



NOTICE OF A PUBLIC MEETING
CONCHO VALLEY TRANSIT DISTRICT

3:00 P.M.

Wednesday, December 14, 2011

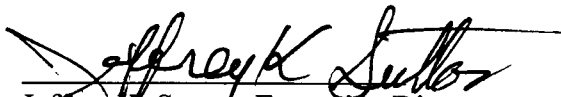
**Concho Valley Regional Conference and Training Center
2801 W. Loop 306, Suite A., San Angelo, TX 76904**

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the Council office at 944-9666 at least 24 hours prior to the meeting.

BUSINESS

- (1) DETERMINATION OF QUORUM AND CALL TO ORDER
- (2) INVOCATION & PLEDGE OF ALLEGIANCE
- (3) APPROVAL OF MINUTES of November 9th, 2011 meeting (See Attachment A)
- (4) APPROVAL OF CHECKS in excess of \$2,000 written since the last meeting (See Attachment B)
- (5) DISCUSSION AND APPROVAL for CVTD Fund Balance Policy (See Attachment C) Resolution 121411A
- (6) DISCUSSION AND APPROVAL of CVTD revised budget. (See Attachment D) Resolution 121411B
- (7) REVIEW Financial Reports/Balance Sheet (See Attachment E)
- (8) REPORT on Multi-Modal Terminal Update
- (9) DISCUSSION of ADA Essentials for Transit Board Members (Distributed at meeting)
- (10) SIGN the Conflict of interest document (Distributed at meeting)
- (11) OTHER Discussion Items
- (12) ADJOURN

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053, this Tuesday, December 6, 2011.


Jeffrey K. Sutton, Executive Director

Concho Valley Transit District (CVTD)

Minutes of Meeting for November 9, 2011

The Concho Valley Transit District met on Wednesday, November 9, 2011 at the River Terrace Restaurant, 800 West Avenue D, San Angelo, TX.

Board members present:

Allen Amos, Concho County Judge, Chairman
Michael D. Brown, Tom Green County Judge, Vice Chairman
Ralph Sides, Sterling County Judge, Secretary
Roy Blair, Coke County Judge
Charlie Bradley, Schleicher County Judge
Richard Cordes, Menard County Judge
Fred Deaton, Crockett County Judge
Andrew Murr, Kimble County Judge
John Nanny, Irion County Commissioner
Danny Neal, McCulloch County Judge

Call to Order

Chairman Allen Amos announced the presence of a quorum and called the meeting to order at 5:01 PM.

Invocation and Pledge of Allegiance

No flag was available for Pledge of Allegiance at this location and invocation was delayed for later meetings by Chairman Allen Amos.

Approval of Minutes

Upon a motion by Judge Richard Cordes, seconded by Judge Ralph Sides, the minutes of the September 14, 2011 meeting were unanimously approved.

Approval of checks in excess of \$2,000 written since the last meeting

Upon a motion by Judge Roy Blair, seconded by Judge Charlie Bradley, CVTD checks in excess of \$2,000 written since the last meeting were unanimously approved.

Approval of CVTD Fund Balance Policy

Item was deferred until next meeting on December 14, 2011 so Concho Valley Council of Governments' Director of Finance Nancy Pahira would have the opportunity to present.

Approval of SITEL Contract

Sean Scott explained that the Concho Valley Transit District received a grant for TXDOT a few years ago under the JARC program (Job Access Reverse Commute). The grant is intended to provide access to jobs. The Transit District has never been able to utilize the \$250,000 grant because there was not enough local money to match it. He has had the opportunity to meet with local businesses about the Transit District helping employees with transportation needs since becoming the Director in 2009. SITEL signed a big, new contract and has had to add employees. Their current office parking lot does not have enough space for these added employees so they lease the old Ashley's parking lot. They are willing to pay the Transit District's entire local match for shuttle service from that parking lot to their main office building. The contract states that they are willing to pay up to \$78,000 a year for this one year contract. SITEL wants to start services November 15, 2011 and continue to November 15, 2012. Upon a motion

by Judge Michael Brown, seconded by Judge Danny Neal, approval of SITEL Contract was unanimously approved.

Other Business

No other business was presented.

Adjournment

The meeting was adjourned at 5:05 p.m. Duly adopted at the meeting of the Concho Valley Transit District of the Concho Valley Council of Governments this 14th day of December 2011.

