



**Regular Meeting of the Board of Directors**

**Tuesday, August 24, 2021**

**10:00 a.m.**

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

**AGENDA**

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

**Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.**

**UPDATED MEETING PROCEDURE:**

**To ensure public safety measures while maintaining transparency and public access, members of the public may participate in one of the following ways:**

**In person:**

**Consistent with the public health officer's order, anyone attending the meeting in person is required to wear a mask.**

**Virtual Platform [Zoom]:**

**In accordance with Governor's Executive Order N-08-21, Board members and members of the public will be able to attend this meeting telephonically/virtually.**

Click here to join: <https://us02web.zoom.us/j/83004532892>

Dial by telephone to join: (669) 900-6833

Meeting ID: 830 0453 2892

Passcode: 935038

**PUBLIC BUSINESS FROM THE FLOOR – AGENDIZED AND NON-AGENDIZED ITEMS:**

For record keeping purposes and so that staff may contact you if needed, we request that a speaker card, located in the Community Room lobby, be completed and provided to the Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak. A three-minute time limit will be imposed on all speakers other than staff members.

Public comments may be submitted via email to [clerkoftheboard@avta.com](mailto:clerkoftheboard@avta.com) or by telephone at 661/729-2206 at least two hours prior to the start of the meeting and will be read by the Clerk of the Board during the Public Business portion of the agenda.

In accordance with Governor’s Order N-08-21, the public may participate in the meeting telephonically/virtually. If participating by personal computer, please click the “raise hand” button in the Zoom interface and the Clerk of the Board will announce your name when it is your turn to speak. If participating telephonically (by phone), please press \*9 to raise your hand and the Clerk of the Board will announce the last four digits of your call-in number when it is your turn to speak. Press \*6 to un-mute yourself. Please state and spell your name for the record, and eliminate any background noise.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Richard Loa, Director Raj Malhi, Director Michelle Flanagan

**APPROVAL OF AGENDA**

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

If you are attending the meeting in person and would like to address the Board, please complete a speaker card and provide it to the Clerk of the Board. If you are attending the meeting by personal computer, you may address the Board by clicking the “raise hand” button in the Zoom interface and your name will be announced when it is your turn to speak. If you are attending telephonically (by phone), please press \*9 to raise your hand and the last four digits of your call-in number will be announced when it is your turn to speak. Press \*6 to un-mute yourself. Speaking clearly, state and spell your name for the record, and eliminate

any background noise. The Board will hear comments on non-agendized items at this time.

State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the authority's Executive Director/CEO for follow-up. Each speaker is limited to three (3) minutes.

**SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):** During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

SRP 1 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR JULY 2021 – TRACY CRAGHEAD

SRP 2 PRESENTATION TO ANTELOPE VALLEY TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH FOR JUNE AND JULY 2021 – ART MINASYAN

SRP 3 LEGISLATIVE REPORT FOR JULY 2021 – JUDY VACCARO-FRY

SRP 4 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT – MARTIN TOMPKINS

SRP 5 MAINTENANCE KPI REPORT – CECIL FOUST

SRP 6 JURISDICTIONAL SHARES REVIEW – MACY NESHATI

**CONSENT CALENDAR (CC):** Items 1 through 3 are consent items that may be received and filed and/or approved by the Board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JULY 27, 2021 – KAREN DARR

*Recommended Action: Approve the Board of Directors Regular Meeting Minutes of July 27, 2021.*

CC 2 FINANCIAL REPORT FOR JULY 2021 – JUDY VACCARO-FRY

*Recommended Action: Receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve and Farebox Recovery information, for July 2021.*

CC 3 GRANT STATUS REPORT – JUDY VACCARO-FRY

*Recommended Action: Receive and file the Grant Status Report.*

**NEW BUSINESS (NB):**

NB 1 FEDERAL TRANSIT ADMINISTRATION FISCAL YEAR 2021 TRIENNIAL REVIEW DRAFT REPORT - JUDY VACCARO-FRY

*Recommended Action: Receive and file the Federal Transit Administration Fiscal Year 2021 Triennial Review – Draft Report.*

NB 2 CONTRACT #2022-06 TO TONEMAN DEVELOPMENT CORPORATION FOR DEPOT CHARGING RETRO-FIT PROJECT – LYLE BLOCK

*Recommended Action: Authorize the Executive Director/CEO to execute Contract #2022-06 with Toneman Development Corporation, Lancaster, CA, for the depot charging retro-fit project for an amount of \$426,090, plus applicable permit fees and sales tax.*

**CLOSED SESSION (CS):**

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

CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)  
Significant exposure to litigation (two potential cases)

CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)  
Consideration of whether to initiate litigation (one potential case)

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

**REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION**

**REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

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

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director/CEO for follow-up.

**ADJOURNMENT:**

Adjourn to the Regular Meeting of the Board of Directors on September 28, 2021 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

**The agenda was posted by 6:00 p.m. on August 20, 2021 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> Street West, Lancaster, CA 93534.**

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

# LEGISLATIVE UPDATE

Presentation to  
AVTA Board of Directors  
August 24, 2021



# STATE



# CalSTA

Earlier this month California State Transportation Agency (CalSTA) kicked off the Transit and Intercity Rail Capital Program (TIRCP) guidelines development process for the 2022 TIRCP Award Cycle with a public workshop.

CalSTA will develop a formal set of draft guidelines that will be submitted for public and legislative review for 30 days, followed by a public comment period with public workshops. CalSTA will release final program guidelines and a call for projects shortly thereafter.





# FEDERAL



# FEDERAL MANDATE EXTENDED

The Transportation Security Administration has extended a federal mask mandate for airline, bus and train passengers into next year, requiring the face coverings until Jan. 18, 2022.



# INFRASTRUCTURE BILL

The Senate passed a \$1.2 trillion bipartisan infrastructure package on Aug. 10 by a vote of 69-30. Known as the Infrastructure Investment and Jobs Act.

The bill, which still needs to pass the House, includes approximately \$107 billion for public transit.

Vote expected on August 23<sup>rd</sup>.



# INFRASTRUCTURE BILL

- Transit Increased: 43% increase above baseline levels - \$69.9 billion over the next five years.
- 5339 Funding: 172% increase from \$808 million to \$2.2 billion.
- 5339b Grants: Preserved and Increased 43% increase to annual authorized funding
- Low/No Increase and Set-aside: The bill provides over \$1 billion per year for the 5339c Low/No program.



# Questions?



Thank  
you



SRP 4

# FY 2022 Monthly Operations Key Performance Indicators

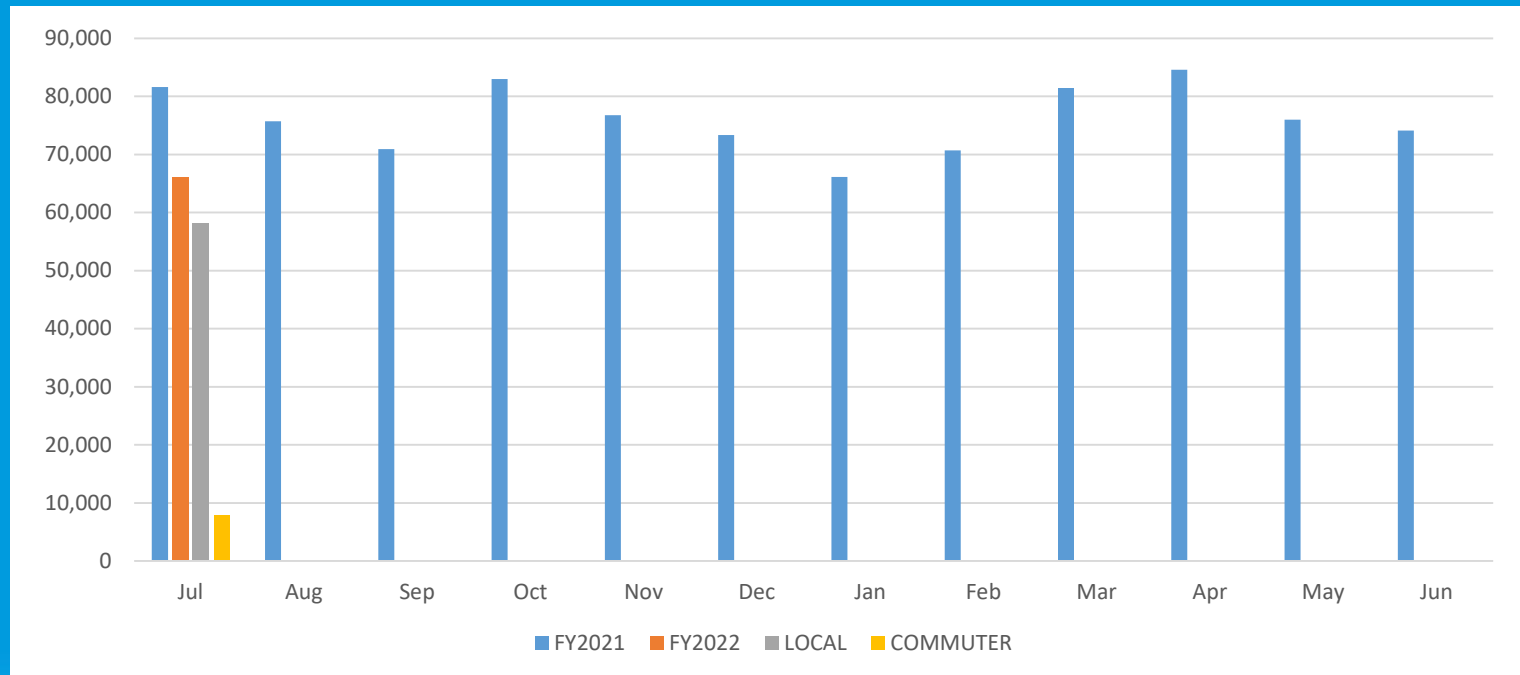
---

Presentation to the Board of Directors  
August 24, 2021

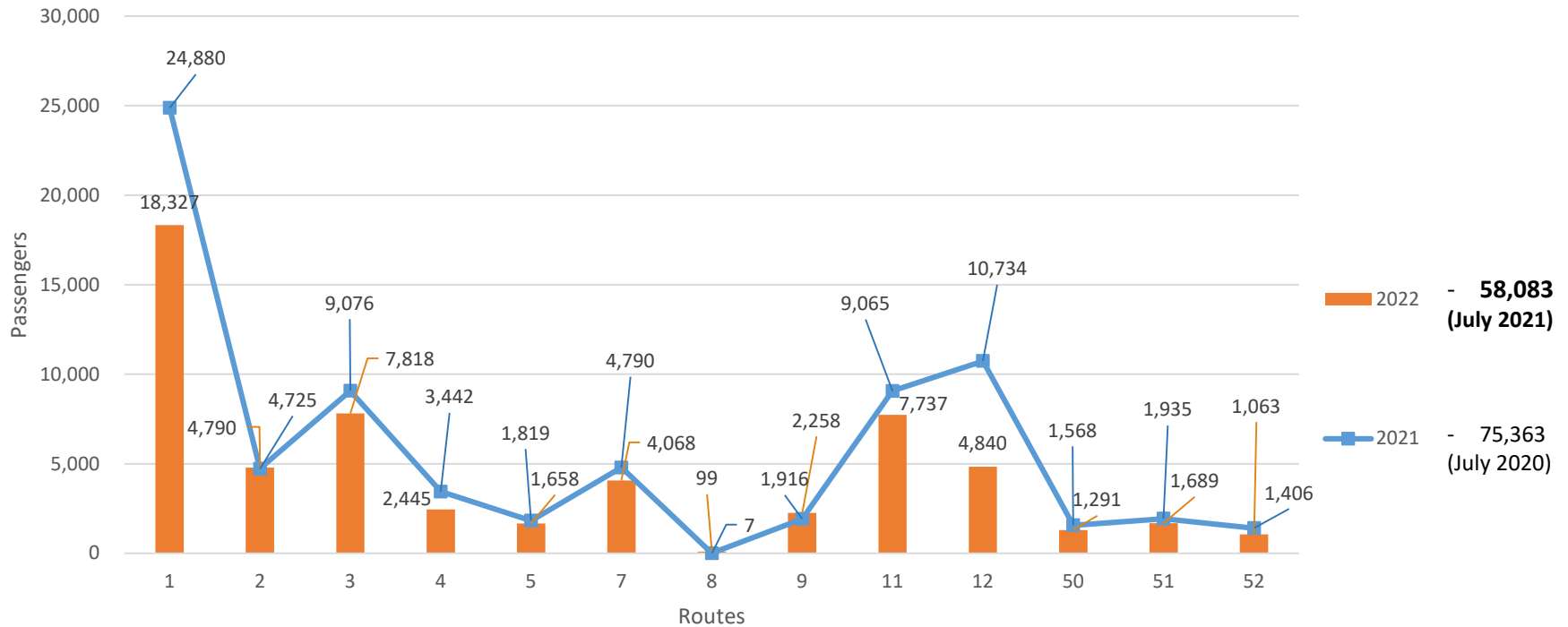


# MONTHLY BOARDING ACTIVITY

	July FY 2022	June FY 2021
System	66,006	74,135
Local	58,083	66,051
Commuter	7,923	8,084

