



Regular Meeting of the Board of Directors

Tuesday, August 26, 2014

10:00 a.m.

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

OFFICIAL MINUTES

CALL TO ORDER:

Chairman Hickling called the meeting to order at 10:03 a.m.

PLEDGE OF ALLEGIANCE:

Alternate Director Fred Thompson led the Pledge of Allegiance.

OATH OF OFFICE:

General Counsel D. Craig Fox administered the Oath of Office to Fred Thompson, the City of Palmdale's Alternate Director.

ROLL CALL:

Present

Chairman Norm Hickling

Vice Chairman Marvin Crist

Alternate Director Fred Thompson (Director Tom Lackey absent)

Director Steve Hofbauer

Director Dianne Knippel

Alternate Director Ken Mann (Director Sandra Johnson absent)

APPROVAL OF AGENDA:

Motion: Approve the agenda as comprised.

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and
Alternate Directors Mann and Thompson

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

Thomas DiFillippi, a member of the public, spoke regarding issues he experienced with the wheelchair lifts and passengers smoking around the bus stops and doors. Chairman Hickling requested that the Director of Operations and Maintenance Len Engel meet with Mr. DiFillippi to address his concerns.

SPECIAL REPORTS and PRESENTATIONS (SRP):

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

Transdev Safety and Training Supervisor Kerry Jefferson and Executive Director Julie Austin presented a plaque to Ahmed Khan, Operator of the Month for July. Mr. Jefferson announced that the Employee of the Month for July was Raymond Allen who was not present to receive his award.

SRP 2 PRESENTATION TO FINANCE STAFF - GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR 2013 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Ms. Austin presented the GFOA's Certificate of Achievement for Excellence in Financial Reporting to Finance Director Colby Konisek and the entire finance staff for their work on the 2013 Comprehensive Annual Financial Report.

SRP 3 FEDERAL LEGISLATIVE UPDATE

Grants Administrator Judy Vaccaro-Fry provided information regarding the extension of the surface transportation funding authorizations and upcoming grant opportunities. There was no Board discussion regarding this item.

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

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson
Nays: None
Abstain: None
Absent: None

SRP 4 FY14 KEY PERFORMANCE INDICATORS (KPI) REPORT – FISCAL YEAR ENDING JUNE 30, 2014

Senior Planning Officer Dieter Aragon presented the KPI report for FY14. The Board discussed the valid and invalid complaints, the percentage of complaints that pertained to operator courtesy, and preventable accidents. Mr. Aragon explained the investigation process for complaints and accidents. Chairman Hickling stated that some of the indicators appear to be trending in the wrong direction and asked that Mr. Aragon look closely at the information for May and June 2014. Vice Chairman Crist requested that staff provide separate performance indicators for commuter and local transit beginning January 1, 2015.

Motion: Receive and file the FY14 KPI Report for the year ending June 30, 2014.

Moved by Director Hofbauer, seconded by Director Knippel

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson
Nays: None
Abstain: None
Absent: None

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR JUNE 24, 2014 – KAREN DARR

Motion: Approve the Board Meeting Minutes for June 24, 2014.

Moved by Vice Chairman Crist, seconded by Director Knippel

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

CC 2 BOARD OF DIRECTORS MEETING MINUTES FOR JULY 22, 2014 – KAREN DARR

Motion: Receive and file the Board Meeting Minutes for July 22, 2014.

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson

Nays: None

Abstain: None

Absent: None

CC 3 FINANCIAL REPORTS – MAY AND JUNE 2014 – COLBY KONISEK

CC 4 FINANCIAL REPORTS – JUNE AND JULY 2014 – COLBY KONISEK

CC 5 FY14 FOURTH QUARTER CAPITAL RESERVES REPORT – APRIL 1 THROUGH JUNE 30, 2014 – COLBY KONISEK

CC 6 FY14 FOURTH QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT REPORT – APRIL 1 THROUGH JUNE 30, 2014 – WENDY WILLIAMS

CC 7 STATE LEGISLATIVE UPDATE – WENDY WILLIAMS

CC 8 FY14 FOURTH QUARTER GRANT STATUS REPORT – APRIL 1 THROUGH JUNE 30, 2014 – JUDY VACCARO-FRY

CC 9 2014 DIAL-A-RIDE CUSTOMER SURVEY – LEN ENGEL

Motion: Approve Consent Calendar items 3-9.

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson

Nays: None

Abstain: None

Absent: None

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

General Counsel D. Craig Fox 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 10:35 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 11:01 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel reported that the Board tentatively agreed to certain revisions to the executive director's employment agreement. The contract will be discussed further during New Business 1.

NEW BUSINESS (NB):

NB 1 APPROVAL OF EXECUTIVE DIRECTOR'S EMPLOYMENT AGREEMENT

General Counsel stated that the original executive director's employment agreement was effective May 2, 2011 through June 30, 2014 with an automatic renewal clause. The Board and executive director agreed to modify the terms and conditions of the contract for a second term commencing May 2, 2014 through July 1, 2016, with an automatic one year extension unless either party cancels via written notice. Revisions to the contract will include a base salary increase of 5% plus a 5% bonus, revised goals to include a succession plan, and the right to cancel the agreement effective July 1, 2016 once a suitable replacement is recruited and mentored. Should Austin exercise her right to cancel this contract effective July 1, 2016, and she has recruited and mentored a suitable replacement for her position that is acceptable to the Authority, the Authority shall retain her services as an on-call consultant for a period not less than six months, or through December 31, 2016, pursuant to a separate agreement negotiated in good faith. The monthly retainer amount payable to Austin shall be \$5,000, payable within ten days of the end of the preceding month. The Board requested that the Chairman be authorized to execute the

agreement after the modifications are completed. A copy of the executed contract will be available for public review.

Motion: Provide the Chairman with the authority to execute the executive director's employment agreement.

Moved by Vice Chairman Crist, seconded by Director Mann

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson
Nays: None
Abstain: None
Absent: None

NB 2 RATIFY AWARD OF SOLE SOURCE CONTRACT #2014-038 TO INTELLIRIDE FOR DIAL-A-RIDE SERVICES FOR THE PERIOD JUNE 1, 2014 THROUGH DECEMBER 31, 2014

Mr. Engel presented the staff report. There was no Board discussion regarding this item.

Motion: Ratify the award of Sole Source Contract #2014-038 to IntelliRide for Dial-a-Ride services for the period of June 1, 2014 through December 31, 2014.

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson
Nays: None
Abstain: None
Absent: None

NB 3 DRAFT REPORT - FEDERAL TRANSIT ADMINISTRATION FY14 TRIENNIAL REVIEW AND MANAGEMENT RESPONSE

Director of Finance Colby Konisek detailed the results of the FY14 Triennial Review and noted that the Americans with Disabilities Act (ADA) findings were applied to all Los Angeles County operators since Access serves as the county's community transit service agency of ADA paratransit services. All Los Angeles County operators will address the findings in cooperation with Access Services. The Board discussed the paratransit services finding and whether the FTA rates the deficiencies.

Motion: Receive and file the Draft Report - Federal Transit Administration FY14 Triennial Review and Management Response.

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson
Nays: None
Abstain: None
Absent: None

NB 4 REVISION NO. 5 – AVTA PROCUREMENT POLICY AND PROCEDURES MANUAL–

Procurement and Contracts Officer Lyle Block presented the staff report. There was no Board discussion regarding this item.

Motion: Approve Revision No. 5 to AVTA's Procurement Policy and Procedures Manual.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson
Nays: None
Abstain: None
Absent: None

NB 5 AWARD MULTIPLE AGREEMENTS UNDER CONTRACT #2014-46 FOR ON-CALL ARCHITECTURAL, ENGINEERING AND PROJECT MANAGEMENT SERVICES

Mr. Block presented the staff report. There was no Board discussion regarding this item.

Motion: Authorize the executive director to execute four agreements under Contract #2014-46 for On-Call Architectural, Engineering and Project Management Services with the following firms: 1) Arrow Engineering Services, Inc., Lancaster, CA; 2) Carpenter, Sellers, Del Gatto Architects, Las Vegas, NV; 3) Kennard Design Group, Los Angeles, CA; and 4) Pennfield & Smith Engineers, Inc., Lancaster, CA.

Moved by Director Knippel, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson
Nays: None
Abstain: None
Absent: None

NB 6 PROPOSED MODIFICATIONS TO LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) COVERAGE

The Board waived the presentation of the staff report.

Motion: Approve the modifications to life insurance and AD&D coverage for AVTA staff effective October 1, 2014.

Moved by Vice Chairman Crist, seconded by Director Knippel

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer and Knippel, and Alternate Directors Mann and Thompson

Nays: None

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Executive Director's Report

- Julie Austin acknowledged Wendy Williams, Nate Pitkin, Mark Perry and all of the staff who helped showcase AVTA at the 2014 Antelope Valley Fair.
- Ms. Austin stated that she is on a subcommittee for the California Transit Association - Cap and Trade Auction proceeds. There is a CalEPA Workshop meeting on August 26 regarding the draft guidelines for the Disadvantaged Communities, and CalTrans Workshop on Rail Capital and Low Carbon Transit Operations Programs, Cap and Trade on August 27. She will be sharing information regarding Cap and Trade guideline development at the North County Transportation Corridor meeting this month.
- Avail has been on site this week providing final adoption training before the final rollout of the ITS. An exit interview is scheduled on August 27, 2014.
- Facilitator Peter Stark will be on site August 28, 2014 for a management team-building workshop.
- Staff members who are celebrating their work anniversaries this month are Len Engel and Lyle Block, two years; Judy Vaccaro-Fry, 7 years; and Rong Fitzgibbons, 3 years.
- Ms. Austin will be on vacation September 7 through 21, returning September 22, 2014.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Hofbauer apologized for missing the July 26, 2014 Board meeting and requested a contact number that the directors can call when they are unable to attend a meeting or will be late. He also stated that there are occasional problems with transitioning from one bus to another, in particular, the stop located at 10th St. W. and Rancho Vista Blvd.

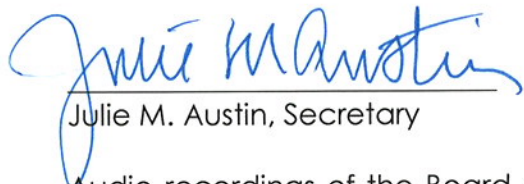
Chairman Hickling asked that staff contact the Housing Authority regarding a bus stop in front of their Palmdale office.

ADJOURNMENT:

Chairman Hickling adjourned the meeting at 11:28 a.m. to the Regular Meeting of the Board of Directors on September 23, 2014 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 23rd day of September, 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.