



Regular Meeting of the Board of Directors

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

Tuesday, February 23, 2021

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
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/88285722382>

Dial by telephone to join: (669) 900-6833
Meeting ID: 882 8572 2382
Passcode: 496319

PUBLIC COMMENTS ON AGENDIZED ITEMS MAY BE SUBMITTED VIA EMAIL TO 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 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 MAINTENANCE KPI REPORT – CECIL FOUST

SRP 3 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT – MARTIN TOMPKINS

SRP 4 TRANSDEV CUSTOMER SERVICE IMPROVEMENT PLAN/PASSENGER PASS-UPS – FRANCOIS REGEMBAL

CONSENT CALENDAR (CC): Items 1 through 6 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 JANUARY 26, 2021 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of January 26, 2021.

CC 2 FINANCIAL REPORT FOR JANUARY 2021 – JUDY VACCARO-FRY

Recommended Action: Receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve, and Farebox Recovery information, for January 2021.

CC 3 GRANT STATUS REPORT – JUDY VACCARO-FRY

Recommended Action: Receive and file the Grant Status Report.

CC 4 AMENDMENT NO. 2 TO CONTRACT #2019-64 WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR CPA FINANCIAL AUDITING SERVICES – LYLE BLOCK

Recommended Action: Authorize the Executive Director/CEO to execute Amendment No. 2 to Contract #2019-64 with Brown Armstrong Accountancy Corporation, Bakersfield, CA for CPA financial auditing services for a one-year period not to exceed \$53,000 with two one-year optional renewal periods remaining.

CC 5 RESOLUTION NO. 2021-001, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION (FTA) AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION'S (DOT) PROGRAM FOR FISCAL YEAR 2020/2021 (FY 2021) – JUDY VACCARO-FRY

Recommended Action: Adopt Resolution No. 2021-001, a Resolution authorizing the Executive Director/CEO to execute all required documents of the FTA as required by the DOT's Program for FY 2021.

CC 6 AMEND THE AGENCY'S CLASSIFICATION AND SALARY SCHEDULE – JUDY VACCARO-FRY

Recommended Action: Approve amending the Agency's Classification and Salary Schedule to add the following positions: Electric Fleet Supervisor and Security Officer.

NEW BUSINESS (NB):

NB 1 PORTABLE UVC LIGHT SANITIZING MACHINES – JUDY VACCARO-FRY

Recommended Action: Approve the purchase of up to four commercial grade portable UVC light sanitizing machines from R-Zero for an amount not to exceed \$100,000, inclusive of applicable taxes, freight charges and one year maintenance.

- NB 2 CONTRACT #99999-001-SPD0000138-0002 TO BYD THROUGH THE STATE OF GEORGIA, FOR SIX (6) 30-FOOT BATTERY ELECTRIC BUSES – JUDY VACCARO-FRY

Recommended Action: Authorize the Executive Director/CEO to execute Contract #99999-001-SPD0000138-0002 with the State of Georgia to purchase six (6) 30-foot battery electric buses for an amount not to exceed \$3,271,860 inclusive of applicable sales tax.

- NB 3 REVISED PERSONNEL RULES AND REGULATIONS MANUAL – JUDY VACCARO-FRY

Recommended Action: Adopt Resolution No. 2021-002, updating the Sick and Vacation Policy portion of the Authority's Personnel Rules and Regulations Manual.

- NB 4 CONTRACT #2021-41 TO GCAP SERVICES, INC. FOR ON-GOING LABOR COMPLIANCE PROGRAM SERVICES – LYLE BLOCK

Recommended Action: Authorize the Executive Director/CEO to execute Contract #2021-41 with GCAP Services, Inc. of Costa Mesa, CA for on-going labor compliance program services for a five-year term not to exceed an amount of \$150,000, per year of 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

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on March 23, 2021 at 10:00 a.m.

The agenda was posted by 6:00 p.m. on February 18, 2021 at the entrance to the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534.

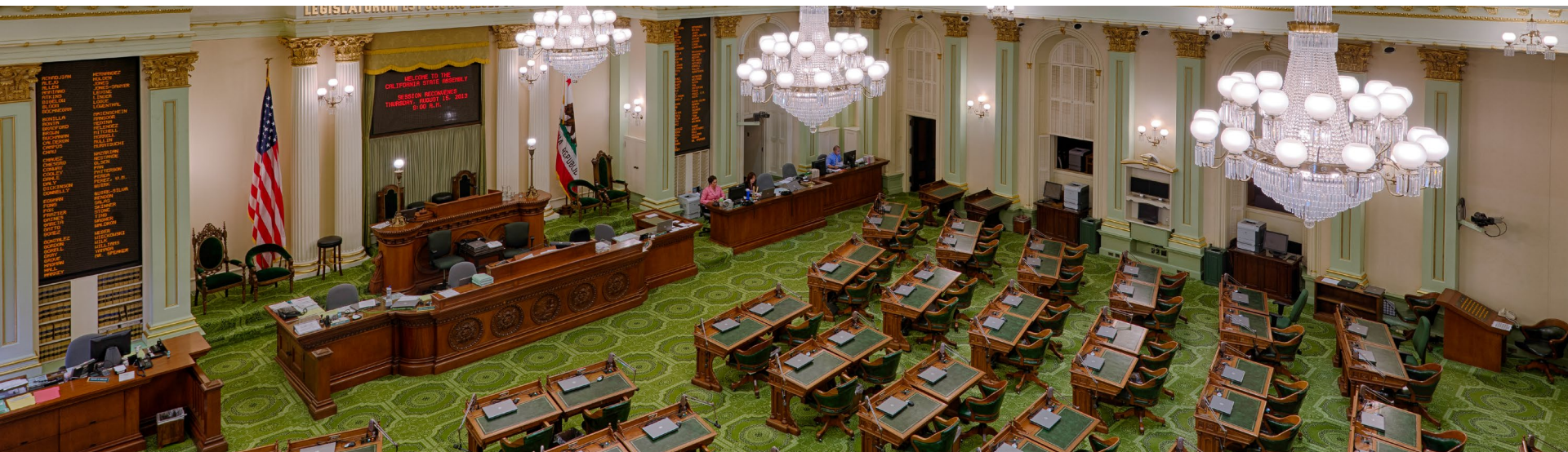
Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item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

Legislative Update

Presentation to AVTA Board of Directors
February 23, 2021



STATE



Liane M. Randolph



Head of the California Air Resource Board (CARB)

Replaces Mary Nichols

Previously with California Public Utilities Commission



“Golden State” Stimulus

On Feb 17th, the Governor and leaders agreed to provide low-income Californians a \$600 state stimulus payment as part of a \$9.6-billion economic recovery package

A one-time \$600 payment to households would cost taxpayers about \$2.3 billion and would go to:

- those earning less than \$75,000 annually
- those receiving the California earned income tax credit for 2020

Other provisions include:

- Education fees for Low Income Students
- Agricultural Workers
- Community Colleges
- CalFresh
- Local Food Banks



FEDERAL



Congressman Mike Garcia 25th District



Congressman Garcia appointed to:

- House Appropriations Committee's Subcommittee on Commerce, Justice, Science and Related Agencies
- Subcommittee on Transportation, Housing and Urban Development (T-HUD) and Related Agencies – responsible for funding the Department of Transportation.

"Serving on the T-HUD Subcommittee will allow me to ensure California's 25th district is able to continue to grow and improve our transportation and infrastructure, which will improve economic growth and prosperity for the region."



Secretary of Transportation



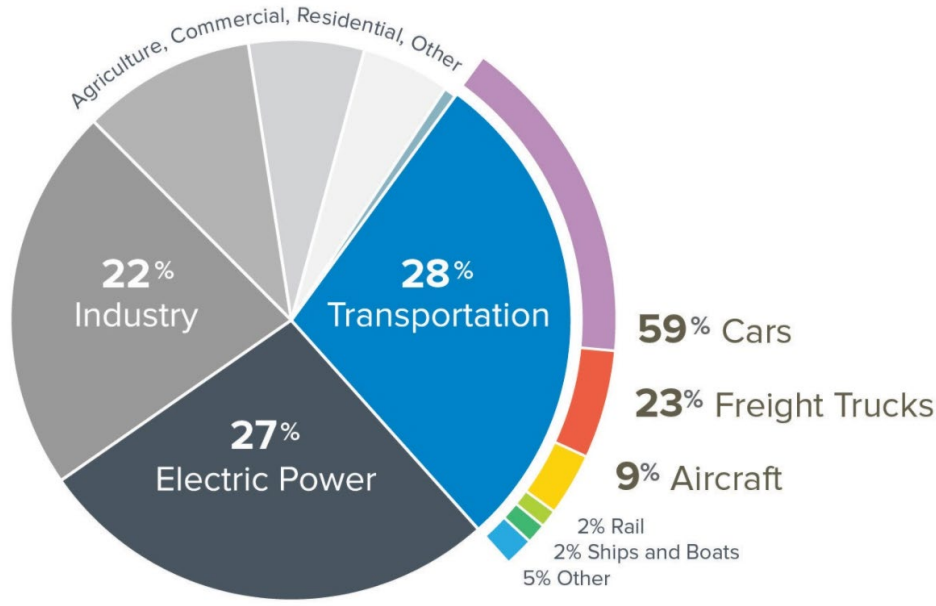
U.S. Department of Transportation

Pete Buttigieg was confirmed as Secretary of Transportation on February 3rd with a 86-13 vote.

Confirmed his primary objective will be climate action and an infrastructure overhaul bill.



GHG LEGISLATION



- Over 75 organizations and elected officials signed a letter urging the newly confirmed Secretary to reinstate the greenhouse gas (GHG) performance measure for transportation.
- A similar effort in Congress led by Senator Cardin and Rep. Blumenauer.

2020 CENSUS

Original plan was to deliver the data in state groupings starting Feb. 18, 2021 and finishing by March 31, 2021.

New deadline for this work is April 30, 2021.

Expect to deliver the redistricting data to the states and the public by September 30, 2021.

Data will be reflected in the FY22 Apportionment Tables.

RURAL REDEFINITION

The recommendation to the White House Office of Management and Budget would raise the population threshold for metropolitan areas from 50,000 to 100,000.

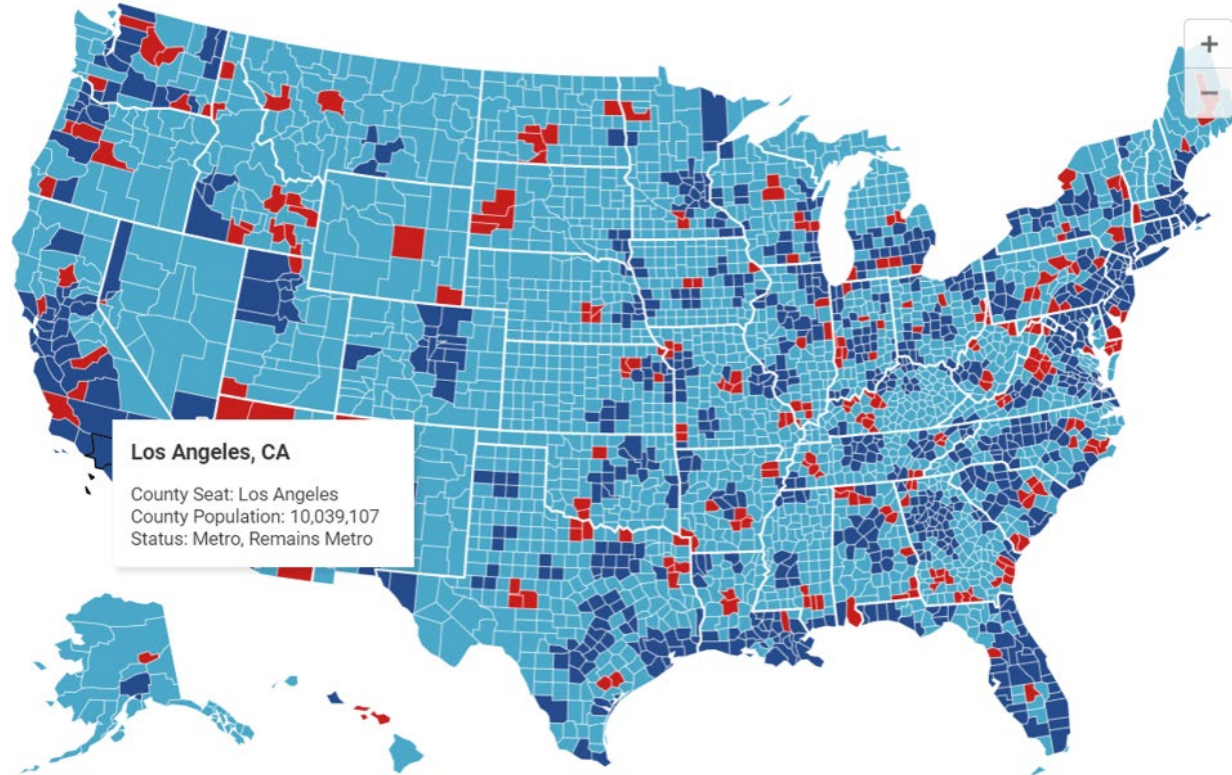
Enlarge the size of what is commonly referred to as rural America by changing the definition of Metropolitan Statistical Areas.

The change has the potential to affect the way scholars, policy makers, and federal funding agencies address rural needs.



Proposal to Change Metro/Nonmetro Definition

■ Metro Counties That Would Become Nonmetro ■ Existing Nonmetro Counties ■ Existing Metro Counties



The change would recategorize 251 counties and 18 million people as nonmetropolitan.

Ours would remain unchanged.

NEW FEDERAL MANDATE

All federal vehicles to be replaced with electric vehicles.

The current federal vehicle fleet is estimated at **around 645,000 vehicles**, and President Biden plans to replace all of them with American-made electric vehicles. The American-made part of this is essential because the announcement was part of Biden's "**Made In America**" **executive order**, which is set to redirect a sizable portion of the government's spending to American businesses and on American-made products.

STIMULUS > BUDGET

(i) each urbanized area shall receive an apportionment of an amount that, when combined with amounts that were otherwise made available to such urbanized area for similar activities to prevent, prepare for, and respond to coronavirus, is equal to 132 percent of the urbanized area's 2018 operating costs; and

Initially proposed =
75% of 2018 NTD data;

Proposed version =
132% of 2018 NTD data;

Lancaster/Palmdale UZA
= \$1,665,574

BUDGET MARK UP

Proposed Amendments

- Cuts transit emergency funding by \$10 billion and transfers the funding to highways;
- Authorizes the transfer of transit emergency funding for highway projects;
- Cuts transit emergency funding by \$500 million and transfers the funding to port infrastructure grants;
- Cuts transit emergency funding by \$500 million and transfers the funding to a new aviation fuel grant program;
- Strikes the 100 percent Federal cost share for transit and other emergency grants;
- Cuts transit emergency funding by \$7.5 billion
- Eliminates all transit emergency funding; and
- Cuts transit emergency funding for urbanized area formula grants by \$13 billion and transfers the funding to rural formula grants.

On February 11, after nine hours of debate, the House T&I Committee approved its budget reconciliation proposal with \$30 billion in emergency relief for transit agencies.

All proposed amendments failed.



REGIONAL



LA COUNTY MTA CONGESTION PRICING

LA Metro's Traffic Reduction Study will investigate whether congestion pricing can be used to equitably and efficiently manage the region's roadway network by placing a charge on certain roads, possibly at the busiest times of day or when conditions warrant.





PHIL WASHINGTON



- Came to Los Angeles from Denver, where he served as the CEO of Denver Regional Transportation District from 2009 - 2015.
- Previously the assistant general manager of RTD for nearly 10 years before being named CEO
- Legacy = Measure M, a half-cent sales tax in Los Angeles County





California Energy Commission

**Automated, Connected,
Cooperative, Electric Public
Transportation (ACCEPT)
*at Scale***

Federal Transit Administration

Low or No Emission Program Notice of Funding

Date Posted: February 11, 2021

Date Closed: April 12, 2021

Opportunity ID: FTA-2021-001-LowNo

Grant Program:

Low or No Emission Vehicle Program - 5339(c)

Questions?

