

**AGENDA**  
**PALOS VERDES PENINSULA TRANSIT AUTHORITY**  
**REGULAR MEETING**  
**October 22, 2015**  
**ROLLING HILLS ESTATES CITY HALL, 4045 Palos Verdes Drive North**  
**Rolling Hills Estates, CA 90274**

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**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.

**4:00 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.

(5 mins) **APPROVAL OF CONSENT CALENDAR:**

1. Minutes of the July 23, 2015 Board Meeting Page 3
2. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing: Page 6

	<b>Checks</b>	<b>Amount</b>
July	5459-5481	\$224,199.51
August	5482-5499	\$134,459.10
September	5495-5514	\$42,986.46
<b>TOTAL</b>		<b>\$401,645.07</b>

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.

**Recommendation: Approve Consent Calendar items**

**(10 mins) ADMINISTRATOR REPORT:**

**(30 mins) REGULAR BUSINESS:**

**I. MONTHLY & REGULAR REPORTS**

- A. Operations Report Page 8  
1. Review of ridership data for the period ending 09/30/15

**Recommendation:** Receive and file report

- B. Finance  
1. Financial Statements as September 30, 2015 Page 12

**II. NEW BUSINESS**

- A. WiFi System Contract Award Page 13  
**Recommendation:** Approve quote from Feeney Wireless

**III. 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. METRO South Bay Governance Council Update Verbal  
B. PVPUSD Update Verbal

**ADJOURNMENT: Rolling Hills Estates City Hall, January 28, 2016**

**DRAFT**  
**MINUTES**  
**PALOS VERDES PENINSULA TRANSIT AUTHORITY**

**Thursday, July 23, 2015**

The meeting was called to order at 4:05 p.m. by Chairperson John Addleman at Rolling Hills Estates City Hall, 4045 Palos Verdes Drive North Rolling Hills Estates, CA 90274

**REGULAR SESSION:**

Board roll call was answered as follows:

**PRESENT:** Jerry Duhovic, RPV; John Addleman, RHE; Jim Goodhart, PVE;  
Frank Zerunyan, RHE, Betty Lee Peterson, PVE.

**ABSENT:** Jim Knight, RPV

Also present were Martin Gombert, PVPTA; Sheri Repp, PVE; Alexa Davis, RHE;

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairperson John Addleman.

**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 (1-3):**

Member Zerunyan moved approval of the Consent Calendar, seconded by Member Duhovic.

The motion passed on the following roll call vote:

**AYES:** Addleman, Zerunyan, Peterson, Goodhart, Duhovic

**NOES:** None

**OBSTAINED:** None

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

None

## MONTHLY AND REGULAR REPORTS:

- A.1 Operations Report: Mr. Gombert presented the operations report for the period ending June 30, 2015. There were several comments by Board Members.

Member Duhovic moved approval of the Operations, seconded by Member Addleman.

The motion passed on the following roll call vote:

**AYES:** Addleman, Zerunyan, Peterson, Goodhart, Duhovic  
**NOES:** None  
**OBSTAINED:** None

- B.1 Financial Report: Mr. Martin Gombert, Administrator said the Financial Report for the period ending June 30, 2015 was not completed yet and would be submitted to Board Members under separate cover. He reviewed the Engagement Letter presented by Macias Gini & O'Connell for the FY 2015 audit.

Member Duhovic moved to approve the FY 2015 Engagement Letter from Macias Gini & O'Connell , seconded by Member Zerunyan.

The motion passed on the following roll call vote:

**AYES:** Addleman, Zerunyan, Brooks, Goodhart  
**NOES:** None  
**ABSENT:** Duhovic

## NEW BUSINESS

### A. Contractor Transition

Administrator Gombert gave a brief presentation on the transition between Transportation Concepts on August 1, 2015 to MV Transportation.

### B. Malaga Cove Bus Stop

Mr. Gombert indicated that PV Transit and PVE staff would be meeting to review bus stop locations at Malaga Cove. There was discussion.

## **OLD BUSINESS**

None

## **FUTURE AGENDA ITEMS**

Items for future discussion include Malaga Cove Bus stops and a shuttle at Del Cerro Park.

## **ADMINISTRATOR ITEMS**

Administrator Gombert reviewed items relating to Metro's Call for Projects, Summer School service, attendance at a recent CalACT transit conference, Special Olympics, and Rolling Hills Dial-A-Ride service.

