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**Regular Meeting of the Board of Directors**

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

**Tuesday, January 26, 2021**

**10:00 a.m.**

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

**AGENDA**

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. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

**In response to Governor's Executive Order N-29-20, this meeting will be conducted online through Zoom. The public may access the meeting as follows:**

Click here to join: <https://us02web.zoom.us/j/88047006019>

Dial by telephone to join: (669) 900-6833  
Meeting ID: 880 4700 6019  
Passcode: 201833

***PUBLIC COMMENTS ON AGENDIZED ITEMS MAY BE SUBMITTED VIA EMAIL TO [clerkoftheboard@avta.com](mailto:clerkoftheboard@avta.com) OR BY TELEPHONE AT 661/729-2206 AT LEAST TWO HOURS PRIOR TO THE START OF THE 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**

**ROLL CALL:**

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

**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, your comments must be submitted via email to [clerkoftheboard@avta.com](mailto:clerkoftheboard@avta.com) or by telephone at 661/729-2206 at least two hours prior to the start of the meeting and will be read by the Clerk of the Board during the Public Business portion of the agenda. **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 comment 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 LEGISLATIVE REPORT FOR JANUARY – JUDY VACCARO-FRY

SRP 2 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT – MARTIN TOMPKINS

SRP 3 MAINTENANCE KPI REPORT – CECIL FOUST

SRP 4 COVID-19 COMPLIANCE – MACY NESHATI

**CONSENT CALENDAR (CC):** Items 1 through 5 are 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 24, 2020 – KAREN DARR

*Recommended Action: Approve the Board of Directors Regular Meeting Minutes of November 24, 2020.*

CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2020 – JUDY VACCARO-FRY

*Recommended Action: Receive and file the Financial Report for November and December 2020.*

CC 3 PROPOSED LEGISLATIVE PRINCIPLES FOR 2021 – JUDY VACCARO-FRY

*Recommended Action: Approve the Proposed Legislative Principles for 2021.*

CC 4 FISCAL YEAR 2020/2021 (FY 2021) SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2020) – KELLY MILLER

*Recommended Action: Receive and file the FY 2021 Second Quarter LASD report for the period covering October 1 through December 31, 2020.*

CC 5 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, TRANSDEV'S EEO PLAN AND ANTELOPE VALLEY TRANSIT MANAGEMENT'S (AVTM) POLICY STATEMENT – KELLY MILLER

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

**NEW BUSINESS (NB):**

NB 1 FY 2021 MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS – JUDY VACCARO-FRY

*Recommended Action: Approve the Proposed FY 2021 Mid-Year Budget adjustments.*

NB 2 CONTRACT #2021-37 TO NEW FLYER OF AMERICA, INC. FOR ELECTRIC BUS CHARGING EQUIPMENT – LYLE BLOCK

*Recommended Action: authorize the Executive Director/CEO to execute Contract #2021-37 with New Flyer of America, Inc., of St. Cloud, MN, for a one-year term not to exceed an amount of \$1,496,520.00, plus applicable sales tax*

NB 3 CONSENT TO SALE OF AVTA SUPPLIER WAVE – MACY NESHATI

*Recommended Action: Authorize the Executive Director/CEO to execute the "Request for consent to proposed merger with Ideanomics, Inc." allowing the acquisition of WAVE to proceed.*

**NB 4 DEDICATED BUS SERVICE TO THE FAIRGROUNDS FOR COVID VACCINATION – MARTIN TOMPKINS**

*Recommended Action: Authorize the Executive Director to implement dedicated bus route from each of the transit centers to and from the fairgrounds to ensure that all citizens in the AVTA service area have access to this vital service.*

**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(d)(2)  
Significant exposure to litigation (two potential cases)

CS 2 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

- Recognition of Employees for 10 Years of Service:
  - Carlos Lopez Arucha
  - Cecil Foust
- AVTA Employee of the Second Quarter for FY 2021
- 2020 Year in Review and Upcoming Projects in 2021

**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 in memory of Palmdale Mayor Steve Hofbauer's mother Marilyn Hofbauer. Marilyn was devoted to her family, a treasured friend to many and passionate community member. Those who knew her will remember her love for art and music.

The next Regular Meeting of the Board of Directors will be held on February 23, 2021 at 10:00 a.m.

**The agenda was posted by 6:00 p.m. on January 21, 2021 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> 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 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

# Legislative Update

Presentation to AVTA Board of Directors  
January 26, 2021



# STATE



# State Senator



On December 20, 2020, the Governor appointed Alex Padilla to the State Senate to succeed Senator Harris.

# Proposed Fiscal Year 2021-22 Budget

Budget includes *Equitable Recovery for California's Businesses and Jobs* plan. Inclusive of significant new investments in:

- Small business grants
- Job creation and retention
- Workforce development
- Deferred maintenance
- Housing
- Zero-emission vehicles and
- Zero-emission vehicle infrastructure



# Heavy Duty Vehicle Incentives

December 10-11, 2020, California Air Resources Board held an informational update to consider the FY21 Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Funding Plan.

The Legislature is expected to adopt the FY 2020-21 Cap and Trade Expenditure Plan in early 2021 which will provide \$20-\$25 million in funding.

This funding level reflects the reality the Legislature has not yet acted on a Cap and Trade Expenditure Plan this fiscal year.





# 2020–2023 Investment Plan Update for the Clean Transportation Program



## Proposed Allocation for Medium- and Heavy-Duty Zero-Emission Vehicles and Infrastructure

Category	Funded Activity	2020-2021 (Allocation)	Next 2½ FYs (Planned)
Zero-Emission Vehicles and Infrastructure	Medium- and Heavy-Duty Zero-Emission Vehicles and Infrastructure	\$20 million	\$109.8 million



# FEDERAL





# DEPARTMENT OF TRANSPORTATION



# Proposed Stimulus

**\$1.9 trillion COVID relief bill to provide:**

- \$160 billion for a national vaccination program;
- \$350 billion in emergency funding for state, local, and territorial governments;
- \$20 billion for public transit agencies.
- \$170 billion for schools
- Direct payments to Americans
- Unemployment Insurance
- Eviction & Foreclosure moratoriums > Sept 2021



# CRSSAA Apportionments

## FY 2021 CRSSAA SECTION 5307 URBANIZED AREA APPORTIONMENTS (including funds apportioned under 5337 - State of Good Repair)

*The total available amount for a program is based on the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) (Pub. L. 116-260, Dec. 27, 2020).*

URBANIZED AREA/STATE	APPORTIONMENT
1,000,000 or more in Population	\$12,307,702,880
200,000 - 999,999 in Population	\$745,539,641
50,000 - 199,999 in Population	\$208,588,543
National Total	\$13,261,831,064

LA County           \$954,900,781  
 Santa Clarita       \$     224,351



# Areas of Persistent Poverty



## Persistent Poverty Tract Status

Area	Value
<a href="#">United States</a> (National)	-
<a href="#">06037900602</a> (Census Tract, 2010)	-



# REGIONAL





## Grant Update

### Federal Transit Administration

Public Transportation COVID-19 Research Demonstration Grant Program - \$10 million total funding available.

**T**ransmission **R**eduction for **A**irborne **C**ommunication of **E**merging **R**espiratory Diseases on Public Transit (**TRACER**)

### California Energy Commission

GFO-20-304 Evaluating Bi-Directional Energy Transfers and Distributed Energy Resource Integration for Medium and Heavy Duty Fleet Electrification

Vehicle to Grid Integration





# Questions?



# FY 2021 Monthly Operations Key Performance Indicators

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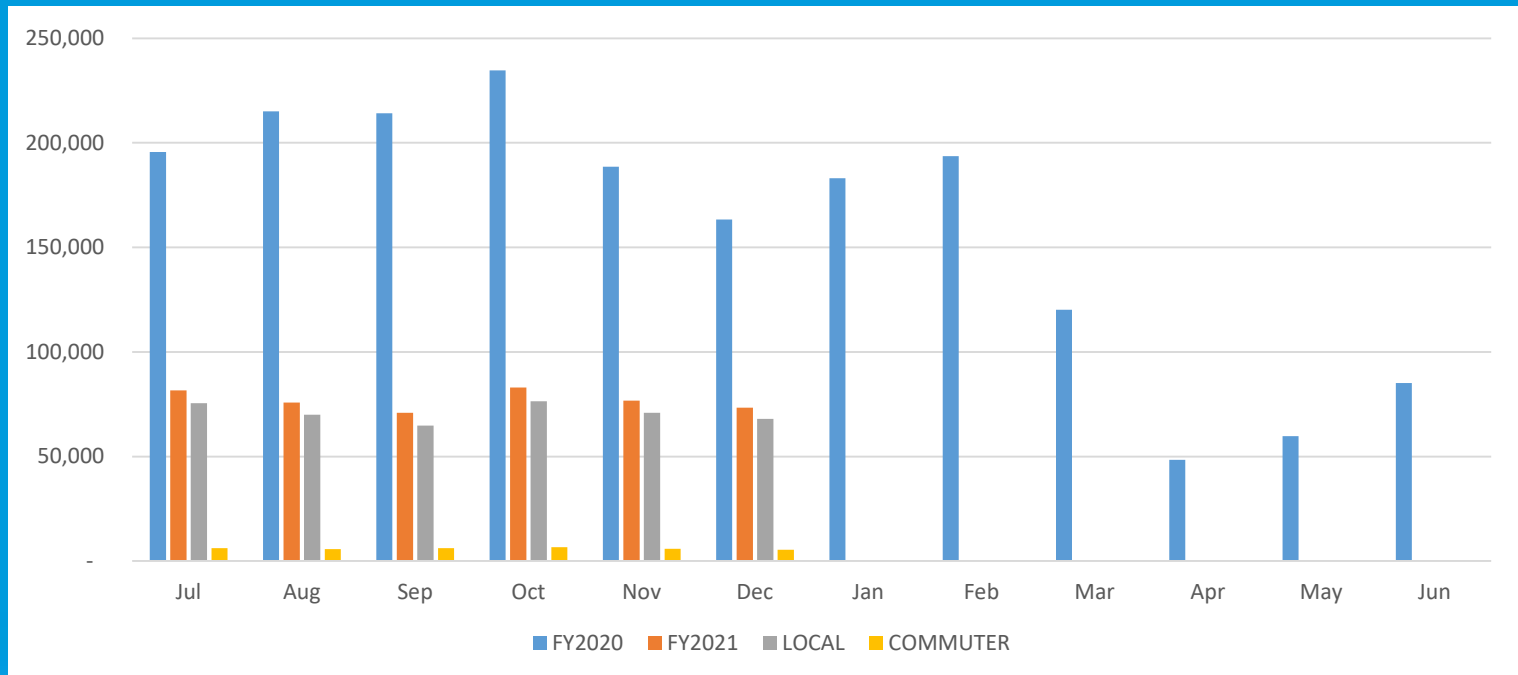
Presentation to the Board of Directors  
January 26, 2021



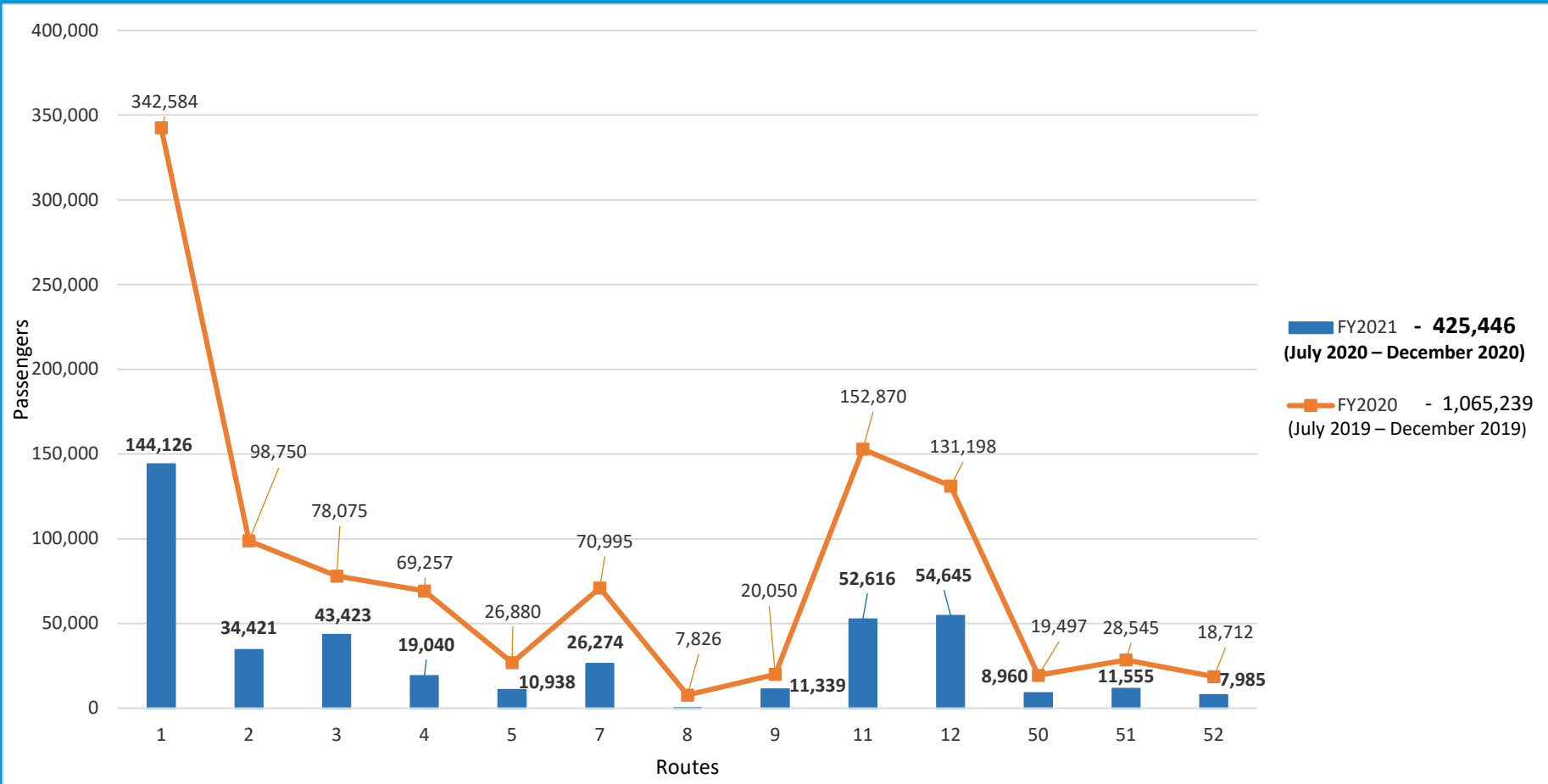


# MONTHLY BOARDING ACTIVITY

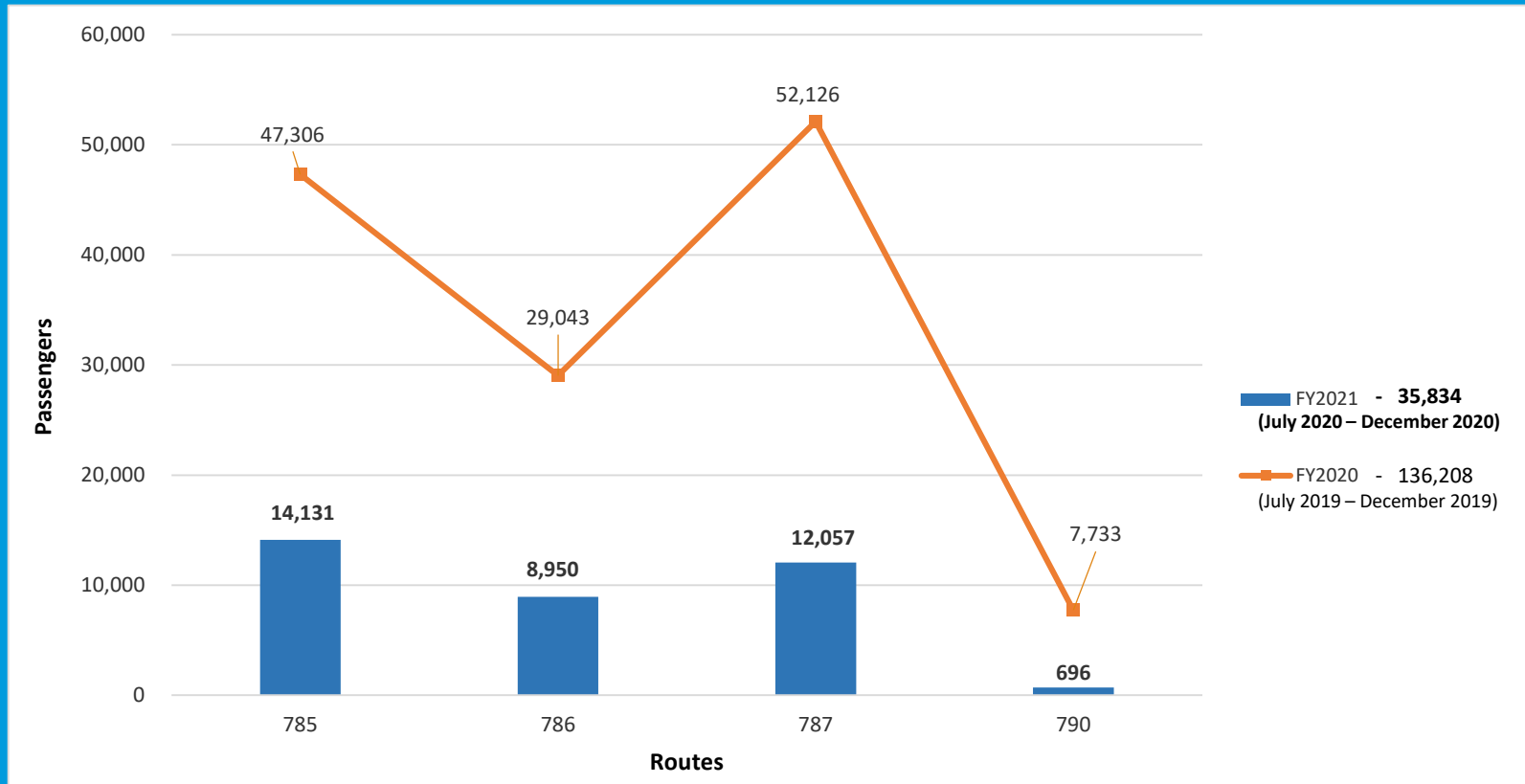
	December FY 2021	November FY 2021
System	73,360	76,757
Local	68,015	70,897
Commuter	5,345	5,860



