

AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
April 18, 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. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing:

Page 4

	Checks	Amount
July-Sep. '18	6105-6169	\$662,642.21
Oct.-Dec. '18	6170-6227	\$939,810.48
Jan.-Mar. '19	6228-6287	\$513,540.45
TOTAL		\$2,115,993.14

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.

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| 2. Approval of June 14 th and December 15, 2018 Board Minutes | Page 8 |
| 3. Administrative Services Co-Op Contract Extension | Page 14 |
| 4. Reaffirmation of Investment Policy | Page 16 |

Recommendation: Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

I. MONTHLY & REGULAR REPORTS

- | | |
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| A. <u>Operations Report</u> | Page 20 |
| 1. Review of ridership data for the period ending 03/31/19 | |

Recommendation: Receive and file report

- | | |
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| B. <u>Finance</u> | |
| 1. <u>Financial Statements as of December 31, 2018</u> | Page 26 |

Recommendation: Receive and file statements.

II. NEW BUSINESS

- | | |
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| A. Contract for Authority Administration | Page 30 |
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Recommendation: Approve Amendment #5

- | | |
|---|---------|
| B. Proposition A Fund Exchange with Rolling Hills | Page 32 |
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Recommendation: Approve Agreement with Rolling Hills

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| C. Modifications to PV Transit Dial-A-Ride Program | Page 37 |
|--|---------|

Recommendation: Provide Direction to Staff

III. OLD BUSINESS

None

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

(10 mins) **CHAIR AND MEMBER ITEMS REPORT:**

Election of Officers

Page 47

ADJOURNMENT: Rolling Hills Estates City Hall, May 16, 2019

Palos Verdes Peninsula Transit Authority
Checks Written for Month
 June through September 2018

Date	Num	Name	Memo	Original Amount
Jun - Sep 18				
07/15/2018	eft	First Data	Software	-30.20
06/19/2018	6105	Administrative Services Co-Op	Dial-A-Ride Service, May 2018	-14,855.62
06/19/2018	6106	AT&T	Account No. 0206360576001	-108.59
06/19/2018	6107	California J.P.I.A.	Liability Insurance	-10,717.00
06/19/2018	6108	County Sanitation Districts of LA County	July 2018-Parking Lot Lease	-7,506.30
06/19/2018	6109	Frontier Communications7108	310 544-7108-062795-5	-306.44
06/19/2018	6110	Macias Gini & O'Connell. LLP	FY 2017 Audit	-3,112.50
06/19/2018	6111	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, May 2018	-3,527.55
06/19/2018	6112	MV Transportation, Inc.	Fixed Route Transit Service, May 2018	-231,373.46
06/19/2018	6113	Office Depot	Account 34585368	-127.42
06/19/2018	6114	ReadyRefresh by Nestle	Water	-24.06
06/19/2018	6115	Transit Information Products	Marketng	-225.84
06/19/2018	6116	Trillium Solutions	IT Assistance	-1,200.00
06/19/2018	6117	White Wings Cleaning Service	Office Cleaning	-110.00
06/19/2018	6118	Xerox	Account 719892051	-309.60
06/26/2018	6119	Mobility Advancement Group	Administrative Services for June 2018	-17,363.12
06/26/2018	6120	Hilda Gharabegian	Refund for 30 rides, Account 5296	-180.00
07/19/2018	6121	Administrative Services Co-Op	Dial-A-Ride Service, June 2018	-13,340.06
07/19/2018	6122	AT&T	Account No. 0206360576001	-130.83
07/19/2018	6123	Clean Energy	CNG Fule, June 2018	-27,514.21
07/19/2018	6124	County Sanitation Districts of LA County	August 2018, Parking Lot Lease	-7,506.30
07/19/2018	6125	Darold D. Pieper	Legal Services	-75.00
07/19/2018	6126	Frontier Communications7108	310 544-7108-062795-5	-303.02
07/19/2018	6127	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, June 2018	-1,627.83
07/19/2018	6128	MV Transportation, Inc.	Fixed Route Transit Service, June 2018	-70,603.80
07/19/2018	6129	PC Parlor	IT Assistance	-37.50
07/19/2018	6130	PVPUSD	Utilities	-282.61
07/19/2018	6131	White Wings Cleaning Service	Office Cleaning	-110.00
07/19/2018	6132	Xerox	Account 719892051	-321.78
07/24/2018	6133	California Department of Tax and Fee Adm.	Noice ID: 0002 8442 469, Fuel Tax	-910.84
07/24/2018	6134	Palos Verdes On the Net	Invoice 2018-2, Web services for April, May, June :	-1,300.00
07/24/2018	6135	Mobility Advancement Group	Administrative Services for July 2018	-17,357.37
08/13/2018	6136	Michael Martinoff	Dial-A-Ride Refund	-66.00
08/13/2018	6137	Otto Muenchow	Dial-A-Ride Refund	-78.00
08/13/2018	6138	Lois Mc Dannold	VOID:	0.00
08/13/2018	6139	Miriam Gilbert	Dial-A-Ride Refund	-78.00
08/13/2018	6140	County Sanitation Districts of LA County	June 2016 Parking Lot Lease	-7,506.30
08/14/2018	6141	Administrative Services Co-Op	Dia-A-Ride Service, July 2018	-12,952.65
08/14/2018	6142	Frontier Communications7108	310 544-7108-062795-5	-301.29
08/14/2018	6143	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, July 2018	-639.05
08/14/2018	6144	MV Transportation, Inc.	Fixed Route Service, July 2018	-57,647.25
08/14/2018	6145	Office Depot	Account 34585368	-85.41
08/14/2018	6146	Palos Verdes Peninsula Directory	Senior Transportation Services	-655.00
08/14/2018	6147	PitneyBowes Global Financial Services	Postage Meter	-264.03
08/14/2018	6148	ReadyRefresh by Nestle	Account 0024293722	-12.03
08/14/2018	6149	Remix Software, Inc.	Planning Software	-17,200.00
08/14/2018	6150	White Wings Cleaning Service	Office Cleaning	-110.00
08/14/2018	6151	Xerox	Account 719892051	-288.45
08/23/2018	6152	A-Z Bus Sales, Inc.	Bus Seats	-2,412.95
08/23/2018	6153	Clean Energy	CNG Fuel, July 2018	-10,867.45
08/23/2018	6154	EvanBrooksAssociates, Inc.	Planning Assistance	-1,155.00

Palos Verdes Peninsula Transit Authority
Checks Written for Month
 June through September 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
08/23/2018	6155	Gayle Albin-Bailey	Bookkeeping Service	-881.25
08/23/2018	6156	Wells Fargo	Acct 4484610008047386	-836.52
08/31/2018	6157	Mobility Advancement Group	Administrative Services for August 2018	-17,366.00
08/31/2018	6158	Lindsay Przybylowica	PV Transit pass refund	-295.00
09/11/2018	6159	Nadine Mendoza	PV Transit Pass Refund	-280.00
09/20/2018	6160	Administrative Services Co-Op	Dial-A-Ride Service, August 2018	-14,559.43
09/20/2018	6161	AT&T	Account No. 0206360576001	-360.35
09/20/2018	6162	County Sanitation Districts of LA County	October 2018, Parking Lot Lease	-7,506.30
09/20/2018	6163	Frontier Communications7108	310 544-7108-062795-5	-309.96
09/20/2018	6164	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, August 2018	-1,426.02
09/20/2018	6165	MV Transportation, Inc.	Fixed Route Service, August 2018	-70,294.37
09/20/2018	6166	Purchase Power	Postage Meter	-352.60
09/20/2018	6167	ReadyRefresh by Nestle	Account 0024293722	-12.03
09/20/2018	6168	Wells Fargo	Charter Bus Fees, Invoiced to PVPUSD	-3,053.08
09/20/2018	6169	Xerox	Account 719892051	-291.59
				\$ 662,642.21

