



**NOTICE OF A PUBLIC MEETING**  
**CONCHO VALLEY TRANSIT DISTRICT**

**2:40 P.M.**

**WEDNESDAY, MARCH 16, 2016**

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

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

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**BUSINESS**

- (1) **DETERMINATION OF QUORUM AND CALL TO ORDER**
- (2) **INVOCATION & PLEDGE OF ALLEGIENCE**
- (3) **APPROVAL OF MINUTES** of February 10, 2016 meeting (See **Attachment A**)
- (4) **PRESENTATION, REVIEW, & APPROVAL** of Resolution 031616A accepting the CVTD Annual Financial Audit for FY 14-15 (**Attachment B will be sent via email and copies will be distributed at the meeting**)
- (5) **APPROVAL OF CHECKS** over \$2,000 written since last meeting (See **Attachment C**)
- (6) **REVIEW & APPROVAL** of Resolution 031616B accepting the CVTD Title VI Program Policy & ADA Para-Transit Plan/Revised 2-2016 (See **Attachment D**)
- (7) **REVIEW & APPROVAL** of Resolution 031616C supporting a request to award contract for ADA Compliant Restroom & Kitchen area for the CVTD Multimodal Shell Building (See **Attachment E**)
- (8) **REVIEW & APPROVAL** of Resolution 031616D supporting a request to award contract for a Fire Suppression System for the CVTD Multimodal Shell Building/Not to exceed \$30,000 (See **Attachment F**)
- (9) **REVIEW & APPROVAL** of Resolution 031616E supporting a request to award contract for flooring at the CVTD Multimodal Shell Building/Not to exceed \$30,000 (See **Attachment G**)
- (10) **REVIEW** Financial Reports/Balance Sheet – December 2015(See **Attachment H**)
- (11) **CVTD General Manager’s Report** – Vince Huerta

(12) **OTHER** Discussion Items or Future Agenda Items

(13) **ADJOURN**

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Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053, this  
Thursday, March 10, 2016.



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John Austin Stokes, Executive Director



## Concho Valley Transit District (CVTD)

### Minutes of Meeting for February 10, 2016

The Concho Valley Transit District met on Wednesday, February 10, 2016 in the Concho Valley Regional Conference and Training Center, 2801 W. Loop 306, Suite A, San Angelo, TX.

Board members present:

**John Nanny**, Irion County Commissioner, Vice Chair  
**Roy Blair**, Coke County Judge  
**Charlie Bradley**, Schleicher County Judge  
**Richard Cordes**, Menard County Judge  
**Fred Deaton**, Crockett County Judge  
**David Dillard**, Concho County Judge  
**Charlotte Farmer**, City of San Angelo Council Member  
**Larry Isom**, Reagan County Judge  
**Leslie Mackie**, Sterling County Judge  
**Dwain Morrison**, Mayor, City of San Angelo, Secretary  
**Danny Neal**, McCulloch County Judge  
**Delbert Roberts**, Kimble County Judge  
**Miguel Villanueva**, Sutton County Commissioner

Board members not present:

**Steve Floyd**, Tom Green County Judge, Chairman  
**Johnny Silvas**, City of San Angelo Council Member

#### Call to Order

Commissioner John Nanny announced the presence of a quorum and called the meeting to order at 2:45 p.m.

#### Invocation and Pledge of Allegiance

Mayor Dwain Morrison gave the invocation and Commissioner John Nanny led the Pledge of Allegiance.

#### Approval of Meeting Minutes

Upon a motion by Commissioner Miguel Villanueva, seconded by Judge Roy Blair, meeting minutes from the January 13, 2016 meeting were unanimously approved.

#### Approval of Checks over \$2,000 written since last meeting

Upon a motion by Judge Fred Deaton, seconded by Judge Larry Isom, checks in excess of \$2,000 written since last meeting were unanimously approved.

**Approval to accept the CVTD Title VI Program Policy & ADA Para-Transit Plan revised 12-2015 Resolution 021016-A**

Mr. Richard Porter requested to make Public Comments regarding this policy. His comments were in regards to page 20, paragraph 4, "based on demographics." Mr. Porter's concerns are that this statement could result in CVTD not providing transportation services to a particular service area of the community. Vince Huerta, CVTD General Manager, explained that the policy is an industry standard and is intended to accomplish the goals based on FTA compliance and it is not the intention to cut anyone out in terms of service. After a lengthy discussion regarding this matter, Mayor Dwain Morrison made a motion to remove the statement "based on demographics" and the motion was seconded by Councilmember Charlotte Farmer. The motion did not pass.

Judge Fred Deaton made a motion to approve **Resolution 021016-A** accepting the CVTD Title VI Program Policy & ADA Para-Transit Plan revised 12-2015. The motion was seconded by Commissioner Miguel Villanueva. Councilmember Charlotte Farmer had a question regarding page 26 and the listed areas of discrimination. The point in question is that there are twelve areas of discrimination listed. CVTD staff will research the legal classifications of discrimination and bring the policy back to the board at the March 16, 2016 meeting. Judge Deaton and Commissioner Villanueva rescinded their motion, and this item was tabled.

**CVTD General Manager's Report**

- Vince Huerta presented a PowerPoint report on updates regarding the fixed route service. The updates provided to the board were derived from obtaining information from surveys and research by staff, community partners and the public. He also informed the board of the upcoming CVTD Public Comment Forums and will provide that information via email to all board members.
- Mr. Huerta also stated that CVTD is applying for Call for Projects grant funding for improvements for parking at the Multimodal Facility and also I.T. equipment for both operations and facilities.

**Update on progress of the fit out of the CVTD Shell Building**

Jude Richard, CVCOG Procurement Manager, gave a brief PowerPoint reporting the progress of the fit out of the shell building. CVTD staff is currently working on procurement solicitations for flooring, fire suppression and ADA compliant restrooms and kitchen areas in the building. Staff intends to report the awards to bidders at the March 16, 2016 board meeting.

**Future Agenda Items**

None

**Adjournment** The meeting was adjourned at 3:44 p.m.

Duly adopted at the meeting of the Concho Valley Transit District of the Concho Valley Council of Governments this 16th day of March 2016.

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Judge Steve Floyd - Chairman

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Dwain Morrison, Secretary

**Concho Valley Transit District  
RESOLUTION 031616A**

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

**WHEREAS, the Single Audit Act requires that nonfederal entities that expend \$500,000 or more a year in federal awards have a single or program-specific audit in accordance with the provisions of the Act's audit requirements, and**

**WHEREAS, the CVTD does expend in excess of \$500,000 or more a year and falls under the provisions of the requirements enumerated in 49 CFR 18.26 Single Audit Act and expressed in OMB Circular A-133, and**

**WHEREAS, the Board has reviewed the independent audit for FY 14-15 submitted for review and approval, and**

**WHEREAS, the summary of auditor's results finds no significant deficiencies or instances of non-compliance.**

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

- 1. The Concho Valley Transit District Board of Directors does hereby accept and approve the independent Auditor's Report for year ending August 31, 2015 for the Concho Valley Transit District (CVTD) and directs staff to forward a copy to TXDOT Public Transportation Division and Audit Office.**

**Duly adopted at the meeting of the Board of Directors of the Concho Valley Transit District this 16<sup>th</sup> day of March 2016.**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

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

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

**CONCHO VALLEY  
TRANSIT DISTRICT**

**FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITORS' REPORT**

**YEAR ENDED AUGUST 31, 2015**



**CONCHO VALLEY  
TRANSIT DISTRICT**

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**CONCHO VALLEY  
TRANSIT DISTRICT**

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## **FINANCIAL SECTION**

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PATTILLO, BROWN & HILL, L.L.P.  
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Concho Valley Transit District  
San Angelo, Texas

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of Concho Valley Transit District (the "District"), as of and for the year ended August 31, 2015, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

The District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Concho Valley Transit District, as of August 31, 2015, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Change in Accounting Principle***

As discussed in Note I to the financial statements, in 2015 the District adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27 and GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and pension information on pages 4 – 7 and 23 – 25 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplemental schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal and state awards is presented for additional analysis as required by U.S. Office of Management and Budget *Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations* and *Uniform Grant Management Standards*, issued by the Governor's Office of Budget and Planning, and is also not a required part of the basic financial statements.

The supplemental schedule and expenditures of federal and state awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental schedule and the schedule of expenditures of federal and state awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 24, 2016 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Pattillo, Brown & Hill, L.L.P.*

Waco, Texas  
February 24, 2016

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**MANAGEMENT'S DISCUSSION  
AND ANALYSIS**

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Concho Valley Transit District, we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended August 31, 2015.

### Financial Highlights

- The assets of the Concho Valley Transit District exceeded its liabilities as of August 31, 2015, by \$6,291,936 (net position). Of this amount, \$663,593 represents unrestricted net position, which may be used to meet the District's ongoing obligations to creditors.
- As of the close of the current fiscal year, the District's governmental funds reported ending fund balance of \$773,750, all of which is available for spending at the District's discretion (unassigned fund balance).
- The District's fund balance in the General Fund increased by \$216,250 during the year.

### Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., depreciation on capital assets).

The government-wide financial statements normally distinguish functions of the District that are principally supported by intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The District reports only governmental activities, and those activities consist entirely of the transportation program.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** Governmental funds are used to account for the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District reports only one governmental fund (the General Fund).

The District's Board approves a financial plan for revenue and expenditures of the General Fund. Although the financial plan is reviewed and approved by the District's Board, it is not considered a legally adopted budget. Accordingly, comparative budget and actual results are not presented in this report.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found beginning on page 12 of this report.

**Other supplementary information.** In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information concerning the District's obligation to provide pension benefits. Required supplementary information can be found immediately following the notes to the financial statements.

Another supplemental schedule is presented immediately following the required supplementary information on pensions.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Concho Valley Transit District, assets exceeded liabilities by \$6,291,936 as of August 31, 2015.

Approximately 89% or \$5,628,343 of the District's net position reflects its investment in capital assets (e.g., land, building, equipment). The District uses these capital assets to provide services; consequently, these assets are not available for future spending.

With the implementation of GASB Statement No. 68 this year, the District has recorded a net pension liability in the amount \$234,633 that was not required to be reported in previous years. Accordingly, the District's beginning net position decreased by \$132,623 in fiscal year 2015.

**Concho Valley Transit District's  
Net Position**

	Governmental Activities	
	2015	2014
Current assets	\$ 1,299,708	\$ 826,281
Capital assets	5,628,343	5,332,480
Total assets	<u>6,928,051</u>	<u>6,158,761</u>
Deferred outflows of resources	124,476	-
Current liabilities	525,958	268,781
Noncurrent liabilities	234,633	-
Total liabilities	<u>760,591</u>	<u>268,781</u>
Net position:		
Net investment in capital assets	5,628,343	5,332,480
Unrestricted	663,593	557,500
Total net position	<u>\$ 6,291,936</u>	<u>\$ 5,889,980</u>

The following table provides a summary of the District's operations for the year ended August 31, 2015. Governmental activities increased the District's net position by \$534,579.

**Concho Valley Transit District's  
Change in Net Position**

	Governmental Activities	
	2015	2014
Revenues:		
Program revenues:		
Operating grants and contributions	\$ 4,669,699	\$ 5,227,669
Charges for services	632,081	675,742
Total revenues	<u>5,301,780</u>	<u>5,903,411</u>
Expenses:		
Transportation	4,767,201	5,499,801
Total expenses	<u>4,767,201</u>	<u>5,499,801</u>
Change in net position	534,579	403,610
Net position, beginning	5,889,980	5,486,370
Change in accounting principles	( 132,623)	-
Net position, ending	<u>\$ 6,291,936</u>	<u>\$ 5,889,980</u>

Revenues decreased during the year by \$601,631 (10%) as compared to the prior fiscal year. The District relies heavily on federal and state grant awards, which can fluctuate in amount from year to year.

## Financial Analysis of the District's Funds

### Governmental Funds:

The focus of Concho Valley Transit District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the District's General Fund reported an ending fund balance of \$773,750.

### **Capital Assets**

The Concho Valley Transit District's net investment in capital assets for its governmental activities as of August 31, 2015, amounts to \$5,628,343 (net of accumulated depreciation). Capital assets as of the end of the current fiscal year included the following:

	Governmental Activities	
	2015	2014
Land	\$ 353,099	\$ 353,099
Building	4,251,654	4,251,654
Equipment	6,894,122	6,089,923
Less: accumulated depreciation	( 5,870,532)	( 5,362,196)
Total capital assets	<u>\$ 5,628,343</u>	<u>\$ 5,332,480</u>

Additional information on the District's capital assets can be found in the notes to the financial statements.

### **Economic Factors and Next Year's Annual Financial Plan**

The District is dependent on federal, state and local funding, which can vary widely from year to year. The federal and state economic condition and budget deficits can impact the reauthorization of funds available to local governments. It should be noted that the District does not know of any significant factors that would affect the financial plan for fiscal year 2016.

### **Requests for Information**

This financial report is designed to provide a general overview of the District's finances. If you have questions about this report or need any additional information, contact the Department of Finance at:

Concho Valley Transit District  
2801 W. Loop 306, Suite A  
San Angelo, Texas 76904

**CONCHO VALLEY TRANSIT DISTRICT**  
**GOVERNMENTAL FUNDS BALANCE SHEET**  
**AND**  
**GOVERNMENT-WIDE STATEMENT OF NET POSITION**

**AUGUST 31, 2015**

	General Fund	Adjustments	Governmental Activities
<b>ASSETS</b>			
Current assets:			
Cash	\$ 744,771	\$ -	\$ 744,771
Grants receivable	505,228	-	505,228
Accounts receivable	49,709	-	49,709
Total current assets	1,299,708	-	1,299,708
Noncurrent assets:			
Capital assets:			
Land	-	353,099	353,099
Building	-	4,251,654	4,251,654
Equipment	-	6,894,122	6,894,122
Less: accumulated depreciation	-	( 5,870,532)	( 5,870,532)
Total capital assets	-	5,628,343	5,628,343
Total assets	1,299,708	5,628,343	6,928,051
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows related to pensions	-	124,476	124,476
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	495,456	-	495,456
Unearned revenue	30,502	-	30,502
Total liabilities	525,958	-	525,958
Noncurrent liabilities:			
Net pension liability	-	234,633	234,633
Total liabilities	525,958	234,633	760,591
<b>FUND BALANCE/NET POSITION</b>			
Fund balance:			
Unassigned	773,750	( 773,750)	-
Total fund balance	773,750	( 773,750)	-
Total liabilities and fund balance	\$ 1,299,708		
Net position:			
Net investment in capital assets		5,628,343	5,628,343
Unrestricted		663,593	663,593
Total net position		\$ 6,291,936	\$ 6,291,936

**The notes to the financial statements are an integral part of this statement.**

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**CONCHO VALLEY TRANSIT DISTRICT**

**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION**

**AUGUST 31, 2015**

Total fund balance - governmental funds	\$	773,750
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds. At the end of the year, the cost of these assets was \$11,498,875 and the accumulated depreciation was \$5,870,532. The net effect of including capital assets (net of depreciation) in the governmental activities is an increase to net position.		5,628,343
Deferred outflows of resources related to pensions are not financial resources and are therefore not reported in governmental funds. The net effect of including deferred outflows of resources related to pensions is an increase to net position.		124,476
Long term liabilities (such as the net pension liability) reported in governmental activities do not represent claims on current financial resources and therefore are not reported in governmental funds.	(	<u>234,633)</u>
Total net position - statement of net position	\$	<u>6,291,936</u>

**This notes to the financial statements are an integral part of this statement.**

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**CONCHO VALLEY TRANSIT DISTRICT**

**GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**AND**

**GOVERNMENT-WIDE STATEMENT OF ACTIVITIES**

**YEAR ENDED AUGUST 31, 2015**

	<u>General Fund</u>	<u>Adjustments</u>	<u>Governmental Activities</u>
<b>REVENUES</b>			
Federal	\$ 2,958,233	\$ -	\$ 2,958,233
State	677,935	-	677,935
Local:			
Member government contributions	842,321	-	842,321
Program income	173,012	-	173,012
Transit charter	23,253	-	23,253
Transit medical	355,091	-	355,091
Local contracts	36,665	-	36,665
Aging vendor	44,060	-	44,060
Toll credits	191,210	-	191,210
Total revenues	<u>5,301,780</u>	<u>-</u>	<u>5,301,780</u>
<b>EXPENDITURES/EXPENSES</b>			
Transportation	4,281,331	485,870	4,767,201
Capital outlay	804,199	( 804,199)	-
Total expenditures/expenses	<u>5,085,530</u>	<u>( 318,329)</u>	<u>4,767,201</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES/EXPENSES</b>			
	216,250	318,329	534,579
<b>FUND BALANCE/NET POSITION, BEGINNING</b>			
	557,500	5,332,480	5,889,980
Change in accounting principles	<u>-</u>	<u>( 132,623)</u>	<u>( 132,623)</u>
<b>FUND BALANCE/NET POSITION, ENDING</b>			
	<u>\$ 773,750</u>	<u>\$ 5,518,186</u>	<u>\$ 6,291,936</u>

**The notes to the financial statements are an integral part of this statement.**

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**CONCHO VALLEY TRANSIT DISTRICT**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED AUGUST 31, 2015**

Net change in fund balance - total governmental funds	\$ 216,250
Amounts reported for governmental activities in the statement of activities are different because:	
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	22,466
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is capitalized and depreciated over their useful lives. Thus, net position is increased by the amount by which capital outlay exceeded depreciation expense.	<u>295,863</u>
Change in net position of governmental activities	<u>\$ 534,579</u>

**This notes to the financial statements are an integral part of this statement.**

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# CONCHO VALLEY TRANSIT DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

AUGUST 31, 2015

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Concho Valley Transit District (the "District") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following represents the significant accounting policies and practices used by the District.

