



**Regular Meeting of the Board of Directors**

**Tuesday, February 27, 2024**

**10:00 a.m.**

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

**AGENDA**

For record-keeping purposes, and if staff may need to contact you, we request that a speaker card located at the Community Room entrance be completed and deposited with the AVTA 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. A three-minute time limit will be imposed on all speakers besides staff members.

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.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Flanagan

**APPROVAL OF AGENDA**

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

If you would like to address the Board on any agendized or non-agendized items, you may present your comments at this time. 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.

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. A three-minute time limit will be imposed on all speakers other than staff members.

**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 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE – ANGELICA RANGEL
- SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE – PAMELA BALCH
- SRP 3 PRESENTATION TO FRANCYNN TOBAR, CONTACTS ADMINISTRATOR, FOR 10 YEARS OF OUTSTANDING AND DEDICATED SERVICE – CECIL FOUST
- SRP 4 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR JANUARY 2024 – CECIL FOUST
- SRP 5 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR JANUARY 2024 – JUAN ANTONIO LOPEZ
- SRP 6 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR JANUARY 2024 – ART MINASYAN
- SRP 7 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR JANUARY 2024 – ART MINASYAN
- SRP 8 LEGISLATIVE REPORT AND FINANCE UPDATE FOR FEBRUARY 2024 – JUDY VACCARO-FRY
- SRP 9 MAINTENANCE KPI REPORT FOR JANUARY 2024 – JOSEPH SANCHEZ
- SRP 10 OPERATIONS KPI REPORT FOR JANUARY 2024 – JUAN ANTONIO LOPEZ

**CONSENT CALENDAR (CC):** Consent items 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 JANUARY 23, 2024 – KAREN DARR

*Recommendation: Approve the Board of Directors Regular Meeting Minutes of January 23, 2024.*

CC 2 FINANCIAL REPORT FOR JANUARY 2024 AND FY 2024 SECOND QUARTER TREASURER AND CAPITAL RESERVE REPORT– VIANNEY MCLAUGHLIN

*Recommendation: Receive and file the Financial Report for January 2024 and the FY 2024 Second Quarter Treasurer and Capital Reserve Report.*

**NEW BUSINESS (NB):**

NB 1 SOLE RESPONDENT CONTRACT #2024-23 WITH CIRCULATING AIR, INC. FOR AIR CONDITIONING AND CONTROLLER REPLACEMENT – CECIL FOUST

*Recommendation: Authorize the Executive Director/CEO to award Sole Respondent Contract #2024-23 to Circulating Air, Inc. for the installation of air conditioning units and controller replacement at AVTA's primary facility for an amount not to exceed \$392,018.00 plus any applicable taxes.*

**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 March 26, 2024, 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 February 23, 2024, 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.



# January

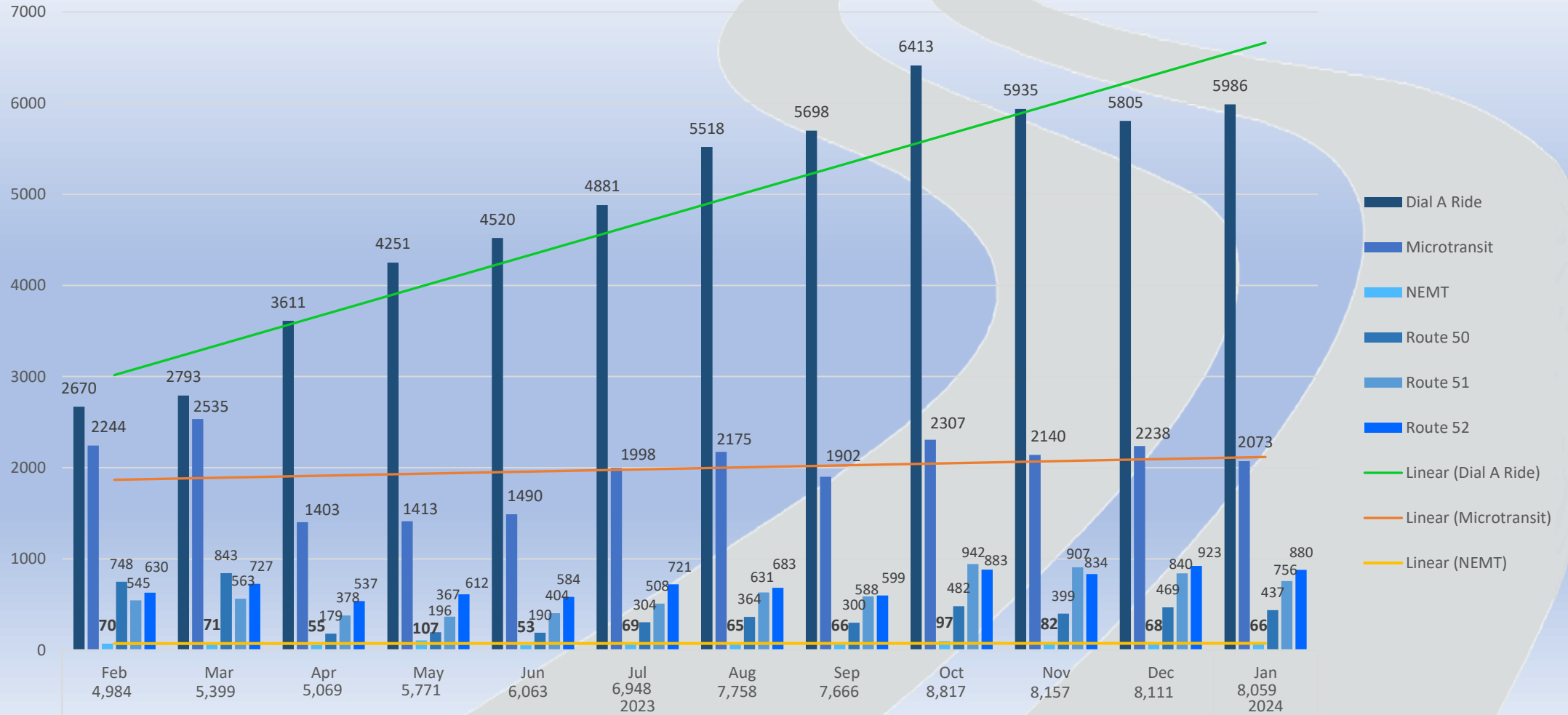
## FY 2024 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

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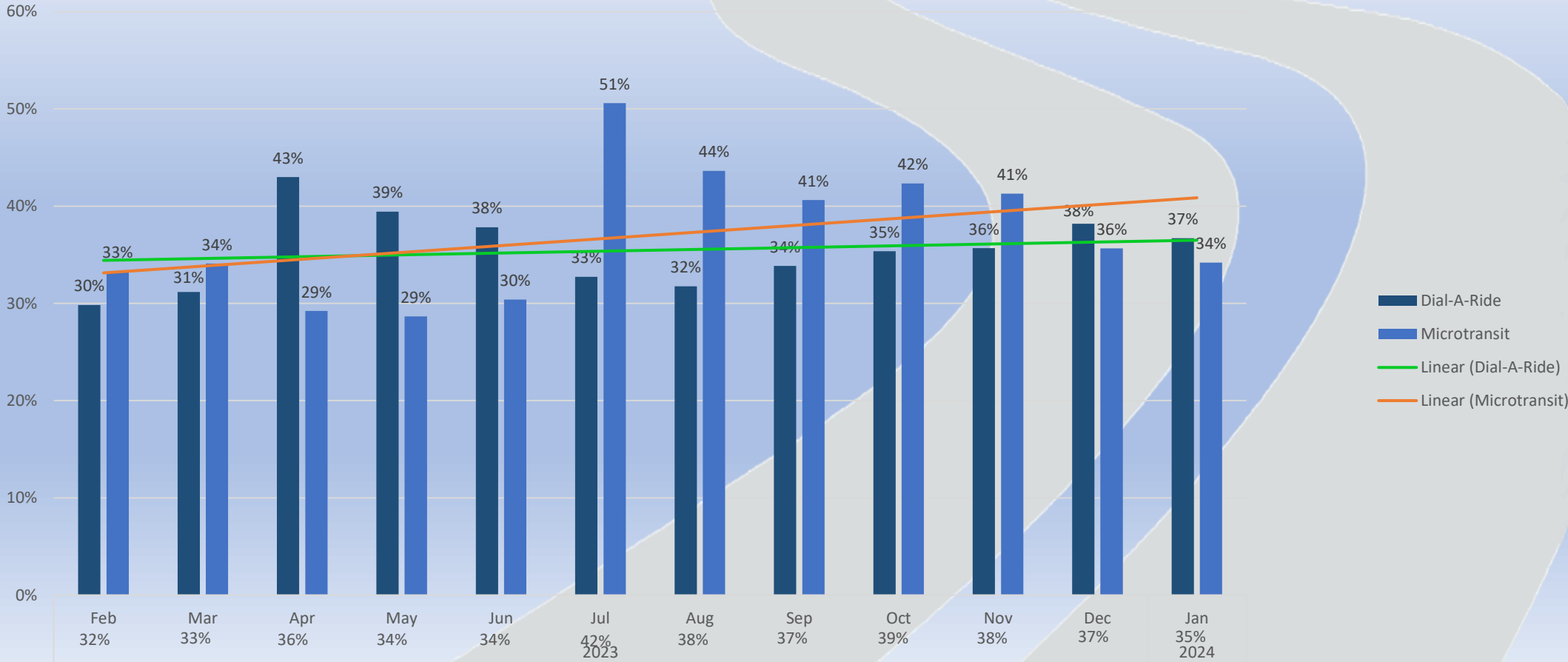
Presentation to the  
Board of Directors  
February 27, 2024

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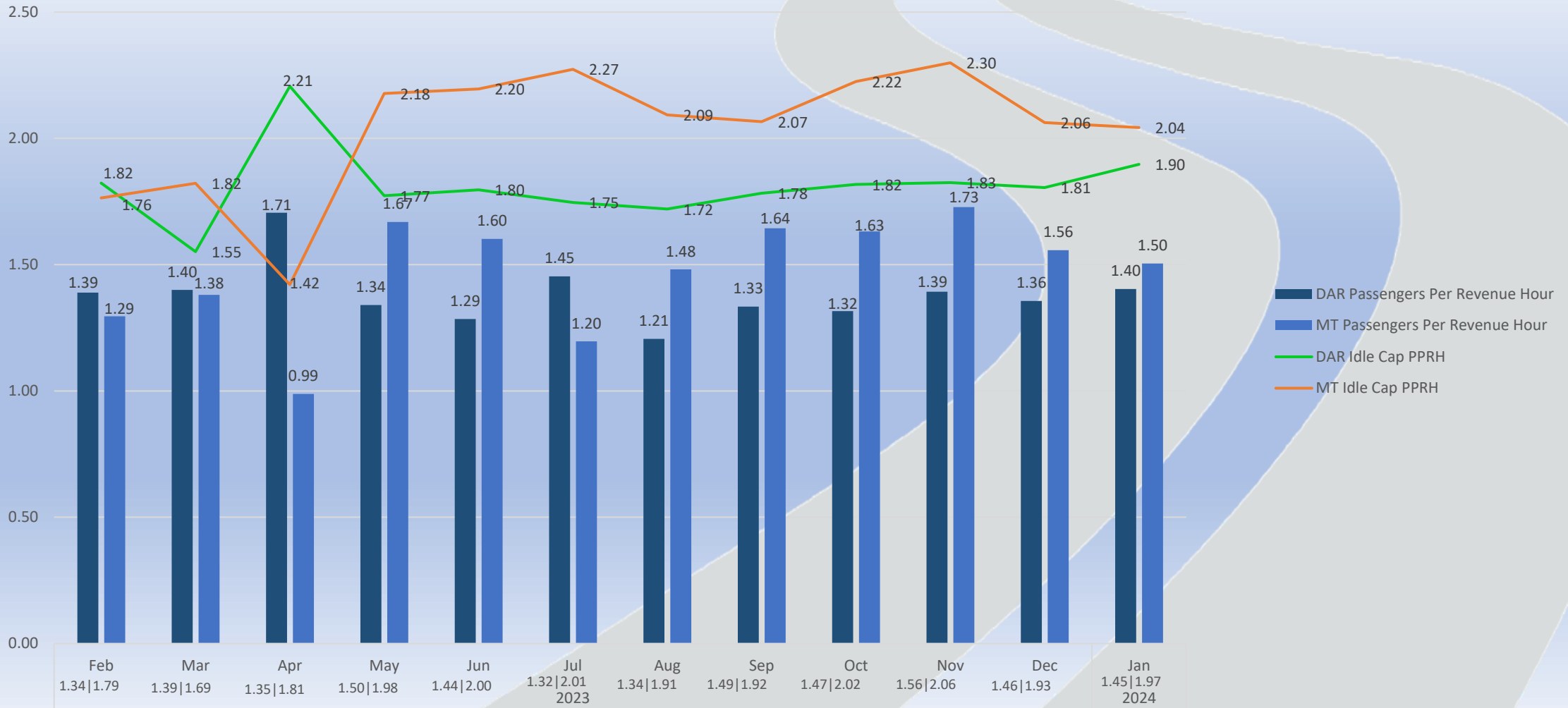
# PASSENGER RIDERSHIP DATA



