

AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
OCTOBER 30, 2019
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.

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

- | | |
|---|--------|
| 1. Approval of July 18, 2019 Board Minutes | Page 4 |
| 2. Approval disposal of vehicle #1045 | Page 7 |
| 3. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing: | Page 8 |

Month	Check	Amount
July '19	7349-736	\$ 260,188.50
Aug. '19	7365-7381	\$ 170,053.18
Sep. '18	7382-7403	\$ 590,312.91
TOTAL		\$1,020,554.59

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 9
1. Review of ridership data for the period ending 09/30/19

Recommendation: Receive and file report

- B. Finance
1. Financial Statements as of June 30, 2019 Page 14

II. OLD BUSINESS

Agreement with Rogers Anderson Malody & Scott, LLP Page 15

Recommendation: Approve Agreement with RAMS CPA

III. NEW BUSINESS

- A. Title VI Program Page 29
Recommendation: Approve Title VI Program
- B. Quote with Cubic Transportation Systems Page 56
Recommendation: Approve Cubic Quote
- C. Charter Service Rates for Community Groups Page 59
Recommendation: Provide Direction to Staff

(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 Verbal

ADJOURNMENT: Rolling Hills Estates City Hall, January 16, 2020

**MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Thursday, July 18, 2019

The meeting was called to order at 6:07 p.m. by Chairperson Duhovic 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: Victoria Lozzi, PVE; Jerry Duhovic, RPV; Steve Zuckerman, RHE;
John Cruikshank; RPV

ABSENT: Michael Kemps, PVE; Brit Huff, RHE

Also present were Martin Gombert, PVPTA; Jessica Slawson, RHE; Aidan Lebow; PVE; Ken Rukavina, PVE; and Ron Drago, RPV.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Duhovic.

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 (1-2):

Member Lozzi ask about two checks on the Check Register.

Member Zuckerman moved approval of the Consent Calendar, seconded by Member Cruikshank and approved by unanimous vote.

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

None

MONTHLY AND REGULAR REPORTS

ADMINISTRATOR REPORT

Administrator Gombert reviewed several items including Fall outreach efforts at area schools and Fort MacArthur, the potential discontinuance of Metro Route 344 (Hawthorne Boulevard), and Gombert's appointment as Vice Chair of the Access Services Board.

MONTHLY AND REGULAR REPORTS:

- A.1 Operations Report: Mr. Gombert presented the Operations Report and there were several questions by Board Members.

Member Zuckerman moved approval of the Operations Report, seconded by Member Lozzi and approved by unanimous vote.

- B.1 Financial Report: Mr. Martin Gombert, Administrator said the Financial Report would be presented after year-end closing.

NEW BUSINESS

- II.A. Title VI Program: Moved to the October 2019 Board Meeting.

- II.B. Fund Exchange with the City of Cudahy: Administrator Gombert presented the Agenda Item to the Board. He noted that the Authority had been successful over the years to conduct Proposition A Fund exchanges with several different cities in Los Angeles County.

Member Cruikshank moved approval of the staff recommendation, seconded by Member Zuckerman.

The motion passed on the following roll call vote:

AYES: Duhovic, Cruikshank, Zuckerman, Lozzi
NOES: None
ABSENT: Huff, Kempes

- II.C Purchase of One Bus from Creative Bus Sales: Mr. Gombert presented the staff report regarding the purchase of one replacement bus.

Member Cruikshank moved approval of the staff recommendation, seconded by Member Lozzi.

The motion passed on the following roll call vote:

AYES: Duhovic, Cruikshank, Zuckerman, Lozzi
NOES: None
ABSENT: Huff, Kemps

- II.D. Agreement with Rodgers, Anderson Malody and Scott LLP: Administrator Gombert presented the staff report and noted the proposed auditor (RAMS) had been selected through a Request for Quote (RFQ) process by the City of Rolling Hills Estates.

There was considerable discussion by the Board. The Board directed staff to return the item at the next meeting after reviewing proposed audit costs and having a detailed summary of proposed staff hours.

Member Lozzi moved approval of the staff recommendation, seconded by Member Cruikshank.

The motion passed on the following roll call vote:

AYES: Duhovic, Cruikshank, Zuckerman, Lozzi
NOES: None
ABSENT: Huff, Kemps

FUTURE AGENDA ITEMS

Future Agenda Items included the continued discussion on dial-a-ride service, procurement policies, and discounted charter service for community organizations.

CHAIR AND MEMBER ITEMS

None

ADJOURNMENT

At 7:04 p.m. Chairperson Duhovic moved to adjourn the Board Meeting until October 17, 2019.

Respectfully submitted:

Martin Gombert, Administrator

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: October 26, 2019
SUBJECT: Surplus Vehicle

Upon the delivery of a new CNG-powered transit vehicle this month (#1065), the Authority has the following bus that is surplus to the Authority's needs.

<u>Make</u>	<u>Model</u>	<u>Date of Purchase</u>	<u>License</u>
EIDorado National	Type 7	2009	E1329525

RECOMMENDATION

Declare vehicle #1045 surplus and direct staff to dispose of at auction.

Palos Verdes Peninsula Transit Authority
Checks Written for Month
July -September 2019

	Date	Num	Name	Memo	Paid Amount
Jul 19	07/23/2019	7349	Ramona Pei	Dial-A-Ride Refund	\$ 48.00
	07/23/2019	7350	Administrative Services Co-Op	Invoice 190630 June 2019 Dial-A-Ride Service	\$ 12,733.72
	07/23/2019	7351	AT&T	Account No. 0206360576001	\$ 127.02
	07/23/2019	7352	Clean Energy	CNG Fule for June 2019	\$ 11,903.96
	07/23/2019	7353	County Sanitation Districts of LA County	Parking Lot Lease	\$ 7,731.50
	07/23/2019	7354	Daily Breeze Advertising	Subscription - Daily Print	\$ 80.00
	07/23/2019	7355	Frontier Communications7108	310 544-7108-062795-5	\$ 325.36
	07/23/2019	7356	MV Transportation, Inc.	June 2019 Fixed Route Service	\$ 73,697.30
	07/23/2019	7357	PitneyBowes Global Financial Services	Account 0015571055	\$ 295.67
	07/23/2019	7358	PVPUSD	Facility Rent and printing	\$ 704.27
	07/23/2019	7359	Statewide Traffic Safety and Signs	Bus stop maintenance	\$ 1,300.00
	07/23/2019	7360	Wells Fargo	Office Supplies	\$ 26.23
	07/23/2019	7361	Xerox	Account 719892051	\$ 314.78
	07/31/2019	7362	PVPUSD	Printing	\$ 939.51
	07/31/2019	7363	Mobility Advancement Group	July 2019 Administrative Services	\$ 17,345.27
	07/31/2019	7364	MV Transportation, Inc.	Fixed Route Service, July 2019	\$ 132,615.91
					\$ 260,188.50

	Date	Num	Name	Memo	Paid Amount
19-Aug	8/7/2019	7365	Walter McHugh	Dial-A-Ride Refund	\$ 24.00
	8/22/2019	7366	Mary Voce-Underwood	Dial-A-Ride Refund	\$ 48.00
	8/22/2019	7367	Ted Hasama	Dial-A-Ride Refund	\$ 72.00
	8/22/2019	7368	Administrative Services Co-Op	Invoice 5636 July 2019 Dial-A-Ride Service	\$ 15,139.59
	8/22/2019	7369	AT&T	Account No. 0206360576001	\$ 184.95
	8/22/2019	7370	Clean Energy	July 2019 CNG Fuel	\$ 11,085.76
	8/22/2019	7371	County Sanitation Districts of LA County	Parking Lot Leasae	\$ 7,731.50
	8/22/2019	7372	Frontier Communications7108	310 544-7108-062795-5	\$ 322.60
	8/22/2019	7373	Mutual Liquid Gas & Equipment Co., Inc.	LPG Fuel for July 2019	\$ 1,490.05
	8/22/2019	7374	MV Transportation, Inc.	Fixed Route Bus Service	\$ 130,912.36
	8/22/2019	7375	Office Depot	Account 34585368	\$ 86.43
	8/22/2019	7376	Palos Verdes On the Net	4th Quarter Web Site Service	\$ 1,675.00
	8/22/2019	7377	Palos Verdes Peninsula Directory	Senior Transportation Services	\$ 680.00
	8/22/2019	7378	PitneyBowes Global Financial Services	Postage Meter	\$ 43.79
	8/22/2019	7379	PVPUSD	Bus Schedule printing	\$ 49.28
	8/22/2019	7380	White Wings Cleaning Service	Office Cleaning	\$ 220.00
	8/22/2019	7381	Xerox	Account 719892051	\$ 287.87
					\$ 170,053.18

	Date	Num	Name	Memo	Paid Amount
Sep 19	09/06/2019	7382	Cubic Transportation Systems	Annual fee for Nextbus (GPS) service	\$ 33,108.00
	09/06/2019	7383	Mobility Advancement Group	Administrative Services for August 2019	\$ 17,350.72
	09/24/2019	7384	Mutual Liquid Gas & Equipment Co., Inc.	LPG Fuel for August 2019	\$ 538.92
	09/24/2019	7385	Wells Fargo Business Card	Office Supplies	\$ 227.99
	09/24/2019	7386	Office Depot	Bill Number 12360909	\$ 329.05
	09/24/2019	7387	Xerox	Invoice 097997537	\$ 298.67
	09/24/2019	7388	City of Cudahy	Prop. A Assignment Agreement dated August 20 2019	\$ 336,750.00
	09/24/2019	7389	Jennifer Donahue	Pass Refund	\$ 590.00
	09/24/2019	7390	Suzanne Gene	Pass Refund	\$ 590.00
	09/24/2019	7391	Transit Information Products	Invoice 20365	\$ 595.41
	09/24/2019	7392	County Sanitation Districts of LA County	October 2019 Parking Lot Lease	\$ 7,731.50
	09/24/2019	7393	Administrative Services Co-Op	Invoice 6007 August 2019 Dial-A-Ride Service	\$ 14,692.16
	09/24/2019	7394	AT&T	Account No. 0206360576001	\$ 186.06
	09/24/2019	7395	CKG Communications	Schedule design	\$ 767.50
	09/24/2019	7396	Clean Energy	August CNG Fuel	\$ 9,083.73
	09/24/2019	7397	Creative Bus Sales	Purchase one bus, July '19 Board Approval	\$ 163,875.70
	09/24/2019	7398	Decals By Design	Decals for new bus purchase	\$ 1,733.16
	09/24/2019	7399	Frontier Communications7108	310 544-7108-062795-5	\$ 364.07
	09/24/2019	7400	PVPUSD-Rent	Facility Rent and printing costs	\$ 825.71
	09/24/2019	7401	ReadyRefresh by Nestle	Account 0024293722	\$ 24.06
	09/24/2019	7402	CKG Communications	Schedule design	\$ 540.50
	09/24/2019	7403	White Wings Cleaning Service	Office Cleaning	\$ 110.00
					\$ 590,312.91

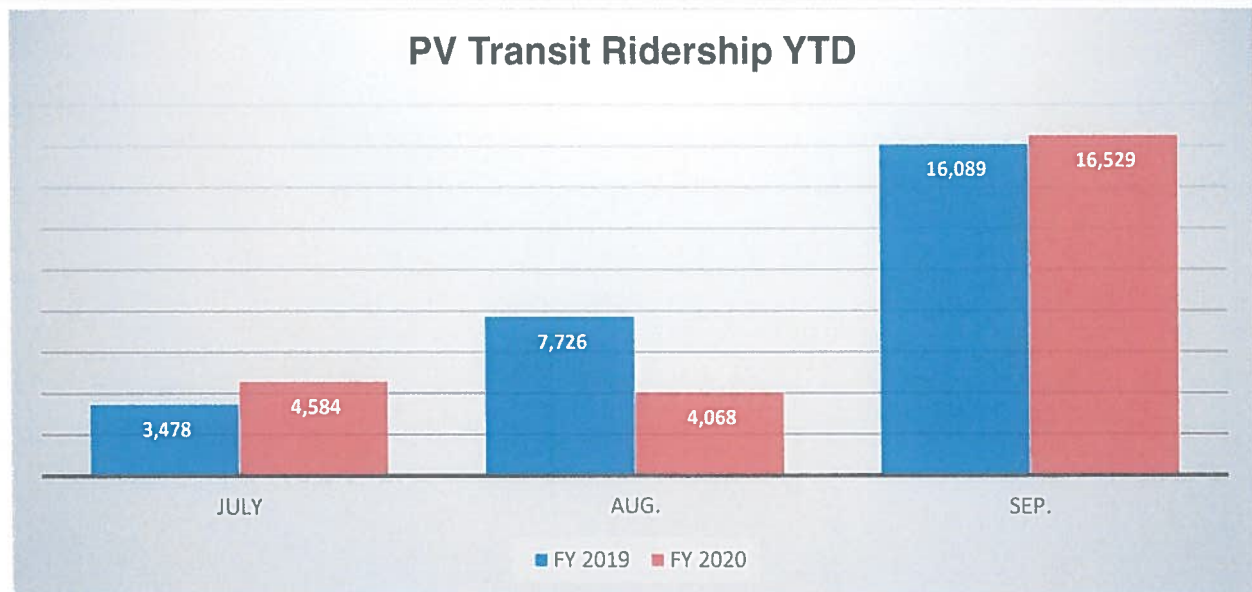
MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: October 26, 2019
SUBJECT: Operations Report for the period ending September 30, 2019.

