

NOTICE OF PUBLIC MEETING



Concho Valley Transit District

Wednesday, July 8, 2020 at 3:00 p.m.

Via Zoom

Join Zoom Meeting

<https://zoom.us/j/97490968883>

Meeting ID: 974 9096 8883

One tap mobile

+13462487799,,97490968883# US (Houston)

+16699006833,,97490968883# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 974 9096 8883

BUSINESS

1. DETERMINATION OF QUORUM AND CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES of the June 10, 2020 Meeting. (Attachment A)
5. APPROVAL OF CHECKS in excess of \$2,000 from May 2020. (Attachment B)
6. REVIEW of Financial Reports/Balance Sheets for May 2020. (Attachment C)
7. AUTHORIZATION & APPROVAL for CVTD to accept the FY20 5339 Grant 5339-R-2020-CVTD-00109 in the amount of \$99,608 to be used to purchase 1- Cutaway bus for Rural Demand Response operations.

8. DISCUSSION & APPROVAL for the Executive Director to purchase replacement laptops and tower computers for CVT Administration not to exceed \$40,000 utilizing CARES Funds from FTA and TxDOT.
9. DISCUSSION & APPROVAL for accept TxDOT CARES Grant 5311-2020-CVTD-00141 in the amount of \$1,389,466 to be used for operations, preventive maintenance, and administration cost for Rural Demand Response operations.
10. REVIEW & APPROVAL of the Public Transportation Agency Safety Plan for Concho Valley Transit District. (Attachment D)
11. CVTD General Manager's Report.
12. OTHER Discussion items or future agenda items
13. ADJOURNMENT

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053, this Thursday, July 2, 2020.



John Austin Stokes, Executive Director



**MINUTES OF MEETING
CONCHO VALLEY TRANSIT DISTRICT
June 10, 2020**

The Concho Valley Transit District met on Wednesday, June 10, 2020 at 506 N Chadbourne, San Angelo, Texas 76903.

Board Members present were:

David Dillard, Concho County Judge
Molly Criner, Irion County Judge
Fred Deaton, Crockett County Judge
Judge Delbert Roberts, Kimble County Judge
Hal Spain, Coke County Judge
Harry Thomas, COSA Council Member, District 3
Steve Floyd, Chairman Tom Green County Judge
Deborah Horwood, Sterling City Judge
Jim O'Bryan, Reagan County Judge
Charlie Bradley, Schleicher County Judge
Bill Spiller, McCulloch County Judge

Members absent were:

Lucy Gonzales, COSA Council Member, District 4
Billie DeWitt, COSA Council Member, District 6
Miguel Villanueva, Sutton County Commissioner

BUSINESS

CALL TO ORDER

Judge Steve Floyd announced the presence of a quorum and called the meeting to order at 3:13 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Judge Molly Criner gave the invocation and led the Pledge of Allegiance.

APPROVAL OF MINTUES

Judge David Dillard made a motion to approve the minutes from the May 13, 2020 meeting. Judge Bill Spiller seconded the motion. The motion passes unanimously.

APPROVAL OF CHECKS

Judge Delbert Roberts made a motion to approve checks in excess of \$2,000 written since the last meeting. Judge Bill Spiller seconded the motion. The motion passed unanimously.

REVIEW OF FINANCIAL REPORTS/BALANCE SHEET

The Board reviewed the Financial Reports/Balance Sheets for April 2020. There was no discussion and no further action needed.

AUTHORIZATION & APPROVAL FOR THE ED TO UTILIZE THE FY 19-20 ED-5310 AWARD

Judge Hal Spain made a motion to approve for the Executive Director to utilize the FY 19-20 ED-5310 award, in the amount of \$131,506, to procure an IVR system with statewide map of Texas, self-service trip bookings website and SMS Text Messaging Arrival Notifications for 45 vehicles. Judge Deborah Horwood seconded the motion. The motion passed unanimously.

AUTHORIZATION & APPROVAL FOR CVTD TO UTILIZE ADDITIONAL FY 19 APPORTIONMENT FUNDS ON PREVENTATIVE MATINTENANCE

Judge Delbert Roberts made a motion to approve for CVTD to utilize additional FY 19 apportionment funds on Preventative Maintenance. Additional FTA funds to be received \$93,463, additional match funds required \$23,366, for a total of \$116,829 applied to Preventative Maintenance. Judge Jim O'Bryan seconded the motion. The motion passed unanimously.

AUTHORIZATION & APPROVAL FOR CVTD TO ACCEPT THE FY 17-18 5229 GRANT TX 2020-068-00

Judge David Dillard made a motion to approve for CVTD to accept the FY17&FY18 5339 Grant TX-2020-068-00 in the amount of \$399,202. Match funds provided by TDCs. These funds will be used to purchase 1- 30' bus for fixed route operations. Judge Fred Deaton seconded the motion. The motion passed unanimously.

AUTHORIZATION & APPROVAL FOR CVTD TO ACCEPT THE FY20 5307 CARES GRANT TX 2020-096-00

Councilman Harry Thomas made a motion to for CVTD to accept FY20 5307 CARES Grant TX-2020-096-00. Total FTA funds to be received are \$4,238,812.00, with no match requirement. Funds will be applied to Urban Operations, Preventative Maintenance, Bus Replacements, and Security. Judge David Dillard seconded the motion. The motion passed unanimously.

ADJOURNMENT

Judge Fred Deaton made a motion to adjourn the meeting. Judge Hal Spain seconded the motion. The meeting was adjourned at 3:28 p.m.

Duly adopted at a meeting of the Concho Valley Transit District Board of the Concho Valley Council of Governments this 8th day of July 2020.

Judge Steve Floyd, Chairman

Judge David Dillard, Secretary

CVTD
 Check/Voucher Register
 From 5/1/2020 Through 5/31/2020

<u>Document Nu...</u>	<u>Document Date</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Document Amount</u>
22141	5/5/2020	THE FIRST NATIONAL BAN...	May 2020 Principle interest payment	4,366.43
22152	5/12/2020	CALDWELL COUNTRY CHE...	2020 Chevrolet Tahoe	45,525.00
22157	5/12/2020	ENGINE PRO MACHINE LLC	1312: PM A up & lw bll jnt str shk drg lnk cntr spprt brng	2,395.64
22164	5/19/2020	CITY OF SAN ANGELO-ACC...	bus stop sign for fixed route	2,704.28
22166	5/19/2020	CREATIVE BUS SALES, INC	remaining balance after grant for purchase of buses	22,592.00
22167	5/19/2020	ECOLANE USA, INC.	Annual maintenance and hosting for map and booking site	15,967.80
22174	5/19/2020	WEX BANK	April fuel bill	8,286.61
22176	5/27/2020	CITY OF SAN ANGELO-ACC...	April fuel bill	7,382.45
Report Total				109,220.21

CVTD
Balance Sheet - CVTD Balance Sheet
As of 5/31/2020

ATTACHMENT C

	Current Period Balance
Assets	
First Financial Transit District Bank Acct	468,354.79
First Financial ICB Bank Acct	7,935.77
Petty Cash	150.00
FTA/TxDOT Urban AR	135,290.00
TxDOT Rural	127,004.00
TxDOT ED-5310-Mobility Mngt	12,133.00
5339-R-2018-00129, CFDA 20.526	31,696.00
5339-D-2019-CVTD-00017	398,000.00
RCTP-2019-CVTD-00022	7,465.00
US Dept of Commerce-EDA	1,443,200.00
Account Receivable-Medical Transportation	7,541.20
Reagan County	649.38
Angelo State University	2,998.80
CV Area Agency on Aging	195.00
Accounts Receivable-General	803.00
CV Economic Development District	8,229.00
Bus Passes Receivable	60.00
Bronte Health and Rehab AR	912.00
Investment CD	550,000.00
Other Assets - Project Equipment	3,931,302.97
Other Assets - Land Chadbourne	353,098.80
Other Assets - Building Chadbourne	4,502,962.62
Other Assets - Land Link Road	396,000.00
Other Assets - Building Link Road	<u>1,804,000.00</u>
Total Assets	<u>14,189,981.33</u>
Liabilities	
AP	71,256.27
AP Owed to CVCOG	263,465.14
AP Clearing Account	398,030.00
AP First National Bank of Mertzou	1,800,000.00
Deferred Income-COSA	72,474.01
Deferred Income - Insurance Payments	51,090.56
Deferred Income-Property Tax	20,366.03
Deferred Income - County Membership Dues	151,785.71
Deferred Income-Medical Transportation	186,666.91
Deferred Income - Bus Passes	60.00
Total Liabilities	<u>3,015,194.63</u>
Fund Balance	
Unassigned General Fund	155,405.64
Investment - Capital Assets	10,987,364.39
Restricted - Insurance Payments	<u>32,016.67</u>
Total Fund Balance	<u>11,174,786.70</u>
Total Liabilities and Fund Balance	<u>14,189,981.33</u>

CVTD
Statement of Revenues and Expenditures
From 9/1/2019 Through 5/31/2020
Current Period Actual

Revenue

FTA TX-90-Y123-00, CFDA 20.507	2,210.00
FTA TX-2017-084-00, CFDA 20.507	29,242.00
FTA TX-2018 CFDA 20.507	104,130.00
FTA TX-2019 CFDA 20.507	984,457.00
US Dept Commerce-EDA	1,443,200.00
TxDOT 5310-ED-Mobility Mngt, CFDA 20.513	66,753.00
TxDOT 5339-R-2016, CFDA 20.526	43,306.00
TxDOT 5311-2019-CVTD CFDA20.509	548,680.00
TxDOT BBF 5339-R-2018-00129, CFDA 20.526	31,696.00
TxDOT BBF-5339-D-2019-CVTD-00017, CFDA 20.526	398,000.00
RCTP-2019-CVTD-00022	31,367.00
TxDOT State-U-2018	15,028.00
TxDOT State U-2019	333,901.00
TxDOT State R-2019	474,627.00
Transportation Toll Credits	107,952.00
Organization Program Income	3,885.00
Program Income	96,276.52
Local Revenue	112,636.67
Greyhound Lines	45,365.61
Transit Charter Fees	17,137.50
TML Insurance Payment	1,494.10
Advertising Revenue	1,150.00
Revenue County Cash Match	184,655.27
COSA Funds	350,731.99
Medicaid Tnsp Rev Transit Dist	32,093.49
CVEDD Vendor Contract	136,640.00
FGP Vendor Contract	1,984.00
Transp Aging Vendor Cont	5,002.50
SCP Vendor Contract	<u>948.00</u>
Total Revenue	<u>5,604,549.65</u>

Expenditures

General Wages	131,551.14
Management Salaries	215,600.63
Administration Wages	32,929.22
General Overtime Wages	465.94
Vacation Time Allocation	93,747.29
Medicare Tax	21,193.93
Workers Comp Insurance	54,245.33
SUTA	9,094.34
Health Insurance Benefit	272,321.79
Dental Insurance Benefit	11,729.38
Life Insurance Benefits	12,644.16
HSA Insurance Benefit	3,097.78
Retirement	165,507.17
Management and Administration Indirect	167,567.24
Uniforms	801.23
Greyhound Pass-Thru	47,761.72
HR Service Center	61,312.68
Procurement Service Center	21,576.74

CVTD
Statement of Revenues and Expenditures
From 9/1/2019 Through 5/31/2020
Current Period Actual

