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**Regular Meeting of the Board of Directors**  
**Tuesday, May 28, 2019**  
**10:00 a.m.**

Antelope Valley Transit Authority Community Room  
42210 6<sup>th</sup> Street West, Lancaster, California  
[www.avta.com](http://www.avta.com)

**OFFICIAL MINUTES**

Alternate Director Laura Bettencourt was sworn in by General Counsel Allison Burns prior to the meeting.

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:05 a.m.

**PLEDGE OF ALLEGIANCE:**

Vice Chair Knippel led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist

Vice Chair Dianne Knippel

Alternate Director Laura Bettencourt (Director Steve Hofbauer absent)

Director Angela Underwood-Jacobs

Director Michelle Flanagan

Director Richard Loa

**APPROVAL OF AGENDA:**

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

Moved by Director Loa, seconded by Alternate Director Bettencourt

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Bettencourt

Nays: None

Abstain: None

Absent: None

**PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:**

Norma U. – Requested bus stops at Avenue L/10<sup>th</sup> St. W (Route 50) and 10<sup>th</sup> St. W. north of Avenue J. Chairman Crist directed the Director of Operations and Planning Martin Tompkins to meet with Norma.

Fran Sereseres – Inquired if Access Services Inc. will be replacing their three old vehicles with three electric vehicles and provided information regarding service and fare changes that was presented at the recent Access Services meeting.

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

**SRP 1 RECOGNITION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR APRIL 2019**

Transdev Operations Manager Mike Sorensen presented a plaque to the Operator of the Month Gerald Wall and announced the Employee of the Month was Jasbir Singh; however, Mr. Singh was unable to attend the meeting.

**SRP 2 LEGISLATIVE REPORT FOR MAY 2019**

Director of Finance and Administration Judy Vaccaro-Fry presented information regarding federal grant opportunities, federal appropriations for FY 2020, proposed state and federal legislation, and the FY 2020 state budget. Ms. Vaccaro-Fry confirmed she receives letters of support from the cities of Lancaster and Palmdale and various agencies that accompany the grant submittals.

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

Senior Director of Operations and Planning Martin Tompkins presented the Operations KPI report. The Board discussed on-time performance and the peer average for average cost per service hour.

**SRP 4 MAINTENANCE KPI REPORT**

Director of Operations and Maintenance Mark Perry presented the Maintenance KPI report. Mr. Perry was instructed to share with BYD the presentation slide showing the total maintenance cost assumptions at full fleet build out, and add a slide showing the kilowatts per mile.

**CONSENT CALENDAR (CC):**

Item No. CC 5 was pulled for separate discussion. Alternate Director Bettencourt recused herself due to her employment with the Los Angeles County Sheriff's Department and left the dais at this time.

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF APRIL 23, 2019**

Approve the Board of Directors Regular Meeting Minutes of April 23, 2019.

**CC 2 FINANCIAL REPORT FOR APRIL 2019 – JUDY VACCARO-FRY**

Receive and file the financial report for April 2019.

**CC 3 FISCAL YEAR 2018/2019 (FY 2019) THIRD QUARTER CAPITAL RESERVE REPORT (JANUARY 1 – MARCH 31, 2019)**

Receive and file the FY 2019 Third Quarter Capital Reserve Report for the period covering January 1 through March 31, 2019.

**CC 4 GRANT STATUS REPORT**

Receive and file the Grant Status Report.

**CC 6 FISCAL YEAR 2019/2020 (FY 2020) WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES UNDER CONTRACT #2019-35 WITH VINSA, INC.**

Authorize the Executive Director/CEO to purchase required Workers' Compensation, Property and Casualty Insurance Policies for FY 2020, for an amount not to exceed \$400,000 under Contract #2019-35 with Vinsa, Inc., Lancaster, CA. The final amount may be slightly higher than estimates, which are dependent upon amounts invoiced at the time the policies are issued.

**CC 7 FY 2020 LOCAL AGENCY INVESTMENT FUND (LAIF) INVESTMENTS**

Adopt Resolution 2019-004, a Resolution of the Board of Directors of the Antelope Valley Transit Authority appointing the Executive Director/CEO as Treasurer and the Director of Finance and Administration as Controller; delegating investment authority to the Treasurer; adopting a policy for the investment of surplus transit funds for Fiscal Year 2019/2020 beginning July 1 2019 through June 30, 2020, and rescinding Resolution No. 2018-010.

**Motion: Approve the Consent Calendar with the exception of Item No. CC 5.**

Moved by Director Underwood-Jacobs, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Bettencourt

Nays: None

Abstain: None

Absent: None

**CC 5 RENEWAL OF AGREEMENT WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) FOR TRANSIT LAW ENFORCEMENT SERVICES – RESERVE UNIT**

Authorize the Executive Director/CEO to renew the Letter of Understanding with the LASD for transit law enforcement services covering the term July 1, 2019 through June 30, 2020.

