

**PACKET**

**REGULAR BOARD OF DIRECTORS MEETING**

**March 14, 2025**

**9:00 AM**

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY

BOARD ROOM

670 W. AVE L-8

Lancaster, CA 93534

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*In compliance with the Americans with Disabilities Act, note that if you are a disabled person and a need disability-related modification or accommodation to participate in this meeting, please contact Sherynn Morton by telephone at (661) 945-3621 or by email at s.morton@avsta.com. Requests must be made as early as possible and at least one (1) full business day prior to the start of the meeting.*

**1. CALL TO ORDER**

*Call to order by Presiding Officer \_\_\_\_\_ at \_\_\_\_\_ a.m.*

**2. ROLL CALL**

Antelope Valley Union High School District

Westside Union School District

Lancaster School District

Antelope Valley Union High School District

Westside Union School District

Lancaster School District

Antelope Valley Schools Transportation Agency

Kevin Vensko, President

Rob Garza, Vice President

Larry Freise Ed. D., Clerk

Rosemary Mann, Alternate

Jake Briggs Ed. D., Alternate

Duane Winn, Alternate

Morris Fuselier III, Secretary & CEO

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA**

*Request approval of the Agenda on March 14, 2025, as presented.*

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**5. PUBLIC COMMENT**

*Members of the public who would like to address the Board on any item on the agenda may do so now or when the President requests comments from the public as the item is being considered by the Board. Please identify the agenda item you wish to discuss. Individual speakers are limited to three (3) minutes each, and the total time for public input on each item shall be limited to fifteen (15) minutes.*

**6. CLOSED SESSION**

Page 5

016 The Board of Directors of the Antelope Valley Schools Transportation Agency adjourned to closed session at \_\_\_\_\_ to discuss the following:

1. **Government Code Section 54957: Public Employee Discipline/Dismissal/Release**
2. **Government Code Section 54957.6: Conference with Labor Negotiator**  
**Agency Representative: Morris Fuselier, III, CEO**  
**Employee Organization: CSEA**
3. **Rejection of Claim for Damages: It is requested that the Board of Directors consider the rejection of one (1) claim for accident on October 28, 2024, claim #646471 and one (1) for accident on February 7, 2025, claim #650751.**
4. **CEO Contract**

**7. RECONVENE TO OPEN SESSION**

017 The Board of Directors reconvened to open session at \_\_\_\_\_.

**8. ACTION TAKEN AS A RESULT OF CLOSED SESSION**

**9. CHIEF EXECUTIVE OFFICER'S REPORT**

Page 6

**A. Assessment & Billing Process**  
*As Presented by Morris Fuselier, III.*

Presentation

**B. Budget & Accounts Receivable Updates**  
*As Presented by David Castillo*

Page 7

**C. Directors Update**  
**1. Agency Operations**  
*As Presented by Evie Strader*

Page 9

**2. Shop, CNG, Grant, & Infrastructure Projects Updates**  
*As Presented by Jessica Sevilla*

Discussion

**10. INDIVIDUAL ACTION ITEMS**

**018 CONSENT AGENDA ITEMS:**

**Page 10**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

A. *Approval of Regular Minutes on February 12, 2024*

**Handout**

B. *Commercial Warrants & Purchase Order for February 2025*

**Page 11**

C. *Personnel Schedule*

**Page 23**

**019 SECOND INTERIM 2024-2025**

**Handout**

*It is requested the Board of Directors approve the Second Interim Report 2024-2025, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**020 GHI ENERGY, LLC CONTRACT AMENDMENT**

**Page 25**

*It is requested the Board of Directors approve the GHI Energy contract amendment, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**021 REVISION TO RIDE PIGGYBACK BID**

**Page 29**

*It is requested the Board of Directors approve the revised add-on list in the RIDE piggyback bid, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**022 PURCHASE ORDER FOR BYD BUSES**

**Page 32**

*It is requested the Board of Directors approve the purchase order for ten (10) the BYD EV buses in the amount of \$438,312.62/each with \$375,000.00/per bus paid with grant funding with the HVIP grant, for the balance of \$633,126.20, from the capital outlay bus replacement fund, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**023 PURCHASE ORDER FOR EV CHARGERS**

**Page 39**

*It is requested the Board of Directors approve purchase order for seven (7) EV chargers from A-Z Bus Sales in the amount of \$185,305.25, grant funded by AVAQMD, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**024 AUDITOR CONTRACT EXTENSION FY 2025-2026**

**Page 47**

*It is requested the Board of Directors approve the contract extension with Christy White & Associates for FY 2025-2026, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**025 TEMPORARY INFORMATION TECHNOLOGY ASSISTANT POSITION**

**Page 55**

*It is requested the Board of Directors approve the temporary Information Technology Assistant from March 17 – August 31, 2025, placed on the M-10 range of the salary schedule, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**026 INFORMATION TECHNOLOGY TECHNICIAN JOB DESCRIPTION**

**Page 59**

*It is requested the Board of Directors approve the Information Technology Technician job description, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**11. BOARD MEMBER COMMENTS**

**12. ADJOURNMENT**

**027 The Board of Directors adjourned its meeting at \_\_\_\_\_, on March 14, 2025.**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

*The next regular meeting of the Board of Directors is scheduled for Wednesday, April 9, 2025, at 9:00AM. Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the Antelope Valley School's Transportation Agency Administrative Assistant's office, located at 670 West Avenue L-8, Lancaster, CA 93534 during normal business hours (8:00 am– 4:00 pm).*

**CLOSED SESSION**

**SUBJECT:      CLOSED SESSION AGENDA ITEM # 016**

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**BACKGROUND:**

Under Government Code Section 52956.95, the Board of Directors is empowered to conduct a Closed Session to discuss claims for payment of liability losses, public liability losses or workers' compensation liability incurred by the joint powers agency or local agency member of the joint powers agency.

1.      ***Government Code Section 54957: Public Employee Discipline/Dismissal/Release***
  
2.      ***Government Code Section 54957.6: Conference with Labor Negotiator***  
          ***Agency Representative: Morris Fuselier, III.***  
          ***Employee Organization: CSEA***
  
3.      ***Rejection of Claims for Damage: It is requested that the Board of Directors consider the rejection of one (1) claim for accident on October 28, 2024, claim #646471 and one (1) for accident on February 7, 2025, claim #650751.***
  
4.      ***CEO Contract***

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Handout

## **CHIEF EXECUTIVE OFFICER'S REPORT**

**SUBJECT:** CEO s Report

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**ACTION REQUIRED:**

None

**REFERENCE MATERIALS ATTACHED:**

- |           |  |                     |
|-----------|--|---------------------|
| <b>A.</b> | <b><i>Assessment &amp; Billing Process</i></b><br><i>As Presented by Morris Fuselier. III.</i>                     | <b>Presentation</b> |
| <b>B.</b> | <b><i>Budget &amp; Accounts Receivable Updates</i></b><br><i>As Presented by David Castillo</i>                    | <b>Page 7</b>       |
| <b>C.</b> | <b><i>Directors Update</i></b><br><b><i>1. Agency Operations</i></b><br><i>As Presented by Evie Strader</i>        | <b>Page 9</b>       |
|           | <b><i>2. Shop, CNG, Grant, &amp; Infrastructure Projects Updates</i></b><br><i>As Presented by Jessica Sevilla</i> | <b>Discussion</b>   |

Antelope Valley Schools Transportation Agency

**Budget vs Actual**

Months Remaining	<b>4</b>
Percentage	<b>33.33%</b>

**General Operating Fund February 28, 2025**

Budget: Adopted

Object	Description	2024-2025 Budget	Y-T-D Actual	Encumbrances Outstanding	Balance	Percent Remaining
<b>Revenues</b>						
8600-8799	Local	\$ 21,642,300	\$ 10,899,603	\$ -	\$ 10,742,697	49.64%
		\$ 2,139,570				
	<b>Total Revenues</b>	<b>\$ 23,781,870</b>	<b>\$ 10,899,603</b>	<b>\$ -</b>	<b>\$ 10,742,697</b>	<b>45.17%</b>
<b>Expenditures</b>						
2000-2999	Classified Salaries	\$ 10,515,237	\$ 6,781,072	\$ -	\$ 3,734,165	35.51%
3000-3999	Employee Benefits	\$ 6,147,006	\$ 3,040,517	\$ -	\$ 3,106,489	50.54%
4000-4999	Supplies (Net of Fuel)	\$ 969,818	\$ 535,835	\$ 655,361	\$ 433,983	44.75%
4361	Fuel Diesel	\$ 970,000	\$ 428,178	\$ 380,547	\$ 541,822	55.86%
4364	Fuel CNG	\$ 125,000	\$ 55,199	\$ 27,127	\$ 69,801	55.84%
4365	EV Electricity	\$ 75,000	\$ 12,021	\$ 18,693	\$ 62,979	83.97%
5000-5999	Services	\$ 2,317,493	\$ 2,671,121	\$ 1,581,901	\$ (353,628)	-15.26%
6000-6999	Capital Outlay	\$ 2,292,501	\$ 860,246	\$ 1,906,236	\$ 1,432,255	62.48%
7000-7999	Other Outgo	\$ 369,815	\$ 228,183	\$ -	\$ 141,632	38.30%
	<b>Total Expenditures:</b>	<b>\$ 23,781,870</b>	<b>\$ 14,612,372</b>	<b>\$ 4,569,866</b>	<b>\$ 9,169,498</b>	<b>38.56%</b>

Statistics	Diesel		CNG		Electricity	
	Payments	Average Cost	Payments	Average Cost	Payments	Average Cost
Jul-24	\$ -	\$ -	\$ 50	\$ 0.40	\$ 788	\$ 0.47
Aug-24	\$ 25,037	\$ 3.37	\$ 1,340	\$ 0.54	\$ 863	\$ 0.58
Sep-24	\$ 99,787	\$ 3.36	\$ 3,756	\$ 0.53	\$ 1,198	\$ 0.61
Oct-24	\$ 106,499	\$ 3.57	\$ 4,236	\$ 0.53	\$ 1,237	\$ 0.44
Nov-24	\$ 54,168	\$ 3.62	\$ 6,152	\$ 0.62	\$ 804	\$ 0.41
Dec-24	\$ 52,252	\$ 3.48	\$ 5,891	\$ 0.78	\$ 422	\$ 0.64
Jan-25	\$ 59,615	\$ 3.97	\$ 6,448	\$ 0.81	\$ 454	\$ 0.56
Feb-25	\$ 57,043	\$ 3.81	\$ 2,052	\$ 0.41	\$ 714	\$ 0.44

Prior year Report

**Antelope Valley Schools Transportation Agency**  
**A/R Aging Summary**  
As of February 28, 2025

	Current	1 - 30	31 - 60	61 - 90	91 - 120	121 - 150	151 - 180	181 and over	Total
AV UNION HIGH SCHOOL DIST.									0.00
LANCASTER SCHOOL DIST		582,273.48	582,273.48	582,273.48	582,273.48	582,273.48	582,273.48	582,273.48	4,075,914.36
WESTSIDE SCHOOL DIST									0.00
<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 582,273.48</b>	<b>\$ 582,273.48</b>	<b>\$ 582,273.48</b>	<b>\$ 582,273.48</b>	<b>\$ 582,273.48</b>	<b>\$ 582,273.48</b>	<b>\$ 582,273.48</b>	<b>\$ 4,075,914.36</b>

Tuesday, Mar 07, 2025 12:33:04 PM GMT-8



OPERATIONS UPDATE

DRIVER INFORMATION							
ROUTES			DRIVERS			UNASSIGNED ROUTES	
TRANSIT	24	➔	DRIVERS	22	➔	UNASSIGNED	2
SPED	59	➔	DRIVERS	56	➔	UNASSIGNED	3
COVER	15	➔	DRIVERS	8	➔	UNASSIGNED	7
TRIP DRIVER (Cover drivers when trips are not scheduled)	2	➔	DRIVERS	0	➔	UNASSIGNED	2
<b>TOTAL</b>	<b>100</b>	➔	<b>ACTIVE DRIVERS</b>	<b>86</b>	➔	<b>TOTAL UNASSIGNED</b>	<b>14</b>
			DRIVERS OFF LONG TERM	9		AVERAGE NUMBER OF CALL OUTS AND APPROVED LEAVE PER DAY	-15
			<b>TOTAL DRIVERS</b>	<b>95</b>		CURRENT DRIVER TRAINEES	6

BUS AIDE INFORMATION							
ROUTES			BUS AIDES			UNASSIGNED ROUTES	
SPED	22	➔	AIDES ASSIGNED	17	➔	UNASSIGNED	5
COVER	6	➔	AIDES ASSIGNED	5	➔	UNASSIGNED	1
<b>TOTAL</b>	<b>28</b>	➔	<b>ACTIVE BUS AIDES</b>	<b>22</b>	➔	<b>TOTAL UNASSIGNED</b>	<b>6</b>
			BUS AIDES OFF LONG TERM	7		AVERAGE NUMBER OF CALL OUTS AND APPROVED LEAVE PER DAY	-5
			<b>TOTAL BUS AIDES</b>	<b>29</b>		CURRENT BUS AIDE TRAINEES	0