Information Technology Service Center	42,639.05
Driver Wages	937,248.14
Dispatch/Customer Service Wages	75,145.26
Driver Overtime Wages	43,728.27
Dispatch/Customer Service Overtime Wages	318.43
Driver Double Time	964.12
Network/MIS/WEB Indirect	7,451.12
Audit & Legal	23,627.34
Contract Services	10,621.95
Management Service Fees	107,100.00
Travel-In Region	1,586.85
Travel-Out of Region	1,043.89
Fuel	244,794.94
Lubricant, Oil, Other Fluids(except Fuel)	14,844.41
Vehicle Maintenance	268,675.73
Tires	33,579.31
Rent	197.60
Utilities	3,347.91
Facility Maintenance	10,434.94
Supplies	29,284.41
Supplies - Bus/Service Vehicles	10,052.89
Parts Supplies	5,241.38
Project Equipment	3,035.28
Capital Equipment	98,450.00
Capital-Bus <30 ft	420,592.00
Tools	4,578.50
Copier	2,448.27
Insurance	66,979.17
Communications - Bus	129,356.42
Cell Phones	4,827.85
Internet	611.42
Printing	3,406.51
Publications	95.61
Repeater Rental	3,495.14
Capital Land Purchase	436,000.00
Capital Building Purchase	1,804,000.00
Training	1,213.54
Dues and fees	39,695.05
Vehicle Registration	327.25
Postage/freight	2,535.73
Other	2,903.58
Coffee Expense	363.10
Physicals	1,725.00
Safety	6,281.35
Multi-Modal Supplies	6,770.07
Multi-Modal Insurance	10,317.29
Multi-Modal Internet	10,794.20
Multi-Modal Utilities	16,765.53
Multi-Modal Building Maintenance	28,252.44
Multi-Modal Communications	5,200.39
Transportation Toll Credits	<u>107,952.00</u>
Total Expenditures	<u>6,414,048.34</u>

Excess Revenue over Expenditures (809,498.69)

CVTD
Expenditure Journal
From 9/1/2019 Through 5/31/2020

Grant Code	Grant Title	General Ledger Expenditures	Account Payable Expenditures	Total
010	ICB Program	72,376.60	40.00	72,416.60
015	CVTD Procurement Services	376.57	0.00	376.57
018	Extended Medical Transp Program	14,916.87	0.00	14,916.87
019	Grant 019, US Dept Commerce Facility	2,267,533.71	25,702.27	2,293,235.98
761	Grant 761, CVTD Urban FY 18-19	(1,250.20)	1,833.89	583.69
762	Grant 762, CVTD Rural FY 18-19	(220.86)	342.00	121.14
767	Grant 767, Mobility Urban 5310-2017-2021-044	0.29	0.00	0.29
769	Grant 769, BBF 1902(07)45	6,339.00	45,525.00	51,864.00
772	Grant 772, BBF-D-2019-CVTD-00017	477,600.00	22,592.00	500,192.00
777	Grant 777, RCTP-2019-CVTD-00022	31,373.60	0.00	31,373.60
778	Grant 778, CVTD Urban FY 19-20	1,429,233.06	677,767.54	2,107,000.60
779	Grant 779, CVTD Rural FY 19-20	850,857.65	353,667.69	1,204,525.34
780	Grant 780, BBF 1901-5339-R-2016-00295	35,763.87	16,204.93	51,968.80
789	Grant 789, Mobility Urban 5310-2019-00023	54,198.48	0.00	54,198.48
790	Grant 790, Mobility Rural 5310-2019-00023	<u>31,274.38</u>	<u>0.00</u>	31,274.38
	Report Total	<u>5,270,373.02</u>	<u>1,143,675.32</u>	<u>6,414,048.34</u>

CVTD
Reconcile Cash Accounts

Summary

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation May 2020
Reconciliation Date: 5/31/2020
Status: Open

Bank Balance	479,200.24
Less Outstanding Checks/Vouchers	10,845.45
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	468,354.79
Balance Per Books	<u>468,354.79</u> ✓
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation May 2020
Reconciliation Date: 5/31/2020
Status: Open

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
22007	3/5/2020	System Generated Check/Voucher	116.50	All Veteran Council of Tom Green
22156	5/12/2020	System Generated Check/Voucher	7.50	DIX KEY SHOP
22169	5/19/2020	System Generated Check/Voucher	293.32	Harrison Roofing Co., Inc.
22176	5/27/2020	System Generated Check/Voucher	7,382.45	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
22177	5/27/2020	System Generated Check/Voucher	442.00	ENGINE PRO MACHINE LLC
22178	5/27/2020	System Generated Check/Voucher	1,258.40	FLORES TIRE & AUTO
22179	5/27/2020	System Generated Check/Voucher	440.00	FULL TORQUE INDUSTRIAL LLC
22180	5/27/2020	System Generated Check/Voucher	454.34	G&G AUTOMOTIVE
22181	5/27/2020	System Generated Check/Voucher	405.00	LONESTAR INDUSTRIAL SERVICES
22182	5/27/2020	System Generated Check/Voucher	45.94	Unifirst Holding Inc
Outstanding Checks/Vouchers			10,845.45	

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation May 2020
Reconciliation Date: 5/31/2020
Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
22037	3/12/2020	System Generated Check/Voucher	77.00	FLORES TIRE & AUTO
22110	4/22/2020	System Generated Check/Voucher	166.95	FLORES TIRE & AUTO
22116	4/28/2020	System Generated Check/Voucher	99.95	ANGELO TIRE AND ALIGNMENT LLC
22117	4/28/2020	System Generated Check/Voucher	71.00	ANGELO WATER SERVICE
22118	4/28/2020	System Generated Check/Voucher	167.50	ATMOS ENERGY
22119	4/28/2020	System Generated Check/Voucher	941.25	CONSTANCIO TIRE AND FLEET
22122	4/28/2020	System Generated Check/Voucher	43.47	GREEN MOUNTAIN ENERGY
22123	4/28/2020	System Generated Check/Voucher	900.00	Heart of Texas Industrial Equipment Supply, LLC
22124	4/28/2020	System Generated Check/Voucher	11,900.00	RATP Dev USA, Inc
22125	4/28/2020	System Generated Check/Voucher	177.16	REPUBLIC SERVICES #691
22127	4/28/2020	System Generated Check/Voucher	468.24	SUDDENLINK B2B
22128	4/28/2020	System Generated Check/Voucher	1,150.00	SUDDENLINK B2B
22129	4/28/2020	System Generated Check/Voucher	4,855.20	SUPERIOR SERVICES
22130	4/28/2020	System Generated Check/Voucher	8,311.09	TML INTERGOVERNMENTAL RISK POOL
22131	4/28/2020	System Generated Check/Voucher	45.94	Unifirst Holding Inc
22133	5/5/2020	System Generated Check/Voucher	118.00	ANGELO RO EXPRESS, LLC
22134	5/5/2020	System Generated Check/Voucher	188.81	ANGELO TIRE AND ALIGNMENT LLC
22135	5/5/2020	System Generated Check/Voucher	45.00	BUG EXPRESS
22136	5/5/2020	System Generated Check/Voucher	106.76	CITYOF SAN ANGELO UTILITY BILLING
22137	5/5/2020	System Generated Check/Voucher	706.89	CITYOF SAN ANGELO UTILITY BILLING
22138	5/5/2020	System Generated Check/Voucher	25.00	CONSTANCIO TIRE AND FLEET
22139	5/5/2020	System Generated Check/Voucher	2,600.03	ENGINE PRO MACHINE LLC
22140	5/5/2020	System Generated Check/Voucher	1,868.49	THE FIRST NATIONAL BANK OF MERTZON
22141	5/5/2020	System Generated Check/Voucher	4,366.43	THE FIRST NATIONAL BANK OF MERTZON
22142	5/5/2020	System Generated Check/Voucher	627.20	FULL TORQUE INDUSTRIAL LLC
22143	5/5/2020	System Generated Check/Voucher	4,183.19	Heart of Texas Industrial Equipment Supply, LLC

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct

Reconciliation ID: Reconciliation May 2020

Reconciliation Date: 5/31/2020

Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
22144	5/5/2020	System Generated Check/Voucher	930.00	HOME MOTORS, INC.
22145	5/5/2020	System Generated Check/Voucher	178.20	HOUSE OF CHEMICALS
22146	5/5/2020	System Generated Check/Voucher	1,865.00	LONESTAR INDUSTRIAL SERVICES
22147	5/5/2020	System Generated Check/Voucher	37.51	O'REILLY'S AUTO PARTS, INC.
22148	5/5/2020	System Generated Check/Voucher	61.95	Power Systems Security
22149	5/5/2020	System Generated Check/Voucher	196.00	SUPERIOR SERVICES
22150	5/5/2020	System Generated Check/Voucher	45.94	Unifirst Holding Inc
22151	5/12/2020	System Generated Check/Voucher	38.50	ANGELO WATER SERVICE
22152	5/12/2020	System Generated Check/Voucher	45,525.00	CALDWELL COUNTRY CHEVROLET
22153	5/12/2020	System Generated Check/Voucher	100.00	CITYOF SAN ANGELO UTILITY BILLING
22154	5/12/2020	System Generated Check/Voucher	57.56	CITYOF SAN ANGELO UTILITY BILLING
22155	5/12/2020	System Generated Check/Voucher	68.58	CTWP
22157	5/12/2020	System Generated Check/Voucher	5,206.24	ENGINE PRO MACHINE LLC
22158	5/12/2020	System Generated Check/Voucher	683.72	HOUSE OF CHEMICALS
22159	5/12/2020	System Generated Check/Voucher	1,410.00	MELODY'S SOUTHWEST CONSORTIUM
22160	5/12/2020	System Generated Check/Voucher	170.35	O'REILLY'S AUTO PARTS, INC.
22161	5/12/2020	System Generated Check/Voucher	45.94	Unifirst Holding Inc
22162	5/12/2020	System Generated Check/Voucher	512.15	WEST TEXAS FIRE EXTINGUISHER INC
22163	5/19/2020	System Generated Check/Voucher	85.00	ANGELO GLASS & MIRROR
22164	5/19/2020	System Generated Check/Voucher	2,704.28	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
22165	5/19/2020	System Generated Check/Voucher	451.50	CONSTANCIO TIRE AND FLEET
22166	5/19/2020	System Generated Check/Voucher	22,592.00	CREATIVE BUS SALES, INC
22167	5/19/2020	System Generated Check/Voucher	15,967.80	ECOLANE USA, INC.
22168	5/19/2020	System Generated Check/Voucher	1,449.80	ENGINE PRO MACHINE LLC
22170	5/19/2020	System Generated Check/Voucher	223.75	HOME MOTORS, INC.

