



**CONCHO VALLEY TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING**

Wednesday, February 16, 2022 at 2:45 p.m.

**Concho Valley Council of Governments**

5430 Link Rd., San Angelo, Texas 76904 and via Teleconference

*The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the CVCOG office at 325-944-9666 at least 24 hours prior to the meeting.*

Join By Zoom Teleconference - <https://us06web.zoom.us/j/88229792875>

**\*Meeting ID: 882 2979 2875 \*Passcode: 237971**

833 548 0276 US Toll-free  
877 853 5247 US Toll-free

833 548 0282 US Toll-free  
888 788 0099 US Toll-free

**BUSINESS**

1. DETERMINATION OF QUORUM AND CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. APPROVAL of the Minutes from the January 12, 2022 Meeting.
5. APPROVAL OF CHECKS in excess of \$2,000 for October 2021.
6. REVIEW of the Balance Sheet and Financial Report for October 2021.
7. REVIEW of the Balance Sheet and Financial Report for November 2021.
8. CONSIDERATION & APPROVAL for the Executive Director to enter into a contract with Huitt-Zollars for Architectural and Engineering services for the CVTD maintenance facility.
9. REVIEW & APPROVAL of updates to the CVTD Drug and Alcohol Policy
10. REPORT from the Director of Transportation – Jeff York.

11. OTHER discussion items or future agenda items.

12. ADJOURNMENT

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*Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this  
Friday, February 11, 2022.*



**Erin M. Hernandez, Assistant Executive Director**



**BOARD OF DIRECTORS MEETING MINUTES**  
**Wednesday, January 12, 2022**

The Concho Valley Transit District Board of Directors met on Wednesday, January 12, 2022 at 2:30 p.m. at 506 N. Chadbourne, San Angelo, Texas 76903 and via Zoom Teleconference.

Members present were:

**Steve Floyd, Chairman** Tom Green County Judge  
**Harry Thomas, Vice-Chairman**, COSA Council Member, District 3  
**Charlie Bradley**, Schleicher County Judge  
**Brandon Corbin**, Menard County Judge  
**Molly Criner**, Irion County Judge  
**Fred Deaton**, Crockett County Judge  
**David Dillard**, Concho County Judge  
**Rachel Duran**, Sutton County Judge  
**Lucy Gonzales**, COSA Council Member District 4  
**Larry Miller**, COSA Council Member District 6  
**Jim O'Bryan**, Reagan County Judge  
**Hal Spain**, Coke County Judge  
**Frank Trull**, McCulloch County Judge

Members absent were:

**Deborah Horwood**, Sterling City Judge  
**Delbert Roberts**, Kimble County Judge

**BUSINESS**

Chairman, Judge Steve Floyd announced the presence of a quorum and called the meeting to order at 2:30 p.m.

Judge Steve Floyd gave the invocation and led the Pledge of Allegiance.

There was no public comment.

**APPROVAL of the Minutes**

Judge David Dillard made a motion to approve the Meeting Minutes from December 8, 2021. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of Checks**

Audrey Aguirre, Finance Manager, presented the checks in excess of \$2,000 written for November 2021. Judge Charlie Bradley made a motion to approve the checks as presented. Judge Brandon Corbin seconded the motion. No questions or discussion. The motion passed unanimously.

**AUTHORIZATION to for ED to Enter into a Contract**

Ryan Jansa, Facilities Manager, is seeking approval for the Executive Director to enter to a contract for Janitorial Service for the Link Road Facility with an amount not to exceed \$140,000/year. The company will provide all cleaning supplies and equipment. Judge Jim O’Bryan made a motion to approve the request as presented. Judge Molly Criner seconded the motion. There were no questions or discussion. The motion passed unanimously.

**DIRECTOR REPORT**

Ryan Herrera, Assistant Director of Transportation, reported on urban and rural ridership, on time performance, fixed route trends, and paratransit services. Mr. Herrera also reported on CVT’s safety metrics and the recent topics of their safety meetings. Lastly, Mr. Herrera outlined their Regional Coordination efforts throughout the region and was pretty proud of this impact they had made in the month of December. There is no action to take, as this is an informational item only.

**ADJOURNMENT**

There being no other items to discuss, Judge Floyd made a motion to adjourn the meeting. Judge Hal Spain seconded the motion. Motion passed unanimously. Judge Steve Floyd adjourned the meeting at 2:47 p.m.

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Duly adopted at the meeting of the Concho Valley Transit District Board of the Concho Valley Council of Governments on this 16<sup>th</sup> day of February 2022.

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Judge Steve Floyd, Chairman

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Councilman Harry Thomas, Vice-Chair

**CVTD**  
 Check/Voucher Register  
 From 10/1/2021 Through 10/31/2021

Document Number	Document Date	Name	Transaction Description	Document Am...
23295	10/13/2021	American and Sales and Service, INC	CVT; trailer mounted pressure washer	13,359.00
23297	10/13/2021	Bowles Heating and Cooling, INC	CVT; trane 4 ton gas package unit	6,850.00
23300	10/13/2021	ENGINE PRO MACHINE LLC	CVT; 1301 oil chng A, rer brk jb w/pds, R&R uppr&lowr bl jnt	2,813.14
23315	10/19/2021	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE	CVT; September fuel bill 09/01/2021 - 09/30/2021	21,039.08
23316	10/19/2021	Cross Texas Supply	CVT; zero-turn mower	18,508.36
23321	10/19/2021	WEX BANK	CVT; September fuel bill 08/24/21 - 09/23/21	15,889.63
23325	10/26/2021	ASU STUDENT ACCOUNTS - BURSAR'S OFFICE	CVT; public trnsprtn crdntn pln 12/31/20 - 08/31/21 report#3	3,024.67
23334	10/26/2021	J AND C BODY SHOP	CVT; 1512 replace rear panel	4,055.50
Report Total				85,539.38

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

URBAN PROGRAM		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
<b>TOTAL EXPENSE</b>		221,086.83	250,574.70	-	-	-	-	-	-	-	-	-	-	471,661.53	-	3,132,440.00	2,660,778.47
Urban - 5307	Grant U01	URB 1901 (07)															
<b>STATE-U-2021-00082</b>	<b>STATE</b>	<b>Period 9/1/20 thru 08/31/2021</b>															
Preventative Maint	11.7A.00	2,566.00	4,494.00	-	-	-	-	-	-	-	-	-	-	7,060.00	-	70,197.00	63,137.00
Operating	30.09.01	82,609.00	87,173.00	-	-	-	-	-	-	-	-	-	-	169,782.00	-	285,180.00	115,398.00
<b>TOTAL</b>		<b>85,175.00</b>	<b>91,667.00</b>	-	-	-	-	-	-	-	-	-	-	<b>176,842.00</b>	-	<b>355,377.00</b>	<b>178,535.00</b>
<b>FTA TX-2020-175-00 Y403</b>	<b>FED</b>	<b>Grant Award started September 2019</b>															
Operations	30.09.01	82,609.00	87,806.00	-	-	-	-	-	-	-	-	-	-	170,415.00	576,494.00	838,597.00	91,688.00
ADA	11.7C.00	22,214.00	28,275.00	-	-	-	-	-	-	-	-	-	-	50,489.00	153,901.00	270,171.00	65,781.00
Prev Maint	11.7A.00	15,697.00	24,359.00	-	-	-	-	-	-	-	-	-	-	40,056.00	162,308.00	409,388.00	207,024.00
Lease Yards	11.46.05	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
Acquire Mobile Surv/Security Equip	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,791.00	17,791.00
<b>TOTAL</b>	CFDA 20.507	<b>120,520.00</b>	<b>140,440.00</b>	-	-	-	-	-	-	-	-	-	-	<b>260,960.00</b>	<b>988,703.00</b>	<b>1,631,947.00</b>	<b>382,284.00</b>
<b>FTA TX-2021-100-01</b>	<b>FED</b>	<b>Grant Award started September 2019</b>															
Operations	30.09.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	900,000.00	900,000.00
ADA	11.7C.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120,000.00	120,000.00
Prev Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	351,813.00	351,813.00
Lease Yards	11.46.05	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00
Acquire Bus Passenger Shelters	11.32.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,280.00	20,280.00
Acquire Mobile Surv/Security Equip	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,031.00	15,031.00
<b>TOTAL</b>	CFDA 20.507	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>1,503,124.00</b>	<b>1,503,124.00</b>
<b>Total Government Funding</b>		205,695.00	232,107.00	-	-	-	-	-	-	-	-	-	-	437,802.00	988,703.00	3,490,448.00	2,063,943.00
<b>OTHER REVENUE</b>																	
Program Revenue		6,905.87	7,327.71	-	-	-	-	-	-	-	-	-	-	14,233.58	-	80,772.55	66,538.97
Charter		293.75	1,312.50	-	-	-	-	-	-	-	-	-	-	1,606.25	-	10,127.29	8,521.04
Area Agency on Aging		1,552.50	922.50	-	-	-	-	-	-	-	-	-	-	2,475.00	-	11,992.50	9,517.50
Tom Green		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,200.00	17,200.00
TML Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	641.66	641.66
Ram Tram		6,854.78	7,719.98	-	-	-	-	-	-	-	-	-	-	14,574.76	-	66,186.99	51,612.23
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	4,850.00	4,850.00	
COSA Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	200,112.97	200,112.97	
Other/Local		1,765.00	1,909.00	-	-	-	-	-	-	-	-	-	-	3,674.00	9,059.31	5,385.31	
Medical		145.20	633.69	-	-	-	-	-	-	-	-	-	-	778.89	234,373.59	233,594.70	
CVEDD		19,348.00	28,560.00	-	-	-	-	-	-	-	-	-	-	47,908.00	146,606.00	98,698.00	
FGP		244.00	124.00	-	-	-	-	-	-	-	-	-	-	368.00	120.00	(248.00)	
SCP		42.00	106.00	-	-	-	-	-	-	-	-	-	-	148.00	498.00	350.00	
<b>TOTAL OTHER REVENUE</b>		<b>37,151.10</b>	<b>48,615.38</b>	-	-	-	-	-	-	-	-	-	-	<b>85,766.48</b>	<b>782,540.86</b>	<b>696,774.38</b>	
<b>Total Urban Excess/(Shortage)</b>		21,759.27	30,147.68	-	-	-	-	-	-	-	-	-	-	51,906.95	-	151,845.86	-

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

RURAL PROGRAM		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance	
<b>TOTAL EXPENSE</b>		131,429.13	120,931.60	-	-	-	-	-	-	-	-	-	-	252,360.73	-	2,015,327.70	1,762,966.97	
Rural 5311	Grant 814	Suffix Period: 11/6/20 thru 3/31/2022																
5311-2020-CVTD-00067	SAF																	
Administrative	11.79.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	68,839.00	68,839.00	-
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	49,304.00	49,304.00	-
Operating	30.09.01	42,746.00	-	-	-	-	-	-	-	-	-	-	-	42,746.00	293,802.00	341,463.00	4,915.00	
Acq Misc Equip	11.42.20	-	7,983.00	-	-	-	-	-	-	-	-	-	-	7,983.00	-	30,737.00	22,754.00	
Engineering and Design Maint Facility	11.41.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	204,997.00	204,997.00	
Preventative Maint	11.7A.00	6,045.00	(6,045.00)	-	-	-	-	-	-	-	-	-	-	-	-	151,052.00	151,052.00	
Operating	30.09.01	10,787.00	49,847.00	-	-	-	-	-	-	-	-	-	-	60,634.00	-	411,727.00	351,093.00	
<b>TOTAL</b>	CFDA 20.509	<b>30,806.00</b>	<b>56,848.00</b>	-	-	-	-	-	-	-	-	-	-	<b>87,654.00</b>	-	<b>697,002.00</b>	<b>609,348.00</b>	
Rural	Grant 814	RUR 1902 (07)																
STATE-R-2020-00197	STATE	Period: 09/1/20 thru 08/31/22																
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Project Admin	11.79.00	3,493.00	3,261.00	-	-	-	-	-	-	-	-	-	-	6,754.00	17,208.00	46,556.00	22,594.00	
Operating	30.09.01	53,533.00	49,893.00	-	-	-	-	-	-	-	-	-	-	103,426.00	293,803.00	418,995.00	21,766.00	
<b>TOTAL</b>		<b>57,026.00</b>	<b>53,154.00</b>	-	-	-	-	-	-	-	-	-	-	<b>110,180.00</b>	<b>311,011.00</b>	<b>465,551.00</b>	<b>44,360.00</b>	
Rural	Grant R01	RUR 1902 (07)																
STATE-R-2021-00197	STATE	Period: 09/1/20 thru 08/31/22																
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37,763.00	37,763.00
Project Admin	11.79.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,556.00	33,556.00
Operating	30.09.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	394,232.00	394,232.00
<b>TOTAL</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>465,551.00</b>	<b>465,551.00</b>
Total Government Funding		130,578.00	117,985.00	-	-	-	-	-	-	-	-	-	-	250,160.00	722,956.00	2,339,444.00	1,360,187.00	
<b>OTHER REVENUE</b>														255,016.58				
Program Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charter		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	350.00	350.00
FGP		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SCP		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other/Local		646.00	760.00	-	-	-	-	-	-	-	-	-	-	1,406.00	-	18,000.00	16,594.00	
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sale of Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County Overage		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Medicaid		-	46.58	-	-	-	-	-	-	-	-	-	-	46.58	-	149,994.00	149,947.42	
County Cash Match		-	-	-	-	-	-	-	-	-	-	-	-	-	-	363,767.70	363,767.70	
CVEDD		1,406.00	1,998.00	-	-	-	-	-	-	-	-	-	-	3,404.00	-	15,354.00	11,950.00	
Trans Aging		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL OTHER REVENUE</b>		<b>2,052.00</b>	<b>2,804.58</b>	-	-	-	-	-	-	-	-	-	-	<b>4,856.58</b>	-	<b>547,465.70</b>	<b>542,609.12</b>	
Total Rural Excess/(Shortage)		1,200.87	(142.02)	-	-	-	-	-	-	-	-	-	-	2,655.85	-	1,594,538.00		

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

ED PROJECTS			SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
<b>5310-2019-00091</b>			<b>Period: 09/1/2020 thru 9/30/2021</b>															
Mobility Management-U	Grant 823	Suffix A2	7,807.00	-	-	-	-	-	-	-	-	-	-	-	7,807.00	38,022.00	67,838.00	22,009.00
TD Credits	11.7L.00		1,561.00	-	-	-	-	-	-	-	-	-	-	-	1,561.00	7,605.00	13,568.00	4,402.00
Medical Funds	TDCs		530.53	-	-	-	-	-	-	-	-	-	-	-	530.53	2,583.60	3,392.00	277.87
<b>TOTAL</b>	CFDA 20.513		<b>9,898.53</b>	-	-	-	-	-	-	-	-	-	-	-	<b>9,898.53</b>	<b>48,210.60</b>	<b>84,798.00</b>	<b>26,688.87</b>
<b>5310-2019-00091</b>			<b>Period: 09/1/2020 thru 9/30/2021</b>															
Mobility Management-Rural	Grant 824	Suffix A1	841.00	-	-	-	-	-	-	-	-	-	-	-	841.00	29,017.00	36,159.00	6,301.00
TD Credits	11.7L.00		168.00	-	-	-	-	-	-	-	-	-	-	-	168.00	5,806.00	7,232.00	1,258.00
Medical Funds	TDCs		57.96	-	-	-	-	-	-	-	-	-	-	-	57.96	1,971.17	1,808.00	(221.13)
<b>TOTAL</b>	CFDA 20.513		<b>1,066.96</b>	-	-	-	-	-	-	-	-	-	-	-	<b>1,066.96</b>	<b>36,794.17</b>	<b>45,199.00</b>	<b>7,337.87</b>
<b>5310-2021-00027</b>			<b>Period: 09/3/2021 thru 8/31/2022</b>															
Mobility Management-U	Grant M01	Suffix A2	-	9,610.00	-	-	-	-	-	-	-	-	-	-	9,610.00	-	67,838.00	58,228.00
Medical Funds	11.7L.00		-	300.57	-	-	-	-	-	-	-	-	-	-	300.57	-	3,392.00	3,091.43
<b>TOTAL</b>	CFDA 20.513		-	<b>9,910.57</b>	-	-	-	-	-	-	-	-	-	-	<b>9,910.57</b>	-	<b>71,230.00</b>	<b>61,319.43</b>
<b>5310-2021-00027</b>			<b>Period: 09/3/2021 thru 8/31/2022</b>															
Mobility Management-Rural	Grant M02	Suffix A1	-	9,003.00	-	-	-	-	-	-	-	-	-	-	9,003.00	-	36,159.00	27,156.00
Medical Funds	11.7L.00		-	262.78	-	-	-	-	-	-	-	-	-	-	262.78	-	1,808.00	1,545.22
<b>TOTAL</b>	CFDA 20.513		-	<b>9,265.78</b>	-	-	-	-	-	-	-	-	-	-	<b>9,265.78</b>	-	<b>37,967.00</b>	<b>28,701.22</b>
PLANNING PROJECTS			SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
<b>RCTP-2020-CVTD-00016</b>			<b>Period: 9/01/20 thru 02/28/2022</b>															
Regional Planning	Grant 817		2,958.00	-	-	-	-	-	-	-	-	-	-	-	2,958.00	31,826.00	91,794.00	57,010.00
Medical Funds	44.24.00		0.70	0.18	-	-	-	-	-	-	-	-	-	-	0.88	4.57	300.00	294.55
<b>TOTAL</b>	CFDA 20.505		<b>2,958.70</b>	<b>0.18</b>	-	-	-	-	-	-	-	-	-	-	<b>2,958.88</b>	<b>31,830.57</b>	<b>92,094.00</b>	<b>57,304.55</b>

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

CAPITAL PROJECTS		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
Grant 815 Rural		Period: 9/1/2020 thru 9/30/2022															
BBF 2002-5339-D-2020-00011	11.12.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	634,130.00	634,130.00
Vehicles <30	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	126,826.00	126,826.00
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	760,956.00	760,956.00
Grant 816 Rural		Period: 9/1/2020 thru 9/30/2022															
BBF 2002-5339-R-2020-00021	11.41.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	85,598.00	85,598.00
Engineering and Design Maint Facility	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,459.00	5,459.00
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	291,521.00	291,521.00
Engineering and Design Maint Facility	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,660.00	11,660.00
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526, 20.509	-	-	-	-	-	-	-	-	-	-	-	-	-	-	394,238.00	394,238.00
Grant 797 Urban		Period: 5/10/2020 thru 12/31/2021															
TX-2020-068-00	11.12.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	399,202.00	399,202.00
Bus-Rolling Stock	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	79,841.00	79,841.00
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	479,043.00	479,043.00
ADDITIONAL SERVICES		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	BUDGET		Variance
MIP 019 Local		Grant Award started March 2020															
Transit Operations Link Road		-	1,606.31	-	-	-	-	-	-	-	-	-	-	1,606.31	-	85,888.00	84,281.69
COSA Funds		-	1,606.31	-	-	-	-	-	-	-	-	-	-	1,606.31	-	85,888.00	84,281.69
TOTAL		-	1,606.31	-	-	-	-	-	-	-	-	-	-	1,606.31	-	85,888.00	84,281.69
Grant 020 FED		Grant Award started March 2020															
EDA 08-79-05344		-	108,632.80	-	-	-	-	-	-	-	-	-	-	108,632.80	2,091,367.20	2,200,000.00	-
US DEPT Commerce-EDA		-	108,632.80	-	-	-	-	-	-	-	-	-	-	108,632.80	2,091,367.20	2,200,000.00	-
Local Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	42,500.00	42,500.00	-
Revenue Co Cash Match		-	-	-	-	-	-	-	-	-	-	-	-	-	253,390.89	253,390.89	-
COSA Funds		27,158.20	-	-	-	-	-	-	-	-	-	-	-	27,158.20	58,767.26	85,925.46	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	168,183.65	168,183.65	-
TOTAL	CFDA 11.307	27,158.20	108,632.80	-	-	-	-	-	-	-	-	-	-	135,791.00	2,614,209.00	2,750,000.00	-
MIP 023 Local		Grant Award started March 2020															
Transit Construction Link Road		5,183.90	100,929.11	-	-	-	-	-	-	-	-	-	-	106,113.01	316,021.71	316,021.71	(106,113.01)
Revenue Co Cash Match		5,183.90	100,929.11	-	-	-	-	-	-	-	-	-	-	106,113.01	316,021.71	316,021.71	(106,113.01)
COSA Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	121,042.82	121,042.82	-
SafeRide		-	-	-	-	-	-	-	-	-	-	-	-	-	51,248.75	51,248.75	-
MTM		-	-	-	-	-	-	-	-	-	-	-	-	-	300.00	300.00	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	77,709.31	77,709.31	-
TOTAL		5,183.90	100,929.11	-	-	-	-	-	-	-	-	-	-	106,113.01	566,322.59	566,322.59	(106,113.01)
MIP 010 Local		Period: 09/01/2021 thru 08/31/2022															
ICB		1,145.71	673.26	-	-	-	-	-	-	-	-	-	-	1,818.97	-	3,666.00	1,847.03
Services		1,145.71	673.26	-	-	-	-	-	-	-	-	-	-	1,818.97	-	3,666.00	1,847.03
Pass-Thru		3,733.00	3,819.15	-	-	-	-	-	-	-	-	-	-	7,552.15	-	9,500.00	1,947.85
Medical Funds		-	1,696.14	-	-	-	-	-	-	-	-	-	-	1,696.14	-	6,684.00	4,987.86
TOTAL		4,878.71	6,188.55	-	-	-	-	-	-	-	-	-	-	11,067.26	-	19,850.00	8,782.74
MIP 018 Local		Period: 09/01/2021 thru 08/31/2022															
Extended Medicaid Transportation		1,543.12	2,246.11	-	-	-	-	-	-	-	-	-	-	3,789.23	-	22,900.00	19,110.77
Medical Funds		1,543.12	2,246.11	-	-	-	-	-	-	-	-	-	-	3,789.23	-	22,900.00	19,110.77
TOTAL		1,543.12	2,246.11	-	-	-	-	-	-	-	-	-	-	3,789.23	-	22,900.00	19,110.77
MIP 013 Insurance		Period: 09/01/2021 thru 08/31/2022															
TML Depot Insurance Repairs		94.25	-	-	-	-	-	-	-	-	-	-	-	94.25	-	94.25	-
TML Insurance Funds		94.25	-	-	-	-	-	-	-	-	-	-	-	94.25	-	94.25	-
TOTAL		94.25	-	-	-	-	-	-	-	-	-	-	-	94.25	-	94.25	-

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

CARES ACT PROJECTS

	Grant 800	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request Request	BUDGET	Variance	
<b>TX-2020-096-00 Y364 CARES ACT</b>	<b>FED</b>	<b>Grant Award started June 2020</b>																
Operations	30.09.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,684,686.00	1,684,686.00	-
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185,891.00	185,891.00	-
Acquire mobile surv/security	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,758.00	287,696.00	273,938.00
Acquire misc support equip	11.42.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	87,073.00	100,000.00	12,927.00
Replacement >30ft	11.12.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200,000.00	1,200,000.00
Replacement <30ft	11.12.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	575,000.00	575,000.00
Replacement trolley	11.12.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000.00	200,000.00
Acquire misc support equip	11.42.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,539.00	5,539.00	-
Charter Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,125.00	2,125.00	-
Medical Funds (to cover rounding)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,150.97	1,150.97	-
<b>TOTAL</b>	CFDA 20.507	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>1,980,222.97</b>	<b>4,242,087.97</b>	<b>2,261,865.00</b>

	Grant 825	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request Request	BUDGET	Variance
<b>Rural 5311</b>	<b>SAF</b>	<b>Period: 02/17/21 thru 12/31/2022</b>															
Operations	30.09.08	-	32,868.00	-	-	-	-	-	-	-	-	-	-	32,868.00	281,323.00	317,939.00	3,748.00
Preventative Maint	11.7A.00	-	10,460.00	-	-	-	-	-	-	-	-	-	-	10,460.00	21,308.00	50,000.00	18,232.00
Project Administration	11.79.00	-	-	-	-	-	-	-	-	-	-	-	-	-	50,258.00	50,258.00	-
Acq-Misc Equip	11.42.20	1,999.00	31,867.00	-	-	-	-	-	-	-	-	-	-	33,866.00	7,590.00	755,685.00	714,229.00
Revenue Co Cash Match		-	-	-	-	-	-	-	-	-	-	-	-	-	0.92	0.92	-
Charter Revenue		241.00	-	-	-	-	-	-	-	-	-	-	-	-	241.00	241.00	-
CVEDD Contract		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds (to cover rounding)		-	2.58	-	-	-	-	-	-	-	-	-	-	2.58	4.93	7.51	-
<b>TOTAL</b>	CFDA 20.509	<b>2,240.00</b>	<b>75,197.58</b>	-	-	-	-	-	-	-	-	-	-	<b>77,196.58</b>	<b>360,479.00</b>	<b>1,174,131.43</b>	<b>736,209.00</b>

CVTD  
Balance Sheet  
As of 10/31/2021

	<u>Current Period Balance</u>	
<b>Assets</b>		
First Financial Transit District Bank Acct	779,547.05	1115
First Financial ICB Bank Acct	10,145.83	1119
Petty Cash	150.00	1198
FTA/TxDOT Urban AR	442,046.00	1241
TxDOT Rural	302,762.00	1242
TxDOT ED-5310-Mobility Mngt	27,261.00	1251
US Dept of Commerce-EDA	108,632.80	1270
Grant 800, FTA TX-2020-096-00 CARES ACT	42,418.00	1275
TXDOT Rural CARES ACT	84,960.00	1276
RCTP-2020-CVTD-00016	8,555.00	1279
Account Receivable-AMR	7,263.95	1300
Accounts Receivable - SafeRide	20,605.39	1306
Crockett County	7,429.12	1372
Kimble County	1,512.67	1374
McCulloch County	4,762.68	1375
Schleicher County	3,429.73	1378
West Texas Counseling and Guidance	375.00	1381
Workforce Solutions (Arbor ET)	30.00	1382
Tom Green County	54,480.22	1385
City of San Angelo	399,791.00	1386
Angelo State University	7,719.98	1387
CV Area Agency on Aging	922.50	1389
CV Foster Grandparent	124.00	1390
Accounts Receivable-General	1,110.00	1391
CV Senior Companion	106.00	1393
CV Economic Development District	30,558.00	1394
Bus Passes Receivable	525.00	1396
Bronte Health and Rehab AR	760.00	1402
Prepaid General Expenses	382.50	1593
Other Assets - Project Equipment	4,038,939.03	1811
Other Assets - Land Chadbourne	353,098.80	1812
Other Assets - Building Chadbourne	4,598,264.83	1813
Other Assets - Land Link Road	396,000.00	1814
Other Assets - Building Link Road	<u>1,804,000.00</u>	1815
<b>Total Assets</b>	<b><u>13,538,668.08</u></b>	
<b>Liabilities</b>		
AP	355,593.31	2111
AP Owed to CVCOG	273,241.75	2112
AP Clearing Account	46,198.59	2115
Unearned Revenue-COSA	398,184.69	2911
Unearned Revenue- Charter Payments	1,000.00	2914
Unearned Revenue- Insurance Payments	30,105.82	2915
Unearned Revenue - County Membership Dues	39,431.53	2917
Unearned Revenue-AMR	16,286.66	2919
Unearned Revenue- Bus Passes	525.00	2920
Unearned Revenue- SafeRide	<u>45,684.89</u>	2922
<b>Total Liabilities</b>	<b><u>1,206,252.24</u></b>	

CVTD  
Balance Sheet  
As of 10/31/2021

Current Period Balance

Fund Balance

Unassigned General Fund	1,083,624.20	3101
Investment - Capital Assets	11,190,302.66	3110
Restricted - Insurance Payments	<u>9,718.13</u>	3603

Total Fund Balance 12,283,644.99

Revenue over Expenditures FY 21-22 48,770.85

Total Liabilities and Fund Balance 13,538,668.08

**CVTD**  
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures - Nancy  
From 9/1/2021 Through 10/31/2021

		<u>Current Period Actual</u>
<b>Revenue</b>		
4143	US Dept Commerce-EDA	108,632.80
4148	FTA TX-2020 CFDA 20.507	260,960.00
4249	TXDOT RCTP-2020-CVTD-00016	2,958.00
4250	TXDOT 5311-2021-CVTD-024 CFDA 20.509	87,654.00
4282	TXDOT 5311-2020-CVTD CFDA 20.509	50,729.00
4284	TxDOT 5310-ED-Mobility Mngt, CFDA 20.513	27,261.00
4299	TXDOT Rural CARES ACT	77,194.00
4329	TXDOT State R-2020	110,180.00
4334	TXDOT State-U-2021	176,842.00
4412	Transportation Toll Credits	3,326.00
4521	Organization Program Income	815.00
4522	Program Income	15,237.55
4523	Local Revenue	19,654.76
4524	Greyhound Lines	7,552.15
4525	Transit Charter Fees	1,606.25
4712	TML Insurance Payment	94.25
4756	Revenue County Cash Match	106,113.01
4758	COSA Funds	28,764.51
4759	AMR Medical Transportation	7,466.14
4760	CVEDD Vendor Contract	51,312.00
4762	FGP Vendor Contract	368.00
4763	Transp Aging Vendor Cont	2,475.00
4764	SCP Vendor Contract	148.00
	<b>Total Revenue</b>	<u><b>1,147,343.42</b></u>
<b>Expenditures</b>		
5110	General Wages	127,963.09
5118	General Overtime Wages	1,180.06
5150	Vacation Time Allocation	23,995.03
5151	Medicare Tax	4,720.66
5172	Workers Comp Insurance	12,318.04
5173	SUTA	985.68
5174	Health Insurance Benefit	75,994.42
5175	Dental Insurance Benefit	3,043.71
5176	Life Insurance Benefits	2,337.14
5177	HSA Insurance Benefit	1,885.05
5181	Retirement	39,062.59
5199	Management and Administration Indirect	32,591.81
5203	Uniforms	108.88
5204	Greyhound Pass-Thru	6,440.35
5206	HR Service Center	12,780.18
5207	Procurement Service Center	24,828.43
5208	Information Technology Service Center	19,335.48
5210	Driver Wages	180,982.86
5217	Dispatch/Customer Service Wages	17,904.01
5218	Driver Overtime Wages	9,693.69
5219	Dispatch/Customer Service Overtime Wages	135.47
5222	Driver Double Time	501.35
5291	Contract Services	3,024.67
5309	Travel-In Region	7.93
5351	Fuel	48,877.33
5352	Lubricant, Oil, Other Fluids(except Fuel)	2,048.54

