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**Regular Meeting of the Board of Directors**

**Tuesday, August 27, 2019**

**10:00 a.m.**

Antelope Valley Transit Authority Community Room  
42210 6<sup>th</sup> Street West, Lancaster, California  
[www.avta.com](http://www.avta.com)

**AGENDA**

For record keeping purposes, and if staff may need to contact you, we request that a speaker card, located at the Community Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak. A three-minute time limit will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

**Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Angela Underwood–Jacobs, Director Michelle Flanagan, Director Richard Loa

**APPROVAL OF AGENDA**

**PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:**

If you would like to address the Board on any agendized or non-agendized items, you may present your comments at this time. Please complete a speaker card

(available as you enter the Community Room) and provide it to the Clerk of the Board. Speaking clearly, state and spell your name for the record. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the Authority's Executive Director/CEO for follow-up.** Each speaker is limited to three (3) minutes.

**SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):** During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

SRP 1 RECOGNITION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR JULY 2019 – COREY GAGNON

SRP 2 BUS STOP IMPROVEMENTS – MARTIN TOMPKINS

SRP 3 MAINTENANCE KEY PERFORMANCE INDICATORS REPORT – MARK PERRY

**CONSENT CALENDAR (CC):** Items 1 through 4 are consent items that may be received and filed and/or approved by the Board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JULY 23, 2019 – KAREN DARR

*Recommended Action: Approve the Board of Directors Regular Meeting Minutes of July 23, 2019.*

CC 2 FINANCIAL REPORT FOR JULY 2019 – JUDY VACCARO-FRY

*Recommended Action: Receive and file the financial report for July 2019.*

CC 3 GRANT STATUS REPORT – JUDY VACCARO-FRY

*Recommended Action: Receive and file the Grant Status Report.*

- CC 4 RESOLUTION NO. 2019-006, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE AGREEMENTS NECESSARY FOR THE BUS EXPANSION PROJECT WITH FUNDS FROM THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM FOR FISCAL YEAR 2019/2020 (FY 2020)– JUDY VACCARO-FRY

*Recommended Action: Adopt Resolution No. 2019-006, a Resolution authorizing the Executive Director/CEO to execute agreements necessary for the Bus Expansion project with funds from the California State of Good Repair Program for Fiscal Year 2019/2020 (FY 2020).*

**NEW BUSINESS (NB):**

- NB 1 CONTRACT #2020-01 TO WEBB BUILDERS CONSTRUCTION FOR SERVER ROOM UPGRADES – LYLE BLOCK

*Recommended Action: Authorize the Executive Director/CEO to execute Sole Respondent Contract #2020-01 for the server room upgrades at AVTA's Administration Facility to Webb Builders Construction, Lancaster, CA in the amount of \$314,260, plus applicable permit fees and sales tax.*

**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 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(c)  
Anticipated Litigation (two potential cases)

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

**REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION**

**REPORTS AND ANNOUNCEMENTS (RA):**

- RA 1 Report by the Executive Director/CEO

**MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director/CEO for follow-up.

**ADJOURNMENT:**

Adjourn to the Regular Meeting of the Board of Directors on September 24, 2019 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

**The agenda was posted by 5:00 p.m. on August 22, 2019 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> Street West, Lancaster, CA 93534.**

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

SRP 2

# BUS STOP IMPROVEMENTS



# BACKGROUND

Bus stop requests are received and properly documented by customer service.

Requests for new bus stop locations or improvement of a current stop is reviewed by operations. We review passenger boarding/de-boarding activity by stop and prioritize which stops will be addressed first. We also work together with the local jurisdictions i.e., Lancaster, Palmdale and LA County to review the funding source for those improvements.

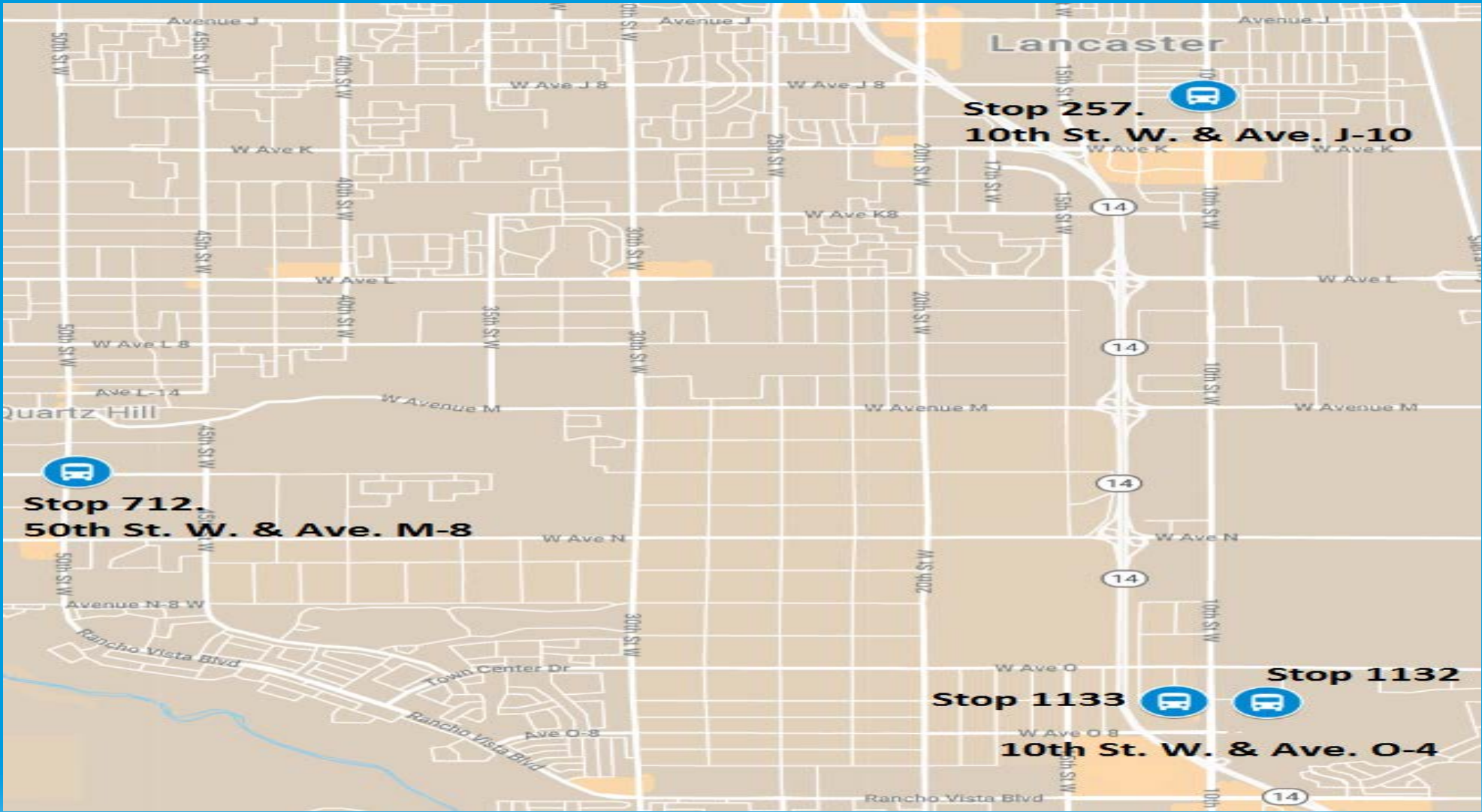


# REQUESTS RECEIVED AT BOARD MEETING

- 10<sup>th</sup> Street West & Avenue J-10 (Stop ID 257): Services Route 1 Southbound [Lancaster] (Full Amenities)
- 50<sup>th</sup> Street West & Avenue M-8 (Stop ID 712): Services Route 7 North and 97 West [LA County] (Full Amenities)
- 10<sup>th</sup> Street West & Avenue O-4 (Stop ID 1132): Services Route 1 North [Palmdale] (Full Amenities)
- 10<sup>th</sup> Street West & Avenue O-4 (Stop ID 1133): Services Route 1 South [Palmdale] (Full Amenities)