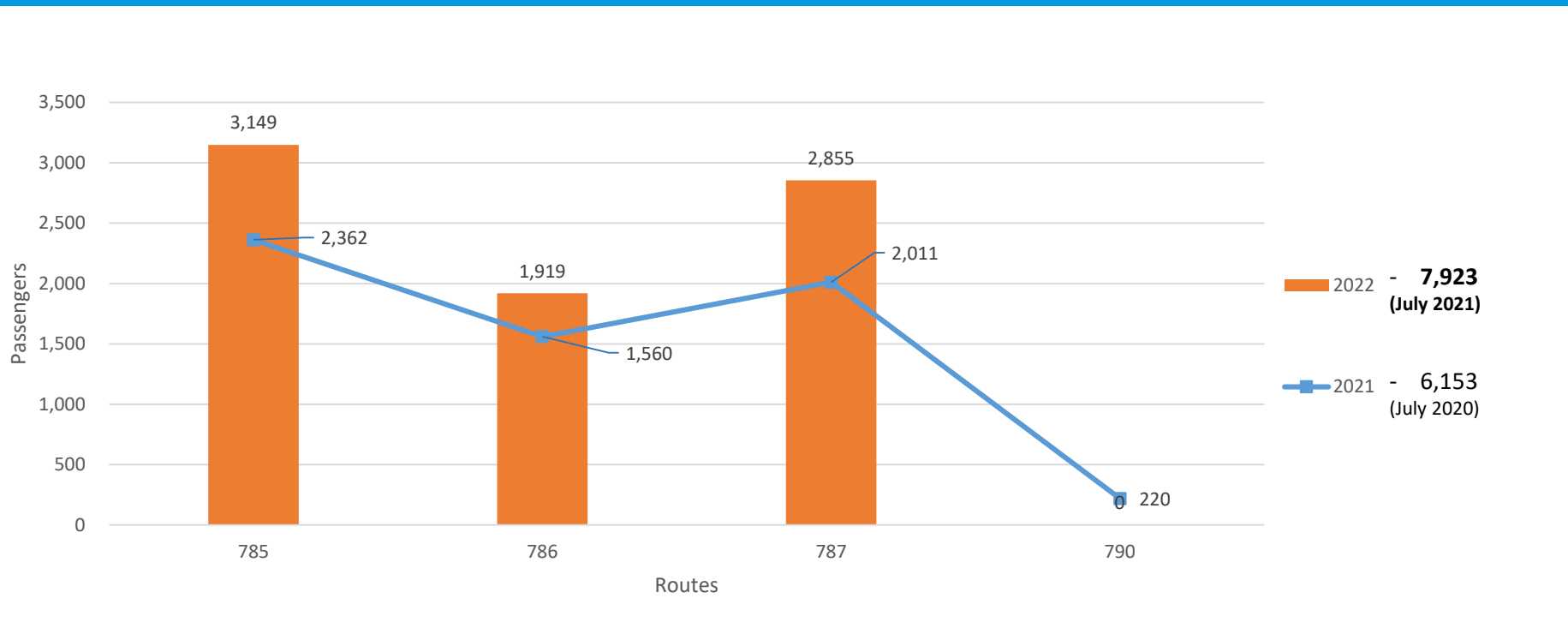


# ANNUAL RIDERSHIP LOCAL ROUTES

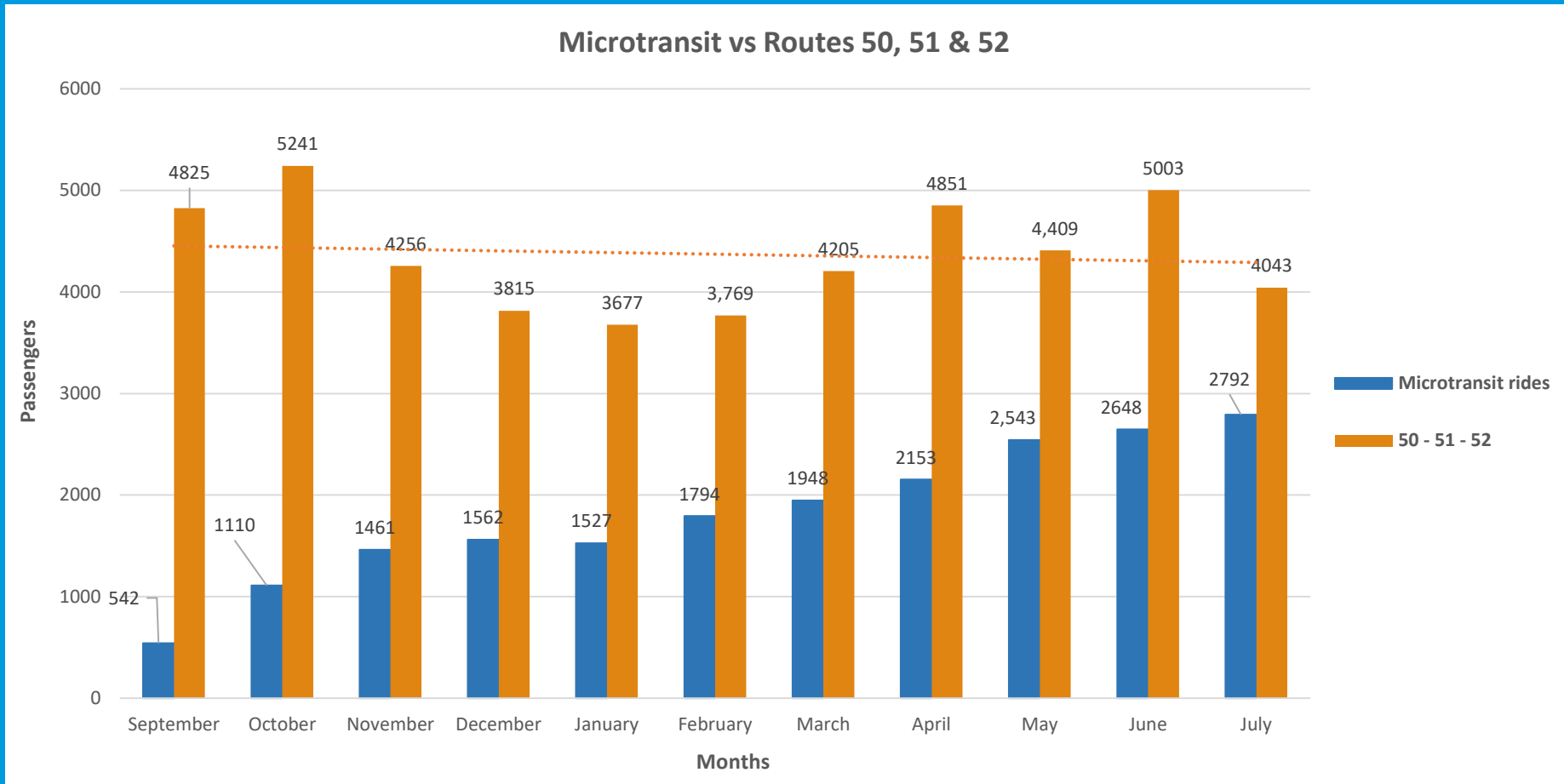




# ANNUAL RIDERSHIP COMMUTER ROUTES



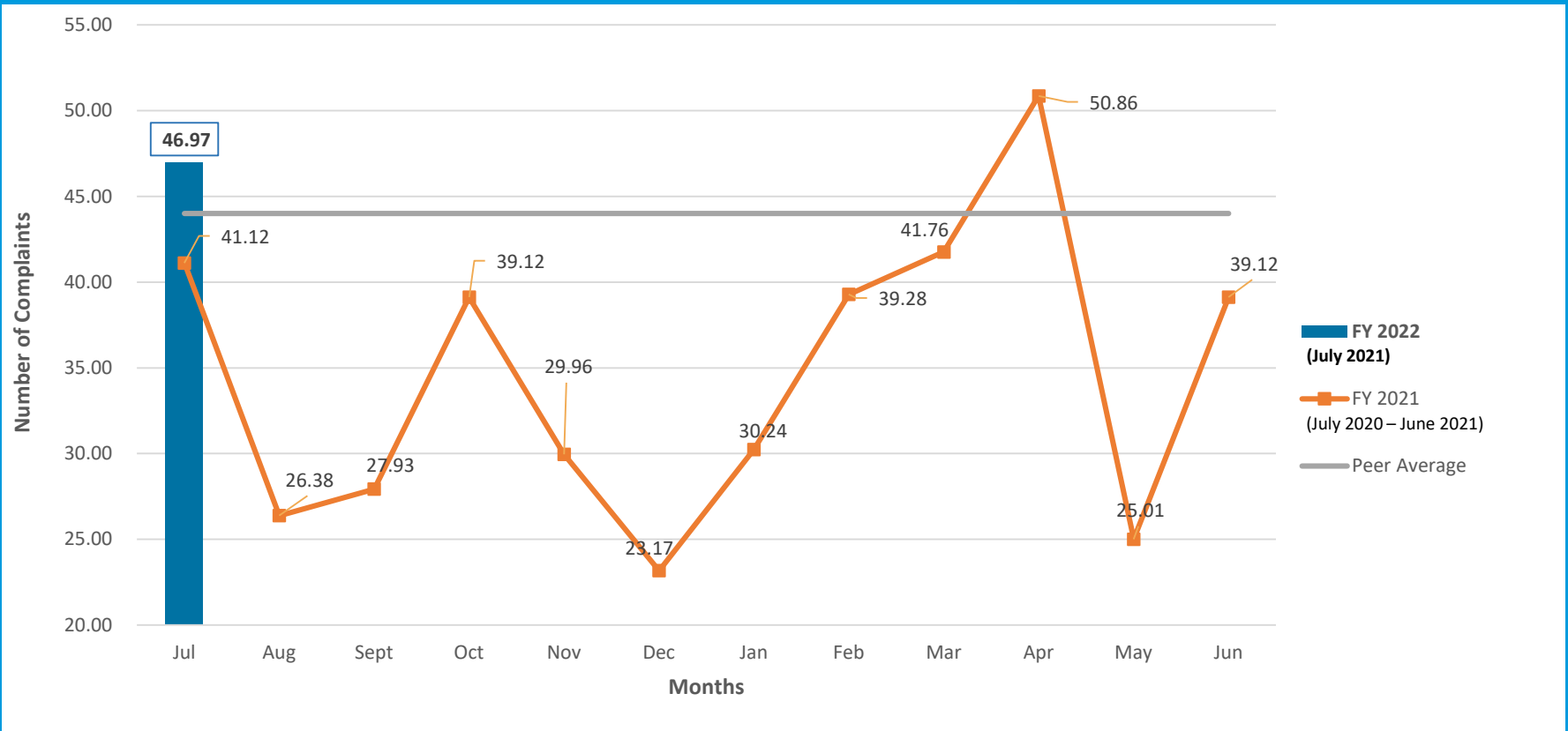
# MICROTRANSIT RIDERSHIP ACTIVITY PILOT PROGRAM