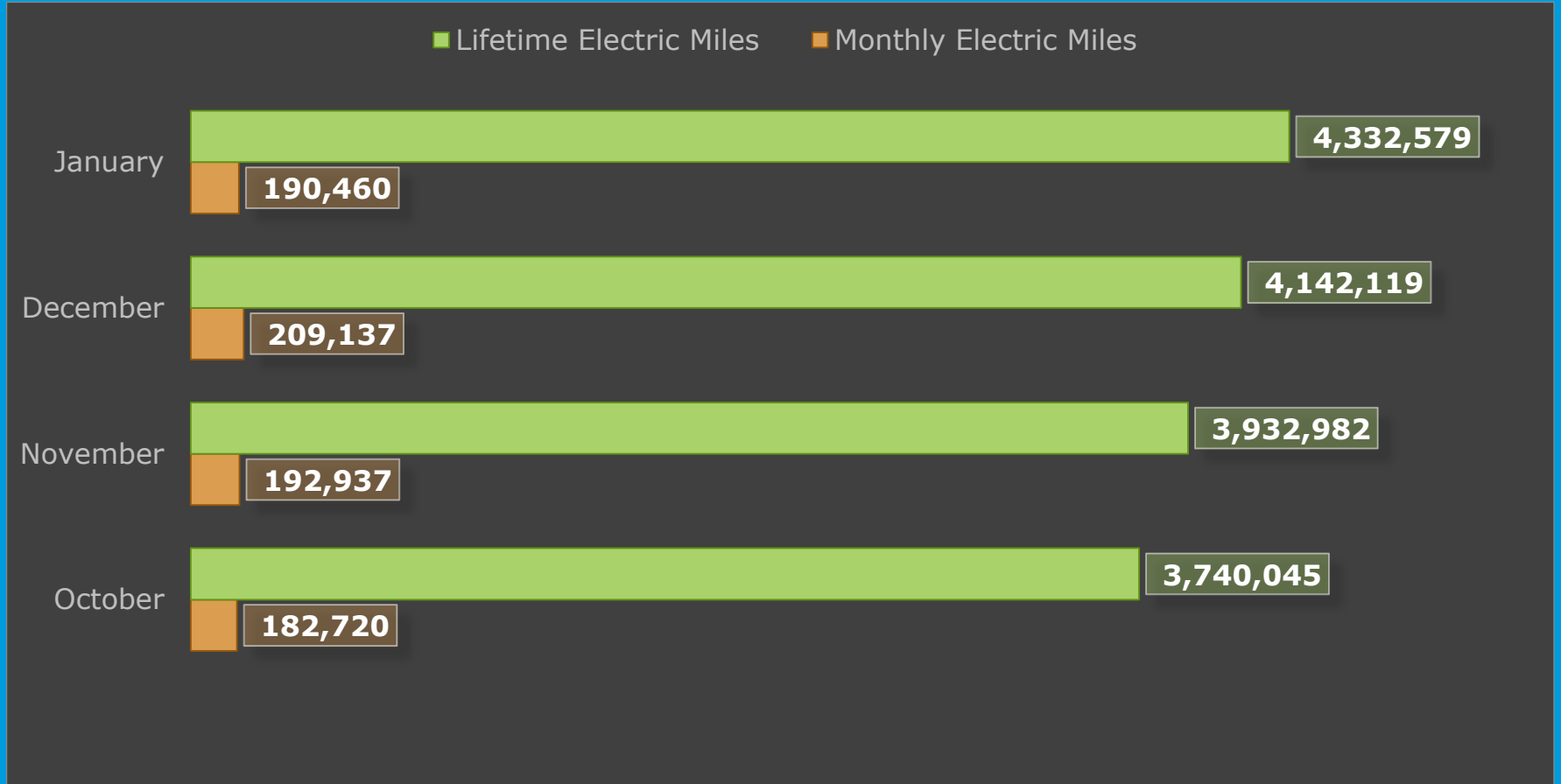


FY 2021 Monthly Maintenance Key Performance Indicators

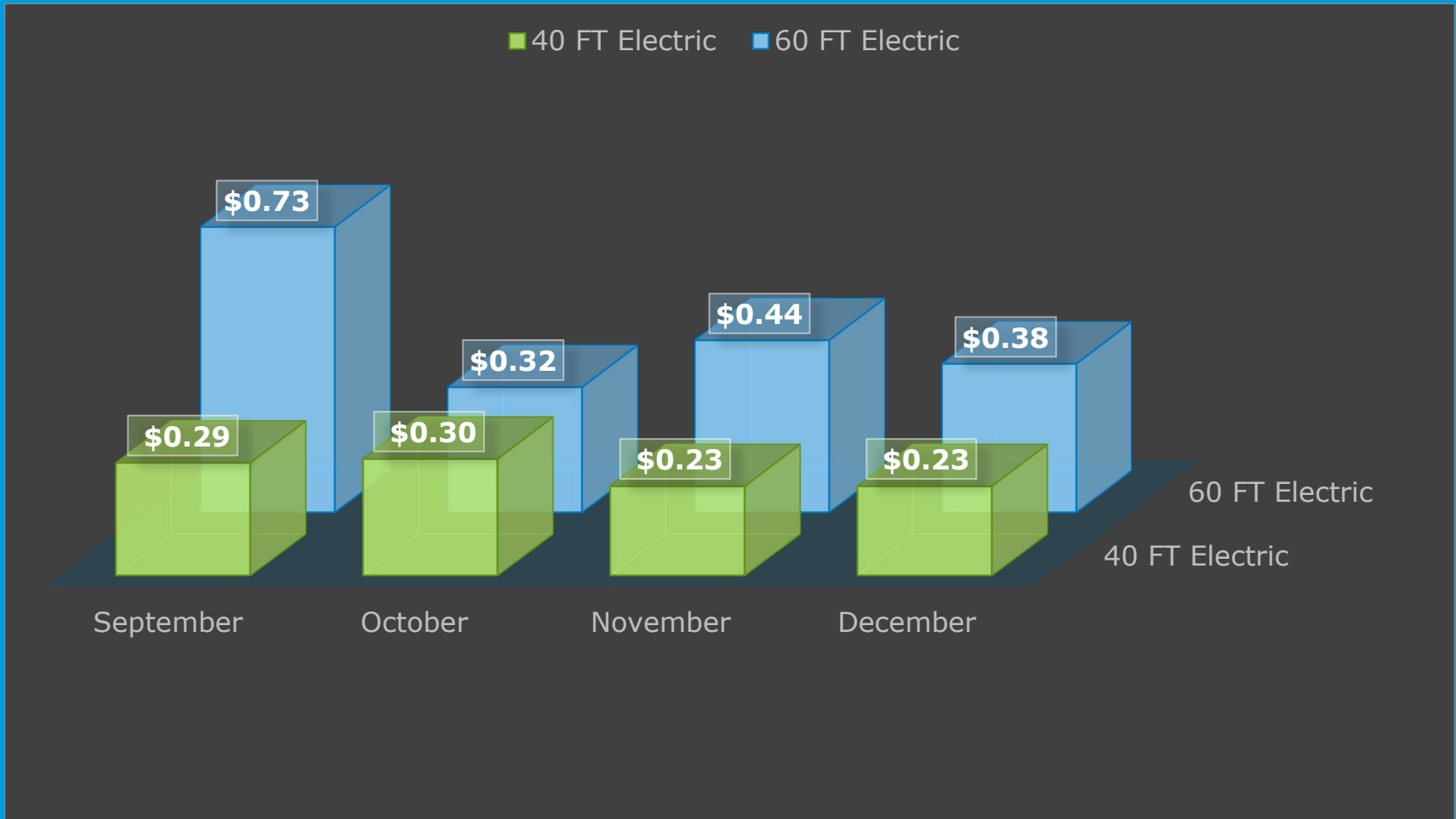
Presentation to the Board of Directors
February 23, 2021



