

AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
May 16, 2024
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.

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 (1-7):**

Check #	Date	Amount
6818-6836	January	\$ 218,466.44
6838-6855	February	\$ 222,994.96
6856-6877	March	\$ 210,894.73
6873-6894	April	\$ 320,572.70
TOTAL		\$ 972,928.83

1. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing: Page 4
2. Approval of February 15, 2024 Board Minutes Page 10
3. Operations Report as of April 30, 2024 Page 13
4. Financial Statements as of March 31, 2024 Page 19
5. Approval of Engagement Letter with Rogers, Anderson, Malody & Scott for the FY' 24 Fiscal Audit Page 23
6. Approve Quote from Trillium Solutions, Inc. for GTFS Maintenance Page 33
7. Approve Renewal of PVPTA Remix License Page 36

Recommendation: Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

1. Brief History of the Authority Presentation

(45 mins) **REGULAR BUSINESS:**

I. NEW BUSINESS

1. 2024-25 Budget Page 38

OPEN PUBLIC HEARING

Staff presentation on Fiscal Year 2024-25 Budget

CLOSE PUBLIC HEARING

Recommendation: Adopt Fiscal Year 2024-25 Budget, setting service levels and fares.

2. Optibus Scheduling Software

Page 44

Recommendation: Approve Amendment #1 with MV Transportation

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

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

A. PVPUSD Update

Verbal

B. Board Member Comments

Verbal

ADJOURNMENT: TBD

MEMORANDUM

TO: Board Members
 FROM: Martin Gombert, Administrator
 DATE: May 9, 2024
 SUBJECT: Check Listings

Attached are checking listing for January through April 2024.

Credit Card Summary

Checks issued to Wells Fargo are for the Agency's credit card. Shown below is a summary of credit card charges for the last four months.

Date	Amount	Vendor	Description
12/07/23	\$23.88	Adobe	Software
12/12/23	\$413.00	Peninsula People	Advertising
12/12/23	\$1,686.75	Lucille's	Holiday Lunch. 50% Reimbursable
12/25/23	\$60.32	MSFT	Software
12/26/23	\$46.27	Labor Law Center	Office Poster
12/29/23	\$100.00	Subway	Food for NYE drivers
TOTAL Jan. '24	\$2,330.22		

Date	Amount	Vendor	Description
01/10/2024	\$112.60	Harris American	Office Supplies
01/31/2024	\$648.84	CTC-VIS	CARB Registration Fees
TOTAL Feb. '24	\$761.44		

Date	Amount	Vendor	Description
02/28/2024	\$49.39	Wells Fargo	Misc. Fees
TOTAL Mar. '24	\$49.39		

Date	Amount	Vendor	Description
03/04/24	\$675.00	CalACT	Conference Reg.
03/12/24	\$328.49	1-800 Flowers	Staff Member Funeral
03/22/24	\$451.20	Delta	Conference-Reimbursable
TOTAL April '24	\$1,454.69		

Palos Verdes Peninsula Transit Authority
Checks Written for Month
January-April 2024

Date	Num	Name	Memo	Original Amount	Paid Amount
Jan 24					
01/18/2024	6818	Administrative Services Co-Op	December 2023 Dial-A-Ride	-6,513.06	\$ 6,513.06
01/18/2024	6819	AT&T	Account No. 171-804-2002 001	-39.37	39.37
01/18/2024	6820	CKG Communications	Invoice PVPTA28, Marketing	-650.00	650.00
01/18/2024	6821	Clean Energy	December 2023 CNG Fuel	-30,518.74	30,518.74
01/18/2024	6822	County Sanitation Districts of LA County	Parking Lot Lease	-8,962.93	8,962.93
01/18/2024	6823	Cox Business	Account 001 7401 035340502	-385.00	385.00
01/18/2024	6824	Frontier Communications7108	310 544-7108-062795-5	-192.13	192.13
01/18/2024	6825	Gayle Albin-Bailey	Bookkeeping Services	-281.25	281.25
01/18/2024	6826	MV Transportation SECURITY	27001	-3,376.80	3,376.80
01/18/2024	6827	MV Transportation, Inc.	December 2023 Fixed Route	-140,990.96	140,990.96
01/18/2024	6828	Palos Verdes On the Net	Invoice 2Q 2023-2024	-1,675.00	1,675.00
01/18/2024	6829	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3106461305	-317.14	317.14
01/18/2024	6830	Q Document Solutions Inc.	Copier Maintenance	-116.49	116.49
01/18/2024	6831	ReadyRefresh by Nestle	Office Water	-88.86	88.86
01/18/2024	6832	Rogers, Anderson, Malody & Scott LLP	FY '23 Audit	-2,720.00	2,720.00
01/18/2024	6833	Southern California New Group	Statement # 0000579857	-811.50	811.50
01/18/2024	6834	Wells Fargo	Acct 4484610008047386	-2,330.22	2,330.22
01/18/2024	6835	White Wings Cleaning Service	Office Cleaning Decembe 2023	-110.00	110.00
01/29/2024	6836	Mobility Advancement Group	Administrative Services for January 2024	-18,386.99	18,386.99
Jan 24			TOTAL		\$ 218,466.44

Date	Num	Name	Memo	Original Amount	Paid Amount
Feb 24					
02/26/2024	6838	David Leeper	DAR Refund	-162.00	\$ 162.00
02/26/2024	6840	ReadyRefresh by Nestle	Office Water	-68.86	68.86
02/26/2024	6841	Q Document Solutions Inc.	Copier Maintenance	-109.73	109.73
02/26/2024	6842	PVPUSD-Rent	Office Lease	-50.00	50.00
02/26/2024	6843	PVPUSD	Office Utilities	-624.87	624.87
02/26/2024	6844	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3106509108	-35.00	35.00
02/26/2024	6845	MV Transportation, Inc.	January 2024 Fixed Route Service	-143,821.73	143,821.73
02/26/2024	6846	MV Transportation SECURITY	27001	-3,376.80	3,376.80
02/26/2024	6847	Frontier Communications7108	310 544-7108-062795-5	-191.39	191.39
02/26/2024	6848	Cox Business	Account 001 7401 035340502	-385.00	385.00
02/26/2024	6849	County Sanitation Districts of LA County	Parking Lot Lease	-8,962.93	8,962.93
02/26/2024	6850	Clean Energy	January 2024 CNG Fuel	-38,387.59	38,387.59
02/26/2024	6851	AT&T	Account No. 171-804-2002 001	-39.65	39.65
02/26/2024	6852	Administrative Services Co-Op	January 2024 Dial-A-Ride Service	-7,558.98	7,558.98
02/26/2024	6853	Nancy Green	DAR Refund	-72.00	72.00
02/26/2024	6854	Wells Fargo	Office Credit Card	-761.44	761.44
02/28/2024	6855	Mobility Advancement Group	Administrative Services for February 2024	-18,386.99	18,386.99
Feb 24			TOTAL		\$ 222,994.96

Date	Num	Name	Memo	Original Amount	Paid Amount
Mar 24					
03/29/2024	elt	California Department of Tax and Fee Adm.	Fuel Taxes 2023	-858.72	\$ 858.72
03/21/2024	6856	Wells Fargo	Office Credit Card	-49.39	49.39
03/21/2024	6857	Administrative Services Co-Op	VOID: Stop payment	0.00	0.00
03/21/2024	6858	AT&T	Account No. 171-804-2002 001	-40.34	40.34
03/21/2024	6859	Clean Energy	VOID: Stop payment	0.00	0.00
03/21/2024	6860	County Sanitation Districts of LA County	VOID: Stop payment	0.00	0.00
03/21/2024	6861	Cox Business	Account 001 7401 035340502	-385.00	385.00
03/21/2024	6862	Darold D. Pieper	Legal Services	-192.50	192.50
03/21/2024	6863	Frontier Communications7108	310 544-7108-062795-5	-192.17	192.17
03/21/2024	6864	MV Transportation SECURITY	27001	-3,108.80	3,108.80
03/21/2024	6865	MV Transportation, Inc.	February 2024 Fixed Route Service	-168,573.02	168,573.02
03/21/2024	6866	Office Depot	Account 34585368	-88.95	88.95
03/21/2024	6867	Pitney Bowes - Purchase Power	Acct. 8000-9090-0212-1536	-150.00	150.00
03/21/2024	6868	Q Document Solutions Inc.	Copier Maintenance	-121.88	121.88
03/21/2024	6869	ReadyRefresh by Nestle	Office Water	-46.97	46.97
03/21/2024	6871	White Wings Cleaning Service	Office cleaning	-110.00	110.00
03/27/2024	6872	Mobility Advancement Group	Administrative Services for March 2024	-18,386.99	18,386.99
03/21/2024	6877	Rogers, Anderson, Malody & Scott LLP	FY '23 Audit	-18,590.00	18,590.00
Mar 24			TOTAL		\$ 210,894.73



Palos Verdes Peninsula Transit Authority
Checks Written for Month
January-April 2024

