

**PALOS VERDES PENINSULA TRANSIT AUTHORITY**  
**AGENDA**  
**Thursday – April 21, 2011**  
**4:00 p.m.**

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CITY OF ROLLING HILLS ESTATES – Council Chambers  
4045 Palos Verdes Drive North  
Rolling Hills Estates, CA 90274

**AGENDA DESCRIPTIONS**

The Agenda descriptions are intended to give notice to members of the public of a general summary of items of business to be transacted or discussed. The list Action represents the Administrator’s recommendation. The Board may take any action which it deems to be appropriate on the agenda and is not limited in any way by the notice of the recommended action.

This agenda, related staff reports, and any correspondence received as addenda are available at the Authority’s office, 38 Crest Road West, Rolling Hills, CA 90274.

**I. ROLL CALL & WELCOME**

**II. CONSENT CALENDAR ITEMS (1-2)**

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.

- A. Minutes of the January 20, 2011 Board Meeting and March 7, 2011 Board Workshop - per attached
- B. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing:

Month	Checks	Amount
Jan.	4330-4366	\$187,074.94
Feb.	4342-4366	\$157,036.66
Mar.	4351-4381	\$202,974.27
<b>TOTAL</b>		<b>\$547,085.87</b>

**RECOMMENDED ACTION:** Approve Consent Calendar items

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.

### III. PUBLIC COMMENTS

At this time members of the public may address the Board regarding any items within the subject matter jurisdiction of the Board but no action may be taken on off-agenda items unless authorized by law.

### IV. MONTHLY & REGULAR REPORTS

#### A. Operations Report

1. Review of ridership data for the period ending 3/31/11 -attached

RECOMMENDED ACTION: Receive and file report

#### B. Finance

1. Financial Statements as of March 31, 2011 -per attached

RECOMMENDED ACTION: Receive and file statements.

2. Fiscal Year 2011-12 Budget -per attached

OPEN PUBLIC HEARING

Staff presentation on Fiscal Year 2011-12 Budget

CLOSE PUBLIC HEARING

RECOMMENDED ACTION: Adopt Fiscal Year 2011-12 Budget, setting service levels and fares.

3. Malaga Bank Account -per attached

RECOMMENDATON ACTION: Approval resolution No. 2011-02

### V. NEW BUSINESS

- A. Appointment of Administrator -per attached

RECOMMENDATION ACTION: Approve Resolution No. 2011-01

**VI. OLD BUSINESS**

**VII. ADMINISTRATOR ITEMS**

**VIII. CHAIR ITEMS AND MEMBER ITEMS**

- |   |               |
|---|---------------|
| 1. METRO South Bay Governance Council Update    | -verbal       |
| 2. PVPUSD Update                                | -verbal       |
| 3. MAX Bus Service                              | -verbal       |
| 4. Schedule of Meetings for Fiscal Year 2011-12 | -per attached |

**VIII. ADJOURNMENT TO JULY 21, 2011**

Next Meetings:       October 20, 2011  
                              January 19, 2012

**PALOS VERDES PENINSULA TRANSIT AUTHORITY**

**BOARD MINUTES  
Thursday, January 20, 2011**

CITY OF ROLLING HILLS ESTATES – Council Chambers  
4045 Palos Verdes Drive North  
Rolling Hills Estates, CA 90274

Present:

Palos Verdes Estates: Rosemary Humphrey  
Rancho Palos Verdes: Steve Wolowicz  
Rolling Hills Estates: John Addleman, Frank Zerunyan

Member Agencies Staff

Martin Gombert, PVPTA  
Nicole Jules, Rancho Palos Verdes  
Greg Grammer, RHE  
Joe Hoefgen, PVE

Other

**I. ROLL CALL AND WELCOME**

At 4:06 p.m. Board Chairperson Wolowicz welcomed those present and opened the meeting.

**II. CONSENT CALENDAR**

**Member Addleman moved approval of the Consent Calendar Items 1-4, seconded by Member Humphrey and approved by unanimous roll-call vote.**

**III. PUBLIC COMMENTS**

None

#### IV. MONTHLY AND REGULAR REPORTS

- A.1 Operations Report: Mr. Gombert presented the operations report for the period ending December 31, 2010. He also reviewed the issue of declining ridership. He commented that the primary reason seemed to be the economy. Gombert said that a survey would be conducted with customers who had not purchased replacement passes to determine their reasons for not renewing. He noted that this report would be presented at the March Board Workshop.

Mr. Gombert mentioned that New Years Eve ridership totaled 157 passengers. There was discussion by Board Members and Chairperson Wolowicz requested the staff send a note to all City Managers regarding the service. Gombert noted that the Authority participated in the December 4<sup>th</sup> Peninsula Parade.

**Member Humphrey moved to receive and file the report, seconded by Member Addleman and approved by unanimous vote.**

- B.1 Financial Statements as of December 31, 2010: Mr. Gombert distributed financial Statements for the period ending December 30, 2010. He commented that expenditures were within budgeted amounts for the first quarter. There was discussion.

Member Zerunyan requested an update on the proposal to move some Authority funds into Certificate of Deposits (CD). Mr. Gombert said he would report on this issue at the next Board Meeting.

Chairperson Wolowicz made several comments regarding the financial statements and Mr. Gombert said he would review his questions with the CPA staff. Member Addleman noted that the bank balance should be reduced and Mr. Gombert said this would be completed by the end of the month.

