

AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
July 30, 2025
ROLLING HILLS ESTATES CITY HALL, 4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

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

5:00 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.

<p>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.</p>
--

(5 mins) **APPROVAL OF CONSENT CALENDAR (1-6):**

Check #	Date	Amount
7135-7152	April	\$ 250,200.92
7153-7161	May	\$ 26,219.66
7162-7188	June	\$ 348,627.36
TOTAL		\$ 625,047.94

1. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing: Page 4
2. Approval of April 30, 2025 Board Minutes Page 6
3. Operations Report as of June 30, 2025 Page 10
4. Financial Statements as of December 31,2024 Page 16
5. Pass Refund Policy Page 20
6. Investment Policy Page 21

Recommendation: Approve Consent Calendar items

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

I. NEW BUSINESS

1. Dial-A-Ride Service Update Presentation

Recommendation: Provide Direction to Staff

2. AB 2561 Vacancies and Recruitment Hearing Page 25

Staff presentation on Vacancies and Recruitment.

Recommendation: Receive and File

(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

Verbal

B. Board Member Comments

Verbal

ADJOURNMENT: TBD

Palos Verdes Peninsula Transit Authority
Checks Written for Month

April 2025

Date	Num	Name	Memo	Paid Amount
04/02/2025	7110	Mobility Advancement Group	VOID: Administrative Services for March 2025	\$ -
04/02/2025	7111	Mobility Advancement Group	Administrative Services for March 2025	\$ 18,937.10
04/19/2025	7129	Marlin Leasing Corporation	4063769	\$ 379.27
04/24/2025	7130	Insurance Services	401-4063769-001	\$ 22.37
04/24/2025	7131	Victoria Cannon	DAR # 6317 Refund	\$ 84.00
04/24/2025	7132	White Wings Cleaning Service	Invoice 0029	\$ 110.00
04/25/2025	7133	Mutual Liquid Gas & Equipment Co., Inc.	03/25/25-04/23/25	\$ 3,052.69
04/25/2025	7134	ReadyRefresh by Nestle	Account 0024293722 Invoice 35D0024293722	\$ 33.98
04/28/2025	7135	Model1 Ford of Warsaw	EXW042825	\$ 17,910.00
04/30/2025	7138	AT&T	Account No. 020 636 0576 001	\$ 42.91
04/30/2025	7139	Cox Business	Account 001 7401 035340502	\$ 385.00
04/30/2025	7140	Frontier Communications7108	310 544-7108-062795-5	\$ 194.72
04/30/2025	7141	Office Depot	Bill #35121162	\$ 169.98
04/30/2025	7142	Patch Media	6 month online advertising InvoiceSIN063627 May 2025	\$ 375.00
04/30/2025	7143	PitneyBowes Global Financial Services	Account 0015571055 Invoice 3107204225 Late Fee	\$ 35.00
04/30/2025	7144	Q Document Solutions Inc.	Invoice IN67322 Base rate charge 4/26-4/25/25	\$ 52.53
04/30/2025	7145	ReadyRefresh by Nestle	Account 0024293722 Invoice 45D0024293722	\$ 27.94
04/30/2025	7146	Administrative Services Co-Op	Invoice 250418 April 2025	\$ 7,750.77
04/30/2025	7147	Clean Energy	CE12777009 April 2025	\$ 19,196.09
04/30/2025	7148	County Sanitation Districts of LA County	Carson Bus lot Lease June 2025 Invoice # 48446	\$ 9,231.82
04/30/2025	7149	MV Transportation SECURITY	27001	\$ 3,306.00
04/30/2025	7150	MV Transportation, Inc.	Invoice 133987 April 2025	\$ 167,276.70
04/30/2025	7151	MV Transportation, Inc. Other	RPV Whale of a day charter 4/12/2025	\$ 1,466.25
04/30/2025	7152	PVPUUSD	Print Shop Paper Invoice # P0219	\$ 160.80
Apr 25				<u>\$ 250,200.92</u>

Date	Num	Name	Memo	Paid Amount
05/09/2025	7153	Forvis Mazars	2612953	\$ 4,937.00
05/09/2025	7154	Pitney Bowes - Purchase Power	Acct. 8000-9090-0212-1536 Ref # 42446278	\$ 150.00
05/20/2025	7155	Ellen & Homer Lowe	DAR Refund Ellen and Homer Lowe	\$ 228.00

May 25

4

Palos Verdes Peninsula Transit Authority Checks Written for Month

April 2025

Date	Num	Name	Memo	Paid Amount
05/07/2025	7156	PVPUSD	Print Shop Paper Invoice # P0219	\$ 15.28
05/07/2025	7157	ReadyRefresh by Nestle	Account 0024293722 Invoice 25E0024293722	\$ 63.96
05/28/2025	7158	County Sanitation Districts of LA County	Carson Bus lot Lease July 2025 Invoice # 48699	\$ 9,231.82
05/28/2025	7159	Mutual Liquid Gas & Equipment Co., Inc.	04/24/25-05/27/25 Account #18839	\$ 4,545.89
05/28/2025	7160	Q Document Solutions Inc.	Invoice IN67808 Base rate charge 5/26-6/25/25	\$ 47.71
05/30/2025	7161	Optibus Trillium Solutions	Invoice INVTR00820	\$ 7,000.00
May 25				<u>\$ 26,219.66</u>

