



Regular Meeting of the Board of Directors

Tuesday, November 22, 2016

10:00 a.m.

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

OFFICIAL MINUTES

CALL TO ORDER:

Vice Chair Knippel called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE:

Director Flanagan and her granddaughter MacKenzie led the Pledge of Allegiance.

ROLL CALL:

Present

Vice Chair Dianne Knippel

Director Steve Hofbauer

Director Fred Thompson

Director Angela Underwood-Jacobs

Director Michelle Flanagan

Alternate Director Raj Malhi (Chairman Marvin Crist absent)

APPROVAL OF AGENDA:

Motion: Approve the agenda as comprised.

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

No public business items were presented.

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

SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR OCTOBER 2016

Transdev Operations Manager Mike Sorensen presented plaques to the Operator of the Month Mauricio Flores and the Employee of the Month Marco Guerrero.

SRP 2 PRESENTATION TO SENIOR PLANNING OFFICER DIETTER ARAGON IN RECOGNITION OF HIS FOUR YEARS OF SERVICE TO AVTA

Executive Director Len Engel presented a plaque to Mr. Aragon in recognition of his service to AVTA. Mr. Aragon thanked the Board and staff for their support and leadership during his employment.

SRP 3 LEGISLATIVE REPORTS FOR NOVEMBER 2016

Grants Administrator Judy Fry presented the results of California's 2016 general election and public transportation-related ballot initiatives; AVTA's anticipated funding from Measure M; and status of the Federal Government's Continuing Resolution set to expire on December 9, 2016. The Board discussed the local transportation projects that Measure M will fund.

Motion: Receive and file the Legislative Report for November 2016.

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

SRP 4 FISCAL YEAR 2016/2017 (FY17) FIRST QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS (KPI) REPORT (JULY 1 – SEPTEMBER 30, 2016)

Director of Fleet and Facilities Mark Perry presented the FY17 First Quarter Maintenance KPI report. The Board discussed the in-ground inductive charging projects at Lancaster City Park and Palmdale Transportation Center, AVTA's depot charging project, and the tire wear on the electric buses compared to the diesel buses.

Motion: Receive and file the FY17 First Quarter Maintenance KPI Report for the period covering July 1 through September 30, 2016.

Moved by Director Hofbauer, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

SRP 5 FY17 FIRST QUARTER SYSTEMWIDE KPI REPORT (JULY 1 – SEPTEMBER 30, 2016)

Mr. Aragon presented the FY17 First Quarter Systemwide KPI report. The Board discussed Metrolink's Antelope Valley line and the increase in local revenues.

Motion: Receive and file the FY17 First Quarter Systemwide KPI Report for the period covering July 1 through September 30, 2016.

Moved by Director Flanagan, seconded by Director Hofbauer

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 25, 2016 – KAREN DARR

Motion: Approve the meeting minutes of October 25, 2016.

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan,
Underwood-Jacobs

Nays: None

Abstain: Alternate Director Malhi

Absent: None

CC 2 FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER 2016 – COLBY KONISEK

Motion: Receive and file the financial reports for September and October.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan,
Underwood-Jacobs

Nays: None

Abstain: Alternate Director Malhi

Absent: None

CC 3 FY17 FIRST QUARTER CAPITAL RESERVES REPORT (JULY 1 – SEPTEMBER 30, 2016) – COLBY KONISEK

Motion: Receive and file the FY17 First Quarter Capital Reserves Report for the period covering July 1 through September 30, 2016.

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan,
Underwood-Jacobs

Nays: None

Abstain: Alternate Director Malhi

Absent: None

CC 4 GRANT STATUS REPORT – JUDY FRY

The Board briefly discussed AVTA's future grant opportunities.

Motion: Receive and file the Grant Status Report through the end of October 31, 2016.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs

Nays: None

Abstain: Alternate Director Malhi

Absent: None

NEW BUSINESS (NB):

NB 1 DESIGN, ENGINEERING AND EQUIPMENT REQUIRED TO BRING ELECTRICAL SERVICE TO AVTA DEPOT CHARGING STATIONS FROM SOUTHERN CALIFORNIA EDISON (SCE) GRID

The Board waived the presentation of the staff report and briefly discussed this item.

