

**AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
February 15, 2024**

**ROLLING HILLS ESTATES CITY HALL, 4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274**

Time Estimates: The time noted next to an agenda item is only an estimate of the amount of time that will be spent during the meeting on that particular item. Accordingly, these estimates should not be relied on in determining when a matter will be heard, especially since agenda items are often re-ordered during a meeting and may be discussed at any time.

6:00 P.M. REGULAR SESSION

(5 mins) CALL TO ORDER:

ROLL CALL:

FLAG SALUTE:

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK:

PUBLIC COMMENTS: (All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Board request specific items to be removed from the Consent Calendar for separate action.

If you need special assistance to participate in an Authority meeting under the Americans with Disabilities Act (ADA) or as a person with limited English proficiency (LEP) under Executive Order 13166, please contact the Secretary (310-544-7108) with request for reasonable accommodation at least forty-eight hours prior to the meeting.

(5 mins) APPROVAL OF CONSENT CALENDAR (1-6):

1. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing:

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Month	Checks	Amount
Sep.	6739-6755	\$ 145,237.18
Oct.	6756-6777	\$ 257,748.45
Nov.	6778-6797	\$ 257,787.88
Dec.	6798-6817	\$ 225,451.42
TOTAL		\$ 886,224.93

- | | |
|---|---------|
| 2. Approval of June 29, 2022 Board Minutes | Page 8 |
| 3. Operations Report as of December 31, 2023 | Page 11 |
| 4. Financial Statements as of December 31, 2023 | Page 17 |
| 5. Administrative Services Co-Op Contract Extension | Page 21 |
| 6. 2024 Board of Directors Certification, California Joint Powers Insurance Authority | Page 23 |

Recommendation: Approve Consent Calendar items

(10 mins) ADMINISTRATOR REPORT:

(45 mins) REGULAR BUSINESS:

I. NEW BUSINESS

- | | |
|---|---------|
| 1. <u>Fiscal Year 2022-23 Audit Report</u> | Page 24 |
| Recommendation: Approve FY 2022-23 Audit Report. | |

II. OLD BUSINESS

ZEV Update	Presentation
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(5 mins) FUTURE AGENDA ITEMS: (This section of the agenda is designated for individual Board Members to request that an item be placed on a future PVPTA meeting agenda.)

(10 mins) CHAIR AND MEMBER ITEMS REPORT:

- A. PVPUSD Update
- B. Election of Board Officers

Verbal
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ADJOURNMENT: TBD

MEMORANDUM

TO: Board Members
 FROM: Martin Gombert, Administrator
 DATE: February 6, 2024
 SUBJECT: Check Listings

Attached are checking listing for September through December 2023.

Credit Card Summary

Checks issued to Wells Fargo are for the Agency's credit card. Shown below is a summary of credit card charges for the last four months.

Date	Amount	Vendor	Description
8/08/23	\$44.99	ESET	Software
08/14/23	\$120.00	DocuSign	Software
TOTAL Sep. '23	\$164.99		

Date	Amount	Vendor	Description
09/10/23	\$567.80	Delta Airlines	APTA Orlando Convention. Reimbursed by Access Srv.
09/20/23	\$19.99	Adobe	Software
09/27/23	\$149.90	Zoom	Software
TOTAL Oct. '23	\$737.69		

Date	Amount	Vendor	Description
10/04/23	\$14.32	The Mail Shop	Shipping
10/06/23	\$14.28	The Mail Shop	Shipping
10/15/23	\$22.04	1-800-Flowers	Funeral
TOTAL Nov. '23	\$956.52		

Date	Amount	Vendor	Description
11/14/23	\$413.00	Peninsula People	Marketing
TOTAL Dec. '23	\$413.00		

Palos Verdes Peninsula Transit Authority
Checks Written for Month
September-December 2023

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Sep 23	09/21/2023	6739	Ellen Yamauchi	DAR Refund	\$ 354.00
	09/21/2023	6740	Administrative Services Co-Op	August Dial-A-Ride Service	\$ 10,103.40
	09/21/2023	6741	AT&T	Account No. 171-804-2002 001	\$ 39.12
	09/21/2023	6742	Clean Energy	August CNG Fuel	\$ 20,370.56
	09/21/2023	6743	County Sanitation Districts of LA County	Parking Lot Lease	\$ 8,701.87
	09/21/2023	6744	Cox Business	Account 001 7401 035340502	\$ 385.00
	09/21/2023	6745	Frontier Communications7108	310 544-7108-062795-5	\$ 189.44
	09/21/2023	6746	MV Transportation SECURITY	Parking Lot Security	\$ 3,323.20
	09/21/2023	6747	MV Transportation, Inc.	August Fixed Route Service	\$ 99,349.59
	09/21/2023	6748	Nan Nowicki Aho	Schedule Graphic Design	\$ 993.75
	09/21/2023	6749	Patch Media	Invoice SIN058488 September 2023	\$ 375.00
	09/21/2023	6750	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3106281135	\$ 18.01
	09/21/2023	6751	PVPUSD-Rent	Office Rent	\$ 423.57
	09/21/2023	6752	Q Document Solutions Inc.	Xerox Maintenance	\$ 158.82
	09/21/2023	6753	ReadyRefresh by Nestle	Account 0024293722	\$ 66.86
	09/21/2023	6754	Wells Fargo	Credit Card	\$ 164.99
	09/21/2023	6755	White Wings Cleaning Service	August Office Cleaning	\$ 220.00
Sep 23			TOTAL		\$ 145,237.18