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Apr 24						
	04/23/2024	6873	Administrative Services Co-Op	February 2024 Dial-A-Ride	-7,985.01	\$ 7,985.01
	04/23/2024	6874	Clean Energy	February 2024 CNG Fuel	-38,664.34	38,664.34
	04/23/2024	6875	County Sanitation Districts of LA County	Parking Lot Lease	-8,962.93	8,962.93
	04/23/2024	6876	Palos Verdes On the Net	Invoice 2Q 2022-2023 Replaces stale dated Check	-1,675.00	1,675.00
	04/23/2024	6878	Administrative Services Co-Op	March 2024 Dial-A-Ride	-7,259.98	7,259.98
	04/23/2024	6879	AT&T	Account No. 171-804-2002 001	-39.60	39.60
	04/23/2024	6880	Clean Energy	March 2024 CNG Fuel	-39,662.54	39,662.54
	04/23/2024	6881	County Sanitation Districts of LA County	Parking Lot Lease	-8,962.93	8,962.93
	04/23/2024	6882	Cox Business	Account 001 7401 035340502	-385.00	385.00
	04/23/2024	6883	EvanBrooksAssociates, Inc.	Invoice 24003-4	-1,650.00	1,650.00
	04/23/2024	6884	Frontier Communications7108	310 544-7108-062795-5	-192.01	192.01
	04/23/2024	6885	MV Transportation SECURITY	27001	-3,323.50	3,323.50
	04/23/2024	6886	MV Transportation, Inc.	March 2024 Fixed Route Service	-180,946.66	180,946.66
	04/23/2024	6887	Patch Media	Invoice SIN058495 April 2024	-375.00	375.00
	04/23/2024	6888	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3106597080	-314.14	314.14
	04/23/2024	6889	Q Document Solutions Inc.	Copier Maintenance	-134.42	134.42
	04/23/2024	6890	ReadyRefresh by Nestle	Office Water	-52.87	52.87
	04/23/2024	6891	Wells Fargo	Acct 4484610002154188	-1,454.34	1,454.34
	04/23/2024	6892	White Wings Cleaning Service	Office Cleaning	-110.00	110.00
	04/23/2024	6893	Sharon Guthrie	DAR Refund	-18.00	18.00
	04/25/2024	6894	Mobility Advancement Group	Administrative Services for April 2024	-18,404.43	\$ 18,404.43
Apr 24			TOTAL			\$ 320,572.70

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**BOARD MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

February 15, 2024

The meeting was called to order at 6:03 p.m. by Chairperson Bradley.

REGULAR SESSON:

Board roll call was answered as follows:

PRESENT: Victoria Lozzi, PVE; David Bradley, RPV; Michael Kemps, PVE;
Paul Seo, RPV, Pam Brown Schachter, RHE
ABSENT: Debby Stegura, RHE

Also present were Martin Gombert, PVPTA; Jessica Slawson, RHE; Linda Kurt, PVPUSD

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Bradley.

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK

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

APPROVAL OF CONSENT CALENDAR (1-6):

Member Kemps moved approval of the Consent Calendar with corrections, seconded by Member Seo.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Stegura, Kemps, Schachter, Seo
NOES: None
ABSENT: Stegura
ABSTAINED: None

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

None

ADMINISTRATOR REPORT

Administrator Gombert presented the Administrator Report and commented on driver staffing levels, transit ridership levels, community shuttle services, and Metro funding.

The Board requested that Administrator Gombert present a brief history of the Authority and a look-ahead at the next meeting.

NEW BUSINESS

1. Fiscal Year 2022-23 Audit Report

Ms. Demi Hite, CPA from Rogers, Anderson, Malody, and Scott, LLP (RAMS) presented the audit report.

There were several questions regarding the Audit report. The Board commented that this was a “clean” audit.

Member Lozi moved to receive and file the audit report, seconded by Member Seo.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Stegura, Kemps, Schachter, Seo

NOES: None

ABSENT: Stegura

ABSTAINED: None

CHAIR AND MEMBER ITEMS

Linda Kurt mentioned that Miraleste Intermediate had been closed for three days due to electrical problems. No summer school will be held at this school.

Kurk also asks if the Authority could possibly assist with the transportation of special education students. Administrator Gombert said he would follow-up with District staff.

Member Lozi moved the following slate of Board Officers, seconded by member Bradley.

Chairperson	Mr. David Bradley
Vice Chairperson	Mr. Michael Kemps
Secretary Treasurer	Mr. Paul Seo

ADJOURNMENT

At 7:05 p.m. Chairperson Bradley moved to adjourn the Board Meeting until May 16, 2024.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: May 9, 2024
SUBJECT: Operations Report for the period ending April 30, 2024

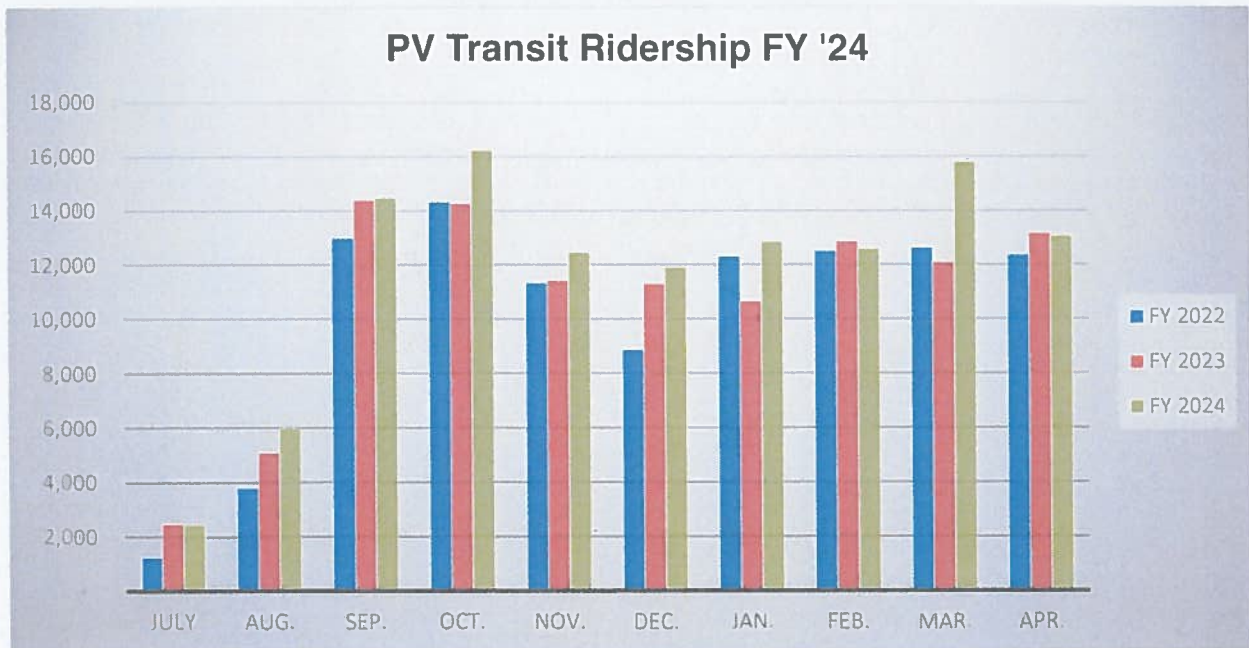
PV TRANSIT

PV Transit ridership totaled 117,817 through April 30, 2024. This is a 9% increase compared to previous year's totals.

During the past year PV Transit ridership has been steadily increasing. YTD ridership is currently at 93% of pre-pandemic levels.

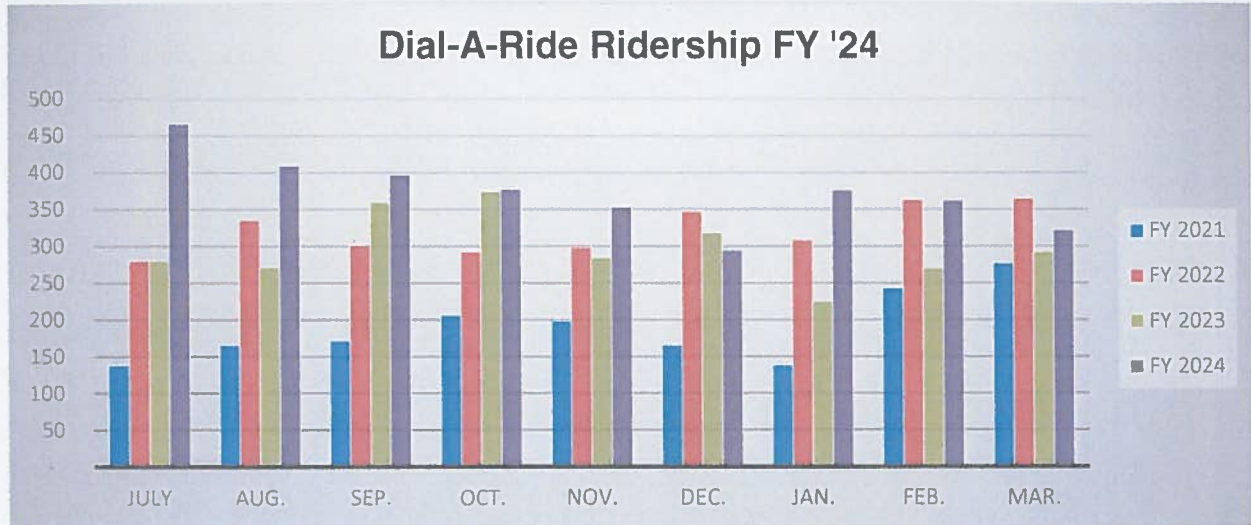
PV Transit operated several shuttle services for community groups including the Whale-of-a-Day service that transported over 2,000 passengers.

