



Regular Meeting of the Transit Advisory Committee

10:00 a.m.

Tuesday, October 8, 2013

Antelope Valley Transit Authority Board Room

42210 6th Street West, Lancaster, California

www.avta.com

OFFICIAL MINUTES

CALL TO ORDER:

Executive Director Julie Austin called the meeting to order at 10:04 a.m.

ROLL CALL:

Present

Julie Austin, Executive Director, AVTA
Ann Meiners, Los Angeles County
Jordan Catanese, Los Angeles County
Cathy DeFalco, City of Lancaster
Brian Kuhn, City of Palmdale
Karen Johnston, City of Palmdale

Absent

Brenda Gamlowski, City of Lancaster

Staff Members in Attendance

Director of Operations and Maintenance Len Engel, Director of Finance Colby Konisek, Marketing Manager Wendy Williams, Fleet and Facility Manager Mark Perry, Procurement Officer Lyle Block, Senior Transit Analyst Dieter Aragon, and Executive Administrative Assistant DeeAnna Cason

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

There were no miscellaneous business - non-agenda items presented.

DISCUSSION ITEMS:

- DI 1 TAC Meeting Minutes for September 10, 2013 – Karen Darr

The minutes were approved as presented.

- DI 2 Compensation & Classification Study -Proposed Comparator Agencies –Georg Krammer, Project Manager Koff & Associates, Inc.

Ms. Austin provided the members with a list of the recommended comparator agencies and introduced Project Manager Georg Krammer to present the information. Mr. Krammer discussed the process used to develop the preliminary list of potential comparator agencies and analyzing factors that determined which agencies were used for the compensation and classification study. He noted that the lower the rank, the more comparable the agency is to AVTA.

The next steps include analyzing each position, duties, responsibilities, qualifications, salaries, benefits, and current classification titles. The comparison analysis will determine if the AVTA is within the market average and recommendations will be provided after all aspects are examined.

The members discussed the ranking and scoring criteria used to establish the recommended comparator agencies list. The members stated they approve of the list of agencies; Lancaster members added that they also had their human resources staff review the list.

- DI 3 Bus Replacement Schedule and Electric Bus Demonstration Discussion – Old Business 1 was also discussed at this time.

Director of Operations and Maintenance Len Engel presented considerations for implementing electric bus technology into the Authority's fleet. The members discussed the Gillig Corporation's manufacturing capacity and timeline for completing each diesel bus, the five-year bus replacement plan, procurement and guidelines, the AVTA's move toward electric technology, and the proposed electric bus demonstration project.

Ms. Austin noted that the Comprehensive Operational Analysis (COA) will provide information regarding the Authority's current and future service levels and fleet needs. Cathy DeFalco, Lancaster, suggested that the draft report be revised to sound more positive and staff agreed to revise the staff report to refer to the Bus Replacement Technology Considerations presentation and include a timeline for the COA, demonstration project, and procurement of 12 diesel buses. A scope of work for a demonstration project is being developed in the event the assignment of buses from an existing electric bus contract does not come to fruition.

DI 4 October 22, 2013 Board of Directors Meeting – Draft Agenda

Executive Director Austin presented the draft agenda for the October 22, 2013 Board of Directors meeting.

There was no discussion regarding the following items:

SPECIAL REPORTS and PRESENTATIONS:

SRP 1 PRESENTATION OF VEOLIA OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR SEPTEMBER 2013 – HECTOR FUENTES, VEOLIA TRANSPORTATION

SRP 2 PRESENTATION OF THE AVTA'S EMPLOYEE OF THE QUARTER (JULY 1 – SEPTEMBER 30, 2013) – JULIE AUSTIN

CONSENT CALENDAR:

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR SEPTEMBER 24, 2013 – KAREN DARR

Recommended Action: Approve the Board Meeting Minutes for September 24, 2013.

CC 2 FINANCIAL REPORTS FOR AUGUST AND SEPTEMBER 2013 – COLBY KONISEK

Recommended Action: Receive and file the Financial Reports for August and September 2013.

CC 3 FY14 KEY PERFORMANCE INDICATORS REPORT FOR AUGUST – DIETTER ARAGON

Recommended Action: Receive and file the August FY14 Key Performance Indicators Report for August.