## **CHAIR AND MEMBER ITEMS**

There was a brief updated on Metro items provided by Members Addleman and Goodhart.

Member Brooks noted that the Special Olympics were scheduled for late July and athletes would be staying at Marymount College for events in San Pedro. There was discussion by Board Members.

## **ADJOURNMENT**

At 5:02 p.m. Chairperson Addleman moved to adjourn the Board Meeting until October 22, 2015.

**Palos Verdes Peninsula Transit Authority  
Checks Written for Month**

**July-September 2015**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Jul 15</b>	07/31/2015			Service Charge	\$ (239.85)
	07/16/2015	5459	County Sanitation Districts of LA County	Parking Lot Charges	-200.00
	07/16/2015	5460	Administrative Services Co-Op	VOID: June 2015	0.00
	07/16/2015	5461	Arrowhead Mountain Spring Water	Invoice 15F0024293722	-11.98
	07/16/2015	5462	AT&T	Account No. 0206360576001	-99.93
	07/16/2015	5463	Clean Energy	CE11770711 June 2015, CNG Fuel	-9,973.61
	07/16/2015	5464	County Sanitation Districts of LA County	August 2015	-7,175.41
	07/16/2015	5465	Darold D. Pieper	Invoice 20197	-500.00
	07/16/2015	5466	Lytx, Inc.	Drivecam Service fee for FY 2015-16, 50% deducted fr	-10,212.00
	07/16/2015	5467	Mutual Liquid Gas & Equipment Co., Inc.	June 2015 Propane Fuel	-1,796.45
	07/16/2015	5468	Office Depot	Account 34585368	-75.08
	07/16/2015	5469	PitneyBowes Global Financial Services	Quarterly lease 7/21/15-10/20/15	-204.92
	07/16/2015	5470	Transportation Concepts Inc.	496-6-15 June 2015, Fixed Route Bus Service	-73,994.18
	07/16/2015	5471	Verizon California 310 544-7108	310 544-7108	-213.15
	07/16/2015	5472	Verizon California 310 544-7109	310 544-7109	-49.76
	07/16/2015	5473	White Wings Cleaning Service	Invoice 6455	-75.00
	07/16/2015	5474	Xerox	Account 719892051	-311.39
	07/27/2015	5476	CKG Communications	Marketing Assistance	-1,650.00
	07/27/2015	5477	Administrative Services Co-Op	June 2015	-14,188.47
	07/27/2015	5478	California J.P.I.A.	Invoice PRIM01225	-6,906.00
	07/27/2015	5479	Transportation Concepts Inc.	496-4-15 SP, Fixed Route Bus Service	-19,094.93
	07/31/2015	5480	Mobility Advancement Group	Administrative Services for July 2015	-17,409.12
	07/31/2015	5481	Transportation Concepts Inc.	Invoice 496-7-15-Fixed Route Services	-59,818.28
<b>Jul 15</b>					<b>\$ (224,199.51)</b>

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Aug 15</b>	08/13/2015	vv001	Deluxe Business Checks & Solutions	Inv. 2034768451	\$ (110.00)
	08/13/2015	5482	Arrowhead Mountain Spring Water	Invoice 15G0024293722	-51.89
	08/13/2015	5483	AT&T	Account No. 0206360576001	-128.35
	08/13/2015	5484	County Sanitation Districts of LA County	September 2015, Parking Lot Rental	-7,075.41
	08/13/2015	5485	Darold D. Pieper	Invoice 20200, Legal Services	-25.00
	08/13/2015	5486	Palos Verdes Peninsula Directory	Senior Transportation Services Advertisement	-515.00
	08/13/2015	5487	PVPUSD	Utilities - 5/21/15-6/22/15	-236.16
	08/13/2015	5488	PVPUSD-Rent	July 2015	-50.00
	08/13/2015	5489	Transit Information Products	Bus schedule design	-449.62
	08/13/2015	5490	Transportation Concepts Inc.	496-7-15 July 2015, Fixed Route Bus Service	-59,818.28
	08/13/2015	5491	Verizon California 310 544-7108	310 544-7108	-122.79
	08/13/2015	5492	Verizon Communications	Acct 1187744825	-149.99
	08/13/2015	5493	White Wings Cleaning Service	Invoice 6496	-75.00
	08/13/2015	5494	Xerox	Account 719892051	-298.99
	08/31/2015	5496	Mobility Advancement Group	Administrative Services for August 2015	-17,391.87
	08/31/2015	5497	MV Transportation, Inc.	Invoice 62747, August 2015 Fixed Route Service	-39,585.34
	08/31/2015	5498	County Sanitation Districts of LA County	October 2015 Parking Lot Lease	-7,075.41
	08/31/2015	5499	Palos Verdes On the Net	Schedule posting and maintenance	-1,300.00
<b>Aug 15</b>					<b>\$ (134,459.10)</b>