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation May 2020
Reconciliation Date: 5/31/2020
Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
22171	5/19/2020	System Generated Check/Voucher	895.00	LONESTAR INDUSTRIAL SERVICES
22172	5/19/2020	System Generated Check/Voucher	22.90	O'REILLY'S AUTO PARTS, INC.
22173	5/19/2020	System Generated Check/Voucher	177.16	REPUBLIC SERVICES #691
22174	5/19/2020	System Generated Check/Voucher	8,286.61	WEX BANK
22175	5/19/2020	System Generated Check/Voucher	44.64	Unifirst Holding Inc
Cleared Checks/Vouchers			154,243.63	

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation May 2020
Reconciliation Date: 5/31/2020
Status: Open

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CRT12141523	5/1/2020	Deposit 05-01-2020	829.20
	CRT12141526	5/5/2020	Token transit 05-05-2020	2.00
	CRT12141528	5/7/2020	AMR EMSC 050620	2,271.20
	CRT12141530	5/7/2020	State Comptroller payment 1323625	3,713.00
	CRT12141531	5/7/2020	State Comptroller payment 1323626	8,722.00
	CRT12141527	5/8/2020	E-Deposit 05-08-2020	247.80
	CRT12141529	5/12/2020	Token transit 05-12-2020	30.00
	CRT12141540	5/14/2020	AMR EMSC 051320	2,031.00
	CRT12141541	5/15/2020	E-Deposit 05-15-2020	23,836.83
	CRT12141537	5/18/2020	State Comptroller payment 1386505	53,661.00
	CRT12141538	5/18/2020	State Comptroller payment 1386506	53,661.00
	CRT12141539	5/18/2020	State Comptroller payment 1386504	12,785.00
	CRT12141546	5/21/2020	AMR EMSC 052020	1,487.40
	CRT12141548	5/22/2020	E-Deposit 05-22-2020	19,050.09
	CRT12141550	5/26/2020	Token transit 05-26-2020	6.00
	CRT12141552	5/28/2020	AMR EMSC 052720	4,108.60
	CRT12141553	5/28/2020	FTA Payment 0997138826	104,297.00
	CRT12141554	5/28/2020	FTA Payment 0997139411	1,946.00
	CRT12141557	5/29/2020	E-Deposit 05-29-2020	157.50
				<hr/>
Cleared Deposits				292,842.62
				<hr/> <hr/>

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation May 2020
Reconciliation Date: 5/31/2020
Status: Open

Cleared Other Cash Items

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT12145869	5/12/2020	Record funds transferred to CVCOG	(131,678.55)
JVT12145922	5/20/2020	Record funds transferred to CVCOG	(126,935.67)
Cleared Other Cash Items			(258,614.22)

CVTD
Reconcile Cash Accounts

Summary

Cash Account: 1119 First Financial ICB Bank Acct
Reconciliation ID: Reconciliation May 2020
Reconciliation Date: 5/31/2020
Status: Open

Bank Balance	7,935.77
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	7,935.77
Balance Per Books	<u>7,935.77</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Petty Cash
Account 1198

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

*Funds for petty cash account is to remain at \$150 at all times

Concho Valley Transit District
 Balance Sheet Reconciliation
 May 31, 2020

FTA/TxDOT Urban AR
 Account 1241

Description	Amount		
	<u>-</u>		
Sub-total FTA TX-2013-90-Y123	<u>-</u>		
Record May-20 Billing	<u>117,924.00</u>	JVT43101326	paid 6/22/20
Sub-total FTA 2019-109-00 Y318	<u>117,924.00</u>		
Accrued Apr-20 Billing	11,154.00	JVT43101286	paid 6/15/20
Record May-20 Billing	<u>6,212.00</u>	JVT43091355	
Sub-total TxDOT 2019-119	<u>17,366.00</u>		
Grand Total	<u>135,290.00</u>		

Concho Valley Transit District
 Balance Sheet Reconciliation
 May 31, 2020

TXDOT Rural
 Account 1242

Description	Amount		
Accrued Apr-20 Billing	18,251.00	JVT43091340	paid 6/19/20
Total State 2019-00118	<u>18,251.00</u>		
Accrued Apr-20 Billing	59,024.00	JVT43091342	paid 6/19/20
Accrued May-20 Billing	49,729.00	JVT43091356	
Total State Federal - 5311-2019-CVTD-00060	<u>108,753.00</u>		
Grand Total	<u><u>127,004.00</u></u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Accounts Receivable, TXDOT Mobility 5310
Account 1251

Description	Amount		
Accrue Apr 2020 Billing	5,149.00	JVT43101283	paid 6/15/20
Record May 2020 Billing	<u>6,984.00</u>	JVT43101325	
Sub-Total 5310-2019-00023	<u>12,133.00</u>		
Grand Total TXDOT Mobility 5310	<u><u>12,133.00</u></u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Accounts Receivable, TXDOT BBF-5339-R-2018-00129
Account 1264

Description	Amount		
Accrue Apr 2020 Billing	31,696.00	JVT43101277	paid 6/15/20
Total	<u>31,696.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Accounts Receivable, TXDOT 5339-2019-CVTD-00017
Account 1265

Description	Amount		
Record May 2020 Billing (two-party check)	398,000.00	JVT43101313	paid 6/29/20
Total	<u>398,000.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Accounts Receivable, TXDOT RCTP-2019-CVTD-00022
Account 1266

Description	Amount		
Accrue Apr 2020 Billing	3,626.00	JVT43101281	paid 6/15/20
Record Mar 2020 Billing	<u>3,839.00</u>	jvt43101321	
Total	<u><u>7,465.00</u></u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

EDA Accounts Receivable, US Dept Commerce-EDA
Account 1270

Description	Amount
Partial payment request #1	\$1,443,200.00
Total	<u>1,443,200.00</u>

Concho Valley Transit District
 Balance Sheet Reconciliation
 May 31, 2020

Accounts Receivable Medical Transportation
 Account 1300

Description	Amount
AMR invoice 09112019	24.20
AMR invoice 09282019	24.20
AMR invoice 10072019	24.20
AMR invoice 10142019	121.00
AMR invoice 10282019	199.20 paid: \$48.40 in Apr
AMR invoice 11022019	180.60 paid: \$72.60 in Apr
AMR invoice 11132019	24.20 paid: \$24.20 in Feb, \$48.40 Apr
AMR invoice 11202019	193.60 paid: \$96.80 in Apr
AMR Invoice 1242019	48.40 paid:\$266.20 1/1/20, \$121.00 Apr
AMR Invoice 12232019	24.20 \$3971.30 paid 1/1/20, \$3100.10 paid 1/9/20, \$48.40 paid 1/16/20, \$48.40 in Mar, \$24.20 Apr
AMR Invoice 0142020	24.20 \$6869.40 paid 1/23/20
AMR Invoice 02032020	24.20 paid: \$8,148.20 in Feb, \$24.20 Apr
AMR Invoice 02102020	48.40 paid: \$4,371.40 in Feb, \$24.20 Mar
AMR Invoice 02172020	24.20 paid: \$3,706.00 in Feb, \$3358.40 Apr
AMR Invoice 03252020	48.40 paid: \$2593.20 Apr
AMR Invoice 04112020	48.40 paid: \$48.40 May
AMR Invoice 04252020	24.20 paid: \$2247 May
AMR Invoice 05022020	180.60 paid: 180.60 June
AMR Invoice 05162020	24.20
AMR Invoice 05262020	3,014.00 paid: \$3014 June
AMR Invoice 05302020	3,216.60 paid: \$3216 June

Total AMR Billings 7,541.20

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Reagan County
Account 1377

Description	Amount
Driver overage 3rd Qtr	<u>649.38</u> JVT43101315
Total	<u>649.38</u>

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Angelo State University
Account 1387

Description	Amount	
RAM TRAM billing May 2020	2,998.80	JVT43101305 paid 6/12/20

Total 2,998.80

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Area Agency on Aging
Account 1389

Description	Amount
May 2020 U-AAA Billing	195.00 JVT43101309

Total	<u>195.00</u>
-------	---------------

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Accounts Receivable-General
Account 1391

Description	Amount		
Green Mountain Energy refund 11/1/2019	(232.95)	CRT12141018	
Green Mountain Energy refund 12/23/2019	(321.70)	CRT12141176	
Green Mountain Energy refund 2/24/2020	(80.34)	CRT12141356	
Accrue credit Green Mountain Aug duplicate payment	1,437.99	JVT42364094	inv 195001355338
Total	<u>803.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

CV Economic Development
Account 1394

Description	Amount		
Record Invoice May 2020 U-5310	7,896.00	JVT43101311	paid 6/19/20
Record Invoice May 2020 R-5310	333.00	JVT43101310	paid 6/19/20
Total	<u>8,229.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Bus Passes Receivable
Account 1396

Description	Amount
Record inv Sept 25 2019 VHS	60.00 JV42581497

Total 60.00

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Bronte Health & Rehab
Account 1402

Description	Amount		
Record BHRC Inv Apr-20	190.00	JVT43101269	paid 6/12/20
Record BHRC Inv May-20	722.00	JVT43101306	paid 6/12/20
	-		
Total	<u>912.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Investment CD Account
Account 1619

Description	Amount
Open Investment Account 3-06-2020	550,000.00
	-
	-
	-
	-
Total	<u>550,000.00</u>

CVTD
Aged Payables by Due Date - Outstanding AP
Aging Date - 9/1/2019
From 9/1/2019 Through 5/31/2020

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
WEST TEXAS FIRE EXTINGUISHER INC	5/12/2020	0215718	87.69	0.00	0.00	0.00	0.00	87.69
	5/28/2020	0216654	187.12	0.00	0.00	0.00	0.00	187.12
	5/29/2020	0216725	<u>226.52</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>226.52</u>
Total WEST TEXAS FIRE EXTINGUISHER INC			501.33	0.00	0.00	0.00	0.00	501.33
RATP Dev USA, Inc	5/8/2020	05MVCV20	11,900.00	0.00	0.00	0.00	0.00	11,900.00
Total RATP Dev USA, Inc			11,900.00	0.00	0.00	0.00	0.00	11,900.00
THE FIRST NATIONAL BANK OF MERTZON	5/28/2020	0606062020 link	934.25	0.00	0.00	0.00	0.00	934.25
Total THE FIRST NATIONAL BANK OF MERTZON			934.25	0.00	0.00	0.00	0.00	934.25
SUDDENLINK B2B	5/1/2020	100311345	459.82	0.00	0.00	0.00	0.00	459.82
	5/1/2020	100312055	<u>1,150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,150.00</u>
Total SUDDENLINK B2B			1,609.82	0.00	0.00	0.00	0.00	1,609.82

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 5/31/2020

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
CONSTANCIO TIRE AND FLEET	5/8/2020	104534	50.00	0.00	0.00	0.00	0.00	50.00
	5/13/2020	104546	213.25	0.00	0.00	0.00	0.00	213.25
Total CONSTANCIO TIRE AND FLEET			263.25	0.00	0.00	0.00	0.00	263.25
ANGELO TIRE AND ALIGNMENT LLC	5/21/2020	111521	99.95	0.00	0.00	0.00	0.00	99.95
	5/26/2020	111564	230.82	0.00	0.00	0.00	0.00	230.82
Total ANGELO TIRE AND ALIGNMENT LLC			330.77	0.00	0.00	0.00	0.00	330.77
GREEN MOUNTAIN ENERGY	5/18/2020	116007304283	120.57	0.00	0.00	0.00	0.00	120.57
Total GREEN MOUNTAIN ENERGY			120.57	0.00	0.00	0.00	0.00	120.57
ENGINE PRO MACHINE LLC	10/10/2019	14122	7.00	0.00	0.00	0.00	0.00	7.00
Total ENGINE PRO MACHINE LLC			7.00	0.00	0.00	0.00	0.00	7.00
FLORES TIRE & AUTO	5/28/2020	14198	135.97	0.00	0.00	0.00	0.00	135.97

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 5/31/2020

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
	5/29/2020	14211	7.00	0.00	0.00	0.00	0.00	7.00
Total FLORES TIRE & AUTO			142.97	0.00	0.00	0.00	0.00	142.97
ENGINE PRO MACHINE LLC	3/19/2020	14512	2,683.20	0.00	0.00	0.00	0.00	2,683.20
	4/28/2020	14602	566.00	0.00	0.00	0.00	0.00	566.00
	4/29/2020	14606	691.00	0.00	0.00	0.00	0.00	691.00
	5/5/2020	14629	284.98	0.00	0.00	0.00	0.00	284.98
	5/7/2020	14633	385.00	0.00	0.00	0.00	0.00	385.00
	5/11/2020	14642	1,028.80	0.00	0.00	0.00	0.00	1,028.80
	5/12/2020	14645	221.00	0.00	0.00	0.00	0.00	221.00
	5/12/2020	14646	800.68	0.00	0.00	0.00	0.00	800.68
	5/13/2020	14648	534.96	0.00	0.00	0.00	0.00	534.96
	5/13/2020	14650	2,048.20	0.00	0.00	0.00	0.00	2,048.20
	5/15/2020	14656	221.00	0.00	0.00	0.00	0.00	221.00
	5/20/2020	14668	341.00	0.00	0.00	0.00	0.00	341.00
	5/21/2020	14675	1,111.74	0.00	0.00	0.00	0.00	1,111.74
	5/27/2020	14685	1,015.28	0.00	0.00	0.00	0.00	1,015.28
	5/27/2020	14686	566.00	0.00	0.00	0.00	0.00	566.00
	5/28/2020	14696	132.00	0.00	0.00	0.00	0.00	132.00
	5/29/2020	14704	1,017.88	0.00	0.00	0.00	0.00	1,017.88
	5/29/2020	14705	7.00	0.00	0.00	0.00	0.00	7.00
	5/29/2020	14706	7.00	0.00	0.00	0.00	0.00	7.00
	5/23/2020	14722	566.00	0.00	0.00	0.00	0.00	566.00
Total ENGINE PRO MACHINE LLC			14,228.72	0.00	0.00	0.00	0.00	14,228.72
TML INTERGOVER... RISK POOL	5/1/2020	1479 05012020	10,148.29	0.00	0.00	0.00	0.00	10,148.29
Total TML INTERGOVER... RISK POOL			10,148.29	0.00	0.00	0.00	0.00	10,148.29

