

**AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
June 25, 2020**

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: (1-669-900-6833) from any phone, Meeting ID: 929 4462 3128, Meeting Password: 527683. (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: 929 4462 3128, Meeting Password: 527683
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 (1-2):**

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

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	Checks	Amount
April	7505-7594	\$180,082.38
May	7696-7813	\$133,820.52
TOTAL		\$313,902.90

2. Approval of May 21, 2020 Board Minutes

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Recommendation: Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

I. NEW BUSINESS

1. 2020-21 Budget

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OPEN PUBLIC HEARING

Staff presentation on Fiscal Year 2020-21 Budget

CLOSE PUBLIC HEARING

Recommendation: Adopt Fiscal Year 2020-21 Budget, setting service levels and fares.

2. Agreement with MV Transportation
Recommendation: Amendment Number #2

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3. Capital Improvement Program

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Recommendation:

Approve purchase of two (2) buses from Creative Bus Sales

II. OLD BUSINESS

1. South Bay Fiber Network

Update

(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. Meeting Schedule

Verbal
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ADJOURNMENT: Rolling Hills Estates City Hall, September 24, 2020

Check Listing
April-May 2020

Apr 20

Date	Num	Name	Memo	Paid Amount
04/23/2020	7505	Nora Wagner		\$ (154.00)
04/23/2020	7507	Erin Di Maggio		\$ (96.69)
04/23/2020	7508	Roxanne Dean		\$ (96.69)
04/23/2020	7509	Administrative Services Co-Op	Invoice 200301 March 2020 Dial-A-Ride Service	\$ (7,133.30)
04/23/2020	7510	AT&T	Account No. 0206360576001	\$ (122.97)
04/23/2020	7511	Cal Act	Covid19 PPE supplies	\$ (5,784.00)
04/23/2020	7512	Clean Energy	CE12290121 March 2020	\$ (12,913.85)
04/23/2020	7513	County Sanitation Districts of LA County		\$ (7,963.45)
04/23/2020	7514	Darold D. Pieper		\$ (231.00)
04/23/2020	7515	Frontier Communications7108	310 544-7108-062795-5	\$ (338.38)
04/23/2020	7516	Mutual Liquid Gas & Equipment Co., Inc.	Invoice 458709 March 2020	\$ (1,607.90)
04/23/2020	7517	MV Transportation, Inc.	March 2020 Fixed Route Services	\$ (103,836.76)
04/23/2020	7518	Palos Verdes On the Net	Invoice 2020-1	\$ (1,675.00)
04/23/2020	7519	PitneyBowes Global Financial Services	Postage Meter	\$ (330.40)
04/23/2020	7520	ReadyRefresh by Nestle	Account 0024293722	\$ (12.03)
04/23/2020	7521	Rogers, Anderson, Malody & Scott LLP	Audit	\$ (14,190.00)
04/23/2020	7522	Temps Incorporated	Parking Lot Security	\$ (1,306.47)
04/23/2020	7523	Wells Fargo	Acct 4484610008047386	\$ (107.31)
04/23/2020	7524	White Wings Cleaning Service	Invoice 7973 3/4/2020	\$ (110.00)
04/23/2020	7525	Christine De La Cruz	Pass Refund	\$ (96.69)
04/23/2020	7528	Hilda Vo	Pass Refund	\$ (96.69)
04/23/2020	7529	Amy Eynon	Pass Refund	\$ (96.69)
04/23/2020	7530	Kim Elliott	Pass Refund	\$ (193.38)
04/23/2020	7533	Julia Currence	Pass Refund	\$ (193.38)
04/23/2020	7534	Maria-Sophie Nichon-Coster	Pass Refund	\$ (96.69)
04/23/2020	7535	Molly Camp	Pass Refund	\$ (96.69)
04/23/2020	7536	Holly Coogan	Pass Refund	\$ (96.69)
04/23/2020	7537	Abby Carstetter	Pass Refund	\$ (96.69)
04/23/2020	7538	Jon Carlson	Pass Refund	\$ (96.69)
04/23/2020	7547	Anna Hackathorn	Pass Refund	\$ (96.69)
04/23/2020	7548	Michael Beamer	Pass Refund	\$ (96.69)
04/23/2020	7554	Edith Yavarian	Pass Refund	\$ (96.69)
04/23/2020	7555	Brette Andrews	Pass Refund	\$ (96.69)
04/23/2020	7556	Reyann Andrews	Pass Refund	\$ (96.69)
04/23/2020	7560	Ray Bethel	Pass Refund	\$ (96.69)
04/23/2020	7561	Samantha Blair	Pass Refund	\$ (96.69)
04/23/2020	7562	Cheri Feingold	Pass Refund	\$ (96.69)
04/23/2020	7563	Brian Feters	Pass Refund	\$ (96.69)
04/28/2020	7568	Veronica Aquino	Semester Pass Refund	\$ (96.69)
04/28/2020	7569	Christi Frey	Semester Pass Refund	\$ (96.69)
04/28/2020	7570	William Ford	Semester Pass Refund	\$ (96.69)
04/28/2020	7571	Jaimesha Ferrell	Semester Pass Refund	\$ (96.69)
04/28/2020	7572	Joe Amodio	Semester Pass Refund	\$ (96.69)
04/28/2020	7573	Sandra Aris	Semster Pass Refund	\$ (96.69)
04/28/2020	7574	Danira Arya	Semester Pass Refund	\$ (96.69)
04/28/2020	7575	Pavi Lucero	Semester Pass Refund	\$ (96.69)
04/28/2020	7576	Allen Barton	Semester Pass Refund	\$ (96.69)
04/28/2020	7577	Caroline Bakar	Semester Pass Refund	\$ (96.69)
04/28/2020	7578	Suzanne Brust	Semester Pass Refund	\$ (96.69)
04/28/2020	7579	Karen Bourges	Semester Pass Refund	\$ (96.69)
04/28/2020	7580	Anna Chu	Semester Pass Refund	\$ (96.69)

