

**AGENDA  
PALOS VERDES PENINSULA TRANSIT AUTHORITY  
REGULAR MEETING  
JULY 24, 2014  
ROLLING HILLS ESTATES CITY HALL, 4045 Palos Verdes Drive North  
Rolling Hills Estates, CA 90274**

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

**4:00 P.M. REGULAR SESSION**

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

**ROLL CALL:**

**FLAG SALUTE:**

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

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

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

1. Minutes of the May 22, 2014 Board Meeting Page 4
2. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing: Page 8

	<b>Checks</b>	<b>Amount</b>
April	5171-5191	\$165,900.38
May	5192-5216	\$210,369.13
June	5217-5236	\$414,995.41
<b>TOTAL</b>		<b>\$791,264.92</b>

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

**Recommendation:** Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

**I. MONTHLY & REGULAR REPORTS**

A. Operations Report Page 10

1. Review of ridership data for the period ending 06/30/14

**Recommendation:** Receive and file report

B. Finance Page 22

1. Financial Statements as of June 30, 2014

**Recommendation:** Receive and file statements.

2. Credit Card Policy Page 23

**Recommendation:** Approve Credit Card Policy

**II. NEW BUSINESS**

A. TAP Mobile Validator MOU & License Agreement Page 28

**RECOMMENDED ACTION:** Approve TAP Mobile Validator MOU & License Agreement

**III. OLD BUSINESS**

B. Succession Planning Verbal

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

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

A. METRO South Bay Governance Council Update Verbal

B. PVPUSD Update Verbal

**ADJOURNMENT: Rolling Hills Estates City Hall, October 23, 2014**

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

**Thursday, May 22, 2014**

The meeting was called to order at 4:00 p.m. by Chairperson Susan Brooks at Rolling Hills Estates City Hall, 4045 Palos Verdes Drive North Rolling Hills Estates, CA 90274

**REGULAR SESSION:**

Board roll call was answered as follows:

**PRESENT:** Jim Goodhart, Susan Brooks, John Addleman, Anthony Misetich  
**ABSENT:** Rosemary Humphrey, Britt Huff

Also present were Martin Gombert, PVPTA; Koral Shishido, BCWS; Greg Grammer, RHE; Nicole Jules, RPV; and Tony Dahlerbruch; Palos Verdes Estates

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairperson Susan Brooks.

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

Mr. Greg Grammer, RHE Assistant City Administrator confirmed the posting of the Authority Agenda.

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

Member Addleman moved approval of the Consent Calendar, seconded by Member Goodhart.

The motion passed on the following roll call vote:

**AYES:** Misetich, Addleman, Goodhart, Brooks  
**NOES:** None  
**ABSENT:** None

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

None

**MONTHLY AND REGULAR REPORTS:**

A.1 Operations Report: Mr. Gombert presented the operations report for the period ending April 30, 2014. There were several comments by Board Members.

B.1 Financial Report: Mr. Martin Gombert, Administrator and Ms. Koral Shishido, BCWS reviewed the financial report for the period ending March 31, 2014. There was discussion.

Member Misetich moved to receive and file the monthly reports, seconded by Member Addleman.

The motion passed on the following roll call vote:

**AYES:** Goodhart, Addleman, Misetich, Brooks

**NOES:** None

**ABSENT:** None

B.2 FY 2014-2015 Budget

Chairperson Brooks moved to open the public hearing, seconded by Member Addleman.

**AYES:** Goodhart, Addleman, Misetich, Brooks

**NOES:** None

**ABSENT:** None

Mr. Gombert presented the proposed budget for Fiscal Year 2014-15. He reviewed in detail estimated expenses, revenue, and proposed fare levels.

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

There were no public comments on the Fiscal Year 2014-15 budget.

Member Brooks moved to close the public hearing and adopt the Fiscal Year 2014-15 budget in the amount of \$2,155,955 for operations and \$0 for capital, seconded by Member Addleman.

The motion passed on the following roll call vote:

**AYES:** Goodhart, Addleman, Misetich, Brooks  
**NOES:** None  
**ABSENT:** None

## **NEW BUSINESS**

### **II.A Proposition A Fund Exchange with the City of Cudahy**

Member Addleman moved to approve the Proposition A Fund Exchange Agreement with the City of Cudahy, seconded by Member Misetich.

The motion passed on the following roll call vote:

**AYES:** Goodhart, Addleman, Misetich, Brooks  
**NOES:** None  
**ABSENT:** None

### **II.B. Dial-A-Ride Service Policies**

Member Addleman moved to approve the item on Dial-A-Ride service Policies, seconded by Member Goodhart.

The motion passed on the following roll call vote:

**AYES:** Goodhart, Addleman, Misetich, Brooks  
**NOES:** None  
**ABSENT:** None

## **OLD BUSINESS**

### **Bus Advertising**

Administrator Gombert reviewed this item and there was discussion by Board Members.

