

**AGENDA**  
**PALOS VERDES PENINSULA TRANSIT AUTHORITY**  
**REGULAR MEETING**  
**April 21, 2022**

**NOTE: PUBLIC PARTICIPATION INFORMATION**

*Pursuant to the Governor's Executive Order N-29-20, Board Members will be participating via teleconference.*

*Members of the public may listen to the meeting live by calling: (669) 900-6833) from any phone, Meeting ID: 869 9918 9795, Meeting Password: 200408. (Please note you will not have the ability to speak using the call-in option from a phone line.)*

*Public correspondence may be emailed to transit@pvtransit.net. Emails received before 5:00 p.m. the night of the Board meeting will be forwarded to the Board of Directors for their consideration and included as part of the record.*

*- Members of the public who wish to speak during this meeting may join the Zoom meeting by accessing the Zoom app from a computer (downloaded at Zoom.com) or tablet or phone (downloaded in the App Store), by entering the following credentials: Meeting ID 819 6700 4074: Meeting Password: 423361. Members of the public who join the Zoom meeting will not have video, and may request to speak using the following process: After joining the Zoom meeting, if you wish to speak, please select the "raise hand" option at the lower portion of your screen. A staff member will send you a chat message to identify which item on the agenda you would like to speak on and will unmute your mic at the appropriate time.*

**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. Consideration to Approve Resolution to Continue Public Meetings through Teleconferencing Page 4
  
2. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing: Page 7

	<b>Checks</b>	<b>Amount</b>
Jan.	6350-6366	\$157,789.65
Feb.	6367-6389	\$172,839.39
Mar.	6390-6411	\$178,189.01
<b>TOTAL</b>		<b>\$508,818.04</b>

3. Approval of January 20, 2022 Board Minutes Page 9
  
4. Operations Report as of March 30, 2022 Page 12
  
5. Financial Statements as of December 31, 2021 Page 18
  
6. Reaffirmation of Investment Policy Page 22
  
7. Approval Conflict of Interest Policy Page 26

**Recommendation:** Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

**I. NEW BUSINESS**

- A. Contract for Authority Administration Page 30  
**Recommendation:** Approve Amendment #6
  
- B. Membership in the California Transit Training Consortium Page 33

**Recommendation:** Approve Membership in the California Transit Training Consortium

C. Zero Emission Vehicle (ZEV) Overview Presentation

**Recommendation:** Provide Direction to Staff

## II. OLD BUSINESS

None

(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  
Page 37

**ADJOURNMENT: Rolling Hills Estates City Hall, May 26, 2022**

**MEMORANDUM**

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: April 8, 2022  
SUBJECT: Resolution Authorizing Teleconferenced Public Meetings

**Recommendation**

Adopt Resolution 2022-02 authorizing teleconferenced public meetings for 30 days.

**Analysis**

Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to making the following findings:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

To continue to convene public meetings by teleconferencing for 30 days after April 21 2022, (through May 21, 2022), the Board of Directors must now make the findings embodied in Resolution 2022-02.

RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALOS VERDES PENINSULA  
TRANSIT AUTHORITY AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE  
PALOS VERDES PENINSULA TRANSIT AUTHORITY PURSUANT TO RALPH M. BROWN ACT

The Palos Verdes Peninsula Transit Authority Board of Directors does resolve as follows:

**1. Findings.** The Board of Directors hereby finds and declares the following:

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated pursuant to section 8629 of that Act.

(2) The Board of Directors has reconsidered the circumstances of the state of emergency.

(3) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(4) State or local officials continue to impose or recommend measures to promote social distancing.

B. There is accordingly a need for the Palos Verdes Peninsula Transit Authority Board of Directors to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

**2. Action.**

B. This Resolution shall be effective immediately and remain in effect through May 21, 2022, or until such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Palos Verdes Peninsula Transit Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

[Continued on page 2.]

3. Adoption. PASSED AND ADOPTED at a meeting of the Board of Directors held on April 21, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
VICTORIA LOZZI, CHAIR

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:  
STEVE ZUCKERMAN, BOARD SECRETARY

By: \_\_\_\_\_

By: \_\_\_\_\_

**Palos Verdes Peninsula Transit Authority**  
**Checks Written for Month**  
**January-March 2022**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Jan 22</b>	01/18/2022	6350	Anne Lord	Dial-A-Ride Refund	\$ 36.00
	01/18/2022	6351	Administrative Services Co-Op	Invoice 123101 December 2021	\$ 9,762.14
	01/18/2022	6352	AT&T	Account No. 0206360576001	\$ 7.93
	01/18/2022	6353	Clean Energy	CE12459218 December 2021	\$ 16,699.57
	01/18/2022	6354	County Sanitation Districts of LA County	Parking Lot Lease	\$ 8,448.42
	01/18/2022	6355	Cox Business	Account 001 7401 035340502	\$ 385.00
	01/18/2022	6356	Frontier Communications7108	310 544-7108-062795-5	\$ 177.12
	01/18/2022	6357	MV Transportation, Inc.	Invoice 116868 December 2021	\$ 100,983.86
	01/18/2022	6358	MV Transportation, Inc. BENE	VOID:	\$ -
	01/18/2022	6359	Office Depot	Account 34585368	\$ 58.72
	01/18/2022	6360	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3105230983	\$ 296.88
	01/18/2022	6361	Q Document Solutions Inc.	Copy Maintenance	\$ 93.60
	01/18/2022	6362	ReadyRefresh by Nestle	Account 0024293722	\$ 49.71
	01/18/2022	6363	Temps Incorporated	Parking Lot Security	\$ 1,763.10
	01/18/2022	6364	Wells Fargo	Acct 4484610008047386	\$ 1,583.23
	01/18/2022	6365	White Wings Cleaning Service	Invoice 8223 12/14/21	\$ 110.00
	01/31/2022	6366	Mobility Advancement Group	Administrative Services for January 2022	\$ 17,334.37
<b>Jan 22</b>	<b>TOTAL</b>				<b>\$ 157,789.65</b>

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Feb 22</b>	02/17/2022	6367	Chia Wong	Dial-A-Ride Refund	\$ 48.00
	02/17/2022	6368	Roger Class	Dial-A-Ride Refund	\$ 150.00
	02/17/2022	6369	Administrative Services Co-Op	Invoice 220113 January 2022	\$ 8,378.37
	02/17/2022	6370	AT&T	Account No. 0206360576001	\$ 80.01
	02/17/2022	6371	CKG Communications	Marketing Service for NYE service	\$ 1,044.75
	02/17/2022	6372	Clean Energy	CE12466752 January 2022	\$ 19,574.00
	02/17/2022	6373	County Sanitation Districts of LA County	Parking Lot Lease	\$ 8,448.42
	02/17/2022	6374	Cox Business	Account 001 7401 035340502	\$ 385.00
	02/17/2022	6375	Darold D. Pieper	Legal Services	\$ 115.50
	02/17/2022	6376	Frontier Communications7108	310 544-7108-062795-5	\$ 181.90
	02/17/2022	6377	Gayle Albin-Bailey	Bookkeeping Services	\$ 712.50
	02/17/2022	6378	MV Transportation SECURITY	27001	\$ 6,123.60
	02/17/2022	6379	MV Transportation, Inc.	Invoice 117232 January 2022	\$ 105,819.37
	02/17/2022	6380	Office Depot	Account 34585368	\$ 12.03
	02/17/2022	6381	Pitney Bowes - Purchase Power	Acct. 8000-9090-0212-1536	\$ 150.00
	02/17/2022	6382	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3105295337	\$ 32.00
	02/17/2022	6383	PVPUSD	Office Utilities	\$ 642.66
	02/17/2022	6384	Q Document Solutions Inc.	Copier Maintenance	\$ 107.18
	02/17/2022	6385	ReadyRefresh by Nestle	Account 0024293722	\$ 38.72
	02/17/2022	6386	Rogers, Anderson, Malody & Scott LLP	FY '21 Audit Services-Final Invoice	\$ 1,000.00
	02/17/2022	6387	Thales Consulting	Invoice 2793, State Controller Reports	\$ 2,351.00
	02/17/2022	6388	White Wings Cleaning Service	Invoice 8231 1/11/22	\$ 110.00
	02/23/2022	6389	Mobility Advancement Group	Administrative Services for February 2022	\$ 17,334.37
<b>Feb 22</b>	<b>TOTAL</b>				<b>\$ 172,839.38</b>

