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## **Regular Meeting of the Board of Directors**

**Tuesday, October 25, 2022**

**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)

### **AGENDA**

For record keeping purposes, and if staff may need to contact you, we request that a speaker card, located at the Community Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak. A three-minute time limit will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

**Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.**

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **ROLL CALL:**

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

#### **APPROVAL OF AGENDA**

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

If you would like to address the Board on any agendized or non-agendized items, you may present your comments at this time. For record keeping purposes and so that staff may contact you if needed, we request that a speaker card, located in the Community Room lobby, be completed and provided to the Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak.

State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the authority's Executive Director/CEO for follow-up. A three-minute time limit will be imposed on all speakers other than staff members.

**SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):** During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

- SRP 1 PRESENTATION TO AVTA EMPLOYEE OF THE FIRST QUARTER FISCAL YEAR 2022/2023 – MARTIN TOMPKINS
- SRP 2 PRESENTATION TO MV TRANSPORTATION EMPLOYEE OF THE MONTH – MICHAEL SHERRILL
- SRP 3 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH – ART MINASYAN
- SRP 4 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT – ART MINASYAN
- SRP 5 LEGISLATIVE REPORT FOR OCTOBER 2022 – JUDY VACCARO-FRY
- SRP 6 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE – SHAWNTWAYNE CANNON
- SRP 7 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY
- SRP 8 MAINTENANCE KPI REPORT – JOSEPH SANCHEZ
- SRP 9 OPERATIONS KPI REPORT – MICHAEL SHERRILL

**PUBLIC HEARING (PH):**

- PH 1 PUBLIC HEARING TO CONSIDER APPROVING THE REVISED DUPLICATION FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS – PAULINA HURLEY

*Recommended Action: Hold a public hearing; after all testimony is taken; (2) Adopt Resolution No. 2022-014, approving the revised Fee Schedule for Public Records Requests.*

**CONSENT CALENDAR (CC):** Consent items may be received and filed and/or approved by the Board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF SEPTEMBER 27, 2022 – KAREN DARR

*Recommended Action: Approve the Board of Directors Regular Meeting Minutes of September 27, 2022.*

- CC 2 FINANCIAL REPORT FOR SEPTEMBER 2022 – JUDY VACCARO-FRY

*Recommended Action: Receive and file the Financial Report for September 2022.*

- CC 3 FISCAL YEAR 2022/2023 (FY 2023) FIRST -QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (JULY 1 – SEPTEMBER 30, 2022) – KELLY MILLER

*Recommended Action: Receive and file the FY 2023 First Quarter LASD report for the period covering July 1 through September 30, 2022.*

**NEW BUSINESS (NB):**

- NB 1 CONTRACT #2023-20 TO SHI INTERNATIONAL CORP. FOR IN-HOUSE IT BACKUP ENVIRONMENT – CECIL FOUST

*Recommended Action: Authorize the Executive Director to execute Contract #2023-20 with SHI International Corp for the In-House IT Backup Environment for an amount of \$79,957.31, plus applicable sales tax*

- NB 2 CONTRACT #2023-16 TO MEDALLION CONTRACTING, INC. FOR THE REFINISHED EPOXY FLOORING, PAINTED CEILINGS AND WALLS PROJECT – CECIL FOUST

*Recommended Action: Authorize the Executive Director/CEO to execute Contract #2023-16 with Medallion Contracting, Inc. Lancaster, CA, for the refinished epoxy*

*flooring, painted ceilings and walls project for an amount of \$911,760, plus applicable permit fees and sales tax.*

- NB 3 CONTRACT AMENDMENT NO. 3 TO CONTRACT #2022-24 WITH BYD MOTORS INC. TO ADD AMERICANS WITH DISABILITIES ACT (ADA) EQUIPMENT TO EIGHT 40-FOOT BATTERY-ELECTRIC BUSES –LYLE BLOCK

*Recommendation: Authorize the Executive Director/CEO to execute Contract Amendment No. 3 to Contract #2022-24 with BYD Motors LLC to add ADA equipment to eight 40-foot battery-electric buses for an additional amount not to exceed \$26,522, plus applicable sales tax. The total purchase will not exceed \$6,016,648, plus applicable sales tax.*

**CLOSED SESSION (CS):**

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)  
Significant exposure to litigation (two potential cases)
- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)  
Consideration of whether to initiate litigation (one potential case)

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

**REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION**

**REPORTS AND ANNOUNCEMENTS (RA):**

- RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

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

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director/CEO for follow-up.

**ADJOURNMENT:**

Adjourn to the Regular Meeting of the Board of Directors on November 22, 2022 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

**The agenda was posted by 6:00 p.m. on October 21, 2022, at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> Street West, Lancaster, CA 93534.**

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

# SEPTEMBER

## FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

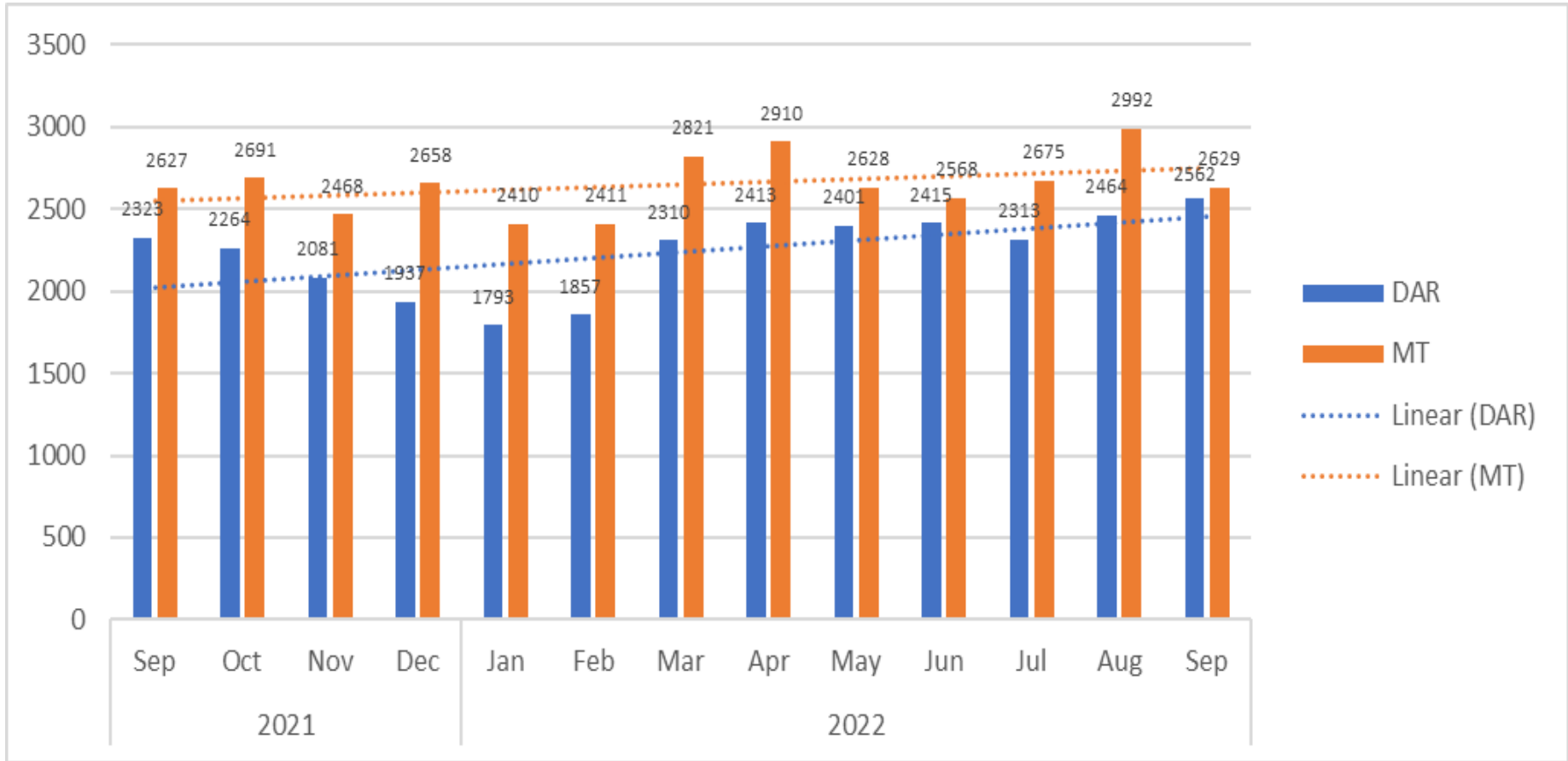
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Presentation to the Board of Directors  
October 25, 2022

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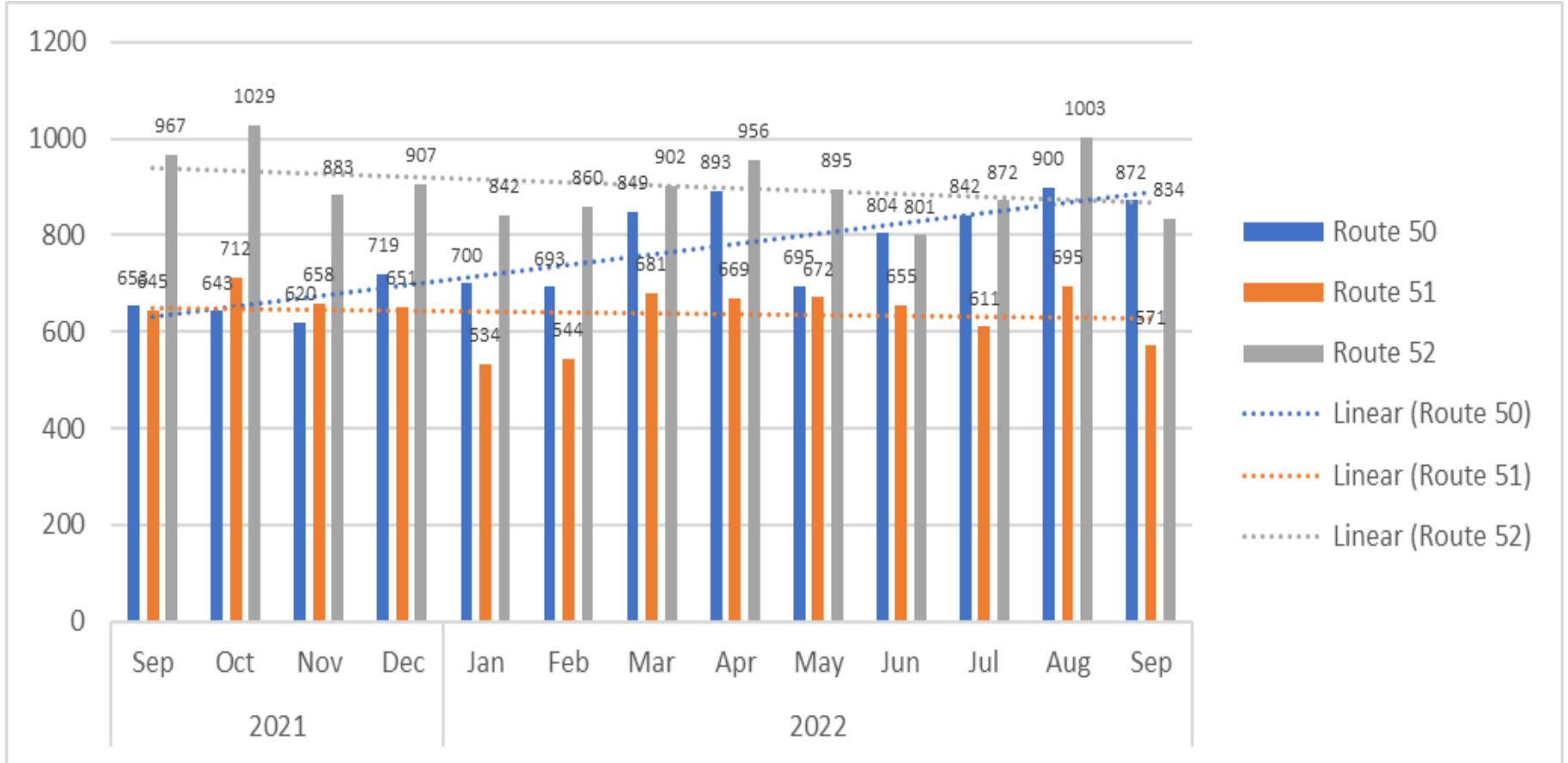
# RIDERSHIP DATA: TOTAL PASSENGERS