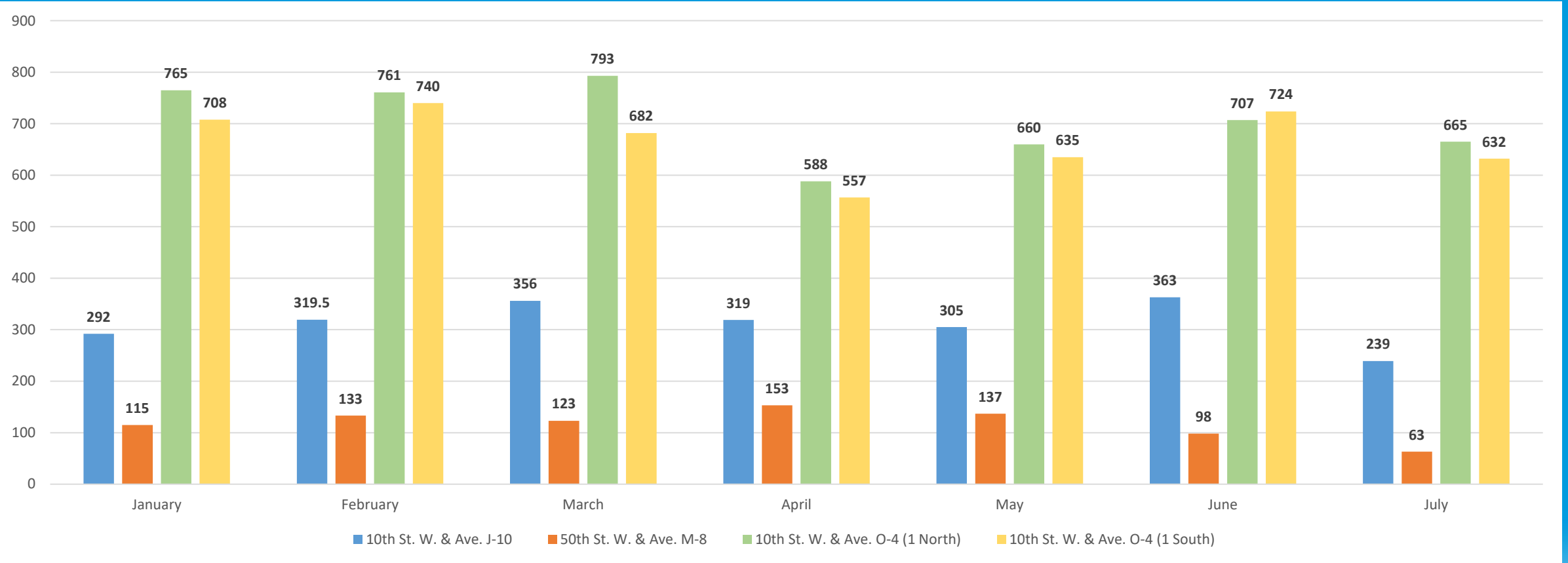
**Note: Full Amenities include – Shelter, Bench and Trash Receptacle.**







# PASSENGER ACTIVITY



SRP 3

# July 2019 Maintenance Key Performance Indicators

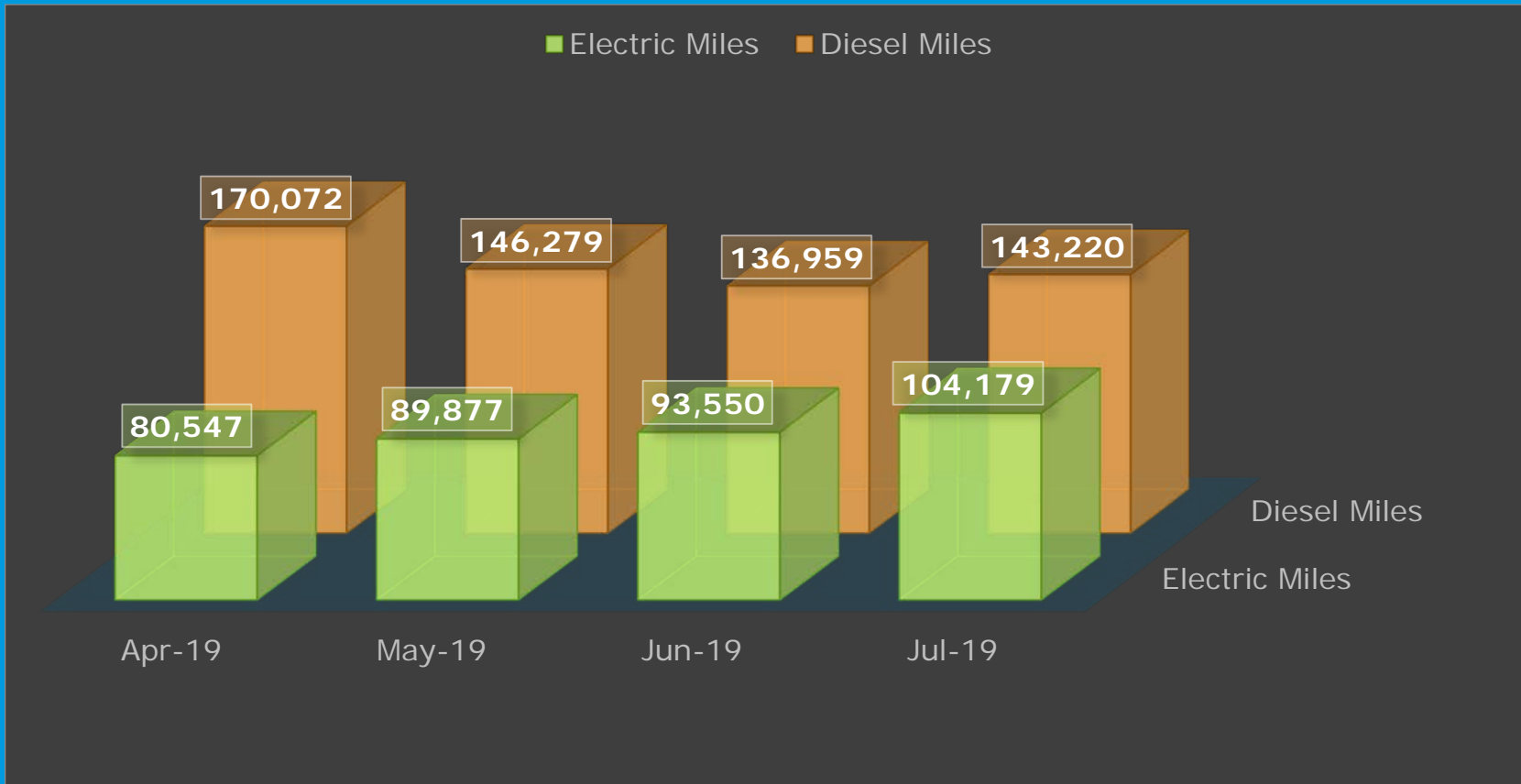
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Presentation to the Board of Directors

