



Regular Meeting of the Board of Directors

Tuesday, July 25, 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 – JACK DANIELSON
- SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE – PAMELA BALCH
- SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE – JUAN BLANCO
- SRP 5 PRESENTATION TO SEAN ELMORE, SAFETY AND FACILITIES MANAGER, FOR 10 YEARS OF OUTSTANDING AND DEDICATED SERVICE – MARTIN TOMPKINS
- SRP 6 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR JUNE 2023 – MIKE SHERRILL
- SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH FOR JUNE 2023 – ART MINASYAN
- SRP 8 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR JUNE 2023 – ART MINASYAN
- SRP 9 LEGISLATIVE REPORT AND FINANCE UPDATE FOR JULY 2023 – JUDY VACCARO-FRY

SRP 10 MAINTENANCE KPI REPORT FOR JUNE 2023 – JOSEPH SANCHEZ

SRP 11 OPERATIONS KPI REPORT FOR JUNE 2023 – MIKE 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 WAIVE FURTHER READING OF ANY PROPOSED ORDINANCE. (THIS PERMITS READING THE TITLE ONLY IN LIEU OF RECITING THE ENTIRE TEXT.)

CC 2 BOARD OF DIRECTORS MEETING MINUTES OF JUNE 27, 2023 – KAREN DARR

Recommendation: Approve the Board of Directors Regular Meeting Minutes of June 27, 2023.

CC 3 FINANCIAL REPORT FOR JUNE 2023 – VIANNEY MCLAUGHLIN

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

CC 4 FY 2023 FOURTH QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (APR. 1 – JUNE 30, 2023) – DEEANNA CASON

Recommendation: Receive and file the FY 2023 Fourth Quarter LASD report for the period covering April 1 through June 30, 2023.

Interested Party: Los Angeles County Sheriff's Department

CC 5 CONSIDERATION OF ADOPTION OF ORDINANCE NO. 001 – ALLISON BURNS

Recommendation: Adopt Ordinance No. 001, establishing a purchasing Ordinance in accordance with the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code).

Interested Party: AVTA

CC 6 PALMDALE TRANSPORTATION CENTER BREAKROOM LEASE AGREEMENT BETWEEN THE ANTELOPE VALLEY TRANSIT AUTHORITY AND CITY OF PALMDALE – CECIL FOUST

Recommendation: Authorize the Executive Director/CEO to execute a lease agreement with the City of Palmdale for a five-year term, with lease options for two additional two years, for access and utilization of the Palmdale Transportation Center (PTC) Breakroom for our contracted operators.

NEW BUSINESS (NB):

NB 1 CONTRACT #2023-31 WITH AIR & LUBE SYSTEMS, INC. FOR BUS WASH REPLACEMENT PROJECT – CECIL FOUST

Recommendation: Authorize the Executive Director/CEO to execute Contract #2023-31 with Air & Lube Systems, Inc., Sacramento, CA, to purchase equipment and installation of a replacement bus wash for an amount not to exceed \$917,996.00, including freight and applicable sales tax.

Interested Party: Air & Lube Systems, Inc.

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 August 22, 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 July 21, 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.

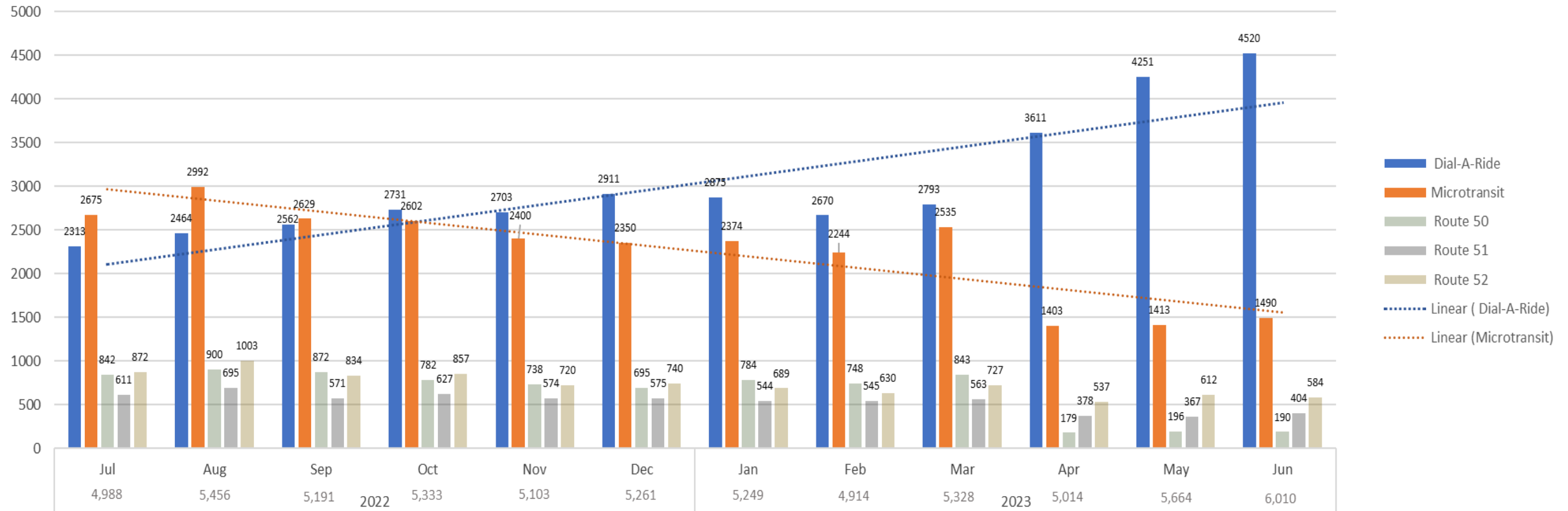
JUNE

FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

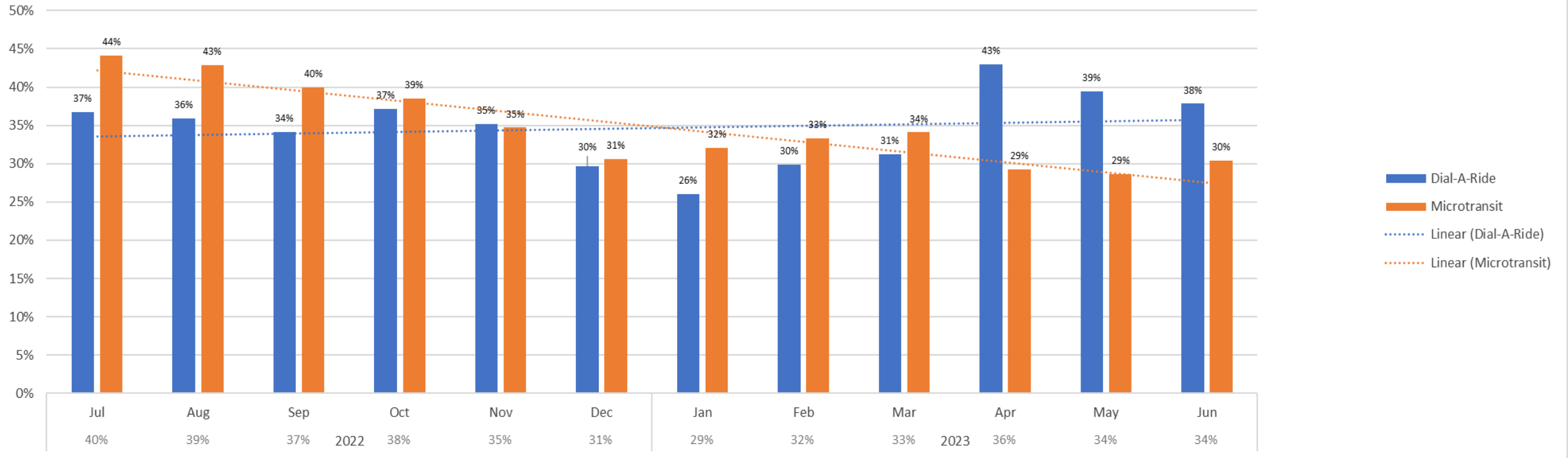
Presentation to the
Board of Directors
July 25, 2023



