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**Regular Meeting of the Board of Directors**

**Tuesday, April 27, 2021**

**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**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:01 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 Richard Loa, Director Raj Malhi, Director Michelle Flanagan

**APPROVAL OF AGENDA**

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

Moved by Director Loa, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Loa, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

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

There were no public business items presented.

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

**SRP 1 PRESENTATION TO AVTA EMPLOYEE OF THE THIRD QUARTER FOR FISCAL YEAR 2020/2021 (JANUARY 1 – MARCH 31, 2021)**

Chief Financial Officer Judy Vaccaro-Fry presented the Employee of the Third Quarter Award to Human Resources and Benefits Coordinator Amber Johnson.

**SRP 2 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR FEBRUARY AND MARCH 2021**

Transdev General Manager Tracy Craghead announced that the Employee of the Month for February is Jeremy Bretschneider and the Employee of the Month for March is Hugo Argueta; both Mr. Bretschneider and Mr. Argueta were unable to attend the meeting. Mr. Craghead presented awards to Juan Guzman, Operator of the Month for February and Benny Barner, Operator of the Month for March.

**SRP 3 LEGISLATIVE REPORT FOR APRIL**

Ms. Vaccaro-Fry presented information regarding Assembly Bill (AB) 1069 – Zero Emission Passenger Vehicles, AB 1447 – Rural California Infrastructure Act, Senate Bill (SB) 339 – Vehicles: Road Usage Charge Pilot Program, SB 372 Medium & Heavy Duty Fleet Purchasing Assistance Program, Disadvantaged Community census tract changes, America's Infrastructure and Jobs Plan, and Fiscal Year 2021/2022 Discretionary Budget.

Ms. Vaccaro-Fry announced that AVTA was awarded \$717,399 in grant funds from the Los Angeles County Metropolitan Transportation Authority (LACMTA) to replace commuter coaches. Additionally, Stephanie Wiggins will replace Phil Washington as chief executive officer of LACMTA.

The Board discussed the proposed Fareless System Initiative (FSI) by LACMTA and directed Ms. Vaccaro-Fry to keep the Board updated regarding the proposed Vehicle Miles Traveled Bill and Fareless System Initiative.

**SRP 4 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT**

Chief Operating Officer Martin Tompkins presented the report. He noted that members of AVTA's executive staff attended Transdev's safety meetings the week of April 19, 2021 to obtain feedback from the operators and open the lines of communication between AVTA and Transdev staff.

Mr. Craghead presented an update regarding the measures Transdev continues to implement to improve employee relations, customer service and reduce complaints, particularly, passenger pass-ups.

**SRP 5 MAINTENANCE KPI REPORT – CECIL FOUST**

Maintenance Compliance Manager Cecil Foust presented the report. Executive Director/CEO Macy Neshati presented a brief update regarding the Authority's solar field project. The Board requested a chart showing the number of transit operators in the state and country, and the impact on fuel consumption nationwide if all of the operators converted to electric vehicles.

**SRP 6 ENHANCE COMMUNITY ROOM TECHNOLOGY**

Executive Director/CEO Macy Neshati stated that the Board received a letter from a citizen requesting that the meetings be conducted as a hybrid model, virtually and in-person. Mr. Neshati informed the Board of the technology constraints in the Community Room and requested direction regarding upgrading the audio and video technology in the Community Room. The Board directed Mr. Neshati to research various options including the possibility of partnering with the County of Los Angeles and cities of Palmdale and Lancaster to use time on their television channels. Chairman Crist directed Ms. Vaccaro-Fry to contact staff at Antelope Valley Air Quality Management District to possibly obtain a grant for upgrades to the audio and video equipment in the Community Room.

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MARCH 23, 2021**

Approve the Board of Directors Regular Meeting Minutes of March 23, 2021.

**CC 2 FINANCIAL REPORT FOR MARCH 2021**

Receive and file the Financial Report for March 2021.

**CC 3 FISCAL YEAR 2020/2021 (FY 2021) THIRD QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (JANUARY 1 – MARCH 31, 2021)**

Receive and file the FY 2021 Third Quarter LASD report for the period covering January 1 through March 31, 2021.

**CC 4 RESOLUTION NO. 2021-003, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE ALL REQUIRED DOCUMENTS FOR THE VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUNDS GRANT PROGRAM FOR FISCAL YEAR 2021/2022 (FY 2022)**

Adopt Resolution No. 2021-003, a Resolution authorizing the Executive Director/CEO to execute all required documents for the Volkswagen Environmental Mitigation Trust Funds grant program.

**CC 5 DESTRUCTION OF AVTA RECORDS PER RECORDS RETENTION POLICY**

In accordance with AVTA's Record Retention policy, authorize the destruction of on-site records (paper, electronic, audio, photographic, etc.) as detailed on the Records Destruction list.

**Motion: Approve the Consent Calendar.**

Moved by Director Flanagan, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Loa, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS (NB):**

**NB 1 CONTRACT #2021-51 TO PLANETBIDS, INC., FOR PUBLIC SECTOR E-PROCUREMENT SERVICE SOLUTION**

Procurement and Contracts Officer Lyle Block presented the staff report.

**Motion: Authorize the Executive Director/CEO to execute Contract #2021-51 for the Public Sector E-Procurement Service Solution to Planetbids, Inc., Studio City, CA, for an amount of \$132,500, for a five-year term.**

Moved by Vice Chair Knippel, seconded by Director Malhi

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Loa, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**NB 2 AMENDMENT NO. 3 TO CONTRACT #2016-31 WITH BYD COACH & MOTORS, INC., FOR THE PURCHASE OF SIX (6) K11M 60-FOOT BATTERY-ELECTRIC BUSES**

Mr. Block presented the staff report.

**Motion: Authorize the Executive Director/CEO to execute Amendment No. 3 to Contract #2016-31 with BYD Coach & Motors, Inc., adjust quantities and purchase of six (6) K11M 60-foot battery-electric buses for an amount not to exceed \$6,360,000, 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 Hofbauer, Loa, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**CLOSED SESSION (CS):**

General Counsel Allison Burns stated there was no need to adjourn to Closed Session unless a Board Member wanted to discuss the Executive Director/CEO's performance prior to voting on his contract. The Members concurred there was no need to adjourn to Closed Session.

**NB 3 THIRD AMENDED AND RESTATED EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER (CEO) EMPLOYMENT AGREEMENT**

The Board waived the presentation of the staff report.

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

Moved by Chairman Crist, seconded by Director Flanagan

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Loa, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

Mr. Neshati thanked the Board for their support, generosity, and extending his contract for six months.


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

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


**ADJOURNMENT:**

Adjourn to the Regular Meeting of the Board of Directors on May 25, 2021 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 MAY 2021

  
\_\_\_\_\_  
Marvin Crist, Chairman of the Board

ATTEST:

  
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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.