

AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
April 22, 2021

NOTE: PUBLIC PARTICIPATION INFORMATION

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

Members of the public may listen to the meeting live by calling: (1-669-900-6833) from any phone, Meeting ID: 939 9750 7807, Meeting Password: 999999. (Please note you will not have the ability to speak using the call-in option from a phone line.)

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

*- Members of the public who wish to speak during this meeting may join the Zoom meeting by accessing the Zoom app from a computer (downloaded at Zoom.com) or tablet or phone (downloaded in the App Store), by entering the following credentials: Meeting ID: 939 9750 7807, Meeting Password: 999999
Members of the public who join the Zoom meeting will not have video, and may request to speak using the following process: After joining the Zoom meeting, if you wish to speak, please select the "raise hand" option at the lower portion of your screen. A staff member will send you a chat message to identify which item on the agenda you would like to speak on and will unmute your mic at the appropriate time.*

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

6:00 P.M. REGULAR SESSION

(5 mins) **CALL TO ORDER:**

ROLL CALL:

FLAG SALUTE:

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

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

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

(5 mins) **APPROVAL OF CONSENT CALENDAR (1-2):**

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

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	Checks	Amount
Dec. '20	7923-7940	\$109,448.70
Jan. '21	7941-7961	\$115,241.22
Feb. '21	7962-7979	\$108,173.35
Mar. '21	7982-7992	\$103,594.97
TOTAL		\$436,458.24

2. Approval of December 10, 2020 and March 4, 2021 Minutes

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3. Operations Report as of March 31, 2021

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5. Financial Statements as of December 31, 2020

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6. Disposal of Surplus Vehicles

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Recommendation: Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

I. NEW BUSINESS

1. 2020-21 Budget-Revise

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OPEN PUBLIC HEARING

Staff presentation on Fiscal Year 2020-21 Budget-Revise

CLOSE PUBLIC HEARING

Recommendation: Adopt Fiscal Year 2020-21 Budget-Revise setting service levels and fares due to Covid impacts.

2. Capital Improvement Program

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Recommendation:

Approve purchase of three (3) buses from Creative Bus Sales

II. OLD BUSINESS

1. PV Office Internet Service

Update

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

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

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

Verbal
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ADJOURNMENT: Rolling Hills Estates City Hall, May 27, 2021

**Palos Verdes Peninsula Transit Authority
Checks Written for
December 2020 through March 2021**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Dec 20	12/15/2020	7923	Faye Thompson	Dial-A-Ride Refund	-66.00
	12/15/2020	7924	Administrative Services Co-Op	Invoice 201101 November 2020	-6,767.68
	12/15/2020	7925	AT&T	Account No. 0206360576001	-122.36
	12/15/2020	7926	Clean Energy	CE 12348656 November 2020	-5,583.40
	12/15/2020	7927	Darold D. Pieper	Legal Services	-154.00
	12/15/2020	7928	Frontier Communications7108	310 544-7108-062795-5	-330.19
	12/15/2020	7929	Mutual Liquid Gas & Equipment Co., Inc.	Invoice 493425 October 2020	-183.27
	12/15/2020	7930	MV Transportation, Inc.	November 2021 Fixed Route Bus Service	-65,949.23
	12/15/2020	7931	Office Depot	Account 34585368	-81.60
	12/15/2020	7932	Palos Verdes On the Net	Internet Services	-1,674.99
	12/15/2020	7933	PVPUSD	Utilities and Rent	-302.49
	12/15/2020	7934	ReadyRefresh by Nestle	Account 0024293722	-47.96
	12/15/2020	7935	Regional TAP Service Center	TAP Device Charges	-359.99
	12/15/2020	7936	Temps Incorporated	Carson Parking Lot Security	-2,003.82
	12/15/2020	7937	Wells Fargo	Acct 4484610008047386	-175.00
	12/15/2020	7938	White Wings Cleaning Service	Invoice 8067	-110.00
	12/29/2020	7939	Mobility Advancement Group	Administrative Services for December 2020	-17,334.37
	12/29/2020	7940	County Sanitation Districts of LA County	Parking Lot Lease, January 2021	-8,202.35
Dec 20	TOTAL				\$ 109,448.70

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Jan 21	01/21/2021	7941	Administrative Services Co-Op	Invoice 201201 December 2020	-5,363.11
	01/21/2021	7942	AT&T	Account No. 0206360576001	-67.43
	01/21/2021	7943	Clean Energy	VOID: CE 12357257 December 2020	0.00
	01/21/2021	7944	County Sanitation Districts of LA County	Carson Parking Lot Lease	-8,202.35
	01/21/2021	7945	Cubic Transportation Systems	VOID:	0.00
	01/21/2021	7946	Frontier Communications7108	310 544-7108-062795-5	-334.19
	01/21/2021	7947	Gayle Albin-Bailey		-300.00
	01/21/2021	7948	MV Transportation, Inc.	December 2020 Fixed Route service	-72,389.01
	01/21/2021	7949	Office Depot	Account 34585368	-96.34
	01/21/2021	7950	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3104438604	-296.88
	01/21/2021	7951	PVPUSD	Services	-100.00
	01/21/2021	7952	PVPUSD-Rent		-215.17
	01/21/2021	7953	Q Document Solutions Inc.	Copier Maintenance	-165.92
	01/21/2021	7954	ReadyRefresh by Nestle	Account 0024293722	-47.96
	01/21/2021	7955	Regional TAP Service Center	PV1142021 November and December 2020	-327.66
	01/21/2021	7956	Rogers, Anderson, Malody & Scott LLP	Audit Services, FY 2020	-3,690.00
	01/21/2021	7957	Temps Incorporated	Parking Lot Security	-2,630.61
	01/21/2021	7958	Trillium Solutions	Invoice 4017 GTFS Updates	-127.50
	01/21/2021	7959	Wells Fargo	Acct 4484610008047386	-540.13
	01/21/2021	7960	Clean Energy	CE 12357257 December 2020	-3,012.59
	01/26/2021	7961	Mobility Advancement Group	Administrative Services for January 2021	-17,334.37
Jan 21	TOTAL				\$ 115,241.22

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Feb 21	02/18/2021	7962	Administrative Services Co-Op	Invoice 201201 December 2020	-4,248.55
	02/18/2021	7963	AT&T	Account No. 0206360576001	-161.51
	02/18/2021	7964	Clean Energy	CE12365141 January 2021	-5,736.87
	02/18/2021	7965	County Sanitation Districts of LA County	Parking Lot Lease	-8,202.35

