

AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
September 30, 2021

NOTE: PUBLIC PARTICIPATION INFORMATION

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

Members of the public may listen to the meeting live by calling: (669) 900-6833 from any phone, Meeting ID: 818 2104 3909, Meeting Password: 643738. (Please note you will not have the ability to speak using the call-in option from a phone line.)

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

- Members of the public who wish to speak during this meeting may join the Zoom meeting by accessing the Zoom app from a computer (downloaded at Zoom.com) or tablet or phone (downloaded in the App Store), by entering the following credentials: Meeting ID 818 2104 3909; Meeting Password: 643738. Members of the public who join the Zoom meeting will not have video, and may request to speak using the following process: After joining the Zoom meeting, if you wish to speak, please select the "raise hand" option at the lower portion of your screen. A staff member will send you a chat message to identify which item on the agenda you would like to speak on and will unmute your mic at the appropriate time.

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

6:00 P.M. REGULAR SESSION

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

ROLL CALL:

FLAG SALUTE:

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

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

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

(5 mins) **APPROVAL OF CONSENT CALENDAR (1-6):**

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

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	Checks	Amount
June	8033-8051	\$361,939.22
July	8052-8072	\$510,409.17
August	8073-8089	\$158,863.09
TOTAL		\$1,031,211.48

2. Approval of June 17, 2021 Board Minutes
3. Operations Report as of August 31, 2021
4. Financial Statements as of June 30, 2021

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Recommendation: Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

I. NEW BUSINESS

1. California JPIA, Designation of Voting Delegates
Recommendation: Designate one voting delegate and at least one alternate as presented.
2. AB 361-Remote Local Meetings
Recommendation: Provide direction to staff

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Presentation

II. OLD BUSINESS

None

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

(10 mins) CHAIR AND MEMBER ITEMS REPORT:

ADJOURNMENT: Rolling Hills Estates City Hall, January 20, 2022

Palos Verdes Peninsula Transit Authority
Checks Written for
June-August 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Jun 21					
	06/11/2021	8033	Palos Verdes On the Net	Invoice 2020-2021, April 1st through June 30, 2021	-1,675.00
	06/11/2021	8034	MV Transportation	Invoice 112906, Pandemic Benefit Payment for March	-6,640.00
	06/11/2021	8035	MV Transportation	Invoice 113984, May tripper service on Green Route	-2,062.86
	06/11/2021	8036	Creative Bus Sales	Invoice 1538171, Bus 1066	-169,279.30
	06/17/2021	8037	Administrative Services Co-Op	Invoice 53102 May 2021	-7,884.82
	06/17/2021	8038	AT&T	Account No. 0206360576001	-87.18
	06/17/2021	8039	Clean Energy	CE12402503 May 2021	-14,201.91
	06/17/2021	8040	County Sanitation Districts of LA County	Parking Lot Lease	-8,202.35
	06/17/2021	8041	Cubic Transportation Systems	Invoice 90087370	-31,144.00
	06/17/2021	8042	Frontier Communications7108	310 544-7108-062795-5	-344.13
	06/17/2021	8043	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel	-810.44
	06/17/2021	8044	MV Transportation, Inc.	Invoice 113730 May 2021	-97,263.46
	06/17/2021	8045	ReadyRefresh by Nestle	Account 0024293722	-35.97
	06/17/2021	8046	Temps Incorporated	Parking Lot Security, Multiple Months	-2,350.80
	06/17/2021	8047	Thales Consulting	Invoice 2589	-500.00
	06/17/2021	8048	Wells Fargo	Acct 4484610008047386	-11.26
	06/17/2021	8049	White Wings Cleaning Service	Invoice 8138 April 2021	-110.00
	06/28/2021	8050	Martin Gombert	Reimbursement for CalACT trip	-2,001.37
	06/28/2021	8051	Mobility Advancement Group	Administrative Services for June 2021	-17,334.37
Jun 21			TOTAL		\$ 361,939.22