#### A. Reporting Entity

Concho Valley Transit District offers fixed route transit services for the City of San Angelo and demand-response transit services in the rural Concho Valley region for the Counties of Coke, Concho, Crockett, Iron, Kimble, McCulloch, Menard, Reagan, Schleicher, Sutton, Sterling and Tom Green, and the Cities of Bronte, Robert Lee, Eden, Ozona, Mertzon, Junction, Brady, Menard, Big Lake, Eldorado, and Sterling City. Concho Valley Transit District has identified public transportation, particularly the transportation of its widely scattered rural population, as a high priority goal and has achieved this objective by the operation of this rural public transportation project.

#### B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the District. The District's activities are supported by federal, state and local funding sources.

The statement of activities normally demonstrates the degree to which the direct expenses of a given function are offset by program revenue. Direct expenses are those that are clearly identifiable with a specific function or identifiable activity. Program revenues would include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenue would instead be reported as general revenue.

Since the District is engaged in a single governmental program (transportation), the fund financial statements and the government-wide are combined and use a separate column to reconcile individual line items of fund financial data to government-wide data.

### **C. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available when it is collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenue to be available if it is collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The District reports the following major governmental fund:

**General Fund** – This is the District’s only fund. It accounts for all financial resources of the District.

### **D. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### **E. Assets, Liabilities and Net Position or Equity**

#### **Cash**

Cash in the District’s financial statements includes amounts in demand deposits and may also include certificates of deposit with original maturities of three months or less.

#### **Grants Receivable**

Grants receivable represent amounts due from federal and state agencies for the various programs administered by the District. The receivable includes amounts due on programs closed out and those in progress as of August 31, 2015.

#### **Capital Assets**

Capital assets, which include property and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value on the date received.

The costs of normal maintenance and repairs are charged to operations as incurred. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable. The District's grantor agencies retain a reversionary interest in the grant equipment that the District has recorded on their financial statements. That is, if the grantor agency were to terminate the program, the title to the equipment reverts to the grantor agency and the equipment would be required to be returned to the grantor agency.

Equipment of the District is depreciated using the straight-line method over the following useful lives:

<u>Assets</u>	<u>Years</u>
Building	40
Transportation equipment	5 - 7
Office equipment	3 - 5

**Pensions**

For purposes of measuring the liability, deferred outflows of resources and deferred inflows of resources, and expense, plan contributions are recognized in the period that contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. Information regarding the District's proportionate share of the total pension liability is derived from information received from the Texas County and District Retirement System (TCDRS) through a report prepared for Concho Valley Council of Governments by TCDRS consulting actuary.

**Fund Balance Classification**

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. Nonspendable items are not expected to be converted to cash or are not expected to be converted to cash within the next year.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

- **Committed:** This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by the District's highest level of decision making authority. These amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- **Assigned:** This classification includes amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Directors.
- **Unassigned:** This classification includes the residual fund balance for the General Fund.

### **Fund Balance Flow Assumption**

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the General Fund a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

### **Net Position Flow Assumption**

In order to calculate the amounts to report as restricted net position and unrestricted net position in the governmental activities, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

## **2. BUDGET INFORMATION**

The District's primary funding source is federal, state and local grants which have grant periods that may or may not coincide with the District's fiscal year. These grants normally are for a 12-month period; however, they can be awarded for periods shorter or longer than 12 months.

Because of the District's dependency on federal, state and local budgetary decisions, revenue estimates are based upon the best available information as to potential sources of funding. The District's annual financial plan differs from that of a general purpose local government in two respects: (1) the uncertain nature of grant awards from other entities, and (2) conversion of grant budgets to a fiscal year basis.

The resulting annual financial plan is subject to constant change within the fiscal year due to:

- Increases/decreases in actual grant awards from those estimated;
- Changes in grant periods;
- Unanticipated grant awards not included in the financial plan; and
- Expected grant awards which fail to materialize.

Although the financial plan is reviewed and approved by the District's Board, it is not considered a legally adopted annual budget. Accordingly, comparative budget and actual results are not presented in this report.

### 3. DETAILED NOTES ON ALL FUNDS

#### **Deposits**

*Custodial Credit Risk – Deposits* – In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District's cash deposits, including interest-bearing deposits, at August 31, 2015, were entirely covered by FDIC insurance or by pledged collateral held by the District's agent bank in the District's name.

#### **Grants Receivable**

Grants receivable represents allowable expenditures in excess of receipts for specific grants. These earned grant revenues as of August 31, 2015, were \$505,228.

#### **Defined Benefit Pension Plan**

The District reports a liability, deferred outflows of resources, deferred inflows of resources, and expense as a result of its contractual obligation to contribute to the Texas County and District Retirement System under an agreement with the Concho Valley Council of Governments (CVCOG). The following is information about TCDRS.

**Plan Description.** TCDRS is a nontraditional cost-sharing multiple-employer defined benefit pension plan. The Board of Trustees of TCDRS is responsible for the administration of the statewide agent, multiple-employer, public employee retirement system consisting of nontraditional defined benefit pension plans. TCDRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at [www.tcdrs.org](http://www.tcdrs.org).

**Benefits Provided.** TCDRS provides retirement, disability and death benefits. Benefit provisions are adopted by the governing body of CVCOG, within the options available in the state statutes governing TCDRS.

Members can retire at age 60 and above with 10 or more years of service, with 30 years of service regardless of age, or when the sum of their age and years of service equals 80 or more. Members are vested after ten years of service, but must leave their accumulated contributions in the plan to receive any employer-financed benefit. Members who withdraw their personal contributions in a lump sum are not entitled to any amounts contributed by their employer.

Benefit amounts are determined by the sum of the employee's contributions to the plan, with interest, and employer-financed monetary credits. The level of these monetary credits is adopted by the governing body of CVCOG within the actuarial constraints imposed by the TCDRS Act so that the resulting benefits can be expected to be adequately financed by the employer's commitment to contribute. At retirement, death or disability, the benefit is calculated by converting the sum of the employee's accumulated contributions and the employer-financed monetary credits to a monthly annuity using annuity purchase rates prescribed by the TCDRS Act.

**Contributions.** The contribution rates for employees in TCDRS are either 4%, 5%, 6%, or 7% of employee gross earnings, as adopted by the employer's governing body. Participating employers are required to contribute at actuarially determined rates to ensure adequate funding for each employer's plan. Under the state law governing TCDRS, the contribution rate for each entity is determined annually by the actuary and approved by the TCDRS Board of Trustees. The replacement life entry age actuarial cost method is used in determining the contribution rate. The actuarially determined rate is the estimated amount necessary to fund benefits in an orderly manner for each participant over his or her career so that sufficient funds are accumulated by the time benefit payments begin, with an additional amount to finance any unfunded accrued liability.

The District's actual contributions for the year ended August 31, 2015, were \$120,474, and were equal to the contractually required contributions.

**District's Proportionate Share of the Net Pension Liability.** The District reported a liability of \$234,633 as of August 31, 2015, for its proportionate share of the net pension liability. The net pension liability (NPL) was measured as of December 31, 2014, and the total pension liability (TPL) used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the NPL was based on the District's share of contributions to the pension plan relative to the total. At December 31, 2014, the District's proportion of the collective net pension liability was 24.57%.

As a result of its requirement to contribute to TCDRS, the District recognized expense of \$98,008 for the year ended August 31, 2015. At August 31, 2015, the District reported deferred outflows of resources from the following sources as a result of its requirement to contribute to TCDRS:

	<u>Deferred Outflows of Resources</u>
Economic/demographic (gains) or losses	\$ 317
Difference between projected and actual investment earnings	19,285
Contributions after the measurement date	<u>104,874</u>
Total	<u>\$ 124,476</u>

\$104,874 reported as deferred outflows of resources related to pension resulting from contributions subsequent to the measurement date will be recognized as a reduction of the District's proportionate share of the net pension liability in the year ending August 31, 2016. Other amounts reported as deferred outflows and inflows of resources as a result of the District's requirement to contribute to TCDRS will be recognized in pension expenses as follows:

<u>Year Ended August 31,</u>		
2016	\$	4,900
2017		4,900
2018		4,900
2019		4,902

**Changes in the District's Proportionate Share of the Net Pension Liability**

	Increase (Decrease)		
	District's Proportionate Share of Total Pension Liability (a)	District's Proportionate Share of Plan Fiduciary Net Position (b)	District's Proportionate Share of Net Pension Liability (a) - (b)
Balance at 12/31/2013	\$ 1,322,837	\$ 1,088,283	\$ 234,554
Changes for the year:			
Service cost	143,687	-	143,687
Interest on total pension liability <sup>(1)</sup>	111,419	-	111,419
Effect of economic/demographic gains or losses	396	-	396
Refund of contributions	( 21,006)	( 21,006)	-
Benefit payments	( 15,182)	( 15,182)	-
Administrative expenses	-	( 929)	929
Member contributions	-	66,746	( 66,746)
Net investment income	-	70,866	( 70,866)
Employer contributions	-	118,052	( 118,052)
Other <sup>(2)</sup>	-	688	( 688)
Balance at 12/31/2014	<u>\$ 1,542,151</u>	<u>\$ 1,307,518</u>	<u>\$ 234,633</u>

<sup>(1)</sup> Reflects the change in the liability due to the time value of money. TCDRS does not

<sup>(2)</sup> Relates to allocation of system-wide items.

**Actuarial Assumptions.** The total pension liability in the December 31, 2014, actuarial valuation was determined using the following actuarial assumptions:

Inflation	3.0% per year
Overall payroll growth	2.0% per year
Investment Rate of Return	8%, net of pension plan investment expense, including inflation

Mortality rates for active members, retirees, and beneficiaries were based on the following:

Depositing members	The RP-2000 Active Employee Mortality Table for males with a two-year set-forward and the RP-2000 Active Employee Mortality Table for females with a four-year setback, both with the projection scale AA.
Service retirees, beneficiaries and non-depositing members	The RP-2000 Combined Mortality Table with the projection scale AA, with a one-year set-forward for males and no age adjustment for females.
Disabled retirees	RP-2000 Disabled Mortality Table for males with no age adjustment and RP-2000 Disabled Mortality Table for females with a two-year set-forward, both with the projection scale AA.

The actuarial assumptions that determined the total pension liability as of December 31, 2014, were based on the results of an actuarial experience study for the period January 1, 2009 through December 31, 2012, except where required to be different by GASB 68.

The long-term expected rate of return on pension plan investments is 8.10%. The pension plan's policy in regard to the allocation of invested assets is established and may be amended by the TCDRS Board of Trustees.

The long-term expected rate of return on TCDRS is determined by adding inflation to expected long-term real returns, and reflecting expected volatility and correlation. The capital market assumptions and information below are based on January 2015 information for a 7 to 10 year time horizon. The valuation assumption for long-term expected return is re-assessed at a minimum of every four years, and is set based on a 30-year time horizon; the most recent analysis was performed in 2013. The target allocation and best estimates of geometric real rates return for each major assets class are summarized in the following table:

<b>Asset Class</b>	<b>Benchmark</b>	<b>Target Allocation<sup>(1)</sup></b>	<b>Geometric Real Rate of Return (Expected minus Inflation)<sup>(2)</sup></b>
US Equities	Dow Jones U.S. Total Stock Market Index	16.50%	5.35%
Private Equity	Cambridge Associates Global Private Equity & Venture Capital Index <sup>(3)</sup>	12.00%	8.35%
Global Equities	MSCI World (net) Index	1.50%	5.65%
International Equities - Developed	50% MSCI World Ex USA (net) + 50% MSCI World ex USA 100% Hedged to USD (net) Index	11.00%	5.35%
International Equities - Emerging	50% MSCI EM Standard (net) Index + 50% MSCI EM 100% Hedged to USD (net) Index	9.00%	6.35%
Investment-Grade Bonds	Barclays Capital Aggregate Bond Index	3.00%	0.55%
High-Yield Bonds	Citigroup High-Yield Cash-Pay Capped Index	3.00%	3.75%
Opportunistic Credit	Citigroup High-Yield Cash-Pay Capped Index	5.00%	5.54%
Direct Lending	Citigroup High-Yield Cash-Pay Capped Index	2.00%	5.80%
Distressed Debt	Citigroup High-Yield Cash-Pay Capped Index	3.00%	6.75%
REIT Equities	67% FTSE NAREIT Equity REITs Index + 33% FRSE EPRA/NAREIT Global Real Estate Index	2.00%	4.00%
Commodities	Bloomberg Commodities Index	2.00%	-0.20%
Master Limited Partnerships (MLPs)	Alerian MLP Index	2.00%	5.30%
Private Real Estate Partnerships	Cambridge Associates Real Estate Index <sup>(4)</sup>	3.00%	7.20%
Hedge Funds	Hedge Fund Research, Inc. (HFRI) Fund of Funds Composite Index	25.00%	5.15%

<sup>(1)</sup> Target asset allocation adopted at the April 2015 TCDRS Board meeting.

<sup>(2)</sup> Geometric real rates of return in addition to assumed inflation of 1.7% per Cliffwater's 2015 capital market assumptions.

<sup>(3)</sup> Includes vintage years 2006-present of Quarter Pooled Horizon IRRs.

<sup>(4)</sup> Includes vintage years 2007-present of Quarter Pooled Horizon IRRs.

**Discount Rate.** The discount rate used to measure the total pension liability was 8.1%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

**Sensitivity Analysis.** The following presents the District's proportionate share of the net pension liability, calculated using the discount rate of 8.1%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (7.1%) or 1-percentage-higher (9.1%) than the current rate:

	1% Decrease 7.1%	Current Discount Rate 8.1%	1% Increase 9.1%
District's proportionate share of the net pension liability	\$ 462,089	\$ 234,633	\$ 48,492

**Pension Plan Fiduciary Net Position.** Detailed information about the pension plan's Fiduciary Net Position is available in a separately-issued TCDRS financial report. The report may be obtained on the Internet at [www.tcdrs.org](http://www.tcdrs.org).

### **Capital Assets**

Capital asset activity for the year ended August 31, 2015, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 353,099	\$ -	\$ -	\$ 353,099
Total capital assets, not being depreciated	<u>353,099</u>	<u>-</u>	<u>-</u>	<u>353,099</u>
Capital assets, being depreciated				
Building	4,251,654	-	-	4,251,654
Equipment	6,089,923	804,199	-	6,894,122
Total capital assets, being depreciated	<u>10,341,577</u>	<u>804,199</u>	<u>-</u>	<u>11,145,776</u>
Less accumulated depreciation for:				
Building	201,953	106,291	-	308,244
Equipment	5,160,243	402,045	-	5,562,288
Total accumulated depreciation	<u>5,362,196</u>	<u>508,336</u>	<u>-</u>	<u>5,870,532</u>
Total capital assets being depreciated, net	<u>4,979,381</u>	<u>295,863</u>	<u>-</u>	<u>5,275,244</u>
Governmental activities capital assets, net	<u>\$ 5,332,480</u>	<u>\$ 295,863</u>	<u>\$ -</u>	<u>\$ 5,628,343</u>

**Changes in Long-term Liabilities**

A summary of long-term liability activity for the year ended September 30, 2015 is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Amount Due in One Year</u>
Governmental activities:					
Pension liability	\$ 234,554	\$ 256,431	\$(256,352)	\$ 234,633	\$ -
Governmental activities long-term liabilities	<u>\$ 234,554</u>	<u>\$ 256,431</u>	<u>\$(256,352)</u>	<u>\$ 234,633</u>	<u>\$ -</u>

**4. CONCENTRATIONS AND UNCERTAINTIES**

The District receives the majority of its support and revenue from the U. S. Department of Transportation and the Texas Department of Transportation. The District receives annual grants from these agencies and is required to prepare reports that detail the program expenses incurred for which the District is requesting reimbursement. The District would realize a severe negative impact should the level of these grant revenues be significantly reduced or discontinued.

