Antelope Valley Transit Authority

Regular Meeting of the Transit Advisory Committee (TAC)

Tuesday, July 12, 2016

10:00 a.m.

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

OFFICIAL MINUTES

CALL TO ORDER

Chief Financial Officer Colby Konisek called the meeting to order at 10:05 a.m.

ROLL CALL:

Present
Colby Konisek, Chief Financial Officer
Tammie Holladay, City of Lancaster
Brian Kuhn, City of Palmdale
Saynne Redifer, City of Palmdale

Absent
Allen Thompson, City of Lancaster
Ann Meiners, County of Los Angeles
Jordan Catanese, Los Angeles County

Ms. Meiners and Mr. Catanese arrived at 10:06 a.m.

Staff in Attendance: Len Engel, Executive Director/CEO; Norm Hickling, Chief Administrative Officer; Mark Perry, Director of Fleets and Facilities; Dietter Aragon, Senior Planning Officer; Erika Monroe, Innovation Coordinator; Karen Darr, Clerk of the Board

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

There were no public business items presented.

DISCUSSION ITEMS (DI):

DI 1 TAC Meeting Minutes for June 14, 2016 – Karen Darr

The minutes were approved as presented.

DI 2 Draft Board of Directors Meeting Agenda for July 26, 2016 – Colby Konisek

Mr. Konisek presented the draft agenda for July 26, 2016.

NEW BUSINESS (NB):

NB 1 MEMORANDUM OF UNDERSTANDING WITH THE CITY OF LANCASTER TO PROVIDE BUS STOP MAINTENANCE SERVICES

Recommended Action: Authorize the Executive Director to execute a Memorandum of Understanding with the City of Lancaster to provide bus stop maintenance services for a five-year term.

Ms. Monroe presented the report. The members discussed the cost difference between the cities of Lancaster and Palmdale for bus stop maintenance services and questioned how the annual cost for the five-year term was determined for the City of Lancaster.

NB 2 PASSENGER CODE OF CONDUCT – ERIKA MONROE

Recommended Action: Approve the Passenger Code of Conduct.

The Passenger Code of Conduct was discussed under Discussion Item #4

There was no discussion regarding the following items:

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

SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR JUNE 2016 – HECTOR FUENTES, TRANSDEV

SRP 2 LEGISLATIVE REPORTS FOR JULY 2016 – JUDY FRY

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JUNE 28, 2016 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of July 28, 2016.

CC 2 FINANCIAL REPORTS FOR MAY AND JUNE 2016 – COLBY KONISEK

Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated May 31, 2016; the Interim Financial Statements for the eleven months ended May 31, 2016; the Cash Flow Projection/Treasurer's report for the month ended May 31, 2016; the Payroll History Report for the three months ended June 30, 2016; and the Cash Disbursements Report for the month ended June 30, 2016.

CC 3 FISCAL YEAR 2016 (FY16) FOURTH QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (APRIL 1 – JUNE 30, 2016) – KELLY MILLER

Recommended Action: Receive and file the FY16 Fourth Quarter LASD Report for the period covering April 1 through June 30, 2016.

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(a)
Pending Litigation: Holmes v. AVTA, USDC Case No. 2:16-cv-01454-DMG-AGR
Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

DI 3 Hazard Mitigation Plan

Chief Administrative Officer Norm Hickling stated that the Hazard Mitigation Plan was emailed to pertinent stakeholders on July 7 with a request that comments be returned to the Clerk of the Board Karen Darr by August 10, 2016. The comments will be incorporated into the document, which will then be forwarded to AVTA's Emergency Planning Consultant Carolyn Harshman to prepare for submission to the Federal Emergency Management Agency (FEMA). Staff will submit it to the Board for approval once FEMA approves the document.

DI 4 Passenger Code of Conduct

Innovation Coordinator Erika Monroe presented the staff report. The members discussed formatting the Board adopted version into an easy-to-read booklet and staff's method of notifying the public after the policy is adopted.

DI 5 Senior Pass Program

Executive Director Len Engel provided an update regarding the Senior Pass Program. The members discussed the year-to-date figures, cost-effectiveness of the program and whether the Antelope Valley Air Quality Management District intends to provide money to help fund the program.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 TAC Member Reports:

Ms. Holladay
- Stated that she concurred with Mr. Kuhn's analysis of the Senior Pass Program.

Ms. Redifer
- Inquired about the five used BYD electric buses. Mr. Engel responded that they were purchased by Kansas City Transit International Airport.

RA 2 AVTA Management Reports:

Mr. Engel
- Informed the members that he will be on vacation July 14 through July 29, 2016.
- Stated that he will attend the California Transit Association Executive Committee Meeting in San Jose on July 29, 2016; and he and Mr. Hickling will be in Washington, D.C. August 1 through August 4 meeting with the Federal Transit Administration's Associate Administrator for Research, Demonstration and Innovation Vince Valdes.
- Provided an update regarding the Underwriters Laboratories' (UL) field validation for the in-ground wireless charging equipment at Lancaster City Park (LCP) and Palmdale Transportation Center (PTC). The members discussed if Wireless Advanced Vehicle Electrification, Inc. (WAVE) is seeking to receive a UL listing for their charging system.

Mr. Hickling
- Reported on the grant submission for Mobility on Demand, a demonstration project that would help address transportation issues in the rural areas of the Antelope Valley.

Mr. Perry
- Provided the status of the in-ground charging projects at LCP and PTC and the depot charging at the AVTA facility.

Mr. Konisek

- Reported that finance staff is closing out FY16 and preparing for the annual audit of the Authority's financial statements.

ADJOURNMENT:

The meeting was adjourned at 10:54 a.m. to the Regular Meeting of the Transit Advisory Committee on Tuesday, August 9, 2016 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

Colby Konisek, Chief Financial Officer

ATTEST:

Karen Darr, Clerk of the Board