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

December 2020 through March 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
02/18/2021	7966	Frontier Communications7108	310 544-7108-062795-5	-334.19
02/18/2021	7967	Gayle Albin-Bailey	Bookkeeping Service	-300.00
02/18/2021	7968	MV Transportation, Inc.	Invoice 111914 January 2021	-60,112.00
02/18/2021	7969	MV Transportation, Inc. BENE	Exended Pandemic Benefit for Furloughed Emp	-6,640.00
02/18/2021	7970	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3104509897	-32.00
02/18/2021	7971	PVUSD	Utilities	-169.38
02/18/2021	7972	Q Document Solutions Inc.	Copier Maintenance	-170.81
02/18/2021	7973	ReadyRefresh by Nestle	Account 0024293722	-15.03
02/18/2021	7974	Regional TAP Service Center	PV2162021 JANUARY 2021	-419.21
02/18/2021	7975	Temps Incorporated	Parking Lot Security	-2,913.08
02/18/2021	7976	Thales Consulting	Invoice 2495	-1,051.00
02/18/2021	7977	Wells Fargo	Acct 4484610008047386	-113.00
02/18/2021	7978	White Wings Cleaning Service	Office Cleaning	-220.00
02/26/2021	7979	Mobility Advancement Group	Administrative Services for February 2021	-17,334.37
Feb 21			TOTAL	\$ 108,173.35

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Mar 21				
03/18/2021	7980	Administrative Services Co-Op	Invoice 10898 February 2021	-7,061.22
03/18/2021	7981	AT&T	Account No. 0206360576001	-97.60
03/18/2021	7982	Clean Energy	CE 12372610 February 2021	-5,944.81
03/18/2021	7983	County Sanitation Districts of LA County	Parking Lot Lease	-8,202.35
03/18/2021	7984	Frontier Communications7108	310 544-7108-062795-5	-334.02
03/18/2021	7985	MV Transportation, Inc.	Invoice 112316 February 2021	-62,477.67
03/18/2021	7986	Office Depot	Account 34585368	-147.96
03/18/2021	7987	Q Document Solutions Inc.	Copier Maintenance	-84.47
03/18/2021	7988	ReadyRefresh by Nestle	Account 0024293722	-47.96
03/18/2021	7989	Temps Incorporated	Parking Lot Security	-1,659.57
03/18/2021	7990	Wells Fargo	Acct 4484610008047386	-92.97
03/18/2021	7991	White Wings Cleaning Service	Invoice 8110	-110.00
03/31/2021	7992	Mobility Advancement Group	Administrative Services for March 2021	-17,334.37
Mar 21			TOTAL	\$ 103,594.97

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MINUTES

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Thursday, December 10, 2020

The meeting was called to order at 6:02 pm by Chairperson Lozzi.

REGULAR SESSION

Board roll call was answered as follows:

PRESENT: Victoria Lozzi, PVE; Michael Kemps, PVE; David Bradley, RPV; Steve Zuckerman, RHE; Velveth Schmitz, RHE

ABSENT: Ken Dyda, RPV

Also present were Martin Gombert, PVPTA; Jessica Slawson, RHE; Ron Drago, RPV; Laura Guglielmo, PVE.

CONFIRM POSTING OF THE AGENDA BY ROLLING ESTATES CITY CLERK

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

APPROVAL OF CONSENT CALENDAR (1-5)

Member Zuckerman ask about parking lot security costs.

Member Bradley moved approval of the Consent Calendar, seconded by Member Zuckerman.

The motion passed on the following roll call vote:

AYES: Zuckerman, Lozzi, Bradley, Kemps, Schmitz

NOES: None

ABSENT: Dyda

ABSTAINED: Kemps, Schmitz

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

None

ADMINISTRATOR REPORT

Administrator Gombert presented a brief review of transit ridership and noted that it was slowly increasing, talked about the free Election Day service and marketing campaign, and reviewed two budget scenarios for the remainder of the fiscal year.

There was considerable conversation among Board Members regarding the CARES Act funding and several positive comments were made about Election Day service marketing efforts.

NEW BUSINESS

1. Fiscal Year 2020 Fiscal Audit

Mr. Scott Manno, RAMS presented the FY '20 Fiscal Audit report. He noted that the report was an "unmodified" opinion, the highest standard. There were several questions from Board Members.

Member Schmitz moved approval of the recommendation, seconded by member Bradley. The motion passed on the following roll call vote:

The motion passed on the following roll call vote:

AYES: Zuckerman, Lozzi, Bradley, Kemps, Schmitz

NOES: None

ABSENT: Dyda

OLD BUSINESS

PV Office Internet Service

Administrator Gombert provided an update on the second Cox Cable service proposal. There was discussion.

FUTURE AGENDA ITEMS

Pass pricing, Board reorganization, RPV Shuttle, CARES Act, and Board Workshop.

CHAIR AND MEMBER ITEMS REPORT

None

ADJOURNMENT

Chairperson Lozzi adjourned the meeting at 7:03 pm.

MINUTES

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Thursday, March 4, 2021

The meeting was called to order at 6:00 pm by Chairperson Lozzi.

REGULAR SESSION

Board roll call was answered as follows:

PRESENT: Victoria Lozzi, PVE; David Bradley, RPV; Ken Dyda, RPV; Steve Zuckerman, RHE; Debby Setgura, RHE

ABSENT: Jim Roos, PVE;

Also present were Martin Gombert, PVPTA; Jessica Slawson, RHE; Ron Drago, RPV, and Rich Phillips, PVPUSD

CONFIRM POSTING OF THE AGENDA BY ROLLING ESTATES CITY CLERK

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

NEW BUSINESS

1. Board of Directors Workshop

Administrator Gombert presented an overview of the Palos Verdes Peninsula Transit Authority. There were numerous questions and comments by Board Members.

2. Memorandum of Understanding with Rancho Palos Verdes

Administrator Gombert presented the staff report and answered several questions from Board Members.