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Oct 23	10/05/2023	6756	Mobility Advancement Group	Administrative Services for September 2023	\$ 18,386.99
	10/19/2023	6757	Administrative Services Co-Op	September 2023 Dial-A-Ride Service	\$ 9,579.14
	10/19/2023	6758	AT&T	Account No. 171-804-2002 001	\$ 38.26
	10/19/2023	6759	Clean Energy	September 2023 CNG Fuel	\$ 36,792.38
	10/19/2023	6760	County Sanitation Districts of LA County	Parking Lot Lease	\$ 8,701.87
	10/19/2023	6761	Cox Business	Account 001 7401 035340502	\$ 385.00
	10/19/2023	6762	Frontier Communications7108	310 544-7108-062795-5	\$ 191.73
	10/19/2023	6763	MV Transportation SECURITY	Parking Lot Security	\$ 3,269.60
	10/19/2023	6764	MV Transportation, Inc.	September 2023 Fixed Route Service	\$ 156,233.06
	10/19/2023	6765	Office Depot	Account 34585368	\$ 345.49
	10/19/2023	6766	Optibus Trillium Solutions	GPS Updates	\$ 1,276.70
	10/19/2023	6767	Palos Verdes On the Net	Web page maintenance	\$ 1,675.00
	10/19/2023	6768	Patch Media	Invoice SIN058489 October 2023	\$ 375.00
	10/19/2023	6769	Pitney Bowes - Purchase Power	Acct. 8000-9090-0212-1536	\$ 150.00
	10/19/2023	6770	PitneyBowes Global Financial Services	Postage Meter Lease	\$ 317.14
	10/19/2023	6771	PVPUSD	Utilities	\$ 440.41
	10/19/2023	6772	PVPUSD-Rent	Office Rent	\$ 50.00
	10/19/2023	6773	Q Document Solutions Inc.	Xerox Maintenance	\$ 237.14
	10/19/2023	6774	ReadyRefresh by Nestle	Account 0024293722	\$ 68.86
	10/19/2023	6775	Wells Fargo	Credit Card	\$ 737.69
	10/19/2023	6776	White Wings Cleaning Service	September Office Cleaning	\$ 110.00
	10/30/2023	6777	Mobility Advancement Group	Administrative Services for October 2023	\$ 18,386.99
Oct 23			TOTAL		\$ 257,748.45

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Nov 23	11/20/2023	6778	Administrative Services Co-Op	October 2023 Dial-A-Ride Service	\$ 9,223.95
	11/20/2023	6779	Alltech of Lomita, Inc.	Invoice 19515, Installed new computer system	\$ 1,026.98
	11/20/2023	6780	AT&T	Account No. 171-804-2002 001	\$ 39.37
	11/20/2023	6781	Clean Energy	CNG Fuel for October 2023	\$ 45,605.83
	11/20/2023	6782	County Sanitation Districts of LA County	Parking Lot Lease	\$ 8,962.93
	11/20/2023	6783	Cox Business	Account 001 7401 035340502	\$ 385.00
	11/20/2023	6784	Frontier Communications7108	310 544-7108-062795-5	\$ 193.04
	11/20/2023	6785	Gayle Albin-Bailey	Bookkeeping Services	\$ 560.25

Palos Verdes Peninsula Transit Authority
Checks Written for Month
September-December 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
11/20/2023	6786	MV Transportation SECURITY	Parking Lot Security	\$ 3,323.20
11/20/2023	6787	MV Transportation, Inc.	October 2023 Fixed Route Service	\$ 168,207.59
11/20/2023	6788	NHC Insurance Services	Three year Employee Theft Bond 12/17/23-12/17/26	\$ 500.00
11/20/2023	6789	Office Depot	Account 34585368	\$ 80.13
11/20/2023	6790	Patch Media	Invoice SIN058490 November 2023	\$ 375.00
11/20/2023	6791	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3106303113	\$ 35.00
11/20/2023	6792	PVPUSD-Rent	Facility Rent and Utility Charges	\$ 498.30
11/20/2023	6793	Q Document Solutions Inc.	November 2023, Copier Maintenance	\$ 134.82
11/20/2023	6794	ReadyRefresh by Nestle	Account 0024293722	\$ 88.86
11/20/2023	6795	Wells Fargo	Credit Card	\$ 50.64
11/20/2023	6796	White Wings Cleaning Service	October 2023 Office Cleaning	\$ 110.00
11/30/2023	6797	Mobility Advancement Group	Administrative Services for November 2023	\$ 18,386.99
Nov 23			TOTAL	\$ 257,787.88

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Dec 23				
12/01/2023	6798	Melina Intagliata	Dial-A-Ride Refund	\$ 294.00
12/01/2023	6799	Benveniste 1983 Trust	Dial-A-Ride Refund	\$ 60.00
12/21/2023	6800	Gregory Shklyarevsky	Dial-A-Ride Refund	\$ 24.00
12/21/2023	6801	Victoria Nagy	Dial-A-Ride Refund	\$ 84.00
12/21/2023	6802	Administrative Services Co-Op	November 2023 Dial-A-Ride Service	\$ 8,205.88
12/21/2023	6803	AT&T	Account No. 171-804-2002 001	\$ 41.09
12/21/2023	6804	Cal Act	2024 Membership renewal	\$ 930.00
12/21/2023	6805	Clean Energy	November 2023 CNG Fuel	\$ 36,833.96
12/21/2023	6806	County Sanitation Districts of LA County	Parking Lot Lease	\$ 8,962.93
12/21/2023	6807	Cox Business	Account 001 7401 035340502	\$ 385.00
12/21/2023	6808	Darold D. Pieper	Legal Services	\$ 423.50
12/21/2023	6809	Frontier Communications7108	310 544-7108-062795-5	\$ 194.14
12/21/2023	6810	MV Transportation SECURITY	Parking Lot Security	\$ 3,269.60
12/21/2023	6811	MV Transportation, Inc.	November 2023 Fixed Route Service	\$ 146,148.08
12/21/2023	6812	PVPUSD	Utilities and supplies	\$ 403.62
12/21/2023	6813	PVPUSD-Rent	Office Rent	\$ 137.60
12/21/2023	6814	Q Document Solutions Inc.	Xerox Maintenance	\$ 112.30
12/21/2023	6815	ReadyRefresh by Nestle	Account 0024293722	\$ 141.73
12/21/2023	6816	Wells Fargo	Credit Card	\$ 413.00
12/20/2023	6817	Mobility Advancement Group	Administrative Services for December 2023	\$ 18,386.99
Dec 23			TOTAL	\$ 225,451.42

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**BOARD MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Thursday, October 19, 2023

The meeting was called to order at 6:08 p.m. by Chairperson Bradley.

REGULAR SESSION:

Board roll call was answered as follows:

PRESENT: Victoria Lozzi, PVE; David Bradley, RPV; Michael Kemps, PVE;
Debby Stegura, RHE, Pam Brown Schachter, RHE

ABSENT: Paul Seo, RPV

Also present were Martin Gombert, PVPTA; Jessica Slawson, RHE; Linda Kurt, PVPUSD; Judie Smith, MV Transportation; Stephen Allen, MV Transportation, MV Transportation; and Keith Everage, MV Transportation.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Bradley.