# ANNUAL RIDERSHIP LOCAL ROUTES

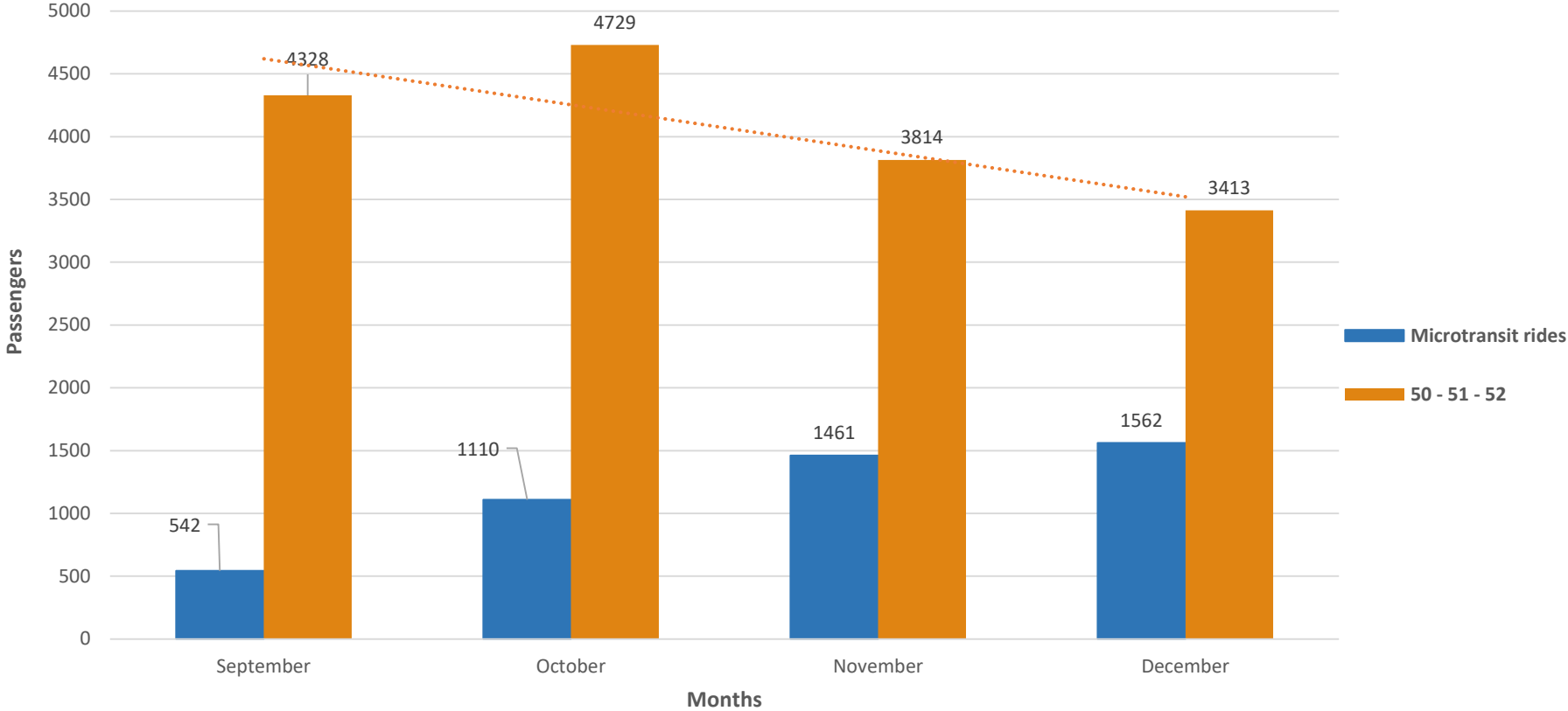


# ANNUAL RIDERSHIP COMMUTER ROUTES



# MICROTRANSIT RIDERSHIP ACTIVITY PILOT PROGRAM

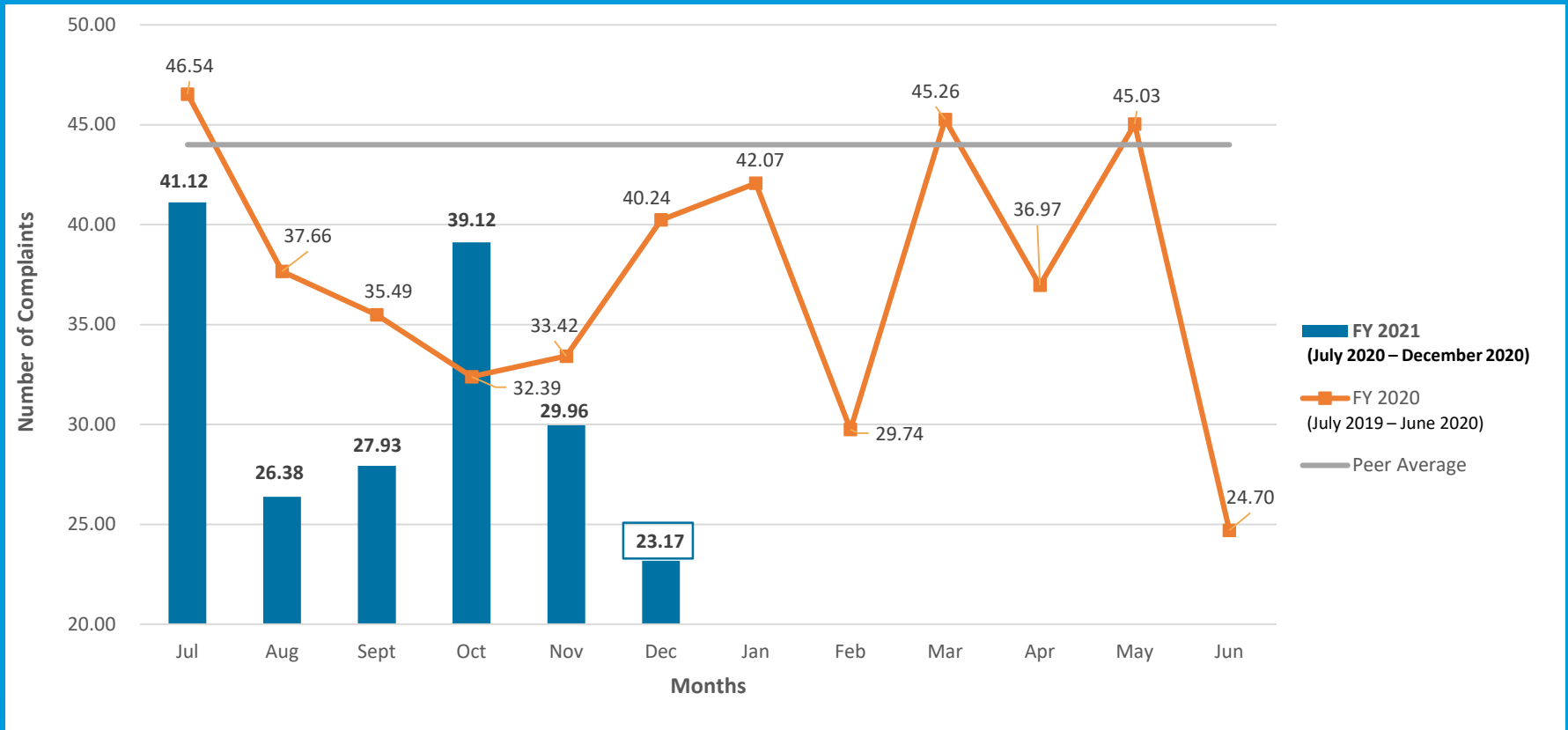
Microtransit vs Routes 50, 51 & 52



# COMPLAINTS/100,000 BOARDINGS

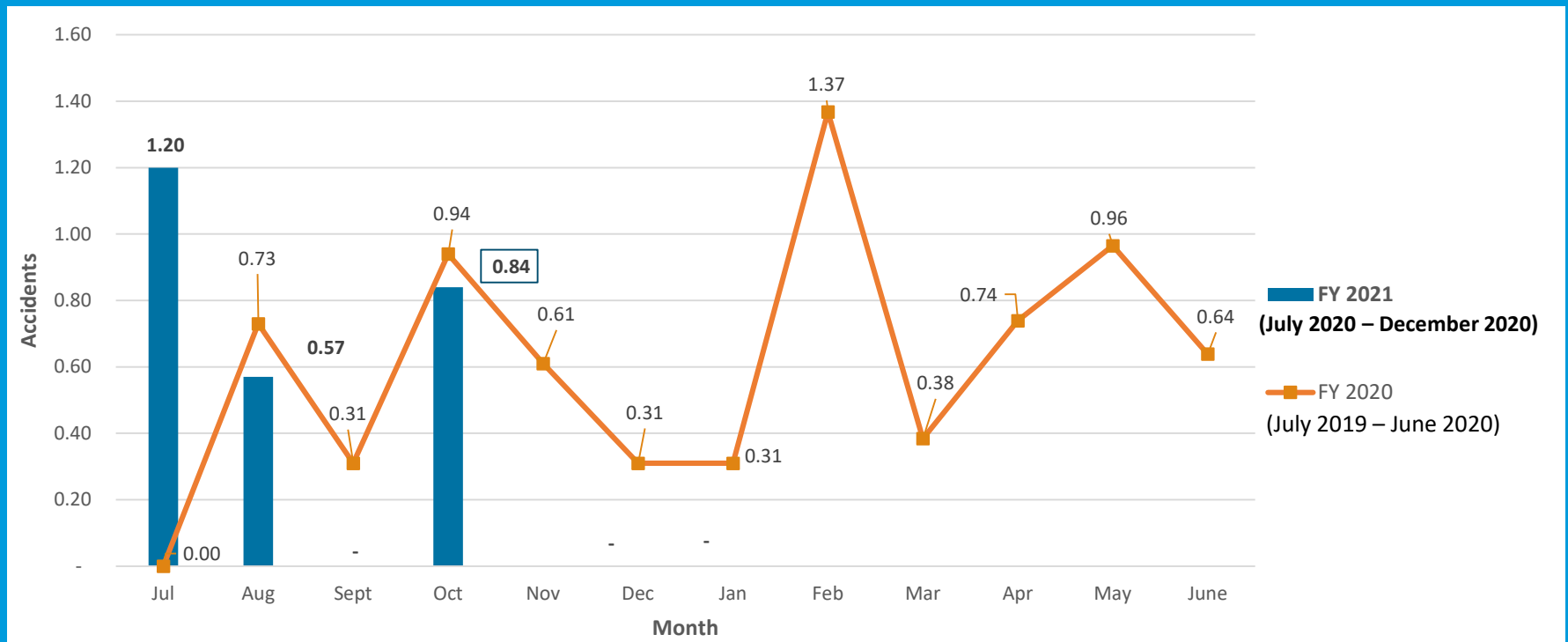
## DECEMBER - SYSTEM WIDE AVERAGE: 23.17

## PEER AVERAGE: 44.00



# PREVENTABLE ACCIDENTS/100,000 MILES

## DECEMBER - SYSTEM WIDE AVERAGE: 0.0



# KEY PERFORMANCE INDICATORS

	December FY 2021	November FY 2021	December FY 2020
Boarding Activity	73,360	76,757	164,018
Complaints / 100,000 Boardings	23.17	29.96	40.24
Preventable Accidents / 100,000 Miles	0.0	0.0	0.31

Thank you!

Questions?





# December 2020 Maintenance Key Performance Indicators

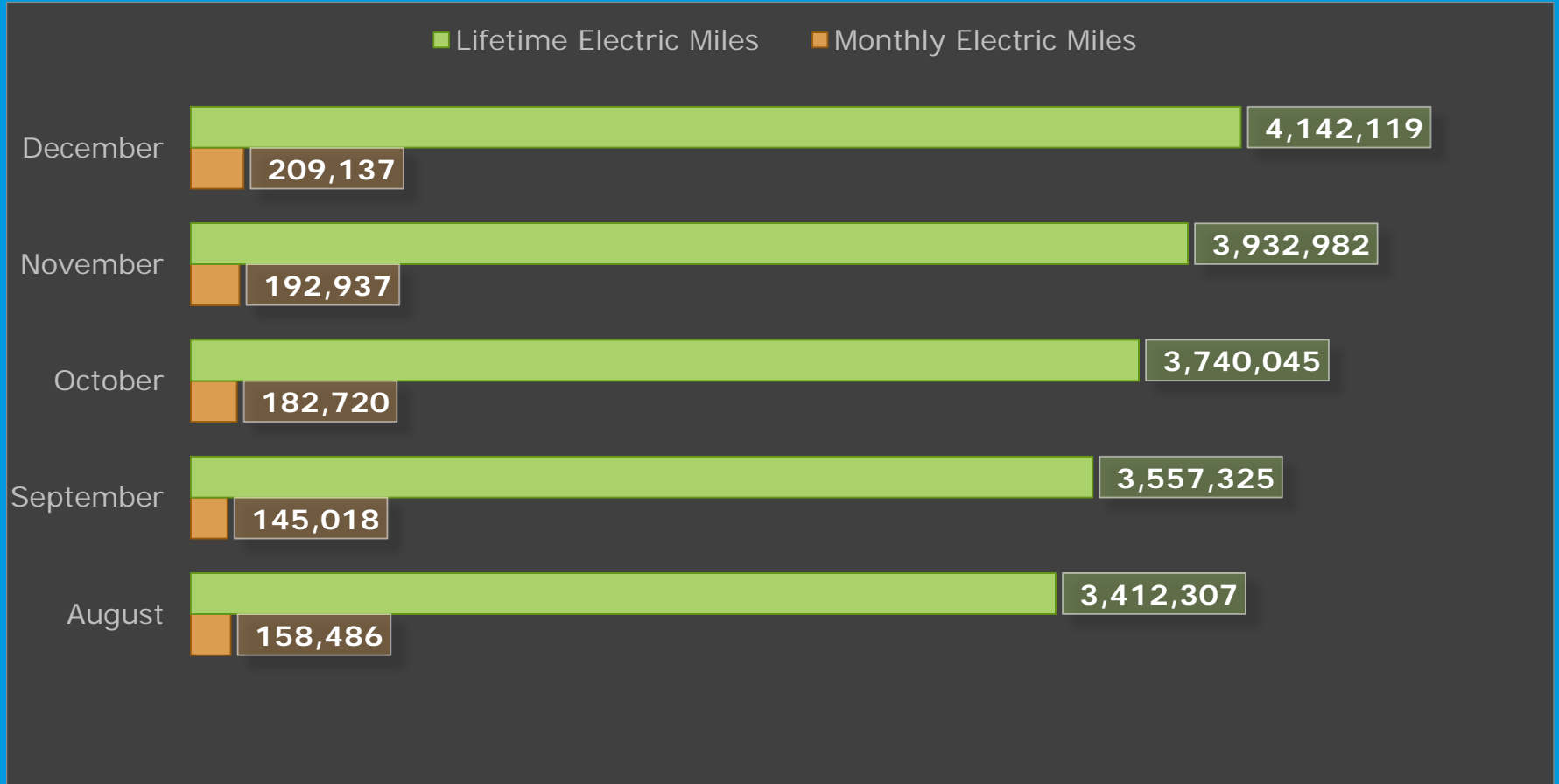
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Presentation to the Board of Directors

