

**AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
February 16, 2023**

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: (646) 931-3860 from any phone, Meeting ID: 845 3474 7581, Meeting Password: 110748. (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: 845 3474 7581, Meeting Password: 110748. 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. Consideration to Approve Resolution to Continue Public Meetings through Teleconferencing Page 4

- 2. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing: Page 7

| | Checks | Amount |
|--------------|---------------|------------------------|
| July | 6461-6480 | \$ 170,596.93 |
| Aug. | 6481-6502 | \$ 212,627.16 |
| Sep. | 6503-6524 | \$ 152,223.98 |
| Oct. | 6525-6543 | \$ 227,260.97 |
| Nov. | 6544-6564 | \$ 242,507.65 |
| Dec. | 6565-6582 | \$ 212,321.68 |
| TOTAL | | \$ 1,217,538.37 |

- 3. Approval of June 29, 2022 Board Minutes Page 9
- 4. Operations Report as of December 31, 2022 Page 13
- 5. Financial Statements as of September 30, 2022 Page 19
- 6. Administrative Services Co-Op Contract Extension Page 23
- 7. 2023 Board of Directors Certification, California Joint Powers Insurance Authority Page 25

Recommendation: Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

I. NEW BUSINESS

- 1. Fiscal Year 2021-22 Audit Report Page 26
Recommendation: Approve FY 2021-22 Audit Report.

2. Approve Purchase of Four Replacement Buses

Page 67

Recommendation: Approve purchase of four replacement Buses from Creative Bus Sales for an amount not to exceed \$788,101.32 plus additional equipment and vehicle modifications not to exceed \$67,405.07.

II. **OLD BUSINESS**

ZEV Update

Presentation

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

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

- A. PVPUSD Update
- B. Election of Board Officers

Verbal
Page 75

ADJOURNMENT: Rolling Hills Estates City Hall, April 20, 2023

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 19, 2023
SUBJECT: Resolution Authorizing Teleconferenced Public Meetings

Recommendation

Adopt Resolution 2023-01 authorizing teleconferenced public meetings for 30 days.

Analysis

Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to making the following findings:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
 - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

To continue to convene public meetings by teleconferencing for 30 days after February 16 2023, (through March 16, 2023), the Board of Directors must now make the findings embodied in Resolution 2023-01.

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALOS VERDES PENINSULA
TRANSIT AUTHORITY AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE
PALOS VERDES PENINSULA TRANSIT AUTHORITY PURSUANT TO RALPH M. BROWN ACT

The Palos Verdes Peninsula Transit Authority Board of Directors does resolve as follows:

1. Findings. The Board of Directors hereby finds and declares the following:

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated pursuant to section 8629 of that Act.

(2) The Board of Directors has reconsidered the circumstances of the state of emergency.

(3) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(4) State or local officials continue to impose or recommend measures to promote social distancing.

B. There is accordingly a need for the Palos Verdes Peninsula Transit Authority Board of Directors to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

2. Action.

B. This Resolution shall be effective immediately and remain in effect through March 16, 2023, or until such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Palos Verdes Peninsula Transit Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

[Continued on page 2.]

3. Adoption. PASSED AND ADOPTED at a meeting of the Board of Directors held on February 16, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

DAVID BRADLEY, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:

By: _____

By: _____

Palos Verdes Peninsula Transit Authority
Checks Written for Month
 July - December 2022

| Date | Num | Name | Memo | Paid Amount |
|---------------|------|--|--|-------------------|
| 07/21/2022 | 6461 | Emily E. Garley | DAR Account 8302 Cancellation | \$ 246 00 |
| 07/21/2022 | 6462 | Administrative Services Co-Op | Invoice 220629 June 2022 | \$ 8,812 72 |
| 07/21/2022 | 6463 | AT&T | Account No 171-804-2002 001 | \$ 34 97 |
| 07/21/2022 | 6464 | Clean Energy | CE12506802 June 2022 | \$ 24,257 26 |
| 07/21/2022 | 6465 | County Sanitation Districts of LA County | Parking Lot Lease | \$ 8,448 42 |
| 07/21/2022 | 6466 | Cox Business | Account 001 7401 035340502 | \$ 385 00 |
| 07/21/2022 | 6467 | Darold D. Pieper | Legal Services | \$ 1,463 00 |
| 07/21/2022 | 6468 | Frontier Communications7108 | 310 544-7108-062795-5 | \$ 181 14 |
| 07/21/2022 | 6469 | Gayle Albin-Bailey | Bookkeeper Services | \$ 843 75 |
| 07/21/2022 | 6470 | Granite Data Solutions | Office Computers, State of California Contract | \$ 2,354 98 |
| 07/21/2022 | 6471 | MV Transportation SECURITY | 27001 | \$ 2,916 00 |
| 07/21/2022 | 6472 | MV Transportation, Inc. | Invoice 119430 June 2022 | \$ 95,044 40 |
| 07/21/2022 | 6473 | MV Transportation, Inc. BENE | Driver Wages | \$ 4,788 12 |
| 07/21/2022 | 6474 | Palos Verdes On the Net | Invoice 4Q 2021-2022 | \$ 1,675 00 |
| 07/21/2022 | 6475 | Pitney Bowes Global Financial Services | Account 0015571055 Invoice 3105415681 | \$ 296 88 |
| 07/21/2022 | 6476 | PVPUSD | Utilities | \$ 370 19 |
| 07/21/2022 | 6477 | Q Document Solutions Inc. | Copier Maintenance | \$ 101 01 |
| 07/21/2022 | 6478 | Ready Refresh by Nestle | Account 0024293722 | \$ 62 99 |
| 07/21/2022 | 6479 | Wells Fargo | Acct 4484610008047386 | \$ 462 20 |
| 07/28/2022 | 6480 | Mobility Advancement Group | Administrative Services for July 2022 | \$ 17,852 90 |
| Jul 22 | | | | 170,596.93 |

| Date | Num | Name | Memo | Paid Amount |
|---------------|------|--|--|-------------------|
| 08/16/2022 | 6481 | Borti Petrich | DAR Account 6064 cancelled | \$ 156 00 |
| 08/16/2022 | 6482 | Rose Sherwood | DAR account 8288 cancelled | \$ 102 00 |
| 08/16/2022 | 6483 | Administrative Services Co-Op | Invoice 220712 July 2022 | \$ 6,960 94 |
| 08/16/2022 | 6484 | AT&T | Office Phone Service | \$ 72 54 |
| 08/16/2022 | 6485 | California J.P.I.A. | Liability insurance | \$ 12,142 00 |
| 08/16/2022 | 6486 | Clean Energy | CE12515152 July 2022 | \$ 21,451 05 |
| 08/16/2022 | 6487 | County Sanitation Districts of LA County | Parking Lot Lease | \$ 8,448 42 |
| 08/16/2022 | 6488 | Cox Business | Internet Service | \$ 770 00 |
| 08/16/2022 | 6489 | Cubic Transportation Systems | Annual Nextbus Service | \$ 33,633 00 |
| 08/16/2022 | 6490 | Darold D. Pieper | Legal Service | \$ 269 50 |
| 08/16/2022 | 6491 | Frontier Communications7108 | Office Phone Service | \$ 370 31 |
| 08/16/2022 | 6492 | MV Transportation SECURITY | Parking Lot Security | \$ 3,235 68 |
| 08/16/2022 | 6493 | MV Transportation, Inc. | July Fixed Route Transit Service | \$ 87,527 03 |
| 08/16/2022 | 6494 | MV Transportation, Inc. BENE | July Driver Wages | \$ 3,194 89 |
| 08/16/2022 | 6495 | Office Depot | Account 34585368 | \$ 153 28 |
| 08/16/2022 | 6496 | Pitney Bowes Global Financial Services | Account 0015571055 Invoice 3105615542 | \$ 32 00 |
| 08/16/2022 | 6497 | Q Document Solutions Inc. | Copy Maintenance | \$ 95 51 |
| 08/16/2022 | 6498 | Ready Refresh by Nestle | Office Water | \$ 128 46 |
| 08/16/2022 | 6499 | Remix Technologies LLC | Transit Planning 7/1/22-6/30/23 Software | \$ 15,200 00 |
| 08/16/2022 | 6500 | Wells Fargo | Acct 4484610008047386 | \$ 721 65 |
| 08/16/2022 | 6501 | White Wings Cleaning Service | Invoice 8291 | \$ 110 00 |
| 08/26/2022 | 6502 | Mobility Advancement Group | Administrative Services for August 2022 | \$ 17,852 90 |
| Aug 22 | | | | 212,627.16 |

| Date | Num | Name | Memo | Paid Amount |
|------------|------|--|--|--------------|
| 09/21/2022 | 6503 | Maureen Sie | DAR Account #6507 | \$ 942 00 |
| 09/21/2022 | 6504 | Dennis McGrew | Dial-A-Ride Refund | \$ 132 00 |
| 09/21/2022 | 6505 | Jeffrey Standart | Dial-A-Ride Refund | \$ 324 00 |
| 09/21/2022 | 6506 | Administrative Services Co Op | Invoice 220824 August 2022 | \$ 6,960 94 |
| 09/21/2022 | 6507 | AT&T | Account No 171-804-2002 001 | \$ 37 57 |
| 09/21/2022 | 6508 | CKG Communications | Marketing Services | \$ 1,380 00 |
| 09/21/2022 | 6509 | Clean Energy | CE12523536 August 2022 | \$ 21,965 57 |
| 09/21/2022 | 6510 | County Sanitation Districts of LA County | Parking Lot Lease | \$ 8,448 42 |
| 09/21/2022 | 6511 | Cox Business | Account 001 7401 035340502 | \$ 385 00 |
| 09/21/2022 | 6512 | EvanBrooksAssociates. Inc. | Invoice 22008-1 | \$ 840 00 |
| 09/21/2022 | 6513 | Frontier Communications7108 | 310 544-7108-062795-5 | \$ 177 59 |
| 09/21/2022 | 6514 | MV Transportation SECURITY | Parking Lot Security | \$ 3,184 32 |
| 09/21/2022 | 6515 | MV Transportation, Inc. | August Fixed Route Transit Service | \$ 84,964 38 |
| 09/21/2022 | 6516 | MV Transportation, Inc. BENE | August Driver Wages | \$ 2,295 59 |
| 09/21/2022 | 6517 | Nan Nowicki Aho | Schedule graphics | \$ 206 25 |
| 09/21/2022 | 6518 | Office Depot | Account 34585368 | \$ 60 64 |
| 09/21/2022 | 6519 | Patch Media | Advertising | \$ 400 00 |
| 09/21/2022 | 6520 | PVPUSD | Utilities | \$ 1,426 84 |
| 09/21/2022 | 6521 | Q Document Solutions Inc. | Copier Maintenance | \$ 169 47 |
| 09/21/2022 | 6522 | Ready Refresh by Nestle | Account 0024293722 | \$ 20 51 |
| 09/21/2022 | 6523 | Wells Fargo | Acct 4484610008047386 | \$ 49 99 |
| 09/29/2022 | 6524 | Mobility Advancement Group | Administrative Services for September 2022 | \$ 17,852 90 |

7

Palos Verdes Peninsula Transit Authority
Checks Written for Month
 July - December 2022

| | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|--------|-------------|------------|--|--|---------------------|
| Oct 22 | 10/18/2022 | 6525 | Administrative Services Co-Op | September Dial-A-Ride Service | \$ 9,710.69 |
| | 10/18/2022 | 6526 | AT&T | Account No. 171-804-2002 001 | \$ 37.57 |
| | 10/18/2022 | 6527 | Clean Energy | September CNG Fuel | \$ 35,736.53 |
| | 10/18/2022 | 6528 | County Sanitation Districts of LA County | Parking Lot Lease | \$ 8,448.42 |
| | 10/18/2022 | 6529 | Cox Business | Account 001 7401 035340502 | \$ 385.00 |
| | 10/18/2022 | 6530 | Frontier Communications7108 | 310 544-7108-062795-5 | \$ 199.29 |
| | 10/18/2022 | 6531 | MV Transportation SECURITY | Parking Lot Security | \$ 3,132.96 |
| | 10/18/2022 | 6532 | MV Transportation, Inc. | September Fixed Route Transit Service | \$142,852.50 |
| | 10/18/2022 | 6533 | MV Transportation, Inc. BENE | September Driver Wages | \$ 4,787.00 |
| | 10/18/2022 | 6534 | Office Depot | Account 34585368 | \$ 130.20 |
| | 10/18/2022 | 6535 | Palos Verdes On the Net | IT Assistance | \$ 1,675.00 |
| | 10/18/2022 | 6536 | Patch Media | Advertising | \$ 400.00 |
| | 10/18/2022 | 6537 | Pitney Bowes - Purchase Power | Acct. 8000-9090-0212-1536 | \$ 120.69 |
| | 10/18/2022 | 6538 | PVPUSD | Utilities | \$ 776.79 |
| | 10/18/2022 | 6539 | Q Document Solutions Inc. | Copier Maintenance | \$ 203.55 |
| | 10/18/2022 | 6540 | Ready Refresh by Nestle | Account 0024293722 | \$ 45.19 |
| | 10/18/2022 | 6541 | Wells Fargo | Acct 4484610008047386 | \$ 656.69 |
| | 10/18/2022 | 6542 | White Wings Cleaning Service | Office Cleaning | \$ 110.00 |
| | 10/26/2022 | 6543 | Mobility Advancement Group | Administrative Services for October 2022 | \$ 17,852.90 |
| | | | | | <u>\$227,260.97</u> |

| | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|--------|-------------|------------|--|---|---------------------|
| Nov 22 | 11/17/2022 | 6544 | Leonard Kenney | Dial-A-Ride Refund | \$ 252.00 |
| | 11/17/2022 | 6545 | Jeanne Quilling | Dial-A-Ride Refund | \$ 908.80 |
| | 11/17/2022 | 6546 | Administrative Services Co-Op | Invoice 221047 October 2022 | \$ 9,854.97 |
| | 11/17/2022 | 6547 | AT&T | Account No. 171-804-2002 001 | \$ 36.41 |
| | 11/17/2022 | 6548 | Clean Energy | October 2022 CNG Fuel | \$ 34,485.58 |
| | 11/17/2022 | 6549 | County Sanitation Districts of LA County | Parking Lot Lease | \$ 8,701.87 |
| | 11/17/2022 | 6550 | Cox Business | Account 001 7401 035340502 | \$ 385.00 |
| | 11/17/2022 | 6551 | Frontier Communications7108 | 310 544-7108-062795-5 | \$ 191.71 |
| | 11/17/2022 | 6552 | Gayle Albin Bailey | Bookkeeping Services | \$ 787.50 |
| | 11/17/2022 | 6553 | MV Transportation SECURITY | Parking Lot Security | \$ 3,184.32 |
| | 11/17/2022 | 6554 | MV Transportation, Inc. | October Fixed Route Transit Service | \$144,431.21 |
| | 11/17/2022 | 6555 | MV Transportation, Inc. BENE | October Driver Wages | \$ 5,748.85 |
| | 11/17/2022 | 6556 | Office Depot | Account 34585368 | \$ 170.87 |
| | 11/17/2022 | 6557 | Patch Media | Advertising | \$ 400.00 |
| | 11/17/2022 | 6558 | Pitney Bowes Global Financial Services | Account 0015571055 Invoice 3105769824 | \$ 317.14 |
| | 11/17/2022 | 6559 | PVPUSD | Utilities | \$ 1,102.11 |
| | 11/17/2022 | 6560 | Q Document Solutions Inc. | Copier Maintenance | \$ 111.71 |
| | 11/17/2022 | 6561 | Ready Refresh by Nestle | Account 0024293722 | \$ 60.18 |
| | 11/17/2022 | 6562 | Rogers, Anderson, Malody & Scott LLP | FY '22 Fiscal Audit | \$ 13,500.00 |
| | 11/17/2022 | 6563 | Wells Fargo | Acct 4484610008047386 | \$ 24.52 |
| | 11/28/2022 | 6564 | Mobility Advancement Group | Administrative Services for November 2022 | \$ 17,852.90 |
| | | | | | <u>\$242,507.65</u> |

| | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|--------|-------------|------------|--|---|---------------------|
| Dec 22 | 12/22/2022 | 6566 | Administrative Services Co-Op | November 2022 Dial-A-Ride | \$ 7,763.81 |
| | 12/22/2022 | 6567 | AT&T | Account No. 171-804-2002 001 | \$ 36.41 |
| | 12/22/2022 | 6568 | Clean Energy | November 2022 CNG Fuel | \$ 31,040.42 |
| | 12/22/2022 | 6569 | County Sanitation Districts of LA County | Parking Lot Lease | \$ 8,701.87 |
| | 12/22/2022 | 6570 | Cox Business | Account 001 7401 035340502 | \$ 385.00 |
| | 12/22/2022 | 6571 | Darold D Pieper | Legal Services | \$ 192.50 |
| | 12/22/2022 | 6572 | Frontier Communications7108 | 310 544-7108-062795-5 | \$ 190.88 |
| | 12/22/2022 | 6573 | MV Transportation SECURITY | Parking Lot Security | \$ 3,132.96 |
| | 12/22/2022 | 6574 | MV Transportation, Inc. | November Fixed Route Transit Service | \$130,897.27 |
| | 12/22/2022 | 6575 | MV Transportation, Inc. BENE | November Driver Wages | \$ 5,871.81 |
| | 12/22/2022 | 6576 | Patch Media | Advertising | \$ 400.00 |
| | 12/22/2022 | 6577 | Q Document Solutions Inc. | Copier Maintenance | \$ 139.34 |
| | 12/22/2022 | 6578 | Ready Refresh by Nestle | Account 0024293722 | \$ 47.69 |
| | 12/22/2022 | 6579 | Rogers, Anderson, Malody & Scott LLP | FY '22 Audit Services | \$ 5,500.00 |
| | 12/22/2022 | 6580 | Wells Fargo | Acct 4484610008047386 | \$ 58.82 |
| | 12/22/2022 | 6581 | White Wings Cleaning Service | Invoice 8319 | \$ 110.00 |
| | 12/31/2022 | 6582 | Mobility Advancement Group | Administrative Services for December 2022 | \$ 17,852.90 |
| | | | | | <u>\$212,321.68</u> |

8

**MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Wednesday, June 29, 2022

The meeting was called to order at 6:29 p.m. by Chairperson Bradley.

