



Regular Meeting of the Board of Directors

Tuesday, January 28, 2020

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
www.avta.com

AGENDA

For record keeping purposes, and if staff may need to contact you, we request that a speaker card, located at the Community Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak. A three-minute time limit will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Alternate Director Raj Malhi, Director Michelle Flanagan, Director Richard Loa

APPROVAL OF AGENDA

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

If you would like to address the Board on any agendized or non-agendized items, you may present your comments at this time. Please complete a speaker card (available as you enter the Community Room) and provide it to the Clerk of the Board. Speaking clearly, state and spell your name for the record. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the Authority's Executive Director/CEO for follow-up.** Each speaker is limited to three (3) minutes.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP): During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

- SRP 1 PRESENTATION TO KAREN DARR FOR 10 YEARS OF DEDICATED SERVICE – MACY NESHATI
- SRP 2 PRESENTATION TO AVTA EMPLOYEE OF THE SECOND QUARTER FOR FISCAL YEAR 2019/2020 – JUDY VACCARO-FRY
- SRP 3 RECOGNITION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2019 – MIKE SORENSEN
- SRP 4 LEGISLATIVE REPORT FOR JANUARY – JUDY VACCARO-FRY
- SRP 5 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT – MARTIN TOMPKINS
- SRP 6 MAINTENANCE KPI REPORT – MARK PERRY

CONSENT CALENDAR (CC): Items 1 through 6 consent items that may be received and filed and/or approved by the Board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 26, 2019 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of November 26, 2019.

CC 2 FINANCIAL REPORTS FOR NOVEMBER AND DECEMBER 2019 – JUDY VACCARO-FRY

Recommended Action: Receive and file the Financial Report for November and December 2019.

CC 3 PROPOSED LEGISLATIVE PRINCIPLES FOR 2020 – JUDY VACCARO-FRY

Recommended Action: Approve the Proposed Legislative Principles for 2020.

CC 4 FY 2020 SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2019) – KELLY MILLER

Recommended Action: Receive and file the FY 2020 Second Quarter LASD report for the period covering October 1 through December 31, 2019.

CC 5 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT AND TRANSDEV'S EEO PLAN – KELLY MILLER

Recommended Action: Review, update, and reaffirm AVTA's EEO Policy Statement and Transdev's EEO Plan.

CC 6 RESOLUTION NO. 2020-001, ADOPTING THE AMENDED CONFLICT OF INTEREST AND DISCLOSURE CODE – KAREN DARR

Recommended Action: Adopt Resolution No. 2020-001, a Resolution of the Board of Directors adopting the amended Conflict of Interest and Disclosure Code and rescinding in its entirety the current Conflict of Interest Code adopted by Resolution No. 2018-001.

NEW BUSINESS (NB):

NB 1 FY 2020 MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS – JUDY VACCARO-FRY

Recommended Action: Approve the Proposed FY 2020 Mid-Year Budget adjustments.

NB 2 CONTRACT #2020-20 TO AV TRANSPORTATION SERVICES, LLC, LANCASTER, CA, FOR DIAL-A-RIDE AND OTHER ON-REQUEST SHARED MOBILITY SERVICES – MACY NESHATI

Recommended Action: Authorize the Executive Director/CEO to execute Contract #2020-02 for Dial-A-Ride and other on-request shared mobility services to AV Transportation Services, LLC, Lancaster, CA for a base term of five years and five months (5.5) with two (2) one (1) year options for a possible seven years and five months for an estimated amount of \$4,522,500 per service year.

- NB 3 SOLE SOURCE CONTRACT AMENDMENT NO. 2 FOR CONTRACT #2014-01 WITH PINNACLE PETROLEUM FOR BULK FUEL SUPPLY AND DELIVERY – LYLE BLOCK

Recommended Action: Authorize the Executive Director/CEO to execute sole source Contract Amendment No. 1 for an additional amount of \$2,500,000, and one-year time extension to Pinnacle Petroleum, Inc., of Huntington Beach, CA, under AVTA's Contract #2014-01, to complete AVTA's change out of its commuter diesel fleet to battery electric propulsion.

- NB 4 SOLE SOURCE CONTRACT AMENDMENT NO. 5 FOR CONTRACT #2019-18 WITH STANTEC CONSULTING SERVICES, INC. FOR OPERATIONAL ANALYSIS AND IMPLEMENTATION SUPPORT

Recommended Action: Authorize the Executive Director/CEO to execute Sole Source Contract Amendment No. 5 for Contract #2019-18 for an additional amount of \$74,895, to Stantec Consulting Services, Inc., Los Angeles, CA.

CLOSED SESSION (CS):

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(a)
Pending Litigation (tendered to Transdev): Jane Doe v. Transdev et al.
LASC Case No. 19AVCV00835
- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (one potential case)
- CS 3 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)
Consideration of whether to initiate litigation (one potential case)

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

- RA 1 Report by the Executive Director/CEO
- 2019 YEAR IN REVIEW AND UPCOMING PROJECTS IN 2020

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director/CEO for follow-up.

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on February 25, 2020 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 6:00 p.m. on January 23, 2020 at the entrance to the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534.

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

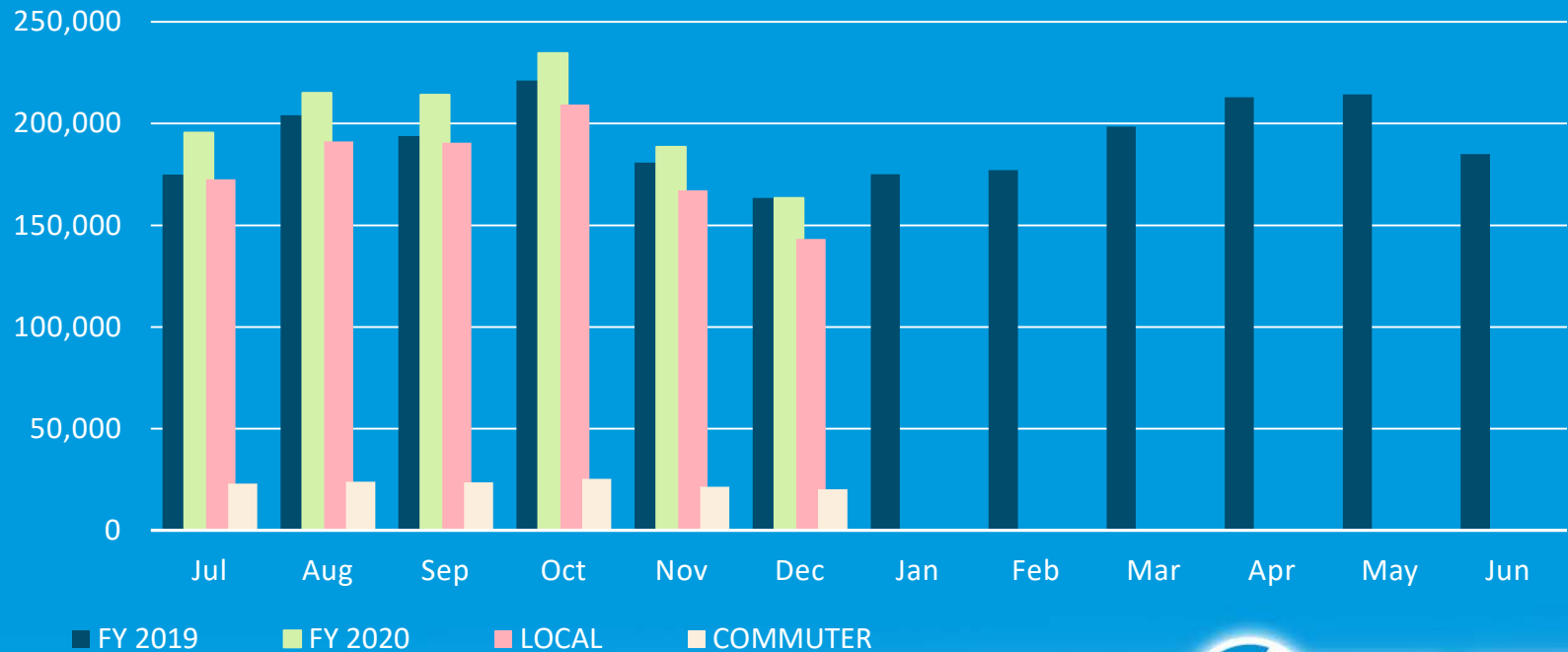
FY 2020 Monthly Operations Key Performance Indicators