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 5/31/2020

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
SUPERIOR SERVICES	4/24/2020	151676	196.00	0.00	0.00	0.00	0.00	196.00
	5/6/2020	151826	902.08	0.00	0.00	0.00	0.00	902.08
	5/8/2020	151938	2,300.00	0.00	0.00	0.00	0.00	2,300.00
	5/13/2020	151949	193.20	0.00	0.00	0.00	0.00	193.20
	5/13/2020	151950	413.40	0.00	0.00	0.00	0.00	413.40
Total SUPERIOR SERVICES			4,004.68	0.00	0.00	0.00	0.00	4,004.68
O'REILLY'S AUTO PARTS, INC.	3/26/2020	1613-232670	118.44	0.00	0.00	0.00	0.00	118.44
	4/28/2020	1613-242535	124.99	0.00	0.00	0.00	0.00	124.99
	5/29/2020	1613-252884	101.48	0.00	0.00	0.00	0.00	101.48
	5/29/2020	1613-252960	12.99	0.00	0.00	0.00	0.00	12.99
Total O'REILLY'S AUTO PARTS, INC.			357.90	0.00	0.00	0.00	0.00	357.90
CITYOF SAN ANGELO UTILITY BILLING	5/15/2020	178813-1973... 04-20	106.76	0.00	0.00	0.00	0.00	106.76
Total CITYOF SAN ANGELO UTILITY BILLING			106.76	0.00	0.00	0.00	0.00	106.76
AUTOMATIC FIRE PROTECTION, INC.	5/15/2020	200337	2,175.70	0.00	0.00	0.00	0.00	2,175.70
	5/29/2020	200578	161.50	0.00	0.00	0.00	0.00	161.50

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 5/31/2020

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total AUTOMATIC FIRE PROTECTION, INC.			2,337.20	0.00	0.00	0.00	0.00	2,337.20
BUG EXPRESS	5/27/2020	20086689	45.00	0.00	0.00	0.00	0.00	45.00
Total BUG EXPRESS			45.00	0.00	0.00	0.00	0.00	45.00
CONSTANCIO TIRE AND FLEET	5/13/2020	220501	25.00	0.00	0.00	0.00	0.00	25.00
	5/19/2020	220513	25.00	0.00	0.00	0.00	0.00	25.00
	5/20/2020	220519	639.75	0.00	0.00	0.00	0.00	639.75
	5/21/2020	220521	664.75	0.00	0.00	0.00	0.00	664.75
Total CONSTANCIO TIRE AND FLEET			1,354.50	0.00	0.00	0.00	0.00	1,354.50
CITYOF SAN ANGELO UTILITY BILLING	5/26/2020	225695-2001... 05-20	100.00	0.00	0.00	0.00	0.00	100.00
Total CITYOF SAN ANGELO UTILITY BILLING			100.00	0.00	0.00	0.00	0.00	100.00
HAY,WITTEN... & BALE L.L. P.	5/8/2020	23360	2,614.50	0.00	0.00	0.00	0.00	2,614.50

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 5/31/2020

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total HAY, WITTEN... & BALE L.L. P.			2,614.50	0.00	0.00	0.00	0.00	2,614.50
ATMOS ENERGY	5/11/2020	3043372857 April-20	63.20	0.00	0.00	0.00	0.00	63.20
Total ATMOS ENERGY			63.20	0.00	0.00	0.00	0.00	63.20
GREEN MOUNTAIN ENERGY	5/11/2020	315000460761	988.81	0.00	0.00	0.00	0.00	988.81
Total GREEN MOUNTAIN ENERGY			988.81	0.00	0.00	0.00	0.00	988.81
ATMOS ENERGY	5/11/2020	4019946371 April-20	64.08	0.00	0.00	0.00	0.00	64.08
	5/6/2020	4036485953 04-20	323.14	0.00	0.00	0.00	0.00	323.14
Total ATMOS ENERGY			387.22	0.00	0.00	0.00	0.00	387.22
LONGHORN OFFICE PRODUCTS, INC	5/15/2020	437993-0	19.40	0.00	0.00	0.00	0.00	19.40
	5/18/2020	438102-0	20.21	0.00	0.00	0.00	0.00	20.21
Total LONGHORN OFFICE PRODUCTS, INC			39.61	0.00	0.00	0.00	0.00	39.61

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 5/31/2020

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
MELODY'S SOUTHWEST CONSORTIUM	2/29/2020	47445	160.00	0.00	0.00	0.00	0.00	160.00
	4/30/2020	47638	40.00	0.00	0.00	0.00	0.00	40.00
Total MELODY'S SOUTHWEST CONSORTIUM			200.00	0.00	0.00	0.00	0.00	200.00
Heart of Texas Industrial Equipment Supply, LLC	5/19/2020	50	1,836.17	0.00	0.00	0.00	0.00	1,836.17
			1,836.17	0.00	0.00	0.00	0.00	1,836.17
Total Heart of Texas Industrial Equipment Supply, LLC			1,836.17	0.00	0.00	0.00	0.00	1,836.17
LONESTAR INDUSTRIAL SERVICES	5/7/2020	5044	405.00	0.00	0.00	0.00	0.00	405.00
	5/13/2020	5046	490.00	0.00	0.00	0.00	0.00	490.00
	5/20/2020	5050	405.00	0.00	0.00	0.00	0.00	405.00
	5/26/2020	5052	405.00	0.00	0.00	0.00	0.00	405.00
	5/29/2020	5055	650.00	0.00	0.00	0.00	0.00	650.00
	5/28/2020	5056	405.00	0.00	0.00	0.00	0.00	405.00
Total LONESTAR INDUSTRIAL SERVICES			2,760.00	0.00	0.00	0.00	0.00	2,760.00
CONDLEY AND COMPANY L.L.P.	5/11/2020	526577	4,000.00	0.00	0.00	0.00	0.00	4,000.00

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 5/31/2020

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total CONDLEY AND COMPANY L.L.P.			4,000.00	0.00	0.00	0.00	0.00	4,000.00
CITY OF SAN ANGELO-ACC... RECEIVABLE	5/31/2020	54293	8,439.72	0.00	0.00	0.00	0.00	8,439.72
Total CITY OF SAN ANGELO-ACC... RECEIVABLE			8,439.72	0.00	0.00	0.00	0.00	8,439.72
HOUSE OF CHEMICALS	5/11/2020	565663	21.43	0.00	0.00	0.00	0.00	21.43
Total HOUSE OF CHEMICALS			21.43	0.00	0.00	0.00	0.00	21.43
FASTSIGNS OF SAN ANGELO	5/11/2020	613-12169	1,285.22	0.00	0.00	0.00	0.00	1,285.22
Total FASTSIGNS OF SAN ANGELO			1,285.22	0.00	0.00	0.00	0.00	1,285.22
ANGELO WATER SERVICE	5/21/2020	77412	35.50	0.00	0.00	0.00	0.00	35.50
Total ANGELO WATER SERVICE			35.50	0.00	0.00	0.00	0.00	35.50
Unifirst Holding Inc	5/18/2020	839 0283265	45.94	0.00	0.00	0.00	0.00	45.94
	5/25/2020	839 0283672	45.94	0.00	0.00	0.00	0.00	45.94

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 5/31/2020

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total Unifirst Holding Inc			91.88	0.00	0.00	0.00	0.00	91.88
Report Total			71,256.27	0.00	0.00	0.00	0.00	71,256.27

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

AP Owed to CVCOG
Account 2112

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
5/1/2020	Beginning Balance	259,364.22
5/12/2020	Payment received	(131,678.55)
5/8/2020	McLaughlin ck received in error	(750.00)
5/12/2020	Payment received	(126,935.67)
	Grant 019-Expenses paid by CVCOG	2,409.62
	Grant 777-Expenses paid by CVCOG	3,839.28
	Grant 778-Expenses paid by CVCOG	157,066.88
	Grant 779-Expenses paid by CVCOG	92,649.56
	Grant 789-Expenses paid by CVCOG	6,467.48
	Grant 790-Expenses paid by CVCOG	1,032.32
		-
	Total Amount owed to CVCOG	<u>263,465.14</u>

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

AP Clearing Account
Account 2115

Description	Amount		
Rescare overpayment, funds to be reimbursed	30.00	JVT43091334	
Record 4 invoices for Creative Bus Sales (TXDOT two-party check)	398,000.00	JVT43091347	paid 6/29/20
	-		
Total	<u>398,030.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Bank of Mertzson
Account 2116

Description	Amount
Principal Loan Balance on Link Road Building	\$1,250,000.00
Loan against CD	\$550,000.00
	-
	-
Total	<u>\$1,800,000.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Deferred Income City Of San Angelo
Account 2911

Description	Amount		
Record FY 19-20 COSA Urban Services	337,391.00	JVT43101123	paid 1/14/20
Record FY 19-20 COSAFB Urban Services	48,000.00	JVT43101075	paid 1/14/20
Record FY 19-20 MPO Lease Agreement	13,440.00	JVT43101092	paid 2/20/20
Recognize COSA funds applied to Urban	(326,356.99)		
Total	<u>72,474.01</u>		

Note: Recognize as match for Federal Award after State Award expended

Concho Valley Transit District
 Balance Sheet Reconciliation
 May 31, 2020

Deferred Income-Insurance Payments
 Account 2915

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>	<u>Veh #</u>	<u>VIN #</u>
8/26/2019	TML ck 9014933	2,477.36	13-09	5913 CRT11942065
11/27/2019	TML ck 09218704, claim AU-79917	500.00		CRT12141090
12/31/2019	Recognize TML reimbursement 11/27/19 (AU-79917)	(500.00)		JVT12211035
1/17/2020	TML ck 9021361	2,161.74	18-69	3047 CRT12141240
1/14/2020	Recognize TML funds J&C 01142020CVT	(1,877.10)	18-69	3047 JVT43091250
1/3/2020	TML ck 0920779	4,074.16	13-12	5905 CRT12141199
4/25/2020	Recognize TML funds J&C 02172020CVT	(4,074.16)	13-12	5905 JVT43091328
	Total for Vehicles	<u>2,762.00</u>		
10/18/2019	TML ck 9017526	19,390.81		CRT11942213
11/1/2019	TML ck 9017951	2,740.00		CRT12141019
4/24/2020	TML ck 9017951	26,197.75		CRT12141509
	Total for Multi-Modal	<u>48,328.56</u>		
	Grand Total Insurance Payments	<u><u>51,090.56</u></u>		

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Deferred Income Property Tax
Account 2916

Description	Amount
Reserved for Link Road, loan settlement	20,366.03 JVT12145668
	-
	-
	-
	-
Total	<u>20,366.03</u>

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Deferred Income County Membership Dues
Account 2917

