONISEK

Receive and file the financial reports for March and April 2017.

CC 3 FY17 THIRD QUARTER CAPITAL RESERVE REPORT (JANUARY 1 – MARCH 31, 2017) – COLBY KONISEK

Receive and file the FY17 Third Quarter Capital Reserve Report for the period covering January 1 through March 31, 2017.

CC 4 FY17 GRANT STATUS REPORT THROUGH APRIL 30, 2017– JUDY FRY

Receive and file the FY17 Grant Status Report through April 30, 2017.

CC 5 FISCAL YEAR 2017/2018 (FY18) WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES UNDER CONTRACT #2013-022 WITH VINSA, INC. – LYLE BLOCK

Authorize the Executive Director/CEO to purchase insurance for an amount not to exceed \$353,000 under Contract #2013-22 with Vinsa, Inc., Lancaster, CA.

CC 6 FY18 INVESTMENT POLICY STATEMENT AND LOCAL AGENCY INVESTMENT FUND (LAIF) UPDATE – COLBY KONISEK

Adopt Resolution 2017-004, approving AVTA's revised Investment Policy Statement for the upcoming fiscal year beginning July 1, 2017 through June 30, 2018.

Motion: Approve Consent Calendar items 2 through 6.

Moved by Director Bishop, seconded by Director Underwood-Jacobs

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

Yeas: Chairman Crist, Directors Underwood-Jacobs, Flanagan and Bishop

Nays: None

Abstain: None

Absent: Vice Chair Knippel, Director Hofbauer

NEW BUSINESS (NB):

NB 1 PROPOSED FY18 BUSINESS PLAN AND SHORT RANGE TRANSIT PLAN –

Chief Financial Officer Colby Konisek presented the proposed FY18 Business Plan and Short Range Transit Plan. He confirmed that the Governmental Accounting Standards Board (GASB) 68 "Catch-Up" Provision applies to all CalPERS' members and Federal Transit Administration funds can be used only for capital projects and not employee wages.

Motion: Adopt the proposed FY18 Business Plan and Short Range Transit Plan.

Moved by Director Bishop, seconded by Director Flanagan

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

Yeas: Chairman Crist, Directors Underwood-Jacobs, Flanagan and Bishop

Nays: None

Abstain: None

Absent: Vice Chair Knippel, Director Hofbauer

CLOSED SESSION (CS):

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

General Counsel Allison Burns stated the Board did not need to recess to Closed Session.

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

Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

Pending Litigation: Sabina M. Andrade v. AVTA

Pending Litigation: Marsh v. AVTA USDC case No. 2:16-cv-0937-PSG

CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)

Significant exposure to litigation (one potential case)

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Executive Director/CEO Len Engel reported:

- The unveiling of the WAVE inductive charging project and AVTA's first 60' articulated bus held on May 3, 2017 at the Sgt. Steve Owen Memorial Park was a success. The WAVE inductive charging system is now operational at both transportation centers.
- He and approximately twenty zero-emission bus operators from around the world attended a closed-door Q&A session at the 62nd UITP World Congress & Exhibition on May 16, 2017 in Montreal, Canada.
- He and Ms. Fry are traveling to Sacramento on May 24 to meet with the Transit and Intercity Rail Capital Program team and Air Resources Board staff.
- AVTA received the Global New Energy Pioneer Award from BYD at their Global Partner Dreamcast Conference.
- The Strategic Planning Workshop is scheduled on June 27, 2017.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Chairman Crist stated AVTA received the California Air Quality Leadership of Government Award for the Agency's outstanding contributions to California's clean air future. The Authority is being recognized because of staff's commitment to reduce pollution, improve air quality, and set the standard for all transit agencies.

He thanked the County of Los Angeles for providing \$1.9 million for the first two electric buses, the Antelope Valley Air Quality Management District for the WAVE chargers, and BYD for the award.

He congratulated Mr. Engel and staff for their dedication toward converting to an all-electric fleet and recognized Mr. Hickling for his efforts with the project.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 10:52 a.m. to the next Regular meeting of the Board of Directors on June 27, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 27th day of JUNE 2017

Marvin Crist, Chairman

ATTEST:

Karen S. Darr, Clerk of the Board

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



DATE: June 27, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Financial Reports for April and May 2017

RECOMMENDATION

Fiscal Year-to-Date Budget versus Actual report dated April 30, 2017 (Attachment A); Interim Financial Statements for the ten months ended April 30, 2017 (Attachment B); Treasurer's Report for the month ended April 30, 2017 (Attachment C); Payroll History Report for the three months ended May 31, 2017 (Attachment D); Cash Disbursements Report for the month ended May 31, 2017 (Attachment E).

FISCAL IMPACT

Payroll: The May payroll of \$ 193,535 is lower than the trailing 6 month average for payroll expense of \$34,537 or 16.4%. (The previous month, April, had 3 pay periods).

Cash Disbursements: \$1,827,825.

Interim Financial Statements: Change in Net Position: (\$7,441,504), which includes YTD depreciation expense of \$3,325,889. The Change in Net Position figure will increase once Capital Expenditures are reclassified as Fixed Assets at fiscal year-end.

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Financial Officer prepares the Budget versus Actual report, Interim Financial Statements, Treasurer's Report, Payroll History Report, and the Cash Disbursements Report, and submits them to the Executive Director/CEO and Treasurer who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

AVTA's gross payroll for employees for the month of May 2017, exclusive of benefits, payroll taxes and service charges, is shown below.

Payroll Period	Amount	Journal #
05/13/17	\$96,841.94	PYPKT00944
05/27/17	96,693.20	PYPKT00950
Gross Pay, May 2017	\$193,535.14	

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

Register Date	Amount
05/01/17-05/31/17	\$1,827,825

Large items include:

Transdev, Inc. (April, 2017)	\$1,164,810
Pinnacle Petroleum (fuel - April 2017)	105,170
IntelliRide (Dial-A-Ride Services for April, 2017)	106,038
Moore & Associates – Ongoing Transit Support (Dec 16 – April 17)	67,174
California Choice (group health insurance – June 2017)	31,350
Taft Electric Company (depot Charging Infrastructure)	115,125
Arrow Engineering Services – (change orders 35 th Street Project)	76,905
Total of large item selection	\$1,666,572

These items comprise 91.2% of total expenditures for the month.

Operating Cash

Major cash components as of April, 2017:

Cash per general ledger	\$20,262,771
Less restricted funds	(16,093,082)
Projected net cash inflows/(outflows)	1,199,958
Projected cash available for operations	\$5,369,647

The projected cash available will cover 3 months of operating expenses based on the Authority's average monthly operating cash requirements of \$1.8 million.

BUDGET TO ACTUAL SUMMARY NARRATIVE

Attachment A – Budget to Actual Report (BAR) shows the unaudited interim results for the ten months ended April 30, 2017.

Operating income/(loss) (net of depreciation) was favorable to budget \$1,469K.

Revenues were favorable to budget by \$674K.

Timing differences: Fare revenue continues to be below budget, however is been more than offset by receipts of FTA funds and Jurisdictional Contributions.

Expenses were favorable to budget by \$795K.

Contract services, fuel, other operating expense, general and administrative expenses and wages & benefits were all less then budget.

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

Prepared by:

Submitted by:

Colby Konisek
Chief Financial Officer

Len Engel
Executive Director/CEO

Attachments:

A – Budget versus Actual Report as of YTD April 30, 2017.

B – Interim Financial Statements for the Ten Months ended April 30, 2017.

C – Treasurer's Report and Cash Flow Projection for the month of April 30, 2017.

D – Payroll History Report for the three months ended May 31, 2017.

E – Cash Disbursements Report for the month ended May 31, 2017.

ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VS. ACTUALS - OPERATING INCOME STATEMENT
For the 10 months ended April 30, 2017

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
REVENUE			
FARE REVENUE	4,697,126	4,220,237	(476,889)
MTA FUNDS	7,184,711	7,177,223	(7,488)
STATE FUNDS	223,534	0	(223,534)
FTA FUNDS	5,002,515	6,246,525	1,244,010
JURISDICTIONAL CONTRIBUTIONS	2,471,860	2,790,537	318,677
OTHER REVENUE	399,335	218,489	(180,846)
TOTAL REVENUE	19,979,081	20,653,011	673,930
EXPENSES			
CONTRACT SERVICES	13,225,731	12,791,377	434,354
FUEL & ELECTRICITY FOR OPERATIONS	1,798,681	1,568,079	230,602
OTHER OPERATING EXPENSES	333,454	256,519	76,935
WAGES	2,202,095	2,264,025	(61,930)
BENEFITS	795,981	752,868	43,113
LEGAL	115,554	121,800	(6,246)
CONSULTING	240,586	257,583	(16,997)
ADVOCACY	274,726	270,622	4,104
TRAVEL	60,375	71,675	(11,300)
IT MAINTENANCE & LICENSES	191,404	174,504	16,900
UTILITIES	143,199	157,308	(14,109)
GENERAL & ADMINISTRATION EPXENSES	862,164	762,106	100,058
TOTAL EXPENSES	20,243,950	19,448,467	795,483
OPERATING INCOME/(LOSS)	(264,869)	1,204,544	1,469,413

ANTELOPE VALLEY TRANSIT AUTHORITY
EXPENDITURES BY DEPARTMENT
For the 10 months ended April 30, 2017

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
TOTAL REVENUE	19,979,081	20,653,011	673,930
EXPENDITURES BY DEPARTMENT			
EXECUTIVE SERVICES	1,638,002	1,695,050	(57,048)
OPERATIONS & MAINTENANCE	16,709,848	15,926,212	783,636
FINANCE	1,144,584	1,123,780	20,804
CUSTOMER SERVICE	751,516	703,425	48,091
ALLOCATIONS	0	(0)	0
TOTAL EXPENSES	20,243,950	19,448,467	795,483
OPERATING INCOME/(LOSS)	(264,869)	1,204,544	1,469,413

ANTELOPE VALLEY TRANSIT AUTHORITY
VARIANCES BY DEPARTMENT
For the 10 months ended April 30, 2017

DEPARTMENT	T/P	COMMENTS (\$000's)
REVENUE	T	Fare Revenue (\$477)
	T	Operating Contributions \$319
	T	Advertising Revenue (True-Up @ FYE)\$6
	T	MTA Revenues (\$7)
	T	Proposition 1B (\$224)
	T	JARC Programs \$29
	T	5307 Funds (PM & Operating Support) \$1244
	P	Gain/(Loss) on Sale of Assets (\$269)
	P	
EXECUTIVE SERVICES	P	Wages & Benefits (\$101)
	T	Marketing \$60
	T	Memberships (\$12)
	T	Consulting (\$17)
	T	Advocacy \$4
	T	Travel, Training & Meetings (\$11)
OPERATIONS & MAINTENANCE	P	Wages & Benefits \$43
	T	Contract Services (Transdev/IntelliRide) \$434
	T	Fossil Fuel for Fleet Operations \$227
	T	I.T. Categories (incl Software Licensing) \$17
	T	Utilities (\$14)
	T	Grantable PM & Operating Support\$30
FINANCE	P	Wages & Benefits \$6
CUSTOMER SERVICE	P	Wages & Benefits \$33
ALLOCATIONS (NET OF DEPRECIATION)	T	Employer Benefits & GASB Adjustments \$0

P = Permanent difference
T = Timing difference



STATEMENT OF NET POSITION - UNAUDITED

	As of April 30, 2017	As of April 30, 2016
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 20,262,771	\$ 21,801,795
Due from other governments	2,792,498	4,955,055
Other receivables	317,959	356,203
Inventory	262,483	240,334
Prepaid items	83,253	465,760
Total Current Assets	23,718,964	27,819,147
NONCURRENT ASSETS		
Capital assets, net of depreciation	47,952,387	48,938,535
Total Assets	71,671,352	76,757,681
DEFERRED OUTFLOWS OF RESOURCES		
Pension plan contributions	626,044	-
LIABILITIES AND NET POSITION		
Accounts payable	1,796,205	1,460,627
Accrued payroll and related	103,184	66,214
Compensated absences	410,484	1,282,696
Deferred Revenue - Prop 1B	2,489,080	1,561,072
Other Liabilities	374,586	-
Total Current Liabilities	5,173,539	4,370,610
NONCURRENT LIABILITIES		
Net pension plan liability	629,016	-
Total Liabilities	5,802,555	4,370,610
Deferred inflows of resources		
Net pension plan assumption differences	296,364	-
Unearned Revenue	6,500	415,906
Total deferred inflows of resources	302,864	415,906
NET POSITION		
Invested in Capital Assets	47,952,387	48,938,535
Restricted for Capital Acquisition	5,893,818	5,395,569
Unrestricted	12,345,770	17,637,062
Total Net Assets	\$ 66,191,977	\$ 71,971,166

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



	For the 10 Months ending April 30, 2017	For the 10 Months ending April 30, 2016
OPERATING REVENUES		
Charges for services:		
Passenger fares	\$ 4,220,237	\$ 4,381,792
Total operating revenues	<u>4,220,237</u>	<u>4,381,792</u>
OPERATING EXPENSES		
Purchased transportation services:		
Outside transit contract	12,791,377	12,089,913
Fuel	1,568,079	1,387,445
Other operating costs	742,466	732,675
General and administrative	4,346,544	3,745,788
Total operating expenses, net of depreciation	<u>19,448,467</u>	<u>17,955,821</u>
Operating gain/(loss), net of depreciation	(15,228,230)	(13,574,029)
Depreciation	3,325,889	4,914,690
Total operating expenses	<u>22,774,355</u>	<u>22,870,511</u>
Operating gain/(loss)	<u>(18,554,118)</u>	<u>(18,488,719)</u>
NONOPERATING REVENUES/(EXPENSES)		
Interest Income	30,944	16,495
Local grants - MTA	7,177,223	7,191,055
Proposition 1B	-	-
Federal non-capital grants	6,246,525	4,998,612
Member agency contributions	2,790,537	2,770,647
Grantable expenses	(6,429,265)	(313,179)
Gain/(Loss) on sale of capital assets	(144,066)	9,372
Other	331,611	346,465
Total nonoperating revenues and expenses	<u>10,003,509</u>	<u>15,019,467</u>
Gain/(Loss) before capital contributions	<u>(8,550,609)</u>	<u>(3,469,253)</u>
CAPITAL CONTRIBUTIONS		
Capital grants	763,434	2,277,898
Member agency contributions	345,672	436,815
Total capital contributions	<u>1,109,106</u>	<u>2,714,713</u>
NET CHANGE IN NET POSITION	(7,441,504)	(754,539)
NET POSITON, BEGINNING OF PERIOD	<u>73,633,482</u>	<u>72,725,705</u>
NET POSITION, END OF PERIOD	<u>\$ 66,191,977</u>	<u>\$ 71,971,166</u>

**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 10 Months ending April 30, 2017	For the 10 Months ending April 30, 2016
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	4,220,237	4,381,792
Non-operating miscellaneous revenue received	331,611	346,465
Cash payments to suppliers for goods and services	(19,039,594)	(14,625,156)
Cash payments to employees for services	(2,906,796)	(2,503,353)
Net cash used in operating activities	<u>(17,394,543)</u>	<u>(12,400,252)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	12,566,150	13,818,976
Contributions received from member agencies	2,528,396	2,735,178
Net cash provided by non-capital financing activities	<u>15,094,547</u>	<u>16,554,154</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(1,044,482)	(3,546,297)
Proceeds received from sale of capital assets	(124,624)	9,372
Capital grants received	10,046,932	3,768,161
Capital expenses	(6,429,265)	(313,179)
Capital contributions received from member agencies	345,672	480,462
Net cash used in capital and related financing activities	<u>2,794,233</u>	<u>398,519</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest received	30,944	16,495
Net cash provided by investing activities:	<u>30,944</u>	<u>16,495</u>
Net increase/(decrease) in cash and cash equivalents	525,181	4,568,916
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>19,737,590</u>	<u>17,232,879</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>20,262,771</u></u>	<u><u>21,801,795</u></u>


STATEMENT OF CASH FLOWS - UNAUDITED

	For the 10 Months ending April 30, 2017	For the 10 Months ending April 30, 2016
Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):		
Operating Loss	(18,554,118)	(18,488,719)
Adjustments to Net Cash used in Operating Activities		
Depreciation	3,325,889	4,914,690
Miscellaneous income	331,611	346,465
(Increase) decrease in other receivables	143,007	(94,617)
(Increase) decrease in inventory	-	-
(Increase) decrease in prepaid items	11,298	(129,560)
(Increase) decrease in deferred outflows of resources	-	-
Increase (decrease) in accounts payable	(2,770,027)	(287,942)
Increase (decrease) in due to Federal Transit Administration	-	-
Increase (decrease) in accrued payroll	104,361	(21,077)
Increase (decrease) in compensated absences payable	5,737	318,697
Increase (decrease) in other liabilities	1,200	-
Increase (decrease) in deferred revenue (Prop 1B)	-	1,041,809
Increase (decrease) in net pension liability	-	-
Increase (decrease) in deferred inflows of resources	6,500	-
Net Cash used in operating activities	<u>(17,394,543)</u>	<u>(12,400,252)</u>

Notes

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

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report and Cash Flow Projection
For the Month Ended April 30, 2017

Investment Type	Description	Beginning Balance	Deposits	Disbursements	Interest	Ending Balance
Cash and Investments Under the Direction of the Treasurer						
Local Agency Investment Fund (LAIF) - Capital Reserve		5,437,003.05	454,000.00			
Interest (earned quarterly)					-	
Proposition 1B Restricted Fund		2,402,652			-	
Interest earned for the month					93	
Union Bank - LCTOP		159,499				
Interest earned for the month					6	
* Deferred revenue, recorded as liability until associated expense incurred.						
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS						\$8,453,254
Wells Fargo CDs - In Transit		758,184				
Wells Fargo - OP Staging		736,256				
Interest earned for the month					18	
TOTAL OPERATING RESERVE						\$1,494,458
General, Payroll & Payable Accounts		13,225,388				
Operating Accounts Analysis						
	FTA		908,222			
	Cash Fares		328,812			
	Vendor Pass Sales Revenue		280,002			
	MTA Revenue		135,534			
	Jurisdictional Contributions		-			
	Other Revenue		117,918			
	Non-Transportation Revenue		6,545			
	LAIF balance transferred			454,000		
	Cash Disbursement (A/P) for The Month			3,923,094		
	Employee Payroll			233,330		
	Employee Deductions			31,267		
	Employer Payroll Taxes			5,571		
	CalPERS - AVTA paid			36,801		
	CalPERS - GASB 68			2,160		
	Bank Fees			1,888		
	Net Operating Funds	13,225,388	1,777,033	4,688,111	-	10,314,310
	Petty Cash Balance					750
TOTAL CASH AND INVESTMENTS						\$ 20,262,771

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

Prepared by:

Submitted by:

James Mannie
Finance Supervisor

Colby Konisek
Chief Financial Officer

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report and Cash Flow Projection
For the Month Ended April 30, 2017

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM THE REPORT		\$ 20,262,771
<u>Less Restricted Funds</u>		
Proposition 1B/LCTOP (Deferred Revenue)		(2,562,251)
Operating Reserve (Wells Fargo)		(1,794,458)
Capital Reserve (LAIF)		(6,236,374)
Reserve for BYD Bus Deliveries		(3,000,000)
Restricted for Operations		(2,500,000)
RESTRICTED CASH		(16,093,082)
UNRESTRICTED CASH		\$ 4,169,689
NET RECEIVABLE AND PAYABLE FOR THE MONTH ENDED APRIL 30, 2017		
Add Accounts receivable:		
FTA funds	\$ 2,018,575	
MTA Revenue	511,781	
Jurisdiction Contributions	262,141	
Vendor Pass Sales/Transporter	306,849	
Other	0	3,099,347
Less Payables & Payroll:		
Accounts Payable & Accrued Invoices	(1,796,205)	
Payroll & Related	(103,184)	(1,899,389)
NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P		1,199,958
PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:		\$ 5,369,647
OPERATING CASH REQUIRED MONTHLY - AVERAGE		\$ 1,800,000
Operating Cash Coverage per Monthly Average:		3.0

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
MARCH - MAY 2017**

	March Total	April Total	April Total
<u>Number of Pay Dates:</u>	2	3	2
<u>EARNINGS</u>			
Regular Pay	\$ 176,730.34	\$ 273,978.63	\$ 178,068.16
Overtime Pay	187.88	1,615.45	1,521.68
Vacation Pay	1,381.69	6,086.32	8,515.47
Double Time Pay	1,000.99	-	-
Sick Pay	5,233.89	10,062.76	3,228.28
Final Pay	-	-	-
Bereavement Pay	-	-	382.44
Holiday Pay	10,159.80	163.61	-
Bonus Pay	9,096.85	-	-
Floating Holiday Pay	195.13	3,223.20	-
Retroactive Pay	1,131.12	173.38	274.43
TOTAL, ALL PAY CATEGORIES	\$ 205,117.69	\$ 295,303.35	\$ 191,990.46
Vacation Cash Out	13,604.20	7,146.85	-
Floater Cash Out	-	-	-
Deferred Income 457	953.04	1,364.52	909.68
Stipend --- Cell phone reimbursements	680.00	987.50	635.00
TOTAL PAYROLL	\$ 220,354.93	\$ 304,802.22	\$ 193,535.14
Inc(Dec)-Curr month over prev month		\$ 84,447.29	\$ (111,267.08)
% Inc(Dec)-Curr month over prev month		38.3%	(36.5%)



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2017 - 05/31/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC.				
22288	05/04/2017	Agility Recovery Monthly Combined costs-May 2017	100-2FF-5-G1-9401006	230.00
Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total:				230.00
Vendor: V0753 - American Heritage Life Ins.				
22335	05/17/2017	Employee Paid Extended Benefits	100-000-2-B1-4011019	641.08
Vendor V0753 - American Heritage Life Ins. Total:				641.08
Vendor: V1192 - Antelope Valley College				
22313	05/10/2017	CPOS Blanket Distribution-May 2017	100-3FS-5-G1-9501037	50.00
Vendor V1192 - Antelope Valley College Total:				50.00
Vendor: V0135 - Aramark Uniform Services				
22336	05/17/2017	uniform service	100-2FF-5-G1-9401038	528.56
22336	05/17/2017	Uniform services	100-2FF-5-G1-9401038	164.61
22336	05/17/2017	Uniform services	100-2FF-5-G1-9401038	177.33
22336	05/17/2017	Uniform services	100-2FF-5-G1-9401038	164.61
22336	05/17/2017	Uniform services	100-2FF-5-G1-9401038	167.87
22336	05/17/2017	Uniform services	100-2FF-5-G1-9401038	(306.63)
22372	05/24/2017	uniform service	100-2FF-5-G1-9401038	176.34
Vendor V0135 - Aramark Uniform Services Total:				1,072.69
Vendor: V1052 - Around AV Transit Media				
22373	05/24/2017	Bus Ad production - local King	100-1EX-5-G1-9501018	108.75
22373	05/24/2017	Removal - king	100-1EX-5-G1-9501018	10.00
22373	05/24/2017	Installation - king	100-1EX-5-G1-9501018	70.00
Vendor V1052 - Around AV Transit Media Total:				188.75
Vendor: V0518 - Arrow Engineering Services-AESI				
22374	05/24/2017	Task Order#2-CO#3-85 Elec Bus Chargers-Jan 2017	600-1XX-5-J1-9909085	5,143.50
22374	05/24/2017	Task Order#2-CO#3-85 Elec Bus Chargers-Feb 2017	600-1XX-5-J1-9909085	5,976.00
22374	05/24/2017	Task Order#2-CO#3-85 Elec Bus Chargers-March 2017	600-1XX-5-J1-9909085	3,440.00
22374	05/24/2017	Task Order#2-CO#3-85 Elec Bus Chargers-April 2017	600-1XX-5-J1-9909085	2,104.00
22374	05/24/2017	Change Order 2-Task Order 2-85 Bus Charging-Dec'16	600-1XX-5-J1-9909085	764.34
22374	05/24/2017	Change Order 2-Task Order 2-85 Bus Charging-Dec'16	600-1XX-5-J1-9909085	7,223.66
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-January '17	100-000-2-B1-4051003	10,490.00
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-January '17	600-1XX-5-J1-9909059	6,860.00
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-February '17	100-000-2-B1-4051003	8,207.50
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-February '17	600-1XX-5-J1-9909059	8,665.00
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-March '17	100-000-2-B1-4051003	1,200.00
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-March '17	600-1XX-5-J1-9909059	2,560.00
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-November '16	100-000-2-B1-4051003	6,470.32
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-November '16	600-1XX-5-J1-9909059	5,000.32
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-December '16	100-000-2-B1-4051003	1,120.00
22314	05/10/2017	AVTA BS & Caltrans ADA Project-35th St-December '16	600-1XX-5-J1-9909059	1,360.00
22337	05/17/2017	Task Order 1 Change Order 1 for Wave Chargers	600-1XX-5-J1-9909080	160.00
22337	05/17/2017	Task Order 1 Change Order 1 for Wave Chargers	600-1XX-5-J1-9909080	160.00
Vendor V0518 - Arrow Engineering Services-AESI Total:				76,904.64
Vendor: V0441 - At&T Calnet				
22289	05/04/2017	Telephone charges, as of 04/20/2017	100-2FF-5-G1-9401025	734.10
Vendor V0441 - At&T Calnet Total:				734.10
Vendor: V0244 - AT&T Mobility				
22290	05/04/2017	Mobility charges, 03/17/17-04/06/17	100-2FF-5-G1-9401025	158.68
22338	05/17/2017	Wi-Fi service on bus 05/03/17-05/06/17	100-2FF-5-G1-9401025	7.01
22338	05/17/2017	Wi-fi service on bus 05/03/17-05/06/17	100-2FF-5-G1-9401025	7.01
22338	05/17/2017	Wi-fi service on bus 05/03/17-05/06/17	100-2FF-5-G1-9401025	7.01
22338	05/17/2017	Wi-Fi service on bus 05/03/17-05/06/17	100-2FF-5-G1-9401025	7.01
22338	05/17/2017	Mobile service, 04/07/17-05/06/17	100-2FF-5-G1-9401025	513.99
Vendor V0244 - AT&T Mobility Total:				700.71
Vendor: V0370 - Bank Supplies				
22339	05/17/2017	Count Room Supplies	100-3FS-5-G1-9501009	152.75
Vendor V0370 - Bank Supplies Total:				152.75