Member Bradley moved approval of the Memorandum of Understanding with Rancho Palos Verdes, seconded by Member Zuckerman

The motion passed on the following roll call vote:

AYES: Zuckerman, Lozzi, Bradley, Dyda, Setgura

NOES: None

ABSENT: Roos

ADJOURNMENT

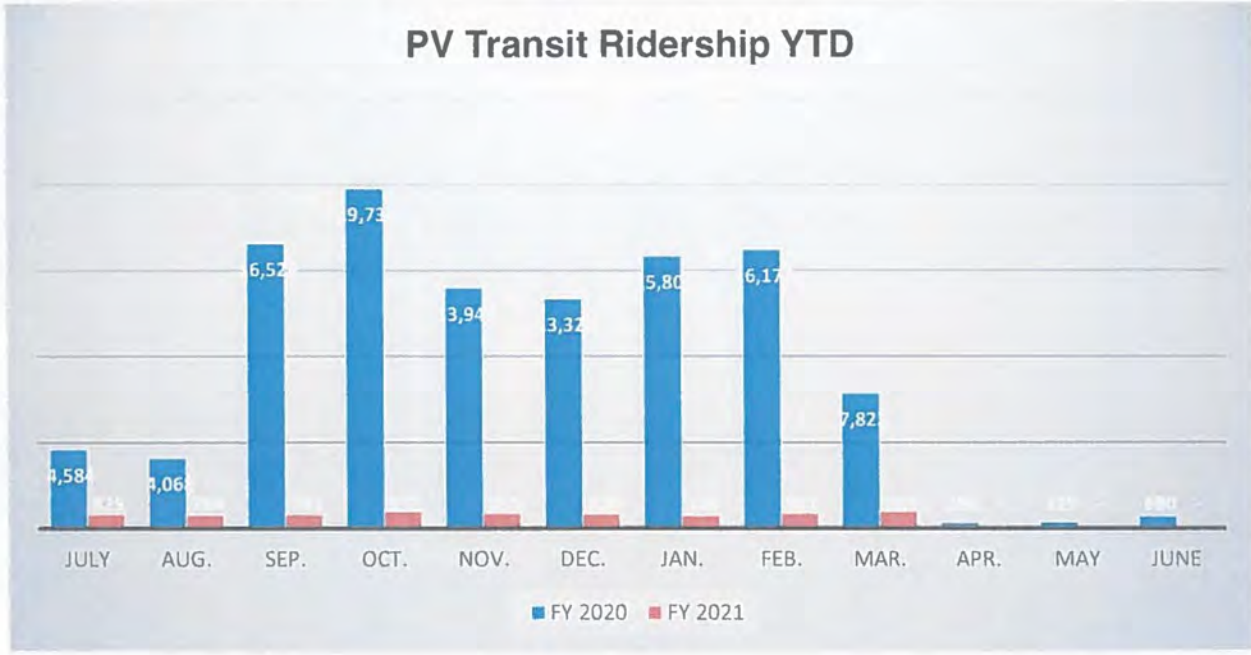
Chairperson Lozzi adjourned the meeting at 7:25 pm.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 16, 2021
SUBJECT: Operations Report for the period ending March 31, 2021.

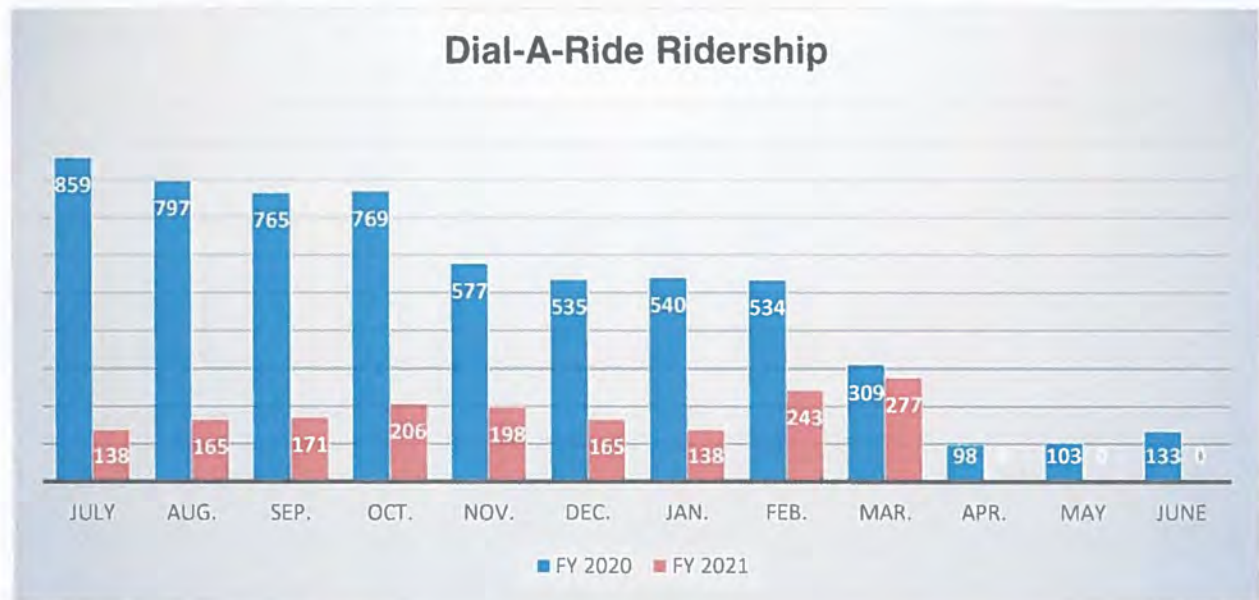
PV TRANSIT

PV Transit ridership totaled 7,544 for Fiscal Year 2020-21, a 93% decrease over previous years totals. Ridership on Route 225-226 is steadily increasing and March was the busiest ridership month for the year as riders slowly return.



DIAL-A-RIDE

Dial-A-Ride ridership totaled 1,701 for Fiscal Year 2020-21, an 70% decrease over previous year's totals. Dial-a-ride customers are slowly returning and March was the busiest ridership month of the year.



GOVERNMENT RELATIONS

During the past three months staff has attended virtual meetings of Metro's Local Transit Service Subcommittee (LTSS), Access Services Board Meetings, and Metro's Bus Operations Subcommittee (BOS). Staff has been meeting with local transit officials regarding CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act 2021) funding that is included in Metro's FY 2021-22 draft budget.

SERVICE UPDATE

PV Transit began service on most remaining routes on April 12, 2021 as PVPUSD schools began operation on a modified schedule.

On April 9th PV Transit began operation of the Palos Verdes Nature Preserve shuttle for the City of Rancho Palos Verdes/

RECOMMENDATION

Receive and file report.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: March 21, 2021
SUBJECT: Financial Statements for the period ending December 31, 2020

Attached are the *draft* Financial Statements for the period ending December 31, 2020.

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 30, 2020 totaled \$850,312, 27.05% below budgeted amounts.

Fixed Route and dial-a-ride operating fees were \$476,061, 33.48% below budget due to the impact of Covid service reductions.