## **ADMINISTRATOR ITEMS**

None

## **CHAIR AND MEMBER ITEMS**

Chairperson Brooks asked if the Authority would be at the PV Street Fair on June 7<sup>th</sup>. Administrator Gombert responded that the Authority would be attending.

## **ADJOURNMENT**

At 4:47 p.m. Chairperson Brooks moved to adjourn the Board Meeting until July 24, 2014.

**Palos Verdes Peninsula Transit Authority  
Checks Written for Month  
April-June 2014**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Apr 14</b>	04/15/2014	5171	Mary Ann Rindge	John Rindge TaxiCard #101020/PVPTA MS #8130	-120.00	-120.00
	04/15/2014	5172	John Thomas	Fred Thomas TaxiCard #106219/PVPTA MS #6162	-230.00	-230.00
	04/15/2014	5173	Administrative Services Co-Op	March 2014	-14,755.84	-14,755.84
	04/15/2014	5174	Arrowhead Mountain Spring Water	Invoice 14C0024293722	-55.66	-55.66
	04/15/2014	5175	AT&T	Account No. 0206360576001	-122.46	-122.46
	04/15/2014	5176	Clean Energy	CE 11569415 February 2014	-9,603.21	-9,603.21
	04/15/2014	5177	County Sanitation Districts of LA County	May 2014	-6,869.33	-6,869.33
	04/15/2014	5178	Gayle Albin-Bailey	Invoice 530 - Feb/Mar 2014	-506.25	-506.25
	04/15/2014	5179	Mutual Liquid Gas & Equipment Co., Inc.	March 2014	-5,792.93	-5,792.93
	04/15/2014	5180	Palos Verdes On the Net	Invoice 2014-21 Apr-Jun 2014	-1,300.00	-1,300.00
	04/15/2014	5181	PitneyBowes Global Financial Services	4/20/14-7/20/14	-204.92	-204.92
	04/15/2014	5182	PVPUSD-Rent	April 2014	-50.00	-50.00
	04/15/2014	5183	Transportation Concepts Inc.	Fixed Route Transportation Services for April	-107,872.13	-107,872.13
	04/15/2014	5184	US Postal Service	Post Office Box Rental 5/1/14-4/30/15	-144.00	-144.00
	04/15/2014	5185	Verizon California	118744825	-149.99	-149.99
	04/15/2014	5186	Verizon California 310 544-7108	310 544-7108	-151.64	-151.64
	04/15/2014	5187	Verizon California 310 544-7109	310 544-7109	-46.59	-46.59
	04/15/2014	5188	Wells Fargo	Acct 4484610002154188	-90.52	-90.52
	04/15/2014	5189	White Wings Cleaning Service	Invoice 5871	-75.00	-75.00
	04/15/2014	5190	Xerox	Account 719892051	-365.04	-365.04
	04/30/2014	5191	Mobility Advancement Group	Administrative Services for April 2014	-17,394.87	-17,394.87
<b>Apr 14</b>						<b>-165,900.38</b>

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>May 14</b>	05/20/2014	5192	Virginia Hixenbaugh	DAR Refund - Member #620391/PVPTA MS #5140	-130.00	-130.00
	05/20/2014	5193	Leonard French	DAR Refund - Member #113017/PVPTA MS #6206	-120.00	-120.00
	05/20/2014	5194	Administrative Services Co-Op	April 2014	-14,410.82	-14,410.82
	05/20/2014	5195	Arrowhead Mountain Spring Water		-23.96	-23.96
	05/20/2014	5196	AT&T	Account No. 0206360576001	-208.74	-208.74
	05/20/2014	5197	California J.P.I.A.	Invoice PRIM01108	-6,069.00	-6,069.00
	05/20/2014	5198	Clean Energy	CNG Fuel	-19,325.53	-19,325.53
	05/20/2014	5199	County Sanitation Districts of LA County	June 2014 Parking Lease	-6,027.47	-6,027.47
	05/20/2014	5200	Darold D. Pieper	Legal Services	-75.00	-75.00
	05/20/2014	5201	Gayle Albin-Bailey	April/May 2014	-412.50	-412.50
	05/20/2014	5202	Maneri Sign Co., Inc.	Bus Stop Sign Installation	-1,876.00	-1,876.00
	05/20/2014	5203	MFR Graphics	ID Card Supplies	-163.50	-163.50
	05/20/2014	5204	Mutual Liquid Gas & Equipment Co., Inc.	April 2014-LPG Fuel	-5,892.35	-5,892.35
	05/20/2014	5205	Office Depot	Office Supplies	-216.83	-216.83
	05/20/2014	5206	PVPUSD	Utility Charges	-509.52	-509.52
	05/20/2014	5207	PVPUSD-Rent	May 2014	-50.00	-50.00
	05/20/2014	5208	Those Designers	Bus Tail Sign Layout	-81.75	-81.75
	05/20/2014	5209	Transportation Concepts Inc.	Fixed Route Bus Service	-135,341.83	-135,341.83
	05/20/2014	5210	Trillium Solutions	GIS Services	-1,200.00	-1,200.00
	05/20/2014	5211	Verizon California	118744825	-149.99	-149.99
	05/20/2014	5212	Verizon California 310 544-7108	310 544-7108	-146.95	-146.95
	05/20/2014	5213	Verizon California 310 544-7109	310 544-7109	-46.97	-46.97
	05/20/2014	5214	White Wings Cleaning Service	Office Cleaning	-145.00	-145.00
	05/20/2014	5215	Xerox	Copier Rental	-353.30	-353.30
	05/31/2014	5216	Mobility Advancement Group	Administrative Services for May 2014	-17,392.12	-17,392.12
<b>May 14</b>						<b>-210,369.13</b>





