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**Regular Meeting of the Board of Directors**

**Tuesday, February 24, 2015**

**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 Hickling called the meeting to order at 10:00 a.m.

**PLEDGE OF ALLEGIANCE:**

Director Thompson led the Pledge of Allegiance.

**ROLL CALL:**

Present

Chairman Norm Hickling  
Vice Chairman Marvin Crist  
Director Steve Hofbauer  
Director Dianne Knippel  
Director Sandra Johnson  
Director Fred Thompson

**APPROVAL OF AGENDA:**

**Motion:** **Approve the agenda with the removal of the Closed Session item.**

Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)  
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer, Knippel,  
Johnson, and Thompson  
Nays: None  
Abstain: None  
Absent: None

**PUBLIC BUSINESS FROM THE FLOOR:**

There was no public business presented

**MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:**

There were no miscellaneous business – non-agenda items presented.

**SPECIAL REPORTS and PRESENTATIONS (SRP):**

**SRP 1 PRESENTATION OF TRANSDEV OPERATOR OF THE MONTH AND EMPLOYEE OF THE MONTH FOR JANUARY**

Transdev General Manager Hector Fuentes announced that the Operator of the Month for January was William Jackson and the Employee of the Month for January was Joseph Borsotti. Mr. Jackson and Mr. Borsotti were unable to attend the meeting to receive their award.

**SRP 2 FEDERAL LEGISLATIVE UPDATE FOR FEBRUARY 2015**

Grants Administrator Judy Vaccaro-Fry updated the Board regarding federal legislation. The Board discussed AVTA's 2015 Appropriation from the Federal Transit Administration (FTA).

Motion: Receive and file the Federal Legislative Update for February 2015.  
Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)  
Yeas: Chairman Hickling, Vice Chairman Crist, Directors Hofbauer, Knippel, Johnson, and Thompson  
Nays: None  
Abstain: None  
Absent: None

**SRP 3 FISCAL YEAR 2015 (FY15) SECOND QUARTER KEY PERFORMANCE INDICATORS (KPI) REPORT (OCTOBER 1 – DECEMBER 31, 2014)**

Senior Transit Analyst Dieter Aragon presented the KPI report for the period covering October 1 through December 31, 2014. The Board discussed average hold times and the guidelines for FTA's farebox recovery ratio. Chairman Hickling requested that Mr. Aragon include a summary of staff's corrective actions for unmet performance measures on future quarterly reports.

Motion: Receive and file the FY15 Second Quarter KPI Report for the period covering October 1 through December 31, 2014.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

**SRP 4 QUARTERLY COACH OPERATOR PERFORMANCE AUDIT RESULTS (SEPTEMBER 2014 – NOVEMBER 2014)**

Mr. Aragon presented the Quarterly Coach Operator Performance Audit results for the period covering September 2014 through December 2014. The Board discussed the results pertaining to operator courtesy and bus cleanliness. Staff from AVTA and Transdev were directed to meet with the audit consultant to clarify how the auditors evaluated operator courteous.

Motion: Receive and file the Quarterly Coach Operator Performance Audit results for the period covering September 2014 through November 2014.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

**CONSENT CALENDAR (CC):**

**CC 1 BOARD OF DIRECTORS MEETING – LEGISLATIVE WORKSHOP MINUTES FOR JANUARY 22, 2015**

Motion: Approve the January 22, 2015 Minutes.  
Moved by Director Knippel, seconded by Director Thompson

Vote: Motion carried (6-0-0-0)  
Yeas: Chairman Hickling, Directors Knippel, Johnson, and Thompson  
Nays: None  
Abstain: Vice Chairman Crist and Director Hofbauer  
Absent: None

**CC 2 BOARD OF DIRECTORS MEETING MINUTES FOR JANUARY 27, 2014**

Approve the January 27, 2015 Minutes.

**CC 3 FINANCIAL REPORTS – DECEMBER 2014 AND JANUARY 2015**

Receive and file the financial reports for December 2014 and January 2015.

**CC 4 FISCAL YEAR 2015 (FY15) SECOND QUARTER CAPITAL RESERVES REPORT (OCTOBER 1 – DECEMBER 31, 2014)**

Receive and file the FY15 Second Quarter Capital Reserves Report.

**CC 5 GRANT STATUS REPORT (OCTOBER 1, 2014 – FEBRUARY 18, 2015)**

Receive and file the Grant Status Report.

**CC 6 FISCAL YEAR 2015 (FY15) CERTIFICATION AND ASSURANCES FOR CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) GRANT PROGRAM**

Adopt Resolution No. 2015-001, authorizing the executive director to execute all required documents of the Cal OES Grant Program as required by the Governor's Office of Emergency Services.

**CC 7 FISCAL YEAR 2014 (FY14) CAP AND TRADE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) GRANT**

Adopt Resolution No. 2015-002, ratifying the execution of the "Authorization for the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program" (the "Authorization"), by the Chairman of the Board on January 27, 2015.