# AVERAGE SHARED RIDE PERCENTAGE

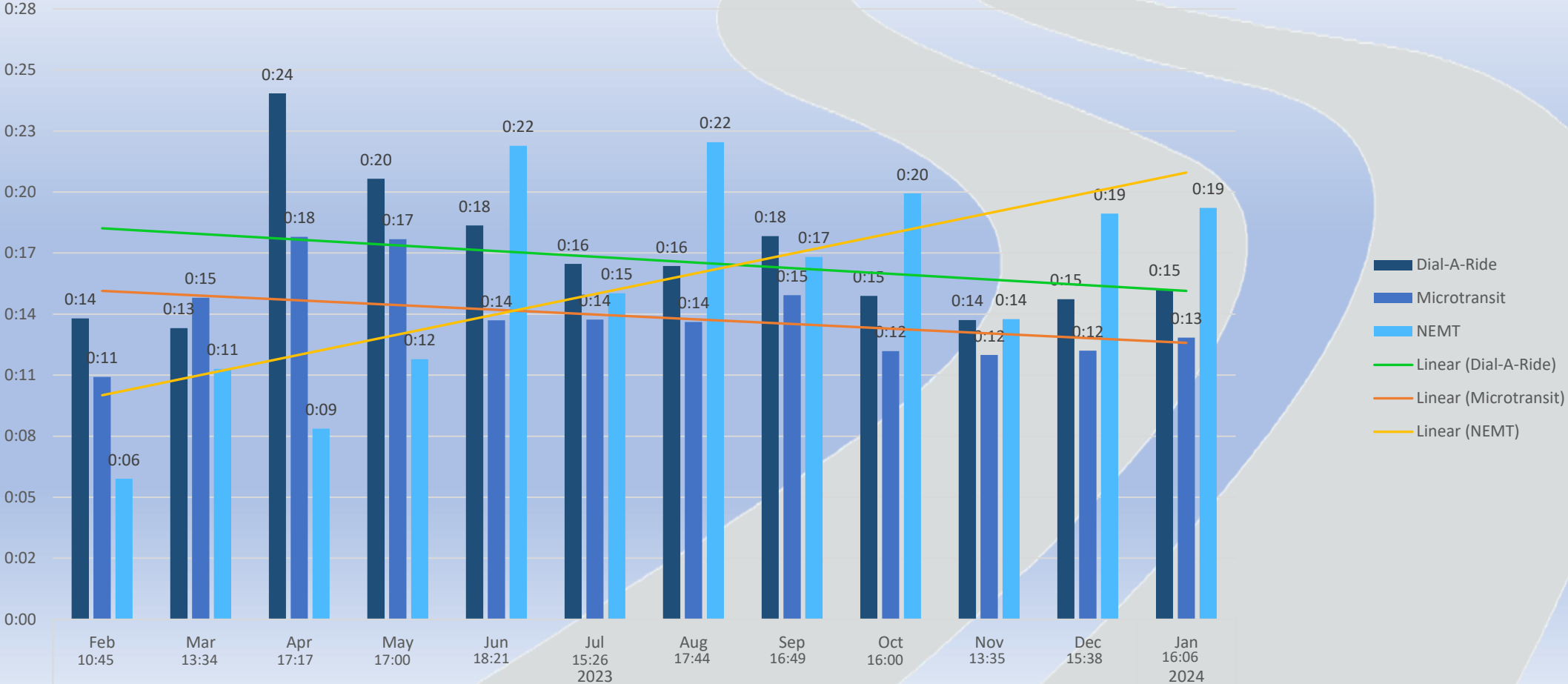


# PASSENGERS PER REVENUE HOUR

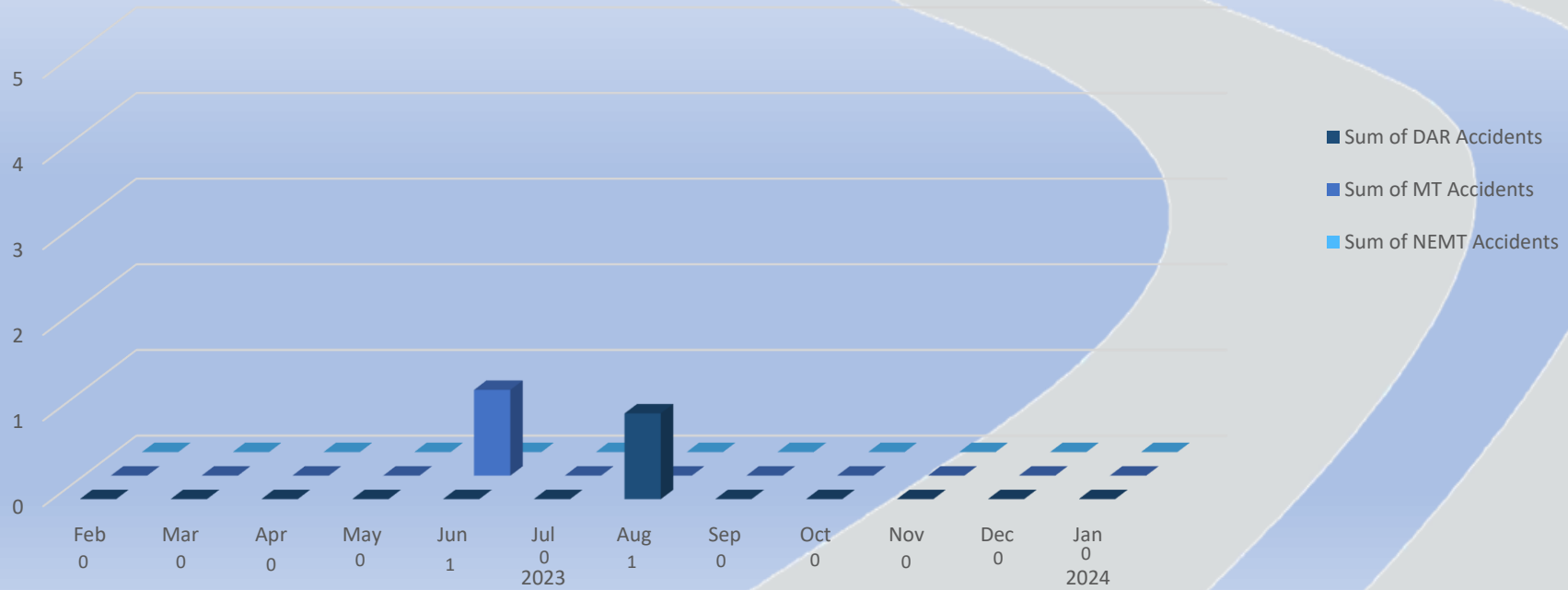




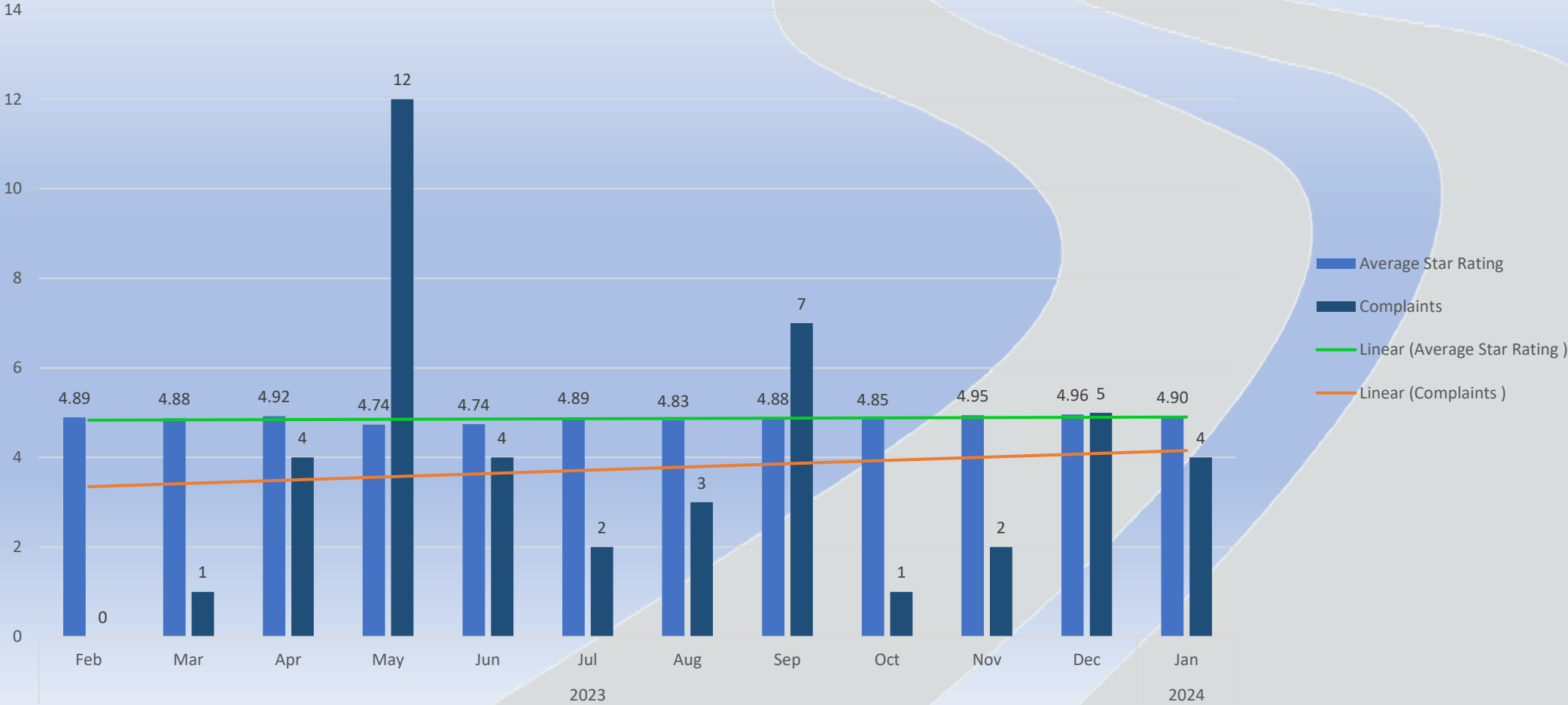
# PASSENGER WAIT TIME



# ACCIDENTS



# PASSENGER FEEDBACK



# January

## FY 2024 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

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Thank You!

Questions?

