

NOTICE OF PUBLIC MEETING



Concho Valley Transit District

Wednesday, August 12, 2020 at 2:30 p.m.
Concho Valley Transit Annex Building
506 N. Chadbourne, San Angelo, Texas 76903

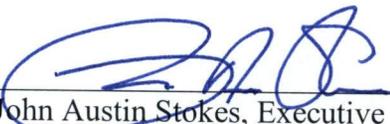
The meeting place is accessible to person with disabilities. If assistance is needed to observe or comment, please call the CVCOG office at 944-9666 at least 24 hours prior to the meeting.

BUSINESS

1. DETERMINATION OF QUORUM AND CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES of the July 8, 2020 Meeting.
5. APPROVAL OF CHECKS in excess of \$2,000 from June 2020.
6. REVIEW of Financial Reports/Balance Sheets for June 2020.
7. CONSIDERATION & APPROVAL for the Executive Director to purchase a replacement security camera system for CVT not to exceed \$150,000 utilizing CARES Funds from FTA and TxDOT
8. APPROVAL of CVTD Disadvantaged Business Enterprise (DBE) Program new goal of 0.18% for 2020 to 2023 from current goal of 0.41% (See Attachment)
9. REVIEW & APPROVAL for CVTD to accept the FY20 Grant STATE-U-2020-CVTD-00198 awarded by TxDOT in the amount of \$355,377. These funds will be used for urban operations and preventative maintenance.
10. REVIEW & APPROVAL of CVT Building Maintenance Plan revised August 2020. (See Attachment)
11. DISCUSSION & APPROVAL of Resolution 20-110, Delegation of Signature Authority, assigning Erin Hernandez as back-up signature authority to Executive Director John Austin Stokes

12. CVTD General Manager's Report.
13. OTHER Discussion items or future agenda items
14. ADJOURNMENT

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this
Friday, August 7, 2020.



John Austin Stokes, Executive Director



**MINUTES OF MEETING
CONCHO VALLEY TRANSIT DISTRICT
July 8, 2020**

The Concho Valley Transit District met on Wednesday, July 8, 2020 via Zoom.com teleconference.

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
Billie DeWitt, COSA Council Member, District 6
Bill Spiller, McCulloch County Judge

Members absent were:

Lucy Gonzales, COSA Council Member, District 4
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 3:01 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Judge David Dillard made a motion to approve the minutes from the June 10, 2020 meeting. Judge Charlie Bradley 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 David Dillard seconded the motion. The motion passed unanimously.

REVIEW OF FINANCIAL REPORTS/BALANCE SHEET

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

AUTHORIZATION & APPROVAL FOR CVTD TO ACCEPT THE FY20 5339 GRANT 5339-R-2020-CVTD-00109

Judge Charlie Bradley made a motion 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. Judge Hal Spain seconded the motion. The motion passed unanimously.

DISCUSSION & APPROVAL UTILIZING CARES FUNDS FROM FTA AND TXDOT

Ryan Herrera reported that CVT is seeking approval for the Executive Director to purchase replacement laptops and tower computers for CVT Administrators not to exceed \$40,000 utilizing CARES Funds from FTA and TxDOT. Councilman Harry Thomas made a motion to approve this purchase. Judge Deborah Horwood seconded the motion. Motion passed unanimously.

DISCUSSION & APPROVAL FOR CVTD TO ACCEPT TXDOT CARES GRANT 5311-2020-CVTD-00141

Ryan Herrera is requesting the acceptance for CVTD to accept the TxDOT CARES Grant 5311-2020-CVTD-00141 in the amount of \$1,389,446 to be used for operations, preventative maintenance, administration cost for Rural Demand Response operation.

Judge Dillard made a motion to accept the grant. Judge Hal Spain seconded the motion. Motion passed unanimously.

REVIEW & APPROVAL OF THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

O'Keith Weatherspoon presented the Public Transportation Agency Safety Plan. This plan is a partnership with CVTD and TxDOT outlining how CVTD will run operations and safety throughout the Transit District. Councilman Harry Thomas made a motion to approve the Public Transportation Agency Safety Plan as written. Judge Bill Spiller seconded the motion. The motion passed unanimously.

GENERAL MANAGER'S REPORT

Ryan Herrera gave the report in the absence of Jeff York. Ryan reported on ridership, the process on disinfecting and sanitizing the buses, and on time performance of both rural and fixed route. No further discussion and no action to take on this item.

ADJOURNMENT

Judge Steve Floyd made a motion to adjourn the meeting. Judge Delbert Roberts seconded the motion. The meeting was adjourned at 3:21 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 6/1/2020 Through 6/30/2020

<u>Document Nu...</u>	<u>Document Date</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Document Amount</u>
22186	6/2/2020	AUTOMATIC FIRE PROTEC...	Sprinkler system repairs	2,175.70
22188	6/2/2020	CONDLEY AND COMPANY ...	Final billing for services rendered related to NTD	4,000.00
22193	6/2/2020	HAY,WITTENBURG,DAVIS,C..	Legal services rendered for Link Rd purchase	2,614.50
22198	6/2/2020	RATP Dev USA, Inc	Professional services May 2020	11,900.00
22202	6/2/2020	TML INTERGOVERNMENT...	05/2020 auto liability, errors & omission, general liability	10,148.29
22208	6/9/2020	ENGINE PRO MACHINE LLC	1869: st ins R&R bil jnts drg lnk str shk tie rd ends 2 tire	2,683.20
	6/9/2020	ENGINE PRO MACHINE LLC	1310: PM lvl B chk chrg & grnd R&R spk plg ig cl wthr strp	2,048.20
22209	6/9/2020	THE FIRST NATIONAL BAN...	June 2020 Principle interest payment	4,511.99
22221	6/17/2020	CITY OF SAN ANGELO-ACC...	May fuel bill	8,439.72
22228	6/17/2020	Heart of Texas Industrial Equip...	1469: f & r brk jb R&R rdct htr assbly whl wll lnrs int pnls	2,606.00
22236	6/17/2020	RATP Dev USA, Inc	bus driver training materials	2,940.00
22238	6/17/2020	WEX BANK	May fuel bill	6,876.96
22241	6/17/2020	SUPERIOR SERVICES	replace HVAC evaporator	2,300.00
22242	6/17/2020	TML INTERGOVERNMENT...	06/2020 auto liability, errors & omission, general liability	10,148.26
22248	6/24/2020	ENGINE PRO MACHINE LLC	1514: R&R 3 cndsr fan fr blwr mtr drive blt sprk plg ig coil	2,882.79
Report Total				76,275.61

CVTD
Balance Sheet - CVTD Balance Sheet
As of 6/30/2020

Current Period Balance

Assets

First Financial Transit District Bank Acct	791,930.46
First Financial ICB Bank Acct	7,935.77
Petty Cash	150.00
FTA/TxDOT Urban AR	26,197.00
TxDOT Rural	57,892.00
TxDOT ED-5310-Mobility Mngt	12,210.00
RCTP-2019-CVTD-00022	7,472.00
US Dept of Commerce-EDA	1,443,200.00
Grant 800, FTA TX-2020-096-00 CARES ACT	190,768.00
Grant 801, TXDOT Rural CARES ACT	101,336.00
Account Receivable-Medical Transportation	8,800.60
Angelo State University	3,141.60
CV Area Agency on Aging	435.00
CV Foster Grandparent	2.00
Accounts Receivable-General	803.00
CV Senior Companion	4.00
CV Economic Development District	10,525.00
Bus Passes Receivable	60.00
Bronte Health and Rehab AR	988.00
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>14,201,214.82</u>

Liabilities

AP	455,219.73
AP Owed to CVCOG	263,863.31
AP Clearing Account	230.00
AP First National Bank of Mertzson	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	159,282.53
Deferred Income-Medical Transportation	207,566.74
Deferred Income - Bus Passes	<u>60.00</u>
Total Liabilities	<u>3,030,152.91</u>

Fund Balance

Unassigned General Fund	964,904.33
Less Link Road Facility	(785,526.35)
Plus Excess Revenue over Expenditure FY 19-20	<u>4,319.54</u>
Total Unassigned General Fund	<u>183,697.52</u>
Investment - Capital Assets	10,987,364.39
Restricted - Insurance Payments	32,016.67
Less Vehicle Purchases Grant 769 and 772	(32,016.67)
Total Restricted - Insurance Payments	<u>0.00</u>

Total Fund Balance **11,171,061.91**

Total Liabilities and Fund Balance **14,201,214.82**

CVTD
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures
From 9/1/2019 Through 6/30/2020

	<u>Current Period Actual</u>	
Revenue		
FTA TX-90-Y123-00, CFDA 20.507	2,210.00	4135
FTA TX-2017-084-00, CFDA 20.507	29,242.00	4139
FTA TX-2018 CFDA 20.507	104,130.00	4141
FTA TX-2019 CFDA 20.507	1,004,442.00	4142
US Dept Commerce-EDA	1,443,200.00	4143
Grant 800, FTA TX-2020-096-00 CARES ACT	190,768.00	4147
TxDOT 5310-ED-Mobility Mngt, CFDA 20.513	71,979.00	4284
TXDOT 5339-R-2016, CFDA 20.526	43,306.00	4286
TXDOT 5311-2019-CVTD CFDA20.509	556,843.00	4294
TXDOT BBF 5339-R-2018-00129, CFDA 20.526	31,696.00	4295
TXDOT BBF-5339-D-2019-CVTD-00017, CFDA 20.526	398,000.00	4296
RCTP-2019-CVTD-00022	35,000.00	4297
Grant 801, TXDOT Rural CARES ACT	101,336.00	4299
TXDOT State-U-2018	15,028.00	4323
TXDOT State U-2019	333,901.00	4326
TXDOT State R-2019	474,627.00	4327
Transportation Toll Credits	108,997.00	4412
Organization Program Income	3,885.00	4521
Program Income	96,326.52	4522
Local Revenue	116,766.27	4523
Greyhound Lines	45,365.61	4524
Transit Charter Fees	17,137.50	4525
Building Lease	250.00	4526
TML Insurance Payment	1,494.10	4712
Advertising Revenue	2,050.00	4713
Revenue County Cash Match	204,429.37	4756
COSA Funds	350,731.99	4758
Medicaid Tnsp Rev Transit Dist	26,837.66	4759
CVEDD Vendor Contract	147,165.00	4760
FGP Vendor Contract	1,986.00	4762
Transp Aging Vendor Cont	5,242.50	4763
SCP Vendor Contract	952.00	4764
Total Revenue	<u>5,965,324.52</u>	
Expenditures		
General Wages	147,286.33	5110
Management Salaries	238,402.14	5111
Administration Wages	35,729.22	5112
General Overtime Wages	465.94	5118
Vacation Time Allocation	104,110.61	5150
Medicare Tax	23,361.92	5151
Workers Comp Insurance	60,412.33	5172
SUTA	9,274.15	5173
Health Insurance Benefit	304,702.27	5174
Dental Insurance Benefit	13,190.92	5175
Life Insurance Benefits	14,172.25	5176
HSA Insurance Benefit	3,494.28	5177
Retirement	183,352.24	5181
Management and Administration Indirect	184,363.79	5199
Uniforms	837.93	5203
Greyhound Pass-Thru	47,761.72	5204
HR Service Center	58,896.78	5206

CVTD
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures
From 9/1/2019 Through 6/30/2020

	<u>Current Period Actual</u>	
Procurement Service Center	45,186.89	5207
Information Technology Service Center	31,144.40	5208
Driver Wages	1,043,691.90	5210
Dispatch/Customer Service Wages	82,802.86	5217
Driver Overtime Wages	43,728.27	5218
Dispatch/Customer Service Overtime Wages	318.43	5219
Driver Double Time	964.12	5222
Network/MIS/WEB Indirect	7,451.12	5230
Audit & Legal	23,944.59	5231
Contract Services	10,621.95	5291
Management Service Fees	119,000.00	5292
Travel-In Region	1,920.92	5309
Travel-Out of Region	1,043.89	5310
Fuel	263,961.30	5351
Lubricant, Oil, Other Fluids(except Fuel)	16,312.39	5352
Vehicle Maintenance	308,391.25	5361
Tires	35,153.18	5363
Rent Southland Properties	197.60	5411
Utilities	5,695.29	5431
Facility Maintenance	11,059.95	5451
Supplies	30,857.69	5510
Supplies - Bus/Service Vehicles	10,291.80	5516
Parts Supplies	5,999.70	5520
Project Equipment	3,035.28	5621
Capital Equipment	98,450.00	5623
Capital-Bus <30 ft	420,592.00	5626
Tools	5,206.50	5629
Copier	2,531.55	5632
Insurance	75,976.93	5711
Communications - Bus	131,977.00	5712
Cell Phones	5,371.55	5713
Internet	685.38	5714
Printing	3,432.97	5721
Ads & Promotions	159.57	5722
Publications	95.61	5723
Repeater Rental	3,495.14	5732
Capital Land Purchase	436,000.00	5735
Capital Building Purchase	1,804,000.00	5739
Training	1,213.54	5751
Dues and fees	47,391.67	5753
Vehicle Registration	411.94	5754
Postage/freight	2,842.56	5762
Other	2,911.96	5791
Coffee Expense	490.55	5792
Physicals	1,725.00	5793
Safety	7,869.37	5796
Multi-Modal Supplies	7,207.47	5810
Multi-Modal Insurance	11,467.79	5811
Multi-Modal Internet	12,006.00	5814
Multi-Modal Utilities	18,806.71	5831
Multi-Modal Building Maintenance	28,932.10	5851
Multi-Modal Communications	5,710.55	5861
Transportation Toll Credits	108,997.00	6999

CVTD
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures
From 9/1/2019 Through 6/30/2020

	<u>Current Period Actual</u>
Total Expenditures	<u>6,778,548.00</u>
Excess Revenue over Expenditures	<u>(813,223.48)</u>