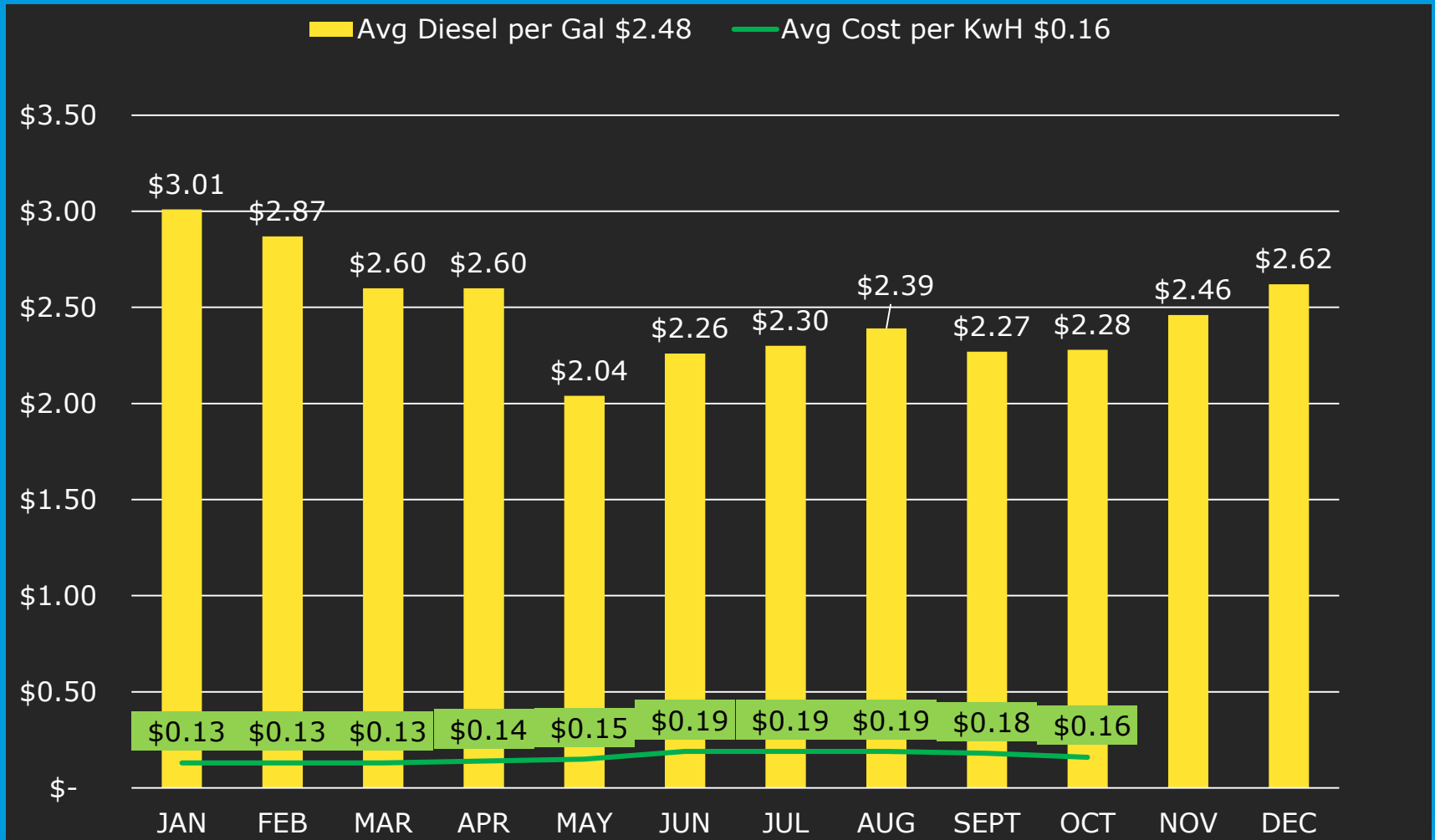
ELECTRIC MILES TRAVELED



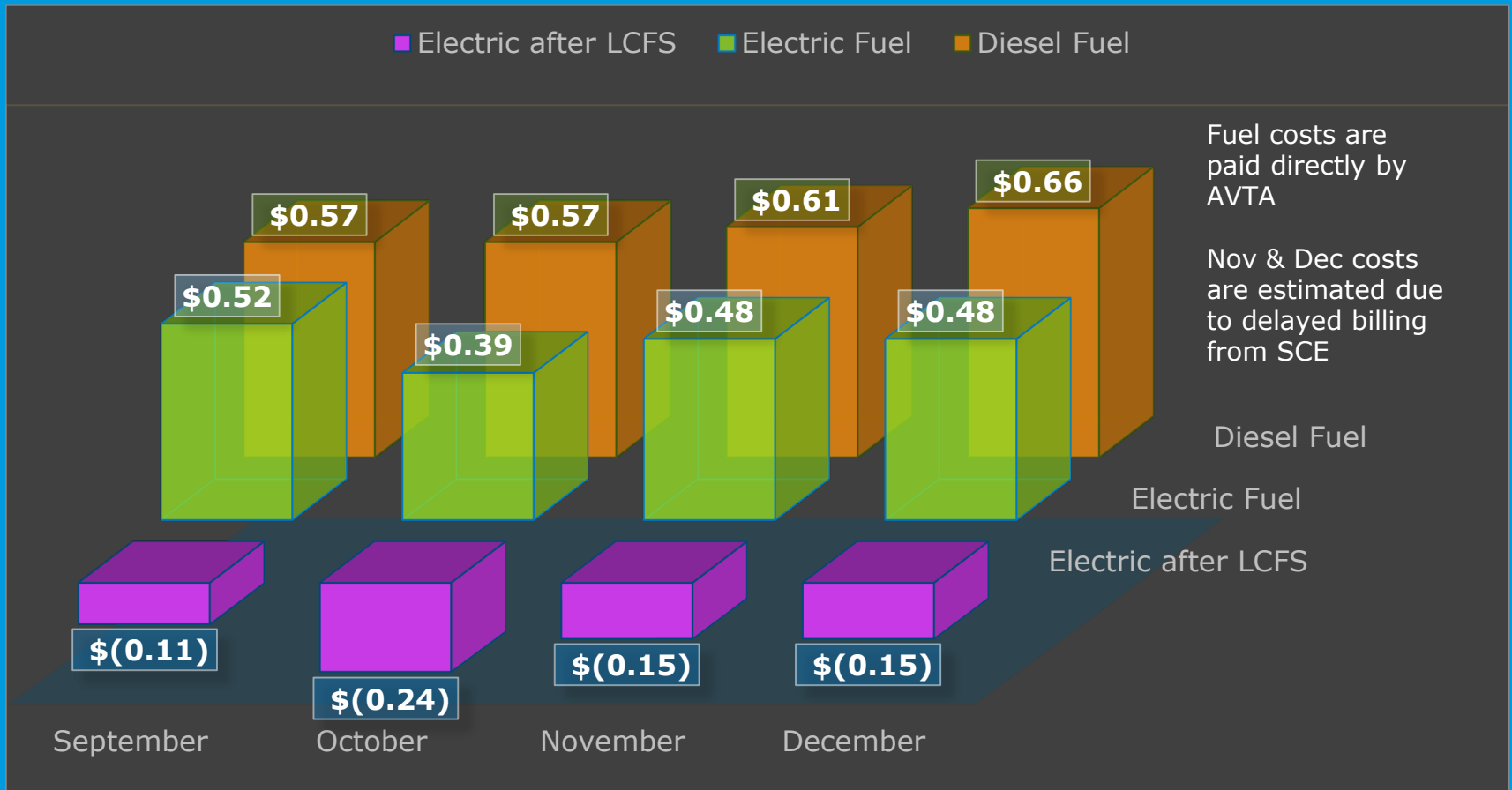
MAINTENANCE COST PER MILE BY FLEET



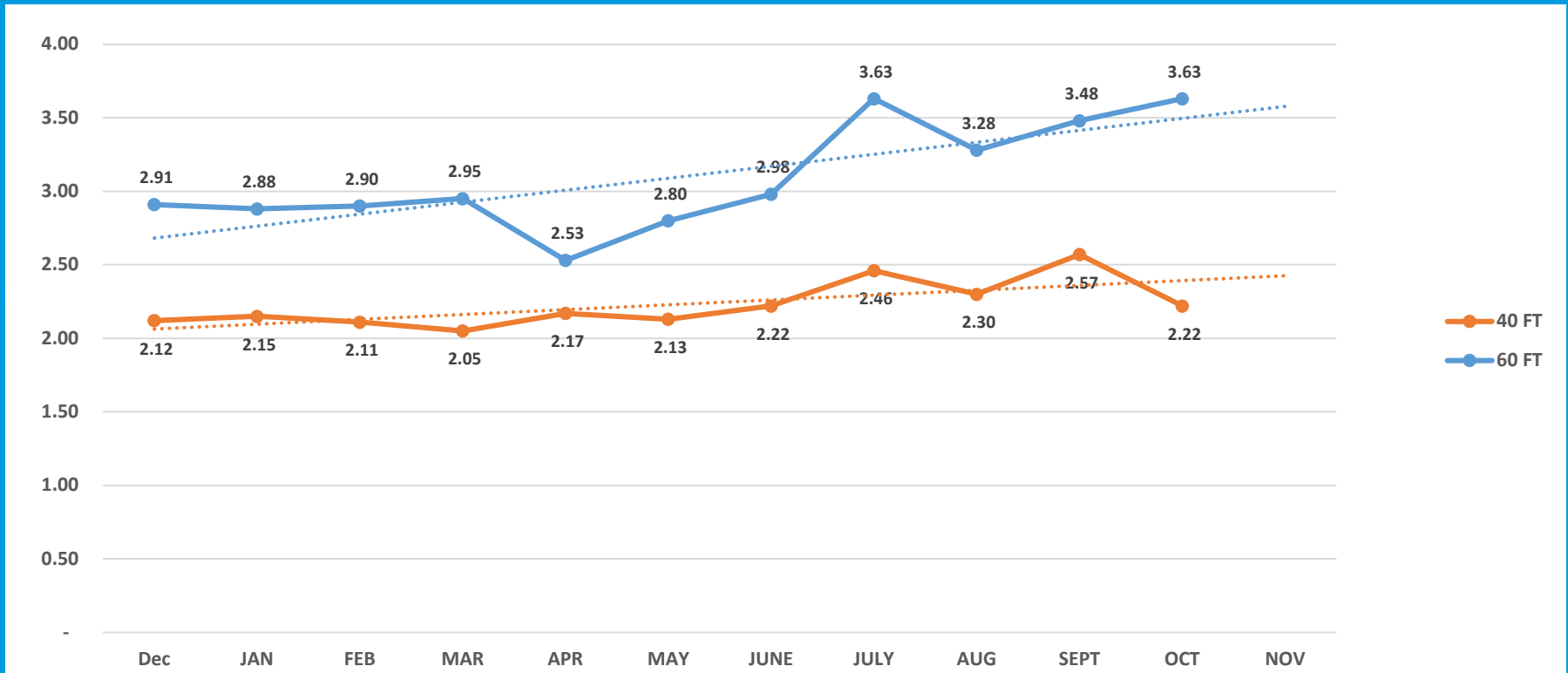
FUEL/ENERGY COST PRIOR 12 MONTHS



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

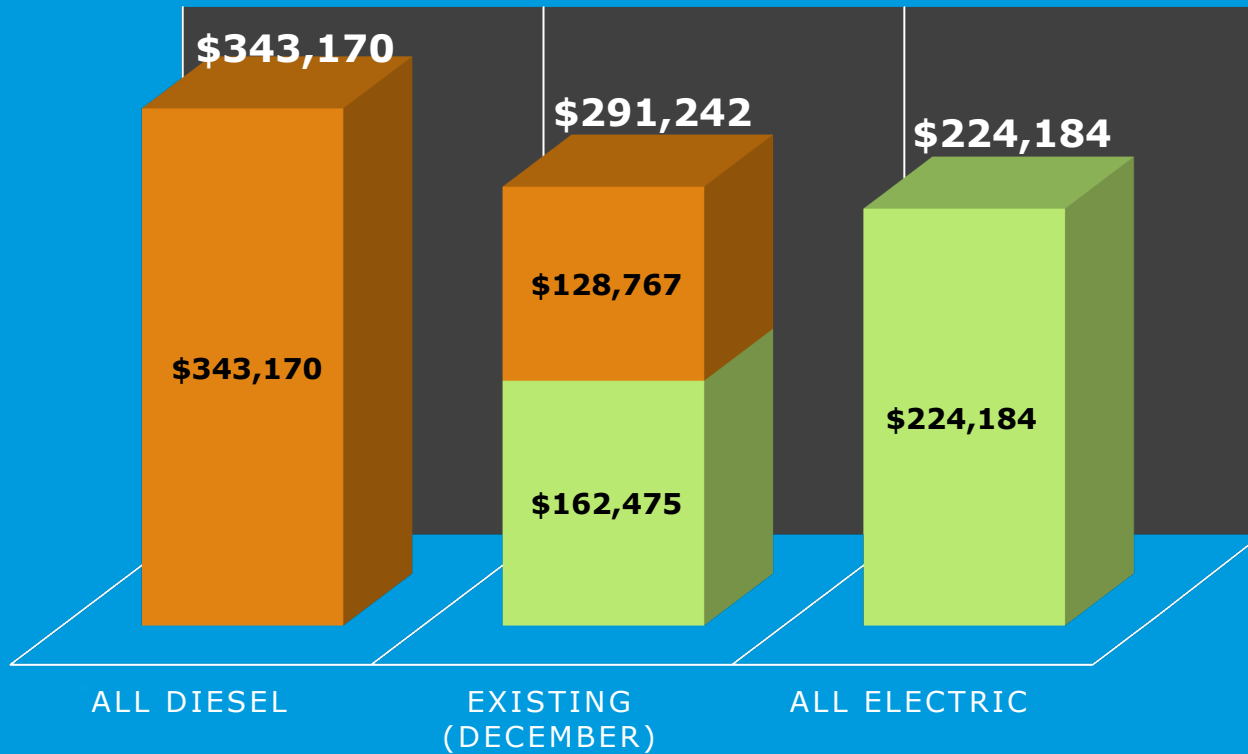


AVERAGE FUEL CONSUMPTION PER MILE (KWPM)



TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS

■ Electric ■ Diesel



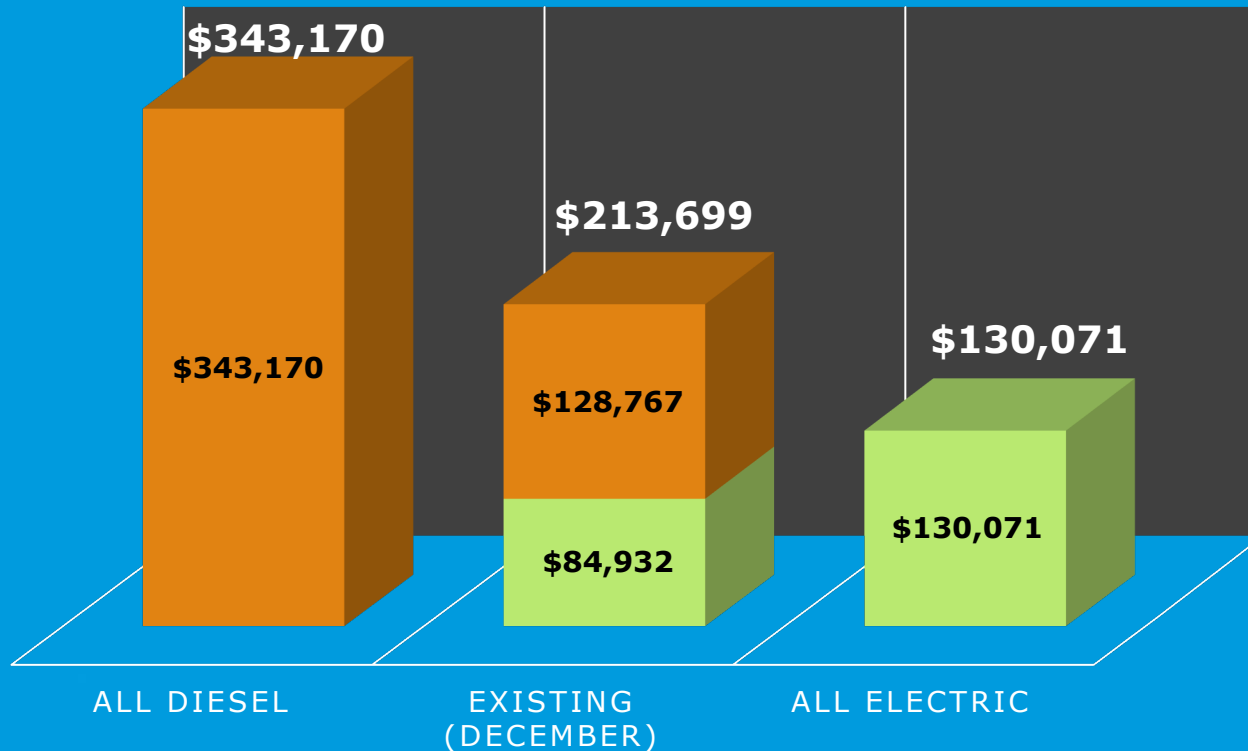
December
Fuel and
Maintenance
Savings
\$51,928

Projected
Savings
\$118,986

AVTA Fuel
Only
\$37,575

TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS W/LCFS

■ Electric ■ Diesel

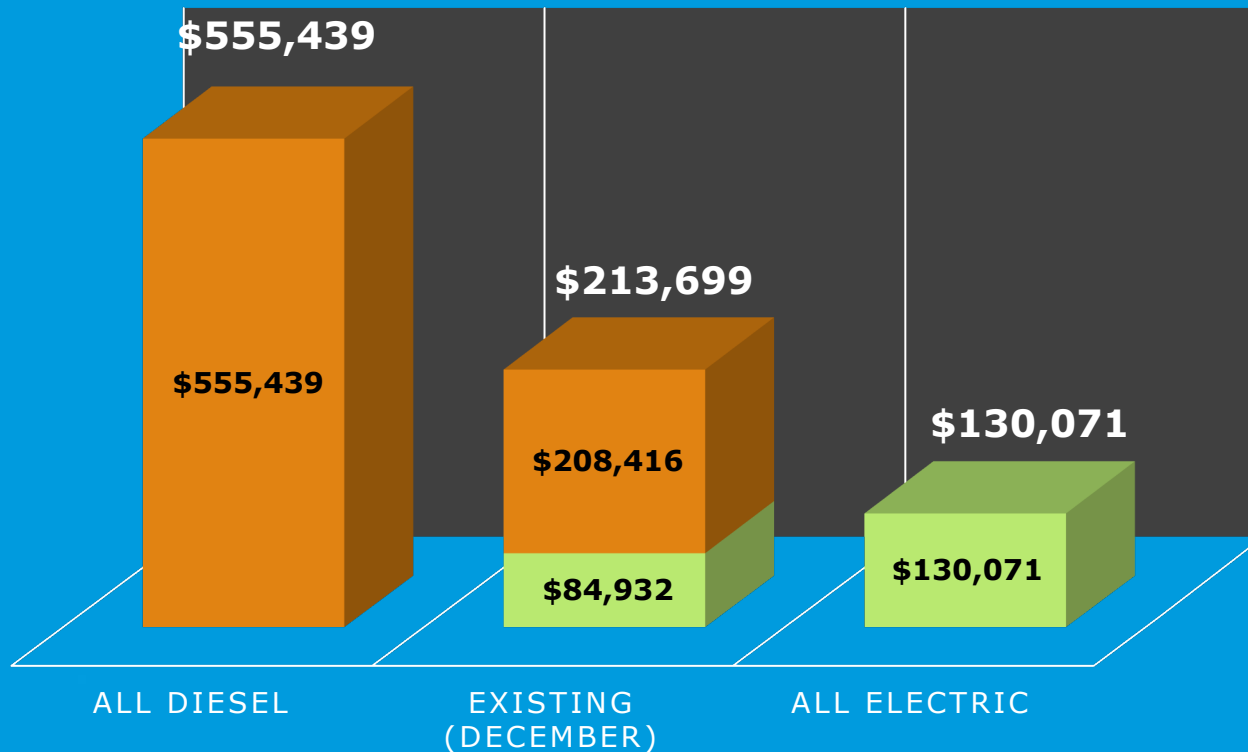


December
Total
Fuel and
Maintenance
Savings
\$129,471

AVTA Fuel
Savings plus
LCFS
\$176,826

TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS W/LCFS IF DIESEL WAS \$5

■ Electric ■ Diesel



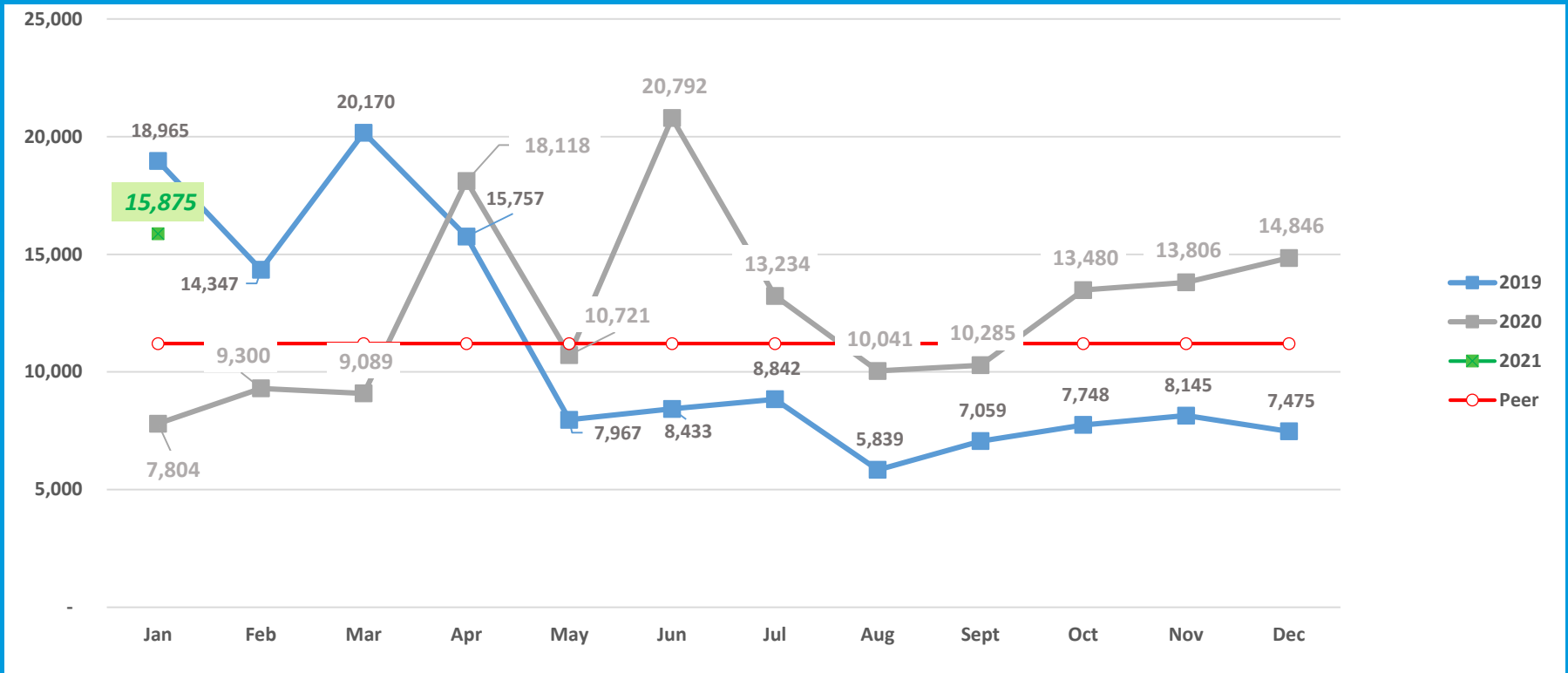
December
Total
Fuel and
Maintenance
Savings
\$341,740

AVTA Fuel
Savings plus
LCFS
\$309,440

AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Peer Average: 11,206

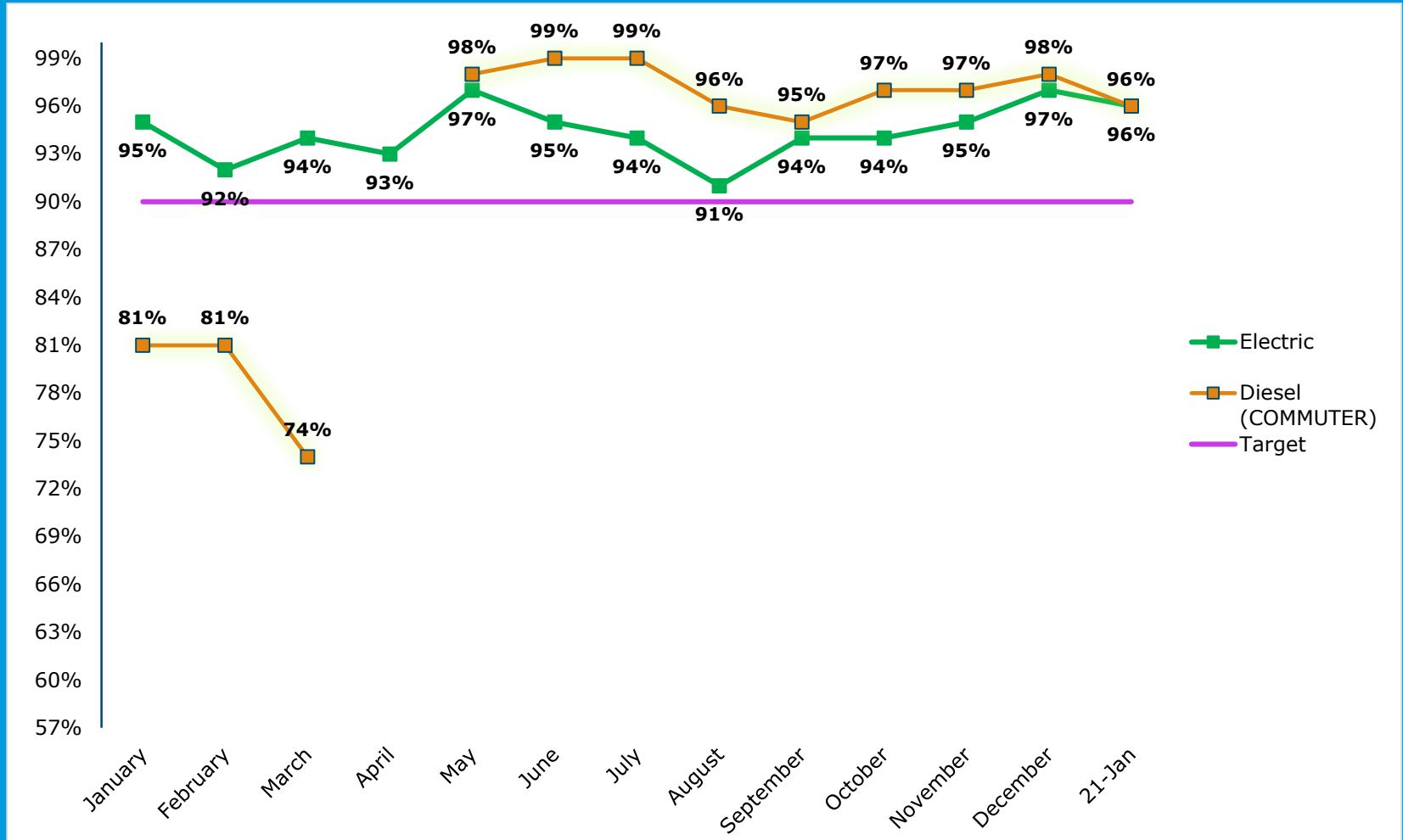
Target: 15,500



FLEET AVAILABILITY

Peer Average: 77%

Target 90%



Discussion/Questions?