Member Zerunyan questioned staff on the prospect of using swipe cards for fare collection. Mr. Gombert reviewed the status of Metro's TAP program and said he would review this issue with Metro. Gombert commented that the capital costs for swipe cards were significant but he would revisit this issue with Metro and report at the next Board meeting.

**Member Humphrey moved to receive and file the report, seconded by Member Addleman and approved by unanimous vote.**

**V. NEW BUSINESS**

None

**VI. OLD BUSINESS**

None

**VII. ADMINISTRATOR ITEMS**

Mr. Gombert reviewed several items with the Board including the Annual Board Workshop, FY 2011-12 Budget preparations, vehicle replacement plan, fleet fuel options, emergency preparedness plan, customer research project, bus wrap project, and potential regional transit changes.

The Board scheduled the Annual Board Workshop for March 7, 2011 at the Palos Verdes Country Club between 2 p.m. and 4:00 p.m.

There was considerable discussion on the issue of a bus wrap. Member Zerunyan requested that photos of sample wraps be sent out to the Board. Mr. Gombert said he would report on this issue at the March Board Workshop.

**VIII. CHAIR AND MEMBER ITEMS**

Chairperson Wolowicz said that he had spoken with Mr. John Meyer, Administrator who said he wanted to switch roles with Mr. Gombert, Assistant Administrator. There was discussion amongst Board Members who requested this item be added to the next Agenda. There was a question if this item needed to be approved by the Board. Mr. Gombert said he would refer this question to Mr. Darold Pieper, Authority Counsel.

Mr. Gombert mentioned that Ms. Pearl Iizuka, PVPUSD was ill and could not attend the meeting. He distributed the latest attendance information from the District and there was discussion.

Member Addleman gave a brief update on the Metro South Bay Governance Council.

1. Election of Officers

**Member Wolowicz moved the election of Mr. Goodhart, Chairperson seconded by Member Addleman and approved by unanimous vote. Member Humphrey moved the election of Mr. John Addleman, Vice-**

**Chairperson and Mr. Frank Zerunyan Secretary-Treasurer, and approved by unanimous vote.**

**IX. ADJOURNMENT**

The meeting was adjourned at 5:20 p.m.

**PALOS VERDES PENINSULA TRANSIT AUTHORITY**

**BOARD MINUTES  
Monday, March 7, 2011**

Palos Verdes Country Club  
3301 Via Campesina  
Palos Verdes Estates, CA 90274

**Present:**

Palos Verdes Estates: Jim Goodhart, Rosemary Humphrey  
Rancho Palos Verdes: Steve Wolowicz  
Rolling Hills Estates: John Addleman, Frank Zerunyan

Member Agencies Staff

Martin Gombert, PVPTA  
Nicole Jules, Rancho Palos Verdes  
Greg Grammer, RHE  
Joe Hoefgen, PVE

Other

Mary Slykhous, Marketing Consultant

**I. ROLL CALL AND WELCOME**

At 2:11 p.m. Board Chairperson Goodhart welcomed those present and opened the meeting.

**II. PUBLIC COMMENTS**

None

**III. NEW BUSINESS**

Assistant Administrator Gombert made the Annual Board Workshop Presentation. The following is a summary of the comments received from Board Members:



- Member Wolowicz mentioned a previous discussion about operating group trips from the Peninsula to frequently-used medical locations off the Peninsula. Staff responded that an analysis of dial-a-ride trips showed that trip *origins* on the Peninsula are very diverse and that would make it difficult to group trips.
- Member Wolowicz requested a copy of the presentation in PDF format. He also suggested that the Board Workshop presentation be made to member Agencies.
- Member Zerunyan made several comments regarding marketing efforts including noting the transit service's carbon footprint, change to CNG-fueled buses, and recommended checking on the prices of billboards to publicize the Agency's service.
- There was considerable discussion on the proposed change to a CNG-powered transit fleet.

#### **IV. ADMINISTRATOR ITEMS**

None

#### **V. CHAIR AND MEMBER ITEMS**

None

#### **VI. ADJOURNMENT**

The meeting was adjourned at 4:00 p.m.

# Palos Verdes Peninsula Transit Authority

## Checks Written for

January-March 2011

Date	Num	Name	Memo	Original Amount	Paid Amount
01/02/2011	eft	Well Fargo Equipment Finance, Inc.	Contract No. 001-0266068-400	-10,650.00	-10,650.00
01/31/2011	4330	Arrowhead Mountain Spring Water	Invoice 0024293722	-24.12	-24.12
01/31/2011	4331	County Sanitation Districts of LA County	Attn.: Accounting Dept. - Lease Contract 4414 for Jc	-2,112.00	-2,112.00
01/31/2011	4332	Mobility Advancement Group	Invoice for January 2011	-17,438.88	-17,438.88
01/31/2011	4333	Verizon	Account Number 1187744825	-90.15	-90.15
01/31/2011	4334	Verizon	Account Number 01 1875 1178435601 05	-141.90	-141.90
01/31/2011	4335	Purchase Power		-235.42	-235.42
01/31/2011	4336	PitneyBowes Global Financial Services	Invoice 8679947-JA11	-206.33	-206.33
01/31/2011	4337	Xerox	Invoice 053095916	-353.01	-353.01
01/31/2011	4338	Office Depot	Bill Number 1383512	-113.37	-113.37
01/31/2011	4339	Verizon California	Acct. 01 1875 1146880758 04	-35.06	-35.06
01/31/2011	4340	AT&T	a/c 0206360576001	-114.38	-114.38
01/31/2011	4341	PVPUSD	January 2010 Fuel Charges and February Office Re	-5,156.25	-5,156.25
01/31/2011	4344	Mutual Liquid Gas & Equipment Co., Inc.	Invoice 2/1/2011 January 2011 LPG	-12,423.38	-12,423.38
01/31/2011	4347	Clean Energy	Invoice X234513	-2,580.90	-2,580.90
01/31/2011	4348	Transportation Concepts Inc.	Invoice 496-01-11	-125,154.27	-125,154.27
01/31/2011	4360	Administrative Services Co-Op	Invoice 299214 January 2011	-10,245.52	-10,245.52
					<b>-187,074.94</b>