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



DIAL-A-RIDE

Dial-A-Ride ridership totaled 3,034 for the period ending March 31, 2023, an 27% increase over previous year's totals.



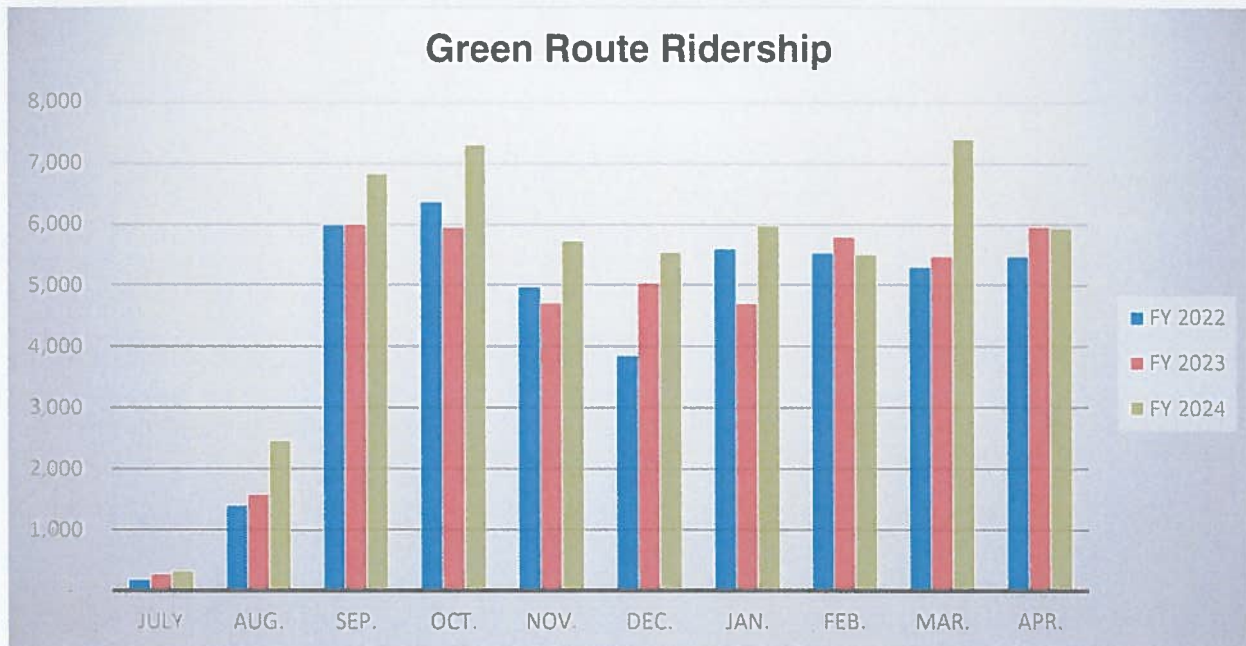
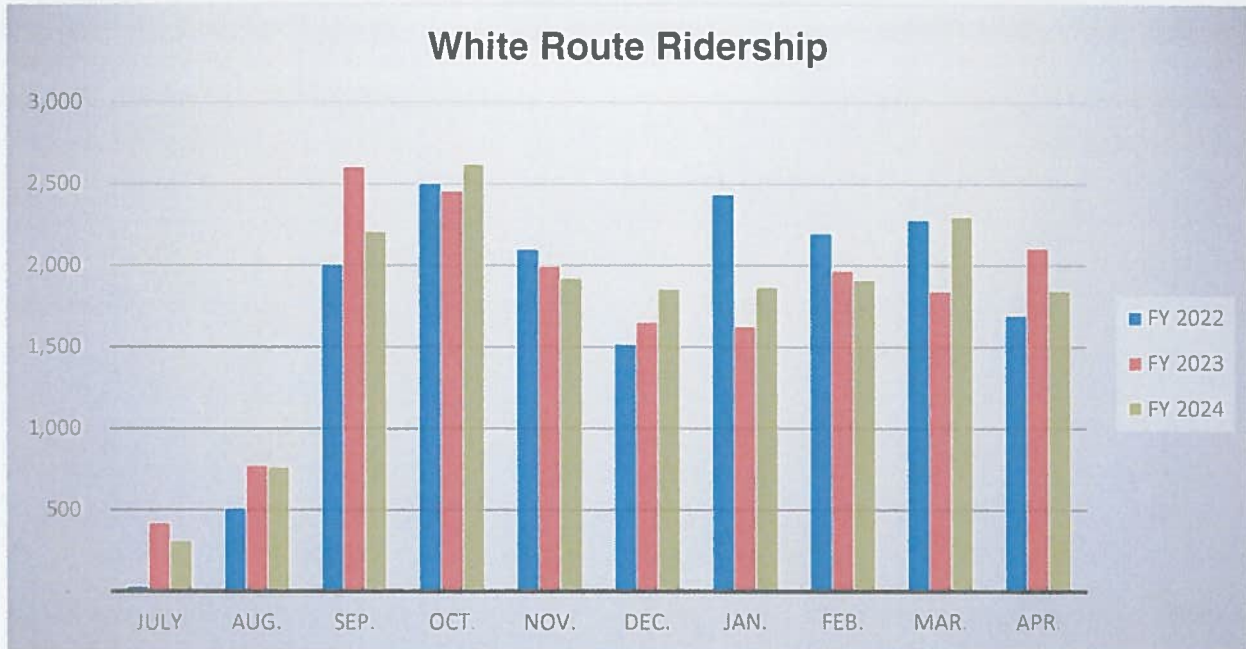
GOVERNMENT RELATIONS

During the past several months staff has attended meetings of Metro's Local Transit Service Subcommittee (LTSS), Access Services Board Meetings, and Metro's Bus Operations Subcommittee (BOS). Administrator Gombert attended the APTA Mobility conference in Portland in April as an Access Services Board Member and the CalACT conference in San Diego in March.

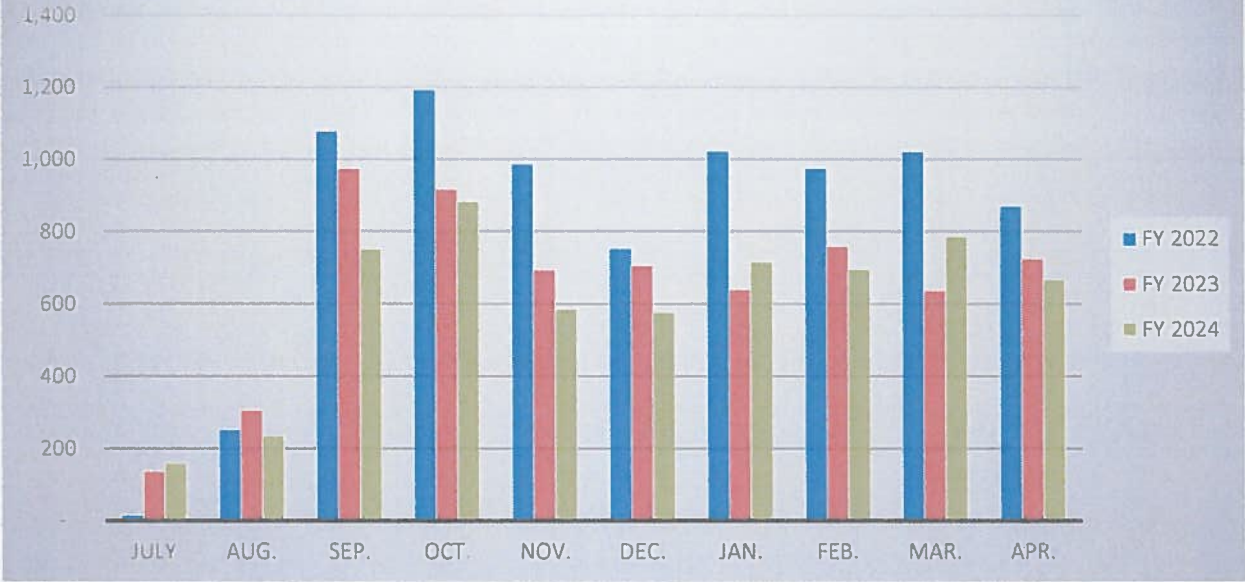
RECOMMENDATION

Receive and file report.