**Palos Verdes Peninsula Transit Authority**  
**Checks Written for Month**  
 April-June 2014

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Jun 14	06/05/2014	5217	City of Cudahy	Prop. A Assignment Agreement dated May 22, 2014	-225,000.00	-225,000.00
	06/05/2014	5218	PV Peninsula Chamber of Commerce	PV Street Fair	-350.00	-350.00
	06/25/2014	5219	Administrative Services Co-Op	May 2014 Dial-A-Ride Service	-15,658.61	-15,658.61
	06/25/2014	5220	Arrowhead Mountain Spring Water	Water	-11.98	-11.98
	06/25/2014	5221	AT&T	Account No. 0208360576001	-137.34	-137.34
	06/25/2014	5222	Clean Energy	CNG Fuel	-11,738.10	-11,738.10
	06/25/2014	5223	County Sanitation Districts of LA County	July 2014 Parking Lease	-7,711.19	-7,711.19
	06/25/2014	5224	Decals By Design	Invoice 8066 - Rear Bus ads for PVPTA	-494.30	-494.30
	06/25/2014	5225	Mutual Liquid Gas & Equipment Co., Inc.	May 2014 LPG Fuel	-5,379.57	-5,379.57
	06/25/2014	5226	Pitney Bowes - Purchase Power	VOID: Acct. 8000-8090-0212-1536	0.00	0.00
	06/25/2014	5227	PVPUSD-Rent	May 2014	-50.00	-50.00
	06/25/2014	5228	Those Designers	Ridgecrest Route schedule modifications	-75.00	-75.00
	06/25/2014	5229	Transit Information Products	Summer Bus Schedule Design	-163.50	-163.50
	06/25/2014	5230	Transportation Concepts Inc.	Fixed Route Bus Service	-129,394.42	-129,394.42
	06/25/2014	5231	Verizon California	118744825	-149.99	-149.99
	06/25/2014	5232	Verizon California 310 544-7108	310 544-7108	-148.59	-148.59
	06/25/2014	5233	Verizon California 310 544-7109	310 544-7109	-47.01	-47.01
	06/25/2014	5234	Xerox	Copier Rental	-685.25	-685.25
	06/25/2014	5235	Laurie Rigg	Refund of pass	-76.00	-76.00
	06/30/2014	5236	Mobility Advancement Group	Administrative Services for June 2014	-17,724.56	-17,724.56
Jun 14						<u>-414,995.41</u>

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: July 17, 2014  
SUBJECT: Operations Report for the period ending June 30, 2014

### PV TRANSIT

PV Transit ridership for the period ending June 30<sup>th</sup> totaled 157,677, a 2.7% decrease over previous year's totals. Summer school service has been well received and will operate through July 24<sup>th</sup>.

The Nextbus equipment has been installed in all buses and the system is currently operating. Customers will receive information with their Fall passes on how to utilize this new service. Staff will present a project update at the Board Meeting.

Metro will be installing TAP card readers in PV Transit vehicles in early August with the system going live immediately thereafter. Metro has pushed their deadlines back slightly, which may impact our plan to use TAP cards as a replacement for bus passes on August 25<sup>th</sup>.

Staff will present a project update at the Board Meeting.

PV Transit has not experienced any accidents in 2014. One accident occurred in October 2013 with a bus that was not in service.

On June 25<sup>th</sup> the California Highway Patrol (CHP) conducted the annual Bus Terminal Inspection for PV Transit. The inspection includes a review of driver records, maintenance records, and vehicle condition to determine if they meet State safety requirements.

The CHP found no violations in the contractor's maintenance program or driver records. Two minor equipment requirements were noted on the vehicle inspections. Staff has verified that these items were repaired after the inspection.

The PV Transit bus terminal was rated SATISFACTORY by the CHP. A copy of the complete report is attached.

### **DIAL-A-RIDE**

Dial-A-Ride ridership totaled 9,170 for the period ending June 30<sup>th</sup>, a 8.7% increase over previous year's totals. Ridership has increased significantly over the past six months.