CC 4 FY14 FIRST QUARTER LA COUNTY SHERIFF'S REPORT (JULY 1-SEPTEMBER 30, 2013) - CANDICE RUDOLPH

Recommended Action: Receive and file the first quarter LA County Sheriff's report.

CC 6 STATUS REPORT ON BUS STOP IMPROVEMENT PROGRAM – JUDY VACCARO-FRY

Recommended Action: Receive and file the Status Report on the Bus Stop Improvement Program.

NEW BUSINESS:

- NB 1 AWARD CONTRACT NO. 2013-035 TO MJS CONSTRUCTION, INC. IN THE AMOUNT OF \$482,000 FOR THE AVTA BUS STOP IMPROVEMENT PROGRAM IN THE CITY OF LANCASTER, PHASE 1 – LYLE BLOCK

Recommended Action: Award Contract Number 2013-035 to MJS Construction Inc. in the amount of \$482,000 for the AVTA Bus Stop Improvement Program in the City Lancaster, Phase 1.

- OB 2 ISSUE NOTICE TO PROCEED TO GILLIG CORPORATION UNDER CONTRACT NO. 2014-12 FOR PURCHASE OF TWELVE (12) HEAVY DUTY CLEAN DIESEL BUSES FOR DELIVERY IN FEBRUARY 2015 – LEN ENGEL

Recommended Action: Authorize the Executive Director to Issue a Notice to Proceed to Gillig Corporation under Contract Number 2014-12 for the purchase of twelve (12) heavy duty clean diesel buses scheduled for delivery in February 2015 in the amount of \$5.46 million (\$454,851 per bus). The Notice to Proceed shall be issued subject to confirmation of pre-award authority from FTA and shall include a requirement that Gillig notify AVTA in writing prior to incurring any costs associated with assembly and production.

The members discussed the following items.

- SRP 3 PROTERRA PRESENTATION – Will not be included on the October 22, 2013 Board agenda.

- CC 5 RESULTS OF FARE EVASION EFFORTS – WENDY WILLIAMS

Recommended Action: Receive and file status report on fare evasion on AVTA buses.

Ms. Williams presented the staff report. The members discussed the Personal Care Attendants (PCA) designation on ACCESS passes, whether the drivers are checking the passes when the riders board, and if the results showed a need to register PCAs to help curtail fraud. This item will be moved to the Special Reports and Presentations section on the October 22, 2013 Board meeting agenda.

OLD BUSINESS:

This item was discussed under DI 3.

OB 1 AWARD CONTRACT NO. 2014-12, PURCHASE AND DELIVERY OF HEAVY DUTY BUSES, TO GILLIG CORPORATION FOR A FIVE-YEAR TERM AND PURCHASE OF THREE (3) HEAVY DUTY CLEAN DIESEL BUSES FOR DELIVERY IN FEBRUARY 2015 – LEN ENGEL

Recommended Actions:

- 1) *Award Contract Number 2014-12 to Gillig Corporation to purchase a minimum of two (2) and a maximum of thirty-two (32) buses over a period not to exceed five (5) years, with the understanding that Board action will be obtained separately through the term of the contract to authorize the purchase of buses in quantities and configurations to be specified, in conformance with the contract documents; and*
- 2) *Authorize the Executive Director to issue a Notice to Proceed to Gillig Corporation for the purchase of three (3) heavy-duty clean diesel buses scheduled for delivery in February 2015 in the amount of \$1.33 million (\$444,006 per bus).*

REPORTS AND ANNOUNCEMENTS:

RA 1 Report by the Executive Director

- AVTA won the 2013 Grand Prize and First Place AdWheel awards for Wendy Williams' television advertisement/public service announcements – "Feel Like Ridin'" and the video presentation – "Travel Training Video – How to Plan Your Trip."
- As is customary, there will be no meetings of TAC or the Board in December 2013.

ADJOURNMENT:

Executive Director Austin adjourned the meeting at 12:06 .p.m. to the Regular Meeting of the Transit Advisory Committee on Tuesday, November 12, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

APPROVED THIS 12th DAY OF NOVEMBER, 2013.


Julie M. Austin, Executive Director

ATTEST:


Karen S. Darr, Clerk of the Board

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