Jan 11

Date	Num	Name	Memo	Original Amount	Paid Amount
02/02/2011	eft	Well Fargo Equipment Finance, Inc.	Contract No. 001-0266068-400	-10,650.00	-10,650.00
02/28/2011	4342	Sanchez Bros. Paving Co.	Invoice 4818	-1,975.00	-1,975.00
02/28/2011	4343	Verizon Communications	Acct. 019000118774482507	-89.15	-89.15
02/28/2011	4345	Gayle Albin-Bailey	Invoice 236 (Nov 9, 2010 to Feb 8 2011)	-787.50	-787.50
02/28/2011	4346	Pitney Bowes - Purchase Power	A/C #8000-9090-0212-1536	-260.69	-260.69
02/28/2011	4349	Macias Gini & O'Connell, LLP	Invoice 161500	-608.00	-608.00
02/28/2011	4350	Mobility Advancement Group	Invoice for January 2011	-17,413.42	-17,413.42
02/28/2011	4355	PVPUSD	February 2010 Fuel Charges and March Office Rent	-5,123.43	-5,123.43
02/28/2011	4356	Transportation Concepts Inc.	Invoice 496-02-11	-96,347.50	-96,347.50
02/28/2011	4357	Clean Energy	Invoice X238268	-2,701.95	-2,701.95
02/28/2011	4358	Mutual Liquid Gas & Equipment Co., Inc.	Invoice 3/1/2011 February 2011 LPG	-8,849.35	-8,849.35
02/28/2011	4364	County Sanitation Districts of LA County	Attn.: Accounting Dept. - Lease Contract 4414 for Ft	-2,112.00	-2,112.00
02/28/2011	4366	Administrative Services Co-Op	Invoice 299305, February 2011	-10,118.67	-10,118.67
					<b>-157,036.66</b>

Feb 11

Feb 11

**Palos Verdes Peninsula Transit Authority**  
**Checks Written for**  
**January-March 2011**

Date	Num	Name	Memo	Original Amount	Paid Amount
03/02/2011	eft	Well Fargo Equipment Finance, Inc.	Contract No. 001-0266068-400	-10,650.00	-10,650.00
03/18/2011	eft	Wells Fargo Business Card		-1,347.29	-1,347.29
03/15/2011	4351	Verizon California 310 544-7108	Acct. 01 1875 1178435601 05	-143.22	-143.22
03/15/2011	4352	AT&T	a/c 0206360576001	-115.08	-115.08
03/15/2011	4353	Verizon California 310 544-7109	Acct. 011875 1146880758 04	-34.45	-34.45
03/15/2011	4354	Xerox	Invoice 053762869	-356.68	-356.68
03/15/2011	4359	Darold D. Pieper	Invoice 20006	-475.00	-475.00
03/22/2011	4361	Verizon Communications	Acct. 019000118774482507	-148.99	-148.99
03/22/2011	4362	Masako Katow		-130.00	-130.00
03/22/2011	4363	H. I. Fire Extinguisher Co. Inc.	Invoice 77574	-697.78	-697.78
03/31/2011	4365	County Sanitation Districts of LA County	Attn.: Accounting Dept. - Lease Contract 4414 for M	-2,112.00	-2,112.00
03/31/2011	4367	Mobility Advancement Group	Invoice for March 2011	-17,443.38	-17,443.38
03/31/2011	4368	Mutual Liquid Gas & Equipment Co., Inc.	Invoice 4/1/2011 March 2011 LPG	-11,707.46	-11,707.46
03/31/2011	4369	Administrative Services Co-Op	Invoice March 2011	-14,558.49	-14,558.49
03/31/2011	4370	Transportation Concepts Inc.	Invoice 496-03-11 March 2011	-128,184.70	-128,184.70
03/31/2011	4371	Clean Energy	Invoice X243139 - March 2011	-4,213.76	-4,213.76
03/31/2011	4372	Xerox	Invoice 054294113	-379.36	-379.36
03/31/2011	4373	Pitney Bowes	Invoice 8679947-MR11	-206.33	-206.33
03/31/2011	4374	Office Depot	Bill Number 1578232	-66.89	-66.89
03/31/2011	4375	Verizon California 310 544-7109	Acct. 011875 1146880758 04	-34.42	-34.42
03/31/2011	4376	Verizon California 310 544-7108	Acct. 01 1875 1178435601 05	-145.56	-145.56
03/31/2011	4377	AT&T	a/c 0206360576001	-187.10	-187.10
03/31/2011	4378	Xerox	Invoice 113955440 Supplies	-8.63	-8.63
03/31/2011	4379	PVPUSD	March 2011 Fuel Charges and April Office Rental	-9,395.52	-9,395.52
03/31/2011	4380	Postmaster	Box rental: 4/30/11 to 4/30/12	-96.00	-96.00
03/31/2011	4381	Board of Equalization	A/C 58-400137	-136.18	-136.18
				<b>-202,974.27</b>	<b>-202,974.27</b>

Mar 11

Mar 11

## MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Assistant Administrator

DATE: April 14, 2011

SUBJECT: Operations Report

### **PV Transit Fixed Route Service**

PV Transit ridership totaled 124,247 for the period ending March 31st, a 10% decrease over previous year's total. Staff has been working with the transit contractor to slightly reduce service on routes with light ridership.

