Antelope Valley Transit Authority

Regular Meeting of the Transit Advisory Committee (TAC)

10:00 a.m.

Tuesday, May 12, 2015

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

OFFICIAL MINUTES

CALL TO ORDER

Director of Finance Colby Konisek called the meeting to order at 10:05 a.m.

ROLL CALL:

Present
Colby Konisek, Director of Finance
Ann Meiners, Los Angeles County
Jordan Catanese, Los Angeles County
Tammie Holladay, City of Lancaster
Brian Kuhn, City of Palmdale
Karen Johnston, City of Palmdale

Absent
Allen Thompson, City of Lancaster

Mr. Thompson arrived at 10:07 a.m.

Staff Members in Attendance: Director of Communications Wendy Williams, Fleet & Facilities Manager Mark Perry, Senior Planning Officer Dietter Aragon, Procurement and Contracts Officer Lyle Block, Grants Administrator Judy Fry, and Community Outreach Specialist Kelly Miller

There was no discussion regarding the following items:

SPECIAL REPORTS and PRESENTATIONS (SRP):

SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR APRIL 2015 – HECTOR FUENTES, TRANSDEV

SRP 2 FEDERAL LEGISLATIVE UPDATE FOR MAY 2015 – JUDY FRY

SRP 3 STATE LEGISLATIVE UPDATE FOR MAY 2015 – WENDY WILLIAMS

SRP 4 FY15 THIRD QUARTER KEY PERFORMANCE INDICATORS (KPI) REPORT (JANUARY 1 THROUGH MARCH 31, 2015) – DIETTER ARAGON

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR APRIL 21, 2015 – KAREN DARR

Recommended Action: Approve the Board Meeting Minutes for April 21, 2015.

CC 2 BOARD OF DIRECTORS MEETING MINUTES FOR APRIL 28, 2015 – KAREN DARR

Recommended Action: Approve the Board Meeting Minutes for April 28, 2015.

CC 3 FINANCIAL REPORTS FOR MARCH AND APRIL 2015 – COLBY KONISEK

Recommended Action: Receive and file the Treasurer's Report for the month ended March 31, 2015; the Payroll History Report for the three months ended April 30, 2015; the Cash Disbursements Reports for the months ended March 31 and April 30, 2015 the Interim Financial Statements for the 6 months ended March 31, 2015; and the Fiscal Year-to-Date Budget versus Actual Report for the month ended March 31, 2015.

CC 4 FY15 THIRD QUARTER CAPITAL RESERVES REPORT (JANUARY 1 – MARCH 31, 2015) – COLBY KONISEK

Recommended Action: Receive and file the FY15 Third Quarter Capital Reserves Report for the period covering January 1 through March 31, 2015.

CC 5 GRANT STATUS REPORT (FEBRUARY 19, 2015 – MAY 6, 2015) – JUDY FRY

Recommended Action: Receive and file the Grant Status Report for the period covering. February 19, 2015 through May 6, 2015.

CC 6 RECORDS MANAGEMENT AND INFORMATION POLICY– LYLE BLOCK

Recommended Action: Approve the Records Management and Information Policy.

CC 7 RESOLUTION 2015-004, SIGNATURE AUTHORITY FOR WELLS FARGO AND UNION BANK – COLBY KONISEK

Recommended Action: Adopt Resolution No. 2015-004.

NEW BUSINESS (NB):

NB 1 FY16 WORKERS' COMPENSATION, PROPERTY AND CASUALTY INSURANCE POLICIES UNDER CONTRACT #2013-022 WITH VINSA, INC. – LYLE BLOCK

Recommended Action: Authorize the director of operations and maintenance to spend an amount not to exceed $356,000 under Contract #2013-022 with Vinsa, Inc. Vinsa is AVTA's Insurance Broker of Record for the various Authority's FY16 insurance coverage amounts listed in the Policy Comparison FY15 to FY16.

NB 2 CHANGE ORDER NO. 1, TO ARROW ENGINEERING SERVICES, INC., UNDER TASK ORDER NO. 1, OF MASTER CONTRACT #2014-46, FOR FINAL DESIGN AND BID SPECIFICATIONS FOR TWO WAVE EN-ROUTE CHARGING STATIONS – LYLE BLOCK

Recommended Action: *Authorize the director of operations and maintenance to execute Change Order No. 1 for a total amount of $265,080, plus expenses to Arrow Engineering Services, Inc., of Lancaster, CA. This change falls under Task Order No. 1 of Master Contract #2014-46 for the final design and bid specifications for two WAVE en-route charging stations, one each at Lancaster City Park and the Palmdale Transportation Center.*

CLOSED SESSION (CS):

PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION:

CS 1 Conference with Legal Counsel – Anticipated Litigation: significant exposure to litigation pursuant to Government Code Section 54956.9(d) – one potential case.

CS 2 Public Employee Appointment (Government Code Section 54957(b))
Title: Executive Director

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Director of Finance

- Director of Operations and Maintenance Len Engel is on vacation May 11-15, 2015.
- Publication of the Weekly Reader will resume in June.
- Mr. Aragon and Mr. Perry are scheduled to meet with visitors from Foothill Transit to showcase AVTA's new Intelligent Transportation System.

Ms. Williams and Mr. Perry provided an update regarding the events at APTA's Annual International Bus Roadeo Conference.

ADJOURNMENT:

Director of Finance Colby Konisek adjourned the meeting at 11:31 a.m. to the Regular Meeting of the Transit Advisory Committee on Tuesday, June 9, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

Colby Konisek, Director of Finance

ATTEST:

DeeAnna Cason, Executive Assistant

Audio recordings of TAC meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Clerk of the Board at 661-729-2258 to make arrangements to review a recording. Thank you.