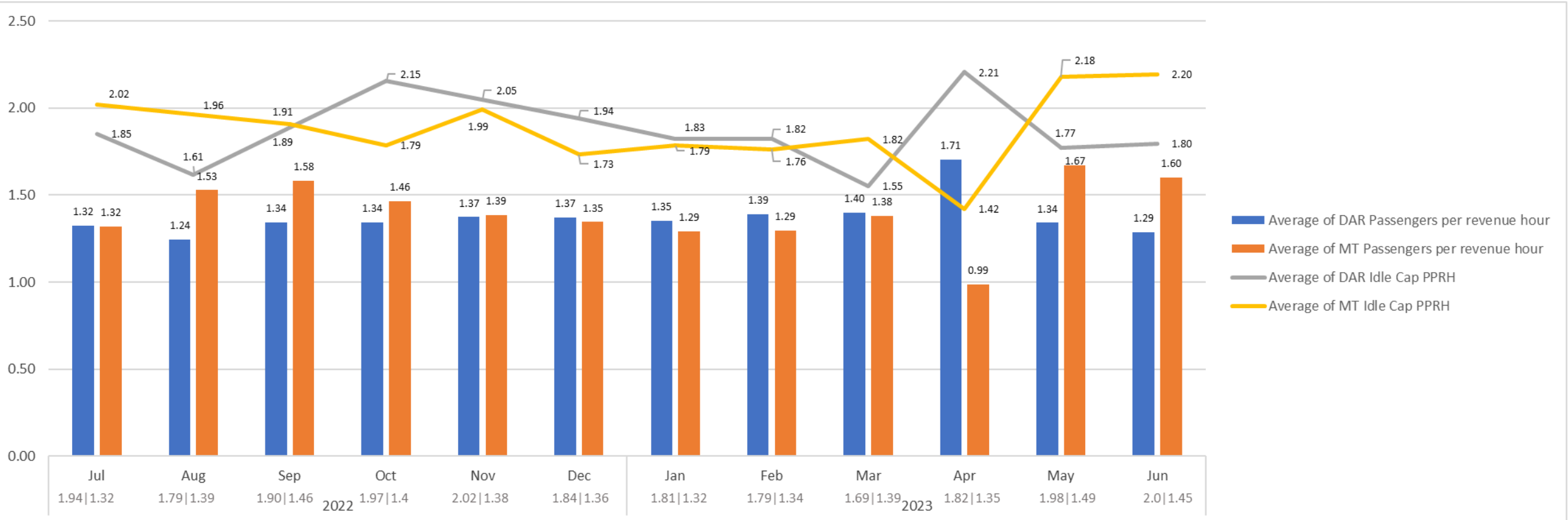
PASSENGER RIDERSHIP DATA



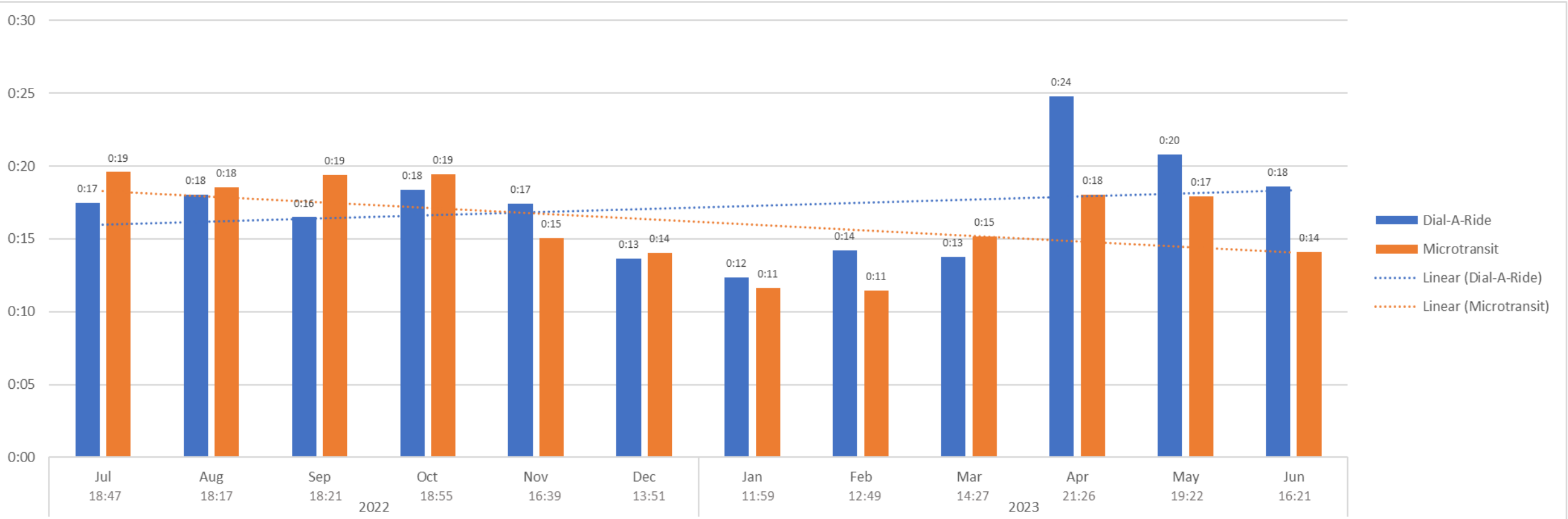
AVERAGE SHARED RIDE PERCENTAGE



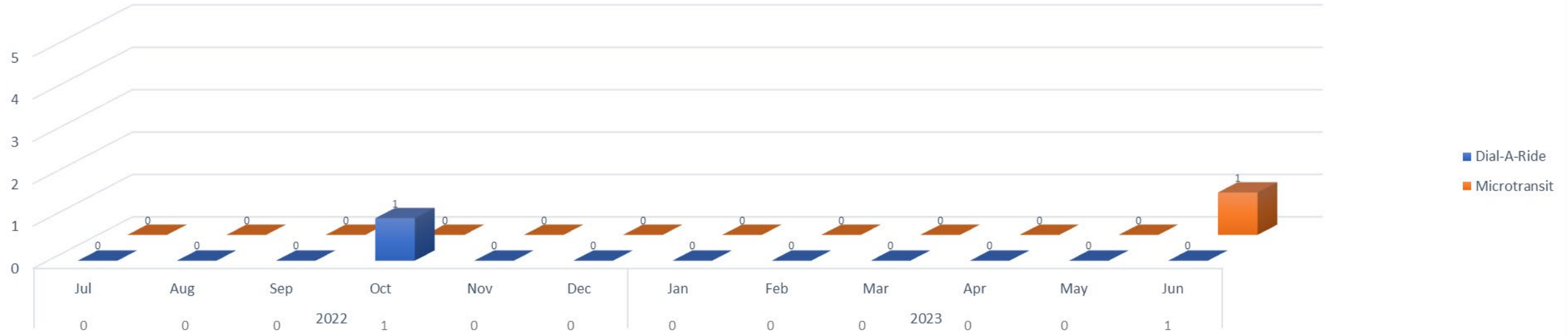
PASSENGERS PER REVENUE HOUR



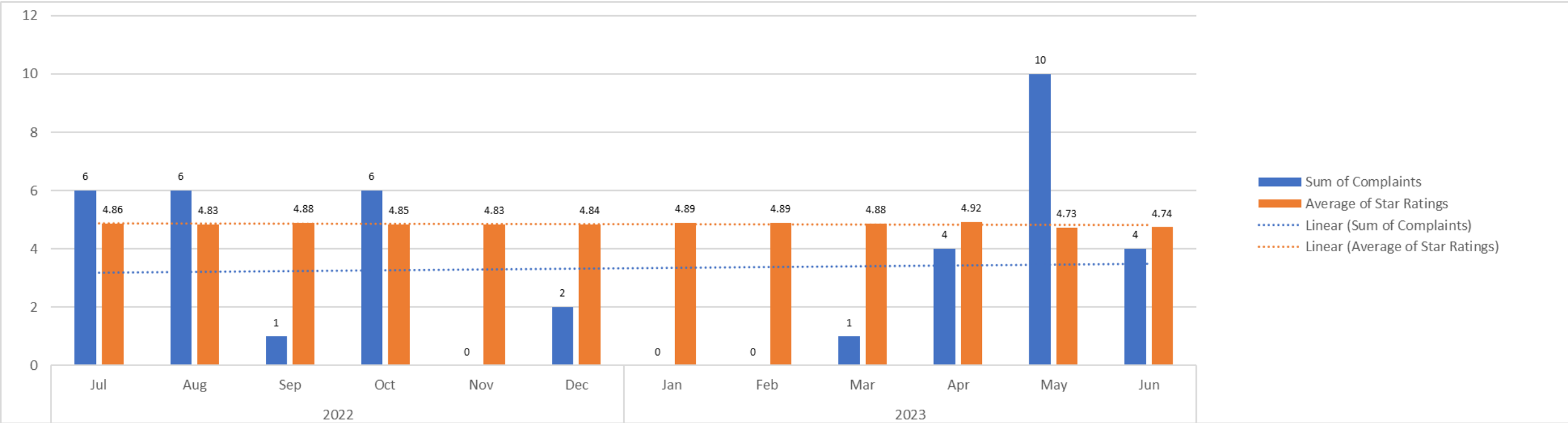
PASSENGER WAIT TIME



ACCIDENTS



PASSENGER FEEDBACK



JUNE

FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Thank You!

Questions?



LEGISLATIVE UPDATE

Presentation to the Board of Directors
July 25, 2023



FEDERAL



FFY 2024 APPROPRIATIONS

Last Week in DC

The Senate began markup on the \$886 billion Defense Authorization bill that narrowly passed the House on July 14.

The House began markup of the 5-year reauthorization of the FAA and its programs.

The House Appropriations Committee continued work on the FY2024 appropriations bills; had full committee markups on July 18/19 for the Transportation/HUD and Interior bills.

This Week in DC:

House is planning to take up the Agriculture and Military Construction bills.

Senate Appropriations Committee will markup three bills in full committee: Energy & Water, State/Foreign Operations, and Transportation/HUD.





FFY 2024 APPROPRIATIONS

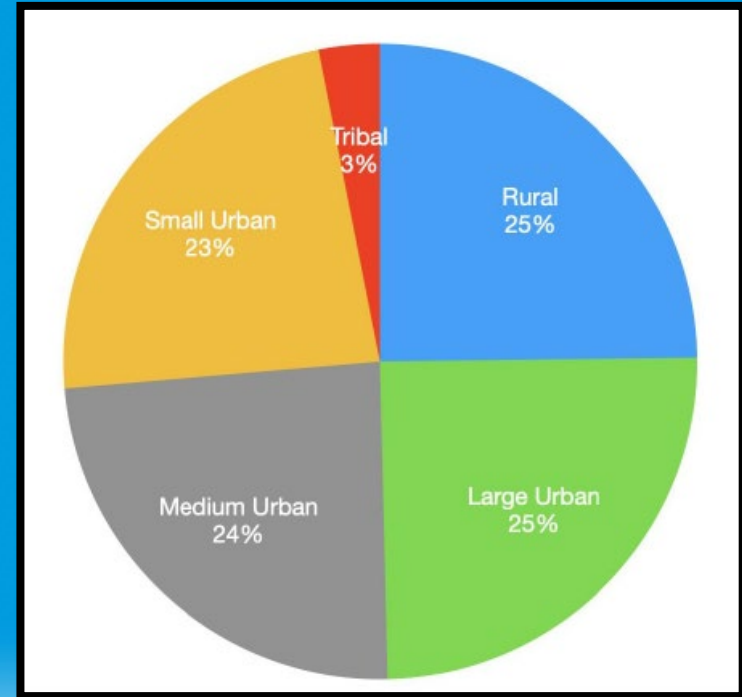
The House Appropriations Committee's proposed appropriations bill for the Department of Transportation for fiscal year 2024 not only makes a \$7.1 billion cut in total discretionary appropriations.

California High-Speed Rail – Section 153 of the House bill provides that none of the funds under this bill “or any other Act” may be provided to the California high-speed rail project.

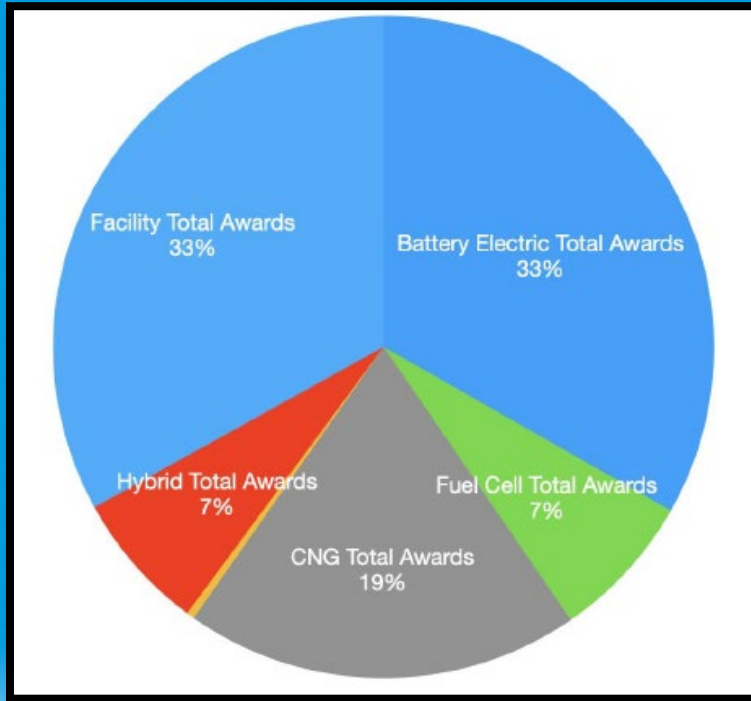
LoNo & Bus & Bus Facilities

Grant Breakdown by UZA:

| | |
|--------------|----------------------|
| Large Urban | over 1 million |
| Medium Urban | 200,000 – 1 million |
| Small Urban | 50,000 – 200,000 |
| Rural | less than 50,000 |
| Tribal | federally designated |



