



Antelope Valley Transit Authority

Regular Meeting of the Board of Directors

Tuesday, November 28, 2023

10:00 a.m.

Antelope Valley Transit Authority Community Room

42210 6th Street West, Lancaster, California

www.avta.com

OFFICIAL MINUTES

CALL TO ORDER:

Chairman Crist called the meeting to order at 10.00 a.m.

PLEDGE OF ALLEGIANCE:

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 Director Flanagan and seconded by Vice Chair Knippel, 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

Chairman Crist stated that Director Malhi would need to leave the meeting at 11:00 a.m.

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres – wished everyone a Merry Christmas.

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

SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO

Assemblyman Juan Carrillo stated that the legislative session will resume on January 3, 2024. He is pleased with the Antelope Valley Freeway (SR-14) construction project, adding that Caltrans staff were encouraged to communicate with residents and local officials about work schedules and possible delays. He wished everyone Happy Holidays.

SRP 1 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE

Jack Danielson, Field Representative for Senator Scott Wilk's office, reported that the field team had been meeting with local agencies regarding their legislative priorities.

SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE

Pamela Balch, District Director for Assemblyman Tom Lackey's office, was unable to attend the meeting.

SRP 4 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT REPORT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2023

Chief Financial Officer Judy Vaccaro-Fry introduced Ryan Nielsen, Auditor at Brown Armstrong Accountancy Corporation, who explained the audit process and significant audit areas and presented the results of the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2023. He noted that GASB Statement No 96 – Subscription-Based Information Technology Arrangements was implemented and added that there were no material misstatements, auditor adjustments, findings, or other issues. Vice Chair Knippel confirmed she was contacted during the audit process.

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors approved the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2023.

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

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

Nays: None

Abstain: None

Absent: None

SRP 5 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR OCTOBER 2023

IT Supervisor Steve Willibrand presented the Employee of the Month award to IT Technician II Chris Martinez.

SRP 6 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR OCTOBER 2023

MV Transportation General Manager Juan Antonio Lopez presented the Operator of the Month award to Henry Smith and the Employee of the Month award to Ebony Jones.

SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR OCTOBER 2023

AV Transportation Services President Art Minasyan presented the Employee of the Month award to Natasha Dolberry.

SRP 8 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR OCTOBER 2023

Mr. Minasyan presented the report.

SRP 9 LEGISLATIVE REPORT AND FINANCE UPDATE FOR NOVEMBER 2023

Chief Financial Officer Judy Vaccaro-Fry reported on the state's clean transportation incentives, climate goals, budget shortfall, Senate Bill 125, the federal government's continuing resolution and appropriations, and the favorable outcome of the Authority's Proposition A audit.

Chairman requested that Ms. Vaccaro-Fry draft a demand letter to LA County Metro requesting AVTA's fair share of SB 125 funds. The Chairman instructed this letter be sent prior to LA County Metro's November 30, 2023, Board meeting.

SRP 10 MAINTENANCE KPI REPORT FOR OCTOBER 2023

Maintenance Compliance Analyst Joseph Sanchez presented the report.

SRP 11 OPERATIONS KPI REPORT FOR OCTOBER 2023

Mr. Lopez presented the report. Chairman Crist requested a comparison of pre-COVID and current ridership numbers. The Board discussed complaints.

SRP 12 GO-PASS PROGRAM OVERVIEW

Director of Marketing James Royal presented the report. The Board briefly discussed the program.

The Board recessed at 10:54 a.m. and reconvened at 11:00 a.m. due to a fire drill. Director Malhi did not return to the meeting.

CONSENT CALENDAR (CC):

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 24, 2023**
Approve the Board of Directors Regular Meeting Minutes of October 24, 2023.
- CC 2 FINANCIAL REPORT FOR OCTOBER 2023 AND FISCAL YEAR 2023/2024 (FY 2024) FIRST QUARTER TREASURER’S REPORT**
Receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve, and Farebox Recovery information, for October 2023.
- CC 3 BOARD OF DIRECTORS MEETING CALENDAR FOR 2024**
Approve the Board of Directors meeting calendar for 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.

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

- Vote: Motion carried (5-0-0-1)
- Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan
- Nays: None
- Abstain: None
- Absent: Director Malhi

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)

CS 3 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))

Title: Executive Director/CEO

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 11:07 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 11:18 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel Allison Burns stated the Board discussed CS 3 and gave direction to legal counsel. There was no reportable action.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

Executive Director/CEO Martin Tompkins provided information regarding the AVTA Toy and Food drive occurring on December 16, 2023, between 10:00 a.m. and 3:00 p.m. He thanked the cities of Palmdale and Lancaster for their generous donations and the Teamsters for assembling the food boxes. He announced the Stuff-A-Bus program will hand out over \$40,000 in toys, in addition to the hundreds of bikes donated by the Sheriff's Boosters.

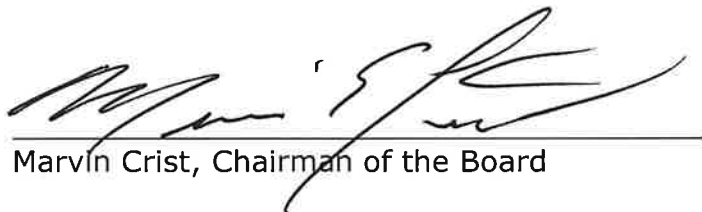
MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

No miscellaneous business – non-agenda items were presented.

ADJOURNMENT:

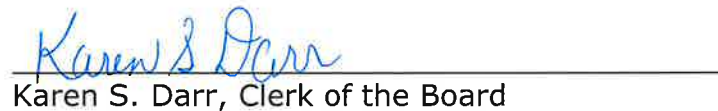
Chairman Crist adjourned the meeting at 11:25 a.m. to December 16, 2023, at the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 23rd day of JANUARY 2024.



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.