

**AGENDA**  
**PALOS VERDES PENINSULA TRANSIT AUTHORITY**  
**REGULAR MEETING**  
**January 16, 2020**  
**ROLLING HILLS ESTATES CITY HALL, 4045 Palos Verdes Drive North**  
**Rolling Hills Estates, CA 90274**

---

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

**6:00 P.M. REGULAR SESSION**

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

**ROLL CALL:**

**FLAG SALUTE:**

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

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

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

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

Page 3

	<b>Checks</b>	<b>Amount</b>
Oct.	7418-7426	\$ 215,193.79
Nov.	7427-7802	\$ 208,153.66
Dec.	7443-7453	\$ 59,019.15
<b>TOTAL</b>		<b>\$ 482,366.60</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.

- 2. Approval of October 30, 2019 Board Minutes Page 5
- 3. Administrative Services Co-Op Contract Extension Page 9
- 4. Reaffirmation of Investment Policy Page 11

**Recommendation:** Approve Consent Calendar items

**(10 mins) ADMINISTRATOR REPORT:**

**(45 mins) REGULAR BUSINESS:**

**I. MONTHLY & REGULAR REPORTS**

- A. Operations Report Page 16
  - 1. Review of ridership data for the period ending 12/31/19

**Recommendation:** Receive and file report

- B. Finance
  - 1. Financial Statements as of September 30, 2019 Page 32

**Recommendation:** Receive and file statements.

**II. NEW BUSINESS**

None

**III. OLD BUSINESS**

- 1. Expense Authorization for Administrator Page 36

Recommendation: Approve staff recommendation

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

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

Election of Officers Page 41

**ADJOURNMENT: Rolling Hills Estates City Hall, April 16, 2020**

**Palos Verdes Peninsula Transit Authority**  
**Checks Written for Month**  
**October-December 2019**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Oct 19</b>	10/01/2019	7404	Mobility Advancement Group	Administrative Services for September 2019	-17,345.27	-17,345.27
	10/21/2019	7405	Marita Spalding	Dial-A-Ride Refund	-108.00	-108.00
	10/21/2019	7406	Sachiko Hagiwara	Dial-A-Ride Refund	-30.00	-30.00
	10/29/2019	7407	Dixie Semeka	Dial-A-Ride Refund	-210.00	-210.00
	10/29/2019	7408	Administrative Services Co-Op	Dial-A-Ride Service	-25,954.67	-25,954.67
	10/29/2019	7409	AT&T	Account No. 0206360576001	-127.01	-127.01
	10/29/2019	7410	Clean Energy	CNG Fuel	-18,015.79	-18,015.79
	10/29/2019	7411	County Sanitation Districts of LA County	Parking Lot Lease	-7,731.50	-7,731.50
	10/29/2019	7412	Frontier Communications7108	VOID:	0.00	0.00
	10/29/2019	7413	Mutual Liquid Gas & Equipment Co., Inc.	LPG Fuel	-3,112.95	-3,112.95
	10/29/2019	7414	MV Transportation, Inc.	Fixed Route Transportation	-104,549.95	-104,549.95
	10/29/2019	7415	Office Depot	Account 34585368	-130.09	-130.09
	10/29/2019	7416	PitneyBowes Global Financial Services	Account 0015571055	-295.72	-295.72
	10/29/2019	7417	Postmaster	Postal Box 2656 - 1 year	-170.00	-170.00
	10/29/2019	7418	Purchase Power	Acct. 8000-9090-0212-1536	-503.50	-503.50
	10/29/2019	7419	PVPUUSD	Printing Services	-1,589.94	-1,589.94
	10/29/2019	7420	Remix Software, Inc.	7/1/19-6/30/20	-15,200.00	-15,200.00
	10/29/2019	7421	Trillium Solutions	GTFS Service	-412.50	-412.50
	10/29/2019	7422	Wells Fargo	Acct 4484610008047386	-923.34	-923.34
	10/29/2019	7423	White Wings Cleaning Service	Office Cleaning	-110.00	-110.00
	10/29/2019	7424	Xerox	Account 719892051	-298.70	-298.70
	10/29/2019	7425	Frontier Communications7108	Telephone Service	-1,029.59	-1,029.59
	10/30/2019	7426	Mobility Advancement Group	Administrative Services for October 2019	-17,345.27	-17,345.27
<b>Oct 19</b>						<u><u>-215,193.79</u></u>

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Nov 19</b>	11/21/2019	7427	Randy Rubin	Pass Refund	-74.00	-74.00
	11/21/2019	7428	Virginia Thompson	Dial-A-Ride Refund	-60.00	-60.00
	11/21/2019	7429	Glenda Windham	Dial-A-Ride Refund	-48.00	-48.00
	11/21/2019	7430	Administrative Services Co-Op	Invoice 191031 October 2019 Dial-A-Ride Service	-13,136.65	-13,136.65
	11/21/2019	7431	AT&T	Account No. 0206360576001	-122.37	-122.37
	11/21/2019	7432	Cal Act	2020 Membership renewal	-620.00	-620.00
	11/21/2019	7433	Clean Energy	CE12249776 October 2019	-17,867.29	-17,867.29
	11/21/2019	7434	County Sanitation Districts of LA County	Parking Lot Lease	-7,731.50	-7,731.50
	11/21/2019	7435	Gayle Albin-Bailey	Bookkeeping Services	-1,067.50	-1,067.50
	11/21/2019	7436	Mutual Liquid Gas & Equipment Co., Inc.	Invoice 429275 October 2019	-3,695.14	-3,695.14
	11/21/2019	7437	MV Transportation, Inc.	Fixed Route Transit Service, October 2019	-143,079.16	-143,079.16
	11/21/2019	7438	Pitney Bowes - Purchase Power	Acct. 8000-9090-0212-1536	-554.42	-554.42
	11/21/2019	7439	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3103499751	-32.00	-32.00
	11/21/2019	7440	Wells Fargo	Acct 4484610008047386	-427.94	-427.94
	11/21/2019	7441	White Wings Cleaning Service	Office Cleaning	-110.00	-110.00
	11/21/2019	7442	Xerox	Purchase of Xerox Machine	-2,185.14	-2,185.14
	11/27/2019	7802	Mobility Advancement Group	Administrative Services for November 2019	-17,342.55	-17,342.55
	<b>Nov 19</b>					

**Palos Verdes Peninsula Transit Authority**  
**Checks Written for Month**  
 October-December 2019

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Dec 19</b>						
	12/16/2019	7443	AT&T	Account No. 0206360576001	-70.55	-70.55
	12/16/2019	7444	Clean Energy	CE12256704 November 2019	-15,140.19	-15,140.19
	12/16/2019	7445	County Sanitation Districts of LA County	Parking Lot Lease	-8,195.40	-8,195.40
	12/16/2019	7446	Frontier Communications7108	310 544-7108-062795-5	-339.47	-339.47
	12/16/2019	7447	Mutual Liquid Gas & Equipment Co., Inc.	Invoice 433719 November 2019	-2,651.47	-2,651.47
	12/16/2019	7448	Palos Verdes On the Net	Invoice 2019-4	-1,675.00	-1,675.00
	12/16/2019	7449	PVPUSD-Rent	Rent and Utilities	-804.82	-804.82
	12/16/2019	7450	ReadyRefresh by Nestle	Account 0024293722	-10.03	-10.03
	12/16/2019	7451	Wells Fargo	Acct 4484610008047386	-10.70	-10.70
	12/16/2019	7452	Administrative Services Co-Op	Invoice 191131 November 2019 Dial-A-Ride Serv	-12,776.25	-12,776.25
	12/31/2019	7453	Mobility Advancement Group	Administrative Services for December 2019	-17,345.27	-17,345.27
<b>Dec 19</b>						<u><u>-59,019.15</u></u>

**MINUTES  
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

**Wednesday, October 30, 2019**

The meeting was called to order at 6:06 p.m. by Chairperson Duhovic 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:** Victoria Lozzi, PVE; Jerry Duhovic, RPV; Michael Kempes, PVE; Brit Huff, RHE

**ABSENT:** John Cruikshank, RPV; Steve Zuckerman, RHE.

Also present were Martin Gombert, PVPTA; Jessica Slawson, RHE; Ron Drago, RPV, and Matthew Brach, PVPUSD.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Kempes.