LoNo & Bus & Bus Facilities



This chart represents the allocations for the Large Urban UZA awards:

| | |
|------------------|-----|
| Facility | 33% |
| Battery Electric | 33% |
| CNG | 19% |
| Fuel Cell | 7% |
| Hybrid | 7% |
| Other | 1% |

STATE



BUDGET

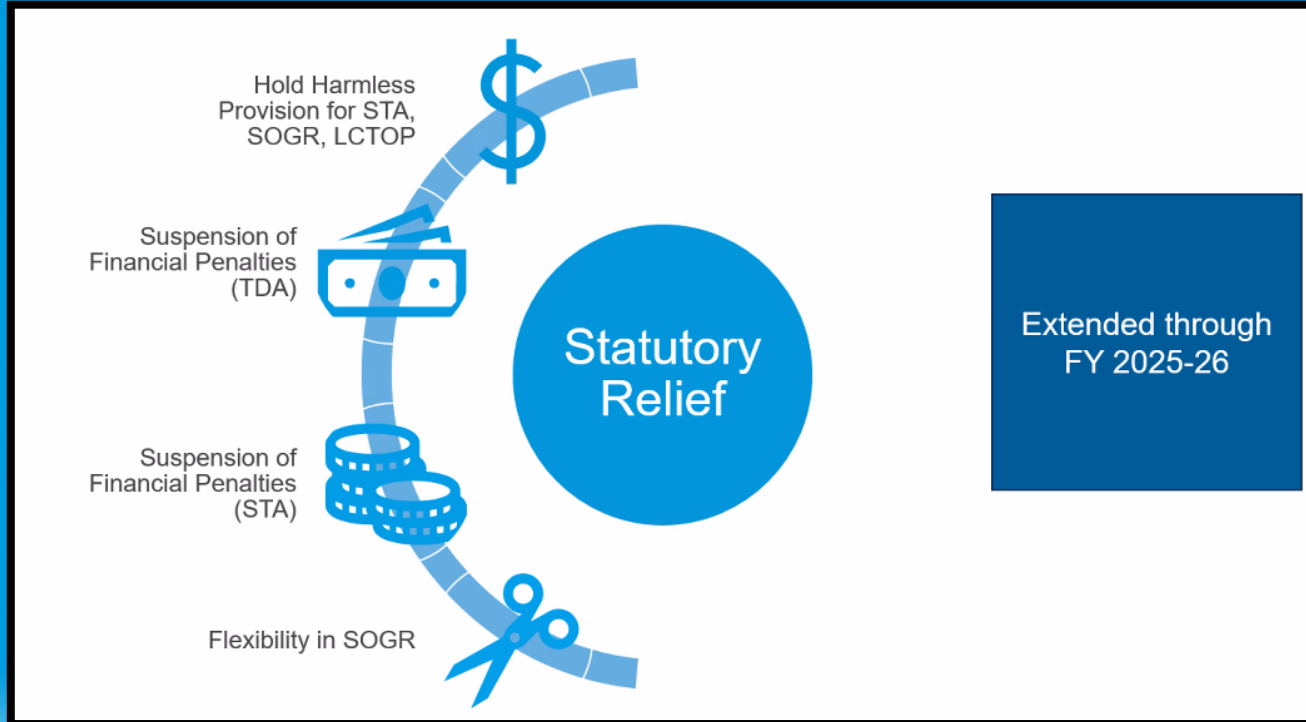


The Budget provides \$5.1 billion for public transit.

- \$4 billion in Transit and Intercity Rail Capital Program funding, and
- \$1.1 billion in zero-emission vehicle transit funding for FY 2024, FY 2025 and FY 2026.

Also provides \$16.1 billion for new transportation infrastructure programs and projects.

SB 125 - STATUTORY RELIEF



SB 125 - STATUTORY RELIEF



- Requires CalSTA, on or before January 1, 2024, to establish and convene the Transit Transformation Task Force
 - Task Force would include representatives from transit operators, Caltrans, local governments, MPOs/RTPAs, transportation advocacy organizations, labor organizations, academic institutions and Legislature
- Requires Task Force to develop recommendations to grow transit ridership and improve the transit experience for all users
- Requires CalSTA, in consultation, with the Task Force to prepare and submit a report of findings and policy recommendations to the Legislature on or before October 31, 2025
 - Includes focus on Transportation Development Act Reform

CEQA & NEPA EXEMPTIONS



SB 149 – CEQA Administrative Records

Allows a public agency to prepare the record notwithstanding the petitioner's election to prepare it.

Explains that the term “internal agency communications” does not include internal electronic communications, including emails, not presented to the final decision-making body.

SB 149 – Judicial Streamlining

Sets expedited judicial review procedures for water, clean transportation, clean energy, and CHIPs projects; sets a 270-day cap.

OPPORTUNITY



On July 13, AVTA submitted a 5-page concept paper to fund construction and infrastructure components for the solar farm and shared charging lot.

After initial review, we will be notified if we are invited to submit a full application.

If awarded, we will be notified in January 2024.

A screenshot of the California Energy Commission website. The page title is "GFO-22-615 - Innovative Charging Solutions for Medium- and Heavy-Duty Electric Vehicles". The page includes a navigation menu with "HOME", "PROCEEDINGS", "RULES AND REGULATIONS", "PROGRAMS AND TOPICS", and "FUNDING". The breadcrumb trail is "Home > Funding > Solicitations > GFO-22-615 - Innovative Charging Solutions for Medium- and Heavy-Duty Electric Vehicles". The main content area contains a table with the following information:

| | |
|---|--|
| SOLICITATION TYPE Grant Funding Opportunity | PROGRAM Clean Transportation Program |
| SOLICITATION NUMBER GFO-22-615 | RELEASE DATE May 08, 2023 |
| SOLICITATION STATUS Active | SUBMISSION DEADLINE July 14, 2023, 11:59 pm |
| DIVISION Fuels and Transportation | QUESTIONS DEADLINE May 26, 2023, 11:59 pm |

FUNDING UPDATES

VW MITIGATION

In June, guidelines were revised to allow “fund stacking”.

AVTA has applied for funding toward expansion vehicles.

TOLL CREDITS

Program began back in 2009.

A federal permission slip allowing 100% federal percentage.

Funds exhausted; now back to the standard 80% federal participation + 20% local match.



PEPRA

Both Department of Labor and the Amalgamated Transit Union have filed appeals in the CA PEPRA case.

Comments were due to State of California by July 14.

ATU has asked for an extension; comments now due August.

Stay tuned

Questions?