Presentation to the Board of Directors
January 28, 2020

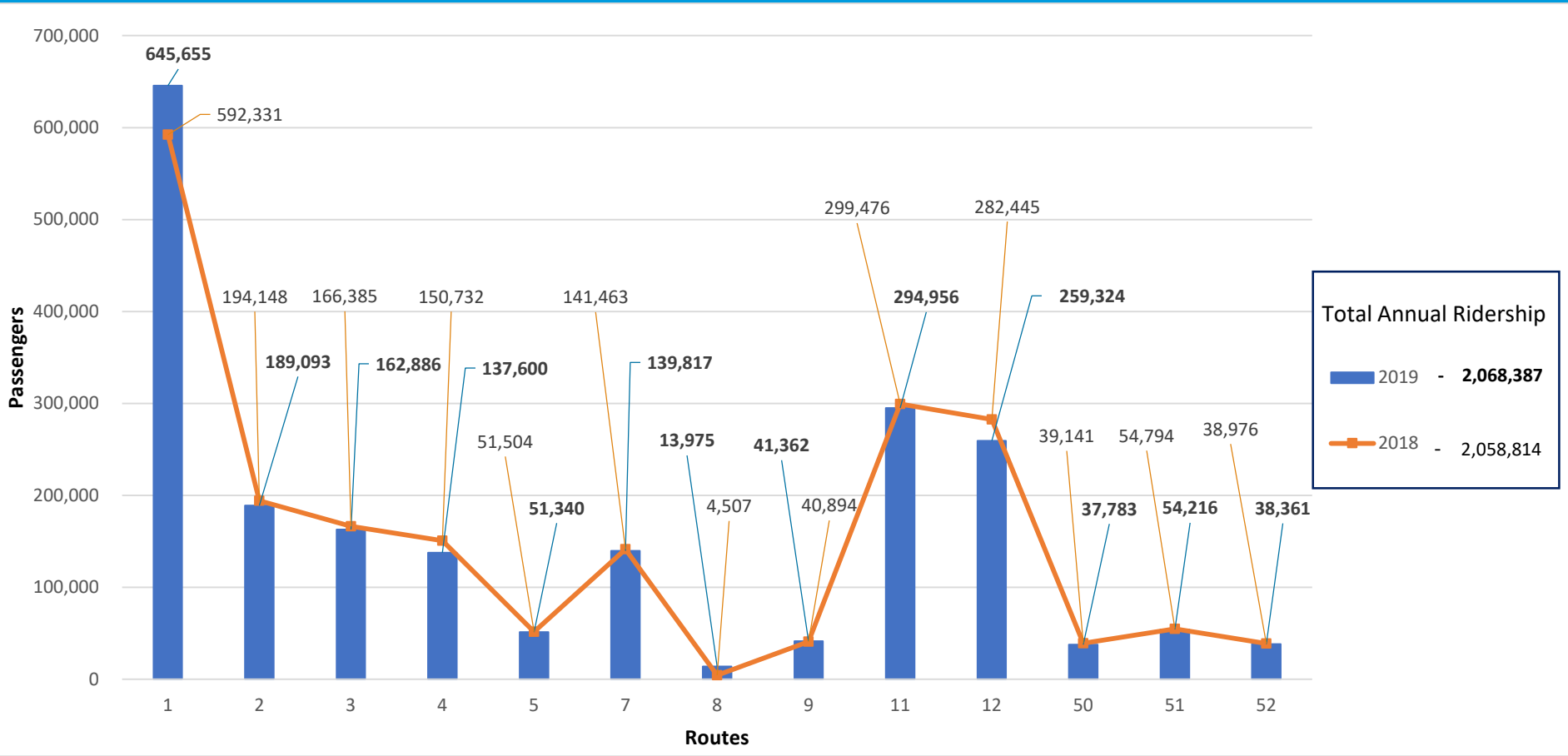


MONTHLY BOARDING ACTIVITY

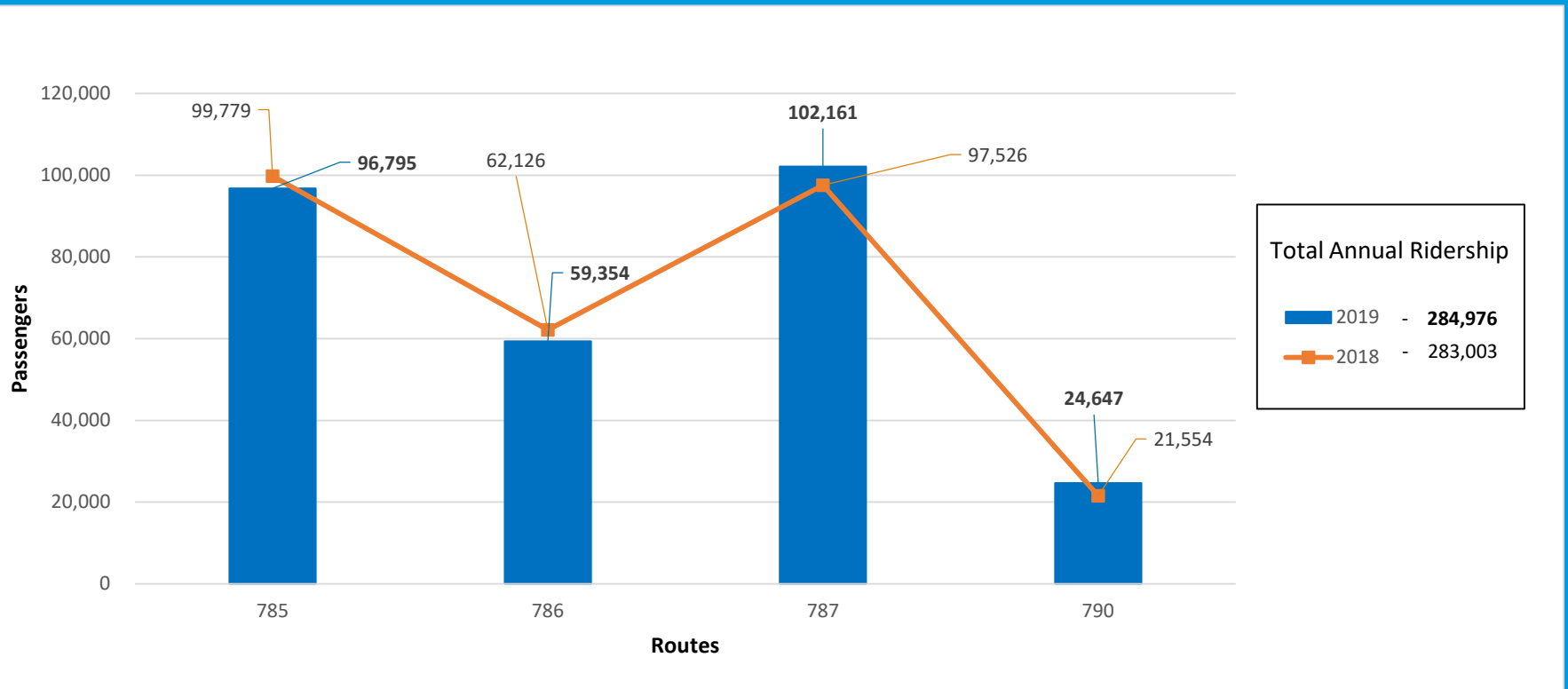
	December FY 2020	November FY 2020
System	163,392	188,525
Local	143,227	167,226
Commuter	20,165	21,299



ANNUAL RIDERSHIP LOCAL ROUTES



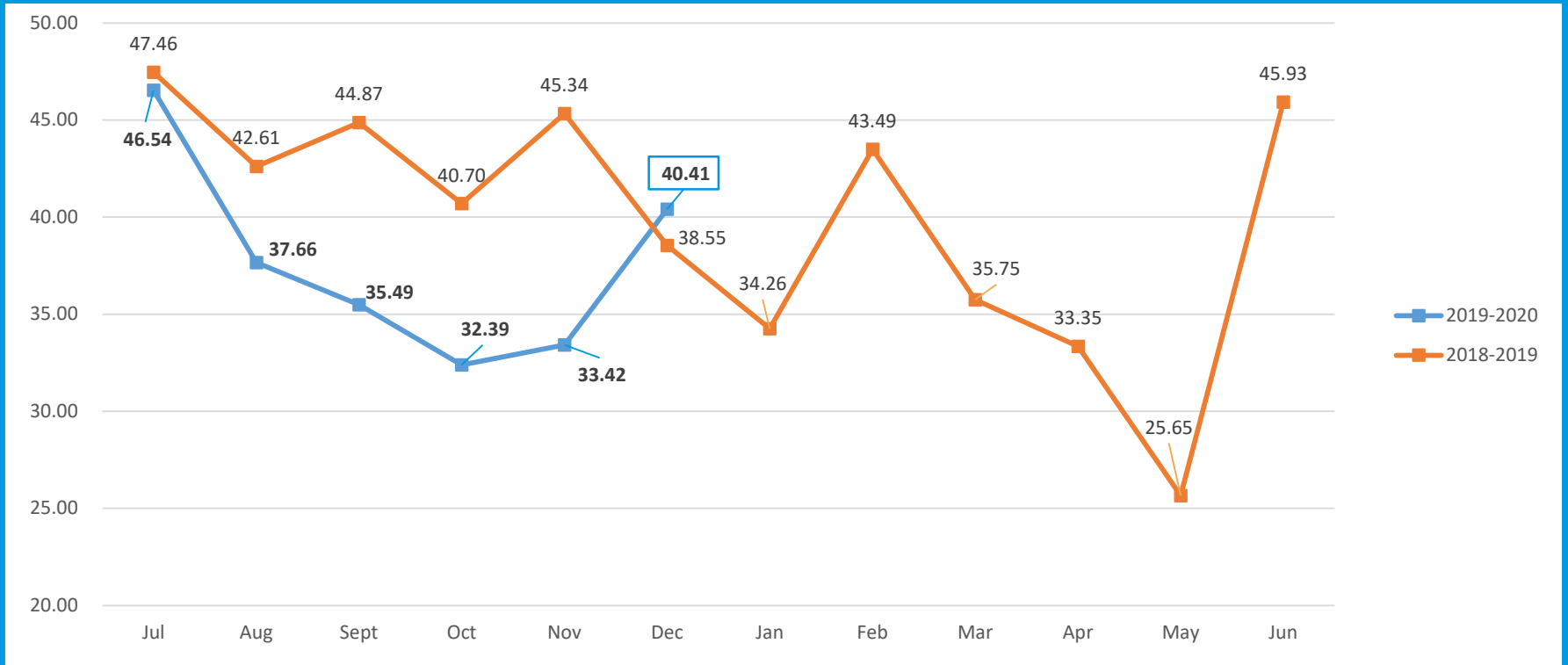
ANNUAL RIDERSHIP COMMUTER ROUTES





COMPLAINTS/100,000 BOARDINGS

DECEMBER - SYSTEM WIDE AVERAGE: 40.41



KEY PERFORMANCE INDICATORS

	December FY 2020	November FY 2020	December FY 2019
Boarding Activity	163,392	188,525	163,439
Complaints / 100,000 Boardings	40.41	33.42	38.55

Thank you!

Questions?





Regular Meeting of the Board of Directors

Tuesday, November 26, 2019

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Vice Chair Knippel led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Angela Underwood-Jacobs, Director Michelle Flanagan, Director Richard Loa, Alternate Director Kathryn Mac Laren

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Director Underwood-Jacobs, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres – wished everyone a happy Thanksgiving.

Norma U. – spoke about receiving incorrect information when routes are delayed and suggested rerouting the Route 50 to turn on 90th St. E. instead of 150th St. E. for safety reasons.

Paul Andrews – suggested route changes to improve service.

Jerel Arbaugh – wished everyone a happy Thanksgiving. He spoke about road repairs in Pearblossom and schedule changes to the Antelope Valley College (AVC) route that are causing students to be late for class. Vice Chair Knippel offered to address the AVC schedule changes; however, Senior Director of Operations and Planning Martin Tompkins confirmed the schedules have not been changed.

Ashley O’Leary – stated she is a special needs person and expressed concerns regarding accessibility to the bus stop outside of Sears at the Antelope Valley Mall, rude Access Services operators, and operators refusing service due to issues with the Access cards.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):

SRP 1 RECOGNITION OF AVTA EMPLOYEES

Mr. Tompkins presented Director of Finance and Administration Judy Vaccaro-Fry with an award for helping AVTA receive the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant.

Ms. Vaccaro-Fry presented Certificates of Recognition to Records Management Technician Francynn Tobar and Records Management Technician Assistant Paulina Cazares-Malta for their contributions to the integrity of AVTA’s legacy records management.

SRP 2 RECOGNITION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR OCTOBER 2019

Transdev Operations Manager Mike Sorensen presented a plaque to the Operator of the Month Debra Williams and announced Jeremy Bretschneider was the Employee of the Month; however, Mr. Bretschneider was unable to attend the meeting.

SRP 3 LEGISLATIVE REPORT FOR NOVEMBER

Ms. Vaccaro-Fry presented information regarding the second FY 2020 Continuing Resolution extending government funding through December 20, 2019, the proposed bill banning the use of federal funds for Chinese rolling stock, and H.R. 5139 – Stop Sexual Assault and Harassment in Transportation Act.

Ms. Vaccaro-Fry proudly reported AVTA's Growing Regional Opportunity with Leveraged-Infrastructure Fleet Expansion (GROW LIFE) project received \$8,683,480 from the BUILD Transportation Discretionary Grant program. The GROW LIFE project will fund eight 40-foot and twelve 30-foot zero-emission battery-electric expansion buses as well as their corresponding chargers. AVTA's GROW LIFE project is the only bus project that has ever been awarded in California.

The Board members stated this is a major accomplishment for the Authority and thanked Ms. Vaccaro-Fry for her hard work in helping AVTA obtain substantial grant funding for the zero-emission bus project.

SRP 4 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT

Mr. Tompkins presented the report. General Manager Rene Alvarez presented his action plan to address passenger complaints and operator issues. The Board expressed their outrage regarding rude operators, no shows and passenger pass-ups and demanded an immediate resolution.

SRP 5 MAINTENANCE KPI REPORT

Director of Fleet and Facilities Mark Perry presented the report. The Board discussed the cost per kilowatt-hour, average fuel consumption per mile for the commuter buses, and the recent accident that occurred on 50th St. E.

Mr. Perry will change the title of the electric consumption slide to renewable energy, include a new slide that shows life cost assumptions comparing the purchase of an electric bus versus a diesel bus, and add the average cost on the cost per kilowatt-hour chart.

CONSENT CALENDAR (CC):

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 22, 2019**
Approve the Board of Directors Regular Meeting Minutes of October 22, 2019.

CC 2 FINANCIAL REPORT FOR OCTOBER 2019
Receive and file the Financial Report for October 2019.

CC 3 GRANT STATUS REPORT
Receive and file the Grant Status Report.

Motion: Approve the Consent Calendar.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2019

Ms. Vaccaro-Fry introduced Thomas Young, representative from Brown Armstrong Accountancy Corporation, who presented the Draft Audited Financial Statements and Single Audit Report for the year ended June 30, 2019. Ms. Vaccaro-Fry thanked Controller KJ Alcuran and the finance staff for completing a successful audit.

Motion: Approve the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the year ended June 30, 2019.

Moved by Vice Chair Knippel, seconded by Alternate Director Mac Laren

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

NB 2 CONTRACT #2020-04 TO TAFT ELECTRIC COMPANY FOR ELECTRIC BUS CHARGING AT SIERRA HIGHWAY AND JACKMAN STREET WITHIN THE CITY OF LANCASTER

Mr. Perry presented the staff report. The Board discussed the items that were removed from the bid schedule.

Motion: Authorize the Executive Director/CEO to execute Contract #2020-04 with Taft Electric Company, Ventura, CA for electric bus charging at Sierra Highway and Jackman Street within the City of Lancaster in the amount of \$1,187,491 plus applicable permit fees and sales tax.

Moved by Vice Chair Knippel, seconded by Director Flanagan

Alternate Director Mac Laren stated she needed to abstain from the vote because she works for the International Brotherhood of Electrical Workers and the National Electrical Contractors Association, which Taft Electric Company is a member.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa

Nays: None

Abstain: Alternate Director Mac Laren

Absent: None

CLOSED SESSION (CS):

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

General Counsel Allison Burns presented the items for discussion in Closed Session.

CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(a)
Pending Litigation (tendered to Transdev): Jane Doe v. Transdev et al.
LASC Case No. 19AVCV00835

CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (one potential case)

CS 3 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)
Consideration of whether to initiate litigation (one potential case)

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 11:14 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 11:21 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel Allison Burns stated the Board discussed Closed Session Item No. 1 and gave direction to counsel and staff; there was no reportable action.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Reports

Senior Director of Operations and Planning Martin Tompkins:

- Read a note from Executive Director/CEO Macy Neshati thanking the Board for their kindness and generosity during his family's grief and his untimely medical procedure. Mr. Neshati will present a year in review and an overview of upcoming projects at the January 2020 Board meeting. He wished everyone a happy Thanksgiving.