EVERDRIVEN INFORMATION							
EVERDRIVEN ROUTES (H.S.)	33		STUDENT COUNT	36		BUS AIDE COUNT	6
EVERDRIVEN ROUTES (W.S.)	4		STUDENT COUNT	4		BUS AIDE COUNT	0
<b>TOTAL</b>	<b>37</b>		<b>TOTAL</b>	<b>40</b>		<b>TOTAL</b>	<b>6</b>

**INDIVIDUAL ACTION ITEM # 018**

**SUBJECT:        CONSENT AGENDA ITEMS**

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**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

- |    |  |                |
|----|--|----------------|
| A. | <i>Approval of Regular Minutes on February 12, 2025</i>            | <b>Handout</b> |
| B. | <i>Commercial Warrants &amp; Purchase Orders for February 2025</i> | <b>Page 11</b> |
| C. | <i>Personnel Schedule</i>  | <b>Page 23</b> |

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

**WARRANT/ACH REGISTER FOR FEBRUARY 2025**

Date	Payment Request Doc	R	Vendor Name	Warrant Amt	Warrant/ACH/EFT Number	Description
<b>WARRANTS</b>						
2/7/2025	GAX,40147,250000000285,1,0,2		SCHOOLS FIRST FEDERAL CREDIT UNION	3,347.50	202502060403653	
2/7/2025	GAX,40147,250000000286,1,0,1		SchoolsFirst Plan Administration, LLC	965.00	202502060403654	
2/18/2025	GAX,40147,250000000301,1,0,3		UGI ENERGY SERVICES	2,251.15	202502140406788	
2/19/2025	GAX,40147,250000000303,1,0,1		SISC - III	133,289.00	202502180407267	
2/19/2025	GAX,40147,250000000303,1,0,3		SISC - III	6,958.00	202502180407267	
2/19/2025	PRM,40147,250000000798,1,1,1		ANDY GUMP INC.	651.38	202502180407268	
2/21/2025	PRM,40147,250000000820,1,1,1		DATA MANAGEMENT	9,826.57	202502200408340	
2/24/2025	GAX,40147,250000000307,1,0,2		SCHOOLS FIRST FEDERAL CREDIT UNION	3,297.50	202502210408740	
2/24/2025	PRM,40147,250000000829,1,1,1		BROADVOICE BUSINESS	1,599.82	202502210408741	
2/24/2025	GAX,40147,250000000308,1,0,1		SchoolsFirst Plan Administration, LLC	965.00	202502210408742	
2/27/2025	PRM,40147,250000000834,1,1,1		FAGEN FRIEDMAN & FULFROST, LLP	5,029.90	202502260411065	
2/3/2025	PRM,40147,250000000737,1,1,1		ALTERNATIVE LOGISTICS TECHNOLOGIES, LLC	22,316.83	000000022014401	
2/3/2025	GAX,40147,250000000283,1,0,2		AMERICAN FIDELITY ASSURANCE CO	212.24	000000022014402	
2/3/2025	GAX,40147,250000000284,1,0,1		ANTHONY BELTRAN	280.00	000000022014403	
2/3/2025	PRM,40147,250000000740,1,1,1		CLEAN DIESEL SPECIALIST SO CAL, INC.	4,894.81	000000022014404	
2/3/2025	PRM,40147,250000000732,1,1,1		Excel Buena Park II, LP	1,918.54	000000022014405	
2/3/2025	PRM,40147,250000000733,1,1,1		Excel Buena Park II, LP	2,110.39	000000022014406	
2/3/2025	PRM,40147,250000000734,1,1,1		HILTON LOS ANGELES/UNIVERSAL CITY	3,481.60	000000022014407	
2/3/2025	PRM,40147,250000000735,1,1,1		HILTON LOS ANGELES/UNIVERSAL CITY	3,937.60	000000022014408	
2/3/2025	PRM,40147,250000000736,1,1,1		HILTON LOS ANGELES/UNIVERSAL CITY	4,222.60	000000022014409	
2/3/2025	PRM,40147,250000000739,1,1,1		MISSION LINEN SUPPLY	56.59	000000022014410	
2/3/2025	PRM,40147,250000000739,1,2,1		MISSION LINEN SUPPLY	387.89	000000022014410	
2/3/2025	PRM,40147,250000000739,1,3,1		MISSION LINEN SUPPLY	153.02	000000022014410	
2/3/2025	PRM,40147,250000000738,1,1,1		MJ MECHANICAL HEATING & AIR CONDITIONING	375.00	000000022014411	
2/3/2025	PRM,40147,250000000731,1,1,1		MODEL 1 COMMERCIAL VEHICLES, INC.	345.59	000000022014412	
2/3/2025	PRM,40147,250000000731,1,2,1		MODEL 1 COMMERCIAL VEHICLES, INC.	120.98	000000022014412	
2/3/2025	PRM,40147,250000000731,1,3,1		MODEL 1 COMMERCIAL VEHICLES, INC.	268.15	000000022014412	
2/3/2025	PRM,40147,250000000731,1,4,1		MODEL 1 COMMERCIAL VEHICLES, INC.	234.08	000000022014412	
2/3/2025	PRM,40147,250000000731,1,5,1		MODEL 1 COMMERCIAL VEHICLES, INC.	322.35	000000022014412	
2/3/2025	PRM,40147,250000000731,1,6,1		MODEL 1 COMMERCIAL VEHICLES, INC.	646.92	000000022014412	
2/3/2025	PRM,40147,250000000730,1,1,1		SOUTHERN COUNTIES LUBRICANTS, LLC	481.74	000000022014413	
2/4/2025	PRM,40147,250000000741,1,1,1		CLUB FUSION	500.00	000000022016760	
2/4/2025	PRM,40147,250000000742,1,1,1		FALCON FUELS	28,903.09	000000022016761	
2/4/2025	PRM,40147,250000000743,1,10,1		H&H AUTO PARTS	433.04	000000022016762	
2/4/2025	PRM,40147,250000000743,1,1,1		H&H AUTO PARTS	337.60	000000022016762	
2/4/2025	PRM,40147,250000000743,1,11,1		H&H AUTO PARTS	36.08	000000022016762	

2/4/2025	PRM,40147,250000000743,1,12,1		H&H AUTO PARTS	433.03	000000022016762	
2/4/2025	PRM,40147,250000000743,1,13,1		H&H AUTO PARTS	58.05	000000022016762	
2/4/2025	PRM,40147,250000000743,1,14,1		H&H AUTO PARTS	19.35	000000022016762	
2/4/2025	PRM,40147,250000000743,1,15,1		H&H AUTO PARTS	628.54	000000022016762	
2/4/2025	PRM,40147,250000000743,1,16,1		H&H AUTO PARTS	118.49	000000022016762	
2/4/2025	PRM,40147,250000000743,1,17,1		H&H AUTO PARTS	11.07	000000022016762	
2/4/2025	PRM,40147,250000000743,1,18,1		H&H AUTO PARTS	720.15	000000022016762	
2/4/2025	PRM,40147,250000000743,1,19,1		H&H AUTO PARTS	912.85	000000022016762	
2/4/2025	PRM,40147,250000000743,1,20,1		H&H AUTO PARTS	103.06	000000022016762	
2/4/2025	PRM,40147,250000000743,1,2,1		H&H AUTO PARTS	239.91	000000022016762	
2/4/2025	PRM,40147,250000000743,1,21,1		H&H AUTO PARTS	19.35	000000022016762	
2/4/2025	PRM,40147,250000000743,1,22,1		H&H AUTO PARTS	260.89	000000022016762	
2/4/2025	PRM,40147,250000000743,1,23,1		H&H AUTO PARTS	498.62	000000022016762	
2/4/2025	PRM,40147,250000000743,1,24,1		H&H AUTO PARTS	1,127.16	000000022016762	
2/4/2025	PRM,40147,250000000743,1,25,1		H&H AUTO PARTS	288.69	000000022016762	
2/4/2025	PRM,40147,250000000743,1,26,1		H&H AUTO PARTS	237.44	000000022016762	
2/4/2025	PRM,40147,250000000743,1,27,1		H&H AUTO PARTS	118.67	000000022016762	
2/4/2025	PRM,40147,250000000743,1,28,1		H&H AUTO PARTS	4.63	000000022016762	
2/4/2025	PRM,40147,250000000743,1,29,1		H&H AUTO PARTS	256.98	000000022016762	
2/4/2025	PRM,40147,250000000743,1,30,1		H&H AUTO PARTS	17.64	000000022016762	
2/4/2025	PRM,40147,250000000743,1,3,1		H&H AUTO PARTS	159.66	000000022016762	
2/4/2025	PRM,40147,250000000743,1,31,1		H&H AUTO PARTS	93.65	000000022016762	
2/4/2025	PRM,40147,250000000743,1,4,1		H&H AUTO PARTS	240.33	000000022016762	
2/4/2025	PRM,40147,250000000743,1,5,1		H&H AUTO PARTS	553.20	000000022016762	
2/4/2025	PRM,40147,250000000743,1,6,1		H&H AUTO PARTS	116.05	000000022016762	
2/4/2025	PRM,40147,250000000743,1,7,1		H&H AUTO PARTS	313.37	000000022016762	
2/4/2025	PRM,40147,250000000743,1,8,1		H&H AUTO PARTS	479.82	000000022016762	
2/4/2025	PRM,40147,250000000743,1,9,1		H&H AUTO PARTS	121.27	000000022016762	
2/6/2025	PRM,40147,250000000753,1,1,1		A-L MOBILE DETAIL	960.00	000000022022123	
2/6/2025	PRM,40147,250000000753,1,2,1		A-L MOBILE DETAIL	885.00	000000022022123	
2/6/2025	PRM,40147,250000000753,1,3,1		A-L MOBILE DETAIL	960.00	000000022022123	
2/6/2025	PRM,40147,250000000753,1,4,1		A-L MOBILE DETAIL	910.00	000000022022123	
2/6/2025	PRM,40147,250000000748,1,1,1		ALTERNATIVE LOGISTICS TECHNOLOGIES, LLC	29,265.02	000000022022124	
2/6/2025	PRM,40147,250000000744,1,1,1		AMERICAN BUSINESS MACHINES	7.50	000000022022125	
2/6/2025	PRM,40147,250000000744,1,2,1		AMERICAN BUSINESS MACHINES	7.50	000000022022125	
2/6/2025	PRM,40147,250000000747,1,1,1		ARCPOINT	115.00	000000022022126	
2/6/2025	PRC,40147,250000000058,1,1,1		BUSWEST, LLC	(344.51)	000000022022127	
2/6/2025	PRM,40147,250000000745,1,10,1		BUSWEST, LLC	648.63	000000022022127	
2/6/2025	PRM,40147,250000000745,1,1,1		BUSWEST, LLC	130.13	000000022022127	
2/6/2025	PRM,40147,250000000745,1,11,1		BUSWEST, LLC	59.75	000000022022127	
2/6/2025	PRM,40147,250000000745,1,2,1		BUSWEST, LLC	21.15	000000022022127	

