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**Regular Meeting of the Board of Directors**

**Tuesday, June 22, 2021**

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

**PLEDGE OF ALLEGIANCE**

Vice Chair Knippel 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:**

Michael Rives – Commended the actions the Board and staff took during the COVID-19 crisis as well as the safety protocols AVTA implemented. He stated he was elected to both the Antelope Valley Hospital and College Boards and suggested that citizens contact the president of the College and CEO of the Hospital if they needed to reach him.

James Stouvenel – Suggested that city and county employees ride the bus for free so they could be educated on the service.

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

**SRP 1 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR MAY 2021**

Transdev General Manager Tracy Craghead presented a plaque to the Employee of the Month Silvia Flamenco and announced Francisco Medrano as the Operator of the Month. Mr. Medrano was unable to attend the meeting.

**SRP 2 PRESENTATION TO ANTELOPE VALLEY TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR MAY 2021**

AV Transit Management President Art Minasyan presented the Employee of the Month award to Christina Miguel.

**SRP 3 LEGISLATIVE REPORT FOR JUNE**

Chief Financial Officer Judy Vaccaro-Fry presented an update regarding California's proposed FY 2021/2022 Budget, the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), Surface Transportation Reauthorization INVEST in America Act – H.R. 3684, Federal Transit Administration's Earth Day 2022 Challenge that will promote and showcase how transit agencies reduced greenhouse gas emissions, America Jobs Plan, proposed Fareless System Initiative, Coronavirus Aid, Relief, Economic Security (CARES) Act Funds, and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Stimulus Funds.

Ms. Vaccaro-Fry explained that the Authority was initially awarded \$48.7 million in CARES Act funds but was subsequently required to return \$20 million to the Metropolitan Transit Authority for Metrolink operations. She added that the CARES Act funds will be used for AVTA's operational costs and that state funds have been deferred for the High Speed Rail project.

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

Chief Operating Officer Martin Tompkins presented the report.

**SRP 5 MAINTENANCE KPI REPORT**

Maintenance Compliance Manager Cecil Foust presented the report. The Board discussed AVTA's fleet availability and service coverage area compared to other transit agencies. Chairman Crist directed Mr. Foust to provide additional information comparing AVTA's fleet availability/total service miles with its peers.

**SRP 6 ESTIMATING THE NATIONAL IMPACT OF GOING ELECTRIC**

Mr. Foust presented the report. Chairman Crist noted that the Antelope Valley is the most impacted area in Los Angeles County from particulate matter 2.5. Director Hofbauer added that the majority of the air pollution comes from outside the Antelope Valley.

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MAY 25, 2021**

Approve the Board of Directors Regular Meeting Minutes of May 25, 2021.

**CC 2 FINANCIAL REPORT FOR MAY 2021**

Receive and file the Financial Report for May 2021.

**CC 3 SOLE SOURCE CONTRACT #2021-76 TO WEIDEMAN GROUP, INC. FOR CALIFORNIA GOVERNMENT RELATIONS CONSULTANT/ADVOCACY SERVICES**

Authorize the Executive Director/CEO to execute Sole Source Contract #2021-76 for California Government Relations Consultant/Advocacy Services to Weideman Group, Inc., Sacramento, CA, for a one (1) year period for an amount of \$90,000.

**CC 4 ANNUAL REVIEW AND UPDATE OF THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

Adopt the updated Public Transportation Agency Safety Plan (PTASP) to comply with the Federal Transit Administration (FTA) bus transit safety plan requirements; and adopt Resolution 2021-007, adopting the updated PTASP.

**CC 5 AMENDMENT NO. 2 TO CONTRACT #2020-37 WITH COMPLETE COACH WORKS FOR TRANSIT BUS DRIVER PROTECTION BARRIERS**

Authorize the Executive Director/CEO to execute Amendment No. 2 to Contract #2020-37 with Complete Coach Works, Riverside, CA, to purchase ten (10) additional transit bus driver protection barriers, that will aid in protecting our drivers from COVID-19, for an amount not to exceed \$63,906.30, plus applicable sales tax.

**CC 6 RESOLUTION NO. 2021-008, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR THE CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION (FTA) AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION'S (DOT) PROGRAM FOR FISCAL YEAR 2021/2022 (FY 2022)**

Adopt Resolution No. 2021-008, a Resolution authorizing the Executive Director/CEO and/or the Chief Financial Officer to execute all required documents of the FTA as required by the DOT's Program for FY 2022.