Description	Amount
Coke County	26,826.03
Concho County	21,198.25
Crockett County	33,431.04
Irion County	14,247.09
Kimble County	13,614.03
McCulloch County	42,864.12
Menard County	15,324.23
Reagan County	45,057.15
Schleicher County	30,867.57
Sterling County	10,259.28
Sutton County	28,271.97
Funds Recognized as Revenue	(160,145.64)
Total Rural Program	<u>121,815.12</u>
Tom Green County	54,480.22
Funds Recognized as Revenue Apr	(7,455.49)
Funds Recognized as Revenue May	<u>(17,054.14)</u>
Total Urban Program	<u>29,970.59</u>
Grand Total Dues Reserved	<u><u>151,785.71</u></u>

Note: Recognize as match for Federal Award after State Award expended

Concho Valley Transit District
 Balance Sheet Reconciliation
 May 31, 2020

Deferred Income - Medical Transportation
 Account 2919

Description	Amount
AMR Invoice 07062019	24.20 paid 10/11/19
AMR Invoice 08232019	54.00 paid 10/17/19
AMR invoice 08252019	324.00 paid 10/3/19
AMR invoice 08262019	108.00 paid 10/3/19
AMR invoice 08272019	48.40 paid 10/3/19
AMR invoice 08292019	270.00 paid 10/3/19
AMR invoice 09112019	4,154.80 paid \$4,130.60 10/3/19
AMR invoice 09142019	5,195.20 paid 10/3/19
AMR invoice 09182019	4,468.40 paid \$4,371.60 10/3/19 and \$96.80 on 11/7/19
AMR invoice 09252019	3,249.00 paid in \$3,224.80 Oct 2019, \$24.20 on 11/7/19
AMR invoice 09262019	2,079.80 paid \$1934.60 in Oct 2019, \$48.40 on 11/14/19
AMR invoice 09212019	2,329.40 paid in Oct 2019
AMR invoice 10072019	5,557.80 paid \$5,436.80 Oct 2019, \$248.40 Nov 2019,
AMR invoice 10212019	6,381.80 paid \$6,231.20 10/31/19
AMR invoice 10142019	6,917.40 paid \$6,699.60 in Oct 2019, \$96.80 in Nov
AMR invoice 10282019	8,951.90 paid \$8,534.90 in Nov, \$169.40 in Dec
AMR invoice 10282019a	922.80 paid 11/14/19
AMR invoice 11022019	6,153.50 paid \$5,779.30 in Nov
AMR invoice 11132019	7,889.40 paid \$7,792.60 in Nov
AMR invoice 11202019	5,992.60 paid \$5,575.60 in Nov, \$78.20 in Dec
AMR invoice 11272019	8,892.00 paid \$8,208.80 in Dec, \$580.80 in Jan
AMR invoice 12042019	5,840.00 paid \$5404.40 in Dec, 266.20 in Jan
AMR invoice 12102019	5,635.40 paid \$ 102.40, 5412 in Dec, \$24.20 \$48.40 in Jan
AMR invoice 12102019A	48.40 paid \$48.40 in Dec
AMR invoice 12172019	8,470.60 paid \$ 4599.60 in Dec, \$3822.60 in Jan
AMR invoice 12232019	7,216.60 paid \$7119.80 in Jan
AMR invoice 12302019	5,133.60 paid \$5133.60 in Jan
AMR invoice 1062020	4,477.80 paid \$ 4477.80 in Jan
AMR invoice 1142020	6,893.60 paid \$ 6869.40 in Jan
AMR invoice 1212020	7,408.90 paid: \$7306.50 in Jan, \$54.00 Feb
AMR invoice 1272020	7,896.50 paid \$7823.90 & \$72.60 in Feb
AMR invoice 2032020	8,196.60 paid: \$8,148.20 in Feb
AMR invoice 2102020	4,444.00 paid: \$4,371.40 in Feb
AMR invoice 2172020	7,088.60 paid: \$3,706.00 in Feb
AMR invoice 2222020	7,657.60 paid \$7,549.60 in Mar
AMR invoice 2292020	5,918.00 paid \$5156.60 in Mar
AMR Invoice 03072020	4,761.60 paid \$4301.80 in Mar, \$459.80 Apr
AMR Invoice 03142020	4,620.60 paid \$4370.60 in Mar, \$250 Apr
AMR Invoice 03182020	4,759.80 paid \$4759.80 in Apr
AMR Invoice 03252020	2,641.60 paid \$2593.20 in Apr
AMR Invoice 03282020	1,291.80 paid \$1291.80 in Apr

Concho Valley Transit District
 Balance Sheet Reconciliation
 May 31, 2020

Deferred Income - Medical Transportation
 Account 2919

Description	Amount	
AMR Invoice 04042020	2,427.60	paid \$2379.20 in Apr
AMR Invoice 04112020	4,240.80	paid \$4192.40 in Apr
AMR Invoice 04182020	2,550.40	paid \$2550.40 in Apr
AMR Invoice 04252020	2,271.20	paid \$2247.00 in Apr
AMR Invoice 04302020	24.20	paid \$24.20 in Apr
AMR Invoice 05022020	2,235.80	paid \$2,055.20 in May
AMR Invoice 05092020	2,539.20	paid in May
AMR Invoice 05162020	2,935.80	paid \$2911.60 in May
AMR Invoice 05262020	3,014.00	paid \$3,014 June
AMR Invoice 05302020	3,216.60	paid \$3,216.60 June

Total AMR Billings 215,821.60

October payments recognized in September 2019	(4,932.44)
November payments recognized in October 2019	(2,912.20)
December payment recognized in November 2019	(3,573.15)
Payments recognized for December 2019	(2,499.45)
Payments recognized for January 2020	(5,921.79)
Payments recognized for February 2020	(2,044.32)
Payments recognized for Mar 2020	(1,970.31)
Payments recognized for Apr 2020	(4,784.95)
Payments recognized for May 2020	(516.08)

Total Pending Payments Recognized (29,154.69)

Grand Total Deferred Medicaid Revenue 186,666.91

Concho Valley Transit District
Balance Sheet Reconciliation
May 31, 2020

Deferred Income-Bus Passes
Account 2920

Description	Amount
Record inv Sept 25 2019 VHS	60.00 JVT42581497

Total 60.00

SCHEDULE OF REVENUES BY SOURCE

September 1, 2019 - May 31, 2020

CV Transit District

Grant No	Grant Name	CV Transit District														Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes
		Federal	State Administered	State	US Dept EDA	Program Income	Transit Charter	TML Ins	Transit Medical	CVEDD Vendor	Pass Thru	FGP/SCP/Aging Vendor	Local Revenue	Toll Credits					
010	ICB Program	-	-	-	-	28,081.41	-	-	7,013.06	-	45,365.61	-	-	-	80,460.08	72,416.60	8,043.48	excess Medical funds	
015	CVTD Procurement Services	-	-	-	-	-	-	-	-	-	-	-	376.57	-	376.57	376.57	-	-	
018	Extended Medical Transp Program	-	-	-	-	-	-	-	14,916.87	-	-	-	-	-	14,916.87	14,916.87	-	-	
019	Grant 019, US Dept Commerce Facility	-	-	-	1,443,200.00	-	-	-	-	-	-	-	64,509.63	-	1,507,709.63	2,293,235.98	(785,526.35)	capital building purchase/expenses, Link Rd	
761	CVTD Urban FY 18-19	323.00	-	-	-	-	-	-	260.69	-	-	-	-	-	583.69	583.69	-	-	
762	CVTD Rural FY 18-19	-	-	-	-	-	-	-	121.14	-	-	-	-	-	121.14	121.14	-	-	
767	Mobility Urban 5310-2017-2021-044	-	-	-	-	-	-	-	0.29	-	-	-	-	-	0.29	0.29	-	-	
769	Grant 769, BBF 1902(07)45	-	31,696.00	-	-	-	-	-	4,404.33	-	-	-	6,339.00	-	42,439.33	51,864.00	(9,424.67)	TML Restricted Ins Payments-Acct 3603	
772	Grant 772, BBF-D-2019-CVTD-00017	-	398,000.00	-	-	-	-	-	-	-	-	-	79,600.00	-	477,600.00	500,192.00	(22,592.00)	TML Restricted Ins Payments-Acct 3603	
777	RCTP-2019-CVTD-00022	-	31,367.00	-	-	-	-	-	6.60	-	-	-	-	-	31,373.60	31,373.60	-	-	
778	CVTD Urban FY 19-20	1,119,716.00	-	348,929.00	-	72,080.11	15,837.50	994.10	-	126,280.00	-	7,888.50	415,275.39	-	2,107,000.60	2,107,000.60	-	-	
779	CVTD Rural FY 19-20	-	548,680.00	474,627.00	-	-	1,300.00	500.00	-	10,360.00	-	46.00	169,012.34	-	1,204,525.34	1,204,525.34	-	-	
780	BBF-1901-5339-R-2016-00295	-	43,306.00	-	-	-	-	-	1.65	-	-	-	8,662.00	-	51,969.65	51,968.80	0.85	rounding	
789	Mobility Urban 5310-2019-00023	-	42,350.00	-	-	-	-	-	3,377.48	-	-	-	8,471.00	-	54,198.48	54,198.48	-	-	
790	Mobility Rural 5310-2019-00023	-	24,403.00	-	-	-	-	-	1,991.38	-	-	-	4,880.00	-	31,274.38	31,274.38	-	-	
		<u>1,120,039.00</u>	<u>1,119,802.00</u>	<u>823,556.00</u>	<u>1,443,200.00</u>	<u>100,161.52</u>	<u>17,137.50</u>	<u>1,494.10</u>	<u>32,093.49</u>	<u>136,640.00</u>	<u>45,365.61</u>	<u>7,934.50</u>	<u>649,173.93</u>	<u>107,952.00</u>	<u>5,604,549.65</u>	<u>6,414,048.34</u>	<u>(809,498.69)</u>		

