



**Regular Meeting of the Board of Directors**

**Tuesday, June 24, 2014**

**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 Hickling called the meeting to order at 10:01 a.m.

**PLEDGE OF ALLEGIANCE**

Director of Operations and Maintenance Len Engel led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Norm Hickling  
Vice Chairman Marvin Crist  
Director Steve Hofbauer  
Director Dianne Knippel

Absent

Director Tom Lackey  
Director Sandra Johnson

**Motion: Excuse the absence of Directors Lackey and Johnson.**

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (4-0-0-2)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel

Nays: None

Abstain: None

Absent: Directors Lackey and Johnson

**APPROVAL OF AGENDA:**

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

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (4-0-0-2)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel

Nays: None

Abstain: None

Absent: Directors Lackey and Johnson

**PUBLIC BUSINESS FROM THE FLOOR:**

There was no public business presented.

**MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:**

Dennis Sloan, a member of the public, spoke regarding the issues he is having with the Dial-a-Ride service. Chairman Hickling requested that Len Engel, Carlos Lopez, and Dan Thomas meet immediately with Mr. Sloan to resolve his issues. Ms. Austin stated that representatives from Veolia IntelliRide are in the audience and suggested they also be included in the meeting.

**SPECIAL REPORTS and PRESENTATIONS (SRP):**

SRP 1 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR MAY

Veolia general manager Hector Fuentes and executive director Julie Austin presented a plaque to Milton Cobos, Employee of the Month for May. Mr. Fuentes announced that the Operator of the Month for May was Aureliano Sierra who was not present to receive his award.

SRP 2 FEDERAL LEGISLATIVE UPDATE

Grants administrator Judy Vaccaro-Fry presented information regarding the Surface Transportation Reauthorization bill, Highway Trust Fund, and upcoming grant opportunities. She added that the Senate Committee on Finance has scheduled a markup on June 26, 2014, of the Preserving America's Transit and Highways (PATH) Act, a bill to provide for the extension of highway fund expenditures and revenues for highway programs.

She announced that House Republicans elected Kevin McCarthy (R-CA) as the new Majority Leader on June 19 to replace Eric Cantor (R-VA). He will assume

his new post when Congressman Cantor steps down on July 31. The Board briefly discussed this item and requested Ms. Vaccaro-Fry to obtain letters of support when the Low Carbon Emissions grant opportunity is announced.

**Motion: Receive and file the Federal Legislative Update for June 2014.**

Moved by Director Knippel, seconded by Director Hofbauer

Vote: Motion carried (4-0-0-2)  
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel  
Nays: None  
Abstain: None  
Absent: Directors Lackey and Johnson

SRP 3 STATE LEGISLATIVE UPDATE – WENDY WILLIAMS

Director of communications Wendy Williams reported on the approved FY15 State Budget, specifically the Cap and Trade allocation, discussions held at the California Transit Association's (CTA) 48<sup>th</sup> Annual Spring Legislative Conference and legislation pertaining to digital signage and bus axle weight.

The Board discussed the lawsuits filed that challenge the state's plan to spend a portion of cap-and-trade revenue on the high-speed rail project, the timeline for AVTA's digital signage demonstration program, and the CTA's position regarding low/no emission vehicles.

**Motion: Receive and file the State Legislative Update for June 2014.**

Moved by Director Knippel, seconded by Director Hofbauer

Vote: Motion carried (4-0-0-2)  
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel  
Nays: None  
Abstain: None  
Absent: Directors Lackey and Johnson

SRP 4 SERVICE CHANGES EFFECTIVE JULY 14, 2014

Senior planning officer Dieter Aragon presented the staff report. The Board discussed bus service for the new Kaiser and High Desert Medical facilities.

**Motion: Receive and file the service changes effective July 14, 2014.**

Moved by Director Knippel, seconded by Director Hofbauer

Vote: Motion carried (4-0-0-2)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel

Nays: None

Abstain: None

Absent: Directors Lackey and Johnson

SRP 5 QUARTERLY COACH OPERATOR AUDIT RESULTS – DECEMBER 2013 THROUGH FEBRUARY 2014

Mr. Aragon presented the staff report. The Board discussed the metrics reported for unsafe vehicle operations, Americans with Disabilities Act (ADA) stop announcements and the standards that are included on the evaluation forms. Mr. Aragon and Mr. Fuentes detailed the methods that AVTA and Veolia Transportation staff employ to address areas of concern.

The Board requested that staff provide a breakdown of valid and invalid incidents of unsafe vehicle operations and provide an explanation of valid incidents on future audit reports. The Board also discussed the benchmark for the operator courtesy metric and requested that staff research installing monitors on the buses to assist the operators with providing information to customers.

**Motion: Receive and file the Quarterly Coach Operator Audit results for the period covering December 2013 through February 2014.**

Moved by Director Knippel, seconded by Director Hofbauer

Vote: Motion carried (4-0-0-2)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel

Nays: None

Abstain: None

Absent: Directors Lackey and Johnson

SRP 6 AVTA TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2015 THROUGH 2017

Mr. Aragon presented the staff report. The Board briefly discussed the demographics of the service area.