PV TRANSIT

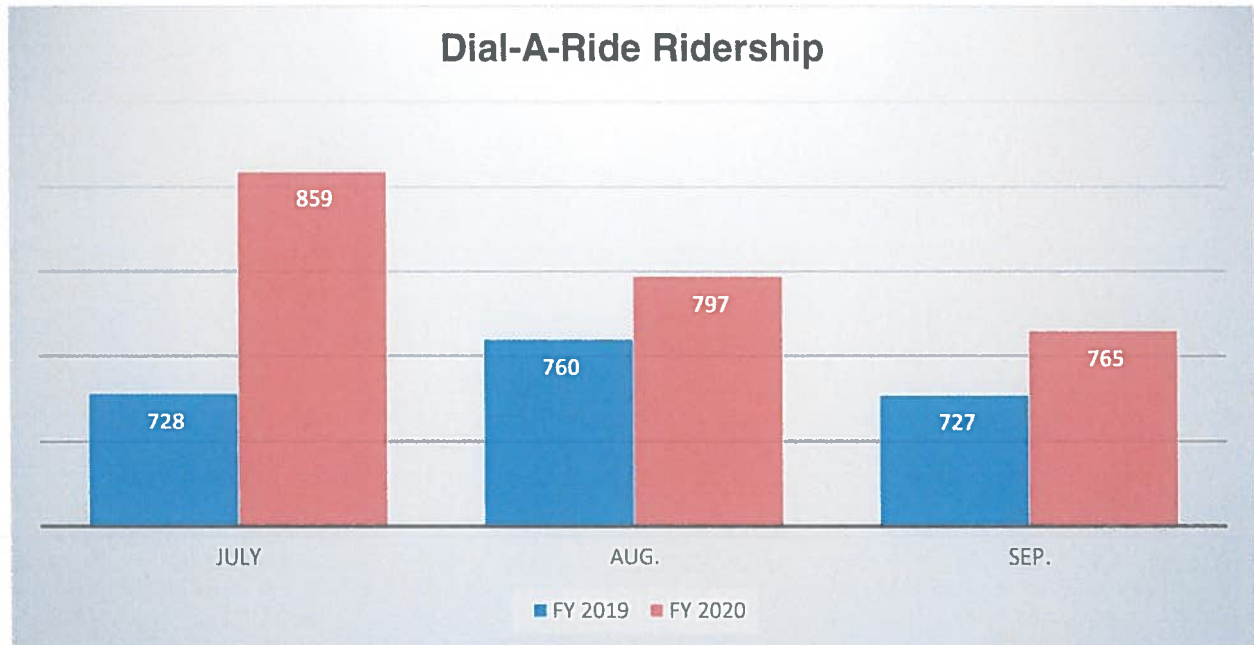
PV Transit ridership totaled 25,181 for Fiscal Year 19-20, a 8% decrease over previous years totals. This was caused by five fewer school days during August 2019 compared to August 2018.

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



DIAL-A-RIDE

Dial-A-Ride ridership totaled 2,421 for Fiscal Year 19-20, an 8% increase over previous year's totals.



GOVERNMENT RELATIONS

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

SERVICE UPDATE

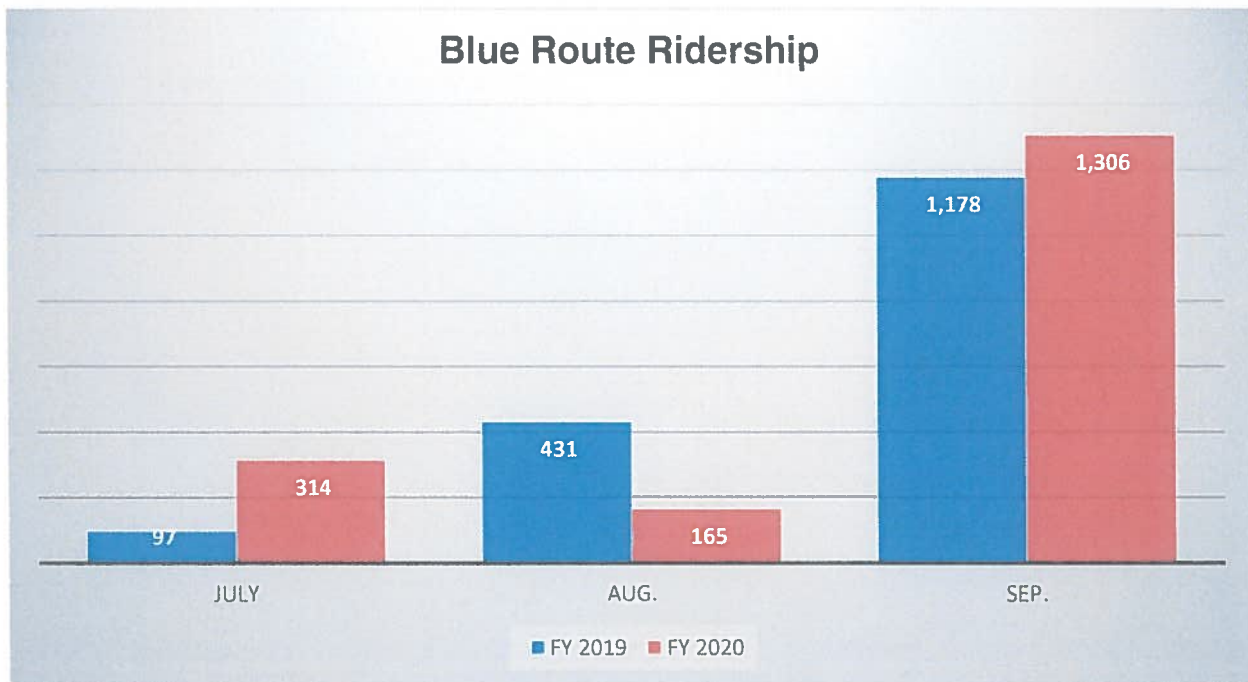
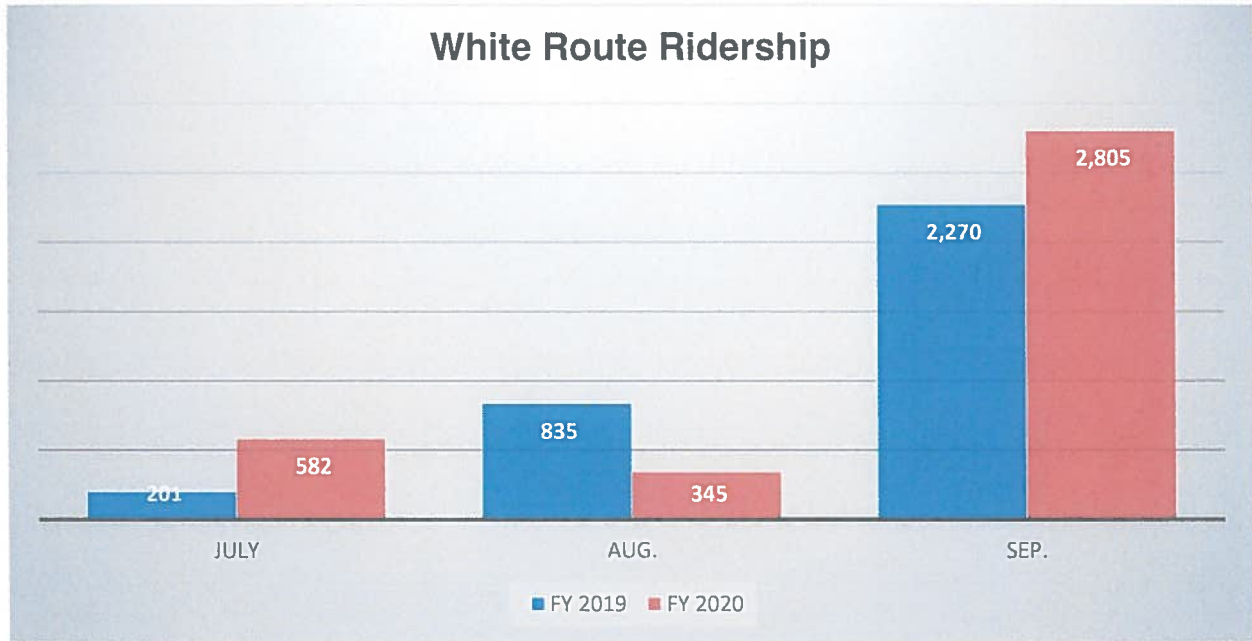
Fall bus service started on August 28th and has been well-received by customers. Very few operational issues were reported during the first several weeks of service and September ridership matched previous year's totals.

PV Transit began operating bus service to Fort MacArthur housing on Pacific Boulevard to Palos Verde and Peninsula High Schools. The feedback from military families has been very positive and we should see an increase in ridership when duty station rotations occur in January 2020.

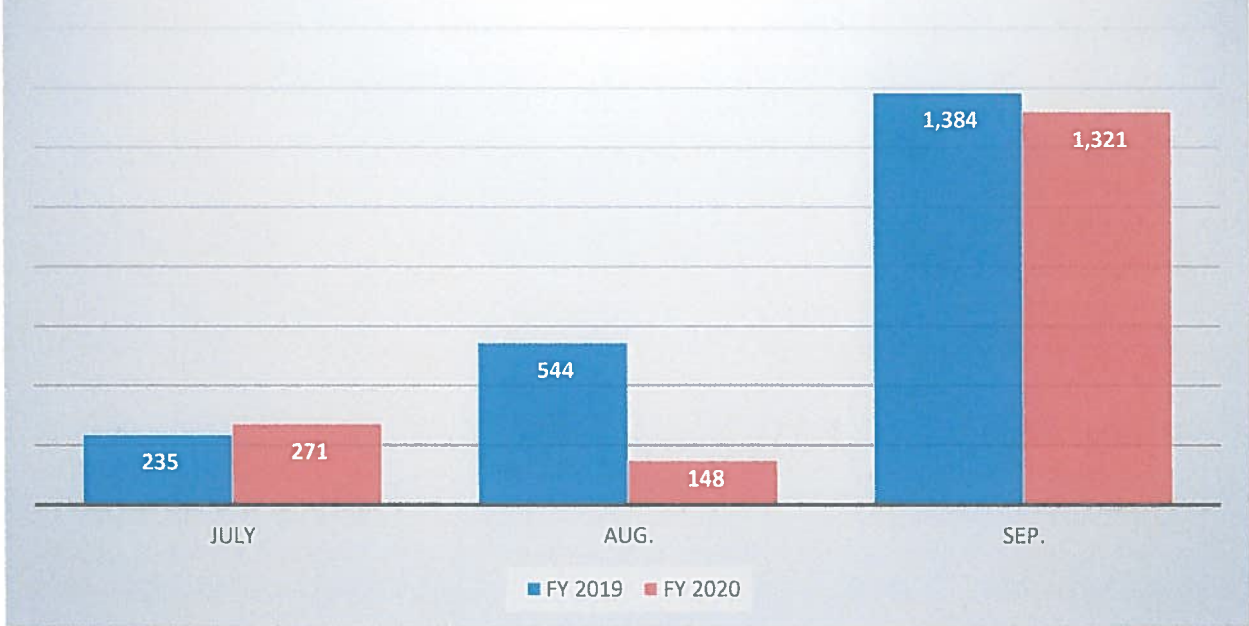
RECOMMENDATION

Receive and file report.