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK

City of Rolling Hills Estates confirmed the posting of the Authority Agenda.

APPROVAL OF CONSENT CALENDAR (1-4):

Member Stegura moved approval of the Consent Calendar, seconded by Member Lozzi.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Stegura, Kemps, Schachter

NOES: None

ABSENT: Seo

ABSTAINED: None

PUBLIC COMMENTS: (Audience Comments regarding Items not on the Agenda)

None

ADMINISTRATOR REPORT

Administrator Gombert presented the Administrator Report and commented on driver staffing levels, transit ridership levels, community shuttle services, and the successful start of Fall Service. He also commented that the FY '23 audit had just started.

There was conversation on several items. Gombert commentated that approximately 30 passengers were boarding Authority buses from the San Pedro military housing areas.

NEW BUSINESS

1. Award of Fixed Route Contract

Administrator Gombert presented the staff report recommending the award of the fixed route contract. He detailed the procurement process, review panel, and financial analysis of the three bids that were received.

He then introduced the MV Transportation team that was in the audience.

There was discussion by the Board Members. Member Kemps ask why LAZ Parking's bid was so higher than the other two bidders. Member Stegura ask about how we analyzed safety. Administrator Gombert replied that staff reviews the annual CHP Terminal Inspections and that MV Transportation had received "Satisfactory" ratings for the eight years of the current contract.

Member Lozzi ask several financial questions.

Member Stegura moved to approve the staff recommendation to award the fixed route contract to MV Transportation after review of the final contract by the Authority's attorney, seconded by Member Lozzi.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Stegura, Kemps, Schachter

NOES: None

ABSENT: Seo

ABSTAINED: None

CHAIR AND MEMBER ITEMS

Linda Kurk commented on the new District Superintendent.

ADJOURNMENT

At 7:14 p.m. Chairperson Bradley moved to adjourn the Board Meeting until February 15, 2024.

DRAFT

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: February 6, 2024
SUBJECT: Operations Report for the period ending December 31, 2023

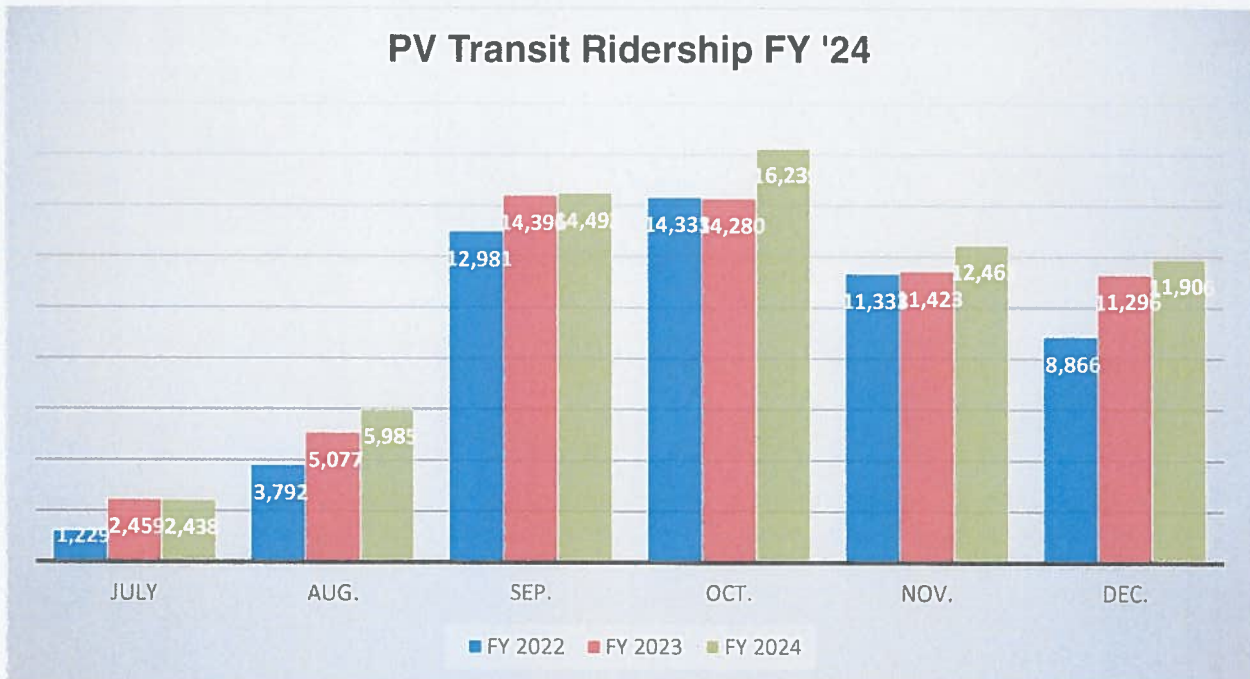
PV TRANSIT

PV Transit ridership totaled 63,521 through December 31, 2023. This is a 8% increase compared to previous year's totals.

During the past year PV Transit ridership has been steadily increasing. YTD ridership is currently at 87% of pre-pandemic levels.

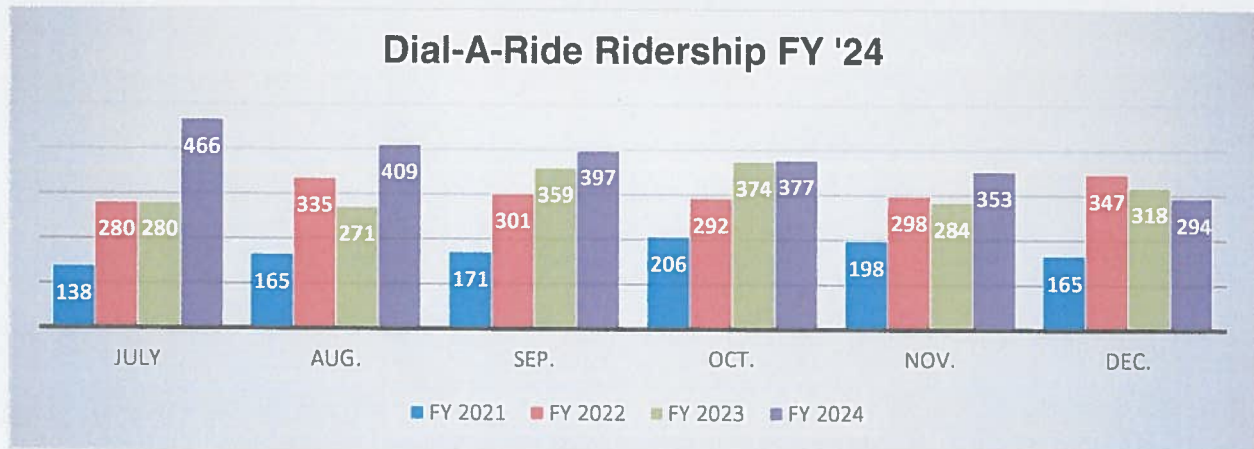
PV Transit operated several shuttle services for community groups including the Peninsula Christmas Parade and free service on New Years Eve.