Jun - Sep 18

**Palos Verdes Peninsula Transit Authority
Checks Written for Month
January - March 2019**

Date	Num	Name	Memo	Original Amount	Paid Amount
Oct - Dec 18					
10/02/2018	6170	Mobility Advancement Group	Administrative Services for September 2018	-17,357.37	-17,357.37
10/04/2018	6171	Helen Dyer	Dial-A-Ride Refund	-114.00	-114.00
10/04/2018	6172	City of Palos Verdes Estates	PVE Cares Senior Health Fare	-50.00	-50.00
10/18/2018	6173	Laura Kelly	Dial-A-Ride Refund	-120.00	-120.00
10/18/2018	6174	William Ritchie	Dial-A-Ride Refund	-204.00	-204.00
10/18/2018	6175	Nancy Budar	Dial-A-Ride Refund	-12.00	-12.00
10/18/2018	6176	Della Rodes	Dial-A-Ride Refund	-48.00	-48.00
10/18/2018	6177	Administrative Services Co-Op	Dial-A-Ride Service, September 2018	-13,458.05	-13,458.05
10/18/2018	6178	AT&T	Account No. 0206360576001	-136.21	-136.21
10/18/2018	6179	Clean Energy	CNG Fuel for September 2018	-11,041.29	-11,041.29
10/18/2018	6180	County Sanitation Districts of LA County	October 2018	-7,506.30	-7,506.30
10/18/2018	6181	Frontier Communications7108	310 544-7108-062795-5	-316.91	-316.91
10/18/2018	6182	Lomita Business Machines	Fax machine repair	-120.00	-120.00
10/18/2018	6183	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, September 2018	-3,530.36	-3,530.36
10/18/2018	6184	MV Transportation, Inc.	Fixed Route Bus Service, September 2018	-113,836.11	-113,836.11
10/18/2018	6185	Office Depot	Account 34585368	-128.58	-128.58
10/18/2018	6186	PitneyBowes Global Financial Services	Postage Meter	-294.03	-294.03
10/18/2018	6187	PVPUSD	Utilities	-752.91	-752.91
10/18/2018	6188	ReadyRefresh by Nestle	Account 0024293722	-12.03	-12.03
10/18/2018	6189	Wells Fargo	Acct 4484610008047386	-162.63	-162.63
10/18/2018	6190	White Wings Cleaning Service	Office Cleaning, August - September 2018	-220.00	-220.00
10/18/2018	6191	Xerox	Account 719892051	-300.74	-300.74
10/25/2018	6192	CKG Communications	Invoice PVPIA 117	-995.00	-995.00
10/29/2018	6193	Mobility Advancement Group	Administrative Services for October 2018	-17,357.37	-17,357.37
11/15/2018	6194	AT&T	Account No. 0206360576001	-119.28	-119.28
11/15/2018	6195	Cal Act	2019 Membership renewal	-590.00	-590.00
11/15/2018	6196	Clean Energy	CNG Fuel for October 2018	-18,390.38	-18,390.38
11/15/2018	6197	County Sanitation Districts of LA County	Carson parking lot lease	-7,506.30	-7,506.30
11/15/2018	6198	Decals By Design	Bus Decals	-150.00	-150.00
11/15/2018	6199	Frontier Communications7108	310 544-7108-062795-5	-321.67	-321.67
11/15/2018	6200	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel for October 2018	-4,304.72	-4,304.72
11/15/2018	6201	MV Transportation, Inc.	Fixed Route Bus Service October 2018	-132,559.58	-132,559.58
11/15/2018	6202	PitneyBowes Global Financial Services	Postage Meter	-32.00	-32.00
11/15/2018	6203	ReadyRefresh by Nestle	Account 0024293722	-12.03	-12.03
11/15/2018	6204	Wells Fargo	Acct 4484610008047386	-427.59	-427.59
11/15/2018	6205	Xerox	Account 719892051	-298.51	-298.51
10/31/2018	6206	Administrative Services Co-Op	Invoice 103018, October 2018 Dial-A-Ride Service	-14,815.70	-14,815.70
11/27/2018	6207	Lucille's Smokehouse BBQ	Driver Holiday Lunch	-1,333.42	-1,333.42
11/27/2018	6208	Mobility Advancement Group	Administrative Services for November 2018	-17,368.87	-17,368.87
11/27/2018	6209	Palos Verdes On the Net	Invoice 2018-03 (Web Services July-September 20	-5,200.00	-5,200.00
12/05/2018	6210	City of Cudahy	Prop. A Assignment Agreement dated December 5,	-336,750.00	-336,750.00
12/05/2018	6211	Peter Montgomery	DAR Refund, #6528	-24.00	-24.00
12/20/2018	6212	Karen Raymond	Dial-A-Ride Refund	-180.00	-180.00
12/20/2018	6213	Administrative Services Co-Op	Invoice 113018, November 2018 Dial-A-Ride Servi	-11,936.89	-11,936.89
12/20/2018	6214	AT&T	Account No. 0206360576001	-124.19	-124.19
12/20/2018	6215	Clean Energy	CNG Fuel September, October 2018	-31,226.02	-31,226.02
12/20/2018	6216	County Sanitation Districts of LA County	Parking Lease	-7,956.70	-7,956.70
12/20/2018	6217	Cubic Transportation Systems	Annual Nextbus (GPS system) fee	-29,747.00	-29,747.00
12/20/2018	6218	Frontier Communications7108	310 544-7108-062795-5	-322.51	-322.51
12/20/2018	6219	Lomita Business Machines	Repair of FAX machine	-120.00	-120.00
12/20/2018	6220	Mutual Liquid Gas & Equipment Co., Inc.	November 2018 Propane Fuel	-2,954.42	-2,954.42
12/20/2018	6221	MV Transportation, Inc.	November 2018 Fixed Route bus service	-107,236.57	-107,236.57
12/20/2018	6222	Office Depot	Account 34585368	-80.15	-80.15
12/20/2018	6223	ReadyRefresh by Nestle	Account 0024293722	-95.42	-95.42
12/20/2018	6224	White Wings Cleaning Service	Office Cleaning	-200.00	-200.00
12/20/2018	6225	Xerox	Account 719892051	-300.01	-300.01
12/26/2018	6226	Palos Verdes Peninsula Unified School Dst	Invoice Dec 2018-991, Dec 2018-992	-1,689.54	-1,689.54
12/26/2018	6227	Mobility Advancement Group	Administrative Services for December 2018	-17,363.12	-17,363.12
Oct - Dec 18					\$ 939,810.48

Oct - Dec 18

Date	Num	Name	Memo	Original Amount	Paid Amount
Jan - Mar 19					
01/17/2019	6228	Carmen Moore	Dial-A-Ride Refund	-96.00	-96.00
01/17/2019	6229	Ansuya Desai	Dial-A-Ride Refund	-48.00	-48.00
01/17/2019	6230	Kevin Milligan	Dial-A-Ride Refund	-84.00	-84.00

Jan - Mar 19

Palos Verdes Peninsula Transit Authority
Checks Written for Month
 January - March 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
01/17/2019	6231	Elsie Solender	Dial-A-Ride Refund	-84.00	-84.00
01/17/2019	6232	Lance Bowling	Dial-A-Ride Refund	-60.00	-60.00
01/17/2019	6233	Margret Jarc	Dial-A-Ride Refund	-30.00	-30.00
01/17/2019	6234	Administrative Services Co-Op	December 2018 Dial-A-Ride Service	-10,895.56	-10,895.56
01/17/2019	6235	AT&T	Account No. 0206360576001	-150.32	-150.32
01/17/2019	6236	CKG Communications	Marketing	-560.00	-560.00
01/17/2019	6237	Clean Energy	CNG Fuel	-14,002.10	-14,002.10
01/17/2019	6238	County Sanitation Districts of LA County	Parking Lot Lease	-7,731.50	-7,731.50
01/17/2019	6239	Decals By Design	Bus Decals	-400.00	-400.00
01/17/2019	6240	Frontier Communications7108	310 544-7108-062795-5	-321.33	-321.33
01/17/2019	6241	Gayle Albin-Bailey	Bookkeeping	-993.75	-993.75
01/17/2019	6242	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel	-2,952.33	-2,952.33
01/17/2019	6243	MV Transportation, Inc.	Fixed Route Bus Service	-104,789.76	-104,789.76
01/17/2019	6244	PitneyBowes Global Financial Services	Postage Meter	-295.57	-295.57
01/17/2019	6245	PVPUSD	Office Utilities	-259.46	-259.46
01/17/2019	6246	ReadyRefresh by Nestle	Account 0024293722	-12.03	-12.03
01/17/2019	6247	Wells Fargo	Acct 4484610008047386	-321.88	-321.88
01/17/2019	6248	Xerox	Account 719892051	-298.78	-298.78
01/31/2019	6249	Cubic Transportation Systems	Installation of TAP readers in new buses	-2,842.50	-2,842.50
01/31/2019	6250	Tina Rebogio	Dial-A-Ride Refund, 7087, 6264, 6595, 7061, 7022,	-306.00	-306.00
01/31/2019	6251	EvanBrooksAssociates, Inc.	Invoice 18010-16, GIS Services	-45.00	-45.00
01/31/2019	6252	Mobility Advancement Group	Administrative Services for January 2019	-17,357.37	-17,357.37
02/21/2019	6253	Administrative Services Co-Op	Invoice 190131 January 2019 Dial-A-Ride Service	-11,640.65	-11,640.65
02/21/2019	6254	AT&T	Account No. 0206360576001	-332.22	-332.22
02/21/2019	6255	County Sanitation Districts of LA County	Parking Lot Lease	-7,731.50	-7,731.50
02/21/2019	6256	Frontier Communications7108	310 544-7108-062795-5	-319.86	-319.86
02/21/2019	6257	John Joseph	Expense Reimbursement	-49.28	-49.28
02/21/2019	6258	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel	-3,261.45	-3,261.45
02/21/2019	6259	MV Transportation, Inc.	Fixed Route Bus Service	-112,315.40	-112,315.40
02/21/2019	6260	Office Depot	Account 34585368	-142.96	-142.96
02/21/2019	6261	PitneyBowes Global Financial Services	Account 0015571055	-32.00	-32.00
02/21/2019	6262	ReadyRefresh by Nestle	Account 0024293722	-24.06	-24.06
02/21/2019	6263	Wells Fargo	Acct 4484610008047386	-466.92	-466.92
02/21/2019	6264	White Wings Cleaning Service	Office Cleaning	-110.00	-110.00
02/21/2019	6265	Xerox	Account 719892051	-290.77	-290.77
02/21/2019	6266	Stanley Mellin Marital Trust A	Dial-A-Ride Refund	-72.00	-72.00
02/21/2019	6267	Clean Energy	CNG Fuel	-14,283.27	-14,283.27
02/28/2019	6268	Mobility Advancement Group	February 2019 Administrative Services	-17,357.37	-17,357.37
02/28/2019	6269	PVPUSD	Office Utilities	-144.54	-144.54
03/19/2019	6270	Denise Wacker	Dial-A-Ride Refund	-66.00	-66.00
03/19/2019	6271	Marilyn Morrill	Dial-A-Ride Refund	-132.00	-132.00
03/19/2019	6272	Karen McKittrick	Dial-A-Ride Refund	-162.00	-162.00
03/19/2019	6273	Administrative Services Co-Op	Invoice 190228 February 2019 Dial-A-Ride Service	-11,941.24	-11,941.24
03/19/2019	6274	AT&T	Account No. 0206360576001	-161.06	-161.06
03/19/2019	6275	County Sanitation Districts of LA County	Parking Lot Lease	-7,731.50	-7,731.50
03/19/2019	6276	Darold D. Pieper	Legal Services	-100.00	-100.00
03/19/2019	6277	Frontier Communications7108	310 544-7108-062795-5	-324.58	-324.58
03/19/2019	6278	Macias Gini & O'Connell, LLP	FY 2018 Audit	-17,396.00	-17,396.00
03/19/2019	6279	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel	-2,763.82	-2,763.82
03/19/2019	6280	MV Transportation, Inc.	Fixed Route Bus Service	-106,249.05	-106,249.05
03/19/2019	6281	Office Depot	Account 34585368	-48.16	-48.16
03/19/2019	6282	ReadyRefresh by Nestle	Account 0024293722	-12.03	-12.03
03/19/2019	6283	The Beach Reporter	Newspaper Advertising	-370.62	-370.62
03/19/2019	6284	Wells Fargo	Acct 4484610008047386	-485.00	-485.00
03/19/2019	6285	Xerox	Account 719892051	-299.51	-299.51
03/31/2019	6286	Clean Energy	CNG Fuel	-14,423.27	-14,423.27
03/31/2019	6287	Mobility Advancement Group	Administrative Services for February 2019	-17,363.12	-17,363.12
				\$ 513,540.45	

Jan - Mar 19

**MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Thursday, June 14, 2018

The meeting was called to order at 6:01p.m. by Chairperson Zuckerman 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: Sanford Davidson, PVE, Jerry Duhovic, RPV, Steve Zuckerman, RHE, Judy Mitchell, RHE

ABSENT: Cruikshank, King

Also present were Martin Gombert, PVPTA; Ken Rukavina, PVE; Greg Grammer, RHE; Ron Dragoo RPV; and J'on Dennis and Randy Houang, MGO.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Zuckerman.

