



Regular Meeting of the Board of Directors

Tuesday, March 28, 2023

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th 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 CONGRESSMAN MIKE GARCIA'S OFFICE – JACQUELINE OWENS
- SRP 2 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE – SHAWN CANNON
- SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE – PAM BALCH
- SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE – JUAN BLANCO
- SRP 5 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH – MICHAEL SHERRILL
- SRP 6 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH – ART MINASYAN
- SRP 7 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT – ART MINASYAN
- SRP 8 LEGISLATIVE REPORT FOR FEBRUARY 2023 – JUDY VACCARO-FRY
- SRP 9 MAINTENANCE KPI REPORT – JOSEPH SANCHEZ
- SRP 10 OPERATIONS KPI REPORT – MICHAEL SHERRILL

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 FEBRUARY 28, 2023 – KAREN DARR

Recommendation: Approve the Board of Directors Regular Meeting Minutes of February 28, 2023.

CC 2 FINANCIAL REPORT FOR FEBRUARY 2023 – VIANNEY MCLAUGHLIN

Recommendation: Receive and file the Financial Report for February 2023.

CC 3 AUTHORITY’S CLASSIFICATION AND SALARY SCHEDULE – JUDY VACCARO-FRY

Recommendations:

- 1. Approve amending the Authority’s Classification and Salary Schedule to include the Contract Administrator position.*
- 2. Find that the California Environmental Quality Act does not apply to this item.*

Interested Party: AVTA

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 April 25, 2023 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 6:00 p.m. on March 24, 2023 at the entrance to the Antelope Valley Transit Authority, 42210 6th 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 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

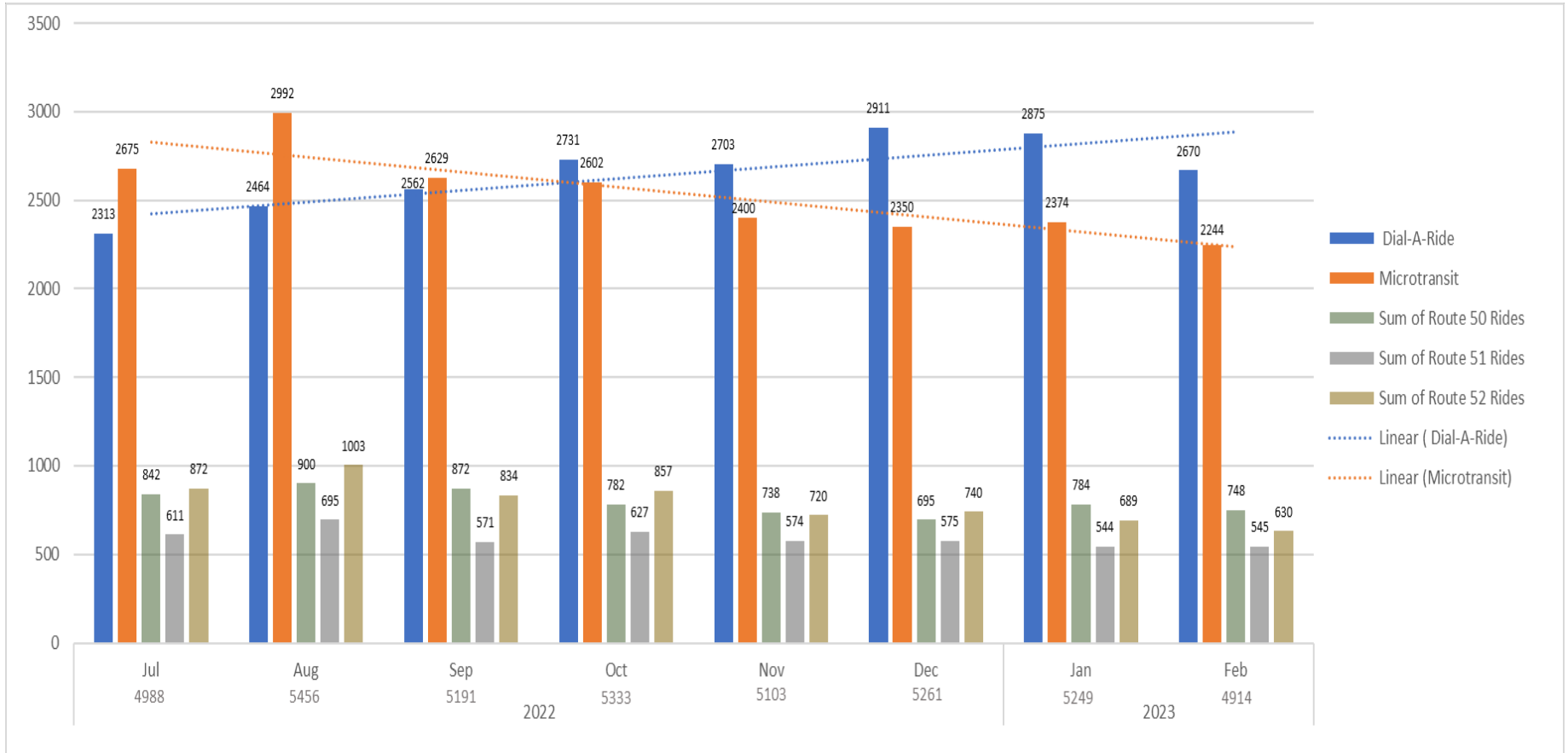
FEBRUARY

FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Presentation to the
Board of Directors
March 28, 2023