**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 (1-3):**

Member Duhovic moved approval of the Consent Calendar with a change on check dates, seconded by Member Lozzi.

The motion passed on the following roll call vote:

**AYES:** Duhovic, Kempes, Lozzi, Huff

**NOES:** None

**ABSENT:** Cruikshank, Zuckerman

**PVPTA Board Meeting Minutes  
October 30, 2019**

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

None

**MONTHLY AND REGULAR REPORTS**

**III.C Charter Service Rates for Community Groups**

Chairperson Duhovic requested that Item III.C be moved up on the Agenda. There was verbal Agreement from the Board.

Administrator Gombert presented the item and there was considerable discussion by Board Members. Ms. Jennifer Yakubik, Peninsula Committee Children's Hospital spoke on this item.

Chairperson Duhovic moved that staff return this item to the Board at the next meeting with a proposal to provide discounted charter service to not-for-profit groups, seconded by Member Huff.

The motion passed on the following roll call vote:

**AYES:** Duhovic, Kempes, Lozzi, Huff  
**NOES:** None  
**ABSENT:** Cruikshank, Zuckerman

**ADMINISTRATOR REPORT**

Administrator Gombert reviewed several items including Assembly Bill 5 and its potential impact on taxi service and Metro's Nextgen bus project.

**MONTHLY AND REGULAR REPORTS:**

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

Member Huff moved approval of the Operations Report, seconded by Member Kempes.

The motion passed on the following roll call vote:

The motion passed on the following roll call vote:

**AYES:** Duhovic, Kempes, Lozzi, Huff

**PVPTA Board Meeting Minutes  
October 30, 2019**

**NOES:** None  
**ABSENT:** Cruikshank, Zuckerman

B.1 Financial Report: Mr. Martin Gombert, Administrator said that this report would be presented at a later date.

**OLD BUSINESS**

Agreement with Rodgers, Anderson, Malody & Scott, LLP

Mr. Gombert presented the staff report and noted the response to two questions from the July Board Meeting.

Member Lozzi moved approval of the staff recommendation, seconded by Member Huff.

The motion passed on the following roll call vote:

**AYES:** Duhovic, Kempes, Lozzi, Huff  
**NOES:** None  
**ABSENT:** Cruikshank, Zuckerman

**NEW BUSINESS**

III.A. PVPTA Title VI Program: Administrator Gombert presented the Agenda Item to the Board. He noted that Federal Regulations required the Authority to develop a Title VI Plan every three years and must receive Board approval for the following three reports: (1) Title VI Program; (2) Public Participation Plan, and (3) Limited English Proficiency Plan.

There was discussion by the Board.

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

The motion passed on the following roll call vote:

**AYES:** Duhovic, Kempes, Lozzi, Huff  
**NOES:** None  
**ABSENT:** Cruikshank, Zuckerman

III.B. Quote with Cubic Transportation Systems: Administrator Gombert presented the Agenda Item to the Board. There were several questions by the Board regarding the quote. The Board requested staff answer the

**PVPTA Board Meeting Minutes  
October 30, 2019**

three questions relating to warranty coverage, equipment compatibility, and travel costs and give the Board 72 hours to request additional feedback before issuing a purchase order.

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

The motion passed on the following roll call vote:

**AYES:** Duhovic, Kempes, Lozzi, Huff  
**NOES:** None  
**ABSENT:** Cruikshank, Zuckerman

**FUTURE AGENDA ITEMS**

Procurement policy.

**CHAIR AND MEMBER ITEMS**

**ADJOURNMENT**

At 7:35 p.m. Chairperson Duhovic moved to adjourn the Board Meeting until January 16, 2020.

**Respectfully submitted:**

---

**Martin Gombert, Administrator**



## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: January 11, 2020  
SUBJECT: Administrative Services Cooperative (ASC) Contract Extension

### BACKGROUND

The current Agreement with our dial-a-ride provider Administrative Services Cooperative (ASC) expires on January 31, 2020. Amendment Number 15 would extend the existing Agreement through January 31, 2021 with no increase in fees.

### FISCAL IMPACT

Funding for this contract is contained in the Fiscal Year 2019-20 budget.

### RECOMMENDATION

Approve Amendment #15 with Administrative Services Cooperative.

**AMENDMENT NUMBER FOURTEEN (15)  
TO  
ADMINISTRATIVE SERVICES COOPERATIVE**

**February 17, 2005 Agreement**

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

**WITNESSETH**

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

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

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

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

This Agreement shall commence on ~~January 31, 2019~~ **January 31, 2020** and end on ~~January 31, 2020~~ **January 31, 2021**, unless the Authority and ASC agree to extend it for an additional term not to exceed one (1) year after the initial termination date.

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

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

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

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

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

IN WITNESS THEREOF, the parties hereto have caused this Amendment Number FIFTEEN to be executed by their respective Officers, duly authorized, by the Authority on **January 16, 2020** and by ASC on \_\_\_\_\_.

**ADMINISTRATIVE SERVICES COOPERATIVE**

Date \_\_\_\_\_ By \_\_\_\_\_

**PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Date \_\_\_\_\_ By \_\_\_\_\_

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: January 11, 2020  
SUBJECT: Review and Reaffirmation of Investment Policy

### BACKGROUND

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

### FINDINGS

The Authority's auditor's, RAMS CPA, noted that the only change to Local Agency Investment Guidelines (attached) was allowable investment instruments per State government code. The Authority complies with these guidelines.

No changes to the Authority's Investment Policy are required at this time.

### RECOMMENDATION

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

Attachment

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE  
(AS OF JANUARY 1, 2019)<sup>A</sup> APPLICABLE TO ALL LOCAL AGENCIES<sup>B</sup>

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM REMAINING MATURITY <sup>C</sup>	MAXIMUM SPECIFIED % OF PORTFOLIO <sup>D</sup>	MINIMUM QUALITY REQUIREMENTS	GOVERNMENT CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations: CA and Others	5 years	None	None	53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S. Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% <sup>F</sup>	None	53601(g)
Commercial Paper: Non-pooled Funds <sup>F</sup>	270 days or less	25% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(C)
Commercial Paper: Pooled Funds <sup>I</sup>	270 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% <sup>J</sup>	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	30% <sup>K</sup>	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	30% <sup>K</sup>	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days <sup>L</sup>	20% of the base value of the portfolio	None <sup>M</sup>	53601(j)
Medium-term Notes <sup>N</sup>	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds and Money Market Mutual Funds	N/A	20% <sup>O</sup>	Multiple <sup>P,Q</sup>	53601(l) and 53601.6(b)
Collateralized Bank Deposits <sup>R</sup>	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-through and Asset Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple <sup>S</sup>	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund <sup>T</sup>	N/A	None	None	16340
Supranational Obligations <sup>U</sup>	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)

## INVESTMENT POLICY

(Revised as of January 16, 2020)

**Purpose:** Section 53646 (a) of the California Government Code requires that, commencing on January 1, 1996, public entities adopt a statement of investment policy. The policy of the Palos Verdes Peninsula Transit Authority, as duly adopted on January 16, 2020, shall be as follows:

### **1.0 Policy:**

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

### **2.0 Scope:**

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

### **3.0 Prudence:**

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

### **3.1: Prudence:**

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

### **4.0 Objective:**

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

#### **4.1 Safety:**

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

#### **4.2 Liquidity:**

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

#### **4.3 Return on Investments:**

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

#### **5.0 Delegation of Authority:**

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

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

#### **6.0 Authorized & Suitable Investments:**

The Authority is empowered to invest in the following manner:

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

**Internal Control:**

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

**Reporting:**

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

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

**Investment Policy Adoption:**

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

## MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Administrator

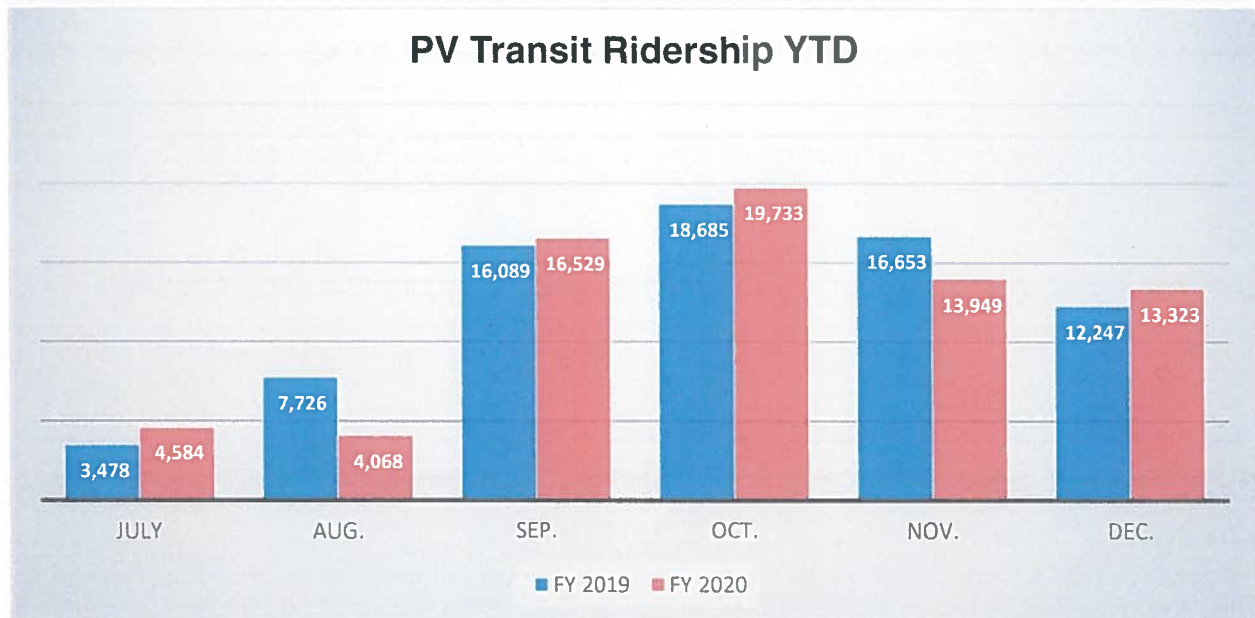
DATE: January 11, 2020

SUBJECT: Operations Report for the period ending December 19, 2019.

### PV TRANSIT

PV Transit ridership totaled 72,186 for Fiscal Year 19-20, a 4% decrease over previous years totals. This was caused by five fewer school days during August 2019 compared to August 2018.

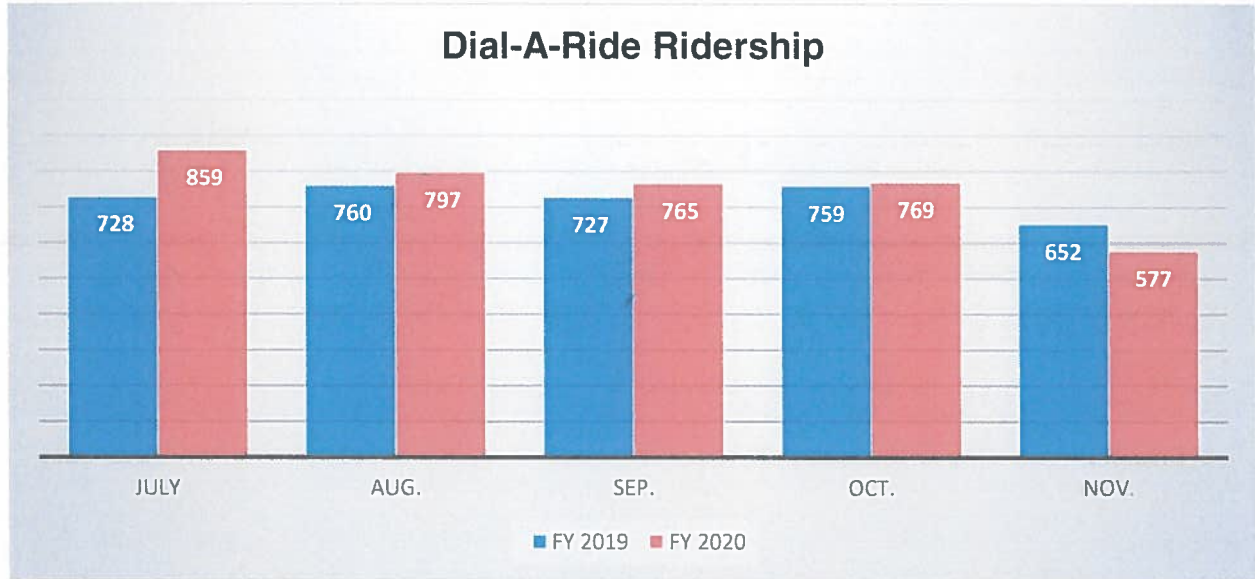
Copies of ridership graphs for all seven routes are included at the end of this report.





## DIAL-A-RIDE

Dial-A-Ride ridership totaled 3,767 through November 2019, an 4% increase over previous year's totals.



## GOVERNMENT RELATIONS

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

## SERVICE UPDATE

In October 2019 PV Transit placed into service a new transit vehicle #1065. The purchase of this vehicle was approved by the Board on June 2018. One additional vehicle is on order and should be placed into service later this year.

PV Transit transported 236 passengers on New Year's Eve. The lower-than-normal ridership was impacted by an increase in one-way trips, the closure of Admiral Risty, and no trips to Trump National. Staff will provide additional details at the Board Meeting.

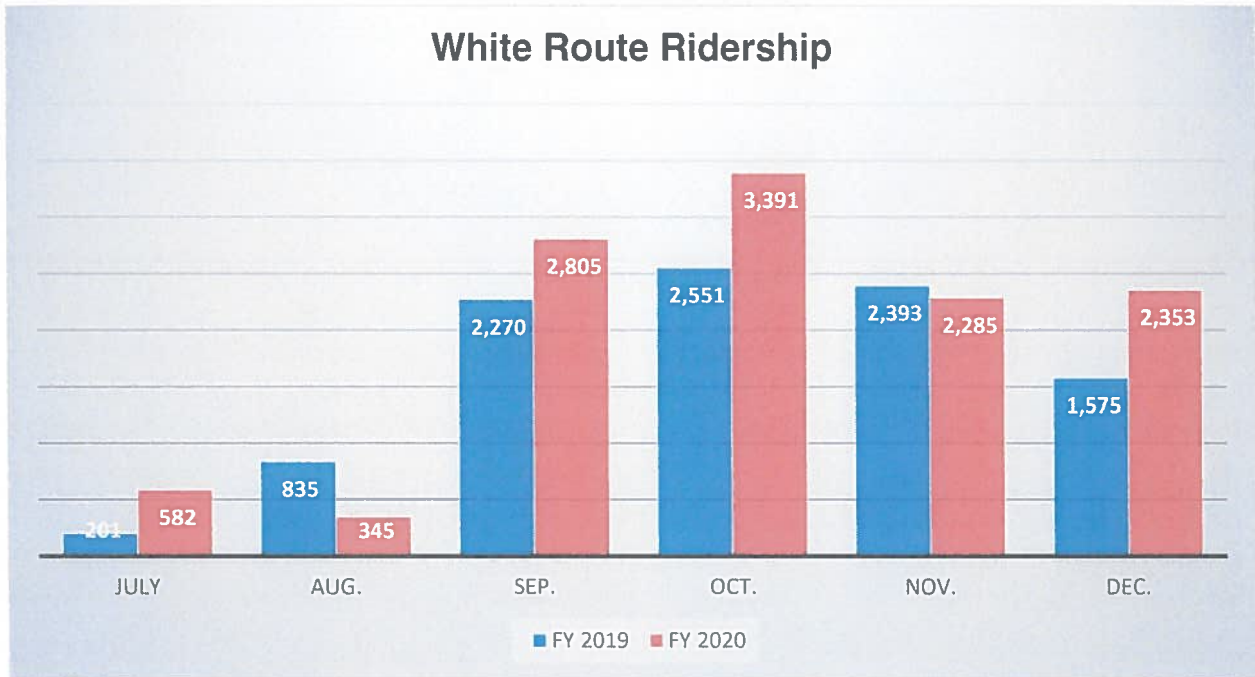
MV Transportation passed the annual CHP Terminal Inspection on December 13, 2019. CHP reviews maintenance records, driver records, and inspects vehicles. Rating is either Unsatisfactory, conditional, or Satisfactory. MV received a SATISFACTORY rating. A copy of the CHP Terminal Inspection report is attached.