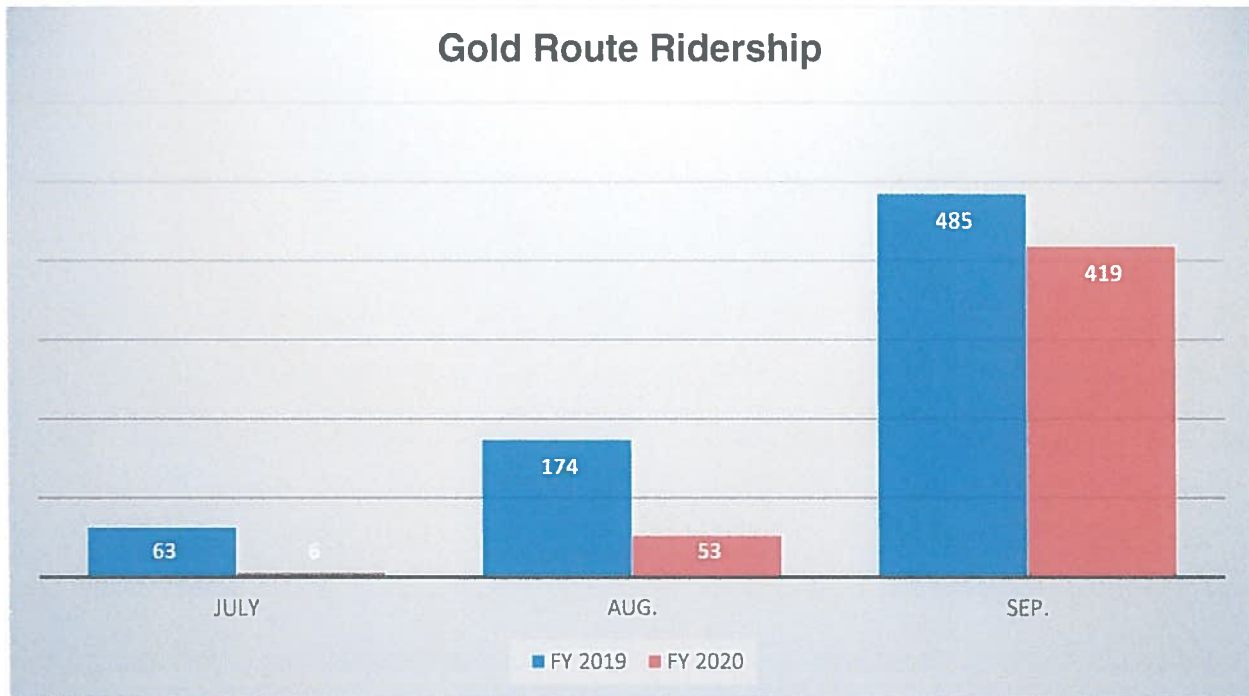
RIDERSHIP REPORTS



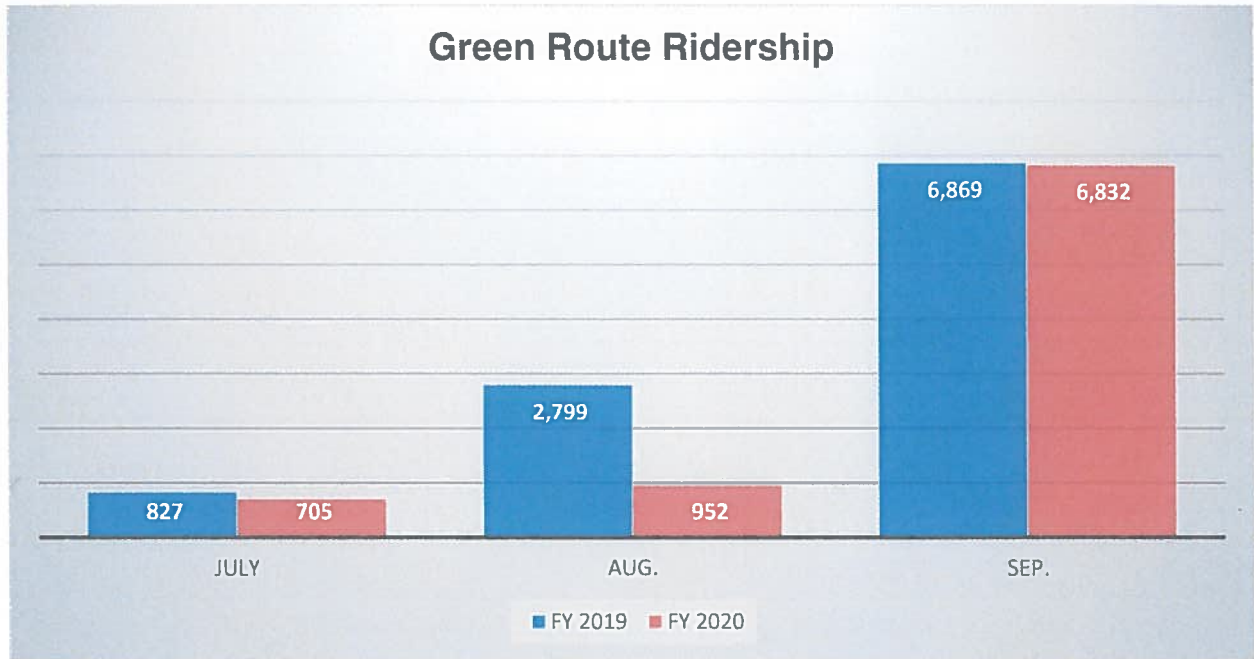
Silver Route Ridership



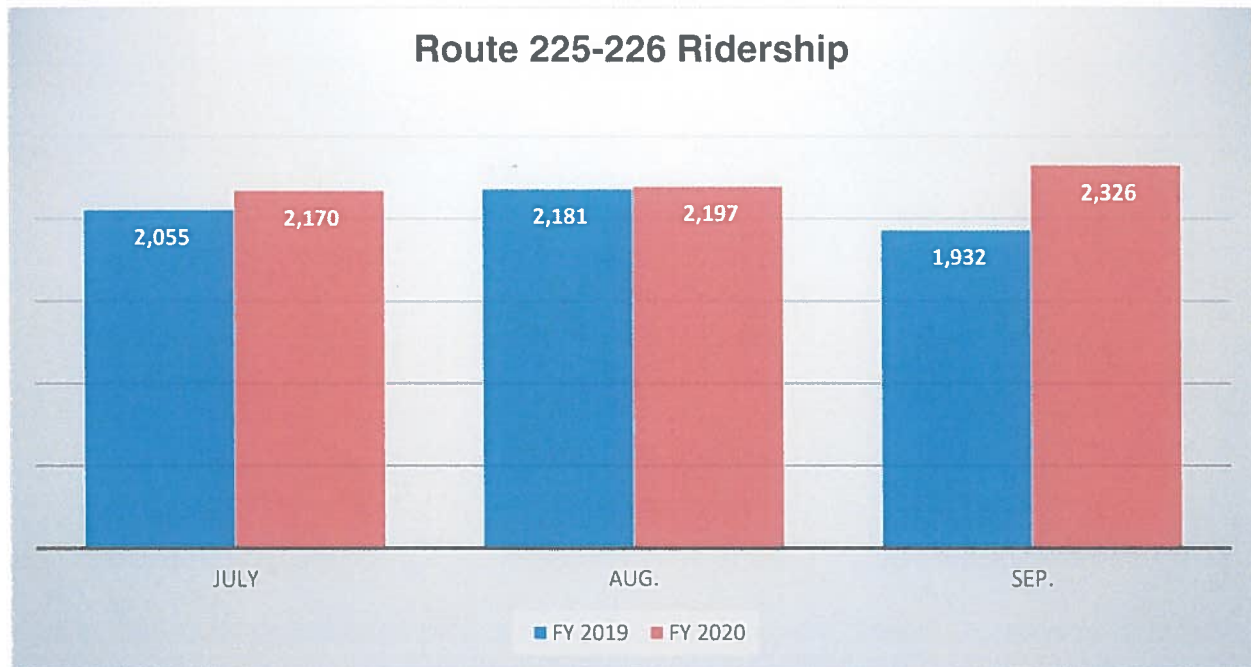
Gold Route Ridership



Green Route Ridership



Route 225-226 Ridership



MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: October 26, 2019
SUBJECT: Financial Statements for the period ending June 30, 2019

These statements will be provided under separate cover prior to the October 30th Board Meeting.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: October 26, 2019
SUBJECT: Annual Audit Services Agreement

BACKGROUND

In prior years, Macias Gini & O'Connell LLP (MGO) has been performing the Authority's audit service, which include the annual audit and preparation of the State Controller's reports. However, MGO decided not to renew the agreement for further services to the Authority.

The City of Rolling Hills Estates recently issued a Request for Qualifications for a new audit firm and selected Rogers, Anderson, Malody and Scott, LLP (RAMS) to perform the City's annual audit and associated services. The Rolling Hills Estates City Council approved the Audit Services Agreement with RAMS at the June 11, 2019 meeting.

Given that the City of Rolling Hills Estates had conducted a thorough RFQ process, the Authority decided to requested a quote for audit services from RAMS.

RAMS reviewed our previous audit documents prepared by MGO and submitted the attached proposal for audit services.

At the July Board Meeting, Board members had several questions regarding the proposal by RAMS and the item was continued to the October 2019 Agenda.

There was a question on the proposed price of the audit in comparison with similar work at other agencies. Staff contact finance department staff on the Peninsula as well as other agencies. After reviewing this information, staff feels that the price proposed by RAMS is within the range of similar audits.

Attached to this memorandum is a revised Proposal from RAMS, which includes a detailed breakdown of hours assigned to each audit segment by staff member.

FINANCIAL IMPACT

The proposed cost of the FY 18-19 Audit is \$20,190. This amount is included in the Authority's FY 19-20 budget.

RECOMMENDATION

It is recommended that the Authority approve the agreement and rates for the CPA firm of Rogers, Anderson, Malody & Scott, LLP to perform the annual audit for the Palos Verdes Peninsula Transit Authority.

Attachment:

July 10, 2019 Letter from Rogers, Anderson, Malody & Scott, LLP

**PALOS VERDES PENINSULA
TRANSIT AUTHORITY**

Proposal for Professional Services

For the fiscal year ending June 30, 2019

Submitted by:

ROGERS, ANDERSON, MALODY & SCOTT, LLP

Certified Public Accountants

License #2596

FEIN 95-2662063

735 E. Carnegie Drive, Suite 100
San Bernardino, California 92408
(909) 889-0871

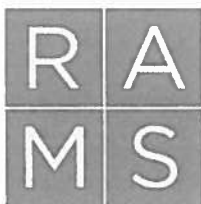
July 10, 2019

CONTACT: SCOTT MANNO, PARTNER

smanno@ramscpa.net

ALTERNATE CONTACT: BRAD WELEBIR, PARTNER

bwelebir@ramscpa.net



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

July 10, 2019

Palos Verdes Peninsula Transit Authority
Martin Gombert, Administrator

Dear Mr. Gombert:

I am pleased to respond, on behalf of Rogers, Anderson, Malody & Scott, LLP, (RAMS) to your request for a proposal for professional auditing services. Our goal for the past 71 years has been to provide honest, accurate, objective results to all of our clients, including government agencies such as yours. Our success in this effort is witnessed by both the growth of our firm and the list of long-term clients who trust us.

At RAMS, we are committed to achieving the highest quality services possible. We understand the complexity of performing nonprofit and governmental attest services and that's why we have a *dedicated team of professionals* that possess the specialized knowledge and experience to help ensure compliance with changes in regulations that may impact your organization. We plan and execute our services in a way that maximizes efficiency and effectiveness and provides you the highest quality services.

