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

**OFFICIAL MINUTES**

**CALL TO ORDER:**

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

**ROLL CALL:**

Present

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

**APPROVAL OF AGENDA:**

Executive Director/CEO Maćy Neshati stated that Lee Kemp, Regional Vice President of Sales for Motor Coach Industries, Inc. (MCI), will present an update regarding the battery-electric commuter coaches during the Report by the Executive Director/CEO portion of the agenda.

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

Moved by Vice Chair Knippel, seconded by Director Malhi

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:**

Customer Satisfaction Manager Carlos Lopez sent an email on February 23, 2021 from Raymond Johnson to the Clerk of the Board Karen Darr. Mr. Johnson expressed concerns regarding the buses stopping at every stop.

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

**SRP 1 LEGISLATIVE REPORT FOR JANUARY**

Chief Financial Officer Judy Vaccaro-Fry presented information regarding California's one-time \$600 Golden State stimulus payment, recent State and federal appointments and confirmations, greenhouse gas legislation, potential funding resulting from the 2020 Census data, federal mandate requiring that the current federal vehicle fleet be replaced with American-made electric vehicles, an additional stimulus apportionment for AVTA, LA Metro's Traffic Reduction Study and grant opportunities. The Board discussed letters of support to accompany submitted grants proposals.

**SRP 2 MAINTENANCE KPI REPORT**

Maintenance Compliance Manager Cecil Foust presented the report.

**SRP 3 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT**

Chief Operating Officer Martin Tompkins presented the report. The Board discussed if there is a procedure for an operator to notify dispatch when a passenger at a stop appears unresponsive.

**SRP 4 TRANSDEV CUSTOMER SERVICE IMPROVEMENT PLAN/PASSENGER PASS-UPS**

Francois Regembal, Transdev's Chief Quality and Safety Officer for the North American Region, presented the report. The Board expressed their disappointment with Transdev's ineffective handling of passenger pass-ups. Discussion ensued regarding improving communication between Transdev's management, dispatch and the operators (one-on-one meetings), the Stop at all Stops and Cellular Phone Use policies, possible operator distractions and disciplinary actions implemented to correct behavior as detailed below.

Transdev's Customer Service Policy states: 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.

Chairman Crist asked Mr. Regembal and Transdev's General Manager Rene Alvarez whether AVTA should adopt Transdev's second incident Termination policy by ending Transdev's contract for management's ineffective handling of the passenger pass-up issue. Mr. Regembal replied they will not spare any efforts or resources to correct this issue. Mr. Alvarez added the operators sign an acknowledgement confirming they understand the "Stop at all Stops" policy and will provide an update at the March 23, 2021 Board meeting.

#### **CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JANUARY 26, 2021**

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

**CC 2 FINANCIAL REPORT FOR JANUARY 2021**

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

**CC 3 GRANT STATUS REPORT**

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**

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)**

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**

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

**Motion: Approve the Consent Calendar.**

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

**NEW BUSINESS (NB):**

**NB 1 PORTABLE UVC LIGHT SANITIZING MACHINES**

Ms. Vaccaro-Fry presented the staff report. A video from KTLA "*Rich on Tech*" was shown explaining the technology. The Board discussed leasing versus purchasing the machines, the machine's sanitizing effectiveness, warranty, cost of replacement bulbs and partnering with the cities of Lancaster and Palmdale for possible reimbursement from the Federal Emergency Management Agency (FEMA).

**Motion: Authorize the Executive Director to negotiate with both cities to procure up to four units through the cities within this week for an amount not to exceed \$100,000. If that fails, authorize the Executive Director to procure up to four units directly from R-Zero for an amount not to exceed \$100,000.**

Moved by Chairman Crist, 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 2 CONTRACT #99999-001-SPD0000138-0002 TO BYD THROUGH THE STATE OF GEORGIA, FOR SIX (6) 30-FOOT BATTERY ELECTRIC BUSES**

Mr. Neshati presented the staff report.

**Motion: 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.**

Moved by Director Flanagan, 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 3 REVISED PERSONNEL RULES AND REGULATIONS MANUAL**

Ms. Vaccaro-Fry presented the staff report. The Board briefly discussed the proposed revisions.

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

Moved by Vice Chair Knippel, 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 CONTRACT #2021-41 TO GCAP SERVICES, INC. FOR ON-GOING LABOR COMPLIANCE PROGRAM SERVICES**

Procurement and Contracts Officer Lyle Block presented the staff report.

**Motion 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.**

Moved by Vice Chair Knippel, 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 Mr. Neshati introduced Mr. Kemp to provide a brief update regarding the production status and features of the Model D45 CRTe LE battery-electric commuter coach. The Board awarded a contract to MCI for the procurement of 24 battery-electric commuter coaches at the May 26, 2020 meeting. Mr. Neshati invited the Board Members to tour a similar commuter coach after the meeting.

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

There were no miscellaneous business – non-agenda items presented.

**ADJOURNMENT:**


Chairman Crist adjourned the meeting at 11:41 a.m. to the Regular Meeting of the Board of Directors on March 23, 2021 at 10:00 a.m.

PASSED, APPROVED, and ADOPTED this 23<sup>rd</sup> day of MARCH 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.