In late February the California Highway Patrol (CHP) conducted the annual Terminal Inspection for PV Transit operations. This annual safety inspection included inspections of vehicle maintenance records, driver training and qualification records, and vehicles. Transportation Concepts received a "Satisfactory" rating from the California Highway Patrol.

There have been no accidents involving PV Transit buses in over three months.

### **Dial-A-Ride Service**

Dial-A-Ride ridership totaled 4,932 for the period ending March 31st, a 13% increase over previous year's total.

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

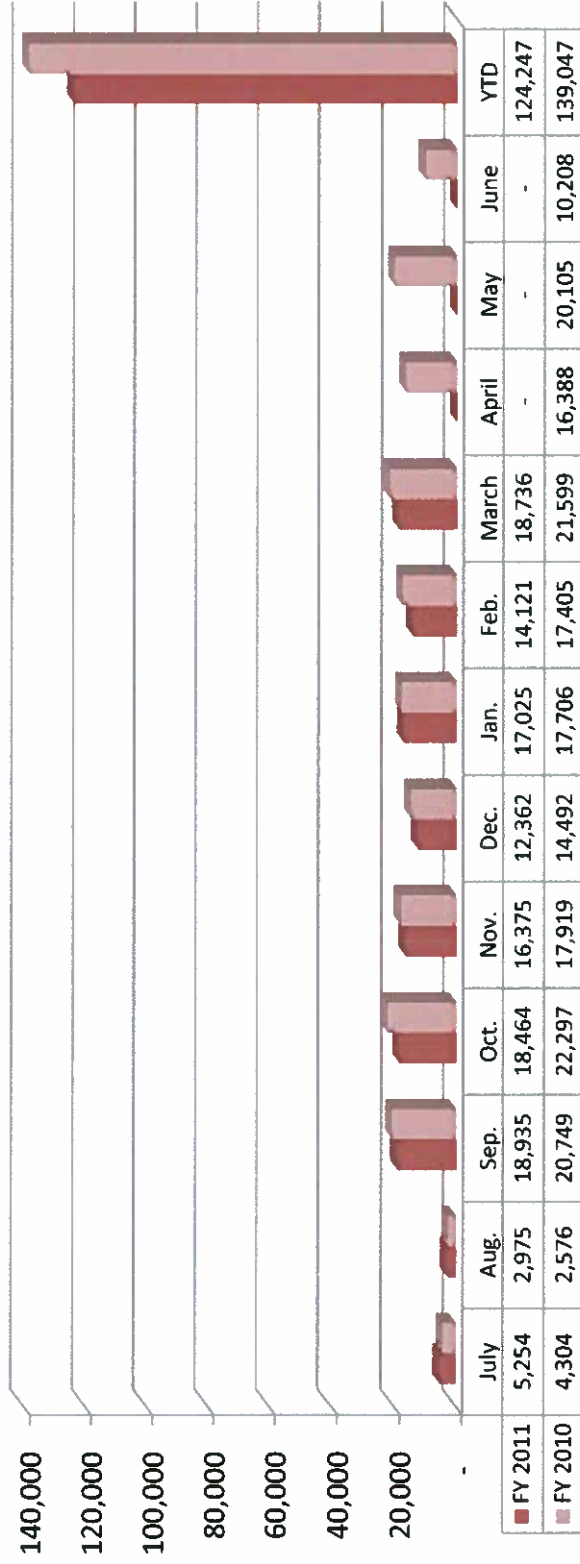
### **Governmental Relations**

On March 31<sup>st</sup> PV Transit staff attend the annual meeting of Access Services. Access provides complementary paratransit services throughout Los Angeles County. The meeting presented to learn more about Access services and how they provide services to Peninsula residents.