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2017 - 05/31/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0884 - Block, Lyle				
22375	05/24/2017	Reimb-NIGP Strategic Procurement Plan	100-1EX-5-G1-9501035	272.00
22375	05/24/2017	Reimb-NTI Risk Asset transit Project	100-1EX-5-G1-9501035	249.07
Vendor V0884 - Block, Lyle Total:				521.07
Vendor: V0239 - BOHN'S Printing				
22340	05/17/2017	Budget Book -Tab sets	100-1EX-5-G1-9501018	396.94
Vendor V0239 - BOHN'S Printing Total:				396.94
Vendor: V0149 - Brinks Incorporated				
22315	05/10/2017	Brinks Transportation-April 2017(Suppl)	100-3FS-5-G1-9501024	119.85
22315	05/10/2017	Brinks Transportation Service-May 2017	100-3FS-5-G1-9501024	550.30
Vendor V0149 - Brinks Incorporated Total:				670.15
Vendor: V1139 - California Choice				
22291	05/04/2017	Group Health Insurance (EE)- June 2017	100-000-2-B1-4011013	5,593.36
22291	05/04/2017	Group Health Insurance (ER)- June 2017	100-1ZZ-5-G1-9701612	25,757.17
Vendor V1139 - California Choice Total:				31,350.53
Vendor: V1059 - Calstart				
22341	05/17/2017	Project managment & reporting-07/01/16-01/31/17	600-1XX-5-J1-9909085	12,649.15
Vendor V1059 - Calstart Total:				12,649.15
Vendor: V0723 - Canon Solutions America				
22292	05/04/2017	Monthly Maintenance charges for Canon copiers.	100-2FF-5-G1-9401009	260.25
Vendor V0723 - Canon Solutions America Total:				260.25
Vendor: V1177 - Carbonite, Inc.				
22293	05/04/2017	Carbonite monthly Back up service-April 2017	100-2FF-5-G1-9401012	522.50
22293	05/04/2017	Carbonite Monthly Maintenance-April 2017	100-2FF-5-G1-9401012	4,056.65
Vendor V1177 - Carbonite, Inc. Total:				4,579.15
Vendor: V0416 - Carquest of Lancaster #7305				
22342	05/17/2017	Oil filter	100-2FF-5-G1-9401038	12.37
Vendor V0416 - Carquest of Lancaster #7305 Total:				12.37
Vendor: V0747 - City of Palmdale- Parks & Rec				
22343	05/17/2017	City of Palmdale Advertising Sponsorship-FY 2018	100-5CS-5-G1-9501039	10,000.00
Vendor V0747 - City of Palmdale- Parks & Rec Total:				10,000.00
Vendor: V0772 - Critical Car Care				
22344	05/17/2017	Deductible for Repair of 2005 Honda Accord	100-2FF-5-G1-9401038	1,000.00
Vendor V0772 - Critical Car Care Total:				1,000.00
Vendor: V0940 - Diana Industries International Inc.				
22345	05/17/2017	Hs1000 degreaser	100-2FF-5-G1-9401038	2,019.45
Vendor V0940 - Diana Industries International Inc. Total:				2,019.45
Vendor: V0646 - DSL Extreme				
22316	05/10/2017	DSL Service-6/01/17-7/01/17	100-2FF-5-G1-9401025	52.83
Vendor V0646 - DSL Extreme Total:				52.83
Vendor: V1225 - Duke Engineering				
22317	05/10/2017	Drone Aerial Media (Depot Charging)	100-2FF-5-G1-9501029	1,000.00
Vendor V1225 - Duke Engineering Total:				1,000.00
Vendor: V1123 - Eastside Checks Cashed				
22318	05/10/2017	CPOS Blanket Reimbursement-April 2017	100-3FS-5-G1-9501037	50.00
Vendor V1123 - Eastside Checks Cashed Total:				50.00
Vendor: V1089 - ECS Imaging Inc.				
22346	05/17/2017	Laserfische Licensing Agreement 2015-16	100-2FF-5-G1-9401012	13,070.00
Vendor V1089 - ECS Imaging Inc. Total:				13,070.00
Vendor: V1240 - Envelopes.com				
22319	05/10/2017	Accounts Payable envelopes	100-3FS-5-G1-9501009	107.93
Vendor V1240 - Envelopes.com Total:				107.93



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2017 - 05/31/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0046 - Federal Express				
22294	05/04/2017	Shipping charges	100-3FS-5-G1-9501010	24.83
22347	05/17/2017	Shipping cost	100-3FS-5-G1-9501010	66.67
22376	05/24/2017	Shipping charges	100-3FS-5-G1-9501010	18.56
22376	05/24/2017	Shipping charges	100-3FS-5-G1-9501010	30.94
Vendor V0046 - Federal Express Total:				141.00
Vendor: V0194 - Frontier Communications				
22348	05/17/2017	Telephone service-05/13/17-06/12/17	100-2FF-5-G1-9401025	447.35
Vendor V0194 - Frontier Communications Total:				447.35
Vendor: V0049 - GFI Genfare				
22295	05/04/2017	S/A DATA PROBE COMPLETE	100-2FF-5-G1-9401038	1,698.47
22295	05/04/2017	S/A CLUTCH STOP	100-2FF-5-G1-9401038	337.79
22377	05/24/2017	Woodruff Key	100-2FF-5-G1-9401038	11.64
22377	05/24/2017	Compression Spring	100-2FF-5-G1-9401038	11.31
Vendor V0049 - GFI Genfare Total:				2,059.21
Vendor: V0125 - Grainger				
22349	05/17/2017	Flat washer, M4 Bolt	100-2FF-5-G1-9401038	12.14
22349	05/17/2017	Mach screw, Split lock washer, etc	100-2FF-5-G1-9401038	59.51
22349	05/17/2017	Economy spring snap	100-2FF-5-G1-9401038	55.68
22349	05/17/2017	V Belt, etc	100-2FF-5-G1-9401038	92.97
22349	05/17/2017	memo books, etc	100-2FF-5-G1-9401038	35.73
22378	05/24/2017	exhaust fan motor	100-2FF-5-G1-9401038	100.22
Vendor V0125 - Grainger Total:				356.25
Vendor: V1231 - Hanka Advisor LLC				
22296	05/04/2017	Grant Writing Consulting-May 2017	100-1EX-5-G1-9501013	5,000.00
Vendor V1231 - Hanka Advisor LLC Total:				5,000.00
Vendor: V0624 - Home Depot Credit Services				
22297	05/04/2017	Janitorial supplies	100-2FF-5-G1-9401038	336.79
22297	05/04/2017	Generator supplies	100-2FF-5-G1-9401038	26.00
22297	05/04/2017	Rubber strap-Kelly's trailer	100-2FF-5-G1-9401038	59.46
22297	05/04/2017	Generator supplies	100-2FF-5-G1-9401038	92.54
22297	05/04/2017	Water supplies-Emergency trailer	100-3FS-5-G1-9501009	43.30
22297	05/04/2017	Welded steel-Customer service trailer	600-1XX-5-J1-9902010	254.44
Vendor V0624 - Home Depot Credit Services Total:				812.53
Vendor: V0474 - Insight- Public Sector				
22350	05/17/2017	5 Dell PCs to Refresh Admin users	600-1XX-5-J1-9909072	4,779.25
22350	05/17/2017	Targus 13.3" Widescreen LCD Privacy Screen	600-1XX-5-J1-9902008	69.17
Vendor V0474 - Insight- Public Sector Total:				4,848.42
Vendor: V1057 - IntelliRide				
22379	05/24/2017	April 2017 ETP Service	100-2FF-5-G1-9401031	12,520.97
22379	05/24/2017	Dial-a-ride Service, April 2017	100-000-4-D1-6001400	(8,421.00)
22379	05/24/2017	Dial-a-ride Service, April 2017	100-2FF-5-G1-9001014	100,494.37
22379	05/24/2017	April 2017 DAR Fare Coupons	100-000-4-D1-6001400	1,443.50
Vendor V1057 - IntelliRide Total:				106,037.84
Vendor: V0057 - Interior Plant Designs				
22351	05/17/2017	Interior Plant Services-May 2017	100-2FF-5-G1-9401005	220.00
Vendor V0057 - Interior Plant Designs Total:				220.00
Vendor: V0157 - Iron Mountain Records Mgmt Inc				
22320	05/10/2017	Shredding services-03/29/17-04/25/17	100-2FF-5-G1-9401005	81.19
Vendor V0157 - Iron Mountain Records Mgmt Inc Total:				81.19
Vendor: V1171 - J. Richard Eichman, CPA				
22352	05/17/2017	Filing fees-Lobbying Disclosure reports,Jan-Mar'17	100-1EX-5-G1-9501015	253.60
Vendor V1171 - J. Richard Eichman, CPA Total:				253.60
Vendor: V1236 - JD Equipment Services				
22298	05/04/2017	Repair LPI scissor lift	100-2FF-5-G1-9401038	779.80
22298	05/04/2017	Repair Rotary Lifts	100-2FF-5-G1-9401038	3,499.55
Vendor V1236 - JD Equipment Services Total:				4,279.35



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2017 - 05/31/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1080 - Kennard Design Group				
22299	05/04/2017	Task Order 3 - Change Order 1	600-1XX-5-J1-9909058	2,964.85
22299	05/04/2017	Task Order 6 Count Room	600-1XX-5-J1-9909068	4,272.50
Vendor V1080 - Kennard Design Group Total:				7,237.35
Vendor: V1193 - L.A. County Air Show				
22353	05/17/2017	Chalet Expenses	100-5CS-5-G1-9501029	3,851.00
Vendor V1193 - L.A. County Air Show Total:				3,851.00
Vendor: V0889 - Len Engel				
22380	05/24/2017	Reimb-Act Expo-Long Beach, CA	100-1EX-5-G1-9501019	999.16
Vendor V0889 - Len Engel Total:				999.16
Vendor: V0720 - Mail America 2- Palmdale				
22321	05/10/2017	Rider's relief Coupons-April 2017	100-3FS-5-G1-9501037	202.00
Vendor V0720 - Mail America 2- Palmdale Total:				202.00
Vendor: V0916 - Mail America 3				
22322	05/10/2017	CPOS Blanket Reimbursement-Feb-Apr 2017	100-3FS-5-G1-9501037	150.00
Vendor V0916 - Mail America 3 Total:				150.00
Vendor: V0835 - Mark Perry				
22381	05/24/2017	Reimb-APTA Bus paratransit conf	100-1EX-5-G1-9501019	219.50
Vendor V0835 - Mark Perry Total:				219.50
Vendor: V1212 - Master's Refreshment Services				
22354	05/17/2017	Coffee service	100-3FS-5-G1-9501009	114.72
Vendor V1212 - Master's Refreshment Services Total:				114.72
Vendor: V1143 - McKeon Group				
22300	05/04/2017	Advocacy Services-May 2017	100-1EX-5-G1-9501015	5,000.00
Vendor V1143 - McKeon Group Total:				5,000.00
Vendor: V0783 - Mobile Relay Associates				
22301	05/04/2017	Radio Repeater Service-May 2017	100-2FF-5-G1-9401038	1,224.30
Vendor V0783 - Mobile Relay Associates Total:				1,224.30
Vendor: V0626 - Moore & Associates				
22355	05/17/2017	On-going Transit Support Services-12/2016-04/2017	100-1EX-5-G1-9501013	67,174.18
Vendor V0626 - Moore & Associates Total:				67,174.18
Vendor: V1117 - N. Glantz & Son, LLC				
22323	05/10/2017	54" X 50Y 8548G GLOSS CLEAR 2.0 ENVISION LAM	100-1EX-5-G1-9501018	593.34
22323	05/10/2017	48" X 50Y SV480CV3 ENVISI LUST WHITE 2. REM	100-1EX-5-G1-9501018	720.55
Vendor V1117 - N. Glantz & Son, LLC Total:				1,313.89
Vendor: V0186 - N/S Corporation				
22382	05/24/2017	Air cylinder	100-2FF-5-G1-9401038	430.36
22382	05/24/2017	Cylinder nut	100-2FF-5-G1-9401038	13.47
22382	05/24/2017	End bumper	100-2FF-5-G1-9401038	27.19
22382	05/24/2017	Cylinder nut	100-2FF-5-G1-9401038	25.25
22382	05/24/2017	Cylinder nut	100-2FF-5-G1-9401038	0.50
22382	05/24/2017	Air line grommet	100-2FF-5-G1-9401038	13.64
Vendor V0186 - N/S Corporation Total:				510.41
Vendor: V0714 - Norman Hickling				
22383	05/24/2017	Reimb-CTA Legislative Conference	100-1EX-5-G1-9501019	139.00
22383	05/24/2017	Reimb-APTA Bus Paratransit Conf	100-1EX-5-G1-9501019	409.81
Vendor V0714 - Norman Hickling Total:				548.81
Vendor: V1243 - Omidi Enterprises				
22356	05/17/2017	Consulting Services-MS Exchange Query	100-1EX-5-G1-9501013	1,885.00
22384	05/24/2017	Online Computer Security Training	100-1EX-5-G1-9501035	445.00
22384	05/24/2017	(additional) Online Computer Security Training	100-1EX-5-G1-9501035	50.40
Vendor V1243 - Omidi Enterprises Total:				2,380.40
Vendor: V0987 - OPSEC Specialized Protection				
22302	05/04/2017	OPSEC Security-April 2017	100-5CS-5-G1-9501034	4,220.00
Vendor V0987 - OPSEC Specialized Protection Total:				4,220.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2017 - 05/31/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0768 - Orange Coast Petroleum Equipment, Inc.				
22385	05/24/2017	Graco 258693 LD oil meters	100-2FF-5-G1-9401038	1,165.96
Vendor V0768 - Orange Coast Petroleum Equipment, Inc. Total:				1,165.96
Vendor: V1238 - Passantino Andersen Communications LLC				
22324	05/10/2017	Public Relations Contract 2017-31-April 2017	100-1EX-5-G1-9501013	3,995.00
Vendor V1238 - Passantino Andersen Communications LLC Total:				3,995.00
Vendor: V0078 - Pinnacle Petroleum Inc				
22325	05/10/2017	Fuel April 2017	100-2FF-5-G1-9201003	17,622.77
22303	05/04/2017	Fuel, April 2017	100-2FF-5-G1-9201003	17,969.18
22303	05/04/2017	Fuel, April 2017	100-2FF-5-G1-9201003	10,831.52
22303	05/04/2017	Fuel, April 2017	100-2FF-5-G1-9201003	8,036.10
22357	05/17/2017	Fuel, April 2017	100-2FF-5-G1-9201003	17,064.35
22357	05/17/2017	Fuel, April 2017	100-2FF-5-G1-9201003	16,619.50
22357	05/17/2017	Fuel, April 2017	100-2FF-5-G1-9201003	11,509.65
22357	05/17/2017	Fuel, April 2017	100-2FF-5-G1-9201003	5,516.76
Vendor V0078 - Pinnacle Petroleum Inc Total:				105,169.83
Vendor: V1211 - Power Line Industries, Inc.				
22358	05/17/2017	100' pressure hose	100-2FF-5-G1-9401038	460.00
22358	05/17/2017	Hose reel	100-2FF-5-G1-9401038	361.50
22358	05/17/2017	swivel	100-2FF-5-G1-9401038	113.31
Vendor V1211 - Power Line Industries, Inc. Total:				934.81
Vendor: V1084 - Premier Events Party Rentals				
22359	05/17/2017	80' solid walls for canopy	100-5CS-5-G1-9501029	120.00
22359	05/17/2017	astro turf for 40' x 40'	100-5CS-5-G1-9501029	400.00
22359	05/17/2017	8' folding tables	100-5CS-5-G1-9501029	14.00
22359	05/17/2017	40' x 40' canopy	100-5CS-5-G1-9501029	880.00
22359	05/17/2017	folding chairs	100-5CS-5-G1-9501029	60.00
22359	05/17/2017	60" round tables	100-5CS-5-G1-9501029	80.00
22359	05/17/2017	Linens - 8' royal blue	100-5CS-5-G1-9501029	24.00
22359	05/17/2017	8' folding tables	100-5CS-5-G1-9501029	14.00
22359	05/17/2017	Linens - 90' white	100-5CS-5-G1-9501029	48.00
22359	05/17/2017	Set-up and take-down	100-5CS-5-G1-9501029	20.00
22359	05/17/2017	folding chairs	100-5CS-5-G1-9501029	54.00
22359	05/17/2017	Linens - 90' royal blue	100-5CS-5-G1-9501029	72.00
Vendor V1084 - Premier Events Party Rentals Total:				1,786.00
Vendor: V1006 - Proactive Work Health				
22304	05/04/2017	E-Screen Test-E Cup-E Roman	100-3FS-5-G1-9501027	110.00
22386	05/24/2017	EScreen Test-K Miller	100-3FS-5-G1-9501027	35.00
Vendor V1006 - Proactive Work Health Total:				145.00
Vendor: V1018 - Quest Software, Inc.				
22305	05/04/2017	Desktop Authority Renewal for 2017-20	100-2FF-5-G1-9401012	2,053.35
Vendor V1018 - Quest Software, Inc. Total:				2,053.35
Vendor: V0761 - Red Wing Shoe Store				
22360	05/17/2017	Safety footwear (BSM RS)	100-2FF-5-G1-9401038	163.07
22360	05/17/2017	Safety footwear (BSM JL)	100-2FF-5-G1-9401038	223.32
Vendor V0761 - Red Wing Shoe Store Total:				386.39
Vendor: V1242 - Robert A. Parris, PC				
22306	05/04/2017	Mediation-Teamsters Union Local 848 & Transdev	100-1EX-5-G1-9501005	2,400.00
Vendor V1242 - Robert A. Parris, PC Total:				2,400.00
Vendor: V0701 - Signal Campus				
22307	05/04/2017	AV College Outdoor Advertising - Library	100-1EX-5-G1-9501003	336.00
22326	05/10/2017	AV College Outdoor Advertising-May 2017	100-1EX-5-G1-9501003	315.00
Vendor V0701 - Signal Campus Total:				651.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2017 - 05/31/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0348 - SignWarehouse, Inc.				
22308	05/04/2017	ENDURA MAG 24X10' WHITE MATTE	100-1EX-5-G1-9501018	30.00
22308	05/04/2017	ORACAL 641 24X10 MIDDLE GRAY	100-1EX-5-G1-9501018	53.00
22308	05/04/2017	Pre-Cut Magnetic Sign Blanks - Set of 2 - 12 inch	100-1EX-5-G1-9501018	140.00
Vendor V0348 - SignWarehouse, Inc. Total:				223.00
Vendor: V0403 - Southern California Edison				
22361	05/17/2017	Electricity-Lancaster City park, 03/31/17-05/02/17	100-2FF-5-G1-9201006	167.90
22361	05/17/2017	Electricity-Palmdale Clocktower Plaza,4/12-5/12/17	100-2FF-5-G1-9201006	120.27
Vendor V0403 - Southern California Edison Total:				288.17
Vendor: V0493 - Standard Insurance Company				
22309	05/04/2017	Vision Insurance Premium (EE)- May 2017	100-000-2-B1-4011016	126.85
22309	05/04/2017	Vision Insurance Premium (ER)-May 2017	100-1ZZ-5-G1-9701616	492.67
22309	05/04/2017	Dental Insurance Premium (EE)- May 2017	100-000-2-B1-4011014	861.85
22309	05/04/2017	Dental Insurance Premium (ER)- May 2017	100-1ZZ-5-G1-9701614	3,040.99
Vendor V0493 - Standard Insurance Company Total:				4,522.36
Vendor: V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation				
22327	05/10/2017	Yvette Holmes vs AVTA-March 2017	100-1EX-5-G1-9501005	3,978.50
22327	05/10/2017	Special litigation-March 2017	100-1EX-5-G1-9501005	3,942.00
22362	05/17/2017	Legal service-General-March 2017	100-1EX-5-G1-9501005	4,136.40
22362	05/17/2017	Legal service-Employment/Personnel-March 2017	100-1EX-5-G1-9501005	1,298.50
Vendor V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation Total:				13,355.40
Vendor: V1244 - Streamline Audio Visual, Inc.				
22363	05/17/2017	Sound system for WAVE Press Conference	100-5CS-5-G1-9501029	177.00
Vendor V1244 - Streamline Audio Visual, Inc. Total:				177.00
Vendor: V1216 - Taft Electric Company				
22310	05/04/2017	IFB Contract 2017-01 Elec Bus Charging Station	600-1XX-5-J1-9909085	115,124.59
Vendor V1216 - Taft Electric Company Total:				115,124.59
Vendor: V1068 - The Bus Coalition				
22328	05/10/2017	Registration-Bus Coalition 06/14/2017	100-1EX-5-G1-9501019	250.00
Vendor V1068 - The Bus Coalition Total:				250.00
Vendor: V0505 - The Customer Service Experts				
22329	05/10/2017	CPOS Blanket Reimbursement-April 2017	100-3FS-5-G1-9501037	50.00
Vendor V0505 - The Customer Service Experts Total:				50.00
Vendor: V0784 - Thunder on the Lot				
22364	05/17/2017	Thunder on the Lot 2017	100-5CS-5-G1-9501039	5,000.00
Vendor V0784 - Thunder on the Lot Total:				5,000.00
Vendor: V0904 - Time Warner/Spectrum Business				
22330	05/10/2017	Cable, 05/11/17-06/10/17	100-2FF-5-G1-9401025	246.71
22365	05/17/2017	Internet service-05/13/17-06/12/17	100-2FF-5-G1-9401025	1,365.00
Vendor V0904 - Time Warner/Spectrum Business Total:				1,611.71
Vendor: V0252 - Transdev, Inc.				
22387	05/24/2017	Commuter Recovery-April 2017	100-2FF-5-G1-9001013	3,306.36
22387	05/24/2017	Travel training-April 2017	100-5CS-5-G1-9401035	91.52
22387	05/24/2017	Commuter Recovery Standby-April 2017	100-2FF-5-G1-9001013	1,847.41
22387	05/24/2017	BYD Electric buses, Routes 1& 97 Bus 4370/71-Apr17	100-2FF-5-G1-9001016	34,108.61
22387	05/24/2017	Local and Commuter Maint and Service, April 2017	100-2FF-5-G1-9001013	1,091,871.42
22387	05/24/2017	Performance Truck Repair Bus#4337	600-1XX-5-J1-9909057	4,888.31
22387	05/24/2017	Performance Truck Repair Bus#4341	600-1XX-5-J1-9909057	5,203.31
22387	05/24/2017	JARC Commuter Hours-adj for FEB 17 Service	100-2FF-5-G1-9001015	(1,766.21)
22387	05/24/2017	JARC Commuter Hours-785-786-787-April 2017	100-2FF-5-G1-9001015	17,662.08
22387	05/24/2017	Cummins Pacific-Invoice#008-65253	600-1XX-5-J1-9909057	7,597.21
Vendor V0252 - Transdev, Inc. Total:				1,164,810.02
Vendor: V0189 - United Parcel Service				
22311	05/04/2017	Shipping charges	100-3FS-5-G1-9501010	103.20
22388	05/24/2017	Shipping charges	100-3FS-5-G1-9501010	103.20
Vendor V0189 - United Parcel Service Total:				206.40



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2017 - 05/31/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0353 - UNUM Life Insurance Co of Amer				
22389	05/24/2017	Long Term Care (EE)	100-000-2-B1-4011024	123.90
22389	05/24/2017	Long Term Care (ER)	100-1ZZ-5-G1-9702618	471.34
Vendor V0353 - UNUM Life Insurance Co of Amer Total:				595.24
Vendor: V0302 - US Bank				
22366	05/17/2017	W office-Intranet Theme	100-1EX-5-G1-9501003	77.00
22366	05/17/2017	Membership renewal-ARMA	100-1EX-5-G1-9501006	215.00
22366	05/17/2017	CTA workshop-Sacramento, Ca	100-1EX-5-G1-9501019	525.00
22366	05/17/2017	Credit-CTA refund	100-1EX-5-G1-9501019	(175.00)
22366	05/17/2017	AV BOT meeting	100-1EX-5-G1-9501019	40.00
22366	05/17/2017	Additional deposit-N Hickling lodging	100-1EX-5-G1-9501019	46.33
22366	05/17/2017	Credit-BUS2017 Housing cancellation-L Engel	100-1EX-5-G1-9501019	(168.37)
22366	05/17/2017	Lodging-K darr, A Bishop APTA Board Support Conf	100-1EX-5-G1-9501019	490.74
22366	05/17/2017	Lancaster Chamber luncheon on 4/12/17 with staff	100-1EX-5-G1-9501019	100.00
22366	05/17/2017	J Fry airfare-CTA Spring conference	100-1EX-5-G1-9501019	78.02
22366	05/17/2017	Registration-APTA Transit-N Hickling & M Perry	100-1EX-5-G1-9501019	1,650.00
22366	05/17/2017	Executive Board meeting lunch	100-1EX-5-G1-9501019	145.37
22366	05/17/2017	N Hickling-lodging, 04/18/17-04/21/17	100-1EX-5-G1-9501019	502.77
22366	05/17/2017	Registration-K Darr APTA Board Support Conf	100-1EX-5-G1-9501019	645.00
22366	05/17/2017	Parking-M Perry-Long Beach CA	100-1EX-5-G1-9501019	100.00
22366	05/17/2017	N Hickling-check in luggage-05/16/17-05/17/17	100-1EX-5-G1-9501019	30.00
22366	05/17/2017	Luncheon Palmdale Chamber of Commerce-April 2017	100-1EX-5-G1-9501019	25.00
22366	05/17/2017	L Block lodging-belmont, CA meeting-04/18/2017	100-1EX-5-G1-9501019	578.00
22366	05/17/2017	Credit-BUS2017 Housing cancellation-M Flanagan	100-1EX-5-G1-9501019	(122.04)
22366	05/17/2017	Lodging-N Pitkin	100-1EX-5-G1-9501035	180.27
22366	05/17/2017	Metro Training-Transit Travel expense	100-1EX-5-G1-9501035	67.50
22366	05/17/2017	L Block-lodging-procurement training	100-1EX-5-G1-9501035	561.51
22366	05/17/2017	G Romo Training-Anaheim	100-1EX-5-G1-9501035	193.43
22366	05/17/2017	L Block airfare-Procurement training	100-1EX-5-G1-9501035	239.88
22366	05/17/2017	G romo-Transit program training hotels	100-1EX-5-G1-9501035	209.83
22366	05/17/2017	1&1 Virtual server-April 2017	100-2FF-5-G1-9401012	29.99
22366	05/17/2017	1 box of Envelopes for AP checks	100-3FS-5-G1-9501009	61.93
22366	05/17/2017	Various supplies, greeting cards	100-3FS-5-G1-9501009	70.48
22366	05/17/2017	Flowers-Norm's father in law	100-5CS-5-G1-9501029	200.00
22366	05/17/2017	Drinks for Chalet during LA Co Air Show	100-5CS-5-G1-9501029	518.21
22366	05/17/2017	GPS Monitoring Service charge for Track Port 2.0	600-1XX-5-J1-9909061	323.88
22366	05/17/2017	AVBOT Luncheon with staff	100-1EX-5-G1-9501019	125.00
22366	05/17/2017	Lunch-FTA Review with staff	100-1EX-5-G1-9501019	76.75
22366	05/17/2017	Lunch with M Flanagan	100-1EX-5-G1-9501019	35.89
22366	05/17/2017	lunch with McKeon	100-1EX-5-G1-9501019	26.51
22366	05/17/2017	Lunch with Passantino Andersen	100-1EX-5-G1-9501019	40.75
22366	05/17/2017	Procurement Training-L Block	100-1EX-5-G1-9501019	220.87
22366	05/17/2017	Parts for emergency command trailer	100-2FF-5-G1-9401038	155.52
Vendor V0302 - US Bank Total:				8,121.02
Vendor: V0969 - Walsma Oil Company				
22331	05/10/2017	Diesel Emmission Fluid	100-2FF-5-G1-9201003	2,411.64
Vendor V0969 - Walsma Oil Company Total:				2,411.64
Vendor: V0550 - Waste Management				
22332	05/10/2017	Waste services-April 2017	100-2FF-5-G1-9401023	1,066.60
Vendor V0550 - Waste Management Total:				1,066.60