September Trip Accommodation  
78.37 %

September Total Trips  
4,681

# MT PICKUPS WITHIN SERVICE AREA ROUTES



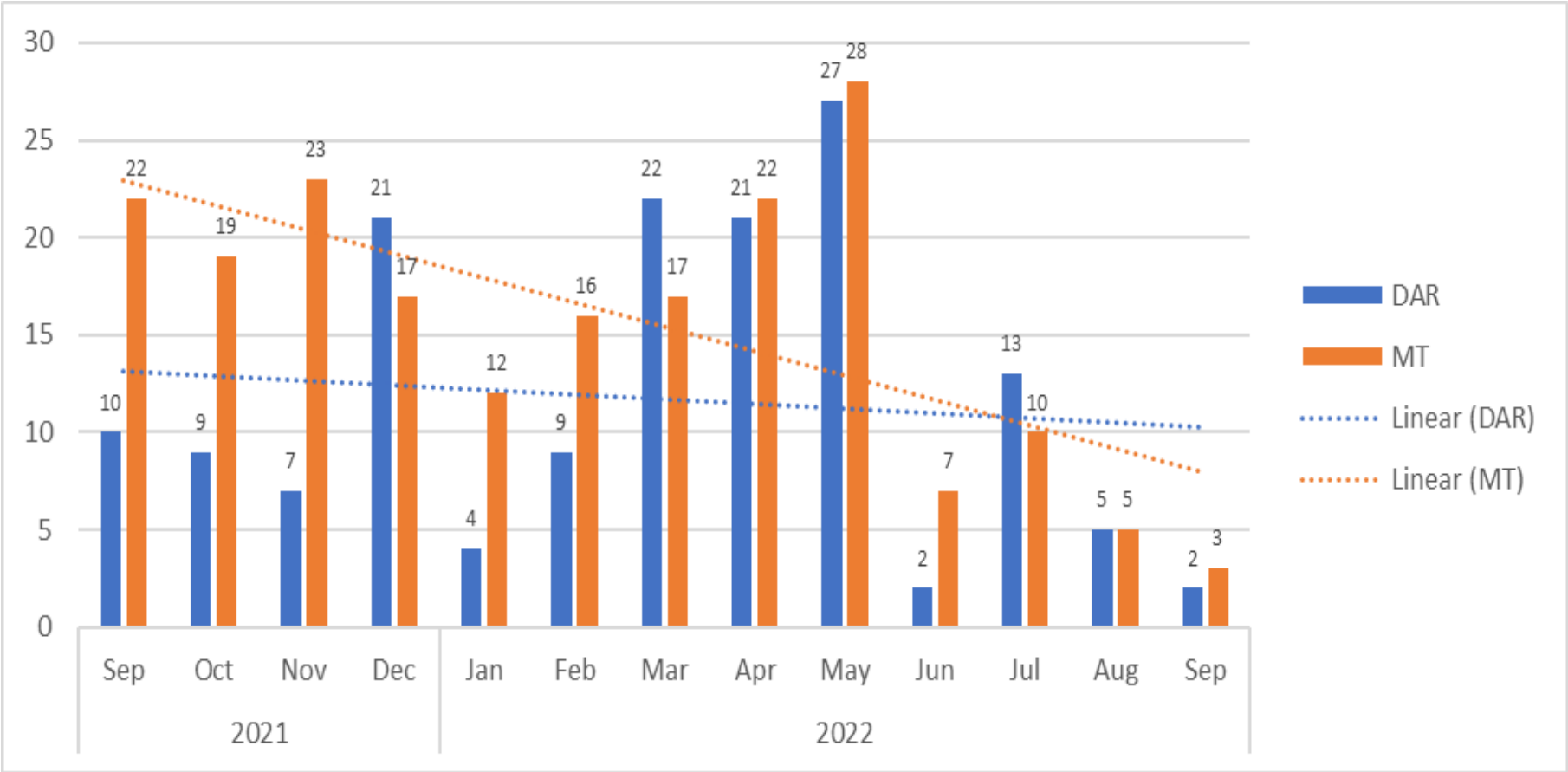
Route 50 Average  
38.30%

Route 51 Average  
25.08%

Route 52 Average  
36.63%



# REBOOKED TRANSPORTS



September Trips switched to "Rebooked" Status

5

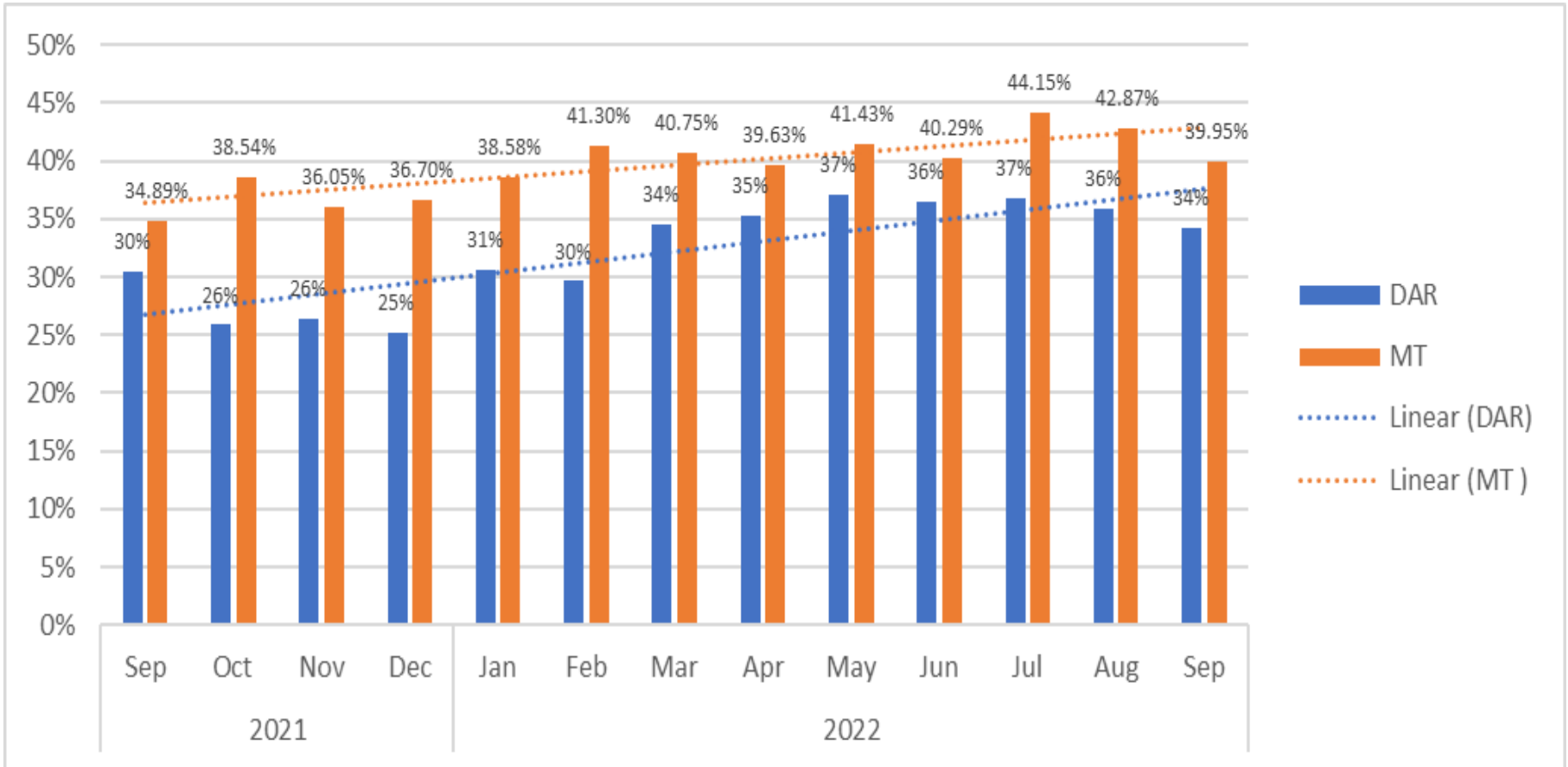
September Total Trips

4,681

September % of System Rebooks

0.11%

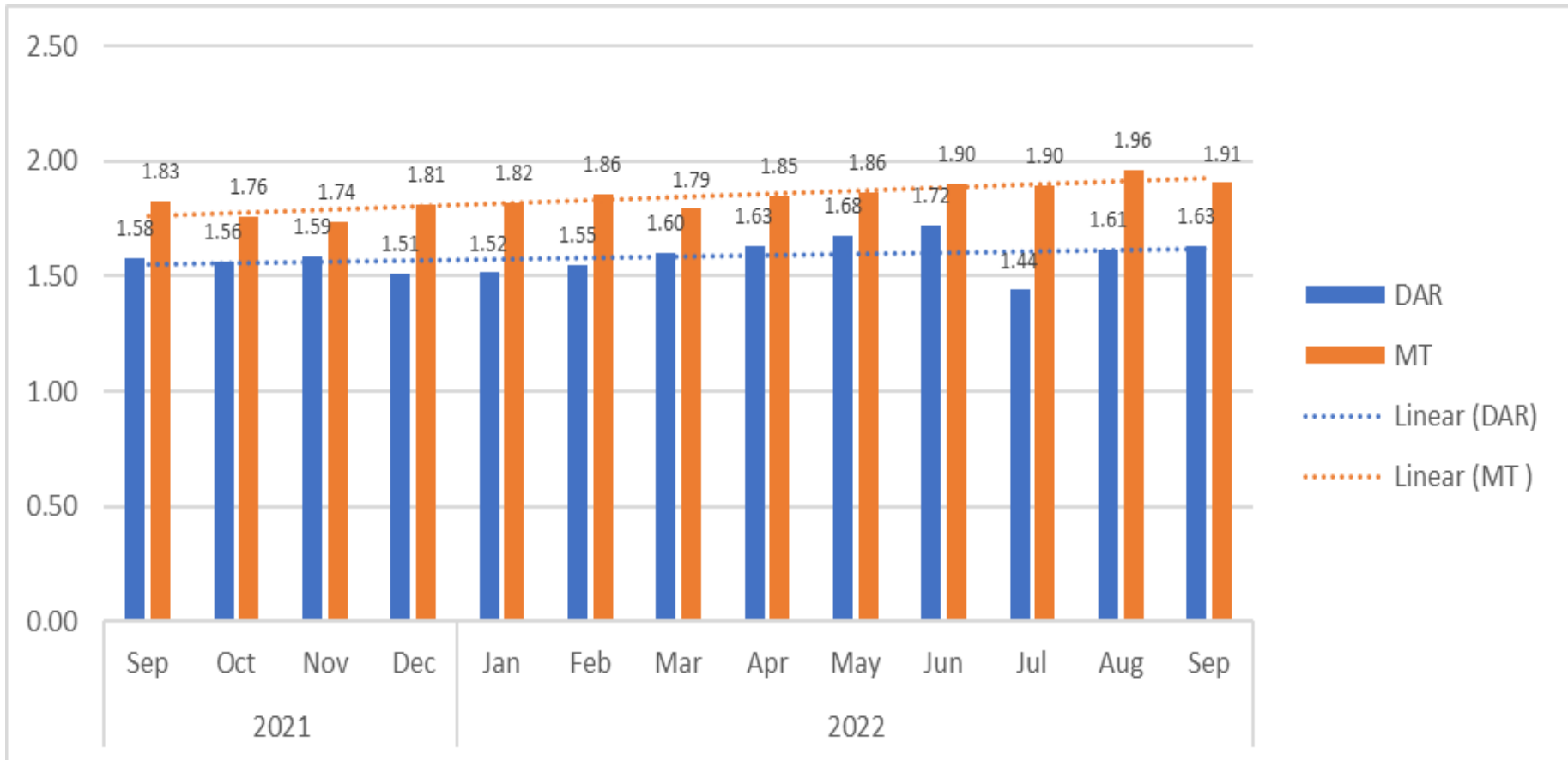
# AVERAGE SHARED RIDE PERCENTAGE



September Daily Average Shared Rides  
28.76

September Daily Average Rides  
149.14

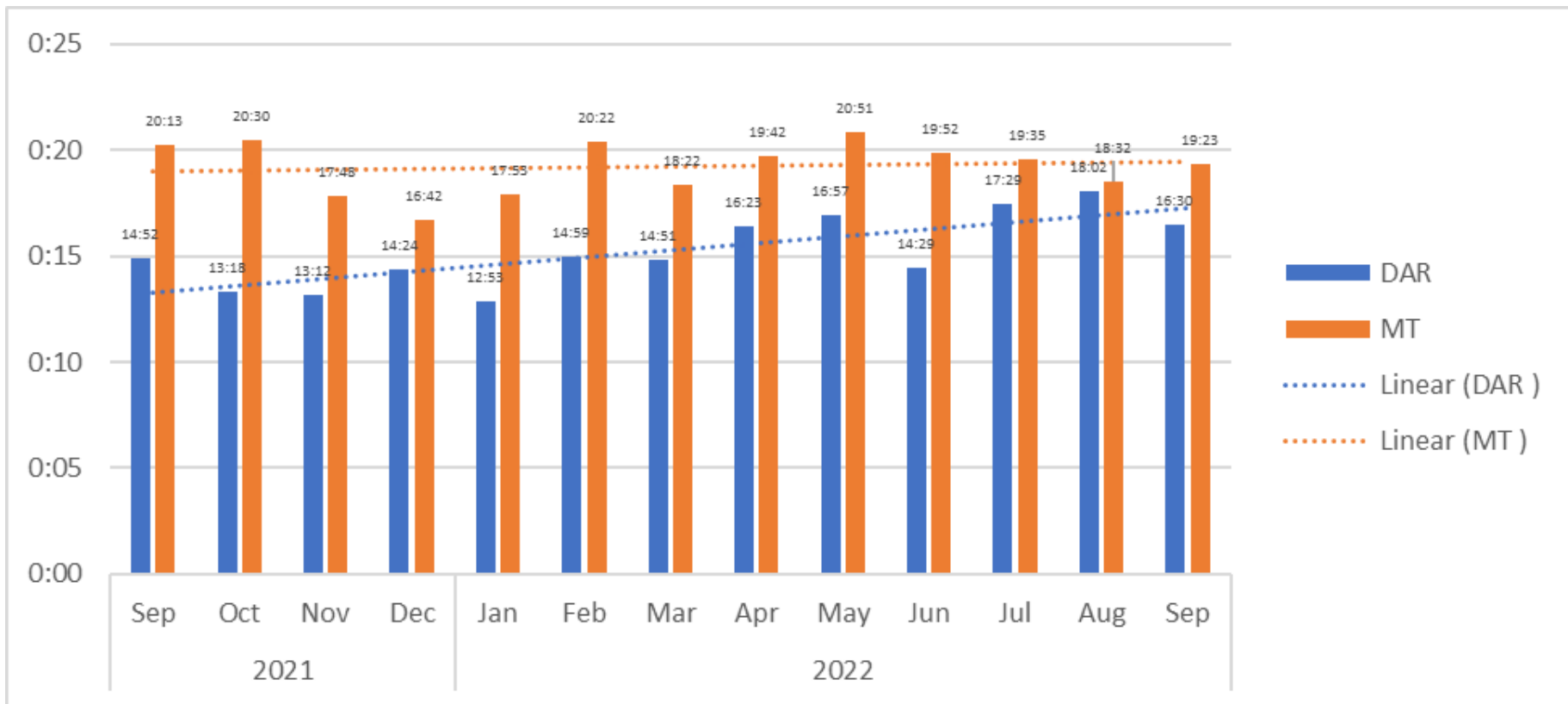
# PASSENGERS PER REVENUE HOUR



September Average  
Passengers per Revenue Hour

1.77

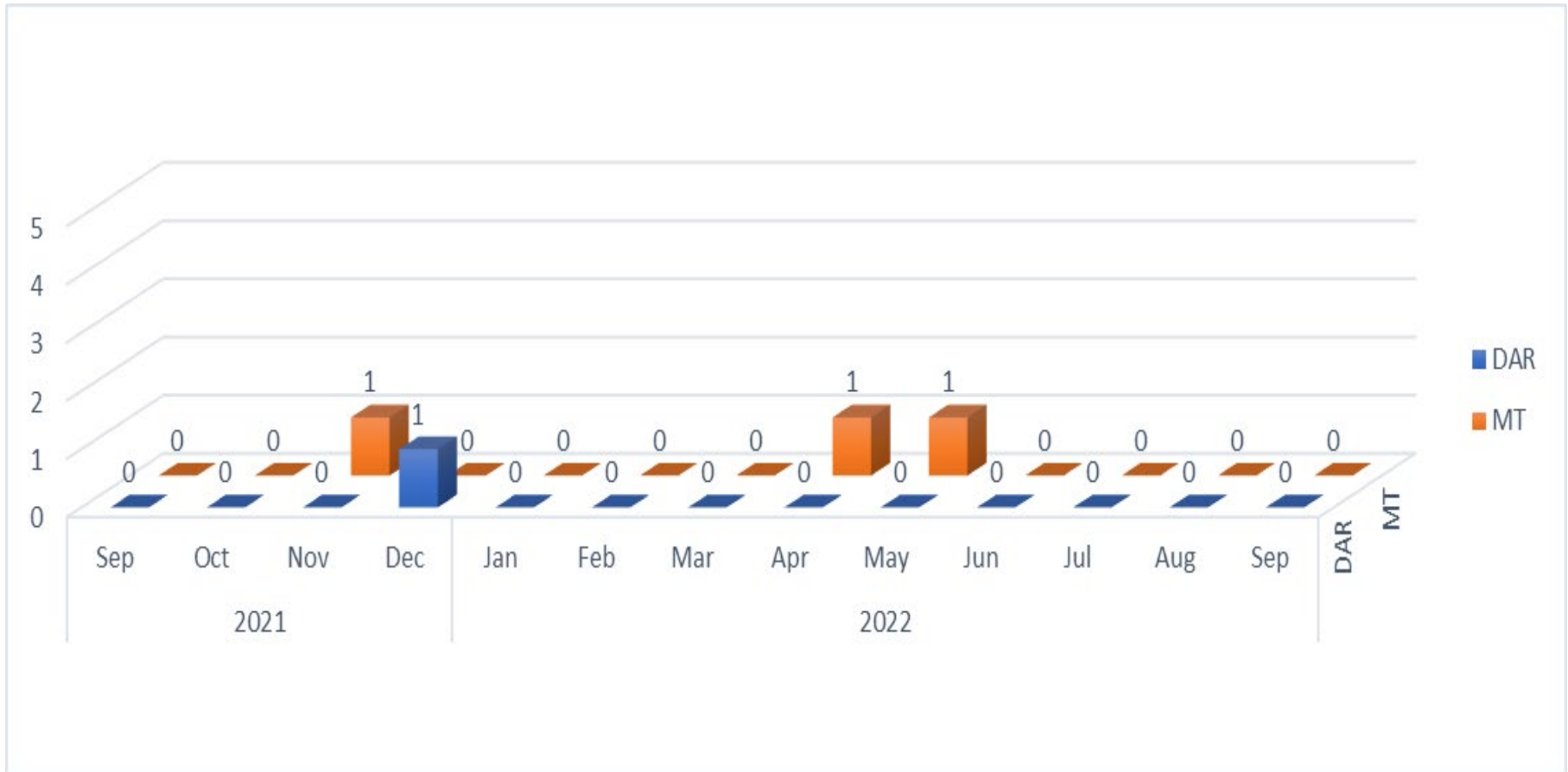
# PASSENGER WAIT TIME



## MONTHLY AVERAGE WAIT TIME



# ACCIDENTS



September Accidents  
0

# PASSENGER FEEDBACK: COMPLAINTS

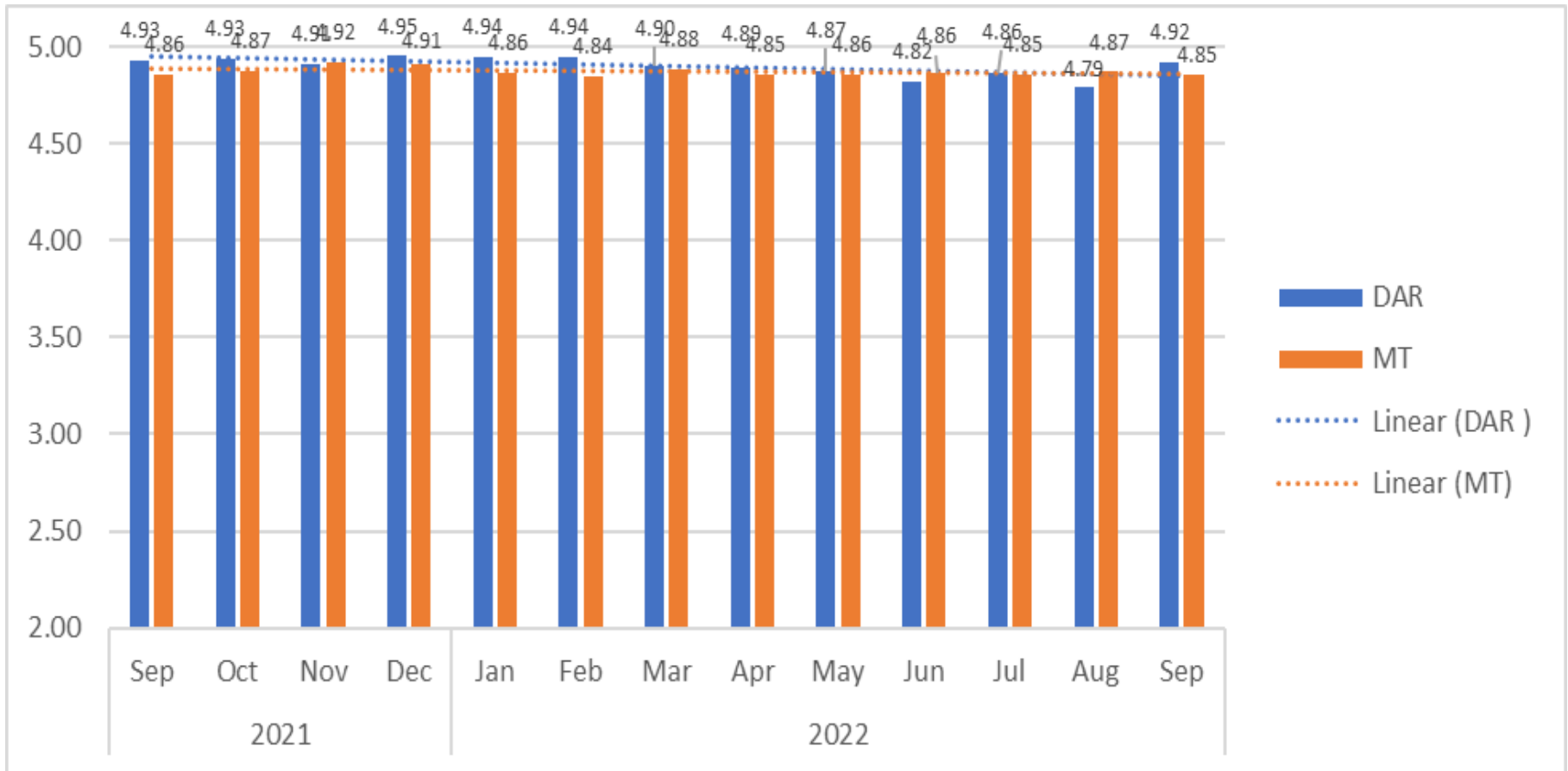


September Total Trips  
4,681

September Complaints  
1

September % Complaints  
0.02%

# PASSENGER FEEDBACK: RATINGS



September Average Ratings  
4.88

# 9/11 REMEMBRANCE CEREMONY

Total Time (Hrs)

7.67

Miles Traveled

53.32



Total Passengers

13

Total Drivers

2

First Location



Second Location

ANTELOPE VALLEY MALL



Third Location

THE Hangar



# SEPTEMBER

## FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

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Thank You!

Questions?

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# LEGISLATIVE UPDATE

Presentation to the Board of Directors  
October 25, 2022



# FEDERAL



# Federal Appropriations

Stopgap bill signed; Continuing Resolution;  
Government funded through December 16.

House vote 230-201

Senate vote was 72-25

The same “rate of operations” as total enacted  
FY 2022 appropriations.



AMERICAN  
PUBLIC  
TRANSPORTATION  
ASSOCIATION

AMERICAN ASSOCIATION  
OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS  
**AASHTO**



The Honorable Pete Buttigieg  
Secretary of Transportation  
1200 New Jersey Ave SE  
Washington, DC 20590

October 3, 2022

Dear Mr. Secretary,

Thank you for your leadership in implementing the historic Bipartisan Infrastructure Law. This investment in our infrastructure comes as a critical time as the nation emerges from the COVID-19 pandemic and navigates ongoing supply chain and inflation issues.

The undersigned organizations, led by the Community Transportation Association of America's (CTAA), write today to bring awareness to a burgeoning crisis in the small bus industry that threatens the ongoing operations of rural, small-city, paratransit and non-emergency medical transportation providers across the nation. Today, the demand for small buses, particularly body-on-chassis vehicles, far outstrips supply with estimates of 20,000 small bus purchases currently backlogged.

We need your assistance in securing more chassis for the small bus marketplace so the trips to vital health care appointments (like dialysis); to congregate meal sites and grocery stores; to work and education; and to other social services that these types of buses typically serve can safely continue. In addition, the current environment creates an opportunity to promote flexibility, competition, and innovation by streamlining the procurement regulations for small buses.

CTAA, APTA and AASHTO combined efforts in a letter to the Transportation Secretary regarding the small bus crisis and the 20,000 current backlog.

- ✓ Recovery expected to take five to seven years.
- ✓ Largest small bus manufacturer only has only one of seven facilities operating – can only meet 25% of demand.
- ✓ Prices up 30-70% of pre-pandemic levels.

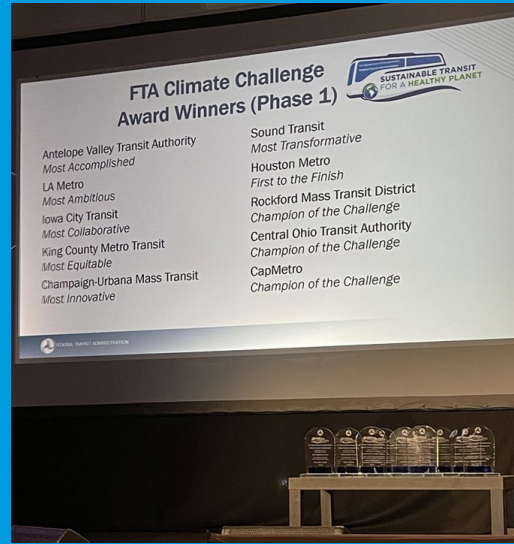


# APTA – FTA Award



*The* **APTA HONORS**  
*Celebrating Excellence & Leadership*







# STATE



Body text





# Governor Update

Governor signs Climate Agreement among Pacific Coast governments, to promote collaboration between four regional entities; Washington, Oregon, California & British Columbia.

The agreement focuses on accelerating the transition to a low-carbon economy, investing in climate infrastructure, such as electric vehicle (EV) charging stations and a clean-electricity grid, and protecting communities from climate effects.



Governor stated he will hold a special legislative session to address gas prices.

Proposed session to start December 5<sup>th</sup> when new legislators are seated.

A new tax on oil company profits.

Governor to end the COVID-19 State of Emergency on February 28, 2023.



# REGIONAL



Body text



# Proposed Fare Changes on Metro

FACT SHEET