Check Listing
April-May 2020

04/28/2020	7581	Maggie Chan	Semester Pass Refund	\$ (96.69)
04/28/2020	7582	Sean Criss	Semester Pass Refund	\$ (96.69)
04/28/2020	7583	Amy Wang	Semester Pass Refund	\$ (96.69)
04/28/2020	7584	Michelle Cibort	Semester Pass Refund	\$ (96.69)
04/28/2020	7585	Orawan Sitburara	Semester Pass Refund	\$ (96.69)
04/28/2020	7586	Sheila Clayborn	Semester Pass Refund	\$ (96.69)
04/28/2020	7587	Monica Takahashi	Semester Pass Refund	\$ (96.69)
04/28/2020	7588	Chris Endy	Semester Pass Refund	\$ (96.69)
04/28/2020	7589	Kathryn Eades	Semester Pass Refund	\$ (193.38)
04/28/2020	7590	Cara Dunn	Semester Pass Refund	\$ (193.38)
04/28/2020	7591	Joseph Di Santo	Semester Pass Refund	\$ (96.69)
04/28/2020	7592	Kristen De Leo	Semester Pass Refund	\$ (96.69)
04/30/2020	7593	Mobility Advancement Group	Administrative Services for April 2020	\$ (17,334.37)
04/30/2020	7594	Gailene Lancey	Semester Pass Refund	\$ (96.69)
				\$ (180,082.38)

Apr 20

Date	Num	Name	Memo	Paid Amount
05/15/2020	7696	Raquel Muratalla	Annual Pass Refund	\$ (192.75)
05/15/2020	7697	Emily De Ruyter	Annual Pass Refund	\$ (385.50)
05/15/2020	7698	Jennifer Randall	Annual Pass Refund	\$ (385.50)
05/15/2020	7699	Rand Relatores	Annual Pass Refund	\$ (192.75)
05/15/2020	7700	Heidi Puskar	Semester Pass Refund	\$ (192.75)
05/15/2020	7701	Smithe Panekh	Semester Pass Refund	\$ (192.75)
05/15/2020	7702	Andrea Palinkas	Semester Pass Refund	\$ (192.75)
05/15/2020	7703	Kenneth Pak	Annual Pass Refund	\$ (192.75)
05/15/2020	7704	Gareth Provan	Semester Pass Refund	\$ (192.75)
05/15/2020	7705	Subbulakihmi Premkumar	Annual Pass Refund	\$ (578.25)
05/15/2020	7706	Hector Romero	Annual Pass Refund	\$ (192.75)
05/15/2020	7707	Maryam Pourmoshen	Annual Pass Refund	\$ (192.75)
05/15/2020	7708	Karol Bowers	Annual Pass Refund	\$ (192.75)
05/15/2020	7709	Korry Taylor	Annual Pass Refund	\$ (192.75)
05/15/2020	7710	Geraldine Trivedi	Annual Pass Refund	\$ (192.75)
05/15/2020	7711	Christine Thymes	Annual Pass Refund	\$ (192.75)
05/15/2020	7712	Rick Tomaro	Annual Pass Refund	\$ (192.75)
05/15/2020	7713	Chris Thomas	Annual Pass Refund	\$ (192.25)
05/15/2020	7714	Lani Shneer	Annual Pass Refund	\$ (192.25)
05/15/2020	7715	Mike Scaglione	Annual Pass Refund	\$ (384.50)
05/15/2020	7716	Jaimessa Ferrell	Semester Pass Refund-Second Payment	\$ (95.56)
05/17/2020	7717	David Strouse	Annual Pass Refund	\$ (192.25)
05/17/2020	7718	Christine A Sherry	Annual Pass Refund	\$ (384.50)
05/17/2020	7719	Leslie Sierk	Semester Pass Refund	\$ (192.25)
05/17/2020	7720	Juliana Saldana	Semester Pass Refund	\$ (192.25)
05/17/2020	7721	Lauren Sherry	Semester Pass Refund	\$ (384.50)
05/17/2020	7722	Brian Son	Semester Pass Refund	\$ (192.25)
05/17/2020	7723	Stephanie Smith	Semester Pass Refund	\$ (192.25)
05/17/2020	7724	Sandi Shaul	Semester Pass Refund	\$ (192.25)
05/17/2020	7725	Ling Yu	Semester Pass Refund	\$ (192.25)
05/17/2020	7726	Nina Smith	Semester Pass Refund	\$ (192.20)
05/17/2020	7727	Erica Thomas	Annual Pass Refund	\$ (192.25)
05/17/2020	7728	Ling Tang	Semester Pass Refund	\$ (192.25)
05/17/2020	7729	Joy Yamane	Annual Pass Refund	\$ (192.25)