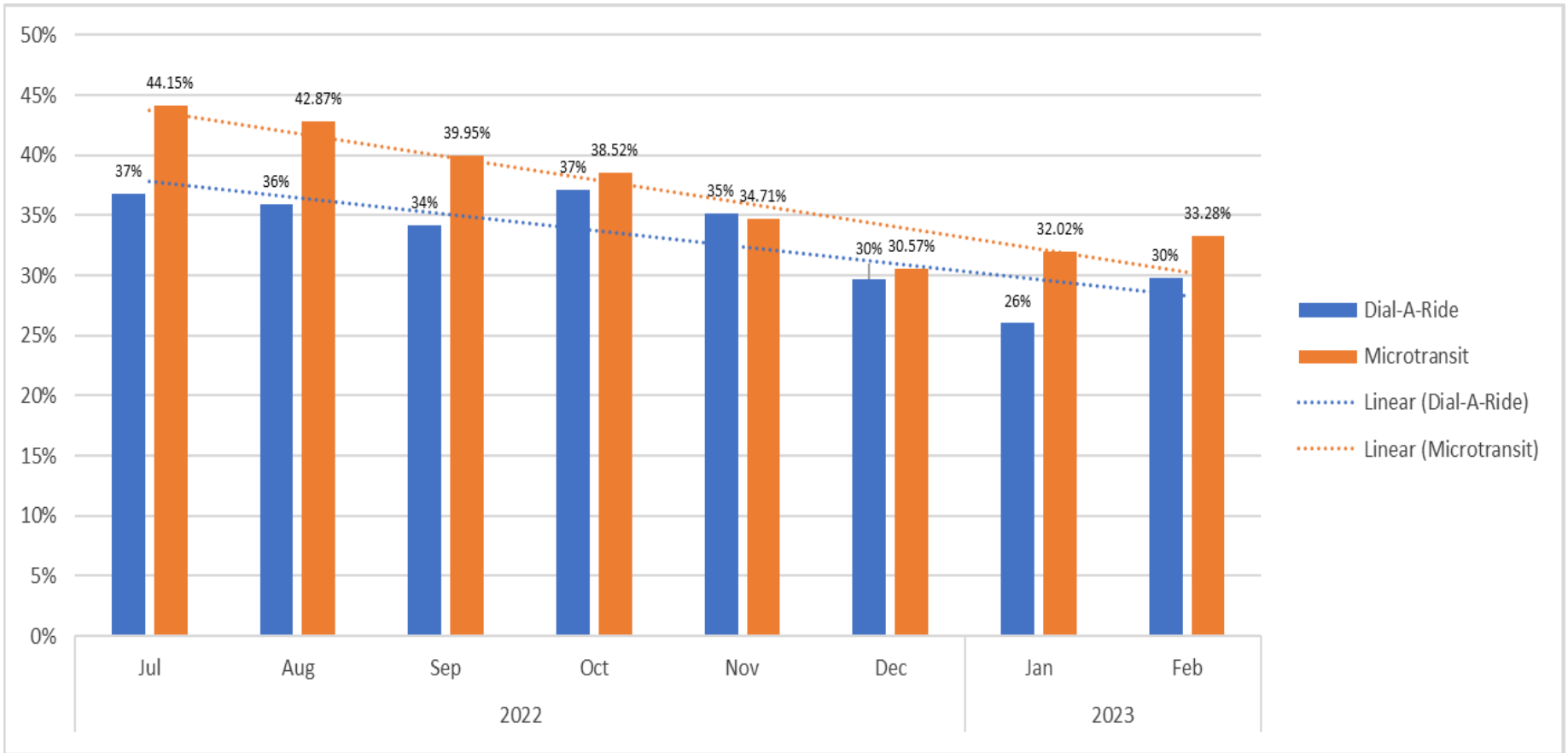
PASSENGER RIDERSHIP DATA



February Ride Accommodation
81.29 %

February Total Rides
4,369

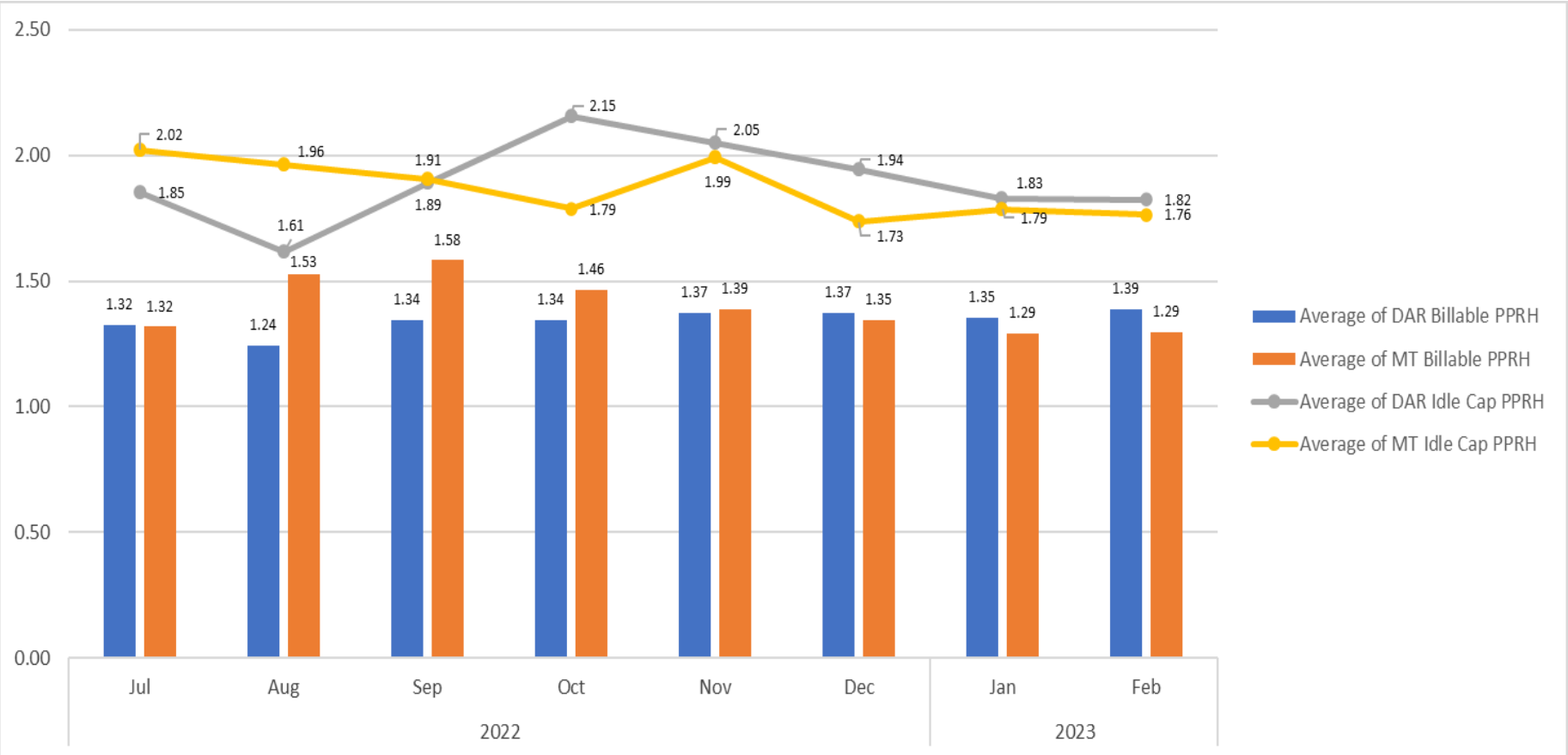
AVERAGE SHARED RIDE PERCENTAGE



February Daily Average Shared Rides
23.93

February Daily Average Rides
156.04

PASSENGERS PER REVENUE HOUR



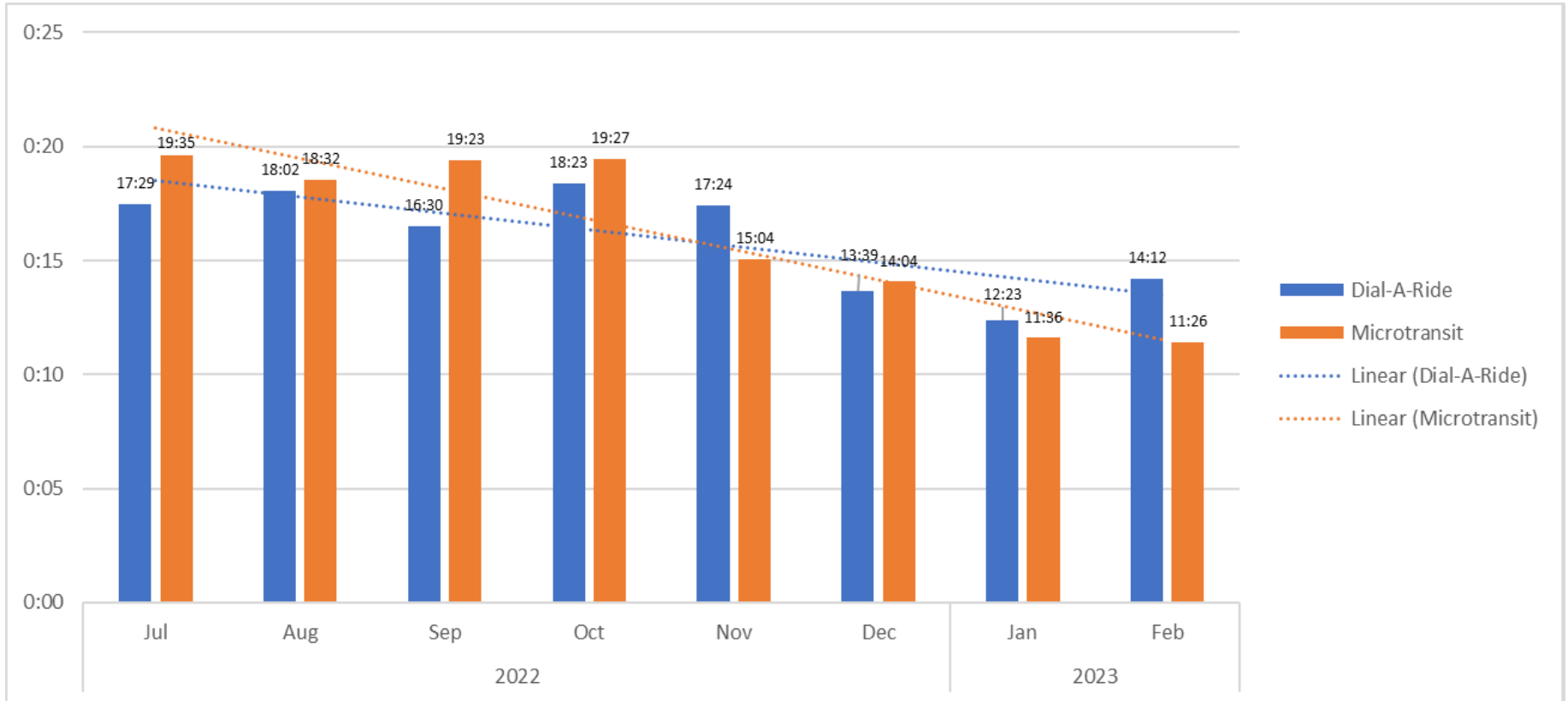
February Average PPRH
(Billable)

1.34

February Average PPRH
(NTD Hours)

1.79

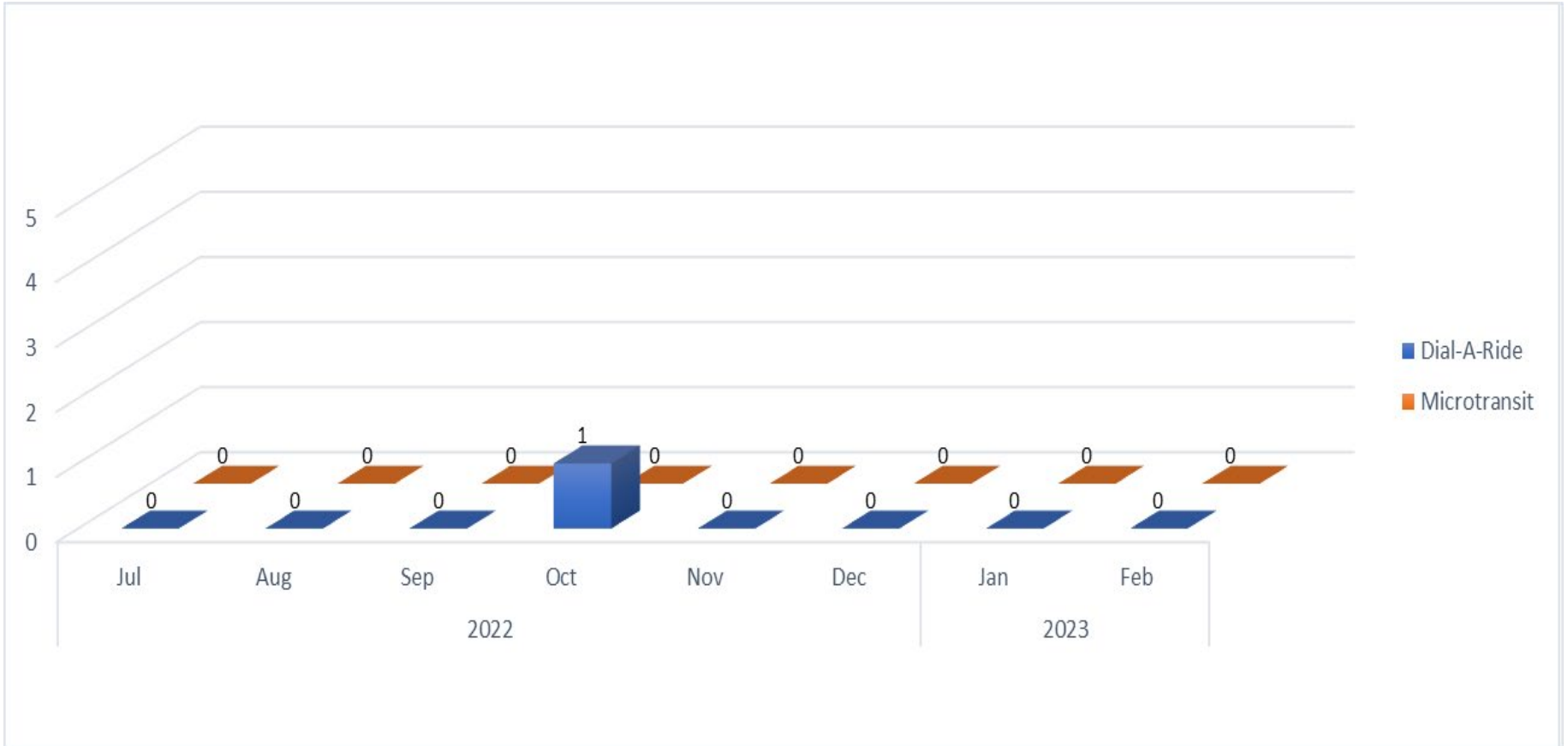
PASSENGER WAIT TIME



MONTHLY AVERAGE WAIT TIME

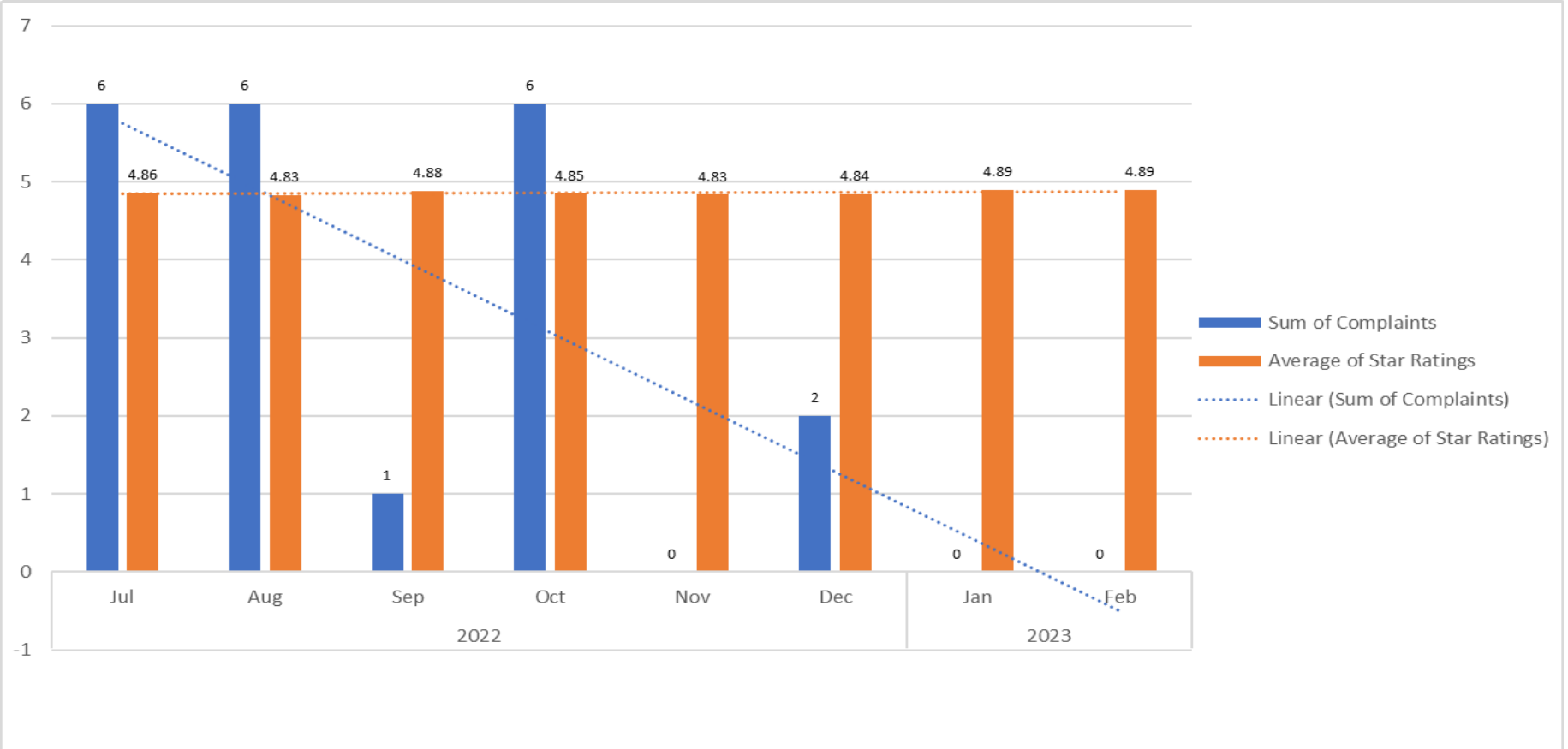


ACCIDENTS



February Accidents
0

PASSENGER FEEDBACK



February Complaints
0

February % Complaints
0.00%

February Average Ratings
4.89

EMPLOYEE ACKNOWLEDGMENT

ZERO COMPLAINTS FOR JANUARY



ZERO COMPLAINTS FOR FEBRUARY



SPECIAL EVENT AVEDGE



— 2023 SPRING —
AVEDGE BUSINESS SUMMIT

KEYNOTE SPEAKER
STEVE FORBES

+
REGIONAL ECONOMIC
FORECAST
COMPREHENSIVE REAL ESTATE
MARKET OVERVIEW
& MORE!