2/6/2025	PRM,40147,250000000745,1,3,1		BUSWEST, LLC	2,079.68	000000022022127	
2/6/2025	PRM,40147,250000000745,1,4,1		BUSWEST, LLC	353.56	000000022022127	
2/6/2025	PRM,40147,250000000745,1,5,1		BUSWEST, LLC	86.20	000000022022127	
2/6/2025	PRM,40147,250000000745,1,6,1		BUSWEST, LLC	476.78	000000022022127	
2/6/2025	PRM,40147,250000000745,1,7,1		BUSWEST, LLC	935.32	000000022022127	
2/6/2025	PRM,40147,250000000745,1,8,1		BUSWEST, LLC	103.00	000000022022127	
2/6/2025	PRM,40147,250000000745,1,9,1		BUSWEST, LLC	106.55	000000022022127	
2/6/2025	PRC,40147,250000000059,1,1,1		FRANKLIN TRUCK PARTS	(224.94)	000000022022128	
2/6/2025	PRC,40147,250000000060,1,1,1		FRANKLIN TRUCK PARTS	(99.23)	000000022022128	
2/6/2025	PRC,40147,250000000061,1,1,1		FRANKLIN TRUCK PARTS	(225.58)	000000022022128	
2/6/2025	PRM,40147,250000000746,1,1,1		FRANKLIN TRUCK PARTS	466.02	000000022022128	
2/6/2025	PRM,40147,250000000746,1,2,1		FRANKLIN TRUCK PARTS	44.54	000000022022128	
2/6/2025	PRM,40147,250000000746,1,3,1		FRANKLIN TRUCK PARTS	978.70	000000022022128	
2/6/2025	PRM,40147,250000000746,1,4,1		FRANKLIN TRUCK PARTS	2,521.58	000000022022128	
2/6/2025	PRM,40147,250000000746,1,5,1		FRANKLIN TRUCK PARTS	68.76	000000022022128	
2/6/2025	PRM,40147,250000000746,1,6,1		FRANKLIN TRUCK PARTS	276.53	000000022022128	
2/6/2025	PRM,40147,250000000746,1,7,1		FRANKLIN TRUCK PARTS	617.72	000000022022128	
2/6/2025	PRM,40147,250000000746,1,8,1		FRANKLIN TRUCK PARTS	771.35	000000022022128	
2/6/2025	PRM,40147,250000000746,1,9,1		FRANKLIN TRUCK PARTS	232.59	000000022022128	
2/6/2025	PRM,40147,250000000749,1,1,1		MISSION LINEN SUPPLY	336.81	000000022022129	
2/6/2025	PRM,40147,250000000750,1,1,1		Transit Systems Unlimited Inc	2,891.00	000000022022130	
2/6/2025	PRM,40147,250000000750,1,2,1		Transit Systems Unlimited Inc	1,222.25	000000022022130	
2/6/2025	PRM,40147,250000000750,1,3,1		Transit Systems Unlimited Inc	3,151.50	000000022022130	
2/6/2025	PRM,40147,250000000750,1,4,1		Transit Systems Unlimited Inc	3,535.50	000000022022130	
2/6/2025	PRM,40147,250000000750,1,5,1		Transit Systems Unlimited Inc	887.25	000000022022130	
2/6/2025	PRM,40147,250000000751,1,1,1		UNITED PARCEL SERVICE	36.00	000000022022131	
2/6/2025	PRM,40147,250000000752,1,1,1		WEX BANK	1,613.93	000000022022132	
2/7/2025	PRM,40147,250000000755,1,1,1		ANTELOPE EXPRESS	3,053.00	000000022024443	
2/7/2025	PRM,40147,250000000755,1,2,1		ANTELOPE EXPRESS	2,316.60	000000022024443	
2/7/2025	PRM,40147,250000000754,1,1,1		BUSWEST, LLC	45.90	000000022024444	
2/7/2025	PRM,40147,250000000754,1,2,1		BUSWEST, LLC	358.56	000000022024444	
2/7/2025	PRM,40147,250000000754,1,3,1		BUSWEST, LLC	12.89	000000022024444	
2/7/2025	GAX,40147,250000000287,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	118.00	000000022024445	
2/7/2025	GAX,40147,250000000288,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	2,650.84	000000022024445	
2/7/2025	GAX,40147,250000000289,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	52.50	000000022024445	
2/7/2025	PRM,40147,250000000756,1,1,1		Eide Bailey	18,039.00	000000022024446	
2/7/2025	PRC,40147,250000000062,1,1,1		NAPA AUTO PARTS	(197.99)	000000022024447	
2/7/2025	PRC,40147,250000000063,1,1,1		NAPA AUTO PARTS	(11.91)	000000022024447	
2/7/2025	PRM,40147,250000000759,1,10,1		NAPA AUTO PARTS	18.49	000000022024447	
2/7/2025	PRM,40147,250000000759,1,1,1		NAPA AUTO PARTS	197.99	000000022024447	
2/7/2025	PRM,40147,250000000759,1,11,1		NAPA AUTO PARTS	19.40	000000022024447	

2/7/2025	PRM,40147,250000000759,1,12,1		NAPA AUTO PARTS	26.08	000000022024447	
2/7/2025	PRM,40147,250000000759,1,13,1		NAPA AUTO PARTS	30.97	000000022024447	
2/7/2025	PRM,40147,250000000759,1,14,1		NAPA AUTO PARTS	32.38	000000022024447	
2/7/2025	PRM,40147,250000000759,1,15,1		NAPA AUTO PARTS	43.36	000000022024447	
2/7/2025	PRM,40147,250000000759,1,16,1		NAPA AUTO PARTS	43.36	000000022024447	
2/7/2025	PRM,40147,250000000759,1,17,1		NAPA AUTO PARTS	12.63	000000022024447	
2/7/2025	PRM,40147,250000000759,1,18,1		NAPA AUTO PARTS	58.61	000000022024447	
2/7/2025	PRM,40147,250000000759,1,2,1		NAPA AUTO PARTS	119.67	000000022024447	
2/7/2025	PRM,40147,250000000759,1,3,1		NAPA AUTO PARTS	52.15	000000022024447	
2/7/2025	PRM,40147,250000000759,1,4,1		NAPA AUTO PARTS	61.38	000000022024447	
2/7/2025	PRM,40147,250000000759,1,5,1		NAPA AUTO PARTS	24.90	000000022024447	
2/7/2025	PRM,40147,250000000759,1,6,1		NAPA AUTO PARTS	6.94	000000022024447	
2/7/2025	PRM,40147,250000000759,1,7,1		NAPA AUTO PARTS	107.36	000000022024447	
2/7/2025	PRM,40147,250000000759,1,8,1		NAPA AUTO PARTS	24.90	000000022024447	
2/7/2025	PRM,40147,250000000759,1,9,1		NAPA AUTO PARTS	13.04	000000022024447	
2/7/2025	PRM,40147,250000000758,1,1,1		SERGIO'S MUFFLER SERVICE INC.	90.00	000000022024448	
2/7/2025	PRM,40147,250000000757,1,1,1		SOUTHERN COUNTIES LUBRICANTS, LLC	420.83	000000022024449	
2/10/2025	GAX,40147,250000000292,1,0,2		AFLAC	2,314.19	000000022026966	
2/10/2025	PRM,40147,250000000762,1,1,1		AMAZON	745.43	000000022026967	
2/10/2025	PRM,40147,250000000762,1,2,1		AMAZON	587.43	000000022026967	
2/10/2025	PRM,40147,250000000762,1,3,1		AMAZON	225.57	000000022026967	
2/10/2025	PRM,40147,250000000762,1,4,1		AMAZON	908.00	000000022026967	
2/10/2025	PRM,40147,250000000762,1,5,1		AMAZON	381.00	000000022026967	
2/10/2025	PRM,40147,250000000760,1,1,1		ANTELOPE EXPRESS	1,632.50	000000022026968	
2/10/2025	PRM,40147,250000000765,1,1,1		EBMEYER CHARTER AND TOUR	9,472.50	000000022026969	
2/10/2025	PRM,40147,250000000764,1,1,1		JULIOS AUTO GLASS	375.00	000000022026970	
2/10/2025	PRM,40147,250000000764,1,2,1		JULIOS AUTO GLASS	300.00	000000022026970	
2/10/2025	PRM,40147,250000000764,1,3,1		JULIOS AUTO GLASS	200.00	000000022026970	
2/10/2025	GAX,40147,250000000297,1,0,1		KEENAN & ASSOCIATES	51,210.08	000000022026971	
2/10/2025	PRM,40147,250000000761,1,1,1		MCMASTER-CARR SUPPLY CO	187.58	000000022026972	
2/10/2025	GAX,40147,250000000293,1,0,1		SIRMA III	14,801.23	000000022026973	
2/10/2025	GAX,40147,250000000293,1,0,3		SIRMA III	486.85	000000022026973	
2/10/2025	PRM,40147,250000000763,1,1,1		VESTIS GROUP, INC	237.94	000000022026974	
2/10/2025	PRM,40147,250000000763,1,2,1		VESTIS GROUP, INC	237.95	000000022026974	
2/11/2025	PRM,40147,250000000769,1,1,1		A-Z BUS SALES, INC.	850.31	000000022029155	
2/11/2025	PRM,40147,250000000769,1,2,1		A-Z BUS SALES, INC.	280.68	000000022029155	
2/11/2025	PRM,40147,250000000769,1,3,1		A-Z BUS SALES, INC.	192.93	000000022029155	
2/11/2025	PRM,40147,250000000769,1,4,1		A-Z BUS SALES, INC.	460.64	000000022029155	
2/11/2025	PRM,40147,250000000769,1,5,1		A-Z BUS SALES, INC.	280.43	000000022029155	
2/11/2025	PRM,40147,250000000769,1,6,1		A-Z BUS SALES, INC.	265.23	000000022029155	
2/11/2025	PRM,40147,250000000769,1,7,1		A-Z BUS SALES, INC.	101.14	000000022029155	

2/11/2025	PRM,40147,250000000767,1,1,1		ANTELECOM, INC.	61.95	000000022029156	
2/11/2025	PRM,40147,250000000767,1,2,1		ANTELECOM, INC.	61.95	000000022029156	
2/11/2025	PRM,40147,250000000768,1,1,1		CANON FINANCIAL SERVICES, INC.	66.15	000000022029157	
2/11/2025	PRM,40147,250000000770,1,1,1		EBMEYER CHARTER AND TOUR	2,645.00	000000022029158	
2/11/2025	PRM,40147,250000000770,1,2,1		EBMEYER CHARTER AND TOUR	2,330.00	000000022029158	
2/11/2025	PRM,40147,250000000771,1,1,1		H & L CHARTER CO., INC.	4,000.00	000000022029159	
2/11/2025	PRM,40147,250000000772,1,1,1		KIMBALL MIDWEST	860.87	000000022029160	
2/11/2025	PRM,40147,250000000774,1,1,1		MARK KIMBERLIN	10,939.05	000000022029161	
2/11/2025	PRM,40147,250000000766,1,1,1		MISSION LINEN SUPPLY	497.67	000000022029162	
2/11/2025	PRM,40147,250000000766,1,2,1		MISSION LINEN SUPPLY	152.68	000000022029162	
2/11/2025	PRM,40147,250000000766,1,3,1		MISSION LINEN SUPPLY	339.21	000000022029162	
2/11/2025	PRM,40147,250000000773,1,1,1		UNITED PARCEL SERVICE	36.00	000000022029163	
2/12/2025	GAX,40147,250000000298,1,0,1		ARTURO VALDEZ	63.00	000000022030272	
2/12/2025	PRM,40147,250000000776,1,1,1		M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	350.00	000000022030273	
2/12/2025	PRM,40147,250000000776,1,2,1		M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	30.00	000000022030273	
2/12/2025	PRM,40147,250000000776,1,3,1		M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	90.00	000000022030273	
2/12/2025	PRM,40147,250000000776,1,4,1		M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	70.00	000000022030273	
2/12/2025	PRM,40147,250000000775,1,1,1		Quick Urgent & Primary Care	750.00	000000022030274	
2/12/2025	PRM,40147,250000000775,1,2,1		Quick Urgent & Primary Care	410.00	000000022030274	
2/14/2025	PRM,40147,250000000778,1,1,1		ALTERNATIVE LOGISTICS TECHNOLOGIES, LLC	27,206.96	000000022035429	
2/14/2025	PRM,40147,250000000777,1,1,1		CLARK & HOWARD	250.00	000000022035430	
2/14/2025	PRM,40147,250000000779,1,1,1		FEDERAL EXPRESS CORPORATION	104.46	000000022035431	
2/14/2025	PRM,40147,250000000780,1,1,1		FRED M BOERNER MOTOR COMPANY	174.70	000000022035432	
2/14/2025	PRM,40147,250000000781,1,1,1		FRONTIER	53.62	000000022035433	
2/14/2025	PRM,40147,250000000786,1,1,1		JULIOS AUTO GLASS	95.00	000000022035434	
2/14/2025	PRM,40147,250000000786,1,2,1		JULIOS AUTO GLASS	120.00	000000022035434	
2/14/2025	PRM,40147,250000000782,1,1,1		LOWE'S	512.29	000000022035435	
2/14/2025	PRM,40147,250000000787,1,1,1		PETROLEUM EQUIPMENT CONSTRUCTION SERVICE	588.44	000000022035436	
2/14/2025	PRM,40147,250000000785,1,1,1		SO. CAL. GAS CO.	2,088.05	000000022035437	
2/14/2025	PRM,40147,250000000784,1,1,1		SPECTRUM BUSINESS	1,174.00	000000022035438	
2/14/2025	PRM,40147,250000000783,1,1,1		SPECTRUM BUSINESS	205.48	000000022035439	
2/18/2025	PRM,40147,250000000789,1,1,1		A-L MOBILE DETAIL	910.00	000000022038083	
2/18/2025	PRM,40147,250000000789,1,2,1		A-L MOBILE DETAIL	885.00	000000022038083	
2/18/2025	PRM,40147,250000000789,1,3,1		A-L MOBILE DETAIL	1,200.00	000000022038083	
2/18/2025	PRM,40147,250000000791,1,1,1		CLARK & HOWARD	440.00	000000022038084	
2/18/2025	PRM,40147,250000000788,1,1,1		COUNTY OF LOS ANGELES	1,476.58	000000022038085	
2/18/2025	PRM,40147,250000000792,1,1,1		MISSION LINEN SUPPLY	414.91	000000022038086	
2/18/2025	PRM,40147,250000000792,1,2,1		MISSION LINEN SUPPLY	56.59	000000022038086	
2/18/2025	PRM,40147,250000000793,1,1,1		PALMDALE TROPHY	9.92	000000022038087	
2/18/2025	PRM,40147,250000000793,1,2,1		PALMDALE TROPHY	21.50	000000022038087	
2/18/2025	GAX,40147,250000000300,1,0,1		SHERYNN MORTON	170.78	000000022038088	