**RECOMMENDATION**

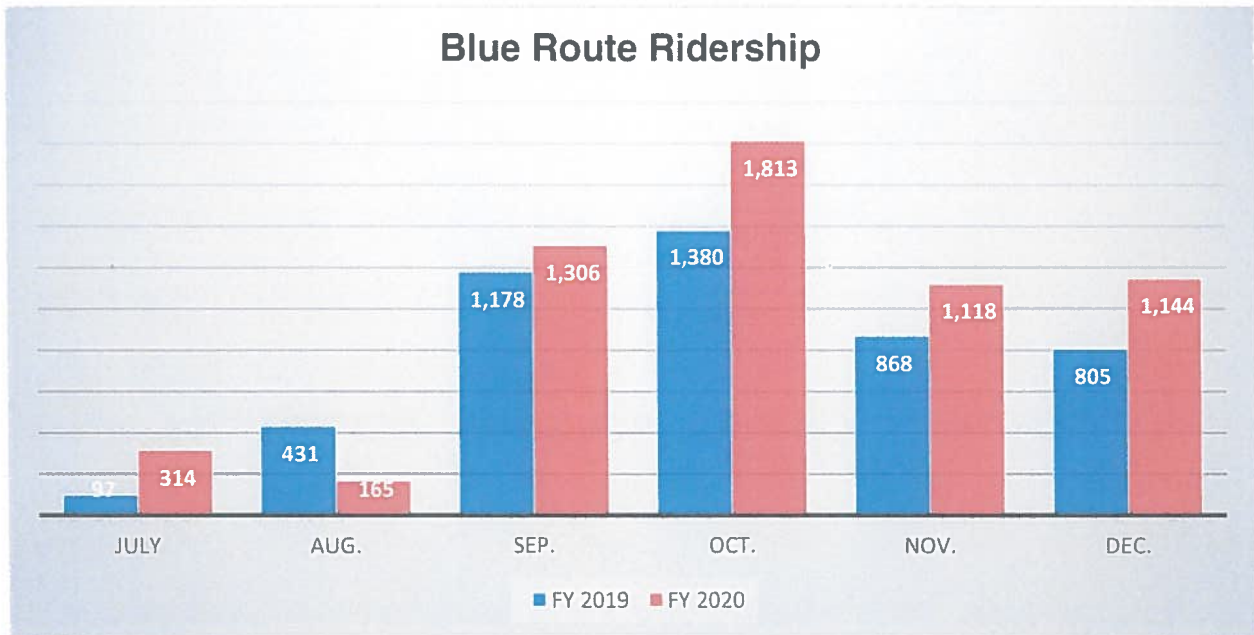
Receive and file report.