We are aware that the Palos Verdes Peninsula Transit Authority (the Authority) has other proposals to consider. We believe that RAMS would be the appropriate choice for the audit engagement for the following reasons, which are provided in more detail in our proposal. Our firm:

- Utilizes *Teammate Analytics*, a suite of more than 150 Computer Aided Audit Tools (CAATs). This software empowers our audit teams with the ability to perform powerful, meaningful data analysis which builds upon our other value added services. *Teammate Analytics* also helps to identify specific transactions which may be indicative of fraud.
- Using our CAAT, performs a risk based audit which enables us to focus on key audit areas allowing us to become more efficient typically resulting in lower audit fees.
- Provides auditing services to over 50 governmental agencies and not-for-profit organizations, including over 20 cities, most of which have enterprise activities.
- Understands the audit process, as a whole, can be a stressful experience for you and your staff; we understand that you will have other commitments and your regular workloads during the audit period. We make every effort to ensure the audit process, from the interim fieldwork to the preparation of the required financial reports, will be as trouble-free as possible for you and your staff. We accomplish this through comprehensive planning of the audit and utilizing our staff in the most efficient and effective manner while keeping disruptions and miscommunications to a minimum.

- Has audit team members that are personable and easy to work with. Through open and responsive communication with all parties involved in the audit process, we work to have the most efficient audit possible by minimizing operational distractions of your staff, while maximizing quality service and products.
- Provides extensive training and continuing education to all of our audit staff through a combined use of in-house instruction and third-party providers. Our audit team members are experienced with and receive regular training in performing Single Audits in accordance with Federal OMB *Uniform Guidance*.
- Is committed to helping you meet all reporting/auditing deadlines, resolving any issues encountered during your audit (e.g., accounting or auditing, new pronouncements, etc.), and providing you with quality audit services.
- Has an extensive internal quality control review process to ensure your financial reports meet the highest standards. In addition to the preparation of financial reports by the engagement team and review by the engagement manager, *each report is also examined by 2 partners and 2 professional proofreaders.*
- Is a full service firm, with specialists in auditing, reviews and compilations, tax planning, and preparation, as well as business consulting. The diverse experience and accessibility of the professionals in these areas help us to provide a comprehensive approach to a wide variety of needs.
- Believes that our fee estimate and arrangement provides a fair and reasonable cost, commensurate with the experience of the audit team members, to perform the annual audit services for the Authority.

As stated above, our firm has an established reputation in the governmental and nonprofit accounting and auditing community for providing excellent, timely service and high quality reporting to our clients. We make the process as seamless and easy as possible for you, and will be committed to meeting the established deadlines.

We can be reached at: 735 E. Carnegie Drive, Suite 100, San Bernardino, CA 92408, (909) 889-0871, bwelebir@ramscpa.net or smanno@ramscpa.net.

Thank you for the opportunity to present our proposal to your organization. Please contact us if you have any questions regarding this proposal.

Respectfully yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP

Scott W. Manno, CPA, CGMA
Partner

PALOS VERDES PENINSULA TRANSIT AUTHORITY

PROPOSAL FOR PROFESSIONAL SERVICES

Affirmative statements

License to practice in California

Rogers, Anderson, Malody & Scott, LLP is licensed to practice in the State of California. The key professional staff, which includes the partners, managers, and supervisors, are all certified public accountants licensed to practice in the State of California and are in compliance with all applicable Board of Accountancy standards.

Independence

Rogers, Anderson, Malody & Scott, LLP is independent of Palos Verdes Peninsula Transit Authority, as defined by general standard number two of the generally accepted auditing standards.

We are also independent of Palos Verdes Peninsula Transit Authority, as defined by the second general standard for government auditing in the U.S. Government Accountability Office's *Government Auditing Standards* (2011).

Certifications

Rogers, Anderson, Malody & Scott, LLP and its partners are not debarred, suspended, proposed for debarment, declare ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.

Firm qualifications and experience



RAMS was founded in 1948 and is located at 735 E. Carnegie Drive, Suite 100, San Bernardino, California and offers the full range of services expected of a full service accounting firm. We are one of the oldest and most trusted and respected CPA firms in Southern California, with over 71 years of public practice experience, specializing in governmental agency and nonprofit organization auditing, accounting and management advisory services. Over *nineteen thousand hours per year* are devoted to this area of our practice, which includes cities, redevelopment successor agencies, water districts, other special districts, nonprofit organizations and joint power authorities.

We understand that organizations desire that its auditor have a thorough understanding of the complex accounting and compliance issues confronting organizations such as yours. Our firm has a long history of governmental and nonprofit accounting and auditing. Over the years, we have gained valuable experience, acquired in-depth knowledge, and obtained the technical expertise needed for governmental and nonprofit accounting and auditing. This expertise has enabled us to provide exceptional, high quality service and to provide solutions at fees we feel represent our value to our clients. In addition, we use our participation in various industry associations to continuously update our knowledge with respect to issues relating to governmental and nonprofit accounting, auditing and operations. Any insight we gain is immediately passed on to our clients if we feel they will benefit from it.

Our firm has a total staff of thirty-four people, which includes fifteen certified public accountants. The staff consists of five partners, one director, four managers, eight supervisors/senior accountants, eleven staff accountants and five support staff. The engagement team assigned to the organization's engagement will consist of the following full-time staff: one partner, one manager, one audit supervisor/senior and one to two staff. All personnel are located in our San Bernardino office.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

PROPOSAL FOR PROFESSIONAL SERVICES

Firm qualifications and experience (continued)

External quality control review

As a member of the AICPA Private Companies Practice Section, our firm has participated in "Peer Review" since 1993 and has been examined every three years since that date. Participation in this program ensures that all of our engagements meet the standards of the AICPA, the Yellow Book and the California State Board of Accountancy. Throughout our participation in this program, the firm has received pass ratings from the peer reviewers. The latest review below included reviews of specific governmental entities.

During the current review, an independent firm reviewed our policies and procedures and then inspected a representative sample of engagement workpapers and reports, including governmental entities and engagements subject to OMB A-133. For the year ended November 30, 2017, our firm received a rating of *pass* which indicates our auditing practice is suitably designed and complied with to provide reasonable assurance of performing and reporting in conformity with applicable standards. The results provide confirmation that the custom audit approach and procedures we use are technically sound and in compliance with applicable standards.

The firm is not aware of any federal or state desk reviews or field reviews of its audits during the last three years.

Disciplinary action

The firm *has never* had any disciplinary action taken or pending against it with state regulatory bodies or professional organizations, nor has it ever had any pending or settled litigation, civil or criminal investigations.

Our firm does not have a record of substandard work.

In addition to the external quality control review, our firm performs in-house peer reviews over our audit and attest engagements annually.

Equal Opportunity Employer

Our firm is an equal opportunity employer and is committed to providing employment opportunities to all qualified persons regardless of race, color, sex, religion, national origin or handicap. Our staff represents a wide range of cultures and ethnic backgrounds. We provide opportunities for advancement for all staff based on ability, skill and desire to advance.

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

May 15, 2018

To the Partners of Rogers, Anderson, Malody & Scott, LLP and the Peer Review Committee of the California Society of CPAs:

We have reviewed the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP (the firm) in effect for the year ended November 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/forsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP in effect for the year ended November 30, 2017, has been suitably designed and compiled with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rogers, Anderson, Malody & Scott, LLP has received a peer review rating of *pass*.



GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



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PALOS VERDES PENINSULA TRANSIT AUTHORITY

PROPOSAL FOR PROFESSIONAL SERVICES

Partner, supervisory and staff qualifications

The quality of service you receive is dependent on the capabilities of the individuals assigned to the engagement, and the manner in which those personnel resources are organized to efficiently focus their abilities on providing you with the requested audit services. These professionals are highly trained and knowledgeable and have a thorough understanding of the environment in which governmental and nonprofit entities operate. Our engagement team will provide significant experience coupled with an extensive, practical understanding of governmental and nonprofit accounting and auditing along with a broad business perspective. Each member will have access to a wide range of technical resources and knowledge bases which will enable them to provide the organization with practical observations and effective solutions.

All partners and supervisory staff are working professionals and are actively and continually involved in all aspects of their engagements. We believe that partner and supervisory staff involvement in all areas of the services is a key aspect of the overall engagement process.

Assigned personnel

Scott W. Manno, CPA, CGMA - Partner, Engagement Partner

Scott is a partner with the firm and will serve as the engagement partner. He is licensed to practice as a certified public accountant in the State of California. Scott has 23 years of public accounting experience and has provided accounting, auditing, consulting, and tax services for nonprofit organizations, government entities, and various for profit companies. As the engagement partner, he will be responsible for overall engagement quality, as well as ensuring that the engagement is performed in the most effective and efficient manner. Scott will directly oversee all engagement staff while assisting in planning and performing the engagement as well as reviewing all work-papers prepared during the engagement, in addition to all required reports.

Brad A. Welebir, CPA, CGMA, MBA - Partner Quality Control Reviewer

Brad is a partner with the firm and will be the quality control review partner. He will serve as the alternate contact for the engagement. He is licensed to practice as a certified public accountant in the State of California. He has been in public accounting for 15 years specializing in serving local governments and nonprofit organizations. As the quality control review partner, Brad will provide additional technical consultation and support to the engagement team, and will review all required reports.

Gardenya Duran, CPA, CGMA— Engagement Manager

Gardenya is an audit manager with the firm. She is licensed to practice as a certified public accountant in the State of California. Gardenya has over 8 years of public accounting experience and has provided accounting, auditing, and consulting services for municipalities, special districts, water agencies, and various nonprofit organizations. Gardenya will work directly with Scott and Brad while supervising the engagement team during all phases of the engagement. In addition, she will oversee the preparation of any required reports.

In summary, we want to emphasize the credentials of the above professionals who will be directly responsible for the quality of service that you will receive. Additionally, our team has another attribute that is very important, even though it is intangible -- the professionals assigned to the engagement have previously worked together as a multi-disciplined team, thus ensuring smooth, efficient and effective service to your organization.

PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSAL FOR PROFESSIONAL SERVICES

Proposed fee

Below are our proposed fees for a three one year engagements, with a possible two one year extensions.

<u>Service</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Audit and financial statement preparation	<u>\$ 20,190</u>	<u>\$ 20,190</u>	<u>\$ 20,760</u>	<u>\$ 20,760</u>	<u>\$ 21,310</u>

Specific audit approach

Services to be provided

The Authority desires the auditor to express an opinion on the fair presentation of the financial statements for the following: the Palos Verde Peninsula Transit Authority in conformity with generally accepted accounting principles.

In addition, we shall:

- Assist Authority staff with the preparation of the financial statements for all entities.
- Apply certain limited procedures related to Management's Discussion and Analysis and Required Supplementary Information and provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules, if applicable.
- Prepare the Authority's Annual State Controller Reports.

Our audit(s) will be in accordance with:

- Generally Accepted Auditing Standards as promulgated by the American Institute of Certified Public Accountants, including requirements found in the new AICPA audit guide "Audits of State and Local Governments".
- *Government Auditing Standards* issued by the Comptroller of the United States of America.
- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (OMB Uniform Guidance).
- Specific auditing standards relating to any grant agreement determined to be material by the auditor.
- Any other applicable standards for conducting the examinations of items outlined in the Scope of Work to be performed and/or reports to be issued.

Reports to be issued:

- A report on the fair presentation of the financial position of the Authority in accordance with GAAP.
- A report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Prepare Management Letter that includes significant and less significant (i.e. reportable and non-reportable) recommendations for improvements to internal control.
- We will issue reports to those charged with governance (SAS 114 letters) as required by auditing standards.

RAMS will also perform the following:

- We shall communicate to management any reportable conditions found during the audit, including significant deficiencies and material weaknesses, nonreportable conditions will be reported in a separate letter to management.
- Make an immediate, written notification of all irregularities and illegal acts or indication of illegal acts of which we become aware to the following: Authority Board, Authority Manager and the Director of Finance.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

PROPOSAL FOR PROFESSIONAL SERVICES

Specific audit approach (continued)

Engagement approach

Our engagement approach for your audit will be developed using established goals which will enable measurement of the audit process by the engagement partner and lead auditor. Our approach involves frequent communication between the partner and the engagement team to ensure that all audit objectives are achieved in accordance with the established goals and that any issues which may arise are communicated and dealt with on a timely basis. Our overall knowledge and expertise in governmental accounting and auditing has allowed us to identify key audit and accounting risks in the government environment. More importantly, the approach provides for a complete reassessment of the management and control environment in each year's audit and thus is capable of responding to changes and will ensure that deadlines are met in issuing the annual financial statements.