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Payment Dates 05/01/2017 - 05/31/2017

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0457 - Waxie Enterprises Inc.				
22370	05/17/2017	glass cleaner	100-2FF-5-G1-9401038	30.91
22370	05/17/2017	40 x 46 can liner	100-2FF-5-G1-9401038	1,239.67
22370	05/17/2017	bowl cleaner	100-2FF-5-G1-9401038	47.45
22370	05/17/2017	nozzles	100-2FF-5-G1-9401038	5.23
22370	05/17/2017	spray bottles	100-2FF-5-G1-9401038	9.68
22370	05/17/2017	citrus cleaner	100-2FF-5-G1-9401038	67.02
22370	05/17/2017	premium tissue	100-2FF-5-G1-9401038	500.90
22370	05/17/2017	medium gloves	100-2FF-5-G1-9401038	59.74
22370	05/17/2017	kitchen paper towels	100-2FF-5-G1-9401038	58.66
22370	05/17/2017	large gloves	100-2FF-5-G1-9401038	59.74
22370	05/17/2017	30 x 39 Can Liners	100-2FF-5-G1-9401038	253.01
22370	05/17/2017	universal roll towels	100-2FF-5-G1-9401038	449.15
22370	05/17/2017	detergent	100-2FF-5-G1-9401038	87.74
22370	05/17/2017	seat covers	100-2FF-5-G1-9401038	36.18
Vendor V0457 - Waxie Enterprises Inc. Total:				2,905.08
Vendor: V1154 - Weideman Group Inc.				
22312	05/04/2017	Government Advocay Consultant Contract--May 2017	100-1EX-5-G1-9501015	10,000.00
Vendor V1154 - Weideman Group Inc. Total:				10,000.00
Vendor: V0112 - Western Exterminators				
22333	05/10/2017	Exterminator-April 2017	100-2FF-5-G1-9401005	100.00
Vendor V0112 - Western Exterminators Total:				100.00
Vendor: V0124 - Witts				
22334	05/10/2017	Office Supplies	100-3FS-5-G1-9501009	102.16
22390	05/24/2017	Office Supplies-wrist mousepads	100-3FS-5-G1-9501009	119.94
Vendor V0124 - Witts Total:				222.10
Grand Total:				1,827,824.67



DATE: June 27, 2017

TO: BOARD OF DIRECTORS

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

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to renew the Letter of Understanding with the LASD for transit law enforcement services covering the term July 1, 2017 through June 30, 2018 as outlined in the attached letter to Sheriff Jim McDonnell.

FISCAL IMPACT

Total reimbursement under this agreement will not exceed \$120,000. Funds for these services are included in the Fiscal Year 2017/2018 Business Plan.

BACKGROUND

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

- Security presence Monday through Friday with staggered shifts for increased presence
- Random fare and ridership audits on local and commuter services with two Security Assistants to assist with fare enforcement
- A presence in and around the transit system
- Training and safety presentations to drivers
- Random bomb and weapon checks of local and commuter vehicles

Renewal of Agreement with LASD for Security Services

June 27, 2017

Page 2

- Interface with schools and city personnel regarding problematic behavior at specific stops
- Other duties as assigned.

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

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

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Len Engel
Executive Director/CEO

Attachment: A – Letter of Request to Sheriff Jim McDonnell



DRAFT

Board of Directors

Chairman
Marvin Crist
City of Lancaster

Vice Chair
Dianne M. Knippel
County of Los Angeles

Director
Steven D. Hofbauer
City of Palmdale

Director
Austin Bishop
City of Palmdale

Director
Angela E. Underwood-Jacobs
City of Lancaster

Director
Michelle Flanagan
County of Los Angeles

Executive Director
Len Engel

June 27, 2017

Sheriff Jim McDonnell
Contract Law Enforcement Bureau
Los Angeles County Sheriff's Department
4700 Ramona Boulevard, RM 214
Monterey Park, California 91754

Dear Sheriff McDonnell:

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

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

AVTA is prepared to spend up to \$120,000 in FY18, beginning July 1, 2017 and ending June 30, 2018, unless superseded by a

new contract. It is anticipated that this effort would entail work being performed, Monday through Friday, depending on the specific tasks.

We appreciate the opportunity to work with your staff and look forward to continuing our contractual relationship for transit law enforcement services in the Antelope Valley. Should you have any questions, please feel free to contact me at (661) 729-2229.

Best regards,

Len Engel
Executive Director/CEO





DATE: June 27, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Authorizing Resolution for the Department of Transportation's Federal Transit Administration Grant Program for Fiscal Year 2016/2017 (FY17)

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2017-006, authorizing the Executive Director/CEO to execute all required documents of the Federal Transit Administration as required by the Department of Transportation's Program for FY17.

FISCAL IMPACT

Adopting Resolution No. 2017-006 would authorize the Executive Director/CEO to sign, on behalf of AVTA and the Board of Directors, the certification and assurances and any other required documents as it relates to the Department of Transportation's Federal Transit Administration.

BACKGROUND

AVTA receives annual apportionments from the Federal Transit Administration Grant Program. The AVTA Board is required to adopt Resolution No. 2017-006 in order to receive the FY17 and future grant awards as applied for by the Authority. The resolution will certify that the Board authorizes the Executive Director/CEO to execute all necessary documents related to this funding source.

Prepared by:

Submitted by:

Judy Fry
Grants Administrator

Len Engel
Executive Director/CEO

Attachment: A – Resolution No. 2017-006

ANTELOPE VALLEY TRANSIT AUTHORITY

BOARD OF DIRECTORS

RESOLUTION NO. 2017-006

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION'S PROGRAM

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, all contracts for financial assistance will impose certain obligations upon the applicant, including the provision by the contract of the project(s)' local share costs.

NOW THEREFORE, BE IT RESOLVED BY THE ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA):

1. That the Executive Director/CEO is authorized to execute and file all applications on behalf of the AVTA with the U.S. Department of Transportation, to aid in the financing of all planning, capital, training, demonstration, and/or operating assistance projects.
2. That the Executive Director/CEO is authorized to execute and file with such applications an assurance or any other document required by U.S. Department of Transportation effectuating the purposes of the proposed projects.
3. That the Executive Director/CEO is designated to furnish such additional information as the U.S. Department of Transportation may require in connection with all applications.
4. That the Executive Director/CEO is authorized to set forth and execute minority business enterprise (disadvantaged business enterprise and women's business enterprise) policies and procedures in connection with the procurement needs of all projects.
5. That the Executive Director/CEO is authorized to execute all grant agreements on behalf of AVTA with the U.S. Department of Transportation to aid in the financing of all planning, capital, training, demonstration, and/or operating assistance projects.
6. Len Engel, AVTA Executive Director/CEO, is hereby authorized to execute the contract pertaining to the grant application (FAIN ID 5564-2017-1).

PASSED, APPROVED, AND ADOPTED this 27th day of June 2017, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Marvin Crist, Chairman
Antelope Valley Transit Authority

ATTEST:

APPROVED AS TO FORM:

Karen S. Darr, Clerk of the Board

Allison E. Burns, General Counsel

DRAFT



DATE: June 27, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2017-37 to Moore & Associates for Planning & Operations Support Services

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2017-37 for Planning & Operations Support Services with Moore & Associates, Santa Clarita, CA, for a two-year term and an amount not to exceed \$199,500.

FISCAL IMPACT

Sufficient grant funds are available from the FY17-18 Business Plans to pay for this service.

BACKGROUND

Moore & Associates (Moore) have been supporting AVTA's efforts in Mobility Management, Travel Training and Operator Audits for a number of years under a variety of contracts. The firm's experience with AVTA, in fact, goes back to the very beginning of AVTA's existence. With the departure of Dieter Aragon in December, staff reached out to the firm to provide additional assistance with projects that had been left incomplete.

Staff negotiated a scope of work and a budget that we bring to the Board today. As we considered our short to medium term needs it was determined that outsourcing our planning and operations support needs was more efficient and cost effective than staffing the position with a single individual. To date Moore has been extremely helpful in developing recommendations for the summer 2017 service enhancements.

Moore is to assist and represent the best interests of AVTA on each assigned task order listed under "Scope of Work". Moore is to seek all sources of information available to improve AVTA's operations and on-going and future programs. Moore is to coordinate with applicable AVTA staff and keep AVTA management informed of current and potential issues or enhancements that would maintain or strengthen service levels to the greatest degree possible for the public transit-riding citizens of the Antelope Valley.

AVTA's Responsibilities under this agreement are:

- To negotiate an amount for each agreed upon Task Order prior to engaging in any work.
- To provide a Task Order for assigned and agreed upon projects for work listed under Scope of Work. Task Orders shall be approved in written form only and be accompanied with a duly executed purchase order prior to engaging in any work.
- To provide an authorized representative ("Project Manager") who will act as the primary point of contact with Moore for the duration of an approved Task Order.
- To provide project oversight with high level guidance and necessary decision-making.
- Provide appropriate access to existing data and staff members for proper decision making for each assigned project.
- Facilitate required meetings, and ensure availability of necessary staff and required resources.

The maximum payment under this Contract, including expenses, is:

"Not To Exceed" total payment amount of \$199,500.00, not including all approved expenses. All expenses shall be approved by Executive Director/CEO or designee.

SUMMARY OF THE SCOPE OF WORK:

Task 1: Service planning

Moore will assist AVTA with the planning of multiple service projects, including service optimization, feasibility assessment, route and schedule design, and operating cost and revenue forecast. Moore will also assist in the identification of a "transit hub" to serve the rural southeast portion of our service area.

Task 2: Operations support

Moore will assist with troubleshooting and resolution of issues involving AVAIL AVL technology, TransTrack business intelligence system, and Cubic automated fareboxes. The goal of this effort is improvement in on-time performance, data collection, KPI reporting, and customer service information.

Task 3: Service quality assurance

Moore will conduct service quality evaluations including ride checks, operator observations, and mystery calls to preserve and enhance the customer experience. This task will include periodic assessments of on-time performance, tracking of rider activity at the bus stop level, driver/operator field observations, and direct assessment of call center personnel. Data from the ride checks will also serve to confirm the operational validity of AVTA's AVL and APC functionality.

Task 4: Title VI Plan Update

This task fulfills the FTA's requirement that a transit operator's Title VI plan be updated every three years. The deadline for the Plan update is June 2107.

Task 5: 2017 local service schedule rebuilding

This task includes a rebuilding of AVTA local service schedules to improve on-time performance, achieve improved operational performance, and enhance the transit rider/customer experience. This schedule rebuilding is also necessary to support AVTA's transition to an all-electric local service fleet.

Task 6: Paratransit service evaluation

This task will assess the operational and financial performance of both AVTA and Access Services, with a goal of ensuring that each provider functions in the most cost-effective manner possible; while also focusing on the respective customer base.

Task 7: Mobility management

The mobility management program will reestablish a community based steering committee, increase outreach to employers, increase travel training, and improve project impact assessment.

Submitted by:

Len Engel
Executive Director/CEO



DATE: June 27, 2017

TO: BOARD OF DIRECTORS

SUBJECT: AVTA Title VI Program Update for Fiscal Years 2018 through 2020

RECOMMENDATION

That the Board of Directors 1) Approve the AVTA Title VI Program Update for FY18 through FY20 as required by the Federal Transit Administration (FTA) (Attachment A); and 2) Adopt Resolution No. 2017-005 (Attachment B).

FISCAL IMPACT

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

BACKGROUND

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

Since 1972, the FTA has required recipients of federal assistance to provide assessments of compliance with Title VI of the Civil Rights Act of 1964. An updated Title VI program must be submitted by grantees every three years. AVTA last submitted its Title VI Program Update to FTA in FY12. The updated FY18-20 Title VI Program is attached (Attachment A).

The Title VI Program has been updated to provide information on service added or modified since the last submittal, as well as an outline of public participation, minority representation on planning and advisory committees, and a set of route maps with demographic information based on the 2015 federal census data.

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

Prepared by:

Submitted by:

Norman L. Hickling
Chief Operating Officer

Len Engel
CEO/Executive Director

Attachments: A - Draft AVTA Title VI Program Update for FY 2018-2020
B – Resolution No. 2017-005

Antelope Valley Transit Authority

Fiscal Year 2018

TITLE VI

Program Update



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Chapter 1: Introduction

1.1 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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

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

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

1.2 ANTELOPE VALLEY TRANSIT AUTHORITY

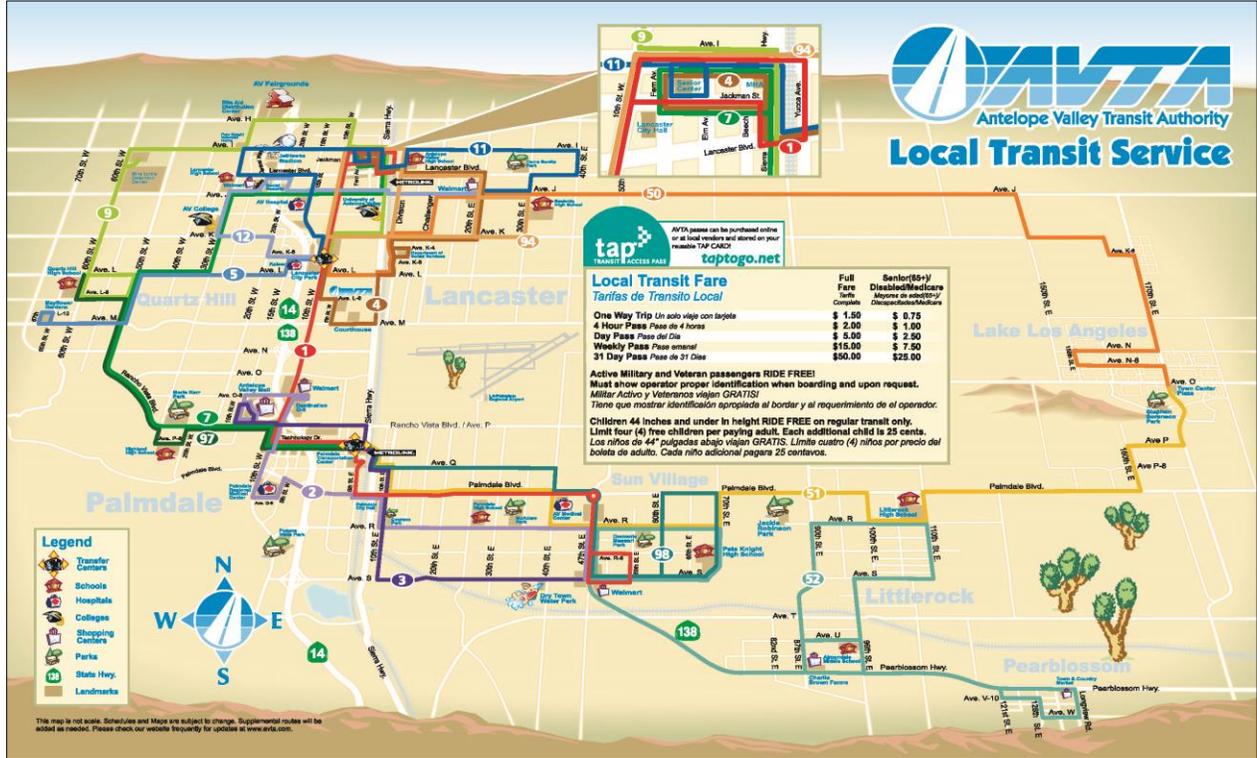
The Antelope Valley Transit Authority (AVTA) is a public entity created on July 1, 1992, pursuant to Section 6506 of the Government Code of the State of California. AVTA was formed under a Joint Exercise of Powers Agreement (JPA). Its members consist of the County of Los Angeles and the cities of Lancaster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

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

AVTA’s total service area covers approximately 1,200 square miles and is bounded by the Kern County line to the north, the San Bernardino County line to the east, the Angeles National Forest to the south, and Interstate 5 to the West. AVTA includes a network of 12 local transit routes, three commuter routes, and the North County TRANSporter (NCT) service, which operates as a bridge service between the Santa Clarita and Antelope Valleys on weekdays. AVTA provides three supplemental route services to alleviate crowding on local routes during peak hours. The supplemental service operates two times a day. Local service is operated on weekdays from 5:00 a.m. to 12:45 a.m. Weekend service is operated from 6:00 a.m. to 11:45 p.m. Commuter routes and the NCT service operate Monday through Friday from 3:50 a.m. to 7:54 p.m.

AVTA also provides urban and rural dial-a-ride service. Service within the urban zone and rural Zone 1 is available to elderly persons and persons with disabilities. Service within rural Zone 2 is open to the general public, operating on weekdays from 6:00 a.m. to 7:30 p.m. and weekends from 8:00 a.m. to 6:00 p.m. Reservations may be placed between 8:00 a.m. and 5:00 p.m. any day of the week.

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



1.3 AVTA VISION AND VALUES

VISION

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

We exceed customer expectations by providing service that is:

- Safe and reliable.
- Valued by the community.
- Responsive and innovative.
- Caring and courteous.
- Cost effective.

VALUES

- **Communication:** We value communication that is timely, direct, open and honest.
- **Respect:** We demonstrate respect for our customers, team members, and stakeholders.
- **Transparency:** We demonstrate accountability and transparency in all activities.
- **Empowerment:** We empower our team members with resources to achieve our vision.
- **Stewardship:** We make decisions that protect the public trust.

Chapter 2: General Requirements

2.1 TITLE VI NOTICE TO THE PUBLIC

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

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

Title VI Public Notice

What is Title VI?

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

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

Who can file a complaint?

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

AVTA Title VI Policy

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

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

How do I file a Title VI Complaint?

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

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

The complaint may be filed in writing with AVTA:

Antelope Valley Transit Authority
42210 6th Street West
Lancaster, CA 93534
Attention: Title VI Officer

Complaint Assistance

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

- Email: titlevi@avta.com
- Phone: 661.729.2224
- Hearing Impaired: 1.888.880.3273 (TDD)

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

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

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

What happens to my complaint to AVTA?

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

AVTA Customer Service will provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Complaints will be elevated to the appropriate management team responsible for Title VI compliance.

In instances where additional information is needed for assessment or investigation of the complaint, AVTA will contact the complainant in writing within 15 working days. Failure of the

complainant to provide the requested information by a certain date may result in the administrative closure of the complaint.

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

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

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

The complainant also will be advised of his/her right to appeal the response to federal and state authorities as appropriate. AVTA will use its best efforts to respond to a Title VI complaint within sixty (60) working days of its receipt of such a complaint, unless a complaint is filed with AVTA and an external entity simultaneously as noted previously.

How will I be notified of the outcome?

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

2.2 AVTA TITLE VI COMPLAINT FORM AND PROCEDURES

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

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

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

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

2.3 TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

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

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

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in AVTA Title VI Program submitted to the FTA every three years.

AVTA has had no lawsuits and only one complaint alleging Title VI violations since the submittal of its 2015 Title VI Program update, which was unsubstantiated. The following table summarizes the only complaint received.

Created On	Complaint Description	Status	Summary of Review and Action Taken
April 3, 2017	Complaint stated a passenger felt discriminated against by another passenger and operator did not sufficiently intervene. Two passengers in wheelchairs attempted to board the bus. A passenger could not board the bus as the reserved seating area for individuals with disability was occupied by another passenger with a walker. The passenger with a walker did not vacate the seating area for individual with disability. Verbal disagreements occurred between the two passengers.	Unsubstantiated	AVTA and TransDev staff reviewed video recording of the incident. The bus driver attempted to deescalate the issue but could not legally ask the passenger to vacate the seat. The driver did not violate any Title VI regulations.

2.4 PUBLIC PARTICIPATION

The Federal Transit Administration (FTA) requires a locally developed process to consider public comment before raising fares or carrying out a major reduction in transportation service (Chapter 53, Section 5307). The public, as the primary customer and beneficiary of transit service, is provided the opportunity for input and review through the public outreach process.

Actions such as the establishment of new service, fare adjustments, major modifications to existing service (25% or more), and elimination of any bus route may include a formal process of review by AVTA, including meaningful public engagement conducted by AVTA staff. AVTA uses a broad range of outreach tools as documented in the AVTA Fare and Service Change Guidelines (Appendix C).

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

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

In April 2015, AVTA conducted ten public community discussion sessions for the July 2015 proposed service changes. It recommended changes to fare structure; rider relief coupon program; and route alignments on routes 1, 2, 3, 5, and 7; as well as schedule adjustments. The outreach meetings were held between April 20 and April 28 at Lancaster City Park (now Sgt. Steve Owen Memorial Park), Palmdale Transportation Center, Resource Fair/Legacy Commons Senior Center, Antelope Valley College, AVTA's administrative offices, Antelope Valley Senior Center, and Lake Los Angeles Town Council Meeting. At all outreach events, materials were distributed in English and Spanish. The public was notified of the meeting through bilingual (English/Spanish) flyers and posters placed on all coaches as well as at the Palmdale Transportation Center, Lancaster City Park (now Sgt. Steve Owen Memorial Park), Lancaster Senior Center, Highland High School, Quartz Hill High School, and the Antelope Valley Union High School District (AVUHSD). A survey regarding the service change was distributed on a portion of trips on all routes and was available in both English and Spanish. The survey included several questions regarding the proposed fare changes and allowed respondents to write in comments. The survey distributed on commuter routes utilized different fare change questions since the proposed changes were different by route. A total of 1,229 surveys were collected on local routes and 244 were collected on commuter routes.

In March 2016, AVTA conducted ten public community discussion sessions for the August 2016 proposed service changes. It recommended changes to route alignments on routes 6, 7, 10, 15 and Lake Los Angeles Express, as well as schedule adjustments. The outreach meetings were held between March 10 and April 13 at Lancaster City Park (now Sgt. Steve Owen Memorial Park), Palmdale Transportation Center, Legacy Commons Senior Center, Antelope Valley College, University of Antelope Valley, AVTA's administrative offices, Antelope Valley Senior Center, Littlerock Town Council Meeting, Antelope Acres Town Council Meeting, and Lake LA Town Council Meeting. Members of the public were also able to submit written comments directly to AVTA.

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

2.5 LIMITED ENGLISH PROFICIENCY (LEP) PLAN

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

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

The LEP Plan documents the four-factor analysis completed to identify appropriate language assistance measures needed to improve access to AVTA services and benefits for LEP persons. Under the analysis, it was determined that approximately 14.3% of the population within AVTA’s service area has limited proficiency in the English language. The most predominate language spoken other than English is Spanish at 90.6% of all LEP individuals within our service area. The LEP analysis documents current measures used by AVTA to assist LEP populations including:

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

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

2.6 MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

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

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

AVTA Board of Directors		
Member	Jurisdiction	Minority/Non-Minority
Marvin Crist	City of Lancaster	Non-Minority
Angela Underwood-Jacobs	City of Lancaster	Minority
R. Rex Parris	City of Lancaster (alternate)	Non-Minority
Ken Mann	City of Lancaster (alternate)	Non-Minority
Raj Malhi	City of Lancaster (alternate)	Minority
Michelle Flanagan	Los Angeles County	Non-Minority
Dianne Knippel	Los Angeles County	Non-Minority
Austin Bishop	City of Palmdale	Non-Minority
Steven D. Hofbauer	City of Palmdale	Non-Minority
Juan Carillo	City of Palmdale (alternate)	Minority
Laura Bettencourt	City of Palmdale (alternate)	Non-Minority

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

Transit Advisory Committee		
Member	Jurisdiction	Minority / Non-Minority
Tammie Holladay	City of Lancaster	Non-Minority
Trolis Niebla	City of Lancaster	Minority
Matthew Simons	City of Lancaster (alternate)	Non-Minority
Ann Meiners	Los Angeles County	Non-Minority
Jordan Catanese	Los Angeles County	Non-Minority
Brian Kuhn	City of Palmdale	Non-Minority
Sayne Redifer	City of Palmdale	Minority
Jason Finch	City of Palmdale (alternate)	Non-Minority

Each year, AVTA meets with a Social Services Transit Advisory Committee (SSTAC) to solicit input and evaluate whether any unmet transit needs exist in the AVTA service area that may be reasonable to meet using Transportation Development ACT (TDA) Article 8 funds, a portion of the California Local Transportation Fund generated by $\frac{1}{4}$ of one cent of the state sales tax. The SSTAC is comprised of several groups, including the AVTA TAC members. A list of the members and respective Organization/groups are listed below.