# COMPLAINTS/100,000 BOARDINGS

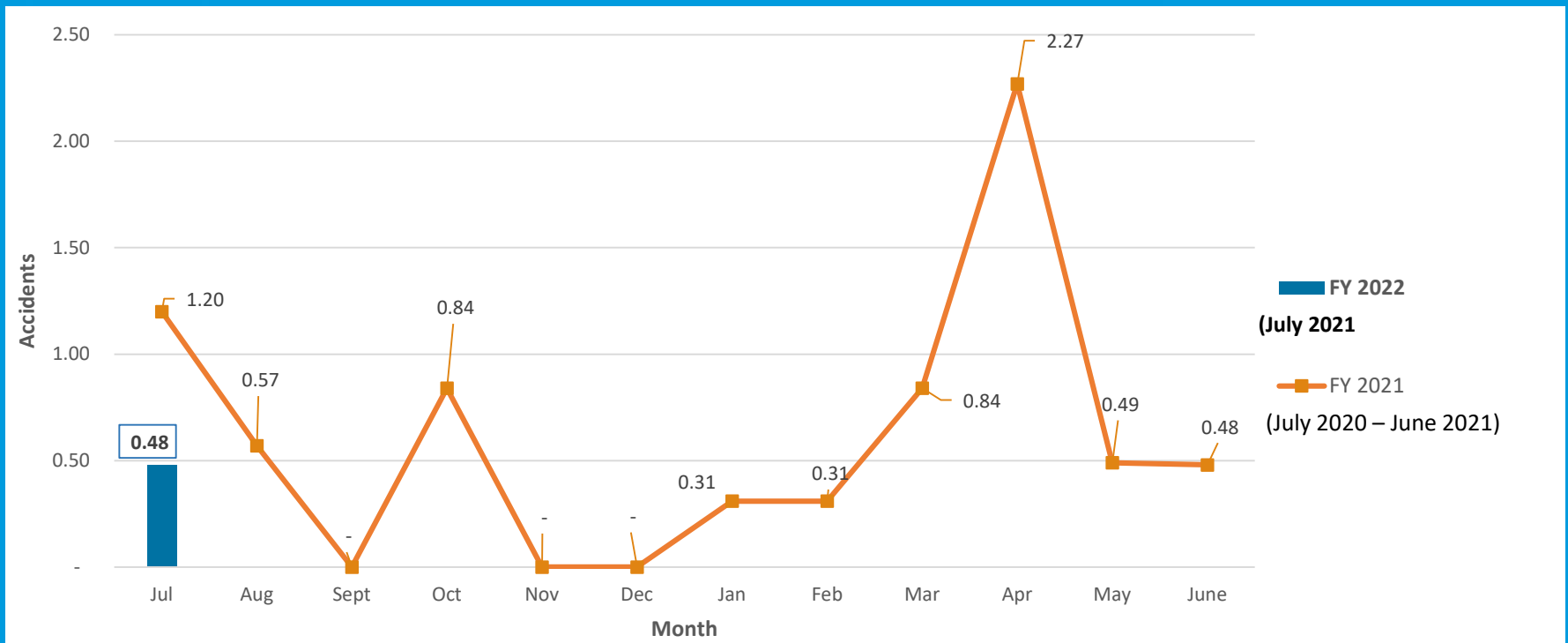
## JULY - SYSTEM WIDE AVERAGE: 46.97

## PEER AVERAGE: 44.00



# PREVENTABLE ACCIDENTS/100,000 MILES

## JULY - SYSTEM WIDE AVERAGE: 0.48



# KEY PERFORMANCE INDICATORS

	July FY 2022	June FY 2021	July FY 2021
<b>Boarding Activity</b>	66,006	74,135	81,618
<b>Complaints / 100,000 Boardings</b>	46.97	39.12	36.76
<b>Preventable Accidents / 100,000 Miles</b>	0.48	0.48	1.20

Thank you!

Questions?



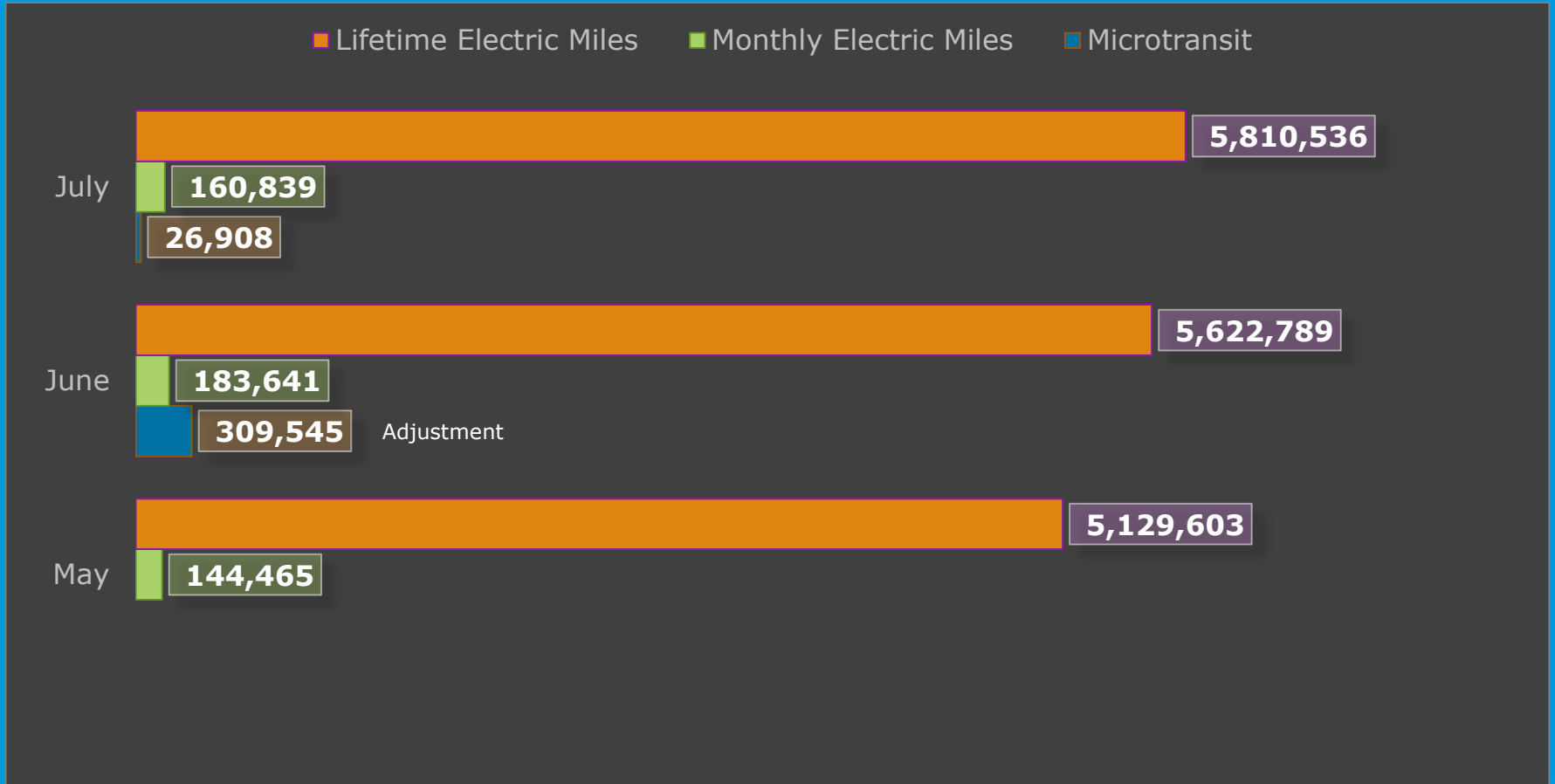
# FY 2021 Monthly Maintenance Key Performance Indicators