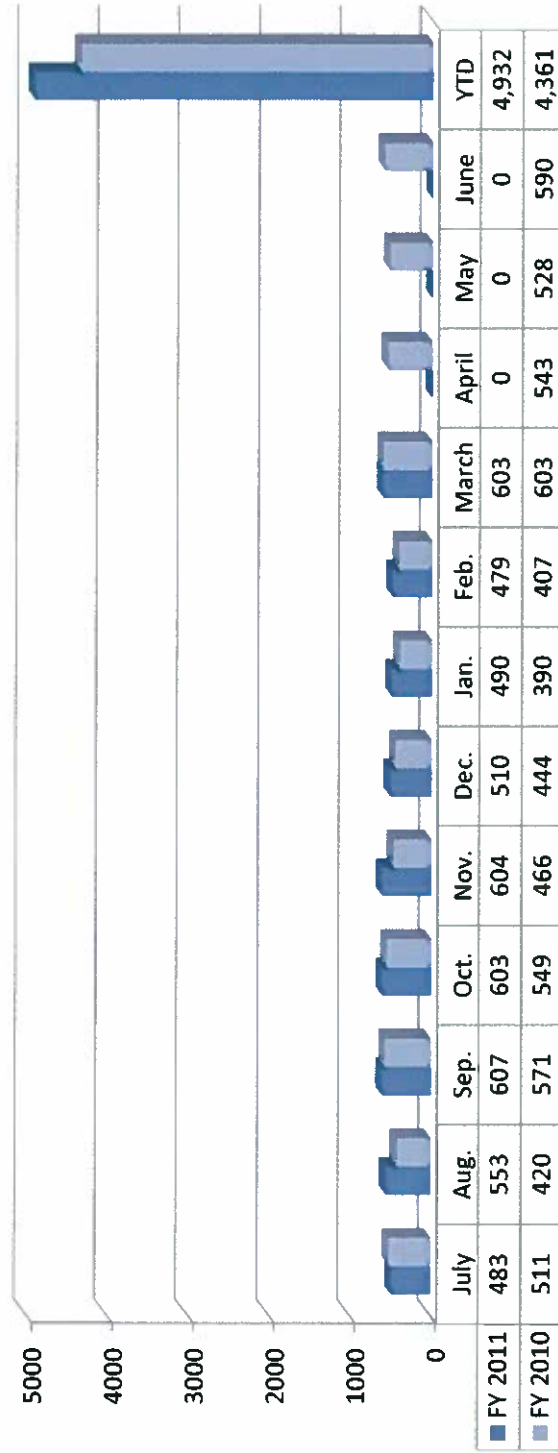
PV Transit staff attended an Applicant Workshop at the Air Quality Management District (AQMD) on March 17th to learn about two grant opportunities.

During the past two months staff has attended meetings of Metro's Local Transit Service Subcommittee (LTSS), Access Services' Transportation Professionals Advisory Committee (TPAC), and a meeting of South bay Transit Providers.

## PV TRANSIT RIDERSHIP



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



**MEMORANDUM**

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Assistant Administrator  
DATE: April 15, 2011  
SUBJECT: Financial Statements for the period ending March 31, 2011

Attached are the Financial Statements for the period ending March 31, 2011.

**Budget vs. Actual**

Total expenses for the nine months of FY 2011 totaled \$1,676,333 1.29% below budgeted amounts.

**Charges for Services**

Passenger revenue was \$24,029 (-7.05%) below budget for the fiscal year. This was primarily due to a 10% reduction in fixed route ridership that was slightly mitigated by higher pass and cash fares.

**Government Revenue**

PV Transit is current with all payments from funding agencies.

- Payments have been received from the three member cities as well as the annual payment from Los Angeles County.
- The "Other Revenue" account includes the proceeds from the City of Cudahy funding exchange (\$75,000), fund gift from Rolling Hills (\$4,000) and interest income.
- Metro Incentive Funding will be reflected on future FY 2011 financial statements.



**Palos Verdes Peninsula Transit Authority**

**Budget vs. Actual**

July through March 2011

	<u>Jul - Mar. '11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% Diff</u>
<b>Operating Revenue</b>				
<b>Charges for Services</b>				
Fixed Route	\$ 282,529	\$ 307,960	\$ (25,431)	-8.26%
Dial-A-Ride	\$ 34,382	\$ 32,980	\$ 1,402	4.25%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 316,911</b>	<b>\$ 340,940</b>	<b>\$ (24,029)</b>	<b>-7.05%</b>
<b>Operating Expenses</b>				
<b>Operator Fees</b>				
Fixed Route	\$ 988,689	\$ 1,004,950	\$ (16,261)	-1.62%
Dial-A-Ride	\$ 103,742	\$ 88,630	\$ 15,112	17.05%
<b>Subtotal</b>	<b>\$ 1,092,431</b>	<b>\$ 1,093,580</b>	<b>\$ (1,149)</b>	<b>-0.11%</b>
<b>Contract Administration</b>	<b>\$ 155,559</b>	<b>\$ 158,400</b>	<b>\$ (2,841)</b>	<b>-1.79%</b>
<b>Depreciation</b>	<b>\$ 207,648</b>	<b>\$ 207,648</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Fuel Purchases</b>	<b>\$ 150,896</b>	<b>\$ 164,085</b>	<b>\$ (13,189)</b>	<b>-8.04%</b>
<b>Marketing and Promotions</b>	<b>\$ 3,498</b>	<b>\$ 7,500</b>	<b>\$ (4,002)</b>	<b>-53.36%</b>
<b>Facility Leasing</b>	<b>\$ 19,008</b>	<b>\$ 19,048</b>	<b>\$ (40)</b>	<b>-0.21%</b>
<b>Other operating Expenses</b>	<b>\$ 47,293</b>	<b>\$ 48,000</b>	<b>\$ (707)</b>	<b>-1.47%</b>
<b>Subtotal</b>	<b>\$ 583,902</b>	<b>\$ 604,681</b>	<b>\$ (20,779)</b>	<b>-3.44%</b>
<b>TOTAL EXPENSE</b>	<b>\$ 1,676,333</b>	<b>\$ 1,698,261</b>	<b>\$ (21,928)</b>	<b>-1.29%</b>
<b>OPERATING LOSS</b>	<b>\$ (1,359,422)</b>	<b>\$ (1,357,321)</b>	<b>\$ (2,101)</b>	<b>0.15%</b>