DBE/EEO Compliance Officer Kelly Miller:

- Reported on the Stuff-a-Bus activities for 2019 adding that the receiving charities include Grace Resource Center, the South Antelope Valley Emergency Services of Palmdale, Children's Center of the Antelope Valley, Children's Bureau, the Child and Family Guidance Center, the Marco and Sandra Johnson Foundation, and the Antelope Valley Partners for Health. AVTA staff is also collecting and donating gently used shoes, coats, hats, scarves, blankets, etc. to Grace Resources for distribution to the homeless.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Chairman Crist reported Mr. Neshati is recovering well and the family is doing better.

The Board wished everyone a safe and happy Thanksgiving.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:28 a.m. in memory of Mr. Neshati's daughter Nicole Marie Neshati-Carrera.

The next Regular Meeting of the Board of Directors will be held on January 28, 2020 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 28th day of JANUARY 2020

Marvin Crist, Chairman of the Board

ATTEST:

Karen S. Darr, Clerk of the Board

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Clerk of the Board at (661) 729-2206 to arrange to review a recording.



DATE: January 28, 2020

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for November and December 2019

RECOMMENDATION

That the Board of Directors receive and file the financial report for November and December 2019.

FISCAL IMPACT

	November	December
PAYROLL	\$270,542	\$273,892
CASH DISBURSEMENTS	\$4,058,307	\$2,554,861

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance and Administration in conjunction with the Controller, provides a monthly payroll total and cash disbursements. The Executive Director/CEO and Treasurer certify the availability of funds.

I, Macy Neshati, Executive Director/CEO of AVTA, declare that the above information is accurate.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Director of Finance and Administration

Macy Neshati
Executive Director/CEO



DATE: January 28, 2020
TO: BOARD OF DIRECTORS
SUBJECT: Proposed 2020 AVTA Legislative Principles

RECOMMENDATION

That the Board of Directors approve the Proposed 2020 AVTA Legislative Principles as outlined in Attachment A.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The proposed 2020 Legislative Principles outlined in Attachment A include broad guidelines to help focus AVTA's legislative proposals and strategies. It is designed to provide flexibility which will guide staff in responding to legislative issues that may arise during the course of the year, such as legislation that potentially has a detrimental effect on transit funds, and responses to proposed legislative requirements.

The proposed Principles outline efforts to strengthen AVTA's relationships with State and Federal representatives in Sacramento and Washington, D.C. as well as relationships with their staff members and various committees that could have an impact on AVTA. Primary goals are to build support for AVTA and its programs, protect our flexibility to use federal funds for operating purposes, and secure adequate funding for necessary improvements and future capital projects.

Staff will continue to prepare legislative updates for the Board on a regular basis. Updates will include recommendations for Board positions on individual bills and policies that affect AVTA's interests.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Director of Finance and Administration

Macy Neshati
Executive Director/CEO

Attachment: A – Proposed 2020 Legislative Principles

2020 FEDERAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that federal and state policy decisions benefit AVTA operations and/or funding.</p>	<ul style="list-style-type: none"> • Meet with AVTA’s House and Senate representatives to request support for specific capital programs as well as transit in general. • Work closely with AVTA’s federal advocacy firm on a program to increase funding for AVTA’s capital projects, specifically electric buses and enhanced mobility, and micro-transit service. • Coordinate with members of the AVTA Board to meet with federal representatives and/or key staff to improve relations and discuss issues of concern to AVTA both locally and in Washington D.C. • AVTA staff will actively participate in the Bus Coalition, American Public Transportation Association (APTA), Community Transportation Association of America (CTAA), California Association of Community Transportation (CalACT) and California Transit Association (CTA) legislative committees to ensure AVTA’s interests are represented at the federal and state level. • Support fewer federal restrictions on small operators.
<p>Represent regional interests</p>	<ul style="list-style-type: none"> • Coordinate federal advocacy efforts with Los Angeles County, Lancaster and Palmdale. • Participate in advocacy efforts through the Antelope Valley Board of Trade, North County Transportation Coalition (NCTC) and Access Services, Antelope Valley Air Quality Management District (AVAQMD).
<p>If directed by the Board, support legislation that:</p>	<ul style="list-style-type: none"> • Enhances AVTA’s ability to deliver efficient and effective transit service • Increases transit funding • Supports transit-oriented development • Allows maximum flexibility in the use of federal and state funding for both operating and capital purposes
<p>If directed by the Board, oppose legislation that:</p>	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services. • Diverts current funding or ignores the need for increased transit funding.

2020 STATE LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that state policy decisions are beneficial to Antelope Valley Transit Authority's operations or funding.</p>	<ul style="list-style-type: none"> • Cap and Trade: Participate in workshops and webinars to remain abreast of all developing information related to Cap and Trade funding. <ul style="list-style-type: none"> ◦ Maintain active leadership role with California Air Resources Board (CARB). • Monthly updates: Provide updates to the Board of Directors on significant legislation and initiatives. • State Advocacy: Support full allocation of sales tax and bond proceeds dedicated to transit. Ensure connection between transit operations funding and climate change policies. • California Transit Association (CTA): Actively participate in CTA activities and committees. Work to make sure CTA's positions reflect AVTA positions. AVTA staff will continue to work with CTA's Zero Emission Bus (ZEB) Task Force. • California Association of Community Transportation (CalACT): Actively participate in CalACT activities and committees. Work to make sure CalACT's positions reflect AVTA positions.
<p>Establish a strong presence with AVTA's state legislative delegation and their staff.</p>	<ul style="list-style-type: none"> • AVTA staff will contact local representatives and/or key staff on a regular basis to improve relations and discuss issues of concern to AVTA both locally and in Sacramento. Staff will extend invitations to elected officials to familiarize them with AVTA capital projects, facility improvements, and program operations. • AVTA staff will disseminate AVTA news items as well as invitations to AVTA events to local representatives and their staff. • AVTA staff will participate in CTA Lobby Day and attend the CTA Spring Legislative Conference, and other state legislative events to promote relations with elected officials at the leadership and transportation committee levels. • AVTA staff will attend appropriate legislative events in the state.
<p>If directed by the Board, support legislation that:</p>	<ul style="list-style-type: none"> • Enhances AVTA's ability to deliver effective and efficient transportation services; • Increases funding for transit; • Encourages transit-oriented development in California; and • Provides relief from excessive taxes.

2020 STATE LEGISLATIVE PRINCIPLES CONTINUED

GOAL	ACTION
If directed by the Board, oppose legislation that:	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services; and • Diverts current funding or ignore the need for increased transit funding.

2020 LOCAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
Ensure that policy decisions made by regional planning and programming entities recognize issues important to AVTA.	<ul style="list-style-type: none"> • Work through the Bus Operators’ Subcommittee (BOS) and the Los Angeles County Municipal Operators’ Association (LACMOA) to craft solutions to potential areas of concern. • Provide position briefings to Metro Board members, AVTA Board members, and SCAG personnel on issues that may affect operations, planning and funding. • Actively participate in North County Transportation Coalition (NCTC) to promote AVTA’s interests at the County and regional levels.
Establish and maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.	<ul style="list-style-type: none"> • Regularly participate in meetings of the Los Angeles County General Managers, Bus Operators’ Subcommittee (BOS) and regional Transportation Summits. • Coordinate on regular basis with Access Services and participate in Advisory committees to enhance service provided to mobility challenged members of community. • Stay abreast of transit issues agendized at the County Board of Supervisors and local city council meetings and newspapers to ensure that common transportation needs are addressed. • Treat local officials as “constituents” and respond in a timely manner to their concerns about AVTA’s policies and service.



DATE: January 28, 2020

TO: BOARD OF DIRECTORS

SUBJECT: FY 2020 Second Quarter Los Angeles County Sheriff's Department (LASD) Report (October 1 – December 31, 2019)

RECOMMENDATION

That the Board of Directors receive and file the FY 2020 Second Quarter LASD Report for the period covering October 1 through December 31, 2019.

FISCAL IMPACT

No fiscal impact at this time.

DISCUSSION

Deputy Maselli and his K-9 partner Doc worked a total of 444 hours during the second quarter of FY 2020.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that was reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day.

Deputy Maselli monitored various locations that had reported problems. These locations included: Sgt. Steven Owen Memorial Park (OMP), the Lancaster Senior Center, 6th Street East & Palmdale Boulevard, the Palmdale Transportation Center (PTC) and the Lancaster Metrolink Station.

Deputy Maselli and Doc conducted high visibility K-9 terrorism and explosives deterrence sweeps at the AVTA office, AVTA transfer centers, on AVTA buses and at random bus stop locations throughout the Antelope Valley.

On October 24, Deputy Maselli responded to AVTA bus 40822 (Route 1) regarding a bomb threat call. He deployed his explosive detection K9 Doc in the area. K9 Doc did not show any change of behavior indicating the presence of explosive or explosive

odor. (Two duffle bags found containing old clothes). He responded to a 918 PC (Person Insane) on AVTA bus. Disturbing party de-boarded the AVTA bus without incident (No Service Interruption).

On November 13, Deputy Maselli responded to OMP regarding 273.5 PC NOW (Spousal Abuse). Subjects were arrested for 243(e)(1) PC Domestic Battery, 136.1(c)(1) PC Intimidating a Witness.

On November 14, Deputy Maselli responded to 50th St. West/Palmdale Blvd regarding a traffic collision involving AVTA bus 40822.

The following is a list of misdemeanors, infractions and arrest warrants included on citations issued from October 1 through December 31. All citations were issued at transit centers or at bus stops in the AVTA service area.

Citations	Oct 19	Nov 19	Dec 19
Suspended or Unlicensed Driver	5	1	4
Expired Registration	3	1	4
Registration Not in Vehicle	-	1	-
No Proof of Insurance	5	2	4
Drinking in Public (Bus Stops)	6	2	4
Failure to Have Both License Plates on Vehicle	-	2	1
Failure to Obey Posted Signs at Transit Centers	2	1	1
Impounded Vehicle	1	1	1
Outstanding Warrant Arrest	4	-	1
Driver License Not in Possession	-	1	1
Using Cell Phone/Texting While Operating Vehicle	2	-	2
Defective Front Windshield	-	-	2
Unlawful Parking (Handicapped)	1	-	-

During the month of October, Deputy Maselli issued fifteen (15) citations, made ten (10) arrests, four (4) warrants and impounded one (1) vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He donated sixty-seven (67) hours to AVTA. He warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at OMP and PTC.

During the month of November, Deputy Maselli issued five (5) citations, made five (5) arrests and impounded one (1) vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He donated eighteen (18) hours

to AVTA. He warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at OMP and PTC.

During the month of December, Deputy Maselli issued ten (10) citations, made four (4) arrests, one (1) warrant and impounded one (1) vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He donated seventeen (17) hours to AVTA. He warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at OMP and PTC.

Prepared by:

Submitted by:

Kelly Miller
DBE/EEO Compliance Officer

Macy Neshati
Executive Director/CEO



DATE: January 28, 2020

TO: BOARD OF DIRECTORS

SUBJECT: Annual Review of AVTA's Equal Employment Opportunity (EEO) Policy Statement and Transdev's EEO Plan

RECOMMENDATION

That the Board of Directors review, update, and reaffirm AVTA's Equal Employment Opportunity Policy Statement (Attachment A) and Transdev's EEO Plan (Attachment B).

FISCAL IMPACT

Annual review, update, or reaffirmation of this Policy is unlikely to result in any fiscal impact.

BACKGROUND

The Board of Directors approved AVTA's Equal Employment Opportunity (EEO) Statement Policy on July 25, 2017. The purpose of the Policy is to document and clearly communicate that AVTA will provide an equal employment opportunity for all persons and will prohibit discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

Additionally, AVTA's EEO Policy Statement and contractor's EEO Plan must be reviewed, updated and reaffirmed by the Board of Directors annually. Per Transdev's contract, this review must be accomplished no later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of the Federal Transit Administration EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy may be directed to AVTA's EEO appointed Compliance Officer.

Prepared by:

Submitted by:

Kelly Miller
DBE/EEO Compliance Officer

Macy Neshati
Executive Director/CEO

Attachments: A – AVTA's EEO Policy Statement
B – Transdev's EEO Plan

	EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT	
	Policy Effective Date: July 25, 2017	Revised on:
	Approved by: Board of Directors	
	Date Approved: July 25, 2017	Page 1 of 3

The Antelope Valley Transit Authority (AVTA) is an Equal Employment Opportunity (EEO) employer. It is the policy of the AVTA to provide equal employment opportunity for all persons and prohibits discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

AVTA recruits, hires, trains, and promotes employees without regard to race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including sexual harassment, pregnancy, childbirth or related medical conditions), age (40 and older), sexual orientation, gender identity, veteran status, genetic characteristics, or other legally protectable class as defined in Title VII of the California Fair Employment and Housing Act (“FEHA”), and any other applicable provisions of federal and/or state law. AVTA remains in compliance with the provisions of the Americans With Disabilities Act (ADA) and FEHA regarding persons with disabilities.