Social Services Transit Advisory Committee (SSTAC)		
Member	Organization/Group	Minority/Non-Minority
Jason Finch	City of Palmdale	Non-Minority
Tammie Holladay	City of Lancaster	Non-Minority
Ann Meiners	Los Angeles County	Non-Minority
Adrian Aguilar	City of Santa Clarita	Minority
Eric Haack	Access Services	Non-Minority
Shari Farrar	AV Community Clinic	Non-Minority
Dan Thomas Sr.	Transdev/IntelliRide	Minority
Erika Monroe	AVTA	Minority
Geraldina Romo	AVTA	Minority
Kelly Miller	AVTA	Non-Minority

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

TDA Article 8 Hearing Board		
Member	Jurisdiction	Minority/ Non-Minority
David Perry	Los Angeles County	Non-Minority
Marvin Crist	City of Lancaster	Non-Minority
Steve Hoffbauer	City of Palmdale	Non-Minority
Adrian Aguilar	City of Santa Clarita	Minority

This year the process was concluded at a Hearing Board meeting held on February 27, 2017. The Hearing Board found that there were no unmet transit needs that were reasonable to meet using TDA Article 8 funds, and recommended that AVTA continue to monitor and evaluate all available funding sources.

2.7 MONITORING OF SUBRECIPIENTS AND CONTRACTORS

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

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

2.8 FIXED FACILITY IMPACT ANALYSIS

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

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

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

- A Title VI Equity Analysis conducted during planning stages to assess if or how the location will impact minority communities and provides alternatives analysis.
- A project history and background for each project or service plan within the document.
- A discussion of the potential impacts on minority communities and minority-owned businesses during and after construction.
- A discussion on all potential negative environmental impacts, such as traffic congestion, noise, air or water pollution.
- A list of minority owned businesses and household affected by construction projects.
- A description of other significant impacts on minority communities, such as: increased traffic, reduction in parking availability, etc. and
- A description of the relocation program and/or other measures adopted by the applicant used to mitigate identified adverse social, economic or environmental effects

of the proposed construction project or service plan all of which should include an environmental justice component.

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

Chapter 3: Service Standards and Policies

3.1 MAJOR SERVICE CHANGE AND FARE POLICY

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

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

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

At the time of this Title VI Program Update, AVTA has a farebox recovery ratio target of 26.11%. AVTA reviews and reports the farebox recovery ratio compared to the target on a quarterly basis. Based on the analysis, AVTA may recommend fare adjustments as part of a range of solutions to maintain a sustainable long-term financial plan for the agency. All proposed fare changes require a Title VI Equity Analysis under the procedures established by this Title VI program.

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

3.2 DISPARATE AND DISPROPORTIONATE IMPACT THRESHOLD

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

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

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

3.3 SERVICE EQUITY ANALYSIS

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

Since the previous Title VI update, AVTA has made numerous realignments of routes through two service changes. Both of the service changes focused on minor adjustments to routes that did not require a Service Equity Analysis.

In the last three years, AVTA has modified various fare categories and instituted a half fare for Senior, Disabled, and ACCESS riders. A Fare Equity Analysis was conducted by Nelson Nygaard in May 2015. The Fare Equity Analysis found that none of the fare changes would exceed the 10 percent disparate impact threshold. The report did recommend AVTA consider additional subsidies to the Rider Relief program (provide through LA Metro) to help mitigate the impact of the fare changes on low-income customers.

3.4 SERVICE STANDARDS

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

VEHICLE LOAD

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

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

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

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

Vehicle Load Factor			
Service Type	Year and Model	Seats	Max Load Factor
Local Transit	40' Gillig Low Floor	38	1.5
Local Transit	40' Gillig Phantom – High Floor	43	1.5
Local Transit	40' NABI Low Floor	40	1.5
Local Transit	40' Gillig Low Floor	39	1.5
Local Transit	40' Gillig Low Floor Hybrid	39	1.5
Local Transit	40' BYD Low Floor Electric	32	1.5
Commuter	45' MCI Highway Coach	53	1.0

In FY15, AVTA implemented an Intelligent Transportation System (ITS) which included Automatic Passenger Counters (APCs) and Automatic Vehicle Locators (AVLs). This allows the Authority to collect essential data at the trip level. It allows stop-by-stop analysis which provides a precise understanding of customer boardings, loads, and travel patterns.

VEHICLE HEADWAY

AVTA operates 12 local fixed routes in the Antelope Valley. While service frequency and span (hours of operation) vary by route, local service generally operates every 30-60 minutes from 5:00 a.m. to 12:45 a.m. AVTA provides three supplemental route services to alleviate crowding on local routes during peak hours. The supplemental service operates two times a day. Commuter routes serve both Sgt. Steve Owen Memorial Park and the Palmdale Transportation Center. The number and frequency of trips offered varies by route. Commuter bus service begins earlier than 4:00 a.m. due to the Antelope Valley's distance from the following destinations in Los Angeles County:

- Downtown Los Angeles,
- Century City/West Los Angeles/UCLA, and
- West San Fernando Valley/CSU-Northridge.

AVTA also operates the North County TRANSporter (790), a midday route that connects the Palmdale Transportation Center with the Newhall Metrolink Station and the McBean Regional Transit Center in Santa Clarita. This route bridges most of the midday service gap during which the Metrolink Antelope Valley Line does not operate north of Santa Clarita. It is also the only bus connection between the Antelope Valley and the Santa Clarita Valley.

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

Service Span							
Route	Service Type	Span	Frequency (minutes)				
			AM 5AM-9AM	Midday 9AM-3PM	PM 3PM- 6PM	Evening 6PM- 9PM	Night 9PM-12AM
1	Local	5:00a – 12:45a	20	30	20	30-60	60
2	Local	5:55a – 10:45p	30	30	30	60	60
3	Local	5:55a – 10:45p	30	30	30	60	60
4	Local	5:30a – 9:20p	60	60	60	60	60
5	Local	6:05a – 9:24p	60	60	60	60	80
7	Local	5:10a – 10:55p	60	60	60	60	60
9	Local	6:30a – 8:00p	90	90	90	90	90
11	Local	5:20a – 11:57p	30	30	30	60	60
12	Local	5:05a – 11:44p	30	30	30	60	60
50	Rural	5:30a – 11:20p	120	120	120	120	120
51	Rural	5:30a – 11:20p	120	120	120	120	120
52	Local/Rural	5:30a – 11:24p	120	120	120	120	120
94	Supplemental	6:40a – 3:55p	1 trip		1 trip		
97	Supplemental	6:35a – 3:45p	1 trip		1 trip		
98	Supplemental	6:40a – 3:22p	1 trip		1 trip		
785	Commuter	3:50a –8:55a 2:50p – 7:47p	15-20	N/A	20-25	N/A	N/A
786	Commuter	4:00a – 8:14a 2:50p – 7:28p	20-30	N/A	20-40	N/A	N/A
787	Commuter	4:00a – 8:58a 2:50p – 7:54p	10-20	N/A	20-30	N/A	N/A
790	Commuter	7:50a – 5:50p	2 trips	6 trips	2 trips	N/A	N/A

ON-TIME PERFORMANCE

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

SERVICE AVAILABILITY

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

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

3.5 SERVICE POLICIES

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

VEHICLE ASSIGNMENTS

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

AVTA's average fleet age as of the adoption of this Title VI Program is 9.9 years old. In order to ensure equitable distribution of vehicles based on vehicle age, each route is randomly assigned buses without regard to the vehicle age, as maintenance and repair needs permit. Given the length of some routes, vehicle assignment of electric vehicles may also be dependent upon the availability of electric charging facilities along the route.

Listed below is the entire transit fleet breakdown and scheduled replacement year. AVTA is transitioning to a new 100 percent battery electric fleet as early as the end of 2018.

Service Type	Number in Class	Year and Model	Scheduled Replacement
Local Transit	5	1992 40' Gillig Phantom	FY 2014
Local Transit	1	2001 40' Gillig Low Floor	FY 2014
Local Transit	6	2003 40' North American Bus Industries Low Floor	FY 2015
Local Transit	13	2004 40' Gillig Low Floor	FY 2017
Local Transit	15	2012 40' Gillig Low Floor Hybrid	FY 2024
Local Transit	2	2014 40' BYD K9M Electric	FY 2026
Local Transit	3	2015 40' Gillig Low Floor	FY 2027
Total Local Transit	45		
Commuter	13	2004 45' MCI Highway Coach	FY 2017
Commuter	6	2008 45' MCI Highway Coach	FY 2020
Commuter	6	2012 45' MCI Highway Coach	FY 2024
Commuter	5	2015 45' MCI Highway Coach	FY 2027
Total Commuter	30		
Total Active Fleet	75		

TRANSIT AMENITIES

AVTA's emphasis on customer service includes the improvements of its "front door" – the bus stops. The Bus Stop Improvement Program (BSIP), also known as the Regional Partnership Program (RPP), began in FY11. The goal was to increase the attractiveness of bus stops by creating a full-time bus stop maintenance program. The bus stop maintenance program employs five technicians who provide general maintenance and minor repairs for bus stop amenities. Technicians track bus stop maintenance, graffiti history, and customer requests. All 830 active bus stops have been geo-coded and are tracked through a bus stop database.

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

AVTA is currently in the process of improving bus stops within its service area by encouraging and assisting the local jurisdictions as they upgrade bus stops with new shelters, route information, and trash receptacles through the RPP. For FY18, AVTA's proposed budget includes \$494,000 in Federal Section 5307 funds to fund this program.

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

Chapter 4: Demographics and Service Profile Maps and Charts

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

Using American Community Survey (ACS) data, AVTA created map layers and created a visual display to show demographic information in relation to its service area.

4.1 MINORITY CHARACTERISTICS

The 2015 ACS 5-year estimates identified 389,101 residents in the census tracts within the defined AVTA service area. The service area's minority population includes Black, Hispanic, Asian, Native American, and Pacific Islander populations as well as those citing two or more races. In the AVTA service area, 67.8% (263,859) of the residents were designated as minority in 2015.

Total Population	Minority		Non-Minority	
389,101	263,859	68%	125,242	32%

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

4.2 INCOME CHARACTERISTICS

According to results from the 2015 American Community Survey 5-year estimates, 5.8% of the population within the AVTA service area was living at or below the poverty line.

Total Population	People Below Poverty Line	Low Income Percentage
389,101	22,542	5.8%

Appendix E shows the census tracts in the AVTA service area based on percentage of residents living at or below the poverty line. This map allowed AVTA to determine that transit services are available to low income and non-low income populations equally within the Authority's service area.

4.3 MINORITY & LOW INCOME CHARACTERISTICS

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

Appendix E shows the distribution pattern maps of minority and low-income population in the Antelope Valley service area.

4.4 DEMOGRAPHICS, RIDERSHIP AND TRAVEL PATTERNS

According to the AVTA's 2018 Limited English Proficiency (LEP) Plan, 31.2% of residents within the AVTA service area speak a language other than English. Of those residents, 86.6% are Spanish speakers (See Appendix D).

As part of AVTA's Route to Success: Comprehensive Operational Analysis (COA) and Ten Year Plan, an on-board survey of AVTA passengers was conducted January 20-24, 2014 on all local and express routes. Title VI requires an onboard survey that collects demographic data be conducted within the last five years. As a result, the on-board survey cited here and represented in total in Appendix F was conducted prior to the most recent service adjustment, which adjusted some of the routes. Current routes are represented in demographic maps provided in Appendices D, E, and G.

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

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

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

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

Appendix F provides details of the most recent on-board survey taken from AVTA’s Route to Success Existing Conditions report.

This current report includes data from the 2015 ACS 5-year estimates from Census Bureau which is the most recent census data available.

AVTA’s service area encompasses a population of over 389,101(Census Block Levels) with a minority population of 68%. The total population was derived from the service area of fixed route and dial-a-ride service. The total population was based from 2015 ACS 5-year estimates census block level data. The Demographic Tables and Service Profile Maps included in Appendix G illustrate the relationship the demographic makeup of the service area.

4.5 MONITORING TRANSIT SERVICES

AVTA regularly monitors the service in its service area. Performance targets against five key agency goals are monitored. Nine performance indicators are evaluated on a monthly basis to determine if the established performance targets are being met. This evaluation includes passengers per service hour, cost per vehicle service hour, call response time, number of complaints, number of preventable accidents, service on-time performance, and farebox recovery ratio.

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

4.6 CONCLUSION

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

Appendix A | Notice of Customer Rights

TITLE VI NOTIFICATION

NOTIFICACIÓN DE TÍTULO VI

The Antelope Valley Transit Authority (AVTA) ensures that no person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.

If you feel you have experienced discrimination in the level and/or quality of transportation services and transit-related benefits that you have received, you may file a complaint with AVTA. For more information on AVTA's Title VI policy, you may call **661.945.9445** or visit avta.com. A complainant may file a complaint in writing at the following address: Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534, Attention: Customer Service. To download a complaint form, visit avta.com/title_vi_complaint.htm.

A complainant may file a Title VI complaint directly with the Federal Transit Administration by writing to the U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, CA 94105-1839.

El Antelope Valley Transit Authority (AVTA) asegura que ninguna persona por raza, color o origen nacional será objeto de discriminación en el nivel y calidad de los servicios de transporte y beneficios relacionados con el tránsito.

Si cree que ha experimentado discriminación en el nivel y / o la calidad de los servicios de transporte y los beneficios relacionados con el tránsito que ha recibido, puede presentar una queja ante AVTA. Para obtener más información sobre la política Título VI de AVTA, puede llamar al **661.945.9445** o visitar avta.com. Un reclamante puede presentar una queja por escrito en la siguiente dirección: Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534, Attention: Customer Service (Atención: Servicio al Cliente). Para descargar un formulario de queja, visite avta.com/title_vi_complaint.htm.

Un demandante puede presentar una queja de Título VI directamente con el Administración de Tránsito Federal escribiendo al U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, CA 94105-1839.



Appendix B | Title VI Complaint Form



Antelope Valley Transit Authority | 42210 6th Street West | Lancaster, California 93534 | 661.945.9445 | avta.com

Title VI Complaint Form

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

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

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

1. Complainant's Name _____
2. Address: _____
3. City: _____ State: _____ Zip Code: _____
4. Telephone Number (home): _____ (business) _____
5. Person discriminated against (if someone other than the complainant):
 Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:
 - a. Race
 - b. Color:
 - c. National Origin:
7. What date did the alleged discrimination take place?



Antelope Valley Transit Authority 42210 6th Street West | Lancaster, California 93534 | 661.945.9445 | avta.com

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

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

If yes, check each box that applies:

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

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

Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

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

Complainant's Signature _____

Date _____

Appendix C | AVTA Fare and Service Change Guidelines

Antelope Valley Transit Authority

Service Change Guidelines

Updated: May 2014

Policy Statement

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

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

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

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

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

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

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

Service Change Timeline

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

**Required Lead Time: Months prior to service implementation.*

Implementing Minor Changes on an Interim Basis

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

Service Change Measures

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

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

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

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

Impact Analysis for Proposed Changes

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

Title VI Process for Major Service Changes

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

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

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

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

Public Hearing Process

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

Public Outreach

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

- Distribution of informational brochures on AVTA buses and at information centers, which include route number, route name and route changes.
- Placement of information cards in holders located behind the bus operator.

- Public outreach at key transportation centers, bus stops, and on-board vehicles occurs up to one month before the public hearing is held. This effort reaches patrons who may not have time to attend a public hearing, and informs them of other communication methods available for filing public comment.

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

Appendix D | AVTA Limited English Proficiency (LEP) Plan

Antelope Valley Transit Authority Limited English Proficiency (LEP) Plan

Updated: May 2017

Introduction

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

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

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

Plan Summary

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

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

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

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

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

Four-Factor Analysis

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

AVTA’s service area covers the Antelope Valley and a small portion of the Santa Clarita Valley. The Antelope Valley consists of the cities of Palmdale and Lancaster with some various unincorporated areas of Los Angeles County. For planning purposes, AVTA reviewed the 2011-2015 American Community Survey 5-year estimates “Languages Spoken at Home” (B16001) by Census Tract for the AVTA service area.

The AVTA service area has a total population of 353,673 over five years of age. In this population, 68.8% speak only English. Of the 31.2% that speak a language other than English, approximately 50,664 residents, or 14.33%, indicated that they speak English “less than very well”. Of the 50,664 residents that would be considered LEP, (speak English “less than very well”) 45,902 or 91% are Spanish speakers.

Other languages spoken within the AVTA service area include: **Indo-European** (Persian and Armenian), **Asian and Pacific Island** (Tagalog, Chinese, Cambodian, Korean, and Vietnamese) and all **other languages** (Arabic). The table below illustrates the number of LEP residents by language.

AVTA Population with Limited English Proficiency		
Language	LEP Speakers	LEP Percent of Total Population
Spanish	45,903	12.98%
Tagalog	1,407	0.40%
Vietnamese	620	0.18%
Korean	617	0.17%
Arabic	552	0.16%
Chinese	525	0.15%
Armenian	357	0.10%
Persian	350	0.10%
Mon-Khmer/Cambodian	333	0.09%
Total	50,664	14.33%

Source: 2015 ACS 5-year estimates

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

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

AVTA serves LEP persons daily via our fixed route and dial-a-ride services. The majority of our LEP persons are Spanish speakers. To date, the most frequent contact between LEP persons and our transit staff is with bus operators. In order to have more Spanish assistance on board our buses, all coach operator recruiting flyers and website postings have included that, “Spanish is desired”. The second highest is our customer service representatives, of which 67% speak Spanish fluently and have the ability to translate. The local language resources at AVTA had been sufficient to meet the needs of LEP persons. At this time we do not track which calls or in person visits are from LEP individuals. However our call center phone system allows patron to request to speak with a Spanish speaking individual.

- LEP Attachment 1 provides the full 2010-2015 American Community Survey “Languages Spoken at Home” (S16001) by the Census Tract level of the service area.
- LEP Attachment 2 illustrates the service area and route map with Spanish language densities.

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

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

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

Providing translation services to allow LEP populations to participate in the development of AVTA’s core planning and investment policies is a routine practice for the Authority. AVTA’s customer service call center, which processes customer comments by phone, mail, email, and in-person, currently benefits from having four of six staff members who speak, read, and write Spanish. Two of the three IntelliRide call takers (who handle the Dial-A-Ride call center) also speak Spanish.

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

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

Limited English Proficiency (LEP) Plan Outline

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

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

Language Assistance Measures

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

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

Staff Training

The following training is provided to all AVTA staff:

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

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

Outreach Techniques

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

Monitoring and Updating the LEP Plan

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

Updates will include the following:

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

Dissemination of the Antelope Valley Transit Authority LEP Plan

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

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

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

AVTA Demographics Study

Limited English Proficiency Table

Language Spoken at Home and Ability to Speak English	
Language	Total
Spanish or Spanish Creole	95421
Speak English "very well"	49518
Speak English less than "very well"	45903
Asian	8673
Speak English "very well"	4788
Speak English less than "very well"	3885
Indo-European Languages	4263
Speak English "very well"	2679
Speak English less than "very well"	1584
All Other Languages	1882
Speak English "very well"	1233
Speak English less than "very well"	649

Source: 2015 ACS 5-year estimates

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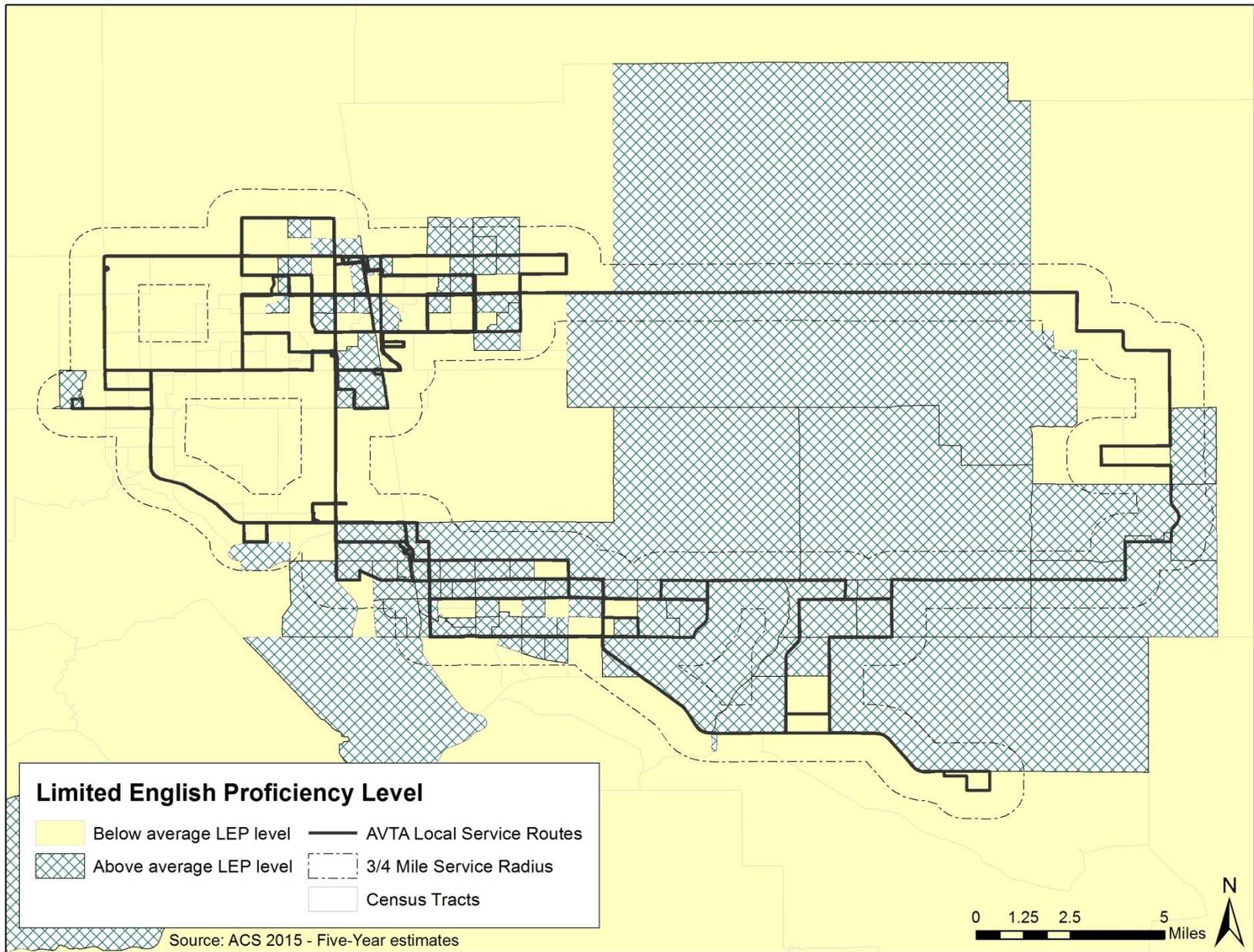
Source: 2015 ACS 5-year estimates

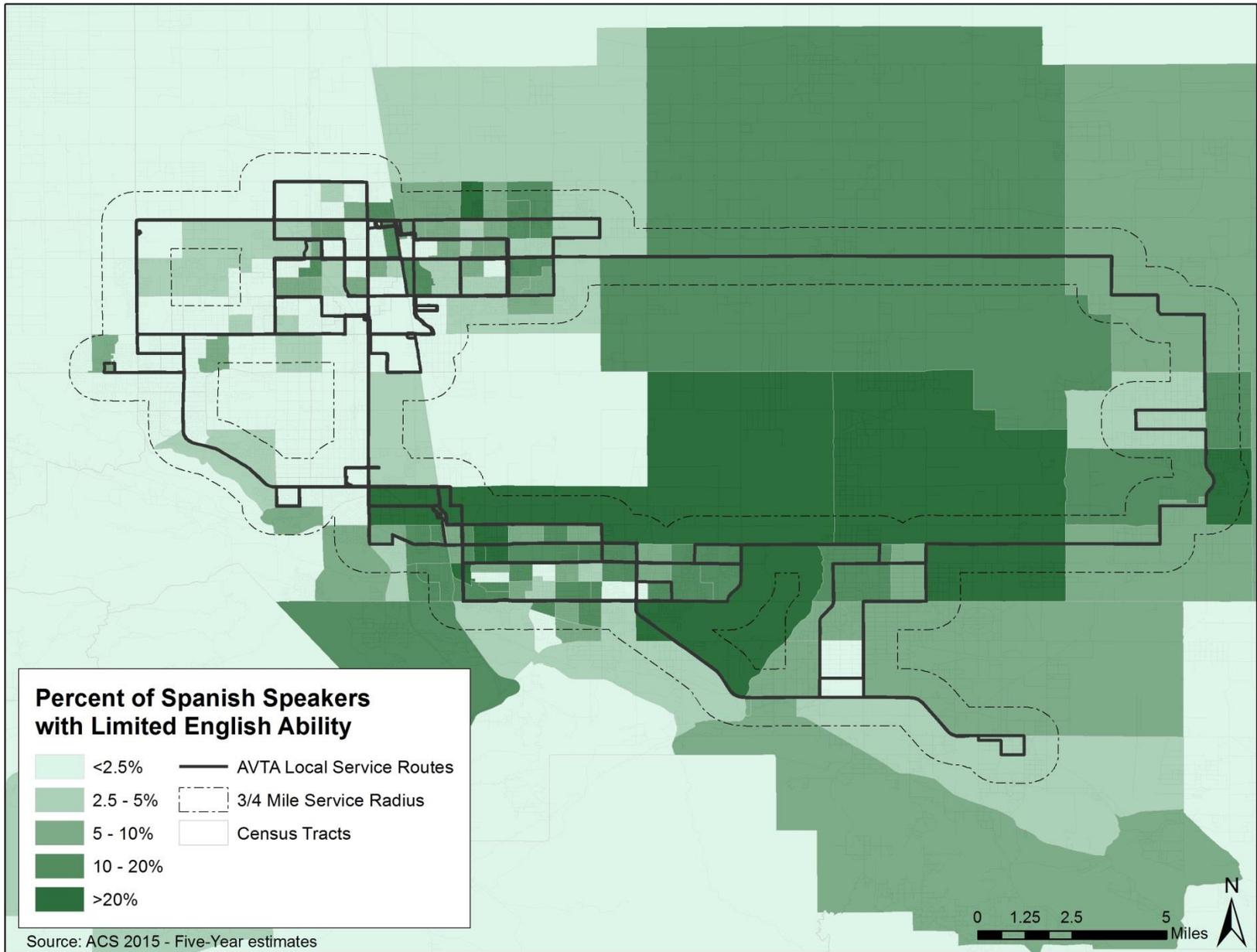
Language Spoken at Home	Total	Language Spoken at Home	Total
Spanish or Spanish Creole:	95421	Other Slavic languages:	75
Speak English "very well"	49518	Speak English "very well"	65
Speak English less than "very well"	45903	Speak English less than "very well"	10
French:	518	Armenian:	722
Speak English "very well"	371	Speak English "very well"	365
Speak English less than "very well"	147	Speak English less than "very well"	357
French Creole:	29	Persian:	544
Speak English "very well"	22	Speak English "very well"	194
Speak English less than "very well"	7	Speak English less than "very well"	350
Italian:	172	Gujarati:	0
Speak English "very well"	138	Speak English "very well"	0
Speak English less than "very well"	34	Speak English less than "very well"	0
Portuguese or Portuguese Creole:	92	Hindi:	75
Speak English "very well"	76	Speak English "very well"	45
Speak English less than "very well"	16	Speak English less than "very well"	30
German:	482	Urdu:	48
Speak English "very well"	389	Speak English "very well"	38
Speak English less than "very well"	93	Speak English less than "very well"	10
Yiddish:	4	Other Indic languages:	471
Speak English "very well"	4	Speak English "very well"	199
Speak English less than "very well"	0	Speak English less than "very well"	272
Other West Germanic languages:	139	Other Indo-European languages:	372
Speak English "very well"	102	Speak English "very well"	325
Speak English less than "very well"	37	Speak English less than "very well"	47
Scandinavian languages:	84	Chinese:	928
Speak English "very well"	72	Speak English "very well"	403
Speak English less than "very well"	12	Speak English less than "very well"	525
Greek:	93	Japanese:	305
Speak English "very well"	46	Speak English "very well"	176
Speak English less than "very well"	47	Speak English less than "very well"	129
Russian:	223	Korean:	956
Speak English "very well"	152	Speak English "very well"	339
Speak English less than "very well"	71	Speak English less than "very well"	617
Polish:	89	Mon-Khmer, Cambodian:	556
Speak English "very well"	58	Speak English "very well"	223
Speak English less than "very well"	31	Speak English less than "very well"	333
Serbo-Croatian:	31	Hmong:	0
Speak English "very well"	18	Speak English "very well"	0
Speak English less than "very well"	13	Speak English less than "very well"	0