**Palos Verdes Peninsula Transit Authority**  
**Government Revenue**  
July through March 2011

		<u>Revenue</u>
<b>551.00 · LA County</b>	<b>\$</b>	<b>406,007</b>
<b>552.00 · Palos Verdes Estates</b>	<b>\$</b>	<b>180,550</b>
<b>553.00 · Rolling Hills Estates</b>	<b>\$</b>	<b>111,962</b>
<b>554.00 · Rancho Palos Verdes</b>	<b>\$</b>	<b>569,562</b>
<b>556.00 · MTA Funding</b>	<b>\$</b>	<b>693,559</b>
<b>955.00 · Other Revenue</b>	<b>\$</b>	<b>81,914</b>
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>2,043,554</b>

**Palos Verdes Peninsula Transit Authority**  
**Balance Sheet**  
As of March 31, 2011

	<b>Mar 31, 11</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101.00 - Cash and cash equivalents	
102.00 - Cash in Bank - LAIF	1,286,003.10
103.00 - Wells Fargo	225,895.02
<b>Total 101.00 - Cash and cash equivalents</b>	<b>1,511,898.12</b>
<b>Total Checking/Savings</b>	<b>1,511,898.12</b>
<b>Accounts Receivable</b>	
120.00 - Due from other governments	
122.00 - Due from MTA-Special	
122.03 - EZ Pass	1,930.68
122.02 - Operating Support	262,512.00
122.01 - Incentive Funding	344,061.00
<b>Total 122.00 - Due from MTA-Special</b>	<b>608,503.68</b>
121.00 - Due from JPA Members,Cities/LAC	15,094.55
<b>Total 120.00 - Due from other governments</b>	<b>623,598.23</b>
<b>Total Accounts Receivable</b>	<b>623,598.23</b>
<b>Other Current Assets</b>	
140.00 - Prepaid Expense	17,592.00
<b>Total Other Current Assets</b>	<b>17,592.00</b>
<b>Total Current Assets</b>	<b>2,153,088.35</b>
<b>Fixed Assets</b>	
206.00 - Leasehold Improvements	1,975.00
210.00 - Vehicles	
212.00 - Accum. Depreciation - Vehicles	-1,714,200.00
210.00 - Vehicles - Other	2,724,110.51
<b>Total 210.00 - Vehicles</b>	<b>1,009,910.51</b>
<b>Total Fixed Assets</b>	<b>1,011,885.51</b>
<b>TOTAL ASSETS</b>	<b>3,164,973.86</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Wells Fargo Business Card	89.41
<b>Total Credit Cards</b>	89.41
<b>Other Current Liabilities</b>	
350.00 - Capital Leases Payable	208,965.29
<b>Total Other Current Liabilities</b>	208,965.29
<b>Total Current Liabilities</b>	<b>209,054.70</b>
<b>Total Liabilities</b>	<b>209,054.70</b>
<b>Equity</b>	
3900 - Retained Earnings	2,090,420.30
Net Income	865,498.86
<b>Total Equity</b>	<b>2,955,919.16</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,164,973.86</b>

<p>We hereby certify that the Authority has sufficient funds on hand or commitments for same to meet it's obligations during the next six months and acknowledge that investments are made in accordance with Board adopted policy, which was reaffirmed on January 20, 2011</p> <p style="text-align: right;">Martin Gombert, Asst. Administrator <i>MG</i></p>
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## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Assistant Administrators  
DATE: April 17, 2011  
SUBJECT: Proposed Budget for Fiscal Year 2011-12

### BACKGROUND

The April 21<sup>st</sup> meeting for the consideration and adoption of the Fiscal Year 2011-12 budget has been duly advertised. It includes a 2% reduction on the current level of service with no increases in passenger fares and a slight increase in the Charter Service Hourly Rate.

### FY 2011-2012 BUDGET REVIEW

The attached budget document shows the current year budget and the proposed budget on a line-item basis for expenditures and anticipated revenues.

The following comments are presented:

- Contracted Services: The cost of our contract with Transportation Concepts will remain the same from last Fiscal Year at \$1,308,200. The 1.7% increase in the hourly service rate will be offset by a corresponding reduction in service.  
  
Dial-A-Ride contractor fees have been increased by 15% to reflect the significant ridership increase over the past year.
- Facility Lease Cost: Staff is currently in negotiations with the Los Angeles County Sanitation District to extend the parking lot lease at the Waste Water facility in Carson for several years. PV Transit will be increasing the amount of parking space used at this facility, thus increasing costs.
- Fuel Cost: The cost for gasoline, propane (LPG) and compressed natural gas (CNG) has been reduced by 10% based on our experience this fiscal year.
- Administrative Costs: Total costs have been reduced by \$5,000.
- Depreciation Expense: This amount increased from \$276,861 in FY 2011 to \$323,375 to reflect the FY 2010 Financial Statements.

- Operating Reserve: By policy this reserve is to be kept at 10% of operating expenses, less income and depreciation reserve. Our calculations show that a contribution of (\$4,449) is needed to keep this account whole.
- Capital Program: Staff will return to the Board with a budget amendment to purchase 6 replacement buses during the year. This project will be funded with \$1.5 million in CMAQ funding through Metro.

## **SUPPORT FUNDING SOURCES**

Support funding from the three member agencies will not increase from Fiscal Year 2010-11 levels.

The budget does include the anticipated revenue gain for the exchange of Proposition A funds with the City of Cudahy.

## **ROUTE AND SCHEDULE CHANGES**

Minor route and schedule changes will be made to improve schedule adherence and meet passenger demand.