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Sep 15</b>	09/10/2015	5495	Jim Lefton Retirement Fund	Retirement Lunch	\$ (40.00)
	09/17/2015	5500	Phyllis Jennings	DAR Member #6290/TC/#137206	-84.00
	09/17/2015	5501	Thomas Collins	DAR Member #4371/TC#638146	-165.00
	09/17/2015	5502	Administrative Services Co-Op	April 2015, Dial-A-Ride Service	-16,547.49
	09/17/2015	5503	Arrowhead Mountain Spring Water	Invoice 15H0024293722	-11.98
	09/17/2015	5504	AT&T	Account No. 0206360576001	-283.46

**Palos Verdes Peninsula Transit Authority**  
**Checks Written for Month**  
**July-September 2015**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
09/17/2015	5505	Mutual Liquid Gas & Equipment Co., Inc.	August 2015, Propane Fuel	-372.27
09/17/2015	5506	Palos Verdes Peninsula Directory	Senior Transportation Services Advertisement	-100.00
09/17/2015	5507	PitneyBowes Global Financial Services	Postage Machine	-8.70
09/17/2015	5508	Verizon California	Phone Charges	-299.98
09/17/2015	5509	Verizon California 310 544-7108	310 544-7108	-158.56
09/17/2015	5510	Verizon California 310 544-7109	310 544-7109	-19.81
09/17/2015	5511	Wells Fargo	Acct 4484610002154188	-86.91
09/17/2015	5512	Xerox	Account 719892051	-335.27
09/29/2015	5513	County Sanitation Districts of LA County	September 2015 Parking Lot Lease	-7,075.41
09/30/2015	5514	Mobility Advancement Group	Administrative Services for September 2015	-17,397.62
				<b>\$ (42,986.46)</b>

Sep 15

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: October 14, 2015  
SUBJECT: Operations Report for the period ending September 30, 2015

### PV TRANSIT

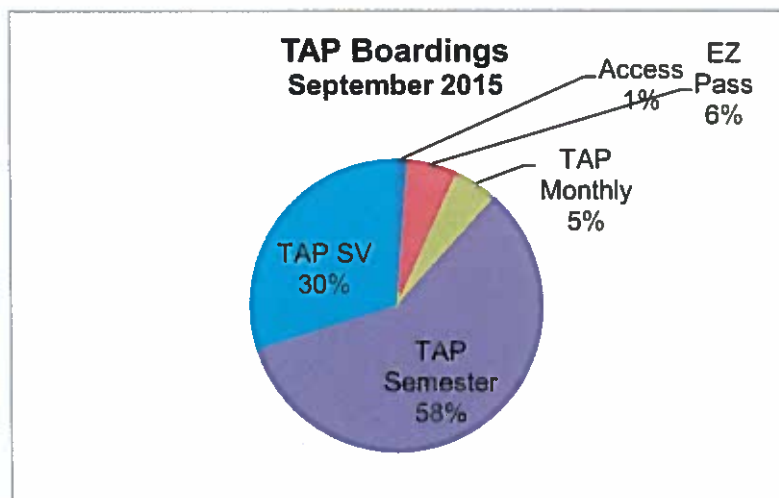
PV Transit ridership for the period ending September 30, 2015 totaled 25,338, a 8.7% drop from previous year's totals. This was primarily due to school starting on August 25<sup>th</sup> in 2014 and August 31<sup>st</sup> in 2015.

8,864 passengers rode PV Transit summer school service between June 15<sup>th</sup> and July 24, 2015, a 26% increase over 2014 totals. The Peninsula Education Foundation was very helpful in publicizing our summer service.

MV Transportation assumed operations of PV Transit on August 1<sup>st</sup>. The transition from our previous contractor was very smooth. Regular PV Transit service started on August 31<sup>st</sup> and we have had one of the smoothest service starts in many years. MV dedicated extra employees the first month of service to ensure that our service operated effectively with a minimum number of complaints.