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Jul 21					
	07/15/2021	8052	Temps Incorporated	Parking Lot Security, Multiple Months	-4,055.13
	07/15/2021	8053	Administrative Services Co-Op	Invoice 63016 June 2021	-7,733.67
	07/15/2021	8054	AT&T	Account No. 0206360576001	-118.61
	07/15/2021	8055	Clean Energy	CE12407342 June 2021	-14,019.87
	07/15/2021	8056	County Sanitation Districts of LA County	Parking Lot Lease	-8,202.35
	07/15/2021	8057	Cox Business	Account 001 7401 035340502	-385.00
	07/15/2021	8058	Creative Bus Sales	Bus Purchase (2)	-347,337.66
	07/15/2021	8059	Decals By Design	Decals for two new buses	-3,475.23
	07/15/2021	8060	Frontier Communications7108	310 544-7108-062795-5	-344.69
	07/15/2021	8061	Gayle Albin-Bailey	Bookkeeping Services	-806.25
	07/15/2021	8062	MV Transportation, Inc.	Invoice 114113 June 2021	-91,206.52
	07/15/2021	8063	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3104808916	-296.88
	07/15/2021	8064	PVPUSD-Rent	Office Rent and Utilities	-545.97
	07/15/2021	8065	Q Document Solutions Inc.	Copier Maintenance	-90.46
	07/15/2021	8066	ReadyRefresh by Nestle	Account 0024293722	-49.96
	07/15/2021	8067	Temps Incorporated	Parking Lot Security, Reissued Check 7989	-2,443.17
	07/15/2021	8068	Transit Information Products	Bus Schedule Graphics	-246.38
	07/15/2021	8069	Trillium Solutions	Invoice 4299 GTFS Editing	-85.00
	07/15/2021	8070	White Wings Cleaning Service	Invoice 8150 May 5 2021	-110.00
	07/26/2021	8071	Mobility Advancement Group	Administrative Services for July 2021	-17,334.37
	07/26/2021	8072	California J.P.I.A.	General Liability 2021-2022, Invoice PIRM01933	-11,522.00
Jul 21			TOTAL		\$ 510,409.17

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Aug 21					
	08/30/2021	eft	Wells Fargo	Acct 4484610002154188	-30.20
	08/16/2021	8073	Administrative Services Co-Op	Invoice 63016 June 2021	-8,448.87
	08/16/2021	8074	Alltech of Lomita, Inc.	Invoice 18929	-95.00
	08/16/2021	8075	AT&T	Account No. 0206360576001	-137.24
	08/16/2021	8076	Clean Energy	CE12407342 July 2021	-13,921.45
	08/16/2021	8077	County Sanitation Districts of LA County	Parking Lot Lease	-8,202.35
	08/16/2021	8078	Cox Business	Account 001 7401 035340502	-385.00
	08/16/2021	8079	Frontier Communications7108	310 544-7108-062795-5	-331.76
	08/16/2021	8080	MV Transportation, Inc.	Invoice 114113 June 2021	-91,464.58

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Palos Verdes Peninsula Transit Authority
Checks Written for
June-August 2021

08/16/2021	8081	PitneyBowes Global Financial Services	Postage Meter	-52.83
08/16/2021	8082	Q Document Solutions Inc.	Copier Maintenance	-111.56
08/16/2021	8083	ReadyRefresh by Nestle	Account 0024293722	-35.97
08/16/2021	8084	Remix Technologies LLC	Transit Planning 7/1/121-6/30/22	-15,200.00
08/16/2021	8085	Temps Incorporated	Parking Lot Security	-2,762.19
08/16/2021	8086	Wells Fargo	Acct 4484610008047386	-307.72
08/25/2021	8087	Mobility Advancement Group	VOID: Administrative Services for August 2021	0.00
08/25/2021	8088	Mobility Advancement Group	Administrative Services for August 2021	-17,334.37
08/31/2021	8089	Anita Nims	DAR Refund for account #5635	-42.00
Aug 21			TOTAL	\$ 158,863.09

MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY
Thursday June 17, 2021

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

REGULAR SESSION

Board roll call was answered as follows:

PRESENT: Victoria Lozzi, PVE; David Bradley, RPV; Steve Zuckerman, RHE; Debby Stegura, RHE

ABSENT: Jim Roos, PVE, Ken Dyda, RPV

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

CONFIRM POSTING OF THE AGENDA BY ROLLING ESTATES CITY CLERK

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

APPROVAL OF CONSENT CALENDAR (1-3)

Member Dyda commented about the listing of Board Members on the PV Transit webpage.