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Mar 22</b>	03/23/2022	6390	Administrative Services Co-Op	Invoice 220113 January 2022	\$ 9,351.07
	03/23/2022	6391	Alltech of Lomita, Inc.	Invoice 19062, Computer Service	\$ 427.50
	03/23/2022	6392	AT&T	Account No. 0206360576001	\$ 42.46
	03/23/2022	6393	California Department of Tax and Fee Adm.	Fuel Tax for 2021	\$ 530.58
	03/23/2022	6394	Clean Energy	CE12477867 February 2022	\$ 19,258.36

**Palos Verdes Peninsula Transit Authority**  
**Checks Written for Month**  
**January-March 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
03/23/2022	6395	County Sanitation Districts of LA County	Parking Lot Lease	\$ 8,448.42
03/23/2022	6396	Cox Business	Account 001 7401 035340502	\$ 385.00
03/23/2022	6397	Darold D. Pieper	Legal Services	\$ 192.50
03/23/2022	6398	Frontier Communications7108	310 544-7108-062795-5	\$ 175.49
03/23/2022	6399	MV Transportation SECURITY	27001	\$ 2,010.28
03/23/2022	6400	MV Transportation, Inc.	Invoice 117578 February 2022	\$ 103,154.56
03/23/2022	6401	MV Transportation, Inc. BENE	Driver Benefits, Two Invoices	\$ 9,390.37
03/23/2022	6402	Palos Verdes On the Net	Invoice 1Q 2022	\$ 1,675.00
03/23/2022	6403	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3105415681	\$ 296.88
03/23/2022	6404	PVPUSD	Utilities and printing	\$ 658.29
03/23/2022	6405	PVPUSD-Rent	Office Rent	\$ 100.00
03/23/2022	6406	Q Document Solutions Inc.	Copier Maintenance	\$ 193.72
03/23/2022	6407	ReadyRefresh by Nestle	Account 0024293722	\$ 52.71
03/23/2022	6408	Wells Fargo	Acct 4484610008047386	\$ 846.84
03/23/2022	6409	White Wings Cleaning Service	Invoice 8243 3/14/22	\$ 110.00
03/28/2022	6410	Mobility Advancement Group	Administrative Services for March 2022	\$ 17,334.37
03/25/2022	6411	MV Transportation	Invoice Number 117456, February 15, 2022	\$ 3,554.61
<b>Mar 22</b>		<b>TOTAL</b>		<b>\$ 178,189.01</b>

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**MINUTES  
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

**Thursday, January 20, 2022**

The meeting was called to order at 6:04 p.m. by Chairperson Lozzi.

**REGULAR SESSION:**

Board roll call was answered as follows:

**PRESENT:** Victoria Lozzi, PVE; David Bradley, RPV; Debby Stegura, RHE;  
Steve Zuckerman, RHE

**ABSENT:** Jim Roos, PVE; Ken Dyda, RPV

Also present were Martin Gombert, PVPTA; Jessica Slawson, RHE; Rick Phillips, PVPUSD

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairperson Lozzi

**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 (1-6):**

Member Bradley moved approval of the Consent Calendar as amended, seconded by Member Stegura.

The motion passed on the following roll call vote:

**AYES:** Bradley, Lozzi, Zuckerman, Stegura

**NOES:** None

**ABSENT:** Roos, Dyda

**ABSTAINED:** Zuckerman

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

None

## **ADMINISTRATOR REPORT**

Administrator Gombert presented the Administrator Report and commented in detail about ridership, charter service, New Year's Eve service, and an Amendment with MV Transportation. There was conversation on several items.

## **NEW BUSINESS**

### 1. Fiscal Year 2020-21 Audit Report

Mr. Scott Manno, CPA with Rogers, Anderson, Malody & Scott (RAMS) presented the Fiscal Year 2020-21 Audit report. After the presentation there were several questions by Board Members.

Member Bradley moved to receive and file the report, seconded by Member Zuckerman.

The motion passed on the following roll call vote:

**AYES:** Bradley, Lozzi, Zuckerman, Stegura, Zuckerman

**NOES:** None

**ABSENT:** Roos, Dyda

**ABSTAINED:** None

## **FUTURE AGENDA ITEMS**

Member Bradley requested that the topic of Zero Emission Vehicles be placed on the next Agenda.

## **CHAIR AND MEMBER ITEMS**

Rick Phillips, PVPUSD commented on District attendance and Covid response. He also noted that school times would change in school year 2022-23 due to State law.

Election of Officers

Member Bradley moved to move the Election of Officers to the April 2022 Board Meeting, seconded by Member Stegura and approved on unanimous vote.

**ADJOURNMENT**

At 7:07 p.m. Member Lozzi moved to adjourn the Board Meeting until April 21, 2022.