PV Transit experienced its first accident of 2015 on August 12<sup>th</sup>. There were no injuries or damage to the PV Transit vehicle as a result of a minor accident.

Approximately 54% of all September passenger boardings were made with TAP cards. Customers have quickly adapted to the TAP card system and we quickly resolved some minor technical issues on a small number of buses. Metro staff was very helpful with the transition to the new fare system.





## TAP PRESS CONFERENCE

On September 26<sup>th</sup> PV Transit staff participated in a press conference announcing that 26 transit agencies in Southern California were participating in the TAP fare program. The event generated great publicity for the TAP program and was featured in several media outlets, including KABC-TV.

## DIAL-A-RIDE

Dial-A-Ride ridership totaled 3,172 for the period ending September 30, 2015, a 21% increase over previous year's totals. Staff will be meeting with our dial-a-ride contractor, Administrative Services Co-Op, to discuss upgrades to the swipe card system used by passengers.

Copies of the ridership graphs for both fixed route and dial-a-ride service are attached.

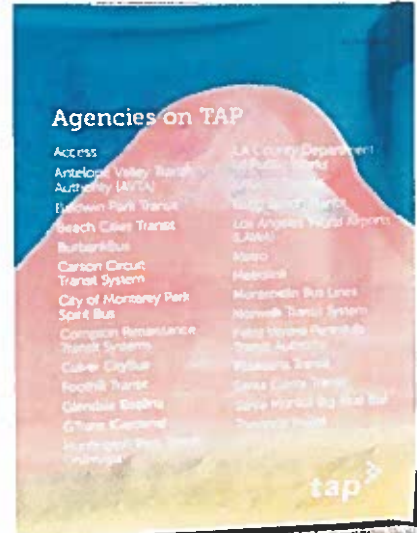
## GONVERMENT RELATIONS

During the past three months staff has attended meetings of Metro's Local Transit Service Subcommittee (LTSS), Access Services Board Meetings, Metro's Bus Operations Subcommittee (BOS), and the American Public Transit Association (APTA) Annual Meeting in San Francisco.

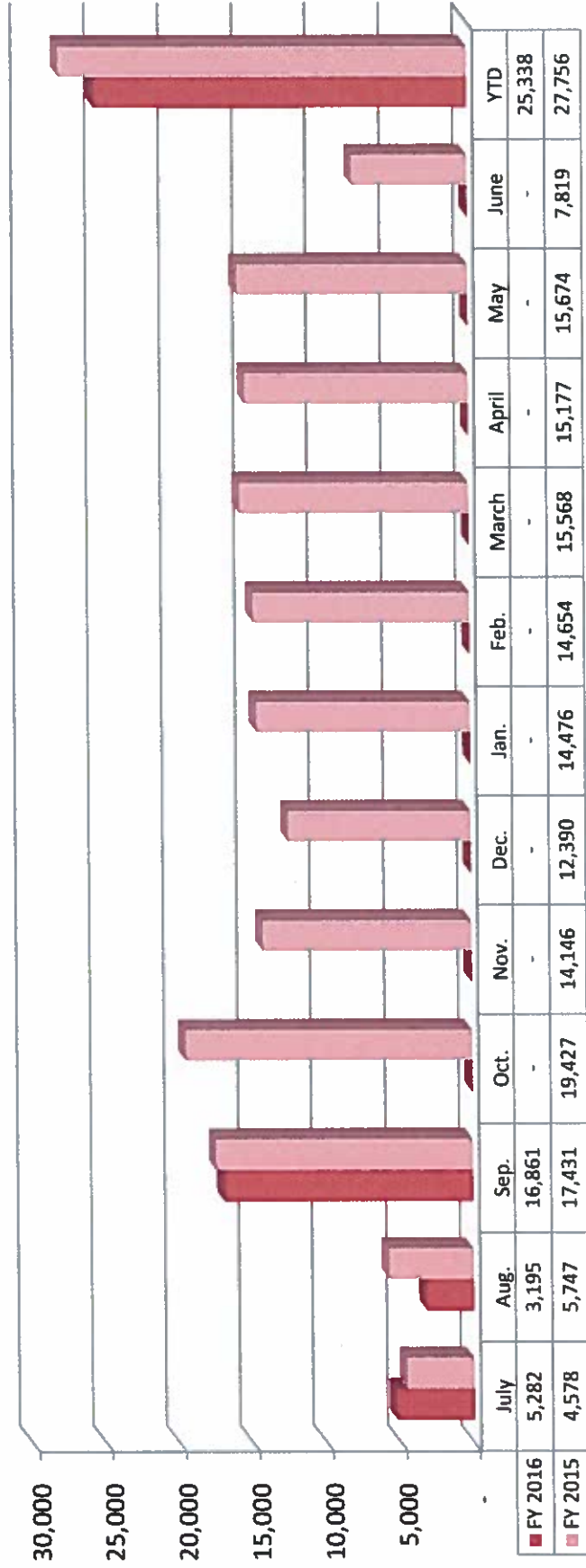
Staff will present an update on the APTA meeting during the October 22<sup>nd</sup> Board Meeting.