Date	Num	Name	Memo	Paid Amount
06/03/2025	7162	Complete Printing Solutions, Inc.	Invoice PRP 51522 Summer 25 Tri Fold Brochure printing	\$ 644.96
06/03/2025	7163	Cox Business	Account 001 7401 035340502	\$ 385.00
06/03/2025	7164	Guido Frassinelli	Opening balance	\$ 144.00
06/03/2025	7165	Marlin Leasing Corporation	4063769	\$ 272.79
06/05/2025	7166	White Wings Cleaning Service	Invoice 0037	\$ 110.00
06/09/2025	7167	Cubic Transportation Systems	GPS service through May 2025	\$ 33,888.00
06/09/2025	7168	Patch Media	6 month online advertising Invoice SIN063628 June 2025	\$ 375.00
06/09/2025	7169	Cubic Transportation Systems	GPS Service through May 2026	\$ 33,888.00
06/09/2025	7170	Mobility Advancement Group	Administrative Services for May 2025	\$ 18,937.10
06/18/2025	7171	Administrative Services Co-Op	Invoice 250515 May 2025	\$ 8,504.22
06/18/2025	7172	California J.P.I.A.	Liability Policy 7/1/25 - 6/30/26 Invoice PRIM-00078	\$ 13,291.00
06/18/2025	7173	California Transit Training Consortium	Invoice 9146 Dues July 1 2025 thru June 30 2026	\$ 2,400.00
06/18/2025	7174	MV Transportation SECURITY	27001	\$ 3,471.32
06/18/2025	7175	MV Transportation, Inc.	Fixed Route Transit Service, May 2025	\$ 190,126.55
06/18/2025	7176	Nan Nowicki Aho	Invoice PVT-106	\$ 262.50
06/18/2025	7177	PVPUSD	June Invoice # 1142 and 1143	\$ 963.95
06/18/2025	7178	ReadyRefresh by Nestle	Account 0024293722 Invoice 35F0024293722	\$ 49.92
06/24/2025	7179	Marlin Leasing Corporation	4063769	\$ 316.73
06/24/2025	7180	Clean Energy	CE12785017 May 2025	\$ 21,149.74
06/24/2025	7181	PitneyBowes	Account 0015571055 Invoice 31007280336	\$ 317.76
06/22/2025	7186	Frontier Communications7108	310 544-7108-062795-5	\$ 191.72
06/30/2025	7188	Mobility Advancement Group	Administrative Services for June 2025	\$ 18,937.10
Jun 25				<u>\$ 348,627.36</u>

5

Jun 25

**BOARD MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

April 30, 2025

The meeting was called to order at 5:10 p.m. by Chairperson Kemps.

REGULAR SESSION:

Board roll call was answered as follows:

PRESENT: Victoria Lozzi, PVE; George Lewis, RPV; Michael Kemps, PVE;
Pam Brown Schachter, RHE
ABSENT: Debby Stegura, RHE; Paul Seo, RPV

Also present were Martin Gombert, PVPTA; Jessica Slawson, RHE; Linda Kurt, PVPUSD

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Kemps.

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 Schachter moved approval of the Consent Calendar with corrections, seconded by Member Lozzi.

The motion passed on the following roll call vote:

AYES: Lozzi, Kemps, Schachter, Lewis

NOES: None

ABSENT: Stegura, Seo

ABSTAINED: None

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

None

ADMINISTRATOR REPORT

Administrator Gombert presented the Administrator Report and commented on transit ridership levels, CARB regulations, CHP Terminal Inspection, and community charter service.

NEW BUSINESS

1. Fiscal Year 2023-24 Audit Report

Mr. Scott Manno, CPA from Rogers, Anderson, Malody, and Scott, LLP (RAMS) presented the audit report.

There were several questions regarding the Audit report. The Board commented that this was a “clean” audit.

Member Lozi moved to receive and file the audit report, seconded by Member Schachter.

The motion passed on the following roll call vote:

AYES: Lozzi, Kemps, Schachter, Lewis

NOES: None

ABSENT: Stegura, Seo

ABSTAINED: None

2. 2025-2026 Budget

Chairperson Kemp opened the Public Hearing and staff presented the FY 25-26 budget.

There was considerable discussion on the proposal for Dial-A-Ride fares. The Board requested that an analysis of Dial-A-Ride service be brought back to the Board at the July meeting.

Chairperson Kemp close the public hearing after receiving no public comments.

Member Schachter moved to approve the FY 25-26 budget with no change to dial-a-ride fares, seconded by member Lozzi.

The motion passed on the following roll call vote:

AYES: Lozzi, Kemps, Schachter, Lewis

NOES: None

ABSENT: Stegura, Seo

ABSTAINED: None

3. CARB Innovative Clean Transit Rule (ICT)

Administrator Gombert presented the staff report and answered questions by the Board.

Member Lewis moved to approve the recommendation to request an exemption from the immediate zero-emission bus purchase to CARB, seconded by Member Lozzi.

The motion passed on the following roll call vote:

AYES: Lozzi, Kemps, Schachter, Lewis

NOES: None

ABSENT: Stegura, Seo

ABSTAINED: None

4. Purchase of Four Buses from Model 1 Commercial Vehicles

Administrator Gombert presented the staff report and answered questions by the Board.

Member Lewis moved to approve the purchase of Four Buses from Model 1 Commercial Vehicles, seconded by member Lozzi.

The motion passed on the following roll call vote:

AYES: Lozzi, Kemp, Schachter, Lewis

NOES: None

ABSENT: Stegura, Seo

ABSTAINED: None

CHAIR AND MEMBER ITEMS

Linda Kurt mentioned that there would be no summer school at PVIS and PVHS. She also commented on declining enrollment.

ADJOURNMENT

At 7:05 p.m. Chairperson Kemp moved to adjourn the Board Meeting until July 30, 2025 at 5 pm.

MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Administrator

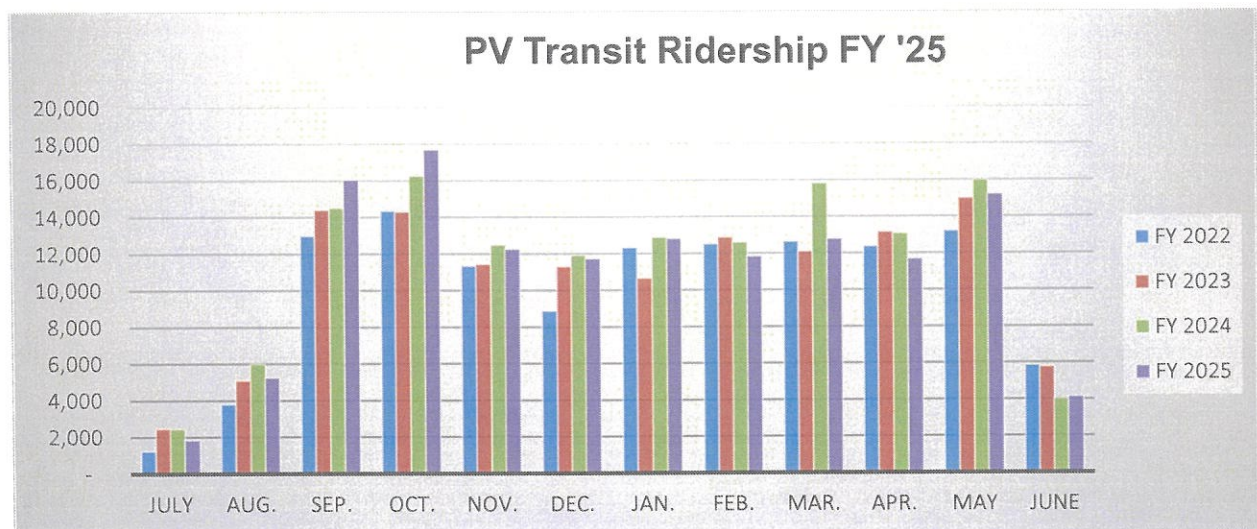
DATE: July 14, 2025

SUBJECT: Operations Report for the period ending June 30, 2025

PV TRANSIT

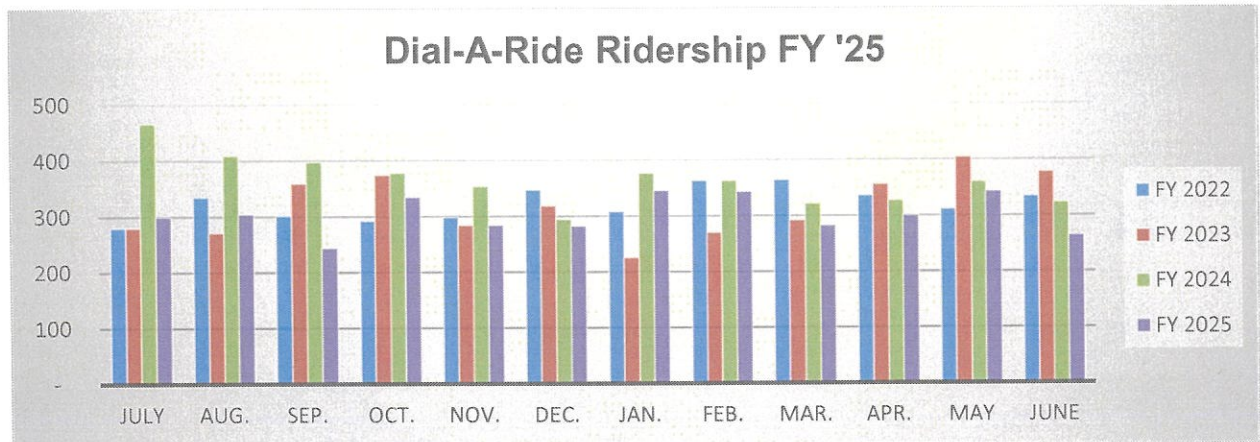
PV Transit ridership totaled 133,095 through June 30, 2025. This is a 3% decrease compared to previous year's totals. Ridership was impacted by the suspension of special midday service from Miraleste Intermediate School.

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



DIAL-A-RIDE

Dial-A-Ride ridership totaled 3,623 for the period ending June 30, 2025, a 17% decrease over previous year's totals.