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

### **GONVERMENT RELATIONS**

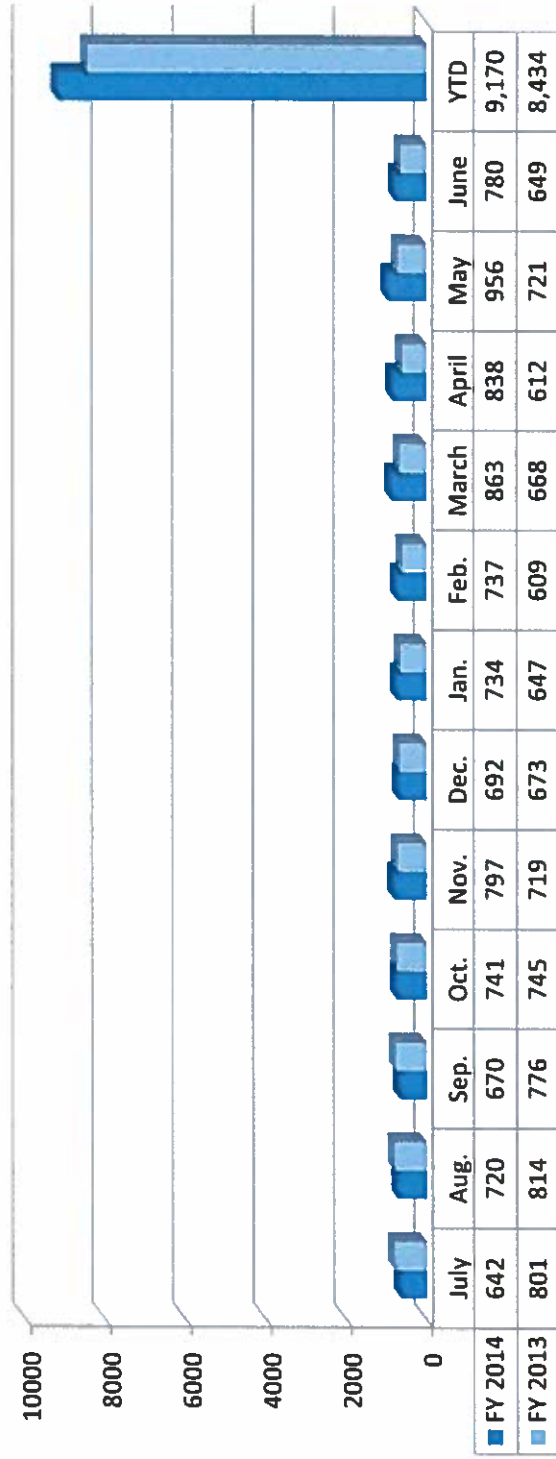
During the past three months staff has attended meeting of Metro's Local Transit Service Subcommittee (LTSS), Access Services Board Meetings, and Metro's Bus Operations Subcommittee (BOS).

On June 7<sup>th</sup> and 8<sup>th</sup>, PV Transit participated in the PV Street Fair. The event was very successful and staff spoke directly with over one hundred individuals regarding PV Transit service.

### **RECOMMENDATION**

Receive and file report.

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



## PV TRANSIT RIDERSHIP



**SAFETY COMPLIANCE REPORT/  
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 43399	FILE CODE NUMBER 372121	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE B	OTHER PROGRAM(S)	LOCATION CODE 530	SUBAREA S12

TERMINAL NAME  
**PARKING CONCEPTS INC dba TRANSPORTATION CONCEPTS INC**

TELEPHONE NUMBER (W/ AREA CODE)  
**(310) 544-3710**

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)  
**38 Crest Road West Rolling Hills, CA 90274**

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE)

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

**LICENSE, FLEET AND TERMINAL INFORMATION**

HM LIC NO	HWT REG NO	IMS LIC NO	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE I- 22 II-	DRIVERS 18	BIT FLEET SIZE
EXP DATE	EXP DATE	EXP DATE	REG CT	HW VEH	HW CONT	PPB / CSAT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

CONSOLIDATED TERMINALS  
 Yes  No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS)

**EMERGENCY CONTACTS (In Calling Order of Preference)**

EMERGENCY CONTACT (NAME) <b>Brett Baum</b>	DAY TELEPHONE NO (W/ AREA CODE) <b>(310) 544-3710</b>	NIGHT TELEPHONE NO (W/ AREA CODE)
EMERGENCY CONTACT (NAME) <b>Milton Jenkins</b>	DAY TELEPHONE NO (W/ AREA CODE) <b>(310) 227-0326</b>	NIGHT TELEPHONE NO (W/ AREA CODE)

**ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2013 ]**

<input type="checkbox"/> A UNDER 15,000	<input type="checkbox"/> B 15,001 - 50,000	<input type="checkbox"/> C 50,001 - 100,000	<input type="checkbox"/> D 100,001 - 500,000	<input checked="" type="checkbox"/> E 500,001 - 1,000,000	<input type="checkbox"/> F 1,000,001 - 2,000,000	<input type="checkbox"/> G 2,000,001 - 5,000,000	<input type="checkbox"/> H 5,000,001 - 10,000,000	<input type="checkbox"/> I MORE THAN 10,000,000
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**OPERATING AUTHORITIES OR PERMITS**