PRESENTED BY: **AVTRANZ**

FEB 24TH,
7:00 AM
@ AV FAIR & EVENT CENTER

More Info:
AVEDGE.ORG



LEGISLATIVE & FINANCE UPDATE

Presentation to the Board of Directors
March 28, 2023



FEDERAL



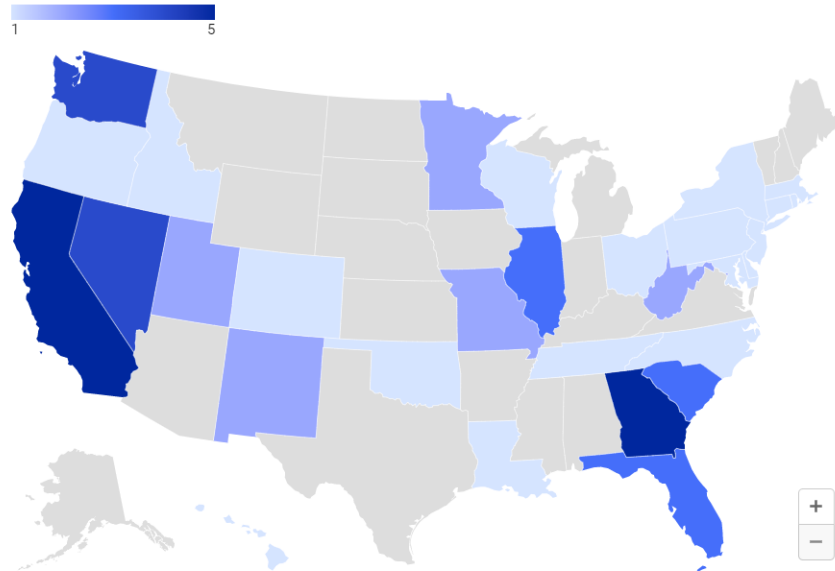
Operator Safety



State Laws Against Harming Transit Workers

State laws providing for specific penalties in connection with harming transit and school bus employees.

Number of State Laws



Map: Zoe Manzanetti, Governing • Source: ATU Government Affairs Department • Embed • Created with Datawrapper

Cal Pen Code 190.25.

Provision: Murder of a transportation worker.
Penalty: Life without parole.

Cal Pen Code 212.5

Provision: Robbery of a transportation worker.
Penalty: First degree robbery.

Cal Pen Code 241.3

Provision: Assault of transportation worker or passenger.
Penalty: \$2,000 fine, 1 year in jail, or both.

Cal Pen Code 243.3

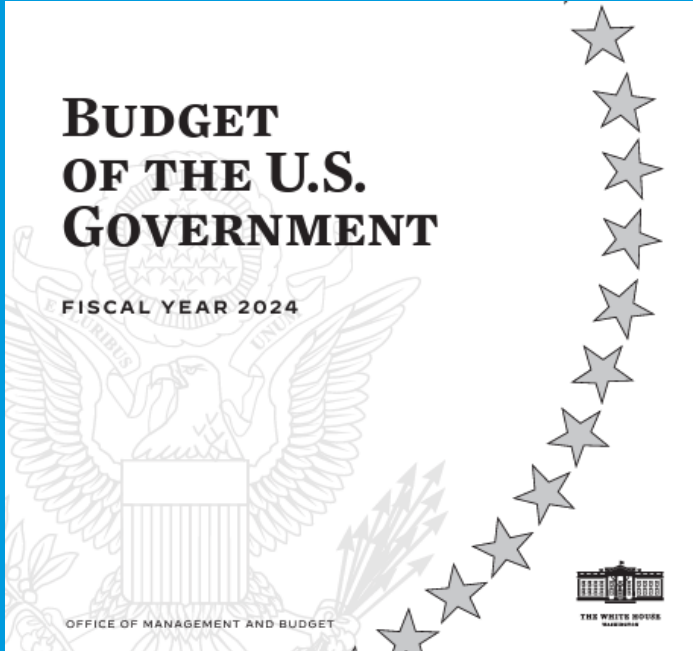
Provision: Battery of transportation worker or passenger.
Penalty: \$10,000 fine or 1 year in jail, or both. If injury occurs, up to 3 years prison.

Cal Pen Code 245.2

Provision: Assault with deadly weapon on transportation worker.
Penalty: Up to 5 years prison.

Latest on PEPRA and 13(c) Litigation

- On February 17, the District Court issued its final judgment, permanently enjoining 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.
- We expect USDOL/ATU to appeal to 9th Circuit Appellate Court



\$21.3 billion in Public Transportation

Operating subsidies. Proposes that the FY24 appropriations bill carry two new paragraphs that would allow transit agencies in areas over 200,000 population to use their federal funding for operating expenses (not just capital costs):

- In fiscal 2024 only
- At a federal share of only 50 percent of every dollar spent on operating expenses (versus a federal share of 80 percent of every dollar spent on capital projects)

Proposal does not extend the IIJA's advance appropriations past their expiration in 2026.

Starting in 2027, the budget reduces transportation discretionary funding by \$37.5 billion to eliminate the IIJA advances.



FTA Property Disposition

FTA is seeking comment on proposed guidance to implement a new provision in law that permits transit agencies to use their property to support affordable housing.

The 2022 National Defense Authorization Act allows FTA to authorize the transfer of FTA-funded property no longer needed for its originally authorized purpose to a local governmental authority, nonprofit organization, or other eligible entity if, among other factors, it will be used for transit-oriented development and affordable housing.

The deadline for public comments is April 14, 2023.



National Transit Database

Sample-Based Monthly Data - FTA will collect seven days of ridership data per month, allowing FTA to forecast national ridership trends more quickly.

General Transit Feed Specifications - FTA will now collect GTFS data for all agencies offering fixed routes, which was previously voluntary, to facilitate the transfer of transit service data for mobile applications

Collecting Geospatial Data for Demand Response - FTA will now collect geospatial data (rather than specific route data)

Emergency Contact Information - FTA will now require agencies to submit emergency contact information for internal FTA use to facilitate and improve rapid communication during emergencies

Expanded Fuel Type Reporting - This will expand tracking of zero- and low-emission vehicles



FHWA Grant Opportunity

The Charging and Fueling Infrastructure (CFI) Discretionary Grant Program.

To increase publicly accessible electric vehicle charging and alternative fueling infrastructure. Created by the Bipartisan Infrastructure Law, the program will promote cleaner air and combat climate change by making it easier for people to charge in the communities where they live and work.

This round of funding makes up to \$700 million from fiscal years 2022 and 2023 funding available to strategically deploy EV charging and other alternative vehicle-fueling infrastructure projects in publicly accessible locations in urban and rural communities.

STATE



Special Session – Fuel Prices

SB-2 Energy: Transportation fuels: Supply and Pricing: Maximum Gross Gasoline Refining Margin

- The measure includes a dedicated, year-round independent watchdog to root out price gouging by oil companies.
- With this step, the bill can now move through the legislative process of committee hearings and votes.
- The proposal would create a new, independent watchdog within the California Energy Commission (CEC) charged with monitoring California's petroleum market daily to ensure market participants play by the rules.





Road Charge is a funding mechanism that allows drivers to support road and highway maintenance based on how many miles they drive.

Just like you pay your gas and electric bills based on how much of these utilities you use, a "user pays" system for transportation funding ensures that drivers all pay their fair share for highway and road maintenance.

<https://caroadcharge.com/about/videos/>



Assembly Bills

AB 6 – Transportation Planning

AB 7 – Transportation Funding

AB 31 - Public Transit: Funding

AB 463 – Public Transit
Electricity Prioritization

AB 610 – Free Youth Transit
Pass

AB 971 – Vehicles: Local
Ordinance

AB 1333 – Transportation – DOT

AB 1335 – Transportation
Planning & Sustainable Use

AB 1525 – Transportation
Finance – Equity

AB 1529 – EV Charging Stations

AB 1579 – Vehicle Batteries

AB 1580 – Air Pollution – EV

AB 1614 – Gasoline Fueling
Stations – Phase Out

AB 1626 – Electrification Fleet
Data



Senate Bills

SB 12 – Emissions Limit

SB 233 - ZEV Bidirectional
Capability

SB 397 – EV Charging at
Rest Stops

SB 493 – EV & Hydrogen
Infrastructure

SB 523 – State Transit
Assistance

SB 614 – Transportation
Development Act

SB 615 – EV Traction Batteries

SB 670 – Vehicle Miles
Traveled

SB 768 – CEQA - Rural Areas



REGIONAL



MTA Annual Formula Allocation



		FY24
		1.6770%
Prop A	\$	6,367,820
Prop A DAR	\$	649,937
Prop C 5% Security	\$	227,362
Measure R Clean Fuel	\$	203,747
Measure R Ops	\$	4,307,290
Measure M	\$	4,303,648
SB1 - STA	\$	1,026,401
SB1 - SGR	\$	208,307
MOSIP	\$	1,349,382
Foothill Mitigation	\$	36,150
Transit Service Expansion	\$	423,309
BSIP Overcrowding	\$	53,726
		\$ 19,157,079

AVTA Happenings



www.globalmasstransit.net



Eleventh Conference on

TRANSIT STATE OF GOOD REPAIR

March 09-10, 2023

Questions?