REGULAR SESSON:

Board roll call was answered as follows:

PRESENT: Victoria Lozzi, PVE; David Bradley, RPV; Steve Zuckerman, RHE
ABSENT: Debby Stegura, RHE; Ken Dyda, RPV; Michael Kemps, PVE

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Bradley.

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK

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

APPROVAL OF CONSENT CALENDAR (1-6):

Member Zuckerman moved approval of the Consent Calendar as amended, seconded by Member Bradley.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman

NOES: None

ABSENT: Stegura, Dyda, Kemps

ABSTAINED: None

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

None

ADMINISTRATOR REPORT

Administrator Gombert presented the Administrator Report and commented on driver staffing levels, plans for summer school, and outreach for the dial-a-ride service.

There was conversation on several items.

NEW BUSINESS

1. Fiscal Year 2022-23 Budget

Chairperson Bradley 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 2021-22 levels. Member Lozzi had a question on operating reserves.

Chairperson Bradley closed the Public Hearing.

Member Zuckerman moved approval of the Fiscal Year 2022-23 Budget, seconded by Member Lozzi.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman

NOES: None

ABSENT: Stegura, Dyda, Kemp

ABSTAINED: None

2. Zero Emission Vehicle (ZEV) Overview

Administrator Gombert noted that staff would be developing a Roll-Out Plan to submit to the California Air Resources Board (CARB) later in the year.

3. Title VI Program

Administrator Gombert reviewed the staff report and there was discussion.

Chairperson Bradley moved approval of the PVPTA Title VI Plan, seconded by Member Zuckerman.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman

NOES: None

ABSENT: Stegura, Dyda, Kemps

ABSTAINED: None

4. Amendment #6 with MV Transportation

Administrator Gombert presented the staff report and noted that this was the last Amendment that could be approved under the existing contract with MV Transportation. He noted that the Authority would be going out to bid for this service in early 2023.

Members Zuckerman and Lozzi had several questions regarding the item.

Member Zuckerman moved approval of Amendment #6 with MV Transportation, seconded by Member Lozzi.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman

NOES: None

ABSENT: Stegura, Dyda, Kemps

ABSTAINED: None

5. Contract for Authority Administration

Administrator Gombert reviewed the staff report and there was discussion. Chairperson Bradley explained how the old Administration Agreement was updated by the City of Rancho Palos Verdes and Authority attorneys.

Several Board Members said they were completely comfortable with the work of the Administrator.

Member Lozzi moved approval of the Agreement for Transit Administration Services with the Mobility Advancement Group, seconded by Member Zuckerman.

The motion passed on the following roll call vote:

AYES: Bradley, Lozzi, Zuckerman

NOES: None

ABSENT: Stegura, Dyda, Kempes

ABSTAINED: None

FUTURE AGENDA ITEMS

Member Lozzi requested an update on the change in school start-end times.

CHAIR AND MEMBER ITEMS

The Board adjusted the schedule of meetings for FY 2022-23. The next meeting will be held on October 20, 2022 followed by a meeting on February 16, 2023.

ADJOURNMENT

At 7:10 p.m. Chairperson Bradley moved to adjourn the Board Meeting until October 20, 2022.

MEMORANDUM

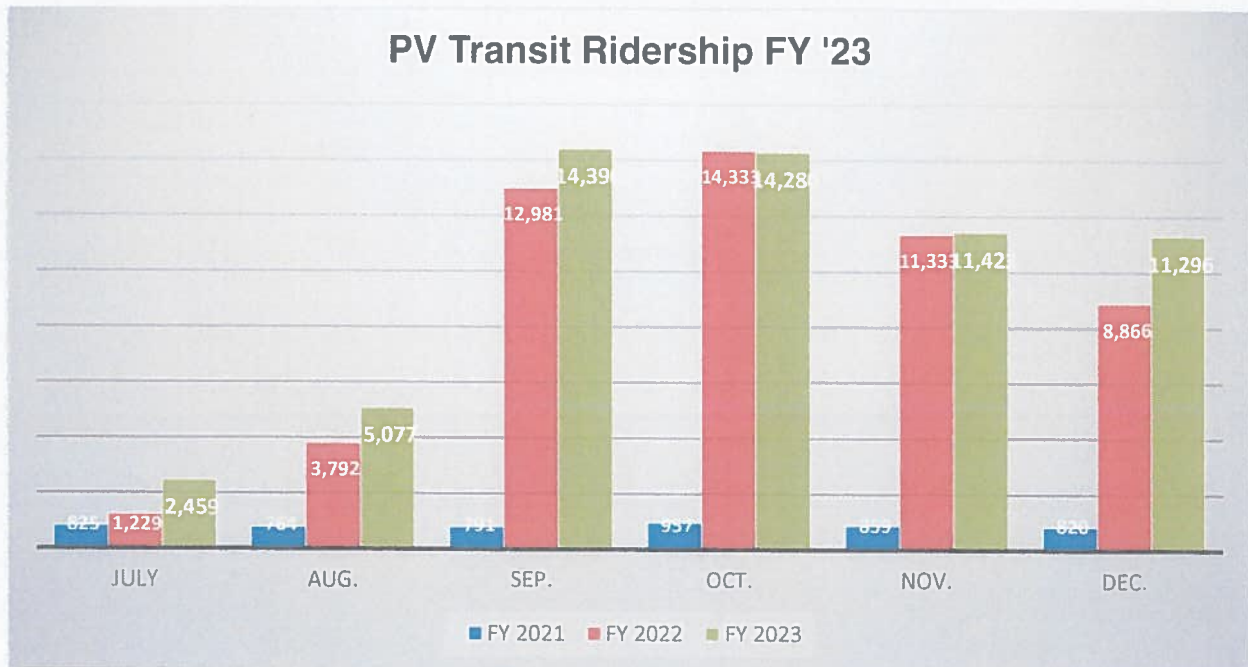
TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: February 9, 2023
SUBJECT: Operations Report for the period ending December 31, 2022

PV TRANSIT

PV Transit ridership totaled 58,931 through December 31, 2022. This is a 12% increase compared to previous year's totals.

The Authority's bus contractor, MV Transportation, has been fully staffed this year. For the first time in several years, all scheduled service hours are being operated and passenger complaints have been minimal.

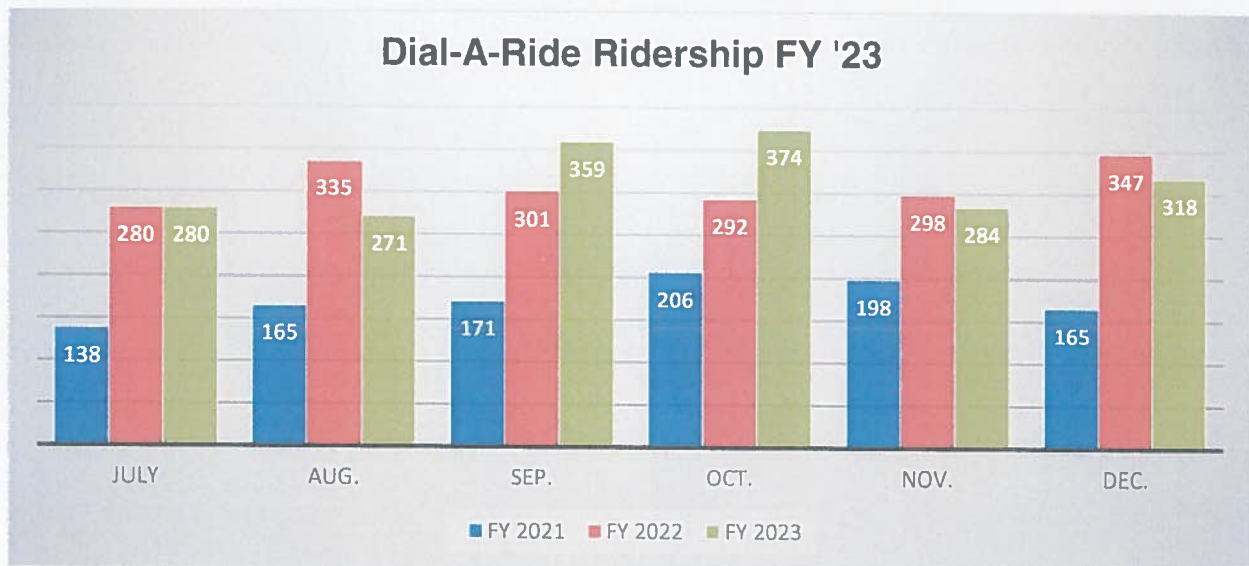
Copies of ridership graphs for all seven routes are included at the end of this report.



DIAL-A-RIDE

Dial-A-Ride ridership totaled 1,886 for the period ending December 31, 2022, an 2% increase over previous year's totals.

Ads publicizing the dial-a-ride service were included in City newsletters and on Patch. This effort has generated 65 new members this year. These additional program members should be seen in ridership numbers later in the year.



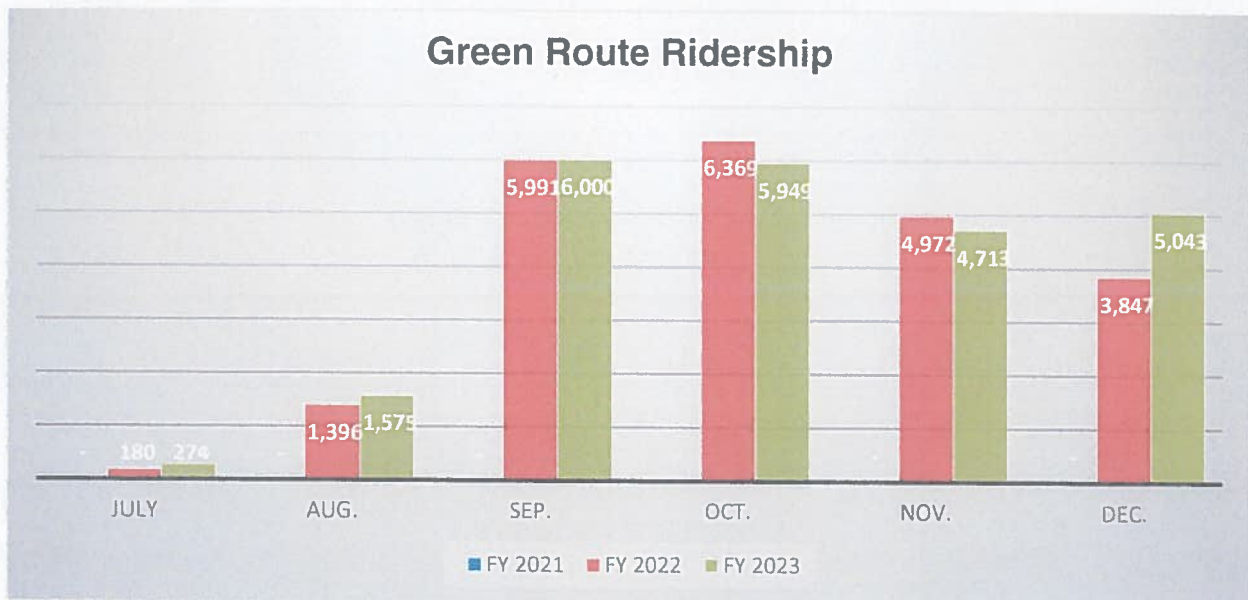
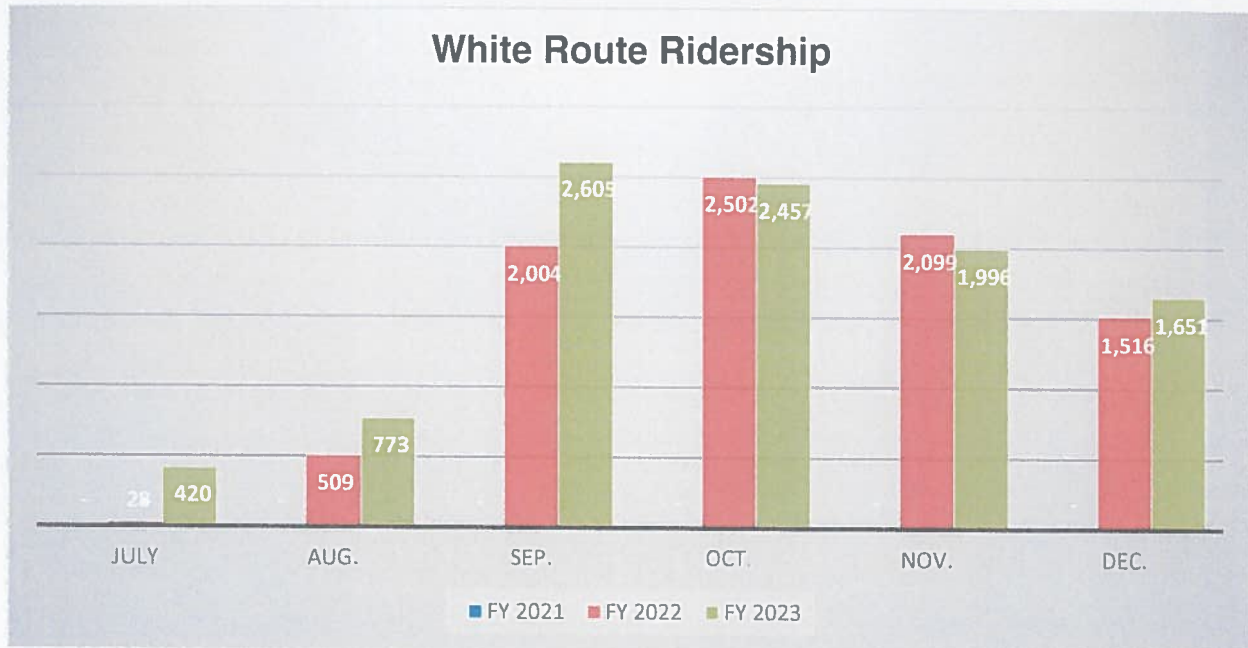
GOVERNMENT RELATIONS

During the past several 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).