DRAFT

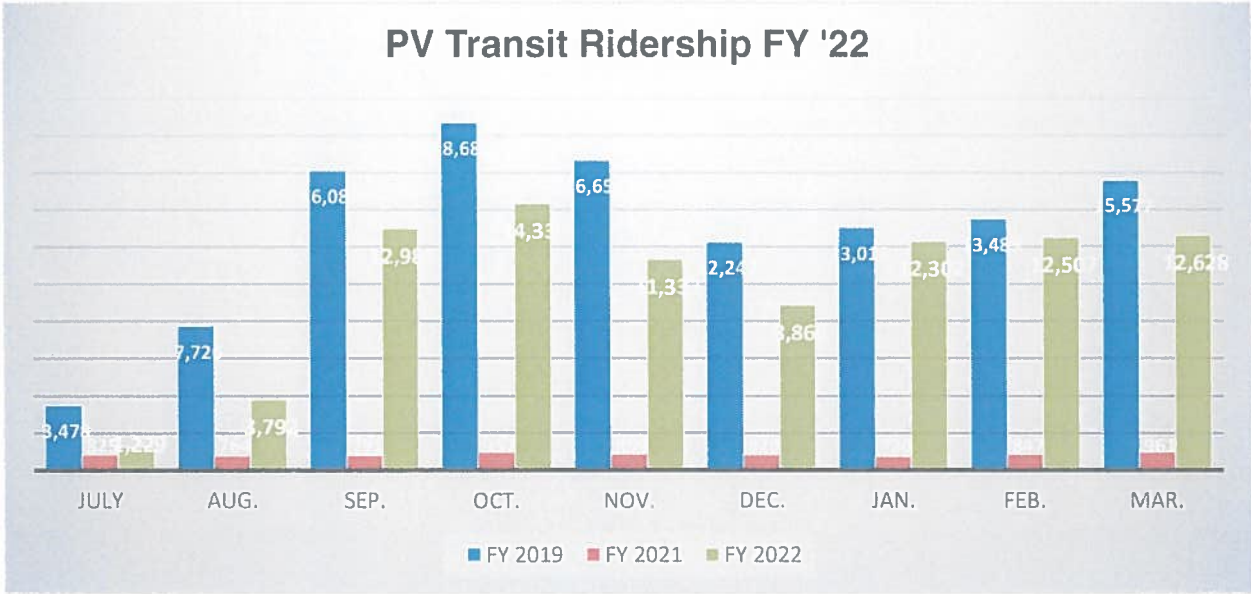
**MEMORANDUM**

**TO:** AUTHORITY MEMBERS  
**FROM:** Martin Gombert, Administrator  
**DATE:** April 17, 2022  
**SUBJECT:** Operations Report for the period ending March 31, 2022

**PV TRANSIT**

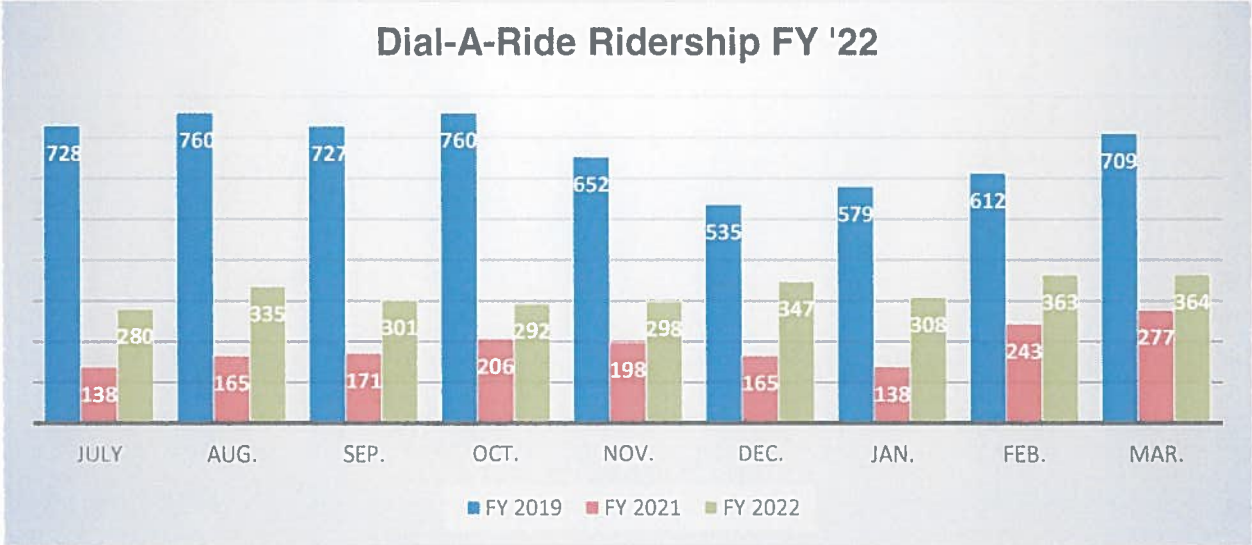
PV Transit ridership totaled 89,973 through March 31, 2022. Shown below are the year-to-date ridership totals for FY '22, FY '21 and FY '19. Current year ridership has rebounded to 77% of pre-Covid levels in FY '19.

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



**DIAL-A-RIDE**

Dial-A-Ride ridership totaled 2,888 for the period ending March 31, 2022, an 70% increase over previous year's totals. While ridership has rebounded over the past year, it is still approximately 50% below pre-Covid numbers.



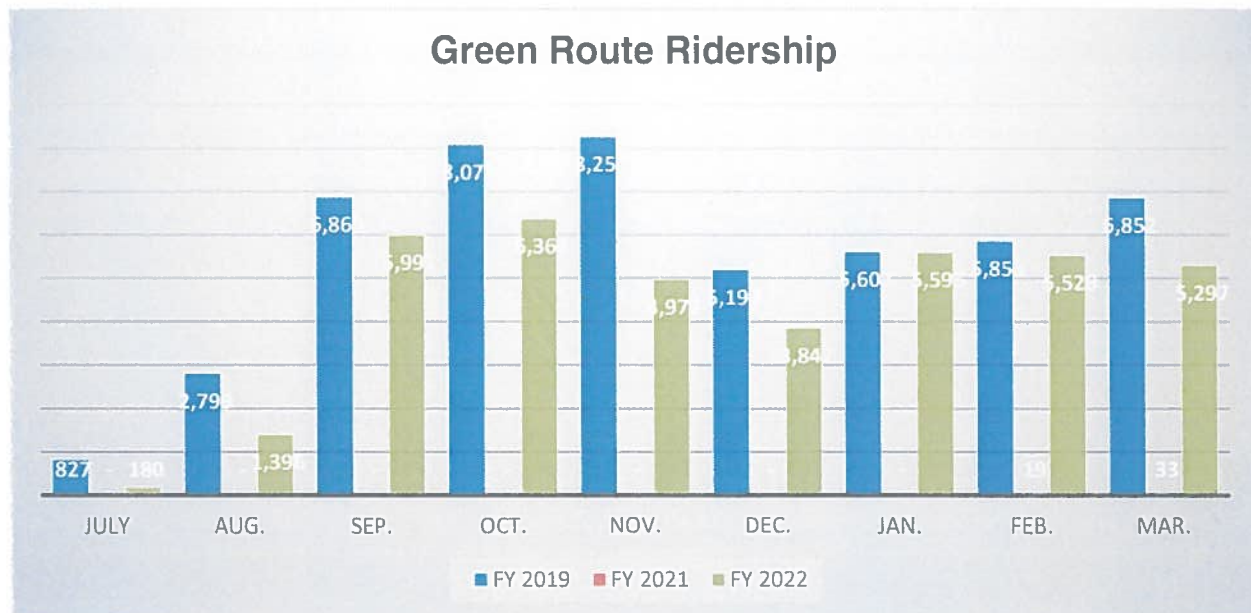
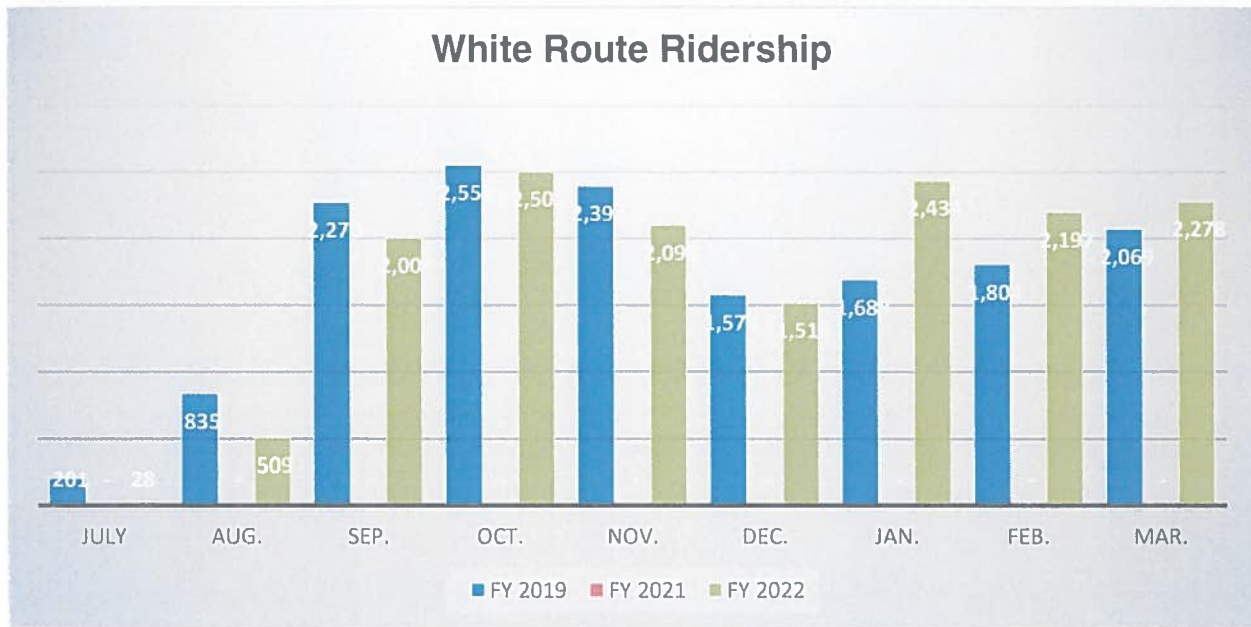
**GOVERNMENT RELATIONS**