**Motion: Approve Item No. CC 5.**

Moved by Director Loa, seconded by Vice Chair Knippel

Vote: Motion Carried (5-0-1-0)

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa

Nays: None

Abstain: Alternate Director Bettencourt

Absent: None

Alternate Director Bettencourt returned to the dais at this time.

Addressing the Board on Item No. CC 5:

Michael Rives – Stated the buses are arriving on time; however, the buses on the Route 1 are overcrowded causing tension between passengers and believes there is a need for security officers to ride the buses.

**NEW BUSINESS (NB):**

**NB 1 PROPOSED FY 2020 BUDGET**

Ms. Vaccaro-Fry presented the proposed FY 2020 Budget.

Addressing the Board on this item.

Michael Rives – Requested the budget be published in the paper to allow for public comment before approval.

**Motion: Approve the Proposed FY 2020 Budget.**

Moved by Alternate Director Bettencourt, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Bettencourt

Nays: None

Abstain: None

Absent: None

**NB 2 CONTRACT #2019-64 TO BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR CPA FINANCIAL AUDITING SERVICES**

The Board waived the presentation of the staff report.

**Motion: Authorize the Executive Director/CEO to execute Contract #2019-64 for audit services to Brown Armstrong Accountancy Corporation, Bakersfield, CA, for a one-year period with four one-year optional renewal periods for a combined amount not to exceed \$290,000.**

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Bettencourt

Nays: None

Abstain: None

Absent: None

**NB 3 REVISED DRAFT PERSONNEL RULES AND REGULATIONS MANUAL**

Executive Director/CEO Macy Neshati presented the staff report. The Board received the document for review; there was no action required. The Personnel Rules and Regulations Manual will be agendaized for approval at the June 25, 2019 meeting.

**NB 4 AMENDMENT #1 TO CONTRACT NO. 2019-28 WITH CUBIC TRANSPORTATION SYSTEMS, INC. FOR ADDITIONAL FAREBOX EQUIPMENT**

The Board waived the presentation of the staff report.

**Motion: Authorize the Executive Director/CEO to execute Amendment #1 to Contract No. 2019-28 with Cubic Transportation Systems, Inc. to add eight (8) farebox upgrade kits to support the Farebox Equipment and TAP Validator Upgrade Project in the amount of \$65,648 plus applicable sales tax.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Bettencourt

Nays: None

Abstain: None

Absent: None

**NB 5 AMENDED AND RESTATED EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER (CEO) EMPLOYMENT AGREEMENT**

General Counsel Allison Burns presented the report.

**Motion: Approve the Amended and Restated Executive Director/CEO Employment Agreement.**

Moved by Director Flanagan, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, Loa, Alternate Director Bettencourt

Nays: None

Abstain: None

Absent: None

**REPORTS AND ANNOUNCEMENTS (RA):**

**RA 1 Report by the Executive Director/CEO**

- Reported on the sponsorship package with the Jethawks Stadium; a video advertising AVTA's new Jethawks Express Service was shown. Chairman Crist suggested sharing the video with the cities of Lancaster and Palmdale to display on their websites and television stations.

- Thanked the Board for the positive performance review and recapped AVTA's accomplishments in the last year.
  - ✓ Implemented an express route to the Jethawks Stadium.
  - ✓ Implemented the Antelope Valley College (AVC) Student Connect (Route 8) service between AVC's Lancaster Campus and Palmdale Center.
  - ✓ Implemented service to the West Los Angeles Veteran's Administration Medical Center.
  - ✓ Launched service to Edwards Air Force Base.
  - ✓ Service to the Mojave Air and Space Port and 15 minute frequencies on the Route 1 will begin on June 3.
  - ✓ Researching funding sources to expand service to Northrop Grumman, Boeing and Lockheed Martin.
  - ✓ The Regional Transit Plan and Micro Transit Study are funded and underway.
- Stated staff continues to look for ways to reduce costs and increase service.

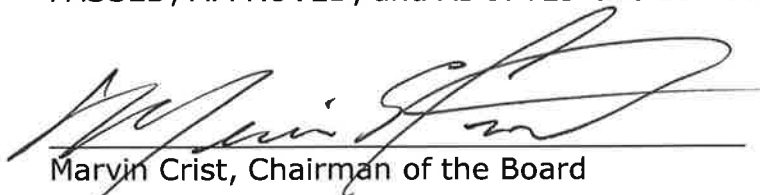
**MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

There were no miscellaneous business non-agenda items presented.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:06 a.m. to the Regular Meeting of the Board of Directors on June 25, 2019 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 25<sup>th</sup> day of JUNE, 2019



Marvin Crist, Chairman of the Board

ATTEST:



Karen S. Darr, Clerk of the Board

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