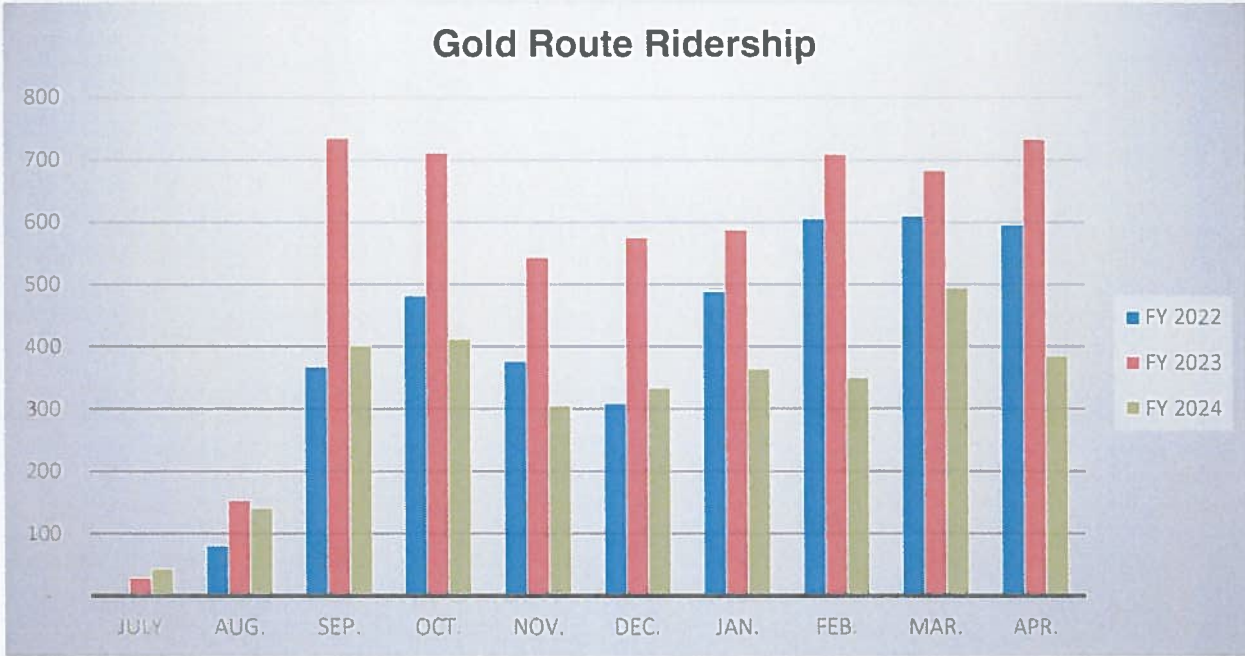
RIDERSHIP REPORTS



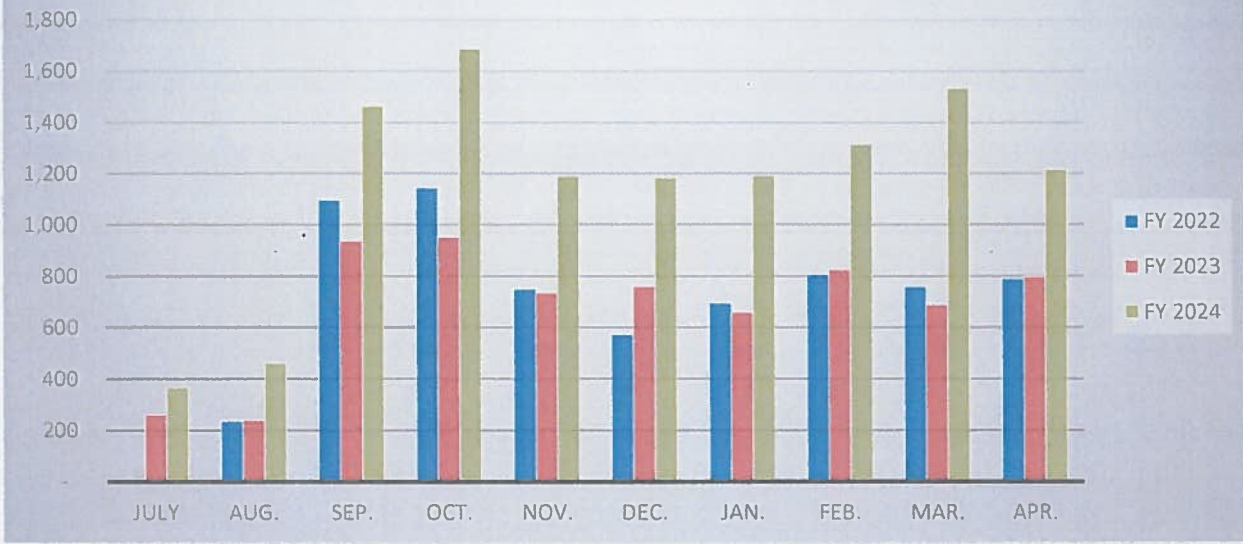
Silver Route Ridership



Gold Route Ridership



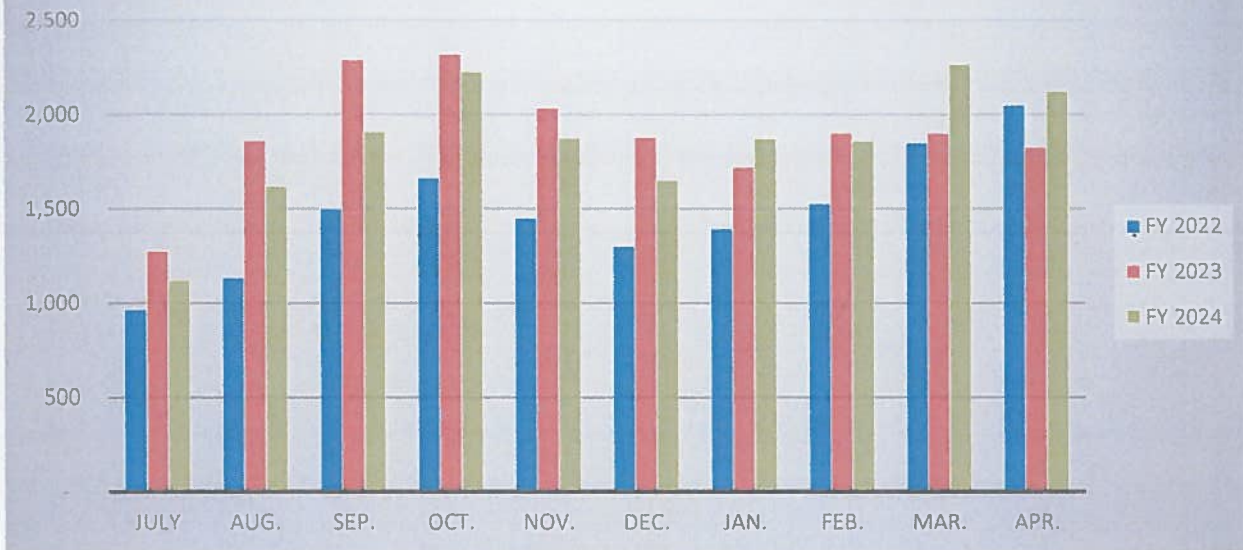
Orange Route Ridership



Blue Route Ridership



Route 225-226 Ridership



MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: May 8, 2024
SUBJECT: Financial Statements for the period ending March 31, 2024

Attached are the *draft* Financial Statements for the period ending March 31, 2024.

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 March 31, 2024 totaled \$2,165,828, 4.29% below budgeted amounts.

Fixed Route and dial-a-ride operating fees were \$1,374,585, 1.96% above budget. The Authority's fixed route contractor, MV Transportation, has been fully staffed this year and is operating all budgeted revenue hours.

Fuel costs totaled \$303,717, 4.53% above budget due to a slight increase in operated revenue miles.

Depreciation costs were significantly below budgeted amounts (-\$129,437). This was caused by the delay in the delivery of new vehicles.

Charges for Services

Passenger revenue totaled \$218,468 through March 31, 2024. This 12.29% below budget.

Government Revenue

PV Transit is current with all grant payments from member agencies as of March 31, 2024.

Palos Verdes Peninsula Transit Authority
Management Analysis
Budget vs. Actual
YTD March 31, 2024

	<u>YTD 3/31/2024</u>		<u>Budget</u>		<u>\$ Over Budget</u>		<u>% Diff</u>
Operating Revenue							
Charges for Services							
Fixed Route	\$ 185,987		\$ 195,822		\$ (9,835)		-5.02%
Dial-A-Ride	\$ 26,252		\$ 27,750		\$ (1,498)		-5.4%
Advertising	\$ 1,080		\$ 10,500		\$ (9,420)		-89.71%
Charters	\$ 5,149		\$ 15,000		\$ (9,851)		0.0%
TOTAL OPERATING REVENUE	\$ 218,468		\$ 249,072		\$ (30,604)		-12.29%
Operating Expenses							
Operator Fees							
Fixed Route	\$ 1,297,048		\$ 1,273,125		\$ 23,923		1.88%
Dial-A-Ride	\$ 77,537		\$ 75,000		\$ 2,537		3.38%
Subtotal	\$ 1,374,585		\$ 1,348,125		\$ 26,460		1.96%
Contract Administration	\$ 165,033		\$ 168,047		\$ (3,014)		-1.79%
Fuel Purchases	\$ 303,717		\$ 290,553		\$ 13,164		4.53%
Marketing and Promotions	\$ 9,350		\$ 31,143		\$ (21,793)		-69.98%
Facility Leasing	\$ 79,361		\$ 81,054		\$ (1,693)		-2.09%
Other operating Expenses	\$ 139,831		\$ 120,649		\$ 19,183		15.9%
Depreciation	\$ 93,951		\$ 223,388		\$ (129,437)		-57.94%
Subtotal	\$ 791,244		\$ 914,833		\$ (123,589)		-13.51%
TOTAL EXPENSE	\$ 2,165,829		\$ 2,262,958		\$ (97,129)		-4.29%
OPERATING LOSS	\$ (1,947,361)		\$ (2,013,886)		\$ 66,525		-3.3%

Palos Verdes Peninsula Transit Authority
Profit & Loss Prev Year Comparison
July 2023 through March 2024