**5. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District's property, liability and automobile physical damage losses are covered under a partially self-funded insurance pool managed by the Texas Municipal League Intergovernmental Risk Pool. Premiums are adjusted annually. The maximum amounts eligible to be paid by the pool are as follows: automobile liability – \$1,000,000 per claim limit of liability; general liability and liability for sudden events involving pollution – \$500,000 per claim limit of liability and \$1,000,000 annual aggregate; errors and omissions liability – \$1,000,000 per claim limit of liability and \$2,000,000 annual aggregate; real and personal property – \$3,641,800 claim limit. The District is responsible for all claims exceeding the maximum amounts to be paid by the pool. There were no significant reductions in coverage in the past fiscal year, and there were no settlements exceeding the maximum amounts to be paid by the pool in any of the past three fiscal years.

**6. CHANGE IN ACCOUNTING PRINCIPLES**

During fiscal year 2015, the District adopted GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. Adoption of these standards required a prior period adjustment to report the effect of these standards retroactively. The effect of the prior period adjustment is a decrease to the beginning net position on the Statement of Net Position in the amount of \$132,623.

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**REQUIRED SUPPLEMENTARY  
INFORMATION**

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**CONCHO VALLEY TRANSIT DISTRICT**  
**SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE**  
**OF THE NET PENSION LIABILITY**  
**AUGUST 31, 2015**

	<u>2015</u>
District's Proportion of the Net Pension Liability (Asset)	24.57%
District's Proportionate Share of Net Pension Liability (Asset)	\$ 234,633
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	84.79%

Note: Only one year of information is available.

**CONCHO VALLEY TRANSIT DISTRICT**  
**SCHEDULE OF DISTRICT CONTRIBUTIONS**

**LAST 10 FISCAL YEARS**

<b>Plan Year Ended December 31</b>	<b>Contractually Required Contribution</b>	<b>Actual Contribution</b>	<b>Contribution Deficiency (Excess)</b>
2008	\$ 17,920	\$ 17,920	\$ -
2009	74,028	74,028	-
2010	124,816	124,816	-
2011	118,401	118,401	-
2012	123,242	123,242	-
2013	117,070	117,070	-
2014	118,052	118,052	-

Note: Information prior to 2008 is not available.

**SUPPLEMENTAL  
SCHEDULE**

**CONCHO VALLEY TRANSIT DISTRICT  
SCHEDULE OF EXPENDITURES BY GRANT  
YEAR ENDED AUGUST 31, 2015**

		FTA Urban 646	TxDOT Rural 647	TxDOT Elderly 649	TxDOT Urban 656	TxDOT Rural 657
Salaries		\$ -	\$ -	\$ -	\$ 867,062	\$ 596,677
Fringe benefits	5150	-	-	-	490,573	345,907
Total personnel		-	-	-	1,357,635	942,584
Indirect costs	5199	-	-	-	218,272	151,802
County driver fringe benefit	5211	-	-	-	-	398
County driver wages	5215	-	-	-	-	814
Audit and legal	5231	-	-	-	9,507	8,654
Contract services	5291	-	-	-	2,645	2,645
Travel-in region	5309	-	-	-	689	1,510
Travel-out of region	5310	-	-	-	2,524	2,178
Meals	5312	-	-	-	404	404
Fuel	5351	2,162	( 3,141)	-	254,380	125,723
Lubricant	5352	-	-	-	1,266	1,291
Accident/vandalism vehicle repair	5360	-	-	-	2,828	1,594
Vehicle maintenance	5361	-	-	-	37,471	20,361
Preventive maintenance	5362	-	-	18,904	1,455	1,217
Tires	5363	-	145	-	17,610	12,575
Rent	5411	-	-	-	10,187	10,163
Shop and yard space	5414	-	-	-	120,000	-
Utilities	5431	-	-	-	1,991	1,532
Building maintenance	5451	-	-	-	1,547	1,543
Supplies	5510	-	-	-	5,339	4,771
Supplies - bus	5516	-	-	-	2,718	639
Parts supplies	5520	-	-	-	871	748
Capital equipment	56xx	-	-	4,000	2,086	295
Insurance	5711	-	-	-	50,322	48,916
Communications - bus	5712	-	-	-	24,215	25,959
Cell phones	5713	( 50)	-	-	719	4,912
Internet	5714	-	-	-	-	1,505
Printing	5721	-	-	-	7,777	4,339
Ads and promotions	5722	-	-	-	982	1,102
Repeater rental	5732	-	-	-	-	5,169
Radio maintenance	5733	-	-	-	1,564	401
Capital construction	5736	-	-	-	-	-
Training	5751	-	-	-	563	737
Dues and fees	5753	-	-	-	569	300
Communications	5761	-	-	-	1,662	8,237
Postage/freight	5762	-	-	-	2,798	2,772
Other	5791	-	-	-	-	2
Coffee	5792	-	-	-	632	329
Physicals	5793	-	-	-	3,230	1,718
Anti-drug program	5795	-	-	-	1,853	633
Safety	5796	-	-	-	4,806	2,885
Multi-modal terminal operations	58xx	194	-	-	81,740	-
In-kind	6xxx	-	-	-	-	-
Toll credits	6999	-	-	800	-	-
<b>Total</b>		<u>\$ 2,306</u>	<u>\$ ( 2,996)</u>	<u>\$ 23,704</u>	<u>\$ 2,234,857</u>	<u>\$ 1,403,357</u>

**SCHEDULE 1**

TxDOT Planning 658	TxDOT Elderly 661	TxDOT Elderly 662	FTA Bus & Facilities 671	TxDOT New Freedom 678	TxDOT New Freedom 679	Total Expenditures
\$ 497	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,464,236
267	-	-	-	-	-	836,747
<u>764</u>	-	-	-	-	-	<u>2,300,983</u>
123	-	-	-	-	-	370,197
-	-	-	-	-	-	398
-	-	-	-	-	-	814
-	-	-	-	-	-	18,161
-	-	-	-	-	-	5,290
-	-	-	-	-	-	2,199
-	-	-	-	-	-	4,702
-	-	-	-	-	-	808
-	-	-	-	-	-	379,124
-	-	-	-	-	-	2,557
-	-	-	-	-	-	4,422
-	56,087	11,296	-	-	-	125,215
-	36,811	43,658	-	-	-	102,045
-	-	-	-	-	-	30,330
-	-	-	-	-	-	20,350
-	-	-	-	-	-	120,000
-	-	-	-	-	-	3,523
-	-	-	-	-	-	3,090
-	-	-	-	-	-	10,110
-	-	-	-	-	-	3,357
-	-	-	-	-	-	1,619
-	-	-	804,199	-	-	810,580
-	-	-	-	-	-	99,238
-	-	-	-	-	-	50,174
-	-	-	-	-	-	5,581
-	-	-	-	-	-	1,505
-	-	-	-	-	-	12,116
-	-	-	-	-	-	2,084
-	-	-	-	-	-	5,169
-	-	-	-	-	-	1,965
-	-	-	-	140,732	90,743	231,475
-	-	-	-	-	-	1,300
-	-	-	-	-	-	869
-	-	-	-	-	-	9,899
-	-	-	-	-	-	5,570
-	-	-	-	-	-	2
-	-	-	-	-	-	961
-	-	-	-	-	-	4,948
-	-	-	-	-	-	2,486
-	-	-	-	-	-	7,691
-	-	-	-	-	-	81,934
-	-	-	-	35,183	14,296	49,479
<u>-</u>	<u>18,579</u>	<u>10,991</u>	<u>160,840</u>	<u>-</u>	<u>-</u>	<u>191,210</u>
\$ 887	\$ 111,477	\$ 65,945	\$ 965,039	\$ 175,915	\$ 105,039	\$ 5,085,530

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**SINGLE AUDIT SECTION**

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PATTILLO, BROWN & HILL, L.L.P.  
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors  
Concho Valley Transit District  
San Angelo, Texas

Members of the Board:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Concho Valley Transit District (the “District”) as of and for the year ended August 31, 2015, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements, and have issued our report thereon dated February 24, 2016.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the District’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Pattillo, Brown & Hill, L.L.P.*

Waco, Texas  
February 24, 2016



PATTILLO, BROWN & HILL, L.L.P.  
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL AND STATE PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Directors  
Concho Valley Transit District

**Report on Compliance for Each Major Federal and State Program**

We have audited Concho Valley Transit District ("the District") compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* and *Uniform Grant Management Standards* ("UGMS"), issued by the Governor's Office of Budget and Planning, that could have a direct and material effect on each of the District's major federal and state programs for the year ended August 31, 2015. The District's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal and state programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the District's major federal and state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and UGMS. Those standards, OMB Circular A-133 and UGMS require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal and state program. However, our audit does not provide a legal determination of the District's compliance.

### ***Opinion on Each Major Federal and State Program***

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended August 31, 2015.

### **Report on Internal Control over Compliance**

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal and state program as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133 and UGMS, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal or state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133 and UGMS. Accordingly, this report is not suitable for any other purpose.

*Patillo, Brown & Hill, L.L.P.*

Waco, Texas  
February 24, 2016

**CONCHO VALLEY TRANSIT DISTRICT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
**YEAR ENDED AUGUST 31, 2015**

Federal Grantor/Pass-through Grantor/ CVTD Grant Number/Program Title	Grant Number	Federal CFDA Number	Expenditures
<b>Federal Awards:</b>			
<b><u>U. S. DEPARTMENT OF TRANSPORTATION,</u></b>			
<b><u>FEDERAL TRANSIT ADMINISTRATION</u></b>			
Direct Program:			
671 Section 5309 Bus and Bus Facilities	TX-04-0115-00	20.500	\$ 804,199
646 Section 5307 Urban Transportation	TX-90-Y039-00	20.507	244,380
656 Section 5307 Urban Transportation	TX-90-Y123-00	20.507	990,823
Subtotal - Federal Transit Cluster			<u>2,039,402</u>
Total Direct Program			<u>2,039,402</u>
Passed through Texas Department of Transportation:			
657 Section 5311 Rural Transportation RPT 1504 (07) 39	51507F7086	20.509	507,662
647 Section 5311 Rural Transportation RPT 1402 (07) 38	51407F7180	20.509	12,719
Subtotal - Formula Grants for Rural Areas			<u>520,381</u>
661 Section 5310 Transp. for Elderly and Disabled ED 1502 (07) 15	51507F7086	20.513	92,898
662 Section 5310 Transp. for Elderly and Disabled ED 1502 (07) 15	51507F7086	20.513	54,954
649 Section 5310 Transp. for Elderly and Disabled ED 1403 (07) 08	51407F7110	20.513	19,123
679 Section 5317 New Freedom Program NF 1301 (07) 35	51307F7166	20.521	90,743
678 Section 5317 New Freedom Program NF 1502 (07) 35	512XXF7040	20.521	140,732
Subtotal - Transit Services Programs Cluster			<u>398,450</u>
Total Passed through Texas Department of Transportation			<u>918,831</u>
Total U. S. Department of Transportation, Federal Transit Administration			<u>2,958,233</u>
Total Federal Awards			<u>2,958,233</u>
<b>State Awards:</b>			
<b><u>TEXAS DEPARTMENT OF TRANSPORTATION</u></b>			
657 Rural Public Transportation RUR 1502 (07)	51507F7016	N/A	408,527
656 Urban Public Transportation URB 1501 (07)	51507F7051	N/A	269,408
Total Texas Department of Transportation			<u>677,935</u>
Total State Awards			<u>677,935</u>
Total Federal and State Awards			<u>\$ 3,636,168</u>

# CONCHO VALLEY TRANSIT DISTRICT

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

AUGUST 31, 2015

### 1. GENERAL

The accompanying Schedule of Expenditures of Federal and State Awards includes the federal and state grant activity of the Concho Valley Transit District. Federal and state awards received directly from federal and state agencies, as well as federal awards passed through other government agencies, are included on the Schedule of Expenditures of Federal and State Awards.

### 2. BASIS OF ACCOUNTING

The Schedule of Expenditures of Federal and State Awards is presented using the modified accrual basis of accounting. The District's significant account policies, including the modified accrual basis of accounting, are described in Note 1 of the basic financial statements. The information in this schedule is presented in accordance with the requirements of U.S. Office of Management and Budget *Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations* and *Uniform Grant Management Standards*, issued by the Governor's Office of Budget and Planning. Therefore, some of the amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

**CONCHO VALLEY TRANSIT DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED AUGUST 31, 2015**

**Summary of Auditors' Results**

Financial Statements:

Type of auditors' report issued	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal and State Awards:

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs	Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of OMB <i>Circular A-133</i> or <i>Uniform Grant Management Standards</i>	No
---	----

Identification of major programs:

CFDA Numbers: #20.500, #20.507 State	Name of Federal Program or Cluster: Federal Transit Cluster Rural Public Transportation
--	---

Dollar threshold used to distinguish between type A and type B programs	\$300,000
--	-----------

Auditee qualified as low-risk auditee for federal single audit?	Yes
---	-----

Auditee qualified as low-risk auditee for state single audit?	Yes
---	-----

**Findings Relating to the Financial Statements Which are  
Required to be Reported in Accordance With Generally  
Accepted Government Auditing Standards**

None

**Findings and Questioned Costs for Federal and State Awards**

None

**CONCHO VALLEY TRANSIT DISTRICT**

**SUMMARY SCHEDULE OF  
PRIOR AUDIT FINDINGS**

**FOR THE YEAR ENDED AUGUST 31, 2015**

None



**PATTILLO, BROWN & HILL, L.L.P.**  
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

To the Board of Directors  
Concho Valley Transit District  
San Angelo, Texas

We have audited the financial statements of Concho Valley Transit District as of and for the year ended August 31, 2015, and have issued our report thereon dated February 24, 2016. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated September 21, 2015, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Concho Valley Transit District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

---

**WACO, TX**  
401 West Highway 6  
Waco, Texas 76710  
254.772.4901  
www.pbhepa.com

**HOUSTON, TX**  
281.671.6259

**RIO GRANDE VALLEY, TX**  
956.544.7778

**TEMPLE, TX**  
254.791.3460

**ALBUQUERQUE, NM**  
505.266.5904



## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, and, as appropriate, our firm have complied with all relevant ethical requirements regarding independence.

As a part of the engagement, we assisted in preparing the financial statements, the schedule of expenditures of federal and state awards, and related notes to the financial statements of Concho Valley Transit District in conformity with U.S. generally accepted accounting principles, OMB Circular A-133 and the State of Texas Uniform Grant Management Standards based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services were not conducted in accordance with *Government Auditing Standards*.

In order to ensure we maintain our independence for performing these nonaudit services, certain safeguards were applied to this engagement. Management assumed responsibility for the financial statements, schedule of expenditures of federal and state awards, and related notes to the financial statements and any other nonaudit services we provided. Management acknowledged in the management representation letter our assistance with the preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes to the financial statements and that these items were reviewed and approved prior to their issuance and accepted responsibility for them. Further, the nonaudit services were supervised by an individual within management that has the suitable skill, knowledge, or experience; evaluated the adequacy and results of the services; and accepted responsibility for them.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Concho Valley Transit District is included in the notes to the financial statements. As described in Note 6 to the financial statements, during the year, the District changed its method of accounting for pensions by adopting Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. Accordingly, the cumulative effect of the accounting change as of the beginning of the year has been reported in the Statement of Activities.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ

markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements are:

- Uncollectible accounts receivable
- Accumulated depreciation on capital assets and useful lives of capital assets
- Annual pension cost and net pension liability

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

#### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The disclosures in the financial statements are neutral, consistent, and clear.

#### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

#### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

#### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Concho Valley Transit District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

## **Representations Requested from Management**

We have requested certain representations from management that are included in the management representation letter dated February 24, 2016.

## **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with Concho Valley Transit District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Concho Valley Transit District's auditors.

We applied certain limited procedures to the management's discussion and analysis, the Schedule of the District's Proportionate Share of the Net Pension Liability, and the Schedule of District Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on certain supplementary schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Concho Valley Transit District and is not intended to be and should not be used by anyone other than these specified parties.

