



Regular Meeting of the Board of Directors

Tuesday, July 25, 2017

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 Crist called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE:

Director Hofbauer led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Austin Bishop, Director Angela Underwood-Jacobs, Director Michelle Flanagan

APPROVAL OF AGENDA:

Motion: Approve the agenda as comprised.

Moved by Director Hofbauer, seconded by Director Bishop

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop,
Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Dorothy Matson provided her comments in an email, which was read aloud during the meeting. Ms. Matson requested service in Neenach and the surrounding communities.

Jerel Arbaugh – spoke about issues with the evening runs on the Route 52 (Littlerock/Pearblossom) and the replacement of a damaged bus stop pole.

Fran Sereseres - requested increased frequency on the Route 4, thanked the Board for the stop inside the AV Fairgrounds and requested that Access Services install a sign at the stop. She also requested information regarding issues around the Lancaster Senior Center.

Executive Director/CEO Len Engel stated he will ensure their issues are addressed.

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

SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR JUNE 2017

Trandev General Manager Hector Fuentes presented plaques to the Employee of the Month Allen Vigil and the Operator of the Month Gayle Ellis.

SRP 2 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER (APRIL 1 – JUNE 30, 2017)

Director of Fleet and Facilities Mark Perry presented the AVTA Employee of the Quarter award to Karen Conrad, Lead Field Service Technician. Director Hofbauer complimented the bus stop crew for maintaining the quality of the bus stops.

SRP 3 LEGISLATIVE REPORT FOR JULY 2017

Grants Administrator Judy Fry provided an update regarding the Fixing America's Surface Transportation (FAST) Act and Transportation Investment Generating Economic Recovery (TIGER) grant programs, competitive grants through the Bus and Bus Facilities Infrastructure Investment Program, Cap and Trade Program extension to the year 2030, Assembly Bill (AB) 1113: State Transit Assistance Program, AB-17: Reduced-Fare Transit Passes for Students and AB-1479: Civil liabilities for violations of the California Public Records Act.

Ms. Fry noted that AB-1479 was amended to include: "that an agency, knowingly and willfully without substantial justification, failed to respond to a request or that the agency reasonably withheld the record based upon an

ambiguous or unsettled question of law or a legally recognized privilege.” Both AB-1479 and AB-17 were referred to the Senate Appropriations Committee with a hearing scheduled for August 21, 2017. The Board discussed the FAST Act grant opportunities.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JUNE 27, 2017

Approve the Board of Directors Regular Meeting Minutes of June 27, 2017.

CC 2 FINANCIAL REPORTS FOR MAY AND JUNE 2017

Receive and file the financial reports for May and June 2017.

CC 3 FISCAL YEAR 2016/2017 (FY17) FOURTH QUARTER LOS ANGELES COUNTY SHERIFF’S DEPARTMENT (LASD) REPORT (APRIL 1 – JUNE 30, 2017)

Receive and file the FY17 Fourth Quarter LASD report for the period covering April 1 through June 30, 2017.

Motion: Approve the Consent Calendar.

Moved by Director Bishop, seconded by Director Flanagan

Vote Motion carried (5-0-1-0)

Yeas: Chairman Crist, Vice Chair Knippel, Directors Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: Director Hofbauer

Absent: None

NEW BUSINESS (NB):

NB 1 AWARD CONTRACTS FOR AVTA/CALTRANS JOINT ADA CONSTRUCTION PROJECT LOCATED AT 35th ST. E. AND PALMDALE BLVD. (HWY 138)

Procurement and Contracts Officer Lyle Block presented the staff report. The Board discussed the scope of work for the project.

Motion: Authorize the Executive Director/CEO to execute 1) Contract #2017-40 for ADA and Signal Upgrades including Bus Stop Improvements at Palmdale Blvd (HWY 138) and 35th St. East to R.C. Becker and Son, Inc., for an amount of \$543,402, plus applicable sales tax; and 2) Contract #2014-46, Task Order 4, On-call Architectural and Engineering services to Arrow Engineering Services, Inc. for Change Order 1 for an amount of \$57,856, and Change Order 2 for an amount of \$23,615, which will implement

work required by Caltrans Permit Office and City of Palmdale.

Moved by Director Bishop, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop, Underwood-Jacobs, Flanagan
Nays: None
Abstain: None
Absent: None

NB 2 PROPOSED MODIFICATION TO THE AVTA CUSTOMER CODE OF CONDUCT POLICY

Innovation Coordinator Erika Monroe presented the staff report. The Board discussed why the word "would" was changed to "could", requested that the word "area" be added after priority seating, and how the operators will handle the situation if a passenger refuses to move to another seat.