## RIDERSHIP REPORTS

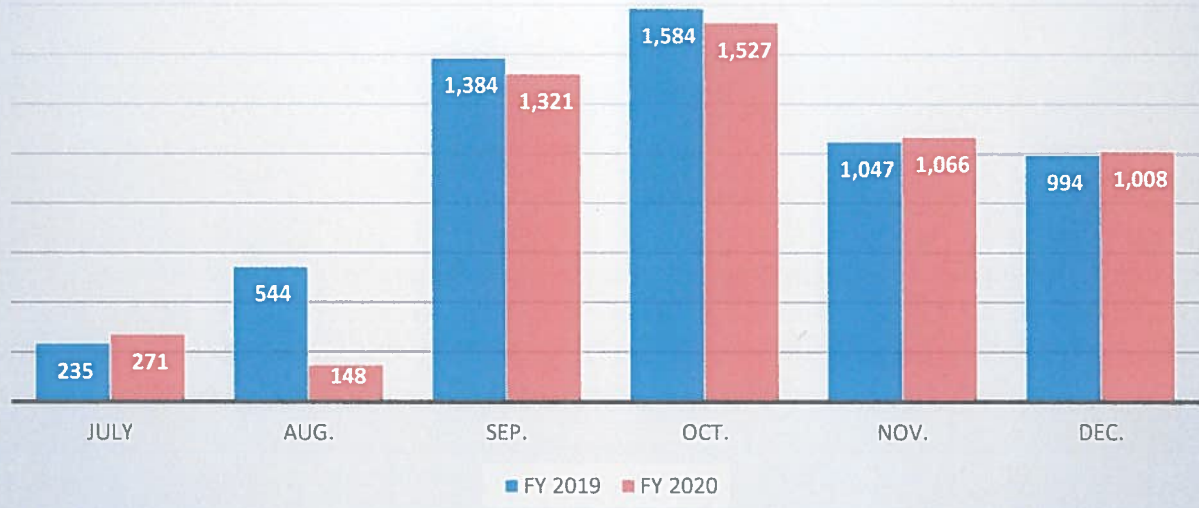
### White Route Ridership



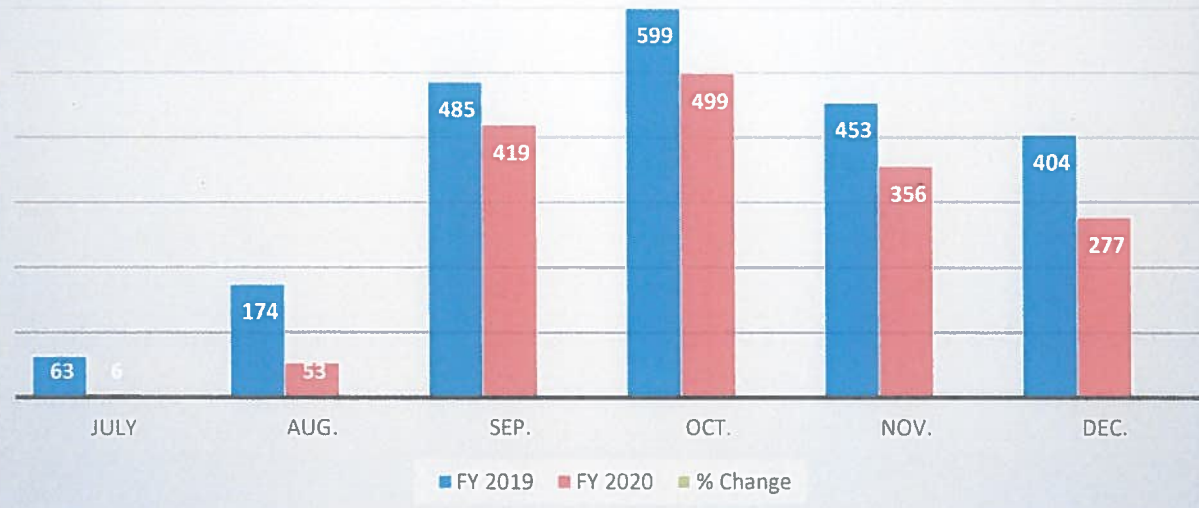
### Blue Route Ridership



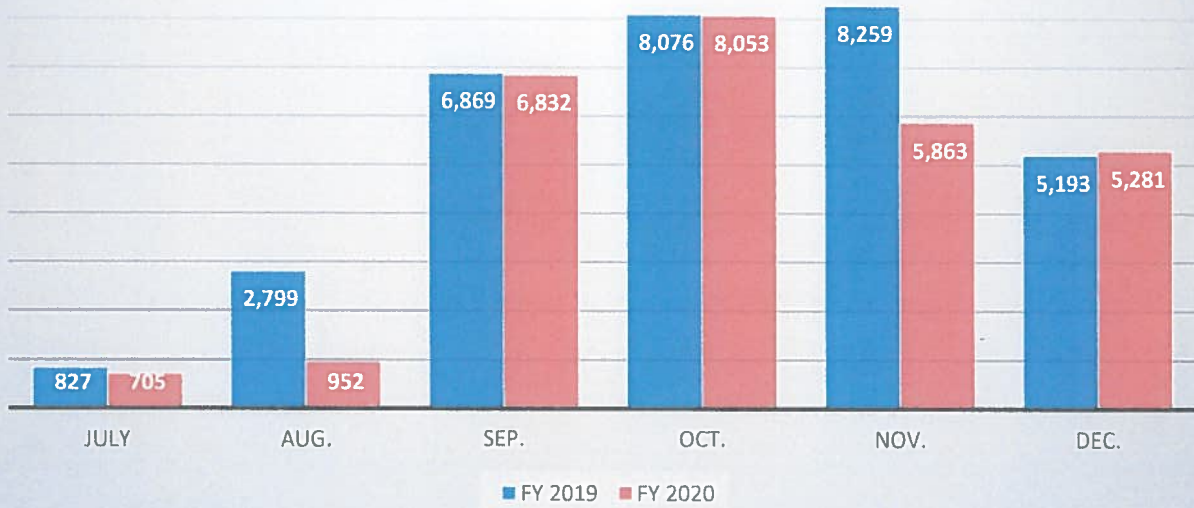
### Silver Route Ridership



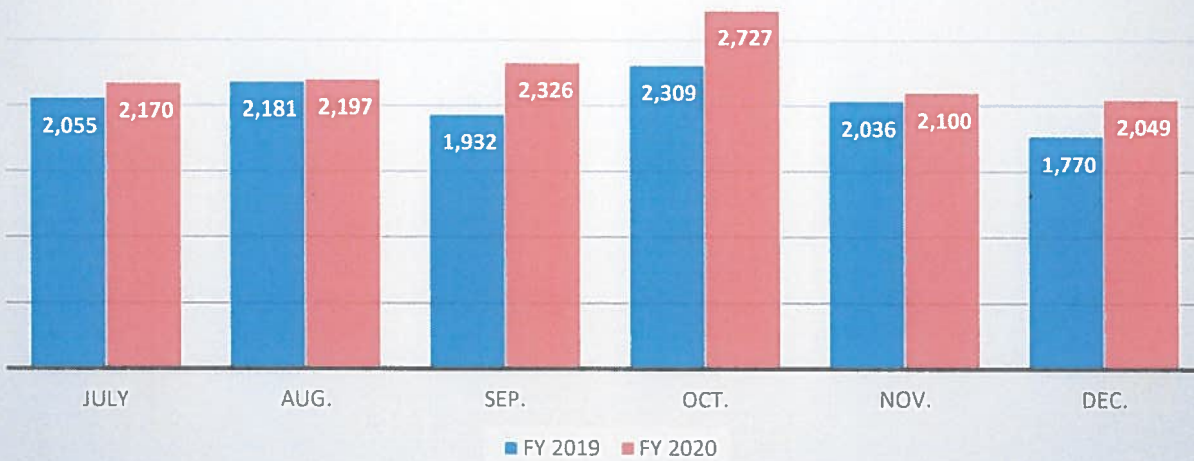
### Gold Route Ridership



### Green Route Ridership



### Route 225-226 Ridership



**SAFETY COMPLIANCE REPORT/  
TERMINAL RECORD UPDATE**

CHP 343 (Rev 12-17) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 468401	FILE CODE NUMBER 384157	COUNTY CODE 19	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Mod Limo	CODE B	OTHER PROGRAM(S)	LOCATION CODE 550	SUBAREA S42

CARRIER LEGAL NAME MV Public Transportation Inc.	TERMINAL NAME (IF DIFFERENT)	TELEPHONE NUMBER (W/AREA CODE) (562) 259-9911
---	------------------------------	--

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)  
7209 East Rosecrans Ave. Paramount, CA 90723

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE) 2711 North Haskell Ave. Suite 1500 Dallas, TX 75204	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) 7209 E Rosecrans Ave. Paramount, CA 90723
--	---

**LICENSE, FLEET AND TERMINAL INFORMATION**

HM LIC. NO. N/A	HWT. REG. NO. N/A	IMS LIC. NO. N/A	TRUCKS AND TYPES	TRAILERS AND TYPES	PASS VEH BY TYPE I 116 II	Mod Limo	DRIVERS 112	BIT FLEET SIZE Powered
EXP. DATE N/A	EXP. DATE N/A	EXP. DATE N/A	REG. CT N/A	HW VEH. N/A	HW CONT. N/A	PPB / CSAT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A		Towed
TERMINALS IDENTIFIED IN SECTION 34515(b) CVC <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC N/A					

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

EMERGENCY CONTACT (NAME) Lena Parten	DAY TELEPHONE NO. (W/AREA CODE) (562) 259-9911	NIGHT TELEPHONE NO. (W/AREA CODE) (562) 519-0125
EMERGENCY CONTACT (NAME) Stephan Allen	DAY TELEPHONE NO. (W/AREA CODE) (562) 259-9911	NIGHT TELEPHONE NO. (W/AREA CODE) (714) 719-1749

**ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2018 ]**

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

**OPERATING AUTHORITIES OR PERMITS**

PUC <input type="checkbox"/> T N/A	<input checked="" type="checkbox"/> TCP 35697	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 1205759	<input checked="" type="checkbox"/> MC 648465	<input type="checkbox"/> MC N/A	REASON FOR INSPECTION Annual B Bus

**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	0	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	0	No. 20 Time 3.5	No. 17 Time 4.0	No. 20 Time 13.5	N/A	TOTAL TIME 21.0
DRIVER HOURS	0	HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted		CONTAINERS/TANKS No. n/a Time n/a	VEHICLES PLACED OUT-OF-SERVICE Vehicles Units	
BRAKES	3	REMARKS 13 CCR 1233(a)(1) Carriers Terminal Inspection is rated "SATISFACTORY" at this time.  See attached CHP 343, Terminal Inspection Report Parts A, B & C, CHP 407F/343A Vehicle Inspection Reports.				
LAMPS & SIGNALS	0					
CONNECTING DEVICES	N/A					
STEERING & SUSPENSION	0					
TIRES & WHEELS	0					
EQUIPMENT REQUIREMENTS	10					
CONTAINERS & TANKS	N/A					
HAZARDOUS MATERIALS	N/A					

INSPECTION TYPE <input type="checkbox"/> I <input type="checkbox"/> R <input checked="" type="checkbox"/> NON-BIT	CPSS <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL. 4,5,6	INSPECTION DATE(S) 12/11,12,13/2019	TIME IN 0730	TIME OUT 1430
--	--	-------------------------------------	------------------------	--	-----------------	------------------

INSPECTED BY (NAME(S)) Keith Hardison	ID NUMBER(S) A16735	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 28 ), 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 business days of the rating.

CURRENT TERMINAL RATING <b>SATISFACTORY</b>	CARRIER REPRESENTATIVE'S SIGNATURE Lina Parten	DATE 12/13/2019
CARRIER REPRESENTATIVE'S PRINTED NAME Lina Parten	TITLE Safety Manager	DRIVER LICENSE NUMBER STATE CA



**California Highway Patrol**

	<b>US DOT #</b> 1205759	<b>Legal:</b> MV PUBLIC TRANSPORTATION INC <b>Operating (DBA):</b>				
<b>MC/MX #:</b> 648465 <b>State #:</b> 468401 <b>Federal Tax ID:</b> 11-3706367 (EIN)		<b>Review Type:</b> Non-ratable Review - Special Study				
<b>Scope:</b> Terminal		<b>Location of Review/Audit:</b> Company facility in the U. S.		<b>Territory:</b> C		
<b>Operation Types</b>		<b>Interstate</b>	<b>Intrastate</b>	<b>Business:</b> Corporation <b>Gross Revenue:</b> _____ <b>for year ending:</b> _____		
<b>Carrier:</b> Non-HM		N/A	N/A			
<b>Shipper:</b> N/A		N/A	N/A			
<b>Cargo Tank:</b> N/A		N/A	N/A			
<b>Company Physical Address:</b> 2711 N HASKELL AVE SUITE 1500 DALLAS, TX 75204						
<b>Contact Name:</b> <b>Phone numbers:</b> (1) 972- 391-4606     (2) _____ <b>Fax</b> _____ <b>E-Mail Address:</b> _____						
<b>Company Mailing Address:</b> 2711 N HASKELL AVE SUITE 1500 DALLAS, TX 75204						
<b>Carrier Classification</b> Authorized for Hire						
<b>Cargo Classification</b> Passengers						
<b>Equipment</b>						
	<b>Owned   Term Leased   Trip Leased</b>			<b>Owned   Term Leased   Trip Leased</b>		
Minibus, 16+	116	0	0			
Power units used in the U.S.: 116 Percentage of time used in the U.S.: 100						
<b>Does carrier transport placardable quantities of HM?</b> No						
<b>Is an HM Permit required?</b> N/A						
<b>Driver Information</b>						
	<b>Inter</b>	<b>Intra</b>	<b>Average trip leased drivers/month:</b> 0			
< 100 Miles:	112		<b>Total Drivers:</b> 112			
>= 100 Miles:			<b>CDL Drivers:</b> 112			





MV PUBLIC TRANSPORTATION INC - Terminal  
U.S. DOT #: 1205759

State #: 468401

Review Date:  
12/13/2019

**Part A**

QUESTIONS regarding this report may be directed to the Southern Division  
Motor Carrier Safety Unit at;

437 N. Vermont Ave.  
Los Angeles, CA 90004

**This TERMINAL REVIEW deals only with safety compliance at this terminal.**

**Person(s) Interviewed**

Name: Lina Parten  
Name:

Title: Safety Manager  
Title:







MV PUBLIC TRANSPORTATION INC - Terminal  
U.S. DOT #: 1205759

State #: 468401

Review Date:  
12/13/2019

**Part B Violations**

**Safety Fitness Rating Information:**

Total Miles Operated                    1,000,000  
Recordable Accidents                    0

OOS Vehicle (CR): 1  
Number of Vehicle Inspected (CR): 20  
OOS Vehicle (MCMIS): 0  
Number of Vehicles Inspected (MCMIS): 0

Your proposed safety rating is :

**This Review is not Rated.**





MV PUBLIC TRANSPORTATION INC - Terminal  
U.S. DOT #: 1205759

State #: 468401

Review Date:  
12/13/2019

**Part B Requirements and/or Recommendations**

1. 13CCR 1233.5 Carrier is required to notify the Department, in writing, of any change of address or cessation of regulated activity at any of the carrier's terminal. 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 94298-0001

2. Forms and publications are available at the CHP internet website at: <http://www.chp.ca.gov/publications/index.html>
3. Ensure vehicle Out-of-Service conditions are properly repaired before being returned to highway service.





**MV PUBLIC TRANSPORTATION INC - Terminal**  
 U.S. DOT #: 1205759

State #: 468401

Review Date:  
 12/13/2019

**Part C**

Reason for Review: Other Annual BBus  
 Planned Action: Compliance Monitoring

**Parts Reviewed Certification:**

325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

Prior Reviews

11/26/2019  
 11/15/2019  
 11/14/2019

Prior Prosecutions

10/14/2010

Reason not Rated: Special Study

Study Code: CA

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle? No

Does carrier transport placardable quantities of hazardous materials? Not Applicable

Unsat/Unfit rule:

Corporate Contact: Lina Parten  
 Corporate Contact Title: Safety Manager

**Special Study Information:**

**Remarks:**

Terminal Name: MV Public Transportation Inc. CA# - 468401  
 Terminal Address: 7209 E Rosecrans Ave. Paramount, CA 90723 FCN - 384157

**Rating Information:**

In accordance with 13 CCR 1233, this terminal has been rated Satisfactory at this time.

On-highway inspections were used to fulfill 0 of 20 required vehicle inspections.

**Out-of-Service Vehicles:**

13 CCR 1230(a) - The vehicles listed below have been placed Out-of-Service during this terminal inspection. These vehicles may be returned to highway service only after proper repair of the out-of-service condition(s).  
 Click here to enter text.

**MAINTENANCE PROGRAM VIOLATIONS:**

None at this time of inspection

**DRIVER RECORDS VIOLATIONS:**

None at this time of inspection

**HOURS OF SERVICE VIOLATIONS:**

None at this time of inspection

**HAZARDOUS MATERIALS VIOLATIONS:**

N/A





MV PUBLIC TRANSPORTATION INC - Terminal  
U.S. DOT #: 1205759

State #: 468401

Review Date:  
12/13/2019

**Part C**

Upload Authorized:	Yes	No
Authorized by:		Date:
Uploaded:	Yes	No
Verified by:		Failure Code:
		Date:





California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CANCWW000226  
Inspection Date: 12/11/2019  
Start: 10:16 AM PT End: 10:40 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
2711 N HASKELL AVE SUITE 1500  
DALLAS, TX, 75204

Driver: License#: State:

USDOT: 1205759 Phone#: (972)391-4606  
MC/MX#: 648465 Fax#: State:

Date of Birth: CoDriver: License#: State:  
Date of Birth:

State#: 468401  
Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

**VEHICLE IDENTIFICATION**

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2012	CA	1396832	1056	1FDAF5GY6CEC58473	19500		

**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:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**

Beat/Sub Area: S42; Odometer: 168661; File Code Number: 384157; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: CNG; Passenger Capacity: 21; Veh #1 Type: 11; WC Passenger Capacity: 1; Bus Type: 1

Report Prepared By: Badge #:  
K. Hardison A16735

Copy Received By:

X

X



01205759 CA CANCWW000226



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CANCWV000236  
Inspection Date: 12/12/2019  
Start: 10:21 AM PT End: 10:45 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
2711 N HASKELL AVE SUITE 1500  
DALLAS, TX, 75204

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

USDOT: 1205759 Phone#: (972)391-4606  
MC/MX#: 648465 Fax#:  
State#: 468401

Location: PARAMOUNT  
Highway:  
County: LOS ANGELES

Milepost: Shipper: N/A  
Origin: N/A  
Destination: N/A

Bill of Lading: N/A  
Cargo: N/A

**VEHICLE IDENTIFICATION**

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2016	CA	1528684	1063	1FDGF5GY6GEC06972	19500		

**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:**

**Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**

Beat/Sub Area: S42; Odometer: 41235; File Code Number: 384157; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: CNG; Passenger Capacity: 22; Veh #1 Type: 11; WC Passenger Capacity: 1; Bus Type: 1

Report Prepared By: K. Hardison  
Badge #: A16735

Copy Received By:

X

X



01205759 CA CANCWV000236



California Highway Patrol  
411 North Central Avenue, #410  
Glendale, CA 91203  
Phone: (323) 644-9557  
Internationally Accredited Agency CHP407F/343A

Report Number: CANCEWV000238  
Inspection Date: 12/12/2019  
Start: 11:40 AM PT End: 12:12 PM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

MV PUBLIC TRANSPORTATION INC  
2711 N HASKELL AVE SUITE 1500  
DALLAS, TX, 75204  
USDOT: 1205759 Phone#: (972)391-4606  
MC/MX#: 648465 Fax#:   
State#: 468401  
Location: PARAMOUNT Milepost: Shipper: N/A  
Highway: Origin: N/A Bill of Lading: N/A  
County: LOS ANGELES Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2012	CA	1396831	1055	1FDAF5GY8CEC51427	19500		

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: Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: S42; Odometer: 124800; File Code Number: 384157; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: CNG; Passenger Capacity: 22; Veh #1 Type: 11; WC Passenger Capacity: 1; Bus Type: 1

Report Prepared By: K. Hardison  
Badge #: A16735

Copy Received By:

X \_\_\_\_\_ X \_\_\_\_\_



01205759 CA CANCEWV000238

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: December 23, 2019  
SUBJECT: Financial Statements for the period ending September 30, 2019

Attached are the *draft* Financial Statements for the period ending September 30, 2019.

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 September 30, 2019 totaled \$487,414, 2.14% below budgeted amounts.

Fixed Route and dial-a-ride operating fees were \$14,377, 4.74% below budget due to a slight reduction in fixed route operating hours.

The large fluctuation in fuel expenses is the result of an IRS fuel tax refund of \$23,264 in FY '19.

### **Charges for Services**

Passenger revenue totaled \$119,635 for the first quarter of the fiscal year. This was \$10,236 below budget (-7.88%).

### **Government Revenue**

PV Transit is current with all grant payments from member agencies as of November, 2019. The Financial Statements will reflect this revenue in Second Quarter FY' 20 Statements.

Attachments  
-Financial Statements



**Palos Verdes Peninsula Transit Authority**  
**Management Analysis**  
**Budget vs. Actual**  
YTD September 30, 2019

	<u>YTD 9/30/19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% Diff</u>
<b>Operating Revenue</b>				
<b>Charges for Services</b>				
Fixed Route	\$ 100,659	\$ 113,120	\$ (12,461)	-11.02%
Dial-A-Ride	\$ 12,686	\$ 15,000	\$ (2,314)	-15.43%
Advertising	\$ -	\$ 1,250	\$ (1,250)	-100.0%
Charters	\$ 6,289	\$ 500	\$ 5,789	0.0%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 119,634</b>	<b>\$ 129,870</b>	<b>\$ (10,236)</b>	<b>-7.88%</b>
<b>Operating Expenses</b>				
<b>Operator Fees</b>				
Fixed Route	\$ 245,822	\$ 259,497	\$ (13,675)	-5.27%
Dial-A-Ride	\$ 43,048	\$ 43,750	\$ (702)	-1.6%
<b>Subtotal</b>	<b>\$ 288,870</b>	<b>\$ 303,247</b>	<b>\$ (14,377)</b>	<b>-4.74%</b>
<b>Contract Administration</b>	<b>\$ 34,569</b>	<b>\$ 40,128</b>	<b>\$ (5,559)</b>	<b>-13.85%</b>
<b>Fuel Purchases</b>	<b>\$ 42,340</b>	<b>\$ 37,620</b>	<b>\$ 4,720</b>	<b>12.55%</b>
<b>Marketing and Promotions</b>	<b>\$ 5,017</b>	<b>\$ 7,220</b>	<b>\$ (2,203)</b>	<b>-30.51%</b>
<b>Facility Leasing</b>	<b>\$ 23,215</b>	<b>\$ 23,542</b>	<b>\$ (328)</b>	<b>-1.39%</b>
<b>Other operating Expenses</b>	<b>\$ 24,820</b>	<b>\$ 20,852</b>	<b>\$ 3,968</b>	<b>19.03%</b>
<b>Depreciation</b>	<b>\$ 68,583</b>	<b>\$ 65,479</b>	<b>\$ 3,104</b>	<b>4.74%</b>
<b>Subtotal</b>	<b>\$ 198,544</b>	<b>\$ 194,842</b>	<b>\$ 3,702</b>	<b>1.9%</b>
<b>TOTAL EXPENSE</b>	<b>\$ 487,414</b>	<b>\$ 498,089</b>	<b>\$ (10,675)</b>	<b>-2.14%</b>
<b>OPERATING LOSS</b>	<b>\$ (367,780)</b>	<b>\$ (368,219)</b>	<b>\$ 439</b>	<b>-0.12%</b>

**Palos Verdes Peninsula Transit Authority**  
**Profit & Loss Prev Year Comparison**  
 July through September 2019

	<u>Jul - Sep 19</u>	<u>Jul - Sep 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
500.00 · Charges for Services	119,635.55	127,234.20	-7,598.65	-6.0%
<b>Total Income</b>	<u>119,635.55</u>	<u>127,234.20</u>	<u>-7,598.65</u>	<u>-6.0%</u>
<b>Expense</b>				
621.03 · Facility Leasing	23,214.50	23,213.90	0.60	0.0%
620.00 · Operator fees	288,871.22	296,357.47	-7,486.25	-2.5%
660.00 · Marketing and promoti...	5,017.00	2,255.00	2,762.00	122.5%
650.00 · Fuel Purchases	42,340.36	5,142.43	37,197.93	723.4%
640.00 · Depreciation	68,583.00	99,252.00	-30,669.00	-30.9%
630.00 · Contract administration	34,568.74	34,568.74	0.00	0.0%
680.00 · Other Operating Expen...	24,820.42	27,800.58	-2,980.16	-10.7%
<b>Total Expense</b>	<u>487,415.24</u>	<u>488,590.12</u>	<u>-1,174.88</u>	<u>-0.2%</u>
<b>Net Ordinary Income</b>	<u>-367,779.69</u>	<u>-361,355.92</u>	<u>-6,423.77</u>	<u>-1.8%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
556.00 · MTA Funding	0.00	-107,004.25	107,004.25	100.0%
750.00 · City Prop A exchange	-336,750.00	0.00	-336,750.00	-100.0%
900.00 · Interest Income	252.76	181.08	71.68	39.6%
920.00 · Member contributions	0.00	550,395.00	-550,395.00	-100.0%
<b>Total Other Income</b>	<u>-336,497.24</u>	<u>443,571.83</u>	<u>-780,069.07</u>	<u>-175.9%</u>
<b>Net Other Income</b>	<u>-336,497.24</u>	<u>443,571.83</u>	<u>-780,069.07</u>	<u>-175.9%</u>
<b>Net Income</b>	<u><u>-704,276.93</u></u>	<u><u>82,215.91</u></u>	<u><u>-786,492.84</u></u>	<u><u>-956.6%</u></u>

**Palos Verdes Peninsula Transit Authority**  
**Balance Sheet**  
 As of September 30, 2019

	Sep 30, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101.00 · Cash and cash equivalents	
102.00 · Cash in Bank - LAIF	1,094,328.60
103.00 · Wells Fargo	116,196.43
<b>Total 101.00 · Cash and cash equivalents</b>	<b>1,210,525.03</b>
<b>Total Checking/Savings</b>	<b>1,210,525.03</b>
<b>Accounts Receivable</b>	
120.00 · Due from other governments	
122.00 · Due from MTA-Special	
122.03 · EZ Pass	19,423.00
<b>Total 122.00 · Due from MTA-Special</b>	<b>19,423.00</b>
121.00 · Due from JPA Members,Cities/...	35,502.00
<b>Total 120.00 · Due from other governments</b>	<b>54,925.00</b>
<b>Total Accounts Receivable</b>	<b>54,925.00</b>
<b>Other Current Assets</b>	
140.00 · Prepaid Expense	80,169.04
1499 · Undeposited Funds	7,634.00
<b>Total Other Current Assets</b>	<b>87,803.04</b>
<b>Total Current Assets</b>	<b>1,353,253.07</b>
<b>Fixed Assets</b>	
212.00 · Accum. Depreciation - Vehicles	-3,695,759.82
212.10 · Accum Deprec Infrastructures	-9,644.17
15900 · Leasehold Improvements	12,449.00
16400 · Vehicles	4,682,917.25
<b>Total Fixed Assets</b>	<b>989,962.26</b>
<b>TOTAL ASSETS</b>	<b>2,343,215.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
310.00 · Vouchers Payable	172,216.21
<b>Total Accounts Payable</b>	<b>172,216.21</b>
<b>Credit Cards</b>	
Wells Fargo Business Card	-377.68
<b>Total Credit Cards</b>	<b>-377.68</b>
<b>Total Current Liabilities</b>	<b>171,838.53</b>
<b>Long Term Liabilities</b>	
355.00 · Deferred Rent	8,258.00
<b>Total Long Term Liabilities</b>	<b>8,258.00</b>
<b>Total Liabilities</b>	<b>180,096.53</b>
<b>Equity</b>	
3900 · Retained Earnings	2,867,395.73
Net Income	-704,276.93
<b>Total Equity</b>	<b>2,163,118.80</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,343,215.33</b>

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Administrator  
DATE: January 11, 2020  
SUBJECT: Administrator Expense Authority

### BACKGROUND

Board Members recently questioned the Administrator's expense authorization authority. While there is no comprehensive policy, the following procedures have been followed over the past nine years.