	Jul '23 - Mar 24	Jul '22 - Mar 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
46400 · Other Types of Income	1,080.00	4,023.68	-2,943.68	-73.2%
500.00 · Charges for Services	217,388.28	194,379.09	23,009.19	11.8%
Total Income	218,468.28	198,402.77	20,065.51	10.1%
Expense				
621.03 · Facility Leasing	79,361.07	77,049.58	2,311.49	3.0%
620.00 · Operator fees	1,374,585.26	1,265,918.88	108,666.38	8.6%
660.00 · Marketing and promotions	9,350.00	14,628.50	-5,278.50	-36.1%
650.00 · Fuel Purchases	303,717.16	294,836.11	8,881.05	3.0%
640.00 · Depreciation	93,951.00	125,226.00	-31,275.00	-25.0%
630.00 · Contract administration	165,032.91	160,226.10	4,806.81	3.0%
680.00 · Other Operating Expense	139,831.42	131,262.52	8,568.90	6.5%
Total Expense	2,165,828.82	2,069,147.69	96,681.13	4.7%
Net Ordinary Income	-1,947,360.54	-1,870,744.92	-76,615.62	-4.1%
Other Income/Expense				
Other Income				
551.01 · LA County Grant	376,000.00	376,000.00	0.00	0.0%
750.00 · City Prop A exchange	-500,000.00	0.00	-500,000.00	-100.0%
450.00 · Prop A Exchange	666,667.00	0.00	666,667.00	100.0%
970.00 · Gain/Loss on Asset Disposal	0.00	4,050.00	-4,050.00	-100.0%
900.00 · Interest Income	92,219.71	77,937.45	14,282.26	18.3%
920.00 · Member contributions	1,289,598.00	1,172,362.00	117,236.00	10.0%
Total Other Income	1,924,484.71	1,630,349.45	294,135.26	18.0%
Net Other Income	1,924,484.71	1,630,349.45	294,135.26	18.0%
Net Income	-22,875.83	-240,395.47	217,519.64	90.5%

Palos Verdes Peninsula Transit Authority
Balance Sheet Prev Year Comparison

05/08/24

Accrual Basis

As of March 31, 2024

	Mar 31, 24	Mar 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
101.00 · Cash and cash equivalents	3,698,025.11	3,628,436.13	69,588.98	1.9%
Total Checking/Savings	3,698,025.11	3,628,436.13	69,588.98	1.9%
Accounts Receivable				
120.00 · Due from other governments	0.06	376,000.06	-376,000.00	-100.0%
130.00 · Accounts Receivable-Other	594,785.50	0.00	594,785.50	100.0%
Total Accounts Receivable	594,785.56	376,000.06	218,785.50	58.2%
Other Current Assets				
140.00 · Prepaid Expense	22,351.18	39,059.90	-16,708.72	-42.8%
1499 · Undeposited Funds	1,524.00	1,524.00	0.00	0.0%
Total Other Current Assets	23,875.18	40,583.90	-16,708.72	-41.2%
Total Current Assets	4,316,685.85	4,045,020.09	271,665.76	6.7%
Fixed Assets				
212.00 · Accum. Depreciation - Vehicles	-3,112,384.82	-3,323,566.82	211,182.00	6.4%
212.10 · Accum Deprec Infrastructures	-12,449.00	-12,449.00	0.00	0.0%
15900 · Leasehold Improvements	12,449.00	12,449.00	0.00	0.0%
16400 · Vehicles	3,751,231.05	4,098,106.05	-346,875.00	-8.5%
Total Fixed Assets	638,846.23	774,539.23	-135,693.00	-17.5%
TOTAL ASSETS	4,955,532.08	4,819,559.32	135,972.76	2.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
310.00 · Vouchers Payable	289,548.58	217,733.77	71,814.81	33.0%
Total Accounts Payable	289,548.58	217,733.77	71,814.81	33.0%
Credit Cards				
315.00 · Wells Fargo Business Card	1,454.34	-384.32	1,838.66	478.4%
Total Credit Cards	1,454.34	-384.32	1,838.66	478.4%
Total Current Liabilities	291,002.92	217,349.45	73,653.47	33.9%
Total Liabilities	291,002.92	217,349.45	73,653.47	33.9%
Equity				
3900 · Retained Earnings	4,687,404.99	4,842,605.34	-155,200.35	-3.2%
Net Income	-22,875.83	-240,395.47	217,519.64	90.5%
Total Equity	4,664,529.16	4,602,209.87	62,319.29	1.4%
TOTAL LIABILITIES & EQUITY	4,955,532.08	4,819,559.32	135,972.76	2.8%

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MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: March 29, 2024
SUBJECT: Fiscal Year '24 Audit Engagement Letter

BACKGROUND

A copy of RAMS proposal to perform the FY '24 audit for the Authority is attached in a letter dated April 14, 2023.

FINANCIAL IMPACT

The proposed cost of \$21,850 and will be included in the FY '25 Budget. The proposed cost is a 2.5% increase over the previous audit cost.

RECOMMENDATION

Approve RAMS proposal to perform the FY '24 audit for the PVPTA.



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

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

March 8, 2024

PARTNERS

Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Bradferd A. Welebir, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST
Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Brenda L. Odle, CPA, MST (Partner Emeritus)
Terry P. Shea, CPA (Partner Emeritus)

MANAGERS / STAFF

Seong-Hyea Lee, CPA, MBA
Evelyn Morentin-Barcena, CPA
Veronica Hernandez, CPA
Laura Arvizu, CPA
John Maldonado, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hite, CPA
Jeffrey McKennan, CPA
Monica Wysocki, CPA

MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

California Society of
Certified Public Accountants

To the Board of Directors
Palos Verdes Peninsula Transit Authority
Rolling Hills, California

The following represents our understanding of the services we will provide the Palos Verdes Peninsula Transit Authority.

You have requested that we audit the basic financial statements of the Palos Verdes Peninsula Transit Authority (the entity), as of June 30, 2024, and for the year then ended and the related notes, which collectively comprise the entity's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) require that supplementary information, such as management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI.



The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis

Supplementary information other than RSI will accompany the entity's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

1. Schedules of Revenues and Expenses by Category

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and *Government Auditing Standards*. As part of an audit in accordance with these standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit;
 - iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
- For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and
- For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the entity. However, we will provide advice and recommendations to assist management of the entity in performing its responsibilities.

The following are nonattest services that may be requested by the entity, which can include, but is not limited to the following:

- To propose adjusting or correcting journal entries to be reviewed and approved by management,
- To assist management with drafting the financial statements based on the entity's trial balances,
- Bookkeeping services,
- Additional financial statement preparation,
- Annual Financial Transaction Report preparation,
- To assist management with completing the Data Collection Form and submitting to the Federal Audit Clearinghouse,

The entity's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitoring the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards, and
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Reporting

We will issue a written report upon completion of our audit of the entity's basic financial statements. Our report will be addressed to the Board of Directors of the entity. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinion on the basic financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

If it is determined a Single Audit is needed subsequent to this engagement letter, we will provide the entity with another engagement letter covering the terms and conditions related to a Single Audit and the Uniform Guidance.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Our firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. For example, such transmissions might include, but not be limited to exchanging documents via our secure portals. We have obtained confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Scott Manno, CPA, CGMA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising our firm's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for the audit will be \$21,850. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the entity's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

Board of Directors
Palos Verdes Peninsula Transit Authority

Our fee for this engagement assumes the following: the entity will be adequately prepared for the audit and the entity's financial operations and working trial balance will be consistent from year to year. If, after we receive the working trial balances, we notice there are excessive new accounts over the prior year, or there are excessive subsequent journal entries, or prepared by client workpapers that do not agree to the working trial balances, or there are new funds/functions within the entity, or other changes that necessitate a significant amount of time to address, we will need to come to an agreed-upon change order to address any possible additional costs incurred by the firm. If the need for additional work does come to our attention, we will immediately notify entity staff. If you choose to have us perform the additional work, then such work will be performed at the same hourly rates applicable to the audit work and set forth in an addendum to the contract between the entity and our firm.

Management is also responsible for the implementation of new standards issued by the Governmental Accounting Standards Board. We will provide reasonable assistance in the preparation of the items noted herein, but any significant time needed to complete the financial statements will be billed separately.

Our proposed fee is also dependent on all items requested being completed in the format requested or in a mutually agreed-upon format and uploaded to the Engagement Organizer hosted by our firm in a timely manner in accordance with the agree-upon audit timeline.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report. Upon expiration of this period, we will be free to destroy our records related to the engagement. However, we do not keep original client documents, so we will return those as they are used during each engagement. It is management's responsibility to retain and protect the records for possible future use, including examination by regulators and federal agencies.

We require that a copy of the final trial balance (i.e., a trial balance ready to audit) be delivered to us at least 10 business days prior to the start of the audit, otherwise we may reschedule the start of the audit.

At the conclusion of our audit engagement, we will communicate to the Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of our firm and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulator's, federal agencies, and to the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of our firm's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulators. The regulator's may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Non-solicit Clause

We value each and every one of our clients as well as each and every one of our employees. We have spent a great deal of time and resources to locate, train and retain our employees. We respectfully request that you do not solicit our employees to work for you. If you do hire one of our employees within 2 years of when they last worked for our firm, we will be due a finder's fee equal to 50% of the annual salary they were earning as of their last day of employment. Payment will be due within 10 days of your receipt of our invoice.

