



**Regular Meeting of the Board of Directors**

**Tuesday, January 25, 2022**

**10:00 a.m.**

Antelope Valley Transit Authority Community Room

42210 6<sup>th</sup> Street West, Lancaster, California

www.avta.com

**ONLINE ZOOM MEETING PER GOVERNMENT CODE SECTION 54953(e)**

**AGENDA**

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. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

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.**

**UPDATED MEETING PROCEDURE:**

**Virtual Platform [Zoom]:**

**In response to Government Code Section 54953(e), this meeting will be conducted telephonically and virtually.**

Click here to join: <https://us02web.zoom.us/j/83497843722>

Dial by telephone to join: (669) 900-6833

Meeting ID: 834 9784 3722

Passcode: 141400

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Richard Loa, Director Raj Malhi, Director Michelle Flanagan

**APPROVAL OF AGENDA**

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

This is the time for public comments on any agendized or non-agendized matters pertaining to AVTA. In response to Government Code Section 54953(e), the public may participate in the meeting telephonically/virtually. If you are attending the meeting by personal computer, you may address the Board by clicking the “raise hand” button in the Zoom interface and your name will be announced when it is your turn to speak. If you are attending telephonically (by phone), please press \*9 to raise your hand and the last four digits of your call-in number will be announced when it is your turn to speak. Press \*6 to un-mute yourself. Speaking clearly, state and spell your name for the record, and eliminate any background noise.

The Board will hear comments on both agendized and non-agendized items at this time.

**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 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT – ART MINASYAN
- SRP 2 LEGISLATIVE REPORT FOR JANUARY 2022 – JUDY VACCARO-FRY
- SRP 3 OPERATIONS KPI REPORT – ESTEBAN RODRIGUEZ
- SRP 4 MAINTENANCE KPI REPORT – CECIL FOUST

**CONSENT CALENDAR (CC):** Consent items 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 NOVEMBER 23, 2021 – KAREN DARR

*Recommended Action: Approve the Board of Directors Regular Meeting Minutes of November 23, 2021.*

CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2021 – JUDY VACCARO-FRY

*Recommended Action: Receive and file the Financial Report for November and December 2021.*

CC 3 PROPOSED AVTA LEGISLATIVE PRINCIPLES FOR 2022 – JUDY VACCARO-FRY

*Recommended Action: Approve the Proposed AVTA Legislative Principles for 2022.*

CC 4 FISCAL YEAR 2021/2022 (FY 2022) SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2021) – KELLY MILLER

*Recommended Action: Receive and file the FY 2022 Second Quarter LASD report for the period covering October 1 through December 31, 2021.*

CC 5 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, TRANSDEV'S EEO PROGRAM AND ANTELOPE VALLEY TRANSIT MANAGEMENT'S (AVTM) POLICY STATEMENT – KELLY MILLER

*Recommended Action: Review, update, and reaffirm AVTA's EEO Policy Statement, Transdev's EEO Program and AVTM's EEO Policy Statement.*

CC 6 RESOLUTION NO. 2022-001, ADOPTING THE AMENDED CONFLICT OF INTEREST AND DISCLOSURE CODE – KAREN DARR

*Recommended Action: Adopt Resolution No. 2022-001, adopting the amended Conflict of Interest and Disclosure Code and rescinding in its entirety the current Conflict of Interest Code adopted by Resolution No. 2020-001.*

- CC 7 RESOLUTION NO. 2022-002, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION GRANT PROGRAM FOR FEDERAL FISCAL YEAR 2021/2022 (FFY22) – JUDY VACCARO-FRY

*Recommended Action: Adopt Resolution No. 2022-002, authorizing the Executive Director/CEO to execute all required documents of the Federal Transit Administration as required by the Department of Transportation Grant Program for FFY22.*

- CC 8 RESOLUTION NO. 2022-004, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR THE CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE STATE OF CALIFORNIA (CALTRANS) AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION'S (DOT) PROGRAMS – JUDY VACCARO-FRY

*Recommended Action: Adopt Resolution No. 2022-004, authorizing the Executive Director/CEO and/or the Chief Financial Officer to execute all required documents of Caltrans as required by the Department of Transportation's Programs.*

- CC 9 AMENDMENT NO. 3 TO CONTRACT #2019-64 WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR CPA FINANCIAL AUDITING SERVICES – LYLE BLOCK

*Recommended Action: Authorize the Executive Director/CEO to execute Amendment No. 3 to Contract #2019-64 with Brown Armstrong Accountancy Corporation, Bakersfield, CA for CPA financial auditing services for a one-year period not to exceed \$53,000 with one (1) one-year optional renewal period remaining.*

- CC 10 RESOLUTION NO. 2022-003, PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDERS N-25-20, N-29-20 AND N-35-20, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR A THIRTY (30) DAY PERIOD PURSUANT TO BROWN ACT PROVISIONS – ALLISON BURNS

*Recommended Action: Approve Resolution No. 2022-003, proclaiming a local emergency, ratifying the proclamation of a state of emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and authorizing remote teleconference meetings for a thirty (30) day period pursuant to Brown Act provisions*



**NEW BUSINESS (NB):**

- NB 1 CONTRACT #2022-34 TO STERTIL-KONI USA, INC. THROUGH THE STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT #4-21-08-1057, QUOTE #3162, FOR 18 VEHICLE LIFTS WITH 111,000 LB. CAPACITY – LYLE BLOCK

*Recommended Action: Authorize the Executive Director/CEO to execute Contract #2022-34 to Stertil-Koni USA, Inc. through the State of California Multiple Award Schedule Contract #4-21-08-1057, Quote # 3162, for 18 vehicle lifts with 111,000 lb. capacity for an amount not to exceed \$291,334.15, including applicable sales tax.*

- NB 2 SOLE RESPONDENT CONTRACT #2022-21 TO US HYBRID CORPORATION FOR 19 BATTERY-ELECTRIC ADA COMPLIANT VANS – LYLE BLOCK

*Recommended Action: Authorize the Executive Director/CEO to execute Sole Respondent Contract #2022-21 with US Hybrid Corporation, Torrance, CA, to purchase 19 battery-electric ADA compliant vans for an amount not to exceed \$4,824,556, plus applicable 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(d)(2)  
Significant exposure to litigation (two potential cases)
- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)  
Consideration of whether to initiate litigation (one potential case)

**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 February 22, 2022 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 6:00 p.m. on January 21, 2022 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 1

# November & December FY 2022 Monthly Operations Key Performance Indicators

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Presentation to the Board of Directors

January 25, 2022

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# November & December Trip Accommodation



*Kylin Stevenson – Customer Service Agent*

## Trips Accommodated

November  
89.96%

December  
92.86%

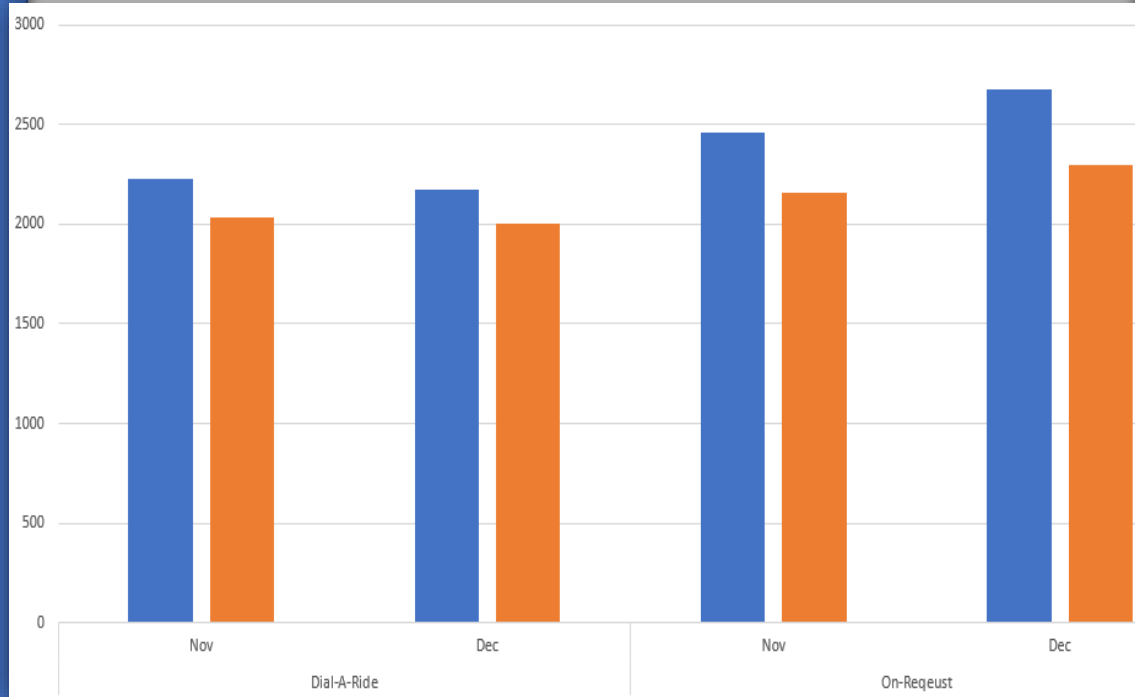
Total Average  
91.41%

# November & December Ridership Data

## Total Passengers

Nov	Dec
<u>Dial-A-Ride</u>	
2,226	2,174
<u>On-Request</u>	
2,468	2,674
<u>Grand Total</u>	
4,694	4,848

9,542



## Total Completed Rides

Nov	Dec
<u>Dial-A-Ride</u>	
2,037	2,000
<u>On-Request</u>	
2,161	2,299
<u>Grand Total</u>	
4,198	4,299

8,352

### Average Passengers Per Day

Nov	Dec	Avg
161.86	161.60	161.73

### Average Trips Per Day

Nov	Dec	Avg
144.75	143.30	144.02

# November & December Average Shared Ride Percentage

## Daily Avg Shared Rides

Nov	Dec
45.16	44.40

### Average Total

44.78

## Average Shared Ride %

Nov	Dec
31.40%	31.39%

### Average Total

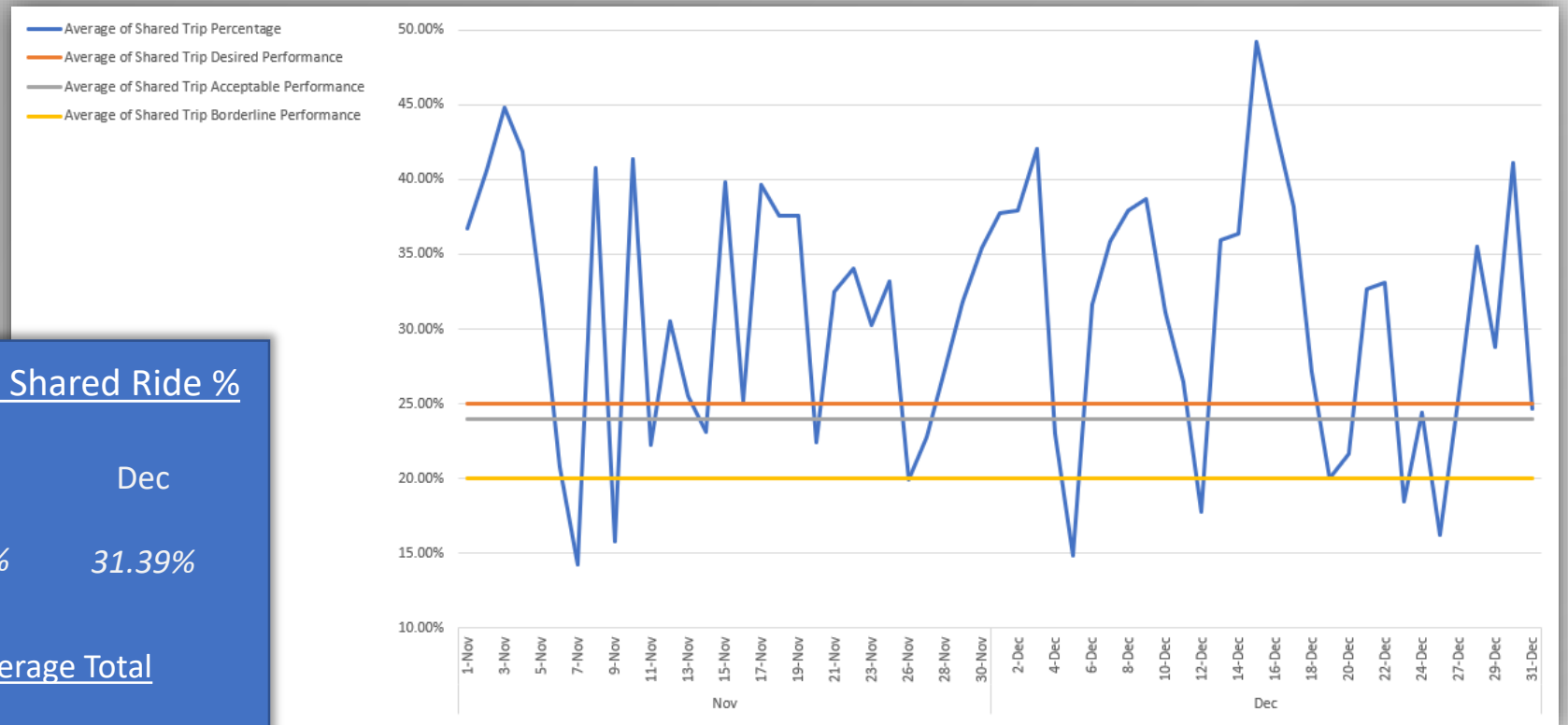
31.40%

## Total Shared Rides

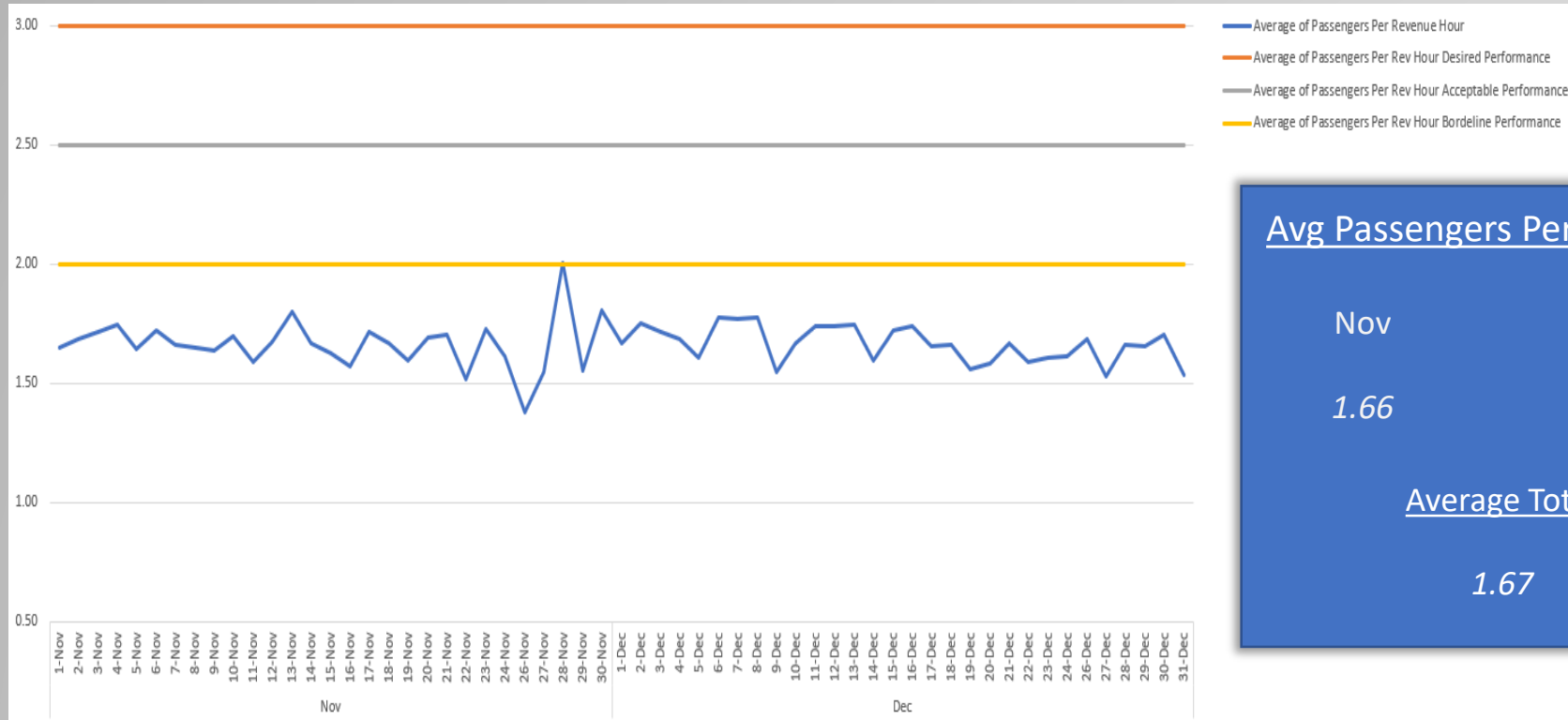
Nov	Dec
1,310	1,332

### Grand Total

2,642



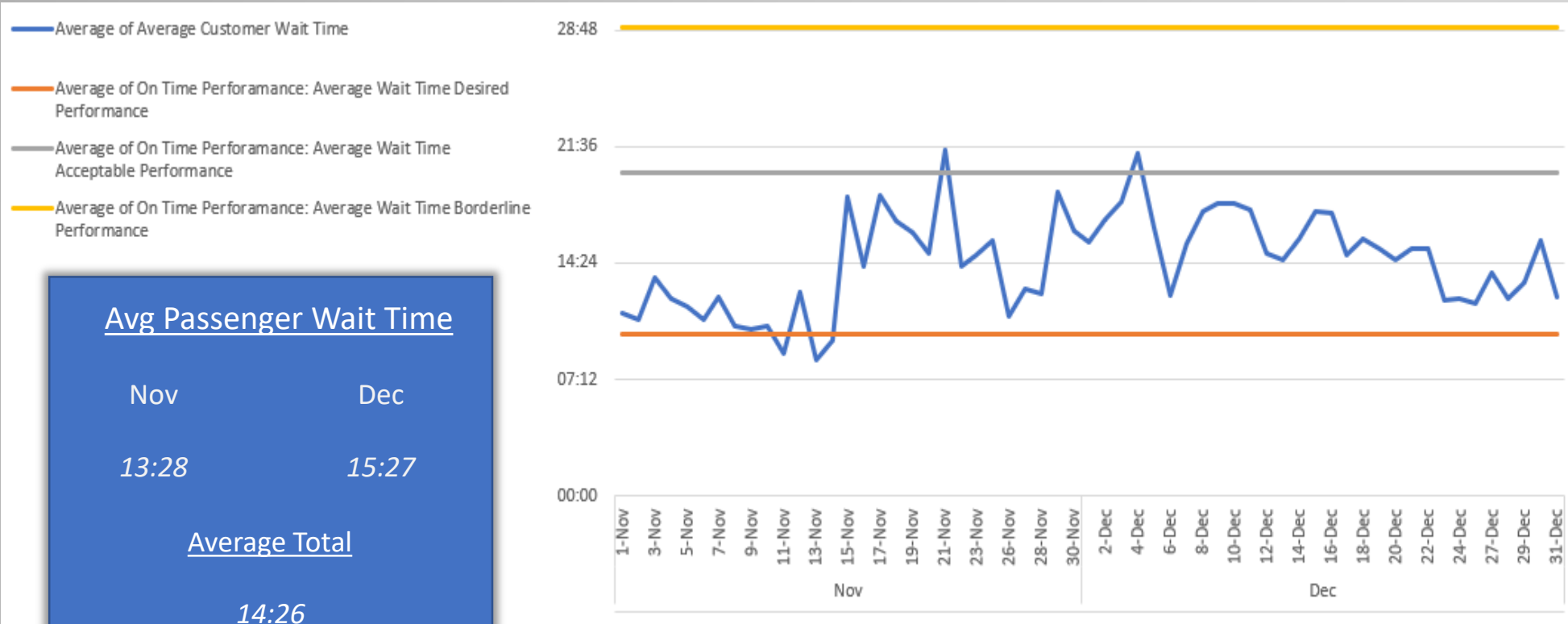
# November & December Passengers Per Revenue Hour



Avg Passengers Per Rev Hour	
Nov	Dec
1.66	1.67
<u>Average Total</u>	
1.67	

# November & December

## On-Time Performance: Passenger Wait Time



Avg Passenger Wait Time

Nov	Dec
13:28	15:27
<u>Average Total</u>	
14:26	



# November & December Pick-Up Locations by Route



50

Nov	Dec
664	717
30.73%	31.19%

Grand Total  
1381 | 30.96%



51

Nov	Dec
628	662
29.06%	28.80%

Grand Total  
1290 | 28.92%



52

Nov	Dec
869	920
40.21%	40.02%

Grand Total  
1789 | 40.12%

4,460 Total

# November & December Accidents

Total

November

DAR  
0

ORMRS  
1

DAR  
1

ORMRS  
1

2

December

DAR  
1

ORMRS  
0



# November Passenger Feedback

- 4,198 Total Rides Completed
- 3 Complaints Filed  
1 Validated 2 Invalidated
- *1 Complaint Out Of 4,198 Trips*
- *99.99% Customer Satisfaction*

35  
Trips



Barry Nelson  
4.94 Stars

35  
Rated

- 2,253 Total Booked Trips on App
  - 1,578 Rated Trips
  - Average 4.92/5.00 Star Ratings
- 174 Passenger Feedback
  - Positive Suggestive Negative  
169 4 1



Raymond Borjas

*The driver was very courteous, and the vehicle was very clean  
- Mahin A.*



Rodney Devilson

*Perfect timing and an awesome driver!  
- Marco D.*



Christina Miguel

*Excellent service and great driver  
- Kori A.*



Robbie Powell

*Robbie was great and very pleasant. Enjoyed her company  
- Karen B.*

# December Passenger Feedback

- 4,848 Total Rides Completed
- 3 Complaints Filed  
1 Validated 2 Invalidated
- *1 Complaint Out Of 4,848 Trips*
- *99.99% Customer Satisfaction*

204  
Trips



123  
Rated

Abel Hernandez  
4.96 Stars

- 2,378 Total Booked Trips on App
  - 1,556 Rated Trips
  - Average 4.94/5.00 Star Ratings
- 133 Passenger Feedback
  - Positive 127
  - Suggestive 5
  - Negative 1



Kami Wallace

*Good driver and cheerful attitude.*

*- Judith W.*



Brian Brill

*Respectful to both myself and another traveling person*

*- Andrea L.*



Daniel Medina

*I'm very thankful for the transportation service!*

*- Anna R.*



Walter Martin

*Great driver, very friendly and overall great job*

*- Caitlan J.*

# November and December FY 2022 Monthly Operations Key Performance Indicators

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Thank You!

