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**Regular Meeting of the Board of Directors**

**Tuesday, March 23, 2021**

**10:00 a.m.**

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

**OFFICIAL MINUTES**

**CALL TO ORDER:**

Chairman Crist called the meeting to order at 10:02 a.m.

**PLEDGE OF ALLEGIANCE:**

Director Hofbauer led the Pledge of Allegiance.

**ROLL CALL:**

Present

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

**APPROVAL OF AGENDA:**

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

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

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

Fran Sereseres – Thanked the Board for everything they do for the seniors in the Antelope Valley.

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

**SRP 1 LEGISLATIVE REPORT FOR FEBRUARY**

Chief Financial Officer Judy Vaccaro-Fry presented information regarding transit-related legislation bills, the Heavy Duty Vehicle Incentive Fund, COVID-19 vaccinations for transit workers, FY 2021 Federal Transit Administration direct appropriations, American Rescue Plan Act of 2021 and community-funded projects.

**SRP 2 OPERATIONS KEY PERFORMANCE INDICATORS (KPI) REPORT**

Chief Operating Officer Martin Tompkins presented the report. The Board discussed Transdev's "Stop at All Stops" policy and the operator's notification process when a passenger at a stop declines to board the bus.

**SRP 3 MAINTENANCE KPI REPORT**

Maintenance Compliance Manager Cecil Foust presented the report. The Board discussed the increase in maintenance costs per mile by fleet and Low Carbon Fuel Standard (LCFS) credits.

**SRP 4 ON-REQUEST MICROTRANSIT SERVICE SURVEY RESULTS**

Marketing Manager James Royal presented the results of two passenger experience and satisfaction surveys. The Board briefly discussed the survey results and positive feedback regarding the pilot program.

**SRP 5 TRANSDEV UPDATE – CUSTOMER SERVICE IMPROVEMENT PLAN/PASSENGER PASS-UPS**

Executive Director/CEO Macy Neshati introduced Transdev Interim General Manager Tracy Craghead who presented the report. Mr. Craghead detailed the actions taken to 1) improve communication between management and employees; 2) increase employee engagement; 3) address the driver shortage; and 4) improve customer service training by using an outside vendor. The Board discussed the factors that affect employee vacancies and the efforts Transdev is taking to improve the issue.

**CONSENT CALENDAR (CC):**

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF FEBRUARY 23, 2021**  
Approve the Board of Directors Regular Meeting Minutes of February 23, 2021.

**CC 2 FINANCIAL REPORT FOR FEBRUARY 2021**

Receive and file the Financial Report for February 2021.

**CC 3 RATIFY AUTHORIZATION FOR THE EXECUTIVE DIRECTOR/CEO TO EXECUTE CONTRACT #2021-66 FOR THE ACQUISITION OF THE LAND AND STRIP MALL LOCATED AT 40235 170<sup>TH</sup> ST. E., LANCASTER, CA 93591**

Ratify authorization for the Executive Director/CEO to execute Contract #2021-66 for the acquisition of the land and strip mall located at 40235 170<sup>th</sup> St. E., Lancaster, CA 93591 for an amount not to exceed \$520,000.

Addressing the Board on this item

Fran Sereseres – Stated she is pleased that a charging station will be added in east Lancaster.

**Motion: Approve the Consent Calendar.**

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

**NEW BUSINESS (NB):**

**NB 1 CONTRACT #2021-50 TO VINSAL, INC., FOR INSURANCE BROKER OF RECORD**

Procurement and Contracts Officer Lyle Block presented the staff report.

**Motion: Authorize the Executive Director/CEO to execute Contract #2021-50 for the Insurance Broker of Record to Vinsal, Inc. dba Insurance Associates, Lancaster, CA.**

Moved by Vice Chair Knippel, seconded by Director Hofbauer

Chairman Crist suggested giving the Executive Director/CEO the authority to sign the Broker of Record renewal letters for insurance purposes. The Board Members concurred with his suggestion. General Counsel Allison Burns replied to amend the motion to include the request.

**Amended Motion: Authorize the Executive Director/CEO to execute Contract #2021-50 for the Insurance Broker of Record to Vinsa, Inc. dba Insurance Associates, Lancaster, CA and authorize the Executive Director/CEO to sign the Broker of Record renewal letters for insurance purposes.**

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

**NB 2 AMENDMENT NO. 2 TO CONTRACT #2016-31 WITH BYD COACH & MOTORS, INC., FOR THE PURCHASE OF FOUR (4) K11M 60-FOOT BATTERY-ELECTRIC BUSES**

Executive Director/CEO Macy Neshati read staff's recommendation for the record.

**Motion: Authorize the Executive Director/CEO to execute Amendment No. 2 to Contract #2016-31 with BYD Coach & Motors, Inc. (BYD), for the purchase of four (4) K11M 60-foot battery-electric buses for an amount not to exceed \$4,240,000, plus applicable sales tax.**

Moved by Vice Chair Knippel, 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

**REPORTS AND ANNOUNCEMENTS (RA):**

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

Mr. Neshati provided an update regarding the land expansion acquisition, 170<sup>th</sup> St. E. charging station and breakroom project, commuter coach procurement and bus service for COVID-19 vaccinations.

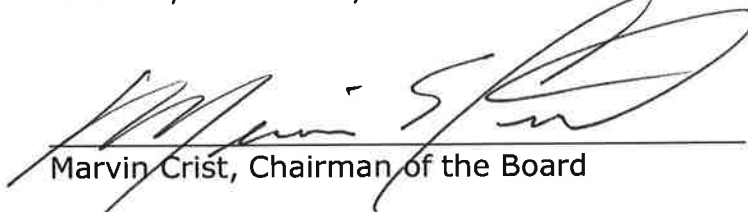
**MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

The Board discussed the ridership on the bus service for the COVID-19 vaccination sites. Chairman Crist added that the Lancaster Soccer Center will be a vaccination site and requested Mr. Neshati to direct service to that location. The Board thanked staff for their hard work.

**ADJOURNMENT:**


Chairman Crist adjourned the meeting at 11:00 a.m. to the Regular Meeting of the Board of Directors on April 27, 2021 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 APRIL 2021



Marvin Crist, Chairman of the Board

ATTEST:



Karen S. Darr, Clerk of the Board

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