PUC <input type="checkbox"/> T	<input type="checkbox"/> TCP <input type="checkbox"/> PSC	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT US DOT NUMBER	<input type="checkbox"/> MC <input type="checkbox"/> MX	<input type="checkbox"/> MC <input type="checkbox"/> MX	REASON FOR INSPECTION

**ANNUAL BASIC BUS TERMINAL INSPECTION**

INSPECTION FINDINGS

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQUIREMENTS	VIOL	MAINTENANCE PROGRAM	DRIVER RECORDS	REG EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM		1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 S
DRIVER RECORDS		No. 6 Time	No. 14 Time	No. 6 Time	TIME	TOTAL TIME
DRIVER HOURS		HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted	CONTAINERS/TANKS No Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles Units		

REMARKS

**13 CCR 1233.5** Each motor carrier subject to the provisions of this chapter shall notify the Department in writing of any change of address or cessation of regulated activity at any of the carriers terminals. Such notification shall be made within 15 days of the change and shall be forwarded to:

California Highway Patrol  
Commercial Records Unit  
P.O. Box 942898  
Sacramento, CA. 94298

For findings see 343-1 and 407F/343A-Aspen reports attached.

B/T <input type="checkbox"/> I <input type="checkbox"/> R	NON - BIT <input type="checkbox"/>	FEES DUE <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 1000 COL <input type="checkbox"/>	INSPECTION DATE(S) 6/25/2014	TIME IN	TIME OUT
INSPECTED BY (NAME(S)) <b>E. YOUNG/ MCS-I</b>					ID NUMBER(S) A13491	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	

**MOTOR CARRIER CERTIFICATION**

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 8), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at 323-644-9557 within 5 calendar days of the rating.

CURRENT TERMINAL RATING <b>SATISFACTORY</b>	CARRIER REPRESENTATIVE SIGNATURE 	DATE 6/25/2014
CARRIER REPRESENTATIVE'S PRINTED NAME <b>Brett Baum</b>	TITLE General Manager	DRIVER LICENSE NUMBER STATE D1167960 CA

Destroy Previous Editions

Chp343\_0610.xls

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**CONTINUATION**  
CHP 343-1 (REV 10-97) OPI 062

DATE	06/25/14	THIS IS A CONTINUATION OF
		CHP 343

CARRIER NAME	PARKING CONCEPTS INC dba TRANSPORTATION CONCEPTS INC	CA NUMBER	43399
ADDRESS	38 Crest Road West Rolling Hills, CA 90274	FC NUMBER	372121

REMARKS

MAINTENANCE PROGRAM

No violation was discovered from maintenance records inspected.

NOTE

No on-highway inspection report was utilized.

DRIVER'S RECORD

No Violation was discovered from driver's records inspected.

13CCR 1233 The Terminal is rated Satisfactory at this time.

Continue next page

Signature: \_\_\_\_\_



Date: 6/25/14

DRIVER/VEHICLE EXAMINATION REPORT



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone: (323) 644-9557

Report Number: CA3P07000602  
Inspection Date: 06/25/2014  
Start: 7:30:00 AM PT End: 8:00:00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

PARKING CONCEPTS, INC  
12 MAUCHLY #1  
IRVINE, CA 92618  
USDOT#: Phone#: State: 43399  
MC/MX#: Fax#: State:  
Location: 38 CREST ROAD, ROLLING HILLS  
Highway:  
County: LOS ANGELES, CA

Driver: License#: State:  
Date of Birth:  
CoDriver: License#: State:  
Date of Birth:  
Shipper:  
MilePost: Origin: NONE Destination: NONE  
Bill of Lading: Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	BLUB	2009	CA	E1406943	1053	1BABNBMA19F254636	35,100			

BRAKE ADJUSTMENTS

Axle #	1	2
Right		
Left		
Chamber	L-24	L-30

VIOLATIONS

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
396.3A1	1232(A) CCR /001	1	N		N	N	Heater pump is leaking coolant. (General maintenance--396.3 (a)(1))

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Beat/Sub Area: S12; Veh #1 Type: 11; Regulated Vehicle: Y; Responsible Person: MILTON JENKINS; Odometer: 26338; File Code Number: 372121; Fuel Type: CNG; Passenger Capacity: 65; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Report Prepared By:  
E. YOUNG

Badge #:  
A13491

Copy Received By:

Page 1 of 1



CA CA3P07000602

X \_\_\_\_\_

X \_\_\_\_\_



**DRIVER/VEHICLE EXAMINATION REPORT**



**CHP 407F/343A-Aspen**  
**California Highway Patrol**  
 Questions regarding this report may be direct  
 the telephone number listed below.  
**Telephone: (323) 644-9557**

**Report Number: CA3P07000603**  
**Inspection Date: 06/25/2014**  
**Start: 8:01:00 AM PT End: 8 31:00 AM PT**  
**Inspection Level: V - Terminal**  
**HM Inspection Type: None**