Charges for Services

Passenger revenue totaled \$10,728 for the first half of the fiscal year. This was \$192,452 below budget (-94.72%).

Government Revenue

PV Transit is current with all grant payments from member agencies as of December, 2020. We anticipated receiving the Metro-approved CARES acting funding totaling \$207,394 before the end of the fiscal year.

Attachments
-Financial Statements

Palos Verdes Peninsula Transit Authority
Management Analysis
Budget vs. Actual
YTD December 31, 2020

	<u>YTD 12/31/20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% Diff</u>
Operating Revenue				
Charges for Services				
Fixed Route	\$ 4,922	\$ 169,680	\$ (164,758)	-97.1%
Dial-A-Ride	\$ 5,356	\$ 30,000	\$ (24,644)	-82.15%
Advertising	\$ 450	\$ 2,500	\$ (2,050)	-82.0%
Charters	\$ -	\$ 1,000	\$ (1,000)	0.0%
TOTAL OPERATING REVENUE	\$ 10,728	\$ 203,180	\$ (192,452)	-94.72%
Operating Expenses				
Operator Fees				
Fixed Route	\$ 440,065	\$ 628,151	\$ (188,086)	-29.94%
Dial-A-Ride	\$ 35,996	\$ 87,500	\$ (51,504)	-58.86%
Subtotal	\$ 476,061	\$ 715,651	\$ (239,591)	-33.48%
Contract Administration	\$ 103,706	\$ 105,600	\$ (1,894)	-1.79%
Fuel Purchases	\$ 33,883	\$ 91,080	\$ (57,197)	-62.8%
Marketing and Promotions	\$ 4,489	\$ 19,000	\$ (14,511)	-76.37%
Facility Leasing	\$ 45,832	\$ 48,497	\$ (2,665)	-5.5%
Other operating Expenses	\$ 83,801	\$ 54,874	\$ 28,928	52.72%
Depreciation	\$ 102,540	\$ 130,959	\$ (28,419)	-21.7%
Subtotal	\$ 374,251	\$ 450,009	\$ (75,758)	-16.83%
TOTAL EXPENSE	\$ 850,312	\$ 1,165,661	\$ (315,348)	-27.05%
OPERATING LOSS	\$ (839,584)	\$ (962,481)	\$ 122,897	-12.77%

Palos Verdes Peninsula Transit Authority
Profit & Loss Prev Year Comparison
July through December 2020

	<u>Jul - Dec 20</u>	<u>Jul - Dec 19</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
46400 · Other Types of Income	450.00	0.00	450.00	100.0%
500.00 · Charges for Services	10,278.10	178,566.24	-168,288.14	-94.24%
Total Income	<u>10,728.10</u>	<u>178,566.24</u>	<u>-167,838.14</u>	<u>-93.99%</u>
Expense				
621.03 · Facility Leasing	45,832.12	46,197.00	-364.88	-0.79%
620.00 · Operator fees	476,060.87	697,637.34	-221,576.47	-31.76%
660.00 · Marketing and promotions	4,489.24	6,992.00	-2,502.76	-35.8%
650.00 · Fuel Purchases	33,882.53	102,462.66	-68,580.13	-66.93%
640.00 · Depreciation	102,540.00	137,166.00	-34,626.00	-25.24%
630.00 · Contract administration	103,706.22	103,706.22	0.00	0.0%
680.00 · Other Operating Expense	83,691.32	48,757.15	34,934.17	71.65%
Total Expense	<u>850,202.30</u>	<u>1,142,918.37</u>	<u>-292,716.07</u>	<u>-25.61%</u>
Net Ordinary Income	<u>-839,474.20</u>	<u>-964,352.13</u>	<u>124,877.93</u>	<u>12.95%</u>
Other Income/Expense				
Other Income				
551.01 · LA County Grant	376,000.00	0.00	376,000.00	100.0%
556.00 · MTA Funding	110,061.00	0.00	110,061.00	100.0%
750.00 · City Prop A exchange	-234,975.00	-336,750.00	101,775.00	30.22%
450.00 · Prop A Exchange	313,300.00	449,000.00	-135,700.00	-30.22%
900.00 · Interest Income	8,536.89	24,702.95	-16,166.06	-65.44%
920.00 · Member contributions	586,181.00	566,906.50	19,274.50	3.4%
Total Other Income	<u>1,159,103.89</u>	<u>703,859.45</u>	<u>455,244.44</u>	<u>64.68%</u>
Net Other Income	<u>1,159,103.89</u>	<u>703,859.45</u>	<u>455,244.44</u>	<u>64.68%</u>
Net Income	<u><u>319,629.69</u></u>	<u><u>-260,492.68</u></u>	<u><u>580,122.37</u></u>	<u><u>222.7%</u></u>
Net Assets, Beginning of Year	<u>3,669,985.07</u>	<u>3,329,083.85</u>		
Net Assets, End of Year	<u><u>3,989,614.76</u></u>	<u><u>3,068,591.17</u></u>		

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Palos Verdes Peninsula Transit Authority
Balance Sheet Prev Year Comparison
As of December 31, 2020