FY 2023 Monthly Fleet Maintenance Key Performance Indicators

Presentation to the Board of Directors

July 25, 2023



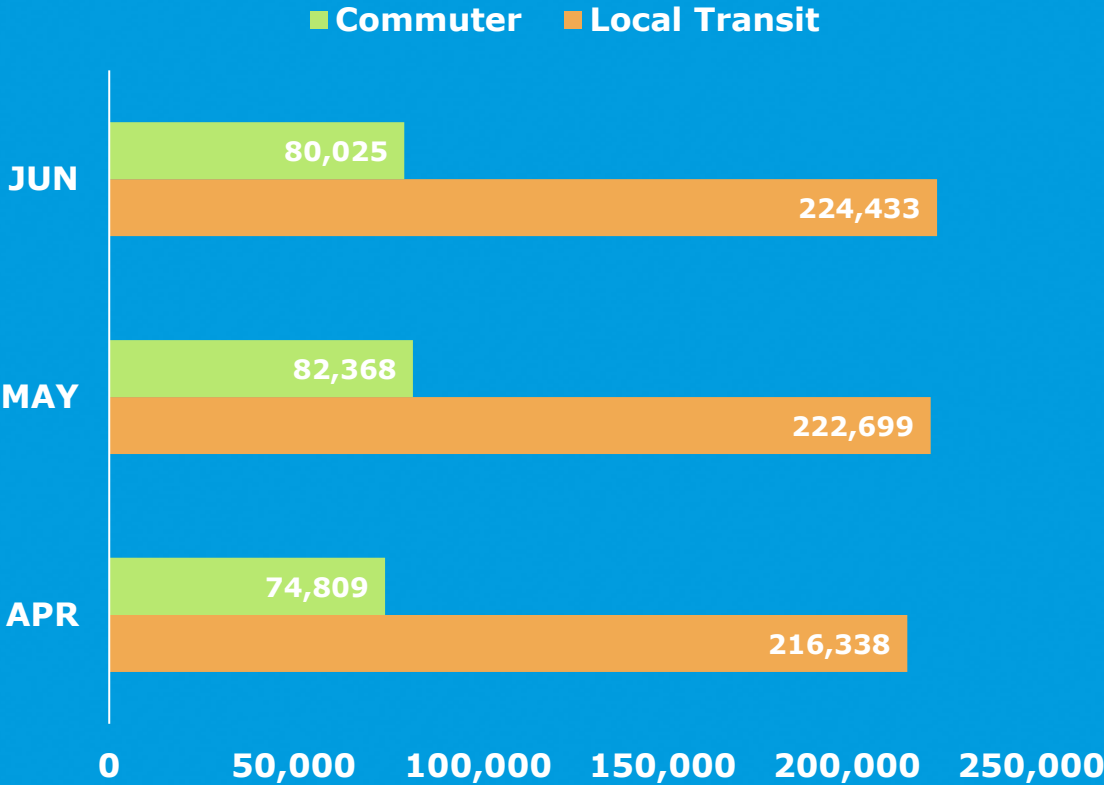
ELECTRIC MILESTONES

12,072,879

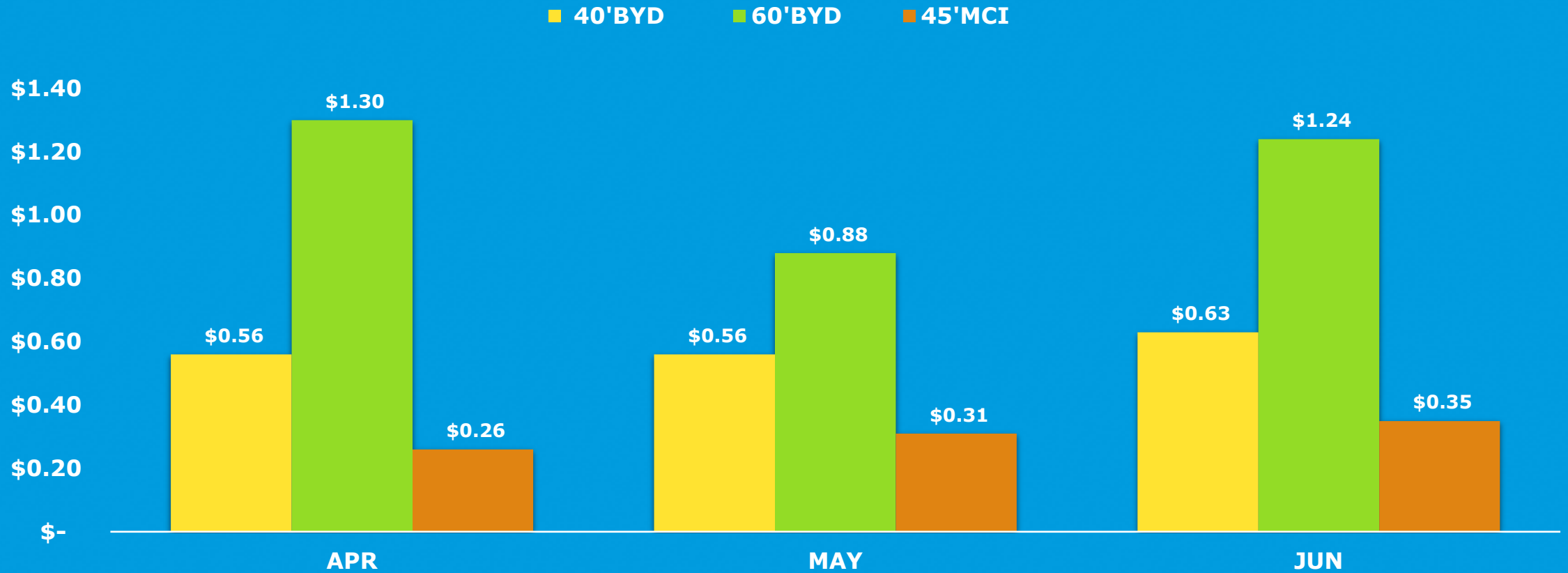


■ 2018-2023

Cumulative Since Electrification

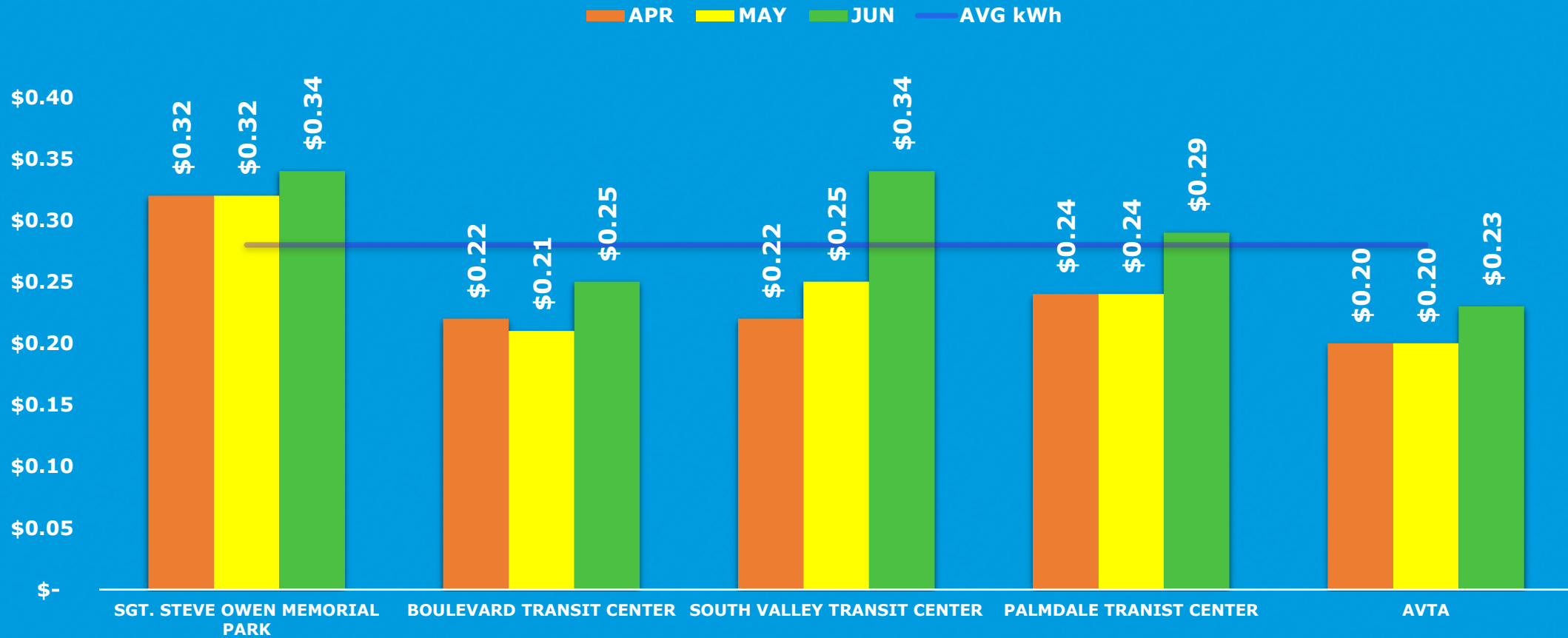


MAINTENANCE COST PER MILE BY FLEET

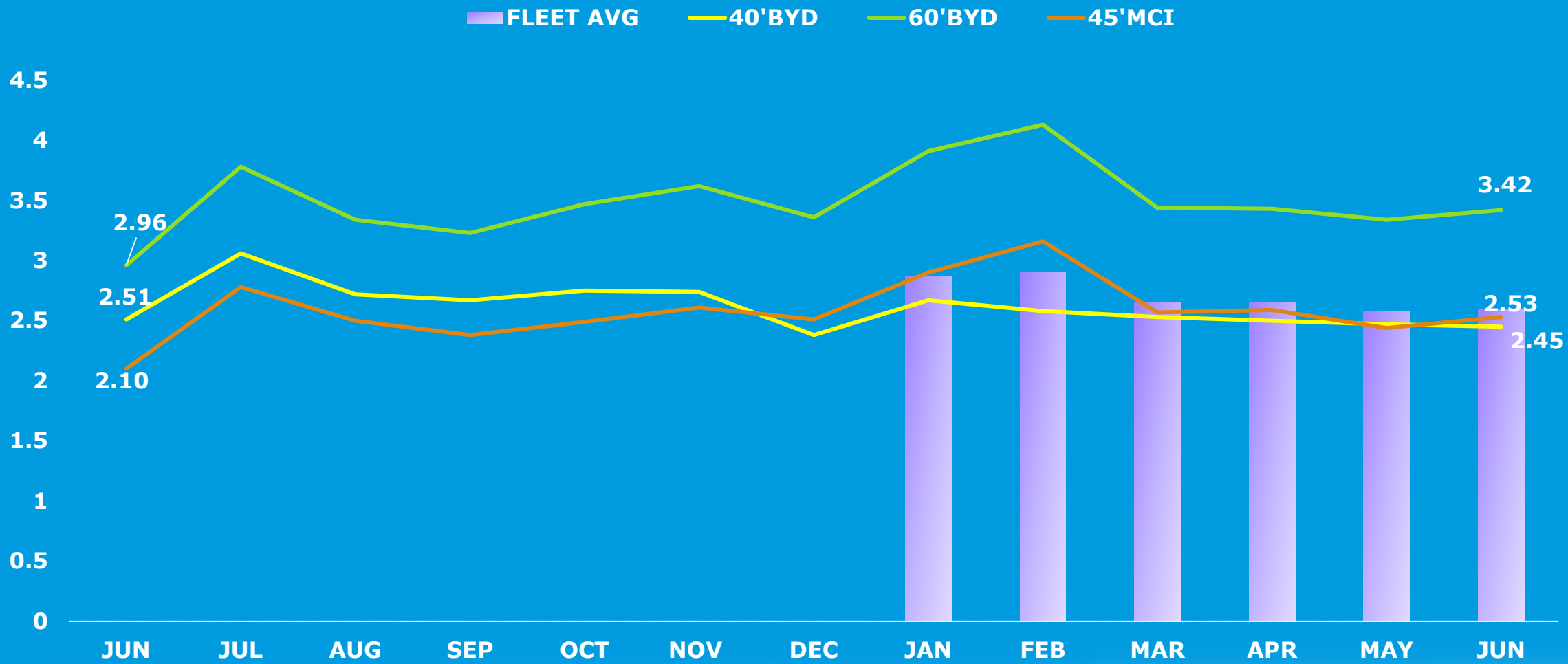


ENERGY DEPOTS

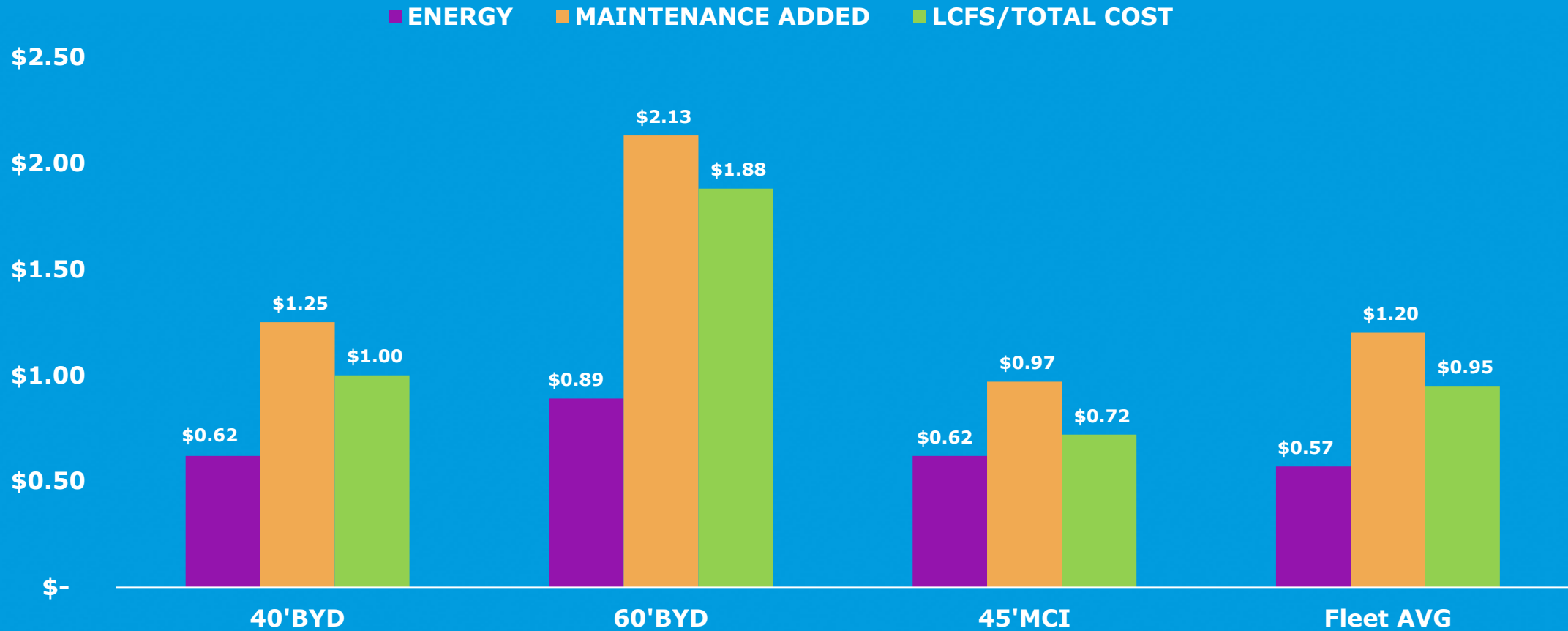
COST PER KWH



AVERAGE kWh CONSUMPTION PER MILE

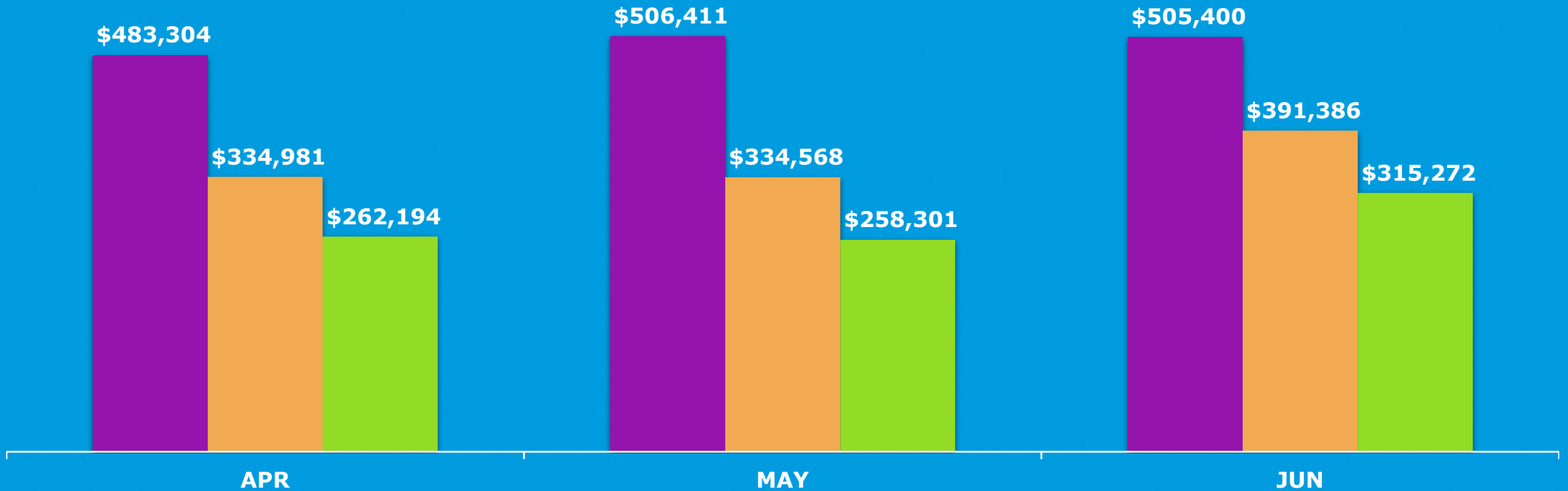


FLEET COSTS PER MILE