Our engagement approach has been developed and refined over many years. The backbone of our approach revolves around the following six constants:

- **Knowledge and experience.** We have been auditing governmental entities like the Authority, both large and small, for over 71 years. This experience has allowed us to gain in-depth knowledge of the governmental environment which in turn allows us to perform a more efficient and effective audit and enables us to perform detailed risk assessment procedures. These risk assessment procedures allow us to identify significant audit risk areas within the Authority.
- **Oversight.** Professional judgment is not developed overnight. Our partners, managers and supervisors have been deeply involved in governmental audits on a continuous basis for most of their professional careers. By having direct partner and manager oversight, we are able to design audit strategies that result in effective and efficient audits.
- **Timeliness.** Deadlines are not just "dates" to us, they are professional commitments. All required deadlines will be met.
- **Open communication.** Open lines of communication with all parties (the engagement team members and Authority Management and staff) throughout the audit process helps to eliminate "surprises." Proper planning and proper use of experienced engagement personnel tend to provide for an effective and efficient audit process. Consequently, inefficiencies, disruptions, and lack of understanding are kept to a minimum.
- **Availability.** All engagement team members are available throughout the year for any questions or additional consultation.
- **Cost effectiveness.** Our customized audit approach and procedures and our experienced auditors help to reduce your overall audit costs.

As indicated in the next section of the proposal, the overall objective of the engagement with the Authority is to conduct an audit of the financial statements in accordance with required auditing standards and the expression of an opinion on those financial statements. Beyond that initial objective, we believe that our engagement approach provides certain other value added characteristics, at no additional cost, that will benefit the Authority over the long-term:

- All of our audits are designed to be performed in an efficient and effective way to minimize disruption to the office operations.
- We offer practical observations and recommendations relating to internal control issues, implementation of accounting standards and the policies and procedures regarding both.
- We identify opportunities for operating efficiencies which can be used to decrease operating costs of the Authority.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

PROPOSAL FOR PROFESSIONAL SERVICES

Specific audit approach (continued)

Audit approach and proposed audit segmentation

The following is a summary of the audit team's audit approach for the Authority's engagement. The audit will be divided into the following segments:

Segment 1 - Interim testing - planning, pre-audit administration and internal control testing

During this phase of the audit, our principal objectives will be to gather information about the Authority and its environment, including internal control over financial reporting.

In order to achieve the desired objectives of this phase of the audit, we will:

- Meet with the Authority's staff in order to determine convenient dates in which we can begin our audit, and to discuss the assistance to be provided by the Authority's staff.
- Hold brainstorming sessions with engagement team members to discuss the susceptibility of the Authority's financial statements to material misstatement and fraud.
- Review and evaluate the Authority's accounting and reporting processes by reviewing the prior year's audit workpapers, any Authority-prepared documents such as budgets, in-house financial reports, policies and procedures manuals, minutes of board meetings, etc., and by using various analytical procedures. Analytical procedures will enhance our understanding of the Authority and will help us identify areas that may need further assessment and additional testing.
- Review and retain copies of any pertinent local, state and federal statutes, regulations, or charters that apply to the Authority.
- Evaluate the design of controls that are relevant to the audit by obtaining a thorough understanding of the Authority's internal controls over financial reporting and compliance by documenting key internal control components, utilizing questionnaires, walkthroughs, inquiring of the Authority's personnel, and observing and reviewing key supporting documentation (a more thorough explanation of this process is discussed later in the technical proposal).
- Test controls, if control risk is assessed below the maximum, by selecting a sample of transactions within the audit area being tested and reviewing supporting documentation, and evaluating the completeness of the documentation tested, as well as the adequacy of support and approvals as they appear on the support.
- Document and review with management, any findings noted during the testing of internal controls and provide a preliminary management letter that will include our recommendations for improving any weaknesses in operations. The letter will also include suggestions for improving the efficiency of the Authority's operations.

In addition, we will perform the following procedures related to IT General Controls that "touch" financial data:

- *Security access (including physical) controls:* evaluate the general system security settings and password parameters; evaluate the process for adding, deleting and changing security access; and evaluate the access capabilities of various types of users; evaluate access controls to networks and financial applications; evaluate access controls related to data files; and evaluate physical access to networks, servers, etc.
- *Computer operations:* Evaluate backup and recovery processes; and review processes of identifying and handling operational problems.
- *System development and system changes:* Evaluate processes related to system development and system changes (if applicable).

PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSAL FOR PROFESSIONAL SERVICES

Specific audit approach (continued)

- *Application testing:* We will determine if the testing of application controls is deemed necessary based on our professional judgment in the planning stages of the engagement. If deemed appropriate, application control testing might consist of the following:
 - Interview key personnel, inquire of testing processes (quality assurance and end user testing) for application changes, review the chain of relevant documents (end user acceptance report);
 - Observe attempts to input incorrect data, determine who can override controls;
 - If table driven, determine who can change edits and tolerance levels;
 - Conduct tests based on user access rights;
 - Test access privileges for each sensitive function or transaction:
 - Review access rights that set and amend configurable approval and authorization limits;
 - Observe transmission reports and error reports;
 - Observe validity and completeness parameters and settings;
 - Review access to set and amend configurable parameters on file transfers; and
 - Review process for validation and test operation.

Segment 2 - Year-end testing - substantive testing

During this phase of the audit, our principal objectives will be to assess the risk of material misstatement at the financial statement level and specific assertions, design overall responses to assessed risks and further audit procedures, perform substantive tests, as needed, and complete the audit and evaluate audit findings, if applicable.

In order to achieve the desired objectives of this phase of the audit, we will:

- Determine whether our testing supports the assessed level of risk initially assigned at the financial statement level and at the assertion level.
- Identify significant risks.
- Develop a detailed audit plan.
- Design substantive tests of account balances, designed and modified specifically for the District's operations and assessed level of risk. Substantive procedures will vary depending on our risk assessment.
 - Confirmation of cash and investment balances, testing of cash and investment reconciliations, fair value level, etc. and testing for compliance with the Authority's investment policy.
 - Analytical review and subsequent receipt testing of significant receivables.
 - Evaluate if receivables are valued properly and perform tests of balances in conjunction with the testing of revenues.
 - Testing of significant inventory and other asset accounts.
 - Testing of additions and deletions to capital assets, including CIP accounts.
 - Perform a search for unrecorded liabilities.
 - Testing of significant liability and accrued liability accounts.
 - Testing of long-term debt balances and debt covenants (including pension and OPEB).
 - Analytical review of interest expense.
 - Testing of net position/fund balance classifications.
 - Testing of revenues through either analytical procedures and/or detailed testing.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

PROPOSAL FOR PROFESSIONAL SERVICES

Specific audit approach (continued)

- Testing of expenses through either analytical procedures and/or detailed testing.
- Payroll testing for compliance with approved salary schedules.
- Review the minutes of the board meetings.
- Review significant contracts, debt issuances, leases and other agreements.
- Review of subsequent events after year end (through the completion of our audit).
- Testing for significant commitments to be disclosed in the financial statements.
- Confirm with legal counsel any significant legal matters affecting the Authority.

Segment 3 - Reporting - report preparation/audit conclusion (workpaper review)

During this phase of the audit, our principal objectives will be to evaluate whether the financial statements, taken as a whole, are free from material misstatement and form an opinion(s) and issue our report.

In order to achieve the desired objectives of this phase of the audit, we will:

- Determine whether, based on our substantive testing and other procedures, the financial statements, taken as a whole, are free of material misstatement. This will provide the basis for our opinion(s).
- Review all audit workpapers to ensure that the audit was performed in accordance with the required standards (GAAS, GAGAS, etc.).
- Prepare drafts of all required reports by the agreed-upon dates.
- Conduct an independent review of the financial statement draft by the engagement's quality control partner.
- Issue all reports by the agreed-upon dates.

The above procedures are a general list of procedures to be performed. After our initial review of the Authority and our detailed risk assessment, we will customize the engagement and gear it towards the needs of the Authority and the audit itself. In doing so, we will determine which procedures to perform relative to our risk assessment. All of our audits are customized to each entity, helping to ensure a complete, effective, and efficient audit. The foundation of the above approach is based on open communication coupled with a strong knowledge of the Authority's operations and detailed planning at the initial stages of the audit.

Our firm is dedicated to performing a timely audit engagement. Prior to the start of the audit, we will meet with Authority staff and decide on adequate timeframes, agreed upon by both the Authority and us, for the performance of the audit and the release of the financial statements. *We will dedicate the necessary resources to meet any agree upon time frames.*

Sample sizes

Our sample sizes will be determined in accordance with the AICPA's *Audit and Accounting Guide, Audit Sampling*, and will be selected using professional judgment as permitted by Statement on Auditing Standards. Our methods are designed to provide the most audit coverage without expending excess time. Our sample sizes will depend upon our preliminary assessment of control risk, our planned substantive testing and analytical procedures as well as our professional judgement.

We utilize our Computer Aided Audit Tools (CAAT) software, Teammate Analytics, to draw our audit samples. The software allows us to generate random samples, systematic samples, stratified samples, attributes samples as well as monetary unit samples (also called probability-proportional-to-size or dollar unit sampling).

PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSAL FOR PROFESSIONAL SERVICES

Specific audit approach (continued)

Level of staff and approximate number of hours assigned to each segment

<u>Segment</u>	<u>Partner</u>	<u>Manager</u>	<u>Supervisor</u>	<u>Staff</u>	<u>Total</u>
Segment 1	4	3	14	13	34
Segment 2	7	5	24	27	63
Segment 3	<u>5</u>	<u>4</u>	<u>17</u>	<u>17</u>	<u>43</u>
Totals	<u>16</u>	<u>12</u>	<u>55</u>	<u>57</u>	<u>140</u>

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: October 26, 2019
SUBJECT: PVPTA Title VI Program

INTRODUCTION

The PVPTA has received federal funding through Metro for ten (10) vehicles that were purchased in FY 2012-13. Federal regulations require that the PVPTA develop a Title VI Plan every three years and must receive Board approval for the following reports: (1) Title VI Report; (2) Public Participation Plan, and (3) Limited English Proficiency Plan.

BACKGROUND

Title VI is a Federal law that was enacted to ensure that government-funded services provide such services to communities in a non-discriminatory manner. Specifically, “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (FTA C 4702.1B, II-1-2).

Following the guidance of FTA Circular 4702.1B (October, 2012) “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” PVPTA is required to update the Title VI program every three years. Also, per requirements set forth in FTA Circular 4702.1B, PVPTA must have Board approval for its Title VI documentation prior to the reports being submitted to Metro.

PVPTA’s Title VI documentation is separated into three distinctive categories, which together make up PVPTA’s Title VI required documents. Each of these separate reports is described below.

PVPTA’s Title VI Report

PVPTA’s Title VI Report demonstrates that PVPTA complies with the separate elements contained in FTA Circular 4702.1B.

- a) Approval of Agency Title VI Policies by PVPTA Board of Directors;

- b) Notification of Customers of Protection Under Title VI;
- c) Requirement to Develop Title VI Complaint Procedures and Complaint Form;
- d) Requirement to Record and Report Transit-Related Title VI Investigations, Complaints and Lawsuits;
- e) Requirement to Record Minority Representation on Planning and Advisory Boards;
- f) Requirement to Monitor Subrecipients.

PVPTA's Title VI Report contains language to demonstrate that PVPTA is in compliance with Federal Title VI requirements.

PVPTA Services' Public Participation Plan

The purpose of PVPTA Services' Public Participation Plan is to (a) illustrate how PVPTA reaches out to its customers; (b) how PVPTA' public outreach methods serve to educate minority as well as non-minority communities about the services PVPTA offers to the public and (c) to develop recommendations going forward as to how PVPTA could improve its outreach activities in order to continue to ensure that information of PVPTA' agency services are available to all persons irrespective of race or gender throughout the agency's service area.