## The Metro Board of Directors will hold a public hearing for Metro's proposed fare changes Monday, November 14, at 5pm.

The proposed fare changes outlined below are intended to simplify fares, increase fare equity and improve the customer experience for fare payment on Metro bus and rail. For more details about the changes and information about how to participate on the day of the hearing, please visit [metro.net/SimpleFares](http://metro.net/SimpleFares).

- > **Implement fare capping**, a pay as you go fare payment model that ensures customers only pay for the rides they take. Here's how it works:
  - Customers load Stored Value on a TAP card and pay per ride on Metro bus and rail.
  - Each paid ride will be counted toward the daily and weekly dollar cap (see chart).
  - Once a rider has met the daily or weekly dollar cap, they ride free for the rest of that time period.
  - The weekly dollar cap period will start each Monday and end each Sunday.

RIDER CLASS	PROPOSED FARE CAP
<b>Regular Fare</b>	
Base Fare	\$2
Metro Daily Dollar Cap	\$6
Metro Weekly Dollar Cap	\$20
<b>Reduced Fare (Senior/Disabled, K-12 and College/Vocational)</b>	
Base Fare	\$1
Metro Daily Dollar Cap	\$3
Metro Weekly Dollar Cap	\$8
<b>Metro LIFE Rider</b>	
30-Rides (each month)	FREE
Regular Rider (after 30-Rides) Weekly Cap	\$20
Senior/Disabled, K-12 and College Vocational (after 30-Rides) Weekly Cap	\$8

- > **Transition from Metro passes and internal transfers to fare capping:**
  - The daily and weekly dollar cap will replace the Metro 1-Day, 7-Day and 30-Day passes. Riders can still earn free rides without paying upfront for a pass.
  - Once the daily or weekly dollar cap is reached, customers can ride in any direction without time constraints, removing the need for internal transfers.
- > **Enhance the LIFE Program** by offering 30 free rides in conjunction with fare capping.
- > **Standardize the discount for Reduced Fares**, including one base fare at all times of the day for senior/disabled riders and K-12 and college/vocational students.
- > **Eliminate zone upcharges on Metro J Line (Silver) and Express Bus**, creating one base fare across all Metro bus and rail services.
- > **Increase the life of the \$2 TAP card** from 10 years to 15 years.

# MTA - Proposed Fare Changes

Public hearing November 14

Implement "Fare Capping"

A "Pay as You Go" model

## REGULAR FARES

Base Fare > to \$2

Daily Cap = \$6

Weekly Cap = \$20

## REDUCED FARE

Base = \$1

Daily Cap = \$3

Weekly Cap = \$8

# MTA – Proposed Fare Changes

## Benefits:

- The more you ride, the more you save
  - No upfront payment for passes
  - Pay as you go
  - Riders never pay more than the daily or weekly cap (on TAP)
  - Equity: A rider who pays for each trip will pay no more than a rider who can pay in advance for a pass
- Passes and transfers will be replaced by a new way to pay fares.
  - Customers pay for each ride until they meet a daily, weekly or 4 week/monthly equivalent cap; all additional rides are free.
  - Customers will earn toward the cap each week, so a monthly cap is not necessary, further simplifying the fare structure.

# MediCAL Service Provider

## Tranova

- Application Submitted
- Vehicles Certified
- Drivers Certified
- ID Number Issued

## Next:

- Patient Certification



State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

September 16, 2022

ANTELOPE VALLEY TRANSIT AUTHORITY  
42210 6TH ST W  
LANCASTER, CA 93534-7124

APPLICATION IDENTIFICATION NUMBER: [REDACTED]

DATE APPLICATION RECEIVED: April 05, 2022

The Department of Health Care Services (DHCS), Provider Enrollment Division (PED) has approved your application for enrollment in the Medi-Cal program at the business address above, effective April 05, 2022. The Medi-Cal claims system will update your submitted information within 2-3 business days of this notification letter. You will also receive a Welcome Packet and a PIN from Gainwell Technologies in the next few weeks. Please note, following the approval of this application, please submit a PAVE Supplemental to update the control interest title for Martin Tomkins as a Director/Officer so it is accurately reflected in your PAVE account.

PED appreciates your program participation and your willingness to provide services to Medi-Cal beneficiaries.

Should you have any questions or require further information, you may submit your inquiry easily and securely through the PAVE messaging portal via Messages button or visit the [DHCS's](#) website for program information available in the PAVE Portal.

Provider Enrollment Division



# GLOBAL



The United Nations International Civil Aviation Organization (ICAO) has adopted a long-term aspirational goal of making carbon emissions from air travel net zero by 2050.

Approved by 200 nations that belong to the U.N. Organization.



# Questions?





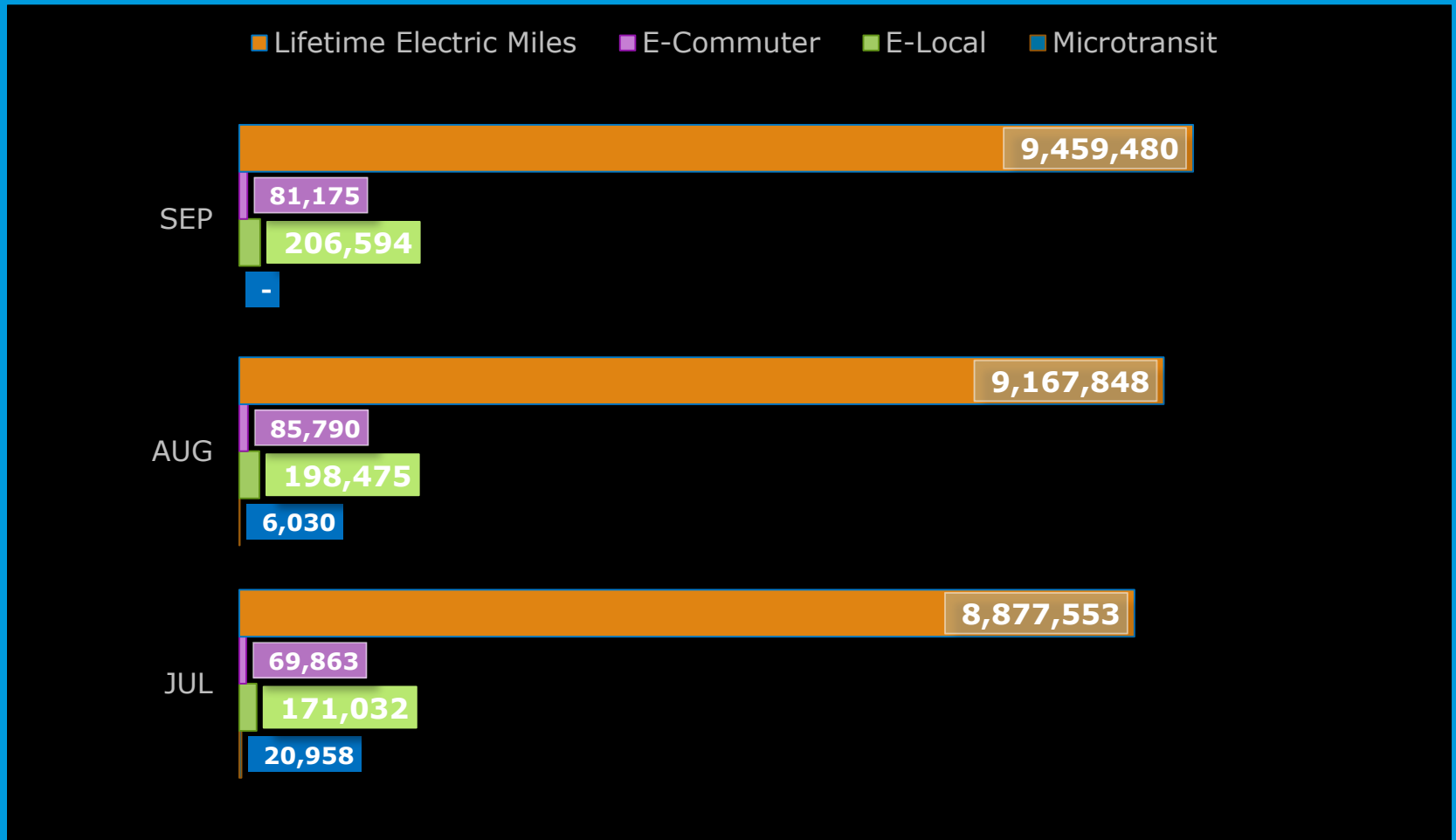
# FY 2023 Monthly Maintenance Key Performance Indicators