**CVTD**  
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures - Nancy  
From 9/1/2021 Through 10/31/2021

		<u>Current Period Actual</u>
5361	Vehicle Maintenance	41,733.08
5363	Tires	6,843.80
5431	Utilities	2,860.07
5451	Facility Maintenance	2,622.77
5510	Supplies	4,089.49
5516	Supplies - Bus/Service Vehicles	4,667.15
5520	Parts Supplies	1,724.13
5622	Computers/Software	9,540.00
5623	Capital Equipment	41,850.35
5629	Tools	2,062.81
5632	Copier	144.91
5711	Insurance	18,599.49
5712	Communications - Bus	54,441.19
5713	Cell Phones	153.14
5714	Internet	31.20
5721	Printing	1,189.44
5723	Publications	1,160.95
5736	Capital Construction	223,234.25
5737	Capital Construction Planning	1,200.67
5738	Capital Construction Administration	1,125.00
5753	Dues and fees	1,907.97
5754	Vehicle Registration	8.50
5762	Postage/freight	116.28
5791	Other	2,960.09
5792	Coffee Expense	269.41
5793	Physicals	485.00
5796	Safety	1,109.35
5810	Multi-Modal Supplies	4,090.65
5811	Multi-Modal Insurance	1,965.02
5814	Multi-Modal Internet	2,426.32
5831	Multi-Modal Utilities	3,781.53
5851	Multi-Modal Building Maintenance	3,117.89
5861	Multi-Modal Communications	988.22
6999	Transportation Toll Credits	3,326.00
	Total Expenditures	<u>1,098,572.57</u>
	Excess Revenue over Expenditures	<u><u>48,770.85</u></u>

CVTD  
Expenditure Journal  
From 9/1/2021 Through 10/31/2021

Grant Code	Grant Title	General Ledger Expenditures	Account Payable Expenditures	Total
010	ICB Program	10,800.46	0.00	10,800.46
018	Extended Medical Transp Program	3,789.23	0.00	3,789.23
019	Grant 019, Link Road Facility Operations	0.00	1,606.31	1,606.31
020	Grant 020, US Dept Commerce Facility	30.00	135,761.00	135,791.00
023	Grant 023, Transit Construction Link Road	12,278.71	93,834.30	106,113.01
813	Grant 813, CVTD Urban FY 20-21	(7,508.14)	8,774.53	1,266.39
814	Grant 814, CVTD Rural FY 20-21	(6,200.68)	6,198.26	(2.42)
817	Grant 817, RCTP-2020-CVTD-00016	6,087.21	3,024.67	9,111.88
823	Grant 823, Mobility Urban 5310-2019-074	9,898.53	0.00	9,898.53
824	Grant 824, Mobility Rural 5310-2019-074	1,066.96	0.00	1,066.96
825	CVTD Rural CARES 2021-00026	4,057.52	73,139.06	77,196.58
M01	Grant M01, Mobility Urban 5310-2021-	5,140.57	4,770.00	9,910.57
M02	Grant M02, Mobility Rural 5310-2021-0027	4,495.78	4,770.00	9,265.78
R01	Grant R01, CVTD Rural FY 21-22	199,525.14	52,838.01	252,363.15
U01	Grant U01, CVTD Urban FY 21-22	<u>355,826.29</u>	<u>114,568.85</u>	<u>470,395.14</u>
	Report Total	<u>599,287.58</u>	<u>499,284.99</u>	<u>1,098,572.57</u>

**CVTD**  
**Reconcile Cash Accounts**

**Summary**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

Bank Balance	792,955.29	
Less Outstanding Checks/Vouchers	13,563.01	
Plus Deposits in Transit	0.00	
Plus or Minus Other Cash Items	0.00	
Plus or Minus Suspense Items	<u>0.00</u>	
Reconciled Bank Balance	779,392.28	
Balance Per Books	<u>779,547.05</u>	
Unreconciled Difference	<u><u>(154.77)</u></u>	<i>O'Reilly item credited back in Nov</i>

**Click the Next Page toolbar button to view details.**

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

**Outstanding Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
23313	10/19/2021	System Generated Check/Voucher	750.00	CONSTRUCTION SERVICES
23317	10/19/2021	System Generated Check/Voucher	156.25	Mikayla Dillon
23323	10/26/2021	System Generated Check/Voucher	158.36	Alpha Batteries Plus, LLC
23326	10/26/2021	System Generated Check/Voucher	79.10	ATMOS ENERGY
23329	10/26/2021	System Generated Check/Voucher	60.00	CTWP
23330	10/26/2021	System Generated Check/Voucher	6,659.40	ENGINE PRO MACHINE LLC
23331	10/26/2021	System Generated Check/Voucher	623.43	FLORES TIRE & AUTO
23332	10/26/2021	System Generated Check/Voucher	648.25	HOME MOTORS, INC.
23335	10/26/2021	System Generated Check/Voucher	200.59	JIM BASS FORD, INC.
23337	10/26/2021	System Generated Check/Voucher	1,353.75	MELODY'S SOUTHWEST CONSORTIUM
23338	10/26/2021	System Generated Check/Voucher	859.74	O'REILLY'S AUTO PARTS, INC.
23339	10/26/2021	System Generated Check/Voucher	55.00	SAV-A-LIFE SKILLS
23340	10/26/2021	System Generated Check/Voucher	1,160.95	STANDARD TIMES
23341	10/26/2021	System Generated Check/Voucher	301.00	TXU ENERGY RETAILS COMPANY LLC
23342	10/26/2021	System Generated Check/Voucher	167.19	Unifirst Holding Inc
23344	10/26/2021	System Generated Check/Voucher	330.00	WEST TEXAS REHABILITATION CENTER
Outstanding Checks/Vouchers			13,563.01	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

**Cleared Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
23259	9/21/2021	System Generated Check/Voucher	800.00	HORACIO CASILLAS
23271	9/29/2021	System Generated Check/Voucher	137.87	Amazon Capital Services, Inc.
23272	9/29/2021	System Generated Check/Voucher	105.00	ANGELO TIRE AND ALIGNMENT LLC
23273	9/29/2021	System Generated Check/Voucher	45.00	BUG EXPRESS
23274	9/29/2021	System Generated Check/Voucher	2,780.00	CONSTANCIO TIRE AND FLEET
23275	9/29/2021	System Generated Check/Voucher	60.00	CTWP
23276	9/29/2021	System Generated Check/Voucher	250.00	ENER-TEL SERVICES INC
23277	9/29/2021	System Generated Check/Voucher	2,536.46	ENGINE PRO MACHINE LLC
23278	9/29/2021	System Generated Check/Voucher	1,100.26	HOUSE OF CHEMICALS
23279	9/29/2021	System Generated Check/Voucher	300.00	MELODY'S SOUTHWEST CONSORTIUM
23280	9/29/2021	System Generated Check/Voucher	469.46	O'REILLY'S AUTO PARTS, INC.
23281	9/29/2021	System Generated Check/Voucher	1,403.60	SUPERIOR SERVICES
23282	9/29/2021	System Generated Check/Voucher	11,062.00	TML INTERGOVERNMENTAL RISK POOL
23283	9/29/2021	System Generated Check/Voucher	333.42	TXU ENERGY RETAILS COMPANY LLC
23284	9/29/2021	System Generated Check/Voucher	981.81	TXU ENERGY RETAILS COMPANY LLC
23285	9/29/2021	System Generated Check/Voucher	167.19	Unifirst Holding Inc
23286	10/5/2021	System Generated Check/Voucher	748.99	Amazon Capital Services, Inc.
23287	10/5/2021	System Generated Check/Voucher	548.64	ANGELO AUTO GLASS
23288	10/5/2021	System Generated Check/Voucher	150.00	AUTOMATIC FIRE PROTECTION, INC.
23289	10/5/2021	System Generated Check/Voucher	502.00	CONSTANCIO TIRE AND FLEET
23290	10/5/2021	System Generated Check/Voucher	1,629.71	HOUSE OF CHEMICALS
23291	10/5/2021	System Generated Check/Voucher	122.89	O'REILLY'S AUTO PARTS, INC.
23292	10/5/2021	System Generated Check/Voucher	110.00	SAV-A-LIFE SKILLS
23293	10/5/2021	System Generated Check/Voucher	213.00	SUPERIOR SERVICES
23294	10/5/2021	System Generated Check/Voucher	55.73	Unifirst Holding Inc
23295	10/13/2021	System Generated Check/Voucher	13,359.00	American and Sales and Service, INC

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

**Cleared Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
23296	10/13/2021	System Generated Check/Voucher	35.50	ANGELO WATER SERVICE
23297	10/13/2021	System Generated Check/Voucher	6,850.00	Bowles Heating and Cooling, INC
23298	10/13/2021	System Generated Check/Voucher	35.00	CONSTANCIO TIRE AND FLEET
23300	10/13/2021	System Generated Check/Voucher	13,023.85	ENGINE PRO MACHINE LLC
23301	10/13/2021	System Generated Check/Voucher	55.00	SAV-A-LIFE SKILLS
23291	10/18/2021	System Generated Check/Voucher	(122.89)	O'REILLY'S AUTO PARTS, INC.
23314	10/19/2021	System Generated Check/Voucher	1,580.16	AT&T MOBILITY
23315	10/19/2021	System Generated Check/Voucher	21,039.08	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
23316	10/19/2021	System Generated Check/Voucher	18,508.36	Cross Texas Supply
23318	10/19/2021	System Generated Check/Voucher	7.00	ENGINE PRO MACHINE LLC
23319	10/19/2021	System Generated Check/Voucher	391.50	HOME MOTORS, INC.
23320	10/19/2021	System Generated Check/Voucher	122.89	O'REILLY'S AUTO PARTS, INC.
23321	10/19/2021	System Generated Check/Voucher	15,889.63	WEX BANK
23322	10/19/2021	System Generated Check/Voucher	963.26	TXU ENERGY RETAILS COMPANY LLC
23324	10/26/2021	System Generated Check/Voucher	128.00	ANGELO RO EXPRESS, LLC
23325	10/26/2021	System Generated Check/Voucher	3,024.67	ASU STUDENT ACCOUNTS - BURSAR'S OFFICE
23327	10/26/2021	System Generated Check/Voucher	45.00	BUG EXPRESS
23328	10/26/2021	System Generated Check/Voucher	1,588.00	CONSTANCIO TIRE AND FLEET
23333	10/26/2021	System Generated Check/Voucher	727.78	HOUSE OF CHEMICALS
23334	10/26/2021	System Generated Check/Voucher	4,055.50	J AND C BODY SHOP
23336	10/26/2021	System Generated Check/Voucher	147.20	LONGHORN OFFICE PRODUCTS, INC
23343	10/26/2021	System Generated Check/Voucher	1,256.70	WEST TEXAS FIRE EXTINGUISHER INC
Cleared Checks/Vouchers			129,323.22	

**CVTD  
Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

**Cleared Deposits**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CRT12282737	10/1/2021	Saferide Medical Transportation	4,630.21	
CRT12282745	10/1/2021	Bus Fares 10-01-2021	371.97	
CRT12282747	10/1/2021	Boys and Girls Club ck 1404	765.00	
CRT12282753	10/4/2021	Bus Fares 10-04-2021	186.00	
CRT12282748	10/5/2021	AMR EMSC 100421	2,456.50	
CRT12282752	10/5/2021	Token Transit 10-05-2021	149.00	
CRT12282759	10/5/2021	Bus Fares 10-05-2021	679.90	
CRT12282760	10/7/2021	AMR EMSC 100621	1,319.00	
CRT12282761	10/7/2021	Misty Caldwell Charter Service	312.50	
CRT12282765	10/7/2021	Bus Fares 10-07-2021	456.91	
CRT12282768	10/8/2021	E Deposit 10/08/2021	6,146.89	
CRT12282776	10/8/2021	Bus Fares 10-08-2021	235.91	
CRT12282772	10/12/2021	AMR EMSC 101121	1,286.40	
CRT12282773	10/12/2021	Saferide Medical Transportation	3,480.43	
CRT12282774	10/12/2021	Token Transit 10-12-2021	158.00	
CRT12282778	10/12/2021	Bus Fares 10-12-2021	455.70	
CRT12282782	10/13/2021	Bus Fares 10-13-2021	240.21	
CRT12282784	10/14/2021	State Comptroller payment 2399522	6,900.00	
CRT12282785	10/14/2021	State Comptroller payment 2399521	5,279.00	
CRT12282786	10/14/2021	AMR EMSC 101321	4,312.90	
CRT12282787	10/14/2021	Bus Fares 10-14-2021	156.87	
CRT12282789	10/15/2021	Saferide Medical Transportation	5,603.52	
CRT12282790	10/15/2021	Bus Fares deposit correction 10-08-2021	0.10	
CRT12282792	10/15/2021	Bus Fares 10-15-2021	467.84	
CRT12282793	10/15/2021	Jack L. Hall ck 1188	4.00	
CRT12282794	10/15/2021	West Texas Counseling & Guidance ck 014031	150.00	
CRT12282795	10/15/2021	Catholic Outreach Services ck 1146	320.00	
CRT12282803	10/15/2021	E Deposit 10-15-2021	82,248.64	
CRT12282804	10/15/2021	Boys and Girls Club ck 1419	765.00	
CRT12282806	10/18/2021	Bus Fares 10-18-2021	223.53	
CRT12282809	10/19/2021	AMR EMSC 101821	152.45	
CRT12282811	10/19/2021	Token Transit 10-19-2021	235.00	
CRT12282812	10/19/2021	Bus Fares 10-19-2021	414.70	
CRT12282819	10/20/2021	Bus Fares 10-20-2021	279.54	
CRT12282817	10/21/2021	State Comptroller payment 3010311	75,834.00	
CRT12282818	10/21/2021	AMR EMSC 102021	40.00	
CRT12282821	10/21/2021	Bus Fares 10-21-2021	262.18	
CRT12282825	10/22/2021	E Deposit 10-22-2021	52,362.87	
CRT12282832	10/22/2021	Bus Fares 10-22-2021	119.72	
CRT12282830	10/25/2021	Bus Fares 10-25-2021	190.91	
CRT12282827	10/26/2021	Saferide Medical Transportation	35.00	
CRT12282828	10/26/2021	AMR EMSC 102521	3,471.45	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**

**Reconciliation ID: Reconciliation October 2021**

**Reconciliation Date: 10/31/2021**

**Status: Open**

**Cleared Deposits**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CRT12282834	10/26/2021	Catholic Outreach Services ck 1152	180.00	
CRT12282835	10/26/2021	Bus Fares 10-26-2021	359.97	
CRT12282839	10/26/2021	Token Transit 10-26-2021	166.00	
CRT12282838	10/27/2021	Saferide Medical Transportation	11,959.30	
CRT12282840	10/27/2021	Bus Fares 10/27/2021	350.55	
CRT12282842	10/28/2021	Bus Fares 10-28-2021	292.48	
CRT12282844	10/29/2021	FTA doc 1515160764	2,359.00	
CRT12282848	10/29/2021	Menard County ck 4267	15,324.23	
CRT12282852	10/29/2021	Bus Fares 10-29-2021	240.92	
CRT12282854	10/29/2021	Standard Sales charter services	1,000.00	
Cleared Deposits			295,392.20	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

**Cleared Other Cash Items**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT12283409	10/15/2021	Correct CRT12282790 done backwards	(0.20)
JVT12283295	10/19/2021	Shortage in bag # 51687435	(1.00)
Cleared Other Cash Items			(1.20)
			<hr/> <hr/>

**CVTD**  
**Reconcile Cash Accounts**

**Summary**

**Cash Account: 1119 First Financial ICB Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

Bank Balance	10,145.83
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	10,145.83
Balance Per Books	<u>10,145.83</u> ✓
Unreconciled Difference	<u><u>0.00</u></u>

**Click the Next Page toolbar button to view details.**

completed 11/5/21 DF

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1119 First Financial ICB Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

**Cleared Deposits**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CRT12282746	10/1/2021	Greyhound cash deposit 10-01-2021	66.00	
CRT12282754	10/4/2021	Greyhound cash deposit 10-04-2021	207.00	
CRT12282758	10/5/2021	Greyhound cash deposit 10-05-2021	70.00	
CRT12282762	10/7/2021	Greyhound cash deposit 10-07-2021	158.00	
CRT12282775	10/8/2021	Greyhound cash deposit 10-08-2021	190.00	
CRT12282779	10/12/2021	Greyhound cash deposit 10-12-2021	554.00	
CRT12282781	10/13/2021	Greyhound ACH Receivable	673.26	
CRT12282783	10/13/2021	Greyhound cash deposit 10-13-2021	70.00	
CRT12282788	10/14/2021	Greyhound cash deposit 10-14-2021	164.00	
CRT12282791	10/15/2021	Greyhound cash deposit 10-15-2021	177.00	
CRT12282807	10/18/2021	Greyhound cash deposit 10-18-2021	461.00	
CRT12282820	10/20/2021	Greyhound cash deposit 10-20-2021	57.00	
CRT12282822	10/21/2021	Greyhound cash deposit 10-21-2021	127.00	
CRT12282833	10/22/2021	Greyhound cash deposit 10-22-2021	15.00	
CRT12282831	10/25/2021	Greyhound cash deposit 10-25-2021	265.30	
CRT12282836	10/26/2021	Greyhound cash deposit 10-26-2021	392.85	
CRT12282841	10/27/2021	Greyhound cash deposit 10-27-2021	352.00	
CRT12282843	10/28/2021	Greyhound cash deposit 10-28-2021	291.00	
CRT12282853	10/29/2021	Greyhound cash deposit 10-29-2021	217.00	
Cleared Deposits			4,507.41	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1119 First Financial ICB Bank Acct**  
**Reconciliation ID: Reconciliation October 2021**  
**Reconciliation Date: 10/31/2021**  
**Status: Open**

**Cleared Other Cash Items**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT43722213	10/5/2021	Record ACH Greyhound 09/22/2021 - 09/30/2021	(1,518.40)
JVT43722225	10/12/2021	Record Greyhound ACH 10/01 - 10/07 Conf.#21442	(625.00)
JVT43722229	10/20/2021	Record ACH Greyhound 10-08/10-14-2021 PD 10/20/2021 Conf#01748	(963.75)
JVT43722237	10/28/2021	Record ACH Greyhound 10/15 - 10/21/2021 Conf#81595 10/28/2021	(645.00)
Cleared Other Cash Items			<hr/> <b>(3,752.15)</b> <hr/> <hr/>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Petty Cash  
Account 1198

Description	Amount
Greyhound Box Petty Cash Added 7/27/18	100.00 JVT42363399
Fare Box Petty Cash Added 4/30/19	<u>50.00 JVT11942499</u>
	<u>150.00 *</u>

\*Funds for petty cash account is to remain at \$150 at all times  
(Petty Cash box is reconciled every Monday. Reconciliation forms are scanned to the trans drive titled "petty cash safe logs")

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 October 31, 2021

FTA/TxDOT Urban AR  
 Account 1241

Description	Amount		
Record Billing FTA 2nd Billing Sept-21	120,520.00	JVT43722260	Paid 11/17/21
Record Billing FTA 2020-175 Billing Oct-21	139,807.00	JVT43722293	Paid 12/1/21
Accrued Billing FTA Aug-21	1,176.00	JVT4301196	
Accrued Billing FTA Aug-21	3,068.00	JVT43722361	
Accrued Billing FTA 2020-175 Oct-21	633.00	JVT43722363	
FTA 2020-175-01 Y403	<u>265,204.00</u>		
Record U-State Sept-21 Billing	85,175.00	JVT43102252	Paid 12/10/21
Record U-State Oct-21 Billing	91,667.00	JVT43031190	
Total Urban State-2020-CVTD-00	<u>176,842.00</u>		
Total	<u><u>442,046.00</u></u>		

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 October 31, 2021

TXDOT Rural  
 Account 1242

Description	Amount		
Record 5311-2020 Billing Aug-21	24,490.00	JVT43031061	Paid 11/16/21
Record 5311-2020 Billing Aug-21 2nd Billing	2,339.00	JVT43102236	Paid 11/16/21
Record 5311-2020 Rural Billing Sept-21	42,746.00	JVT43722251	
Record 5311-2021 Rural Billing Sept-21	30,806.00	JVT43031160	
Record 5311-2021 Rural Billing Sept-21	62,893.00	JVT43031220	
Record 5311-00067 Billing Oct-21	7,983.00	JVT43031219	
Record 5311-00067 Billing Adj Rev	(6,045.00)	JVT43031160	
Correct JVT4372300 Rev Acc Dell	711.00	JVT43722348	
Total State Federal - 5311-2020-CVTD-00067	165,923.00		
Accrue R-State Aug-21 Billing	24,320.00	JVT43031042	Paid 11/16/21
Record R-State Billing Aug-21 2nd Billing	2,339.00	JVT43102237	Paid 11/16/21
Record R-State Aug-21	57,026.00	JVT43031162	
Record R-State Oct-21	53,108.00	JVT43031221	
Accrue R-State Billing Oct-21	46.00	JVT43031224	
Total Rural State-2020-CVTD-00197	136,839.00		
Total State Federal - 5311-2021-CVTD-00026	-		
Total	302,762.00		

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Accounts Receivable, TXDOT Mobility 5310  
Account 1251

Description	Amount			
Record Oct-21 U-Billing	9,610.00	JVT43102257	Paid 12/16/21	CRT12283023
Record Oct-21 R-Billing	9,003.00	JVT43102257	Paid 12/16/21	CRT12283023
Record 5310 Billing Sept-21	7,807.00	JVT43031103	Pd 11/16/21	CRT12282897
Record 5310 Billing Sept-21	841.00	JVT43031103	Pd 11/16/21	CRT12282897
Total 5310-2019-00023	<u>27,261.00</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
September 30, 2021

EDA Accounts Receivable, US Dept Commerce-EDA  
Account 1270

Description	Amount
Recod EDA Billing 6	108,632.80 JVT12283516
Total	<u>108,632.80</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

FTA TX-2020-096 CARES ACT AR  
Account 1275

Description	Amount
Record FTA CARES August Accrual	42,418.00 JVT43722271 Rev 11/22/21
	-
Total FTA 2020-096-01 CARES	<u>42,418.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

TXDOT Rural CARES ACT  
Account 1276

Description	Amount	
Accrue Aug-21 Billing	20.00	JVT43031196
Record Sept-21 Billing	4,210.00	JVT43722278 paid 12/10/21
Record Aug-21 Billing	21.00	JVT43102244 paid 12/10/21
Record Oct-21 Billing	74,664.00	JVT43722297
Record Additional Sept Billing	6,045.00	JVT43722338
Total State Federal - 5311-2020-CARES ACT	<u>84,960.00</u>	

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

TXDOT Regional Planning  
Account 1279

Description	Amount
Record Aug-21 Billing	3,249.00 JVT43102223
Accrue RCTB Billing Sept-21	2,348.00 JVT43031092
Record RCTP Billing Sept-21	<u>2,958.00</u> JVT43031136
	<u>8,555.00</u>

*NOTE: bill \$2,348.00 when the deliverables are met, see PGA.*

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 October 31, 2021

Accounts Receivable Medical Transportation  
 Account 1300

Description	Amount
Record AMR Inv #09042021	- paid \$277.70 9/14/21, paid \$1284.75 9/21/21
Record AMR Inv #09112021	- paid \$374.40 9/21/21, paid \$1,368.10 9/23/821, paid 40.00 on 10/21/21
Record AMR Inv #09182021	- paid \$1447.70 on 10/5/21, paid 103.85 on 10/19/21
Record AMR Inv #09252021	- paid 1008.80 on 10/5/21, paid 1140.40 on 10/7/21
Record AMR Inv #09302021	(0.00) paid 178.60 on 10/7/21, paid 1286.40, paid 48.60 on 10/19/21
Record AMR Inv #10092021	80.00 paid 4312.90 on 10/14/21, paid 20.00 on 10/26/21
Record AMR Inv #10162021	435.50 paid 3451.45 on 10/29/21
Record AMR Inv #10262021	3,375.50
Record AMR Inv #10302021	3,372.95
Total AMR Billings	<u>7,263.95</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Deferred Income - Saferide Medical Transportation  
Account 1306

Description	Amount	
Record SAFERIDE Inv 08-31-21 additional billing	(275.92)	Paid: 337.36 on 9/27/21, 628.96 on 10/12/21
Record SAFERIDE Inv 09-04-21	-	Paid \$2780.92 on 10/12/21
Record SAFERIDE Inv 09-11-21	0.00	Paid \$4,354.29 on 10/1/21, Paid \$70.55 on 10/12/21
Record SAFERIDE Inv 09-18-21	-	Paid \$5,603.52 on 10/15/21
Record SAFERIDE Inv 09-25-21	-	Paid \$7,604.83 on 10/27/21
Record SAFERIDE Inv 09-30-21	-	Paid \$4,354.47 on 10/27/21
Record SAFERIDE Inv 09-24-21 additional billing	63.70	
Record SAFERIDE Inv 10-09-21	4,782.46	
Record SAFERIDE Inv 10-16-21	5,355.57	
Record SAFERIDE Inv 10-23-21	4,370.91	
Record SAFERIDE Inv 10-30-21	6,308.67	
Total Saferide Billings	<u>20,605.39</u>	

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Crockett County  
Account 1372

Description	Amount			
Record Monthly Membership Sept-21	3,714.56	JVT43031035	paid 11/05/21	CRT12282877
Record Monthly Membership Oct-21	3,714.56	JVT43031036	paid 11/05/21	CRT12282877
Total	<u>7,429.12</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Kimble County  
Account 1374

Description	Amount			
Record Monthly Membership Oct-21	1,512.67	JVT43031009	Paid 11/19/21	CRT12282915
	-			
Total	<u>1,512.67</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

McCulloch County  
Account 1375

Description	Amount			
Record Monthly Membership Oct-21	4,762.68	JVT43031008	Paid 11/5/21	CRT12282877
	<u>4,762.68</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Schleicher County  
Account 1378

Description	Amount
Record Monthly Membership Oct-21	3,429.73 JVT43031034

Total 3,429.73

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

West Texas Counseling and Guidance  
Account 1381

Description	Amount
Record Oct-2021 WTCG	375.00 JVT43031131

Total 375.00

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Workforce Solutions (CV Workforce Development)  
Account 1386

Description	Amount
Record Oct 26 2021-WSCV	30.00 JVT43031096
Total	<u>30.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Tom Green County  
Account 1385

Description	Amount			
Record Yearly Membership FY 21-22	54,480.22	JVT43102231	Paid 11/5/21	CRT12282877
Total	<u>54,480.22</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

City of San Angelo  
Account 1386

Description	Amount	
MPO-COSA FY21-22	14,400.00	JVT43102267
COSA FY21-22 Urban Services	337,391.00	JVT43102268
COSAGFB FY21-22 Urban Services	<u>48,000.00</u>	JVT43102269
Total	<u>399,791.00</u>	

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Angelo State University  
Account 1387

Description	Amount			
RAM TRAM - Oct 21	<u>7,719.98</u>	JVT43031129	paid 11/14/21	CRT12282866
Total	<u>7,719.98</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Area Agency on Aging  
Account 1389

Description	Amount
AAA Urban trips Billing Oct-21	922.50 JVT43031142
Total	<u>922.50</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

CV Foster Grandparent  
Account 1390

Description	Amount			
Record invoice Oct-21 FGP	124.00	JVT43031133	paid 11/19/21	CRT12282915
	-			
	-			
	Total	<u>124.00</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Accounts Receivable-General  
Account 1391

Description	Amount	
Record San Angelo Nursing & Rehab Inv Apr 2021	7.50	JVT43101969
Record SANR Aug-21	82.50	JVT43102188
Record Boys & Girls Club Sept-21	1,615.00	JVT43031032
Record Boys & Girls Club Oct-21	1,530.00	JVT43031130
BGCSA Overpayment - Refunded in Nov.	(765.00)	CRT12282747
BGCSA Overpayment - Refunded in Nov.	(595.00)	CRT12282803
BGCSA Overpayment - Refunded in Nov.	(765.00)	CRT12282804
Total	<u>1,110.00</u>	

NOTE:

Sent a follow up email to SANR on 8/24 & 8/31

Message left for Jim Reynolds on 9/8, email rec'd from Jim with updated contact

Follow up emails to new contact sent on 9/8; 9/14; 9/30; 10/13 & 11/8

11/8/21: Left message for Jim

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

CV Senior Companion  
Account 1393

Description	Amount			
Record SCP Billing Oct-21	106.00	JVT43031134	Paid 11/19/21	CRT12282915
Total	<u>106.00</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

CV Economic Development  
Account 1394

Description	Amount			
Record Invoice Oct-21 R-5310	1,998.00	JVT43031148	Paid 11/24/21	CRT12282933
Record Invoice Sept-21 U-5310	28,560.00	JVT43031149	Paid 11/24/21	CRT12282933
Total	<u>30,558.00</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Bus Passes Receivable  
Account 1396

Description	Amount			
Record Oct 4 - MHMR	<u>525.00</u>	JVT43031025	paid 11/5/21	CRT12282877
Total	<u>525.00</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Bronte Health & Rehab  
Account 1402

Description	Amount
Record BHRC Inv Oct-21	760.00 JVT43031132
Total	<u>760.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Prepaid General Expenses  
Account 1593

Description	Amount	
Melodys Southwest DOT Mbrshp Agreement Oct - Dec Inv 203214 (Nov)	176.25	Rev in Dec-21
Melodys Southwest DOT Mbrshp Agreement Oct - Dec Inv 203214 (Nov)	15.00	Rev in Dec-21
Melodys Southwest DOT Mbrshp Agreement Oct - Dec Inv 203214 (Dec)	176.25	Rev in Dec-21
Melodys Southwest DOT Mbrshp Agreement Oct - Dec Inv 203214 (Dec)	15.00	Rev in Dec-21
<b>Total</b>	<u>382.50</u>	



**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 10/1/2021 Through 10/31/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Alpha Batteries Plus, LLC	10/4/2021	00082	325.96	0.00	0.00	0.00	0.00	325.96
	11/1/2021	00099	<u>325.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>325.92</u>
Total Alpha Batteries Plus, LLC			651.88	0.00	0.00	0.00	0.00	651.88
TXU ENERGY RETAILS COMPANY LLC	11/10/2021	055252781837	752.63	0.00	0.00	0.00	0.00	752.63
	11/12/2021	056277234420	<u>276.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>276.06</u>
Total TXU ENERGY RETAILS COMPANY LLC			1,028.69	0.00	0.00	0.00	0.00	1,028.69
CONSTANCIO TIRE AND FLEET	10/27/2021	093160	70.00	0.00	0.00	0.00	0.00	70.00
	10/27/2021	093163	<u>35.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35.00</u>
Total CONSTANCIO TIRE AND FLEET			105.00	0.00	0.00	0.00	0.00	105.00
Bruton Trailer Sales, Inc.	10/18/2021	10182021 CVT	<u>7,983.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,983.00</u>
Total Bruton Trailer Sales, Inc.			7,983.00	0.00	0.00	0.00	0.00	7,983.00
CONSTRUCTI... SERVICES	10/31/2021	110-034	<u>375.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>375.00</u>

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 10/1/2021 Through 10/31/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total CONSTRUCTI... SERVICES			375.00	0.00	0.00	0.00	0.00	375.00
ANGELO TIRE AND ALIGNMENT LLC	10/22/2021	121019	170.63	0.00	0.00	0.00	0.00	170.63
Total ANGELO TIRE AND ALIGNMENT LLC			170.63	0.00	0.00	0.00	0.00	170.63
KFW ARCHITECTS, INC.	10/4/2021	14 KFW	1,200.67	0.00	0.00	0.00	0.00	1,200.67
Total KFW ARCHITECTS, INC.			1,200.67	0.00	0.00	0.00	0.00	1,200.67
HOME MOTORS, INC.	10/20/2021	146398	155.00	0.00	0.00	0.00	0.00	155.00
	10/22/2021	146456	320.00	0.00	0.00	0.00	0.00	320.00
Total HOME MOTORS, INC.			475.00	0.00	0.00	0.00	0.00	475.00
TML INTERGOVER... RISK POOL	10/1/2021	1479 10012021	10,502.51	0.00	0.00	0.00	0.00	10,502.51
Total TML INTERGOVER... RISK POOL			10,502.51	0.00	0.00	0.00	0.00	10,502.51