Questions?

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# LEGISLATIVE & FINANCE UPDATE

Presentation to  
AVTA Board of Directors  
January 25, 2022





# STATE



# STATE BUDGET

## Governor's California Blueprint

*Investing in a Zero-Emission Future*



**\$256 million**  
Low-Income ZEVs



**\$545 million**  
Drayage & Transit Buses



**\$600 million**  
Trucks, Buses & Off-Road



**\$250 million**  
Ports



**\$419 million**  
Communities & Clean Mobility



**\$100 million**  
Emerging Opportunities



**CARB Total: \$2.17 B**

**ZEV Package Total: \$6.1 B**





# STATE BUDGET



## Governor's 2022-23 Budget

*New CEC Funding: ZEV Infrastructure*



**\$600 Million**

ZEV Infrastructure Grants



**\$300 Million**

Equitable At-Home Charging



**\$250 Million**

Drayage



**\$140 Million**

Transit Buses & Infrastructure



**\$500 Million**

Clean Trucks, Buses and  
Off-Road Equipment



**\$150 Million**

Ports



**\$100 Million**

Emerging Opportunities

**\$2 BILLION  
TOTAL**



# ARPA FUNDS

U.S. Department of Transportation Secretary announced a \$1.24 billion to the Los Angeles County Metropolitan Transportation Authority (Metro).

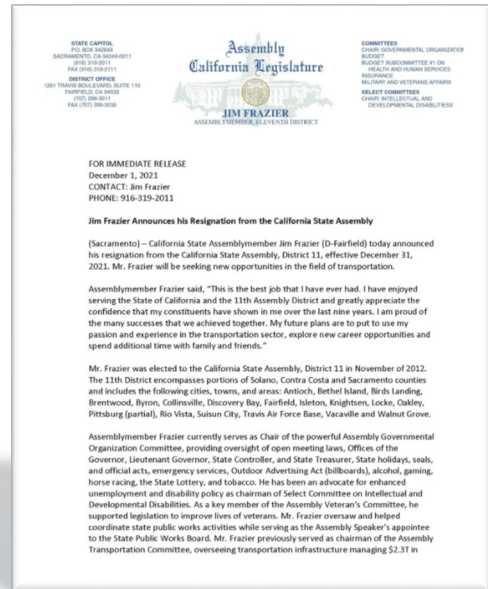
To date, FTA has awarded more than \$56 billion in COVID-relief funding to public transit agencies nationwide.

Any pass through funds will be a part of the FY23 MTA Formula Allocation process.



# DEPARTURES

- Assemblyman Jim Frazier announced he is resigning at the end of the year to pursue work in the transportation sector.
- Frazier, who serves as chair of the Assembly Governmental Organization Committee, first joined the Legislature in 2012, where he made transportation a major legislative priority.
- Longtime Rep. Lucille Roybal-Allard (D-Calif.), the chairwoman of the Appropriations subcommittee overseeing immigration issues, will not seek reelection in 2022.



# FEDERAL



# CONTINUING RESOLUTION

Currently, none of the 12 annual FY 2022 appropriations bills have been enacted.

The federal government is operating under a continuing resolution, funding programs at FY 2021 levels through February 18, 2022.

On January 13, members of the House and Senate Appropriations Committee held a meeting to discuss the status of the Fiscal Year 2022 appropriations bills, and issued a statement:

*“look forward to further conversations in the coming days, with the shared goal of finishing [their] work by the February 18 government funding deadline.”*



# BUILD BACK BETTER

A Congressional Budget Office (CBO) released their report estimating the Build Back Better Act would increase the federal deficit by \$3 trillion over 10 years if all of the included provisions were made permanent.

"There is not a plan to pay for it."

The administration realizes the bill in current form is dead and acknowledge they will need to break it up.



# HIGHWAY TRUST FUND

The Treasury Department's official report shows that the \$118 billion bailout transfer from the General Fund authorized by the bipartisan infrastructure law has finally gone through.

Should keep the Trust Fund solvent though 2026.

Highway Trust Fund, December 2021 (Billions of Dollars)

	Highway <u>Account</u>	Mass Transit <u>Account</u>	Combined <u>HTF</u>
Beginning-of-Month Balance	11.081	6.950	18.031
New Tax Receipts	+3.304	+0.473	+3.777
Interest/Penalties	+0.003	+0.001	+0.004
GF Transfer	+90.000	+28.000	+118.000
Outlays	-3.337	-0.684	-4.021
<b>End-of-Month Balance</b>	<b>101.051</b>	<b>34.740</b>	<b>135.791</b>

# MANDATES

The Transportation Security Administration (TSA) has extended the face mask requirement for all transportation networks through March 18, 2022.

The Supreme Court's ruled vaccine-or-test rules for businesses are unconstitutional.





# NATIONAL DEFENSE AUTHORIZATION ACT

House Passes Public Transit Provisions as Part of National Defense Authority Act

On December 7, 2021, the U.S House of Representatives passed S. 1605, the National Defense Authorization Act for Fiscal Year 2022, by a vote of 363 to 70.

The NDAA includes several important public transit provisions, including provisions dealing with cybersecurity, transit security grants, and disposition of transit property for affordable housing.



# Pending Resolution.....

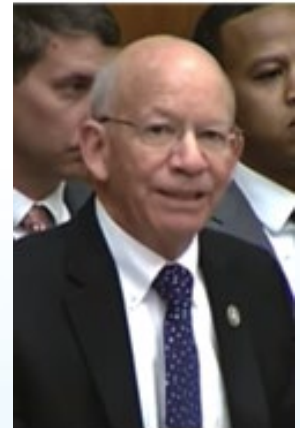
- ~~❖ Build Back Better~~
- ❖ Pending Potential PEPRRA Pause
- ❖ FFY22 Budget
- ❖ Surface Transportation Reauthorization
- ❖ Census Results Applied
- ❖ Annual Appropriations
- ❖ Redistricting Maps



# DEPARTURE

Rep. Peter A. DeFazio (D-OR), chairman of the House Committee on Transportation and Infrastructure announced he will not seek reelection.

Instrumental in efforts to secure both COVID-19 emergency relief as well as the investments in public transportation in the Bipartisan Infrastructure Law.



# REGIONAL



# LACMTA

L.A. Metro officials voted to continue funding their contracts with local law enforcement agencies that patrol the county's buses and trains.

The Metro Board of Directors will add \$75 million to the contracts and extend them six months through Dec. 2022.

In March, Metro cleared additional funds of \$36 million for law enforcement contracts.



# FINANCE UPDATE



# GRANT AWARD

## \$300,000



**DATE:** January 18, 2022

**RECOMMENDATION:** 1) Award an amount not to exceed \$300,000 of District grant funding to Antelope Valley Transit Authority (AVTA) for an Electric Vehicle Charging Project; 2) Authorize the Executive Director/APCO the option to change the funding source if warranted or if other applicable sources become available; and 3) Authorize the Executive Director/APCO and staff to negotiate target time frames and technical project details and execute agreements, approved as to legal form by the Office of District Counsel, and pending review by the Governing Board Chairman.



# Questions?



Thank  
you





SRP 3

# FY 2022 Monthly Operations Key Performance Indicators

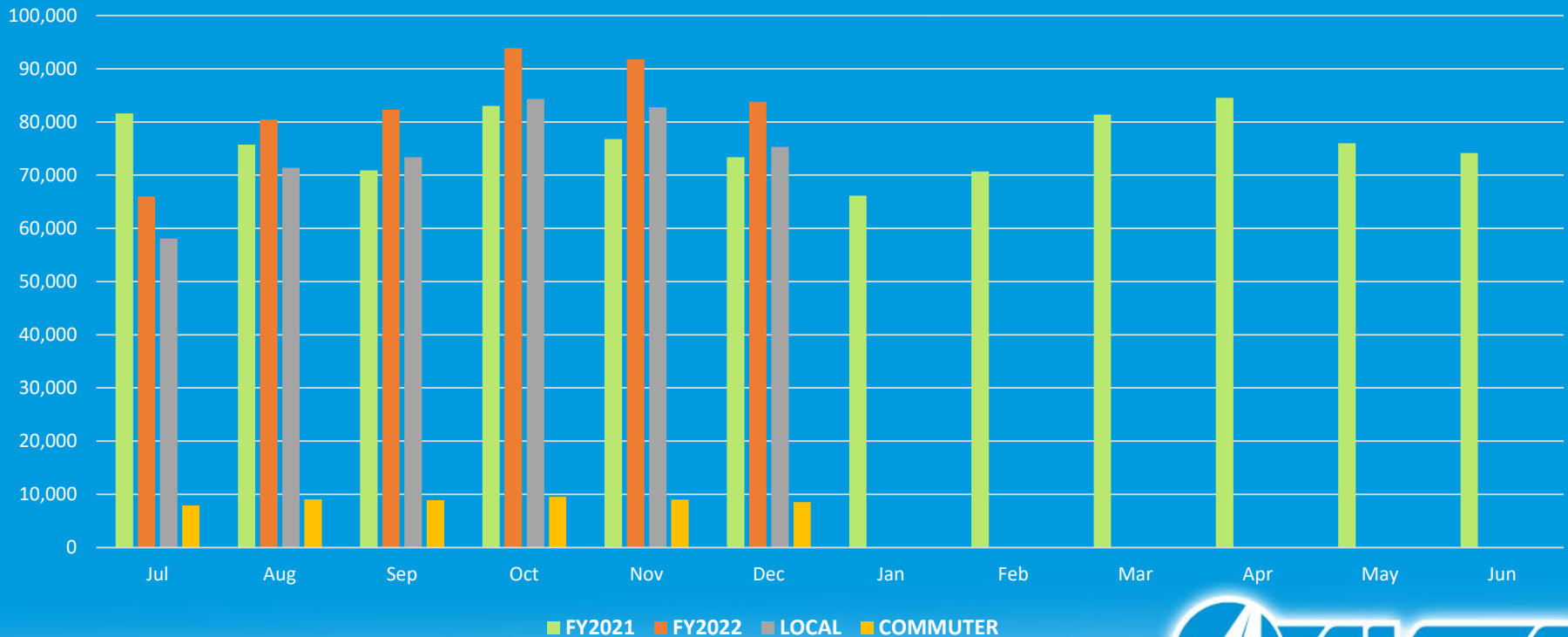
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Presentation to the Board of Directors  
January 25, 2022

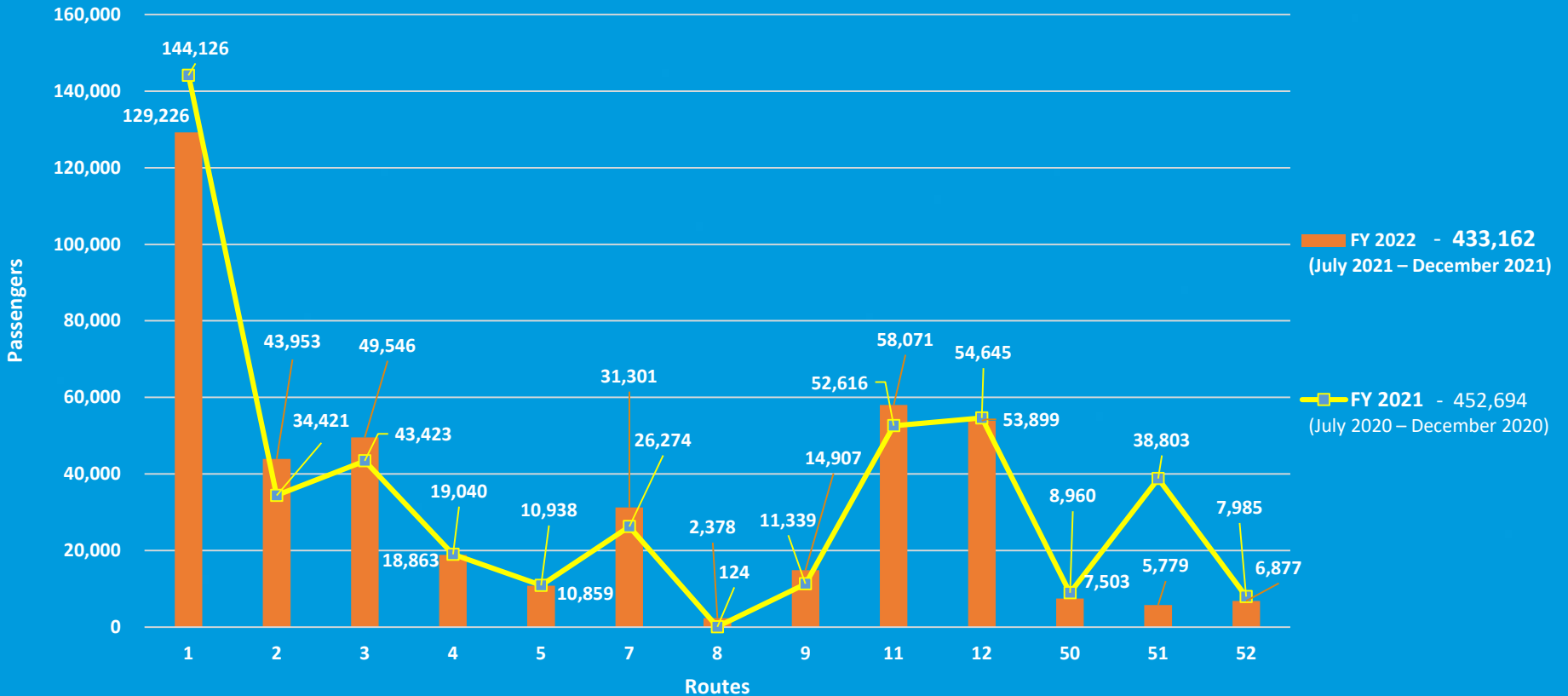


# MONTHLY BOARDING ACTIVITY

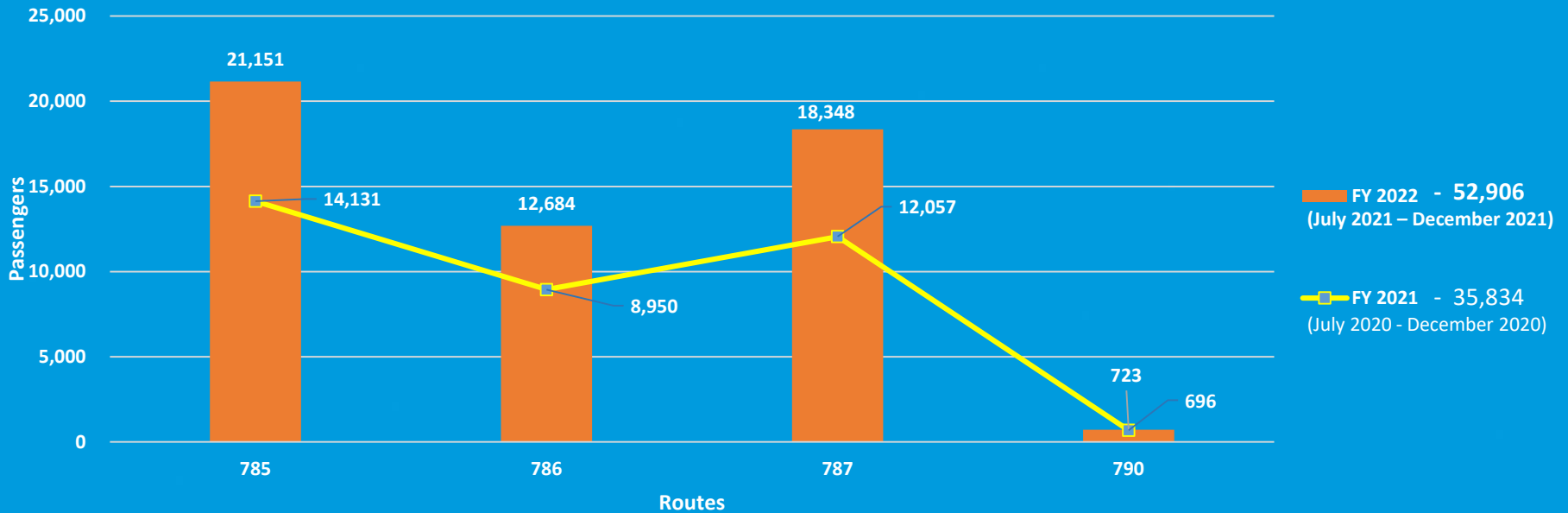
	December 2021 FY 2022	November 2021 FY 2022
<b>System</b>	83,821	91,752
<b>Local</b>	75,312	82,754
<b>Commuter</b>	8,509	8,998