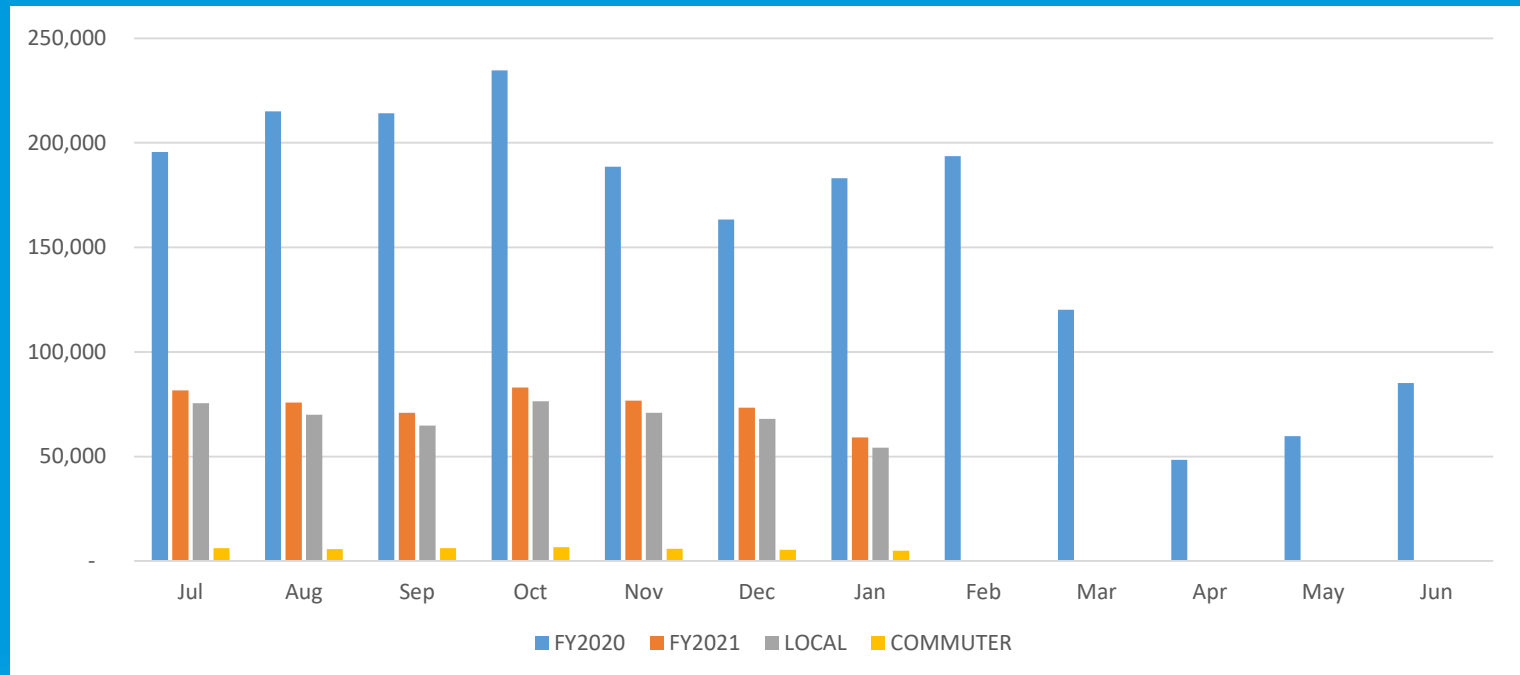
FY 2021 Monthly Operations Key Performance Indicators

Presentation to the Board of Directors
February 23, 2021

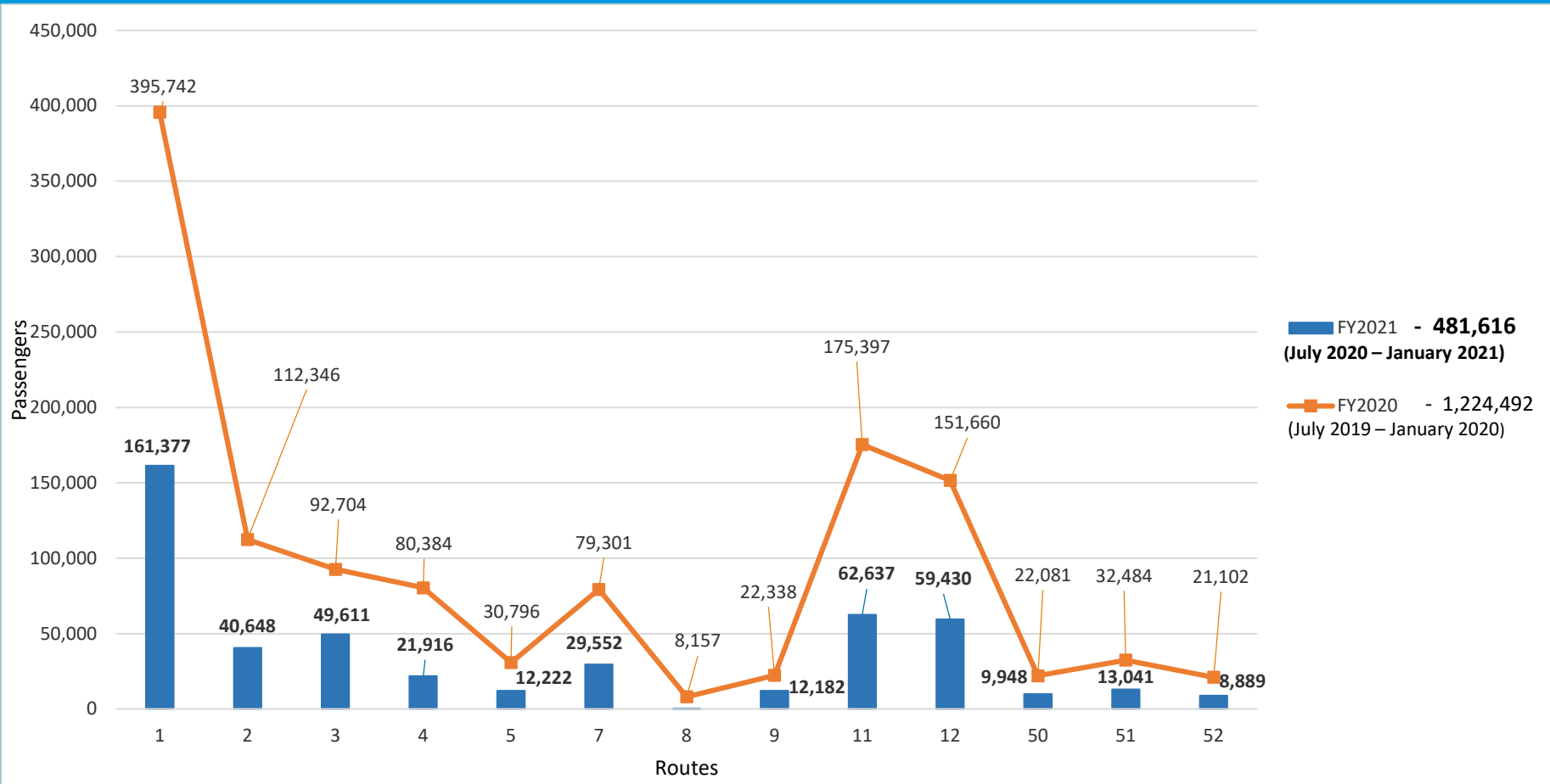


MONTHLY BOARDING ACTIVITY

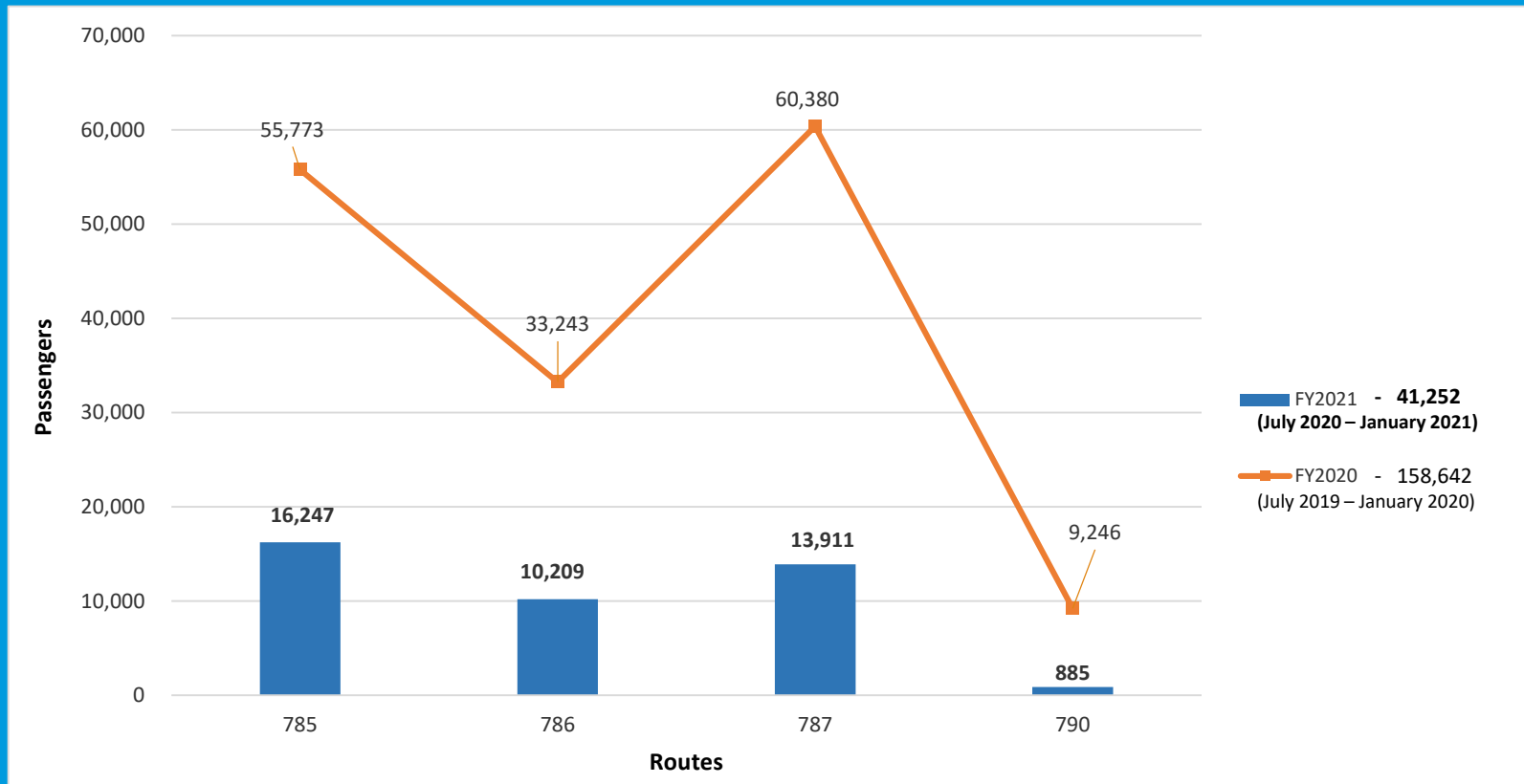
	January FY 2021	December FY 2021
System	61,594	73,360
Local	56,176	68,015
Commuter	5,418	5,345