May 20

Check Listing
April-May 2020

Date	Num	Name	Memo	Paid Amount
05/17/2020	7730	Rachel Yousif	Annual Pass Refund	\$ (384.50)
05/17/2020	7731	David Yang	Semster Pass Refund	\$ (192.25)
05/17/2020	7732	Ana Lorenzo Zampighi	Semester Pass Refund	\$ (192.25)
05/17/2020	7733	Megan Wynne	Annual Pass Refund	\$ (192.25)
05/17/2020	7734	Derek Wong	Annual Pass Refund	\$ (192.25)
05/17/2020	7735	Elaine Wada	Annual Pass Refund	\$ (192.25)
05/17/2020	7736	Kimberly Williams	Annual Pass Refund	\$ (192.25)
05/17/2020	7737	Jeff Worst	Semester Pass Refund	\$ (192.25)
05/17/2020	7738	Calvin Whang	Semester Pass Refund	\$ (384.50)
05/17/2020	7739	Teri Polo	Semester Pass Refund	\$ (192.25)
05/17/2020	7740	Darius Vitkus	Annual Pass Refund	\$ (192.25)
05/17/2020	7741	Penelope Valencia	Annual Pass Refund	\$ (192.25)
05/17/2020	7742	Iscura Villadares	Semester Pass Refund	\$ (192.25)
05/17/2020	7743	Virginia Freijo	Annual Pass Refund	\$ (192.25)
05/17/2020	7744	Kathy Garcia	Semester Pass Refund	\$ (384.50)
05/17/2020	7745	Belaji Gattu	Semester Pass Refund	\$ (192.25)
05/17/2020	7746	Piere Gornes	Semester Pass Refund	\$ (192.25)
05/17/2020	7747	Fidel Garcia	Semester Pass Refund	\$ (192.25)
05/17/2020	7748	Carla Green	Semester Pass Refund	\$ (192.25)
05/17/2020	7749	April Gorsuch	Semester Pass	\$ (192.25)
05/17/2020	7750	Sara Gilmartin	Semester Pass Refund	\$ (192.25)
05/17/2020	7751	Trina Gagliano	Annual Pass Refund	\$ (192.25)
05/17/2020	7752	Becky Gallo	Annual Pass Refund	\$ (192.25)
05/20/2020	7753	Chris Madani	VOID:	\$ -
05/20/2020	7754	Administrative Services Co-Op	Invoice 200430 April 2020 Dial-A-Ride Service	\$ (4,360.77)
05/20/2020	7755	AT&T	Account No. 0206360576001	\$ (156.02)
05/20/2020	7756	California J.P.I.A.	General Liability Insurance	\$ (11,464.00)
05/20/2020	7757	Clean Energy	CE12296467 April 2020	\$ (6,627.09)
05/20/2020	7758	County Sanitation Districts of LA County	Parking Lot Lease	\$ (7,963.45)
05/20/2020	7759	Cubic Transportation Systems	TAP equipment maintenance	\$ (1,304.23)
05/20/2020	7760	Frontier Communications7108	310 544-7108-062795-5	\$ (333.52)
05/20/2020	7761	Gayle Albin-Bailey	Bookkeeping Service	\$ (806.25)
05/20/2020	7762	MV Transportation, Inc.	April 2020 Fixed Route Services	\$ (73,968.92)
05/20/2020	7763	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3103914396	\$ (32.00)
05/20/2020	7764	PVPUSD	Utilities	\$ (673.25)
05/20/2020	7765	Q Document Solutions Inc.	Copy Maintenance	\$ (76.88)
05/20/2020	7766	ReadyRefresh by Nestle	Account 0024293722	\$ (58.93)
05/20/2020	7767	Temps Incorporated	Parking Lot Security	\$ (2,983.70)
05/20/2020	7768	White Wings Cleaning Service	Invoice 7984	\$ (220.00)
05/22/2020	7769	Mariam Ghattas	Annual Pass Refund	\$ (192.25)
05/22/2020	7770	Jan Hung	Semster Pass Refund	\$ (192.25)
05/22/2020	7771	Sarah Khorey	Semester Pass Refund	\$ (192.25)
05/22/2020	7772	Hana Koranova	Semester Pass Refund	\$ (192.25)
05/22/2020	7773	Aylin Kisacikoglu	Semester Pass Refund	\$ (192.25)
05/22/2020	7774	Urista Katona	Semester Pass Refund	\$ (192.25)
05/22/2020	7775	Erin Kono	Annual Pass Refund	\$ (192.25)
05/22/2020	7776	Jima Kato	Annual Pass Refund	\$ (192.25)
05/22/2020	7777	Holly Koch	Annual Pass Refund	\$ (192.25)
05/22/2020	7778	Hassan Dardan	Annual Pass Refunds	\$ (192.25)
05/22/2020	7779	Deanne Kim	Annual Pass Refund	\$ (192.25)
05/22/2020	7780	Judith A Huss	Annual Pass Refund	\$ (192.25)
05/22/2020	7781	Kim Hassett	Semester Pass Refund	\$ (192.25)

Check Listing
April-May 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
05/22/2020	7782	Jennifer Hoffman	Semester Pass Refund	\$ (192.25)
05/22/2020	7783	Kathy Hardin	Annual Pass Refunds	\$ (384.50)
05/22/2020	7784	Maria Incaviglia	Semester Pass Refund	\$ (192.25)
05/22/2020	7785	Stu Imai	Annual Pass Refund	\$ (192.25)
05/22/2020	7786	Jennifer Ignacio	Annual Pass Refund	\$ (384.50)
05/22/2020	7787	Shawna Kuhns	Semester Pass Refund	\$ (192.25)
05/22/2020	7788	Ken Lord	Annual Pass Refunds	\$ (384.50)
05/22/2020	7789	Coreen Lanza	Annual Pass Refund	\$ (192.25)
05/22/2020	7790	Allbon Lee	Annual Pass Refunds	\$ (384.50)
05/22/2020	7791	Kelly Leipzig	Annual Pass Refund	\$ (192.25)
05/22/2020	7792	Elizabeth Lauro	Annual Pass Refund	\$ (192.25)
05/22/2020	7793	Tim Lawson	Semester Pass Refunds	\$ (384.50)
05/22/2020	7794	Julie Hansen-Lemke	Semester Pass Refund	\$ (192.25)
05/22/2020	7795	Angie Lauro	Semester Pass Refund	\$ (192.25)
05/22/2020	7796	Aioe Osibamivo	Annual Pass Refund	\$ (384.50)
05/22/2020	7797	Hisea Okawa	Annual Pass Refund	\$ (192.25)
05/22/2020	7798	Juan Osorio	Semester Pass Refund	\$ (192.25)
05/22/2020	7799	Hamid Osati	Semester Pass Refund	\$ (192.25)
05/22/2020	7800	Michael J Neils	Semester Pass Refund	\$ (192.25)
05/22/2020	7801	Scotte Massey	Annual Pass Refund	\$ (192.25)
05/22/2020	7802	Kyle Matthews	Annual Pass Refund	\$ (192.25)
05/22/2020	7803	Monique Modica	Annual Pass Refund	\$ (192.25)
05/22/2020	7804	Chenoa Meyer	Annual Pass Refund	\$ (192.25)
05/22/2020	7805	Trina McElroy	Semester Pass Refund	\$ (192.25)
05/22/2020	7806	Maria Leticia Hinojosa Plascencia	Semester Pass Refund	\$ (192.25)
05/22/2020	7807	Bruce Myhre	Semester Pass Refund	\$ (192.25)
05/22/2020	7808	Sakeena Mirza	Semester Pass Refund	\$ (192.25)
05/22/2020	7809	Katarina Murillo	Semester Pass Refund	\$ (192.25)
05/22/2020	7810	Chris Madani	Semester Pass Refund	\$ (192.25)
05/22/2020	7812	Chad Johnson	Annual Pass Refunds	\$ (384.50)
05/22/2020	7813	Everette Jones	Annal Pass Refunds	\$ (384.50)
May 20				<u>\$ (133,820.52)</u>

**MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Thursday, May 21, 2020

The meeting was called to order at 6:06 p.m. by Vice Chairperson Zuckerman.