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

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman, Stegura

NOES: None

ABSENT: Dyda, Roos

ABSTAINED: None

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

None

ADMINISTRATOR REPORT

Administrator Gombert presented the Administrator Report and reviewed transit ridership, Palos Verdes Nature Preserve Shuttle service, Metro and L.A. County funding for FY '22, and Metro's Fareless System Initiative (FSI).

NEW BUSINESS

1. Fiscal Year 2021-22 Budget

Chairperson Lozzi opened the Public Hearing. There were no comments from the public.

Administrator Gombert made a brief presentation on the staff report. He noted that member agency contributions would remain unchanged from FY 2020-21 levels. Several Board Members commented on the estimated ridership growth contained in the budget.

Chairperson Lozzi closed the Public Hearing.

Member Bradley moved approval of the Fiscal Year 2021-22 Budget, seconded by Member Stegura.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman, Stegura

NOES: None

ABSENT: Dyda, Roos

ABSTAINED: None

2. Agreement with MV Transportation

Administrator Gombert presented the staff and the Board suggested Gombert see if MV Transportation was interested in a similar Agreement for FY 2022-23. Gombert said he would report back to the Board at the September meeting.

Member Bradley moved approval of the MV Transportation Agreement, seconded by Member Zuckerman.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman, Stegura

NOES: None

ABSENT: Dyda, Roos

ABSTAINED: None

3. Audit Engagement Letter from RAMS

Administrator Gombert briefly presented that staff report. Member Stegura ask when this contract was last put out to bid. Administrator Gombert said that the Authority had “piggy backed” off of RHE’s procurement for auditor services several years ago.

Member Bradley moved approval of the RAMS Agreement, seconded by Member Zuckerman.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman, Stegura

NOES: None

ABSENT: Dyda, Roos

ABSTAINED: None

OLD BUSINESS

None

FUTURE AGENDA ITEMS

None

CHAIR AND MEMBER ITEMS REPORT

Chairperson Lozzi reviewed the Schedule of Meetings for Fiscal Yar 2021-22.

Lozzi requested that Administrator Gombert make a presentation on PV Transit to the Palos Verdes Estates City Council at a future date. Mr. Gombert offered to make similar presentations to the other Councils.

ADJOURNMENT

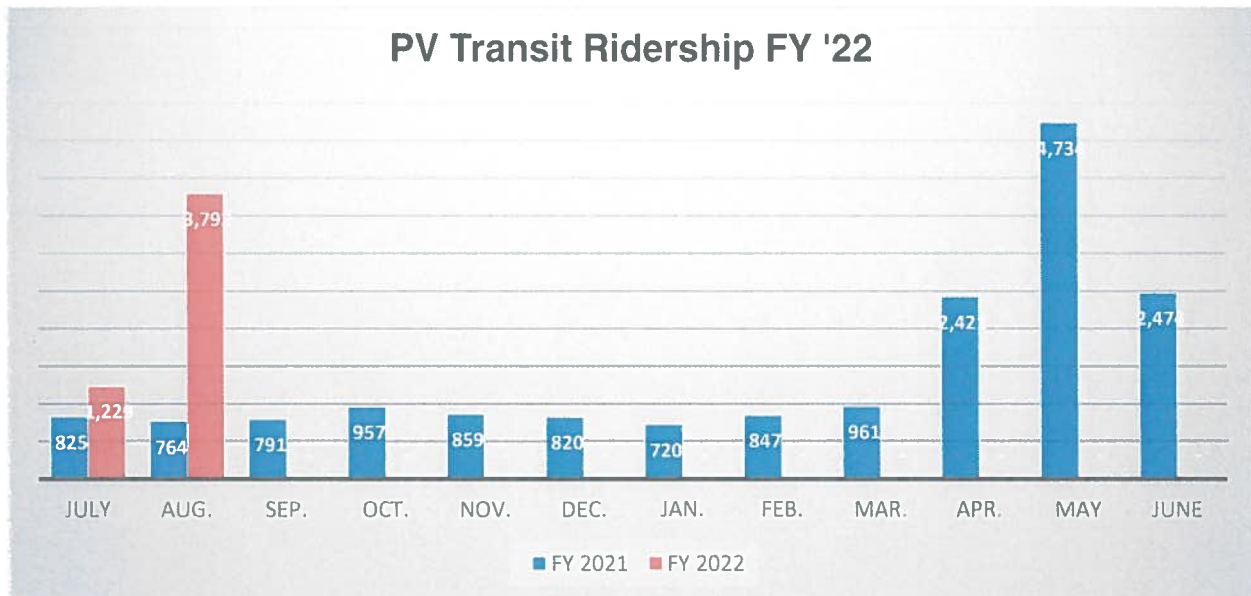
Chairperson Lozzi adjourned the meeting at 6:56 pm.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: September 24, 2021
SUBJECT: Operations Report for the period ending August 31, 2021.