CONCHO VALLEY TRANSIT DISTRICT
September 2019 through August 2020

RURAL PROGRAM

		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
TOTAL EXPENSE		154,142.95	129,287.45	143,236.68	130,047.07	142,032.49	141,605.79	119,357.91	130,749.60	114,065.40	-	-	-	1,204,525.34	-	1,733,056.70	528,531.36
Rural 5311	Grant 762, 779	Suffix Period: 04/23/19 thru 08/31/2020															
5311-2019-CVTD-00060	SAF																
Administrative	11.79.00	19,073.00	10,174.00	-	-	-	-	-	-	-	-	-	-	29,247.00	25,753.00	55,000.00	-
Preventative Maint	11.7A.00	3,047.00	11,367.00	9,745.00	-	-	-	-	-	-	-	-	-	24,159.00	15,841.00	40,000.00	-
Operating	30.09.01	58,764.00	48,459.00	52,542.00	48,705.00	60,664.00	63,726.00	53,661.00	59,024.00	49,729.00	-	-	-	495,274.00	65,091.00	568,528.00	8,163.00
TOTAL	CFDA 20.509	80,884.00	70,000.00	62,287.00	48,705.00	60,664.00	63,726.00	53,661.00	59,024.00	49,729.00	-	-	-	548,680.00	106,685.00	663,528.00	8,163.00
Rural 5311	SAF	Suffix Pending new award in April 2020															
Administrative	11.79.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating	30.09.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	295,000.00	295,000.00
TOTAL	CFDA 20.509	-	-	-	-	-	-	-	-	-	-	-	-	-	-	295,000.00	295,000.00
Rural	Grant 779	RUR 1902 (07)															
STATE-R-2019-00118	STATE	Period: 09/1/19 thru 08/31/20															
Preventative Maint	11.7A.00	761.00	2,841.00	2,978.00	8,242.00	8,602.00	-	-	-	-	-	-	-	23,424.00	-	23,424.00	-
Project Admin	11.79.00	4,768.00	2,584.00	14,351.00	10,862.00	-	-	-	-	-	-	-	-	32,565.00	-	32,565.00	-
Third Party Contract	11.71.11	4,188.00	5,236.00	3,142.00	-	-	-	-	-	-	-	-	-	12,566.00	-	12,566.00	-
Operating	30.09.01	60,064.00	48,459.00	52,542.00	48,705.00	60,664.00	63,726.00	53,661.00	18,251.00	-	-	-	-	406,072.00	-	406,072.00	-
TOTAL		69,781.00	59,120.00	73,013.00	67,809.00	69,266.00	63,726.00	53,661.00	18,251.00	-	-	-	-	474,627.00	-	474,627.00	-
Total Government Funding		150,665.00	129,120.00	135,300.00	116,514.00	129,930.00	127,452.00	107,322.00	77,275.00	49,729.00	-	-	-	1,023,307.00	106,685.00	1,433,155.00	303,163.00
OTHER REVENUE																	
Program Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charter		1,300.00	-	-	-	-	-	-	-	-	-	-	-	1,300.00	-	1,300.00	-
FGP		6.00	20.00	-	-	-	4.00	-	-	-	-	-	-	30.00	-	75.00	45.00
SCP		-	16.00	-	-	-	-	-	-	-	-	-	-	16.00	-	30.00	14.00
Other/Local		760.00	1,564.35	1,446.40	500.00	988.00	722.00	380.00	190.00	1,371.38	-	-	-	7,922.13	-	26,060.00	18,137.87
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Overage		-	-	-	802.38	-	642.19	-	-	-	-	-	-	1,444.57	-	-	(1,444.57)
Medicaid		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Cash Match		190.95	-	765.38	9,516.46	10,683.72	12,341.60	11,100.91	52,914.60	62,632.02	-	-	-	160,145.64	-	363,767.70	203,622.06
CVEDD		1,221.00	2,294.00	1,998.00	2,627.00	518.00	444.00	555.00	370.00	333.00	-	-	-	10,360.00	-	15,354.00	4,994.00
Trans Aging		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER REVENUE		3,477.95	3,894.35	4,209.78	13,445.84	12,189.72	14,153.79	12,035.91	53,474.60	64,336.40	-	-	-	181,218.34	-	406,586.70	225,368.36
Total Rural Excess/(Shortage)		-	3,726.90	(3,726.90)	(87.23)	87.23	-	-	-	-	-	-	-	-	-	-	-

PLANNING PROJECTS

		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
RCTP-2019-CVTD-00022		Grant 777 Period: 7/10/19 thru 8/31/2020															
Regional Planning	44.24.00	3,219.00	3,365.00	3,362.00	3,084.00	3,674.00	3,485.00	3,713.00	3,626.00	3,839.00	-	-	-	31,367.00	-	35,000.00	3,633.00
Medical Funds		0.54	0.49	0.97	0.85	0.90	0.90	0.71	0.96	0.28	-	-	-	6.60	-	-	(6.60)
TOTAL	CFDA 20.505	3,219.54	3,365.49	3,362.97	3,084.85	3,674.90	3,485.90	3,713.71	3,626.96	3,839.28	-	-	-	31,373.60	-	35,000.00	3,626.40

ED PROJECTS

		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
5310-2019-00023		Grant 789 Suffix Period: 09/1/2019 thru 8/31/2020															
Mobility Management-U	11.7L.00	2,170.00	4,539.00	4,868.00	6,256.00	4,839.00	3,461.00	6,419.00	3,775.00	6,023.00	-	-	-	42,350.00	-	55,000.00	12,650.00
TD Credits	TDCs	434.00	908.00	974.00	1,251.00	968.00	692.00	1,284.00	755.00	1,205.00	-	-	-	8,471.00	-	11,000.00	2,529.00
Acquisition Software	11.42.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,843.00	28,843.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,769.00	5,769.00
Medical Funds		355.68	335.11	424.96	461.92	357.23	255.41	464.37	278.32	444.48	-	-	-	3,377.48	-	6,000.00	2,622.52
TOTAL	CFDA 20.513	2,959.68	5,782.11	6,266.96	7,968.92	6,164.23	4,408.41	8,167.37	4,808.32	7,672.48	-	-	-	54,198.48	-	106,612.00	52,413.52
5310-2019-00023		Grant 790 Suffix Period: 09/1/2019 thru 8/31/2020															
Mobility Management-Rural	11.7L.00	1,457.00	3,700.00	3,986.00	5,097.00	3,916.00	1,609.00	2,303.00	1,374.00	961.00	-	-	-	24,403.00	-	25,000.00	597.00
TD Credits	TDCs	291.00	740.00	797.00	1,019.00	783.00	322.00	461.00	275.00	192.00	-	-	-	4,880.00	-	5,000.00	120.00
Acquisition Software	11.42.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,663.00	22,663.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,533.00	4,533.00
Medical Funds		239.02	272.84	359.34	375.89	289.16	119.38	163.09	101.34	71.32	-	-	-	1,991.38	-	2,000.00	8.62
TOTAL	CFDA 20.513	1,987.02	4,712.84	5,142.34	6,491.89	4,988.16	2,050.38	2,927.09	1,750.34	1,224.32	-	-	-	31,274.38	-	59,196.00	27,921.62

CONCHO VALLEY TRANSIT DISTRICT
September 2019 through August 2020

CAPITAL PROJECTS		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
Grant 769 Rural Period: 9/1/2018 thru 5/31/2020																	
BBF-1902-(07)45 -2018-00129	11.42.11	-	-	-	-	-	-	-	31,696.00	-	-	-	-	31,696.00	-	31,696.00	-
Acquisition of Support Vehicle	TDCs	-	-	-	-	-	-	-	6,339.00	-	-	-	-	6,339.00	-	6,339.00	-
TD Credits		-	-	-	-	-	-	-	9,424.67	-	-	-	-	9,424.67	-	-	(9,424.67)
TML Funds-Restricted Insurance Payments		-	-	-	-	-	-	-	4,404.33	-	-	-	-	4,404.33	-	-	(4,404.33)
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	51,864.00	-	-	-	-	51,864.00	-	38,035.00	(13,829.00)
Grant 780 Rural Period: 9/1/2018 thru 11/30/2019																	
BBF-1901-(07) -2016-00295	11.42.20	24,013.00	15,377.00	3,916.00	-	-	-	-	-	-	-	-	-	43,306.00	-	43,306.00	-
Acquisitions -Misc Equip	TDCs	4,803.00	-	3,859.00	-	-	-	-	-	-	-	-	-	8,662.00	-	8,662.00	-
TD Credits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		0.80	0.85	-	-	-	-	-	-	-	-	-	-	1.65	-	-	(1.65)
TOTAL	CFDA 20.526	28,816.80	15,377.85	7,775.00	-	-	-	-	-	-	-	-	-	51,969.65	-	51,968.00	(1.65)
Grant 772 Rural Period: 5/2/2019 thru 8/31/2020																	
BBF-5339-D-2019-CVTD-00017	11.12.04	-	-	-	-	-	-	-	398,000.00	-	-	-	-	398,000.00	-	398,000.00	-
Replace Bus<30' (4)	TDCs	-	-	-	-	-	-	-	79,600.00	-	-	-	-	79,600.00	-	79,600.00	-
TD Credits		-	-	-	-	-	-	-	22,592.00	-	-	-	-	22,592.00	-	-	(22,592.00)
TML Funds-Restricted Insurance Payments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	22,592.00	477,600.00	-	-	-	500,192.00	-	477,600.00	(22,592.00)
ADDITIONAL SERVICES																	
Grant 019 FED Grant Award started March 2020																	
EDA 08-79-05344		-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,000.00	16,000.00
Administrative Fees		-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,443,200.00	-
Land & Rights-of-Way		-	-	-	-	-	-	1,443,200.00	-	-	-	-	-	1,443,200.00	-	-	-
A&E Fees		-	-	-	-	-	-	-	-	-	-	-	-	-	-	65,891.00	65,891.00
Construction		-	-	-	-	-	-	-	-	-	-	-	-	-	-	641,849.00	641,849.00
Contingency		-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,060.00	33,060.00
Revenue County Cash Match		-	-	-	-	-	-	-	-	-	-	-	-	-	-	54,480.22	54,480.22
Local Funds		-	-	-	-	-	-	825,526.35	7,455.49	17,054.14	-	-	-	850,035.98	-	590,000.00	(260,035.98)
TOTAL	CFDA 11.307	-	-	-	-	-	-	2,268,726.35	7,455.49	17,054.14	-	-	-	2,293,235.98	-	2,844,480.22	551,244.24
GREYHOUND SERVICES																	
LOCAL GRANT 010 Period: 09/01/2019 thru 08/31/2020																	
ICB		-	4,843.99	4,198.28	3,665.38	4,014.55	3,457.02	3,843.81	4,058.38	-	-	-	-	28,081.41	-	51,598.00	23,516.59
Services		7,096.30	6,212.60	4,745.60	8,298.80	6,053.45	8,372.61	4,586.25	-	-	-	-	-	45,365.61	-	88,608.00	43,242.39
Pass-Thru		4,757.87	118.06	-	-	2,137.13	-	-	-	-	-	-	-	7,013.06	-	-	(7,013.06)
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		11,854.17	11,174.65	8,943.88	11,964.18	12,205.13	11,829.63	8,430.06	4,058.38	-	-	-	-	80,460.08	-	140,206.00	59,745.92
LOCAL GRANT 018 Period: 09/01/2019 thru 08/31/2020																	
Extended Medicaid Transportation		2,517.33	2,184.85	2,706.33	1,635.22	2,862.37	1,668.63	1,342.14	-	-	-	-	-	14,916.87	-	33,000.00	18,083.13
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		2,517.33	2,184.85	2,706.33	1,635.22	2,862.37	1,668.63	1,342.14	-	-	-	-	-	14,916.87	-	33,000.00	18,083.13
LOCAL GRANT 015 Period: 09/01/2018 thru 08/31/2019																	
Procurement Services		376.57	-	-	-	-	-	-	-	-	-	-	-	376.57	-	-	(376.57)
LOCAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



Concho Valley Transit District

Public Transportation Agency Safety Plan

Version 1

Adopted July 8, 2020

In compliance with 49 CFR Part 673

**Developed in conjunction with the
Texas Department of Transportation**

TABLE OF CONTENTS

1. Executive Summary	4
A. Plan Adoption – 673.11(a)(1)	5
B. Certification of Compliance – 673.13(a)(b)	5
2. Transit Agency Information – 673.23(d)	6
A. Authorities & Responsibilities – 673.23(d)	8
3. Safety Policies and Procedures	9
A. Policy Statement – 673.23(a)	9
I. Employee Safety Reporting Program – 673.23(b)	9
II. Communicating the Policy Throughout the Agency – 673.23(c)	10
B. PTASP Development and Coordination with TxDOT – 673.11(d)	11
C. PTASP Annual Review – 673.11(a)(5)	11
D. PTASP Maintenance – 673.11(a)(2)(c)	12
E. PTASP Documentation and Recordkeeping – 673.31	13
F. Safety Performance Measures 673.11(a)(3)	13
G. Safety Performance Target Coordination 673.15(a)(b)	14
4. Safety Management Systems – 673 subpart C	16
A. Safety Risk Management – 673.25	17
I. Safety Hazard Identification – 673.25(b)	18
II. Safety Risk Assessment – 673.25(c)	21
III. Safety Risk Mitigation – 673.25(d)	22
B. Safety Assurance – 673.27 (a)	23
I. Safety Performance Monitoring and Measuring – 673.27 (b)	24
II. Safety Event Investigation – 673.27(B)(3)	25
C. Safety Promotion – 673.29	26
I. Safety Competencies and Training – 673.29(a)	27
II. Safety Communication – 673.29(b)	27
5. Appendix A	29
A. Glossary of Terms	30
B. Additional Acronyms Used	34
6. Appendix B	35
A. Board Minutes or Resolution	35

LIST OF FIGURES

Figure 1: CVT Organizational Chart.....	7
Figure 2: Safety Management Systems.....	16
Figure 3: Safety Risk Management Process	17
Figure 4: Draft Risk Register.....	18
Figure 5: Safety Risk Assessment Steps in Populating the Risk Register	21
Figure 6: Safety Risk Assessment Matrix	22
Figure 7: Risk Register Mitigation Component	23

LIST OF TABLES

Table 1: Agency Information.....	6
Table 2: ASP Annual Update Timeline	12
Table 3: ASP Record of Changes	12
Table 4: NSP Safety Performance Measures.....	13
Table 5: Baseline 2019 Safety Performance Measures.....	13
Table 6: Fixed Route (Bus) Safety Performance Targets.....	14
Table 7: Demand Response Safety Performance Targets.....	14
Table 8: PTASP Supporting Documents	29

1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Concho Valley Transit District (CVT), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with the Concho Valley Council of Governments (CVCOG) and CVT.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, the CVCOG and CVT adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).¹ While safety has always been a primary function at CVT, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹ Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

John Austin Stokes, CVCOG Executive Director

ACCOUNTABLE EXECUTIVE SIGNATURE

DATE

Since CVCOG acts as the parent organization for CVT, the main governing body is the CVCOG Executive Committee acting as the CVT Board of Directors. Approval of this plan by the CVT Board of Directors occurred on [DATE] and is documented in [RESOLUTION] from the Board Meeting.