CVTD
Expenditure Journal
From 9/1/2019 Through 6/30/2020

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	15,885.93	0.00	15,885.93
019	Grant 019, US Dept Commerce Facility	2,270,478.03	33,013.52	2,303,491.55
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	35,298.62	0.00	35,298.62
778	Grant 778, CVTD Urban FY 19-20	1,435,619.13	702,857.80	2,138,476.93
779	Grant 779, CVTD Rural FY 19-20	856,308.33	367,219.54	1,223,527.87
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	60,095.53	0.00	60,095.53
790	Grant 790, Mobility Rural 5310-2019-00023	32,141.61	0.00	32,141.61
800	Grant 800, CVTD Urban CARES ACT	147,851.13	42,918.05	190,769.18
801	Grant 801, CVTD Rural CARES ACT	<u>90,617.75</u>	<u>10,719.94</u>	<u>101,337.69</u>
	Report Total	<u>5,535,281.33</u>	<u>1,243,266.67</u>	<u>6,778,548.00</u>

CVTD
Reconcile Cash Accounts

Summary

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation June 2020
Reconciliation Date: 6/30/2020
Status: Open

Bank Balance	792,722.37 ✓
Less Outstanding Checks/Vouchers	791.91
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	791,930.46
Balance Per Books	<u>791,930.46</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 June 2020
Reconciliation Date: 6/30/2020
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
22197	6/2/2020	System Generated Check/Voucher	200.00	MELODY'S SOUTHWEST CONSORTIUM
22227	6/17/2020	System Generated Check/Voucher	249.50	Glass Doctor of Central Texas
22246	6/24/2020	System Generated Check/Voucher	111.98	ATMOS ENERGY
22249	6/24/2020	System Generated Check/Voucher	37.00	FLORES TIRE & AUTO
22253	6/24/2020	System Generated Check/Voucher	21.99	O'REILLY'S AUTO PARTS, INC.
22255	6/24/2020	System Generated Check/Voucher	9.00	TEXAS DEPARTMENT OF PUBLIC SAFETY
22256	6/24/2020	System Generated Check/Voucher	45.94	Unifirst Holding Inc
Outstanding Checks/Vouchers			791.91	
			791.91	

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation June 2020
Reconciliation Date: 6/30/2020
Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
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
22183	6/2/2020	System Generated Check/Voucher	99.95	ANGELO TIRE AND ALIGNMENT LLC
22184	6/2/2020	System Generated Check/Voucher	35.50	ANGELO WATER SERVICE
22185	6/2/2020	System Generated Check/Voucher	450.42	ATMOS ENERGY
22186	6/2/2020	System Generated Check/Voucher	2,175.70	AUTOMATIC FIRE PROTECTION, INC.
22187	6/2/2020	System Generated Check/Voucher	106.76	CITYOF SAN ANGELO UTILITY BILLING
22188	6/2/2020	System Generated Check/Voucher	4,000.00	CONDLEY AND COMPANY L.L.P.
22189	6/2/2020	System Generated Check/Voucher	288.25	CONSTANCIO TIRE AND FLEET
22190	6/2/2020	System Generated Check/Voucher	3,373.74	ENGINE PRO MACHINE LLC
22191	6/2/2020	System Generated Check/Voucher	934.25	THE FIRST NATIONAL BANK OF MERTZON
22192	6/2/2020	System Generated Check/Voucher	1,109.38	GREEN MOUNTAIN ENERGY
22193	6/2/2020	System Generated Check/Voucher	2,614.50	HAY,WITTENBURG,DAVIS,C... & BALE L.L. P.
22194	6/2/2020	System Generated Check/Voucher	1,836.17	Heart of Texas Industrial Equipment Supply, LLC
22195	6/2/2020	System Generated Check/Voucher	1,300.00	LONESTAR INDUSTRIAL SERVICES
22196	6/2/2020	System Generated Check/Voucher	19.40	LONGHORN OFFICE PRODUCTS, INC
22198	6/2/2020	System Generated Check/Voucher	11,900.00	RATP Dev USA, Inc
22199	6/2/2020	System Generated Check/Voucher	459.82	SUDDENLINK B2B

CVTD
Reconcile Cash Accounts

Detail

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Reconciliation ID: Reconciliation June 2020
Reconciliation Date: 6/30/2020
Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
22200	6/2/2020	System Generated Check/Voucher	1,150.00	SUDDENLINK B2B
22201	6/2/2020	System Generated Check/Voucher	1,511.48	SUPERIOR SERVICES
22202	6/2/2020	System Generated Check/Voucher	10,148.29	TML INTERGOVERNMENTAL RISK POOL
22203	6/2/2020	System Generated Check/Voucher	91.88	Unifirst Holding Inc
22204	6/2/2020	System Generated Check/Voucher	87.69	WEST TEXAS FIRE EXTINGUISHER INC
22205	6/9/2020	System Generated Check/Voucher	230.82	ANGELO TIRE AND ALIGNMENT LLC
22206	6/9/2020	System Generated Check/Voucher	45.00	BUG EXPRESS
22207	6/9/2020	System Generated Check/Voucher	1,329.50	CONSTANCIO TIRE AND FLEET
22208	6/9/2020	System Generated Check/Voucher	8,387.70	ENGINE PRO MACHINE LLC
22209	6/9/2020	System Generated Check/Voucher	4,511.99	THE FIRST NATIONAL BANK OF MERTZON
22210	6/9/2020	System Generated Check/Voucher	142.97	FLORES TIRE & AUTO
22211	6/9/2020	System Generated Check/Voucher	818.07	FULL TORQUE INDUSTRIAL LLC
22212	6/9/2020	System Generated Check/Voucher	405.00	LONESTAR INDUSTRIAL SERVICES
22213	6/9/2020	System Generated Check/Voucher	101.48	O'REILLY'S AUTO PARTS, INC.
22214	6/9/2020	System Generated Check/Voucher	226.52	WEST TEXAS FIRE EXTINGUISHER INC
22215	6/17/2020	System Generated Check/Voucher	1,200.00	ANGELO AUTO GLASS
22216	6/17/2020	System Generated Check/Voucher	365.00	ANGELO GLASS & MIRROR
22217	6/17/2020	System Generated Check/Voucher	184.08	ATMOS ENERGY
22218	6/17/2020	System Generated Check/Voucher	161.50	AUTOMATIC FIRE PROTECTION, INC.
22219	6/17/2020	System Generated Check/Voucher	100.00	CITYOF SAN ANGELO UTILITY BILLING
22220	6/17/2020	System Generated Check/Voucher	64.48	CITYOF SAN ANGELO UTILITY BILLING
22221	6/17/2020	System Generated Check/Voucher	8,439.72	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
22222	6/17/2020	System Generated Check/Voucher	426.50	CONSTANCIO TIRE AND FLEET
22223	6/17/2020	System Generated Check/Voucher	68.58	CTWP
22224	6/17/2020	System Generated Check/Voucher	2,516.28	ENGINE PRO MACHINE LLC

**CVTD
Reconcile Cash Accounts**

Detail

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Status: Open**

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
22225	6/17/2020	System Generated Check/Voucher	1,285.22	FASTSIGNS OF SAN ANGELO
22226	6/17/2020	System Generated Check/Voucher	990.00	FULL TORQUE INDUSTRIAL LLC
22228	6/17/2020	System Generated Check/Voucher	2,786.00	Heart of Texas Industrial Equipment Supply, LLC
22229	6/17/2020	System Generated Check/Voucher	21.43	HOUSE OF CHEMICALS
22230	6/17/2020	System Generated Check/Voucher	20.00	INTELLICORP RECORDS, INC
22231	6/17/2020	System Generated Check/Voucher	229.16	INTREPID ELECTRIC, INC
22232	6/17/2020	System Generated Check/Voucher	225.00	JIM BASS FORD, INC.
22233	6/17/2020	System Generated Check/Voucher	1,950.00	LONESTAR INDUSTRIAL SERVICES
22234	6/17/2020	System Generated Check/Voucher	20.21	LONGHORN OFFICE PRODUCTS, INC
22235	6/17/2020	System Generated Check/Voucher	372.20	O'REILLY'S AUTO PARTS, INC.
22236	6/17/2020	System Generated Check/Voucher	2,940.00	RATP Dev USA, Inc
22237	6/17/2020	System Generated Check/Voucher	177.16	REPUBLIC SERVICES #691
22238	6/17/2020	System Generated Check/Voucher	6,876.96	WEX BANK
22239	6/17/2020	System Generated Check/Voucher	464.10	SUDDENLINK B2B
22240	6/17/2020	System Generated Check/Voucher	1,150.00	SUDDENLINK B2B
22241	6/17/2020	System Generated Check/Voucher	2,591.20	SUPERIOR SERVICES
22242	6/17/2020	System Generated Check/Voucher	10,148.26	TML INTERGOVERNMENTAL RISK POOL
22243	6/17/2020	System Generated Check/Voucher	91.88	Unifirst Holding Inc
22244	6/17/2020	System Generated Check/Voucher	187.12	WEST TEXAS FIRE EXTINGUISHER INC
22245	6/24/2020	System Generated Check/Voucher	397.57	ANGELO TIRE AND ALIGNMENT LLC
22247	6/24/2020	System Generated Check/Voucher	213.25	CONSTANCIO TIRE AND FLEET
22248	6/24/2020	System Generated Check/Voucher	3,677.77	ENGINE PRO MACHINE LLC
22250	6/24/2020	System Generated Check/Voucher	1,094.55	GREEN MOUNTAIN ENERGY
22251	6/24/2020	System Generated Check/Voucher	317.25	HAY, WITTENBURG, DAVIS, C... & BALE L.L. P.
22252	6/24/2020	System Generated Check/Voucher	895.00	LONESTAR INDUSTRIAL SERVICES
22254	6/24/2020	System Generated Check/Voucher	196.00	SUPERIOR SERVICES

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation June 2020
Reconciliation Date: 6/30/2020
Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
22257	6/24/2020	System Generated Check/Voucher	216.82	WEST TEXAS FIRE EXTINGUISHER INC
Cleared Checks/Vouchers			123,681.43	

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation June 2020
Reconciliation Date: 6/30/2020
Status: Open

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CRT12141559	6/2/2020	Token transit 06-02-2020	8.00
	CRT12141560	6/5/2020	E-Deposit 06-05-2020	1,039.24
	CRT12141568	6/9/2020	Token transit 06-09-2020	4.00
	CRT12141569	6/11/2020	AMR EMSC 061020	6,230.60
	CRT12141576	6/12/2020	E-Deposit 06-12-2020	27,951.99
	CRT12141572	6/15/2020	State Comptroller payment 2107872	31,696.00
	CRT12141573	6/15/2020	State Comptroller payment 2107873	3,626.00
	CRT12141574	6/15/2020	State Comptroller payment 2107874	5,149.00
	CRT12141575	6/15/2020	State Comptroller payment 2107879	11,154.00
	CRT12141579	6/16/2020	Token transit 06-16-2020	8.00
	CRT12141589	6/18/2020	AMR EMSC 061720	3,962.80
	CRT12141590	6/19/2020	State Comptroller payment 2249760	18,251.00
	CRT12141591	6/19/2020	State Comptroller payment 2249758	59,024.00
	CRT12141596	6/19/2020	E-Deposit 06-19-2020	11,658.73
	CRT12141595	6/22/2020	FTA direct deposit doc 0019164787	117,924.00
	CRT12141598	6/25/2020	AMR EMSC 062420	4,191.20
	CRT12141604	6/26/2020	E-Deposit 06-26-2020	649.38
	CRT12141605	6/26/2020	E-Deposit 06-26-2020	250.00
	CRT12141606	6/30/2020	Token transit 06-30-2020	30.00
	CRT12141607	6/30/2020	E-Deposit 06-30-2020	398,000.00
Cleared Deposits				700,807.94

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1115 First Financial Transit District Bank Acct
Reconciliation ID: Reconciliation June 2020
Reconciliation Date: 6/30/2020
Status: Open

Cleared Other Cash Items

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT12146038	6/16/2020	Record funds transferred to CVCOG	(263,604.38)
Cleared Other Cash Items			(263,604.38)

CVTD
Reconcile Cash Accounts

Summary

Cash Account: 1119 First Financial ICB Bank Acct
Reconciliation ID: Reconciliation June 2020
Reconciliation Date: 6/30/2020
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
June 30, 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
June 30, 2020

FTA/TxDOT Urban AR
Account 1241

Description	Amount		
Record Jun-20 Billing	<u>19,985.00</u>	JVT43091363	paid 7-30-20
Sub-total FTA 2019-109-00 Y318	<u>19,985.00</u>		
Record May-20 Billing	<u>6,212.00</u>	JVT43091355	paid 7-9-20
Sub-total TxDOT 2019-119	<u>6,212.00</u>		
Grand Total	<u>26,197.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

TXDOT Rural
Account 1242

Description Amount

Total State 2019-00118 -

Accrued May-20 Billing 49,729.00 JVT43091356 paid 7/10/20

Record June-20 Billing 8,163.00 JVT43101355

Total State Federal - 5311-2019-CVTD-00060 57,892.00

Grand Total 57,892.00

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

Accounts Receivable, TXDOT Mobility 5310
Account 1251

Description	Amount	
Record May-20 Billing	6,984.00	JVT43101325 paid 7/6/20
Record June-20 Billing	5,226.00	JVT43101374
Sub-Total 5310-2019-00023	<u>12,210.00</u>	
Grand Total TXDOT Mobility 5310	<u><u>12,210.00</u></u>	

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

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

Description	Amount		
Record Mar-20 Billing	3,839.00	JVT43101321	paid 7/9/20
Record Jun-20 Billing	<u>3,633.00</u>	JVT43101351	
Total	<u><u>7,472.00</u></u>		

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 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
June 30, 2020

FTA TX-2020-096 CARES ACT AR
Account 1275

Description	Amount		
Record Jun-20 Billing	<u>190,768.00</u>	JVT43091364	paid 7/30/20
Total FTA 2020-096-01 Y318	<u>190,768.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

TXDOT Rural CARES ACT
Account 1276

Description	Amount
Record June-20 Billing	101,336.00 JVT43101353
Total State Federal - 5311-2020-CARES ACT	<u>101,336.00</u>