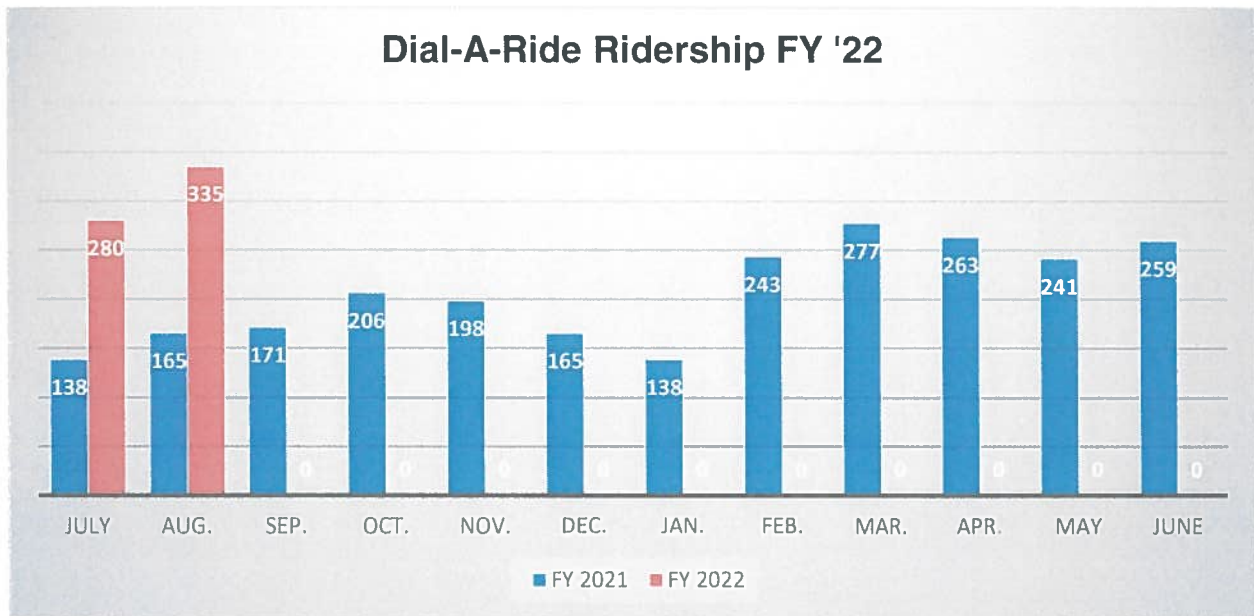
PV TRANSIT

PV Transit ridership totaled 5,021 for first two months of FY '21-22, a 216% increase over previous years totals. PV Transit returned to pre-pandemic service levels on August 25, 2021 with the opening of the PVPUSD. Ridership levels are 80-85% of pre-pandemic levels.