PVPTA Services' Limited English Proficiency Plan

PVPTA Services' Limited English Proficiency Plan recognizes that there are many existing and potential PVPTA customers who may not be proficient in English, but still need information about the services that PVPTA provides to customers. As per Federal guidance, PVPTA must conduct a "four-factor analysis" and perform analyses of the population PVPTA serves as well as the overall community in PVPTA service area.

The Limited English Proficiency Plan then presents features that PVPTA offers in order to effectively communicate with its customers and members of the public about the services that PVPTA provides. Finally, similar to the Public Participation Plan, the Limited English Proficiency Plan must contain language associated with future recommendations PVPTA will implement in order to continue to improve its efforts to reach out to those members of the public who have limited proficiency in English (spoken or written).

IMPACT ON BUDGET

None

RECOMMENDATION

Staff requests the Board approve PVPTA Services' Title VI Plan which encompasses the following reports:

- 1) Title VI Report;
- 2) Public Participation Plan; and
- 3) Limited English Proficiency Plan



Title VI
Program Update
Effective: October 30, 2019

Palos Verdes Peninsula Transit Authority
Title VI Program Update

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CONTACT

I. INTRODUCTION

PVPTA's Commitment to Civil Rights

This update of Palos Verdes Peninsula Transit Authority's (PVPTA) Title VI Program has been prepared to ensure that the level and quality of PVPTA's fixed route and demand response services are provided in a nondiscriminatory manner and that the opportunity for full and fair participation is offered to PVPTA's riders and other community members. Additionally, through this program, PVPTA has examined the need for services and materials for persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English.

While it is a matter of principle that PVPTA is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or subjected to discrimination in the receipt of any of PVPTA's services on the basis of race, color or national origin, the contents of this program have been prepared in accordance with Section 601 of Title VI of the Civil Rights Act of 1964 and Executive Order 13116 (Improving Access to Services for Persons with Limited English Proficiency).

The Palos Verdes Peninsula Transit Authority has prepared this Title VI Program Update in compliance with Title 49 CFR Section 21.9(b) and with the Federal Transit Administration (FTA) Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," issued October 1, 2012.

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

*—Civil Rights Act of 1964
Title VI Program | Effective March 31, 2013*

Under the Civil Rights Act of 1964, and as a recipient of federal funding under the programs of the Federal Transit Administration (FTA) of the U.S. Department of Transportation (US DOT), PVPTA has an obligation to ensure that:

"Federal agencies are to examine the services they provide, identify any need for services to those with limited English proficiency, and develop and implement a system to provide those services so LEP persons can have meaningful access to them."—Executive Order 13166

- The benefits of its bus services are shared equitably throughout the service area;
- The level and quality of bus services are sufficient to provide equal access to all riders in its service area;
- No one is precluded from participating in PVPTA's service planning and development process;
- Decisions regarding service changes or facility locations are made without regard to race, color or national origin and that development and urban renewal benefitting a community as a whole not be unjustifiably purchased through the disproportionate allocation of its adverse environmental and health burdens on the community's minority population; and
- A program is in place for correcting any discrimination, whether intentional or unintentional.

PVPTA has engaged the public in the development of this program. The service standards detailed in this program, along with the public engagement process and the events triggering public outreach were all presented and discussed at a Board Meeting on October 30, 2019.

PVPTA's Board of Directors was actively involved in the update of this program. The content of the program was approved and adopted by the Board at a meeting on October 30, 2019.

This program contains all of the elements required of a transit provider operating in an urbanized area of 200,000 or more in population and operating less than fifty vehicles in peak service.

PVPTA's Title VI Program is effective as of October 30, 2019. It has been prepared using data from the most recent (Year 2018) U.S. Census data.¹

¹ U.S. Census, 2017 & 2018 data and Palos Verdes Peninsula Unified School District data 2018-19

II. GENERAL REQUIREMENTS

Notice to the Public

To make PVPTA's riders aware of its commitment to Title VI compliance, and of their right to file a civil rights complaint, PVPTA has presented the following language in English, Chinese, Korean, Spanish, and Japanese, on its website palosverdes.com/pvtransit, buses, and in its bus schedules:

Your Civil Rights

The Palos Verdes Peninsula Transit Authority (PVPTA) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with PVPTA. For more information on PVPTA's civil rights program and the procedures to file a complaint, please contact 310-544-7108; email transit@pvtransit.net or visit our administrative office at 38 Crest Road West, Rolling Hills, CA 90274. For more information about PVPTA programs and services, visit www.palosverdes.com/pvtransit. If information is needed in another language, please contact 310-544-7108

Discrimination Complaint Procedures

PVPTA has established a process for riders to file a complaint under Title VI. Any person who believes that she or he has been discriminated against on the basis of race, color, or national origin by PVPTA may file a Title VI complaint by completing and submitting the agency's Title VI Complaint procedures are available at our administrative offices or on our website palosverdes.com/pvtransit.

The Procedure

Civil rights complaints should be filed immediately. However, PVPTA will investigate complaints up to 180 days after the alleged incident. PVPTA will process complaints that are complete. Once the complaint is received, PVPTA will review it and the complainant will receive an acknowledgement letter informing them whether the complaint will be investigated by PVPTA.

PVPTA has up to thirty days to investigate the complaint. If more information is needed to resolve the case, the PVPTA may contact the complainant. The complainant has thirty days from the date of the letter to send requested information to the investigator assigned to the case.

If PVPTA's investigator is not contacted by the complainant or does not receive the additional information within thirty days, PVPTA can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, one of two letters will be issued to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has ten days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at:
Federal Transit Administration

Federal Transit Administration
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Active Lawsuits, Complaints or Inquiries Alleging Discrimination

PVPTA maintains a list of active investigations conducted by FTA and entities other than FTA, including lawsuits and complaints naming PVPTA that allege discrimination on the basis of race, color or national origin. This list includes the date that the transit-related Title VI investigation, lawsuit or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint; and actions taken by PVPTA in response, or final findings related to the investigation, lawsuit, or complaint.

As of the writing of this program, there are no complaints pending and none have been received in the past three years.

III. PVPTA'S PUBLIC PARTICIPATION PLAN

Key Principals

PVPTA's Public Participation Plan (PPP) has been prepared to ensure that no one is precluded from participating in PVPTA's service planning and development process. It ensures that:

- Potentially affected community members will have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health;
- The public's contribution can and will influence PVPTA's decision making;
- The concerns of all participants involved will be considered in the decision-making process; and
- PVPTA will seek out and facilitate the involvement of those potentially affected.

Limited English Proficiency (LEP)
LEP refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Through an open public process, PVPTA has developed a public participation plan to encourage and guide public involvement efforts and enhance access to PVPTA's transportation decision-making process by minority and Limited English Proficient (LEP) populations. The public participation plan describes the overall goals, guiding principles and outreach methods that PVPTA uses to reach its riders.

Early, Continuous and Meaningful

The steps outlined in the public participation plan offer early (in the planning process), continuous and meaningful opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions at PVPTA. It is a guide for how PVPTA engages its diverse community. PVPTA may continue to improve its public participation methods over time based on feedback from all of its riders and community members including low-income, minority and LEP populations as well as customer and community-based organizations.

Goals of the Public Participation Plan

The overarching goals of PVPTA's PPP, which were presented for public review in October 2019 include:

- **Clarity in Potential for Influence** -The process clearly identifies and communicates where and how participants can have influence and direct impact on decision making.

- **Consistent Commitment** -PVPTA communicates regularly, develops trust with riders and our community and builds community capacity to provide public input.
- **Diversity** -Participants represent a range of socioeconomic, ethnic and cultural perspectives, with representative participants including residents from low income neighborhoods, ethnic communities and residents from Limited English Proficiency
- **Accessibility** -Every reasonable effort is made to ensure that opportunities to participate are physically, geographically, temporally, linguistically, and culturally accessible.
- **Relevance** -Issues are framed in such a way that the significance and potential effect is understood by participants.
- **Participant Satisfaction** -People who take the time to participate feel it is worth the effort to join the discussion and provide feedback.
- **Partnerships** - PVPTA develops and maintains partnerships with communities through the methods described in its public participation plan.
- **Quality Input and Participation** -The comments received by PVPTA are useful, relevant and constructive, contributing to better plans, projects, strategies and decisions.

Objectives of the Public Participation Plan

PVPTA's Public Participation Plan is based on the following principles:

- **Flexibility** -The engagement process will accommodate participation in a variety of ways and be adjusted as needed.
- **Inclusiveness** -PVPTA will proactively reach out to and engage low income, individuals with disabilities, minority and LEP populations from the PVPTA service area.
- **Respect** - All feedback will be given careful and respectful consideration.
- **Proactive and Timeliness** -Participation methods will allow for early involvement and be ongoing.
- **Clear, Focused and Understandable** -Participation methods will have a clear purpose and use for the input, and will be described in language that is easy to understand.
- **Honest and Transparent** -Information provided will be accurate, trustworthy and complete.
- **Responsiveness** -PVPTA will respond and incorporate appropriate public comments into transportation decisions.
- **Accessibility** - Meetings will be held in locations which are fully accessible and welcoming to all area residents, including, but not limited to, individuals with disabilities, low-income and minority members of the public and in locations relevant to the topics being presented and discussed.

PVPTA will use its public participation plan when considering fare changes, modifications to routes and schedules and other transit planning projects when:

- A fare increase or significant change in the method of fare payment is being considered;
- A new route is established;
- An existing route is proposed for elimination;
- Considering the total discontinuance of service on any line or group of lines on any given day when service is currently offered;
- Any system-wide change in service hours that exceeds (plus or minus) 10% of current total service hours;
- Routing on any given route or group of routes that affects more than 25% of the riders using the affected route(s); or
- Schedules are changed on any given route or group of routes that reduces the total number of one-way bus trips by more than 25% of the current number of bus trips.
- For minor schedule and service changes not rising to the level of those above, PVPTA will post service change notices on appropriate buses and stops sixty days in advance of the change date.

PVPTA's Public Participation Process

PVPTA's PPP includes many new mediums extending beyond the traditional approach which relied on legal notices and intermittent media coverage. While PVPTA maintains these elements to its outreach program along with traditional seat-drop flyers, PVPTA has availed itself of the communication methods more widely used by members of our community and riders.

While there may be minor variation in the outreach process from time-to-time, the outline below provides the general steps for engaging riders in the decision making process using a fare or service change as an example.

1. A service/fare change proposal is developed internally or as a result of public comment;
2. If required, authorization from the PVPTA Board of Directors is sought to proceed to a public comment period;
3. Public outreach venues, dates and times are determined with consideration of the proposed changes and their impact on specific locations/populations within the PVPTA service area;
4. Bilingual (English and Chinese, Japanese, Spanish, and Korean) public outreach materials and a program are developed;
5. Outreach In advance of public information sessions is released (using tool-box of mediums listed below);
6. An Email is transmitted to PVPTA community partners;
7. TV-33 interviews may be conducted (if available);
8. The public comment period ends;
9. A PVPTA Board of Directors summary package is presented detailing the outcome of the public participation process along with staff recommendations;
10. The final service/fare change date is set;

11. Outreach is conducted in advance of any service or fare change;
12. Bilingual system timetable and website updated in advance of the proposed change.

Selection of Meeting Locations

When determining locations and schedules for public meetings, PVPTA will:

- Schedule meetings at times and locations that are convenient and accessible for minority and LEP communities including mornings, afternoon and evenings to allow people with conflicting work schedules to attend;
- Host meetings in ADA compliant buildings;
- Employ different meeting sizes and formats including town hall type meeting formats;
- Coordinate with community organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities;
- Consider radio, television, or newspaper ads as well as podcasts that serve LEP populations.
- Provide opportunities for public participation through means other than written communication, such as one-on-one interviews or use of audio or video recording devices to capture oral comments.