# ANNUAL RIDERSHIP LOCAL ROUTES

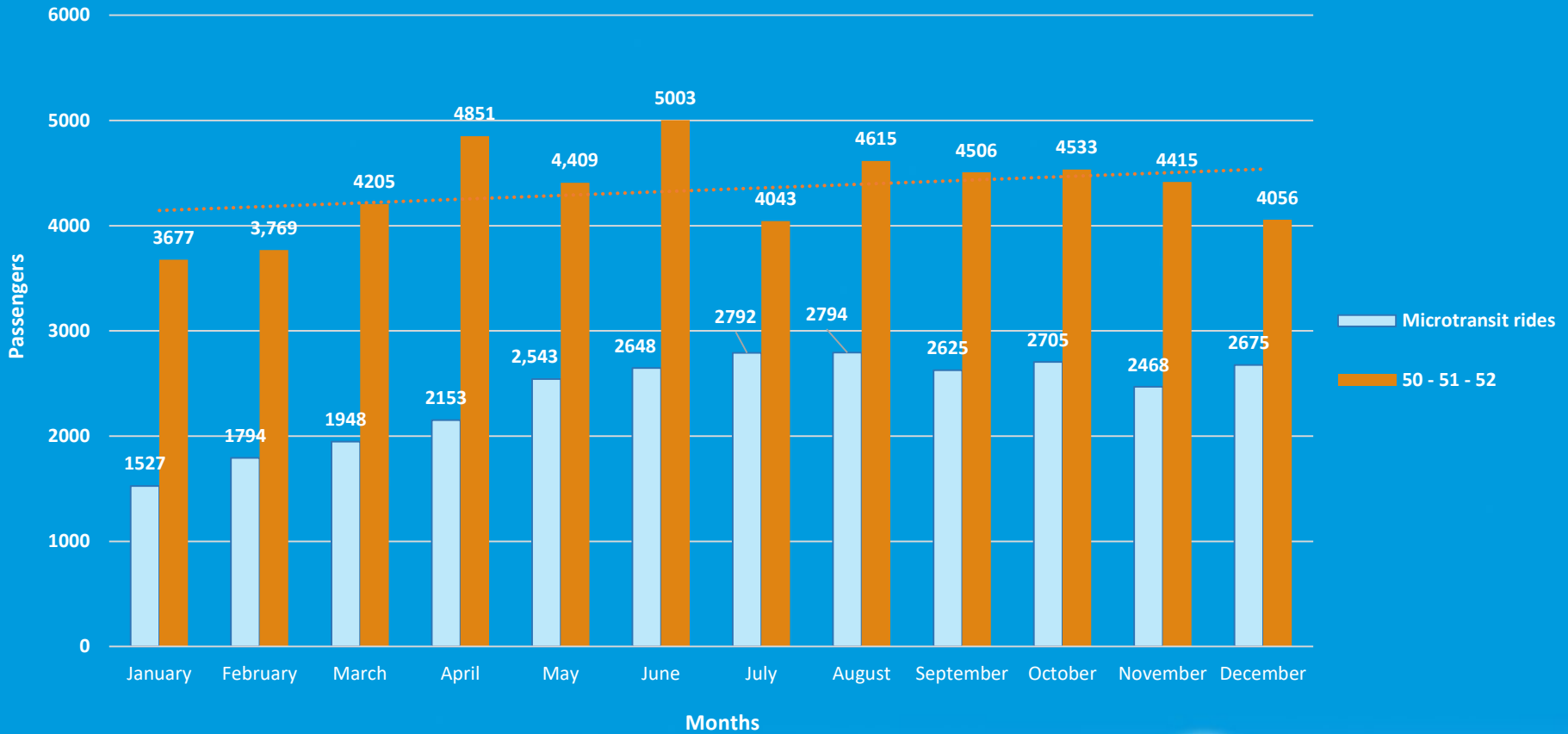


# ANNUAL RIDERSHIP COMMUTER ROUTES



# MICROTRANSIT RIDERSHIP ACTIVITY PILOT PROGRAM

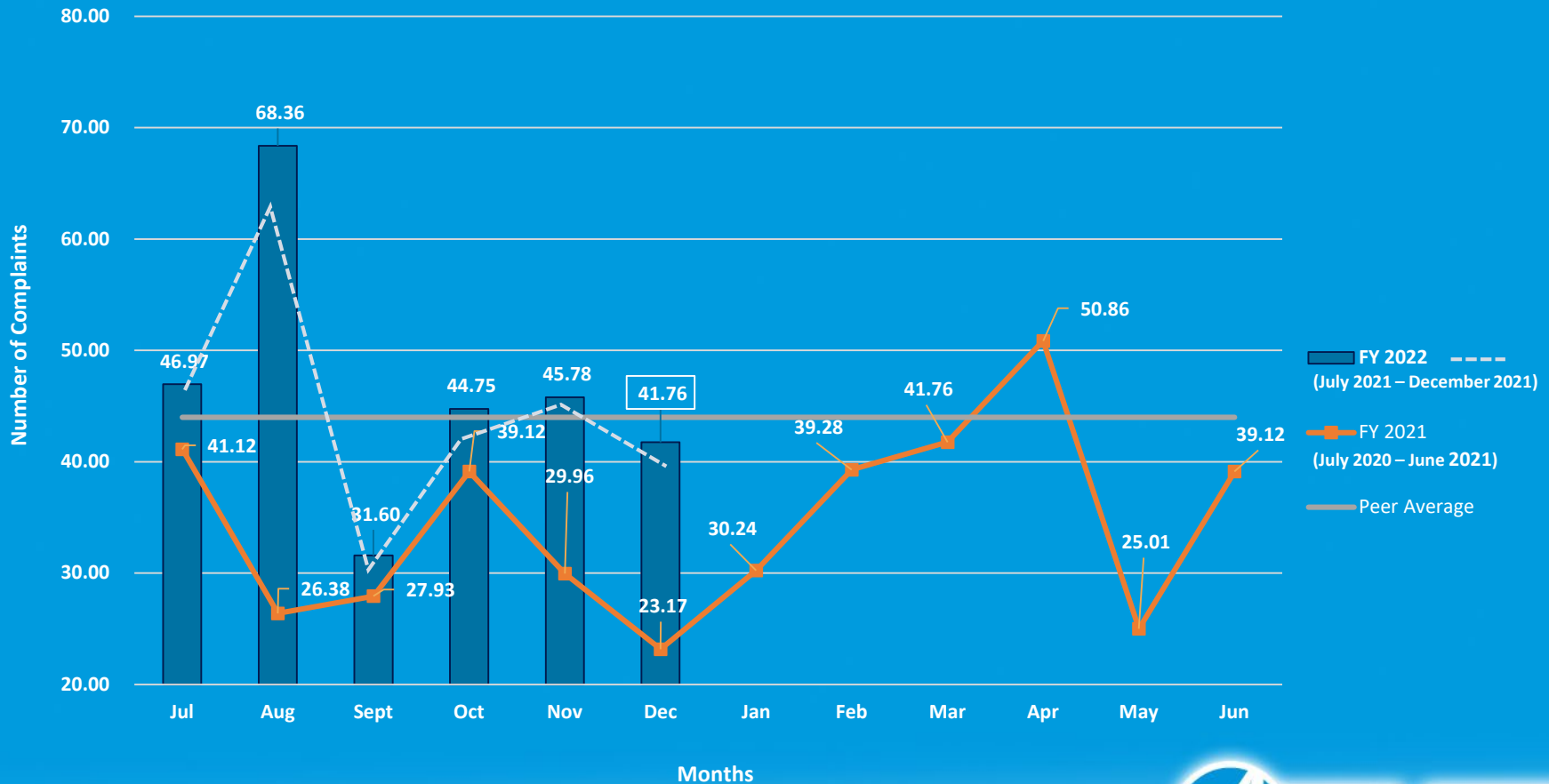
## Microtransit vs Routes 50, 51 & 52



# COMPLAINTS/100,000 BOARDINGS

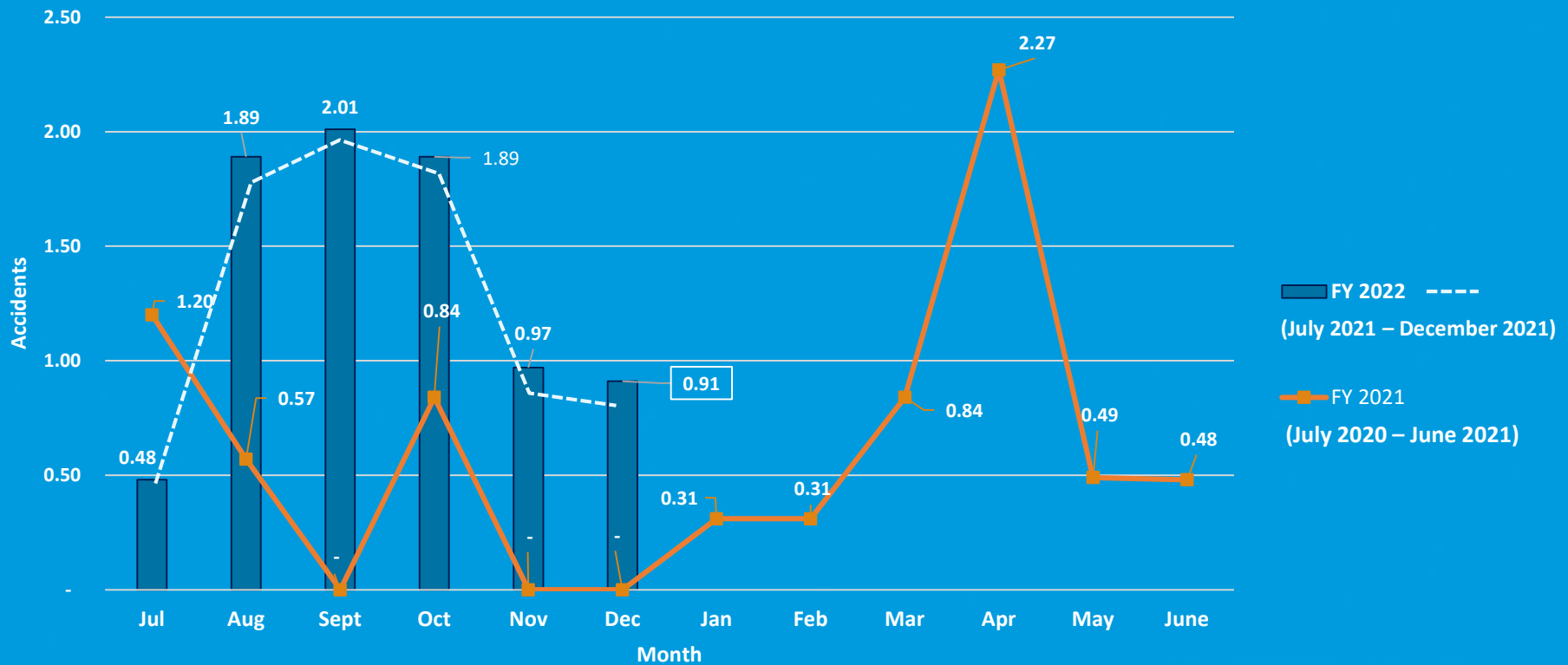
## DECEMBER - SYSTEM WIDE AVERAGE: 41.76

## PEER AVERAGE: 44.00



# PREVENTABLE ACCIDENTS/100,000 MILES

## DECEMBER - SYSTEM WIDE AVERAGE: 0.91



# KEY PERFORMANCE INDICATORS

	December 2021 FY 2022	November 2021 FY 2022	December 2020 FY 2021
<b>Boarding Activity</b>	83,821	91,752	73,360
<b>Complaints / 100,000 Boardings</b>	41.76	45.78	23.17
<b>Preventable Accidents / 100,000 Miles</b>	0.91	0.97	0



Thank you!

Questions?



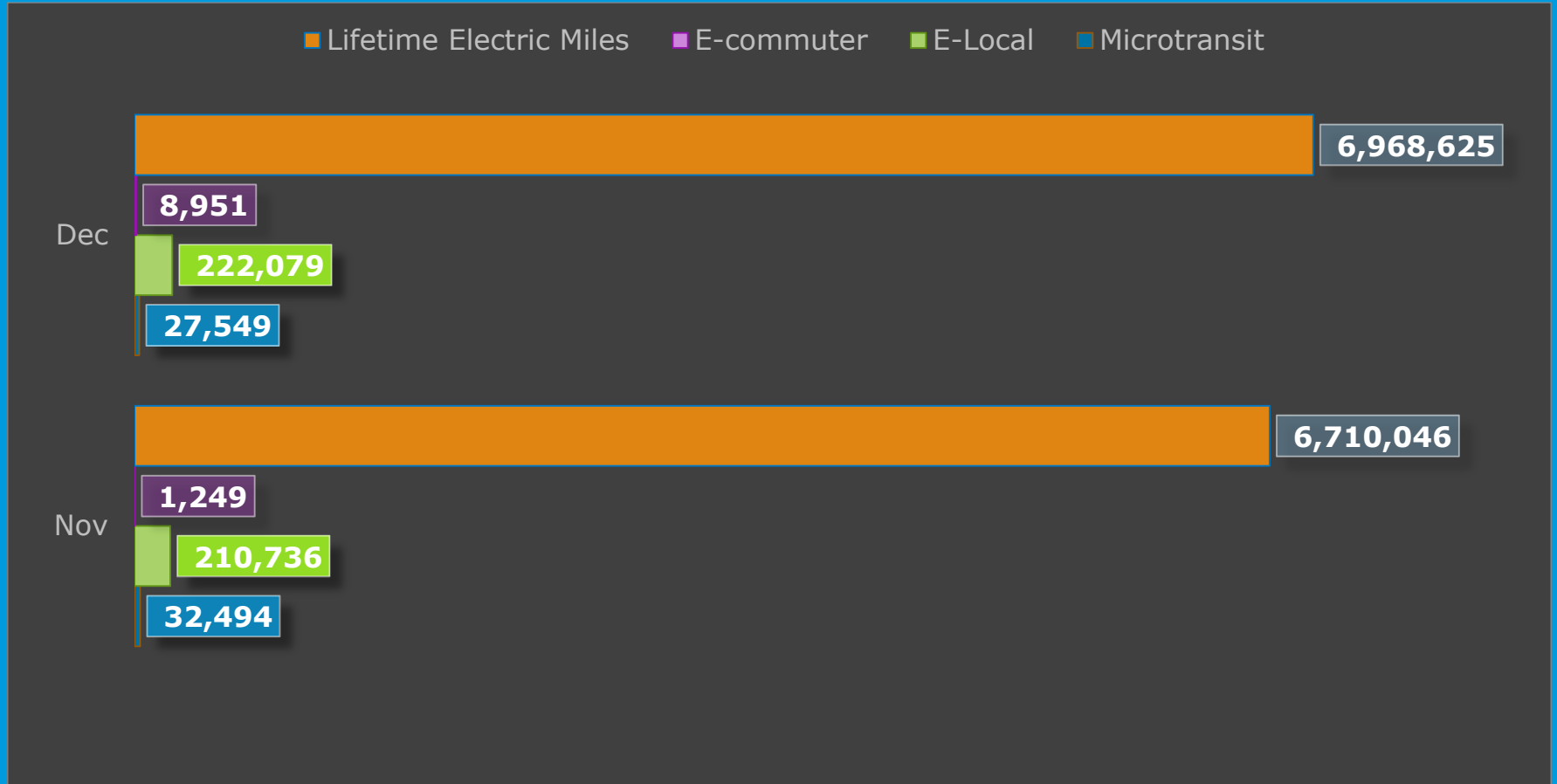
# FY 2021 Monthly Maintenance Key Performance Indicators

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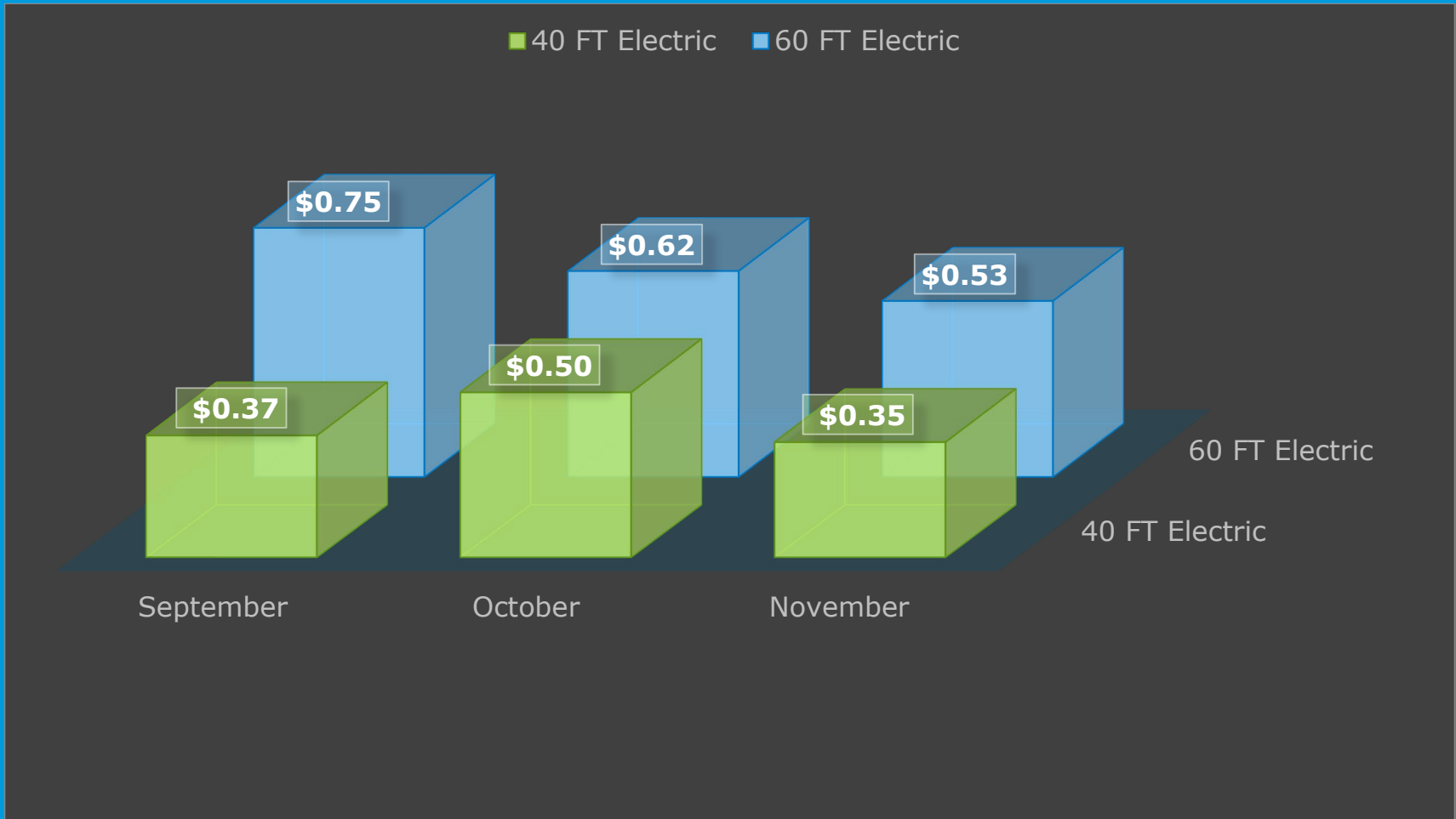
Presentation to the Board of Directors  
January 25, 2022