Copies of ridership graphs for all seven routes are included at the end of this report.



DIAL-A-RIDE

Dial-A-Ride ridership totaled 2,296 for the period ending December 31, 2023, an 22% increase over previous year's totals.



GOVERNMENT RELATIONS

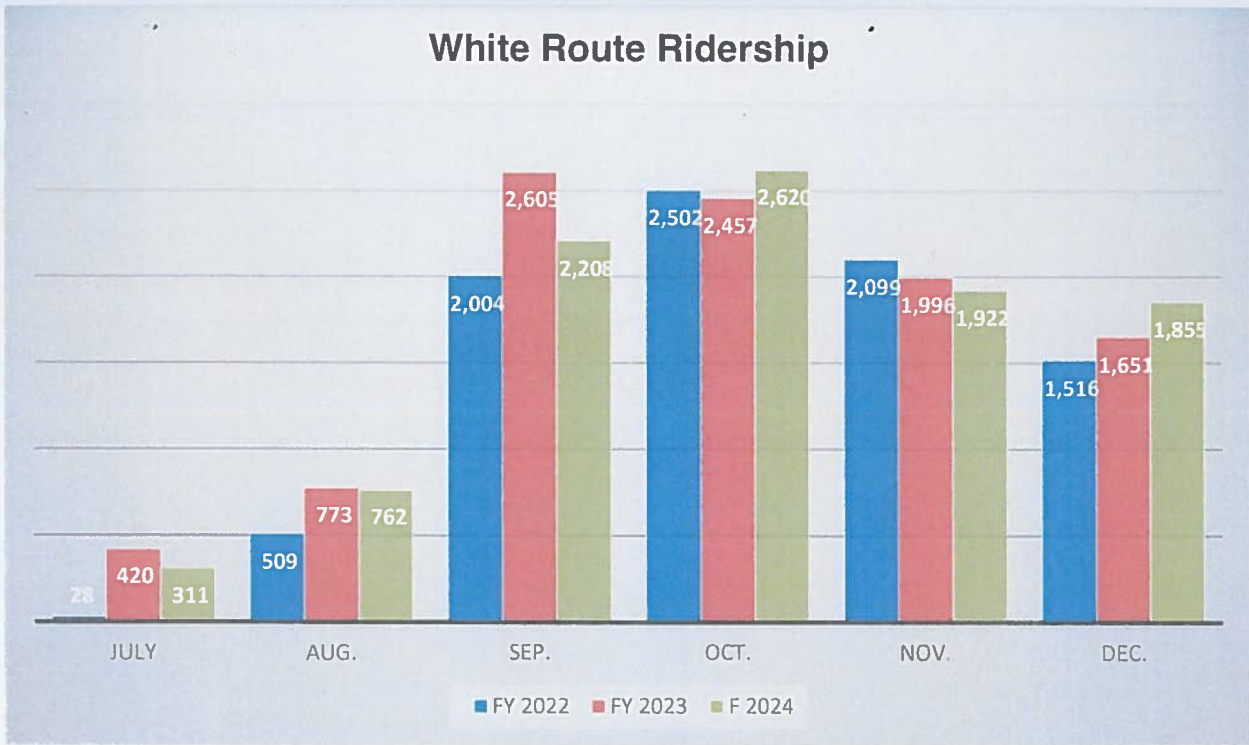
During the past several months staff has attended meetings of Metro's Local Transit Service Subcommittee (LTSS), Access Services Board Meetings, and Metro's Bus Operations Subcommittee (BOS). Administrator Gombert attended the California Transit Association Expo in Pasadena in November as an Access Services Board Member.

RECOMMENDATION

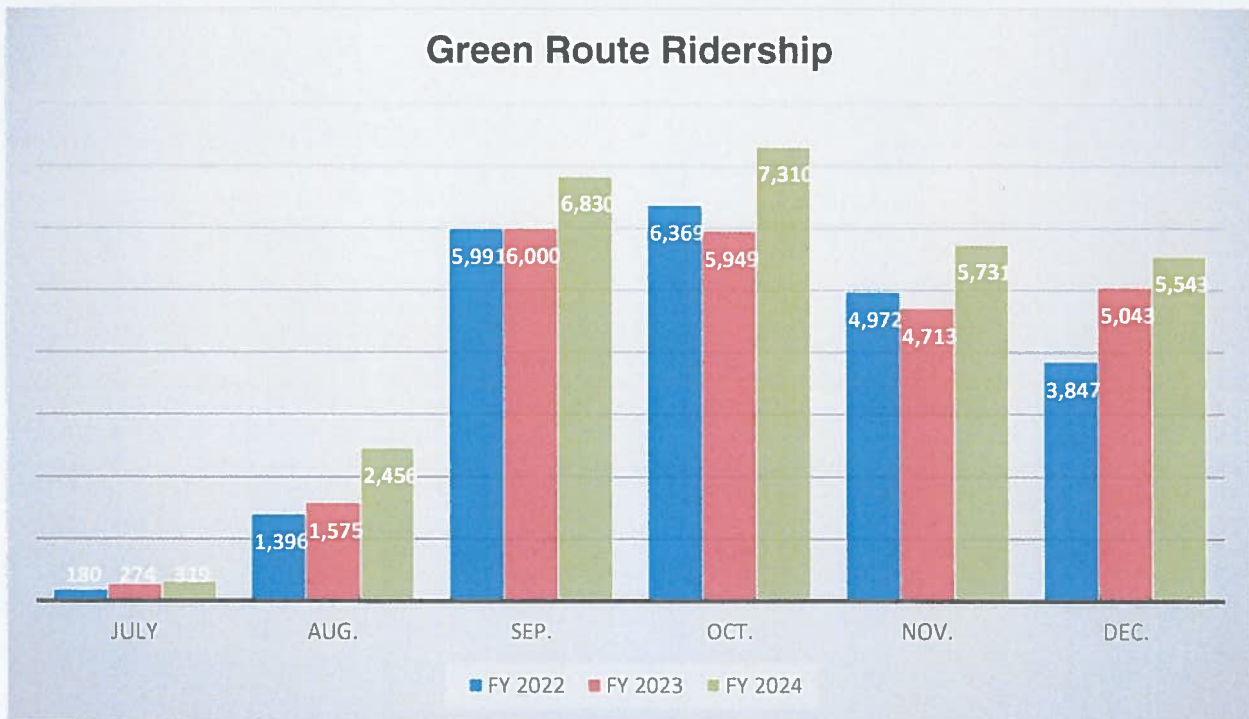
Receive and file report.