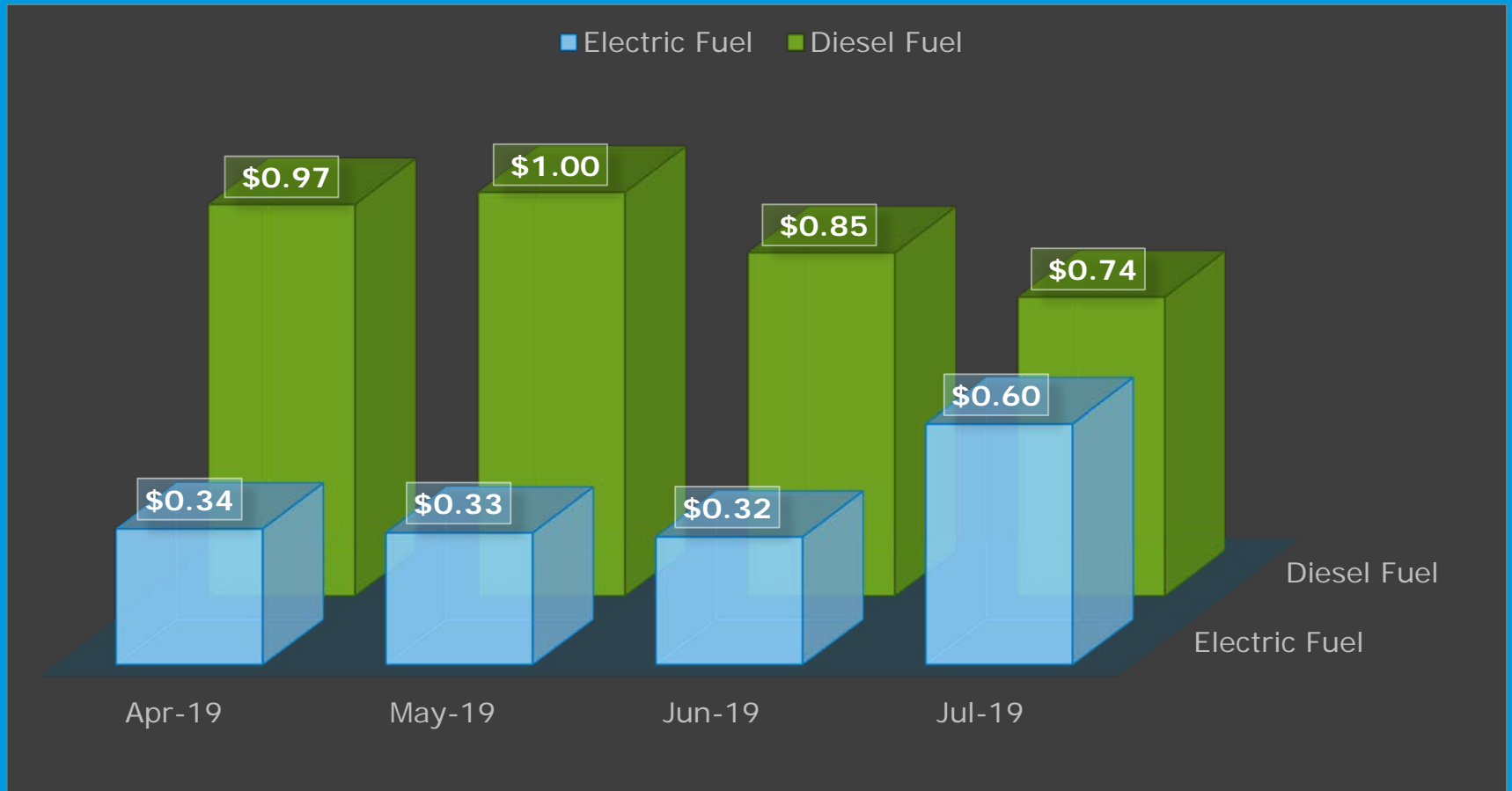
August 27, 2019



# TRANSIT MILES: DIESEL vs ELECTRIC

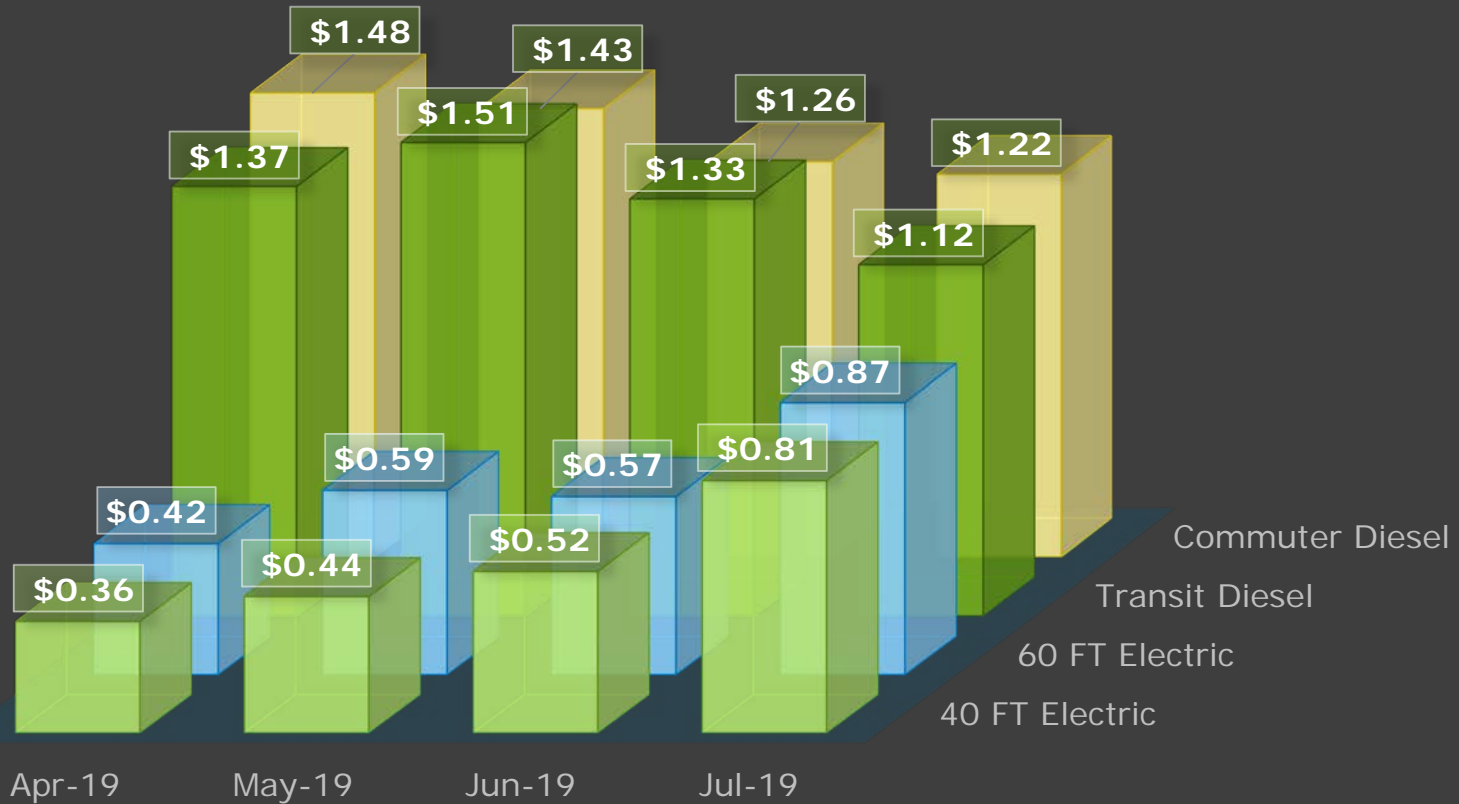


# PROPULSION FUEL COST PER MILE

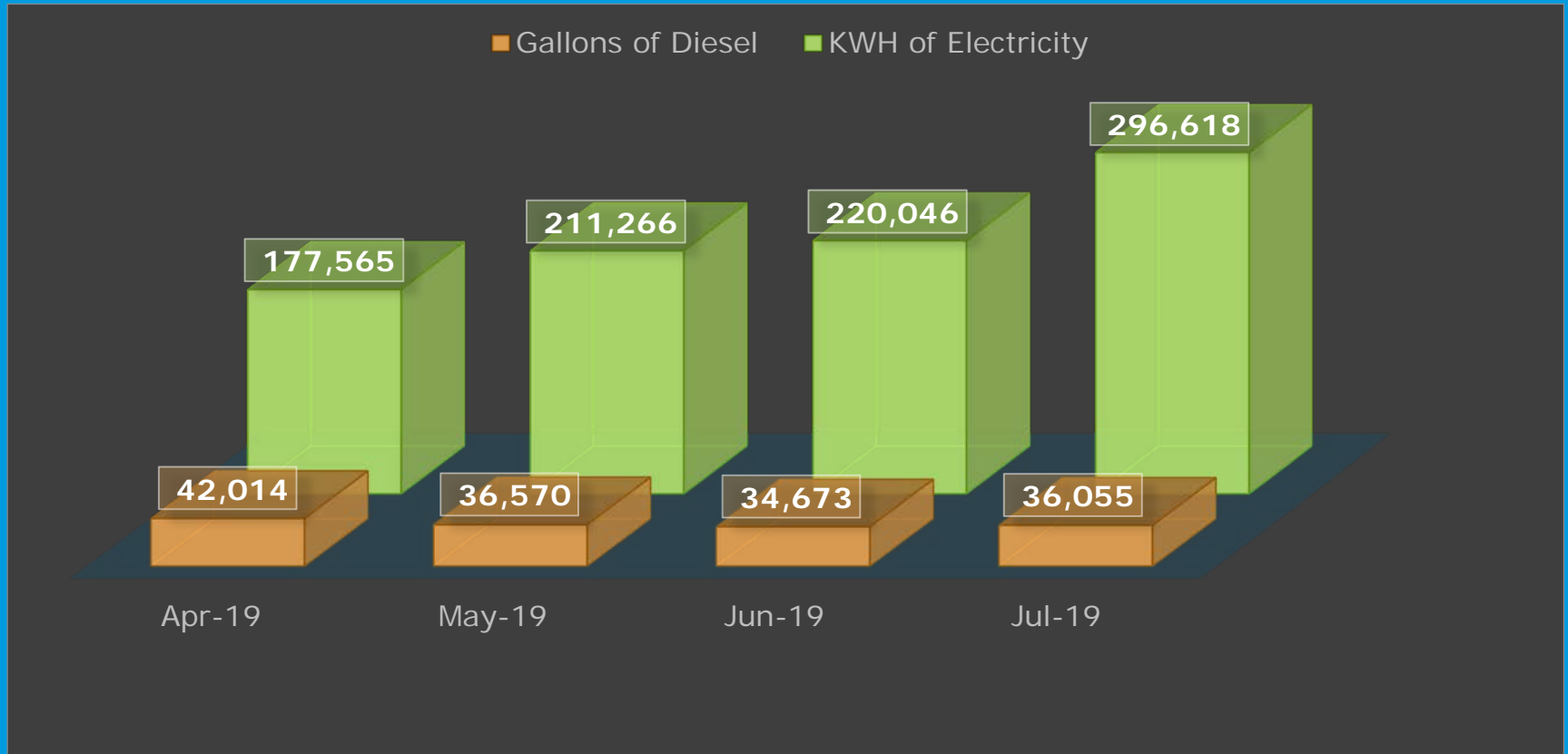


# TOTAL MAINTENANCE AND FUEL COST PER MILE BY FLEET

■ 40 FT