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Presentation to the Board of Directors  
October 25, 2022



# ELECTRIC MILES TRAVELED



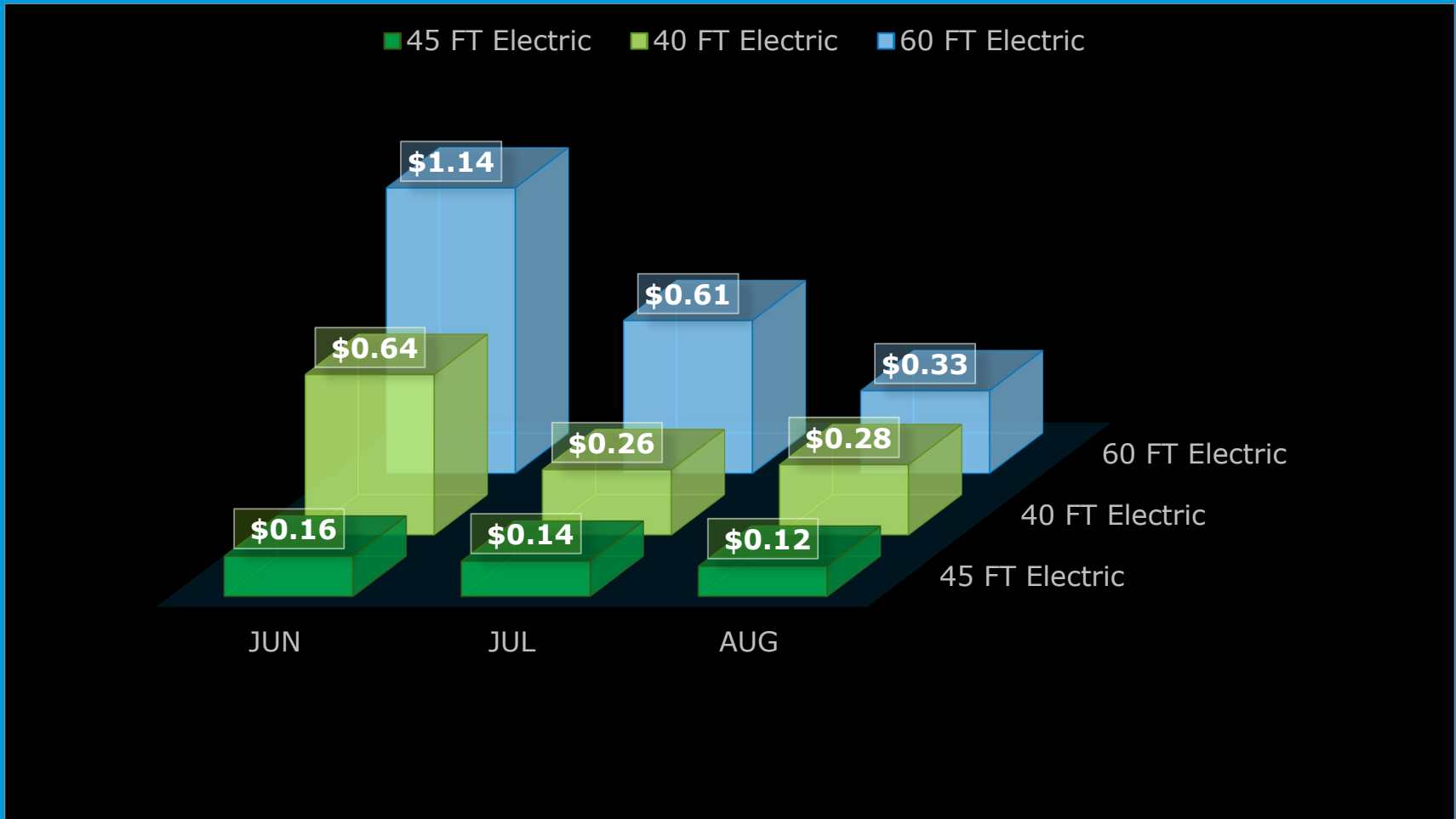
# AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Peer Average: 11,206

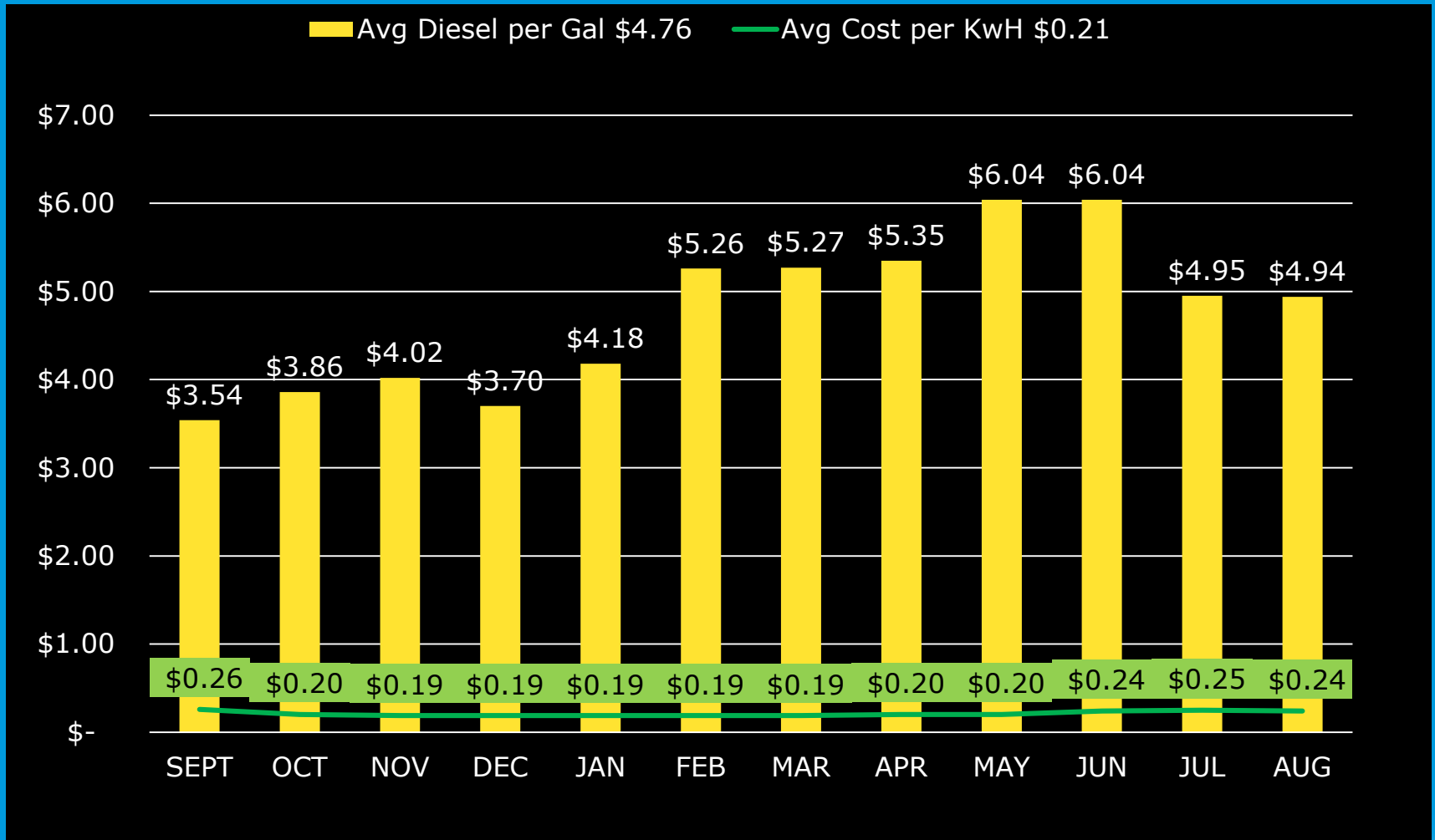
Target: 15,500



# MAINTENANCE COST PER MILE BY FLEET



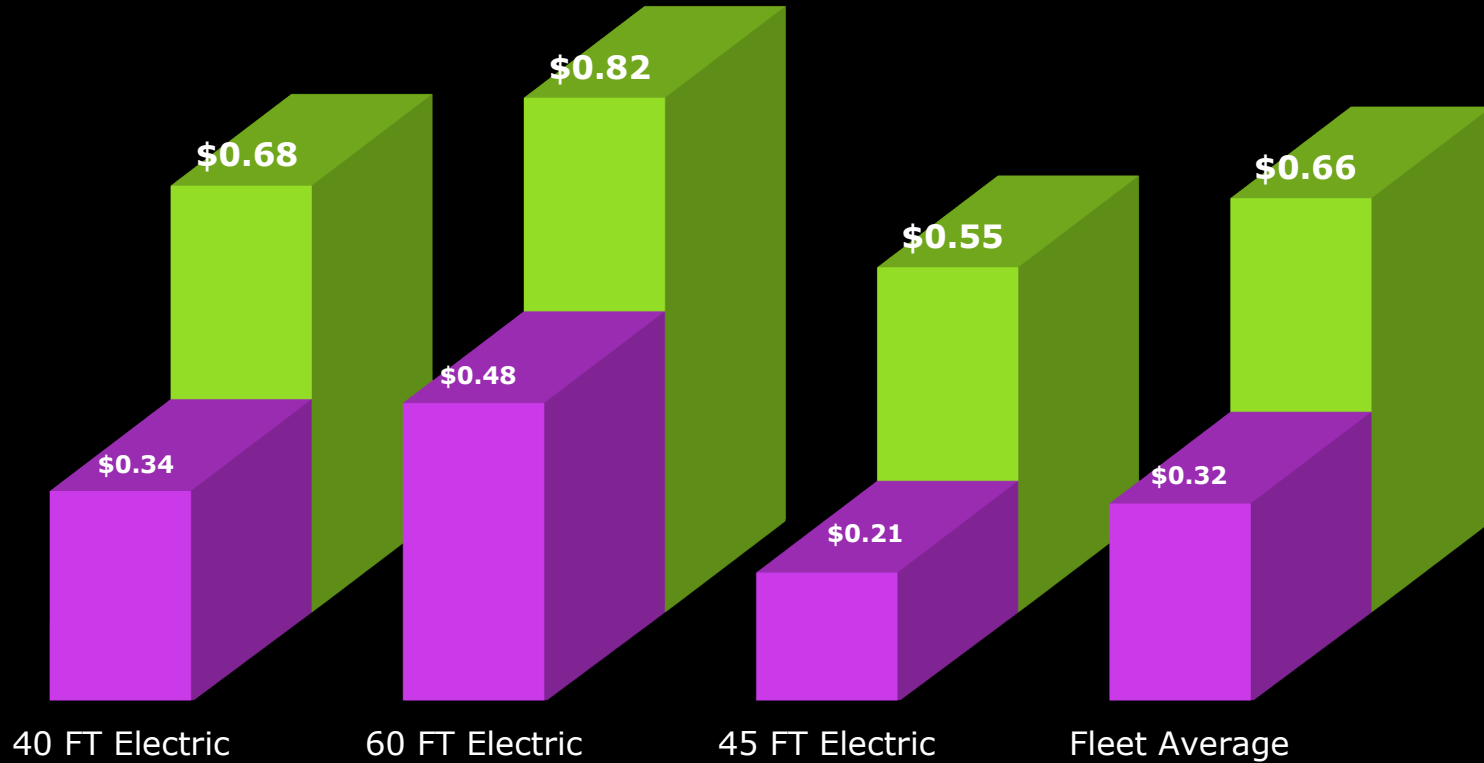
# FUEL/ENERGY COST PRIOR 12 MONTHS



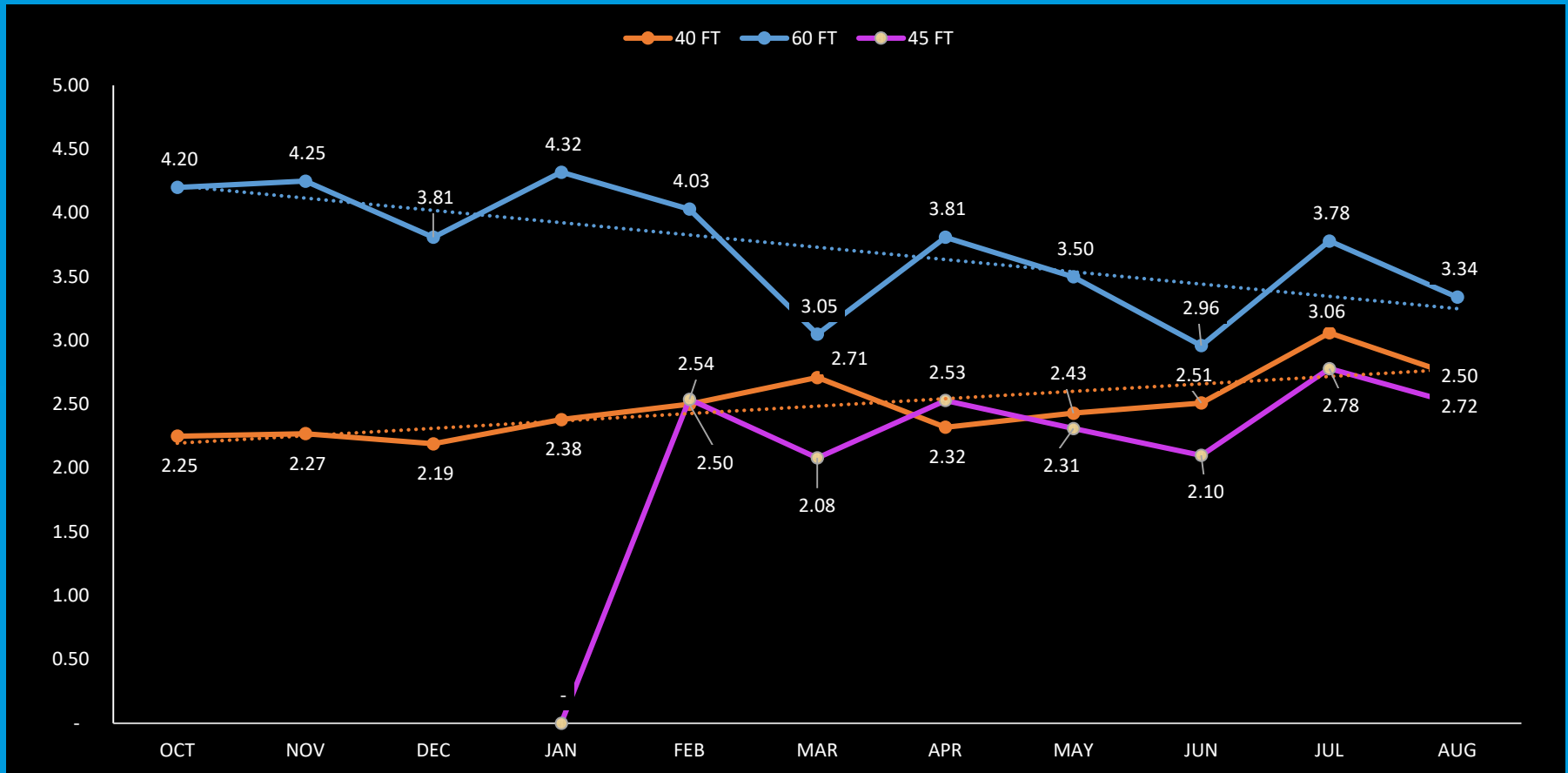
# PROPULSION FUEL COST PER MILE w/LOW CARBON FUEL STANDARD (LCFS) OFFSET

Fuel costs are paid directly by AVTA. August.