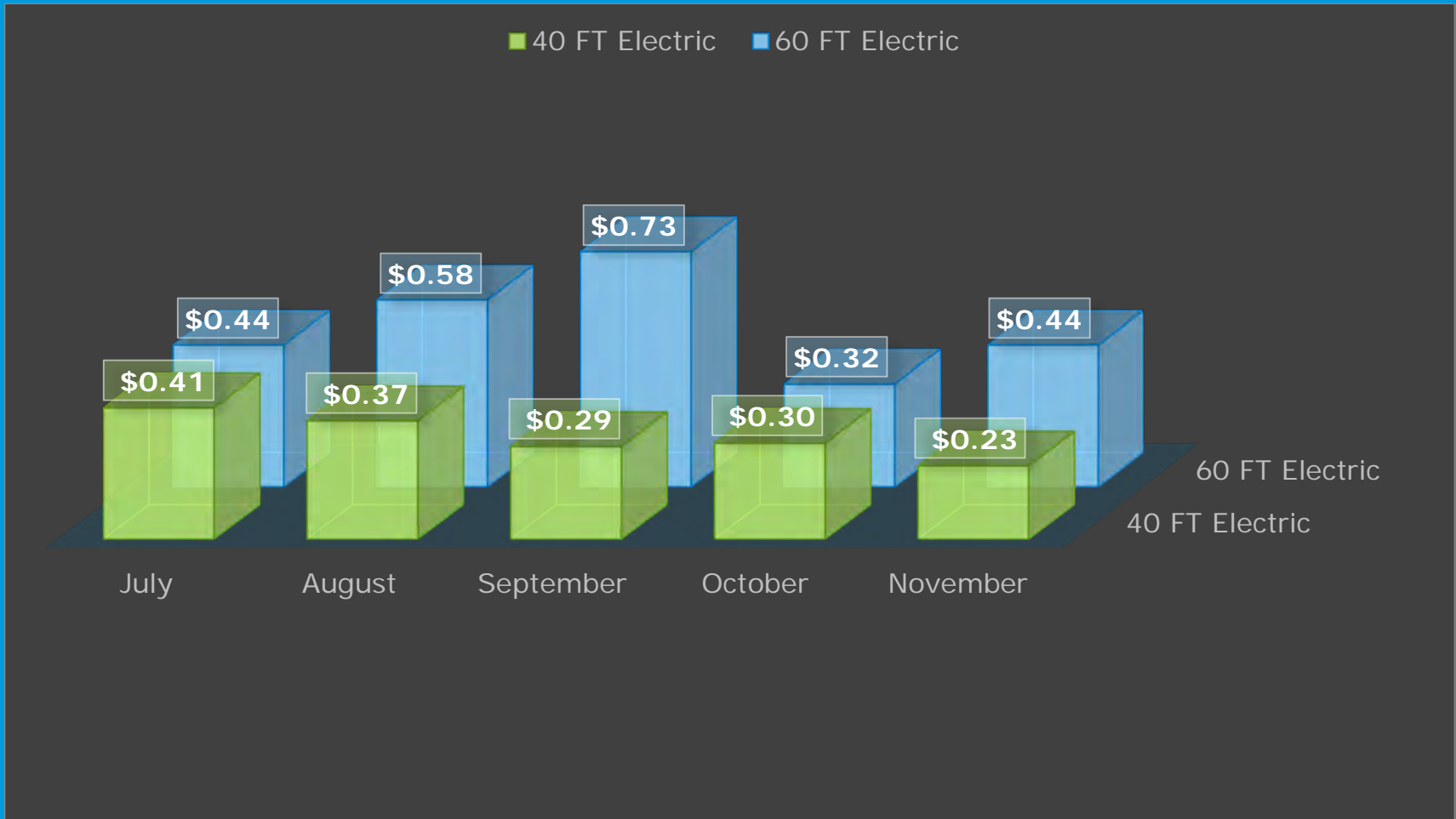
January 26, 2021



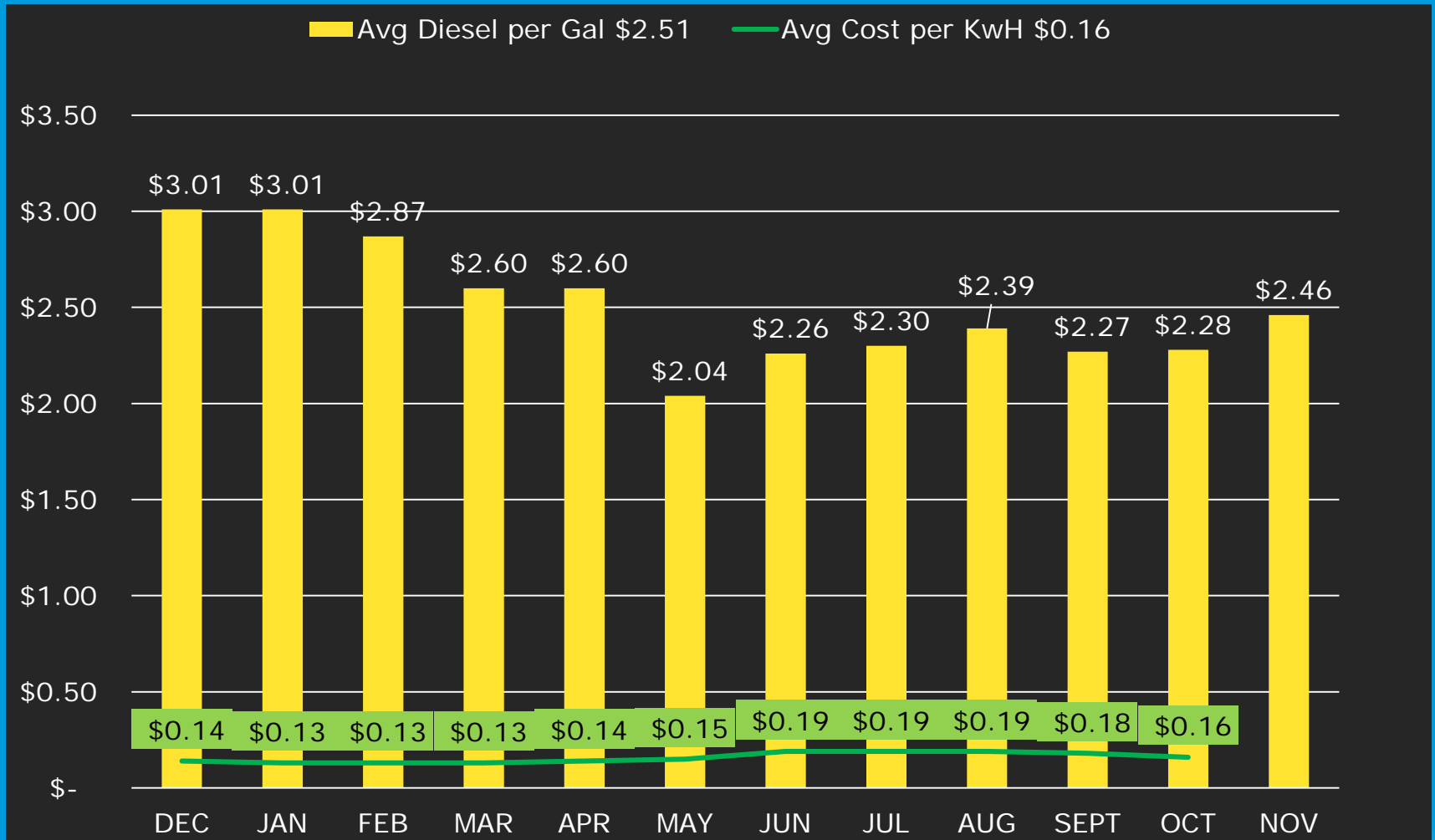
# ELECTRIC MILES TRAVELED



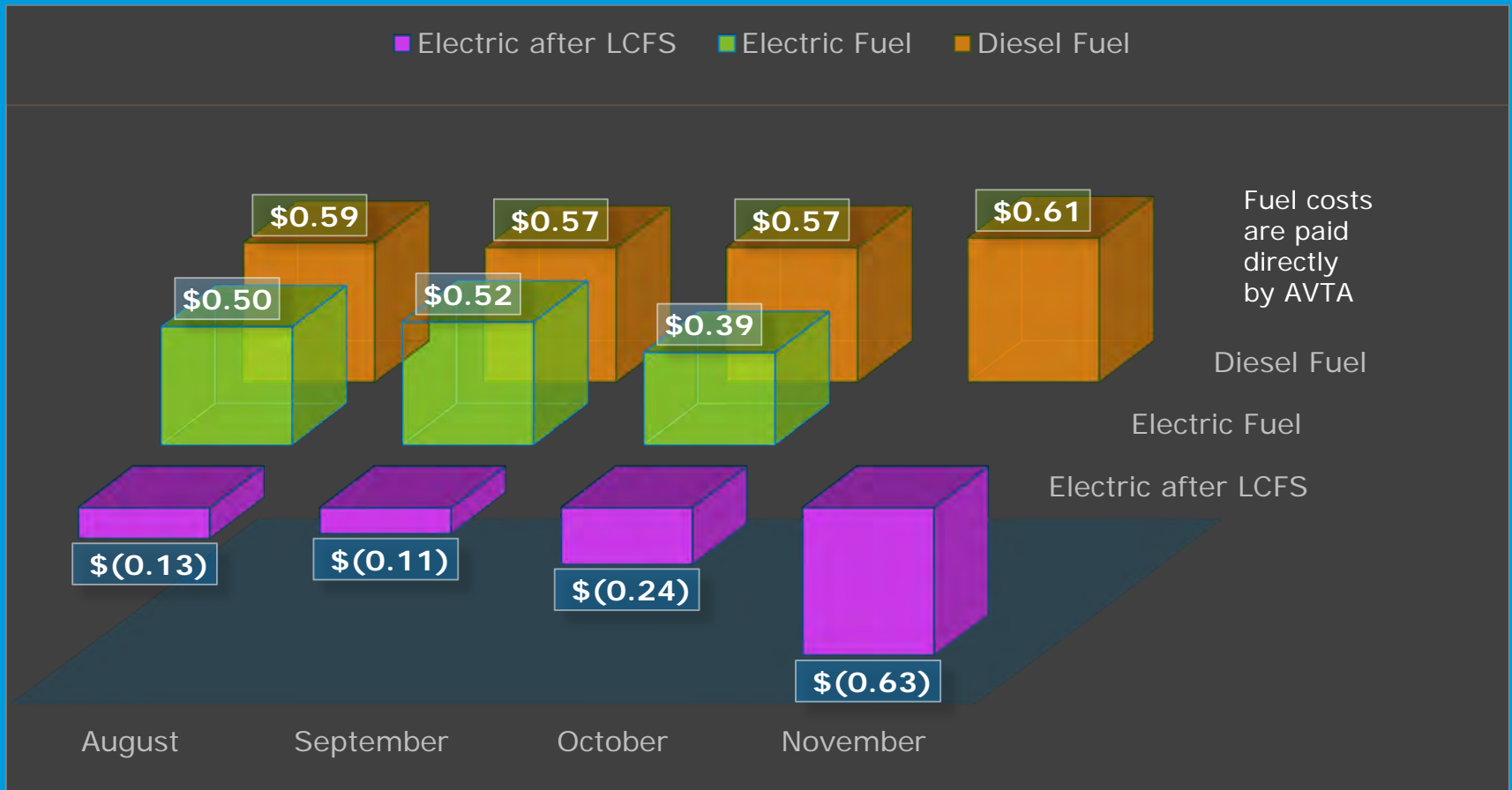
# MAINTENANCE COST PER MILE BY FLEET



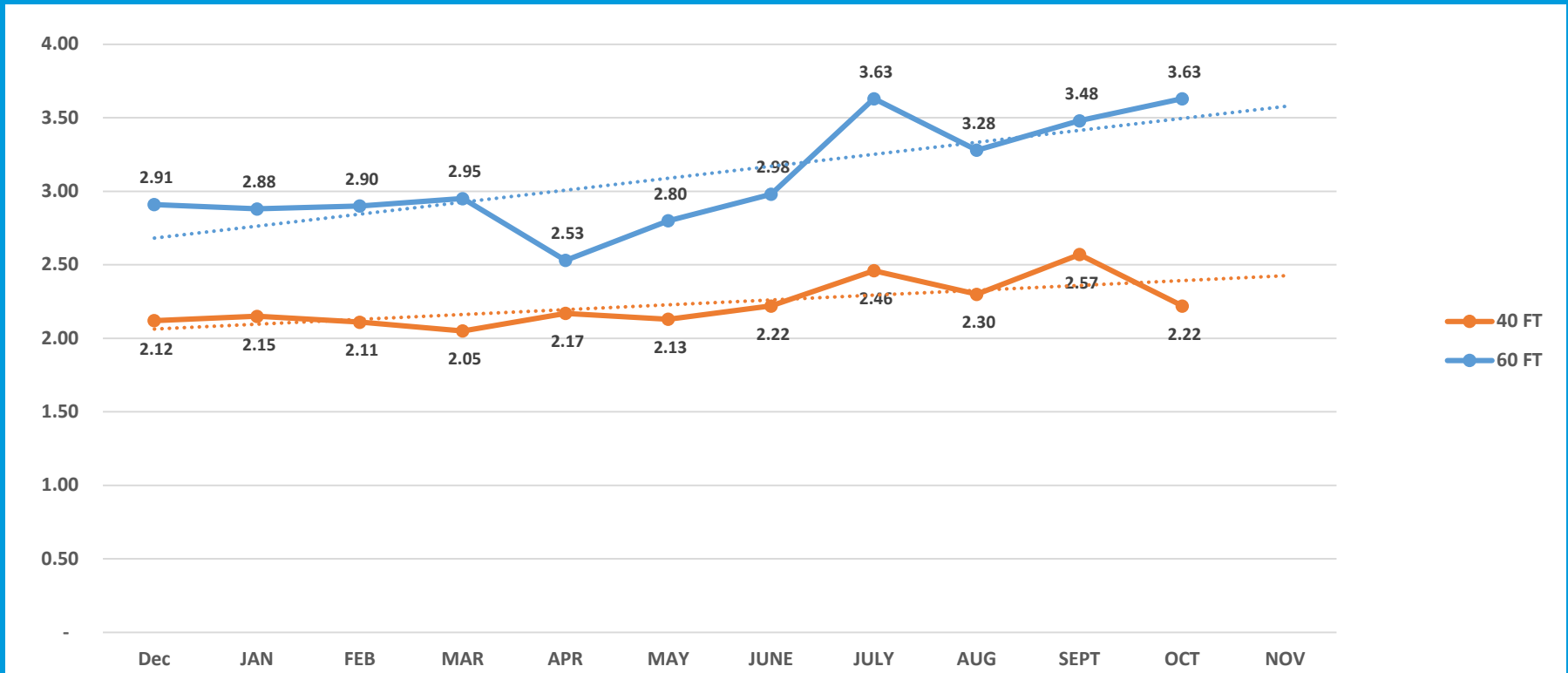
# FUEL/ENERGY COST PRIOR 12 MONTHS



# PROPULSION FUEL COST PER MILE w/LOW CARBON FUEL STANDARD (LCFS) OFFSET

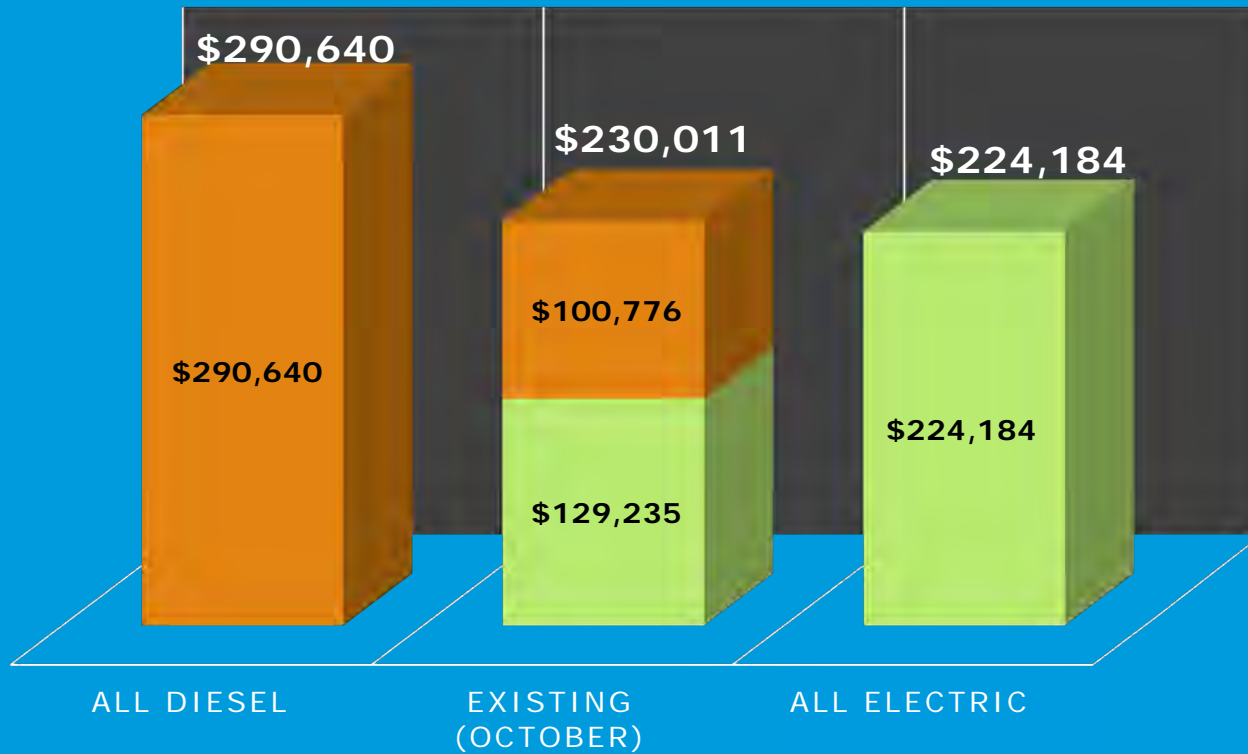


# AVERAGE FUEL CONSUMPTION PER MILE (KWPM)



# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS

■ Electric ■ Diesel



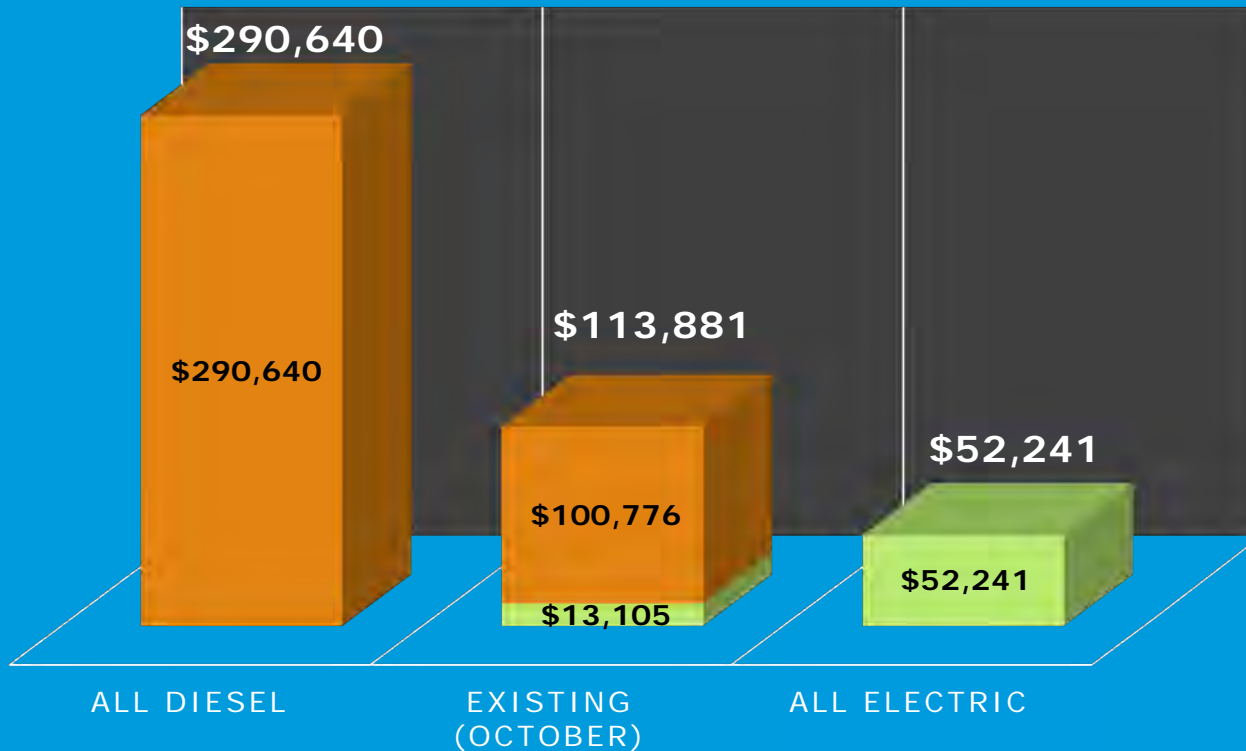
October Fuel and Maintenance Savings \$60,629

Projected Savings \$66,456

AVTA Fuel Only \$31,763

# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS W/LCFS

■ Electric ■ Diesel



October Total Fuel and Maintenance Savings  
\$176,759

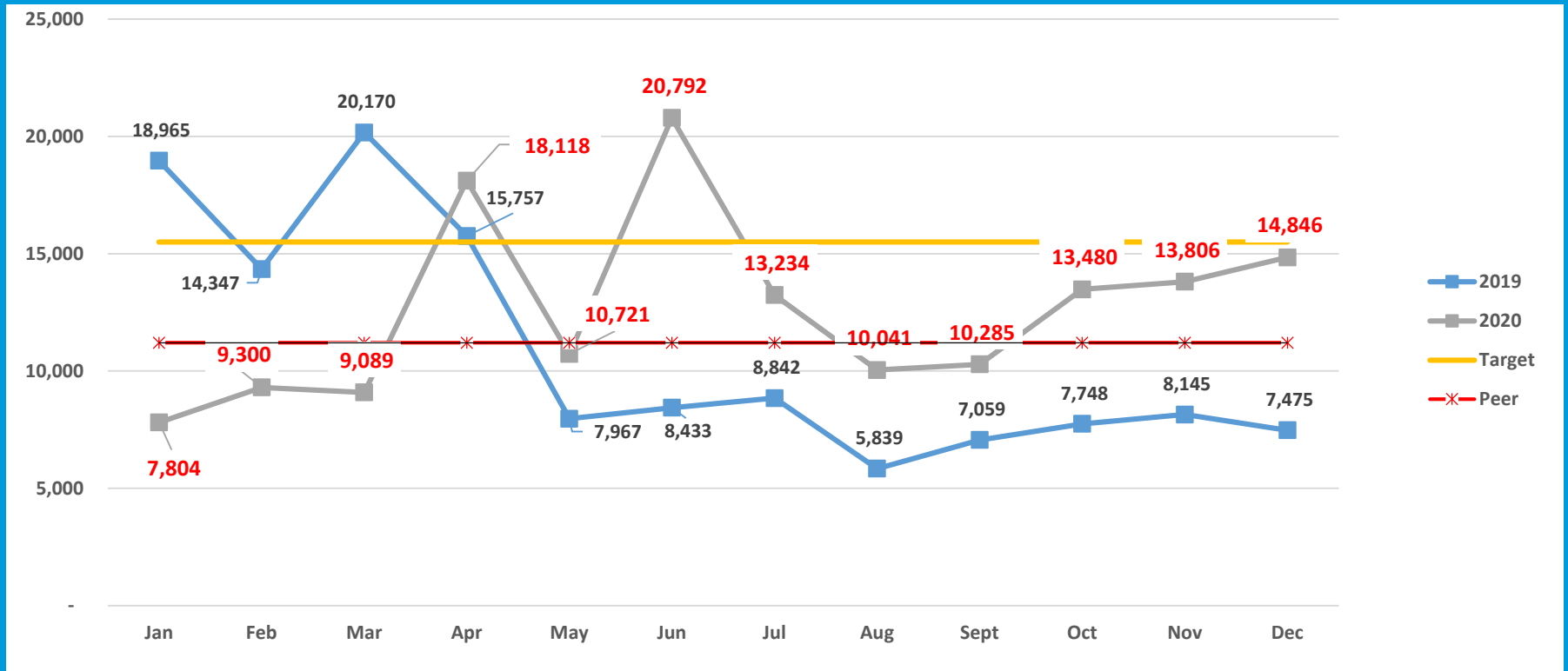
AVTA Fuel Savings plus LCFS  
\$147,893



# AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Peer Average: 11,206

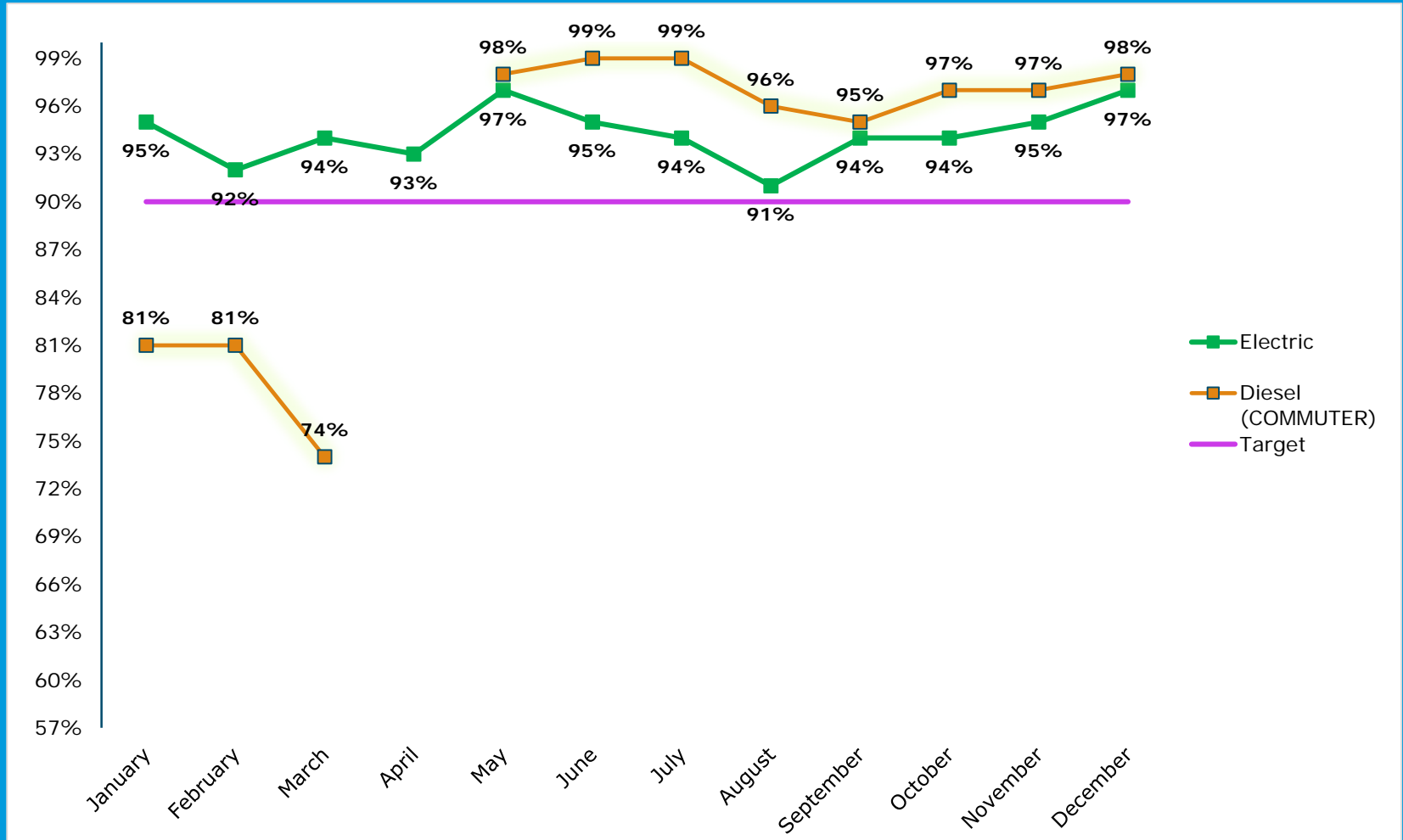
Target: 15,500



# FLEET AVAILABILITY

Peer Average: 77%

Target 90%



# Discussion/Questions?





**Board of Directors**

December 29, 2020

**Chairman**

Marvin Crist  
City of Lancaster

**Vice Chair**

Dianne M. Knippel  
County of Los Angeles

**Director**

Steven D. Hofbauer  
City of Palmdale

**Director**

Richard Loa  
City of Palmdale

**Director**

Raj Malhi  
City of Lancaster

**Director**

Michelle Flanagan  
County of Los Angeles

**Executive Director/CEO**

Macy Neshati

Calvin C. Wong, MS  
Associate Safety Engineer  
Division of Occupational Safety & Health  
[CCWong@dir.ca.gov](mailto:CCWong@dir.ca.gov)  
Cell: (310) 502-0098  
Office: (818) 901-5403  
Fax: (818) 901-5578

Dear Mr. Wong:

I am in receipt of your letter dated December 11, 2020 and received via email on December 28, 2020 for a filed complaint. Thank you for sharing this complaint as this is the first complaint brought to our attention surrounding any COVID-19 related matters.

The letter you provided highlights the following: *"Alleged violative conditions" under CCR, Title 8, 2305(c) COVID-19 Prevention Program. "Employees are not wearing masks in common areas." "Employer has not provided barriers as Plexiglas between drivers and customers." Furthermore, "Air is being recirculated so air filters must be MERV-13 or better."*

I have reviewed our practices here at Antelope Valley Transit Authority (AVTA), and I can assure we are in full compliance both with the CDC and LA County requirements. When this pandemic was announced in early March, I was assigned the COVID-19 safety Officer for AVTA on March 5, 2020. Since this assignment and in conjunction with our entire agency, we hit the ground running to ensure the safety of our employees and our riding public.



Attached you will find multiple updates of what our agency did early on to ensure this safety. I will highlight a few of those actions items that will also address concerns surrounding this complaint:

1. First transit agency to implement a travel ban.
2. Among the first to install hand sanitizer dispensers on all buses at front and back doors.
3. Mandatory facemask postings throughout the facility and constant monitoring.
4. Took a preemptive approach and installed plastic temporary curtains/barriers until permanent barriers were available.
5. Require face coverings on all buses and provide face coverings to those who do not have one.
6. Sacrificed fare revenues and required rear door boarding's from March through July 2020 to ensure safety first.
7. Reduced the total passenger capacity per bus down to 50%
8. Installed hand sanitizer dispensers throughout the facility.
9. Installed Social Distancing markers throughout the facility.
10. Placed "No Seating"/"Seat Closed" Social Distancing Markers throughout the facility and inside the buses.
11. Daily wipe down touch surfaces throughout the facility, i.e. door handles, bathrooms, counter tops etc.
12. Complete sanitization on every bus nightly, including; mop down, wipe down of all touch surfaces and seats and spray the interior with CDC approved Electrostatic Sprayers.
13. Sanitizes all touch surfaces of every bus multiple times per day at all Transit Centers.
14. Daily sanitize bus stops throughout the service area with CDC approved Electrostatic Sprayers.

The above items are just a few steps of the many we have taken to ensure everyone's safety.

Additionally and attached, you will find several files that will be responsive to your request which outlines; internal/employee written documentation, equipment purchases, facility/bus photos, public postings etc. The internal memos with updates are updated and submitted daily, weekly, and or monthly, to our agency's CEO, Macy Neshati. Note; all actions taken were preemptive and demonstrates compliance that have been in place beginning March 2020.

Finally, we take this complaint very seriously and as a public agency it is our responsibility to ensure not only the safety of our employees, but also the safety of the community we serve. I am confident we have done so and we will continue to do so until this pandemic is officially put behind us.

If you have any questions please do not hesitate to contact me at 661 755-9629.

Sincerely,



Martin J. Tompkins  
Chief Operating Officer

cc: [caloshavannuys@dir.ca.gov](mailto:caloshavannuys@dir.ca.gov)  
Andreea Minea @ (818) 901-5578



**OFFICIAL INSPECTION REPORT**  
 COUNTY OF LOS ANGELES ♦ DEPARTMENT OF PUBLIC HEALTH  
 OFFICE: LANCASTER ♦ CHIEF: JAMES CULVER  
 335-A EAST AVENUE, K-6 LANCASTER, CA 90230 - Phone: (661) 471-4880



[WWW.PUBLICHEALTH.LACOUNTY.GOV/EH](http://WWW.PUBLICHEALTH.LACOUNTY.GOV/EH)

Facility Name: ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA)			Inspection Date: 12/29/2020		
Owner/Permittee:			Re-inspection Date: N/A		
Facility Address: 42210 6TH ST		City/Zip: LANCASTER CA 93534		Phone #:	
Email Address: MTOMPKINS@AVTA.COM			EHS: NAREH DERHARTOUNYAN		
Mailing Address:			Time In: 11:55 AM		Time Out: 12:20 PM
EH Office Number: (661) 471-4880		Program Identifier: N/A		Service: OUTBREAK INVESTIGATION	
FA: N/A	PR: N/A	SR: N/A	CO: CO0251479	PE: 8040	Result: CORRECTIVE ACTION NOT REQUIRED
					Action: NO FURTHER ACTION REQUIRED

**OVERALL INSPECTION COMMENTS**

The purpose of this visit was to conduct an environmental assessment due to a COVID-19 outbreak.