RIDERSHIP REPORTS

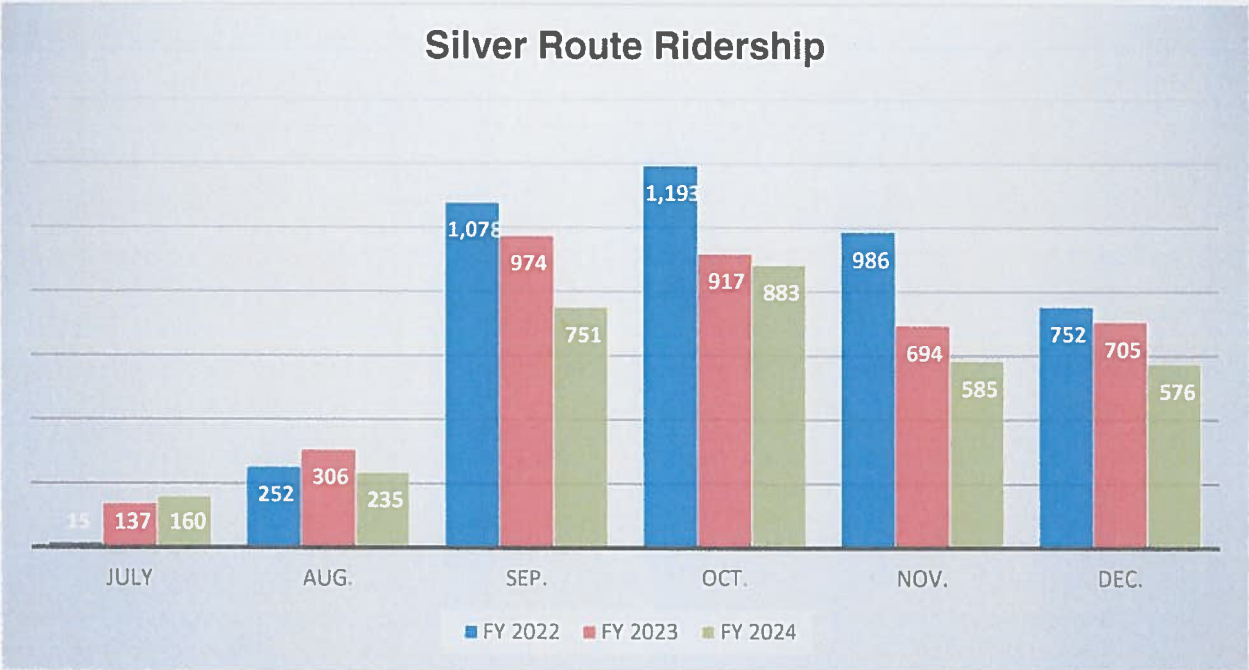
White Route Ridership



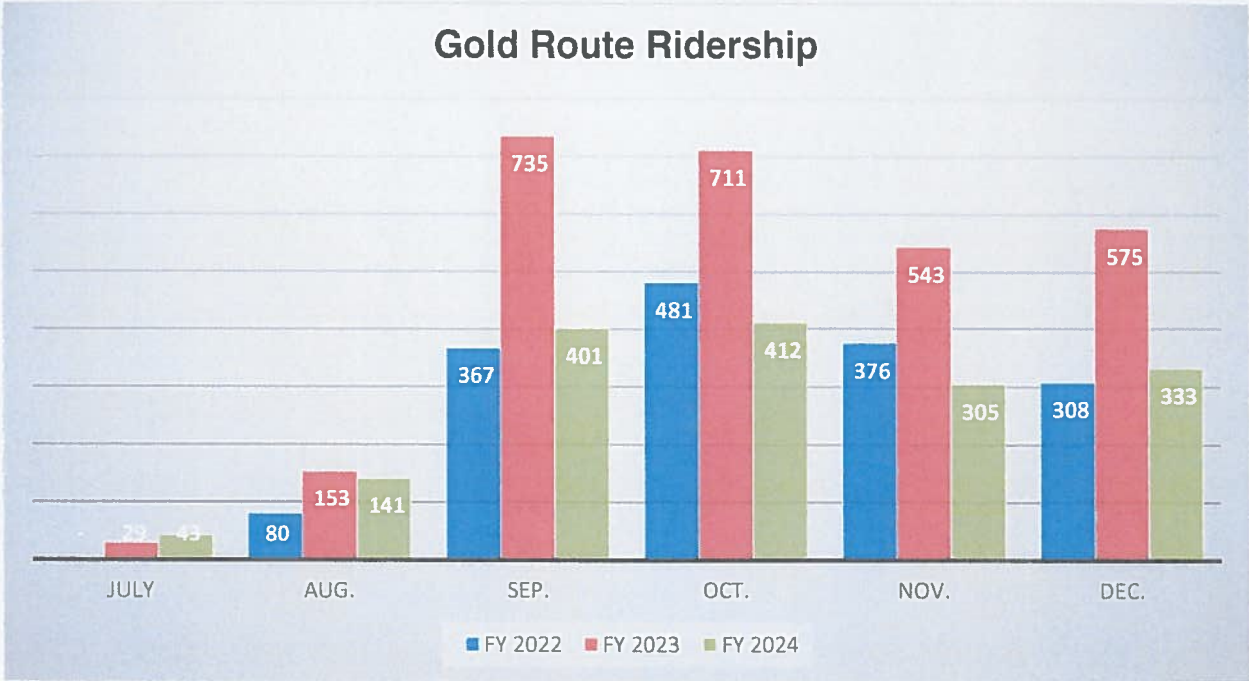
Green Route Ridership



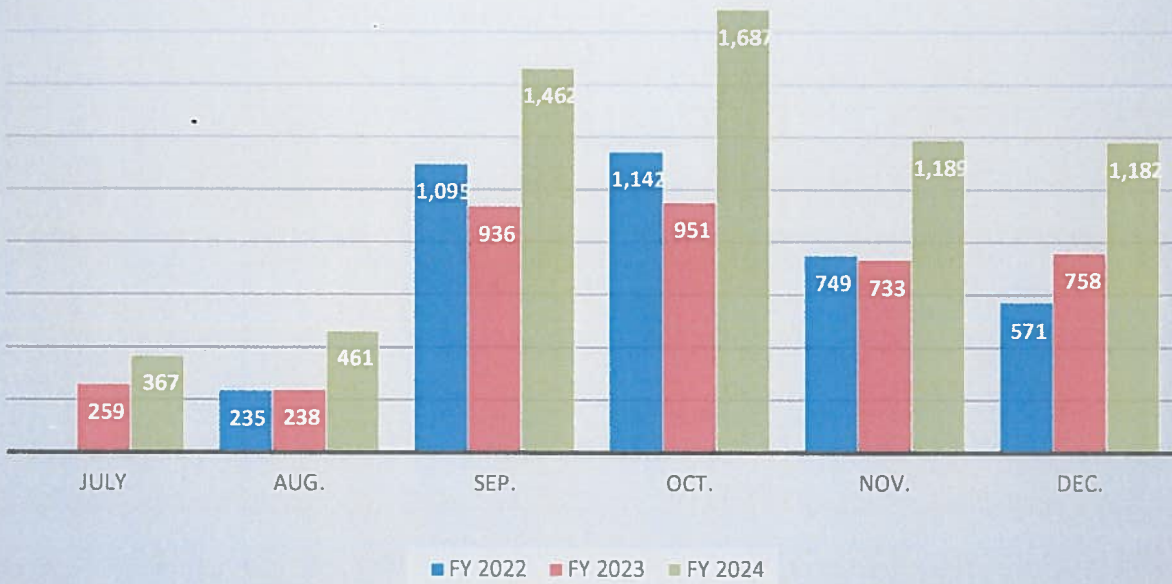
Silver Route Ridership



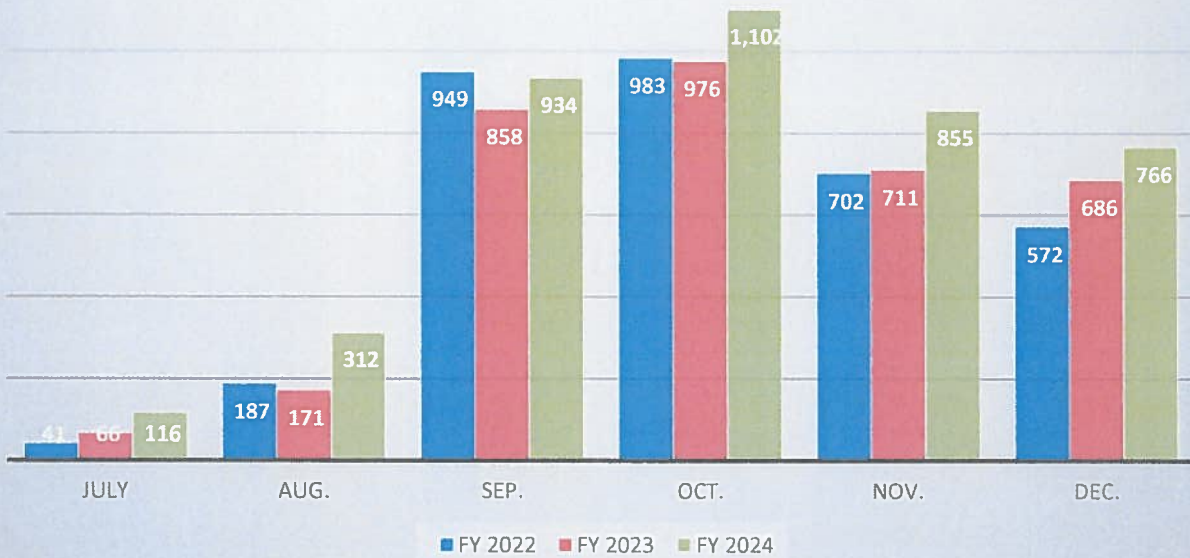
Gold Route Ridership



Orange Route Ridership



Blue Route Ridership



Route 225-226 Ridership



MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: February 6, 2024
SUBJECT: Financial Statements for the period ending December 31, 2023

Attached are the *draft* Financial Statements for the period ending December 31, 2023.

The first report presented is Management Analysis-Budget vs. Actual. The results of this report are analyzed below. The following two reports are Profit and Loss YTD Comparison and Balance Sheet generated by the Quick Books accounting software. These reports have been modified to show previous year comparison as requested by Board Members.

Budget vs. Actual

Total expenses through December 31, 2023 totaled \$1,357,230, 3.41% below budgeted amounts.

Fixed Route and dial-a-ride operating fees were \$858,612, 5.5% above budget. The Authority's fixed route contractor, MV Transportation, has been fully staffed this year and is operating all budgeted revenue hours.

Fuel costs totaled \$186,143, 6.35% above budget due to a slight increase in operated revenue miles.

Depreciation costs were significantly below budgeted amounts (-\$82,291). This was caused by the delay in the delivery of new vehicles.

Charges for Services

Passenger revenue totaled \$165,131 through December 31, 2023. This 6.7% below budget.

Government Revenue

PV Transit is current with all grant payments from member agencies as of December 31, 2023.