*Pattillo, Brown & Hill, L.L.P.*

Waco, Texas  
February 24, 2016

**CVTD**  
Check/Voucher Register  
From 1/1/2016 Through 1/31/2016

<u>Document Nu...</u>	<u>Document Date</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Document Amount</u>
16739	1/7/2016	BRUCKNER TRUCK SERVICE	20-02 Ck AC Units, Ck Suspension, Ck Dr Area, & Repair Frame	2,440.29
16749	1/7/2016	MCDONALD TRANSIT ASS...	Prof Srv for Management of CVTD Oct. 2015	11,200.00
	1/7/2016	MCDONALD TRANSIT ASS...	Professional Management of CVTD Nov 2015	11,200.00
16751	1/7/2016	PATTILLO, BROWN & HILL, ...	Client No. 20501 Svcs in Connection w/ Annual Audit	10,000.00
16755	1/7/2016	SHELL FLEET PLUS	Acct 81 265 0058 9 Fuel Purchases Nov 2015	3,282.95
16756	1/7/2016	SILSBEE FORD INC	15-06 Puchase fo 2016 Ford Focus SE	15,694.00
16769	1/21/2016	CITY OF SAN ANGELO-ACC...	Customer #1924-1952 Interlocal-COG 2016 interlocal agreement	120,000.00
16777	1/21/2016	MCDONALD TRANSIT ASS...	Professional Services for CVTD for Jan. 2016	11,200.00
16786	1/29/2016	CITY OF SAN ANGELO-ACC...	Fuel Purchases for Dec. 2015	15,497.06
16796	1/29/2016	SHELL FLEET PLUS	Acct 81 265 0058 9 Fuel Purchase for Dec 2015	2,814.49
Report Total				203,328.79

**Concho Valley Transit District  
RESOLUTION 031616B**

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

**WHEREAS, the Federal Transit Administration (FTA) requires all fund recipients to have a Title VI Policy, and**

**WHEREAS, the Concho Valley Transit District (CVTD) is a public transit agency that operates a fixed route system and provides complimentary para-transit services to qualified individuals with disabilities, and**

**WHEREAS, the Concho Valley Transit District (CVTD) has formulated an ADA Para-Transit Plan that provides an operational framework for implementation of and compliance with Federal Transportation Administration ADA policies in providing complimentary para-transit service.**

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

- 1. The Concho Valley Transit District Board of Directors does hereby adopt the CVTD Title VI Program Policy & ADA Para-transit Plan revised 2/2016.**

**Duly adopted at the meeting of the Board of Directors of the Concho Valley Transit District this 16<sup>th</sup> day of March 2016.**

\_\_\_\_\_  
Steve Floyd, Chairman

\_\_\_\_\_  
Dwain Morrison, Secretary

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

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

CONCHO VALLEY TRANSIT  
DISTRICT

CIVIL RIGHTS ACT OF 1964

TITLE VI PROGRAM  
POLICY

&

ADA PARA-TRANSIT PLAN  
(Revised 2-2016)



## Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance: (42 U.S.C. Section 2000d).

Concho Valley Transit District (CVTD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

## Title VI Information Dissemination

Title VI information posters will be prominently and publicly displayed in the CVTD Multi-Modal facility and on all revenue vehicles. The Title VI Plan will also be posted on CVTD’s website at [www.cvtd.org](http://www.cvtd.org).

Title VI information shall be disseminated to CVTD employees annually via the Employee Education form (Appendix A). This form reminds employees of the CVTD policy statement and of their Title VI responsibilities in their daily work and duties.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (Appendix B).

## Record Keeping

The Title VI Coordinator, or his/her designee, will maintain permanent records, which include, but are not limited to, signed Acknowledgements of Receipt from employees indicating the receipt of the CVTD Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, records of correspondence to and from complainants, and Title VI investigations.

## Organization and Staffing – General

The Executive Director is responsible for ensuring the implementation of Concho Valley Transit District’s Title VI program. The Title VI Coordinator or investigator is responsible for the

overall management of the Title VI program. The day-to-day administration of the program lies with the Title VI Coordinator.

### *Title VI Coordinator Contact Information*

Concho Valley Transit District, Title VI Coordinator - (325) 947-8729

## **Program Administration and Title VI Coordinator's Responsibilities**

As authorized by the Executive Director of the Concho Valley Transit District (CVTD), the Title VI Coordinator is responsible for initiating, monitoring, and ensuring CVTD's compliance with Title VI requirements as follows:

1. Process, review and investigate Title VI complaints received by CVTD in accordance with Complaint Procedures. If any individual believes that he or she or any other program beneficiaries have been subject to unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of race, color, national origin he or she may exercise their right to file a complaint with CVTD. Every effort will be made to resolve complaints informally at the local and contractor level.
2. Review special emphasis program areas to determine the effectiveness of program area activities at all levels. In addition to the day to day monitoring, all special emphasis program areas will be reviewed annually to ensure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator and program liaisons will coordinate efforts to ensure equal participation in their program areas and activities at all levels.
3. Conduct Title VI reviews when necessary of contractors and other recipients of federal aid funds.
4. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, to prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.
5. Develop Title VI information for Public Dissemination and Limited English Proficiency. Ensure dissemination to the general public and, where appropriate, in languages other than English. CVTD will disseminate Title VI Program information to District employees, contractors, subcontractors, consultants, and sub-consultants as well as the general public. Public dissemination will include posting of public statements (Appendix D) and inclusion of Title VI language in contracts. The Title VI Policy Statement will be published in newspapers having a general circulation in the vicinity of proposed projects and announcements of hearings and meetings in minority publications.
6. Prepare an Annual Title VI Update Report. The update will report on any accomplishments and changes to the program occurring during the preceding year.

7. Schedule training for Title VI related statutes for appropriate CVTD employees. The training will provide comprehensive information on Title VI provisions, its application to program operations, identification of Title VI issues and resolution of complaints.

8. Identify and eliminate discrimination when found to exist. Work with CVTD offices and departments to establish procedures for promptly resolving deficiencies. Procedures will be implemented to identify and eliminate discrimination when found to exist, including, but not limited to utilization of disadvantaged business enterprises, public involvement and property acquisition.

9. A list of all Title VI complaints, investigations and lawsuits received since the last Title VI Program submission will be provided to FTA in the triennial update (Appendix I).

10. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary within a period not to exceed 90 days. The CVTD will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues, and reducing to writing remedial action agreed necessary within a period not to exceed 90 days.

11. Maintain updated legislative and procedural information regarding CVTD's Title VI Program. This will include federal laws, rules and regulations, local guidelines, CVTD Plan and updates, and other resource information pertaining to Title VI issues.

## Complaint Procedures

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 relating to any transportation or program or activity administered by CVTD, as well as to sub-recipients, consultants, and contractors. These procedures apply to complaints filed against a program and/or activity funded by either the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), and other Federal offices.

The complainant may file a signed, written complaint up to one hundred eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

1. The complainant's name, mailing address, and contact information (i.e. telephone number, email address, etc.)
2. How, when, where, and why the complainant believes he/she was discriminated against. Include the location, names, and contact information of any witnesses.
3. Other information that deemed significant by the complainant.

The Title VI Complaint Form (Appendix E) may be used to submit the complaint information.

Title VI Complaints are to be filed in writing to:

Title VI Coordinator  
Concho Valley Transit District  
2801 W. Loop 306 – Suite A  
San Angelo, TX 76904

Intimidation or retaliation of any kind is prohibited per Title 49, Code of Federal Regulations, Part 21.11(e).

*What happens to the complaint after it is submitted?*

All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided by CVTD will be directly addressed by CVTD. CVTD shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, CVTD shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledgment of receipt of complaint (Appendix F) will be mailed within seven (7) days. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

These procedures are part of an administrative process, which do not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

*How will the complainant be notified of the outcome of the complaint?*

CVTD will send a final written response letter (Appendix G or H) to the complainant. In the letter notifying the complainant that the complaint is not substantiated (Appendix G), the complainant is also advised of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from CVTD, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

## Title VI Emphasis in Transportation Planning Process

### **Intent of the Public Involvement Policy**

CVTD's policy is to be proactive in reaching out to the community and encouraging input from the public. The public involvement process should be an integral part of an agency's activities and its adequacy should be explicitly considered each time an agency makes major program changes, initiates new studies to identify solutions to transportation problems, and updates its plans. The Public Involvement Policy (PIP) is the official procedure document for CVTD, to ensure that the transportation planning process includes input from the citizens, advisory committee, private transportation providers, agencies, and other interested parties.

Recognizing the importance of public involvement, CVTD's goal is an effort which provides for:

- The public being informed fully about transportation issues throughout the process;
- The public has adequate opportunity to express opinions and concerns about public transportation issues in an orderly manner and appropriate forum; and
- Public transportation plans, policies, and decisions have public support.

The procedures for public participation are intended to allow for orderly public interaction with the CVTD Board and staff. The PIP will include public involvement procedures for the planning documents and any other public transportation planning initiatives and/or studies that have a significant scope or impact.

The CVTD relies on the Metropolitan Planning Organizations public participation process to satisfy the requirements for the Program of Projects. The CVTD and the San Angelo MPO coordinates in ensuring that the public participates in the TIP development process. However, the CVTD has developed this document to guide its public participation efforts regarding fare changes, reduction of services, and major modifications of the fixed route system.)

San Angelo Metropolitan Planning Organization (SAMPO) annually updates and coordinates CVTD's future plans for transportation improvement programs and projects. The update also informs other CVTD jurisdictions of the current planning direction for transportation needs. Projects included in the update are the result of evaluation and prioritization of needs in various transportation areas. The evaluation process includes input from local jurisdictions and organizations, citizen groups, and private individuals.

In addition, SAMPO utilizes a comprehensive transportation planning process which incorporates input from the public. The process further entails the monitoring and collection of varied data pertaining to transportation issues. SAMPO also coordinates the establishment of new transportation corridors within the district.

SAMPO has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public has been invited to participate in these activities:

Transportation Improvement Plan (TIP). The TIP is a fiscally constrained three-year planning document that addresses transportation project and programs including: federal, state and local highways, transit, ridesharing, bike paths and pedestrian facilities. The TIP process includes public hearings and public comment periods.

## **Regional Transportation Coordination**

CVTD is the lead agency for Regional Transportation Coordination in the Concho Valley Region. Coordination meetings are held quarterly with multiple stakeholders and other interested parties, with representatives from the following agencies/groups regularly attending: San Angelo Metropolitan Organization, Workforce Development Center, Area Agency on Aging, San Angelo Health Foundation, Concho Valley Council of Governments, and the United Way of the Concho Valley.

## **CVTD Board Meetings**

The CVTD Board shall meet at least four (4) times a calendar year, at least once each quarter or as often as the CVTD Board desires to conduct the business of the CVTD. The Board shall determine the time and place of such meetings.

The meetings of the CVTD shall be subject to the Open Meetings Act of 1967 as amended (Article 6252-17c of Texas Vernon's civil statutes). **(Chapter 551 of the Texas Government Code)** Additionally any ad hoc or advisory committee formed under the auspices of the Board shall be subject to the same provisions.

Records of meetings of CVTD are subject to the provisions of the Open Records Act, Texas Vernon's Civil Statutes Article 6252-17a as amended. **Texas Government Code Chapter 552.** The Board shall keep written minutes of each meeting, which shall include a record of members present and the votes on all motions.

The public shall be given an opportunity to participate at every public meeting by public comment periods. CVTD staff is responsible for preparing the meeting agenda. CVTD staff shall provide any technical assistance necessary during the meeting or will arrange for others to provide the technical assistance.

Notification will be provided through the following methods:

- CVTD staff will post meetings at the Tom Green County Courthouse or on the CVCOG outdoor bulletin board and on the CVTD website (<http://www.cvtd.org>) a minimum of seventy-two (72) hours in advance.
- CVTD staff will send notifications of meetings via e-mail or mail to all persons in the notification database.
- Texas Secretary of State website <http://www.sos.state.tx.us/texreg/index.shtml>
- Meetings will be held at handicap accessible locations. CVTD will make available meeting minutes, roster of attendees, and relevant documents at the CVTD office and on the CVTD's website.

## **Public Meetings**

CVTD will hold public hearings prior to a decrease in service or an increase in fares. Major modifications to the fixed route system that constitute a greater than 25% change will also require a public hearing. Scheduling public hearings will be in a manner that makes them

accessible to the community. The date, time, location, and subject matter of the hearing will be published in the local newspaper and on the CVTD website at least seventy-two (72) hours in advance. The meetings dates will be a minimum of ten calendar days prior to the adoption of the plan.

CVTD staff shall notify local government and the public access channel of public hearings. CVTD will be responsible for preparing an agenda, distributing announcements, providing technical assistance, making presentations or arranging for others to make a presentation. This includes the rural counties in the Concho Valley Region and the Regional Coordination Planning Area.

### **Public Appearances**

CVTD will make every effort to comply with requests from civic or professional groups, organizations, or committee to present or discuss information related to the work of CVTD. Organizations should contact CVTD and allow ample time for CVTD staff to arrange to attend.

### **Advisory Committee**

To assist in soliciting public opinion and comment, and other issues affecting CVTD and the community, the CVTD Board may designate an Advisory Committee. The Advisory Committee will be a combination of volunteers from the community who are key public representatives and concerned citizens, and the Committee will seek comments from community groups. CVTD staff will provide assistance for the Committee or will arrange for other assistance. Committee will serve at the discretion of the CVTD Board.

### *Title VI Responsibilities*

1. Ensure that all aspects of the transportation planning process comply with Title VI.
2. Ensure participation of a cross section of various social, economic, and ethnic interest groups are represented in the planning process by disseminating program information to minority media and ethnic organizations and participating in roundtable meetings in minority communities when applicable.
3. Assist the Title VI Coordinator in gathering and organizing information for internal annual Title VI Update Reports.
4. Review the Program Development work program and other directives to ensure compliance with Title VI program requirements.
5. Gather statistical data on program participation regarding race, color, and national origin.

## Limited English Proficiency (LEP) Analysis and Assistance Plan

Individuals with a limited ability to read, write, speak, or understand English are limited English proficient, or “LEP.” According to the 2010 U.S. Census, LEP individuals accounted for 25.2 million, or 9 percent, of the US population over age 5. The number of LEP individuals in the United States grew 80 percent between 1990 and 2010. The highest concentrations of LEP individuals were found in the six traditional-destination states – California, Texas, New York, Florida, Illinois, and New Jersey. These states each had 1 million or more LEP residents and together represented 68 percent of the total LEP population.

Spanish-speaking LEP individuals accounted for 66 percent of the total US LEP population in 2010. The next two languages most commonly spoken were Chinese and Vietnamese, which accounted for 6 percent and three percent, respectively. While the predominance of Spanish eclipses other languages spoken by LEP individuals in terms of share and absolute number, the diversity of other LEP-spoken languages has important implications for government agencies, businesses, and communities in which LEP individuals reside, particularly when vital information must be communicated to all residents.

In 2010, five languages – Spanish, Chinese, Vietnamese, Korean, and Tagalog – were spoken by 79 percent of all LEP individuals. The six through tenth most common languages spoken by LEP individuals – Russian, French Creole, Portuguese, and African languages – were distributed roughly equally.

Public transit is a key means of achieving mobility for many LEP persons. According to the 2000 Census, more than 11 percent of LEP persons aged 16 years and over reported use of public transit as their primary means of transportation to work, compared with about 4 percent of English speakers. Recent immigrants to the United States (including those persons who may not be limited English proficient) use public transportation at higher rates than native-born adults. Agencies that provide language assistance to persons with limited English proficiency in a competent and effective manner will help ensure that their services are safe, reliable, convenient, and accessible to those persons. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers.

Catering to LEP persons may also help increase and retain ridership among the agency's broader immigrant communities in two important ways: (1) agencies that reach out to recent immigrant populations in order to prepare a language implementation plan send a positive message to these persons that their business is valued; and (2) community outreach designed to identify appropriate language assistance measures can also assist the agency in identifying the transportation needs of immigrant populations.

### *Legal Basis for Language Assistance Requirements*

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial

assistance. The Supreme Court, in *Lau v. Nichols*, 414 U.S. 563 (1974), interpreted Title VI regulations to hold that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination.

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services. The Executive Order states that recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

The U.S. DOT requires that DOT recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). DOT recommends that recipients use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are LEP.

## Evaluation

### *The Four Factor Analysis*

Recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors: (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee; (2) the frequency with which LEP individuals come in contact with the program; (3) the nature and importance of the program, activity, or service provided by the recipient to people's lives; and (4) the resources available to the recipient and costs.

*Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population*

# 1. Language Fluency – All Counties

Source: 2006-2010 American Community Survey 5-Year Estimates

	Language Spoken At Home	Population 5 Years and Over	English Only	Language other than English	Speak English less than "very well"	Spanish	Speak English less than "very well"	Other Indo-European languages	Speak English less than "very well"	Asian and Pacific Islander languages	Speak English less than "very well"	Other language	Speak English less than "very well"
Coke Estimates	#	3,168	2,813	475	129	464	129	6	-	5	5	-	-
	%		88.79%	14.99%	4.07%	14.65%	4.07%	.19%	-	.16%	.16%	-	-
Concho Estimates	#	3,883	2,161	1,722	1,217	1,658	1,213	26	4	29	-	9	-
	%		55.65%	44.35%	31.34%	42.70%	31.24%	.67%	.10%	.75%	-	.23%	-
Crockett Estimates	#	3,238	1,749	1,489	443	1,489	443	-	-	-	-	-	-
	%		54.01%	45.99%	13.68%	45.99%	13.68%	-	-	-	-	-	-
Irion Estimates	#	1,618	1,257	584	54	573	54	6	-	5	2	-	-
	%		77.69%	36.09%	3.34%	35.41%	3.34%	.37%	-	.31%	.12%	-	-
Kimble Estimates	#	4,444	3,445	999	378	869	326	130	52	-	-	-	-
	%		77.52%	22.48%	8.51%	19.55%	7.34%	2.93%	1.17%	-	-	-	-
Mason Estimates	#	3,718	3,327	340	70	302	70	89	-	-	-	-	-
	%		89.48%	9.14%	1.88%	8.12%	1.88%	2.39%	-	-	-	-	-
McCulloch Estimates	#	7,843	6,228	1,615	473	1,519	473	35	-	61	-	-	-
	%		79.40%	20.59%	6.03%	19.37%	6.03%	.45%	-	.78%	-	-	-
Menard Estimates	#	2,066	1,563	503	83	503	83	-	-	-	-	-	-
	%		75.65%	24.35%	4.02%	24.35%	4.02%	-	-	-	-	-	-
Reagan Estimates	#	3,052	1,661	1,391	550	1,391	550	-	-	-	-	-	-
	%		54.42%	45.58%	18.02%	45.58%	18.02%	-	-	-	-	-	-
Schleicher Estimates	#	3,073	2,064	1,003	224	1,001	222	2	2	-	-	-	-
	%		67.17%	32.64%	7.29%	32.57%	7.22%	.07%	.07%	-	-	-	-
Sterling Estimates	#	1,066	790	276	119	242	107	22	-	-	-	12	12
	%		74.11%	25.89%	11.16%	22.70%	10.04%	2.06%	-	-	-	1.13%	1.13%
Sutton Estimates	#	4,029	2,084	1,945	540	1,942	540	3	-	-	-	-	-
	%		51.72%	48.28%	13.40%	48.20%	13.40%	.07%	-	-	-	-	-
Tom Green Estimates	#	100,497	75,479	25,018	7,296	22,811	6,498	1,142	363	702	235	363	100
	%		75.11%	24.89%	7.26%	22.70%	6.47%	1.14%	.36%	.70%	.24%	.36%	.01%
Total – All Counties	#	141,695	104,621	37,361	11,576	34,764	10,705	1,461	421	802	242	384	112
	%		78.84%	23.37%	8.17%	24.53%	7.55%	1.03%	.30%	.57%	.17%	.27%	.08%

## 2. Language Spoken at Home – All Counties

Source: 2010 Census

	Coke	Concho	Crockett	Irion	Kimble	Mason	McCulloch	Menard	Reagan	Schleicher	Sterling	Sutton	Tom Green	Total
English Only	2,693	2,161	1,749	1,257	3,445	3,327	6,228	1,563	1,661	2,064	790	2,084	75,479	103,101
Spanish	464	1,658	1,489	350	869	302	1,519	503	1,391	1,001	242	1,942	22,811	34,541
French						9							138	147
French Creole		8											18	26
Italian													31	31
Portuguese													24	24
German				6		80	11			2	18	3	367	487
Other West Germanic Languages											4		15	19
Greek													11	11
Russian													72	72
Other Slavic Languages		7			1					6			47	61
Persian		11											24	35
Gujarati													141	141
Hindi													20	20
Other Indic Languages					26								7	33
Other Indo-European Languages													227	227
Chinese		18					42						153	213
Japanese													98	98
Korean	5												152	157

	Coke	Concho	Crockett	Irion	Kimble	Mason	McCulloch	Menard	Reagan	Schleicher	Sterling	Sutton	Tom Green	Total
Thai				5									53	58
Laotian													22	22
Vietnamese		11											49	60
Other Asian Languages							19						11	30
Tagalog													60	60
Other Pacific Island Languages													104	104
Arabic											12		339	351
African Languages		9											24	33
Scandinavian Languages	6													6
Urdu					103		24							127

*Factor 2: The Frequency with Which LEP Individuals Come Into Contact With Your Programs, Activities, and Services*

CVTD has two primary types of transportation services that are provided to the general public, para-transit and fixed routes. All of these services are accessible by LEP persons and the areas we predict they originate. Although these services are accessible to LEP populations, we would like to grow the number of LEP riders by making available materials, training, and outreach services that would help serve this population better. CVTD has completed Spanish language translations of all vital documents and signage at the Multi-Modal Terminal and on all revenue vehicles.

Several of CVTD's drivers, both para-transit and fixed route, three customer service representatives, one supervisor, and the administrative office full-time receptionist speak Spanish with proficiency. Their ability to speak with our LEP population has allowed us to continue to serve the needs of the majority of the LEP public. Though this helps us significantly, there are many obvious barriers of having only a limited number of people who can assist most of our LEP population such as, but not limited to, being tied up with other tasks, unavailable during breaks, taking days off, and being busy communicating with other customers.

In order to better determine CVTD's current interactions with LEP populations, CVTD will administer an internal survey of its employees' experiences with LEP populations. The findings of the survey will hopefully provide us with areas of needed improvement.

*Factor 3: Assessing the Nature and Importance of Program, Activity, or Service to LEP Individuals*

Both types of transportation that CVTD provides are equally important to LEP individuals. Paratransit services provide transportation for critical needs that transcend all rider types. These rides provide critical access to medical appointments, nutrition, health and human service organizations, employment, pharmacies, and education. Additionally, para-transit services provide transportation to places that improve the quality of life, including friends, relatives, entertainment, and the arts. The five fixed routes in the City of San Angelo provide access to Angelo State University, Howard College, West Texas Training Center, Workforce Solution of the Concho Valley, and several branches of the Tom Green County Library system, all of which can assist in language and workforce education.

*Factor 4: Resources Available to the Recipient and Costs*

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

*"A recipient's level of resources and the costs imposed may have an impact on the nature of the steps it should take in providing meaningful access for LEP persons. Smaller recipients with more limited budgets are not expected to provide the same level of language services as larger recipients with larger budgets. In addition, 'reasonable steps' may cease to be reasonable where the costs imposed substantially exceed the benefits. Recipients should carefully explore the most cost-effective means of delivering competent and accurate language services before limiting services due to resource concerns."*

Based on this guidance, we have reviewed our resources and deemed that given the high concentration of LEP individuals in our service area, upon request we will translate our vital documents into the language requested to ensure accessibility.

With our limited funds chasing increasing demand, CVTD is not able to allocate funds solely for the purpose of assisting LEP populations. At the current time, CVTD does not have the technical assistance, experience, and funds to identify the total costs associated with fully implementing the necessary new or improved programs and services for LEP individuals.

**Safe Harbor Stipulation**

Federal law provides a "safe harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "safe harbor" means that if a recipient provides written translation in certain

circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance that can be provided by a fact-intensive, four factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written translation obligations under "safe harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% of 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "safe harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

### **LEP Program Action Plan**

Within the next three years, CVTD will work at completing the following activities to further enhance its LEP Program as it relates to the provision of transportation services and transit-related benefits:

1. Identify language concentrations by census tract and fixed routes.
2. Establish relations with more agencies and organizations serving LEP persons.
3. Get feedback from agencies regarding key languages being used in the service area.
4. Get feedback from agencies regarding language services needed.
5. Identify the resources agencies may have to assist CVTD with LEP persons as it relates to provision of transportation services or transit-related benefits.
6. Explore the possibility of developing contracts or service relationships for language services.
7. Develop materials in alternate languages, as applicable.
8. Continue to provide training for drivers including how to respond to LEP individuals and awareness of services available in dealing with LEP individuals.
9. Continue to provide training for administrative and customer service staff including awareness of services available, how to respond to LEP individuals in person, to LEP callers, and to LEP correspondence.

## **Public Participation Plan**

CVTD Transit System is the transit system providing public transportation for the CVTD Metropolitan Service Area. CVTD Transit System uses the Public Participation Plan (PPP) developed and utilized by the CVTD Metropolitan Planning Organization and works with the MPO to meet the standards and regulation within. The Public Participation Plan for CVTD Transit emphasizes the importance of early, on-going public involvement in the transit planning process. Early public involvement enables CVTD Transit System to make more informed decisions, improve quality through collaborative efforts, as well as build mutual understanding and trust between CVTD Transit System and the public.

It is the intent of CVTD Transit System that the PPP provide the greatest possible involvement in the transit planning process. Moreover, CVTD Transit System intends that the PPP be implemented in a continuous, proactive manner.

## **Public Participation Goals and Objectives**

CVTD Transit System Goal: To develop and provide public transit services in the CVTD Metropolitan Service Area by engaging in comprehensive planning activities to include public involvement and consultation with public officials.

The following objectives will enable CVTD Transit System to meet its overall goal for public participation:

1. Identify target audiences/stakeholders and encourage their involvement in the planning process. These include but are not limited to:
  - a. General Public/Citizens
  - b. Minorities (with consideration of LEP persons)
  - c. People who classify as lower-income
  - d. Private Businesses/Organizations
  - e. State and Local Governmental entities
  - f. Publicly funded organizations and agencies
2. Provide notification of meetings and forums in languages understood by targeted audiences and at locations in which they frequent. This will include visual techniques such as charts, pictures, and maps when necessary.
3. Follow the procedures and standards established in the CVTD Transit System LEP Program in an effort to reach and communicate with persons speaking a language other than English.
4. Establish meeting opportunities at times and locations that maximize public engagement and participation. Phone calls and emails are also encouraged for persons who are unable to attend a forum
5. Continuously evaluate public involvement strategies and make changes as needed to improve the effectiveness of public participation.

All persons attending the public meetings will be asked to sign a roster that will be maintained by the MPO.

### **Public Participation Plan Elements**

The Public Participation Plan is intended to provide direction for public involvement activities to be conducted by CVTD Transit System and contains the goals, objectives, and techniques used by CVTD Transit System for public engagement. In its public participation process, CVTD Transit System will:

- Provide timely information about transit issues, process, and plans to stakeholders, interested parties, and the general public.
- Give adequate public notice of participation activities and allow time for public review and comment at key decision points. If the final draft of any plan differs significantly from the one available for public comment and raises new material issues an additional opportunity for public comment on the revisions will be made available.
- Report (when significant written or oral comments are received ‘during the planning process as a result of public outreach and participation process) on the disposition of comments in the final plan.
- Solicit the needs and input of historically under-served individuals and agencies that provide services to the same.
- Provide a public comment period of 45 calendar days prior to the adoption of the MTP and the TIP; and a public comment period of at least 10 calendar days prior to the adoption of any formal amendments or updates.

Minutes of public meetings shall be maintained by the MPO (with whom CVTD Transit System works in conjunction) for a period of five (5) years. Current minutes of the public meetings will be maintained on the MPO website as shown below. The public will be given an opportunity to comment on or at every public meeting or forum.

This Public Participation Plan will be made available during regular business hours at:

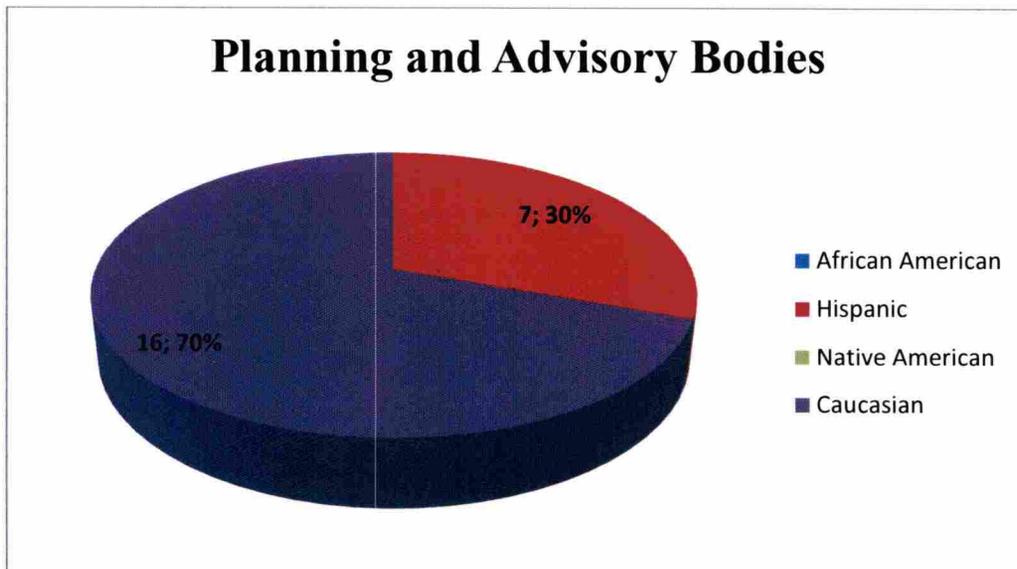
CVTD Transit District  
510 N. Chadbourne Street  
San Angelo, Texas 76903  
[www.cvtd.org](http://www.cvtd.org)

CVTD MPO  
CVTD Multi-Modal Conference Room  
510 N. Chadbourne Street  
San Angelo, Tx 76903  
[www.sanangelompo.org](http://www.sanangelompo.org)

## 2015 – 2016 Regional Coordination Planning Committee Stakeholders

Terry Rodgers	Disability Connections
June LaFoy	MHMR
Betty Teston	Tx Hunger Initiative
Lynne Transki	citizen
Lisette Alverio	Workforce Solutions
Richard Porter	Citizen
Jan Heinen	CV Workforce
Mark Bethune	CV Community Action
Carol Harrison	United Way
Toni Roberts	Area Agency on Aging
Mark Groth	Children’s Advocacy Center
Judge Leslie Mackie	Sterling County Judge
Theogene Melancon	Eldorado City Manager
Wendy Medina	San Angelo MPO
Delma Childress	TxDot
Kenneth Stewart	ASU
Marilynn Golightly	Adult Literacy Council
Odie Zamora /Diana Cervantez	Menard Senior Center
Stacey Stroud	City of Big Lake
Lesa Galindo	Sutton County Senior Center
Brenda Newton	Crockett County Senior Center
Patricia Chenault	Junction Senior Center

## Minority Representation of Above Planning and Advisory Bodies



## *Construction Program Requirement*

If CVTD begins any construction projects, a Categorical Exclusion (CE) will be prepared for the NEPA requirement and the community disruption and environmental justice sections of FTA standard CE Checklist will be completed.

### System-Wide Service Standards and Policies

1. Vehicle loads for the fixed route system set up by Concho Valley Transit District have been studied and set up to efficiently and effectively serve the community of the City of San Angelo with peak time vehicle loads being 1.1 and off-peak time loads being 0.7. If vehicle peak time loads exceeds 1.25 the driver will notify Dispatch and a supervisor will be consulted to relieve the pressure on that route until the demand diminishes.
2. Headway for fixed route system is 60 minutes at this time with exception of the lunch hour from 11:30 a.m. to 12:30 p.m. During this hour the fixed route system will not run. If traffic, construction or passenger load creates a delay in Headway the driver will contact Dispatch and a supervisor will be consulted to determine if relief is needed to correct the headway issue.
3. On-time performance will be measured in early or delayed arrival at locations spelled out in the route schedule or arrival back at the main terminal. These performance standards will be maintained in order to efficiently and reliably serve the public citizenry of San Angelo. Early arrival at any destination or designated location is not permissible. Late arrival at any destination or designated location is allowable up to 5 minutes after the designated time. If Construction, traffic or other factors cause a route to run in excess of 5 minutes late the driver will notify Dispatch and a supervisor will be consulted to determine if relief is needed to correct the delays.
4. The Service availability of our fixed routes will be determined based on Census information and likely need to the areas of the community based on demographics of the city, needs of the portion of the community intended to be served in those areas and population increase or decrease as well. All fixed routes have designated pick up areas but are also set up as a flag down system. If a customer is not at a designated pick up location but flags the bus to stop the bus will stop at the nearest safe location to conveniently accommodate the customer.
5. Distribution of transit amenities for our fixed route system includes but is not limited to bus stop benches at some designated bus stops depending on ridership and needs of the community. Printed signs are available in the Multi-Modal Terminal lobby as well as outside the lobby in public display cases. Also ample numbers of individual Route schedules with maps included are available at the Multi-Modal facility, in several locations around the city, and on CVTD's website at [www.cvtd.org](http://www.cvtd.org).
6. Vehicle assignments are assigned each day a vehicle determination is made depending on vehicle availability and ridership on each route. Generally speaking each fixed route will be assigned a bus capable of carrying 23 passengers and a total of two wheel chairs at a minimum. However, in the case where a bus of this size may not be available a smaller bus may be assigned to the Route with the lowest ridership and/or shortest route.