REGULAR SESSION:

Board roll call was answered as follows:

PRESENT: Victoria Lozzi, PVE; David Bradley, RPV; Michael Kemps, PVE;
Velveth Schmitz, RHE; Steve Zuckerman, RHE, Ken Dyda, RPV.

ABSENT:

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chairperson Zuckerman.

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK

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

APPROVAL OF CONSENT CALENDAR (1-6):

Member Dyda moved approval of the Consent Calendar, seconded by Member Kemps.

The motion passed on the following roll call vote:

AYES: Zuckerman, Schmitz, Kemps, Lozzi, Dyda, Bradley
NOES: None
ABSENT: None

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

None

**PVPTA Board Meeting Minutes
May 21, 2020**

ADMINISTRATOR REPORT

Administrator Gombert made a presentation on COVID 19 impacts to PV Transit and Dial-A-Ride services, future steps, and financial impacts on the Authority. There were questions on CARES Act funding requirements, detail on transit contract rates in a future staff report, and a question on standby employees.

OLD BUSINESS

111.1 Expense Authorization for Administrator

Mr. Gombert presented the staff report and answered several questions by Board Members.

Member Kemps moved approval of keeping the Administrator's checking signing authority at up to \$2,500 per check, seconded by Member Bradley.

The motion passed on the following roll call vote:

AYES: Zuckerman, Kemps, Lozzi, Dyda, Bradley
NOES: None
ABSENT: Schmitz

NEW BUSINESS

I.1 FY 18-19 Audit Report: Ms. Brianna Schultz, RAMS made a presentation on the FY 18-19 Audit report. There were questions on fuel invoices, credit card procedures, and Ms. Schultz comment on the depth of compliance testing.

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

The motion passed on the following roll call vote:

AYES: Zuckerman, Schmitz, Kemps, Lozzi, Dyda, Bradley
NOES: None
ABSENT: None

**PVPTA Board Meeting Minutes
May 21, 2020**

- 1.2 FY 2019-20 Audit Engagement Letter: Administrator Gombert presented the Agenda Item to the Board. There were several questions by the Board regarding the quote.

Member Schmitz moved approval of the staff recommendation, seconded by Member Bradley.

The motion passed on the following roll call vote:

AYES: Zuckerman, Schmitz, Kemps, Lozzi, Dyda, Bradley
NOES: None
ABSENT: None

- 1.3 South Bay Fiber Network: Administrator Gombert presented the staff report and there were several questions from Board Members. Staff agreed to bring the item back to the Board at the June Meeting with additional financial and technical information.

CHAIR AND MEMBER ITEMS

Elections of Officers: Member Zuckerman moved the following slate of officers, seconded by Member Bradley:

Ms. Victoria Lozzi, Chairperson
Mr. Michael Kemps, Vice Chairperson
Mr. Steve Zuckerman, Secretary Treasurer

The motion passed on the following roll call vote:

AYES: Zuckerman, Kemps, Lozzi, Dyda, Bradley
NOES: None
ABSENT: Schmitz

ADJOURNMENT

At 7:20 p.m. Chairperson Lozzi moved to adjourn the Board Meeting until June 25, 2020.

Respectfully submitted:

**PVPTA Board Meeting Minutes
May 21, 2020**

Martin Gombert, Administrator

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: June 20, 2020
SUBJECT: Proposed Budget for Fiscal Year 2020-21

BACKGROUND

The June 25, 2020, meeting for the consideration and adoption of the Fiscal Year 2020-21 budget has been duly advertised. It includes a static level of service and no proposed changes in fares.

Because of the uncertainty on when PV Transit will resume full service and the status of funding sources, the proposed budget assumes static expense amounts from the FY '20 budget, with the exception of the Facility Lease Cost (line 4).

Staff is planning on presenting a budget revision at the September Board Meeting once FY '21 service levels have been confirmed along with funding sources.

FY 2020-21 BUDGET REVIEW

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

Operating expenses are planned to increase 0.12% over FY 2020 budgeted totals.

- Contracted Services: No change is proposed for this expense category. A proposed contract amendment for the MV contract is contained later in this Agenda.

Dial-A-Ride contractor fees (line 2) are unchanged from FY 2020 budgeted amounts.

- Facility Lease Cost: The lease cost of the parking lot at the L.A. County Sanitation District (line 4) facility has increased 3% per contract.

- Fuel Cost: No change is proposed for this expense category.
- Administrative Costs: No change is proposed for this expense category.
- Depreciation Expense: This amount (line 10) is from accounting staff estimates. This number will be adjusted depending on the delivery date of new equipment.
- Capital Program: The purchase of two (2) new vehicles is proposed. The new vehicles will replace vehicles purchased in 2009 that has reached the end of its useful life. The estimated cost of this vehicle will be \$364,704.

SUPPORT FUNDING SOURCES

Support funding from all sources has increased by 1.30% over FY 2020 totals. The budget does include \$376,000 in funding from Los Angeles County. We are waiting on confirmation of this funding source.

The proposed funding amounts for Member Agencies are based on contribution amounts requested in March 2020 as required by the JPA Agreement. These amounts may be adjusted during the year depending on the amount of Local Return Funds (LTR) received by Member agencies from Metro in FY '21.