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 Duhovic moved approval of the Consent Calendar, seconded by Member Mitchell, and approved by unanimous vote.

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

None

MONTHLY AND REGULAR REPORTS

Member Zuckerman moved to change the Agenda to move up Item B.3 Fiscal Year 2016-2017 Audit Report, seconded by Member Davidson, and approved by unanimous vote.

B.3 Fiscal Year 2016-2017 Audit Report

Mr. J'on Dennis, MGO presented the FY 2016-17 Audit Report. There were several questions from Board Members and there was also discussion on Management Discussion and Analysis (MD & A) section.

Member Duhovic moved approval of the FY 2016-17 Audit report, seconded by Member Davidson.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Cruikshank, King

ADMINISTRATOR REPORT

Administrator Gombert made a brief presentation on operational issues and commented on several special services that were operated including the PV Street Fair, Chadwick graduation shuttle, and the Whale of a Day service. There was brief discussion by Board Members.

MONTHLY AND REGULAR REPORTS:

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

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

B.1 Financial Report: Mr. Martin Gombert, Administrator made a brief presentation on the 2nd Quarter 2018 Financial Report.

Member Duhovic moved approval of the Financial Report, seconded by Member Davidson.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Cruikshank, King

B.3 Fiscal Year 2018-2019 Budget

Member Duhovic moved to open the public hearing, seconded by Chairperson Zuckerman.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Cruikshank, King

Mr. Gombert presented the proposed budget for Fiscal Year 2018-19. He reviewed in detail estimated expenses, revenue, and proposed fare levels.

There were several comments on expense and revenue items by Board Members.

There were no public comments on the Fiscal Year 2018-19 budget.

Member Mitchell moved to close the public hearing and adopt the Fiscal Year 2018-19 budget in the amount of \$2,535,864 for operations and \$189,568 for capital, seconded by Member Duhovic.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Cruikshank, King

NEW BUSINESS

A. Agreement with MV Transportation

Administrator Gombert made a brief presentation on the proposed Amendment #1 to the MV Transportation Agreement.

Member Mitchell moved approval of the staff recommendation, seconded by Member Duhovic.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Cruikshank, King

B. Capital Improvement Program

Administration Gombert made a brief presentation on the proposed bus purchase.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Cruikshank, King

OLD BUSINESS

A. Service to Ft. MacArthur

Administrator Gombert updated the Board on efforts to provide transportation to the Ft. MacArthur housing units. After discussion, the Board directed staff to make a presentation on the item to the PVPUSD Board and update the Board at the next meeting.

FUTURE AGENDA ITEMS

None

CHAIR AND MEMBER ITEMS

None

ADJOURNMENT

At 7:21 p.m. Chairperson Zuckerman moved to adjourn the Board Meeting until October 18, 2018.

Respectfully submitted:

Martin Gombert, Administrator

Approved

**MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Wednesday December 5, 2018

The meeting was called to order at 6:00p.m. by Chairperson Zuckerman 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: Jennifer King, PVE, Jerry Duhovic, RPV, Steve Zuckerman, RHE,
Judy Mitchell, RHE

ABSENT: Cruikshank, Davidson

Also present were Martin Gombert, PVPTA; Ken Rukavina, PVE; Ron Dragoo RPV; and Heidi Luce, Rolling Hills Estates.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Zuckerman.

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK

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

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

None

NEW BUSINESS

A. Fiscal Year 2017-2018 Audit

Administrator Gombert made a brief presentation on the proposed Engagement Letter with Macias Gini & O'Connell (MGO). Member Duhovic ask about the price increase from the previous audit conducted by MGO.

Member Mitchell moved approval of the staff recommendation, seconded by Member King.

The motion passed on the following roll call vote:

AYES: Duhovic, King, Zuckerman, Mitchell

NOES: None

ABSENT: Cruikshank, Davidson

B. Proposition A Fund Exchange with the City of Cudahy

Administration Gombert made a brief presentation on the proposed Fund Exchange with the City of Cudahy. Member King ask if the proposed exchange rate was negotiated.

The motion passed on the following roll call vote:

AYES: Duhovic, King, Zuckerman, Mitchell

NOES: None

ABSENT: Cruikshank, Davidson

ADJOURNMENT

At 6:14 p.m. Chairperson Zuckerman moved to adjourn the Board Meeting until January 17, 2019.

Respectfully submitted:

Martin Gombert, Administrator

Approved

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 13, 2019
SUBJECT: Administrative Services Cooperative (ASC) Contract Extension

BACKGROUND

The current Agreement with our dial-a-ride provider Administrative Services Cooperative (ASC) expires on January 31, 2019. Amendment Number 14 would extend the existing Agreement through January 31, 2020 with no increase in fees.

ASC agreed to continue the previous Agreement past the January 31, 2019 end date since the January 2019 Meeting was cancelled.

FISCAL IMPACT

Funding for this contract is contained in the Fiscal Year 2018-19 budget.

RECOMMENDATION

Approve Amendment #14 with Administrative Services Cooperative.

**AMENDMENT NUMBER FOURTEEN (14)
TO
ADMINISTRATIVE SERVICES COOPERATIVE**

February 17, 2005 Agreement

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

WITNESSETH

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

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

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

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

This Agreement shall commence on ~~January 31, 2018~~ **January 31, 2019** and end on ~~January 31, 2019~~ **January 31, 2020**, unless the Authority and ASC agree to extend it for an additional term not to exceed one (1) year after the initial termination date.

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

The Authority shall pay ASC the actual amount of the taxicab fare for each ride. The compensation paid by the Authority shall be the actual amount of the taxicab fare to the approved location, and eligible person will not be required to pay ASC. The standard cab rate shall be **\$2.85** at boarding, **\$2.70** per mile after boarding, (partial miles will be assessed at 10ths of a mile) and **\$29.19** per hour traffic delay/waiting time. The standard rate for dial-a-lift service shall be \$20.00 flag drop and be **\$2.70** per mile with traffic delay/waiting time established at **\$29.19** per hour traffic delay/waiting time.

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

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

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

IN WITNESS THEREOF, the parties hereto have caused this Amendment Number FOURTEEN to be executed by their respective Officers, duly authorized, by the Authority on **April 18, 2019** and by ASC on _____.

ADMINISTRATIVE SERVICES COOPERATIVE

Date _____ By _____

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Date _____ By _____

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 14, 2019
SUBJECT: Review and Reaffirmation of Investment Policy

BACKGROUND

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

FINDINGS

A close examination reveals that no apparent changes to the policy are in order at this time.

RECOMMENDATION

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

Attachment

INVESTMENT POLICY

(Revised as of January 17, 2019)

Purpose: Section 53646 (a) of the California Government Code requires that, commencing on January 1, 1996, public entities adopt a statement of investment policy. The policy of the Palos Verdes Peninsula Transit Authority, as duly adopted on January 17, 2019, shall be as follows:

1.0 Policy:

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

2.0 Scope:

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

3.0 Prudence:

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

3.1: Prudence:

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

4.0 Objective:

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

4.1 Safety:

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

4.2 Liquidity:

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

4.3 Return on Investments:

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

5.0 Delegation of Authority:

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

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

6.0 Authorized & Suitable Investments:

The Authority is empowered to invest in the following manner:

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

Internal Control:

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

Reporting:

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

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

Investment Policy Adoption:

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

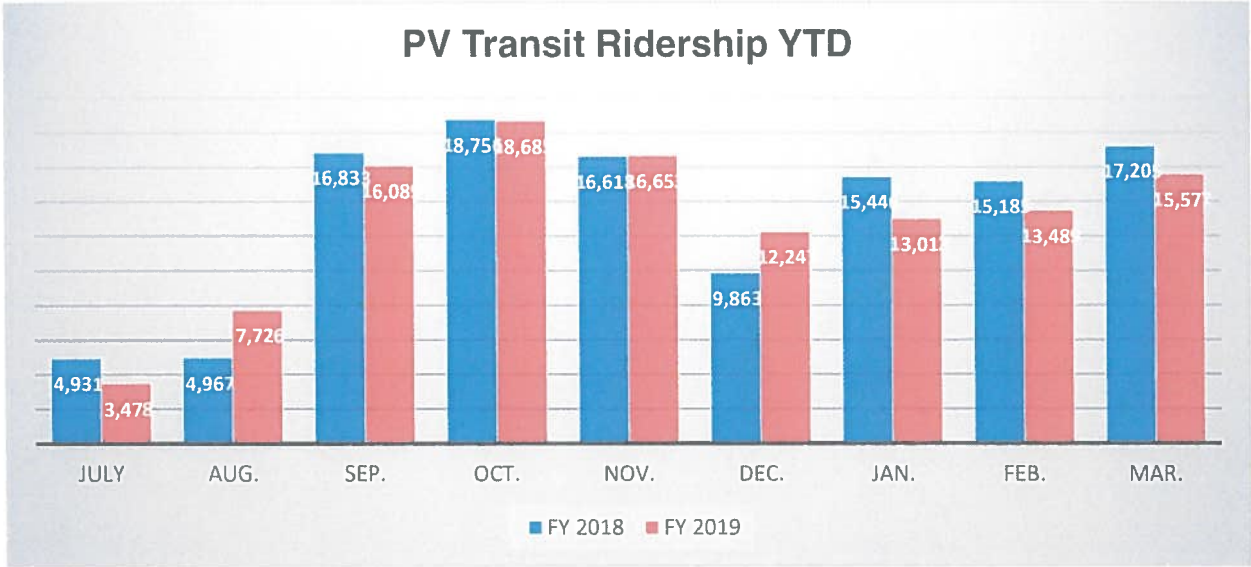
MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 13, 2019
SUBJECT: Operations Report for the period ending March 31, 2019.