Electric ■ 60 FT Electric ■ Transit Diesel ■ Commuter Diesel

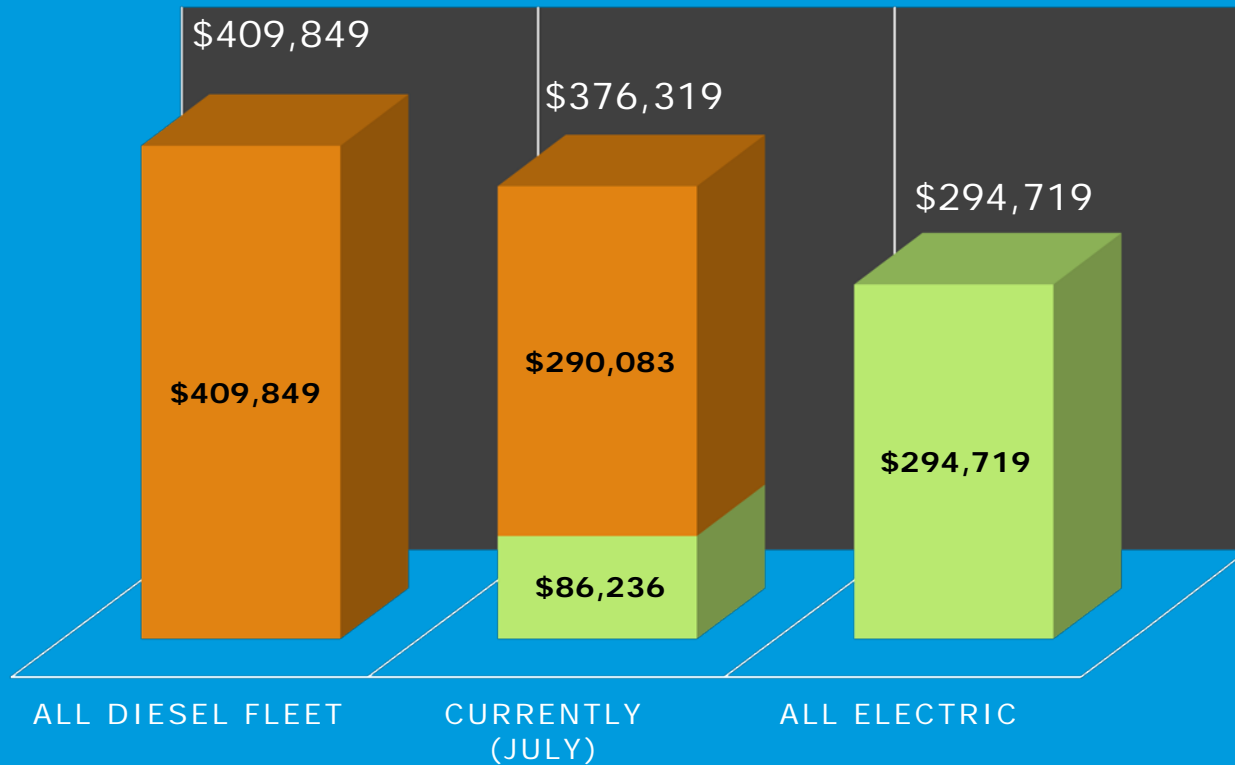


# ELECTRIC CONSUMPTION & DIESEL FUEL REDUCTION (Local Only)

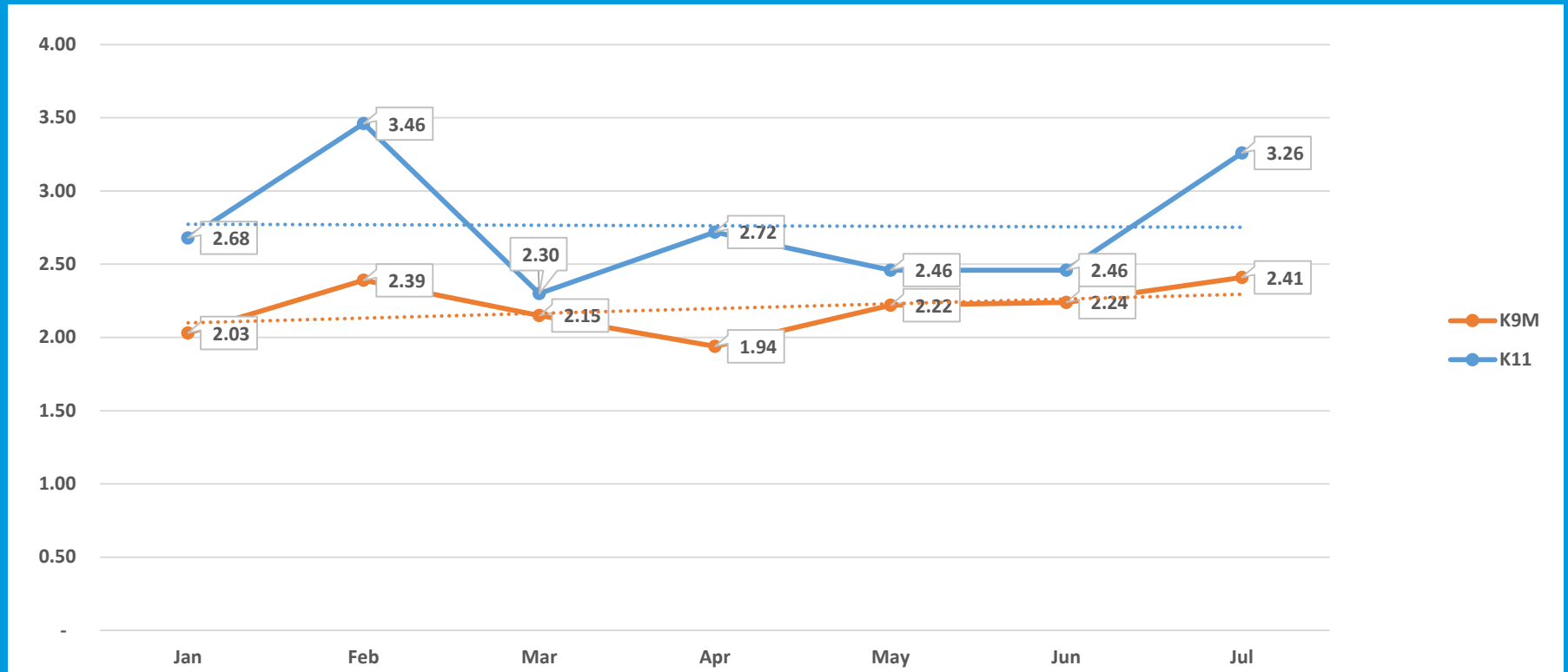


# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS AT FULL BUILDOUT