**CC 7 RESOLUTION NO. 2021-009, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR THE CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE STATE OF CALIFORNIA (CALTRANS) AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION'S (DOT) PROGRAM FOR FISCAL YEAR 2021/2022 (FY 2022)**

Adopt Resolution No. 2021-009, a Resolution authorizing the Executive Director/CEO, and/or the Chief Financial Officer to execute all required documents of Caltrans as required by the State's DOT Program for FY 2022.

**Motion: Approve the Consent Calendar.**

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

**NEW BUSINESS (NB):**

**NB 1 FY 2022 PROPOSED BUDGET**

Ms. Vaccaro-Fry presented the staff report. The Board discussed the growth of the Authority since its inception and funding for bus stop improvements, particularly relocating bus stops at the AV Mall. Ms. Vaccaro-Fry will provide information showing the growth of the Authority over the past 30 years.

**Motion: Approve the FY 2022 Proposed Budget.**

Moved by Director Hofbauer, 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

**NB 2 RESOLUTION NO. 2021-006, AMENDING BYLAWS – REMOVAL OF TRANSIT ADVISORY COMMITTEE (TAC)**

Executive Director/CEO Macy Neshati presented the staff report. The Board discussed the citizens' advisory committee (CAC), and the advantages and disadvantages of disbanding the TAC and forming an ad hoc CAC. Director Hofbauer expressed his concerns with disbanding the TAC and removing it permanently from the Bylaws suggesting instead that the new Executive Director/CEO make the determination. Mr. Neshati ensured the Board that the CAC will include representatives from each jurisdiction, and local hospitals, veterans, seniors and ADA groups.

**Motion: Not to disband the TAC.**

Moved by Director Hofbauer

Discussion continued. Chairman Crist stated Director Hofbauer's motion died due to the lack of a second.

**Motion: Adopt Resolution No. 2021-006, amending the Bylaws to: (1) remove Section 5.0 entitled "TRANSIT ADVISORY COMMITTEE" establishing the Transit Advisory Committee; and (2) revise Sections 7.10 and 7.30 to delete references to the Transit Advisory Committee.**

Moved by Vice Chair Knippel, seconded by Director Malhi

**Substitute Motion: Not to approve the Resolution.**

Moved by Director Hofbauer

Chairman Crist stated the substitute motion died due to the lack of a second.

**Motion: Adopt Resolution No. 2021-006, amending the Bylaws to: (1) remove Section 5.0 entitled "TRANSIT ADVISORY COMMITTEE" establishing the Transit Advisory Committee; and (2) revise Sections 7.10 and 7.30 to delete references to the Transit Advisory Committee.**

Moved by Vice Chair Knippel, seconded by Director Malhi

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

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

Nays: Director Hofbauer

Abstain: None

Absent: None

**NB 3 SOLE RESPONDENT CONTRACT #2021-60 TO BYD COACH AND BUS LLC FOR FOUR (4) USED 35-FOOT BATTERY ELECTRIC LOCAL TRANSIT BUSES**

Procurement and Contracts Officer Lyle Block presented the staff report.

**Motion: Authorize the Executive Director/CEO to execute Sole Respondent Contract #2021-60 with BYD Coach and Bus LLC, Los Angeles, CA, to purchase outright four (4) 35-foot battery electric buses for an amount not to exceed \$1,885,051.96, plus applicable sales tax.**

Moved by Vice Chair Knippel, seconded by Director Loa

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 4 LEVEL III ELECTRIC CHARGERS FOR AVTA'S PROPERTY LOCATED AT 40235 170<sup>TH</sup> ST. E., LANCASTER, CA 93591 (AVTA EAST)**

Mr. Block read staff's recommended action.

**Motion: Authorize the Executive Director/CEO to execute multiple contracts for breakroom, installation of Level III electric chargers and security fencing for AVTA's property located at 40235 170<sup>th</sup> St. E., Lancaster, CA 93591 (AVTA East) for an amount not to exceed \$280,000.**

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

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

Mr. Neshati provided an update regarding the bus bay expansion project, improvements to the existing bus bays, Request for Proposals for contracted transit services, bringing contracted transit services in-house and the MCI commuter bus procurement.

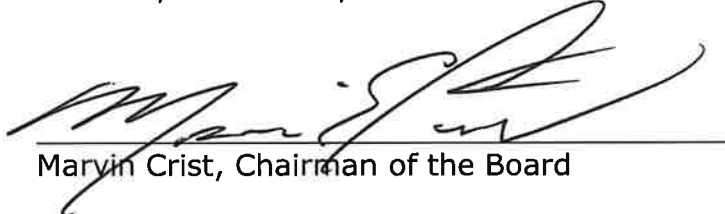
**MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

There were no miscellaneous business items presented.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:10 a.m. to the Regular Meeting of the Board of Directors on July 27, 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 27<sup>th</sup> day of JULY 2021



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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.