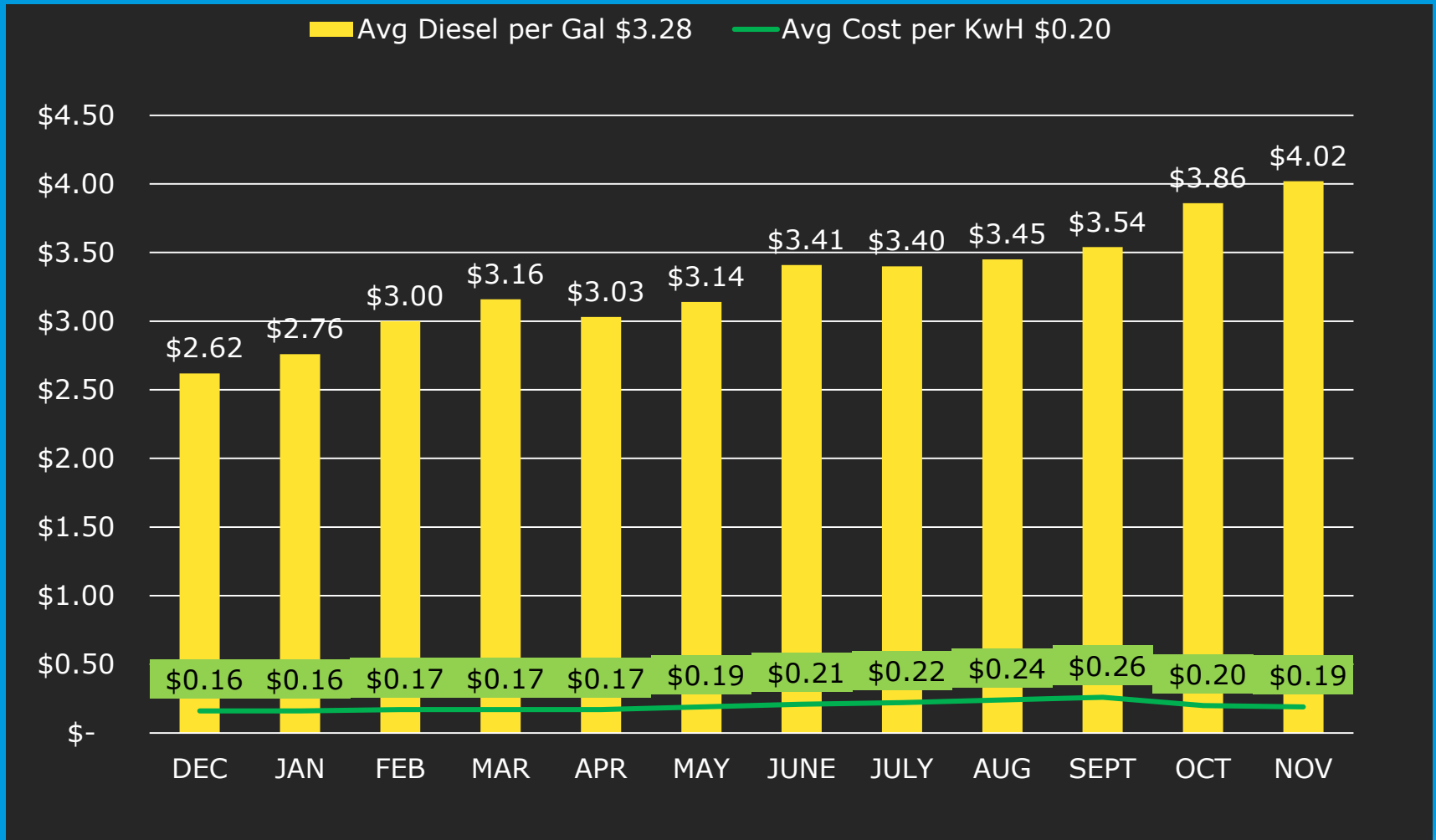
# ELECTRIC MILES TRAVELED



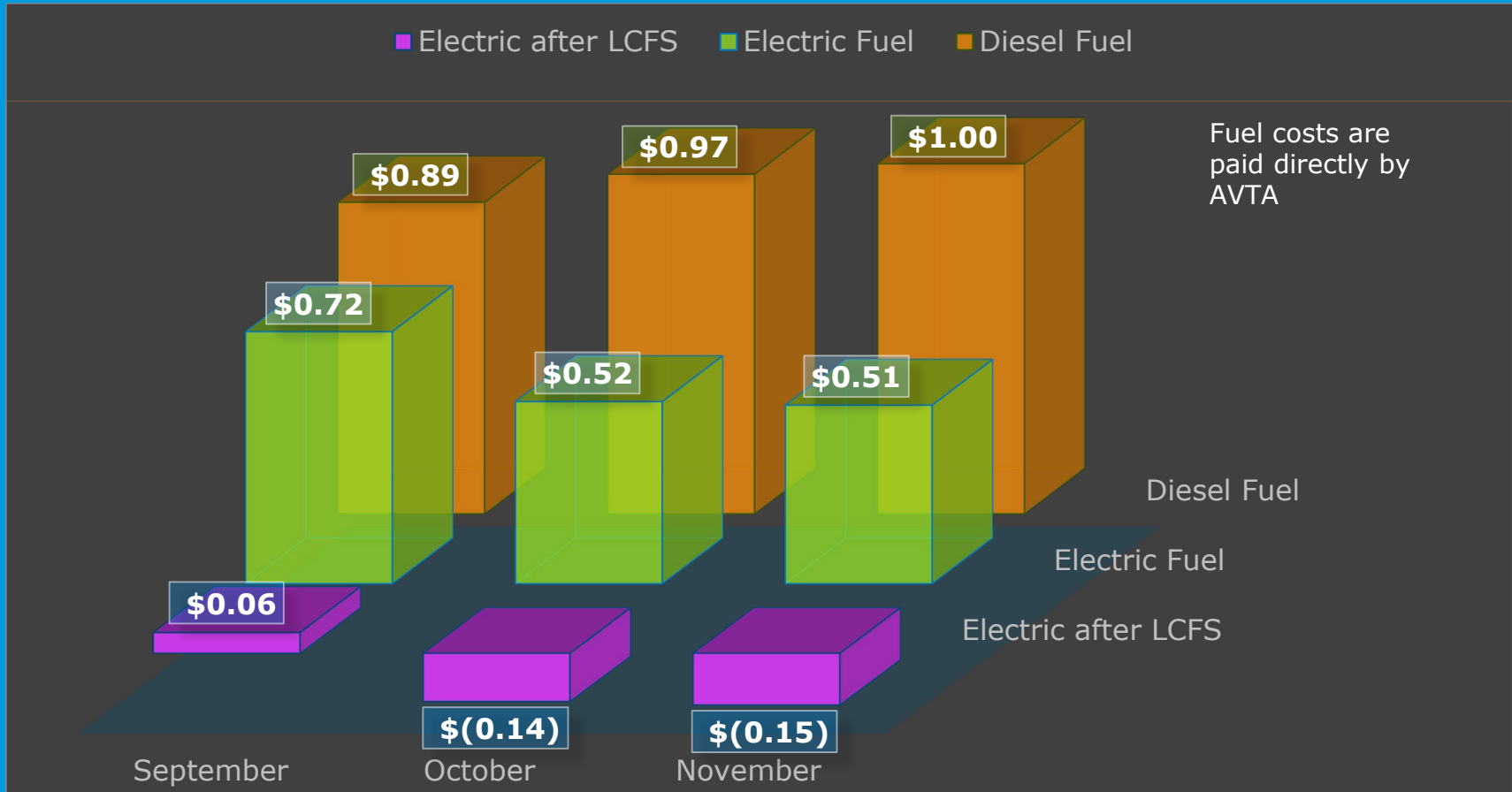
# MAINTENANCE COST PER MILE BY FLEET



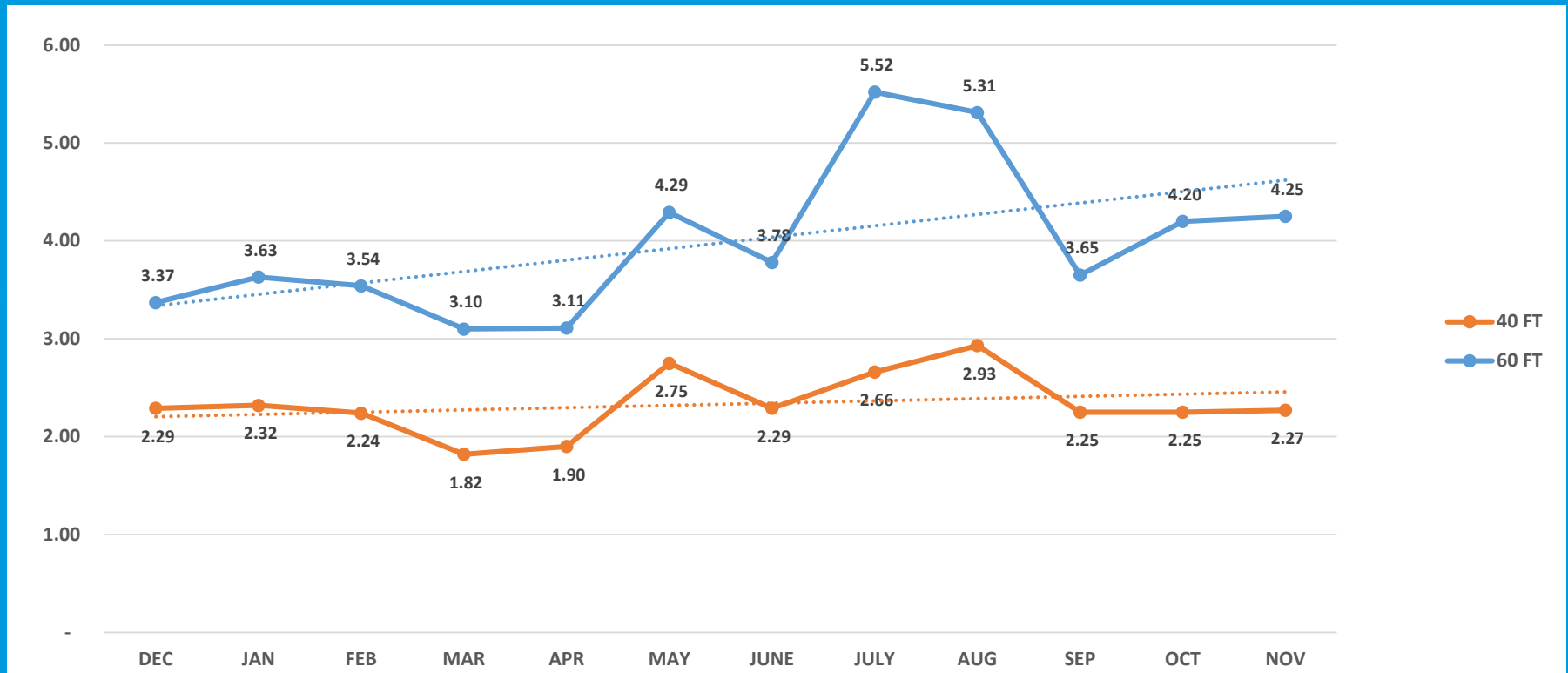
# FUEL/ENERGY COST PRIOR 12 MONTHS



# PROPULSION FUEL COST PER MILE w/LOW CARBON FUEL STANDARD (LCFS) OFFSET

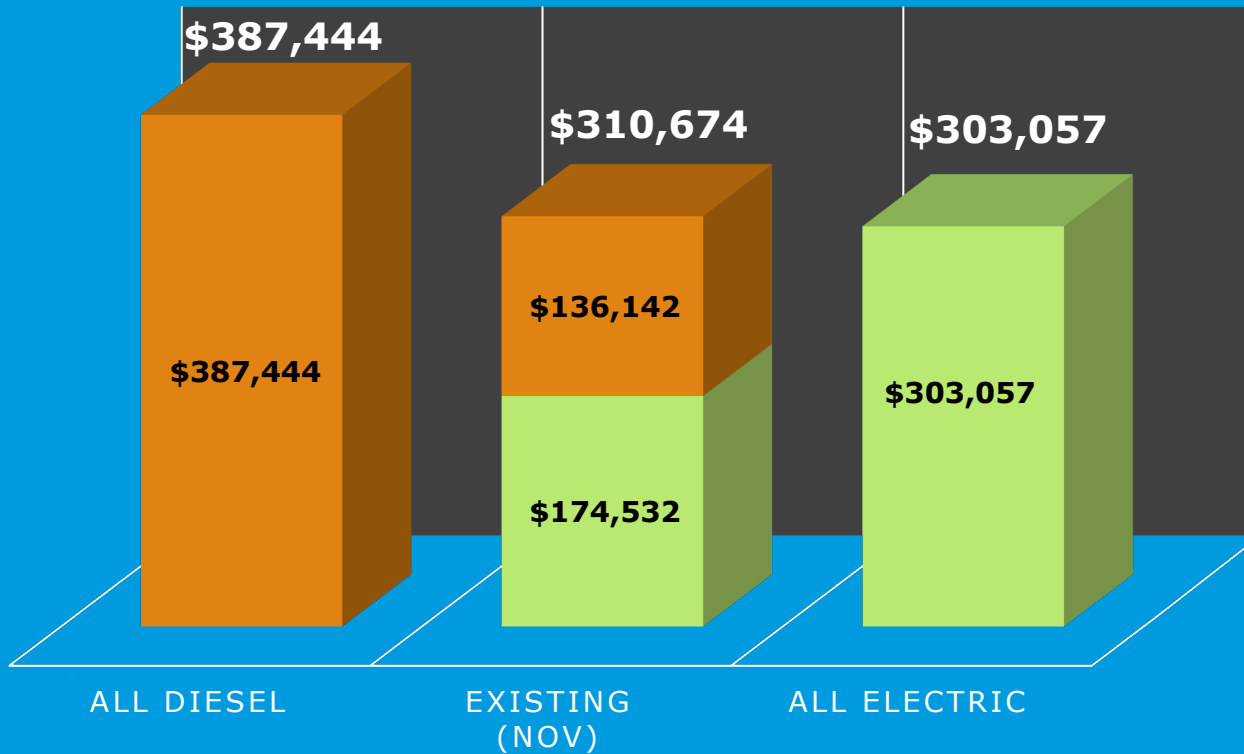


# AVERAGE FUEL CONSUMPTION PER MILE (KWPM)



# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS

■ Electric ■ Diesel



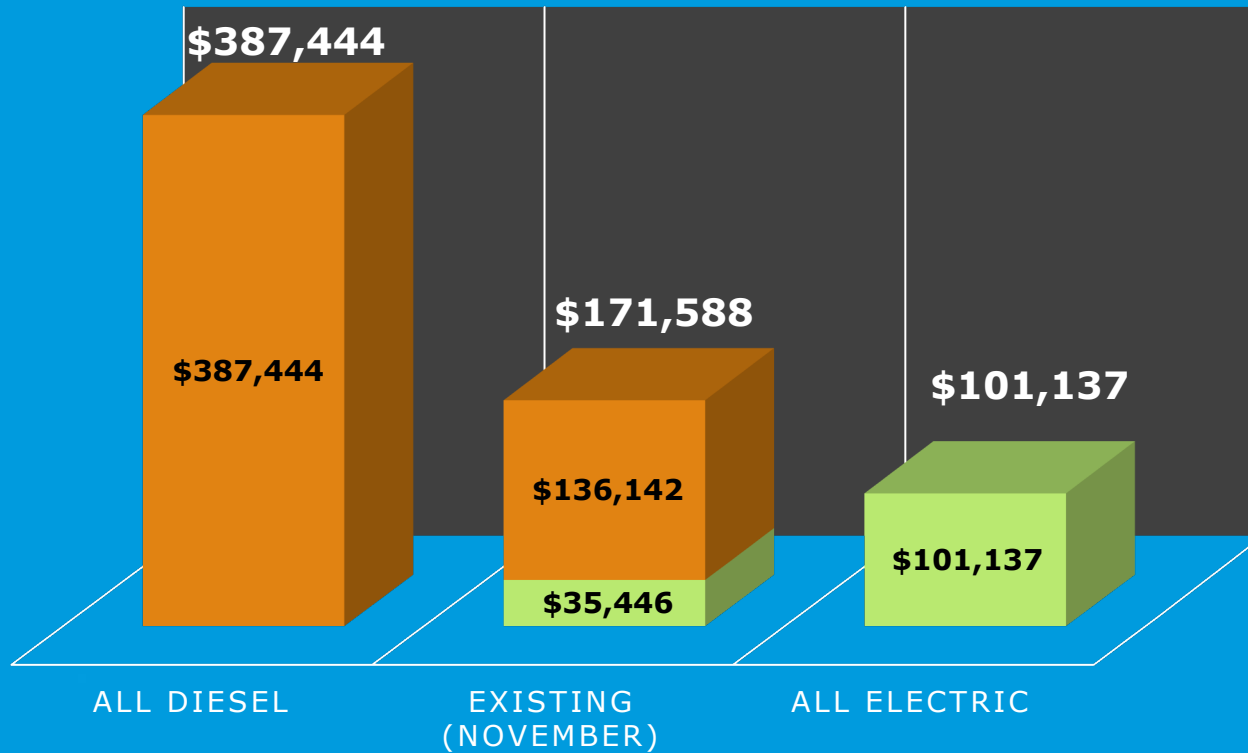
November  
Fuel and  
Maintenance  
Savings  
\$76,770

Projected  
Savings  
\$84,387



# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS W/LCFS

■ Electric ■ Diesel

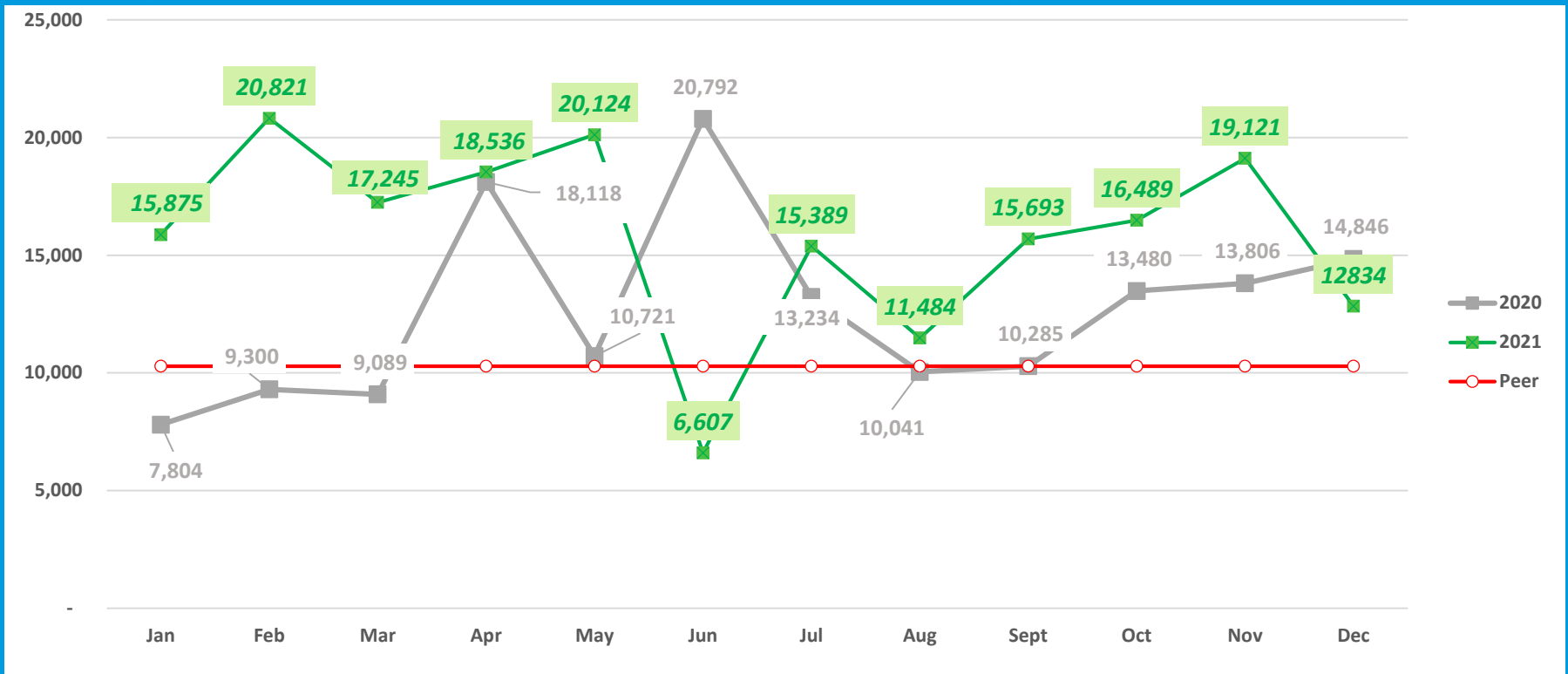


November  
Total  
Fuel and  
Maintenance  
Savings  
W/LCFS  
\$215,856

# AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Peer Average: 11,206

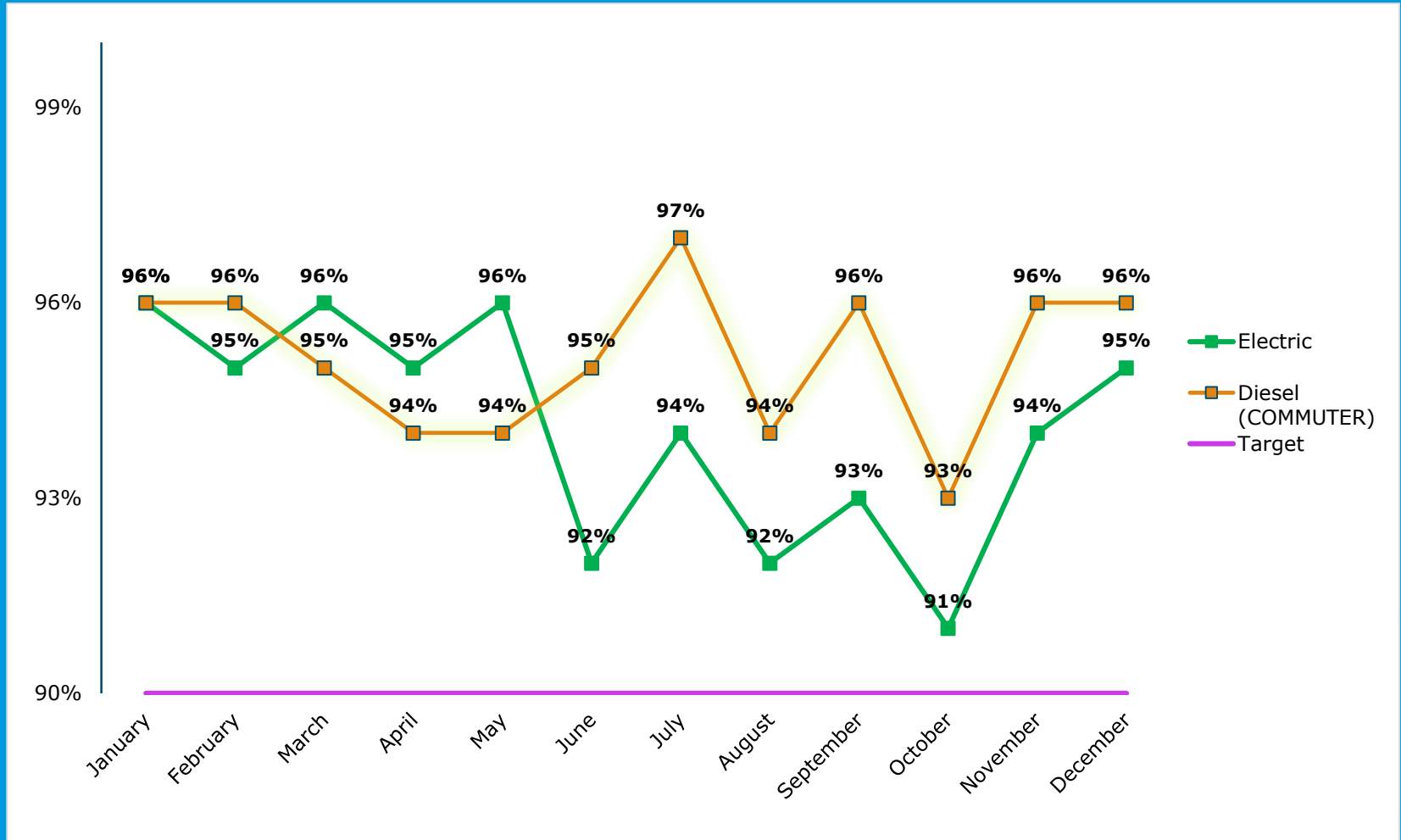
Target: 15,500



# FLEET AVAILABILITY

Peer Average: 81%

Target 90%



# Discussion/Questions?





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**Regular Meeting of the Board of Directors**

**Tuesday, November 23, 2021**

**10:00 a.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Alternate Director Kathryn Mac Laren led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Raj Malhi, Director Michelle Flanagan, Alternate Director Kathryn Mac Laren

**APPROVAL OF AGENDA:**

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

Moved by Vice Chair Knippel, seconded by Alternate Director Mac Laren

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

**PUBLIC BUSINESS FROM THE FLOOR – AGENDIZED AND NON-AGENDIZED ITEMS:**

Cindy Ferrand – spoke about issues with the Microtransit service and the difficulty passengers in wheelchairs have accessing the bus stop located at Avenue N and 162<sup>nd</sup> St. E. Chief Operating Officer Martin Tompkins will address Ms. Ferrand's issues.

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 26, 2021**

Approve the Board of Directors Regular Meeting Minutes of October 26, 2021.

**CC 2 FINANCIAL REPORT FOR OCTOBER 2021**

Receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve and Farebox Recovery information, for October 2021.

**CC 3 BOARD OF DIRECTORS MEETING CALENDAR FOR 2022**

Approve the Board of Directors meeting calendar for 2022.

**CC 4 AUTHORITY'S CLASSIFICATION AND SALARY SCHEDULE**

Approve amending the Authority's Classification and Salary Schedule to include the Project Manager position.

**Motion: Approve the Consent Calendar.**

Moved by Vice Chair Knippel, seconded by Director Malhi

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

**CLOSED SESSION (CS):**

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

General Counsel Allison Burns presented the items to be discussed in Closed Session.

CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)

Significant exposure to litigation (two potential cases)

CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)

Consideration of whether to initiate litigation (one potential case)

CS 3 Public Employee Appointment – 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 10:09 a.m.

Director Richard Loa arrived at 10:18 a.m. and replaced Alternate Director Mac Laren during the Closed Session discussions.

### **RECONVENE TO PUBLIC SESSION**

The Board reconvened to Public Session at 10:32 a.m.

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

General Counsel Burns stated the Board discussed CS 3 and gave direction to legal counsel. There was no reportable action.

### **NEW BUSINESS (NB):**

#### **NB 1 EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER (CEO) EMPLOYMENT AGREEMENT**

General Counsel Burns presented the staff report recommending an employment contract with Martin Tompkins as Executive Director/CEO. Mr. Tompkins thanked the Board and AVTA staff and stated he looks forward to the opportunity. Chairman Crist thanked Executive Director/CEO Macy Neshati for all he has done for AVTA and Antelope Valley community.

**Motion: Approve the terms and conditions and authorize the Chairman to execute the Executive Director/CEO Employment Agreement.**

Moved by Director Hofbauer, seconded by Director Flanagan

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Loa, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

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

**SRP 1 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT REPORT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2021**

Chief Financial Officer Judy Vaccaro-Fry introduced Thomas Young, Partner at Brown Armstrong Accountancy Corporation, who explained the audit process and presented the results of the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2021. He noted there were no audit findings or other issues. The Board discussed the number of transit agencies and other types of industries the firm audits.

**Motion: Approve the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2021.**

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Loa, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**SRP 2 PRESENTATION OF CALIFORNIA TRANSIT ASSOCIATION'S SMALL OPERATORS TRANSIT AGENCY OF THE YEAR AWARD FOR 2021 TO THE BOARD OF DIRECTORS**

Executive Director/CEO Macy Neshati stated that on November 2, 2021, the California Transit Association presented the Antelope Valley Transit Authority with the Transit Agency of the Year Award for 2021 during their Fall Conference & Expo in Sacramento, CA. The Transit Agency of the Year Award recognizes an outstanding program or service that demonstrates innovative concepts, effective problem-solving techniques, or promotes a positive image of transit in the community. Mr. Neshati accepted the award on behalf of AVTA. Chairman Crist expressed his appreciation to Mr. Neshati and staff for this outstanding accomplishment.

**SRP 3 PRESENTATION TO CUSTOMER SERVICE REPRESENTATIVE II DIANE TUMINARO ACKNOWLEDGING HER RETIREMENT**

Mr. Neshati and Customer Satisfaction Manager Carlos Lopez Arucha conveyed their gratitude to Customer Service Representative II Diane Tuminaro for all she has done for AVTA during her tenure. Mr. Arucha



presented a plaque to Ms. Tuminaro acknowledging her retirement and 14 years of dedicated and exemplary service to AVTA.

**SRP 4 PRESENTATION TO ACCOUNTING TECHNICIAN GLORIA DELGADO FOR 10 YEARS OF DEDICATED AND EXEMPLARY SERVICE**

Chief Financial Officer Judy Vaccaro-Fry presented an award to Accounting Technician Gloria Delgado acknowledging her ten years of dedicated and exemplary service to the Agency.

**SRP 5 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR OCTOBER 2021**

Transdev General Manager Denis Jackson presented awards to the Operator of the Month Allison Kinison and the Employee of the Month Aitor Urionabarrenechea.

**SRP 6 PRESENTATION TO ANTELOPE VALLEY TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH FOR OCTOBER 2021**

AV Transit Management President Art Minasyan presented an award to the Employee of the Month Diego Mendez.

**SRP 7 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT**

Mr. Minasyan presented the report.

**SRP 8 LEGISLATIVE REPORT FOR NOVEMBER 2021**

Ms. Vaccaro-Fry presented an update regarding AVTA's allocation from the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program, California's budget surplus, Public Employees' Pension Reform Act (PEPRA) Pause, Surface Transportation Reauthorization bill, Infrastructure Investment and Jobs Act, Drive To Zero program, pending federal resolutions, Proposition A audit results, LA Metro's fare-less system, LACMTA's Public Safety Advisory Committee's vote to defund law enforcement from Metro, AVTA's proposed Bus Pass Program for Homeless Students, AVTA's funding request from FTA's American Rescue Plan and the status of AVTA's submitted grants. The Board briefly discussed PEPRA and AVTA's proposed Bus Pass Program. Chairman Crist noted the positive impact AVTA has made on the environment since transitioning from a diesel fleet to an all battery-electric fleet.

## **SRP 9 OPERATIONS KPI REPORT**

Director of Operations and Maintenance Esteban Rodriguez presented the report. The Board discussed passenger injuries, pass-ups and the “Stop at All Stops” policy. Mr. Jackson detailed the various strategies and disciplinary measures Transdev management utilizes to remedy passenger pass-ups. The Board directed Transdev management to revert to the “Stop at All Stops” policy.

## **SRP 10 MAINTENANCE KPI REPORT**

Maintenance Compliance Manager Cecil Foust presented the report.

## **NEW BUSINESS (NB):**

### **NB 2 LETTER OPPOSING THE DEFUNDING EFFORT FOR LA METRO POLICING**

Mr. Neshati presented the staff report. The Board discussed the importance of continuing LA Metro policing.

**Motion: Authorize the Chairman of the Board to submit a letter to the Metro Board expressing AVTA's concerns regarding the defunding effort and our opposition.**

Moved by Director Hofbauer, seconded by Director Loa

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

Ayes: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Loa, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

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

### **RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO**

Mr. Neshati stated that it has been an honor and privilege to serve as the Agency’s executive director adding it has been the highlight of his career.