**CC 8 DESTRUCTION OF AVTA RECORDS PER RECORDS RETENTION POLICY**

Authorize the destruction of on-site records (paper, electronic, audio, photographic, etc.), which may include but is not limited to the items listed on the records destruction list.

Motion: Approve CC items 2 through 8.

Moved by Vice Chairman Crist, seconded by Director Johnson

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

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

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS (NB):**

**NB 1 FISCAL YEAR 2015 (FY15) MID-YEAR BUSINESS PLAN REVIEW AND PROPOSED ADJUSTMENTS**

Director of Finance Colby Konisek presented the proposed adjustments to the FY15 Business Plan revenues and expenses. The Board inquired of staff when the notice of award is expected for the California Energy Commission (CEC) grant, and how the articulated buses associated with the grant could ease crowding on the Route 1.

Motion: Approve the proposed FY15 Mid-Year Business Plan adjustments.

Moved by Vice Chairman Crist, seconded by Director Johnson

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

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

Nays: None

Abstain: None

Absent: None

**NB 2 FISCAL YEAR 2016 (FY16) PRELIMINARY BUSINESS PLAN AND SHORT RANGE TRANSIT PLAN ASSUMPTIONS**

Mr. Konisek presented the preliminary FY16 Business Plan assumptions. The Board discussed AVTA's partnership with the Wireless Advanced Vehicle Electrification (WAVE) company to develop the 250kVA chargers, possibilities for using solar energy to charge electric buses, the Lancaster Choice Energy program, and possibly using electric buses as portable generators in the event of an emergency.

Motion: Approve the FY16 Preliminary Business Plan and Short Range Transit Plan assumptions.

Moved by Vice Chairman Crist, seconded by Director Knippel

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

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

Nays: None

Abstain: None

Absent: None

**NB 3 CONTRACT #2015-13 TO NEW VISION CONSTRUCTION FOR REPLACEMENT OF COMMERCIAL PHOTOVOLTAIC GRID-TIED INVERTER**

Procurement Officer Lyle Block presented the staff report. The Board discussed the bid amounts and Invitation for Bids specifications.

Motion: Reject the bids received for the replacement of a commercial photovoltaic grid-tied inverter.

Moved by Vice Chairman Crist, seconded by Director Johnson

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

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

Nays: None

Abstain: None

Absent: None

Motion: Rebid the replacement of the commercial photovoltaic grid-tied inverter project.

Moved by Vice Chairman Crist, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

**NB 4 CHANGE ORDER NO. 1 TO ARROW ENGINEERING SERVICES, INC. UNDER TASK ORDER 2, OF MASTER CONTRACT #2014-46, FOR FINAL DESIGN AND BID SPECIFICATIONS FOR EBUS CHARGING STATIONS AT AVTA FACILITIES**

The Board waived the presentation of the staff report.

Motion: Authorize the director of operations and maintenance to execute Change Order No. 1 for an amount of \$149,800, to Arrow Engineering Services, Inc., Lancaster, CA, under Task Order No. 2, of Master Contract #2014-46, for final design and bid specifications for eBus charging stations at AVTA facilities.

Moved by Vice Chairman Crist, seconded by Director Knippel

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

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

Nays: None

Abstain: None

Absent: None

**OLD BUSINESS (NB):**

**OB 1 DISCUSSION AND POSSIBLE ACTION CONCERNING DIRECTING STAFF TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR FOUR TO EIGHT ELECTRIC BUSES AND WIRELESS ADVANCED VEHICLE ELECTRIFICATION (WAVE) CHARGING INFRASTRUCTURE**

Director of Operations and Maintenance Len Engel presented the staff report. The Board discussed service expansion, funding sources, and potential changes to capital costs.

Motion: Issue an RFP for four to eight electric buses compatible with WAVE charging infrastructure.

Moved by Vice Chairman Crist, seconded by Director Knippel

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

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

Nays: None

Abstain: None

Absent: None

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

RA 1 Director of Operations and Maintenance Len Engel reported the following:

- Chairman Hickling, Director of Communications Wendy Williams and Ms. Vaccaro-Fry will be attending the APTA Legislative Conference in Washington, DC from March 8 through March 10, 2015. AVTA staff is scheduling meetings with Senators Knight, McCarthy, Boxer and Feinstein staff to discuss the reauthorization bill and discretionary funding opportunities.
- AVTA's 3<sup>rd</sup> Annual Bus Roadeo will be held on March 28, 2015; the Board members and their families are invited.
- Community Outreach Specialist Kelly Miller is coordinating the Stand Up 4 Transportation event on April 9, 2015 from 12:30 to 5:00 at the Palmdale Transportation Center.

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

Chairman Hickling thanked staff for the awesome bus wrap of an F-16 aircraft that advertises the Los Angeles County Airshow. He reminded everyone that the BYD electric bus will be displayed at the 2015 Business Outlook Conference on February 27, 2015.



**ADJOURNMENT:**

Chairman Hickling adjourned the meeting at 11:30 a.m. to the next Regular meeting of the Board of Directors on March 24, 2015 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 24<sup>th</sup> day of March 2015.



Norman L. Hickling, Chairman



Len Engel, Acting Secretary

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