2/18/2025	PRM,40147,25000000790,1,1,1		SOCIAL VOCATION SERVICES INC	3,096.00	00000022038089	
2/18/2025	PRM,40147,25000000790,1,2,1		SOCIAL VOCATION SERVICES INC	1,032.00	00000022038089	
2/18/2025	PRM,40147,25000000794,1,1,1		SOUTHERN COUNTIES LUBRICANTS, LLC	481.74	00000022038090	
2/18/2025	GAX,40147,25000000299,1,0,1		VASHNA CARPENTER	45.00	00000022038091	
2/19/2025	PRM,40147,25000000797,1,1,1		ANTELOPE EXPRESS	2,144.00	00000022039902	
2/19/2025	PRM,40147,25000000804,1,1,1		CANON FINANCIAL SERVICES, INC.	1,509.66	00000022039903	
2/19/2025	PRM,40147,25000000799,1,1,1		EBMEYER CHARTER AND TOUR	3,213.75	00000022039904	
2/19/2025	PRM,40147,25000000799,1,2,1		EBMEYER CHARTER AND TOUR	2,125.00	00000022039904	
2/19/2025	PRM,40147,25000000799,1,3,1		EBMEYER CHARTER AND TOUR	2,953.75	00000022039904	
2/19/2025	PRM,40147,25000000800,1,1,1		FALCON FUELS	28,725.21	00000022039905	
2/19/2025	PRM,40147,25000000795,1,1,1		KS Statebank	141,626.90	00000022039906	
2/19/2025	PRM,40147,25000000795,1,2,1		KS Statebank	55,070.52	00000022039906	
2/19/2025	PRM,40147,25000000801,1,1,1		MISSION LINEN SUPPLY	77.60	00000022039907	
2/19/2025	PRM,40147,25000000801,1,2,1		MISSION LINEN SUPPLY	339.21	00000022039907	
2/19/2025	PRM,40147,25000000806,1,1,1		MYERS TIRE SUPPLY	159.81	00000022039908	
2/19/2025	PRM,40147,25000000806,1,2,1		MYERS TIRE SUPPLY	536.81	00000022039908	
2/19/2025	PRM,40147,25000000803,1,1,1		PETROLEUM EQUIPMENT CONSTRUCTION SERVICE	147.00	00000022039909	
2/19/2025	PRM,40147,25000000802,1,1,1		Parker Pest Management	199.00	00000022039910	
2/19/2025	PRM,40147,25000000808,1,1,1		SO. CAL. GAS CO.	2,051.96	00000022039911	
2/19/2025	PRM,40147,25000000807,1,1,1		SOUTHERN COUNTIES LUBRICANTS, LLC	434.90	00000022039912	
2/19/2025	PRM,40147,25000000805,1,1,1		THE HILLER COMPANIES, LLC	450.00	00000022039913	
2/21/2025	PRM,40147,25000000809,1,1,1		A-L MOBILE DETAIL	1,200.00	00000022044900	
2/21/2025	PRM,40147,25000000809,1,2,1		A-L MOBILE DETAIL	1,200.00	00000022044900	
2/21/2025	PRM,40147,25000000809,1,3,1		A-L MOBILE DETAIL	350.00	00000022044900	
2/21/2025	PRM,40147,25000000809,1,4,1		A-L MOBILE DETAIL	1,200.00	00000022044900	
2/21/2025	PRM,40147,25000000809,1,5,1		A-L MOBILE DETAIL	180.00	00000022044900	
2/21/2025	PRM,40147,25000000814,1,1,1		ALTERNATIVE LOGISTICS TECHNOLOGIES, LLC	29,299.62	00000022044901	
2/21/2025	PRM,40147,25000000810,1,1,1		AMERICAN BUSINESS MACHINES	7.50	00000022044902	
2/21/2025	PRM,40147,25000000810,1,2,1		AMERICAN BUSINESS MACHINES	7.50	00000022044902	
2/21/2025	GAX,40147,25000000304,1,0,2		AMERICAN FIDELITY ASSURANCE CO	2,315.20	00000022044903	
2/21/2025	GAX,40147,25000000305,1,0,2		AMERICAN FIDELITY ASSURANCE CO	2,810.88	00000022044903	
2/21/2025	PRM,40147,25000000811,1,1,1		ANTELOPE EXPRESS	4,008.00	00000022044904	
2/21/2025	PRM,40147,25000000811,1,2,1		ANTELOPE EXPRESS	1,621.00	00000022044904	
2/21/2025	PRM,40147,25000000812,1,1,1		BOOT BARN INC	193.48	00000022044905	
2/21/2025	PRM,40147,25000000812,1,2,1		BOOT BARN INC	248.05	00000022044905	
2/21/2025	PRM,40147,25000000816,1,1,1		COUNTY OF LOS ANGELES	417.44	00000022044906	
2/21/2025	PRM,40147,25000000813,1,1,1		EBMEYER CHARTER AND TOUR	2,811.25	00000022044907	
2/21/2025	PRM,40147,25000000824,1,1,1		FEDERAL EXPRESS CORPORATION	281.56	00000022044908	
2/21/2025	PRM,40147,25000000815,1,1,1		FRED M BOERNER MOTOR COMPANY	205.66	00000022044909	
2/21/2025	PRM,40147,25000000815,1,2,1		FRED M BOERNER MOTOR COMPANY	268.88	00000022044909	
2/21/2025	PRM,40147,25000000815,1,3,1		FRED M BOERNER MOTOR COMPANY	6,533.15	00000022044909	



2/21/2025	GAX,40147,250000000306,1,0,1		KEENAN & ASSOCIATES	47,141.00	00000022044910	
2/21/2025	PRM,40147,250000000817,1,1,1		KIMBALL MIDWEST	150.41	00000022044911	
2/21/2025	PRM,40147,250000000818,1,1,1		M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	30.00	00000022044912	
2/21/2025	PRM,40147,250000000796,1,1,1		MICHAEL P. LARANANG	1,914.31	00000022044913	
2/21/2025	PRM,40147,250000000828,1,1,1		MISSION LINEN SUPPLY	152.68	00000022044914	
2/21/2025	PRM,40147,250000000828,1,2,1		MISSION LINEN SUPPLY	115.17	00000022044914	
2/21/2025	PRM,40147,250000000819,1,1,1		PARKHOUSE TIRE INC	168.00	00000022044915	
2/21/2025	PRM,40147,250000000819,1,2,1		PARKHOUSE TIRE INC	4,300.15	00000022044915	
2/21/2025	PRM,40147,250000000819,1,3,1		PARKHOUSE TIRE INC	3,358.38	00000022044915	
2/21/2025	PRM,40147,250000000827,1,1,1		SENTIO, LLC	245.65	00000022044916	
2/21/2025	PRM,40147,250000000826,1,1,1		TCW SYSTEMS, INC	14,164.70	00000022044917	
2/21/2025	PRM,40147,250000000825,1,1,1		TCW SYSTEMS, INC	950.00	00000022044918	
2/21/2025	PRM,40147,250000000822,1,1,1		Transit Systems Unlimited Inc	1,303.50	00000022044919	
2/21/2025	PRM,40147,250000000821,1,1,1		UNITED PARCEL SERVICE	36.00	00000022044920	
2/21/2025	PRM,40147,250000000823,1,1,1		VALLEY POWER SYSTEMS	273.75	00000022044921	
2/24/2025	GAX,40147,250000000312,1,0,3		A.V.S.T.A.	133.37	00000022047263	
2/24/2025	GAX,40147,250000000312,1,0,4		A.V.S.T.A.	104.86	00000022047263	
2/24/2025	GAX,40147,250000000312,1,0,6		A.V.S.T.A.	664.66	00000022047263	
2/24/2025	GAX,40147,250000000312,1,0,8		A.V.S.T.A.	859.04	00000022047263	
2/24/2025	PRM,40147,250000000832,1,1,1		AT&T	65.09	00000022047264	
2/24/2025	GAX,40147,250000000309,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	116.00	00000022047265	
2/24/2025	GAX,40147,250000000310,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	2,510.02	00000022047265	
2/24/2025	GAX,40147,250000000311,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	51.00	00000022047265	
2/24/2025	PRM,40147,250000000831,1,1,1		SO. CAL. GAS CO.	4,639.15	00000022047266	
2/24/2025	PRM,40147,250000000830,1,1,1		VALLEY POWER SYSTEMS	44.93	00000022047267	
2/24/2025	PRM,40147,250000000833,1,1,1		VERIZON CALIFORNIA	424.01	00000022047268	
2/27/2025	PRM,40147,250000000835,1,1,1		A-L MOBILE DETAIL	1,200.00	00000022054519	
2/27/2025	PRM,40147,250000000835,1,2,1		A-L MOBILE DETAIL	1,200.00	00000022054519	
2/27/2025	PRM,40147,250000000835,1,3,1		A-L MOBILE DETAIL	1,200.00	00000022054519	
2/27/2025	PRM,40147,250000000835,1,4,1		A-L MOBILE DETAIL	1,200.00	00000022054519	
2/27/2025	GAX,40147,250000000313,1,0,1		GEORGES CLEANERS	16.00	00000022054520	
2/28/2025	PRM,40147,250000000836,1,1,1		AIRDRAULICS	496.96	00000022056627	
2/28/2025	PRM,40147,250000000840,1,1,1		ALTERNATIVE LOGISTICS TECHNOLOGIES, LLC	28,410.49	00000022056628	
2/28/2025	PRM,40147,250000000837,1,1,1		ANTELOPE EXPRESS	6,242.00	00000022056629	
2/28/2025	PRM,40147,250000000837,1,2,1		ANTELOPE EXPRESS	3,708.00	00000022056629	
2/28/2025	PRM,40147,250000000838,1,1,1		DEPARTMENT OF JUSTICE	96.00	00000022056630	
2/28/2025	PRM,40147,250000000839,1,1,1		EBMEYER CHARTER AND TOUR	2,355.00	00000022056631	
2/28/2025	PRM,40147,250000000839,1,2,1		EBMEYER CHARTER AND TOUR	7,820.00	00000022056631	
2/28/2025	PRM,40147,250000000839,1,3,1		EBMEYER CHARTER AND TOUR	2,383.75	00000022056631	
2/28/2025	PRM,40147,250000000851,1,1,1		EBMEYER CHARTER AND TOUR	3,262.50	00000022056631	
2/28/2025	PRM,40147,250000000841,1,1,1		FRED M BOERNER MOTOR COMPANY	340.11	00000022056632	

2/28/2025	PRM,40147,250000000842,1,1,1		H & L CHARTER CO., INC.	2,887.50	000000022056633	
2/28/2025	PRM,40147,250000000842,1,2,1		H & L CHARTER CO., INC.	3,157.50	000000022056633	
2/28/2025	PRM,40147,250000000842,1,3,1		H & L CHARTER CO., INC.	2,932.50	000000022056633	
2/28/2025	PRM,40147,250000000842,1,4,1		H & L CHARTER CO., INC.	5,555.00	000000022056633	
2/28/2025	GAX,40147,250000000314,1,0,3		LOS ANGELES COUNTY	183.55	000000022056634	
2/28/2025	GAX,40147,250000000315,1,0,3		LOS ANGELES COUNTY	183.98	000000022056634	
2/28/2025	GAX,40147,250000000316,1,0,3		LOS ANGELES COUNTY	182.60	000000022056634	
2/28/2025	GAX,40147,250000000317,1,0,3		LOS ANGELES COUNTY	296.86	000000022056634	
2/28/2025	PRM,40147,250000000843,1,1,1		MISSION LINEN SUPPLY	336.81	000000022056635	
2/28/2025	PRM,40147,250000000852,1,1,1		MISSION LINEN SUPPLY	53.79	000000022056635	
2/28/2025	GAX,40147,250000000318,1,0,1		MORRIS FUSELIER III	78.40	000000022056636	
2/28/2025	PRM,40147,250000000845,1,1,1		SCE	714.01	000000022056637	
2/28/2025	PRM,40147,250000000845,1,2,1		SCE	574.57	000000022056637	
2/28/2025	PRM,40147,250000000845,1,3,1		SCE	2,411.30	000000022056637	
2/28/2025	PRM,40147,250000000845,1,4,1		SCE	4,222.45	000000022056637	
2/28/2025	PRM,40147,250000000846,1,1,1		SHREDS UNLIMITED	65.00	000000022056638	
2/28/2025	PRM,40147,250000000846,1,2,1		SHREDS UNLIMITED	65.00	000000022056638	
2/28/2025	PRM,40147,250000000844,1,1,1		SOUTHERN COUNTIES LUBRICANTS, LLC	332.91	000000022056639	
2/28/2025	PRM,40147,250000000850,1,1,1		STAPLES ADVANTAGE	328.95	000000022056640	
2/28/2025	PRM,40147,250000000850,1,2,1		STAPLES ADVANTAGE	328.96	000000022056640	
2/28/2025	PRM,40147,250000000847,1,1,1		UNITED PARCEL SERVICE	36.00	000000022056641	
2/28/2025	PRM,40147,250000000849,1,10,1		VESTIS GROUP, INC	240.33	000000022056642	
2/28/2025	PRM,40147,250000000849,1,1,1		VESTIS GROUP, INC	46.51	000000022056642	
2/28/2025	PRM,40147,250000000849,1,11,1		VESTIS GROUP, INC	26.84	000000022056642	
2/28/2025	PRM,40147,250000000849,1,12,1		VESTIS GROUP, INC	26.83	000000022056642	
2/28/2025	PRM,40147,250000000849,1,2,1		VESTIS GROUP, INC	46.51	000000022056642	
2/28/2025	PRM,40147,250000000849,1,3,1		VESTIS GROUP, INC	54.67	000000022056642	
2/28/2025	PRM,40147,250000000849,1,4,1		VESTIS GROUP, INC	54.66	000000022056642	
2/28/2025	PRM,40147,250000000849,1,5,1		VESTIS GROUP, INC	44.20	000000022056642	
2/28/2025	PRM,40147,250000000849,1,6,1		VESTIS GROUP, INC	44.20	000000022056642	
2/28/2025	PRM,40147,250000000849,1,7,1		VESTIS GROUP, INC	25.67	000000022056642	
2/28/2025	PRM,40147,250000000849,1,8,1		VESTIS GROUP, INC	25.67	000000022056642	
2/28/2025	PRM,40147,250000000849,1,9,1		VESTIS GROUP, INC	240.34	000000022056642	
2/28/2025	PRM,40147,250000000848,1,1,1		WASTE MANAGEMENT - PALMDALE	90.93	000000022056643	
2/28/2025	PRM,40147,250000000848,1,2,1		WASTE MANAGEMENT - PALMDALE	644.68	000000022056643	
1/28/2025	PRM,40147,250000000720,1,1,1		SOUTHERN COUNTIES LUBRICANTS, LLC	716.03	000000022005063	
1/28/2025	PRM,40147,250000000713,1,1,1		UNITED PARCEL SERVICE	51.28	000000022005064	
1/28/2025	PRM,40147,250000000711,1,1,1		WASTE MANAGEMENT - PALMDALE	644.68	000000022005065	
1/28/2025	PRM,40147,250000000711,1,2,1		WASTE MANAGEMENT - PALMDALE	90.93	000000022005065	
1/29/2025	PRM,40147,250000000722,1,1,1		MJ MECHANICAL HEATING & AIR CONDITIO	4,930.00	000000022007778	
1/30/2025	PRM,40147,250000000727,1,1,1		CLARK & HOWARD	225.00	000000022009928	