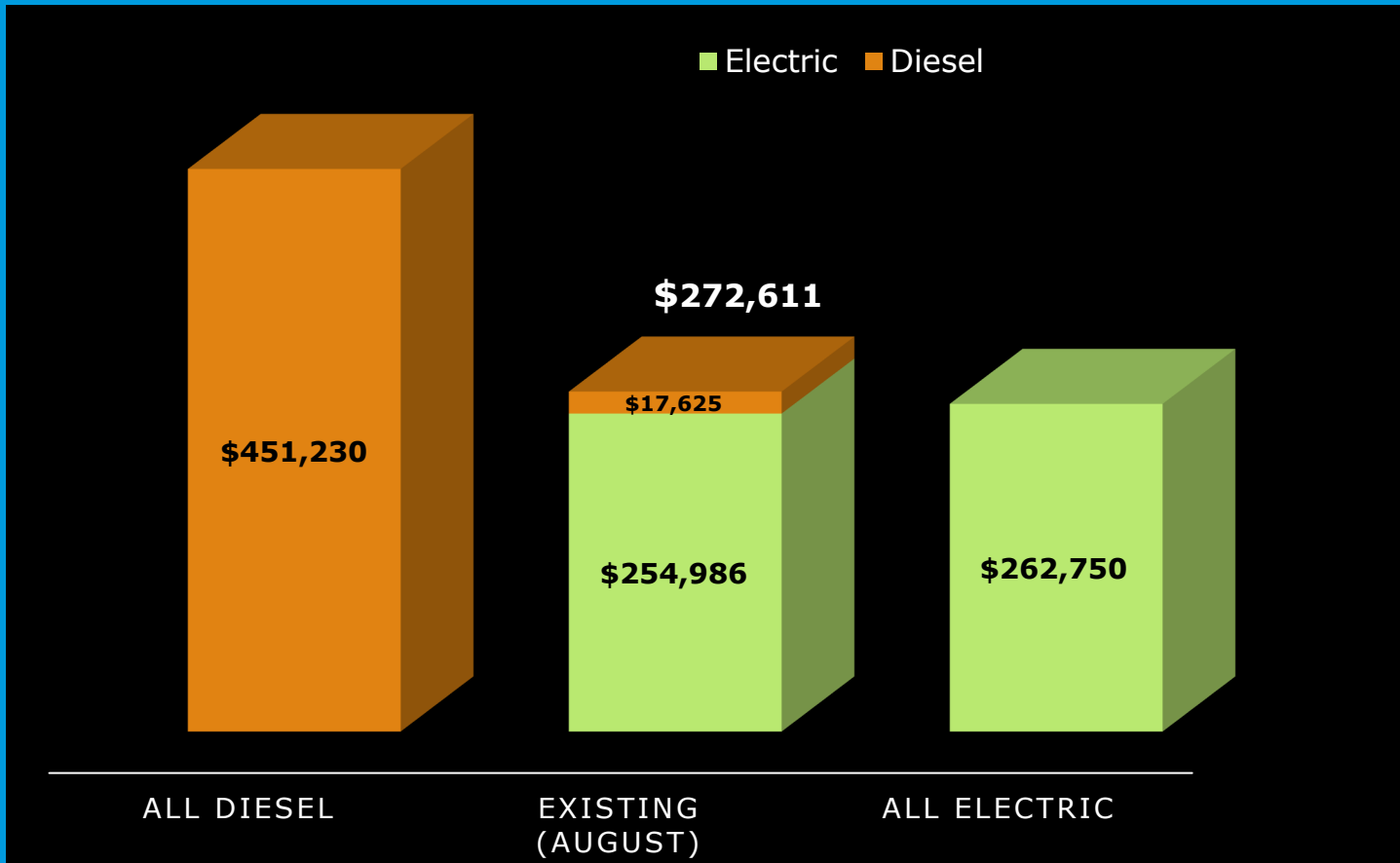
■ Cost after Fuel Credits ■ Fuel Cost per Mile



# AVERAGE FUEL CONSUMPTION PER MILE (KWPM)



# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS



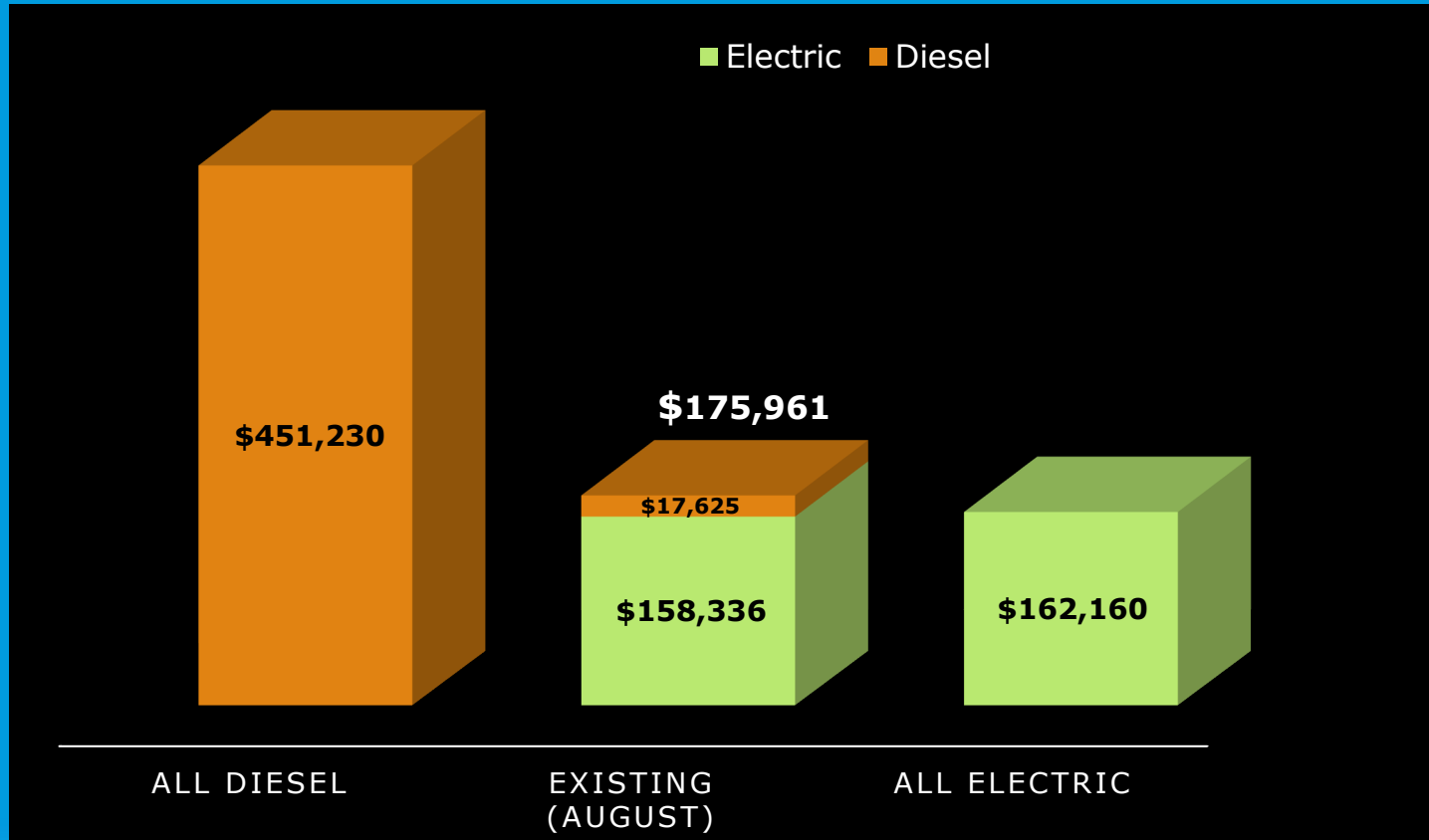
August  
Fuel and  
Maintenance  
Savings  
\$178,619

Projected  
Savings  
\$188,480





# TOTAL FUEL & MAINTENANCE COST ASSUMPTIONS W/LCFS



August  
Fuel and  
Maintenance  
Savings  
W/LCFS  
\$289,070



# Discussion/Questions?



# FY 2023 Monthly Operations Key Performance Indicators

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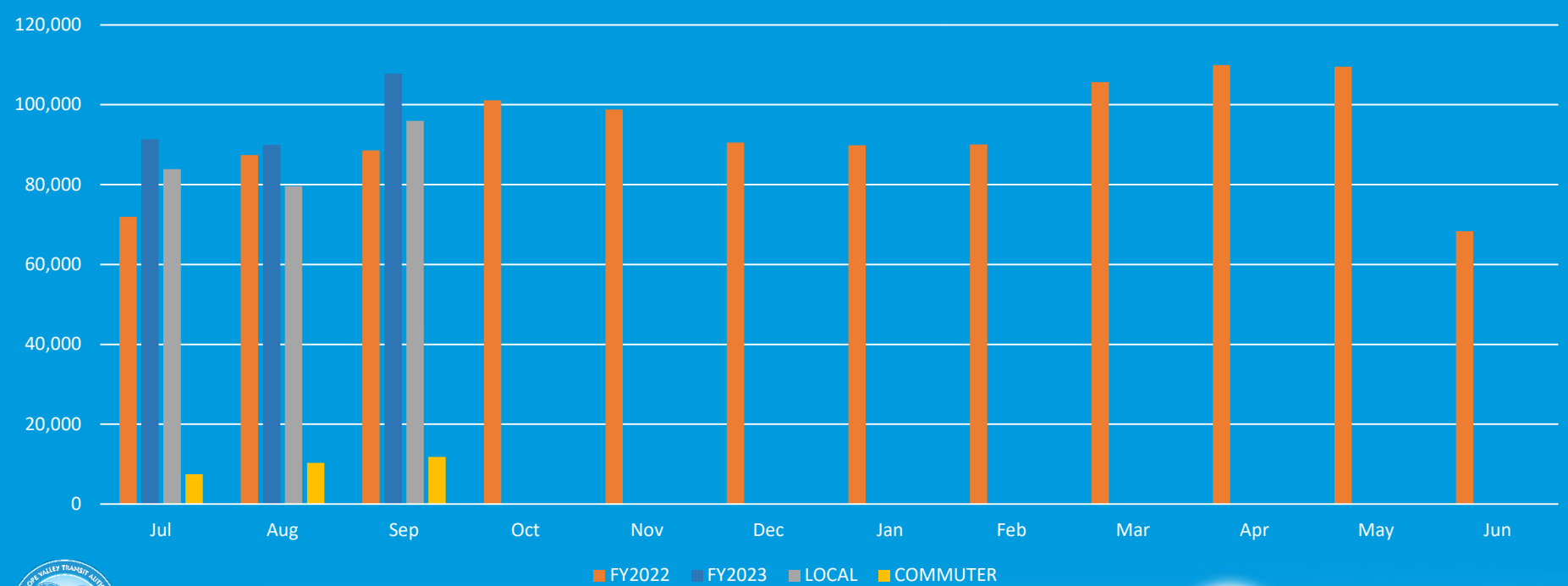
Presentation to the Board of Directors

October 25, 2022



# MONTHLY BOARDING ACTIVITY

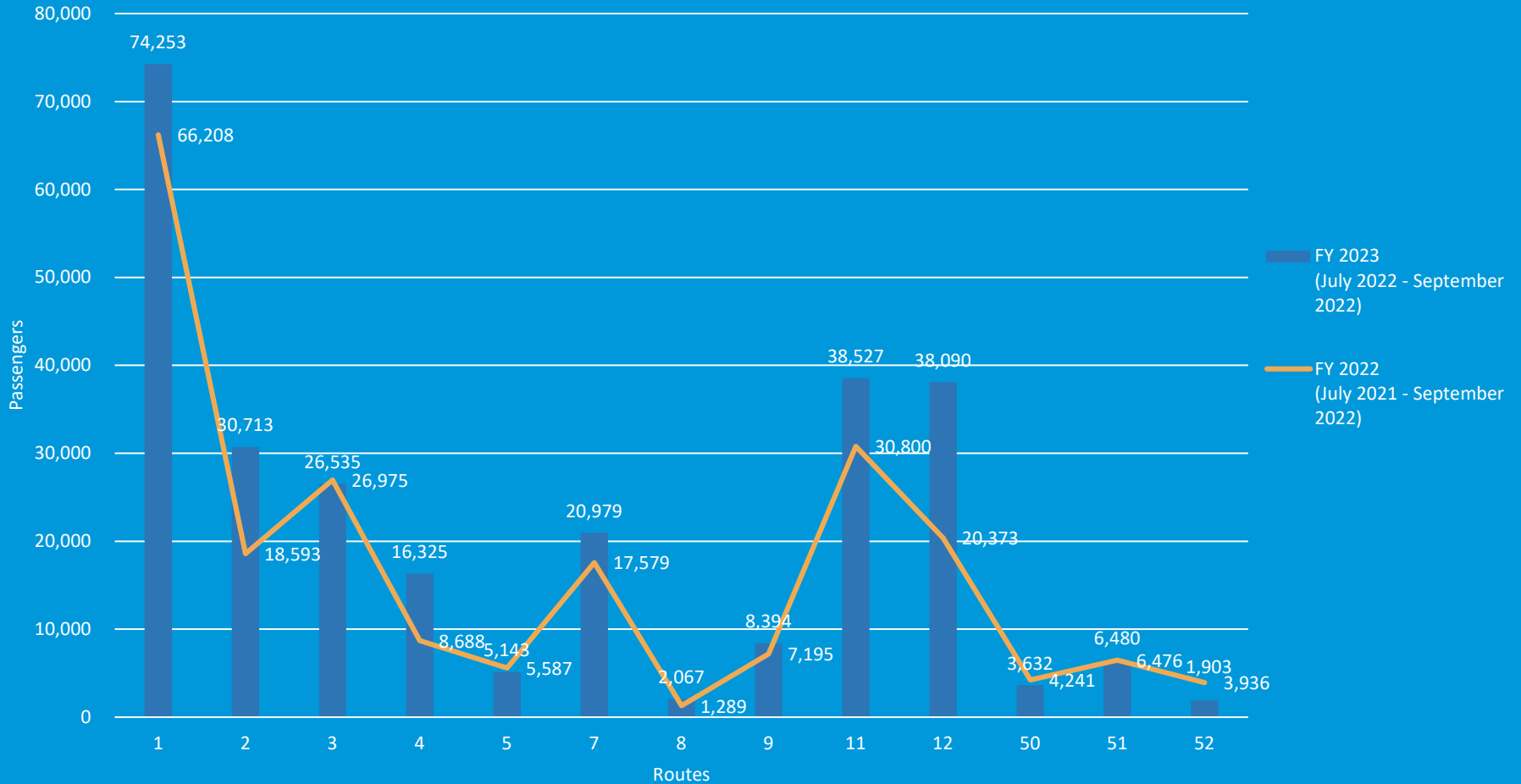
	September 2022 FY 2023	August 2022 FY 2023
<b>System</b>	107,787	107,228
<b>Local</b>	95,963	95,898
<b>Commuter</b>	11,824	11,330