Ms. Monroe clarified there are two areas for mobility seating. Passengers would be required to move only if both sides are needed for mobility devices adding that Deputy Maselli will be contacted to enforce the policy if necessary. Chairman Crist asked whether the jurisdictions need an ordinance to enforce the policy. Mr. Engel replied that the Federal Transit Administration allows this change to be included in the agency's policy. The Board requested General Counsel Burns to provide language to the jurisdictions to include in their ordinances.

Motion: Adopt Revision No. 1 to the Customer Code of Conduct Policy, Section 3.1.1.D as amended: The mobility device priority seating area is reserved for passengers using a mobility device. Passengers seated in the mobility device priority seating area could would be required to move to another seat if a passenger using a mobility device boards and the seat is needed.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop, Underwood-Jacobs, Flanagan
Nays: None
Abstain: None
Absent: None

NB 3 EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT POLICY

Chief Operating Officer Norm Hickling presented the staff report. The Board discussed if this policy could be misconstrued to mean that AVTA is an employer. General Counsel Burns stated she would coordinate with staff to ensure it does not.

Motion: Adopt the updated EEO Statement Policy.

Moved by Director Flanagan, seconded by Director Bishop

Vote Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop,
Underwood-Jacobs, Flanagan
Nays: None
Abstain: None
Absent: None

NB 4 AMEND CONTRACT #2017-14 WITH FLEET-NET CORPORATION FOR FLEET MANAGEMENT SOFTWARE SYSTEM

The Board waived the presentation of the staff report.

Motion: Authorize the Executive Director/CEO to execute an amendment to Contract #2017-14 for the Fleet Management Software System to Fleet-Net Corporation, Las Vegas, NV, for a five-year term and an amount not to exceed \$112,575, plus applicable sales tax.

Moved by Vice Chair Knippel, seconded by Director Flanagan

Vote Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop,
Underwood-Jacobs, Flanagan
Nays: None
Abstain: None
Absent: None

NB 5 APPROVE AVTA/BYD MOTORS, INC. BUS DEMONSTRATION AGREEMENT

Director Bishop stated he needed to recuse himself from the discussion due to work his business performs for BYD and left the dais.

Executive Director/CEO Len Engel presented the staff report. The Board discussed the contract dates, completion of Altoona testing, and AVTA's fiscal responsibility if the buses do not pass Altoona testing. Mr. Engel replied that due to the cost of each test cycle, the buses will be tested until completed successfully.

Motion: Authorize the Executive Director/CEO to enter into a bus demonstration agreement with BYD Motors, Inc.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

Vote Motion carried (5-0-1-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer,
Underwood-Jacobs, Flanagan
Nays: None
Recused: Director Bishop
Absent: None

Director Bishop returned to the dais at this time.

CLOSED SESSION (CS):

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

General Counsel Burns stated that the Board did not need to recess to Closed Session.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO Len Engel

- Staff hosted a kickoff meeting on July 24, 2017 for the VGI Project. The 2-year project is funded by the California Energy Commission. The project will determine options for vehicle-to-grid integration and grid-to-vehicle, create a video-based operator training program, and validate the operating statistics and cost savings experienced by AVTA. Among others, staff will be working with Lancaster Choice Energy on the project.
- Staff is planning the kick-off of the electric vanpool project to Edwards Air Force Base on October 3, 2017; a press conference will be arranged.
- He is attending the California Transit Association's Executive Committee meeting in Orange, CA on July 28, 2017.
- Director of Fleet and Facilities Mark Perry, Transit Analyst Geraldina Romo, and he will be attending the American Public Transportation Association's Sustainability Conference in Minneapolis, MN August 6-9. Mr. Engel will be speaking at the conference on August 7.
- Seven people from Neenach participate in AVTA's Dial-a-Ride service. Although there is a need, the demand is minimal.

- Chief Financial Officer Colby Konisek is back in the office after undergoing surgery.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Bishop stated that an Ana Verde resident requested a stop in the area.

Vice Chair Knippel stated that the LA Times published an article regarding the Metropolitan Transit Authority (MTA) going all-electric by 2030. She suggested that AVTA staff contact the reporter regarding AVTA's electric bus project.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 10:50 a.m. to the Regular Meeting of the Board of Directors on August 22, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 22nd day of AUGUST 2017



Marvin Crist, Chairman

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.