COMBINED FLEET OPERATING COSTS ENERGY AND MAINTENANCE

■ Diesel ■ Combined Costs ■ LCFS Applied



Thank you!

Questions?



Antelope Valley Transit Authority



FY 2023 Monthly Operations Key Performance Indicators

Presentation to the Board of Directors

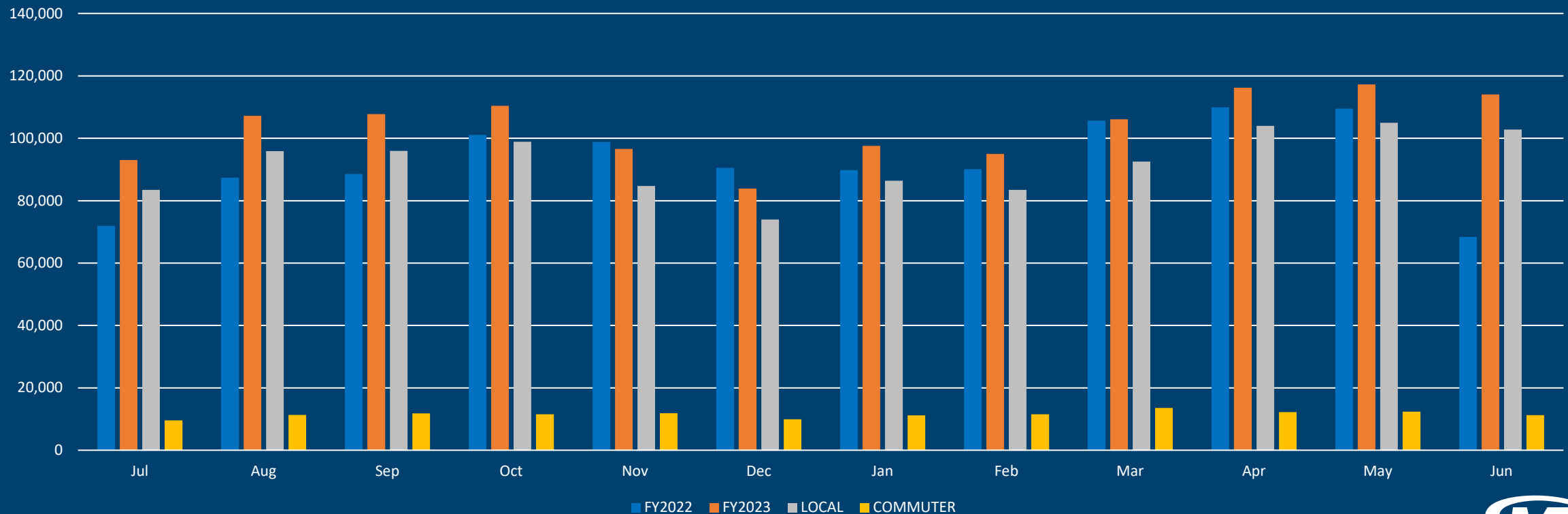
June 2023

Michael Sherrill

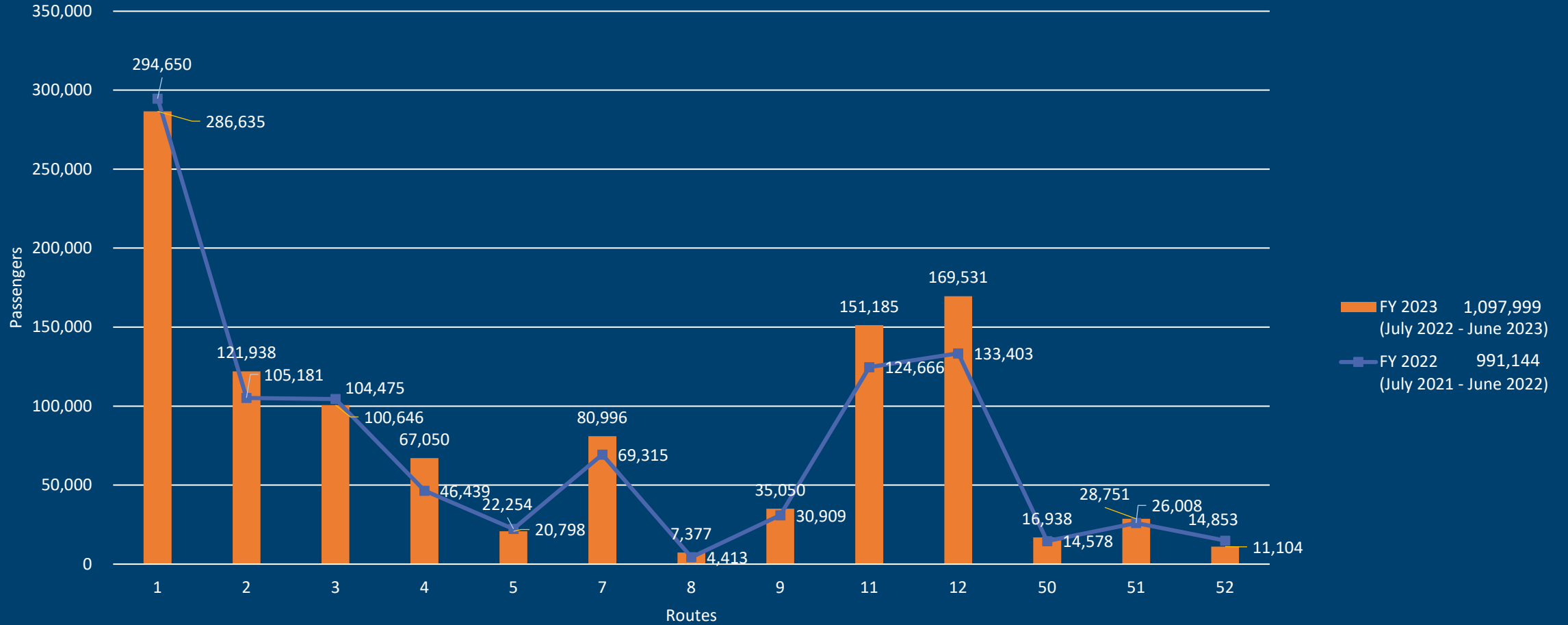
MONTHLY BOARDING ACTIVITY

| | June 2023 FY 2023 | May 2023 FY 2023 |
|----------|----------------------|---------------------|
| System | 114,043 | 117,277 |
| Local | 102,781 | 104,944 |
| Commuter | 11,262 | 12,333 |