During the past three months staff has attended virtual meetings of Metro's Local Transit Service Subcommittee (LTSS), Access Services Board Meetings, and Metro's Bus Operations Subcommittee (BOS).

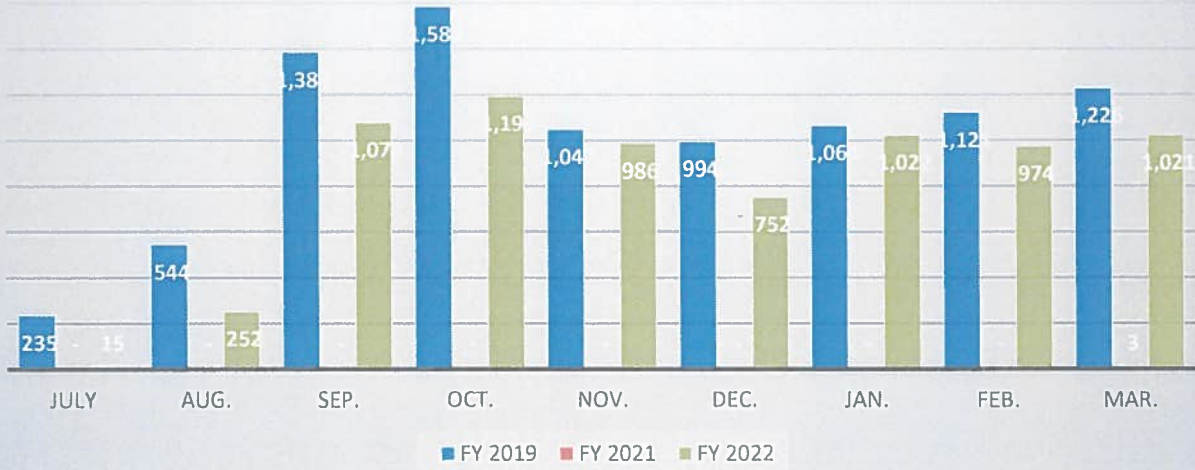
**RECOMMENDATION**

Receive and file report.