This policy applies to all employment practices and conditions, including recruitment and selection, promotions, terminations, transfers, layoffs, compensation decisions, discipline, separations, training, and benefits.

AVTA is committed to implementation of an affirmative action policy, which includes development of goals and timetables, which is designed to overcome the effects of past discrimination on minorities and women.

Executive oversight of AVTA’s EEO policy is the responsibility of the AVTA Executive Director/CEO. Oversight and implementation, which includes dissemination, understanding and enforcement of the EEO policy is the responsibility of the appointed EEO Compliance Officer. The appointed EEO Compliance Officer is responsible for updating AVTA’s EEO policies, monitoring compliance with the affirmative action plan, goals, providing training, and implementing programs that promote the AVTA’s policy of promoting diversity, equal employment opportunities and affirmative action.

All applicants for employment and employees have the right to file complaints alleging discrimination with AVTA’s EEO Compliance Officer. Any employee who contends that he/she has been subjected to unlawful discrimination, harassment or retaliation in violation of federal or state law, may use the internal complaint procedure set forth in AVTA’s Harassment-Free Workplace policy. Employees can

raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including dismissal from employment.

EMPLOYEE AND MANAGEMENT RESPONSIBILITIES

All AVTA directors, managers and supervisors with hiring authority share in the responsibility of ensuring agency compliance through understanding, communicating and active involvement in support of AVTA's EEO policies and affirmative action plans.

AVTA Managers and Supervisors will be evaluated on their actions taken to ensure successful implementation and compliance with the agency's EEO policy the same way as their performance on other agency's goals in accordance with FTA circular 4704.1, [Page III-2 a. (6)].

Successful achievement of AVTA's EEO policy goals will provide benefits to the recipient/sub-recipient/contractor through fuller utilization and development of previously underutilized human resources in accordance with FTA circular 4704.1, [Page III- 2 a. (7)].

AVTA is committed to maintaining an environment that values diversity in which all employees are free from illegal discrimination and harassment.

Nothing herein is intended to modify the at-will status of all employees of AVTA.

CONTRACTOR COMPLIANCE

The Federal Transit Administration (FTA) requires grantees to document their review of EEO Programs for sub-recipients or contractors that meet the EEO Program threshold. As per the FTA EEO Circular 4704.1A, AVTA must review and monitor sub-recipients or contractors' EEO programs and policies which verify that they contain these seven elements:

1. Statement of Policy;
2. Plan for dissemination both internally and externally;
3. Designation of appropriate personnel responsible for carrying out the EEO; Program, including the designation of an EEO Officer;
4. Utilization analysis;
5. Goals and timetables to correct identified areas of underutilization or concentration;
6. Assessment of an agency's employment practices; and
7. Plan for monitoring and reporting on the EEO Program.

ANNUAL REVIEW OF POLICY

This EEO Policy Statement and contractor's EEO Plan will be reviewed, updated and reaffirmed by the Board of Directors annually. Per current operator contract, this review must be accomplished no later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of FTA EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy can be directed to AVTA's EEO appointed Compliance Officer, as appointed by the AVTA Executive Director/CEO.

Antelope Valley Transit Authority

**Operated by
Transdev Services, Inc.**



Equal Employment Opportunity Program

July 2019

TABLE OF CONTENTS

System Overview.....3

Statement of Policy.....4

Internal Dissemination of Equal Employment Opportunity Policy
And Programs.....7

External Dissemination of Equal Employment Opportunity Policy
And Programs.....9

Designation of Equal Employment Opportunity Responsibilities.....10

Employment Utilization Analysis.....14

Goals and Timetables.....15

Assessment of Present Employment Practices.....18

Internal Monitoring and Evaluation of the EEO Program.....25

SYSTEM OVERVIEW

Transdev's Antelope Valley operations provides Fixed Route Services to the city of Lancaster and the surrounding Northern Los Angeles Communities. Antelope Valley Transit Authority (AVTA), contracts with Transdev Services, Inc. (Transdev) to operate this service. The Authority is responsible for grant submittals and grant management, as well as sub recipient oversight.

Transdev is a private corporation that delivers the day-to-day operations of the transit system as directed by the Authority, which has delegated the personnel management responsibilities, including the administration of the personnel policies, to Transdev. Such policies are reviewed by the Board and the Board retains oversight through contract provisions and reporting requirements. To maintain the oversight necessary to meet the fiduciary responsibilities involved in the EEO requirements of the Federal Transit Administration (FTA) contract, the responsibility of this program is delegated to the Transdev General Manager, Rene Alvarez.

The following Equal Employment Opportunity Program is for the benefit of all applicants and employees of Transdev. In this Program, the AVTA and Transdev reaffirm their commitment to equal employment opportunity for all applicants and employees regardless of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Equal employment opportunity has been identified as a basic element in the operating philosophy of this organization. This EEO Plan is presented as a statement of commitment and as a guide for future action in meeting equal employment opportunity goals as required by the provisions in the grants contracts with the Federal Transit Administration.

Bus Operators are represented by labor unions, covering over 85% of the Transdev employees. The CBA's have non-discrimination statement and both the Union and the Company are committed to applying rules, benefits, and discipline in a non-discriminatory manner, and in conformance with the principles of equal employment opportunity. All CBA's contains a bona fide seniority system that applies to various employment situations, such as choice of work assignments and layoffs.

STATEMENT OF POLICY

The Antelope Valley Transit Authority, operated by Transdev is a continuing Equal Opportunity Employer, committed to EEO for all persons, regardless of race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class to create and maintain a qualified and diverse workforce. Transdev is committed to the development of a written non-discrimination program that set forth the policies, practices, and procedures, with goals and timetables, to which Transdev is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request. Transdev will afford equal employment opportunities to employees and applicants, and will not tolerate discrimination based on race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class.

This policy applies to all terms, conditions, employment practices and privileges of employment including recruitment, selection, on-boarding, initial periods of employment, job assignments, training and development, working conditions, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreation programs, termination and separation and other terms and conditions of employment.

Transdev is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

The responsibility for the implementation and monitoring of the EEO Program is assigned to Luz Perkins HR Manager and EEO Officer, who reports directly to Rene Alvarez, General Manager. Within their respective areas of responsibility, all managerial and supervisory personnel are accountable to assure compliance with this policy. However, all management personnel shall share in this responsibility through specific tasks assigned to ensure compliance is achieved. The performance of managers, supervisors, etc., will be evaluated on the success of the EEO Program just as their performance is evaluated on other departmental and organizational goals.

Any applicant or employee has a right to file complaints alleging discrimination to the EEO Officer or office. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

In the event the complaint is related to the Human Resource function, applicants or employees may file their complaint with the Regional Director of Human Resources (Kathleen Riley;(602)291-1900) contact Transdev through the Transdev Ethics & Compliance Hotline at 1-866-850-3033 or contact Transdev online from our website at www.transdevna.com. Transdev partners with NAVEX Global to handle employee concerns through the Ethics & Compliance Hotline. The Ethics & Compliance Hotline is a tool to report possible unethical and unsafe behavior regarding harassment and retaliation, safety, fraud, or whistleblower issues. Transdev firmly believes that this method of reporting allows employees to express their concerns in a safe, non-retaliatory, and confidential manner in the effort of protecting their interest and the organization. The Ethics & Compliance Hotline is managed by our legal department, and as such, employees have the ability to ensure that their concerns are managed by either the Regional Director of Human Resources or a representative from the Legal Department to alleviate any conflict of interest.

- Employees may contact a toll-free number staffed by live operators 24-hours per day, 7 days per week, 365 days per year.
- There is a web reporting portal available 24-hours per day, 7 days per week, 365 days per year.
- The service has case management capabilities.
- Web-based reporting in 150 languages.
- In addition, there is a call-based ability to report in different languages.
- Posters are hung at within the San Francisco facility (and all locations throughout Transdev) notifying employees of the program.
- Additionally, wallet cards are distributed to all employees notifying them of the program.
- Each event is categorized, and investigations are begun.
- Finally, employees receive a timely update regarding the results of the investigation.

Employees and applicants are required to report any apparent discrimination or unlawful harassment and/or violations of the ADA. Transdev forbids any form of unlawful harassment for any circumstances as well as any harassment covered under the ADA affecting employees, passengers or others. Complaints are investigated in a prompt and thorough manner and handled as confidentially as possible.

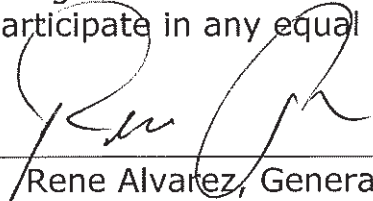
Transdev is dedicated to this commitment, and we will maintain an environment free of unfair or illegal discrimination for all employees and applicants.

Transdev understands that achieving EEO goals benefits our corporation through fuller utilization and development of any previously underutilized human resources to achieve appropriate diversity. Transdev policies and practices that support this Equal Employment Opportunity Policy include the following:

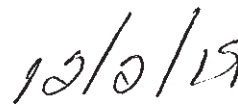
- Transdev displays posters regarding equal employment opportunity in areas highly visible to employees.
- All advertising for job applicants include the statement, "*Transdev is an Equal Employment Opportunity (EEO) employer.*"
- All managerial and supervisory personnel will be reminded that their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
- Transdev posts its Unlawful Harassment, ADA and Equal Employment Policy on company bulletin boards.

Employees and applicants are required to report any apparent discrimination or unlawful harassment and/or violations of the ADA. Transdev forbids any form of unlawful harassment for any circumstances as well as any harassment covered under the ADA affecting employees, passengers or others. Complaints are investigated in a prompt and thorough manner and handled as confidentially as possible.

Transdev forbids retaliation against any individual who in good faith files a charge of discrimination, reports harassment or who assists, testifies, or participate in any equal employment proceeding.



Rene Alvarez, General Manager



Date

INTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAMS

Managers and supervisors will be fully informed internally of Transdev's policy by the following actions:

1. Written communication from the General Manager
2. The EEO Program will be referenced in personnel and operations manuals.
3. Meetings with manager and supervisors will be held at least semi-annually to discuss the program, its implementation and progress.
4. The Equal Employment Policy and Unlawful Harassment Policy shall be posted on each official company bulletin board and other conspicuous and accessible locations.
5. The EEO Policy and Unlawful Harassment Policy contain information on contacting the EEO Compliance Manager.
6. All managerial and supervisory personnel will be reminded that their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
7. Providing and supporting career counseling for all employees.
8. Bulletin boards, forms, and advertising used by the organization shall be monitored to ensure that information on equal employment opportunity is included as appropriate and that such materials project the image of Transdev's a fair employer.
9. Labor organizations will be notified of the EEO Program and requested to cooperate in meeting the goals established.
10. Non-discrimination clauses shall be included in all union agreements, and all contractual provisions shall be reviewed to ensure non-discrimination.
11. Non-supervisory staff will be informed of Transdev's policy and program by actions such as:
 - Written Communications from the General Manager

- Inclusion of the EEO Program in employee handbooks and labor contracts
- Posting official EEO posters and policy statement on bulletin boards in conspicuous and accessible locations to include employee lounges and in the Human Resource office.
- The EEO Program will be reviewed and discussed with all employees at least semi-annually at regularly scheduled meetings.
- Meetings with persons with disabilities, minorities and females for program suggestions.
- The organization's EEO Program, Equal Employment Opportunity Policy and Unlawful Harassment Policy are provided to all new employees during the new hire orientation process. Training on these policies is conducted at least annually.

EXTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAMS

1. Each recruiting source to include Employment agencies, unions, educational institutions, minority organizations, persons with disabilities groups, and women's' organizations, civil rights organizations, training organizations and others who refer applicants will be advised that Transdev is an equal employment opportunity employer.
2. Any public media sources to include in appropriate public media to include radio, television, newspapers, internet and journals will be utilized as needed, depending on the labor market selected for a qualified and diverse candidate pool.
3. All advertising for job applicants include the statement, *Transdev is an Equal Employment Opportunity (EEO) employer*".
4. Contract proposals and bid specifications shall include the statement that the organization is an equal employment opportunity employer.
5. When employees are pictured in consumer advertising, both minority and non-minority males and females shall be shown.
6. A copy of the Plan will be provided to the local union leader.

DESIGNATION OF EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

The General Manager of Transdev's AVTA operation has the overall responsibility for Equal Employment Opportunity. The Human Resources Manager, who reports directly to the General Manager, is designated as the Equal Employment Opportunity (EEO) Officer. The direct oversight of the EEO Program by the General Manager ensures that responsibilities related to the EEO requirements of the FTA grant contract are met. The specific delineation of EEO responsibilities is detailed below:

General Manager

1. Serves as the primary representative of Transdev and monitors the EEO Program through reports from Human Resources and requested additional information, and ensures compliance with the fiduciary responsibilities involved in the EEO provisions of the FTA grant contract.
2. Reviews the EEO discrimination complaint process, ensuring that complaints are handled in accordance with this Program and general EEO guidelines.
3. Directs the performance of internal evaluations to determine progress in meeting goals, problem areas, and effectiveness of employment practices in ensuring equal employment opportunity.
4. Disseminates directives to management and staff, as necessary, to ensure compliance with the EEO Program.