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
101.00 · Cash and cash equivalents	2,858,417.28	1,472,201.33	1,386,215.95	94.16%
Total Checking/Savings	<u>2,858,417.28</u>	<u>1,472,201.33</u>	<u>1,386,215.95</u>	<u>94.16%</u>
Accounts Receivable				
120.00 · Due from other governments	505,701.00	831,934.50	-326,233.50	-39.21%
Total Accounts Receivable	<u>505,701.00</u>	<u>831,934.50</u>	<u>-326,233.50</u>	<u>-39.21%</u>
Other Current Assets				
140.00 · Prepaid Expense	52,602.28	75,940.17	-23,337.89	-30.73%
1499 · Undeposited Funds	34.00	32,732.00	-32,698.00	-99.9%
Total Other Current Assets	<u>52,636.28</u>	<u>108,672.17</u>	<u>-56,035.89</u>	<u>-51.56%</u>
Total Current Assets	<u>3,416,754.56</u>	<u>2,412,808.00</u>	<u>1,003,946.56</u>	<u>41.61%</u>
Fixed Assets				
212.00 · Accum. Depreciation - Vehicles	-4,002,743.82	-3,764,081.82	-238,662.00	-6.34%
212.10 · Accum Deprec Infrastructures	-10,949.17	-9,905.17	-1,044.00	-10.54%
15900 · Leasehold Improvements	12,449.00	12,449.00	0.00	0.0%
16400 · Vehicles	4,684,655.06	4,682,917.25	1,737.81	0.04%
Total Fixed Assets	<u>683,411.07</u>	<u>921,379.26</u>	<u>-237,968.19</u>	<u>-25.83%</u>
TOTAL ASSETS	<u><u>4,100,165.63</u></u>	<u><u>3,334,187.26</u></u>	<u><u>765,978.37</u></u>	<u><u>22.97%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
310.00 · Vouchers Payable	106,509.52	257,927.77	-151,418.25	-58.71%
Total Accounts Payable	<u>106,509.52</u>	<u>257,927.77</u>	<u>-151,418.25</u>	<u>-58.71%</u>
Credit Cards				
315.00 · Wells Fargo Business Card	-466.17	-377.68	-88.49	-23.43%
Total Credit Cards	<u>-466.17</u>	<u>-377.68</u>	<u>-88.49</u>	<u>-23.43%</u>
Total Current Liabilities	<u>106,043.35</u>	<u>257,550.09</u>	<u>-151,506.74</u>	<u>-58.83%</u>
Long Term Liabilities				
355.00 · Deferred Rent	4,507.52	8,046.00	-3,538.48	-43.98%
Total Long Term Liabilities	<u>4,507.52</u>	<u>8,046.00</u>	<u>-3,538.48</u>	<u>-43.98%</u>
Total Liabilities	<u>110,550.87</u>	<u>265,596.09</u>	<u>-155,045.22</u>	<u>-58.38%</u>
Equity				
3900 · Retained Earnings	3,669,985.07	3,329,083.85	340,901.22	10.24%
Net Income	319,629.69	-260,492.68	580,122.37	222.7%
Total Equity	<u>3,989,614.76</u>	<u>3,068,591.17</u>	<u>921,023.59</u>	<u>30.02%</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,100,165.63</u></u>	<u><u>3,334,187.26</u></u>	<u><u>765,978.37</u></u>	<u><u>22.97%</u></u>

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MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 15, 2021
SUBJECT: Surplus Vehicle

Upon the delivery of three new CNG-powered transit vehicles next month (#1066 - #1068), the Authority has the following buses that are surplus to the Authority's needs.

<u>Make</u>	<u>Model</u>	<u>Date of Purchase</u>	<u>License</u>
EIDorado National	Type 7	2008	1258409
EIDorado National	Type 7	2008	1258408
EIDorado National	Type 7	2009	1329524
EIDorado National	Type 7	2009	1329526
EIDorado National	Type 7	2010	1337944

Staff will be disposing three of these vehicles after receipt of three new vehicles scheduled for delivery in May. The remaining two vehicles will be disposed of in FY '22 after receipt of the next order of vehicles.

RECOMMENDATION

Declare vehicle #1041-#1044 and #1047 surplus and direct staff to dispose of at auction.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 16, 2021
SUBJECT: Proposed Budget Revise for Fiscal Year 2020-21

BACKGROUND

On June 25, 2020 the Board of Directors approved the FY 2020-21 Budget with the understanding that a budget revise would be presented to the Board during the fiscal year once funding and operating expenses could be more fully confirmed.

The following developments now allow us to present a FY 2020-21 Budget revise to the Board:

- The Metro Board approved a revised FY 2020-21 budget in September 2020 that included CARES Act (Coronavirus Aid, Relief, and Economic Security Act) funding for Los Angeles County municipal and local transit operators. The Authority is receiving \$207,394 through the Proposition A Incentive Funding program.
- Since March 2020 the Authority significantly reduced service and was only operating Route 225-226 for essential workers as well as dial-a-ride service. These service reductions resulted in a significant reduction in operating expenses.
- The Palos Verdes Peninsula School District (PVPUSD) opened schools on a modified schedule effective April 12, 2021 after Los Angeles County entered the Orange Tier (Moderate Risk). The Authority significantly increased service on April 12th to provide service to student riders and other customers.

FY 2020-21 BUDGET REVIEW

The attached budget document shows the current year budget approved on June 25, 2020 and the proposed budget revise on a line-item basis for expenditures and revenues.

Operating expenses are estimated to decline 26% over the initial FY 2020-21 budgeted totals.

- Contracted Services: Fixed route expenses are decreased 34% and dial-a-ride expenses 54%. This assumes the restoration of additional fixed route service on April 12th and gradually increasing dial-a-ride ridership for the remainder of the year.
- Fuel Cost: Fuel costs are decreased 52% over the original budgeted amounts.
- Administrative Costs: No change is proposed for this expense category.
- Depreciation Expense: This amount (line 10) is from accounting staff estimates. This number will be adjusted depending on the delivery date of new equipment.
- Capital Program: The original FY 2020-21 budget included the purchase of two (2) new vehicles for \$364,704. These vehicles will be delivered and placed into service before the end of this fiscal year.

Staff is proposing to purchase three (3) additional vehicles for a total cost of \$556,612. This purchase would allow the Authority to retire the last of 13 year-old propane-powered vehicles with CNG-powered vehicles with much lower emissions.

Total cost for these two procurements would be \$921,320.

SUPPORT FUNDING SOURCES

Support funding from all sources has increased by 10% over the previously-approved FY 2020-21 budget. The following two funding sources have been modified:

- The final Proposition Fund exchange with the City of Cudahy was \$18,325 higher than originally budgeted.

- The Authority received \$207,394 in CARES Act funding through the Proposition A Incentive Funding program. Since these funds are from Proposition A Local Return Funds, there are no federal requirements associated with this funding source.