He noted the following accomplishments:

- Fully electrified our local fleet in March 2019 without the usual fanfare since the country was in a pandemic.
- Implemented the Microtransit service.
- Purchased property in Lake LA to serve as a charging depot and operators’ breakroom.

- Used Low Carbon Fuel Standard credits to build a world-class wellness center.
- Completed the commuter coach purchase to become North America's first all-electric fleet by the end of December 2021.
- Began the 3-bay expansion of our maintenance facility.
- Began the process of land acquisition and contract negotiations to build our own solar farm and charge off the grid.
- Received an award from the California Air Resources Board for leadership in zero-emission adoption.
- Received the Transit Agency of the Year Award for 2021 from the California Transit Association.
- Received a "no findings" result in our annual financial audits during my tenure.
- Received a perfect "no findings" result in our Federal Transit Administration's triennial audit.
- Undertook the following actions since the onset of the COVID-19 pandemic:
  - Provided a vaccination bus service to the Antelope Valley Fairgrounds.
  - Provided shuttle service from the field hospital at Antelope Valley Hospital to their remote parking area.
  - Donated thousands of facemasks to local hospitals, high schools and UCLA Medical Center.
  - Sponsored three food drives in partnership with the Teamsters and Antelope Valley Chevrolet.
  - Provided free vaccinations during the third food drive.
  - Supported locally owned and operated restaurants by providing breakfast and lunch to AVTA and Transdev employees for several months during the peak of the pandemic thereby keeping them safe and limiting their exposure to public places.
  - Most importantly, implemented stringent sanitizing and disinfecting measures to keep our staff, operators, technicians and the riding public safe. Although the inevitable positive COVID-19 test occasionally popped up, THERE WAS NEVER AN OUTBREAK!
  - Received letters commending our efforts from the local Teamsters management, Los Angeles County Department of Health and our contractor, Transdev.

In closing, I am indebted to my colleagues who continue to work tirelessly to help make AVTA great. I am indebted to this amazing Board for your vision, leadership, guidance and faith that allowed us to share in that vision and be part of bringing the battery-electric bus project to fruition.

Below is what 6 million electric miles signifies:

- ✓ Approximately 1.5 million gallons of diesel fuel have been saved.
- ✓ Equates to a net savings of \$1,950,000 in fuel costs after paying for electricity.

- ✓ Represents a carbon footprint reduction of more than 30 million pounds of CO2 and 112,000 pounds of particulate matter.

Although THANK YOU seems too small, these are the only words I know to sum up my gratitude to this Board that has allowed me to serve. I leave you in the capable hands of my friend and mentor Martin Tompkins. Chairman Crist applauded Macy for all he has done for staff and the Agency.

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

The Board wished everyone a Happy Holiday season.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 12:00 p.m. to the Regular Meeting of the Board of Directors on January 25, 2022 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 25<sup>th</sup> day of JANUARY 2022

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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: January 25, 2022**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Financial Report for November and December 2021**

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#### **RECOMMENDATION**

That the Board of Directors receive and file the Financial Report for November and December 2021.

#### **FISCAL IMPACT**

	<b>Nov + Dec</b>
PAYROLL	\$698,571
CASH DISBURSEMENTS	\$6,684,451

#### **BACKGROUND**

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Financial Officer in conjunction with the Controller, provides a monthly payroll total and cash disbursements. The Executive Director/CEO and Treasurer certify the availability of funds.

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

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Chief Financial Officer

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Martin J. Tompkins  
Executive Director/CEO



**DATE: January 25, 2022**  
**TO: BOARD OF DIRECTORS**  
**SUBJECT: Proposed AVTA Legislative Principles for 2022**

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**RECOMMENDATION**

That the Board of Directors approve the Proposed AVTA Legislative Principles for 2022 as outlined in Attachment A.

**FISCAL IMPACT**

This program has no direct budgetary impact.

**BACKGROUND**

The proposed 2022 Legislative Principles outlined in Attachment A include broad guidelines to help focus AVTA’s legislative proposals and strategies. It is designed to provide flexibility, which will guide staff in responding to legislative issues that may arise during the course of the year, such as legislation that potentially has a detrimental effect on transit funds, and responses to proposed legislative requirements.

The proposed Principles outline efforts to strengthen AVTA’s relationships with State and Federal representatives in Sacramento and Washington, D.C. as well as relationships with their staff members and various committees that could have an impact on AVTA. Primary goals are to build support for AVTA and its programs, protect our flexibility to use federal funds for operating purposes, and secure adequate funding for necessary improvements and future capital projects.

Staff will continue to prepare legislative updates for the Board on a regular basis. Updates will include recommendations for Board positions on individual bills and policies that affect AVTA’s interests.

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Chief Financial Officer

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Martin J. Tompkins  
Executive Director/CEO

Attachment: A – Proposed AVTA Legislative Principles for 2022

**2022 FEDERAL LEGISLATIVE PRINCIPLES**

<b>GOAL</b>	<b>ACTIONS</b>
<p>Ensure that federal and state policy decisions benefit AVTA operations and/or funding.</p>	<ul style="list-style-type: none"> <li>• Meet with AVTA’s House and Senate representatives to request support for specific capital programs as well as transit in general.</li> <li>• Coordinate with members of the AVTA Board to meet with federal representatives and/or key staff to improve relations and discuss issues of concern to AVTA both locally and in Washington D.C.</li> <li>• AVTA staff will actively participate in the Bus Coalition, American Public Transportation Association (APTA), Community Transportation Association of America (CTAA), California Association of Community Transportation (CalACT) and California Transit Association (CTA) legislative committees to ensure AVTA’s interests are represented at the federal and state level.</li> <li>• Support expanded funding opportunities for small operators.</li> </ul>
<p>Represent regional interests</p>	<ul style="list-style-type: none"> <li>• Coordinate federal advocacy efforts with Los Angeles County, and the cities of Lancaster and Palmdale.</li> <li>• Participate in advocacy efforts through the Access Services, Antelope Valley Air Quality Management District (AVAQMD), Antelope Valley Edge, and North County Transportation Coalition (NCTC).</li> </ul>
<p>Support legislation that:</p>	<ul style="list-style-type: none"> <li>• Enhances AVTA’s ability to deliver efficient and effective transit service</li> <li>• Increases transit funding</li> <li>• Supports transit-oriented development</li> <li>• Allows maximum flexibility in the use of federal and state funding for both operating and capital purposes</li> </ul>
<p>Oppose legislation that:</p>	<ul style="list-style-type: none"> <li>• Inhibits AVTA’s ability to deliver effective and efficient transportation services.</li> <li>• Diverts current funding or ignores the need for increased transit funding.</li> </ul>

**2022 STATE LEGISLATIVE PRINCIPLES**

<b>GOAL</b>	<b>ACTIONS</b>
<p>Ensure that state policy decisions are beneficial to Antelope Valley Transit Authority’s operations or funding.</p>	<ul style="list-style-type: none"> <li>• <b>Cap and Trade:</b> Participate in workshops and webinars to remain abreast of all developing information related to Cap and Trade funding.                             <ul style="list-style-type: none"> <li>○ Maintain active leadership role with California Air Resources Board (CARB).</li> </ul> </li> <li>• <b>Monthly updates:</b> Provide updates to the Board of Directors on significant legislation and initiatives.</li> <li>• <b>State Advocacy:</b> Support full allocation of sales tax and bond proceeds dedicated to transit. Ensure connection between transit operations funding and climate change policies.</li> <li>• <b>California Transit Association (CTA):</b> Actively participate in CTA activities and committees. Work to make sure CTA’s positions reflect AVTA positions.</li> <li>• <b>California Association of Community Transportation (CalACT):</b> Actively participate in CalACT activities and committees. Work to make sure CalACT’s positions reflect AVTA positions.</li> </ul>
<p>Establish a strong presence with AVTA’s state legislative delegation and their staff.</p>	<ul style="list-style-type: none"> <li>• AVTA staff will contact local representatives and/or key staff on a regular basis to improve relations and discuss issues of concern to AVTA both locally and in Sacramento. Staff will extend invitations to elected officials to familiarize them with AVTA capital projects, facility improvements, and program operations.</li> <li>• AVTA staff will disseminate AVTA news items as well as invitations to AVTA events to local representatives and their staff.</li> <li>• AVTA staff will participate in and attend the CTA Spring and Fall Legislative Conferences, and other state legislative events to promote relations with elected officials at the leadership and transportation committee levels.</li> <li>• AVTA staff will attend appropriate legislative events in the state.</li> </ul>
<p>Support legislation that:</p>	<ul style="list-style-type: none"> <li>• Enhances AVTA’s ability to deliver effective and efficient transportation services;</li> <li>• Increases funding for transit operations and capital;</li> <li>• Encourages transit-oriented development in California; and</li> <li>• Provides relief from excessive taxes.</li> </ul>



**2022 STATE LEGISLATIVE PRINCIPLES CONTINUED**

<b>GOAL</b>	<b>ACTION</b>
Oppose legislation that:	<ul style="list-style-type: none"> <li>• Inhibits AVTA’s ability to deliver effective and efficient transportation services; and</li> <li>• Diverts current funding or ignores the need for increased transit funding.</li> </ul>

**2022 LOCAL LEGISLATIVE PRINCIPLES**

<b>GOAL</b>	<b>ACTIONS</b>
Ensure that policy decisions made by regional planning and programming entities recognize issues important to AVTA.	<ul style="list-style-type: none"> <li>• Work through the Bus Operators’ Subcommittee (BOS) and the Los Angeles County Municipal Operators’ Association (LACMOA) to craft solutions to potential areas of concern.</li> <li>• Provide position briefings to Metro Board members, AVTA Board members, and SCAG personnel on issues that may affect operations, planning and funding.</li> <li>• Actively participate in North County Transportation Coalition (NCTC) to promote AVTA’s interests at the County and regional levels.</li> </ul>
Establish and maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.	<ul style="list-style-type: none"> <li>• Regularly participate in meetings of the Los Angeles County General Managers, Bus Operators’ Subcommittee (BOS) and regional Transportation Summits.</li> <li>• Coordinate on regular basis with Access Services and participate in Advisory committees to enhance service provided to mobility challenged members of community.</li> <li>• Stay abreast of transit issues agendized at the Los Angeles County Board of Supervisors and local city council meetings and newspapers to ensure common transportation needs are addressed.</li> <li>• Treat local officials as “constituents” and respond in a timely manner to their concerns about AVTA’s policies and service.</li> </ul>



**DATE:** January 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY 2021/2022 (FY 2022) Second Quarter Los Angeles County Sheriff's Department Report (October 1 – December 31, 2021)

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**RECOMMENDATION**

That the Board of Directors receive and file the FY 2022 Second Quarter Los Angeles County Sheriff's Department Report for the period covering October 1 through December 31, 2021.

**FISCAL IMPACT**

No fiscal impact at this time.

**DISCUSSION**

Deputy Maselli and his K-9 partner Doc worked a total of 650 hours during the second quarter of FY 2022.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that was reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day.

Deputy Maselli monitored various locations that had reported problems. These locations included: Sgt. Steve Owen Memorial Park (OMP), Lancaster Senior Center, 6th Street East & Palmdale Boulevard, Palmdale Transportation Center (PTC) and the Lancaster Metrolink Station.

Deputy Maselli and Doc conducted high visibility K-9 terrorism and explosives deterrence sweeps at the Antelope Valley Transit Authority (AVTA) office, AVTA transfer centers, on AVTA buses and at random bus stop locations throughout the Antelope Valley.

The following is a list of misdemeanors, infractions and arrest warrants included on citations issued from July 1 through September 30, 2021. All citations were issued at transit centers or at bus stops in the AVTA service area.

Citations	Oct 21	Nov 21	Dec 21
Suspended or Unlicensed Driver	0	0	0
Expired Registration	0	0	0
Registration Not in Vehicle	0	0	0
No Proof of Insurance	0	0	0
Drinking in Public ( Bus Stops)	0	0	0
Failure to Have Both License Plates on Vehicle	0	0	0
Failure to Obey Posted Signs at Transit Centers	0	0	0
Impounded Vehicle	0	0	0
Outstanding Warrant Arrest	0	0	0
Driver License Not in Possession	0	0	0
Using Cell Phone/Texting While Operating Vehicle	0	0	0
Defective Front Windshield	0	0	0
Unlawful Parking (Handicapped)	0	0	0
Non-Aggravated Assault Arrest	0	0	0

During the month of October Deputy Maselli warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at OMP and PTC.

During the month of November Deputy Maselli warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at OMP and PTC.

During the month of December Deputy Maselli warned and advised several persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at OMP and PTC.

Prepared by:

Submitted by:

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Kelly Miller  
DBE/EEO Compliance Officer

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Martin J. Tompkins  
Executive Director/CEO



**DATE:** January 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Annual Review of AVTA's Equal Employment Opportunity (EEO) Policy Statement, Transdev's EEO Plan and Antelope Valley Transit Management's (AVTM) EEO Policy Statement

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## **RECOMMENDATION**

That the Board of Directors review, update, and reaffirm AVTA's Equal Employment Opportunity (EEO) Policy Statement (Attachment A), Transdev's EEO Program (Attachment B) and AVTM's EEO Policy Statement (Attachment C).

## **FISCAL IMPACT**

Annual review, update, or reaffirmation of this Policy is unlikely to result in any fiscal impact.

## **BACKGROUND**

The Board of Directors approved AVTA's Equal Employment Opportunity (EEO) Policy Statement on July 25, 2017. The purpose of the Policy is to document and clearly communicate that AVTA will provide an equal employment opportunity for all persons and will prohibit discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

Additionally, AVTA's EEO Policy Statement and all contractors' EEO Plans and or Policies must be reviewed, updated and reaffirmed by the Board of Directors annually, within 30 days of the end of the calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of the Federal Transit Administration EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy may be directed to AVTA's EEO appointed Compliance Officer.

Prepared by:

Submitted by:

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Kelly Miller  
DBE/EEO Compliance Officer

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Martin J. Tompkins  
Executive Director/CEO

Attachments: A – AVTA's EEO Policy Statement  
B – Transdev's EEO Program  
C – Antelope Valley Transit Management's EEO Policy Statement

	<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT</b>	
	<b>Policy Effective Date: January 25, 2022</b>	<b>Revised on: January 25, 2022</b>
	<b>Approved by: Board of Directors</b>	
	<b>Date Approved: July 25, 2017</b>	<b>Page 1 of 3</b>

The Antelope Valley Transit Authority (AVTA) is an Equal Employment Opportunity (EEO) employer. It is the policy of the AVTA to provide equal employment opportunity for all persons and prohibits discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

AVTA recruits, hires, trains, and promotes employees without regard to race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including sexual harassment, pregnancy, childbirth or related medical conditions), age (40 and older), sexual orientation, gender identity, veteran status, genetic characteristics, or other legally protectable class as defined in Title VII of the California Fair Employment and Housing Act ("FEHA"), and any other applicable provisions of federal and/or state law. AVTA remains in compliance with the provisions of the Americans With Disabilities Act (ADA) and FEHA regarding persons with disabilities.

This policy applies to all employment practices and conditions, including recruitment and selection, promotions, terminations, transfers, layoffs, compensation decisions, discipline, separations, training, and benefits.

AVTA is committed to implementation of an affirmative action policy, which includes development of goals and timetables, which is designed to overcome the effects of past discrimination on minorities and women.

Executive oversight of AVTA's EEO policy is the responsibility of the AVTA Executive Director/CEO. Oversight and implementation, which includes dissemination, understanding and enforcement of the EEO policy is the responsibility of the appointed EEO Compliance Officer. The appointed EEO Compliance Officer is responsible for updating AVTA's EEO policies, monitoring compliance with the affirmative action plan, goals, providing training, and implementing programs that promote the AVTA's policy of promoting diversity, equal employment opportunities and affirmative action.

All applicants for employment and employees have the right to file complaints alleging discrimination with AVTA's EEO Compliance Officer. Any employee who contends that he/she has been subjected to unlawful discrimination, harassment or retaliation in violation of federal or state law, may use the internal complaint procedure set forth in AVTA's Harassment-Free Workplace policy. Employees can

raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including dismissal from employment.

### **EMPLOYEE AND MANAGEMENT RESPONSIBILITIES**

All AVTA directors, managers and supervisors with hiring authority share in the responsibility of ensuring agency compliance through understanding, communicating and active involvement in support of AVTA's EEO policies and affirmative action plans.

AVTA Managers and Supervisors will be evaluated on their actions taken to ensure successful implementation and compliance with the agency's EEO policy the same way as their performance on other agency's goals in accordance with FTA circular 4704.1, [Page III-2 a. (6)].

Successful achievement of AVTA's EEO policy goals will provide benefits to the recipient/sub-recipient/contractor through fuller utilization and development of previously underutilized human resources in accordance with FTA circular 4704.1, [Page III- 2 a. (7)].

AVTA is committed to maintaining an environment that values diversity in which all employees are free from illegal discrimination and harassment.

Nothing herein is intended to modify the at-will status of all employees of AVTA.

### **CONTRACTOR COMPLIANCE**

The Federal Transit Administration (FTA) requires recipients to document their review of EEO Programs for sub-recipients or contractors that meet the EEO Program threshold. As per the FTA EEO Circular 4704.1A, AVTA must review and monitor sub-recipients or contractors' EEO programs and policies which verify that they contain these seven elements:

1. Statement of Policy;
2. Plan for dissemination both internally and externally;
3. Designation of appropriate personnel responsible for carrying out the EEO; Program, including the designation of an EEO Officer;
4. Utilization analysis;
5. Goals and timetables to correct identified areas of underutilization or concentration;
6. Assessment of an agency's employment practices; and
7. Plan for monitoring and reporting on the EEO Program.

**ANNUAL REVIEW OF POLICY**

This EEO Policy Statement and contractor’s EEO Plan will be reviewed, updated and reaffirmed by the Board of Directors annually. Per current operators' contracts, this review must be accomplished no later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of FTA EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy can be directed to AVTA’s EEO appointed Compliance Officer, as appointed by the AVTA Executive Director/CEO.

AVTA EEO Compliance Officer: Kelly Miller  
Phone: (661)729-2203  
Email: EEO.Officer@avta.com

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Martin J. Tompkins – AVTA Executive Director/CEO

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Date



## Equal Employment Opportunity Policy

Document ID and revision	Human Resources
Effective date: 11/27/2017	DeeDee Hanc, Chief HR Officer, Transdev North America

### POLICY

*Transdev North America, Inc. is an Equal Opportunity Employer, committed to creating and maintaining a qualified and diverse workforce. Transdev will afford equal employment opportunities to employees and applicants, and will not tolerate discrimination based on gender, race, sex, religion, color, creed, age, national origin, ancestry, marital status citizenship status, veteran status, disability, sexual orientation or any other factor prohibited by applicable federal, state or local law.*

*This policy applies to all terms, conditions and privileges of employment including recruitment, employment, on boarding, initial periods of employment, job assignments, training and development, working conditions, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreation programs, termination and separation and other terms and conditions of employment.*

### SCOPE

*This policy applies to all employees of Transdev North America, Inc. and its subsidiaries. This policy also includes all independent contractors and personnel working on Transdev properties who are employed by temporary agencies and any other persons or firms doing business for or with Transdev.*

### DESCRIPTION

*Principal and direct responsibility for successful implementation of this policy in a uniform manner has been assigned to the Corporate Human Resources department. Within their respective areas of responsibility, all managerial and supervisory personnel are accountable to ensure compliance with this policy. Transdev North America, Inc. practices that support this Equal Employment Opportunity Policy include the following:*

- *Transdev displays posters regarding equal employment opportunity in areas highly visible to employees.*
- *All advertising for job applicants include the statement "Transdev is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status."*
- *Employees are required to report any apparent discrimination or harassment. Complaints are investigated immediately and handled as confidentially as possible.*
- *Transdev forbids retaliation against any individual who in good faith files a charge of discrimination, reports harassment or who assists, testifies, or participate in an equal employment proceeding.*

*Janet J. Hendrick*



# **Antelope Valley Transit Authority**

**Operated by  
Transdev Services, Inc.**



## **Equal Employment Opportunity Program**

**July 2021**

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## **SYSTEM OVERVIEW**

Transdev's Antelope Valley operations provides Fixed Route Services to the city of Lancaster and the surrounding Northern Los Angeles Communities. Antelope Valley Transit Authority (AVTA), contracts with Transdev Services, Inc. (Transdev) to operate this service. The Authority is responsible for grant submittals and grant management, as well as sub recipient oversight.

Transdev is a private corporation that delivers the day-to-day operations of the transit system as directed by the Authority, which has delegated the personnel management responsibilities, including the administration of the personnel policies, to Transdev. Such policies are reviewed by the Board and the Board retains oversight through contract provisions and reporting requirements. To maintain the oversight necessary to meet the fiduciary responsibilities involved in the EEO requirements of the Federal Transit Administration (FTA) contract, the responsibility of this program is delegated to the Transdev General Manager, Denis Jackson.

The following Equal Employment Opportunity Program is for the benefit of all applicants and employees of Transdev. In this Program, the AVTA and Transdev reaffirm their commitment to equal employment opportunity for all applicants and employees regardless of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Equal employment opportunity has been identified as a basic element in the operating philosophy of this organization. This EEO Plan is presented as a statement of commitment and as a guide for future action in meeting equal employment opportunity goals as required by the provisions in the grants contracts with the Federal Transit Administration.

Bus Operators are represented by labor unions, covering over 85% of the Transdev employees. The CBA's have non-discrimination statement and both the Union and the Company are committed to applying rules, benefits, and discipline in a non-discriminatory manner, and in conformance with the principles of equal employment opportunity. All CBA's contains a bona fide seniority system that applies to various employment situations, such as choice of work assignments and layoffs.



## STATEMENT OF POLICY

The Antelope Valley Transit Authority, operated by Transdev is a continuing Equal Opportunity Employer, committed to EEO for all persons, regardless of race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class to create and maintain a qualified and diverse workforce. Transdev is committed to the development of a written non-discrimination program that set forth the policies, practices, and procedures, with goals and timetables, to which Transdev is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request. Transdev will afford equal employment opportunities to employees and applicants, and will not tolerate discrimination based on race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class.

This policy applies to all terms, conditions, employment practices and privileges of employment including recruitment, selection, on-boarding, initial periods of employment, job assignments, training and development, working conditions, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreation programs, termination and separation and other terms and conditions of employment.