Human Resources Manager

1. Provides for an uninhibited avenue for applicants and employees to file complaints or raise questions regarding discrimination because of race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class. Ensures that the discrimination complaint process is followed and, as necessary, explains external appeal rights to the complainant, and conducts follow-up reviews to determine if required corrective actions have been taken.
2. Developing and recommending, with the support of Transdev's Corporate Human Resources, EEO Policy, a written EEO program for Transdev employees at AVTA, and internal and external communication procedures.

3. Assisting management in collecting analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals.
4. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
5. Reporting periodically to the General Manager on progress of each unit in relation to the company's goals.
6. Serving as a liaison between the company, Federal, State and local governments, regulatory agencies, minority, disabled and women groups, and other community groups.
7. Assuring that current legal information affecting affirmative action is disseminated to responsible organizations, and other community groups.
8. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials.
9. Concurring in all hires and promotions.
10. Supporting career counseling for all employees
11. Processing employment discrimination complaints
12. Investigates, either in response to a complaint, or at the direction of the General Manager, or at her own discretion, any personnel action affecting employees or applicants for employment to ensure compliance with EEO guidelines and this program. The Administrative Coordinator shall have the right to inspect any personnel files, departmental records, or other records as needed in conducting an investigation or monitoring personnel practices.
13. If a complaint is directed toward Human Resources at the agency, any individual or group will be referred to the Regional Director of Human Resources (Kathleen Riley, 602-291-1900), or Transdev's Ethics & Compliance Hotline at 1-866-850-3033, also available online from our website at www.transdevna.com.
14. Serves as the Equal Employment Opportunity Officer and official liaison between Transdev, its funding client, and any government and/or

regulatory agencies on matters concerning equal employment opportunity.

15. Disseminates information relative to the EEO program to management and staff. Provides technical assistance, information, and explanation of policies and procedures to supervisory personnel to assist them in resolving and avoiding complaints.
16. Disseminates information to any necessary external sources including but not limited to media publications, groups and the internet.
17. Assures that current legal information affecting affirmative action is disseminated to responsible officials.
18. Participates in on-going training to maintain current information regarding EEO requirements and concerns. Retains membership in related professional organization for the same reasons.
19. Named in all internal and external correspondence regarding the EEO Plan.

To ensure the achievement of the above, the Administrative Coordinator/EEO Officer will demonstrate the following:

1. Sensitive to, and with an awareness of, the varied ways in which discrimination occurs.
2. Has a total commitment to EEO program goals and objectives
3. Knowledge of civil rights precepts, policies rules, regulations and guidelines.
4. Sufficient AVTA experience and ability to work and communicate with others to achieve EEO goals and objectives.

All Supervisors, Managers and Executives

1. Assist in identifying problem areas and establishing company and department goals and objectives.
2. Actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs.

3. Participates actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
4. Holds regular discussions with other managers, supervisors, and employees to assure the company's policies and procedures are being followed
5. Reviews the qualifications of all employees to assure that minorities, people with disabilities, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation.
6. Participates in the review and/or investigation of complaints alleging discrimination.
7. Conducts and supports career counseling for all employees; and
8. Participates in periodic audits to ensure that the work unit is in compliance. For example, EEO posters are properly displayed on official company bulletin boards.
9. Participates in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives.
10. Provides monthly employment data information regarding their department.

EMPLOYMENT UTILIZATION ANALYSIS

INTRODUCTION

Transdev's utilization analysis is comprised of four parts. The Organizational Profile is a description of the workforce as offered by an EEO1 Report which is submitted to the EEOC each year. In this instance the data used is from as of June of 2019. The Job Group Analysis describes the composition and relationship of persons currently employed at AVTA by Transdev. The Availability analysis provides a statistical profile of the Los Angeles metropolitan area's Civilian Labor Force from which Transdev recruits its employees. The final element is a comparison of the current workforce profile compared with the availability of minorities and women in the area's labor market.

The employees in the EEO-4 categories of Craft and Service & Maintenance are employed by Transdev in accordance with the provisions of a collective bargaining agreement with International Brotherhood of Teamsters.

AVAILABILITY ANALYSIS

The availability of labor for this EEO Plan is derived from data compiled by the U. S. Census and made available on its American Fact Finder website. The positions employed by Transdev determine which job categories will be assessed within the local labor market which is defined as the Los Angeles Metropolitan Statistical Area. The American Fact Finder website includes both the numbers and percentages, of the gender and racial/ethnicity as sought by the FTA. The percentage for each of these demographic groups is then imported into the Utilization Chart for each of the job categories for which Transdev has employees.

The EEO 4 categories that Transdev utilizes are: First and Mid- Level Managers, Administrative Support Workers, Craft Workers, Service & Maintenance.

UTILIZATION ANALYSIS – 2019

The updated Workforce Analysis Chart completed in July of 2019 indicates that Transdev's representation of females and minorities is consistent with the percentage of those in the available labor market in the majority of the job categories and the specified minority/ethnic groups.

As identified in the 2018 EEO Plan, the FTA's revised EEO requirements now break down individual racial groups from the previously cumulative Minority, For the first time in years, Transdev's workforce has various areas of underutilization in several of the EEO-4 Job categories.

1. Managers & Officials: Female – White (1)
2. Administrative Support: Male – Hispanic (1)
3. Service & Maintenance: Male - Hispanic (28); Asian (7)
Female - White (7); Hispanic (17); Asian (7)

GOALS AND TIMETABLES

The goal of Transdev to employ minorities and females in all major job categories, and at all levels whenever possible, consistent with the percentage of minority and female population in the Los Angeles MSA. This has been a Transdev trademark of minority representation in its' hiring and employment practices. With the new FTA methodology additional effort and resources will be delivered to meet the goals identified in the Workforce Analysis Chart. Based on its historical record of meeting or exceeding the representation of minorities and females, Transdev has not engaged in extensive outreach efforts. Based on the 2019 Utilization results, Transdev will expand its outreach efforts to continue to attract and maintain a balanced workforce.

Labor market estimates are derived from the U.S. Census Bureau's 2010 EEO-4 Job Categories by Sex and Race/Ethnicity. This information on general and detailed categories from the civilian labor market reflects the availability of persons in the labor market with the requisite skills for specific occupational categories. This usefulness of this data is limited by the fact that category definitions are not exactly matched with positions within the Transdev workforce. None the less, these figures are the most accurate available and provide important information about the labor market. Transdev regularly recruits from the Los Angeles MSA, with limited exceptions subject to the knowledge, skills and experience required.

Based on the newly identified areas of underrepresentation in this Plan, goals have been set by the new Chart and increased attention to these goals and expanded outreach will be required.

Underrepresentation Managers & Officials - Female; White (1)

Transdev's current workforce in this category is diverse by race and ethnicity with a single position of one white female separating employees in this category from achieving 100% representation with the available labor market. This minor underrepresentation is an improvement from 2018 when the underrepresentation was identified to be 2 White Females. This is primarily the variations that arise when a relatively small number of positions in a job category might exist and routine turnover may create a temporary underrepresentation. Transdev's recruitment efforts for positions in the category are at least metro-wide and often national in scope. As such, it is thought unlikely that additional outreach would uncover unknown or emerging job markets that heretofore were not identified. None the less, as opportunities become available in future years, specific attention will be

applied and females will be given every consideration at each level of the recruitment and selection process.

Administrative Support – Hispanic (1)

Transdev employs 11 individuals in the category of Administrative Support, with 8 being minority, and this diversity exceeds the availability of minorities in the labor market. The underrepresentation identified reflects a significant overrepresentation of African American males and females in this job category. Transdev's representation of Females Hispanics is virtually identical to the market which verifies no discriminatory intent or practice is targeted to Hispanics. Again, this minor shortfall is not uncommon and results from job movement as this underrepresentation did not exist in 2018. Regardless of when and where vacancies in this category might occur, Transdev is committed to hire the best suited candidate for the position and will give every opportunity for females.

Underrepresentation Service & Maintenance- Male - Hispanic (28), Asian (7). Female - White (7); Hispanic (17); Asian (7)

While this category presents opportunities for improvement, the overall representation of minorities actually exceeds that available in the workplace. The outcome results from overrepresentation by male and female African-Americans at AVTA. Based on historical recruitment hiring, there were not a significant number of Hispanic males and females who possess a CDL which is a minimum requirement for a Bus Operator. The continued decline of available CDL qualified employees and the continued increase of CDL and other driving position in the Gig and Home delivery economies is unlikely to change. Recent analysis from Career Builder identify over 450,000 CDL openings nationwide, with only 170,000 candidates. This reduction in the number of available candidates with CDL's at the time of their application is equally applicable in the Lancaster/Palmdale area as Transdev has modified its hiring practices to allow for a conditional offer of employment and in-house CDL training for trainees to pursue the completion of CDL testing. This modification may also benefit minority applicants who could not attain a CDL on their own and could not afford the schooling. In short, Transdev will pursue the goal to increase Hispanic hires, of either gender, the current recruitment process already includes an expansive network to attract candidates regardless of any demographic.

Regardless of future compliance or political issues, whenever an underrepresentation has been identified, Transdev has a strong record of setting, and the achieving goals. This success was the result of analysis of position

vacancies and estimated turnover, along with any new positions authorized for the period of this Plan. This forecasting process is only an estimate but the evidence is in the elimination of every goal established in any prior Plan. Said differently, Transdev has met every goal for female and minority hiring and is expected to continue such effort and outreach in the future. Moreover, the fact that the General Manager is Latino, contributes to the assurance that no systemic denial of equal opportunity is evident or likely.

Transdev expanded recruiting outreach will continue to focus on maintaining female and minority representation in each category for each of the next three years. Transdev will continue to expand its participation in recruitment for former members of the military and for individuals with disabilities. New efforts in the past 3 years have been made to expand Transdev's on-line recruiting, interaction with agencies representing individuals with disabilities and military members who are in transition to the civilian workforce. All assumptions and goals will be reviewed and revised as needed.

Transdev has developed liaisons with local businesses to increase awareness of career opportunities. Local organizations include the educational institutions employment assistance centers, California Department of Employment and Housing, Hire-a-Hero.com, DOD military Job Fairs, Vocational Rehabilitation Centers, Goodwill, and certain public media resources are notified of all position openings as they occur. Transdev has and will continue to actively pursue agencies that work specifically with disadvantaged groups to provide job/career information.

Assessment of Prior EEO Plan Goals

In the development of this plan, prior EEO Plans developed and managed by Transdev for AVTA were reviewed. Historically, Transdev's workforce representation equaled or exceeded the representation of minority and female in all categories, as it would for this Plan under prior measurement methods.

The goals established under the 4 year lifespan of the EEO Plan essentially remain unchanged, with a improvements of 1-3 recognized in several categories. No goal was worsened during this period.

ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES

The very nature of transportation requires Transdev to recruit personnel with varying levels of skill and ability. Recruitment of positions is done on a local, state and/or national basis, depending on the position.

Recruitment and Selection Process

Transdev actively seeks minorities and women for existing and future employment. A variety of recruitment sources are utilized including, but not limited to:

- California Department of Employment and Housing
- Local U.S. Department of Veterans Affairs
- Goodwill Industries International, Inc.
- Educational Institutions Employment Assistance Centers
- Public media resources
- Online military transition services
- Onsite military Job Fairs
- Transdev also participates in job fairs in the community in addition to notifying minority/female agencies of job openings.
- Transdev's Website, in person outreach and technical outreach to minority, female, military and disability agencies via Direct Employer. The website includes alternatives to the online application process for individuals with disabilities.

Department directors notify the Human Resources Department of any opening which occurs within their department. All openings are posted on Transdev's own website, www.transdevna.com, and additional recruitment resources which vary based on the position and availability. The majority of open positions are posted in-house in concurrence with outside recruitment. This encourages the company's philosophy to promote and recruit from within the organization.

Position openings may be advertised in local publications, news media resources, local social service agencies, training organizations, and websites designed for compliance and outreach, e.g. the California Department of Employment and Housing. Additionally, Transdev utilizes Direct Employer, an online service which provides a single, one-stop access point to post jobs to a diverse candidate group including college/university, including those with predominantly minority and/or female enrollment, veterans, diversity, and affirmative action locations. Job openings are posted for at least five business days, longer if necessary, depending on the position. Employment inquiries from interested parties are also forwarded to Human Resources

from Transdev's customer service. Additionally, Transdev has undertaken, and plans to continue as available, special employment programs that involve minorities and females. For example, summer jobs for underprivileged youths and a college internship program.

