



**Regular Meeting of the Board of Directors**

**Tuesday, November 24, 2015**

**10:00 a.m.**

Antelope Valley Transit Authority Community Room  
42210 6<sup>th</sup> Street West, Lancaster, California  
[www.avta.com](http://www.avta.com)

**OFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:02 a.m.

**PLEDGE OF ALLEGIANCE:**

Director Thompson led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist  
Vice Chair Dianne Knippel  
Director Steve Hofbauer  
Director Fred Thompson  
Director Angela Underwood-Jacobs  
Director Michelle Flanagan

**APPROVAL OF AGENDA:**

**Motion: Approve the agenda with the removal of Special Reports and Presentations #4 - State Legislative Update for November 2015.**

Moved by Director Hofbauer, seconded by Vice Chair Knippel

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: None

**PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:**

Michael Rives – spoke about earthquake preparedness in the Antelope Valley and suggested numbering the bus stop shelters to assist emergency responders.

Thomas DiFilippi, Sr. – presented information regarding an altercation he and his wife had on a bus and stated that he was unhappy with how the bus operator handled the situation.

Chairman Crist requested that staff create a task force between the Lancaster and Palmdale Sheriff's Stations.

Zolita Hickman – stated that there is an inadequate amount of time for her to transfer to her connection. She added that although there are many pleasant bus operators, there are an equal number who are unpleasant and discourteous. She suggested that staff ride the buses on a regular basis and evaluate the operators.

**SPECIAL REPORTS and PRESENTATIONS (SRP):**

**SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR OCTOBER 2015**

Transdev General Manager Hector Fuentes presented plaques to the Employee of the Month David Mattke and the Operator of the Month Marty Moore.

**SRP 2 PRESENTATION TO JOSE MORA FOR HIS SERVICE AT AVTA AS A MAINTENANCE MANAGER FOR TRANSDEV**

Executive Director Len Engel presented a plaque to Jose Mora for providing excellent service during his tenure at AVTA.

**SRP 3 FEDERAL LEGISLATIVE UPDATE FOR NOVEMBER 2015**

Grants Administrator Judy Fry provided an update regarding the short-term surface transportation authorization extension and Transportation Investment Generating Economic Recovery (TIGER) competitive grant program. There was no discussion regarding this item.

**SRP 5 FISCAL YEAR 2016 (FY16) FIRST QUARTER KEY PERFORMANCE INDICATORS (KPI) REPORT (JULY 1, 2015 – SEPTEMBER 30, 2015)**

Senior Planning Officer Dieter Aragon presented the KPI report for the period covering July 1, 2015 through September 30, 2015. The Board discussed separating the complaints by category and clarifying valid complaints versus invalid complaints.

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR OCTOBER 27, 2015**

**Motion: Approve the Board Meeting Minutes for October 27, 2015.**

Moved by Director Hofbauer, seconded by Vice Chair Knippel

Vote: Motion carried (5-0-1-0)

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, and Flanagan

Nays: None

Abstain: Director Underwood-Jacobs

Absent: None

**CC 2 FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER 2015**

Receive and file the financial reports for September and October 2015.

**CC 3 BOARD OF DIRECTORS AND TRANSIT ADVISORY COMMITTEE (TAC) 2016 MEETINGS CALENDAR**

Approve the 2016 meetings calendar.

**CC 4 FY16 FIRST QUARTER CAPITAL RESERVES REPORT (JULY 1, 2015 – SEPTEMBER 2015)**

Receive and file the FY16 First Quarter Capital Reserves Report for the period covering July 1, 2015 through September 30, 2015.

**CC 5 GRANT STATUS REPORT**

Receive and file the Grant Status Report.

**Motion: Approve CC items 2 – 5.**

Moved by Vice Chair Knippel, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS (NB):**

**NB 1 AMENDMENT OF THE AVTA BYLAWS (SECTION 4.50 – OFFICERS)**

Clerk of the Board Karen Darr presented the staff report. There was no discussion regarding this item.

**Motion: Adopt Resolution No. 2015-011, amending Section 4.50 (Officers) of the Authority's Bylaws to modify when the Chair and Vice Chair are elected.**

Moved by Director Hofbauer, seconded by Vice Chair Knippel

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: None

**NB 2 IMPROVEMENTS TO THE INTERSECTION OF 35<sup>TH</sup> STREET EAST AND PALMDALE BLVD.**

Executive Director Len Engel presented the report. The Board discussed Caltrans' proposal and whether moving the bus stop was an option.

**Motion: Authorize the Executive Director to negotiate a Memorandum of Understanding for improvements to the intersection of 35<sup>th</sup> Street East and Palmdale Blvd. to meet Americans with Disabilities Act (ADA) accessibility requirements.**

Moved by Director Hofbauer, seconded by Director Thompson

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: None

**NB 3 BATTERY ELECTRIC REVENUE FLEET**

Mr. Engel presented the staff report. The Board discussed how establishing a well-defined goal would benefit AVTA when applying for grants.

Addressing the Board on this matter:

Michael Rives: stated the importance of purchasing the buses from American companies.

**Motion: Adopt a goal to have a 100% battery electric revenue fleet by December 2018.**

Moved by Director Underwood-Jacobs, seconded by Director Flanagan

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: None

**NB 4 AWARD SERVICES CONTRACT #2016-04 TO REMOVE & REPLACE ADMINISTRATION AREA CARPETING**

The Board waived the presentation of the staff report.

**Motion: Authorize the Executive Director to award and execute Contract #2016-04 to remove and replace administration area carpeting for an amount not to exceed \$125,000, plus applicable sales tax.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan

Nays: None

Abstain: None

Absent: None

**NB 5 DRAFT AUDITED FINANCIAL STATEMENTS WITHIN THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND SINGLE AUDIT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2015**

Director of Finance Colby Konisek introduced Tom Huey, Senior Manager, Windes, Inc. who presented the results of the audited financial statements for the year ended June 30, 2015. He stated that based on the draft results, it is anticipated that there will be no exceptions in the audited financial statements

and no findings or questioned costs reported in the single audit report. He added that no material weaknesses were noted in the internal control structure. The Board thanked staff for their hard work and a job well done.

**Motion: Approve the Draft CAFR and Single Audit of Federal Awards for the year ended June 30, 2015.**

Moved by Director Hofbauer, seconded by Director Thompson

Vote: Motion carried (6-0-0-0)  
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Thompson, Underwood-Jacobs, and Flanagan  
Nays: None  
Abstain: None  
Absent: None

**CLOSED SESSION (CS):**

**PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION:**

General Counsel Allison Burns stated that there were no discussion items for Closed Session.

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Report by the Executive Director

Mr. Engel updated the Board regarding 1) the status of the new phone system; 2) installation of an inductive charging system at Lancaster City Park and Palmdale Transportation Center; 3) the bus accidents on November 23, 2015; 4) contract award for advocacy services; 5) director of operations position; and 6) contract award to Eco Energy Solutions.

**MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

There were no miscellaneous business items presented.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:08 a.m. to the Special meeting of the Board of Directors on November 24, 2015 in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.


PASSED, APPROVED, and ADOPTED this 26<sup>th</sup> day of JANUARY 2016.



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Marvin Crist, Chairman

ATTEST:



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Karen Darr, Clerk of the Board