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 10/1/2021 Through 10/31/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
ENGINE PRO MACHINE LLC	9/20/2021	16036	1,996.32	0.00	0.00	0.00	0.00	1,996.32
	10/4/2021	16081	807.25	0.00	0.00	0.00	0.00	807.25
	10/6/2021	16088	221.00	0.00	0.00	0.00	0.00	221.00
	10/8/2021	16101	1,831.30	0.00	0.00	0.00	0.00	1,831.30
	10/12/2021	16106	221.00	0.00	0.00	0.00	0.00	221.00
	10/12/2021	16107	221.00	0.00	0.00	0.00	0.00	221.00
	10/13/2021	16112	221.00	0.00	0.00	0.00	0.00	221.00
	10/19/2021	16131	1,073.61	0.00	0.00	0.00	0.00	1,073.61
	10/19/2021	16132	566.00	0.00	0.00	0.00	0.00	566.00
	10/19/2021	16133	566.00	0.00	0.00	0.00	0.00	566.00
	10/20/2021	16138	2,860.00	0.00	0.00	0.00	0.00	2,860.00
	10/25/2021	16143	1,316.32	0.00	0.00	0.00	0.00	1,316.32
	10/25/2021	16144	1,250.00	0.00	0.00	0.00	0.00	1,250.00
	10/26/2021	16148	221.00	0.00	0.00	0.00	0.00	221.00
	10/26/2021	16150	807.25	0.00	0.00	0.00	0.00	807.25
Total ENGINE PRO MACHINE LLC			14,179.05	0.00	0.00	0.00	0.00	14,179.05
OFFICE FURNITURE DISCOUNTERS	10/7/2021	16951	1,736.00	0.00	0.00	0.00	0.00	1,736.00
Total OFFICE FURNITURE DISCOUNTERS			1,736.00	0.00	0.00	0.00	0.00	1,736.00
FLORES TIRE & AUTO	10/21/2021	17867	197.47	0.00	0.00	0.00	0.00	197.47
Total FLORES TIRE & AUTO			197.47	0.00	0.00	0.00	0.00	197.47
Amazon Capital Services, Inc.	10/23/2021	17KY-CMTQ-...	356.48	0.00	0.00	0.00	0.00	356.48
	10/7/2021	1F7M-4WHF-...	190.22	0.00	0.00	0.00	0.00	190.22

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 10/1/2021 Through 10/31/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
	10/24/2021	1PQV-MV7G-...	69.55	0.00	0.00	0.00	0.00	69.55
Total Amazon Capital Services, Inc.			616.25	0.00	0.00	0.00	0.00	616.25
DOUCET PLUMBING, INC.	10/5/2021	21-256411	1,126.35	0.00	0.00	0.00	0.00	1,126.35
	10/14/2021	21-256666	1,471.31	0.00	0.00	0.00	0.00	1,471.31
	10/12/2021	21-256791	135.00	0.00	0.00	0.00	0.00	135.00
Total DOUCET PLUMBING, INC.			2,732.66	0.00	0.00	0.00	0.00	2,732.66
ENER-TEL SERVICES INC	10/1/2021	257628	19.99	0.00	0.00	0.00	0.00	19.99
Total ENER-TEL SERVICES INC			19.99	0.00	0.00	0.00	0.00	19.99
ATMOS ENERGY	10/11/2021	4019946371 09-21	77.22	0.00	0.00	0.00	0.00	77.22
Total ATMOS ENERGY			77.22	0.00	0.00	0.00	0.00	77.22
CONSTANCIO TIRE AND FLEET	10/15/2021	442343	65.00	0.00	0.00	0.00	0.00	65.00
	10/20/2021	442348	35.00	0.00	0.00	0.00	0.00	35.00
	10/25/2021	442388	160.00	0.00	0.00	0.00	0.00	160.00

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 10/1/2021 Through 10/31/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total			260.00	0.00	0.00	0.00	0.00	260.00
CONSTANCIO TIRE AND FLEET								
WEST TEXAS REHABILITAT... CENTER	10/31/2021	45246	250.00	0.00	0.00	0.00	0.00	250.00
Total WEST TEXAS REHABILITAT... CENTER			250.00	0.00	0.00	0.00	0.00	250.00
SOUTHERN TIRE MART	7/15/2021	4930022611	416.80	0.00	0.00	0.00	0.00	416.80
	10/28/2021	4930024614	262.00	0.00	0.00	0.00	0.00	262.00
	10/28/2021	4930024782	282.00	0.00	0.00	0.00	0.00	282.00
Total SOUTHERN TIRE MART			960.80	0.00	0.00	0.00	0.00	960.80
CONSTANCIO TIRE AND FLEET	10/19/2021	499926	362.00	0.00	0.00	0.00	0.00	362.00
	10/22/2021	499939	211.00	0.00	0.00	0.00	0.00	211.00
Total CONSTANCIO TIRE AND FLEET			573.00	0.00	0.00	0.00	0.00	573.00
INTREPID ELECTRIC, INC	5/10/2021	5062	2,025.00	0.00	0.00	0.00	0.00	2,025.00

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 10/1/2021 Through 10/31/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total			2,025.00	0.00	0.00	0.00	0.00	2,025.00
INTREPID ELECTRIC, INC								
HOUSE OF CHEMICALS	10/8/2021	575356	1,847.79	0.00	0.00	0.00	0.00	1,847.79
Total HOUSE OF CHEMICALS			1,847.79	0.00	0.00	0.00	0.00	1,847.79
Q's PRINTING & DESIGN, INC.	10/8/2021	58615	1,089.46	0.00	0.00	0.00	0.00	1,089.46
Total Q's PRINTING & DESIGN, INC.			1,089.46	0.00	0.00	0.00	0.00	1,089.46
JC Roberts Construction Co., Inc.	10/4/2021	6	223,234.25	0.00	0.00	0.00	0.00	223,234.25
Total JC Roberts Construction Co., Inc.			223,234.25	0.00	0.00	0.00	0.00	223,234.25
O'REILLY'S AUTO PARTS, INC.	10/20/2021	6032-141152	4.99	0.00	0.00	0.00	0.00	4.99
	10/22/2021	6032-141353	222.63	0.00	0.00	0.00	0.00	222.63
	10/25/2021	6032-141652	37.73	0.00	0.00	0.00	0.00	37.73
	10/26/2021	6032-141734	67.76	0.00	0.00	0.00	0.00	67.76
	10/26/2021	6032-141803	9.48	0.00	0.00	0.00	0.00	9.48
Total O'REILLY'S AUTO PARTS, INC.			342.59	0.00	0.00	0.00	0.00	342.59

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 10/1/2021 Through 10/31/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
G&G AUTOMOTIVE	10/22/2021	62639	2,592.84	0.00	0.00	0.00	0.00	2,592.84
Total G&G AUTOMOTIVE			2,592.84	0.00	0.00	0.00	0.00	2,592.84
SKG ENGINEERING, LLC	8/30/2021	6603	2,500.00	0.00	0.00	0.00	0.00	2,500.00
Total SKG ENGINEERING, LLC			2,500.00	0.00	0.00	0.00	0.00	2,500.00
WEX BANK	10/23/2021	75157844	16,773.79	0.00	0.00	0.00	0.00	16,773.79
Total WEX BANK			16,773.79	0.00	0.00	0.00	0.00	16,773.79
AUTOMATIC FIRE PROTECTION, INC.	10/27/2021	81291021	50.00	0.00	0.00	0.00	0.00	50.00
	10/27/2021	81321021	50.00	0.00	0.00	0.00	0.00	50.00
Total AUTOMATIC FIRE PROTECTION, INC.			100.00	0.00	0.00	0.00	0.00	100.00
Unifirst Holding Inc	10/25/2021	839 0313277	55.73	0.00	0.00	0.00	0.00	55.73
Total Unifirst Holding Inc			55.73	0.00	0.00	0.00	0.00	55.73
4imprint, Inc.	10/19/2021	9373683	509.24	0.00	0.00	0.00	0.00	509.24

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 10/1/2021 Through 10/31/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total 4imprint, Inc.			509.24	0.00	0.00	0.00	0.00	509.24
ECOLANE USA, INC.	10/1/2021	CINV-010613	60,427.80	0.00	0.00	0.00	0.00	60,427.80
Total ECOLANE USA, INC.			60,427.80	0.00	0.00	0.00	0.00	60,427.80
Report Total			355,593.31	0.00	0.00	0.00	0.00	355,593.31

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 October 31, 2021

AP Owed to CVCOG  
 Account 2112

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
10/1/2021	Beginning Balance	(38,697.82)
	Mia Cervantes Aug and Sept Life Ins	35.38
	Grant 010-Expenses paid by CVCOG	2,436.40
	Grant 018-Expenses paid by CVCOG	2,246.11
	Grant 023-Expenses paid by CVCOG	10,017.50
	Grant 813-Expenses paid by CVCOG	99.84
	Grant 814-Expenses paid by CVCOG	4.19
	Grant 817-Expenses paid by CVCOG	3,129.18
	Grant 825-Expenses paid by CVCOG	1,940.70
	Grant M01-Expenses paid by CVCOG	5,140.57
	Grant M02-Expenses paid by CVCOG	4,495.78
	Grant R01-Expenses paid by CVCOG	98,031.10
	Grant U01-Expenses paid by CVCOG	184,363.12
	Justin Lowney payroll correction	(0.30)
	Total Amount owed to CVCOG	273,241.75
	MIP	<u>273,241.75</u>
	Variance	<u>0.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

AP Clearing Account  
Account 2115

<u>Description</u>	<u>Document Number</u>	<u>Amount</u>	<u>Effect Date</u>
Rev accrue Dell 2007143233172	JVT43722308	3,233.09	8/31/2021
Rv accrue VGI Inv I35225	JVT43031194	47.50	8/31/2021
Rev accrue TML 1479 Aug-21 deductible FY20-21	JVT43722301	500.00	8/31/2021
Accrue Urban Transpt 10794 APCs	JVT43722268	42,418.00	8/31/2021

Total 46,198.59

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Deferred Income City Of San Angelo  
Account 2911

Description	Amount
MPO-COSA FY21-22	14,400.00 JVT43102267
COSA FY21-22 Urban Services	337,391.00 JVT43102268
COSAGFB FY21-22 Urban Services	48,000.00 JVT43102269
Recognize COSA revenue Oct-21	(1,606.31) JVT43722285
Total	<u>398,184.69</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Deferred Income-Charter Payments  
Account 2914

<u>Description</u>	<u>\$ Amount</u>
J. Wilde & S. Shrinke 10-02-21 Charter	1,000.00 JVT43722202
Total	<u>1,000.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Deferred Income-Insurance Payments  
Account 2915

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
8/31/2021	TML ck 09046854 date of loss 8/13/21 AU149933	8,641.88
	Balance remaining on Vehicle 13-13	<u>8,641.88</u>
8/31/2021	Reserve TML Depot funds (delay in window repair due to COVID)	<u>21,463.94</u>
	<b>Total for Multi-Modal</b>	<u><b>21,463.94</b></u>
	Note: Northstar Construction currently working to repair damage to Depot Davis Bacon Interviews conducted 10/26/2021	
	<b>Total</b>	<u><b>30,105.82</b></u>

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 October 31, 2021

Deferred Income County Membership Dues  
 Account 2917

Description	Amount	
Coke County	5,961.34	paid 10/22/21
Concho County	<b>21,198.25</b>	paid 10/22/21
Crockett County	7,429.12	
Irion County	3,166.02	paid 10/15/21
Kimble County	3,025.34	paid 10/22/21
McCulloch County	9,525.36	paid 10/22/21
Menard County	<b>15,324.23</b>	paid 10/29/21
Reagan County	10,012.70	paid 10/8/21
Schleicher County	6,859.46	paid 10/22/21
Sterling County	2,279.84	paid 10/15/21
Sutton County	6,282.66	paid 10/22/21
Funds Recognized as Revenue	-	
Recognized funds applied to Link Rd	<u>(5,183.90)</u>	
Total Rural Program	<u>85,880.42</u>	
Recognize County Member Dues	(8.00)	
Tom Green County	54,480.22	
Funds Recognized as Revenue	<u>(100,921.11)</u>	
Total Urban Program	<u>(46,448.89)</u>	
Grand Total Dues Reserved	<u><u>39,431.53</u></u>	

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Deferred Income - Medical Transportation  
Account 2919

Description	Amount
Record AMR Inv 09-04-21	1,562.45
Record AMR Inv 09-11-21	1,782.50
Record AMR Inv 09-18-21	1,551.55
Record AMR Inv 09-25-21	2,149.20
Record AMR Inv 09-30-21	1,513.60
Record AMR Inv 10-09-2021	4,412.90
Record AMR Inv 10-16-2021	3,886.95
Record AMR Inv 10-26-2021	3,375.50
Record AMR Inv 10-30-2021	3,372.95
Total AMR Billings	<u>23,607.60</u>
Payments recognized for Sept 2021	(2,132.31)
Payments recognized for Oct 2021	(5,188.63)
Payments recognized for Nov 2021	
Payments recognized for Dec 2021	
Payments recognized for Jan 2022	
Payments recognized for Feb 2022	
Payments recognized for Mar 2022	
Payments recognized for Apr 2022	
Payments recognized for May 2022	
Payments recognized for June 2022	
Payments recognized for July 2022	
Payments recognized for Aug 2022	
Total Pending Payments Recognized	<u>(7,320.94)</u>
Grand Total Deferred AMR Revenue	<u><u>16,286.66</u></u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
October 31, 2021

Deferred Income-Bus Passes  
Account 2920

Description	Amount		
Record Oct 4 - MHMR	525.00	Pd 11/5/21	CRT12282877
Total	<u>525.00</u>		

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 October 31, 2021

Deferred Income - Saferide Medical Transportation  
 Account 2922

Description	Amount
Record SAFERIDE Inv 09-04-2021	2,780.92 JVT43102200
Record SAFERIDE Inv 09-11-2021	4,424.84 JVT43102204
Record SAFERIDE Inv 09-18-2021	5,603.52 JVT43031024
Record SAFERIDE Inv 09-25-2021	7,604.83 JVT43031027
Record SAFERIDE Inv 09-30-2021	4,354.47 JVT43031028
Record SAFERIDE Inv 09-24-2021 Straggler	63.70 JVT43722253
Record SAFERIDE Inv 10-09-21	4,782.46
Record SAFERIDE Inv 10-16-21	5,355.57
Record SAFERIDE Inv 10-23-21	4,370.91
Record SAFERIDE Inv 10-30-21	6,343.67
Total SAFERIDE Billings	<u>45,684.89</u>
Recognize Medicaid Funds Sept-21	-
Recognize Medicaid Funds	
Recognize Medicaid Funds	
Total Pending Payments Recognized	<u>-</u>
Grand Total Deferred AMR Revenue	<u><u>45,684.89</u></u>

SCHEDULE OF REVENUES BY SOURCE  
September 1, 2021 - August 31, 2022  
CV Transit District

Grant No	Grant Name	Federal	CARES	State	Federal	Program	Transit	TML	Transit	Sale of	CVEDD	Pass	FGP/SCP/Aging	Local	Toll	Total	Total	Excess Revenue	Notes	
				Administered	US Dept			Ins	Medical			Thru		Vendor	Revenue	Credits	Revenue			Expenditures
010	ICB Program	-	-	-	-	1,818.97	-	-	1,696.14	-	-	7,552.15	-	-	-	11,067.26	10,800.46	266.80	\$1,111.80 owed to Greyhound	
013	TML Depot Insurance Repairs	-	-	-	-	-	-	94.25	-	-	-	-	-	-	-	94.25	-	94.25	TML Payment received for building repair	
018	Extended Medical Transp Program	-	-	-	-	-	-	-	3,789.23	-	-	-	-	-	-	3,789.23	3,789.23	-		
019	Grant 019, Link Road Facility Operations	-	-	-	-	-	-	-	-	-	-	-	-	1,606.31	-	1,606.31	1,606.31	-		
020	Grant 020, US Dept Commerce Facility	-	-	-	-	108,632.80	-	-	-	-	-	-	-	27,158.20	-	135,791.00	135,791.00	-		
023	Grant 023, Transit Construction Link Road	-	-	-	-	-	-	-	-	-	-	-	-	106,113.01	-	106,113.01	106,113.01	-		
800	CVTD Urban CARES ACT FY 19-20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
813	CVTD Urban FY 20-21	633.00	-	-	-	-	79.00	(156.25)	778.89	-	-	-	-	-	-	1,334.64	1,266.39	68.25	August Accruals reversed	
814	CVTD Rural FY 20-21	-	-	-	46.00	-	-	-	46.58	-	-	-	-	-	-	92.58	(2.42)	95.00	August Accrued expenses reversed	
817	CVTD RCTP-2020-00016 FY 20-21	-	-	2,958.00	-	-	-	-	0.88	-	-	-	-	-	-	2,958.88	9,111.88	(6,153.00)	Billing once deliverables are met	
823	Mobility Urban 5310-2019-074	-	-	7,807.00	-	-	-	-	530.53	-	-	-	-	1,561.00	-	9,898.53	9,898.53	-		
824	Mobility Rural 5310-2019-074	-	-	841.00	-	-	-	-	57.96	-	-	-	-	168.00	-	1,066.96	1,066.96	-		
825	Rural CARES 2021-00026	-	77,194.00	-	-	-	-	-	2.58	-	-	-	-	-	-	77,196.58	77,196.58	-		
M01	Mobility Urban 5310-2019-074	-	-	9,610.00	-	-	-	-	300.57	-	-	-	-	-	-	9,910.57	9,910.57	-		
M02	Mobility Rural 5310-2019-074	-	-	9,003.00	-	-	-	-	262.78	-	-	-	-	-	-	9,265.78	9,265.78	-		
R01	CVTD Rural FY 21-22	-	-	138,383.00	110,134.00	-	-	-	-	-	3,404.00	-	-	1,406.00	1,597.00	254,924.00	252,363.15	2,560.85	Excess funds	
U01	CVTD Urban FY 21-22	260,327.00	-	-	176,842.00	-	14,154.58	1,762.50	-	-	47,908.00	-	2,991.00	18,248.76	-	522,233.84	470,395.14	51,838.70	Excess funds	
		260,960.00	77,194.00	168,602.00	287,022.00	108,632.80	16,052.55	1,606.25	94.25	7,466.14	-	51,312.00	7,552.15	2,991.00	154,532.28	3,326.00	1,147,343.42	1,098,572.57	48,770.85	

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

URBAN PROGRAM		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
<b>TOTAL EXPENSE</b>		221,086.83	250,574.70	329,461.58	-	-	-	-	-	-	-	-	-	801,123.11	-	3,331,693.00	2,530,569.89
Urban - 5307	Grant U01	URB 1901 (07)															
<b>STATE-U-2021-00082</b>	<b>STATE</b>	<b>Period 9/1/20 thru 08/31/2021</b>															
Preventative Maint	11.7A.00	2,566.00	4,494.00	6,078.00	-	-	-	-	-	-	-	-	-	13,138.00	-	70,197.00	57,059.00
Operating	30.09.01	82,609.00	87,173.00	115,398.00	-	-	-	-	-	-	-	-	-	285,180.00	-	285,180.00	-
<b>TOTAL</b>		<b>85,175.00</b>	<b>91,667.00</b>	<b>121,476.00</b>	-	-	-	-	-	-	-	-	-	<b>298,318.00</b>	-	<b>355,377.00</b>	<b>57,059.00</b>
<b>FTA TX-2020-175-00 Y403</b>	<b>FED</b>	<b>Grant Award started September 2019</b>															
Operations	30.09.01	82,609.00	87,806.00	92,321.00	-	-	-	-	-	-	-	-	-	262,736.00	575,861.00	838,597.00	-
ADA	11.7C.00	22,214.00	28,275.00	33,841.00	-	-	-	-	-	-	-	-	-	84,330.00	153,901.00	270,171.00	31,940.00
Prev Maint	11.7A.00	15,697.00	24,359.00	7,197.00	-	-	-	-	-	-	-	-	-	47,253.00	162,316.00	409,388.00	199,819.00
Lease Yards	11.46.05	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
Acquire Mobile Surv/Security Equip	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,791.00	17,791.00
<b>TOTAL</b>	CFDA 20.507	<b>120,520.00</b>	<b>140,440.00</b>	<b>133,359.00</b>	-	-	-	-	-	-	-	-	-	<b>394,319.00</b>	<b>988,078.00</b>	<b>1,631,947.00</b>	<b>249,550.00</b>
<b>FTA TX-2021-100-01</b>	<b>FED</b>	<b>Grant Award started September 2019</b>															
Operations	30.09.01	-	-	26,779.00	-	-	-	-	-	-	-	-	-	26,779.00	-	900,000.00	873,221.00
ADA	11.7C.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120,000.00	120,000.00
Prev Maint	11.7A.00	-	-	33,841.00	-	-	-	-	-	-	-	-	-	33,841.00	-	351,813.00	317,972.00
Lease Yards	11.46.05	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00
Acquire Bus Passenger Shelters	11.32.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,280.00	20,280.00
Acquire Mobile Surv/Security Equip	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,031.00	15,031.00
<b>TOTAL</b>	CFDA 20.507	-	-	<b>60,620.00</b>	-	-	-	-	-	-	-	-	-	<b>60,620.00</b>	-	<b>1,503,124.00</b>	<b>1,442,504.00</b>
<b>Total Government Funding</b>		205,695.00	232,107.00	315,455.00	-	-	-	-	-	-	-	-	-	753,257.00	988,078.00	3,490,448.00	1,749,113.00
<b>OTHER REVENUE</b>																	
Program Revenue		6,905.87	7,327.71	6,540.81	-	-	-	-	-	-	-	-	-	20,774.39	-	77,810.00	57,035.61
Charter		293.75	1,312.50	500.00	-	-	-	-	-	-	-	-	-	2,106.25	-	6,000.00	3,893.75
Area Agency on Aging		1,552.50	922.50	-	-	-	-	-	-	-	-	-	-	2,475.00	-	6,000.00	3,525.00
Tom Green		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TML Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	250.00	250.00
Ram Tram		6,854.78	7,719.98	5,794.62	-	-	-	-	-	-	-	-	-	20,369.38	-	55,870.69	35,501.31
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500.00	2,500.00
COSA Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	399,491.00	399,491.00
Other/Local		1,765.00	1,909.00	1,835.00	-	-	-	-	-	-	-	-	-	5,509.00	-	9,199.31	3,690.31
Medical		145.20	633.69	-	-	-	-	-	-	-	-	-	-	778.89	-	124,610.00	123,831.11
CVEDD		19,348.00	28,560.00	28,168.00	-	-	-	-	-	-	-	-	-	76,076.00	-	146,606.00	70,530.00
FGP		244.00	124.00	62.00	-	-	-	-	-	-	-	-	-	430.00	-	636.00	206.00
SCP		42.00	106.00	66.00	-	-	-	-	-	-	-	-	-	214.00	-	350.00	136.00
<b>TOTAL OTHER REVENUE</b>		<b>37,151.10</b>	<b>48,615.38</b>	<b>42,966.43</b>	-	-	-	-	-	-	-	-	-	<b>128,732.91</b>	-	<b>829,323.00</b>	<b>700,590.09</b>
<b>Total Urban Excess/(Shortage)</b>		21,759.27	30,147.68	28,959.85	-	-	-	-	-	-	-	-	-	80,866.80	-	-	-

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

RURAL PROGRAM

		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance	
<b>TOTAL EXPENSE</b>		131,429.13	120,931.60	154,949.24	-	-	-	-	-	-	-	-	-	407,309.97	-	2,074,261.70	1,666,951.73	
Rural 5311	Grant 814	Suffix Period: 11/6/20 thru 3/31/2022																
5311-2020-CVTD-00067	SAF																	
Administrative	11.79.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	68,839.00	68,839.00	-
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	49,304.00	49,304.00	-
Operating	30.09.01	42,746.00	-	4,915.00	-	-	-	-	-	-	-	-	-	47,661.00	293,802.00	341,463.00	22,754.00	
Acq Misc Equip	11.42.20	-	7,983.00	-	-	-	-	-	-	-	-	-	-	7,983.00	-	30,737.00	22,754.00	
Engineering and Design Maint Facility	11.41.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	204,997.00	204,997.00	
Preventative Maint	11.7A.00	6,045.00	(6,045.00)	32.00	-	-	-	-	-	-	-	-	-	32.00	-	151,052.00	151,020.00	
Operating	30.09.01	10,787.00	49,847.00	66,979.00	-	-	-	-	-	-	-	-	-	127,613.00	-	411,727.00	284,114.00	
<b>TOTAL</b>	CFDA 20.509	30,806.00	56,848.00	67,011.00	-	-	-	-	-	-	-	-	-	154,665.00	-	697,002.00	542,337.00	
Rural	Grant 814	RUR 1902 (07)																
STATE-R-2020-00197	STATE	Period: 09/1/20 thru 08/31/22																
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Project Admin	11.79.00	3,493.00	3,262.00	19,865.00	-	-	-	-	-	-	-	-	-	26,620.00	17,208.00	46,556.00	2,728.00	
Operating	30.09.01	53,533.00	49,893.00	21,056.00	-	-	-	-	-	-	-	-	-	124,482.00	293,803.00	418,995.00	710.00	
<b>TOTAL</b>		57,026.00	53,155.00	40,921.00	-	-	-	-	-	-	-	-	-	151,102.00	311,011.00	465,551.00	3,438.00	
Rural	Grant R01	RUR 1902 (07)																
STATE-R-2021-00197	STATE	Period: 09/1/20 thru 08/31/22																
Preventative Maint	11.7A.00	-	-	8.00	-	-	-	-	-	-	-	-	-	8.00	-	37,763.00	37,755.00	
Project Admin	11.79.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,556.00	33,556.00	
Operating	30.09.01	-	-	50,127.00	-	-	-	-	-	-	-	-	-	50,127.00	-	394,232.00	344,105.00	
<b>TOTAL</b>		-	-	50,135.00	-	-	-	-	-	-	-	-	-	50,135.00	-	465,551.00	415,416.00	
Total Government Funding		130,578.00	117,986.00	162,982.00	-	-	-	-	-	-	-	-	-	413,143.00	722,956.00	2,339,444.00	1,197,204.00	
<b>OTHER REVENUE</b>														422,372.26				
Program Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Charter		-	-	-	-	-	-	-	-	-	-	-	-	-	-	350.00	350.00	
FGP		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
SCP		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other/Local		646.00	760.00	1,552.68	-	-	-	-	-	-	-	-	-	2,958.68	-	18,000.00	15,041.32	
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sale of Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County Overage		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Medicaid		-	46.58	711.00	-	-	-	-	-	-	-	-	-	757.58	-	149,994.00	149,236.42	
County Cash Match		-	-	-	-	-	-	-	-	-	-	-	-	-	-	363,767.70	363,767.70	
CVEDD		1,406.00	1,998.00	2,109.00	-	-	-	-	-	-	-	-	-	5,513.00	-	15,354.00	9,841.00	
Trans Aging		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL OTHER REVENUE</b>		2,052.00	2,804.58	4,372.68	-	-	-	-	-	-	-	-	-	9,229.26	-	547,465.70	538,236.44	
Total Rural Excess/(Shortage)		1,200.87	(141.02)	12,405.44	-	-	-	-	-	-	-	-	-	15,062.29	-	1,535,604.00	-	

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

ED PROJECTS			SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance	
5310			Period: 09/1/2020 thru 9/30/2021																
5310-2019-00091	Grant 823	Suffix A2	7,807.00	-	-	-	-	-	-	-	-	-	-	-	7,807.00	38,022.00	67,838.00	22,009.00	
Mobility Management-U	11.7L.00																		
TD Credits	TDCs		1,561.00	-	-	-	-	-	-	-	-	-	-	-	1,561.00	7,605.00	13,568.00	4,402.00	
Medical Funds			530.53	-	-	-	-	-	-	-	-	-	-	-	530.53	2,583.60	3,392.00	277.87	
<b>TOTAL</b>	CFDA 20.513		<b>9,898.53</b>	-	-	-	-	-	-	-	-	-	-	-	<b>9,898.53</b>	<b>48,210.60</b>	<b>84,798.00</b>	<b>26,688.87</b>	
5310-2019-00091			Period: 09/1/2020 thru 9/30/2021																
Mobility Management-Rural	Grant 824	Suffix A1	841.00	-	-	-	-	-	-	-	-	-	-	-	841.00	29,017.00	36,159.00	6,301.00	
TD Credits	11.7L.00		168.00	-	-	-	-	-	-	-	-	-	-	-	168.00	5,806.00	7,232.00	1,258.00	
Medical Funds	TDCs		57.96	-	-	-	-	-	-	-	-	-	-	-	57.96	1,971.17	1,808.00	(221.13)	
<b>TOTAL</b>	CFDA 20.513		<b>1,066.96</b>	-	-	-	-	-	-	-	-	-	-	-	<b>1,066.96</b>	<b>36,794.17</b>	<b>45,199.00</b>	<b>7,337.87</b>	
5310-2021-00027			Period: 09/3/2021 thru 8/31/2022																
Mobility Management-U	Grant M01	Suffix A2	-	9,610.00	6,479.00	-	-	-	-	-	-	-	-	-	16,089.00	-	67,838.00	51,749.00	
Medical Funds	11.7L.00		-	300.57	402.00	-	-	-	-	-	-	-	-	-	702.57	-	3,392.00	2,689.43	
<b>TOTAL</b>	CFDA 20.513		-	<b>9,910.57</b>	<b>6,881.00</b>	-	-	-	-	-	-	-	-	-	<b>16,791.57</b>	-	<b>71,230.00</b>	<b>54,438.43</b>	
5310-2021-00027			Period: 09/3/2021 thru 8/31/2022																
Mobility Management-Rural	Grant M02	Suffix A1	-	9,003.00	5,704.00	-	-	-	-	-	-	-	-	-	14,707.00	-	36,159.00	21,452.00	
Medical Funds	11.7L.00		-	262.78	353.26	-	-	-	-	-	-	-	-	-	616.04	-	1,808.00	1,191.96	
<b>TOTAL</b>	CFDA 20.513		-	<b>9,265.78</b>	<b>6,057.26</b>	-	-	-	-	-	-	-	-	-	<b>15,323.04</b>	-	<b>37,967.00</b>	<b>22,643.96</b>	
PLANNING PROJECTS			SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance	
5304			Period: 9/01/20 thru 02/28/2022																
RCTP-2020-CVTD-00016	Grant 817		2,958.00	-	-	-	-	-	-	-	-	-	-	-	2,958.00	31,826.00	91,794.00	57,010.00	
Regional Planning	44.24.00																		
Medical Funds			0.70	0.18	-	-	-	-	-	-	-	-	-	-	0.88	4.57	300.00	294.55	
<b>TOTAL</b>	CFDA 20.505		<b>2,958.70</b>	<b>0.18</b>	-	-	-	-	-	-	-	-	-	-	<b>2,958.88</b>	<b>31,830.57</b>	<b>92,094.00</b>	<b>57,304.55</b>	