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# LEGISLATIVE UPDATE

Presentation to the Board of Directors  
February 27, 2024



# STATE



# PEPRA



The Amalgamated Transit Union (ATU), International and United Department of Labor had appealed the United States District Court's final judgment in the PEPRA and 13(c) litigation.

District Court's final judgment permanently enjoined USDOL from the following:

- Failing to process grant applications by California transit agencies to the extent required by UMTA and its implementation regulations; or,
- Relying on PEPRA as a basis to deny, withhold, delay, or otherwise limit the certification of such grants under Section 13(c) of UMTA; and,
- Retaining the Court's jurisdiction to enforce the permanent injunction.

August 2023: The filing of opening briefs by USDOL and ATU

October 2023: The filing of an answering brief by the State of California

December 2023: The filing of reply briefs by the USDOL and ATU

# PEPRA

The Appellate Court has announced they will proceed into oral arguments on April 10, 2024 in San Francisco.

We will learn the composition of the judicial panel that will hear these arguments between 1-2 weeks before oral arguments begin.

In this process, the State of California's counsel cannot advise on precisely when the Appellate Court will issue its ruling. However, it is anticipated they will issue a ruling by the end of 2024.

As the appeal proceeds, all protections for California transit agencies, established by the District Court's final judgment, will remain in effect.





# LEGISLATIVE SESSION



February 16 marked the deadline for legislators to introduce bills in the second year of the 2023-24 Legislative Session.

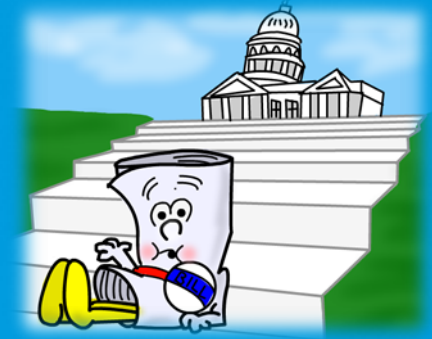
The Legislature has introduced a total of 2,124 bills this year, a significant reduction from the 2,632 bills that were introduced in the first year of the 2023-24 Legislative Session.

Several of the two-year bills that did not move in 2023 are active once again and will continue through the legislative process this year.

Hundreds of bills were introduced as "spot bills." Spot bills generally indicate the topic that the legislation will address, but do not contain substantive bill language upon introduction. Spot bills must be substantively amended to be heard in the Legislature's policy committees.

# PROPOSED BILLS

- Yield signs on transit buses
- Enhanced Penalties for transit employee assaults
- Transit priority projects on state highway systems
- Best Value Procurement
- Remote meeting authority for advisory bodies
- Heavy duty autonomous vehicles
- CEQA exemption for railroad electrification
- Transit vehicle inspections



## SB 926 (Wahab) Bay Area Transit Consolidation

This bill would require the California State Transportation Agency to develop a plan to consolidate all transit agencies that are located within the geographic jurisdiction of the Metropolitan Transportation Commission.

## AB 1837 (Papan) Bay Area Transit Coordination

This "spot bill" states the intent of the Legislature to enact subsequent legislation to encourage coordination and collaboration among transit agencies in the San Francisco Bay Area.

# LEGISLATIVE LEADERSHIP

## Senator Scott Wilk:

- Budget and Fiscal Review
- Business, Professions and Economic Development
- Education
- Energy, Utilities and Communications
- Governmental Organization (Vice-Chair)
- Judiciary
- Labor, Public Employment and Retirement (Vice-Chair)
- Budget Subcommittee #1 on Education
- Joint Committee on the Arts
- Joint Committee on Rules
- Joint Legislative Audit Committee



# FEDERAL



# CONTINUING RESOLUTION



NO CHANGE FROM JANUARY

## CONTINUING RESOLUTION



On January 18, both House & Senate agreed to extend the two CRs to March 1 and March 8, respectively.

4 bills authorized now through **March 1, 2024**

- Agriculture
- Energy & Water
- Military Construction – Veterans Affairs
- Transportation, Housing and Urban Development



Remaining 8 bills are now authorized through **March 8, 2024.**

# APPROPRIATIONS STATUS

## HOUSE – 7 OF 12

- Defense
- Energy - Water
- Homeland Security
- Interior – Environment
- Legislative Branch
- Military Construction – Veterans Affairs
- State-Foreign Operations

## SENATE - 3 OF 12

- Agriculture
- Military Construction – Veterans Affairs
- Transportation-HUD

Last action 11/03/2023 (116 days ago)



# NEW OPPORTUNITY

On February 8, FTA announced the availability of \$1.5 billion in Fiscal Year 2024 funding to support state and local efforts to buy or modernize buses, improve bus facilities, and support workforce development.

Of this, \$390 million in funding is authorized under the Grants for Buses and Bus Facilities Program.



# BUS MANUFACTURING



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

Administrator

1200 New Jersey Avenue, SE  
Washington, DC 20590

February 7, 2024

Dear Colleague:

Since President Biden signed the Bipartisan Infrastructure Law in 2021, the Federal Transit Administration (FTA) has made over \$4.5 billion available in competitive grants for investments in American-made transit buses and supporting infrastructure. In addition to competitive grants, there's \$16 billion available through formula program grants to urban, rural, and tribal areas, all of which are eligible for bus purchases. Over the next three years, this record public transportation funding will provide nearly \$30 billion more in competitive grants and formula funds to support transit agencies in buying buses, transitioning to low- or no-emission buses, modernizing bus facilities and more. This investment supports a strong U.S. bus manufacturing sector that is essential for clean transit vehicle fleets across the nation, ensuring less pollution, more U.S. jobs, and better-connected communities.

During the Biden-Harris Administration, FTA has listened to transit agencies and U.S. bus Transit Vehicle Manufacturers (TVMs) discussing current trends in federally funded bus procurements and manufacturing that affect the financial health and stability of the bus manufacturing industry. This includes identifying steps to reduce vehicle contract costs and shorten vehicle delivery times. Specifically, the discussions have covered topics like managing component prices, addressing supply chain issues, growing the bus manufacturing workforce, and reducing unnecessary customization. Particular attention has been on the increased costs to TVMs of financing vehicle production from award of a contract through delivery and acceptance of the vehicles by transit agencies.

To address such challenges, FTA encourages the use of several tools available to transit agencies and TVMs, including:

- **Contract modifications for price increases** - Federally funded contracts can be modified for price adjustments (2 CFR §200.318(k)). Allowable modifications depend on factors including: (1) contract terms and conditions, such as change clauses and Producer Price Index or Consumer Price Index adjustment clauses; (2) applicable state, local, or tribal procurement law; (3) the terms of a price adjustment; and (4) the scope of the contract modification. Certain Federal regulatory requirements may apply, such as performance of a cost or price analysis in connection with a contract modification in excess of the Simplified Acquisition Threshold (currently \$250,000), and where a cost analysis is performed, the FTA recipient must negotiate profit as a separate element of the price (2 CFR § 200.324(a)-(b)).
- **Federal funds for price increases** - FTA recipients can seek additional Federal funds to cover contract price increases. FTA formula and certain other Federal funds (e.g., [flexible](#)

On February 7, FTA issued a “Dear Colleague” letter regarding bus procurement and manufacturing in light of the Bipartisan Infrastructure Law and Buy America program.

The letter addresses challenges such as:

- Contract Modification Price Increases
- Federal Funds for Price Increases
- Clauses in New Procurements
- Advance Payments
- Progress Payments
- Securing the Federal Interest
- Acquisition Oversight Division





# FTA ADMINISTRATOR



FTA announced the upcoming retirement of Administrator Nuria I. Fernandez, which will take effect February 24, 2024.

Fernandez was named Deputy Administrator on January 20, 2021, and was later nominated to be Administrator.

Upon Administrator Fernandez's departure, FTA Deputy Administrator Veronica Vanterpool will serve as Acting Administrator.



# Questions?



SRP 9

# FY 2024 Monthly Fleet Maintenance Key Performance Indicators

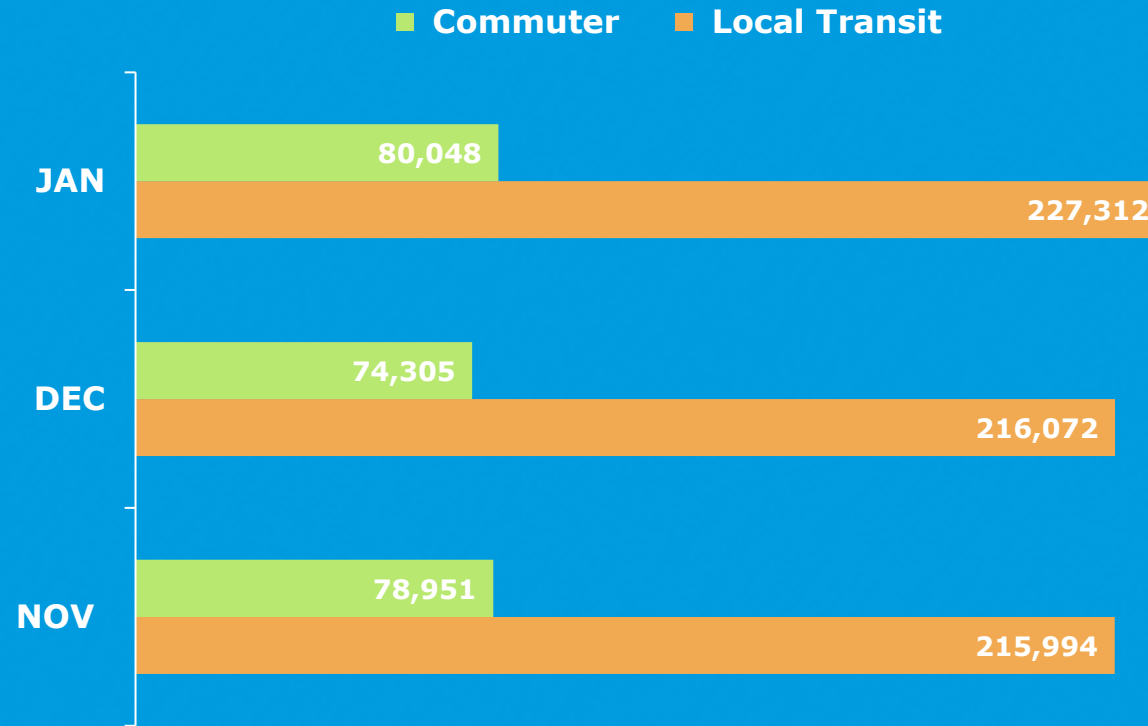
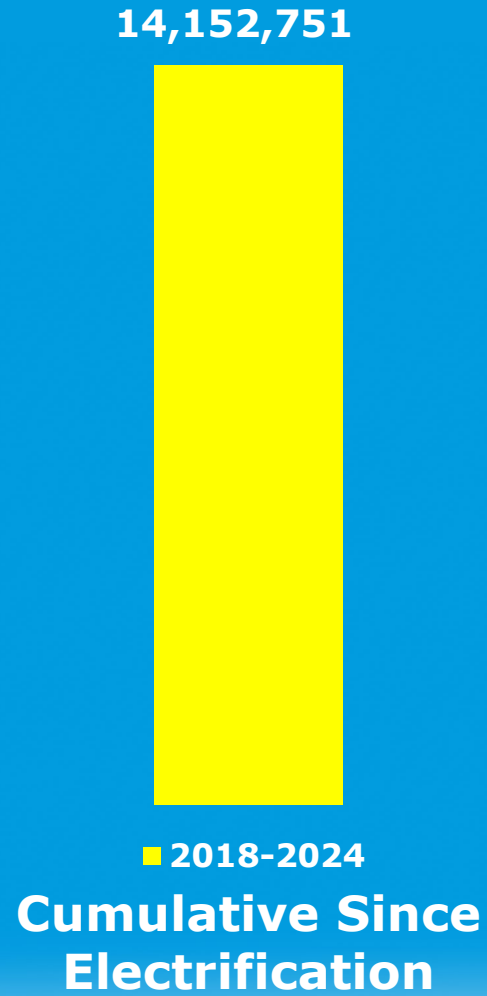
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Presentation to the Board of Directors

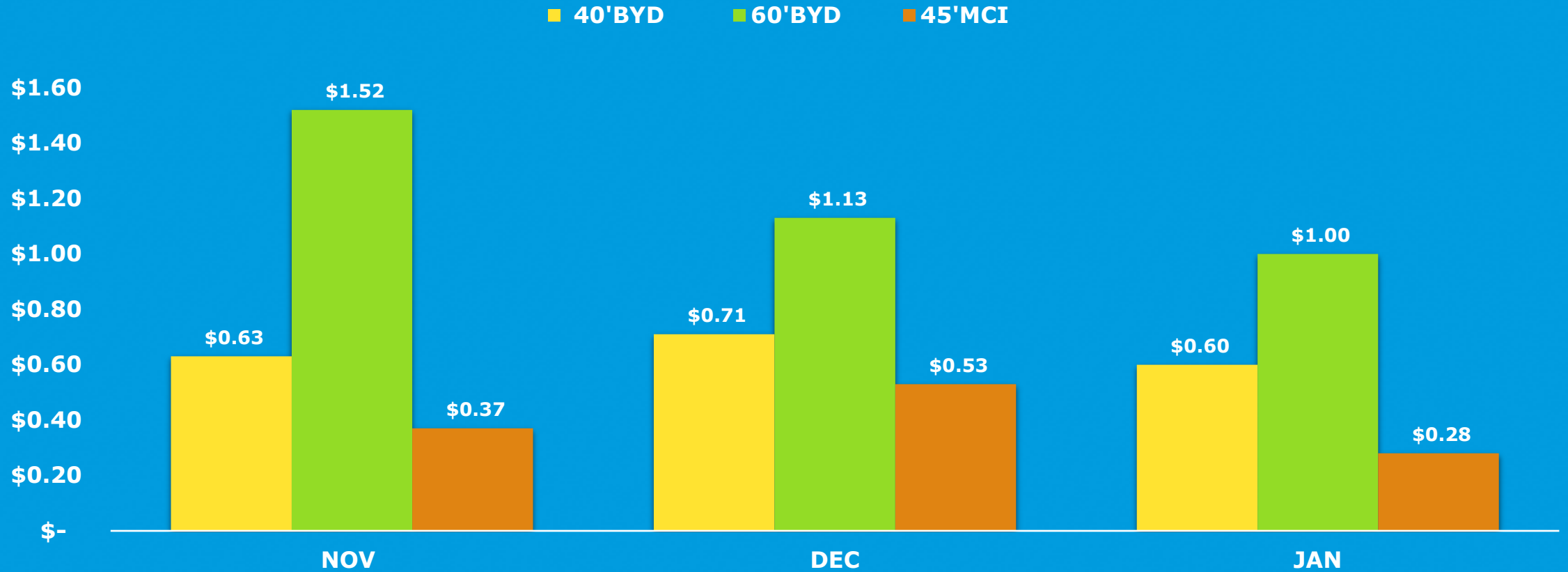
February 27th, 2024



# ELECTRIC MILESTONES

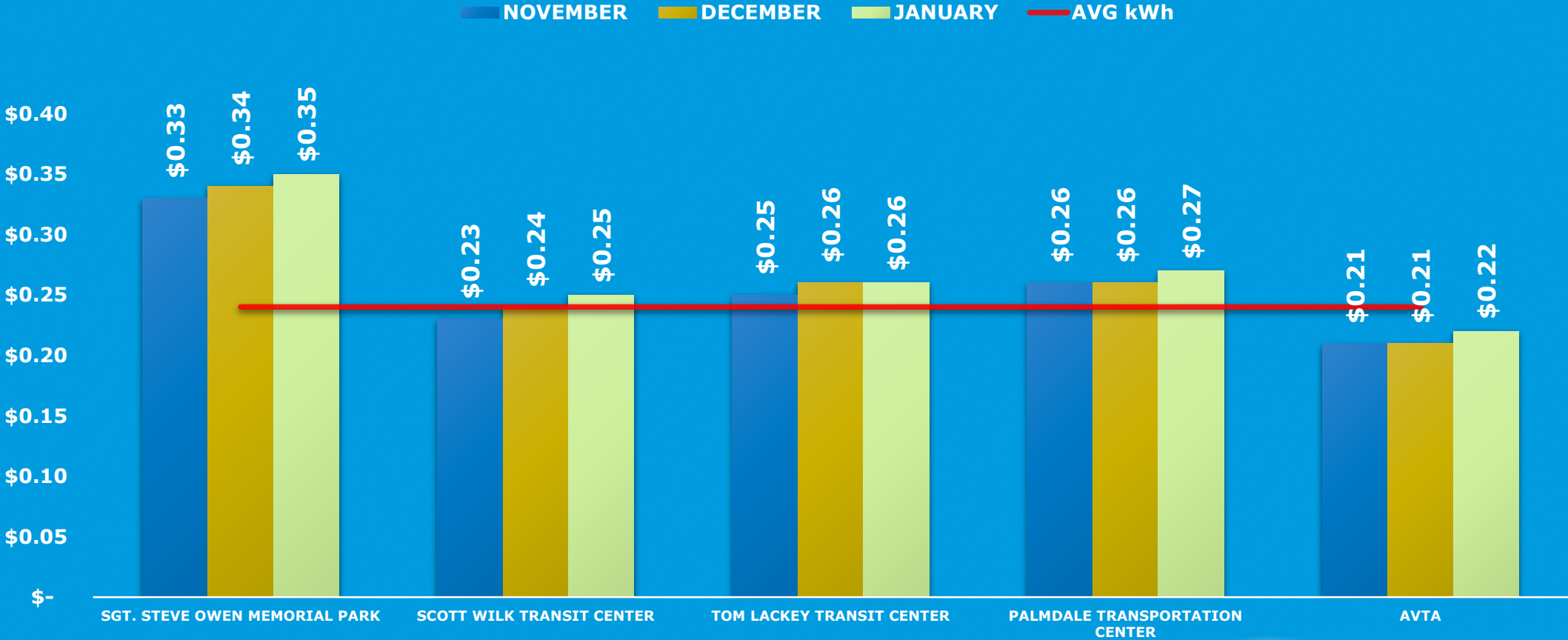


# MAINTENANCE COST PER MILE BY FLEET

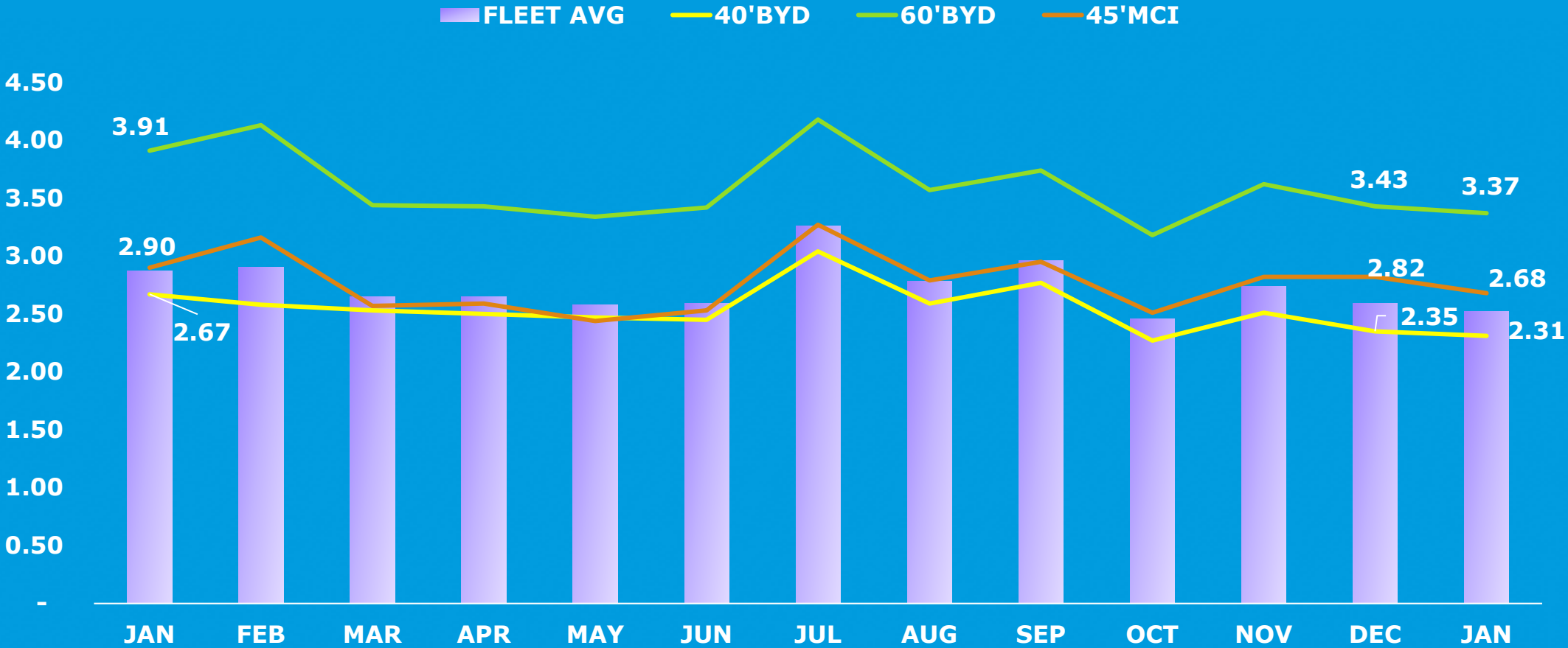


# ENERGY DEPOTS

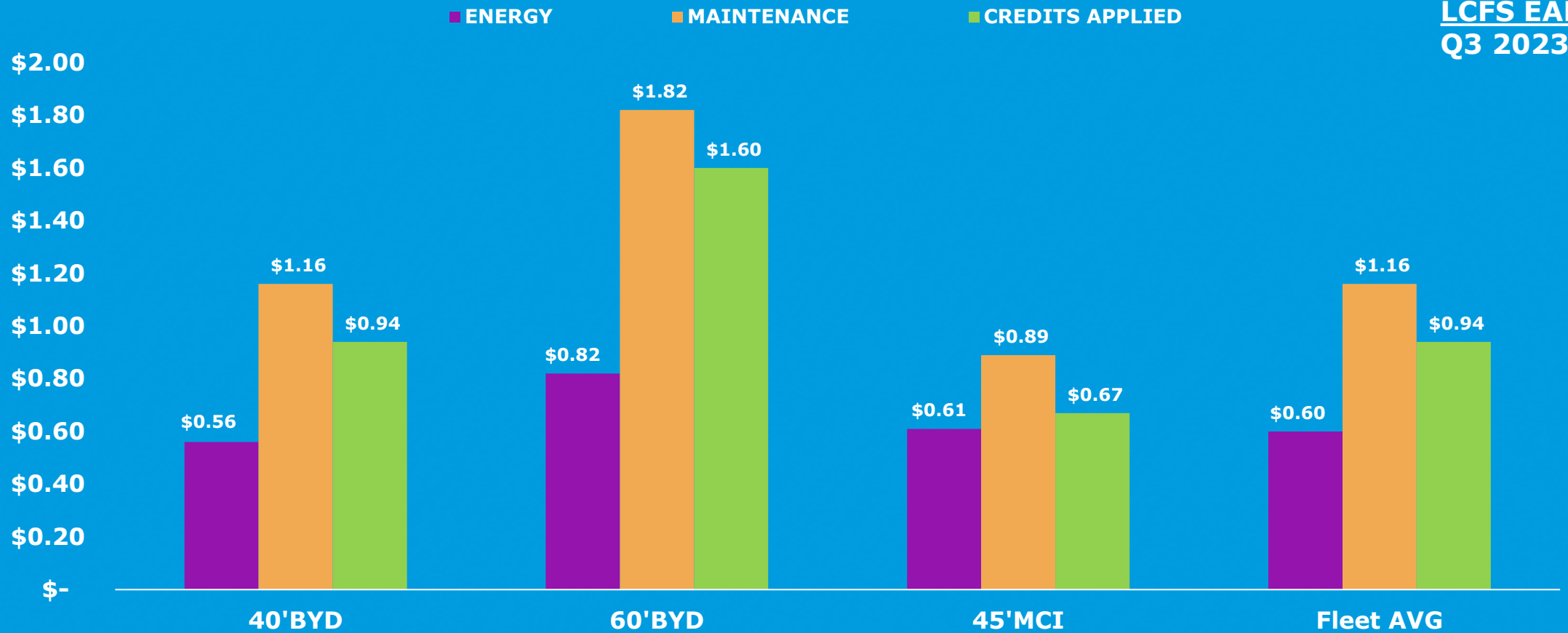
## COST PER KWH



# AVERAGE kWh CONSUMPTION PER MILE



# FLEET COSTS PER MILE DECEMBER



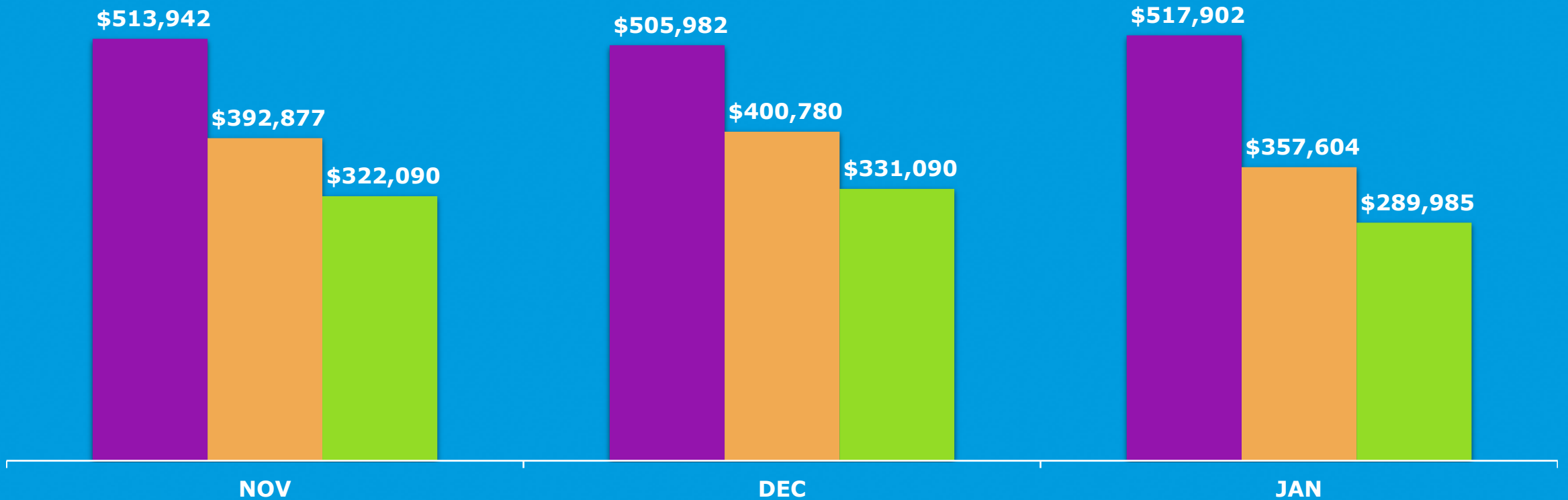
**LCFS EARNINGS**  
Q3 2023: \$.22





# COMBINED FLEET OPERATING COSTS ENERGY AND MAINTENANCE

■ DIESEL ■ COMBINED COSTS ■ CREDITS APPLIED



**Thank you!**

**Questions?**





# FY 2024 Monthly Operations Key Performance Indicators

Presentation to the Board of Directors

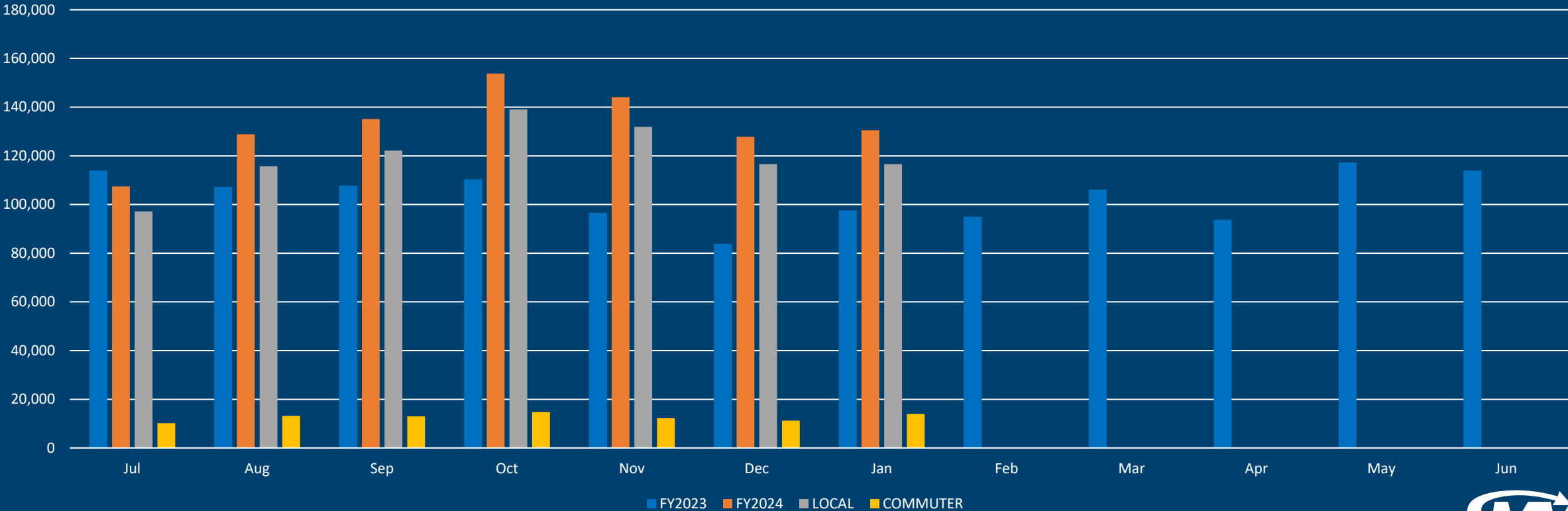
January 2024

Juan Antonio Lopez

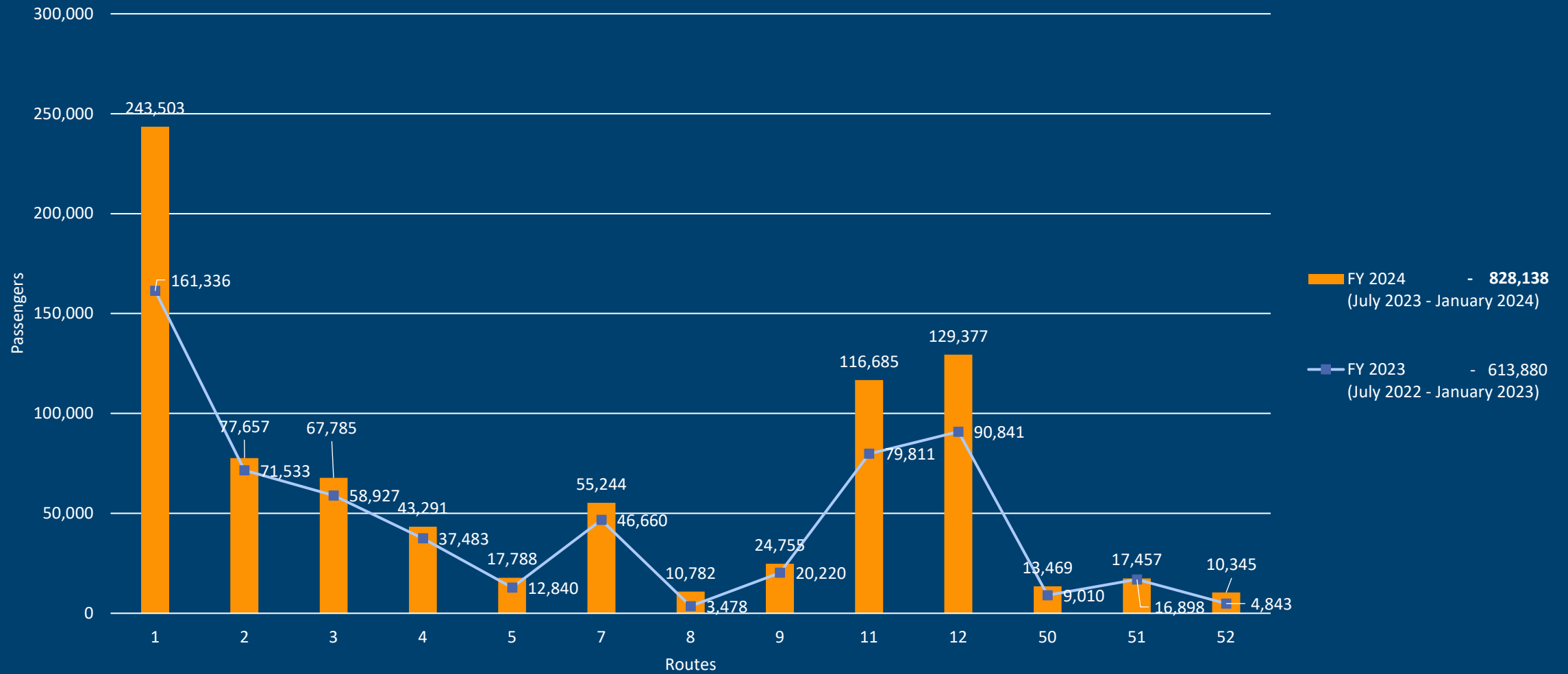
# MONTHLY BOARDING ACTIVITY

	January 2024 FY 2024	December 2023 FY 2024
System	130,505	127,794
Local	116,531	116,529
Commuter	13,974	11,265

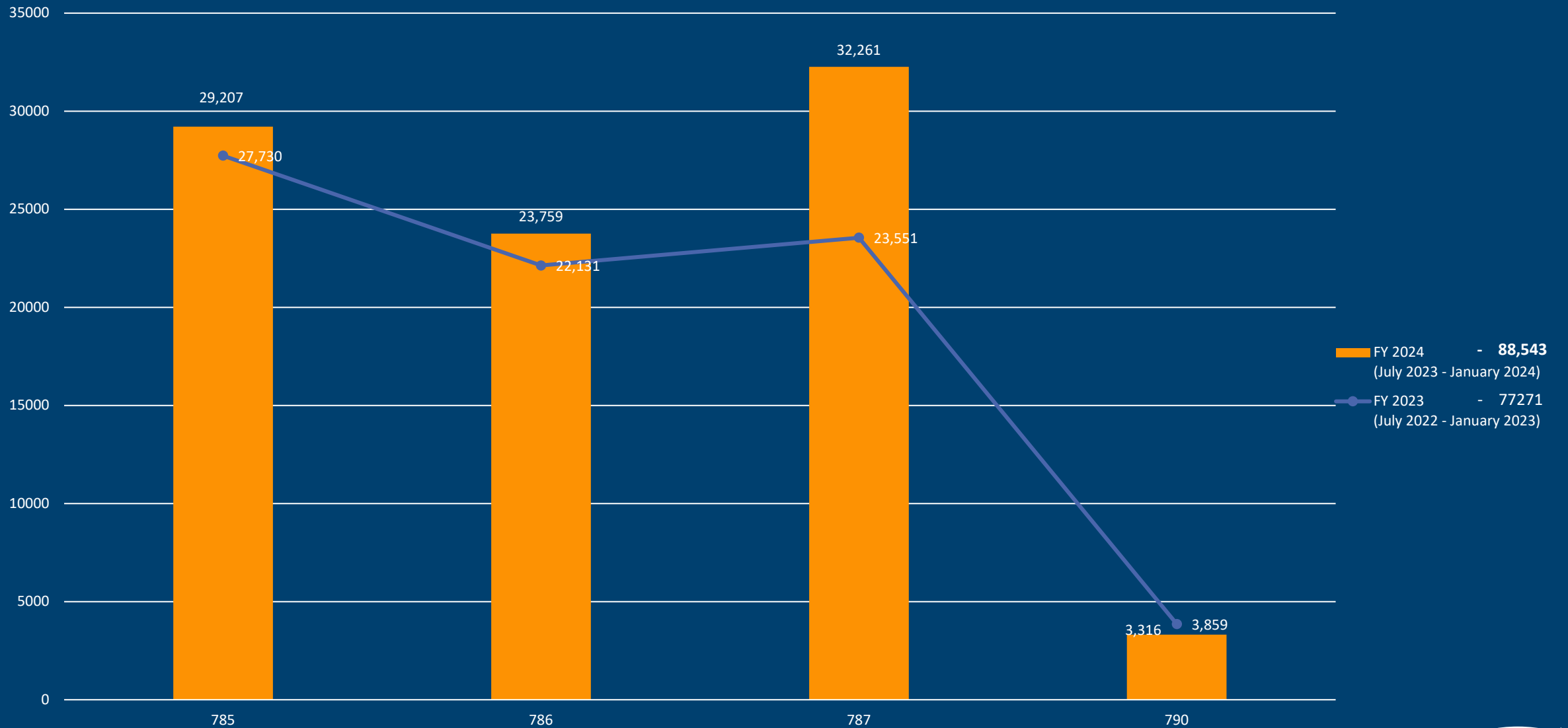
MONTHLY BOARDING ACTIVITY



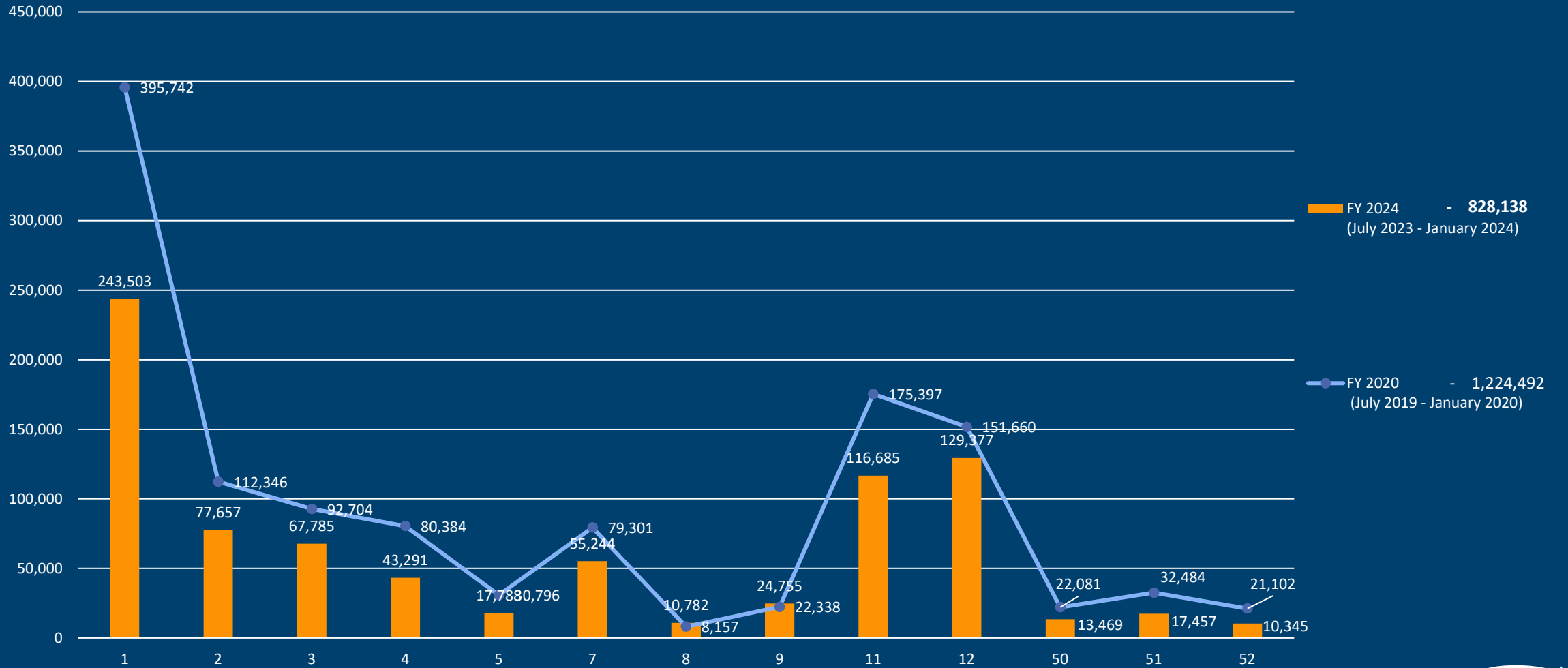
# ANNUAL RIDERSHIP – LOCAL ROUTES



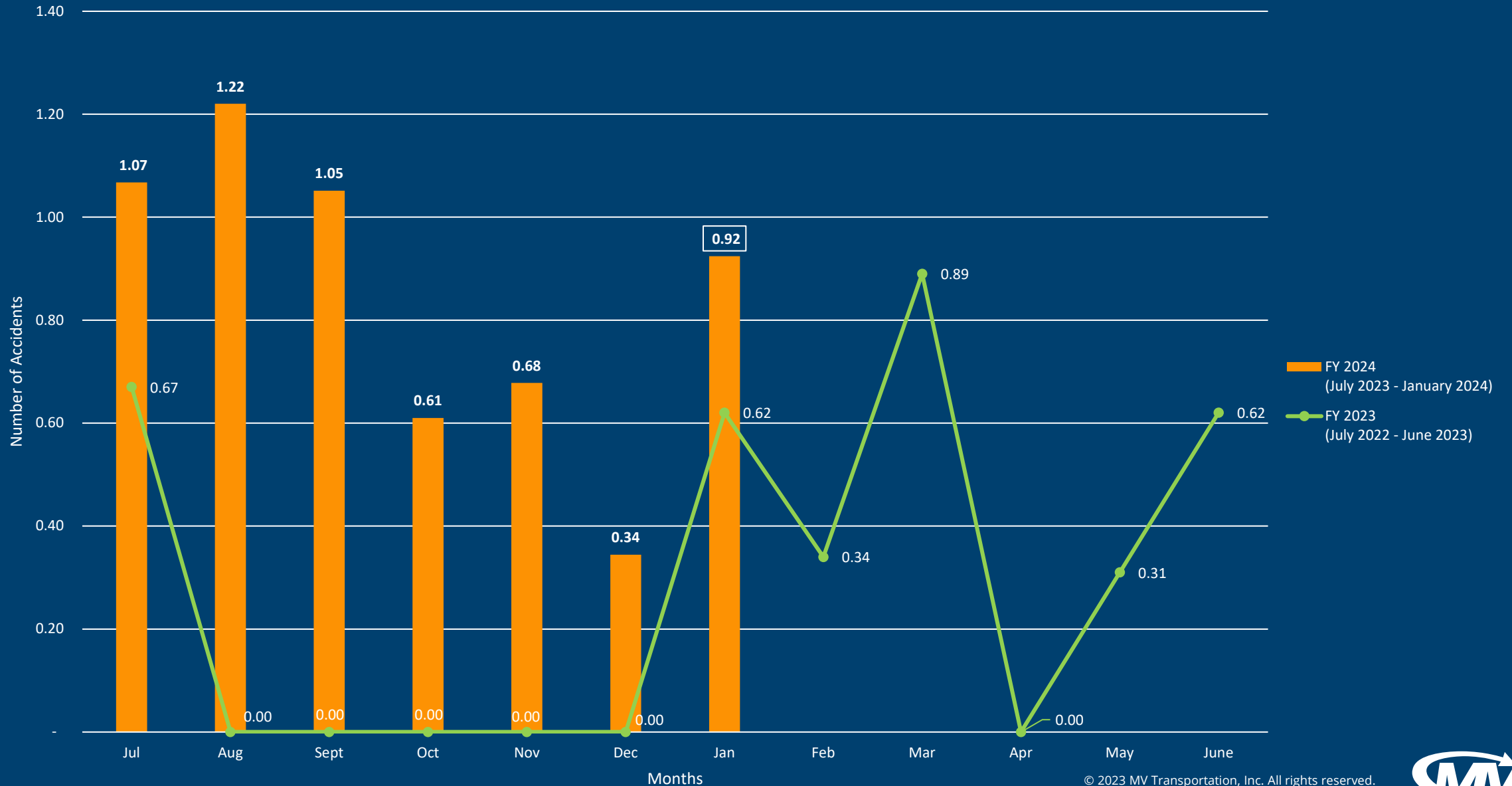
# ANNUAL RIDERSHIP - COMMUTER ROUTES



# PRECOVID RIDERSHIP COMPARISON

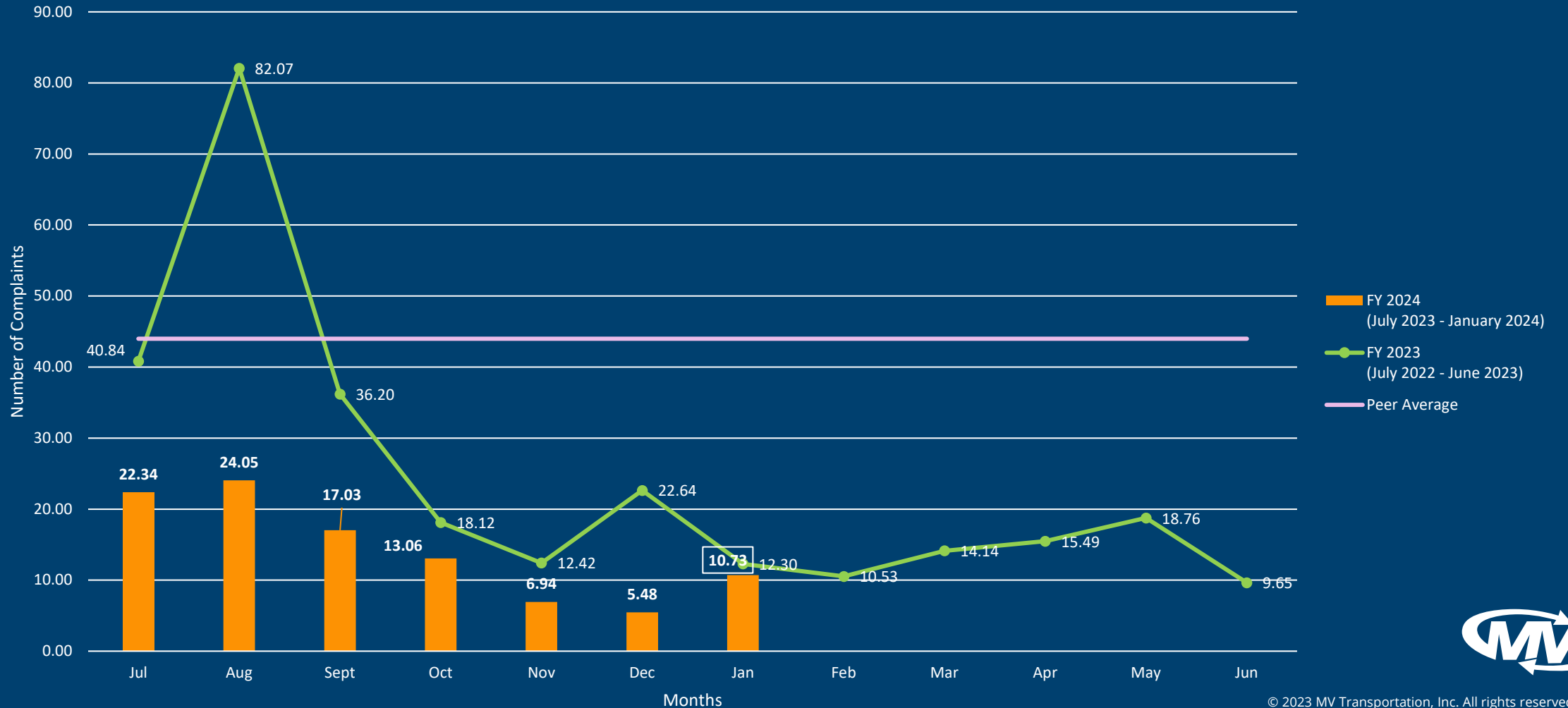


# PREVENTABLE ACCIDENTS /100,000 MILES JANUARY – SYSTEM-WIDE AVERAGE: 0.92





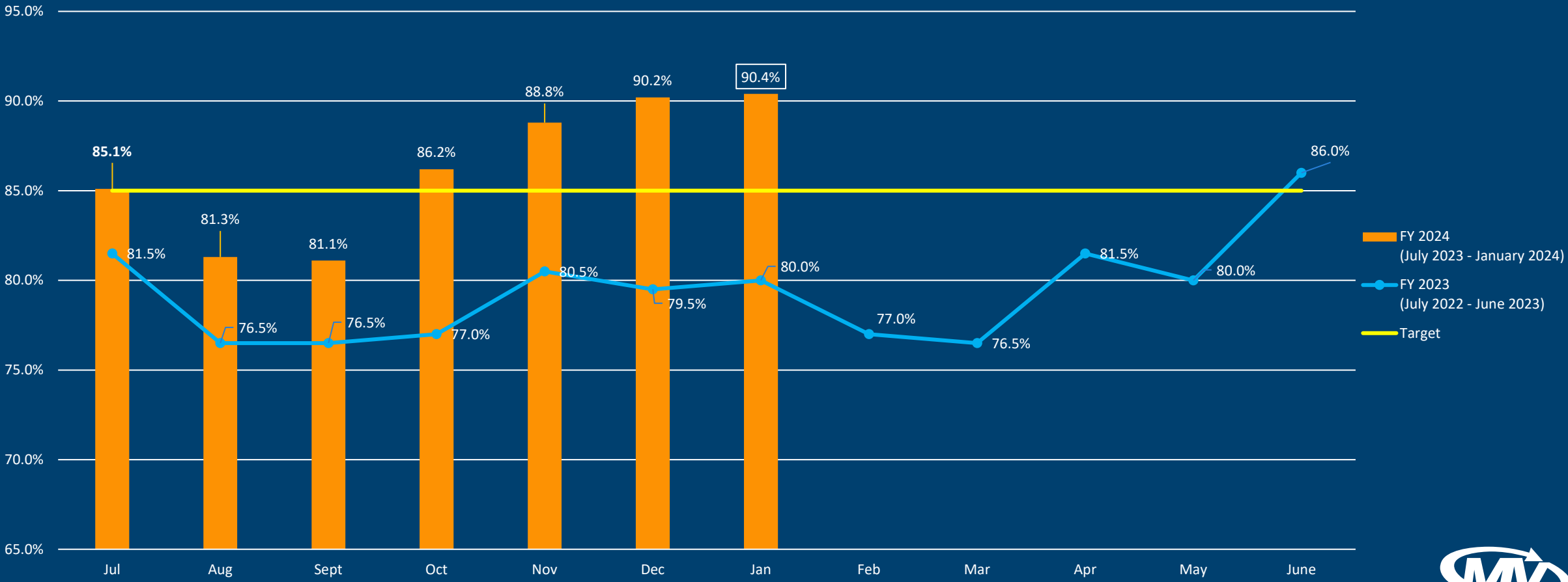
# COMPLAINTS / 100,000 BOARDINGS JANUARY –SYSTEM WIDE AVERAGE: 10.73 PEER AVERAGE: 44.00



# ON-TIME PERFORMANCE

## JANUARY – SYSTEM WIDE AVERAGE: 90.4%

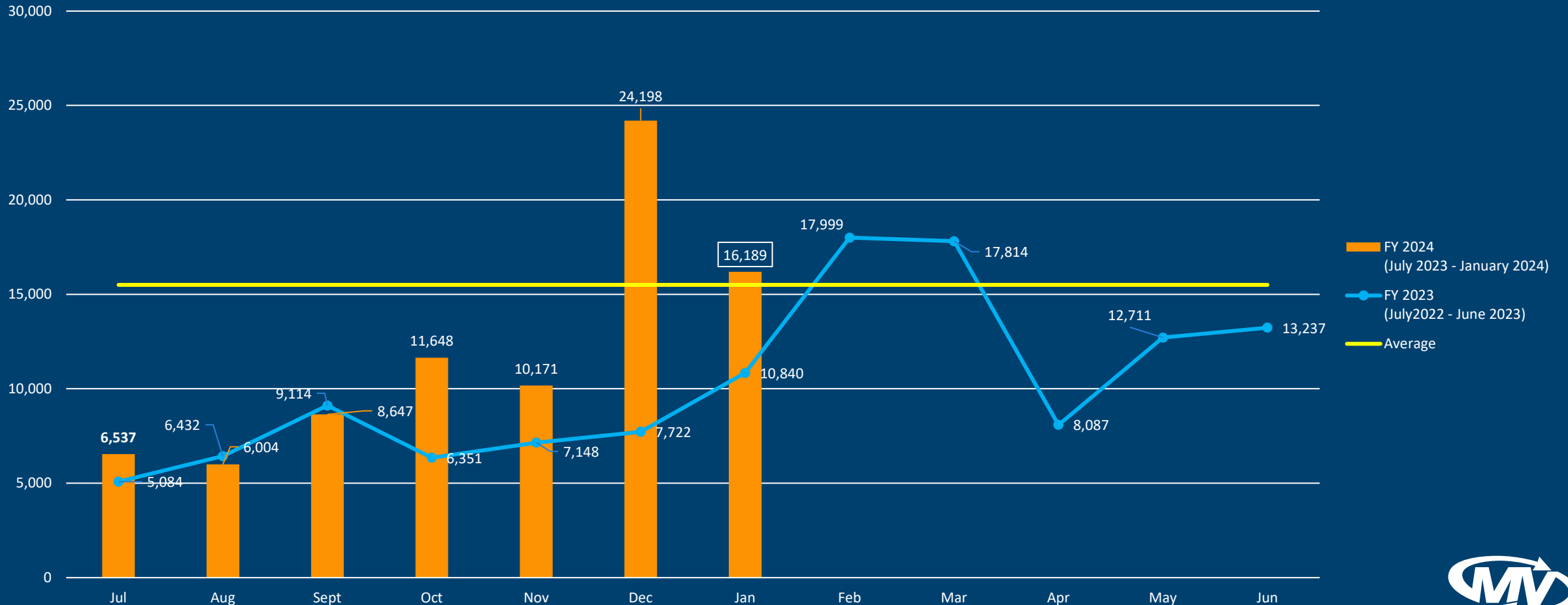
### TARGET: 85%



# AVERAGE MILES BETWEEN ROADCALLS

## JANUARY – SYSTEM WIDE AVERAGE: 16,189

### TARGET: 15,500



# KEY PERFORMANCE INDICATORS

	January 2024 FY 2024	December 2023 FY 2024	January 2023 FY 2023
Boarding Activity	130,505	127,794	97,547
Complaints / 100,000 Boardings	10.73	5.48	12.3
Preventable Accidents / 100,000 Miles	.92	.34	.62
On Time Performance	90.4%	90.4%	80.0%
Average Miles Between Roadcalls	16,189	24,198	10,840





**WE ARE MVMNT**

**THANK  
YOU**

Questions?



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**Regular Meeting of the Board of Directors**

**Tuesday, January 23, 2024**

**10:00 a.m.**

Antelope Valley Transit Authority Community Room

42210 6<sup>th</sup> Street West, Lancaster, California

www.avta.com

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Director Ohlsen led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Flanagan

**APPROVAL OF AGENDA:**

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the Board of Directors approved the agenda as comprised.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

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

Laurel Forrest spoke about establishing a shuttle bus service to transport unhoused and low-income persons who reside in the northern part of the Antelope Valley so they could access programs and benefits. Executive Director/CEO Martin Tompkins will meet with Ms. Forrest.

Milcah White spoke about inadequate transportation services for traveling outside the Antelope Valley.

Fran Sereseres inquired about the community's emergency preparedness plan. Chairman Crist detailed the plans for building an evacuation center at the Antelope Valley Fairgrounds.

Charlotte Baxter complimented AVTA, MV Transportation, and Dial-A-Ride staff for assisting her with her transportation needs during the holidays.

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

**SRP 1 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE**

Angelica Rangel, Executive Assistant for Senator Scott Wilk's office, reported the legislative package would be ready on February 16 and provided an update on the state's Fiscal Year 2024/2025 (FY 2025) budget.

**SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE**

Pamela Balch, District Director for Assemblyman Tom Lackey's office, reported on the state's FY 2025 budget and encouraged constituents to contact the Assemblymember's office if they need assistance with state agencies.

**SRP 3 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2023**

Fleet Maintenance Manager Vincent San Nicolas presented the Employee of the Month award for November 2023 to Electronics Technician Omar Martinon.

Senior Director of Operations and Planning Esteban Rodriguez presented the Employee of the Month award for December 2023 to Operations and Contract Compliance Manager Tisha Lane.

**SRP 4 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR NOVEMBER AND DECEMBER 2023**

MV Transportation General Manager Juan Antonio Lopez presented awards to Juan Perez, the Employee of the Month for November 2023, and Allison Kinson, the Operator of the Month for December 2023.

Mr. Lopez announced that Kevin Miles is the Operator of the Month for November 2023 and Timothy Nichols is the Employee of the Month for December 2023; neither employee was present at the meeting to receive their award.

**SRP 5 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2023**

AV Transportation Services President Art Minasyan presented awards to Evgeny Ivanov, the Employee of the Month for November 2023, and Anthony Turner, the Employee of the Month for December 2023.

**SRP 6 AVTS MICROTRANSIT AND DIAL-A-RIDE (DAR) KEY PERFORMANCE INDICATORS (KPI) REPORT FOR NOVEMBER AND DECEMBER 2023**

Mr. Minasyan presented the report. The Board discussed the no-show complaint.

**SRP 7 LEGISLATIVE REPORT AND FINANCE UPDATE FOR JANUARY 2024**

Chief Financial Officer Judy Vaccaro-Fry presented information regarding the Transit Transformation Task Force, CA Air Resources Board and CA Energy Commission grant awards, state's FY 2025 budget, Senate Bill (SB) 125: Transportation budget trailer bill, federal budget, H.R. 4468 – Choice in Automobile Retail Sales Act of 2023, Phoenix Motor's acquisition of Proterra Transit Business line, Urbanized Areas (UZA) maps comparing 2010 and 2020 Lancaster-Palmdale census information, and the bankruptcy of the e-scooter company Bird. The Board discussed SB 125 and UZA census information.

**SRP 8 MAINTENANCE KPI REPORT FOR NOVEMBER AND DECEMBER 2023**

Maintenance Compliance Analyst Joseph Sanchez presented the report.

**SRP 9 OPERATIONS KPI REPORT FOR NOVEMBER AND DECEMBER 2023**

Mr. Lopez presented the report.