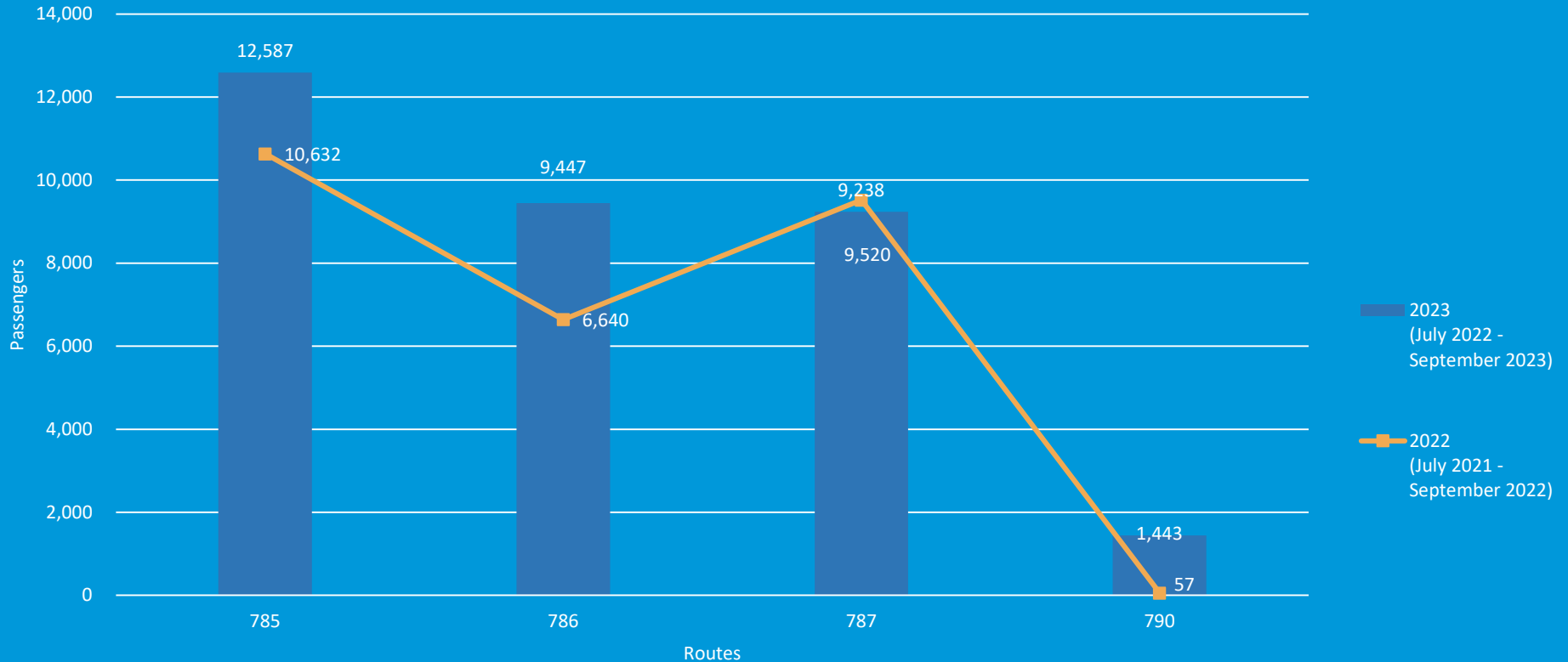
■ FY2022 
 ■ FY2023 
 ■ LOCAL 
 ■ COMMUTER



# ANNUAL RIDERSHIP LOCAL ROUTES



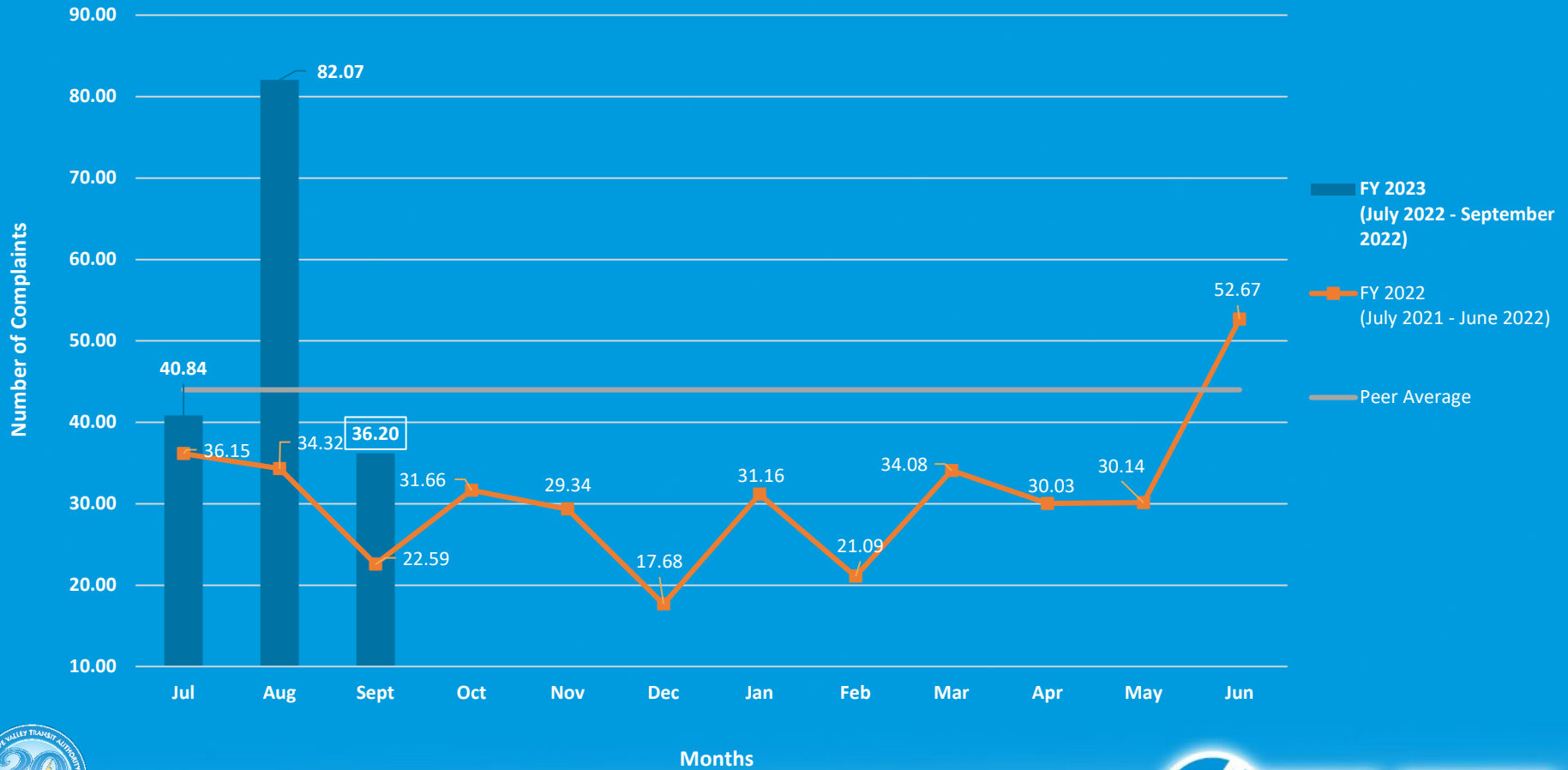
# ANNUAL RIDERSHIP COMMUTER ROUTES



# COMPLAINTS/100,000 BOARDINGS

## SEPTEMBER - SYSTEM WIDE AVERAGE: 36.2

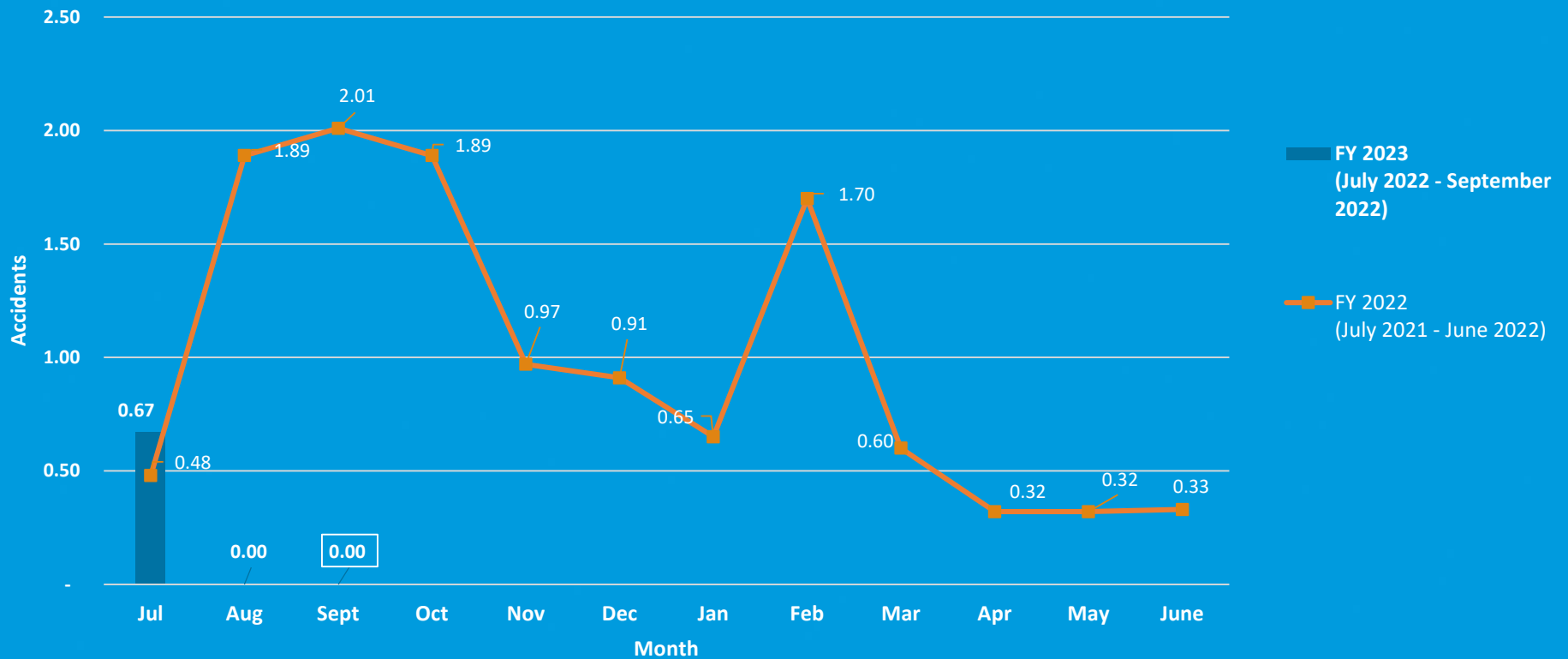
## PEER AVERAGE: 44.00





# PREVENTABLE ACCIDENTS/100,000 MILES

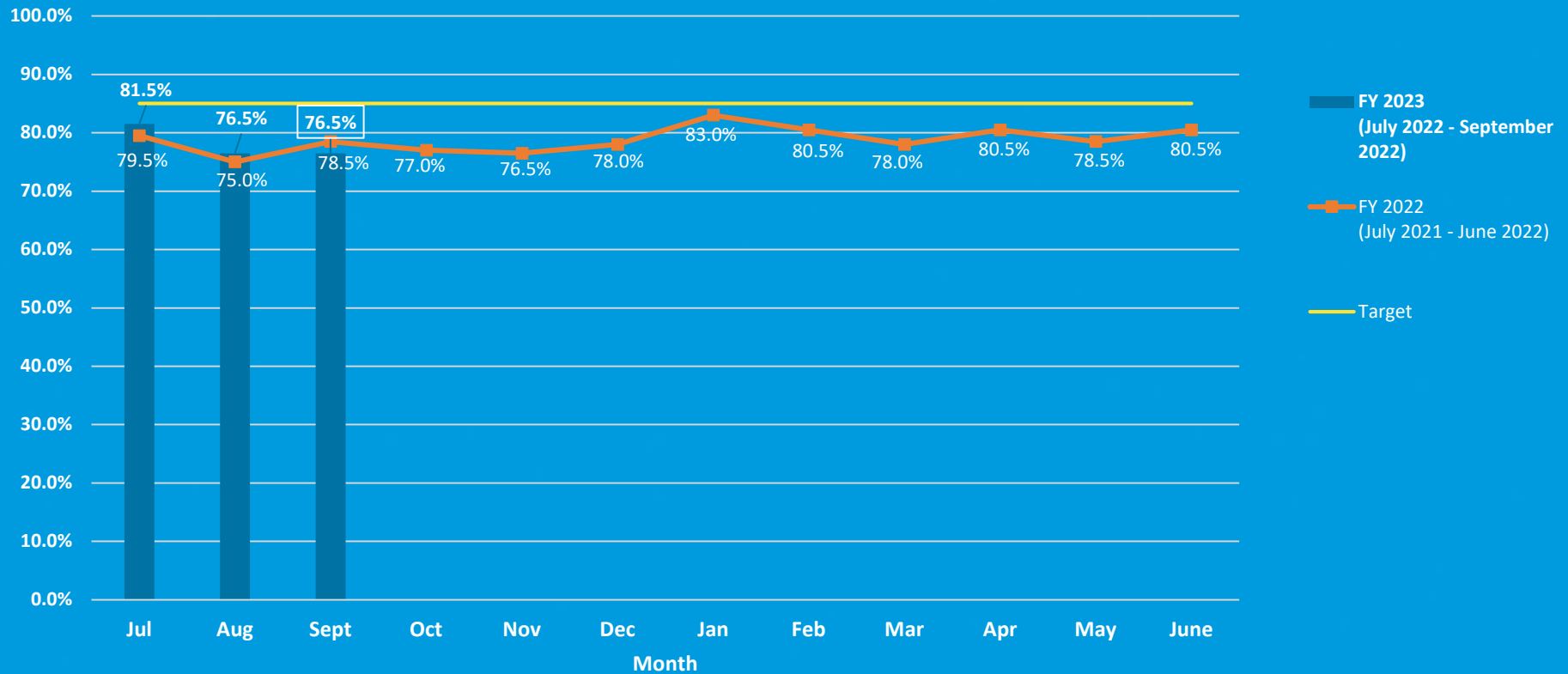
## SEPTEMBER – SYSTEM-WIDE AVERAGE: 0.0



# ON TIME PERFORMANCE

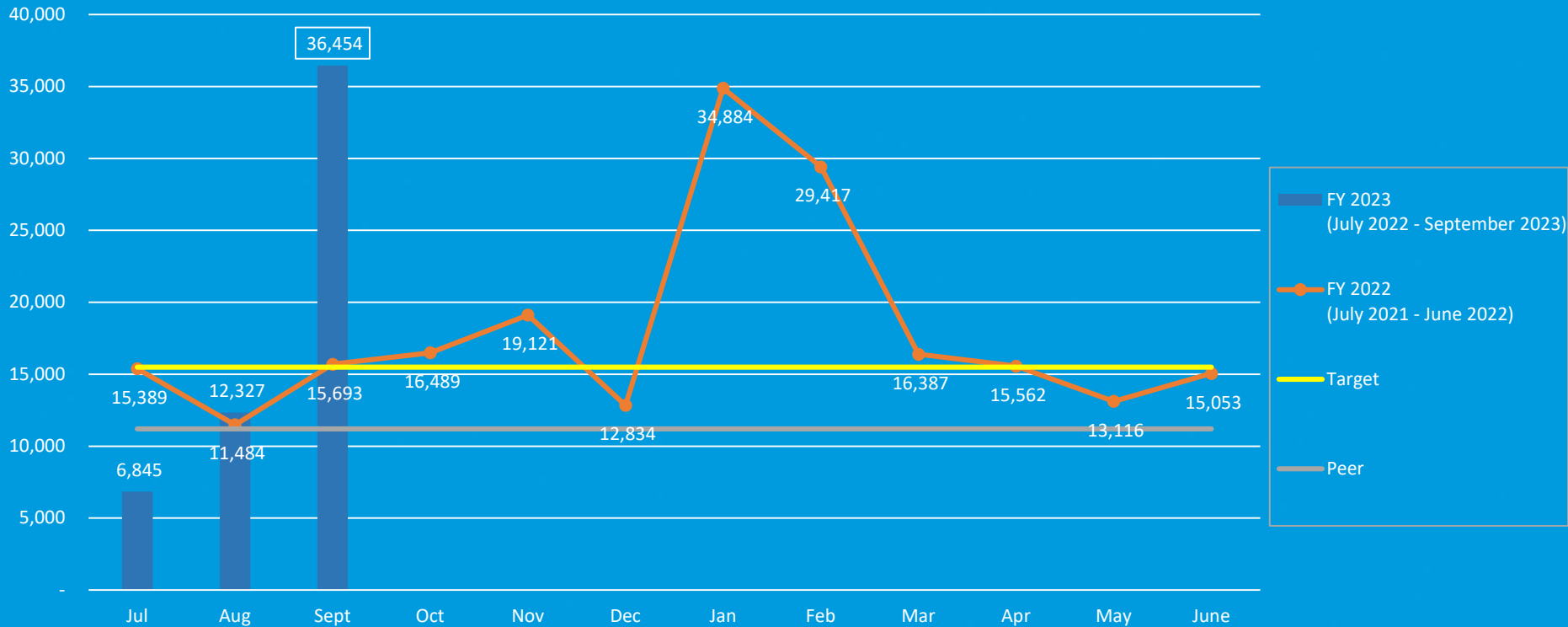
## SEPTEMBER – SYSTEM WIDE AVERAGE: 76.5%

## TARGET: 85%



# AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

## SEPTEMBER: 36,454 Target: 15,500



# KEY PERFORMANCE INDICATORS

	September 2022 FY 2023	August 2022 FY 2023	September 2021 FY 2022
Boarding Activity	107,787	107,228	87,402
Complaints / 100,000 Boardings	30.62	82.07	34.32
Preventable Accidents / 100,000 Miles	-	-	1.89
On Time Performance	76.5%	76.5%	75%
Average Miles Between Service Interruptions	36,454	12,327	15,693



Thank you!

Questions?





**DATE: October 25, 2022**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Public Hearing to Consider Approving the Revised Duplication Fee Schedule for Public Records Requests**

**RECOMMENDATION**

That the Board of Directors:

1. Hold a public hearing; after all testimony is taken;
2. Adopt Resolution No. 2022-014 (Attachment A), approving the revised Fee Schedule for Public Records Requests.

**FISCAL IMPACT**

There is no direct fiscal impact other than partial reimbursement for staff time/labor spent associated with physically copying more than 25 pages.

**BACKGROUND**

Amending the current fee schedule will allow the Authority to increase the costs for duplicating various types of public records requested. Our current fee schedule includes general copying fees; however, it does not include the costs for oversized black and white or color documents or for staff time associated with physically copying more than 25 pages, as shown in the table.

<b>General Copying</b>		<b>Audio/Video Recorded Media</b>	\$ 5/each <b>4GB</b> USB Flash Drive See Resolution
(a) 8.5 inches x 11 inches B&W	\$ <del>10.25</del> /sheet		
(b) 8.5 inches x 14 inches B&W	\$ <del>25.35</del> /sheet		
(c) <u>11 inches x 17 inches B&amp;W</u>	\$ <u>.45</u> /sheet		
(d) 8.5 inches x 11 inches Color	\$ <del>25.35</del> /sheet	<b>4GB USB Flash Drive</b>	\$ 5/each
(e) 8.5 inches x 14 inches Color	\$ <del>50.45</del> /sheet		
(f) <u>11 inches x 17 inches Color</u>	\$ <u>.55</u> /sheet		
<b>Facsimile – Maximum 25 pages</b>	\$ <u>0.15</u> /page	<b>Email – available only if document is under 1 MB<sup>1</sup></b>	\$ 0/document
<b>Labor/Staff Time</b>	\$25.00 per hr. <u>(charged to nearest quarter hour)</u>		
<b>Initial Deposit</b>	100% of Estimated Cost	<b>Postage</b>	100% of Actual Cost

The staff recommends that the Board of Directors adopt the revised duplication fees in accordance with California Public Records Act. The staff has reviewed the proposed revised fee schedule and confirmed they do not exceed the direct costs of duplication. Current state law does not permit AVTA to recover the costs associated with legal review and staff time spent locating and gathering records.

Prepared by:

Submitted by:

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Paulina Hurley  
Records Management Technician II

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Martin J. Tompkins  
Executive Director/CEO

Attachments: A – Resolution No. 2022-014



**RESOLUTION #2022-014**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY  
TRANSIT AUTHORITY APPROVING THE REVISED DUPLICATION FEE  
SCHEDULE FOR PUBLIC RECORDS REQUESTS**

**WHEREAS**, the Public Records Act (California Government Code Section 6250 et seq.) requires that local agencies provide copies of disclosable public records to members of the public; and

**WHEREAS**, the Antelope Valley Transit Authority (“AVTA”) is a local agency under the Public Records Act; and

**WHEREAS**, the Public Records Act permits the AVTA to charge the direct costs of duplication, or a statutory fee if applicable, for copies of public records requested by the public; and

**WHEREAS**, the AVTA conducted an analysis of the costs incurred by the AVTA in duplicating copies of public records and has based the proposed fees, charges, and rates for the schedule of duplication fees on that analysis; and

**WHEREAS**, California Government Code Section 66000, et. seq. authorizes the AVTA to adopt fees for its services, provided such fees do not exceed the estimated reasonable cost to AVTA of providing the service; and

**WHEREAS**, on October 25, 2022, the Board of Directors conducted a duly noticed public hearing concerning the revising the fees, charges, and rates for the schedule of duplication fees proposed to be adopted; and

**WHEREAS**, the adoption of this Resolution approves and sets forth fees, charges, and rates for the purpose of meeting the operating expenses of the AVTA and is, therefore, exempt from the California Environmental Quality Act (Public Resources Code Sections 21080 et seq.) pursuant to Public Resources Code Section 21080(b)(8)(A); and

**WHEREAS**, all requirements of California Government Code Section 66018 are hereby found to have been satisfied.

**NOW, THEREFORE**, the Board of Directors of the AVTA does hereby resolve as follows:

**Section 1.** The facts set forth in the Recitals of this Resolution are true and correct and are hereby incorporated by reference as though set forth in full.

**Section 2.** The Board of Directors hereby finds that none of the fees, charges, and rates set forth in the Schedule of Duplication Fees for Public Records Requests (“Duplication Fee Schedule”) attached hereto as Exhibit 1 and incorporated by this reference, exceeds the cost to the AVTA of providing the service to which such fee, charge, or rate applies.

**Section 3.** The Board of Directors hereby approves and adopts the Duplication Fee Schedule as the schedule of fees, charges, and rates applicable to the provision of copies in response to requests for public records.

**Section 4.** The fees, charges, and rates specified in the Duplication Fee Schedule shall become effective upon adoption of this Resolution.

**Section 5.** Any person paying a fee set forth on the Duplication Fee Schedule who feels that any fee, charge, or rate determined and set is in excess of the direct costs of duplication borne by the AVTA and to be recovered as set out in this Resolution, or has not been reviewed and approved by the AWA, may appeal in writing to the Board of Directors.

**Section 6.** Any prior adopted fee schedule in conflict with this Resolution is hereby superseded by this Resolution.

**PASSED APPROVED AND ADOPTED** this 25<sup>th</sup> day of OCTOBER 2022 by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen S. Darr, Clerk of the Board

\_\_\_\_\_  
Allison E. Burns, General Counsel

EXHIBIT 1

ANTELOPE VALLEY TRANSIT AUTHORITY  
RECORDS MANAGEMENT

PUBLIC RECORDS REQUEST FORM

Name/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Request Date \_\_\_\_\_

Preferred Contact Method:  Phone  Mail  E-mail

Type of Request:  Inspection  Copies  Inspection & Copies

Public records requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy Format:  Paper  PDF  Other \_\_\_\_\_

See reverse side for copy costs and other information.

**Submit to: Records Management, Antelope Valley Transit Authority, 42210 6<sup>th</sup> Street W, Lancaster, CA 93534**

Records Management Phone: (661) 729-2226 Fax: (661) 726-2615

Records Management Office Hours: Monday – Friday from 7:00 a.m. to 5:00 p.m.

**FOR OFFICE USE ONLY:** \_\_\_\_\_

Received: \_\_\_\_\_ 10-day Deadline: \_\_\_\_\_ 14-day Extension? \_\_\_\_\_

Documents/response provided on \_\_\_\_\_  Completed

By:  Pick-up  Fax  Mail  Email  Other \_\_\_\_\_

Total # of Pages: \_\_\_\_\_ Amount Due/Paid: \$ \_\_\_\_\_

Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ANTELOPE VALLEY TRANSIT AUTHORITY

## RECORDS MANAGEMENT

### PUBLIC RECORDS REQUEST FORM

1. AVTA will respond to requests for public records in accordance with the terms of the California Public Records Act (“CPRA”). Nothing in this Form is intended to conflict with or shall be interpreted as conflicting with, the CPRA.
2. Information is available in AVTA offices during regular business hours - Monday – Thursday from 7:00 a.m. to 5:00 p.m. Many frequently requested documents are also available for viewing/printing via the Internet at AVTA’s website ([www.avta.com](http://www.avta.com)).
3. Requests must be for records in AVTA’s possession. Requests must reasonably describe identifiable records or else processing may be delayed for further clarification.
4. The Records Management office can assist you in identifying records and information that are responsive to your request or to the purpose of your request. The Records Management office also can describe the information technology and physical location in which the records exist, as well as provide suggestions for overcoming any practical basis for denying access to the records or information sought.
5. If your request is to inspect records rather than receive copies, an appointment will be arranged for you once the records are gathered. Original AVTA records must remain in the custody of AVTA in order to protect their integrity and ensure accessibility.
6. AVTA generally will notify you within 10 days of receiving your request whether the request, in whole or in part, seeks disclosable public records in AVTA’s possession. If your request seeks copies of such records, you also will be notified of the estimated duplication cost and/or the amount of any applicable statutory fee. AVTA may extend the time in which to provide this determination by 14 days under certain circumstances specified in the CPRA.
7. AVTA will produce any existing documents responsive to your request that are not exempt from disclosure. You will be contacted once the information requested is available. If you refuse to provide contact information, you may go to the Records Management office during office hours any time after 10 days to receive AVTA’s determination or the 14-day extension notice, whichever is applicable.
8. The following fees for copies are in accordance with “Schedule of Duplication Fees for Public Records Requests,” adopted by Board Resolution No. 2022-014 on October 25, 2022.

<b>General Copying</b>		<b>Audio/Video Recorded Media</b>	\$ 5/each 4GB USB Flash Drive See Resolution
(a) 8.5 inches x 11 inches B&W	\$ .25/sheet		
(b) 8.5 inches x 14 inches B&W	\$ .35/sheet		
(c) 11 inches x 17 inches B&W	\$ .45/sheet		
(d) 8.5 inches x 11 inches Color	\$ .35/sheet	<b>4GB USB Flash Drive</b>	\$ 5/each
(e) 8.5 inches x 14 inches Color	\$ .45/sheet		
(f) 11 inches x 17 inches Color	\$ .55/sheet		
<b>Facsimile – Maximum 25 pages</b>	\$ .15/page	<b>Email – available only if document is under 1 MB<sup>1</sup></b>	\$ 0/document
<b>Labor/Staff Time</b>	\$25.00 per hr. (charged to nearest quarter hour)		
<b>Initial Deposit</b>	100% of Estimated Cost	<b>Postage</b>	100% of Actual Cost

- Note: Current state law does not permit AVTA to recover the costs associated with legal review and staff time spent locating and gathering records. A proposed resolution adopting the fee schedule and revised public records request form, which includes fees from the fee schedule

Other copy fees are as follows:

**Fair Political Practices Commission Filings**

\$0.10/sheet; \$5.00 for retrieval of filings 5 or more years old

**Large Copy Projects / Oversized Documents**

AVTA may elect to hire an appropriate outside photocopy business to copy the requested materials for large copy projects or oversized documents. Charges will be billed at the actual cost and AVTA requires a deposit prior to duplicating copies.

**<sup>1</sup>Other Electronic Records**

See "Schedule of Duplication Fees for Public Records Requests" adopted by resolution by the AVTA Board of Directors on May 24, 2011.

PROPOSED



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**Regular Meeting of the Board of Directors**

**Tuesday, September 27, 2022**

**10:00 a.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER**

Chairman Crist called the meeting to order at 10:00 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 Raj Malhi, Director Michelle Flanagan

**APPROVAL OF AGENDA**

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

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

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

Nays: None

Abstain: None

Absent: None

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

Thomas Aguinaga – stated the air conditioner, stop-request cord, and wheelchair lift were not working properly on one of the buses.

Milcah "Mikey " White – spoke about the disconnect between Santa Clarita and Antelope Valley routes, Transporter schedule change, lack of communication to riders, and riders who do not have the software app downloaded to their phones. Chairman Crist directed Senior Director of Operations and Maintenance Esteban Rodriguez to meet with Ms. White.

Charlotte Baxter – explained the difficulty she has reaching the stop-request cord on the 60-foot buses. Sometimes she can reach the stop-request cord behind the seat where passengers in wheelchairs sit; however, she often has to ask another passenger to pull the stop-request cord for her. She informs the operators of her stop when she boards the bus and reminds them when they are approaching her stop, but some operators get annoyed with her. She suggested providing additional Americans with Disabilities Act (ADA) regulations training for the operators. Some of the operators are not sensitive to the special needs of some riders, including lowering the wheelchair ramp when requested. Mr. Esteban will meet with Ms. Baxter.

Fran Sereseres – Praised the Dial-A-Ride operators and new vans.

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

**SRP 1 PRESENTATION TO MV TRANSPORTATION EMPLOYEE OF THE MONTH**

MV Transportation General Manager Michael Sherrill present the award to Juan Carrillo Berumen.

**SRP 2 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH**

AV Transportation Services President Art Minasyan presented the award to Maria Angie Guerra.

**SRP 3 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT**

Mr. Minasyan presented the report. The Board discussed what justifies a valid complaint versus an invalid complaint. Mr. Minasyan will provide additional complaint information in future presentations.

**SRP 4 LEGISLATIVE REPORT FOR SEPTEMBER 2022**

Chief Financial Officer Judy Vaccaro-Fry presented an update regarding Senate Bills (SB) 922 and 942, Assembly Bills 2622 and 1919, Proposition 30, CARB Ruling - Advanced Clean Cars II, National EV Charging Network, low risk of transmitting the monkey pox virus on public transit, Federal Fiscal Year 2023 Appropriations, Los Angeles County ridership versus the Bay area, and the High-Speed Rail project.

The Board discussed the High Speed Rail project and power grid concerns with electric vehicles. Ms. Vaccaro-Fry will provide the positions of elected officials on California's proposed legislation in future presentations.



#### **SRP 5 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK’S OFFICE**

Shawntwayne Cannon, District Representative for Senator Scott Wilk, provided Senator Wilk’s position on SB 922 (supports), SB 942 (supports), AB 2622 (supports), and Proposition 30 (opposes) and justification for the Senator’s support or opposition of the legislation. Chairman Crist requested staff to contact Assemblyman Lackey’s office inviting his representative to provide a report at the monthly Board meetings.

#### **SRP 6 MAINTENANCE KPI REPORT**

Maintenance Compliance Manager Cecil Foust presented the report. The Board discussed average miles between service interruptions. Chairman Crist requested staff to organize an event celebrating the AVTA reaching the 10,000,000 electric miles milestone.

#### **SRP 7 OPERATIONS KPI REPORT**

Mr. Sherrill presented the report. The Board discussed the impact accidents or police activity could have on on-time performance.

#### **CONSENT CALENDAR (CC):**

##### **CC 1 BOARD OF DIRECTORS MEETING MINUTES OF AUGUST 23, 2022**

Approve the Board of Directors Regular Meeting Minutes of August 23, 2022.

##### **CC 2 FINANCIAL REPORT FOR AUGUST 2022**

Receive and file the Financial Report for August 2022.