Source: 2015 ACS 5-year estimates Table B16001

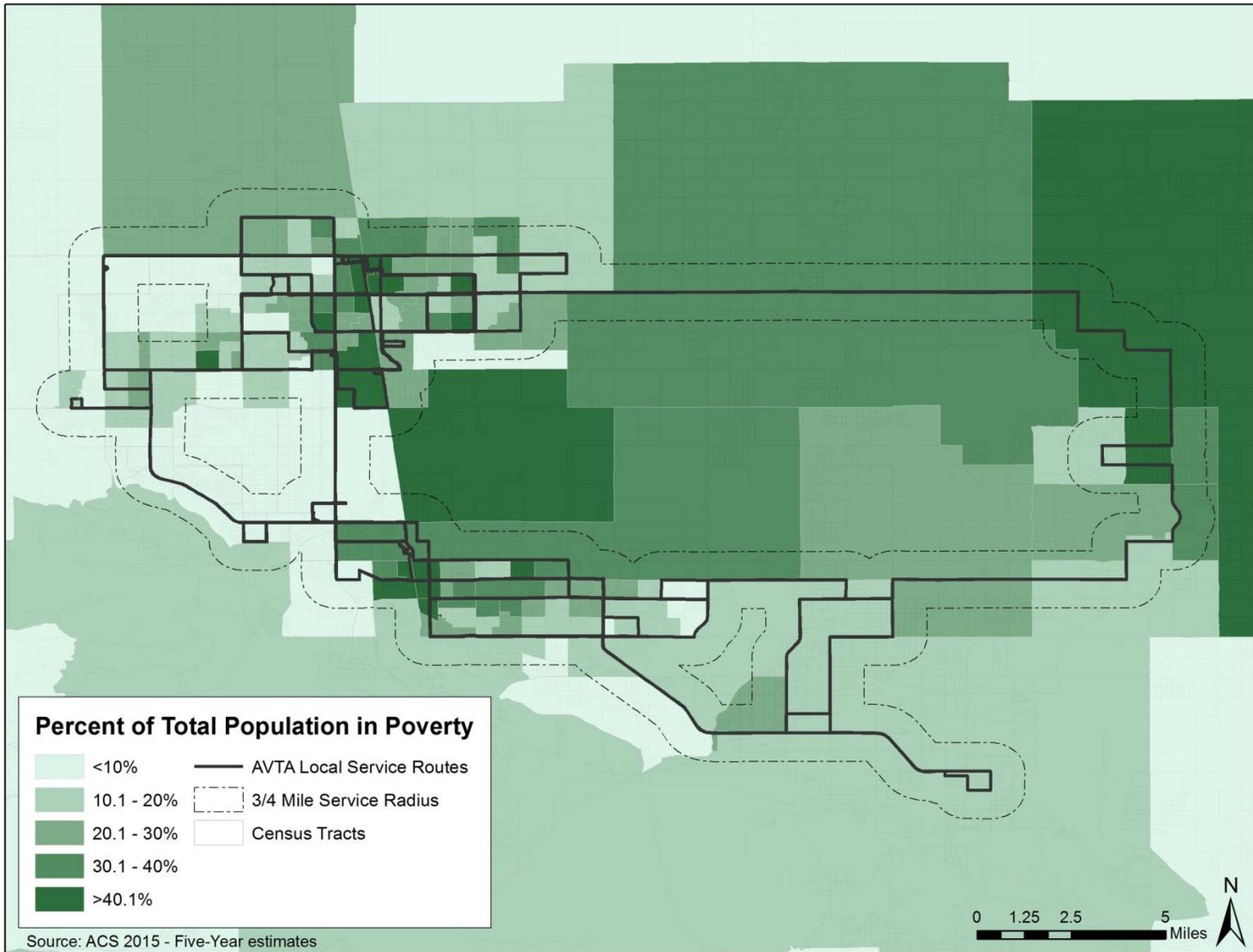
Language Spoken at Home	Total	Language Spoken at Home	Total
Thai:	195	Other Native North American languages:	17
Speak English "very well"	150	Speak English "very well"	17
Speak English less than "very well"	45	Speak English less than "very well"	0
Laotian:	53	Hungarian:	17
Speak English "very well"	26	Speak English "very well"	9
Speak English less than "very well"	27	Speak English less than "very well"	8
Vietnamese:	945	Arabic:	1104
Speak English "very well"	325	Speak English "very well"	552
Speak English less than "very well"	620	Speak English less than "very well"	552
Other Asian languages:	283	Hebrew:	20
Speak English "very well"	185	Speak English "very well"	10
Speak English less than "very well"	98	Speak English less than "very well"	10
Tagalog:	4109	African languages:	262
Speak English "very well"	2702	Speak English "very well"	226
Speak English less than "very well"	1407	Speak English less than "very well"	36
Other Pacific Island languages:	343	Other and unspecified languages:	445
Speak English "very well"	259	Speak English "very well"	402
Speak English less than "very well"	84	Speak English less than "very well"	43
Navajo:	17		
Speak English "very well"	17		
Speak English less than "very well"	0		

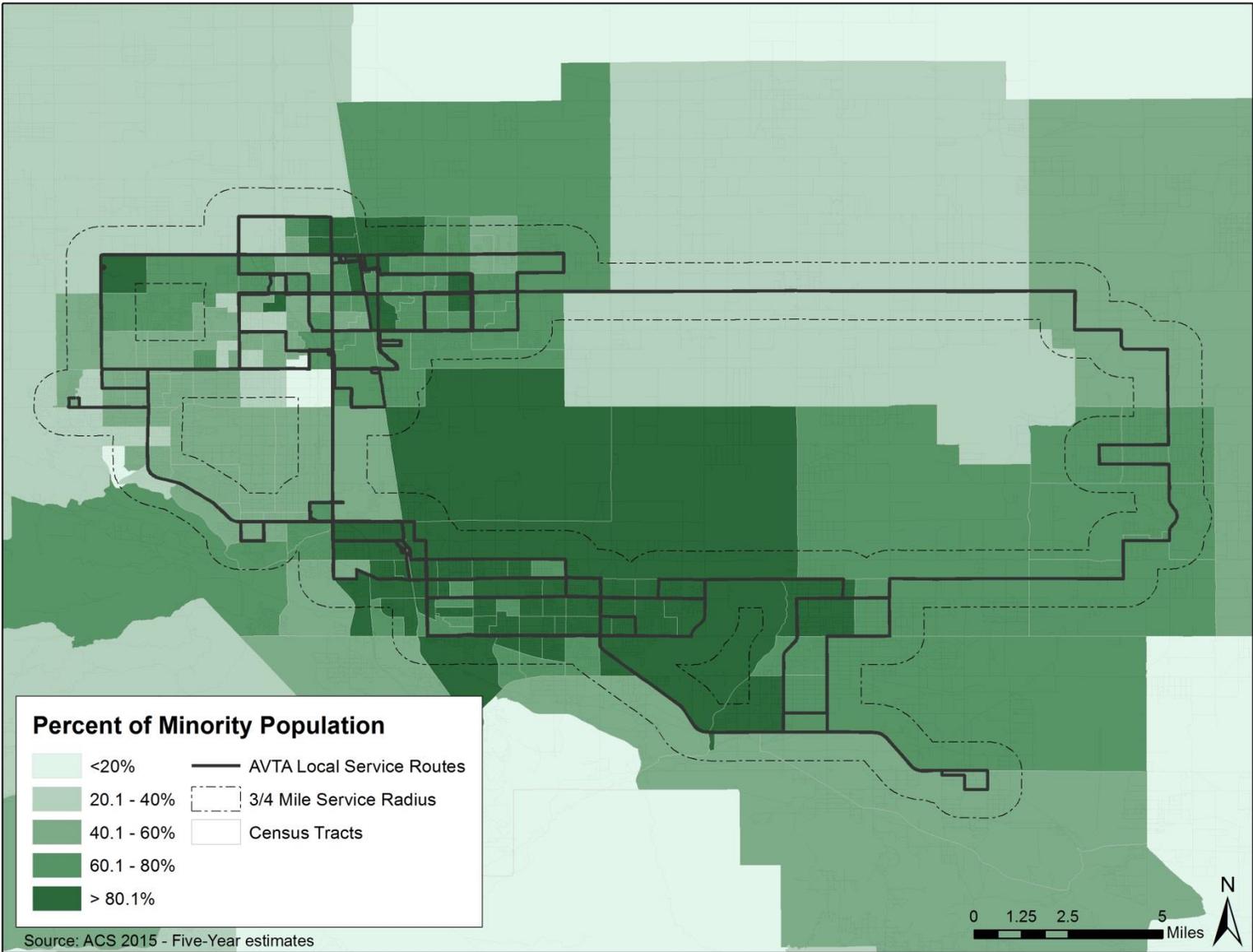
Source: 2015 ACS 5-year estimates Table 16001

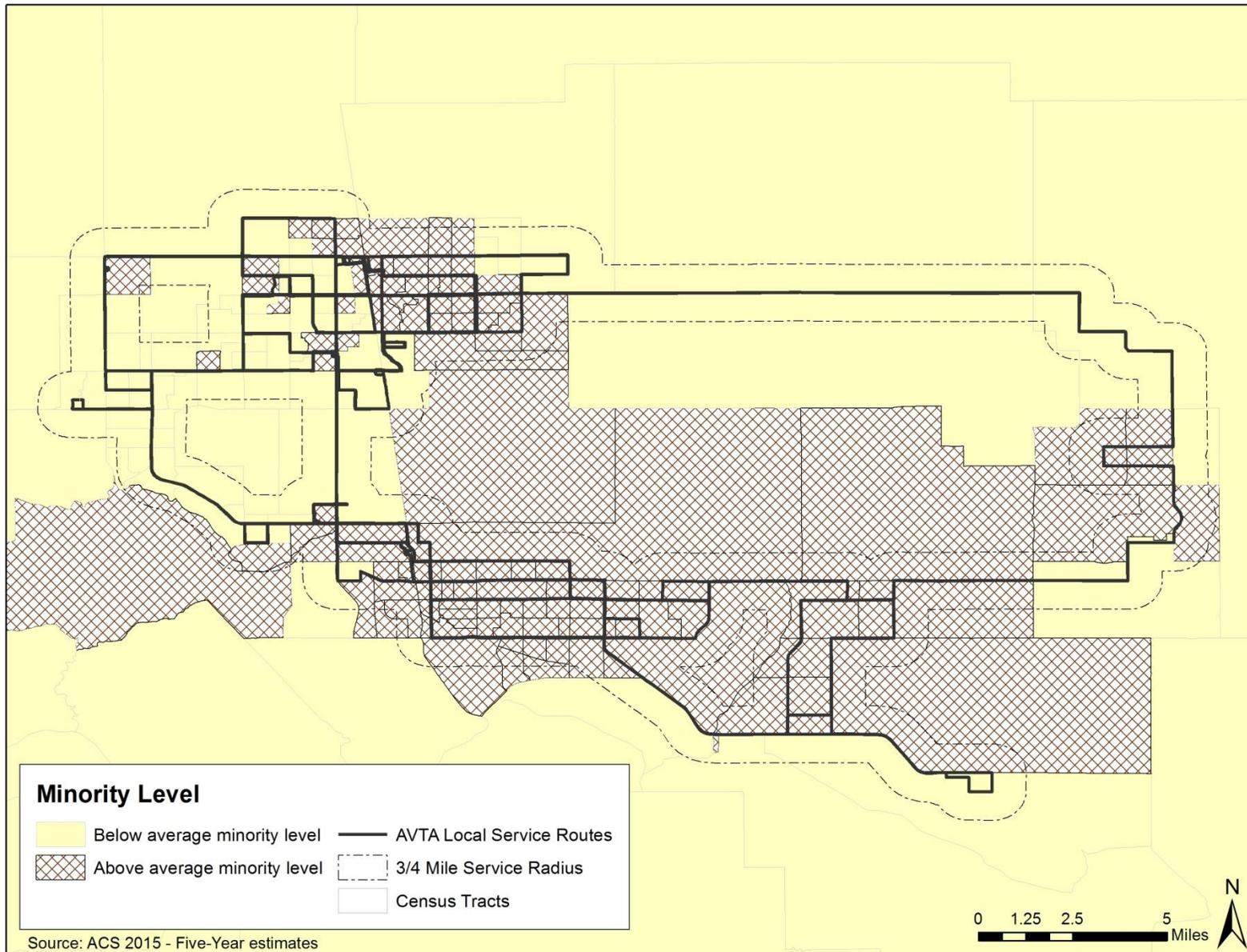




Appendix E | AVTA Low Income and Minority Levels







Appendix F | Onboard Survey

5 CUSTOMER AND PUBLIC OUTREACH

PASSENGER SURVEY

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

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

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

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

Figure 13 Survey Response by Route Group

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

Respondent Origins and Destination

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

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Figure 14 Survey Origins – Antelope Valley

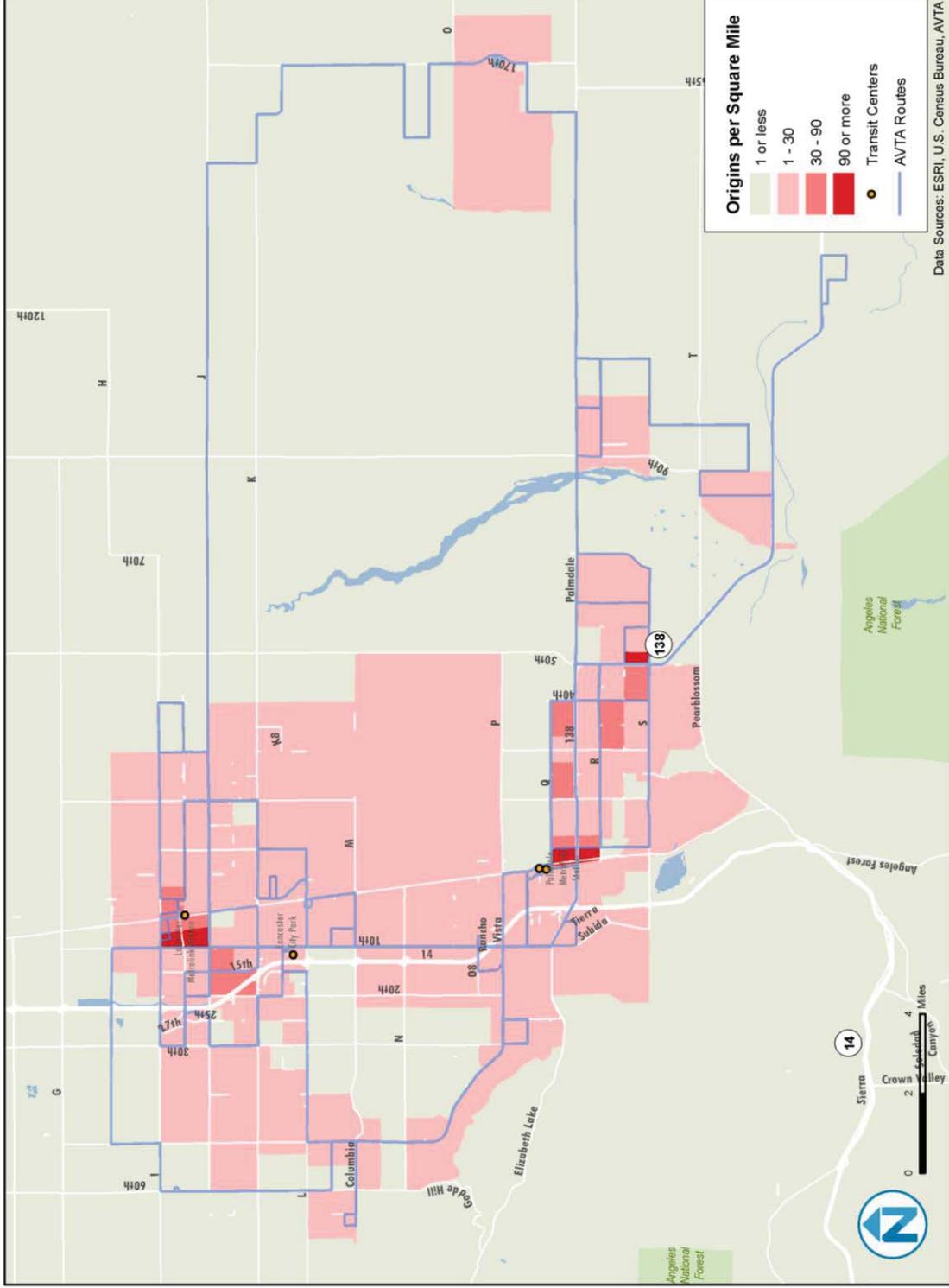
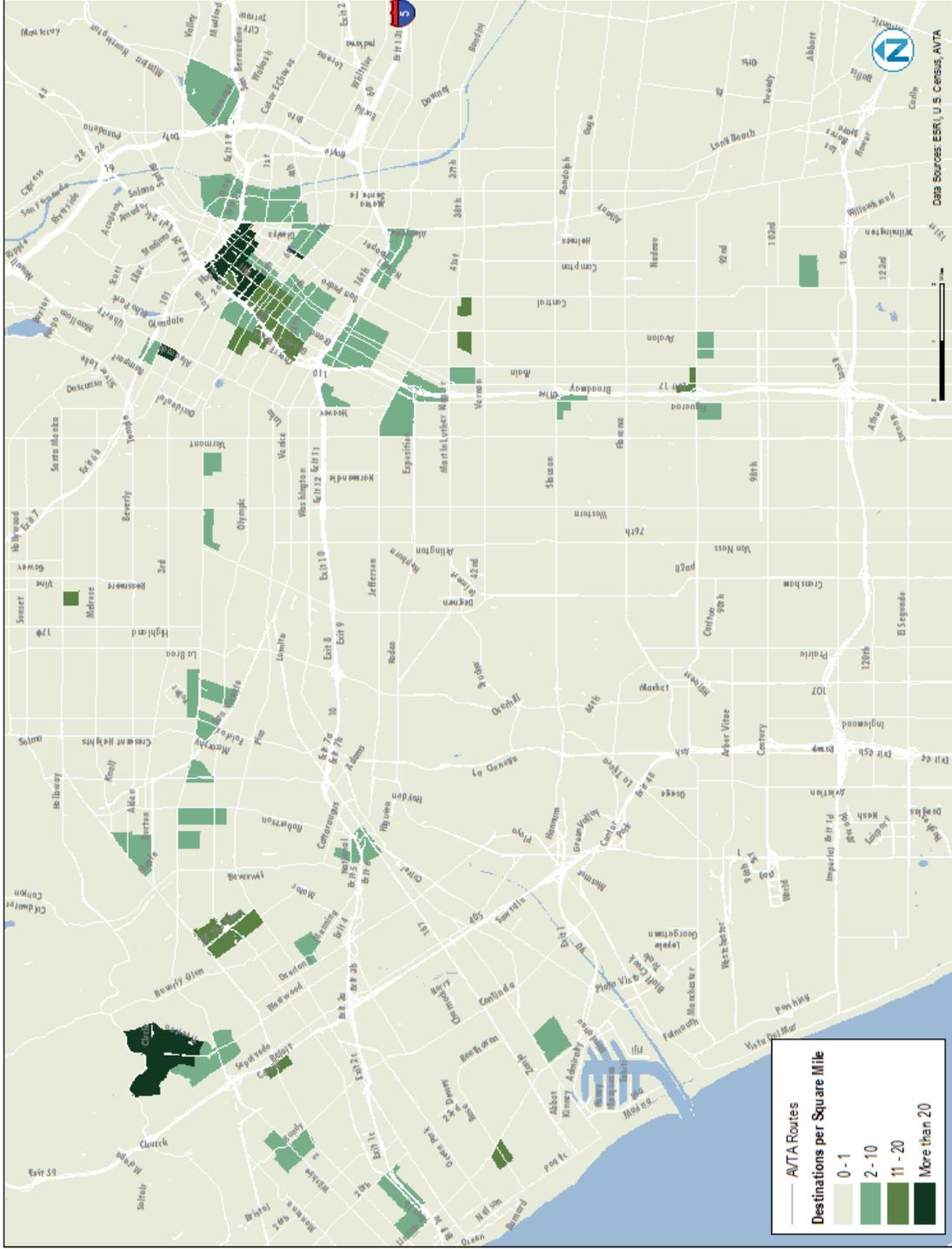


Figure 16 Survey Destinations – Los Angeles



Survey Response by Route and Hour

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

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

Figure 17 Surveys by Route

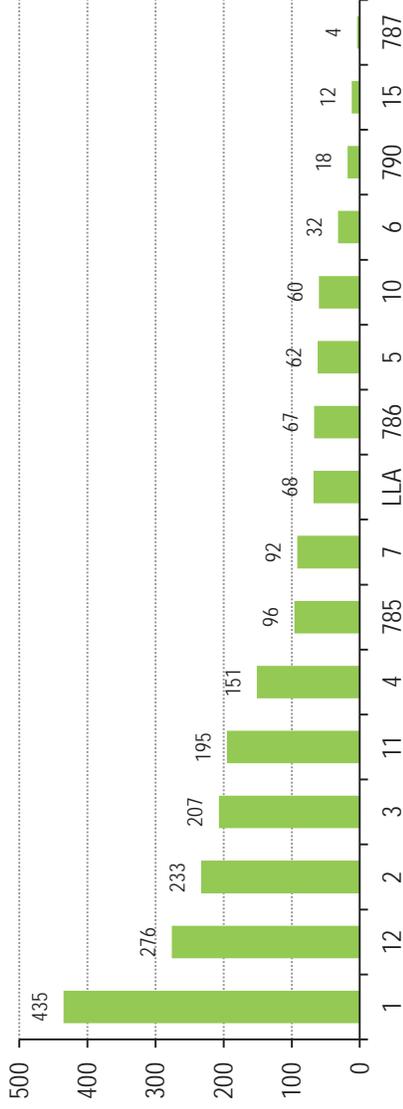


Figure 18 Response Rate by Route

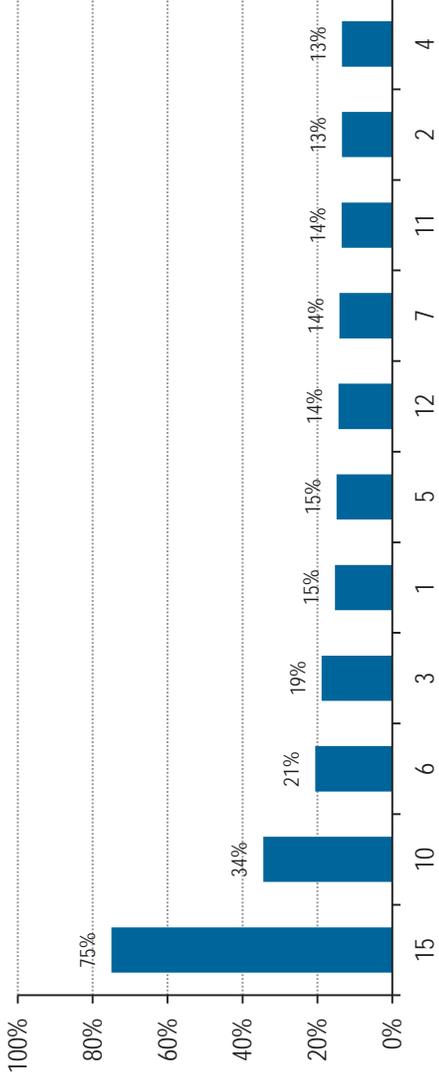
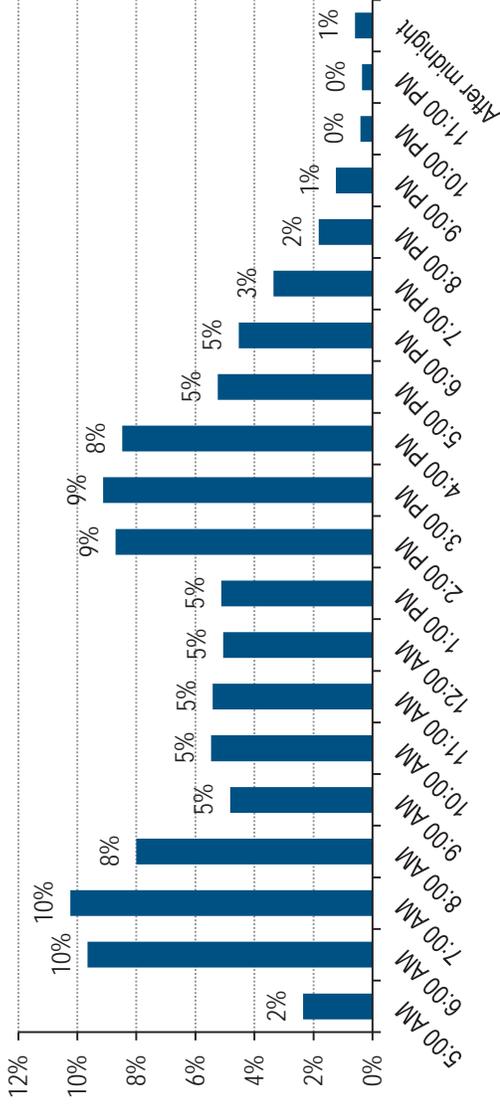


Figure 19 shows boardings per hour for local AVTA routes. Most surveys were collected during peak service hours. Fewer surveys were collected in the evening, as many passengers had likely already been surveyed and many routes do not operate evening service.