PV TRANSIT

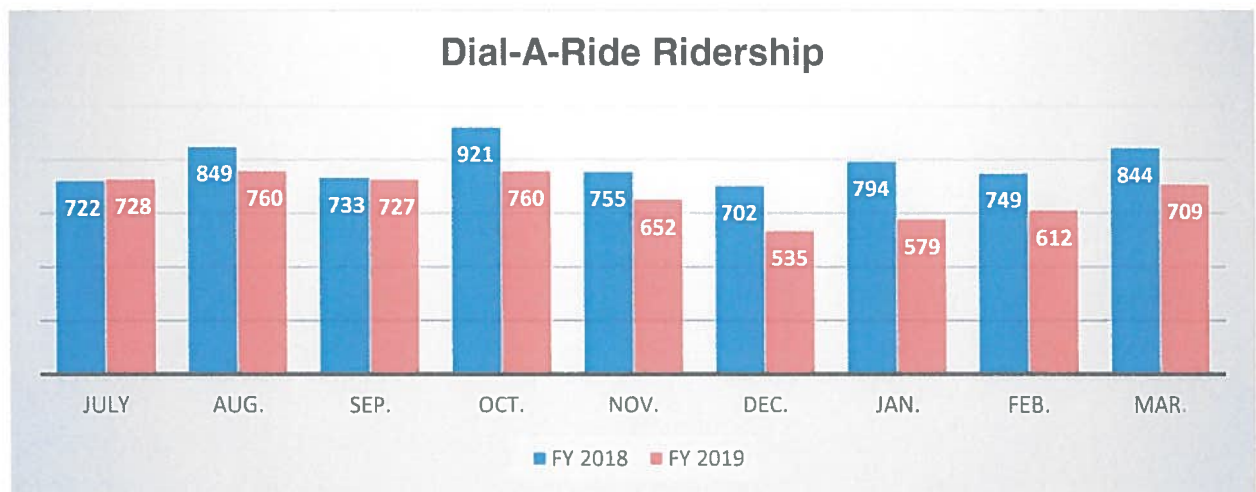
PV Transit ridership totaled 116,956 through March 31, 2019, a 2% decrease over previous years totals. On a passenger-per-hour basis, year-to-date ridership equaled last years for the same time period.

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



DIAL-A-RIDE

Dial-A-Ride ridership totaled 6,062 for the period ending March 31, 2019, an 14% decrease over previous year's totals. Ridership was negatively impacted by the heavy rains over the past several months.



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

PV Transit will operate summer bus service from June 17th through July 25th. Ridership should be positively impacted by high school being held at Palos Verdes this summer.

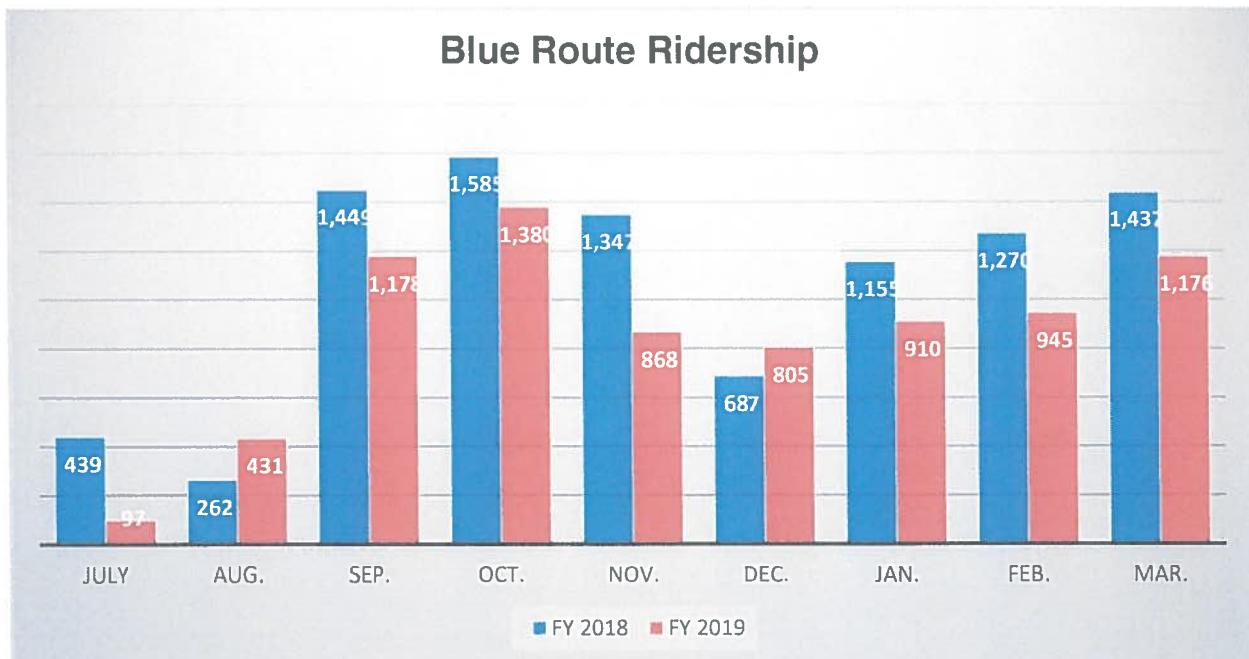
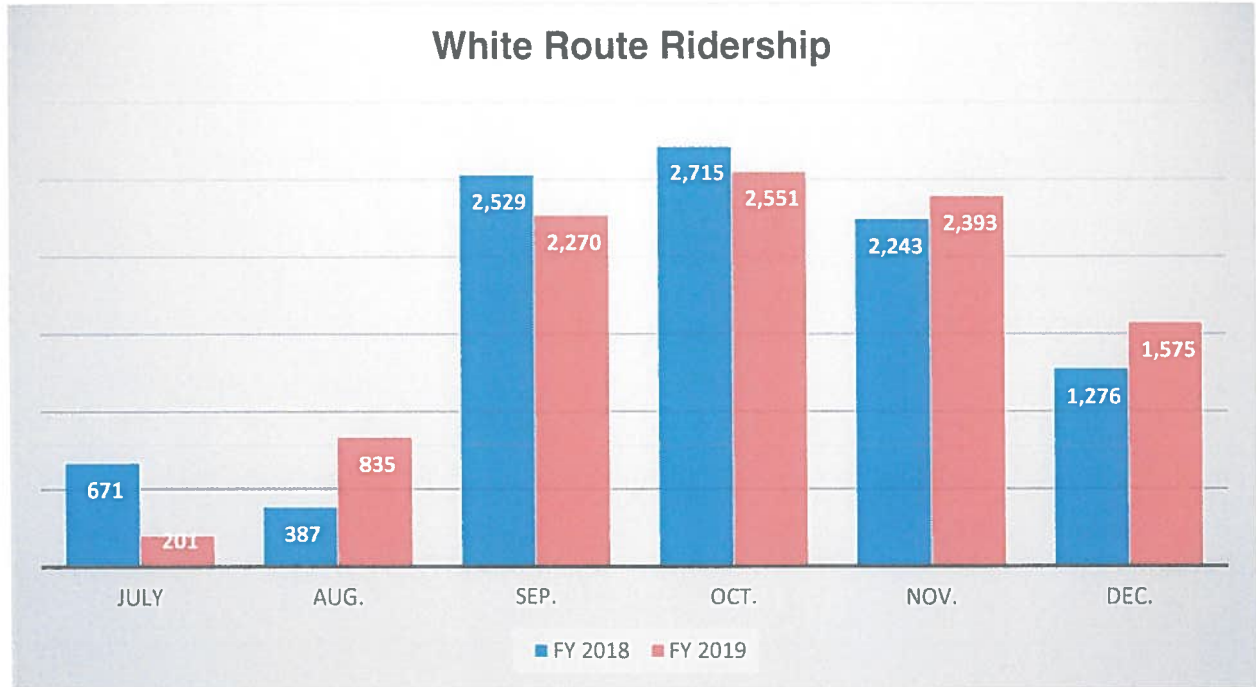
The Peninsula Education Foundation will continue to assist the Agency in publicizing summer bus service.

PV Transit staff met with staff from the PV Village and PV Cares to discuss additional services that could be provided to Peninsula seniors.

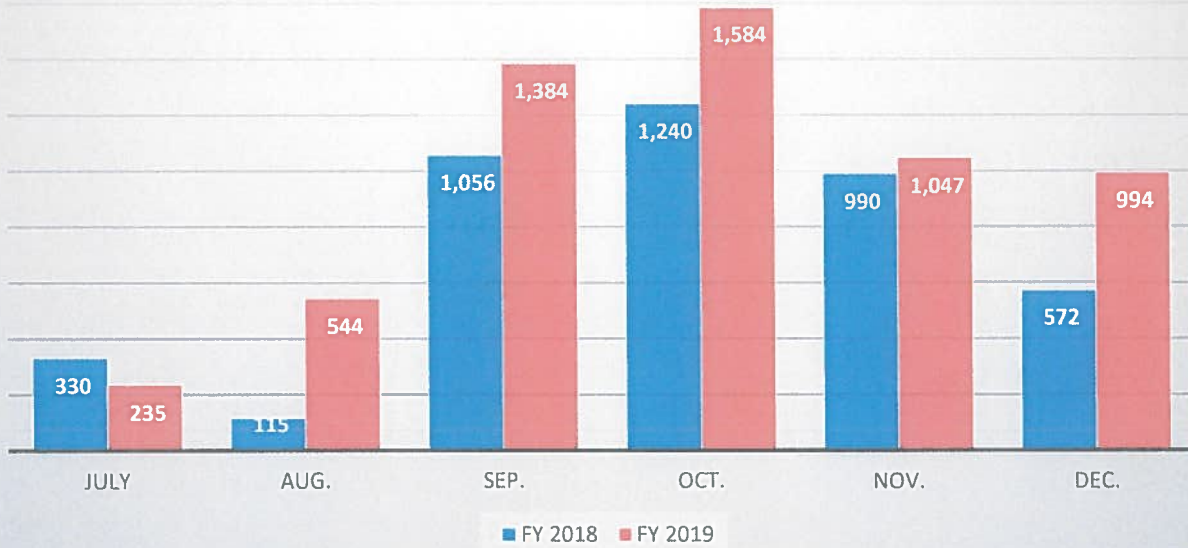
RECOMMENDATION

Receive and file report.