## RIDERSHIP REPORTS



### Silver Route Ridership

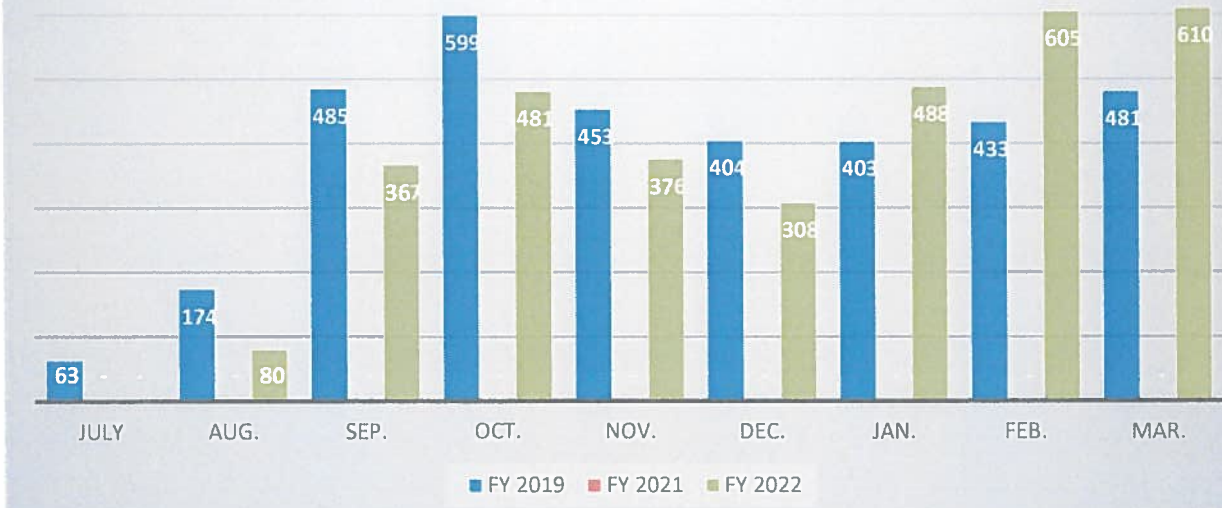


### Blue Route Ridership

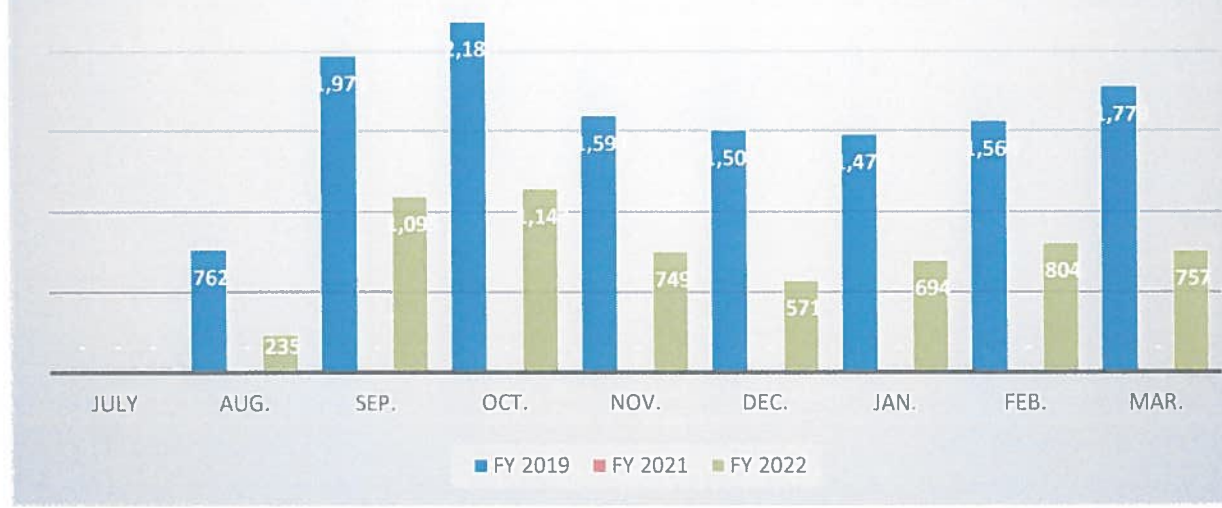




### Gold Route Ridership

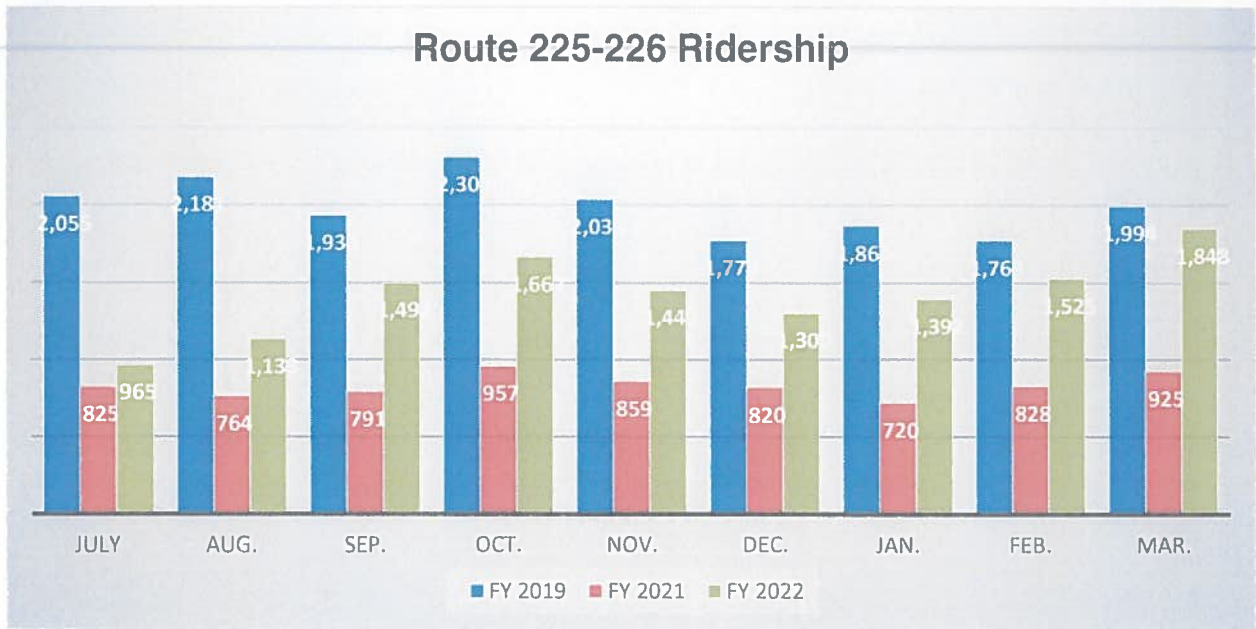


### Orange Route Ridership





### Route 225-226 Ridership



## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: April 17, 2022  
SUBJECT: Financial Statements for the period ending December 31, 2021

Attached are the *draft* Financial Statements for the period ending December 31, 2021.

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, 2021 totaled \$1,152,379, 5.81% below budgeted amounts.

Fuel costs were 14% above budget due to a significant rise in the cost for natural gas (CNG) fuel. Other operating Expenses were 89% over budget due to security services at the Figueroa bus storage lot.

### **Charges for Services**

Passenger revenue totaled \$141,726 for the first half of the fiscal year. This was 15% above budgeted amounts (\$18,987) due to higher than anticipated fixed route ridership.

### **Government Revenue**

PV Transit is current with all grant payments from member agencies as of March 31, 2022.

Attachments  
-Financial Statements

**Palos Verdes Peninsula Transit Authority**  
**Management Analysis**  
**Budget vs. Actual**  
YTD December 31, 2021

	<u>YTD 12/31/21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% Diff</u>
<b>Operating Revenue</b>				
<b>Charges for Services</b>				
Fixed Route	\$ 109,168	\$ 84,000	\$ 25,168	29.96%
Dial-A-Ride	\$ 18,300	\$ 20,000	\$ (1,700)	-8.5%
Advertising	\$ 4,540	\$ 8,739	\$ (4,199)	-48.05%
Charters	\$ 9,718	\$ 10,000	\$ (282)	0.0%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 141,726</b>	<b>\$ 122,739</b>	<b>\$ 18,987</b>	<b>15.47%</b>
<b>Operating Expenses</b>				
<b>Operator Fees</b>				
Fixed Route	\$ 629,315	\$ 652,548	\$ (23,233)	-3.56%
Dial-A-Ride	\$ 53,880	\$ 75,000	\$ (21,120)	-28.16%
<b>Subtotal</b>	<b>\$ 683,195</b>	<b>\$ 727,548</b>	<b>\$ (44,353)</b>	<b>-6.1%</b>
<b>Contract Administration</b>	<b>\$ 103,706</b>	<b>\$ 105,600</b>	<b>\$ (1,894)</b>	<b>-1.79%</b>
<b>Fuel Purchases</b>	<b>\$ 102,729</b>	<b>\$ 90,000</b>	<b>\$ 12,729</b>	<b>14.14%</b>
<b>Marketing and Promotions</b>	<b>\$ 4,349</b>	<b>\$ 19,570</b>	<b>\$ (15,221)</b>	<b>-77.78%</b>
<b>Facility Leasing</b>	<b>\$ 46,894</b>	<b>\$ 49,952</b>	<b>\$ (3,058)</b>	<b>-6.12%</b>
<b>Other operating Expenses</b>	<b>\$ 110,915</b>	<b>\$ 58,566</b>	<b>\$ 52,349</b>	<b>89.39%</b>
<b>Depreciation</b>	<b>\$ 100,590</b>	<b>\$ 172,227</b>	<b>\$ (71,637)</b>	<b>-41.59%</b>
<b>Subtotal</b>	<b>\$ 469,184</b>	<b>\$ 495,915</b>	<b>\$ (26,731)</b>	<b>-5.39%</b>
<b>TOTAL EXPENSE</b>	<b>\$ 1,152,379</b>	<b>\$ 1,223,463</b>	<b>\$ (71,084)</b>	<b>-5.81%</b>
<b>OPERATING LOSS</b>	<b>\$ (1,010,653)</b>	<b>\$ (1,100,724)</b>	<b>\$ 90,071</b>	<b>-8.18%</b>