ROUTE AND SCHEDULE CHANGES

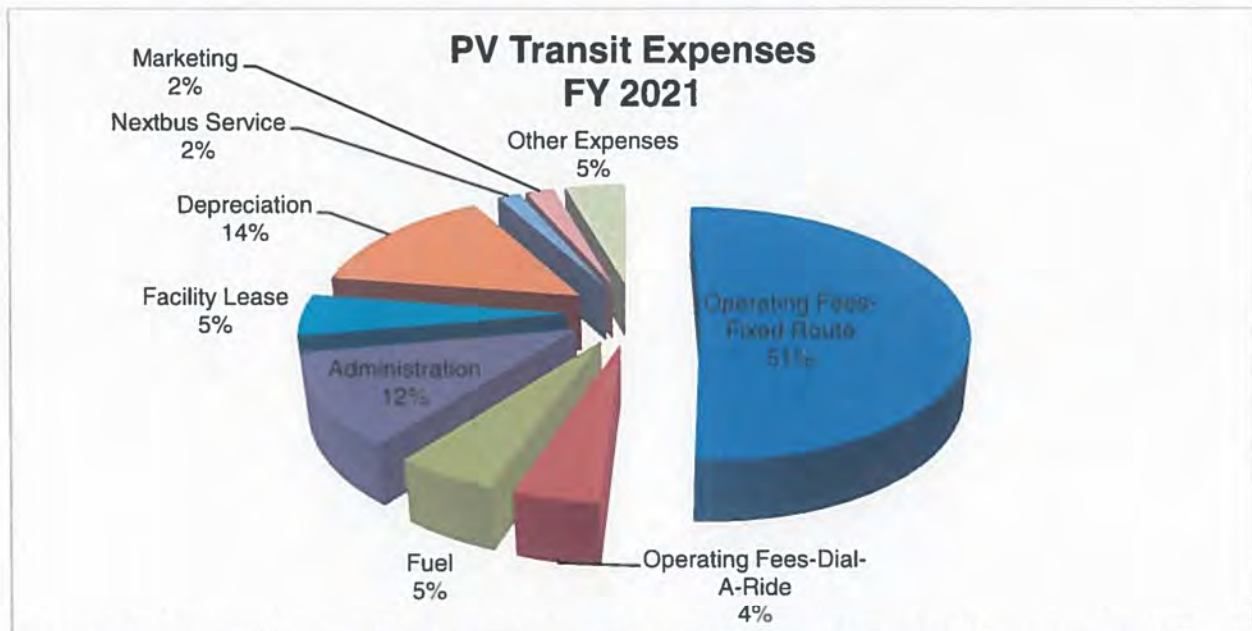
The budget includes additional bus service starting on April 12th and summer bus service starting on June 21st. The budget also includes \$20,000 in charter bus revenue for the operation of the shuttle service to the Palos Verdes Nature Preserve.

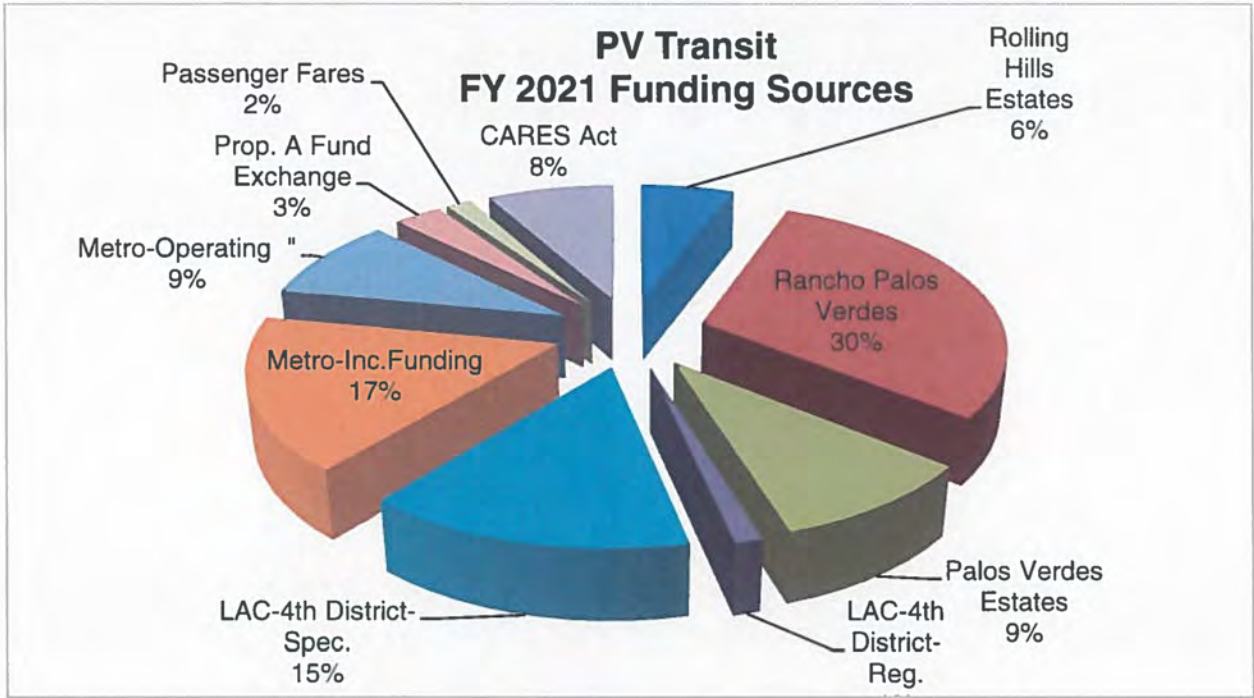
PASSENGER FARES

No changes are proposed to the existing fare structure approved by the Board on June 25, 2020.

RECOMMENDATION

Adopt the Fiscal Year 2020-21 budget revise in the amount of \$1,820,336 for operations and \$921,320 for capital.





Attachments:

- Proposed FY 2020-21 Budget Revise

**PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSED BUDGET
FISCAL YEAR 2020-21**

	FY 2020-21 APPROVED Budget	FY 2020-21 REVISE Budget	CHANGE	% Change
EXPENDITURES				
Operations Expense				
1 Oper. Fees-Fixed Rt	\$ 1,364,460	\$ 907,062	\$ (457,398)	-34%
2 " " -DAR/DAL	175,000	79,950	(95,050)	-54%
3 " " - Charter	1,000	20,000	19,000	1900%
4 Facility Lease	96,995	96,995	-	0%
5 Fuel	198,000	95,465	(102,535)	-52%
Total Operations	\$ 1,835,454	\$ 1,199,472	\$ (635,983)	-35%
Administrative Exp.				
6 Admin. - General	\$ 211,200	\$ 211,200	-	
7 Marketing	38,000	38,000	-	
8 Nextbus Service	29,747	29,747	-	
9 Other Operating Expenses	80,000	80,000	-	
Total Administration	\$ 358,947	\$ 358,947	\$ -	0%
10 Depreciation Expense	261,917	261,917	-	
TOTAL EXPENDITURES	\$ 2,456,318	\$ 1,820,336	\$ (635,983)	-26%
REVENUES				
11 Farebox	\$ 282,800	\$ 10,000		
12 Charter sales	\$ 2,000	\$ 20,000		
13 Voucher Sales	\$ 60,000	\$ 12,000		
Total Sales	\$ 344,800	\$ 42,000		
14 Other Revenue	5,000	17,477		
TOTAL REVENUES	\$ 349,800	\$ 59,477	\$ (290,323)	-83%
SUPPORT FUNDING REQ.	\$ 2,106,518	\$ 1,760,859	\$ (345,660)	-16%
15 Operating Res.Reqmnt				
CAPITAL PROGRAM	364,704	921,320		
TOTAL FUNDING REQ.	\$ 2,471,222	\$ 2,682,178	\$ 210,956	9%
SUPPORT FUNDING SOURCES				
Source:	<u>FY 2021</u>	<u>FY 2021</u>		
Rolling Hills Estates	\$ 152,249	\$ 152,249		
Rancho Palos Verdes	\$ 774,570	\$ 774,570		
Palos Verdes Estates	\$ 245,543	\$ 245,543		
LAC-4th District-Reg.	32,200	32,200		
LAC-4th District-Spec.	376,000	376,000		
Metro-Inc.Funding	\$ 440,244	\$ 440,244		
Metro-Operating "	241,625	241,625		
CARES Act	-	207,394		
Prop. A Fund Exchange	60,000	78,325		
SUPPORT FUNDING	\$ 2,322,431	\$ 2,548,150	\$ 225,719	10%
From Capital Reserve	\$ 148,791	\$ 134,028		
TOTAL FUNDING	\$ 2,471,222	\$ 2,682,178		