FY 2023 Monthly Fleet Maintenance Key Performance Indicators

Presentation to the Board of Directors

March 28, 2023



ELECTRIC MILES TRAVELED

Commuter Fixed Route Lifetime Electric Miles



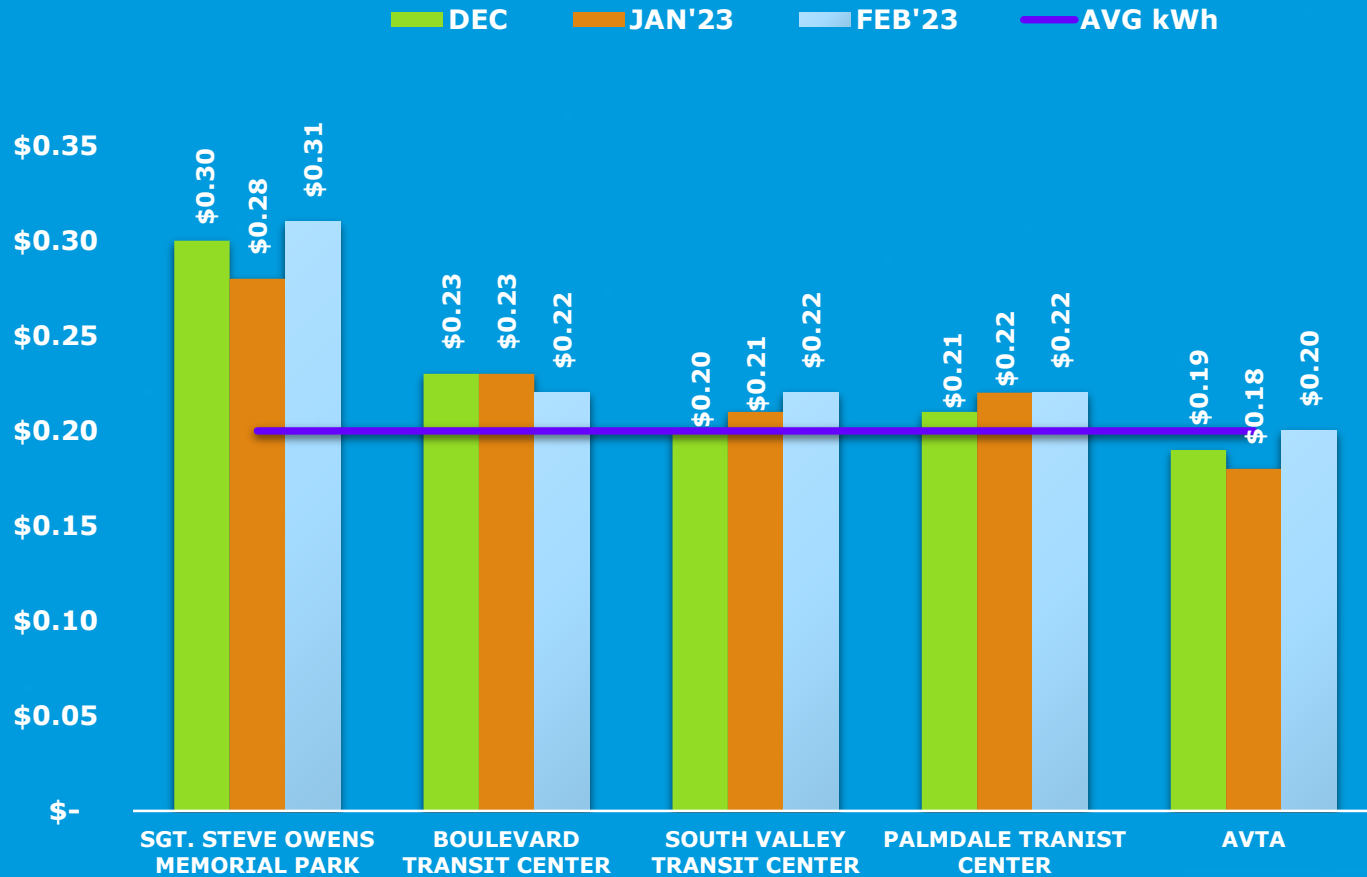
MAINTENANCE COST PER MILE BY FLEET

■ 40'BYD ■ 60'BYD ■ 45'MCI



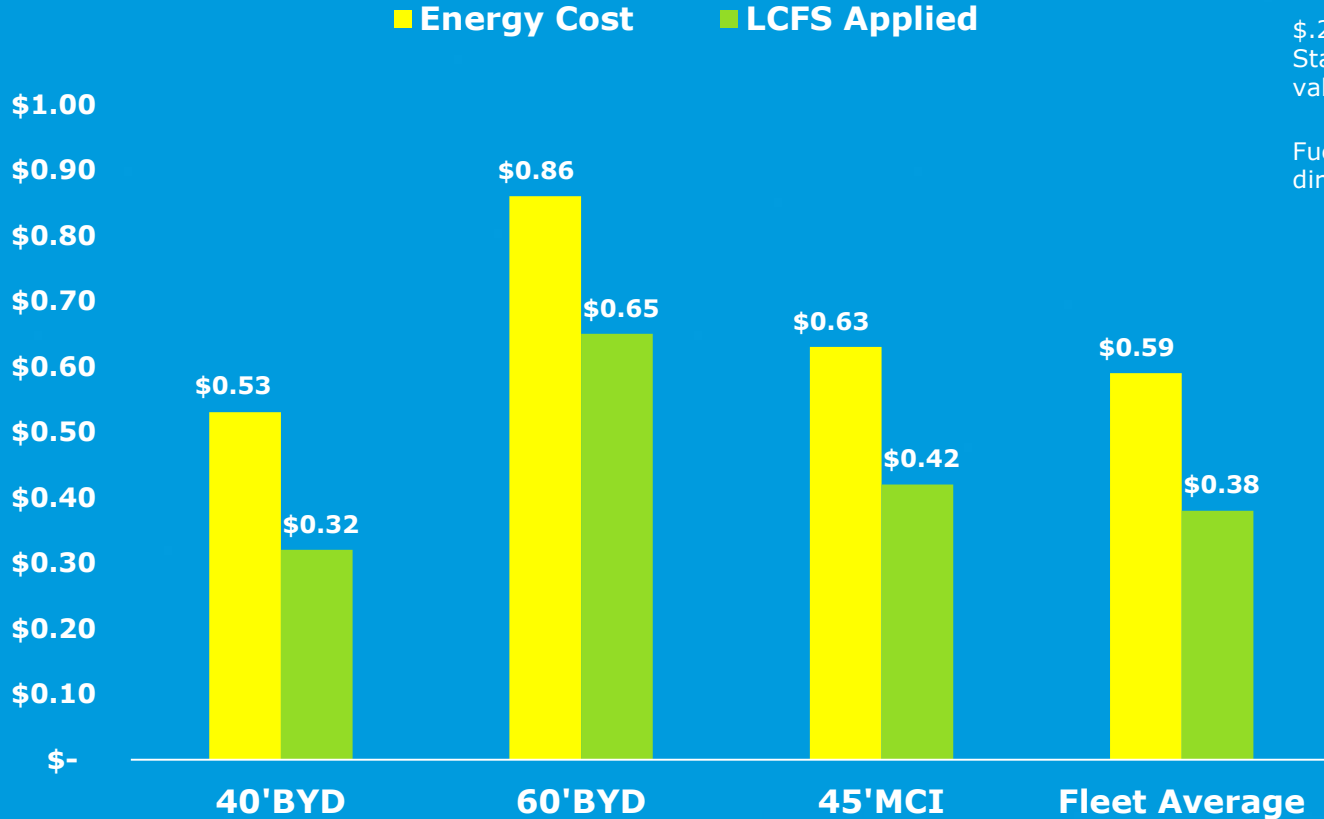
ENERGY DEPOTS

COST PER KWH



kWh ENERGY COST PER MILE

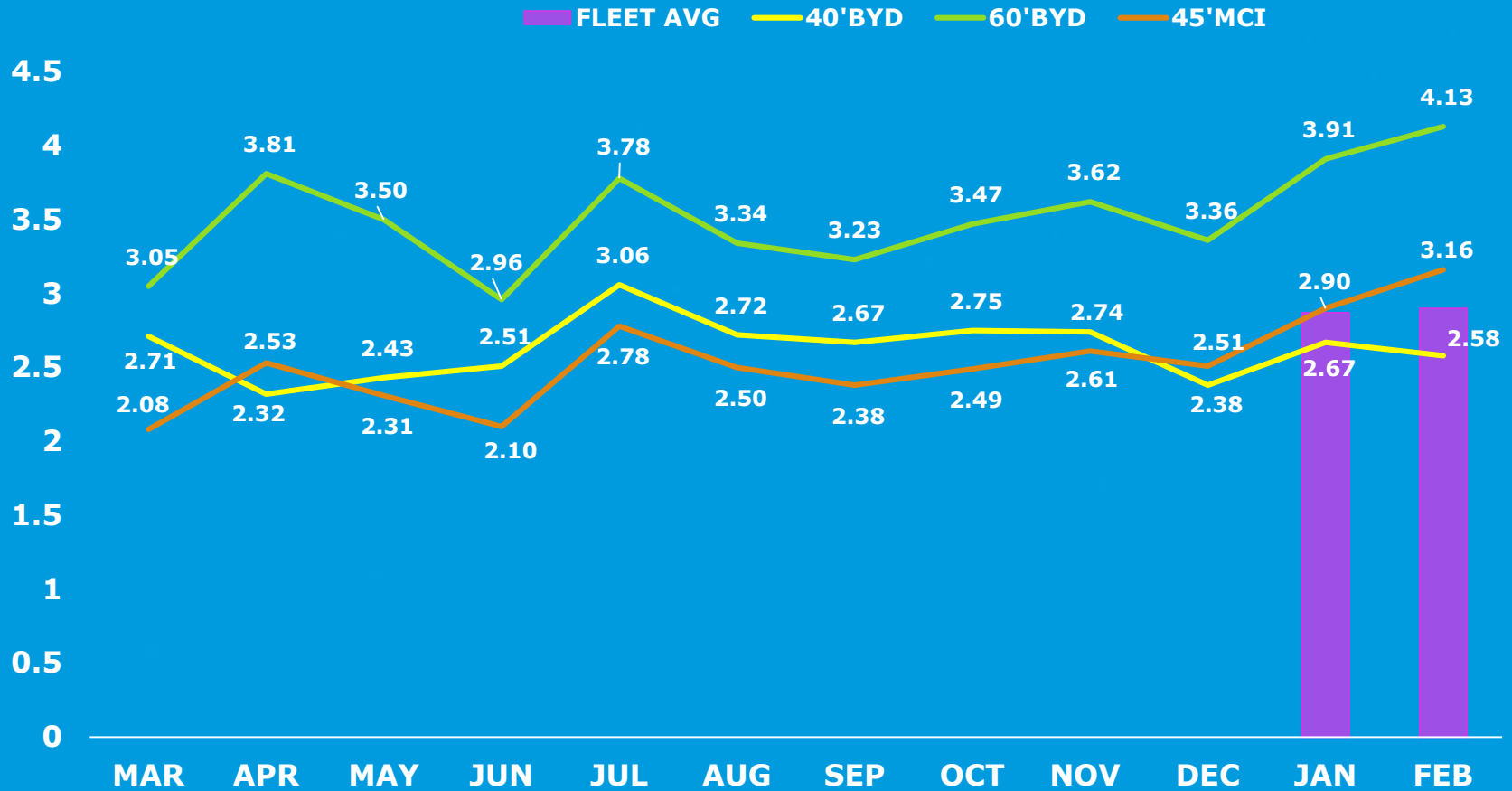
FEBRUARY



\$.21 Low Carbon Fuel Standard credits value per mile.

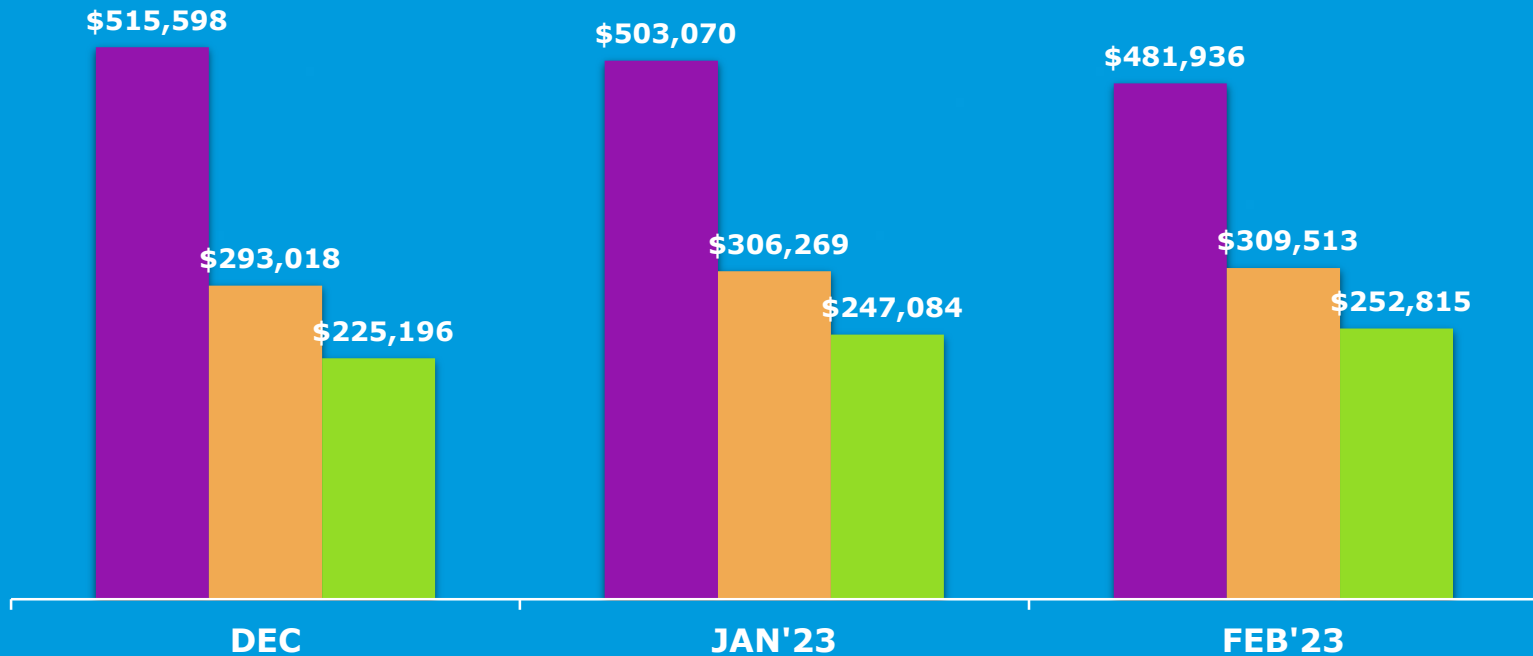
Fuel costs are paid directly by AVTA.

AVERAGE kWh CONSUMPTION PER MILE



COMBINED FLEET COSTS ENERGY AND MAINTENANCE

■ Diesel ■ Combined Costs ■ LCFS Applied



Discussion/Questions?