## Palos Verdes Peninsula Transit Authority

## Profit &amp; Loss by Class

04/15/22

July through December 2021

Accrual Basis

	Charter	Dial-A-Ride/...	Fixed Route	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
46400 · Other Types of Income	0.00	0.00	4,540.00	0.00	4,540.00
500.00 · Charges for Services	9,717.66	18,300.00	109,168.02	0.00	137,185.68
<b>Total Income</b>	<b>9,717.66</b>	<b>18,300.00</b>	<b>113,708.02</b>	<b>0.00</b>	<b>141,725.68</b>
<b>Expense</b>					
621.03 · Facility Leasing	0.00	0.00	46,894.06	0.00	46,894.06
620.00 · Operator fees	1,930.28	53,879.94	627,384.78	0.00	683,195.00
660.00 · Marketing and promoti...	0.00	869.90	3,479.53	0.00	4,349.43
650.00 · Fuel Purchases	0.00	0.00	102,729.19	0.00	102,729.19
640.00 · Depreciation	0.00	0.00	100,590.00	0.00	100,590.00
630.00 · Contract administration	0.00	20,741.22	82,965.00	0.00	103,706.22
680.00 · Other Operating Expen...	0.00	10,544.68	100,370.46	0.00	110,915.14
<b>Total Expense</b>	<b>1,930.28</b>	<b>86,035.74</b>	<b>1,064,413.02</b>	<b>0.00</b>	<b>1,152,379.04</b>
<b>Net Ordinary Income</b>	<b>7,787.38</b>	<b>-67,735.74</b>	<b>-950,705.00</b>	<b>0.00</b>	<b>-1,010,653.36</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
551.01 · LA County Grant	0.00	0.00	0.00	376,000.00	376,000.00
900.00 · Interest Income	0.00	0.00	0.00	455.44	455.44
920.00 · Member contributions	0.00	0.00	0.00	586,181.00	586,181.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>962,636.44</b>	<b>962,636.44</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>962,636.44</b>	<b>962,636.44</b>
<b>Net Income</b>	<b>7,787.38</b>	<b>-67,735.74</b>	<b>-950,705.00</b>	<b>962,636.44</b>	<b>-48,016.92</b>

**Palos Verdes Peninsula Transit Authority**  
**Balance Sheet Prev Year Comparison**  
As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
101.00 · Cash and cash equivalents	3,171,160.24	2,858,417.28	312,742.96	10.94%
<b>Total Checking/Savings</b>	<u>3,171,160.24</u>	<u>2,858,417.28</u>	<u>312,742.96</u>	<u>10.94%</u>
<b>Accounts Receivable</b>				
120.00 · Due from other governments	380,000.06	19,640.00	360,360.06	1,834.83%
<b>Total Accounts Receivable</b>	<u>380,000.06</u>	<u>19,640.00</u>	<u>360,360.06</u>	<u>1,834.83%</u>
<b>Other Current Assets</b>				
140.00 · Prepaid Expense	40,313.50	52,602.28	-12,288.78	-23.36%
1499 · Undeposited Funds	370.60	34.00	336.60	990.0%
<b>Total Other Current Assets</b>	<u>40,684.10</u>	<u>52,636.28</u>	<u>-11,952.18</u>	<u>-22.71%</u>
<b>Total Current Assets</b>	<u>3,591,844.40</u>	<u>2,930,693.56</u>	<u>661,150.84</u>	<u>22.56%</u>
<b>Fixed Assets</b>				
212.00 · Accum. Depreciation - Vehicles	-3,891,974.82	-3,689,846.82	-202,128.00	-5.48%
212.10 · Accum Deprec Infrastructures	-11,951.17	-10,949.17	-1,002.00	-9.15%
15900 · Leasehold Improvements	12,449.00	12,449.00	0.00	0.0%
16400 · Vehicles	4,891,850.05	4,370,020.25	521,829.80	11.94%
<b>Total Fixed Assets</b>	<u>1,000,373.06</u>	<u>681,673.26</u>	<u>318,699.80</u>	<u>46.75%</u>
<b>TOTAL ASSETS</b>	<u><u>4,592,217.46</u></u>	<u><u>3,612,366.82</u></u>	<u><u>979,850.64</u></u>	<u><u>27.13%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
310.00 · Vouchers Payable	141,323.69	88,349.52	52,974.17	59.96%
<b>Total Accounts Payable</b>	<u>141,323.69</u>	<u>88,349.52</u>	<u>52,974.17</u>	<u>59.96%</u>
<b>Credit Cards</b>				
315.00 · Wells Fargo Business Card	-466.17	-466.17	0.00	0.0%
<b>Total Credit Cards</b>	<u>-466.17</u>	<u>-466.17</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Current Liabilities</b>	<u>140,857.52</u>	<u>87,883.35</u>	<u>52,974.17</u>	<u>60.28%</u>
<b>Long Term Liabilities</b>				
355.00 · Deferred Rent	0.00	4,507.52	-4,507.52	-100.0%
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>4,507.52</u>	<u>-4,507.52</u>	<u>-100.0%</u>
<b>Total Liabilities</b>	<u>140,857.52</u>	<u>92,390.87</u>	<u>48,466.65</u>	<u>52.46%</u>
<b>Equity</b>				
3900 · Retained Earnings	4,499,376.86	3,669,985.07	829,391.79	22.6%
Net Income	-48,016.92	-150,009.12	101,992.20	67.99%
<b>Total Equity</b>	<u>4,451,359.94</u>	<u>3,519,975.95</u>	<u>931,383.99</u>	<u>26.46%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,592,217.46</u></u>	<u><u>3,612,366.82</u></u>	<u><u>979,850.64</u></u>	<u><u>27.13%</u></u>

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**MEMORANDUM**

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: March 11, 2022  
SUBJECT: Review and Reaffirmation of Investment Policy

**BACKGROUND**

The attached policy was initially adopted on January 23, 1997 and, due to changing legislative and market conditions, amended a few times. Per recommendation from the Authority's audit firm the policy is reviewed on an annual basis.

**FINDINGS**

According to the Authority's auditor's, RAMS CPA, no changes to the Authority's Investment Policy are required at this time.

**RECOMMENDATION**

Following proper review, that the Board reaffirms the Investment Policy and instructs that same be filed in the usual manner.

Attachment

## INVESTMENT POLICY

(Revised as of April 21, 2022)

**Purpose:** Section 53646 (a) of the California Government Code requires that, commencing on January 1, 1996, public entities adopt a statement of investment policy. The policy of the Palos Verdes Peninsula Transit Authority, as duly adopted on May 21, 2020, shall be as follows:

### **1.0 Policy:**

It is the policy of the Palos Verdes Peninsula Transit Authority (Authority) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

### **2.0 Scope:**

This investment policy applies to all financial assets of the entity. These funds are accounted for in the Authority's annual financial audit report.

### **3.0 Prudence:**

Investments shall be made by exercising the same judgment, which under the circumstances then prevailing, persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### **3.1: Prudence:**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in timely fashion and appropriate action is taken to control adverse developments.

