



Regular Meeting of the Board of Directors

Tuesday, November 28, 2017

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 10:02 a.m.

PLEDGE OF ALLEGIANCE

Director Hofbauer led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Austin Bishop, Director Angela Underwood-Jacobs, Director Michelle Flanagan

APPROVAL OF AGENDA:

Motion: Approve the agenda with the removal of Continued Business 1 - Contract Extension for Contract #2011-032 with Transdev, Inc. for Fixed Route Transit Operations and Maintenance Services.

Moved by Vice Chair Knippel, seconded by Director Bishop

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Michael Rives – Thanked AVTA for lowering the age of a senior passenger to 62 years of age or older. He suggested creating a subcommittee of the Transit Advisory Committee to oversee funds received from the fuel tax and LA Metro. Chairman Crist responded that any funds the Authority would receive are earmarked for the electric bus project and possibly operator wages.

SRP 1 RECOGNITION OF TRANSDEV OPERATOR LATASHA GILLESPIE FOR HER COURAGE AND HEROISM IN PREVENTING A POSSIBLE CHILD ABDUCTION ON NOVEMBER 5, 2017

Norm Hickling, Chief Operating Officer, presented Ms. Gillespie with an award and certificates of recognition from the cities of Lancaster and Palmdale, and the County of Los Angeles for her courage and heroism in preventing a possible child abduction.

Ms. Gillespie expressed her sincere appreciation to the Board and staff for recognizing her. Tamela Williams, mother of the child, expressed her gratitude to Ms. Gillespie for her assistance on November 5th and thanked the Board and staff for acknowledging Ms. Gillespie at the meeting.

SRP 2 RECOGNITION OF BRIAN KUHN FOR HIS SERVICE AS AN AVTA TRANSIT ADVISORY COMMITTEE MEMBER FOR THE CITY OF PALMDALE

Len Engel, Executive Director/CEO, presented a plaque to Brian Kuhn in recognition of his dedicated service as a Transit Advisory Committee member.

SRP 3 RECOGNITION OF TROLIS NIEBLA FOR HIS SERVICE AS AN AVTA TRANSIT ADVISORY COMMITTEE MEMBER FOR THE CITY OF LANCASTER

Len Engel, Executive Director/CEO, presented a plaque to Trolis Niebla in recognition of his dedicated service as a Transit Advisory Committee member.

SRP 4 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR OCTOBER 2017

Mike Sorensen, Transdev Operations Manager, stated that the Employee of the Month was Joe Borsotti and the Operator of the Month was Brenda Jones. However, neither staff member was able to attend the meeting. Mr. Sorensen requested that the recognitions occur at the January 23, 2018 Board meeting.

SRP 5 LEGISLATIVE REPORT FOR NOVEMBER 2017

Judy Fry, Grants Administrator, presented an update regarding the Fiscal Year 2018 Federal Budget and Appropriations, Senate Bill 1 Repeal Initiative, and the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP).

Mr. Engel clarified that the Senate version of the comprehensive tax reform bill will be heard in committee on November 28, 2017; therefore, there is still a question whether the debate will occur November 29, 2017.

SRP 6 FISCAL YEAR 2017/2018 (FY18) FIRST QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS (KPI) REPORT (JULY 1 – SEPTEMBER 30, 2017)

Mark Perry, Director of Fleet and Facilities, presented the Maintenance KPI report. The Board discussed fuel hedging, the HAM System, types of issues with the electric buses, and whether having the K-11 buses in service qualifies as an expansion.

Mr. Perry requested that staff delay presenting the maintenance KPIs until the first quarter of fiscal year 2019 when there are more electric buses in service to compare. Chairman Crist directed Mr. Perry to present the information at the Board briefings; the Board Members will direct him whether the information should be included on the agenda.

SRP 7 FY18 FIRST QUARTER SYSTEM-WIDE KPI REPORT (JULY 1 – SEPTEMBER 30, 2017)

Norm Hickling, Chief Operating Officer, presented the System-wide KPI report.

The Board discussed boardings, cost per vehicle service hour, farebox recovery ratio, Metrolink's impact on service, and having a Board member represent the AVTA on Metrolink's Board. Mr. Engel was directed to draft a letter for the Chairman's signature to Supervisor Barger requesting that AVTA have a representative on Metrolink's Board.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 18 AND OCTOBER 24, 2017

Approve the Board of Directors Regular Meeting Minutes of October 18 and October 24, 2017.