**PARKING CONCEPTS, INC**  
**12 MAUCHLY #1**  
**IRVINE, CA 92618**  
**USDOT#:** Phone#:  
**MC/MX#:** Fax#:  
**State#: 43399**  
**Location: 38 CREST ROAD, ROLLING HILLS**  
**Highway:**  
**County: LOS ANGELES, CA**

**Driver:** State:  
**License#:**  
**Date of Birth:**  
**CoDriver:**  
**License#:** State:  
**Date of Birth:**  
**Shipper:**  
**MilePost:**  
**Origin: NONE**  
**Destination: NONE**  
**Bill of Lading:**  
**Cargo:**

**VEHICLE IDENTIFICATION**

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	BLUB	2008	CA	E1406944	1054	1BABNBMA78F254641	35,100			

**BRAKE ADJUSTMENTS**

Axle #	1	2
Right		
Left		
Chamber	L-24	L-30

**VIOLATIONS**

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
393 78	26707 VC	1	N		N	N	Windshield wipers inoperative or defective. (-393 78)

**HazMat:** No HM Transported.

**Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**

Beat/Sub Area: S12; Veh #1 Type: 11; Regulated Vehicle: Y; Responsible Person: MILTON JENKINS; Odometer: 22784; File Code Number: 372121; Fuel Type: CNG; Passenger Capacity: 65; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.  
 NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Report Prepared By:**  
 E. YOUNG

**Badge #:**  
 A13491

**Copy Received By:**

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CA CA3P07000603

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17

DRIVER/VEHICLE EXAMINATION REPORT



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone: (323) 644-9557

Report Number: CA3P07000604  
Inspection Date: 06/25/2014  
Start: 8:32:00 AM PT End: 9:04:00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

PARKING CONCEPTS, INC  
12 MAUCHLY #1  
IRVINE, CA 92618  
USDOT#: Phone#: MC/MX#: Fax#: State#: 43399  
Location: 38 CREST ROAD, ROLLING HILLS  
Highway: County: LOS ANGELES, CA

Driver: License#: State: Date of Birth: CoDriver: License#: State: Date of Birth: Shipper: MilePost: Origin: NONE Destination: NONE Bill of Lading: Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	CHEV	2009	CA	E1329523	1046	1GBE5V1G49F408094	19,500			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Beat/Sub Area: S12; Veh #1 Type: 11; Regulated Vehicle: Y; Responsible Person: MILTON JENKINS; Odometer: 88179; File Code Number: 372121; Fuel Type: LPG; Passenger Capacity: 23; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol  
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation

Signature Of Motor Carrier X: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By:  
E. YOUNG

Badge #:  
A13491

Copy Received By:

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CA CA3P07000604

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18

DRIVER/VEHICLE EXAMINATION REPORT



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone: (323) 644-9557

Report Number: CA3P07000605  
Inspection Date: 06/25/2014  
Start: 9:08:00 AM PT End: 9:32:00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

PARKING CONCEPTS, INC  
12 MAUCHLY #1  
IRVINE, CA 92618  
USDOT#: Phone#: MC/MX#: Fax#: State#: 43399  
Location: 38 CREST ROAD, ROLLING HILLS  
Highway: County: LOS ANGELES, CA

Driver: License#: State: Date of Birth: CoDriver: License#: State: Date of Birth: Shipper: MilePost: Origin: NONE Destination: NONE Bill of Lading: Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	BLUB	2009	CA	E1329526	1044	1GBE5V1G99F408740	19,500			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Beat/Sub Area: S12; Veh #1 Type: 11; Regulated Vehicle: Y; Responsible Person: MILTON JENKINS; Odometer: 78117; File Code Number: 372121; Fuel Type: LPG; Passenger Capacity: 23; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted DO NOT return this form to the California Highway Patrol  
NOTE If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

Report Prepared By:  
E. YOUNG

Badge #:  
A13491

Copy Received By:

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CA CA3P07000605

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DRIVER/VEHICLE EXAMINATION REPORT



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone: (323) 644-9557

Report Number: CA3P07000606  
Inspection Date: 06/25/2014  
Start: 9.35.00 AM PT End: 10.06.00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

PARKING CONCEPTS, INC  
12 MAUCHLY #1  
IRVINE, CA 92618  
USDOT#: Phone#: State: 43399  
MC/MX#: Fax#: State:  
Location: 38 CREST ROAD, ROLLING HILLS  
Highway:  
County: LOS ANGELES, CA

Driver: License#: State:  
Date of Birth:  
CoDriver: License#: State:  
Date of Birth:  
Shipper:  
MilePost: Origin: NONE Bill of Lading:  
Destination: NONE Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2012	CA	E1396832	1056	1FDAF5GY6CEC58473	19,500			

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Beat/Sub Area: S12; Veh #1 Type: 11; Regulated Vehicle: Y; Responsible Person: MILTON JENKINS; Odometer: 46920; File Code Number: 372121; Fuel Type: CNG; Passenger Capacity: 23; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Report Prepared By:  
E. YOUNG