Depending on the position, an advertisement will be placed in the local newspaper, Career Builder, Transit Times website and/or the APTA trade journal "Passenger Transport". While the position is open, individuals may apply online at our website. Individuals who express interest by other means, e.g. e-mailed to our office or on-site interest are directed to our website. At the completion of the application period, the profile of each applicant is reviewed and screened for appropriate qualifications.

Those applicants most appropriately qualified are scheduled for screening interviews with a member of Human Resource or the Safety Department. During the initial interview, applicants are given specific information regarding the position for which they applied. If there are any questions regarding their application and/or resume they are asked in the initial interview. For administrative positions, individuals are selected on the basis of their application, interview and reference checks. For those positions which require the operation of a company vehicle, a moving violation report is requested to review the applicant's driving record.

Screening interviews result in qualified candidates being scheduled for a second interview with the department manager, supervisor and/or director. These individuals select the most suitable individual(s) for the position.

Upon an offer of conditional employment, the applicant will then need to authorize and successfully complete a thorough background investigation which includes a pre-employment physical, drug screen, conviction record background check and reference verifications. Certain positions which require a commercial driver's license must satisfy the Department of Transportation's physical regulations, drug screens, MVR and reference checks.

Drug screens must be negative. If the drug screen result is positive, the applicant may only reapply after presenting documentation of an FTA recognized rehabilitation program.

The Employment Practices Chart identifies several areas for Adverse Impact, but pattern is thought to exist based upon gender or ethnic/racial basis. It does verify that the overwhelming number of candidates in all categories are minority, with very comparable hiring for males and females.

Promotions

Transdev encourages all employees to seek upward mobility, with opportunities at their existing location or at any of Transdev's operations in the USA or abroad. With the posting of all position on the website, and communication of same to all employees by postings and verbal communication, Transdev ensures that employees have full knowledge of lateral or upward mobility. Access to such opportunities is available through the traditional application via Transdev's website along with portal on Transdev's Intranet that is accessible only to existing employees. This process assures opportunity for employees while serving the interest of the agency by comparison of internal and external talent.

Any promotion for positions covered by a labor contract, typically those in the Craft category and the Service & Maintenance category are determined based upon seniority of the individual within the bargaining unit. Positions not in the bargaining, primarily those in the Manager and Professional categories are based upon factors other than seniority. The Administrative category includes union and non-union

Very few promotions were evidenced in 2018; The Employment Practices Chart shows no potential Adverse Impact.

Compensation Administration

All positions are classified according to similarities of responsibilities and qualifications. The purpose of this classification is to cluster similar positions to achieve equity within the position and pay equity in regards to wage structure.

In order to maintain a complete, accurate and equitable system, managers are requested to review and/or complete a position description survey as a position changes or departments are reorganized. Reclassification of a position may result if it is determined that changes in the job content are of such significance that a change in position class is warranted.

If an employee feels that the duties and responsibilities presently being performed are not accurately or completely described by the present position classification, this opinion should be brought to the attention of his/her supervisor. The employee may be requested to complete a new

position description questionnaire, which will be reviewed and approved by his/her supervisor and department director. If the department director after reviewing the revised position description questionnaire believes that an evaluation of the position is warranted the department director should notify the Regional Director Resources, who will convene a Job Evaluation meeting with the appropriate persons.

If an employee feels that an evaluation of his/her position was unjustly denied by the department director, the employee may request a hearing with the Administrative Coordinator and/or General Manager.

There is generally one type of pay increment that may be authorized for Transdev administrative personnel, and that is a merit increase based on individual performance as detailed on their performance review. A merit increase in recognition of successful performance of an employee is not automatically granted. Merit increments are awarded by the employee's appropriate functional manager or general manager.

Transdev maintains a compensation administration program, which provides for recognition of, and regard to, differences in individual ability and performance. The fact that an employee has continued to be employed by Transdev is not by itself justification for a salary adjustment. Performance is the key factor, not length of service. The salary and performance of each employee is reviewed at regular intervals. Adjustments are based on individual merit, proper differential with those supervised and equitable relationships with all other salaries within the system. Merit increase vary and are based upon economic conditions.

Operators, which represent 80% of the total workforce, are governed by collective bargaining agreements with the Teamsters. In each labor contract, the rate of pay is identified for each position with increases based upon length of service. Rates are based on incremental service and any increases are provided on the dates contained in the contract.

Employee Benefits

The benefits available to all regular Transdev employees will vary depending on union affiliation which results from negotiated union agreements. Benefits include health insurance, dental insurance, term life insurance, disability programs, paid holidays and sick days, vacation, EAP and a retirement plan.

All benefits are made available on a non-discriminatory basis shortly after their date of hire. Changes in group based coverage are available to each during Annual Enrollment which occurs in the fall of each year.

Training

The Safety and Training department coordinates internal and external training programs for Transdev employees. This area will also disseminate information on training activities to department heads for the employees under their supervision.

Transit Operators initially participate in Transdev's Operator Development Program which was developed by Transdev staff to ensure consistent training is presented to all new hires. After hire, all employees participate in refresher courses on safe operation of their duties, disability sensitivity training and other compliance programs as required by the DOT or Transdev policy.

Managers, Professional and certain Administrative staff participate in the above training with Operators, with additional development programs to include but not limited to Communications, Conflict Resolution, Documentation and Progressive Discipline. Compliance training such as Unlawful Harassment Prevention, DOT Reasonable Suspicion, ADA, EEO and are also presented to leaders on a scheduled basis.

There are specific on-going training programs for Maintenance employees, with a focus on ASE certifications. Virtually all training for non-union positions was compliance oriented.

Disciplinary Practices

All employees hired to fill a permanent full-time position serve a probationary period of six (6) months. The probationary period is a span of time during which an employee is evaluated by his or her supervisor on their performance of duties in their position. Those qualities, which comprise the overall makeup of the employee, include such things as competence, safety performance, attendance, reliability, customer service, trustworthiness, etc. If problems begin to occur, the department director and human resources will counsel the employee.

If at any time during the probationary period an employee is performing in an unsatisfactory manner, has been counseled on these deficiencies and

given the opportunity to correct them, yet does not improve, the employee will be released without recourse. The reasons for separation will be submitted to the appropriate manager and will be placed in the employee's personnel file.

If the employee completes probation and becomes a regular member of the Transdev workforce and begins to perform in an unsatisfactory manner, he/she will be called in by the supervisor to discuss the job performance. A Performance Improvement Plan will be completed, signed by the supervisor and the employee and placed in the personnel file. The employee is given a specific period to improve his/her performance. If, at the end of this time no improvement is detected, the employee is dismissed. If an employee disagrees with the termination he/she may appeal through the human resources director and/or general manager.

Hourly employee's disciplinary and termination procedures are outlined in both the bargaining unit agreement and the Employee Handbook. These two documents describe the disciplinary actions to be taken when dealing with administrative leaves, suspension, loss of pay, verbal and written reprimands and terminations. Limited evidence, without significant pattern, is evident of disparate impact.

Shift and Worksite Assignment

Practices in this area vary with different categories of employment, and by department. General offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday; most employees work on this schedule. Other non-contract personnel (such as supervisors in charge of transit operators and tellers required to work weekend hours) choose work schedules on the basis of seniority.

Transit Operators are assigned to routes at the time of hire based upon the openings at the time. Hours of work and routes are chosen by seniority. A review of employment data indicates that each station employs females and minorities at similar rates.

Employees are generally hired to work a night, weekend or split shift assignment and then move to weekday and/or day shifts based upon ability and seniority as openings occur.

Layoff and Recall

Employees covered by a labor agreement have defined provisions for layoff and recall. The Teamster agreement is primarily based on seniority, a list of which is compiled by the company and reviewed regularly with the union.

Any decision for layoff for employees not covered by a labor agreement would include a review of the competencies demanded of each position and the reviewed competencies of each individual. Once the organizational needs have been determined, these competencies will be considered to identify employees for any reduction in force.

No layoffs have occurred in the prior 6 years and none is imminent.

INTERNAL MONITORING AND EVALUATION OF THE EEO PROGRAM

The EEO Officer has the responsibility for developing and preparing the formal documents of the AAP. The EEO Officer is responsible for the effective implementation of the EEO Plan; however, responsibility is likewise vested with each department manager and supervisor. Transdev's audit and reporting system is designed to:

- Measure the effectiveness of the AAP/EEO program.
- Document personnel activities.
- Identify problem areas where remedial action is needed.
- Determine the degree to which Transdev AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure non-discrimination and equal employment opportunity for all individuals without regard to their color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class:

- Recruitment, advertising, and job application procedures.
- Hiring, promotion, transfers, upgrading, award of tenure, layoff, recall from layoff.
- Rates of pay and any other forms of compensation including fringe benefits.
- Job assignments, job classifications, job descriptions, and seniority lists.
- Sick leave, leaves of absence, or any other leave.
- Training, apprenticeships, attendance at professional meetings and conferences.
- Disciplinary actions, terminations, suspensions, and demotions.
- EEO complaints.
- Any other term, condition, or privilege of employment.

The following documents are maintained as a component of Transdev's internal audit process:

1. An applicant flow log showing the date of application, position applied for, applicant 's name, referral source/ race, sex, veteran status/ interview status and action taken for all individuals applying for job opportunities;

2. Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification;
3. Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each job group;
4. Maintenance of employment applications (not to exceed one year); and
5. Records pertaining to Transdev's compensation system (maintained by payroll department).

Transdev's audit system includes periodic reports which document Transdev's efforts to achieve EEO responsibilities. Department Managers and Supervisors are asked to report any current or foreseeable EEO problems and are asked to outline their suggestions or recommendations for solutions. If problems arise, the Department Manager is to report such concerns to the EEO Office. During the reporting period, the following will occur on an annual basis.

1. The EEO Officer will discuss any problems relating to significant rejections, EEO charges, etc. with the General Manager; and
2. The EEO Officer will report the status of Transdev's AAP goals and objectives to the General Manager. The EEO Officer will recommend remedial actions for the effective implementation of the EEO Plan.

The EEO Officer will meet on at least an annual basis with the General Manager, and any recommended top management, to review the effectiveness of the Plan and submit recommendations, as necessary, regarding changes or improvements. The EEO Office is empowered to then develop and implement any changes to practice or policy needed within the Company to more effectively address/implement the goals, guidelines, and commitments set forth in the Plan.

Complaint Processing

The EEO Officer is responsible for managing the EEO compliance functions for Transdev's AVTA location. Transdev has developed and implemented policies and procedures for addressing complaints of discrimination:

- Transdev Unlawful Harassment Policy

- Transdev Business Code of Conduct Policy
- Due Process Policy

Additionally, internal information on discrimination complaints received by Transdev's maintained by the Regional Director Human Resources. All applications are initially made online and demographic information is monitored via an on-line Applicant Tracking System. The information is periodically reviewed for departmental trends and to identify any problem areas of need. The information is provided to the General Manager for consideration.

Turnover activity by race and gender has been for tracked and is available for analysis as needed. All the systems serve as means to self-audit and monitor Transdev's performance and progress in meeting its EEO goals and objectives. They also serve to identify problem areas and develop customized solutions/responses to areas of need.

Complaints filed

Transdev has not received any complaints of discrimination filed with any Federal, State or Local agency since January 1, 2015.



DATE: January 28, 2020

TO: BOARD OF DIRECTORS

SUBJECT: Resolution No. 2020-001, Adopting an Amended Conflict of Interest and Disclosure Code

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2020-001 (Attachment A), a Resolution adopting an amended Conflict of Interest and Disclosure Code and rescinding in its entirety the current Conflict of Interest and Disclosure Code adopted by Resolution No. 2018-001 on January 23, 2018 (Attachment B).

FISCAL IMPACT

Adopting Resolution No. 2020-001 does not have any fiscal impact on the Authority.

BACKGROUND

The Political Reform Act, California Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. To ensure conflict of interest codes remain current and accurate, each government agency is required to review its code biennially to determine if any changes are needed. During the review process, staff found it necessary to amend its current code as shown on Attachment C.

AVTA's Conflict of Interest and Disclosure Code was amended to add six positions, change three position titles, and expand the disclosure category for two positions as indicated on page 3 of the Board of Supervisors staff report (Attachment D). The amended code was approved by the Board of Supervisors during their meeting on November 12, 2019.

Prepared by:

Submitted by:

Karen Darr
Clerk of the Board

Macy Neshati
Executive Director/CEO

Attachments: A – Resolution No. 2020-001
B – Resolution No. 2018-001
C – AVTA's Amended Code
D – Board of Supervisors Staff Report

RESOLUTION NO. 2020-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY ADOPTING AN AMENDED CONFLICT OF INTEREST AND DISCLOSURE CODE

WHEREAS, the Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, pursuant to said Act, the Authority desires to incorporate by reference the attached amended Conflict of Interest and Disclosure Code, previously adopted by the Los Angeles County Board of Supervisors. This Code includes Exhibit A, setting forth the disclosure categories, and Exhibit B, setting forth the designated positions within the Authority and their disclosure obligations.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The Board of Directors of the Antelope Valley Transit Authority hereby adopts the amended Conflict of Interest and Disclosure Code of the Antelope Valley Transit Authority in the form attached to this Resolution.