To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

International Alliance Membership

Our firm is an independent member firm of Alliot Global Alliance, which is an international alliance of independent accounting, law, and specialist firms. Alliot Global Alliance and its member firms are legally distinct and separate entities. These entities are not and shall not be construed to be in the relationship of a parent firm, subsidiary, partner, joint venture, agent, or a network. No Alliot Global Alliance member firm has any authority (actual, apparent, implied, or otherwise) to obligate or bind Alliot Global Alliance or any other Alliot Global Alliance member firm in any manner whatsoever. Equally, neither Alliot Global Alliance nor any other member firm has any authority to obligate or bind us or any other member firm. All Alliot Global Alliance members are independent firms, and as such, they each render their services entirely on their own account (including benefit and risk). In connection with the engagement contemplated by this letter or any other services from time to time provided by us, we may seek advice from or may recommend the retention of an Alliot Global Alliance member firm. Alliot Global Alliance and its other member firms shall have no liability for advice rendered by us or such consulted or retained Alliot Global Alliance member firm. Nor shall we have liability for advice rendered by any of the other Alliot Global Alliance member firms, even if consulted or recommended to you by our firm.

Please electronically sign this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities. Please download a copy of the letter for your records once you have completed the signature process.

As a reminder, we will not initiate services until we receive the signed letter.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Rogers, Anderson, Malody & Scott, LLP.

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Palos Verdes Peninsula Transit Authority by:

Name: _____

Title: _____

Date: _____

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

June 4, 2021

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

We have reviewed the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP (the firm) in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

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

Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

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

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

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rogers, Anderson, Malody & Scott, LLP has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



www.gbacpa.com

10850 Gold Center Drive, Suite 260
Rancho Cordova, CA 95670
916/922-5109 FAX 916/641-5200

Princeville, HI 96722
888/769-7323

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MEMORANDUM

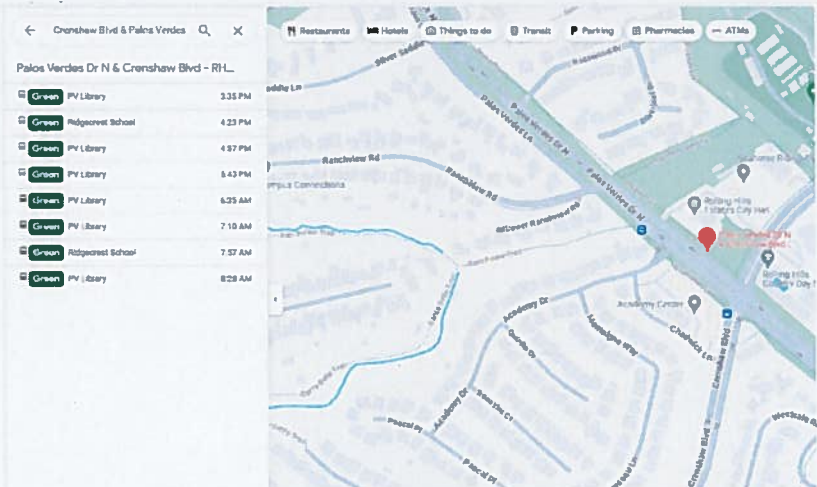
TO: AUTHORITY MEMBERS
 FROM: Martin Gombert, Administrator
 DATE: May 6, 2024
 SUBJECT: Trillium Subscription for GTFS Maintenance

BACKGROUND

The General Transit Feed Specification (GTFS) is an [Open Standard](#) used to distribute relevant information about transit systems to riders. It allows public transit agencies to publish their transit data in a format that can be consumed by a wide variety of software applications.

PV Transit submits bus schedule updates to Trillium several times per year. Customers can access *static* and *real-time* schedule information.

The Google Map to the right shows *static* bus stop times and PV Drive North and Crenshaw. Customers can use Google maps to plan transit trips by adding their starting and ending points by hitting the bus icon.



The second screenshot shows the *real-time* information for the Gold Line on PV Drive South. This feature allows the Authority and contractor to monitor the service and customers can see similar data on the Transit App.



FINANCIAL IMPACT

The Authority has currently been paying Trillium for GTFS updates as they were completed. Moving to a three-year subscription will allow us to more accurately budget software maintenance costs.

The proposed cost of the three-year subscription is \$21,000. \$7,000 for this service is included in the FY '25 budget.

RECOMMENDATION

Approve three-year subscription with Trillium to perform GTFS maintenance support.



Quote

From **Trillium Solutions, Inc.**
 310 SW 4th Ave, Suite 1100
 Portland, OR 97204
 (503) 567-8422 ext. 6
 sales@trilliumtransit.com

Quote For **Palos Verdes Peninsula Transit Authority**
 38 Crest Road West
 Rolling Hills, CA 90274-5058

Number **222**
 Issue Date **03/22/2024**

Subject **Three year estimate for GTFS maintenance support (06/01/2024 - 05/31/2027)**

Item Type	Description	Quantity	Unit Price	Amount
002 - GTFS Maintenance	Three years of ongoing GTFS maintenance support based on 10 fixed routes (2024 - 2027)* *Annual cost = \$7,000	3.00	\$7,000.00 USD	\$21,000.00 USD
002 - GTFS Maintenance	Three years of ongoing GTFS feed hosting and third-party support, included	1.00	\$0.00 USD	\$0.00 USD

Quote Total \$21,000.00 USD

Notes

All products are offered on a subscription basis. Terms of Service for your subscription can be found on our website: <https://trilliumtransit.com/legal/>.

GTFS Maintenance : This flat fee includes all costs related to maintaining Palos Verdes Peninsula Transit Authority's GTFS, including data updates and delivery to/communication with third-party application developers.

GTFS Hosting & Third Party Support : Palos Verdes Peninsula Transit Authority's most recent GTFS will always be hosted at a static location on Trillium's server and Trillium staff will ensure that Google Maps, Apple Maps, Bing Maps, and Transit App are all notified when updated feed is available. Trillium support staff will field questions from third parties as they arise.

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MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: May 6, 2024
SUBJECT: Remix Software License

BACKGROUND

For the past five years the Authority has been using Remix planning software to comply with Title VI reporting to Metro and other transit planning activities. The software allows us to show the relationship between demographic information and the Authority's service area.

In the future the Authority will be applying for funding for zero emission vehicles and infrastructure. These grants require detailed demographics, including service provided to disadvantaged communities. The software is integrated with CalEnviroScreen, a screening methodology that can be used to help identify California communities that are disproportionately burdened by multiple sources of pollution. Route 225 serves several of these communities in San Pedro.

FINANCIAL IMPACT

The proposed cost of \$16,720 and will be included in the FY '25 Budget. The three-year cost is \$55,343.20.

RECOMMENDATION

Approve three-year license with Remix for transit planning software.

Attachment
Remix Quote

Renewal of Palos Verdes Peninsula Transit Authority Remix License

Remix Technologies LLC ("*Remix*") and Palos Verdes Peninsula Transit Authority ("*Customer*") and together with Remix, the ("*Parties*") have entered into an agreement titled Remix License Summary for Palos Verdes Peninsula Transit Authority (the "*Agreement*") dated as of July 1, 2021. Upon execution of this Renewal (the "*Renewal*"), the Parties agree to the following:

1. **Renewal.** With effect from July 1, 2024 (the "*Effective Date*") the Parties hereby agree to extend the duration of the Agreement beyond its original duration from the Effective date for a period of 3 years until July 1, 2027.
2. **Price.** The Parties hereby agree to the following price structure:

Remix Transit Planning Platform License	<p>Total Contract Value: \$55,343.20 USD / 3 years based on a fixed route fleet of 26.</p> <ul style="list-style-type: none"> > 2024: \$16,720.00 USD per year > 2025: \$18,392.00 USD per year > 2026: \$20,231.20 USD per year <p>Includes:</p> <ul style="list-style-type: none"> ● Remix licenses for an unlimited number of users within an organization. ● Software as a Service (SaaS): fully hosted, cloud-based web platform. ● Platform functionality as described in the Agreement with continuous improvements released throughout the course of the contract. ● Dedicated Customer Success staff. ● Premium Enterprise Support: response to requests in 1 business day.
Marketing Terms	Willingness to work with Remix to develop a case study, mutually agreeable press release, ability to use Customer as a reference.
Additional Services	Customer acknowledges that additional services, such as access to Company's (including its affiliates) proprietary technology platform used to establish, monitor, operate and/or manage fixed-route and demand responsive transit networks, may be added to this Agreement at an additional cost during the Term.
Payment Terms	Fees invoiced annually in advance of access, payable in 30 days from the date of invoice.
Year-to-Year Pricing	\$ 20,231.20 USD annually if one-year contract

3. **Conflicts, Use of Terms, Governing Law.** Capitalized terms used but not defined herein have the meanings set forth in the Agreement. Except as expressly provided herein, the terms and conditions of the Agreement remain unchanged. This Renewal will be governed by the same law as the Agreement.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: May 6, 2024
SUBJECT: Proposed Budget for Fiscal Year '25

BACKGROUND

The May 16, 2024, meeting for the consideration and adoption of the Fiscal Year '25 budget has been duly advertised. It includes a static level of service and no proposed changes in fares.

FY '24 BUDGET REVIEW

The attached budget document shows the current year budget (Column A) and the proposed budget (Column B) on a line-item basis for expenditures and anticipated revenues.

Operating expenses are planned to increase 4% over FY '23 budgeted totals.

