



Regular Meeting of the Board of Directors

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

Tuesday, November 24, 2020

10:00 a.m.

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

OFFICIAL MINUTES

CALL TO ORDER:

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

ROLL CALL:

Present

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

APPROVAL OF AGENDA:

Motion: Approve the agenda as comprised.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

Clerk of the Board Karen 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, Flanagan, Loa, Malhi

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres – Spoke about the security officers at the Lancaster Metrolink Station locking the gates thereby restricting riders' access to the benches.

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

SRP 1 LEGISLATIVE REPORT FOR NOVEMBER

Chief Financial Officer Judy Vaccaro-Fry stated the government is funded through December 11, 2020, and a continuing resolution is expected through the first quarter of 2021. The results of the race for the 25th District Representative seat and the stimulus package are still pending, the Los Angeles County Metropolitan Transportation Authority's CEO Phil Washington was named to head the Department of Transportation transition team and the House voted to retain current leadership for another two years. In addition, she congratulated Mayor Steve Hofbauer and Council Members Richard Loa and Austin Bishop for retaining their seats on the Palmdale City Council.

SRP 2 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT

Chief Operating Officer Martin Tompkins presented the report. Mr. Tompkins stated he will add a slide that correlates the ridership and route information with the pass-ups. The Board discussed the reasons for the passenger pass-ups and the progressive discipline imposed on the operator(s).

SRP 3 MAINTENANCE KPI REPORT

Maintenance Compliance Manager Cecil Foust presented the report. The Board discussed if there is a sunset clause for the Low Carbon Fuel Standard (LCFS) credits.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 27, 2020

Approve the Board of Directors Regular Meeting Minutes of October 27, 2020.

CC 2 FINANCIAL REPORT FOR OCTOBER 2020

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

CC 3 GRANT STATUS REPORT

Receive and file the Grant Status Report.

CC 4 CONTRACT #2021-35 TO PINNACLE PETROLEUM, INC., FOR BULK FUEL SUPPLY AND DELIVERY

Authorize the Executive Director/CEO to execute Contract #2021-35 for bulk fuel supply and delivery to Pinnacle Petroleum, Inc., Huntington

Beach, CA for an eighteen-month period for an estimated amount of \$850,000.

CC 5 AMEND THE AGENCY’S SALARY AND CLASSIFICATION SCHEDULE

Approve amending the Agency’s Classification and Salary Schedule to 1) add a Fleet Technical Training Manager position; 2) amend the Records Management Technician position to a Records Management Technician I/II; and 3) remove the Records Management Assistant position.

Motion: Approve the Consent Calendar.

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, Flanagan, Loa, Malhi
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, 2020

Ms. Fry introduced Thomas Young, partner at Brown Armstrong Accountancy Corporation, who presented the results of the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2020. The Board discussed the Authority’s Coronavirus Aid, Relief, and Economic Security (CARES) Act funds.

Motion: Approve the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the year ended June 30, 2020.

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, Flanagan, Loa, Malhi
Nays: None
Abstain: None
Absent: None

NB 2 PROPOSED SERVICE CHANGES

Mr. Tompkins presented the staff report adding that staff will monitor the proposed service changes and provide an update at the February 2021 meeting.

Motion: Authorize the Executive Director/CEO to implement the following proposed changes effective December 14, 2020 in accordance with the Federal Transit Administration (FTA) Guidelines:

- **Implementation and use of the South Valley Transit Center, Palmdale CA for opportunity charging.**
- **Route 1: Eliminate the layover located at 47th Street East and Avenue S. The Route 3 will service the portion eliminated on the Route 1.**
- **Route 2: Adjust routing to continue service boarding and alighting at 47th Street East and Avenue R.**
- **Route 3: Eliminate the stop at Avenue O-8 due to low ridership.**
- **Route 52: Adjust and extend the running times in order to receive the optimal utilization of the South Valley Transit Center. These adjustments will reduce the number of trips but will provide the same time coverage.**

Moved by Director Loa, seconded by Director Malhi

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, Flanagan, Loa, Malhi

Nays: None

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO Macy Neshati

- Announced Ms. Darr and Administrative Assistant Vanessa Gomez were named Employees of the First Quarter for Fiscal Year 2020/2021.
- Congratulated the Finance staff for a clean audit.
- Stated that is no Board meeting in December due to the holidays.

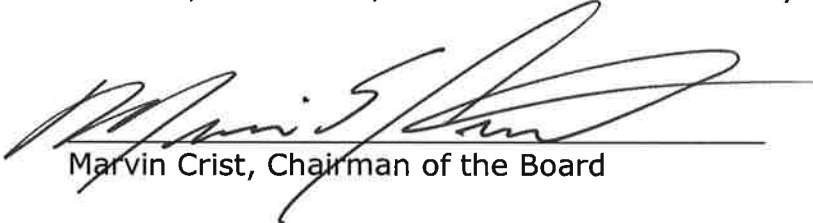
MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

The Board wished everyone happy holidays.

ADJOURNMENT:


Chairman Crist adjourned the meeting at 10:37 a.m. to the Regular Meeting of the Board of Directors on January 26, 2021 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 26th day of JANUARY 2021



Marvin Crist, Chairman of the Board

ATTEST:



Karen S. Darr, Clerk of the Board

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