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MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 16, 2021
SUBJECT: Capital Improvement Program

INTRODUCTION

Staff is proposing to purchase three new small transit buses to replace existing equipment.

ANALYSIS

Replacement Bus

It is recommended that the Authority purchase three replacement buses through the MBTA/CalACT Cooperative Bid (RFP #15-03). The Cooperative is the development of a **Local Government Purchasing Schedule** as defined in the Federal Transit Administration's (FTA) Circular 4220.1F Chapter V, Part 4.

The new buses would replace three vehicles purchased in 2009 and 2010 that have exceeded their useful life span. This purchase will allow the Authority to replaced all of the remaining propane-powered vehicles with CNG powered buses with significantly lower emissions.

A summary of vehicle specifications is shown below:

- Make and Model: Startrans, 27.5 Foot
- Twenty-two passenger capacity
- Wheelchair Lift with seating positions for two wheelchairs
- Powered by compressed-natural-gas (CNG)
- Electronic Destination Signs
- Bike Racks

Detailed vehicle specifications and drawings are attached.

FINANCIAL IMPACT

Shown below is the estimated cost and funding source for the replacement vehicle purchase. A quote for the proposed purchase is attached to this report.

Replacement Bus

Price	\$176,702.50
Number	3
Subtotal	\$530,107.50
Additional Equipment	\$26,505.36
TOTAL	\$556,612.89

Funding Source

Operating Funds \$556,612.89.

RECOMMENDATION

Approve the capital improvement program consisting of the purchase of three (3) replacement buses from Creative Bus Sales (quote dated 03-29-21) for a price not to exceed \$530,107.50 plus additional equipment and vehicle modifications not to exceed \$26,505.36.



Creative Bus Sales

THE NATION'S LARGEST BUS DEALER SINCE 1980

Ca/ACT RFP #15-03 - Class E - Quote Sheet

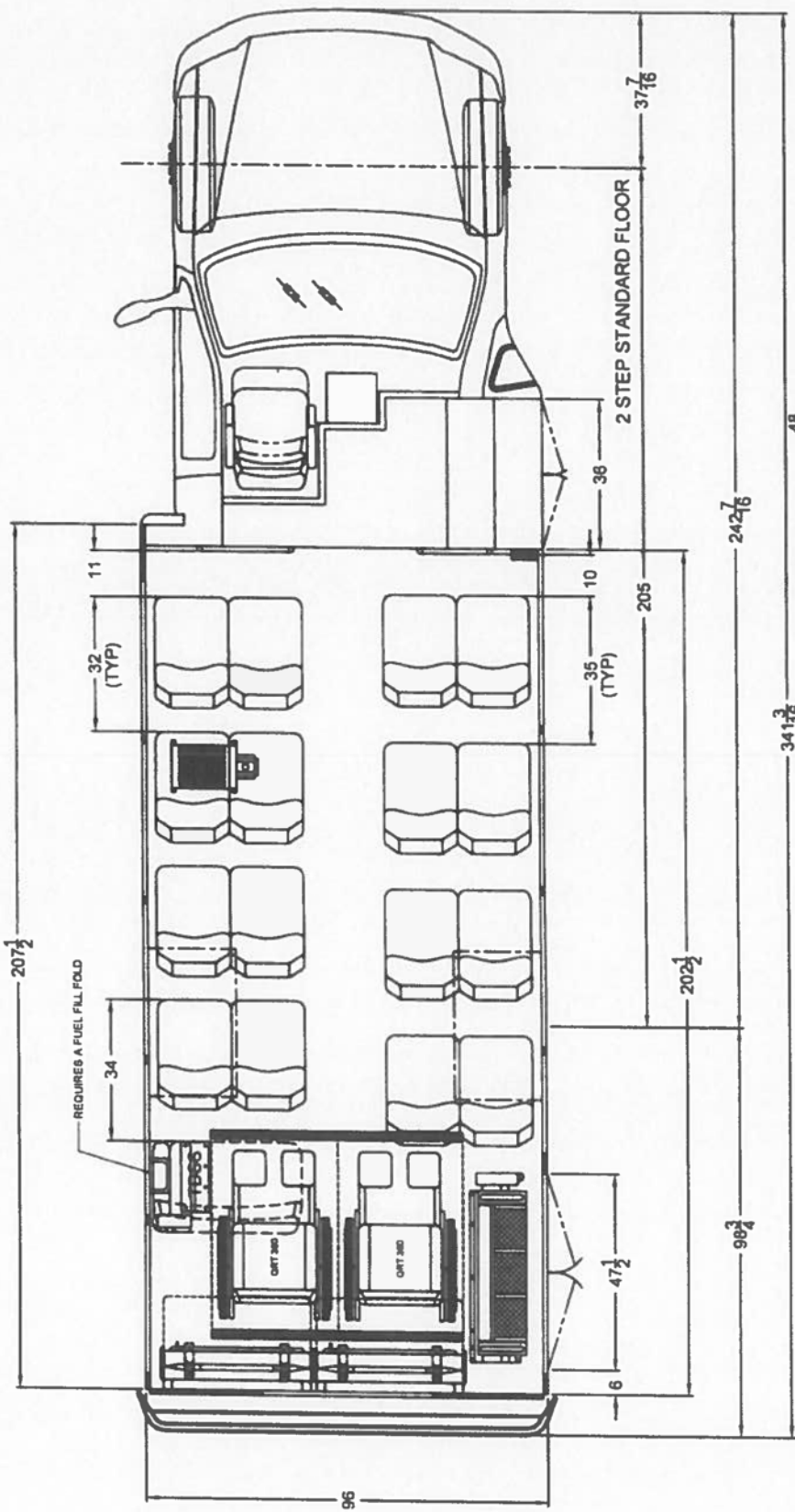
Vehicle Type:	Class E - Starcraft Bus - (Allstar XL)		Ford GPC #:	
Contact:	Martin Gombert		Type of Lift:	<input checked="" type="checkbox"/> Braun <input type="checkbox"/> Ricon
Agency:	Palos Verdes Peninsula Transit Authority		Lift Location:	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear
Address:	38 Crest Road West		Seat Material D-90:	<input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Cloth
City, State, Zip:	Rolling Hills, CA 90274		Seat Color:	Gray
Phone:	(310) 544-7108		Reflective Stripes:	<input type="checkbox"/> Yes (2) 5" <input checked="" type="checkbox"/> No
Fax:			Stripe Color:	N/A
E-Mail:	pvtransit@palosverdes.com		Salesperson:	Don White
Quantity:	Description	Price	Ext. Price	ADA
1	Class E - (Starcraft) - (F550) - 27.5'	\$94,766.10	\$94,766.10	\$9,800.00
Published Options				
1	AM/FM/CD - (Per Spec)	\$495.00	\$495.00	
1	Braun - Century Lift - (Standard)	\$0.00	\$0.00	\$0.00
1	CNG Base System - (40gpg)	\$20,020.00	\$20,020.00	
1	Dialight Exterior LED	\$742.50	\$742.50	
1	Drivers Seat - (OEM Ford)	\$0.00	\$0.00	
2	Freedman Flip Seat - (Double)	\$704.00	\$1,408.00	\$1,408.00
1	Freedman Foldaway Seat - (Double)	\$1,155.00	\$1,155.00	\$1,155.00
1	Hanover Electronic Signs - (Front / Side)	\$4,840.00	\$4,840.00	\$4,840.00
1	Kidde Automatic Fire Suppression System w/Methane Detection	\$7,150.00	\$7,150.00	
1	Raised Floor - (West Coast Style w/3 Steps or Flat to Front w/4 Step Entry)	\$537.90	\$537.90	\$537.90
1	Roof Vent - (Transpec 1070)	\$544.50	\$544.50	
1	Spare Tire - (Loose, Full Size, To Match OEM Chassis)	\$0.00	\$0.00	
1	Sportworks Bike Rack - (Black 2-Bike)	\$2,200.00	\$2,200.00	
1	"Stop Request" System - (w/ADA Buttons on Seat & WC/Sign/Chime)	\$1,650.00	\$1,650.00	\$1,650.00
1	Telma Driveline Brake Retarder	\$9,955.00	\$9,955.00	
Non-Published Options				