### **4.0 Objective:**

The primary objectives, in priority order, of the Authority's investment activities shall be:

#### **4.1 Safety:**

Safety of principal is the foremost objective of the investment program. Investments of the Authority shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification may be required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

#### **4.2 Liquidity:**

The Authority's investment portfolio will remain sufficiently liquid to enable the Authority to meet all operating requirements which might be reasonably anticipated

#### **4.3 Return on Investments:**

The Authority's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the Authority's investment risk constraints and the cash flow characteristic of the portfolio.

#### **5.0 Delegation of Authority:**

Authority to manage the Authority's investment program is derived from the following:

Joint Powers Agreement dated May 5, 1992 and as amended as of April 16, 1996. The agreement provides for oversight by the Officers with authority to delegate the management of the program. Management responsibility is hereby delegated to the Authority's Administrator. No person may engage in an investment transaction except as provided under the terms of this policy.

#### **6.0 Authorized & Suitable Investments:**

The Authority is empowered to invest in the following manner:

1. Operating bank accounts, as authorized by Board Resolution, not to exceed \$100,000 under normal operating conditions.
2. Investment Pools, as authorized by Board Resolution, limited to funds to be deposited with the Local Agency Investment Fund (LAIF).
3. Fixed-Rate Certificates of Deposit not to exceed FDIC limits.



**Internal Control:**

The Authority's Governing Board shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with this policy.

**Reporting:**

The Administrator shall provide the Governing Board (at least quarterly) investment reports which provide a clear picture of the status of the current investment portfolio *and pursuant with California Government Code Section 53646 (b) and to include the following:*

1. *The carrying amount of demand deposit accounts and the amount invested in the Local Agency Investment Fund (LAIF).*
2. *The market value of the Authority's amount investment in the LAIF. This may be addressed by providing a copy of the most recent statement from LAIF.*
3. *A statement of the portfolio's compliance with the Authority's statement of investment policy or manner in which the portfolio is not in compliance.*
4. *A statement denoting the ability of the Authority to meet its expenditure, requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.*

**Investment Policy Adoption:**

The Authority's investment policy shall be adopted by the Governing Board. The policy shall be reviewed periodically and any modifications made thereto must be approved by the Governing Board.

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**MEMORANDUM**

**TO:** AUTHORITY MEMBERS  
**FROM:** Martin Gombert, Administrator  
**DATE:** April 8, 2022  
**SUBJECT:** Conflict of Interest Code

**BACKGROUND**

The Political Reform Act, California Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate a Conflict of Interest Code. To ensure conflict of interest codes remain current and accurate, each government agency is required to review its code biennially to determine if any changes are needed. The amended code was approved by the Board of Supervisors during their meeting on November 30, 2021.

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

Approve Conflict of Interest Code of the Palos Verdes Peninsula Transit Authority

Conflict of Interest Code  
of the

**PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and its agency head, and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County. The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

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**PALOS VERDES PENINSULA TRANSIT AUTHORITY**

**EXHIBIT "A"**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

**CATEGORY 3**

Persons in this category shall disclose all income and business positions.

**CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

**CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position. In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

**PALOS VERDES PENINSULA TRANSIT AUTHORITY**

**EXHIBIT "B"**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board Members	1, 2, 3
Administrator	1, 2, 3
Office Manager	4
Consultant	5

**EFFECTIVE:**

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**MEMORANDUM**

TO: AUTHORITY MEMBERS

FROM: Darold Pieper, General Counsel

DATE: April 21, 2022

SUBJECT: Contract for Authority Administration

**INTRODUCTION**

The current Agreement for Transit Administration Services with the Mobility Advancement Group (Mr. Martin Gombert, Administrator) expires on June 30, 2022. The agreement may be extended for additional terms upon the mutual consent of Authority and Administrator.

**CONTRACT RENEWAL**

The Administrator is prepared to extend the agreement for an additional five-year term with no change in compensation. Should the Authority desire to extend the agreement, a Sixth Amendment to the agreement is attached for your consideration. The only change reflected in the amendment is to the term date.

Should the Authority not desire to extend the term, then the Authority would need to prepare and circulate a request for proposals for administrative services.

**RECOMMENDED ACTION**

Consider renewal of the Agreement for Transit Administration Services with the Mobility Advancement Group.

AMENDMENT No. 6  
To  
AGREEMENT FOR TRANSIT ADMINISTRATIVE SERVICES

This Amendment to the February 1, 2005 Agreement is made and entered into by the PALOS VERDES PENINSULA TRANSIT AUTHORITY (AUTHORITY) and the MOBILITY ADVANCEMENT GROUP (Administrator).

WITNESSETH:

WHEREAS, on February 1, 2005, Authority and Administrator entered into an Agreement to retain Administrator for certain services to be performed; and

WHEREAS, on April 18, 2019, Authority and Administrator entered into an Amendment to extend the Agreement to June 30, 2022; and

WHEREAS, Authority and Administrator agree that it is in their mutual interest to extend the Agreement under like terms and conditions;

NOW, THEREFORE, in consideration of the mutual covenants in said Agreement, Authority and Administrator agree to revise the Agreement as follows:

Article 2 – Term – The first sentence, shall be removed and replaced by the following: This Agreement shall commence on February 1, 2005, and shall terminate on June 30, 2027.

Except as herein amended, the Agreement shall remain in full force and effect. This amendment shall become effective as of April 21, 2022, the date same was approved by the Authority.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 6 to be executed by their duly authorized Officers.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

DATE \_\_\_\_\_ BY \_\_\_\_\_

THE MOBILITY ADVANCEMENT GROUP

DATE \_\_\_\_\_ BY \_\_\_\_\_

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**MEMORANDUM**

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: April 17, 2022  
SUBJECT: Membership in the California Transit Training Consortium

**INTRODUCTION**

The California Transit Training Consortium (CTTC) is a 501 (c) 3 non-profit corporation that provides technical training for the transit industry. The Consortium is comprised of 34 public transportation agencies and 18 educational institutions across California, and six private industry partners, all leaders in the advanced technology arena.

The majority of training classes are online. The courses focus on workforce development of transit technicians as well as the advancing technologies required to meet the State's Greenhouse Gas (CHG) reduction goals for zero emission heavy-duty fleets by 2045.

Training classes can be accessed by our contractor at no cost to the Authority.

A summary of the CTTC and training classes are attached.

**FINANCIAL IMPACT**

The annual membership fees are less than \$2,000, which included in the FY 21-22 budget.

**RECOMMENDATION**

Approve membership in the California Transit Training Consortium.



## ***Executive Summary***

The California Transit Training Consortium has been a leading provider of technical training for the public transit industry since 2004, when safety and maintenance training for the new advanced alternative fuel technologies in transit buses and infrastructure needed a more integrated and intensive training model.

Founded as the SCRTTC by transit agency leaders in the Southern California Region, the Consortium is now comprised of 34 public transportation agencies and 18 educational institutions across California, and six private industry partners, all leaders in the advanced technology arena. Through these partnerships, we collaborate to design, develop and deliver cost-effective technical training for the improvement of the transit workforce, increasing efficiency and effectiveness of training while reducing redundancy, and building training capacity through a state-of-the-art learning model.