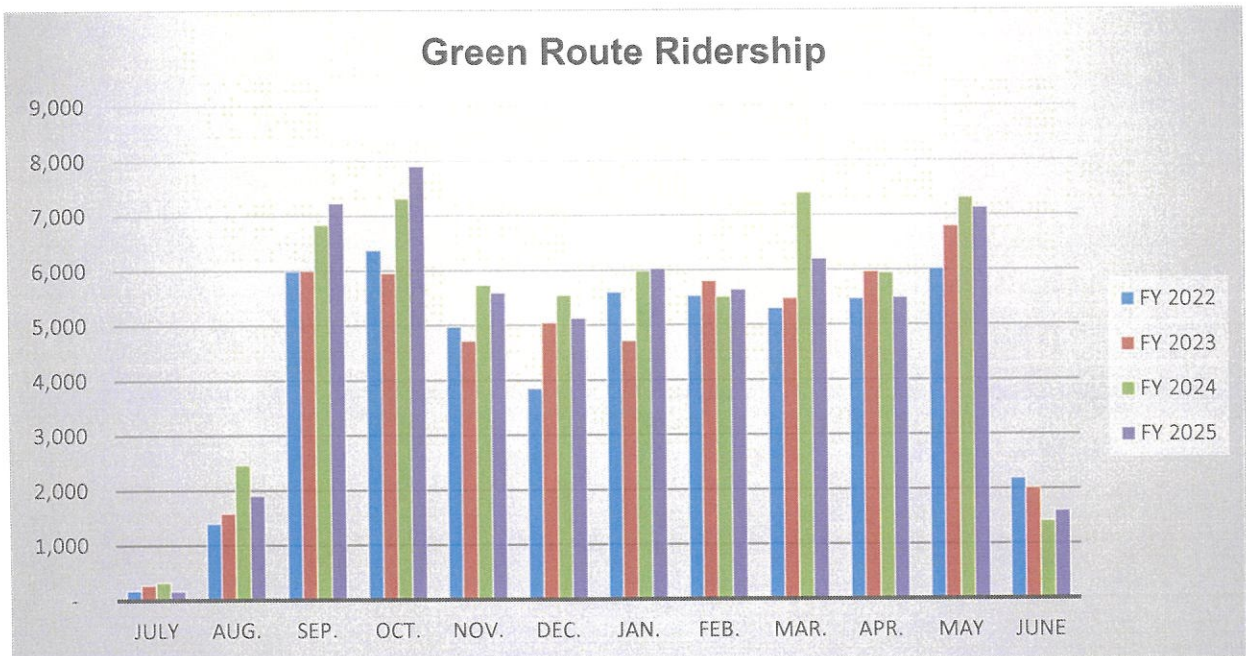
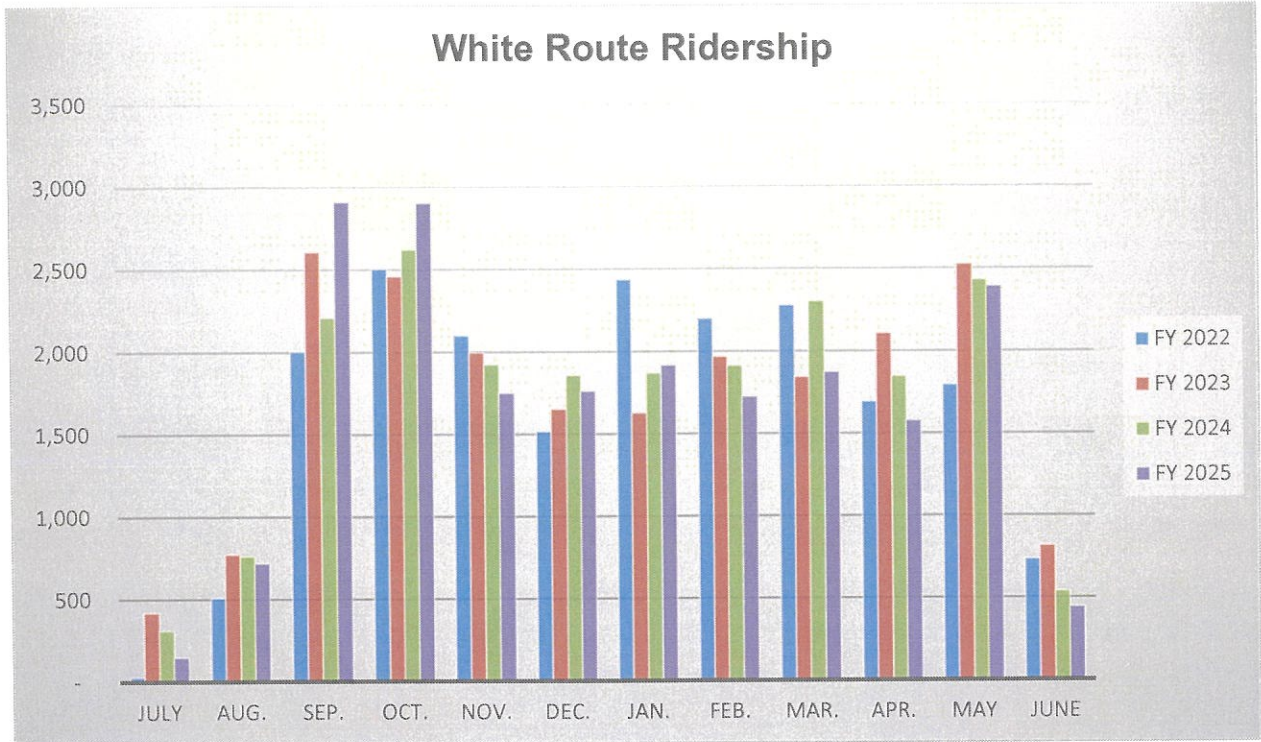
GOVERNMENT RELATIONS