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1	A/C - Trans/Air TA77R90 Super - 90,000 BTU's - (Roof Mount Condenser)	\$4,215.00	\$4,215.00
1	CNG Upgrade - (Increase to 45gpg System)	\$9,500.00	\$9,500.00
1	Lift - Pad Cover (Full Cover - Braun)	\$350.00	\$350.00
1	Mor/Ryde Suspension System	\$1,144.48	\$1,144.48
Class E - Base Price		\$94,766.10	
Published Options		\$50,697.90	
Non-Published Options		\$15,209.48	
Total		\$160,673.48	\$19,740.90
Doc Prep Fee		\$85.00	
Non-Taxable		\$19,740.90	
Taxable Amount		\$142,017.58	
Tax Total		\$13,491.67	9.500%
Sub-Total		\$174,250.15	
CalACT Fee		\$2,410.10	
DMV E-File Fee:		\$30.00	
DMV Fee		\$0.00	(Estimated)
Tire Fee		\$12.25	
Local Delivery		\$0.00	0
Total		\$176,702.50	Insert Miles
Number of Units		3	
Final Total		\$530,107.51	

Local Delivery Up To 100 Miles at No Charge

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DEALER APPROVAL

APPROVED

CUSTOMER SIGNATURE

NOTE: SHOWN WITH MID-HI FEATHERWEIGHT FREEDMAN SEATS
 SENATOR HD F-550 19,500 GVWR
 THIS FLOOR PLAN IS FOR ILLUSTRATION PURPOSES ONLY.
 A WEIGHT ANALYSIS HAS NOT YET BEEN PERFORMED.
 FINAL APPROVAL WITH A WEIGHT ANALYSIS IS REQUIRED UPON RECEIPT OF A
 COMPLETED ORDER WITH ALL OPTIONS SHOWN.
 OPTIONAL EQUIPMENT MAY BE SHOWN.
 THE SALES ORDER PLACED DICTATES ACTUAL OPTION CONTENT.

SCALE
 IN INCHES



THIS DRAWING AND THE INFORMATION THEREON ARE THE EXCLUSIVE PROPERTY OF STARTRANS BUS, A DIVISION OF FOREST RIVER. IT SHALL NOT BE COPIED OR DUPLICATED IN ANY MANNER, NOR SHALL IT BE SUBMITTED TO OUTSIDE PARTIES FOR EXAMINATION WITHOUT OUR WRITTEN CONSENT. IT IS LOANED FOR USE WITH REFERENCE TO WORK UNDER CONTRACT WITH, OR PROPOSALS SUBMITTED TO STARTRANS BUS, A DIVISION OF FOREST RIVER.

TOLERANCE UNLESS OTHERWISE SPECIFIED	STARTRANS a division of Forest River, Inc.
WOOD	DATE: 08/03/20
± 1/8"	± 1/16"
± 1"	± 1/2"
BY: JPC	CHK: JPC
DATE: 09/03/20	TITLE: 18 2 WC 205" WB 202 BODY 28' SENATOR HD
ECR No.	DWG. No. 18 2 WC 1 DBL FOLD 2 DBL FLRPS 205 202-2 USA

CORRECTED HEATER LOCATION

DESCRIPTION OF CHANGE

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 16, 2021
SUBJECT: Election of Officers

BACKGROUND

The Joint Powers Agreement provides for annual election of Officers.

Shown below is a list of the current Officers:

Ms. Victoria Lozzi, Chairperson

Vacant, Vice Chairperson

Mr. Steve Zuckerman, Secretary Treasurer

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

RECOMMENDATION

Elect officers for calendar year 2021.