Transdev is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

The responsibility for the implementation and monitoring of the EEO Program is assigned to Luz Perkins HR Manager and EEO Officer, who reports directly to Denis Jackson, General Manager. (Contact Information: [Luz.perkins@transdev.com](mailto:Luz.perkins@transdev.com) 1-661-729-2218). Within their respective areas of responsibility, all managerial and supervisory personnel are accountable to assure compliance with this policy. However, all management personnel shall share in this responsibility through specific tasks assigned to ensure compliance is achieved. The performance of managers, supervisors, etc., will be evaluated on the success of the EEO Program just as their performance is evaluated on other departmental and organizational goals.

Any applicant or employee has a right to file complaints alleging discrimination to the EEO Officer or office. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or



lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

In the event the complaint is related to the Human Resource function, applicants or employees may file their complaint with the Regional Director of Human Resources (Kathleen Riley; Kathleen.riley@transdev.com or (602)291-1900) contact Transdev through the Transdev Ethics & Compliance Hotline at 1-866-850-3033 or contact Transdev online from our website at [www.transdevna.com](http://www.transdevna.com). Transdev partners with NAVEX Global to handle employee concerns through the Ethics & Compliance Hotline. The Ethics & Compliance Hotline is a tool to report possible unethical and unsafe behavior regarding harassment and retaliation, safety, fraud, or whistleblower issues. Transdev firmly believes that this method of reporting allows employees to express their concerns in a safe, non-retaliatory, and confidential manner in the effort of protecting their interest and the organization. The Ethics & Compliance Hotline is managed by our legal department, and as such, employees have the ability to ensure that their concerns are managed by either the Regional Director of Human Resources or a representative from the Legal Department to alleviate any conflict of interest.

- Employees may contact a toll-free number staffed by live operators 24-hours per day, 7 days per week, 365 days per year.
- There is a web reporting portal available 24-hours per day, 7 days per week, 365 days per year.
- The service has case management capabilities.
- Web-based reporting in 150 languages.
- In addition, there is a call-based ability to report in different languages.
- Posters are hung at within the AVTA facility (and all locations throughout Transdev) notifying employees of the program.
- Additionally, wallet cards are distributed to all employees notifying them of the program.
- Each event is categorized, and investigations are begun.
- Finally, employees receive a timely update regarding the results of the investigation.

Employees and applicants are required to report any apparent discrimination or unlawful harassment and/or violations of the ADA. Transdev forbids any form of unlawful harassment for any circumstances as well as any harassment covered under the ADA affecting employees, passengers or others. Complaints are investigated in a prompt and thorough manner and handled as confidentially as possible.

Transdev is dedicated to this commitment, and we will maintain an environment free of unfair or illegal discrimination for all employees and applicants.

Transdev understands that achieving EEO goals benefits our corporation through fuller utilization and development of any previously underutilized human resources to achieve appropriate diversity. Transdev policies and practices that support this Equal Employment Opportunity Policy include the following:

- Transdev displays posters regarding equal employment opportunity in areas highly visible to employees.
- All advertising for job applicants include the statement, "Transdev is an Equal Employment Opportunity (EEO) employer."
- All managerial and supervisory personnel will be reminded that their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
- Transdev posts its Unlawful Harassment, ADA and Equal Employment Policy on company bulletin boards.

Employees and applicants are required to report any apparent discrimination or unlawful harassment and/or violations of the ADA. Transdev forbids any form of unlawful harassment for any circumstances as well as any harassment covered under the ADA affecting employees, passengers or others. Complaints are investigated in a prompt and thorough manner and handled as confidentially as possible.

Transdev forbids retaliation against any individual who in good faith files a charge of discrimination, reports harassment or who assists, testifies, or participate in any equal employment proceeding.

  
\_\_\_\_\_  
Denis Jackson, General Manager

DECEMBER 29, 2021  
Date



## **INTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAMS**

Managers and supervisors will be fully informed internally of Transdev's policy by the following actions:

1. Written communication from the General Manager
2. The EEO Program will be referenced in personnel and operations manuals.
3. Meetings with manager and supervisors will be held at least semi-annually to discuss the program, its implementation and progress.
4. The Equal Employment Policy and Unlawful Harassment Policy shall be posted on each official company bulletin board and other conspicuous and accessible locations.
5. The EEO Policy and Unlawful Harassment Policy contain information on contacting the EEO Compliance Manager.
6. All managerial and supervisory personnel will be reminded that their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
7. Providing and supporting career counseling for all employees.
8. Bulletin boards, forms, and advertising used by the organization shall be monitored to ensure that information on equal employment opportunity is included as appropriate and that such materials project the image of Transdev's a fair employer.
9. Labor organizations will be notified of the EEO Program and requested to cooperate in meeting the goals established.
10. Non-discrimination clauses shall be included in all union agreements, and all contractual provisions shall be reviewed to ensure non-discrimination.
11. Non-supervisory staff will be informed of Transdev's policy and program by actions such as:
  - Written Communications from the General Manager

- Inclusion of the EEO Program in employee handbooks and labor contracts
- Posting official EEO posters and policy statement on bulletin boards in conspicuous and accessible locations to include employee lounges and in the Human Resource office.
- The EEO Program will be reviewed and discussed with all employees at least semi-annually at regularly scheduled meetings.
- Meetings with persons with disabilities, minorities and females for program suggestions.
- The organization's EEO Program, Equal Employment Opportunity Policy and Unlawful Harassment Policy are provided to all new employees during the new hire orientation process. Training on these policies is conducted at least annually.
- EEO Training will be provided to all new supervisors and/or managers within 90 days of their appointment.



## **EXTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAMS**

1. Each recruiting source to include Employment agencies, unions, educational institutions, minority organizations, persons with disabilities groups, and women's' organizations, civil rights organizations, training organizations and others who refer applicants will be advised that Transdev is an equal employment opportunity employer.
2. Any public media sources to include in appropriate public media to include radio, television, newspapers, internet and journals will be utilized as needed, depending on the labor market selected for a qualified and diverse candidate pool.
3. All advertising for job applicants includes the statement, *Transdev is an Equal Employment Opportunity (EEO) employer*".
4. Contract proposals and bid specifications shall include the statement that the organization is an equal employment opportunity employer.
5. When employees are pictured in consumer advertising, both minority and non-minority males and females shall be shown.
6. A copy of the Plan will be provided to the local union leader.

## **DESIGNATION OF EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

The General Manager of Transdev's AVTA operation has the overall responsibility for Equal Employment Opportunity. The Human Resources Manager, who reports directly to the General Manager, is designated as the Equal Employment Opportunity (EEO) Officer. The direct oversight of the EEO Program by the General Manager ensures that responsibilities related to the EEO requirements of the FTA grant contract are met. The specific delineation of EEO responsibilities is detailed below:

### **General Manager**

1. Serves as the primary representative of Transdev and monitors the EEO Program through reports from Human Resources and requested additional information and ensures compliance with the fiduciary responsibilities involved in the EEO provisions of the FTA grant contract.
2. Reviews the EEO discrimination complaint process, ensuring that complaints are handled in accordance with this Program and general EEO guidelines.
3. Directs the performance of internal evaluations to determine progress in meeting goals, problem areas, and effectiveness of employment practices in ensuring equal employment opportunity.
4. Disseminates directives to management and staff, as necessary, to ensure compliance with the EEO Program.

### **Human Resources Manager**

1. Provides for an uninhibited avenue for applicants and employees to file complaints or raise questions regarding discrimination because of race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class. Ensures that the discrimination complaint process is followed and, as necessary, explains external appeal rights to the complainant, and conducts follow-up reviews to determine if required corrective actions have been taken.



2. Developing and recommending, with the support of Transdev's Corporate Human Resources, EEO Policy, a written EEO program for Transdev employees at AVTA, and internal and external communication procedures.
3. Periodically reviews employment practices and policies.
4. Assisting management in collecting analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals.
5. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
6. Participates in periodic audits to ensure that the work unit(s) is in compliance. For example, EEO posters are properly displayed on official company bulletin boards.
7. Providing EEO training for all employees, including supervisors and managers.
8. Reporting periodically to the General Manager on progress of each unit in relation to the company's goals.
9. Serving as a liaison between the company, Federal, State and local governments, regulatory agencies, minority, disabled and women groups, and other community groups.
10. Assuring that current legal information affecting affirmative action is disseminated to responsible organizations, and other community groups.
11. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials.
12. Concurring in all hires and promotions.
13. Supporting career counseling for all employees.
14. Conducts and supports career counselling for all employees.
15. Encouraging employee participation to support the advancement of the EEO program.
16. Processing employment discrimination complaints

17. Investigates, either in response to a complaint, or at the direction of the General Manager, or at her own discretion, any personnel action affecting employees or applicants for employment to ensure compliance with EEO guidelines and this program. The Administrative Coordinator shall have the right to inspect any personnel files, departmental records, or other records as needed in conducting an investigation or monitoring personnel practices.
18. If a complaint is directed toward Human Resources at the agency, any individual or group will be referred to the Regional Director of Human Resources (Kathleen Riley, 602-291-1900), or Transdev's Ethics & Compliance Hotline at 1-866-850-3033, also available online from our website at [www.transdevna.com](http://www.transdevna.com).
19. Serves as the Equal Employment Opportunity Officer and official liaison between Transdev, its funding client, and any government and/or regulatory agencies on matters concerning equal employment opportunity.
20. Disseminates information relative to the EEO program to management and staff. Provides technical assistance, information, and explanation of policies and procedures to supervisory personnel to assist them in resolving and avoiding complaints.
21. Disseminates information to any necessary external sources including but not limited to media publications, groups and the internet.
22. Assures that current legal information affecting affirmative action is disseminated to responsible officials.
23. Participates in on-going training to maintain current information regarding EEO requirements and concerns. Retains membership in related professional organization for the same reasons.
24. Named in all internal and external correspondence regarding the EEO Plan.

To ensure the achievement of the above, the Administrative Coordinator/EEO Officer will demonstrate the following:

1. Sensitive to, and with an awareness of, the varied ways in which discrimination occurs.



2. Has a total commitment to EEO program goals and objectives
3. Knowledge of civil rights precepts, policies rules, regulations and guidelines.
4. Sufficient AVTA experience and ability to work and communicate with others to achieve EEO goals and objectives.

### **All Supervisors, Managers and Executives**

1. Assist in identifying problem areas and establishing company and department goals and objectives.
2. Actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs.
3. Participates actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
4. Holds regular discussions with other managers, supervisors, and employees to assure the company's policies and procedures are being followed
5. Reviews the qualifications of all employees to assure that minorities, people with disabilities, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation.
6. Participates in the review and/or investigation of complaints alleging discrimination.
7. Conducts and supports career counseling for all employees; and
8. Participates in periodic audits to ensure that the work unit is in compliance. For example, EEO posters are properly displayed on official company bulletin boards.
9. Participates in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives.
10. Provides monthly employment data information regarding their department.

## **EMPLOYMENT UTILIZATION ANALYSIS**

### **INTRODUCTION**

Transdev's utilization analysis is comprised of four parts. The Organizational Profile is a description of the workforce as offered by an EEO1 Report which is submitted to the EEOC each year. In this instance the data used is as of June of 2021. The Job Group Analysis describes the composition and relationship of persons currently employed at AVTA by Transdev. The Availability analysis provides a statistical profile of the Los Angeles metropolitan area's Civilian Labor Force from which Transdev recruits its employees. The final element is a comparison of the current workforce profile compared with the availability of minorities and women in the area's labor market.

The employees in the EEO-4 category of Service & Maintenance are employed by Transdev in accordance with the provisions of a collective bargaining agreement with International Brotherhood of Teamsters.

### **AVAILABILITY ANALYSIS**

The availability of labor for this EEO Plan is derived from data compiled by the U. S. Census and made available on its American Fact Finder website. The positions employed by Transdev determine which job categories will be assessed within the local labor market which is defined as the Los Angeles Metropolitan Statistical Area. The American Fact Finder website includes both the numbers and percentages, of the gender and racial/ethnicity as sought by the FTA. The percentage for each of these demographic groups is then imported into the Utilization Chart for each of the job categories for which Transdev has employees.

The EEO 4 categories that Transdev utilizes are: First and Mid- Level Managers, Administrative Support Workers, Craft Workers, Service & Maintenance.

### **UTILIZATION ANALYSIS – 2021 (Attachment I Utilization/Workforce Analysis Chart)**

The updated Workforce Analysis Chart completed in July of 2021 indicates that Transdev's representation of females and minorities is consistent with the percentage of those in the available labor market in the majority of the job categories and the specified minority/ethnic groups.

As identified in the 2019 and 2020 EEO Plan(s), the FTA's revised EEO requirements now break down individual racial groups from the previously cumulative Minority. Due to this change in EEO requirements Transdev's workforce has areas of underutilization in each of the EEO-4 Job categories.

1. First and Mid-Level Managers: Female – White (1)
2. Administrative Support: Female – White (2)
3. Skilled Craft Workers: Male – Asian (1) Hispanic (1)
4. Service & Maintenance: Male - Hispanic (39); Asian (8)  
Female -White(7);Hispanic(27);Asian (9)



## **GOALS AND TIMETABLES**

### **(Attachment I \_ Utilization/Workforce Analysis Chart)**

The goal of Transdev to employ minorities and females in all major job categories, and at all levels whenever possible, consistent with the percentage of minority and female population in the Los Angeles MSA. This has been a Transdev trademark of minority representation in its' hiring and employment practices. With the new FTA methodology additional effort and resources will be delivered to meet the goals identified in the Workforce Analysis Chart. Based on its historical record of meeting or exceeding the representation of minorities and females, Transdev has not engaged in extensive outreach efforts. However, based on the 2021 Utilization results, Transdev will expand its outreach efforts to continue to attract and maintain a balanced workforce.

Labor market estimates are derived from the U.S. Census Bureau's 2010 EEO-4 Job Categories by Sex and Race/Ethnicity. This information on general and detailed categories from the civilian labor market reflects the availability of persons in the labor market with the requisite skills for specific occupational categories. This usefulness of this data is limited by the fact that category definitions are not exactly matched with positions within the Transdev workforce. None the less, these figures are the most accurate available and provide important information about the labor market. Transdev regularly recruits from the Los Angeles MSA, with limited exceptions subject to the knowledge, skills and experience required.

Based on the newly identified areas of underrepresentation in this Plan, goals have been set by the new Chart and increased attention to these goals and expanded outreach will be required.

#### **Underrepresentation Managers & Officials - Female; White (1)**

Transdev's current workforce in this category is diverse by race and ethnicity with a single position of one white female separating employees in this category from achieving 100% representation with the available labor market. This underrepresentation is not changed from 2020 when the underrepresentation was also identified to be 1 White Female. This is primarily the variations that arise when a relatively small number of positions in a job category might exist and routine turnover may create a temporary underrepresentation. Transdev's recruitment efforts for positions in the category are at least metro-wide and often national in scope. As such, it is thought unlikely that additional outreach would uncover unknown or emerging job markets that heretofore were not identified. None the less, as opportunities become available in future years, specific attention will be



applied, and females will be given every consideration at each level of the recruitment and selection process.

### **Administrative Support – Female – Hispanic (1) Asian (1)**

Transdev employs 13 individuals in the category of Administrative Support, with 9 being minority, and this diversity exceeds the availability of minorities in the labor market. The underrepresentation identified reflects a significant overrepresentation of African American males and females in this job category. Transdev's representation of Females Hispanics is virtually identical to the market which verifies no discriminatory intent or practice is targeted to Hispanics. Regardless of when and where vacancies in this category might occur, Transdev is committed to hire the best suited candidate for the position.

### **Underrepresentation Skilled Craft Workers – Male – Hispanic (1) Asian (1)**

The overall representation of minorities exceeds that available in the workplace. There exists an over representation of African Americans in the workforce. Opportunities for recruitment of skilled craftworkers exist with the attrition of current staff members. Outreach efforts will be made to seek out qualified Hispanic and Asian representatives within the local workforce.

### **Underrepresentation Service & Maintenance- Male - Hispanic (39), Asian (8). Female - White (7); Hispanic (27); Asian (9)**

While this category presents opportunities for improvement, the overall representation of minorities exceeds that available in the workplace. The outcome results from overrepresentation by male and female African Americans at AVTA. Based on historical recruitment hiring, there were not a significant number of Hispanic males and females who possess a CDL which is a minimum requirement for a Bus Operator. The continued decline of available CDL qualified employees and the continued increase of CDL and other driving position in the Gig and Home delivery economies is unlikely to change. Recent analysis from Career Builder identifies over 450,000 CDL openings nationwide, with only 170,000 candidates. This reduction in the number of available candidates with CDL's at the time of their application is equally applicable in the Lancaster/Palmdale area. As stated in the July 2019 plan Transdev has modified its hiring practices to allow for a conditional offer of employment and in-house CDL training for trainees to pursue the completion of CDL testing. This modification may also benefit



minority applicants who could not attain a CDL on their own and could not afford the schooling. However, even with the introduction of this program individuals who are conditionally hired end up having difficulties obtaining the CDL permit. In reviewing classes over the last twelve months, individuals are unable to provide proper documentation when applying for their CDL, unable to pass the permit test or they lose interest in the goal of obtaining the CDL permit resulting in their voluntary/involuntary termination. In short, Transdev will pursue the goal to increase Hispanic hires, of either gender, the current recruitment process already includes an expansive network to attract candidates regardless of any demographic.

Regardless of future compliance or political issues, whenever an under-representation has been identified, Transdev has a strong record of setting, and the achieving goals. This success was the result of analysis of position vacancies and estimated turnover, along with any new positions authorized for the period of this Plan. This forecasting process is only an estimate, but the evidence is in the elimination of every goal established in any prior Plan. Said differently, Transdev has met goals for female and minority hiring in prior plans and expects to continue such effort and outreach in the future.

Transdev expanded recruiting outreach will continue to focus on maintaining female and minority representation in each category for each of the next three years. Transdev will continue to expand its participation in recruitment for former members of the military and for individuals with disabilities. Efforts continue to be made to expand Transdev's on-line recruiting, interaction with agencies representing individuals with disabilities and military members who are in transition to the civilian workforce. All assumptions and goals will be reviewed and revised as needed.

Transdev has developed liaisons with local businesses to increase awareness of career opportunities. Local organizations include the educational institutions employment assistance centers, California Department of Employment and Housing, Hire-a-Hero.com, DOD military Job Fairs, Vocational Rehabilitation Centers, Goodwill, and certain public media resources are notified of all position openings as they occur. Transdev has and will continue to actively pursue agencies that work specifically with disadvantaged groups to provide job/career information.

### **Assessment of Prior EEO Plan Goals**

In the development of this plan, prior EEO Plans developed and managed by Transdev for AVTA were reviewed. Historically, Transdev's workforce representation equaled or exceeded the representation of minority and

female in all categories, as it would for this Plan under prior measurement methods.

The goals have been modified to meet the representation of specific minority categories over the next three years. The plan will be reviewed each year, and goals modified as needed.



## **ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES (Attachment II Employment Practices Chart)**

The very nature of transportation requires Transdev to recruit personnel with varying levels of skill and ability. Recruitment of positions is done on a local, state and/or national basis, depending on the position.

### **Recruitment and Selection Process**

Transdev actively seeks minorities and women for existing and future employment. A variety of recruitment sources are utilized including, but not limited to:

- California Department of Employment and Housing
- Local U.S. Department of Veterans Affairs
- Goodwill Industries International, Inc.
- Educational Institutions Employment Assistance Centers
- Public media resources
- Online military transition services
- Onsite military Job Fairs
- Transdev also participates in job fairs in the community in addition to notifying minority/female agencies of job openings.
- Transdev's Website, in person outreach and technical outreach to minority, female, military and disability agencies via Direct Employer. The website includes alternatives to the online application process for individuals with disabilities.

Department directors notify the Human Resources Department of any opening which occurs within their department. All openings are posted on Transdev's own website, [www.transdevna.com](http://www.transdevna.com), and additional recruitment resources which vary based on the position and availability. The majority of open positions are posted in-house in concurrence with outside recruitment. This encourages the company's philosophy to promote and recruit from within the organization.

Position openings may be advertised in local publications, news media resources, local social service agencies, training organizations, and websites designed for compliance and outreach, e.g. the California Department of Employment and Housing. Additionally, Transdev utilizes Direct Employer, an online service which provides a single, one-stop access point to post jobs to a diverse candidate group including college/university, including those with predominantly minority and/or female enrollment, veterans, diversity, and affirmative action locations. Job openings are posted for at least five business days, longer if necessary, depending on the position. Employment



inquiries from interested parties are also forwarded to Human Resources from Transdev's customer service. Additionally, Transdev has undertaken, and plans to continue as available, special employment programs that involve minorities and females. For example, summer jobs for underprivileged youths and a college internship program.

Depending on the position, an advertisement will be placed in the local newspaper, Career Builder, Transit Times website and/or the APTA trade journal "Passenger Transport". While the position is open, individuals may apply online at our website. Individuals who express interest by other means, e.g. e-mailed to our office or on-site interest are directed to our website. At the completion of the application period, the profile of each applicant is reviewed and screened for appropriate qualifications.

Those applicants most appropriately qualified are scheduled for screening interviews with a member of Human Resource or the Safety Department. During the initial interview, applicants are given specific information regarding the position for which they applied. If there are any questions regarding their application and/or resume they are asked in the initial interview. For administrative positions, individuals are selected on the basis of their application, interview and reference checks. For those positions which require the operation of a company vehicle, a moving violation report is requested to review the applicant's driving record.

Screening interviews result in qualified candidates being scheduled for a second interview with the department manager, supervisor and/or director. These individuals select the most suitable individual(s) for the position.

Upon an offer of conditional employment, the applicant will then need to authorize and successfully complete a thorough background investigation which includes a pre-employment physical, drug screen, conviction record background check and reference verifications. Certain positions which require a commercial driver's license must satisfy the Department of Transportation's physical regulations, drug screens, MVR and reference checks.

Drug screens must be negative. If the drug screen result is positive, the applicant may only reapply after presenting documentation of an FTA recognized rehabilitation program.

The Employment Practices Chart identifies several areas for Adverse Impact, but pattern is thought to exist based upon gender or ethnic/racial basis. It does verify that the overwhelming number of candidates in all categories are minority, with very comparable hiring for males and females.



## **Promotions**

Transdev encourages all employees to seek upward mobility, with opportunities at their existing location or at any of Transdev's operations in the USA or abroad. With the posting of all position on the website, and communication of same to all employees by postings and verbal communication, Transdev ensures that employees have full knowledge of lateral or upward mobility. Access to such opportunities is available through the traditional application via Transdev's website along with portal on Transdev's Intranet that is accessible only to existing employees. This process assures opportunity for employees while serving the interest of the agency by comparison of internal and external talent.

Any promotion for positions covered by a labor contract, typically those in the Craft category and the Service & Maintenance category are determined based upon seniority of the individual within the bargaining unit. Positions not in the bargaining, primarily those in the Manager and Professional categories are based upon factors other than seniority. The Administrative category includes union and non-union.