DIAL-A-RIDE

Dial-A-Ride ridership totaled 615 for the first two months of FY '21-22, a 103% increase over previous years totals. This is the first time in over a year ridership has topped 300 passengers per month.



GOVERNMENT RELATIONS

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

RECOMMENDATION

Receive and file report.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: September 24, 2021
SUBJECT: Financial Statements for the period ending June 30, 2021

Attached are the *draft* Financial Statements for the period ending June 30, 2021.

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 for Fiscal Year 2021 totaled \$1,768,302, 2.86% below budgeted amounts.

Fixed Route and dial-a-ride operating fees were \$17,067 above budget (1.69%) due to a slight increase in PV Transit operating hours.

Charges for Services

Passenger and miscellaneous revenue totaled \$58,061 the fiscal year. This was \$1,416 (-2.38%) below budget.

Government Revenue

PV Transit is current with all grant payments, except Los Angeles County, as of June 30, 2021. Los Angeles County is processing outstanding FY 21 invoices.

Attachments
-Financial Statements

Palos Verdes Peninsula Transit Authority
Management Analysis
Budget vs. Actual
YTD June 30, 2021

	<u>YTD 6/30/21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% Diff</u>
Operating Revenue				
Charges for Services				
Fixed Route	\$ 20,277	\$ 10,000	\$ 10,277	102.77%
Dial-A-Ride	\$ 15,190	\$ 12,000	\$ 3,190	26.58%
Advertising	\$ 560	\$ 17,477	\$ (16,917)	-96.8%
Gains from Sale of Eq.	\$ 6,300	\$ -	\$ 6,300	N/A
Charters	\$ 15,735	\$ 20,000	\$ (4,265)	0.0%
TOTAL OPERATING REVENUE	\$ 58,061	\$ 59,477	\$ (1,416)	-2.38%
Operating Expenses				
Operator Fees				
Fixed Route	\$ 944,602	\$ 927,062	\$ 17,541	1.89%
Dial-A-Ride	\$ 79,476	\$ 79,950	\$ (474)	-0.59%
Subtotal	\$ 1,024,079	\$ 1,007,012	\$ 17,067	1.69%
Contract Administration	\$ 207,412	\$ 211,200	\$ (3,788)	-1.79%
Fuel Purchases	\$ 97,867	\$ 95,465	\$ 2,402	2.52%
Marketing and Promotions	\$ 8,916	\$ 38,000	\$ (29,084)	-76.54%
Facility Leasing	\$ 92,859	\$ 96,995	\$ (4,136)	-4.26%
Other operating Expenses	\$ 132,088	\$ 109,747	\$ 22,341	20.36%
Depreciation	\$ 205,080	\$ 261,917	\$ (56,837)	-21.7%
Subtotal	\$ 744,223	\$ 813,324	\$ (69,101)	-8.5%
TOTAL EXPENSE	\$ 1,768,302	\$ 1,820,336	\$ (52,034)	-2.86%
OPERATING LOSS	\$ (1,710,240)	\$ (1,760,859)	\$ 50,619	-2.87%