## RECOMMENDATION

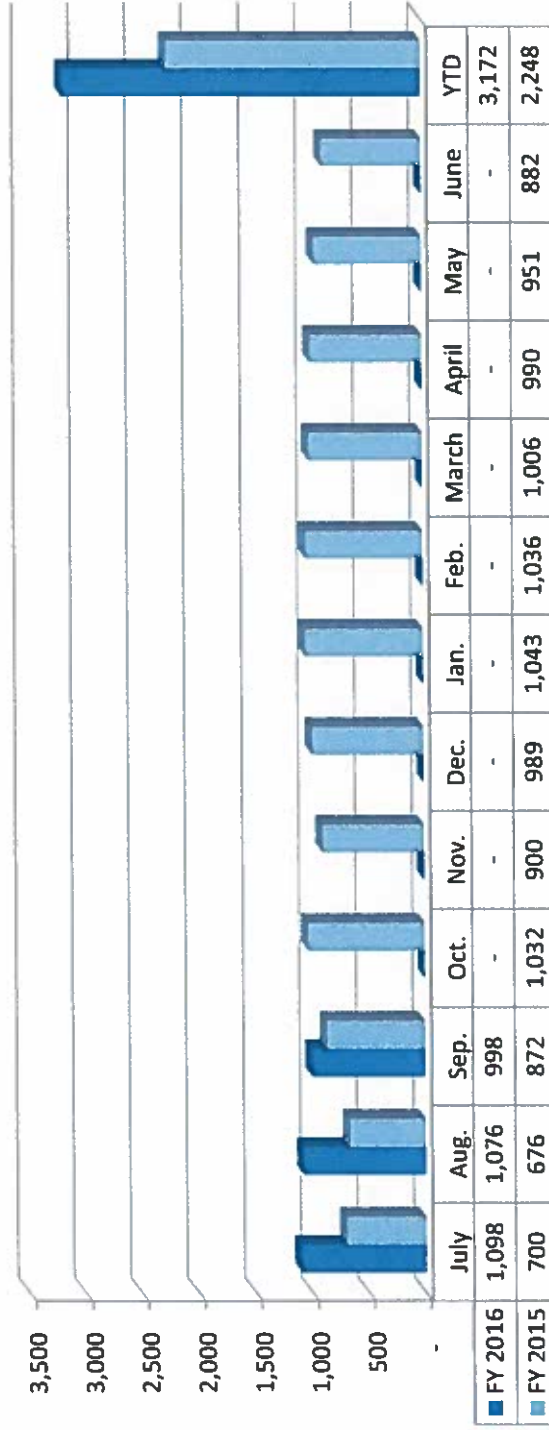
Receive and file report.



## PV TRANSIT RIDERSHIP



## Dial-A-Ride/Lift Ridership Palos Verdes Peninsula Transit Authority



**MEMORANDUM**

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Administrator

DATE: October 14, 2015

SUBJECT: Financial Statements for the period ending September 30, 2015.

This report will be provided under separate cover.

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: October 16, 2015  
SUBJECT: Wi-Fi System Pilot Project

### INTRODUCTION

Staff is proposing a one-year test of Wi-Fi service on two Orange route buses as a way of improving the passenger experience and increasing ridership. The Orange Route is being proposed for this test because it's the longest route in the system and bus rides from Western to PV High School can last up to forty-five minutes.

In the last several years numerous transit systems in California have introduced Wi-Fi service including Los Angeles Department of Transportation (LADOT) Commuter Express (94 buses), Golden Gate Transit (140 buses), AC Transit (select commuter routes), and the Metro Red Line (May 2016).

Staff has spoken extensively with LADOT staff regarding their customer's experience with Wi-Fi service on Commuter Express buses. The feedback from Commuter Express passengers has been extremely positive.