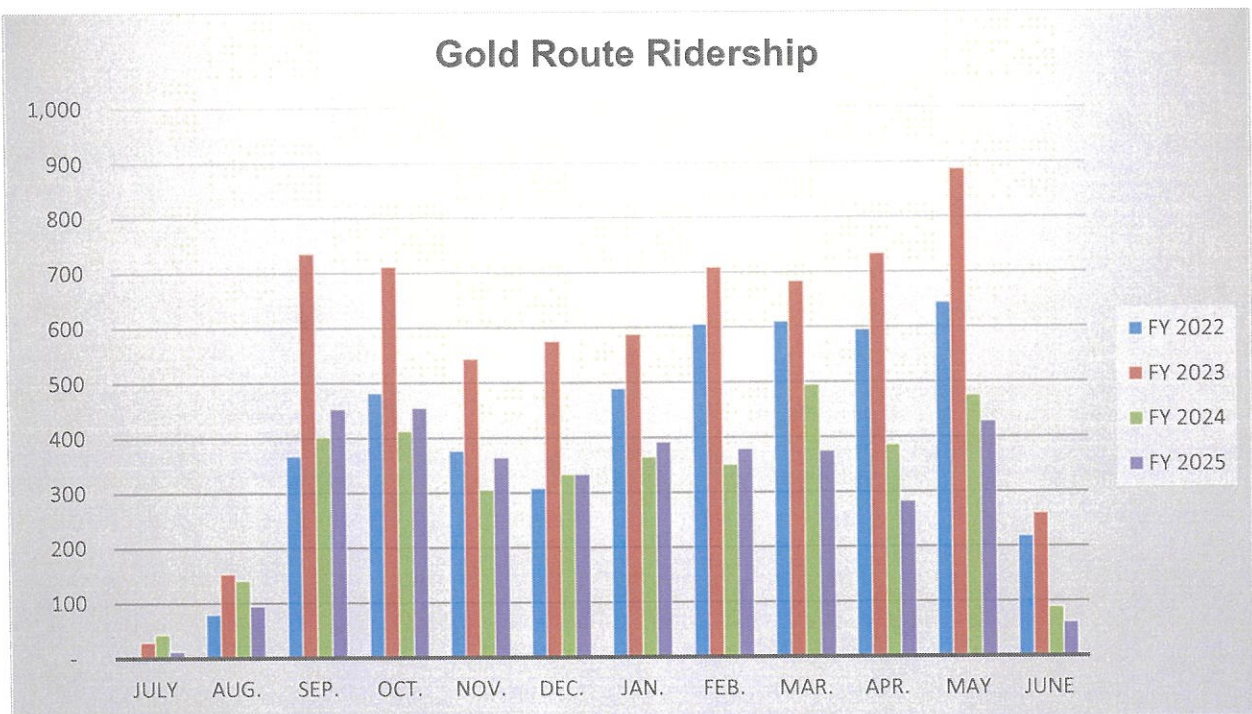
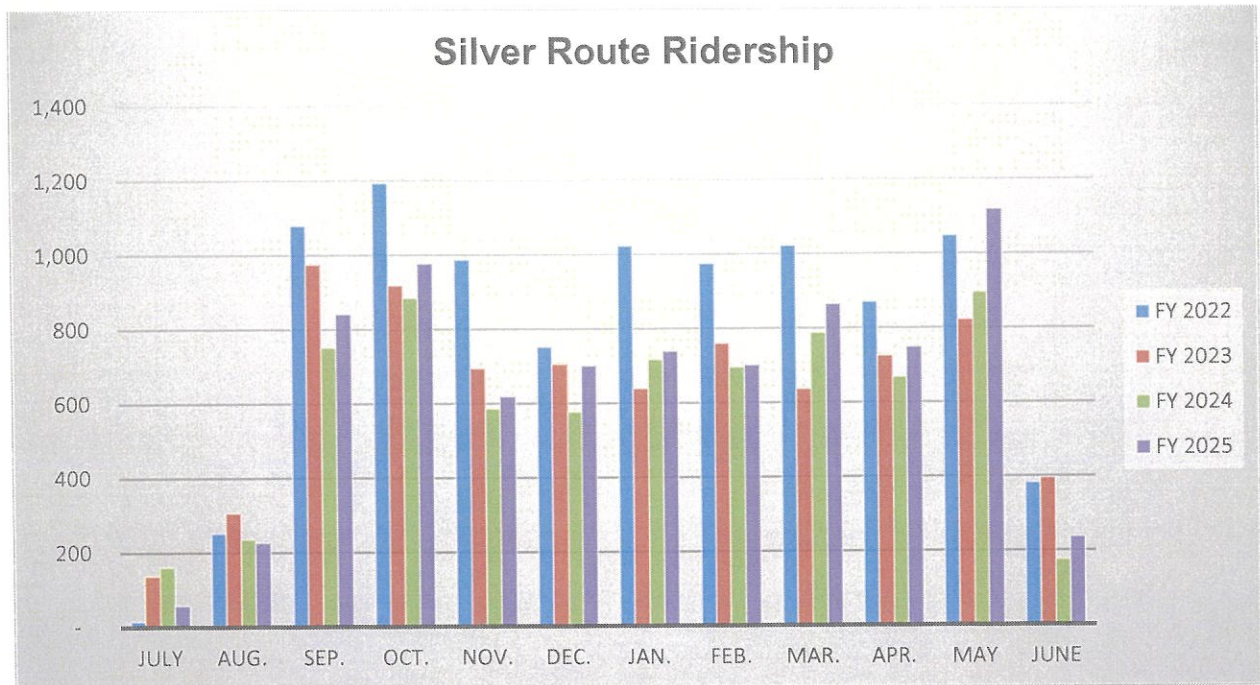
During the past several months staff has attended meetings of Metro's Local Transit Service Subcommittee (LTSS), Access Services Board Meetings, and Metro's Bus Operations Subcommittee (BOS). Administrator Gombert attended the CalACT Spring conference in San Diego in June. He will give a brief update on this conference during the Board Meeting.