---

Presentation to the Board of Directors  
August 24, 2021

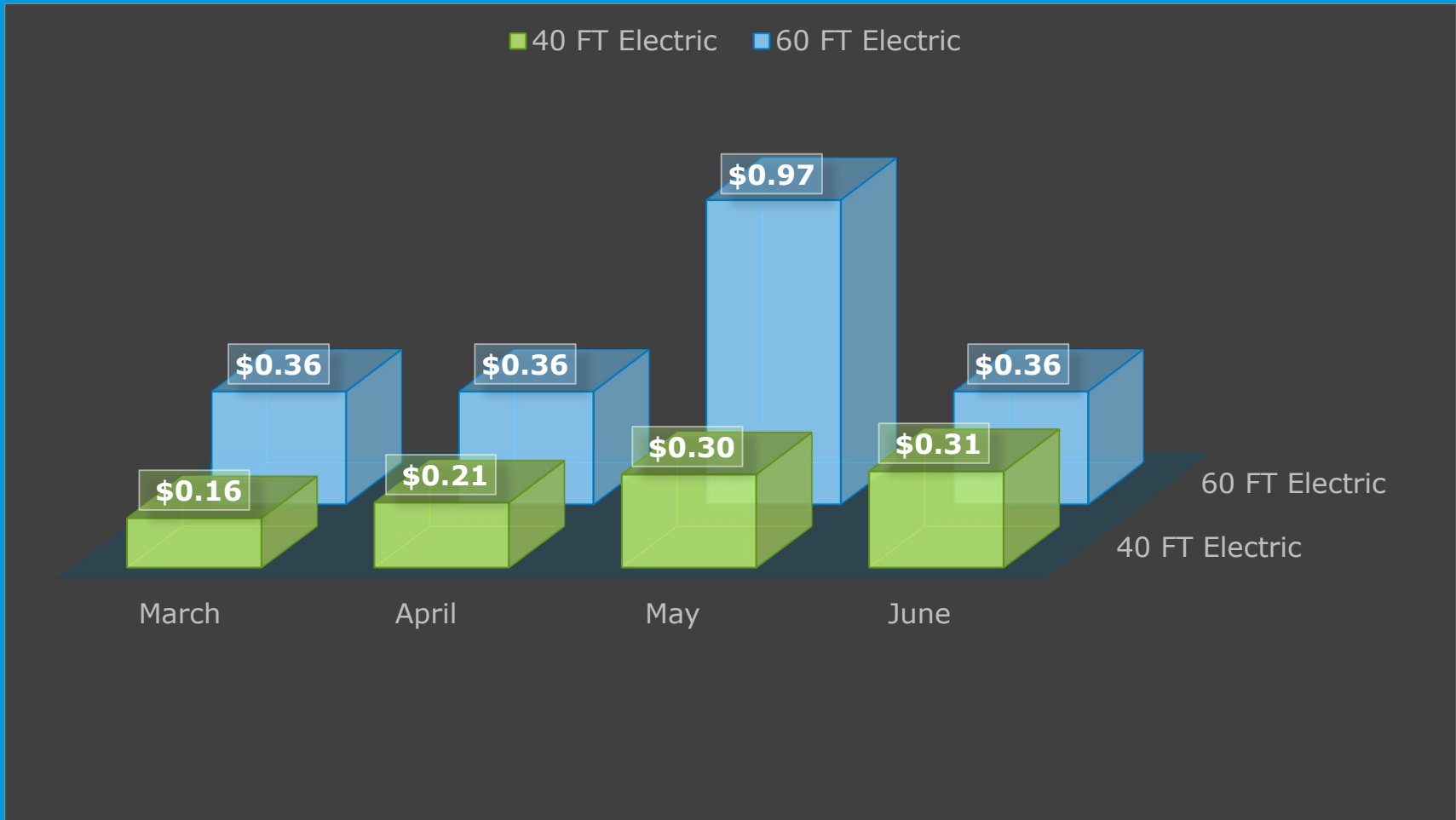


# ELECTRIC MILES TRAVELED

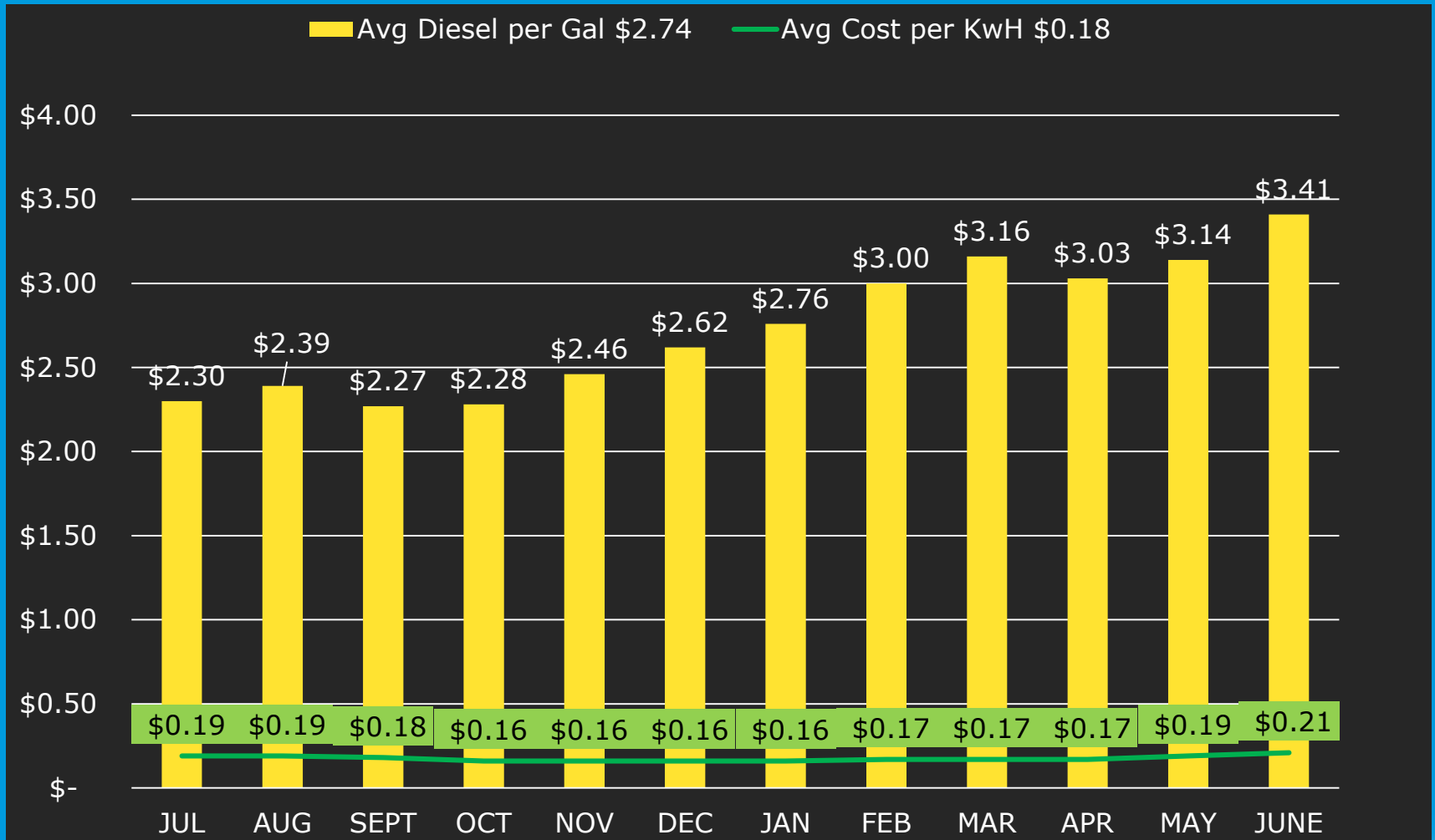




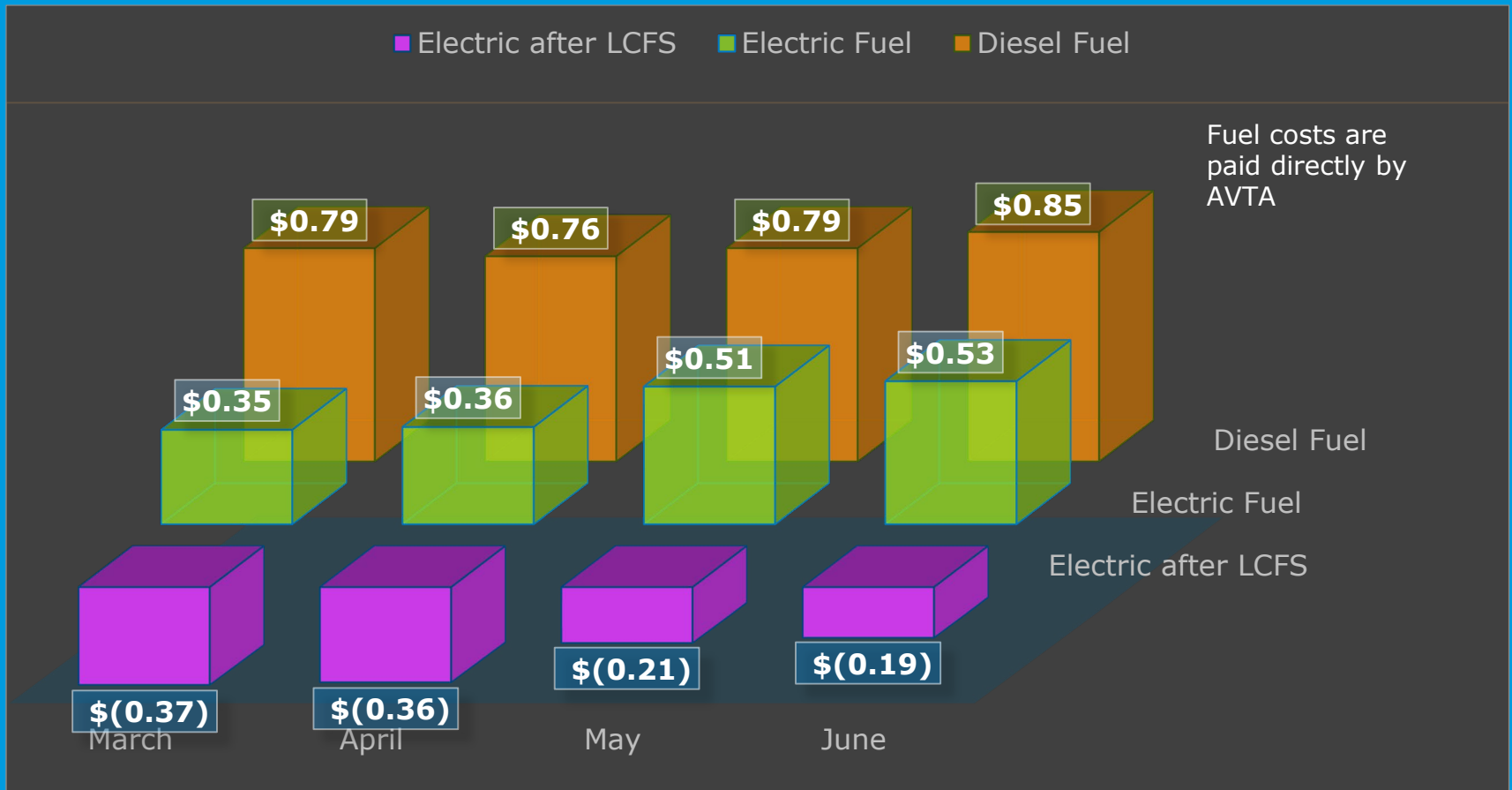
# MAINTENANCE COST PER MILE BY FLEET



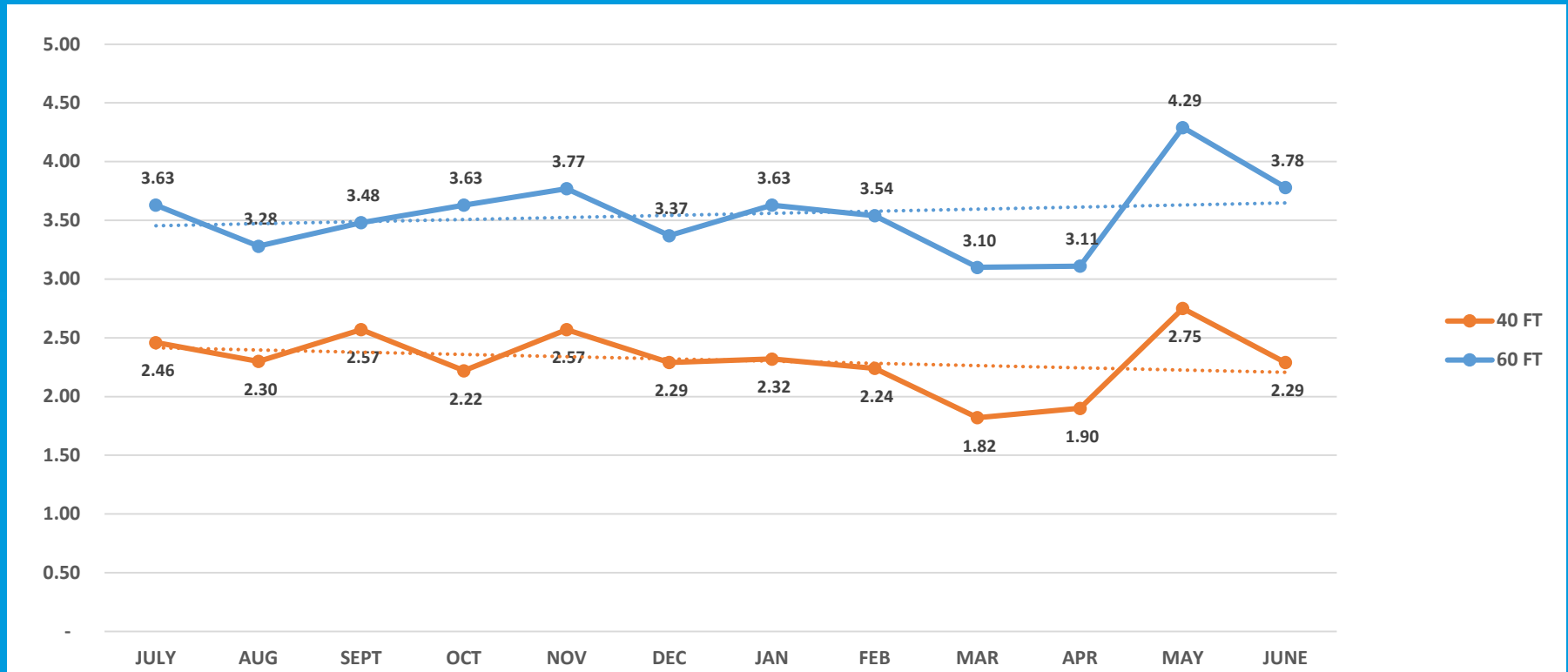
# FUEL/ENERGY COST PRIOR 12 MONTHS



# PROPULSION FUEL COST PER MILE w/LOW CARBON FUEL STANDARD (LCFS) OFFSET

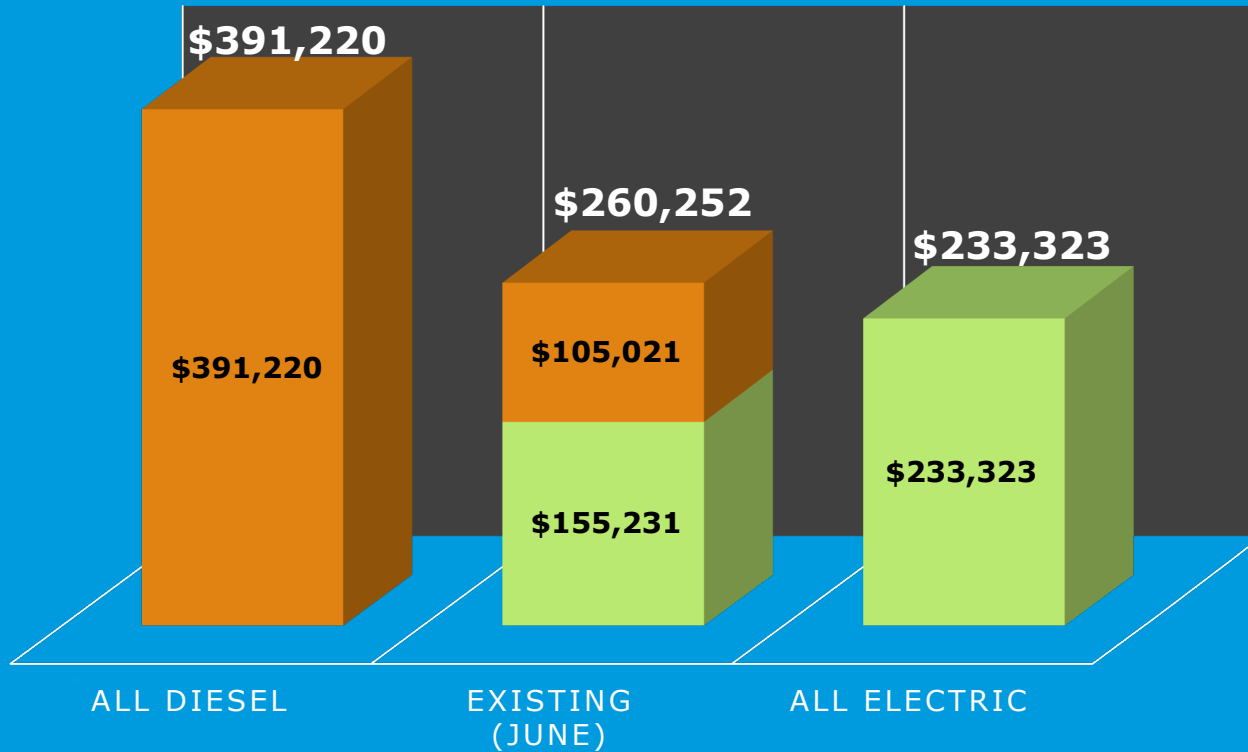


# AVERAGE FUEL CONSUMPTION PER MILE (KWPM)



# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS

■ Electric ■ Diesel



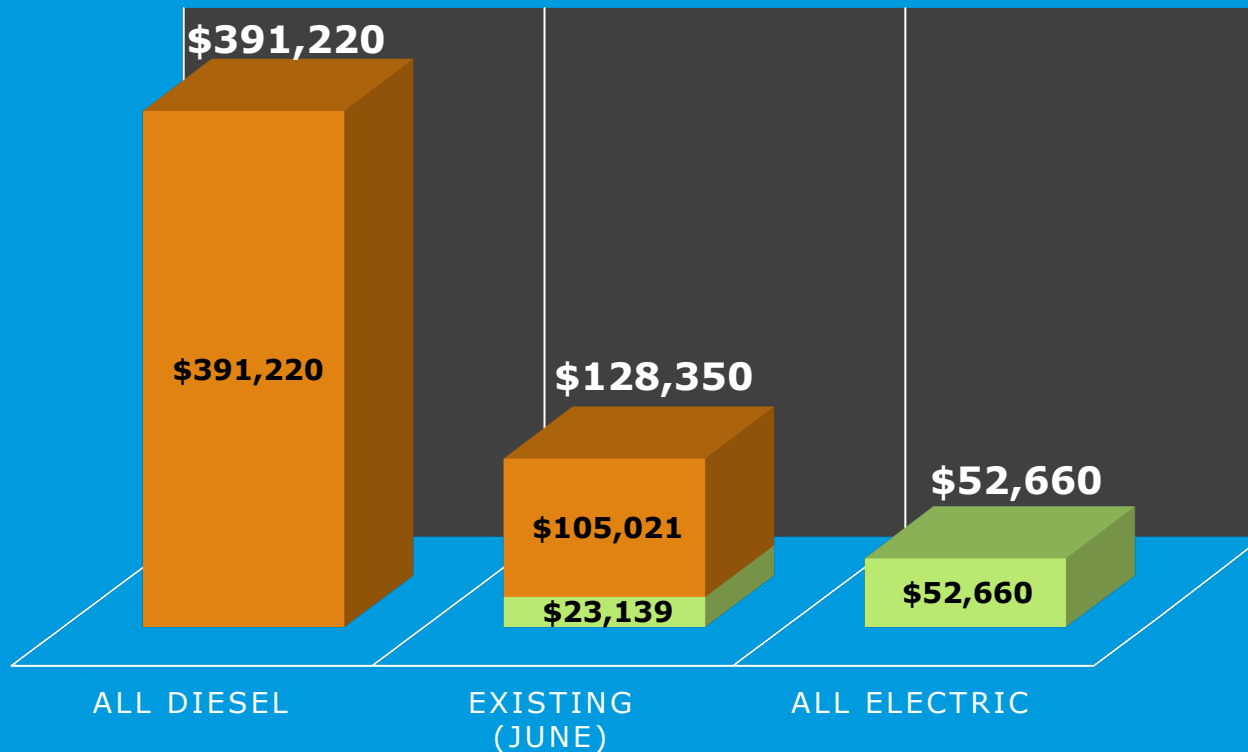
June Fuel and Maintenance Savings  
\$130,968

Projected Savings  
\$157,897

AVTA Fuel Only  
\$60,950

# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS W/LCFS

■ Electric ■ Diesel



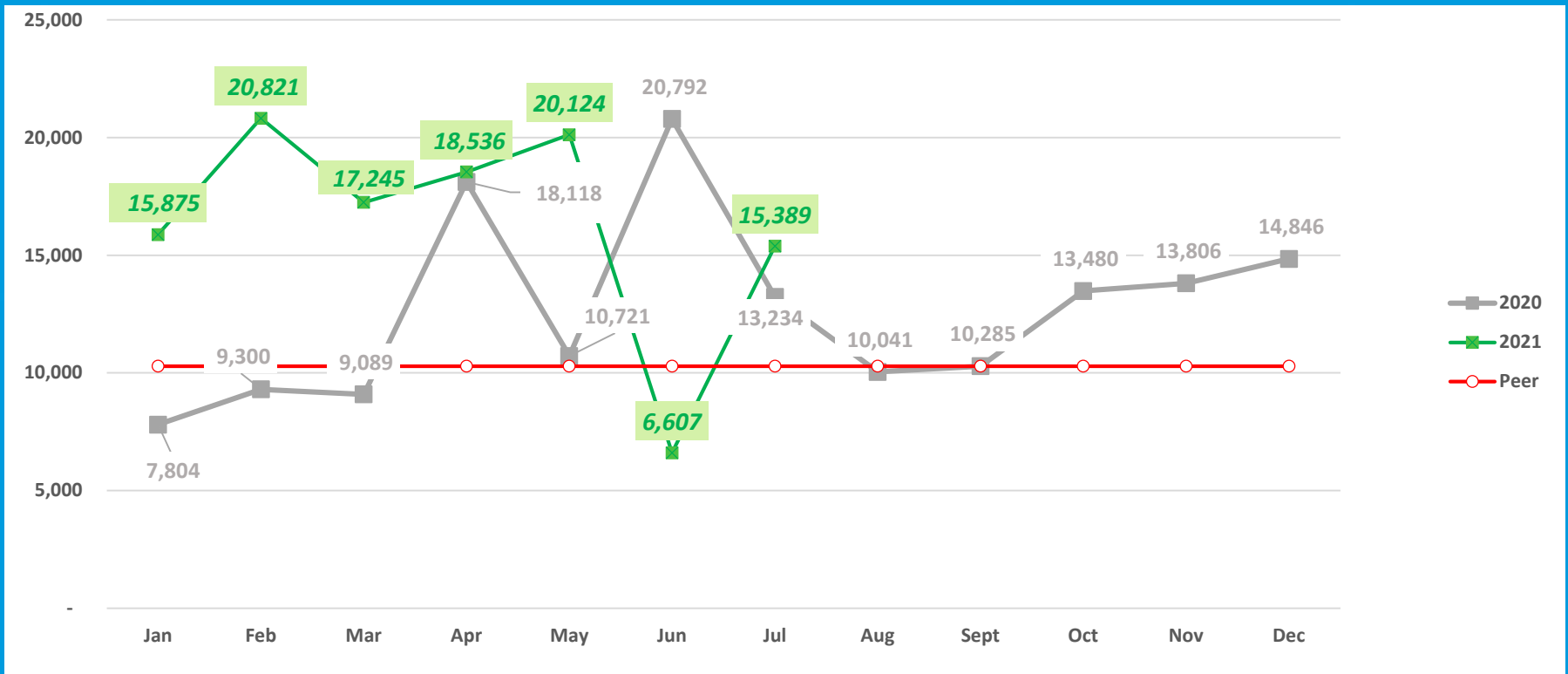
June Total Fuel and Maintenance Savings  
\$262,870

AVTA Fuel Savings plus LCFS  
\$193,042

# AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Peer Average: 11,206

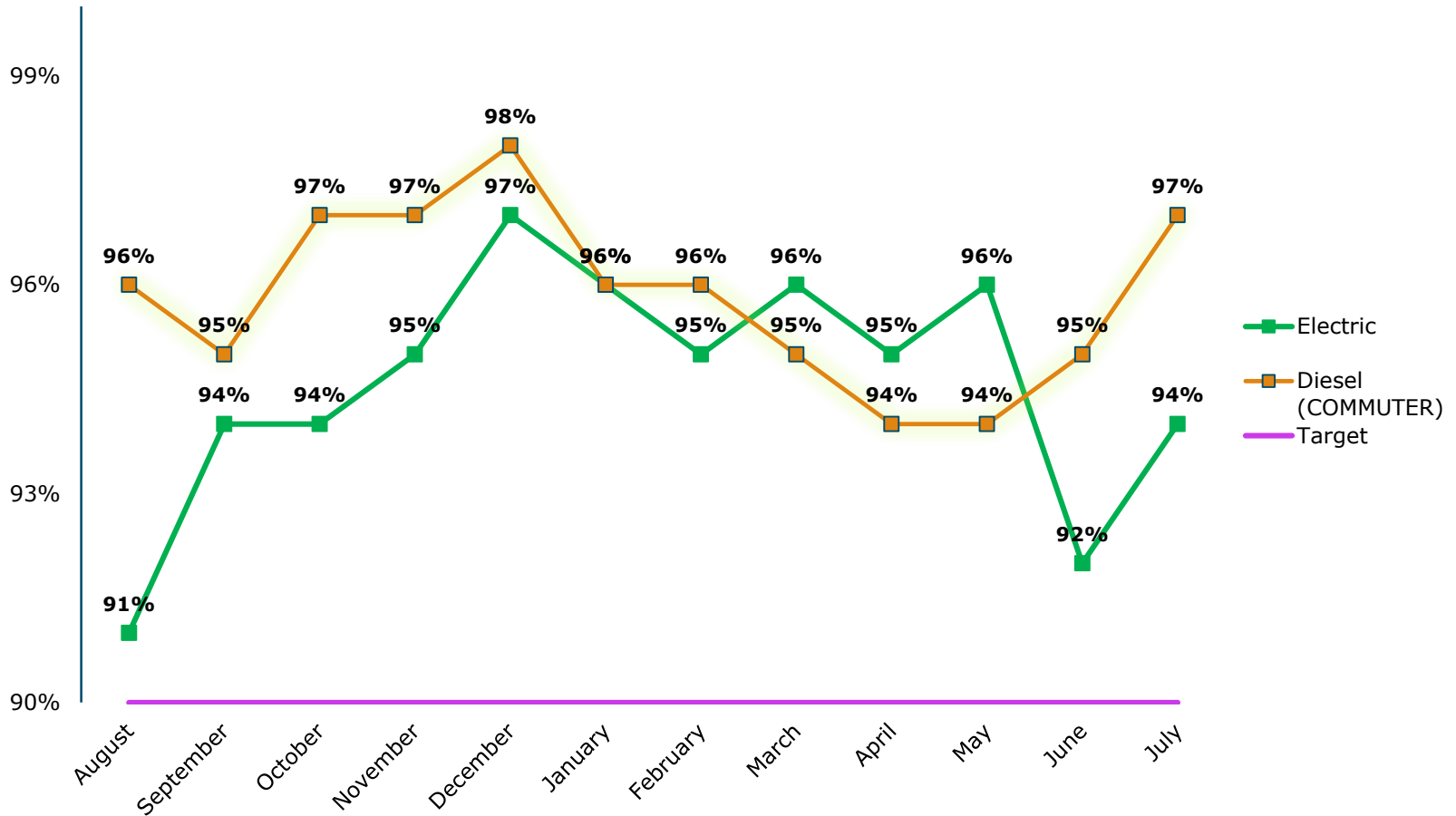
Target: 15,500



# FLEET AVAILABILITY

Peer Average: 81%

Target 90%





# Discussion/Questions?



# Jurisdictional Shares Review

Presentation to the Board of Directors  
August 24, 2021



In most respects the Antelope Valley Transit Authority JPA is a governing body of equals:

- \*Each Jurisdiction has two Board Members.
- \*The Board Members' votes carry equal weight.
- \*Therefore, each Jurisdiction has an equal 1/3 say in the governance of the agency.

However, in the area of financial contribution, there is large gap in the amount that both Lancaster and Palmdale contribute versus Los Angeles County.

The disparity exists due to a convoluted formula in the original Bylaws that attempts to allocate contributions based on the origin of passengers. So by definition, the more sparsely populated jurisdictions contribute less money even though it takes the same resources and more miles traveled, and therefore more energy and time, to properly serve those areas.

Therefore, a Jurisdictional contribution based on a fixed fee per total system wide miles traveled during each year and allocated 1/3 to each Jurisdiction results in a fair and equitable distribution and completes the establishment of a Governing body that operates as a relationship of equals.