B. Certification of Compliance – 673.13(a)(b)

TxDOT certifies on [DATE] that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by CVT as evidenced by the plan adoption signature and necessary CVCOG Executive Committee/CVT Board approvals under Section 1.A of this plan.

2. TRANSIT AGENCY INFORMATION – 673.23(D)

CVT is a political subdivision of the State of Texas authorized under Chapter 458 of the Texas Transportation Code. The CVCOG serves as the parent organization for the transit district. CVT receives local, state, and federal funding and serves as a Rural Transit District (RTD) and as an Urban Transit District (UTD). CVT services 12 counties in central west Texas, including Coke, Concho, Crockett, Irion, Kimble, McCulloch, Menard, Reagan, Schleicher, Sterling, Sutton, and Tom Green. As an RTD, CVT operates demand response services in the Urbanized Area (UZA) of San Angelo and our 12-county service area, providing regular out-of-county bus service. As a UTD, CVT operates fixed route service (seven [7] routes) and American’s with Disabilities Act (ADA) compliant paratransit service within the city limits of San Angelo. These services run from 6:30 am to 6:30 pm on weekdays and from 7:30 am to 6:30 pm on Saturdays.

The agency is managed by the General Manager and the management team consisting of the Finance Manager, Chief Safety Officer (CSO), Assistant General Manager, and Operations Manager.

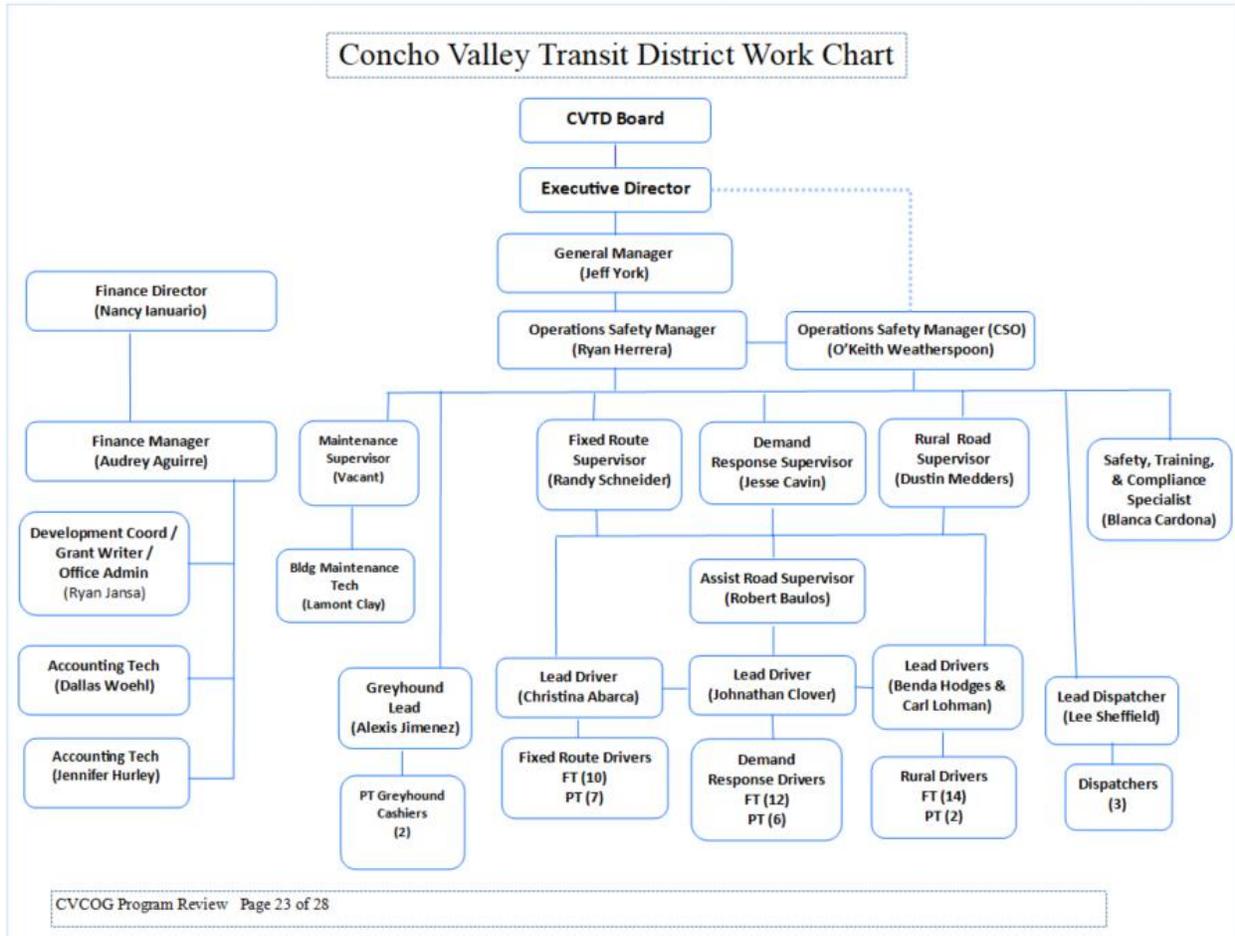
CVT contracts with American Medical Response (AMR) to provide non-emergency medical transportation for eligible residents of the Concho Valley Region. CVT also partners with several local agencies and organizations, such as Foster Grandparents, Senior Companion, and Area Agency on Aging to provide transit services to their clients.

Table 1 contains agency information, while an organizational chart for CVT is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name	Concho Valley Urban Transit District (CVT)
Transit Agency Address	510 N. Chadbourne San Angelo, TX 76903
Name and Title of Accountable Executive 673.23(d)(1)	John Austin Stokes, CVCOG Executive Director
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	O’Keith Weatherspoon, Chief Safety Officer
Key Staff	Ryan Herrera Operations
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route Bus & Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5311, 5339, RTCP
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus & Demand Response
Number of Vehicles Operated	51

FIGURE 1: CVT ORGANIZATIONAL CHART



A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), CVT is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the CVT SMS, per 673.23(d)(1).

Agency leadership and executive management are those members of our agency leadership or executive management, other than the Accountable Executive, CSO/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the CVT SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

In addition, over the next year, CVT will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.

3. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

CVT recognizes that the management of safety is a core value of our business. The management team at CVT will embrace the SMS and is committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of our employees, customers, and the general public. All levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees.

CVT is committed to:

- Communicating the purpose and benefits of the SMS to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing provided data, the transit operations division will develop processes and procedures to mitigate safety risk to an acceptable level.
- Ensuring that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.
- Establishing Safety Performance Targets (SPT) that are realistic, measurable, and data driven.
- Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

CVT has a policy in place called the *CVT Open Door Policy*, found in the *CVCOG Employee Handbook for CVT*, Rules of Conduct (Appendix A, Table 8 shows the document name, file name, and date of adoption) which states that CVT supervisors, Department Director, Human Resources staff, and the Executive Director are always accessible to discuss issues. The procedure calls for respect to the chain of command unless in need of immediate assistance. If an employee must reach out beyond their immediate supervisor, complaints and concerns must be submitted in writing. Over the next year, CVT will review and modify, if necessary, our *CVCOG Employee Handbook for CVT* to develop it into a full ESRP to ensure that the procedure complies with 49 CFR Part 673.

As contained in the *CVCOG Employee Handbook for CVT*, Rules of Conduct: Retaliation, under the Fair Labor and Standards Act (FLSA), CVT protects employees from retaliation from the agency. Accordingly, employees (at all levels) may not punish or be punished for making discrimination or harassment claims, or for participating in a CVT/CVCOG investigation.

In general, the CVT ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, CVT will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, CVT will develop additional means for receiving, investigating, and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

II. Communicating the Policy Throughout the Agency – 673.23(c)

CVT is committed to ensuring the safety of our clientele, personnel, and operations. Part of that commitment is developing an SMS and agencywide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agencywide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy on the Bulletin Board, located in a prominent work location for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of the San Angelo Metropolitan Planning Organization (MPO) and CVCOG/CVT in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307 small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional documentation. CVT provided a letter to TxDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The CVT documentation used in the development of this plan is presented in Table 8, in Appendix A.

In support of tracking performance on our SA and SP processes, CVT conducts a yearly safety culture survey. The survey is intended to help CVT assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by CVT’s administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees’ roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with CVT to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit CVT’s size, operational characteristics, and capabilities.

The draft ASP was delivered to CVT in March 2020 for review and comment. Once review was completed and any adjustments were made, the final was delivered to CVT for review and adoption.

C. PTASP Annual Review – 673.11(a)(5)

In accordance with 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of CVT’s ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, CVT will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency’s current implementation status. Certification will be accomplished through CVT’s annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at CVT. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the CVCOG Executive Committee/CVT Board of Directors whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, CVT will track those changes for use in the annual review.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <ul style="list-style-type: none"> • Safety Policy; • Risk Management; • Safety Assurance; and • Safety Promotion. 		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), TxDOT, San Angelo MPO					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

CVT will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as CVT continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, CVT will maintain documents that set forth our ASP, including those documents related to the implementation of CVT’s SMS and those documents related to the results from SMS processes and activities. CVT will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. CVT will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.

F. Safety Performance Measures 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

TABLE 4: NSP SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents CVT’s reported baseline numbers for each of the performance measures. CVT collected the past five (5) years of reported data to develop the rolling averages listed in the table.

TABLE 5: BASELINE 2019 SAFETY PERFORMANCE MEASURES

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0	0	0	0	1.5	0.0000048	27,446
Demand Response	0	0	0	0	3	0.0000075	36,377

*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the CVT operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6 and Table 7 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported five-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

TABLE 6: FIXED ROUTE (BUS) SAFETY PERFORMANCE TARGETS

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	0	0
Rate of Injuries*	0	0
Safety Events	1.5	1.5
Rate of Safety Events*	0.0000048	0.0000048
Mean Distance Between Major Mechanical Failure	27,446	27,446

*rate = total number for the year/total revenue vehicle miles traveled

TABLE 7: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	0	0
Rate of Injuries*	0	0
Safety Events	3	3
Rate of Safety Events*	0.0000075	0.0000075
System Reliability	36,377	36,377
Other	N/A	N/A

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, CVT will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, CVT may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination 673.15(a)(b)

CVT will make our SPTs available to TxDOT and the San Angelo MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, CVT will coordinate with TxDOT and the San Angelo MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, CVT will transmit any updates to SPTs to both the San Angelo MPO and TxDOT (unless those agencies specify another time in writing).