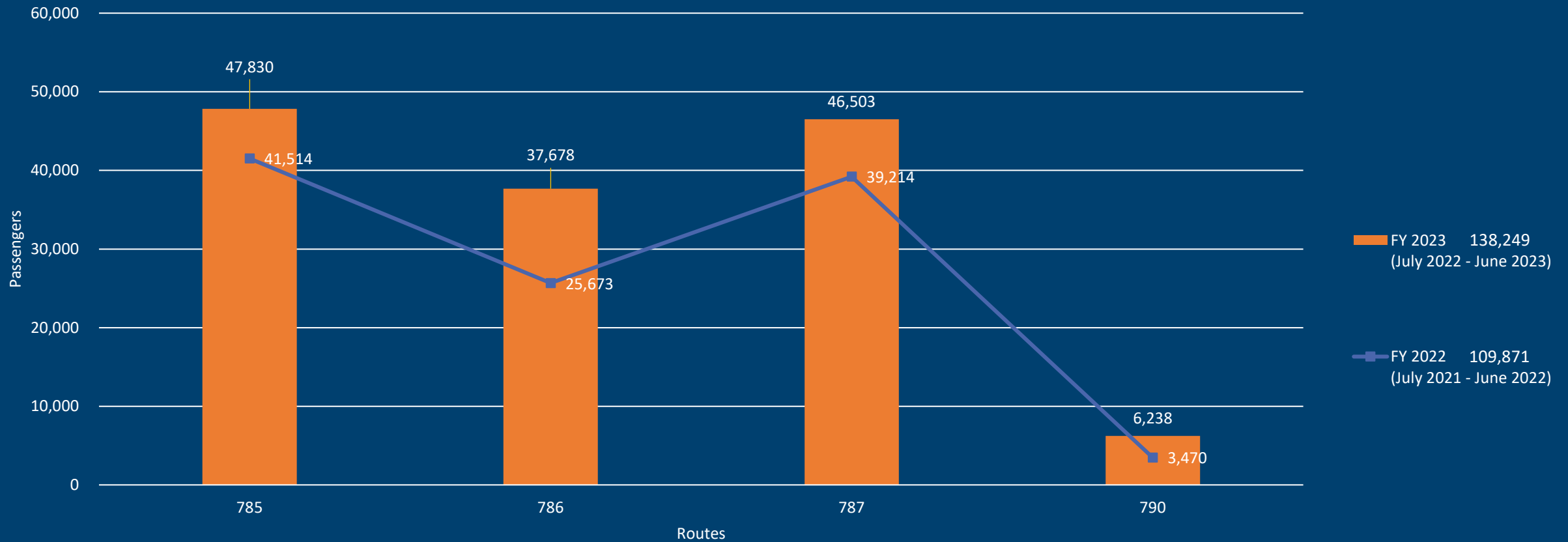
MONTHLY BOARDING ACTIVITY



ANNUAL RIDERSHIP – LOCAL ROUTES



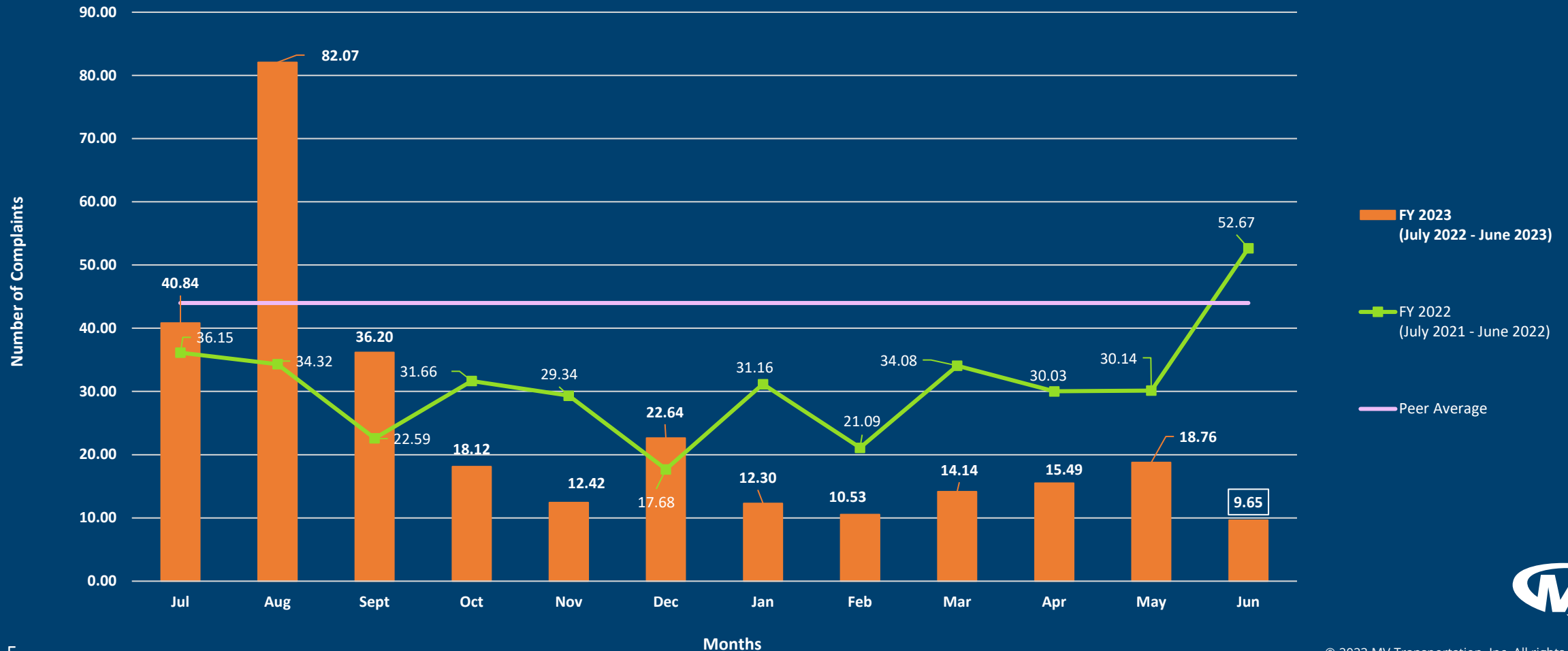
ANNUAL RIDERSHIP – COMMUTER ROUTES



COMPLAINTS / 100,000 BOARDINGS

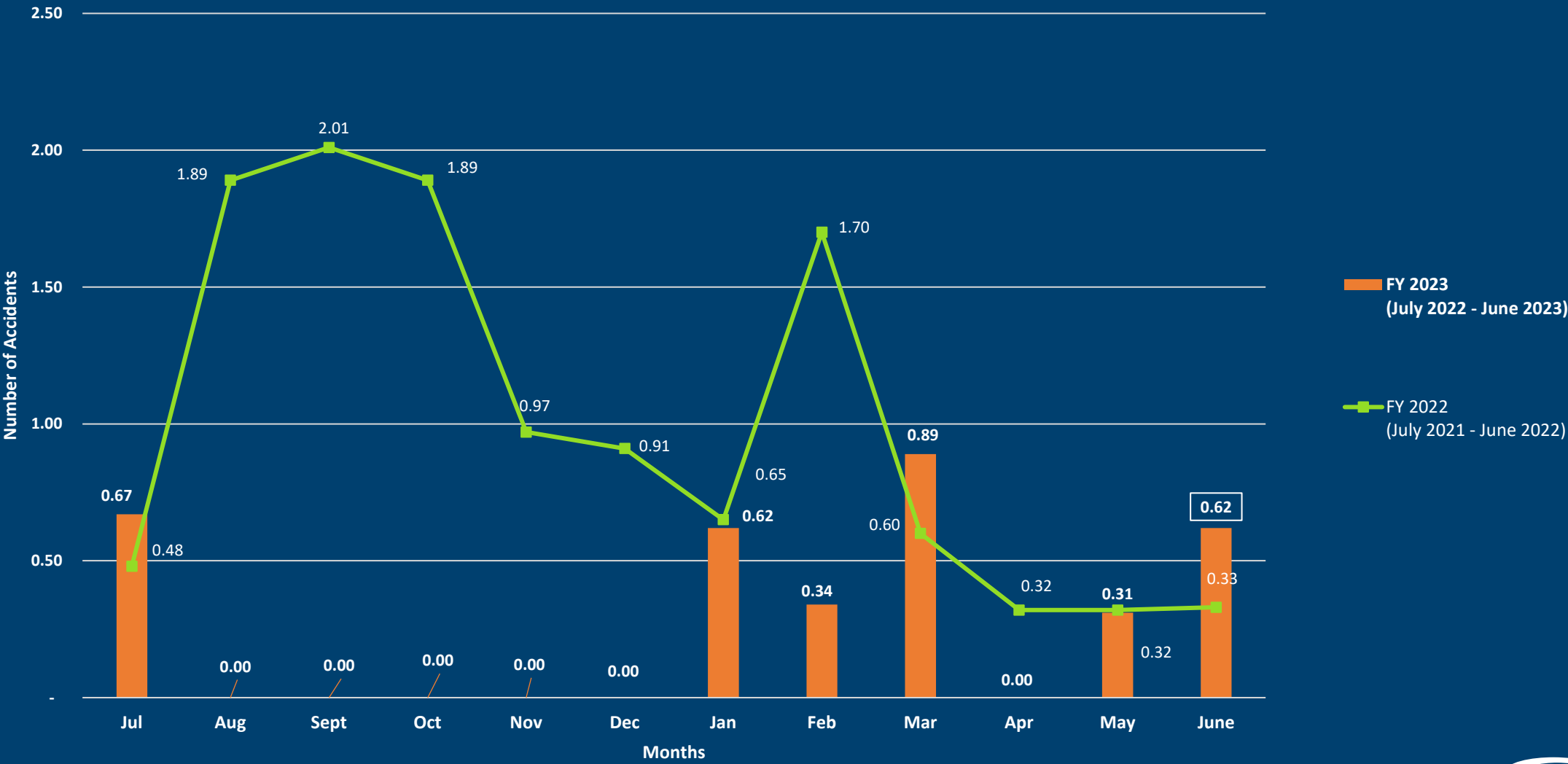
JUNE – SYSTEM WIDE AVERAGE: 9.65

PEER AVERAGE: 44.00



PREVENTABLE ACCIDENTS /100,000 MILES

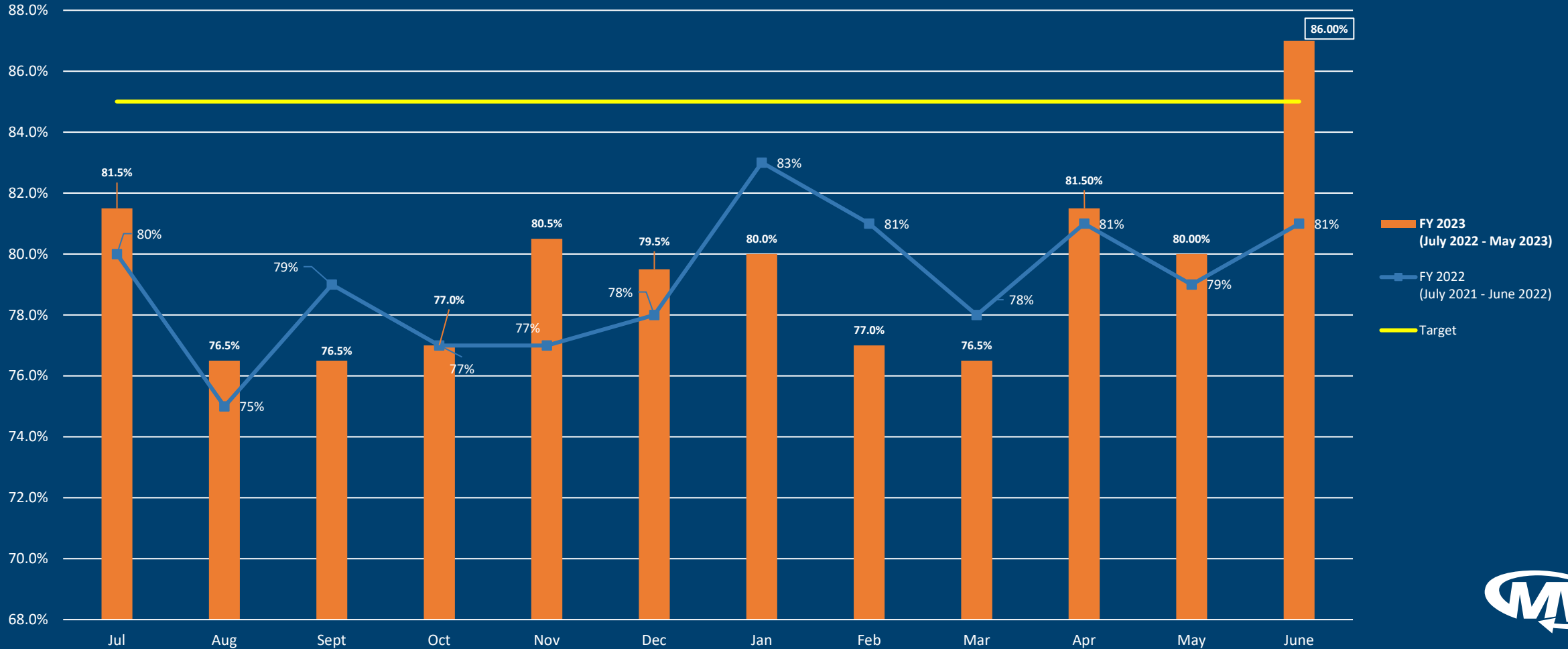
JUNE – SYSTEM-WIDE AVERAGE: 0.62



ON-TIME PERFORMANCE

JUNE – SYSTEM WIDE AVERAGE: 86%

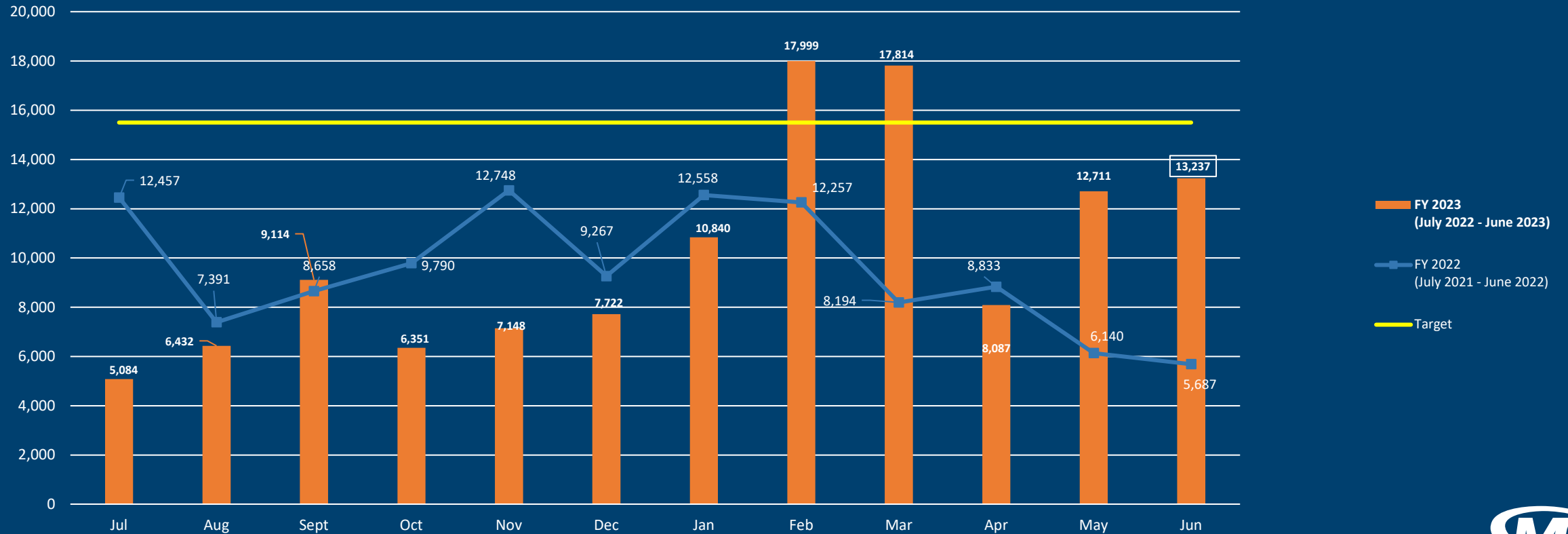
TARGET: 85%



AVERAGE MILES BETWEEN ROADCALLS

JUNE – SYSTEM WIDE AVERAGE: 13,237

TARGET: 15,500



KEY PERFORMANCE INDICATORS

| | June 2023 FY 2023 | May 2023 FY 2023 | June 2022 FY 2022 |
|---------------------------------------|----------------------|---------------------|----------------------|
| Boarding Activity | 114,043 | 117,277 | 68,348 |
| Complaints / 100,000 Boardings | 9.65 | 18.76 | 52.67 |
| Preventable Accidents / 100,000 Miles | 0.62 | .31 | .33 |
| On Time Performance | 86% | 80% | 72% |
| Average Miles Between Roadcalls | 13,237 | 12,711 | 15053 |





WE ARE MVMNT

**THANK
YOU**

Questions?



Regular Meeting of the Board of Directors

Tuesday, June 27, 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 Flanagan led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, 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 Malhi, the Board of Directors approved the agenda as comprised.

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

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

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

Charlotte Baxter – spoke about issues with exiting the Dial-A-Ride (DAR) vehicles, canceled trips, and the app for the DAR service.

Fran Sereseres – Announced she is a Commissioner for Los Angeles County and wished everyone a Happy 4th of July.

Catherine Parish – spoke about someone bothering her on a Saturday morning while she waited for the bus at Sgt. Steve Owen Memorial Park, and the lack of security and the uncleanliness of the park.

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

Jack Danielson, Field Representative for Senator Scott Wilk, provided information regarding the State’s Fiscal Year (FY) 2023/2024 Budget and Senate Bill (SB)-868 Pupil safety: trauma kits. He noted that their summer interns had started and added fall applications would be available in July. He requested this information be shared with young people interested in government or politics. Vice Chair Knippel requested that Mr. Danielson email the information for her to share with students enrolled in Antelope Valley College’s pre-law program.

SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY’S OFFICE

Pamela Balch, District Director for Assemblyman Lackey, reported on the State’s FY 2024 Budget, gas tax increase, and Assembly Bill (AB)-1435 Department of the California Highway Patrol: officers: age limit.

SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO’S OFFICE

Juan Blanco, Field Representative for Assemblyman Juan Carrillo, reported on AB-744 California Transportation Commission: data, modeling, and analytic software tools procurement, a Bill authored by Assemblyman Carrillo. He also invited people to attend the July 4th breakfast event.

SRP 5 PRESENTATION TO MAYRA DE LOS SANTOS, ACCOUNTANT I, FOR 15 YEARS OF OUTSTANDING AND DEDICATED SERVICE

Chief Financial Officer Judy Vaccaro-Fry presented Mayra De Los Santos, Accountant I, an award for 15 years of service to the Antelope Valley Transit Authority.

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

MV General Manager Mike Sherrill presented awards to the Employee of the Month, Miguel Moctezuma, and the Operator of the Month, Thelma Varnado.

SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH

AV Transportation Services President Art Minasyan presented the Employee of the Month award to Ushawn Harrington.

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

Mr. Minasyan presented the report and stated the staff is addressing the DAR app issues.

SRP 9 LEGISLATIVE REPORT AND FINANCE UPDATE FOR JUNE 2023

Ms. Vaccaro-Fry reported on the State's FY 2024 Budget, various Assembly and Senate Bills, FFY 2024 appropriations, HR 3317, the Rolling Stock Protection Act, and Los Angeles County Metropolitan Transportation Authority's Fare Capping program.

SRP 10 MAINTENANCE KPI REPORT

Operations Analyst Joseph Sanchez presented the report. Executive Director/CEO Martin Tompkins added Mr. Sanchez will be attending a conference in Boston, where he will continue to share information regarding AVTA's all-electric zero-emission transit fleet with various transit agencies.

SRP 11 OPERATIONS KPI REPORT

Mr. Sherrill presented the report. The Board discussed road calls and complaints. He introduced Ator Urionabarrenechea, promoted to Assistant General Manager, and Jeremy Bretschneider, promoted to Maintenance Manager.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MAY 23, 2023