■ Electric ■ Diesel



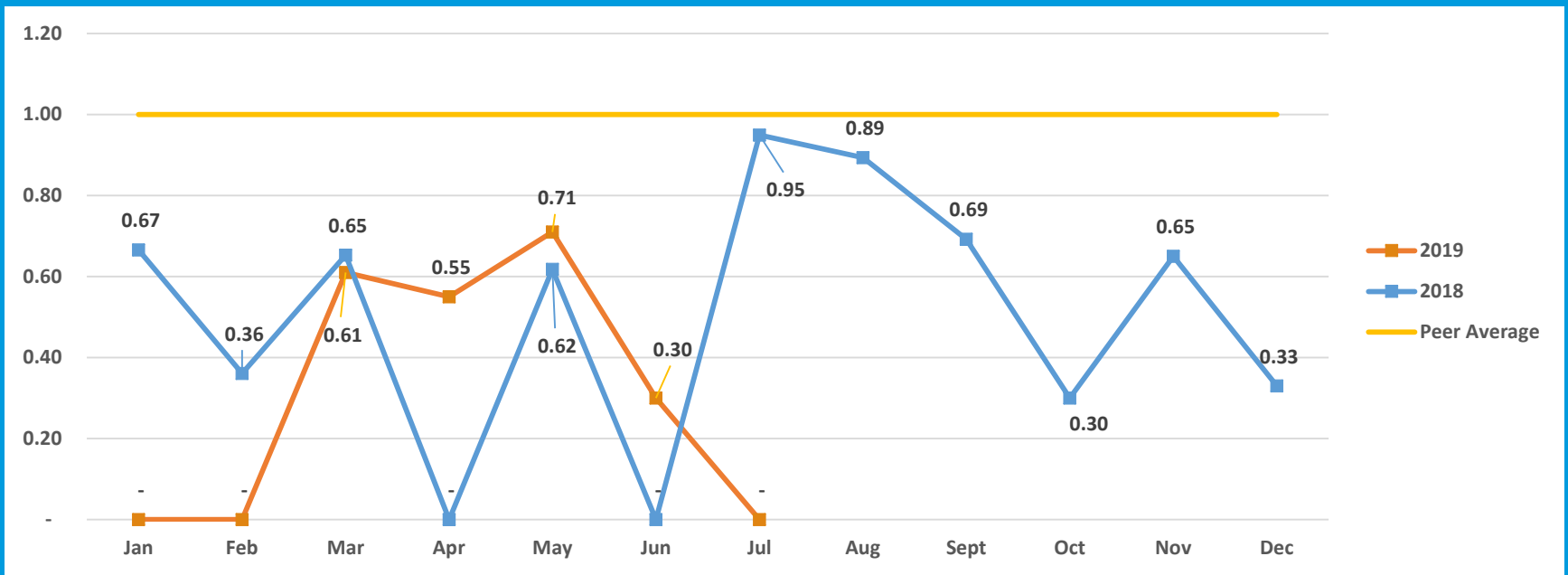
# AVERAGE FUEL CONSUMPTION PER MILE (KWpM)





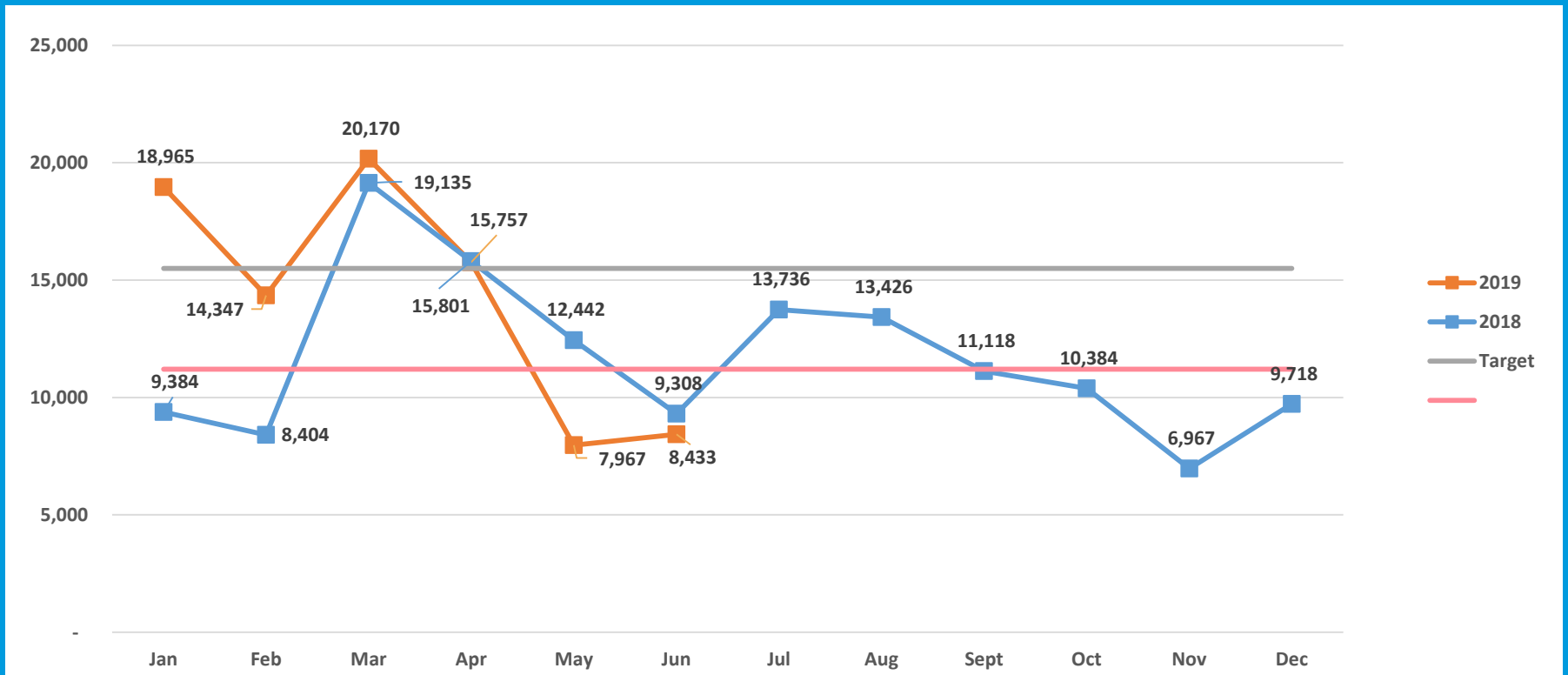
# PREVENTABLE ACCIDENTS/100,000 MILES

Peer Standard: 1.00 Target 1.00  
July Total accidents: 4/ July Preventable Total: 0



