



Special Meeting of the Board of Directors

Tuesday, November 25, 2014

9:00 a.m.

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

OFFICIAL MINUTES

CALL TO ORDER:

Vice Chairman Crist called the meeting to order at 9:01 a.m.

PLEDGE OF ALLEGIANCE:

Director Knippel led the Pledge of Allegiance.

ROLL CALL:

Present

Vice Chairman Marvin Crist
Alternate Director Fred Thompson (Director Tom Lackey absent)
Director Steve Hofbauer
Director Dianne Knippel
Director Sandra Johnson

Absent

Chairman Norm Hickling

Motion: Excuse the absence of Chairman Hickling

Moved by Director Hofbauer, seconded by Director Johnson

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

Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and
Alternate Director Thompson

Nays: None

Abstain: None

Absent: Chairman Hickling

APPROVAL OF AGENDA:

Motion: Approve the agenda as comprised.

Moved by Director Knippel, seconded by Alternate Director Thompson

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

Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and
Alternate Director Thompson

Nays: None

Abstain: None

Absent: Chairman Hickling

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

Catherine Parrish, a member of the public, suggested starting the bus service earlier in order to better serve commuters and high school students.

Thomas DiFilippi, a member of the public, informed the Board that he had a problem boarding the bus with his wheelchair at the 40th Street East and Lancaster Blvd. bus stop. Vice Chairman Crist directed city of Lancaster staff member Cathy DeFalco to resolve this issue.

SPECIAL REPORTS and PRESENTATIONS (SRP):

SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR OCTOBER

General Manager Hector Fuentes and Director of Finance Colby Konisek presented a plaque to Silvia Urias, Employee of the Month for October. Mr. Fuentes announced that the Operator of the Month for October was James Istilart who was not present to receive his award.

SRP 2 STATE LEGISLATIVE UPDATE FOR NOVEMBER 2014

Director of Communications Wendy Williams stated that the Cap and Trade guidelines to govern project applications for grant funding are under development and are scheduled for release in December. She noted that 25% of the Cap and Trade proceeds must go toward projects that are located within a Disadvantaged Community (DAC). CalEPA used a mapping tool entitled CalEnviroScreen to evaluate communities by combining pollution factors with vulnerability factors such as low income and high unemployment. The results showed that there were no DACs located in the Antelope Valley.

Ms. Williams added that AVTA's Grants Administrator Judy Vaccaro-Fry is in the process of applying for funding that is dedicated to pilot programs for zero emission projects. Staff intends to seek funding to cover the additional costs associated with an electric bus procurement and supporting infrastructure needs. The Board briefly discussed this item.

Motion: Receive and file the State Legislative Update for November 2014.

Moved by Director Hofbauer, seconded by Alternate Director Fred Thompson

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

Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and Alternate Director Thompson

Nays: None

Abstain: None

Absent: Chairman Hickling

SRP 3 FEDERAL LEGISLATIVE UPDATE FOR NOVEMBER 2014 – JUDY VACARRO-FRY

Grants Administrator Judy Vaccaro-Fry presented information regarding the Surface Transportation Reauthorization bill, Continuing Resolution for 2015 appropriations, and the nomination of Therese McMillan for the position of the Federal Transit Administrator. The Board briefly discussed this item.

Motion: Receive and file the Federal Legislative Update for November 2014.

Moved by Director Hofbauer, seconded by Director Knippel

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

Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and Alternate Director Thompson

Nays: None

Abstain: None

Absent: Chairman Hickling

SRP 4 FY15 FIRST QUARTER KEY PERFORMANCE INDICATORS REPORT (JULY 1 – SEPTEMBER 30, 2014)

Senior Transit Analyst Dieter Aragon presented the quarterly report. The Board discussed the types of calls received by customer service representatives, the method of informing riders when an alternate route is necessary, and staff's action plan for improving the unmet performance targets.

Motion: Receive and file the FY15 First Quarter Key Performance Indicators Report for the period covering July 1 through September 30, 2014.

Moved by Director Hofbauer, seconded by Director Johnson

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

Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and Alternate Director Thompson

Nays: None

Abstain: None

Absent: Chairman Hickling

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES FOR OCTOBER 28, 2014 – KAREN DARR

Motion: Approve Consent Calendar item 1.

Moved by Director Knippel, seconded by Director Johnson

Vote: Motion carried (4-0-1-1)
Yeas: Vice Chairman Crist, Directors Knippel and Johnson, and Alternate Director Thompson
Nays: None
Abstain: Director Hofbauer
Absent: Chairman Hickling

CC 2 FINANCIAL REPORTS – SEPTEMBER AND OCTOBER 2014 – COLBY KONISEK

CC 3 FY15 FIRST QUARTER CAPITAL RESERVES REPORT (JULY 1 – SEPTEMBER 30, 2014) – COLBY KONISEK

CC 4 FY15 FIRST QUARTER GRANT STATUS REPORT (JULY 1 – SEPTEMBER 30, 2014) – JUDY VACCARO-FRY

CC 5 SEMI-ANNUAL FEDERAL FISCAL YEAR (FFY) 2013/14 DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND SMALL BUSINESS ENTERPRISE (SBE) OUTREACH STATUS REPORT (APRIL 1 THROUGH SEPTEMBER 30, 2014) – LYLE BLOCK

CC 6 AWARD CONTRACT NO. 2015-05 TO MUFU UNION BANK FOR BANKING SERVICES - LYLE BLOCK

Motion: Approve Consent Calendar items 2 through 6.

Moved by Director Hofbauer, seconded by Alternate Director Thompson

Vote: Motion carried (5-0-0-1)
Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and Alternate Director Thompson
Nays: None
Abstain: None
Absent: Chairman Hickling

NEW BUSINESS (NB):

NB 1 AWARD CONTRACT NO. 2015-06 TO THE "G" CREW FOR LABOR COMPLIANCE SERVICES

Contracts and Procurement Officer Lyle Block presented the staff report. The Board briefly discussed this item.

Motion: Authorize the executive director to execute Contract No. 2015-06 for Labor Compliance Services to The “G” Crew, Glendale, CA, a certified DBE firm.

Moved by Director Knippel, seconded by Director Johnson

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

Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and Alternate Director Thompson

Nays: None

Abstain: None

Absent: Chairman Hickling

NB 2 ADOPTION OF RECOMMENDATIONS INCLUDED IN THE ROUTE TO SUCCESS – AVTA COMPREHENSIVE OPERATIONAL ANALYSIS & TEN-YEAR PLAN

Director of Operations and Maintenance Len Engel noted that staff provided the Board with a revised staff report. Staff is recommending that the Board receive and file the Route to Success – AVTA Operational Analysis & Ten-Year Plan instead of adopting the recommendations as stated in the original staff report. Mr. Engel introduced Nelson/Nygaard Consulting Associates Inc. Senior Associate James Gamez who presented a summary of the plan. The Board directed AVTA staff to communicate with city and county staff regarding changes within their jurisdictions, and to obtain input from the technical and community stakeholders, particularly retail, medical and school personnel, before bringing specific recommendations to the Board for approval.

Motion: Receive and file the Route to Success – AVTA Comprehensive Operational Analysis & Ten-Year Plan.

Moved by Director Hofbauer, seconded by Director Johnson

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

Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and Alternate Director Thompson

Nays: None

Abstain: None

Absent: Chairman Hickling

NB 3 FARE STRUCTURE RECOMMENDATIONS

Ms. Williams presented the existing conditions report and the fare restructuring proposals for commuter and local transit service. Nelson/Nygaard Consulting Associates Inc. Senior Associate Scott Chapman provided additional information regarding the free ride programs and half fare proposal for senior and disabled customers. The Board discussed the recommended fare proposals, staff's plan for public outreach, and the Rider Relief Transportation Program. Vice Chairman Crist suggested that staff meet with the jurisdictions to discuss subsidy options for the discount fare scenarios.

Motion: Continue the item to the January 27, 2015 Board meeting.

Moved by Director Johnson, seconded by Director Hofbauer

Vote: Motion carried (5-0-0-1)
Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and
Alternate Director Thompson
Nays: None
Abstain: None
Absent: Chairman Hickling

NB 4 DRAFT AUDITED FINANCIAL STATEMENTS WITHIN THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND SINGLE AUDIT REPORT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2014

Windes, Inc. Senior Manager Tom Huey presented a summary of the audit results. He anticipates that there will be no exceptions in the audited financial statements or findings or questioned costs in the single audit report. The Board thanked the financial team on a successful audit.

Motion: Approve the Draft CAFR and Single Audit of Federal Awards for the year ended June 30, 2014.

Moved by Director Hofbauer, seconded by Director Johnson

Vote: Motion carried (5-0-0-1)
Yeas: Vice Chairman Crist, Directors Hofbauer, Knippel and Johnson, and
Alternate Director Thompson
Nays: None
Abstain: None
Absent: Chairman Hickling

NB 5 AUTHORIZE EXECUTIVE DIRECTOR TO PURCHASE EIGHT CLEAN DIESEL BUSES FROM GILLIG CORPORATION UNDER CONTRACT NO. 2014-12

Mr. Engel presented the staff report. The Board deliberated procuring electric buses as opposed to clean diesel buses. Vice Chairman Crist and Director Johnson stated that the Board made a previous commitment to purchase electric buses. Director Hofbauer and Alternate Director Thompson noted that while they support purchasing electric buses, they share concerns regarding the aging fleet, increased costs of keeping the older coaches on the road, and providing quality service to the riders. Director Hofbauer suggested gradually transitioning from clean diesel buses to electric buses rather than making the change all at once.

Main Motion: Authorize the executive director to purchase eight (8) clean diesel buses from Gillig Corporation under Contract No. 2014-12.

Moved by Director Hofbauer, seconded by Alternate Director Thompson
No vote was taken. The Board continued the discussion.

Substitute Motion: Authorize the executive director to process a Request for Proposals for the purchase of four to eight electric buses, which would also include the WAVE technology.

Moved by Director Johnson, seconded by Director Knippel

The Board recessed at 11:00 a.m. and returned to public session at 11:07 a.m. to allow time for General Counsel D. Craig Fox to research the order in which the motions should be addressed.

Counsel stated that the substitute motion would be heard first if it included just reducing the number of buses procured. However, the substitute motion is changing the procurement from diesel buses to electric buses; therefore, the item should be agendized as a separate matter. Vice Chairman Crist disagreed with counsel's interpretation adding that he believes that the substitute motion still encompasses the purchase of buses.

The Board continued the discussion regarding the fiscal and service impact to the Authority and the community. Staff indicated that additional electric buses would require infrastructure improvements to the facility, including overnight charging apparatus. Additional WAVE chargers would not be necessary at this time.

Substitute Motion: Authorize the executive director to issue a Request for Proposals for the purchase of four to eight electric buses, which would also include charging infrastructure.

Moved by Director Johnson, seconded by Director Knippel

Vote:	Motion carried (3-2-0-1)
Yeas:	Vice Chairman Crist and Directors Knippel and Johnson
Nays:	Director Hofbauer and Alternate Director Thompson
Abstain:	None
Absent:	Chairman Hickling

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Executive Director's Report

Ms. Austin waived presenting her report in the interest of time.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Director Hofbauer announced the birth of his grandson.

Director Johnson congratulated Assemblyman Tom Lackey and Congressman Steve Knight on their recent election victories.

Vice Chairman Crist wished everyone happy holidays.

ADJOURNMENT:

Vice Chairman Crist adjourned the meeting at 11:28 a.m. to the next Regular meeting of the Board of Directors on January 27, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 27th day of January, 2015.


Norman L. Hickling, Chairman


Julie M. Austin, Secretary

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