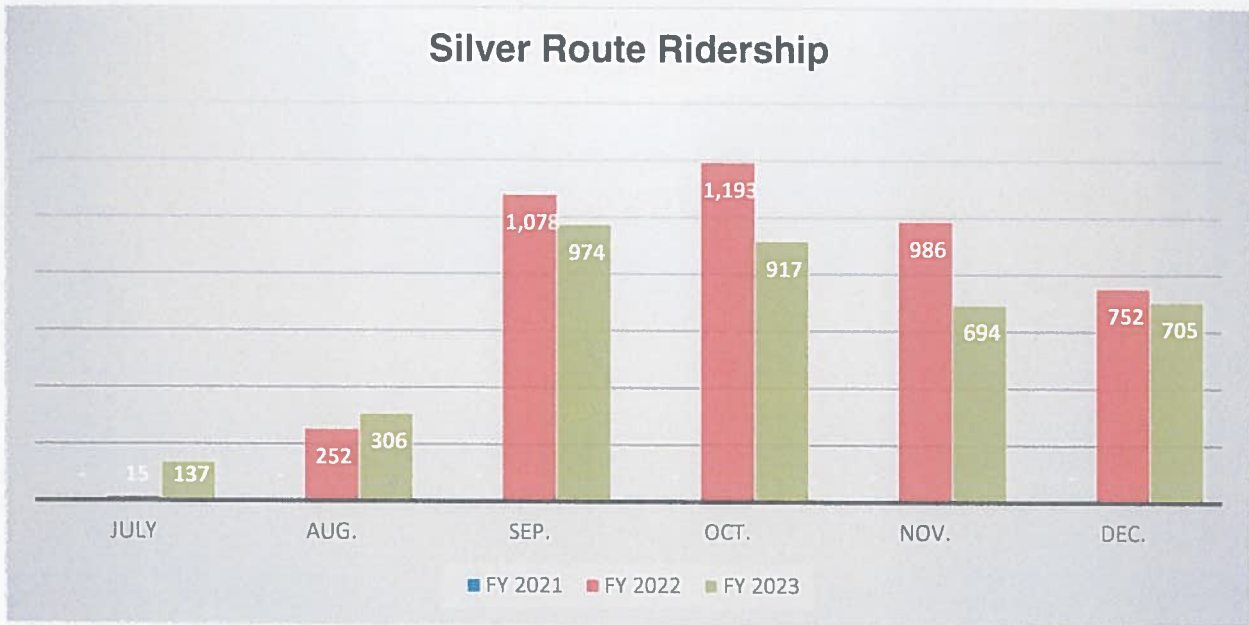
RECOMMENDATION

Receive and file report.

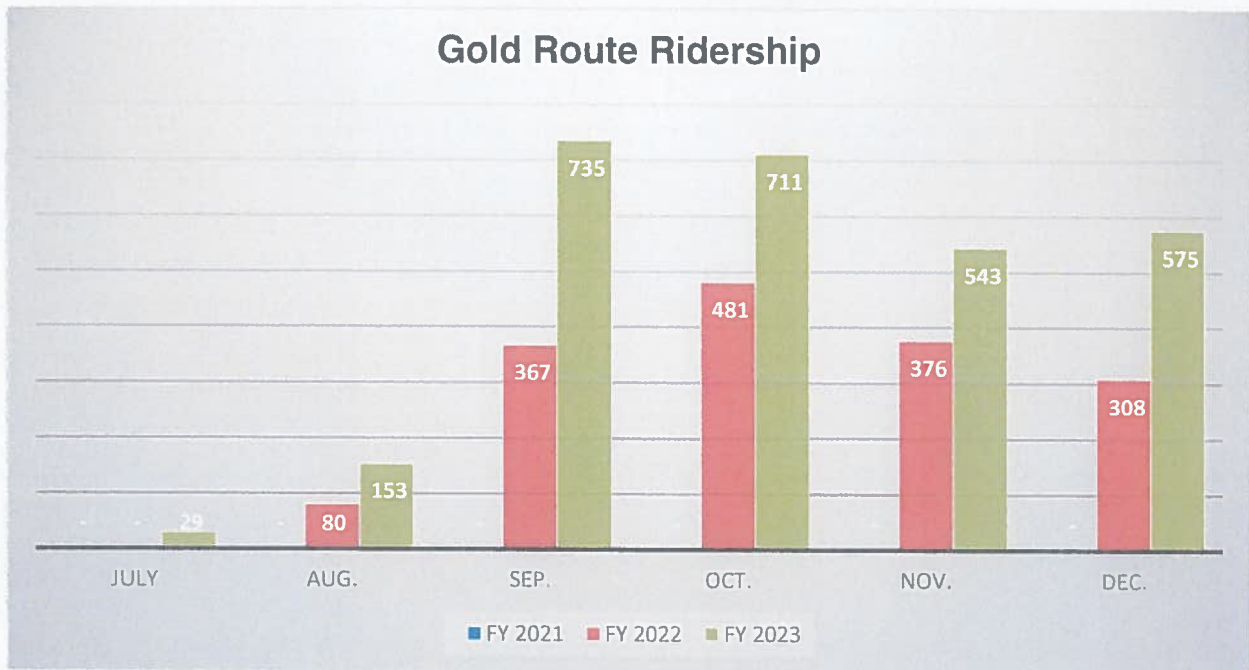
RIDERSHIP REPORTS



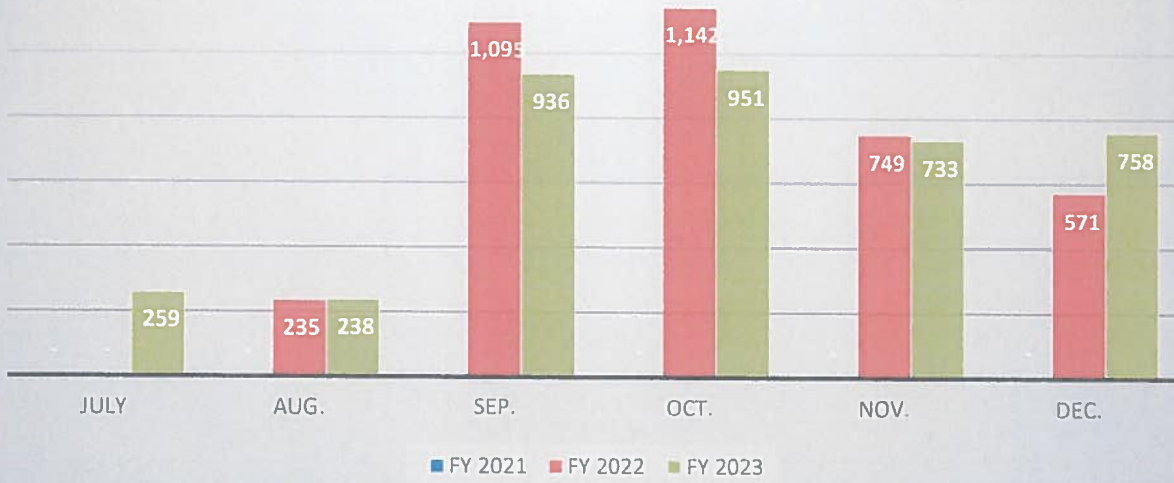
Silver Route Ridership



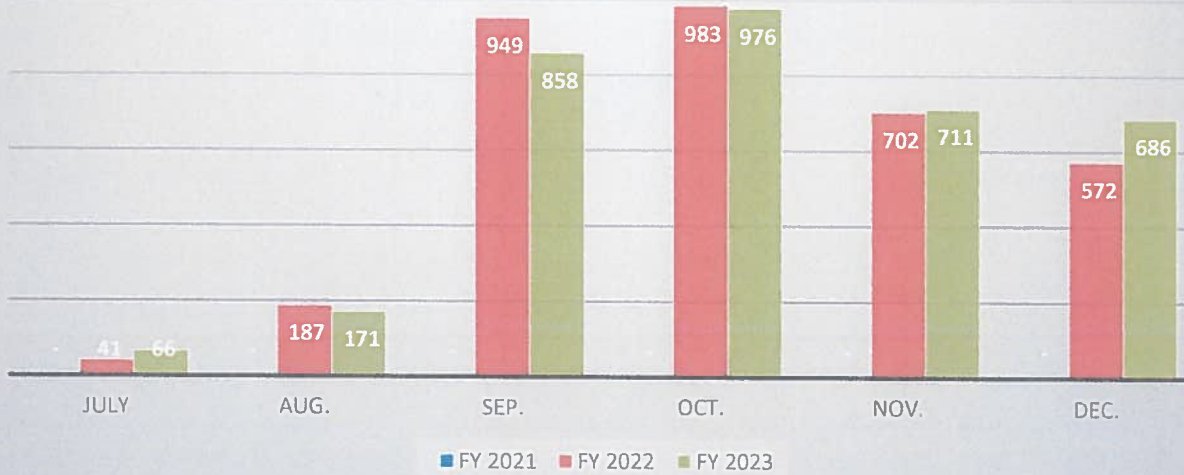
Gold Route Ridership



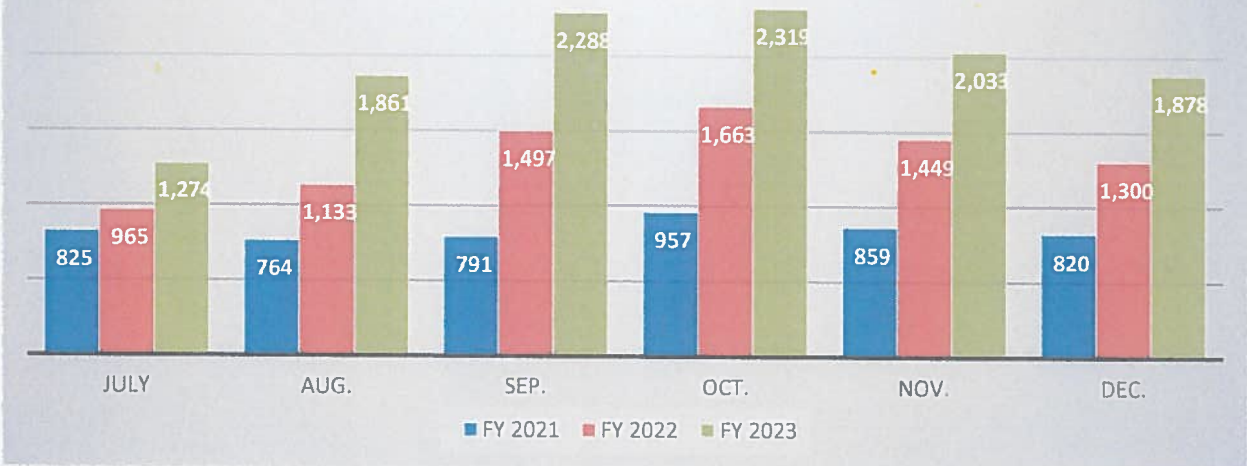
Orange Route Ridership



Blue Route Ridership



Route 225-226 Ridership



MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: February 9, 2023
SUBJECT: Financial Statements for the period ending December 31, 2022

Attached are the *draft* Financial Statements for the period ending December 31, 2022.

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 December 31, 2022 totaled \$1,328,037, 2.03% above budgeted amounts.

Fixed Route and dial-a-ride operating fees were \$810,509, 1.63% above budget. The Authority's fixed route contractor, MV Transportation, has been fully staffed this year and is operating all budgeted revenue hours.

Fuel costs totaled \$175,576, 32% above budget due to the rapid rise in CNG costs. Other Operating Expenses were 55% above budget, primarily due to security costs at the Carson bus yard.

Charges for Services

Passenger revenue totaled \$147,277 through December 31, 2022. This 17.73% below budget.

Government Revenue

PV Transit is current with all grant payments from member agencies as of December 31, 2022.

Attachments
-Financial Statements

Palos Verdes Peninsula Transit Authority
Management Analysis
Budget vs. Actual
YTD December 31, 2022

| | YTD 12/31/22 | Budget | \$ Over Budget | % Diff |
|---------------------------------|-----------------------|-----------------------|-----------------------|----------------|
| Operating Revenue | | | | |
| Charges for Services | | | | |
| Fixed Route | \$ 124,643 | \$ 138,426 | \$ (13,783) | -9.96% |
| Dial-A-Ride | \$ 13,892 | \$ 23,585 | \$ (9,694) | -41.1% |
| Advertising | \$ 4,024 | \$ 7,000 | \$ (2,976) | -42.52% |
| Charters | \$ 4,719 | \$ 10,000 | \$ (5,281) | 0.0% |
| TOTAL OPERATING REVENUE | \$ 147,277 | \$ 179,011 | \$ (31,734) | -17.73% |
| Operating Expenses | | | | |
| Operator Fees | | | | |
| Fixed Route | \$ 761,614 | \$ 738,406 | \$ 23,208 | 3.14% |
| Dial-A-Ride | \$ 48,896 | \$ 59,087 | \$ (10,191) | -17.25% |
| Subtotal | \$ 810,509 | \$ 797,492 | \$ 13,017 | 1.63% |
| Contract Administration | \$ 106,817 | \$ 108,768 | \$ (1,951) | -1.79% |
| Fuel Purchases | \$ 175,576 | \$ 132,600 | \$ 42,976 | 32.41% |
| Marketing and Promotions | \$ 7,093 | \$ 20,157 | \$ (13,064) | -64.81% |
| Facility Leasing | \$ 50,944 | \$ 51,958 | \$ (1,014) | -1.95% |
| Other operating Expenses | \$ 93,614 | \$ 60,323 | \$ 33,291 | 55.19% |
| Depreciation | \$ 83,484 | \$ 130,371 | \$ (46,887) | -35.96% |
| Subtotal | \$ 517,528 | \$ 504,177 | \$ 13,351 | 2.65% |
| TOTAL EXPENSE | \$ 1,328,037 | \$ 1,301,669 | \$ 26,368 | 2.03% |
| OPERATING LOSS | \$ (1,180,760) | \$ (1,122,658) | \$ (58,102) | 5.18% |

Palos Verdes Peninsula Transit Authority
Profit & Loss Prev Year Comparison
July through December 2022

| | <u>Jul - Dec 22</u> | <u>Jul - Dec 21</u> | <u>\$ Change</u> | <u>% Change</u> |
|--------------------------------------|----------------------------|----------------------------|--------------------------|-------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 46400 · Other Types of Income | 4,023.68 | 4,000.00 | 23.68 | 0.59% |
| 500.00 · Charges for Services | 143,253.59 | 137,185.68 | 6,067.91 | 4.42% |
| Total Income | <u>147,277.27</u> | <u>141,185.68</u> | <u>6,091.59</u> | <u>4.32%</u> |
| Expense | | | | |
| 621.03 · Facility Leasing | ✓ 50,943.97 | 47,140.13 | 3,803.84 | 8.07% |
| 620.00 · Operator fees | 810,509.43 | 683,195.00 | 127,314.43 | 18.64% |
| 660.00 · Marketing and promotions | ✓ 7,093.00 | 4,349.43 | 2,743.57 | 63.08% |
| 650.00 · Fuel Purchases | ✓ 175,575.54 | 102,729.19 | 72,846.35 | 70.91% |
| 640.00 · Depreciation | ✓ 83,484.00 | 100,590.00 | -17,106.00 | -17.01% |
| 630.00 · Contract administration | ✓ 106,817.40 | 103,706.22 | 3,111.18 | 3.0% |
| 680.00 · Other Operating Expense | ✓ 93,613.70 | 110,915.14 | -17,301.44 | -15.6% |
| Total Expense | <u>1,328,037.04</u> | <u>1,152,625.11</u> | <u>175,411.93</u> | <u>15.22%</u> |
| Net Ordinary Income | <u>-1,180,759.77</u> | <u>-1,011,439.43</u> | <u>-169,320.34</u> | <u>-16.74%</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 | 110,061.00 | 0.00 | 110,061.00 | 100.0% |
| 970.00 · Gain/Loss on Asset Disposal | 0.00 | 540.00 | -540.00 | -100.0% |
| 900.00 · Interest Income | 17,869.33 | 3,919.55 | 13,949.78 | 355.9% |
| 920.00 · Member contributions | 1,172,362.00 | 586,181.00 | 586,181.00 | 100.0% |
| Total Other Income | <u>1,676,292.33</u> | <u>966,640.55</u> | <u>709,651.78</u> | <u>73.41%</u> |
| Net Other Income | <u>1,676,292.33</u> | <u>966,640.55</u> | <u>709,651.78</u> | <u>73.41%</u> |
| Net Income | <u><u>495,532.56</u></u> | <u><u>-44,798.88</u></u> | <u><u>540,331.44</u></u> | <u><u>1,206.13%</u></u> |
| | | | | |
| Net Assets, Beginning of Year | <u>4,879,785.34</u> | <u>4,499,376.86</u> | | |
| | | | | |
| Net Assets, End of Year | <u><u>5,375,317.90</u></u> | <u><u>4,454,577.98</u></u> | | |