## **PASSENGER FARES**

The proposed changes in passenger fares and passes are shown in the attachment. The following items are noted:

- No increases in fares are proposed.
- Dial-A-Ride voucher and registration fees would remain the same.
- The cost of charter service would be increased by 1.8%.

## **RECOMMENDATION**

Adopt the Fiscal Year 2011-12 budget in the amount of \$2,437,016 for operations and \$0 for capital. Adopt the proposed PVPTA fare structure.

### Attachments:

- Proposed FY 2011-12 Budget
- Proposed PVPTA Fare Structure

**PALOS VERDES PENINSULA TRANSIT AUTHORITY  
PROPOSED BUDGET  
FISCAL YEAR 2011-12**

	FY 2010-11 Amended Budget	FY 2011-12 Proposed Budget	NOTES
<b>EXPENDITURES</b>			
<b>Operations Expense</b>			
1 Oper. Fees-Fixed Rt	\$ 1,308,200	\$ 1,308,200	1-2% Service Reduction
2 " " -DAR/DAL	120,000	138,000	15% Ridership Increase
3 " " - Charter	5,700	5,800	
4 Facility Lease	25,400	48,841	Expansion of LACSD Lot
5 Fuel	220,000	200,000	
<b>Total Operations</b>	<b>\$ 1,679,300</b>	<b>\$ 1,700,841</b>	
<b>Administrative Exp.</b>			
6 Admin. - General	\$ 211,200	\$ 211,200	
7 " - Special	7,000	2,000	
8 Prof. Services	23,000	23,000	
9 Marketing	10,000	10,000	
10 Equipment	12,000	12,000	
11 Supplies	26,800	26,800	
<b>Total Administration</b>	<b>\$ 290,000</b>	<b>\$ 285,000</b>	
12 Depreciation Expense	276,861	323,375	Reflects FY 2010 Audit Numbers
Mun. Lease pmts	127,800	127,800	
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,373,961</b>	<b>\$ 2,437,016</b>	
<b>REVENUES</b>			
12 Farebox	\$ 109,000	\$ 101,370	Reduced to reflect FY 2011 Exp.
14 Tokens/Pass Sales	244,400	\$ 227,292	
15 Charter sales	6,000	6,450	
16 Voucher Sales	40,000	4,600	15% Increase
17 Registration (DAR)	3,200	3,680	15% Increase
<b>Total Sales</b>	<b>\$ 402,600</b>	<b>\$ 343,392</b>	
18 Refunds	(3,600)	(3,200)	
<b>Net Oper. Revenues</b>	<b>\$ 399,000</b>	<b>\$ 340,192</b>	
19 Other Revenue (int.)	12,000	12,000	
<b>TOTAL REVENUES</b>	<b>\$ 411,000</b>	<b>\$ 352,192</b>	
<b>SUPPORT FUNDING REQ.</b>	<b>\$ 1,962,961</b>	<b>\$ 2,084,824</b>	
20 Operating Res.Reqmnt	6,703	(4,449)	
<b>CAPITAL PROGRAM</b>	<b>-</b>	<b>-</b>	
<b>TOTAL FUNDING REQ.</b>	<b>\$ 1,969,664</b>	<b>\$ 2,080,375</b>	
<b>SUPPORT FUNDING SOURCES</b>			
Source:			
Rolling Hills Estates	\$ 111,962	\$ 111,962	No Change
Rancho Palos Verdes	569,562	569,562	
Palos Verdes Estates	180,550	180,550	
LAC-4th District-Reg.	32,200	32,200	
LAC-4th District-Spec.	376,000	376,000	
MTA-Inc.Funding	343,960	382,485	Draft Funding Marks, 3/10/11
MTA-Operating "	222,276	224,816	3% increase
Prop. A Fund Exchange	-	75,000	Cudahy Fund Exchange
<b>SUPPORT FUNDING</b>	<b>\$ 1,836,510</b>	<b>\$ 1,952,575</b>	
From Capital Reserve	\$ 133,154	\$ 127,800	
<b>TOTAL FUNDING</b>	<b>\$ 1,969,664</b>	<b>\$ 2,080,375</b>	

# PVPTA FARE STRUCTURE

## Effective 7/1/11

<u>Cash Fares</u>	<u>Current</u>	<u>Proposed</u>
Cash/Token	\$ 2.50	\$ 2.50
Senior/Disabled	\$ 1.00	\$ 1.00
<u>Transfers</u>	<u>Current</u>	<u>Proposed</u>
PV bus to PV bus	\$ -	\$ -
Muni Transfer	\$ 0.25	\$ 0.25
<u>Transit Passes</u>	<u>Current</u>	<u>Proposed</u>
Monthly Pass	\$ 77	\$ 78
Summer Pass	\$ 84	\$ 86
<u>Semester Pass</u>	<u>Current</u>	<u>Proposed</u>
One	295	295
Two in Family	290	290
Three in Family	280	280
<u>Annual Pass</u>	<u>Current</u>	<u>Proposed</u>
One	590	590
Two in Family	580	580
Three in Family	560	560
<u>Other</u>	<u>Current</u>	<u>Proposed</u>
PV DAR Card	\$ -	\$ -
(for use on PV buses)		
Access Services Card	\$ -	\$ -
EZ Pass (225-226)	\$ -	\$ -
Lost Pass Fee	\$ 10.00	\$ 10.00
<u>Dial-A-Ride</u>	<u>Current</u>	<u>Proposed</u>
Registration Fee	\$ 10	\$ 10
Voucher	\$ 5	\$ 5
<u>Charter Service</u>	<u>Current</u>	<u>Proposed</u>
Cost Per Hour (5 Hour minimum)	\$ 71	\$ 72

## MEMORANDUM

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Assistant Administrator  
DATE: April 14, 2011  
SUBJECT: Malaga Bank Account, Resolution No. 2011-02

### BACKGROUND

The Authority's operating account with Wells Fargo has been active since November 1994. The Authority invests funds with the Local Agency Investment Fund (LAIF).