ROUTE AND SCHEDULE CHANGES

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

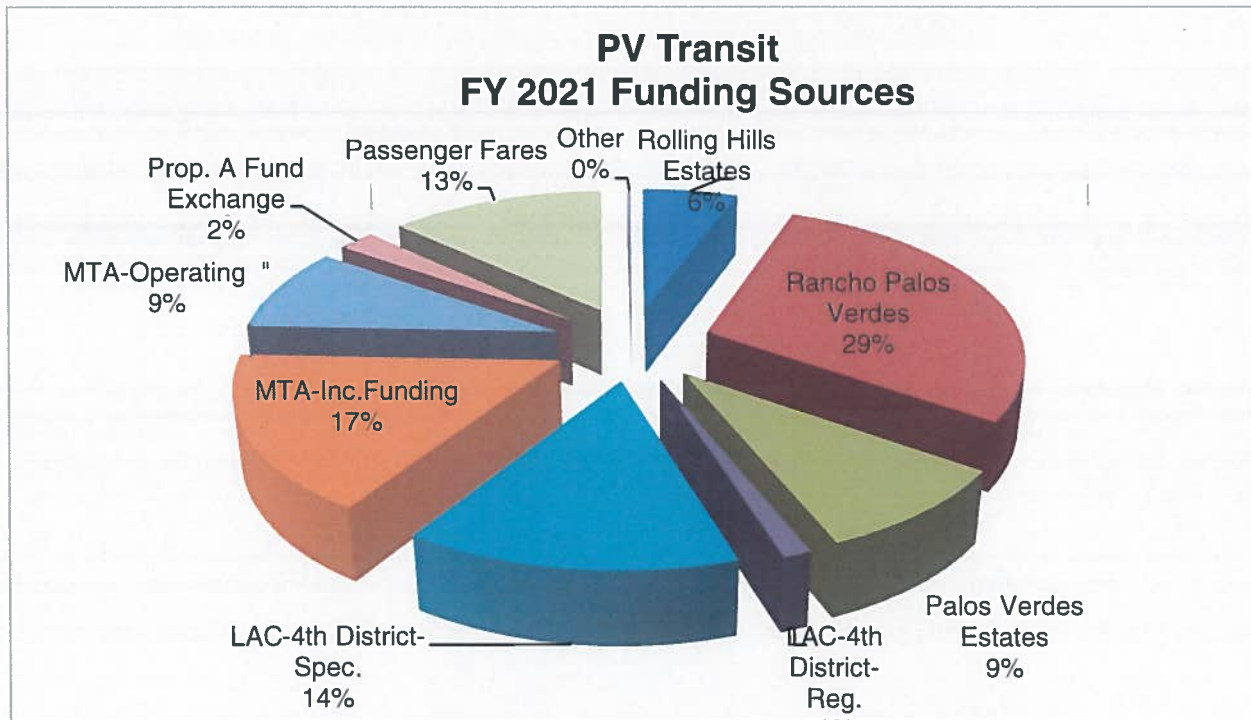
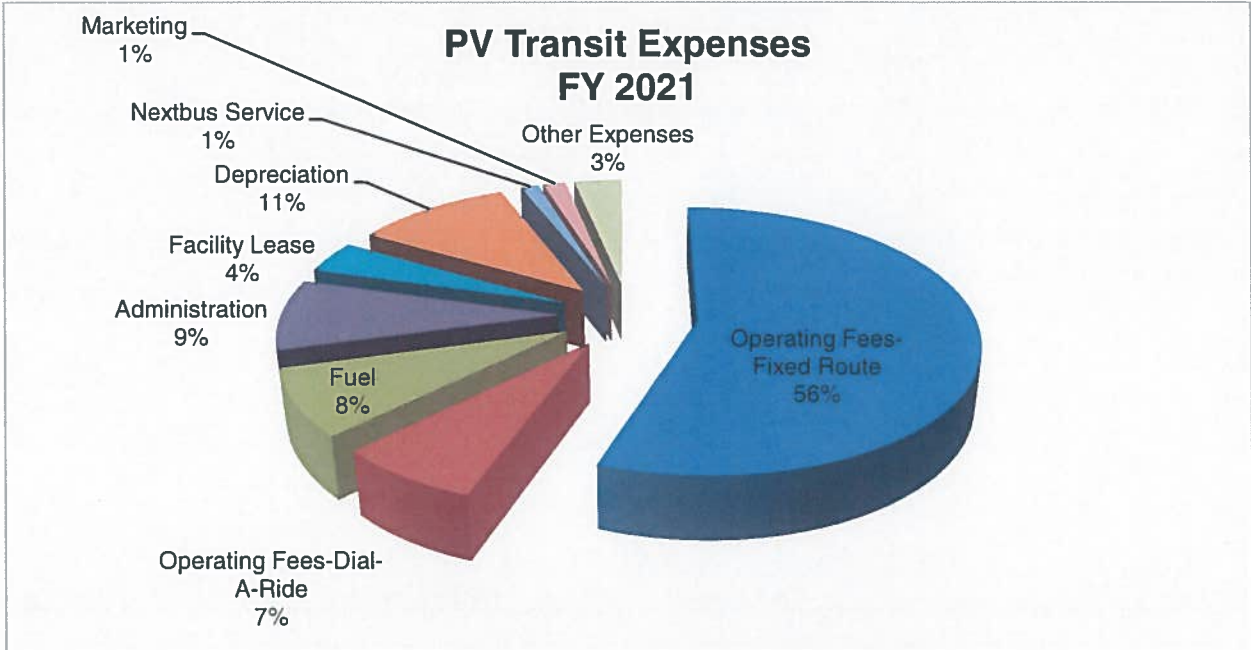
PASSENGER FARES

The proposed prices for fixed route and dial-a-ride fees are shown in the attachment. The following items are noted:

- No increases in fixed route or dial-a-ride fares are proposed.

RECOMMENDATION

Adopt the Fiscal Year 2020-21 budget in the amount of \$2,106,518 for operations and \$364,704 for capital. Adopt the proposed PVPTA fare structure.



Attachments:

- Proposed FY 2020-21 Budget
- Proposed PVPTA Fare Structure

**PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSED BUDGET
FISCAL YEAR 2020-21**

	<u>A</u> FY 2019-20 Final Budget	<u>B</u> FY 2020-21 Draft Budget	NOTES	% Change
EXPENDITURES				
Operations Expense				
1 Oper. Fees-Fixed Rt	\$ 1,364,460	\$ 1,364,460		0.00%
2 " " -DAR/DAL	175,000	175,000		0.00%
3 " " - Charter	1,000	1,000		0.00%
4 Facility Lease	94,170	96,995	Contractual increase	3.00%
5 Fuel	198,000	198,000		0.00%
Total Operations	\$ 1,832,629	\$ 1,835,454		0.15%
Administrative Exp.				
6 Admin. - General	\$ 211,200	\$ 211,200		
7 Marketing	38,000	38,000		
8 Nextbus Service	29,747	29,747		
9 Other Operating Expenses	80,000	80,000		
Total Administration	\$ 358,947	\$ 358,947		0.00%
10 Depreciation Expense	261,917	261,917		
TOTAL EXPENDITURES	\$ 2,453,493	\$ 2,456,318		0.12%
REVENUES				
11 Farebox	\$ 282,800	\$ 282,800		
12 Charter sales	\$ 2,000	\$ 2,000		
13 Voucher Sales	\$ 60,000	\$ 60,000		
Total Sales	\$ 344,800	\$ 344,800		
14 Other Revenue	5,000	5,000		
TOTAL REVENUES	\$ 349,800	\$ 349,800		0.00%
SUPPORT FUNDING REQ.	\$ 2,103,693	\$ 2,106,518		
15 Operating Res.Reqmnt				
CAPITAL PROGRAM	274,700	364,704		
TOTAL FUNDING REQ.	\$ 2,378,393	\$ 2,471,222		3.90%
SUPPORT FUNDING SOURCES				
Source:	<u>FY 2020</u>	<u>FY 2021</u>		
Rolling Hills Estates	\$ 147,243	\$ 152,249	3.4% increase	3.00%
Rancho Palos Verdes	\$ 749,101	\$ 774,570		3.00%
Palos Verdes Estates	\$ 237,469	\$ 245,543	↓	3.00%
LAC-4th District-Reg.	32,200	32,200		
LAC-4th District-Spec.	376,000	376,000		
MTA-Inc.Funding	434,031	\$ 440,244	Draft #2 funding marks	
MTA-Operating "	241,625	241,625	New MOU numbers	
MTA-Cares Act	-	-		
Prop. A Fund Exchange	75,000	60,000	City of Cudahy	
SUPPORT FUNDING	\$ 2,292,669	\$ 2,322,431		1.30%
From Capital Reserve	\$ 85,724	\$ 148,791		
TOTAL FUNDING	\$ 2,378,393	\$ 2,471,222		

PVPTA FARE STRUCTURE
Effective 7/1/20

Cash Fares Current Proposed

Cash/Token \$ 2.50 N/C
 Senior/Disabled \$ 1.00 N/C

Transfers Current Proposed

PV bus to PV bus \$ - \$ -
 Muni Transfer \$ 0.25 N/C

Transit Passes Current Proposed

Monthly Pass \$ 78 N/C
 Summer Pass \$38/Semester High School
 \$57/Intermediate School

Semester Pass Current Proposed

One \$ 295 N/C
 Two in Family \$ 290 N/C
 Three in Family \$ 280 N/C

Annual Pass Current Proposed

One \$ 590 N/C
 Two in Family \$ 580 N/C
 Three in Family \$ 560 N/C

Other Current Proposed

PV DAR Card \$ - \$ -
 (for use on PV buses)
 Access Services Card \$ - \$ -
 EZ Pass (225-226) \$ - \$ -
 Lost Pass Fee \$ 10.00 \$ 10.00

Dial-A-Ride Current Proposed

Registration Fee \$ 10 N/C
 (initial registration only)
 Voucher \$ 6 N/C

Charter Service Current Proposed

Cost Per Hour \$ 75.34 \$ 77.60
 (5 Hour minimum)

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: June 20, 2020
SUBJECT: Amendment Number Two with MV Transportation

BACKGROUND

On March 16, 2020 PV Transit significantly reduced transit service due to the impacts of COVID 19. Daily revenue service hours were reduced from approximately 90 to 22, a reduction of 75%.

The 2015 Request for Proposal for Transit Service, which is incorporated into the Contract Services Agreement, allows the following adjustment to rates:

The Vehicle Service Hourly Rate is subject to change should the estimated annual revenue hours increase or decrease by more than 15%¹

ANALYSIS

MV Transportation proposed that cost reimbursement be changed from a strictly revenue hour rate to a combined revenue hour and fixed cost model. This would allow MV to recoup their monthly fixed costs, irrespective of the hours operated. They are concerned that future pandemics could have a negative impact to the PV Transit contract.

Shown below is the current and proposed compensation rate:

Current Rate FY '20

Cost Per Hour: \$73.13
Annual Costs: \$1,337,789

¹ Request for Proposal, 2015, Page 16

Proposed Rate FY '20

Cost Per Hour	\$60.89
Monthly Fixed Cost	\$19,229
Annual Cost	\$1,378,033

As shown above, the propose rate is cost-neutral on an annual basis.

This issue is complicated by the fact that the five-year Agreement with MV Transportation expires on June 30, 2020. The Agreement allows the Agreement to be extended up to three years at a rate not to exceed the Consumer Price Index (CPI) as shown in the following language.

2. **TERM**

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through June 30, 2020. Upon mutual agreement between the AUTHORITY and CONTRACTOR, the Agreement may be extended for three one-year periods at a rate not to exceed the increases in the BLS Consumer Price Index (CPI) for Los Angeles, Riverside, Orange County, All Items.

MV Transportation and the Authority could not agree to an extension for a three-year period in time to be presented to the Board at the June 25, 2020 meeting. The two parties agreed that the rates presented in Amendment Number Two be effective from March 1, 2020 through September 30, 2020, pending Board approval. This would allow the two parties to continue negotiating on a three-year extension to the Agreement to be presented to the Board of Directors at the September 2020 meeting.

FINANCIAL IMPACT

The FY '20 and proposed FY' 21 budgets contain sufficient funds for the proposed operating costs.

RECOMMENDATION

Approve Amendment Number Two to MV Transportation Contract Services Agreement.

**AMENDMENT NUMBER TWO (2)
TO
MV TRANSPORTATION CONTRACT SERVICES AGREEMENT**

August 1, 2015 Agreement

This amendment to the August 1, 2015 Agreement is made and entered into by and between the PALOS VERDES PENINSULA TRANSIT AUTHORITY, hereinafter referred to as "Authority", and MV Public Transportation, Inc., hereinafter referred to as "MV".

WITNESSETH

Whereas, on August 1, 2015, Authority and MV entered into an Agreement to provide transportation to senior and disabled persons; and

WHEREAS, said Agreement-Schedule of Payment can be modified should the estimated annual revenue hours increase or decrease by more than 15%.

WHEREAS, in March 16, 2020 daily revenue hours were reduced more than 15% due to service cutbacks necessitated by COVID 19; and

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

Section 3-Compensation: The cost shall be changed as shown below:

March 1, 2020 through September 30, 2020	\$60.90 per revenue hour
March 1, 2020 through September 30, 2020	\$19,229 monthly fixed costs

There shall be no change to the Agreement Sum of \$6,773,067.