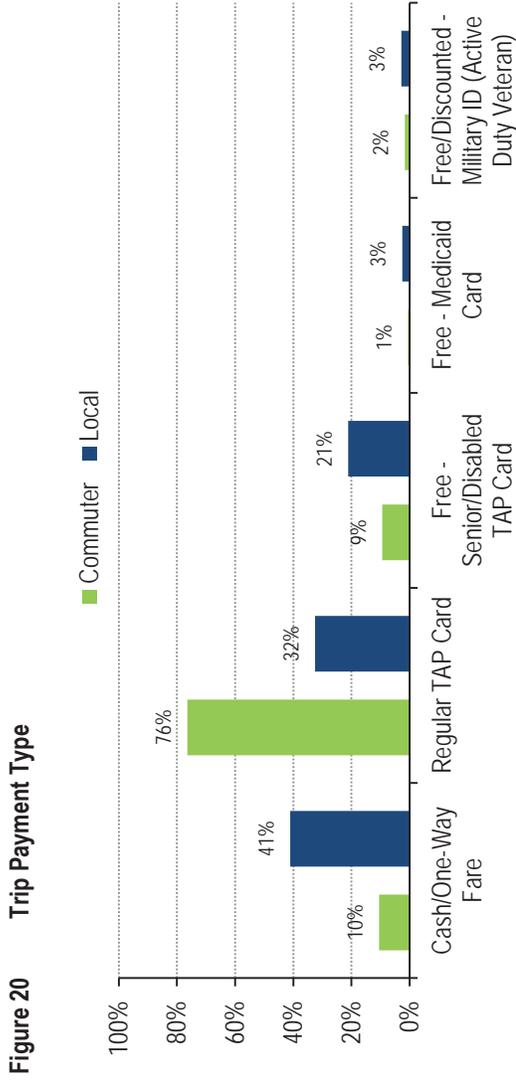
Figure 19 Local Route Boardings by Hour



Fare Payment

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

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

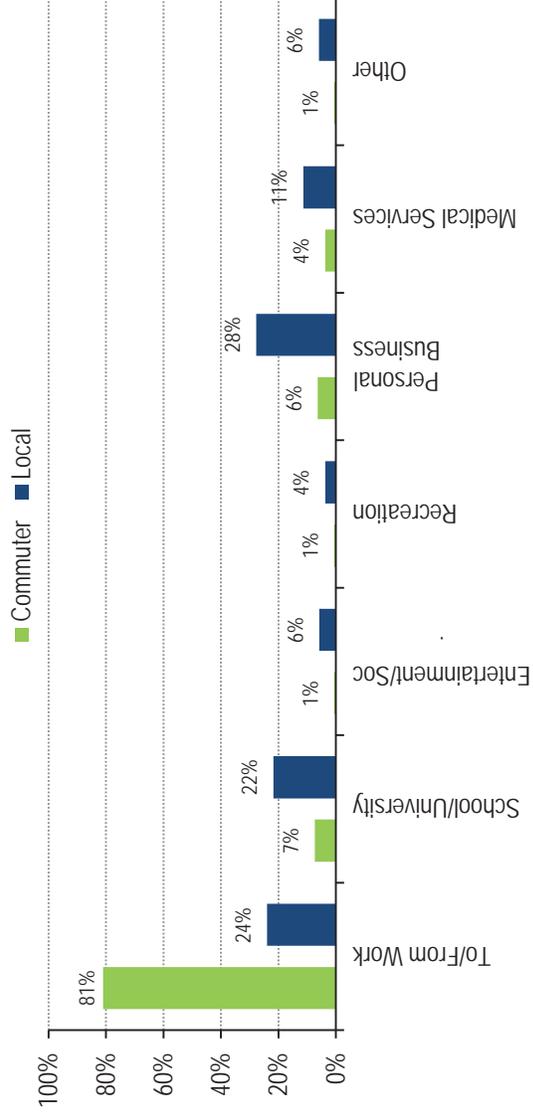


Trip Purpose

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

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

Figure 21 Trip Purpose

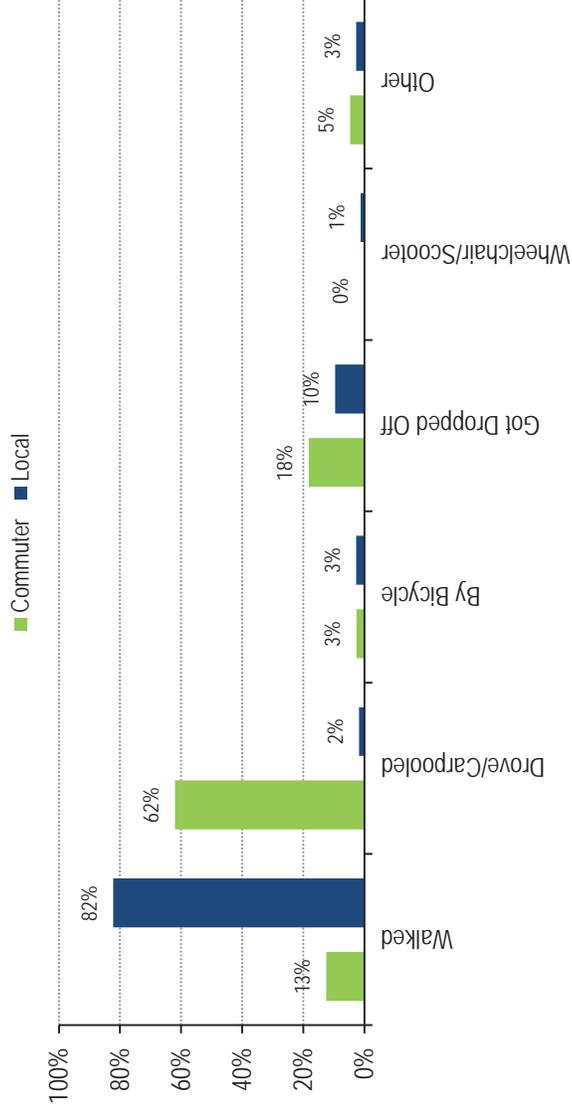


Transit Access Mode

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

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

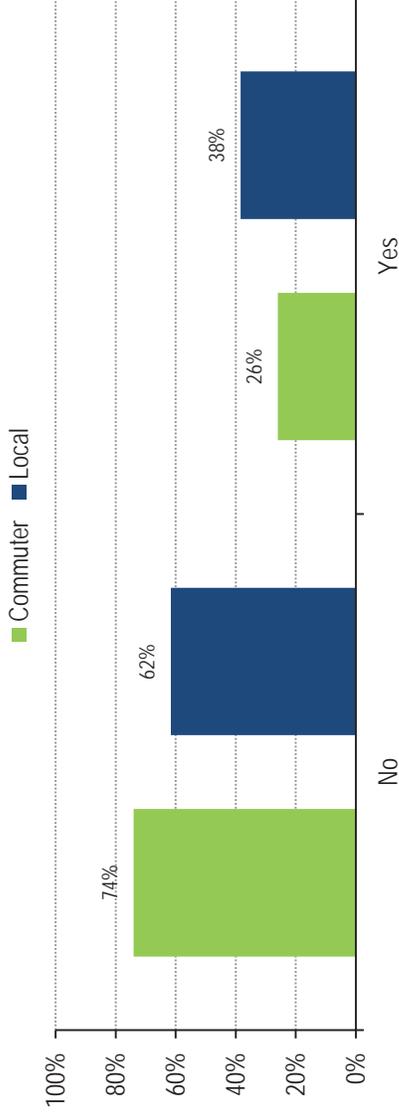
Figure 22 Transit Access Mode



Transfer Patterns

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

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



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

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

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Figure 24 Local Transfer Patterns

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

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Figure 25 Commuter Transfer Patterns

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

Rider Characteristics

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

Figure 26 Access to a Vehicle

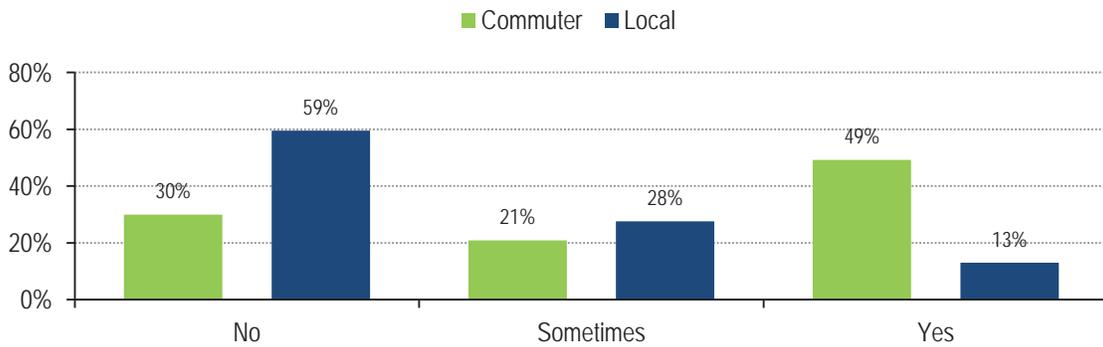
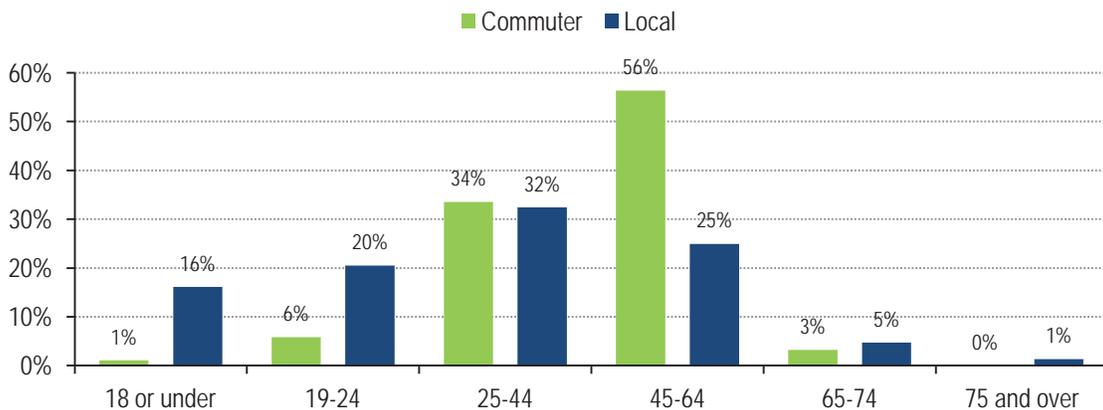


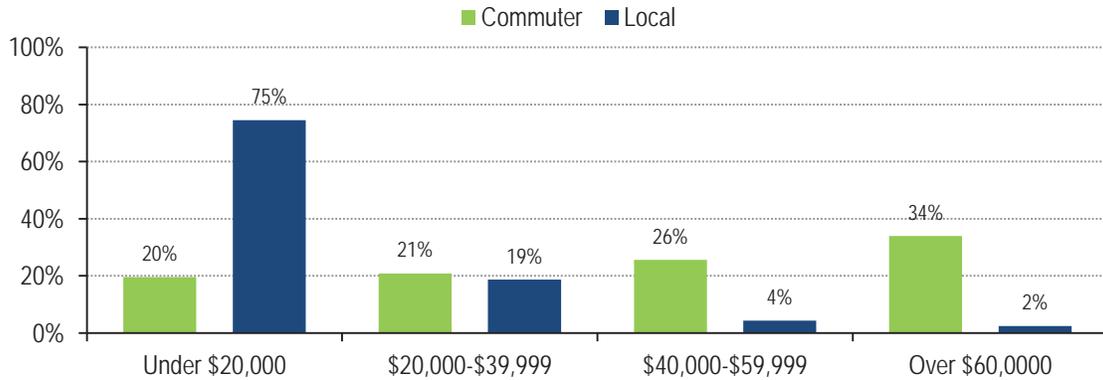
Figure 27 shows survey respondent age. Riders on local routes were most likely to be aged 25-44 (32%), 45-64 (25%), 19-24 (20%), or 18 and under (16%). Very few riders were over 65, which is surprisingly low. It is possible that older riders were less likely to take the survey. Riders on the commuter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

Figure 27 Age



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

Figure 28 Household Income



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

Figure 29 Persons per Household

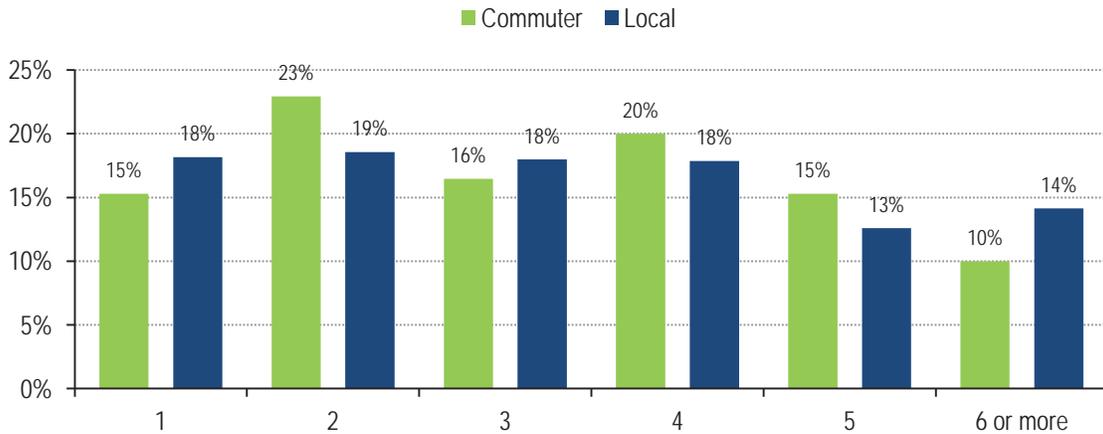
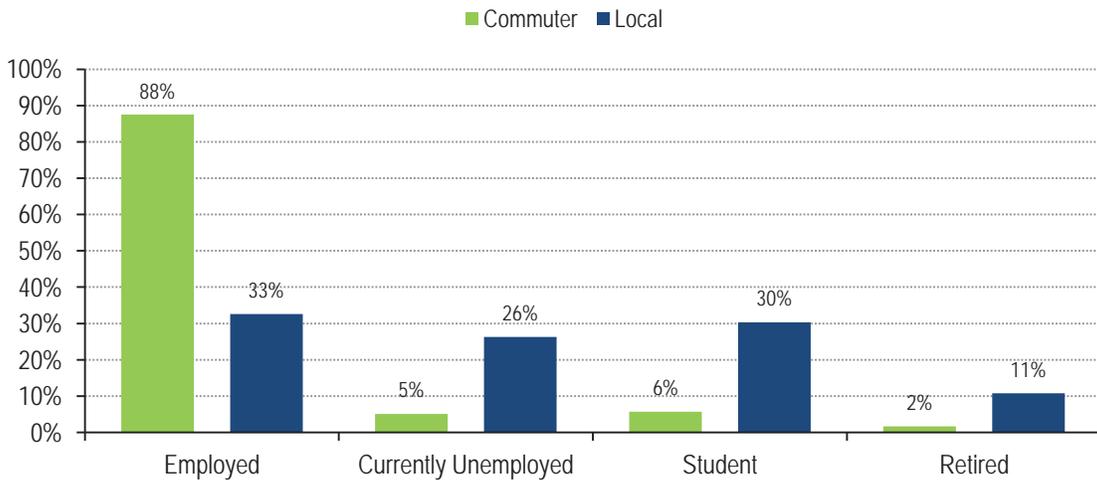


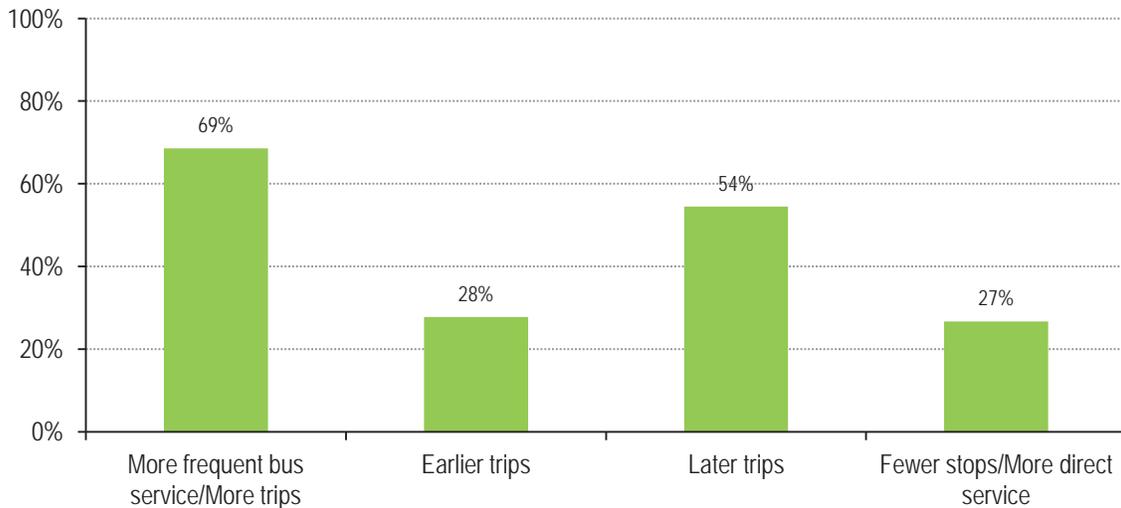
Figure 30 illustrates the employment status of riders. On local routes, approximately one third of riders (33%) were employed, while 26% were unemployed, 26% were students, and 11% were retired. On commuter routes, a larger majority of riders (88%) were employed. Only 5% were unemployed, 6% were students,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

Figure 30 Employment Status



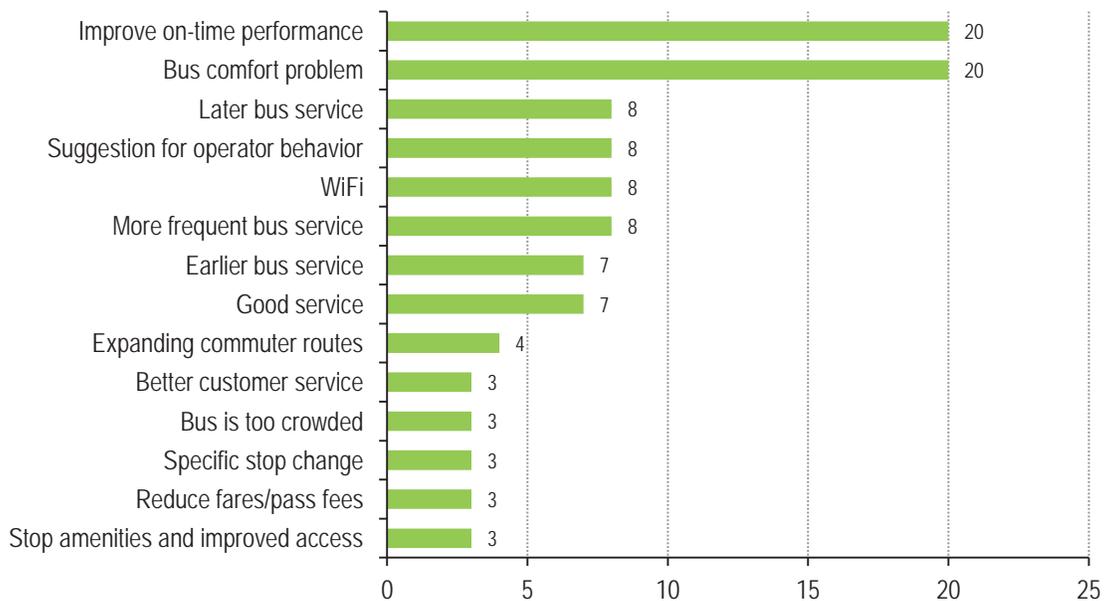
Commuter bus riders were asked about their preference on improvements to the AVTA transit system (Figure 31). Respondents were able to select as many as three service improvements, so the total of all responses is greater than 100%. The most popular service improvements were more frequent service/more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

Figure 31 Commuter Route Rider Improvement Preferences



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

Figure 32 Other Commuter Improvement Preferences



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

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

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

Figure 33 Local Route Rider Improvement Preferences

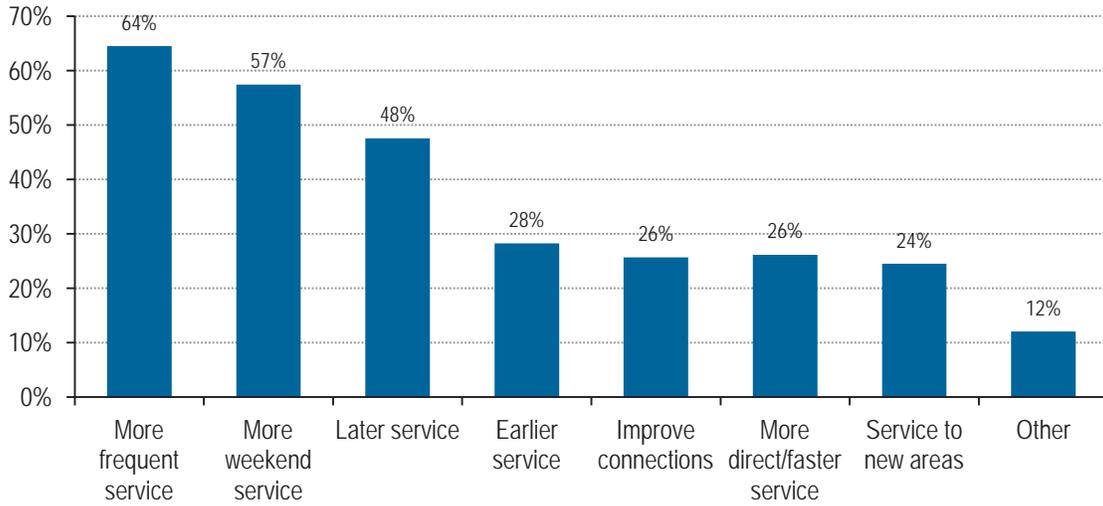
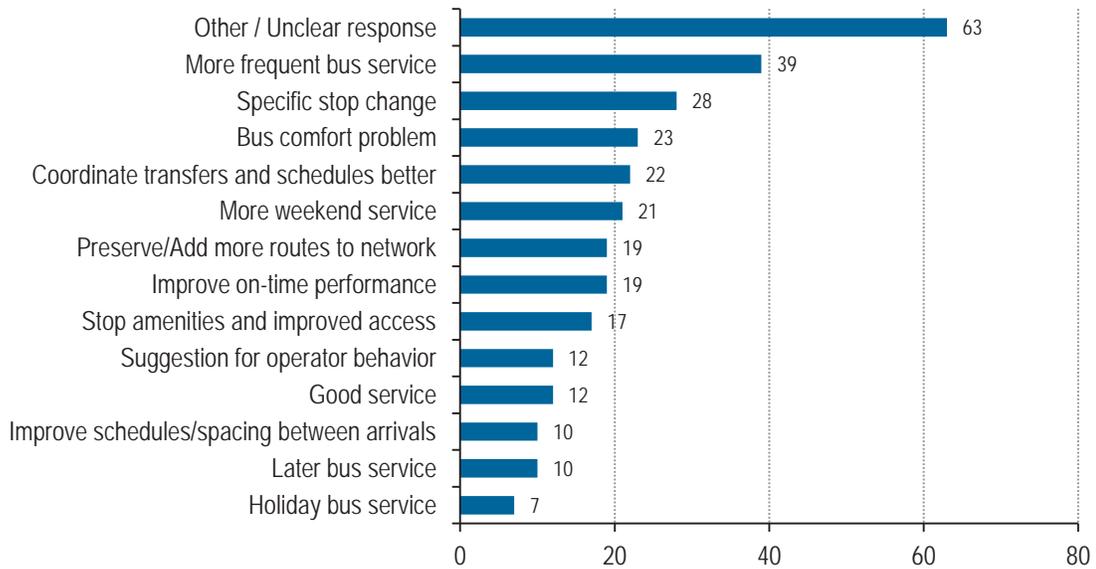


Figure 34 Other Local Route Rider Improvement Preferences



ONLINE SURVEY

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

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

Figure 35 Do you ride AVTA bus service?

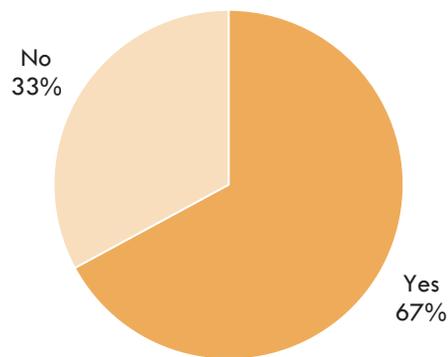
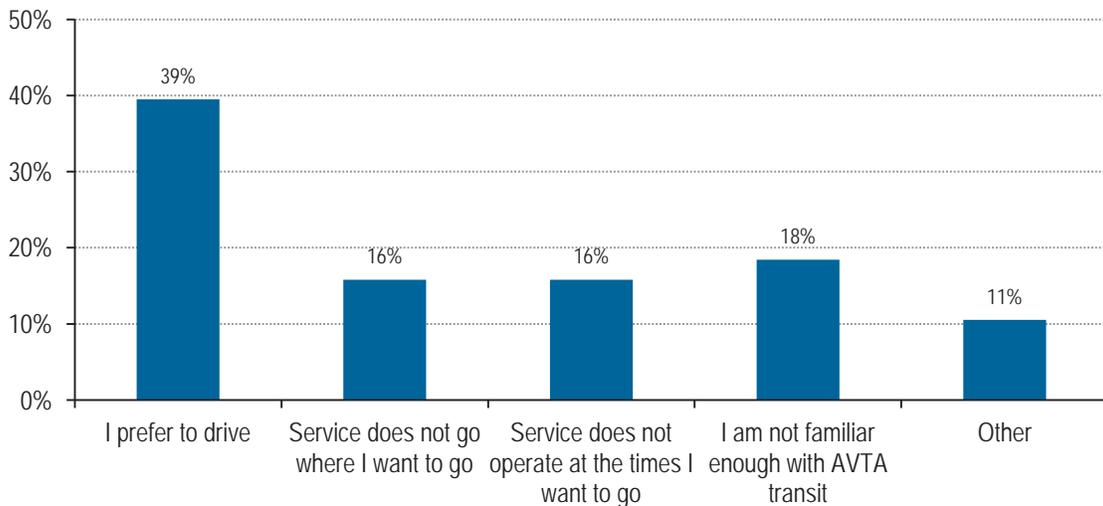


Figure 36 Non-Rider: Why don't you ride AVTA?