## Formula Allocation Plan (FAP) Proposal for future AVTA Jurisdictional Contributions

Jurisdiction	2018 Contribution Dollar Amounts	ACTUAL CY 2018 Commuter & Fixed Route miles	Jurisdictional Share of Mileage by percent Based on ACTUAL miles	Proposed New Jurisdictional Shares Equal Shares	2018 Contributions If We Had Been On Equal 1/3 Shares Using \$1.22 per mile	Increase (Decrease) from current contribution levels
Lancaster	\$ 1,307,151	1,027,121	31%	33%	\$ 1,332,961.09	\$ 25,810.09
Palmdale	\$ 1,184,832	968,491	30%	33%	\$ 1,332,961.09	\$ 148,129.09
LA County	\$ 653,708	1,273,106	39%	33%	\$ 1,332,961.09	\$ 679,253.09
<b>Total</b>	<b>\$ 3,145,691</b>	<b>3,268,718</b>	<b>100%</b>	<b>100%</b>	<b>\$ 3,998,883</b>	<b>\$ 853,192</b>
Lancaster cost per mile	\$ 1.27					
Palmdale cost per mile	\$ 1.22					
Los Angeles cost per mile	\$ 0.51					





---

**Regular Meeting of the Board of Directors**

**Tuesday, July 27, 2021**

**10:00 a.m.**

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

**HYBRID MEETING PURSUANT TO  
GOVERNOR'S EXECUTIVE ORDER N-08-21**

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:01 a.m.

**PLEDGE OF ALLEGIANCE:**

Alternate Director Mac Laren led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Raj Malhi, Director Michelle Flanagan, Alternate Director Kathryn Mac Laren

**APPROVAL OF AGENDA:**

Chairman Crist stated that SRP 3 – Presentation to Antelope Valley Transportation Services Employee of the Month for June 2021 was pulled from the agenda.

**Motion: Approve the agenda as revised, removing SRP 3.**

Moved by Vice Chair Knippel, seconded by Director Malhi

Clerk of the Board Karen Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

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

Anjie Preston – Requested that the Board meetings be available to attend via Zoom and asked when bus service would resume to normal service. She stated she experiences issues with the On-Request Microtransit Ride Service pilot program, particularly the 30-minute pick-up window and notification regarding the driver’s estimated time of arrival. She suggested handling passenger pick-ups and drop-offs separately and noted that not all passengers have Wi-Fi access to track a ride. She also stated she has difficulty scheduling rides on the Dial-A-Ride (DAR) paratransit service because a passenger is unable to book a ride more than two days in advance.