Motion: Authorize the Executive Director to execute payments to SCE for design, engineering and equipment required to bring primary electrical service to Antelope Valley Transit Authority's depot charging stations.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

NB 2 DRAFT AUDITED FINANCIAL STATEMENTS WITHIN THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND SINGLE AUDIT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2016

Chief Financial Officer Colby Konisek introduced Senior Manager Tom Huey from Windes, Inc., AVTA's external audit firm. Mr. Huey presented the results of the audited financial statements and single audit of federal awards for the year ended June 30, 2016. He stated that based on the draft results, it is anticipated that there will be no exceptions to the audited financial statements, and no findings or questioned costs reported in the single audit report. The Board discussed the decrease/increase in unearned revenue in years ended June 30, 2016 and 2015 and thanked Mr. Engel, Mr. Konisek, and the finance staff for completing another successful audit.

Motion: Approve the Draft CAFR and Single Audit of Federal Awards for the year ended June 30, 2016.

Moved by Director Flanagan, seconded by Director Hofbauer

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

NB 3 AVTA PROCUREMENT POLICY AND PROCEDURES MANUAL (REVISION NO. 6)

Procurement and Contracts Officer Lyle Block presented the staff report. Staff confirmed that the Executive Director/CEO will obtain verbal authorization from the Board Chair or Vice Chair for awards between \$50,000 and \$75,000.

Motion: Approve Revision No. 6 to Antelope Valley Transit Authority's Procurement Policy and Procedures Manual.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

NB 4 AWARD SOLE RESPONDENT CONTRACT #2017-07 TO AROUND AV, INC., FOR INTERIOR AND EXTERIOR BUS ADVERTISING SERVICES

Mr. Block presented the staff report. The Board discussed the Request for Proposals' solicitation and sole respondent's bid.

Motion: Authorize the Executive Director to award Sole Respondent Contract #2017-07 to Around AV, Inc., for interior and exterior bus advertising services.

Moved by Director Flanagan, seconded by Director Hofbauer

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

CLOSED SESSION (CS):

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

General Counsel Burns stated that Closed Session was unnecessary.

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

Pending Litigation: Holmes v. AVTA, USDC Case No. 2:16-cv-01454-DMG-AGR

Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

Pending Litigation: Sabina M. Andrade v. AVTA

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO Len Engel

- BYD was named Bus Company of the Year by the Los Angeles Sustainability Coalition.
- He spoke at the United Nations' Habitat III Conference on Housing and Sustainable Urban Development in Quito, Ecuador, Tennessee Public Transit Association in Memphis, Canadian Urban Transport Association in Vancouver, and two Air Resources Board meetings in Sacramento.
- Chief Administrative Officer Norm Hickling, Chief Financial Officer Colby Konisek, and he attended the California Transit Association's (CTA) 51st Annual Fall Conference & Expo in Oakland, CA November 16 through November 18, 2016.
- Mr. Hickling and he will be in Washington, D.C. November 29 through December 2, 2016.
- AVTA's 2016 Transit and Intercity Rail Capital Program grant will be modified to include \$350,000 for outreach and education.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

The Board congratulated Mr. Engel for receiving the Transit Professional of the Year Award at the CTA Small Operator's Awards Breakfast.

Director Hofbauer inquired about Metrolink's multi-jurisdictional policing proposal. Mr. Hickling responded that he does not anticipate that this will affect AVTA's deputy services; however, he will continue to monitor the issue.

Vice Chair Knippel wished everyone a Happy Thanksgiving.

ADJOURNMENT:

Vice Chair Knippel adjourned the meeting at 11:07 a.m. to the next Regular meeting of the Board of Directors on January 24, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 24th day of JANUARY 2017.



Marvin Crist, Chairman

ATTEST:



Karen Darr, Clerk of the Board