Allen Amos, Chairman

Ralph Sides, Secretary

CVTD
Check/Voucher Register
From 10/1/2011 Through 10/31/2011

Document Nu...	Document Date	Name	Transaction Description	Document Amount
12316	10/4/2011	THE FIRST NATIONAL BAN...	Reimburse funds pulled from Credit Line #52495	222,509.79
12317	10/7/2011	CONCHO VALLEY COUNCI...	Payment on Sept 2011 expense balance paid by CVCOG	50,000.00
12318	10/18/2011	ADULT LITERACY COUNCI...	September 2011 Lease, Utilities, and Maintenance	2,263.99
12320	10/18/2011	ANGELO TIRE AND ALIGN...	Maintenance for Vehicle 7481FR	2,026.52
12326	10/18/2011	CITY OF BRADY	Sept 2011 fuel purchases for Brady Transportation	2,232.90
12329	10/18/2011	COMMERCIAL BILLING SE...	Maintenance on Vehicle 4063FR	2,078.17
12335	10/18/2011	ECOLANE USA, INC.	Annual Maintenance for Year 9/1/11-8/31/12	52,500.00
12339	10/18/2011	GOODMAN CORPORATION	Construction	25,992.00
12346	10/18/2011	MENTOR ENGINEERING INC.	Mentor Maintenance Contract Renewal 9/13/11-9/12/12	10,061.00
12346	10/18/2011	MENTOR ENGINEERING INC.	XGate Hosting Fee 9/1/11 - 8/31/12	3,372.00
12355	10/18/2011	SCHLEICHER COUNTY	September 2011 Driver Wages	2,808.36
12357	10/18/2011	SKG ENGINEERING	Construction Material Testing for 9/1-30/11	3,393.00
12370	10/21/2011	CITY OF SAN ANGELO-ACC...	August 2011 Fuel Purchases for transportation buses	48,377.69
12370	10/21/2011	CITY OF SAN ANGELO-ACC...	September 2011 Fuel purchases for transportation buses	43,506.12
12371	10/21/2011	CONCHO VALLEY COUNCI...	Payment on September 2011 expense balance paid by CVCOG	200,000.00

Report Total 671,121.54

**Concho Valley Transit District
Resolution 121411A**

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement 54 (GASB 54), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010, and

WHEREAS, the Concho Valley Transit District (CVTD) elects to implement GASB 54 requirements, and to apply such requirements to its financial statements for the fiscal year beginning September 1, 2010, and

WHEREAS, a fund balance measures the net financial resources available to finance expenditures in future periods, and

WHEREAS, the Concho Valley Transit District Board of Directors reserves the authority to establish and modify commitments of ending fund balance, and

WHEREAS, the fund balance of the Concho Valley Transit District may be committed for a specific source by formal action of the Board of Directors. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board, and

WHEREAS, when it is appropriate for fund balance to be assigned, the Concho Valley Transit District Board of Directors delegates authority to the Executive Director, and

WHEREAS, the Concho Valley Transit District Board of Directors considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Board of Directors will consider committed amounts will be reduced first, followed by assigned amounts and then unassigned amounts.

Now therefore be it resolved that the Board of Directors of the Concho Valley Transit District approve the following:

1. The Concho Valley Transit District has complied with the requirements of the Governmental Accounting Standards Board Statement 54, and the Fund Balance Policy, attached hereto is hereby adopted as the Fund Balance Policy of the Concho Valley Transit District.

Duly adopted at a meeting of the Board of Directors of the Concho Valley Transit District this 14th day of December 2011.

Allen Amos, Chairman

Ralph Sides, Secretary

CONCHO VALLEY TRANSIT DISTRICT FUND BALANCE POLICY

Purpose

The purpose is to establish a Fund Balance Policy for the Concho Valley Transit District (CVTD) in accordance with Governmental Account Standards Board Statement No. 54 (GASB 54). The intent of GASB 54 is to improve the usefulness of the amounts reported in ending fund balances on the year-end financial reports by providing clearer fund balance classifications that can be more consistently applied and by clarifying the governmental fund type definitions.

Definitions

Fund Equity – A fund's equity is generally the difference between its assets and its liabilities.

Fund Balance – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. These are broken up into five categories:

1. **Nonspendable fund balance** – includes amounts that are not in a spendable form or are required to be maintained intact. Examples: Inventory, prepaid amounts, long-term loan, and notes receivable. Also, amounts that must be maintained intact legally or contractually (permanent fund).
2. **Restricted fund balance** – includes amounts that can be spent only for the specific purposes stipulated by external parties, constitutional provision or enabling legislation. Example: Grants
3. **Committed fund balance** – includes amounts that can be used only for the specific purposes determined by a formal action of the CVTD's highest level of decision-making authority. Commitments may be changed or lifted only by the same authority taking the same formal action that imposed the constraint originally. Example: Future personnel costs.
4. **Assigned fund balance** – comprises all funds other than the general fund, any remaining positive amounts not classified as nonspendable, restricted or committed. For the general fund, amounts constrained for the intent to be used for a specific purpose by the governing board or body to which the governing body delegates the authority. Amount reported as assigned should not result in a deficit in unassigned fund balance.
5. **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. The general fund is the only fund that can report negative fund balances in the unassigned category.