Chairman Crist replied that AVTA staff is researching televising AVTA meetings on Channels 27 (city of Palmdale) and 28 (city of Lancaster) and hosting other meetings at AVTA, for example the Antelope Valley Air Quality Management District (AVAQMD) meetings, to provide added public exposure. He explained the difficulty with hiring and training operators that would allow the Authority to return to normal service. Chief Operating Officer Martin Tompkins stated he will meet with Ms. Preston to address her issues with the On-Request Microtransit Ride and DAR services.

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

**SRP 1 PRESENTATION TO AVTA EMPLOYEE OF THE FOURTH QUARTER FOR FISCAL YEAR 2020/2021 (APRIL 1 – JUNE 30, 2021)**

Executive Director/CEO Macy Neshati presented the Employee of the Fourth Quarter award to Disadvantaged Business Enterprise (DBE)/Equal Employment Opportunity (EEO) Compliance Officer Kelly Miller.

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

Transdev General Manager Tracy Craghead presented the Employee of the Month award to Ahshana Bryant and announced that the Operator of the Month is Arthur Mack. Mr. Mack was unable to attend the meeting. Vice Chair Knippel suggested presenting the award to Mr. Mack at the August meeting.

**SRP 4 LEGISLATIVE REPORT FOR JUNE 2021**

Chief Financial Officer Judy Vaccaro-Fry presented an update regarding several 2021 legislative bills, California’s Fiscal Year 2021/2022 (FY 2022) Budget, the Surface Transportation Reauthorization, INVEST in America Act – H.R. 3684, Federal FY 2021 Budget Resolution, Areas of Persistent Poverty Program and Low or No Emission Program grants, and the CA High Speed Rail Authority’s agreement with the city of Palmdale. She

announced that Congressman Mike Garcia was appointed to serve as a Co-Chair of the China Task Force by Republican Leader Kevin McCarthy.

#### **SRP 5 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT**

Mr. Tompkins introduced the new Director of Operations and Maintenance Esteban Rodriguez who presented the report. The Board briefly discussed the passenger pass-ups.

#### **SRP 6 COMMUTER SERVICE CHANGES**

Mr. Tompkins presented the report. The Board discussed disseminating the information to the veteran community and ensuring the service changes are coordinated with the Metrolink service. Chairman Crist directed staff to create a booklet showing the Authority's conversion from a diesel fleet to an electric fleet.

#### **SRP 7 MAINTENANCE KPI REPORT**

Maintenance Compliance Manager Cecil Foust presented the report. The Board briefly discussed fuel/energy costs and the backlog of Transdev's work orders that increased maintenance costs for the month of May. Chairman Crist directed Mr. Foust to include the Microtransit Ride Service in the electric miles traveled slide.

#### **SRP 8 USE OF "AVTA BOLT" AS A BRANDING NAME FOR ON-REQUEST MICROTRANSIT RIDE SERVICE**

Marketing Manager James Royal presented the report.

#### **SRP 9 UPDATE ON L.A. METRO'S FARELESS SYSTEM INITIATIVE**

Mr. Neshati presented the report. Chairman Crist noted that AVTA currently has a funding source that provides free rides for seniors, college students and veterans.

#### **PUBLIC HEARING (PH):**

#### **PH 1 PUBLIC HEARING AND ADOPTION OF THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AND GOAL-SETTING METHODOLOGY FOR FEDERAL FISCAL YEARS (FFY'S) 2022 THROUGH 2024 (OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2024)**

Chairman Crist opened the Public Hearing. DBE/EEO Compliance Officer Kelly Miller presented the staff report. There was no public input regarding this item. Chairman Crist closed the Public Hearing.

**Motion: 1) Consider any public comments received; 2) Close the public comment period; 3) Approve the new DBE Program, Overall Goal-Setting Methodology, and DBE Participation Goal of 9%; and 4) Adopt Resolution No. 2021-004, a Resolution of the Board of Directors of the Antelope Valley Transit Authority approving the revised Federal Transit Administration required DBE Program and Overall Goal-Setting Methodology for FFY's 2022 through 2024.**

Moved by Director Flanagan, seconded by Alternate Director Mac Laren

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

#### **CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JUNE 22, 2021**

Approve the Board of Directors Regular Meeting Minutes of June 22, 2021.

**CC 2 FINANCIAL REPORT FOR JUNE 2021**

Receive and file the Financial Report for June 2021.

**CC 3 FISCAL YEAR 2020/2021 FOURTH QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (APRIL 1 – JUNE 30, 2021)**

Receive and file the FY 2021 Fourth Quarter Los Angeles County Sheriff's Department Report for the period covering April 1 through June 30, 2021.

**Motion: Approve the Consent Calendar.**

Moved by Alternate Director Mac Laren, seconded by Vice Chair Knippel

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None



**NEW BUSINESS (NB):**

**NB 1 DEDICATING AND NAMING OF AVTA’S TRANSIT CENTERS**

Mr. Neshati presented the staff report. Chairman Crist commented on the dedicated service of Vice Chair Dianne Knippel, Assemblyman Tom Lackey, Senator Scott Wilk and Supervisor Kathryn Barger that earned them this honor adding that each person has been an intricate part of AVTA’s transformation to an all-electric fleet.

**Motion: Adopt: 1) Resolution 2021-010, approving the dedicating and naming of the Antelope Valley College Transit Center as the Dianne Knippel Transit Center.**

Moved by Director Flanagan, seconded by Director Malhi

Ms. Darr conducted a roll call vote and stated the motion carried with Vice Chair Knippel abstaining.

Vote: Motion carried (5-0-1-0)  
Ayes: Chairman Crist, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren  
Nays: None  
Abstain: Vice Chair Knippel  
Absent: None

**Motion: Adopt: 2) Resolution 2021-011, approving the dedicating and naming of the South Valley Transit Center as the Tom Lackey Transit Center; 3) Resolution 2021-012, approving the dedicating and naming of the Boulevard Transit Center as the Scott Thomas Wilk Transit Center; and 4) Resolution 2021-013, approving the dedicating and naming of the Lake Los Angeles Transit Center as the Kathryn Barger Transit Center.**

Moved by Director Flanagan, seconded by Alternate Director Mac Laren

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

Vote: Motion carried (6-0-0-0)  
Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren  
Nays: None  
Abstain: None  
Absent: None

Speaking on this item:

Fran Sereseres – Congratulated the recipients.

Drew Mercy, Deputy Chief of Staff for Senator Scott Wilk – Stated Senator Wilk sends his appreciation and is humbled by this honor.

Pam Balch, Office Manager and Constituent Services Representative for Assemblyman Tom Lackey – Stated Assemblyman Lackey is very honored to represent the community and thanked the Board.

The Board re-voted after taking public comments.

**Motion: Adopt: 1) Resolution 2021-010, approving the dedicating and naming of the Antelope Valley College Transit Center as the Dianne Knippel Transit Center.**

Moved by Director Flanagan, seconded by Director Malhi

Ms. Darr conducted a roll call vote and stated the motion carried with Vice Chair Knippel abstaining.

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

Ayes: Chairman Crist, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: Vice Chair Knippel

Absent: None

**Motion: Adopt: 2) Resolution 2021-011, approving the dedicating and naming of the South Valley Transit Center as the Tom Lackey Transit Center; 3) Resolution 2021-012, approving the dedicating and naming of the Boulevard Transit Center as the Scott Thomas Wilk Transit Center; and 4) Resolution 2021-013, approving the dedicating and naming of the Lake Los Angeles Transit Center as the Kathryn Barger Transit Center.**

Moved by Director Flanagan, seconded by Alternate Director Mac Laren

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

**NB 2 WAVE QUOTE DATED JUNE 7, 2021 FOR TWENTY-EIGHT (28) BUS SIDE WAVE INDUCTIVE RECEIVING PADS**

Procurement and Contracts Officer Lyle Block presented the staff report.

**Motion: Authorize the Executive Director/CEO to issue a Purchase Order to WAVE for the purchase of twenty-eight (28) WAVE bus side pads for new buses. We have ordered as follows: ten (10) K11M 60-foot buses, four (4) K8M 35-foot buses, six (6) K7M-ER 30-foot buses and eight (8) K9M 40-foot buses in an amount of \$2,226,000.00, plus applicable sales tax. In addition, staff is asking for \$142,360 plus applicable sales tax, for the installation on eighteen (18) buses. The 60-foot buses will require a pilot installation and will be addressed separately.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

**NB 3 SOLE SOURCE CONTRACT #2022-05 WITH AVAIL TECHNOLOGIES, INC. FOR INTELLIGENT TRANSPORTATION SYSTEM (ITS) EQUIPMENT UPGRADES**

Mr. Tompkins presented the staff report.

**Motion: Authorize the Executive Director/CEO to award Sole Source Contract #2022-05 with Avail Technologies, Inc. for Information Technology System (ITS) Equipment for an amount not to exceed \$1,203,403.26, plus applicable sales tax.**

Moved by Alternate Director Mac Laren, seconded by Director Flanagan

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

**NB 4 I/O CONTROLS CORPORATION QUOTE DATED MAY 13, 2021 – ELMS 2.0 UPGRADE FOR UP TO 85 BUSES**

Mr. Neshati presented the staff report and confirmed that the agreement is for a software upgrade.

**Motion: Authorize the Executive Director/CEO to enter into an agreement with I/O Controls Corporation for an amount not to exceed \$160,000.00 plus applicable taxes to upgrade the current ELMS system on our BYD buses to allow programming smart charging algorithms to take advantage and optimize charging at the depot.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

**NB 5 CONTRACT #2021-72 TO TONEMAN DEVELOPMENT CORPORATION FOR DESIGN BUILD OF BUS MAINTENANCE FACILITY EXPANSION**

Procurement and Contracts Officer Lyle Block presented the staff report. The Board expressed their concern regarding potential change orders. Mr. Block confirmed that all change orders would be approved by the Board.

**Motion: Authorize the Executive Director/CEO to execute Contract #2021-72 with Toneman Development Corporation, Lancaster, CA, for a term of 180 days and an amount not to exceed \$2,992,500.00, plus applicable sales tax.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

**NB 6 CONTRACT #2022-04 TO BYD MOTORS INC. THROUGH THE STATE OF GEORGIA CONTRACT #99999-001-SPD0000138-0008, FOR SIX (6) K7M-ER 30-FOOT BATTERY ELECTRIC HEAVY-DUTY LOW FLOOR TRANSIT BUSES**

Mr. Block presented the staff report.

**Motion: Authorize the Executive Director/CEO to execute Contract #2022-04 to BYD Motors Inc. through the State of Georgia Contract #99999-001-SPD0000138-0008, for six (6) K7M-ER 30-foot battery electric heavy-duty low floor transit buses for an amount not to exceed \$4,309,312.45, plus applicable sales tax.**

Moved by Director Flanagan, seconded by Alternate Director Mac Laren

Ms. Darr conducted a roll call vote and stated the motion carried unanimously.

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

**REPORTS AND ANNOUNCEMENTS (RA):**

**RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO**

Mr. Neshati stated there were no deficiencies found in the Authority's recent Federal Transit Administration (FTA) Triennial Audit and applauded staff on their outstanding efforts.

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

The Board members commended staff on their hard work and a successful FTA Triennial Audit. Director Hofbauer inquired about the status of the AV Mall bus stops.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:40 a.m. to the Regular Meeting of the Board of Directors on August 24, 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 24<sup>th</sup> day of AUGUST 2021

---

Marvin Crist, Chairman of the Board

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.



**DATE:** August 24, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Financial Report for July 2021

---

### RECOMMENDATION

That the Board of Directors receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve and Farebox Recovery information, for July 2021.

### FISCAL IMPACT

	<b>July</b>
PAYROLL	\$346,990
CASH DISBURSEMENTS	\$3,641,126

### FY 2021 Farebox Recovery Ratio

	<b>Q1</b>	<b>Q1 + Q2</b>	<b>Q1 + Q2 + Q3</b>	<b>Fiscal Year Total</b>
Directly Generated Revenue	\$669,845	\$1,541,852	\$2,285,567	\$3,159,569
Operating Expenses	\$7,629,654	\$14,619,740	\$25,376,760	\$33,123,047
Farebox Recovery Ratio	8.8%	10.5%	11.1%	9.5%

Notes: Revenue includes Farebox, Advertisements, Gain on Sale, LCFS Credits and Investment Income.

### BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Financial Officer in conjunction with the Controller, provides a monthly payroll total and cash disbursements.

