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**Regular Meeting of the Board of Directors**

**ONLINE ZOOM MEETING PER GOVERNOR'S ORDER N-29-20**

**Tuesday, May 26, 2020**

**10:00 a.m.**

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

**OFFICIAL MINUTES**

**In response to Governor's Executive Order N-29-20, the meeting was conducted via Zoom Cloud meetings.**

**CALL TO ORDER**

Chairman Crist called the meeting to order at 10:01 a.m.

**ROLL CALL:**

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Angela Underwood-Jacobs, Director Michelle Flanagan, Director Richard Loa

**APPROVAL OF AGENDA**

**Motion: Approve the agenda as comprised.**

Moved by Vice Chair Knippel, seconded by Director Hofbauer

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

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

Nays: None

Abstain: None

Absent: None

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

There were no public business items presented.

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

**SRP 1 LEGISLATIVE REPORT FOR MAY**

Director of Finance and Administration Judy Vaccaro-Fry stated there has been no movement on Assembly Bill (AB) 1350: persons 18 years or under, AB 2012: persons 65 years of age or over, or AB 2176: persons attending the California Community Colleges, the California State University, or the University of California. However, the bills may be reintroduced during the next session.

Ms. Vaccaro-Fry also provided an update regarding the state's revised budget and H.R. 6800 – the Health and Economic Recovery Omnibus Emergency Solutions Act (Heroes Act), a bill in response to the COVID-19 pandemic and its impact on the economy, public health, state and local governments, individuals, and businesses. The Board discussed the state's proposed Cap and Trade budget. Ms. Vaccaro-Fry will verify the revised budget amount.

**SRP 2 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT**

Chief Operating Officer Martin Tompkins presented the report and provided an update regarding the Authority's cleaning and disinfecting routine during the COVID-19 pandemic. The Board discussed how the agency is managing passengers when the buses reach 50% seating capacity.

**SRP 3 MAINTENANCE KPI REPORT**

Fleet Compliance Manager Cecil Foust presented the report.

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF APRIL 28, 2020**

Approve the Board of Directors Regular Meeting Minutes of April 28, 2020.

**CC 2 FINANCIAL REPORT FOR APRIL 2020**

Receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve, and Farebox Recovery information, for April 2020.

**CC 3 GRANT STATUS REPORT**

Receive and file the Grant Status Report.

**CC 4 AMENDMENT NO. 1 TO CONTRACT #2019-64 WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR CPA FINANCIAL AUDITING SERVICES**

Authorize the Executive Director/CEO to execute Amendment No. 1 to Contract #2019-64 with Brown Armstrong Accountancy Corporation, Bakersfield, CA for CPA financial auditing services for a one-year period not to exceed \$58,000 with three one-year optional renewal periods remaining.

**CC 5 AMENDMENT NO. 1 TO CONTRACT #2019-35 WITH VINSA, INC. FOR WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES FOR FISCAL YEAR 2020/2021 (FY 2021)**

Authorize the Executive Director/CEO to execute Amendment No. 1 to Contract #2019-35 with Vinsa, Inc., Lancaster, CA for workers' compensation, property and casualty insurance policies for FY 2021 for an estimated amount of \$435,932.

**CC 6 LOCAL AGENCY INVESTMENT FUND (LAIF) INVESTMENTS FOR FY 2021**

Adopt Resolution 2020-004, a Resolution appointing the Executive Director/CEO as Treasurer and the Director of Finance and Administration as Auditor-Controller; delegating investment authority to the Treasurer; adopting a policy for the investment of surplus transit funds for FY 2021 beginning July 1 2020 through June 30, 2021, and rescinding Resolution No. 2019-004.

**CC 7 PORTABLE RESTROOMS**

Approve the purchase of up to five commercial grade portable restroom trailers equivalent to Ameri-Can Engineering model 831 traditional with ADA lift room for an amount not to exceed \$380,000, plus applicable taxes and freight charges.