During this reporting period there were the following promotions:

Managers and Officials: Hispanic Male (1)

Administrative Support: Black Male (1), Hispanic Male 1, Black Female (2) and Hispanic Female (1)

## **Compensation Administration**

All positions are classified according to similarities of responsibilities and qualifications. The purpose of this classification is to cluster similar positions to achieve equity within the position and pay equity in regard to wage structure.

In order to maintain a complete, accurate and equitable system, managers are requested to review and/or complete a position description survey as a position changes or departments are reorganized. Reclassification of a position may result if it is determined that changes in the job content are of such significance that a change in position class is warranted.

If an employee feels that the duties and responsibilities presently being performed are not accurately or completely described by the present position classification, this opinion should be brought to the attention of his/her supervisor. The employee may be requested to complete a new position description questionnaire, which will be reviewed and approved by

his/her supervisor and department director. If the department director after reviewing the revised position description questionnaire believes that an evaluation of the position is warranted the department director should notify the Regional Director Resources, who will convene a Job Evaluation meeting with the appropriate persons.

If an employee feels that an evaluation of his/her position was unjustly denied by the department director, the employee may request a hearing with the Administrative Coordinator and/or General Manager.

There is generally one type of pay increment that may be authorized for Transdev administrative personnel, and that is a merit increase based on individual performance as detailed on their performance review. A merit increase in recognition of successful performance of an employee is not automatically granted. Merit increments are awarded by the employee's appropriate functional manager or general manager.

Transdev maintains a compensation administration program, which provides for recognition of, and regard to, differences in individual ability and performance. The fact that an employee has continued to be employed by Transdev is not by itself justification for a salary adjustment. Performance is the key factor, not length of service. The salary and performance of each employee is reviewed at regular intervals. Adjustments are based on individual merit, proper differential with those supervised and equitable relationships with all other salaries within the system. Merit increase vary and are based upon economic conditions.

Operators, which represent 85% of the total workforce, are governed by collective bargaining agreements with the Teamsters. In each labor contract, the rate of pay is identified for each position with increases based upon length of service. Rates are based on incremental service and any increases are provided on the dates contained in the contract.

### **Employee Benefits**

The benefits available to all regular Transdev employees will vary depending on union affiliation which results from negotiated union agreements. Benefits include health insurance, dental insurance, term life insurance, disability programs, paid holidays and sick days, vacation, EAP and a retirement plan.



All benefits are made available on a non-discriminatory basis shortly after their date of hire. Changes in group-based coverage are available to each during Annual Enrollment which occurs in the fall of each year.

### **Training**

The Safety and Training department coordinates internal and external training programs for Transdev employees. This area will also disseminate information on training activities to department heads for the employees under their supervision.

Transit Operators initially participate in Transdev's Operator Development Program which was developed by Transdev staff to ensure consistent training is presented to all new hires. After hire, all employees participate in refresher courses on safe operation of their duties, disability sensitivity training and other compliance programs as required by the DOT or Transdev policy.

Managers, Professional and certain Administrative staff participate in the above training with Operators, with additional development programs to include but not limited to Communications, Conflict Resolution, Documentation and Progressive Discipline. Compliance training such as Unlawful Harassment Prevention, DOT Reasonable Suspicion, ADA, EEO and are also presented to leaders on a scheduled basis.

There are specific on-going training programs for Maintenance employees, with a focus on ASE certifications. Virtually all training for non-union positions was compliance oriented.

### **Disciplinary Practices**

All employees hired to fill a permanent full-time position serve a probationary period of ninety (90) days. The probationary period is a span of time during which an employee is evaluated by his or her supervisor on their performance of duties in their position. Those qualities, which comprise the overall makeup of the employee, include such things as competence, safety performance, attendance, reliability, customer service, trustworthiness, etc. If problems begin to occur, the department director and human resources will counsel the employee.

If at any time during the probationary period an employee is performing in an unsatisfactory manner, has been counseled on these deficiencies and given the opportunity to correct them, yet does not improve, the employee will be released without recourse. The reasons for separation will be



submitted to the appropriate manager and will be placed in the employee's personnel file.

If the employee completes probation and becomes a regular member of the Transdev workforce and begins to perform in an unsatisfactory manner, he/she will be called in by the supervisor to discuss the job performance. A Performance Improvement Plan will be completed, signed by the supervisor and the employee and placed in the personnel file. The employee is given a specific period to improve his/her performance. If, at the end of this time no improvement is detected, the employee is dismissed. If an employee disagrees with the termination, he/she may appeal through the human resources director and/or general manager.

Hourly employee's disciplinary and termination procedures are outlined in both the bargaining unit agreement and the Employee Handbook. These two documents describe the disciplinary actions to be taken when dealing with administrative leaves, suspension, loss of pay, verbal and written reprimands and terminations. Limited evidence, without significant pattern, is evident of disparate impact.

### **Shift and Worksite Assignment**

Practices in this area vary with different categories of employment, and by department. General offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday; most employees work on this schedule. Other non-contract personnel (such as supervisors in charge of transit operators and tellers required to work weekend hours) choose work schedules on the basis of seniority.

Transit Operators are assigned to routes at the time of hire based upon the openings at the time. Hours of work and routes are chosen by seniority. A review of employment data indicates that each station employs females and minorities at similar rates.

Employees are generally hired to work a night, weekend or split shift assignment and then move to weekday and/or day shifts based upon ability and seniority as openings occur.

### **Layoff and Recall**

Employees covered by a labor agreement have defined provisions for layoff and recall. The Teamster agreement is primarily based on seniority, a list of which is compiled by the company and reviewed regularly with the union.

Any decision for layoff for employees not covered by a labor agreement would include a review of the competencies demanded of each position and the reviewed competencies of each individual. Once the organizational needs have been determined, these competencies will be considered to identify employees for any reduction in force.

Utility worker positions within the Service Maintenance Category were eliminated in July of 2020. These positions were reinstated in March 2021.



## **INTERNAL MONITORING AND EVALUATION OF THE EEO PROGRAM**

The EEO Officer has the responsibility for developing and preparing the formal documents of the AAP. The EEO Officer is responsible for the effective implementation of the EEO Plan; however, responsibility is likewise vested with each department manager and supervisor. Transdev's audit and reporting system is designed to:

- Measure the effectiveness of the AAP/EEO program.
- Document personnel activities.
- Identify problem areas where remedial action is needed.
- Determine the degree to which Transdev AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure non-discrimination and equal employment opportunity for all individuals without regard to their color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class:

- Recruitment, advertising, and job application procedures.
- Hiring, promotion, transfers, upgrading, award of tenure, layoff, recall from layoff.
- Rates of pay and any other forms of compensation including fringe benefits.
- Job assignments, job classifications, job descriptions, and seniority lists.
- Sick leave leaves of absence, or any other leave.
- Training, apprenticeships, attendance at professional meetings and conferences.
- Disciplinary actions, terminations, suspensions, and demotions.
- EEO complaints.
- Any other term, condition, or privilege of employment.

The following documents are maintained as a component of Transdev's internal audit process:

1. An applicant flow log showing the date of application, position applied for, applicant 's name, referral source/ race, sex, veteran status/ interview status and action taken for all individuals applying for job opportunities.

2. Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification;
3. Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each job group;
4. Maintenance of employment applications (not to exceed one year); and
5. Records pertaining to Transdev's compensation system (maintained by payroll department).

Transdev's audit system includes periodic reports which document Transdev's efforts to achieve EEO responsibilities. Department Managers and Supervisors are asked to report any current or foreseeable EEO problems and are asked to outline their suggestions or recommendations for solutions. If problems arise, the Department Manager is to report such concerns to the EEO Office. During the reporting period, the following will occur on an annual basis.

1. The EEO Officer will discuss any problems relating to significant rejections, EEO charges, etc. with the General Manager; and
2. The EEO Officer will report the status of Transdev's AAP goals and objectives to the General Manager. The EEO Officer will recommend remedial actions for the effective implementation of the EEO Plan.

The EEO Officer will meet on at least an annual basis with the General Manager, and any recommended top management, to review the effectiveness of the Plan and submit recommendations, as necessary, regarding changes or improvements. The EEO Office is empowered to then develop and implement any changes to practice or policy needed within the Company to more effectively address/implement the goals, guidelines, and commitments set forth in the Plan.

### **Complaint Processing**

The EEO Officer is responsible for managing the EEO compliance functions for Transdev's AVTA location. Transdev has developed and implemented policies and procedures for addressing complaints of discrimination:

- Transdev Unlawful Harassment Policy



- Transdev Business Code of Conduct Policy
- Due Process Policy

Additionally, internal information on discrimination complaints received by Transdev's maintained by the Regional Director Human Resources. All applications are initially made online and demographic information is monitored via an on-line Applicant Tracking System. The information is periodically reviewed for departmental trends and to identify any problem areas of need. The information is provided to the General Manager for consideration.

Turnover activity by race and gender has been for tracked and is available for analysis as needed. All the systems serve as means to self-audit and monitor Transdev's performance and progress in meeting its EEO goals and objectives. They also serve to identify problem areas and develop customized solutions/responses to areas of need.

### **Complaints filed**

Transdev has not received any complaints of discrimination filed with any Federal, State or Local agency since January 1, 2015.

- Would I feel comfortable if an account of my actions was published with my name in the newspaper?

This Code and the matters it addresses are neither a contract of employment nor a guarantee of continuing Company policy. We reserve the right to amend, supplement or discontinue this Code and the matters addressed herein at any time without prior notice. Changes to this Code will be distributed. If you have any questions about these guidelines, please contact your direct Supervisor.

## **Section 5: Employment**

### **Employee Classification:**

- **Regular, Full-time Employees** are regularly scheduled to work a standard work week of 40 hours or more per week and receive vacation and sick pay if authorized by your direct Supervisor.
- **Regular, Part-time Employees** are scheduled to work less than forty (40) hours per week on a regular basis. Regular part-time employees do not receive vacation and/or sick pay.
- **Introductory Period Employees** are in the process of completing their first ninety (90) days of employment or extension thereof. Introductory Period employees do not receive vacation and/or sick pay.
- **Temporary Employees** work irregularly scheduled hours or work only on special projects or specific times of the year. Such employees are paid only for actual hours worked and are not eligible for paid vacations, paid sick leaves or other benefits.
- **Exempt Status Employees (Salary)** are not eligible for overtime pay in accordance with state or federal wage and hour laws. They are customarily employed in an executive management, administrative, professional or learned-professional capacity as set forth in the Fair Labor Standards Act and comparable state laws such as California, and they are paid on a salary basis. That means that an exempt salaried employee will be paid the same amount of compensation each payroll period without regard to the number of hours worked or quantity produced in the course of a forty (40) hour work week. However, pay may be reduced in accordance with authorized deductions or other reductions allowed by law.
- **Non-Exempt Employees (Hourly)** are entitled to receive overtime pay in accordance with federal and state wage and hour laws and are not employed in an executive management position.

Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws. Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employer's Exempt or Non-Exempt classification may be changed only upon written notification by The Company management.

### **Qualifying Period:**

The qualifying period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Company uses this period to evaluate employee capabilities, work habits, and overall



The Head of Human Resources is responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations and directly reports to the President and Operations Manager.

This policy of equal employment opportunity applies to all areas of employment including, but not limited to, recruitment, hiring, training, placement, promotion, demotion, transfer, termination (including layoff), compensation, benefits, use of facilities, and company-sponsored employee activities. Your direct Supervisor, and each employee is responsible for following this policy in a conscientious manner. AV Transit Management will take all reasonable steps necessary to prevent such conduct from occurring in the workplace.

### Employment Practices:

The Company pursues fair employment practices in every aspect of its business. The following is only a summary of our employment policies and procedures. Company employees must comply with all applicable labor and employment laws, including anti-discrimination laws and laws related to freedom of association, privacy and collective bargaining. It is your responsibility to understand and comply with the laws, regulations and policies that are relevant to your job. Failure to comply with labor and employment laws can result in civil and criminal liability against you and The Company, as well as disciplinary action by The Company, up to and including termination of employment. You should contact your direct Supervisor if you have any questions about the laws, regulations and policies that apply to you.

The diversity of The Company's employees is a tremendous asset. The Company is firmly committed to providing equal opportunity in all aspects of employment. The Company does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, family care leave status, veteran status or marital status. The Company will not tolerate harassment or discrimination of employees by management, your direct Supervisor, co-workers or non-employees (vendors or customers). Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile working environment, or that unreasonably interferes with work performance.

If you have any complaints about discrimination or harassment, report such conduct to your direct Supervisor. All complaints will be treated with sensitivity and discretion. Your direct Supervisor and The Company will protect your confidentiality to the extent possible, consistent with applicable law and The Company's need to investigate your concern. Where our investigation uncovers harassment or discrimination, we will take prompt corrective action, which may include disciplinary action by The Company, up to and including termination of employment. The Company strictly prohibits retaliation against an employee who, in good faith, files a complaint.

Any member of management who has reason to believe that an employee has been the victim of harassment or discrimination or who receives a report of alleged harassment or discrimination is required to report it to your direct Supervisor immediately.

The Company is committed to maintaining a drug-free workplace. All Company employees must comply strictly with Company policies regarding the abuse of alcohol and the possession, sale and use of illegal substances. Drinking alcoholic beverages is prohibited while conducting Company business, except at specified Company-sanctioned events. Possessing, using, selling or offering illegal drugs and



other controlled substances is prohibited under all circumstances while conducting Company business or on the premises of the Company. Likewise, you are prohibited from reporting for work or driving a Company vehicle or any other vehicle on Company business while under the influence of alcohol or any illegal drug or controlled substance.

The safety and security of Company employees is vitally important. The Company will not tolerate violence or threats of violence in, or related to, the workplace. Employees who experience, witness or otherwise become aware of a violent or potentially violent situation that occurs on The Company's property or affects The Company's business must immediately report the situation to your direct Supervisor.

The Company does not permit any individual to have weapons of any kind on Company property or in Company vehicles, on the job or off-site while on Company business. This is true even if you have obtained legal permits to carry weapons. The only exception to this policy applies to security personnel who are specifically authorized by Company management to carry weapons.

#### Procedures:

The Company administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

#### Performance Evaluations:

The Company will evaluate the performance of managers, supervisors and others based on the success of this EEO Program in the same manner that the Company evaluates their performance in other company programs

Our policies and practices, as well as our physical premises, have been reviewed and adjusted to ensure compliance with the provisions of the Americans with Disabilities Act. If you find yourself faced with an obstacle that places you at a disadvantage, please request assistance; we will actively explore and implement reasonable accommodations.

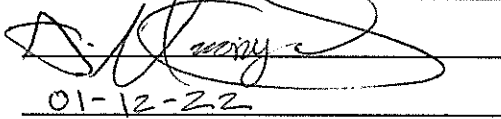




If you believe that this policy has been violated in any aspect of your employment, you may follow the Complaint Procedure set forth in the Handbook or in Code of Business Conduct and Ethics, or you may contact your direct Supervisor.

EEO Officer: Samantha Duran  
Phone Number: (661) 479-0609  
Email Address: sduran@avtransitmanagement.com

Artzrun Minasyan



01-12-22

Date

## **Section 7: Americans with Disabilities Act Policy**

### **Purpose:**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Company to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

### **Procedures:**

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Company. Contact human resources (HR) with any questions or requests for accommodation.



**DATE: January 25, 2022**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Resolution No. 2022-001, Adopting an Amended Conflict of Interest and Disclosure Code**

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**RECOMMENDATION**

That the Board of Directors adopt Resolution No. 2022-001 (Attachment A), adopting the amended Conflict of Interest and Disclosure Code and rescinding in its entirety the current Conflict of Interest and Disclosure Code adopted by Resolution No. 2020-001 on January 28, 2020 (Attachment B).

**FISCAL IMPACT**

Adopting Resolution No. 2022-001 does not have any fiscal impact on the Authority.

**BACKGROUND**

The Political Reform Act, California Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate a Conflict of Interest Code. To ensure conflict of interest codes remain current and accurate, each government agency is required to review its code biennially to determine if any changes are needed. During the review process, staff found it necessary to amend its current code to add three positions as indicated on the Board of Supervisors staff report (Attachment C). The amended code was approved by the Board of Supervisors during their meeting on November 30, 2021.

Prepared by:

Submitted by:

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Karen Darr  
Clerk of the Board

---

Martin J. Tompkins  
Executive Director/CEO

Attachments: A – Resolution No. 2022-001  
B – Resolution No. 2020-001  
C – Board of Supervisors Staff Report

**RESOLUTION NO. 2022-001**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY ADOPTING AN AMENDED CONFLICT OF INTEREST AND DISCLOSURE CODE**

**WHEREAS**, the Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

**WHEREAS**, pursuant to said Act, the Authority desires to incorporate by reference the attached amended Conflict of Interest and Disclosure Code, previously adopted by the Los Angeles County Board of Supervisors. This Code includes Exhibit A, setting forth the disclosure categories, and Exhibit B, setting forth the designated positions within the Authority and their disclosure obligations.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**Section 1.** The Board of Directors of the Antelope Valley Transit Authority hereby adopts the amended Conflict of Interest and Disclosure Code of the Antelope Valley Transit Authority in the form attached to this Resolution.

**Section 2.** Resolution No. 2020-001 is rescinded in its entirety.

PASSED, APPROVED and ADOPTED this 25<sup>th</sup> day of January 2022, by the following vote:

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

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

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

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

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**EXHIBIT "A"**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

**CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

**CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

**ANTELOPE VALLEY TRANSIT AUTHORITY  
EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Governing Board Members	1, 2, 3
Alternate Board Members	1, 2, 3
Executive Director/Chief Executive Officer	1, 2, 3
General Counsel	1, 2, 3
Chief Operating Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Director of Operations & Maintenance	1, 2, 3
Controller	1, 2, 3
Director of Finance and Administration	1, 2, 3
Senior Director of Operations and Planning	1, 2, 3
Finance Manager	1, 2, 3
Marketing Manager	4
Director of Marketing	4
Project Coordinator	4
Grants Administrator	4
Director of Fleet & Facilities	4
Fleet Maintenance Manager	4
Facilities Superintendent	4
Planning Manager	4
Procurement and Contracts Officer	4

**ANTELOPE VALLEY TRANSIT AUTHORITY  
EXHIBIT "B" Cont'd**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Information Technology Supervisor	4
Community Outreach Specialist	4
Safety & Facilities Manager	4
Maintenance Compliance Manager	4
Fleet Technical Training Manager	4

**Consultants/New Positions\***

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Chief Executive Officer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position

**EFFECTIVE DATE: 12/1/2021**

**RESOLUTION NO. 2020-001**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY ADOPTING AN AMENDED CONFLICT OF INTEREST AND DISCLOSURE CODE**

**WHEREAS**, the Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

**WHEREAS**, pursuant to said Act, the Authority desires to incorporate by reference the attached amended Conflict of Interest and Disclosure Code, previously adopted by the Los Angeles County Board of Supervisors. This Code includes Exhibit A, setting forth the disclosure categories, and Exhibit B, setting forth the designated positions within the Authority and their disclosure obligations.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

**Section 1.** The Board of Directors of the Antelope Valley Transit Authority hereby adopts the amended Conflict of Interest and Disclosure Code of the Antelope Valley Transit Authority in the form attached to this Resolution.

**Section 2.** Resolution No. 2018-001 is rescinded in its entirety.

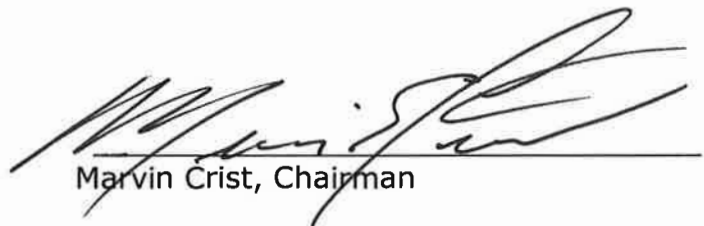
PASSED, APPROVED and ADOPTED this 28<sup>th</sup> day of January 2020.

AYES: Crist, Kruppel, Hofbauer, Lee, Planagan, Malki

NAYS: None

ABSTAIN: None

ABSENT: None

  
Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

Karen Darr  
Karen Darr, Clerk of the Board

Allison E. Burns for  
Allison E. Burns, General Counsel

## **CONFLICT OF INTEREST**

### **ANTELOPE VALLEY TRANSIT AUTHORITY**

#### **EXHIBIT "A"**

##### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

##### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

##### **CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

##### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.



**ANTELOPE VALLEY TRANSIT AUTHORITY**

**EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Governing Board Members	1, 2, 3
Alternate Board Members	1, 2, 3
Executive Director/Chief Executive Officer	1, 2, 3
General Counsel	1, 2, 3
Chief Operating Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Director of Operations & Maintenance	1, 2, 3
Controller	1, 2, 3
Director of Finance and Administration	1, 2, 3
Senior Director of Operations and Planning	1, 2, 3
Finance Manager	1, 2, 3
Marketing Manager	4
Director of Marketing	4
Project Coordinator	4
Grants Administrator	4
Director of Fleet & Facilities	4
Fleet Maintenance Manager	4
Facilities Superintendent	4
Planning Manager	4
Procurement and Contracts Officer	4

**ANTELOPE VALLEY TRANSIT AUTHORITY**

**EXHIBIT "B" (Cont'd)**

**Designated Positions**

**Disclosure Categories**

Information Technology Supervisor	4
Community Outreach Specialist	4
Consultants/New Positions *	

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Chief Executive Officer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

**Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position**

**EFFECTIVE DATE: 11/13/2019**

## EXECUTIVE OFFICE



BOARD OF SUPERVISORS

CELIA ZAVALA  
EXECUTIVE OFFICERCOUNTY OF LOS ANGELES  
**EXECUTIVE OFFICE**  
BOARD OF SUPERVISORSKENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • www.bos.lacounty.gov

## MEMBERS OF THE BOARD

HILDA L. SOLIS

HOLLY J. MITCHELL

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

**ADOPTED**BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

November 30, 2021

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

21 November 30, 2021

CELIA ZAVALA  
EXECUTIVE OFFICER

Dear Supervisors:

**CONFLICT OF INTEREST CODES  
(ALL DISTRICTS) (3-VOTES)****SUBJECT**

Approval of Conflict of Interest Codes.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the Conflict of Interest Codes for Alliance College-Ready Public Schools, Antelope Valley School Transportation Authority, Antelope Valley Transit Authority, El Rancho Unified School District, First 5-LA, Los Feliz Charter School for the Arts, Military and Veteran Affairs Department, Palos Verdes Peninsula Unified School District, San Gabriel Valley Mosquito and Vector Control District, Santa Monica-Malibu Unified School District, Torrance Unified School District, Tri-Cities Regional Occupational Program, Valle Lindo School District, Water Replenishment District of Southern California and West Basin Municipal Water District to be effective the day following your Board's approval.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest Code. Agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances pursuant to Government Code Section 87306.