Palos Verdes Peninsula Transit Authority
Balance Sheet Prev Year Comparison
As of December 31, 2022

| | <u>Dec 31, 22</u> | <u>Dec 31, 21</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|----------------------------|----------------------------|--------------------------|----------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 101.00 · Cash and cash equivalents | | | | |
| 102.00 · Cash in Bank - LAIF | 3,467,541.96 | 2,837,344.51 | 630,197.45 | 22.21% |
| 103.00 · Wells Fargo | 139,479.71 | 337,279.84 | -197,800.13 | -58.65% |
| Total 101.00 · Cash and cash equivalents | <u>3,607,021.67</u> | <u>3,174,624.35</u> | <u>432,397.32</u> | <u>13.62%</u> |
| Total Checking/Savings | 3,607,021.67 | 3,174,624.35 | 432,397.32 | 13.62% |
| Accounts Receivable | | | | |
| 120.00 · Due from other governments | | | | |
| 121.00 · Due from JPA Members,Cities/LAC | 1,072,982.06 | 380,000.06 | 692,982.00 | 182.36% |
| Total 120.00 · Due from other governments | <u>1,072,982.06</u> | <u>380,000.06</u> | <u>692,982.00</u> | <u>182.36%</u> |
| Total Accounts Receivable | 1,072,982.06 | 380,000.06 | 692,982.00 | 182.36% |
| Other Current Assets | | | | |
| 140.00 · Prepaid Expense | 37,750.92 | 40,067.43 | -2,316.51 | -5.78% |
| 1499 · Undeposited Funds | 32,016.00 | 370.60 | 31,645.40 | 8,538.96% |
| Total Other Current Assets | <u>69,766.92</u> | <u>40,438.03</u> | <u>29,328.89</u> | <u>72.53%</u> |
| Total Current Assets | <u>4,749,770.65</u> | <u>3,595,062.44</u> | <u>1,154,708.21</u> | <u>32.12%</u> |
| Fixed Assets | | | | |
| 212.00 · Accum. Depreciation - Vehicles | -3,667,399.82 | -3,764,021.82 | 96,622.00 | 2.57% |
| 212.10 · Accum Deprec Infrastructures | -12,449.00 | -11,951.17 | -497.83 | -4.17% |
| 15900 · Leasehold Improvements | 12,449.00 | 12,449.00 | 0.00 | 0.0% |
| 16400 · Vehicles | 4,483,681.05 | 4,763,897.05 | -280,216.00 | -5.88% |
| Total Fixed Assets | <u>816,281.23</u> | <u>1,000,373.06</u> | <u>-184,091.83</u> | <u>-18.4%</u> |
| TOTAL ASSETS | <u><u>5,566,051.88</u></u> | <u><u>4,595,435.50</u></u> | <u><u>970,616.38</u></u> | <u><u>21.12%</u></u> |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 310.00 · Vouchers Payable | 191,222.61 | 141,323.69 | 49,898.92 | 35.31% |
| Total Accounts Payable | <u>191,222.61</u> | <u>141,323.69</u> | <u>49,898.92</u> | <u>35.31%</u> |
| Credit Cards | | | | |
| 315.00 · Wells Fargo Business Card | -488.63 | -466.17 | -22.46 | -4.82% |
| Total Credit Cards | <u>-488.63</u> | <u>-466.17</u> | <u>-22.46</u> | <u>-4.82%</u> |
| Total Current Liabilities | <u>190,733.98</u> | <u>140,857.52</u> | <u>49,876.46</u> | <u>35.41%</u> |
| Total Liabilities | 190,733.98 | 140,857.52 | 49,876.46 | 35.41% |
| Equity | | | | |
| 3900 · Retained Earnings | 4,879,785.34 | 4,499,376.86 | 380,408.48 | 8.46% |
| Net Income | 495,532.56 | -44,798.88 | 540,331.44 | 1,206.13% |
| Total Equity | <u>5,375,317.90</u> | <u>4,454,577.98</u> | <u>920,739.92</u> | <u>20.67%</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>5,566,051.88</u></u> | <u><u>4,595,435.50</u></u> | <u><u>970,616.38</u></u> | <u><u>21.12%</u></u> |

22

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 13, 2023
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, 2023. Amendment Number 18 would extend the existing Agreement through January 31, 2024 with no increase in fees.

FISCAL IMPACT

Funding for this contract is contained in the Fiscal Year 2022-23 budget.

RECOMMENDATION

Approve Amendment #18 with Administrative Services Cooperative.

**AMENDMENT NUMBER EIGHTEEN (18)
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, 2022~~ **January 31, 2023** and end on ~~January 31, 2023~~ **January 31, 2024**, 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 **\$3.10** at boarding, **\$2.97** per mile after boarding, (partial miles will be assessed at 9ths of a mile) and **\$32.11** per hour traffic delay/waiting time. The standard rate for dial-a-lift service shall be \$20.00 flag drop and be **\$2.97** per mile with traffic delay/waiting time established at **\$32.11** 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 EIGHTEEN to be executed by their respective Officers, duly authorized, by the Authority on **February 16, 2023** 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: February 3, 2023

SUBJECT: 2023 Board of Directors Certification, California Joint Powers Insurance Authority

BACKGROUND

On an annual basis, the California JPIA asks members to certify their designated California JPIA Director and Alternate(s) prior to the Annual Board of Directors meeting. The Annual Board of Directors meeting is currently scheduled for Wednesday, July 19, 2023 at 7 p.m. at the Authority's campus in La Palma.

The Authority has previously certified PVPTA Board Members that also serve as Directors for their own cities. Rolling Hills Estates has appointed Velveth Schmitz as their delegate and Debby Stegura as their alternate.

The voting delegate must be a member of the governing body. Alternate(s) may be from the governing body or from staff.

RECOMMENDATION

Appoint Board Member Stegura as the Authority's delegate to the California Joint Powers Insurance Authority and Administrator Gombert as the Alternate.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 19, 2023
SUBJECT: Fiscal Year 2021-2022 Audit Report

BACKGROUND

The firm of Rogers, Anderson, Malody, and Scott, LLP (RAMS) will present the Fiscal Year 2021-22 audit report. A copy of the SAS 114 letter, Management Comment Letter, and Audit Report is attached.

RECOMMENDATION

Receive and file the audit report.



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

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

December 22, 2022

To the Board of Directors
Palos Verdes Peninsula Transit Authority

PARTNERS

Terry P. Shea, CPA
Scott W. Manne, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Bradford A. Walebit, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST
Brenda L. Odle, CPA, MST (Partner Emeritus)

MANAGERS / STAFF

Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Seong-Hyea Lee, CPA, MBA
Evelyn Merentin-Barcena, CPA
Veronica Hernandez, CPA
Laura Arvizu, CPA
Xinlu Zoe Zhang, CPA, MSA
John Maldonado, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hise, CPA
Jeffrey McKennan, CPA

MEMBERS

American Institute of
Certified Public Accountants

PCPS The AICPA Alliance
for CPA Firms

Governmental Audit
Quality Center

Employee Benefit Plan
Audit Quality Center

California Society of
Certified Public Accountants



We have audited the financial statements of the Palos Verdes Peninsula Transit Authority (the Authority) as of and for the year ended June 30, 2022, and have issued our report thereon dated December 22, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 5, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm, have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the possibility of the following significant risks:

Management's override of internal controls over financial reporting: Management override of internal controls is the intervention by management in handling financial information and making decisions contrary to internal control policy.

Revenue recognition: Management's failure to recognize revenue in accordance with generally accepted accounting principles.

These significant risks are presumptive in most audits and merit attention by the auditors due to the direct impact over financial reporting and internal control processes. Although identified as significant risks, we noted no matters of management override of controls or deviations from generally accepted accounting principles which caused us to modify our audit procedures or any related matters which are required to be communicated to those charged with governance due to these identified risks.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Authority is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2022. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of depreciation expense is based on the useful lives of acquired assets. We evaluated the key factors and assumptions used to develop depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Authority's financial statements relate to:

The disclosure of accumulated depreciation in the notes to the basic financial statements is based on estimated useful lives which could differ from actual useful lives of each capitalized item.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected misstatements identified.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole. There were no such misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Authority's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated December 22, 2022.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Authority, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Authority's auditors.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the schedule of revenues and expenses by category which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This report is intended solely for the information and use of the Honorable Board of Directors and management of the Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
December 22, 2022

December 22, 2022

Rogers, Anderson, Malody and Scott, LLP
735 E. Carnegie Dr., Suite 100
San Bernardino, CA 92408

This representation letter is provided in connection with your audit of the basic financial statements of Palos Verdes Peninsula Transit Authority (the Authority) of as of June 30, 2022 and 2021, and for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the Authority in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information such that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of December 22, 2022:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated May 5, 2022, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.

- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed, if applicable.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed and net position is properly recognized under the policy.
- All revenues have been properly classified.
- All expenses have been properly classified.
- Special items and extraordinary items have been properly classified and reported, if applicable.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- With regard to investments and other instruments reported at fair value:
 - a) The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b) The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.

- c) The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
- d) There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- With respect to non-attest services we have performed the following:
 - a) Made all management decisions and performed all management functions;
 - b) Assigned a competent individual to oversee the services;
 - c) Evaluated the adequacy of the services performed;
 - d) Evaluated and accepted responsibility for the result of the service performed; and
 - e) Established and maintained internal controls, including monitoring ongoing activities.

Information Provided

- We have provided you with:
 - a) Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements referred to above, such as records, documentation, meeting minutes, and other matters;
 - b) Additional information that you have requested from us for the purpose of the audit; and
 - c) Unrestricted access to persons within the Authority from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have evaluated all of our lease agreements and have given you our assessment as to whether each lease agreement is subject to GASB Statement No. 87, Leases.
- We have provided to you our analysis of the entity's ability to continue as a going concern, including significant conditions and events present, and if necessary, our analysis of management's plans, and our ability to achieve those plans. We have no reason to believe the entity will not continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.
- We have no knowledge of any fraud or suspected fraud that affects the Authority and involves:
 - a) Management;
 - b) Employees who have significant roles in internal control; or
 - c) Others where the fraud could have a material effect on the financial statements.

- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the Authority's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the Authority's related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The Authority has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which the Authority is contingently liable.
- We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70, Accounting and Financial Reporting for Nonexchange Financial Guarantees, for those guarantees where it is more likely than not that the entity will make a payment on any guarantee.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-December 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
 - a) Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b) Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - c) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62
 - d) Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).

- The Authority has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Supplementary Information in Relation to the Financial Statements as a Whole

With respect to the supplementary information (SI) accompanying the financial statements:

- We acknowledge our responsibility for the presentation of the SI in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).
- We believe the SI, including its form and content, is fairly presented.
- The methods of measurement or presentation have not changed from those used in the prior period.
- We believe the significant assumptions or interpretations underlying the measurement or presentation of the SI, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.
- We acknowledge our responsibility to include the auditor's report on the supplementary information in any document containing the supplementary information and that indicates the auditor reported on such supplementary information.
- We acknowledge our responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the Authority of the supplementary information and the auditor's report thereon.

Required Supplementary Information

- With respect to the required supplementary information (RSI) accompanying the financial statements:
 - a) We acknowledge our responsibility for the presentation of the RSI in accordance with accounting principles general accepted for government in the United States of America (U.S. GAAP).
 - b) We believe the RSI, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).
 - c) The methods of measurement or presentation have not changed from those used in the prior period.

Signature: _____

Michael Condit

Title: _____

Administrator

Palos Verdes Peninsula
Transit Authority

State of California



ANNUAL FINANCIAL
STATEMENTS

Fiscal Years Ended
June 30, 2022 and 2021



With Independent Auditor's Reports Thereon

**PALOS VERDES PENINSULA
TRANSIT AUTHORITY**

Annual Financial Statements
(With Independent Auditor's Reports Thereon)

For the years ended June 30, 2022 and 2021

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Annual Financial Statements

For the years ended June 30, 2022 and 2021

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

Independent Auditor's Report

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

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Palos Verdes Peninsula Transit Authority (the Authority), as of and for the year, ended June 30, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the Authority as of June 30, 2022 and 2021, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

The Authority's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

PARTNERS

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

MANAGERS / STAFF

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Brianna Schultz, CPA, CGMA
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Veronica Hernandez, CPA
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John Maiorano, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hite, CPA
Jeffrey McKennan, CPA

MEMBERS

American Institute of
Certified Public Accountants

PCPS The AICPA Alliance
for CPA Firms

Governmental Audit
Quality Center

Employee Benefit Plan
Audit Quality Center

California Society of
Certified Public Accountants



In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The Schedules of Revenues and Expenses by Category are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedules of Revenues and Expenses by Category are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedules of Revenues and Expenses by Category are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2022 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
December 22, 2022

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Management's Discussion and Analysis

For the years ended June 30, 2022 and 2021

This section of the financial report of the Financial Report presents our discussion and analysis of the financial performance of the Palos Verdes Peninsula Transit Authority (Authority) for the fiscal years ended June 30, 2022 and 2021 and should be read in conjunction with the Authority's financial statements that begin on page 12. Descriptions and other details pertaining to the Authority are included in the notes to the financial statements (Notes). A reference to the Notes is indicated where applicable.

OVERVIEW OF THE FINANCIAL REPORT

The Authority's financial statements are prepared on an accrual basis of accounting in accordance with generally accepted accounting principles (GAAP) practiced in the United States of America.

This financial report consists of management's discussion and analysis (MD&A) and the Authority's financial statements, which include the accompanying notes to the Authority's financial statements.

The *statement of net position* presents information on the Authority's assets and liabilities. Total assets minus total liabilities result to the Authority's *net position*. Net position indicates the net worth of the Authority. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the fund is improving or deteriorating.

The *statement of revenues, expenses and changes in net position* present information that shows how the Authority's net position changed between the recent fiscal years. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows.

The *statement of cash flows* presents the cash provided and used by operating activities, as well as other cash sources and uses, including but not limited to, investment income, and capital assets additions and betterment.

The Management's Discussion and Analysis (MD&A) presents the financial position, highlights, and analysis of the Authority in a Condensed Statement of Net Position (Table I) and Condensed Statement of Revenues, Expenses and Change in Net Position (Table II), followed by an analysis of significant changes in major accounts of the Authority.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Management's Discussion and Analysis

For the years ended June 30, 2022 and 2021

Table I - Condensed Statement of Net Position

| | <u>2022</u> | <u>2021</u> | <u>2020</u> |
|---|---------------------|---------------------|---------------------|
| Assets | | | |
| Current assets | \$ 4,121,853 | \$ 3,869,499 | \$ 3,022,498 |
| Capital assets, net of accumulated depreciation | 899,765 | 753,625 | 784,213 |
| Total assets | <u>5,021,618</u> | <u>4,623,124</u> | <u>3,806,711</u> |
| Liabilities | | | |
| Current liabilities | 141,832 | 123,747 | 136,726 |
| Total liabilities | <u>141,832</u> | <u>123,747</u> | <u>136,726</u> |
| Net Position | | | |
| Net investment in capital assets | 899,765 | 753,625 | 784,213 |
| Unrestricted | 3,980,021 | 3,745,752 | 2,885,772 |
| Total Net Position | <u>\$ 4,879,786</u> | <u>\$ 4,499,377</u> | <u>\$ 3,669,985</u> |

Table II - Condensed Statement Revenues, Expenses and Changes in Net Position

| | <u>2022</u> | <u>2021</u> | <u>2020</u> |
|---|---------------------|---------------------|---------------------|
| Operating revenues: | | | |
| Charges for services | \$ 243,494 | \$ 52,761 | \$ 236,670 |
| Route 225/226 operating support | 627,693 | 627,693 | 627,693 |
| Governmental sources | 30,542 | 30,247 | 32,200 |
| Total operating revenues | <u>901,729</u> | <u>710,701</u> | <u>896,563</u> |
| Operating expenses: | | | |
| Operator fees | 1,985,397 | 1,427,782 | 1,836,589 |
| Depreciation | 201,197 | 205,082 | 274,332 |
| Other operating expenses | 207,296 | 147,553 | 155,595 |
| Total operating expenses | <u>2,393,890</u> | <u>1,780,417</u> | <u>2,266,516</u> |
| Operating loss | <u>(1,492,161)</u> | <u>(1,069,716)</u> | <u>(1,369,953)</u> |
| Nonoperating revenues (expenses): | | | |
| Nonoperating revenues | 1,872,570 | 2,134,083 | 2,047,605 |
| Nonoperating expenses | - | (234,975) | (336,750) |
| Total nonoperating revenues (expenses) | <u>1,872,570</u> | <u>1,899,108</u> | <u>1,710,855</u> |
| Change in net position | 380,409 | 829,392 | 340,902 |
| Net position, beginning of year | <u>4,499,377</u> | <u>3,669,985</u> | <u>3,329,083</u> |
| Net position, end of year | <u>\$ 4,879,786</u> | <u>\$ 4,499,377</u> | <u>\$ 3,669,985</u> |

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Management's Discussion and Analysis

For the years ended June 30, 2022 and 2021

Assets

Current Assets

Total current assets increased in 2022 by \$252,354 or 6.5%, compared to 2021, primarily due to CARES ACT funding. Total current assets increased in 2021 by \$847,001 or 28.02%, compared to 2020, primarily due to CARES ACT funding and increase in contributions from participating member cities during the year.

Capital Assets

The Authority's noncurrent assets consist mainly of capital assets, which are twenty-four transit vehicles used in operations. The Authority's capital assets net book value as of June 30, 2022 was \$899,765, a 19.4% increase compared to the prior year, and depreciation expense was \$201,197 for the year ended June 30, 2022. The total net book value decreased in 2021 due to depreciation expense.

The Authority replaces vehicles on a regular basis to reduce operating costs and ensure service reliability. The Federal Transit Administration's (FTA) guidelines for vehicle lifespan are a useful tool in estimating when to replace transit vehicles.

| <u>Vehicle Type</u> | <u>Years of Service</u> | <u>Max. Mileage</u> | <u># in PV Fleet</u> |
|---------------------|-------------------------|---------------------|----------------------|
| Large Buses | 12 | 500,000 | 3 |
| Medium Buses | 10 | 350,000 | 1 |
| Medium, Light-Duty | 5 | 150,000 | 20 |

Historically, the Authority has operated light-duty buses to approximately 200,000 miles before replacement. The Authority maintains a bus replacement schedule that is updated annually to determine vehicle replacement needs in coming years. An estimated eight vehicles will be replaced between Fiscal Year 2022 and Fiscal Year 2025 though the vehicle replacement schedule may be impacted by supply chain issues.

Liabilities and Net Position

Long-Term Debt

The Palos Verdes Peninsula Transit Authority has no long-term debt outstanding as of June 30, 2022 and 2021, respectively.

Authority Net Position

The Authority's net position increased in Fiscal Year 2022 and 2021 primarily due to increase in Net Investment in Capital Assets impacted by the introduction of one new vehicle into the Authority's fleet each year.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Management's Discussion and Analysis

For the years ended June 30, 2022 and 2021

Revenues, Expenses and Changes in Authority Net Position

Operating Revenues

The Authority recovers the cost of transit operations and capital expenses through passenger fares and government contributions. The five components of revenue sources are:

Passenger Fares: The Authority's fixed route service charges the following fees for service:

- Adult Cash Fare = \$2.50
- Senior & Disabled Cash Fare = \$1.00
- Monthly Pass = \$77
- Semester Pass = \$295
- Annual Pass = \$590

The Authority's dial-a-ride services charges customers \$6 for a one-way trip on the Peninsula and \$12 for a one-way trip to surrounding cities for medical trips.

Advertising revenue is under \$4,500 per year.

Member Contributions: The Authority receives contributions from the three-member agencies. This contribution level was set in 1992 based on population. Member contributions come from different transportation funding sources including Local Return Funds administered by the Los Angeles County Metropolitan Transportation Authority (Proposition A, C, Measure R, Measure M) and South Coast Air Quality Management (SCAQMD) subvention funds. Contribution levels generally increase annually at the rate of increase in local return funds.

Los Angeles County Department of Public Works (DPW): The Authority receives two sources of funding from the DPW. The Authority receives \$30,542 annually for the operation of fixed route and dial-a-ride service in the unincorporated area of the Palos Verdes Peninsula (Academy Hills). The annual contribution from the District 4 supervisor is \$376,000.

Los Angeles County Metropolitan Transportation Authority (Metro) Proposition A Incentive Fund: The Authority receives \$440,244 annually from Metro's Proposition A Incentive Fund. In fiscal year 2022 the Authority received additional Proposition A Incentive funding of \$289,140 for a total of \$729,384. Funding is provided to dial-a-ride systems that provide service to multiple jurisdictions. The program is designed to reward agencies that combine their services and hopefully lower operating costs. Since the Authority was originally a general public dial-a-ride system until 1994, the Authority has been "grandfathered" into this funding source.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

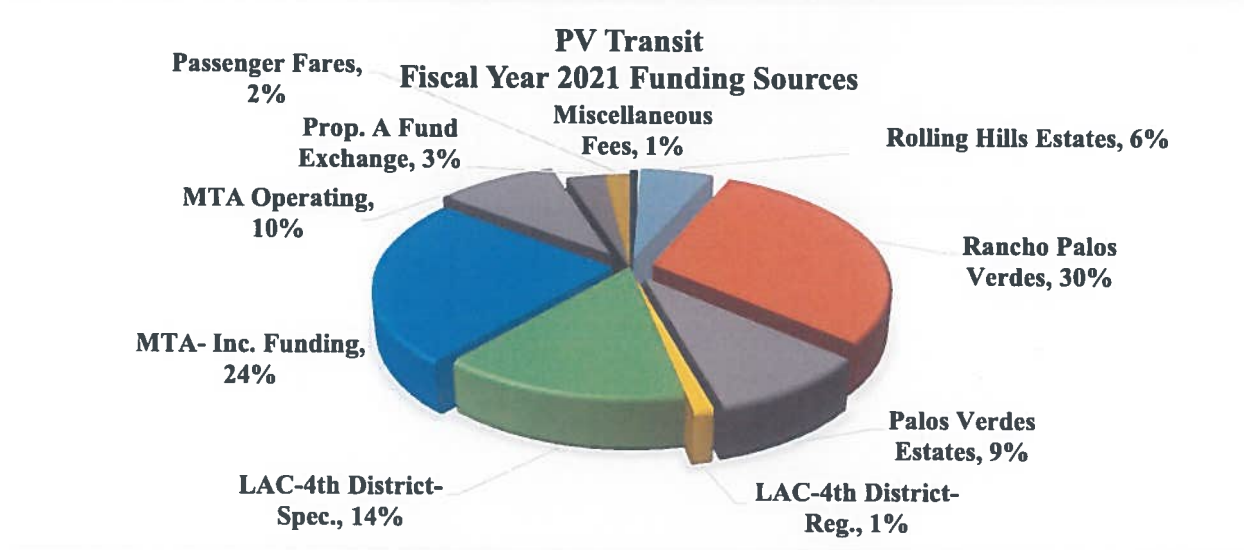
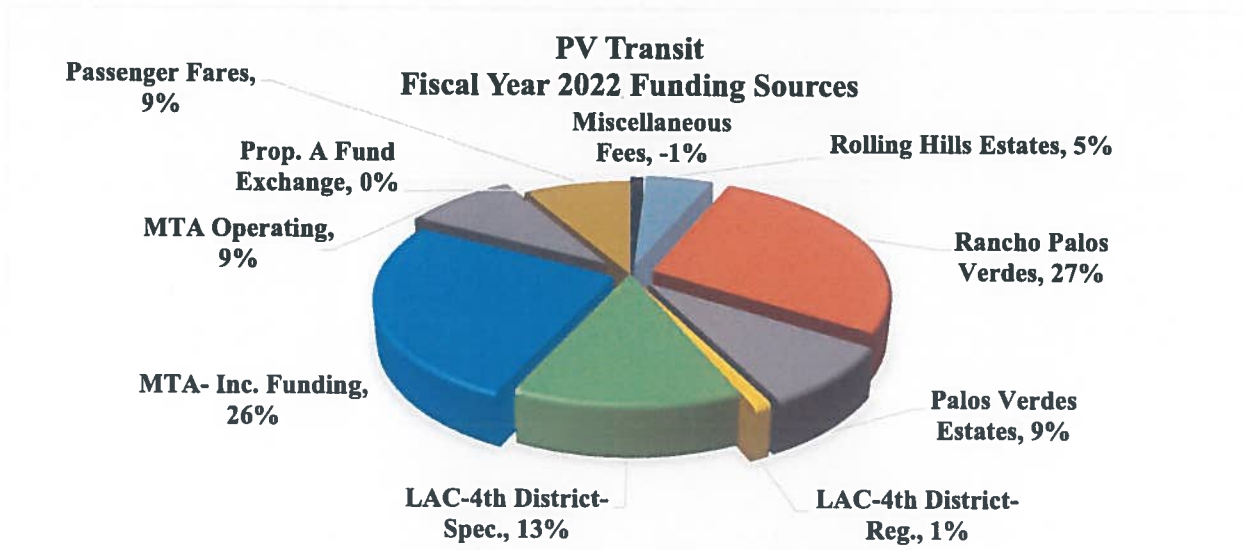
Management's Discussion and Analysis

For the years ended June 30, 2022 and 2021

Los Angeles County Metropolitan Transportation Authority (Metro) Route 225-226 Operating Funds: In June 2006, the Authority assumed operation of Metro's Route 225-226 and has received annual operating funding since this time. The current operating agreement, which expires in 2023, provides a maximum annual funding to the Authority of \$254,713. This funding along with the Los Angeles County Department of Public Works funding make up the Route 225-226 operating support.

Proposition A Fund Exchange: Over the past five years, the Authority has participated in Proposition A Fund Exchanges with the Cities of Bell, Cudahy, Hidden Hills, Palos Verdes Estates, and Rolling Hills. The Authority exchanges fare revenue with each respective City in exchange for Proposition A funds. The Authority gains funds at the rate of \$0.75 /\$1.00 and the respective Cities exchange transit funds for general funds. The Authority did not participate in Proposition A Fund Exchanges for the fiscal year ending June 30, 2022.

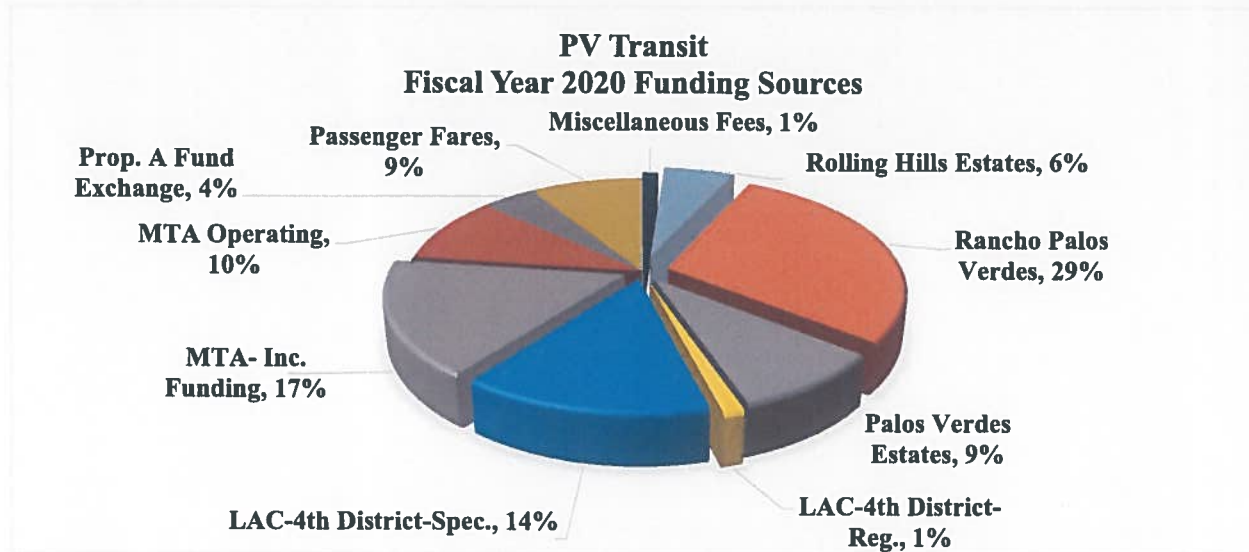
Miscellaneous Fee: These include interest revenue and advertising fees.



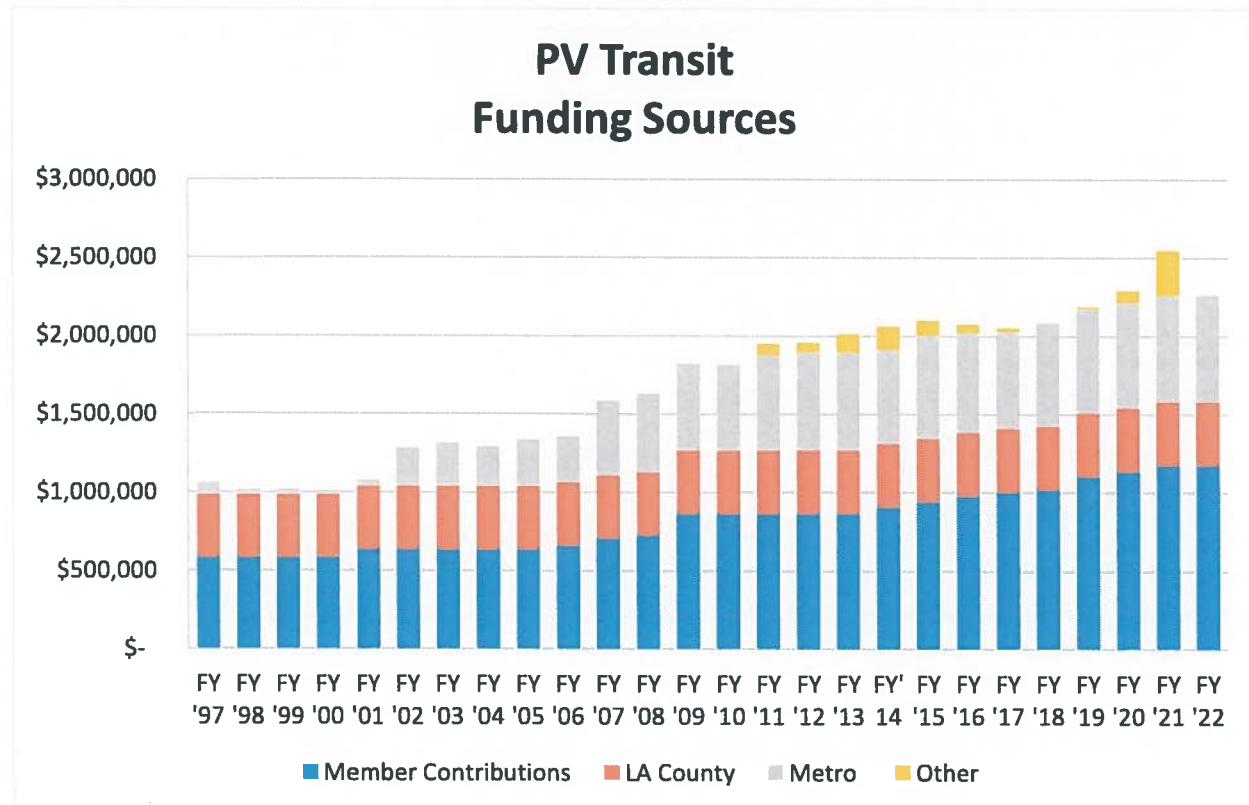
PALOS VERDES PENINSULA TRANSIT AUTHORITY

Management's Discussion and Analysis

For the years ended June 30, 2022 and 2021



During the last twenty years, the Authority has diversified its sources of funding. There has been a significant increase in funding from Metro (operating and Incentive Funding).



PALOS VERDES PENINSULA TRANSIT AUTHORITY

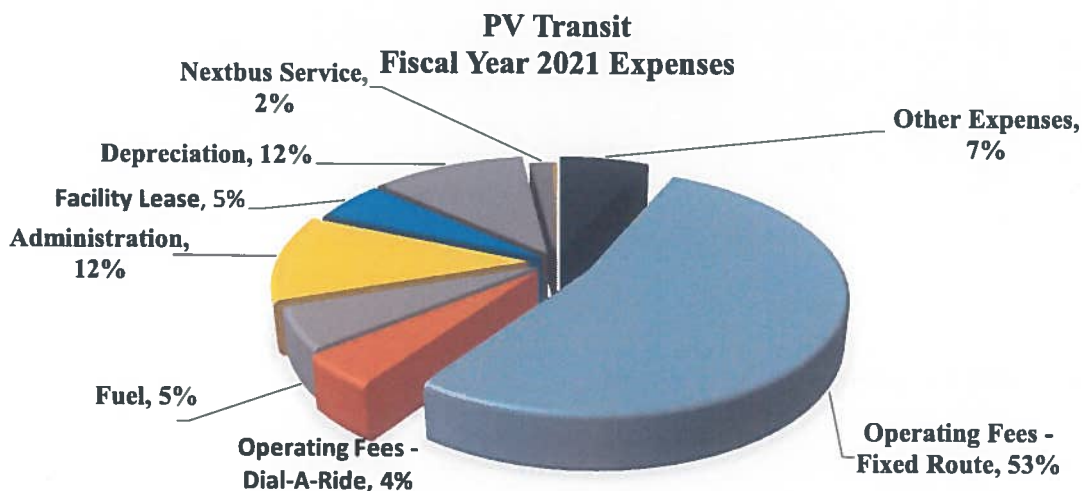
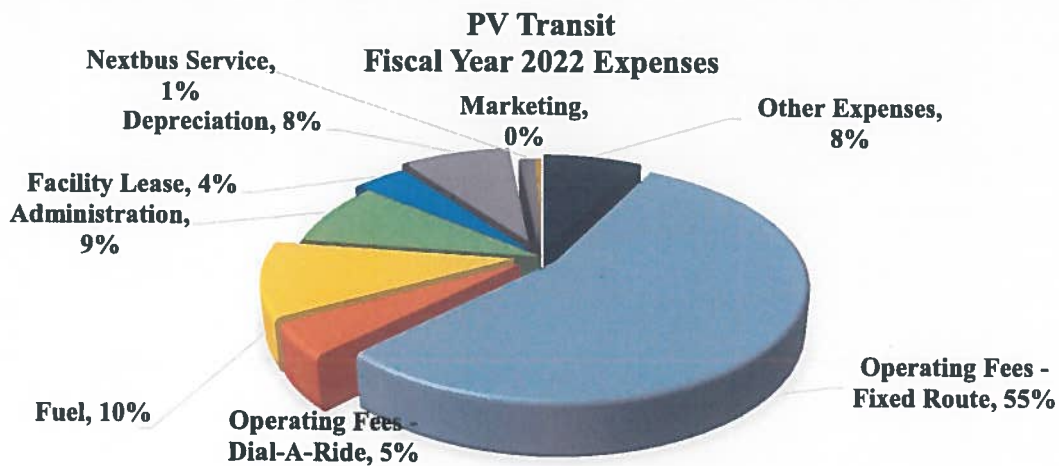
Management's Discussion and Analysis

For the years ended June 30, 2022 and 2021

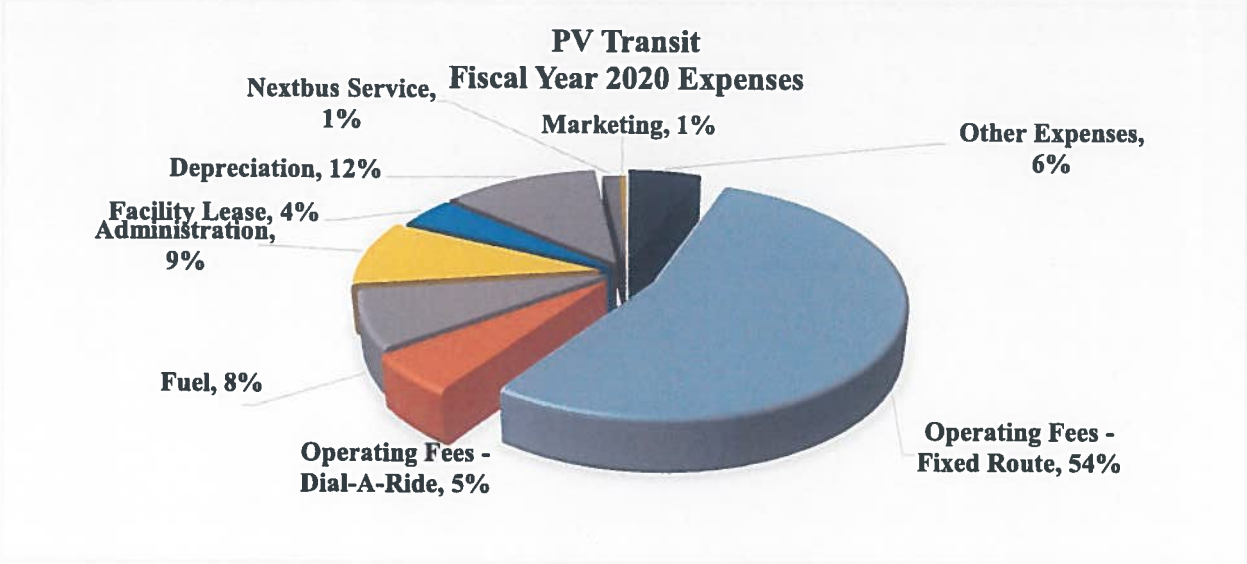
Operating Expenses

The Authority's major operating expenses are for the operation of the fixed route and dial-a-ride transit service. Operating contracts with the fixed route and dial-a-ride contractors consists of 60% of total operating expenses. Expenses for fuel (compressed natural gas (CNG) and propane (LPG)) consists of 10% of total expenses.

The Authority's largest contract is with MV Transportation for the operation of fixed route service. This five-year contract was extended for an additional year which extends through June 30, 2023 for a total contract value of \$11,070,306.



PALOS VERDES PENINSULA TRANSIT AUTHORITY
 Management's Discussion and Analysis
 For the years ended June 30, 2022 and 2021



Total annual expenses are primarily based on the number of revenue hours operated in fixed route service. Operating hours have not changed in over five years, which has resulted in very moderate annual increases in operating costs.

Unrestricted Net Position

The Authority's operating reserve at the end of 2022 was \$259,387 and the remaining unrestricted net position of \$3,720,634 is designated for vehicle replacement. The Authority's operating reserve at the end of 2021 was \$252,949 and the remaining unrestricted net position of \$3,492,803 is designated for vehicle replacement. The amount designated for vehicle replacement has increased \$1,086,971 over the past three fiscal years but is expected to be reduced over the next several years as vehicles are replaced. As noted in the previous section, the Authority has eight vehicles scheduled for replacement in the next four years. The vehicle replacement schedule may be impacted by supply chain issues.

Request for Information

This financial report is designed to provide interested parties, public and private sector alike, with an overview of the Authority's financial operations and condition. If you have questions about this report or need additional information, you can contact the Authority's Administrator at 38 Crest Road West, Rolling Hills, CA 90274.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Statements of Net Position

June 30, 2022 and 2021

| | <u>2022</u> | <u>2021</u> |
|---|---------------------|---------------------|
| Assets: | | |
| Current assets: | | |
| Cash and cash equivalents | \$ 3,616,060 | \$ 3,068,999 |
| Due from other governments | 492,666 | 752,215 |
| Accounts receivable | 3,769 | - |
| Prepaid expenses | 9,358 | 48,285 |
| | <u>4,121,853</u> | <u>3,869,499</u> |
| Total current assets | | |
| Non-current assets | | |
| Capital assets, net of accumulated depreciation | 899,765 | 753,625 |
| | <u>899,765</u> | <u>753,625</u> |
| Total non-current assets | | |
| Total assets | <u>5,021,618</u> | <u>4,623,124</u> |
| Liabilities: | | |
| Accounts payable | 141,832 | 121,427 |
| Unearned revenue | - | 2,320 |
| | <u>141,832</u> | <u>123,747</u> |
| Total liabilities | | |
| Net Position: | | |
| Net investment in capital assets | 899,765 | 753,625 |
| Unrestricted | 3,980,021 | 3,745,752 |
| | <u>\$ 4,879,786</u> | <u>\$ 4,499,377</u> |
| Total net position | | |

See accompanying notes to the basic financial statements.

PALOS VERDES PENINSULA TRANSIT AUTHORITY
Statements of Revenues, Expenses and Changes in Net Position
For the years ended June 30, 2022 and 2021

| | <u>2022</u> | <u>2021</u> |
|---|---------------------|---------------------|
| Operating revenues: | | |
| Charges for services | \$ 243,494 | \$ 52,761 |
| Route 225/226 operating support | 627,693 | 627,693 |
| Governmental sources | <u>30,542</u> | <u>30,247</u> |
| Total operating revenues | <u>901,729</u> | <u>710,701</u> |
| Operating expenses: | | |
| Operator fees | 1,523,854 | 1,116,937 |
| Contract administration | 207,412 | 207,412 |
| Depreciation | 201,197 | 205,082 |
| Fuel purchases | 244,318 | 97,867 |
| Marketing and promotions | 9,813 | 5,566 |
| Other operating expenses | <u>207,296</u> | <u>147,553</u> |
| Total operating expenses | <u>2,393,890</u> | <u>1,780,417</u> |
| Operating loss | <u>(1,492,161)</u> | <u>(1,069,716)</u> |
| Nonoperating revenues (expenses): | | |
| Interest income | 8,428 | 14,793 |
| Loss on FMV adjustment | (40,444) | - |
| Prop A incentive funding - Metropolitan Transportation Authority | 729,384 | 628,048 |
| Member contributions | 1,172,362 | 1,172,362 |
| Other expense - Prop A Exchange | - | (234,975) |
| Other income - Prop A Exchange | - | 313,300 |
| Gain on asset disposal | <u>2,840</u> | <u>5,580</u> |
| Total nonoperating revenues (expenses) | <u>1,872,570</u> | <u>1,899,108</u> |
| Change in net position | <u>380,409</u> | <u>829,392</u> |
| Net position, beginning of year | <u>4,499,377</u> | <u>3,669,985</u> |
| Net position, end of year | <u>\$ 4,879,786</u> | <u>\$ 4,499,377</u> |

See accompanying notes to the basic financial statements.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Statements of Cash Flows

For the years ended June 30, 2022 and 2021

| | <u>2022</u> | <u>2021</u> |
|--|---------------------|---------------------|
| Cash flows from operating activities: | | |
| Cash received from customers | \$ 239,725 | \$ 72,401 |
| Cash received from route 225/226 operating support | 690,616 | 501,847 |
| Cash received from (paid to) government agencies | 406,247 | (376,000) |
| Cash paid to supplier for goods and services | <u>(2,135,681)</u> | <u>(1,568,626)</u> |
| Net cash used for operating activities | <u>(799,093)</u> | <u>(1,370,378)</u> |
| Cash flows from noncapital financing activities: | | |
| County grants received | 550,305 | 876,634 |
| Member contributions received | 1,172,362 | 1,172,362 |
| Cash received for Prop A exchange | - | 313,300 |
| Cash paid for Prop A exchange | - | <u>(234,975)</u> |
| Net cash provided by noncapital financing activities | <u>1,722,667</u> | <u>2,127,321</u> |
| Cash flows from capital and related financing activities: | | |
| Acquisition of capital assets | (347,337) | (174,494) |
| Cash received from disposal of capital assets | 2,840 | 5,580 |
| Net cash used for capital and related financing activities | <u>(344,497)</u> | <u>(168,914)</u> |
| Cash flows from investing activities: | | |
| Interest received | 8,428 | 14,793 |
| Change in fair value of investments | <u>(40,444)</u> | <u>-</u> |
| Net cash provided by (used for) investing activities | <u>(32,016)</u> | <u>14,793</u> |
| Net increase in cash and cash equivalents | 547,061 | 602,822 |
| Cash and cash equivalents, beginning of year | <u>3,068,999</u> | <u>2,466,177</u> |
| Cash and cash equivalents, end of year | <u>\$ 3,616,060</u> | <u>\$ 3,068,999</u> |

See accompanying notes to the basic financial statements.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Statements of Cash Flows (Continued)

For the years ended June 30, 2022 and 2021

| Reconciliation of operating loss to net cash used for operating activities | <u>2022</u> | <u>2021</u> |
|---|---------------------|-----------------------|
| Operating loss | \$ (1,492,161) | \$ (1,069,716) |
| Adjustments to reconcile operating loss to net cash used for operating activities: | | |
| Depreciation | 201,197 | 205,082 |
| (Increase) decrease in assets: | | |
| Accounts receivable | (3,769) | 217 |
| Due from other governments | 438,628 | (512,670) |
| Prepaid expenses | 38,927 | 19,688 |
| Increase (decrease) in liabilities: | | |
| Accounts payable | 20,405 | (8,604) |
| Unearned revenue | <u>(2,320)</u> | <u>(4,375)</u> |
| Total adjustments | <u>693,068</u> | <u>(300,662)</u> |
| Net cash used for operating activities | <u>\$ (799,093)</u> | <u>\$ (1,370,378)</u> |

See accompanying notes to the basic financial statements.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Note to the Financial Statements

For the years ended June 30, 2022 and 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

The Palos Verdes Peninsula Transit Authority (Authority) was formed on May 5, 1992 under a Joint Powers Agreement (JPA) with three local city governments, which are considered members, to provide public transportation on the Palos Verdes Peninsula. The local cities consist of Rancho Palos Verdes, Rolling Hills Estates and Palos Verdes Estates. Under the JPA, the members of the Board of the Authority are elected city council members who are appointed by their respective city council. The Board is responsible for setting policies and the review of operating decisions made by management. The Authority is considered a governmental entity. The Authority has no employees and all services are contracted, which are recorded as operating activities.

(b) Basic Financial Statements

The basic financial statements (Statements of Net Position, the Statements of Revenues, Expenses and Changes in Net Position, and Statements of Cash Flows) report information on all of the enterprise activities of the Authority.

(c) Measurement Focus, Basis of Accounting and Financial Statement Presentation

The Authority operates as an enterprise fund. Enterprise fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when incurred. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods or services in connection with an enterprise fund's principal ongoing operations. The principal operating revenues of the Authority are charges for services and revenues received from the Los Angeles County Metropolitan Transportation Authority (Route 225/226 operating support) for services provided on their behalf. Operating expenses of the Authority include the cost of services, administrative expenses and depreciation on capital assets. Nonoperating revenues are comprised primarily of Proposition A Incentive Funding from the Metropolitan Transportation Authority (MTA), member contributions, and Proposition A Local Return funds exchanged with the Cities of Cudahy, Palos Verdes Estates, and Rolling Hills through which the City assigns uncommitted Proposition A Local Return funds in exchange for the Authority's general funds.

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, and then use unrestricted resources as needed.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Note to the Financial Statements

For the years ended June 30, 2022 and 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America includes the use of estimates that affect the financial statements and related disclosures. Accordingly, actual results could differ from those estimates.

(e) Assets, Liabilities, and Net Position

1. Cash and Cash Equivalents

Cash and cash equivalents includes amounts in demand deposits and Local Agency Investment Fund (LAIF).

For purposes of the statement of cash flows, cash equivalents include all pooled cash and investments, restricted cash and cash with fiscal agents with an original maturity of three months or less. The Authority considers the LAIF investment pool to be a demand deposit account where funds may be withdrawn and deposited at any time without prior notice or penalty.

2. Due From Other Governments

Due From Other Governments balance consists primarily of grant receivables from the Los Angeles County Metropolitan Transportation Authority, participating cities and the Los Angeles County Public Works. Total Due From Other Governments balance is \$492,666 and \$752,215 as of June 30, 2022 and 2021, respectively.

3. Capital Assets

Capital assets are comprised of transportation equipment (vehicles) and leasehold improvements and are stated at cost. Donated capital assets are recorded at acquisition value as of the date received. Capital assets are defined by the Authority as assets with an initial, individual cost of more than \$5,000 and a useful life of at least one year. Depreciation has been provided over the estimated useful lives ranging from 5 to 10 years using the straight-line method.

4. Net Position

Net position is classified in three categories: net investment in capital assets, restricted net position and unrestricted net position.

- Net investment in capital assets - This component of net position consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, and other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Note to the Financial Statements

For the years ended June 30, 2022 and 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Assets, Liabilities, and Net Position (continued)

4. Net Position (continued)

- Restricted net position - This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws and regulations of other governments and constraints imposed by law through constitutional provisions and enabling legislation. The Authority had no restricted net position at June 30, 2022 and 2021.
- Unrestricted net position - This component represents the net position of the Authority that does not meet the definition of "restricted" or "net investment in capital assets" and is designated for tentative management plans that are subject to change.

(f) Effects of New Pronouncements

The GASB has issued several pronouncements that have effective dates that may impact future presentations. The Authority is evaluating the potential impacts of the following GASB statements on its accounting practices and financial statements.

- GASB Statement No. 91, *Conduit Debt Obligations* is effective for periods beginning after December 15, 2021.
- GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* is effective for periods beginning after June 15, 2022.
- GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* is effective for periods beginning after June 15, 2022.
- GASB Statement No. 99, *Omnibus 2022* is effective for periods beginning after June 15, 2022
- GASB Statement No. 100, *Accounting Changes and Error Corrections* is effective for periods beginning after June 15, 2023
- GASB Statement No. 101, *Compensated Absences* is effective for fiscal years beginning after December 15, 2023

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Note to the Financial Statements

For the years ended June 30, 2022 and 2021

(2) DETAILED NOTES ON ENTERPRISE FUND (continued)

(a) Cash and Cash Equivalents (continued)

The total amount invested in all public agencies in LAIF as of June 30, 2022 and 2021, was \$35.8 billion and \$37.1 billion, respectively. LAIF is part of the California Pooled Money Investment Account (PMIA), which at June 30, 2022 and 2021 had a balance of \$234.5 billion and \$193.3 billion, respectively. Of those amounts, 1.88% in 2022 and 2.31% in 2021 were invested in medium-term and short-term structured notes and asset backed securities. The average maturity of PMIA investments as of June 30, 2022 and 2021 was 311 and 291 days, respectively.

Various Investment Risks

The Authority does not have any investments subject to the following risks: interest rate, credit, foreign currency, and concentration of credit risk.

Fair Value Measurement

The Authority categorizes its fair value measurements within the fair value hierarchy established generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Authority currently does not have any investments subject to the fair value hierarchy.

(b) Government Revenues and Due From Other Governments

Under the JPA, each of the three participating cities contributes revenue to the Authority. Participation is based on each City's proportionate share of the Palos Verdes Peninsula's total population. In addition, the County of Los Angeles and the Los Angeles County Metropolitan Transportation Authority provide revenue under contractual relationships with the Authority.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Note to the Financial Statements

For the years ended June 30, 2022 and 2021

(2) DETAILED NOTES ON ENTERPRISE FUND (continued)

(b) Government Revenues and Due From Other Governments (continued)

Revenues received from other governments during the fiscal year and the related receivables at June 30, 2022, are listed below.

| | <u>Revenue</u> | <u>Due From Other Governments</u> |
|--|---------------------|---------------------------------------|
| City Participation | | |
| Rancho Palos Verdes | \$ 774,570 | \$ - |
| Rolling Hills Estates | 152,249 | - |
| Palos Verdes Estates | 245,543 | - |
| Total city participation | <u>1,172,362</u> | <u>-</u> |
| | | |
| Operating support, governmental sources, and incentive funding ⁽¹⁾ | | |
| Los Angeles County - Public Works | 406,542 | 30,542 |
| Los Angeles County - Metropolitan Transportation Authority | <u>981,077</u> | <u>462,124</u> |
| Total operating support, governmental sources, and incentive funding | <u>1,387,619</u> | <u>492,666</u> |
| | | |
| Total government revenues and due from other governments | <u>\$ 2,559,981</u> | <u>\$ 492,666</u> |

- (1) Revenue received from Los Angeles County – Public Works and Los Angeles County Metropolitan Transportation Authority are presented as route 228/226 operating support, governmental sources, and Prop A incentive funding in the statement of revenues, expenses and changes in net position. The Los Angeles County – Public Works provides \$376,000 of funds which are presented as 225/226 operating support and \$30,542 which are presented as governmental sources. The Los Angeles County Metropolitan Transportation Authority provides \$251,693 of funds which are presented as 225/226 operating support and \$729,384 which are presented as Prop A incentive funding.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Note to the Financial Statements

For the years ended June 30, 2022 and 2021

(2) DETAILED NOTES ON ENTERPRISE FUND (continued)**(b) Government Revenues and Due From Other Governments (continued)**

Revenues received from other governments during the fiscal year and the related receivables at June 30, 2021, are listed below.

| | <u>Revenue</u> | <u>Due From Other Governments</u> |
|--|---------------------|---------------------------------------|
| City Participation: | | |
| Rancho Palos Verdes | \$ 774,570 | \$ - |
| Rolling Hills Estates | 152,249 | - |
| Palos Verdes Estates | 245,543 | - |
| Total city participation | <u>1,172,362</u> | <u>-</u> |
| Other Income - Prop A Exchange | | |
| City of Cudahy ⁽¹⁾ | 313,300 | - |
| Total other income - Prop A exchange | <u>313,300</u> | <u>-</u> |
| Operating support, governmental sources, and incentive funding ⁽²⁾ | | |
| Los Angeles County - Public Works | 406,247 | 532,093 |
| Los Angeles County - Metropolitan Transportation Authority | <u>879,741</u> | <u>220,122</u> |
| Total operating support, governmental sources, and incentive funding | <u>1,285,988</u> | <u>752,215</u> |
| Total government revenues and due from other governments | <u>\$ 2,771,650</u> | <u>\$ 752,215</u> |

- (1) On September 24, 2020, the Authority and City of Cudahy, California, entered into an Assignment Agreement to exchange Proposition A Local Return funds to assist in the financing of the Authority's fixed route transit operations and to provide funds for acquisition of new transit related equipment. Per the agreement, the City of Cudahy assigned \$313,300 of uncommitted Proposition A Local Return funds in exchange for \$234,975 of the Authority's general funds. This transaction was recorded in the accompanying statements of revenues, expenses and changes in net position's nonoperating activities section as other income and other expense, respectively.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Note to the Financial Statements

For the years ended June 30, 2022 and 2021

(2) DETAILED NOTES ON ENTERPRISE FUND (continued)**(b) Government Revenues and Due From Other Governments (continued)**

- (2) Revenue received from Los Angeles County – Public Works and Los Angeles County Metropolitan Transportation Authority are presented as route 225/226 operating support, governmental sources, and Prop A incentive funding in the statement of revenues, expenses and changes in net position. The Los Angeles County – Public Works provides \$376,000 of funds which are presented as 225/226 operating support and \$30,247 which are presented as governmental sources. The Los Angeles County Metropolitan Transportation Authority provides \$251,693 of funds which are presented as 228/226 operating support and \$628,048 which are presented as Prop A incentive funding.

(c) Capital Assets

Following is a summary of capital assets activity for the year ended June 30, 2022:

| | Balance July 1, 2021 | Additions | Deletions | Balance June 30, 2022 |
|--------------------------|-------------------------|-------------------|--------------|--------------------------|
| Vehicles | \$ 4,544,513 | \$ 347,337 | \$ (408,169) | \$ 4,483,681 |
| Leasehold improvement | 12,449 | - | - | 12,449 |
| Accumulated depreciation | (3,803,337) | (201,197) | 408,169 | (3,596,365) |
| Capital asset, net | <u>\$ 753,625</u> | <u>\$ 146,140</u> | <u>\$ -</u> | <u>\$ 899,765</u> |

Depreciation expense for the year ended June 30, 2022, was \$201,197.

Following is a summary of capital assets activity for the year ended June 30, 2021:

| | Balance July 1, 2020 | Additions | Deletions | Balance June 30, 2021 |
|--------------------------|-------------------------|--------------------|--------------|--------------------------|
| Vehicles | \$ 4,682,916 | \$ 174,494 | \$ (312,897) | \$ 4,544,513 |
| Leasehold improvement | 12,449 | - | - | 12,449 |
| Accumulated depreciation | (3,911,152) | (205,082) | 312,897 | (3,803,337) |
| Capital asset, net | <u>\$ 784,213</u> | <u>\$ (30,588)</u> | <u>\$ -</u> | <u>\$ 753,625</u> |

Depreciation expense for the year ended June 30, 2021, was \$205,082.

(d) Unrestricted Net Position

The operating reserves are adjusted annually by 10% of the change (increase/decrease) in operating expense budget. The remaining unrestricted net position is designated for vehicle replacement.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Note to the Financial Statements

For the years ended June 30, 2022 and 2021

(2) DETAILED NOTES ON ENTERPRISE FUND (continued)

(d) Unrestricted Net Position (continued)

Following is a summary of unrestricted net position as of June 30:

| | <u>2022</u> | <u>2021</u> |
|------------------------------------|---------------------|---------------------|
| Designated for operating reserves | \$ 259,387 | \$ 252,949 |
| Designated for vehicle replacement | 3,720,634 | 3,492,803 |
| Total unrestricted net position | <u>\$ 3,980,021</u> | <u>\$ 3,745,752</u> |

(e) Short-term Leases

The Authority leases office and parking space from the Palos Verdes Peninsula Unified School District (School District). The lease is renewable annually by mutual agreement. The School District agreed to abate all rents in lieu of payment of \$1 per year.

The Authority also leases a bus parking area at the Joint Water Pollution Control Plant in Carson from Los Angeles County Sanitation District. The monthly rent is \$8,448 and is subject to automatic annual adjustments of three percent (3%) effective December 1 of each year. The future minimum payments are as follows as of June 30, 2022:

| Fiscal Year Ending | Lease Payment |
|--------------------|-------------------|
| <u>June 30:</u> | |
| 2023 | <u>\$ 103,155</u> |

(3) RELATED PARTIES TRANSACTIONS

Member cities under the JPA (Rancho Palos Verdes, Rolling Hills Estates, and Palos Verdes Estates) provide contributions to the Authority. City Council Members are also on the Board of Directors of the Authority. The contributions paid to the Authority for the year ended June 30, 2022 and 2021 were \$1,172,362 and \$1,172,362, respectively.

SUPPLEMENTARY INFORMATION

PALOS VERDES PENINSULA TRANSIT AUTHORITY
Schedules of Revenues and Expenses by Category
For the years ended June 30, 2022 and 2021

| | 2022 | | | 2021 | | | |
|---------------------------------|-----------|--------------|----------------|-----------|--------------|--------------|----------------|
| | Charter | Dial-a-Ride | Fixed Route | Charter | Dial-a-Ride | Fixed Route | Total |
| Operating revenues: | | | | | | | |
| Charges for services | \$ 10,971 | \$ 39,826 | \$ 192,697 | \$ 15,735 | \$ 17,824 | \$ 19,202 | \$ 52,761 |
| Governmental sources | - | - | 30,542 | - | - | 30,247 | 30,247 |
| Route 225/226 operating support | - | - | 627,693 | - | - | 627,693 | 627,693 |
| Total operating revenues | 10,971 | 39,826 | 850,932 | 15,735 | 17,824 | 677,142 | 710,701 |
| Operating expenses: | | | | | | | |
| Operator fees | 1,930.00 | 106,941 | 1,414,983 | - | 79,476 | 1,037,461 | 1,116,937 |
| Contract administration | - | 41,482 | 165,930 | - | 41,482 | 165,930 | 207,412 |
| Depreciation | - | - | 201,197 | - | - | 205,082 | 205,082 |
| Fuel purchases | - | - | 244,318 | - | - | 97,867 | 97,867 |
| Marketing and promotions | - | 2,589 | 7,224 | - | 756 | 4,810 | 5,566 |
| Other operating expenses | - | 17,011 | 190,285 | - | 9,514 | 138,039 | 147,553 |
| Total operating expenses | 1,930 | 168,023 | 2,223,937 | - | 131,228 | 1,649,189 | 1,780,417 |
| Operating income (loss) | \$ 9,041 | \$ (128,197) | \$ (1,373,005) | \$ 15,735 | \$ (113,404) | \$ (972,047) | \$ (1,069,716) |

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

PARTNERS

Terry P. Shea, CPA
Scott W. Manno, CPA, CGMA
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Bradford A. Welebir, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST
Brenda L. Middle, CPA, MST (Partner Emeritus)

Independent Auditor's Report

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

MANAGERS / STAFF

Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Seong-Hyea Lee, CPA, MBA
Evelyn Morentin-Barcena, CPA
Veronica Hernandez, CPA
Laura Arvizu, CPA
Xinlu Zoe Zhang, CPA, MSA
John Maldonado, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hite, CPA
Jeffrey McKennan, CPA

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Palos Verdes Peninsula Transit Authority (the Authority), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 22, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Certified Public Accountants



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
December 22, 2022

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: February 10, 2023
SUBJECT: Capital Improvement Program

INTRODUCTION

Staff is proposing to purchase four new small transit buses to replace existing equipment.

ANALYSIS

Replacement Bus

It is recommended that the Authority purchase four replacement buses through the MBTA/CalACT Cooperative Bid (RFP #20-01). The Cooperative is the development of a **Local Government Purchasing Schedule** as defined in the Federal Transit Administration's (FTA) Circular 4220.1F Chapter V, Part 4.

The new buses would replace three vehicles purchased in 2009 and 2010 that have exceeded their useful life span.

A summary of vehicle specifications is shown below:

- Make and Model: Startrans, 25.75 Foot
- Twenty passenger capacity
- Wheelchair Lift with seating positions for two wheelchairs
- Powered by compressed-natural-gas (CNG)
- Electronic Destination Signs
- Bike Racks

Detailed vehicle specifications and drawings are attached.

FINANCIAL IMPACT

Shown below is the estimated cost and funding source for the replacement vehicle purchase. A quote for the proposed purchase is attached to this report.

| | |
|----------------------|---------------------|
| Price | \$197,025.33 |
| Number | 4 |
| Subtotal | \$788,101.32 |
| | |
| Additional Equipment | \$ 67,405.07 |
| | |
| TOTAL | \$855,506.39 |

The proposed project cost of \$855,506.39 would come from the vehicle replacement account. The FY '22 Financial Statements showed \$3,492,803 available for vehicle replacements.

RECOMMENDATION

Approve the capital improvement program consisting of the purchase of four (4) replacement buses from Creative Bus Sales (quote dated 02-06-23) for a price not to exceed \$788,101.32 plus additional equipment and vehicle modifications not to exceed \$67,405.07.

Amend the FY '23 Capital Budget from \$240,000 to \$855,506.39.



Creative Bus Sales

14740 Ramona Avenue
Chino, CA 91710
888.633.8380



Creative Bus Sales

7471 Reese Road
Sacramento, CA 95828
888.633.8380

CalACT MBTA RFP #20-01 - Class C - Quote Sheet (Rev 2022)

| | | | |
|-------------------|--|----------------------|--|
| Vehicle Type: | CLASS C - STARCRAFT ALLSTAR BUS | Type of Lift: | <input checked="" type="checkbox"/> Braun |
| Contact: | MARTIN GOMBERT | Lift Location: | <input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear |
| Agency: | PALOS VERDES PENINSULA TRANSIT AUTHORITY | Seat Material Level: | LEVEL 4 - DOCKET 90 |
| Address: | 38 CREST ROAD WEST | Seat Color: | GREY |
| City, State, Zip: | ROLLING HILLS, CA 90274 | Flooring and Color: | ALTR0 - STORM |
| Phone: | 310.544.7108 | Salesperson: | STEVE CHUNG |
| E-Mail: | PVTRANSIT@PALOSVERDES.COM | Salesperson Cell: | 909.549.9398 |
| Delivery: | 8 TO 9-MONTHS FROM RECEIPT OF ORDER | Salesperson E-Mail: | STEVEC@CREATIVEBUSSALES.COM |

| Quantity: | Description | Price | Ext. Price | ADA |
|-----------|---|--------------|--------------|-------------|
| 1 | Starcraft Bus - Class C - (Ford E450 CNG) *Subject to CARB certification* | \$134,610.00 | \$134,610.00 | \$11,790.00 |
| 2 | 2 - 34"-36" Freedman Flip Seat (featherweight) | \$1,670.00 | \$3,340.00 | \$3,340.00 |
| 1 | 13 - Freedman Sport 2 Drivers Seat (if not standard) | Standard | Standard | Standard |
| 1 | 42 - Lift Pad Cover | \$300.00 | \$300.00 | \$300.00 |
| 1 | 56 - Transair TA77R90 (Super 13 90k) Roof Top System | \$4,210.00 | \$4,210.00 | |
| 1 | 64 - Telma Driveline Brake Retarder | \$9,355.00 | \$9,355.00 | |
| 1 | 66 - Mor-RYD Suspension | \$1,140.00 | \$1,140.00 | |
| 1 | 80 - Sportworks bike rack (Stainless 2 Bike) | \$3,255.00 | \$3,255.00 | |
| 1 | 84 - Roof Vent (SafeFleet) | \$310.00 | \$310.00 | |
| 1 | 91 - Dialight Exterior LED | \$1,055.00 | \$1,055.00 | |
| 1 | 100 - Kidde Automatic Fire Supression w/Methane | \$8,800.00 | \$8,800.00 | |
| 1 | 102 - Rear Backup Camera and Monitor | Standard | Standard | Standard |
| 1 | 116 - Stop Request System (w/ sign) | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| 1 | 117 - Hanover Front and Side Destination Signs | \$6,040.00 | \$6,040.00 | \$6,040.00 |
| 1 | 123 - Delivery Zone 1 | \$800.00 | \$800.00 | |
| 1 | 132 - CNG Upgrade to 39 GGE (29GGE Std) | \$5,000.00 | \$5,000.00 | |

Non-Published Options

| | | | | |
|---|----------------------------|--------|--------|--|
| 1 | AM/FM/STEREO WITH SPEAKERS | \$0.00 | \$0.00 | |
|---|----------------------------|--------|--------|--|

| | | | |
|--|-----------|---------------------|--------------------|
| Class C - Base Price | | \$134,610.00 | |
| Published Options | | \$44,605.00 | |
| Non-Published Options | | \$0.00 | |
| Total | | \$179,215.00 | \$22,470.00 |
| Doc Prep Fee | | \$85.00 | |
| The Non-Taxable Amount is the ADA Equipment in the Base and Added as Options | | Non-Taxable | \$22,470.00 |
| The Taxable Amount Includes the Mobility Rebate of \$1,000.00 For Ford Chassis | | Taxable Amount | \$157,830.00 |
| Rolling Hills* | Tax Total | \$14,993.85 | 9.500% |
| Sub-Total | | \$194,293.85 | |
| CalACT Fee | | \$2,688.23 | |
| DMV E-File Fee: | | \$31.00 | |
| DMV Fee | | \$0.00 | (Estimated) |
| Tire Fee | | \$12.25 | |
| Total | | \$197,025.33 | |
| Number of Units | | 1 | |
| Final Total | | \$197,025.33 | |

Purchasing of vehicles requires a CALACT membership, letter of assignment, and payment of procurement fee. If you have any questions, please contact CALACT direct at 916-920-8018

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*Bus photo is not to exact specifications

Class C Standard Build Options

| | | | | |
|--|----|-------|--|----------|
| Allstar 25 176" WB E-450 7.3L Premium Gas Engine W/240 Amp Ford Alt ** | ST | 93091 | | 1 |
| SPECIAL INSTRUCTIONS OR NOTES | | | | 1 |
| SEE BOTTOM OF ORDER FOR WARRANTY | | | | NOTE 1 |
| Dealer to Perform 4-Wheel Alignment in California | | | | NOTE 1 |
| Dealer to Weigh Each Bus on California Certified Scale | | | | NOTE 1 |
| No Tow Vehicle Allowed During Delivery | | | | NOTE 1 |
| Ship 4-Corner Weight Sheet with Every Vehicle | | | | NOTE 1 |
| Use 250 lbs Per Wheelchair Position | | | | NOTE 1 |
| Parts Manual with As-built Electrical Schematics | | | | NOTE 1 |
| All Excessories Except Lights, WC Lift & Mobile Radio (If Equipped) Are Ignition | | | | NOTE 1 |
| Wiring Harnesses Supported Every 24" Maximum | | | | NOTE 1 |
| No Butt Connectors Allowed | | | | NOTE 1 |
| If Driver Switch Panel is on Engine Cover, Then a Quick Disconnect is Required | | | | NOTE 1 |
| Fast Idle: 1500 RPM on Gas - Fast Idle to Engage if Voltage Drops Below 12.5 | | | | NOTE 1 |
| Install Dome Light With Every Row of Seats, Including WC Position, Must | | | | NOTE 1 |
| Ground Engine to Chassis Frame, Body to Chassis Frame, Lift Pump Housing to | | | | NOTE 1 |
| Hip-To-Knee Spacing 27" Minimum | | | | NOTE 1 |
| Seat Track Not Extend More than 6" Past Seats | | | | NOTE 1 |
| Undercoat Metal Skirts | | | | NOTE 1 |
| Ground to First Step Height Shall Not Exceed 12.5" Unloaded | | | | NOTE 1 |
| 304SS Required for Entry Grabs and Ceiling Grabs | | | | NOTE 1 |
| Ceiling Grab Rails Require Formed Elbows - No End Caps | | | | NOTE 1 |
| AC & Heater Hoses Supported Every 24" Minimum | | | | NOTE 1 |
| Build Front Driver Storage Compartment as Large as Possible, For Storage of | | | | NOTE 1 |
| Install Toolbox Next to Lift if Space Allows | | | | NOTE 1 |
| Convex Mirror Must Avoid Sun Visor and Overhead Door | | | | NOTE 1 |
| Headlight Aiming Certificate - Ship with Bus | | | | NOTE 1 |
| Water Test Certificate - Ship with Bus | | | | NOTE 1 |
| Driveline Metal Guards for Each Section of Shaft | | | | NOTE 1 |
| All Harnesses Secured to Frame at Maximum of 24" | | | | NOTE 1 |
| P-Clamps Added as Deemed Necessary by MBTA Inspector | | | | NOTE 1 |
| Batteries Must Be Same Type (No Mismatch) (1 In Tray - 1 Underhood) | | | | NOTE 1 |
| Continuous Run Battery Cables | | | | NOTE 1 |
| Slide Blocks To Hold Batteries In Place | | | | NOTE 1 |
| Floor Track Will Not Be Installed in Any Area not Covered by a Fixed Seat | | | | NOTE 1 |
| Operations Manual - Covering Conversion Features as Listed | | | | NOTE 1 |
| Parts Book, Operating Instructions, Troubleshooting Guide, Inspection & | | | | NOTE 1 |
| SPECIAL BUILD OPTIONS | | | | 1 |
| Driver Entry Grab Steel Reinforced Plastic - Nutsert Install | ST | 99 | | 1 |
| (3) GROUND WIRES TO BE ZERO OUGHT GAUGE, TO BE CONTINUOUS | ST | 99 | | 1 |
| Interlock on Entry Door - Must Be in Park to Operate | ST | 99 | | 1 |
| ENTRY DOOR HEADER ACCESS PANEL DOOR MUST BE HINGED WITH 2 | ST | 99 | | 1 |
| Battery Tray: SS Tray & Slides Per Standard Options Below. Must Extend at | ST | 99 | | 1 |
| Install Battery Cable Wiring Diagram Inside Battery Access Door | ST | 99 | | 1 |
| Decal: Battery Disconnect, Emergency Use Only | ST | 99 | | 1 |
| Stainless Steel Battery Hold-Down Hardware | ST | 99 | | 1 |
| Add 2nd Heater Line Brass 1/4 Turn Valve | ST | 99 | | 1 |
| Decal: "Heater Shut Off Valve" - Install On Street Side Near Valves | ST | 99 | | 1 |
| KEYED LOCK ILO THUMB LATCH FOR ELECTRICAL CENTER DOOR | ST | 99 | | 1 |
| 5/8", 7 Ply AC Marine Grade APA Plywood Floor | ST | 99 | | 1 |
| Upgrade Driver Plexi Barrier: Extend to Within 6" of Ceiling | ST | 99 | | 1 |
| 14 Gauge Galvanized Steel Wheelwells | ST | 99 | | 1 |
| Dual Handles on WC Lift Doors | ST | 99 | | 1 |
| Flame Block on Bottom of Driver Seat Cushion (N/A on USSC & Recaro) | ST | 99 | | 1 |
| Laminated Modesty Panel, Grey Melamine, Each | ST | 99 | | 2 |
| Intermotive Break Out Box | ST | 99 | | 1 |
| GENERIC PARTS MANUAL ON FLASH DRIVE | ST | 99 | | 1 |
| ELECTRICAL SYSTEM | | | | |
| Intermotive Flex Tech Electrical System | 05 | STD | | 1 |
| SIDEWALL / REARWALL / CEILING | | | | |

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| | | | | |
|--|----|-------------|--|---|
| Sidewall: Grey FRP | 05 | STD | | 1 |
| Rearwall: Grey Seaspray Fabric | 05 | STD | | 1 |
| Driver Area: Grey Padded Vinyl | 05 | STD | | 1 |
| FRP on Ceiling, Grey | 05 | 2289 | | 1 |
| Cove Colored Flooring on Sidewall to Seat Track | 05 | 2238 | | 1 |
| FLOORING - WHITE NOSING IS STANDARD | | | | |
| Altro Meta Storm | 05 | 2248 | | 1 |
| Yellow Step Nosing - Per Step | 05 | 8820 | | 3 |
| CHASSIS | | | | |
| Front Mud Flap (1), Passenger Side Only (to be used with Running Board) - NOT AVAILABLE ON FORD TRANSIT | 05 | 2340 | | 1 |
| Heavy Duty Anti-Slip Aluminum Running Board on Driver Side (Large) (NOT AVAILABLE ON FORD TRANSIT) | 05 | 2623 | | 1 |
| Exterior Mirror Set Remote/Heated w/External LED Strip Turn Signal Ford | 05 | 2825 | | 1 |
| Romeo Rim Rear Bumper w/HawkEye RAS Installed | 05 | 2670 | | 1 |
| Valve Stem Extender Inner Dual Rear Wheel, pair | 05 | 8606 | | 1 |
| ENVIRONMENTAL CONTROL | | | | |
| TRANS/AIR AIR CONDITIONING SYSTEMS | | | | |
| | | | | 1 |
| TRANS AIR TA733 SUPER 75,000 BTU, TA73 EVAP, SMC3L COND, 13 CID COMP 7.3L GAS | ST | 99 | | 1 |
| USE #16 SUCTION HOSE IN A/C SYSTEM | ST | 99 | | 1 |
| HEATERS | | | | |
| Hot Water Heater, 35K BTU 3 Speed Low Profile | 05 | 8044 | | 1 |
| MISCELLANEOUS | | | | |
| | | | | 1 |
| Silicone Heater Hose (for rear unit) w/full ring clamps | 05 | 20090 | | 1 |
| ELECTRICAL | | | | |
| Stainless Batt.Tray w/Std Batt.Box IS 304 REQUIRED? YES | 05 | 2784 | | 1 |
| Stainless Steel Battery Tray Slides ILO Zinc Plated Slides - Extra Charge | 05 | 2869 | | 1 |
| Rotary Disconnect Switch | 05 | 8790 | | 1 |
| Laminated Wiring Schematic ***AS BUILT*** ON ELECTRICAL PANEL DOOR | 05 | 22101 | | 1 |
| Wiring Diagram "AS BUILT" ON USB Flash Drive | | STD | | 1 |
| EXTERIOR LIGHTS | | | | |
| Surface Mount LED Entry Door Exterior Light - STD Choose Optional Below or Special builds | 05 | STD | | 1 |
| LED Rear Center Mount Brake Light, Rectangular | 05 | 20136 | | 1 |
| LED Mid-Ship Turn / Marker Lights | 05 | 20138 | | 1 |
| Independent RED Brake & AMBER Turn Signal Lights | 05 | 20139 | | 1 |
| INTERIOR LIGHTS | | | | |
| | | | | 1 |
| Additional Interior LED Dome Lamp - Each | 05 | 8041 | | 2 |
| AUDIO / VISUAL | | | | |
| | | | | 1 |
| Jensen JHD36AB AM/FM/CD/Clock Blue Tooth/USB Enabled / 4 SPEAKERS PA Ready | 05 | 8830 | | 1 |
| DOORS / HATCH / WINDOWS | | | | |
| Electric Entry Door is Standard. Add Option #2056 if Manual is Desired | | | | |
| Passenger Door Electric (standard) | 05 | 20163 | | 1 |
| Passenger Door 36" ROUGH OPENING (STANDARD) | 05 | 2063 | | 1 |
| Exterior Passenger Entrance Door Key | 05 | 8133 | | 1 |
| Solid Window(s) EACH Replace T-Slide(s) Enter Specific Instructions in Row Below | 05 | 20187 | | 1 |
| STREET SIDE REAR | | NOTE | | 1 |
| INTERIOR | | | | |
| | | | | 1 |
| Driver Coat Hook | 05 | 8769 | | 1 |
| LUGGAGE RACK / STORAGE | | | | |
| | | | | 1 |
| Driver Storage in Cab Overhead with Lock | 05 | 20192 | | 1 |
| PARATRANSIT OPTIONS | | | | |
| | | | | 1 |
| Double W/C Doors w/ Windows, LED Interior Light, Leaf Spring, LED Exterior Lighting | 05 | 20206 | | 1 |
| IS THE LIFT IN THE FRONT OR REAR OF THE UNIT? | | | | 1 |
| BRAUN LIFTS | | | | |
| | | | | 1 |
| Braun Century NCL917-2 800# Lift (33"x51") | 05 | 8744 | | 1 |
| LIFT FAST IDLE WITH 403 INTERLOCK | | | | |
| | | | | 1 |
| Intermotive Gateway 508-F Ford E or 517-F Transit Fast Idle with Lift Interlock | 05 | 99 | | 1 |
| Q Straint W.C. Securement Kits, Accessories | | | | |
| | | | | 1 |
| Q10007 - 4 QRT 360 Retractor Tie Down L track & Q8-6326-A1 Comb-Lap/Shldr | 05 | 8826 | | 2 |

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| | | | |
|--|----|-------|----|
| Q5-7580-4 18" Blue Webbing Loop (each) | 05 | 20250 | 8 |
| Q5-6327 84" Postural Belt with Padding - Black Webbing | 05 | 20251 | 1 |
| Q-Strait Belt Cutter (ship loose) | 05 | 8179 | 1 |
| Miscellaneous Accessories | | | 1 |
| Priority Seating Sign **Required for ADA Compliance** | 05 | 8104 | 1 |
| Tool Box Wheelchair Belt Storage | 05 | 20257 | 1 |
| SAFETY OPTIONS | | | |
| 5 Lb Fire Extinguisher | 05 | 8089 | 1 |
| 16 Unit First Aid Kit | 05 | 8090 | 1 |
| Body Fluid Kit | 05 | 20264 | 1 |
| Emergency Triangle Kit | 05 | 8091 | 1 |
| Back-Up Alarm SAE Type B 107 db(A) Ecco 575 | 05 | 2880 | 1 |
| STANDARD ROSCO STSK4750 BACK-UP CAMERA SYSTEM W/ 7" REARVIEW MONITOR / MIRROR COMBO | 05 | STD | 1 |
| Interior Convex Mirror 6"x9" | 05 | 20276 | 1 |
| Red Light Over Emergency Exit Ea: ON: SIDE & REAR EGRESS WINDOWS | 05 | 8155 | 3 |
| Yellow "Standee" Line | 05 | 8802 | 1 |
| GRAB RAIL / STANCHION / PANELS | | | |
| Ceiling Grab Rail - Install on Both Sides | 05 | 99 | 1 |
| Left Hand Entry Vertical Grab Rail - 1 1/4" | | STD | 1 |
| 1 1/4" Dual Entry Grab Rails Parallel to Entrance Steps (both sides) | 05 | 8130 | 1 |
| Stanchion and Modesty Panel at Entry Door | | STD | 1 |
| SEATING - DRIVER | | | 1 |
| SHIELD Sport 2.0 Recliner RH Adjustable LeMans Arm, 2 Way Adjustable Lumbar | 05 | 99 | 1 |
| FREEDMAN SHIELD DRIVER SEAT FABRICS | | | 1 |
| Driver Seat Cover - Level 4 Ice Pinstripe; Mor-Care; Leathermate | 05 | 2043 | 1 |
| SEATING - PASSENGER | | | 1 |
| STD RIGID SEATS | | | 1 |
| Mid High Double Seat | 05 | 8067 | 8 |
| PASSENGER SEAT FABRICS | | | 1 |
| Seat Cover - Level 4 Ice Pinstripe; Mor-Care; Leathermate | 05 | 2074 | 16 |
| SEAT OPTIONS | | | 1 |
| Anti-Vandal Grab Handle, Black Ea on: ALL SEAT EXCEPT AGAINST REAR WALL | 05 | 2311 | 16 |
| Black US Armrest - Each - on: | 05 | 2077 | 8 |
| Flame Block Material on Underside of Seat (each) | 05 | 2884 | 16 |
| SEAT BELTS | | | 1 |
| Seat Belt, Freedman USR Retractable (Per Person) | 05 | 2282 | 16 |
| Seat Belt Extension, 12" (P/N 56410) FOR USR SEAT BELTS | 05 | 8771 | 2 |

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SUMMARY OF STANDARD WARRANTIES

(Provide complete warranty information and parchment with proposal)

| Warranty | Miles | Years | Warranty Details |
|---|-----------------------|-----------------------|----------------------------|
| Body Structure | 100,000 | 5 | See attached Warranty Info |
| Chassis | 36,000 | 3 | See attached Warranty Info |
| Engine | 60,000 | 5 | See attached Warranty Info |
| Transmission | 60,000 | 5 | See attached Warranty Info |
| Air conditioner | Unlimited | 2 | See attached Warranty Info |
| Lift/Ramp | Unlimited | 5 | See attached Warranty Info |
| EV Battery | N/A | N/A | N/A |
| EV Conversion/Installation | N/A | N/A | N/A |
| CNG Warranty (in [redacted]) | [redacted] | [redacted] | [redacted] |

| Warranty | Miles | Years | Warranty Details |
|--|---------------|---------|---|
| CNG warranty (install and tanks) | N/A | 3 Years | Covers Cylinders; faulty workmanship or defects |
| Green Alternative Systems Installaion Warranty | 100,000 Miles | 3 Years | Warranty covers installation and workmanship |

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: January 19, 2023
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. David Bradley, Chairperson

Mr. Michael Kemps, Vice Chairperson

Mr. Steve Zuckerman, Secretary Treasurer

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

RECOMMENDATION

Elect officers for calendar year 2023.