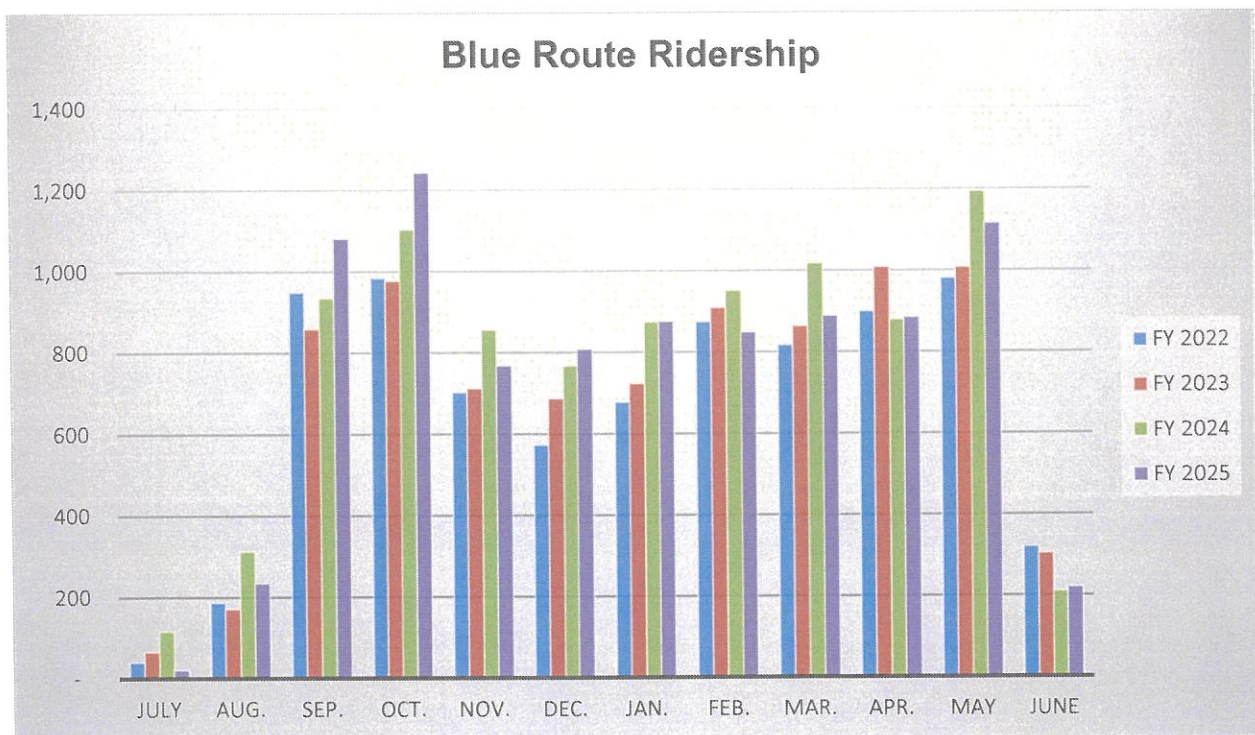
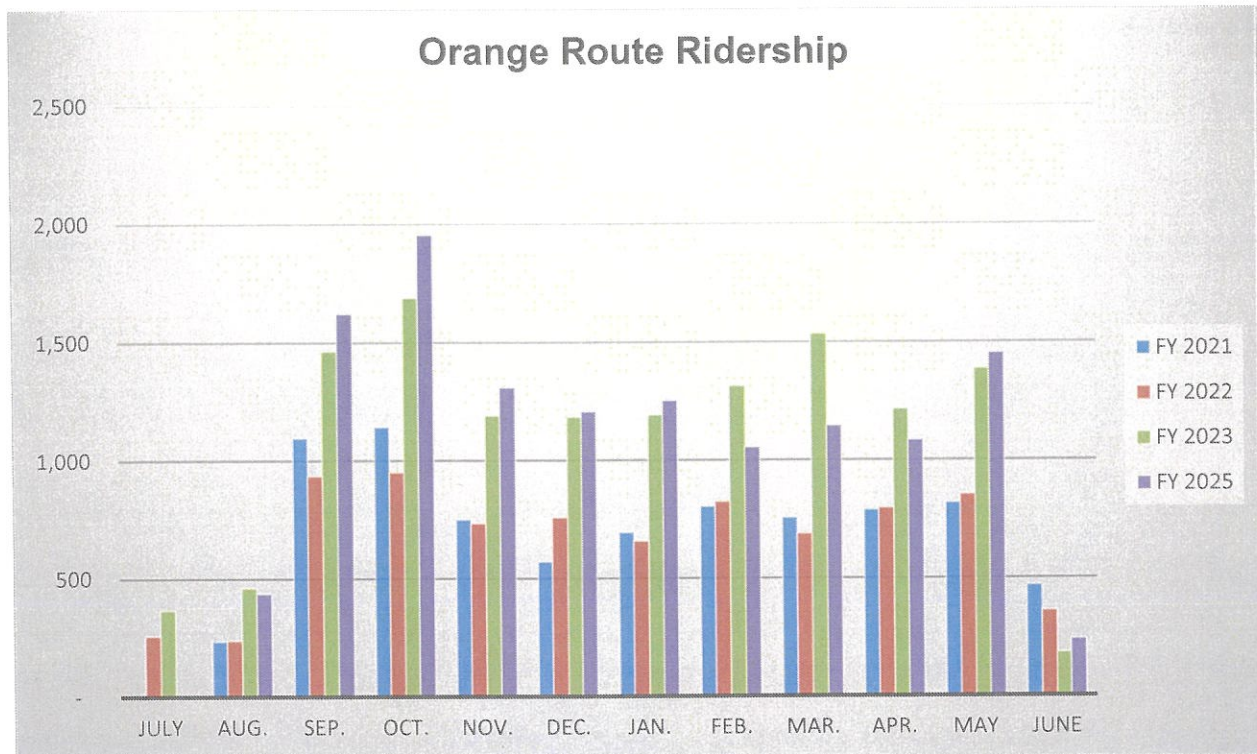
RECOMMENDATION

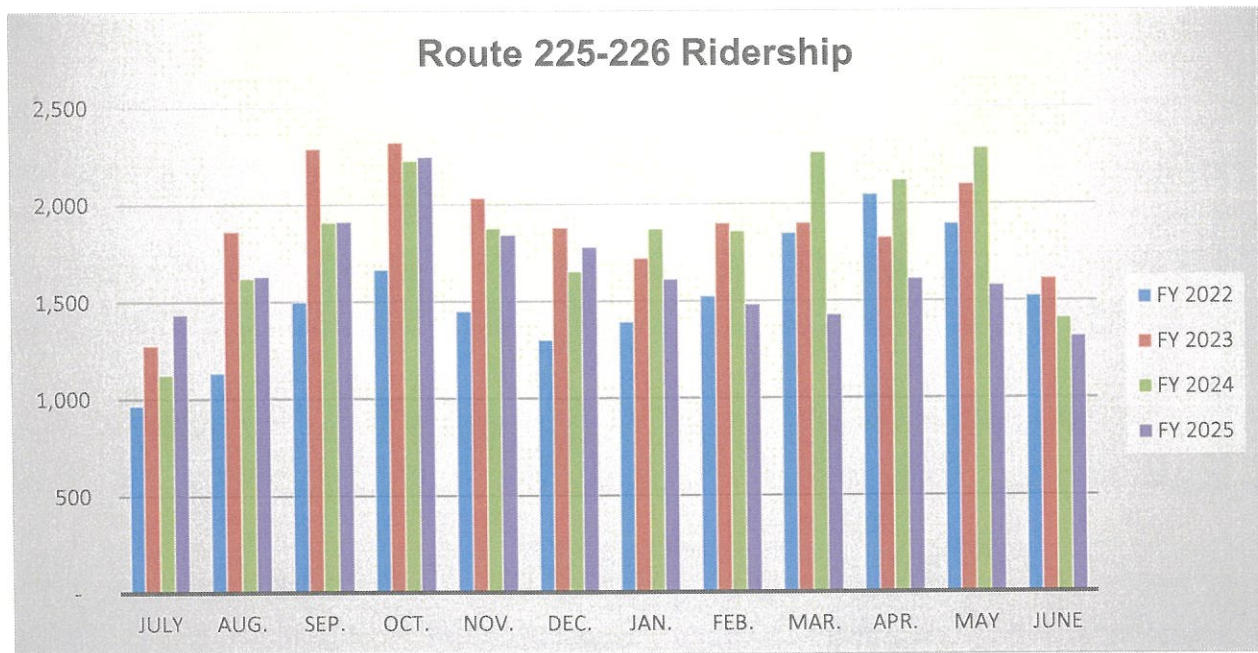
Receive and file report.

RIDERSHIP REPORTS









MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Administrator

DATE: July 25, 2025

SUBJECT: Financial Statements for the period ending December 31, 2024.

Attached are the *draft* Financial Statements for the period ending December 31, 2024.

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, 2024 totaled \$1,457,249, 2.29% below budgeted amounts.

Fixed Route and dial-a-ride operating fees were \$952,545, 2.72% above budget due to a slight increase in fixed route operating hours.

Charges for Services

Passenger and other revenue totaled \$200,507 for the first half of the fiscal year. This was at budgeted amounts.

Government Revenue

PV Transit is current with all grant payments from member agencies as of June 30, 2025. Staff is currently closing the FY '25 financial statements.

Attachments
-Financial Statements

Palos Verdes Peninsula Transit Authority
Management Analysis
Budget vs. Actual
YTD December 31, 2024

	<u>YTD 12/31/24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% Diff</u>
Operating Revenue				
Charges for Services				
Fixed Route	\$ 133,455	\$ 123,863	\$ 9,592	7.74%
Dial-A-Ride	\$ 14,096	\$ 20,350	\$ (6,254)	-30.73%
Advertising	\$ -	\$ -	\$ -	0.0%
Interest Income	\$ 49,356	\$ 45,000	\$ 4,356	9.68%
Charters	\$ 3,600	\$ 10,000	\$ (6,400)	-64.0%
TOTAL OPERATING REVENUE	\$ 200,507	\$ 199,213	\$ 1,293	0.65%
Operating Expenses				
Operator Fees				
Fixed Route	\$ 911,577	\$ 872,315	\$ 39,261	4.5%
Dial-A-Ride	\$ 40,969	\$ 55,000	\$ (14,031)	-25.51%
Subtotal	\$ 952,545	\$ 927,315	\$ 25,230	2.72%
Contract Administration	\$ 113,323	\$ 115,392	\$ (2,069)	-1.79%
Fuel Purchases	\$ 149,651	\$ 155,978	\$ (6,327)	-4.06%
Marketing and Promotions	\$ 12,113	\$ 12,500	\$ (387)	-3.09%
Facility Leasing	\$ 54,046	\$ 56,198	\$ (2,151)	-3.83%
Other operating Expenses	\$ 108,382	\$ 113,092	\$ (4,710)	-4.16%
Depreciation	\$ 67,188	\$ 110,961	\$ (43,773)	-39.45%
Subtotal	\$ 504,704	\$ 564,120	\$ (59,416)	-10.53%
TOTAL EXPENSE	\$ 1,457,249	\$ 1,491,436	\$ (34,186)	-2.29%
OPERATING LOSS	\$ (1,256,743)	\$ (1,292,222)	\$ 35,479	-2.75%

Palos Verdes Peninsula Transit Authority
Profit & Loss Prev Year Comparison
July through December 2024

	<u>Jul - Dec 24</u>	<u>Jul - Dec 23</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
500.00 · Charges for Services	147,550.88	165,131.89	-17,581.01	-10.65%
Total Income	147,550.88	165,131.89	-17,581.01	-10.65%
Gross Profit	147,550.88	165,131.89	-17,581.01	-10.65%
Expense				
621.03 · Facility Leasing	54,046.47	52,472.28	1,574.19	3.0%
620.00 · Operator fees	952,545.30	858,612.88	93,932.42	10.94%
660.00 · Marketing and promotions	12,113.48	8,337.50	3,775.98	45.29%
650.00 · Fuel Purchases	149,651.13	186,143.97	-36,492.84	-19.61%
640.00 · Depreciation	67,188.00	62,634.00	4,554.00	7.27%
630.00 · Contract administration	113,322.60	110,021.94	3,300.66	3.0%
680.00 · Other Operating Expense	108,382.45	79,200.67	29,181.78	36.85%
Total Expense	1,457,249.43	1,357,423.24	99,826.19	7.35%
Net Ordinary Income	-1,309,698.55	-1,192,291.35	-117,407.20	-9.85%
Other Income/Expense				
Other Income				
750.00 · City Prop A exchange	0.00	-500,000.00	500,000.00	100.0%
450.00 · Prop A Exchange	0.00	666,667.00	-666,667.00	-100.0%
900.00 · Interest Income	49,355.64	84,614.09	-35,258.45	-41.67%
920.00 · Member contributions	683,487.50	644,799.00	38,688.50	6.0%
Total Other Income	732,843.14	896,080.09	-163,236.95	-18.22%
Net Other Income	732,843.14	896,080.09	-163,236.95	-18.22%
Net Income	<u>-576,855.41</u>	<u>-296,211.26</u>	<u>-280,644.15</u>	<u>-94.75%</u>
Net Assets, Beginning of Year	<u>4,874,498.31</u>	<u>4,700,489.33</u>		
Net Assets, End of Year	<u>4,297,642.90</u>	<u>4,404,278.07</u>		

18

Palos Verdes Peninsula Transit Authority
Balance Sheet Prev Year Comparison
As of December 31, 2024

	<u>Dec 31, 24</u>	<u>Dec 31, 23</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
101.00 · Cash and cash equivalents	2,605,504.78	3,783,575.95	-1,178,071.17	-31.14%
Total Checking/Savings	2,605,504.78	3,783,575.95	-1,178,071.17	-31.14%
Accounts Receivable				
120.00 · Due from other governments	0.06	0.06	0.00	0.0%
130.00 · Accounts Receivable-Other	747,199.75	98,422.25	648,777.50	659.18%
Total Accounts Receivable	747,199.81	98,422.31	648,777.50	659.18%
Other Current Assets				
140.00 · Prepaid Expense	6,874.29	38,901.19	-32,026.90	-82.33%
1499 · Undeposited Funds	1,790.00	2,316.00	-526.00	-22.71%
Total Other Current Assets	8,664.29	41,217.19	-32,552.90	-78.98%
Total Current Assets	3,361,368.88	3,923,215.45	-561,846.57	-14.32%
Fixed Assets				
212.00 · Accum. Depreciation - Vehicles	-3,210,889.82	-3,081,067.82	-129,822.00	-4.21%
212.10 · Accum Deprec Infrastructures	-12,449.00	-12,449.00	0.00	0.0%
15900 · Leasehold Improvements	12,449.00	12,449.00	0.00	0.0%
16400 · Vehicles	4,350,887.24	3,751,231.05	599,656.19	15.99%
Total Fixed Assets	1,139,997.42	670,163.23	469,834.19	70.11%
TOTAL ASSETS	4,501,366.30	4,593,378.68	-92,012.38	-2.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
310.00 · Vouchers Payable	200,200.10	186,870.39	13,329.71	7.13%
Total Accounts Payable	200,200.10	186,870.39	13,329.71	7.13%
Credit Cards				
315.00 · Wells Fargo Business Card	3,523.30	2,230.22	1,293.08	57.98%
Total Credit Cards	3,523.30	2,230.22	1,293.08	57.98%
Total Current Liabilities	203,723.40	189,100.61	14,622.79	7.73%
Total Liabilities	203,723.40	189,100.61	14,622.79	7.73%
Equity				
3900 · Retained Earnings	4,874,498.31	4,700,489.33	174,008.98	3.7%
Net Income	-576,855.41	-296,211.26	-280,644.15	-94.75%
Total Equity	4,297,642.90	4,404,278.07	-106,635.17	-2.42%
TOTAL LIABILITIES & EQUITY	4,501,366.30	4,593,378.68	-92,012.38	-2.0%

19

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: July 25, 2025
SUBJECT: Pass Refund Policy

BACKGROUND

The Authority sells the following transit passes.

- Semester, - \$305
- Annual - \$608
- Monthly - \$78

Authority staff refunds the purchase price of a handful of passes during the year if customers discontinue using the service. This usually occurs when customers move or join a car pool

FINDINGS

Establishing a formalized refund policy would provide clarity to customers and staff.

The following pass refund policy is proposed.

Semester Pass: Purchase price would be refunded within 30 days of purchase.

Annual Pass: Purchase price would be refunded within 60 days of purchase.

Monthly Pass: Purchase price would be refunded within seven days of purchase.

RECOMMENDATION

Approve staff recommendation.

MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Administrator

DATE: July 11, 2025

SUBJECT: Review and Reaffirmation of Investment Policy

BACKGROUND

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

FINDINGS

A close examination reveals that no apparent changes to the policy are in order at this time.

RECOMMENDATION

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

Attachment

INVESTMENT POLICY

(Revised as of July 30, 2024)

Purpose: Section 53646 (a) of the California Government Code requires that, commencing on January 1, 1996, public entities adopt a statement of investment policy. The policy of the Palos Verdes Peninsula Transit Authority, as duly adopted on July 30, 2025, shall be as follows:

1.0 Policy:

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

2.0 Scope:

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

3.0 Prudence:

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

3.1: Prudence:

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

4.0 Objective:

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

4.1 Safety:

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

4.2 Liquidity:

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

4.3 Return on Investments:

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

5.0 Delegation of Authority:

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

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

6.0 Authorized & Suitable Investments:

The Authority is empowered to invest in the following manner:

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

Internal Control:

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

Reporting:

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

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

Investment Policy Adoption:

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

MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Martin Gombert, Administrator

DATE: July 11, 2025

SUBJECT: AB 2561 Vacancies and Recruitment Hearing

ISSUE

Assembly Bill 2561 requires public agencies to hold a public hearing to present the status of vacancies and recruitment and retention efforts.

BACKGROUND

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3. The new law is effective January 1, 2025.

RECRUITMENT

The Authority has no employees. Staffomh has been provided by a contractor since the Agency's inception in 1992.

RECOMMENDATION

Receive and file.