CC 2 FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER 2017

Receive and file the financial reports for September and October 2017.

CC 3 FY18 FIRST QUARTER CAPITAL RESERVE REPORT (JULY 1 – SEPTEMBER 30, 2017)

Receive and file the FY18 First Quarter Capital Reserve Report for the period covering July 1 through September 30, 2017.

CC 4 GRANT STATUS REPORT THROUGH OCTOBER 30, 2017

Receive and file the Grant Status Report through October 30, 2017.

CC 5 REDEFINE AGE REQUIREMENT OF A SENIOR PASSENGER FROM 65 YEARS OF AGE OR OLDER TO 62 YEARS OF AGE OR OLDER

Adopt Resolution No. 2017-007, a Resolution of the Board of Directors of the Antelope Valley Transit Authority, redefining the age requirement of a senior passenger from 65 years of age or older to 62 years of age or older.

Motion: Approve the Consent Calendar.

Moved by Director Bishop, seconded by Director Hofbauer

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 DRAFT AUDITED FINANCIAL STATEMENTS WITHIN THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND SINGLE AUDIT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2017

Colby Konisek, Chief Financial Officer, introduced Tom Huey, partner at Windes, Inc., AVTA's external audit firm. Mr. Huey presented the results of the draft audited financial statements and single audit of federal awards for the year ended June 30, 2017. Based on the audit results, there were no material weaknesses noted in the internal control structure or material adjustments detected. The Board briefly discussed the operating and capital grants and contributions.

Motion: Approve the Draft CAFR and Single Audit Report of Federal Awards for the year ended June 30, 2017.

Moved by Director Bishop, seconded by Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop, Underwood-Jacobs, Flanagan

Nays: None

Abstain: None

Absent: None

NB 2 AWARD CONTRACT #2018-05 TO RALLY AUTO GROUP, INC. FOR THREE REPLACEMENT FULL-SIZED LOW ROOF PASSENGER VANS

The Board waived the presentation of the staff report. The Board discussed the bid process and applauded staff's efforts to encourage bid submittals from local vendors.

Motion: Authorize the Executive Director/CEO to execute Contract #2018-05 for three replacement full-sized low roof passenger vans to Rally Auto Group, Inc., Palmdale, CA, for the amount of \$88,548.35, plus applicable sales tax.

Moved by Director Bishop, seconded by Director Flanagan

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop, Underwood–Jacobs, Flanagan

Nays: None

Abstain: None

Absent: None

CONTINUED BUSINESS (CB):

CB 2 VANPOOL PROJECT OPTIONS

Jim Moore, Planning Consultant with Moore and Associates, presented the staff report. The Board discussed performing the service in-house versus using an outside vendor and a possible partnership with the Antelope Valley Air Quality Management District. The Board directed staff to provide the advantages and disadvantages of contracting with a vendor versus performing the service in-house at the January 23, 2018 meeting.

Motion: Authorize the Executive Director/CEO to develop a proposed budget and administrative framework for a vanpool/carpool/carshare operation as instructed.

Moved by Director Bishop, seconded by Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Bishop, Underwood–Jacobs, Flanagan

Nays: None

Abstain: None

Absent: None

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: Clark v. AVTA, LASC Case No. MC026036
Pending Litigation: Sabina M. Andrade v. AVTA
Pending Litigation: Marsh v. AVTA USDC case No. 2:16-cv-0937-PSG
- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (one potential case)
- CS 3 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)
Consideration of whether to initiate litigation (one potential case)
- CS 4 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(D)(4)
Consideration of initiation of litigation (one potential case)
- CS 5 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 11:19 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 11:38 a.m.

Director Flanagan left the meeting at 11:30 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel Burns stated the Board discussed CS 1 (Marsh vs. AVTA), CS 3 and CS 5 and provided direction to legal counsel and staff. There was no reportable action.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO Len Engel

- Attending the California Energy Commission’s Vehicle-to-Grid Integration Workshop in Sacramento December 4 and 5, 2017.
- The Welcome Back Open House on November 25, 2017 was a success. The number of pass sales doubled in November compared to October’s pass sales.
- His op-ed article appeared in the Antelope Valley Press on November 19, 2017.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

There were no miscellaneous business items presented.

ADJOURNMENT:


Chairman Crist adjourned the meeting at 11:40 a.m. to the next Regular Meeting of the Board of Directors on January 23, 2018 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 23rd day of JANUARY, 2018



Marvin Crist, Chairman

ATTEST:



Karen S. Darr, Clerk of the Board

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