**Appendix A**  
**Employee Annual Education Form**  
**Title VI Policy**

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of Concho Valley Transit District are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to the Title VI Coordinator.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them, without regard to race, color or national origin.

**Appendix B**  
**Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge the receipt of the Concho Valley Transit District Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Appendix C

### Concho Valley Transit District Title VI Assurances

Concho Valley Transit District (hereinafter referred to as the "Recipient" or "CVTD"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d--42 USC 2000d--4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)( 1 ) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances:

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program and Federal Transit Administration Program, and in adapted form in all proposals for negotiated agreements:

CVTD in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d---d4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

3. That the Recipient shall insert federal clauses pertaining to Title VI in every solicitation and contractual agreement.

4. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

5 That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over or under such property.

6. That the Recipient shall include the appropriate clauses set forth in Appendix A of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.

7. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

8. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom she/he delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

9. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program.

## Appendix D

### Concho Valley Transit District Title VI Notice to Public

Concho Valley Transit District (CVTD) hereby gives public notice that it is CVTD's policy to assure full compliance with Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

CVTD is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. If you feel you are being denied participation in or being denied benefits of the transit services provided by CVTD, or otherwise being discriminated against because of your race, color, or national origin, gender, age, or disability, you may contact our Title VI Coordinator at (325) 947-8729. Any such complaint must be in writing and filed with the Concho Valley Transit District Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling (325)947-8729 or on our website [www.cvtd.org](http://www.cvtd.org).

This notice is to be posted in the office of CVTD, in the CVTD Multi-Modal Terminal, on the District's website, and on all revenue vehicles.



## Appendix E

### Title VI Complaint Form

Complaint Form Instructions: If you would like to submit a Title VI complaint to the Concho Valley Transit District (CVTD), please fill out the form below and send it to: Concho Valley Transit District, Attn: Title VI Coordinator, 2801 W. Loop 306, Suite A, San Angelo , Texas 76904. For questions or a full copy of CVTD's Title VI policy and complaint procedures call 325-947-8729

1. Name (Complainant):	
2. Phone:	3. Home address (street no., city, state, zip):
4. If applicable, name of person(s) who allegedly discriminated against you:	
5. Location and position of person (s) if known:	6. Date of incident:
7. Discrimination because of: <input type="checkbox"/> Race <input type="checkbox"/> Other <input type="checkbox"/> Color <input type="checkbox"/> National Origin	
8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.	

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this/these issue(s) be resolved to your satisfaction?

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):

Name:

Address:

Phone Number:

13. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

Yes                       No

If yes, check all that apply:

Federal agency                       Federal Court                       State court  
 Local agency                       State agency

If filed at an agency and/or court, please provide information about a contact person at the agency/court where the complaint was filed.

Agency/Court:                      Contact's Name:                      Address:                      Phone number:

Signature (Complainant)

Date of filing:



## Forma de Queja de Discriminación de Título VI

Enviar forma firmada: Concho Valley Transit District, Attn:Title VI Coordinator, 2801 W. Loop 306, Suite A, San Angelo, Texas 76904 o por fax al 325-944-9925

Apellido:		Nombre:	
Teléfono:		Dirección:	
Ciudad:	Estado:	Código Postal:	
Correo Electrónico:		Teléfono Alternativo:	
Indica por favor la(s) base(s) de su queja: <input type="checkbox"/> Raza <input type="checkbox"/> Otra <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional			
Fecha y lugar de la(s) presunta(s) acción(es) discriminatoria(s). Favor de incluir la primera fecha de la presunta discriminación y la fecha más reciente de la presunta discriminación.			
Como se discrimino contra usted relacionado a transportación pública? Describa la naturaleza de la acción decisión a las circunstancias de la presunta discriminación. Explique, de la manera más clara posible, que sucedió y porque cree usted que su status protegido fue un factor en la discriminación. Incluya como otras personas fueron tratadas de distinta manera que usted. (Adjunte hojas adicionales de ser necesario).			
La ley prohíbe intimidación o represalias contra cualquier persona ya sea por tomar acción o por participar en la toma de acción para asegurar los derechos protegidos por estas leyes. Si usted siente que se han tornado represalias en su contra, aparte dela presunta discriminación mencionada anteriormente, favor de explicar las circunstancias a continuación. Explique la			

acción que usted tomo que cree sea la causa de la presunta represalia.

Nombre de los individuos responsables de la(s) acción(es) discriminatoria(s):

Nombre de personas (testigos, compañeros de trabajo, supervisores u otros) a quienes podamos contactar para obtener información adicional para respaldar o aclarar su queja: (adjunte hojas adicionales de ser necesario).

Nombre:

Dirección:

Teléfono:

Alguna vez ha presentado, o tiene la intención de presentar, una queja con respecto a esta situación con cualquiera de las organizaciones que se mencionan a continuación? De ser así, favor de proporcionar las fechas en que se presentaron. Marque todas las que apliquen.

Departamento de Transporte de los EE.UU. \_\_\_\_\_

Administración Federal de Carreteras de los EE.UU. \_\_\_\_\_

Administración de Transporte Federal de los EE.UU. \_\_\_\_\_

Oficina de Programas de Cumplimiento de Contratos, Federales de los EE.UU. \_\_\_\_\_

Comisión para la Igualdad de Oportunidades en el Empleo de los EE.UU. \_\_\_\_\_

Tribunal Federal O Estatal de los EE.UU. \_\_\_\_\_

Otros  
\_\_\_\_\_  
—

Ha hablado sobre la queja con algún representante de CVTD? De ser así, favor de proporcionar el nombre y puesto de la persona y la fecha en la que tuvo la conversación.

Explique brevemente que remedio, o acción está usted buscando por la presunta discriminación.

Favor de proporcionar cualquier información adicional y/o fotografías, si son pertinentes, que usted crea ayudaran el la investigación.

No podemos aceptar una queja sin firma. Favor de incluir su firma y la fecha a continuación:

Firma del Demandante: \_\_\_\_\_

Fecha: \_\_\_\_\_

## Appendix F

### Letter Acknowledging Receipt of Complaint

[Today's Date]

[Complainant Name]

[Complainant Address]

[City, State ZIP]

Dear [Complainant Name],

This letter is to acknowledge receipt of your complaint against Concho Valley Transit District alleging \_\_\_\_\_.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 325-947-8729, or write to me at 2801 West Loop 306, Suite A, San Angelo, TX 76904.

Sincerely,

[Name]

Title VI Coordinator

## Appendix G

### Letter Notifying Complainant That the Complaint Is Substantiated

[Today's Date]

[Complainant Name]

[Complainant Address]

[City, State ZIP]

Dear [Complainant Name],

The matter referenced in your letter of \_\_\_\_\_ (date) against the Concho Valley Transit District alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

[Name]

Title VI Coordinator

## Appendix H

### Letter Notifying Complainant That the Complaint is Not Substantiated

[Today's Date]

[Complainant Name]

[Complainant Address]

[City, State ZIP]

Dear [Complainant Name],

The matter referenced in your complaint of \_\_\_\_\_ (date) against the Concho Valley Transit District alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of the Title VI Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

Concho Valley Transit District has analyzed the materials and facts pertaining to your case for evidence of the agency's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from CVTD, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

[Name]

Title VI Coordinator

## Appendix I

### Concho Valley Transit District Title VI Compliance History

Concho Valley Transit District (CVTD) had last adopted a Title VI Program in September 2006. Below is a list of instances where CVTD has been involved with a Title VI complaint, investigation or lawsuit; and the actions taken on behalf of CVTD to resolve the issue:

- Lawsuits – none;
- Investigations – none;
- Complaints – none;

**Resolution of Support 031616C**

**Supporting the Fit Out of the Multi-Modal Facility Shell 506 N. Chadbourne**

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

**WHEREAS, in March of 2009 CVTD purchased land for a new passenger terminal;**

**WHEREAS, CVTD opened the new Multi-modal Transportation facility in the summer of 2012 and began operations from that location at 510 N. Chadbourne and 506 N. Chadbourne;**

**WHEREAS, CVTD is committed to pursuing opportunities with transportation related entities to partner in expanding the use of the Multi-modal Transportation facility and its surrounding properties;**

**WHEREAS, CVTD is committed to the progress and completion of this project; available funding is to be expended no later than September 30, 2016.**

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

- 1. The Concho Valley Transit District Board of Directors supports a request to award contract for ADA Compliant Restroom & Kitchen area for the CVTD Multimodal Shell Building located at 506 N. Chadbourne.**

**Duly adopted at the meeting of the Board of Directors of the Concho Valley Transit District this 16<sup>th</sup> day of March 2016.**

---

**Steve Floyd, Chairman**

---

**Dwain Morrison, Secretary**

**Resolution of Support 031616D**

**Supporting the Fit Out of the Multi-Modal Facility Shell 506 N. Chadbourne**

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

**WHEREAS, in March of 2009 CVTD purchased land for a new passenger terminal;**

**WHEREAS, CVTD opened the new Multi-modal Transportation facility in the summer of 2012 and began operations from that location at 510 N. Chadbourne and 506 N. Chadbourne;**

**WHEREAS, CVTD is committed to pursuing opportunities with transportation related entities to partner in expanding the use of the Multi-modal Transportation facility and its surrounding properties;**

**WHEREAS, CVTD is committed to the progress and completion of this project; available funding is to be expended no later than September 30, 2016.**

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

- 1. The Concho Valley Transit District Board of Directors supports a request to award contract for a Fire Suppression System for the CVTD Multimodal Shell Building located at 506 N. Chadbourne. Award not to exceed \$30,000.**

**Duly adopted at the meeting of the Board of Directors of the Concho Valley Transit District this 16<sup>th</sup> day of March 2016.**

---

**Steve Floyd, Chairman**

---

**Dwain Morrison, Secretary**

**Resolution of Support 031616E**

**Supporting the Fit Out of the Multi-Modal Facility Shell 506 N. Chadbourne**

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

**WHEREAS, in March of 2009 CVTD purchased land for a new passenger terminal;**

**WHEREAS, CVTD opened the new Multi-modal Transportation facility in the summer of 2012 and began operations from that location at 510 N. Chadbourne and 506 N. Chadbourne;**

**WHEREAS, CVTD is committed to pursuing opportunities with transportation related entities to partner in expanding the use of the Multi-modal Transportation facility and its surrounding properties;**

**WHEREAS, CVTD is committed to the progress and completion of this project; available funding is to be expended no later than September 30, 2016.**

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

- 1. The Concho Valley Transit District Board of Directors supports a request to award contract for flooring at the CVTD Multimodal Shell Building located at 506 N. Chadbourne. Award not to exceed \$30,000.**

**Duly adopted at the meeting of the Board of Directors of the Concho Valley Transit District this 16<sup>th</sup> day of March 2016.**

---

**Steve Floyd, Chairman**

---

**Dwain Morrison, Secretary**

CVTD  
Balance Sheet - Balance Sheet  
As of 12/31/2015

ATTACHMENT - H

	Current Period Balance	
<b>Assets</b>		
Wells Fargo CVTD Bank Acct	567,828.55	1117
Grant 671 FTA TX-04-0115	56,286.00	1238
Grant 681, CVTD Urban FY 15-16	150,644.05	1241
Grant 682, CVTD Rural FY15-16	245,212.39	1242
Grant 669, VCR 1402(07)(03) Rural	41,684.81	1243
Account Receivable-Medical Transportation	33,130.80	1300
Coke County	2,980.67	1370
Crockett County	7,429.12	1372
Irion County	1,583.01	1373
Kimble County	1,512.67	1374
McCulloch County	4,762.68	1375
Menard County	15,324.23	1376
Reagan County	5,006.35	1377
Schleicher County	13,718.82	1378
Sterling County	2,279.86	1379
Adult Enrichment Center	1,600.00	1380
Daily Bread Soup Kitchen (WTCG)	60.00	1381
Workforce Solutions (Arbor ET)	220.00	1382
Christians In Action	120.00	1383
Sutton County	3,141.33	1384
City of San Angelo	385,391.00	1386
Angelo State University-Ram Tram	6,336.40	1387
Meals on Wheels - Kimble County	472.25	1388
Accounts Receivable	1,358.25	1391
Other Assets - Project Equipment	5,337,273.69	1811
Other Assets - Land	353,098.80	1812
Other Assets - Building	<u>4,577,332.79</u>	1813
<b>Total Assets</b>	<u><b>11,815,788.52</b></u>	
<b>Liabilities</b>		
AP	72,948.11	2111
AP Owed to CVCOG	220,348.72	2112
Deferred Income - Insurance Vehicle Repair	39,044.02	2915
Deferred Income-Medical Transportation	<u>99,303.11</u>	2919
<b>Total Liabilities</b>	<u><b>431,643.96</b></u>	
<b>Fund Balance</b>		
Unassigned General Fund	773,754.14	3101
Investment - Capital Assets	<u>10,267,705.28</u>	3110
<b>Total Fund Balance</b>	<u><b>11,041,459.42</b></u>	
Excess Revenue over Expenditures FY 15-16	<u>342,685.14</u>	
<b>Total Liabilities and Fund Balance</b>	<u><b>11,815,788.52</b></u>	

CVTD  
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures  
From 9/1/2015 Through 12/31/2015

	Current Period Actual	
<b>Revenue</b>		
FTA TX-90-Y123 Urban	238,664.00	4135
Grant 671, FTA TX-04-0115 Buses	56,286.00	4136
Grant 681, CVTD Urban FY 15-16	32,679.00	4137
ED 1502(07)15 Urban & Rural	20,649.56	4234
Grant 682, CVTD Rural FY 15-16	166,324.08	4238
Grant 669, VCR 1402(07)(03) Rural	41,684.81	4239
Grant 670, VCR 1403(07)(03) Urban	150,398.00	4240
Grant 681, CVTD Urban FY 15-16	241,360.26	4316
Grant 682, CVTD Rural FY 15-16	200,648.21	4317
Transportation Toll Credits	59,649.42	4412
Program Income	60,791.23	4522
Local Revenue	25,324.58	4523
Transit Charter Fees	12,690.00	4525
Revenue County Cash Match	199,566.60	4756
COSA Funds	398,147.00	4758
TDH Med Tnsp Rev Transit Dist	21,819.89	4759
Transp Aging Vendor Cont	<u>10,470.00</u>	4763
<b>Total Revenue</b>	<u>1,937,152.64</u>	
<b>Expenditures</b>		
Salaries	65,122.22	5110
Transit Oper Mgmt Salaries	21,115.61	5111
General Overtime Wages	596.82	5118
Leave Time Benefits	92,215.97	5150
Medicare Tax	7,051.58	5151
Workers Comp Insurance	14,469.89	5172
SUTA	103.43	5173
Health Insurance Benefit	115,146.66	5174
Dental Insurance Benefit	4,953.49	5175
Life Insurance Benefits	4,142.31	5176
Retirement	57,324.24	5181
Indirect Costs	125,901.05	5199
Driver Wages	328,271.72	5210
Customer Service Wages	23,395.61	5213
Dispatchers Wages	13,471.06	5217
Driver Overtime Wages	31,647.41	5218
Customer Service Overtime Wages	58.43	5220
Driver Double Time	2,612.31	5222
Customer Service Double Time	386.80	5224
Audit & Legal	13,500.00	5231
Management Service Fees	44,800.00	5292
Travel-In Region	1,015.61	5309
Travel-Out of Region	1,153.44	5310
Meals	310.30	5312
Fuel	86,444.71	5351
Lubricant	596.64	5352
Accident/Vandalism Vehicle Repair	102.46	5360
Unscheduled Vehicle Maintenance	48,962.52	5361
Scheduled Preventative Maintenance	21,815.35	5362

CVTD  
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures  
From 9/1/2015 Through 12/31/2015