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 One to be executed by their respective Officers, duly authorized, by the Authority on **June 25, 2020** and by MV on _____.

MV Public Transportation, Inc.

Date _____ By _____

PALOS VERDES PENINSULA TRANSIT AUTHORITY

Date _____ By _____

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: June 20, 2020
SUBJECT: Capital Improvement Program

INTRODUCTION

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

ANALYSIS

Replacement Bus

It is recommended that the Authority purchase two replacement buses through the MBTA/CalACT Cooperative Bid (RFP #15-03). 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 two vehicles purchased in 2009 that have exceeded their useful life span.

A summary of vehicle specifications is shown below:

- Make and Model: Startrans, 27.5 Foot
- Twenty-two 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.

Replacement Bus

Price	\$173,668.82
Number	2
Subtotal	\$347,337.65
Contingency	\$17,366.00
TOTAL	\$364,703.65

Funding Source

Capital Reserves \$364,704

There are sufficient capital reserves to fund this project.

RECOMMENDATION

Approve the capital improvement program consisting of the purchase of two (2) replacement buses from Creative Bus Sales (quote dated 6-18-20) for a price not to exceed \$347,337.65 plus a project contingency of 5%.



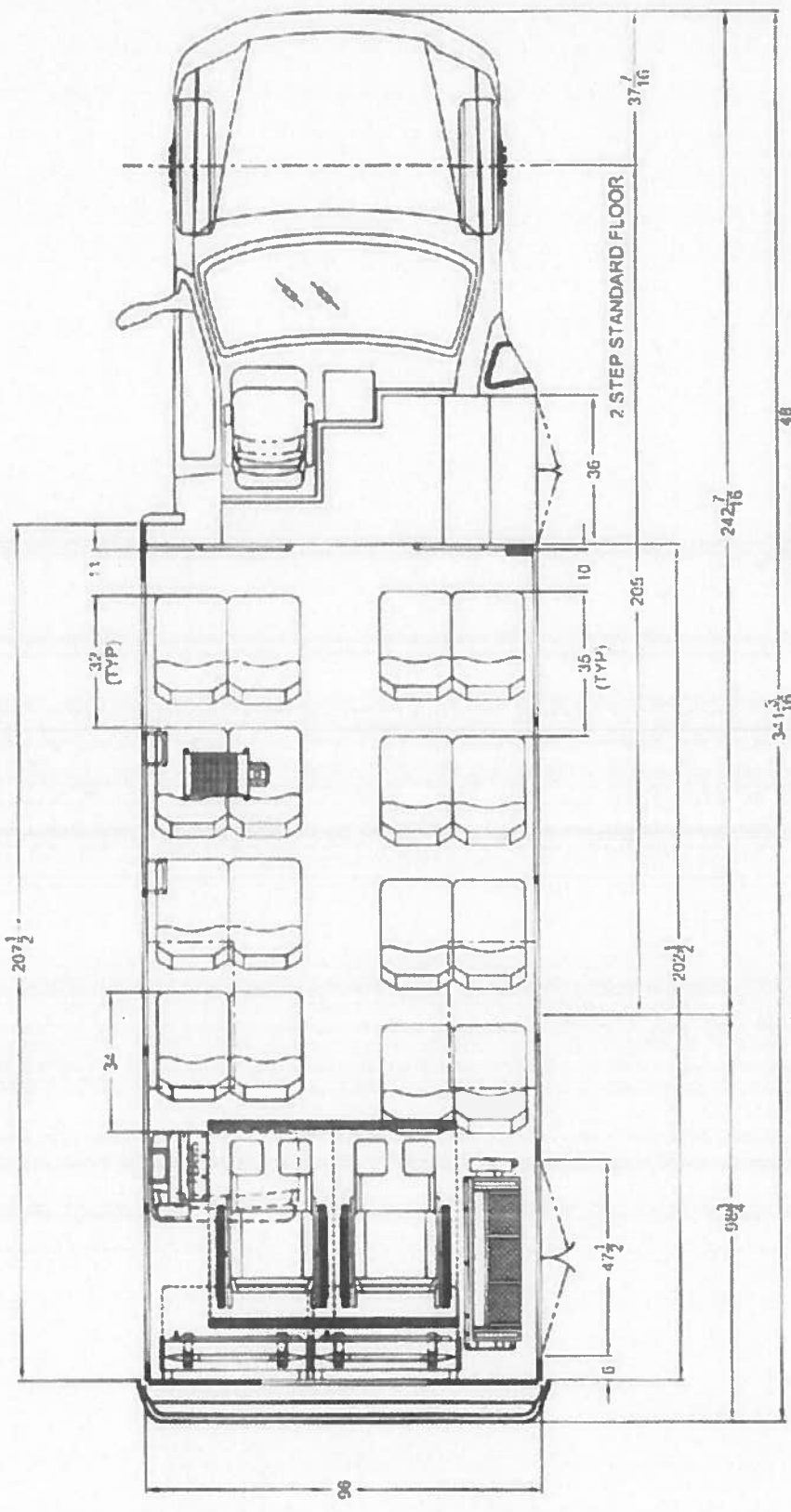
Creative Bus Sales

THE NATION'S LARGEST BUS DEALER SINCE 1980

CalACT RFP #15-03 - Class E - Quote Sheet (2020)