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

CAPITAL PROJECTS		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
Grant 815 Rural		Period: 9/1/2020 thru 9/30/2022															
BBF 2002-5339-D-2020-00011	11.12.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	634,130.00	634,130.00
Vehicles <30	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	126,826.00	126,826.00
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	760,956.00	760,956.00
Grant 816 Rural		Period: 9/1/2020 thru 9/30/2022															
BBF 2002-5339-R-2020-00021	11.41.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	85,598.00	85,598.00
Engineering and Design Maint Facility	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,459.00	5,459.00
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	291,521.00	291,521.00
Engineering and Design Maint Facility	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,660.00	11,660.00
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526, 20.509	-	-	-	-	-	-	-	-	-	-	-	-	-	-	394,238.00	394,238.00
Grant 797 Urban		Period: 5/10/2020 thru 12/31/2021															
TX-2020-068-00	11.12.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	399,202.00	399,202.00
Bus-Rolling Stock	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	79,841.00	79,841.00
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	479,043.00	479,043.00
ADDITIONAL SERVICES		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL		BUDGET	Variance
MIP 019 Local		Grant Award started March 2020															
Transit Operations Link Road		-	1,606.31	2,665.04	-	-	-	-	-	-	-	-	-	4,271.35	-	85,888.00	81,616.65
COSA Funds		-	1,606.31	2,665.04	-	-	-	-	-	-	-	-	-	4,271.35	-	85,888.00	81,616.65
TOTAL		-	1,606.31	2,665.04	-	-	-	-	-	-	-	-	-	4,271.35	-	85,888.00	81,616.65
Grant 020 FED		Grant Award started March 2020															
EDA 08-79-05344		-	108,632.80	-	-	-	-	-	-	-	-	-	-	108,632.80	2,091,367.20	2,200,000.00	-
US DEPT Commerce-EDA		-	108,632.80	-	-	-	-	-	-	-	-	-	-	108,632.80	2,091,367.20	2,200,000.00	-
Local Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	42,500.00	42,500.00	-
Revenue Co Cash Match		-	-	-	-	-	-	-	-	-	-	-	-	-	253,390.89	253,390.89	-
COSA Funds		27,158.20	-	-	-	-	-	-	-	-	-	-	-	27,158.20	58,767.26	85,925.46	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	168,183.65	168,183.65	-
TOTAL	CFDA 11.307	27,158.20	108,632.80	-	-	-	-	-	-	-	-	-	-	135,791.00	2,614,209.00	2,750,000.00	-
MIP 023 Local		Grant Award started March 2020															
Transit Construction Link Road		5,183.90	100,929.11	-	-	-	-	-	-	-	-	-	-	106,113.01	316,021.71	422,134.72	-
Revenue Co Cash Match		5,183.90	100,929.11	-	-	-	-	-	-	-	-	-	-	106,113.01	316,021.71	422,134.72	-
COSA Funds		-	-	157,562.78	-	-	-	-	-	-	-	-	-	157,562.78	121,042.82	281,042.82	2,437.22
SafeRide		-	-	-	-	-	-	-	-	-	-	-	-	-	51,248.75	51,248.75	-
MTM		-	-	-	-	-	-	-	-	-	-	-	-	-	300.00	300.00	-
AMR Medicaid		-	-	-	-	-	-	-	-	-	-	-	-	-	77,709.31	80,482.01	2,772.70
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	77,709.31	77,709.31	-
TOTAL		5,183.90	100,929.11	157,562.78	-	-	-	-	-	-	-	-	-	263,675.79	644,031.90	912,917.61	5,209.92
MIP 010 Local		Period: 09/01/2021 thru 08/31/2022															
GREYHOUND SERVICES		1,145.71	673.26	711.33	-	-	-	-	-	-	-	-	-	2,530.30	-	3,666.00	1,135.70
ICB		1,145.71	673.26	711.33	-	-	-	-	-	-	-	-	-	2,530.30	-	3,666.00	1,135.70
Services		3,733.00	3,819.15	3,177.10	-	-	-	-	-	-	-	-	-	10,729.25	-	9,500.00	(1,229.25)
Pass-Thru		-	1,696.14	2,942.72	-	-	-	-	-	-	-	-	-	4,638.86	-	6,684.00	2,045.14
Medical Funds		-	1,696.14	2,942.72	-	-	-	-	-	-	-	-	-	4,638.86	-	6,684.00	2,045.14
TOTAL		4,878.71	6,188.55	6,831.15	-	-	-	-	-	-	-	-	-	17,898.41	-	19,850.00	1,951.59
MIP 018 Local		Period: 09/01/2021 thru 08/31/2022															
Extended Medicaid Transportation		1,543.12	2,246.11	2,673.33	-	-	-	-	-	-	-	-	-	6,462.56	-	22,900.00	16,437.44
Medical Funds		1,543.12	2,246.11	2,673.33	-	-	-	-	-	-	-	-	-	6,462.56	-	22,900.00	16,437.44
TOTAL		1,543.12	2,246.11	2,673.33	-	-	-	-	-	-	-	-	-	6,462.56	-	22,900.00	16,437.44
MIP 013 Insurance		Period: 09/01/2021 thru 08/31/2022															
TML Depot Insurance Repairs		94.25	-	-	-	-	-	-	-	-	-	-	-	94.25	-	94.25	-
TML Insurance Funds		94.25	-	-	-	-	-	-	-	-	-	-	-	94.25	-	94.25	-
TOTAL		94.25	-	-	-	-	-	-	-	-	-	-	-	94.25	-	94.25	-

CONCHO VALLEY TRANSIT DISTRICT  
September 2021 through August 2022

CARES ACT PROJECTS

	Grant 800	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request Request	BUDGET	Variance	
<b>TX-2020-096-00 Y364 CARES ACT</b>	<b>FED</b>	<b>Grant Award started June 2020</b>																
Operations	30.09.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,684,686.00	1,684,686.00	-
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185,891.00	185,891.00	-
Acquire mobile surv/security	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,758.00	287,696.00	273,938.00
Acquire misc support equip	11.42.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	87,073.00	100,000.00	12,927.00
Replacement >30ft	11.12.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200,000.00	1,200,000.00
Replacement <30ft	11.12.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	575,000.00	575,000.00
Replacement trolley	11.12.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000.00	200,000.00
Acquire misc support equip	11.42.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,539.00	5,539.00	-
Charter Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,125.00	2,125.00	-
Medical Funds (to cover rounding)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,150.97	1,150.97	-
<b>TOTAL</b>	CFDA 20.507	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,980,222.97	4,242,087.97	2,261,865.00

	Grant 825	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request Request	BUDGET	Variance
<b>Rural 5311</b>	<b>SAF</b>	<b>Period: 02/17/21 thru 12/31/2022</b>															
Operations	30.09.08	-	32,868.00	3,749.00	-	-	-	-	-	-	-	-	-	36,617.00	281,322.00	317,939.00	-
Preventative Maint	11.7A.00	-	10,460.00	15,345.00	-	-	-	-	-	-	-	-	-	25,805.00	21,288.00	50,000.00	2,907.00
Project Administration	11.79.00	-	-	-	-	-	-	-	-	-	-	-	-	-	50,258.00	50,258.00	-
Acq-Misc Equip	11.42.20	1,999.00	31,867.00	-	-	-	-	-	-	-	-	-	-	33,866.00	7,590.00	755,685.00	714,229.00
Revenue Co Cash Match		-	-	-	-	-	-	-	-	-	-	-	-	-	0.92	0.92	-
Charter Revenue		241.00	-	-	-	-	-	-	-	-	-	-	-	-	241.00	241.00	-
CVEDD Contract		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds (to cover rounding)		-	2.58	(0.20)	-	-	-	-	-	-	-	-	-	2.38	4.93	751.00	743.69
<b>TOTAL</b>	CFDA 20.509	2,240.00	75,197.58	19,093.80	-	-	-	-	-	-	-	-	-	96,290.38	360,458.00	1,174,874.92	717,879.69

CVTD  
Balance Sheet  
As of 11/30/2021

Current Period Balance

Assets

First Financial Transit District Bank Acct	128,181.21	1115
First Financial ICB Bank Acct	10,447.01	1119
Petty Cash	150.00	1198
FTA/TxDOT Urban AR	636,981.00	1241
TxDOT Rural	412,257.00	1242
TxDOT ED-5310-Mobility Mngt	30,796.00	1251
US Dept of Commerce-EDA	108,632.80	1270
Grant 800, FTA TX-2020-096-00 CARES ACT	42,418.00	1275
TXDOT Rural CARES ACT	104,034.00	1276
RCTP-2020-CVTD-00016	8,555.00	1279
Account Receivable-AMR	4,542.30	1300
Accounts Receivable - SafeRide	16,846.04	1306
AR - CV Council of Governments	108,800.00	1311
Coke County	2,980.67	1370
Irion County	1,583.01	1373
Kimble County	1,512.67	1374
Reagan County	1,096.68	1377
Schleicher County	6,859.46	1378
West Texas Counseling and Guidance	375.00	1381
Sutton County	3,141.33	1384
City of San Angelo	399,791.00	1386
Angelo State University	5,646.04	1387
CV Area Agency on Aging	922.50	1389
CV Foster Grandparent	62.00	1390
Accounts Receivable-General	4,672.50	1391
CV Senior Companion	66.00	1393
CV Economic Development District	30,277.00	1394
Charter Services Receivable	1,250.00	1395
Bus Passes Receivable	520.00	1396
Bronte Health and Rehab AR	1,216.00	1402
Prepaid General Expenses	382.50	1593
Other Assets - Project Equipment	4,038,939.03	1811
Other Assets - Land Chadbourne	353,098.80	1812
Other Assets - Building Chadbourne	4,598,264.83	1813
Other Assets - Land Link Road	396,000.00	1814
Other Assets - Building Link Road	<u>1,804,000.00</u>	1815
<b>Total Assets</b>	<u><b>13,265,297.38</b></u>	

Liabilities

AP	87,150.83	2111
AP Owed to CVCOG	383,341.06	2112
Unearned Revenue-COSA	237,956.87	2911
Unearned Revenue- Charter Payments	2,250.00	2914
Unearned Revenue- Insurance Payments	30,105.82	2915
Unearned Revenue - County Membership Dues	66,702.45	2917
Unearned Revenue-AMR	24,706.85	2919
Unearned Revenue- Bus Passes	520.00	2920
Unearned Revenue- SafeRide	<u>62,821.14</u>	2922
<b>Total Liabilities</b>	<u><b>895,555.02</b></u>	

CVTD  
Balance Sheet  
As of 11/30/2021

Current Period Balance

Fund Balance		
Unassigned General Fund	1,083,624.20	3101
Investment - Capital Assets	11,190,302.66	3110
Restricted - Insurance Payments	<u>9,718.13</u>	3603
Total Fund Balance	<u>12,283,644.99</u>	
Revenue over Expenditures	<u>86,097.37</u>	
Total Liabilities and Fund Balance	<u>13,265,297.38</u>	

**CVTD**  
**Statement of Revenues and Expenditures**  
From 9/1/2021 Through 11/30/2021

		<u>Current Period Actual</u>
<b>Revenue</b>		
4143	US Dept Commerce-EDA	108,632.80
4148	FTA TX-2020 CFDA 20.507	394,319.00
4151	FTA TX-2021-100-00, CFDA 20.507	60,620.00
4249	TXDOT RCTP-2020-CVTD-00016	2,958.00
4250	TXDOT 5311-2021-CVTD-024 CFDA 20.509	154,665.00
4282	TXDOT 5311-2020-CVTD CFDA 20.509	55,644.00
4284	TxDOT 5310-ED-Mobility Mngt, CFDA 20.513	39,444.00
4299	TXDOT Rural CARES ACT	96,268.00
4329	TXDOT State R-2020	151,102.00
4332	TXDOT State R-2021	50,135.00
4334	TXDOT State-U-2021	298,318.00
4412	Transportation Toll Credits	3,326.00
4521	Organization Program Income	1,455.00
4522	Program Income	21,849.69
4523	Local Revenue	137,637.06
4524	Greyhound Lines	10,729.25
4525	Transit Charter Fees	2,106.25
4712	TML Insurance Payment	94.25
4756	Revenue County Cash Match	106,113.01
4758	COSA Funds	188,992.33
4759	AMR Medical Transportation	14,548.25
4760	CVEDD Vendor Contract	81,589.00
4762	FGP Vendor Contract	430.00
4763	Transp Aging Vendor Cont	2,475.00
4764	SCP Vendor Contract	214.00
	<b>Total Revenue</b>	<u>1,983,664.89</u>
<b>Expenditures</b>		
5110	General Wages	208,006.86
5118	General Overtime Wages	1,209.71
5150	Vacation Time Allocation	39,947.89
5151	Medicare Tax	7,878.88
5172	Workers Comp Insurance	20,201.82
5173	SUTA	1,707.96
5174	Health Insurance Benefit	119,006.08
5175	Dental Insurance Benefit	4,677.11
5176	Life Insurance Benefits	3,607.32
5177	HSA Insurance Benefit	2,915.61
5181	Retirement	65,049.59
5199	Management and Administration Indirect	52,805.79
5203	Uniforms	282.06
5204	Greyhound Pass-Thru	10,027.60
5206	HR Service Center	19,853.69
5207	Procurement Service Center	38,325.82
5208	Information Technology Service Center	28,450.12
5210	Driver Wages	308,862.34
5217	Dispatch/Customer Service Wages	32,404.95
5218	Driver Overtime Wages	13,192.69
5219	Dispatch/Customer Service Overtime Wages	156.65
5222	Driver Double Time	501.35
5291	Contract Services	3,024.67
5309	Travel-In Region	7.93

**CVTD**  
**Statement of Revenues and Expenditures**  
From 9/1/2021 Through 11/30/2021

		<u>Current Period Actual</u>
5351	Fuel	107,975.51
5352	Lubricant, Oil, Other Fluids(except Fuel)	4,333.49
5361	Vehicle Maintenance	83,237.31
5363	Tires	9,193.75
5365	Bus Stop Maintenance	137.65
5366	Non-Vehicle Maintenance	516.39
5431	Utilities	6,482.11
5451	Facility Maintenance	7,966.79
5510	Supplies	5,068.32
5516	Supplies - Bus/Service Vehicles	9,620.42
5520	Parts Supplies	2,575.22
5622	Computers/Software	11,423.96
5623	Capital Equipment	41,850.35
5629	Tools	4,633.76
5632	Copier	218.51
5711	Insurance	28,704.53
5712	Communications - Bus	62,099.49
5713	Cell Phones	488.77
5714	Internet	46.80
5721	Printing	3,373.86
5723	Publications	1,160.95
5736	Capital Construction	477,581.36
5737	Capital Construction Planning	1,852.70
5738	Capital Construction Administration	1,125.00
5753	Dues and fees	2,042.05
5754	Vehicle Registration	17.00
5762	Postage/freight	183.62
5791	Other	5,255.12
5792	Coffee Expense	355.00
5793	Physicals	760.00
5796	Safety	1,919.42
5810	Multi-Modal Supplies	10,101.20
5811	Multi-Modal Insurance	3,088.49
5814	Multi-Modal Internet	3,639.29
5831	Multi-Modal Utilities	5,053.82
5851	Multi-Modal Building Maintenance	6,509.89
5861	Multi-Modal Communications	1,545.13
6999	Transportation Toll Credits	3,326.00
	<b>Total Expenditures</b>	<u><u>1,897,567.52</u></u>
	<b>Excess Revenue over Expenditures</b>	<u><u>86,097.37</u></u>

CVTD  
Expenditure Journal  
From 9/1/2021 Through 11/30/2021

Grant Code	Grant Title	General Ledger Expenditures	Account Payable Expenditures	Total
010	ICB Program	17,631.61	0.00	17,631.61
018	Extended Medical Transp Program	6,462.56	0.00	6,462.56
019	Grant 019, Link Road Facility Operations	25.96	4,245.39	4,271.35
020	Grant 020, US Dept Commerce Facility	0.00	135,791.00	135,791.00
021	Grant 021, 911 Agreement Link Road	108,800.00	0.00	108,800.00
023	Grant 023, Transit Construction Link Road	(90,115.26)	353,791.05	263,675.79
800	Grant 800, CVTD Urban CARES ACT	(42,418.00)	42,418.00	0.00
813	Grant 813, CVTD Urban FY 20-21	(9,869.66)	11,770.30	1,900.64
814	Grant 814, CVTD Rural FY 20-21	(7,642.41)	7,715.82	73.41
817	Grant 817, RCTP-2020-CVTD-00016	10,126.98	3,024.67	13,151.65
823	Grant 823, Mobility Urban 5310-2019-074	9,898.53	0.00	9,898.53
824	Grant 824, Mobility Rural 5310-2019-074	1,066.96	0.00	1,066.96
825	CVTD Rural CARES 2021-00026	517.60	95,752.78	96,270.38
M01	Grant M01, Mobility Urban 5310-2021-0027	12,021.57	4,770.00	16,791.57
M02	Grant M02, Mobility Rural 5310-2021-0027	10,553.04	4,770.00	15,323.04
R01	Grant R01, CVTD Rural FY 21-22	330,697.76	76,538.80	407,236.56
U01	Grant U01, CVTD Urban FY 21-22	<u>587,114.84</u>	<u>212,107.63</u>	799,222.47
Report		<u>944,872.08</u>	<u>952,695.44</u>	<u>1,897,567.52</u>

**CVTD**  
**Reconcile Cash Accounts**

**Summary**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

Bank Balance	514,548.03
Less Outstanding Checks/Vouchers	386,366.82
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	128,181.21
Balance Per Books	<u>128,181.21</u>
Unreconciled Difference	<u><u>0.00</u></u>

**Click the Next Page toolbar button to view details.**

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Outstanding Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
23364	11/17/2021	System Generated Check/Voucher	60,427.80	ECOLANE USA, INC.
23381	11/17/2021	System Generated Check/Voucher	276.06	TXU ENERGY RETAILS COMPANY LLC
23385	11/23/2021	System Generated Check/Voucher	270.08	ANGELO TIRE AND ALIGNMENT LLC
23387	11/23/2021	System Generated Check/Voucher	214.00	ATMOS ENERGY
23389	11/23/2021	System Generated Check/Voucher	2,125.00	Boys and Girls Club of San Angelo, Inc.
23392	11/23/2021	System Generated Check/Voucher	200.00	CLARK'S AUTO PARTS
23394	11/23/2021	System Generated Check/Voucher	471.00	CONSTANCIO TIRE AND FLEET
23397	11/23/2021	System Generated Check/Voucher	24,695.77	ENGINE PRO MACHINE LLC
23398	11/23/2021	System Generated Check/Voucher	154.97	FLORES TIRE & AUTO
23400	11/23/2021	System Generated Check/Voucher	95.00	HEART OF TEXAS HEALTHCARE SYSTEM
23403	11/23/2021	System Generated Check/Voucher	254,347.11	JC Roberts Construction Co., Inc.
23404	11/23/2021	System Generated Check/Voucher	137.90	JIM BASS FORD, INC.
23406	11/23/2021	System Generated Check/Voucher	240.00	MELODY'S SOUTHWEST CONSORTIUM
23407	11/23/2021	System Generated Check/Voucher	14.13	O'REILLY'S AUTO PARTS, INC.
23408	11/23/2021	System Generated Check/Voucher	275.00	SAV-A-LIFE SKILLS
23409	11/23/2021	System Generated Check/Voucher	5.00	TEXAS DEPARTMENT OF PUBLIC SAFETY
23410	11/23/2021	System Generated Check/Voucher	42,418.00	Urban Transportation Associates, Inc
<b>Outstanding Checks/Vouchers</b>			<b>386,366.82</b>	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Cleared Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
23313	10/19/2021	System Generated Check/Voucher	750.00	CONSTRUCTION SERVICES
23317	10/19/2021	System Generated Check/Voucher	156.25	Mikayla Dillon
23323	10/26/2021	System Generated Check/Voucher	158.36	Alpha Batteries Plus, LLC
23326	10/26/2021	System Generated Check/Voucher	79.10	ATMOS ENERGY
23329	10/26/2021	System Generated Check/Voucher	60.00	CTWP
23330	10/26/2021	System Generated Check/Voucher	6,659.40	ENGINE PRO MACHINE LLC
23331	10/26/2021	System Generated Check/Voucher	623.43	FLORES TIRE & AUTO
23332	10/26/2021	System Generated Check/Voucher	648.25	HOME MOTORS, INC.
23335	10/26/2021	System Generated Check/Voucher	200.59	JIM BASS FORD, INC.
23337	10/26/2021	System Generated Check/Voucher	1,353.75	MELODY'S SOUTHWEST CONSORTIUM
23338	10/26/2021	System Generated Check/Voucher	859.74	O'REILLY'S AUTO PARTS, INC.
23339	10/26/2021	System Generated Check/Voucher	55.00	SAV-A-LIFE SKILLS
23340	10/26/2021	System Generated Check/Voucher	1,160.95	STANDARD TIMES
23341	10/26/2021	System Generated Check/Voucher	301.00	TXU ENERGY RETAILS COMPANY LLC
23342	10/26/2021	System Generated Check/Voucher	167.19	Unifirst Holding Inc
23344	10/26/2021	System Generated Check/Voucher	330.00	WEST TEXAS REHABILITATION CENTER
23345	11/2/2021	System Generated Check/Voucher	190.22	Amazon Capital Services, Inc.
23346	11/2/2021	System Generated Check/Voucher	35.50	ANGELO WATER SERVICE
23347	11/2/2021	System Generated Check/Voucher	77.22	ATMOS ENERGY
23348	11/2/2021	System Generated Check/Voucher	7,983.00	Bruton Trailer Sales, Inc.
23349	11/2/2021	System Generated Check/Voucher	462.00	CONSTANCIO TIRE AND FLEET
23350	11/2/2021	System Generated Check/Voucher	1,126.35	DOUCET PLUMBING, INC.
23351	11/2/2021	System Generated Check/Voucher	807.25	ENGINE PRO MACHINE LLC
23352	11/2/2021	System Generated Check/Voucher	197.47	FLORES TIRE & AUTO
23353	11/2/2021	System Generated Check/Voucher	4.99	O'REILLY'S AUTO PARTS, INC.
23354	11/2/2021	System Generated Check/Voucher	1,089.46	Q's PRINTING & DESIGN, INC.

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Cleared Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
23355	11/2/2021	System Generated Check/Voucher	416.80	SOUTHERN TIRE MART
23356	11/17/2021	System Generated Check/Voucher	509.24	4imprint, Inc.
23357	11/17/2021	System Generated Check/Voucher	375.00	CONSTRUCTION SERVICES
23358	11/17/2021	System Generated Check/Voucher	651.88	Alpha Batteries Plus, LLC
23359	11/17/2021	System Generated Check/Voucher	426.03	Amazon Capital Services, Inc.
23360	11/17/2021	System Generated Check/Voucher	170.63	ANGELO TIRE AND ALIGNMENT LLC
23361	11/17/2021	System Generated Check/Voucher	100.00	AUTOMATIC FIRE PROTECTION, INC.
23362	11/17/2021	System Generated Check/Voucher	476.00	CONSTANCIO TIRE AND FLEET
23363	11/17/2021	System Generated Check/Voucher	1,606.31	DOUCET PLUMBING, INC.
23365	11/17/2021	System Generated Check/Voucher	19.99	ENER-TEL SERVICES INC
23367	11/17/2021	System Generated Check/Voucher	13,371.80	ENGINE PRO MACHINE LLC
23368	11/17/2021	System Generated Check/Voucher	2,592.84	G&G AUTOMOTIVE
23369	11/17/2021	System Generated Check/Voucher	475.00	HOME MOTORS, INC.
23370	11/17/2021	System Generated Check/Voucher	1,847.79	HOUSE OF CHEMICALS
23371	11/17/2021	System Generated Check/Voucher	2,025.00	INTREPID ELECTRIC, INC
23372	11/17/2021	System Generated Check/Voucher	223,234.25	JC Roberts Construction Co., Inc.
23373	11/17/2021	System Generated Check/Voucher	1,852.70	KFW ARCHITECTS, INC.
23374	11/17/2021	System Generated Check/Voucher	337.60	O'REILLY'S AUTO PARTS, INC.
23375	11/17/2021	System Generated Check/Voucher	1,736.00	OFFICE FURNITURE DISCOUNTERS
23376	11/17/2021	System Generated Check/Voucher	16,773.79	WEX BANK
23377	11/17/2021	System Generated Check/Voucher	2,500.00	SKG ENGINEERING, LLC
23378	11/17/2021	System Generated Check/Voucher	544.00	SOUTHERN TIRE MART
23379	11/17/2021	System Generated Check/Voucher	10,502.51	TML INTERGOVERNMENTAL RISK POOL
23380	11/17/2021	System Generated Check/Voucher	752.63	TXU ENERGY RETAILS COMPANY LLC
23382	11/17/2021	System Generated Check/Voucher	55.73	Unifirst Holding Inc
23383	11/17/2021	System Generated Check/Voucher	250.00	WEST TEXAS REHABILITATION CENTER

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Cleared Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
23384	11/23/2021	System Generated Check/Voucher	1,114.92	Amazon Capital Services, Inc.
23386	11/23/2021	System Generated Check/Voucher	1,582.56	AT&T MOBILITY
23388	11/23/2021	System Generated Check/Voucher	50.00	AUTOMATIC FIRE PROTECTION, INC.
23390	11/23/2021	System Generated Check/Voucher	450.00	BUG EXPRESS
23391	11/23/2021	System Generated Check/Voucher	21,306.27	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
23393	11/23/2021	System Generated Check/Voucher	1,000.00	CONCHO CHRISTMAS CELEBRATION
23395	11/23/2021	System Generated Check/Voucher	2,590.00	ENER-TEL SERVICES INC
23399	11/23/2021	System Generated Check/Voucher	1,296.47	G&G AUTOMOTIVE
23401	11/23/2021	System Generated Check/Voucher	4,938.25	HOUSE OF CHEMICALS
23402	11/23/2021	System Generated Check/Voucher	300.00	J AND C BODY SHOP
23405	11/23/2021	System Generated Check/Voucher	4,762.42	LYTX, INC
23411	11/23/2021	System Generated Check/Voucher	2,643.24	WEST TEXAS FIRE EXTINGUISHER INC
<b>Cleared Checks/Vouchers</b>			<b>351,174.12</b>	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Cleared Deposits**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CRT12282845	11/1/2021	Saferide Medical Transportation	4,711.91	
CRT12282858	11/1/2021	Bus Fares 11-01-2021	277.18	
CRT12282856	11/2/2021	AMR EMSC 110121	3,375.50	
CRT12282857	11/2/2021	Token Transit 11-02-2021	161.00	
CRT12282860	11/2/2021	Bus Fares 11-02-2021	398.22	
CRT12282862	11/3/2021	Bus Fares 11-03-2021	176.49	
CRT12282864	11/4/2021	AMR EMSC 110321	3,312.95	
CRT12282866	11/4/2021	ASU ACH Ram Tram	7,719.98	
CRT12282872	11/4/2021	Bus Fares 11-04-2021	256.21	
CRT12282865	11/5/2021	Saferide Medical Transportation	5,171.44	
CRT12282877	11/5/2021	E Deposit 11-05-2021	67,197.02	
CRT12282880	11/5/2021	Bus Fares 11-05-2021	221.68	
CRT12282881	11/8/2021	Bus Fares 11-08-2021	176.75	
CRT12282883	11/9/2021	Token Transit 11-09-2021	210.00	
CRT12282887	11/9/2021	Bus Fares 11-09-2021	343.45	
CRT12282888	11/10/2021	Bus Fares 11-10-2021	259.57	
CRT12141884	11/12/2021	E-deposit 11-12-2021	7.50	
CRT12282889	11/12/2021	ASU ACH Military Appreciation	148.58	
CRT12282890	11/12/2021	Greyhound ACH payment	711.33	
CRT12282891	11/12/2021	AMR EMSC 111021	2,666.15	
CRT12282892	11/12/2021	Bus Fares 11-12-2021	476.53	
CRT12141883	11/15/2021	Saferide ACH	254.68	
CRT12282894	11/15/2021	Bus Fares 11-15-2021	132.00	
CRT12282897	11/16/2021	State Comptroller payment 3663386	8,648.00	
CRT12282898	11/16/2021	State Comptroller payment 3663028	26,659.00	
CRT12282899	11/16/2021	State Comptroller payment 3663027	26,829.00	
CRT12282900	11/16/2021	Token Transit 11-16-2021	207.00	
CRT12282901	11/16/2021	AMR EMSC 111521	3,373.75	
CRT12282904	11/16/2021	Bus Fares 11-16-2021	174.15	
CRT12282903	11/17/2021	FTA doc 1535138522	120,520.00	
CRT12282906	11/17/2021	Bus Fares 11-17-2021	208.38	
CRT12282909	11/17/2021	Payment for CVT Annex Rental on 11-20-2021	375.00	
CRT12282958	11/17/2021	Charter Payment- Jansa	250.00	
CRT12282902	11/18/2021	AMR EMSC 111721	2,496.65	
CRT12282918	11/18/2021	Bus Fares 11-18-2021	235.34	
CRT12282914	11/19/2021	N Perrine CASH Charter	250.00	
CRT12282915	11/19/2021	E Deposit 11-19-2021	6,894.02	
CRT12282922	11/19/2021	Bus Fares 11-19-2021	294.72	
CRT12282926	11/22/2021	Bus Fares 11-22-2021	93.50	
CRT12282924	11/23/2021	AMR EMSC 112221	70.00	
CRT12282925	11/23/2021	Token Transit 11-23-2021	113.00	
CRT12282928	11/23/2021	Bus Fares 11-23-2021	458.36	
CRT12282933	11/24/2021	E Deposit 11-24-2021	30,558.00	
CRT12282935	11/24/2021	Bus Fares 11-24-2021	207.12	
CRT12282931	11/26/2021	AMR EMSC 112421	2,928.95	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Cleared Deposits**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CRT12282932	11/26/2021	Saferide Medical Transportation	10,757.57	
CRT12282939	11/26/2021	Bus Fares 11-26-2021	15.00	
CRT12282940	11/29/2021	Bus Fares 11-29-2021	339.93	
CRT12282934	11/30/2021	Token Transit 11-30-2021	158.00	
CRT12282948	11/30/2021	Bus Fares 11-30-2021	307.48	
CRT12282949	11/30/2021	Central High School ck 36118	15.00	
Cleared Deposits			341,803.04	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1115 First Financial Transit District Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Cleared Other Cash Items**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT12283395	11/4/2021	Shortage from 11/04/2021 bag # 7358	(0.25)
JVT12283573	11/12/2021	Reverse CRT12282890 charged to incorrect bank account	(711.33)
JVT12283483	11/19/2021	Record funds transferred to CFCOG	(268,479.37)
Cleared Other Cash Items			(269,190.95)

**CVTD**  
**Reconcile Cash Accounts**

**Summary**

**Cash Account: 1119 First Financial ICB Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

Bank Balance	10,447.01
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	10,447.01
Balance Per Books	<u>10,447.01</u>
Unreconciled Difference	<u><u>0.00</u></u>