Current Period Actual

Expenditures cont...		
Tires	8,493.80	5363
Rent	3,972.80	5411
Utilities	342.13	5431
Bldg Maintenance	620.13	5451
Supplies	2,217.75	5510
Supplies - Bus/Service Vehicles	976.38	5516
Parts Supplies	487.84	5520
Capital Equipment	316,287.29	5623
Insurance	29,261.46	5711
Communications - Bus	5,779.47	5712
Cell Phones	1,348.69	5713
Internet	257.40	5714
Printing	2,279.15	5721
Ads & Promotions	951.00	5722
Publications	449.50	5723
Repeater Rental	1,641.53	5732
Radio Maintenance	213.80	5733
Training	15.00	5751
Dues and fees	751.16	5753
Communications	3,174.10	5761
Postage/freight	1,693.42	5762
Coffee Expense	266.12	5792
Physicals	1,335.00	5793
Anti Drug Program	1,060.00	5795
Safety	1,410.11	5796
Multi-Modal Supplies	1,684.90	5810
Multi-Modal Insurance	1,937.42	5811
Multi-Modal Internet	6,770.40	5814
Multi-Modal Utilities	5,540.84	5831
Multi-Modal Building Maintenance	4,552.00	5851
Multi-Modal Communications	2,359.85	5861
Transportation Toll Credits	<u>59,649.42</u>	6999
Total Expenditures	<u>1,594,467.50</u>	
Excess Revenue over Expenditures	<u>342,685.14</u>	

CVTD  
Reconcile Cash Accounts

Summary

Cash Account: 1117 Wells Fargo CVTD Bank Acct  
Reconciliation ID: Reconciliation 12/31/2015  
Reconciliation Date: 12/31/2015  
Status: Open

Bank Balance	577,274.20
Less Outstanding Checks/Vouchers	9,445.65
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	567,828.55
Balance Per Books	<u>567,828.55</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: 1117 Wells Fargo CVTD Bank Acct  
Reconciliation ID: Reconciliation 12/31/2015  
Reconciliation Date: 12/31/2015  
Status: Open

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
16596	10/21/2015	System Generated Check/Voucher	14.98	LUCIA GUAJARDO
16621	10/27/2015	System Generated Check/Voucher	85.00	DOUBLE D MUFFLER
16647	11/4/2015	System Generated Check/Voucher	9,125.67	CALVERT COLLISION CENTER
16662	11/19/2015	System Generated Check/Voucher	25.00	DOUBLE D MUFFLER
16714	12/18/2015	System Generated Check/Voucher	195.00	COMMUNICATIONS ETC., INC.
Outstanding Checks/Vouchers			9,445.65	

CVTD  
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct  
 Reconciliation ID: Reconciliation 12/31/2015  
 Reconciliation Date: 12/31/2015  
 Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16660	11/19/2015	System Generated Check/Voucher	195.00	COMMUNICATIONS ETC., INC.
16664	11/19/2015	System Generated Check/Voucher	987.30	ENGINE PRO MACHINE LLC
16685	11/30/2015	System Generated Check/Voucher	257.11	FLEET SERVICES
16686	12/3/2015	System Generated Check/Voucher	25,140.86	SILSBEE FORD INC
16687	12/7/2015	System Generated Check/Voucher	3,098.95	SHELL FLEET PLUS
16688	12/7/2015	System Generated Check/Voucher	2,215.33	ANGELO TIRE AND ALIGNMENT LLC
16689	12/7/2015	System Generated Check/Voucher	2,124.61	AT&T MOBILITY
16690	12/7/2015	System Generated Check/Voucher	3,002.27	BRUCKNER TRUCK SERVICE
16691	12/7/2015	System Generated Check/Voucher	50.00	BUG EXPRESS
16692	12/7/2015	System Generated Check/Voucher	22,572.30	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
16693	12/7/2015	System Generated Check/Voucher	210.12	CONSTANCIO TIRE SERVICE
16694	12/7/2015	System Generated Check/Voucher	161.49	DELL MARKETING L.P.
16695	12/7/2015	System Generated Check/Voucher	197.46	ENGINE PRO MACHINE LLC
16696	12/7/2015	System Generated Check/Voucher	620.00	HOME MOTORS, INC.
16697	12/7/2015	System Generated Check/Voucher	11,200.00	MCDONALD TRANSIT ASSOCIATES, INC
16698	12/7/2015	System Generated Check/Voucher	83,369.62	SILSBEE FORD INC
16699	12/7/2015	System Generated Check/Voucher	310.58	SUMMIT TRUCK GROUP OF SAN ANGELO
16700	12/7/2015	System Generated Check/Voucher	121.90	TEXAS COMMUNICATIONS, INC.
16701	12/7/2015	System Generated Check/Voucher	449.50	TEXAS TRANSIT ASSOCIATION
16701	12/7/2015	System Generated Check/Voucher	(449.50)	TEXAS TRANSIT ASSOCIATION
16702	12/7/2015	System Generated Check/Voucher	150.00	TURNER SIGN PAINTING
16703	12/7/2015	System Generated Check/Voucher	187.28	VERIZON SOUTHWEST
16704	12/7/2015	System Generated Check/Voucher	113.11	VERIZON SOUTHWEST
16705	12/16/2015	System Generated Check/Voucher	16,819.81	G&G AUTOMOTIVE
16706	12/18/2015	System Generated Check/Voucher	125.00	ANGELO BUILDING SPECIALTIES

**CVTD  
Reconcile Cash Accounts**

**Detail**

**Cash Account: 1117 Wells Fargo CVTD Bank Acct**  
**Reconciliation ID: Reconciliation 12/31/2015**  
**Reconciliation Date: 12/31/2015**  
**Status: Open**

**Cleared Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
16707	12/18/2015	System Generated Check/Voucher	1,015.34	ANGELO TIRE AND ALIGNMENT LLC
16708	12/18/2015	System Generated Check/Voucher	2,927.05	AT&T MOBILITY
16709	12/18/2015	System Generated Check/Voucher	1.56	AT&T MOBILITY
16710	12/18/2015	System Generated Check/Voucher	108.20	ATMOS ENERGY
16711	12/18/2015	System Generated Check/Voucher	68.65	CITYOF SAN ANGELO UTILITY BILLING
16712	12/18/2015	System Generated Check/Voucher	258.04	CITYOF SAN ANGELO UTILITY BILLING
16713	12/18/2015	System Generated Check/Voucher	16,310.00	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
16715	12/18/2015	System Generated Check/Voucher	1,075.60	CONSTANCIO TIRE SERVICE
16716	12/18/2015	System Generated Check/Voucher	1,071.83	ENGINE PRO MACHINE LLC
16717	12/18/2015	System Generated Check/Voucher	1,126.35	HUDSON ENERGY
16718	12/18/2015	System Generated Check/Voucher	59.95	KAY GEE, INC.
16719	12/18/2015	System Generated Check/Voucher	11,200.00	MCDONALD TRANSIT ASSOCIATES, INC
16720	12/18/2015	System Generated Check/Voucher	425.00	MYERS DRUG STORE
16721	12/18/2015	System Generated Check/Voucher	395.00	NATIONAL SAFETY COUNCIL
16722	12/18/2015	System Generated Check/Voucher	275.60	O'REILLY'S AUTO PARTS, INC.
16723	12/18/2015	System Generated Check/Voucher	126.41	REPUBLIC SERVICES #691
16724	12/18/2015	System Generated Check/Voucher	41,684.81	SILSBEE FORD INC
16725	12/18/2015	System Generated Check/Voucher	409.35	STERICYCLE COMMUNICATION SOLUTIONS
16726	12/18/2015	System Generated Check/Voucher	700.63	SUMMIT TRUCK GROUP OF SAN ANGELO
16727	12/18/2015	System Generated Check/Voucher	1,048.35	SUNOCO ENERGY SERVICE
16728	12/18/2015	System Generated Check/Voucher	30.00	TEXAN TRUCK WASH, LLC
16729	12/18/2015	System Generated Check/Voucher	449.50	TEXAS TRANSIT ASSOCIATION
16730	12/18/2015	System Generated Check/Voucher	11,043.66	TML INTERGOVERNMENTAL RISK POOL
16731	12/18/2015	System Generated Check/Voucher	112.91	VERIZON SOUTHWEST
16732	12/18/2015	System Generated Check/Voucher	52.81	VERIZON SOUTHWEST

CVTD  
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct  
Reconciliation ID: Reconciliation 12/31/2015  
Reconciliation Date: 12/31/2015  
Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
16733	12/18/2015	System Generated Check/Voucher	720.00	WES-TEX PRESSURE WASHING
16734	12/18/2015	System Generated Check/Voucher	367.95	WEST CENTRAL WIRELESS
16735	12/18/2015	System Generated Check/Voucher	145.00	WEST TEXAS REHABILITATION CENTER
16736	12/18/2015	System Generated Check/Voucher	874.74	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX
Cleared Checks/Vouchers			267,314.39	

CVTD  
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct

Reconciliation ID: Reconciliation 12/31/2015

Reconciliation Date: 12/31/2015

Status: Open

Cleared Deposits

Deposit Number	Document Number	Document Date	Document Description	Document Amount
	CRT11041108	12/1/2015	CRT11041108	342.14
	CRT11041114	12/1/2015	CRT11041114	32.00
	CRT11041119	12/1/2015	CRT11041119	156.25
	CRT10711790	12/2/2015	CRT10711790	58.50
	CRT10711791	12/2/2015	CRT10711791	291.00
	CRT11041113	12/2/2015	CRT11041113	352.24
	CRT11041112	12/3/2015	CRT11041112	16,270.00
	CRT11041115	12/3/2015	CRT11041115	262.00
	CRT11041116	12/3/2015	CRT11041116	436.31
	CRT11041110	12/4/2015	CRT11041110	50,165.00
	CRT11041111	12/4/2015	CRT11041111	2,124.00
	CRT11041117	12/4/2015	CRT11041117	4,706.63
	CRT11041118	12/4/2015	CRT11041118	515.24
	CRT11041121	12/5/2015	CRT11041121	496.33
	CRT11041109	12/7/2015	CRT11041109	150,398.00
	CRT11041123	12/8/2015	CRT11041123	749.68
	CRT10711794	12/9/2015	CRT10711794	8,016.00
	CRT11041122	12/9/2015	CRT11041122	535.93
	CRT11041128	12/10/2015	rural	432.57
	CRT10711799	12/11/2015	CRT10711799	200.00
	CRT11041120	12/11/2015	CRT11041120	11,990.65
	CRT11041129	12/11/2015	FR	466.73
	CRT11041131	12/14/2015	FR	601.06
	CRT11041130	12/15/2015	FR	844.26
	CRT11041133	12/16/2015	FR	547.10
	CRT11041127	12/17/2015	AMR 121615MTAC recvd 12-17-15	10,677.20
	CRT11041132	12/17/2015	FR	646.40
	CRT11041124	12/18/2015	Bianca Terrazas ck 1126	20,385.78
	CRT11041125	12/18/2015	TX Comptroller pymnt 3852353	59,652.88
	CRT11041126	12/18/2015	TX Comptroller pymnt 3852354	62,107.02
	CRT11041142	12/18/2015	FR	493.90
	CRT11041143	12/21/2015	FR	447.40
	CRT11041144	12/22/2015	FR	277.50
	CRT11041145	12/22/2015	FR	393.96
	CRT11041135	12/23/2015	State Comptroller pymnt 4258090	4,819.00
	CRT11041136	12/23/2015	record FTA pymnt recvd 12-23-15	84,665.00
	CRT11041137	12/23/2015	record FTA pymnt recvd 12-23-15	454.00
	CRT11041138	12/23/2015	Rosalie Hernandez ck 3116	8,160.81
	CRT11041147	12/23/2015	rural	424.88
	CRT11041134	12/24/2015	State Comptroller pymnt 4268099	164,940.21
	CRT11041146	12/24/2015	FR	594.86
	CRT11041148	12/29/2015	FR	620.70
	CRT11041140	12/30/2015	County of Kimble ck 53563	6,254.00
	CRT11041154	12/30/2015	FR	271.65

CVTD  
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct  
Reconciliation ID: Reconciliation 12/31/2015  
Reconciliation Date: 12/31/2015  
Status: Open

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CRT11041139	12/31/2015	AMR payment 123015MTAC December 2015	12,783.00
	CRT11041153	12/31/2015	FR	499.10
Cleared Deposits				<u>690,558.87</u>

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

**Detail**

**Cash Account: 1117 Wells Fargo CVTD Bank Acct**  
**Reconciliation ID: Reconciliation 12/31/2015**  
**Reconciliation Date: 12/31/2015**  
**Status: Open**

**Cleared Other Cash Items**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT10713986	12/14/2015	Record transfer of funds to CVCOG Dec-15	(112,708.20)
JVT11041384	12/17/2015	record transfer of funds to CVCOG December 2015	(100,634.46)
JVT11041417	12/31/2015	correct CRT10681007428	0.13
Cleared Other Cash Items			<u>(213,342.53)</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Grant 671 FTA TX-04-0115  
Account 1238

Description	Amount
Dec 15 request submitted 1/29/16	14,601.00 paid 2/2/16
Dec 15 request submitted 2/29/16	41,685.00
Total	<u>56,286.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Grant 681, CVTD Urban FY 15-16  
Account 1241

Description	Amount
Nov 2015 request submitted 12/22/15-State	60,244.23 paid 1/7/16
Dec 2015 request submitted 2/29/16-Fed	30,101.00
Dec 2015 request submitted 2/29/16-Fed	44,123.00
Dec 2015 request submitted 2/29/16-State	16,175.82
	-
	-
Total	<u>150,644.05</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Grant 682, CVTD Rural FY 15-16  
Account 1242

Description	Amount
Nov 2015 request submitted 12/22/15	71,463.01 PAID 1/7/16
Dec 2015 request submitted 2/29/16	67,078.18
	-
Total State	<u>138,541.19</u>
Dec 2015 request submitted 2/29/16	49,002.93
Nov 2015 request submitted 12/22/15	57,668.27 PAID 1/7/16
	-
Total State Federal	<u>106,671.20</u>
Grand Total	<u><u>245,212.39</u></u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Grant 669, VCR 1402(07)(03) Rural  
Account 1243

Description	Amount
Nov 2015 request submitted 2/29/16	41,684.81
	-
	-
	-
Total	<u>41,684.81</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Accounts Receivable Medical Transportation  
Account 1300

Description	Amount
Nov 10-30, 2015 Medicaid billing - AMR	8,195.40 paid 1/7/16
Dec 2015 Medicaid billing - AMR	11,626.20 paid 1/28/16
Dec 2015 Medicaid billing - AMR	13,309.20 paid 1/21/16
	-
Total	<u>33,130.80</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Coke County  
Account 1370

Description	Amount
Record Membership Dues	2,980.67 JVT10714095 paid 1/29/16
Total	<u>2,980.67</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Crockett County  
Account 1372

Description	Amount	
Record Membership Dues	3,714.56	JVT10713931
Record Membership Dues	3,714.56	JVT10714093

Total 7,429.12

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Irion County  
Account 1373

Description	Amount	
Record Membership Dues	1,583.01	JVT10714088 paid 1/29/16
Total	<u>1,583.01</u>	

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Kimble County  
Account 1374

Description	Amount
Record Membership Dues	1,512.67 JV10714094 paid 1/22/16

Total 1,512.67

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

McCulloch County  
Account 1375

Description	Amount		
Record Membership Dues	<u>4,762.68</u>	JVT10714087	paid 1/29/16
Total	<u>4,762.68</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Menard County  
Account 1376

Description	Amount
Record Annual Membership Dues	15,324.23 JVT10713634
Total	<u>15,324.23</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Reagan County  
Account 1377

Description	Amount
Record Membership Dues	5,006.35 JVT10714092 paid 1/29/16

Total	<u>5,006.35</u>
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Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Schleicher County  
Account 1378

Description	Amount		
Record Membership Dues-Sept	3,429.63	JVT10713634	paid 1/15/16
Record Membership Dues-Oct	3,429.73	JVT11041303	paid 1/15/16
Record Membership Dues-Nov	3,429.73	JVT10713929	paid 1/29/16
Record Membership Dues-Dec	3,429.73	JVT10714091	
Total	<u>13,718.82</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Sterling County  
Account 1379

Description	Amount		
Record Membership Dues	1,139.93	JVT10713928	paid 1/15/16
Record Membership Dues	1,139.93	JVT10714090	paid 1/29/16

Total 2,279.86

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Adult Enrichment Center  
Account 1380

Description	Amount
Accrue Bus Pass Invoice JVT10714119	1,600.00 paid 1/29/16
Total	<u>1,600.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Daily Bread Soup Kitchen (West Texas Counseling & Guidance)  
Account 1381

Description	Amount
Accrue Bus Pass Invoice JVT10714097	30.00
Accrue Bus Pass Invoice JVT11041377	30.00
Total	<u>60.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Workforce Solutions (Arbor ET)  
Account 1382

Description	Amount
Accrue Bus Pass Invoice JVT10714096	220.00 paid 1/22/16
	-
Total	<u>220.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Christians In Action  
Account 1383

Description	Amount
Accrue Bus Pass Invoice JVT11041379	70.00 paid 1/8/16
Accrue Bus Pass Invoice JVT10714098	50.00 paid 1/22/16
	-
Total	<u>120.00</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Sutton County  
Account 1384

Description	Amount	
Record Membership Dues	3,141.33	JVT10714089 paid 1/29/16
Total	<u>3,141.33</u>	

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

City of San Angelo  
Account 1386

Description	Amount	
Goodfellow FY 15-16	48,000.00	JVT10714030
Interlocal Agreement FY 15-16	247,391.00	JVT10714031
Interlocal Agreement-2 FY 15-16	90,000.00	JVT10714032
Total	<u>385,391.00</u>	paid 1/19/16

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Angelo State University - Ram Tram  
Account 1387

Description	Amount		
Dec Services	6,336.40	JVT10714083	paid 1/29/16
	-		
Total	<u>6,336.40</u>		

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Meals on Wheels - Kimble County  
Account 1388

Description	Amount
Record Bus Fares Earned	908.00 JVT11332182
Payment	(435.75) CRT10711678
Total	<u>472.25</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Account Receivable  
Account 1391

Description	Amount
Jude Richard Travel Advance to be reimbursed	195.25
CV Rape Crisis Center	15.00 JVT11041376
Disability Connection	200.00 JVT11041329
Foster Grandparent	314.00 JVT10714085
Senior Companion	214.00 JVT10714084
St. Angela Fraternity	20.00 JVT11721042
Caprock Home Health Services	400.00 JVT11041404

Total 1,358.25

CVTD  
Aged Payables by Due Date - Outstanding AP  
From 9/1/2015 Through 12/31/2015

Aging Date -  
9/1/2015

Vendor ID	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 RO EXPRESS	ANGELO RO EXPRESS, LLC	12/15/2015	244	98.00	0.00	0.00	0.00	0.00	98.00
Total ANGELO RO EXPRESS	ANGELO RO EXPRESS, LLC			98.00	0.00	0.00	0.00	0.00	98.00
Angelo Tire and Alig	ANGELO TIRE AND ALIGNMENT LLC	11/24/2015	80295	189.71	0.00	0.00	0.00	0.00	189.71
		12/2/2015	80391	189.71	0.00	0.00	0.00	0.00	189.71
		12/7/2015	80472	94.35	0.00	0.00	0.00	0.00	94.35
		12/8/2015	80496	235.88	0.00	0.00	0.00	0.00	235.88
		12/8/2015	80497	141.53	0.00	0.00	0.00	0.00	141.53
		12/10/2015	80542	15.00	0.00	0.00	0.00	0.00	15.00
		12/18/2015	80698	209.71	0.00	0.00	0.00	0.00	209.71
		12/22/2015	80752	379.42	0.00	0.00	0.00	0.00	379.42
Total Angelo Tire and Alig	ANGELO TIRE AND ALIGNMENT LLC			1,455.31	0.00	0.00	0.00	0.00	1,455.31
BRUCKNER TRUCK SERVI	BRUCKNER TRUCK SERVICE	10/27/2015	11142JS	2,440.29	0.00	0.00	0.00	0.00	2,440.29
		11/30/2015	11445JS	406.85	0.00	0.00	0.00	0.00	406.85
Total BRUCKNER TRUCK SERVI	BRUCKNER TRUCK SERVICE			2,847.14	0.00	0.00	0.00	0.00	2,847.14
BUG EXPRESS	BUG EXPRESS	12/28/2015	1442708	50.00	0.00	0.00	0.00	0.00	50.00
Total BUG EXPRESS	BUG EXPRESS			50.00	0.00	0.00	0.00	0.00	50.00
Commercial Billing S	COMMERCIAL BILLING SERVICE	12/29/2015	SS420054274 01	68.08	0.00	0.00	0.00	0.00	68.08
Total Commercial Billing S	COMMERCIAL BILLING SERVICE			68.08	0.00	0.00	0.00	0.00	68.08
CONSTANCIO TIRE SERV	CONSTANCIO TIRE SERVICE	12/2/2015	340111	210.12	0.00	0.00	0.00	0.00	210.12
Total CONSTANCIO TIRE SERV	CONSTANCIO TIRE SERVICE			210.12	0.00	0.00	0.00	0.00	210.12
Crockett Co - Transp	CROCKETT COUNTY	12/21/2015	Oct2015-Dec2015	283.99	0.00	0.00	0.00	0.00	283.99
Total Crockett Co - Transp	CROCKETT COUNTY			283.99	0.00	0.00	0.00	0.00	283.99

CVTD  
Aged Payables by Due Date - Outstanding AP  
From 9/1/2015 Through 12/31/2015

Aging Date -  
9/1/2015

Vendor ID	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 L	ENGINE PRO MACHINE LLC	9/3/2015	10550	197.46	0.00	0.00	0.00	0.00	197.46
		9/8/2015	10554	231.78	0.00	0.00	0.00	0.00	231.78
		9/17/2015	10577	197.46	0.00	0.00	0.00	0.00	197.46
		9/22/2015	10592	389.96	0.00	0.00	0.00	0.00	389.96
		10/7/2015	10629	250.00	0.00	0.00	0.00	0.00	250.00
		10/26/2015	10677	197.46	0.00	0.00	0.00	0.00	197.46
		11/16/2015	10724	197.46	0.00	0.00	0.00	0.00	197.46
		11/30/2015	10744	197.46	0.00	0.00	0.00	0.00	197.46
		12/2/2015	10754	197.46	0.00	0.00	0.00	0.00	197.46
		12/9/2015	10769	197.46	0.00	0.00	0.00	0.00	197.46
		12/14/2015	10782	718.00	0.00	0.00	0.00	0.00	718.00
		12/18/2015	10788	197.46	0.00	0.00	0.00	0.00	197.46
Total ENGINE PRO MACHINE L	ENGINE PRO MACHINE LLC			3,169.42	0.00	0.00	0.00	0.00	3,169.42
Fleet Services	FLEET SERVICES	12/16/2015	43390381	280.93	0.00	0.00	0.00	0.00	280.93
Total Fleet Services	FLEET SERVICES			280.93	0.00	0.00	0.00	0.00	280.93
FLORES TIRE & AUTO	FLORES TIRE & AUTO	12/10/2015	0957	402.98	0.00	0.00	0.00	0.00	402.98
Total FLORES TIRE & AUTO	FLORES TIRE & AUTO			402.98	0.00	0.00	0.00	0.00	402.98
G&G Automotive	G&G AUTOMOTIVE	9/11/2015	42874	36.84	0.00	0.00	0.00	0.00	36.84
		12/3/2015	43313	423.14	0.00	0.00	0.00	0.00	423.14
		12/9/2015	43342	254.11	0.00	0.00	0.00	0.00	254.11
		12/3/2015	43348	499.23	0.00	0.00	0.00	0.00	499.23
		12/21/2015	43373	1,285.09	0.00	0.00	0.00	0.00	1,285.09
		12/10/2015	43374	785.30	0.00	0.00	0.00	0.00	785.30
		12/9/2015	43381	123.95	0.00	0.00	0.00	0.00	123.95
Total G&G Automotive	G&G AUTOMOTIVE			3,407.66	0.00	0.00	0.00	0.00	3,407.66
INTELLICORP RECORDS	INTELLICORP RECORDS, INC	12/18/2015	H1218201522823 793	16.95	0.00	0.00	0.00	0.00	16.95
		12/3/2015	H1218201522823	16.95	0.00	0.00	0.00	0.00	16.95
		12/18/2015	H1218201522823	16.95	0.00	0.00	0.00	0.00	16.95
		12/29/2015	H1218201522825	16.95	0.00	0.00	0.00	0.00	16.95
		12/18/2015	H1218201522826	16.95	0.00	0.00	0.00	0.00	16.95
Total INTELLICORP RECORDS	INTELLICORP RECORDS, INC			84.75	0.00	0.00	0.00	0.00	84.75

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Jim Bass Ford, Inc.	JIM BASS FORD, INC.	12/28/2015	3203986 1	325.90	0.00	0.00	0.00	0.00	325.90
		12/18/2015	3203986-2	<u>325.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>325.90</u>
Total Jim Bass Ford, Inc.	JIM BASS FORD, INC.			651.80	0.00	0.00	0.00	0.00	651.80
KAY GEE, INC.	KAY GEE, INC.	12/20/2015	38731	<u>59.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>59.95</u>
Total KAY GEE, INC.	KAY GEE, INC.			59.95	0.00	0.00	0.00	0.00	59.95
MCDONALD TRANSIT	MCDONALD TRANSIT ASSOCIATES, INC	11/16/2015	10MCV15-1	11,200.00	0.00	0.00	0.00	0.00	11,200.00
		11/16/2015	11MCV15 1	<u>11,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,200.00</u>
Total MCDONALD TRANSIT	MCDONALD TRANSIT ASSOCIATES, INC			22,400.00	0.00	0.00	0.00	0.00	22,400.00
O'REILLY'S	O'REILLY'S AUTO PARTS, INC.	12/7/2015	1613-188769	89.99	0.00	0.00	0.00	0.00	89.99
		12/10/2015	1613-189747	42.98	0.00	0.00	0.00	0.00	42.98
		12/11/2015	1613-189918	108.65	0.00	0.00	0.00	0.00	108.65
		12/11/2015	1613-189933	262.98	0.00	0.00	0.00	0.00	262.98
		12/14/2015	1613-190567	200.28	0.00	0.00	0.00	0.00	200.28
		12/18/2015	1613-191788	20.25	0.00	0.00	0.00	0.00	20.25
		12/26/2015	1613-193584	53.95	0.00	0.00	0.00	0.00	53.95
		12/26/2015	1613-193585	<u>29.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>29.99</u>
Total O'REILLY'S	O'REILLY'S AUTO PARTS, INC.			809.07	0.00	0.00	0.00	0.00	809.07
Pattillo, Brown & Hi	PATTILLO, BROWN & HILL, L.L.P.	11/30/2015	353152	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
Total Pattillo, Brown & Hi	PATTILLO, BROWN & HILL, L.L.P.			10,000.00	0.00	0.00	0.00	0.00	10,000.00
Q Printing & Design	Q's PRINTING & DESIGN, INC.	12/23/2015	42361	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
Total Q Printing & Design	Q's PRINTING & DESIGN, INC.			150.00	0.00	0.00	0.00	0.00	150.00
REEDER DISTRIBUTORS	REEDER DISTRIBUTORS, INC.	11/23/2015	1039779	<u>1,599.76</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,599.76</u>

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Total REEDER DISTRIBUTORS	REEDER DISTRIBUTORS, INC.			1,599.76	0.00	0.00	0.00	0.00	1,599.76
Shannon Clinic Centr	SHANNON CLINIC CENTRAL BILLING	12/4/2015	C2093 10-15 11-15	758.00	0.00	0.00	0.00	0.00	758.00
Total Shannon Clinic Centr	SHANNON CLINIC CENTRAL BILLING			758.00	0.00	0.00	0.00	0.00	758.00
Shell Fleet Plus	SHELL FLEET PLUS	12/6/2015	8126500589512	3,282.95	0.00	0.00	0.00	0.00	3,282.95
Total Shell Fleet Plus	SHELL FLEET PLUS			3,282.95	0.00	0.00	0.00	0.00	3,282.95
SILSBEE FORD INC	SILSBEE FORD INC	12/3/2015	26007Fa	15,694.00	0.00	0.00	0.00	0.00	15,694.00
Total SILSBEE FORD INC	SILSBEE FORD INC			15,694.00	0.00	0.00	0.00	0.00	15,694.00
STERICYCLE COMMUNICA	STERICYCLE COMMUNICATION SOLUTIONS	12/10/2015	8010218127	407.65	0.00	0.00	0.00	0.00	407.65
Total STERICYCLE COMMUNICA	STERICYCLE COMMUNICATION SOLUTIONS			407.65	0.00	0.00	0.00	0.00	407.65
SUMMIT TRUCK GROUP	SUMMIT TRUCK GROUP OF SAN ANGELO	12/28/2015	404204095	106.48	0.00	0.00	0.00	0.00	106.48
Total SUMMIT TRUCK GROUP	SUMMIT TRUCK GROUP OF SAN ANGELO			106.48	0.00	0.00	0.00	0.00	106.48
Superior Services	SUPERIOR SERVICES	11/11/2015	117688	1,030.64	0.00	0.00	0.00	0.00	1,030.64
Total Superior Services	SUPERIOR SERVICES			1,030.64	0.00	0.00	0.00	0.00	1,030.64
Texan Truck Wash	TEXAN TRUCK WASH, LLC	12/11/2015	9566	30.00	0.00	0.00	0.00	0.00	30.00
Total Texan Truck Wash	TEXAN TRUCK WASH, LLC			30.00	0.00	0.00	0.00	0.00	30.00
Texas Communications	TEXAS COMMUNICATIONS, INC.	12/1/2015	41965	350.30	0.00	0.00	0.00	0.00	350.30
		12/1/2015	41966	79.59	0.00	0.00	0.00	0.00	79.59

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Total Texas Communications	TEXAS COMMUNICATIONS, INC.			429.89	0.00	0.00	0.00	0.00	429.89
TURNER SIGN PAINTING	TURNER SIGN PAINTING	12/31/2015	20548	300.00	0.00	0.00	0.00	0.00	300.00
		12/2/2015	20549	<u>508.25</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>508.25</u>
Total TURNER SIGN PAINTING	TURNER SIGN PAINTING			808.25	0.00	0.00	0.00	0.00	808.25
Verizon SW	VERIZON SOUTHWEST	11/28/2015	3253872509 12- 15	187.37	0.00	0.00	0.00	0.00	187.37
		12/4/2015	3258532422 12- 15	<u>113.11</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>113.11</u>
Total Verizon SW	VERIZON SOUTHWEST			300.48	0.00	0.00	0.00	0.00	300.48
WES-TEX PRESSURE WAS	WES-TEX PRESSURE WASHING	11/10/2015	2582-1	760.00	0.00	0.00	0.00	0.00	760.00
		12/6/2015	2598	620.00	0.00	0.00	0.00	0.00	620.00
		12/23/2015	2605	<u>540.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>540.00</u>
Total WES-TEX PRESSURE WAS	WES-TEX PRESSURE WASHING			1,920.00	0.00	0.00	0.00	0.00	1,920.00
West Texas Fire Exti	WEST TEXAS FIRE EXTINGUISHER INC	12/21/2015	0133308	<u>150.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.81</u>
Total West Texas Fire Exti	WEST TEXAS FIRE EXTINGUISHER INC			<u>150.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.81</u>
Report Total				<u>72,948.11</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>72,948.11</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

AP Owed to CVCOG  
Account 2112

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
12/1/2015	Beginning Balance	215,031.11
12/14/2015	Payment received	(112,708.20)
12/17/2015	Payment received	(100,634.46)
	AT&T Mobility-Admin Director	-
	AT&T Mobility-Ombudsman Cell Phone	-
	Grant 681-Expenses paid by CVCOG	133,721.97
	Grant 682-Expenses paid by CVCOG	82,750.31
	Grant 690-Expenses paid by CVCOG	2,187.99
	Total Amount owed to CVCOG	<u>220,348.72</u>

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Deferred Income - Insurance Vehicle Repair  
Account 2915

Description	Amount	Date	Asset #	VIN #	Post Date
TML Claim AU000000010848	8,418.55	7/22/2015	13-06	5907	
TML Claim AU000000016590	8,711.17	7/17/2015	13-09	5913	
TML Claim AU000000019152	1,617.00	8/28/2015	14-65	5348	
TML Claim AU000000020111	874.86	10/9/2015	14-97	2299	
TML Claim AU000000008439	265.51	8/13/2015	18-47	7739	
TML Claim AU000000009590	10,940.21	8/8/2015	18-52	7744	
TML Claim AU000000013534	154.50	10/1/2015	18-44	7740	
TML Claim AU0000000215146	406.72	10/1/2015	18-44	7740	
TML Claim AU000000023476	7,655.50	12/11/2015	18-50	7738	
Total	<u>39,044.02</u>				

Note: Funds held until vehicle repair completed.

Concho Valley Transit District  
Balance Sheet Reconciliation  
December 31, 2015

Deferred Medical Transportation  
Account 2919

<u>Description</u>	<u>Amount</u>
Funds received September 2015	14,277.60
Funds received September 2015	17,189.60
Funds billed October 2015	16,794.80
Funds billed October 2015	16,270.00
Funds Billed November 2015	10,677.20
Funds Billed November 2015	20,978.40
Funds Billed December 2015	11,626.20
Funds Billed December 2015	13,309.20
Recognize funds October	(7.34) Grant 662
Recognize funds October	(11,489.18) Grant 681
Recognize funds October	(256.32) Grant 656
Recognize funds October	(334.23) Grant 657
Recognize funds November	(8,640.00) Grant 681
Recognize funds December	(1,092.82) Grant 671
	-
Total	<u>99,303.11</u>