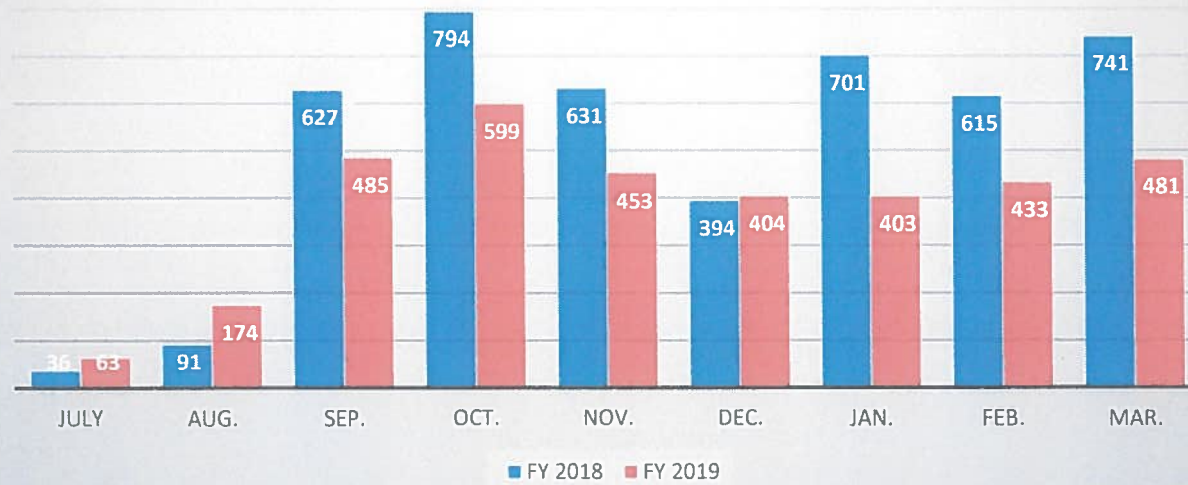
RIDERSHIP REPORTS



Silver Route Ridership



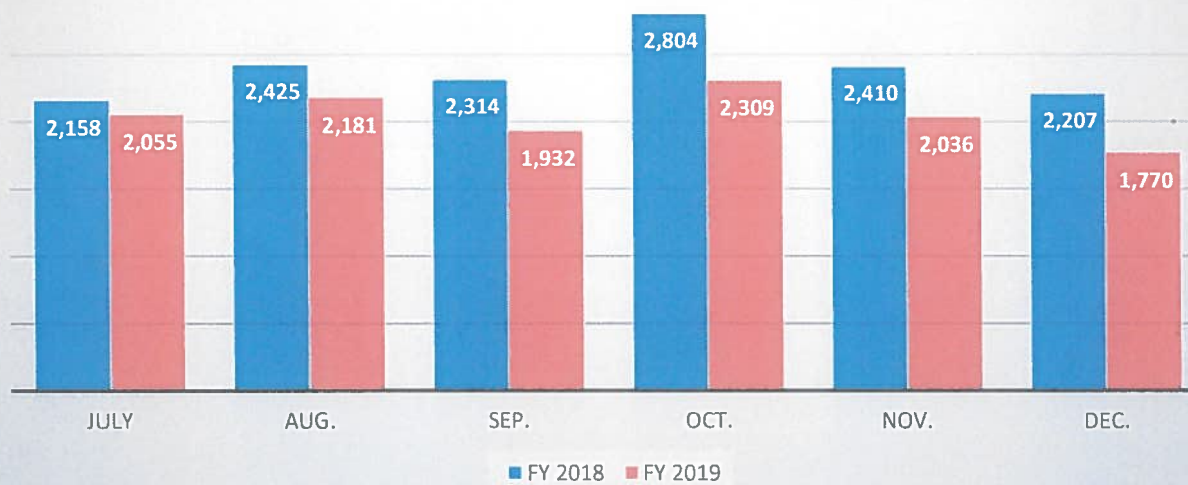
Gold Route Ridership



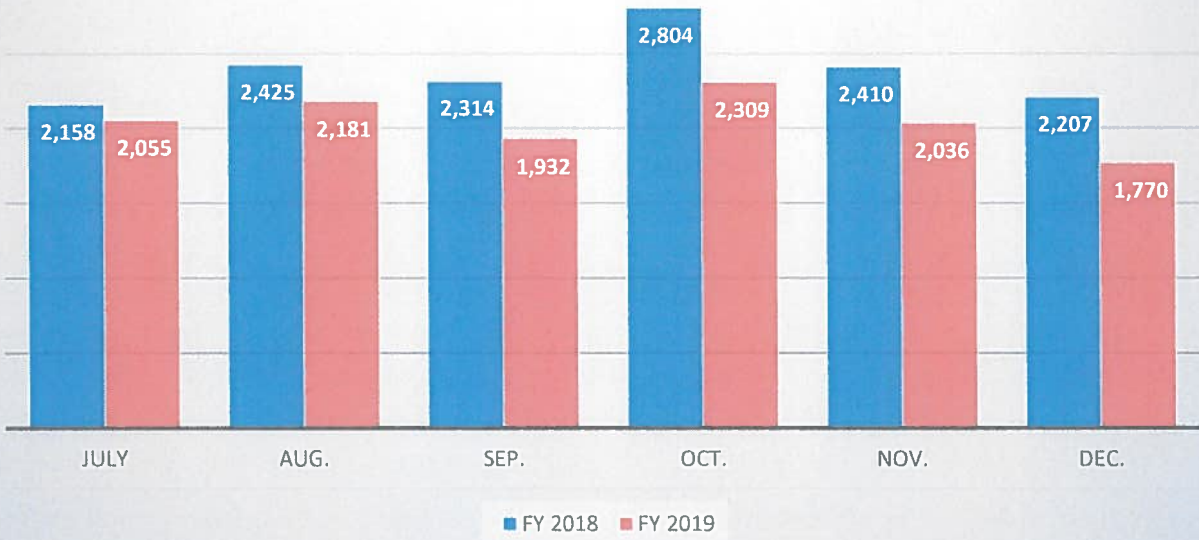
Green Route Ridership



Route 225-226 Ridership



Route 225-226 Ridership



MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 13, 2019
SUBJECT: Financial Statements for the period ending December 31, 2018

Attached are the *draft* Financial Statements for the period ending December 31, 2018.

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

Budget vs. Actual

Total expenses through December 31, 2018 totaled \$1,172,745, 4.13% below budgeted amounts.

Fixed Route and dial-a-ride operating fees were \$30,823 below budget due to lower dial-a-ride ridership and a slight reduction in fixed route operating hours.

Charges for Services

Passenger revenue totaled \$198,425 for the first half of the fiscal year. This was \$6,741 below budget (-3%).

Government Revenue

PV Transit is current with all grant payments from member agencies as of March 31, 2019. In March the Metro Board of Directors approved an extension of the Route 225-226 operating agreement effective June 2018. Upon receipt of the Agreement, staff will invoice Metro for YTD charges.

Attachments
-Financial Statements

Palos Verdes Peninsula Transit Authority
Management Analysis
Budget vs. Actual
YTD December 31, 2018

	<u>YTD 12/31/18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% Diff</u>
Operating Revenue				
Charges for Services				
Fixed Route	\$ 168,776	\$ 171,665	\$ (2,889)	-1.68%
Dial-A-Ride	\$ 23,080	\$ 30,000	\$ (6,920)	-23.07%
Advertising	\$ -	\$ 2,500	\$ (2,500)	-100.0%
Charters	\$ 6,569	\$ 1,000	\$ 5,569	556.87%
TOTAL OPERATING REVENUE	\$ 198,425	\$ 205,165	\$ (6,741)	-3.29%
Operating Expenses				
Operator Fees				
Fixed Route	\$ 613,618	\$ 635,560	\$ (21,941)	-3.45%
Dial-A-Ride	\$ 78,618	\$ 87,500	\$ (8,882)	-10.15%
Subtotal	\$ 692,237	\$ 723,060	\$ (30,823)	-4.26%
Contract Administration	\$ 103,706	\$ 105,600	\$ (1,894)	-1.79%
Fuel Purchases	\$ 78,972	\$ 86,400	\$ (7,428)	-8.6%
Marketing and Promotions	\$ 9,360	\$ 9,000	\$ 360	4.0%
Facility Leasing	\$ 46,429	\$ 45,826	\$ 603	1.32%
Other operating Expenses	\$ 43,537	\$ 54,874	\$ (11,337)	-20.66%
Depreciation	\$ 198,504	\$ 198,500	\$ 4	0.0%
Subtotal	\$ 480,509	\$ 500,200	\$ (19,691)	-3.94%
TOTAL EXPENSE	\$ 1,172,745	\$ 1,223,259	\$ (50,514)	-4.13%
OPERATING LOSS	\$ (974,321)	\$ (1,018,094)	\$ 43,773	-4.3%

Palos Verdes Peninsula Transit Authority
Profit & Loss Prev Year Comparison
July through December 2018

	<u>Jul - Dec 18</u>	<u>Jul - Dec 17</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
500.00 · Charges for Services	198,424.67	191,592.63	6,832.04	3.6%
Total Income	<u>198,424.67</u>	<u>191,592.63</u>	<u>6,832.04</u>	<u>3.6%</u>
Expense				
621.03 · Facility Leasing	46,429.00	46,211.02	217.98	0.5%
620.00 · Operator fees	692,236.65	643,881.93	48,354.72	7.5%
660.00 · Marketing and promotions	9,360.00	5,183.16	4,176.84	80.6%
650.00 · Fuel Purchases	78,972.40	136,057.13	-57,084.73	-42.0%
640.00 · Depreciation	198,504.00	188,481.00	10,023.00	5.3%
630.00 · Contract administration	103,706.22	103,706.22	0.00	0.0%
680.00 · Other Operating Expense	43,536.94	49,573.47	-6,036.53	-12.2%
Total Expense	<u>1172745.21</u>	<u>1173093.93</u>	<u>-348.72</u>	<u>0.0%</u>
Net Ordinary Income	<u>-974,320.54</u>	<u>-981,501.30</u>	<u>7,180.76</u>	<u>0.7%</u>
Other Income/Expense				
Other Income				
556.00 · MTA Funding	0.00	0.00	0.00	0.0%
750.00 · City Prop A exchange	-336,750.00	-375,000.00	38,250.00	10.2%
450.00 · Prop A Exchange	449,000.00	500,000.00	-51,000.00	-10.2%
970.00 · Gain/Loss on Asset Disp...	0.00	3,300.00	-3,300.00	-100.0%
900.00 · Interest Income	5,490.09	2,521.87	2,968.22	117.7%
920.00 · Member contributions	550,395.00	507,978.50	42,416.50	8.4%
Total Other Income	<u>668,135.09</u>	<u>638,800.37</u>	<u>29,334.72</u>	<u>4.6%</u>
Net Other Income	<u>668,135.09</u>	<u>638,800.37</u>	<u>29,334.72</u>	<u>4.6%</u>
Net Income	<u><u>-306,185.45</u></u>	<u><u>-342,700.93</u></u>	<u><u>36,515.48</u></u>	<u><u>10.7%</u></u>

