



Regular Meeting of the Board of Directors

Tuesday, November 27, 2018

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

Assemblyman Tom Lackey led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist
Vice Chair Dianne Knippel
Director Steve Hofbauer
Director Angela Underwood-Jacobs
Director Michelle Flanagan
Director Juan Carrillo

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

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

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres – stated the pedestrian crossing lights do not allow enough time for residents using wheelchairs and walkers to cross. She found the Joint AVTA and Small Business Development Center Disadvantage Business Enterprise Outreach and Training very informative and wished everyone happy holidays.

Chairman Crist directed the Director of Strategic Planning and Development Norm Hickling to coordinate with the Transit Advisory Committee members to address Ms. Sereseres' concern.

SRP 1 RECOGNITION BY ASSEMBLYMAN TOM LACKEY

California Assemblyman Tom Lackey recognized the actions, determination and vision of the Board for the progress made toward converting AVTA's bus system to an all-electric fleet. He presented a special Resolution, on behalf of California State Senator Scott Wilk and himself, to Chairman Crist.

Chairman Crist thanked Senator Wilk and Assemblyman Lackey for assisting the agency with obtaining the necessary funds for the project. He reminded everyone that Assemblyman Lackey was a member of the Board when the unanimous decision was made to convert the existing fleet of diesel buses to an all-electric fleet.

SRP 2 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR OCTOBER 2018

Trandev General Manager Martin Tompkins presented awards to the Operator of the Month Anthony Williams and Employee of the Month Felicia Washington.

SRP 2 LEGISLATIVE REPORT FOR NOVEMBER 2018

Director of Finance and Administration Judy Vaccaro-Fry presented information regarding the minimum rate of random drug testing increasing from 25 percent to 50 percent, Californians defeating Proposition 6, and the California Air Resources Board (CARB) recently approving a \$483 million plan to fund clean car rebates, zero-emission transit and school buses, clean trucks, and other clean transportation and mobility pilot projects.

The Board briefly discussed the operators' random drug test results and using CARB funds for electric vehicle charging stations.

SRP 3 FISCAL YEAR 2018/2019 (FY19) FIRST QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS (KPI) REPORT

Director of Operations and Maintenance Mark Perry presented the maintenance KPI report comparing the performance of the diesel buses with the electric buses. The Board discussed the status of the charging infrastructure for the electric buses, how additional solar equipment will significantly decrease the agency's energy costs, the number of electric buses versus diesel buses in service, miles of service per labor hour, and the availability of buses during the month of October.

Mr. Perry reported the charging infrastructure at Sergeant Steve Owen Memorial Park has been completed; infrastructure at the Palmdale Transportation Center should be completed by the end of December; the Lancaster Metrolink Station infrastructure project is progressing on schedule; and a public hearing is scheduled in mid-December to discuss the planning portion of the South Antelope Valley Healthcare Center's charging station.

Chairman Crist directed Mr. Perry to separate the hybrid buses from the electric buses in future reports.

Motion: Receive and file the FY19 First Quarter Maintenance KPI Report for the period covering July 1 through October 31, 2018.

Moved by Vice Chair Knippel, seconded by Director Carrillo

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

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

Nays: None

Abstain: None

Absent: None

SRP 4 FY19 FIRST QUARTER SYSTEM-WIDE KPI REPORT (JULY 1 – SEPTEMBER 30, 2018)

Mr. Hickling presented the system-wide KPI report incorporating a comparison of industry standards. He informed the Board that he, Executive Director/CEO Macy Neshati, and Transdev management meet daily to discuss and address system-wide issues.

The Board discussed preventable accidents, on-time performance, analyzing the KPIs excluding the Route 1, the peer transit agencies used for comparison, average weekday boardings, and the agency's targets for the first quarter of FY19 versus the first quarter of FY18. Staff will address the issue of overhanging trees at or near the bus stops with the Transit

Advisory Committee members and hold Transdev accountable for achieving the established on-time performance target of 85%.

Chairman Crist commended staff for maintaining a majority of the established targets in light of the aggressive goal of transitioning to an all-electric bus fleet and Transdev's work stoppage.

Motion: Receive and file the FY19 First Quarter System-Wide KPI Report for the period covering July 1 through September 30, 2018.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

Vote: Motion Carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo
Nays: None
Abstain: None
Absent: None

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 23, 2018

Approve the Board of Directors Regular Meeting Minutes of October 23, 2018.

CC 2 FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER 2018

Receive and file the financial reports for September and October 2018.

CC 3 FY19 FIRST QUARTER CAPITAL RESERVE REPORT (JULY 1 – SEPTEMBER 30, 2018)

Receive and file the FY19 First Quarter Capital Reserve Report for the period covering July 1 through September 30, 2018.

CC 4 GRANT STATUS REPORT THROUGH NOVEMBER 5, 2018

Receive and file the Grant Status Report through November 5, 2018.

Motion: Approve the Consent Calendar.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

Vote: Motion Carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo
Nays: None
Abstain: None
Absent: None

NEW BUSINESS (NB):

NB 1 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2018

Ms. Vaccaro-Fry presented the staff report and introduced Tom Huey, a partner at Windes, Inc., to present the results of the draft audited financial statements and single audit of federal awards for the year ended June 30, 2018. She thanked the finance team for taking on additional duties after the finance manager resigned.

Motion: Approve the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the year ended June 30, 2018.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

NB 2 CONTRACT #2019-18 FOR STRATEGIC PLAN FOR INTEGRATED TRANSPORTATION IN THE ANTELOPE VALLEY

Mr. Hickling presented the staff report.

Motion: Authorize the Executive Director/CEO to negotiate and execute Contract #2019-18 for Strategic Plan for Integrated Transportation in the Antelope Valley to Stantec Consulting Services, Inc., Los Angeles, CA, for an amount not exceeding \$250,000.

Moved by Director Flanagan, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

NB 3 AMENDED CLASSIFICATION AND SALARY SCHEDULE

The Board waived the presentation of the staff report.

Motion: Approve a title addition (Senior Accountant) effective immediately.

Moved by Vice Chair Knippel, seconded by Director Carrillo

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

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

Nays: None

Abstain: None

Absent: None

NB 4 UPGRADE AVAIL ROUTER

The Board waived the presentation of the staff report.

Motion: Authorize the Executive Director/CEO to enter into a sole source agreement with Avail Technologies, Inc. for \$213,373.00 to upgrade the cellular routers to the 4G network.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO and staff

- AVTA Website

Mr. Neshati provided a brief report on the new website scheduled to go live on December 3. At Chairman Crist's request, Mr. Neshati will email the website link to the Board Members and discuss their feedback at the January 2019 Board meeting.

- Stuff-a-Bus

Community Outreach Specialist Kelly Miller provided an update regarding the Stuff-a-Bus activities and the YMCA Gobble Wobble event.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Chairman Crist congratulated Director Hofbauer for winning the City of Palmdale's mayoral race.

ADJOURNMENT:


Chairman Crist adjourned the meeting at 11:18 a.m. to the Regular Meeting of the Board of Directors on January 22, 2019 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 22nd day of JANUARY, 2019



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 the Clerk of the Board at (661) 729-2206 to arrange to review a recording.