Trip Characteristics

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

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

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

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

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

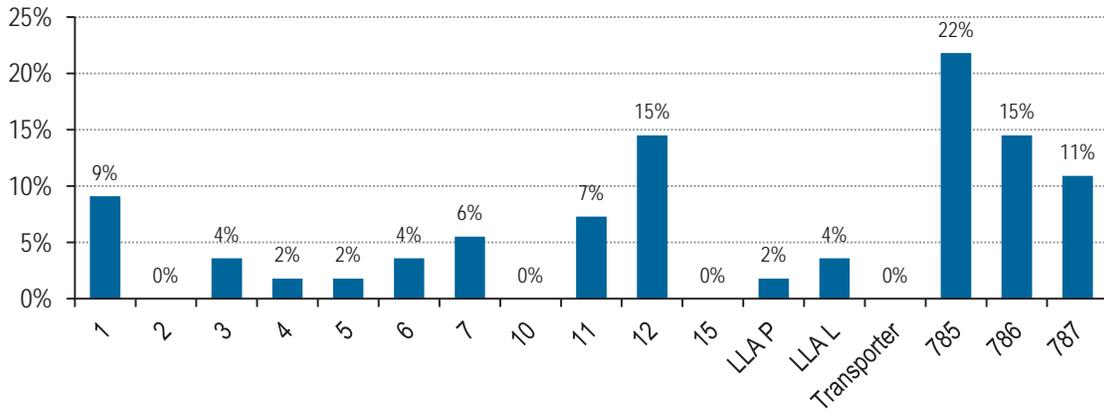


Figure 38 AVTA Riders: Are you transferring to or from any other routes today?

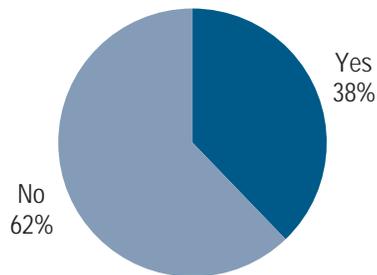


Figure 39 AVTA Riders: How did you pay for your trip?

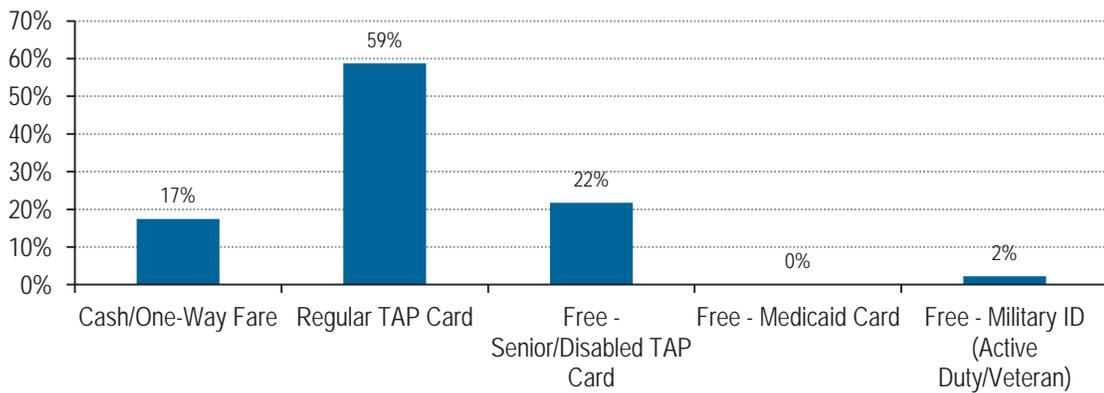
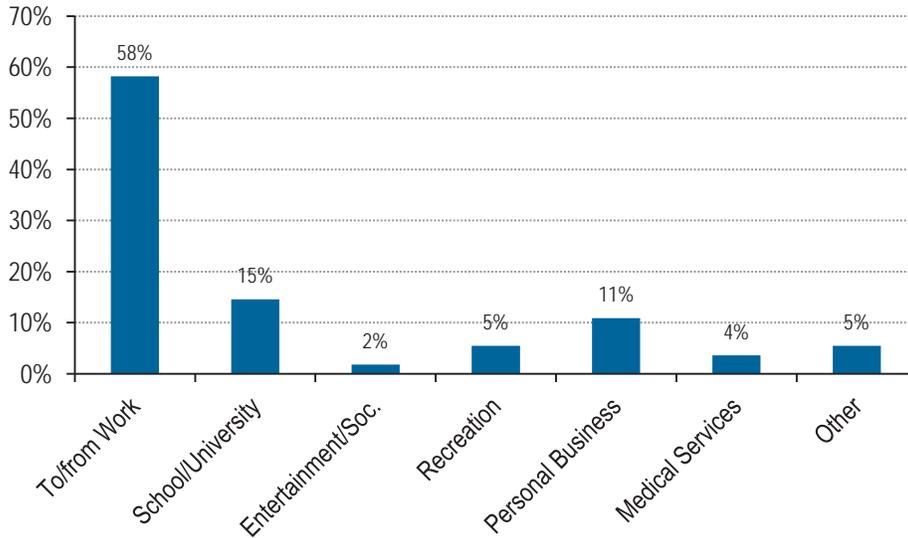


Figure 40 Trip Purpose



Rider Characteristics and Opinions

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

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

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

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

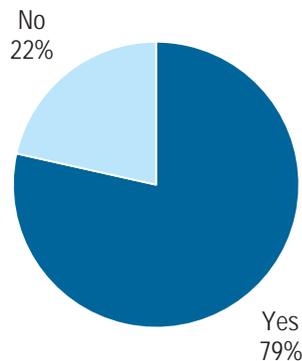


Figure 42 Would you have a vehicle available for your trip if AVTA service was not available?

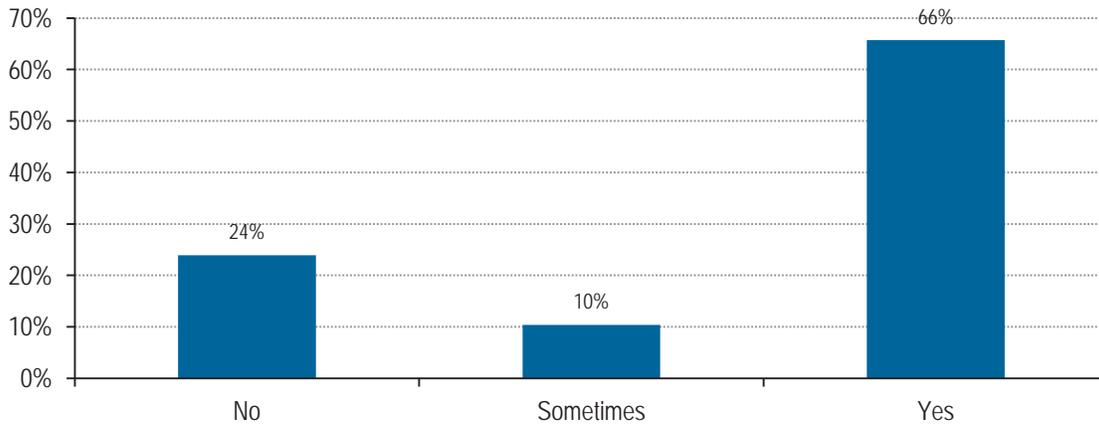
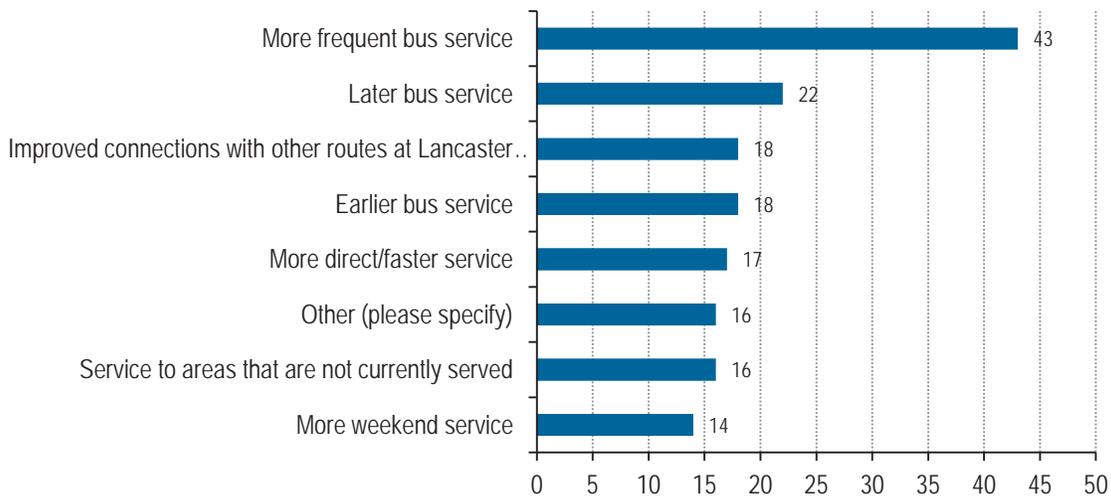


Figure 43 Desired Service Improvements



Demographics

The following charts present demographic characteristics of the survey respondents.

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

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

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

Figure 44 Age

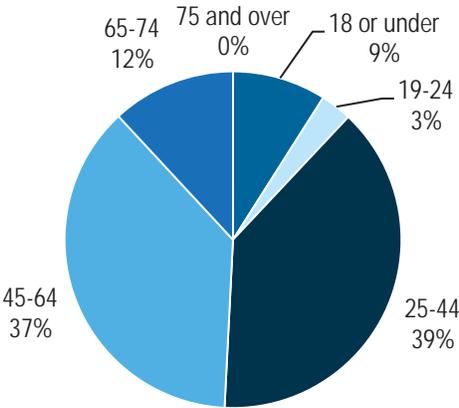


Figure 45 Employment Status

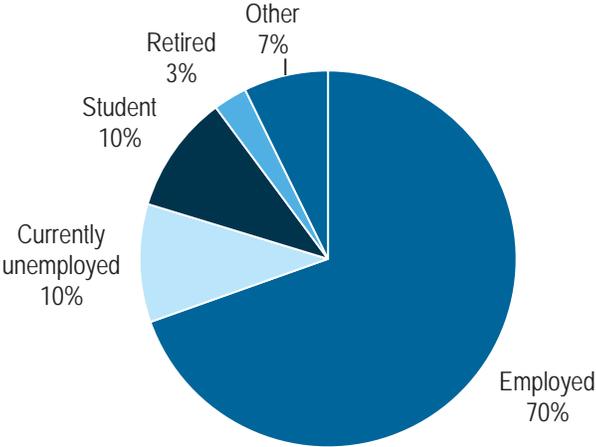
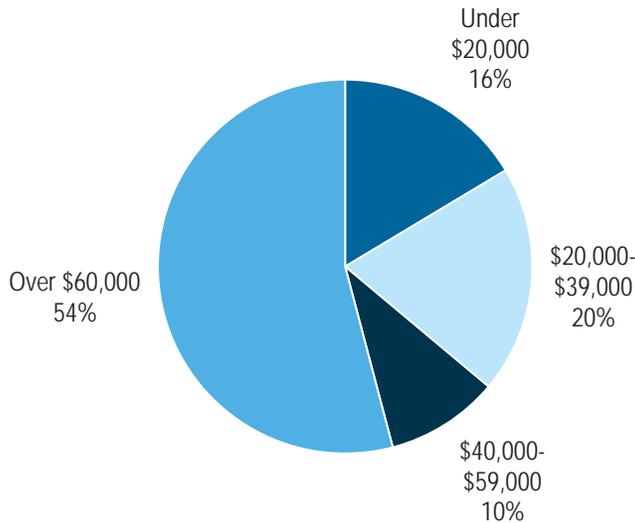


Figure 46 Income



TRANSIT CENTER OUTREACH

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

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

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

Service Span

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

Schedule Reliability

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

Frequency

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

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

Safety and Comfort

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

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

Access and Amenities

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

Information

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

Fares

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

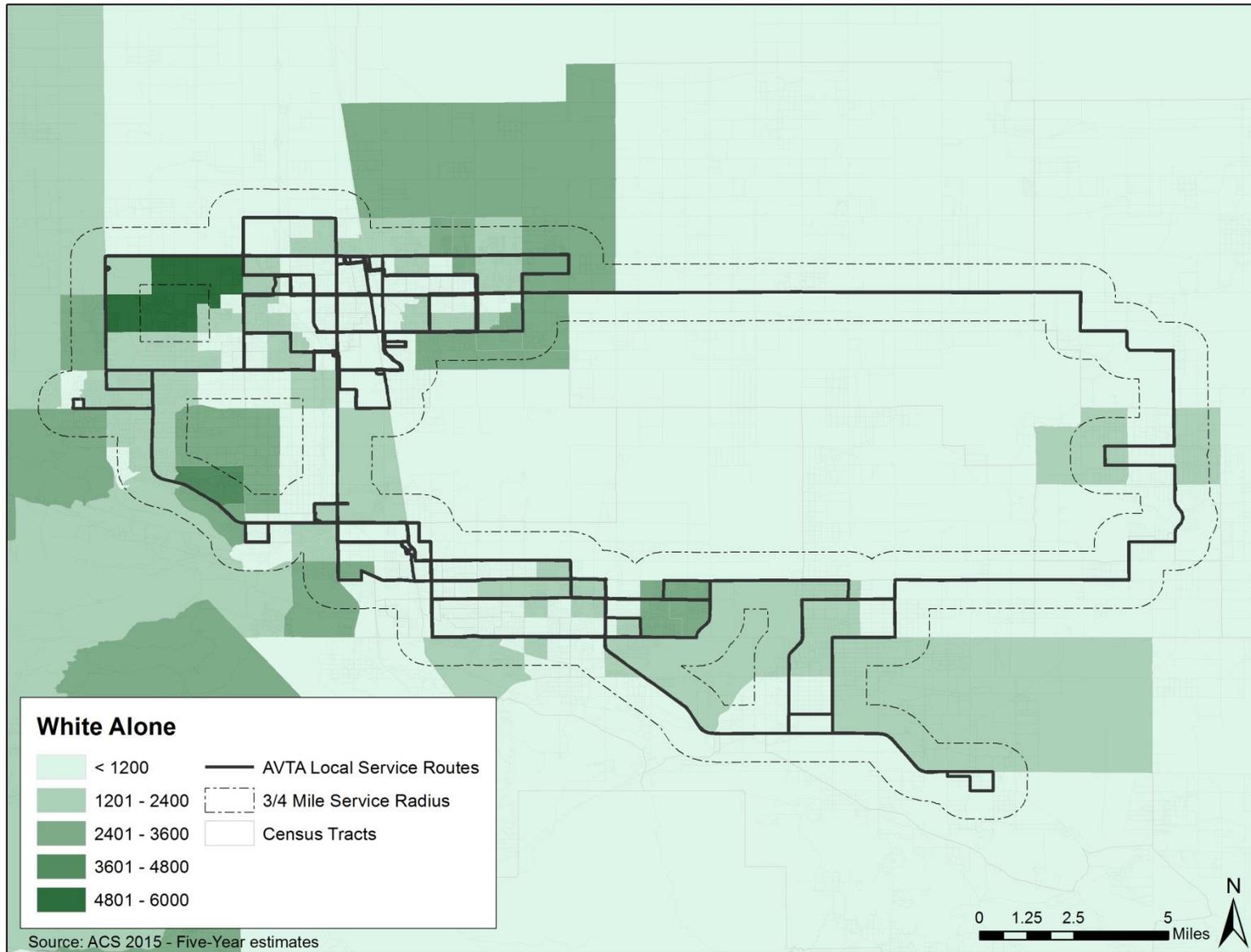
A frequently stated suggestion was that passengers should be able to purchase fares via vending machines at the transit centers.

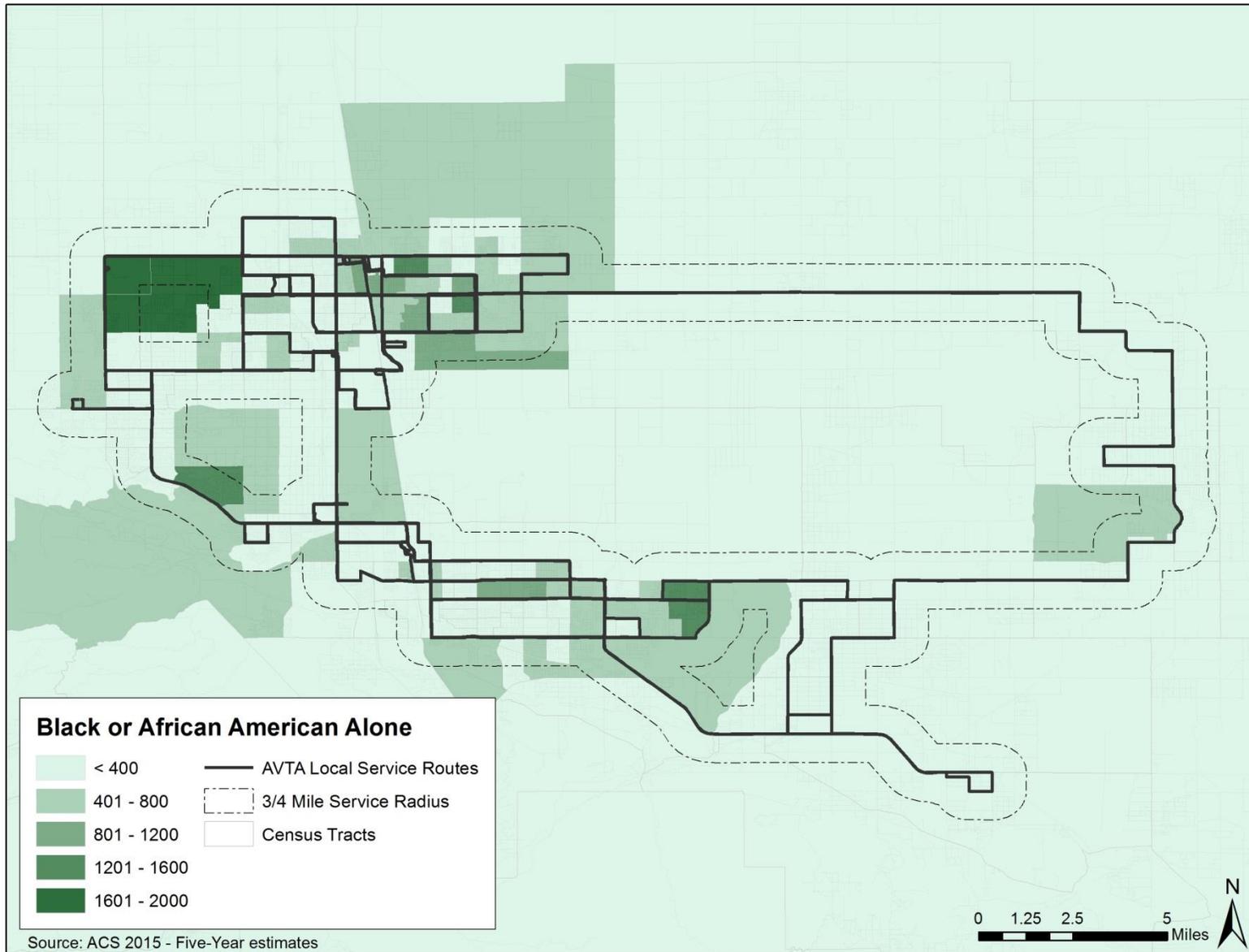
ANTELOPE VALLEY COLLEGE OUTREACH

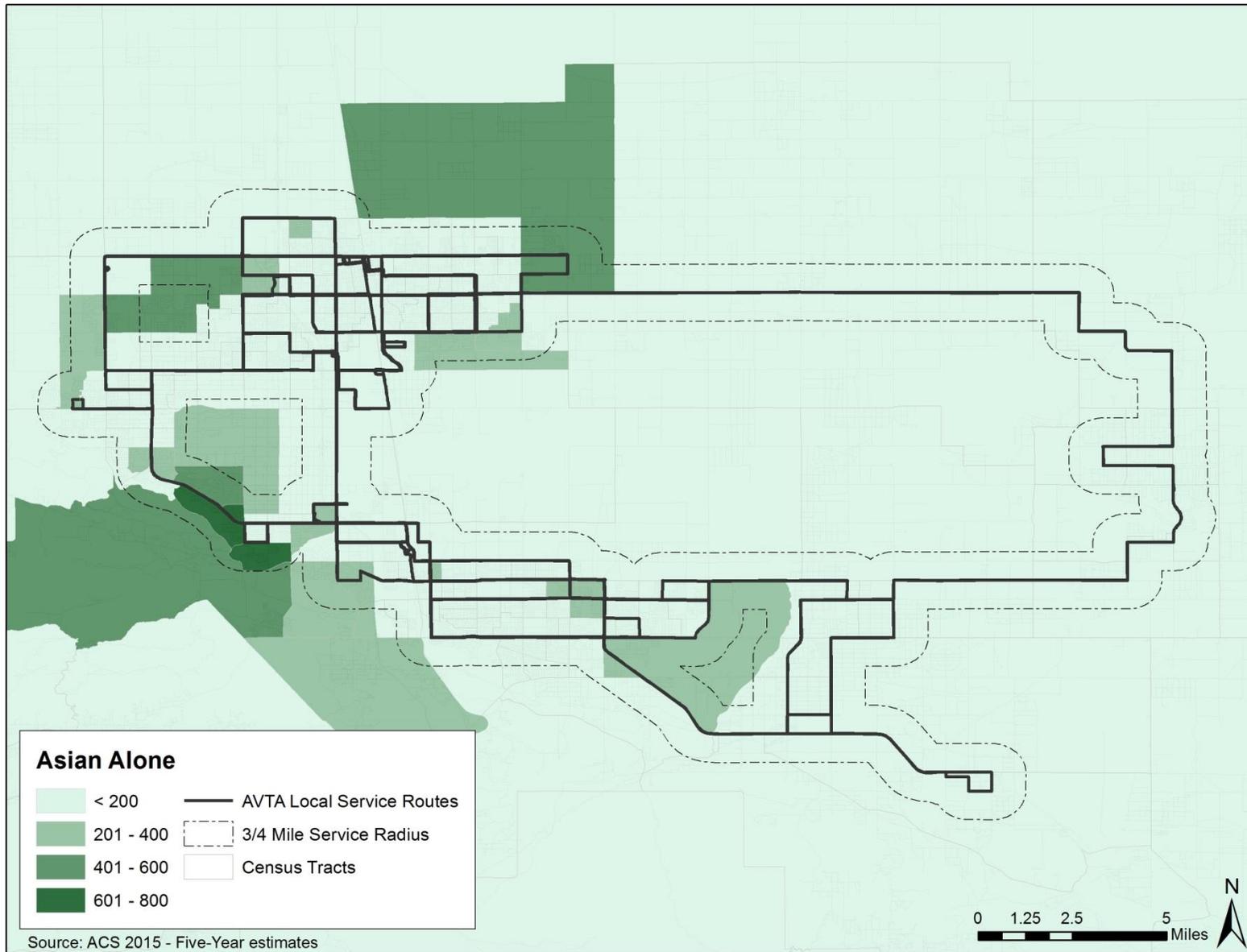
Nelson\Nygaard and AVTA staff surveyed students and other pedestrians traversing the main courtyard at Antelope Valley College on January 30, 2014. Survey respondents included regular riders, occasional riders, former riders, and non-riders.