- All checks over \$1,000 have been reviewed and signed by a Board Member.
- A detailed list of checks is presented to the Board for review and approval under the Consent Calendar.
- Any contracts for transit service (fixed route and dial-a-ride), vehicle purchases, technology services, and equipment purchases have been presented to the Board for review and approval.
- All funding agreements with Metro, member agencies, and other Cities (Proposition A fund exchange) have been submitted to the Board for review and approval.
- The annual funding contract with Los Angeles County is not approved by the Board annually but is signed by the Chairperson.

### FINDINGS

After an extensive review of Authority files, the following is a timeline showing Board actions relating to payment of warrants and check signing authority.

- Resolution 94/95-01 was approved by the Board on November 17, 1994 and outlined a policy for the payment of warrants. The check signing limit for the Administrator was \$250. A copy of the resolution is attached (Exhibit I)
- At some point the checking signing limit was increased to \$1,000.

- At the January 15, 2009 Board Meeting staff requested (Agenda Item VI.B, Exhibit II) authority to increase the check signing authority from \$1,000 to \$2,500. This recommendation was approved by the Board.
- On January 21, 2010 staff requested an increase in check signing authority (Exhibit III). The Board moved to keep the Authority's existing check signing policy.

## **ANALYSIS**

As noted in a review of Board actions, the actual check signing limit for the Administrator is \$2,500. This would only remove five checks for Board signature over the past three months.

The procedures noted in the Background section have proved workable over the past few years. Staff would suggest the following additions to existing procedures:

- Administrator would be able to expense up to \$5,000 per vendor for items included in the Authority's budget. Recent examples include GIS consulting services, equipment purchases (computers and bus fareboxes), and equipment services (transferring TAP readers between buses).
- Administrator would be able to expense up to \$10,000 per vendor for items included in the Authority's budget, with an update provide to the Board.
- The purchase of equipment or services over \$10,000 would require Board approval.

## **RECOMMENDATION**

Provide direction to staff.

Exhibit I

RESOLUTION  
NO. 94/95-01

A RESOLUTION OF THE PALOS VERDES PENINSULA  
TRANSIT AUTHORITY JOINT POWERS AUTHORITY  
ESTABLISHING A POLICY FOR PAYMENT OF WARRANTS  
AND REVISING THE BUSINESS BANKING ACCOUNT  
AUTHORIZATIONS

WHEREAS, the Palos Verdes Peninsula Transit Authority adopted Resolution No.92-1 on June 24, 1992 establishing a business banking account; and

WHEREAS, the Authority amended same Resolution on July 15, 1993 to expand upon the signature authorization and to outline procedures regarding the payment of monthly Warrants: and

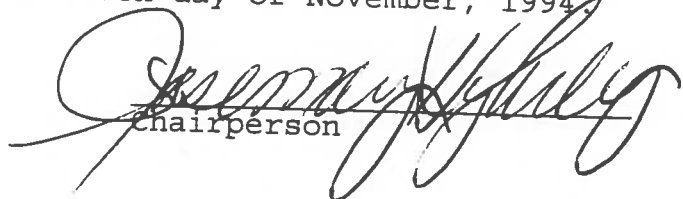
WHEREAS, the Authority has determined that further streamlining of the accounts payable procedures are in order and also desires to establish a new banking relationship.

THEREFORE, BE IT RESOLVED THAT: The Authority rescinds Resolutions 92-1 and 93/94-01 in toto and hereby adopts a resolution to revise the policy and/or procedures as follows:

- I. Bank Accounts to be closed: First Interstate Bank Nos. 253-1-98000 and 253-3-25157.
- II. Bank Account to be established: Wells Fargo Bank No.0762-053890, known as a Managed Sweep Account, with authorization to transfer funds to a previously established account in the Local Agency Investment Fund.
- III. Check signing requirements: 1) All duly appointed Authority Members and the duly designated Administrator shall be signatories to this account. 2) Checks up to and including ~~\$250.00~~ <sup>1,000.00</sup> shall require one signature and checks over same amount shall require two signatures.
- IV. A listing of previously paid Warrants shall be included on the agenda for the regular called meetings of the Authority and all back-up material or vouchers shall be available at said meetings for inspection.

PASSED, and ADOPTED, this 17th day of November, 1994.

ATTEST:



chairperson

**EXHIBIT II**

Agenda Item VI.B

**MEMORANDUM**

**TO:** AUTHORITY MEMBERS  
**FROM:** John Meyer, Administrator  
**DATE:** January 15, 2009  
**SUBJECT:** Banking Relations and Payment of Warrants

**BACKGROUND**

The attached resolution was adopted some 14 years ago to establish a policy for payment of warrants and revise the bank account authorization. The policy was amended shortly thereafter to increase the requirement for two signatures from \$250 to \$1,000 and to direct that one signature shall be obtained for an Authority Member. This was accomplished by the issuance of a Fidelity Bond of \$10,000; the amount of same has remained unchanged. The Audit Committee requested that this be increased to \$50,000 (completed) and then bring this matter before the Board.

**FINDINGS**

In recent years it has become difficult at times to obtain a second signature due to Board Member schedules. We hereby offer the following alternatives for the Board's consideration:

1. Maintain the current provisions but mail such checks to the designated Secretary-Treasurer of the Board with a stamped envelope for mailing.
2. Increase the ceiling for checks requiring one signature, thereby reducing the number of checks that may be subject to delay.

All other provisions of Resolution 94/95-01 would remain the same.

**RECOMMENDATION**

Provide direction to staff.

**Exhibit III**

Agenda Item II.8

**MEMORANDUM**

TO: AUTHORITY MEMBERS  
FROM: John Meyer, Administrator  
DATE: January 13, 2010  
RE: Check Signing Authority

**BACKGROUND**

Early last year the Board approved a change in the bank authorization by replacing the single check signing signature requirement limit from \$1,000 to \$2,500. Staff was requested to review and report back within a year.

**FINDINGS**

With regards to the authorization limit we found that very few checks are impacted and that many of the AP items fall in the \$2,500 to \$10,000 category which continue to need two signatures, one of which to be a duly appointed Board Member. Staff would like consideration that this category be changed by continuing to have two signatures but that these may be the two duly authorized administrators.

All checks over \$10,000 would continue to require at least one signature by a Board member.

Secondly, we have found it rather difficult to get payments on the new account with Wells Fargo out in a timely manner. The Board approved leasing agreement runs for 36 months at \$10,650 per month. Wells Fargo has suggested we enter into an Automatic Payment Plan.

**RECOMMENDATION**

- A) To adopt a check authorization procedure as follows:
1. Checks up to an amount of \$2,500 requiring one signature
  2. Checks in the amount of \$2500 to \$10,000 requiring two signatures
  3. Checks over \$10,000 to require two signatures, one of which shall be a duly authorized member of the Board of Directors
- B) To approve an automatic payment schedule with Wells Fargo Equipment Finance, Inc. of \$10,650 per month for the period of February 2010 through September 2012.



## **MEMORANDUM**

**TO:** AUTHORITY MEMBERS  
**FROM:** Martin Gombert, Administrator  
**DATE:** January 11, 2020  
**SUBJECT:** Election of Officers

### **BACKGROUND**

The Joint Powers Agreement provides for annual election of Officers.

Shown below is a list of the current Officers:

Mr. Jerry Duhovic Chairperson

Mr. Steve Zuckerman Vice Chairperson

Ms. Victoria Lozzi, Secretary Treasurer

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

### **RECOMMENDATION**

Elect officers for calendar year 2020.