Section 2. Resolution No. 2018-001 is rescinded in its entirety.

PASSED, APPROVED and ADOPTED this 28TH day of January 2020.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

Karen Darr, Clerk of the Board

Allison E. Burns, General Counsel

CONFLICT OF INTEREST ANTELOPE VALLEY TRANSIT AUTHORITY

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

ANTELOPE VALLEY TRANSIT AUTHORITY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members	1, 2, 3
Alternate Board Members	1, 2, 3
Executive Director/Chief Executive Officer	1, 2, 3
General Counsel	1, 2, 3
Chief Operating Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Director of Operations & Maintenance	1, 2, 3
Controller	1, 2, 3
Director of Finance and Administration	1, 2, 3
Senior Director of Operations and Planning	1, 2, 3
Finance Manager	1, 2, 3
Marketing Manager	4
Director of Marketing	4
Project Coordinator	4
Grants Administrator	4
Director of Fleet & Facilities	4
Fleet Maintenance Manager	4
Facilities Superintendent	4
Planning Manager	4
Procurement and Contracts Officer	4

ANTELOPE VALLEY TRANSIT AUTHORITY

EXHIBIT "B" (Cont'd)

Designated Positions

Disclosure Categories

Information Technology Supervisor	4
Community Outreach Specialist	4
Consultants/New Positions *	

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Chief Executive Officer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position

EFFECTIVE DATE: 11/13/2019

RESOLUTION NO. 2018-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY ADOPTING AN AMENDED CONFLICT OF INTEREST AND DISCLOSURE CODE

WHEREAS, the Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and to promulgate conflict of interest codes; and

WHEREAS, pursuant to said Act, the Authority desires to incorporate by reference the attached amended Conflict of Interest and Disclosure Code, as amended, previously adopted by the Los Angeles County Board of Supervisors. This Code includes Exhibit A, setting forth the disclosure categories, and Exhibit B, setting forth the designated positions within the Authority and their disclosure obligations.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The Board of Directors of the Antelope Valley Transit Authority hereby adopts the amended Conflict of Interest and Disclosure Code of the Antelope Valley Transit Authority in the form attached to this Resolution.

Section 2. A certified copy of this Resolution, including the attached Conflict of Interest and Disclosure Code of the Antelope Valley Transit Authority, shall be forwarded to the Los Angeles County Board of Supervisors.

Section 3. Resolution No. 2016-005 is rescinded in its entirety.

PASSED, APPROVED and ADOPTED this 23rd day of January 2018.

AYES: 6

NAYS: 0

ABSTAIN: 0


ABSENT: 0


Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:


Karen Darr, Clerk of the Board


Allison E. Burns, General Counsel

ANTELOPE VALLEY TRANSIT AUTHORITY

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

ANTELOPE VALLEY TRANSIT AUTHORITY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members	1, 2, 3
Alternate Board Members	1, 2, 3
Executive Director/Chief Executive Officer	1, 2, 3
General Counsel	1, 2, 3
Chief Operating Officer	1, 2, 3
Chief Financial Officer	2, 3
Director of Operations & Maintenance	2, 3
Director of Communications	4
Innovation Coordinator	4
Grants Administrator	4
Director of Fleet & Facilities	4
Facilities Superintendent	4
Senior Planning Officer	4
Procurement and Contracts Officer	4
Information Technology Supervisor	4
Community Outreach Specialist	4
Consultants/New Positions	*

ANTELOPE VALLEY TRANSIT AUTHORITY

EXHIBIT "B" (Cont'd)

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Chief Executive Officer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position

EFFECTIVE DATE: 11/08/2017

ANTELOPE VALLEY TRANSIT AUTHORITY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members	1, 2, 3
Alternate Board Members	1, 2, 3
Executive Director/Chief Executive Officer	1, 2, 3
General Counsel	1, 2, 3
Chief Operating Officer	1, 2, 3
Chief Financial Officer	<u>1, 2, 3</u> <u>Disclosure expanded</u>
Director of Operations & Maintenance	<u>1, 2, 3</u> <u>Disclosure expanded</u>
<u>Controller</u>	<u>1, 2, 3</u> <u>Added Position</u>
<u>Director of Finance and Administration</u>	<u>1, 2, 3</u> <u>Added Position</u>
<u>Senior Director of Operations and Planning</u>	<u>1, 2, 3</u> <u>Added Position</u>
<u>Finance Manager</u>	<u>1, 2, 3</u> <u>Added Position</u>
<u>Marketing Manager</u>	<u>4</u> <u>Added Position</u>
Director of Communications <u>Marketing</u>	4 <u>Title Change</u>
Innovation-Project <u>Coordinator</u>	4 <u>Title Change</u>
Grants Administrator	4
Director of Fleet & Facilities	4
<u>Fleet Maintenance Manager</u>	<u>4</u> <u>Added Position</u>
Facilities Superintendent	4
Senior-Planning <u>Manager Officer</u>	4 <u>Title Change</u>
Procurement and Contracts Officer	4

ANTELOPE VALLEY TRANSIT AUTHORITY

EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Information Technology Supervisor	4
Community Outreach Specialist	4
Consultants/New Positions *	

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Chief Executive Officer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position

EFFECTIVE DATE: 11/13/2019

EXECUTIVE OFFICE



COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • www.bos.lacounty.gov

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DEC 02 2019

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

CELIA ZAVALA
EXECUTIVE OFFICER

AVTA
Executive Director

November 27, 2019

Macy Neshati, Executive Director
Antelope Valley Transit Authority
44210 6th Street West
Lancaster, CA 93534

Dear Ms. Neshati:

CONFLICT OF INTEREST CODE FOR THE ANTELOPE VALLEY TRANSIT AUTHORITY

The Board of Supervisors, at its meeting of November 12, 2019, approved the enclosed amended Conflict of Interest Code for the Antelope Valley Transit Authority. The effective date of the Code is November 13, 2019.

It will be necessary for those persons holding designated positions which were added to your Code to complete an Assuming Statement of Economic Interests (Form 700) within 30 days of the effective date of this Code, if they have not already done so. When filing Form 700s, please refer to the instructions as noted on the first page of your Code under "Place of Filing of Statements of Economic Interests".

Please ensure that your agency's Form 700 Filing Officer takes all appropriate actions to implement your amended Code.

Should you have any questions regarding this process, please call Don Garcia at (213) 974-1578.

Sincerely,

For Kathy Markarian
Deputy Executive Officer

KM:pn

Enclosures

c: Don Garcia, Chief, Conflict/Lobbyist Division (w/o enclosures)
Karen Darr, Agency Filing Officer/Code Officer



CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX: (213) 620-0636

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

November 12, 2019

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

12 November 12, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

CONFLICT OF INTEREST CODES (ALL DISTRICTS) (3-VOTES)

SUBJECT

Approval of Conflict of Interest Codes.

IT IS RECOMMENDED THAT THE BOARD:

Approve the Conflict of Interest Codes for the Disaster Management Area "G" Joint Powers Authority; Safe, Clean Water Program Committees; Antelope Valley Transit Authority; Charter Oak Unified School District; Garvey School District; Green Dot Public Schools California; Internal Services Department; Palos Verdes Peninsula Unified School District; Three Valleys Municipal Water District; and recognize the dissolution of La Puente Valley Regional Occupational Program effective June 30, 2019, as well as the dissolution of Termination Pay Pick-Up Plan Administrative Committee effective August 23, 2019, and the abolishment of their respective Conflict of Interest Codes to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest Code. Agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances pursuant to Government Code Section 87306.

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County. The Board of Supervisors must approve an agency's code before it can take effect.

The proposed Conflict of Interest Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County's strategic plan strategy of pursuing Operational Effectiveness, Fiscal Responsibility and Accountability.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest Codes for the agencies listed below.

NEW CONFLICT OF INTEREST CODES:

(Disaster Management Area "G" Joint Powers Authority)

- Adopts by reference Regulation 18730 (2 California Code of Regulations, Sections 18730) as its Conflict of Interest Code and will use a specialized disclosure category that is tailored to their unique duties and responsibilities.
- Designates the following positions as code filers: Board Member, Board Member Alternate, Disaster Management Area Coordinator, and Consultants/New Positions.

(Safe, Clean Water Program Committees)

- Adopts by reference Regulation 18730 (2 California Code of Regulations, Sections 18730) as its Conflict of Interest Code and will use the County's Model Code disclosure categories.
- Designates the following positions as code filers: Watershed Area Steering Committee Member & Alternate Member, Regional Oversight Committee Member, Scoring Committee Member, and Consultants/New Positions.
- In Exhibit "B", a footnote is added to clarify jurisdictional boundaries for the reporting committees.

SUBSTANTIVE CHANGES:

(Antelope Valley Transit Authority)

- Adds six (6) positions to the code.
- Changes the titles of three (3) positions.
- Expands the disclosure of two (2) positions.

(Charter Oak Unified School District)

- In Exhibit "A", an unnecessary disclosure category is removed.
- Adds two (2) positions to the code.
- Changes the title of one (1) position.

(Garvey School District)

- In Exhibit "A", wording is included to clarify Category 1.
- In Exhibit "A", an unnecessary disclosure category is removed.
- Deletes three (3) positions from the code as they no longer exist in the district.
- Adds two (2) positions to the code.
- Changes the titles of two (2) positions.
- Expands the disclosure of one (1) position.
- Reduces the disclosure of one (1) position.

(Green Dot Public Schools California)

- In Exhibit "A", an unnecessary disclosure category is removed.
- Changes the title of one (1) position.
- Adds three (3) positions to the code.
- Deletes two (2) positions from the code due to reorganization.

(Internal Services Department)

- In Exhibit "A", an unnecessary disclosure category is removed.
- Deletes one (1) position from the code as it is no longer budgeted.
- Adds four (4) positions to the code.

(Palos Verdes Peninsula Unified School District)

- In Exhibit "A", an unnecessary disclosure category is removed.
- Changes the titles of four (4) positions.

(Three Valley Municipal Water District)

- Adds a new disclosure category in Exhibit "A".
- Deletes one (1) position from the code as it no longer exists.
- Changes the titles of two (2) positions.
- Expands the disclosure of one (1) position.
- Adds two (2) positions to the code.

DISSOLVED AGENCIES:

(La Puente Valley Regional Occupational Program)

- Recognize the dissolution of the La Puente Valley Regional Occupational Program and the abolishment of the Conflict of Interest Code effective June 30, 2019.

(Termination Pay Pick-Up Plan Administrative Committee)

- Recognize the dissolution of the Termination Pay Pick-Up Plan Administrative Committee and the abolishment of the Conflict of Interest Code effective August 23, 2019.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency's code to disclose appropriate economic interests.

CONCLUSION

If you have any questions, you may contact Kathy Markarian, Deputy Executive Officer, at (213) 974-0935 or your staff may contact Don Garcia, Chief Conflict of Interest/Lobbyist Division at (213) 974-1578.

The Honorable Board of Supervisors

11/12/2019

Page 5

Respectfully submitted,

A handwritten signature in cursive script, reading "Celia Zavala".

CELIA ZAVALA

Executive Officer, Board of Supervisors

CZ:pn

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the
ANTELOPE VALLEY TRANSIT AUTHORITY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Governing Board Members, Alternate Board Members and Executive Director/Chief Executive Officer and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ANTELOPE VALLEY TRANSIT AUTHORITY
EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

ANTELOPE VALLEY TRANSIT AUTHORITY
EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members	1, 2, 3
Alternate Board Members	1, 2, 3
Executive Director/Chief Executive Officer	1, 2, 3
General Counsel	1, 2, 3
Chief Operating Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Director of Operations & Maintenance	1, 2, 3
Controller	1, 2, 3
Director of Finance and Administration	1, 2, 3
Senior Director of Operations and Planning	1, 2, 3
Finance Manager	1, 2, 3
Marketing Manager	4
Director of Marketing	4
Project Coordinator	4
Grants Administrator	4
Director of Fleet & Facilities	4
Fleet Maintenance Manager	4
Facilities Superintendent	4
Planning Manager	4
Procurement and Contracts Officer	4

ANTELOPE VALLEY TRANSIT AUTHORITY
EXHIBIT "B" Cont'd

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Information Technology Supervisor	4
Community Outreach Specialist	4
Consultants/New Positions*	

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Chief Executive Officer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position

EFFECTIVE DATE: 11/13/2019



DATE: January 28, 2020

TO: BOARD OF DIRECTORS

SUBJECT: Fiscal Year 2019/2020 (FY 2020) Mid-Year Budget Review and Proposed Adjustments

RECOMMENDATIONS

That the Board of Directors approve the proposed FY 2020 Mid-Year Budget adjustments.

FISCAL IMPACT

Revenue:

A net revenue increase of \$434,000 is planned. The majority of the increase is credited to the sale of AVTA's accumulated Low Carbon Fuel Standards (LCFS) credits. AVTA earns these program credits through the use of electric buses.

Expense:

To balance the rise in revenue, expenses will also see a net increase of just under approximately \$434,000. A summary of the changes is as follows:

Expense Category	2020 Original Budget	Revised Budget amount	Net adjustment
Facility	\$ 884,100	\$ 934,100	\$ 50,000
General & Admin	\$ 1,480,984	\$ 1,544,984	\$ 64,000
Local Match	\$ 180,000	\$ 180,000	\$ -
Operations	\$ 21,858,829	\$ 22,128,829	\$ 270,000
Personnel	\$ 4,718,859	\$ 4,768,859	\$ 50,000
Grand Total	\$ 29,122,772	\$ 29,556,772	\$ 434,000

BACKGROUND

The majority of budget movement is within expenditures. While the net adjustment is an increase there are savings realized in insurance costs. Facility and General & Admin increases are primarily due to major facility repairs and replacements of older equipment. The Operations increase of \$270K is majorly attributed to increases in security costs. AVTA has increase security in transit centers to provide a safer environment for customers and employees alike. Finally, the increase for personnel costs is due to increased overtime hours. AVTA has recently hired additional staff and should see a reduction of overtime hours needed in the future.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Director of Administration and Finance

Macy Neshati
Executive Director/CEO



DATE: January 28, 2020

TO: BOARD OF DIRECTORS

SUBJECT: Contract #2020-20 to AV Transportation Services, LLC, Lancaster, CA, for Dial-A-Ride and other On-request Shared Mobility Services

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2020-02 for Dial-A-Ride and other on-request shared mobility services to AV Transportation Services, LLC, Lancaster, CA for a base term of five years and five months (5.5) with two (2) one (1) year options for a possible seven years and five months for an estimated amount of \$4,522,500 per service year.

FISCAL IMPACT

Sufficient funds have been included in the FY 2020 Budget and will be included in future budgets to cover contract costs.

BACKGROUND

In January 2015, AVTA began a 4.5 year contract with Intelliride, a division of our fixed route operator Transdev, for Dial-A-Ride services. The original 4.5 year term of that contract ended on June 30, 2019. The contract allowed for extensions and AVTA staff opted for two extensions totaling nine months ending March 31, 2020 to allow time to complete the Regional Transit Plan being conducted by Stantec.

Stantec's assignment is to conduct a complete and comprehensive Regional Transit Plan and recommend steps to maximize the efficiency of AVTA's service delivery and to inform staff of best practices throughout the industry in arresting declining ridership and enabling mobility for the broadest cross section of our population as efficiently as possible. Their study confirmed AVTA staff's belief that there is opportunity to: 1) improve the mobility experience for those living in challenging areas of the Antelope Valley where low population densities prevail, and conventional fixed-route services are expensive, insufficient and unproductive, 2) potentially improve AVTA's productivity and efficiency in providing late night service after 10:00 PM on select routes, 3) implement non-emergency medical transport; and 4) combine these services with Dial-A-Ride service under a single provider. To this end, staff

developed and circulated a Request for Proposals (RFP) to implement a new service plan to award a contract to one provider for Dial-A-Ride services, Micro Transit for our unincorporated areas, inaugurate new non-emergency medical transport and ultimately implement a late night demand response service for a select group of routes.

AVTA released a Request for Proposals (RFP) on November 15, 2019. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. The local Chambers of Commerce were also notified via their respective newsletters and email lists; a total of 116 firms were notified via email with RFP instructions for downloading. Forty-three firms registered and downloaded the RFP. Seven (7) addenda was issued with the last one being posted on December 9, 2019.

Three proposals were submitted on December 16, 2019 in response to the RFP. Three staff members evaluated and ranked each submitted proposal on the following criteria: proposer's solution (20%), similar projects (15%), proposer's information (10%), project schedule / benchmarks (10%), personnel (15%), oral evaluation (10%), and project budget (20%).

Submitted proposals were received from the following firms:

Firm	Location	Total Score (300 Max)	Five Year and Five Months Estimated Contract Amount
AV Transportation Services, LLC	Santa Clarita, CA	284	\$24,311,675
Transdev Services, Inc.	Lombard, IL	132	\$30,524,088
NoMad Transit, LLC	New York, NY	260	\$26,026,458

The proposal from AV Transportation Services, LLC, Lancaster, CA earned the highest combined score from the evaluation committee. In addition to their reasonable pricing, they provided the best overall solution for AVTA. It was obvious that their past experience in the industry gave them a clear insight into our requirements and mission. Staff is confident that AV Transportation Services, LLC, Lancaster, CA will implement and perform their service diligently.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Macy Neshati
Executive Director/CEO



DATE: January 28, 2020

TO: BOARD OF DIRECTORS

**SUBJECT: Sole Source Contract Amendment No. 2 for Contract #2014-01
with Pinnacle Petroleum for Bulk Fuel Supply and Delivery**

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute sole source Contract Amendment No. 2 for an additional amount of \$1.5 million, and one-year time extension to Pinnacle Petroleum, Inc., of Huntington Beach, CA, under AVTA's Contract #2014-01, to complete AVTA's change out of its commuter diesel fleet to battery electric propulsion.

FISCAL IMPACT

Sufficient funds are included in the Fiscal Year 2020 Budget to pay for this needed service.

BACKGROUND

Pinnacle Petroleum, Inc. (Pinnacle) has been supplying and delivering bulk fuel for AVTA since the spring of 2004. Amendment No. 2 would add funds and a one-year time extension that will take us through the change out of commuter diesel buses to battery electric fleet.

Prior to the end of Amendment No. 2, staff will complete an analysis to determine if outsourcing the Authority's fueling needs would be more efficient and cost-effective than storing fuel on site. Efficiencies would include, but not limited to, less reporting requirements to the State of California, on-going training of personnel, and reduced insurance requirements. During the completion of the change out of buses, AVTA will make a final determination whether to switch to a Card Lock Commercial Fueling Network.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Macy Neshati
Executive Director/CEO



DATE: January 28, 2020

TO: BOARD OF DIRECTORS

SUBJECT: Sole Source Contract Amendment No. 5 for Contract #2019-18 with Stantec Consulting Services, Inc. for Operational Analysis and Implementation Support

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Sole Source Contract Amendment No. 5 for Contract #2019-18 for an additional amount of \$74,895, to Stantec Consulting Services, Inc., Los Angeles, CA.

FISCAL IMPACT

Transit and Intercity Rail Capital Program (TIRCP) 3 grant funds will be utilized in the Fiscal Year 2019/2020 (FY 2020) Budget to pay for this needed service.

BACKGROUND

Stantec Consulting has been developing the Agency's Strategic Plan for Integrated Transportation in the Antelope Valley since the November 2018. Amendment No. 5 would add needed funds to assist AVTA's staff throughout the implementation phase of the Regional Transit Plan.

In addition, their services will analyze: 1) local routes compared to Metrolink stations and times, 2) the potential market in Santa Clarita from reverse commuting, 3) how on-route charges for zero-emission buses would affect routing and service delivery; and 4) technology and how it could improve service delivery for the customer.

Staff recommends approval of this amendment, which will enhance service delivery to the Antelope Valley residents.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Macy Neshati
Executive Director/CEO

Attachment: A – Stantec Consulting Services, Inc. Proposal.



Stantec Consulting Services Inc.
523 West 6th Street Suite 1200, Los Angeles CA 90014-1218

January 21, 2020
File: 20730153010 – AVTA

Attention: Macy Neshati, Executive Director & CEO
Antelope Valley Transit Authority
42210 6th St W
Lancaster, CA 93534

Via email: mneshati@avta.com

Dear Mr. Neshati,

Reference: TIRCP3 – AVTA Network Integration Grant – Proposed Stantec Workplan

Stantec Consulting Services Inc. has been proudly supporting the Antelope Valley Transit Authority on the development of its Regional Mobility Plan (RMP). The RMP proposes to transform how transit and mobility services are provided in the Antelope Valley for the betterment of the community and its residents.

Recently, Caltrans awarded AVTA a joint TIRCP grant to study better network integration, particularly with Metrolink. Given that the RMP is still ongoing, AVTA felt it was best to incorporate the results of this study into the RMP for a consolidated and holistic approach.

Accordingly, AVTA requested that Stantec prepare this scope of services to assist AVTA with further examining the potential to strengthen connectivity with services like Metrolink and Kern County Transit in relation to recently awarded grants. In addition, AVTA seeks implementation assistance with respect to the recommendations in the RMP.

Stantec has submitted a draft version of the Regional Mobility Plan which focused on the following:

- Analysis and redesign focused mostly on the local network, aimed at improving local transportation by increasing frequencies on key routes that can drive ridership increases
- High-level look at commuter services and identified a need for another bus run on the TRANSporter route to meet Metrolink service at Newhall station in Santa Clarita
- Robust stakeholder outreach to uncover community goals and vision for mobility in the Antelope Valley
- New on-request shared mobility service delivery options for low-density areas and low-use time of the day—currently working to help AVTA procure an operator

However, that scope did not include:

- In-depth look at scheduling particularly of local routes to the Metrolink stations
- Potential markets for service in Santa Clarita
- Analysis of ZEB on-route chargers in development and how they would impact routing and service delivery
- A close look at technology that can improve service delivery and customer interface

Reference: TIRCP3 – AVTA Network Integration Grant – Proposed Stantec Workplan

- Outreach and marketing to stakeholders around the Antelope Valley to inform about the resultant plan and the important of public transit

As such, given the requirements of the TIRCP3 grant, we propose to undertake the following scope of service subject to the proposal upset limit. Stantec will support across these various scope items subject to the number of hours available within the proposed budget (i.e. hours can be transferred fluidly across tasks, but not all tasks guaranteed within the proposed price).

Operational Analysis and Implementation Support

1. Operational analysis of commuter services particularly with train schedules. While the strategic plan looked at current schedules, we propose to examine on-time performance and actual performance of TRANSporter buses to examine any gaps and opportunities to provide a high-quality of service for the connections between the Antelope Valley Metrolink service and the Antelope Valley.
2. Implementation assistance of the strategic plan recommendations. Scheduling, route design, and roll-out of new routes. Stantec will assist AVTA staff with developing new schedules, including analysis of running and dwell times (if needed) to develop schedules for the new proposed local transit network. This will focus on capturing ZEB charging needs, stop siting, and connections with higher-order transportation (like Metrolink stations).
3. Implementation assistance for On-Request Shared Mobility Services. AVTA is currently selecting a provider for its new ORSM Service. It is AVTA's desire to have Stantec act as a program manager to ensure implementation of the ORSM occurs according to the successful Proposers submission and AVTA timelines.
4. Outreach support for different aspects of the strategic plan. Stantec will assist by preparing presentations, working with AVTA staff to deliver presentations, and provide advisory service when preparing any outreach materials.
5. Assist AVTA with developing transit service guidelines or standards.
6. Assist AVTA with a more in-depth fare analysis given the proposed service changes.
7. Assist AVTA with implementing recommendations to modernize DAR service. In particular, provide guidance on eligibility criteria, travel training, and establishing an advisory committee on accessibility.
8. Assist AVTA with establishing working groups to develop transit-supportive guidelines that can improve the efficiency of transit within the AV.
9. Review success of AVTA-Metrolink Bus Bridge service during rail disruptions. Identify opportunities to improve this relationship for the benefit of the customer.

Reference: TIRCP3 – AVTA Network Integration Grant – Proposed Stantec Workplan

Cost of Services

Stantec proposes to complete this additional scope as time and materials up to an upset limit of \$74,895.

Staff Name	Hourly Rate (A)	Additional Hours (B)	Total Cost (A*B)
Sasha Pejic	\$187	110	\$20,570
David Verbich	\$120	175	\$21,000
Amanda McDaniel	\$115	175	\$20,125
Michele Colley	\$115	80	\$9,200
Direct Travel Expenses	-	-	\$4,000
Totals	-	828	\$74,895

In closing, Stantec is thankful to the AVTA for its continued trust, business, and consideration of this work plan. Stantec proposes to complete this assignment within six to eight months of receipt of Notice to Proceed. We anticipate multiple working sessions with AVTA staff to maximize productivity and minimize travel time. We look forward to serving you and the community with the implementation of early action items arising from our initial work.

Thank you for continuing to allow us to be a partner in the transformation of mobility in the Antelope Valley. We are excited at the prospect!

Respectfully yours,

Stantec Consulting Services Inc.



Sasha Pejic
Principal, Transportation
Transit Advisory Lead
Phone: 1-416-276-7057
Sasha.pejic@stantec.com