4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As noted previously, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, CVT has adopted an SMS as the basis for directing and managing safety and risk at our agency. CVT has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



Implementing SMS at CVT will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency’s risk. CVT has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, CVT will identify SMS roles and responsibilities and key stakeholder groups, identify key staff to support implementation, and ensure the identified staff receive SMS training. CVT will also develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress toward implementation with the CVCOG Executive Committee/CVT Board of Directors and our agency’s planning partners.

A. Safety Risk Management – 673.25

By adopting this ASP, CVT is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the CVT SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS

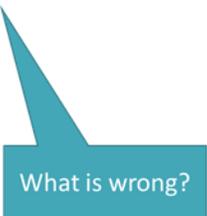


The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into CVT’s SOPs.

The SRM is focused on implementing and improving actionable strategies that CVT has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER

Hazard	Type	Likelihood	Consequence	Resolution



What is wrong?



What could happen



What could mitigate this?

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps CVT is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

I. Safety Hazard Identification – 673.25(b)

CVT has a *Vehicle Maintenance Plan* (Appendix A), which contains several strategies put in place to identify safety and operational risks. The plan contains an Inspection Outline, which details what the operator must inspect inside the vehicle (e.g. oil pressure, brake control, etc.) and outside the vehicle (e.g. lighting, tires and rims, etc.). Supervisors conduct vehicle condition reports when conducting spot-check inspections to ensure buses are being reviewed properly. The plan further details inspections in the Pre- and Post-Trip Inspections section, where it is noted that the operator must contact their supervisor to report any issues/defects found before or after operation.

CVT utilizes an *Asset Criteria and Scoring System* (Appendix A) to track Asset Management for rolling stock, facilities, and other equipment. The scoring system considers variables such as asset age, condition, performance, and level of maintenance to score assets from 1 (low) to 5 (high) to ensure assets are in a State of Good Repair. Assets scoring anywhere above 2.5 are in a State of Good Repair.

The DriveCam Program is another CVT safety hazard identification method. Each CVT vehicle is equipped with a Lytx Video Event Recorder (VER) which ensures that vehicles are operated in a safe and lawful manner. DriveCam is designed to improve documentation and training related to CVT operations by

identifying areas of need for improvement and increasing safety. This program is detailed in the *CVCOG Employee Handbook for CVT*.

Through the utilization of the above methods and procedures, CVT drivers are given the opportunity to report any issues or safety concerns anonymously through an online platform referred to as the “tip line”.

Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, CVT is working to implement the following expanded SRM process.

The CVT SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or, damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. CVT uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, CVT ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee’s supervisors. Continued training helps employees to develop improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that CVT has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. *Pre-and Post-Trip Inspection Forms* and *Vehicle Condition Report Forms* to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The CVT *Vehicle Maintenance Plan* (Appendix A) contains procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors in particular are responsible for performing and documenting regular *Preventative Maintenance Assessments* found in the *CVT Total Asset Management Plan* (Appendix A), which include reporting and recommending methods to reduce identified hazards.
- CVT uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.

- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box or anonymous online reporting form, or other secure mechanism.
- To increase the safety knowledge of our agency, the CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
 - ESRP
 - Inspections of personnel job performance, vehicles, facilities and other data
 - Investigations of safety events
 - Safety trend analysis on data currently collected
 - Training and evaluation records
 - Internal safety audits
 - External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

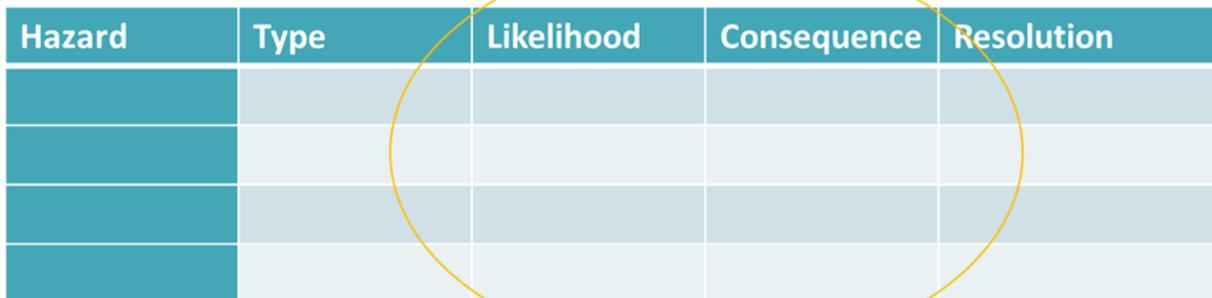
II. Safety Risk Assessment – 673.25(c)

As part of the new SRM process, CVT has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, CVT may need to perform an investigation. CVT currently investigates accidents or crashes but will need to develop a full investigation procedure to inform the SRM process. The investigation procedure will start with the *Asset Criteria and Scoring System* and framework found in the *Vehicle Maintenance Plan* and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER



Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO and their risk management team supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

FIGURE 6: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that CVT will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard’s likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

Upon completion of the risk assessment, the CSO and the safety team continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

FIGURE 7: RISK REGISTER MITIGATION COMPONENT

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution’s documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel’s specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the CVT SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) CVT meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting CVT’s critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the CVT SA program, CVT collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. CVT currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, CVT will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES – 673.27 (B)(1)

CVT monitors our system for personnel compliance with operations and maintenance procedures and also monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with CVT SOPs through direct observation and review of information from internal reporting systems such as the CVT *Open Door Policy* from both employees and customers as provided in the *CVCOG Employee Handbook for CVT*.

CVT addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

MONITORING OPERATIONS – 673.27(B)(2)

Managers are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject

matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

II. Safety Event Investigation – 673.27(B)(3)

CVT currently conducts investigations of safety events. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that CVT can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event. CVT uses the *Vehicle Maintenance Plan* and the *Asset Scoring Criteria* documents to identify safety and operational risks based on individual assets.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. CVT gathers a variety of information for identifying and documenting root causes of accidents and incidents, including but not limited to:

1. Obtain from the Operator the following information:
 - a. The location of the incident and what direction they are traveling (inbound or outbound); if in station, indicate the situation.
 - b. The bus number and the route that they are on.
 - c. If there are injuries, describe how serious they appear (don't be too graphic, just generalize).
 - d. Provide information about any other vehicles or pedestrians involved and their descriptions.
2. Remind the operator of the safety procedures:
 - a. Turn on 4-way flashers. Place traffic warning devices (orange triangles).
 - b. Recheck anyone with injuries, do not move the seriously injured.
 - c. Render comfort and aid to anyone injured, as may be appropriate.
 - d. Evacuate the bus, if necessary.
 - e. Keep the two-way radio on and monitored.
 - f. Hand out courtesy cards to the passengers and to any witnesses.
 - g. Move the vehicle to the side of the road unless it is inoperable.
3. Notify the following:
 - a. Call the Police. Call Emergency Medical Personnel (EMP) 911
 - b. Notify/call the immediate supervisor on duty at the time.
4. The supervisor will:
 - a. Determine whether the CSO, General Manager or Assistant General Manager needs to be contacted but will give them a report when the supervisor finishes the initial assessment.
 - b. Let the Operator know that Police and supervision have been contacted and help and is on the way.

- c. Assign a Standby Operator to pre-trip a bus in case a standby must drive the next round for the operator on that route. When needed, the Standby Operator may take a bus out to continue a route.
 - d. Let the Operator know that a Standby Operator and bus have been assigned to continue the route or that support personnel are bringing another bus out to them.
 - e. Refer the operator for required drug and alcohol testing in compliance with 49 CFR § 655.44 Post-accident testing, if the safety event meets the definition of accident in 49 CFR § 655.4
 - f. Return to the station.
 - g. Record all accident information on the Daily Dispatch log, any missed trips, downtime, or bus change outs.
5. Dispatcher on duty will give the Operator an incident report to complete before the Operator leaves that day. Dispatcher will put the Operator's report in the CSO's box.
 6. The CSO, working with content specialists, evaluates the incident report and other available information to determine the root cause of the accident/event. Follow up with driver or other cognizant parties may be necessary to elicit additional information.
 7. The CSO identifies any hazards noted in the incident report and refers those hazards to the SRM process.

MONITORING INTERNAL SAFETY REPORTING PROGRAMS – 673.27(B)(4)

As a primary part of the internal safety reporting program, CVT monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, CVT is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that CVT will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

CVT provides comprehensive training to all employees regarding each employee’s job duties and general responsibilities. This training includes safety responsibilities related to the employee’s position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency’s safety processes.

As part of SMS implementation, CVT will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (CVT is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all training and apply it to agency personnel and contractors.

II. Safety Communication – 673.29(b)

CVT regularly communicates safety and safety performance information throughout our agency’s organization that, at a minimum, conveys information on hazards and safety risks relevant to employees’ roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.I) or other means.

CVT reports any safety related information to the CVOG Executive Committee/CVT Board of Directors at their regular meetings and will begin including safety performance information. In addition, CVT holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along

that would affect the execution of the drivers' duties. CVT also posts safety related and other pertinent information in a common room for all employees.

CVT will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, CVT will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up to date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, CVT will review our current communications strategies and determine whether others are needed. As part of this effort, CVT has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas CVT should be addressing to fully implement a safety culture at our agency.

5. APPENDIX A

TABLE 8: PTASP SUPPORTING DOCUMENTS

File Name	Revision Date	Document Name	Document Owner
TRIENNIAL FINAL - FULL GIR WITH WORKING ANSWERS.docx	6/30/2017	FY 17 Triennial Review	CVT
Asset Management.xlsx	N/A	Asset Criteria and Scoring System	CVT
CVTD Ethics and Compliance Policy 6-10-2019.docx	6/10/2019	CVT Ethics & Compliance Policy	CVT
Leadership Ppt Final.pptm	N/A	Leadership PowerPoint	CVT
Copy of CVT Driver Spreadsheet.xlsx	N/A	CVT Driver Evaluations	CVT
Voyage 2040 Document-Amendment #3 and #4-FINAL DOCUMENT.docx	N/A	Voyage 2040 LRTP	SAMPO
Accident Report Log.xlsx	2019	Accident Report Log 2019	CVT
CVTD D&A Policy 2018.pdf	2018	CVT Substance Abuse Policy & Drug & Alcohol Policy	CVT
CVTD Preventive Maintenance Procedures.docx	N/A	Preventative Maintenance Procedures	CVT
CVTD maintenance plan 201 -2_20_2019 (Change) B (2).docx	5/11/2017	Vehicle Maintenance Plan	CVT
CVTD Accident-Incident Reporting Procedures 11-15-2017.pdf	11/15/2017	Accident/Incident Reporting Policy	CVT
CVT Org Chart.pdf	N/A	CVT Work Chart	CVT
CVTD Building Evacuation Procedures.pdf	N/A	Emergency Evacuation Procedures	CVT
CVTD Procurement Manual (2).doc	N/A	CVT Procurement Policy	CVT
FINAL CVT 18 19 HB_.pdf	2/2019	Employee Handbook for CVT	CVT
TAM Plan.doc	N/A	Total Asset Management Plan	CVT

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ADA: American's with Disabilities Act

AMR: American Medical Response

ASP: Agency Safety Plan

CVCOG: Concho Valley Council of Governments

CVT: Concho Valley Transit District

EMP: Emergency Medical Personnel

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

FLSA: Fair Labor and Standards Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

RTD: Rural Transit District

SOP: Standard Operating Procedure

TxDOT: Texas Department of Transportation

UTD: Urban Transit District

UZA: Urbanized Area

VER: Video Event Recorder

6. APPENDIX B

A. Board Minutes or Resolution

Place here