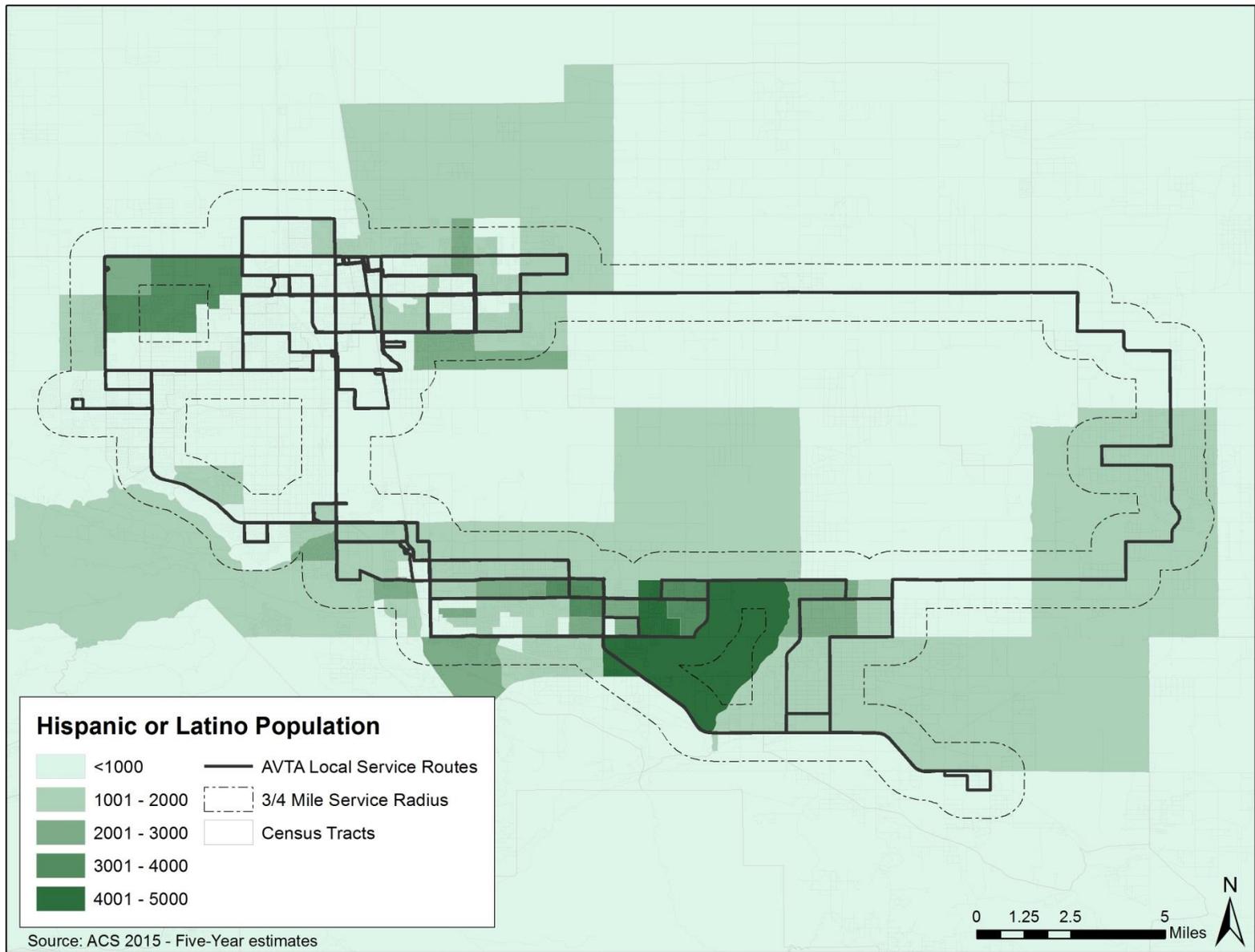
Several students expressed interest in a student pass program to simplify fare payment. Customers commuting from Quartz Hill and East Palmdale requested a direct connection to the college to reduce overall travel time. Approximately 73% of the 18 survey respondents requested more frequency on weekdays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

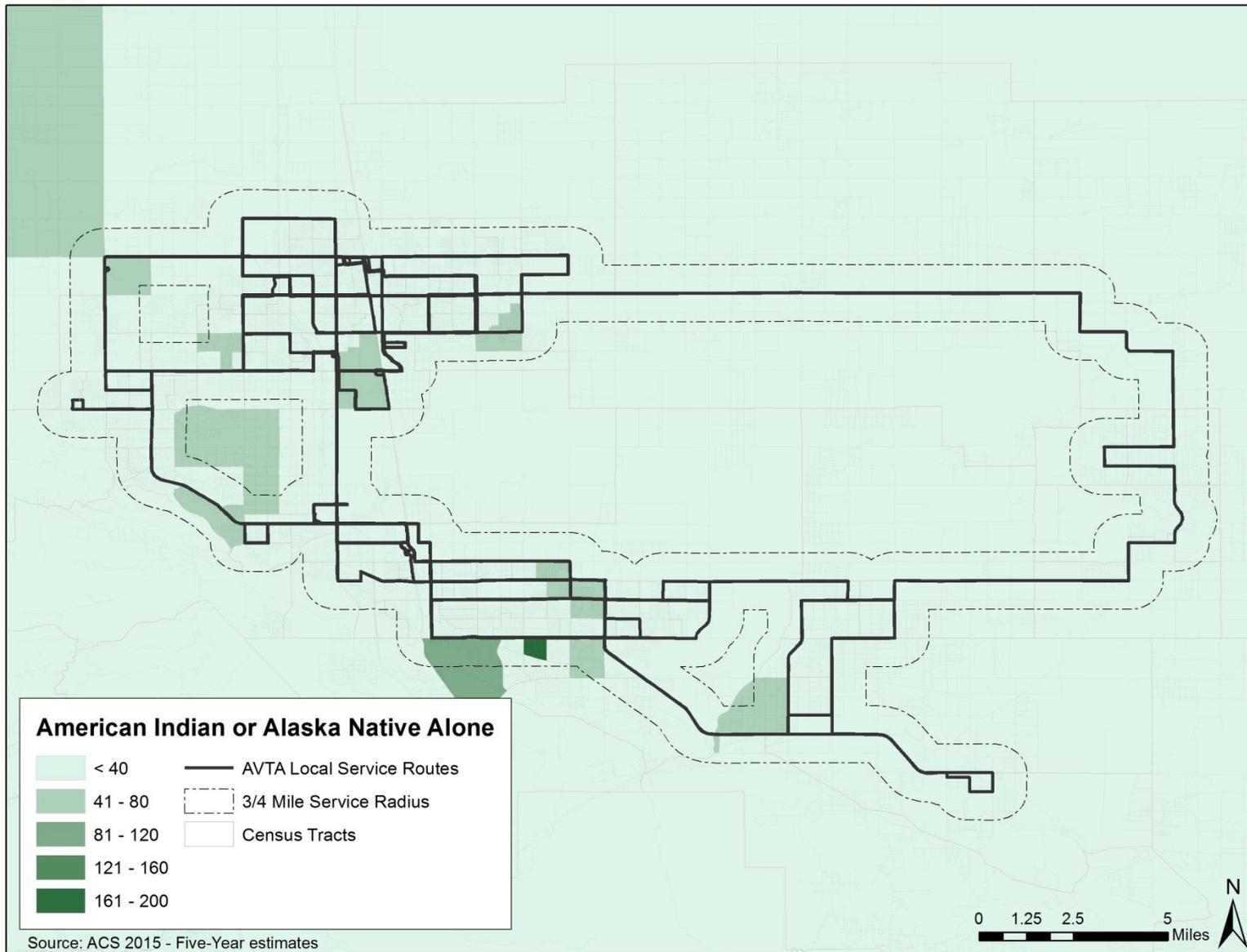
Appendix G | AVTA Demographics of Service Area Maps

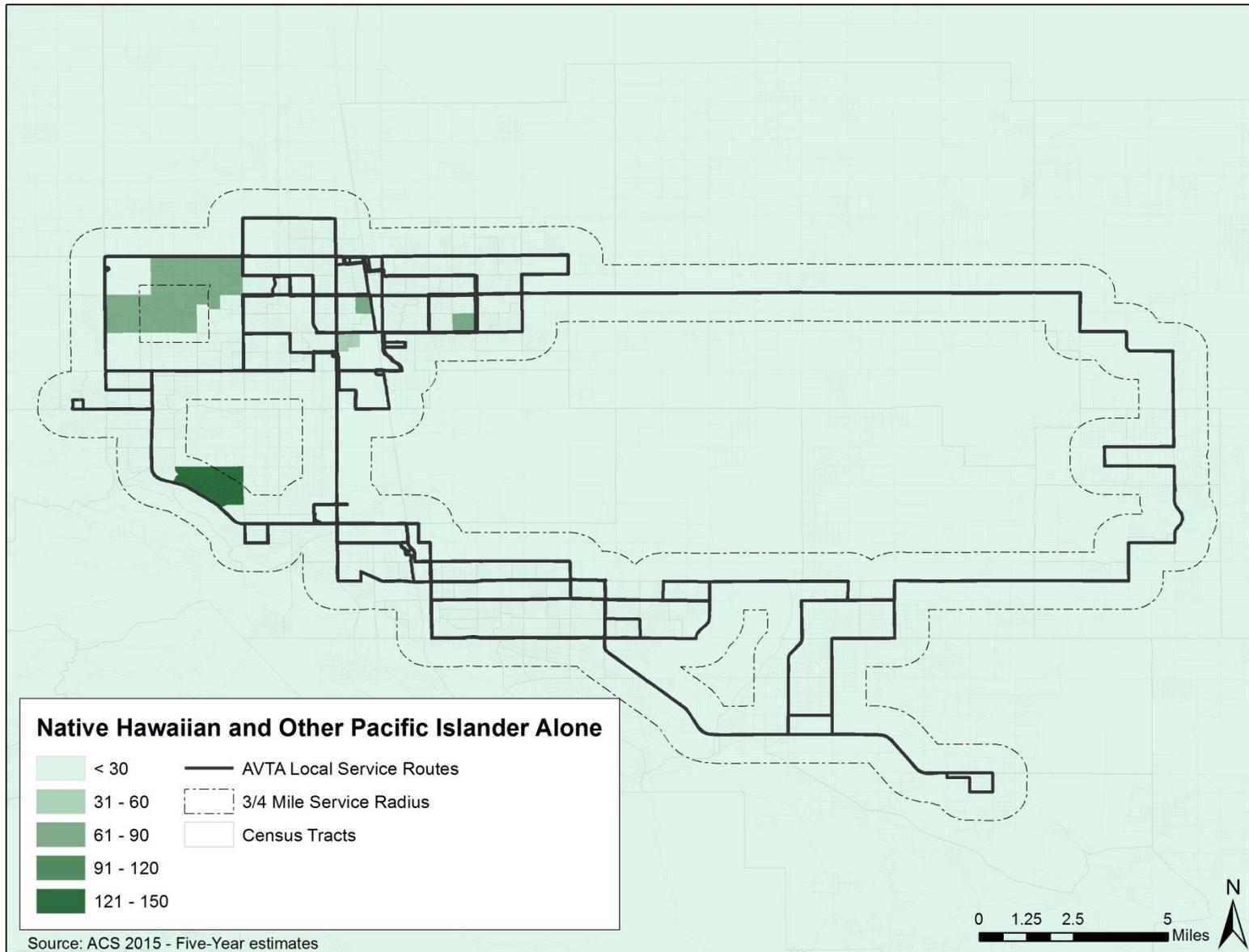


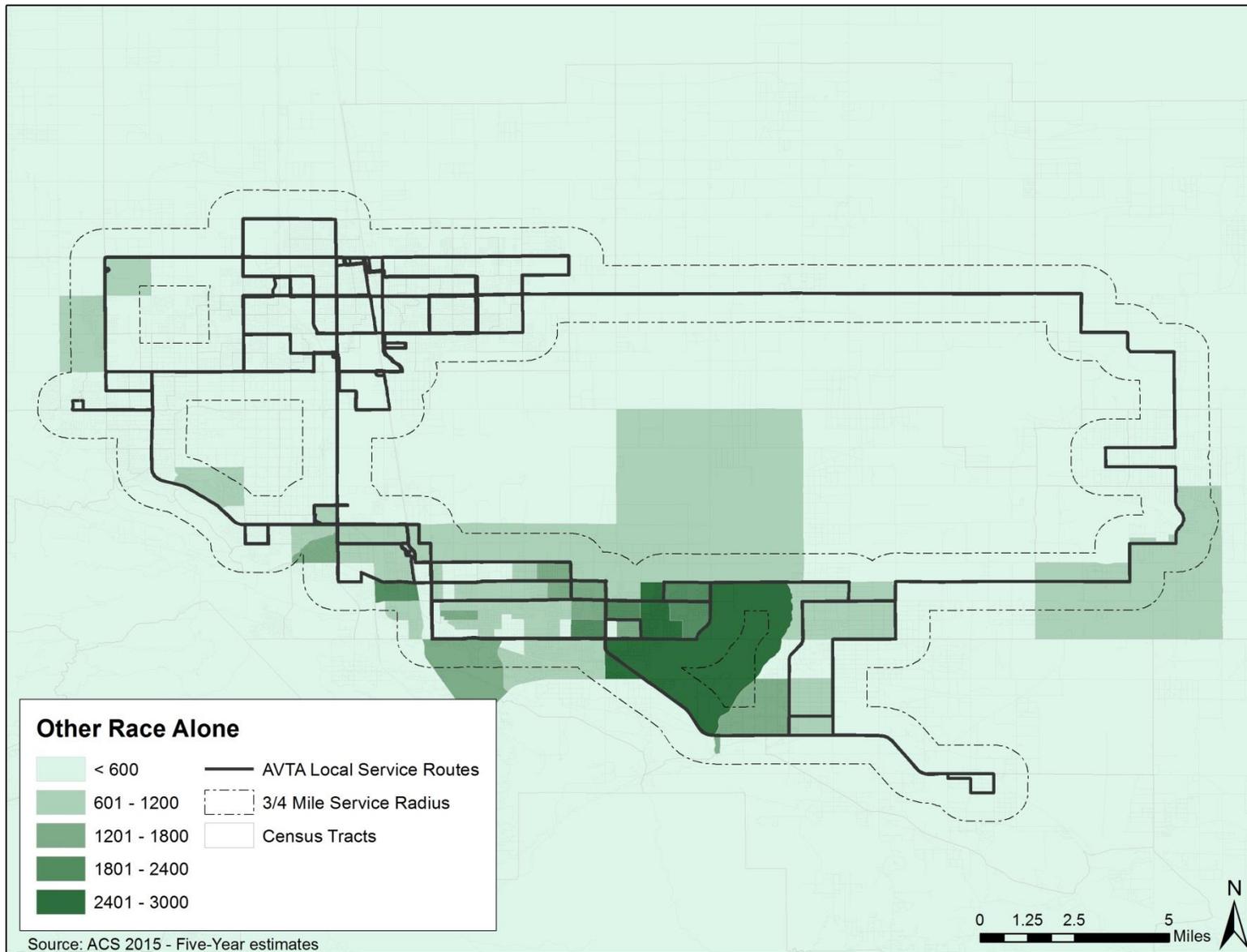


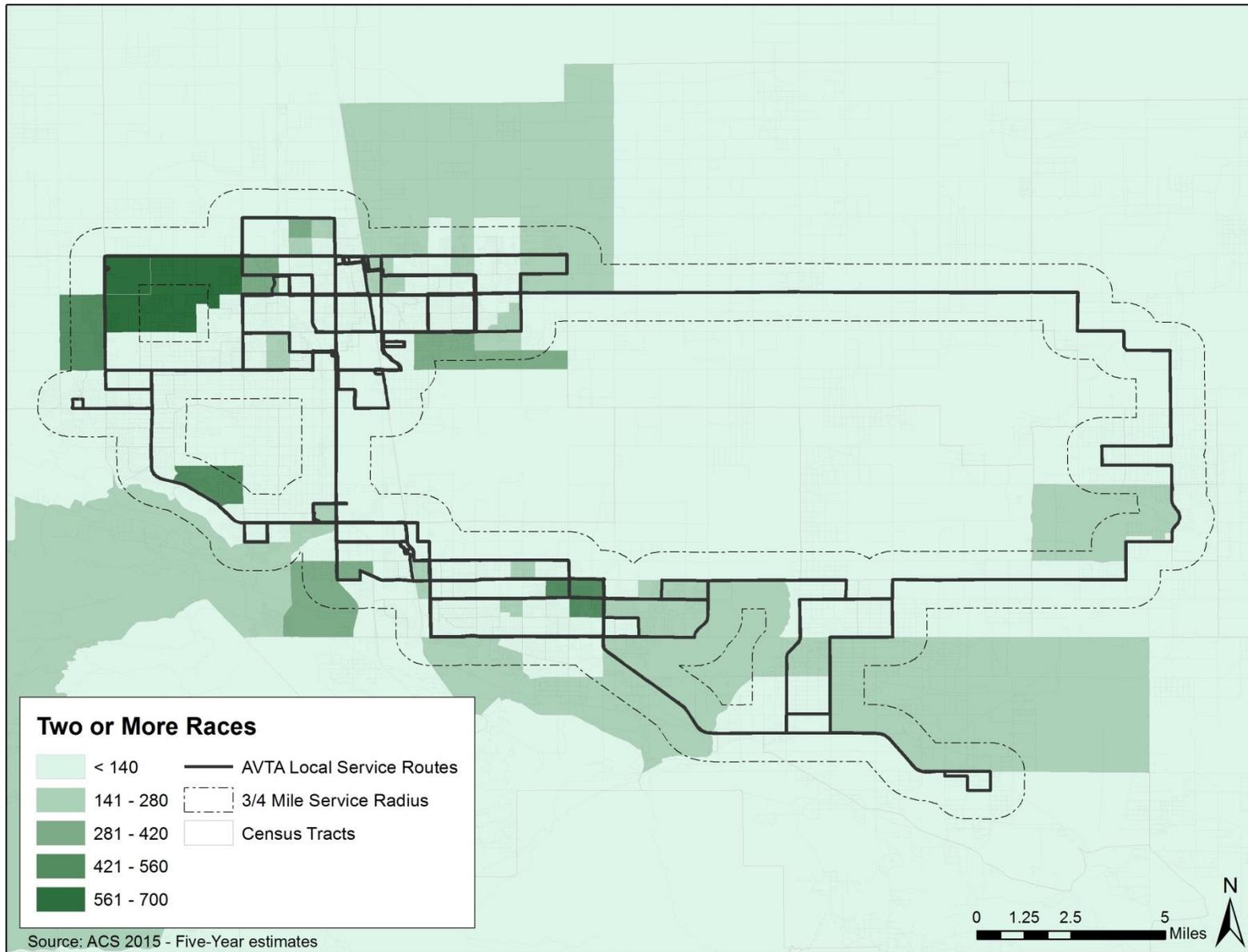












ANTELOPE VALLEY TRANSIT AUTHORITY
BOARD OF DIRECTORS
RESOLUTION NO. 2017-005

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY ADOPTING THE TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2018-2020 AS REQUIRED BY FEDERAL AND STATE FUNDING AND REGULATORY AGENCIES

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

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

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

Section 1. The Board of Directors of the Antelope Valley Transit Authority hereby approves and adopts the Title VI Program Update for Fiscal Years 2018–2020 as required by Federal and State funding and regulatory agencies.

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

PASSED, APPROVED and ADOPTED this 27th day of June, 2017 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

Karen S. Darr, Clerk of the Board

Allison Burns, General Counsel



DATE: June 27, 2017
TO: BOARD OF DIRECTORS
SUBJECT: Proposed Service Changes for August 2017

RECOMMENDATION

That the Board of Directors approve the final recommendation on the proposed service changes scheduled for implementation in August 2017.

FISCAL IMPACT

No significant fiscal impact. The proposed service modifications have been developed to be cost neutral.

BACKGROUND

AVTA is committed to providing quality public transit service for residents and persons employed in the Antelope Valley. From our customer's point-of-view, "quality" is most commonly defined as on-time performance.

Over the past year, on-time performance (OTP) for local bus service within the Antelope Valley has declined considerably. Staff believes there are several contributing factors including inadequate "run time" within the current schedule, increased/changing traffic patterns and activity, labor issues, and problems associated with AVTA's ITS technology (hardware and software). Given the importance which the Board places on service quality, staff has focused on activities designed to increase local service quantitative on-time performance.

In 2016, AVTA completed an Origin and Destination (O&D) Study specific to the local bus service. This market research, which reflects participation from nearly 2,300 unique riders, provided valuable insight into current rider travel behavior, transfer activity, fare media usage, and effectiveness of current routing and schedule times. AVTA's service planning consultant (Moore & Associates) facilitated a workshop with staff to discuss the results of the study and identify tactics for improving local service OTP and the customer experience.

In spring 2017, staff engaged Moore & Associates to resolve issues regarding the agency's ITS technology. While this effort has increased staff's confidence in the performance data received via TransTrack and AVAIL, it also resulted in a significant decline in reported OTP data. Background regarding this development was presented to the Board in April by AVTA staff. Concurrent with that presentation, staff began monitoring local service performance on a daily basis and increased monitoring of the agency's contract with Transdev. On-time performance data is compiled on a weekly basis and discussed with Transdev. Independent, in-field monitoring of local service OTP continues.

Through discussion with Transdev and Moore & Associates, it was determined that the local service operating schedule warranted a complete overhaul to not only improve OTP but to also address the operating specifics of the growing electric bus fleet. Upon Board of Director's approval, the proposed service change is scheduled to be implemented in early August 2017. This implementation schedule allows for adequate lead time for community/public education and outreach.

The new, proposed local service operating schedule is expected to improve OTP, address concerns regarding appropriate driver/operator layover times, address changing needs associated with the electric bus fleet, and improve intra-service connectivity. Concurrent with the local service changes, staff is also proposing to focus on improving service to Kaiser-Permanente's Lancaster facility and revising the routing of the Transporter service to more effectively meet the needs of our current and potential/future customers.

Prepared by:

Submitted by:

Norman L. Hickling
Chief Operating Officer

Len Engel
CEO/Executive Director



DATE: June 27, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2017-14 to Fleet-Net Corporation for Fleet Management Software System

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2017-14 for the Fleet Management Software System to Fleet-Net Corporation, Las Vegas, NV, for a five-year term and an amount not to exceed \$89,675, plus applicable sales tax.

FISCAL IMPACT

Sufficient grant funds are available from the FY17 Business Plan to pay for this service.

BACKGROUND

In 2011, AVTA's maintenance management system annual service fee increased from \$5,500 to \$17,000 per year. AVTA's management declined further renewals. Now that AVTA will be switching from diesel to electric bus parts, management felt this was an appropriate time to solicit for a new system. To this end, staff developed and circulated a Request for Proposals (RFP).

AVTA released a Request for Proposals (RFP) on February 3, 2017. The solicitation documents were posted to AVTA's procurement website; advertisements were placed in the *Antelope Valley Press*, *Our Weekly Lancaster* newsletter. Prior to the issuance of the RFP, Board and TAC members were notified and asked to submit any recommendations for potential vendors. The local Chambers of Commerce and Antelope Valley Board of Trade were also notified via their respective newsletters and email lists; a total of 143 firms across the United States were notified by email on how to download the RFP document.

Staff held an optional pre-proposal conference on February 13, 2017, with two firms attending by phone. The RFPs were opened on March 8, 2017. Of the 143 software firms that received the RFP by email notification, only four responses were received. A review committee evaluated and ranked the proposal on the following criteria: proposer's solution (30%), project budget (20%), similar projects (15%), proposer's information (15%), project schedule (10%), and personnel (10%). Six hundred

possible total points were available from written (300 pts.) and on-site demonstration (300 pts.) phases (600 possible total points available).

The firms, evaluation points and respective costs for the project are listed in the table below.

Firm	Location	Total Score (600 Max)	Amounts
Fleet-Net Corporation	Las Vegas, NV	512	Base Price: \$67,175 5 year maintenance: \$22,500 Total: 89,675
Ron Turley & Associates	Glendale, AZ	500	Base Price: \$43,020 5 year maintenance: \$10,400 Total: \$53,420
FASTER Asset Solutions	Virginia Beach, VA	392	Base Price: \$95,700 5 year maintenance: \$37,980 Total Costs: \$133,680
AddOns, Inc.	Littleton, CO	217	Base Price: \$365,953 5 year maintenance: \$47,572 Total: \$413,525

Fleet-Net Corporation, Las Vegas, NV, yielded the highest scoring proposal and is being recommended for award by staff. In addition to their fair and reasonable pricing, they provided a superior solution that will also allow AVTA to electronically track facility maintenance, bus stop maintenance, and provide accurate National Transit Database (NTD) reports. This data will eliminate the current need for a Transit Asset Management tracking system, saving the agency approximately \$50,000 plus annual service fees. It was obvious that their experience with other transit agencies as well as with AVTA, gave them a clear insight into our needs and requirements. Staff is confident that Fleet-Net Corporation, will provide an excellent product for staff's future use.

Prepared by:

Submitted by:

Mark Perry
 Director of Fleet and Facilities

Len Engel
 Executive Director/CEO



DATE: June 27, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2017-17 to Medallion Contracting, Inc., for Security and Maintenance Upgrades to AVTA's Count Room

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2017-17 for Security and Maintenance Upgrades to AVTA's Count Room to Medallion Contracting, Inc., of Palmdale, CA, for an amount not to exceed \$153,727, plus applicable sales tax.

FISCAL IMPACT

Sufficient funds are available from the FY17-18 Business Plan to complete this project.

BACKGROUND

Since the first use of this area staff has endured dusty conditions, temperature fluctuations, continual heavy lifting of coins, jamming of vault receivers and security concerns due to its isolated location from administration offices. AVTA had applied and acquired grant security funding to address these and other issues. To this end, staff developed and circulated an Invitation for Bid (IFB).

AVTA released an Invitation for Bid (IFB) on February 14, 2017. The solicitation documents were posted to AVTA's procurement website; advertisements were placed in the *Antelope Valley Press*, *Our Weekly Lancaster* newsletter. Prior to the issuance of the RFP, Board and TAC members were notified and asked to submit any recommendations for potential vendors. The local Chambers of Commerce and Antelope Valley Board of Trade were also notified via their respective newsletters and email lists; a total of 133 firms were notified via AVTA's procurement website of this solicitation. Notification of local firms included: Atkinson & Associates, Duke Engineering, Frank Visco, Gary Little Construction, High Desert Construction, Medallion Contracting, MJS Construction, Stevens Construction, Tel Pro Systems, Toneman Development, and Zenitram, Inc dba ANM Construction.

Staff held a mandatory pre-bid conference on March 23, 2017, with three firms attending. Five (5) addenda were released prior to the bid closing. The bid opening was held on April 24, 2017. Of the 3 firms that attended the mandatory pre-bid meeting, only two (2) firms submitted a bid. The third firm decided to bid as a subcontractor. The firms that submitted a response and their respective bid amount are listed in the table below.

Staff removed the roofing specification from the bid schedule, since the two roofing contractor bid amounts had a difference of \$16,500 on an area of 10 ft. x 12 ft. The amounts listed below show the base bid, less roofing bid amounts and adjusted bid totals. Under solicitation documents, "Section B – Instructions to Bidders", item "e". The Agency reserves the right to increase or decrease the amount of any quantity shown and to delete any item from the contract." Staff will review the roofing specifications and make adjustments and then release a Request for Quote at a later date with the corrected roofing specification.

Firm	Location	Amounts
Medallion Contracting, Inc.	Palmdale, CA	Base Bid: \$163,504.98 Less Roofing: \$ 9,878.40 Adjusted Total: \$153,726.58
UNISPEC Construction, Inc.	San Pedro, CA	Base Bid: \$193,690.00 Less Roofing: \$ 26,440.00 Adjusted Total: \$167,250.00

Under FTA procurement requirements, an IFB must be awarded to the lowest responsive and responsible bidder (per FTA Circular 4220.1F - Third Party Contracting Guidance, Chapter VI - Procedural Guidance for Open Market Procurements).

Based on procurement requirements, bids received and reviewed for requisite document submittal, staff found the bid complete with pricing to be fair and reasonable. Therefore, staff is recommending the Board approve a contract with Medallion Contracting, Inc. of Palmdale, CA. This project is anticipated to take approximately 150 days to complete.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Len Engel
Executive Director/CEO