Approve the Board of Directors Regular Meeting Minutes of May 23, 2023.

CC 2 FINANCIAL REPORT FOR MAY 2023

Receive and file the Financial Report for May 2023.

CC 3 ANNUAL REVIEW AND UPDATE OF THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

1. Readopt the updated Public Transportation Agency Safety Plan (PTASP) to comply with the Federal Transit Administration (FTA) bus transit safety plan requirements for Fiscal Year 2023/2024 (FY 2024).
2. Adopt Resolution No. 2023-008, adopting the updated PTASP for FY 2024.

CC 4 DESTRUCTION OF AVTA RECORDS

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

CC 5 APPROVE MASTER CONTRACT #2024-02 AND FUNDING AUTHORIZATION LETTER WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) FOR TRANSIT LAW ENFORCEMENT SERVICES

Authorize the Executive Director/CEO to execute two documents for LASD for Transit Law Enforcement Services:

1. Master Contract No. 2024-02, for five terms starting July 1, 2023, through June 30, 2028; and
2. Funding Authorization Letter in the amount of \$160,000 for Fiscal Year 2023/2024.

CC 6 AMEND AUTHORITY'S CLASSIFICATION AND SALARY SCHEDULE

Approve amending the Authority's Classification and Salary Schedule to reclassify the two current Operations Analyst positions to a Maintenance Compliance Analyst and an Operations and Contract Compliance Manager.

On a motion by Director Loa 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 Loa, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 FY 2023/2024 PROPOSED BUDGET

Ms. Vaccaro- Fry presented the staff report. The Board discussed insurance coverage and jurisdictional contributions.

On a motion by Vice Chair Knippel and seconded by Alternate Director Mac Laren, the Board of Directors approved the FY 2024 Proposed Budget.

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

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

Nays: None

Abstain: None

Absent: None

NB 2 ADOPTION OF RESOLUTIONS AND ORDINANCE FOR NEW PROCUREMENT POLICY

General Counsel Allison Burns asked to add “Waive the reading of the Ordinance” to the requested actions. She clarified Item No. 1 is introducing the Ordinance and will return for adoption at the next meeting.

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

- 1) Introduced a purchasing Ordinance in accordance with the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code) (Ordinance No. 001).
- 2) Adopted Resolution No. 2023-005, that the Antelope Valley Transit Authority hereby elects under California Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Uniform Public Construction Cost Accounting Act and to the California Uniform Public Construction Cost Accounting Commission’s policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.
- 3) Adopted Resolution No. 2023-006, adopting the Procurement Policy.
- 4) Adopted Resolution No. 2023-007, amending the Bylaws to accommodate the limits allowed by the Executive Director as stated in the Procurement Policy.
- 5) Waived the reading of the Ordinance.

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

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

Nays: None

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

Executive Director/CEO Martin Tompkins had no reports or announcements.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

There were no Miscellaneous Business – Non-Agenda Items presented.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:16 a.m. to the Regular Meeting of the Board of Directors on July 25, 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 25th day of JULY 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 Karen Darr, Clerk of the Board, at (661) 729-2206 to arrange to review a recording.



DATE: July 25, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for June 2023

RECOMMENDATION

Receive and file the Financial Report for June 2023.

FISCAL IMPACT

| | June 2023 |
|--------------------|------------------|
| PAYROLL | \$354,562.87 |
| CASH DISBURSEMENTS | \$2,057,226.51 |
| | |

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 J. Tompkins
Executive Director/CEO



DATE: July 25, 2023

TO: BOARD OF DIRECTORS

SUBJECT: FY 2022/2023 (FY 2023) Third Quarter Los Angeles County Sheriff's Department Report (April 1 through June 30, 2023)

RECOMMENDATION:

Receive and file the FY 2023 Third Quarter Los Angeles County Sheriff's Department Report for the period covering April 1 through June 30, 2023.

FISCAL IMPACT:

No fiscal impact at this time.

DISCUSSION:

Deputy Maselli and his K-9 partner "Doc Holliday" worked a total of 622 hours during the 4th quarter of FY 2023.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that was reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day.