POLICY

Committed Fund Balance

The CVTD Board of Directors is the highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board at the CVTD's board meetings.

The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

The CVTD Board of Directors has authorized the Executive Director as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure the CVTD will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

**Concho Valley Transit District
Resolution 121411B**

WHEREAS, the Concho Valley Transit District (CVTD) is designated as the principal provider of public transportation services to the Concho Valley, and

WHEREAS, the CVTD begins a new Fiscal Year on September 1st, 2011, and

WHEREAS, the CVTD board approved FY11-12 budget on September 14, 2011, and

WHEREAS, the CVTD staff reviewed the budget and found need to revise it, and

WHEREAS, the CVTD staff prepared a revised budget and hereby recommends approval of the revised budget for FY 11-12.

Now therefore be it resolved that the Board of Directors of the Concho Valley Transit District approve the following:

- 1. The Concho Valley Transit District budget for the fiscal year beginning September 1, 2011.**

Duly adopted at a meeting of the Board of Directors of the Concho Valley Transit District this 14th day of December 2011.

Allen Amos, Chairman

Ralph Sides, Secretary

CVTD
CVTD Rural Transp FY 11-12

Account Code	Account Title	Revised Budget Original Budget	Revised Budget	Variance
591	Grant 591, CVTD Rural FY 11-12			
109	Transit Capital Lease			
5411	Rent	25,000.00	18,526.03	(6,473.97)
Total 109	Transit Capital Lease	25,000.00	18,526.03	(6,473.97)
110	Transit Administration			
5110	Salaries	32,335.00	47,562.68	15,227.68
5150	Fringe Benefits	24,231.62	52,300.07	28,068.45
5199	Indirect Costs	9,335.81	19,457.95	10,122.14
5213	Customer Service Wages	16,598.00	52,629.02	36,031.02
5231	Audit & Legal	7,327.00	7,326.00	(1.00)
5291	Contract Services	5,500.00	0.00	(5,500.00)
5431	Utilities	6,000.00	4,000.00	(2,000.00)
5451	Bldg Maintenance	4,000.00	2,964.16	(1,035.84)
5510	Supplies	5,000.00	2,800.00	(2,200.00)
5622	Computers/Software	4,500.00	0.00	(4,500.00)
5711	Insurance	180.00	0.00	(180.00)
5714	Internet	3,000.00	3,000.00	0.00
5721	Printing	6,000.00	2,245.00	(3,755.00)
5722	Ads & Promotions	3,243.25	0.00	(3,243.25)
5723	Publications	4,000.00	1,000.00	(3,000.00)
5753	Dues and fees	5,000.00	2,200.00	(2,800.00)
5761	Communications	5,000.00	9,500.00	4,500.00
5762	Postage/freight	1,050.00	1,000.00	(50.00)
5791	Other	500.00	0.00	(500.00)
Total 110	Transit Administration	142,800.68	207,984.88	65,184.20
111	Transit Operations			
5111	Transit Oper Mgmt Salaries	48,192.00	48,191.14	(0.86)
5150	Fringe Benefits	91,653.00	80,578.63	(11,074.37)
5199	Indirect Costs	35,311.00	29,978.83	(5,332.17)
5203	Uniforms	5,000.00	0.00	(5,000.00)
5210	Driver Wages	117,636.00	86,919.92	(30,716.08)
5211	County Driver Fringe Benefit	120,000.00	166,454.33	46,454.33
5214	County Dispatcher Fringe	1,507.00	1,639.31	132.31
5215	County Driver Wages	300,000.00	425,298.92	125,298.92
5216	County Dispatcher Wages	7,664.00	8,877.44	1,213.44
5217	Dispatchers Wages	19,254.00	19,254.14	0.14
5309	Travel-In Region	2,000.00	1,000.00	(1,000.00)
5310	Travel-Out of Region	5,000.00	6,000.00	1,000.00
5351	Fuel	230,000.00	185,000.00	(45,000.00)
5352	Lubricant	1,000.00	1,000.00	0.00
5363	Tires	18,000.00	15,000.00	(3,000.00)
5431	Utilities	11,100.00	0.00	(11,100.00)
5451	Bldg Maintenance	16,661.00	0.00	(16,661.00)
5516	Supplies - Bus/Terminal	19,758.59	3,500.00	(16,258.59)
5631	Equipment Rental	1,500.00	0.00	(1,500.00)
5711	Insurance	50,820.00	18,000.00	(32,820.00)
5751	Training	5,000.00	2,500.00	(2,500.00)
5761	Communications	11,600.00	0.00	(11,600.00)
5791	Other	500.00	500.00	0.00
5793	Physicals	3,000.00	1,600.00	(1,400.00)
5795	Anti Drug Program	4,250.00	2,600.00	(1,650.00)
5796	Safety	11,524.00	3,000.00	(8,524.00)
6141	InKind Driver Wages	2,200.00	2,200.00	0.00
6441	InKind Space	0.00	4,300.00	4,300.00
6142	InKind Supervisory Sal	11,800.00	11,800.00	0.00

CVTD
CVTD Rural Transp FY 11-12

Account Code	Account Title	Revised Budget		Variance
		Original Budget	Revised Budget	
6144	InKind Dispatcher	5,700.00	5,700.00	0.00
6442	InKind Vehicle Storage	<u>13,300.00</u>	<u>9,000.00</u>	(4,300.00)
Total 111	Transit Operations	1,170,930.59	1,139,892.66	(31,037.93)
112	Transit Short Range Planning			
5110	Salaries	34,406.00	0.00	(34,406.00)
5150	Fringe Benefits	17,037.85	0.00	(17,037.85)
5199	Indirect Costs	<u>6,564.24</u>	<u>0.00</u>	<u>(6,564.24)</u>
Total 112	Transit Short Range Planning	58,008.09	0.00	(58,008.09)
156	Transit Preventative Maintenance			
5110	Salaries	29,937.00	39,109.59	9,172.59
5150	Fringe Benefits	14,824.80	20,415.21	5,590.41
5199	Indirect Costs	8,952.36	7,595.36	(1,357.00)
5361	Vehicle Maintenance	50,000.00	30,500.00	(19,500.00)
5362	Preventative Maintenance	140,000.00	125,000.00	(15,000.00)
5712	Communications - Bus	35,188.00	30,000.00	(5,188.00)
5713	Cell Phones	4,000.00	5,600.00	1,600.00
5732	Repeater Rental	2,220.00	5,000.00	2,780.00
5733	Radio Maintenance	<u>6,118.00</u>	<u>1,200.00</u>	<u>(4,918.00)</u>
Total 156	Transit Preventative Maintenance	291,240.16	264,420.16	(26,820.00)
997	Non Project			
5312	Meals	300.00	0.00	(300.00)
5510	Supplies	1,450.00	0.00	(1,450.00)
5791	Other	1,000.00	0.00	(1,000.00)
5792	Coffee Expense	<u>1,500.00</u>	<u>0.00</u>	<u>(1,500.00)</u>
Total 997	Non Project	<u>4,250.00</u>	<u>0.00</u>	<u>(4,250.00)</u>
	Report Difference	<u>1,692,229.52</u>	<u>1,630,823.73</u>	<u>(61,405.79)</u>

CVTD
CVTD Urban Transp FY 11-12

Account Code	Account Title	Revised Budget Approved Budget	Revised Budget	Variance
590	Grant 590, CVTD Urban FY 11-12			
108	Transit Urban Capital			
5414	Capital Technology	38,950.00	38,950.00	0.00
Total 108	Transit Urban Capital	38,950.00	38,950.00	0.00
109	Transit Capital Lease			
5411	Rent	25,000.00	18,526.00	(6,474.00)
5414	Shop & Yard Space	120,000.00	120,000.00	0.00
Total 109	Transit Capital Lease	145,000.00	138,526.00	(6,474.00)
110	Transit Administration			
5110	Salaries	54,007.00	71,658.25	17,651.25
5150	Fringe Benefits	59,916.72	59,221.56	(695.16)
5199	Indirect Costs	23,084.34	22,033.05	(1,051.29)
5213	Customer Service Wages	66,988.00	41,793.02	(25,194.98)
5231	Audit & Legal	9,000.00	9,000.00	0.00
5291	Contract Services	20,000.00	0.00	(20,000.00)
5431	Utilities	6,000.00	6,200.00	200.00
5451	Bldg Maintenance	4,000.00	2,964.16	(1,035.84)
5510	Supplies	6,500.00	7,500.00	1,000.00
5622	Computers/Software	4,800.00	0.00	(4,800.00)
5711	Insurance	180.00	168.00	(12.00)
5714	Internet	2,000.00	2,000.00	0.00
5721	Printing	12,311.00	6,700.00	(5,611.00)
5722	Ads & Promotions	5,000.00	5,000.00	0.00
5723	Publications	2,500.00	1,202.00	(1,298.00)
5753	Dues and fees	7,000.00	4,500.00	(2,500.00)
5761	Communications	5,000.00	6,600.00	1,600.00
5762	Postage/freight	1,200.00	1,300.00	100.00
5791	Other	81.00	0.00	(81.00)
Total 110	Transit Administration	289,568.06	247,840.04	(41,728.02)
111	Transit Operations			
5111	Transit Oper Mgmt Salaries	48,619.00	35,358.76	(13,260.24)
5150	Fringe Benefits	289,342.00	294,777.54	5,435.54
5199	Indirect Costs	111,476.00	109,670.35	(1,805.65)
5203	Uniforms	5,000.00	2,000.00	(3,000.00)
5210	Driver Wages	516,420.00	510,095.04	(6,324.96)
5217	Dispatchers Wages	19,254.00	19,254.14	0.14
5309	Travel-In Region	7,000.00	0.00	(7,000.00)
5310	Travel-Out of Region	19,500.00	15,000.00	(4,500.00)
5351	Fuel	300,000.00	350,000.00	50,000.00
5352	Lubricant	500.00	0.00	(500.00)
5363	Tires	32,000.00	32,000.00	0.00
5431	Terminal Utilities	11,100.00	17,100.00	6,000.00
5451	Terminal Bldg Maintenance	16,661.00	20,661.00	4,000.00
5516	Supplies - Bus/Terminal	33,726.00	35,000.00	1,274.00
5631	Equipment Rental	500.00	0.00	(500.00)
5711	Insurance	46,000.00	83,595.00	37,595.00
5714	Terminal Internet	16,000.00	19,000.00	3,000.00
5751	Training	6,800.00	3,000.00	(3,800.00)
5761	Terminal Communications	11,600.00	15,426.00	3,826.00
5793	Physicals	2,000.00	2,000.00	0.00
5795	Anti Drug Program	7,150.00	4,000.00	(3,150.00)
5796	Safety	3,950.00	3,950.00	0.00

CVTD
CVTD Urban Transp FY 11-12

Account Code	Account Title	Revised Budget Approved Budget	Revised Budget	Variance
590	Grant 590, CVTD Urban FY 11-12			
6791	InKind Other	<u>30,000.00</u>	<u>0.00</u>	<u>(30,000.00)</u>
Total 111	Transit Operations	1,534,598.00	1,571,887.83	37,289.83

CVTD
CVTD Urban Transp FY 11-12

Account Code	Account Title	Revised Budget Approved Budget	Revised Budget	Variance
590	Grant 590, CVTD Urban FY 11-12			
112	Transit Short Range Planning			
5110	Salaries	60,446.00	45,440.00	(15,006.00)
5150	Fringe Benefits	29,933.00	23,722.50	(6,210.50)
5199	Indirect Costs	<u>11,532.00</u>	<u>8,818.75</u>	<u>(2,713.25)</u>
Total 112	Transit Short Range Planning	101,911.00	77,981.25	(23,929.75)
156	Transit Preventative Maintenance			
5110	Salaries	29,937.00	20,763.99	(9,173.01)
5150	Fringe Benefits	14,825.00	10,838.80	(3,986.20)
5199	Indirect Costs	5,712.00	4,032.50	(1,679.50)
5361	Vehicle Maintenance	85,000.00	50,000.00	(35,000.00)
5362	Preventative Maintenance	300,000.00	265,000.00	(35,000.00)
5712	Communications - Bus	41,185.00	42,185.00	1,000.00
5733	Radio Maintenance	0.00	500.00	500.00
5713	Cell Phones	<u>1,000.00</u>	<u>2,000.00</u>	<u>1,000.00</u>
Total 156	Transit Preventative Maintenance	477,659.00	395,320.29	(82,338.71)
157	Transit Program Support			
5291	Contract Services	<u>75,000.00</u>	<u>13,612.50</u>	<u>(61,387.50)</u>
Total 157	Transit Program Support	75,000.00	13,612.50	(61,387.50)
997	Non Project			
5312	Meals	700.00	0.00	(700.00)
5510	Supplies	2,300.00	2,500.00	200.00
5722	Ads & Promotions	2,000.00	0.00	(2,000.00)
5791	Other	1,000.00	1,000.00	0.00
5792	Coffee Expense	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
Total 997	Non Project	<u>7,500.00</u>	<u>5,000.00</u>	<u>(2,500.00)</u>
	Report Difference	<u>2,670,186.06</u>	<u>2,489,117.91</u>	<u>(181,068.15)</u>