Concho Valley Transit District
 Balance Sheet Reconciliation
 June 30, 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 05162020	24.20
AMR Invoice 06202020	3,987.60 paid: \$3939.20 July
AMR Invoice 06272020	3,683.00

Total AMR Billings 8,800.60

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

Angelo State University
Account 1387

Description	Amount		
RAM TRAM billing June-20	3,141.60	JVT43101338	paid 7/17/20

Total 3,141.60

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

Area Agency on Aging
Account 1389

Description	Amount		
June 2020 U-AAA Billing	195.00	JVT43101309	paid 7/2/20
July 2020 U-AAA Billing	240.00	JVT43101344	paid 7/24/20
Total	<u>435.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

CV Foster Grandparent
Account 1390

Description	Amount		
Record invoice June 2020 FGP	2.00	JVT43101339	paid 7/17/20
	-		
	-		
Total	<u>2.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 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
June 30, 2020

CV Senior Companion
Account 1393

Description	Amount		
Record invoice June 2020 SCP	4.00	JVT43101340	paid 7/17/20
	-		
Total	<u>4.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

CV Economic Development
Account 1394

Description	Amount		
Record Invoice June 2020 U-5310	10,192.00	JVT43101343	paid 7/17/20
Record Invoice June 2020 R-5310	333.00	JVT43101342	paid 7/17/20
Total	<u>10,525.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

Bus Passes Receivable
Account 1396

Description	Amount
Record inv Sept 25 2019 VHS	60.00 JVT42581497

Total 60.00

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

Bronte Health & Rehab
Account 1402

Description	Amount	
Record BHRC Inv June-20	988.00	JVT43101345 paid 7/31/20
	-	
Total	<u>988.00</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 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 6/30/2020

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 EXTINGUISHERS, INC	4/3/2020	0213879	883.75	0.00	0.00	0.00	0.00	883.75
	5/18/2020	0216056	303.60	0.00	0.00	0.00	0.00	303.60
	6/17/2020	0217890	77.50	0.00	0.00	0.00	0.00	77.50
	6/18/2020	0217953	95.24	0.00	0.00	0.00	0.00	95.24
	6/30/2020	0218521	97.44	0.00	0.00	0.00	0.00	97.44
	6/30/2020	0218522	31.00	0.00	0.00	0.00	0.00	31.00
Total WEST TEXAS FIRE EXTINGUISHERS, INC			1,488.53	0.00	0.00	0.00	0.00	1,488.53
RATP Dev USA, Inc	6/10/2020	06MVC20	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
ANGELO TIRE AND ALIGNMENT LLC	6/10/2020	111845	1,531.48	0.00	0.00	0.00	0.00	1,531.48
Total ANGELO TIRE AND ALIGNMENT LLC	6/22/2020	112067	55.00	0.00	0.00	0.00	0.00	55.00
Total ANGELO TIRE AND ALIGNMENT LLC			1,586.48	0.00	0.00	0.00	0.00	1,586.48
HOME MOTORS, INC.	5/1/2020	133686	155.00	0.00	0.00	0.00	0.00	155.00
Total HOME MOTORS, INC.	6/18/2020	134867	155.00	0.00	0.00	0.00	0.00	155.00
Total HOME MOTORS, INC.			310.00	0.00	0.00	0.00	0.00	310.00

CVTD
Aged Payables by Due Date - Outstanding AP
Aging Date - 9/1/2019
From 9/1/2019 Through 6/30/2020

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
ENGINE PRO MACHINE LLC	9/25/2019	14082	1,442.58	0.00	0.00	0.00	0.00	1,442.58
	2/6/2020	14408	247.00	0.00	0.00	0.00	0.00	247.00
	2/10/2020	14419	1,145.68	0.00	0.00	0.00	0.00	1,145.68
	2/25/2020	14453	1,100.00	0.00	0.00	0.00	0.00	1,100.00
	4/30/2020	14615	240.00	0.00	0.00	0.00	0.00	240.00
	5/4/2020	14624	1,881.44	0.00	0.00	0.00	0.00	1,881.44
	5/20/2020	14669	512.50	0.00	0.00	0.00	0.00	512.50
	5/21/2020	14671	210.00	0.00	0.00	0.00	0.00	210.00
	6/11/2020	14744	1,651.04	0.00	0.00	0.00	0.00	1,651.04
	6/15/2020	14751	2,416.32	0.00	0.00	0.00	0.00	2,416.32
	6/16/2020	14756	850.48	0.00	0.00	0.00	0.00	850.48
	6/18/2020	14769	826.00	0.00	0.00	0.00	0.00	826.00
	6/22/2020	14777	284.80	0.00	0.00	0.00	0.00	284.80
	6/22/2020	14778	2,019.08	0.00	0.00	0.00	0.00	2,019.08
	6/26/2020	14795	300.00	0.00	0.00	0.00	0.00	300.00
	6/30/2020	14804	7.00	0.00	0.00	0.00	0.00	7.00
	6/30/2020	14807	566.00	0.00	0.00	0.00	0.00	566.00
Total ENGINE PRO MACHINE LLC			15,699.92	0.00	0.00	0.00	0.00	15,699.92
O'REILLY'S AUTO PARTS, INC.	6/18/2020	1613-259479	27.47	0.00	0.00	0.00	0.00	27.47
	6/19/2020	1613-259851	(1.09)	0.00	0.00	0.00	0.00	(1.09)
	6/29/2020	1613-262844	5.90	0.00	0.00	0.00	0.00	5.90
	6/29/2020	1613-262939	313.81	0.00	0.00	0.00	0.00	313.81
Total O'REILLY'S AUTO PARTS, INC.			346.09	0.00	0.00	0.00	0.00	346.09

CVTD

Aged Payables by Due Date - Outstanding AP
 Aging Date - 9/1/2019
 From 9/1/2019 Through 6/30/2020

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
FULL TORQUE INDUSTRIAL LLC	6/22/2020	16a	1,076.66	0.00	0.00	0.00	0.00	1,076.66
Total FULL TORQUE INDUSTRIAL LLC			1,076.66	0.00	0.00	0.00	0.00	1,076.66
CITYOF SAN ANGELO UTILITY BILLING	6/15/2020	178813-1973...05-20	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
FULL TORQUE INDUSTRIAL LLC	6/15/2020	178815-48822 05-20	248.11	0.00	0.00	0.00	0.00	248.11
Total FULL TORQUE INDUSTRIAL LLC			248.11	0.00	0.00	0.00	0.00	248.11
FULL TORQUE INDUSTRIAL LLC	6/25/2020	17a	383.29	0.00	0.00	0.00	0.00	383.29
Total FULL TORQUE INDUSTRIAL LLC			383.29	0.00	0.00	0.00	0.00	383.29
BUG EXPRESS	6/24/2020	20088623	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
FULL TORQUE INDUSTRIAL LLC	6/6/2020	20a	1,443.00	0.00	0.00	0.00	0.00	1,443.00
Total FULL TORQUE INDUSTRIAL LLC			1,443.00	0.00	0.00	0.00	0.00	1,443.00

CVTD
Aged Payables by Due Date - Outstanding AP
Aging Date - 9/1/2019
From 9/1/2019 Through 6/30/2020

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 FULL TORQUE INDUSTRIAL LLC			1,443.00	0.00	0.00	0.00	0.00	1,443.00
CITYOF SAN ANGELO UTILITY BILLING	6/25/2020	225695-2001...06-20	100.00	0.00	0.00	0.00	0.00	100.00
	6/12/2020	226565-4882205-20	100.00	0.00	0.00	0.00	0.00	100.00
Total CITYOF SAN ANGELO UTILITY BILLING			200.00	0.00	0.00	0.00	0.00	200.00
JIM BASS FORD, INC.	6/16/2020	3298360	1,407.60	0.00	0.00	0.00	0.00	1,407.60
Total JIM BASS FORD, INC.			1,407.60	0.00	0.00	0.00	0.00	1,407.60
GREEN MOUNTAIN ENERGY	6/15/2020	365000347375	202.62	0.00	0.00	0.00	0.00	202.62
Total GREEN MOUNTAIN ENERGY			202.62	0.00	0.00	0.00	0.00	202.62
ANGELO RO EXPRESS, LLC	6/24/2020	4094	118.00	0.00	0.00	0.00	0.00	118.00
Total ANGELO RO EXPRESS, LLC			118.00	0.00	0.00	0.00	0.00	118.00

CVTD
Aged Payables by Due Date - Outstanding AP
Aging Date - 9/1/2019
From 9/1/2019 Through 6/30/2020

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
LONGHORN OFFICE PRODUCTS, INC	6/10/2020	439645-0	175.20	0.00	0.00	0.00	0.00	175.20
	6/26/2020	440710-0	12.33	0.00	0.00	0.00	0.00	12.33
	6/30/2020	440894-0	420.06	0.00	0.00	0.00	0.00	420.06
Total			607.59	0.00	0.00	0.00	0.00	607.59
LONGHORN OFFICE PRODUCTS, INC	6/18/2020	5062	405.00	0.00	0.00	0.00	0.00	405.00
	Total		405.00	0.00	0.00	0.00	0.00	405.00
Heart of Texas Industrial Equipment Supply, LLC	6/29/2020	54	860.86	0.00	0.00	0.00	0.00	860.86
	Total		860.86	0.00	0.00	0.00	0.00	860.86
CITY OF SAN ANGELO-ACC... RECEIVABLE	6/30/2020	54509	12,342.87	0.00	0.00	0.00	0.00	12,342.87
	Total		12,342.87	0.00	0.00	0.00	0.00	12,342.87

CVTD

Aged Payables by Due Date - Outstanding AP

Aging Date - 9/1/2019

From 9/1/2019 Through 6/30/2020

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 CITY OF SAN ANGELO-ACC... RECEIVABLE			12,342.87	0.00	0.00	0.00	0.00	12,342.87
HOUSE OF CHEMICALS	6/18/2020	566457	19.76	0.00	0.00	0.00	0.00	19.76
Total HOUSE OF CHEMICALS			19.76	0.00	0.00	0.00	0.00	19.76
G&G AUTOMOTIVE	6/25/2020	59354	202.74	0.00	0.00	0.00	0.00	202.74
Total G&G AUTOMOTIVE	6/25/2020	59583	426.64	0.00	0.00	0.00	0.00	426.64
FULL TORQUE INDUSTRIAL LLC	5/2/2020	5A	924.82	0.00	0.00	0.00	0.00	924.82
Total FULL TORQUE INDUSTRIAL LLC			924.82	0.00	0.00	0.00	0.00	924.82
ANGELO WATER SERVICE	6/21/2020	77868	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	6/22/2020	839 0285307	45.94	0.00	0.00	0.00	0.00	45.94
Total Unifirst Holding Inc	6/29/2020	839 0285704	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 6/30/2020

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
FULL TORQUE INDUSTRIAL LLC	5/11/2020	8a	1,108.00	0.00	0.00	0.00	0.00	1,108.00
Total FULL TORQUE INDUSTRIAL LLC			1,108.00	0.00	0.00	0.00	0.00	1,108.00
CONSTANCIO TIRE AND FLEET	6/19/2020	995166	50.00	0.00	0.00	0.00	0.00	50.00
	6/25/2020	995184	25.00	0.00	0.00	0.00	0.00	25.00
	6/29/2020	995193	451.50	0.00	0.00	0.00	0.00	451.50
	6/29/2020	995195	25.00	0.00	0.00	0.00	0.00	25.00
Total			551.50	0.00	0.00	0.00	0.00	551.50
CONSTANCIO TIRE AND FLEET								
LONGHORN OFFICE PRODUCTS, INC	6/18/2020	C 439645-0	(28.00)	0.00	0.00	0.00	0.00	(28.00)
Total			(28.00)	0.00	0.00	0.00	0.00	(28.00)
LONGHORN OFFICE PRODUCTS, INC								
CREATIVE BUS SALES, INC	6/22/2020	CBS 6-22-2020	398,000.00	0.00	0.00	0.00	0.00	398,000.00

CVTD
Aged Payables by Due Date - Outstanding AP
Aging Date - 9/1/2019
From 9/1/2019 Through 6/30/2020

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			398,000.00	0.00	0.00	0.00	0.00	398,000.00
CREATIVE BUS SALES, INC								
ANGELO AUTO GLASS	6/18/2020	1065078	332.86	0.00	0.00	0.00	0.00	332.86
	6/18/2020	1065079	300.00	0.00	0.00	0.00	0.00	300.00
	6/19/2020	1065101	378.79	0.00	0.00	0.00	0.00	378.79
	6/19/2020	1065106	300.00	0.00	0.00	0.00	0.00	300.00
	6/25/2020	1065183	598.43	0.00	0.00	0.00	0.00	598.43
	6/25/2020	1065184	598.43	0.00	0.00	0.00	0.00	598.43
	6/26/2020	1065218	300.00	0.00	0.00	0.00	0.00	300.00
	6/26/2020	1065219	300.00	0.00	0.00	0.00	0.00	300.00
Total ANGELO AUTO GLASS			3,108.51	0.00	0.00	0.00	0.00	3,108.51
Report Total			455,219.73	0.00	0.00	0.00	0.00	455,219.73

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

AP Owed to CVCOG
Account 2112

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
6/1/2020	Beginning Balance	263,465.14
6/16/2020	Payment received	(263,604.38)
	Accent Foor ck 181646 received in error	139.24
	Grant 018-Expenses paid by CVCOG	969.06
	Grant 019-Expenses paid by CVCOG	2,944.32
	Grant 777-Expenses paid by CVCOG	3,925.02
	Grant 778-Expenses paid by CVCOG	6,515.36
	Grant 779-Expenses paid by CVCOG	5,321.39
	Grant 789-Expenses paid by CVCOG	4,971.05
	Grant 790-Expenses paid by CVCOG	748.23
	Grant 800-Expenses paid by CVCOG	147,851.13
	Grant 801-Expenses paid by CVCOG	90,617.75
		-
	Total Amount owed to CVCOG	<u><u>263,863.31</u></u>