On a quarterly basis, farebox recovery ratio data and a Treasurer's Report, including capital reserve information (Attachment A), will be included as part of the financial report. The Executive Director/CEO and Treasurer certify the availability of funds.

**I, Macy Neshati, Executive Director/CEO of AVTA, declare that the above information is accurate.**

Prepared by:

Submitted by:

---

Judy Vaccaro-Fry  
Chief Financial Officer

---

Macy Neshati  
Executive Director/CEO

Attachment: A – Fourth Quarter Treasurer's Report



ANTELOPE VALLEY TRANSIT AUTHORITY  
Treasurer's Report  
For the quarter ended 6/30/2021

Investment Type	Description	Beginning Balance 4/1/21	Deposits & Transfers	Disbursements & Transfers	Interest	Ending Balance 6/30/21
<b>Cash and Investments Under the Direction of the Treasurer</b>						
	Local Agency Investment Fund (LAIF) - Cap & Op Reserve	16,340,210			13,342	16,353,552
	Proposition 1B Restricted Fund**	72,611	-	(72,611)		0
	Mission Bank- LCTOP & Operations Reserve ***	7,226,352			9,013	7,235,365
	<b>Total Capital &amp; Op. Reserves and Restricted Funds</b>	<b>23,639,173</b>	<b>-</b>	<b>(72,611)</b>	<b>22,355</b>	<b>23,588,917</b>
	General Account- Mission Bank	7,801,596	8,374,968	(11,105,301)		5,071,262
	Petty Cash Balance	750				750
	<b>Operating Accounts Total</b>	<b>7,802,346</b>	<b>8,374,968</b>	<b>(11,105,301)</b>	<b>-</b>	<b>5,072,012</b>
	<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 31,441,519</b>	<b>\$ 8,374,968</b>	<b>\$ (11,177,912)</b>	<b>\$ 22,355</b>	<b>\$ 28,660,929</b>


\* Deferred revenue, recorded as liability until associated expense incurred.

\*\* Account will close. Project is complete.

\*\*\* AVTA has combined Operations Reserve monies with LCTOP.

I hereby certify that the investment portfolio of AVTA complies with its investment policy and the California Government Code Sections pertaining to the investment of local agency funds, Mission Bank. Pending any future actions by the AVTA Board or any and unforeseen occurrences, AVTA has cash flow adequate to meet its expenditure requirements for the next three months.

Prepared by:

  
KJ Alcuran  
Controller

Submitted by:

\_\_\_\_\_  
Judy Vaccaro-Fry  
Chief Finance Officer



**DATE: August 24, 2021**  
**TO: BOARD OF DIRECTORS**  
**SUBJECT: Grant Status Report**

---

**RECOMMENDATION**

That the Board of Directors receive and file the Grant Status Report (Attachment A).

**FISCAL IMPACT**

Grants approved after the annual budget adoption that may require reallocation of funds are addressed during the mid-year budget adjustment.

**BACKGROUND**

The attached Grant Status Report reflects the status of all grant applications submitted on behalf of the Authority through August 17, 2021.

This quarter three FTA grant applications were executed; Sect. 5337 State of Good Repair HIMB (High Intensity Motor Bus) toward the commuter bus purchase, Sect. 5307 Capital for various small capital needs, and Sect. 5339(b) BUILD for 23 expansion vehicles. AVTA aggressively continues to seek and pursue all viable grant opportunities.

Prepared by:

Submitted by:

---

Judy Vaccaro-Fry  
Chief Financial Officer

---

Macy Neshati  
Executive Director/CEO

Attachment: A – Grant Status Report

**GRANT STATUS REPORT**

**Discretionary Opportunities Submitted**

<b>Grant Program</b>	<b>Project</b>	<b>Amount Applied For</b>	<b>Date Submitted</b>	<b>Status</b>	<b>Amount Awarded</b>	<b>Next Round of Funding</b>
LACMTA BOS 5307 Call for Projects	Commuter Coach Replacement	\$1,576,701	April 5, 2021	AWARDED APRIL 20, 2021	<b>\$717,399</b>	<b>2022</b>
FY21 Low or No Emission Vehicle Program - FTA	Phase III - Maintenance & Administrative Facility Improvements	\$7,430,437	April 12, 2021	NO AWARD	<b>\$0</b>	<b>2022</b>
	<b>TOTAL DISCRETIONARY OPPORTUNITIES APPLIED FOR:</b>	<b>\$9,007,138</b>		<b>TOTAL PENDING DISCRETIONARY GRANT AWARDS:</b>	<b>\$0</b>	
	<b>TOTAL DISCRETIONARY OPPORTUNITIES NOT AWARDED</b>	<b>\$7,430,437</b>		<b>TOTAL AWARDED DISCRETIONARY GRANTS:</b>	<b>\$717,399</b>	

**Annual Formula Allocations Submitted**

<b>Grant Program</b>	<b>Project</b>	<b>Amount Pending</b>	<b>Date Submitted</b>	<b>Status</b>	<b>Amount Awarded</b>
CARES Act – FTA Section 5307	Operating	\$47,875,609	May 12, 2020	Executed May 26, 2020	<b>\$47,875,609</b>
CA-2021-147	Commuter Bus Replacement	\$4,391,486	July 8, 2021	Executed August 2021	<b>\$4,391,486</b>
5564-2021-1	Capital Items	\$4,667,460	July 15, 2021	Executed August 2021	<b>\$4,667,460</b>
	<b>TOTAL ANNUAL FORMULA ALLOCATIONS PENDING:</b>	\$0		<b>TOTAL GRANT AWARDS:</b>	<b>\$56,934,555</b>



**DATE:** August 24, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Federal Transit Administration Fiscal Year 2021 Triennial Review – Draft Report

---

## **RECOMMENDATION**

That the Board of Directors receive and file the Federal Transit Administration's (FTA) Fiscal Year 2021 Triennial Review – Draft Report (Attachment A).

## **FISCAL IMPACT**

None

## **BACKGROUND**

The FTA conducts its triennial review program to determine whether a grantee is administering its FTA funded programs in accordance with 49 U.S.C. Chapter 53, Federal Law Transit provisions. It accesses grantee management practices and program implementation to ensure that programs are administered in accordance with FTA requirements and are meeting program objectives.

Mr. Matthew Bussey of RLS & Associates, Inc. was the reviewer assisting FTA Region 9's Los Angeles office in conducting AVTA's review. AVTA received notice of the review from FTA at the end of 2019 with a planned May 2020 on-site review. Due to COVID-19, the on-site review was delayed until June/July 2021 and was held virtually via Microsoft Teams. Prior to the virtual interviews, staff provided Mr. Bussey with voluminous information as well as data made available from FTA. During the interviews, Mr. Bussey, FTA representatives and AVTS staff discussed 21 different review areas, including all FTA funded facilities and equipment. Additional documents were requested, provided and reviewed relative to maintenance, and a recommendation was made to update procedure manuals.

An exit conference was held on July 26, 2021. Mr. Bussey provided a draft copy of their findings, which revealed that AVTA had no deficiencies. This is the first perfect Triennial Review the agency has ever received.

Prepared by:

Submitted by:

---

Judy Vaccaro-Fry  
Chief Financial Officer

---

Macy Neshati  
Executive Director/CEO

Attachment: A – FTA FY 2021 Triennial Review – Draft Report



**U.S. Department  
of Transportation**  
**Federal Transit  
Administration**

REGION IX  
Arizona, California,  
Hawaii, Nevada, Guam,  
American Samoa,  
Northern Mariana Islands

90 7<sup>th</sup> Street  
Suite 15-300  
San Francisco, CA 94103-6701  
415-734-9490

888 South Figueroa Street  
Suite 440  
Los Angeles, CA 90017-5467  
213-202-3950

August 3, 2021

Mr. Macy Neshati  
Executive Director  
Antelope Valley Transit Authority  
42210 6<sup>th</sup> St. West  
Lancaster, CA 93534

RE: Federal Transit Administration  
FY 2021 Triennial Review –  
Draft Report

Dear Mr. Neshati:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53 and other federal requirements. The enclosed draft report documents the FTA's Triennial Review of the Antelope Valley Transit Authority (AVTA) in Lancaster, California. Although not an audit, the Triennial Review is the FTA's assessment of AVTA's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on AVTA's compliance in 21 areas. No deficiencies were found with the FTA requirements in any areas.

Given the delay in completing the FY 2020 reviews until FY 2021 and the significant amount of additional federal financial support provided through CARES Act, FTA developed the [Public Health Emergency Supplement](#) to the [FY 2020 Comprehensive Review Contractors' Manual](#) to assist in the evaluation of how recipients have used CARES Act and Emergency Relief funding. This supplement details the specific flexibilities and administrative relief provided by FTA for the use of these funds.

Please review this draft report for accuracy and provide your comments to both the reviewer and your FTA Program Manager **within 10 business days from the date of this letter**. A final report that incorporates your comments to the draft report will be provided to you within 14 business days of your response.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Mahilet Amare, General Engineer, at 213-629-8610 or by email at [Mahilet.amare@dot.gov](mailto:Mahilet.amare@dot.gov), or Mr. Matthew Bussey, your reviewer, at (937) 299-5007 or by email at [mbussey@rlsandassoc.com](mailto:mbussey@rlsandassoc.com).

Sincerely,

CHARLENE  
LEE LORENZO

Digitally signed by  
CHARLENE LEE LORENZO  
Date: 2021.08.03 12:49:27  
-07'00'

Charlene Lee Lorenzo  
Director  
Los Angeles Office

Enclosure



**DRAFT REPORT**

**FISCAL YEAR 2021  
TRIENNIAL REVIEW**

of

**Antelope Valley Transit Authority  
[AVTA]  
Lancaster, California  
ID: 5564**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IX**

Prepared By:

**RLS & Associates, Inc.**

**Scoping Meeting Date: FEBRUARY 11, 2020 – FEBRUARY 13, 2020**

**Virtual Site Visit Date: JULY 26 2021**

**Draft Report Date: AUGUST 24, 2021**

## Table of Contents

I. Executive Summary .....	1
II. Review Background and Process .....	2
1. Background .....	2
2. Process .....	2
3. Metrics.....	3
III. Recipient Description .....	4
1. Organization .....	4
2. Award and Project Activity.....	4
IV. Results of the Review .....	7
1. Legal .....	7
2. Financial Management and Capacity .....	7
3. Technical Capacity – Award Management .....	7
4. Technical Capacity – Program Management & Subrecipient Oversight .....	7
5. Technical Capacity – Project Management.....	8
6. Transit Asset Management.....	8
7. Satisfactory Continuing Control.....	8
8. Maintenance.....	8
9. Procurement.....	8
10. Disadvantaged Business Enterprise (DBE).....	9
11. Title VI.....	9
12. Americans with Disabilities Act (ADA) – General.....	9
13. ADA – Complementary Paratransit.....	9
14. Equal Employment Opportunity .....	10
15. School Bus .....	10
16. Charter Bus .....	10
17. Drug Free Workplace Act.....	10
18. Drug and Alcohol Program .....	11
19. Section 5307 Program Requirements .....	11
20. Section 5310 Program Requirements .....	11

21. Section 5311 Program Requirements .....	11
V. Summary of Findings.....	12
VI. Attendees.....	13
VII. Appendices .....	14

## I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Antelope Valley Transit Authority [AVTA] of Lancaster, California. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by RLS & Associates, Inc. During the virtual site visit, administrative and statutory requirements were discussed and documents were reviewed.

The Triennial Review focused on AVTA's compliance in 21 areas.

No deficiencies were identified.

## II. Review Background and Process

### 1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures published in FTA Order 9010.1B (April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of AVTA. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA Region 9 Office or the recipient’s office.

### 2. Process

The Triennial Review process includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a virtual (in FY 2021) site visit to the recipient’s location. The desk review and review scoping meeting were conducted with the Region 9 Office from February 11, 2020 to February 13, 2020. Necessary files retained by the regional office were sent to the reviewer(s) electronically. A recipient information request was sent to AVTA on or about October 28, 2019 indicating a review would be conducted during Fiscal Year 2020. In March 2020, all work on Reviews was halted due to the COVID-19 Public Health Emergency. A subsequent recipient information request was sent to AVTA on November 15, 2020 advising it that a virtual site visit would be taking place and indicating additional information that would be needed and issues that would be discussed. The virtual site visit to AVTA occurred on July 26, 2021.

The virtual site visit portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process was discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. In addition, the reviewers evaluated how AVTA has used Coronavirus Aid, Relief, and Economic Security (CARES) Act and Emergency Relief (ER) funding, and the impacts of the COVID-19 Public Health Emergency on the agency by discussing a series of questions included in the supplement to the FY 2020 Contractors’ Manual. Additional documentation was requested for the Financial Management and Capacity and Procurement areas only. The reviewer(s) examined a sample of maintenance records for FTA-funded vehicles and equipment.