Deputy Maselli monitored various locations that had reported problems. These locations included: Palmdale Transportation Center (PTC), South Valley Transit (SVT), Palmdale Boulevard/6th, 9th, 10th Street East, Sgt. Steve Owen Memorial Park (OMP), Boulevard Transportation Station (BTS), Lancaster Senior Center, Lancaster Metrolink Station.

Deputy Maselli and Doc conducted high visibility K-9 terrorism and explosives deterrence sweeps at the Antelope Valley Transit Authority (AVTA) office, AVTA transfer centers, on AVTA buses, and at random bus stop locations throughout the Antelope Valley.

The following Incident Reports is from April 1 through June 30, 2023.

| Incident Report(s), Transit Safety, Service Delay(s)/Interruption(s) | APR 23 | MAY 23 | JUN 23 |
|---|---------------|---------------|---------------|
| K-9 Search | 0 | 0 | 1 |
| Person with a Gun | 0 | 1 | 2 |
| Person with a Knife | 0 | 0 | 1 |
| Stolen Vehicle (AVTA Bus Route) | 0 | 0 | 1 |
| Drinking in Public (Bus/Bus Stop) | 0 | 0 | 0 |
| Traffic Collision (AVTA Bus - Involved) | 1 | 0 | 0 |
| Traffic Collision (AVTA Bus - Not Involved) | 3 | 7 | 4 |
| Person Down (AVTA Bus Stop) | 0 | 0 | 1 |
| Indecent Exposure (OMP) | 0 | 0 | 1 |
| No Smoking Allowed (OMP, PTC) | 0 | 0 | 0 |
| Disabled Vehicle (AVTA Commuter) | 1 | 0 | 0 |
| Disturbance-Business (AVTA Bus) | 0 | 0 | 0 |
| AVTA Bus Stops and Bus Bays (High Visibility W/K-9) | 65-75 | 55-75 | 60-75 |
| Warnings (Drinking in Public, No Smoking, Failure to Obey Posted Sign, Loitering) | * | * | * |

Prepared by:

Submitted by:

DeeAnna Cason
Executive Assistant

Martin J. Tompkins
Executive Director/CEO



DATE: July 25, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Consideration of Adoption of Ordinance No. 001

RECOMMENDATIONS

Adopt Ordinance No. 001 (Attachment A) in accordance with the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code).

FISCAL IMPACT

It is not anticipated that any of the actions being proposed will cause an increase in costs to AVTA.

BACKGROUND

As AVTA prepares to streamline and centralize procurement, staff reviewed our current procurement policy. It was found that much of the policy was outdated and did not allow AVTA to exercise many procurement options available to us by our funding sources. The policy offered only a very narrow pathway to successful and compliant procurement and was far more restrictive and cumbersome than our funding requires. The policy also had elements that addressed items that were replaced by later resolutions adopted by the board with no update to the procurement policy and that are better managed as stand-alone policies.

The desired purpose of these proposed actions is to allow AVTA to streamline the procurement policy and to allow the policy to change as the rules and regulations that govern our procurement activities change or are updated from time to time.

Additional benefits of adopting the new policy include:

1. Better opportunities for Disadvantaged Business Enterprise (DBE) and small businesses to compete for AVTA business through the Informal Bidding Process.

Consideration of Adoption of Ordinance No. 001

July 25, 2023

Page 2

2. Allow AVTA to more readily take advantage of intergovernmental and cooperative agreements.
3. Establish an Emergency Contracts procedure.
4. Establish an official policy for the disposal of surplus property.
5. Bring the approval limits of the Executive Director/CEO to a level more adequate to respond to the needs of operating an all-electric fleet and the increased costs of daily operations efficiently and promptly. The current limits were established over ten years ago.

Staff members are confident that the proposed policy will better serve AVTA and its community while still allowing us to remain compliant with the rules and regulations that govern our procurement activities.

At the June 27, 2023, Board of Directors meeting, the Board approved the introduction of Ordinance No. 001 by the following vote:

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

Nays: None

Abstain: None

Absent: None

A Public Notice of Ordinance No. 001 was published in the Antelope Valley Press on July 1 and July 6, 2023.

Prepared by:

Submitted by:

Cecil Foust
Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Ordinance No. 001

ORDINANCE NO. 001

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE ANTELOPE VALLEY TRANSIT AUTHORITY
PURSUANT TO THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT (SECTION
22000, ET SEQ. OF THE PUBLIC CONTRACT CODE)**

WHEREAS, the Antelope Valley Transit Authority ("AVTA") is a Joint Powers Authority ("JPA") providing comprehensive public transit services to incorporated and unincorporated communities within the Antelope Valley.

WHEREAS, the AVTA is a joint powers authority formed and operating pursuant to the Joint Exercise of Powers Act (Cal. Gov't Code § 6500 et seq.); and

WHEREAS, AVTA is governed by the AVTA Board of Directors which, pursuant to the JPA, authorizes the AVTA to acquire such property, facilities, equipment, materials, and supplies as may be deemed necessary to carry out its duties; and

WHEREAS, the AVTA Board of Directors has determined that it is in the public interest and welfare to establish a purchasing ordinance in accordance with the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code).

NOW, THEREFORE, THE BOARD OF DIRECTORS OF AVTA DOES ORDAIN AS FOLLOWS:

Section 1. Informal Bidding Procedures for District Projects. Except as otherwise provided herein, the provisions of the Section 22000, et seq., of the Public Contract Code shall be controlling.

(1) Public projects, as defined by the Uniform Public Construction Cost Accounting Act and in accordance with limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

(2) A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

(3) Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 22030 et seq of the Public Contract Code, and to all construction trade journals as specified by Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the District, provided, however, if there is no list of qualified

contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.

(4) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(5) The mailing of notices to contractors and construction trade journals shall be completed not less than ten calendar days before bids are due.

(6) The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(7) Authority to award informal contracts is hereby delegated to the Executive Director/CEO.

(8) In accordance with Section 22034(d) of the Public Contract Code, or its statutory successor, if all bids received are in excess of two hundred thousand dollars (\$200,000), the board may, by adoption of a resolution by a four-fifths vote, award the contract at two hundred twelve thousand five hundred dollars (\$212,500), or less to the lowest responsible bidder, if it determines the cost estimate of the Executive Director/CEO was reasonable.

Section 2. Any ordinance previously adopted by the Board of Directors of AVTA shall be and hereby is repealed if and to the extent inconsistent with this Ordinance; provided, however, that each such ordinance shall otherwise remain in full force and effect.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is held for any reason to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors of AVTA hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

Section 4. The Chairman of the Board of Directors shall sign, and the Clerk of the Board shall certify to the passage and adoption of this Ordinance and shall cause the same to be published and posted pursuant to the provisions of law in that regard, and this Ordinance shall take effect 30 days after adoption.

I, Karen S. Darr, Clerk of the Board of the Antelope Valley Transit Authority, do hereby certify that the foregoing ordinance was regularly introduced and placed upon its first reading on the 27th day of June, 2023, and placed upon its second reading and adopted at a regular meeting of the Antelope Valley Transit Authority on the 25th day of July, 2023 by the vote:

YEAS: _____

NAYS: _____

ABSTAIN: _____ ABSENT: _____

ATTEST:

APPROVED:

Karen S. Darr
Clerk of the Board

Marvin Crist
Chairman

CERTIFICATION OF ORDINANCE
BOARD OF DIRECTORS

I, _____, Clerk of the Board of the Antelope Valley
Transit Authority, do hereby certify that this is a true and correct copy of the
original Ordinance No. 001, for which the original is on file in my office.

WITNESS MY HAND on this _____ day of _____, _____.

CLERK OF THE BOARD



DATE: July 25, 2023

TO: BOARD OF DIRECTORS

**SUBJECT: Palmdale Transportation Center Breakroom Lease Agreement
Between the Antelope Valley Transit Authority and City of
Palmdale**

RECOMMENDATION

Authorize the Executive Director/CEO to execute a lease agreement with the City of Palmdale for a five-year term, with lease options for two additional two years, for access and utilization of the Palmdale Transportation Center (PTC) Breakroom for our contracted operators.

FISCAL IMPACT

No significant financial impact to AVTA. Rental for the property will be one dollar (\$1.00) annually, payable in advance on the 1st of each fiscal year during the term.

BACKGROUND

The AVTA first entered into a Lease Agreement with the City of Palmdale on July 1, 2012, to provide the contracted operators access to the breakroom and restroom areas at PTC, one of the major transfer hubs for various routes servicing the Palmdale area. In an effort to continue providing those services, AVTA is recommending entering into another five-year term lease agreement with the City of Palmdale, with options for two additional two-year terms.

Prepared by:

Submitted by:

Cecil Foust
Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO



DATE: July 25, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Contract #2023-31 with Air & Lube Systems, Inc. for Bus Wash Replacement Project

RECOMMENDATION:

Authorize the Executive Director/CEO to execute Contract #2023-31 with Air & Lube Systems, Inc., Sacramento, CA, to purchase equipment and installation of a replacement bus wash for an amount not to exceed \$917,996.00, including freight and applicable sales tax.

FISCAL IMPACT:

Sufficient grant funds are included in the Fiscal Year 2024 Budget to pay for this project.

BACKGROUND:

AVTA released this solicitation to replace the existing bus wash that has reached its useful life. The scope of work in this IFB will provide us with a new and improved bus wash system, equipment, components, repainted ceiling, epoxy floor, and epoxy walls to align better with our new fleet of electric buses.

AVTA released an Invitation for Bid (IFB) on May 15, 2023. The solicitation documents were posted to AVTA's eProcurement system, Planet Bids, accessible via AVTA's website, and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. A total of 142 firms were notified via email and Planet Bids with IFB instructions for downloading. There were 21 prospective bidders for the IFB. On June 1, 2023, a mandatory pre-bid meeting was held with eight firms in attendance. Three addendums were issued, with the second one moving the bid closing date to July 6, 2023, to provide adequate time for all prospective bidders to post various questions and receive answers to clarify the technical requirements.

Three bids were submitted on July 6, 2023, in response to the IFB. The lowest bid met all specifications and DBE outreach efforts required of the solicitation.

The submitted bids were received from the following firms:

| Firm | Location | Price | DBE Outreach Performed | Required Federal Certifications | Certified Applicator | Approved Flooring |
|----------------------------------|-------------------|--------------|-------------------------------|--|-----------------------------|--------------------------|
| Air & Lube Systems | Sacramento, CA | \$917,996 | Yes | Yes | Yes | Yes |
| MLC Constructors | Corona, CA | \$1,488,110 | No | No | Yes | Yes |
| Metro Builders & Engineers Group | Newport Beach, CA | \$1,397,555 | Yes | No | No | No |

Under FTA's IFB requirements, an IFB must be awarded to the lowest responsive and responsible bidder. Air & Lube System of Sacramento, CA, provided all the required federal certifications. The bid received was reviewed for requisite document submittal, and staff found it to be the lowest responsive and responsible bid. Staff also determined the pricing to be fair and reasonable. Staff is confident Air & Lube Systems of Sacramento, CA, will provide professional and expert service while completing this project.

Prepared by:

Submitted by:

Cecil Foust
Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO