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**Regular Meeting of the Board of Directors**

**Tuesday, January 23, 2024**

**10:00 a.m.**

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

**OFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:01 a.m.

**PLEDGE OF ALLEGIANCE:**

Director Ohlsen led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Flanagan

**APPROVAL OF AGENDA:**

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the Board of Directors approved the agenda as comprised.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

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

Laurel Forrest spoke about establishing a shuttle bus service to transport unhoused and low-income persons who reside in the northern part of the Antelope Valley so they could access programs and benefits. Executive Director/CEO Martin Tompkins will meet with Ms. Forrest.

Milcah White spoke about inadequate transportation services for traveling outside the Antelope Valley.

Fran Sereseres inquired about the community’s emergency preparedness plan. Chairman Crist detailed the plans for building an evacuation center at the Antelope Valley Fairgrounds.

Charlotte Baxter complimented AVTA, MV Transportation, and Dial-A-Ride staff for assisting her with her transportation needs during the holidays.

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

**SRP 1 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK’S OFFICE**

Angelica Rangel, Executive Assistant for Senator Scott Wilk’s office, reported the legislative package would be ready on February 16 and provided an update on the state’s Fiscal Year 2024/2025 (FY 2025) budget.

**SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY’S OFFICE**

Pamela Balch, District Director for Assemblyman Tom Lackey’s office, reported on the state’s FY 2025 budget and encouraged constituents to contact the Assemblymember’s office if they need assistance with state agencies.

**SRP 3 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2023**

Fleet Maintenance Manager Vincent San Nicolas presented the Employee of the Month award for November 2023 to Electronics Technician Omar Martinon.

Senior Director of Operations and Planning Esteban Rodriguez presented the Employee of the Month award for December 2023 to Operations and Contract Compliance Manager Tisha Lane.

**SRP 4 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR NOVEMBER AND DECEMBER 2023**

MV Transportation General Manager Juan Antonio Lopez presented awards to Juan Perez, the Employee of the Month for November 2023, and Allison Kinson, the Operator of the Month for December 2023.

Mr. Lopez announced that Kevin Miles is the Operator of the Month for November 2023 and Timothy Nichols is the Employee of the Month for December 2023; neither employee was present at the meeting to receive their award.

**SRP 5 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2023**

AV Transportation Services President Art Minasyan presented awards to Evgeny Ivanov, the Employee of the Month for November 2023, and Anthony Turner, the Employee of the Month for December 2023.

**SRP 6 AVTS MICROTRANSIT AND DIAL-A-RIDE (DAR) KEY PERFORMANCE INDICATORS (KPI) REPORT FOR NOVEMBER AND DECEMBER 2023**

Mr. Minasyan presented the report. The Board discussed the no-show complaint.

**SRP 7 LEGISLATIVE REPORT AND FINANCE UPDATE FOR JANUARY 2024**

Chief Financial Officer Judy Vaccaro-Fry presented information regarding the Transit Transformation Task Force, CA Air Resources Board and CA Energy Commission grant awards, state's FY 2025 budget, Senate Bill (SB) 125: Transportation budget trailer bill, federal budget, H.R. 4468 – Choice in Automobile Retail Sales Act of 2023, Phoenix Motor's acquisition of Proterra Transit Business line, Urbanized Areas (UZA) maps comparing 2010 and 2020 Lancaster-Palmdale census information, and the bankruptcy of the e-scooter company Bird. The Board discussed SB 125 and UZA census information.

**SRP 8 MAINTENANCE KPI REPORT FOR NOVEMBER AND DECEMBER 2023**

Maintenance Compliance Analyst Joseph Sanchez presented the report.

**SRP 9 OPERATIONS KPI REPORT FOR NOVEMBER AND DECEMBER 2023**

Mr. Lopez presented the report.

**CONSENT CALENDAR (CC):**

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 28, 2023**  
Approve the Board of Directors Regular Meeting Minutes of November 28, 2023.
- CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2023**  
Receive and file the Financial Report for November and December 2023.
- CC 3 FY 2024 SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2023)**  
Receive and file the FY 2024 Second Quarter Los Angeles County Sheriff's Department (LASD) Report for the period covering October 1 through December 31, 2023.
- CC 4 2024 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, MV TRANSPORTATION'S EEO PROGRAM, AND AV TRANSPORTATION SERVICES' (AVTS) EEO POLICY STATEMENT**  
Review, update, and reaffirm AVTA's EEO Policy Statement, MV Transportation's EEO Program, and AVTS's EEO Policy Statement.
- CC 5 2024 LEGISLATIVE PRINCIPLES**  
Approve the Proposed AVTA Legislative Principles for 2024.
- CC 6 GRANTS MANUAL**  
Approve updates to the Grants Manual.

On a motion by Vice Chair Knippel and seconded by Director Flanagan, the Board of Directors approved the Consent Calendar as presented.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS (NB):**

**NB 1 THIRD AMENDMENT TO EXECUTIVE DIRECTOR/CEO EMPLOYMENT AGREEMENT**

General Counsel Allison Burns presented the staff report.

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors approved the Third Amendment to Executive Director/CEO Martin Tompkins’ Employment Agreement.

- Vote: Motion carried (6-0-0-0)
- Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan
- Nays: None
- Abstain: None
- Absent: None

**NB 2 SOLE SOURCE CONTRACT #2024-26 WITH AVAIL TECHNOLOGIES, INC. FOR INTELLIGENT TRANSPORTATION SYSTEM UPGRADES (IRMA PASSENGER COUNTERS)**

The Board waived the presentation of the staff report.

On a motion by Vice Chair Knippel and seconded by Director Loa, the Board of Directors authorized the Executive Director/CEO to award Sole Source Contract #2024-26 to Avail Technologies, Inc. for Information Technology System (ITS) equipment and installation for an amount not to exceed \$552,560.10 plus any applicable taxes.

- Vote: Motion carried (6-0-0-0)
- Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan
- Nays: None
- Abstain: None
- Absent: None

**NB 3 FISCAL YEAR 2023/2024 (FY 2024) MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS**

Ms. Vaccaro-Fry presented the staff report.

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors approved the proposed FY 2024 Mid-Year Budget adjustments.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**REPORTS AND ANNOUNCEMENTS (RA):**

**RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS**

**2023 Accomplishments**

Mr. Tompkins stated that the accomplishments listed below could not have been achieved without the Board's full support. Thank you to AVTA, MV Transportation, and AV Transportation Services staff for all that has been accomplished. Great job everyone.

**Education**

- Personal Growth – Tisha Lane and Karim Illescas completed their associate degrees in administration and bookkeeping from Antelope Valley College (AVC). Additional staff members are currently taking classes to obtain their degrees. Staff also attended and completed transit-related courses offered by the Federal Transit Administration, the University of the Pacific, and the National Transit Institute throughout the year. Eighteen certificates were awarded in 2023.

**Customer Service Department**

- Over 96,000 calls were taken, with 97% of calls answered and an average hold time of 90 seconds.
- The value of more than \$82,000 Senior Annual Passes and over 1,500 applications for the TAP, DAR, and Low-Income Fare is Easy (L.I.F.E.) programs were processed.
- Our Travel and Training Program was relaunched in October. Staff completed three events at the Senior Centers.

**IT Department**

- There were zero incidents of viruses, malware, or data breaches.
- Upgraded the backup system, providing enhanced system backup and recovery.
- Upgraded the lobby and customer service wall displays.
- Installed new imaging software for the finance department.
- Installed new computer workstations and monitors.

**Community Outreach/Partnerships and Sponsorships:**

- Continued ongoing community partnerships with the cities of Lancaster and Palmdale. Other partnerships include AV Chambers of Commerce, AV Sheriff's Boosters, and AV EDGE, to name a few.
- Conducted multiple veteran and senior outreach events.
- Implemented Metro's GoPass program.
- The Holiday Stuff-A-Bus, Toy, and Food Drive was a huge success! Stuff-a-Bus's toy collection had a record year, receiving \$37,974 in cash donations. Over 300 bicycles, sponsored by the AV Sheriff's Boosters, and 2,300 food boxes and 2,300 turkeys, sponsored by the cities of Lancaster and Palmdale, were distributed.

**Procurement/Maintenance**

- Completely overhauled our procurement policy, which remains within federal, state, and local guidelines.
- Successfully released over five major Request for Proposals.
- Awarded and executed over 12 contracts.
- Completed this beautiful Community Room.
- Twenty-one new fully electric BYD buses were delivered.
- Two of 19 100% all-electric vans to operate on the DAR and On-Request Microtransit Ride Service (ORMRS) were delivered.
- Completed the gym with a full restroom.
- Completed AVTA East in Lake LA.
- Installed inductive charging pads at AVC.

**Facilities and Bus Stop Maintenance**

- Upgraded the cooling system in the maintenance shop and the facility's fire alarm system.
- Installed 12 new Level II chargers for MV Transportation's support vehicles.
- The entire maintenance shop was painted and received new epoxy floors. The customer service department and lobby also received a fresh coat of paint.
- Replaced all exterior lighting with LED bulbs.
- Added new landscaping to AVTA's main entrance.

### **Finance**

- The records department achieved significant milestones in completing the Grant and Vehicle project within our Laserfiche program.
- The records department processed 35 public and 61 internal records requests.
- Successful single and MTA Prop A audits.
- Opened six new FTA grant applications totaling \$14,086,989.
- Closed seven FTA grants.
- Closed three state and local grants.
- Amber Johnson completed the Society for Human Resources Management exam and is now a Human Resources Certified Professional.

### **Operations**

- Readopted the updated Public Transportation Agency Safety Plan for FY 2023/2024.
- Upgraded Avail Technologies.
- Twenty-seven AVTA staff members were certified in CPR, first aid, and AED training.
- AVTA's Title VI Program Update for FY 2023/2024 through FY 2025/2026 was approved.
- On-time performance (OTP) improved by 5%, up from 76.8% to 81.8% compared to the same period in 2022. OTP is currently holding steady at an average of 90.46%. Thank you to MV Transportation staff for their efforts.
- Passenger Pass-Ups – Although our goal is zero, we have improved from prior years with an average of 5.1 pass-ups per month, down to 3.5 passengers per month.
- Ridership for DAR, ORMRS, and Non-Emergency Medical Transportation (NEMT) increased 32.8% from FY 2022 to FY 2023.
- DAR, ORMRS and NEMT services had zero preventable accidents. This is quite an accomplishment and highlights AVTS' training program. Thank you to Art and his team.
- Ridership on all AVTA's modes was up 16% compared to 2022.
- AVTA executed an agreement with the City of Palmdale to install 18 full bus amenities.

### **Executive Services**

- Thank you to DeeAnna and Karen for all they do year-round, including managing the community room for multiple uses and numerous meetings.

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

No miscellaneous business items were presented.



**ADJOURNMENT:**


Chairman Crist adjourned the meeting at 11:36 a.m. to the Regular Meeting of the Board of Directors on February 27, 2024, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 27<sup>th</sup> day of FEBRUARY 2024.



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