Badge #:  
A13491

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### DRIVER/VEHICLE EXAMINATION REPORT



CHP 407F/343A-Aspen  
California Highway Patrol  
Questions regarding this report may be direct  
the telephone number listed below.  
Telephone: (323) 644-9557

Report Number: CA3P07000607  
Inspection Date: 06/25/2014  
Start: 10:07:00 AM PT End: 10:47:00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

PARKING CONCEPTS, INC  
12 MAUCHLY #1  
IRVINE, CA 92618  
USDOT#: Phone#: State#: 43399  
MC/MX#: Fax#: State#: 43399  
Location: 38 CREST ROAD, ROLLING HILLS  
Highway:  
County: LOS ANGELES, CA

Driver: License#: State:  
Date of Birth:  
CoDriver: License#: State:  
Date of Birth:  
Shipper: Bill of Lading: Cargo:

MilePost: Origin: NONE Destination: NONE

#### VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2012	CA	E1396834	1058	1FDAF5GY4CEC73599	19,500			

#### BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

#### State Information:

Beat/Sub Area: S12; Veh #1 Type: 11; Regulated Vehicle: Y; Responsible Person: MILTON JENKINS; Odometer: 39534; File Code Number: 372121; Fuel Type: CNG; Passenger Capacity: 23; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.  
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation

Signature Of Motor Carrier X: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By:  
E. YOUNG

Badge #:  
A13491

Copy Received By:

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CA CA3P07000607

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**MEMORANDUM**

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: July 17, 2014  
SUBJECT: Financial Statements for the period ending June 30, 2014

Year-end financial statements will be sent out to the Board prior to the July 24<sup>th</sup> Board meeting.

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: July 21, 2014  
SUBJECT: Credit Card Acceptance Policy

### INTRODUCTION

PV Transit only accepts cash or checks for the purchase of passes, tokens, and dial-a-ride trips. Over the past several years we have received numerous requests to accept credit cards.

### ANALYSIS

The attached Credit Card Acceptance Policy outlines the standards for the acceptance and processing of credit payments by PV Transit. The policy was adopted from the City of Riverside and has been reviewed by the Authority's CPA and attorney.

PV Transit is proposing to accept transactions through point-of-sale (office) and mail transactions. There would be no fees charged customers for using credit cards.

### FINANCIAL IMPACT

The estimated cost of accepting credit cards is \$3,000 per year. This amount can be accommodated in the Authority's FY 2014-15 budget.

### RECOMMENDATION

Approve Credit Card Acceptance Policy.

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Palos Verdes Peninsula Transit Authority  
**Administrative Manual**

*Effective Date:* 08/01/2014  
*Review Date:* 08/01/2014  
*Prepared by:* Administrator

*Approved:*

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**SUBJECT:**

**Credit Card Acceptance Policy**

**PURPOSE:**

This policy establishes standards for the acceptance and processing of credit card payments by PV Transit and maintaining the security of confidential credit card data. The federal Fair and Accurate Credit Transactions (FACT) Act of 2003 requires creditors (defined in the Act to include *municipally-owned public utility companies or other public entities that extend credit*) to implement reasonable policies and procedures for detecting, preventing and mitigating identity theft.

Compliance with this policy will:

- Provide reasonable assurance that all credit card transactions are properly authorized, timely settled, and accurately and completely recorded;
- Monitor for errors, both unintentional and intentional, including fraud; and
- Protect the security, confidentiality and integrity of cardholder information.

This policy is further intended to ensure compliance with Payment Card Industry (PCI) Standards, as required by Visa, Mastercard, American Express and Discover. Failure to comply with PCI industry standards may result in fines and/or revocation of credit card acceptance.

**POLICY:**

***Authorized Departments***

As of the date of this policy, the following departments are authorized to accept credit card transactions:

- PV Transit office

Departments accepting credit card payments must comply with credit card provider regulations, including the acceptance of credit cards for all transactions types and dollar amounts.

***Transaction Control Requirements***

The Authority accepts Visa and MasterCard credit cards as a form of payment of amounts due to the Authority. Debit cards with Visa or MasterCard logos are also accepted and processed as credit cards. The Authority currently accepts transactions through point-of-sale, and mail transactions. Each transaction type requires a unique set of processes to ensure the accurate processing and recording of transactions and guard against erroneous or fraudulent transactions.