FY 2023 Monthly Operations Key Performance Indicators

Presentation to the Board of Directors

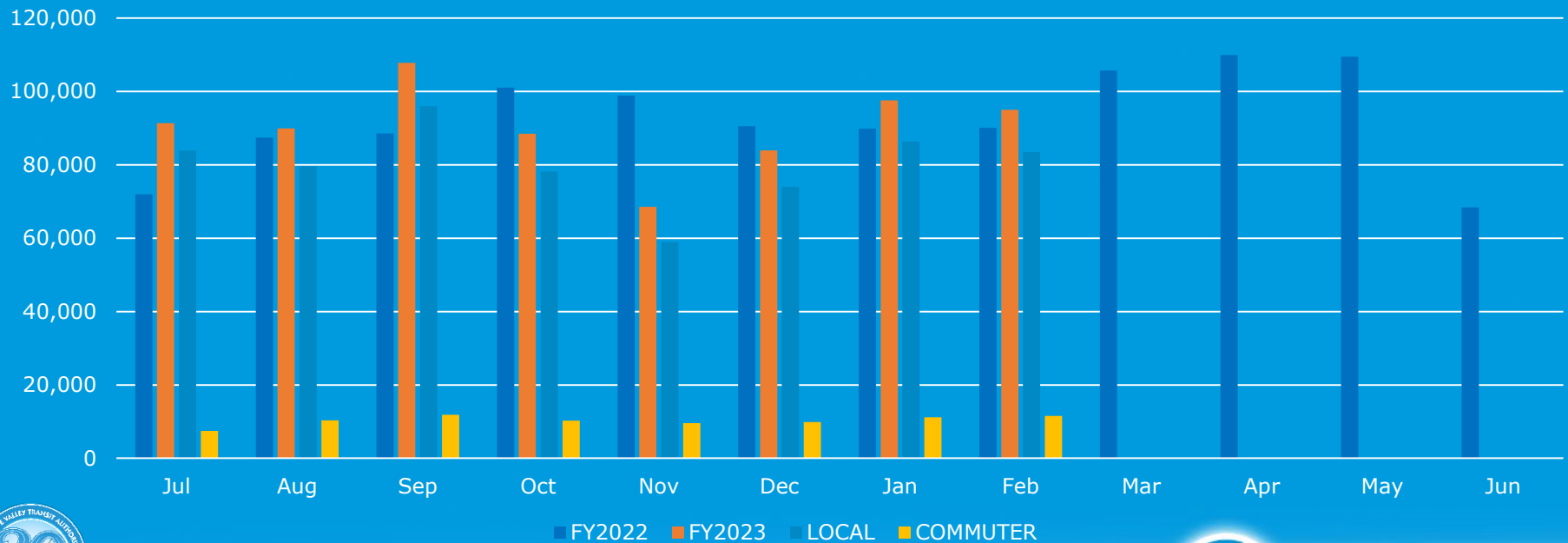
March 28, 2023



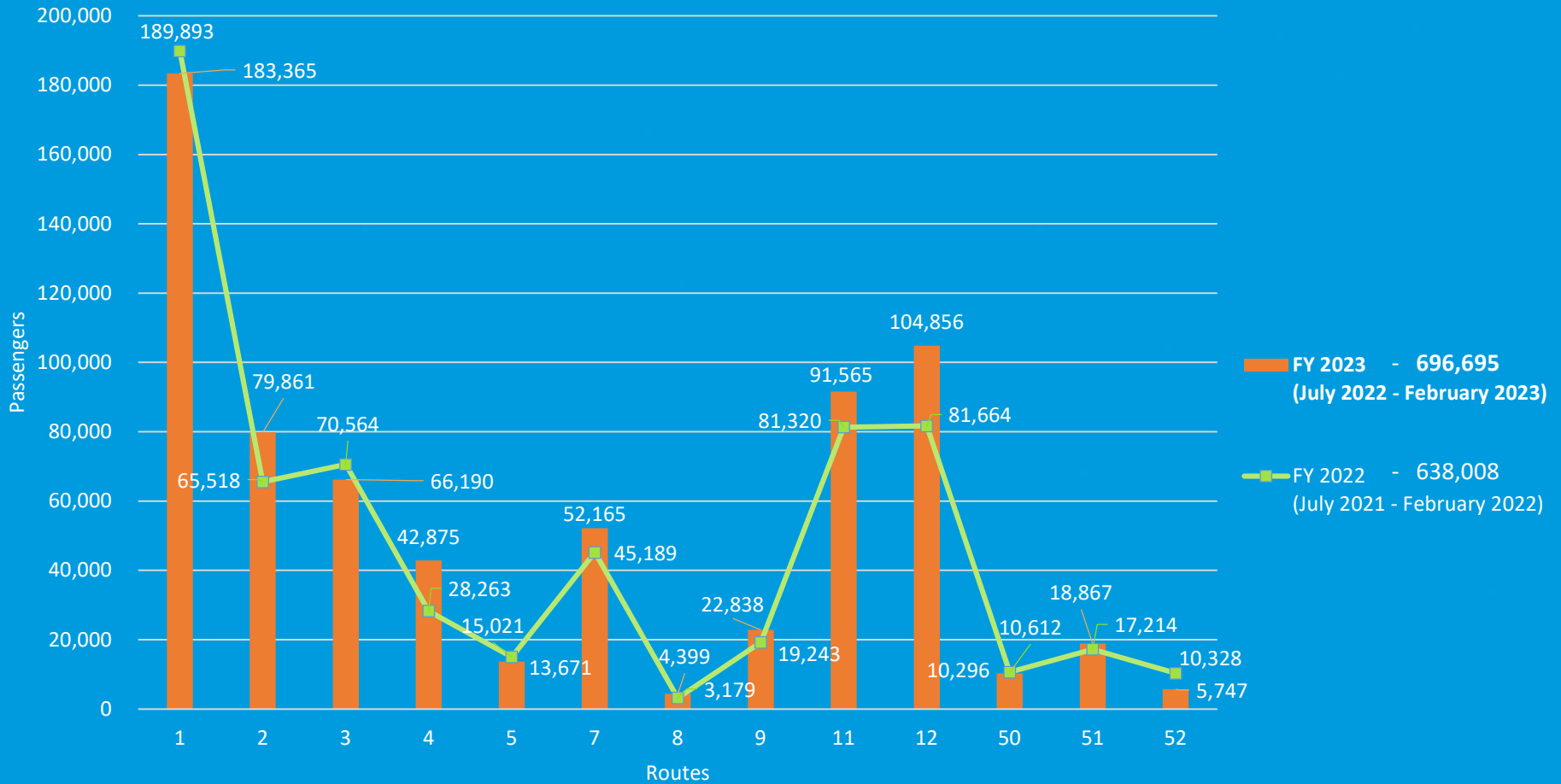
MONTHLY BOARDING ACTIVITY

	February 2023 FY 2023	January 2023 FY 2023
System	94,997	97,547
Local	83,447	86,372
Commuter	11,550	11,175