Curriculum focuses on safety, operation and maintenance of alternative fuel systems and advanced vehicle technologies being implemented by California transit agencies in alignment with the State's GHG reduction goals for zero emission heavy-duty fleets by 2045. Additional coursework includes project management, regulatory compliance, and a leadership series for associated industry workforce development. The exceptional execution of this fundamental CTTC mission has been recognized by the California Transit Association (CTA) through their Leadership in Workforce Development Award. Since its inception, CTTC has delivered 87,396 hours of training to 6,180 participants.

The SCRTTC dba CTTC is a California 501(c)3 non-profit corporation, led by a Board of Directors comprised of partner representatives from public agencies, academia and private industry, all of whom are leaders in their respective fields and committed to ensuring workforce development is robust, accessible and dynamic, adapting to the changing needs of the transportation industry. Working closely with the Board is an Executive Director whose experience in public transit spans 19 years in fleet and facilities management, alternative fuels, transit finance and grant funding.



*Advancing the skills of our transit workforce since 2004.*

<b>Current CTTC Members</b>	
<b>Transit Agencies</b>	
Anaheim Transportation Network	Monterey-Salinas Transit District
Antelope Valley Transit Authority*	Norwalk Transit*
Arcadia Transit*	Omnitrans
Beach Cities Transit*	Orange County Transportation Authority
City of Commerce*	Pomona Valley Transit (Claremont)*
Culver City Municipal Bus Lines*	Roaring Forks Transit Authority
First Group - First Transit	Sacramento RTD
Foothill Transit*	San Joaquin Regional Transit District
Fresno Area Express	San Luis Obispo RTA
Gardena GTrans*	Santa Barbara Metro Transit District
Gold Coast Transit	Santa Clarita Transit*
Golden Empire Transit	Santa Cruz Metro Transit
Golden Gate Bridge Highway	Santa Monica's Big Blue Bus*
LA METRO*	Sunline Transit
La Mirada Transit*	Torrance Transit System*
LADOT*	UCLA Transportation
Long Beach Transit*	Victor Valley Transit Authority
Montebello Bus Lines*	(* Indicates a BOS Transit Agency)
<b>Community Colleges &amp; Universities</b>	
American River College (Los Rios CCD)	LA Trade Tech College (LA CCD)
Cerritos College	Rio Hondo College
College of Alameda (Peralta CCD)	Saddleback College
College of the Desert	San Bernardino Valley College (SB CCD)
CSULB	San Diego Miramar College
El Camino College	Santa Ana College
Fresno City College	Southern California ROC
Hartnell College (County of Monterey)	San Joaquin Delta Community College
Kern Community College District	Victor Valley College
<b>Private Industry Partners</b>	
BYD	Hexalytics Inc.
Clean Energy	Immersed Technologies
Complete Coach Works	Proterra

- Each member agency has a Member Access Code (MAC) which authorizes training at no cost.
- Each agency should have one designated registration coordinator.
- Each student account has a username and password and requires a valid email address.

*Advancing the skills of our transit workforce since 2004.*

## CTTC: Your Advanced Technology Training Partner!

*There is an urgent statewide need for a coordinated workforce development strategy within the transit sector to ensure the training/workforce development element of California's Clean Air legislation can be effectively achieved, enabling the industry to remain current with the pace of emerging and continually advancing technologies required to reach greenhouse gas (GHG) reduction attainment goals. Your agency needs this training, and we can provide it! The Consortium is a 501(c)3 non-profit organization dedicated to collaboration between transit agencies, community colleges and universities, and private partners to ensure innovative delivery of technical training to meet the needs of the transit industry.*

SCRTTC Course	Delivery Method	Dates Scheduled	Reg/Complete	Agencies
<a href="#">eDigital Volt-Ohm Meter (DVOM) and ITS</a>	(2) weeks Online - Self-led	1/18 - 2/1	13/13	3 BBB; 1 CC; 1 Foothill; 2 Golden Gate; 2 SLORTA; 1 Sta Clarita; 2 Norwalk; 1 Santa Ana
<a href="#">Leadership - eProject Management</a>	(2) days Online (VILT)	1/26 - 1/27	14/14	5 Metro; 1 Norwalk; 4 Montebello; 1 Foothill; 2 CC; 1 Torrance
<a href="#">eElectrical System Diagnosis</a>	(2) weeks Online & (1) VILT day 3/2 (Blended)	2/14 - 3/2	19/13	1 Beach Cities; 5 BBB; 3 CCW; 1 Santa Clarita; 4 Norwalk; 2 UCLA
<a href="#">Cummins 8.9 eLevel I</a>	(3) weeks Online - Self-led	3/7 - 3/28	22	6 BBB; 1 CC; 2 Fresno CC; 1 Santa Clarita; 8 Norwalk; 4 UCLA
<a href="#">eEV Transit Bus Safety Awareness and Familiarization</a>	(2) weeks Online - Self-led	3/7 - 3/21	18	1 CC; 9 Gold Coast; 2 Golden Gate; 2 SLORTA; 2 Norwalk; 1 Beach Cities; 1 Sta Clarita
<a href="#">eCNG Transit Vehicle Safety Training</a>	(2) weeks Online - Self-led	3/21 - 4/4	15	1 Foothill; 1 Fresno CC; 4 Gold Coast; 1 Norwalk; 6 BBB; 2 UCLA
<a href="#">Leadership - eProject Management</a>	(2) days Online (VILT)	4/4 - 4/5	20	1 Beach Cities; 1 Foothill; 3 Metro; 9 CC; 2 Torrance; 2 Montebello; 1 Norwalk; 1 Omnitrans
<a href="#">eCummins InsiteTM Diagnostic Software</a>	(2) weeks Online - Self-led	4/11 - 4/24	11	1 CC; 5 Norwalk; 5 BBB
<a href="#">Brakes I – Virtual Instructor Led Training</a>	(2) days Online (VILT)	5/4 - 5/5	6	1 Beach Cities; 1 CC; 2 Norwalk; 2 UCLA
<a href="#">eLeadership Management</a>	(1) day Online (VILT)	5/16		To be posted to website
<a href="#">eEV Transit Bus Safety Awareness and Familiarization</a>	(2) weeks Online - Self-led	5/23 - 6/6	5	1 CC; 4 UCLA
<a href="#">Brakes II – Virtual Instructor Led Training</a>	(2) days Online (VILT)	6/8 - 6/9	6	1 Beach Cities; 1 CC; 2 Norwalk; 2 UCLA
<a href="#">Digital Volt-Ohm Meter (DVOM) and ITS</a>	(2) weeks Online - Self-led	6/13 - 6/27	6	5 Norwalk; 1 BBB

*To register, go to [www.scrttc.com](http://www.scrttc.com) and choose Register Now – Register for a Course.*

*For more information, contact CTTC Interim Executive Director Jane Leonard at 310-945-8373 or [jane.leonard@scrttc.com](mailto:jane.leonard@scrttc.com)*

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## MEMORANDUM

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TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: April 8, 2022  
SUBJECT: Election of Officers

### **BACKGROUND**

The Joint Powers Agreement provides for annual election of Officers.

Shown below is a list of the current Officers:

Ms. Victoria Lozzi, Chairperson

Ms. Debby Stegura, Vice Chairperson

Mr. Steve Zuckerman, Secretary Treasurer

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

### **RECOMMENDATION**

Elect officers for calendar year 2022.