**Palos Verdes Peninsula Transit Authority
Balance Sheet Prev Year Comparison**

As of December 31, 2018

Accrual Basis

	Dec 31, 18	Dec 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
101.00 · Cash and cash equivalents				
102.00 · Cash in Bank - LAIF	1,194,328.60	228,780.24	965,548.36	422.0%
103.00 · Wells Fargo	452,817.11	385,183.75	67,633.36	17.6%
Total 101.00 · Cash and cash equivalents	1,647,145.71	613,963.99	1,033,181.72	168.3%
Total Checking/Savings	1,647,145.71	613,963.99	1,033,181.72	168.3%
Accounts Receivable				
120.00 · Due from other governments				
122.00 · Due from MTA-Special				
122.03 · EZ Pass	22,540.12	6,956.29	15,583.83	224.0%
122.02 · Operating Support	16,774.42	36,197.42	-19,423.00	-53.7%
Total 122.00 · Due from MTA-Special	39,314.54	43,153.71	-3,839.17	-8.9%
121.00 · Due from JPA Members, Cities/...	108,257.25	568,693.00	-460,435.75	-81.0%
Total 120.00 · Due from other governments	147,571.79	611,846.71	-464,274.92	-75.9%
130.00 · Accounts Receivable-Other	5,606.00	24,234.00	-18,628.00	-76.9%
Total Accounts Receivable	153,177.79	636,080.71	-482,902.92	-75.9%
Other Current Assets				
140.00 · Prepaid Expense	73,905.67	63,549.99	10,355.68	16.3%
Total Other Current Assets	73,905.67	63,549.99	10,355.68	16.3%
Total Current Assets	1,874,229.17	1,313,594.69	560,634.48	42.7%
Fixed Assets				
212.00 · Accum. Depreciation - Vehicles	-3,429,542.82	-3,031,652.82	-397,890.00	-13.1%
212.10 · Accum Deprec Infrastructures	-8,861.17	-7,814.17	-1,047.00	-13.4%
15900 · Leasehold Improvements	12,449.00	12,449.00	0.00	0.0%
16400 · Vehicles	4,517,383.39	4,517,383.39	0.00	0.0%
Total Fixed Assets	1,091,428.40	1,490,365.40	-398,937.00	-26.8%
TOTAL ASSETS	2,965,657.57	2,803,960.09	161,697.48	5.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
310.00 · Vouchers Payable	135,719.76	115,089.11	20,630.65	17.9%
Total Accounts Payable	135,719.76	115,089.11	20,630.65	17.9%
Credit Cards				
Wells Fargo Business Card	-348.95	-347.46	-1.49	-0.4%
Total Credit Cards	-348.95	-347.46	-1.49	-0.4%
Total Current Liabilities	135,370.81	114,741.65	20,629.16	18.0%
Long Term Liabilities				
355.00 · Deferred Rent	8,197.00	5,639.00	2,558.00	45.4%
Total Long Term Liabilities	8,197.00	5,639.00	2,558.00	45.4%
Total Liabilities	143,567.81	120,380.65	23,187.16	19.3%
Equity				
3900 · Retained Earnings	3,128,275.21	3,026,280.37	101,994.84	3.4%
Net Income	-306,185.45	-342,700.93	36,515.48	10.7%
Total Equity	2,822,089.76	2,683,579.44	138,510.32	5.2%
TOTAL LIABILITIES & EQUITY	2,965,657.57	2,803,960.09	161,697.48	5.8%

MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Darold Pieper, General Counsel

DATE: April 18, 2019

SUBJECT: Contract for Authority Administration

INTRODUCTION

The current Agreement for Transit Administration Services with the Mobility Advancement Group (Mr. Martin Gombert, Administrator) expires on June 30, 2019. The agreement may be extended for additional terms upon the mutual consent of Authority and Administrator.

CONTRACT RENEWAL

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

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

RECOMMENDED ACTION

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

AMENDMENT No. 5
To
AGREEMENT FOR TRANSIT ADMINISTRATIVE SERVICES

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

WITNESSETH:

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

WHEREAS, on April 21, 2018, Authority and Administrator entered into an Amendment to extend the Agreement to June 30, 2019; and

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

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

Article 2 – Term – The first sentence, shall be removed and replaced by the following: This Agreement shall commence on February 1, 2005, and shall terminate on-June 30, 2022.

Except as herein amended, the Agreement shall remain in full force and effect. This amendment shall become effective as of April 18, 2019, the date same was approved by the Authority.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 5 to be executed by their duly authorized Officers.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

DATE _____

BY _____

THE MOBILITY ADVANCEMENT GROUP

DATE _____

BY _____

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 13, 2019
RE: Fund Exchange with Rolling Hills

BACKGROUND

In November 2018 the City of Rolling Hills inquired if the Palos Verdes Peninsula Transit Authority was interested in exchanging general funds for Proposition A Local Return funds. The City's Proposition C and/or Measure R Funds could only be "gifted" to another jurisdiction for transportation/transit-related projects.

The Authority submitted a proposal to the City of Rolling Hills on November 28, 2018 for the exchange of \$75,000 of Proposition A Local Return Funds.

At the January 28, 2019 Rolling Hills City Council Meeting, the City Council approved a Proposition A Assignment Agreement with the Palos Verdes Peninsula Transit Authority.

FINANCIAL IMPACT

The exchange of funds will increase the Authority's revenue for FY 2018-19 by \$18,750.

RECOMMENDATION

Staff recommends that the Board approve the Proposition A Assignment Agreement with the City of Rolling Hills.

Attached

- January 2019 Rolling Hills Staff Report
- Proposition A Assignment Agreement



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 8B
Mtg. Date: 01/28/19

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR *Y*

THROUGH: ELAINE JENG, P.E., CITY MANAGER *EJ*

SUBJECT: CONSIDER AND APPROVE THE GIFTING OF PROPOSITION A FUNDS TO PVP TRANSIT; GIFTING OF PROPOSITION C FUNDS TO THE CITY OF ROLLING HILLS ESTATES TOWARDS RESURFACING PALOS VERDES DRIVE NORTH PROJECT; AND THE USE OF MEASURE M AND MEASURE R FUNDS FOR RESURFACING OF THE CITY HALL CAMPUS PARKING LOT AND SMALL SEGMENT OF PORTUGUESE BEND ROAD.

DATE: JANUARY 28, 2019

ATTACHMENTS:

- City of Rolling Hills letter
- City of Rolling Hills Estates response
- Willdan Engineering Cost Estimate proposal

RECOMMENDATION

It is recommended that the City Council consider and approve the following:

-
1. Exchange of \$75,000 (\$0.75 per \$1.00) in Proposition A funds with the Palos Verdes Peninsula Transit Authority (PVP Transit) pending Transit Board approval;
 2. Gift a total of \$65,000 of Proposition C funds to the City of Rolling Hills Estates for resurfacing Palos Verdes Drive North from Portuguese Bend Road/Rolling Hills Road to the Rolling Hills Estates' easterly boundary; and
 3. Appropriate Measure M funds in the amount of \$65,000 and Measure R funds in the amount of \$50,000 for the design and construction of the City Hall campus parking

lot (including the segment of Portuguese Bend Road between Palos Verdes Drive North and the main gate) resurfacing project; and

4. Appropriate an additional \$32,800 to supplement the City Hall campus parking lot resurfacing project.

BACKGROUND

The City annually receives countywide tax disbursements from Proposition A, Proposition C, Measure R and Measure M funds to be used for transportation and transit-related purposes. Proposition A and C funds are dedicated to transit and major arterial improvements; they are not eligible for use in Rolling Hills due to the roads within the City being privately owned and maintained. Measure R and Measure M funds are eligible for transportation improvement projects on public properties. In years past, the City would accumulate local return funds and solicit interest in exchanging the local return funds for General Fund monies or gift funds towards other transportation-related purposes with another public agency. The first disbursement of Measure R funds was in FY 2009/10 and FY 2017/18 for Measure M funds. These funds have a five year spend down period.

Since 2016 the City has accumulated \$75,000 Proposition A, \$65,000 in Proposition C Funds, \$50,000 in Measure R Funds and \$65,000 in Measure M funds. On November 7, 2018, a letter was sent to the neighboring Peninsula cities and PVP Transit inquiring as to their interest in an exchange of Proposition A funds and gifting of the remaining funds.

DISCUSSION

PVP Transit and the City of Rolling Hills Estate responded to Rolling Hills' solicitation.

PVP Transit staff expressed interest in an exchange of Proposition A Funds at the requested exchange rate of \$0.75 in General Funds for \$1.00 in Proposition A Funds. PVP Transit staff will present the proposed exchange to the PVP Transit Board on April 18, 2019. Staff recommends that the City Council approve the exchange rate of \$0.75 in General Funds for \$1.00 in Proposition A funds and direct staff to prepare documents to finalize the exchange, pending PVP Transit Board's approval at the April 22, 2019 meeting.

City of Rolling Hills Estates is interested in Proposition C, Measure R and Measure M funds to resurface Palos Verdes Drive North from Rolling Hills Road/Portuguese Bend Road to Rolling Hills Estates' eastern limit (PVDN Resurfacing Project). The project limit includes the segment of new water line along Palos Verdes Drive North. Palos Verdes Drive North is a major arterial serving the residents of Rolling Hills. Staff recommends gifting of the City's available Proposition C funds to Rolling Hills Estates to supplement the PVDN resurfacing project.

PROPOSITION 'A' FUND EXCHANGE AGREEMENT

This Fund Exchange Agreement (Agreement) is made and entered into this 18th day of April 2019, by and between the Palos Verdes Peninsula Transit Authority (PVPTA) and the City of Rolling Hills, with respect to the following facts:

A. The Palos Verdes Peninsula Transit Authority provides fixed route transit services to serve residents on the Palos Verdes Peninsula and the Palos Verdes Palos Verdes Peninsula Transit Authority operates and maintains transit-related equipment.

B. The City of Rolling Hills has an accumulation of uncommitted Proposition A Local Return funds which could be made available to the PVPTA to assist in providing the project described in Paragraph A of this Agreement. The City of Rolling Hills is willing to assign uncommitted Proposition A Local Return funds to the Palos Verdes Peninsula Transit Authority for the purpose identified in Paragraph A.