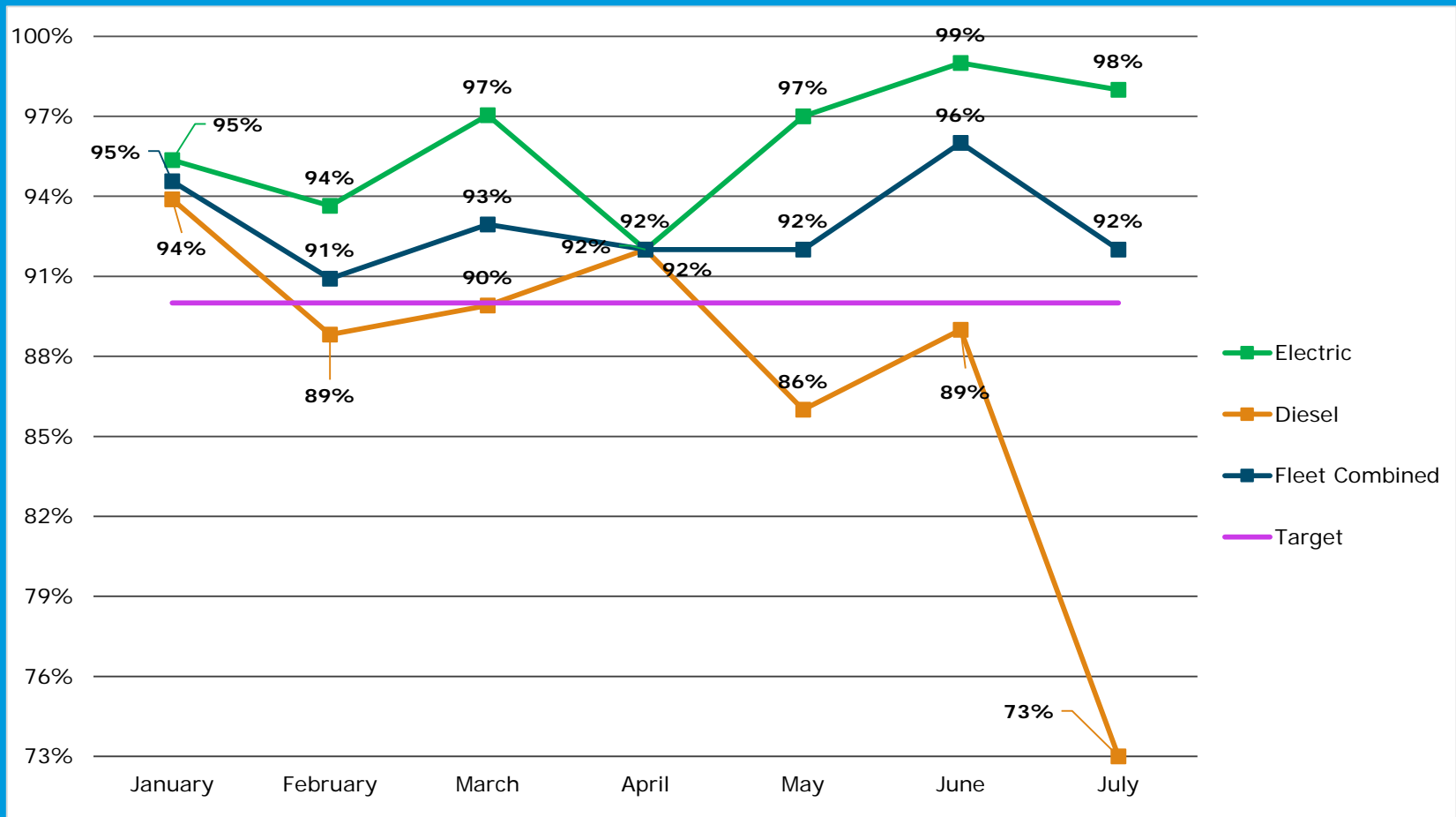
# AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Peer Average: 11,206 / Target: 15,500



# AVAILABILITY

Peer Average: 77% / Target 90%



# SUMMARY

Electric bus availability for July is at 98% and diesel buses are at 73%.

Farebox upgrade is set to begin in September/October.

AVTA is developing its in-house electric bus training department.

AVTA is the only transit agency in North America that operates the largest electric fleet in revenue service.

On site - 47

Revenue Service 41



Discussion/Questions?





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**Regular Meeting of the Board of Directors**

**Tuesday, July 23, 2019**

**10:00 a.m.**

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

**UNOFFICIAL MINUTES**

General Counsel Allison Burns administered the Oath of Office to Alternate Director Kathryn Mac Laren prior to the meeting.

**CALL TO ORDER**

Chairman Crist called the meeting to order at 10:00 a.m.

**PLEDGE OF ALLEGIANCE**

Vice Chair Knippel led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist  
Vice Chair Dianne Knippel  
Director Angela Underwood–Jacobs  
Director Michelle Flanagan  
Alternate Director Kathryn Mac Laren (Director Steve Hofbauer absent)

Absent

Director Richard Loa

**APPROVAL OF AGENDA**

**Motion: Approve the agenda as comprised.**

Moved by Director Underwood-Jacobs, seconded by Director Flanagan

Vote: Motion Carried (5-0-0-1)

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, and Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Director Loa

**PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:**

Michael Rives – requested bus benches in front of Walmart and Buffalo Wild Wings on 10<sup>th</sup> St. W., Avenue M-8 and 50<sup>th</sup> St. W. and Avenue J-10 and 10<sup>th</sup> St. W. He stated the bus stop in front of Walmart is marked incorrectly, passengers transferring at Sgt. Steve Owen Memorial Park should be transferred from a 60-foot bus to a 60-foot bus, not to a 40-foot bus, and complained about rude operators. Executive Director/CEO Macy Neshati will address the bus bench request, bus stop striping issue, and rude operators.

Fran Sereseres – requested clarification regarding the Disadvantaged Business Enterprise (DBE) program. Mr. Neshati responded DBEs are for small businesses owned and controlled by socially and economically disadvantaged individuals. AVTA’s objective is to create a level playing field on which DBEs can fairly compete for the Authority’s U.S. DOT-assisted contracts. She requested increasing the handicapped seating area on the buses to four seats and providing disabled passengers with an AVTA emergency phone number to use if they are passed up by an operator.

She informed the Board she is part of Metro’s “On the Move Riders” group in Lancaster and hopes to start a group soon in Palmdale. The group travels once-a-month using Metrolink and Metro’s bus system and teaches peers the ins and outs of getting around on public transportation. Vice Chair Knippel announced that Ms. Sereseres was spotlighted in the Antelope Valley Press article “Special Women of the Antelope Valley”.

Lillian Moreno – requested a bus stop on 25<sup>th</sup> St. E. and Avenue I, increasing the frequency on Routes 11 and 12 to 15 minutes and the Route 4 to 30 minutes during peak hours, and extending Access Services’ service area to Avenue A. She spoke about the need for additional handicapped seating and priority seating for handicapped passengers. She added operators pass up a passenger when there is not a seat available on the bus. Mr. Neshati responded there is a policy regarding priority seating for passengers using mobility devices and will work with Transdev to accommodate these passengers. Senior Director of Operations and Planning Martin Tompkins will address the bus stop request and wheelchair passengers being passed up.

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

**SRP 1 RECOGNITION OF AVTA EMPLOYEE OF THE FOURTH QUARTER (APRIL 1 – JUNE 30, 2019) FOR FISCAL YEAR 2018/2019 (FY 2019)**

Director of Finance and Administration Judy Vaccaro-Fry presented the Employee of the Fourth Quarter award to Controller KJ Alcuran.

**SRP 2 PRESENTATIONS TO OUR EVERYDAY HEROES FOR ASSISTING OPERATOR WILLIAMS DURING A TIME OF NEED**

Mr. Neshati presented awards and gift certificates to Davon McDaniels, Delvonn Devine, and Jacob Smith in honor of their heroism.

**SRP 3 RECOGNITION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR JUNE 2019**

Transdev Operations Manager Mike Sorensen presented plaques to the Operator of the Month Gustavo Perez - Reveria and Employee of the Month Richard Smith.

**SRP 4 LEGISLATIVE REPORT FOR JULY 2019**

Ms. Vaccaro-Fry presented information regarding the Perry Amendment, proposed state and federal legislation, the Fixing America's Surface Transportation (FAST) Act, and FY 2020 state funding plan. She detailed the proposed legislation which could prohibit federal public transit funding to procure bus and rail rolling stock from an entity incorporated in or has manufacturing facilities in the United States and "is owned or controlled by, is a subsidiary of, or is otherwise related legally or financially to a corporation based in" China. The Board discussed the rolling stock legislation and the proposed vehicle miles user fee for electric and other alternative fuel vehicles included in the FAST Act.

**SRP 5 FAREBOX RECOVERY RATIO FORMULA CALCULATION**

Ms. Vaccaro-Fry presented the report. She will maintain a monthly history of AVTA's farebox recovery ratio.

**Motion: Receive and file.**

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

Vote: Motion Carried (5-0-0-1)

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, and Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Director Loa



#### **SRP 6 MAINTENANCE KEY PERFORMANCE INDICATORS REPORT**

Director of Fleet and Facilities Mark Perry presented the report. Mr. Perry will show the average monthly cost of fuel and electricity in future report.

**Motion: Receive and file.**

Moved by Alternate Director Mac Laren, seconded by Director Flanagan

Vote: Motion Carried (5-0-0-1)

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, and Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Director Loa

#### **SRP 7 RIDERSHIP IMPROVEMENT EFFORTS**

Marketing Specialist James Royal presented the report. The Board discussed tracking the use of the distributed TAP cards.