##### **Motion: Approve the Consent Calendar as comprised.**

Moved by Vice Chair Knippel, seconded by Director Loa

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

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

Nays: None

Abstain: None

Absent: None

#### **NEW BUSINESS (NB):**

##### **NB 1 CONTRACT AMENDMENT NO. 2 TO CONTRACT #2022-24 WITH BYD MOTORS INC. TO ADD OPTIONS TO EIGHT 40-FOOT BATTERY-ELECTRIC BUSES**

**NB 2 CONTRACT AMENDMENT NO. 2 TO CONTRACT #2022-04 WITH BYD MOTORS INC. TO ADD OPTIONS TO SIX 30-FOOT BATTERY-ELECTRIC BUSES**

**NB 3 CONTRACT AMENDMENT NO. 1 TO CONTRACT #2023-15 WITH BYD MOTORS INC. TO ADD OPTIONS TO 30, 35, AND 40-FOOT BATTERY-ELECTRIC BUSES**

Procurement and Contracts Officer Lyle Block presented the report for NB 1, 2, and 3.

**Motion: Approve NB 1, 2, and 3**

Moved by Vice Chair Knippel, seconded by Director Malhi

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

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

Nays: None

Abstain: None

Absent: None

NB 1 Authorize the Executive Director/CEO to execute Contract Amendment No. 2 to Contract #2022-24 with BYD Motors Inc. for an additional amount not to exceed \$430,534, plus applicable sales tax. The total purchase will not exceed \$5,990,126, plus applicable sales tax.

NB 2 Authorize the Executive Director/CEO to execute Contract Amendment No. 2 to Contract #2022-04 with BYD Motors Inc. for an additional amount not to exceed \$475,010, plus applicable sales tax. The total purchase price will not exceed \$3,978,184, plus applicable sales tax.

NB 3 Authorize the Executive Director/CEO to execute Contract Amendment No. 1 to Contract #2023-15 with BYD Motors Inc. for an additional amount not to exceed \$105,887, plus applicable sales tax, as follows: 1) added options list for 30 ft. buses not to exceed \$33,768, plus applicable sales tax; 2) added options list for 35 ft. buses not to exceed \$52,512, plus applicable sales tax; and 3) added options list for 40 ft. buses not to exceed \$19,608, plus applicable sales tax. The total purchase will not exceed \$5,982,246, plus applicable sales tax.

**NB 4 CHANGE ORDER NO. 1 TO CONTRACT #2021-72 WITH TONEMAN DEVELOPMENT CORP. FOR INSTALLATION OF FOUR ADDITIONAL HEATERS**

Mr. Block presented the staff report.

**Motion: Authorize the Executive Director/CEO to execute Change Order No. 1 to Contract #2021-72 with Toneman Development Corp. for an amount not to exceed \$28,076 for the installation of four additional heaters.**

Moved by Vice Chair Knippel, seconded by Director Flanagan

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

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

Nays: None

Abstain: None

Absent: None

**NB 5 SOLE RESPONDENT CONTRACT #2023-08 TO ANTELOPE VALLEY CHEVROLET FOR FOUR BATTERY-ELECTRIC SUPPORT VEHICLES**

Maintenance Compliance Manager Cecil Foust presented the staff report and confirmed that he and Mr. Block personally delivered bid packages to the local dealerships. Chairman Crist directed staff to draft a letter to the local dealerships encouraging them to bid.

**Motion: Authorize the Executive Director/CEO to award Sole Respondent Contract #2023-08 with Antelope Valley Chevrolet, Lancaster, CA, to purchase four battery-electric support vehicles for an amount not to exceed \$139,647.06 including applicable sales tax.**

Moved by Director Flanagan, seconded by Director Loa

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

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

Nays: None

Abstain: None

Absent: None

**NB 6 AMENDMENT NO. 2 TO CONTRACT #2020-20 WITH AV TRANSPORTATION SERVICES, INC.**

Mr. Foust presented the staff report

**Motion: Approve NB 6, authorizing the Executive Director/CEO or designee to execute Amendment No. 2 to Contract #2020-**

**20 with Antelope Valley Transportation Services, Inc. for an additional amount of \$13,445 for FY 2023 for Dial-A-Ride and On-Request Microtransit Ride services.**

Moved by Director Flanagan., seconded by Director Hofbauer

Vote: Motion carried (6-0-0-0)  
Yeas: 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 CHIEF FINANCIAL OFFICER**

Ms. Vaccaro-Fry stated Executive Director/CEO Martin Tompkins is recovering well and is updated regarding the Authority's daily activities.

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

The Board had no miscellaneous business items to present.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:13 a.m. to the Regular Meeting of the Board of Directors on October 25, 2022, 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 25<sup>th</sup> day of OCTOBER 2022.

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



**DATE: October 25, 2022**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Financial Report for September 2022**

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#### **RECOMMENDATION**

That the Board of Directors receive and file the Financial Report for September 2022.

#### **FISCAL IMPACT**

	<b>September</b>
PAYROLL	\$539,094
CASH DISBURSEMENTS	\$4,356,033

#### **BACKGROUND**

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Financial Officer in conjunction with the Sr. Finance Manager, provides a monthly payroll total and cash disbursements. The Executive Director/CEO and Treasurer certify the availability of funds.

**I, Martin Tompkins, Executive Director/CEO of AVTA, declare that the above information is accurate.**

Prepared by:

Submitted by:

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Vianney McLaughlin  
Sr. Finance Manger

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Martin J. Tompkins  
Executive Director/CEO



**DATE:** October 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY 2022/2023 (FY 2023) First Quarter Los Angeles County Sheriff's Department Report (July 1 - September 30, 2022)

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**RECOMMENDATION**

That the Board of Directors receive and file the FY 2023 First Quarter Los Angeles County Sheriff's Department Report for the period covering July 1 through September 30, 2022.

**FISCAL IMPACT**

No fiscal impact at this time.

**DISCUSSION**

Deputy Maselli and his K-9 partner Doc worked a total of 632 hours during the first quarter of FY 2023.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that was reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day.

Deputy Maselli monitored various locations that had reported problems. These locations included: Sgt. Steve Owen Memorial Park (OMP), Lancaster Senior Center, 6th Street East & Palmdale Boulevard, Palmdale Transportation Center (PTC) and the Lancaster Metrolink Station.

Deputy Maselli and Doc conducted high visibility K-9 terrorism and explosives deterrence sweeps at the Antelope Valley Transit Authority (AVTA) office, AVTA transfer centers, on AVTA buses and at random bus stop locations throughout the Antelope Valley.

On July 7, Deputy Maselli responded when AVTA dispatch reported a passenger with a gun attempted to board the bus on 40<sup>th</sup> Street West/Palmdale BLVD (Transit Center), Palmdale. The subject was in possession of a BB gun. He was arrested for an outstanding warrant for Attempted Burglary.

On July 11, Deputy Maselli responded to AVTA bus 40858 route 11 E/B on 13<sup>th</sup> Street West/Avenue I, Lancaster regarding a “Traffic Hazard” call. Subject (Male/Black Adult) was running in and out of traffic and jumping in front of AVTA bus.

The following is a list of misdemeanors, infractions and arrest warrants included on citations issued from July 1 through September 30, 2022. All citations were issued at transit centers or at bus stops in the AVTA service area.

Citations	July 22	Aug 22	Sept 22
Suspended or Unlicensed Driver	0	0	0
Expired Registration	0	0	0
Registration Not in Vehicle	0	0	0
No Proof of Insurance	0	0	0
Drinking in Public ( Bus Stops)	0	0	0
Failure to Have Both License Plates on Vehicle	0	0	0
Failure to Obey Posted Signs at Transit Centers	0	0	0
Impounded Vehicle	0	0	0
Outstanding Warrant Arrest	0	0	0
Driver License Not in Possession	0	0	0
Using Cell Phone/Texting While Operating Vehicle	0	0	0
Conducting Business Without License	0	0	0
No Smoking Allowed	0	0	0
Non-Aggravated Assault Arrest	0	0	0

During the month of July, Deputy Maselli monitored regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sergeant Steve Owen Memorial Park (OMP) and Palmdale Transportation Center (PTC).

During the month of August, Deputy Maselli monitored Sergeant Steve Owen Memorial Park (OMP) and Palmdale Transportation Center (PTC) regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents.



During the month of September, Deputy Maselli monitored Sergeant Steve Owen Memorial Park (OMP) and Palmdale Transportation Center (PTC) regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents.

Prepared by:

Submitted by:

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Kelly Miller  
DBE/EEO Compliance Officer

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Martin J. Tompkins  
Executive Director/CEO



**DATE:** October 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Contract #2023-20 to SHI International Corp. for In-House IT Backup Environment

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## **RECOMMENDATION**

That the Board of Directors authorize the Executive Director to execute Contract #2023-20 with SHI International Corp. for the In-House IT Backup Environment for an amount of \$79,957.31, plus applicable sales tax.

## **FISCAL IMPACT**

Sufficient funds have been included in the FY23 Budget to pay for this equipment and services.

## **BACKGROUND**

AVTA's requirements for storing data securely have become more challenging in today's environment. Our current equipment and software that makes up our backup environment are past its useful life, and the manufacturer is no longer supporting much of the software used to manage this environment. This new equipment and software will provide us with the means to store data more efficiently and securely. This upgrade will also keep us up to date with software still actively supported by the manufacturer.

AVTA released an Invitation for Bid (IFB) that closed on September 28, 2022. The solicitation documents were posted to AVTA's website, and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. Additionally, Board members were notified and asked to submit recommendations for potential vendors. The solicitation was also posted on Planet Bids.

Contract #2023-20 to SHI International Corp. for the In-House IT Backup Environment  
October 25, 2022  
Page 2

Of the multiple firms that had access to the IFB, only two (2) responses were received. Procurement staff conducted a review of responses, and only one of the firms submitted a fully responsive and complete bid. The qualified bid was also the lower of the two responses.

Prepared by:

Submitted by:

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Cecil Foust  
Maintenance Compliance Officer

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Martin J.Tompkins  
Executive Director/CEO



**DATE: October 25, 2022**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Contract #2023-16 to Medallion Contracting, Inc. for the Refinished Epoxy Flooring, Painted Ceilings and Walls Project**

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**RECOMMENDATION**

That the Board of Directors authorizes the Executive Director/CEO to execute Contract #2023-16 with Medallion Contracting, Inc., Lancaster, CA, for the refinished epoxy flooring, painted ceilings, and walls project for an amount of \$911,760, plus applicable permit fees and sales tax.

**FISCAL IMPACT**

Sufficient grant funds will be included in the FY 2023 Mid-Year Budget Adjustment to pay for this project.

**BACKGROUND**

AVTA released this solicitation to address aging flooring and painted ceilings and walls in our maintenance bays. The scope of work in this IFB will return our shop to new like condition by removing diesel particulate and installing new flooring. It will also create a clean and safer environment for our maintenance staff with an overall brightening of the work area and newly textured non-slip flooring.

AVTA released this IFB on August 26, 2022, to strip and replace the existing epoxy floor with a far superior product to our existing floor based on staff research. We also included the re-painting of all walls and ceilings in the scope. The solicitation documents were posted to Planet Bids and advertisements were placed in the *Antelope Valley Press* and the *Our Weekly Lancaster* newsletter. AVTA's procurement system provided the solicitation documents to 155 registered firms; twenty (20) of these were from the Antelope Valley.

Staff conducted a mandatory pre-bid conference on September 14, 2022, with twenty-one (21) firms attending. Three (3) addenda were released before the bid closing. The bid opening was held on October 5, 2022. Of the 155 firms that received notification of the IFB, four (4) submitted bids. One bidder met all specifications and DBE outreach efforts required of the solicitation. The firms that meet minimum requirements and their respective bid amounts are listed in the table.

<b>Firm</b>	<b>Location</b>	<b>Price</b>	<b>DBE Outreach Performed</b>	<b>Required Federal Certifications</b>	<b>Certified Applicator</b>	<b>Approved Flooring</b>
Ace Construction, Inc.	North Hollywood, CA	\$1,118,000	No	No	No	Yes
Medallion Contracting, Inc.	Lancaster, CA	*\$911,760	Yes	Yes	Yes	Yes
Prime Painting Contractors, Inc.	Northridge, CA	\$744,000	No	Yes	Yes	Yes
Toneman Development Corporation	Lancaster, CA	\$718,436	Yes	Yes	No	No

Under AVTA’s procurement policy requirements, an IFB must be awarded to the lowest responsive and responsible bidder. Of the four bidders, Medallion Contracting, Inc. and Prime Painting were the only two that proposed the specified (or an approved equal) floor system and a manufacturer-certified installer that would qualify us for a warranty. Medallion was the only one of these two bidders that performed the required DBE outreach.

Based on procurement policy requirements, the bids received were reviewed for requisite document submittal and staff found the lowest responsive and responsible bid complete with pricing to be fair and reasonable. Therefore, the staff is recommending the Board approve a contract with Medallion Contracting Inc. This project is anticipated to take approximately 45 business days to complete from notice to proceed.

Prepared by:

Submitted by:

\_\_\_\_\_  
 Cecil Foust  
 Maintenance Compliance Manager

\_\_\_\_\_  
 Martin J. Tompkins  
 Executive Director/CEO



**DATE:** October 25, 2022

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Contract Amendment No. 3 to Contract #2022-24 with BYD Motors LLC to add Americans with Disabilities Act (ADA) Equipment to Eight 40-Foot Battery-Electric Buses

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### **RECOMMENDATION**

That the Board of Directors authorize the Executive Director/CEO to execute Contract Amendment No. 3 to Contract #2022-24 with BYD Motors LLC to add ADA equipment to eight 40-foot battery-electric buses for an additional amount not to exceed \$26,522, plus applicable sales tax. The total purchase will not exceed \$6,016,648, plus applicable sales tax.

### **FISCAL IMPACT**

Sufficient grant funds will be included in the midyear budget adjustment for FY 2023.

### **BACKGROUND**

The requested amount listed above is \$26,522 over the previous authorization of \$5,990,126 granted by the Board of Directors on September 27, 2022. The previous authorization also includes an HVIP credit of \$138,000 per bus or \$828,000 for the complete order if approved by the State of California.

On September 26, 2022, BYD informed AVTA that it missed quoting an additional Q'Straint, Q-Pod 3-point wheelchair securement station (Americans with Disabilities Act (ADA) Equipment) for each 40-foot bus under this contract. The 40-foot model buses authorized in the past included two wheelchair securement stations. BYD Motor LLC's pricing is established through the State of Georgia Cooperative purchasing agreement, which complies with all federal regulations, terms, and conditions.

In addition to their fair and reasonable pricing, adding ADA equipment will make the entire fleet the same and provide maintenance and training efficiencies.

Prepared by:

Submitted by:

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Lyle A. Block  
Procurement and Contracts Officer

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Martin J. Tompkins  
Executive Director/CEO

Attachment: A – Options Pricing List



**BYD Coach & Bus LLC**

*Build Your Dreams*

46147 7th Street W  
Lancaster, CA 93534  
Phone: (661)940-3250 Fax: (661)942-0587

# Quotation

**DATE** 9/1/2022  
**Quotation #** JH09012022AVTA-K9M-Qpod-0

*Valid For:* 90 days  
*Quotation valid until:* 11/30/2022

**Quotation For:**

**AVTA**  
**42210 6th Street West**  
**Lancaster, CA 93534**

*Prepared by:* JJ Zhang

**Comments or Special Instructions:** *None*

SALES PERSON	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
James Holtz	14-18 Months After Spec Finalization	TBD	Lancaster, CA	NET 30

ITEM #	QTY	DESCRIPTION	UNIT PRICE (USD)	TOTAL AMOUNT (USD)
1	8	One Additional Q-pod for (8) K9M Under AVTA Contract #2022-24	\$ 3,315.18	\$ 26,521.45
			<b>Subtotal</b>	<b>\$ 26,521.45</b>

<b>Estimated Sales Tax (10.25%)*</b>	<b>\$ 2,718.45</b>
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<b>Total (USD)</b>	<b>\$ 29,239.89</b>
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**\*NOTE:**

1. Applicable sales tax is subject to be adjusted according to date of invoice.