Palos Verdes Peninsula Transit Authority
Profit & Loss Prev Year Comparison
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Jul '19 - Jun 20</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
46400 · Other Types of Income	6,860.00	1,008.18	5,851.82	580.43%
551.00 · Governmental Sources	30,247.00	32,200.00	-1,953.00	-6.07%
504.04 · Route 225/226 Operating Support	251,692.56	251,692.50	0.06	0.0%
500.00 · Charges for Services	<u>51,201.35</u>	<u>235,661.97</u>	<u>-184,460.62</u>	<u>-78.27%</u>
Total Income	<u>340,000.91</u>	<u>520,562.65</u>	<u>-180,561.74</u>	<u>-34.69%</u>
Expense				
621.03 · Facility Leasing	92,858.74	92,627.00	231.74	0.25%
620.00 · Operator fees	1,024,078.75	1,347,935.62	-323,856.87	-24.03%
660.00 · Marketing and promotions	8,916.44	10,942.00	-2,025.56	-18.51%
650.00 · Fuel Purchases	97,867.44	177,671.55	-79,804.11	-44.92%
640.00 · Depreciation	205,080.00	274,332.00	-69,252.00	-25.24%
630.00 · Contract administration	207,412.44	207,412.44	0.00	0.0%
680.00 · Other Operating Expense	<u>132,087.71</u>	<u>155,595.38</u>	<u>-23,507.67</u>	<u>-15.11%</u>
Total Expense	<u>1,768,301.52</u>	<u>2,266,515.99</u>	<u>-498,214.47</u>	<u>-21.98%</u>
Net Ordinary Income	<u>-1,428,300.61</u>	<u>-1,745,953.34</u>	<u>317,652.73</u>	<u>18.19%</u>
Other Income/Expense				
Other Income				
551.01 · LA County Grant	376,000.00	376,000.00	0.00	0.0%
556.00 · MTA Funding	628,048.00	434,031.00	194,017.00	44.7%
750.00 · City Prop A exchange	-234,975.00	-336,750.00	101,775.00	30.22%
450.00 · Prop A Exchange	313,300.00	449,000.00	-135,700.00	-30.22%
900.00 · Interest Income	14,793.02	30,760.56	-15,967.54	-51.91%
920.00 · Member contributions	<u>1,172,362.00</u>	<u>1,133,813.00</u>	<u>38,549.00</u>	<u>3.4%</u>
Total Other Income	<u>2,269,528.02</u>	<u>2,086,854.56</u>	<u>182,673.46</u>	<u>8.75%</u>
Net Other Income	<u>2,269,528.02</u>	<u>2,086,854.56</u>	<u>182,673.46</u>	<u>8.75%</u>
Net Income	<u><u>841,227.41</u></u>	<u><u>340,901.22</u></u>	<u><u>500,326.19</u></u>	<u><u>146.77%</u></u>
Net Assets, Beginning of Year	<u>3,669,985.07</u>	<u>3,329,083.85</u>		
Net Assets, End of Year	<u><u>4,511,212.48</u></u>	<u><u>3,669,985.07</u></u>		

Palos Verdes Peninsula Transit Authority
Balance Sheet Prev Year Comparison
As of June 30, 2021

	<u>Jun 30, 21</u>	<u>Jun 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
101.00 · Cash and cash equivalents	3,048,565.41	2,466,142.86	582,422.55	23.62%
Total Checking/Savings	<u>3,048,565.41</u>	<u>2,466,142.86</u>	<u>582,422.55</u>	<u>23.62%</u>
Accounts Receivable				
120.00 · Due from other governments	752,215.28	488,348.00	263,867.28	54.03%
Total Accounts Receivable	<u>752,215.28</u>	<u>488,348.00</u>	<u>263,867.28</u>	<u>54.03%</u>
Other Current Assets				
140.00 · Prepaid Expense	64,785.18	75,936.83	-11,151.65	-14.69%
1499 · Undeposited Funds	15,768.57	34.00	15,734.57	46,278.15%
Total Other Current Assets	<u>80,553.75</u>	<u>75,970.83</u>	<u>4,582.92</u>	<u>6.03%</u>
Total Current Assets	<u>3,881,334.44</u>	<u>3,030,461.69</u>	<u>850,872.75</u>	<u>28.08%</u>
Fixed Assets				
212.00 · Accum. Depreciation - Vehicles	-4,104,761.82	-3,900,725.82	-204,036.00	-5.23%
212.10 · Accum Deprec Infrastructures	-11,471.17	-10,427.17	-1,044.00	-10.01%
15900 · Leasehold Improvements	12,449.00	12,449.00	0.00	0.0%
16400 · Vehicles	4,857,409.39	4,682,917.25	174,492.14	3.73%
Total Fixed Assets	<u>753,625.40</u>	<u>784,213.26</u>	<u>-30,587.86</u>	<u>-3.9%</u>
TOTAL ASSETS	<u><u>4,634,959.84</u></u>	<u><u>3,814,674.95</u></u>	<u><u>820,284.89</u></u>	<u><u>21.5%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
310.00 · Vouchers Payable	121,893.49	138,460.05	-16,566.56	-11.97%
Total Accounts Payable	<u>121,893.49</u>	<u>138,460.05</u>	<u>-16,566.56</u>	<u>-11.97%</u>
Credit Cards				
315.00 · Wells Fargo Business Card	-466.17	-465.17	-1.00	-0.22%
Total Credit Cards	<u>-466.17</u>	<u>-465.17</u>	<u>-1.00</u>	<u>-0.22%</u>
Total Current Liabilities	<u>121,427.32</u>	<u>137,994.88</u>	<u>-16,567.56</u>	<u>-12.01%</u>
Long Term Liabilities				
355.00 · Deferred Rent	2,320.04	6,695.00	-4,374.96	-65.35%
Total Long Term Liabilities	<u>2,320.04</u>	<u>6,695.00</u>	<u>-4,374.96</u>	<u>-65.35%</u>
Total Liabilities	<u>123,747.36</u>	<u>144,689.88</u>	<u>-20,942.52</u>	<u>-14.47%</u>
Equity				
3900 · Retained Earnings	3,669,985.07	3,329,083.85	340,901.22	10.24%
Net Income	841,227.41	340,901.22	500,326.19	146.77%
Total Equity	<u>4,511,212.48</u>	<u>3,669,985.07</u>	<u>841,227.41</u>	<u>22.92%</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,634,959.84</u></u>	<u><u>3,814,674.95</u></u>	<u><u>820,284.89</u></u>	<u><u>21.5%</u></u>