### Point of Sale Transactions

1. Credit card machines and manual imprinters are to be secured and inaccessible to the public. However, a customer's credit card should be visible to the customer at all times during the transaction.
2. Prior to swiping the credit card:
  - a. Ensure that the credit card expiration date has not passed. Expired credit cards must not be accepted for payment.
  - b. Compare the name on the credit card to the cardholder's photo identification. If the names do not match, the credit card must not be accepted for payment.
3. Ensure that the amount charged to the card matches the transaction. No refunds or credits may be issued in conjunction with the payment.
4. A signature must be obtained on the credit card payment slip and compared to the signed credit card or the credit card owner's photo identification. In the event of unmatched signatures, the credit card transaction must be voided and the credit card returned to the customer.
5. If the credit card's magnetic strip cannot be read, the card number should be keyed into the credit card terminal. To reduce the risk of access to confidential credit card data, manual imprints of the card should not be made.
6. If the authorization network (via the credit card machine or the Address Verification Service) sends a "decline" or "no match" response, the credit card must not be accepted.
7. In all circumstances of declined or unaccepted transactions, return the credit card to the customer and offer to accept another method of payment. Customers disputing the decline or non-acceptance of the credit card should be referred to their bank.

### Internet Transactions

Not applicable

### Mail Transactions

1. Key the credit card data including the card number, expiration date, street number and zip code into the credit card terminal. Failure to key in the address information results in higher credit card fees and increases the risk of fraud.
2. Ensure that the transaction documentation (e.g., remittance advice) contains the customer number, invoice number or other identifier. Do not accept credit card payments where either:
  - a. the credit card name does not match the customer name; or
  - b. the requirements of third-party transactions are met.

### Third-party Payment Processors

The Authority currently contracts with third-party payment processors to accept credit card payments on behalf of the Authority. The applicable departments will work with the provider to ensure that a complete and accurate recording of transactions, fees and deposit of monies takes place in a timely manner. All third-party processors are expected to comply with Payment Card Industry standards.

### ***Settlement and Deposit of Credit Card Payments***

1. The daily receipt totals from point-of-sale credit card machines must be printed and used to settle transactions at the end of each business month.
2. The transaction history report from each credit card machine must be reconciled to the total credit card receipts.

3. The settlement batch, transaction history and reconciliation reports and supporting documentation must be remitted to the bookkeeper at the end of each month.
4. Deposits are generally credited to the bank within 3 business days, depending upon the credit card type.

***Merchant Fees and Other Credit Card Charges***

Merchant fees for all point-of-sale transactions are netted on the Authority’s bank statement against credit card receipts.

Other credit card charges, such as charge-backs, disputed, and returned items are related to a specific transaction and will be referred to the bookkeeper for follow-up.

***Safeguarding of Confidential Data***

- Credit card records, including but not limited to, receipts, imprints, credit card numbers, expiration date, card type, bank information, etc. are exempt from public disclosure and shall not be disclosed by the Authority unless required via Court subpoena or in writing by the Authority Attorney.
- If processing of credit card data is provided by a third party on the Authority’s behalf, the service provider must be capable of maintaining the appropriate safeguards.
- Full credit card numbers must not be recorded, maintained or viewable in any computer systems.
- To the extent required by law, the Authority will notify credit card customers of any breach of security which has placed their confidential credit card information at risk.

***Payment Card Industry (PCI) Compliance***

The Authority will annually review and update PCI Self-Assessment Questionnaire (SAQ) D and Attestation of Compliance applicable to Validation Type 5 merchants. Merchants in Validation Type 5 process credit card transactions in a variety of manners, including stand-alone, dial-out terminals and internet payment systems.

The Authority will require that third-party processors accepting credit card payments on behalf of the Authority also complete the PCI SAQ applicable to their merchant validation type.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
PV Transit Administration	<p>Follow Authority policy and procedures established for the processing and settlement of credit card payments.</p> <p>Provide adequate training of staff members to ensure compliance with the credit card policy and understanding of the related procedures and internal controls.</p> <p>Ensure that all credit card data is adequately safeguarded.</p> <p>Perform reconciliation of payments to ensure accurate recording of transactions and deposits.</p> <p>Perform settlement procedures and remit required data to the bookkeeper in a timely manner.</p> <p>Follow up immediately on charge-backs (disputed, returned or rejected items).</p> <p>Report suspicious activity including possible fraud or theft in a timely manner.</p>

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Bookkeeper	Treasury will follow Authority procedures relating to bank statement review, credit card deposit verification and review of department data and recording of receipts. Ensure that all credit card data is adequately safeguarded. Report suspicious activity including possible fraud or theft in a timely manner. Annually review and update the PCI Self-Assessment Questionnaire and Attestation of Compliance. Ensure that third-party processors accepting credit card payments on behalf of the Authority complete the PCI SAQ applicable to their merchant validation type.

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: July 21, 2014  
SUBJECT: TAP Mobile Validator Memorandum of Understanding and Licensing Agreement

As previously reported to the Board, Metro will be installing TAP Mobile Validators on all PV Transit equipment in August 2014. The current schedule shows PV Transit going live on TAP by the end of August.

The Authority's attorney has reviewed the draft TAP Mobile Validator Memorandum of Understanding and Licensing Agreement presented by Metro. This Agreement must be approved by the Board prior to the Settlement Process by which Metro reimburses PV Transit for TAP boardings on PV Transit vehicles.

The final Agreement will be distributed to Board Members prior to the July 24<sup>th</sup> meeting.