**Click the Next Page toolbar button to view details.**

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1119 First Financial ICB Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Cleared Deposits**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CRT12282859	11/1/2021	Greyhound cash deposit 11-01-2021	152.00	
CRT12282863	11/3/2021	Greyhound cash deposit 11-03-2021	119.00	
CRT12282873	11/4/2021	Greyhound cash deposit 11-04-2021	65.00	
CRT12282882	11/8/2021	Greyhound cash deposit 11-08-2021	235.00	
CRT12282893	11/12/2021	Greyhound cash deposit 11-12-2021	95.00	
CRT12282994	11/12/2021	Greyhound Program Income ACH	711.33	
CRT12282895	11/15/2021	Greyhound cash deposit 11-15-2021	325.35	
CRT12282905	11/16/2021	Greyhound cash deposit 11-16-2021	142.75	
CRT12282907	11/17/2021	Greyhound cash deposit 11-17-2021	253.00	
CRT12282919	11/18/2021	Greyhound cash deposit 11-18-2021	58.00	
CRT12282923	11/19/2021	Greyhound cash deposit 11-19-2021	311.00	
CRT12282927	11/22/2021	Greyhound cash deposit 11-22-2021	313.00	
CRT12282936	11/24/2021	Greyhound cash deposit 11-24-2021	352.00	
CRT12282938	11/26/2021	Greyhound cash deposit 11-26-2021	560.00	
CRT12282941	11/29/2021	Greyhound cash deposit 11-29-2021	92.00	
CRT12282950	11/30/2021	Greyhound cash deposit 11-30-2021	104.00	
			<hr/>	
Cleared Deposits			3,888.43	
			<hr/> <hr/>	

**CVTD**  
**Reconcile Cash Accounts**

**Detail**

**Cash Account: 1119 First Financial ICB Bank Acct**  
**Reconciliation ID: Reconciliation November 2021**  
**Reconciliation Date: 11/30/2021**  
**Status: Open**

**Cleared Other Cash Items**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT43722246	11/3/2021	Record ACH Greyhound OCT 22-31/2021 confirm 31201 paid 11-03-2021	(1,670.15)
JVT43722254	11/9/2021	Record ACH Greyhound 11/01-11/07/2021 Conf-93530 11/09/2021	(419.00)
JVT43722266	11/16/2021	Record ACH Greyhound 11/08/2021 - 11/14/2021 confirm 65226 pd 11/16/2021	(420.35)
JVT43722273	11/23/2021	Record Greyhound ACH 11/15/2021 - 11/21/2021 conf 33983 pd 11/23/2021	(1,077.75)
Cleared Other Cash Items			<hr/> <hr/> (3,587.25)

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Petty Cash  
Account 1198

Description	Amount
Greyhound Box Petty Cash Added 7/27/18	100.00 JVT42363399
Fare Box Petty Cash Added 4/30/19	50.00 JVT11942499
	<u>150.00</u> *

\*Funds for petty cash account is to remain at \$150 at all times  
(Petty Cash box is reconciled every Monday. Reconciliation forms are scanned  
to the trans drive titled "petty cash safe logs")

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 November 30, 2021

FTA/TxDOT Urban AR  
 Account 1241

Description	Amount		
Record Billing FTA 2020-175 Billing Oct-21	139,807.00	JVT43722293	Paid 12/1/21
Accrued Billing FTA Aug-21	3,068.00	JVT43722361	
Accrued Billing FTA 2020-175 Oct-21	633.00	JVT43722363	
Record Billing FTA 2020-175 Nov-21	133,359.00	JVT43722350	Paid 12/20/21
Record Billing FTA 2021-100	60,620.00	JVT43722349	Paid 12/20/21
Reverse Acc Rev JVT43722348 & JVT43722304	1,176.00	JVT43722374	
FTA 2020-175-01 Y403	<u>338,663.00</u>		
Record U-State Sept-21 Billing	85,175.00	JVT43102252	Paid 12/10/21
Record U-State Oct-21 Billing	91,667.00	JVT43031190	Paid 12/21/21
Record U-State Nov-21 Billing	121,476.00	JVT43722346	
Total Urban State-2020-CVTD-00	<u>298,318.00</u>		
Total	<u><u>636,981.00</u></u>		

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 November 30, 2021

TXDOT Rural  
 Account 1242

Description	Amount		
Record July billing submitted Aug 23, 2021	4,915.00		paid 1/25/2022
Record 5311-2020 Rural Billing Sept-21	42,746.00	JVT43722251	Paid 12/30/21
Record 5311-00067 Billing Oct-21	7,983.00	JVT43031219	Paid 1/11/22
Total State Federal - 5311-2020-CVTD-00067	<u>55,644.00</u>		
Record R-State Aug-21	57,026.00	JVT43031162	Paid 12/30/21
Record R-State Oct-21	53,109.00	JVT43031221	Paid 1/25/22
Record R-State-2020 Billing Nov-21	36,763.00	JVT43102282	Paid 1/26/22
Record R-State July 21	4,915.00		paid 2/2/2022
Total Rural State-2020-CVTD-00197	<u>151,813.00</u>		
Record 5311-2021 Rural Billing Sept-21	24,761.00	JVT43031160/JVT43031218	
Record 5311-2021 Rural Billing Sept-21	62,893.00	JVT43031220	
Record 5311-2021 Rural Billing Nov-21	67,011.00	JVT43102281	
Total State Federal - 5311-2021-CVTD-00026	<u>154,665.00</u>		
Record R-State-2021 Billing Nov-21	50,135.00	JVT43722367	
Total Rural State-2021-CVTD-00081	<u>50,135.00</u>		
Total	<u><u>412,257.00</u></u>		

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 November 30, 2021

Accounts Receivable, TXDOT Mobility 5310  
 Account 1251

Description	Amount			
Record Nov-21 U- Billing	6479.00	JVT43102284	Paid 1/25/22	CRT12142015
Record Nov-21 R- Billing	5704.00	JVT4310 2284	Paid 1/25/22	CRT12142015
Record Oct-21 U-Billing	9,610.00	JVT43102257	Paid 12/16/21	CRT12283023
Record Oct-21 R-Billing	9,003.00	JVT43102257	Paid 12/16/21	CRT12283023
Total 5310-2019-00023	<u>30,796.00</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

EDA Accounts Receivable, US Dept Commerce-EDA  
Account 1270

Description	Amount
Recod EDA Billing 6	108,632.80 JVT12283516
Total	<u>108,632.80</u>

Note: Will bill when facility check list is completed

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

FTA TX-2020-096 CARES ACT AR  
Account 1275

Description	Amount
Record FTA CARES Nov-21	42,418.00 JVT43102356 -
Total FTA 2020-096-01 CARES	<u>42,418.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

TXDOT Rural CARES ACT  
Account 1276

Description	Amount		
Record Sept-21 Billing	4,210.00	JVT43722278	paid 12/10/21
Record Aug-21 Billing	21.00	JVT43102244	paid 12/10/21
Record Oct-21 Billing	74,664.00	JVT43722297	Paid 1/6/22
Record Additional Sept Billing	6,045.00	JVT43722338	Paid 1/6/22
Record 5311 CARES Billing Nov-21	19,094.00	JVT43102278	
Total State Federal - 5311-2020-CARES ACT	<u>104,034.00</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

TXDOT Regional Planning  
Account 1279

Description	Amount
Record Aug-21 Billing	3,249.00 JVT43102223
Accrue RCTB Billing Sept-21	2,348.00 JVT43031092
Record RCTP Billing Sept-21	<u>2,958.00 JVT43031136</u>
	<u>8,555.00</u>

*NOTE: bill \$2,348.00 when the deliverables are met, see PGA.*

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 November 30, 2021

Accounts Receivable Medical Transportation  
 Account 1300

Description	Amount	
Record AMR Inv #10092021	80.00	paid 4312.90 on 10/14/21, paid 20.00 on 10/26/21
Record AMR Inv #10162021	-	paid 3451.45 on 10/29/21, Paid 435.50 on 11/16/21
Record AMR Inv #10262021	-	Paid 3,375.50 on 11/2/21
Record AMR Inv #10302021	-	Paid 3,312.95 on 11/4/21, paid 60.00 on 11/16/21
Record AMR Inv #11062021	-	Paid 2,666.15 on 11/11/21, paid 30.00 on 11/16/21, paid 70.00 on 11/23/21
Record AMR Inv #11092021	-	Paid 1,029.55 on 11/16/21
Record AMR Inv #11132021	-	Paid 1,818.70 on 11/16/21, paid 2496.65 on 11/18/21
Record AMR Inv #11212021	184.30	Paid 2,928.95 on 11/25/21
Record AMR Inv #11302021	4,278.00	
Total AMR Billings	<u>4,542.30</u>	

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 November 30, 2021

Deferred Income - Saferide Medical Transportation  
 Account 1306

Description	Amount	
Record SAFERIDE Inv 08-31-21 additional billing	(275.92)	Paid: 337.36 on 9/27/21, 628.96 on 10/12/21
Record SAFERIDE Inv 09-24-21 additional billing	63.70	
Record SAFERIDE Inv 10-09-21	0.00	Paid 4,711.91 on 11/1/21, Paid 70.55 on 11/5/21
Record SAFERIDE Inv 10-16-21	(0.00)	Paid 5,100.89 on 11/5/21, paid 254.68 on 11/15/21
Record SAFERIDE Inv 10-23-21	-	Paid 4,370.91 on 11/26/21
Record SAFERIDE Inv 10-30-21	1.21	Paid 6,307.46
Record SAFERIDE Inv 11-06-21	4,047.50	Paid 79.20
Record SAFERIDE Inv 11-13-21	4,394.44	
Record SAFERIDE Inv 11-21-21	4,793.60	
Record SAFERIDE Inv 11-30-21	3,821.51	
Total Saferide Billings	<u>16,846.04</u>	

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

AR - CV Council of Governments  
Account 1311

Date	Description	Amount
11/30/2021	Record 911 invoice Svr room Construction Nov-21	108,800.00 Paid 12/17/21

Total Amount CVCOG owes CVTD 108,800.00

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Coke County  
Account 1370

Description	Amount			
Record Monthly Membership Nov-21	2,980.67	JVT43031112	Paid 12/3/21	CRT12282965
	-			
Total	<u>2,980.67</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Irion County  
Account 1373

Description	Amount			
Record Monthly Membership No-21	1,583.01	JVT43031114	paid 12/3/21	CRT12282965
	<u>1,583.01</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Kimble County  
Account 1374

Description	Amount			
Record Monthly Membership Nov-21	1,512.67	JVT43031115	Paid 12/17/21	CRT12141942
	-			
Total	<u>1,512.67</u>			

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Reagan County  
Account 1377

Description	Amount		
Reagan County Overages 1st Qtr	1,096.68	Paid 1/21/22	CRT12142001

Total 1,096.68

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Schleicher County  
Account 1378

Description	Amount		
Record Monthly Membership Nov-21	3,429.73	Pd 1/18/22	CRT12141986
Record Monthly Membership Oct-21	3,429.73	Pd 1/18/22	CRT12141986
Total	<u>6,859.46</u>		

NOTE: Per County - Oct. - Dec. always paid in January.

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

West Texas Counseling and Guidance  
Account 1381

Description	Amount		
Record Oct-2021 WTCG	375.00	Pd 1/25/22	CRT12142009
Total	<u>375.00</u>		

*Note:*

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Sutton County  
Account 1384

Description	Amount			
Record Monthly Membership Nov-21	3,141.33	JVT43031120	Paid 12/17/21	CRT12141942

Total 3,141.33

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

City of San Angelo  
Account 1386

Description	Amount		
MPO-COSA FY21-22	14,400.00	Pd 1/25/22	CRT12142007
COSA FY21-22 Urban Services	337,391.00	Pd 1/25/22	CRT12142007
COSAGFB FY21-22 Urban Services	48,000.00	Pd 1/25/22	CRT12142007
Total	<u>399,791.00</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Angelo State University  
Account 1387

Description	Amount		
Record ASU Addtl Svc Multicultural Stu	148.58	Pd12/1/21	CRT12141968
RAM TRAM - Nov 21	<u>5,497.46</u>	Paid 12/20/21	CRT12141930
Total	<u>5,646.04</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Area Agency on Aging  
Account 1389

Description	Amount
AAA Urban trips Billing Oct-21	922.50 JVT43031142
Total	<u>922.50</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

CV Foster Grandparent  
Account 1390

Description	Amount		
Record invoice Nov-21 FGP	62.00	Paid 12/17/21	CRT12141942
	-		
	-		
Total	<u>62.00</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Accounts Receivable-General  
Account 1391

Description	Amount		
Record SANR Aug-21	82.50	JVT43102188	Paid 1/7/22
Record Boys & Girls Club Sept-21	1,615.00	JVT43031032	Paid 12/17/21
Record Boys & Girls Club Oct-21	1,530.00	JVT43031130	Paid 12/17/21
Record Boys & Girls Club Nov-21	1,445.00	JVT43031202	Paid 12/17/21
Total	<u>4,672.50</u>		

NOTE:

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

CV Senior Companion  
Account 1393

Description	Amount		
Record SCP Billing Nov-21	66.00	Paid 12/17/21	CRT12141942
Total	<u>66.00</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

CV Economic Development  
Account 1394

Description	Amount		
Record 5310 Rural Billing Nov-21	2,109.00	Pd 1/21/22	CRT12142001
Record 5310 Urban Billing Nov-21	28,168.00	Pd 1/21/22	CRT12142001

Total 30,277.00

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Charter Services  
Account 1395

Description	Amount	
Record Sacred Heart Charter Request 12062021	750.00	paid 12/7/21 CRT12282993
Record C Forbes Charter Request 12112021	250.00	
Record L Counts Charter Request 12172021	250.00	paid 12/17/21 CRT12141940
Total	<u>1,250.00</u>	

Note:  
December charters listed above were invoiced  
as we received the request.

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Bus Passes Receivable  
Account 1396

Description	Amount			
Nov 29 2021-COS	170.00	JVT43031191	Paid 12/1/21	CRT12282953
Nov 30 2021-Galilee	50.00	JVT43031192	Paid 12/1/21	CRT12282954
Nov 10 2021-GW	300.00	JVT43722255		

Total 520.00

Note:

Sent follow up email to Danielle at Goodwill for payment.

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Bronte Health & Rehab  
Account 1402

Description	Amount	
Record BHRC Inv Oct-21	760.00	JVT43031132
Record BHRC Inv Nov-21	456.00	JVT43031205
Total	<u>1,216.00</u>	

Note:

Sent follow up email to E. Weidner & D. Sims

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Prepaid General Expenses  
Account 1593

Description	Amount
Melodys Southwest DOT Mbrshp Agreement Oct - Dec Inv 203214 (Nov)	176.25 Rev in Dec-21
Melodys Southwest DOT Mbrshp Agreement Oct - Dec Inv 203214 (Nov)	15.00 Rev in Dec-21
Melodys Southwest DOT Mbrshp Agreement Oct - Dec Inv 203214 (Dec)	176.25 Rev in Dec-21
Melodys Southwest DOT Mbrshp Agreement Oct - Dec Inv 203214 (Dec)	15.00 Rev in Dec-21
Total	<u>382.50</u>

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Alpha Batteries Plus, LLC	11/29/2021	00117	325.76	0.00	0.00	0.00	0.00	325.76
Total Alpha Batteries Plus, LLC			325.76	0.00	0.00	0.00	0.00	325.76
DELL MARKETING L.P.	10/26/2021	10528637976	565.94	0.00	0.00	0.00	0.00	565.94
Total DELL MARKETING L.P.			565.94	0.00	0.00	0.00	0.00	565.94
Burney Tree Service	11/4/2021	10618812	1,850.00	0.00	0.00	0.00	0.00	1,850.00
Total Burney Tree Service			1,850.00	0.00	0.00	0.00	0.00	1,850.00
SAV-A-LIFE SKILLS	11/23/2021	11232021 SALS	55.00	0.00	0.00	0.00	0.00	55.00
Total SAV-A-LIFE SKILLS			55.00	0.00	0.00	0.00	0.00	55.00
CONCHO VALLEY DOOR, INC	11/5/2021	117254	1,277.55	0.00	0.00	0.00	0.00	1,277.55
Total CONCHO VALLEY DOOR, INC			1,277.55	0.00	0.00	0.00	0.00	1,277.55

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
ANGELO TIRE AND ALIGNMENT LLC	8/13/2021	119667	658.64	0.00	0.00	0.00	0.00	658.64
Total ANGELO TIRE AND ALIGNMENT LLC			658.64	0.00	0.00	0.00	0.00	658.64
Amazon Capital Services, Inc.	11/18/2021	11LL-PRLT-R...	604.47	0.00	0.00	0.00	0.00	604.47
Total Amazon Capital Services, Inc.			604.47	0.00	0.00	0.00	0.00	604.47
ANGELO TIRE AND ALIGNMENT LLC	11/4/2021	121248	99.95	0.00	0.00	0.00	0.00	99.95
Total ANGELO TIRE AND ALIGNMENT LLC			99.95	0.00	0.00	0.00	0.00	99.95
CTWP	11/11/2021	1311619	66.00	0.00	0.00	0.00	0.00	66.00
Total CTWP			66.00	0.00	0.00	0.00	0.00	66.00
HOME MOTORS, INC.	11/6/2021	146841	155.00	0.00	0.00	0.00	0.00	155.00
	11/8/2021	146858	155.00	0.00	0.00	0.00	0.00	155.00
	11/8/2021	146873	155.00	0.00	0.00	0.00	0.00	155.00
Total HOME MOTORS, INC.			465.00	0.00	0.00	0.00	0.00	465.00

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
TML INTERGOVER... RISK POOL	11/1/2021	1479 11012021	11,728.51	0.00	0.00	0.00	0.00	11,728.51
Total TML INTERGOVER... RISK POOL			11,728.51	0.00	0.00	0.00	0.00	11,728.51
ENGINE PRO MACHINE LLC	9/24/2021	16058	221.00	0.00	0.00	0.00	0.00	221.00
	10/1/2021	16079	221.00	0.00	0.00	0.00	0.00	221.00
	11/2/2021	16180	2,006.00	0.00	0.00	0.00	0.00	2,006.00
	11/8/2021	16191	4,995.00	0.00	0.00	0.00	0.00	4,995.00
	11/17/2021	16218	2,690.34	0.00	0.00	0.00	0.00	2,690.34
	11/18/2021	16220	814.25	0.00	0.00	0.00	0.00	814.25
	11/18/2021	16226	776.00	0.00	0.00	0.00	0.00	776.00
	11/19/2021	16228	228.00	0.00	0.00	0.00	0.00	228.00
	11/19/2021	16229	7.00	0.00	0.00	0.00	0.00	7.00
	11/19/2021	16231	7.00	0.00	0.00	0.00	0.00	7.00
	11/23/2021	16235	566.00	0.00	0.00	0.00	0.00	566.00
	11/29/2021	16240	2,990.57	0.00	0.00	0.00	0.00	2,990.57
Total ENGINE PRO MACHINE LLC			15,522.16	0.00	0.00	0.00	0.00	15,522.16
SUPERIOR SERVICES	11/8/2021	163444	1,046.40	0.00	0.00	0.00	0.00	1,046.40
	11/8/2021	163445	357.20	0.00	0.00	0.00	0.00	357.20
Total SUPERIOR SERVICES			1,403.60	0.00	0.00	0.00	0.00	1,403.60
FLORES TIRE & AUTO	11/11/2021	17971	63.00	0.00	0.00	0.00	0.00	63.00

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total FLORES TIRE & AUTO			63.00	0.00	0.00	0.00	0.00	63.00
Amazon Capital Services, Inc.	11/10/2021	1JWQ-FW1W...	113.97	0.00	0.00	0.00	0.00	113.97
	11/27/2021	1PQW-VCXV-...	220.56	0.00	0.00	0.00	0.00	220.56
	11/18/2021	1X63-QKX3-...	<u>230.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>230.53</u>
Total Amazon Capital Services, Inc.			565.06	0.00	0.00	0.00	0.00	565.06
DELL MARKETING L.P.	8/10/2021	2007143233...	3,233.09	0.00	0.00	0.00	0.00	3,233.09
	11/4/2021	2008370344...	<u>1,158.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,158.03</u>
Total DELL MARKETING L.P.			4,391.12	0.00	0.00	0.00	0.00	4,391.12
DOUCET PLUMBING, INC.	11/17/2021	21-257166	394.78	0.00	0.00	0.00	0.00	394.78
Total DOUCET PLUMBING, INC.			394.78	0.00	0.00	0.00	0.00	394.78
WEST TEXAS FIRE EXTINGUISHE... INC	11/3/2021	244625-01	153.60	0.00	0.00	0.00	0.00	153.60
	11/3/2021	246232-01	356.40	0.00	0.00	0.00	0.00	356.40
	11/1/2021	246384	<u>345.38</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>345.38</u>

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total WEST TEXAS FIRE EXTINGUISHERS INC			855.38	0.00	0.00	0.00	0.00	855.38
ENER-TEL SERVICES INC	11/1/2021	260003	19.99	0.00	0.00	0.00	0.00	19.99
Total ENER-TEL SERVICES INC			19.99	0.00	0.00	0.00	0.00	19.99
KuyKendall Landscape	11/9/2021	26328	285.00	0.00	0.00	0.00	0.00	285.00
Total KuyKendall Landscape			285.00	0.00	0.00	0.00	0.00	285.00
AT&T MOBILITY	11/25/2021	2873021749...	1,573.95	0.00	0.00	0.00	0.00	1,573.95
Total AT&T MOBILITY			1,573.95	0.00	0.00	0.00	0.00	1,573.95
JIM BASS FORD, INC.	11/10/2021	3329078	139.83	0.00	0.00	0.00	0.00	139.83
Total JIM BASS FORD, INC.			139.83	0.00	0.00	0.00	0.00	139.83
ATMOS ENERGY	8/11/2021	4036485953 06-21	71.70	0.00	0.00	0.00	0.00	71.70
	10/7/2021	4044369733 09-21	176.84	0.00	0.00	0.00	0.00	176.84
	11/4/2021	4044369733 10-21	146.72	0.00	0.00	0.00	0.00	146.72

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
	12/2/2021	4044369733 11-21	109.66	0.00	0.00	0.00	0.00	109.66
Total ATMOS ENERGY			504.92	0.00	0.00	0.00	0.00	504.92
WEST TEXAS REHABILITAT... CENTER	11/30/2021	45495	180.00	0.00	0.00	0.00	0.00	180.00
Total WEST TEXAS REHABILITAT... CENTER			180.00	0.00	0.00	0.00	0.00	180.00
SOUTHERN TIRE MART	11/4/2021	4930024934	312.18	0.00	0.00	0.00	0.00	312.18
	11/4/2021	4930024954	133.56	0.00	0.00	0.00	0.00	133.56
	11/5/2021	4930024989	564.00	0.00	0.00	0.00	0.00	564.00
	11/23/2021	4930025123	146.86	0.00	0.00	0.00	0.00	146.86
	11/29/2021	4930025316	293.72	0.00	0.00	0.00	0.00	293.72
Total SOUTHERN TIRE MART			1,450.32	0.00	0.00	0.00	0.00	1,450.32
CITY OF SAN ANGELO-ACC... RECEIVABLE	11/30/2021	57251	21,182.63	0.00	0.00	0.00	0.00	21,182.63
Total CITY OF SAN ANGELO-ACC... RECEIVABLE			21,182.63	0.00	0.00	0.00	0.00	21,182.63
HOUSE OF CHEMICALS	11/18/2021	576047	108.75	0.00	0.00	0.00	0.00	108.75
	11/23/2021	576160	34.02	0.00	0.00	0.00	0.00	34.02

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total HOUSE OF CHEMICALS			142.77	0.00	0.00	0.00	0.00	142.77
Q's PRINTING & DESIGN, INC.	11/22/2021	58875	2,034.45	0.00	0.00	0.00	0.00	2,034.45
Total Q's PRINTING & DESIGN, INC.			2,034.45	0.00	0.00	0.00	0.00	2,034.45
CONSTANCIO TIRE AND FLEET	11/26/2021	599855	178.00	0.00	0.00	0.00	0.00	178.00
Total CONSTANCIO TIRE AND FLEET			178.00	0.00	0.00	0.00	0.00	178.00
O'REILLY'S AUTO PARTS, INC.	11/10/2021	6032-143228	16.10	0.00	0.00	0.00	0.00	16.10
	11/11/2021	6032-143332	6.98	0.00	0.00	0.00	0.00	6.98
	11/12/2021	6032-143414	182.76	0.00	0.00	0.00	0.00	182.76
	11/12/2021	6032-143421	114.98	0.00	0.00	0.00	0.00	114.98
	11/12/2021	6032-143427	89.99	0.00	0.00	0.00	0.00	89.99
	11/16/2021	6032-143799	51.28	0.00	0.00	0.00	0.00	51.28
	11/18/2021	6032-143968	15.99	0.00	0.00	0.00	0.00	15.99
Total O'REILLY'S AUTO PARTS, INC.			478.08	0.00	0.00	0.00	0.00	478.08
WEX BANK	11/23/2021	75999189	16,698.28	0.00	0.00	0.00	0.00	16,698.28
Total WEX BANK			16,698.28	0.00	0.00	0.00	0.00	16,698.28

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
AUTOMATIC FIRE PROTECTION, INC.	11/29/2021	81291121	50.00	0.00	0.00	0.00	0.00	50.00
	11/29/2021	81311121	50.00	0.00	0.00	0.00	0.00	50.00
	11/29/2021	81321121	<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>
Total AUTOMATIC FIRE PROTECTION, INC.			150.00	0.00	0.00	0.00	0.00	150.00
Cross Texas Supply	11/2/2021	81926	503.42	0.00	0.00	0.00	0.00	503.42
Total Cross Texas Supply			<u>503.42</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>503.42</u>
Unifirst Holding Inc	11/1/2021	839 0313670	79.46	0.00	0.00	0.00	0.00	79.46
	11/8/2021	839 0314063	55.73	0.00	0.00	0.00	0.00	55.73
	11/15/2021	839 0314482	55.73	0.00	0.00	0.00	0.00	55.73
	11/22/2021	839 0314869	55.73	0.00	0.00	0.00	0.00	55.73
	11/29/2021	839 0315276	<u>137.13</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>137.13</u>
Total Unifirst Holding Inc			383.78	0.00	0.00	0.00	0.00	383.78
ANGELO WATER SERVICE	11/23/2021	85232	168.00	0.00	0.00	0.00	0.00	168.00
Total ANGELO WATER SERVICE			<u>168.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>168.00</u>

**CVTD**  
Aged Payables by Due Date - Outstanding AP  
Aging Date - 9/1/2020  
From 11/1/2021 Through 11/30/2021

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
TEXAS DEPARTMENT OF PUBLIC SAFETY	10/31/2021	CRS-202110-...	1.00	0.00	0.00	0.00	0.00	1.00
Total TEXAS DEPARTMENT OF PUBLIC SAFETY			1.00	0.00	0.00	0.00	0.00	1.00
ANGELO AUTO GLASS	11/9/2021	I069696	50.00	0.00	0.00	0.00	0.00	50.00
	11/29/2021	I069821	40.00	0.00	0.00	0.00	0.00	40.00
Total ANGELO AUTO GLASS			90.00	0.00	0.00	0.00	0.00	90.00
VGI Technology	8/13/2021	I35225	47.50	0.00	0.00	0.00	0.00	47.50
Total VGI Technology			47.50	0.00	0.00	0.00	0.00	47.50
Amazon Capital Services, Inc.	11/17/2021	IKK1-DGPN-...	46.99	0.00	0.00	0.00	0.00	46.99
Total Amazon Capital Services, Inc.			46.99	0.00	0.00	0.00	0.00	46.99
Report Total			87,150.83	0.00	0.00	0.00	0.00	87,150.83

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 November 30, 2021

AP Owed to CVCOG  
 Account 2112

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
11/1/2021	Beginning Balance	273,241.75
11/19/2021	Payment Received	(268,479.37)
11/12/2021	McCulloch County deposing in CVCOG	(4,762.68)
11/19/2021	Crockett County depositing in CVCOG	(3,714.56)
11/19/2021	Sterling County depositing in CVCOG	(1,139.92)
	Grant 010-Expenses paid by CVCOG	3,243.90
	Grant 018-Expenses paid by CVCOG	2,673.33
	Grant 019-Expenses paid by CVCOG	25.96
	Grant 023-Expenses paid by CVCOG	6,376.03
	Grant 813-Expenses paid by CVCOG	(24.39)
	Grant 814-Expenses paid by CVCOG	(19.17)
	Grant 817-Expenses paid by CVCOG	4,039.77
	Grant 825-Expenses paid by CVCOG	130.94
	Grant M01-Expenses paid by CVCOG	6,881.00
	Grant M02-Expenses paid by CVCOG	6,057.26
	Grant R01-Expenses paid by CVCOG	127,522.66
	Grant U01-Expenses paid by CVCOG	231,288.55
		-
	Total Amount owed to CVCOG	<u>383,341.06</u>
	MIP	<u>383,341.06</u>
	Variance	<u>0.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Deferred Income City Of San Angelo  
Account 2911

Description	Amount
MPO-COSA FY21-22	14,400.00 JVT43102267
COSA FY21-22 Urban Services	337,391.00 JVT43102268
COSAGFB FY21-22 Urban Services	48,000.00 JVT43102269
Recognize COSA revenue Oct-21	(1,606.31) JVT43722285
Recognize COSA revenue Nov-21	<u>(160,227.82) JVT43102289</u>
Total	<u>237,956.87</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Deferred Income-Charter Payments  
Account 2914

<u>Description</u>	<u>\$ Amount</u>		
C Houston Charter 11-13-21	500.00	JVT43722239	
Sacred Heart Charter 12-06-21	750.00	JVT43732259	paid 12/7/21 CRT12282993
R Jansa Charter 12-11-21	250.00	JVT43722261	paid 12/7/21 CRT12282993
C Forbes Charter 12-11-21	250.00	JVT43722262	
L Counts Charter 12-17-21	250.00	JVT43722263	paid 12/17/21 CRT12141940
N Perrine Charter 12-18-21	250.00	JVT43722264	

Total 2,250.00

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Deferred Income-Insurance Payments  
Account 2915

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
8/31/2021	TML ck 09046854 date of loss 8/13/21 AU149933	8,641.88
	Balance remaining on Vehicle 13-13	<u>8,641.88</u>
8/31/2021	Reserve TML Depot funds (delay in window repair due to COVID)	21,463.94
	<b>Total for Multi-Modal</b>	<u><b>21,463.94</b></u>
	Note: Northstar Construction currently working to repair damage to Depot Davis Bacon Interviews conducted 10/26/2021	
	<b>Total</b>	<u><u><b>30,105.82</b></u></u>

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 November 30, 2021

Deferred Income County Membership Dues  
 Account 2917

Description	Amount	
Coke County	8,942.01	paid 10/22/21
Concho County	<b>21,198.25</b>	paid 10/22/21
Crockett County	11,143.68	
Irion County	4,749.03	paid 10/15/21
Kimble County	4,538.01	paid 10/22/21
McCulloch County	14,288.04	paid 10/22/21
Menard County	<b>15,324.23</b>	paid 10/29/21
Reagan County	15,019.05	paid 10/8/21
Schleicher County	10,289.19	paid 10/22/21
Sterling County	3,419.76	paid 10/15/21
Sutton County	9,423.99	paid 10/22/21
Funds Recognized as Revenue	<u>(106,113.01)</u>	
Total Rural Program	<u>12,222.23</u>	
Tom Green County	<u>54,480.22</u>	
Total Urban Program	<u>54,480.22</u>	
Grand Total Dues Reserved	<u><u>66,702.45</u></u>	

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Deferred Income - Medical Transportation  
Account 2919

Description	Amount
Record AMR Inv 09-04-21	1,562.45
Record AMR Inv 09-11-21	1,782.50
Record AMR Inv 09-18-21	1,551.55
Record AMR Inv 09-25-21	2,149.20
Record AMR Inv 09-30-21	1,513.60
Record AMR Inv 10-09-2021	4,412.90
Record AMR Inv 10-16-2021	3,886.95
Record AMR Inv 10-26-2021	3,375.50
Record AMR Inv 10-30-2021	3,372.95
Record AMR Inv 11-06-2021	2,766.15
Record AMR Inv 11-09-21	1,029.55
Record AMR Inv 11-13-21	4,315.35
Record AMR Inv 11-21-21	3,113.25
Record AMR Inv 11-30-21	4,278.00
<b>Total AMR Billings</b>	<b><u>39,109.90</u></b>
Payments recognized for Sept 2021	(2,132.31)
Payments recognized for Oct 2021	(5,188.63)
Payments recognized for Nov 2021	(7,082.11)
<b>Total Pending Payments Recognized</b>	<b><u>(14,403.05)</u></b>
<b>Grand Total Deferred AMR Revenue</b>	<b><u><u>24,706.85</u></u></b>

Concho Valley Transit District  
Balance Sheet Reconciliation  
November 30, 2021

Deferred Income-Bus Passes  
Account 2920

Description	Amount		
Nov 29 2021-COS	170.00	JVT43031191	Paid 12/1/21
Nov 30 2021-Galilee	50.00	JVT43031192	Paid 12/1/21
Nov 10 2021-GW	300.00	JVT43722255	

Total 520.00

Concho Valley Transit District  
 Balance Sheet Reconciliation  
 November 30, 2021

Deferred Income - Saferide Medical Transportation  
 Account 2922

Description	Amount
Record SAFERIDE Inv 09-04-2021	2,780.92 JVT43102200
Record SAFERIDE Inv 09-11-2021	4,424.84 JVT43102204
Record SAFERIDE Inv 09-18-2021	5,603.52 JVT43031024
Record SAFERIDE Inv 09-25-2021	7,604.83 JVT43031027
Record SAFERIDE Inv 09-30-2021	4,354.47 JVT43031028
Record SAFERIDE Inv 09-24-2021 Straggler	63.70 JVT43722253
Record SAFERIDE Inv 10-09-21	4,782.46
Record SAFERIDE Inv 10-16-21	5,355.57
Record SAFERIDE Inv 10-23-21	4,370.91
Record SAFERIDE Inv 10-30-21	6,343.67
Record SAFERIDE Inv 11-06-21	4,126.70
Record SAFERIDE Inv 11-13-21	4,394.44
Record SAFERIDE Inv 11-21-21	4,793.60
Record SAFERIDE Inv 11-30-21	3,821.51

Total SAFERIDE Billings 62,821.14

Recognize Medicaid Funds -  
 Total Pending Payments Recognized -

Grand Total Deferred AMR Revenue 62,821.14

SCHEDULE OF REVENUES BY SOURCE  
September 1, 2021 - August 31, 2022  
CV Transit District

Grant No	Grant Name	Federal	CARES	State Administered		Federal		Transit Charter	TML Ins	Transit Medical	Sale of Equipment	CVEDD Vendor	Pass Thru	FGP/SCP/Aging Vendor	Local Revenue	Toll Credits	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes
				Federal	State	US Dept EDA	Program Income													
010	ICB Program	-	-	-	-	-	2,530.30	-	-	4,638.86	-	-	10,729.25	-	-	-	17,898.41	17,631.61	266.80	Owed to Greyhound
013	TML Depot Insurance Repairs	-	-	-	-	-	-	-	94.25	-	-	-	-	-	-	-	94.25	-	94.25	Excess funds, carry forward
018	Extended Medical Transp Program	-	-	-	-	-	-	-	-	6,462.56	-	-	-	-	-	-	6,462.56	6,462.56	-	
019	Grant 019, Link Road Facility Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	4,271.35	-	4,271.35	4,271.35	-	
020	Grant 020, US Dept Commerce Facility	-	-	-	-	108,632.80	-	-	-	-	-	-	-	-	27,158.20	-	135,791.00	135,791.00	-	
021	Grant 021, 911 Agreement Link Road	-	-	-	-	-	-	-	-	-	-	-	-	-	108,800.00	-	108,800.00	108,800.00	-	
023	Grant 023, Transit Construction Link Road	-	-	-	-	-	-	-	-	-	-	-	-	-	263,675.79	-	263,675.79	263,675.79	-	
800	CVTD Urban CARES ACT FY 19-20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
813	CVTD Urban FY 20-21	633.00	-	-	-	-	79.00	(156.25)	-	778.89	-	-	-	-	-	-	1,334.64	1,900.64	(566.00)	Will correct in December
814	CVTD Rural FY 20-21	-	-	4,915.00	4,250.00	-	-	-	-	757.58	-	-	-	-	-	-	9,922.58	73.41	9,849.17	Will correct in December
817	CVTD RCTP-2020-00016 FY 20-21	-	-	2,958.00	-	-	-	-	-	0.88	-	-	-	-	-	-	2,958.88	13,151.65	(10,192.77)	Billing once deliverables are met
823	Mobility Urban 5310-2019-074	-	-	7,807.00	-	-	-	-	-	530.53	-	-	-	-	1,561.00	-	9,898.53	9,898.53	-	
824	Mobility Rural 5310-2019-074	-	-	841.00	-	-	-	-	-	57.96	-	-	-	-	168.00	-	1,066.96	1,066.96	-	
825	Rural CARES 2021-00026	-	96,268.00	-	-	-	-	-	-	2.38	-	-	-	-	-	-	96,270.38	96,270.38	-	
M01	Mobility Urban 5310-2019-074	-	-	16,089.00	-	-	-	-	-	702.57	-	-	-	-	-	-	16,791.57	16,791.57	-	
M02	Mobility Rural 5310-2019-074	-	-	14,707.00	-	-	-	-	-	616.04	-	-	-	-	-	-	15,323.04	15,323.04	-	
R01	CVTD Rural FY 21-22	-	-	205,394.00	196,987.00	-	-	-	-	-	-	5,513.00	-	-	2,958.68	1,597.00	412,449.68	407,236.56	5,213.12	Excess funds, carry forward
U01	CVTD Urban FY 21-22	454,306.00	-	-	298,318.00	-	20,695.39	2,262.50	-	-	-	76,076.00	-	3,119.00	25,878.38	-	880,655.27	799,222.47	81,432.80	Excess funds, carry forward
		454,939.00	96,268.00	252,711.00	499,555.00	108,632.80	23,304.69	2,106.25	94.25	14,548.25	-	81,589.00	10,729.25	3,119.00	432,742.40	3,326.00	1,983,664.89	1,897,567.52	86,097.37	

# DRAFT AIA® Document B101™ – 2017

## Standard Form of Agreement Between Owner and Architect

**AGREEMENT** made as of the 15th day of February in the year 2022  
(In words, indicate day, month and year.)

**BETWEEN** the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

Concho Valley Transit District  
510 N Chadbourne St  
San Angelo, TX, 76903

and the Architect:  
(Name, legal status, address and other information)

Huitt-Zollars, Inc  
500 W 7th St. Suite 300  
Fort Worth, Texas

for the following Project:  
(Name, location and detailed description)

### Transit Maintenance Facility

**Location:** 5430 Link Road, A in San Angelo, Texas 76904

Property consists of 2 potential tracts:

- Tract #1 - Large upscale office building with over 75,000 sq. ft. of asphalt and concrete parking, total of 5 acres, built in 2014. Total of 41,800 sq. ft. with approximately 80 individual offices, 8 conference/training rooms and multiple labs and break areas throughout.
- Tract #2 - 2,400 sq. ft. warehouse on 12 acres with base material throughout and perimeter fencing, automatic gates opening to Old Christoval Rd.

### Project Description/Purpose:

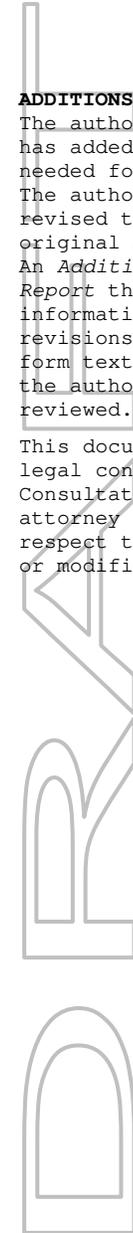
Design and assist with bidding and construction of a maintenance facility sized to accommodate a fleet of approximately 55 buses. The largest buses in the fleet will be up to 35 feet in length. The facility will require 4 maintenance bays, one wash bay, one lube bay, parts storage, a tire room, battery room, break room, oil and fluid storage room, and an office area for up to 10 employees.

The Owner and Architect agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



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### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1 and in Exhibit A which is attached for the purpose of detailed definition of the Architect's and his consultants' scope of work.  
*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:  
*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

The Owner's program for the project will be developed as Task 3 "Program Development" of the Architect's Basic Services (See Exhibit A)

§ 1.1.2 The Project's physical characteristics:  
*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

See Exhibit A

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:  
*(Provide total and, if known, a line item breakdown.)*

Construction budget is \$8,500,000.

§ 1.1.4 The Owner's anticipated design and construction milestone dates: Unknown at time of execution.

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

Design-Bid-Build of a single phase project with competitive bidding of the construction contract.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project: **NOT APPLICABLE**  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

Jeff York  
Concho Valley Transit District  
510 N Chadbourne St  
San Angelo, TX, 76903  
(325) 234-0251

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

NONE

§ 1.1.9 The Owner shall retain the following consultants and contractors: NONE  
*(List name, legal status, address, and other contact information.)*

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:  
*(List name, address, and other contact information.)*

William Hoelscher  
Huitt-Zollars, Inc  
Ft Worth, Texas 76102  
(817) 335-3000

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
*(List name, legal status, address, and other contact information.)*

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Civil & Geotechnical Engineer:

SKG Engineering LLC  
706 South Abe St  
San Angelo, Texas 76903  
(325) 657-8189

.2 Funding & Procurement Support:

Hendrickson Transportation Group  
P.O. Box 2032  
Waco, Texas 76703

**.3 Cost Estimating:**

EudaCorp  
707 W. Vickery Blvd, #102a  
Fort Worth, Texas 76104  
(682) 235-5143

**.4 Maintenance Facility Equipment and Planning**

WSP USA  
16200 Park Row, Suite 200  
Houston, Texas 77084  
(281) 589-5900

**§ 1.1.11.2 Consultants retained under Supplemental Services:**

Same Consultants as listed for Basic Services in 1.1.11.1

**§ 1.1.12 Other Initial Information on which the Agreement is based:**

NONE

**§ 1.2** The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

**§ 1.3** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

**§ 1.3.1** Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

**ARTICLE 2 ARCHITECT'S RESPONSIBILITIES**

**§ 2.1** The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

**§ 2.2** The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

**§ 2.3** The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than One Million Dollars (\$ 1,000,000.00 ) for each occurrence and Two Million Dollars (\$ 2,000,000.00 ) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$ 1,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than One Million Dollars (\$ 1,000,000.00 ) each accident, One Million Dollars (\$ 1,000,000.00 ) each employee, and (\$ 2,000,000.00 ) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than One Million Dollars (\$ 1,000,000.00 ) per claim and Two Million Dollars (\$ 2,000,000.00 ) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

### ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information.

The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

**§ 3.1.4** The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

**§ 3.1.5** The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

**§ 3.1.6** The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### **§ 3.2 Schematic Design Phase Services**

**§ 3.2.1** The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.2.2** The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

**§ 3.2.3** The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

**§ 3.2.4** Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

**§ 3.2.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

**§ 3.2.5.1** The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

**§ 3.2.5.2** The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

**§ 3.2.6** The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.2.7** The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### **§ 3.3 Design Development Phase Services**

**§ 3.3.1** Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and

describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

**§ 3.3.2** The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.3.3** The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

### **§ 3.4 Construction Documents Phase Services**

**§ 3.4.1** Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

**§ 3.4.2** The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

**§ 3.4.3** During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

**§ 3.4.4** The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.4.5** The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### **§ 3.5 Procurement Phase Services**

#### **§ 3.5.1 General**

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### **§ 3.5.2 Competitive Bidding**

**§ 3.5.2.1** Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

**§ 3.5.2.2** The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

**§ 3.5.2.3** If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### § 3.5.3 Negotiated Proposals: NOT APPLICABLE

## § 3.6 Construction Phase Services

### § 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

### § 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### **§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

### **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

**§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner’s approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

**§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner’s review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect’s knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect’s inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

**§ 3.6.6.4** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

**§ 3.6.6.5** Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

**§ 4.1.1** The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Architect, Owner, or not provided)</i>
<b>§ 4.1.1.1</b> Programming	Included in Basic Services
<b>§ 4.1.1.2</b> Multiple preliminary designs	
<b>§ 4.1.1.3</b> Measured drawings	
<b>§ 4.1.1.4</b> Existing facilities surveys	Included in Basic Services
<b>§ 4.1.1.5</b> Site evaluation and planning	
<b>§ 4.1.1.6</b> Building Information Model management responsibilities	

§ 4.1.1.7	Development of Building Information Models for post construction use	
§ 4.1.1.8	Civil engineering	Included in Basic Services
§ 4.1.1.9	Landscape design	
§ 4.1.1.10	Architectural interior design	
§ 4.1.1.11	Value analysis	
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	
§ 4.1.1.13	On-site project representation	
§ 4.1.1.14	Conformed documents for construction	
§ 4.1.1.15	As-designed record drawings	
§ 4.1.1.16	As-constructed record drawings	Included in Basic Services
§ 4.1.1.17	Post-occupancy evaluation	
§ 4.1.1.18	Facility support services	
§ 4.1.1.19	Tenant-related services	
§ 4.1.1.20	Architect's coordination of the Owner's consultants	
§ 4.1.1.21	Telecommunications/data design	Owner
§ 4.1.1.22	Security evaluation and planning	
§ 4.1.1.23	Commissioning	
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	
§ 4.1.1.25	Fast-track design services	
§ 4.1.1.26	Multiple bid packages	
§ 4.1.1.27	Historic preservation	
§ 4.1.1.28	Maintenance equipment design	Included in Basic Services
§ 4.1.1.29	Other services provided by specialty Consultants	
§ 4.1.1.30	Other Supplemental Services	

**§ 4.1.2 Description of Supplemental Services**

**§ 4.1.2.1** A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

Refer to "Additional Services" in Exhibit A,

**§ 4.1.2.2** A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

Telecommunication/data design: Owner shall provide designs for network servers, routers, switches, and all other telecommunications/data equipment.

**§ 4.1.3** If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

## § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 **Two ( 2 )** reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 **Twenty six ( 26 )** visits to the site by the Architect during construction
- .3 **One ( 1 )** inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 **One ( 1 )** inspections for any portion of the Work to determine final completion.

**§ 4.2.4** Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

**§ 4.2.5** If the services covered by this Agreement have not been completed within **thirty ( 30 )** months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## **ARTICLE 5 OWNER'S RESPONSIBILITIES**

**§ 5.1** Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

**§ 5.2** The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

**§ 5.3** The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

**§ 5.4** The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

**§ 5.5** The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

**§ 5.6** The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

**§ 5.7** If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

**§ 5.8** The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

**§ 5.9** The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 If the Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;

- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

**§ 6.7** If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Architect has any duty to design the Project within a Construction Budget, and the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work, its duty shall be limited to responsibilities that are reasonably within its direct control, thereby excluding matters that are beyond the control of Architect including, but not limited to, unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions in cost estimates prepared by others. Therefore, any such redesign effort required of Architect necessary to maintain the project within the Construction Budget that is not due specifically to the negligent act error, omission, or willful misconduct on the part of Architect shall require an increase to the compensation of Architect as Additional Services. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## **ARTICLE 7 COPYRIGHTS AND LICENSES**

**§ 7.1** The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

**§ 7.2** The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

**§ 7.3** The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

**§ 7.3.1** In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

**§ 7.4** Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

**§ 7.5** Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive any special or consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. Special or consequential damages as used herein shall include, but not be limited to, loss of capital, loss of product, loss of use of any system, or other property, or any other indirect, special or consequential damage, whether arising in contract, tort (including negligence), warranty or strict liability.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:  
(Check the appropriate box.)

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction **WITHOUT A JURY**
- Other: (Specify)

This Contract is made under and shall be governed and construed in accordance with the laws of the State of Texas. The place of this Contract, its situs and forum, shall be Texas, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined. The exclusive forum and venue for disputes shall be the Texas General Court of Justice in Tom Green County.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

## ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 Intentionally deleted. § 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
\$824,904.00

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

Included in the Stipulated Sum in Para 11.1

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation.)*

Amount as determined by negotiation between the parties.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (10%), or as follows:  
*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Task 1	Project Management	\$73,658
Task 2	Miscellaneous Early Works	\$17,090
Task 3	Program Development	\$69,106
Task 4	Schematic Design Phase	\$100,984
Task 5	Design Development Phase	\$147,305
Task 6	Construction Documents Phase	\$196,791
Task 7	Procurement Phase	\$10,445
Task 8	Construction Phase	\$105,829
	<b>Total Basic Compensation</b>	<b>\$721,208</b>
Task A	Existing Site and Facility Condition Review	\$14,564
Task B	Peer Review	\$7,489
Task C	Signage & Graphics	\$4,351
Task D	Facility Maintenance Program	\$19,352
Task E	Funding & Procurement Support	\$57,940
	<b>Total Additional Compensation</b>	<b>\$103,696</b>

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth in Exhibits B, C, & D. The rates for each shall be adjusted each January 1<sup>st</sup> in accordance with the Architect's and Architect's consultants' normal review practices.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

#### § 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents for issuance to Bidders;
- .5 Postage, handling, and delivery of Bid Documents;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Ten percent ( 10 %) of the expenses incurred. Architect's consultants shall be billed at cost plus Ten percent (10%).

§ 11.9 Architect's Insurance. Intentionally deleted.

## § 11.10 Payments to the Architect

### § 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of ZERO (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

### § 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable within thirty (30) days of the Architect's invoice. Amounts unpaid thirty one ( 31 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.  
*(Insert rate of monthly or annual interest agreed upon.)*

One (1) % compounded monthly

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

### 12.1 INDEMNIFICATION

#### A. Indemnification for General Liability/Non-Professional Negligence

Architect shall defend, indemnify and hold harmless CVCOG department, CVCOG, officers, employees, and personnel, (the "Indemnitees") from and against damages, liability, losses, costs and expenses including reasonable attorneys' fees recoverable under applicable law arising out of or resulting from the negligence of the Architect its employees, agents, subcontractors or others for whom the Architect is legally liable provided that such damage, liability, loss, cost or expense is:

- 1) Attributable to personal injury, death, disease, property damage, intellectual property infringement or other harm for which recovery of damages is sought, suffered by any person or persons, entity or entities, that may arise out of or result from Architect's breach of any of the terms or covenants contained in this Agreement;
- 2) Not the result of Architect's professional negligence.

#### B. Indemnification for Professional Negligence

Architect shall indemnify and hold harmless Indemnitees from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of Architect, its employees and any of its subconsultants in the performance of professional services under this Agreement.

Solely and exclusively for Professional Liability Claims, Architect shall have no obligation to undertake the defense of Indemnitees in a Professional Liability Claim prior to the determination of liability in such Professional Liability Claim. If Architect is a party to the Professional Liability Claim at its conclusion, then upon conclusion of the Professional Liability Claim either through settlement, or by the issuance of an arbitration award, judgment or other final determination of liability, Architect shall promptly reimburse Indemnitees for a proportionate share of Indemnitees' defense attorney's fees, investigation costs, court or arbitration costs, and expenses incurred in defending any claim, demand, action, lawsuit, arbitration, or other proceeding relating to such Professional Liability Claim, in an amount proportionate to the percentage of liability allocated to Architect in any such settlement agreement, arbitration award, judgment or other final determination of liability. Architect shall not have any obligation to indemnify, defend or reimburse Indemnitees for Professional Liability claims arising by reason of the sole negligence or willful misconduct of Indemnitees.

This indemnity obligation shall survive the completion of work and termination of this Agreement.

**ARTICLE 13 SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect
- .3 Exhibits:  
*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this agreement.)*

Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

- EXHIBIT A: Huitt-Zollars Proposal to Concho Valley Transit District dated January 14, 2022.
- EXHIBIT B: Huitt-Zollars Dallas/Fort Worth Office 2022 Hourly Rate Sheet
- EXHIBIT C: WSP
- EXHIBIT D: SKG Engineering

- .4 Other documents:  
*(List other documents, if any, forming part of the Agreement.)*

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

*(Printed name and title)*

ARCHITECT (Signature)

*(Printed name, title, and license number, if required)*

January 14, 2022

Jeff York  
Concho Valley Transit District  
510 N Chadbourne Street  
San Angelo, Texas 76903

Ref: General Architectural and Engineering Services for CVTD Maintenance and Operations Facility

Dear Mr. York:

We are pleased to submit our proposal for professional Architectural and Engineering Services for the Transit Maintenance Facility project for the Concho Valley Transit District. Our proposal is based on the Concho Valley Council of Government's RFQ # CVCOG-21-Transit-Q-0005

### **Background**

CVTD's transit program provides general public transportation to the urban and non-urbanized areas across west Texas. These services include fixed routes throughout San Angelo with more than 110 bus stop locations on six (6) main routes that include Angelo State University and Goodfellow Air Force Base. CVTD also provides free rides throughout the rural counties of the Concho Valley. Maintenance on CVTD vehicles is currently provided by outside contractor. It has been determined that a CVTD owned vehicle maintenance facility would provide more cost effective and efficient operations. In conjunction with CVCOG, CVTD has acquired a 17-acre site located at 5430 Link Road in San Angelo, Texas with an office building and a maintenance warehouse. The purpose of this project is to develop a Transit Maintenance and Operations to accommodate a fleet of 55 buses, with the largest being up to 35-feet long.

### **Scope of Services**

The HZ/WSP/HTG Team approach has been applied to the planning and design of over 500 transit maintenance and operations facilities across the United States. It is based on a clear understanding of the unique operating characteristics and functional requirements of transit operations. The design of this new facility will impact the CVTD operations for many years. The HZ/WSP/HTG Team approach maximizes CVTD's input while making the best use of your time through a series of workshops. These workshops bring together key CVTD staff and other Concho Valley Council of Governments (CVCOG) staff, and the design team to quickly review and evaluate a range of options before making critical decisions that will impact the design.

The following is a detailed outline of the HZ/WSP/HTG Team's technical approach to developing a state-of-the-art Transit Maintenance and Operations Facility to support a fleet of 55 buses. The approach is divided into tasks with each task being described with the work elements to be accomplished, the deliverables, and items to be provided by CVTD (where appropriate).

The scope of work has been divided in the following tasks:

#### **BASIC SERVICES**

- TASK 1: Project Management
- TASK 2: Miscellaneous Early Works
- TASK 3: Program Development
- TASK 4: Schematic Design
- TASK 5: Design Development
- TASK 6: Construction Documents (90% and 100%)
- TASK 7: Bidding
- TASK 8: Construction Administration

**ADDITIONAL SERVICES / ALLOWANCES**

- TASK A: Existing Site & Facility Condition Review (FCR)
- TASK B: Peer Review
- TASK C: Signage & Graphics (interior & exterior)
- TASK D: Facility Maintenance Program
- TASK E: Funding & Procurement Support

**BASIC SERVICES**

**TASK 1: Project Management**

**Work Elements:**

1. Conduct a project kick-off meeting with the HZ/WSP/HTG Team and key CVTD staff who will participate in the project. The purpose of the meeting will be to:
  - Establish clear lines of communication.
  - Review the scope of work and project schedule.
  - Clearly define project goals and objectives.
  - Identify the staff to be involved in the interview process.
2. Develop and maintain a project schedule listing all tasks and parties involved in the project with estimated start and completion dates. The schedule will be updated on a regular basis.
3. Schedule and coordinate periodic project status meetings including:
  - Identifying appropriate participants for each meeting.
  - Developing (with appropriate CVTD input) and distributing agenda prior to meetings.
  - Developing and distributing minutes for each meeting.
4. Prepare and submit monthly progress reports. Each report shall include an updated schedule, summary of tasks in progress and completed, and projected tasks to be accomplished in the next month.
5. Coordinate with various groups responsible for reviewing the design at specific stages.

**Deliverables (Task 1):**

- Project Schedule
- Meeting Agendas
- Meeting Minutes
- Monthly Progress Reports (including updated project schedule)

**TASK 2: Miscellaneous Early Works**

**Work Elements:**

Miscellaneous Early Works

- a. Geotechnical Exploration and Report. A geotechnical exploration will be conducted to establish parameters and recommendations for foundation and pavement design. A percolation test will be conducted to aid in design of the on-site septic system, and site soils will be tested and classified for use as select fill under the building pads and pavement.
- b. Topographic Survey. A topographic survey will be conducted to supplement CVTD's boundary survey with ground elevations, structures, topography, water features (lakes, ponds, streams), flood plain, utilities (overhead and underground), easements, rights-of-way, roadways, drives, and paved areas, and additional information necessary for detailed design.

**Deliverables (Task 2):**

- Geotechnical Report
- Topographic Survey

**Items to be provided by CVTD (Task 2):**

- Boundary Survey of the property.

**TASK 3: Program Development**

**Work Elements:**

Data Gathering

In preparation for Workshop #1 (Programming), the HZ/WSP/HTG Team will:

1. Develop a questionnaire to be completed by the CVTD staff prior to the interviews.
2. Review copies of previous studies and/or reports pertinent to the project provided by CVTD.
3. Review available drawings of existing facilities on the project site provided by CVTD.
4. Review current CVTD operations plans.
5. Review current and projected staffing plans and labor agreement(s).
6. Tour existing CVTD facilities to fully understand their function and capabilities.
7. Review list of current vehicles and equipment, their current location, and projected fleet growth.

Operational Requirements

The first step in the design process is to identify the functional requirements and operational characteristics of the proposed facility. This will involve active participation of the CVTD staff in a series of in-depth interviews over a **two -day** period. The HZ/WSP/HTG Team will:

8. Assist in identifying the staff to be involved in the interview process.
9. Workshop #1 (Programming): Interview key CVTD staff personnel to determine functional requirements and operational characteristics for the functions to be located at the new facility. The workshop is anticipated to be conducted over the course of a two- day period. The workshop will start with a kick-off meeting (approximately 2-hours) with key staff that will be involved in the interviews. The purpose of the kick-off meeting will be to confirm project goals and the objectives of the workshop. Interviews (typically one to two hours each) will be conducted with the CVTD staff appropriate for the specific areas being discussed. These interviews are critical to the success of the facility, as they provide essential input to understanding operational requirements, identifying space requirements, development of criteria, and ultimately development of a design that will meet the CVTD's current and future needs. Examples of topics to be addressed during the interviews include:
  - a. Review impact of ADA requirements maintenance and operations.
  - b. Review the projected use of alternative fuels. *Note: This does not include a detailed evaluation of alternative fuels and their impact on facility design.*
  - c. Review requirements for repair bays, shops, material storage, and other maintenance functions.
  - d. Review body repair activities and requirements.
  - e. Review requirements for wheelchair lift and air conditioning repairs.
  - f. Review existing maintenance philosophy and policies, procedures, and maintenance techniques for scheduled and unscheduled maintenance, component rebuild, body repairs, and paint.
  - g. Review vendor contracted activities and requirements.
  - h. Review revenue retrieval procedures to determine impact on site circulation and facility space requirements, if any.
  - i. Review fueling, interior cleaning, and exterior cleaning requirements, if any on-site.

- j. Review existing preventive maintenance program to determine frequency of inspections and average time required for each.
  - k. Review requirements for radio and support vehicle repairs.
  - l. Review existing inventory control policies, procedures, and techniques to determine parts storage requirements. This will include a review of various storage systems available for parts storage.
  - m. Review facility maintenance requirements that may affect material selection, plumbing, electrical, heating, ventilation, and air conditioning.
  - n. Review site and building security requirements.
10. Review relationships between functional areas.
  11. Review fleet size, mix, and projected growth.
  12. Review current and projected staffing plans and labor agreement(s).

Review of Similar Facilities

13. WSP will develop a PowerPoint presentation to show key elements of similar facilities to be considered in the new facility. This will help establish a common frame of reference for the CVTD and design team.

Space Program

Based on the interviews, a detailed space program will be developed which will:

14. Identify functional areas to be located at the new facility.
15. Identify space requirements for all administrative, maintenance, and operations functions in the project including:
  - a. Requirements for offices, mechanic areas, and driver areas (crew areas).
  - b. Quantity, size, and type of repair bays.
  - c. Requirements for all shops (i.e. brake, tire, component rebuild, welding)
  - d. Requirements for parts storage and warehousing.
  - e. Storage requirements for toolboxes and portable equipment.
  - f. Requirements for mechanical and electrical support space.
16. Identify parking requirements for CVTD vehicles (buses and non-revenue vehicles), employee, visitor, and delivery vehicles.

Draft Design Criteria Document

The criteria to be used in the design of the new facilities must be developed for CVTD approval. WSP will:

17. Prepare Draft Design Criteria Document to include space program and criteria resulting from CVTD interviews, on-site observations, and review of records. The Design Criteria Document will include information on staffing levels, current and projected operations, a narrative of daily operations, site requirements, and specific requirements for each functional area. The Design Criteria Document will also identify preliminary functional requirements for building systems including architectural, structural, mechanical, electrical, and plumbing such as:
  - a. Clearance requirements (doors, aisle widths, overhead) throughout the project.
  - b. Floor, wall, and ceiling finishes.

- c. Functional areas and equipment items within each area to be included on an emergency power system.
  - d. Lighting levels and type of lighting for all exterior areas and each functional area within the maintenance building.
  - e. Lubrication and compressed air system requirements.
  - f. Ventilation requirements for each functional area including offices, repair bays, maintenance shops, welding, battery, paint areas, chassis wash/component clean, pits, and storage areas.
  - g. Drainage requirements for floor wash-down, waste oil, waste coolant, and spill containment.
  - h. Minimum design temperatures for heating and cooling for each functional area.
18. Establish functional area relationships both between areas and between workstations within areas. Primary considerations to be industrial work flow, supervision, and safety. Diagrams showing these relationships will be included in the Design Criteria Document.
  19. Identify major maintenance equipment items to be located in each functional area.
  20. Assemble data provided by CVTD on vehicles to be maintained. Include make and models, dimensions and weights, quantities, and operating characteristics.
  21. Submit draft Design Criteria Document for CVTD review and approval. The document will be finalized during Task 3.

Maintenance Equipment

22. Develop Preliminary Maintenance Equipment List based on the draft Design Criteria. Equipment shall be listed by functional area and include a description, price, quantity, dimensions, and general utility requirements for each equipment item. Incorporate equipment items identified as reusable on the Equipment Inventory. The Preliminary Equipment List will be reviewed with the CVTD at the design session in Task 4.

**Deliverables (Task 3):**

- Draft Design Criteria Document.
- Preliminary Maintenance Equipment List & Cost Estimate.

**Items to be provided by CVTD (Task 3):**

- Copies of previous studies and reports.
- Available as-built drawings of existing sites and facilities.
- Current operations plans.
- Current and projected staffing plans and labor agreement(s)
- List of current and projected vehicles and equipment (including current location)
- Provide list of CVTD staff that are to receive and respond to the programming questionnaire.
- Respond to the programming questionnaire in a timely manner.
- Actively participate in Workshop #1 interviews at dates and times to be coordinated with the CVTD Project Manager.
- Data on all vehicles to be maintained including make and models, dimensions and weights, quantities, and operating characteristics.
- Timely review of draft deliverables with feedback to the HZ/WSP/HTG Team based on the review of deliverables.

#### **TASK 4: Schematic Design**

##### **Work Elements:**

##### Alternative Conceptual Plans

1. Identify potential alternatives to meet the requirements established in the previous task.
2. Workshop #2 (Concept Design): Participate in a **two -day** on-site design charrette working directly with the design team and the CVTD to develop alternatives for site configuration and general building design. During this on-site process, alternatives will be reviewed by the user staff. Based on review comments, selected alternatives will be refined and presented for review. A final review meeting will result in a selected Conceptual Plan(s).
3. The site layouts will be developed with emphasis on:
  - a. Circulation patterns for vehicles, equipment, materials and personnel that will provide the most efficient, cost effective, and safest maintenance operation.
  - b. Ingress and egress routes that maximize safety and security and minimize vehicular and pedestrian conflict on and off the site.
  - c. Site area relationships. Include mechanic and operator facilities, fuel and wash, maintenance facilities, vehicle parking, bad order (or down vehicle) parking, employee and visitor parking, and shipping and receiving.
4. The facility layouts will emphasize:
  - a. Circulation patterns for vehicles, equipment, materials and personnel and their relation to site circulation patterns.
  - b. Functional area relationships both between the various areas and between workstations within each area.
  - c. Efficient industrial workflow, supervision, and safety.
5. Assist in developing an initial Estimate of Probable Cost based on the selected Conceptual Plan.

##### Maintenance Equipment

6. Update the Preliminary Maintenance Equipment List based on the Conceptual Design.
7. Update preliminary cost estimate for maintenance equipment.

##### Final Design Criteria Document

8. Review comments from the CVTD on the draft Design Criteria Document.
9. Incorporate comments received from the staff and modifications that resulted from the on-site design process.
10. Update the space program to be consistent with the Schematic Design.
11. The alternative schemes developed during the on-site design charrette and the selected Conceptual Design could also be incorporated into the final Design Criteria Document.

##### Schematic Design Quality Control

12. Coordinate operational and equipment related functional requirements during development of the Schematic Design. Items to be addressed include:
  - a. Clearances shown in building sections.
  - b. Modifications to the Concept Design due to structural/architectural requirements.
  - c. Turning radius, queuing space, and bus circulation.

13. Review the site and facility layouts for compliance with the approved design criteria and operational/maintenance concepts.

**Deliverables (Task 4):**

- Alternative Site and Facility Sketches.
- Initial Estimate of Probable Construction Cost
- Updated Preliminary Maintenance Equipment List and Cost Estimate.
- Final Design Criteria Document.
- Quality Control Review Comments.

**Items to be provided by CVTD (Task 4):**

- Actively participate in Workshop #2 at dates and times to be coordinated with the CVTD Project Manager.
- Timely review of draft deliverables.
- Feedback to the HZ/WSP/HTG Team based on the review of deliverables.

**TASK 5: Design Development**

**Work Elements:**

Site and Building Design

1. Prepare Design Development (30%) drawings and specifications that incorporate Schematic Design Review comments submitted by the CVTD. All drawings will be prepared on AutoCad or Revit. Each building system will be described in the drawings and specifications including: architectural, civil, structural, mechanical, electrical, plumbing, fire protection, landscaping, and site lighting.
2. The Design Development will illustrate and describe the project, establishing the scope, relationships, forms, size, and appearance of the project by means of plans, sections and elevations, typical construction details, and equipment layouts. The specifications will identify major materials and systems and establish their quality levels.
3. Update utility and regulatory compliance requirements and meet with utility and regulatory officials.

Maintenance Equipment

The type, quantity, location, and utility requirements of maintenance equipment is critical to the design of the maintenance facility. The HZ/WSP/HTG Team will:

4. Develop initial maintenance equipment layouts that provide an efficient, cost effective, safe industrial workflow through the facility. All functional areas identified in the equipment list to be included.
5. Obtain brochures and cutsheets on maintenance equipment to be specified by the HZ/WSP/HTG Team (approximately 50 items).
6. Workshop #3 (Equipment Review): Review equipment list, cutsheets, and layout with the CVTD to ensure that all maintenance requirements have been addressed.
7. Update maintenance equipment list, layouts, and cutsheets to be consistent with facility design and input received during the review session.
8. Develop Utility Requirements drawing(s) based on information developed with the CVTD. These will include locations of air, electrical and water outlets not required for equipment, vehicle exhaust system outlets, drains, special grating, and overhead door controls.
9. Develop an equipment utility matrix to assure coordination of equipment utility requirements with mechanical, electrical, and plumbing disciplines.

Estimate of Probable Cost and Schedule

10. Develop a construction Estimate of Probable Cost based on the Design Development package. This will include an evaluation of construction techniques and materials to assure their availability and compatibility with local building trades.
11. Compare Estimate of Probable Cost with the construction budget and review with the CVTD to make any adjustments necessary to keep the project within the established budget.
12. Prepare and submit an updated project schedule for CVTD approval.

Design Development Quality Control

13. Coordinate operational and equipment related functional requirements during development of the Preliminary Design. Items to be addressed include:
  - a. Clearances shown in building sections.
  - b. Modifications to the Concept Design due to structural/architectural requirements.
  - c. Turning radius, queuing space, and bus circulation.

14. Conduct a quality control / quality assurance workshop prior to the 30% submittal. During the workshop, the design team will:
  - a. Review the site and facility layouts for compliance with the approved design criteria, operational/ maintenance concepts, and regulatory compliance.
  - b. Review architectural and engineering (civil, structural, mechanical, electrical, plumbing) design for compliance with the approved design criteria, operational/maintenance concepts, maintenance equipment requirements, and regulatory requirements.

Presentation Materials

15. Prepare rendered site plan, an aerial perspective, and an at-grade perspective of the facility based on the Design Development. The renderings and drawings shall be suitable for display and/or publication.

Presentation

16. Utilizing the presentation materials developed above and other materials as needed, the HZ/WSP/HTG Team will present the project to CVCOG to update them on the project.

**Deliverables (Task 5):**

- Preliminary Design Drawings and Specifications
- Rendered Site Plan, an Aerial Perspective, and an At-Grade Perspective of the Facility
- Updated Maintenance Equipment List
- Maintenance Equipment Brochure and Cutsheet Manual
- Utility Requirement Drawings and Equipment Utility Matrix
- Estimate of Probable Cost and Schedule

**Items to be provided by CVTD (Task 5):**

- Actively participate in Workshop #3 at dates and times to be coordinated with the CVTD Project Manager.
- Timely review of draft deliverables.
- Feedback to the HZ/WSP/HTG Team based on the review of deliverables.

**TASK 6: Construction Documents (90% and 100%)**

**Work Elements:**

Site and Building Design

1. Identify the project component packages that are most appropriate for this project and organize the Construction Documents based on the established project component packages and bidding criteria.
2. Prepare Bid Documents (drawings and specifications) that incorporate Design Development Review comments submitted by the CVTD. All drawings will be prepared in AutoCad or Revit. Each project component system will be described in the drawings and specifications including: architectural, maintenance equipment, civil, structural, mechanical, electrical, plumbing, fire protection, landscaping, irrigation, and site lighting.
3. Develop final maintenance equipment list and cost estimate for equipment.

Interior Finish Materials, Colors, and Textures

4. Identify space function characteristics that impact finishes selections.
5. Identify color schemes that are compatible with functions.
6. Present interior finishes scheme to CVTD for approval.
7. Select manufacturers and products for functions and colors.
8. Incorporate selections in finish schedule and specifications for bidding.

Construction Estimate of Probable Cost and Schedule

9. Develop a construction Estimate of Probable Cost based on the Construction Documents (drawings and specifications) at the 90% and 100% level.
10. Develop a construction schedule with sufficient detail to determine construction start date and duration.
11. Compare Estimate of Probable Cost with the construction budget and review with the CVTD to make any adjustments necessary to keep the project within the established budget.

Construction Document Quality Control

12. Review the drawings and specifications with the CVTD at the 90% complete level. This shall be an informal "over-the-shoulder" review.
13. Coordinate requirements for human engineering and building systems and components including architectural, maintenance equipment, civil, structural, mechanical, electrical, plumbing, and landscaping.
14. Review architectural and engineering (civil, structural, mechanical, electrical, plumbing) design for compliance with the approved design criteria, operational/maintenance concepts, and maintenance equipment requirements. This will be done as a two to three day workshop at the 90% and 100% level.

Submit Documents for Final Review

15. Review list of previously identified regulatory agencies and CVTD review staff.
16. Reproduce documents and submit sets to each regulatory agency and CVTD review staff.

Coordinate with Regulatory Agencies and City Staff

17. Meet with and/or communicate with each affected party.
18. Revise documents as needed to acquire final CVTD sign-off and regulatory permit approvals

**Deliverables (Task 6):**

- Bid Documents (drawings, specifications, and bid conditions)
- Final Equipment List
- Construction Estimate of Probable Cost and Schedule (60% and 100%)
- Sign-offs from City staff
- Regulatory agencies' approvals and building permit ready for selected bidder.

**Items to be provided by CVTD (Task 6):**

- Timely review of draft deliverables.
- Feedback to the HZ/WSP/HTG Team based on the review of deliverables.

**TASK 7: Bidding**

**Work Elements:**

In order to assist the CVTD with the bid process to assure that the work is bid as designed and specified, the HZ/WSP/HTG Team will:

1. Establish contractor pre-qualification criteria for advertising.
2. Assist with pre-submittal conference.
3. Assist with contract qualifications evaluations and short listing for bidders.
4. Assist with pre-bid conference(s) and document with addendum(a).
5. Review and respond to bidder's questions and requests for substitutions.
6. Prepare addendum items to clarify the intent of the bid documents.
7. Assist in receiving and reviewing bids for compliance with bidding requirements.
8. Write letter to the CVTD recommending contract(s) award.

**Deliverables (Task 7):**

- Contractor qualification criteria
- Written response to questions during bidding
- Addenda as necessary
- Letter of contract(s) award recommendation

**TASK 8: Construction Administration**

**Work Elements:**

1. Review and respond to contractors' submittals (shop drawings, product literature, operation and maintenance manuals).
2. Review and respond to contractors' requests for information (RFI).
3. Participate in weekly Owner-Architect-Contractor (OAC) virtual meetings.
4. Review and respond to requests for change orders, and prepare change orders as necessary.
5. Make monthly on-site reviews during construction prior to contractor's applications for payment.
6. Review and approve contractor's applications for payment.
7. Monitor installation, checkout, and testing of all project component systems and maintenance equipment specified.
8. Make on-site reviews during construction and final punch-out.
9. Chair Monthly Construction Progress Meetings (with contractor, key subcontractors, and owner), keep minutes of meetings, and distribute minutes to all attendees.
10. Chair Monthly Owners Meeting prior to Monthly Construction Progress Meetings, keep minutes of meetings, and distribute minutes to all attendees.
11. Prepare record drawings showing as-built conditions based on mark-ups provided by the contractor.

**Close-Out Documents**

12. Develop list of contractors, subcontractors, suppliers, and manufacturers responsible for each building component, system, and equipment item. Include their address and telephone information.
13. Assemble manufacturer's operating and maintenance manuals and other manufacturer literature.
14. Assemble manufacturer's warranties.
15. Organize record drawings showing conditions constructed in the field.
16. Assemble shop drawings.
17. Assemble major parts lists of equipment specified.

**Warranty Period**

18. Conduct 6-month and 11-month warranty inspections.

**Deliverables (Task 8):**

- Response to Submittals
- Written Response to Requests for Information, as necessary
- Field Notes documenting observations
- Approved applications for payment from contractors
- Minutes of monthly Construction Progress Meetings
- Minutes of monthly meetings with Owner
- Final Punchlist
- Record Drawings
- Close-out Documents
- Warranty Inspection Punchlist

**ADDITIONAL SERVICES**

**TASK A: Existing Site & Facility Condition Review (FCR)**

**Work Elements:**

Facilities and Operations

1. Tour existing facilities and talk with CVTD staff responsible for operations, building systems, and building maintenance.
2. Review of existing plans and specifications for facilities.
3. Review the size condition, expansion capability, and efficiency of each facility.
4. Area take-off of each space in the facilities based on the as-built drawings provided by the CVTD.
5. Identify the probable life span of the following existing building systems: exterior building skin, interior finishes, mechanical, electrical, plumbing, fire protection.
6. Evaluate compliance of existing facilities with applicable building codes.
7. Inventory existing shop equipment and identify items that should be reused in the master plan.
8. Document current on-site traffic flow and workflow throughout the facility.
9. Review available new technologies that may improve the operational efficiency or effectiveness of the building systems.
10. Photographically document existing conditions along with a narrative of the conditions.
11. Prepare draft condition report and submit for the CVTD’s review and comment.
12. Final condition report to be included in the final Master Plan report.

**Deliverables (Task A):**

- Draft Condition Report including:
  - Evaluation of site
  - Existing building system capacity and efficiency review
  - Existing shop equipment inventory

**Items to be provided by the CVTD (Task A):**

- Timely review of draft deliverables.
- Feedback to the HZ/WSP Team based on the review of deliverables.

**TASK B: Peer Review**

**Work Elements:**

If a Peer Review is required by the CVTD and the HZ/WSP Team will:

1. Assist in identifying a peer group to be invited to review the design concept.
2. Assist in presenting the design to the review team.
3. Respond to questions raised during the review sessions.
4. Review written comments from the Peer Review. (Assume one Peer Review session).
5. Assist in formulating recommendations to the City regarding acceptance or modification of the suggestions brought forth during the Peer Review.

**Deliverables (Task B):**

- Review Comments.

**TASK C: Signage & Graphics (interior & exterior)**

Objective: To prepare documents for signage & graphics for interior and exterior spaces.

**Work Elements:**

Properly designed signage and graphics (interior and exterior) are valuable tools for promoting a safe working environment. The HZ/WSP Team will:

1. Establish signage and graphics requirements including safety, directional, informational, and traffic signs and pavement markings.
2. Develop plans and specifications showing locations and messages for signage and graphics throughout the site and facility.
3. Coordinate any required utility connections.

**Deliverables (Task C):**

- Signage and graphics location plans and specifications.

**TASK D: Facility Maintenance Program**

**Work Elements:**

Development of detailed facility preventive maintenance policies, procedures, and schedules will enable the CVTD to maximize the useful life of the new facility.

Facility Maintenance Manual

1. Identify building components, systems, and equipment items that require periodic inspection and maintenance.
2. Develop detailed facility maintenance standards and policies that clearly define responsibilities.
3. Develop manual work order system to effectively monitor preventive maintenance activities.
4. Develop facility maintenance master schedule.
5. Prepare Draft Facility Maintenance Manual and submit for City review and comment.
6. Finalize Facility Maintenance Manual, incorporating response to City review comments.

Deliverables (Task D):

- Draft Facility Maintenance Manual.
- Final Facility Maintenance Manual.
- Camera Ready Copy of all Work Order Forms.

Note: Deliverables will utilize CSI’s Masterformat to organize the information so that documents can be easily changed as new equipment and systems are added to the facilities.

**TASK E: Funding & Procurement Support**

**Work Elements:**

1. Assist in the preparation and oversight of the grant proposal for TxDOT’s coordinated call for projects, including grant writing oversight, guidance, budget preparation and interpretation of funding agency regulations and requirements.
2. Assist with project support for facility planning in accordance with TxDOT’s call for projects.

3. Assist in development of grant preparation to include: Project Summary, Project Goals and Objectives, Project Implementation, Project Schedule, Monitoring Activities, and Project Reporting
4. Assist with project support for facility planning and procurement in accordance with funding agency regulations.
5. Assist in environmental assessments for approval by TxDOT and FTA as required.
6. Assist with the documentation and facility set-up of purchased property in accordance with FTA and TxDOT.
7. Provide other general public transit consulting as needed to assist in meeting their public transportation regional goals to acquire appropriate funding for project.

### SCOPE ASSUMPTIONS

The Scope and Fees are based on the following assumptions.

1. All deliverables will be made electronically in PDF format. Hard copies of deliverables can be made as an additional service.
2. The project delivery method will be a single prime construction contractor using the design/bid/build approach. Contractors will be pre-qualified prior to bidding.
3. The design team will coordinate regulatory review at the beginning and at the end of design.
4. Direct cost (printing) for all deliverables (reports, drawings, specifications, etc.) will be billed at cost in addition to the lump sum for services.
5. Any fees (permit, review, etc.) required by regulatory agencies and/or utilities shall be paid by CVTD and are not included in the fee proposal.
6. The existing conditions assessment is a visual assessment and does not include testing of building systems or components. The visual assessment will include all systems that can be easily viewed without the use of equipment other than a 6-foot ladder. This visual inspection is to give a general overview of the existing conditions and is not guaranteed to identify each and every deficiency in the existing facilities.
7. The existing conditions survey does not include inspection for asbestos or other hazardous materials. It is assumed that the CVTD will provide a report on any hazardous materials that exist.
8. The existing conditions survey does not include roof inspection. It is presumed that CVTD will provide a report on the expected life span of the roof.
9. Modifications to the design due to Peer Review comments. Note that the extent of these modifications may require additional design fees, which are not included in the fee estimate.

### EXCLUDED SERVICES:

Huitt-Zollars, Inc. shall not be required to furnish any legal or accounting advice or service, nor is the training of operating personnel included in this Agreement. Material and equipment operating tests and other special consulting services including, but not limited to, asbestos, hazardous and toxic materials management are not included within this Agreement.

While the design team can provide the following services, they are also excluded:

- Boundary surveying.
- Value Engineering.
- Staff Orientation and Move-in/Start-up Program.

- Coordination with Public Art Program.
- Furniture (interior design).
- Any services not specifically outlined in the scope of services herein.

**CVTD PROVIDED SERVICES:**

CVTD shall provide Huitt-Zollars with the following:

- Copies of previous studies and reports.
- Current operations plans.
- Current and projected staffing plans and labor agreement(s).
- List of current and projected vehicles and equipment (including current location).
- Actively participate in Workshop #1 at dates and times to be coordinated with CVTD.
- Timely review of draft deliverables.
- Feedback to the design team based on the review of deliverables.

**SCHEDULE:**

Upon acceptance of the proposal, we will work with you to develop a project schedule that meets your needs.

**CONTRACT:**

We propose use of the AIA documents for contracts on this project including AIA Document B101-2017 “Standard Form of Agreement Between Owner and Architect” for the contract between Concho Valley Transit District and Huitt-Zollars, Inc.

**COMPENSATION:**

<b>BASIC SERVICES</b>			
Task 1	Project Management	\$	73,658
Task 2	Miscellaneous Early Works	\$	17,090
Task 3	Program Confirmation	\$	69,106
Task 4	Schematic Design (30%)	\$	100,984
Task 5	Design Development (60%)	\$	147,305
Task 6	Construction Documents (90% and 100%)	\$	196,791
Task 7	Bidding	\$	10,445
Task 8	Services During Construction	\$	105,829
<b>Total Basic Services</b>		<b>\$</b>	<b>721,208</b>
<b>ADDITIONAL SERVICES</b>			
Task A	Existing Site and Facility Condition Review	\$	14,564
Task B	Peer Review	\$	7,489
Task C	Signage & Graphics	\$	4,351
Task D	Facility Maintenance Program	\$	19,352
Task E	Funding & Procurement Support	\$	57,940
<b>Total Additional Services</b>			<b>103,696</b>
<b>Project Total</b>		<b>\$</b>	<b>824,904</b>

**TERMS & CONDITIONS**

The following Terms and Conditions apply to this Agreement.

**1. AUTHORIZATION FOR WORK TO PROCEED**

Signing of this Letter Agreement for services shall be authorization by the Client for Huitt-Zollars, Inc. to proceed with the work. This Agreement represents the entire understanding of Client and Huitt-Zollars, Inc. as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be amended, modified or altered except in writing, signed by the Parties. This Agreement shall not be construed against the Party preparing it, but shall be construed as if both Parties prepared it.

**2. OPINION OF PROBABLE CONSTRUCTION COSTS**

It is recognized that neither Huitt-Zollars, Inc. nor its Client has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Huitt-Zollars, Inc. cannot and does not warrant or represent that bids or negotiated prices to construct the part of the project for which it has provided services will not vary from the Client's budget for the Project or from an estimate of the Cost of the Work or evaluation prepared or agreed to by Huitt-Zollars, Inc.

**3. STANDARD OF CARE**

Services performed by Huitt-Zollars, Inc. under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions (the "Standard of Care"). Huitt-Zollars, Inc. shall perform its services as expeditiously as is consistent with such Huitt-Zollars, Inc. skill and care and the orderly progress of the Project. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise. Notwithstanding any other representations made elsewhere in this Agreement or in the execution of the Project, this Standard of Care shall not be modified. Huitt-Zollars, Inc. shall act as an independent contractor at all times during the performance of its services, and no term of this Agreement, either expressed or implied, shall create an agency or fiduciary relationship.

**4. TAXES**

All taxes due for services rendered, including but not limited to gross receipts tax, sales tax, etc., required to be paid will be billed to the Client in addition to fees.

**5. BILLING AND PAYMENT**

The Client, recognizing that timely payment is a material part of the consideration of this Agreement, Client, shall pay Huitt-Zollars, Inc. for services performed in accordance with the rates and charges set forth herein. Invoices will be submitted by Huitt-Zollars, Inc. on a monthly basis and shall be due and payable within thirty (30) calendar days of invoice date. If the Client objects to all or any portion of an invoice, the Client shall so notify Huitt-Zollars, Inc. in writing within ten (10) calendar days of receipt of the invoice in question, but will pay, when due, that portion of the invoice not in dispute.

In the event any invoice or portion thereof is disputed by Client, Client shall notify Huitt-Zollars, Inc. within ten (10) calendar days of receipt of the invoice in question, and Client and Huitt-Zollars, Inc. shall work together to resolve the matter within forty-five (45) days of its being called to Huitt-Zollars, Inc.'s attention. If resolution of the matter is not attained within forty-five (45) calendar days, either party may terminate this Agreement.

**6. MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES**

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Huitt-Zollars, Inc., their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the CLIENT and Huitt-Zollars, Inc. shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project. This mutual waiver shall survive termination or completion of this Contract.

**7. TERMINATION/SUSPENSION**

If the Client fails to make payments to Huitt-Zollars, Inc. in accordance with this Agreement, such failure shall be considered substantial breach and cause for termination or, at Huitt-Zollars, Inc.'s option, cause for suspension of performance of services under this Agreement. If Huitt-Zollars, Inc. elects to suspend services, Huitt-Zollars, Inc. shall give seven days' written notice to the Client before suspending services. In the event of a termination of this Agreement or suspension of services, Huitt-Zollars, Inc. shall have no liability to the Client or any third party for delay or damage caused by or related in any way to the Client because of such suspension of services. Before resuming services, the Client shall pay Huitt-Zollars, Inc. all sums due prior to suspension, interest at 1.5% per month and any expenses incurred in the interruption and resumption of Huitt-Zollars, Inc.'s services. Huitt-Zollars, Inc.'s fees for the remaining services and the time schedules shall be equitably adjusted.

If the Client suspends the Project, Huitt-Zollars, Inc. shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, Huitt-Zollars, Inc. shall be compensated for expenses incurred in the interruption and resumption of Huitt-Zollars, Inc.'s services. Huitt-Zollars, Inc.'s fees for the remaining services and the time schedules shall be equitably adjusted. If the Client suspends the Project for more than 90 cumulative days for reasons other than the fault of Huitt-Zollars, Inc., Huitt-Zollars, Inc. may terminate this Agreement by giving not less than seven days' written notice.

Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**8. ADDITIONAL SERVICES**

Any services beyond those specified herein will be provided for separately under a mutually agreed upon Scope of Services, Additional Fees and Schedule and an additional written authorization from the Client.

**9. GOVERNING LAW AND JURISDICTION**

The laws of the State where the Project is located will govern the validity of this Agreement, its interpretation and performance without regard to any conflict of law's provisions, which may apply the laws of other jurisdictions.

**10. HAZARDOUS MATERIALS--SUSPENSION OF SERVICES**

Both parties acknowledge that Huitt-Zollars, Inc.'s scope of services does not include any services related to the discovery of or presence of any hazardous or toxic materials. In the event Huitt-Zollars, Inc. or any other party encounters any hazardous or toxic materials, or should it become known to Huitt-Zollars, Inc. that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of Huitt-Zollars, Inc.'s services, Huitt-Zollars, Inc. may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

**11. CONSTRUCTION OBSERVATION**

If Construction Phase Services are part of this Agreement, Huitt-Zollars, Inc. shall visit the site at intervals agreed to in writing by the Client and Huitt-Zollars, Inc. in order to observe the progress and quality of the portion of the Work that is the subject of this Agreement completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow Huitt-Zollars, Inc. to become generally familiar with the Work in progress and to determine, in general, if the portion of the Work that is the subject of this Agreement is proceeding in accordance with the Contract Documents. Based on these general observations, Huitt-Zollars, Inc. shall keep the Client informed about the progress of the Work and shall endeavor to guard the Client against deficiencies in the Work.

If the Client desires more extensive project observation or fulltime project representation, the Client shall request that such services be provided by Huitt-Zollars, Inc. as Additional Services in accordance with the terms of this Agreement. Huitt-Zollars, Inc. shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. Huitt-Zollars, Inc. shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. Huitt-Zollars, Inc. does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

**12. JOBSITE SAFETY**

Neither the activities of Huitt-Zollars, Inc., nor the presence of Huitt-Zollars, Inc. or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. Huitt-Zollars, Inc. and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The CLIENT agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor.

The Client also agrees that the Client, Huitt-Zollars, Inc. and Huitt-Zollars, Inc.'s subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance. The Client shall furnish to Huitt-Zollars, Inc. certificates of insurance from the General Contractor evidencing the required coverage specified above. The certificates shall include a provision that Huitt-Zollars, Inc. shall receive thirty (30) days minimum written notification in the event of cancellation, non-renewal or material change of coverage. Proof of such insurance in the form of a standard Accord certificate shall be sent to the Client and Huitt-Zollars, Inc. prior to the General Contractor commencement of construction.

**13. RIGHT TO RELY ON CLIENT-PROVIDED INFORMATION**

Client shall be responsible for, and Huitt-Zollars, Inc. may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by Client or any of its other consultants (collectively the Client) to Huitt-Zollars, Inc. Huitt-Zollars, Inc. may use such requirements, programs, instructions, reports, data, plans and information in performing or

furnishing services under this Agreement. Any increased costs incurred by Huitt-Zollars, Inc. due to changes in or the incorrectness of information provided by the Client shall be compensable to Huitt-Zollars, Inc. as Additional Services.

**14. OWNERSHIP OF INSTRUMENTS OF SERVICE**

Huitt-Zollars, Inc. and its consultants shall be deemed the author and owner of the Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of Huitt-Zollars, Inc. and its consultants.

Huitt-Zollars, Inc. grants to the Client a nonexclusive license to use Huitt-Zollars, Inc.'s Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 5. The license granted under this section permits the Client to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Client's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If Huitt-Zollars, Inc. rightfully terminates this Agreement for cause, including but not limited to non-payment of all sums rightfully due, the license granted in this Article 14 shall terminate.

In the event the Client uses the Instruments of Service without retaining Huitt-Zollars, Inc. and its consultants, the Client releases Huitt-Zollars, Inc. and its consultants from all claims and causes of action arising from such uses. The Client, to the extent permitted by law, further agrees to indemnify and hold harmless Huitt-Zollars, Inc. and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Client's use of the Instruments of Service under this Article 14. The terms of this Article 10 shall not apply if the Client rightfully terminates this Agreement for cause under Article 7.

Except for the licenses granted in this Article 14, no other license or right shall be deemed granted or implied under this Agreement. The Client shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of Huitt-Zollars, Inc. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to Huitt-Zollars, Inc. and its consultants.

The provisions of this Article 14 shall survive the termination of this Agreement.

**15. SEVERABILITY**

Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

**16. ASSIGNMENT**

Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by Huitt-Zollars, Inc. as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

**17. INSURANCE**

Huitt-Zollars, Inc. shall maintain the following insurance until termination of this Agreement EXCEPT Professional Liability as defined below:

- Commercial General Liability with policy limits of One Million Dollars (\$1,000,000) for each occurrence and Two Million (\$2,000,000) in the aggregate for bodily injury and property damage.
- Automobile Liability covering vehicles owned, and non-owned vehicles used by Huitt-Zollars, Inc. with a policy limit of One Million Dollars (1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.
- Workers' Compensation at statutory limits.
- Professional Liability covering negligent acts, errors and omissions in the performance of Huitt-Zollars, Inc. services with a limit of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate. Huitt-Zollars, Inc. shall maintain this professional liability insurance during the term of this Agreement and, as reasonably commercially available, for three (3) years after the Date of Substantial Completion of the construction of the portion of the Work which is the subject of this Agreement, if applicable.
- **Additional Insured Obligations.** To the fullest extent permitted by law, Huitt-Zollars, Inc. shall cause the policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by Huitt-Zollars, Inc. negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

- If requested, Huitt-Zollars, Inc. shall provide certificates of insurance to the Client that evidence compliance with the requirements in this Section 17.

**18. COMPLIANCE WITH LAWS**

Huitt-Zollars, Inc. shall exercise the reasonable standard of care to comply with requirements of all applicable codes, regulations, and current written interpretation thereof published and in effect during the performance of our services. In the event of changes in such codes, regulations or interpretations during the course of the Project that were not and could not have been reasonably anticipated by Huitt-Zollars, Inc. and which result in a substantive change to the construction documents, Huitt-Zollars, Inc. shall not be held responsible for the resulting additional costs, fees or time, and shall be entitled to reasonable additional compensation for the time and expense of responding to such changes.

**19. DISPUTE RESOLUTION**

If any claim or dispute cannot be resolved between the Project Managers for the parties, or through negotiations between the chosen executives of each of the parties, then the parties shall attempt to resolve the dispute through non-binding mediation and shall be administered by the American Arbitration Association in accordance with the Construction Industry Mediation Procedures in effect on the date of this Agreement. The non-binding mediation process is agreed to be a condition precedent to the right of either party to initiate litigation as a means of resolving any dispute under this Agreement.

The costs and expenses of the Mediator shall be shared equally by the parties. If the matter has not been resolved utilizing the processes set forth above and the parties are unwilling to accept the non-binding decision of the Mediator, either or both parties may elect to pursue resolution through litigation. **IT IS FURTHER AGREED THAT ANY LEGAL ACTION BETWEEN THE CLIENT AND HUITT-ZOLLARS, INC. ARISING OUT OF THIS AGREEMENT OR THE PERFORMANCE OF THE SERVICES SHALL BE BROUGHT IN A COURT OF COMPETENT JURISDICTION IN THE COURTS OF THAT STATE WITHOUT A JURY.**

**20. CONFIDENTIALITY**

Huitt-Zollars, Inc. recognizes Client's interests in its confidential financial, programming, operational, and strategic information. Accordingly, Client will designate documents or transmittals of such information as confidential or proprietary and Huitt-Zollars, Inc. shall segregate and not disclose such documents or transmittals or the specific content therein to any third parties except only as authorized by Client, required by law, for public health or safety, or after the information otherwise becomes publicly available through other sources.

**21. USE OF SUBCONSULTANTS**

Huitt-Zollars, Inc. may employ such consultants, engineers, or other subcontractors (collectively, "Subconsultants") as it deems necessary or advisable in the performance of its obligations hereunder; provided Huitt-Zollars, Inc. must obtain Client's prior written consent to the use of each Subconsultant, which consent shall not be unreasonably withheld. Huitt-Zollars, Inc. will require each Subconsultant to be bound to Huitt-Zollars, Inc. by the terms of this Agreement to the same extent that Huitt-Zollars, Inc. is bound to Client, and each subcontract will expressly incorporate the terms of this Agreement by reference.

**22. THIRD-PARTY BENEFICIARIES**

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Huitt-Zollars, Inc. Huitt-Zollars, Inc.'s services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against Huitt-Zollars, Inc. because of this Agreement or the performance or nonperformance of services hereunder. The Client and Huitt-Zollars, Inc. agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

**23. AUTHORITY TO EXECUTE THIS AGREEMENT:**

In executing this Agreement, Huitt-Zollars and Subconsultant each individually represents that it has the necessary financial resources to fulfill its obligations under this Agreement, and each has the necessary corporate authority to execute this Agreement, and perform the Services described herein.

**24. COUNTERPARTS, ELECTRONIC SIGNATURES**

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file or the like, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

25. **LIMITATION OF LIABILITY**

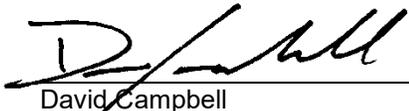
**TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY, IN THE AGGREGATE, OF HUITT-ZOLLARS, INC. AND ITS OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT, AND ANYONE CLAIMING THROUGH OR UNDER CLIENT, FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATING TO THIS PROJECT OR AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO TORT (INCLUDING NEGLIGENCE AND HUITT-ZOLLARS, INC. ERRORS AND OMISSIONS), STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY HUITT-ZOLLARS, INC.**

**AUTHORIZATION:**

Should this proposal meet with your approval and acceptance, please sign and return to our office by email to dcampbell@huitt-zollars.com. We will schedule the above services as soon as we receive your authorization. If you have any questions, please feel free to give me a call at 817-335-3000.

Respectfully submitted,  
**Huitt-Zollars, Inc.**

**Approved & Accepted:**

  
\_\_\_\_\_  
David Campbell  
Vice President

Signature: \_\_\_\_\_  
Jeff York  
CVTD

  
\_\_\_\_\_  
Larry Rogers, P.E.  
Vice President

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

# EXHIBIT B

## HUITT-ZOLIARS

### Dallas/Fort Worth Office

2022

### HOURLY RATE SHEET

#### Engineering/Architecture

Principal	\$285.00
Sr. Project Manager	\$275.00
QA Manager	\$250.00
Design Principal	\$240.00
Sr. Structural Engineer	\$240.00
Project Manager	\$225.00
Sr. Civil Engineer	\$220.00
Sr. Mechanical Engineer	\$195.00
Sr. Electrical Engineer	\$205.00
Civil Engineer	\$180.00
Structural Engineer	\$195.00
Mechanical Engineer	\$160.00
Electrical Engineer	\$160.00
Plumbing Engineer	\$160.00
EIT	\$130.00
Sr. Architect	\$220.00
Architect	\$165.00
Architect Intern 1	\$100.00
Architect Intern 2	\$115.00
Architect Intern 3	\$145.00
Sr. Landscape Architect	\$195.00
Landscape Architect	\$155.00
Landscape Architect Intern	\$115.00
Sr. Planner	\$255.00
Planner	\$165.00
Planner Intern	\$115.00
Sr. Sustainability Professional	\$175.00
Sustainability Professional	\$145.00
Sr. Designer	\$160.00
Designer	\$140.00
Sr. CADD Technician	\$140.00
CADD Technician	\$110.00

#### Survey

Survey Manager	\$210.00
Sr. Project Surveyor	\$200.00
Project Surveyor	\$150.00
Survey Technician	\$120.00

#### Survey Crews

1-Person Survey Crew	\$120.00
2-Person Survey Crew	\$180.00
3-Person Survey Crew	\$205.00

#### Construction

Construction Manager	\$200.00
Resident Engineer	\$155.00
Sr. Resident Project Representative	\$180.00
Resident Project Representative	\$140.00

#### Administrative

Sr. Project Support	\$110.00
Project Support	\$90.00

#### Reimbursable Expenses

Consultants	Cost + 10%
Other Direct Costs	Cost + 10%
Mileage	<b>IRS Standard Business Mileage Rate</b>

# EXHIBIT C

## WSP - 2022 Rates (as of January 21, 2022)

GSO 130.60% 0.40% 10%

Employee	Grade	Title	Cost Center	Raw Rate	OH	FCCM	Profit	Billing Rate	Escalation	Billing Rate	Escalation	Billing Rate
								2022	3%	2023	3%	2024
<b>HOUSTON</b>												
Andrade, Georgia A.	P-07	Assistant Consultant, Architect	2724	\$ 31.36	\$ 40.96	\$ 0.13	\$ 7.23	\$ 79.68	2.39	\$ 82.07	2.46	\$ 84.53
Carter, Jewels V.	P-13	Director, Architect	2724	\$ 100.18	\$ 130.84	\$ 0.40	\$ 23.10	\$ 254.52	7.64	\$ 262.16	7.86	\$ 270.02
Els, Cary D.	P-11	Senior Architect - Facilities	2724	\$ 54.53	\$ 71.22	\$ 0.22	\$ 12.58	\$ 138.55	4.16	\$ 142.71	4.28	\$ 146.99
Gedda, Patricia C.	P-11	Lead Consultant, Transportation	2724	\$ 56.68	\$ 74.02	\$ 0.23	\$ 13.07	\$ 144.00	4.32	\$ 148.32	4.45	\$ 152.77
Gonzalez, Mekayla J.	P-07	Assistant Consultant, Architect	2724	\$ 31.67	\$ 41.36	\$ 0.13	\$ 7.30	\$ 80.46	2.41	\$ 82.87	2.49	\$ 85.36
Katungyi, James	P-9	Architect	2724	\$ 40.87	\$ 53.38	\$ 0.16	\$ 9.43	\$ 103.84	3.12	\$ 106.96	3.21	\$ 110.17
Martin, Michael J.	P-10	Sr. Consultant, TRS Facility	2724	\$ 50.26	\$ 65.64	\$ 0.20	\$ 11.59	\$ 127.69	3.83	\$ 131.52	3.95	\$ 135.47
Probst, Mark J.	X-14	Sr. Director, Architect	2724	\$ 120.59	\$ 157.49	\$ 0.48	\$ 27.81	\$ 306.37	9.19	\$ 315.56	9.47	\$ 325.03
Register, Evan	P-08	Associate Consultant, Transit & Rail	2724	\$ 37.90	\$ 49.50	\$ 0.15	\$ 8.74	\$ 96.29	2.89	\$ 99.18	2.98	\$ 102.16
Ruiz, Rafael	P-09	Consultant, Transportation Planner	2724	\$ 41.37	\$ 54.03	\$ 0.17	\$ 9.54	\$ 105.11	3.15	\$ 108.26	3.25	\$ 111.51

<b>PROJECT ADMINISTRATION</b>												
Boateng, Joseph	X-10	Project Administrator	9643	\$ 43.73	\$ 57.11	\$ 0.17	\$ 10.08	\$ 111.09	3.33	\$ 114.42	3.43	\$ 117.85

# EXHIBIT D



## STANDARD RATE SCHEDULE

### Hourly Rate Schedule:

The following hourly rates apply to services provided by SKG Engineering, LLC effective January 1, 2022:

Principal Professional Staff	\$200.00 per hour
Professional Engineer	\$180.00 per hour
Professional Staff	\$140.00 per hour
Survey Crew	\$180.00 per hour
GPS Survey Crew	\$200.00 per hour
Environmental Specialist	\$140.00 per hour
Senior Technician	\$120.00 per hour
CAD Technician	\$100.00 per hour
Administrative	\$60.00 per hour

Principal Professional Staff includes: Senior Professional Engineers and Registered Professional Land Surveyors.

Professional Staff includes: Survey Managers, Surveyors in Training, and Graduate Engineers.

### Surveying Services:

SKG Engineering provides surveying services at the hourly rate plus the cost of laths, hubs or stakes as required. Travel time and mileage to and from San Angelo will be included. **8.25% City and State Sales Tax** will be charged on survey work as required by law.

### Cost Proposals:

Contact SKG Engineering regarding your needs and a job specific cost proposal will be prepared. Lump sum fee service agreements are available upon request.

### Reimbursable Expenses:

Expenses incurred by SKG Engineering in conjunction with a project will be invoiced at cost plus 10%. Costs include, but may not be limited to: printing and reproduction costs, subcontracted services, application fees, equipment rental or lease, expendable supplies, outside services, lodging and meals. Travel mileage incurred will be invoiced at \$1.00 per mile.

### Terms:

Invoices are submitted for services rendered at project milestones or at completion based on the cost proposal or the hourly rates as presented above and shall be due and payable within 10 days of receipt to SKG Engineering in San Angelo, Tom Green County, Texas. Contracts will be billed and payable under the terms of the contract.

### Acceptance:

I agree to the terms as presented and accept same along with the Terms and Conditions of Professional Service attached hereto as presented and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Firm or Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State Zip

DRUG AND ALCOHOL TESTING POLICY  
Concho Valley Transit  
Adopted as of December 11th, 2019

**A. PURPOSE**

- 1) The Concho Valley Transit provides public transit and paratransit services for the residents of San Angelo, Texas as well as those within the surrounding 12 counties including: Sterling, Coke, Reagan, Irion, Concho, McCulloch, Crockett, Schleicher, Sutton, Menard, Kimble and Tom Green. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Concho Valley Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
  
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
  
- 3) Any provisions set forth in this policy that are included under the sole authority of Concho Valley Transit and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Concho Valley Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included. A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used

in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS**

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated specimen:* A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing, it is taken as a sample representing the whole specimen.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA Authority:* An employee who performs a safety -sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Evidentiary Breath Testing Device (EBT):* A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidentiary Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

*Initial Drug Test: (Screening Drug Test)* The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

*Invalid Result:* The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

*Limit of Detection (LOD):* The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

*Limit of Quantitation:* For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

*Negative result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

*Non-negative test result:* A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive result:* The result reported by an HHS-Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

*Prohibited drug:* Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended. *Reconfirmed:* The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

*Rejected for Testing:* The result reported by an HHS-Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

*Revenue Service Vehicles:* All transit vehicles that are used for passenger transportation service.

*Safety-sensitive functions:* Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

*Split Specimen Collection:* A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen:* A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).

- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act

of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Concho Valley Transit supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

## **E. PROHIBITED CONDUCT**

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.

- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or
    - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Concho Valley Transit, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Concho Valley Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Concho Valley Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

#### **H. TESTING REQUIREMENTS**

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion,

following an accident, and random as defined in this policy, and return to duty/follow-up.

- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Concho Valley Transit authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Concho Valley Transit. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical

history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Concho Valley Transit. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Concho Valley Transit will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample; however, Concho Valley Transit will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing

if so, requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

8) Observed collections;

Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Concho Valley Transit that there was not an adequate medical explanation for the result;
- ii. The MRO reports to Concho Valley Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dl, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original specimen was out of range;
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

## **J. ALCOHOL TESTING PROCEDURES**

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of

approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 1) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 2) Concho Valley Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 3) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

## **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a

drug test with verified negative results.

- c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.
- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
- e. If a pre-employment test is canceled, Concho Valley Transit will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide *Concho Valley Transit* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Concho Valley Transit* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, Concho Valley Transit Concho Valley Transit will proceed with immediate termination.

## **L. REASONABLE SUSPICION TESTING**

All Concho Valley Transit FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or

alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Concho Valley Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 1) Concho Valley Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 2) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Concho Valley Transit.
- 3) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Concho Valley Transit shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Concho Valley Transit. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences as specified in this policy.

#### **M. POST-ACCIDENT TESTING**

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the

public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- c. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Concho Valley Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Concho Valley Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Concho Valley Transit authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Concho Valley Transit's authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

## **O. RETURN-TO-DUTY TESTING**

Concho Valley Transit will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

## **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

## **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be disqualified which may lead to termination.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
- a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
  - e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
  - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
  - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h. Fail to cooperate with any part of the testing process.
  - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
  - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
  - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - m. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
  - b. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation

of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.

- c. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Concho Valley Transit.
  - d. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

## **S. PROPER APPLICATION OF THE POLICY**

Concho Valley Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

## **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Concho Valley Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision

maker in the proceeding.

- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an **employee's** performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Concho Valley Transit or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Concho Valley Council of Governments*

**Attachment A**

<b>Job Title</b>	<b>Job Duties</b>
Drivers	Revenue Vehicle Operation
Maintenance Supervisor	Revenue Vehicle & Equipment Maintenance
Road Supervisors	Revenue Vehicle Control/Operation

## **Attachment B Contacts**

**Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).**

### **Drug and Alcohol Program Manager (DAPM)**

Name: Blanca Cardona

Title: Safety, Training, & Compliance Specialist

Address: 510 N. Chadbourne Street, San Angelo, Texas, 76904

Telephone Number: 325-947-8729 x409

### **Consortium/Third Party Administrator (C/TPA)**

Name: Melody's Southwest Consortium

Address: 300 E. 3<sup>rd</sup> Street, San Angelo, TX 76903

Phone Number: 325-658-9966

### **Medical Review Officer**

Name: Maria C. Arango

Title: Medical Review Officer

Address: 300 E 3<sup>rd</sup> St, San Angelo, TX 76903

Telephone Number: 325-658-9966

### **SAMSHA, HHS Certified Laboratory Primary Specimen**

Name: Alere Toxicology Services, Inc.

Address: 1111 Newton Street, Gretna LA 70053

Telephone Number: 800-433-3823

### **Substance Abuse Professionals**

Name: Jacqueline Cottle LCDC, ICADC, SAP

Address: 501 Main Street, Junction, TX 76849

Telephone Number: (949) 212-8466

Name: Brian Hudspeth LPC, LCDC

Address: 1049 N 3<sup>rd</sup> St. Ste. 604 Abilene, TX 79601

Telephone Number: (325) 518-6243

# Drug & Alcohol Policy Changes



# TX DOT Drug & Alcohol Compliance Review - 2021

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### E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following:
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR ~~1308.4300~~-11 through ~~13084300~~.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.~~Also, the medical use of marijuana, or the use of hemp-related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.~~

# TX DOT Drug & Alcohol Compliance Review - 2021

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c. Alcohol: The use of beverages containing alcohol (including ~~any~~ mouthwash, medication, food, candy) or any other substances ~~containingsuch that~~ alcohol ~~is present in~~ a manner which violates the conduct listed in this policy ~~body while performing safety sensitive job functions~~ is prohibited.

## F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used any time there is a quantifiable presence of a prohibited drug asin the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

# TX DOT Drug & Alcohol Compliance Review - 2021

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### **H. TESTING REQUIREMENTS**

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in ~~Section K, L, M, and N~~ of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, ~~or~~ random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Concho Valley Transit authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

# TX DOT Drug & Alcohol Compliance Review - 2021

## ► Page 16: Pre-Employment Testing

- c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant. **Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.**
- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with **Section Q herein this policy.**

# TX DOT Drug & Alcohol Compliance Review - 2021

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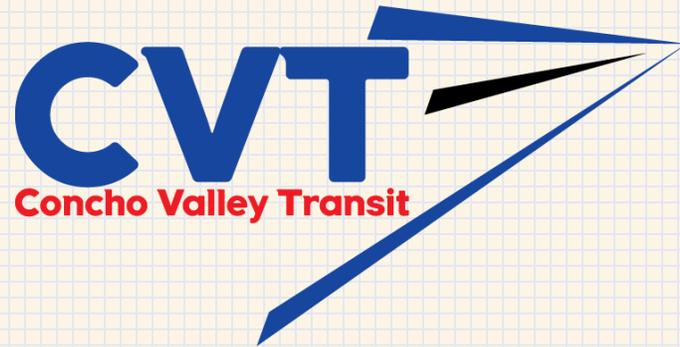
- 2) NON-FATAL ACCIDENTS — A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor~~may have contributed~~ to the accident.
  - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor~~may have contributed~~ to the accident.
  - c. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

# TX DOT Drug & Alcohol Compliance Review - 2021

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### O. RETURN-TO-DUTY TESTING

Concho Valley Transit will terminate the employment of any employee that tests positive or refuses a test as specified in ~~section Q of~~ this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. ~~For an initial positive drug test, a Return to Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return to Duty alcohol test is required and a drug test is allowed.~~ Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.



# Concho Valley Transit District Director's Report

JANUARY 2022

Director of Transit – Jeff York



## Demand Response

**Supervisor:** Jesse Cavin

### FULL TIME

Route	Last Name	First Name	Filled	Vacant
Route A1 Driver	Galvan	Marina	1	0
Route A2 Driver	Roam	Justin	1	0
Route A3 Driver	Perkins	Chelsae	1	0
Route A4 Driver	Lucas	Jozef	1	0
Route A5 Driver	Pilon	Mark	1	0
Route A6 Driver - Lead	Clover	Johnathan	1	0
Route A7 Driver	<b>VACANT</b>	<b>Aguero</b>	0	1
Route A8 Driver	Maciel	Jose Jr	1	0
Route A9 Driver	Pardo	Amy	1	0
Route A10 Driver	Hernandez	Wally III	1	0
Route A12 Driver	Maciel	Joe III	1	0
Route A 13 Driver	<b>VACANT</b>		0	1
Route TG-1 Driver	Kennedy	Elizabeth (Charlie)	1	0
Route TG-19 Driver	Morales	Jorge	1	0
Subtotal			12	2

### PART TIME

Route	Last Name	First Name	Filled	Vacant
PT Driver ADA - 1	Nichols	Timothy	1	0
PT Driver ADA - 2	Overstreet	Robbie	1	0
PT Driver ADA - 3	<b>VACANT</b>		0	1
PT Driver ADA - 4	<b>VACANT</b>		0	1
PT Driver ADA - 5	<b>VACANT</b>		0	1
PT Driver ADA - 6	<b>VACANT</b>		0	1
PT Driver ADA - 7 -	<b>VACANT</b>		0	1
PT Driver ADA - 8 -	<b>VACANT</b>		0	1
PT Saferide-Transp Drive	<b>On Hold</b>		0	1
PT Saferide-Transp Drive	<b>On Hold</b>		0	1
Subtotal			2	8

Demand ResponseTotal    14    10

## FIXED ROUTE

**Supervisor:** Randy Schneider

### FULL TIME

Route	Last Name	First Name	Filled	Vacant
Route FR 1 Driver	Villarreal	Franciso	1	0
Route FR 2 Driver - Lead	Abarca	Christina	1	0
Route FR 3 Driver	Dobbins	Gregory	1	0
Route FR 4 Driver	Gomez	Heriberto (Eddie)	1	0
Route FR 5 Driver	Quevedo	Jose	1	0
Route FR 6 Driver	Spahr	Phillip	1	0
Route FR 7 Driver	Sevier	Brenda	1	0
Route FR 8 Driver	Lopez	Gerardo (Jerry)	1	0
Route FR 9 Driver	Menchaca	Michael (Scott)	1	0
Route FR 10 Driver	Ramirez	Raudel	1	0
Route FR 11 Driver	McKenzie	Alric	1	0
Route FR 12 Driver - New	<b>Vacant</b>	<b>Lowney</b>	0	1
Route FR 13 Driver - New	<b>Vacant</b>		0	1
Fixed Route Floater	Boone	Jeronimo	1	0
Subtotal			12	2

### PART TIME

Route	Last Name	First Name	Filled	Vacant
PT Driver FR - 1	Lopez	Eraclio (Eddie)	1	0
PT Driver FR - 2	Carpenter	Trey	1	0
PT Driver FR - 3	<b>VACANT</b>		0	1
PT Driver FR - 4	<b>VACANT</b>		0	1
PT Driver FR-5	<b>VACANT</b>		0	1
PT Feeder Route Driver -	<b>On Hold</b>		0	1
PT Feeder Route Driver -	<b>On Hold</b>		0	1
PT Driver FR - 6	<b>Closed</b>			
PT Driver FR - 7	<b>Closed</b>			
PT Driver FR - 8	<b>Closed</b>			
PT Driver FR - 9	<b>Closed</b>			
Subtotal			2	5

Fixed Route Total    14    7

## Rural

**Supervisor:** Dustin Medders

### FULL TIME

<i>Route</i>	<i>Last Name</i>	<i>First Name</i>	<i>Filled</i>	<i>Vacant</i>	
Driver - Coke County/ Robet Lee	Yorke	Tammy	1	0	
Driver - Concho County	McAnally	Christina	1	0	
Driver - Crockett County	Tambunga	Yolanda	1	0	FMLA
Driver - Crockett County	Buitron	Dora	1	0	
Driver - Kimble County	<b>VACANT</b>	<b>Jeschke</b>	0	1	
Driver - McCulloch County -Lead	Hodges	Brenda	1	0	
Driver - McCulloch County	Wills	Jennifer	1	0	
Driver - McCulloch County	Jones	Rebecca	1	0	
Driver - Menard County	Sockwell	Larry	1	0	
Driver - Reagan County	Cervantes	Sylvia	1	0	
Driver - Reagan County	Lewis	Diana	1	0	FMLA
Driver - Schleicher County	Guajardo	Lucia	1	0	
Driver - Sutton County -Lead	Lohman	Carl	1	0	FMLA
Driver - Sutton County	Munoz	Glennnda	1	0	
Subtotal			13	1	

### PART TIME

<i>Route</i>	<i>Last Name</i>	<i>First Name</i>	<i>Filled</i>	<i>Vacant</i>	
PT Driver - Coke County/Bronte	<b>VACANT</b>	Lipps - pending	0	1	
PT Driver Rural	Reyes	Corina	1	0	
PT Driver - Kimble County DR	<b>VACANT</b>		0	1	
PT Sterling County Driver DR	Escobar	Ray	1	0	
Subtotal			2	2	
Rural Total			15	3	

# Statistics - January

- Fixed Route Passengers: **11,678** (**Down 13% from Jan. 2021**)
- ASU Ridership: **407** (**Up 72% from Jan. 2020**)
- Goodfellow Ridership: **62** (**Down 50% from Jan. 2021**)
- Rural Passengers: **1,282** (**Down 12% from Jan. 2021**)
- Rural On Time Performance: **98%**
- Demand Response Passengers: **2,993** (**Up 44% from Jan. 2021**)
- Demand Response On Time Performance: **97%**



# Rural Ridership - January

FY 2019-2020	
Month	# of Passengers
September	2411
October	2600
November	2621
December	2937
January	2849
February	2383
March	2323
April	1583
May	1518
June	1481
July	1697
August	1373
<b>Total</b>	<b>25776</b>

FY 2020-2021	
Month	# of Passengers
September	1663
October	1668
November	1609
December	1500
January	1451
February	1121
March	1726
April	1547
May	1485
June	1595
July	1692
August	1597
<b>Total</b>	<b>18654</b>

FY 2021-2022	
Month	# of Passengers
September	1842
October	1738
November	1544
December	1455
January	1282
February	
March	
April	
May	
June	
July	
August	
<b>Total</b>	<b>7861</b>

# County Ridership Statistics - January

- Coke County: **68 Trips, 1,891 miles**
- Concho County: **76 Trips, 2,887 miles**
- Crockett County: **64 Trips, 4,614 miles**
- Irion County: **66 Trips, 1,890 miles**
- Kimble County: **4 Trips, 231 miles**
- Menard County: **24 Trips, 1,302 miles**
- McCulloch County: **274 Trips, 9,111 miles**
- Reagan County: **84 Trips, 5,899 miles**
- Schleicher County: **50 Trips, 2,464 miles**
- Sterling County: **50 Trips, 2,561 miles**
- Sutton County: **58 Trips, 4,176 miles**
- Tom Green County (Rural): **2,713 Trips, 22,516 miles**

# Urban Ridership - January

FY 2019-2020	
Month	# of Passengers
September	4681
October	5496
November	4168
December	4305
January	4175
February	3456
March	2816
April	1523
May	1764
June	2237
July	2142
August	2514
<b>Total</b>	<b>39277</b>

FY 2020-2021	
Month	# of Passengers
September	2714
October	1948
November	1832
December	2405
January	2082
February	1704
March	2598
April	2389
May	2286
June	3173
July	3167
August	3087
<b>Total</b>	<b>29132</b>

FY 2021-2022	
Month	# of Passengers
September	2638
October	2957
November	3129
December	3949
January	2993
February	
March	
April	
May	
June	
July	
August	
<b>Total</b>	<b>15666</b>

# Fixed Route Ridership Comparison- January

FY 2019-2020

January			
Route #	AM Ridership	PM Ridership	Totals
Route 1	1966	1632	3598
Route 2	2024	1362	3386
Route 3	1526	1016	2542
Route 4	1962	1589	3551
Route 5	1907	1546	3453
Route 7	742	636	1378
Total	10127	7781	17908

FY 2020-2021

January			
Route #	AM Ridership	PM Ridership	Totals
Route 1	1112	1050	2162
Route 2	1199	855	2054
Route 3	1021	890	1911
Route 4	1707	1443	3150
Route 5	1475	1330	2805
Route 7	524	471	995
Total	7038	6039	13077

FY 2021-2022

January			
Route #	AM Ridership	PM Ridership	Totals
Route 1	984	850	1834
Route 2	1028	835	1863
Route 3	926	649	1575
Route 4	1335	1316	2651
Route 5	1280	1020	2300
Route 7	277	223	500
Total	5830	4893	10723



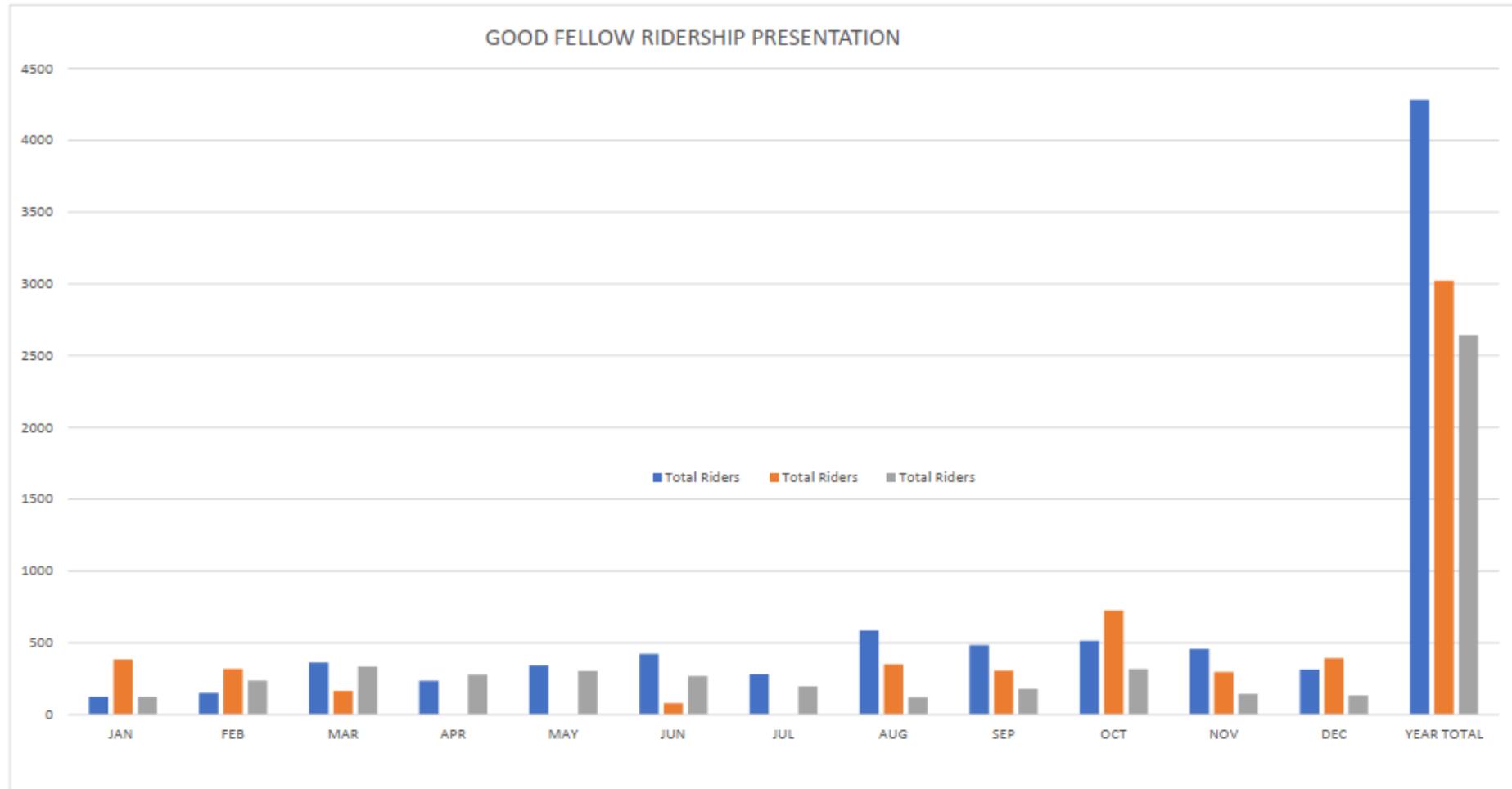
# Summary or 2019-2021 Goodfellow Ridership Comparison

## SUMMARY OF 2019 -2021 GOOD FELLOW RIDERSHIP COMPARISON

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TOTAL
2019	Total Riders	125	152	363	236	343	423	282	586	485	515	457	315	4,282.00
2020	Total Riders	384	319	166	0	0	80	0	350	307	725	298	394	3,023.00
2021	Total Riders	124	237	334	279	305	269	197	122	180	317	145	135	2,644.00

# 2019-2021 Goodfellow Ridership Graphical Presentation

## 2019 -2021 GOOD FELLOW RIDERSHIP GRAPHICAL PRESENTATION





# Safety - January

- Drive Cam Events: **32**
- Scored Events: **2**
- At Fault Accidents: **0**
- Not At Fault Accidents: **0**
- Employee Injuries: **0**
- Upcoming Safety Topics
  - February
    - Speeding

# Regional Coordination - January

- 1/06 – Met with ASU to finalize 5-Year Plan
- 1/10 – Follow up virtual meeting with ASU to finalize 5-year plan.
- 1/13– Attended Concho Valley Suicide Prevention Coalition Meeting.
- 1/14- Spoke with Home Preferred Senior Care about creating a contract for transportation services with CVTD
- 1/17- Follow up virtual meeting with ASU to finalize 5-year plan.
- 1/19- Spoke with Disability Connections San Angelo to propose a contract for clients seeking to get to vaccine sites.
- 1/25- Met with La Esperanza Clinic and discussed transportation needs.
- 1/26-Attended AAA/ADRC Meeting.
- 1/27- Attended San Angelo MPO Technical Advisory Committee Meeting.