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MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: September 24, 2021
SUBJECT: California JPIA: 2021 Annual Board of Directors Meeting Voting Delegate/
Alternate Form

BACKGROUND

This is in response to the California JPA's annual information request on the Authority's designated voting delegate and alternate.

DISCUSSION:

In prior years, Board Members of member cities have represented the Authority at California JPIA Annual Meetings. For this year's meeting, staff could not locate any Board Members that were attending the meeting.

Director Gombert can attend as the primary voting delegate.

FISCAL IMPACT:

None

RECOMMENDATION

Designate one voting delegate and at least one alternate.

ATTACHMENTS

Certification of Agency Voting Delegate Form 2021



AGENCY: Palos Verdes Peninsula Transit Authority

**2021 ANNUAL BOARD OF DIRECTORS MEETING
VOTING DELEGATE/ALTERNATE FORM**

On an annual basis, the California JPIA asks members to update their information in order that we may better serve you. If you have had a reorganization, please forward us your Notice of Reorganization with your current governing body and your list of Appointments for the California JPIA Director and Alternate(s), along with this form. In accordance with the Authority's Bylaws, your governing body must designate **one voting delegate and at least one alternate**. You may designate additional alternates. The voting delegate **must** be a member of the governing body. Alternate(s) may be from the governing body or from staff.

Please note: In order to vote at the Annual Board of Directors Meeting, voting delegates and alternates must be designated by your governing body. Please attach either your appointment list or minute action as proof of designation. As an alternative, your agency may sign this form, affirming that the designation reflects the action taken by the governing body.

1. VOTING DELEGATE - PRIMARY

Name: Martin Gombert

Title: Administrator

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

If you have more than two alternates, please attach a separate sheet.

PLEASE ATTACH APPOINTMENT LIST DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the governing body to designate the voting delegate and alternate(s).

Name: Martin Gombert

Title: Administrator

Email: transit@pvtransit.net

Phone: 310-544-7108

Signature: _____

Date: _____

Please complete and return to:

By Mail:

California JPIA

ATTN: Veronica Ruiz

8081 Moody Street

La Palma, CA 90623

By Email:

E-mail: vruiz@cjpia.org

If you have questions or need assistance with the Board of Directors Certification or updating your governing body information, please contact Agency Clerk Veronica Ruiz at (562) 467-8736 or vruiz@cjpia.org.