Palos Verdes Peninsula Transit Authority
Management Analysis
Budget vs. Actual
YTD December 31, 2023

	YTD 12/31/2023	Budget	\$ Over Budget	% Diff
Operating Revenue				
Charges for Services				
Fixed Route	\$ 141,491	\$ 141,558	\$ (67)	-0.05%
Dial-A-Ride	\$ 18,492	\$ 18,500	\$ (8)	-0.04%
Advertising	\$ -	\$ 7,000	\$ (7,000)	-100.0%
Charters	\$ 5,149	\$ 10,000	\$ (4,851)	0.0%
TOTAL OPERATING REVENUE	\$ 165,132	\$ 177,058	\$ (11,926)	-6.74%
Operating Expenses				
Operator Fees				
Fixed Route	\$ 803,880	\$ 763,875	\$ 40,005	5.24%
Dial-A-Ride	\$ 54,733	\$ 50,000	\$ 4,733	9.47%
Subtotal	\$ 858,613	\$ 813,875	\$ 44,738	5.5%
Contract Administration	\$ 110,022	\$ 112,031	\$ (2,009)	-1.79%
Fuel Purchases	\$ 186,144	\$ 175,032	\$ 11,112	6.35%
Marketing and Promotions	\$ 8,338	\$ 20,762	\$ (12,424)	-59.84%
Facility Leasing	\$ 52,472	\$ 54,036	\$ (1,564)	-2.89%
Other operating Expenses	\$ 79,008	\$ 80,433	\$ (1,425)	-1.77%
Depreciation	\$ 62,634	\$ 148,925	\$ (86,291)	-57.94%
Subtotal	\$ 498,618	\$ 591,218	\$ (92,601)	-15.66%
TOTAL EXPENSE	\$ 1,357,231	\$ 1,405,093	\$ (47,863)	-3.41%
OPERATING LOSS	\$ (1,192,099)	\$ (1,228,035)	\$ 35,937	-2.93%

Palos Verdes Peninsula Transit Authority
Profit & Loss Prev Year Comparison
July through December 2023

	<u>Jul - Dec 23</u>	<u>Jul - Dec 22</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
46400 · Other Types of Income	0.00	4,023.68	-4,023.68	-100.0%
500.00 · Charges for Services	165,131.89	143,253.59	21,878.30	15.27%
Total Income	<u>165,131.89</u>	<u>147,277.27</u>	<u>17,854.62</u>	<u>12.12%</u>
Expense				
621.03 · Facility Leasing	52,472.28	50,943.97	1,528.31	3.0%
620.00 · Operator fees	858,612.88	810,509.43	48,103.45	5.94%
660.00 · Marketing and promotions	8,337.50	10,443.00	-2,105.50	-20.16%
650.00 · Fuel Purchases	186,143.97	175,575.54	10,568.43	6.02%
640.00 · Depreciation	62,634.00	83,484.00	-20,850.00	-24.98%
630.00 · Contract administration	110,021.94	106,817.40	3,204.54	3.0%
680.00 · Other Operating Expense	79,007.95	94,813.70	-15,805.75	-16.67%
Total Expense	<u>1,357,230.52</u>	<u>1,332,587.04</u>	<u>24,643.48</u>	<u>1.85%</u>
Net Ordinary Income	<u>-1,192,098.63</u>	<u>-1,185,309.77</u>	<u>-6,788.86</u>	<u>-0.57%</u>
Other Income/Expense				
Other Income				
551.01 · LA County Grant	0.00	376,000.00	-376,000.00	-100.0%
750.00 · City Prop A exchange	-500,000.00	0.00	-500,000.00	-100.0%
450.00 · Prop A Exchange	666,667.00	0.00	666,667.00	100.0%
900.00 · Interest Income	60,518.43	58,312.90	2,205.53	3.78%
920.00 · Member contributions	644,799.00	1,172,362.00	-527,563.00	-45.0%
Total Other Income	<u>871,984.43</u>	<u>1,606,674.90</u>	<u>-734,690.47</u>	<u>-45.73%</u>
Net Other Income	<u>871,984.43</u>	<u>1,606,674.90</u>	<u>-734,690.47</u>	<u>-45.73%</u>
Net Income	<u><u>-320,114.20</u></u>	<u><u>421,365.13</u></u>	<u><u>-741,479.33</u></u>	<u><u>-175.97%</u></u>
Net Assets, Beginning of Year	<u>4,724,584.99</u>	<u>4,879,785.34</u>		
Net Assets, End of Year	<u><u>4,404,470.79</u></u>	<u><u>5,301,150.47</u></u>		

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Palos Verdes Peninsula Transit Authority
Balance Sheet Prev Year Comparison

As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
101.00 · Cash and cash equivalents	3,783,575.95	3,647,415.24	136,160.71	3.73%
Total Checking/Savings	<u>3,783,575.95</u>	<u>3,647,415.24</u>	<u>136,160.71</u>	<u>3.73%</u>
Accounts Receivable				
120.00 · Due from other governments	0.06	962,921.06	-962,921.00	-100.0%
130.00 · Accounts Receivable-Other	98,422.25	0.00	98,422.25	100.0%
Total Accounts Receivable	<u>98,422.31</u>	<u>962,921.06</u>	<u>-864,498.75</u>	<u>-89.78%</u>
Other Current Assets				
140.00 · Prepaid Expense	38,901.19	37,750.92	1,150.27	3.05%
1499 · Undeposited Funds	2,316.00	32,066.00	-29,750.00	-92.78%
Total Other Current Assets	<u>41,217.19</u>	<u>69,816.92</u>	<u>-28,599.73</u>	<u>-40.96%</u>
Total Current Assets	<u>3,923,215.45</u>	<u>4,680,153.22</u>	<u>-756,937.77</u>	<u>-16.17%</u>
Fixed Assets				
212.00 · Accum. Depreciation - Vehicles	-3,081,067.82	-3,667,399.82	586,332.00	15.99%
212.10 · Accum Deprec Infrastructures	-12,449.00	-12,449.00	0.00	0.0%
15900 · Leasehold Improvements	12,449.00	12,449.00	0.00	0.0%
16400 · Vehicles	3,751,231.05	4,483,681.05	-732,450.00	-16.34%
Total Fixed Assets	<u>670,163.23</u>	<u>816,281.23</u>	<u>-146,118.00</u>	<u>-17.9%</u>
TOTAL ASSETS	<u><u>4,593,378.68</u></u>	<u><u>5,496,434.45</u></u>	<u><u>-903,055.77</u></u>	<u><u>-16.43%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
310.00 · Vouchers Payable	186,677.67	195,772.61	-9,094.94	-4.65%
Total Accounts Payable	<u>186,677.67</u>	<u>195,772.61</u>	<u>-9,094.94</u>	<u>-4.65%</u>
Credit Cards				
315.00 · Wells Fargo Business Card	2,230.22	-488.63	2,718.85	556.42%
Total Credit Cards	<u>2,230.22</u>	<u>-488.63</u>	<u>2,718.85</u>	<u>556.42%</u>
Total Current Liabilities	<u>188,907.89</u>	<u>195,283.98</u>	<u>-6,376.09</u>	<u>-3.27%</u>
Total Liabilities	<u>188,907.89</u>	<u>195,283.98</u>	<u>-6,376.09</u>	<u>-3.27%</u>
Equity				
3900 · Retained Earnings	4,724,584.99	4,879,785.34	-155,200.35	-3.18%
Net Income	-320,114.20	421,365.13	-741,479.33	-175.97%
Total Equity	<u>4,404,470.79</u>	<u>5,301,150.47</u>	<u>-896,679.68</u>	<u>-16.92%</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,593,378.68</u></u>	<u><u>5,496,434.45</u></u>	<u><u>-903,055.77</u></u>	<u><u>-16.43%</u></u>