NOW THEREFORE, in consideration of the mutual benefits to be derived by the parties and of the premises herein contained, it is mutually agreed as follows:

1. Exchange. The City of Rolling Hills shall transfer \$75,000 of its uncommitted Proposition A Local Return funds to the PVPTA in Fiscal Year 2018/19. In return, the PVPTA shall transfer \$56,250 (exchange rate: \$1.00/\$0.75) in General Funds to the City of Rolling Hills in Fiscal Year 2018/19.
2. Consideration. The City of Rolling Hills shall transfer the agreed upon Proposition A Local Return funds to the PVPTA in one (1) lump sum payment no later than June 30, 2019. The PVPTA shall transfer the agreed upon general funds to the City of Rolling Hills in one (1) lump sum payment no later than June 30, 2019.
3. Term. This Agreement is effective on the date above written and for such time as is necessary for both parties to complete their mutual obligations under this Agreement.
4. Termination. Termination of this Agreement may be made by either party before the date of approval of the project description covering the funds in question by the Metropolitan Transportation Authority (LACMTA), so long as written notice of intent to terminate is given to the other party at least five (5) days prior to the termination.
5. Notices. Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice upon such party deposited in the custody of the United States Postal Service addressed as follows:

- a. Elaine Jeng, P.E., City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274

b. Mr. Martin Gombert Administrator
Palos Verdes Peninsula Transit Authority
38 Crest Road West
Rolling Hills, CA 90274

6. Assurances.

a. The PVPTA shall use the assigned Proposition A Local Return Funds only for the purpose of providing the project discussed in Paragraph A of this Agreement and within the time limits specified in Metropolitan Transportation Authority's Proposition A Local Return Program Guidelines.

b. Concurrently with the Execution of this Agreement, the PVPTA shall provide the Metropolitan Transportation Authority with the Standard Assurances and Understandings Regarding Receipt and Use of Proposition A Funds specified in the Guidelines regarding the use of the assigned Proposition A Local Return Funds.

IN WITNESS WHEREOF, the parties hereto have caused this Fund Exchange Agreement to be executed by their respective officers, duly authorized, on the day and year written above.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

CITY OF ROLLING HILLS

By: _____
Chair

By: _____
City Manager

Attest:

Administrator

City Clerk

Approved as to Form

Attorney

City Attorney

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 13, 2019
RE: Modifications to PV Transit Dial-A-Ride Program

BACKGROUND

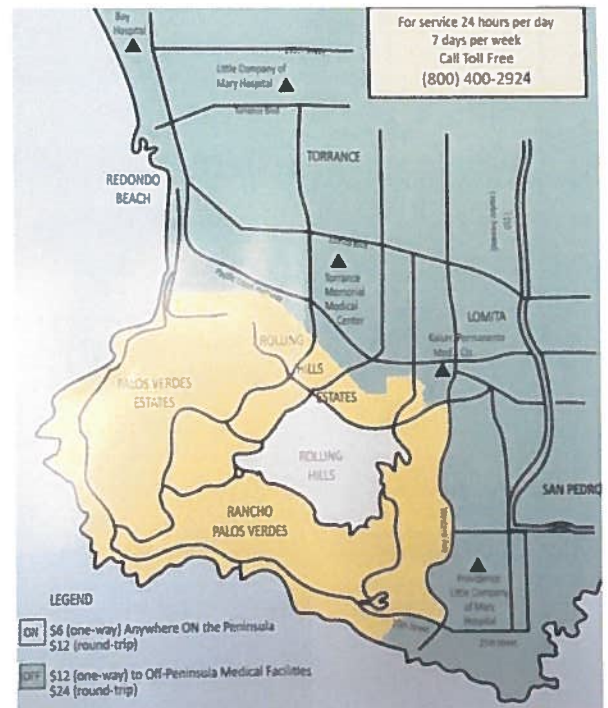
The City of Rancho Palos Verdes recently requested that PV Transit look at expanding the availability of the Authority's dial-a-ride program. This memo presents a review of the existing dial-a-ride program, looks at other programs operated in Southern California, and presents options for the Board of Directors to consider to improve service.

ANALYSIS

The Dial-A-Ride program is opened to any senior (sixty-two years of age or older) or disabled resident of the Peninsula (excluding Rolling Hills). After paying an annual registration fee of \$10, the participant is issued a swipe card use to pay for trips on taxicabs. One-way trips on the Peninsula are \$6.00 each and trips off the Peninsula to surrounding cities for medical trips only are \$12.00 each.

Service is provided twenty-four hours per day, seven days per week. Wheelchair accessible vans are available for individuals using wheelchairs or other mobility devices.

Customers are allowed to purchase up to twenty-four trips per month. Management is allowed to sell additional trips on a case-by-case basis. This is usually done for participants with chronic medical problems or those attending dialysis treatments.

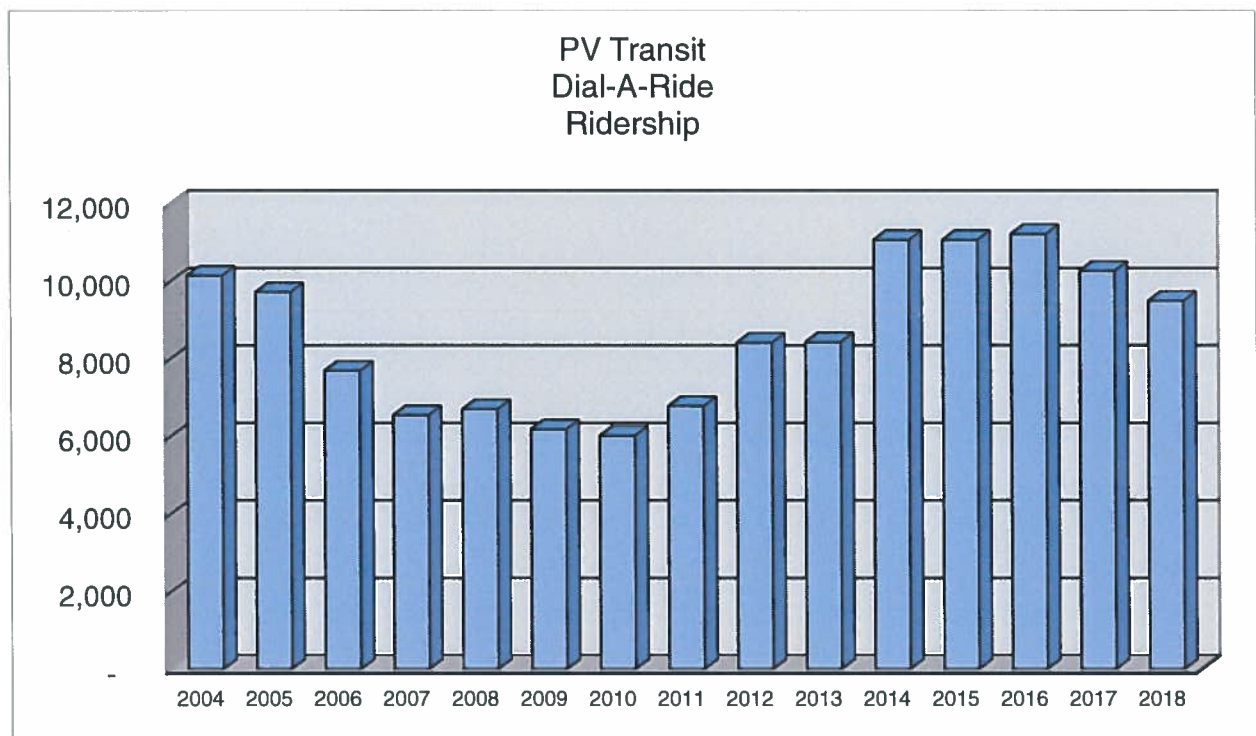


Service is provided by taxi cabs under a contract with Administrative Services Co-Op (ASC). Trips are provided by taxicabs and approximately 20% to 25% of trips are in vans that can transport passengers using wheelchairs and other mobility devices.

Historical Trends

Ridership over the past fifteen years has ranged from six to eleven thousand passengers per year. A small number of total riders use a significant amount of the service. The addition or deletion of passengers with chronic health issues or dialysis users can significantly impact annual ridership.

Shown below are ridership trends for the past fifteen years.



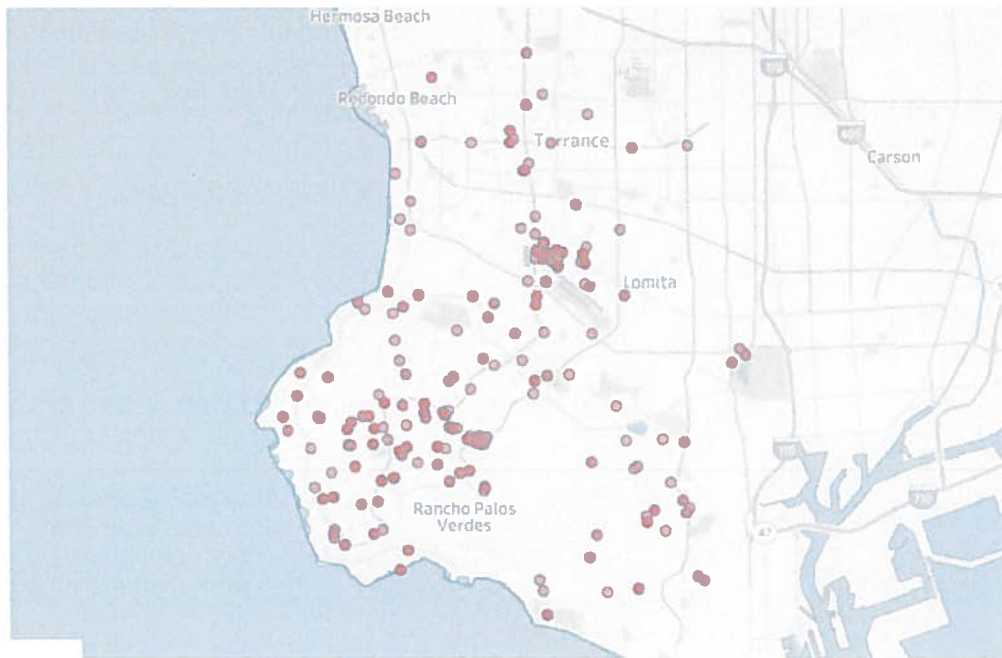
Staff analyzed the March invoice in detail to present a statistical analysis of ridership patterns.