### PROPOSED SYSTEM

PV Transit is proposing installing a mobile Wi-Fi system on two Orange Route buses from Feeney Wireless. The same system has been used successfully in several bus systems operated by MV Transportation including the seventy-bus shuttle service operated for Microsoft in Seattle and the Dumbarton Express service operated for AC Transit.

The system would provide 4G Wi-Fi service to PV Transit customers. Filters would prevent the downloading of inappropriate web content and live streaming of video or audio. The later would help control data usage.

Near the end of the one-year pilot project staff would report back to the Board on the results of the project, costs, and customer feedback. This would allow the Board to

evaluate the success of the project and to determine if it should be expanded to other bus routes.

### **FINANCIAL IMPACT**

The cost of the purchase and installation of the equipment on two buses would be \$4,326.22. Monthly service charges per bus would be \$53.50/5 GB.

There are sufficient funds in the FY 2015-16 budget to cover the proposed expense

### **RECOMMENDATION**

Approve quote from Feeney Wireless (#Q57660) for \$4,326.22 to install a mobile Wi-Fi system on buses #1053 and #1054.



Feeney Wireless  
 PO Box 2549  
 Eugene OR 97402  
 United States  
 800-683-4818

# Quote

#Q57660

08/20/2015

**Bill To**

Accounts Payable  
 MV Transportation  
 PO Box 479  
 Elk Horn IA 51531  
 United States

**Ship To**

Eric Peterson  
 MV Transportation  
 1227 124 th Ave NE  
 Bellevue WA 98005  
 United States

Terms	Expires	Project	Sales Rep	Shipping Method
Net 45	09/19/2015		Massey, Bryan	FedEx 2 Day

Quantity	Item	Unit Price	Amount
2	<b>FW8318S</b> Cradlepoint, IBR650 Verizon 4G LTE	\$599.99	\$1,199.98
2	<b>FW5715S</b> Verizon LTE SIM Card	\$10.00	\$20.00
2	<b>FWProvisioning - Basic</b> Basic Provisioning of devices includes modem software updates (firmware and PRL), basic template development and loading, configuration, testing and quality control.	\$35.00	\$70.00
2	<b>FSS-02E-1Y</b> PROPRIETARY 1Y Annual Service Agreement Consists of: <ul style="list-style-type: none"> <li>- Premium Care</li> <li>- Dedicated Support Tech</li> <li>- Dedicated Email</li> <li>- Enhanced RMA Support</li> <li>- E-ticketing Support</li> <li>- Device Monitoring</li> <li>- ESN Database Management</li> <li>- Support time 6-5 PST</li> <li>- ECM</li> </ul>	\$102.00	\$204.00
2	<b>FW6347</b> Power Cable, DC and GPIO for COR, IBR600, IBR1100	\$14.49	\$28.98
2	<b>FW5783W</b> MIMO LTE/WiFi/GPS combo surface mount antenna-WHITE	\$230.00	\$460.00
2	<b>Meraki MR18 Dual-Radio</b> Meraki MR18 Dual-Radio 802.11n Indoor Access Point, 600Mbps, 802.3af PoE with 1 Year Enterprise License - Optional	\$551.95	\$1,103.90
2	<b>FW6483</b> Adapter, AC Meraki MR Series	\$29.00	\$58.00
2	<b>FWMR18LIC</b> License, Meraki Enterprise Cloud Controller, 1yr	\$150.00	\$300.00
2	<b>SEC1000</b> Professional Engineering Services(Hourly)	\$250.00	\$500.00



Feeney Wireless  
 PO Box 2549  
 Eugene OR 97402  
 United States  
 800-683-4818

# Quote

#Q57660

08/20/2015

(2) IBR600LPE + Meraki / Palos Verdes

<b>Subtotal</b>	\$3,944.86
<b>Shipping Cost</b>	\$49.40
<b>Tax Total (%)</b>	\$331.96
<b>Total</b>	<b>\$4,326.22</b>

All purchases and sales of products, including all parts, spare parts and components thereof (the "Products") or services (the "Services") between Buyer and Feeney Wireless, LLC, and/or its direct and indirect subsidiaries or its parent RER Enterprises, Inc (collectively,"FW"), shall be made pursuant to FW's quote and/or order acknowledgement and shall be governed by the terms and conditions posted on our website: <http://feeneywireless.com/static/terms>