- Contracted Services: The cost of our contract with MV Transportation is estimated to cost \$1,845,990, a 9% increase over FY '24 budget amounts.

Dial-A-Ride contractor fees (line 2) are assumed to be 10% above FY '23 budgeted amounts.
- Facility Lease Cost: The lease cost of the parking lot at the L.A. County Sanitation District (line 4) facility has increased 4% per contract.
- Fuel Cost: The budget assumes 5% decrease in fuel cost (line 5) for the fiscal year. The budget assumes a CNG cost of \$5.53 per gasoline-gallon-equivalent (GGE).
- Administrative Costs: Total administrative costs (line 6) are slightly increased (13%) from the FY '23 budget. This increase is the result of the addition of

\$40,000 for consulting expenses related to the implementation of zero emission vehicles (ZEV). Any proposed contracts for this line item will be presented to the Board for review.

- Depreciation Expense: This amount (line 14) is from accounting staff estimates. We have been introducing new vehicles later than scheduled due to manufacturer delays, thus reducing depreciation costs.
- Capital Program: The proposed FY 2023 capital program is described below.

The California Air Resources Board (CARB) has not approved CNG engine certifications for model year 2024 and thus pricing is not available. When CARB certification is approved, staff will return to the Board during the fiscal year with a budget amendment that includes the purchase of vehicles.

\$40,000 is budgeted for major component repairs of Authority vehicles that have exceeded their useful life. These repairs include replacement of engines, transmissions, and other major components.

SUPPORT FUNDING SOURCES

Support funding from Member Agencies has increased 6% from FY '24.

The budget assumes \$166,667 in Prop A exchange revenue that was received from the City of El Monte in August 2023.

The Authority has not finalized an extension with Metro for funding for the operation of Route 225-226 at this time. Based on previous discussions with Metro staff, we are assuming a slight reduction in this funding.

ROUTE AND SCHEDULE CHANGES

Minor route and schedule changes will be made to improve schedule adherence and meet passenger demand.

PASSENGER FARES

Fixed Route passenger revenue is estimated to increase 5% from FY '24 totals. Dial-A-Ride revenue is estimated to increase 10% over FY '24 totals.

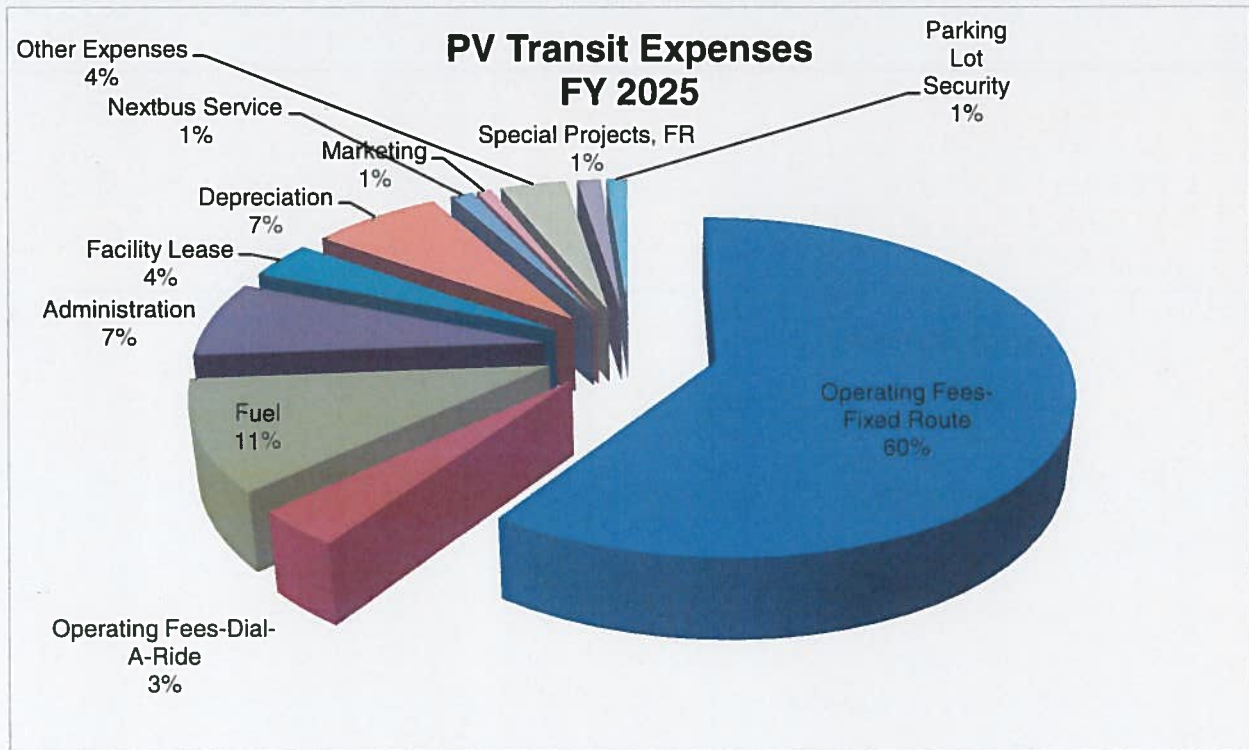
The proposed prices for fixed route and dial-a-ride fees are shown in the attachment. The following items are noted:

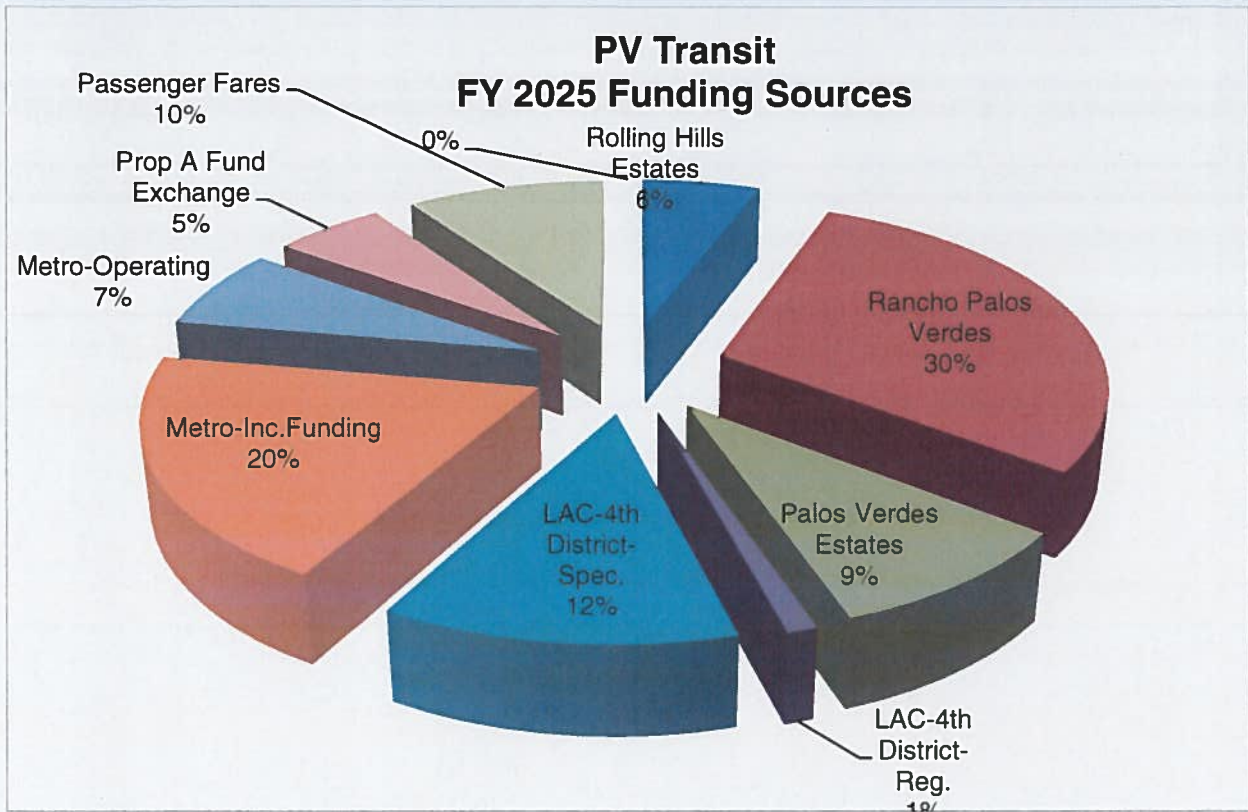
- No increases in fixed route or dial-a-ride cash fares are proposed.

- The cost of monthly, semester and annual passes would increase by approximately 3%.

RECOMMENDATION

Adopt the Fiscal Year '25 budget in the amount of \$3,114,143 for operations and \$40,000 for capital. Adopt the proposed PVPTA fare structure.