ANNUAL RIDERSHIP LOCAL ROUTES

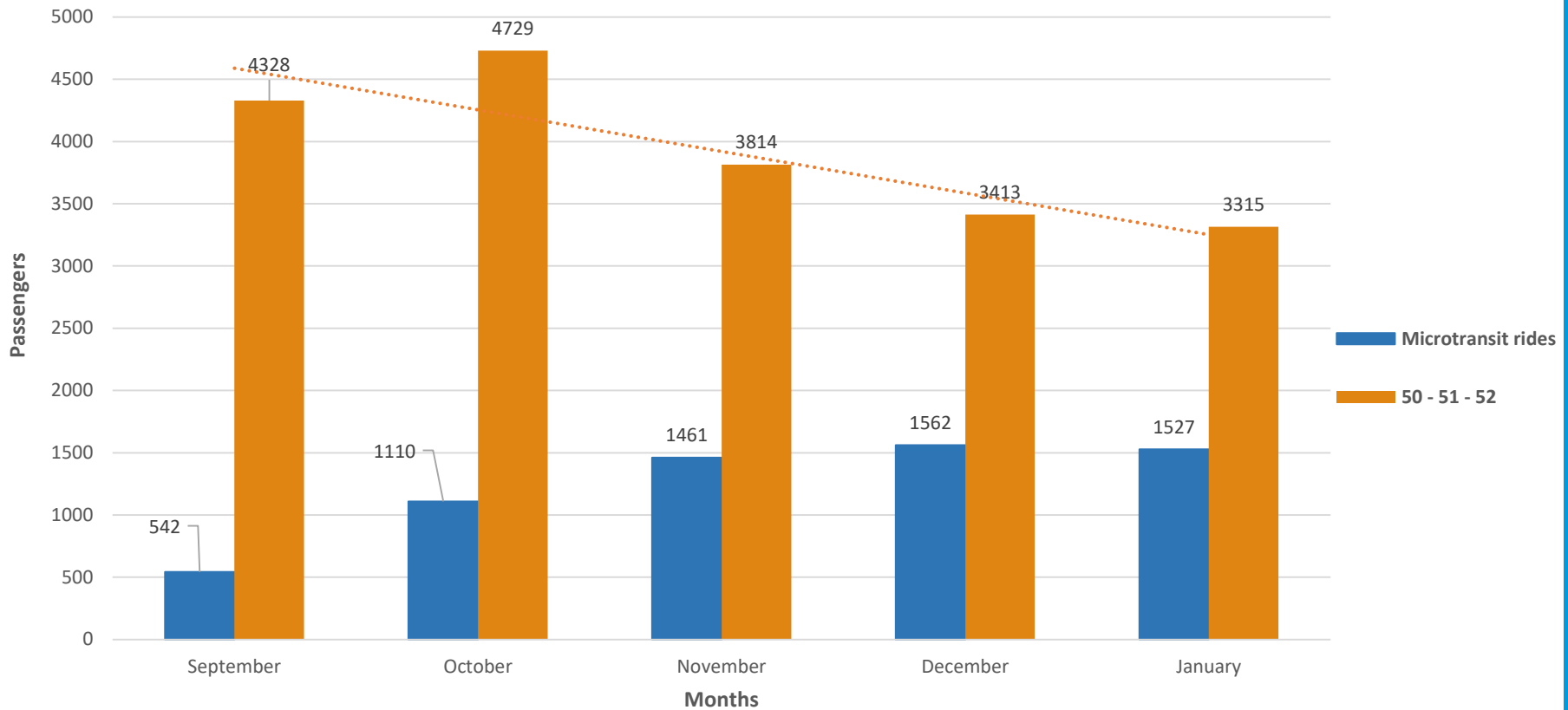


ANNUAL RIDERSHIP COMMUTER ROUTES



MICROTRANSIT RIDERSHIP ACTIVITY PILOT PROGRAM

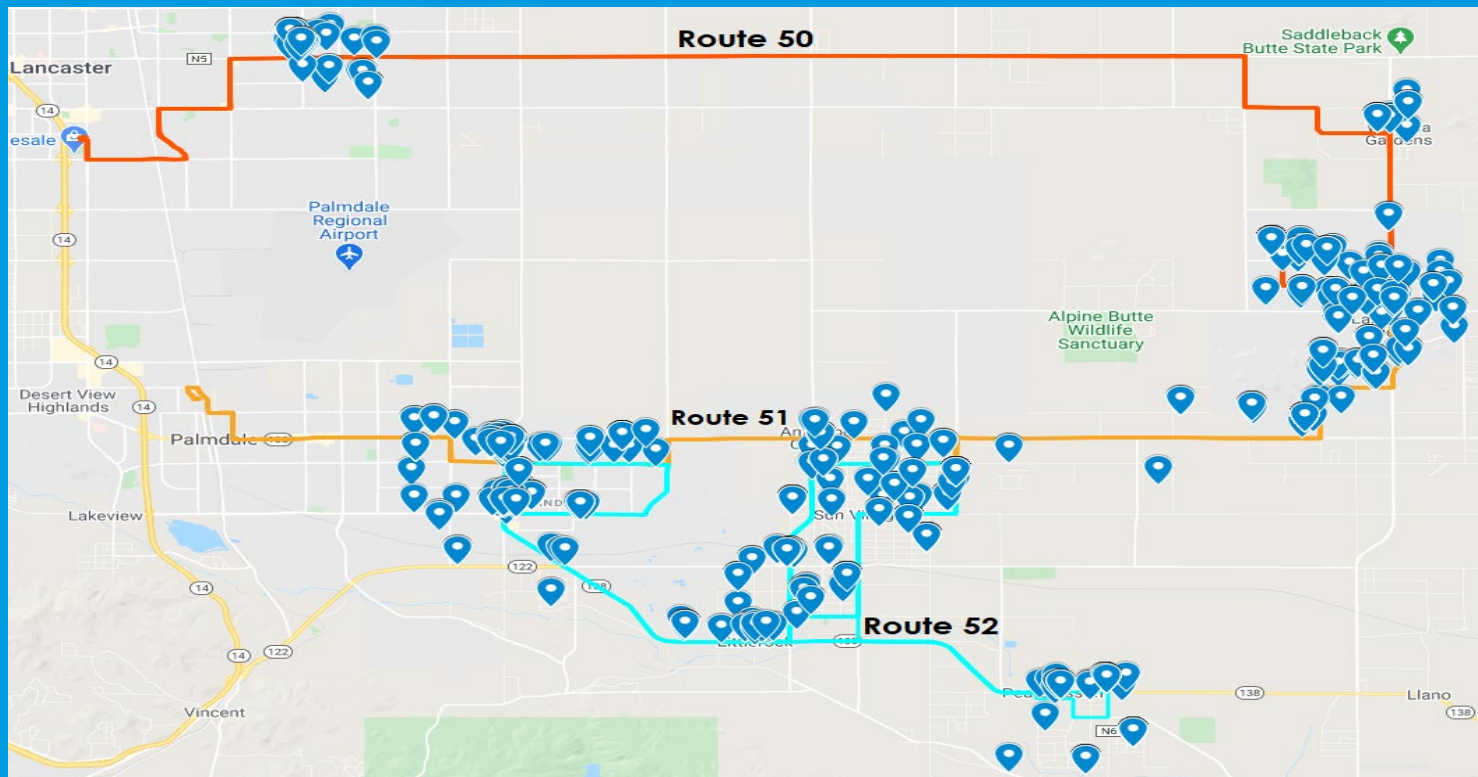
Microtransit vs Routes 50, 51 & 52



MICROTRANSIT SERVICE AREA RIDERSHIP ACTIVITY PILOT PROGRAM

On-Request Microtransit Ride Service Passenger Pick Up Location Requests Breakdown

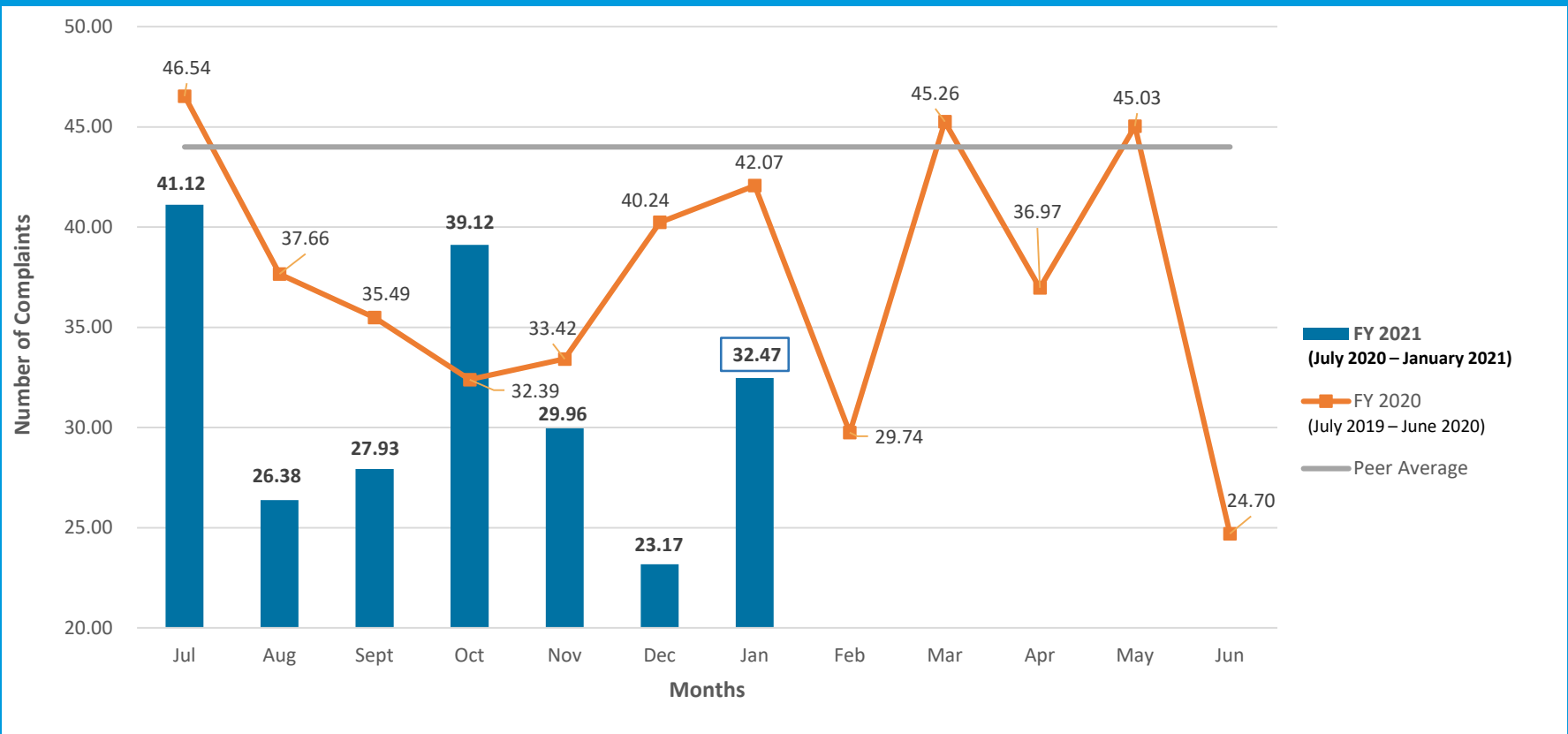
	50 Route Count	51 Route Count	52 Route Count	Total
Count	1372	1712	2567	5651
Percent	24.28%	30.30%	45.43%	100.00%



COMPLAINTS/100,000 BOARDINGS

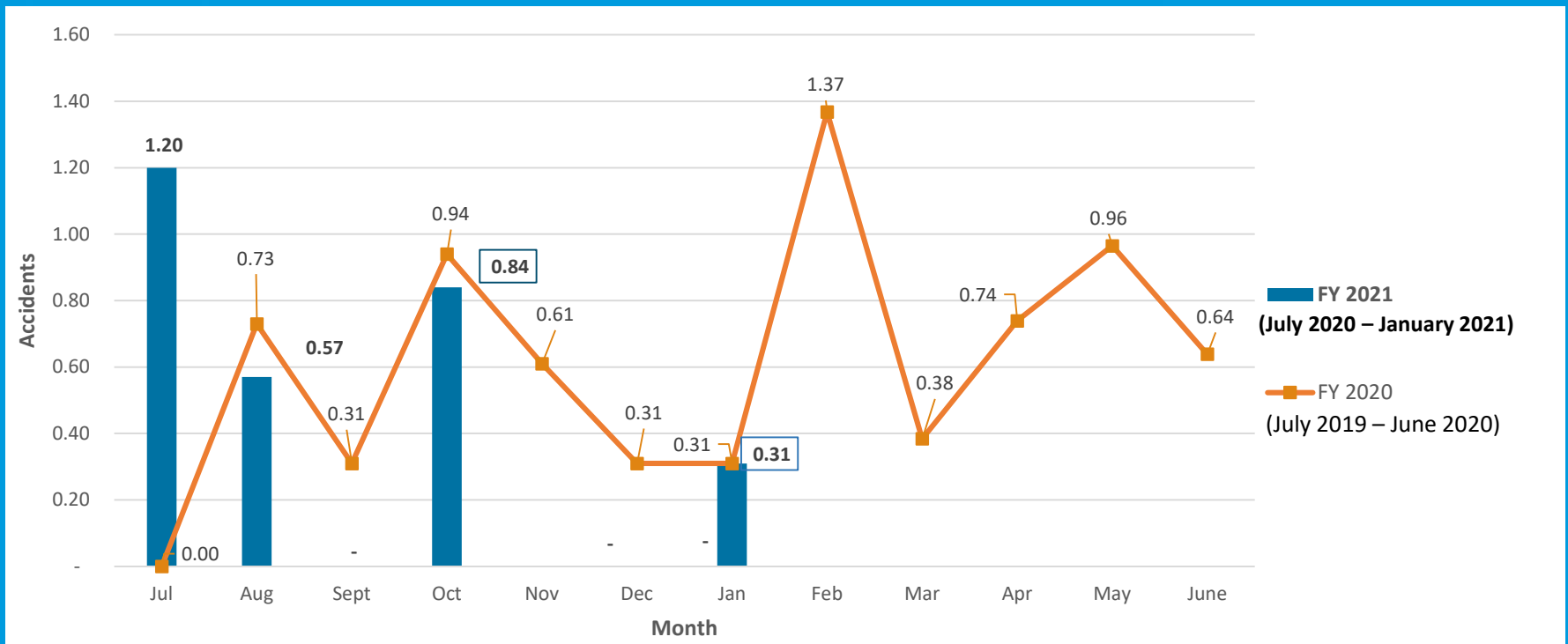
JANUARY - SYSTEM WIDE AVERAGE: 32.47

PEER AVERAGE: 44.00



PREVENTABLE ACCIDENTS/100,000 MILES

JANUARY - SYSTEM WIDE AVERAGE: 0.31



KEY PERFORMANCE INDICATORS

	January FY 2021	December FY 2021	January FY 2020
Boarding Activity	61,594	73,360	183,018
Complaints / 100,000 Boardings	32.47	23.17	42.07
Preventable Accidents / 100,000 Miles	0.31	0.0	0.31

ANTELOPE VALLEY TRANSIT AUTHORITY'S COMPLIANCE WITH FEDERAL MAINTENANCE REQUIREMENTS

Background: "All subrecipients of Federal Transit Administration (FTA) funds must keep federally funded assets, including rolling stock, facilities and equipment, in safe, operating order, and have policies and procedures in place to maintain them."

Review Period: "The review applied to the subrecipient's maintenance program covering the FTA funded assets for the period July 1, 2018 through June 30, 2020. "

Requirement: Subrecipients must maintain in operative condition those features of the assets that are required to make the rolling stock, facilities and equipment readily accessible. During the site visit, administrative and statutory requirements were discussed, and documents were reviewed.

Review Letter: "We are pleased to inform you that during this review, no deficiencies were found with the FTA requirements for maintenance."



Thank you!

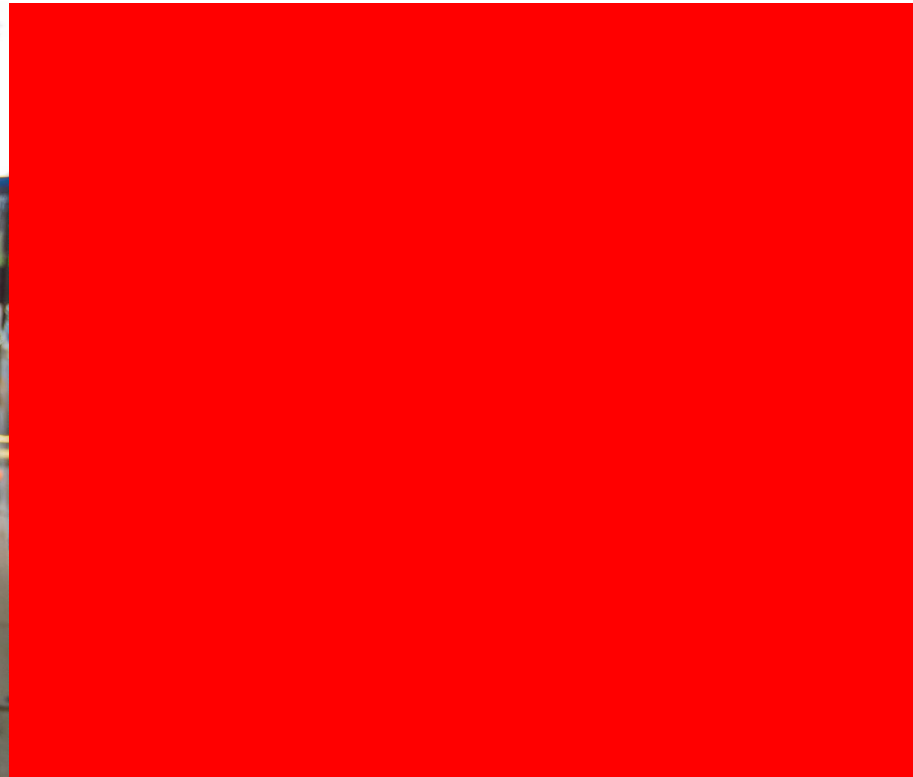
Questions?