1/30/2025	PRM,40147,250000000724,1,1,1		JULIOS AUTO GLASS	60.00	000000022009929	
1/30/2025	PRM,40147,250000000724,1,2,1		JULIOS AUTO GLASS	60.00	000000022009929	
1/30/2025	PRM,40147,250000000725,1,1,1		PETROLEUM EQUIPMENT CONSTRUCTION	170.75	000000022009930	
1/30/2025	PRM,40147,250000000728,1,1,1		SHREDS UNLIMITED	65.00	000000022009931	
1/30/2025	PRM,40147,250000000728,1,2,1		SHREDS UNLIMITED	65.00	000000022009931	
1/30/2025	PRM,40147,250000000729,1,1,1		VESTIS GROUP, INC	3,884.78	000000022009932	
1/30/2025	PRM,40147,250000000729,1,2,1		VESTIS GROUP, INC	3,884.79	000000022009932	
1/30/2025	PRM,40147,250000000726,1,1,1		WINZER CORPORATION	400.33	000000022009933	

Report ID: FIN-PROC-0099

Antelope Valley Schools Transportation Agency

Run Date: 03/07/2025

Purchase Order Board List

Run Time: 3:01:27 PM

From 02/01/25 - To 02/28/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount	
02/07/25	PO2W-40147-000000 0-250000000026-2- Modification	1	MISSION - Shop Uniforms	0000107982- MISSION LINEN SUPPLY	Misc	01.0-00000.0-50010-81100-5550-0004004	\$40,000.00	\$18,702.68	
02/07/25		1	MISSION - Shop Uniforms	0000107982- MISSION LINEN SUPPLY	Misc	01.0-00000.0-50010-81100-5551-0004004	\$25,000.00	\$8,174.28	
<b>PO2W-40147-0000000-250000000026-2-Modification</b>							<b>Sum:</b>	<b>\$65,000.00</b>	<b>\$26,876.96</b>
02/07/25	PO2W-40147-000000 0-2500000000099-2- Modification	1	Julios Auto Glass - Parts	0000425928- JULIOS AUTO GLASS	Misc	01.0-00000.0-00000-36000-4383-0004004	\$1,500.00	\$928.00	
02/07/25		1	Julios Auto Glass - Parts	0000425928- JULIOS AUTO GLASS	Misc	01.0-00000.0-00000-36000-5631-0004004	\$5,000.00	\$1,651.00	
02/07/25		1	Julios Auto Glass - Parts	0000425928- JULIOS AUTO GLASS	Misc	01.0-00000.0-00000-36000-5650-0000101	\$3,500.00	\$108.01	
<b>PO2W-40147-0000000-2500000000099-2-Modification</b>							<b>Sum:</b>	<b>\$10,000.00</b>	<b>\$2,687.01</b>
02/13/25	PO2W-40147-000000 0-2500000000009-2- Modification	1	A-L Mobile - WASH SERVICES	0000000537-A-L MOBILE DETAIL	Misc	01.0-00000.0-00000-77000-5800-0000000	\$40,000.00	\$6,650.00	
<b>PO2W-40147-0000000-2500000000009-2-Modification</b>							<b>Sum:</b>	<b>\$40,000.00</b>	<b>\$6,650.00</b>
02/13/25	PO2W-40147-000000 0-2500000000164-2- Modification	1	CNG Repairs/ Maintenance	0000344646-MARK KIMBERLIN	Misc	01.0-00000.0-00000-36000-4380-0001001	\$45,000.00	\$13,151.25	
<b>PO2W-40147-0000000-2500000000164-2-Modification</b>							<b>Sum:</b>	<b>\$45,000.00</b>	<b>\$13,151.25</b>
02/13/25	PO2W-40147-000000 0-2500000000171-1- New		DEPT OF AGRIC COMMR/WTS & MEAS WEED ABATEMENT	0000000488- COUNTY OF LOS ANGELES	Misc	01.0-00000.0-00000-36000-4380-0001001	\$1,480.00	\$3.42	
<b>PO2W-40147-0000000-2500000000171-1-New</b>							<b>Sum:</b>	<b>\$1,480.00</b>	<b>\$3.42</b>

Report ID: FIN-PROC-0099

Antelope Valley Schools Transportation Agency

Run Date: 03/07/2025

Purchase Order Board List

Run Time: 3:01:27 PM

From 02/01/25 - To 02/28/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/13/25	PO2W-40147-000000 0-2500000000172-1- New		JANITORIAL SERVICES	0000354098- SOCIAL VOCATION SERVICES INC	Misc	01.0-00000.0-00000-77000-5800-0000000	\$21,000.00	\$16,872.00
<b>PO2W-40147-0000000-2500000000172-1-New</b>						<b>Sum:</b>	<b>\$21,000.00</b>	<b>\$16,872.00</b>
02/13/25	PO2W-40147-000000 0-2500000000173-1- New		3 Thomas Buses	0000409426-KS Statebank	Misc	01.0-00000.0-00000-91000-7438-0000000	\$55,070.52	\$0.00
02/13/25			3 Thomas Buses	0000409426-KS Statebank	Misc	01.0-00000.0-00000-91000-7439-0000000	\$141,626.90	\$0.00
<b>PO2W-40147-0000000-2500000000173-1-New</b>						<b>Sum:</b>	<b>\$196,697.42</b>	<b>\$0.00</b>
02/14/25	PO2W-40147-000000 0-2500000000006-2- Modification	1	SMART TAG	0000100340- MICHAEL P. LARANANG	Misc	01.0-00000.0-00000-36000-6500-0004004	\$15,000.00	\$3,772.63
<b>PO2W-40147-0000000-2500000000006-2-Modification</b>						<b>Sum:</b>	<b>\$15,000.00</b>	<b>\$3,772.63</b>
02/18/25	PO2W-40147-000000 0-2500000000174-1- New		HARDWARE MAINTENANCE AND SUPPORT	0000004509-DATA MANAGEMENT	Misc	01.0-00000.0-00000-77000-5840-0000000	\$10,000.00	\$173.43
<b>PO2W-40147-0000000-2500000000174-1-New</b>						<b>Sum:</b>	<b>\$10,000.00</b>	<b>\$173.43</b>
02/20/25	PO2W-40147-000000 0-2500000000046-3- Modification	2	Electrical Parts & Communications	0000001649-TCW SYSTEMS, INC	Misc	01.0-00000.0-00000-36000-4385-0004004	\$20,000.00	\$1,026.51
02/20/25		2	Electrical Parts & Communications	0000001649-TCW SYSTEMS, INC	Misc	01.0-00000.0-00000-36000-5900-0002015	\$15,000.00	\$4,519.65
<b>PO2W-40147-0000000-2500000000046-3-Modification</b>						<b>Sum:</b>	<b>\$35,000.00</b>	<b>\$5,546.16</b>

Report ID: FIN-PROC-0099

Antelope Valley Schools Transportation Agency

Run Date: 03/07/2025

Purchase Order Board List

Run Time: 3:01:27 PM

From 02/01/25 - To 02/28/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/20/25	PO2W-40147-000000 0-250000000069-2- Modification	1	Federal Express - Postage/Shipping	0000001430- FEDERAL EXPRESS CORPORATION	Misc	01.0-00000.0-00000-36000-5920-0001001	\$1,500.00	\$614.47
<b>PO2W-40147-0000000-250000000069-2-Modification</b>						<b>Sum:</b>	<b>\$1,500.00</b>	<b>\$614.47</b>
02/20/25	PO2W-40147-000000 0-2500000000176-1- New		Sentio - Communications	0000454917- SENTIO, LLC	Misc	01.0-00000.0-00000-36000-5900-0002015	\$3,500.00	\$3,254.35
<b>PO2W-40147-0000000-2500000000176-1-New</b>						<b>Sum:</b>	<b>\$3,500.00</b>	<b>\$3,254.35</b>
02/20/25	PO2W-40147-000000 0-2500000000177-1- New		Cummins Cal Pacific	0000454926-TCS TED'S CARBURETOR SHOP	Misc	01.0-00000.0-00000-36000-4387-0004004	\$17,000.00	\$17,000.00
<b>PO2W-40147-0000000-2500000000177-1-New</b>						<b>Sum:</b>	<b>\$17,000.00</b>	<b>\$17,000.00</b>
							<b>\$461,177.42</b>	<b>\$96,601.68</b>



**INDIVIDUAL ACTION ITEM # 019**

**SUBJECT:     SECOND INTERIM 2024-2025**

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**BACKGROUND:**

It is requested the Board of Directors approve the Second Interim Report 2024-2025, as presented.

**ACTION REQUIRED:**

A majority vote.

**REFERENCE MATERIALS ATTACHED:**

Handout



**INDIVIDUAL ACTION ITEM # 020**

**SUBJECT: GHI ENERGY, LLC CONTRACT AMENDMENT**

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**BACKGROUND:**

It is requested the Board of Directors approve the GHI Energy contract amendment, as presented.

**ACTION REQUIRED:**

A majority vote.

**REFERENCE MATERIALS ATTACHED:**

GHI Energy - Fourth Amendment to Base Contract

## Fourth Amendment to Base Contract for Retail Sale and Purchase of Natural Gas

This Amendment (the "Amendment") to the Base Contract for Retail Sale and Purchase of Natural Gas dated February 12, 2013 (SCG00001) (the "Base Contract") and Transaction Confirmation dated December 8, 2014 (#SCG0001-002) ("Transaction Confirmation"), as previously amended on February 18, 2018, February 8, 2023, and October 13, 2024, between GHI Energy, LLC and Antelope Valley Schools Transportation Agency, is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025. Any terms capitalized but not defined herein shall have their respective meanings as set forth in the Base Contract and Transaction Confirmation.

### RECITALS

WHEREAS, Supplier and Customer desire to amend certain provisions in the Transaction Confirmation.

NOW, THEREFORE, in consideration of the mutual promises herein contained, and intending to be legally bound hereby, the parties agree as follows:

1. Amendments to Transaction Confirmation. The Transaction Confirmation is hereby amended as follows:

a. Delivery Period is amended and restated as follows:

#### **"Delivery Period**

March 1, 2025 through February 28, 2027

Customer shall have the sole and exclusive option to extend this Transaction Confirmation for one (1) additional Delivery Period, for a term of two (2) years, and such option shall be exercised by written notice delivered by Customer to Supplier no later than ninety (90) days before the end of the expiring Delivery Period."

b. Section 10.3 is amended to add the following at the end of Table 1 as follows:

Year	RateHD	RateLD
2025	0.0	0.0
2026	0.0	0.0
2027	0.0	0.0

c. Section 10.3 Table 1 description is amended to replace 79.21 gCO<sub>2</sub>e/MJ with 81.32 gCO<sub>2</sub>e/MJ.

d. Section 10.3 is amended to add the following at the end of Table 2 as follows:

Year	RateHD	RateLD
2025	0.007005	0.007297
2026	0.006874	0.007160
2027	0.006742	0.007023

2. Ratification. Except as specifically amended herein, the terms of the Transaction Confirmation and Base Contract shall remain in full force and effect and are enforceable by either Party in accordance with the terms thereof.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the date first set forth above.

**Supplier:**

**Customer:**

**GHI Energy, LLC**

**Antelope Valley Schools Transportation Agency**

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

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

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**INDIVIDUAL ACTION ITEM # 021**

**SUBJECT: REVISION TO RIDE PIGGYBACK BID**

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**BACKGROUND:**

It is requested the Board of Directors approve the revised add-on list in the RIDE piggyback bid, as presented.

**ACTION REQUIRED:**

A majority vote.