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County. The Board of Supervisors must approve an agency's code before it can take effect.

The proposed Conflict of Interest Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

**Implementation of Strategic Plan Goals**

Approval of the attached codes broadly supports the County’s strategic plan of pursuing Operational Effectiveness, Fiscal Responsibility and Accountability.

**FISCAL IMPACT/FINANCING**

Local governmental agencies must have a Conflict of Interest Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues or expenditures.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest Codes for the agencies listed below.

**NEW CONFLICT OF INTEREST CODE:**

(Alliance College Ready Public Schools)

- Adopts by reference Regulation 18730 (2 California Code of Regulations, Sections 18730) as its Conflict of Interest Code and will use specialized disclosure categories that are tailored to their unique duties and responsibilities.
- Designates the following positions as code filers: Member - Board of Directors, Chief Executive Officer, Chief Academic Officer, Chief Advancement Officer, Chief Business Officer, Chief of Staff, Chief Schools Officer, Chief People Officer, Chief College Officer, General Counsel, Instructional Superintendents, Vice Presidents, Associate General Counsel, Network Operations Leads, Principals, School Operations Managers, Director-Facilities, Director-Business Strategy, Director-Procurement, Director-Strategic Initiatives - Organizational Strategy Team, Director-Gear Up, Director-Strategic Initiatives-Talent Team, Director- Human Resources Operations, Director-Staffing, Director-Employee Relations, Director-New Teacher Support, Director-Special Education, Director-Strategic Initiatives-Curriculum & Instruction, Director-Humanities, Director-Mathematics, Director-Science, Director-Academic Intervention, Director-Academic Operations, Manager-Academic Operations, Manager-Academic Assessments and Consultants/New Positions.

**SUBSTANTIVE CHANGES:**

(Antelope Valley School Transportation Authority)

- Adds clarifying language to three disclosure categories.
- Removes an unnecessary disclosure category from the code.
- Adds a new disclosure category to the code.
- Adds five positions to the code.
- Changes the title of one position.

(Antelope Valley Transit Authority)

- Adds three positions to the code.

(El Rancho Unified School District)

- Adds one position to the code.

(Los Angeles County Children and Families First – Proposition 10 Commission aka “First 5-LA”)

- Removes an unnecessary disclosure category from the code.
- Changes the title of one position.

(Los Feliz Charter School for the Arts)

- Changes the name of the agency to “California Creative Learning Academy”.

(Military and Veteran Affairs Department)

- Removes an unnecessary disclosure category from the code.
- Changes the titles of two positions.

(Palos Verdes Peninsula Unified School District)

- Changes the titles of two positions.
- Deletes four positions from the code due to reorganization.

- Adds one position to the code.
- Expands the disclosure of one position.

(San Gabriel Valley Mosquito and Vector Control District)

- Revises three disclosure categories to align with the County's Model Disclosure Categories.
- Expands the disclosure of two positions.
- Changes the titles of five positions.
- Adds two positions to the code.
- Deletes one position from the code as it no longer exists within the district.

(Santa Monica-Malibu Unified School District)

- Deletes two positions from the code due to reorganization.
- Changes the title of one position.
- Adds two positions to the code.

(Torrance Unified School District)

- Changes the title of one position.
- Adds one position to the code.
- Removes obsolete language from a disclosure category.

(Tri-Cities Regional Occupational Program)

- Corrects the titles of two positions.
- Deletes three positions from the code due to reorganization.
- Adds three positions to the code.

(Valle Lindo School District)

- Adds clarifying language to a disclosure category.
- Removes an unnecessary disclosure category from the code.



- Changes the titles of two positions.

(Water Replenishment District of Southern California)

- Changes the titles of three positions.
- Expands the disclosure of one position.
- Deletes one position from the code due to reorganization.

(West Basin Municipal Water District)

- Removes an unnecessary disclosure category from the code.
- Changes the titles of 17 positions.
- Deletes six positions from the code due to reorganization.
- Adds 10 positions to the code.
- Expands the disclosure of one position.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approving the attached Conflict of Interest Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency's code to disclose appropriate economic interests.

Respectfully submitted,



CELIA ZAVALA

Executive Officer, Board of Supervisors

CZ:pn

Enclosures

c: Chief Executive Officer  
County Counsel

# Proposed Code

## Conflict of Interest Code of the

### **ANTELOPE VALLEY TRANSIT AUTHORITY**

#### Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

#### Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Governing Board Members, Alternate Board Members and Executive Director/Chief Executive Officer and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**EXHIBIT "A"**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

**CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

**CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Governing Board Members	1, 2, 3
Alternate Board Members	1, 2, 3
Executive Director/Chief Executive Officer	1, 2, 3
General Counsel	1, 2, 3
Chief Operating Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Director of Operations & Maintenance	1, 2, 3
Controller	1, 2, 3
Director of Finance and Administration	1, 2, 3
Senior Director of Operations and Planning	1, 2, 3
Finance Manager	1, 2, 3
Marketing Manager	4
Director of Marketing	4
Project Coordinator	4
Grants Administrator	4
Director of Fleet & Facilities	4
Fleet Maintenance Manager	4
Facilities Superintendent	4
Planning Manager	4
Procurement and Contracts Officer	4

**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**EXHIBIT "B" Cont'd**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Information Technology Supervisor	4
Community Outreach Specialist	4
<b>Safety &amp; Facilities Manager</b>	<b>4 Add</b>
<b>Maintenance Compliance Manager</b>	<b>4 Add</b>
<b>Fleet Technical Training Manager</b>	<b>4 Add</b>
Consultants/New Positions*	

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Chief Executive Officer or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position

**EFFECTIVE DATE:**



**DATE:** January 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Resolution No. 2022-002, Authorizing the Executive Director/CEO to Execute all Required Documents of the Federal Transit Administration as Required by the Department of Transportation Grant Program for Federal Fiscal Year 2021/2022 (FFY22)

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**RECOMMENDATION**

That the Board of Directors adopt Resolution No. 2022-002, authorizing the Executive Director/CEO to execute all required documents of the Federal Transit Administration as required by the Department of Transportation Grant Program for FFY22.

**FISCAL IMPACT**

Adopting Resolution No. 2022-002 would authorize the Executive Director/CEO to sign, on behalf of AVTA and the Board of Directors, the certification and assurances and any other required documents as it relates to the Department of Transportation's Federal Transit Administration.

**BACKGROUND**

AVTA receives annual apportionments from the Federal Transit Administration Grant Program. The AVTA Board is required to adopt Resolution No. 2022-002 in order to receive the FFY22 and future grant awards as applied for by the Authority. The resolution will certify that the Board authorizes the Executive Director/CEO to execute all necessary documents related to this funding source.

Prepared by:

Submitted by:

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Judy Fry  
Director of Finance and Administration

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Martin J. Tompkins  
Executive Director/CEO

Attachment: A – Resolution No. 2022-002



**RESOLUTION NO. 2022-002**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION GRANT PROGRAM FOR FEDERAL FISCAL YEAR 2021/2022**

**WHEREAS**, the Secretary of Transportation is authorized to make grants for mass transportation projects; and

**WHEREAS**, all contracts for financial assistance will impose certain obligations upon the applicant, including the provision by the contract of the project(s)' local share costs.

**NOW THEREFORE, BE IT RESOLVED BY THE ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA):**

1. That the Executive Director/CEO is authorized to execute and file all applications on behalf of the AVTA with the U.S. Department of Transportation, to aid in the financing of all planning, capital, training, demonstration, and/or operating assistance projects.
2. That the Executive Director/CEO is authorized to execute and file with such applications an assurance or any other document required by U.S. Department of Transportation effectuating the purposes of the proposed projects.
3. That the Executive Director/CEO is designated to furnish such additional information as the U.S. Department of Transportation may require in connection with all applications.
4. That the Executive Director/CEO is authorized to set forth and execute minority business enterprise (disadvantaged business enterprise and women's business enterprise) policies and procedures in connection with the procurement needs of all projects.
5. That the Executive Director/CEO is authorized to execute all grant agreements on behalf of AVTA with the U.S. Department of Transportation to aid in the financing of all planning, capital, training, demonstration, and/or operating assistance projects.
6. Martin Tompkins, AVTA Executive Director/CEO, is hereby authorized to execute all grant applications on behalf of the Authority.

Resolution No. 2022-002, Authorizing the Executive Director/CEO to Execute all Required Documents of the Federal Transit Administration as Required by the Department of Transportation Grant Program for FFY22.

January 25, 2022

Page 2

**PASSED, APPROVED, AND ADOPTED** this 25<sup>th</sup> day of January 2022, by the following vote:

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

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman  
Antelope Valley Transit Authority

ATTEST:

APPROVED AS TO FORM:

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

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



**DATE:** January 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Resolution No. 2022-004, Authorizing the Executive Director/CEO and/or the Chief Financial Officer to Execute all Required Documents of the State of California (Caltrans) as Required by the Department of Transportation's (DOT) Programs

---

**RECOMMENDATION**

That the Board of Directors adopt Resolution No. 2022-004, a Resolution authorizing the Executive Director/CEO, and/or the Chief Financial Officer to execute all required documents of Caltrans as required by the Department of Transportation's Programs.

**FISCAL IMPACT**

Adopting Resolution No. 2022-004 would authorize the Executive Director/CEO, and/or the Chief Financial Officer to sign, on behalf of AVTA and the Board of Directors, all required documents as it relates to the Department of Transportation's grant programs.

**BACKGROUND**

AVTA can apply for annual apportionments from the State of California's Grant Programs. The AVTA Board is required to adopt Resolution No. 2022-004 in order to receive any state grant awards and submit all associated reporting. The Resolution will certify that the Board authorizes the Executive Director/CEO and/or the Chief Financial Officer to execute all necessary documents related to this funding source.

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Chief Financial Officer

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Martin J. Tompkins  
Executive Director/CEO

Attachment: A – Resolution No. 2022-004

**RESOLUTION NO. 2022-004**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR THE CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE STATE OF CALIFORNIA (CALTRANS) AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION'S (DOT) PROGRAMS**

**WHEREAS**, the Antelope Valley Transit Authority may receive state funding from the California Department of Transportation (Department) now or sometime in the future for transit projects; and

**WHEREAS**, substantial revisions were made to the programming and funding process for the transportation projects programmed in the Transit and Intercity Rail Capital Program, by Chapter 36 (SB 862) of the Statutes of 2014; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to execute an agreement with the Department before it can be reimbursed for project expenditures; and

**WHEREAS**, the Department utilizes Master Agreements for State-Funded Transit Projects, along with associated Baseline Agreements and Program Supplements, for the purpose of administering and reimbursing state transit funds to local agencies; and

**WHEREAS**, the Antelope Valley Transit Authority wishes to delegate authorization to execute agreements and amendments thereto to the Executive Director/CEO or the Chief Financial 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 this agreement and applicable statutes, regulations and guidelines for all state-funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director/CEO or the Chief Financial Officer be authorized to execute all Program Supplements for State-Funded Transit Projects and any Amendments thereto with the California Department of Transportation.

Resolution No. 2022-004 - Authorizing the Executive Director/CEO and/or Chief Financial Officer to Execute Required Documents of the State of California (Caltrans) as Required by the DOT's Program  
January 25, 2022  
Page 2

**PASSED, APPROVED AND ADOPTED** by the *Antelope Valley Transit Authority's Board of Directors of Los Angeles County, State of California*, held on this 25<sup>th</sup> day of January 2022, the by the following vote:

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

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

\_\_\_\_\_  
Marvin Crist, Chairman of the Board  
Antelope Valley Transit Authority

ATTEST:

APPROVED AS TO FORM:

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

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

PROPOSED



**DATE:** January 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT: Amendment No. 3 to Contract #2019-64 with Brown Armstrong Accountancy Corporation for CPA Financial Auditing Services**

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### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute Amendment No. 3 to Contract #2019-64 with Brown Armstrong Accountancy Corporation, Bakersfield, CA for CPA financial auditing services for a one-year period not to exceed \$53,000 with one (1) one-year optional renewal period remaining.

### **FISCAL IMPACT**

Sufficient funds have been included in the FY 2022-23, and future budgets to cover the cost of this service.

### **BACKGROUND**

In May 2019, the Board of Directors awarded Contract #2019-64 for a one-year term with combined renewals limited to five-years, and then subsequently awarded Amendment No. 1, and Amendment No. 2, in each of the subsequent years. The Brown Armstrong Accountancy Corporation was chosen for this contract due primarily to their understanding of AVTA's established processes, procedures, and practices, which will be beneficial when the Federal Transit Administration conducts its next Triennial Review.

The Brown Armstrong Accountancy Corporation has performed their duties diligently and worked as a cohesive partner with Authority staff. Therefore, staff recommends renewal of this year's contract renewal option for FY 2022/23.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
Procurement and Contracts Officer

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Martin J. Tompkins  
Executive Director/CEO





**DATE:** January 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT: Resolution 2022-003, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and Authorizing Remote Teleconference Meetings for a Thirty (30) Day Period Pursuant to Brown Act Provisions**

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## **RECOMMENDATION**

That the Board of Directors approve Resolution No. 2022-003, proclaiming a local emergency, ratifying the proclamation of a state of emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and authorizing remote teleconference meetings for a thirty (30) day period pursuant to Brown Act provisions.

## **FISCAL IMPACT**

None.

## **BACKGROUND**

On September 16, 2021, Governor Newsom signed Assembly Bill ("AB") 361 into law. AB 361 is urgency legislation amending the Brown Act to allow legislative bodies of local agencies to meet remotely with relaxed teleconferencing requirements during declared emergencies under certain conditions.

AB 361 adds new procedures and clarifies the requirements for conducting remote meetings, including the following:

- **Public Comment Opportunities in Real Time:** A legislative body that meets remotely pursuant to AB 361 must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the

Resolution No. 2022-003, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and Authorizing Remote Teleconference Meetings for a Thirty (30) Day Period Pursuant to Brown Act Provisions

January 25, 2022

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public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.

- **No Action During Disruptions:** In the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access to the meeting via the call-in or internet-based options is restored.
- **Periodic Findings:** To continue meeting remotely pursuant to AB 361, a legislative body must make periodic findings concerning the declared emergency and its effects. AB 361 will sunset on January 1, 2024.

The proposed resolution would make the findings required by AB 361 in order to allow AVTA to continue to make remote attendance available to its board members and the public if and to the extent needed.

Prepared and Submitted by:

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Allison E. Burns  
General Counsel, AVTA

Attachment: A – Resolution No. 2022-003

RESOLUTION NO. 2022-003

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY (“AUTHORITY”) PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDERS N-25-20, N-29-20 AND N-35-20, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR A THIRTY (30) DAY PERIOD PURSUANT TO BROWN ACT PROVISIONS**

**WHEREAS**, Antelope Valley Transit Authority is committed to preserving and ensuring public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of Antelope Valley Transit Authority’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Authority’s legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Authority’s boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in the Authority, specifically, the Governor of California issued a series of Executive Orders aimed at containing the novel coronavirus; and

**WHEREAS**, the State of California and County of Los Angeles recommend social distancing due to the coronavirus; and

Resolution No. 2022-003, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Executive Orders N-25-20, N-29-20 and N-35-20, and Authorizing Remote Teleconference Meetings for a Thirty (30) Day Period Pursuant to Brown Act Provisions

January 25, 2022

Page 2

**WHEREAS**, the Board of Directors does hereby find that the threat of the coronavirus has caused, and will continue to cause, conditions of peril to the safety of persons within the Authority that are likely to be beyond the control of services, personnel, equipment, and facilities of the Authority, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency, the Board of Directors does hereby find that the Board of Directors of Antelope Valley Transit Authority shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the Authority will post an agenda (72 hours in advance of a Regular Board meeting and 24 hours in advance of a Special Board meeting) on the Authority's website at avta.com which will contain information on how the public can participate in the meeting and provide Public Comments.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ANTELOPE VALLEY TRANSIT AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2.** Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the Authority's jurisdiction, and social distancing is recommended by the State of California and County of Los Angeles.

**Section 3.** Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of this Resolution's issuance date of January 25, 2022.

**Section 4.** Remote Teleconference Meetings. The Executive Director/CEO and the Board of Directors of Antelope Valley Transit Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

**Section 5. Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 24, 2022, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of Antelope Valley Transit Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED APPROVED AND ADOPTED** by the Board of Directors of Antelope Valley Transit Authority this 25<sup>th</sup> day of January, 2022 by the following vote:

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

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

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

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



**DATE:** January 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Contract #2022-34 to Stertil-Koni Usa, Inc. through the State of California Multiple Award Schedule Contract #4-21-08-1057, Quote #3162, for 18 Vehicle Lifts with 111,000 lb. Capacity

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### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2022-34 to Stertil-Koni USA, Inc. through the State of California Multiple Award Schedule Contract #4-21-08-1057, Quote # 3162, for 18 vehicle lifts with 111,000 lb. capacity for an amount not to exceed \$291,334.15, including applicable sales tax.

### **FISCAL IMPACT**

Sufficient funds have been awarded in various grants and are included in the FY 2022 Budget.

### **BACKGROUND**

On December 15, 2021, the Antelope Valley Transit Authority received Quote #3162 from Stertil-Koni USA, Inc. to purchase 18 vehicle lifts with 111,000 lb. capacity through the State of California Multiple Award Schedule Contract #4-21-08-1057. Stertil-Koni USA, Inc. was the successful respondent for this contract. The lifts will be installed in the new maintenance facility expansion bays and used to service the 60 ft. electric buses.

Staff found their pricing to be fair and reasonable and provides the best overall solution for AVTA's fleet.

Prepared by:

Submitted by:

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Lyle Block  
Procurement and Contracts Officer

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Martin J. Tompkins  
Executive Director/CEO

Attachments: A – Quote #3162 from Stertil-Koni USA, Inc.



**Stertil-Koni**  
 200 Log Canoe Circle  
 Stevensville, MD 21666  
 United States

T: 410.643.9001  
 F: 410.643.8901

<b>Quote #</b>	<b>3162</b>
<b>Date</b>	<b>12/15/2021</b>
<b>Expires</b>	<b>01/14/2022</b>
<b>Contact</b>	<b>LaTrice Hines</b>

**Prepared for** Antelope Valley Transit Authority  
 Sean Elmore  
 42210 6th St W  
 Lancaster, CA 93534  
 United States

T: 661-72-2245  
 E: selmore@avta.com

## Sourcewell

Item	Qty	Price	Total
<b>ST1085 MODEL 6, WIRELESS CONTROLS WITH SYNTHETIC FIXED FRONT WHEELS</b> Set of 6 - 111,000lbs capacity, 24 volts DC, control box on every column. Adj forks STERTIL-KONI (Code: ST-1085-3FWA)	3	\$72,964.00	<b>\$218,892.00</b>
<b>TALL JACK STAND, 18 TON CAPACITY, 54"-80"</b> 18 tons, w/handle & wheels, spring loaded center tube, pin stop w/54"-80" fine adjustment, 1 fixed wooden head STERTIL-KONI (Code: SKCVP 5480-18)	18	\$1,976.00	<b>\$35,568.00</b>
<b>Setup/Training</b> Code: MISC	1	\$1,792.00	<b>\$1,792.00<sup>†</sup></b>
<sup>†</sup> Non-taxable item		Subtotal	\$256,252.00
Please contact us if you have any questions.		Shipping	\$9,000.00
		Lancaster, CA Tax (10.25%)	\$26,082.15
		<b>Total</b>	<b>\$291,334.15 USD</b>

## Contract

Sourcewell/Formerly NJPA - Contract #: 013020-SKI

**Local Distributor: Southwest Lift & Equipment/Bill Georgia 909.867.9820**

## Terms and Conditions

1. Product availability and proposed delivery date provided ARO

2. Purchase Orders MUST be issued to Steril-Koni USA, Inc., not the Local Distributor
  3. Please submit Purchase Orders to [orders@steril-koni.com](mailto:orders@steril-koni.com)
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**DATE: January 25, 2022**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Sole Respondent Contract #2022-21 to US Hybrid Corporation  
for 19 Battery-Electric ADA Compliant Vans**

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### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute Sole Respondent Contract #2022-21 with US Hybrid Corporation, Torrance, CA, to purchase 19 battery-electric ADA compliant vans for an amount not to exceed \$4,824,556, plus applicable sales tax.

### **FISCAL IMPACT**

Sufficient grant funds are included in the Fiscal Year 2022 Budget and future budgets to pay for this purchase.

### **BACKGROUND**

In January 2016, the Board of Directors adopted a goal to procure and operate a 100% battery electric fleet. Since that time, staff has been committed to pursuing all funding opportunities to acquire battery-electric buses. The next step of this process is to add 19 battery-electric ADA compliant vans for our micro-transit service for our outlying service areas. To this end, staff developed and circulated a Request for Proposals (RFP).

AVTA released a Request for Proposals (RFP) on October 15, 2021. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. The local Chambers of Commerce were also notified via their respective newsletters and email lists, and 127 firms were notified via email with RFP instructions for downloading. Thirteen firms registered and downloaded the RFP. On October 25, 2021, a mandatory pre-proposal meeting was held with four firms attending. Two addenda were subsequently issued. The first one posted on October 26, 2021 and the second one posted on November 10, 2021.

One (1) proposal was submitted on November 22, 2021, in response to the RFP. Three staff members evaluated and ranked the submitted proposal on the following two part criteria: PART 1 – Technical Response: proposed solution (30%), similar projects (10%), proposer’s information (10%), project schedule/benchmarks (10%) and warranty (20%); and PART 2 – Pricing Response: project budget (20%). There were 300 total possible points available.

A submitted proposal was received from the following firm:

PART 1 – Technical Response		
Firm	Location	Score (240 Max)
US Hybrid Corporation	Torrance, CA	199
PART 2 – Pricing Response		
Firm	Location	Score (60 Max)
US Hybrid Corporation	Torrance, CA	54
(300 Total Points Available) Combined Total Score		253

US Hybrid Corporation, of Torrance, CA, sole respondent proposal, earned a high score from the evaluation committee. In addition to their fair and reasonable pricing, they provided the best solution for AVTA. It was obvious that their past in depth transit agency experience gave them a clear insight into our requirements and mission. Staff is confident US Hybrid, of Torrance, CA, will provide an excellent vehicle.

Prepared by:

Submitted by:

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Lyle A. Block, CPPB  
 Procurement and Contracts Officer

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Martin J. Tompkins  
 Executive Director/CEO