**Observed the facility was in compliance at the time of outbreak investigation**

Pursuant to the current Health Officer Order for the Control of COVID-19, failure to comply with the Health Officer Order is a crime punishable by fine, imprisonment or both (California Health and Safety Code Section 120295 and Los Angeles County Code Section 11.02.080).

Pursuant to Los Angeles County Code Section 8.04.705 and 11.02.080, a fee will be assessed for enforcement activities noted on this Official Inspection Report. This includes collection of fees for additional inspections or other activities that are initiated to correct the violation(s).

The provisions of the current Health Officer Order are in effect and shall remain in effect until extended, rescinded, superseded, or amended.

The report was discussed chief operating officer (Martin), and will be sent, via e-mail.

To keep up to date with the most recent Health Officer Order requirements, please visit our website at:  
<http://publichealth.lacounty.gov/media/Coronavirus/>

For more information about obtaining a COVID-19 Compliance Certificate for your facility please visit our website at:  
<http://publichealth.lacounty.gov/eh/covid19cert.htm>

Copies of the Official Inspection Report along with the following were issued to the operator via email and in person:

- Updated Health Officer Order Dated 12/24/2020
- Protocols for Office Worksites: Appendix D.

It is improper and illegal for any County officer, employee or inspector to solicit bribes, gifts or gratuities in connection with performing their official duties. Improper solicitations include requests for anything of value such as cash, free services, paid travel or entertainment, or tangible items such as food or beverages. Any attempt by a County employee to solicit bribes, gifts or gratuities for any reason should be reported immediately to either the County manager responsible for supervising the employee or the Fraud Hotline at (800) 544-6861 or [www.lacountyfraud.org](http://www.lacountyfraud.org). **YOU MAY REMAIN ANONYMOUS.**

Failure to correct the violations by the compliance date may result in additional fees.

Your signature on this form does not constitute agreement with its contents. You may discuss this content of this report by contacting the supervisor at the phone number of the Environmental Health office indicated on front page of this report. Until such time as a decision is rendered by this department, the content of this report shall remain in effect.

**By signing below the Person in Charge/Owner understands the above noted violations and statements.**

*EMAIL*

PIC/Owner Signature

NAREH DERHARTOUNYAN

EHS Signature



## COVID-19 Safety Compliance Certificate

- Workplace policies and practices to protect employee health.
- Measures to ensure physical distancing.
- Measures to ensure infection control.
- Communication with employees and the public.
- Measures to ensure equitable access to critical services.

**This business self-attests to implementing the required Protocols as established by the Los Angeles County Health Officer.**

A copy of the Protocols is available at this facility for review upon request. A copy of the Protocols has been given to all employees and posted in employee designated areas.

Any concerns regarding compliance with the Protocols should be directed to The County of Los Angeles, Environmental Health Customer Call Center at (888) 700-9995 or visit <https://bit.ly/3hSHp5k>

Do Not Remove Under Penalty of Law  
(Los Angeles County Code 13.12.030B, 13.12.030F)

Business Name: Antelope Valley  
Transit Authority

Address: 42210 6TH STREET  
WEST, None

Date: 12/30/2020

Completed Protocol(s): Office-Based  
Worksites, Social Distancing (Applies to all)



## Protocols for Office Worksites: Appendix D

**Recent Updates:** (Changes are highlighted in yellow)

**12/24/2020:**

- Updates requirements related to break rooms for employees and includes an email option for employers reporting clusters of 3 or more cases to DPH.

**12/3/2020:**

- Face coverings must be worn by employees working in cubicles, including cubicles equipped with partitions. This is a temporary measure in compliance with the temporary HEALTH OFFICER ORDER issued on November 28, 2020. The requirement is effective from 12:01AM (PST) on November 30, 2020 until further notice.
- At all times when eating or drinking, employees must maintain a 6-foot distance from others and should do so outdoors, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom.
- Screening of employees and visitors must include a question about whether the individual is currently under isolation or quarantine orders.
- Frequently touched items, bathrooms and payment consoles must be disinfected on an hourly basis.

**11/19/2020:** Maximum occupancy for essential office-based businesses is limited to 25%.

The Los Angeles County Department of Public Health (Public Health) is calling on the public, all business owners and community organizations to support the safe reopening of businesses and public spaces.

To aid in this transition, Public Health asks all businesses and institutions to take appropriate steps to plan for reopening, in alignment with the Blueprint for a Safer Economy. The following issues are critical and must be addressed to ensure that workers and consumers remain reduce the risk of spread as we transition to a more open phase:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your facility develops any reopening protocols.

Note that Office-Based Worksites that operate retail establishments, restaurants or gyms and fitness establishments should adhere to the following protocols, as appropriate:

- DPH Protocols for Retail Establishments
- DPH Protocols for Restaurants
- DPH Protocols for Gyms and Fitness Establishments

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
ORDER OF THE HEALTH OFFICER



All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: Antelope Valley Transit Authority (AVTA)  
Facility Address: 42210 6TH STREET WEST, LANCASTER, CA  
Maximum Occupancy, per Building Code: 154 in boardroom 93534  
Approximate total square footage of space open to the public: 1,000 SQ. FT.  
Date Posted: 12-28-2020

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- Additional protections like shifts in job duty that allow employees that are vulnerable to work from home have been provided whenever possible.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's Executive Order N-62-20.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on responding to COVID-19 in the workplace.

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- Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the employee is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821 or on-line at [www.redcap.link/covidreport](http://www.redcap.link/covidreport). If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response. The Department of Public Health will need the facility's immediate cooperation to determine whether the cluster of cases constitutes an outbreak of COVID-19.
- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- In compliance with HEALTH OFFICER ORDER FOR CONTROL OF COVID-19: TIER 1 SUBSTANTIAL SURGE RESPONSE issued November 28, 2020, all employees must wear face coverings at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden during the effective period of the temporary order, from 12:01AM (PST) on November 30, 2020 until further notice.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- Occupancy is reduced and space between employees is maximized in any room or area used employees for meals and/or breaks. This has been achieved by:
  - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
  - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - Placing tables six feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- Employees are instructed to wash their face coverings daily. *VIA POSTALUS / SIGNAGE*
- All occupied desks, individual workstations or individuals on production lines are separated by at least six feet unless there are extenuating circumstances that require closer contact for brief periods of time.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining

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physical distancing and the use face coverings when around others.

Break rooms, restrooms and other common areas are disinfected hourly, on the following schedule:

- Break rooms 2-3 times p/day
- Restrooms 2-3 times p/day
- Other \_\_\_\_\_

Disinfectant and related supplies are available to employees at the following location(s):

Storage Areas, throughout the facility hand sanitizer available  
Restrooms etc.

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Lobby, Breakrooms, Hallways, Restrooms.

Soap and water are available to all employees at the following location(s):

All Restrooms

Employees are allowed frequent breaks to wash their hands.

Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.

Each worker is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.

Copies of this Protocol have been distributed to all employees. via postings

Optional—Describe other measures:

Multiple Postings / signage

**B. MEASURES TO ENSURE PHYSICAL DISTANCING**

The number of employees in the essential office-based business worksite is limited at any one time such that employees can easily maintain at least a six-foot distance from one another at all practicable times but in no case more than 25% of the maximum occupancy of the office-based business worksite.

Maximum number of customers in the facility limited to: 6-9 in Lobby Area

Maximum number of employees in facility per floor is limited to: 25 p/Building

Non-essential office-based businesses that are conducting Minimum Basic Operations may not have more than 25% of the maximum occupancy of the office-based business worksite.

Tape or other markings have been placed at least six feet apart anywhere where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance.

Employees have been instructed to maintain at least six feet distance from customers, guests and from each other; employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to

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4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.

- To ease elevator traffic, stairwells have been opened for "up" or "down" traffic with increased cleaning of stairwells.
- Furniture in areas that are open to the public (e.g., lobby, reception areas, or waiting rooms) is separated to support physical distancing.
- Customer service windows or reception counters have been separated by 6 feet to allow for physical distancing.
- Workspaces, cubicles, etc. are redesigned to ensure for six feet between employees.
- Common areas (e.g., break rooms and kitchenettes) are closed or restricted, using barriers, or by increasing physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact.
- Employees are discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.
- To the extent possible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- Employees have been instructed to discontinue handshakes or other forms of greeting that break physical distance.
- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are absolutely necessary, these meetings must be limited to 15 or fewer participants and all participants must wear cloth face coverings, no eating or drinking during the meeting, and the meeting must be held in a room that is large enough for participants to easily maintain physical distancing of 6 feet or greater from other participants.
- Nonessential travel is discontinued.

**C. MEASURES FOR INFECTION CONTROL**

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) have been eliminated, to the greatest extent possible.
- Enhanced cleaning of entire office space is completed on a regular basis.
- To the extent possible, doors, trash cans, etc. are contactless. *Disinfect multiple times per day*
- Common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails are disinfected hourly using EPA approved disinfectants and following the manufacturer's instructions for use.
- Disinfectant and related supplies are available to all employees at the following location(s):
- Storage area, under stairs, Breakroom, Bathroom*



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- Contactless payment systems are in place or, if not feasible, payment systems are sanitized hourly. Describe:
- If possible, customer service or reception areas have plastic barriers installed to limit contact between employees and visitors.
- To the extent possible, visitors to the worksite are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.
- Visitors arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- To the extent possible, movement of visitors to the worksite is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
- If necessary, staff are available to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Visitors arriving at the worksite with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- Restrooms normally open to the public remain open to the public if the public can enter the facility.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged.
- Break rooms, restrooms, and other common areas are being disinfected hourly, on the following schedule:
  - a. Break rooms: 2-3 times p/day
  - b. Restrooms: 2-3 times p/day
  - c. Other: \_\_\_\_\_
- Building infrastructure that supports bike commuting is open and capacity for bike storage increased if possible.
- Sharing of communal food is prohibited.
- Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):  
\_\_\_\_\_

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

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- A copy of this protocol is posted at all public entrances to the facility.
- Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face covering, etc.).
- Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.
- Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face coverings, policies in regard to making appointments, and other relevant issues.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:** Antelope Valley Transit Authority (AVTA)  
**Phone number:** 661 755-9629 or 724-2290  
**Date Last Revised:** 12-29-2020



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## MEMORANDUM

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**DATE:** June 17, 2020

**TO:** AVTA Staff

**FROM:** Martin Tompkins, Chief Operating Officer *MT 6/17/2020*

**SUBJECT:** Social Distancing Protocol and Face Covering Order

**CC:** Macy Neshati, Executive Director/CEO

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The Los Angeles County Department of Public Health is asking everyone to do their part to help slow the spread of novel coronavirus in our community by practicing social distancing. This means making changes in our daily lives to protect others, including those who are most at risk and ourselves. Social distancing is defined by staying home, avoiding crowds and staying at least six feet away from others whenever possible. AVTA is closely monitoring changes to health orders and taking continuous action in an effort to do our part towards slowing the spread of COVID-19.

In compliance with the revised County of Los Angeles Department of Public Health Safer at Work and in the Community for Control of COVID-19 and moving the County into Stage 3 of California's Pandemic Resilience Roadmap, beginning Thursday June 18, 2020, Antelope Valley Transit Authority will be taking the following actions:

- Cloth face coverings will be provided to all employees and **will be required** to be worn when:
  - o Entering the facility
  - o **Anytime you are outside of your normal workspace/office area, or in any common area of the facility including hallways.**
  - o Engaging in contact with other employees/or the public (either within 6 feet and/or for 10 minutes or more)
- Signage will be posted throughout the facility documenting social distancing protocol as well as instruction to not enter facility if experiencing symptoms.
- Anywhere lines may form within the facility, markings will be placed on the floor indicating 6-foot increments, establishing where individuals should stand to maintain adequate Social Distancing.
- All members of the public will be required to wear a face covering in order to enter the facility and for the duration of their visit.

This protocol will remain in effect until **July 31, 2020** unless otherwise revised by the Department of Public Health.

Thank you for your understanding and compliance.





**To: ALL AVTA EMPLOYEES**

**FROM: MARTIN J. TOMPKINS, CHIEF OPERATING OFFICER**

**SUBJECT: COVID-19 SCREENING**

**DATE: OCTOBER 2, 2020**

In our continued efforts to minimize the risk of spreading the COVID-19 virus in our workplace, to our employees and all those visiting our worksite, including vendors and the public, AVTA is implementing a new temperature-screening measure by using a new screening tool. This screening tool was provided by Transdev and is used throughout the United States at many of their operations.

~~As you are aware, for several months now and at our request, we have utilized the~~ assistance of the security firm OPSEC to assist with temperature-screening for all AVTA employees, vendors and members of the public when entering the AVTA facility. We will continue to monitor everyone who enters the AVTA facility as required during the COVID-19 pandemic, but we will be monitoring this differently by utilizing this new screening tool which will be in place this week. This new screening tool monitors your temperature and observes the usage of a facial mask. This screening tool will be placed adjacent to the security counter and it will require anyone who enters the AVTA facility to participate in the screening process. It is important that everyone continues to practice Social Distancing and stay at least six feet between both the person in front and behind while utilizing this new screening tool. Once you have walked up to the scanner;

- Look directly into the screen and fit your face into the silhouette. If your temperature is lower than the CDC guideline of less than 100.4° and you are wearing a face mask, you will hear an audible response along with a green light that states – **“Authentication verified, temperature normal.”** You are now fine to move around within the facility.
- If your temperature is higher than 100.4° you see a red light and hear a beep indicating your temperature is higher than required. If you are not wearing a face mask, you will also see a red light activate and hear **“Face mask required.”**

As a reminder and as required by CDC and LA County guidelines, anyone who has a temperature higher than 100.4°, must isolate away from other individuals and refrain as much as possible from touching surfaces and wait 5-10 minutes to re-check your temperature. **If on the second try your temperature remains at 100.4° or higher, you will be asked to immediately leave the AVTA premises and notification of a high temperature reading will be reported to me.**

Finally, AVTA is committed to protecting the health and safety of all its employees, contractors, vendors and those who visit our workplace. We will continue to monitor federal, state and local guidance to insure we are taking the appropriate steps during this pandemic. Thank you in advance for your cooperation and if you have any questions, please do not hesitate to reach out to me.

## **NEW SCREENING TOOL**





December 8, 2020

**Board of Directors**

**Chairman**

Marvin Crist  
*City of Lancaster*

**Vice Chair**

Dianne M. Knippel  
*County of Los Angeles*

**Director**

Steven D. Hofbauer  
*City of Palmdale*

**Director**

Richard Loa  
*City of Palmdale*

**Director**

Raj Malhi  
*City of Lancaster*

**Director**

Michelle Flanagan  
*County of Los Angeles*

**Executive Director/CEO**

Macy Neshati

To whom it may concern:

This letter is being provided in response to State of California Regional Stay at Home Order, dated December 6th, 2020, which instructs Californians to stay at home as much as possible and to stop mixing between households that can lead to COVID-19 spread.

The Antelope Valley Transit Authority (AVTA), a public transit agency that provides transportation services to the ~~people of the Antelope Valley, Los Angeles County~~ incorporated and unincorporated areas has declared the bearer of this letter as an essential worker for AVTA.

The holder of this letter is an employee of AVTA or one of its contractors and is traveling to provide vital public transportation services to its customers. This employee is necessary for the operation and/or maintenance of this essential public transportation system.

Upon presentation of a valid ID from AVTA or one of its contractors (Transdev Services, Antelope Valley Transit Services (AVTS)), please assist in any way possible to expedite this employee's transportation through the current travel restriction. If you have any questions or need to verify this request, please do not hesitate to contact Martin Tompkins, AVTA' Chief Operating Officer, at 661 755-9629.

Sincerely,

Macy Neshati  
Executive Director/CEO





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## MEMORANDUM

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**DATE:** December 18, 2020  
**TO:** AVTA Staff  
**FROM:** Martin J. Tompkins, COO  
**SUBJECT:** COVID-19 Temperature Reading

Management continues closely monitoring updates surrounding the coronavirus (COVID-19) pandemic especially as it affects transportation agencies. As this pandemic continues to spread, AVTA continues to seek all precautionary measures possible to avoid any risks and prevent/minimize the spread within our agency.

AVTA will continue to aim for, and maintain a safe workplace and encourages practices protecting the health of employees, customers, visitors and the community. The health and well-being of our employees and their families is our greatest concern.

In a continued effort to further protect the health and safety of AVTA employees, the following policy is being re-issued and will be in effect as of Monday, December 21, 2020:

- **ALL employees must have their temperature checked before entering the facility (Please remind all vendors of this policy)**
  - **Employees must enter the building through the lobby area to have their temperature checked before beginning their work shift and/or returning from any outside activities.**
    - Follow this process every time you return to facility.
    - Security Team will be responsible for administrating individual temperature checks.
    - AVTA staff will continue to park in the back parking lot and go through the gate to the front of the building to enter through the lobby.
    - Employees may not enter through back doors of building – No Exceptions.

- **CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4 °F [38 °C]**
  - If your temperature is determined to be a fever, you will not be able to work on site.
  - Telecommuting will remain an option.

**Compliance with this policy is required to enter our facility. Should you decline having your temperature checked, we will honor your privacy. However, you will not be allowed into the office areas without a temperature check and you will be asked to immediately vacate the property.**

Please continue to cooperate in following CDC sanitary guidelines as indicated on posters throughout the facility or available online at <https://www.cdc.gov/coronavirus/2019-ncov/>.

HR and management are always available to discuss any questions or concerns you may have.

These are trying times for us all. But please know that we are here for you and want to keep everyone safe and healthy.

Thank you for your flexibility and continued cooperation.

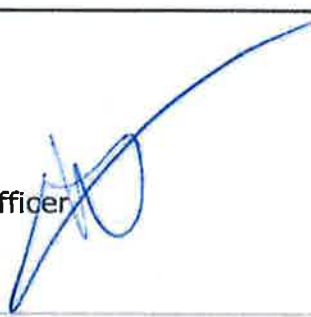


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## MEMORANDUM

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**DATE:** December 18, 2020  
**TO:** Macy Neshati, Executive Director/CEO  
**FROM:** Martin J. Tompkins, Chief Operating Officer  
**SUBJECT:** COVID - 19 Task Force Update



### BACKGROUND

The Centers for Disease Control and Prevention is responding to an outbreak of a respiratory disease caused by a coronavirus that was first detected in China and has now been detected in more than 100 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (COVID-19).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a public health emergency of international concern. On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic.

In response to the COVID-19 virus, the Authority established a Task Force on March 9 to safeguard the health and safety of staff and the public. The information below details the actions the Task Force members have taken.

### Bus Operations: Transdev

- Distributed the information below to employees and posted the flyers throughout the operators' room and dispatch office.



TDV Safety Alert  
Brochure 2020 v1.pdf



ISOSCoronavirus  
2019A3 Info



2019-ncov-factsheet.pdf



TDV Handwashing  
Flyer 2020 v1.pdf

- Posted informational flyers on all the buses informing the public of the risks and countermeasures that should be taken. Staff will install additional schedule holders.
- Hired LJ's Cleaning Solutions (5 additional staff) to augment the diminished manpower at the service island.
- LJ's Cleaning Solutions is using Clorox Healthcare Fuzion Disinfectant. This is a spray on contact cleaner that kills several strains of COVID-19.

- Disinfectant wipes are being used on all surfaces including handrails, drivers' area, fareboxes, and seats.
- Transdev has ordered Purell wipes which are back ordered from Texas but should be here by the weekend.
- Transdev has approved Lysol spray (Quat), the cleaning solution staff is using for sanitation. Purell product in 32 oz. bottles should arrive on March 16.

**AVTA Admin: Karen, DeeAnna, Williene, Amber, Judy, James, Lyle and Kelly**

- On March 9, a moratorium on business travel for all staff members was implemented.
- On March 11, James distributed a press release to the Board members and transportation media and posted it on the Authority's website. Martin shared this with Transdev General Manager Rene Alvarez.
- Mayra, Francynn, Karim, Geri, Tisha will answer phones when Customer Service is short staffed.
- IT staff installed an informational PowerPoint on the lobby monitors.



IntISOS  
Coronavirus Disease

- Macy emailed the Board members on March 9 regarding the Authority's proactive steps to manage the impact of the COVID-19 virus.
- Kelly and James will provide a script to Customer Service staff, Transdev operators and field supervision to answer riders' questions.
- Purell sanitizing wipes were distributed to AVTA and Transdev staff.
- Staff was directed to sanitize phones with eyeglass wipes, not Purell wipes.
- Williene distributed COVID-19 informational flyers on March 10 and March 11.



2179\_001.pdf



ISOSCoronavirus  
Disease 2019A3 Info

**Operations/Maintenance/Customer Service: Martin, Carlos, Cecil, Sean, Karen C.**

- Karen C. will print additional informational flyers as needed.
- Hudson sprayers, HUSKY 814 QT disinfectant, single-use wipes, sanitizer dispensers, Purell refills, and generic antibacterial wipes have arrived. The Electrostatic sprayers have been ordered, however, they're on back order with no estimated delivery date. In the meantime, manual misters have been ordered and should arrive on March 16.
- On March 10, the utility workers began using HUSKY 814 QT to disinfect the interior of the buses including the floor, dashboard, stanchion (pole), and seats. Staff is waiting for smaller sprayers to use on the seats. The Dial-a-Ride vendor will follow the same disinfecting procedures.
- Facilities staff has hung the sanitizing dispensers - thirteen restrooms, Transdev operators' area, administration, customer service, lobby, break room, dispatch, maintenance, utility areas, and transfer centers.
- Cases of gloves have been ordered for customer service and money room staff and should arrive March 12.