**REFERENCE MATERIALS ATTACHED:**

RIDE Piggyback Bid - Attachment H - Price Schedule

**ATTACHMENT H - PRICE SCHEDULE - OPTIONS**

	<b>Options</b>	<b>RIDE Notes</b>	<b>Type A</b>	<b>Type C</b>	<b>Type D</b>
1	Camera Hardware Install**	Based on camera brand and specs	Quote	Quote	Quote
2	Tire Chain Install	Each tire	\$ 100.00	\$ 100.00	\$ 100.00
3	Fire Suppression Systems		N/A	N/A	\$8,000
4	Stop arm cameras		\$ 650.00	\$ 650.00	\$ 650.00
5	Roof Top AC		Std	Std	Std
6	Fuel Fired Heaters		N/A	N/A	N/A
7	Activity/Freedman Seating	Each seat	\$ 660.00	\$ 660.00	\$ 660.00
8	Additional Auxiliary Fan		\$ 350.00	\$ 350.00	\$ 350.00
9	Additional Heater	Water Electric PTC Heating	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
10	Air Brakes		Std	Std	Std
11	Auxiliary fuel-fired heating system		N/A	N/A	N/A
12	Camera System - Interior		\$ 3,050.00	\$ 3,050.00	\$ 3,050.00
13	Camera System – Exterior		\$ 650.00	\$ 650.00	\$ 650.00
14	Camera System – Stop Arm		\$ 650.00	\$ 650.00	\$ 650.00
15	Collision Mitigation System		N/A	N/A	N/A
16	Door – Air Operated		Std	Std	Std
17	Door – Electric Operated		N/A	N/A	N/A
18	Door Lock		Std	Std	Std
19	Electronic Stability Control (ESC)		Std	Std	Std
20	Extended Warranty (Chassis)	RIDE is providing industry leading 5 years warranty as standard	Quote	Quote	Quote
21	Extended Warranty (Battery Pack)	RIDE is providing industry leading 12 years warranty as standard	N/A	N/A	N/A
22	Extended Warranty (Body)	RIDE is providing industry leading 5 years warranty as standard	Quote	Quote	Quote
23	Evacuation Blanket – Specially Equipped Bus		Std	Std	Std
24	Fire Suppression System	Duplicated to item 3	Duplicated	Duplicated	Duplicated
25	Flat Floor – Specially Equipped Bus		Std	Std	Std
26	Heater Booster Pump		N/A	N/A	N/A
27	Heated Mirrors		Std	Std	Std
28	Illuminated School Bus Sign Front and Rear		\$ 1,584.00	\$ 1,584.00	\$ 1,584.00
29	Illuminated Stop Arm (Must Meet FMVSS 131)		\$ 1,152.00	\$ 1,152.00	\$ 1,152.00
30	Illuminated Rear Door Stop Sign		N/A	N/A	N/A
31	Noise Suppression Switch		Std	Std	Std
32	Pedestrian Alert System		Quote	Quote	Quote
33	Power Lift	Sold with full ADA package	\$ 10,000.00	\$ 19,000.00	\$ 19,000.00
34	Public Address System		Std	Std	Std
35	Remote Control External Rear View Mirrors		Std	Std	Std
36	Restraining Device – Integrated Child Restraint Seat (per seat)		\$ 743.00	\$ 743.00	\$ 743.00
37	Restraining Device – 3Pt Lap/Shoulder Belt (per seat)		Std	Std	Std
38	Restraining Device – Lap Belt Only (per seat)		N/A	N/A	N/A
39	Retarder System		N/A	N/A	N/A
40	Special Service Entrance Door	Price included in item 33	N/A	N/A	N/A
41	Stop Arm – Additional Rear	Electric Operated	Std	Std	Std
42	Stop Arm – Air Operated		N/A	N/A	N/A
43	Stop Arm – Vacuum Operated		N/A	N/A	N/A
44	Stop Arm Violation System		N/A	N/A	N/A
45	Storage Box		Std	Std	Std

46	Storage Compartment (Luggage) 10-15 cubic ft.		N/A	N/A	Std
47	Storage Compartment (Luggage) 16-23 cubic ft.		N/A	N/A	Std
48	Storage Compartment (Luggage) 24-30 cubic ft.		N/A	N/A	Std
49	Traction Assisting Devices		N/A	N/A	N/A
50	Trash Container and Holding Device		\$ 50.00	\$ 50.00	\$ 50.00
51	Wheelchair Tie-downs (per seating position)	Price included in item 33, Each additional tie-down price	\$ 1,181.00	\$ 1,181.00	\$ 1,181.00
52	Air dryer (Midland Pure Air or equal)		Std	Std	Std
53	Airbrakes (12.5 CFM 2-cylinder compressor, Bendix TU-FLO-55 or equal)		Std	Std	Std
54	Rear Air Ride Suspension		N/A	Std	Std
55	Tinted Glass		Std	Std	Std
56	Air-operated service door with automatic air release when ignition is turned off and electric override switch to release air ondoor with ignition on.		Std	Std	Std
57	Air Suspension Driver Seat		Std	Std	Std
58	Synthetic lube in front and rear axle	Standard Grease lubrication for all types	Std	Std	Std
59	Additional rows beyond the state funded (3) rows of integrated seats	Duplicated to item 36	Duplicated	Duplicated	Duplicated
60	Cradle Point 5G router	Propose to be added onto AVSTA state contract - 12/10/24	Quote	Quote	Quote
61	Zonar V4E	Propose to be added onto AVSTA state contract - 12/10/24	Quote	Quote	Quote
62	RAM GDS Tablet Dock	Propose to be added onto AVSTA state contract - 12/10/24	Quote	Quote	Quote
63	Electric Cross Arm	Propose to be added onto AVSTA state contract - 12/10/24	Quote	Quote	Quote
64	SEON DH8 (8 Camera System)	Propose to be added onto AVSTA state contract - 12/10/24	Quote	Quote	Quote
65	Route Sign	Propose to be added onto AVSTA state contract - 12/10/24	Quote	Quote	Quote
66	2-Way Radio and Antenna	Propose to be added onto AVSTA state contract - 12/10/24	Quote	Quote	Quote
67	Child Integrated Seats	Propose to be added onto AVSTA state contract - 12/10/24	Quote	Quote	Quote

**INDIVIDUAL ACTION ITEM # 022**

**SUBJECT: PURCHASE ORDER FOR BYD BUSES**

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**BACKGROUND:**

It is requested the Board of Directors approve the purchase order for ten (10) the BYD EV buses in the amount of \$438,312.62/each with \$375,000.00/per bus paid with grant funding with the HVIP grant, for the balance of \$633,126.20, from the capital outlay bus replacement fund, as presented.

**ACTION REQUIRED:**

A majority vote.

**REFERENCE MATERIALS ATTACHED:**

RIDE Invoices  
PO Agreement  
List of Buses Received





RIDE Mobility LLC  
 Remit Address:  
 888 E. Walnut St Floor 2  
 Pasadena, CA 91101  
 Tel: (213)748-3980  
 Fax: (213)748-3945

**INVOICE**

Date	Invoice #	Term
November 7, 2024	RM0240033	Net 30

Bill to	Ship to	PO/Contract
Antelope Valley Schools Transportation Agency 670 West Ave L-8 Lancaster, CA 93534	Antelope Valley Schools Transportation Agency 670 West Ave L-8 Lancaster, CA 93534	Project: 0040SDN0-AVSTA PO#: JY08182022AVSTA-2

Line	Material No.	Description	Unit Price (\$)	Qty	Extended Price (\$)
0001	RD-00000353	RIDE "Dreamer" Type D Non ADA School Bus <b>VIN #LCOKSHAG68P0000011</b>	390,000.00	1	390,000.00
0002		Child Integrated Seats - Two row per	2,907.47	1	2,907.47
0003		Safety Vision/ Provision Full Installation - Material Provided by AVSTA	3,700.00	1	3,700.00
0004		Radio Pre-Wire	440.00	1	440.00
0005		Smart tag Pre-wire	440.00	1	440.00
<b>Subtotal</b>					<b>397,487.47</b>
Taxable Bus Price					\$ 397,487.47
Shipping and Handling Fee					\$ 75.00
Sales Tax (10.25%)					\$ 40,750.15
<b>Total Bus price with sales tax</b>					<b>\$ 438,312.62</b>
HVIP Deduction					\$ (375,000.00)
<b>Total Due</b>				<b>\$</b>	<b>63,312.62</b>

**Wire Instruction:**  
 Receiving Bank: East West Bank  
 Bank Routing Number: 322070381  
 Bank Account Number: 8003265207  
 Bank Address: 135 N Los Robles Ave Suite 600, Pasadena, CA 91101

Commercial Approval Signature: *Diana Huang*  
DocuSigned by: Diana Huang 8196249795100418  
 Accounting Approval Signature: *Ernest Wong*  
DocuSigned by: Ernest Wong 8345A3D3AC81419

Date: 10/2/2024  
 Date: 10/2/2024



**INVOICE**

RIDE Mobility LLC  
 Remit Address:  
 888 E. Walnut St Floor 2  
 Pasadena, CA 91101  
 Tel: (213)748-3980  
 Fax: (213)748-3945

Date	Invoice #	Term
December 12, 2024	RM0240048	Net 30

Bill to	Ship to	PO/Contract
Antelope Valley Schools Transportation Agency 670 West Ave L-8 Lancaster, CA 93534	Antelope Valley Schools Transportation Agency 670 West Ave L-8 Lancaster, CA 93534	Project: 0040SDNO-AVSTA PO#: JY08182022AVSTA-2

Line	Material No.	Description	Unit Price (\$)	Qty	Extended Price (\$)
0001	RD-00000353	RIDE "Dreamer" Type D Non ADA School Bus	390,000.00	5	1,950,000.00
0002		VIN# LCOKSHA6XP0000026			
0003		LCOKSHA61P0000013			
0004		LCOKSHA65P0000032			
0005		LCOKSHA68P0000039			
0006		LCOKSHA69P0000048			
0007					
0008					
0009					
0010					
0011					
0012		Child Integrated Seats	2,907.47	5	14,537.35
0013		- Two row per bus			
0014					
0015		Safety Vision/ Provision Full Installation	3,700.00	5	18,500.00
0016		- Material Provided by AVSTA			
0017					
0018		Radio Pre-Wire	440.00	5	2,200.00
0019		Smart tag Pre-wire	440.00	5	2,200.00
0020					
0021					
0022					
0023					
0024					
0025					
0026					
0027					
0028					
0029					
0030					
0031					
0032					
0033					
0034					
0035		<b>Subtotal</b>			1,987,437.35

Taxable Bus Price	\$	1,987,437.35
Shipping and Handling Fee (\$75 per bus)	\$	375.00
Sales Tax (10.25%)	\$	203,750.77
<b>Total Bus price with sales tax</b>	<b>\$</b>	<b>2,191,563.12</b>
HVIP Deduction (\$375,000 per bus)	\$	(1,875,000.00)
<b>Total Due</b>	<b>\$</b>	<b>316,563.12</b>

**Wire Instruction:**

Receiving Bank: East West Bank  
 Bank Routing Number: 322070381  
 Bank Account Number: 8003265207  
 Bank Address: 135 N Los Robles Ave Suite 600, Pasadena, CA 91101

12/12/2024

Commercial Approval Signature: Diana Zhang

Date: 12/12/2024

Accounting Approval Signature: Ernest Wang

Date: \_\_\_\_\_



**INVOICE**

RIDE Mobility LLC  
 Remit Address:  
 888 E. Walnut St Floor 2  
 Pasadena, CA 91101  
 Tel: (213)748-3980  
 Fax: (213)748-3945

Date	Invoice #	Term
December 17, 2024	RM0240051	Net 30

Bill to	Ship to	PO/Contract
Antelope Valley Schools Transportation Agency 670 West Ave L-8 Lancaster, CA 93534	Antelope Valley Schools Transportation Agency 670 West Ave L-8 Lancaster, CA 93534	Project: 0040SDNO-AVSTA PO#: JY08182022AVSTA-2

Line	Material No.	Description	Unit Price (\$)	Qty	Extended Price (\$)
0001	RD-00000353	RIDE "Dreamer" Type D Non ADA School Bus	390,000.00	3	1,170,000.00
0002		VIN# LCOKSHA60P0000035			
0003		LCOKSHA61P0000027			
0004		LCOKSHA63P0000028			
0005					
0006					
0007					
0008					
0009					
0010					
0011					
0012		Child Integrated Seats	2,907.47	3	8,722.41
0013		- Two row per bus			
0014					
0015		Safety Vision/ Provision Full Installation	3,700.00	3	11,100.00
0016		- Material Provided by AVSTA			
0017					
0018		Radio Pre-Wire	440.00	3	1,320.00
0019		Smart tag Pre-wire	440.00	3	1,320.00
0020					
0021					
0022					
0023					
0024					
0025					
0026					
0027					
0028					
0029					
0030					
0031					
0032					
0033					
0034					
0035		<b>Subtotal</b>			1,192,462.41
Taxable Bus Price					\$ 1,192,462.41
Shipping and Handling Fee (\$75 per bus)					\$ 225.00
Sales Tax (10.25%)					\$ 122,250.46
<b>Total Bus price with sales tax</b>					<b>\$ 1,314,937.87</b>
HVIP Deduction (\$375,000 per bus)					\$ (1,125,000.00)
<b>Total Due</b>				<b>\$</b>	<b>189,937.87</b>

**Wire Instruction:**  
 Receiving Bank: East West Bank  
 Bank Routing Number: 322070381  
 Bank Account Number: 8003265207  
 Bank Address: 135 N Los Robles Ave Suite 600, Pasadena, CA 91101

Commercial Approval Signature: *Diana Chang*  
DocuSigned by: Diana Chang C26220749B00446  
 Accounting Approval Signature: *Ernest Wang*  
Ernest Wang B345A3D3AC3B7419

Date: 12/17/2024  
 Date: 12/17/2024



**INVOICE**

RIDE Mobility LLC  
 Remit Address:  
 888 E. Walnut St Floor 2  
 Pasadena, CA 91101  
 Tel: (213)748-3980  
 Fax: (213)748-3945

Date	Invoice #	Term
December 19, 2024	RM0240052	Net 30

Bill to	Ship to	PO/Contract
Antelope Valley Schools Transportation Agency 670 West Ave L-8 Lancaster, CA 93534	Antelope Valley Schools Transportation Agency 670 West Ave L-8 Lancaster, CA 93534	Project: 0040SDNO-AVSTA PO#: JY08182022AVSTA-2

Line	Material No.	Description	Unit Price (\$)	Qty	Extended Price (\$)
0001	RD-00000353	RIDE "Dreamer" Type D Non ADA School Bus	390,000.00	2	780,000.00
0002		VIN# LCOKSHA60P0000021			
0003		LCOKSHA64P0000023			
0004					
0005					
0006					
0007					
0008					
0009					
0010					
0011					
0012		Child Integrated Seats	2,907.47	2	5,814.94
0013		- Two row per bus			
0014					
0015		Safety Vision/ Provision Full Installation	3,700.00	2	7,400.00
0016		- Material Provided by AVSTA			
0017					
0018		Radio Pre-Wire	440.00	2	880.00
0019		Smart tag Pre-wire	440.00	2	880.00
0020					
0021					
0022					
0023					
0024					
0025					
0026					
0027					
0028					
0029					
0030					
0031					
0032					
0033					
0034					
0035		<b>Subtotal</b>			794,974.94
Taxable Bus Price					\$ 794,974.94
Shipping and Handling Fee (\$75 per bus)					\$ 150.00
Sales Tax (10.25%)					\$ 81,500.31
<b>Total Bus price with sales tax</b>					<b>\$ 876,625.25</b>
HVIP Deduction (\$375,000 per bus)					\$ (750,000.00)
<b>Total Due</b>				<b>\$</b>	<b>126,625.25</b>

**Wire Instruction:**  
 Receiving Bank: East West Bank  
 Bank Routing Number: 322070381  
 Bank Account Number: 8003265207  
 Bank Address: 135 N Los Robles Ave Suite 600, Pasadena, CA 91101

Commercial Approval Signature: *Diana Zhang*  
DocuSigned by: C25220749800496  
 Accounting Approval Signature: *Ernest Wong*  
Signed by: B345A3D3AC91416

Date: 12/19/2024  
 Date: 12/19/2024

**PURCHASE ORDER NO. JY08182022AVSTA-2  
BY AND BETWEEN THE SELLER AND BUYER NAMED BELOW**

This Purchase Order NO. JY08182022AVSTA-2 for Equipment (the "PO") is entered into by and between Antelope Valley Schools Transportation Agency having its principal executive offices at 670 West Avenue L-8, Lancaster, CA 93534 (the "Buyer"), and Ride Mobility LLC, a limited liability company registered in CA, with the address of 888 E Walnut Street, Suite 200, Pasadena, CA ("Seller").

The effective date of this PO is on the date this PO is fully executed (the "PO Effective Date").

**Purpose**

Buyer and Seller are parties to that certain Master Purchase Contract (the "MPC"). Buyer and Seller now desire to enter into this PO under the MTCA to set forth terms and conditions specific to the purchase and sale of those certain Equipment discussed herein from Seller to Buyer. All capitalized terms not otherwise defined in this PO shall have the meanings ascribed to them in the Agreement.

**Agreement**

**1. Equipment**

1.1 Buyer is purchasing from Seller, the Seller's Type D School Bus model (each a "Unit of Equipment", all together the "Equipment") specified in this Section 1.

1.2 Equipment Quantity and Total Purchase Price

Item Number	Item Description	Quantity	Unit Price	Extended Price
1	2024 RIDE Type D School Bus 40' (Nameplate Battery Capacity 255 kWh) - HVAC included - Non-ADA - CA Compliant - Front Charging Port - Cross Mirror - both side of bus	20	\$390,000	\$7,800,000
2	Coach Seat with 3PT Belts - Total 42 seat per bus	4	\$15,949.12	\$63,796.48
3	Child Integrated Seats - Two row per bus	16	\$2,907.47	\$46,519.52
4	Safety Vision/ Provision Full Installation - Material Provided by AVSTA	20	\$3,700	\$74,000
5	Radio Pre-wire	20	\$440	\$8,800
6	Smart tag Pre-wire	20	\$440	\$8,800
7	Delivery & Handling Fee	20	\$75	\$1,500
	<b>Total Equipment Price</b>			\$8,003,416
8	Estimated Lancaster, CA Sales Tax @ 10.25%			\$820,350
	<b>Total Purchase Price</b>			\$8,823,766
9	Incentive Funding (HVIP Set-Aside)	20	(\$375,000)	(\$7,500,000)
	<b>Total Price After Incentive</b>			\$1,323,766



**INDIVIDUAL ACTION ITEM # 023**

**SUBJECT: PURCHASE ORDER FOR EV CHARGERS**

---

**BACKGROUND:**

It is requested the Board of Directors approve purchase order for seven (7) EV chargers from A-Z Bus Sales in the amount of \$185,305.25, grant funded by AVAQMD, as presented.

**ACTION REQUIRED:**

A majority vote.

**REFERENCE MATERIALS ATTACHED:**

A-Z Bus Sales - EV Charging Infrastructure Proposal





# AVSTA Charging Infrastructure – Remove and Replace

Antelope Valley Schools Transportation Agency

EVCharging@A-ZBus.com | [www.A-ZBus.com](http://www.A-ZBus.com)





**Date: February 19, 2025**

**To: Antelope Valley Schools Transportation Agency**

**Project: AVSTA Charging Infrastructure – Remove and replace  
670 West Avenue L-8  
Lancaster, CA 93534**

A-Z Bus Sales (AZ) is pleased to offer the following quote for the above-mentioned project.

### [A-Z Bus Sales – Charging Infrastructure](#)

#### [Electric Bus - Charging Station](#)

Furnish (7) 19.2kw Single Ports Charging Stations by Autel.

Clarifications:

- Model: MU19FN7N
- Two-year factory manufacture warranty.
- Charging rate: 19.2kW
- 5-year Service and maintenance.

#### [A-Z Connect – 5 years](#)

Furnish (7) Port licenses for charger network to AZ Connect Charge Management.

- Graphical dashboard to monitor chargers and run utilization reports for LCFS.
- Station management & power management capability (Optional).
- Integration to vehicle telematics (optional).
- Mobile Application
- 24/7 365 Helpdesk Support

## A-Z Connect – Maintenance plan included

- 5-year Maintenance plan – Includes: tech time, travel time, two site visits per year for maintenance.

### **Included for each inspection:**

General cleaning of unit, inside and out, which may include vacuuming of internal components if necessary.

Inspect for physical damage

Check screen and labels for legibility

Perform functional checks on EVSE including and RFID reader

Visual inspection of output cable(s).

Verify incoming voltage on all phases.

Verify control voltages and adjust as necessary.

Verify input power and circuit breakers.

Electronic summary report

Visual inspection of all major components.

Confirm proper operation of the micro switches on the circuit breakers and fuses.

Check operation of Emergency Stop button.

Review any faults or issues.

Verify date and time and that all programmable settings are correct.

Low resistance digital Ohm meter to perform contact resistance on breakers and termination points.

Electronic summary report.

## Electrical installation

**Project Name:** AVSTA Charging Installation – 670 West Avenue L-8, Lancaster, CA 93534.

We appreciate the opportunity to submit a proposal for the Antelope Valley Schools Transportation Agency located at 670 West Avenue L-8, Lancaster, Ca 93534. We propose to furnish all material and perform all the labor necessary to furnish work, excluding any listed alternates below, pricing plans received dated 9/26/23 for Phase 3 – Existing “Blink” Chargers Remove/Replace. All the work shall be completed in a substantial and workman like manner.

### **Service Scope**

1. Procurement of permit based on “repair and replace” requirements and available stamped set as-builts for documentation and internal review.
2. Design costs to include permit and plan reviews required.

3. Mobilize crews, equipment, and materials.
4. Remove and replace (7) existing L2 "Blink" pedestal chargers with new in-kind 19.2kw
5. chargers, provided by AZ.
6. Utilize existing circuitry for all replaced in same location, no additional circuitry included.
7. Stage and store demoed blink charger, to be removed off site by others, TBD.
8. Terminate and torque all connections at distribution panel, power cabinets and chargers.
9. Duct seal conduit openings in equipment.
10. Assist manufacturer rep commissioning procedures and support, to be
11. coordinated/provided by AZ Bus.
12. Cleanup & remove job related debris to recycle or dispose of properly, existing "blink"
13. chargers removed from pedestal and stored on site for removal by others.

#### **CLARIFICATIONS:**

1. Please review our proposal and scope of work completely and notify us if you require any additions, deletions or modifications. If we do not receive a response from you, we will assume that our proposal meets or exceeds your expectations and it is understood completely.
2. Pricing subject to change due to any significant market volatility or governmental action affecting the cost or availability of materials, labor, or other related costs that are put into effect after the acceptance of this proposal.
3. Please note that all owner furnished equipment is subject to cost variances upon receipt of further information regarding dimensions, weight, mounting/support requirements, connection requirements, and any other detail information which may be required for complete design and installation.
4. Project is based upon prevailing wages and rates, please let us know if private wages are to be used.
5. All conductors are copper based on provided sheet:
6. A disconnect has been included at each EVC per local code and NEC 625.43.
7. Scope based on EVC specifications: (Example Below)
  - a. Level 3 – 19.2kW (80 Amps @ 240V)

#### **EXCLUSIONS:**

1. Soil's report
2. Bollards at utility transformer and PMI pad - utility Rule 29 project
3. Packing or shipping costs associated with chargers and equipment removed.
4. Geotechnical report
5. EV charger modifications and/or upgrades
6. Customer kiosk
7. Utility fees or permits
8. Engineering fees or costs
9. Overtime or weekend work
10. Extreme conditions, including, but not limited to, unusually hard subsurface conditions,
11. excavation of boulders/tree roots, etc.
12. In the event of a force of nature, such as rain or flooding of trenches, water extraction would be a change order
13. Removal or handling of contaminated soil

Pricing Info: Please note that the quote is valid for 60 days.

**CHARGERS**

*AZ CONNECT CHARGERS – 19.2KW SINGLE PORT (7) .....	\$58,100.00
AZ CONNECT SOFTWARE LEVEL 2 -- (7 Ports, 5 Year Subscription) .....	\$40,600.00
SERVICE AND MAINTENANCE 5-YEARS (7) .....	\$31,500.00
COMMISSIONING/PROGRAMING (7) .....	\$3,500.00
SHIPPING CHARGERS (7) .....	\$3,150.00
<b>TOTAL CHARGERS &amp; SOFTWARE .....</b>	<b>\$136,850.00</b>

**INSTALLATION**

INSTALLATION OF SEVEN (7) 19.2KW CHARGERS AND REMOVAL OF OLD CHARGERS.....	\$42,500
*TAX - MATERIAL (10.250%)	
- CHARGERS.....	\$5,955.25

**PROJECT PRICING (TOTAL).....\$185,305.25**

The **Total** is an up-front, non-recurring cost that will be invoiced at the approval of this proposal or the acceptance of a purchase order; whichever occurs first.

The duration and completion of the project implementation service will coincide with the delivery and installation of the charging infrastructure. At the time of sending this proposal, this is estimated to be determined.

It is possible that the requirements will change over time. If that happens, we will always estimate scope of the additional work for you in advance and communicate this within a reasonable timeframe. Any additional work will be considered a change in scope.

**Approval to Proceed**

To further pursue this opportunity with A-Z Bus Sales, please sign below to confirm acceptance of Proposal and approval to move forward.

By signing below, both parties agree to further work together to refine material, schedule, timing and conclude a definitive agreement.

**A-Z Bus Sales:**

**Antelope Valley School Transportation Agency:**

Signed: Joe Ordonez

Signed: \_\_\_\_\_

Name: Joe Ordonez

Name: \_\_\_\_\_

Title: Director of Sales

Title: \_\_\_\_\_

Date: 2-19-2025

Date: \_\_\_\_\_

## MAXICHARGER ACULTRA 19.2kW

- Cable Management
- One-piece Pedestal Housing Combination
- 96% Charging Efficiency
- WiFi Hotspot Sharing
- Power Sharing
- 8-inch HD Advertising Screen
- APP, RFID Card, Credit Card, Mobile Payment
- One-Stop Cloud Network Management
- OCPP1.6 / 2.0.1
- Weather Resistant



### TECHNICAL SPECIFICATIONS

#### PRODUCT INFORMATION

<b>Input/output power rating and current</b>	19.2kW (240V AC*80A Output amperage adjustable via mobile app or internal dipswitch, from 6A to 80A)
<b>Input/output voltage</b>	208V±15%; 240V±15%, 60Hz
<b>Input Wiring</b>	L1/L2/PE
<b>Input cord</b>	Hardwired
<b>Connector type</b>	SAE J1772, 7.5m (25') or 5m (18')
<b>Ground fault detection Protection</b>	20mA CCID
<b>Card reader</b>	Overcurrent, overvoltage, undervoltage, integrated surge protection
<b>Power measurement accuracy</b>	Optional: ISO 15693, ISO 14443, NFC +/- 1.0% from 1% to full scale

#### GENERAL CHARACTERISTICS

<b>Enclosure rating</b>	NEMA 3R
<b>Operating altitude</b>	2000m
<b>Operating temperature range</b>	-40°C~+50°C
<b>Storage temperature range</b>	-40°C~+85°C
<b>Mounting</b>	Wall or floor using a pedestal
<b>Dimensions (HxWxD)</b>	625 × 320 × 170mm

#### USER INTERFACE

<b>Status indication</b>	LED / APP / LCD (8 inch, 1280*720 touch screen)
<b>User interface</b>	Autel Charge APP; Autel Charge Cloud
<b>Connectivity</b>	Bluetooth, Wi-Fi, Ethernet, 4G, RS485
<b>Communication protocols</b>	OCPP 1.6J (Can be upgraded to OCPP 2.0.1 later)
<b>User authentication</b>	APP, RFID card, Credit Cards (Optional)

#### SOFTWARE UPDATE

OTA updates via web portal

#### CERTIFICATION AND STANDARDS

<b>Safety and compliance</b>	UL 2231-1, UL 2231-2, UL2594, NEC Article 625, CSA C22.2
<b>EMC compliance</b>	FCC 15 Class B
<b>Certification</b>	Energy Star, OpenADR 2.0b
<b>Warranty</b>	36 months, warranty extension possible



**FAST AND EFFICIENT**  
 CREATE AN EXCEPTIONAL CHARGING EXPERIENCE

**BEST-VALUE DESIGN**  
 TAILORED FOR COMMERCIAL DEPLOYMENT

**SMART CHARGING**  
 FUTURE-PROOF, FLEXIBLE AND IMPROVES YOUR BOTTOM-LINE

[www.A-ZBus.com](http://www.A-ZBus.com)  
[EVCharging@A-ZBus.com](mailto:EVCharging@A-ZBus.com)

**INDIVIDUAL ACTION ITEM # 024**

**SUBJECT:     AUDITOR CONTRACT EXTENSION FY 2025-2026**

---

**BACKGROUND:**

It is requested the Board of Directors approve the contract extension with Christy White & Associates for FY 2025-2026, as presented.

**ACTION REQUIRED:**

A majority vote.

**REFERENCE MATERIALS ATTACHED:**

Christy White & Associates Contract



Certified Public Accountants serving  
K-12 School Districts and Charter  
Schools throughout California

March 5, 2024

Governing Board and Management  
Antelope Valley Schools Transportation Agency  
670 W Avenue L-8  
Lancaster, CA 93534

We are pleased to confirm our understanding of the services we are to provide Antelope Valley Schools Transportation Agency for the fiscal year ending June 30, 2024, with the option to renew for years ending June 30, 2025, and 2026.

### **Audit Scope**

We will audit the financial statements and related notes to the financial statements of Antelope Valley Schools Transportation Agency as of and for the fiscal years ending June 30, 2024, 2025, and 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Antelope Valley Schools Transportation Agency's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Antelope Valley Schools Transportation Agency's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis
2. Budgetary Comparison Schedule
3. Schedule of Changes in OPEB Liability and Related Ratios
4. Schedules of Agency's Proportionate Share of Net Pension Liability
5. Schedules of Agency Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Antelope Valley Schools Transportation Agency's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Schedule of Financial Trends and Analysis
2. Reconciliation of Annual Financial Budget Report with Audited Financial Statements
3. History and Agency Organization Structure

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## **Audit Objectives**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- An opinion (or disclaimer of opinion) on the Agency's compliance with the types of compliance requirements described in the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810.

## **Auditor's Responsibilities**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* and will include tests of accounting records, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

### **Audit Procedures – Internal Controls**

We will obtain an understanding of the Agency and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Antelope Valley Schools Transportation Agency's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of Antelope Valley Schools Transportation Agency in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Reporting**

We will issue written reports upon completion of our audit. Our reports will be addressed to the Governing Board of Antelope Valley Schools Transportation Agency. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will state that the report is not suitable for any other purpose.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Christy White, Inc, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide an electronic and up to twenty-five copies of our reports; however, management is responsible for distribution of the reports and the financial statements. We will file the report with the Office of the State Controller, California Department of Education, and the County Office of Education by the published deadline. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

By your signature below, you acknowledge the audit documentation for this engagement is the property of Christy White, Inc and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Office of the State Controller or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Office of the State Controller. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. Christy White, Inc does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Christy White, Inc does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

We expect to begin our audit as soon as possible and to issue our reports by the published deadline. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

		<i>optional</i>	<i>optional</i>
	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
Annual Audit Fees	\$ 15,000	\$ 15,750	\$ 16,500

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in Agency audit requirements as stated in *Government Auditing Standards* or the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, or (2) any changes in the number of funds or accounts maintained by the Antelope Valley Schools Transportation Agency during the period under this agreement, shall be in addition to the above maximum fee.

Our invoices for these fees will be rendered upon completion of fieldwork as follows: 50% of contract upon completion of site testing and interim testing and 50% of contract upon completion of year end fieldwork and are payable on presentation. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2024, and is subject to extension for two additional fiscal years, if agreeable to the auditors and the Agency. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2026 may be secured on a year-by-year basis, subject to the agreement of the Agency and the auditor.

Professional standards require us to be independent with respect to the company. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the Antelope Valley Schools Transportation Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Michael Ash, CPA  
Partner  
Christy White, Inc

**RESPONSE:**

This letter correctly sets forth the understanding of Antelope Valley Schools Transportation Agency.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**INDIVIDUAL ACTION ITEM # 025**

**SUBJECT:      TEMPORARY INFORMATION TECHNOLOGY ASSISTANT POSITION**

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**BACKGROUND:**

It is requested the Board of Directors approve the temporary Information Technology Assistant from March 17 – August 31, 2025, placed on the M-10 range of the salary schedule, as presented.

**ACTION REQUIRED:**

A majority vote.

**REFERENCE MATERIALS ATTACHED:**

Purpose for Temporary Position  
Information Technology Assistant Job Description  
Salary Schedule 2023-2024

## Purpose for Temporary Information Technology Assistant

The IT department needs extra help to meet the current and upcoming technology demands that cannot be handled with the current staffing. By hiring a temporary employee will help in covering all bases until we are able to add positions permanently.



# Antelope Valley Schools Transportation Agency

**TITLE:** Temporary Information Technology Assistant

**PRIMARY PURPOSE:**

Under the direction of the Information Technology Manager, assists with duties related to the installation and maintenance of the Agency's computer software and hardware systems. Assists with IT annual preparations and other duties as assigned.

**DESIRABLE QUALIFICATIONS:**

1. Completion of the 12<sup>th</sup> grade. Computer-related training at the technical level and or college level course work in data processing, computer programming, and networking.
2. Must have a good working knowledge of Microsoft Office and Windows
3. Complete assigned tasks related to computer hardware, software, and systems maintenance.
4. Must be able to interact and communicate with personnel and the public in cordial, articulate, and professional manner. Communicate both verbally and by written response effectively.
5. Must be capable of maintaining professional confidentiality.

**SPECIAL WORKING CONDITIONS:**

Maintain emotional control under stress. Prolonged use of computers, irregular hours may be required. Repetitive hand and arm motions. Must be able to lift and move at least 40-pound boxes or parcels.

**REPORTS TO:** Information Technology Manager

**SUPERVISES:** None

**TERMS OF EMPLOYMENT:** 03/17/25 – 08/31/25

**WAGE/HOUR STATUS:** \$18.91 – \$22.98

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Work with all appropriate parties on all assigned duties
2. Provide on-site support as required under the direction of the Information Technology Manager.
3. Install operating systems and core computer programs as directed.
4. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier. Must possess and maintain a valid California driver's license

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

FY 2023-2024

	Range	1	2	Step 3	4	5
Drivers	H-1	21.04	22.10	23.20	24.36	25.58
White Fleet Driver	H-2	19.09	20.04	21.05	22.09	23.20
Dispatcher	H-3	22.09	23.19	24.35	25.57	26.85
Delegated Driver Trainer	H-3	22.09	23.19	24.35	25.57	26.85
Bus Aide	H-4	17.75	18.64	19.57	20.55	21.58
Custodian	M-2	20.58	21.61	22.69	23.83	25.02
Servicer	M-3	22.00	23.10	24.25	25.47	26.74
Info Technology Tech	M-4	22.09	23.19	24.35	25.57	26.85
Stock Clerk	M-5	23.04	24.20	25.40	26.68	28.01
Mechanic IA	M-6	26.40	27.72	29.11	30.56	32.09
Mechanic II	M-7	28.20	29.61	31.09	32.64	34.28
Mechanic III	M-8	32.45	34.07	35.77	37.56	39.44
Lead Mechanic	M-9	34.91	36.65	38.49	40.41	42.43
Account Clerk I	M-10	18.91	19.85	20.85	21.89	22.98
Shop Business Clerk	M-11	19.99	20.99	22.04	23.14	24.29
Account Clerk II	M-12	21.65	22.73	23.87	25.06	26.32
Field Trip Account Clerk	M-12	21.65	22.73	23.87	25.06	26.32
State Certified Trainer	M-20	23.13	24.29	25.50	26.78	28.12
Data Services Technician	M-21	25.73	27.01	28.36	29.79	31.27
Fleet Data Technician	M-21	25.73	27.01	28.36	29.79	31.27

The Agency agrees to additionally compensate long serving employees Increases shall begin at the beginning of the 10th, 15th, 20th, 25th, 30th and 35th year. The longevity steps shall be five percent (5%).

Mechanic IIs, Mechanic IIIs and Lead Mechanics that hold a current ASE certificate shall receive a differential of one and a half percent (1.5%) of their base salary per ASE Certification, up to a maximum of six (6) certifications.

Any unit member, except bus drivers, working the second shift, defined as working at least four (4) hours between six (6) p.m. and four (4) a.m. shall receive a differential of five percent (5%) above the regular rate of pay for this classification.

**INDIVIDUAL ACTION ITEM # 026**

**SUBJECT:      INFORMATION TECHNOLOGY TECHNICIAN JOB DESCRIPTION**

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**BACKGROUND:**

It is requested the Board of Directors approve the Information Technology Technician job description, as presented.

**ACTION REQUIRED:**

A majority vote.

**REFERENCE MATERIALS ATTACHED:**

Information Technology Technician - Job Description

# Antelope Valley Schools Transportation Agency

**TITLE:** Information Technology Technician

**PRIMARY PURPOSE:** Under the general direction of the Information Technology Manager with all duties related to the installation and maintenance of the Agency's computer software and hardware systems. Responsibilities include accurate and timely resolution for all assigned duties. Assists Information Technology Manager and IT department staff in the following areas: Local Area Network (LAN) administration. Coordinates Agency computer related needs. Assists with technology inventory processing. Troubleshoots computer program problems and determines a satisfactory resolution. Processes reports using Agency reporting systems. Writes and sets up various computer spreadsheets, word processing documents and databases using Microsoft Office, and other agency supported applications.

## **DESIRABLE QUALIFICATIONS:**

1. Completion of the 12<sup>th</sup> grade. or equivalent.
2. Computer-related training at the technical level and or college level course work in data processing, computer programming, and networking.
3. Understanding of programming, computer science and digital security.
4. Good communication, including writing, speaking and active listening.
5. Strong problem-solving, critical thinking and decision-making skills.
6. Hands-on experience with computers and devices.
7. Ability to read technical manuals and self-teach new programs.
8. Must be willing to learn and operate all computer related functions in Agency.

## **SPECIAL WORKING CONDITIONS:**

Maintain emotional control under stress. Prolonged use of computers, irregular hours may be required. Repetitive hand and arm m

**REPORTS TO:** Information Technology Manager

**SUPERVISES:** None

**TERMS OF EMPLOYMENT:** 12 months

**WAGE/HOUR STATUS:** M-4

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Troubleshoot computer system errors.
2. Perform computer maintenance on computers and other devices as needed.
3. Maintain inventory of all computer components, equipment and storage devices.
4. Perform updates for optimal performance.
5. Monitor agency wide virus protection.
6. Provide support to IT staff members where needed.
7. Set up computer equipment for employees, training and new applicant testing.
8. Installation of software, ensuring hardware compatibility and configuring settings on operating systems.
9. Assist users with technical issues or provide training on how to use certain programs or applications.
10. Identify problematic areas and recommend strategic solutions.
11. Supports all policies and procedures of the Agency.
12. Attends training as available related to the needs of the position.
13. Other duties as directed by the Information Technology Manager.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

**EVALUATION:** Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.