**Motion: 1) Approve the AVTA Title VI Program Update for FY15 through FY17 as required by the Federal Transit Administration (FTA); and 2) Adopt Resolution No. 2014-003.**

Moved by Director Knippel, seconded by Director Hofbauer

Vote: Motion carried (4-0-0-2)  
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel  
Nays: None  
Abstain: None  
Absent: Directors Lackey and Johnson

**CONSENT CALENDAR (CC):**

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR MAY 27, 2014 – KAREN DARR

CC 2 FINANCIAL REPORTS –APRIL AND MAY 2014 – COLBY KONISEK

CC 3 FY15 INVESTMENT POLICY AND LOCAL AGENCY INVESTMENT FUND (LAIF) UPDATE – COLBY KONISEK

CC 4 SEMI-ANNUAL FEDERAL FISCAL YEAR (FFY) 2013/14 DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND SMALL BUSINESS ENTERPRISE (SBE) REPORT (OCTOBER 1, 2013 – MARCH 31, 2014) – LYLE BLOCK

CC 5 RENEWAL OF AGREEMENT WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) FOR SECURITY SERVICES – RESERVE UNIT – WENDY WILLIAMS

**Motion: Approve the Consent Calendar.**

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (4-0-0-2)  
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel  
Nays: None  
Abstain: None  
Absent: Directors Lackey and Johnson

**NEW BUSINESS (NB):**

NB 1 ELECTION OF BOARD OFFICERS FOR FY15

General Counsel D. Craig Fox presented the staff report. Director Knippel nominated Norm Hickling as Chairman and Marvin Crist as Vice Chairman. Director Hofbauer expressed his desire to hold the position of Vice Chairman.

**Motion: Re-elect Norm Hickling as Chairman and Marvin Crist as Vice Chairman for FY15.**

Moved by Director Knippel, seconded by Vice Chairman Crist

Vote: Motion carried (3-1-0-2)  
Yeas: Chairman Hickling, Vice Chairman Crist, and Director Knippel  
Nays: Director Hofbauer  
Abstain: None  
Absent: Directors Lackey and Johnson

NB 2 FY15 WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES UNDER CONTRACT #2013-022 WITH VINSA, INC.

The Board waived the presentation of the staff report. There was no Board discussion on this item.

**Motion: Authorize the Executive Director to expense an amount not to exceed \$350,000 under Contract #2013-022 with Vinsa, Inc., AVTA's Insurance Broker of Record for the Authority's FY15 insurance policies and coverages.**

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (4-0-0-2)  
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel  
Nays: None  
Abstain: None  
Absent: Directors Lackey and Johnson

NB 3 AWARD CONTRACT #2014-43 TO WINDES, INC., LONG BEACH, CA FOR AUDIT SERVICES

Director of finance Colby Konisek presented the staff report. The Board discussed local vendor outreach and response. Mr. Konisek provided justification for the evaluators' vendor selection. The Board also discussed offering pre-bidder conferences and debriefing sessions to educate vendors regarding the Request for Proposals submittal process.

**Motion: Authorize the Executive Director to execute Contract #2014-43 for audit services to Windes, Inc., for a period of five years in an amount not to exceed \$306,000.**

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (4-0-0-2)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel

Nays: None

Abstain: None

Absent: Directors Lackey and Johnson

NB 4 AWARD CONTRACT #2014-42 – FARE RESTRUCTURING ANALYSIS – TO NELSON/NYGAARD CONSULTING ASSOCIATES, SAN FRANCISCO, CA

Director of communications Wendy Williams presented the revised staff report that was distributed to the Board at the meeting. The Board discussed the revised scope of work and including Chairman Hickling in the contract negotiation. Ms. Austin confirmed that the contract amount would not exceed \$65,824.

**Motion: Award Contract #2014-42 to Nelson/Nygaard Consulting Associates, San Francisco, CA, for assistance with public outreach and federal compliance regarding three new fare scenarios, and authorize the Executive Director and Chairman to negotiate final terms and conditions.**

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (4-0-0-2)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Hofbauer and Knippel

Nays: None

Abstain: None

Absent: Directors Lackey and Johnson



**PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION (CS):**

**General Counsel presented the two items to be discussed in Closed Session.**

- CS 1 Public Employee Performance Evaluation (G.C. section 54957(b))  
Title: Executive Director
- CS 2 Conference with Labor Negotiator (G.C. section 54957.6)  
Authority Negotiator: Norman L. Hickling, Board Chairman  
Alternate Negotiator: Marvin Crist, Board Vice Chairman  
Unrepresented Employee: Executive Director

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 11:31 a.m.

**RECONVENE TO PUBLIC SESSION**

The Board reconvened to Public Session at 12:08 p.m.

**REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION**

General Counsel stated that Ms. Austin's employment contract was reviewed and discussed. Ms. Austin made a verbal agreement to continue her employment under the same terms and conditions of the existing contract unless and until another agreement is executed.

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Executive Director's Report

- Ms. Austin will be attending the Annual American Public Transportation Association's Small Operations Committee Planning meeting in Chicago on June 26 and 27, 2014.
- July 7 through 11 staff will be integrating software on AVTA's local servers, testing the cellular connection with Verizon and installing equipment. The vendor will demonstrate and ensure that the product functions according to AVTA's specifications from July 25 through August 12. Rollout installations on the remaining fleet will occur between August 18 through 24.
- Staff will conduct a second pre-visit conference call regarding the triennial review on June 25. The Federal Transit Administration consultant will be onsite on July 7 and 8 to complete the review. Focal points will include ADA compliance and AVTA's oversight of Access Services.



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

The Board wished everyone a safe and enjoyable Fourth of July and Chairman Hickling reminded everyone regarding the prohibition of fireworks in the city of Lancaster, County of Los Angeles, and parts of the city of Palmdale.

**ADJOURNMENT:**

Chairman Hickling adjourned the June 24, 2014 meeting in memory of Executive Assistant DeeAnna Cason's sister, Martie Vines, who lost her yearlong battle with cancer on June 19, 2014.

The next Regular Meeting of the Board of Directors will be held on July 22, 2014 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 26<sup>th</sup> day of August, 2014.

  
Norman L. Hickling, Chairman

  
Julie M. Austin, Secretary

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 661/729-2258 to make arrangements to review a recording.