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

AP Clearing Account
Account 2115

Description	Amount	
Rescare overpayment, funds to be reimbursed	30.00	JVT43091334
Rescare overpayment, funds to be reimbursed	200.00	JVT43091367
Total	<u>230.00</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 2020

Bank of Mertzon
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
June 30, 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
 June 30, 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>		

Note: Northstar Construction currently working to repair damage to Depot

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 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
June 30, 2020

Deferred Income County Membership Dues
Account 2917

Description	Amount
Coke County	29,806.70
Concho County	21,198.25
Crockett County	37,145.60
Irion County	15,830.10
Kimble County	15,126.70
McCulloch County	47,626.80
Menard County	15,324.23
Reagan County	50,063.50
Schleicher County	34,297.30
Sterling County	11,399.20
Sutton County	31,413.30
Funds Recognized as Revenue	(169,664.17)
Total Rural Program	<u>139,567.51</u>
Tom Green County	54,480.22
Funds Recognized as Revenue Apr	(7,455.49)
Funds Recognized as Revenue May	(17,054.14)
Funds Recognized as Revenue June	<u>(10,255.57)</u>
Total Urban Program	<u>19,715.02</u>
Grand Total Dues Reserved	<u><u>159,282.53</u></u>

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

Concho Valley Transit District
 Balance Sheet Reconciliation
 June 30, 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
 June 30, 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
AMR Invoice 06062020	3,782.20	paid \$3,782.20 June
AMR Invoice 06132020	4,191.20	paid \$4191.20 June
AMR Invoice 06202020	3,987.60	paid: \$3939.20 July
AMR Invoice 06272020	3,683.00	

Total AMR Billings 231,465.60

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)
Payments recognized for June 2020-correction	5,255.83

Total Pending Payments Recognized (23,898.86)

Grand Total Deferred Medicaid Revenue 207,566.74

Concho Valley Transit District
Balance Sheet Reconciliation
June 30, 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 - June 30, 2020

CV Transit District

Grant No	Grant Name	State		US Dept EDA	Program Income	Transit Charter	TML Ins	Transit Medical	CVEDD Vendor	Pass Thru	FGP/SCP/Aging Vendor	Local Revenue	Toll Credits	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes	
		Federal	Federal															State
010	ICB Program	-	-	-	28,081.41	-	-	-	-	45,365.61	-	-	-	73,447.02	72,416.60	1,030.42	Prior Year Fee reimbursed	
015	CVTD Procurement Services	-	-	-	-	-	-	-	-	-	-	376.57	-	376.57	376.57	-		
018	Extended Medical Transp Program	-	-	-	-	-	-	15,885.93	-	-	-	-	-	15,885.93	15,885.93	-		
019	Grant 019, US Dept Commerce Facility	-	-	-	1,443,200.00	-	-	-	-	-	-	74,765.20	-	1,517,965.20	2,303,491.55	(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-applied to 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-applied to Acct 3603	
777	RCTP-2019-CVTD-00022	-	35,000.00	-	-	-	-	298.62	-	-	-	-	-	35,298.62	35,298.62	-		
778	CVTD Urban FY 19-20	1,139,701.00	-	348,929.00	72,130.11	15,837.50	994.10	-	136,472.00	-	8,134.50	419,566.99	-	2,141,765.20	2,138,476.93	3,288.27	excess Urban funds	
779	CVTD Rural FY 19-20	-	556,843.00	474,627.00	-	1,300.00	500.00	-	10,693.00	-	46.00	179,518.87	-	1,223,527.87	1,223,527.87	-		
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	-	46,979.00	-	-	-	-	3,719.53	-	-	-	-	9,397.00	60,095.53	60,095.53	-		
790	Mobility Rural 5310-2019-00023	-	25,000.00	-	-	-	-	2,142.61	-	-	-	-	4,999.00	32,141.61	32,141.61	-		
800	CVTD Urban CARES ACT FY 19-20	190,768.00	-	-	-	-	-	1.18	-	-	-	-	-	190,769.18	190,769.18	-		
801	CVTD Rural CARES ACT FY 19-20	101,336.00	-	-	-	-	-	1.69	-	-	-	-	-	101,337.69	101,337.69	-		
		<u>1,432,128.00</u>	<u>1,136,824.00</u>	<u>823,556.00</u>	<u>1,443,200.00</u>	<u>100,211.52</u>	<u>17,137.50</u>	<u>1,494.10</u>	<u>26,837.66</u>	<u>147,165.00</u>	<u>45,365.61</u>	<u>8,180.50</u>	<u>674,227.63</u>	<u>108,997.00</u>	<u>5,965,324.52</u>	<u>6,778,548.00</u>	<u>(813,223.48)</u>	

CONCHO VALLEY TRANSIT DISTRICT
September 2019 through August 2020

URBAN PROGRAM

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
TOTAL EXPENSE	262,948.25	202,929.76	286,522.07	244,567.68	237,036.47	240,597.32	207,238.20	216,311.97	209,253.43	31,476.33	-	-	2,138,881.48	-	2,750,876.53	611,995.05
Urban - 5307																
Grant 761																
STATE-U-2018-00053																
Preventative Maint	11,994.00	3,034.00	-	-	-	-	-	-	-	-	-	-	15,028.00	50,311.00	65,339.00	-
Third Party Contract	-	-	-	-	-	-	-	-	-	-	-	-	-	56,640.00	56,640.00	-
Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	255,838.00	255,838.00	-
TOTAL	11,994.00	3,034.00	-	-	-	-	15,028.00	362,789.00	377,817.00	-						
Urban - 5307																
Grant 778																
STATE-U-2019-00119																
Preventative Maint	-	961.00	4,407.00	7,402.00	5,550.00	5,893.00	6,121.00	4,490.00	-	-	-	-	34,824.00	-	34,824.00	-
Third Party Contract	-	6,664.00	6,664.00	6,664.00	6,664.00	6,664.00	6,664.00	6,664.00	6,212.00	-	-	-	52,860.00	-	52,860.00	-
Operating	96,517.00	73,621.00	76,079.00	-	-	-	-	-	-	-	-	-	246,217.00	-	246,217.00	-
TOTAL	96,517.00	81,246.00	87,150.00	14,066.00	12,214.00	12,557.00	12,785.00	11,154.00	6,212.00	-	-	-	333,901.00	-	333,901.00	-
TX-2017-084-01-00 Y221																
Grant 737.761																
FED																
Grant Award started September 2017																
Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	763,517.00	763,517.00	-
ADA	-	-	-	-	-	-	-	-	-	-	-	-	-	284,746.00	284,746.00	-
Prev Maint	3,777.00	16,514.00	5,035.00	3,006.00	-	-	367.00	-	-	-	-	-	28,699.00	219,335.00	248,034.00	-
Capital Bus Equip	-	-	-	-	-	-	-	-	-	-	-	-	-	21,203.00	21,203.00	-
Employee Training	543.00	-	-	-	-	-	-	-	-	-	-	-	543.00	4,276.00	4,819.00	-
Cap Lease	-	-	-	-	-	-	-	-	-	-	-	-	-	5,414.00	5,414.00	-
Lease Yards	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
TOTAL	4,320.00	16,514.00	5,035.00	3,006.00	-	-	367.00	-	-	-	-	-	29,242.00	1,394,491.00	1,423,733.00	-
TX-2018-068-01-00 Y259																
Grant 761																
FED																
Grant Award started September 2018																
Operations	73,658.00	6,166.00	-	-	-	-	-	-	-	-	-	-	79,824.00	794,521.00	874,345.00	-
ADA	-	-	-	-	-	-	-	-	-	-	-	-	-	290,154.00	290,154.00	-
Project Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	333.00	333.00	-
Prev Maint	-	-	16,492.00	7,687.00	-	-	48.00	-	-	-	-	-	24,227.00	165,625.00	189,852.00	-
ADP Software	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cap Lease	79.00	-	-	-	-	-	-	-	-	-	-	-	79.00	11.00	90.00	-
Lease Yards	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
TOTAL	73,737.00	6,166.00	16,492.00	7,687.00	-	-	48.00	-	-	-	-	-	104,130.00	1,346,644.00	1,450,774.00	-
FTA TX-2019-109-00																
Grant 778																
FED																
Grant Award started September 2019																
Operations	16,281.00	61,498.00	80,727.00	77,234.00	73,022.00	72,785.00	60,021.00	73,368.00	73,382.00	8,490.00	-	-	596,808.00	-	700,664.00	103,856.00
ADA	35,736.00	22,688.00	25,463.00	23,569.00	33,789.00	35,408.00	28,851.00	30,929.00	28,649.00	-	-	-	265,082.00	-	294,308.00	29,226.00
Prev Maint	-	-	-	21,684.00	24,009.00	25,207.00	23,984.00	-	15,893.00	11,495.00	-	-	122,272.00	-	94,884.00	(27,388.00)
Lease Yards	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00
Acquire Bus Passenger Shelters	-	-	20,280.00	-	-	-	-	-	-	-	-	-	20,280.00	-	20,280.00	-
TOTAL	52,017.00	84,186.00	126,470.00	122,487.00	130,820.00	133,400.00	112,856.00	104,297.00	117,924.00	19,985.00	-	-	1,004,442.00	-	1,206,136.00	201,694.00
FTA TX-90-Y123																
Grant 656,681,711,737,761																
FED																
Grant Award started September 2014																
Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	890,956.00	890,956.00	-
Misc Support Equip	264.00	-	-	-	-	-	-	1,946.00	-	-	-	-	2,210.00	50,688.00	52,898.00	-
ADP Software	-	-	-	-	-	-	-	-	-	-	-	-	-	46,249.00	46,249.00	-
ADA	-	-	-	-	-	-	-	-	-	-	-	-	-	137,817.00	137,817.00	-
Prev Maint	-	-	-	-	-	-	-	-	-	-	-	-	-	144,694.00	144,694.00	-
Cap Lease	-	-	-	-	-	-	-	-	-	-	-	-	-	8,341.00	8,341.00	-
Lease Yards	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
Short Range Planning	-	-	-	-	-	-	-	-	-	-	-	-	-	1,215.00	1,215.00	-
TOTAL	264.00	-	-	-	-	-	-	1,946.00	-	-	-	-	2,210.00	1,375,960.00	1,378,170.00	-
Total Government Funding	238,849.00	191,146.00	235,147.00	147,246.00	143,034.00	145,957.00	126,056.00	117,397.00	124,136.00	19,985.00	-	-	1,488,953.00	4,479,884.00	6,170,531.00	201,694.00
OTHER REVENUE																
Program Revenue	10,147.22	11,369.36	7,267.78	9,412.28	11,118.09	9,900.36	10,250.45	2,481.57	133.00	50.00	-	-	72,130.11	-	128,516.00	56,385.89
Charter	2,637.50	1,920.00	2,637.50	3,885.00	875.00	2,507.50	1,375.00	-	-	-	-	-	15,837.50	-	21,000.00	5,162.50
Area Agency on Aging	705.00	795.00	682.50	705.00	637.50	525.00	600.00	157.50	195.00	240.00	-	-	5,242.50	8,000.00	2,757.50	-
Tom Green	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TML Insurance	-	-	-	-	-	-	994.10	-	-	-	-	-	994.10	-	994.10	-
Ram Tram	-	6,400.00	6,456.00	-	4,712.40	7,854.00	6,283.20	7,854.00	2,998.80	3,141.60	-	-	45,700.00	61,000.00	15,300.00	-
Advertising	-	-	-	-	400.00	-	-	-	750.00	900.00	-	-	2,050.00	1,338.00	(712.00)	-
COSA Funds	-	-	-	24,375.00	56,820.65	62,582.36	52,779.45	81,029.90	73,144.63	-	-	-	350,731.99	398,831.00	48,099.01	-
Other/Local	7,560.00	-	4,562.50	3,181.60	2,905.80	2,625.10	-	-	-	250.00	-	-	21,085.00	-	(21,085.00)	-
Medical	-	-	81.55	-	-	-	-	-	-	-	-	-	81.55	291,058.43	290,976.88	-
CVEDD	14,560.00	25,032.00	25,676.00	19,768.00	9,044.00	8,204.00	8,708.00	7,392.00	7,896.00	10,192.00	-	-	136,472.00	146,606.00	10,134.00	-
FGP	414.00	384.00	214.00	262.00	368.00	232.00	80.00	-	-	2.00	-	-	1,956.00	1,954.00	(2.00)	-
SCP	142.00	102.00	78.00	84.00	204.00	210.00	112.00	-	-	4.00	-	-	936.00	932.00	(4.00)	-
TOTAL OTHER REVENUE	36,165.72	46,002.36	47,655.83	61,672.88	87,085.44	94,640.32	81,182.20	98,914.97	85,117.43	14,779.60	-	-	653,216.75	-	1,060,229.53	407,012.78

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	19,002.53	-	-	1,223,527.87	-	1,733,056.70	509,528.83	
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	8,163.00	-	-	503,437.00	65,091.00	568,528.00	-	
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	8,163.00	-	-	556,843.00	106,685.00	663,528.00	-	
Rural 5311		Suffix	Pending new award in April 2020																
Administrative	11.79.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Preventative Maint	11.7A.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Operating	30.09.01		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
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	8,163.00	-	-	1,031,470.00	106,685.00	1,433,155.00	295,000.00	
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	988.00	-	-	8,910.13	26,060.00	17,149.87		
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	9,518.53	-	-	169,664.17	363,767.70	194,103.53		
CVEDD			1,221.00	2,294.00	1,998.00	2,627.00	518.00	444.00	555.00	370.00	333.00	333.00	-	-	10,693.00	15,354.00	4,661.00		
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	10,839.53	-	-	192,057.87	406,586.70	214,528.83		
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																			
	5304		Period: 7/10/19 thru 8/31/2020																
Regional Planning	Grant 777		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	3,633.00	-	-	35,000.00	-	35,000.00	-	
Medical Funds	44.24.00		0.54	0.49	0.97	0.85	0.90	0.90	0.71	0.96	0.28	292.02	-	-	298.62	-	-	(298.62)	
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	3,925.02	-	-	35,298.62	-	35,000.00	(298.62)	
Elderly & Disabled PROJECTS																			
5310-2019-00023																			
	5310		Period: 09/1/2019 thru 8/31/2020																
Mobility Management-U	Grant 789	Suffix A2	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	4,629.00	-	-	46,979.00	-	55,000.00	8,021.00	
TD Credits	11.7L.00		434.00	908.00	974.00	1,251.00	968.00	692.00	1,284.00	755.00	1,205.00	926.00	-	-	9,397.00	-	11,000.00	1,603.00	
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	342.05	-	-	3,719.53	-	6,000.00	2,280.47	
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	5,897.05	-	-	60,095.53	-	106,612.00	46,516.47	
5310-2019-00023																			
	790		Period: 09/1/2019 thru 8/31/2020																
Mobility Management-Rural	Grant 790	Suffix A1	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	597.00	-	-	25,000.00	-	25,000.00	-	
TD Credits	11.7L.00		291.00	740.00	797.00	1,019.00	783.00	322.00	461.00	275.00	192.00	119.00	-	-	4,999.00	-	5,000.00	1.00	
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	151.23	-	-	2,142.61	-	2,000.00	(142.61)	
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	867.23	-	-	32,141.61	-	59,196.00	27,054.39	

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 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	-
TML Funds-Restricted Insurance Payments		-	-	-	-	-	-	-	9,424.67	-	-	-	-	9,424.67	-	-	(9,424.67)
Medical Funds		-	-	-	-	-	-	-	4,404.33	-	-	-	-	4,404.33	-	-	(4,404.33)
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	-
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	-
TML Funds-Restricted Insurance Payments		-	-	-	-	-	-	-	22,592.00	-	-	-	-	22,592.00	-	-	(22,592.00)
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	22,592.00	477,600.00	-	-	-	500,192.00	-	477,600.00	(22,592.00)
ADDITIONAL SERVICES		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL		BUDGET	Variance
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	-	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	10,255.57	-	-	860,291.55	-	590,000.00	(270,291.55)
TOTAL	CFDA 11.307	-	-	-	-	-	-	2,268,726.35	7,455.49	17,054.14	10,255.57	-	-	2,303,491.55	-	2,844,480.22	540,988.67
GREYHOUND SERVICES		Period: 09/01/2019 thru 08/31/2020															
ICB	LOCAL GRANT 010	-	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		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		7,096.30	11,056.59	8,943.88	11,964.18	10,068.00	11,829.63	8,430.06	4,058.38	-	-	-	-	73,447.02	-	140,206.00	66,758.98
Out of Town Medicaid Services		Period: 09/01/2019 thru 08/31/2020															
Extended Medicaid Transportation	LOCAL GRANT 018	2,517.33	2,184.85	2,706.33	1,635.22	2,862.37	1,668.63	1,342.14	-	-	969.06	-	-	15,885.93	-	33,000.00	17,114.07
Medical Funds		2,517.33	2,184.85	2,706.33	1,635.22	2,862.37	1,668.63	1,342.14	-	-	969.06	-	-	15,885.93	-	33,000.00	17,114.07
TOTAL		2,517.33	2,184.85	2,706.33	1,635.22	2,862.37	1,668.63	1,342.14	-	-	969.06	-	-	15,885.93	-	33,000.00	17,114.07
Procurement Services		Period: 09/01/2018 thru 08/31/2019															
LOCAL	GRANT 015	376.57	-	-	-	-	-	-	-	-	-	-	-	376.57	-	-	(376.57)
TOTAL		376.57	-	-	-	-	-	-	-	-	-	-	-	376.57	-	-	(376.57)

CONCHO VALLEY TRANSIT DISTRICT
September 2019 through August 2020

CARES ACT PROJECTS

		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	BUDGET	Variance
TX-2020-096-00 Y364 CARES ACT	Grant 800 FED	Grant Award started June 2020														
Operations	30.09.08	-	-	-	-	-	-	-	-	-	167,171.00	-	-	167,171.00	-	1,511,999.00
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	23,597.00	-	-	23,597.00	-	162,294.00
Acquire mobile surv/security	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	298,751.00
Acquire misc support equip	11.42.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00
Replacement >30ft	11.12.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200,000.00
Replacement <30ft	11.12.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	575,000.00
Replacement trolley	11.12.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000.00
Medical Funds		-	-	-	-	-	-	-	-	-	1.18	-	-	1.18	-	(1.18)
TOTAL	CFDA 20.507	-	-	-	-	-	-	-	-	-	190,768.00	-	-	190,768.00	-	4,048,044.00
Rural 5311	Grant 801	Period: 05/01/20 thru 12/31/2020														
5311-2020-CVTD-00141 CARES ACT	SAF															
Operations	30.09.08	-	-	-	-	-	-	-	-	-	84,176.00	-	-	84,176.00	-	1,097,425.00
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	3,496.00	-	-	3,496.00	-	62,100.00
Project Administration	11.79.00	-	-	-	-	-	-	-	-	-	8,428.00	-	-	8,428.00	-	112,897.00
3rd Party Contract Other	11.71.11	-	-	-	-	-	-	-	-	-	5,236.00	-	-	5,236.00	-	15,708.00
Medical Funds		-	-	-	-	-	-	-	-	-	1.69	-	-	1.69	-	(1.69)
TOTAL	CFDA 20.509	-	-	-	-	-	-	-	-	-	101,337.69	-	-	101,337.69	-	1,288,128.31



Concho Valley Council of Governments
2800 W. Loop 306, Suite A
San Angelo, Texas 76904
325.944.9666 x 282 *www.cvcog.org

Per the Disadvantaged Business Enterprise policy for the Concho Valley Transit District, a new goal for 2020 to 2023 has been determined based on the following information:

Amount of Goal

Concho Valley Transit District's (CVTD) overall goal for 2021-2023 is the following: **.18%** of the Federal Financial assistance we will expend in DOT-assisted contracts, which is exclusive of FTA funds to be used for the purchase of transit vehicles.

Methodology used to Calculate Overall Goal

1. Determine the base figure for the relative availability of DBEs:

The base figure for the relative availability of DBE's was calculated as follows:

Ready, willing, and able DBEs (31) / All firms ready, willing and able (16893) Equals **.18%**

The data source or demonstrable evidence used to derive the numerator was:

All DBE firms listed for the following counties as provided by Texas Unified Certified Program Disadvantaged Business Enterprise Directory through Texas Department of Transportation:

Coke	0	Sterling	0
Concho	0	Sutton	0
Crockett	0	Tom Green	8
Edwards	1	Ector	6
Irion	1	Howard	1
Kimble	0	Martin	0
Mason	0	Midland	5
McCulloch	0	Mitchell	0
Menard	0	Nolan	0
Reagan	0	Taylor	9
Schleicher	0	Total	31

Per the definition of local market area, the area in which the substantial majority of the contractors and/or subcontractors that CVTD may/will do business with that are located and the area in which CVTD spend the substantial majority of your contracting dollars, CVTD has designated that Ector, Howard, Martin, Midland, Mitchell, Nolan, and Taylor continue to be included as their general location in relation to CVTD due to the following:

1. potential travel within the area due to AMR trips,
2. potential contracting and/or subcontracting opportunities with vendors in the counties
3. potential spending in the areas by CVTD.

The data source or demonstrable evidence used to derive the denominator was: U.S. Census Bureau North American Industry Classification System (NAICS) 2017 County Business Patterns

See attachment #1 – County Business Patterns Denominator Criteria

When CVTD divided the numerator by the denominator we arrived at the base figure for our overall goal and that number was .18%

2. Base Figure Analysis

Market Area: CVTD selected the following Counties as the market area for this analysis: Sterling, Coke, Reagan, Irion, Tom Green, Concho, McCulloch, Crockett, Schleicher, Sutton, Menard, and Kimble, Ector, Midland, Martin, Howard, Mitchell, Nolan & Taylor

Sources of Data: The data source for identifying ready, willing and able DBEs is the Texas Unified Certification Program (TUCP) DBE Category Listing. The web address is:

<https://www.txdot.gov/business/resources/civil-rights/dbe.html>

The data source for identifying all firms ready, willing and able is the U.S. Census Bureau North American Industry Classification System (NAICS) 2017 County Business Patterns. The web address is:

<https://www.census.gov/programs-surveys/cbp.html>

Applicable North American Industry Classification System (NAICS) Codes: The Federal funds will be used to construct an intermodal transit and administration facility as well as support daily transit operations. Based on the nature of the work required to construct a transit and administration facility and run transit services, CVTD selected the following NAICS codes for identifying the data required to calculate the overall goal base figure. The data compiled for the market area as defined above includes ready, willing and able DBEs and all firms ready, willing and able.

County Business Patterns Denominator Criteria

NAISC Code & Category	Total
23 Construction	2971
44-45 Retail Trade	4702
48 Transportation	1628
54 Professional	2816
56 Administrative	1347
81 Other Services	3429
Total	16893

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BUILDING AND MAINTENANCE PLAN

For

Concho Valley Transit District

510 N Chadbourne St.

San Angelo, Texas 76903

Phone: 325-947-8729

Fax: 325-944-9925

RESPONSIBLE PARTIES:

CVTD FACILITIES MANAGER

CVTD OPERATIONS AND SAFETY MANAGER

ORIGINATED: NOVEMBER 2012

UPDATED: JUNE 2020

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SECTION 1

GENERAL BUILDING INFORMATION

BUILDING DESCRIPTION

Known as the old Western Iron Works site, the two acre land purchase is located at the corner of 510 N Chadbourne. The building has 10,000 square feet of interior space that house the Concho Valley Transit District (CVTD) and is a centralized hub for public transportation services to the Concho Valley.

Passengers will be able to apply for existing transportation services, get information on new services, purchase bus passes, make transfers for local services, and connect to state/national network of intercity services in the comfort of this new modern building.

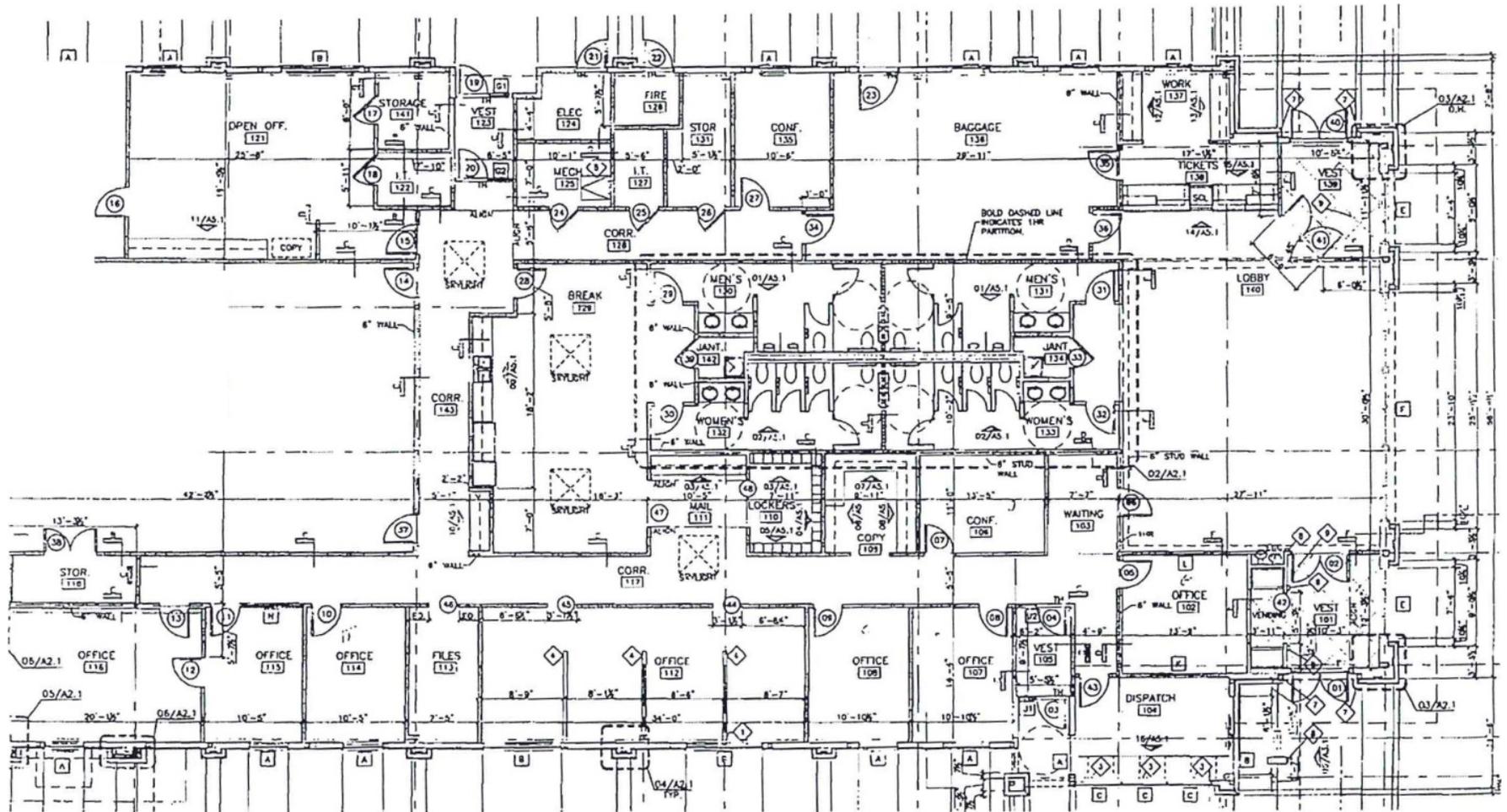
BUILDING INFORMATION

Public Transportation Facility & Business Office

Approximate Facility Capacity:	250
Conference Room Capacity	75
Last Modernization:	2019
Site size:	2 acres
Square Footage: 510 N Chadbourne	10,400 sq. ft.
Square Footage: 506 N Chadbourne	3,900 sp. Ft.

MAJOR RECENT RENOVATIONS

510 N Chadbourne Multimodal Facility Conference Room modifications to add for allotment of Safety and Compliance FY2018-2019



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BUILDING SERVICE PERSONEL INFORMATION

CVTD FACILITIES MANAGER: _____

PHONE#: _____

CVTD OPERATIONS AND SAFETY MANAGER: _____

PHONE#: _____

CVTD TRANSIT BUILDING MAINTENANCE TECH: _____

PHONE#: _____

LOCATION OF MERGENCY EQUIPENT AND CUT-OFF CHART

The attached color-coded floor plan according to the key below should show the locations of fire extinguishers, main cut-off valves and switches; should be posted in key areas of the facility.

Anyone with access to the chart should be able to respond to a problem involving any of the identified items quickly and effectively.

EMERGENCY CUT OFF CHART

- +** = MAIN WATER LOCATION

- #** = FIRE EXTINGUISHERS

- >** = MAIN ELECTRIC

- =** = NATURAL GAS CUT-CUTOFF

- >** = SPRINKLER SYSTEM REPAIR

- <** = WATER SOFTENER/RO

HEAT & COOL AIR CONDITIONING UNITS

This section provides specific information on the air conditioning systems regarding their type, brand, location, and preventative maintenance routine. These routines are schedules of tasks to be performed by building service and maintenance staff to ensure proper operation and cleanliness.

AIR FILTERS AND THERMOSTAT

The spreadsheet on the following page lists air filters used for each supply unit.

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SCOPE OF WORK
AIR CONDITIONER AND HEATER MAINTENANCE

Vendor shall be required to provide all management, supervision, professional tools and labor to perform repairs and scheduled maintenance. Vendor shall be required to maintain all necessary permits, licenses and environmental protections to accomplish assigned work. Vendor shall be responsible for ensuring precautions to safety for pedestrians, personnel, equipment, facilities, clients, customers, and vehicles during repairs and/or maintenance. Vendor may be expected to perform the following and shall be responsible for performing in a professional and workman like manner for the following locations:

510 N Chadbourne Ave, San Angelo, TX 76903 (six HVAX units)

2801 W Loop 306, San Angelo, TX 76904 (16 HVAC units)

* Any additional properties obtained by CVTD/CVCOG will be held to the same standards

1. Semi-annual maintenance for up to 22+ HVAC systems.
2. Filters are to be changed every two months commencing with initial notification from the Facilities Manager and/ or Operations and Safety Manager. Filter sizes are as follows:
 - 18x18x2
 - 16x24x2
 - 16x25x2
 - 20x25x2
3. Provide priority status and 24 hour emergency service
4. Provide an invoice per call or scheduled maintenance
5. Provide filters per manufacturers' recommendation
6. Perform scheduled maintenance per manufactures recommendations
7. Notify Facilities Manager of any additional work required not covered by warranty
8. Coordinate any and all additional work required with Facilities Manager
9. Respond to Emergency Service calls within two hours

SECTION 2 BUILDING SERVICE STANDARDS

The frequency of specific cleaning tasks has been itemized in this Building Maintenance Plan.

The work of the building service staff consists of many tasks. the sum of these tasks, when properly carried out, should result in all areas of the building and grounds being adequately cared for.

The Routine Task/Work Performance Guides on the following pages establish the frequencies for normal cleaning. The frequencies given will be determined through building surveys, inspections, and conferences with personnel performing and supervising cleaning tasks.

Any major variations from the standards should be brought to the attention of the Facilities Manager who will investigate the matter and make recommendations for action that should be taken to resolve the problem.

KEY FOR TASK/WORK PERFORMANCE GUIDE FREQUENCY

D-DAILY

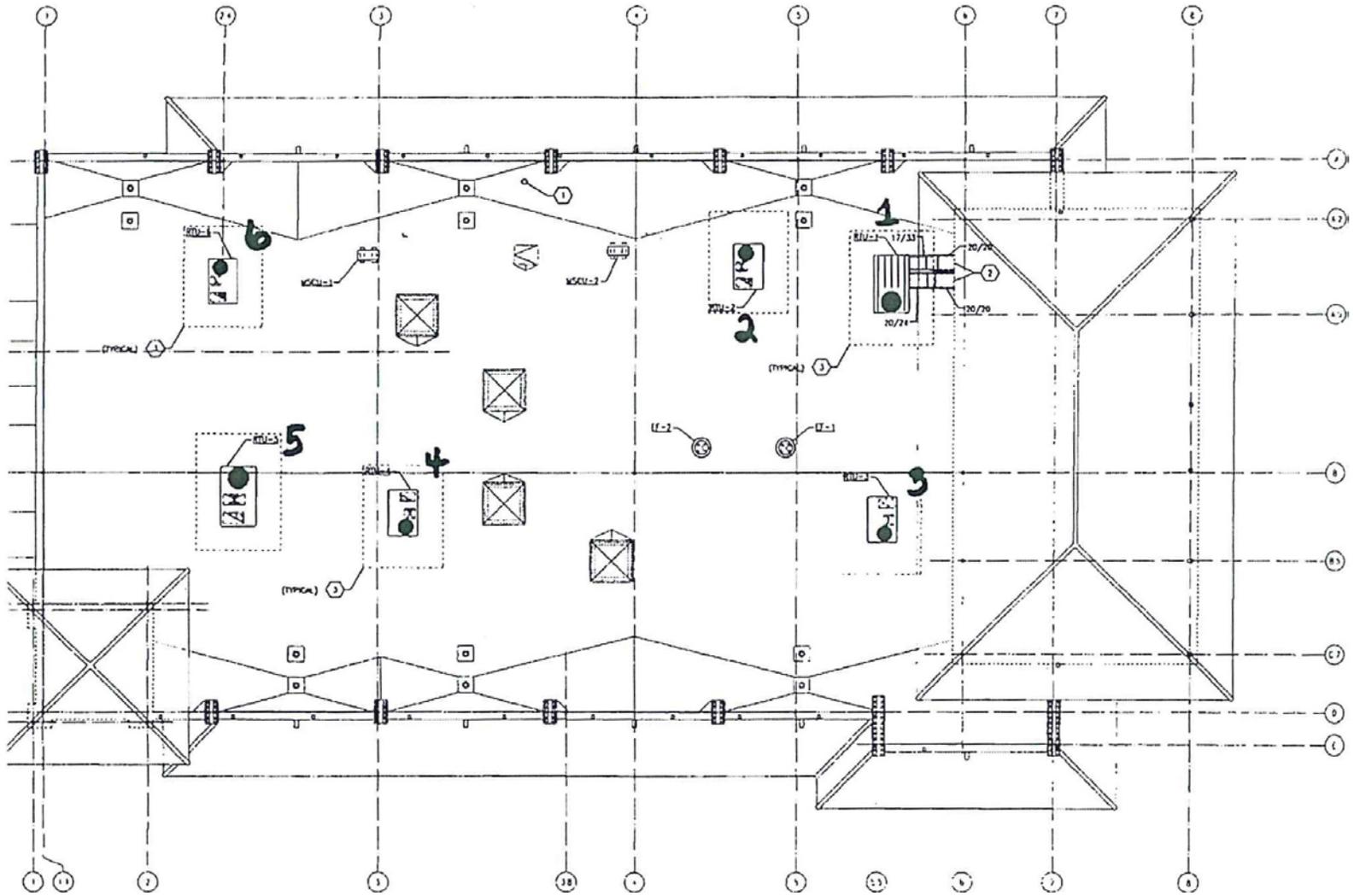
W-WEEKLY

M-MONTHLY

Q-QUARTERLY

A-ANNUALLY

R-AS REQUIRED



CVTD Building Maintenance Plan

LOBBY – CORRIDOR AND ENTRANCE CARE

Includes sweeping and corridors and entrance areas; remove all loose paper, trash, and rubbish; removing gum, tar, and other sticky substances from the floors; keeping trash receptacles emptied and presentable; mopping up wet spots due to bad weather, leaks, or spills; keeping floor mats clean; and the proper care and maintenance of equipment and materials used. When floors are wet or slippery, keep warning signs in place

DUTIES	D	W	M	Q	A	R
Dust horizontal surfaces						
Dust mop floors & steps						
Secure windows & doors						
Wash fountains & fittings						
Wash Windows						
Wash doors, frames, & glass						
Wash entrance doors & glass						
Wash woodwork & trim						
Wash lights and fixtures						
Dust walls & ceiling corners						
Damp wipe exit lights & clocks						
Damp wipe walls						
Clean/vacuum walk-off mats						
Spot mop floors						
Clean supply & return grills						
Clean or buff floors						

CVTD Building Maintenance Plan

GENERAL OFFICE SPACE CARE

Includes emptying wastebaskets; damp-wiping or dusting desks, counter tops, tables, filing cabinets, and other specific surfaces; sweeping or mopping floors and vacuuming carpet; proper care and maintenance of equipment and materials.

DUTIES	D	W	M	Q	A	R
Dust desks, tables, & chairs						
Dust filing cabinets						
Dust open book shelves						
Dust telephones						
Dust walls & ceiling corners						
Dust mop floors						
Vacuum carpet/rugs						
Empty wastebaskets						
Damp wipe telephones						
Wash windows						
Wash door glass						
Wash doors & frames						
Wash woodwork & trim						
Wash lights & fixtures						
Clean shades/drapes						
Clean supply & return grills						
Secure windows and doors						

CVTD Building Maintenance Plan

RESTROOM CLEANING AND SERVICE

Includes all cleaning work inside restrooms such as: emptying waste receptacles; dusting ledges; cleaning walls, grills, mirrors, shelves, dispensers, waste receptacles, stall partitions and doors; wash basins, commodes, urinals, and polishing metal work; sweeping, mopping, or scrubbing floor; servicing toilet tissue, paper towel, sanitary napkin, soap dispensers; and the proper care and maintenance of restroom cleaning equipment.

DUTIES	D	W	M	Q	A	R
Dust horizontal surfaces						
Wash sinks/basins & fittings						
Wash urinals & fittings						
Wash commodes including seats						
Wash windows						
Wash walls & ceiling						
Dust or wash lights & fixtures						
Damp wipe partitions & walls						
Polish metal work						
Clean mirrors						
Empty waste receptacles						
Fill toilet tissue dispenser						
Fill paper towel dispenser						
Fill sanitary napkin dispenser						
Clean and fill soap dispenser						
Wet mop floor						
Clean supply & return grills						

CVTD Building Maintenance Plan

BREAK ROOM SERVICES

Includes removing trash/garbage from the break room area; washing and sanitizing trash cans, cleaning refrigerator; wiping down ice machine, cabinets, doors and door frames; sweep and wet mopping the break room area floors with a sanitizing solution; damp wiping tables and other general care and maintenance.

DUTIES	D	W	M	Q	A	R
Clean refrigerator						
Wash trash/garbage cans						
Wipe down ice machine						
Wash doors & door frames						
Wipe cabinets						
Wash walls, woodwork & trim						
Sweep and wet mop floor						
Damp wipe tables						
Dispose of trash/garbage						
Dust or wash lights & fixtures						
Spot mop floors – due to spills						
Clean drinking areas						
Clean supply & return grills						

CVTD Building Maintenance Plan

PLUMBING

Water related damages cause millions of dollars in property losses each year. Because the plumbing in our commercial, business property or home generally works, and for the most part is “out of sight, out of mind”, we have a tendency to overlook the potential for significant problems and out of pocket expense. The bottom line is that the smart property owner will have a **Plumbing Maintenance Plan** that is reviewed and followed throughout the year.

Maintenance Plan: Except for the deductible, property insurance generally covers water damage if it is sudden and accidental. It generally doesn't cover damage caused over time by the lack of plumbing maintenance. A water damage claim can be a red flag to insurers, and the visible results of water damage can be a signal to a property or home inspector of hidden problems when you get ready to sell. It is, therefore, a GOOD idea to have a Plumbing Maintenance Plan to reduce the risk of increased insurance premiums and reduced marketability. It is always best to respond to plumbing problems quickly, they will not go away and will only get worse.

Water Bill: As part of the plan, frequently check the water bill for spikes that can tip you off to a potential problem.

Winterizing: the majority of plumbing problems occur during the winter months.

1. Insulate pipes in unheated spaces or wrap them in heat tape to prevent freezing.
2. Where possible and practical, shut off pipes leading to outside hose bibs. At the least, the hose bibs should be insulated to protect them from freezing.
3. If a hard freeze is coming, let the inside pipes connected to vulnerable pipes drip slightly. This keeps the water moving and reduces the chance of freezing.

Water and Drain Lines and Shut off Valve:

1. Minimize the potential of water damage by making sure that the appropriate employees know where the water shut off valve is located and how to shut it off properly.
2. Make sure you know where water and drain lines run before driving nails into the walls

Pressure Reducing Valve (PRV): Check frequently the designed water pressure for the property. Excessive pressure can lead to problems down the road. More importantly, excessive water pressure can reduce the life span of your water heater and void the manufacturer's warranty.

CVTD Building Maintenance Plan

PLUMBING- cont.

Fixtures

1. Frequently check under and around sinks, lavatories, toilets, urinals, water cooler, ice makers, water filters, and garbage disposals for signs of leaks. Even small drips can waste thousands of gallons of water, as much as 150 gallons a day! in the crawl space, check under all fixtures to make sure water and drain lines are not leaking and damaging the wood underneath them.
2. Make sure overflow holes on tubs and vanities are clear and open to prevent water damage to floors and ceilings.
3. Toilets:
 - a. Where possible use on ply or thin two ply toilet tissue.
 - b. Caution all users not to flush baby wipes, diapers, paper towels, feminine products or “flushable” toilet cleaning wands down the toilets.
 - c. Keep small children out of the bathroom without adult supervision.
4. Clogs:

To help prevent clogs and costly plumbing bills, fit drains with a strainer that catches any stray items and clean it regularly. Do not wash liquid fats or cooking oils down the break room sink. These fats will solidify in the drains and create clogs. Avoid using caustic, liquid drain openers on a drain that is completely stopped up. in many cases the caustic ingredients are trapped in the lines and can severely damage them.

Water Heaters:

For safety reasons, water heater maintenance is best left to the professionals. They should be checked frequently for leaks; and at least once every two years, they need to be inspected by a plumbing service technician.

Garbage Disposal:

You can extend the life of your garbage disposal by using plenty of water running it.

R.O. AND WATER SOFTENER:

Are serviced by a professional and maintenance log of service documentation should be placed here as service is completed.

CVTD Building Maintenance Plan

OUTDOOR AND GROUNDS CARE

Consists of keeping grounds clean of trash, glass, leaves, and other debris; sweeping sidewalks, parking lots, and paved play areas; hosing down sidewalks, steps, and outside entrance areas; maintaining the lawn in a presentable condition by mowing grass, trimming around the building, sidewalks, fence lines, etc.; pulling weeds and trimming shrubbery as necessary. During the winter, removing snow and ice from sidewalks, entrances, bus loading and unloading areas, and sanding icy areas as required.

DUTIES	D	W	M	Q	A	R
Pick up trash & debris						
Sweep entrances & sidewalks						
Sweep parking lots & driveways						
Remove graffiti						
Check outdoor furniture						
Rake grounds						
Remove leaves						
Clean storm drain grating						
Clean roof drains						
Inspect gutter & downspouts						
Mow lawn (in season)						
Trim around building & walks						
Trim along fence lines						
Pull weeds						
Trim shrubbery						
Remove ice & snow						
Sand icy areas						
Replace burnt out light bulbs						

CVTD Building Maintenance Plan

Annual Building Inspection Checklist

Facility Exterior	Yes	No	N/A
Is the building address or identification clearly visible?			
Are exterior lights in working order?			
Are the exits onto public streets free from visibility obstruction?			
Are all the building sides accessible to emergency equipment?			
Does the building appear to be in good repair?			
Are exterior walls free from cracks or other damages?			
Are windows free from cracks or broken panes?			
Are paved surfaces inspected and repaired (i.e. lifts, cracks, etc.)?			
Are stairs, landing and handrails in good repair and fastened securely? (inspect the bottom of each step			
Are facilities periodically inspected and documented?			
Are all sewer clean out caps in place?			
Are all irrigation covers in place?			
Do entrance doors close slowly to avoid hazards to fingers?			
Facility Interior	Yes	No	N/A
Electrical Systems			
Are all electrical panels secured?			
Have all electrical circuits been identified?			
Are all electrical switches and receptacles in good repair?			
Have Ground Fault Interrupter's been provided on circuits in proximity to water>			
Is there a "lock-out" procedure in place?			
Heating System			
PM schedule updated			

CVTD Building Maintenance Plan

Annual Building Inspection Checklist

Heating System Cont.	Yes	No	N/A
Has the unit been serviced regularly?			
Has the filter been changed and clean?			
Has the unit been cleaned?			
Are the thermostats in good working order?			
Are vents clean?			
Check pipes or lines for leakage of fluid. Repair if needed			
Check electrical supply for damages. Repair if needed			
Air Conditioning			
PM schedule update			
Has the unit been serviced regularly?			
Has the filter been changed and clean?			
Has the unit been cleaned?			
Are the thermostats in good working order?			
Are vents clean?			
Check pipes or lines for leakage of fluid. Repair if needed			
Check electrical supply for damages. Repair if needed			
Private Protection			
Is building equipped with an automatic sprinkler system? If so, continue			
Is the main sprinkler control valve accessible?			

CVTD Building Maintenance Plan

Are all valves supplying water or air to the system open?			
Is system operation monitored by an alarm company?			
Private Protection Cont.	Yes	No	N/A
Is valve operation monitored by an alarm company?			
In the sprinkler system tested on a quarterly basis and documented?			
Is the building equipped with a fire detection system? If so, Continue			
Does the system protect the entire building?			
Is system tested on a monthly basis and documented?			
Is the main alarm panel in normal operating condition?			
Are all extinguishers inspected on a monthly basis and documented?			
Do all extinguishers have a current inspection tag?			
Emergency Evacuation			
Are all exits and travel paths identified with illuminated "EXIT" signs?			
Are travel paths leading to exits free of obstructions?			
Are exits unblocked and operational?			
Are working emergency lights provided in the building?			
Are emergency lights tested periodically and documented?			
Is system tested on a monthly basis and documented?			
Are evacuation diagrams posted throughout the building?			

CVTD Building Maintenance Plan

Annual Building Inspection Checklist

Visual Roof Inspection	Comments
<p>Visually inspect the roof for the following conditions:</p> <ul style="list-style-type: none">• Debris• Drainage (no evidence of standing water)• Physical Damage• Structural Deformation <p>For Flat/Membrane Roof:</p> <ul style="list-style-type: none">• Condition of coating g• Granular Loss• Punctures• Cracks (Alligatoring)• Blisters (Fishmouths)• Ponding <p>For Sloped Roof:</p> <ul style="list-style-type: none">• Roof Material• Surface Condition• Deformed Edges• Shingle Condition<ul style="list-style-type: none">○ Buckled○ Curled○ Missing○ Granular Loss○ Corrosion (metal)○ Fasteners	

CVTD Building Maintenance Plan

Visual Roof Inspection - Cont.	Comments
<p>Visual inspect the following common roof features (if applicable) for visible signs of damage or repair:</p> <ul style="list-style-type: none">• Fascia• Soffit• Flashing• Gutter/Drains, etc.• Skylights• Chimney/Vents• Fall arrest Anchors• Control Zone Access• Drains/Vents	
<p>Roofing repairs may also become noticeable by observing the following conditions:</p> <p>Ceiling Conditions:</p> <ul style="list-style-type: none">• Cracks• Water Staining• Water Leaks• Seasonal Change <p>Exterior Wall Conditions:</p> <ul style="list-style-type: none">• Deformed Finish• Surface Deterioration• Staining <p>Interior Wall Surfaces:</p> <ul style="list-style-type: none">• Cracks• Water Staining• Water Leaks• Deformed Finishing• Seasonal Change• Window Leak• Door/ Window Alignment	

CVTD Building Maintenance Plan

Annual Building Inspection Checklist	
Comments	Comments
Look for signs of leaks in all exposed pipes, and in areas where pipes run through the walls or foundation	
Look for signs of corrosion, which could indicate a problem with the water, or with the pipe itself. Watch for green stains around the brass and copper fittings and on shutoff valves, a sign of either corrosion or electrolysis caused by mismatched metals. This will cause leaks and bad connections if left uncorrected.	
Check the water pressure. Low pressure could mean a problem with the line or just sediment buildup in the faucet aerator.	
Check drains for speed of drainage – a slow drain may have a clog or a blocked vent pipe. Look for a full swirling drain; bubbling drains are a sign of a problem.	
Flush the toilets to make sure they operate properly. Open their tanks and look for worn or missing parts. Then wait around for a few minutes to see if the toilet runs after a pause, a sign of a slow leak.	
Look inside the burner chamber of water heater for rust flakes. Check the flame; it should be an even blue, with no yellow. A yellow flame indicated soot or a problem with the gas-air mixture, meaning the jets need washers.	
Drain the water heater to remove sediments that has settles to the bottom. Sometimes leaks in faucets are caused by hard water wearing out the washers.	
Check on the state caulking to see if it's time to replace it.	
Look for evidence of mildew where water has a chance to stand for longer periods.	
Manipulate the toilet base to be sure it doesn't rock, which might mean a leak has damaged the floor around it.	
Look for cracks on the toilet tank or bowl or on sink.	
Turn on faucet and check for leaks around handles and valves. Are they easy to use, or harder to turn on and off?	

Employee: _____

Date: _____

CVTD Building Maintenance Plan

SECTION 3 SAFETY

SAFETY GUIDELINES AND RECOMMENDATIONS

CVTD is committed to providing a safe and healthful working environment. Therefore, the following information is provided to reduce the risk of injury.

If you have any questions regarding a potentially “unsafe” or “unhealthful” condition, please contact your supervisor immediately to report your concern(s).

If you have any questions regarding the following information, the CVCOF Facilities Manager can be contacted at 325-947-8729 ext. _____

SUMMARY OF TOPICS COVERED IN THIS DOCUMENT:

- A. WALKING/WORKING SURFACES
- B. LADDERS
- C. SANITIZATION PROCEDURES
- D. GENERAL OFFICE SAFETY

CVTD Building Maintenance Plan

A. WALKING AND WORKING SURFACES

The employee must pay particular attention to hazards that are created by other work practices. Places in the facility that have a high traffic volume of people should be clean on a more frequent schedule. There is a significant reduction in occupational injuries with walking, working surfaces, and storage that is kept properly.

The following checklist provides questions to keep in mind while performing your normal duties:

Yes/No	Item to be answered
	Is the walking surface kept dry and free of debris?
	Are spills of liquid cleaned up immediately and appropriately?
	Does the facility have storage in a hap-hazard manner?
	Are floors and carpets swept and vacuumed on a routine basis?

B. LADDERS

Ladders should be inspected on a frequent basis. If a ladder is found to be defective, the employee should take the ladder out of service and notify his or her supervisor. A tag should be attached to the ladder that states “Do Not Use – Danger”

Great care should be taken when placing ladders so that they are not carried or positioned near overhead sprinklers heads or outdoor power lines. Maintain at least ten-foot distance from overheadlines.

To ensure a safe ladder angle, the 4 to 1 rule should always be obeyed. This rule states that the bottom of a leaning ladder is one foot away from the vertical surface being climbed for every four feet of working ladder length. Hence, the bottom of a ladder should be three feet from the wall when going up twelve feet of ladder length. Holding the ladder, placing the bottom of the ladder at one’s feet, and fully extending one’s arms generally achieves the proper angle.

The ladder should also extend three feet beyond the edge of the top of a wall when using the ladder to climb to the top of the wall.

CVTD Building Maintenance Plan

C. SANITATION PROCEDURES

Because staff may be required to work with a variety of cleaning fluids and other hazardous substances, they should be aware of basic chemical safety. Always wear protecting gloves when handling chemical substances, and be sure not to mix bleach and ammonia together. Remember to thoroughly clean any chemical spills immediately and know all safety procedures that must be followed if accidentally exposed to the skin or ingested.

Other items of safety that should be worn include protective eye wear, disposable cleaning gloves, ear plugs, and dust mask

When lifting, you should protect your back by squatting and bending your knees, holding the object close to your body and keeping your back straight. Using correct procedures will allow you to power the lift by using the legs and knees, while taking the pressure off the back.

D. GENERAL OFFICE SAFETY

WORKSTATIONS

- DESIGNED TO REDUCE EXCESSIVE BENDING AND STRETCHING
- GOOD HOUSEKEEPING ESSENTIAL
- NEVER STORE ITEMS UNDER YOUR DESK
- NEVER STORE ITEMS ON TOP OF CUPBOARDS
- NEVER LEAVE DESK AND/OR FILING CABINET DRAWERS OPEN

CHAIRS AND DESKS

- GOOD LOWER BACK SUPPORT
- ADJUSTABLE- KNEES AND HIP ARE LEVEL
- CHAIRS ON CASTORS MUST HAVE 5 LEGS
- IF YOUR DESK IS TOO HIGH COMPENSATE BY RAISING THE SEAT HEIGHT OF YOUR CHAIR
- NEVER STAND ON THE CHAIR TO REACH ANYTHING, PARTICULARLY IF THE CHAIR HAS WHEELS OR IS OF THE SWIVELING KIND

STACKING AND STORAGE

- LIGHT OBJECTS STORED ON TOP AND HEAVY OBJECTS ON THE BOTTOM- ALSO IN FILING CABINETS
- BOXES, FILE, AND OTHER HEAVY ARTICLES MUST NOT BE STACKED ON TOP OF CABINETS, CUPBOARDS, OR WINDOW SILLS
- KEEP PASSAGES CLEAR AND FIRE FIGHTING EQUIPMENT UNOBSTRUCTED

ELECTRICAL SAFEGUARDING

- CABLES!!!
 - LOOSE LYING CABLES CAN CAUSE:
 - A TRIPPING HAZARD
 - ELECTROCUTION
 - PEOPLE CAN HOOK ON CABLES AND PULL EXPENSIVE EQUIPMENT FROM TABLES

CVTD Building Maintenance Plan

- THEY ARE UNTIDY
- IT IS YOUR RESPONSIBILITY TO INFORM THE FACILITIES SO THEY CAN BE FIXED
- NO UNAUTHORIZED PERSON MAY TAMPER WITH ANY ELECTRICAL APPLIANCE OR DISTRIBUTION BOARD
- DO NOT OVERLOAD SOCKETS. ASK FOR AN ADDITIONAL POINT TO BE INSTALLED
- IF A MACHINE TRIPS OR AN ELECTRICAL CABLE BECOMES WARM TO THE TOUCH, IT MUST BE DISCONNECTED AND REPORTED IMMEDIATELY
- CABLE AND EXTENSION CORDS SHOULD NOT BE RUN UNPROTECTED BENEATH CARPETING NOR SHOULD THEY SPAN WALKWAYS WITHOUT BEING SECURED IN AN ENCAPSULATION DEVICE
- DO CARRY OUT YOUR OWN VISUAL INSPECTIONS OF PLUGS AND LEADS AND GET THEM REPAIRED AS NECESSARY
- LOOK OUT FOR:
 - PHYSICAL DAMAGE TO THE CABLE
 - DAMAGE TO THE PLUGS
 - INSECURE CONNECTIONS TO THE PLUG
- SWITCH EQUIPMENT OFF BEFORE UNPLUGGING AND BEFORE CLEANING

HEAT GENERATING EQUIPMENT

HEAT GENERATING EQUIPMENT, LIKE ELECTRICAL EQUIPMENT, CAN BE VERY SAFE IF USED AND MAINTAINED CORRECTLY, HOWEVER, IMPROPER CARE, STORAGE, OR PLACEMENT OF ANY TYPE OF EQUIPMENT THAT GENERATES HEAT CAN CAUSE A FIRE, BODILY INJURY, OR EVEN DEATH

TYPES OF HEAT GENERATING EQUIPMENT

- COFFEE POT
- COOLING FANS
- HEATERS
- MICROWAVE
- MUG WARMER
- TOASTER OVER
- OTHER ELECTRICAL EQUIPMENT

SAFE PRACTICES FOR HEAT GENERATING EQUIPMENT

- NOTHING CAN BE STORED WITHIN 30° OF ELECTRICAL PANELS
- PLUG INTO OUTLET DIRECTLY
- ONLY USE HEATERS EQUIPPED WITH TIP-OVER PROTECTION
- TURN OFF ALL ITEMS WHEN NOT IN USE
- DO NOT LEAVE EQUIPMENT UNATTENDED

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ACCIDENT REPORTING

- REPORT ALL INJURIES ON DUTY TO HUMAN RESOURCES ON THE SAME DAY

SLIPS, TRIPS, AND FALLS

- PREVENT THEM BY REMEMBERING THE FOLLOWING
 - DO NOT ALLOW CABLING TO CREATE A TRIPPING HAZARD
 - CLEAR SPILLAGES QUICKLY
 - KEEP OFFICE AREAS CLEAN
 - KEEP STACKING AND STORAGE AREAS SAFE, WATCH OUT FOR:
 - WORN OR LOOSE CARPETS
 - BROKEN STAIR THREAD EDGES
 - CHIPED FLOORBOARDS AND TILES
 - WATCH WHERE YOU WALK!
 - HIGH HEELS
 - PICK UP OBJECTS THAT FALL- PENCILS ETC.

OFFICE MACHINES

- LEARN HOW TO USE THEM SAFELY BEFORE YOU USE THEM
- LOOSE CLOTHING, JEWELRY, LONG FLOWING HAIR TO BE KEPT OUT OF MACHINES
- KEEP HANDS AND FINGERS CLEAR OF PAPER INLET AT THE SHREDDER
- SWITCH THE MACHINE OFF BEFORE TRYING TO CLEAR A BLOCKAGE

FIRST AID BOX

- MAKE SURE YOU KNOW WHERE THE BOX IS
- ENSURE THE BOX IS WELL STOCKED **AND NOT EXPIRED!!**

**YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY
SAFETY IS RIGHT NOT A PRIVALEGE**

CVTD Building Maintenance Plan

SECTION 4 FIRE AND EMERGENCY

BUILDING SAFETY SYSTEMS

The building at 510 N. Chadbourne, San Angelo Texas, 76903 has the following safety systems.

ALARMS- the First Alert fire alarm system in the building is activated by sensors which detect fire alarm conditions such as smoke detectors, heat detectors, and sprinkler water flow sensors, etc. The system monitors these sensors 24 hours a day for continuously and provides a number of indicators when a fire alarm condition is detected.

SMOKE DETECTORS- This will immediately activate the fire alarm system and immediately notify Automatic Fire Protection Inc., a member of management, and San Angelo Fire Dispatch by electronic notification.

AUTOMATIC SPRINKLER SYSTEM- This will begin the extinguishment of the fire and immediately notify Automatic Fire Protection Inc., a member of management, and San Angelo Fire Dispatch by electronic notification.

FIRE EXTINGUISHERS- Only trained personnel should use fire extinguishers. Always notify the designated personnel from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment (see evacuation map for locations).

FIRST AID KIT- For minor injuries not requiring medical attention

EMERGENCY KITS- Must be kept shut at all times to provide a safe means of egress.

PURPOSE:

To provide a plan for the orderly evacuation of Concho Valley Transit District, San Angelo 76903 and to establish the necessary procedures for fire emergencies, bomb threats, etc.

Designated Roles and Responsibilities:

The Facilities Manager for this building is: _____ . The Facilities Manager is responsible for seeing that this plan is implemented and will appoint an adequate number of Evacuation Marshalls, assure everyone is familiar with this plan and act as a liaison with Fire Marshal's Office.

Evacuation Marshalls will assist in the implementation of this plan by knowing and communicating evacuation routes to occupants during emergency evacuation and directing them to the designated assembly area. **Adult Literacy Council- 59 E. 6th Street, San Angelo TX, 76903, to the east of our facility.**

Preparation and Planning for Emergencies

Pre-planning for emergencies is a crucial element of this plan. The following steps have been taken in planning for emergency evacuation of this building:

CVTD Building Maintenance Plan

Preparation and Planning for Emergencies (cont.)

1. All exits are labeled and operable.
2. Evacuation route diagrams are posted on all hallways and at all exits, lobbies and training/conference room.
3. Occupants do not block exits, extinguishers, and hallways by storage or rearrangement of furniture or equipment. Good housekeeping is everyone's responsibility.
4. All evacuation drills will be held at least annually in this building and are critiqued and documented. Prior to holding a fire evacuation drill where the alarm is to be triggered, the Fire Alarm System Monitor is to be notified so that the alarm can be taken off during the drill.

EVACUATION PROCEDURE:

FIRE:

1. Anyone who receives information or observes an emergency situation should immediately call 911.
2. In this building, occupants will be notified of emergencies by fire alarm and paging systems.

OCCUPANTS WILL:

1. Know at least two exits from the building.
2. Be familiar with the evacuation routes throughout the whole facility.
3. To report a fire or emergency, call 911. Give the name and address. State exactly what is burning, or what is smoking, or what smells like a fire to you. The Facilities Manager (or other designated person), activates the building notification system.
4. When notified to evacuate, do so in a calm and orderly fashion:
 - Walk don't run
 - Keep conversation level down
 - Close all doors behind you
 - Assist other in need of assistance
5. Go to the designated assembly area, ***Adult Literacy Council-59 E 6th, San Angelo TX, 76903 to the east of our facility.***

Tornados:

In case of a tornado warning, the **Facilities Manager** (or other designated person) will notify building occupants.

1. Safe places of haven in the case of a tornado are inside the building, preferably the hallway, stay away from windows.
2. Listen to you radio for the latest information and instructions. Do not tie up the telephone lines.

Bomb Threats:

If you receive a bomb threat, carefully note all information the caller gives you and then call 911 immediately, and then notify the Facilities Manager. Do not activate the building notification system. The decision to evacuate is determined by the Department of Public Safety (DPS).

CVTD Building Maintenance Plan

Bomb Threat (cont.)

If an evacuation occurs as the result of a bomb threat, the Facilities Manager or occupants will report to DPS any observation or report of a suspicious person or package seen in the work areas or along the evacuation route. Occupants will not attempt to inspect or move suspicious packages.

EMERGENCY KITS

Kits should include the following;

- Flashlight
- AM Radio (battery powered)
- First Aid Supplies

PHONE NUMBERS

- CVCOG Emergency Number: 911
 - City of San Angelo Public Health: (325) 657-4235
 - Fire Marshall: (325) 657-4358
 - San Angelo Police Department: (325) 657-4498
-

General:

During an evacuation for any of the above, Evacuation Marshals assure every person in his/her designated area has been directed to an Emergency exit and the designated assembly area, **Adult Literacy Council-59 E 6th, San Angelo TX, 76903 to the east of our facility.**

Persons with Disabilities (mobility, hearing, sight etc.): each individual who requires assistance to evacuate is responsible for pre-arranging with someone else in their immediate work area to assist them. This information must also be communicated to the **Facilities Manager**. Any one knowing of a person with a disability or injury who was not able to evacuate will report this immediately to an Evacuation Marshall or the **Facilities Manager**.

CVTD Building Maintenance Plan

The main panel for this system is located outside this facility on the North side of the building in a fire closet.

The sprinkler system is serviced by Automatic Fire Protection, Inc. (325-651-9000)

Staff Contacts:

1. Facilities Manager phone: _____

2. Operations and Safety Manager phone: _____

CVTD Building Maintenance Plan

Tornado Safety

Thinking and planning ahead can significantly reduce dangers of a tornado. It is important that those in your department discuss and develop a tornado emergency plan for your area.

- Take note of the environment, building, and rooms where you spend much of your time.
- Identify the best areas to take protective cover during a tornado as well as the possible exits from the building.
- Have a flashlight; a battery powered radio and spare batteries in case the power is off
- Have a first aid kit available. Know who in your department is certified in First Aid and CPR

Tornado Watch

Tornado Watch Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.

Tornado Warning

A tornado has been sighted or indicated by weather radar. Take shelter immediately. Be alert to changing weather conditions.

- Listen to NOAA Weather Radio or to commercial radio or television newscast for the latest information.
- Look for approaching storms

Look for the following danger signs:

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying cloud (particularly rotating)
- Loud roar, similar to freight train

CVTD Building Maintenance Plan

In the event of a tornado, employees should follow these steps:

Step 1: You will hear an announcement that severe weather is approaching and will be instructed to stop whatever you are doing and proceed to the nearest **SAFE ZONE**.

Step 2: Immediately STOP whatever you are doing and quickly get to **THE NEAREST SAFE ZONE**. **If you have a client, visitor, or class during that time please make sure those individuals are also escorted to a safe zone.* **SAFE ZONE** signs have been posted in various places around the building which have been designated as the safest places for this type of emergency.

Step 3: Get down low with your head against the wall and use your arms to protect your head or neck. **In a real situation, if you're unable to get out of your office, you can also get under a sturdy desk.*

Step 4: Remain in that place until you hear an "ALL CLEAR" announcement. After the "All Clear" has been given, you may return to your work area & resume your duties.

The designated SAFE ZONES are clearly marked by signage throughout the building so please take time to walk through our facilities and familiarize yourself with these areas. We would also like to encourage staff to keep a whistle and flashlight in your desk drawer, within easy reach, in case of this type of situation.

CVTD Building Maintenance Plan

SECTION 5 EQUIPMENT MAINTENANCE

Facility Maintenance shall track all equipment new and old. Such equipment shall include, but not be limited to: lifts, trailer, power wash, hand tools, power tools, Freon and coolant recycling equipment, oil etc. Preventive maintenance and proper care of machinery, equipment and tools is essential. Equipment and tools in disrepair pose unnecessary safety hazards. It is important to place them in their proper designated storage place after use.

CVTD Facility Maintenance staff will adhere to the following shop safety expectations with all equipment:

Floor Jacks/Lifting Devices

Care should be taken in instructing all shop personnel on the proper use and positioning of floor jacks and other lifting devices. Lift points should be marked on vehicles. (Genie AWP)

Tools

Tools should be kept clean of grease and oil. The tool should be properly selected for the job with the appropriate hand position and technique used for the employee's protection. Tools should be inspected regularly for defective conditions.

Cords/Hoses

Air hoses, extension cords, and droplights should be inspected regularly for worn or frayed condition. They should be kept in a stored or hanging position when not in use. They should be wiped clean after each use. All cords and electrical equipment should have a grounded plug.

Eyewash Stations

An eyewash station should be provided and located near a water supply.

Other Shop Equipment

All shop equipment should be inspected regularly for their condition and cleanliness. In turn, the department shall maintain a sufficient quantity of spare parts in order to maintain the assigned fleet in an appropriate manner. Parts shall be purchased in accordance with COA purchasing requirements.

WET BITMEC Bus Wash

Training will be provided to all Utilities and Maintenance staff regarding the use of the pressure wash. Appropriate safety measure will be used when WET BITMEC bus wash is being used during bus cleaning.

*Manuals located in Building Plan Binder

**CONCHO VALLEY
COUNCIL OF GOVERNMENTS
RESOLUTION 20-111**

BOARD RESOLUTION OF SIGNING AUTHORITY

WHEREAS, The Board of Directors of the Concho Valley Council of Governments (CVCOG) met on August 12, 2020 at 506 N. Chadbourne in San Angelo, Texas and;

WHEREAS, the Board of Directors of the Concho Valley Council of Governments, a political sub-division of the State of Texas, has agreed to provide public transportation for the citizens of the Concho Valley Region which include Coke, Concho, Crockett, McCulloch, Menard, Kimble, Irion, Reagan, Schleicher, Sterling, Sutton, and Tom Green counties; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors approve the CVCOG Executive Director, John Austin Stokes, as having signature authority to be authorized to sign all the statutory forms, filings, returns, applications, contracts, reimbursement requests, agreements, and all those documents with reference to the dealings of the District, as they are entrusted with substantial powers that are required for running the Council of Governments and all programs under the umbrella of CVCOG to include but not limited to Concho Valley Transit District, CVCOG Economic Development District and the Area Agency on Aging.

In the absence of the CVCOG Executive Director, the CVCOG Board of Directors appoint the following as signing authority:

Delegate 1 Erin Hernandez has signing authority for all areas listed above and;

Delegate 2 Judge Steve Floyd has signing authority for all Concho Valley Council of Governments Programs and their associated bank accounts.

The effective date of this delegation is August 1, 2020 and shall run until revoked by Executive Committee Chairperson.

DULY ADOPTED at a meeting of the Concho Valley Transit Board of the Concho Valley Council of Governments this 12th day of August 2020.

Judge Steve Floyd, Chairman

Councilman Harry Thomas, Secretary

Delegation of Signature Authority Approval

To: Texas Dept. of Transportation, Public Transportation Division

From: Board of Trustees or Authorized Official of

Name and Title:

Date: _____ If applicable, Board Resolution number: _____

Subject: Delegation of Signature and Approval Authority Effective: _____

Delegation: I, _____,
of _____ am authorized to sign all documents.

I further delegate the signature and approval authority to the following individuals for the documents specified:

Name/Functional Title	Documents/Conditions
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

*If more lines are needed, add a second page.

The signature of the individuals specified above is considered as binding for as that of the responsible official. Furthermore, these individuals will be held accountable with the responsible official for the propriety and policy compliance of the documents as specified above.

Signature

Name of Board of Trustees or Authorized Official

Title of Board of Trustees or Authorized Official

Delegation of Signature Authority Approval

To: Texas Dept. of Transportation, Public Transportation Division

From: Board of Trustees or Authorized Official of

Name and Title:

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Signature

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Title of Board of Trustees or Authorized Official