Attachments:

- Proposed FY '25 Budget
- Proposed PVPTA Fare Structure

**PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSED BUDGET
FISCAL YEAR 2024-25**

	FY 2023-24 APPROVED Budget	FY 2024-25 DRAFT Budget	CHANGE	% Change	
EXPENDITURES					
Operations Expense					
1 Oper. Fees-Fixed Rt	\$ 1,697,500	\$ 1,845,990	\$ 148,490	9%	
2 " " -DAR/DAL	100,000	\$ 110,000	\$ 10,000	10%	
3 " " - Charter	10,000	10,000	-	0%	
4 Facility Lease	108,072	112,395	\$ 4,323	4%	
5 Fuel	350,064	331,868	\$ (18,196)	-5%	\$5.53 GGE
6 Total Operations	\$ 2,265,636	\$ 2,410,253	\$ 144,617	6%	
Administrative Exp.					
7 Admin. - General	\$ 224,062	\$ 230,784	\$ 6,722		
8 Marketing	41,524	25,000	\$ (16,524)		
9 Nextbus Service	36,847	37,952	\$ 1,105		
10 Parking Lot Security	36,000	36,000	-		
11 Special Projects - FR	-	40,000	\$ 40,000		ZEV Services
12 Other Operating Expenses	88,018	112,233	\$ 24,214		Scheduling Software
13 Total Administration	\$ 426,451	\$ 481,969	\$ 55,518	13%	
14 Depreciation Expense	297,850	221,921	\$ (75,929)		
TOTAL EXPENDITURES	\$ 2,989,937	\$ 3,114,143	\$ 124,206	4%	
REVENUES					
15 Farebox	\$ 235,930	\$ 247,727	\$ 11,797	5%	
16 Charter sales	20,000	10,000			
17 Dial-A-Ride Fares	37,000	40,700			
18 Total Sales	\$ 292,930	\$ 298,427			
19 Other Revenue	14,000	110,000			Interest Income
TOTAL REVENUES	\$ 306,930	\$ 408,427	\$ 101,497	33%	
SUPPORT FUNDING REQ.	\$ 2,683,007	\$ 2,705,716	\$ 22,709	1%	
20 Operating Res.Reqmnt	7,946	10,730			
CAPITAL PROGRAM	860,000	\$ 40,000			
TOTAL FUNDING REQ.	\$ 3,550,953	\$ 2,756,446	\$ (794,507)	-22%	
SUPPORT FUNDING SOURCES					
Source:	FY 2024	FY 2025			
Rolling Hills Estates	\$ 167,474	\$ 177,523			6%
Rancho Palos Verdes	852,027	\$ 903,149			6%
Palos Verdes Estates	270,097	\$ 286,303			6%
LAC-4th District-Reg.	32,200	32,200			
LAC-4th District-Spec.	376,000	376,000			
Metro-Inc.Funding	500,406	597,142			
Metro-Operating "	241,625	217,462			3/19/24 Funding Marks 10% Reduction Est.
American Rescue Plan	251,123	-			
Prop. A Fund Exchange	-	166,667			
SUPPORT FUNDING	\$ 2,690,952	\$ 2,756,446	\$ 65,493	2%	
From Capital Reserve	\$ 860,000	\$ -			
TOTAL FUNDING	\$ 3,550,952	\$ 2,756,446			
	\$ (0)	\$ (0)			

PVPTA FARE STRUCTURE
Effective 8/1/24

Cash Fares Current Proposed

Cash/Token	\$ 2.50	N/C
Senior/Disabled	\$ 1.00	N/C

Transfers Current Proposed

PV bus to PV bus	\$ -	\$ -
Muni Transfer	\$ 0.25	N/C

Transit Passes Current Proposed

Monthly Pass	\$ 78	N/C
<u>Summer Pass</u>		
-Intermedidate School	\$ 78	\$ 80
-High School per session	\$ 47	\$ 48

Semester Pass Current Proposed

One	\$ 295	\$ 305
Two in Family	\$ 290	\$ 300
Three in Family	\$ 280	\$ 290

Annual Pass Current Proposed

One	\$ 590	\$ 608
Two in Family	\$ 580	\$ 598
Three in Family	\$ 560	\$ 577

Other Current Proposed

PV DAR Card (for use on PV buses)	\$ -	\$ -
Access Services Card	\$ -	\$ -
EZ Pass (225-226)	\$ -	\$ -
Lost Pass Fee	\$ 10.00	\$ 10.00

Dial-A-Ride Current Proposed

Registration Fee (initial registration only)	\$ 10	N/C
Voucher	\$ 6	N/C

Charter Service Current Proposed

Cost Per Hour (5 Hour minimum)	\$ 79.93	\$ 82.33
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MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: May 6, 2024
SUBJECT: Optibus Scheduling Software

BACKGROUND

For a small transit system, PV Transit has a complicated schedule. Three different schedules are operated during the year.

- Weekday School Days
- Weekday Non School Days
- Weekday Summer School Days

PV Transit staff currently schedule bus routes using large Excel spreadsheets. These spreadsheets are forwarded to MV Transportation to develop driver schedules and our graphic artist to update public timetables. The schedules are also used to update our GTFS (General Transit Feed Specifications) feed, which is used for our real time passenger information system.

Staff is proposing to license Optibus schedule software to improve the scheduling process and reduce errors. The software is compatible with our GTFS feed and can be used to generate bus schedules.

Optibus is used by our bus contractor MV Transportation at numerous locations throughout the United States. MV would maintain the commercial relationship with Optibus and invoice the Authority on a monthly basis for the software at their cost.

FINANCIAL IMPACT

The proposed annual cost of \$20,251 will be included in the FY '25 Budget.

RECOMMENDATION

Approve Amendment #1 with MV Transportation.

**AMENDMENT NUMBER ONE (1)
TO
MV TRANSPORTATION CONTRACT SERVICES AGREEMENT**

December 22, 2023 Agreement

This amendment to the December 22, 2023 Agreement is made and entered into by and between the PALOS VERDES PENINSULA TRANSIT AUTHORITY, hereinafter referred to as "Authority", and MV Public Transportation, Inc., hereinafter referred to as "MV".

WITNESSETH

Whereas, on December 22, 2023, Authority and MV entered into an Agreement to provide transportation; and

WHEREAS, the Authority received a quote on March 29, 2024 to provide Optibus scheduling software; and

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

Section 3-Compensation: The cost shall be changed as shown below:

- **Optibus Onboarding fee, \$4,375.00**
- **Monthly Optibus software fees, \$1,323.00**
- **Monthly charges will increase 4% annually**

The Agreement Sum shall be increased to \$8,817,482.

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 One to be executed by their respective Officers, duly authorized, by the Authority on May 16, 2024 and by MV on _____.

MV Public Transportation, Inc.

Date _____ By _____

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Date _____ By _____



March 29, 2024

Background

The Peninsula Transit Authority (PVPTA) was founded in 1991 to provide transit services to the Palos Verdes Estates, Rancho Palos Verdes, and Rolling Hills Estates. PVPTA operates seven fixed routes with a fleet of 21 vehicles, transporting approximately 162,000 passengers annually. MV Transportation has been the operator since 2015, assisting PVPTA in ensuring efficient service as the Peninsula grows and changes. As such, PVPTA has requested MV's assistance in procuring a software solution that can assist in optimizing the scheduling and planning activities for its fixed route services.

Proposal

MV is pleased to offer Optibus as requested as the planning and vehicle scheduling solution for PVPTA's fixed route services. Optibus is a powerful planning and scheduling platform that enables transit planning teams to quickly build service, make route and timetable adjustments and create blocking scenarios that allow planning teams to create the best service plan for their agency quickly and efficiently. With Optibus, the scheduling team can build, review, and re-build scenarios within a fraction of the time. Additionally, when both the agency and the operator utilize the same planning system, data-sharing becomes seamless and simple. PVPTA will have the ability to optimize routes, timetable, and blocking, and MV will complete the driver scheduling and rostering.

Implementing the Optibus technology will allow PVPTA to achieve cost savings, reduce the time and effort required to create blocks and timetables, and optimize service. MV will partner with Optibus on deployment and support of this software solution and will offer this technology through a contract amendment to the existing PVPTA/MV contract.

Deliverables

Optibus will:

- Create domain and access to the Planning module for route creation and the Scheduling module for vehicle blocking.
- Perform initial set-up and training.
- Automatically perform any upgrades to the specified modules.
- Give access to support portal for technical issues and questions.

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MV will:

- Maintain the commercial relationship with Optibus for the duration of the existing PVPTA/MV contract.
- Invoice PVPTA upon completion of initial setup and training one-time fees, then monthly for recurring fees.
- Coordinate on service changes to ensure the seamless transition of data for schedule finalization.

PVPTA will:

- Make every effort to promptly respond and/or approve requests.
- Provide contact or contacts with whom MV will communicate on support concerns.
- Provide any planned changes to schedules or operations with applicable notice before the changes.

Assumptions

- This proposal will be created as a contract amendment and will align commercially with the overall services agreement between MV and PVPTA.
- This quote is valid for up to 90 days from the date of this proposal.
- MV is providing a "not to exceed" price as part of this proposal for PVPTA's budgeting needs.
- Changes in scope may result in price changes.

Pricing

One-Time Fees		
Description	Price	Total
Onboarding Fee: (includes data setup and initial training)	\$4,375.00 USD	\$4,375.00 USD
One-Time Total		\$4,375.00 USD

Recurring Fees		
Description	Monthly Total	Annual Total
Optibus Planning & Blocking Module	\$1,155.00 USD	\$13,860.00 USD
Optibus Service Plus (support)	\$168.00 USD	\$2,016.00 USD
Recurring Total	\$1,323.00 USD	\$15,876.00 USD

The above pricing is for twenty-one (21) vehicles. The addition of more vehicles will increase the recurring costs that are referenced above. Additionally, recurring costs will increase by 4% annually.