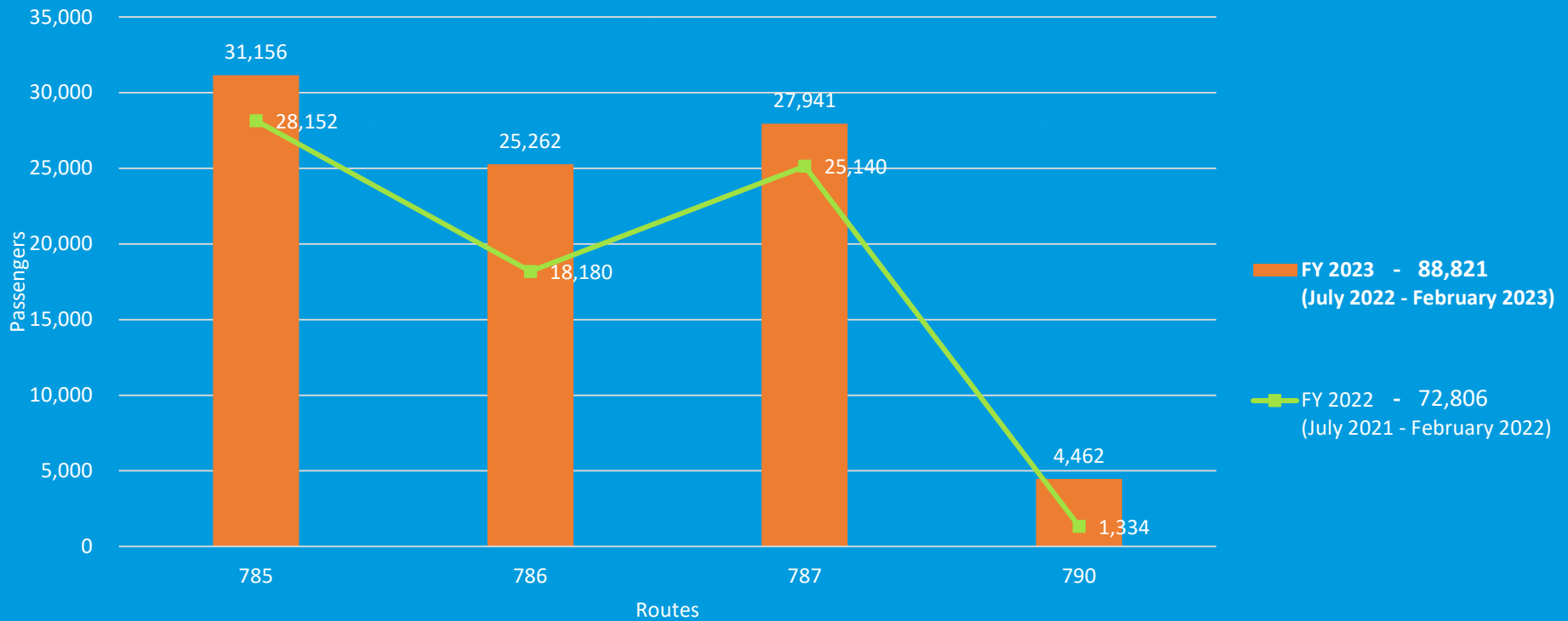
MONTHLY BOARDING ACTIVITY



ANNUAL RIDERSHIP LOCAL ROUTES



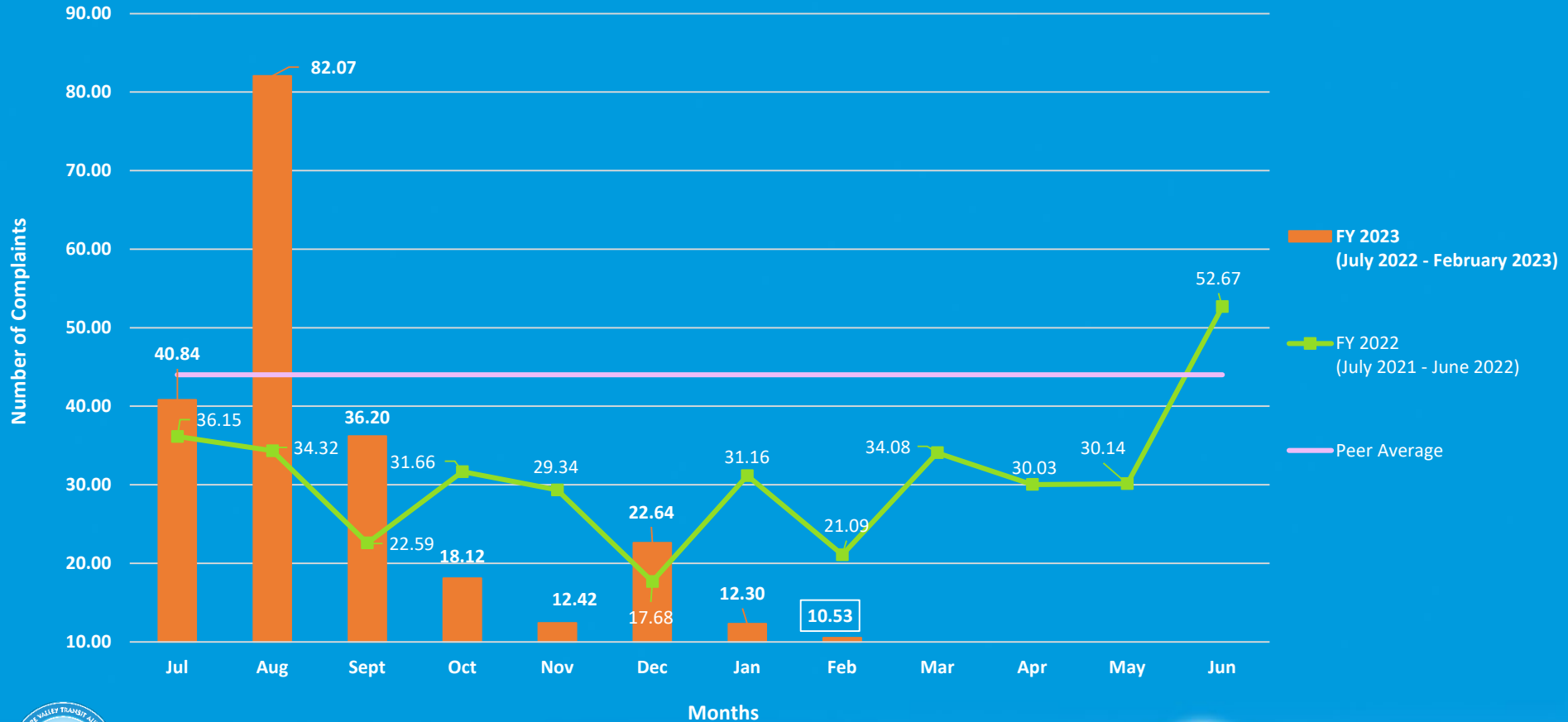
ANNUAL RIDERSHIP COMMUTER ROUTES



COMPLAINTS/100,000 BOARDINGS

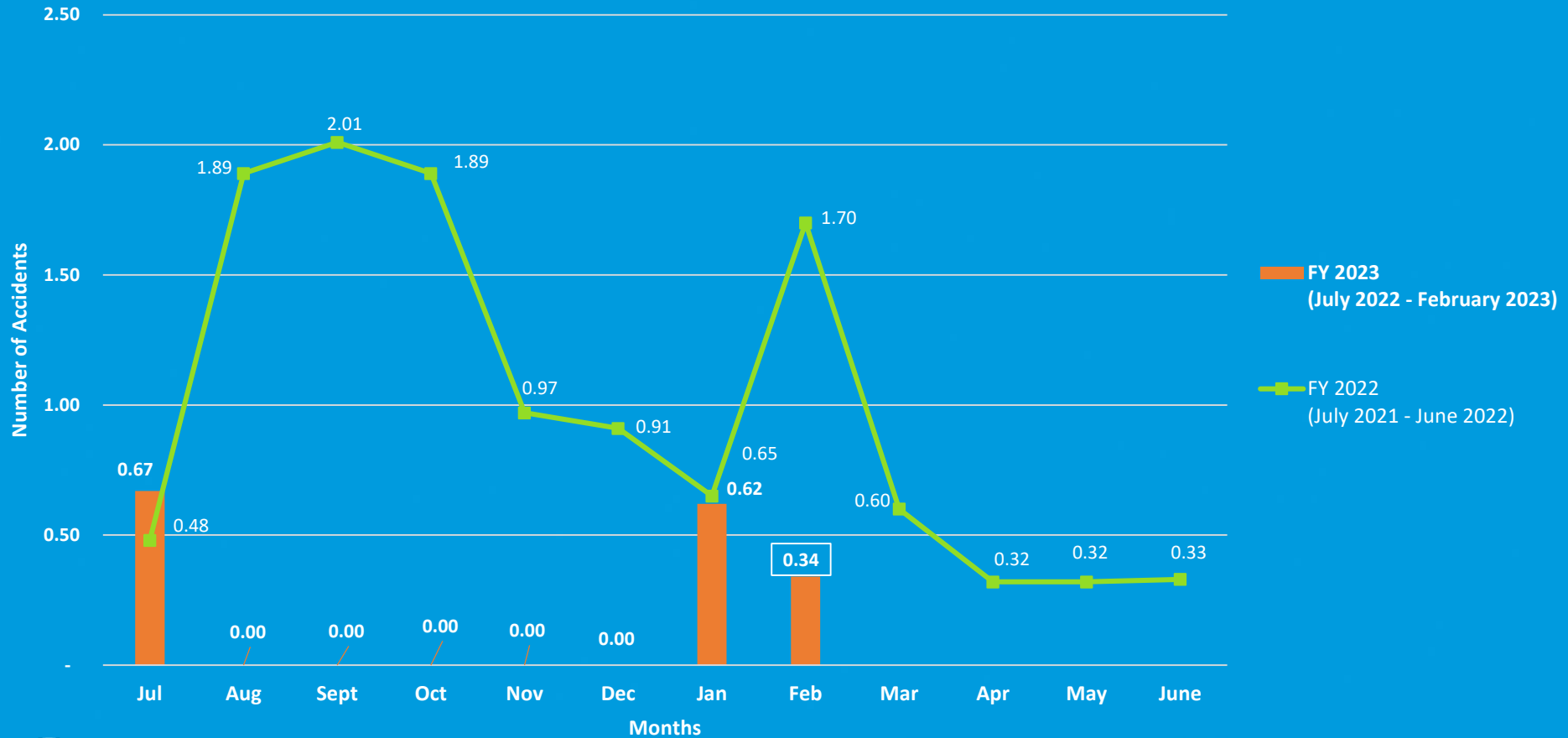
FEBRUARY - SYSTEM WIDE AVERAGE: 10.53

PEER AVERAGE: 44.00



PREVENTABLE ACCIDENTS/100,000 MILES

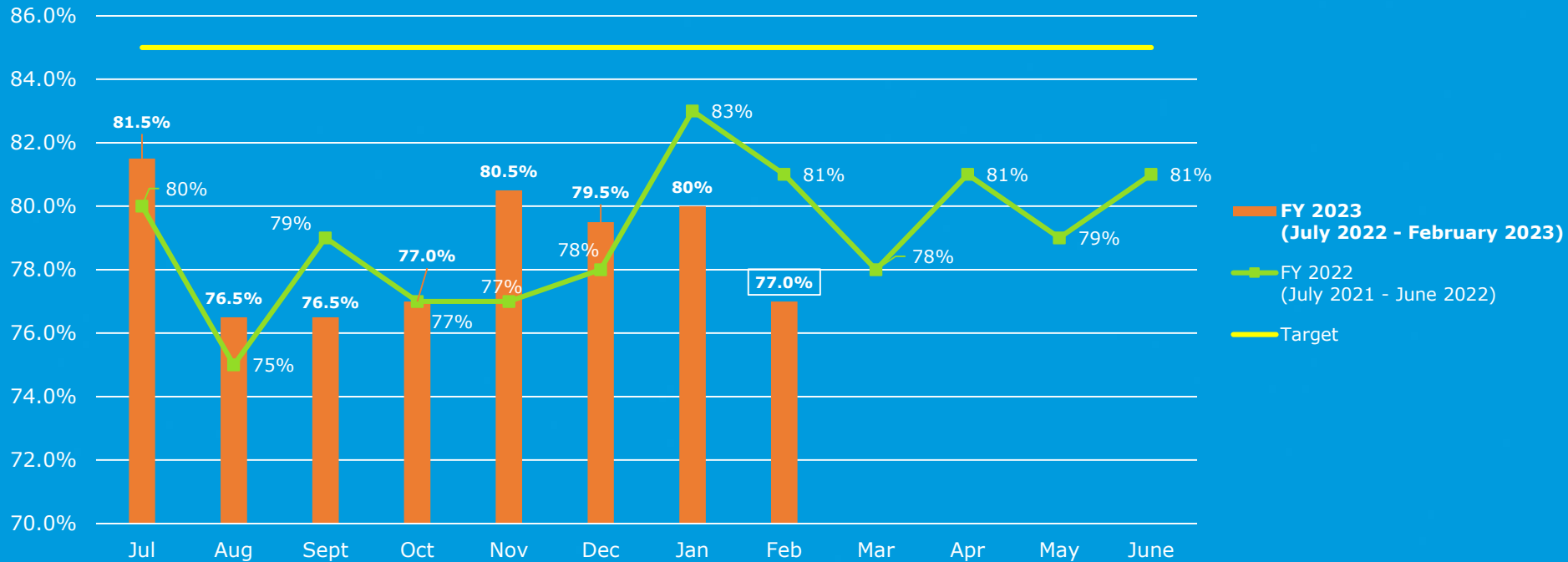
FEBRUARY – SYSTEM-WIDE AVERAGE: 0.34



ON TIME PERFORMANCE

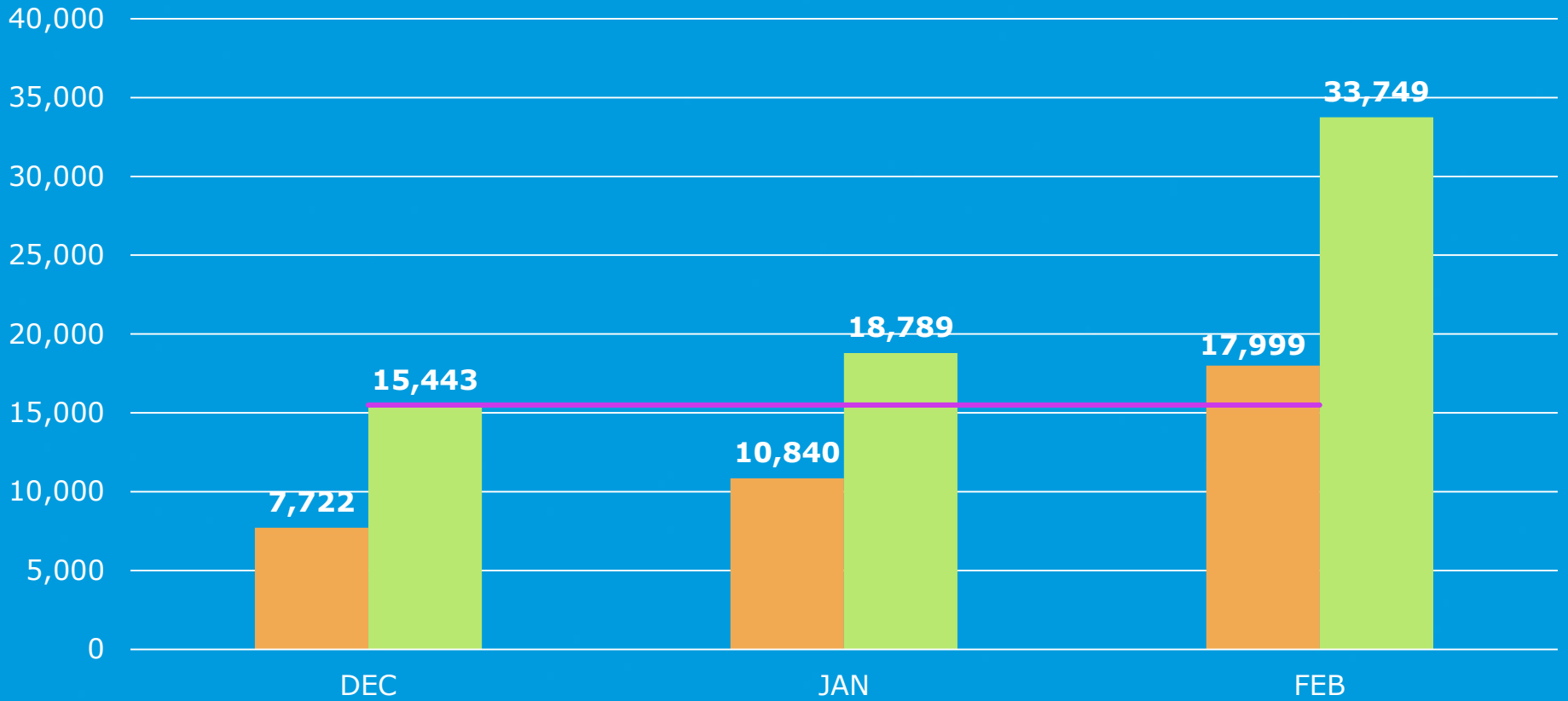
FEBRUARY – SYSTEM WIDE AVERAGE: 77%

TARGET: 85%



MILES BETWEEN ROADCALLS

PREVENTABLE NON-PREVENTABLE TARGET 15,500



KEY PERFORMANCE INDICATORS

	February 2023 FY 2023	January 2023 FY 2023	February 2022 FY 2022
Boarding Activity	94,997	97,547	90,077
Complaints / 100,000 Boardings	10.53	12.30	34.08
Preventable Accidents / 100,000 Miles	0.34	0.62	1.70
On Time Performance	77%	80%	81.5
Miles Between Roadcalls	17,999	10,840	12,257



Thank you!

Questions?





Regular Meeting of the Board of Directors

Tuesday, February 28, 2023

10:00 a.m.

Antelope Valley Transit Authority Community Room

42210 6th Street West, Lancaster, California

www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Director Ohlsen led the Pledge of Allegiance.

ROLL CALL:

Present

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

APPROVAL OF AGENDA

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

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Ohlsen, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

Eugene Hernandez – spoke about the wait times, shortage of buses to service the routes, and lack of bus stop amenities.

Fran Sereseres – congratulated Marvin Crist for being appointed Chair of the North County Transportation Coalition and suggested providing reduced bus fare passes to low-income passengers.

Charlotte Baxter – asked whether the new Dial-A-Ride (DAR) electric vehicles are equipped to accommodate two large or extra-large wheelchairs at one time, what the protocol is when another DAR vehicle is needed, and about the availability of charging stations.

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

SRP 1 LEGISLATIVE REPORT FROM CONGRESSMAN MIKE GARCIA'S OFFICE

Jacqueline Owens, Field Representative for Congressman Mike Garcia CA-27, was unable to attend the meeting.

SRP 2 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE

Shawn Cannon, Field Representative for Senator Scott Wilk, invited constituents to contact the Senator's office with legislative ideas and requests for letters of support.

SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE

Pam Balch, District Director for Assemblyman Tom Lackey, was unable to attend the meeting.

SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE

Juan Blanco, Field Representative for Assemblyman Juan Carrillo, reported on Assembly Bills 31, 744, and 1580. He invited district leaders and constituents to meet with the Assemblyman to discuss concerns and possible solutions.

SRP 5 PRESENTATION TO PROCUREMENT AND CONTRACTS OFFICER LYLE BLOCK ACKNOWLEDGING HIS RETIREMENT

Executive Director/CEO Martin Tompkins conveyed his gratitude to Procurement and Contracts Officer Lyle Block for all he has done for AVTA during his tenure. Mr. Tompkins presented a plaque to Mr. Block, acknowledging his retirement and 11 years of dedicated and exemplary service to AVTA.

SRP 6 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH

MV General Manager Michael Sherrill presented awards to Andrew Simpson, Employee of the Month, and Michael Craig, Operator of the Month.

SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH

AV Transportation Services President Art Minasyan presented the award to the Employee of the Month Angela Bakershipp.

SRP 8 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT

Mr. Minasyan presented the report.

SRP 9 LEGISLATIVE REPORT FOR FEBRUARY 2023

Chief Financial Officer Judy Vaccaro-Fry presented information regarding the Federal Transit Administration's (FTA) grant opportunities, AVTA's federal apportionments for FFY 2023, the state's proposed FY 2023-24 Budget, the Transit & Intercity Rail Capital Program 6, the Heavy-Duty Vehicle Incentive Program, and San Diego County's Regional Transportation Agency's latest transportation plan. The Board discussed the Antelope Valley and Victor Valley transit corridor project.

SRP 10 MAINTENANCE KPI REPORT

Operations Analyst Joseph Sanchez presented the report. The Board discussed energy costs per mile and the passenger capacity on the 60-foot and 40-foot buses.

SRP 11 OPERATIONS KPI REPORT

MV Transportation General Manager Michael Sherrill presented the report. The Board discussed passenger pass-ups. Mr. Sherrill responded that management continues to monitor the issue and detailed the mystery rider program they have implemented.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF DECEMBER 20, 2022 AND JANUARY 24, 2023

Approve the Board of Directors Special Meeting Minutes of December 20, 2022, and the Regular Meeting Minutes of January 24, 2023.

CC 2 FINANCIAL REPORT FOR JANUARY 2023 AND FISCAL YEAR 2022/2023 (FY 2023) SECOND QUARTER TREASURER'S REPORT

Receive and file the Financial Report for January 2023 and the FY 2023 Second Quarter Treasurer's report.

CC 3 AMENDMENT NO. 4 TO CONTRACT #2019-64 WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR CPA FINANCIAL AUDITING SERVICES

- (1) Authorize the Executive Director/CEO to execute Amendment No. 4 to Contract #2019-64 with Brown Armstrong Accountancy Corporation, Bakersfield, CA for CPA financial auditing services for a one-year period not to exceed \$53,000 with one (1) one-year optional renewal period remaining.
- (2) Find that the California Environmental Quality Act does not apply to this item.

CC 4 AMENDMENT NO. 3 TO CONTRACT #2019-06 WITH VEHICLE TECHNICAL CONSULTANTS, INC. FOR IN-PLANT BUS MANUFACTURING INSPECTION SERVICES

- (1) Authorize the Executive Director/CEO to execute Amendment No. 3 to Contract #2019-06 with Vehicle Technical Consultants, Inc., Beaumont, CA, to purchase additional in-plant bus manufacturing inspection services for up to twenty-one (21) - BYD battery-electric buses for an amount not to exceed \$65,000 plus applicable sales tax.
- (2) Find that the California Environmental Quality Act does not apply to this item.

CC 5 RESOLUTION NO. 2023-002, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION (FTA) AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION (DOT) GRANT PROGRAM FOR FEDERAL FISCAL YEAR 2022/2023 (FFY23)

- (1) Adopt Resolution No. 2023-002, authorizing the Executive Director/CEO to execute all required documents of the FTA as required by the DOT Grant Program for FFY23.
- (2) Find that the California Environmental Quality Act does not apply to this item.

CC 6 DESTRUCTION OF RECORDS PER RECORDS RETENTION POLICY

- (1) Authorize the destruction of the on-site records (paper, electronic, audio, photographic, etc.) per the Records Destruction list.
- (2) Find that the California Environmental Quality Act does not apply to this item.

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

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Ohlsen, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 SECOND AMENDMENT TO EXECUTIVE DIRECTOR/CEO EMPLOYMENT AGREEMENT

AVTA General Counsel Allison Burns presented the staff report.

On a motion by Alternate Director Mac Laren and seconded by Vice Chair Knippel, the Board of Directors:

- (1) Approved the Second Amendment to Executive Director/CEO Martin Tompkins' Employment Agreement.
- (2) Found that the California Environmental Quality Act does not apply to this item.

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 RESPONDENT CONTRACT #2023-26 TO MATRIX AUDIO VISUAL DESIGNS FOR COMMUNITY ROOM PRESENTATION UPGRADE

Maintenance Compliance Manager Cecil Foust presented the staff report. The Board discussed the audio/visual equipment, the two additional dais seats, and broadcasting meetings.

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors:

- (1) Authorized the Executive Director/CEO to execute Sole Respondent Contract #2023-26 with Matrix Audio Visual Designs, Burbank, CA, to purchase equipment and installation of upgrades to the Community Room for an amount not to exceed \$324,004.08, including freight and applicable sales tax.
- (2) Found that the California Environmental Quality Act does not apply to this item.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Ohlsen, 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. Tompkins thanked the Board and staff for their support.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

The Board thanked AVTA for sponsoring the AV Edge 2023 Spring Business Summit.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:05 a.m. to the Regular Meeting of the Board of Directors on March 28, 2023 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 28th day of MARCH 2023.

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



DATE: March 28, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for February 2023

RECOMMENDATION

Receive and file the Financial Report for February 2023.

FISCAL IMPACT

	February 2023
PAYROLL	\$343,797
CASH DISBURSEMENTS	\$4,112,443

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, provides 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:

Vianney McLaughlin
Senior Finance Manager

Martin Tompkins
Executive Director/CEO



DATE: March 28, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Amend Authority's Classification and Salary Schedule

RECOMMENDATIONS

1. Approve amending the Authority's Classification and Salary Schedule to include a Contract Administrator position.
2. Find that the California Environmental Quality Act does not apply to this item.

FISCAL IMPACT

The Contract Administrator position will be established at Range 38 (Min. \$66,951 – Max. \$87,036 - Attachment A). The position has been budgeted to assume the maximum allowable merit increase to the employee's wages. The increase will be reflected in the proposed FY 2023/2024 Budget and future fiscal year proposed budgets.

BACKGROUND

The recommendation to add a Contract Administrator is based on existing and future workload demands and the need to expand staffing in specific areas in order to maintain and enhance organizational performance measures. A current member of the Records department will be promoted to the Contract Administrator position thereby reducing the number of employees in the Records department to one.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Classification and Salary Schedule

Final Effective 7/1/2022

Antelope Valley Transit Authority
Fiscal Year 2022/2023 Classification and Salary Schedule

	Range	Annual Salary Range-FY 2023			Monthly Salary Range-FY 2023			Bi-Weekly Salary Range-FY 2023			Hourly Salary Range-FY 2023		
		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Groundskeeper	1	26,852	30,879	34,908	\$2,238	\$2,573	\$2,909	\$1,033	\$1,188	\$1,343	\$12.91	\$14.85	\$16.78
Janitor	1	26,852	30,879	34,908	\$2,238	\$2,573	\$2,909	\$1,033	\$1,188	\$1,343	\$12.91	\$14.85	\$16.78
	2	27,523	31,652	35,780	\$2,294	\$2,638	\$2,982	\$1,059	\$1,217	\$1,376	\$13.23	\$15.22	\$17.20
	3	28,211	32,443	36,674	\$2,351	\$2,704	\$3,056	\$1,085	\$1,248	\$1,411	\$13.56	\$15.60	\$17.63
	4	28,917	33,254	37,592	\$2,410	\$2,771	\$3,133	\$1,112	\$1,279	\$1,446	\$13.90	\$15.99	\$18.07
	5	29,639	34,085	38,531	\$2,470	\$2,840	\$3,211	\$1,140	\$1,311	\$1,482	\$14.25	\$16.39	\$18.52
	6	30,380	34,938	39,494	\$2,532	\$2,911	\$3,291	\$1,168	\$1,344	\$1,519	\$14.61	\$16.80	\$18.99
	7	31,140	35,811	40,481	\$2,595	\$2,984	\$3,373	\$1,198	\$1,377	\$1,557	\$14.97	\$17.22	\$19.46
	8	31,918	36,706	41,494	\$2,660	\$3,059	\$3,458	\$1,228	\$1,412	\$1,596	\$15.35	\$17.65	\$19.95
	9	32,716	37,624	42,532	\$2,726	\$3,135	\$3,544	\$1,258	\$1,447	\$1,636	\$15.73	\$18.09	\$20.45
Facilities Maintenance Worker	10	33,535	38,565	43,595	\$2,795	\$3,214	\$3,633	\$1,290	\$1,483	\$1,677	\$16.12	\$18.54	\$20.96
	11	34,372	39,528	44,684	\$2,864	\$3,294	\$3,724	\$1,322	\$1,520	\$1,719	\$16.53	\$19.00	\$21.48
	12	35,232	40,516	45,801	\$2,936	\$3,376	\$3,817	\$1,355	\$1,558	\$1,762	\$16.94	\$19.48	\$22.02
	13	36,113	41,530	46,947	\$3,009	\$3,461	\$3,912	\$1,389	\$1,597	\$1,806	\$17.36	\$19.97	\$22.57
	14	37,016	42,568	48,121	\$3,085	\$3,547	\$4,010	\$1,424	\$1,637	\$1,851	\$17.80	\$20.47	\$23.13
	15	37,940	43,632	49,324	\$3,162	\$3,636	\$4,110	\$1,459	\$1,678	\$1,897	\$18.24	\$20.98	\$23.71
Customer Service Representative I	16	38,889	44,723	52,676	\$3,241	\$3,727	\$4,390	\$1,496	\$1,720	\$2,026	\$18.70	\$21.50	\$25.33
Field Services Technician I	17	39,861	45,841	51,820	\$3,322	\$3,820	\$4,318	\$1,533	\$1,763	\$1,993	\$19.16	\$22.04	\$24.91
Facilities Maintenance Technician I	18	40,858	46,988	53,115	\$3,405	\$3,916	\$4,426	\$1,571	\$1,807	\$2,043	\$19.64	\$22.59	\$25.54
Security Officer	18	40,858	46,988	53,115	\$3,405	\$3,916	\$4,426	\$1,571	\$1,807	\$2,043	\$19.64	\$22.59	\$25.54
	19	41,880	48,162	54,444	\$3,490	\$4,013	\$4,537	\$1,611	\$1,852	\$2,094	\$20.13	\$23.15	\$26.17
Customer Service Representative II	20	42,927	49,366	55,805	\$3,577	\$4,114	\$4,650	\$1,651	\$1,899	\$2,146	\$20.64	\$23.73	\$26.83
	21	44,000	50,600	57,200	\$3,667	\$4,217	\$4,767	\$1,692	\$1,946	\$2,200	\$21.15	\$24.33	\$27.50
	22	45,101	51,865	58,630	\$3,758	\$4,322	\$4,886	\$1,735	\$1,995	\$2,255	\$21.68	\$24.93	\$28.19
Administrative Assistant	23	46,227	53,161	60,095	\$3,852	\$4,430	\$5,008	\$1,778	\$2,045	\$2,311	\$22.22	\$25.56	\$28.89
Accounting Technician	24	47,383	54,490	61,598	\$3,949	\$4,541	\$5,133	\$1,822	\$2,096	\$2,369	\$22.78	\$26.20	\$29.61
Fleet & Facilities Administrative Technician	24	47,383	54,490	61,598	\$3,949	\$4,541	\$5,133	\$1,822	\$2,096	\$2,369	\$22.78	\$26.20	\$29.61
Senior Customer Service Representative	24	47,383	54,490	61,598	\$3,949	\$4,541	\$5,133	\$1,822	\$2,096	\$2,369	\$22.78	\$26.20	\$29.61
Records Management Technician I	24	47,383	54,490	61,598	\$3,949	\$4,541	\$5,133	\$1,822	\$2,096	\$2,369	\$22.78	\$26.20	\$29.61
Field Services Technician II	25	48,568	55,853	63,138	\$4,047	\$4,654	\$5,261	\$1,868	\$2,148	\$2,428	\$23.35	\$26.85	\$30.35
Facilities Maintenance Technician II	25	48,568	55,853	63,138	\$4,047	\$4,654	\$5,261	\$1,868	\$2,148	\$2,428	\$23.35	\$26.85	\$30.35
	26	49,782	57,248	64,716	\$4,148	\$4,771	\$5,393	\$1,915	\$2,202	\$2,489	\$23.93	\$27.52	\$31.11
	27	51,026	58,680	66,334	\$4,252	\$4,890	\$5,528	\$1,963	\$2,257	\$2,551	\$24.53	\$28.21	\$31.89
	28	52,302	60,147	67,992	\$4,359	\$5,012	\$5,666	\$2,012	\$2,313	\$2,615	\$25.15	\$28.92	\$32.69
IT Technician I	29	53,609	61,652	69,692	\$4,467	\$5,138	\$5,808	\$2,062	\$2,371	\$2,680	\$25.77	\$29.64	\$33.51
Records Management Technician II	29	53,609	61,652	69,692	\$4,467	\$5,138	\$5,808	\$2,062	\$2,371	\$2,680	\$25.77	\$29.64	\$33.51
Electronic Technician	30	54,949	63,193	71,435	\$4,579	\$5,266	\$5,953	\$2,113	\$2,430	\$2,747	\$26.42	\$30.38	\$34.34
	31	56,323	64,773	73,220	\$4,694	\$5,398	\$6,102	\$2,166	\$2,491	\$2,816	\$27.08	\$31.14	\$35.20
Accountant I	32	57,732	66,392	75,051	\$4,811	\$5,533	\$6,254	\$2,220	\$2,554	\$2,887	\$27.76	\$31.92	\$36.08
Customer Service Supervisor	33	59,175	68,051	76,928	\$4,931	\$5,671	\$6,411	\$2,276	\$2,617	\$2,959	\$28.45	\$32.72	\$36.98
Grants Coordinator	33	59,175	68,051	76,928	\$4,931	\$5,671	\$6,411	\$2,276	\$2,617	\$2,959	\$28.45	\$32.72	\$36.98
IT Technician II	33	59,175	68,051	76,928	\$4,931	\$5,671	\$6,411	\$2,276	\$2,617	\$2,959	\$28.45	\$32.72	\$36.98

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Antelope Valley Transit Authority
Fiscal Year 2022/2023 Classification and Salary Schedule

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		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Operations Analyst	33	59,175	68,051	76,928	\$4,931	\$5,671	\$6,411	\$2,276	\$2,617	\$2,959	\$28.45	\$32.72	\$36.98
Transit Analyst	33	59,175	68,051	76,928	\$4,931	\$5,671	\$6,411	\$2,276	\$2,617	\$2,959	\$28.45	\$32.72	\$36.98
Transit Ambassador	33	59,175	68,051	76,928	\$4,931	\$5,671	\$6,411	\$2,276	\$2,617	\$2,959	\$28.45	\$32.72	\$36.98
	34	60,654	69,753	78,851	\$5,054	\$5,813	\$6,571	\$2,333	\$2,683	\$3,033	\$29.16	\$33.53	\$37.91
	35	62,171	71,496	80,822	\$5,181	\$5,958	\$6,735	\$2,391	\$2,750	\$3,109	\$29.89	\$34.37	\$38.86
Accountant II	36	63,725	73,283	82,843	\$5,310	\$6,107	\$6,904	\$2,451	\$2,819	\$3,186	\$30.64	\$35.23	\$39.83
Executive Assistant	37	65,318	75,116	84,914	\$5,443	\$6,260	\$7,076	\$2,512	\$2,889	\$3,266	\$31.40	\$36.11	\$40.82
Management Analyst	37	65,318	75,116	84,914	\$5,443	\$6,260	\$7,076	\$2,512	\$2,889	\$3,266	\$31.40	\$36.11	\$40.82
Contract Administrator	38	66,951	76,994	87,036	\$5,579	\$6,416	\$7,253	\$2,575	\$2,961	\$3,348	\$32.19	\$37.02	\$41.84
Community Outreach Specialist	39	68,625	78,919	89,212	\$5,719	\$6,577	\$7,434	\$2,639	\$3,035	\$3,431	\$32.99	\$37.94	\$42.89
Customer Satisfaction Manager	39	68,625	78,919	89,212	\$5,719	\$6,577	\$7,434	\$2,639	\$3,035	\$3,431	\$32.99	\$37.94	\$42.89
Graphic Designer	39	68,625	78,919	89,212	\$5,719	\$6,577	\$7,434	\$2,639	\$3,035	\$3,431	\$32.99	\$37.94	\$42.89
Planning Manager	40	70,341	80,892	91,442	\$5,862	\$6,741	\$7,620	\$2,705	\$3,111	\$3,517	\$33.82	\$38.89	\$43.96
Field Services Supervisor	41	72,098	82,913	93,728	\$6,008	\$6,909	\$7,811	\$2,773	\$3,189	\$3,605	\$34.66	\$39.86	\$45.06
	42	73,901	84,987	96,071	\$6,158	\$7,082	\$8,006	\$2,842	\$3,269	\$3,695	\$35.53	\$40.86	\$46.19
Project Coordinator	43	75,749	87,111	98,473	\$6,312	\$7,259	\$8,206	\$2,913	\$3,350	\$3,787	\$36.42	\$41.88	\$47.34
Facilities Superintendent	44	77,642	89,289	100,935	\$6,470	\$7,441	\$8,411	\$2,986	\$3,434	\$3,882	\$37.33	\$42.93	\$48.53
Finance Supervisor	45	79,584	91,522	103,459	\$6,632	\$7,627	\$8,622	\$3,061	\$3,520	\$3,979	\$38.26	\$44.00	\$49.74
Electric Fleet Supervisor	45	79,584	91,522	103,459	\$6,632	\$7,627	\$8,622	\$3,061	\$3,520	\$3,979	\$38.26	\$44.00	\$49.74
Human Resources and Benefits Coordinator	46	81,574	93,809	106,046	\$6,798	\$7,817	\$8,837	\$3,137	\$3,608	\$4,079	\$39.22	\$45.10	\$50.98
Clerk of the Board	46	81,574	93,809	106,046	\$6,798	\$7,817	\$8,837	\$3,137	\$3,608	\$4,079	\$39.22	\$45.10	\$50.98
Maintenance Compliance Manager	47	83,613	96,155	108,696	\$6,968	\$8,013	\$9,058	\$3,216	\$3,698	\$4,181	\$40.20	\$46.23	\$52.26
Safety and Facilities Manager	47	83,613	96,155	108,696	\$6,968	\$8,013	\$9,058	\$3,216	\$3,698	\$4,181	\$40.20	\$46.23	\$52.26
	48	85,702	98,559	111,414	\$7,142	\$8,213	\$9,285	\$3,296	\$3,791	\$4,285	\$41.20	\$47.38	\$53.56
Senior Accountant	49	87,845	101,022	114,198	\$7,320	\$8,419	\$9,517	\$3,379	\$3,885	\$4,392	\$42.23	\$48.57	\$54.90
Project Manager	50	90,042	103,548	117,053	\$7,503	\$8,629	\$9,754	\$3,463	\$3,983	\$4,502	\$43.29	\$49.78	\$56.28
Grants Administrator	51	92,293	106,136	119,981	\$7,691	\$8,845	\$9,998	\$3,550	\$4,082	\$4,615	\$44.37	\$51.03	\$57.68
DBE/EEO Compliance Officer	51	92,293	106,136	119,981	\$7,691	\$8,845	\$9,998	\$3,550	\$4,082	\$4,615	\$44.37	\$51.03	\$57.68
Information Technology Supervisor	51	92,293	106,136	119,981	\$7,691	\$8,845	\$9,998	\$3,550	\$4,082	\$4,615	\$44.37	\$51.03	\$57.68
Marketing Specialist	51	92,293	106,136	119,981	\$7,691	\$8,845	\$9,998	\$3,550	\$4,082	\$4,615	\$44.37	\$51.03	\$57.68
Procurement and Contracts Officer	51	92,293	106,136	119,981	\$7,691	\$8,845	\$9,998	\$3,550	\$4,082	\$4,615	\$44.37	\$51.03	\$57.68
	52	94,599	108,790	122,979	\$7,883	\$9,066	\$10,248	\$3,638	\$4,184	\$4,730	\$45.48	\$52.30	\$59.12
Finance Manager	53	96,965	111,510	126,054	\$8,080	\$9,292	\$10,505	\$3,729	\$4,289	\$4,848	\$46.62	\$53.61	\$60.60
Fleet Maintenance Manager	53	94,141	108,262	122,383	\$7,845	\$9,022	\$10,199	\$3,621	\$4,164	\$4,707	\$45.26	\$52.05	\$58.84
Fleet Technical Training Manager	53	96,965	111,510	126,054	\$8,080	\$9,292	\$10,505	\$3,729	\$4,289	\$4,848	\$46.62	\$53.61	\$60.60
Marketing Manager	53	96,965	111,510	126,054	\$8,080	\$9,292	\$10,505	\$3,729	\$4,289	\$4,848	\$46.62	\$53.61	\$60.60
	54	99,389	114,297	129,205	\$8,282	\$9,525	\$10,767	\$3,823	\$4,396	\$4,969	\$47.78	\$54.95	\$62.12
	55	101,874	117,155	132,436	\$8,490	\$9,763	\$11,036	\$3,918	\$4,506	\$5,094	\$48.98	\$56.32	\$63.67
Senior Finance Manager	56	104,420	120,085	135,747	\$8,702	\$10,007	\$11,312	\$4,016	\$4,619	\$5,221	\$50.20	\$57.73	\$65.26
Director of Operations and Maintenance	57	106,745	123,086	139,141	\$8,895	\$10,257	\$11,595	\$4,106	\$4,734	\$5,352	\$51.32	\$59.18	\$66.89
	58	109,707	126,163	142,618	\$9,142	\$10,514	\$11,885	\$4,220	\$4,852	\$5,485	\$52.74	\$60.66	\$68.57
	59	112,449	129,318	146,185	\$9,371	\$10,776	\$12,182	\$4,325	\$4,974	\$5,622	\$54.06	\$62.17	\$70.28

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Antelope Valley Transit Authority
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		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
	60	115,261	132,551	149,838	\$9,605	\$11,046	\$12,487	\$4,433	\$5,098	\$5,763	\$55.41	\$63.73	\$72.04
	61	118,142	135,863	153,585	\$9,845	\$11,322	\$12,799	\$4,544	\$5,226	\$5,907	\$56.80	\$65.32	\$73.84
	62	121,095	139,261	157,424	\$10,091	\$11,605	\$13,119	\$4,658	\$5,356	\$6,055	\$58.22	\$66.95	\$75.68
Controller	63	124,123	142,743	161,360	\$10,344	\$11,895	\$13,447	\$4,774	\$5,490	\$6,206	\$59.67	\$68.63	\$77.58
	63	124,123	142,743	161,360	\$10,344	\$11,895	\$13,447	\$4,774	\$5,490	\$6,206	\$59.67	\$68.63	\$77.58
Director of Finance and Administration	63	124,123	142,743	161,360	\$10,344	\$11,895	\$13,447	\$4,774	\$5,490	\$6,206	\$59.67	\$68.63	\$77.58
Director of Fleet & Facilities	63	124,123	142,743	161,360	\$10,344	\$11,895	\$13,447	\$4,774	\$5,490	\$6,206	\$59.67	\$68.63	\$77.58
Director of Marketing	63	124,123	142,743	161,360	\$10,344	\$11,895	\$13,447	\$4,774	\$5,490	\$6,206	\$59.67	\$68.63	\$77.58
	63	124,123	142,743	161,360	\$10,344	\$11,895	\$13,447	\$4,774	\$5,490	\$6,206	\$59.67	\$68.63	\$77.58
	64	127,226	146,310	165,394	\$10,602	\$12,193	\$13,783	\$4,893	\$5,627	\$6,361	\$61.17	\$70.34	\$79.52
	65	128,734	148,043	167,353	\$10,728	\$12,337	\$13,946	\$4,951	\$5,694	\$6,437	\$61.89	\$71.17	\$80.46
	66	133,667	153,717	173,767	\$11,139	\$12,810	\$14,481	\$5,141	\$5,912	\$6,683	\$64.26	\$73.90	\$83.54
Senior Director of Operations and Planning	67	137,009	157,560	178,111	\$11,417	\$13,130	\$14,843	\$5,270	\$6,060	\$6,850	\$65.87	\$75.75	\$85.63
	68	140,434	161,500	182,564	\$11,703	\$13,458	\$15,214	\$5,401	\$6,212	\$7,022	\$67.52	\$77.64	\$87.77
	69	143,945	165,537	187,128	\$11,995	\$13,795	\$15,594	\$5,536	\$6,367	\$7,197	\$69.20	\$79.59	\$89.97
Chief Financial Officer	70	147,543	169,676	191,807	\$12,295	\$14,140	\$15,984	\$5,675	\$6,526	\$7,377	\$70.93	\$81.58	\$92.21
Chief Operating Officer	71	151,233	173,918	196,602	\$12,603	\$14,493	\$16,384	\$5,817	\$6,689	\$7,562	\$72.71	\$83.61	\$94.52
	72	155,013	178,266	201,516	\$12,918	\$14,856	\$16,793	\$5,962	\$6,856	\$7,751	\$74.53	\$85.70	\$96.88
	73	158,889	182,722	206,554	\$13,241	\$15,227	\$17,213	\$6,111	\$7,028	\$7,944	\$76.39	\$87.85	\$99.30
	74	162,861	187,290	211,719	\$13,572	\$15,608	\$17,643	\$6,264	\$7,203	\$8,143	\$78.30	\$90.04	\$101.79
Executive Director/CEO	75	166,932	191,972	227,115	\$13,911	\$15,998	\$18,926	\$6,420	\$7,384	\$8,735	\$80.26	\$92.29	\$109.19