**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 28, 2023**

Approve the Board of Directors Regular Meeting Minutes of November 28, 2023.

**CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2023**

Receive and file the Financial Report for November and December 2023.

**CC 3 FY 2024 SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2023)**

Receive and file the FY 2024 Second Quarter Los Angeles County Sheriff's Department (LASD) Report for the period covering October 1 through December 31, 2023.

**CC 4 2024 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, MV TRANSPORTATION'S EEO PROGRAM, AND AV TRANSPORTATION SERVICES' (AVTS) EEO POLICY STATEMENT**

Review, update, and reaffirm AVTA's EEO Policy Statement, MV Transportation's EEO Program, and AVTS's EEO Policy Statement.

**CC 5 2024 LEGISLATIVE PRINCIPLES**

Approve the Proposed AVTA Legislative Principles for 2024.

**CC 6 GRANTS MANUAL**

Approve updates to the Grants Manual.

On a motion by Vice Chair Knippel and seconded by Director Flanagan, the Board of Directors approved the Consent Calendar as presented.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS (NB):**

**NB 1 THIRD AMENDMENT TO EXECUTIVE DIRECTOR/CEO EMPLOYMENT AGREEMENT**

General Counsel Allison Burns presented the staff report.

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors approved the Third Amendment to Executive Director/CEO Martin Tompkins' Employment Agreement.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**NB 2 SOLE SOURCE CONTRACT #2024-26 WITH AVAIL TECHNOLOGIES, INC. FOR INTELLIGENT TRANSPORTATION SYSTEM UPGRADES (IRMA PASSENGER COUNTERS)**

The Board waived the presentation of the staff report.

On a motion by Vice Chair Knippel and seconded by Director Loa, the Board of Directors authorized the Executive Director/CEO to award Sole Source Contract #2024-26 to Avail Technologies, Inc. for Information Technology System (ITS) equipment and installation for an amount not to exceed \$552,560.10 plus any applicable taxes.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**NB 3 FISCAL YEAR 2023/2024 (FY 2024) MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS**

Ms. Vaccaro-Fry presented the staff report.

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors approved the proposed FY 2024 Mid-Year Budget adjustments.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**REPORTS AND ANNOUNCEMENTS (RA):**

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

**2023 Accomplishments**

Mr. Tompkins stated that the accomplishments listed below could not have been achieved without the Board's full support. Thank you to AVTA, MV Transportation, and AV Transportation Services staff for all that has been accomplished. Great job everyone.

**Education**

- Personal Growth – Tisha Lane and Karim Illescas completed their associate degrees in administration and bookkeeping from Antelope Valley College (AVC). Additional staff members are currently taking classes to obtain their degrees. Staff also attended and completed transit-related courses offered by the Federal Transit Administration, the University of the Pacific, and the National Transit Institute throughout the year. Eighteen certificates were awarded in 2023.

**Customer Service Department**

- Over 96,000 calls were taken, with 97% of calls answered and an average hold time of 90 seconds.
- The value of more than \$82,000 Senior Annual Passes and over 1,500 applications for the TAP, DAR, and Low-Income Fare is Easy (L.I.F.E.) programs were processed.
- Our Travel and Training Program was relaunched in October. Staff completed three events at the Senior Centers.

### **IT Department**

- There were zero incidents of viruses, malware, or data breaches.
- Upgraded the backup system, providing enhanced system backup and recovery.
- Upgraded the lobby and customer service wall displays.
- Installed new imaging software for the finance department.
- Installed new computer workstations and monitors.

### **Community Outreach/Partnerships and Sponsorships:**

- Continued ongoing community partnerships with the cities of Lancaster and Palmdale. Other partnerships include AV Chambers of Commerce, AV Sheriff's Boosters, and AV EDGE, to name a few.
- Conducted multiple veteran and senior outreach events.
- Implemented Metro's GoPass program.
- The Holiday Stuff-A-Bus, Toy, and Food Drive was a huge success! Stuff-a-Bus's toy collection had a record year, receiving \$37,974 in cash donations. Over 300 bicycles, sponsored by the AV Sheriff's Boosters, and 2,300 food boxes and 2,300 turkeys, sponsored by the cities of Lancaster and Palmdale, were distributed.

### **Procurement/Maintenance**

- Completely overhauled our procurement policy, which remains within federal, state, and local guidelines.
- Successfully released over five major Request for Proposals.
- Awarded and executed over 12 contracts.
- Completed this beautiful Community Room.
- Twenty-one new fully electric BYD buses were delivered.
- Two of 19 100% all-electric vans to operate on the DAR and On-Request Microtransit Ride Service (ORMRS) were delivered.
- Completed the gym with a full restroom.
- Completed AVTA East in Lake LA.
- Installed inductive charging pads at AVC.

### **Facilities and Bus Stop Maintenance**

- Upgraded the cooling system in the maintenance shop and the facility's fire alarm system.
- Installed 12 new Level II chargers for MV Transportation's support vehicles.
- The entire maintenance shop was painted and received new epoxy floors. The customer service department and lobby also received a fresh coat of paint.
- Replaced all exterior lighting with LED bulbs.
- Added new landscaping to AVTA's main entrance.

### **Finance**

- The records department achieved significant milestones in completing the Grant and Vehicle project within our Laserfiche program.
- The records department processed 35 public and 61 internal records requests.
- Successful single and MTA Prop A audits.
- Opened six new FTA grant applications totaling \$14,086,989.
- Closed seven FTA grants.
- Closed three state and local grants.
- Amber Johnson completed the Society for Human Resources Management exam and is now a Human Resources Certified Professional.

### **Operations**

- Readopted the updated Public Transportation Agency Safety Plan for FY 2023/2024.
- Upgraded Avail Technologies.
- Twenty-seven AVTA staff members were certified in CPR, first aid, and AED training.
- AVTA's Title VI Program Update for FY 2023/2024 through FY 2025/2026 was approved.
- On-time performance (OTP) improved by 5%, up from 76.8% to 81.8% compared to the same period in 2022. OTP is currently holding steady at an average of 90.46%. Thank you to MV Transportation staff for their efforts.
- Passenger Pass-Ups – Although our goal is zero, we have improved from prior years with an average of 5.1 pass-ups per month, down to 3.5 passengers per month.
- Ridership for DAR, ORMRS, and Non-Emergency Medical Transportation (NEMT) increased 32.8% from FY 2022 to FY 2023.
- DAR, ORMRS and NEMT services had zero preventable accidents. This is quite an accomplishment and highlights AVTS' training program. Thank you to Art and his team.
- Ridership on all AVTA's modes was up 16% compared to 2022.
- AVTA executed an agreement with the City of Palmdale to install 18 full bus amenities.

### **Executive Services**

- Thank you to DeeAnna and Karen for all they do year-round, including managing the community room for multiple uses and numerous meetings.

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

No miscellaneous business items were presented.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:36 a.m. to the Regular Meeting of the Board of Directors on February 27, 2024, 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 FEBRUARY 2024.

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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 Karen Darr, Clerk of the Board at (661) 729-2206 to arrange to review a recording.



**DATE: February 27, 2024**

**TO: BOARD OF DIRECTORS**

**SUBJECT: FINANCIAL REPORT FOR JANUARY 2024 AND FISCAL YEAR (FY) 2023/2024 SECOND QUARTER TREASURER’S REPORT**

**RECOMMENDATION**

Receive and file the Financial Report for January 2024 and FY 2024 Second-Quarter Treasurer’s Report, including Capital Reserve and Farebox Recovery information.

**FISCAL IMPACT**

	<b>January 2024</b>
PAYROLL	\$303,238.10
CASH DISBURSEMENTS	\$10,229,753.16

**FY 2024 Farebox Recovery Ratio**

	<b>Q1</b>	<b>Q2</b>
Directly Generated Revenue	\$1,199,205.69	\$1,251,683.95
Operating Expenses	\$8,062,660.77	\$8,949,397.04
Farebox Recovery Ratio	14.87%	14%

Notes: Revenue includes Farebox, Advertisements and 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 Senior Finance Manager, provide a monthly payroll total and cash disbursements. The Executive Director/CEO appointed as the Authority's Treasurer certifies the availability of funds.

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

Prepared by:

Submitted by:

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Vianney Mclaughlin  
Sr. Finance Manager

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Martin J. Tompkins  
Executive Director/CEO

Attachment: A – Second Quarter Treasurer's Report



ANTELOPE VALLEY TRANSIT AUTHORITY  
Treasurer's Report  
For the quarter ended 12/31/2023

Investment Type	Description	Beginning Balance 09/30/2023	Deposits & Transfers	Disbursements & Transfers	Interest	Ending Balance 12/31/2023
<b>Cash and Investments Under the Direction of the Treasurer</b>						
	Local Agency Investment Fund (LAIF) - Cap & Op Reserve	\$ 15,795,147.96	\$ 244,000.00	\$ (122,000.00)	\$ 160,120.96	\$ 16,077,268.92
	Mission Bank- Reserve Investments	\$ 9,740,975.02	\$ 200,133.15	\$ (6,004,305.60)	\$ 90,220.13	\$ 4,027,022.70
	Mission Bank- Benefit Investments	\$ 2,036,961.96			\$ 20,188.72	\$ 2,057,150.68
	Mission Bank-Capital Reserve	\$ -	\$ 122,000.00		\$ 10.02	\$ 122,010.02
	<b>Total Capital &amp; Op. Reserves and Restricted Funds</b>	<b>\$ 27,573,084.94</b>	<b>\$ 444,133.15</b>	<b>\$ (6,126,305.60)</b>	<b>\$ 270,529.81</b>	<b>\$ 22,161,442.30</b>
	General Account- Mission Bank	\$ 5,177,284.00	\$ 22,103,380.56	\$ (19,381,263.44)	\$ 25,522.08	\$ 7,924,923.20
	Stuff-a-Bus *	\$ 357.00	\$ 37,474.00	\$ (35,669.61)		\$ 2,161.39
	Petty Cash Balance	\$ 750.00				\$ 750.00
	<b>Operating Accounts Total</b>	<b>\$ 5,178,391.00</b>	<b>\$ 22,140,854.56</b>	<b>\$(19,416,933.05)</b>	<b>\$ 25,522.08</b>	<b>\$ 7,927,834.59</b>
	<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 32,751,475.94</b>	<b>\$ 22,584,987.71</b>	<b>\$(25,543,238.65)</b>	<b>\$ 296,051.89</b>	<b>\$ 30,089,276.89</b>

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:

Submitted by:

\_\_\_\_\_  
Vianney McLaughlin  
Sr. Finance Manager

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



**DATE: February 27, 2024**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Sole Respondent Contract #2024-23 with Circulating Air, Inc. for Air Conditioning and Controller Replacement**

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### **RECOMMENDATIONS**

Authorize the Executive Director/CEO to award Sole Respondent Contract #2024-23 to Circulating Air, Inc. for the installation of air conditioning units and controller replacements at AVTA's primary facility for an amount not to exceed \$392,018.00 plus any applicable taxes.

### **FISCAL IMPACT**

This project was included in the approved FY 2023/2024 budget for \$1,200,000. The mid-year budget has been adjusted accordingly to reflect the cost decrease.

### **BACKGROUND**

AVTA posted this solicitation for bidding on December 18, 2023, on our e-bidding portal. In addition to the public posting, 35 companies registered with AVTA for this type of work were also directly notified. This effort generated 12 prospective/interested bidders, of whom three attended the pre-bid meeting and optional job walk. Bidding ended on January 18, 2024, with one qualified and responsive bidder. Circulating Air, Inc., a local female-owned union shop, has done work for AVTA before and was found to be capable and qualified. We are confident they will do an exceptional job for AVTA.

Prepared by:

Submitted by

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Cecil Foust  
Procurement and Contracts Officer

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Martin J. Tompkins  
Executive Director/CEO