PVPTA Mediums (Bi-Lingual)

- Print – Newspapers and other periodicals
- Website – PVPTA has assembled a comprehensive website with automatic alerts
- PVPTA has developed a monthly email which now reaches 280+ opt-in readers
- Video/YouTube – PVPTA has developed a How to Ride Video
- Seat Drops, On-board Flyers – PVPTA regularly uses seat drops and flyers to provide riders with details of service changes and schedules of public meetings and hearings.
- Direct Mail to Community Partners
- Public Information Sessions
- Public Hearings
- Legal Notices

Addressing Comments-The Incorporation of Public Comments into Decisions

All comments received through the public participation plan are given careful, thoughtful consideration. Because there are a number of different ways riders or members of the community can comment on proposed service or fare changes (mail, email, social media, public meetings and others), all comments are assembled into a single document for presentation the PVPTA Board of Directors for consideration.

Identification of Stakeholders-Our Community Partners

Stakeholders are those who are either directly or indirectly affected by a plan, or the recommendations of that plan. Those who may be adversely affected, or who may be denied benefit of a plan's recommendation(s), are of particular interest in the identification of specific stakeholders. Stakeholders can come from a number of groups including general citizens/residents, minority and low-income persons, public agencies, and private organizations and businesses. While stakeholders may vary based on the plan or program being considered, PVPTA has assembled a listing of stakeholders with whom we regularly communicate through email and direct mail. A complete list of PVPTA's community stakeholders can be obtained by contacting PVPTA.

During the past three years the PVPTA had made outreach efforts to numerous community groups including:

- Palos Verdes Peninsula High School
- Palos Verdes High School
- Ridgecrest Intermediate School
- Miraleste Intermediate School
- Palos Verdes Intermediate Schools
- Fort MacArthur military housing
- Peninsula Seniors
- Palos Verdes Peninsula Senior Health Fair
- Cities of Rancho Palos Verdes, Palos Verdes Estates, and Rolling Hills Estates

The outreach to Peninsula School District events includes contact with student groups that represent LEP populations. The majority of passengers utilizing PVPTA service are school age and this reflects in our Agency's outreach to community groups.

Stakeholder List

Any community organization or person can be added to PVPTA's stakeholder list and receive regular communications regarding service changes by contacting the PVPTA administrative office at (310) 544-7108. Local organizations and businesses can also request that a speaker from PVPTA attend their regular meeting at the same number or through the PVPTA website palosverdes.com/pvtransit

IV. LANGUAGE ASSISTANCE PLAN

Improving Access for People with Limited English Proficiency

In order to ensure meaningful access to programs and activities, PVPTA uses the information obtained in a Four Factor Analysis to determine the specific language services that are appropriate. This analysis helps PVPTA to determine if it communicates effectively with LEP persons and informs language access planning.

The Four Factor Analysis is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by PVPTA;
2. The frequency with which LEP persons come into contact with PVPTA services and programs;
3. The nature and importance of PVPTA's services and programs in people's lives; and
4. The resources available to PVPTA for LEP outreach, as well as the costs associated with that outreach.

Analysis Using Four Factor Framework

The PVPTA has conducted the following analysis using the four factors identified in the DOT LEP Guidance:

I. Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population.

Task 1, Step 1: Examine prior experiences with LEP individuals

Bus operators and customer service staff report infrequent interactions with LEP persons in the Palos Verdes Peninsula. The majority of interactions with LEP persons are request for information relating to the use of transit services, including route, schedule, fare, and transfers. This occurs primarily on Route 225-226 at San Pedro and Redondo Beach transfer points.

Task 1, Step 2: Become familiar with data from The U.S. Census

The U.S. Census 2017 American Community Survey (ACS) describes languages spoken in Los Angeles County and number speaking each language as follows:

Language	Number of Speakers
English Only	4,112,214
Spanish	3,763,551
Chinese	390,529
Tagalog	233,330
Korean	174,786
Armenian	175,341
Vietnamese	87,313
Persian	75,113
Japanese	52,623
Russian	50,994
Arabic	44,300
French	40,949

Task 1, Step 2A: Identify the geographic boundaries of the area that your agency serves

PVPTA's transit service operates almost exclusively in the Palos Verdes Peninsula. The bus routes serve Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills Estates and small parts of San Pedro and Redondo Beach.

The City's service area is also illustrated in the map shown in the following section.

Task 1, Step 2B: Obtain Census data on the LEP population in your service area

Shown below is the data² on *Language Spoken at Home by ability to Speak English for the Population 5 Years and over*.

² U.S. Census, 2017 & 2018 data and Palos Verdes Peninsula Unified School District data 2018-19

Language Spoke at Home- Population 5 years and over-Palos Verdes Peninsula	Estimate	Percent
English Only	42,329	66.69%
Language other than English	17,953	29.11%
Speaks English less than "very well"	7,347	11.57%
Chinese	4,603	7.25%
Speaks English less than "very well"	1,289	2.03%
Japanese	3,378	5.32%
Speaks English less than "very well"	2,452	3.86%
Korean	3,158	4.97%
Speaks English less than "very well"	1,145	1.80%
Spanish	2,675	4.21%
Speaks English less than "very well"	788	1.24%
Other languages	7,331	11.55%
Speaks English less than "very well"	1,673	2.64%

Task 1, Step 2C: Analyze the data you have collected

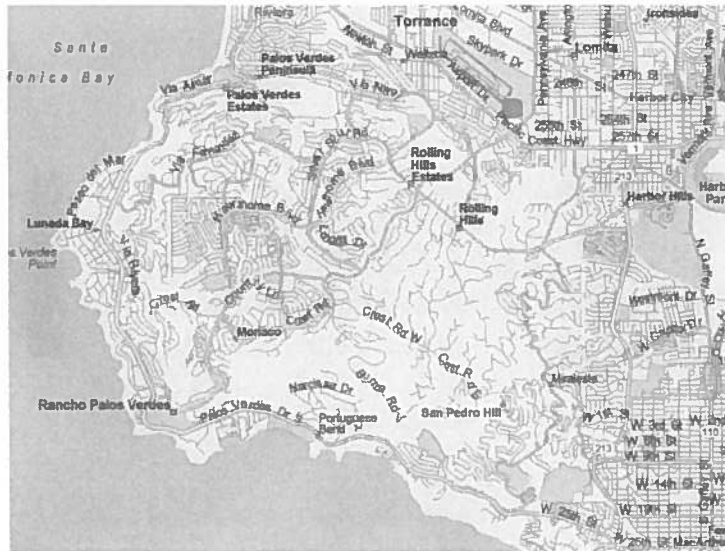
Limited English Proficiency is determined by adding those who speak English in all categories other than very well.

The Palos Verdes Peninsula's total population is 67,473. A total of 7,347 persons (11.57%) are identified with limited English proficiency. Of these persons 1,289 speak Chinese, 2,452 speak Japanese, and 1,145 speak Korean.

Task 1, Step 2D: Identify any concentrations of LEP persons within your service area

The large majority of Peninsula patrons with LEP speak Chinese, Japanese, and Korean and reside in all areas of the Peninsula as shown below.

PVPTA SERVICE AREA



Task 1, Step 3: Consult state and local sources of data

Data obtained from the 2017 Census supports the conclusion that Spanish speaking persons make up the majority of all persons not speaking English “very well” in Los Angeles County. LEP persons speaking Chinese, Korean, Armenian, and Tagalog are also well represented. While the data from the 2017 Census encompasses a much large area than PVPTA’s service area, the data is anecdotally useful.

PV Transit bus operators come in contact with Spanish speakers on Route 226-226.

Task 1, Step 4: Reach out to community organizations that serve LEP persons

LEP persons are served by many organizations in the Peninsula and surrounding communities, including various school districts, government agencies, churches, and other community organizations.

Task 1, Step 4A: Identify community organizations

The PVPTA is in contact with several community organizations that serve the LEP community. PV Transit will reach out to these organizations to explain the Authority’s service and learn how the Agency can better serve these communities.

Task 1, Step 4B: Contact relevant community organizations

PVPTA staff is in contact with the organizations listed in Step 4A as well as the Palos Verdes Peninsula Unified School District.

II. Factor 2: The Frequency with Which LEP Individuals Come into Contact with your programs, activities, and services

Bus operators and customer service staff report infrequent interactions with LEP persons in the Palos Verdes Peninsula. The majority of interactions with LEP persons are request for information relating to the use of transit services, including route, schedule, fare, and transfers. This occurs primarily on Route 225-22 at San Pedro and Redondo Beach transfer points.

Task 2, Step 1: Review the relevant programs, activities, and services you provide

LEP individuals inquire about the programs and services that the PVPTA provides on an infrequent basis. Operational services include fixed-route and dial-a-ride service. LEP individuals come into contact with PVPTA staff by calling and emailing the administrative office and talking to bus drivers.

Task 2, Step 2: Review information obtained from community organizations

As part of a future transit study (FY 2020-21), PVPTA will conduct surveys on the frequency in which LEP individuals use transit service, and what modes of service or particular routes are used most frequently.

Task 2, Step 3: Consult directly with LEP persons

Almost all of the LEP persons that utilize PVPTA transit services speak Chinese, Japanese, and Korean. The PVPTA continually interacts with community groups and will identify any new LEP groups that speak languages other than Chinese, Japanese, and Korean and provide additional language assistance as necessary.

III. Factor 3: The Importance to LEP Persons of Your Program, Activities and Services

Task 3, Step 1: Identify your agency's most critical services

PVPTA's most critical services include:

- Fixed Route transit service
- Dial-A-Ride Service

If English is a barrier to using these services then the consequences for the individuals are serious, including limited access to obtain health care, education, employment, and faith-based institutions. Critical information from PVPTA which can affect access includes:

- Route and Schedule information
- System rules and information about how to ride
- Public service announcements
- Safety and security announcements
- Complaint and commendation forms
- Web Pages
- Communication related to program changes
- Information about dial-a-ride service

Task 3, Step 2: Review input from community organizations and LEP persons

Based on input for LEP persons, the most critical services provided by PVPTA are:

- Fixed Route transit service
- Dial-a-ride service

IV. Factor 4: The Resources Available to the Recipient and Costs

Task 4, Step 1: Inventory language assistance measures currently being provided, along with associated costs.

Several bus drivers and one administrative staff member speak Spanish. No PVPTA staff or contractors speak Chinese, Japanese, or Korean.

Task 4, Step 2: Determine what, if any, additional services are needed to provide meaningful access

Two additional services were identified as part of the Four Factor Analysis:

- Create bi lingual information for dial-a-ride and fixed route service (Korean, Chinese, Japanese)
- Utilize **Language Line Solutions** translation service on an as-needed basis for customers that speak Chinese, Japanese, or Korean. This information will be included in the bi lingual information noted above.

Task 4, Step 3: Analyze your budget

The cost associated with implementing further LEP measures are limited to staff time, translation fees, and printing costs.

Task 4, Step 4: Consider cost effective practices for providing language services

PVPTA collaborates with community organizations identified in Task 1 to provide cost effective practices to provide:

- Distribution channels for printed information
- Educational and outreach opportunities to help improve access for LEP persons.

V. OUTCOMES

New tools and alerting riders of language assistance

Based on the information presented in the Four Factor Analysis previously reviewed, the Authority will implement the following items to assist the LEP population in utilizing the PVPTA's services:

- Create bi lingual (Chinese, Japanese, or Korean) information for dial-a-ride and fixed route service as well as Title VI complaint forms, Title VI Civil Rights Notice and complaint procedures.
- Utilize Language Line translation service on an as-needed basis for customers that speak Chinese, Japanese, or Korean.

The PVPTA is a very small organization with only 2-3 staff members in the office at any one time. The Administrator interacts with staff on a daily basis and learns about any contacts with the LEP population. Any changes to the Authority's LEP program will made as-needed basis.

VI. DECISION MAKING BODIES

Non-Elected Committees and Councils

At PVPTA, decisions regarding policy, service changes, fares, capital programming and facility locations are made by a municipally appointed Board of Directors. PVPTA's Board of Directors is composed of six Council Members representing three cities who are members of PVPTA.

Meetings of the PVPTA Board of Directors are always open to the public, held at the Rolling Hills Estates City Hall and other locations in the Peninsula.

Body	Caucasian	Latino	African American	Asian American	Native American
Board of Directors	6	0	0	0	0

VII. SERVICE STANDARDS AND POLICIES

PVPTA has developed a set of quantifiable service standards and policies. These service standards were updated in 2016 through a public participations process, approved by PVPTA's Board of Directors. Outreach includes a public hearing held on fare changes in September 2013. There have been no fare changes since 2013.