In order to diversify investments, the Board has directed staff to open a new bank account for fixed-rate certificates of deposit (CDs). After reviewing investment options with the financial staff at Rolling Hills Estates and Rolling Hills, staff is recommending that an account be opened with Malaga Bank for fixed-rate certificates of deposits.

Resolution No. 2011-02 would authorize staff to open an account with Malaga Bank for fixed-rate certificates of deposits and modify the Authority's Investment Policy as shown below:

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

The Authority is empowered to invest in the following manner:

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

### RECOMMENDATION

Approve Resolution No. 2011-02



**RESOLUTION**

**No. 2011-02**

**A RESOLUTION OF THE PALOS VERDES PENINSULA TRANSIT AUTHORITY  
JOINT POWERS AUTHORITY ESTABLISHING A BANK ACCOUNT WITH MALAGA  
BANK AND MODIFYING THE AUTHORITY'S INVESTMENT POLICY**

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

- 1. Findings.** The Board of Directors hereby finds and declares the following:
  - A. The Board of Directors has determined that an additional bank account should be opened to diversify investments.
  - B. The Authority's Investment Policy, Section 6.0 allows the Authority to invest in operating accounts not to exceed \$100,000 and investment pools (LAIF).
- 2. Action.**
  - A. A bank account to be opened at Malaga Bank, for fixed rate certificates of deposit.
  - B. Authorize Authority staff to complete required paperwork to open account.
  - C. Modify the Authority's Investment Policy Section 6.0 to allow the Authority to invest in the following manner: Fixed-Rate Certificates of Deposit not to exceed FDIC limits.
- 3. Adoption.** PASSED AND ADOPTED at a meeting of the Board of Directors held on April 21, 2011, by the following vote:

AYES:

NOES:

ABSTAIN:

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

\_\_\_\_\_  
NAME, CHAIR

ATTEST:  
NAME, TITLE

By: \_\_\_\_\_

By: \_\_\_\_\_

## MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Assistant Administrator

DATE: April 14, 2011

SUBJECT: Appointment of Administrator

### BACKGROUND

For the past twelve months Mr. John Meyer, Administrator has been on long-term medical leave. In January 2011 he conveyed to Mr. Steve Wolowicz, Chairperson that he would like to switch roles with Mr. Martin Gombert, Assistant Administrator.

Mr. Darold Pieper, Authority Counsel reviewed the Joint Powers Agreement and noted that the Authority may appoint an Administrator as noted below:

#### Article 6, Section G

##### G. Administration

The Board of Directors may, in its discretion, appoint an Administrator of the transit system, to serve at the pleasure of the Board, and to have the power to certify Authority documents as required by law and to assume such duties and responsibilities as the Board may direct.

### RECOMMENDATION

Approve Resolution No. 2011-01 appointing Mr. Martin Gombert, Administrator and Mr. John Meyer, Assistant Administrator

**RESOLUTION**

**No. 2011-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALOS VERDES  
PENINSULA TRANSIT AUTHORITY JOINT POWERS AUTHORITY  
APPOINTING MARTIN GOMBERT AS ADMINISTRATOR AND JOHN MEYER  
AS ASSISTANT ADMINISTRATOR**

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

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

A. Article 5, Section G, of the Joint Powers Agreement provides that the Board of Directors may appoint an Administrator of the transit system to serve at the pleasure of the Board.

B. Mr. John Meyer, the current Administrator, has requested that the current Assistant Administrator, Mr. Martin Gombert, be named Administrator in his place, and that he assume Mr. Gombert's role as Assistant Administrator.

**2. Action.**

A. Martin Gombert is appointed Administrator of the Palos Verdes Peninsula Transit Authority.

B. John Meyer is appointed Assistant Administrator of the Palos Verdes Peninsula Transit Authority.

C. The Administrator and Assistant Administrator have the power to certify Authority documents as required by law and to assume such duties and responsibilities as the Board may direct.

**3. Adoption.** PASSED AND ADOPTED at a meeting of the Board of Directors held on April 21, 2011, by the following vote:

AYES:

NOES:

ABSTAIN:

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

By: \_\_\_\_\_

\_\_\_\_\_  
NAME, CHAIR

ATTEST:  
NAME, TITLE

By: \_\_\_\_\_

**MEMORANDUM**

TO: AUTHORITY MEMBERS  
FROM: Martin Gombert, Assistant Administrator  
DATE: April 14, 2011  
SUBJECT: Schedule of Meetings for Fiscal Year 2011-12

Customarily the Board sets a schedule of meetings before the commencement of a new fiscal year. As such we have followed the format of meeting at a minimum on a quarterly basis and on the third Thursday of the designated month as follows:

July 21, 2011  
October 20, 2011  
January 19, 2012  
February or March – Annual Workshop  
April 19, 2012  
May 17, 2012 (if necessary for Budget hearing)  
July 19, 2012

**RECOMMENDATION**

To adopt the above listed schedule of meetings.