- Additional surface cleaner should arrive March 16.
- Additional Husky sanitizer should arrive March 12. Eyeglass cleaners have been order, but no estimated delivery date.
- Special attention will be given to Community Room, money room, counter tops, and customer service area. Counters, door knobs, etc. are being cleaned twice a day throughout facility.
- Anti-bacterial soap dispensers will be added to the restrooms. Dispensers should arrive on March 12.
- Bus stop maintenance crew will assist facility staff when they are short staffed.
- Bus stop maintenance crew will use Hudson Sprayers with HUSKY 814 QT disinfectant daily on all bus stop amenities including shelters, benches and trash cans. The crew will also disinfect the OMP and PTC twice a day. Approximately three cases of disinfectant is being used daily.
- Restrooms throughout the facility will be sanitized twice a day with CDC approved disinfectant.
- Cecil is monitoring the supply of disinfectant and sanitizing products. Ten cases of HUSKY 814 QT should arrive on March 12 and another ten cases of a replacement product should arrive on March 12.
- The utility workers will disinfect the charging gun handles at least once a day.
- On March 17, AVTA reduces seat capacity to 50% to promote "Healthy personal space and social distancing. 40' -16 riders, 60'-22 riders, and commuter -27 riders
- March 18, Macy and Martin attend a meeting at AV Fairgrounds. City of Lancaster hosted a meeting with other agencies – LACSD, AV Hospital, AV Fair staff, Salvation Army to discuss the conversion of the fairground (1 possibly 2 pavilions) into a makeshift hospital outfitted with up to 800 cots and other amenities. AVTA will provide up to 10 buses to move patients.
- On March 18, AVTA obtained temporary labor services (Ready Jobs) of 5 workers, 3 for OMP and 2 for PTC to conduct bus sanitizing from 8am to 4pm. All buses that come through both transfer locations are wiped down thoroughly. AVTA supplies all disinfectants, towels, masks and gloves. Geraldina Romo is managing this group.
- On March 19, four 20-gallon drums of disinfectant concentrate should arrive and be used on buses and bus stop amenities.
- On March 20, planning works with Transdev to map out a Saturday schedule to operate 7 days and cancel all commuter bus services during COVID-19. Multiple discussions with the union. Union supports AVTA efforts.
- March 23, AVTA operates on a Saturday schedule.
- March 23, Attended a TRANS-MAC (Transit Management Advisory Committee) call with 16 other agencies. All shared their current challenges, ideas, new policies, and ridership.
- March 23, AVTA Media Release – "Free Fares on Local Transit Boarding through Rear Doors Only."
- March 24, AVTA Rear Door Boarding and Free Fare policy takes effect.
- As of March 29 and compared to this time last month, ridership is down 57%
- Staff is tracking every cost related to COVID-19. Make sure all meetings/webinars associated with COVID-19 are documented.
- View FEMA website COVID-19 Rumors for up-to-date information.
- Transportation will continue until governor or city leaders announce different procedures.



Memo to M. Neshati regarding COVID-19 Safeguard Measures

December 18, 2020

Page 4

- Martin will speak to Valley Oasis Homeless Shelter on Avenue I and 60<sup>th</sup> W.
- Karen and Vanessa are merging AVTA and Riverside Pandemic Procedure information.
- If staff tests positive for the virus, management will quarantine person, sanitize area, and use Incident Command Center for dispatch, etc.
- Research antibodies created for front line protection.
- Access Services will send Martin the letter they sent to essential personnel for staff to show if stopped by authorities while on company business.
- Karen/Vanessa will take extra breakfasts to Grace Resource Center and lunches to Valley Oasis Shelter Monday through Sunday.
- Martin will talk to Rene about delivering food and providing cleaning supplies on Saturday and Sunday.
- Cecil will create three additional kits for Saturday and Sunday. Facilities staff will inventory and order needed supplies.
- Passengers are noticing AVTA's cleaning efforts on the buses, stops, and transit centers.
- April 2, Coordinated with AVTA, Transdev, and OPSEC staff to implement Temperature Reading Policy. OPSEC guards are testing all staff before allowing access to the building.
- Cleaning crew for buses in now 7 days per week.
- April 3, "Essential Work" letter emailed to employees to carry in vehicle and provide proof of the employee's essential work status.
- April 7, Macy participated in Coronavirus Update: Tele briefing for Airports and Transit
- April 7, Order of Plastic Curtains Barriers on all buses to be installed between the Operators and riding General Public (Barrier Protection)
- April 7, emailed Fred Porras (OPSEC Security) to code invoices: COVID-19 for additional security guard hours.
- April 13, emailed AVTA ADA Procedures to staff.
- Meet with the City of Lancaster for potential patient move from AV hospital to LA County Fairgrounds (COVID-19)
- April 15, entry guards began using iHealth thermometers for temperature readings.
- April 15, "Social Distancing/Face Covering Order" memo emailed to employees
- April 15, "Requirements of Social Distancing Protocol Mandated by the County of Los Angeles Department of Public Health" emailed to employees.
- April 16, Macy and Martin participated in APTA Webinar titled "Keeping Public Transit Workers and Riders Safe During the COVID-9 Pandemic".
- April 16, Macy, Martin and Judy participated in FTA webinar on its COVID-19 response activities, including implementation of the CARES Act.
- April 20, Contracted "Bus Sanitization Crew," crew of 8 begins to sanitize all buses at the Transit Centers after every bus trip. Sanitization is done 7 days per week.
- April 21, Test Run from AV Hospital to AV Fairgrounds. (Makeshift Hospital - RED CROSS)
- April 22, installation of plastic bus curtains on all 85 buses
- April 23, Final count of bus barriers ordered Installation for June/July 2020
- June 17, Social Distancing Protocol and Face Coverings Order - Memo issued.
- On-going Monitoring and enforcement of Face Mask usage in all common areas, office- if more than two per office for more than 15 minutes

- July – Contract with the cities of Lancaster and Palmdale for additional LA County Sheriffs support on buses.
- August – Installation of Operator Barriers begin for COVID-19/Safety
- September – New Commuter Operator Barriers ordered. Transdev to install.
- October 2 - New Temperature/Face Mask monitoring system introduced to all employees.
- October 12 – Permanent Bus Sanitization Crew hired as AVTA employees for continued sanitization at all 4 Transit Centers
- December 4 - New LA County Appendix A/D updated posted.
- December 8 - Revised "Essential Employee" travel to work letter issued to all AVTA and contracted employees.
- December 18 - with COVID-19 up-tic, Memo issued to all employees regarding front Lobby entrance only for continued Temperature Screening. All other entries locked out exits only.

The Task Force will meet on as needed basis.

CC: Task Force





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## MEMORANDUM

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**DATE:** March 31, 2020

**TO:** Macy Neshati, Executive Director/CEO

**FROM:** Martin J. Tompkins, Senior Director of Operations and Planning

**SUBJECT:** COVID – 19 Task Force Update

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### BACKGROUND

The Centers for Disease Control and Prevention is responding to an outbreak of a respiratory disease caused by a coronavirus that was first detected in China and has now been detected in more than 100 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (COVID-19).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a public health emergency of international concern. On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic.

In response to the COVID-19 virus, the Authority established a Task Force on March 9 to safeguard the health and safety of staff and the public. The information below details the actions the Task Force members have taken.

### Bus Operations: Transdev

- Distributed the information below to employees and posted the flyers throughout the operators' room and dispatch office.



TDV Safety Alert Brochure 2020 v1.pdf    ISOSCoronavirus 2019A3 Info t.pdf    2019-ncov-factsheet.pdf    TDV Handwashing Flyer 2020 v1.pdf

- Posted informational flyers on all the buses informing the public of the risks and countermeasures that should be taken. Staff will install additional schedule holders.
- Hired LJ's Cleaning Solutions (5 additional staff) to augment the diminished manpower at the service island.

- LJ's Cleaning Solutions is using Clorox Healthcare Fuzion Disinfectant. This is a spray on contact cleaner that kills several strains of COVID-19.
- Disinfectant wipes are being used on all surfaces including handrails, drivers' area, fareboxes, and seats.
- Transdev has ordered Purell wipes which are back ordered from Texas but should be here by the weekend.
- Transdev has approved Lysol spray (Quat), the cleaning solution staff is using for sanitation. Purell product in 32 oz. bottles should arrive on March 16.

**AVTA Admin: Karen, DeeAnna, Williene, Amber, Judy, James, Lyle and Kelly**

- On March 9, a moratorium on business travel for all staff members was implemented.
- On March 11, James distributed a press release to the Board members and transportation media and posted it on the Authority's website. Martin shared this with Transdev General Manager Rene Alvarez.
- Mayra, Francynn, Karim, Geri, Tisha will answer phones when Customer Service is short staffed.
- IT staff installed an informational PowerPoint on the lobby monitors.



IntlSOS  
Coronavirus Disease

- Macy emailed the Board members on March 9 regarding the Authority's proactive steps to manage the impact of the COVID-19 virus.
- Kelly and James will provide a script to Customer Service staff, Transdev operators and field supervision to answer riders' questions.
- Purell sanitizing wipes were distributed to AVTA and Transdev staff.
- Staff was directed to sanitize phones with eyeglass wipes, not Purell wipes.
- Williene distributed COVID-19 informational flyers on March 10 and March 11.



2179\_001.pdf



ISOSCoronavirus  
Disease 2019A3 Info

**Operations/Maintenance/Customer Service: Martin, Carlos, Cecil, Sean, Karen C.**

- Karen C. will print additional informational flyers as needed.
- Hudson sprayers, HUSKY 814 QT disinfectant, single-use wipes, sanitizer dispensers, Purell refills, and generic antibacterial wipes have arrived. The Electrostatic sprayers have been ordered, however, they're on back order with no estimated delivery date. In the meantime, manual misters have been ordered and should arrive on March 16.
- On March 10, the utility workers began using HUSKY 814 QT to disinfect the interior of the buses including the floor, dashboard, stanchion (pole), and seats. Staff is waiting for smaller sprayers to use on the seats. The Dial-a-Ride vendor will follow the same disinfecting procedures.

- Facilities staff has hung the sanitizing dispensers - thirteen restrooms, Transdev operators' area, administration, customer service, lobby, break room, dispatch, maintenance, utility areas, and transfer centers.
- Cases of gloves have been ordered for customer service and money room staff and should arrive March 12.
- Additional surface cleaner should arrive March 16.
- Additional Husky sanitizer should arrive March 12. Eyeglass cleaners have been order, but no estimated delivery date.
- Special attention will be given to Community Room, money room, counter tops, and customer service area. Counters, door knobs, etc. are being cleaned twice a day throughout facility.
- Anti-bacterial soap dispensers will be added to the restrooms. Dispensers should arrive on March 12.
- Bus stop maintenance crew will assist facility staff when they are short staffed.
- Bus stop maintenance crew will use Hudson Sprayers with HUSKY 814 QT disinfectant daily on all bus stop amenities including shelters, benches and trash cans. The crew will also disinfect the OMP and PTC twice a day. Approximately three cases of disinfectant is being used daily.
- Restrooms throughout the facility will be sanitized twice a day with CDC approved disinfectant.
- Cecil is monitoring the supply of disinfectant and sanitizing products. Ten cases of HUSKY 814 QT should arrive on March 12 and another ten cases of a replacement product should arrive on March 12.
- The utility workers will disinfect the charging gun handles at least once a day.
- On March 17, AVTA reduces seat capacity to 50% to promote "Healthy personal space and social distancing. 40' -16 riders, 60'-22 riders, and commuter -27 riders
- March 18, Macy and Martin attend a meeting at AV Fairgrounds. City of Lancaster hosted a meeting with other agencies - LACSD, AV Hospital, AV Fair staff, Salvation Army to discuss the conversion of the fairground (1 possibly 2 pavilions) into a makeshift hospital outfitted with up to 800 cots and other amenities. AVTA will provide up to 10 buses to move patients.
- On March 18, AVTA obtained temporary labor services (Ready Jobs) of 5 workers, 3 for OMP and 2 for PTC to conduct bus sanitizing from 8am to 4pm. All buses that come through both transfer locations are wiped down thoroughly. AVTA supplies all disinfectants, towels, masks and gloves. Geraldina Romo is managing this group.
- On March 19, four 20-gallon drums of disinfectant concentrate should arrive and be used on buses and bus stop amenities.
- On March 20, planning works with Transdev to map out a Saturday schedule to operate 7 days and cancel all commuter bus services during COVID-19. Multiple discussions with the union. Union supports AVTA efforts.
- March 23, AVTA operates on a Saturday schedule.
- March 23, Attended a TRANS-MAC (Transit Management Advisory Committee) call with 16 other agencies. All shared their current challenges, ideas, new policies, and ridership.
- March 23, AVTA Media Release - "Free Fares on Local Transit Boarding through Rear Doors Only."



Memo to M. Neshati regarding COVID-19 Safeguard Measures

March 31, 2020

Page 4

- March 24, AVTA Rear Door Boarding and Free Fare policy takes effect.
- As of March 29 and compared to this time last month, ridership is down 57%
- Staff is tracking every cost related to COVID-19. Make sure all meetings/webinars associated with COVID-19 are documented.
- View FEMA website COVID-19 Rumors for up-to-date information.
- Transportation will continue until governor or city leaders announce different procedures.
- Martin will speak to Valley Oasis Homeless Shelter on Avenue I and 60<sup>th</sup> W.
- Karen and Vanessa are merging AVTA and Riverside Pandemic Procedure information.
- If staff tests positive for the virus, management will quarantine person, sanitize area, and use Incident Command Center for dispatch, etc.
- Research antibodies created for front line protection.
- Access Services will send Martin the letter they sent to essential personnel for staff to show if stopped by authorities while on company business.
- Karen/Vanessa will take extra breakfasts to Grace Resource Center and lunches to Valley Oasis Shelter Monday through Friday.
- Martin will talk to Rene about delivering food and providing cleaning supplies on Saturday and Sunday.
- Cecil will create three additional kits for Saturday and Sunday. Facilities staff will inventory and order needed supplies.
- Passengers are noticing AVTA's cleaning efforts on the buses, stops, and transit centers.

The Task Force will meet on as needed basis.

CC: Task Force



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## MEMORANDUM

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**DATE:** April 1, 2020  
**TO:** AVTA Staff  
**FROM:** Martin J. Tompkins, COO  
**SUBJECT:** COVID-19 Temperature Reading  
**CC:** Macy Neshati, Executive Director/CEO

Management continues closely monitoring updates surrounding the coronavirus (COVID-19) outbreak especially as it affects transportation agencies. As the outbreak continues to grow, AVTA seeks to take all precautionary measures possible to avoid any risks and prevent the spread within our agency.

AVTA aims to maintain a safe workplace and encourages practices protecting the health of employees, customers, visitors and the community. The health and well-being of our employees and their families is our greatest concern.

In an effort to further protect the health and safety of AVTA employees, the following policy is effective as of Friday, April 3, 2020:

- **ALL employees must have their temperature checked before entering the facility**
  - **Employees must enter the building through the lobby to have their temperature checked before beginning their work shift. AVTA's rear entry door will be deactivated.**
    - Security Team will be responsible for administering temperature check.
    - Park in the back parking lot and go through the gate adjacent to the front parking area of the building to enter through the lobby.
    - Employees may not enter through back doors of building.

- **CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4 °F [38 °C]**
  - If your temperature is determined to be a fever, you will not be able to work on site.
  - Telecommuting will remain an option.
  - If you are unable to work onsite or remotely, sick leave is available to cover any time missed. Legislation has passed appearing to reimburse for COVID-19 related absences (meaning employees will not need to use sick time or negatively accrue). As we work through the details of this CARES Act, please continue to use the COVID-19 Sick line on the timesheet template so we can adequately track any time off used for this purpose. Further details will be shared once clarification is received.
- **Compliance with this policy is required to enter our facility. Should you decline having your temperature checked, we will honor your privacy. However, you will not be allowed into the office areas without a temperature check and you will be asked to immediately vacate the property.**

Please continue to cooperate in following CDC sanitary guidelines as indicated on posters throughout the facility or available online at <https://www.cdc.gov/coronavirus/2019-ncov/>.

HR and management are always available to discuss any questions or concerns you may have.

These are trying times for us all. The situation changes daily but please know we are here for you and want to keep everyone safe and healthy.

Thank you for your flexibility and continued cooperation.





**Board of Directors**

April 3, 2020

**Chairman**  
Marvin Crist  
*City of Lancaster*

To whom it may concern:

**Vice Chair**  
Dianne M. Knippel  
*County of Los Angeles*

In response to State of California Executive Order N-33-20, effective March 19, 2020, restricting all individuals living in the State to remain at home unless they are designated as essential workers.

**Director**  
Steven D. Hofbauer  
*City of Palmdale*

The Antelope Valley Transit Authority (AVTA), a public transit agency that provides transportation services to the people of the Antelope Valley, Los Angeles County incorporated and unincorporated areas has declared the bearer of this letter as an essential worker for AVTA.

**Director**  
Richard Loa  
*City of Palmdale*

**Director**  
Angela E. Underwood-Jacobs  
*City of Lancaster*

The holder of this letter is an employee of AVTA or one of its contractors and is traveling to provide vital public transportation services to its customers. This employee is necessary for the operation and/or maintenance of this essential public transportation system.

**Director**  
Michelle Flanagan  
*County of Los Angeles*

**Executive Director/CEO**  
Macy Neshati

Upon presentation of a valid ID from AVTA or one of its contractors (Transdev Services, Antelope Valley Transit Services (AVTS)), please assist in any way possible to expedite this employee's transportation through the current travel restriction. If you have any questions or need to verify this request, please do not hesitate to contact me at, 661 755-9629.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin J. Tompkins', is written over a large, light blue watermark of the AVTA logo.

Martin J. Tompkins  
Chief Operating Officer

cc: Macy Neshati. Exec. Dir./CEO



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**M E M O R A N D U M**

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**DATE:** April 13, 2020  
**TO:** AVTA Staff  
**FROM:** Martin Tompkins, Chief Operating Officer  
**SUBJECT:** Social Distancing Protocol and Face Covering Order

*4/14/2020*

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The Los Angeles County Department of Public Health is asking everyone to do their part to help slow the spread of novel coronavirus in our community by practicing social distancing. This means making changes in our daily lives to protect others, including those who are most at risk and ourselves. Social distancing is defined by staying home, avoiding crowds and staying at least six feet away from others whenever possible. AVTA is closely monitoring changes to health orders and taking continuous action in an effort to do our part towards slowing the spread of COVID-19.

In compliance with the County of Los Angeles Department of Public Health Safer at Home Order for Control of COVID-19, beginning **Thursday April 16<sup>th</sup>, 2020**, Antelope Valley Transit Authority will be taking the following actions:

- Cloth face coverings will be provided to all employees and **will be required to be worn** when:
  - o Entering the facility
  - o Engaging in contact with other employees/or the public (either within 6 feet and/or for 10 minutes or more)
- Signage will be posted throughout the facility documenting social distancing protocol as well as instruction to not enter facility if experiencing symptoms.
- Anywhere lines may form within the facility, markings will be placed on the floor indicating 6-foot increments, establishing where individuals should stand to maintain adequate Social Distancing.
- All members of the public will be required to wear a face covering in order to enter the facility and for the duration of their visit.

This protocol will remain in effect until May 15<sup>th</sup>, 2020 unless otherwise revised by the Department of Public Health.

Thank you for your understanding and compliance.



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## MEMORANDUM

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**DATE:** <sup>20</sup> April 7, 2020

**TO:** Macy Neshati, Executive Director/CEO

**FROM:** Martin J. Tompkins, Senior Director of Operations and Planning

**SUBJECT:** COVID - 19 Task Force Update

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### BACKGROUND

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In response to the COVID-19 virus, the Authority established a Task Force on March 9 to safeguard the health and safety of staff and the public. The information below details the actions the Task Force members have taken.

### Bus Operations: Transdev

- Distributed the information below to employees and posted the flyers throughout the operators' room and dispatch office.



TDV Safety Alert  
Brochure 2020 v1.pdf



ISOSCoronavirus  
2019A3 Info



2019-ncov-factsheet.pdf



TDV Handwashing  
Flyer 2020 v1.pdf

- Posted informational flyers on all the buses informing the public of the risks and countermeasures that should be taken. Staff will install additional schedule holders.
- Hired LJ's Cleaning Solutions (5 additional staff) to augment the diminished manpower at the service island.

- LJ's Cleaning Solutions is using Clorox Healthcare Fuzion Disinfectant. This is a spray on contact cleaner that kills several strains of COVID-19.
- Disinfectant wipes are being used on all surfaces including handrails, drivers' area, fareboxes, and seats.
- Transdev has ordered Purell wipes which are back ordered from Texas but should be here by the weekend.
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**AVTA Admin: Karen, DeeAnna, Williene, Amber, Judy, James, Lyle and Kelly**

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IntISOS  
Coronavirus Disease

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2179\_001.pdf



ISOSCoronavirus  
Disease 2019A3 Info

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Memo to M. Neshati regarding COVID-19 Safeguard Measures

April 20, 2020

Page 3

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Memo to M. Neshati regarding COVID-19 Safeguard Measures

April 20, 2020

Page 4

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The Task Force will meet on as needed basis.

Memo to M. Neshati regarding COVID-19 Safeguard Measures  
April 20, 2020  
Page 5

CC: Task Force

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# Mask or Face Coverings Required!

Effective 04.16.2020

¡Se requieren mascarillas o  
cubiertas faciales!

Vigente el 04.16.2020



It is no longer optional in Los Angeles County. Los Angeles County's Safer At Home Order For Control of COVID-19 (California Health and Safety Code § 120295; California Penal Code §§ 69, 148(a)(1); Los Angeles County Code § 11.02.080) **requires masks or face coverings be worn when entering an essential business.**

Ya no es opcional en El Condado de Los Ángeles. La orden "Safer At Home" Para El Control del COVID-19 del Condado de Los Ángeles (California Health and Safety Code § 120295; California Penal Code §§ 69, 148(a)(1); Los Angeles County Code § 11.02.080) **require el uso de mascarillas o cubiertas faciales al entrar en un negocio esencial.**

**This means that, as an essential business, AVTA will now require face coverings in order to ride our buses.**

**Esto significa que, como un negocio esencial, AVTA ahora requerirá cubiertas faciales para viajar en nuestros autobuses.**

Please be courteous to fellow riders and the bus operators as we all strive for safe habits and a healthy transit experience.

Sea cortés con los demás pasajeros y los operadores de autobuses, ya que todos nos esforzamos por tener hábitos seguros y una experiencia de tránsito saludable.



## Martin Tompkins

**From:** Martin Tompkins <raiders66@rocketmail.com>  
**Sent:** Wednesday, April 15, 2020 10:03 AM  
**To:** Martin Tompkins  
**Subject:** Postings

Caution! This email originated from an outside source.

Posted throughout the facility. English/Spanish.

**SOCIAL DISTANCING**  
What does it mean?

Social distancing is the practice of reducing close contact between people to slow the spread of infections or diseases.  
Social distancing measures include limiting large groups of people coming together, closing buildings and canceling events.

**AVOID**

- Group gatherings
- Sleepovers
- Playdates
- Concerts
- Theater outings
- Traveling
- Athletic events
- Crowded retail stores
- Malls
- Workouts in gyms
- Church services
- Visitors in your house
- Non-essential workers in your house
- Mass transit systems

**KEEP YOUR DISTANCE**

- Visit a local restaurant to get take out
- Visit grocery store
- Pick up medications
- Play tennis in a park

Keep at least 6' - 8' between yourself and others

**SAFE TO DO**

- Take a walk
- Go for a hike
- Yard work
- Play in your yard
- Clean out a closet
- Read a good book
- Listen to music
- Cook a meal
- Family game time
- Go for a swim
- Stream a favorite show
- Call or email a friend or elderly neighbor to check in
- Group video chats

## Martin Tompkins

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**From:** Martin Tompkins <raiders66@rocketmail.com>  
**Sent:** Wednesday, April 15, 2020 10:23 AM  
**To:** Martin Tompkins  
**Subject:** Postings Social Distancing

Caution! This email originated from an outside source.





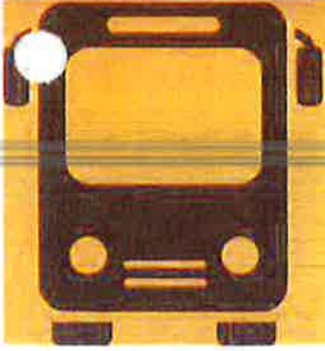




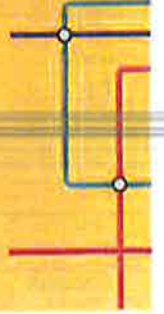




# PUBLIC TRANSPORTATION RIDERS



## Protect Yourself and Others from **NOVEL CORONAVIRUS**



Stay home if you are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough into your elbow.



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available use an alcohol-based hand sanitizer with at least 60% alcohol. Clean your hands after you touch surfaces such as poles, turnstiles, straphangers or handles.

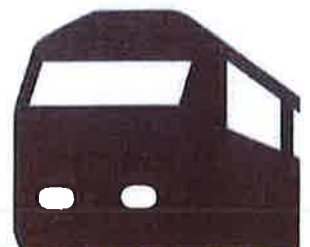


Limit close contact with people who are sick. Try to use buses and trains when it is not as busy. Leave earlier or later for work if possible.



Don't wear a mask if you are well unless a healthcare professional advises it. Cloth face coverings like a bandana or scarf should be used when in public.

## RIDE SAFELY



## Martin Tompkins

---

**From:** Martin Tompkins <raiders66@rocketmail.com>  
**Sent:** Wednesday, April 15, 2020 10:48 AM  
**To:** Martin Tompkins  
**Subject:** Social Distancing

Caution! This email originated from an outside source.

Transdev









**CHECK IN  
WITH SECURITY  
BEFORE ENTERING**

## Appendix A: Social Distancing Protocol

**Business name:** ANTELOPE VALLEY TRANSIT AUTHORITY

**Facility Address:** 42210 6TH STREET WEST LANCASTER, CA 93534

**Approximate gross square footage of space open to the public:** 1,542 SQUARE FEET

**Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

### A. SIGNAGE

Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

### B. MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the workspace.

All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.

All desks or individual workstations are separated by at least six feet.

Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms: TWICE PER DAY: 6:30 AM AND 1:30 PM

Restrooms: TWICE PER DAY: 7:00AM AND 2:00PM

Other: CUSTOMER SERVICE LOBBY, CHAIRS, COUNTERTOPS, DRINKING FOUNTAIN, DOOR HANDLES AND KNOBS.  
TWICE PER DAY: 7:30AM AND 2:30PM

Disinfectant and related supplies are available to all employees at the following location(s):  
CUSTOMER SERVICE AREA, COPY ROOM, BREAKROOMS, MAINTENANCE. AND BUS WASH AREA

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
THROUGHOUT THE FACILITY AT ENTRY LOCATIONS, RESTROOMS AND BREAKROOMS.

Soap and water are available to all employees at the following location(s):  
ALL RESTROOMS AND BREAKROOMS

Employees are allowed frequent breaks to wash their hands.

Copies of this Protocol have been distributed to all employees.



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ORDER OF THE HEALTH OFFICER**



**MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)**

- Restrooms normally open to the public shall remain open to the public.
- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional- Describe other measures:

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business**

**Contact Name:** MARTIN J. TOMPKINS

**Phone number:** 661 729-2290

**Date Last Revised:** 04/14/2020



### Appendix A: Social Distancing Protocol

**Business name:** ANTELOPE VALLEY TRANSIT AUTHORITY  
**Facility Address:** 42210 6TH STREET WEST LANCASTER, CA 93534  
**Approximate gross square footage of space open to the public:**

**Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

#### A. SIGNAGE

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

#### B. MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the workspace.
- All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.
- All desks or individual workstations are separated by at least six feet.
- Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:
  - Break rooms:
  - Restrooms:
  - Other:
- Disinfectant and related supplies are available to all employees at the following location(s):  
*Copy Room, Control room, Break room, Maintenance Area.*
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
*THROUGHOUT THE FACILITY AT Entry location, Restroom*
- Soap and water are available to all employees at the following location(s): *Break room etc.*
- Employees are allowed frequent breaks to wash their hands.  
*All restrooms, Break Rooms*
- Copies of this Protocol have been distributed to all employees.



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Optional—Describe other measures:

**C. MEASURES TO PREVENT CROWDS FROM GATHERING  
(CHECK ALL THAT APPLY TO THE FACILITY)**

Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Maximum number of customers in the facility:

Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

Optional-Describe other measures:

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART  
(CHECK ALL THAT APPLY TO THE FACILITY)**

Placing signs outside the store reminding people to be at least six feet apart, including when in line.

Placing tape or other markings at least six feet apart in customer line areas inside the store and on walkways at public entrances with signs directing customers to use the markings to maintain distance.

Separate order areas from delivery areas to prevent customers from gathering.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Institute one-way aisles to facilitate Social Distancing.

Optional—Describe other measures:

**E. MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY)**

Preventing people from self-serving any items that are food-related.

All items are pre-packaged in sealed containers by staff.

Bulk-item food bins are not available for customer self-service use.

Food samples are prohibited.

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:

Optional-Describe other measures (e.g. providing senior-only hours):

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**MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)**

- Restrooms normally open to the public shall remain open to the public.
- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional- Describe other measures:

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business**  
**Contact Name:** Martin Tompkins                      **Phone number:** (661) 729-2290

**Date Last Revised:** 4/13/20

## Protocols for Office Worksites: Appendix D

**Recent Updates:** (Changes are highlighted in yellow)

**12/3/2020:**

- Face coverings must be worn by employees working in cubicles, including cubicles equipped with partitions. This is a temporary measure in compliance with the temporary HEALTH OFFICER ORDER issued on November 28, 2020. The requirement is effective from 12:01AM (PST) on November 30, 2020 through 11:59PM (PST) on December 20, 2020.
- At all times when eating or drinking, employees must maintain a 6-foot distance from others and should do so outdoors, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom.
- Screening of employees and visitors must include a question about whether the individual is currently under isolation or quarantine orders.
- Frequently touched items, bathrooms and payment consoles must be disinfected on an hourly basis.

**11/19/2020:** Maximum occupancy for essential office-based businesses is limited to 25%.

**11/12/2020:** For Essential Office-Based businesses, in persons meetings of up to a maximum of 15 people are permitted with physical distancing and other restrictions.

The Los Angeles County Department of Public Health (Public Health) is calling on the public, all business owners and community organizations to support the safe reopening of businesses and public spaces.

To aid in this transition, Public Health asks all businesses and institutions to take appropriate steps to plan for reopening, in alignment with the Blueprint for a Safer Economy. The following issues are critical and must be addressed to ensure that workers and consumers remain reduce the risk of spread as we transition to a more open phase:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your facility develops any reopening protocols.

Note that Office-Based Worksites that operate retail establishments, restaurants or gyms and fitness establishments should adhere to the following protocols, as appropriate:

- DPH Protocols for [Retail Establishments](#)
- DPH Protocols for [Restaurants](#)
- DPH Protocols for [Gyms and Fitness Establishments](#)



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All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: Antelope Valley Transit Authority (AVTA)  
Facility Address: 42210 6th ST WEST, LANCASTER, CA 93532  
Maximum Occupancy, per Building Code: 9,500 SQ. FT.  
Approximate total square footage of space open to the public: 1000 SQ. FT.  
Date Posted: 12-4-2020

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- Additional protections like shifts in job duty that allow employees that are vulnerable to work from home have been provided whenever possible.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive Order N-62-20](#).
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).

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- Employee screenings** are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the employee is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response. The Department of Public Health will need the facility's immediate cooperation to determine whether the cluster of cases constitutes an outbreak of COVID-19.
- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- In compliance with HEALTH OFFICER ORDER FOR CONTROL OF COVID-19: TIER 1 SUBSTANTIAL SURGE RESPONSE issued November 28, 2020, all employees must wear face coverings at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden during the effective period of the temporary order, from 12:01AM (PST) on November 30, 2020 to 11:59PM (PST) on December 20, 2020.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- Employees are instructed to wash their face coverings daily. *VIA POSTINGS / Signage*
- All occupied desks, individual workstations or individuals on production lines are separated by at least six feet unless there are extenuating circumstances that require closer contact for brief periods of time.
- In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings when around others.
- Break rooms, restrooms and other common areas are disinfected hourly, on the following schedule:
  - o Break rooms 2-3 times per day
  - o Restrooms 2-3 times per day
  - o Other \_\_\_\_\_
- Disinfectant and related supplies are available to employees at the following location(s):  
Storage Area, Managers, Restrooms.



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Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Lobby, Breakroom, Hallways, Restrooms

Soap and water are available to all employees at the following location(s):

All Restrooms

- Employees are allowed frequent breaks to wash their hands.
- Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- Each worker is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

Multiple signage/postings

**B. MEASURES TO ENSURE PHYSICAL DISTANCING**

The number of employees in the essential office-based business worksite is limited at any one time such that employees can easily maintain at least a six-foot distance from one another at all practicable times but in no case more than 25% of the maximum occupancy of the office-based business worksite.

Maximum number of customers in the facility limited to: 3-5

Maximum number of employees in facility per floor is limited to: \_\_\_\_\_

- Non-essential office-based businesses that are conducting Minimum Basic Operations may not have more than 25% of the maximum occupancy of the office-based business worksite.
- Tape or other markings have been placed at least six feet apart anywhere where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance.
- Employees have been instructed to maintain at least six feet distance from customers, guests and from each other; employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

N/A  Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.

N/A  To ease elevator traffic, stairwells have been opened for "up" or "down" traffic with increased cleaning of stairwells.

- Furniture in areas that are open to the public (e.g., lobby, reception areas, or waiting rooms) is separated to support physical distancing.
- Customer service windows or reception counters have been separated by 6 feet to allow for physical distancing.

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- Workspaces, cubicles, etc. are redesigned to ensure for six feet between employees.
- Common areas (e.g., break rooms and kitchenettes) are closed or restricted, using barriers, or by increasing physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact.
- Employees are discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.
- To the extent possible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- Employees have been instructed to discontinue handshakes or other forms of greeting that break physical distance.
- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are absolutely necessary, these meetings must be limited to 15 or fewer participants and all participants must wear cloth face coverings, no eating or drinking during the meeting, and the meeting must be held in a room that is large enough for participants to easily maintain physical distancing of 6 feet or greater from other participants.
- Nonessential travel is discontinued.

**C. MEASURES FOR INFECTION CONTROL**

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) have been eliminated, to the greatest extent possible.
- Enhanced cleaning of entire office space is completed on a regular basis.
- To the extent possible, doors, trash cans, etc. are contactless. *NO disinfectant multiple times, p/m*
- Common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails are disinfected hourly using EPA approved disinfectants and following the manufacturer's instructions for use.
- Disinfectant and related supplies are available to all employees at the following location(s):
- Storage Area, Break room, Manager, Bathrooms
- Contactless payment systems are in place or, if not feasible, payment systems are sanitized hourly. Describe:
- N/A
- If possible, customer service or reception areas have plastic barriers installed to limit contact between employees and visitors.
- To the extent possible, visitors to the worksite are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.
- Visitors arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to



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all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

- Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- To the extent possible, movement of visitors to the worksite is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
- If necessary, staff are available to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Visitors arriving at the worksite with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- Restrooms normally open to the public remain open to the public if the public can enter the facility.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged.
- Break rooms, restrooms, and other common areas are being disinfected hourly, on the following schedule:
  - a. Break rooms: 2-3 times p/day
  - b. Restrooms: 2-3 times p/day
  - c. Other: \_\_\_\_\_
- Building infrastructure that supports bike commuting is open and capacity for bike storage increased if possible.
- Sharing of communal food is prohibited.
- Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):  
\_\_\_\_\_

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face covering, etc.).
- Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.
- Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face coverings, policies in regard to making appointments, and other relevant issues.

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**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

AVTA (MARTIN J. TOMPKINS), COO

**Phone number:**

661 729-2290

**Date Last Revised:**

12-4-2020

DATE 5-13-20

**AVTA EMPLOYEES**

	Name	UNDER 100.4	OVER 100.4	Schedule
1	Adriana Cardenas	X		9-6 Mon- Fri
2	Amber Johnson	X		Mon/Weds 630-530-Telecommute Tues/Thur
3	Amy Amalbert	X		9-6 Mon-Fri
4	Arturo Rodrihuez	X		730-230 Mon - Fri
5	Aura Estrada	X		7-330 Mon-Fri
6	Carlos Lopez	X		8-5 Mon thru Fri
7	Cecil Foust	X		7-4 Mon thru Fri
8	Chris Martinez	X		7-4 Mon-Fri
9	Daniel Garcia	X		7-330 Mon-Fri
10	DeeAnna Cason	X		Out on leave
11	Diane Tuminaro	X		7-4 Mon thru Fri
12	Emma Campos	X		830-530 Mon-Fri
13	Francynn Tobar	X		Varies/telecommute (earliest in should be 7 am)
14	Geraldina Romo	X		730-530 Mon-Thur/ 730-1230 Fri?
15	Gloria Delgado	X		Weds/Fri 6-230- telecommute other days
16	Guy Aric Colvin	X		7-4 Mon-Fri
17	Iris Carrillo	X		1-10pm Weds-Friday -Sat/Sun 11-8
18	James Anderson	X		7-330 Mon/Weds/Fri
19	James Royal	X		
20	Johnny Landverde	X		7-4 Mon-Fri
21	Judy Fry	X		Telecommuting
22	Karen Conrad	X		7-4 Mon-Fri
23	Karen Darr	X		7-6 Mon thru Thurs
24	Karim Illescas	X		Weds/Fri 6-230- telecommute other days
25	Karla Iraheta	X		5-1030 Mon thru Friday
26	Kelly Miller	X		7-530 Mon- Fri
27	KJ Alcuran	X		Out of State- Telecommute
28	Luis Amalbert Marrero	X		7-330 Mon-Fri
29	Lyle Block	X		Telecomute??
30	Macy Neshati	X		8-6 Mon-Thur
31	Martin Tompkins	X		
32	Mayra De Los Santos	X		Telecommuting
33	Michael Conner	X		Tues-Fri 730-6
34	Paulina Cazares Malta	X		Varies/telecommute (earliest in should be 7 am)
35	Rene Gonzalez	X		730-230 Mon thru Fri
36	Robert Smith	X		7-330 Mon-Fri
37	Sean Elmore	X		7- 530 Mon - Friday
38	Sean Wallace	X		7- 330 Mon- Friday
39	Sharmaine Malachosky	X		1-10pm Weds-Friday -Sat/Sun 11-8
40	Steven Willabrand	X		9-6 Mon-Fri
41	Taylor Mauk	X		9-6 Mon-Fri
42	Tisha Lane	X		730-530 Mon-Thur/ 730-1230 Fri?
43	TyNelsha Johnson	X		10-7 Mon- Fri
44	Valvina Vasquez	X		5-130 Mon-Fri
45	Vanessa Gomez	X		7-6 Mon-Thur
46	Vianney Mclaughlin	X		Telecommuting Tues in office 7-6
47	Vincent San Nicolas	X		Sun-Thurs 730-430
48	Wayne Floyd	X		9-630 Mon- Fri
49	Williene Jones	X		Tues/Thurs in at 630
50	Zachary Krauter	X		TBD



# AVTA - Vendors

5-12-20

	NAME	COMPANY	UNDER 100.4	OVER 100.4
1	SCOTT Chamberlin	BYD	X	
2	Fernando APRICIO	BYD	X	
3	Kendall Loney	Cleaners	X	
4	Cloud ROBERTS	Cleaners	X	
5	Raymond ESTINOZA	Cleaners	X	
6	Frankie Bowie SR	Cleaners	X	
7	Frankie Bowie JR	Cleaners	X	
8	Glen Argulair	BYD	X	
9	Jason mo	BYD	X	
10	George Maedonoda	spsec security	X	
11	Sherril	Plant Lady	X	
12	Hazel	TRANSDEV	X	
13	Mike Millev	TRANSDEV	X	
14	Myra Delosantos	AVTA	X	
15				
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DATE 5-12-20

## AVTA EMPLOYEES

	Name	UNDER 100.4	OVER 100.4	Schedule
1	Adriana Cardenas	X		9-6 Mon- Fri
2	Amber Johnson			Mon/Weds 630-530-Telecommute Tues/Thur
3	Amy Amalbert	X		9-6 Mon-Fri
4	Arturo Rodriguez	X		730-230 Mon - Fri
5	Aura Estrada	X		7-330 Mon-Fri
6	Carlos Lopez	X		8-5 Mon thru Fri
7	Cecil Foust	X		7-4 Mon thru Fri
8	Chris Martinez	X		7-4 Mon-Fri
9	Daniel Garcia			7-330 Mon-Fri
10	DeeAnna Cason			Out on leave
11	Diane Tuminaro	X		7-4 Mon thru Fri
12	Emma Campos	X		830-530 Mon-Fri
13	Francynn Tobar			Varies/telecommute (earliest in should be 7 am)
14	Geraldina Romo	X		730-530 Mon-Thur/ 730-1230 Fri?
15	Gloria Delgado			Weds/Fri 6-230- telecommute other days
16	Guy Aric Colvin	X		7-4 Mon-Fri
17	Iris Carrillo			1-10pm Weds-Friday -Sat/Sun 11-8
18	James Anderson	X		7-330 Mon/Weds/Fri
19	James Royal	X		
20	Johnny Landverde	X		7-4 Mon-Fri
21	Judy Fry			Telecommuting
22	Karen Conrad	X		7-4 Mon-Fri
23	Karen Darr	X		7-6 Mon thru Thurs
24	Karim Illescas	X		Weds/Fri 6-230- telecommute other days
25	Karia Iraheta	X		5-1030 Mon thru Friday
26	Kelly Miller	X		7-530 Mon- Fri
27	KJ Alcuran			Out of State- Telecommute
28	Luis Amalbert Marrero	X		7-330 Mon-Fri
29	Lyle Block			Telecommute??
30	Macy Neshatl			8-8 Mon-Thur
31	Martin Tompkins	X		
32	Mayra De Los Santos			Telecommuting
33	Michael Conner	X		Tues-Fri 730-6
34	Paulina Cazares Malta			Varies/telecommute (earliest in should be 7 am)
35	Rene Gonzalez	X		730-230 Mon thru Fri
36	Robert Smith	X		7-330 Mon-Fri
37	Sean Elmore	X		7- 530 Mon - Friday
38	Sean Wallace	X		7- 330 Mon- Friday
39	Sharmaine Malachosky	X		1-10pm Weds-Friday -Sat/Sun 11-8
40	Steven Willabrand	X		9-6 Mon-Fri
41	Taylor Mauk	X		9-6 Mon-Fri
42	Tisha Lane	X		730-530 Mon-Thur/ 730-1230 Fri?
43	TyNeisha Johnson	X		10-7 Mon- Fri
44	Valvina Vasquez	X		5-130 Mon-Fri
45	Vanessa Gomez	X		7-6 Mon-Thur
46	Vianney Mclaughlin	X		Telecommuting Tues in office 7-6
47	Vincent San Nicolas	X		Sun-Thurs 730-430
48	Wayne Floyd			9-630 Mon- Fri
49	Willlene Jones			Tues/Thurs in at 630
50	Zachary Krauter			TBD



12-16-20

AVTA EMPLOYEES			DATE
Name	UNDER 100.4	OVER 100.4	Schedule
1 Adriana Cardenas	X		9-6 Mon- Fri
2 Amber Johnson	X		Mon/Weds 630-530-Telecommute Tues/Thur
3 Amy Amalbert			9-6 Mon-Fri
4 Arturo Rodriguez	X		730-230 Mon - Fri
5 Aura Estrada			7-330 Mon-Fri
6 Carlos Lopez	X		8-5 Mon thru Fri
7 Cecil Foust	X		7-4 Mon thru Fri
8 Chris Martinez	X		7-4 Mon-Fri
9 Daniel Garcia			7-330 Mon-Fri
10 DeeAnna Cason	X		Out on leave
11 Diane Tuminaro	X		7-4 Mon thru Fri
12 Emma Campos			830-530 Mon-Fri
13 Francynn Tobar			Varies/telecommute (earliest in should be 7 am)
14 Geraldina Romo	X		730-530 Mon-Thur/ 730-1230 Fri?
15 Gloria Delgado	X		Weds/Fri 6-230- telecommute other days
16 Guy Aric Colvin	X		7-4 Mon-Fri
17 Iris Carrillio			1-10pm Weds-Friday -Sat/Sun 11-8
18 James Anderson	X		7-330 Mon/Weds/Fri
19 James Royal	X		
20 Johnny Landverde	X		7-4 Mon-Fri
21 Judy Fry	X		Telecommuting
22 Karen Conrad	X		7-4 Mon-Fri
23 Karen Darr	X		7-6 Mon thru Thurs
24 Karim Illescas	X		Weds/Fri 6-230- telecommute other days
25 Karla Iraheta	X		5-1030 Mon thru Friday
26 Kelly Miller	X		7-530 Mon- Fri
27 KJ Alcuran			Out of State- Telecommute
28 Luis Amalbert Marrero			7-330 Mon-Fri
29 Lyle Block			Telecomute??
30 Macy Neshati			8-6 Mon-Thur
31 Martin Tompkins	X		
32 Mayra De Los Santos	X		Telecommuting
33 Michael Conner	X		Tues-Fri 730-6
34 Paulina Cazares Malta	X		Varies/telecommute (earliest in should be 7 am)
35 Rene Gonzalez	X		730-230 Mon thru Fri
36 Robert Smith	X		7-330 Mon-Fri
37 Sean Elmore	X		7- 530 Mon - Friday
38 Sean Wallace	X		7- 330 Mon- Friday
39 Sharmaine Malachosky	X		1-10pm Weds-Friday -Sat/Sun 11-8
40 Steven Willabrand	X		9-6 Mon-Fri
41 Tayler Mauk	X		9-6 Mon-Fri
42 Tisha Lane	X		730-530 Mon-Thur/ 730-1230 Fri?
43 TyNeisha Johnson			10-7 Mon- Fri
44 Valvina Vaequez			5-130 Mon-Fri
45 Vanessa Gomez	X		7-6 Mon-Thur
46 Vianney McLaughlin			Telecommuting Tues in office 7-6
47 Vincent San Nicolas	X		Sun-Thurs 730-430
48 Wayne Floyd	X		9-630 Mon- Fri
49 Williene Jones			Tues/Thurs in at 630
50 Zachary Krauter			TBD



# AVTA - Vendors

12-16-20

	NAME	COMPANY	UNDER 100.4
1	Ernest Myler	OPSEC	
2	Marcus Darris	AVTA	X
3	Margie Glenn	Transdev	X
4	Mark Guerra	AVTA	X
5	Dan Fairchild	Transdev	X
6	Victor Diaz	Transdev	X
7	Anna Guzman	AVTA	X
8	Benjamin Steel	AVTA	X
9	Shobo Lee	AVTA	X
10	Elynn Bejan	AVTA	X
11	David Hernandez	AVTA	X
12	Joseph Augulier	AVTA	X
13	Deborah Davis	AVTA	X
14	Oscar Escobar	Lus	X
15	Ray Gonzales	here to see Kelly	X
16	Chic	here to see Kelly	X
17	Sandra Leon	customer	X
18	Jonathan Lugo	Training	X
19	Adrian Gonzalez	Training	X
20	Mario Rodriguez	Training	X
21	Marquie Glenn	Training	X
22	Armando Jimenez	here to mike <small>to control corner</small>	X
23	Michael Ramirez	Feder	X
24	SENIOR OFFICER GEORGE	OPSEC	X
25	GLEN	WAVE	X
26	Dorothy Duno	Drop off PASS	X
27	Angelica Ortiz	tap card	X
28	Paula Railway	tap card	X
29	Ann HESLTON	the	X
30	Timothy Maselli	the	X
31	Will Selma	Transdev	X
32	Gail Harris	Transdev	X
33	Carlene Thomson	AVTM	X
34	Isabel Lopez	daughter	X
35	Marilyn Anderson	MIA	X
36	PAUL REGAN	PASS	X
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# AVTA EMPLOYEES

DATE 12-17-20

Name	UNDER 100.4	OVER 100.4	Schedule
1 Adriana Cardenas			9-6 Mon- Fri
2 Amber Johnson	X		Mon/Weds 630-530-Telecommute Tues/Thur
3 Amy Amalbert			9-6 Mon-Fri
4 Arturo Rodriguez	X		730-230 Mon - Fri
5 Aura Estrada			7-330 Mon-Fri
6 Carlos Lopez	X		8-5 Mon thru Fri
7 Cecil Foust	X		7-4 Mon thru Fri
8 Chris Martinez			7-4 Mon-Fri
9 Daniel Garcia	X		7-330 Mon-Fri
10 DeeAnna Cason	X		Out on leave
11 Diane Tuminaro	X		7-4 Mon thru Fri
12 Emma Campos	X		830-530 Mon-Fri
13 Francynn Tobar			Varies/telecommute (earliest in should be 7 am)
14 Geraldina Romo	X		730-530 Mon-Thur/ 730-1230 Fri?
15 Gloria Delgado	X		Weds/Fri 6-230- telecommute other days
16 Guy Aric Colvin	X		7-4 Mon-Fri
17 Irls Carrillo			1-10pm Weds-Friday -Sat/Sun 11-8
18 James Anderson			7-330 Mon/Weds/Fri
19 James Royal	X		
20 Johnny Landverde	X		7-4 Mon-Fri
21 Judy Fry			Telecommuting
22 Karen Conrad	X		7-4 Mon-Fri
23 Karen Darr	X		7-6 Mon thru Thurs
24 Karim Illescas	X		Weds/Fri 6-230- telecommute other days
25 Karla Iraheta			5-1030 Mon thru Friday
26 Kelly Miller	X		7-530 Mon- Fri
27 KJ Alcuran			Out of State- Telecommute
28 Luis Amalbert Marrero	X		7-330 Mon-Fri
29 Lyle Block			Telecommute??
30 Macy Neshati			8-6 Mon-Thur
31 Martin Tompkins	X		
32 Mayra De Los Santos			Telecommuting
33 Michael Conner	X		Tues-Fri 730-6
34 Paulina Cazares Malta	X		Varies/telecommute (earliest in should be 7 am)
35 Rene Gonzalez	X		730-230 Mon thru Fri
36 Robert Smith	X		7-330 Mon-Fri
37 Sean Elmore	X		7- 530 Mon - Friday
38 Sean Wallace	X		7- 330 Mon- Friday
39 Sharmaine Malachosky	X		1-10pm Weds-Friday -Sat/Sun 11-8
40 Steven Willabrand	X		9-6 Mon-Fri
41 Tayler Mauk	X		9-6 Mon-Fri
42 Tisha Lane	X		730-530 Mon-Thur/ 730-1230 Fri?
43 TyNeisha Johnson			10-7 Mon- Fri
44 Valvina Vasquez			5-130 Mon-Fri
45 Vanessa Gomez	X		7-6 Mon-Thur
46 Vianney McLaughlin			Telecommuting Tues in office 7-6
47 Vincent San Nicolas	X		Sun-Thurs 730-430
48 Wayne Floyd	X		9-630 Mon- Fri
49 Willlene Jones			Tues/Thurs in at 630
50 Zachary Krauter			TBD



# AVTA - Vendors

12-17-20

	NAME	COMPANY	UNDER 100.4
1	Ernest myles	ORSEC	X
2	Marcus dorris	AVTA	X
3	Don Fairchild	Transdev	X
4	Scott Chamberlin	Byd	X
5	Victor dias	Transdev	X
6	Mork Guepro	AVTA	X
7	Mergilio Glen	Transdev	X
8	Fernando Alricio	Byd	X
9	Anna Guzman	AVTA	X
10	Benjamin steel	AVTA	X
11	David hernandez	AVTA	X
12	Elijo bojan	AVTA	X
13	Joseph aurgular	AVTA	X
14	Dan Mejia	Training	X
15	Adrian Gongales	Training	X
16	Jonathan Lugo	Training	X
17	Maria Rodriguez	Training	X
18	Kennard Hall	Training	X
19	David Hestner	here to see arturo PH	X
20	Larry Johnson	Transdev	X
21	Jonny Dirk Meyer	Western Exterminators	X
22	Nomah Steyer	City of Lancaster	X
23	Michael	Fedex	X
24	SENIOR OFFICER GEORGE	ORSEC	X
25	<del>Leanda St...</del>	Renewal	X
26	<del>Leanda St...</del>	Renewal	X
27	Gail h. Robinson	Payroll	X
28	Ceara Langston	WALCE	X
29	GLEN	WALCE	X
30	Thomas GLESA	To see LUZ PERIW	X
31	Bill HURT	AVTA	X
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# AVTA EMPLOYEES

DATE 12-18-20

Name	UNDER 100.4	OVER 100.4	Schedule
1 Adriana Cardenas			9-6 Mon- Fri
2 Amber Johnson			Mon/Weds 630-530-Telecommute Tues/Thur
3 Amy Amalbert	X		9-6 Mon-Fri
4 Arturo Rodriguez	X		730-230 Mon - Fri
5 Aura Estrada			7-330 Mon-Fri
6 Carlos Lopez	X		8-5 Mon thru Fri
7 Cecil Foust			7-4 Mon thru Fri
8 Chris Martinez	X		7-4 Mon-Fri
9 Daniel Garcia	X		7-330 Mon-Fri
10 DeeAnna Cason			Out on leave
11 Diane Tuminaro			7-4 Mon thru Fri
12 Emma Campos	X		830-530 Mon-Fri
13 Francynn Tobar			Varies/telecommute (earliest in should be 7 am)
14 Geraldina Romo	X		730-530 Mon-Thur/ 730-1230 Fri?
15 Gloria Delgado	X		Weds/Fri 6-230- telecommute other days
16 Guy Aric Colvin	X		7-4 Mon-Fri
17 Iris Carrillo	X		1-10pm Weds-Friday -Sat/Sun 11-8
18 James Anderson			7-330 Mon/Weds/Fri
19 James Royal	X		
20 Johnny Landverde			7-4 Mon-Fri
21 Judy Fry			Telecommuting
22 Karen Conrad	X		7-4 Mon-Fri
23 Karen Darr			7-6 Mon thru Thurs
24 Karim Illescas			Weds/Fri 6-230- telecommute other days
25 Karla Iraheta	X		5-1030 Mon thru Friday
26 Kelly Miller			7-530 Mon- Fri
27 KJ Alcuran			Out of State- Telecommute
28 Luis Amalbert Marrero	X		7-330 Mon-Fri
29 Lyle Block			Telecomute??
30 Macy Neshati			8-6 Mon-Thur
31 Martin Tompkins	X		
32 Mayra De Los Santos			Telecommuting
33 Michael Conner	X		Tues-Fri 730-6
34 Paulina Cazares Malta	X		Varies/telecommute (earliest in should be 7 am)
35 Rene Gonzalez	X		730-230 Mon thru Fri
36 Robert Smith	X		7-330 Mon-Fri
37 Sean Elmore			7- 530 Mon - Friday
38 Sean Wallace	X		7- 330 Mon- Friday
39 Sharmaine Malachosky			1-10pm Weds-Friday -Sat/Sun 11-8
40 Steven Willabrand	X		9-6 Mon-Fri
41 Tayler Mauk	X		9-6 Mon-Fri
42 Tisha Lane	X		730-530 Mon-Thur/ 730-1230 Fri?
43 TyNeisha Johnson	X		10-7 Mon- Fri
44 Valvina Vasquez	X		5-130 Mon-Fri
45 Vanessa Gomez	X		7-6 Mon-Thur
46 Vianney Mclaughlin			Telecommuting Tues in office 7-6
47 Vincent San Nicolas			Sun-Thurs 730-430
48 Wayne Floyd	X		9-630 Mon- Fri
49 Williene Jones			Tues/Thurs in at 630
50 Zachary Krauter			TBD



# AVTA - Vendors

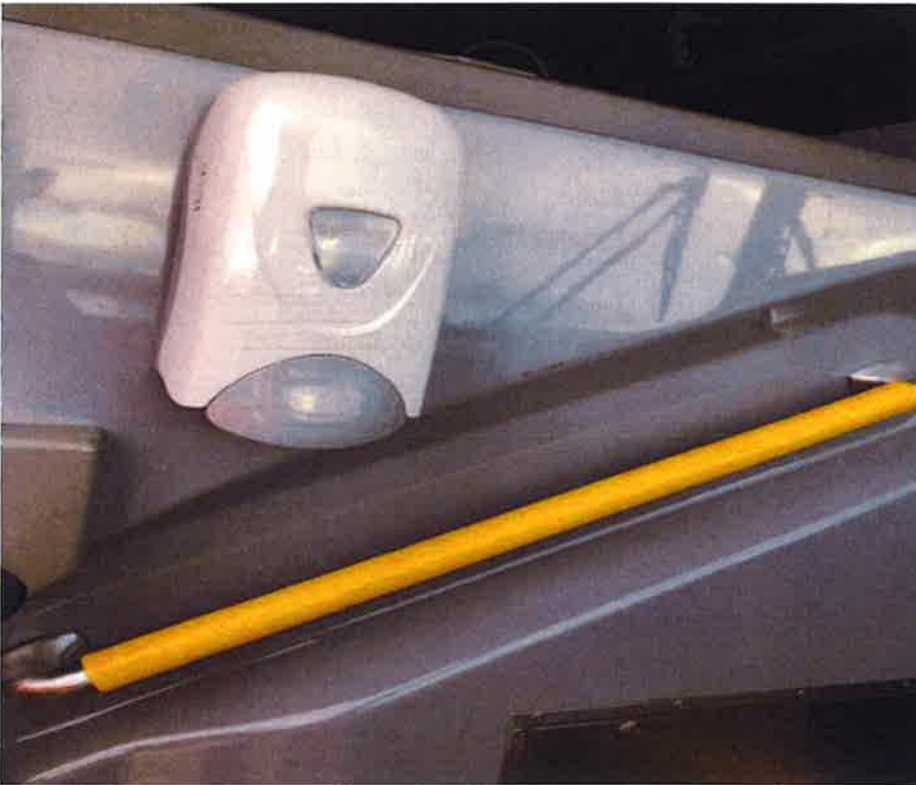
12-18-20

	NAME	COMPANY	UNDER 100.4
1	Ernest Myles	OPSEC	X
2	marcus dorris	AVTA	X
3	Dan Fairchild	Transdev	X
4	mark Guerro	AVTA	X
5	Fernando Aparicio	BYD	X
6	Junio Guzman	BYD	X
7	Benjamin Steel	AVTA	X
8	David Hernandez	AVTA	X
9	Elijah Boyan	AVTA	X
10	Joseph Augulink	AVTA	X
11	Larry Johnson	AVTA	X
12	Loyd Byle	CUSTOMER	X
13	Kary Barker	CUSTOMER	X
14	Merita Coia	CUSTOMER	X
15	Ryan Handy	how to see LUZ	X
16	SENIOR OFFICER GEORGE	OPSEC	X
17	Josh Dugg	LUZ	X
18	THOMAS WEBER	CITY OF LANCASTER	X
19	JOSE HIDALGO	CUSTOMER	X
20	NICAROLINA HIDALGO	CUSTOMER	X
21	STANLEY LORENZO	WES 10	X
22	SACHA LORENZO		X
23	Emmy Coy	Lost and Found	X
24	Will Selding	Transdev	X
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Commuter Buses

Hand Sanitizer in every Bus



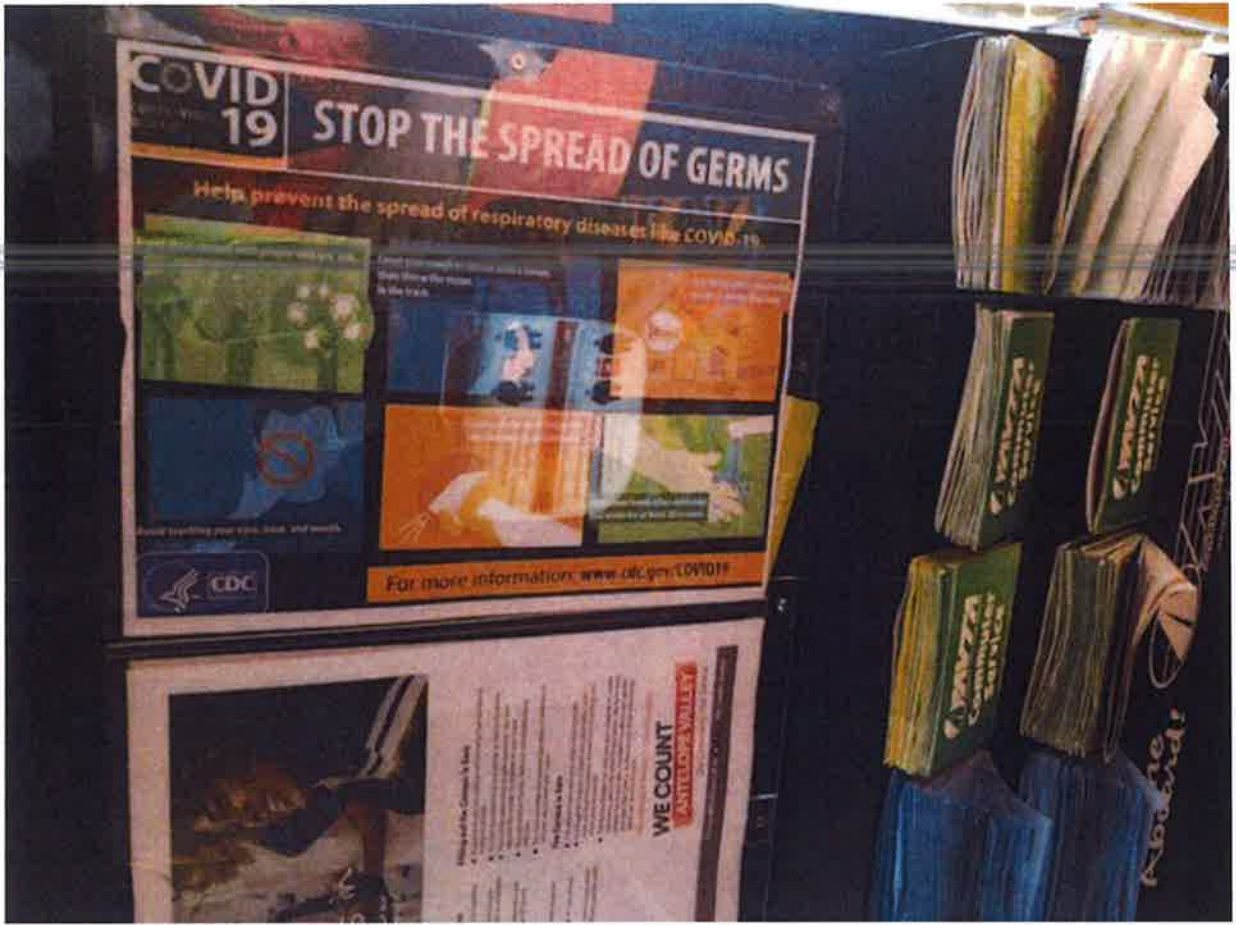
PLEXIGLASS BARRIER – SEPERATING THE OPERATOR AND THE RIDING PUBLIC



SOCIAL DISTANCING - SEAT CLOSED MARKERS – REDUCING PASSENGER CAPACITY TO 50%









## Transit bus.

PUBLIC POSTINGS OF MANDATORY FACE MASK REQUIREMENTS AND PASSENGER CAPACITY.



FIXED OPERATOR BARRIERS NEWLEY INSTALLED





HAND SANITIZER – FRONT DOOR OF BUS





HAND SANITIZER – REAR DOOR







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**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 6<sup>th</sup> Street West, Lancaster, California  
www.avta.com

**UNOFFICIAL 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 the 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 25<sup>th</sup> 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 Board 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 47<sup>th</sup> 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 47<sup>th</sup> 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 there 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 6<sup>th</sup> Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 26<sup>th</sup> day of JANUARY 2021

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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.



**DATE:** January 26, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Financial Report for November and December 2020

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#### **RECOMMENDATION**

That the Board of Directors receive and file the financial report for November and December 2020.

#### **FISCAL IMPACT**

	<b>November</b>	<b>December</b>
PAYROLL	\$321,924	\$331,062
CASH DISBURSEMENTS	\$9,528,116	\$2,153,278

#### **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  
Chief Financial Officer

---

Macy Neshati  
Executive Director/CEO



**DATE:** January 26, 2021  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Proposed 2021 AVTA Legislative Principles

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**RECOMMENDATION**

That the Board of Directors approve the Proposed 2021 AVTA Legislative Principles as outlined in Attachment A.

**FISCAL IMPACT**

This program has no direct budgetary impact.

**BACKGROUND**

The proposed 2021 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  
Chief Financial Officer

---

Macy Neshati  
Executive Director/CEO

Attachment: A – Proposed 2021 Legislative Principles

**2021 FEDERAL LEGISLATIVE PRINCIPLES**

<b>GOAL</b>	<b>ACTIONS</b>
<p>Ensure that federal and state policy decisions benefit AVTA operations and/or funding.</p>	<ul style="list-style-type: none"> <li>• Meet with AVTA’s House and Senate representatives to request support for specific capital programs as well as transit in general.</li> <li>• Work closely with AVTA’s federal advocacy firm on a program to increase funding for AVTA’s operations and capital projects, specifically enhanced mobility services and infrastructure to support the Authority’s electric fleet.</li> <li>• 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.</li> <li>• 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.</li> <li>• Support expanded funding opportunities for small operators.</li> </ul>
<p>Represent regional interests</p>	<ul style="list-style-type: none"> <li>• Coordinate federal advocacy efforts with Los Angeles County, and the cities of Lancaster and Palmdale.</li> <li>• 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).</li> </ul>
<p>Support legislation that:</p>	<ul style="list-style-type: none"> <li>• Enhances AVTA’s ability to deliver efficient and effective transit service</li> <li>• Increases transit funding</li> <li>• Supports transit-oriented development</li> <li>• Allows maximum flexibility in the use of federal and state funding for both operating and capital purposes</li> </ul>
<p>Oppose legislation that:</p>	<ul style="list-style-type: none"> <li>• Inhibits AVTA’s ability to deliver effective and efficient transportation services.</li> <li>• Diverts current funding or ignores the need for increased transit funding.</li> </ul>



**2021 STATE LEGISLATIVE PRINCIPLES**

<b>GOAL</b>	<b>ACTIONS</b>
<p>Ensure that state policy decisions are beneficial to Antelope Valley Transit Authority's operations or funding.</p>	<ul style="list-style-type: none"> <li>• <b>Cap and Trade:</b> Participate in workshops and webinars to remain abreast of all developing information related to Cap and Trade funding.                             <ul style="list-style-type: none"> <li>◦ Maintain active leadership role with California Air Resources Board (CARB).</li> </ul> </li> <li>• <b>Monthly updates:</b> Provide updates to the Board of Directors on significant legislation and initiatives.</li> <li>• <b>State Advocacy:</b> Support full allocation of sales tax and bond proceeds dedicated to transit. Ensure connection between transit operations funding and climate change policies.</li> <li>• <b>California Transit Association (CTA):</b> 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.</li> <li>• <b>California Association of Community Transportation (CalACT):</b> Actively participate in CalACT activities and committees. Work to make sure CalACT's positions reflect AVTA positions.</li> </ul>
<p>Establish a strong presence with AVTA's state legislative delegation and their staff.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• AVTA staff will disseminate AVTA news items as well as invitations to AVTA events to local representatives and their staff.</li> <li>• 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.</li> <li>• AVTA staff will attend appropriate legislative events in the state.</li> </ul>
<p>Support legislation that:</p>	<ul style="list-style-type: none"> <li>• Enhances AVTA's ability to deliver effective and efficient transportation services;</li> <li>• Increases funding for transit operations and capital;</li> <li>• Encourages transit-oriented development in California; and</li> <li>• Provides relief from excessive taxes.</li> </ul>

**2021 STATE LEGISLATIVE PRINCIPLES CONTINUED**

<b>GOAL</b>	<b>ACTION</b>
Oppose legislation that:	<ul style="list-style-type: none"> <li>• Inhibits AVTA’s ability to deliver effective and efficient transportation services; and</li> <li>• Diverts current funding or ignores the need for increased transit funding.</li> </ul>

**2021 LOCAL LEGISLATIVE PRINCIPLES**

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



**DATE:** January 26, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Fiscal Year 2020/2021 (FY 2021) Second Quarter Los Angeles County Sheriff's Department Report (October 1 – December 31, 2020)

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## **RECOMMENDATION**

That the Board of Directors receive and file the FY 2021 Second Quarter Los Angeles County Sheriff's Department Report for the period covering October 1 – December 31, 2020.

## **FISCAL IMPACT**

No fiscal impact at this time.

## **DISCUSSION**

Deputy Maselli and his K-9 partner Doc worked a total of 490 hours during the second quarter of FY 2021.

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, The Lancaster Senior Center, 6th Street East & Palmdale Boulevard, The Palmdale Transportation Center and the Lancaster Metrolink Station.

Deputy Maselli along with his K-9 partner 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 7, Deputy Maselli responded to 10th St. West/Jackman St. regarding a Disturbance-Fight call on AVTA bus 60704. Subject was arrested for non-Aggravated Assault.

On November 6, Deputy Maselli responded to 10th St. West/Ave K-8 (OMP) regarding a Disturbance-Business call. Warned/Advised subject not to board the bus due to subject habitually causing a disturbance. AVTA supervisor transported the subject to her destination.

On December 20, Deputy Maselli assisted Antelope Valley Transit Authority regarding food and toy giveaway detail.

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 20	Nov 20	Dec 20
Suspended or Unlicensed Driver	0	0	0
Expired Registration	0	0	0
Registration Not in Vehicle	0	0	0
No Proof of Insurance	0	0	0
Drinking in Public ( Bus Stops)	0	0	0
Failure to Have Both License Plates on Vehicle	0	0	0
Failure to Obey Posted Signs at Transit Centers	0	0	0
Impounded Vehicle	0	0	0
Outstanding Warrant Arrest	0	0	0
Driver License Not in Possession	0	0	0
Using Cell Phone/Texting While Operating Vehicle	0	0	0
Defective Front Windshield	0	0	0
Unlawful Parking (Handicapped)	0	0	0
Non-Aggravated Assault Arrest	1	0	0

During the month of October Deputy Maselli warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sergeant Steve Owen Memorial Park (OMP) and Palmdale Transportation Center (PTC).

During the month of November Deputy Maselli warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related



incidents at Sergeant Steve Owen Memorial Park (OMP) and Palmdale Transportation Center (PTC).

During the month of December Deputy Maselli warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sergeant Steve Owen Memorial Park (OMP) and Palmdale Transportation Center (PTC).

Prepared by:

Submitted by:

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Kelly Miller  
DBE/EEO Compliance Officer

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Macy Neshati  
Executive Director/CEO



**DATE:** January 26, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Annual Review of AVTA's Equal Employment Opportunity (EEO) Policy Statement, Transdev's EEO Plan and Antelope Valley Transit Management's (AVTM) EEO Policy Statement

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**RECOMMENDATION**

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

**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) Policy Statement 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 all contractors' EEO Plans and or Policies must be reviewed, updated and reaffirmed by the Board of Directors annually, within 30 days of the end of the 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:

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Kelly Miller  
DBE/EEO Compliance Officer

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Macy Neshati  
Executive Director/CEO

Attachments: A – AVTA's EEO Policy Statement  
B – Transdev's EEO Plan  
C – Antelope Valley Transit Management's EEO Policy Statement

	<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT</b>	
	<b>Policy Effective Date: January 26, 2021</b>	<b>Revised on: January 26, 2021</b>
	<b>Approved by: Board of Directors</b>	
	<b>Date Approved: July 25, 2017</b>	<b>Page 1 of 3</b>

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 recipients 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 operators' contracts, 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.

AVTA EEO Compliance Officer: Kelly Miller  
Phone: (661)729-2203  
Email: EEO.Officer@avta.com

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Macy Neshati – AVTA Executive Director/CEO

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Date

# **Antelope Valley Transit Authority**

**Operated by  
Transdev Services, Inc.**



## **Equal Employment Opportunity Program**

**July 2020**

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## **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. (Contact Information: [Luz.perkins@transdev.com](mailto:Luz.perkins@transdev.com) 1-661-729-2218) 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; Kathleen.riley@transdev.com or (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](http://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 AVTA 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.

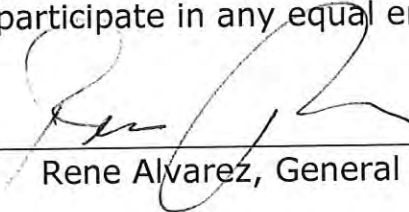


Transdev understands that achieving EEO goals benefits our corporation through fuller utilization and development of any previously underutilized human resources to achieve appropriate diversity. Transdev policies and practices that support this Equal Employment Opportunity Policy include the following:

- Transdev displays posters regarding equal employment opportunity in areas highly visible to employees.
- All advertising for job applicants includes 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

1/11/21  
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.
- EEO Training will be provided to all new supervisors and/or managers within 90 days of their appointment.

## **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 includes 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. Periodically reviews employment practices and policies.
4. Assisting management in collecting analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals.
5. 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.
6. Participates in periodic audits to ensure that the work unit(s) is in compliance. For example, EEO posters are properly displayed on official company bulletin boards.
7. Providing EEO training for all employees, including supervisors and managers.
8. Reporting periodically to the General Manager on progress of each unit in relation to the company's goals.
9. Serving as a liaison between the company, Federal, State and local governments, regulatory agencies, minority, disabled and women groups, and other community groups.
10. Assuring that current legal information affecting affirmative action is disseminated to responsible organizations, and other community groups.
11. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials.
12. Concurring in all hires and promotions.
13. Supporting career counseling for all employees.
14. Conducts and supports career counselling for all employees.
15. Encouraging employee participation to support the advancement of the EEO program.
16. Processing employment discrimination complaints



17. 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.
18. 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](http://www.transdevna.com).
19. 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.
20. 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.
21. Disseminates information to any necessary external sources including but not limited to media publications, groups and the internet.
22. Assures that current legal information affecting affirmative action is disseminated to responsible officials.
23. Participates in on-going training to maintain current information regarding EEO requirements and concerns. Retains membership in related professional organization for the same reasons.
24. 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 2020. 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 category of 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 – 2020 (Attachment I Utilization/Workforce Analysis Chart)**

The updated Workforce Analysis Chart completed in July of 2020 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 and 2019 EEO Plan(s), the FTA's revised EEO requirements now break down individual racial groups from the previously cumulative Minority, Due to this change in EEO requirements Transdev's workforce has areas of underutilization in each of the EEO-4 Job categories.

<b>EEO Category</b>	<b>Non -Minority Representation</b>	<b>Minority Representation</b>	<b>Underutilization by Race and Gender</b>			<b># required to reach Parity</b>
<b>Officials and Administrators</b>	25%	75%	W	Female	22%	1
<b>Administrative Support</b>	44.4%	55.5%	H/L	Male	14%	1
<b>Skilled Craft Worker</b>	2.5%	93.3%	A	Male	8%	1
<b>Service Maintenance</b>	5%	95%	H/L	Male	21%	32
			A	Male	5%	8
			W	Female	5%	7
			H/L	Female	14%	22
			A	Female	5%	8



**GOALS AND TIMETABLES**  
**(Attachment I \_ Utilization/Workforce Analysis Chart)**

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. However, based on the 2020 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 not changed from improvement from 2019 when the underrepresentation was identified to be 1 White Female. 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 – Male - Hispanic (1)**

Transdev employs 9 individuals in the category of Administrative Support, with 5 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. This under representation of Hispanic/Latino males is unchanged since 2019. Regardless of when and where vacancies in this category might occur, Transdev is committed to hire the best suited candidate for the position.

### **Underrepresentation Skilled Craft Workers – Male – Asian (1)**

The overall representation of minorities exceeds that available in the workplace. There exists an over representation of African Americans and Hispanic in the workforce. Opportunities for recruitment of skilled craftworkers exist with the attrition of current staff members. Outreach efforts will be made to seek out qualified Asian representatives within the local workforce.

### **Underrepresentation Service & Maintenance- Male - Hispanic (32), Asian (8). Female - White (7); Hispanic (22); Asian (8)**

While this category presents opportunities for improvement, the overall representation of minorities 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 stated in the July 2019 plan 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. However, even with the introduction of this program individuals who are conditionally hired end up having difficulties obtaining the CDL permit. In reviewing classes over the last twelve months, individuals are unable to provide proper documentation when applying for their CDL, unable to pass the permit test or they lose interest in the goal of obtaining the CDL permit resulting in their voluntary/involuntary termination. 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 under-representation 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 goals for female and minority hiring in prior plans and expects to continue such effort and outreach in the future.

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. Efforts continue to be 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 have been modified to meet the representation of specific minority categories over the next three years. The plan will be reviewed each year, and goals modified as needed.



## **ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES (Attachment II Employment Practices Chart)**

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](http://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

The Employment Practices Chart shows potential Adverse Impact in the Administrative Support category. There was one promotion, with potential adverse impact in Hispanic/Latino category.

## **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 regard 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 85% 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 ninety (90) days. 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.





## **Section 6: Equal Employment Opportunity**

The Company is committed to providing equal employment and advancement opportunities for all employees and applicants. We believe in cultural diversity and equal employment opportunity because they are socially and morally correct concepts as well as competitive necessities.

The Company does not discriminate on the basis of race, religion, color, national origin, ancestry, physical disability, mental disability, legally protected medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), gender identity, age, veteran status, sexual orientation, or any other basis protected by federal, state or local law.

### **Implementation of Policy:**

The Head of Human Resources is responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations and directly reports to the President and Operations Manager.

This policy of equal employment opportunity applies to all areas of employment including, but not limited to, recruitment, hiring, training, placement, promotion, demotion, transfer, termination (including layoff), compensation, benefits, use of facilities, and company-sponsored employee activities. Your direct Supervisor, and each employee is responsible for following this policy in a conscientious manner. AV Transit Management will take all reasonable steps necessary to prevent such conduct from occurring in the workplace.

### **Procedures :**

The Company administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.



- Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Performance Evaluations:

The Company will evaluate the performance of managers, supervisors and others based on the success of this EEO Program in the same manner that the Company evaluates their performance in other company programs

Our policies and practices, as well as our physical premises, have been reviewed and adjusted to ensure compliance with the provisions of the Americans with Disabilities Act. If you find yourself faced with an obstacle that places you at a disadvantage, please request assistance; we will actively explore and implement reasonable accommodations.

If you believe that this policy has been violated in any aspect of your employment, you may follow the Complaint Procedure set forth in the Handbook or in Code of Business Conduct and Ethics, or you may contact your direct Supervisor.

EEO Officer: Samantha Duran  
Phone Number: (661) 479-0609  
Email Address: sduran@avtransitmanagement.com

Artzrun Minasyan

A handwritten signature in black ink, appearing to read 'Artzrun Minasyan', is written over a horizontal line. The signature is stylized and cursive.

01-05-21  
Date



**DATE:** January 26, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Fiscal Year 2020/2021 (FY 2021) Mid-Year Budget Review and Proposed Adjustments

**RECOMMENDATIONS**

That the Board of Directors approve the proposed FY 2021 Mid-Year Budget adjustments.

**FISCAL IMPACT**

	<b>Original Rev. Budget</b>	<b>Net Rev. Adjustment</b>	<b>Revised Rev. Budget</b>
<b>Revenue</b>			
Fare Revenue	\$4,500,000	-\$2,000,000	\$2,500,000
FTA CARES Act	\$18,317,845	\$2,541,220	\$20,859,065
Jurisdiction Contributions	\$657,708	\$0	\$657,708
Other Revenue	\$479,252	\$900,000	\$1,379,252
Tax Income Via Metro	\$13,758,903	-\$1,441,220	\$12,317,683
<b>Grand Total</b>	<b>\$37,713,708</b>	<b>\$0</b>	<b>\$37,713,708</b>

	<b>Original Exp. Budget</b>	<b>Net Exp. Adjustment</b>	<b>Revised Exp. Budget</b>
<b>Expense</b>			
COVID-19 - Extraordinary & Special Expense	\$100,000	\$1,112,000	\$1,212,000
General & Admin	\$5,651,626	-\$130,000	\$5,521,626
Local Match	\$170,446	\$0	\$170,446
Operations	\$27,031,741	-\$990,000	\$26,041,741
Personnel	\$4,759,895	\$8,000	\$4,767,895
<b>Grand Total</b>	<b>\$37,713,708</b>	<b>\$0</b>	<b>\$37,713,708</b>



## BACKGROUND

### Revenue Adjustments Explained:

- Fare Revenue: AVTA has seen a significant decrease in fare revenue thus far in FY 2021 due to the widespread effects of COVID-19 in our community. The budget decrease will more accurately reflect fare revenue for AVTA's entire system.
- FTA CARES Act: AVTA will increase use of the total Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds to counterbalance the decrease in other revenue sources.
- Jurisdiction Contributions: This contribution from Los Angeles County will remain the same.
- Other Revenue: AVTA has seen great success in selling Low Carbon Fuel Standard (LCFS) credits and can confidently increase total expected revenue.
- Tax Income via Metro: Los Angeles County Metro has release a revised funding allocation plan for FY 2021 to reflect anticipated decreased tax revenue.

### Expense Adjustments Explained:

- COVID-19: AVTA has incurred significant expenses to combat the spread of COVID-19 including protection barriers for bus operators, administration of temperature check procedures for all staff and customers, and additional bus sanitation multiple times daily. As of November 2020, AVTA has spent over \$850K on efforts to keep our employees and customers safe.
- General & Administration: This category is seeing decreases in Travel, Marketing, and Printing services to help offset the increase in COVID related expenses.
- Operations: AVTA has been able to find grant funds to help pay for leased buses that were originally budgeted to come out of operating funds, resulting in savings of over \$400K. Additionally, AVTA has seen some significant fuel savings due to the transition to zero-emission buses and partially due to route-mile reduction in the early months of the pandemic.
- Personnel: AVTA has seen increased costs specifically with vision insurance.

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Chief Financial Officer

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Macy Neshati  
Executive Director/CEO



**DATE:** January 26, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Contract #2021-37 to New Flyer of America, Inc. for Electric Bus Charging Equipment

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#### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2021-37 with New Flyer of America, Inc., of St. Cloud, MN, for a one year term not to exceed an amount of \$1,496,520.00, plus applicable sales tax.

#### **FISCAL IMPACT**

Sufficient funds will be included in the Fiscal Years 2021 and 2022 Budgets to pay for this procurement.

#### **BACKGROUND**

In May 2020, the Board of Directors awarded a contract to Motor Coach Industries, Inc. to manufacture and deliver 24-battery electric over-the-road commuter coaches. The next step of this process is to procure electric bus charging equipment. To this end, staff developed and circulated a Request for Proposals (RFP).

AVTA released a Request for Proposals (RFP) on November 11, 2020. 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; ninety-seven firms were notified via email with RFP instructions for downloading. Fifteen firms registered and downloaded the RFP. Two (2) addenda were issued with the last posting on December 8, 2020.

Three (3) proposals were submitted on December 17, 2020, in response to the RFP. Three staff members with one person from an outside firm evaluated and ranked each submitted proposal on the following criteria: proposed solution (30%), project budget (20%), similar projects (10%), proposer's information (10%), project schedule/benchmarks (10%), and personnel (20%).

Submitted proposals were received from the following firms:

Firm	Location	Total Score (400 Max)
New Flyer of America, Inc.	St. Cloud, MN	363
ABB, Inc.	Tempe, AZ	315
Siemens Industry, Inc.	Wendell, NC	286

New Flyer of America, Inc. proposal earned the highest combined score from the evaluation committee. In addition to their fair and reasonable pricing, they provided the best overall solution for AVTA. It was obvious that their past indepth transit agency experience gave them a clear insight into our requirements and mission. Staff is confident New Flyer of America, Inc. will provide an excellent product.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Macy Neshati  
Executive Director/CEO





**DATE:** January 26, 2021  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Consent to Sale of AVTA Supplier WAVE

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**RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute the "Request for consent to proposed merger with Ideanomics, Inc." allowing the acquisition of WAVE to proceed.

**FISCAL IMPACT**

There is no fiscal impact to AVTA

**BACKGROUND**

WAVE's inductive charging technology is an important component of the overall success of AVTA's transition to an all-electric local transit fleet. To date, four sites with three chargers each have been completed and a fifth site at Antelope Valley College with two additional chargers is well under way. The merger of WAVE with Ideanomics allows WAVE access to broader financial markets and access to capital to fund production capacity as well as furthering their development of higher transfer rates.

The specific positive impact to AVTA is a strengthening of WAVE's balance sheet which helps assure their long term viability and long term product support.

The document has been reviewed and deemed acceptable by AVTA's legal counsel.

Submitted by:

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Macy Neshati  
Executive Director/CEO

January 7., 2021

Antelope Valley Transit Authority  
42210 6<sup>th</sup> Street West  
Lancaster, CA 93534  
Attn: Macy Neshati

Re: Request for Consent to Proposed Merger with Ideanomics, Inc.

Dear Mr. Neshati:

This letter is sent on behalf of Wireless Advanced Vehicle Electrification, Inc., a Delaware corporation (the “**Company**”). Antelope Valley Transit Authority (“**you**”) and the Company are parties to the following agreement(s): Wireless Advanced Vehicle Electrification, Inc. WPT Project Agreement dated August 24, 2016, as amended by Amendment No. 1 dated July 1, 2019 (the “**Contract**”).

The purpose of this letter is to inform you that the Company has entered into an agreement (the “**Merger Agreement**”) pursuant to which a wholly-owned subsidiary of Ideanomics, Inc., a Nevada corporation (“**Ideanomics**”) will merge with and into the Company, with the Company surviving such merger to become an wholly-owned subsidiary of Ideanomics (the “**Merger**”). The Merger is subject to certain preconditions to the consummation of the Merger contained in the Merger Agreement. If the Merger is consummated, the Company, then as a wholly-owned subsidiary of Ideanomics, will continue to be a party to and continue to perform under the Contract in accordance with its terms.

Under the Contract, you may have a right to consent to certain changes of ownership with respect to the Company. The Company hereby requests that you (i) provide your written consent to any change of ownership that may occur in connection with the Merger, (ii) acknowledge and agree that the consummation of the Merger will have no effect on the Contract or any of its terms, and that following the consummation of the Merger, the Contract shall continue to remain in full force and effect, (iii) waive any prohibitions on any change of ownership that may occur in connection with the Merger or rights to receive notice you may have in connection with the Merger that exist under the terms of the Contract and (iv) waive any right under the Contract (if applicable) to terminate, or claim a default under, the Contract in connection with the Merger and or any change of ownership that may occur in connection with the Merger.

*We kindly request that you provide your consent to the matters in clauses (i) through (iv) above by signing where indicated below, and that you email an executed copy of this letter to the Company as soon as possible and in any event by January 15, 2021.*

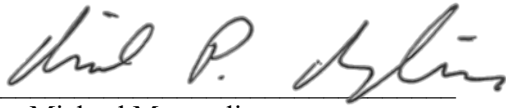
**THE MERGER AND THE DESCRIPTION OF THE MERGER AND THE TRANSACTIONS CONTEMPLATED THEREBY SET FORTH HEREIN IS CONFIDENTIAL. WE ASK THAT YOU KEEP YOUR KNOWLEDGE OF THE MERGER, THE TRANSACTIONS CONTEMPLATED THEREBY AND THE INFORMATION IN THIS LETTER CONFIDENTIAL.**

We appreciate your attention to this request, and we look forward to hearing from you at your earliest convenience. If you need any other information, please feel free to contact me at michael@waveipt.com or at (773) 962-1135. Thank you for your consideration.

[Signature page follows.]

Very truly yours,

**WIRELESS ADVANCED VEHICLE  
ELECTRIFICATION, INC.**

By:   
Name: Michael Masquelier  
Title: Chief Executive Officer

**CONSENT AND WAIVER**

By its signature below, Antelope Valley Transit Authority hereby irrevocably makes and provides to and in favor of the Company and Ideanomics each of the consents and waivers described above in clauses (i) through (iv) above, in each case, subject to and contingent upon the consummation of the Merger.

**Antelope Valley Transit Authority**

By: \_\_\_\_\_  
Name: Macy Neshati  
Title: CEO and Executive Director





**DATE:** January 26, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Dedicated Bus Service to the Fairgrounds for COVID Vaccination

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**RECOMMENDATION**

That the Board of Directors authorize the Executive Director to implement dedicated bus route from each of the transit centers to and from the fairgrounds to ensure that all citizens in the AVTA service area have access to this vital service.

**FISCAL IMPACT**

The fiscal impact will be \$5,345.00 per day with no offsetting fare. This number is based on an assumption of four buses running 15 hours per day.

**BACKGROUND**

At the direction of the AVTA Board Chairman, staff worked with our operating contractor to develop a dedicated route to bring people from our transit centers to the fairgrounds for purposes of getting their COVID 19 vaccination. The service is intended to be fare free thereby making vaccination available to as broad and diverse of a cross section of our population as possible. The buses will run on a 40 minute headway during the days and hours the vaccination site is scheduled to operate and will be announced when available. By providing free access to vaccines, we also reduce congestion and reduce the number of cars wasting gas and polluting the air sitting and idling in line.

Prepared by:

Submitted by:

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Martin Tompkins  
Chief Operating Officer

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Macy Neshati  
Executive Director/CEO

Sargent Steve Owens Memorial Park Center to Lancaster Metro Link Station



The Lancaster Metro Link Station to AV Fairgrounds





South Valley Transit Center to Palmdale Transit Center



Palmdale Transit Center to AV Fair Grounds0