- 487 trips (some include multiple riders)
- 709 riders
- Average Trip Length: 5.7 miles
- Average Trip Time: Eighteen Minutes
- Number of individual customers: 88
- Average Number of Monthly Trips per customer: 5.53
- Average Taxi Fare per Trip: \$27.10
- Number of wheelchair trips: 139 (21% of all trips)

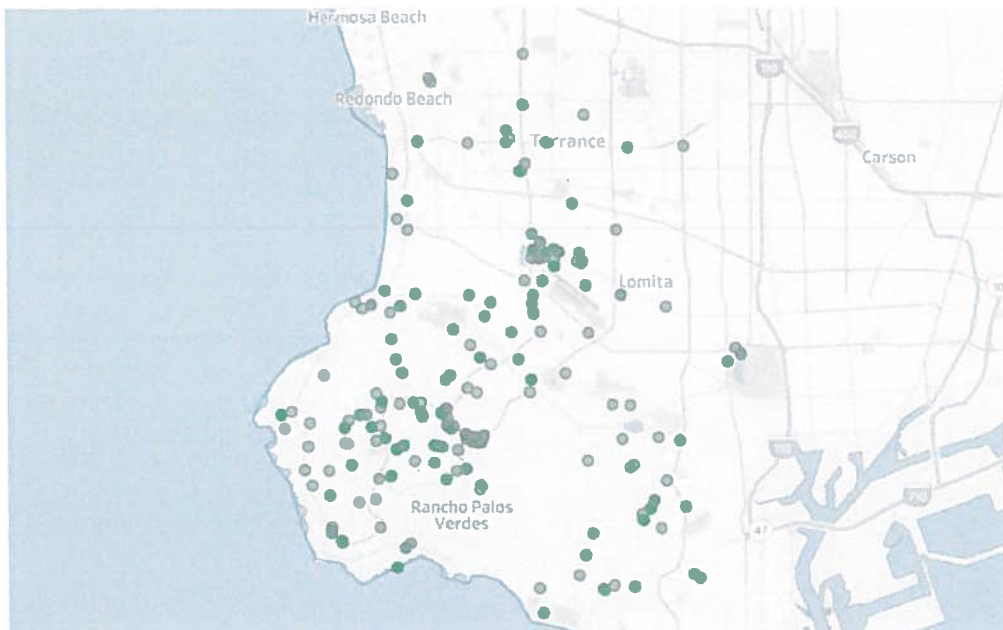
Where are Riders Going?

The attached maps show the pick-up and drop-off points in the Peninsula and surrounding areas for the past three months. Multiple trip locations are only shown by one data point. **Approximately half of trips start or end off the Peninsula.**

Pickup



Drop Off



Dial-A-Ride Programs Operated by Other Agencies

Shown below is a brief summary of dial-a-ride systems operated by South Bay Cities. All systems require pre-registration.

Agency	Service Area	Service Hours	Fare	Service Mode	Note
PV Transit	PV Peninsula and surrounding cities	24-7	\$6-\$12/trip	Taxi	24 riders per month limit
Lomita	Lomita and satellite points	24-7	\$1/trip	Taxi	Additional satellite points for disabled riders. 40 ride per month limit
Redondo Beach	Redondo & Hermosa Beach and satellite points	M-F: 6 am-8:30 pm Weekends: 8am to 8:30 pm	\$1/trip	Dial-A-Ride Vans	
Torrance	Torrance and surrounding areas	24-7	\$1/\$3/\$5 trip, income based	Taxi	12 trips maximum per month. \$13 taxi credit per trip.
Gardena Special Transit	Gardena, Hawthorn, and satellite points	M-F: 7 am-5:00 pm Saturday: 8 am to 5:00 pm Sunday 8:00 am to 2:30 pm	\$0.75/trip	Dial-A-Ride Vans	

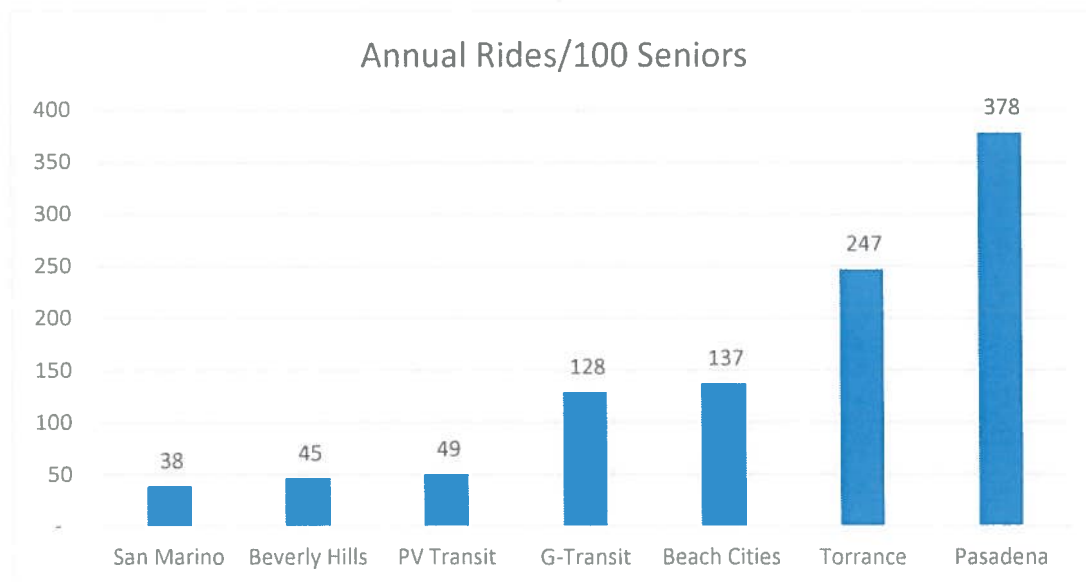
Torrance Senior/Dial-A-Taxi is a voucher program that allows seniors to choose from three taxi companies in Torrance. Each "ride credit" is worth \$13 in taxi fare. The customer is responsible for any amount over \$13.

The systems using dial-a-ride vans are generally fixed in the number of passengers they can carry on an average day. The programs using taxis have more flexibility in adapting to ridership changes.

Dial-A-Ride Utilization

To determine how intensively seniors were using dial-a-ride service on the Peninsula, staff reviewed dial-a-ride usage and census data to calculate the number of annual rides that were made per 100 seniors in different communities.

The chart below shows this statistic for seven agencies in Southern California. Perhaps counterintuitively the three areas that had the lowest usage by seniors, San Marino, Beverly Hills, and PV Transit, had the highest percentage of seniors in their communities.



A statistic that better determines senior transit use is average household income. The agencies with the lowest senior transit ridership have the highest average household income in the sample.

Suggestions from Existing Dial-A-Ride Customers

Staff surveyed customers by phone, during office visits, and by mail to get their suggestions on improvements to dial-a-ride service. Staff also talked to staff at the three Cities, PV Cares, Peninsula Seniors, and the PV Village to gather their input.

There was moderate interest from current customers in traveling to the South Bay for non-medical trips. Locations suggested by customers included:

- Costco/Sam’s Club, 2640 Lomita Boulevard, Torrance
- Target, 3433 Sepulveda Boulevard, Torrance
- Del Amo Fashion Center, 3525 W Carson Street, Torrance

- Department of Motor Vehicles, 1785 W 220th Street, Torrance
- Torrance Town Center, northwest corner of Crenshaw and Pacific Coast Highway
- Rolling Hills Plaza, northeast corner of Crenshaw & Pacific Coast Highway
- Social Security Office, 2000 Mariner Avenue, Torrance

No locations in San Pedro, Redondo Beach, or Lomita were suggested by customers.

Several seniors commented that the \$12 one-way fare off the Peninsula added up quickly for seniors going to multiple medical visits.

POTENTIAL MODIFICATIONS TO DIAL-A-RIDE SERVICE

Based on an analysis of PV Transit dial-a-ride service, similar systems, and suggestions from current customers, the following take-aways are presented:

- ✓ Dial-a-ride ridership on the Peninsula is comparable to similar Southern California communities.
- ✓ A significant percentage of trips are made to medical facilities in Torrance and surrounding communities.
- ✓ A significant number of customers use wheelchairs and other mobility devices (20-25%)
- ✓ Customers have an interest in traveling to destinations in Torrance that are not medical facilities.
- ✓ Customers have indicated that they would like a lower fare to travel to medical appointments.

The Board may wish to consider some of the following changes to dial-a-ride service:

Option One-Reduce Fares

Existing Fares:

One-way trips on the Peninsula are \$6.00 each and trips off the Peninsula to surrounding cities for medical trips only are \$12.00 each.

Proposed Fares

One-way trip anywhere in the service area would be \$6.00.

Advantage for Customers

This proposed change would make the system easier to use for customers and drivers. It would also reduce by 50% fares paid by customers going to medical trips.

Financial Impact

Estimated \$25-\$30,000 annually in reduced fare revenue.

Option Two-Change Service Area Restrictions

Existing Service Area Restrictions

Travel off the Peninsula to surrounding areas is for medical trips only.

Proposed Service Area Restrictions

Customers could travel to selected satellite points for shopping or other services.

Advantage for Customers

Customers could travel to shopping and government offices that are not located on the Peninsula.

Financial Impact

Estimated \$28-\$30,00 annually in increased operating expenses and a 13-15% increase in annual ridership.

Option Three-Purchase New Dial-A-Ride Van for Disabled Customers

Existing

Contractor Administrative Services Co-Op provides vans that can transport customers using wheelchairs and other mobility devices.

Proposed

PV Transit would purchase one wheelchair-accessible minivan and lease it to ASC. This would increase the number of vehicles that are available for disabled customers.

Financial Impact

Estimated capital cost of \$55,000 less lease payments from contractor.

The Board can provide additional recommendations for staff to analyze.

Any suggested change to the dial-a-ride program would be included in the Fiscal Year 2020 budget that will be presented to the Board at the May 2019 meeting.

RECOMMENDATION

Provide direction to staff.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 13, 2019
SUBJECT: Election of Officers

BACKGROUND

The Joint Powers Agreement provides for annual election of Officers.

Shown below is a list of the current Officers:

Mr. Steve Zuckerman, Chairperson

Vacant, Vice Chairperson

Mr. Jerry Duhovic, Secretary Treasurer

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

RECOMMENDATION

Elect officers for calendar year 2019.