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MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: February 6, 2024
SUBJECT: Administrative Services Cooperative (ASC) Contract Extension

BACKGROUND

The current Agreement with our dial-a-ride provider Administrative Services Cooperative (ASC) expires on January 31, 2024. Amendment Number 19 would extend the existing Agreement through January 31, 2025 with no increase in fees.

FISCAL IMPACT

Funding for this contract is contained in the Fiscal Year 2023-24 budget.

RECOMMENDATION

Approve Amendment #19 with Administrative Services Cooperative.

**AMENDMENT NUMBER NINETEEN (19)
TO
ADMINISTRATIVE SERVICES COOPERATIVE**

February 17, 2005 Agreement

This amendment to the February 17, 2005 Agreement is made and entered into by and between the PALOS VERDES PENINSULA TRANSIT AUTHORITY, hereinafter referred to as "Authority", and ADMINISTRATIVE SERVICES COOPERATIVE, hereinafter referred to as "ASC".

WITNESSETH

Whereas, on February 17, 2005, Authority and ASC entered into an Agreement to provide transportation to senior and disabled persons; and

WHEREAS, said Agreement can be extended on an annual basis each year, with periodic amendments to modify the amount to be expended; and

NOW, THEREFORE, in consideration of the mutual covenants in said Agreement and the welfare of the above mentioned persons, Authority and ASC agree to revise the Agreement, as amended, as follows:

Section 6-Term: The first sentence shall read as follows:

This Agreement shall commence on ~~January 31, 2023~~ **January 31, 2024** and end on ~~January 31, 2023~~ **January 31, 2025**, unless the Authority and ASC agree to extend it for an additional term not to exceed one (1) year after the initial termination date.

Section 4-Compensation: The first paragraph shall read as follows:

The Authority shall pay ASC the actual amount of the taxicab fare for each ride. The compensation paid by the Authority shall be the actual amount of the taxicab fare to the approved location, and eligible person will not be required to pay ASC. The standard cab rate shall be **\$3.10** at boarding, **\$2.97** per mile after boarding, (partial miles will be assessed at 9ths of a mile) and **\$32.11** per hour traffic delay/waiting time. The standard rate for dial-a-lift service shall be \$20.00 flag drop and be **\$2.97** per mile with traffic delay/waiting time established at **\$32.11** per hour traffic delay/waiting time.

The above rates will be adjusted when changes are made to the taxi rates by the City of Los Angeles Department of Transportation. The new rates will be effective the same date as the City of Los Angeles'. The dial-a-lift rates will be adjusted the same percentage as the change in taxi rates.

Except as herein and previously amended, the Agreement shall remain in full force and effect.

This Amendment shall become effective as of the date it is approved by the Authority.

IN WITNESSS THEREOFF, the parties hereto have caused this Amendment Number EIGHTEEN to be executed by their respective Officers, duly authorized, by the Authority on **February 15, 2024** and by ASC on _____.

ADMINISTRATIVE SERVICES COOPERATIVE

Date _____ By _____

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Date _____ By _____

MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Administrator

DATE: February 6, 2024

SUBJECT: 2024 Board of Directors Certification, California Joint Powers Insurance Authority

BACKGROUND

On an annual basis, the California JPIA asks members to certify their designated California JPIA Director and Alternate(s) prior to the Annual Board of Directors meeting. The Annual Board of Directors meeting is currently scheduled for Wednesday, July 24, 2024 at 7 p.m. at the Authority's campus in La Palma.

The Authority has previously certified PVPTA Board Members that also serve as Directors for their own cities. Rolling Hills Estates has appointed Velveth Schmitz as their delegate and Debby Stegura as their alternate.

The voting delegate must be a member of the governing body. Alternate(s) may be from the governing body or from staff.

RECOMMENDATION

Appoint Board Member Stegura as the Authority's delegate to the California Joint Powers Insurance Authority and Administrator Gombert as the Alternate.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: February 8, 2024
SUBJECT: Fiscal Year 2022-23 Audit Report

BACKGROUND

The firm of Rogers, Anderson, Malody, and Scott, LLP (RAMS) will present the Fiscal Year 2022-23 audit report.

A copy of the SAS 114 letter, Management Comment Letter, and Audit Report will be forwarded to all Board Members prior to the meeting.

RECOMMENDATION

Receive and file the audit report.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: February 6, 2024
SUBJECT: Election of Officers

BACKGROUND

The Joint Powers Agreement provides for annual election of Officers.

Shown below is a list of the current Officers:

Mr. David Bradley, Chairperson

Mr. Michael Kemps, Vice Chairperson

Ms. Debby Stegura, Secretary Treasurer

The following offices need to be considered: Chair, Vice-Chair, and Secretary-Treasurer.

RECOMMENDATION

Elect officers for calendar year 2024.