

AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
January 17, 2019
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

	Checks	Amount
July-Sep. '18	6105-6169	\$662,642.21
Oct.-Dec. '18	6170-6227	\$939,810.48
TOTAL		\$1,602,452.69

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 June 14th and December 15, 2018 Board Minutes Page 6
- 3. Administrative Services Co-Op Contract Extension Page 12
- 4. Reaffirmation of Investment Policy Page 14

Recommendation: Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

I. MONTHLY & REGULAR REPORTS

- A. Operations Report Page 18
 - 1. Review of ridership data for the period ending 12/31/18

Recommendation: Receive and file report

- B. GoMonrovia project update Page 24
- Recommendation:** Receive and file report

- B. Finance
 - 1. Financial Statements as of September 30, 2018 Page 28

Recommendation: Receive and file statements.

II. NEW BUSINESS

None

III. 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:**

Election of Officers Page 29

ADJOURNMENT: Rolling Hills Estates City Hall, April 18, 2019

Palos Verdes Peninsula Transit Authority
Checks Written for Month
June through September 2018

Date	Num	Name	Memo	Original Amount
Jun - Sep 18				
07/15/2018	eft	First Data	Software	-30.20
06/19/2018	6105	Administrative Services Co-Op	Dial-A-Ride Service, May 2018	-14,855.62
06/19/2018	6106	AT&T	Account No. 0206360576001	-108.59
06/19/2018	6107	California J.P.I.A.	Liability Insurance	-10,717.00
06/19/2018	6108	County Sanitation Districts of LA County	July 2018-Parking Lot Lease	-7,506.30
06/19/2018	6109	Frontier Communications7108	310 544-7108-062795-5	-306.44
06/19/2018	6110	Macias Gini & O'Connell. LLP	FY 2017 Audit	-3,112.50
06/19/2018	6111	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, May 2018	-3,527.55
06/19/2018	6112	MV Transportation, Inc.	Fixed Route Transit Service, May 2018	-231,373.46
06/19/2018	6113	Office Depot	Account 34585368	-127.42
06/19/2018	6114	ReadyRefresh by Nestle	Water	-24.06
06/19/2018	6115	Transit Information Products	Marketng	-225.84
06/19/2018	6116	Trillium Solutions	IT Assistance	-1,200.00
06/19/2018	6117	White Wings Cleaning Service	Office Cleaning	-110.00
06/19/2018	6118	Xerox	Account 719892051	-309.60
06/26/2018	6119	Mobility Advancement Group	Administrative Services for June 2018	-17,363.12
06/26/2018	6120	Hilda Gharabegian	Refund for 30 rides, Account 5296	-180.00
07/19/2018	6121	Administrative Services Co-Op	Dial-A-Ride Service, June 2018	-13,340.06
07/19/2018	6122	AT&T	Account No. 0206360576001	-130.83
07/19/2018	6123	Clean Energy	CNG Fule, June 2018	-27,514.21
07/19/2018	6124	County Sanitation Districts of LA County	August 2018, Parking Lot Lease	-7,506.30
07/19/2018	6125	Darold D. Pieper	Legal Services	-75.00
07/19/2018	6126	Frontier Communications7108	310 544-7108-062795-5	-303.02
07/19/2018	6127	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, June 2018	-1,627.83
07/19/2018	6128	MV Transportation, Inc.	Fixed Route Transit Service, June 2018	-70,603.80
07/19/2018	6129	PC Parlor	IT Assistance	-37.50
07/19/2018	6130	PVPUSD	Utilities	-282.61
07/19/2018	6131	White Wings Cleaning Service	Office Cleaning	-110.00
07/19/2018	6132	Xerox	Account 719892051	-321.78
07/24/2018	6133	California Department of Tax and Fee Adm.	Noice ID: 0002 8442 469, Fuel Tax	-910.84
07/24/2018	6134	Palos Verdes On the Net	Invoice 2018-2, Web services for April, May, June :	-1,300.00
07/24/2018	6135	Mobility Advancement Group	Administrative Services for July 2018	-17,357.37
08/13/2018	6136	Michael Martinoff	Dial-A-Ride Refund	-66.00
08/13/2018	6137	Otto Muenchow	Dial-A-Ride Refund	-78.00
08/13/2018	6138	Lois Mc Dannold	VOID:	0.00
08/13/2018	6139	Miriam Gilbert	Dial-A-Ride Refund	-78.00
08/13/2018	6140	County Sanitation Districts of LA County	June 2016 Parking Lot Lease	-7,506.30
08/14/2018	6141	Administrative Services Co-Op	Dia-A-Ride Service, July 2018	-12,952.65
08/14/2018	6142	Frontier Communications7108	310 544-7108-062795-5	-301.29
08/14/2018	6143	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, July 2018	-639.05
08/14/2018	6144	MV Transportation, Inc.	Fixed Route Service, July 2018	-57,647.25
08/14/2018	6145	Office Depot	Account 34585368	-85.41
08/14/2018	6146	Palos Verdes Peninsula Directory	Senior Transportation Services	-655.00
08/14/2018	6147	PitneyBowes Global Financial Services	Postage Meter	-264.03
08/14/2018	6148	ReadyRefresh by Nestle	Account 0024293722	-12.03
08/14/2018	6149	Remix Software, Inc.	Planning Software	-17,200.00
08/14/2018	6150	White Wings Cleaning Service	Office Cleaning	-110.00
08/14/2018	6151	Xerox	Account 719892051	-288.45
08/23/2018	6152	A-Z Bus Sales, Inc.	Bus Seats	-2,412.95
08/23/2018	6153	Clean Energy	CNG Fuel, July 2018	-10,867.45
08/23/2018	6154	EvanBrooksAssociates, Inc.	Planning Assistance	-1,155.00

Palos Verdes Peninsula Transit Authority
Checks Written for Month
 June through September 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
08/23/2018	6155	Gayle Albin-Bailey	Bookkeeping Service	-881.25
08/23/2018	6156	Wells Fargo	Acct 4484610008047386	-836.52
08/31/2018	6157	Mobility Advancement Group	Administrative Services for August 2018	-17,366.00
08/31/2018	6158	Lindsay Przybylowica	PV Transit pass refund	-295.00
09/11/2018	6159	Nadine Mendoza	PV Transit Pass Refund	-280.00
09/20/2018	6160	Administrative Services Co-Op	Dial-A-Ride Service, August 2018	-14,559.43
09/20/2018	6161	AT&T	Account No. 0206360576001	-360.35
09/20/2018	6162	County Sanitation Districts of LA County	October 2018, Parking Lot Lease	-7,506.30
09/20/2018	6163	Frontier Communications7108	310 544-7108-062795-5	-309.96
09/20/2018	6164	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, August 2018	-1,426.02
09/20/2018	6165	MV Transportation, Inc.	Fixed Route Service, August 2018	-70,294.37
09/20/2018	6166	Purchase Power	Postage Meter	-352.60
09/20/2018	6167	ReadyRefresh by Nestle	Account 0024293722	-12.03
09/20/2018	6168	Wells Fargo	Charter Bus Fees, Invoiced to PVPUSD	-3,053.08
09/20/2018	6169	Xerox	Account 719892051	-291.59
				\$ 662,642.21

Jun - Sep 18

Palos Verdes Peninsula Transit Authority
Checks Written for Month
 October through December 2018

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Oct - Dec 18	10/02/2018	6170	Mobility Advancement Group	Administrative Services for September 2018	-17,357.37	-17,357.37
	10/04/2018	6171	Helen Dyer	Dial-A-Ride Refund	-114.00	-114.00
	10/04/2018	6172	City of Palos Verdes Estates	PVE Cares Senior Health Fare	-50.00	-50.00
	10/18/2018	6173	Laura Kelly	Dial-A-Ride Refund	-120.00	-120.00
	10/18/2018	6174	William Ritchie	Dial-A-Ride Refund	-204.00	-204.00
	10/18/2018	6175	Nancy Budar	Dial-A-Ride Refund	-12.00	-12.00
	10/18/2018	6176	Della Rodas	Dial-A-Ride Refund	-48.00	-48.00
	10/18/2018	6177	Administrative Services Co-Op	Dial-A-Ride Service, September 2018	-13,458.05	-13,458.05
	10/18/2018	6178	AT&T	Account No. 0206360576001	-136.21	-136.21
	10/18/2018	6179	Clean Energy	CNG Fuel for September 2018	-11,041.29	-11,041.29
	10/18/2018	6180	County Sanitation Districts of LA County	October 2018	-7,506.30	-7,506.30
	10/18/2018	6181	Frontier Communications7108	310 544-7108-062795-5	-316.91	-316.91
	10/18/2018	6182	Lomita Business Machines	Fax machine repair	-120.00	-120.00
	10/18/2018	6183	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel, September 2018	-3,530.36	-3,530.36
	10/18/2018	6184	MV Transportation, Inc.	Fixed Route Bus Service, September 2018	-113,836.11	-113,836.11
	10/18/2018	6185	Office Depot	Account 34585368	-128.58	-128.58
	10/18/2018	6186	PitneyBowes Global Financial Services	Postage Meter	-294.03	-294.03
	10/18/2018	6187	PVPUSD	Utilities	-752.91	-752.91
	10/18/2018	6188	ReadyRefresh by Nestle	Account 0024293722	-12.03	-12.03
	10/18/2018	6189	Wells Fargo	Acct 4484610008047386	-162.63	-162.63
	10/18/2018	6190	White Wings Cleaning Service	Office Cleaning, August - September 2018	-220.00	-220.00
	10/18/2018	6191	Xerox	Account 719892051	-300.74	-300.74
	10/25/2018	6192	CKG Communications	Invoice PVPTA 117	-995.00	-995.00
	10/29/2018	6193	Mobility Advancement Group	Administrative Services for October 2018	-17,357.37	-17,357.37
	11/15/2018	6194	AT&T	Account No. 0206360576001	-119.28	-119.28
	11/15/2018	6195	Cal Act	2019 Membership renewal	-590.00	-590.00
	11/15/2018	6196	Clean Energy	CNG Fuel for October 2018	-18,390.38	-18,390.38
	11/15/2018	6197	County Sanitation Districts of LA County	Carson parking lot lease	-7,506.30	-7,506.30
	11/15/2018	6198	Decals By Design	Bus Decals	-150.00	-150.00
	11/15/2018	6199	Frontier Communications7108	310 544-7108-062795-5	-321.67	-321.67
	11/15/2018	6200	Mutual Liquid Gas & Equipment Co., Inc.	Propane Fuel for October 2018	-4,304.72	-4,304.72
	11/15/2018	6201	MV Transportation, Inc.	Fixed Route Bus Service October 2018	-132,559.58	-132,559.58
	11/15/2018	6202	PitneyBowes Global Financial Services	Postage Meter	-32.00	-32.00
	11/15/2018	6203	ReadyRefresh by Nestle	Account 0024293722	-12.03	-12.03
	11/15/2018	6204	Wells Fargo	Acct 4484610008047386	-427.59	-427.59
	11/15/2018	6205	Xerox	Account 719892051	-298.51	-298.51
	10/31/2018	6206	Administrative Services Co-Op	Invoice 103018, October 2018 Dial-A-Ride Service	-14,815.70	-14,815.70
	11/27/2018	6207	Lucille's Smokehouse BBQ	Driver Holiday Lunch	-1,333.42	-1,333.42
	11/27/2018	6208	Mobility Advancement Group	Administrative Services for November 2018	-17,368.87	-17,368.87
	11/27/2018	6209	Palos Verdes On the Net	Invoice 2018-03 (Web Services July-September 2018)	-5,200.00	-5,200.00
	12/05/2018	6210	City of Cudahy	Prop. A Assignment Agreement dated December 5, 2018	-336,750.00	-336,750.00
	12/05/2018	6211	Peter Montgomery	DAR Refund, #6528	-24.00	-24.00
	12/20/2018	6212	Karen Raymond	Dial-A-Ride Refund	-180.00	-180.00
	12/20/2018	6213	Administrative Services Co-Op	Invoice 113018, November 2018 Dial-A-Ride Sen	-11,936.89	-11,936.89
	12/20/2018	6214	AT&T	Account No. 0206360576001	-124.19	-124.19
	12/20/2018	6215	Clean Energy	CNG Fuel September, October 2018	-31,226.02	-31,226.02
	12/20/2018	6216	County Sanitation Districts of LA County	Parking Lease	-7,956.70	-7,956.70
	12/20/2018	6217	Cubic Transportation Systems	Annual Nextbus (GPS system) fee	-29,747.00	-29,747.00
	12/20/2018	6218	Frontier Communications7108	310 544-7108-062795-5	-322.51	-322.51
	12/20/2018	6219	Lomita Business Machines	Repair of FAX machine	-120.00	-120.00
	12/20/2018	6220	Mutual Liquid Gas & Equipment Co., Inc.	November 2018 Propane Fuel	-2,954.42	-2,954.42
	12/20/2018	6221	MV Transportation, Inc.	November 2018 Fixed Route bus service	-107,236.57	-107,236.57
	12/20/2018	6222	Office Depot	Account 34585368	-80.15	-80.15
	12/20/2018	6223	ReadyRefresh by Nestle	Account 0024293722	-95.42	-95.42
	12/20/2018	6224	White Wings Cleaning Service	Office Cleaning	-200.00	-200.00
	12/20/2018	6225	Xerox	Account 719892051	-300.01	-300.01
	12/26/2018	6226	Palos Verdes Peninsula Unified School Dist	Invoice Dec 2018-991, Dec 2018-992	-1,689.54	-1,689.54
	12/26/2018	6227	Mobility Advancement Group	Administrative Services for December 2018	-17,363.12	-17,363.12
						<u>\$939,810.48</u>

Oct - Dec 18

**MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Thursday, June 14, 2018

The meeting was called to order at 6:01p.m. by Chairperson Zuckerman 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: Sanford Davidson, PVE, Jerry Duhovic, RPV, Steve Zuckerman, RHE, Judy Mitchell, RHE

ABSENT: Alegria, King

Also present were Martin Gombert, PVPTA; Ken Rukavina, PVE; Greg Grammer, RHE; Ron Dragoo RPV; and J'on Dennis and Randy Houang, MGO.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Zuckerman.

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 (1-2):

Member Duhovic moved approval of the Consent Calendar, seconded by Member Mitchell, and approved by unanimous vote.

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

None

MONTHLY AND REGULAR REPORTS

Member Zuckerman moved to change the Agenda to move up Item B.3 Fiscal Year 2016-2017 Audit Report, seconded by Member Davidson, and approved by unanimous vote.

B.3 Fiscal Year 2016-2017 Audit Report

Mr. J'on Dennis, MGO presented the FY 2016-17 Audit Report. There were several questions from Board Members and there was also discussion on Management Discussion and Analysis (MD & A) section.

Member Duhovic moved approved of the FY 2016-17 Audit report, seconded by Member Davidson.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Alegria, King

ADMINISTRATOR REPORT

Administrator Gombert made a brief presentation on operational issues and commented on several special services that were operated including the PV Street Fair, Chadwick graduation shuttle, and the Whale of a Day service. There was brief discussion by Board Members.

MONTHLY AND REGULAR REPORTS:

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

Member Davidson moved approval of the Operations Report, seconded by Member Zuckerman, and approved by unanimous vote.

B.1 Financial Report: Mr. Martin Gombert, Administrator made a brief presentation on the 2nd Quarter 2018 Financial Report.

Member Duhovic moved approval of the Financial Report, seconded by Member Davidson.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Alegria, King

B.3 Fiscal Year 2018-2019 Budget

Member Duhovic moved to open the public hearing, seconded by Chairperson Zuckerman.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Alegria, King

Mr. Gombert presented the proposed budget for Fiscal Year 2018-19. 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 2018-19 budget.

Member Mitchell moved to close the public hearing and adopt the Fiscal Year 2018-19 budget in the amount of \$2,535,864 for operations and \$189,568 for capital, seconded by Member Duhovic.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Alegria, King

NEW BUSINESS

A. Agreement with MV Transportation

Administrator Gombert made a brief presentation on the proposed Amendment #1 to the MV Transportation Agreement.

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

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Alegria, King

B. Capital Improvement Program

Administration Gombert made a brief presentation on the proposed bus purchase.

The motion passed on the following roll call vote:

AYES: Duhovic, Davidson, Zuckerman, Mitchell
NOES: None
ABSENT: Alegria, King

OLD BUSINESS

A. Service to Ft. MacArthur

Administrator Gombert updated the Board on efforts to provide transportation to the Ft. MacArthur housing units. After discussion, the Board directed staff to make a presentation on the item to the PVPUSD Board and update the Board at the next meeting.

FUTURE AGENDA ITEMS

None

CHAIR AND MEMBER ITEMS

None

ADJOURNMENT

At 7:21 p.m. Chairperson Zuckerman moved to adjourn the Board Meeting until October 18, 2018.

Respectfully submitted:

Martin Gombert, Administrator

Approved

**MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Wednesday December 5, 2018

The meeting was called to order at 6:00p.m. by Chairperson Zuckerman 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: Jennifer King, PVE, Jerry Duhovic, RPV, Steve Zuckerman, RHE,
Judy Mitchell, RHE

ABSENT: Alegria, Davidson

Also present were Martin Gombert, PVPTA; Ken Rukavina, PVE; Ron Dragoo RPV; and Heidi Luce, Rolling Hills Estates.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Zuckerman.

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK

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

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

None

NEW BUSINESS

A. Fiscal Year 2017-2018 Audit

Administrator Gombert made a brief presentation on the proposed Engagement Letter with Macias Gini & O'Connell (MGO). Member Duhovic ask about the price increase from the previous audit conducted by MGO.

Member Mitchell moved approval of the staff recommendation, seconded by Member King.

The motion passed on the following roll call vote:

AYES: Duhovic, King, Zuckerman, Mitchell

NOES: None

ABSENT: Alegria, Davidson

B. Proposition A Fund Exchange with the City of Cudahy

Administration Gombert made a brief presentation on the proposed Fund Exchange with the City of Cudahy. Member King ask if the proposed exchange rate was negotiated.

The motion passed on the following roll call vote:

AYES: Duhovic, King, Zuckerman, Mitchell

NOES: None

ABSENT: Alegria, Davidson

ADJOURNMENT

At 6:14 p.m. Chairperson Zuckerman moved to adjourn the Board Meeting until January 17, 2019.

Respectfully submitted:

Martin Gombert, Administrator

Approved

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 14, 2019
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, 2019. Amendment Number 14 would extend the existing Agreement through January 31, 2020 with no increase in fees.

FISCAL IMPACT

Funding for this contract is contained in the Fiscal Year 2018-19 budget.

RECOMMENDATION

Approve Amendment #14 with Administrative Services Cooperative.

**AMENDMENT NUMBER FOURTEEN (14)
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, 2018~~ **January 31, 2019** and end on ~~January 31, 2019~~ **January 31, 2020**, 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 WITNESSS THEREOFF, the parties hereto have caused this Amendment Number FOURTEEN to be executed by their respective Officers, duly authorized, by the Authority on **January 17, 2019** 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 14, 2019
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

A close examination reveals that no apparent changes to the policy are in order 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

INVESTMENT POLICY

(Revised as of January 17, 2019)

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 17, 2019, 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

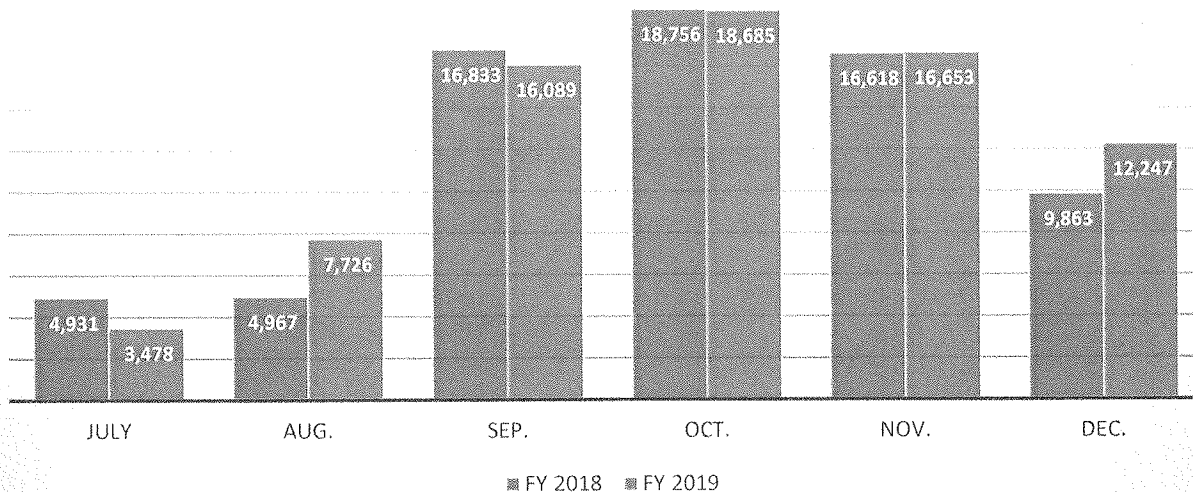
TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 14, 2019
SUBJECT: Operations Report for the period ending December 31, 2018

PV TRANSIT

PV Transit ridership totaled 74,878 through December 31, 2018, a 4% increase over previous years totals.

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

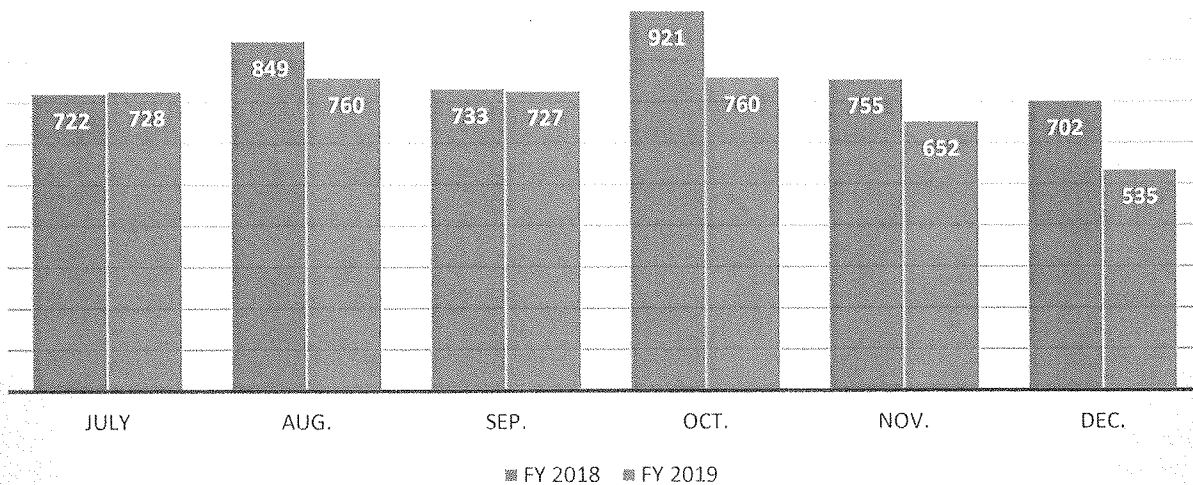
PV Transit Ridership YTD



DIAL-A-RIDE

Dial-A-Ride ridership totaled 4,162 for the period ending December 31, 2018, an 11% decrease over previous year's totals.

Dial-A-Ride Ridership



GOVERNMENT RELATIONS

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

SERVICE UPDATE

PV Transit operated the following special services in October through December:

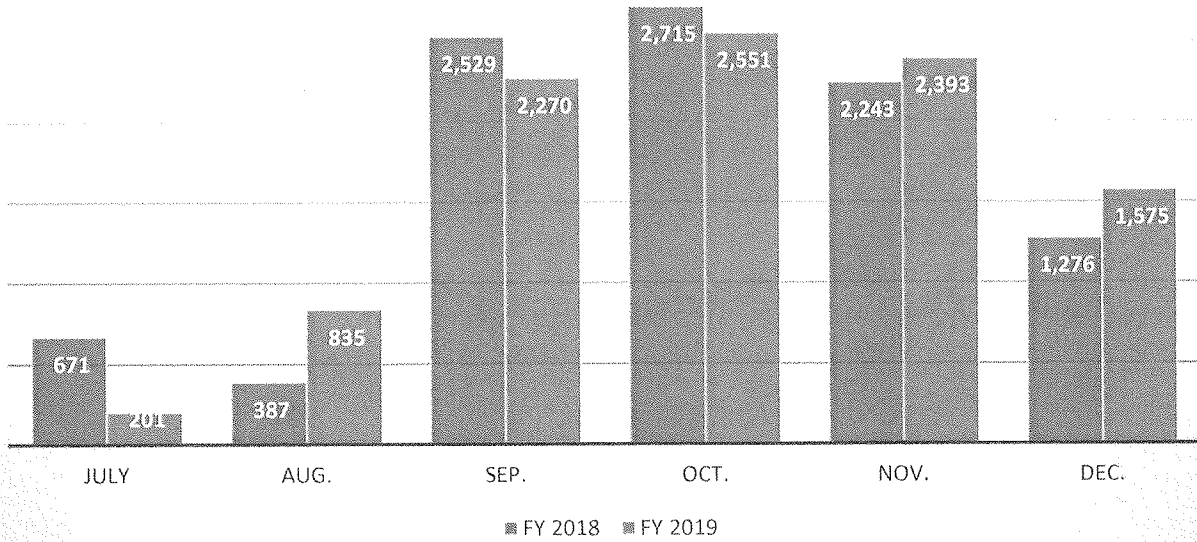
- 482 passengers were transported on New Year's Eve. The feedback from the customers was very positive and we extended service to 2 am to get everyone back home.
- On October 9th we transported a group of Canterbury residents to and from the Peninsula Library using existing Route 225 service. A follow-up trip will be made to the Riveria Village this month.
- PV Transit provided shuttle service for the Parade of Lights on December 1st.
- PV Transit provided three shuttle buses for the City of Gardena on November 30th at Green Hills Memorial Park for the funeral of Gardena Police Officer Toshio Hirai.

RECOMMENDATION

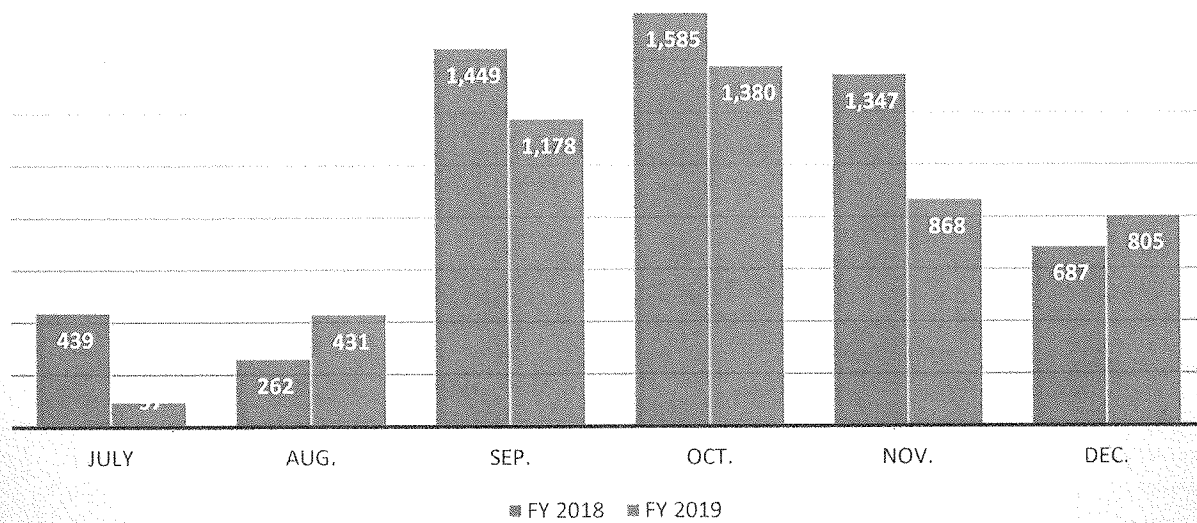
Receive and file report.

RIDERSHIP REPORTS

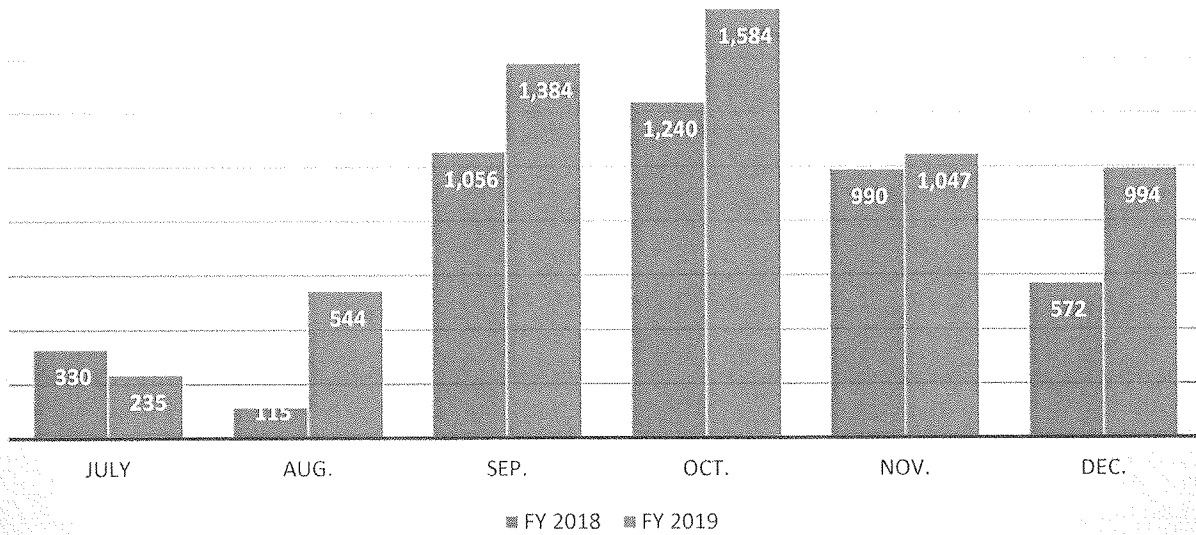
White Route Ridership



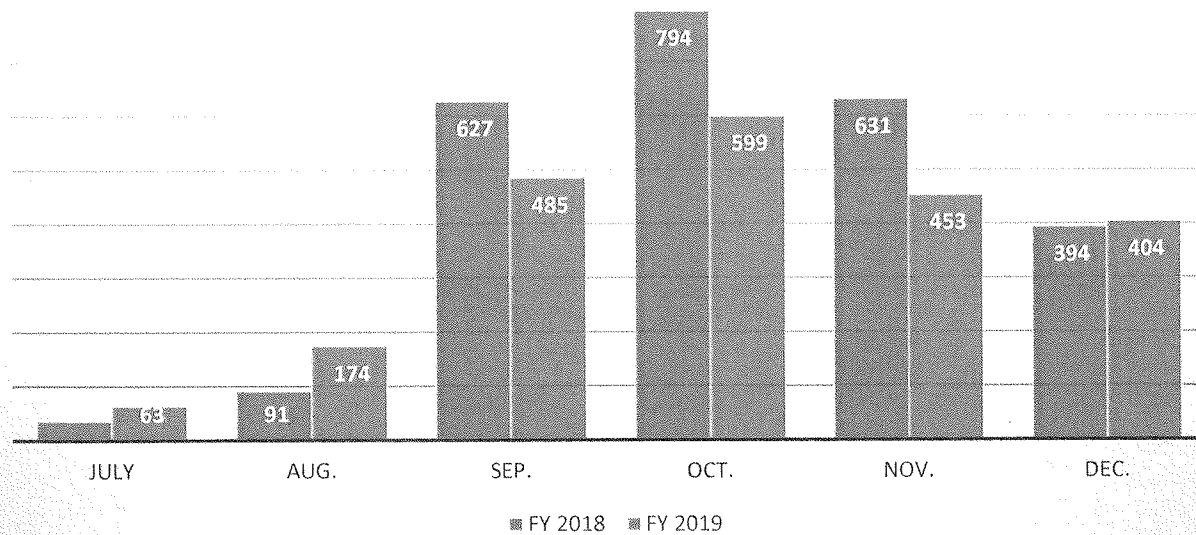
Blue Route Ridership



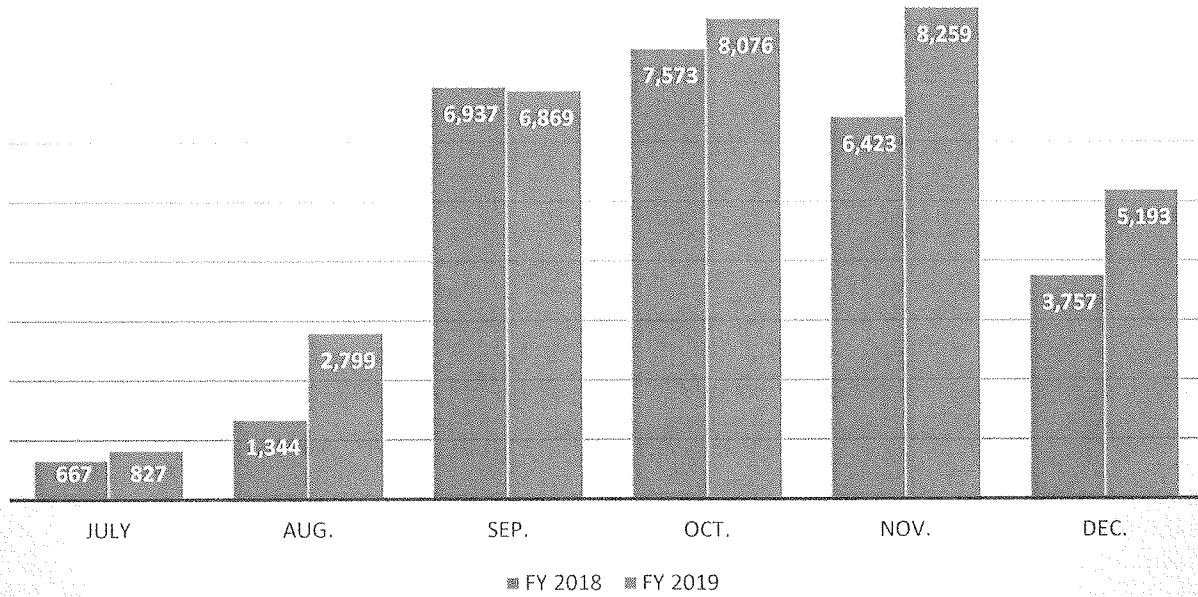
Silver Route Ridership



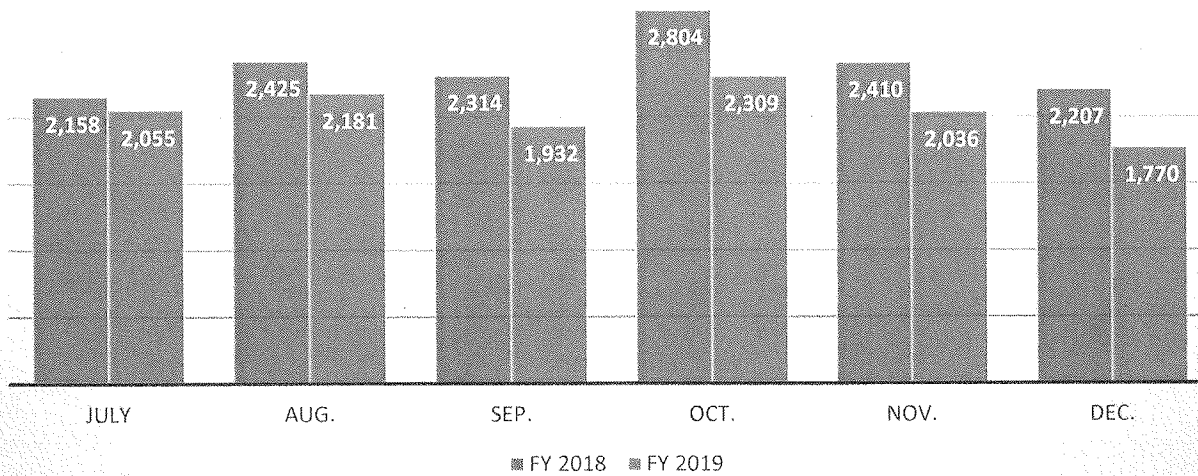
Gold Route Ridership



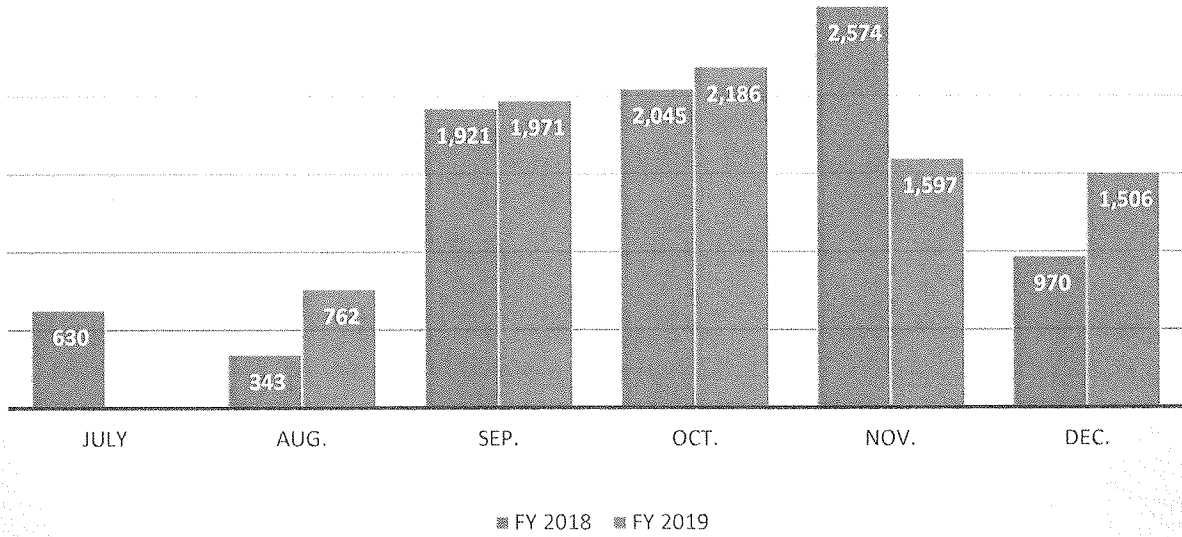
Green Route Ridership



Route 225-226 Ridership



Orange Route Ridership



MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: December 27, 2018
SUBJECT: Update on GoMonrovia Program

This item will be sent out under separate cover.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 14, 2019
SUBJECT: Financial Statements for the period ending September 30, 2018

These reports will be provided under separate cover.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 14, 2019
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. Steve Zuckerman, Chairperson

Ms. Betty Lin Peterson, Vice Chairperson

Mr. Jerry Duhovic, Secretary Treasurer

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

RECOMMENDATION

Elect officers for calendar year 2019.