Vehicle Type:	Class E - Startrans Bus - (Senator HD)		Ford GPC #:	
Contact:	Martin Gombert		Type of Lift:	<input checked="" type="checkbox"/> Braun <input type="checkbox"/> Ricon
Agency:	Palos Verdes Peninsula Transit Authority		Lift Location:	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear
Address:	38 Crest Road West		Seat Material D-90:	<input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Cloth
City, State, Zip:	Rolling Hills, CA 90274		Seat Color:	Gray
Phone:	(310) 544-7108		Reflective Stripes:	<input type="checkbox"/> Yes (2) 5" <input checked="" type="checkbox"/> No
Fax:			Stripe Color:	N/A
E-Mail:	pvttransit@palosverdes.com		Salesperson:	Don White
Quantity:		Description	Price	Ext. Price ADA
1		Class E - (Startrans) - (F550) - 27.5'	\$96,694.40	\$96,694.40 \$9,800.00
Published Options				
1		AM/FM/CD - (Per Spec)	\$495.00	\$495.00
1		Amerex AFSS	\$4,125.00	\$4,125.00
1		Braun - Century Lift - (Standard)	\$0.00	\$0.00
1		CNG - (40gpg)	\$20,020.00	\$20,020.00
1		Dialight Exterior LED	\$742.50	\$742.50
1		Drivers Seat - USSC G2E - (Standard)	\$0.00	\$0.00
2		Freedman Flip Seat - (Double)	\$704.00	\$1,408.00
1		Freedman Foldaway Seat - (Double)	\$1,155.00	\$1,155.00
1		Hanover Electronic Signs - (Front / Side)	\$4,840.00	\$4,840.00
1		Roof Vent - (Transpec 1070)	\$544.50	\$544.50
1		Spare Tire - (Loose, Full Size, To Match OEM Chassis)	\$0.00	\$0.00
1		Sportsworks Bike Rack - (Black 2-Bike)	\$2,200.00	\$2,200.00
1		"Stop Request" System - (w/ADA Buttons on Seat & WC/Sign/Chime)	\$1,650.00	\$1,650.00
1		Telma Driveline Brake Retarder	\$9,955.00	\$9,955.00

Non-Published Options																																					
1	A/C - Trans/Air TA77R90 Super - 90,000 BTU's - (Roof Mount Condenser)	\$4,215.00	\$4,215.00																																		
1	CNG - 45gge	\$8,300.00	\$8,300.00																																		
1	Lift - Pad Cover (Full Cover - Braun)	\$350.00	\$350.00																																		
1	Mor/Ryde Suspension System	\$1,200.00	\$1,200.00																																		
<table border="1"> <tr> <td>Class E - Base Price</td> <td>\$96,694.40</td> </tr> <tr> <td>Published Options</td> <td>\$47,135.00</td> </tr> <tr> <td>Non-Published Options</td> <td>\$14,065.00</td> </tr> <tr> <td>Total</td> <td>\$157,894.40</td> </tr> <tr> <td>Doc Prep Fee</td> <td>\$85.00</td> </tr> <tr> <td>Non-Taxable</td> <td>\$19,203.00</td> </tr> <tr> <td>Taxable Amount</td> <td>\$139,776.40</td> </tr> <tr> <td>Tax Total</td> <td>\$13,278.76</td> </tr> <tr> <td>Sub-Total</td> <td>\$171,258.16</td> </tr> <tr> <td>CalACT Fee</td> <td>\$2,368.42</td> </tr> <tr> <td>DMV E-File Fee:</td> <td>\$30.00</td> </tr> <tr> <td>DMV Fee</td> <td>\$0.00</td> </tr> <tr> <td>Tire Fee</td> <td>\$12.25</td> </tr> <tr> <td>Local Delivery</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$173,668.82</td> </tr> <tr> <td>Number of Units</td> <td>2</td> </tr> <tr> <td>Final Total</td> <td>\$347,337.65</td> </tr> </table>				Class E - Base Price	\$96,694.40	Published Options	\$47,135.00	Non-Published Options	\$14,065.00	Total	\$157,894.40	Doc Prep Fee	\$85.00	Non-Taxable	\$19,203.00	Taxable Amount	\$139,776.40	Tax Total	\$13,278.76	Sub-Total	\$171,258.16	CalACT Fee	\$2,368.42	DMV E-File Fee:	\$30.00	DMV Fee	\$0.00	Tire Fee	\$12.25	Local Delivery	\$0.00	Total	\$173,668.82	Number of Units	2	Final Total	\$347,337.65
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<p>The Non-Taxable Amount is the ADA Equipment in the Base and Added as Options The Taxable Amount Includes the Mobility Rebate of \$1,000.00 For Ford Chassis</p>																																					
<p>Palos Verdes/Peninsula</p>																																					
<p>Local Delivery Up To 100 Miles at No Charge</p>																																					



96/845H

DEALER APPROVAL

APPROVED

CUSTOMER SIGNATURE

NOTE: SEAT WITH MOUNTED SEATBELT WEIGHT FREEMAN SEAT BELT SEAT FOR 165 LB. 5'10" GEAR. THIS IS FOR PLANS. FOR ILLUSTRATION PURPOSES ONLY. A WEIGHT ANALYSIS HAS NOT YET BEEN PERFORMED. FINAL APPROVAL WITH A WEIGHT ANALYSIS IS REQUIRED UPON RECEIPT OF A COMPLETED ORDER WITH ALL OPTIONS SHOWN. OPTIONAL EQUIPMENT WILL BE SHOWN. THE SALES ORDER PLACEFO DICATES ACTUAL OPTION CONTENT.

SCALE
IN INCHES



		a division of Forest River, Inc.	
TECHNICAL DRAWING OF INTERIOR SEATING	WORKSHEET NO.	DATE	TITLE
1/8" = 1/16"	NAME	T.A.S.	18'2" W.C. 1 DRL FOLD 2 DBL T L U P P S 20.5 202
1" = 12"	E.C.N. NO.	DATE	18'2" W.C. 1 DRL FOLD 2 DBL T L U P P S 20.5 202
DESCRIPTION OF CHANGE			

THIS DRAWING AND THE INFORMATION THEREON ARE THE EXCLUSIVE PROPERTY OF STARTRANS, INC. A DIVISION OF FOREST RIVER, INC. IT SHALL NOT BE COPIED OR REPRODUCED IN ANY MANNER, NOR SHALL IT BE SUBMITTED TO ANY OTHER PARTY FOR EXAMINATION WITHOUT OUR WRITTEN CONSENT. IT IS LOANED FOR USE WITH REFERENCE TO WORK UNDER CONTRACT WITH, OR PROPOSALS SUBMITTED TO STARTRANS BY A DIVISION OF FOREST RIVER.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: June 20, 2020
SUBJECT: Schedule of Meetings for Fiscal Year 2020-21

Shown below are the proposed Board Meeting dates for Fiscal Year 2020-21.

September 24, 2020
December 10, 2020
February or March – Annual Workshop
April 22, 2021
May 27, 2021 (if necessary for Budget hearing)
July 22, 2021