These service standards and policies include:

- Vehicle Load
- Headways (Frequencies)
- On-time Performance (Schedule Adherence)
- Service Availability
- Vehicle Assignment Policy
- Transit Amenity Policy

Vehicle Load

Vehicle load is expressed as the ratio of passengers to the total number of seats on a vehicle.

Vehicle Type	Seated Capacity	Standing Capacity	Total Capacity	Maximum Load
Aerotech	24	6	30	1.25
Access	30	8	38	1.25
Blue Bird-CSRE	44	11	55	1.25
Blue Bird	52	0	52	1.00

Vehicle Headway (Frequency)

Vehicle headway is the amount of time between two buses traveling in the same direction on a given route. PVPTA buses are scheduled with a variety of frequencies based generally on demand. Routes are schedule in 15- and 30-minute frequencies and hourly on Route 225-226.

Shown below is vehicle headway by route. Please note that all routes, except Route 225-225 only run during the peak periods (6 a.m. to 9:00 a.m. and 2:00 p.m. to 5:00 p.m.).

	Green	Gold	Silver	White	Blue	Orange	225-226
Frequency	15-30 min.	60 min.	10-20 min.	10-20 min.	10-20 min.	10-20 min.	40-50 min.

PVPTA will also consider more frequent service where ridership levels warrant and funding levels permit and less frequent services where demand dictates.

On-Time Performance

Among the most important service standard for riders is on-time performance or adherence to published schedules.

- A vehicle is considered on time if it departs a scheduled time point no more than one minute early and no more than 5 minutes late.
- PVPTA's on-time performance objective is 90% or greater.

Service Availability – Access to the Bus

PVPTA currently provides transit service so that 83% of all residents of the Peninsula are within 1,300 feet (1/4 mile) walk of bus service. Consideration is given to new markets as demand warrants and as resources become available.

Vehicle Assignment Policy

With several practical considerations, PVPTA assigns buses to service so that average age of the buses serving each route does not exceed the average age of the fleet. Bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route.

Larger buses (30' +) cannot be operated on the White, Blue, and Silver Routes due to turning radius issues at several locations.

Transit Amenity Policy

PVPTA has over 200 bus stops in the Peninsula area. Many of these bus stops were located 20-30 years ago. PVPTA works with the three cities in the Peninsula along with Metro to coordinate the installation, removal, and upgrades of bus stops in the service area.

Residents requesting changes to bus stops can make their request through the PVPTA's website or by e-mail at transit@pvtransit.net

Bus benches and shelters are installed and maintained by member agencies.

Summary of Changes

There are been no changes in the PVPTA's fare structure in the past three years. There have been minor service changes in the past three years that have not triggered at Title VI determination.

Construction Equity Analysis

The PVPTA owns no facilities and has no plans to construct any new facilities.

VIII. PROGRAM SPECIFIC REQUIREMENTS

Title VI Monitoring

The results of the ongoing monitoring of service standards as defined in the PVPTA's 2019 program can be obtained by contacting PVPTA.

Sub recipient Compliance

During this report period, PVPTA did not engage with any sub recipients.

Equity Analysis for Facility

During the past three years, PVPTA has not constructed a vehicle storage, operations center or maintenance facility.

Demographic Service Profile

Because PVPTA operates fewer than 50 buses in peak service, a demographic service profile was not prepared for this plan update.

IX. GRANTS, REVIEWS AND CERTIFICATIONS

Pending Applications for Financial Assistance

PVPTA has no pending applications for financial assistance for any federal agency.

Pending FTA Grants

None

Open FTA Grants

CA-90-Y294 (sub recipient to Metro)

Civil Rights Compliance Reviews in the Past 3 Years

Sub-recipient to Metro

Recent Annual Certifications and Assurances

PVPTA submits above document to Metro annually.

Previous Triennial Review Findings

Sub-recipient to Metro

CONTACT

For addition information on the Palos Verdes Peninsula Transit Authority Title VI Plan, or its efforts to comply with the Civil Rights Act of 1964 or Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency, please contact:

Mr. Martin Gombert Administrator
PVPTA
P.O. Box 2656
Palos Verdes Peninsula, CA 90274

transit@pvtransit.net

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: October 26, 2019
SUBJECT: Approve Quote from Cubic Transportation Systems

OVERVIEW

In February 2013 the PVPTA Board approved a contract with Nextbus to provide a real-time passenger information system on the Authority's vehicles. Since the contract award Nextbus was purchased by Cubic Transportation Systems.

Cubic notified our agency earlier this year the Verizon was discontinuing the operation of the 3G system in December 2019 and that our vehicle's modems would need to be upgraded to the 4G standard.

FISCAL ANALYSIS

The proposed quote from Cubic is \$27,293 for the purchase and installation of new modems for the Nextbus system as well as an estimate of up to \$9,000 for travel expenses. A copy of Cubic's quote dated October 22, 2019 is attached to this memorandum.

Staff has reviewed this quote with the City of Glendale, which uses a similar GPS system, and Metro's Department of Information and Technology Services.

The replacement of the modems in our vehicles was included in the FY 2019-20 capital budget.

RECOMMENDATION

Approve the quote from Cubic Transportation Systems for an amount not to exceed \$36,293.00.

1800 Sutter Street, Suite 900, Concord, CA 94520
 Tel: (925) 686-8200 - Fax: (925) 686-8220

Palos Verdes Peninsula Transit

10/22/19

Martin Gombert

Cust # 1000716

Email transit@pvtransit.net

SHIPPING ADDRESS

PO Box 2656
 PV Peninsula, CA 90274

38 Crest Road West
 Rolling Hills, CA 90274

SF# P29626

One-Time Costs					
Qty	Part Number	Description	Unit	Unit Price	Extension
Hardware					
25	SNKM4-300-8826	Atmel to AT1 / LMU Upgrade (AT&T)	Per Unit	\$658	\$16,450
2	SNKM4-300-9304	SPARE AT1 / LMU - AT&T	Per Unit	\$233	\$466
One-Time Hardware Subtotal:					\$16,916
Services					
25	Service	Installation -- DCU4 Basic Upgrade	Per Unit	\$267	\$6,675
27	Shipping	Shipping - DCU4	Per Unit	\$41	\$1,107
1	Program Management	Program Management	Lump Sum	\$2,595	\$2,595
One-Time Services Subtotal:					\$10,377
One-Time Total :					\$27,293
GRAND TOTAL (excluding Travel)					\$27,293
9	Travel Estimate (NTE) - see assumption below for details		Per Day Per Person	\$1,000.00	\$9,000.00

Notes

- Pricing valid 30 days, thereafter subject to change
- All services scheduled upon receipt of order
- Past due amounts shall bear a late payment charge, until paid, at the rate of 1.5% per month or the maximum amount permitted by law, whichever is less.
- Cubic will invoice customer for equipment upon shipment of equipment or completion of service. Customer will pay the invoice within 30 days of the date the invoice was issued.
- All quotes based on USD currency
- For equipment orders, inventory purchases may result in sales tax. If Customer is not tax exempt, sales tax may be added to the invoice.
- All payments are exclusive of federal, state, local and foreign taxes, duties, tariffs, levies, withholdings and similar assessments, and Customer agrees to bear and be responsible for the payment of all such charges, excluding taxes based upon Cubic's net income.

INSTALLATION QUOTE ASSUMPTION

1. Installation Assumptions

a. The quoted price for installation is a firm fixed price based on the following

- i. The installation team will have full access to vehicles, signs, platforms, and/or agency facilities and as outlined in the agency site questionnaire, per a mutually agreed upon installation schedule.
 - ii. The modification and testing shall consist of removal and installation of the new supplied parts, reporting modifications to Cubic and verifying that the new solution is working.
 - iii. The price assumes the installation team completing three (3) installations per day/night assuming there will be no travel between the installation sites. The price could increase due to delays in access to vehicles and/or site locations and to accommodate travel between sites that may be greater than fifteen (15) minutes.
 - iv. The installation price does not include rental of equipment required to complete the installation.
 - v. If the installers must wait on any third party for assistance, block off a travel lane, or if the team must work on traffic diversions, safety perimeters, revisit the equipment, etc (i.e. power company, agency personnel, etc), then the three (3) installations per day/night is at risk and the price estimate could increase to accommodate the additional time required to complete.
- b. The quoted price includes a not-to-exceed per daily travel cost of \$1,000/day for the installation team. Travel and associated expenses will be billed separately at actual cost plus an calculated on a per diem basis based on the city where work is being performed using the GSA Per Diem Rates, which can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Mileage when using a personal vehicle will be reimbursed based on IRS guidelines will be followed for per mile charges to / from locations.

2. Updated Contract Terms

- a. Cubic Service Level Agreement (SLA) and Equipment Warranty and Repair terms are inclusive of purchasing spares and providing support for drop ship to Cubic for break/fix/repair (please see Exhibits A, B and C). All additional onsite visits by Cubic employees or subcontractors, that are in excess of the initial installation, will be billed based on a Time & Material (T&M) basis.
- b. Potential credits will be mutually reviewed and evaluated based on prepaid services for legacy equipment that could be applied in form of discount-based on date of installation of the new,

This agreement is issued by and between Cubic Transportation Systems, Inc. ("Cubic") and Palos Verdes Peninsula Transit, ("Customer") based on Cubic's Standard Terms and Conditions and, if applicable, the Service Level Agreement which are both located at www.cubic.com/NextBus-Legal.

Check box, Yes, our Agency is Tax Exempt
Submit Tax Exempt documentation to

Nina.Sayavong@Cubic.com

Accepted By:

Palos Verdes Peninsula Transit

Cubic Transportation Systems, Inc.

By _____

Title _____

Signature _____

Date _____

By _____

Title _____

Signature _____

Date _____

To execute this order: please complete, sign, and return via email to:

orders@nextbus.com

System Implementation

- 1) Signed PO, execution of contracts & agreements
- 2) Establish Kickoff Meeting -- set project timeline, establish training and support processes
- 3) Designate Project Managers - one for NextBus, one for Customer
- 4) Cubic ships, installs and tests hardware / sets up routes and schedules in Cubic NextBus system
- 5) Calibrate predictions, perform system QA
- 6) Customer training - management and operations staff
- 7) Initial 30 days: set up SMS, verify predictions, hardware (re)checks, verify proper use and log-ins
- 8) Go Live!

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MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: October 26, 2019
SUBJECT: Charter Service Rates for Community Groups

BACKGROUND

PV Transit has provided charter service on the Peninsula for many years for community groups and local governments. This service provides local groups and agencies a convenient and knowledgeable transportation provider to operate local shuttle services.

Shown below are the charter services that have been operated by the Authority in 2019:

- City of Rancho Palos Verdes, April 13th, Whale of a Day Shuttle
- PV Chamber of Commerce, June 8th and 9th, PV Street Fair
- Chadwick School, June 15th, parking lot shuttle for graduation
- City of Rancho Palos Verdes, July 4th, shuttle service
- Peninsula Committee Children's Hospital, September 7th & 8th, shuttle service for horse show

The charter rate for community groups is \$72.00 per hour. For services provided to member agencies, the Authority charges for the cost of the service, including fuel, at the rate of \$37.67 per hour.

A community group recently requested a discount for charter services provided by the Authority. The Authority has not provided discounted service to community groups in the past.

ANALYSIS

Staff contacted several agencies in Southern California to learn of their policies relating to discounting charter services for community groups. Seven agencies responded and their policies are shown below.

Agency	Provide Charter Service?	Notes
Beach Cities Transit (Redondo Beach)	No	Agency is strictly limited by Federal regulations on providing charter service
City of Carson	No	Carson residents receive 50% off excursions operated by the City.
City of Glendale	No	
Los Angeles County Department of Public Works	No	Individual Supervisor offices can provide free service for community groups.
City of Manhattan Beach	No	
Pomona Valley Transportation Authority	No	Discounted group trips operated primarily for local Parks and Recreation departments.
Torrance Transit	No	Agency is strictly limited by Federal regulations on providing charter service

RECOMMENDATION

Provide direction to staff.