**Motion: Receive and file.**

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

Vote: Motion Carried (5-0-0-1)

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, and Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Director Loa

#### **CONSENT CALENDAR (CC):**

The Board pulled CC 1 for a separate vote.

#### **CC 2 FINANCIAL REPORT FOR JUNE 2019**

Receive and file the financial report for June 2019.

#### **CC 3 FY 2019 FOURTH QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (APRIL 1 – JUNE 30, 2019)**

Receive and file the FY 2019 Fourth Quarter LASD report for the period covering April 1 through June 30, 2019.

**Motion: Approve Consent Calendar Items 2 and 3.**

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

Vote: Motion Carried (5-0-0-1)

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, and Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Director Loa

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JUNE 25, 2019**

Approve the Board of Directors Regular Meeting Minutes of June 25, 2019.

**Motion: Approve Consent Calendar Item 1.**

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

Vote: Motion Carried (4-0-1-1)

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan

Nays: None

Abstain: Alternate Director Mac Laren

Absent: Director Loa

**NEW BUSINESS (NB):**

**NB 1 RESOLUTION NO. 2019-005, AMENDMENT OF SECTION 4.50 (OFFICERS) OF THE BYLAWS**

The Board waived the presentation of the staff report.

**Motion: Adopt Resolution No. 2019-005, amending Section 4.50 (Officers) of AVTA's Bylaws to eliminate the term limit on the positions of Chair and Vice Chair.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

Vote: Motion Carried (5-0-0-1)

Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, and Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: Director Loa

## **NB 2 SALARY RANGES AND CLASSIFICATIONS**

The Board waived the presentation of the staff report.

**Motion: 1) Approve the revised salary range for the Executive Director/CEO; and 2) add the position of Disadvantaged Business Enterprise (DBE)/Equal Employment Opportunity (EEO) Compliance Officer effective July 1, 2019.**

Moved by Vice Chair Knippel, seconded by Director Underwood-Jacobs

Vote: Motion Carried (5-0-0-1)  
Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, and Alternate Director Mac Laren  
Nays: None  
Abstain: None  
Absent: Director Loa

## **NB 3 LEASE AGREEMENT WITH BYD COACH & BUS FOR FOUR 40-FOOT ELECTRIC BUSES**

The Board waived the presentation of the staff report.

**Motion: Authorize the Executive Director/CEO to negotiate a lease agreement with BYD Coach & Bus, for an amount not to exceed \$400,000, over a two-year period.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

Vote: Motion Carried (5-0-0-1)  
Ayes: Chairman Crist, Vice Chair Knippel, Directors Underwood-Jacobs, Flanagan, and Alternate Director Mac Laren  
Nays: None  
Abstain: None  
Absent: Director Loa

## **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)
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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 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(c)  
Anticipated Litigation (two potential cases)

#### **RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 11:18 a.m.

#### **RECONVENE TO PUBLIC SESSION**

The Board reconvened to Public Session at 11:34 a.m.

#### **REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION**

The Board discussed CS 2 and 5; gave direction to staff and General Counsel. There was no reportable action.

#### **REPORTS AND ANNOUNCEMENTS (RA):**

RA 1 Executive Director/CEO Macy Neshati reported:

- Ridership on the Route 1 increased by 2700 passengers in June due to the Board action that increased the frequency to 15 minutes during peak hours.
- The Regional Transit Plan recommendations should be completed by September.
- While in Washington D.C., he met with Congressman McCarthy's staff regarding the rolling stock legislation, Vince Valdez, Associate Administrator for FTA's Office of Research, Demonstration and Innovation, regarding Mr. Neshati's appointment to FTA's Transit Research Advisory Committee, and FTA's Acting Administrator K. Jane Williams regarding the Authority's solar battery plan.
- A reporter for CNBC interviewed him on July 22. The article should be published in 4-6 weeks.

- The Authority expects delivery of ten additional 40-foot electric buses by the end of August.

**MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

Chairman Crist thanked Alternate Director Kathryn Mac Laren for attending the meeting.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:40 a.m. to the Regular Meeting of the Board of Directors on August 27, 2019 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 27<sup>th</sup> day of AUGUST, 2019

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Marvin Crist, Chairman of the Board

ATTEST:

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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.



**DATE:** August 27, 2019  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Financial Report for July 2019

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#### **RECOMMENDATION**

That the Board of Directors receive and file the financial report for July 2019.

#### **FISCAL IMPACT**

	<b>JULY</b>
PAYROLL	\$274,213
CASH DISBURSEMENTS	\$2,619,702

#### **BACKGROUND**

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance and Administration in conjunction with the Controller, provides a monthly payroll total and cash disbursements. On a quarterly basis, a treasurer's report, including capital reserve information (Attachment A), will be included as part of the financial report. The Executive Director/CEO and Treasurer certify the availability of funds.

**I, Macy Neshati, Executive Director/CEO of AVTA, declare that the above information is accurate.**

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
 Director of Finance and Administration

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Macy Neshati  
 Executive Director/CEO

Attachment: A – Treasurer's Report

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report**  
**For the quarter ended 6/30/19**

Investment Type	Description	Beginning Balance 3/31/19	Deposits	Disbursements	Interest	Ending Balance 6/30/19
<b>Cash and Investments Under the Direction of the Treasurer</b>						
	Local Agency Investment Fund (LAIF) - Capital Reserve	5,138,128	346,000		33,809	5,517,936
	Proposition 1B Restricted Fund*	711,080	839,033	(522,549)	107	1,027,671
	Union Bank - LCTOP	224,272			28	224,301
	<b>Total Capital Reserves and Restricted Funds</b>	<b>6,073,480</b>	<b>1,185,033</b>	<b>(522,549)</b>	<b>33,944</b>	<b>6,769,909</b>
	Union Bank - Savings Op Reserves	-	4,000,000		59	4,000,059
	Union Bank - Money Market Fund	2,865,751		(1,000,000)		1,865,751
	<b>Total Operating Reserve</b>	<b>2,865,751</b>	<b>4,000,000</b>	<b>(1,000,000)</b>	<b>59</b>	<b>5,865,810</b>
	General Account	13,810,990	11,435,993	(11,209,468)		14,037,515
	Petty Cash Balance	750	-	-		750
	<b>Operating Accounts Total</b>	<b>13,811,740</b>	<b>11,435,993</b>	<b>(11,209,468)</b>	<b>-</b>	<b>14,038,265</b>
	<b>TOTAL CASH AND INVESTMENTS</b>	<b>22,750,971</b>	<b>16,621,026</b>	<b>(12,732,016)</b>	<b>34,003</b>	<b>26,673,983</b>

\* Deferred revenue, recorded as liability until associated expense incurred.

Note: AVTA transferred accounts to Union Bank from Wells Fargo in quarter three. A separate savings account was opened to hold part of AVTA's operational reserves. Further, \$1 million was transferred to this new account from the money market account, as well as an additional \$3 million from the general account in accordance with investment policy.

I hereby certify that the investment portfolio of AVTA complies with its investment policy and the California Government Code Sections pertaining to the investment of local agency funds, Union Bank and Wells Fargo Bank. Pending any future actions by the AVTA Board or any and unforeseen occurrences, AVTA has cash flow adequate to meet its expenditure requirements for the next three months.

Prepared by:

Submitted by:

\_\_\_\_\_  
KJ Alcuran  
Controller

\_\_\_\_\_  
Judy Vaccaro-Fry  
Director of Finance & Administration



**DATE:** August 27, 2019  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Grant Status Report

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### **RECOMMENDATION**

That the Board of Directors receive and file the Grant Status Report (Attachment A).

### **FISCAL IMPACT**

Grants approved after the annual budget adoption may require reallocation of funds, which will be addressed during the mid-year budget adjustments.

### **BACKGROUND**

The attached Grant Status Report reflects current status of all grant applications submitted on behalf of the AVTA through August 15, 2019.

There were nine grants submitted during the last quarter; all FTA grant formula funds were applied for separately to accommodate the different pots of funds and projects. The Authority applied to the following discretionary grant opportunities: FTA's Low or No Emission, FTA's BUILD, FTA's Sect. 5339 Bus and Bus Facilities, and FTA's Sect. 5310 Enhanced Mobility of Seniors and Individuals with Disabilities administered through LA County Metropolitan Transportation Authority. The Authority did not submit an application to FTA's Integrated Mobility opportunity. After careful review of the guidance, the most competitive projects would be those with a letter of commitment from a named partner, and project development is still in its infancy. AVTA continues to seek and pursue all viable grant opportunities.