Customer Service Improvement Plan

**AVTA Board Meeting
2/23/2021**



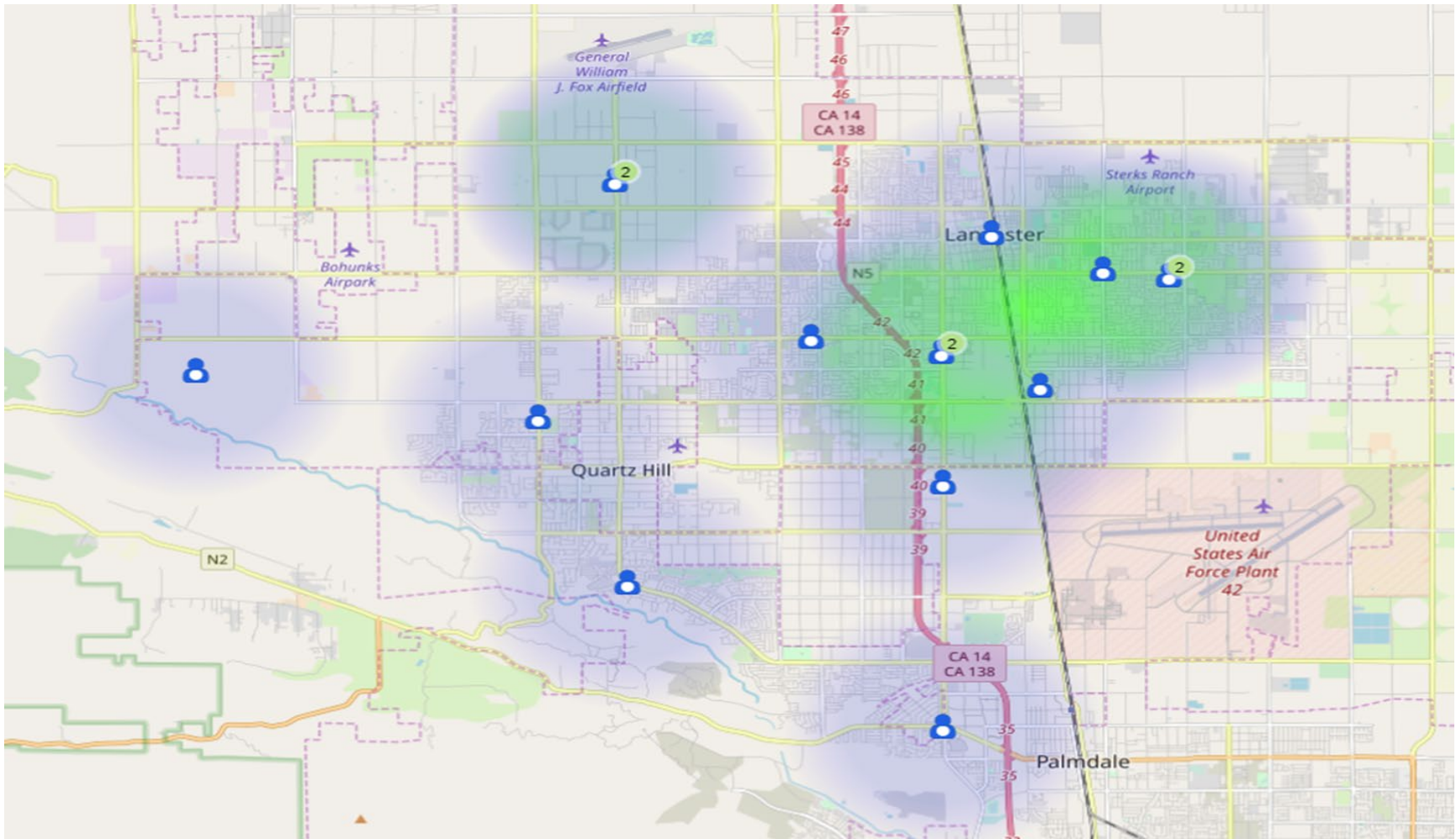
Passenger Pass Ups by Route, Time and Location

January 2021

Date	Time	Route	Direction	Location	Cross road
1/2/2021	17:35	50	East	Challenger Wy	Avenue K
1/5/2021	8:18	4	South	Sierra Hwy	Avenue L-8
1/7/2021	12:55	4	South	Avenue K	Standridge Av
1/7/2021	10:43	12	East	Avenue J	25 th Street
1/8/2021	17:15	3	East	Rancho Vista	10 th Street W
1/13/2021	17:12	786	North	Century Park	Santa Monica
1/22/2021	18:05	7	North	50 th Street	Avenue L-8

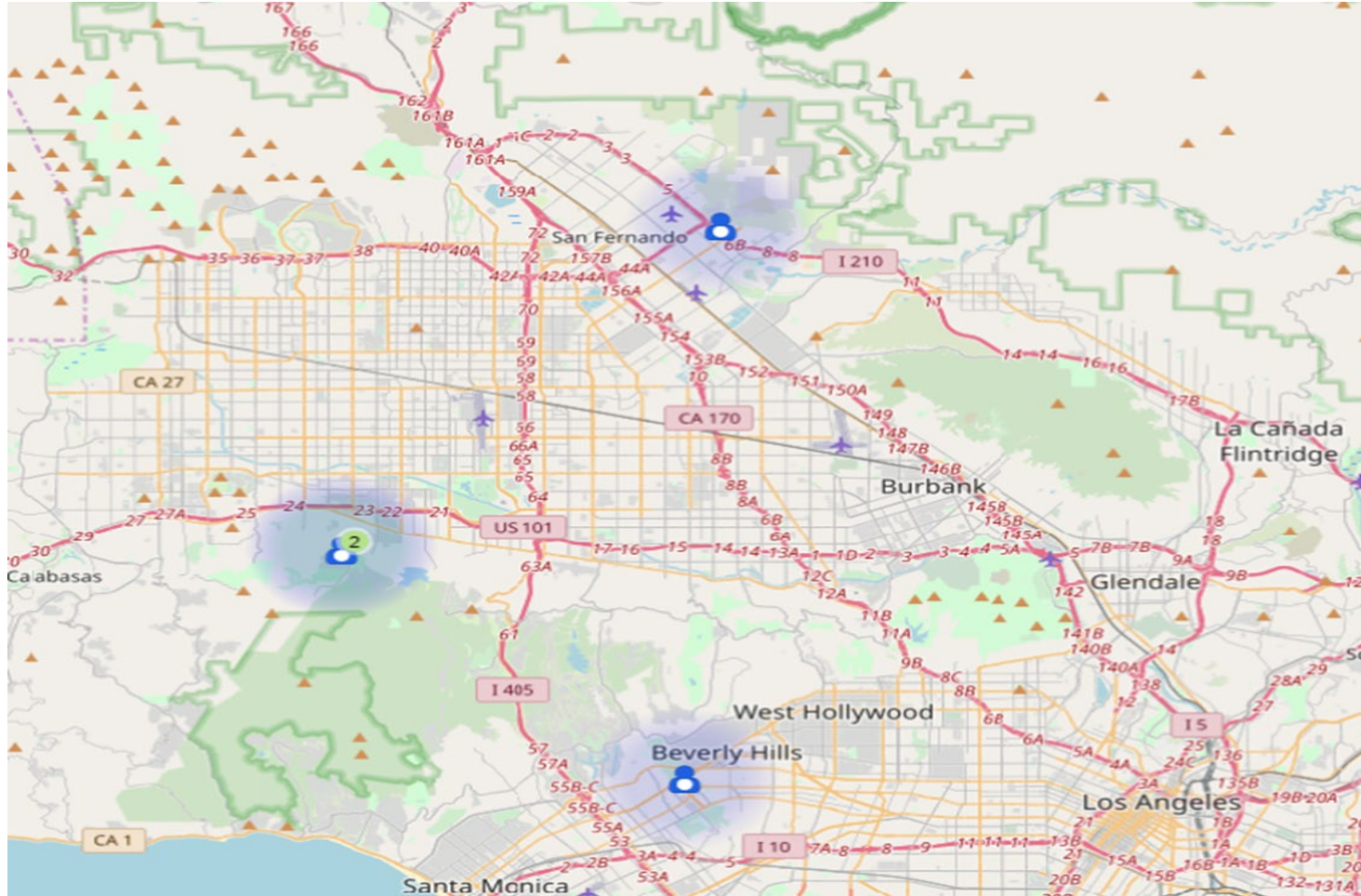
Passenger Pass Ups Heat Map

Local Transit Routes (Sept 2020 – January 2021)



Passenger Pass Ups Heat Map

Commuter Routes (Sept 2020 – January 2021)



Transdev Customer Service Policy

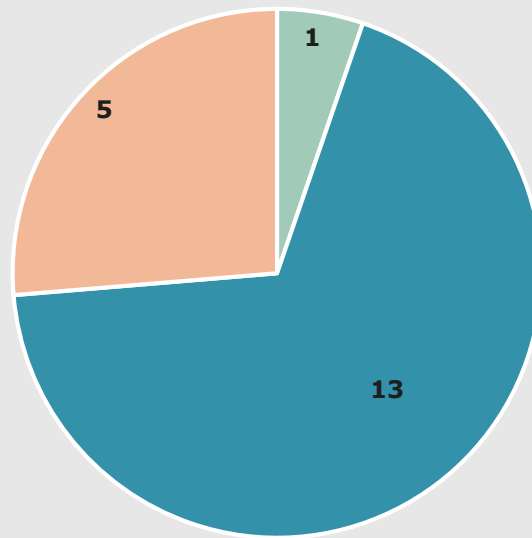
- Transdev reviews and responds to all customer service complaints, per the requirements of the Service Contract with AVTA. In order to respond to complaints, Transdev staff reviews the complaint with the Bus Operator involved. Bus Operators are held responsible for their actions with customers and with the public.
- During a rolling twelve (12) month period, Transdev coaches and counsels Bus Operators when bona fide customer complaints are identified. The reasons for counseling may include Inappropriate Behavior, Operator Attitude (tone of voice, words used in communication, for example), and Operator Driving Behavior, adherence to the rules, ADA Compliance, and Passed up Passengers. Any Operator incurring a Complaint from a customer regarding a Passenger Pass up and/or discourteous behavior, the Operator will be subject to the following;
 - First Incident:** Discipline up to a three (3) days suspension without pay.
 - Second Incident:** Operator may be removed from service with subsequent termination of employment.
- Each occurrence will be reviewed with the Operator and union representative (if requested) to determine the validity, nature and cause of the occurrence. Discipline, if any, shall be administered by the Company and subject to the Grievance and Arbitration procedures as outlined in the current Collective Bargaining Agreement.

Customer Service: Passenger Pass Ups Discipline

Badge #	Date	Discipline	Circumstances
1208	1/2/21	3-Day Unpaid Suspension	Review of Apollo HD video unit 40875 shows operator as route 50 east pass through stop on Challenger way avenue K , video shows a person seated on the grass near the stop, operator did not stop but continued in route, as part of our policy drivers are to stop at every stop
unk	1/5/21	3-Day Unpaid Suspension	Answer: inconclusive after review of video system on bus 35602 it shows bus was 4 north. Checked replay system and no route 4 south found making complaint inconclusive.
1246	1/7/21	3-Day Unpaid Suspension	Review of Apollo HD unit 40860 shows operator as the route 4 s pass through stop at avenue L-8 and Sierra Hwy, footage shows passenger standing at the bus stop sign at location waving as to alert driver to get his attention, operator did not stop, as part of our policy drivers are to stop at all stops
1193	1/7/21	3-Day Unpaid Suspension	Review of Apollo HD 40862 shows operator as route 12 east arrive at location 25th west avenue J, passenger waiting at location to board with a dog sitting in a stroller and 2 other dogs on the side, cannot quite hear the conversation between driver and passenger due to heavy background noise, there is some audio between driver and dispatcher who advised operator service animals are allowed as long as they are secured out of the way safely and to allow to ride. Cannot hear the conversation after advisement from dispatch to driver advising passenger, video shows operator Rayford clothes doors and depart. Dispatcher advised she told driver to allow to ride.
1239	1/8/21	3-Day Unpaid Suspension	Review of Apollo HD 40976 shows operator as the route 3 east pass thru stop at 10th w avenue P (Rancho Vista Blvd) footage shows a passenger standing at the bus stop. Operator failed to follow policy in affect stop at every stop.
1042	1/13/21	3-Day Unpaid Suspension	Review of Apollo HD unit 4745 operator run 786 passes thru stop at Century Park east and Santa Monica Blvd. Footage shows passengers standing up to walk towards coach as 4745 approaches, footage shows a Metro coach pull into stop as well, footage shows operator maneuver around Metro coach and continue not stopping to accommodate passenger.
1347	1/22/21	3-Day Unpaid Suspension	Review of Apollo HD 40089 operator as route 7 north pass thru stop at 50th w avenue L-8, footage shows passenger standing at bus stop waiving, footage shows operator did not stop.

Drivers' Details

Offenders by seniority groups



0 to 1 1 to 3 over 3

Actions Taken and Underway

Reinforce Expectations

"Stop at all Stops" Policy issues 11/24/2020

Administer Disciplinary Actions

Ongoing Without Delay nor Exception

Increase Communication

Post in Drivers Break Room: customer service trends, consolidated number of days without pay, campaign posters, videos, AVTA CEO/COO participation in safety meetings

Correct Behavior

- **Employee Survey Launched 2/15/2021**
- **Mystery Rider Program re-launched December 2020**
- **Meet the Manager Events**

Address Culture

Specialized Training by Expert Consultant (kick-off end February)



Thank You



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 6th Street West, Lancaster, California
www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER:

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

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 Director Loa, seconded by Vice Chair Knippel

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 called Ms. Darr on January 25, 2021 – stated the security guards at the Lancaster Metrolink Station unlock the gate 15 minutes before the train arrives, which restricts riders' access to the benches and restrooms. In addition, the restrooms are not being maintained.

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

SRP 1 LEGISLATIVE REPORT FOR JANUARY

Chief Financial Officer Judy Vaccaro-Fry stated California Secretary of State Alex Padilla will be California's next United States Senator, filling the term vacated by Vice President-elect Kamala Harris. Ms. Fry provided an update regarding the State's Proposed Fiscal Year (FY) 2021/2022 Budget, FY 2021 Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Funding Plan, Department of Transportation hearings and appointments, Coronavirus Response and Relief Supplemental Act apportionments and previous and future grant opportunities. The Board discussed the Vehicle Miles Traveled tax.

SRP 2 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT

Chief Operating Officer Martin Tompkins presented the report. The Board directed Mr. Tompkins to provide the disciplinary actions taken by Transdev management on their operators who are passing up passengers and possible mitigating circumstances.

SRP 3 MAINTENANCE KPI REPORT

Maintenance Compliance Manager Cecil Foust presented the report. The Board discussed the Low Carbon Fuel Standard (LCFS) credits. The Board directed Mr. Foust to provide information showing a cost comparison between electric and diesel if diesel was currently \$5 per gallon.

SRP 4 COVID-19 COMPLIANCE

Executive Director Macy Neshati stated a claim was filed with the Los Angeles County Health Department and Cal OSHA alleging the Authority violated the following COVID-19 safety protocols: 1) Employees are not wearing masks in common areas; 2) Employer has not provided barriers as Plexiglass between drivers and customers; and 3) Air is being recirculated so air filters must be MERV-13 or better. An environmental assessment was conducted with the official inspection report finding the Authority to be in compliance with no corrective or further action required. The Board complimented staff on their immediate and effective implementation of COVID-19 safety protocols.

CONSENT CALENDAR (CC):

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 24, 2020**
Approve the Board of Directors Regular Meeting Minutes of November 24, 2020.
- CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2020**
Receive and file the Financial Report for November and December 2020.
- CC 3 PROPOSED LEGISLATIVE PRINCIPLES FOR 2021**
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)**
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**
Review, update, and reaffirm AVTA's EEO Policy Statement, Transdev's EEO Plan and AVTM's EEO Policy Statement.

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 FY 2021 MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS

Ms. Vaccaro-Fry presented the staff report.

Motion: Approve the Proposed FY 2021 Mid-Year Budget adjustments.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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 CONTRACT #2021-37 TO NEW FLYER OF AMERICA, INC. FOR ELECTRIC BUS CHARGING EQUIPMENT

Procurement and Contracts Officer Lyle Block presented the staff report. The Board discussed the charging equipment.

Motion: 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.

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

NB 3 CONSENT TO SALE OF AVTA SUPPLIER WAVE

Mr. Neshati presented the staff report.

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

Moved by Director Flanagan, 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

NB 4 DEDICATED BUS SERVICE TO THE FAIRGROUNDS FOR COVID VACCINATION

Mr. Tompkins presented the staff report.

Motion: 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. If Palmdale receives a vaccination "super site", move two buses from their transportation area to that location.

Moved by Director Hofbauer, 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

- Recognized employees Carlos Lopez Arucha and Cecil Foust for 10 years of service.
- Announced the Employee of the Second Quarter for FY 2021 is Carlos Lopez Arucha.

2020 YEAR IN REVIEW AND UPCOMING PROJECTS IN 2021

2020 Significant Accomplishments:

- By the end of 2019, and four years of declining ridership, AVTA began to see a modest increase in ridership. That was until the COVID-19 worldwide pandemic outbreak hit and ridership took a 69% drop and has yet to recover. The Authority's focus changed overnight from implementing its growth strategy, as outlined in the Regional Transit Plan completed in early 2020, to "virus-proofing" our agency. A Task Force was immediately created to implement protocols to safeguard the health and safety of AVTA's team of bus operators, maintenance and administrative staff, and riding public. Comprehensive information regarding the safety measures the Authority implemented are included in SRP 4.
- In March, we quietly transitioned our local fleet to 100% electric, making AVTA the first and largest all-electric transit fleet in North America. This occurred with no fanfare as we were in the early stages of responding to the pandemic.
- We passed a historic milestone of three million zero-emission miles driven on June 23, 2020.
- We passed a historic milestone of four million zero-emission miles driven on December 11, 2020.
- Retrofitted entire fleet with driver protection barriers.
- The Board approved negotiating a contract with Duke Energy to build a solar field to make the Authority self-sufficient.
- Completed two WAVE en-route charging stations, one at South Valley Clinic and the second at the Lancaster Metrolink Station. Construction of a fifth station began at Antelope Valley College.
- We added eight electric 27-foot vans and began a parallel Micro-Transit service covering the Routes 50, 51, and 52 territory.
- We selected a new Dial-A-Ride contractor bringing our Dial-A-Ride service to a local provider thereby delivering over \$1 million annually to the local AV economy.
- We teamed up with the Teamsters Union, AV Chevrolet, the City of Lancaster, the City of Palmdale and a distinguished list of local sponsors

to host three food drives including a Christmas food give away that included turkeys, hams and combined our annual Stuff-a-Bus toy give-away.

- We built a world-class wellness center, the Marvin E. Crist Wellness Center, utilizing a portion of our first LCFS credits. The center will stand as a permanent “Thank You” to every member of the AVTA family for their hard work and dedication to our zero-emission fleet.

The following table provides a quick comparison of ridership levels leading up to and including the 2020 COVID-19 impact:

	Local	Commuter	Total
2018	2,075,512	280,985	2,356,497
2019	2,090,779	284,694	2,375,473
2020	1,052,670	99,522	1,152,192

** Data for each year from January 1st to December 31st.

Upcoming Projects in 2021

- Our first priority remains operating our system safely as we continue to navigate the uncharted waters of the COVID-19 pandemic.
- Between May and December of this year, we will receive the 24 MCI buses that will complete our fleet of all electric vehicles.
- We will complete our land acquisition for the solar field.
- The final Power Purchase Agreement with Duke Energy will be executed.
- We are in our final option year with our contract with Transdev. Staff will issue a Request for Proposals for the contracted service with a target of awarding in August and the new contract effective on January 1, 2022.
- Pending confirmation of adequate funding, we need to execute our maintenance bay expansion of three bays added to the North side of our current facility.
- Complete the AVC charging terminal.
- Complete the reconfiguration of vehicles awarded to us via the BUILD grant and place orders to ready our fleet for a post COVID recovery.

- Add two level three chargers in the Lake Los Angeles area to support the growth of our Micro-Transit program.
- Continue to evaluate ridership and determine the need to implement phases of the Regional Transit Plan.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

The Board thanked Ms. Vaccaro-Fry for her consistent pursuit of funding grants and Mr. Neshati for his great vision and leadership.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:04 a.m. 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.

PASSED, APPROVED, and ADOPTED this 23rd day of FEBRUARY 2021

Marvin Crist, Chairman of the Board

ATTEST:

Karen S. Darr, Clerk of the Board

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



DATE: February 23, 2021

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for January 2021

RECOMMENDATION

That the Board of Directors receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve, and Farebox Recovery information, for January 2021.

FISCAL IMPACT

	January
PAYROLL	\$357,423
CASH DISBURSEMENTS	\$2,866,759

FY 2021 Farebox Recover Ratio

	Q1	Q1 + Q2
Directly Generated Revenue	\$669,845	\$1,541,852
Operating Expenses	\$7,629,654	\$14,619,740
Farebox Recovery Ratio	8.8%	10.5%

Notes: Revenue includes Farebox, Advertisements, Gain on Sale, LCFS Credits and Investment Income.

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.

On a quarterly basis, farebox recovery ratio data and a Treasurer's Report, including capital reserve information (Attachment A), will be included as part of the financial report. 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

Attachment: A –Quarterly Treasurer's Report

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
For the quarter ended 12/31/20

Investment Type	Description	Beginning Balance 9/30/20	Deposits & Transfers	Disbursements & Transfers	Interest	Ending Balance 12/31/20
Cash and Investments Under the Direction of the Treasurer						
	Local Agency Investment Fund (LAIF) - Cap & Op Reserve	5,299,595	6,650,000	(1,774,000)	11,137	10,186,732
	Proposition 1B Restricted Fund*	639,584		(566,819)	9	72,774
	Mission Bank- LCTOP	225,425			341	225,766
	Total Capital Reserves and Restricted Funds	6,164,603	6,650,000	(2,340,819)	11,487	10,485,271
	Mission Bank - Investment Op Reserves**	5,514,995	1,000,000	(6,521,070)	6,310	235
	Total Operating Reserve	5,514,995	1,000,000	(6,521,070)	6,310	235
	General Account- Union Bank	3,967,035	616,981	(749,238)		3,834,778
	General Account- Mission Bank	8,070,408	16,621,414	(17,331,238)		7,360,583
	LCFS Credits- Mission Bank***	268		(268)		0
	Petty Cash Balance	750				750
	Operating Accounts Total	12,038,461	17,238,395	(18,080,745)	-	11,196,111
	TOTAL CASH AND INVESTMENTS	\$ 23,718,059	\$ 24,888,395	\$ (26,942,634)	\$ 17,797	\$ 21,681,618


* Deferred revenue, recorded as liability until associated expense incurred.

**Funds in this account were moved to the LAIF account in an effort to achieve higher earnings.

*** AVTA has combined this account with the Mission Bank General Account.

I hereby certify that the investment portfolio of AVTA complies with its investment policy and the California Government Code Sections pertaining to the investment of local agency funds, Union Bank and Wells Fargo Bank. Pending any future actions by the AVTA Board or any and unforeseen occurrences, AVTA has cash flow adequate to meet its expenditure requirements for the next three months.

Prepared by:


KJ Alcuran
Controller

Submitted by:

Judy Vaccaro-Fry
Chief Finance Officer



DATE: February 23, 2021
TO: BOARD OF DIRECTORS
SUBJECT: Grant Status Report

RECOMMENDATION

That the Board of Directors receive and file the Grant Status Report (Attachment A).

FISCAL IMPACT

Grants approved after the annual budget adoption that may require reallocation of funds are addressed during the mid-year budget adjustment.

BACKGROUND

The attached Grant Status Report reflects the status of all grant applications submitted on behalf of the Authority through January 31, 2021.

This was an uneventful quarter for grant activity. AVTA continues to seek and pursue all viable grant opportunities and anticipate several opportunities in the upcoming year.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Macy Neshati
Executive Director/CEO

Attachment: A – Grant Status Report

GRANT STATUS REPORT

Discretionary Opportunities Submitted

Grant Program	Project	Amount Applied For	Date Submitted	Status	Amount Awarded	Next Round of Funding
FY19 BUILD - FTA	8 Transit Buses + 12 Circulator Buses	\$8,683,480	July 14, 2019	AWARDED	\$8,683,480	TBD
Low Carbon Transit Operations Program (LCTOP) – Cap & Trade	Microtransit Demonstration – Los Angeles County	\$347,194	March 2019	AWARDED JUNE 28, 2019	\$347,194	February 2020
5310 – Enhanced Mobility for Seniors & Individuals with Disabilities - MTA	Microtransit for Seniors & Individuals with Disabilities	\$83,507	July 31, 2019	AWARDED JANUARY 23, 2020	\$83,507	TBD
Transit & Intercity Rail Capital Program – Cap & Trade	5 Articulated Buses + 6 Microtransit Vehicles + Chargers + Network Integration	\$6,503,256	January 13, 2020	AWARDED APRIL 20, 2020	\$6,503,256	2022
FY20 Low or No Emission Vehicle Program - FTA	5 Articulated Buses + 6 Microtransit Vehicles + Chargers	\$6,253,256	March 13, 2020	AWARDED JUNE 20, 2020	\$6,253,256	2021
FY20 Bus & Bus Facilities - FTA	Phase III - Maintenance & Administrative Facility Improvements	\$7,323,417	April 27, 2020	NO AWARD	\$0	2021
	TOTAL DISCRETIONARY OPPORTUNITIES APPLIED FOR:	\$29,194,110		TOTAL PENDING DISCRETIONARY GRANT AWARDS:	\$0	
	TOTAL DISCRETIONARY OPPORTUNITIES NOT AWARDED	\$7,323,417		TOTAL AWARDED DISCRETIONARY GRANTS:	\$21,870,693	

Annual Formula Allocations Submitted

Grant Program	Project	Amount Pending	Date Submitted	Status	Amount Awarded
CA-2020-031	Preventive Maintenance	\$2,500,000	March 1, 2020	Awarded April 6, 2020	\$2,500,000
CA-2020-049	Bus Replacement	\$2,400,000	March 20, 2020	Awarded April 28, 2020	\$2,400,000
CA-2020-052	Bus Replacement + Chargers	\$2,475,100	April 29, 2020	Awarded May 7, 2020	\$2,475,100
CARES Act – FTA Section 5307	Operating	\$47,875,609	May 12, 2020	Awarded May 26, 2020	\$47,875,609
	TOTAL ANNUAL FORMULA ALLOCATIONS PENDING:	\$0		TOTAL GRANT AWARDS:	\$55,250,709



DATE: February 23, 2021

TO: BOARD OF DIRECTORS

SUBJECT: Amendment No. 2 to Contract #2019-64 with Brown Armstrong Accountancy Corporation for CPA Financial Auditing Services

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Amendment No. 2 to Contract #2019-64 with Brown Armstrong Accountancy Corporation, Bakersfield, CA for CPA financial auditing services for a one-year period not to exceed \$53,000 with two one-year optional renewal periods remaining.

FISCAL IMPACT

Sufficient funds have been included in the FY 2021, and future budgets to cover the cost of this service.

BACKGROUND

In May 2019, the Board of Directors awarded Contract #2019-64 for a one-year term with combined renewals limited to five-years, and then subsequently awarded Amendment No. 1 in May 2020. The Brown Armstrong Accountancy Corporation was chosen for this contract due primarily to their understanding of AVTA's established processes, procedures, and practices, which will be beneficial when the Federal Transit Administration conducts its fourth Triennial Review later this year.

Brown Armstrong Accountancy Corporation have performed their duties diligently and worked as a cohesive partner with Authority staff. Therefore, staff recommends renewal of this year's contract renewal option for FY 2021.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Macy Neshati
Executive Director/CEO



DATE: February 23, 2021

TO: BOARD OF DIRECTORS

SUBJECT: Resolution No. 2021-001, Authorizing the Executive Director/CEO to Execute all Required Documents of the Federal Transit Administration (FTA) as Required by the Department of Transportation's (DOT) Program for Fiscal Year 2020/2021 (FY 2021)

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2021-001, a Resolution authorizing the Executive Director/CEO to execute all required documents of the FTA as required by the DOT's Program for FY 2021.

FISCAL IMPACT

Adopting Resolution No. 2021-001 would authorize the Executive Director/CEO to sign, on behalf of AVTA and the Board of Directors, all required documents as it relates to the Department of Transportation's Federal Transit Administration's grant programs.

BACKGROUND

AVTA receives annual apportionments from the FTA Grant Program. The AVTA Board is required to adopt Resolution No. 2021-001 in order to receive any federal grant awards in FY 2021. The Resolution will certify that the Board authorizes the Executive Director/CEO to execute all necessary documents related to this funding source.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Macy Neshati
Executive Director/CEO

Attachment: A – Resolution No. 2021-001

RESOLUTION NO. 2021-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION'S PROGRAM FOR FISCAL YEAR 2020/2021

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, all contracts for financial assistance will impose certain obligations upon the applicant, including the provision by the contract of the project(s)' local share costs.

NOW THEREFORE, BE IT RESOLVED BY THE ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA):

1. That the Executive Director/CEO is authorized to execute and file all applications on behalf of the AVTA with the U.S. Department of Transportation, to aid in the financing of all capital, training, preventive maintenance, and/or operating assistance projects.
2. That the Executive Director/CEO is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of the proposed projects.
3. That the Executive Director/CEO is designated to furnish such additional information as the U.S. Department of Transportation may require in connection with all applications.
4. Macy Neshati, AVTA Executive Director/CEO, is hereby authorized to execute all grant applications on behalf of the Authority.

PASSED, APPROVED, AND ADOPTED this 23rd day of February 2021, by the following
vote:

AYES: _____

NAYS: _____ ABSTAIN: _____

ABSENT: _____

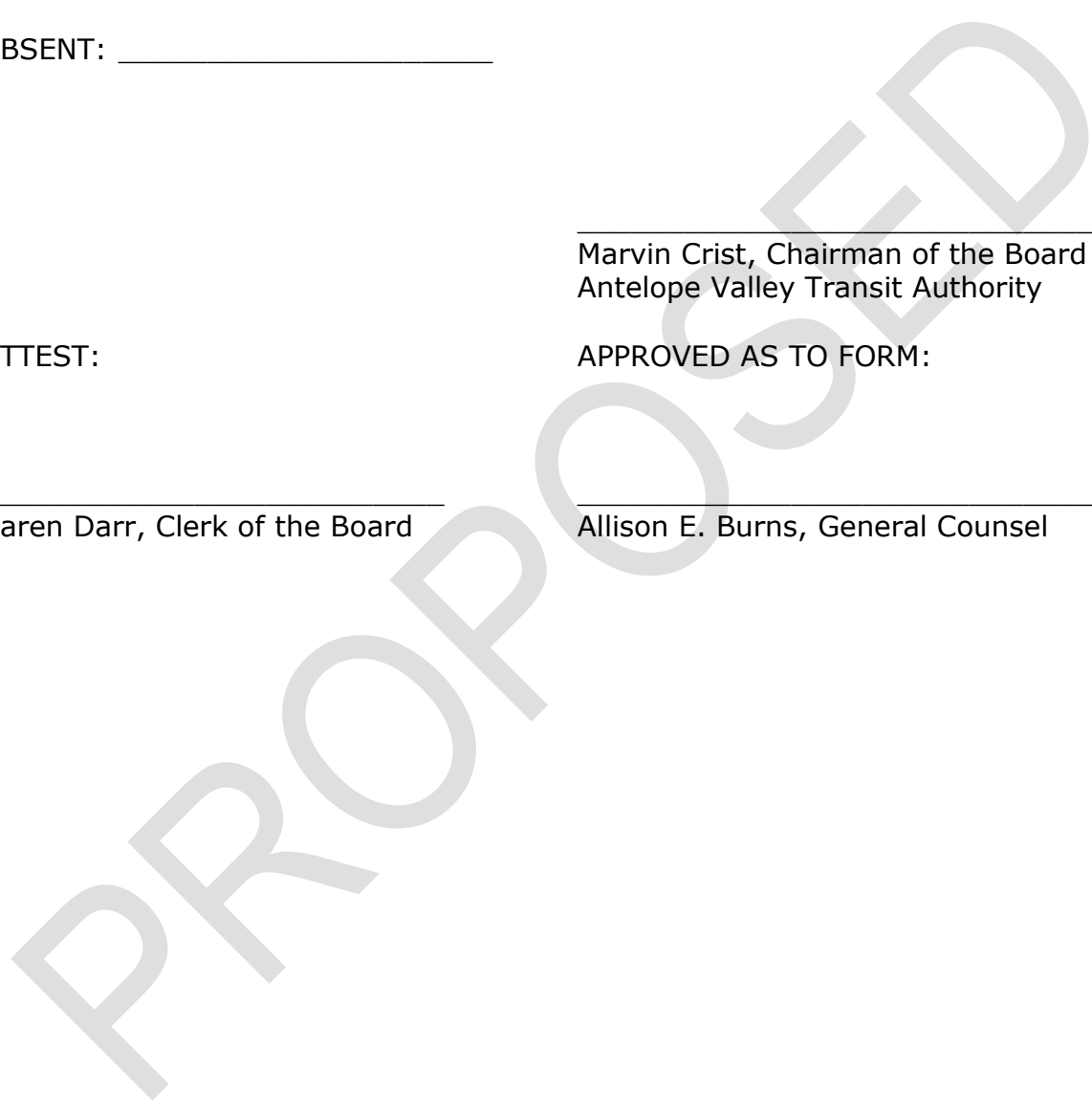
Marvin Crist, Chairman of the Board
Antelope Valley Transit Authority

ATTEST:

APPROVED AS TO FORM:

Karen Darr, Clerk of the Board

Allison E. Burns, General Counsel





DATE: February 23, 2021

TO: BOARD OF DIRECTORS

SUBJECT: Amend the Agency's Classification and Salary Schedule

RECOMMENDATION

That the Board of Directors approve amending the Agency's Classification and Salary Schedule to add the following positions: Electric Fleet Supervisor and Security Officer.

FISCAL IMPACT

The Electric Fleet Supervisor position will be established at Range 45 (Min. \$76,274 – Max. \$99,157) and the Security Officer position will be established at Range 18 (Min. \$39,159 – Max. \$50,907). The total fiscal impact will yield a savings for the remainder of FY 2021 as the recently vacated position of Fleet Technical Training Manager is greater than the total increase of the additional headcount and promotion of an existing employee. The increases will be reflected in the proposed FY 2021/2022 Budget and future fiscal year proposed budgets.

BACKGROUND

The recommendation to add an Electric Fleet Supervisor and a Security Officer position is based on existing and future workload demands and the need to expand staffing in specific areas in order to maintain and enhance organizational performance measures. The current Electronic Technician will be promoted to the Electric Fleet Supervisor position. The Electronic Technician title will remain on the Salary and Classification Schedule, but will be reflected as vacant on the organization chart until filled.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Macy Neshati
Executive Director/CEO



DATE: February 23, 2021

TO: BOARD OF DIRECTORS

SUBJECT: Portable UVC Light Sanitizing Machines

RECOMMENDATION

That the Board of Directors approve the Emergency Sole Source purchase of four commercial grade portable UVC light sanitizing machines from R-Zero for an amount not to exceed \$90,000, inclusive of applicable taxes, freight charges and one year maintenance.

FISCAL IMPACT

Adequate funding exists through the FTA COVID-19 funds received by AVTA. While we have not fully monetized the savings, we believe that the autonomous nature of these machines will ultimately yield labor savings.

BACKGROUND

The COVID-19 Pandemic has brought new challenges to all industries and all walks of life and has been especially difficult to deal with in the transportation sector while we seek to fight and contain a disease requiring focused sanitation methods rarely seen outside a hospital setting. Keeping our facilities, buses, employees and riders safe and sanitary is a key component of staying virus free. These portable sanitizing units will be central to that effort and keeps the Authority on the cutting edge of technology. This low cost, hospital grade device aligns with AVTA's mission of providing safe travels, while solving a problem plaguing the transit industry today. AVTA would like to issue an emergency sole source contract with R-Zero to purchase units that sanitize, disinfect and sterilize the interior of AVTA's facilities and bus fleet.

Judy Vaccaro-Fry
Chief Financial Officer

Macy Neshati
Executive Director/CEO

Attachment: A – R-Zero Spec Sheet

Competitive Landscape

NB 1 - ATTACHMENT A

The Best Price to Performance Available on the Market



	R-ZERO	XENEX	TRU-D	UVDI-360	PURO SENTRY M4
Price	\$22,000	\$100/day (or \$125,000)	\$125,000	\$62,000	\$21,000
Bulb Type	High Output Hg	Pulsed Xenon	LP Hg	Hg Amalgam	Pulsed Xenon
Bulb Count	8	1	28	4	4
Bulb Life	16,000 hrs	--	9,000 hrs	16,000 hrs	4,000 hrs
Total UV-C Output (W)	432W	Not Applicable	476W	420W	Not Applicable
360° Coverage	✓	✓	✓	✓	✗
Analytics & Compliance Reporting	✓	✓	✓	✓	✗
Posterior Reflectors	✓	✗	✗	✓	✗
LTE	✓	✓	✗	✗	✗
BLE	✓	✗	✗	✗	✗
GPS	✓	✗	✗	✗	✗
Automatic, Wireless Software Updates	✓	✓	✗	✗	✗





DATE: February 23, 2021

TO: BOARD OF DIRECTORS

SUBJECT: Contract #99999-001-SPD0000138-0008 to BYD Motor Inc. through the State of Georgia, for Six (6) K7M 30-Foot Battery Electric Buses

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #99999-001-SPD0000138-0008 with the State of Georgia to purchase six (6) K7M 30-foot battery electric buses for an amount not to exceed \$3,271,860 inclusive of applicable sales tax.

FISCAL IMPACT

Sufficient funds have been awarded in various grants and are included in the FY 2021 Budget.

BACKGROUND

In January 2016, the Board of Directors adopted a goal to procure and operate a 100% battery electric fleet. Since that time, staff has been committed to pursuing all funding opportunities to acquire battery electric buses. The next step is alignment of vehicles to ridership and adding expansion vehicles to support our new microtransit on-demand service.

On December 10, 2020, Antelope Valley Transit Authority was granted permission to purchase six (6) - BYD Electric Buses under State of Georgia Statewide Contract No.: 99999-001-SPD0000138-0008 - BYD Motor Inc. (Attachment A). BYD Motors, Inc. is a successful respondent to the State of Georgia Cooperative purchasing agreement and have been included on the approved list of vendors, satisfying the required procurement criteria and have agreed to comply with all federal terms and conditions.

Contract Award #99999-001-SPD0000138-0002 to BYD Motors, Inc. for Six (6) 30 -
Foot Battery Electric Buses
February 23, 2021
Page 2

Buses to be purchased are listed under Category 3 Electric Bus Master / Item #: E-17 / Line #: 3-9 / Description: 30 ft: 30 ft to 34 ft, 11 in Electric Heavy Duty Low Floor Transit Bus / Vehicle Description: BYD K7M / FTA: Yes / Supplier BYD.

In addition to their fair and reasonable pricing, adding these right sized vehicles to the Authority's existing battery electric fleet provides the best overall solution for AVTA.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Macy Neshati
Executive Director/CEO

Attachment: A – Permission to Purchase from Georgia Statewide Contract No.:
99999-001-SPD0000138-0008



Brian P. Kemp
Governor

J. Alexander Atwood
Commissioner

December 10, 2020

Lyle A. Block
Antelope Valley Transit Authority (AVTA)
44210 6th St. West
Lancaster, CA 93534

Subject: Permission to purchase from Georgia Statewide Contract 99999-001-SPD0000138-0008 – BYD Motor Inc.

Dear Mr. Block:

Please be advised the that the above referenced Statewide Contract was solicited internally by the Department of Administrative Services. The contract was award with a 2-year base term and 3 one-year renewal options. The following suppliers were awarded under this contract:

The Bus Center of Atlanta	99999-001-SPD0000138-0001
Alliance Bus Group	99999-001-SPD0000138-0002
Creative Bus Sales	99999-001-SPD0000138-0003
Tesco	99999-001-SPD0000138-0004
Prevost	99999-001-SPD0000138-0005
Motor Coach Industries	99999-001-SPD0000138-0006
Proterra	99999-001-SPD0000138-0007
BYD Motor Inc.	99999-001-SPD0000138-0008

This is an open schedule with no minimums or maximums. This statewide contract is in full compliance with the Fast Act. Per the Fast Act Section 3019, FTA permits transit providers to purchase from a state schedule outside of their state.

FTA policies allow grantees to use contracts awarded by State or local governments for the benefit of subordinate government entities. The FTA requirement for minimum and maximum quantities applies to grantees acting alone or jointly with other known grantees for a particular acquisition. In this case the contract must reflect the reasonably expected needs of the parties, and excess quantities may not be added for the purpose of allowing other agencies that are not part of the original buying group to "piggyback" the contract after award. When grantees use State Purchasing Schedules, FTA does not classify the action as "piggybacking," and rules established for "piggybacking" do not apply to State Purchasing Schedules. "Piggybacking" as used by FTA refers to the assignment of unanticipated excess contract rights by one agency to a grantee that was not known at the time of the original contract award.

The administrative fee amount for this statewide contract is one percent (1%) which is a pass-through.

Further, there is a 12-month schedule for bus production and delivery. Attached, please find the Statewide Information Sheet for BYD which includes ordering instructions.

We look forward to AVTA utilizing our Statewide Contract. Please let me know if you have any questions.

Page 2 of 2
Sincerely,

Eric Mercier
Contract Management Specialist

Copy: Dr. Carl A. Hall
Contract Management Manager



**CONTRACT AMENDMENT # 2
RENEWAL # 1
REMAINING RENEWALS # 3**

This amendment by and between the Supplier and State Entity defined below shall be effective as of the date this Amendment is fully executed. To the extent the contract requires the State Entity to issue a Notice of Award Amendment for purposes of exercising the renewal option, this written document shall serve as such Notice of Award Amendment.

STATE OF GEORGIA CONTRACT	
State Entity's Name:	Department of Administrative Services ("DOAS")
Supplier's Full Legal Name:	BYD Motors LLC pka BYD Motors Inc.
Contract No.:	99999-001-SPD0000138-0008
Solicitation No./Event ID:	99999-001-SPD0000152
Solicitation Title/Event Name:	Supplemental Mass Transit and Transportation Related Vehicles and Related Equipment and Accessories
Contract Award Date:	June 28, 2018
Current Contract Term:	June 29, 2018 – June 30, 2020

WHEREAS, the Contract is in effect through the Current Contract Term as defined above; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **CONTRACT RENEWAL.** The parties hereby agree that the contract will be renewed/extended for an additional period of time as follows:

NEW CONTRACT TERM	
Beginning Date of New Contract Term:	July 1, 2020
End Date of New Contract Term:	June 30, 2021

The parties agree the contract will expire at midnight on the date defined as the "End Date of the New Contract Term" unless the parties agree to renew/extend the contract for an additional period of time.

2. **SUCCESSORS AND ASSIGNS.** This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.

3. **ENTIRE AGREEMENT.** Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

CONTRACTOR

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	BYD Motors LLC pka BYD Motors Inc.
Authorized Signature:	<i>Patrick Duan</i>
Printed Name and Title of Person Signing:	Patrick Duan, Vice President of Operations, BYD
Date:	04/01/2020
Company Address:	1800 S. Figueroa Street Los Angeles, CA 90015

STATE ENTITY

Authorized Signature:	<i>L. Eason</i>
Printed Name and Title of Person Signing:	Lisa Eason Deputy Commission – State Purchasing
Date:	<i>6-22-20</i>
Company Address:	200 Piedmont Avenue, S.E. Suite 1308, West Tower Atlanta, Georgia 30334-9010



DATE: February 23, 2021

TO: BOARD OF DIRECTORS

SUBJECT: Revised Personnel Rules and Regulations Manual

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2021-002 (Attachment A), updating the Sick and Vacation Policy portion of the Authority's Personnel Rules and Regulations Manual.

FISCAL IMPACT

The proposed policy revisions will result in an estimated increase of \$25,000 to the employee benefits budgeted line item in the FY 2020/2021 Budget.

BACKGROUND

In February 2012, the Board approved amending the Sick and Vacation Policies, which placed caps on accrual totals, and amended the accrual schedules. Once employees reached the maximum, they ceased accruing additional time until their banks were reduced below the maximum accrual limit. Vacation cash out policies have varied with each change in leadership and has not been codified. These policy updates will keep the Authority's benefit package competitive with our peers and jurisdictional partners, is reflective of the current environment, and will grow and retain quality employees.

Although we had worked toward bringing this to the Board for approval last year, the pandemic took priority, but has reminded us of the need for revision. Absent hiring a consultant for a full-scale Class and Compensation Study, AVTA's Human Resource & Benefits Coordinator, Amber Johnson, conducted a study polling several municipalities, including our jurisdictional and local public partners. Agencies polled include: Antelope Valley College, Antelope Valley Air Quality Management District, the cities of Lancaster, Palmdale, Santa Clarita, Culver City, Gardena, Lompoc, Torrance, Manhattan Beach, Norwalk, San Dimas, and Santa Monica.

During this past year, the COVID pandemic and resulting 100% virtual learning environment created several staffing and scheduling challenges. We had some

employee's work 100% remotely while others remained in the office to manage the Authority's daily operations. Each employee and supervisor rose to the occasion and kept the wheels in motion allowing for the continuity of operations in every department. It is this dedication from our staff that has made the agency successful in every pursuit presented and challenge accepted.

The months long stay at home order resulted in numerous cancelled events and the inability for staff to enjoy benefits earned. Since moving full steam ahead with the Authority's green projects, coupled with the pandemic, employees have had little flexibility to use earned time. Collaboration on these revised policies involved the Executive Director/CEO, the Chief Operating and Financial Officers, the Controller, and the Human Resource and Benefits Coordinator and yielded the updated revised policies.

Summary of Changes

Sick Policy:

- Accrued and unused sick time will continue to be carried over from year to year; however, the maximum accrual will increase to 480 hours instead of the previous cap of 320 hours.
- At the end of the fiscal year, employees who have exceeded the maximum accrual, will have any hours over 480 hours converted into a dollar amount based on the employee's current rate of pay, which will be contributed into their CalPERS 457 Plan.

Vacation Policy:

- Accrual schedule has been amended and now all employees accrue at the same rate.
- AVTA will allow employees to cash out a portion of their accrued vacation hours twice annually.
- Cash out is limited up to 40 hours maximum per cash out, twice per year (80 hours annually).
- 120 hours must remain in your accrual bank AFTER the cash out.
- COVID restrictions apply to cash outs.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Macy Neshati
Executive Director/CEO

Attachment: A – Resolution No. 2021-002

BOARD OF DIRECTORS

RESOLUTION NO. 2021-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY ADOPTING THE AUTHORITY’S REVISED PERSONNEL RULES AND REGULATIONS MANUAL

WHEREAS the Antelope Valley Transit Authority wishes to accurately describe the regulations, standards and expectations applicable to Antelope Valley Transit Authority employees, and to outline the policies, programs, and benefits available to eligible employees;

WHEREAS the Antelope Valley Transit Authority’s personnel rules and regulations provide the regulations, standards and expectations applicable to Antelope Valley Transit Authority;

WHEREAS the Antelope Valley Transit Authority Revised Personnel Rules and Regulation Manual must reflect current laws, provide effective means by which to operate Antelope Valley Transit Authority and must be updated accordingly;

WHEREAS the Antelope Valley Transit Authority last revised the benefit policies portion of its Personnel Rules and Regulation Manual since 2012; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY DOES HEREBY RESOLVE as follows:

Section 1. Adopt Revised Personnel Rules and Regulations

This resolution adopts the attached Revised Policies of the Personnel Rules and Regulation Manual for the Antelope Valley Transit Authority. Nothing here in shall be construed to restrict any legal or inherent inclusive authority rights with respect to matters of general legislative or managerial policy.

PASSED, APPROVED and ADOPTED this 23rd day of February 2021 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

Marvin Crist, Chairman

ATTEST:

Karen S. Darr
Clerk of the Board

Allison E. Burns
General Counsel



DATE: February 23, 2021

TO: BOARD OF DIRECTORS

SUBJECT: Contract #2021-41 to GCAP Services, Inc., for On-Going Labor Compliance Program Services

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2021-41 with GCAP Services, Inc., of Costa Mesa, CA, for on-going labor compliance program services for a five-year term not to exceed an amount of \$150,000, per year of service.

FISCAL IMPACT

Sufficient funds will be included in future budgets to pay for this required service. Amounts exceeding \$150,000 will be brought to the Board for approval. Pricing will be based upon the firm's submitted fee schedule (Attachment A) and task orders will be released for each applicable public works project awarded by the Authority.

BACKGROUND

The Board approved the first bus stop improvement project in January 2010. Since that time, AVTA has awarded and completed several transit-related and facility improvement projects. Utilizing Indefinite Quantity Fixed Fee contracts allows staff to move forward with a construction project once approved by the Board and has proven to be more cost-effective for the Authority. Public works projects have included wireless inductive charging stations, bus stop amenities, and facility upgrades, etc. To this end, staff developed and circulated a Request for Proposals (RFP).

AVTA released a Request for Proposals (RFP) on December 18, 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; one-hundred fourteen firms were notified via email with RFP instructions for downloading. Seven firms registered and downloaded the RFP. Three (3) addenda were issued with the last posting on January 4, 2021.

Seven (7) proposals were submitted on January 12, 2021, in response to the RFP. Three staff members evaluated and ranked each submitted proposal on the following criteria: proposed solution (30%), project budget (20%), similar projects (15%), proposer's information (15%), project schedule/benchmarks (10%), and personnel (10%).

Submitted proposals were received from the following firms:

Firm	Location	Total Score (300 Max)
GCAP Services, Inc. (DBE)	Costa Mesa, CA	266
The G Crew	Glendale, CA	252
Labor Compliance Services Co.	Lake Havasu City, AZ	243
The Solis Group	Pasadena, CA	220
Pacific Resources Services Corp.	El Monte, CA	201
MCG & Associates	Torrance, CA	152
Workforce Integrity & Training Solutions, LLC	San Francisco, CA	123

GCAP Services, 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. They are also designated Disadvantaged Business Enterprise (DBE) firm by FTA. It was obvious that their past indepth transit agency experience gave them a clear insight into our requirements and mission. Staff is confident GCAP Services, Inc. will provide an excellent service.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Macy Neshati
Executive Director/CEO