**CC 8 EMERGENCY SOLE SOURCE CONTRACT #2020-39 WITH PEOPLEREADY, INC. FOR COVID-19 SANITIZING, DISINFECTING, AND STERILIZING BUS FLEET**

Ratify Emergency Sole Source Contract #2020-39 with PeopleReady, Inc., Tacoma, WA to sanitize, disinfect, and sterilize the interior of AVTA's bus fleet for an amount not to exceed \$233,728, plus applicable sales tax.

**Motion: Approve the Consent Calendar.**

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

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

**NEW BUSINESS (NB):**

**NB 1 ELECTION OF BOARD OFFICERS FOR FY 2021**

**Motion: Nominate Marvin Crist as Chair and Dianne Knippel as Vice Chair for FY 2021.**

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

**NB 2 FY 2021 PRELIMINARY BUDGET ASSUMPTIONS**

Ms. Vaccaro-Fry presented the staff report. The Board discussed the total amount for the operating and capital budgets for FY 2020.

**Motion: Approve the FY 2021 Preliminary Budget Assumptions and provide direction to staff regarding fiscal priorities for the final FY 2021 Budget.**

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

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

**NB 3 CONTRACT #2020-46 TO MOTOR COACH INDUSTRIES, INC. FOR 45-FOOT BATTERY ELECTRIC BUS PROJECT**

Executive Director/CEO Macy Neshati presented the staff report.

**Motion: Authorize the Executive Director/CEO to execute Contract #2020-46 with Motor Coach Industries, Inc., Des Plaines, IL, for a term of two years not to exceed an amount of 30,959,263.54, plus applicable sales tax.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

**NB 4 CONTRACT #2020-50 WITH COMPLETE COACH WORKS FOR RETRO-FIT OF EV STAR ADA SHUTTLE BUSES**

Mr. Neshati presented the staff report.

**Motion: Authorize the Executive Director/CEO to award Contract #2020-50 to Complete Coach Works, Riverside, CA to retro-fit eight EV Star ADA shuttle buses that will aid in loading and unloading of ADA passengers in a safe and effective manner for an amount not to exceed \$120,000.**

Moved by Vice Chair Knippel, seconded by Director Loa

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

**NB 5 PUBLIC SAFETY PROGRAMMING AGREEMENT NO. A-6992 BETWEEN THE ANTELOPE VALLEY TRANSIT AUTHORITY AND CITY OF PALMDALE**

General Counsel Allison Burns stated New Business Items 5 and 6 can be address together. Mr. Neshati presented the staff report.

**Motion: Approve Agreement No. A-6992, a Public Safety Programming Agreement between the City of Palmdale and the Antelope Valley Transit Authority and authorize the Executive Director/CEO to execute the agreement and all necessary documents.**

Moved by Director Flanagan, seconded by Director Hofbauer

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

**NB 6 PUBLIC SAFETY PROGRAMMING AGREEMENT NO. 2020-53 BETWEEN THE ANTELOPE VALLEY TRANSIT AUTHORITY AND CITY OF LANCASTER**

**Motion: Approve Agreement No. 2020-53, a Public Safety Programming Agreement between the City of Lancaster and the Antelope Valley Transit Authority and authorize the Executive Director/CEO to execute the agreement and all necessary documents.**

Moved by Director Flanagan, seconded by Director Hofbauer

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

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

Nays: None

Abstain: None

Absent: None

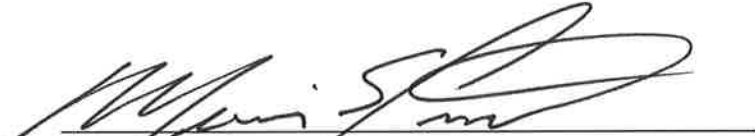
**MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

Chairman Crist stated he anticipates the Board will begin meeting in person at the June 23, 2020 Board meeting.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 10:45 a.m. to the Regular Meeting of the Board of Directors on June 23, 2020 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 23<sup>rd</sup> day of JUNE 2020



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Marvin Crist, Chairman of the Board

ATTEST:



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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.