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Director of Finance and Administration

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Macy Neshati  
Executive Director/CEO

Attachment: A – Grant Status Report



GRANT STATUS REPORT

Discretionary Opportunities Submitted

Grant Program	Project	Amount Applied For	Date Submitted	Status	Amount Awarded	Next Round of Funding
Call for Projects - LACMTA	Bus Replacement + Chargers	\$2,475,103	April 10, 2019	Awarded - Pending funds transfer from FHWA to FTA	\$2,475,103	TBD
FY19 Low or No Emission Vehicle Program - FTA	10 Transit Buses + 12 Circulator Buses	\$10,760,699	May 14, 2019	NO FUNDS AWARDED TO AVTA	\$0	TBD
FY19 Bus & Bus Facilities - FTA	10 Transit Buses + 10 Circulator Buses	\$9,226,192	June 20, 2019	Application undergoing review.	\$0	TBD
FY19 BUILD - FTA	8 Transit Buses + 12 Circulator Buses	\$8,683,480	July 14, 2019	Application undergoing review.	\$0	TBD
Low Carbon Transit Operations Program (LCTOP) – Cap & Trade	Microtransit Demonstration – Los Angeles County	\$347,194	March 2019	Awarded June 28, 2019	\$347,194	
5310 – Enhanced Mobility for Seniors & Individuals with Disabilities - MTA	Microtransit – DAR on Demand for Seniors & Individuals with Disabilities	\$83,507	July 31, 2019	Application undergoing review.	\$0	TBD
LoNo – 2018 Grant Award	1 transit bus	\$705,347		Awarded – funding application submitted to FTA; Pending concurrence/execution	\$705,347	TBD
	<b>TOTAL DISCRETIONARY OPPORTUNITIES APPLIED FOR:</b>	<b>\$32,281,522</b>		<b>TOTAL DISCRETIONARY GRANT AWARDS:</b>	<b>\$3,527,644</b>	
	<b>TOTAL DISCRETIONARY OPPORTUNITIES NOT AWARDED</b>	<b>\$10,760,699</b>				
	<b>TOTAL DISCRETIONARY OPPORTUNITIES PENDING:</b>	<b>\$17,993,179</b>				

**Annual Formula Allocations Submitted**

<b>Grant Program</b>	<b>Project</b>	<b>Amount Pending</b>	<b>Date Submitted</b>	<b>Status</b>	<b>Amount Awarded</b>
Low Carbon Transit Operations Program (LCTOP) – Cap & Trade	1 Expansion Bus	\$242,199	March 2019	Awarded June 28, 2019	<b>\$242,199</b>
Section 5307	Capital + Operating, Preventative Maintenance	\$3,787,643	July 11, 2019	Awarded July 30, 2019	<b>\$3,787,643</b>
Section 5307	Bus Replacement	\$5,174,108	July 19, 2019	Awarded August 12, 2019	<b>\$5,174,108</b>
Section 5337	Bus Replacement	\$1,669,534	August 3, 2019	<i>Pending Department of Labor review.</i>	<b>\$0</b>
Section 5337	HIMB Commuter: Preventative Maintenance	\$3,156,000	July 5, 2019	Awarded July 24, 2019	<b>\$3,156,000</b>
Section 5339	Bus Replacement	\$2,441,137	July 18, 2019	Awarded August 12, 2019	<b>\$2,441,137</b>
	<b>TOTAL ANNUAL FORMULA ALLOCATIONS PENDING:</b>	<b>\$1,669,534</b>		<b>TOTAL GRANT AWARDS:</b>	<b>\$14,801,087</b>



**DATE:** August 27, 2019

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Resolution No. 2019-006, Authorizing the Executive Director/CEO to Execute Agreements Necessary for the Bus Expansion Project with Funds from the California State of Good Repair Program for Fiscal Year 2019/2020 (FY 2020)

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**RECOMMENDATION**

That the Board of Directors adopt Resolution No. 2019-006, authorizing the Executive Director/CEO to execute agreements necessary for the Bus Expansion project with funds from the California State of Good Repair Program for FY 2020.

**FISCAL IMPACT**

Adopting Resolution No. 2019-006 would authorize the Executive Director/CEO to enter contractual agreements and authorize any other required documents, on behalf of AVTA and the Board of Directors, to expand AVTA's bus fleet.

**BACKGROUND**

AVTA receives annual apportionments from the California Department of Transportation. The AVTA Board is required to adopt Resolution No. 2019-006 in order to approve the Bus Expansion project and receive the FY 2020 allocation of \$269,048.

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Director of Finance and Administration

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Macy Neshati  
Executive Director/CEO

Attachment: A – Resolution No. 2019-006

RESOLUTION #2019-006

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE AGREEMENTS NECESSARY FOR THE BUS EXPANSION PROJECT WITH FUNDS FROM THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM FOR FISCAL YEAR 2019/2020**

**WHEREAS**, the **ANTELOPE VALLEY TRANSIT AUTHORITY** is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2018) named the Department of Transportation (Department) as the administrative agency for the SGR; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

**WHEREAS**, the **ANTELOPE VALLEY TRANSIT AUTHORITY** wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director/Chief Executive Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Antelope Valley Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director/Chief Executive Officer be authorized to execute agreements necessary for the Bus Expansion Project with funds from the California State of Good Repair Program for Fiscal Year 2019/2020 in the amount of \$269,048.

PASSED, APPROVED AND ADOPTED this 27<sup>th</sup> day of August 2019.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman of the Board

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen S. Darr, Clerk of the Board

\_\_\_\_\_  
Allison E. Burns, General Counsel



**DATE:** August 27, 2019

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Contract #2020-01 to Webb Builders Construction for Server Room Upgrades

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## **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute Sole Respondent Contract #2020-01 for the server room upgrades at AVTA's Administration Facility to Webb Builders Construction, Lancaster, CA, in the amount of \$314,260, plus applicable permit fees and sales tax.

## **FISCAL IMPACT**

Sufficient grant funds have been included in the FY 2020 Budget to pay for this project.

## **BACKGROUND**

Information technology demands have increased exponentially since the first electric bus had been delivered to AVTA. Staff had requested the server room be upgraded to address current and future needs. To this end, staff developed and circulated an Invitation for Bids (IFB) #2020-01 to upgrade the server room.

AVTA released Invitation for Bids (IFB) on June 22, 2019, requesting bids from contractors licensed to do business in the State of California and qualified to perform the necessary services to upgrade the agency's server room. The improvements may include, without limitation: condensate pump, humidifier, air distribution system with electrical wiring and various data network re-cabling.

Prior to the issuance of the IFB, Board and Transit Advisory Committee members were notified and asked to submit any recommendations for potential vendors. The solicitation documents were posted to AVTA's procurement website and advertisements were placed in the *Antelope Valley Press* and the *Our Weekly Lancaster* newsletter. The local Chambers of Commerce and AV Board of Trade were also notified via their respective email lists. AVTA's procurement system provided the solicitation documents to 241 registered firms; seventeen (17) from Lancaster, six (6) from Palmdale and an additional 218 firms outside of the Antelope Valley.

Staff conducted two mandatory pre-bid conferences on July 1, 2019, and July 10, 2019, with a total of eleven (11) firms attending. Four (4) addenda were released prior to the bid closing. The bid opening was held on July 30, 2019. Of the 241 firms that received notification of the IFB, only one (1) submitted a bid. The firm that met minimum requirements and their respective bid amount are listed in the table below.

<b>Firm</b>	<b>Location</b>	<b>Price</b>
Webb Builders Construction	Lancaster, CA	\$323,200.00
Value Engineering Descriptions and Amounts Listed Below:		
Deduction of Overtime Rates		-\$16,000.00
Zone 4 - Seismic Rated Transformer Mount		\$7,060.00
Contract Award Amount		\$314,260.00

Under AVTA's procurement policy requirements, an IFB must be awarded to the lowest responsive and responsible bidder.

Based on procurement policy requirements, the bid received was reviewed for requisite document submittal. Staff found the bid to be complete with pricing to be fair and reasonable. Therefore, staff is recommending the Board approve a contract with Webb Builders Construction. This project is anticipated to take approximately 150 days to complete.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Macy Neshati  
Executive Director/CEO