Upon completion of the review, FTA and the reviewer(s) provided a summary of preliminary findings to AVTA in an exit conference. Section VI of this report lists the individuals

participating in the review.

### 3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

### III. Recipient Description

#### 1. Organization

The Antelope Valley Transit Authority (AVTA) is a public entity organized on July 1, 1992, pursuant to Section 6506 of the Government Code of the State of California. AVTA is formed under a Joint Powers of Authority Agreement (JPA) whose members consist of the County of Los Angeles (a political subdivision of the State of California), the City of Lancaster, and the City of Palmdale (each a municipal corporation of the State of California). The JPA members jointly fund their jurisdictional shares of transportation services to the Antelope Valley area. AVTA is governed by a six-member Board of Directors, comprised of two Directors appointed from each participating jurisdiction. An Executive Director manages AVTA and acts in accordance with the directions, goals and policies approved by the Board in accordance with the duties specified in the applicable sections of the Government Code of the State of California and the JPA.

AVTA serves a population of more than 400,000 residents within the Cities of Lancaster and Palmdale, CA, as well as the unincorporated portions of northern Los Angeles County. AVTA's total service area covers 1,200 square miles and is bounded by the Kern County line to the north, the San Bernardino County line to the east, the Angeles National Forest to the south, and Interstate 5 to the West. The fixed-route service area consists of approximately 100 square miles.

The Authority operates a network of 13 local transit routes and four commuter routes. Local fixed route service is provided in the City of Lancaster and the City of Palmdale. The commuter service provides residents of both cities express service to downtown Los Angeles, West San Fernando Valley, and Century City/West Los Angeles. Local bus service is operated on weekdays from 5:00 a.m. to 12:45 a.m. Saturday service is operated from 6:00 a.m. to 11:45 p.m. and Sunday 6:30 a.m. to 9:20 p.m. Commuter routes operate Monday through Friday from 3:45 a.m. to 7:40 p.m.

Dial-A-Ride (DAR) provides origin to destination van service to seniors over the age of 65 and disabled residents of the Antelope Valley. AVTA contracts with IntelliRide (TransDev, Inc.) to provide urban and rural Dial-A-Ride service. Dial-A-Ride service within the Urban Zone and Rural Zone 1 is available to elderly persons and persons with disabilities. Service within Rural Zone 2 is open to the general public. Dial-A-Ride vehicles operate weekdays 6:00 a.m. to 7:30 p.m. and weekends 8:00 a.m. to 6:00 p.m. ADA complementary paratransit service is provided for AVTA by Access Services, who contracts with Keolis for AVTA's fixed-route service area.

The AVTA also operates the North County TRANSpporter, a mid-day bus service that connects the Antelope Valley with the Santa Clarita Valley on weekdays. The service offers ten trips each weekday between the Palmdale Transportation Center and the Newhall Metrolink Commuter Rail Station, with additional connections to the recently opened McBean Regional Transit Center. Upon passenger request, the TRANSpporter will also make stops at the Vincent Grade/Action Station on northbound trips. This service begins operating at 8:00 a.m. and continues until 5:50 p.m. in the evening.

The basic adult cash fare for AVTA’s fixed-route service is \$1.50. When AVTA began selling the regional fare card, Transit Access Pass (TAP), in 2008, the fare structure was modified to allow TAP customers to receive a discount of \$0.25 on their basic adult fare, reducing it to \$1.25 for TAP customers only. Free transit service is offered to seniors (age 65 and older), persons with disabilities, Medicare cardholders, active military, and veterans. The fare for ADA paratransit service is \$3.00 for the Urban Zone. Fares for the AVTA DAR service are \$3.50 for Rural Zone 1 and \$6.00 for Rural Zone 2.

At the time of this review, the AVTA operates a fleet of 75 buses for transit service, with 45 buses for local service and 30 buses for commuter service. The current peak requirement for local service is 38 vehicles and commuter service is 25 vehicles. All operations and maintenance is conducted at AVTA’s FTA-funded main facility located at 42210 6th Street West in Lancaster. The AVTA operates two transit facilities: the Sgt. Steve Owen Memorial Park (formerly the Lancaster City Park) located at 43063 North 10th Street West in Lancaster; and the Palmdale Transportation Center on 6th Street East and Technology Drive in Palmdale. The North County Transporter route is from the Palmdale Transportation Center.

## 2. Award and Project Activity

Below is a list of AVTA’s open awards at the time of the review.

<b>Award Number</b>	<b>Award Amount</b>	<b>Year Executed</b>	<b>Description</b>
CA-90-Y968-00	\$14,357,738	2012	Capital Improvement Program + Operations
CA-2018-148-00	\$875,501	2018	5337 FY15 Commuter Bus Replacement
CA-2019-122-00	\$3,051,421	2019	5339 Bus Replacement
CA-2019-108-00	\$3,787,643	2019	Section 5307 Capital + Operating + PM
CA-2019-123-00	\$6,087,186	2019	5307 Bus Replacement
CA-2020-107-00	\$47,875,609	2020	AVTA Section 5307 CARES ACT Operating
CA-2016-111-00	\$12,115,000	2016	Operating + Capital + PM
CA-2016-117-00	\$2,786,423	2016	Commuter Replacement Bus
CA-2018-063-00	\$6,900,000	2018	Capital & Operating & PM
CA-2018-063-01	\$6,900,000	2021	Capital & Operating & PM



## **Projects Completed**

In the past few years, AVTA completed the following noteworthy projects:

- Completed transit fleet conversion.
- Zero-emission infrastructure procured, installed and operational at facility, Sgt. Steve Own Memorial Park, and Palmdale Transportation Center.
- Deployment of 1<sup>st</sup> ever 60ft articulated electric bus
- Three single audits – successful, no findings.

## **Ongoing Projects**

AVTA is currently implementing the following noteworthy projects:

- Fleet transition diesel to electric
- Transit Center Construction South Valley – Palmdale
- Transit Center Construction Lancaster Metrolink - Lancaster

## **Future Projects**

AVTA plans to pursue the following noteworthy projects in the next three to five years:

- Transit Center Construction – Antelope Valley College, Lancaster
- Fleet Expansion – new type: 30-foot buses
- Electric Charging Infrastructure – various locations

## IV. Results of the Review

### 1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters, include clauses in its third party and subrecipient agreements, and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Legal.

### 2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

### 3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

### 4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management/Program Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

## 5. Technical Capacity – Project Management

**Basic Requirement:** The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

**Finding:** During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

## 6. Transit Asset Management

**Basic Requirement:** Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

**Finding:** During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Transit Asset Management.

## 7. Satisfactory Continuing Control

**Basic Requirement:** The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

**Finding:** During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

## 8. Maintenance

**Basic Requirement:** Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep ADA accessibility features on all vehicles, equipment, and facilities in good operating order.

**Finding:** During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Maintenance.

## 9. Procurement

**Basic Requirement:** The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Procurement.

## 10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the US DOT requirements for DBE.

## 11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Title VI.

## 12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the US DOT requirements for ADA – General.

## 13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of AVTA, no deficiencies were found with US DOT requirements for ADA – Complementary Paratransit.

## 14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

## 15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for School Bus.

## 16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community-based charter services pursuant to certain regulatory exceptions.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Charter Bus.

## 17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

## 18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

## 19. Section 5307 Program Requirements

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

## 20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: During this Triennial Review of AVTA, no deficiencies were found with the FTA requirements for Section 5310 Program Requirements.

## 21. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of AVTA.

## V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	ND				
10. Disadvantaged Business Enterprise	ND				
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	ND				
21. Section 5311 Program Requirements	NA				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

## VI. Attendees

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>E-mail Address</b>
<b><i>AVTA</i></b>			
Macy Neshati	Executive Director/CEO	661-729-2229	mneshati@avta.com
Judy Vaccaro-Fry	CFO/Director of Finance and Administration	661-729-2234	jfry@avta.com
Martin Tompkins	COO/Senior Director of Operations and Planning	661-729-2290	mtompkins@avta.com
Lyle Block	Procurement & Contracts Officer	661-729-2288	lblock@avta.com
Kelly Miller	DBE/EEO Compliance Officer	661-729-2203	kmiller@avta.com
<b><i>FTA</i></b>			
Ray Tellis	Regional Administrator	415-734-9471	ray.tellis@dot.gov
Nicholas Sun	Regional Civil Rights Officer	312-705-1267	nicholas.sun@dot.gov
Luis Rodriguez	Regional Civil Rights Officer	212-668-2324	l.a.rodriguez@dot.gov
Charlene Lee Lorenzo	Director	213-202-3952	charlene.leelorenzo@dot.gov
Stacy Alameida	Transportation Program Specialist	213-202-3953	stacy.alameida@dot.gov
Mahilet Amare	General Engineer	213-629-8610	mahilet.amare@dot.gov
Amitra Mamdouhi	Transportation Program Specialist	415-734-9453	amitra.mamdouhi@dot.gov
<b><i>RLS &amp; Associates, Inc.</i></b>			
Robbie Sarles	Reviewer	937-299-5007	rsarles@rlsandassoc.com
Matthew Bussey	Reviewer	937-299-5007	mbussey@rlsandassoc.com



## VII. Appendices

No appendices are included in this report.

# FTA Triennial Review

Presentation to  
AVTA Board of Directors  
August 24, 2021



# COMPLIANCE AREAS

1. Legal
2. Financial & Management Capacity
3. Award Management
4. Management & *Subrecipient Oversight*
5. Project Management
6. Transit Asset Management
7. Satisfactory Continuing Control
8. Maintenance
9. Procurement
10. Disadvantaged Business Enterprise
11. Title VI

12. Americans with Disabilities Act
13. ADA – Complementary Paratransit
14. Equal Employment Opportunity
15. *School Bus*
16. *Charter Bus*
17. Drug Free Workplace
18. Drug & Alcohol Program
19. Sect. 5307 Program Requirements
20. Sect. 5310 Program Requirements
21. Sect. 5311 Program Requirements



**REVIEW FINDINGS**

**AN AGENCY 1ST**

**ZERO**

**FINDINGS!**



# Recommendation:

**Receive and file  
AVTA's FY21  
ZERO FINDINGS  
FTA Triennial  
Review Report**



**Thank you**





**DATE:** August 24, 2021

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Contract #2022-06 to Toneman Development Corporation for Depot Charging Retro-Fit Project

---

**RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2022-06 with Toneman Development Corporation, Lancaster, CA, for the depot charging retro-fit project for an amount of \$426,090, plus applicable permit fees and sales tax.

**FISCAL IMPACT**

Sufficient grant funds will be included in the FY 2022 Mid-Year Budget Adjustment to pay for this project.

**BACKGROUND**

AVTA released two previous solicitations that led up to the depot charging retro-fit project. The first contract was awarded on May 22, 2020, to Motor Coach Industries for twenty-four (24) battery-electric over the road coaches and the second contract was awarded on January 26, 2021, to New Flyer of America for DC fast charging equipment. The next step in the process was to retro-fit twenty-four (24) charging stalls at AVTA for the purchased coaches and charging equipment. To this end, a scope of work was developed into an Invitation for Bid (IFB).

AVTA released an IFB on August 3, 2021 to retro-fit twenty-four (24) charging stalls that will allow installation of twelve (12) Heliox DC 180 HPC chargers along with twenty-four (24) 200 amp dispensers. The solicitation documents were posted to AVTA's procurement website and advertisements were placed in the Antelope Valley Press and the *Our Weekly Lancaster* newsletter. The local Chambers of Commerce

and Antelope Valley Economic Development and Growth Enterprise (AV EDGE) were also notified via their respective email lists. AVTA's procurement system provided the solicitation documents to 171 registered firms; nine (9) from Lancaster, three (3) from Palmdale and an additional 159 firms outside of the Antelope Valley.

Staff conducted a mandatory pre-bid conference on August 12, 2021, with nine (9) firms attending. Two (2) addenda was released prior to the bid closing. The bid opening was held on August 19, 2021. Of the 171 firms that received notification of the IFB, only two (2) submitted bids. The firms that meet minimum requirements and their respective bid amounts are listed in the table below.

<b>Firm</b>	<b>Location</b>	<b>Price</b>
Toneman Development Corporation	Lancaster, CA	\$426,090.00
Village Electrical Contractors, Inc.	Sun Valley, CA	\$492,040.00

Under AVTA's procurement policy requirements, an IFB must be awarded to the lowest responsive and responsible bidder.

Based on procurement policy requirements, the bids received were reviewed for requisite document submittal and staff found the lowest bid complete with pricing to be fair and reasonable. Therefore, staff is recommending the Board approve a contract with Toneman Development Corporation. This project is anticipated to take approximately 45 business days to complete from notice to proceed.

Prepared by:

Submitted by:

\_\_\_\_\_  
Lyle A. Block, CPPB  
Procurement and Contracts Officer

\_\_\_\_\_  
Macy Neshati  
Executive Director/CEO